City of St. Helena
Regular City Council Meeting
Tuesday, June 13, 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 received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. 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**.**
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/**.**

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

7.1. Monarch and Pollinator Awareness Month June 2023 Proclamation 9
Proclamation

7.2. LGBTQ+ Pride Month June 2023 Proclamation 11
Proclamation

7.3. Juneteenth Independence Day June 19, 2023 Proclamation 13
Proclamation

8. STAFF BRIEFING

9. CONSENT ITEMS
Members of the Council or the public (present at the meeting) 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 authorizing the St. Helena High School annual homecoming parade on Main Street and authorizing City staff to provide traffic control before, during, and after the parade. 15 - 23

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Chantel Delay, Administrative Assistant
Recommendation:
Staff recommends the City Council adopt the resolution authorizing the St. Helena High School annual homecoming parade on Main Street authorizing City staff to provide traffic control before, during, and after the parade.
Staff Report - Pdf

9.2. Consideration and approval of a Resolution Establishing Appropriation Limits for Fiscal Year 2023-24 and the Selection of Current Year Adjustment Factors. 25 - 34

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends the City Council of the City of St. Helena adopt a Resolution establishing an appropriation limit for Fiscal Year 2023-24.

Staff Report - Pdf

9.3. Consideration and approval of a resolution authorizing the City Manager to execute a Professional Services Agreement with Devastating Pyrotechnics, LLC, in the amount of $40,000 for the City-sponsored July 4, 2023 fireworks show — 35 - 70

CEQA Determination: Not a CEQA project
Prepared By: Dave Jahns, Parks & Recreation Director
Recommendation:
Staff recommends the City Council approve a resolution authorizing the City Manager to execute a Professional Services Agreement with Devastating Pyrotechnics, LLC, in the amount of $40,000 for the City-sponsored July 4, 2023 fireworks show.

Staff Report - Pdf

9.4. Recommended approval of a resolution authorizing the City Manager to execute a contract with Center for Public Safety Management to perform an analysis of Fire and Emergency Medical Services (EMS) for the City of St. Helena for a not to exceed cost of $44,694. — 71 - 139

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Approve the attached Resolution.

Staff Report - Pdf

9.5. Recommended approval of a Resolution authorizing modifications to the Business Assistance Program guidelines to permanently forgive all business assistance loans that meet the eligibility, job creation and retention requirements. — 141 - 166

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Approve a Resolution authorizing modifications to the Business Assistance Program guidelines to permanently forgive all business assistance loans that meet the eligibility, job creation and retention requirements.

Staff Report - Pdf

9.6. Consideration and proposed adoption of a Resolution authorizing the City Manager to Execute a Task Order with West Yost Associates, Inc. for an amount not-to-exceed $124,200 for consulting services to assist the City with preparation of an update to the Water Neutrality Policy and the Safe Yield Analysis (FY24 CIP No. W24-08). — 167 - 184

CEQA Determination: Not a CEQA project
Prepared By: Joseph Leach, Public Works Director and City Engineer
Recommendation:
It is recommended that the City Council adopt the attached resolution authorizing the issuance of a Task Order for West Yost for a total not-to-exceed cost of $124,000.

Staff Report - Pdf
Public Comment.Garry Rose

9.7. Consideration and proposed adoption of a Resolution authorizing the City Manager to execute a Task Order with West Yost Associates for preparation of a Recycled Water Facilities Plan (Facilities Plan) and a Planning Grant Application for a not-to-exceed cost of $211,554. 185 - 201

CEQA Determination: Exempt
Prepared By: Joseph Leach, Public Works Director and City Engineer
Recommendation:
It is recommended that the City Council adopt the attached resolution authorizing the issuance of a Task Order for West Yost for a total not-to-exceed cost of $211,554.

Staff Report - Pdf

9.8. Consideration of a proposed Resolution authorizing the City Manager to execute three Professional Service Agreements to provide engineering support and augmentation services for Public Works with West Yost Associates, Coastland Civil Engineering, LLP, and Cal Engineering & Geology, a Division of Haley & Aldrich with each contract including an amount not-to-exceed $100,000. 203 - 383

CEQA Determination: Not a CEQA project
Prepared By: Joseph Leach, Public Works Director and City Engineer
Recommendation:
Adopt the attached Resolution.

Staff Report - Pdf

9.9. Consideration and approval of a resolution authorizing the payment of rental of decanting pump at the St. Helena Louis Stralla Water Treatment Plant for a total not-to-exceed amount of $56,000. 385 - 389

CEQA Determination: Exempt
Prepared By: Clayton Church, Public Works Operations Manager
Recommendation:
Approval of a resolution authorizing the payment for the rental of decanting pump in the amount not to exceed of $56,000.00 from Herc Rentals.

Staff Report - Pdf

9.10. Request to approve a resolution approving the appeal of a Planning Commission denial and approval of Demolition Permit and Design Review (file # PL 21-044), for the demolition of an existing single-family dwelling and accessory structures in order to accommodate the construction of a new single-family dwelling and accessory structures at a property located at 2126 Madrona Avenue within the Twenty-Acre Agriculture (A-20) zone. 391 - 411

CEQA Determination: Exempt
Prepared By: Maya DeRosa, Community Development Director
Recommendation:

Based on the May 17, 2023, approval of appeal (file # 23-010), staff recommends the City Council approve the attached resolution granting the demolition permit and design review approval to 2126 Madrona Avenue (file # PL 21-044) and finding the approval not subject to CEQA and exempt from CEQA under State CEQA Guidelines Section 15303.

Staff Report - Pdf
Public comment.Katharine Falace

10. PUBLIC HEARINGS

None

11. OLD BUSINESS

11.1. Consideration and Proposed Approval of a Resolution Adopting the FY 2023-24 and FY 2024-25 Biennial Budget. 413 - 1082

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of a resolution adopting the City of St. Helena FY 2023-24 and 2024-25 Operating Budget.

Staff Report - Pdf
Attachment 25 - FY 2023-24 and 2024-25 Budget Forecast Presentation
FY2023.24 and 2024.25 Proposed Budget
Public Comment.Kelly Wheaton
Public Comment.Jude Wilmoth and Meagan Rounds
Public Comment.Katherine Bull
Public Comment.Kristine Waldenburg
Public comment.Tracy Sweeney
Public Comment.Eric Reichert
Public Comment.Grady Sibert
Public Comment.Tracy Sweeney 2
Public Comment.Whitney Diver McEvoy
Public Comment.Anna Chouteau
Public Comment.Felicia Chan
Public Comment.Heidi Bamburg
Public Comment.Cynthia Ariosta

12. NEW BUSINESS

12.1. Consideration and Proposed Approval of a Resolution Adopting the Five-Year Capital Improvement Program for Fiscal Years 2023-24 to 2027-28. 1083 - 1196

CEQA Determination: Not a CEQA project
Prepared By: Joseph Leach, Public Works Director and City Engineer
Recommendation:
Staff recommends City Council approve the attached Resolution.

Staff Report - Pdf
CIP Presentation_061323

13. CITY COUNCIL REPORTS:

13.1. A. Association of Bay Area Governments (ABAG) - Executive Board
B. Association of Bay Area Governments (ABAG) - General Assembly

C. Napa Valley Tourism Corporation (Umbrella for Napa County)

D. League of California Cities – North Bay Division

E. Napa County City Selection Committee

F. Napa County Flood Control and Water Conservation District

G. Youth Opportunities Commission

H. Napa County Local Agency Formation Commission (LAFCO)

I. Napa Valley Transportation Authority (NVTA)

J. Napa County Watershed Information Center & Conservancy (WICC)

K. Upper Valley Waste Management Agency

L. Napa County Groundwater Sustainability Plan Advisory Committee

M. Napa County Regional Climate Action Committee

N. Council Ad Hoc and Standing Committee Reports

14. ADJOURNMENT

The next Regular City Council meeting is scheduled for June 27, 2023, at 6:00 p.m.

This agenda was posted at City Hall, 1088 College Avenue, and at Vintage Hall, 465 Main Street, St. Helena, California on June 9, 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 1088 College 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.

City of St. Helena Proclamation

Monarch and Pollinator Awareness Month June 2023

WHEREAS, more than eighty-five percent of flowering plants on Earth, including wild and cultivated species, require the assistance of animal pollinators in order to produce seeds; and

WHEREAS, pollinators play a vital role in maintaining a healthy ecosystem. Local plant species, wildlife, and urban agriculture all depend on pollination from bees, butterflies, and other animals; and

WHEREAS, globally, pollinators are in great decline due to pressures including habitat loss, climate change and increased use of pesticides; and

WHEREAS, the western monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans; and

WHEREAS, the western monarch butterfly population has been reduced by 95% since the 1980's with only 116,758 migratory western monarch butterflies counted in January 2023; and

WHEREAS, the United States Dept. of Agriculture and the U.S. Fish and Wildlife Service have declared the monarch to be a priority species for conservation because healthy monarch habitat benefits a wide variety of other species; and

WHEREAS, June is National Pollinator Month and June 19th-25th, 2023 is National Pollinator Week; and

WHEREAS, the Xerces Society has declared Napa County a Priority 1 Action Zone in the conservation of western monarch butterflies; and

WHEREAS, St. Helena is home to many native pollinator species such as birds, bats, and insects which keep our environment healthy and biodiverse; and

WHEREAS, St. Helena recognizes that human health ultimately depends on well-functioning ecosystems and that biodiverse regions can better support food production, healthy soil and air quality and can foster healthy connections between humans and wildlife; and

WHEREAS, St. Helena is working to build a healthy, sustainable and wildlife-friendly community that brings the many benefits of nature to all corners of our community; and

WHEREAS, every resident in St. Helena can help make a difference for the western monarch butterfly and other native pollinators by planting native host plants, including native milkweed, and other nectar plants in pesticide free zones and taking other steps to provide healthy habitat in back yards, rights-of-way, and open spaces; and

WHEREAS, the Western Monarch Society of Napa County will give out a limited number of native milkweed plants to community members in the Spring and Summer of 2023; and

WHEREAS, St. Helena will continue to support local, state and national efforts that protect, restore, and conserve habitat for pollinators, as well as foster a greater connection between residents and wildlife; and

WHEREAS, Cities, towns and counties have a critical role to play to help save the monarch butterfly and other native pollinators, and St. Helena is striving to become a leader; and

NOW THEREFORE BE IT RESOLVED that I, Paul Jamison Dohring, Mayor of St. Helena, and the City Council Members of the City of St. Helena do hereby proclaim the month of June as "**Monarch and Pollinator Awareness Month**" in the City of St. Helena and encourages all residents to participate in community activities that support and celebrate monarch and pollinator protection and conservation, especially planting native milkweed and other native nectar flowers in pesticide free zones on their properties.

Dated this 13th day of June 2023.

_____

Paul Jamison Dohring, Mayor

City of St. Helena

City of St. Helena
PROCLAMATION

LGBTQ+ Pride Month
June 2023

Whereas, June is commemorated around the globe as “International Gay Pride Month” to honor and celebrate the history, achievements, and contributions of LGBTQ+ people; and

Whereas, the City of St. Helena celebrates the vast diversity of its citizens and visitors, including those who are lesbian, gay, bisexual, transgender, queer, and seeks to ensure a safe, healthy and inclusive place for all citizens, visitors and their families; and

Whereas, the City of St. Helena strives to be a community that offers equal opportunity to its citizens, all of whom deserve to live with dignity and respect, free from fear and violence, and protected against discrimination, regardless of gender, gender identity, gender expression or sexual orientation; and

Whereas, the City of St. Helena is committed to support and encourage diversity in the workplace and throughout the community; and

Whereas, June has become a symbolic month in which lesbian, gay, bisexual, transgender, queer (or questioning), and intersex people, their families, friends, and allies come together in various celebrations of freedom and pride; and

Whereas, California has been a leader in advancing the civil rights of its LGBTQ+ citizens. And while further progress is needed, it is important to recognize and celebrate the substantial gains that have been achieved; and

Now, therefore let it be resolved, that I, Paul Jamison Dohring, Mayor of the City of St. Helena, along with the City Council, do hereby proclaim June 2023 as **“Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month”** and invite everyone to reflect on ways we all can advance the rights and protections of LGBTQ+ people and live and work together with a commitment to mutual respect and understanding.

Dated: June 13, 2023

_____
Paul Jamison Dohring, Mayor
City of St. Helena

City of St. Helena
PROCLAMATION

Juneteenth Independence Day
June 19, 2023

WHEREAS, on January 1, 1863, President Lincoln issued the Emancipation Proclamation, declaring that all enslaved people in the rebellious states would be then, thenceforward, forever free; and

WHEREAS, President Lincoln believed slavery to be in violation of the principles of the Declaration of Independence and that its abolition represented a "new birth of freedom" for the United States; and

WHEREAS, although President Lincoln signed the Emancipation Proclamation freeing slaves in January 1863, it was not until June 19th, 1865, that Union soldiers arrived in Galveston, Texas announcing the end of the Civil War and bearing federal orders proclaiming the end of slavery in the South and the Southwestern United States; and

WHEREAS, Juneteenth, or Juneteenth Independence Day, has a special meaning to African Americans which combines the words of June and Nineteenth, commemorating the traditional observance of the end of slavery in the United States and is observed annually on June 19th; and

WHEREAS, recognition of Juneteenth serves to combat the erasure of the history of slavery and heritage of Black Americans; and

WHEREAS, Juneteenth is an important opportunity to honor the principles of the Declaration of Independence and celebrate the achievements and contributions African Americans have made and continue to make in the City of St. Helena, around the Napa Valley and across our Nation; and

WHEREAS, the City of St. Helena is proud to join our nation in confronting, challenging and eradicating systemic racism under the guiding principle that all individuals are created equal, and observing Juneteenth bolsters the City's commitment to racial justice while creating an opportunity for reflection and transformation.

NOW, THEREFORE, BE IT RESOLVED that I, Paul Jamison Dohring, Mayor of the City of St. Helena on behalf of the City Council, do proclaim **June 19th, 2023, as Juneteenth Independence Day**. I call upon all residents and visitors in the City of St. Helena to honor the anniversary of the emancipation of Black Americans from slavery, to celebrate the cultural and historical contributions of Black Americans to this country and to collectively commit to confront and eradicate the structural and systemic racism and deep inequalities that have taken root across our country.

Dated: June 13, 2023

_____
Paul Jamison Dohring, Mayor
City of St. Helena

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed approval of a resolution authorizing the St. Helena High School annual homecoming parade on Main Street and authorizing City staff to provide traffic control before, during, and after the parade.**

CEQA Determination: **Categorically Exempt, Section 15323**

Prepared By: Chantel Delay, Administrative Assistant

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

Approved By: Anil Comelo, City Manager

BACKGROUND

The St. Helena High School annual homecoming parade on Main Street is a long-standing tradition.

DISCUSSION

The St. Helena High School requests approval from the City Council to hold its annual homecoming parade on Main Street. The parade will take place on Friday, September 29, 2023, from 2:10 pm to 2:30 pm, starting at the intersection of Spring Street and Main Street and proceeding north onto Main Street, and ending at Lyman Park.

The Police Department also participates by controlling/detouring traffic during the parade festivities.

The St. Helena Unified School District is required to obtain an encroachment permit from Caltrans for the route traveled on Hwy 29.

FISCAL IMPACT

The City will provide staff to assist with pre-planning, setup, and tear down of “no parking” and traffic control, and traffic control during the event. This will require approximately 15 hours of Public Works Department staff time, and approximately four hours from Police Department staff.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution authorizing the St. Helena High School annual homecoming parade on Main Street authorizing City staff to provide traffic control before, during, and after the parade.

ATTACHMENTS

Encroachment Permit Application
2023_Parade Route_PD & PW Approved
SHHS Letter Requesting Resolution_2023
PD Letter Confirming Traffic Control
Resolution_SHHS 2023 HC Parade

ENCROACHMENT PERMIT APPLICATION

Public Works Department
1572 Railroad Ave.
St. Helena, CA 94574
(707) 968-2658

OFFICE USE ONLY
Encroachment Permit #:_____
Expiration Date: _____

For Additional Information, or Forms and Documents Please Visit the Public Works Website @ http://www.cityofsthelena.org/publicworks

Property and Work Description

Site Address: Downtown St. Helena, starting @ Spring/Main, ending at Madrona/Main

Related Building Permit Number NA Work/Event Description: St. Helena High School 2023 Homecoming Parade

DIAGRAM OF PROPOSED ACTIVITY *attach additional sheet if necessary*

Please see attached map of proposed route.

Estimated Start Date Fri 9/29/2023 Estimated Completion Date Fri 9/29/23

Property Owner

Owner Name: St. Helena High School / Contacts: Ben Scinto, Principal & Diana Carr, Principal's Secretary

Address: 1401 Grayson Avenue

City: St. Helena State: CA Zip: 94574

Email: dcarr@sthelenaunified.org Phone #: (707) 967-2740

Contractor/Applicant

All communication from our office will be made to this person via email

Company Name: same as above Contact Name:_____

Contractor License#:_____ Expires:_____

City of St. Helena Business License #:_____ Expires:_____

Address:_____

City:_____ State:_____ Zip:_____

Email:_____ Phone #:_____

Applicant Check Off List

Permit fees are due at the time of application and are *NON REFUNDABLE.*

Incomplete submittals will not be accepted. Encroachment Permit applications are reviewed on a weekly basis. Please allow up to TWO (2) weeks for approval.

Check Off Major	Check Off Minor
$500.00 fee paid	$200.00 fee paid
Proof of Insurance Coverage	Proof of Insurance Coverage To be provided to City @ end of June/early July 2023
Copy of Civil Plans for Related Building Permit	Copy of Civil Plans for Related Building Permit
Traffic Control Plans	Traffic Control Plans
Site Plans	Site Plans
USA Tag #	

Conditions: Hold a pre-event meeting between City Public Works staff and SHHS for review of parade route, logistics, etc.

Standards Attached: NA

Street Supervisor Approval Signature: _____ **Date:** _____

Water Supervisor Approval Signature: _____ **Date:** _____

Minimum Insurance Requirements;

General Liability	**Major Permit 2 Million General Liability/4 million Aggregate**
	Minor Permit 1 Million General Liability/2 million Aggregate
Auto Liability	**Major/Minor Permit 2 Million or Greater per Accident, Bodily Injury or Property Damage**
Workers Comp	**Major/Minor Permit 2 Million per Injury**

Special Circumstances May Arise Which Could Cause Changes to These Guidelines

Attach Certificate of Insurance (COI) **AND** Endorsements

The language in the Description section (bottom middle) must state the following: "The City of St. Helena, its agents, officers, officials, employees and volunteers" are named as additionally insured."

Disclosure Statement

NOTICE: This application will expire in 180 days from the date of submission if the permit is not pursued in good faith. The permit will expire if work is not started in 180 days or if work is abandoned for more than 180 days. A request for an extension of time must be submitted, in writing, to the Public Works Department within 180 days of issuance, or 180 days from the last approvable inspection.

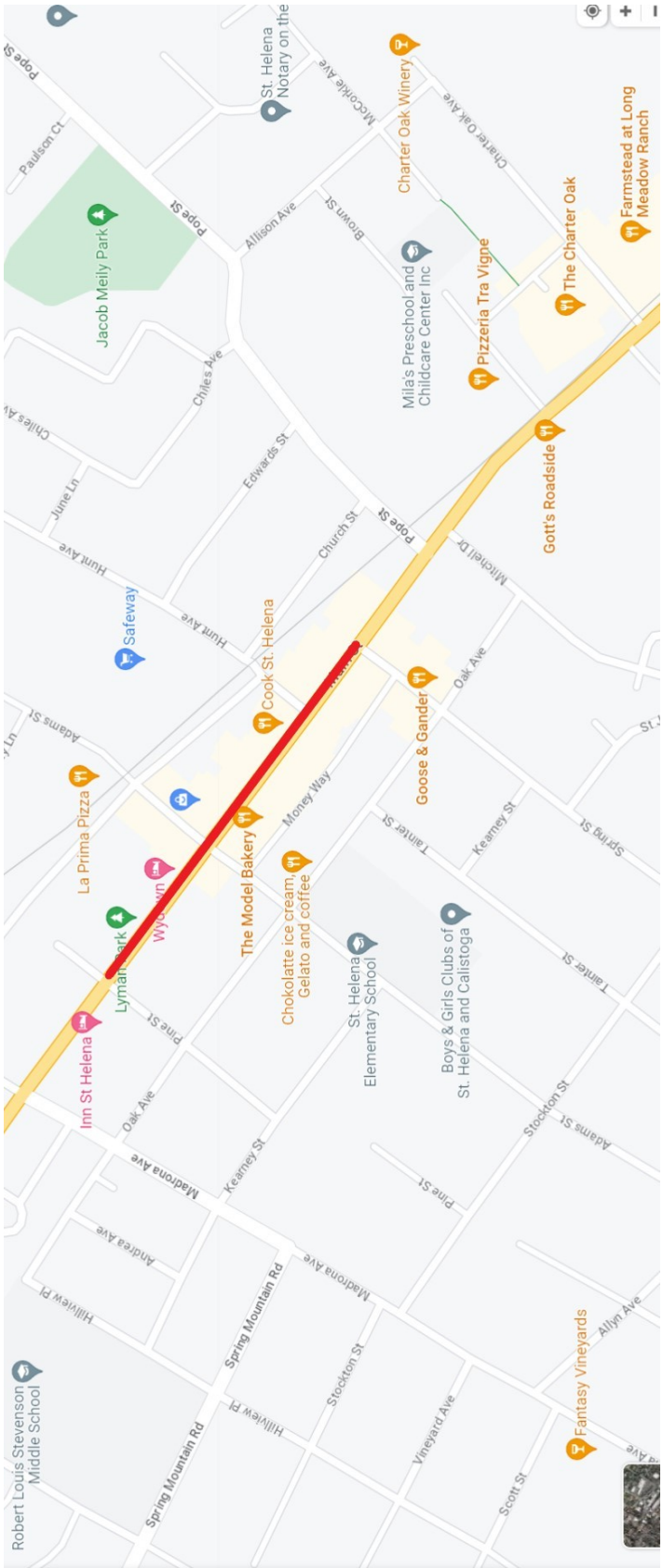
Permit fees are due at the time of application and are *NON REFUNDABLE.* Incomplete submittals will not be accepted.

I CERTIFY THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THE PERMIT IS ISSUED WILL ADHERE TO THE CITY OF ST. HELENA CITY STANDARDS.

I (We) agree to save, indemnify, and hold harmless the City of St. Helena, its Agents, Officers, Officials, Employees, and Volunteers against judgments, costs and expenses which may in any way accrue against said City in consequence of the granting of this permit.

Signature: _____ **Date:** 27 FEB. 2023

■ **Owner** □ **Contractor**


Pope St
Paulsen Ct
St. Helena Notary on the
McCorkle Ave
Charter Oak Winery
Charter Oak Ave
Farmstead at Long Meadow Ranch
Jacob Meily Park
Allison Ave
Brown St
Mila's Preschool and Childcare Center Inc
The Charter Oak
Pizzeria Tra Vigne
Chiles Ave
Edwards St
June Ln
Church St
Pope St
Mitchell Dr
Gotts Roadside
Hunt Ave
Safeway
Cook St. Helena
Oak Ave
Goose & Gander
Adams St
La Prima Pizza
Money Way
Tanter St
Kearney St
Spring St
The Model Bakery
Chokolatte ice cream, Gelato and coffee
St. Helena Elementary School
Boys & Girls Clubs of St. Helena and Calistoga
Pine St
Inn St Helena
Oak Ave
Stockton St
Adams St
Madrona Ave
Andrea Ave
Hillview Pl
Spring Mountain Rd
Robert Louis Stevenson Middle School
Vineyard Ave
Fantasy Vineyards
Allyn Ave
Scott St

March 13, 2023

St. Helena City Council
1480 Main Street
St. Helena, California 94574

Dear Council Members:

The student government of St. Helena High School would like to hold our homecoming parade on Main Street on Friday, September 29, 2023.

Our first step in applying for permission to hold this parade is a resolution from the St. Helena City Council. This resolution should state the name of the organization, the date and time of the parade, the starting and ending points of the parade, and a statement that our local police department will do any necessary controlling or detouring of traffic on Highway 29.

The resolution requesting permission must be addressed to:

Permit Section, District 04
Cal Trans
P.O. Box 126
Napa, California 94558

The St. Helena High School Student Body would most appreciate if the City Council would pass such a resolution at their next meeting, as further approval must be obtained from the Napa Office of Highway Patrol and the Napa Office of Cal Trans.

Sincerely,

Benjamin L. Scinto
Principal

1.	Organization:	St. Helena High School
2.	Date:	Friday, September 29, 2023
3.	Time:	2:10 pm to 2:30 pm
4.	Starting point:	Main and Spring
	Ending Point:	Main and Madrona

BOARD OF TRUSTEES
Lisa Pelosi, Shawn Moura, Jeanmarie Wolf, Laura Symon, Jeannie Kerr

DISTRICT ADMINISTRATION
Rubén Aurelio • Superintendent
Chris Heller • Chief Academic/Human Resources Officer
Andrea Stubbs • Chief Business Official

Chris Hartley
Chief of Police

POLICE DEPARTMENT
1480 MAIN ST.
SAINT HELENA, CALIFORNIA 94574
(707) 967-2850

February 27, 2023

To: Benjamin L. Scinto, SHHS Principal
From: Chris Hartley, Chief of Police

Subject: SHHS Homecoming Parade

This letter is to confirm that St. Helena Police Department will provide traffic control on Main Street (SR 29/128) in downtown St Helena from 2:10 pm – 2:30 pm on Friday, September 29, 2023, during the "SHHS Homecoming" parade.

Regards,

Police Chief Chris Hartley
Saint Helena Police Department
1480 Main St. Saint Helena, Ca 94574
(707) 967-2850
Chartley@cityofsthelena.org

CITY OF ST. HELENA

RESOLUTION NO. 2023-

Authorizing the St. Helena High School annual homecoming parade on Main Street and authorizing City staff to provide traffic control before, during, and after the parade

RECITALS

A. St. Helena High School has requested authorization to conduct their annual Homecoming Parade on Main Street on Friday, September 29, 2023, from 2:10 p.m. until 2:30 p.m.

B. The parade shall start at the intersection of Spring Street and Main Street and proceed north onto Main Street, and end at Lyman Park.

C. City staff will provide the necessary controlling and detouring of traffic on Highway 29, Railroad Avenue, and the parade route.

D. The City Council authorizes the City Manager to waive the Encroachment Permit fee of $ 200.00 and the $ 50.00 Lyman Park Rental Permit fee for the St. Helena High School Homecoming Parade but does not waive the permit requirements and the General Conditions applicable to said permit.

E. Section 21101(e) of the California Vehicle Code provides the local authorities may, by resolutions, temporarily close a portion of any street for celebrations, parades, local special events, and other purposes when, in the opinion of local authorities having jurisdiction or a public officer of employee that the local authority designated by resolution, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.

RESOLUTION

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

1. The City Council hereby approves the St. Helena High School's request for a Homecoming Parade on Main Street on Friday, September 29, 2023, from 2:10 pm to 2:30 pm.
2. The City Council finds that the benefits derived from authorizing the St. Helena High School Homecoming Parade starting from the intersection of Spring Street and Main Street and ending at Lyman Park outweighs the anticipated inconvenience to the citizens and businesses.
3. City staff is directed to provide necessary traffic control for the safety and protection of persons who are to use the portion of Main Street during the Homecoming Parade.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 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 - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and approval of a Resolution Establishing Appropriation Limits for Fiscal Year 2023-24 and the Selection of Current Year Adjustment Factors.**

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Administrative Services Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

State law requires the City to set an appropriation limit after adoption of the annual budget. This limit is commonly known as the "Gann Limit." The limit is based on appropriations (formal authorization by the City Council to spend funds) only from proceeds of taxes, as defined by the law and statewide reporting guidelines. The appropriation limit amount is increased each year by a formula that uses a combination of percent changes in the Statewide Per Capita Income (PCI), city or county population, and the City non-residential assessed valuation. The factors are allowed to be used in combination to provide the greatest increase or least decrease in the annual appropriation limit.

In November 1979, the people of California added Article XIII-B to the State Constitution, which placed limitations on the appropriations of State and local governments. In June 1990, the people approved Proposition 111, which, among other things, amended the Article XIII-B. The amendment created a new base year of FY 1986-87, allowed annual increases based on the city or county population growth and assessed valuation growth of non-residential property, provides for exclusion of capital expenditures over $100,000, and requires an annual independent auditor review of the calculations. Statewide reporting guidelines were developed to define and implement the changes and establish the annual audit requirements.

The City's appropriation limit and the appropriations subject to the limit are calculated based on the statewide reporting guidelines and are reviewed by the independent auditor for compliance with the State law and guidelines. The appropriations limit has increased significantly since 1987 by applying the higher of county or city population growth rates and the percentage of non-residential assessed valuation growth. The State Department of Finance provides the PCI and population growth rates. The County Assessor provides the non-residential assessed valuation information.

DISCUSSION

The appropriations limit for FY 2023-24 is $63,383,756. This increased from the prior year by an increase in the Statewide Per Capita Personal Income of 4.44% in combination with the 1.46% decrease in City population growth rate for a cumulative compound change factor of 1.0396 (1.0444 x 0.9954).

The FY 2023-24 appropriations of $63,383,756 is the portion funded from proceeds of taxes that are subject to the limit. This amount is $46,890,088 or 73.98% under the appropriation limit.

The FY 2023-24 GANN Limit Calculation Sheets and supporting documents are included as Attachment A and Attachment B.

FISCAL IMPACT

None, since the Appropriation Limit is higher than the Appropriations subject to Limit for Fiscal Year 2023-24.

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena adopt a Resolution establishing an appropriation limit for Fiscal Year 2023-24.

ATTACHMENTS

Resolution FY24 GANN Limit
Attachment A and B: GANN 2024

CITY OF ST. HELENA

RESOLUTION NO. 2023 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA APPROVING THE APPROPRIATION LIMIT FOR FISCAL YEAR 2023-24 AND THE SELECTION OF CURRENT YEAR ADJUSTMENT FACTORS.

RECITALS

A. The people of California on November 6, 1979 added Article XIII-B to the State Constitution placing various limitations on the appropriations of the State and local governments; and

B. The State Legislature adopted Chapters 1205 and 1342 of the 1980 Statutes which implemented Article XIII-B; and

C. The people of California on June 5, 1990 amended Article XIII-B effective July 1, 1990; and

D. The provisions of the amendments have been interpreted by a coalition of statewide organizations, and the organizations have issued through the League of California Cities revised guidelines to recalculate the appropriations limit; and

E. This Government Code provides the process in which to calculate the appropriation limit and requires cities to adopt a resolution setting the annual appropriation limit; and

F. The City of St. Helena has complied with the provisions of Article XIII-B in determining the appropriations limit for Fiscal Year 2023-24.

RESOLUTION

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

1. The annual adjustment factors used to calculate the FY 2023-24 appropriations limit shall be the change in statewide per capita personal income percentage of 4.44% and the change in City population growth rate of -1.46%; and
2. The FY 2023-24 appropriation limit shall be $63,383,756; and
3. The City reserves the right to change this factor selection at some future time when the necessary information becomes available on a regularly accepted and/or legislated basis.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 2023, by the following vote:

Mayor Paul Dohring: _____
Vice Mayor Eric Hall: _____
Councilmember Anna Chouteau: _____
Councilmember Lester Hardy: _____
Councilmember Billy Summers: _____

APPROVED: ATTEST:

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

CITY OF ST. HELENA
APPROPRIATIONS LIMITATION SUMMARY
Fiscal Year 2023-24

PROCEEDS OF TAXES	$	16,493,668
EXCLUSIONS	$	-
APPROPRIATIONS SUBJECT TO LIMITATION	$	16,493,668
CURRENT YEAR LIMIT	$	63,383,756
OVER (UNDER) LIMIT	$	(46,890,088)
AVAILABLE CAPACITY AS A % OF LIMIT		73.98%

In November, 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State Constitution placing limits on the amount of revenue which can be spent by all entities of government Prop 4 became effective for the 1980/81 fiscal year, but the formula for calculating the limits was based on the 1978/79 "base year" revenues.

In order to deal with an increasing number of complaints about the restrictions of Prop 4, and to increase the accountability of local government in adopting their limits, the voters approved Prop 111 in June 1990. Among other things, Prop 111 provides new adjustment formulas which should make the Appropriations Limit more responsive to local growth issues. It also requires an annual review of Limit calculations.

The Appropriations Limitations imposed by Propositions 4 and 111 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual population and inflation. Not all revenues are restricted by the Limit, only those which are referred to as "Proceeds of Taxes."

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2023-24

APPROPRIATIONS SUBJECT TO LIMIT

Fiscal year 2023-2024 estimated revenues		$	18,274,906
Less:			
Nonproceeds of tax		$	(1,781,238)
Plus:			
User fees in excess of costs		$	-
Total appropriations subject to limit:		$	16,493,668

APPROPRIATION LIMIT

Fiscal year 2022-2023 appropriation limit:		$	60,969,617
A. Cost of living adjustment [1]	1.0444		
B. Population adjustment [2]	0.9954		
Change Factor (A x B)	1.0396		
Increase in appropriation limit		$	2,414,138
FISCAL YEAR 2023-2024 APPROPRIATION LIMIT		$	63,383,756
REMAINING APPROPRIATION CAPACITY		$	46,890,088
AVAILABLE CAPACITY AS A PERCENT OF LIMIT			73.98%

[1] Based on percentage change in California per capita income.
[2] Based on annual population change for St. Helena.

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2023-24

REVENUE SOURCE	PROCEEDS OF TAX	NON-PROCEEDS OF TAX	TOTAL
Property tax	5,368,071		5,368,071
Retail sales/use tax	5,994,573		5,994,573
Transient occupancy tax	3,829,591		3,829,591
Business license tax	179,394		179,394
Real property transfer tax	154,175		154,175
Motor vehicle in-lieu	922,737		922,737
Public Safety Sales Tax		80,300	80,300
Franchise Taxes		565,600	565,600
Charges for Services		773,065	773,065
Other Revenues		357,400	357,400
SUBTOTAL	$ 16,448,541	$ 1,776,365	$ 18,224,906
PERCENT OF TOTAL	90.25%	9.75%	100.00%
INTEREST INCOME	$ 45,127	$ 4,873	$ 50,000
TOTAL - GENERAL FUND	$ 16,493,668	$ 1,781,238	$ 18,274,906

(excludes interfund transfers & Sales Tax Set-Aside)

CITY OF ST. HELENA
Appropriation Limitation Adjustments Since 2004

BUDGET YEAR	PRICE FACTOR	POPULATION FACTOR	CHANGE FACTOR	PRIOR YEAR APPROP LIMIT	CURRENT APPROP LIMIT
2003/2004	1.0231	1.0027	1.0259	32,274,992	33,109,700
2004/2005	1.0328	1.0099	1.0430	33,109,700	34,534,236
2005/2006	1.0526	1.0150	1.0684	34,534,236	36,895,998
2006/2007	1.0396	0.9119	0.9480	36,895,998	34,978,144
2007/2008	1.0460	1.0150	1.0617	34,978,144	36,586,269
2008/2009	1.0429	-1.0029	1.0400	36,586,269	38,049,720
2009/2010	1.0062	1.0114	1.0177	38,049,720	38,722,084
2010/2011	0.9746	1.0069	0.9813	38,722,084	37,998,939
2011/2012	0.9749	1.0069	0.9816	37,998,939	37,300,777
2012/2013	1.0377	1.0068	1.0448	37,300,777	38,970,224
2013/2014	1.0512	1.0029	1.0542	38,970,224	41,084,299
2014/2015	0.9977	1.0124	1.0101	41,084,299	41,498,079
2015/2016	1.0382	1.0209	1.0599	41,498,079	43,983,746
2016/2017	1.0537	1.0123	1.0667	43,983,746	46,915,725
2017/2018	1.0369	1.0025	1.0395	46,915,725	48,768,533
2018/2019	1.0367	1.0059	1.0428	48,768,533	50,856,632
2019/2020	1.0385	1.0023	1.0409	50,856,632	52,936,086
2020/2021	1.0373	0.9954	1.0325	52,936,086	54,658,013
2021/2022	1.0573	0.9961	1.0532	54,658,013	57,564,537
2022/2023	1.0755	0.9848	1.0592	57,564,537	60,969,617

May 2023

Attachment A

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: 1.0444 x 0.9965 = 1.0407

Fiscal Year 2023-24

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	Percent Change 2022-2023	--- Population Minus Exclusions --- 1-1-22	 1-1-23	Total Population 1-1-2023
Napa				
American Canyon	-1.35	21,631	21,338	21,338
Calistoga	-0.68	5,162	5,127	5,127
Napa	-0.92	77,533	76,821	76,821
St Helena	-0.46	5,380	5,355	5,355
Yountville	-0.86	2,211	2,192	2,778
Unincorporated	-1.10	22,357	22,112	23,218
County Total	-0.99	134,274	132,945	134,637

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and approval of a resolution authorizing the City Manager to execute a Professional Services Agreement with Devastating Pyrotechnics, LLC, in the amount of $40,000 for the City-sponsored July 4, 2023 fireworks show**

CEQA Determination: **Not a CEQA project**

Prepared By: Dave Jahns, Parks & Recreation Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

Since 2015, the Parks & Recreation Department has hosted the 4th of July Fireworks at Crane Park. In 2019, The City committed to fully fund the annual fireworks show, thereby discontinuing the practice of donation solicitation, but with the understanding that Staff would continue seek sponsors for the event to help offset event costs and fund event related activities, supplies, and equipment.

In advance of the proposed 2020 fireworks show, a Request for Proposals process was conducted to identify a vendor meeting City standards with competitive pricing. Two bids were received and after review, Devastating Pyrotechnics, LLC, was determined to provide the best overall proposal to the City. Staff performed a side-by-side comparison of the two proposals (see attached Fireworks Vendor Proposals Comparison 2020) - this included number of company personnel on site for the event, number of shells included, and estimated length of show. Based on this analysis, staff determined the City will receive the best value and highest quality show from Devastating Pyrotechnics, as their proposal allowed for a longer show, a larger number of shells, and additional safety personnel.

In February 2020, City Council approved the resolution and authority for the City Manager to execute an agreement with Devastating Pyrotechnics, LLC. Unfortunately, the show in 2020 was cancelled due to the COVID-19 pandemic. Additionally, the 2021 and 2022 shows were postponed due to continued impacts from COVID-19, and concerns over water usage and potential fire conditions during severe drought years.

In preparation for the 2023 fireworks display, staff consulted with the Fire Chief, Police Chief, and City Council prior to entering into discussions with a fireworks operator. Based on the existing weather conditions, COVID-19 restrictions on mass gatherings being lifted, and safety protocols that will be put into place when implementing a professional display, the City is comfortable with proposing a fireworks show for the community once again.

DISCUSSION

Staff has remained in communication with Devastating Pyrotechnics, LLC over the last few years and their team is willing to honor the original contract, quote, and show proposal as originally discussed and agreed upon in February 2020. Devastating Pyrotechnics, LLC, will provide licensed pyrotechnic operators, insurance coverage, and obtain the necessary City permits for the show.

In the weeks leading-up to the event, staff from the Fire, Police, Public Works, and Recreation Departments will be collaborating regarding safety, site, and traffic logistics. Weather conditions will be closely monitored up to and through the day of the fireworks display. In the case of any weather conditions that would create an unsafe environment to shoot the fireworks, the show will be postponed or cancelled.

As part of the outreach efforts, City staff will be encouraging community members that are interested in taking part in fireworks festivities to attend the professional, controlled show rather than take part in illegal firework activity in other locations in St. Helena. Additionally, staff is working closely with administration from St. Helena Unified School District to utilize portions of their facilities as designated viewing areas, in preparation for a large spectator turnout.

FISCAL IMPACT

The Devastating Pyrotechnics, LLC, agreement will not exceed $40,000; funding for the agreement is proposed in the FY 2023-24 budget.

RECOMMENDED ACTION

Staff recommends the City Council approve a resolution authorizing the City Manager to execute a Professional Services Agreement with Devastating Pyrotechnics, LLC, in the amount of $40,000 for the City-sponsored July 4, 2023 fireworks show.

ATTACHMENTS

July 4 Fireworks Resolution _ 06.13.2023
Devastating Pyrotechnics PSA_06-13-23
Fireworks Request for Proposals _ 2020

Fireworks Vendor Proposals Comparison_2020

CITY OF ST. HELENA

RESOLUTION NO. 2023-

Resolution of the City Council of the City of St. Helena Authorizing the City Manager to Execute a Production Agreement with Devastating Pyrotechnics, LLC in the Amount of $40,000 for the 2023 July 4th Fireworks Show

WHEREAS, Since 2015, the City of St. Helena Parks and Recreation Department has organized a July 4th fireworks show for the community; and

WHEREAS, In February 2020 the City Council approved resolution 2020-072 authorizing the City Manager to execute an agreement with Devastating Pyrotechnics, LLC in the amount of $40,000 for the 2020 July 4th Fireworks Show; and

WHEREAS, The City decided to cancel the Fireworks show in 2020 – 2022 due to impacts from the COVID-19 pandemic and concern for over water usage and potential fire conditions during severe drought years; and

WHEREAS, City staff have determined existing weather conditions and the proposal submitted by Devastating Pyrotechnics, LLC provide for a safe environment to implement a professional and controlled fireworks display for the community in 2023; and

WHEREAS, Devastating Pyrotechnics, LLC has agreed to honor their original contract terms, price, and display proposal from 2020.

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

SECTION 1. Authorize the City Manager to execute the agreement with Devastating Pyrotechnics in the amount of $40,000.

SECTION 2. Approve the expenditure of $40,000 from the Fourth of July Budget in Fiscal Year 2023-24 for this event.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 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 Jaminson Dohring, Mayor Cindy Tzafopoulos, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 13, 2023, by and between the City of St. Helena, located in the County of Napa, State of California (City), and Devastating Pyrotechnics, LLC (Contractor).

RECITALS:

A. City desires to employ Contractor to furnish professional services in connection with the event described as July 4th Fireworks Show.

B. Contractor has represented that Contractor 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

Contractor agrees to perform the services set forth in **Exhibit A, "Scope of Work"** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Contractor 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 Work"**, unless such additional services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in **Exhibit A, "Scope of Work"**.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amount specified in **Exhibit B, "Costs"** attached hereto and made a part hereof. Total compensation shall not exceed $40,000.00, unless additional compensation is approved in accordance with Section 2.

B. Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subcontractor contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount, and the amount remaining on the Agreement (if applicable). City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in

compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Contractor 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 Contractor for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Contractor.

C. Payment to the Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

SECTION 5 – STANDARD OF PERFORMANCE

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

Contractor 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 Contractor, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
   1. General Liability: $5,000,000 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 – $10,000,000.
   2. Automobile Liability: $2,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $2,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Contractor under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Contractor shall maintain at least $2,000,000 of professional liability insurance.

D. Excess Limits. If Contractor maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Contractors 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 Contractors insurance and shall not contribute with it.

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

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
   1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Contractor or Contractor's subcontractors; or automobile owned, leased, hired or borrowed by the Contractor.
   2. For any claims related to Contractor's conduct while performing the work of this project, the Contractor'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 Contractor's insurance and shall not contribute with it.
   3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior

written notice by certified mail, return receipt requested, has been given to the City.

4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Contractor's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Contractor shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

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

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

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Contractor has agreed to indemnify Indemnitees as provided above, Contractor, upon notice from City, shall defend Indemnitees at Contractor's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Contractor shall ensure

Contractor's obligations under this section, but the limits of such insurance shall not limit the liability of Contractor hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

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

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor'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 Contractor or any of Contractor's officers, employees or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Contractor, nor any of Contractor'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. Contractor expressly waives any claim Contractor may have to any such rights.

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

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

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Contractor 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 Contractor. When requested by City, but no later than three years after project completion, Contractor shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Contractor 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, Contractor 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 Contractor may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor 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. Contractor, 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 Contractor gives City notice of such court order or subpoena.

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

D. Contractor shall promptly notify City should Contractor, 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 Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

Contractor 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. Contractor 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 Contractor to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Contractor 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. Contractor will comply with all federal regulations relative to nondiscrimination to federally assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Contractor 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 Contractor of Contractor's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Contractor'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 Contractor's final invoice.

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

SECTION 17 – COOPERATION BY CITY

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

SECTION 18 – NOTICES

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

To City:	City Manager 1088 College Avenue St. Helena, California 94574
To Contractor:	Devastating Pyrotechnics, LLC 477 2nd Avenue San Francisco, CA 94118

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

SECTION 19 – TERMINATION

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

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

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

SECTION 20 – ATTORNEY FEES

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

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Contractor 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 Contractor without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

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

SECTION 24 – DEFAULT

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

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, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Contractor shall not constitute a wavier of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

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

SECTION 27 – SEVERABILITY

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

SECTION 28 – SPECIAL PROVISIONS

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

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

Contractor:	City:
By: _____	By: _____
Name: Craig A. Cutright	Name: Anil Comelo
Title: General Manager	Title: City Manager

Approved as to Form:

By:
_____
Name: Ethan Walsh
Title: City Attorney



Dave Jahns
Parks & Recreation Director
City of St. Helena
1480 Main Street
St. Helena, CA 94574

Subject: RFP fireworks display

City of St. Helena,

Thank you for providing Devastating Pyrotechnics with the opportunity to design a display package for your upcoming 4th of July fireworks celebration. We acknowledge receipt of any and all addendums to the RFP sent out by the city.

I have designed an action-packed display option for you and your committee to consider. The below program is our proposal based on past offerings from the incumbent display company, but given the selected shoot site, and the ample setbacks it provides (up to 3-inch shells). The proposed show is consistent with your spectator viewing area near the Crane Park shoot location. We also invite a audit of all product, equipment and crew on the day of the shoot. We guaranty you will get every item listed in our proposal.

Devastating Pyrotechnics will provide all equipment and labor, acquire all permissions and security mandated by authorities having jurisdiction, reserve all transportation required, Workman' s Compensation in addition to liability insurance for your fireworks display. I have attached to this proposal a copy of our sample insurance certificate. Devastating Pyrotechnics carries a five million dollar, **per incident,** clause to cover the Fireworks Display and Automobiles along with one-million-dollar workers comp policy. Additional insurance rider to meet the ten million dollar per incident requirement will be secured upon acceptance of this proposal.

We have taken into consideration the complexities of producing a display at the selected location (Crane Park). All product proposed was selected with your specific location in mind keeping safety of spectators at the forefront. The proposed display package will contain multi-shot barrage devices that fire continuous sequential effects throughout the duration of the display. This will certainly keep the sky filled for the duration of the display. Your finale will leave your spectators in awe as we launch over 600 shots into the air in a giant final conclusion.

As the General Manager of the one of California's premier and only local/minority owned firework companies, I can assure you we have done our best to provide you with a quote that will deliver those special 4th of July memories that your community will cherish for years to come.

I welcome any questions you may have and I thank you for considering our company to be part of your very special Independence Day celebration.

Sincerely,

Craig A. Cutright
General Manager, Devastating Pyrotechnics, LLC
408-674-2021
cutright@devastatingpyro.com

Experience & Qualifications

Devastating Pyrotechnics is one of the premier importers and manufacturers of display pyrotechnics in the Western US. We are also the largest importer and distributor of high-quality traditional Chinese fireworks used in professional displays and parades around the US and the globe.

The corporate headquarters and main operations are based in San Francisco, CA. All product is imported directly or manufactured locally keeping costs at a minimum, allowing us to pass those savings on to our customers.

Devastating Pyrotechnics currently employs 3 full-time individuals and maintain dozens of licensed and trained pyrotechnicians. All staff and technicians working on your display are fully trained, federally approved, Devastating Pyrotechnics employees.

All display technicians have attended Devastating Pyrotechnics' extensive training program and have met all of the rigorous safety requirements, which exceed state and federal requirements. All technicians have passed State and Federal background checks. We offer a number of different training courses with extensive classroom and hands-on training to our crews.

Apprentice Technicians always work alongside experienced technicians (mentors) to gain hands on, supervised experience.

Devastating Pyrotechnics Fireworks is proud to be the only local pyrotechnic display company in Northern California. We must prove our quality and customer satisfaction to every client, on every show, every time. Our goal is to outperform the "Big Display Companies" with every show, no matter how large or small. We are the underdog, and enjoy that position and, most importantly, we have a perfect safety record.

Devastating Pyrotechnics Organizational Chart:

Craig Cutright - Senior Show Producer/Choreographer with over 30 years fire-working experience. Designer and developer of multiple digital firing systems and choreography tools. Past experience with SF Giants, Oakland A's, San Jose Giants, Oakland Raiders, SF 49ers as well as dozens of municipalities in California, Nevada and Arizona. Member of Western Pyrotechnics Association, NFA, PGI (PGI Certified Operator), NFPA Educated and Trained, Certified Risk Manager, and California (CalFire) Licensed Operator.

Kenny Chee - Owner/CEO with 20 years experience in manufacturing, selection and import of both commercial and consumer pyrotechnic equipment and products. Member of Western Pyrotechnics Association, NFA, PGI (PGI Certified Operator), NFPA Educated and Trained, and California (CalFire) Licensed Operator. Devastating Pyrotechnics Fireworks is a licensed ATF and CalFire Importer & Manufacturer of display pyrotechnics.

Jack Lee - Operations Manager overseeing Site Storage and Product Safety and Security. Member of Western Pyrotechnics Association, NFA, PGI (PGI Certified Operator), NFPA Educated and Trained, and California (CalFire) Licensed Operator.

Devastating Pyrotechnics Safety:

All Devastating Pyrotechnic technicians undergo annual safety training and licensing.

Devastating Pyrotechnic technicians are governed by strict safety protocols that mandate proper safety protocols be followed, including the use of required safety equipment and clothing.

Devastating Pyrotechnics selects shoot sites and product based on NFPA 1123 requirements, as well as California Title 19 requirements. These protocols reduce any risk to spectators and crew should a catastrophic incident occur.

All product is selected with safety, site location and customer requirements in mind. Product is selected to minimize fallout and reduce fire danger to spectators, property and equipment. Steps are taken to minimize any residual debris associated with the display.

Site safety and security is a top priority. No persons other than Devastating Pyrotechnics crew and the AHJ are to be permitted in the shoot site or the fallout zone.

Devastating Pyrotechnics crews, as a group, review the company emergency action plan prior to the start of every work day.

All fireworks are transported by California Licensed Hazmat drivers in secure, locked and placarded trucks in accordance to Federal DOT and California state regulations.

Devastating Pyrotechnics does not contract out hazmat transportation. Devastating Pyrotechnics is a DOT, CHP and California Registered Hazmat Trucking Company.

Scope & Detailed Work Plan

Operations:

Devastating Pyrotechnics will furnish a complete time line and emergency list of contacts to all parties involved.

Devastating Pyrotechnics understands the need to minimize impact on ALL adjacent facilities.

Devastating Pyrotechnics maintains a “good neighbor policy” and can help interface with the local community to prepare for the event.

Devastating Pyrotechnics will work to minimize residual debris while maximizing the visibility from all areas of the shoot site.

Scope:

Devastating Pyrotechnics suggests using the existing approved shoot site located in the playground and skate area of Crane Park. Safe set back distances for the fallout area are consistent with Devastating Pyrotechnics use of NFPA 1123 guidelines (70+ feet per inch in diameter).

For the sake of consistency, Devastating Pyrotechnics has provided a product list consistent with past shows. Past shows have been limited to 2.5” shells, severely constraining the universe of pyrotechnic effects available for viewing by the local community. We have provided an additional option using product that would *SIGNIFICANTLY* improve the quality and enjoyment of the show by the St Helena community.

The following is a list of the product proposed by Devastating Pyrotechnics to be used in the St Helena 4th of July display.

The largest diameter of multi-shot(cakes) product to be used will be 3” diameter. The largest aerial firework shell to be used will be 3” diameter.

Opening Barrage

2.5 Inch Assorted Color& Salute Finale Display Shells 25
2.5 Inch Color Finale Display Shells 25
3 Inch Assorted Color& Salute Finale Display Shells 25
3 Inch Color Finale Display Shells 25
Total Shells 100

Main Body

2 Inch Devastating Pyrotechnics Assorted Standard Shells 100
2 Inch Devastating Pyrotechnics Assorted Premium Shells 100
2.5 Inch Devastating Pyrotechnics Assorted Select Shells 100
2.5 Inch Devastating Pyrotechnics Assorted Premium Shells 100
3 Inch Devastating Pyrotechnics Assorted Select Shells 100
3 Inch Devastating Pyrotechnics Assorted Premium Shells 100
Total Shells 600

Grand Finale

2 Inch Assorted Color Finale Display Shells 100
2 Inch Titanium Salute Report Shells 100
2.5 Inch Assorted Color Finale Display Shells 100
2.5 Inch Titanium Salute Report Shells 100
3 Inch Assorted Color Finale Display Shells 100
3 Inch Titanium Salute Report Shells 100
Total Shells 600

Total Display Shells 1,120

Multi-Shot Devices (Bombardments)

Quantity 10x:
25 Shot Assorted Multi-Effect/Multi-Shot Bombardments
Quantity 20x:
100+ Shot Assorted Multi-Effect/Multi-Shot Bombardments
Quantity 20x:
200+ Shot Assorted Multi-Effect/Multi-Shot Bombardments
Quantity 10x:
300+ Shot Assorted Multi-Effect/Multi-Shot Bombardments
Quantity 6x:
600+ Shot Assorted Multi-Effect/Multi-Shot Bombardments

Total Multi Device Shots 11,250+

Total Multi Shots and Display Shells 11,710+


St Helena
July 4th
Crane Park
St Helena, CA 94574
Contact: Dave Jahns
Crane Park
3 inch Max Shell
210 ft
Prevailing
Wind S-SW
N
© 2018 Google
SAINTS

Devastating Pyrotechnics shall include a minimum crew of six, including lead operator:

Francis Marquez - Lead Operator and California (CalFire) licensed operator.

Devastating Pyrotechnics will interface directly with the local AHJ for all necessary permits, inspections, equipment and product.

Devastating Pyrotechnics will be following established company protocols, industry guidelines (NFPA 1123) as well as state and federal guidelines for safety.

Devastating Pyrotechnics team will work the local AHJ to mitigate any fire danger. Team members are trained in the use of fire suppression technics including the use of approved and certified extinguishers, shovels, brooms and other fire suppression tools.

Devastating Pyrotechnics crew will hose down surfaces and remove debris likely to pose a fire hazard. Lead operator will maintain constant contact with all team members as well as the local AHJ.

Devastating Pyrotechnics team will utilize all excess crew members as "spotters" for the display, looking for falling or burning debris both inside and outside the shoot site.

Devastating Pyrotechnics will perform a thorough walk around of the site and perimeters immediately following the shoot identifying any live product or hot spots. Once area is determined to be free of hazards the site will be rested for 15 minutes before communicating "all clear" to the local AHJ. Upon receiving an "all clear" from the lead operator and local AHJ, the crew will commence breakdown and cleanup of the shoot site.

Event Budget

Devastating Pyrotechnics will commit to the event budget of $40,000.

Devastating Pyrotechnics is confident in our ability to exceed expectations on delivery, set up and firing for the proposed budget.

Devastating Pyrotechnics implements specific protocols when determining display budgets using a method that is repeated several hundred times a year.

Devastating Pyrotechnics maintains a year-round lease agreement with Ryder putting thousands of trucks at our disposal at a moment notice. We are also a fully licensed, bonded and insured Hazmat trucking company. We never contract out Hazmat transportation to other companies or contractors.

Devastating Pyrotechnics is one of the largest fireworks importers into the Western United States. We are also a fully licensed manufacturer. We run a lean operation and maintain minimal overhead allowing us to provide the most competitive pricing in the industry. We are able to assure our customer they are getting premium service with exceptional value. We ALWAYS encourage our customers to audit their shoot sites to insure they are getting everything they paid for.

Delivery Schedule and Timeline

June 1

Devastating Pyrotechnics to complete executed agreement.

Devastating Pyrotechnics will furnish to City a copy of Insurance documents to review.

Devastating Pyrotechnics to submit permit for approval to AHJ.

Devastating Pyrotechnics to furnish a finalized timeline to all parties involved.

July 3:

6:00 am - Crew departs with one truck from distribution yard.

9:00 am - Crew arrives at St Helena shoot site.

10:00 am - Crew conducts pre work safety meeting and deploys all safety equipment.

11:00 am - Crew begins setting mortar racks and ground preparations.

12:00 noon - Crew break lunch for one hour.

4:00 pm - Crew completes setup and ensures mortar racks are secured, leveled and prepared for product loading.

5:00 pm - Crew conducts a walkthrough of the display area to look for any potential hazards.

5:30 pm - Crew departs for hotel leaving security in place. Security remains 24 hours per day at secure firework parking facility.

July 4:

7:00 am - Crew departs hotel for shoot site.

8:00 am - Crew meets with all necessary parties and agencies.

8:15 am - Crew conducts pre work safety meeting.

8:30 am - Crew inspects all product listed on the shipping manifest.

9:00 am - Upon approval from AHJ crew to commence with loading fireworks into mortar racks.

12:00 noon - Crew break lunch for one hour.

1: 00 pm - Crew to set up low level product (multi-shot bombardments).

3:00 pm - Crew to complete the setup of product.

4:00 pm - Crew, upon approval from the AHJ, will conduct a system continuity check.

5:00 pm - Crew to verify with customer and AHJ that display checks are complete and confirm the ability to fire at will.

5:30pm - Crew breaks for dinner.

6:30 pm - Crew conducts system continuity check.

7:30 pm - Crew to complete thorough site safety check prior to event.

8:00 pm - Team leaders conduct final safety meeting with team members.

8:15 pm - All crew members conduct a site safety sweep to identify and possible hazards or unauthorized persons. Take safety positions.

8:45 pm - Lead shooter to verify with all parties an all-clear and ready to fire.

9:00 pm - Commence display.

9:25 pm - Conclude display.

9:40 pm - Lead operator inspects mortars and shoot site for unfired product.

9:55 pm - Lead operator calls “all clear” after 15-minute site rest.

10:00 pm - Crew completes site sweep looking for duds or hot spots or any discard live product.

11:00 pm - Crew completes preliminary cleaning of launch area.

July 5:

8:00 am - Crew meets with all necessary parties and agencies at shoot site.

8:15 am - Crew conducts pre work safety meeting.

8:30 am - Crew commences the loading of wooden racks into truck.

10:00 am - Crew to complete loading of equipment and begin racking and final site cleanup.

11:00 am - Crew to complete site cleanup.

12:00 noon - Crew to complete final site walkthrough and depart.

References / Endorsements

City of San Jose, Ca - 4th of July Denelle Fedor (Asst to Johnny Khamis) (408) 535-4993

San Jose Council Member Johnny Khamis (408) 535-4910

City of Madera, Ca - 4th of July Mary Anne Seay (559) 661-5491

Del Rio Golf & Country Club, Modesto Ca – Amber Allen (209) 545-0723

Del Rio Golf & Country Club, Modesto Ca - Dan Costa (209) 566-7803

99 Speedway/Stockton Raceway Stockton Ca - Heather Chambers (916) 370-3647

Pt Arena Ca 4th of July Celebration - Richard Shoemaker (707) 882-2122

Bay 101 Casino Fireworks - June Richardson (408) 437-5506

San Francisco Chinese New Year Pyrotechnics - Beverly Lee (415) 391-8828

San Francisco - Mayor Ed Lee's Private Inauguration Party

Western Pyrotechnic Association Public Display - Steve Wilson (707) 621-5380

Hayfork Speedway July 4 Fireworks Celebration - Bill Foster (530) 739-8659

City of Marysville's Annual Weekend Bok Kai Festival and Parade

Woodlawn Memorial Park Fireworks - Betty Su (650) 755-1727

*Additional references available upon request.

CITY OF ST. HELENA

RECREATION DEPARTMENT

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Fireworks Show for July 4, 2020

DATE ISSUED: Friday, January 3, 2019

DATE DUE: Friday, January 24, 2020, 4PM

CONTACT: André Pichly, Director of Parks & Recreation

apichlys@cityofsthelena.org

(707) 967-2798

ALL RESPONSES MUST BE MAILED OR HAND-DELIVERED TO:

CITY OF ST. HELENA

OFFICE OF THE CITY CLERK

ATTENTION: CINDY TZAFOPOULOS

1480 MAIN STREET

ST. HELENA, CA 94574

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EXHIBITS

A. SAMPLE CITY OF ST. HELENA PROFESSIONAL SERVICES CONTRACT

I. INTRODUCTION

The City of St. Helena, California is located in the center of the world-famous wine growing Napa Valley, 65 miles north of San Francisco.

The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876, and reincorporated on May 14, 1889.

The City, from its inception, has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, St Helena has become an important business and banking center for the wine industry. The City also receives many visitors as a result of the wine industry and the area's scenic qualities. The City's goal is to maintain a small-town atmosphere and to provide quality services to its citizens.

The official population of the City of St. Helena as of 2017 is 6,033 (*CA Department of Finance)*. St. Helena is a full-service city and encompasses an area of four square miles. The City's General Fund Budget is approximately $11.1 million.

II. SOLICITATION

The City of St. Helena is seeking proposals from qualified vendors to provide a firework show for the community on Saturday, July 4, 2020. The show should be similar in scope and length as the 2019 display.

Prospective vendors will be required to provide team qualification, proposed work plan, proposed schedule, and other related items as part of the proposal submittal (Section V). The deadline for submitting proposals is 4:00PM on Friday, January 24, 2020.

III. SCOPE OF WORK

The City is requesting proposals from qualified Contractors for pyrotechnics services. Required services shall include, but are not limited to:

1. Provide a suggested pyrotechnics list and timeline for planning, delivery, set-up, security of site, fireworks show, breakdown, clean-up and disposal.

Contractor will meet with City staff to discuss all aspects of the fireworks show.

Pyrotechnics display plans and shall include, but are not limited to, the following:

1. **SITE |** where launching areas will be located, safety perimeter, and fall-out zones
2. **PYROTECHNICS USED |** where launching areas will be located, safety perimeter, and fall-out zones
3. **STAFFING |** number of team members the Contractor will use, what their role is before, during and after the fireworks show
4. **INSPECTIONS |** schedule and documentation as required by the City's Fire Marshall
5. **FIRE/LIFE SAFETY ISSUES |** Emergency Action Plan
6. **FIRE PROTECTION |** on-site tools and methods for addressing unforeseen incidents related to pyrotechnics launching

IV. SCHEDULE

Responses to the RFP must be submitted to the City of St. Helena as outlined in this section.

Responses are due no later than
Friday, January 24, 2020, AT 4:00 PM
Responses received after this date and time will not be considered.

PROPOSED SCHEDULE FOR THE REVIEW AND SELECTION PROCESS AND DESIRED TIMELINES FOR DELIVERABLES

MILESTONE	DATE	TIME
Release RFP	December 19, 2019	1:00PM
Question submittal deadline	January 10, 2020	4:00PM
Questions posted on City website (cityofsthelena.org/rfps)	January 13, 2020	5:00PM
Proposal due date	January 24, 2020	4:00PM
Review and scoring of submittals	January 28, 2020	11:00AM
Interviews w/finalists	TBD	TBD
Award of contract	February 11 or 25, 2020	6:00PM

The schedule may be modified and/or extended if necessary.

V. PROPOSAL REQUIREMENTS AND FORMAT

If interested in this RFP, please notify André Pichly by email at apichly@cityofsthelena.org so you may be added to the notification list for addendums. Failure to notify Mr. Pichly could result in missing important and required information, and could result in disqualification.

All submittals must follow the format described in this section. Respondents are encouraged to submit clear and concise responses to the RFP. The City of St. Helena reserves the right to include or exclude any part of the submittals in the final agreement with the selected Contractor.

Four (4) bound copies of the submittal, one (1) unbound, reproducible copy, and one CD (or other digital medium) containing a PDF copy must be submitted. Each submittal shall contain no more than 20 double-sided 8½" x 11" pages (not counting dividers, exhibits, and any relevant appendices). Font shall be no less than 10pt. All pages shall be numbered. Drawings provided with the submittal shall not exceed 11" x 17."

To be considered for selection, submittals must arrive at the location shown below by the date and time specified in Section IV. Proposers who mail packages should allow ample delivery time to ensure timely arrival.

Submittals shall be placed in a clearly marked envelope, titled July 4th Fireworks Show and hand-delivered or mailed to:

City of St. Helena
Office of the City Clerk
Attention: Cindy Tzafopoulos
1480 Main Street
St. Helena, CA 94574

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

Submittals must include the following components in the order listed below:

Part 1: Cover Letter/Executive Summary (5 points)
Part 2: Experience and Qualifications of Contractor/Team Members (30 points)
Part 3: Understanding of Event Scope (25 points)
Part 4: Commitment to Event Budget & Detailed Work Plan (15 points)
Part 5: Delivery Schedule and Timeline (15 points)
Part 6: Proof of Insurance (5 points)
Part 7: Reference Review (5 points)

Total Possible: 100 points

PART 1 | COVER LETTER/EXECUTIVE SUMMARY (5 POINTS)
In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

1. The names of the key members of the Contractor team.
2. The mailing address, telephone number, and the name of the main point of contact for the Contractor team.
3. A summary of the Contractor's pyrotechnics experience and qualifications and the significant advantages to selecting the Contractor.
4. An acknowledgement of receiving any addendum(s) to the RFP document sent out by the City.

PART 2 | EXPERIENCE AND QUALIFICATIONS OF CONTRACTOR/TEAM MEMBERS (30 POINTS)
Provide detail relating to the experience and qualifications of the members of the team, including an organizational chart showing all key personnel who will be assigned to this event. Submit brief resumes demonstrating the training, experience, and other qualifications of the key personnel who will be assigned to this event.

Contractor should further document expertise by including the information regarding the following:

1. Safety of Contractor's team members, as well as spectators and property.
2. Any other information that would assist the review team in understanding the Contractor's team's capacity to efficiently, effectively and safely implement the fireworks show.

PART 3 | UNDERSTANDING OF EVENT SCOPE & DETAILED WORK PLAN (25 POINTS)
Each respondent shall demonstrate its capacity to deliver professional pyrotechnics. Respondent should outline methodology and logistics capable of meeting the goals outlined in July 4th Fireworks Show event, as well as provide a proposed work plan for development and implementation of the event as described in the scope of work. Respondents should draw from previous experience and demonstrated competence to articulate how their capabilities are distinct, comprehensive, and add value.

PART 4 | COMMITMENT TO EVENT BUDGET (15 POINTS)
Contractor shall provide a total base fee for the project. Each responding Contractor shall include an acknowledgement that it can effectively complete set-up and delivery of a fireworks show within the budget indicated. Each respondent should clearly explain in this section the methods and process it will use to insure the project is within budget and that the City will be getting the best value within the budgeted amount.

PART 5 | DELIVERY SCHEDULE AND TIMELINE (15 POINTS)
Discuss in this section the steps the Contractor team proposes to use. Clearly outline the delivery schedule and timeline of each stage of event set-up, implementation, and tear-down. Specific dates should be used assuming an award to this RFP and an executed agreement in May 2019. Indicate in the proposed scheduling the necessary involvement and various decision points required of the City. A detailed timeline or representation of the delivery timeline with pertinent milestones and events is required in this section.

PART 6 | INSURANCE REQUIREMENTS (5 POINTS)
Contractor will provide proof of insurance for a minimum of $5 million in liability coverage listing the City of St Helena as the additionally insured, as well as an endorsement.

1. General Liability: $5,000,000 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 – $10,000,000.
2. Automobile Liability: $2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: $2,000,000 per accident for bodily injury or disease.

PART 7 | REFERENCE REVIEW (5 POINTS)
The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed contractor team worked on together:

- Name of the Event (e.g. July 4th Fireworks Show)
- Location of the Event (e.g. Crane Park)
- Name, title, and contact information for the client
- Project budget (e.g. amount not to exceed $40,000.00)
- Date of completion of the Event

VI. PROPOSAL TERMS AND CONDITIONS

1. EXAMINATION OF PROPOSAL MATERIALS
The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has

read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

2. ADDENDA INTERPRETATIONS

If it becomes necessary to revise any part of this RFP, a written addendum will be provided to each firm that requested to be added to the notification list, and said addenda will be uploaded to the City website. The City of St. Helena is not bound by any oral representations, clarifications, or changes made in the RFP by the City or its agents, unless such clarifications or change is provided in written addendum from the City of St. Helena.

3. DESIGNATED CONTACT

For the purposes of this RFP, the City's designated contact is André Pichly, Director of Recreation. Any questions concerning the scope of work and the selection process shall be directed to Mr. Pichly, at apichly@cityofsthelena.org. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by January 10, 2020, by 4:00PM.

Responses to questions will be posted on the City's website, cityofsthelena.org/rfps, and will become part of the RFP. It is the contractor's responsibility to check the website for updates.

4. PUBLIC RECORDS

This RFP document and all submittals in response thereto are public records. Prospective contractors are cautioned not to include any material into the proposal that is strictly proprietary in nature.

5. PROPOSAL COSTS

All costs associated with the preparation of RFP submittals shall be borne by the respondent. This RFP does not constitute any form of offer to contract.

6. RESERVATION OF RIGHTS

The City reserves the right, for any reason, to accept or reject any one or more proposals; to negotiate the terms and specifications of the proposal; to modify any part of the RFP; or issue a new RFP.

7. PRODUCT OWNERSHIP

Any documents resulting from the contract will be the property of the City.

8. PROFESSIONAL SERVICES AGREEMENT

All Proposers must identify in their proposal any terms and conditions of the sample Professional Service Agreement (Exhibit C) that they wish to negotiate. Insurance is required as outlined in Section 7 of the sample agreement.

9. CAUSES FOR DISQUALIFICATION

Any of the following may be considered cause to disqualify a proponent without further consideration:

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or

- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

	Devastating Pyrotechnics, LLC	Zambelli Fireworks Mfg.
Qualifications	Good	Good
Insurance	meets the minimum	meets the minimum
References	checked - all positive	provided
CalFire Fireworks License	Yes	Yes
Safety Standards	NFPA 1123 CA Title 19	NFPA 1123 CA Title 19
Crew Size	6, including lead operator	4, including lead operator
Staff Safety Trainings	Yes	Yes
Length of show based timeline	25 minutes	15 minutes
Can use current shoot site	Yes	Yes
Set back distance	70+ feet per inch diameter of shell	100 feet per inch diameter shell
Display Shells		
Opening Barrage	100 (2.5 inch shells)	60 (2.5 inch shells)
Main body	900 (2.5 inch shells)	900 (2.5 inch shells)
Grand Finale	540 (2.5 inch shells)	540 (2.5 inch shells)
Subtotal of display shells	1,540	1,500
Multi-shot Devices	12,200+ (2 inch cakes)	11074 (1.5 inch cakes)
TOTAL Display and Multi-Shots	13,740+	12,574

Alt A proposal - Devastating Pyrotechnics only

Display Shells	
Opening Barrage	100 shells (2.5 and 3 inch)
Main body	600 shells (2.5 and 3 inch)
Grand Finale	420 shells (2.5 and 3 inch)
Subtotal of display shells	1,120
Multi-shot Devices	12,200+
TOTAL Display and Multi-Shots	13,320+

Alt B proposal - Devastating Pyrotechnics only

Display Shells	
Opening Barrage	100 shells (2.5 and 3 inch)
Main body	580 shells (2.5, 3 and 4 inch)
Grand Finale	395 shells (2.5, 3 and 4 inch)
Subtotal of display shells	1,075
Multi-shot Devices	12,200+
TOTAL Display and Multi-Shots	13,275+

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Recommended approval of a resolution authorizing the City Manager to execute a contract with Center for Public Safety Management to perform an analysis of Fire and Emergency Medical Services (EMS) for the City of St. Helena for a not to exceed cost of $44,694.**

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Administrative Services Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

The City of St. Helena Fire Department protects the City and receives/provides aid from/to surrounding communities as well as Napa County which contracts with CAL fire for staffing. EMS is provided through the county which contracts with AMR to transport patients to the local hospital. The City's Fire Department provides medical first response and extrication. Nearby communities include City of Napa, American Canyon, Town of Yountville (fire services provided by Napa County), and Calistoga. The St. Helena Fire Department currently staffs 1 engine with three personnel 24/7. The current staff consists of six full time firefighters and approximately 18 part-time firefighters.

DISCUSSION

This proposal is specifically designed to provide the contracting agency with a thorough and unbiased analysis of emergency services currently being provided in the City and community of St. Helena. The CPSM Operations team will conduct an extensive, data-driven analysis of the FIRE and EMS Operational functions to include the following:

- Examination and analysis of the factors that enhance/impact the department’s current service delivery model

- Examination and analysis of operational guidelines and their connection to the current service delivery model
- Discussion of the organization's strengths, weaknesses, opportunities, and threats as it relates to deployment of resources and response times
- Analysis of Fire Management Zones
- Analysis all-hazards that will lead to the completion of a Community Risk Assessment
- Analysis of Standard of Cover Concepts
- Exploration and analysis of various mission driven specialty fire protection and other response duties such as EMS ground transport, emergency management operations, and technical rescue

In addition to the above, a 360-degree review of the EMS Services would be conducted and would produce data on the total annual cost to provide EMS including cost per unit hour, per response, per transport, total cost per capita and the total cost to manage the service.

This project includes a robust public engagement process. CPSM is committed to involve key community members to engage and extract knowledge including elected officials, department staff, and community leaders to engage and ensure expectations and goals match.

The proposed project schedule includes the following; discovery kickoff, information gathering and data extraction, analysis, certification of data, department review, and a final digital report. Total project completion time is estimated at 4-6 months. The final work product will include core strategies necessary to help achieve goals and operationalize outcomes for the community and the department.

ABOUT ICMS/CPSM

The International City/County Managers Association (ICMA) Center for Public Safety Management (ICMA/CPSM) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services. The International City/County Management Association (ICMA) is a 109-year-old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries. Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to their citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its website, www.icma.org, publications, research, professional development, and membership. CPSM has conducted over 400 such studies in 46 states and provinces and more than 275 communities ranging in population size 3,300 (Lewes, DE) to 800,000 (Indianapolis, IN).

FISCAL IMPACT

Total fiscal impact is $44,694 and has been included in the Fiscal Year 2022-23 Adopted Budget.

RECOMMENDED ACTION
Approve the attached Resolution.

ATTACHMENTS
Attachment 1 - Resolution for CPSM Fire Services Analysis
Attachment 2 - CPSM Fire Services Analysis Contract 061323
Attachment 3 - CPSM Proposal Fire/EMS Services

CITY OF ST. HELENA

RESOLUTION NO. 2023 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH CENTER FOR PUBLIC SAFETY MANAGEMENT TO PERFORM AN ANALYSIS OF FIRE AND EMERGENCY MEDICAL SERVICES (EMS) FOR THE CITY OF ST. HELENA FOR A COST NOT TO EXCEED OF $44,694.

RECITALS

A. The City of St. Helena faces the same challenges of many communities in the Napa Valley, staffing the fire department with minimal full-time personnel and filling in with available on-call staff; and

B. The Fire department protects the city of 5,400 and receives aid from surrounding communities as well as Napa County which contracts with CAL fire for staffing; and

C. EMS is provided through the county which contracts with AMR to transport patients to the local hospital. The fire department provides medical first response and extrication; and

D. The St. Helena Fire Department currently staffs 1 engine with three personnel 24/7. The current staff consists of six full time firefighters and approximately 18 part-time firefighters; and

E. The City wishes to conduct an unbiased analysis of emergency services in the community; and

F. Center for Public Safety Management (CPSM) has represented that they have the necessary expertise, experience, and qualification to perform the required duties.

RESOLUTION

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

1. The City Council approves the Agreement with CPSM for a total not to exceed amount of $44,694; and
2. The City Council authorizes the City Manager to execute the agreement on behalf of the City.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 2023, by the following vote:

Mayor Paul Dohring: _____
Vice Mayor Eric Hall: _____
Councilmember Anna Chouteau: _____
Councilmember Lester Hardy: _____
Councilmember Billy Summers: _____

APPROVED: ATTEST:

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

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 13, 2023 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Center for Public Safety Management, LLC "CPSM" (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Water and Wastewater Rate Study.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $44,694.00 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

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

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

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

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from 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"), caused by the 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 claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, caused by such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel reasonably acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

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

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

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as

set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

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

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

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

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All deliverables 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; provided that any reuse or use other than as contemplated in this Agreement shall be at the sole risk of City. 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.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall

not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

To City: City Manager
1088 College Avenue
St. Helena, California 94574

To Consultant: Thomas J. Wieczorek, Director
475 K Street NW, Suite 702
Washington, DC 20001
twieczorek@cpsm.us

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

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

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name: _____
Title:_____

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC

PROPOSAL FOR

COMPREHENSIVE ANALYSIS OF FIRE/EMS SERVICE

St. Helena, California



CPSM®

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC
475 K STREET NW, SUITE 702 • WASHINGTON, DC 20001
WWW.CPSM.US • 616-813-3782

ICMA

Exclusive Provider of Public Safety Technical Services for
International City/County Management Association

CPSM®
Center for Public Safety Management, LLC

March 12, 2023

Anil Comelo
City Manager
1088 College Avenue
St. Helena, CA 94574

Dear Mr. Comelo:

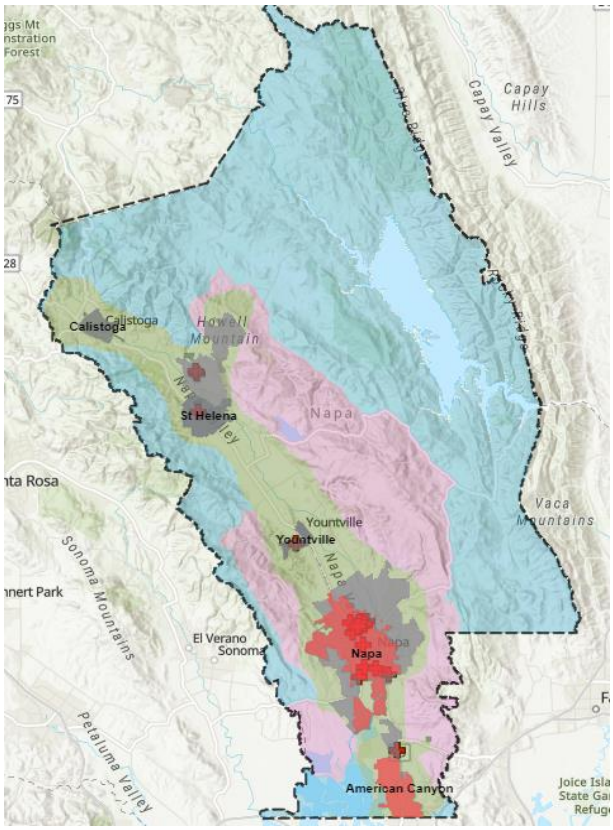
The *Center for Public Safety Management, LLC, (CPSM)* as the exclusive provider of public safety technical assistance for the International City/County Management Association, is pleased to submit this proposal to the City of St. Helena, California for an analysis of fire and EMS services. The CPSM approach is unique and more comprehensive than ordinary accreditation or competitor studies.

In general, our analysis involves the following major outcomes:

- Conduct a data-driven forensic analysis to identify actual workload of stations, equipment, and personnel. We will quantify the Unit Hour Utilization rates for your EMS department. This forms the basis for determining what is driving overtime; workloads; and service demands.
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department.
- Conduct a risk analysis of your community and for the department.
- Examine the department's organizational structure and culture.
- Perform gap analysis, comparing the "as is" state of the department to the industry's best practices.
- Recommend a management framework to ensure accountability, increased efficiency, enhanced safety for responders and the community, and improved performance.
- Determine staffing analysis using workload and performance for fire and EMS departments.

Located in Napa County, St. Helena faces the same challenges of many communities: staffing the fire department with less paid on call and volunteers available. The department protects the city of 5,400 and receives aid from surrounding communities as well as Napa County which contracts with CAL fire for staffing. EMS is provided through the county which contracts with AMR to transport patients to the local hospital. The fire department provides medical first response and extrication.

Nearby communities include Napa City, American Canyon, and Calistoga. St. Helena Fire Department currently staffs 1 engine with three personnel 24/7. Staff consists of six full time firefighters and 18 part-time firefighters.



This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of emergency services in your community. We have developed a unique approach by combining the experience of dozens of emergency services subject matter experts. The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience from hundreds of projects completed for municipalities nationwide. The team we assemble for you will be true "subject matter experts" with hands-on emergency services experience, not research assistants or interns.

ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. My colleagues at CPSM and I greatly appreciate this opportunity and would be pleased to address any comments you may have. I can be reached at 616-813-3782 or via email at twieczorek@cpsm.us .

Sincerely,

Thomas J. Wieczorek
Director
Center for Public Safety Management. LLC

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THE ASSOCIATION & THE COMPANY

International City/County Management Association (ICMA)

The International City/County Management Association (ICMA) is a 109-year-old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to their citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its website, www.icma.org, publications, research, professional development, and membership.

Center for Public Safety Management (CPSM)

The ICMA Center for Public Safety Management (ICMA/CPSM) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services.

The Center also represents local governments at the federal level and has been involved in numerous projects with the Department of Justice and the Department of Homeland Security. In 2014 as part of a restructuring at ICMA, the Center for Public Safety Management (CPSM) spun out as a separate company and is now the exclusive provider of public safety technical assistance for ICMA. CPSM provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as CALEA, PERF, IACP, IFCA, IPMA-HR, DOJ, BJA, COPS, NFPA, etc.

The Center for Public Safety Management, LLC maintains the same team of individuals performing the same level of service that it had for ICMA. CPSM's local government technical assistance experience includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices.

We have conducted over 400 such studies in 46 states and provinces and more than 275 communities ranging in population size 3,300 (Lewes, DE) to 800,000 (Indianapolis, IN).

MEET YOUR TEAM -- FIRE

For this project, CPSM will assemble a premier team of experts from a variety of disciplines from across the United States. The goal is to develop recommendations that will produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a project manager, one Operations Leader and several senior public safety experts selected from our staff to meet the specific needs of the municipality.

The management organizational chart for the project includes the following key team members



CORPORATE COMPLIANCE UNIT

PROJECT MANAGER

THOMAS WIECZOREK

Director, Center for Public Safety Management; retired City Manager Ionia, MI; former Executive Director Center for Public Safety Excellence



BACKGROUND

Thomas Wieczorek is an expert in fire and emergency medical services operations. He has served as a police officer, fire chief, director of public safety and city manager, and is former Executive Director of the Center for Public Safety Excellence (formerly the Commission on Fire Accreditation International, Inc.).

He has taught numerous programs for the International City-County Management Association, Grand Valley State University, the National Highway Traffic Safety Administration (NHTSA), State of Michigan's Transportation Asset Management Council, and Grand Rapids Community College. He often testified for the Michigan Municipal League before the legislature and in several courts as an expert in the field of accident reconstruction and fire department management. He is the past president of the Michigan Local Government Manager's Association (MLGMA, now MME); served as the vice-chairperson of the Commission on Fire Officer Designation; served as ICMA's representative on the International Accreditation Service (IAS), a wholly owned subsidiary of the International Code Council (ICC); and currently serves on the NFPA 1710 and 1730 committee.

He worked with the National League of Cities and the Department of Homeland Security to create and deliver a program on emergency management for local officials titled, "Crisis Leadership for Local Government Officials." It has been presented in 43 states and has been assigned a course number by the DHS. He represents ICMA on the Emergency Management Assistance Compact (EMAC) Board and other fire service participation areas. In 2022 he worked with ICMA to create a FEMA program on economic recovery from disasters for local government managers. It has been delivered via webinar and in person across the United States.

He received the Mark E. Keane "Award for Excellence" in 2000 from the ICMA, the Association's highest award and was honored as City Manager of the Year (1999) and Person of the Year (2003) by the Rural Water Association of Michigan, and distinguished service by the Michigan Municipal League in 2005.

MANAGING PARTNER

LEONARD A. MATARESE, MPA, ICMA-CM, IPMA-CP

Director of Research and Project Development, Center for Public Safety Management



BACKGROUND

Mr. Matarese is a specialist in public sector administration with expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues, he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71agency, U.S. Customs Service anti-terrorist and narcotics task force and as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director, he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations at annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a master's degree in public administration and a bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association-Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments. Mr. Matarese is a life member of the International Association of Chiefs of Police and of ICMA.

DATA AND GIS TEAM

DATA ASSESSMENT TEAM – PROJECT LEADER

DOV CHELST, PH.D.

Director of Quantitative Analysis



BACKGROUND

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics, and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national, and international conferences, and participated in workshops across the country.

PUBLIC SAFETY DATA ANALYST

XIANFENG LI, PH.D.



BACKGROUND

Dr. Xianfeng Li is a professional computational scientist and certified SAS programmer with a wealth of knowledge and research experience in Complex System Modeling, Data Analysis, and Statistical Physics. He is highly qualified in various coding programs and has earned numerous data science certifications. He previously worked as a Research Associate and Postdoctoral Fellow. Dr. Li earned his Ph.D. and master's degree in Polymer Science within the Institute of Chemistry from the Chinese Academy of Sciences in Beijing. He earned his bachelor's degree in Chemistry at Jilin University in Changchun.

SENIOR PUBLIC SAFETY SUBJECT MATTER EXPERT -- GIS

DAVID MARTIN, PH.D.

Senior Researcher in the Center for Urban Studies, Wayne State University



BACKGROUND

Dr. Martin specializes in public policy analysis and program evaluation. He has worked with several police departments to develop crime mapping and statistical analysis tools. In these projects, he has developed automated crime analysis tools and real-time, dashboard-style performance indicator systems for police executive and command staff. Dr. Martin teaches statistics at Wayne State University. He is also the program evaluator for four Department of Justice Weed and Seed sites. He is an expert in the use of mapping technology to analyze calls for service workload and deployments.

PUBLIC SAFETY DATA ANALYST-GIS

Monicque Lee, MS, BS

BACKGROUND

Ms. Lee has extensive experience in the areas of data and geospatial analysis, hydrographic data processing, mapping platforms, and project management. She has worked as a GIS consultant, and with the U.S. Army Corps of Engineers where she received a U.S. Army commendation, and the United States Geological Survey, Grand Canyon Monitoring and Research Center. Ms. Lee has a Master of Science in Geographic Information Science & Technology.

OPERATIONS ASSESSMENT TEAM – FIRE AND EMS TEAM

SENIOR MANAGER: FIRE AND EMS

Retired Fire Chief, JOSEPH E. POZZO, MPA, CFOD, SHRM-SCP

Former Director of Public Protection for Volusia County, Florida; Former Assistant Director of Human Resources, Volusia County, FL; Former Deputy Director, Volusia County Department of Public Protection; former Director and Fire Chief, Volusia County, Florida, former Fire Chief, Loudon County, Virginia, former Fire Chief Portsmouth, Virginia.



BACKGROUND

Joe has a forty (40) year career in public service, and most recently served as the Director of Public Protection for Volusia County, Florida where he provided executive leadership to the Fire, EMS, Emergency Management, Corrections, Animal Control, and Beach Safety divisions. The Public Protection Department is the largest department in Volusia County and includes 945+ employees, an EMS Division that handles over 50,000 transports per year and utilizes Florida's first ever Nurse Triage system in the 911 Center, an all-hazards Emergency Management Division that specializes in coastal storm preparation and response, and a Fire Division that responds to 23,000 calls/year utilizing ALS staffed apparatus.

From March 2015 to September of 2018, Joe served as the Assistant Director of Human Resources for Volusia County, Florida (3,200 employees), where he managed the employee relations, benefits administration, and occupational health services functions and teams, as well as assist in the management and negotiation of six collective bargaining agreements/units. Joe was also involved in developing and implementing the County's Diversity and Inclusion initiative.

Joe has also served as the Deputy Director of the Department of Public Protection Volusia County, Florida, where he was responsible for the day-to-day operations of Fire, EMS, Emergency Management, Medical Examiner, Beach Safety, Corrections, and Animal Services. He was formerly Fire Chief of Volusia County Fire Services, where he developed and implemented a service model designed to introduce EMS transport into the agency, incorporate fleet efficiencies, and enhance the wild land/urban interface efforts.

Prior to Chief Pozzo's appointment in Volusia County in 2010, he served as the Chief of the Loudoun County Department of Fire and Rescue. This agency is a combination fire and rescue system providing fire, rescue, and emergency management services in one of the fastest growing counties in the nation. The fire and rescue system during Chief Pozzo's tenure provided these services to over 275,000 permanent residents living in 520 square miles of diverse suburban and rural area located within the National Capital Region. Services were executed through 450+ career staff 1400+ volunteer members operating out of 19 stations.

Prior to his appointment with Loudoun County, Chief Pozzo served as Chief of the Portsmouth Fire, Rescue and Emergency Services Department. This agency is one of the oldest professional departments on the eastern seaboard and served over 100,000 residents during Chief Pozzo's tenure. Chief Pozzo also served in the City of Virginia Beach, Va. Fire

Department for 19 years, reaching the level of Deputy Fire Marshal and then Battalion Chief prior to embarking on his career as a Fire Chief/Director.

Joe holds a Master of Public Administration degree from Troy University, a B.A. in Public Administration from Saint Leo University, and numerous public safety technical certifications. He holds the ***Chief Fire Officer Designation*** from the Center for Public Safety Excellence and is a ***Senior Certified Professional in Human Resources*** through the Society of Human Resource Management (SHRM).

SENIOR ASSOCIATE: FIRE SERVICES

CHIEF JOHN (JACK) BROWN, B.A., M.S., EFO

Director of Arlington County Office of Emergency Management
Retired Assistant Chief Fairfax County Fire & Rescue Department



BACKGROUND

Jack Brown's 40-year public safety career includes 29 years with the Fairfax County, Virginia Fire & Rescue Department, where he retired as Assistant Fire Chief of Operations.

He served in several operational and staff positions, including the Office of the Fire Marshal where he attained NFPA certification as a Fire Inspector II and Fire Investigator. As an investigator, he conducted post fire and post blast investigations, assisting in the prosecution of offences involving arson and illegal explosives.

He served as a Planning Section Chief and Task Force Leader for the Fairfax County Urban Search and Rescue Task Force (VA TF-1). He deployed to Nairobi, Kenya as Plans Chief in response to the 1998 embassy bombing and as Task Force Leader on a deployment to Taiwan in response to an earthquake in 1999.

Upon his retirement from Fairfax County in 2000, he became the Assistant Chief for the Loudoun County Department of Fire, Rescue and Emergency Management, where he led a team of firefighters to the Pentagon on 9/11 and assisted the Arlington County Fire Department as the initial Planning Section Chief for the incident. Jack served as Planning Section Chief on a Northern Virginia multi-jurisdictional emergency management task force that reestablished the New Orleans Emergency Operations Center just after Hurricane Katrina. He retired from Loudoun County in 2006 to pursue a career in emergency management.

Brown retired from the Coast Guard Reserve as a Chief Warrant Officer 4, specializing in port safety and security, with 33 years of combined Army and Coast Guard Reserve service. After 9/11, he served on active duty for 47 months, including 15 months in the Middle East. He received the Bronze Star Medal for actions in Baghdad, Iraq while supporting combat operations during Operation Iraqi Freedom.

Brown holds a bachelor's degree in Fire Science Administration from the University of Maryland and a master's degree in quality systems management from the National Graduate School,

Falmouth, Massachusetts. He is a 1997 graduate of the National Fire Academy's Executive Fire Officer Program at the National Emergency Training Center, Emmitsburg, Maryland. He has been an adjunct professor at the Northern Virginia Community College and the University of the District of Columbia in the Fire Science curriculums. He is a graduate of the Executive Leadership Program in the Center for Homeland Defense and Security at the Naval Postgraduate School, Monterey, California.

SENIOR ASSOCIATE: FIRE SERVICES

CHIEF RONDALL L. EARLY, MPA, EFO, NREMT-P

Fire Chief, Town of Wake Forest, North Carolina



BACKGROUND

Chief Early has more than 30 years of fire and EMS experience as a practitioner, middle manager, and Chief Officer in the planning, organizing, leading, and administration of Fire and EMS department operations. Since 2008, Chief Early has commanded the Town of Wake Forest, NC Fire Department.

The Town of Wake Forest fire department is a combination fire department that provides fire suppression, basic life support emergency medical services first response, hazardous material response, fire prevention, emergency management oversight, and fire and emergency medical services training programs. The department serves the Town of Wake Forest and a surrounding unincorporated fire district.

Prior to his appointment in Wake Forest, Chief Early served the Portsmouth, VA Fire and EMS Department for twenty years. In Portsmouth, Chief Early rose through the ranks from firefighter to Chief Officer, working in all areas of this department as a practitioner, company officer, and middle manage assigned to engine and ladder companies, EMS transport, and professional development. Chief Early's final assignment in Portsmouth prior to leaving for Wake Forest was as the Division Commander for Emergency Medical Services, where he oversaw the department's EMS transport operation, EMS billing, training, and administration of this departmental division.

Chief Early holds a Master of Public Administration degree from Troy University, is a 2011 graduate of the National Fire Academy's Executive Fire Officer Program, holds the certification of Nationally Registered Emergency Medical Technician-Paramedic, and holds the rank of 2nd Lieutenant with the North Carolina Civil Air Patrol in charge of Emergency Services.

SENIOR ASSOCIATE: FIRE SERVICES

CHIEF MIKE IACONA, MPA

Retired Fire Chief/Director Flagstaff Fire Department, Flagstaff Arizona
Retired Director and Fire Chief, Orange County, Florida



BACKGROUND

Chief Iacona has 38 years of fire service experience, with the last 17 years as Fire Chief. He currently serves as fire chief for the City of Flagstaff, Arizona and has held this position since 2002.

Prior to this, he was the Director of Orange County Fire Rescue, Florida, which included oversight of the County's emergency management functions. In addition to duties associated with fire chief, he has served in various capacities, rising through the ranks from to fire fighter/paramedic to chief fire officer. Mike has led a fire training division, was the Chief of Operations, served as Emergency Manager in EOC Operations, was Chief Negotiator in multiple IAFF Contract deliberations.

He has supervised the development of several fire master plans, was a volunteer fire fighter coordinator, led multiple fire code adoption processes, oversaw personnel and payroll functions and implemented fire impact fees. He also has wildland fire experience, supervising a fuel management program, the adoption of a Wildland Interface Code, and the adoption of a Community Wildfire Protection Plan (CWPP).

Chief Iacona holds a master's degree in public administration and did his undergraduate work in Urban Planning at Florida Atlantic University, in Boca Raton, FL. He is a graduate of the National Fire Academy's Executive Fire Officer Program and attended The Program for Senior Executives in State and Local Government at the Harvard Kennedy School.

SENIOR ASSOCIATE: FIRE SERVICES

DEPUTY CHIEF JAMES L. MAUNEY

Former Deputy Fire Chief, Volusia County, Florida
Former Deputy Operations Supervisor, Volusia County Emergency Management
Former Fire Chief, Lake County Fire & Rescue, Former Director of the Emergency Services Institute
Volusia County Fire Services



BACKGROUND

Jim has a thirty (30) year career in public safety, beginning as a State Trooper with the Florida Highway Patrol. Since his retirement from Volusia County, Jim has embarked on a post-retirement career where he develops and conducts specialized training that includes incident command and management; wild land/urban interface suppression and defensible communities; design, development, implementation, and evaluation of emergency response exercises; firefighter principles and practices; fire company officer leadership, continuity of operations planning, and hazardous materials.

Jim is certified in the Homeland Security Exercise Evaluator Program (HSEEP), and conducts training supported by the Department of Justice, State of Florida, National Wildfire Coordinating Group, FEMA, NIMS.

As an Assistant Chief with Volusia County, FL, Jim trained Florida's first wildland fire crew in 1994; the Volusia County Fire Service Firewalkers. These 30 certified firefighters were trained in wildland firefighting tactics, Florida fuels topography, and weather. In 1998 the team was instrumental in saving lives, businesses, and homes in Volusia County during what is still recognized as "the most complex fire in America's history". During this incident, Jim served as the Area Commander for 6 weeks, managing resources for 968 individual wildland fires totaling 147,000 acres.

Jim is a subject matter expert in the concepts for determining the risks associated with the wild land/urban interface and Firewise Community development. Jim also has extensive experience in the principles and practices of Emergency Management. During Jim's career in Emergency Management, he coordinated operations with sixteen (16) municipalities to incidents within the County during fifty (50) plus federally declared disasters. Jim maintains his Florida Department of Law Enforcement certifications and serves as a law enforcement Reserve Sergeant in Lake Helen, Florida.

Jim has completed coursework at the National Emergency Training Center in Emmitsburg, MD, and holds numerous technical and instructor certifications in fire, emergency medical services, law enforcement, emergency management, incident command, Homeland Security, and firearms.

SENIOR ASSOCIATE: FIRE SERVICES

CHIEF PETER J. FINLEY, JR. (RET.), BA, EFO

Retired Chief of Department City of Vineland Fire Department and Winslow Township Fire Department. Past President NJ Career Fire Chiefs Association.



BACKGROUND

Pete Finley's 36-year career in the fire and emergency services includes 28 in a career capacity with several different fire departments. He has served as Chief of Department for two New Jersey Fire Departments, most recently the Winslow Township Fire Department where, significant among other accomplishments, he was responsible for the planning, establishment, and initial deployment of the career component of the department as it transitioned from fully volunteer to combination status. Prior to that he served for more than 20 years with the City of Vineland Fire Department holding every operational rank (Firefighter, Fire Prevention Specialist, Captain, Deputy Chief, Fire Chief) including 4 ½ years as Chief of Department. In this position he initiated significant changes within the department including implementing numerous improved operational and safety initiatives, updating and modernizing equipment, providing the department's first ever formal officer training and development program, and significantly increasing the capabilities of the regional hazardous materials and special operations response team. During his tenure, the department received more than one million dollars in various grants. He formerly commanded the Vineland Rescue Squad gaining significant EMS operations and command experience and completing a complete overhaul of that organization's operations.

Chief Finley currently serves as an Adjunct Professor in the Fire Science Program at Camden County College. In addition, since his retirement, he has been involved in conducting numerous fire department operational readiness and organizational evaluations including several under

the auspices of the United State Coast Guard related to domestic port security assessments. He has also been involved in the development and administration of several fire service promotional examinations and assessment processes.

Chief Finley received his Associate in Applied Science degree from Atlantic Community College in New Jersey and earned his Bachelor of Science degree in Fire Science/ Administration from the University of Maryland. He is a 2003 graduate of the National Fire Academy's Executive Fire Officer Program earning an Outstanding Research Award for his 2002 paper titled, "Residential Fire Alarm Systems: The Verification and Response Dilemma". He has earned more than two dozen state and national fire service certifications, most of them the highest level attainable. Chief Finley has been a member of several fire service organizations and served on numerous committees throughout his career. In 2008 and 2009 he served as President of the New Jersey Career Fire Chiefs Association, a professional association that represents and advocates for the interests of the state's full-time professional fire chiefs and the fire service in general. From 2003–2005 he was a member of the Training and Education Committee of the Governor's Fire Service and Safety Task Force.

SENIOR ASSOCIATE: FIRE SERVICES

Chief Mark I. Piland, MPH, EFO

Fire Chief, City of Frisco, Texas



BACKGROUND

Mark I. Piland is the Fire Chief for the City of Frisco, Texas, one of the fastest growing cities in the United States. Previously, Piland served as the Fire Chief for Volusia County Fire Services in Volusia County, Florida and as Shift Commander in Operations for the Virginia Beach Fire Department in Virginia Beach, VA. He also served on Virginia Task Force 2, a FEMA Urban Search and Rescue Team as Task Force Leader, East Coast Task Force Leader Representative, and Incident Support Team Leader with deployments to the Pentagon, Katrina, and Haiti.

Piland also served as a Principal Member on NFPA Technical Committee 1981 *Standard on Open Circuit Self Contained Breathing Apparatus* for seven years. Piland was recently selected to represent the International Association of Fire Chiefs (IAFC) at the NFPA Forum, a think tank of fire service leaders brought together to discuss and make recommendations for the protection of the fire service as well as the life and safety protection needs of society.

Piland possess a Master of Public Health from Eastern Virginia Medical School, and a Bachelor of Psychology from Old Dominion University and is a graduate of the National Fire Academy's Executive Fire Officer Program, The Executive Leaders Program at the Post Naval Graduate School, Center for Homeland Defense, and Senior Executives in State and Local Government from The Kennedy School at Harvard.

ASSOCIATE: FIRE SERVICES

Retired Deputy Fire Chief, Matt Gustafson

Former Deputy Chief for Sonoma County Fire District; Former Battalion Chief and Fire Marshal for Central Fire Authority of Sonoma County (Windsor and Rincon Valley Fire Districts); Former Acting Assistant Fire Chief for Central Fire Authority of Sonoma County; Former Battalion Chief and Fire Marshal for Windsor Fire Protection District; Former Assistant Chief and Director of Security for Lucasfilm LTD / Skywalker Ranch Fire Brigade. Currently serving as adjunct fire technology instructor at the Santa Rosa Jr. College.



BACKGROUND

Matt has a forty-year career in public and private fire service, and most recently retired as a Deputy Chief with the Sonoma County, CA Fire District. Deputy Chief Matt Gustafson started his career as a volunteer Firefighter for the City of Larkspur (CA). Matt was later hired at Lucasfilm LTD to help create a new fire, safety, and security division for the Skywalker Ranch / Lucasfilm complexes. Matt gained extraordinary experience and education in private emergency services as well as motion-picture film and TV entertainment safety. Matt worked his way up to Assistant Fire Chief and Head of Safety/Security for the Skywalker Ranch complex.

In 1998, Matt was hired with Windsor Fire Protection District as a Battalion Chief / Fire Marshal. As Battalion Chief, Matt managed fire station crews, administrative staff and respond to greater alarm incidents ultimately for two fire districts under a Joint Powers Agreement (JPA). Matt managed employee performance and relations, facilities, and policy development. During this time, Matt founded the Sonoma County Fire Chief Operation section which led to more common county-wide tactics and strategies, strike team and county-wide resource management. As Fire Marshal, Matt performed plan review and fire and life safety inspections for new building projects and events for a rapidly growing community. Matt managed fire investigations, public relations, and community risk reduction programs. Matt worked closely effectively with the public, building officials, planners, developers, other fire officials, city officials, and elected officials. Matt served as president of the Sonoma County Fire Prevention Officers and facilitated the "single-code" (one fire code for the entire county) project. Matt also served as acting assistant fire chief for several years and routinely filled in for the fire chief. Matt managed a LEED/Green certified new fire station project, added staffing, built employee relations, created strategic plans, team building programs, fee schedules, mitigation revenues, and a career succession program.

In most recent years, Matt has helped manage complex annexations and mergers resulting in five struggling agencies to become one cohesive agency and increasing services from BLS to ALS. Matt has also spent a great deal of time helping the district and the community regain footing after four back-to-back large incidents, namely the Tubbs (2018), Kincade (2019), Walbridge, Glass, Lightening Complex (2020) fires.

In August 2021, Matt retired as the district continued to blossom with a solid budget, high employee morale, very good public relations, robust loss-prevention program and with the district overall poised for additional expansions. Matt is currently an adjunct fire officer instructor and oversees firefighter and EMT internships for the Santa Rosa Jr. College.

Matt has an associate degree in Fire Science Technology, a Bachelor of Science degree in Fire Administration and Prevention (Magna Cum Laude), Fire Officer Certification, and is a Master Instructor within the California State Fire Service Training and Education System.

ASSOCIATE: FIRE SERVICES

Director of Public Safety-Fire Chief, SCOTT V. HECHLER, MBA, CFO

Current Director of Public Safety – Fire Chief for Hernando County, Florida; Former Interim Director of Human Resources for Hernando County, Florida; Former Assistant County Administrator for Hernando County Florida, Former Deputy Fire Chief for Spotsylvania County, Virginia, Former Interim Fire Chief for Spotsylvania County, Virginia; Former Director of Public Safety & Emergency Management for Campbell County, Virginia; Former Fire, EMS, and Emergency Management contract subject-matter-expert for the U.S. Navy CNIC HQ N37, Washington Navy Yard; Former Chief Deputy Executive Director for the Virginia Department of Fire Programs.



BACKGROUND

Chief Scott Hechler has a nearly forty (40) year career in public service, and currently serves as the Director of Public Safety – Fire Chief for Hernando County, Florida since June 2014. As the Chief of Hernando County Fire and Emergency Services (HCFES), he leads an all-hazards department that provides fire protection, advanced life support (ALS) first responder EMS services, ALS emergency transport services, ALS inter-facility transport services, ARFF, HAZ-Mat, and Technical Rescue Teams, and emergency management services that specializes in both coastal preparedness and inland river related community risks.

HCFES' 292 members responded to nearly 38,000 emergency incidents in 2021 protecting 195,000 citizens and thousands of tourists from around the world. Scott led the newly merged countywide fire department to develop its first strategic plan, standards of response coverage, and guiding principles documents. He co-founded the Nature Coast Fire Chiefs Association. While still responsible for the county's largest department, Scott also provided executive leadership to mosquito control, animal services, facilities maintenance, facilities custodial services, fleet management, building official's office, parks & recreation, human resources, and risk management.

From June 2012 to his retirement in June 2014, Scott served as the Deputy Fire Chief for Spotsylvania County, Virginia. He was responsible for the operations, EMS, and emergency management divisions. He was appointed Interim Fire Chief for six months and assembled the department's first strategic planning executive committee consisting of all ranks, civilian staff, and volunteer fire and rescue officers. Scott helped lead the transition of the career staff from weekday staffing to twenty-four (24) shifts. He also led emergency management staff in preparations for weather related emergencies and events such as large-scale civil war re-enactments. He also mentored a chief officer to aspire to become the county Fire Chief. Prior to his appointment in Spotsylvania County, he served as the Director of Public Safety and Emergency Management for Campbell County, Virginia.

He was responsible for the career fire, EMS, and emergency management divisions. He also led animal services and 911 Communications Center as well as served as the county risk manager. Scott united the career fire/EMS staff and the fourteen-volunteer fire and rescue departments into one County Department of Public Safety that preserved organizational independence. He led the development of the first countywide fire EMS strategic plan. He also led the emergency preparedness plan for a two-day Regional Air Show that included the U.S. Navy Blue Angels. He also mentored his Deputy Director to become the first female Director of Public Safety for Campbell County.

Prior to his appointment in Campbell County, Scott was recruited by Battelle Memorial Institute, where he served as a fire and emergency services subject matter expert assigned to the U.S. Navy CNIC HQ N37 Director of Naval Fire & Emergency Services. He worked in a full-time and part-time capacity from August 2007 to March 2013. He analyzed Naval Installation fire/EMS program assessments, apparatus specifications and procurement, Congressional inquiries, and special projects. He served on CNIC HQ Emergency Management Naval Installation Emergency Response Team assessment project team. He improved DoD firefighter safety worldwide as project manager for an interactive web-based firefighter safety and injury risk-reduction training course. He also developed an International Association of Continuing Education and Training (IACET) recognized NIMS Compliance and Instructional Program in collaboration with the U.S. Department of Homeland Security, National Fire Academy, FEMA Emergency Management Institute, and AFCESA / DoD Certification Program staff.

Prior to his recruitment by Battelle, Scott was appointed in March 2004 by Governor Warner of Virginia to join his executive leadership team as the Chief Deputy Executive Director of the Virginia Department of Fire Programs. He directed VDFP's statewide accreditation, certification, training and response programs for all firefighters within the Commonwealth of Virginia. He provided leadership along with Executive Director for reciprocity agreement between VDFP and Virginia's community colleges. He served as a liaison to the Governor's Office, Secretary of Public Safety, General Assembly, local governments, organizations, and federal entities. He partnered with the Executive Director and senior division staff to gain Pro Board accreditation for numerous VDFP firefighter NFPA certifications.

Prior to his appointment by the Governor, Scott began his fire EMS career with Chesterfield County, Virginia in October of 1982. He soon became the youngest lieutenant in the department's history and rose through the ranks as an assistant fire marshal (fire investigator & fire inspector), captain, administrative officer, and interim battalion chief. He led the creation and implementation of a firefighter health & fitness program. He also was a State Certified Adjunct Fire Instructor III since 1988 and a Virginia Fire Marshal Academy Instructor since 1996. Scott holds a Master of Business Administration degree from Liberty University, a dual major B.A. in Labor Safety & Health / Labor Studies from the National Labor College. He has completed the VCU Center for Public Policy Virginia Executive Institute, the UVA Weldon Cooper Center for Public Service LEADs program, and the John Tyler Community Center Total Quality Management Institute program. He has been a member of numerous emergency preparedness, public safety, NIMS, and community readiness workgroups at the regional, state, national levels. He also holds the ***Chief Fire Officer Designation*** from the Center for Public Safety Excellence.

STRATEGIC PLANNING AND RESEARCH TEAM

FIRE PROJECT MANAGER



RANDA MATUSIAK, Ph.D.

Currently the Special Projects Coordinator for the Department of Public Protection in Volusia County, Florida. In this role, Dr. Matusiak manages data related projects and is responsible for and specializes in data analysis for divisions such as the Volusia County Division of Corrections, Volusia County Emergency Medical Services, and Volusia County Fire Rescue. Data analysis projects encompass current performance measurement, operational resource assignment and management, and service level planning.

BACKGROUND

Dr. Matusiak holds a B.A. in Psychology from the University of Texas at Austin, an M.A. in Criminal Justice and Criminology from Sam Houston State University (Huntsville, TX), and a Ph.D. in Criminal Justice from Sam Houston State University. After completing her Ph.D., Dr. Matusiak held the position of Assistant Professor at the University of Central Missouri (UCM). While at UCM, she also served as Graduate Program Coordinator for several years. Additionally, Dr. Matusiak served as an Adjunct Instructor for the Department of Criminal Justice at the University of Central Florida.

Dr. Matusiak has been engaged in working with practitioners in a variety of fields since her time at the Texas Regional Center for Policing Innovation (TRCPI) at Sam Houston State University. At TRCPI she was involved with organizing, facilitating, and/or reporting on a number of trainings to include topics ranging from community engagement and community policing to intensive human trafficking task force training. Dr. Matusiak's original research has been published in peer-reviewed scholarly journals such as *The Prison Journal*, *Women in Criminal Justice*, and *Policing: An International Journal of Police Strategies & Management*

POLICE PROJECT MANAGER



MATTHEW C. MATUSIAK, PH.D.

Currently the undergraduate program director for the Department of Criminal Justice at University of Central Florida, serves as an associate professor for the Department of Criminal Justice at the University of Central Florida and a consultant for CPSM.

BACKGROUND

Dr. Matthew Matusiak holds a B.S. in Criminal Justice from Trine University in Angola, Indiana; an M.S. in Criminal Justice from the University of Central Florida in Orlando, and a Doctor of Philosophy (Ph.D.) in Criminal Justice from Sam Houston State University in Huntsville, Texas. After completing his Ph.D., he has been an Assistant, Association and Director of Criminal Justice Programs at the University of Central Florida.

Dr. Matthew Mutasiak has been a participant in several peer-reviewed journal articles on policing, command, and management. He has contributed to a number of books on policing and presented frequently on policing issues.

He teaches several classes at the University of Central Florida and Sam Houston State University related to Criminal Justice. He also is a committee member for three individuals completing their dissertation and thesis.

EMERGENCY MANAGEMENT TEAM

ASSOCIATE: FIRE SERVICES AND EMERGENCY MANAGEMENT

DEPUTY CHIEF JAMES L. MAUNEY, (RET.)

Former Deputy Fire Chief, Volusia County, Florida; Former Deputy Operations Supervisor, Volusia County Emergency Management; Former Fire Chief, Lake County Fire & Rescue, Former Director of the Emergency Services Institute; Volusia County Fire Services.



BACKGROUND

Jim has a thirty (30) year career in public safety, beginning as a State Trooper with the Florida Highway Patrol. Since his retirement from Volusia County, Jim has embarked on a post-retirement career where he develops and conducts specialized training that includes incident command and management; wild land/urban interface suppression and defensible communities; design, development, implementation, and evaluation of emergency response exercises; firefighter principles and practices; fire company officer leadership, continuity of operations planning, and hazardous materials. Jim is certified in the Homeland Security Exercise Evaluator Program (HSEEP), and conducts training supported by the Department of Justice, State of Florida, National Wildfire Coordinating Group, FEMA, NIMS.

As an Assistant Chief with Volusia County, FL, Jim trained Florida's first wildland fire crew in 1994; the Volusia County Fire Service Firewalkers. These 30 certified firefighters were trained in wildland firefighting tactics, Florida fuels topography, and weather. In 1998 the team was instrumental in saving lives, businesses, and homes in Volusia County during what is still recognized as "*the most complex fire in America's history*". During this incident, Jim served as the Area Commander for the 6 weeks, managing resources for 968 individual wildland fires totaling 147,000 acres.

Jim is a subject matter expert in the concepts for determining the risks associated with the wild land/urban interface and Firewise Community development. Jim also has extensive experience in the principles and practices of Emergency Management. During Jim's career in Emergency Management, he coordinated operations with sixteen (16) municipalities to incidents within the County during fifty (50) plus federally declared disasters. Jim maintains his Florida Department of Law Enforcement certifications and serves as a law enforcement Reserve Sergeant in Lake Helen, Florida.

Jim has completed coursework at the National Emergency Training Center in Emmitsburg, MD, and holds numerous technical and instructor certifications in fire, emergency medical services, law enforcement, emergency management, incident command, Homeland Security, and firearms.

EMS TEAM

SENIOR ASSOCIATE-EMERGENCY MEDICAL SERVICES

Matt Zavadsky, MS, BA

Chief Transformation Officer, MedStar Mobile Healthcare



BACKGROUND

Matt Zavadsky currently serves as the Chief Transformation Officer at MedStar Mobile Healthcare, the Public Utility Model EMS agency that provides exclusive emergency and non-emergency EMS and Mobile Integrated Healthcare services for Fort Worth and 14 other cities in North Texas. MedStar provides advanced life support ambulance service to 436 square miles and more than 1 million residents and responds to over 178,000 calls a year with a fleet of 65 ambulances. MedStar is a dual-accredited, high-performance, high-value EMS system, providing clinical care with high economic efficiency with no taxpayer subsidy and is one of the most recognized EMS agencies in America.

Joining MedStar in 2008 as the Operations Director, Matt has helped guide the continued development and implementation of numerous innovative programs with healthcare partners that have transformed MedStar fully as a Mobile Integrated Healthcare (MIH) provider, including high utilizer, CHF readmission reduction, observational admission reduction, hospice revocation avoidance, 9-1-1 nurse triage programs and partnerships with home health agencies. He is also the co-author of the book "Mobile Integrated Healthcare – Approach to Implementation" published by Jones and Bartlett Publishing.

Matt has 42 years' experience in EMS and holds a master's degree in Health Service Administration with a graduate certificate in Health Care Data Management. He is a frequent speaker at national conferences and has done consulting in numerous EMS issues, specializing in mobile integrated healthcare, high-performance EMS system operations, public/media relations, public policy, EMS economic models and EMS research. Matt is the Immediate Past President of the National Association of EMTs and chairs their EMS Economics Committee. He is also Adjunct Faculty for the University of North Texas Health Science Center, Department of Health Management and Policy, as well as an appointed committee member to the NFPA 450 and 451 Committees, the Joint Commission's Home Care Professional and Technical Advisory Committee (PTAC), the Lewin Group's Hospital Outpatient Quality Reporting (HOQR) Program Stroke and AMI Expert Work Group, developing metrics for use in value-based purchasing measures for emergency departments.

ASSOCIATE: EMERGENCY MEDICAL SERVICES

Executive Director, JASON BRADY, MBA, MICP, NRP, CCEMT-P, CSSBB

Executive Director, Emergency Medical Services for University Hospital – Newark, NJ;
Former Director of EMS for Volusia County, Florida; Former Director of Emergency Medical Services, Macon, GA; Former Special Operations Paramedic Grady EMS, Atlanta GA
Former Deputy Fire Chief, Lawrenceville, VA; Former Senior Paramedic, Brunswick County, VA
Former Chief Flight Paramedic West Chicago, IL; Former Director of Operations, RMT Schaumburg, IL.



BACKGROUND

Director Brady has a thirty (30) year career in public service, and currently serves as the Executive Director of EMS for University Hospital – Newark, NJ where he provides executive leadership to ground ALS / BLS 911 operations, NJ State Police Medivac program (JEMSTAR), FBI-Newark SWAT Blue Team – medical coordination unit, New Jersey Task Force Operations, EMS Urban Heavy & Technical Rescue Operations, New Jersey Port Authority Operations for both Liberty International Airport and the Newark Seaport. Additionally, Director Brady overseas The Northern New Jersey Medical Coordinating Center (MCC) which involves medical surveillance activities for over 35 hospitals, and lastly Director Brady overseas the UHEMS Special Operations Group (SOG) with special emphasis on preparedness, emergency operational strike teams that are multidisciplinary. The city of Newark is 26 square miles with a population of approximately 300K residents and is Home to Rutgers University & The New Jersey Institute of Technology. University Hospital EMS has approximately 300 Full-Time Staff Members, forty-five (45) Ambulances, and answers over 110K calls for service annually.

From July of 2019 through July of 2021 Director Brady served as the Director of EMS for Volusia County Florida. In this roll Director Brady modernized fleet operations, championed for advanced equipment, training and employee engagement. Director Brady's time made a lasting impact with significant innovative practices to allow Volusia County EMS to reach both operational and clinical high performance that meets best practices nationally. Volusia County's service area includes 1200 Square Miles with both Urban, Rural and Wildland interfaces. Volusia County operates approximately 55 ambulances, has nearly 250 uniformed personnel and responses to approximately 75K calls for service annually.

Prior to Director Brady's appointment in Volusia County in 2019, he served as the EMS Director of Navicent Health (formerly known as The Medical Center of Central Georgia). This agency is a hospital Based 911 EMS agency. Navicent Health is the second largest Hospital in Georgia and is a primary tertiary center with Level 1 Trauma Center. Navicent EMS provided coverage to an area of just over 1200 square miles that encompassed four (4) counties. Navicent Health EMS answers approximately 80K calls for service a year with a fleet size of 37 ambulances including three Neonatal Specialty Transport ambulances in support of Navicent's Children's Hospital which responded to calls for service for twenty-Six counties across Central and South GA. During his Seven Years as Director of EMS Director Brady working in collaboration with the Mercer University School of Medicine championed Telemedicine for Rural Counties with little access to direct primary care that resulted in state legislation to allow Ambulances within the State to be considered a presentation cite for the purpose of state Medicaid reimbursement.

Prior to his appointment with Navicent Health, Director Brady served as Deputy Chief of the Lawrenceville Fire Department & Senior Paramedic for Brunswick County EMS. This agency is over 100 years old and has a rich history in Southern Virginia. During Chief Brady's time he helped to elevate and modernize the first responder program and served as a senior Paramedic for Brunswick County Residents.

Prior to his appointment in Brunswick County Director Brady served as a Critical Care Flight Paramedic, eventually being promoted to Chief Flight Medic, and overseeing his own HEMS base of operations in Eastern and Central Illinois.

ASSOCIATE: FIRE AND EMS

CHIEF RONDALL L. EARLY, MPA, EFO, NREMT-P

Fire Chief, Wake Forest, North Carolina



BACKGROUND

Chief Early has more than 30 years of fire and EMS experience as a practitioner, middle manager, and Chief Officer in the planning, organizing, leading, and administration of Fire and EMS department operations. Since 2008, Chief Early has commanded the Town of Wake Forest, NC Fire Department. The Town of Wake Forest fire department is a combination fire department that provides fire suppression, basic life support emergency medical services first response, hazardous material response, fire prevention, emergency management oversight, and fire and emergency medical services training programs. The department serves the Town of Wake Forest and a surrounding unincorporated fire district.

Prior to his appointment in Wake Forest, Chief Early served the Portsmouth, VA Fire and EMS Department for twenty years. In Portsmouth, Chief Early rose through the ranks from firefighter to Chief Officer, working in all areas of this department as a practitioner, company officer, and middle manager assigned to engine and ladder companies, EMS transport, and professional development. Chief Early's final assignment in Portsmouth prior to leaving for Wake Forest was as the Division Commander for Emergency Medical Services, where he oversaw the department's EMS transport operation, EMS billing, training, and administration of this departmental division.

Chief Early holds a Master of Public Administration degree from Troy University, is a 2011 graduate of the National Fire Academy's Executive Fire Officer Program, holds the certification of Nationally Registered Emergency Medical Technician-Paramedic, and holds the rank of 2nd Lieutenant with the North Carolina Civil Air Patrol in charge of Emergency Services.

PROJECT SCHEDULE

Milestone 1 – Full execution of the agreement
Agreement will identify Project Launch date.

Milestone 2 – Project Launch
We will conduct an interactive telephone conference with local government contacts. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, identifying agency point of contacts and commencing information gathering.

Milestone 3a – Information Gathering and Data Extraction – 30 Days
Immediately following project launch, the operations leads will deliver an information request to the department. This is an extensive request which provides us with a detailed understanding of the department's operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

Milestone 3b – Data Extraction and Analysis – 14 Days
Also, immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from your department to ensure the timely production of required for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

Milestone 3c – Data Certification – 14 days

Milestone 4a – Data Analysis and Delivery of Draft Data Report – 30 days
Within thirty days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to the department for review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

Milestone 4b – Departmental Review of Draft Data Report – 14 days
The department will have 10 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The Department must specify all concerns with the draft report at one time.

Milestone 4c – Final Data Report – 10 days
After receipt of the department's comments, the data report will be finalized within 10 days.

Milestone 5 – Conduct On-Site Visit – 30 days
Subject matter experts will perform a site visit within 30 days of the delivery of the draft data report.

Milestone 6 – Draft Operations Report – 30 days
Within 30 days of the last on-site visit, the operations team will provide a draft operations report to the department point of contact. Again, the department will have 10 days to review and comment.

Milestone 7 – Final Report 15 days
Once the department's comments and concerns are received by CPSM the combined final report will be delivered to the city within 15 days.

TOTAL ELAPSED TIME: 105 – 170 days

THE CPSM APPROACH TO FIRE AND EMS

CPSM has used decades of research drawn from around the world to approach fire and EMS studies that engage our client team to deploy using standards and data, not tradition and collective memory.

Following a project commitment, the CPSM team will conduct a project launch with our client team members via Zoom. The purpose of this launch is to clarify expectations, identify key players, and begin the process of data collection and quantification. We will look at the dispatch or department personnel that can provide access to the raw Computer Aided Dispatch (CAD) data that underpins many of our findings and recommendations. We will look toward our client team to upload policies, procedures, past plans, standards of cover, risk assessments, and other relevant information.

CPSM will also establish when and how often regular contacts will be made with our client team and who should be involved. We want to make sure your expectations and our work product blend. Along the way, if situations change, we can use the data we begin gathering on the first day to drill down and perhaps identify problems before they negatively impact the department.

Data…. why data?

CPSM has found that there are tremendous amounts of data collected on a daily, even hourly basis in many departments. The challenge is how to access that data; how to clean that data; how to quantify that data; and how to present the product so that everyone understands.

CPSM does not use hypotheticals. We don't use "national averages" upon which to base our client team's individual recommendations and findings. We begin analyzing your data to establish your performance and paint a complete picture of how you are deploying with the accompanying results.

It is critical to have data and one of the biggest challenges for departments because rarely do they have the depth of our analytical team and its decades of research and trademarked processes. If we are going to recommend changes and if our client team is going to make change – they need data to measure how it impacted their outcomes. It's not good enough to say, "this is what happens wherever." We need to provide you with the tools and launch point so that you can measure and report to your stakeholders – citizens, elected officials, appointed officials, and staff – how those changes affected the outcome.

No city, county or community ever imagines just skipping the annual audit. It's usually a mandate in the charter or state law. Yet we find few communities are willing to extend the same effort to delve into the operations of their largest emergency response departments whose actions can literally be life and death. Our process is the same for each community so that we can build national data reporting tables and compare you to demographics, but we create our recommendations and findings based on your individual performance. The CAD system is also the official record of public safety services for communities. Like minute books for the city clerk, it is the record of times and actions taken by your response community. The information at dispatch needs to be collected; it needs to be correct; and it should be a resource to assist with decision making daily.

CPSM ensures this information and system is working and correct before we proceed to other facets of our work.

Begins at dispatch

Armed with the data and information we gather; we start your project at the dispatch center. Benchmarks have been established for dispatch centers across the country in National Fire Protection Association Standards (NFPA 1220, NFPA 1221, NFPA 1710, NFPA 1720, etc.). Many of those same benchmarks and standards have also been adopted by the Association of Public-Safety Communications Officials-International (APCO).

The dispatch protocols are continually being studied, particularly with the adoption of Priority Fire, Medical, and Police dispatch. The systems look at collecting what is happening, where, and alerting the right response to the right location for a positive outcome.

Time is critical when it comes to fire and EMS emergencies. Research has continued to show that most of the fire and EMS responses do not require lights and sirens. However, the information gathering component is the same whether it is a "Code" Emergency run or a non-emergency response. The alert must be answered, the information processed, and then the correct response mode determined using data gathering that has begun in the dispatch center.



Adult Out-Of-Hospital Chain of Survival

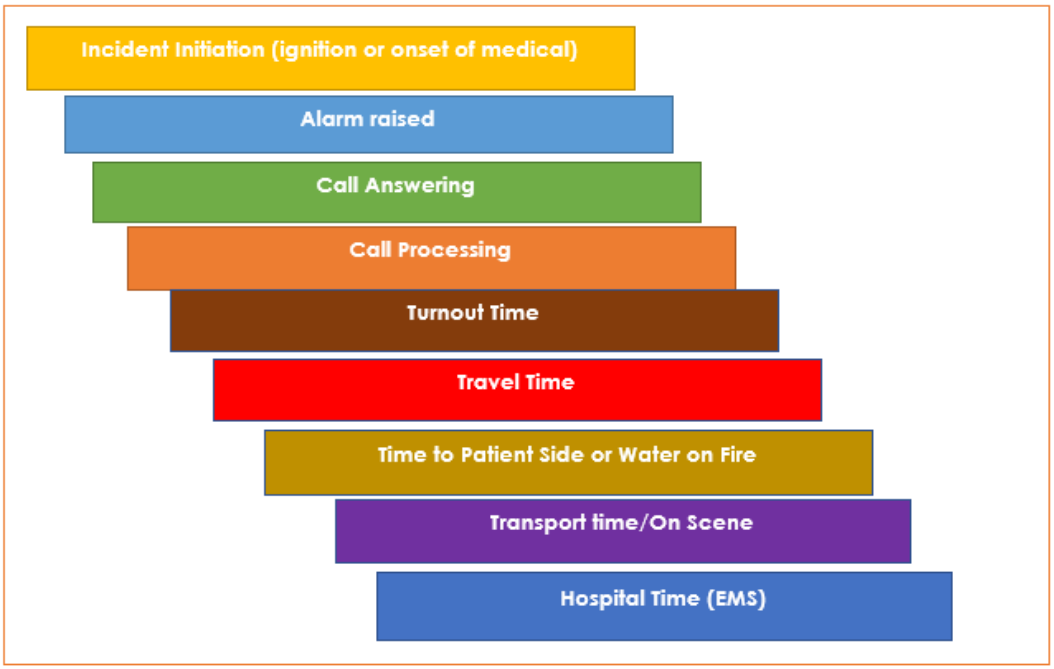
The American Heart Association has looked at survival processes for Sudden Cardiac Arrest and quantified "beating, breathing, and bleeding" survival analytics. For each minute that passes after the onset of Sudden Cardiac Arrest (SCA), the chance of survival decreases for each minute that passes without intervention.

That is why we will look at your community training, your prevention in EMS and first response, how long the dispatch takes to process the call, how long it takes for turnout, and how long it takes for response. The key for SCA and emergency EMS responses is to arrive at the patient side or begin intervention via the dispatch center to the caller who has identified the onset of the medical issue within 10 minutes.

With fire response, "flashover" or the rapid combustion of all contents in a room of origin as they ignite – often producing explosive power – occurs within 8 to 10 minutes of ignition. Obviously, many factors can increase that time – particularly sprinkler ordinances, code inspection, code enforcement, use of non-combustible materials – and we will look at all of those. We will quantify how severe is the fire problem, how often is the fire confined to point, room, building, or area of origin and make recommendations on how deployment and equipment might improve the outcomes.

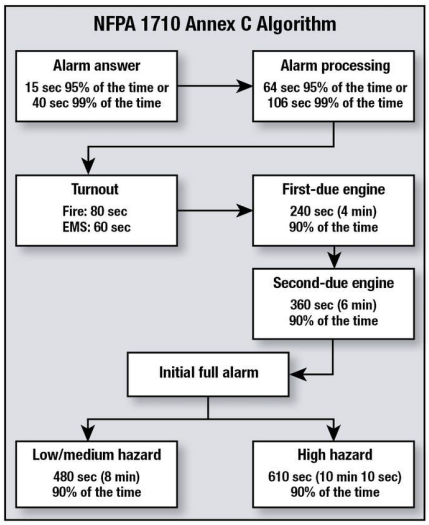
Research has found, particularly with the pandemic, that businesses impacted by fire or disasters fail to survive and return to business in more than 30% of the incidents. If damage is severe or closure is prolonged, those numbers move towards 70, 90, and 100%. For that reason – NOT HAVING FIRES – is the best goal for a fire department. How a department achieves that goal is

directly related to inspections, code enforcement, plan review, adherence to codes, sprinkler systems, and community engagement.



The time for a fire (or EMS) call to occur and for an alarm to be raised can vary from community to community. In urban, rural, and remote areas, it can be lengthy periods of time before a fire is noticed or a patient discovered. That time may significantly impact the outcome. So what could be done? This is where we will look at sprinklers, alarm systems, home alert devices and other tools as well as how they might be integrated into your system.

For call answering, we will benchmark your time against the latest editions of NFPA and APCO standards. In 2022, that time process changed. If your dispatch is not performing at these levels – or if they are not using metrics to constantly evaluate performance (particularly in emergencies requiring rapid response), your team needs to be able to intervene. CPSM finds many communities and dispatch centers do not regularly look at this critical step on the successful outcome matrix.



Our data team will next look at turnout time – is it excessive and then report to our operations team so that they can delve into the "whys." The same goes for travel time which will be reviewed by our expert Geographic Information and Data division. Are your stations properly located? How might changes or new stations impact time? Why are key performance goals not being achieved and are there ways to positively improve deployment and response?

Dispatch and data – they establish the basic platform from which our other work and team members will engage.

Operations Review

Our operations team will be receiving the data report as will our client team. We want to ensure we have the information correct; the unit designation and other specifics in language understood and used by our client team; and that everyone is agreed on the interpretations of CAD factual performance.

Our operations SME's will be reviewing the information you upload while the data team performs its work. We will review your contracts, your agreements for mutual and automatic aid, your building codes, your enforcement reports, your standard of cover, risk assessment, and other documented policies.

Policy, procedure, Standard Operating Policies, and Standard Operating Guidelines direct the staffing and deployment of fire and EMS departments. However, many departments find it difficult to keep up with changes and demands while balancing calls for service and other tasks assigned to the department. Is your department keeping up with key personnel issues and are you conducting the necessary mandatory training required for emergency responders in fire and EMS?

Using information analyzed by the data team, an operational assessment by CPSM technical experts will be conducted to evaluate the deployment of emergency resources. We will quantify the workload – which is different from calls for service. Workload is the TIME it takes for all responders to manage a call for service. A call is simply an aggregate number that often lacks the detail to determine what demand it placed on an agency. We will quantify workload by station, by unit, by time of day, and by season.

The CPSM team will evaluate equipment, maintenance, records, policies, procedures, mapping, implemented technology and innovations, facilities, training, and staff to create recommendations for future service delivery.

The team may meet with elected and appointed officials as well as identified community leaders to determine the outcome they are seeking from deployment of resources.

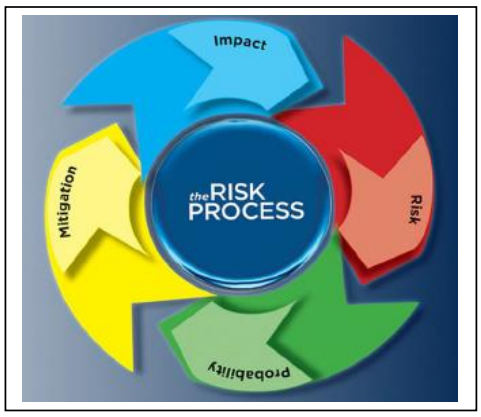
Risk Assessment
Many agencies express a desire to benchmark and meet NFPA standards like 1710 and 1720. However, what they fail to conduct are all-hazard, all risk analysis. Both standards base deployment of resources on a linear approach to deployment of emergency resources.

A department needs to conduct an all-hazard, all risk assessment to locate stations, assemble the proper and necessary number of responders, and equip those responders with the proper tools to manage each hazard and risk.

The Operations team will look at the Community Risk Reduction (CRR) program that should be identifying and seeking solutions for all the emergencies for which a department has a high probability for a response. While the possibilities for emergency response by a department may be limitless, engaging in true Community Risk Reduction activities can "narrow" those possibilities to a more manageable list of probabilities.

Knowing and understanding those probable risks for your community is the key to a successful CRR program. What are the types of calls for service that have the greatest potential for causing harm in your community? That harm could be deaths or injuries or sickness for large groups of individuals, e.g., large apartment complexes or nursing homes or assisted living communities or entire communities. It could have an adverse economic impact such as a devastating fire involving the primary employer for the community.

Increasingly, we're seeing the harm that comes to communities from a wide variety of sources such as flooding, wildfires, hazardous material accidents, earthquakes, severe weather events, and mass shooting events.



Where should your department be placing its Community Risk Reduction emphasis? Preventing fires is certainly a component of Community Risk Reduction, but it's not the only threat of harm to your community and it's not the only type of emergency to which your department will respond.

CPSM has worked with fire officials in the United Kingdom who have been researching the impact of CRR and change to "Standards of Response Coverage" (SOC) since 2000. The data shows that a robust CRR prevents fire (and EMS) incidents from occurring thereby improving the efficiency, effectiveness, and safety to the community as well as for responders.

Now, you might be asking yourself this question, "How are we supposed to do all of that and still is your department doing those activities because we have always done them, or because they make a difference?"

Is there a different way to do these activities that will provide at least the same result or maybe even a better one?

Obviously, a fire department cannot continue to add tasks to its workload without additional resources, e.g., time, money, and people. So, it's imperative that a department's Community

Risk Reduction is focused on reducing the risk of harm for the greatest number of those probable situations for your community.

Best Practices

The CPSM Operations team review will incorporate best practices and analysis on each of the following for your department:

- **Review each division and functional area of the department to include Fire Operations, Training, Community Risk Reduction, Emergency Management, EMS, fleet services, facilities, and provide planning recommendations based on NFPA and CPSE consensus standards.**

- **Analysis of each division and functional area of the department with a focus on the overall performance of the functional area and the management framework will include the following analysis areas:**
  - Governance and Administration
    - Analyze Organizational Structure/Leadership Model
    - Analyze Organizational Guidelines, Policies and Procedures
    - Analyze Operational Staffing and Deployment
    - Analyze Programmatic Staffing and Deployment
  - Planning and Management Processes
    - Analyze Department Strategic Planning Process
    - Analyze performance measurements/goals.
  - Analyze Department Programs that support/link to Fire and EMS operations (to include administrative services, training and education, community risk reduction, emergency management, mutual aid, and other service delivery programs).

- **Conduct a comprehensive review of the city's current Insurance Services Office, Public Protection Classification rating classification and accompanying Fire Suppression Rating Schedule.**

- **Analyze the current functional and operational service delivery model for fire and EMS services, contracted services, and provide planning recommendations on the fire and EMS service delivery model based on NFPA and CPSE consensus standards.**

- **Analyze current operational deployment of resources, the current operational staffing deployment model and provide recommendations based on NFPA and CPSE consensus standards.**

- **Conduct a Community Risk Assessment utilizing NFPA benchmarking and the 3-Axis Risk Calculation that links to the staffing and deployment of resources. If the department has current OVAP building scores, we will include those in the assessment.**

- **Evaluate the department's health and safety programs. Covid has shown the importance of comprehensive programs and a recent report by ICMA and the Center for Public Safety Excellence, Inc. (CPSE, Inc) showed this was of significant importance to responders.**

Summary

The operations team will conduct an analysis of the Fire and EMS operational functions and guidelines of the department, the Fire and EMS operational service delivery model, review of contracted services in the unincorporate areas, and all internal and external factors influencing service delivery.

The internal information gathering process (work conducted during CPSM review of information provided through the document request, meetings, and the on-site visit) will include:

- Examination and analysis of the factors that enhance/impact the department's current service delivery model
- Examination and analysis of operational guidelines and their connection to the current service delivery model
- Discussion of the organization's strengths, weaknesses, opportunities, and threats as it relates to deployment of resources and response times
- Analysis of Fire Management Zones
- Analysis all-hazards that will lead to the completion of a Community Risk Assessment
- Analysis of Standard of Cover Concepts
- Exploration and analysis of various mission driven specialty fire protection and other response duties such as EMS ground transport, emergency management operations, and technical rescue

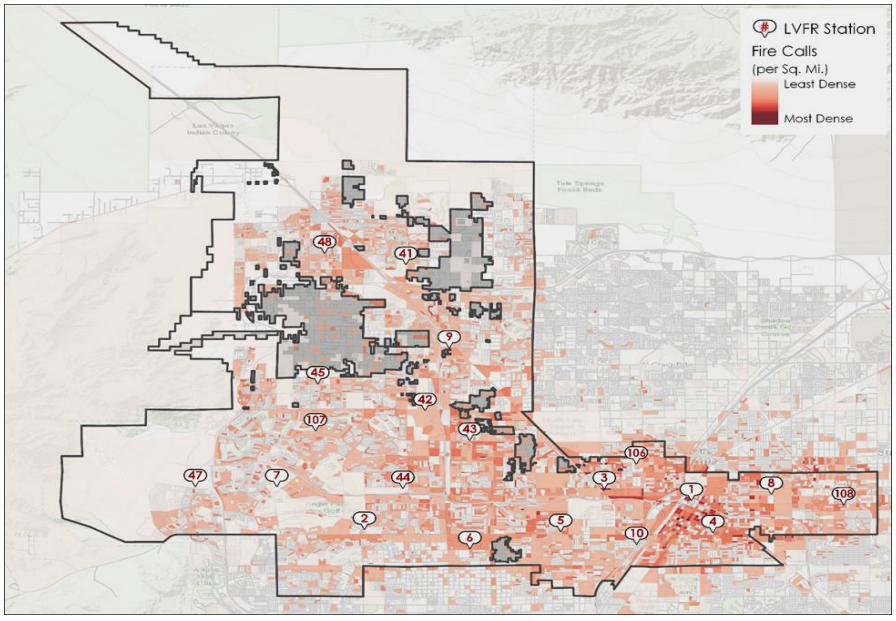
Presentation of Data and GIS Mapping

CPSM will present the data analysis in a series of tables and charts depicting the outcomes of the analysis. Using GIS we will conduct an analysis on call demand concentration of fire, EMS, and non-emergency calls. The results of the GIS analysis are presented in GIS mapping illustrations. Examples are identified in the following Tables and Figures:

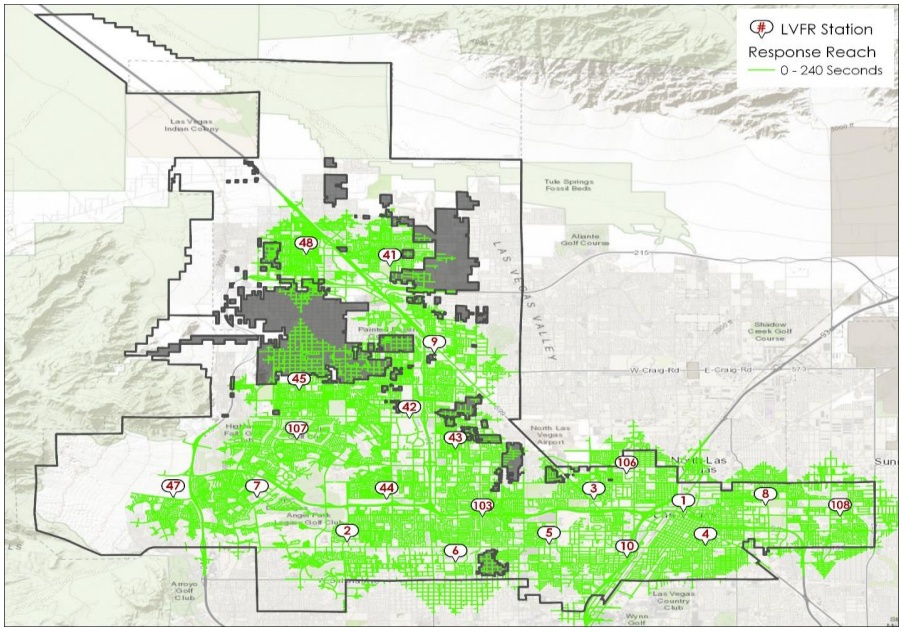
Call Types

Call Type	Number of Calls	Calls per Day	Call Percentage
Breathing difficulty	9,366	25.7	8.7
Cardiac and stroke	13,665	37.4	12.7
Fall and injury	14,747	40.4	13.7
Illness and other	29,426	80.6	27.3
MVA	7,280	19.9	6.7
Overdose and psychiatric	5,146	14.1	4.8
Seizure and unconsciousness	11,070	30.3	10.3
EMS Total	**90,700**	**248.5**	**84.1**
False alarm	1,646	4.5	1.5
Good intent	526	1.4	0.5
Hazard	893	2.4	0.8
Outside fire	2,101	5.8	1.9
Public service	1,815	5.0	1.7
Structure fire	993	2.7	0.9
Fire Total	**7,974**	**21.8**	**7.4**
Canceled	9,235	25.3	8.6
Total	**107,909**	**295.6**	**100.0**

Density of Fire and EMS Calls



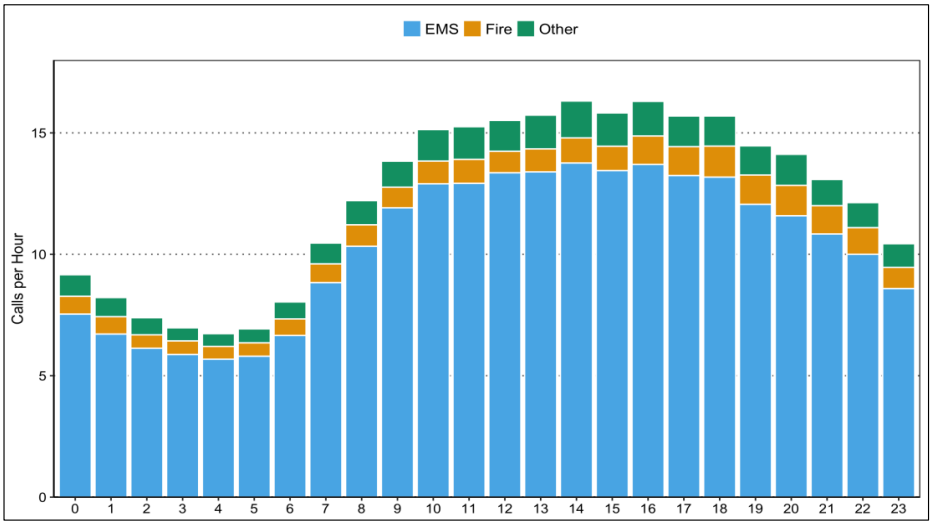
240-Second Travel Time Bleed Map, City-wide Analysis



90th Percentile Response Time of First Arriving Unit, by Call Type (Minutes)

Call Type	Dispatch	Turnout	Travel	Total	Number of Calls
Breathing difficulty	2.4	2.0	7.3	10.6	8,053
Cardiac and stroke	2.8	1.9	7.3	10.9	11,685
Fall and injury	3.3	2.0	9.0	13.0	12,304
Illness and other	3.1	2.0	9.2	12.8	23,551
MVA	2.2	1.7	7.1	10.1	6,116
Overdose and psychiatric	10.2	2.0	8.5	18.2	3,701
Seizure and unconsciousness	3.0	1.9	7.9	11.6	9,840
EMS Total	**3.1**	**1.9**	**8.4**	**12.2**	**75,250**
False alarm	2.7	1.9	9.8	13.2	1,495
Good intent	3.0	1.8	9.8	12.7	410
Hazard	3.1	1.8	9.8	14.1	630
Outside fire	2.3	1.6	7.4	10.4	1,723
Public service	3.0	1.9	9.1	12.7	1,044
Structure fire	2.9	1.6	6.0	9.2	639
Fire Total	**2.8**	**1.8**	**8.9**	**12.2**	**5,941**
Total	**3.0**	**1.9**	**8.4**	**12.2**	**81,191**

Call Demand by Hour of Day



EMS Transport Analysis

Call Type	Number of Calls			Conversion Rate
	Non-transport	Transport	Total	
EMS response	756	3,582	4,338	82.6
MVA	131	167	298	56.0
EMS Total	**887**	**3,749**	**4,636**	**80.9**
Fire & Other Total	**1,504**	**197**	**1,701**	**11.6**
Total	**2,391**	**3,946**	**6,337**	**62.3**

Call Type	Average Time Spent per Run				Number of Runs
	On Scene	Traveling to Hospital	At Hospital	Deployed	
EMS response	11.2	11.7	21.8	51.3	3,584
MVA	12.1	16.1	27.0	62.9	185
EMS Total	**11.3**	**11.9**	**22.0**	**51.8**	**3,769**
Fire & Other Total	**12.4**	**18.1**	**29.5**	**71.7**	**201**
Total	**11.3**	**12.2**	**22.4**	**52.8**	**3,970**

EMS

Emergency Medical Services
EMS agencies across the country are being stressed to the limit. Staffing shortages, skyrocketing expenses, rising response volumes - many for low-acuity responses - supply chain disruptions and economic models that only reimburse for ambulance transport are converging to cause failures for EMS systems in many communities.

CPSM's EMS subject matter experts are rising to these challenges since many are actively working through these issues every day! Some are internationally recognized for their approach to rationale, data-driven, and patient-centered approaches to effective and efficient service delivery.

We start each project with a detailed analysis of EMS call data to provide a comprehensive review of emergency medical services including a detailed analysis of workloads and response times. The analysis of the workload begins with an in-depth study of the types of calls handled and their severity. The goal is to identify the fundamental nature of the emergency medical challenge faced by the community and the EMS agency. We pay special attention to the most critical emergencies such as heart attacks and serious vehicular accidents. We also look at the clinical, operational, financial, and patient experiential performance of the EMS agency, whether it's fire-based, 3rd service governmental, hospital-based, or contracted. being provided and evaluate the options and impacts of providing EMS care at the EMT, Intermediate or Paramedic levels.

For each EMS call type, we determine the time spent on-scene and the number of personnel who worked the scene. The data is aggregated to determine an overall average total time spent on EMS calls. We also determine how much EMS calls contribute to the workload of first response and transport resources. We illustrate any dramatic variations by time of day and day of week, as well as seasonal variations.

While data related to responses, response times and clinical performance are important, in today's environment, they are not the only things to be considered for the delivery of EMS. Alternate delivery models such as community paramedicine, treat and non-transport programs, transport to alternate destinations, and resourceful economic models are solutions that CPSM's SME's have helped implement in many communities as mitigation factors to improve EMS delivery and effectiveness.

Our operations team for EMS will go beyond simply looking at the TIME your service took to respond and drill down to determine cost analytics. We would note that most requests for proposals do not include this step, but it may be important to conduct a full 360 degree review of your EMS services. Examples of those are:

Total Annual Cost

Cost per Unit Hour
Total costs ÷ ***Produced*** or ***Scheduled*** Unit Hours

Cost per Response
Total costs ÷ Responses

Cost per Transport
Total costs ÷ Transports

Cost per Capita
Total costs ÷ Population Served

Fixed vs. Variable Cost Categorization
Cost to manage the service | Stair step costs | Cost to run a call

Creating a clinical report card

Santa Cruz County First Responder Report Card

Criterion	2016	Goal	Weighted Value	Score
Cardiac Arrest				
End-tidal CO2 monitored	38.9%	90.0%	4.0%	1.73
Complete documentation (see System QI P&P)	90.0%	90.0%	4.0%	4.00
Respiratory Distress				
Mental Status assessed/documented	90.9%	90.0%	4.0%	4.00
bronchodilator administration for wheezing within 10 minutes	72.0%	85.0%	4.0%	3.39
Airway Management				
End-tidal CO2 performed on any successful ET intubation	38.8%	90.0%	4.0%	1.72
Other confirmation techniques (e.g., visualize chords, chest rise, auscultation)	90.0%	90.0%	4.0%	4.00
Complete documentation (see System QI P&P)	90.0%	90.0%	4.0%	4.00
STEMI				
ASA administration within 5 minutes	56.7%	90.0%	4.0%	2.52
Sp02 recorded	98.3%	95.0%	4.0%	4.00
12 LEAD EKG acquired within 5 minutes	35.0%	80.0%	4.0%	1.75
Complete documentation (see System QI P&P)	90.0%	90.0%	4.0%	4.00
Stroke				
Time last seen normal	0.0%	90.0%	4.0%	-
Use of a prehospital BEFAST stroke scale	58.9%	90.0%	4.0%	2.62
Complete documentation (see System QI P&P)	90.0%	90.0%	4.0%	4.00
Trauma				
PAM scale recorded	60.8%	90.0%	4.0%	2.70
Complete documentation (see System QI P&P)	90.0%	90.0%	4.0%	4.00
Safety				
Protocol compliance rate per chart review (high acuity, AMA/RAS, & random)	90.0%	90.0%	10.0%	10.00
Patient Satisfaction (use standardized questions to allow inter-agency comparison)				
Degree to which the firefighters took your problem seriously	96.0%	94.0%	4.0%	4.00
How well the firefighters explained things in a way you could understand	95.5%	95.4%	4.0%	4.00
Skill of the firefighters	94.3%	94.1%	4.0%	4.00
Extent to which the firefighters cared for you as a person	96.0%	94.1%	4.0%	4.00
Professionalism of the firefighters	95.0%	94.1%	4.0%	4.00
ePCR Submission Compliance				
Transfer of Care (TOC) critical ePCR elements completed within 10 minutes of patient departure from scene	80.0%	90.0%	3.0%	2.67
Full ePCR completed within 24 hours	100.0%	100.0%	3.0%	3.00
Total Standards			**100.0%**	**84.10**

Green: Meet/Exceed Goal
Orange: 0-20% Below Goal
Red: >20% Below Goal

Criteria
1) Measurable
2) Must be improvable
3) Reflect value to the patient

EMS is an expensive and challenging component of service delivery for communities. Like fire, finding employees is becoming more and more difficult. We will look at recruitment, retention, training, human resources, pay scales, and other information that may be impacting your team.

EMS is also about managing using key performance indicators (KPI's). As we identified in this section, just looking at response time fails to provide a complete picture of how your service is responding, how it will respond, and what investments need to occur to enable it to achieve a high performing status. Included in our review is a look at your payer mix, your collection process, and what are your costs for service.

FIRE/EMS ANALYSIS OF RESOURCE EXHAUSTION

Fire departments often speak of the "worst case scenario" or "resource exhaustion" when developing staffing and deployment plans. A comprehensive all-hazard Standard of Response Coverage plan requires resource exhaustion to be addressed. An agency can never staff for the worst-case scenario because whatever situation can be envisioned, there can always be a more serious event that can be planned.

What is needed to make staffing and apparatus decisions is a clear understanding of what levels of demand can reasonably be expected over specific periods of time in a specific jurisdiction. For example, what are the busiest calls for service times over a one-year period and what levels of staffing and apparatus were needed to handle this workload?

To answer this question requires a detailed analysis of calls for service, broken down minute by minute, identifying which units were busy and how many units remained available to respond to a new call for service. More sophisticated analysis can take into consideration available mutual aid resources.

There is significant variability in the number of calls from hour to hour and the frequency of simultaneous or overlapping calls. One special concern relates to the fire resources available for the highest workload hours. We tabulate the data for each of 8760 hours in the year. We identify how often the fire department will respond to more than a specified number of calls in an hour. In studying call totals, it is important to remember that an EMS run typically lasts, on average, a different amount of time than a fire category call and this will vary depending upon whether EMS transport is provided.

Example of "Resource Exhaustion Analysis"
What follows is an example of a CPSM study of a fire department with 17 units staffed all the time. For most of these high-volume hours, the total workload of all units combined is equivalent to 3 or fewer units busy the entire hour. For the ten highest volume hours, 0.1% of the hours, the total workload exceeded 3 hours. These high-volume hours occurred between 10 a.m. and 9 p.m.

The hour with the most work was between 1000 and 1100 on September 12, 2009. The 21 calls involved 34 runs (a "call" is an incident and a "run" is a unit response). The combined workload was 417 minutes. This is equivalent to 7 firefighting units being busy the entire hour. However, in the city there are 17 units staffed all the time. During the worst portion of the hour, there were always at least 5 units still available to respond immediately. Only 5 of the 17 units were busy more than 30 minutes during this hour.

The hour with the most calls was between 1400 and 1500 on October 13, 2009. The 23 calls involved 28 runs. The combined workload was 379 minutes. This is equivalent to between 6 and 7 firefighting units being busy the entire hour. However, in the city there are 17 units staffed all the time. During the worst portion of the hour, there were always at least 7 units still available to respond immediately. Only 3 of the 17 units were deployed more than 30 minutes during this hour.

Frequency Distribution of the Number of Calls

Number of Calls in an Hour	Frequency
0-5	6397
6-10	2263
11-15	98
16 or more	2

Observations:

- A total of 6,397 hours (73%) in a year have received 0-5 calls.
- A total of 2,263 hours (25.8%) in a year have received 6-10 calls.
- A total of 100 hours (1.2%) in a year have received 11 or more calls.

Top Ten Hours with the Most Calls Received

HOURS	Number of Calls	Number of Runs	Total Busy Deployed
13-Oct-2009 1400	23	28	379
12-Sep-2009 1000	21	34	417
20-Jun-2009 2000	15	16	252
02-Feb-2009 1900	15	16	213
10-Jul-2009 1000	14	15	226
15-Feb-2009 1900	14	20	317
29-Jul-2009 1700	14	18	274
23-Feb-2009 1100	14	15	180
17-Mar-2009 1500	14	17	193
01-Mar-2009 1800	13	14	185

Deployed Minutes by Unit for the Hour between 10 a.m. and 11 a.m. on 12-Sep-2009

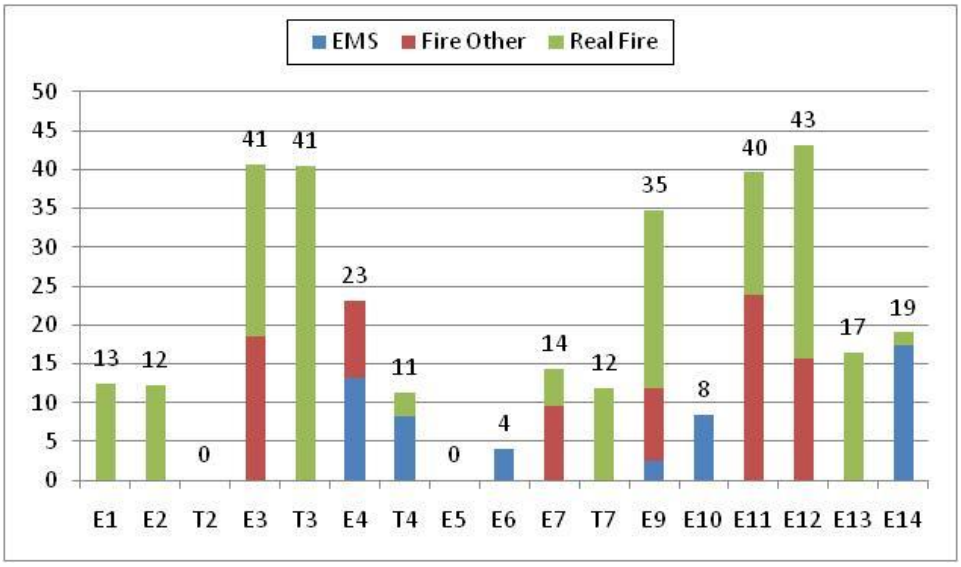
Station	1	2		3		4		5	6	7		9	10	11	12	13	14	Number of Units	
Unit	E1	E2	T2	E3	T3	E4	T4	E5	E6	E7	T7	E9	E10	E11	E12	E13	E14	Busy	Free
0-5																	3.3	1	16
5-10		1.9		0.7													5	3	14
10-15	3.1	5		5								3.7		0.6	4.8		5	7	10
15-20	5	4.3		5	0.5							5		5	4.4		4	8	9
20-25	4.4	1.1		4.4	5							3.8		5	5			7	10
25-30				5	5							5		5	5			5	12
30-35				4.6	5							5		5	2.7			5	12
35-40				5	5	3.1						5		5	1.3			6	11
40-45				5	5	5				1.2		0.7	0.7	4.9	5	1.6		9	8
45-50				5	5	5	1.8			5	1.8		1.9	1.6	5	4.9	1.7	11	6
50-55				0.9	5	5	4.5		3.3	5	5	2.5	0.8	2.5	5	5		12	5
55-60					5	5	5		0.8	3.1	5	4.1	5	5	5	5		11	6
Total	12.5	12.3	0.0	40.6	40.5	23.1	11.3	0.0	4.1	14.3	11.8	34.8	8.4	39.6	43.2	16.5	19.0		

Note: The numbers in the cells are the deployed minutes within the 5-minute block. The cell values greater than 2.5 are coded as red.

Observations:

- Between 10 a.m. and 11 a.m. on September 12, 2009, the fire department responded to 21 calls and dispatched 34 units to these calls.
- In the city, there are 17 units staffed all the time. During the worst portion of this hour, there were always at least 5 units still available to respond immediately. Only 5 of the 17 units were deployed more than 30 minutes during this hour.

Workload by Unit and Call Type for the Hour between 10 a.m. and 11 a.m. on 12-Sep-2009



Observations:

- Engine companies E3, E11 and E12 were deployed more than 40 minutes during this hour.
- Truck T3 was deployed more than 40 minutes during this hour.
- Eleven units were deployed less than 20 minutes. Two units responded to no calls.

Overlapped Call Analysis

Scenario	Frequency	Percent
No Overlapped Call	1,536	48.5
Overlapped with another call	1,113	35.2
Overlapped with two calls	388	12.3
Overlapped with three calls	102	3.2
Overlapped with four or more calls	26	0.8

Observations:

- 48.5 percent of emergency incidents had no overlapped call.
- 35.2 percent of emergency incidents overlapped with another call.
- 12.3 percent of emergency incidents overlapped with two calls.
- 4.0 percent of emergency incidents overlapped with three or more calls.

COMMUNITY FOCUSED PLANNING

Using the forensic data and operational analysis, CPSM can advance your department to the next level with a community focused, community engaged strategic plan development. **While not part of our basic work**, this next step directs your fire and EMS for the future. We can include a pricing for this additional step if requested.

A project team comprised of highly capable experts with developing strategic plans, particularly experienced with fire, rescue, EMS, and strategic plan development, will take the hand-off from our data and operations experts.

CPSM utilizes current and former fire, rescue, and EMS chief officers who have prior experience serving as practitioners, line officers, and middle managers. This ensures that our staff have extensive relevant knowledge, hands-on experience, and understanding of all aspects of fire, rescue, and EMS operations. Their expertise has been applied to similar projects that CPSM has performed for its clients. Our comprehensive fire, rescue, and EMS analyses have yielded thousands of recommendations for enhancing the effectiveness and efficiency of department management, operations, staffing, training, data management, fleet management, community relations, and more.

CPSM's proposed project professionals will be available to support the project as needed through completion. CPSM's subject matter experts have a long history with the firm, which means staff turnover is not a significant concern. Based on our experience, a dedicated, consistent project team works more efficiently and effectively, ensuring both continuity of project knowledge and budget management. Because we have a stable workforce, our project team members have a history of collaborating on similar projects.

CPSM performs all work using in-house resources and does not subcontract any portion of the work scope. The firm has adequate in-house subject matter experts to perform multiple concurrent public safety studies at any time.

- Establishment of near - and long-term goals (1-5 years).
- Exploration of various strategic alternative approaches to accomplish the goals in the identified plan years.

From the planning process, specific Core Strategies will be developed and are accompanied by several components that deliver overall strategies and key measurements and include:

- Core Strategies: necessary to help achieve goals and outcomes. The core strategies must be applied to all situations both when the organization is working externally within the Community (outward focus) and when we are working internally within the organization (inward focus).
- Desired Outcome: Describes where the organization wants to be.
- Success Indicators: Describes how the organization will know when they are moving toward achieving the strategy.
- Performance/Key Measures: Are the concrete actions that validate the indicators

Following the data and operations' team, our Strategic Plan Expert will arrange an initial virtual meeting with key staff of the department to discuss the scope of work of this project, as well as begin the stakeholder dialogue that will drive the project's success.

CPSM will utilize our earlier work with particular emphasis on key tables, charts, and further GIS analysis to expand on demand, concentration, resource exhaustion, and opportunities for improvement.

We will involve key community members (identified by our client team) to engage and extract knowledge. Elected officials, appointed officials, other departments, and community leaders will engage to ensure expectations and goals match.

PROPOSED FEES

The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

CPSM will conduct the analysis of the fire department for $44,694 exclusive of travel. The project would be billed in three installments: 40% upon contract signing; 40% with delivery of the draft fire data analysis; and the remaining 20% with delivery of the draft final report. Following delivery of the draft reports, the city will have 30 days to provide comments as to accuracy, and a final report will be delivered within 30 days of the comment period.

For each city that is added to this proposal, the price is reduced $2,700 for each as well as for St. Helena.

Because of the possibility of Covid restrictions, CPSM will bill travel expenses at actual cost with no overhead or administrative fees applied. Should travel be restricted, CPSM has found work can be done using web-based platforms if necessary, but that charrettes and focus groups lose some of the robust participation developed through in-person interaction.

Deliverables
Draft reports will be provided for department review in electronic format.

To be ecologically friendly, CPSM will deliver the final report in computer readable material either by email, CD or both. The final reports will incorporate the operational findings? as well as data analysis. Should the municipality desire additional copies of the report, CPSM will produce and deliver whatever number of copies is requested, which will be invoiced at cost.

Should the local government desire additional support or in-person presentation of findings, CPSM will assign staff for such meetings at a cost of $2,500 per day/per person plus travel expenses.

CONCLUSION

Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, Center for Public Safety Management, LLC acts as a trusted advisor, assisting local governments in an objective manner. CPSM's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes CPSM a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you.

PAST & CURRENT ENGAGEMENTS

LOCALITY	ST	PROJECT DESCRIPTION
Edmonton	AB	Comprehensive Analysis of Fire Services.
Leduc	AB	Fire Consolidation Plan
Leduc	AB	Comprehensive Analysis of Fire Services.
Kenai	AK	Comprehensive Analysis of Fire Services
Anniston	AL	Comprehensive Analysis of Police Services
Auburn	AL	Comprehensive Analysis of Fire Services
Auburn	AL	Comprehensive Analysis of Police Services
Dothan	AL	Comprehensive Analysis of Police Services
Casa Grande	AZ	Comprehensive Analysis of Police Services
Florence	AZ	Comprehensive Analysis of Police Services
Lake Havasu City	AZ	Comprehensive Analysis of Police Services
Lake Havasu City	AZ	Comprehensive Analysis of Fire Services
Florence	AZ	Comprehensive Analysis of Police Services
Pinal County	AZ	Comprehensive Analysis of Sheriff's Office
Prescott	AZ	Comprehensive Analysis of Fire Services
Prescott	AZ	Comprehensive Analysis of Police Services
Queen Creek	AZ	Police Strategic Plan
Queen Creek	AZ	Comprehensive Analysis of Fire services
Scottsdale	AZ	Comprehensive Analysis of Police Services
Tucson	AZ	Comprehensive Analysis of Police Services
Youngtown	AZ	Comprehensive Analysis of Police Services
Alameda	CA	Comprehensive Analysis of Fire Services
Alameda	CA	Comprehensive Analysis of Police Services
Burbank	CA	Analysis of Investigations Workload / Staffing
Carlsbad	CA	Comprehensive Analysis of Police Services
El Centro	CA	Comprehensive Analysis of Police Services
Fairfield	CA	Comprehensive Analysis of Police Services
Greenfield	CA	Comprehensive Analysis of Police Services
Hermosa Beach	CA	Comprehensive Analysis of Fire services
Hermosa Beach	CA	Comprehensive Analysis of Police Services
Laguna Woods	CA	Review of Sheriff's Office Service
Milpitas	CA	Comprehensive Analysis of Police Services
Morgan Hill	CA	Comprehensive Analysis of Police Services
Morgan Hill	CA	Comprehensive Analysis of Fire Services
Palm Desert	CA	Comprehensive Analysis of Fire Services
Palo Alto	CA	Comprehensive Analysis of Fire Services

Placentia	CA	Comprehensive Analysis of Police Services
Rohnert Park	CA	Comprehensive Analysis of Police Services
San Diego County	CA	EMS Study
San Jose	CA	Fire Study Review
San Jose	CA	Police Study Review
San Mateo	CA	Dispatch Operations Review
Santa Ana	CA	Comprehensive Analysis of Police Services
Santa Clara	CA	Comprehensive Analysis of Police Services
Santa Cruz	CA	Comprehensive Analysis of Police Services
Santa Monica	CA	Police Chief Selection
Santa Rosa	CA	Performance Measurement Analysis
Stockton	CA	Comprehensive Analysis of Police Services
Stockton	CA	Comprehensive Analysis of Fire Services
Union City	CA	Comprehensive Analysis of Fire Services
Whittier	CA	Comprehensive Analysis of Police Services
Woodlands	CA	Police Chief Selection
Yuba City	CA	Comprehensive Analysis of Fire Services
Yuba City	CA	Comprehensive Analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Police Services
Federal Heights	CO	Comprehensive analysis of Fire Services
Littleton	CO	Comprehensive Analysis of Fire Services
Steamboat Springs	CO	Comprehensive Analysis of Fire Services
Cheshire	CT	Police Management Review
Southington	CT	Comprehensive Analysis of Fire Services
Dover	DE	Comprehensive Analysis of Police Department
Dover	DE	Comprehensive Analysis of Fire Services
Alachua	FL	Expert Witness Law Enforcement Issues
Tamarac	FL	Analysis of Sheriff's Contract Services
Inverness	FL	Comprehensive Analysis of Fire Services
Delray Beach	FL	Comprehensive Analysis of Police Services
Delray Beach	FL	Comprehensive Analysis of Fire Services
Dunedin	FL	Police Consolidation Review
Hollywood	FL	Police Internal Affairs Review
Indian River Shores	FL	Public Safety Staffing Analysis
Indian River Shores	FL	Public Safety Study
Jacksonville Bch	FL	Police Chief Selection
Jupiter	FL	Police and Fire
Hobe Sound	FL	Public Safety Consolidation
Kenneth City	FL	Comprehensive Analysis of Police Services
Miami Beach	FL	Comprehensive analysis of Fire Services
Naples	FL	Presentation
North Port	FL	Comprehensive Analysis of Police Services

Orlando	FL	Expert Witness Law Enforcement Issues
Land O' Lakes	FL	Comprehensive analysis of Fire Services
New Port Richey	FL	Sheriff Budget Analysis
Pompano Beach	FL	Comprehensive Analysis of Police Services
Venice	FL	Comprehensive Analysis of Fire Services
Kingsland	GA	Comprehensive Analysis of Fire Services
Kingsland	GA	Fire Consolidation St Marys
Woodbine	GA	Police Consolidation Study
Garden City	GA	Preliminary Analysis Public Safety Merger
Johns Creek	GA	Analysis of Fire Services
Kingsland	GA	Fire Consolidation Study
Sandy Springs	GA	Comprehensive Analysis of Police Department
St. Marys	GA	Fire Consolidation Study
Boone	IA	Public Safety Consolidation
Boone	IA	Performance Measurement of Municipal
Hayden	ID	Comprehensive Analysis of Police Services
Jerome	ID	Analysis of Police Services
Algonquin	IL	Performance Measurement Analysis
Glenview	IL	Comprehensive Analysis of Police & Fire Services
Glenview	IL	Comprehensive Analysis of Police Services
Glenview	IL	Dispatch Operations Review
Highland	IL	Comprehensive Analysis of Fire Services
Highland Park	IL	Comprehensive Analysis of Fire Consolidation
Highwood	IL	Comprehensive Analysis of Fire Consolidation
Lake Bluff	IL	Analysis of Fire Consolidation
Lake Bluff	IL	Fire Data Review
Lake Forest	IL	Analysis of Fire Consolidation
Lake Zurich	IL	Comprehensive Analysis of fire services
Naperville	IL	Workload, Staffing & Schedule Design
Roseville	IL	Comprehensive Analysis of Police Services
Skokie	IL	Police Study
Western Springs	IL	Comprehensive Analysis of Police Services
Indianapolis	IN	Police Workload & Deployment Services
Plainfield	IN	Comprehensive Analysis of Police Services
Topeka	KS	Preliminary review of Fire Department
Northborough	MA	Comprehensive Analysis of Police Services
Northborough	MA	Comprehensive Analysis of Fire Services
Cambridge	MD	Performance Measurement Study
Annapolis	MD	Comprehensive Analysis of Police Services
Ocean City	MD	Dispatch Operations Review
Ann Arbor	MI	Comprehensive Analysis of Fire Services
Auburn Hills	MI	Comprehensive Analysis of Fire Services

Auburn Hills	MI	Comprehensive Analysis of Police Services
Benton Harbor	MI	Public Safety Consolidation
Chesterfield	MI	Comprehensive Analysis of Police Services
Lansing	MI	Comprehensive Analysis of Police Services
Lansing	MI	Comprehensive Analysis of Fire Services
Detroit	MI	Police Department Review
Douglas	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive Analysis of Fire Services
Flint	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Police Services
Grand Rapids	MI	Comprehensive Analysis of Fire Services
Kingsley	MI	Comprehensive Analysis of Fire Services
Interlochen	MI	Comprehensive Analysis of Fire Services
Grosse Pointe	MI	Public Safety Consolidation
Grosse Pointe	MI	Public Safety Consolidation
Hamtramck	MI	Police Study
Grand Rapids	MI	Comprehensive Analysis of Police & Fire Services
Grand Rapids	MI	Analysis of Police Services Consolidation
Kentwood	MI	Analysis of Fire Services Consolidation
Flint	MI	Comprehensive Analysis of Police Services
Flint	MI	Comprehensive analysis of Fire Services
Novi	MI	Comprehensive Analysis of Police Services
Novi	MI	Comprehensive analysis of Fire Services
Kalamazoo	MI	Police Workload / Contract for Services Analysis
Petoskey	MI	Public Safety Consolidation
Plymouth	MI	Fire Services Consolidation
Plymouth	MI	Fire Service Analysis
Royal Oak	MI	Comprehensive Analysis of Police Services
Royal Oak	MI	Comprehensive Analysis of Fire Services
Saginaw	MI	Comprehensive Analysis of Police Services
Saginaw	MI	Comprehensive Analysis of Fire Services
Vicksburg	MI	Financial Analysis of Fire Authority
Saint Joseph	MI	Public Safety Consolidation
Sturgis	MI	Public Safety Analysis
Troy	MI	Comprehensive Analysis of Police Services
Troy	MI	Review of Fire Administration and Inspections
Wyoming	MI	Comprehensive Analysis of Police Services 2012
Wyoming	MI	Comprehensive Analysis of Fire Services 2012
Wyoming	MI	Comprehensive Analysis of Police Services 2009
Wyoming	MI	Comprehensive Analysis of Fire Services 2009
Mankato	MN	Public Safety Study
Moorhead	MN	Comprehensive Analysis of Fire Services

Saint Cloud	MN	Police Strategic Planning Review
Saint Cloud	MN	Comprehensive Analysis of Police Services
Brentwood	MO	Comprehensive Analysis of Police Services
Saint Louis	MO	Comprehensive Analysis of Fire Services
Saint Louis	MO	Comprehensive Analysis of Police Services
Saint Louis	MO	Standard of Response / risk assessment
Bozeman	MT	Fire Protection Master Plan
Bald Head Island	NC	Public Safety Staffing Review
Bald Head Island	NC	Public Safety Consolidation
Chapel Hill	NC	Comprehensive Analysis of police services
Cornelius	NC	Fire Consolidation Study
Davidson	NC	Fire Consolidation Study
Greenville	NC	Comprehensive Analysis of Fire Services
Oxford	NC	Comprehensive Analysis of Fire Services
Oxford	NC	Comprehensive Analysis of Police Services
Rocky Mount	NC	AED Grant assistance
Rocky Mount	NC	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Police Services
Grand Island	NE	Comprehensive Analysis of Fire Services
South Sioux City	NE	Fire Services Strategic Plan
East Brunswick	NJ	EMS Study
Oradell	NJ	Comprehensive Analysis of Police Services
Paterson	NJ	Comprehensive Analysis of Police Services
South Orange	NJ	Comprehensive Analysis of Police Services
Westwood	NJ	Comprehensive Analysis of Police Services
Bernalillo	NM	Comprehensive Analysis of Fire Services
Las Cruces	NM	Comprehensive Analysis of Fire Services
Las Cruces	NM	Comprehensive Analysis of Police Services
Ruidoso	NM	Comprehensive Analysis of Police Services
Boulder City	NV	Police Organizational Study
Henderson	NV	Comprehensive Analysis of Police Services
Las Vegas	NV	Comprehensive Analysis of Fire Services
North Las Vegas	NV	Fire Workload Analysis
Bria Cliff Manor	NY	Analysis of police consolidation
Garden City	NY	Comprehensive Analysis of Fire Services
Long Beach	NY	Comprehensive Analysis of Fire and EMS services
Armonk	NY	Comprehensive Analysis of Police Services
Oneonta	NY	Comprehensive Analysis of Fire and EMS services
Oneonta	NY	Fire Apparatus Review
Orchard Park	NY	Comprehensive Analysis of Police Services
Ossining	NY	Analysis of police consolidation
Ossining	NY	Analysis of police consolidation

Rye	NY	Police Chief Selection
Watertown	NY	Comprehensive Analysis of Fire Services
Cincinnati	OH	Police Dispatch Review
Dayton	OH	Police Internal Affairs Review
Huron	OH	Comprehensive Analysis of Police Services
Huron	OH	Comprehensive Analysis of Fire Services
Independence	OH	Comprehensive Analysis of Police Services
Independence	OH	Comprehensive Analysis of Fire Services
Sandusky	OH	Fire Study
Sandusky	OH	Police Study
Broken Arrow	OK	Comprehensive Analysis of Police Services
Broken Arrow	OK	Comprehensive Analysis of Fire Services
Edmond	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Police Services
Jenks	OK	Comprehensive Analysis of Fire Services
Muskogee	OK	Comprehensive Analysis of Police Services
Tulsa	OK	Comprehensive Analysis of Fire Services
Bend	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Comprehensive Analysis of Fire Services
Grants Pass	OR	Comprehensive Analysis of Police Services
Grants Pass	OR	Public Safety Strategic Plan Development
Ontario	OR	Comprehensive Analysis of Police Services
Ontario	OR	Comprehensive Analysis of Fire Services
Mohnton	PA	Comprehensive Analysis of Police Services
Mohnton	PA	Police Chief Selection
Ephrata	PA	Comprehensive Analysis of Police Services
Farrell	PA	Comprehensive Analysis of Police Services
Jamestown	PA	Comprehensive Analysis of Police Services
Wrightsville	PA	Comprehensive Analysis of Police Services
Lancaster	PA	Police Study
Berwyn	PA	Comprehensive Analysis of Police Services
East Providence	RI	Comprehensive Analysis of Fire Services
East Providence	RI	Expert Witness Fire Issues
Beaufort	SC	Review of Fire Service Contract
Beaufort	SC	Comprehensive Analysis of Police Services
Beaufort	SC	Comprehensive Analysis of Fire Services
Walterboro	SC	Comprehensive Analysis of Public Safety Dept.
Rapid City	SD	Comprehensive Analysis of Fire Services
Germantown	TN	Comprehensive Analysis of Fire Services
Johnson City	TN	Comprehensive Analysis of Fire Services
Johnson City	TN	Comprehensive Analysis of Police Services
Smyrna	TN	Comprehensive Analysis of Police Services

Smyrna	TN	Comprehensive Analysis of Fire Services
Addison	TX	Comprehensive Analysis of Fire Services
Addison	TX	Comprehensive Analysis of Police Services
Baytown	TX	EMS Study
Belton	TX	Comprehensive Analysis of Police Services
Belton	TX	Comprehensive Analysis of Fire Services
Belton	TX	Police Chief Selection
Belton	TX	Fire Chief Selection
Buda	TX	Comprehensive Analysis of Police Services
Cedar Park	TX	Comprehensive Analysis of Police Services
Conroe	TX	Fire Services Analysis and Standard of Response
Frisco	TX	Comprehensive Analysis of Fire Services
Highland Village	TX	Fire Review
Hutto	TX	Comprehensive Analysis of Fire Services
Lucas	TX	Fire and EMS Analysis
New Braunfels	TX	Fire Study
New Braunfels	TX	Police Study
Prosper	TX	Comprehensive Analysis of Police Services
Round Rock	TX	Comprehensive Analysis of Fire Services
Sugarland	TX	Fire Department Overtime Analysis
Sugarland	TX	Comprehensive Analysis of Fire Services
Victoria	TX	Comprehensive Analysis of Police Services
Washington City	UT	Comprehensive Public Safety Analysis
Hampton	VA	Police Chief Selection
Leesburg	VA	Comprehensive Analysis of Sheriff Services
Leesburg	VA	Comprehensive Analysis of Fire Services
Bonney Lake	WA	Comprehensive Analysis of Police Services
Lacey	WA	Comprehensive Analysis of Fire Services
Snoqualmie	WA	Police Workload & Deployment Analysis
Spokane Valley	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Comprehensive Analysis of Police Services
Vancouver	WA	Police Chief Selection
Menomonie	WI	Sheriff Office Study
Wauwatosa	WI	Comprehensive Analysis of Fire Services
Wauwatosa	WI	Comprehensive Analysis of Police Services
Jackson	WY	Police Consolidation Review
Laramie	WY	Comprehensive Analysis of Police Services
Jackson	WY	Police Consolidation Review

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Recommended approval of a Resolution authorizing modifications to the Business Assistance Program guidelines to permanently forgive all business assistance loans that meet the eligibility, job creation and retention requirements.**

CEQA Determination: **Not a CEQA project**

Prepared By: Lesley Milton, Asst. to the City Manager

Reviewed By: Mandy Kellogg, Administrative Services Director

Approved By: Anil Comelo, City Manager

BACKGROUND

During 2nd Quarter for Fiscal year 2022 the City received a Community Development Block Grant (CDBG) award from the State Housing and Community Development Department for $500,000 to be used for a Business Assistance Program for the purpose of establishing a business assistance revolving loan fund, to provide flexible low interest forgivable loans to small and medium sized businesses in the City of St. Helena to offset the negative impacts of COVID-19 and assist with financial recovery and business expansion. The City's Website for business assistance is available here: https://www.cityofsthelena.org/finance/page/business-assistance-program.

DISCUSSION

Eligible loan amounts range from $35,000 to $105,000 and repayment terms were to be based on the capacity of the business to repay the loan and the use of the loan funds. In certain circumstances loans may exceed the $105,000 allowable amount on a per case basis. As proposed, the program was intended that portions or all of the loans could be forgiven if full-time equivalent jobs were created or retained for at least period of three months. Staff is requesting that that the City Council consider modifying the program guidelines to permanently forgive all business assistance loans that meet the eligibility, job creation and retention requirements.

The intent of this action is to further assist existing or inspired businesses to open or expand offerings in St. Helena. The current economic climate has not improved since the emergency order was lifted in March of 2023 and by modifying program guidelines to forgive loan applications, this may provide incentives to potential new businesses to open in our downtown corridor as part of the City's downtown revitalization efforts.

FISCAL IMPACT

There is no fiscal impact associated with modifying the program guidelines. Business Assistance Program funds were provided to the City under the Community Development Block Grant program and was designed with the intent to forgive the loans if jobs had been retained or created for a period of at least three months.

RECOMMENDED ACTION

Approve a Resolution authorizing modifications to the Business Assistance Program guidelines to permanently forgive all business assistance loans that meet the eligibility, job creation and retention requirements.

ATTACHMENTS

Attachment 1_ Resolution for Business Assistance Program Modification
Attachment A Business Loan Program Flyer
Attachment B Business Assistance Loan Application

CITY OF ST. HELENA

RESOLUTION NO. 2023 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING MODIFICATIONS TO THE BUSINESS ASSISTANCE PROGRAM GUIDELINES TO PERMANENTLY FORGIVE ALL BUSINESS ASSISTANCE LOANS THAT MEET THE ELIGIBILITY AND JOB CREATION RETENTION REQUIREMENTS.

RECITALS

A. During 2nd Quarter for Fiscal year 2022 the City received a Community Development Block Grant (CDBG) award from the State Housing and Community Development Department for $500,000 to be used for a Business Assistance Program for the purpose of establishing a business assistance revolving loan fund; and

B. The low interest forgivable loans can be provided to small and medium sized businesses in the City of St. Helena to offset the negative impacts of COVID-19 and assist with financial recovery and business expansion; and

C. Loan repayment terms were to be based on the capacity of the business to repay the loan and the use of the loan funds; and

D. As proposed, the program was intended that portions or all of the loans could be forgiven if full-time equivalent jobs were created or retained for at least period of three months; and

E. Staff is requesting that that the City Council consider modifying the program guidelines to permanently forgive all business assistance loans that meet the eligibility and job creation retention requirements.

RESOLUTION

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

1. The City Council approves the modifications to the Business Assistance Program guidelines to permanently forgive all business assistance loans that meet the eligibility and job creation retention requirements.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 2023, by the following vote:

Mayor Paul Dohring: _____
Vice Mayor Eric Hall: _____
Councilmember Anna Chouteau: _____
Councilmember Lester Hardy: _____
Councilmember Billy Summers: _____

APPROVED: ATTEST:

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

City of St. Helena
1572 Railroad Avenue, St. Helena, CA 94574
Business Loan Program

Purpose	The City of St. Helena offers business loans funded with Community Development Block Grants (CDBG). The purpose of these business loans is to provide flexible financing to businesses which, in turn, create jobs.	
Funding Source	State Housing and Community Development Department (HCD) Community Development Block Grant (CDBG).	
Loan Amount	From $35,000 to $105,000 * depending on funds available.	
Interest Rates	As low as 1.0%, based on the cash flow needs of the borrower and the risk level of the loan.	
Collateral	Junior lien positions are possible, a personal loan guarantee is required.	
Repayment Schedules/Terms	A deferral of payments is possible based on income and expense projections. The loan term can exceed the life of the asset. The repayment schedule is based on the capacity of the business to repay the loan and the use of loan funds.	
Forgiveness	City may consider forgiveness of a portion of the loan principal amount if full time equivalent jobs are retained for two years.	
Loan Fees	None	
Job Creation	One full time equivalent job per $35,000 loaned, with 51% of the jobs to be filled by members of the low to moderate income group.	
Use of Funds	Purchase of equipment, inventory, real property, working capital, debt consolidation. Construction is less preferable due to Davis Bacon Labor Law requirements.	
Contact	Jeff Lucas, Program Consultant Community Development Services 3895 Main St. Kelseyville, CA 95451 707-279-1540 Jeff@cds.consulting	Mandy Kellogg, Administrative Services Director City of St. Helena 1572 Railroad Ave. St. Helena, CA 94574 707-968-2649 MKellogg@cityofsthelena.org

BUSINESS LOAN APPLICATION

1. **Applicant Name:**
_____

Name of Business:
_____

Sole Proprietorship: _____ S Corporation:_____
Partnership: _____ C Corporation:_____
LLC/LLP: _____

Mailing Address:_____

Street Address: _____

Business Telephone: _____ **Email:** _____
Home Telephone: _____
Cell Phone: _____
Fax: _____

Project Address:
_____

Federal Employer Identification Number:
_____

Assessor's Parcel Number for Business and/or Project Site: _____
(Needed for ALL businesses no matter if renting or owning)

SAM Unique ID # _____ **(see instructions in application)**

2. **Loan Amount Requested:** $_____
Uses of Funds:

Purchase of Real Estate	$ _____
Purchase of Existing Business	
Furniture, Fixtures & Equipment	_____
Inventory	_____
Advertising & Promotion	_____
Operating Capital	_____
Other (specify)	_____
Construction Uses	
Renovation/New Construction	_____
Leasehold Improvements	_____
Infrastructure (curbs, gutter, sidewalks, etc.)	_____
TOTAL	**$** _____

3. Ownership

All owners of 20% or more of the applicant business are listed below:

Name _____
Home Address _____
City, State, Zip _____
Phone _____
Social Security # _____
% of Ownership _____
U.S. Citizen Yes _____ No_____

Name _____
Home Address _____
City, State, Zip _____
Phone _____
Social Security # _____
% of Ownership _____
U.S. Citizen Yes _____ No_____

For corporations, please list corporate officers, titles and who will be signing loan documents.

Name	Corporate Title	Signing Loan Documents (Yes or No)

(If additional space is needed, please use reverse side of this page.)

4. Have any of the persons listed above ever been charged with, or convicted of any criminal offenses, other than a minor motor vehicle violation?

☐ Yes ☐ No

If yes, please explain:

_____
_____

5. Has the applicant or any person listed above been in receivership or filed bankruptcy?

☐ Yes ☐ No

If yes, please explain:

_____
_____

6. Has the applicant or any person listed above had any credit problems in the last 5 years?

☐ Yes ☐ No

If yes, please explain:

_____
_____

7. Number of Employees

Current: Full Time _____ Part Time _____
Proposed New Jobs (if any): Full Time _____ Part Time _____

Jobs to be Retained or Created (Jobs depicted on this form must be reflected on Income and Expense Projections (Attachment D)

Position / Title	Hourly Wage	Hours Per Week
TOTAL		

8A. History of Business and Description of Use of Funds

This should be a one or two-page narrative where you describe the business, its products and services, how it was acquired by you, and how long you have owned it. Please explain what the loan funds will be used for. Discuss any significant events that have affected the business cash flow, especially how COVID-19 has impacted your business, changes in income, expenses, competitive advantages, and any other relevant information you think we should know.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

8B. History of Business and Description of Use of Funds

The city loan program can be used to help your business retain existing jobs and create new jobs. Please explain if the loan funds are to be used to retain existing jobs and how many jobs will be retained.
We will follow up with you to determine how we can best use the loan program to help you.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

9. Collateral Being Offered as Security for This Loan

(Real estate, equipment, inventory, other business assets, personal assets, etc.) A Preliminary Title Report will be requested from a local Title Company early in the application process on any real estate being considered as collateral for the loan. The Borrower is responsible for any and all fees associated with the Title Company.

Description of Collateral (with APN)	Market Value	Purchase Cost	Balance Owed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Other Lenders for this Loan

Name/Type of Program	Name of Lender/Grantor	Amount	Term	Rate
	Total	$		

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS APPLICATION

____ 1. All businesses must provide Resumes of Key Personnel and year to date payroll documentation. **(Attachment "A")**

____ 3. Schedule of business debt. **(Attachment "B")**

____ 4. Current personal financial statements of principals. These must be dated no more than 90 days prior to the application. **(Attachment "C")**

____ 5. Three (3) years of personal tax returns for the proprietor, partners, and stockholders with 20% or more ownership in the business.

____ 6. Start-up businesses must provide three (3) years of monthly income and expense projections. Existing businesses must provide two (2) years of monthly income and expense projections. Also, a detailed description of how the projections were determined is required. **(Attachment "D")**

____ 7. All start-up businesses must provide a Business Plan.

____ 8. Business tax returns for the three (3) most recent years.

____ 9. Business financial statements for the applicant's three (3) most recent fiscal years, where applicable, and a current financial statement dated no more than 90 days prior to the application.

____ 10. Current Aging of Accounts Receivable and Accounts Payable.

____ 11. Copy of Business License.

____ 12. Copy of all Corporate Filings or Partnership Agreements (in the case of Corporations – copies of Corporate Resolution authorizing the borrowing request).

____ 13. Breakdown of proposed cost with written estimates from contractors or suppliers. Purchase agreements, when applicable.

____ 14. Such non-financial information or supporting information necessary to substantiate the application, including, but not limited to: estimates, quotations, receipts, contracts, orders, invoices, leases, sales agreements, documentation from architects, engineers, contractors, suppliers, or others involved in the sale, lease, or construction of fixed assets, if any, for applicant's project including schedules of implementation.

APPLICANT'S CERTIFICATION/AUTHORIZATION

I/We certify that all information in this application and all information furnished in support of this application are true and complete to the best of my/our knowledge and belief.

I/We authorize the lending agency to verify all information furnished in connection with the loan application. The information that may be verified includes, but is not limited to, the following: employment, pensions, mortgages, deposits, and any other income; personal or business loans; insurance; and further, to obtain a credit report.

I/We also authorize the lending agency to disclose any financial information on income tax returns or on my personal or business financial statements, for the purpose of obtaining a loan on my behalf. I understand the information will be made available to loan committee members and other lenders that may be involved in the funding of my loan request.

I/We also acknowledge that this is an application for public funds and, therefore, the information provided may be made available for review.

I/We acknowledge the City of St. Helena does not and shall not discriminate on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or military status, in any of its activities or lending practices.

_____ _____
Signature Date

_____ _____
Signature Date

The following information is requested by the Federal Government for certain types of loans in order to monitor the lender's compliance with equal credit opportunity, fair housing, and to help us provide services to all eligible businesses fairly. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, under Federal regulations, this lender is required to note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish the information, please check the box below. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the particular type of loan applied for.)

BORROWER ☐ I do not wish to furnish this information

CO-BORROWER ☐ I do not wish to furnish this information

Borrower Circle Those That Apply:

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian
Black or African American White

Sex: Male Female

CO-Borrower Circle Those That Apply:

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian or Alaska Native Native Hawaiian or Other Pacific Islander Asian
Black or African American White

Sex: Male Female

ATTACHMENT "A"

RESUME OF

_____
_____
_____

Note: This form is not required if another format is provided in its place.

EMPLOYMENT HISTORY (most recent first):

Dates Employed - From: _____ To: _____
Name of Company: _____
Address: _____
Position and Responsibilities: _____
_____

Dates Employed - From: _____ To: _____
Name of Company: _____
Address: _____
Position and Responsibilities: _____
_____

EDUCATION:

Dates Enrolled: From: _____ To: _____
Name of School: _____
Address: _____
Degree Received: _____ Date Graduated: _____

Dates Enrolled: From: _____ To: _____
Name of School: _____
Address: _____
Degree Received: _____ Date Graduated: _____

OTHER RELATED TRAINING OR EXPERIENCE:

_____
_____
_____
References will be furnished upon request.

Signature: _____ Date: _____

ATTACHMENT "B"

BUSINESS INDEBTEDNESS: Furnish the following information on **all** business debts owed -- **vendors, credit cards, payroll taxes, income taxes, sales tax, contracts, notes, and mortgages.** (Current balances should agree with the latest balance sheet submitted.) Use reverse side or another sheet to list additional information.

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current = C Past Due = P

AFFIDAVIT OF CURRENT TAX STATUS

I hereby certify that any and all of the applicable real property taxes, personal property taxes, Federal & State income taxes, Federal and State payroll withholding taxes, State Sales Tax, insurance premiums, and any other assessment or public charges are current.

_____ _____

Business Owner / Applicant Date

ATTACHMENT "C"
PERSONAL FINANCIAL STATEMENT

OMB APPROVAL NO. 3245-0188
EXPIRATION DATE:11/30/2004

U.S. SMALL BUSINESS ADMINISTRATION **As of_____, ____**

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name Business Phone

Residence Address Residence Phone

City, State, & Zip Code

Business Name of Applicant/Borrower

ASSETS	(Omit Cents)	**LIABILITIES**	(Omit Cents)
Cash on hand & in Banks ……..	$ _____	Accounts Payable…….	$ _____
Savings Accounts……..……	$ _____	Notes Payable to Banks and Others ….. (Describe in Section 2)	$ _____
IRA or Other Retirement Account …….	$ _____	Installment Account (Auto) ……. Mo. Payments _____	$ _____
Accounts & Notes Receivable ……..	$ _____	Installment Account (Other)……. Mo. Payments _____	$ _____
Life Insurance-Cash Surrender Value Only …… (Complete Section 8)	$ _____	Loan on Life Insurance……..	$ _____
Stocks and Bonds …….. (Describe in Section 3)	$ _____	Mortgages on Real Estate …… (Describe in Section 4)	$ _____
Real Estate ……. (Describe in Section 4)	$ _____	Unpaid Taxes …… (Describe in Section 6)	$ _____
Automobile-Present Value …….	$ _____	Other Liabilities ……. (Describe in Section 7)	$ _____
Other Personal Property …….. (Describe in Section 5)	$ _____	Total Liabilities …….	$ _____
Other Assets ……. (Describe in Section 5)	$ _____	Net Worth ……	$ _____
Total	$ _____	**Total**	$ _____
Section 1. Source of Income		**Contingent Liabilities**	
Salary ……	$ _____	As Endorser or Co-Maker ……..	$ _____
Net Investment Income ……	$ _____	Legal Claims & Judgments ……	$ _____

Real Estate Income ……..	$	Provision for Federal Income Tax …….	$
Other Income (Describe below)* ……	$	Other Special Debt …….	$

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly,etc.)	How Secured or Endorsed Type of Collateral

SBA Form 413 (3-00) **Previous Editions Obsolete**
This form was electronically produced by Elite Federal Forms, Inc.

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/ Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B
Type of Property		
Address		
Assessor Parcel Number (APN)		
Date Purchased		
Original Cost		
Present Market Value		
Name & Address of Mortgage Holder		
Mortgage Account Number		

Mortgage Balance		
Amount of Payment per Month/Year		
Status of Mortgage		

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature:	Date:	Social Security Number:
Signature:	Date:	Social Security Number:

PLEASE NOTE:

The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503**. PLEASE DO NOT SEND FORMS TO OMB.**

ATTACHMENT "D"
INCOME AND EXPENSE PROJECTIONS

Instructions

This is a worksheet designed to help determine monthly projected business income and expenses for a twelve-month period. This will also help assess the feasibility of a project by determining if the projected income will cover the projected expenses, including owners draw and loan payments. This is just a worksheet, so fill it out in pencil. You will be making a lot of changes to it.

MONTHS: Fill in the month you anticipate opening your business, or start with "Month #1".

TOTAL SALES: All income from the sale of products or services for the month.

COST OF GOODS SOLD: Direct cost of the products sold. (Example: for a restaurant, the cost of goods sold is the food; for a clothing store, the clothing; for the manufacturing of tables, the cost of the wood, metal, varnish.) Service businesses do not have a cost of goods sold.

GROSS PROFIT: Subtract the **Cost of Goods Sold** from the **Total Sales** to determine the **Gross Profit**.

OPERATING EXPENSES: Listed here are some examples of monthly expenses. You may have some additional or different expenses that are specific to your business, just write them in.

TOTAL OPERATING EXPENSES: Add up all **Operating Expenses** for the month.

NET PROFIT: Subtract the **Total Operating Expenses** from the **Gross Profit**.

OWNER'S DRAW: This is the money the business owner will draw from the business for personal living expenses. When there is another monthly source of income, owner's draw may not apply. If the business owner will be paying personal living expenses from the business sales, owners draw will need to be determined. There is no owners draw under a corporate legal structure; all wages should be shown in the wages and payroll line items.

AVAILABLE FOR LOAN PAYMENT: Subtract **Owner's Draw** from **Net Profit**.

LOAN PAYMENT: This is the monthly payment of principal and interest based on the amount of the loan needed. This amount can be obtained from the Financial Consultant.

MARGIN: Subtract the **Loan Payment** from the **Available for Loan Payment**. This is the projected amount left after all expenses have been paid. If the **Loan Payment** amount is larger than the **Available for Loan Payment**, you are losing money at the end of the month.

MONTH													TOTAL
Total Sales													
Less Cost of Goods Sold													
Gross Profit													
OPERATING EXPENSES Accounting													
Advertising													
Auto & Vehicles													
Freight/Postage													
Insurance													
Leases (Equipment)													
Office Expenses													
Rent													
Repairs & Maintenance													
Supplies													
Taxes (Sales)													
Travel and Entertainment													
Utilities/Telephone													
Wages & Payroll Taxes													
Other													
TOTAL OPERATING													

EXPENSES													
Net Profit													
Owner's Draw (not for corps)													
Available for Loan Payment													
Loan Payments													
MARGIN													

AUTHORIZATION AND RELEASE FOR CREDIT REPORT

Dear Requestor:

Prior to a credit report request, you must understand the following:

1) Access to your credit file is limited to yourself and your agents acting on your behalf.

2) Your consent in writing is required before a report may be provided.

3) You are entitled to a copy of the credit report and a copy of the FTC's "Consumer Rights Notice".

Based on the above information, I hereby authorize **Community Development Services (CDS)** to obtain my credit report for the purposes of **applying for a business loan.**

PLEASE PRINT THE BELOW INFORMATION NEATLY

Applicant	Spouse/Partner
Name:_____ (Full name including Jr., Sr., etc.)	Name: _____ (Full name including Jr., Sr., etc.)
SSN#: _____	SSN#: _____
Date of Birth: _____	Date of Birth: _____
Address:_____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Previous Address: _____	Previous Address: _____
City, State, Zip: _____	City, State, Zip: _____
_____ Signature	_____ Signature

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE
2020 W. El Camino Avenue, Suite 200
P.O. Box 952054
Sacramento, CA 95833
(916) 263-2771 / FAX (916) 263-2763
www.hcd.ca.gov

View and Save Debarments

HCD requires that applicants for federal funding upload debarment checks from Sam.gov in eCivis Grants Management Network.

The information from Sam.gov showing “no exclusions” and that registration is not expired is required for applicants and their contractors and subrecipients. ,

Recently, SAM.gov changed their website interface and this guide is to assist with viewing and saving the debarment information in the new interface.

To review Entity Registrations a login is required.

If a New User, follow the steps to creating an account and access SAM below:

Step 1: Go to www.sam.gov.

Step 2: Click on Sign In, Select the Green Accept box, and then “Create an Account”.

Step 3: Complete the requested information, and then click “Submit”.

Step 4: Select “Individual User Account”.

Step 5: You will receive an email confirming you have created a user account in SAM.

Login:

Go to: www.sam.gov

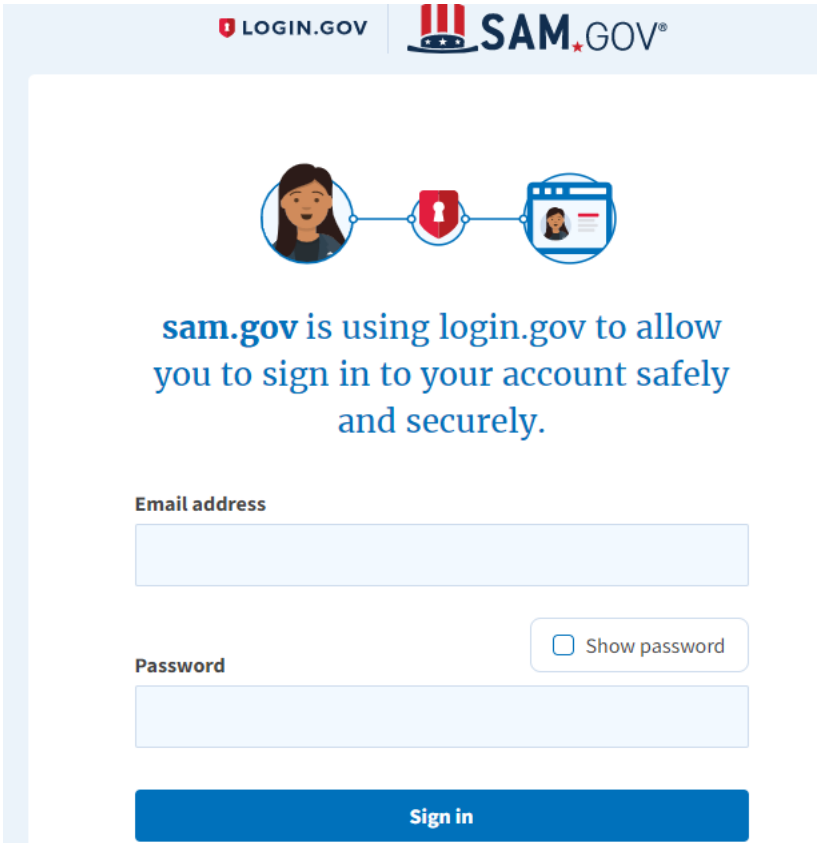
Select Sign In – located at the far top right of the screen:



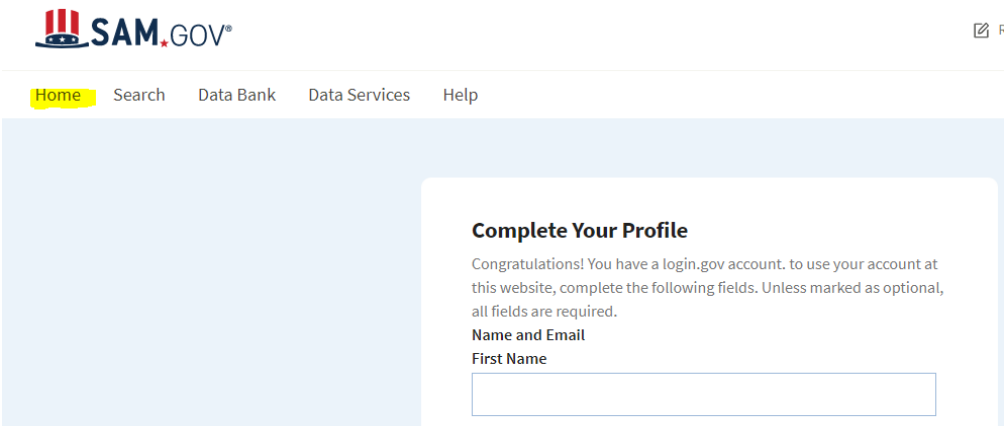
Select the green accept box:



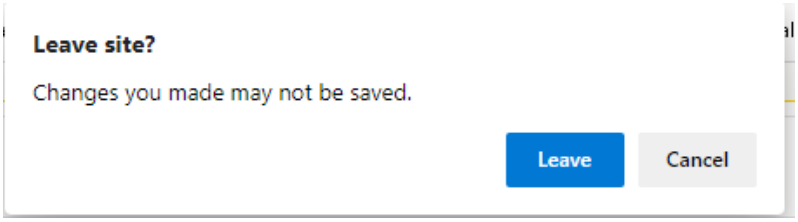
The accept button brings up the login screen:



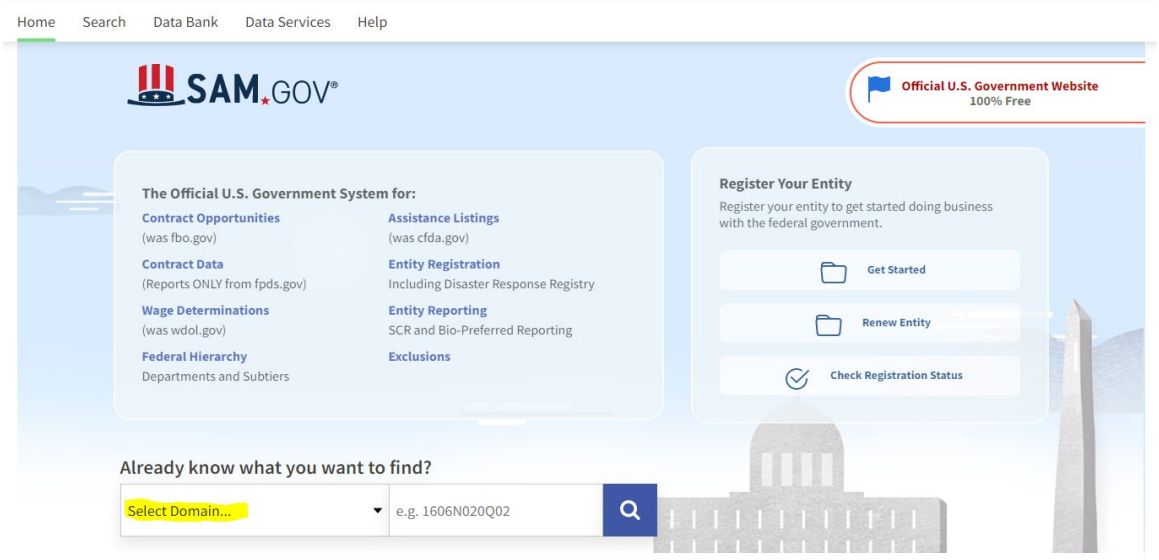
Once logged in, you may get a screen as shown below to Complete Your Profile. This was already done when you created the account and is unnecessary. Just select Home as highlighted below:



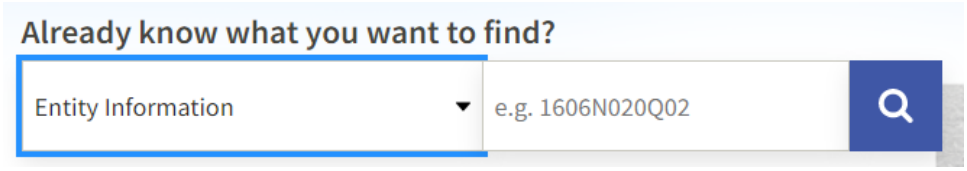
This will pop up a box as shown below, choose Leave:



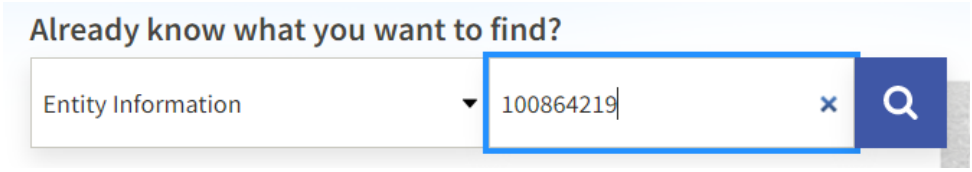
The Home page is shown below. Go to the Select Domain arrow down (highlighted below), which is located under the “Already know what you want to find?” Section:



Select Entity Information from the arrow down key:



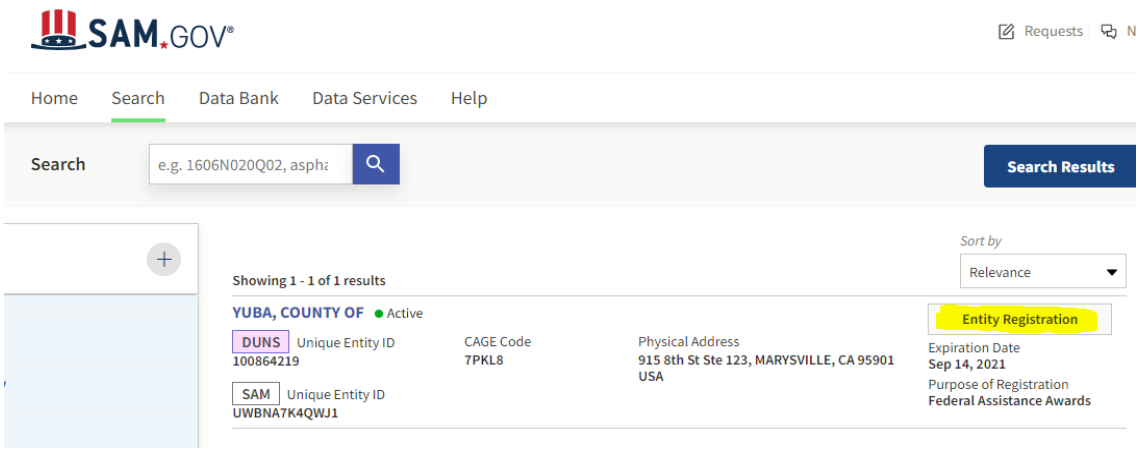
You can search using the entity's name or DUNS number. It is recommended to use the DUNS Number:



Then select the search box with the eyeglass.

Below is what is shown if there are "no exclusions". Note the highlighted box that states, "Entity Registration". If it states this, then there are no exclusions.

The example below is what you will copy, save as a pdf and upload to the eCivis Grants Management software as a debarment.



If there are exclusions, it will have the word "Exclusion" in the box, where Entity Registration was in the first example:



If a search comes up with no results or no matches found, then the entity is not registered with Sam.gov and needs to register using the link below:

https://sam.gov/content/entity-registration

Instructions for registering can be located at the link as follows:

https://www.fsd.gov/gsafsd_sp?id=kb_article&sys_id=11bfc64d1b1cb8909ac5ddb6bc4bcb62

Note: HCD will not accept “no results” PDF as no exclusions debarment documentation.

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed adoption of a Resolution authorizing the City Manager to Execute a Task Order with West Yost Associates, Inc. for an amount not-to-exceed $124,200 for consulting services to assist the City with preparation of an update to the Water Neutrality Policy and the Safe Yield Analysis (FY24 CIP No. W24-08).**

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

The City of St. Helena has approximately 2,600 water accounts located both inside and outside the City and serves a population of approximately 6,900 people. The City's water supply includes groundwater wells, a local reservoir, and water purchased from the City of Napa. The City's water system includes four pump stations, the Stonebridge wells with groundwater treatment, Bell Canyon Reservoir, and surface water treatment plant, six water storage tanks, and transmission and distributions pipelines. In addition, the City's Lower Reservoir provides untreated water to irrigation accounts.

In October 2009, the City of St. Helena published the Master Water Plan. The primary objective of the City of St. Helena Master Water Plan is to create a comprehensive document identifying estimated ultimate water demand, water supply sources and capacities, the capability of the existing treatment, transmission and distribution systems and providing recommendations for system improvements to the existing facilities to meet ultimate water demand. Furthermore, the City Council on December 14, 2010, appointed the Safe Yield Committee to ascertain the annual safe yield of the St. Helena potable water system at the present time. The goal of the Committee was to determine whether,

at the present time, potable water usage was below, above, or equal to the safe yield of the potable water supply system.

In addition, the City devised a Water Neutrality policy (SHMC 9.2.1) that simply states that "new development" shall be contingent upon the ability of the City to provide water without exceeding safe yield.

DISCUSSION

The definition of safe annual yield of the St. Helena water supply system is that quantity of water which can be reliably delivered on an annual basis through most rainfall years, including a Dry Year (rainfall at 22" to 25.9") without undue hardship on water customers through water shortage restrictions. It is recognized that the safe annual yield, as so defined, could place significant hardship on water customers in a Critically Dry Year (rainfall at 21.9" or less) or in periods of two or more consecutive Dry Years.

On March 22, 2011, the City Council adopted the definition of Safe Yield as proposed by the Safe Yield Committee, and it is now City policy. By adopting the policy, the water neutrality requirement was to be applied to new development and redeveloped properties. Performing and periodically updating the Safe Yield Analysis for water supply (i.e. Bell Canyon Reservoir) is a key component of water resource planning. The Safe Yield Analysis was last performed by West Yost Associates in 2009. The purpose of the Safe Yield is to factor in the reliability of the Bell Canyon Reservoir supply into the City's overall water supply portfolio. The Safe Yield Committee recommended that the City should re-determine the usage/supply balance at the end of each fiscal year in the ordinary course of business of the Water Enterprise. This will require recalculation each year of the forward-rolling, five-year average total potable water usage. It should also consider any change in supply conditions.

The consultant proposed scope of services is to revise the safe yield to account for recent rainfall records, and to factor climate impacts to the watershed. Furthermore, the consultant will revise the Water Neutrality policy to devise a way of accomplishing water savings by establishing rules and regulations when calculating water use impacts of new (or renovated) development and developing a mechanism for achieving neutrality.

The proposed scope of services includes significant collaborations between staff, Council Members, members of the public as well as several public hearings with the Planning Commission and the City Council.

Total project duration is anticipated to be approximately nine (9) months. This request is consistent with the City's Fiscal Year 2023-24 Council Goal 3 Water Security.

Under a separate item on the June 13, 2023 Council Agenda, staff is recommending the adoption of a resolution authorizing the execution of a Professional Services Agreement with West Yost Associates. This agenda item illustrates the type of projects that West

Yost would be performing as a result of their institutional knowledge of the community and its water infrastructure.

FISCAL IMPACT

The total project budget is a not-to-exceed contract amount of $124,200. The proposed Fiscal Year 2023-24 Budget includes a Capital Improvement Program budget for this project (FY24 CIP No. W24-08) for $150,000.

RECOMMENDED ACTION

It is recommended that the City Council adopt the attached resolution authorizing the issuance of a Task Order for West Yost for a total not-to-exceed cost of $124,000.

ATTACHMENTS

20230606 Draft Resolution West Yost
LP - 705 - 2023 Safe Yield and Water Neutrality - 220214 - ch - revised

CITY OF ST. HELENA

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH WEST YOST FOR AN AMOUNT NOT-TO-EXCEED $124,200 FOR ENGINEERING SERVICES TO UPDATE WATER SUPPLY SAFE YIELD ANALYSIS AND THE CITY'S WATER NEUTRALITY POLICY

RECITALS

A. The City's last update of the water supply safe yield estimate was completed in early 2011.

B. Water neutrality is required of all new development pursuant to St. Helena Municipal Code (SHMC) section 13.12.030 and has not been updated since 2011 as well.

C. Any changes need to be done collaboratively to ensure that concerns regarding the current policy are addressed, and that the City's objectives for an updated policy are achieved and that the public has an opportunity to review and contribute to the proposed new regulations.

D. West Yost has performed a number of water supply studies and projects for the City over the years, including the 2003 Urban Water Management Plan and 2010 Water Supply Plan. West Yost also assisted the City with an update to the water supply safe yield in early 2011 and West Yost is familiar with the City's water supplies and facilities, including the

City's Bell Canyon Reservoir yield model, as well as opportunities and constraints in water supply availability and reliability.

E. West Yost is capable of performing this work within an appropriate duration and cost.

RESOLUTION

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

1. Authorizes the execution of a Task Order with West Yost for an amount not-to-exceed $124,200 for engineering services to update water supply safe yield estimate and the City's water neutrality policy with the scope attached to this resolution as Exhibit A.

2. The budget for said project is anticipated to be approved as part of the FY2024 Capital Improvement Program Project No. W24-08 Safe Yield Policy & Water Neutrality Policy Update with a budget of $150,000.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 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

WEST YOST
Water. Engineered.

6800 Koll Center Parkway
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Pleasanton CA 94566

925.426.2580 phone
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westyost.com

April 14, 2023 SENT VIA: EMAIL

Joe Leach
Director of Public Works
City of St. Helena
1572 Railroad Avenue
St. Helena, CA 94574

SUBJECT: Proposal for Engineering Services to Update Water Supply Safe Yield Estimate and Water Neutrality Policy

Dear Joe:

The purpose of this letter proposal is to provide the City of St. Helena (City) with a proposed Scope of Services, Budget, and Schedule to update the City's water supply safe yield estimate and water neutrality policy.

West Yost has performed a number of water supply studies and projects for the City over the years, including the 2003 Urban Water Management Plan and 2010 Water Supply Plan. West Yost also assisted the City with an update to the water supply safe yield in early 2011. These studies were prepared prior to the recent drought and enhanced regulatory limitations on water use, and prior to the City's revised contract with the City of Napa. However, from this past work, as well as more recent coordination with the City, and work with the City of Napa, West Yost is familiar with the City's water supplies and facilities, including the City's Bell Canyon Reservoir yield model, as well as opportunities and constraints in water supply availability and reliability.

SCOPE OF SERVICES

The following is a list of the key tasks necessary to perform this proposed Scope of Services:

- Task 1. Update Water Supply Safe Yield Estimate
- Task 2. Update Water Neutrality Policy
- Task 3. Project Management and Meetings

These tasks are described below.

Task 1. Update Water Supply Safe Yield Estimate

Consistent with the City's last update of the water supply safe yield estimate in early 2011, West Yost's update will consider the following City water supply components: Bell Canyon Reservoir yield, City groundwater supply yield, and City water supply provided by the City of Napa. To determine the City's net safe yield, the City's unaccounted for water will also be evaluated.

Task 1.1. Update Bell Canyon Reservoir Yield Estimate

West Yost will update the Bell Canyon Reservoir spreadsheet yield model to incorporate recent rainfall and evaporation data, along with reservoir surface elevation and flow data, through 2022. This will allow for an evaluation of the impacts of recent hydrologic conditions on the safe yield of the reservoir.

Task 1.1 Assumptions

- City will provide daily rainfall, evaporation, reservoir surface elevation, Louis Stralla Water Treatment Plant (LSWTP) raw water flow and effluent flow data for the period of 2008 through 2022. In the past, most of this information was collected and summarized by operations staff in one spreadsheet.

Task 1.1 Deliverables

- No deliverable will be provided for this task. Findings will be incorporated into Task 1.5.

Task 1.2. Confirm Groundwater Yield Estimate

Several groundwater studies of the Napa Valley Groundwater Basin have been prepared over the years for various interests. West Yost provided a summary and prepared a recommended groundwater well siting technical memorandum (TM) in 2005. The findings of the 2005 TM were summarized in the 2010 Water Supply Plan. West Yost will review the 2010 Water Supply Plan and research more recent groundwater studies pertinent to groundwater yield in the St. Helena area. West Yost will also review the groundwater modeling findings included in the Napa Valley GSP and the California Water Audit and City Joint Statement Regarding the Protection of Public Trust Resources to see if modifications to the City's groundwater pumping protocol are warranted.

Task 1.2 Assumptions

- City will provide any groundwater basin studies in its possession and alert West Yost to other known studies.
- City will provide an update on the status of the provisions of the Joint Statement Regarding the Protection of Public Trust Resources.

Task 1.2 Deliverables

- No deliverable will be provided for this task. Findings will be incorporated into Task 1.5.

Task 1.3. Review and Summarize City of Napa Inter-Connection Reliability

It is our understanding that the water supply agreement with the City of Napa has been updated since the 2010 Water Supply Plan. West Yost will review and document the terms of the current water supply agreement and include the likely water supply in the updated water supply safe yield estimate.

Task 1.3 Assumptions

- City will provide the most recently amended water supply agreement with the City of Napa.

Task 1.3 Deliverables

- No deliverable will be provided for this task. Findings will be incorporated into Task 1.5.

Task 1.4. Evaluate Current Unaccounted for Water (Non-Revenue Water)

To assess the City's total potable water supply that is actually available for sale to customers, it is necessary to subtract from the total supply the amount of water that is not actually available for delivery ("unaccounted for water"). The safe yield of the City's water system less unaccounted for water equals the *net* safe yield of the system.

West Yost will review the City's recent water production data and water sales (billing) data to evaluate the current amount of unaccounted for water.

Task 1.4 Assumptions

- City will provide annual water production and billing data for at least the last five (5) years (2018-2022).

Task 1.4 Deliverables

- No deliverable will be provided for this task. Findings will be incorporated into Task 1.5.

Task 1.5 Prepare Technical Memorandum

West Yost will prepare a Technical Memorandum (TM) to document the update of the City's water supply safe yield estimate. West Yost will provide a draft of the TM to City staff for review and discussion. Following receipt of a consolidated set of comments, West Yost will prepare a final TM.

Task 1.5 Assumptions

- City will provide one set of consolidated comments on the draft TM.
- West Yost will attend up to two (2) City Council workshops to discuss updates to the water supply safe yield estimate (see Task 3).

Task 1.5 Deliverables

- West Yost will prepare and provide City staff with a PDF of the draft TM for review and comment.
- After addressing City comments, West Yost will provide a final TM in PDF format.

Task 2. Update Water Neutrality Policy

Under this task, West Yost will update the City's current Water Neutrality Policy. This work will be done collaboratively with City staff and based on consultation with City Council Water Ad Hoc Committee Member(s) to ensure that concerns regarding the current policy are understood and addressed, and that the City's objectives for an updated policy are achieved. West Yost will meet with City Council Water Ad Hoc Committee Member(s) at the beginning of this task to discuss concerns about the current policy and concepts for its update. The update will be conducted with the goal of conformance with the City's current municipal code, as well as documenting in the updated policy how an in-lieu retrofit fee can be used per City Municipal Code Section 13.12.030 B.

Based on discussions with City staff, West Yost will prepare an Administrative Draft of the updated policy for City review and comment. Based on comments received, a Draft of the updated policy will be prepared for the City's distribution to stakeholders for review and comment. Once all comments are received, a Final version of the updated policy will be provided to the City for adoption.

Task 2 Assumptions

- West Yost will attend one (1) two-hour meeting with City Council Water Ad Hoc Committee Member(s) (see Task 3) (assumed to be an in-person meeting).
- West Yost will attend one (1) Planning Commission meeting and up to two (2) City Council meetings to present updates to the Water Neutrality Policy (see Task 3) (assumed to be an in-person meeting).

Task 2 Deliverables

- West Yost will prepare and provide City staff with Microsoft Word versions of the Administrative Draft and Draft updated policy for City and stakeholder review and comment.
- After addressing comments, West Yost will provide the updated policy in both Microsoft Word and PDF format.

Task 3. Project Management and Meetings

Subtask 3.1 Project Management

Project management includes those general management activities that are not specific to any one task, including overall program management; coordination of activities and communication with City staff; quality control and quality assurance (QA/QC) activities; and invoicing.

The Project duration is anticipated to be approximately nine (9) months, including time for collection of needed data.

Subtask 3.2 Meetings

Project Kick-off Meeting:

- A project kick-off meeting will be held to discuss the project objectives, scope and budget, as well as data needs.

Monthly Project Status Conference Calls:

- Up to six (6) one-hour conference calls are assumed. Monthly conference calls will be initially scheduled between the West Yost project manager and the City's project manager, plus others by specific request. The virtual meetings would include a broad group to be determined, and as requested by the City.

Planning Commission and City Council Meetings:

- West Yost will assist with preparations for and attend two City Council workshops for the update of the safe yield estimate.
- West Yost will attend a meeting with City Council Water Ad Hoc Committee Member(s) to discuss proposed updates to the Water Neutrality Policy (2 hours assumed).
- West Yost will assist with preparations for and attend one Planning Commission meeting and two City Council meetings for the update to the Water Neutrality Policy.

If additional meetings or unanticipated project management activities are required, these can be provided with a corresponding budget and schedule augmentation.

Task 3 Assumptions

- City staff and City Council Water Ad Hoc Committee Member(s) will be available to participate in the proposed meetings.

Task 3 Deliverables

- West Yost will prepare agendas for in-person meetings and monthly conference calls, plus monthly invoices with a brief description of activities completed during the previous month.

PROJECT BUDGET

West Yost's proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the Scope of Services described above on a time-and-expenses basis, at the billing rates set forth in West Yost's attached 2023 Billing Rate Schedule, with a not-to-exceed budget of $124,200. Any additional services not included in this Scope of Services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Hours and Budget

Task	Level of Effort, hours	Estimated Budget, dollars
Task 1. Update Water Supply Safe Yield Estimate	266	67,200
Task 2. Update Water Neutrality Policy	88	22,000
Task 3. Project Management and Meetings	130	35,000
Total Project Hours and Budget	**484**	**$124,200**

PROJECT SCHEDULE

West Yost anticipates providing the update to the Water Supply Safe Yield Estimate within six (6) months after receiving notice to proceed and all required data and the update to the Water Neutrality Policy within three (3) months after receiving notice to proceed.

Thank you for providing West Yost the opportunity to be of continued service to the City of St. Helena. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,
WEST YOST

Elizabeth Drayer, P.E.
Vice President
RCE #46872

Vanessa Apodaca, P.E.
Senior Engineer
RCE #74824

Attachment A: West Yost 2023 Billing Rate Schedule

Attachment A

West Yost 2023 Billing Rate Schedule

2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	$338
Engineer/Scientist/Geologist Manager I / II	$319 / $334
Principal Engineer/Scientist/Geologist I / II	$288 / $307
Senior Engineer/Scientist/Geologist I / II	$259 / $272
Associate Engineer/Scientist/Geologist I / II	$215 / $231
Engineer/Scientist/Geologist I / II	$173 / $201
Engineering Aide	$101
Field Monitoring Services	$125
Administrative I / II / III / IV	$92 / $115 / $138 / $152
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	$332 / $334
Principal Tech Specialist I / II	$305 / $315
Senior Tech Specialist I / II	$279 / $291
Senior GIS Analyst	$252
GIS Analyst	$239
Technical Specialist I / II / III / IV	$178 / $203 / $228 / $254
Technical Analyst I / II	$128 / $152
Technical Analyst Intern	$103
Cross-Connection Control Specialist I / II / III / IV	$133 / $144 / $162 / $180
CAD Manager	$201
CAD Designer I / II	$156 / $176
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	$322
Construction Manager I / II / III / IV	$197 / $211 / $224 / $283
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	$172 / $191 / $213 / $221
Apprentice Inspector	$156
CM Administrative I / II	$83 / $112
Field Services	$221

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*

Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	$300 / day
Aquacalc / Pygmy or AA Flow Meter	$28 / day
Emergency SCADA System	$35 / day
Field Vehicles (Groundwater)	$1 / mile
Gas Detector	$80 / day
Generator	$60 / day
Hydrant Pressure Gauge	$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	$55 / day
Hydrant Pressure Recorder, Standard	$40 / day
Low Flow Pump Back Pack	$135 / day
Low Flow Pump Controller	$200 / day
Powers Water Level Meter	$32 / day
Precision Water Level Meter 300ft	$30 / day
Precision Water Level Meter 500ft	$40 / day
Precision Water Level Meter 700ft	$45 / day
QED Sample Pro Bladder Pump	$65 / day
Stainless Steel Wire per foot	$0.03 / day
Storage Tank	$20 / day
Sump Pump	$24 / day
Transducer Components (per installation)	$23 / day
Trimble GPS – Geo 7x	$220 / day
Tube Length Counter	$22 / day
Turbidity Meter	$30 / day
Vehicle (Construction Management)	$10 / hour
Water Flow Probe Meter	$20 / day
Water Quality Meter	$50 / day
Water Quality Multimeter	$185 / day
Well Sounder	$30 / day

* This schedule is updated annually

Regular City Council Meeting
June 13, 2023
Public Comment

Consent Item
9.6. Consideration and proposed adoption of a Resolution authorizing the City Manager to Execute a Task Order with West Yost Associates, Inc. for an amount not-to-exceed $124,200 for consulting services to assist the City with preparation of an update to the Water Neutrality Policy and the Safe Yield Analysis (FY24 CIP No. W24-08).

Comment

As elected representatives, I know you are committed to carefully evaluate expenditures of hundreds of thousands of tax payer dollars for consultants. This has been a public concern and has caused considerable debate in recent years. Your commitment to transparency in government and your desire to solicit community involvement compels me to ask why there needs to be an expenditure of $124,200 to assist the City with preparation of an update to the Water Neutrality Policy and Safe Yield Analysis. I believe this expenditure is unnecessary and both of these tasks could be performed by a citizen's task group.

Task 1 – Safe Annual Yield
In 2011, a citizen task force calculated and presented the existing Annual Safe Yield to the City Council. It was extensively reviewed numerous times by the City Staff, City Manager, Planning Commission, City Council and the public. After unanimous approval and broad public acceptance, the system has been in place and used successfully through drought and wet years since 2011 to accurately inform the city.

The three (3) water sources currently used by St Helena are the same three (3) sources used for creation of the current Safe Annual Yield.

1. Purchased Napa Water: Napa Water is purchased on contract for a fixed volume, currently 600 acre feet.
2. Stonebridge Wells: Stonebridge Wells capacity is a policy decision ranging somewhere between zero (0) acre feet and the capacity of the wells, currently 450 acre feet
3. Bell Canyon Reservoir: Only Bell Canyon requires any kind of calculation. Weather variability has a lot to do with how much water is available from Bell Canyon, but the Safe Annual Yield assumes a modified worst case scenario. There should be little to no new data. Two or three dry years in a row, combined with how Bell Canyon reservoir is managed by public works and requirements for minimum stream flow determines how to estimate the amount of water available from Bell Canyon. This will ultimately come down to a judgement call. It is not an absolute calculation requiring West Yost.
4. Unaccounted Water: Unaccounted (unbilled) water is historical data that must be provided by the City Staff to arrive at a NET Safe Annual Yield. This is not a difficult calculation. This data was partially provided by the Staff for the most recent rate study.
5. Other items that should be considered when recalculating a Safe Annual Yield, but not mentioned in the West Yost proposal.
    a. Triggers for the Water Shortage Emergency System
    b. Groundwater assumptions, i.e. Napa County groundwater recommendations.

c. Bell Canyon operating procedures and assumptions, i.e. minimum water level allowed, and/or actual current capacity vs. assumed non-silted capacity.

The Safe Annual Yield task is well within the capabilities of a citizen's task group with reasonable qualifications.

Task 2 - Water Neutrality Policy

1. As the name indicates that this will be a policy requiring a policy decision.
2. A Water Neutrality Policy is primarily a planning commission tool and does not directly impact the operation of the Water and Wastewater Enterprises.

There is quite a bit of work being done by cities nationwide and in California regarding water neutrality. Each city is unique, but the overall concept is consistent. This task is entirely in the realm of a citizen's task force. Research of other cities solutions as well as regional and national organizations will provide the necessary background to write a Water Neutrality Policy. The ultimate challenge will be getting consensus among city council and stakeholders. This requires political and policy decisions. There are some background calculations and assumptions around water use demands and use patterns, but these are quite well spelled out in national and local code requirements.

Summary

These two (2) tasks should be done primarily by a citizen's task force and not contracted to engineering consultants.

Questions for tonight's discussion

Task 1. Safe Annual Yield

1. West Yost was only peripherally involved in the 2010/2011 Safe Annual Yield calculation, so
    a. Why was West Yost chosen?
    b. Was any other firm(s) evaluated?
    c. If so, did they provide quotations for services?
    d. Did the council or staff consider a citizen task force since this was very successful previously? If YES, what were the reasons to not use a citizen task force?

Task 2. Water Neutrality Policy

2. Why was West Yost chosen to write a Policy document?
3. Was any other firm(s) evaluated?
4. If so, did they provide quotations for services?
5. Did the council or staff consider a citizen task force for this task? If YES, what were the reasons to not use a citizen task force?

Submitted by Garry Rose, Saint Helena, CA
June 13, 2023

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and proposed adoption of a Resolution authorizing the City Manager to execute a Task Order with West Yost Associates for preparation of a Recycled Water Facilities Plan (Facilities Plan) and a Planning Grant Application for a not-to-exceed cost of $211,554.**

CEQA Determination: **Exempt**

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

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

The City is interested in preparing a Facilities Plan to evaluate the potential for implementation of a recycled water project. West Yost prepared a WWTP Upgrades and Water Recycling Project Design Memorandum in May 2006 and GHD prepared a Wastewater Treatment and Reclamation Plant (WWTRP) Improvements Feasibility Study in 2017 for the City that evaluated improvements to the City's WWTRP as well as potential customers for recycled water. Since both of these studies were produced, the City has begun to upgrade its WWTRP but has not pursued nor reconsidered potential end users for recycled water, beyond the City's obligations delinated in the Farmstead Development Agreement. In addition, groundwater management, recycled water regulations, and regional drought concerns due to climate change have evolved significantly since then which greatly increases the opportunity to reuse treated water from the WWTRP.

DISCUSSION

The City owns and operates a WWTRP that produces disinfected secondary wastewater and discharges treated wastewater to agricultural spray fields and the Napa River when needed. The City is in the process of upgrading its WWTRP with a membrane bioreactor (MBR) process which will upgrade the treated wastewater quality to meet the State's

requirements for disinfected tertiary recycled water (referred to in this proposal as recycled water). The City is interested in recycling its wastewater to beneficially reuse the water locally, better meet spray field agronomic rates, and to provide a new water supply that will offset demands on the City's potable water supply. Possible recycled water use within the City includes: landscape irrigation, agricultural/vineyard irrigation, injection or other recharge into the underlying groundwater basin, surface water augmentation (indirect potable reuse), treated water augmentation (direct potable reuse), and other uses as approved in the State's Title 22 regulations. The City may also wish to consider delivering recycled water to users outside the City (e.g. the City of Napa).

The City's WWTP is permitted for operations and discharge under the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) Water Reclamation Requirements (WRR) Order No. 87-090 for effluent discharge to land and NPDES No. R2-2016-0003 to effluent to the Napa River. Treatment facilities currently include a headworks facility, advanced facultative ponds for solids collection and digestion, high-rate pond, algal settling pond, and a storage/maturation pond prior to chlorine disinfection and discharge to the Napa River or agricultural spray fields.

State and federal agencies are investing in projects that expand water supply resources and help to build reliable, sustainable water projects, including recycled water. Planning grants from the State Water Resources Control Board (SWRCB) are available to support the preparation of recycled water feasibility studies such as the City's Facilities Plan. Planning grants are available at up to 50 percent of the total planning cost up to a maximum grant amount that is approved annually by the SWRCB with adoption of the state fiscal year Intended Use Plan (IUP). The current maximum allowable grant award is up to $500,000 as set forth in the 2022/23 IUP. A fifty percent local match is required for grants.

West Yost has proposed to update our recycled water master (facilities) plan (Exhibit A) as well as prepare and submit the Planning Grant application from the SWRBC to help offset the costs. This Plan will be prepared to serve as the City's backbone document in positioning for future state and federal grant and low interest loan opportunities if the City chooses to move forward with a recycled water project.

FISCAL IMPACT

The proposed project to prepare both a Recycled Water Facilities Plan (Facilities Plan) and an optional Planning Grant Application will help the City understand our options for producing recycled water and how best to move forward for a not-to-exceed fee of $211,554. The proposed Fiscal Year 2023-24 Budget includes a Capital Improvement Program budget for this project (FY24 CIP No. S24-04) for $500,000.

RECOMMENDED ACTION

It is recommended that the City Council adopt the attached resolution authorizing the issuance of a Task Order for West Yost for a total not-to-exceed cost of $211,554.

ATTACHMENTS
20230606 Draft Resolution Water Facilities Plan
LP - 705 - Recycled Water Master Planv2 - 230417 - ch

CITY OF ST. HELENA

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH WEST YOST ASSOCIATES TO PREPARE A RECYCLED WATER FACITLIES PLAN AND A PLANNING GRANT APPLICATION FOR AN AMOUNT NOT-TO-EXCEED $211,554

RECITALS

A. The City is interested in preparing a Facilities Plan to evaluate the potential for implementation of a recycled water project.

B. West Yost prepared a WWTP Upgrades and Water Recycling Project Design Memorandum in May 2006 and GHD prepared a Wastewater Treatment and Reclamation Plant (WWTRP) Improvements Feasibility Study in 2017 for the City that evaluated improvements to the City's WWTRP as well as potential customers for recycled water.

C. Since both of these studies were produced, the City has begun to upgrade its WWTRP but has not pursued nor reconsidered potential end users for recycled water beyond obligations delineated in the Farmstead Development Agreement.

D. Groundwater management, recycled water regulations, and regional drought

concerns due to climate change have evolved significantly since then which greatly increases the opportunity to reuse treated water from the WWTRP.

E. The proposed project to prepare both a Recycled Water Facilities Plan (Facilities Plan) and an optional Planning Grant Application will help the City understand our options for producing recycled water and how best to move forward.

RESOLUTION

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

Authorizes the City Manager to execute a Task Order with West Yost Associates for preparation of a Recycled Water Facilities Plan (Facilities Plan) and a Planning Grant Application for a not-to-exceed cost of $211,554

Approved at a Regular Meeting of the St. Helena City Council on June 13, 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

WEST YOST
Water. Engineered.

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Suite 100
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530.756.5905 phone
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April 17, 2023 SENT VIA: EMAIL

Mr. Joe Leach
Public Works Director
City of St. Helena
1480 Main Street
St. Helena, CA 94574

SUBJECT: Proposal for Engineering Services for the City of St. Helena to Prepare a Recycled Water Facilities Plan and Planning Grant Application

Dear Mr. Leach:

The purpose of this letter proposal is to provide the City of St. Helena (City) with a proposal for preparation of a Recycled Water Facilities Plan (Facilities Plan) and an optional Planning Grant Application.

BACKGROUND

The City is interested in preparing a Facilities Plan to evaluate the potential for implementation of a recycled water project. West Yost prepared a *WWTP Upgrades and Water Recycling Project Design Memorandum* in May 2006 and GHD prepared a *Wastewater Treatment and Reclamation Plant (WWTRP) Improvements Feasibility Study* in 2017 for the City that evaluated improvements to the City's WWTRP as well as potential customers for recycled water. Since both of these studies were produced, the City has begun to upgrade its WWTRP but has not pursued nor reconsidered potential end users for recycled water. In addition, groundwater management, recycled water regulations, and regional drought concerns due to climate change have evolved significantly since then which greatly increases the opportunity to reuse treated water from the WWTRP.

The City owns and operates a WWTRP that produces disinfected secondary wastewater and discharges treated wastewater to agricultural spray fields and the Napa River when needed. The City is in the process of upgrading its WWTRP with a membrane bioreactor (MBR) process which will upgrade the treated wastewater quality to meet the State's requirements for disinfected tertiary recycled water (referred to in this proposal as recycled water). The City is interested in recycling its wastewater to beneficially reuse the water locally, better meet spray field agronomic rates, and to provide a new water supply that will offset demands on the City's potable water supply. Possible recycled water use within the City includes: landscape irrigation, agricultural/vineyard irrigation, injection or other recharge into the underlying groundwater basin, surface water augmentation (indirect potable reuse), treated water augmentation (direct potable reuse) and other uses as approved in the State's Title 22 regulations. The City may also wish to consider delivering recycled water to users outside the City (e.g. the City of Napa).

The City's WWTP is permitted for operations and discharge under the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) Water Reclamation Requirements (WRR) Order No. 87-090

for effluent discharge to land and NPDES No. R2-2016-0003 to effluent to the Napa River. Treatment facilities currently include a headworks facility, advanced facultative ponds for solids collection and digestion, high-rate pond, algal settling pond, and a storage/maturation pond prior to chlorine disinfection and discharge to the Napa River or agricultural spray fields.

State and federal agencies are investing in projects that expand water supply resources and help to build reliable, sustainable water projects, including recycled water. Planning grants from the State Water Resources Control Board (SWRCB) are available to support the preparation of recycled water feasibility studies such as the City's Facilities Plan. Planning grants are available at up to 50 percent of the total planning cost up to a maximum grant amount that is approved annually by the SWRCB with adoption of the state fiscal year Intended Use Plan (IUP). The current maximum allowable grant award is up to $500,000 as set forth in the 2022/23 IUP. A fifty percent local match is required for grants.

Feasibility studies funded by the SWRCB should adhere to the SWRCB's Water Recycling Funding Program Guidelines recommended report outline, as follows:

- Project area
- Water supply characteristics and facilities
- Wastewater characteristics and facilities
- Treatment objectives for discharge and reuse
- Recycled water market
- Construction financing plan and revenue program
- Project alternative analysis
- Recommended project
- Appendices

This Facilities Plan will be prepared to serve as the City's backbone document in positioning for future state and federal grant and low interest loan opportunities if the City chooses to move forward with a recycled water project. Through the SWRCB the maximum allowable grant award is $15,000,000 with a 65 percent cost share requirement. Federal funding programs, like the Federal Bureau of Reclamation's (BOR's) Title XVI program, may require additional elements to supplement the Facilities Plan to meet their Feasibility Study Report requirements. The specific efforts required will depend on what federal funding sources are identified as viable options for the City and the requirements of those programs. Applying for construction grants is not included with this proposal, however, West Yost is available to provide assistance as needed.

This proposal assumes that the City will apply for a planning grant for development and preparation of the Facilities Plan but the preparation of a grant application is an optional task for which the City may or may not elect to proceed. If the City decides to authorize this optional task, West Yost will fast track the preparation of the planning grant application. The SWRCB will not retroactively fund costs incurred prior to an eligibility date to be established in their funding agreement. Therefore, the Facilities Plan effort will not begin until the City receives a funding agreement if the City would like to receive maximum grant funding for this effort. Typically, it can take between 6-8 months for the SWRCB to issue an agreement for planning grants. Preparation of a planning grant is not eligible for reimbursement from the grant program. The scope and schedule reflect a pause in the proposed work effort to allow for execution of the grant agreement.

SCOPE OF SERVICES

The scope of services for this project includes the following tasks:

- Task 1. Project Management and Kick-off Meeting
- Task 2. Planning Grant Application
- Task 3. Recycled Water Market Assessment
- Task 4. Distribution System Analysis
- Task 5. Construction Financing Plan and Revenue Program
- Task 6. Recycled Water Facilities Plan
- Task 7. Stakeholder Engagement

Task 1. Project Management and Kick-off Meeting

Task 1.1 Project Management

West Yost will perform project management duties including coordination with the City's Project Manager review of project schedule and budget, and preparation of monthly work summary reports. The West Yost project manager will coordinate with West Yost project team so that the project work is progressing in accordance with the scope, schedule, and budget, West Yost's Quality Assurance/Quality Control (QA/QC) policy requires all work products to be reviewed at the principal level prior to submittal to the City, QA/QC of work products is included with each task.

Task 1.2 Project Kick-off Meeting

Upon receiving Notice to Proceed, West Yost will coordinate and participate in a project kick-off meeting with the City's project team. Prior to the meeting, West Yost will distribute a list of information that will be reviewed and requested with the City during the meeting.

The main purpose of the kick-off meeting will be to discuss:

- The SWRCB's planning loan application,
- Preparation of the Recycled Water Facilities Plan,
- Review the West Yost information request, and
- Detailed schedule for the preparation of the Recycled Water Facilities Plan.

Task 1 Assumptions

- West Yost Project Manager will meet with the City's Project Manager once per month to discuss project progress, schedule and budget.
- All meetings are assumed to be virtual.

Task 1 Deliverables

- West Yost will prepare the kick-off meeting summary notes.
- West Yost provide monthly invoices including a summary of work completed during the invoice period.

Task 2. Planning Grant Application (optional but recommended)

West Yost will prepare a planning grant application for the SWRCB's Water Recycling Funding Program. To initiate the application process, West Yost will prepare a list of information needed from the City to complete the application. This list will be reviewed with the City during the Project Kick-off meeting.

The planning grant application consists of the following components:

- Completion of a six-page application
- Application attachments
  - Plan of Study that addresses the fourteen areas specified in the application
  - Authorizing Resolution/Ordinance
  - Certification for Compliance with Water Metering
  - Water Conservation and Water Management Certification Form
  - Relevant Service, Management, Operating, or Joint Powers Agreements

West Yost will prepare a draft of the grant application and attachments for City review and comment. West Yost will incorporate City review comments into the final application. West Yost will submit the final application to the SWRCB's Division of Financial Assistance on behalf of the City using the SWRCB's Financial Assistance Application Submittal Tool (FAAST) electronic submittal system, West Yost will coordinate with the SWRCB staff on the City's behalf to facilitate application review and receive questions that may arise during the application review process. West Yost will coordinate with the City as needed to prepare responses to inquiries from the SWRCB.

Task 2 Assumptions

- The City will provide supporting information for grant application as identified by West Yost during the project kick-off meeting.
- The City will be responsible for providing the Council approved Authorized Resolution/Ordinance.

Task 2 Deliverables

- West Yost will prepare the draft application and attachments (electronic copy only).
- West Yost will prepare the final application and attachments (electronic copy only).

Task 3. Recycled Water Demand Assessment

West Yost will conduct a recycled water demand assessment to identify potential recycled water use sites and estimate demands. The assessment will focus on first identifying potential existing and future sites in the vicinity of the proposed recycled water storage and pumping facilities and then expanding into adjacent areas within City limits. The assessment will focus on existing large landscape areas that can be converted to recycled water irrigation and landscaping of future planned development, agricultural and vineyard sites that may be interested in recycled water, injection or other recharge into the underlying groundwater basin, surface water augmentation (indirect potable reuse), and treated water augmentation (direct potable reuse).

In coordination with the City, West Yost will conduct virtual meetings with potential recycled water customers to gage interest in recycled water use and will meet with potential customers to discuss recycled water interest. This scope includes budget for meeting in-person with multiple potential customers over two days.

The steps to complete this task include:

- Identify and map (using GIS) potential customers by confirming existing irrigation customers in the project area, reviewing the City's planned development for the project area, and reviewing satellite images using Google maps
- In coordination with the City, identify potential agricultural/vineyard users
- Review customer water use data and irrigation meter data from three years (2020-2022) for sites identified in this task
- Develop estimated outdoor water use for planned development
- Estimate average recycled water demands for other uses that are identified (as appropriate)
- Calculate peak delivery requirements

West Yost will present and discuss the methodology and results of the assessment in a workshop with the City (Workshop #1).

Task 3 Assumptions

- City will provide historical daily irrigation meter use data for sites located in the project area.
- City will provide GIS file showing location of existing potable water irrigation accounts in the project area.
- City will provide estimated irrigated acreages in planned development within the study area.
- The workshop is assumed to be virtual.

Task 3 Deliverables

- West Yost will provide maps and tables describing the identified water demands.
- West Yost will prepare an agenda and Power Point presentation for recycled water demand assessment workshop.
- West Yost will prepare notes from recycled water demand assessment workshop.

Task 4. Distribution System Analysis

West Yost will identify a phased conceptual distribution system alignment and strategy to serve recycled water customers identified in the Recycled Water Demand Assessment. A preliminary hydraulic assessment will be prepared for purposes of sizing the distribution system. The required distribution pump station capacity for each phase will also be identified. Activities under this task include:

- Develop distribution system alignment alternatives. Alternatives will be developed to target potential high recycled water use sites while optimizing the distribution system.
- Develop a phased approach to expanding the distribution system to reach use sites.
- Develop a hydraulic model to determine minimum required pipe diameters and to identify pumping needs.
- Identify pumping and storage needs.
- Develop a planning level conceptual cost estimate for each phase. These estimates will include construction, operation and maintenance (O&M), repair and replacement, and life cycle costs.
- One workshop with City staff to review distribution system phasing strategy (Workshop #2). It is anticipated that the City will confirm the proposed phasing approach during the workshop.

Task 4 Assumptions

- West Yost will develop a preliminary model of the recycled water system.
- Up to three distribution alignment alternatives will be developed.
- City will provide O&M costs for potable system for use in estimating recycled water O&M costs.
- City will provide recent cost data for potable water pipeline projects to be used for reference when developing distribution system cost estimates.
- The workshop is assumed to be virtual.

Task 4 Deliverables

- West Yost will provide maps and tables describing the distribution system analysis.
- West Yost will prepare an agenda and PowerPoint presentation for distribution system workshop.
- West Yost will provide notes from distribution system workshop.

Task 5. Financing Plan and Revenue Program

West Yost will work with the City to develop a financing plan that demonstrates the City's plan for funding construction and operation of a recycled water project. Various funding sources will be considered including state and federal grants and loans, developer and connection fees, and potential partnerships. In coordination with the City, West Yost will also develop a preliminary revenue program for inclusion in the Facilities Plan.

Task 5 Assumptions

- City will work with West Yost in developing a financing plan and revenue program.

Task 5 Deliverables

- West Yost will prepare a draft financing plan and preliminary revenue program in Microsoft Word format.
- West Yost will prepare a revised financing plan in Microsoft Word format.

Task 6. Recycled Water Facilities Plan

West Yost will develop a Recycled Water Facilities Plan that will provide sufficient detail and analysis to support applications to the SWRCB and federal funding programs.

The Facilities Plan will summarize information developed in analysis of storage and pumping facilities, the recycled water use assessment, descriptions of the proposed distribution system strategy, the ancillary facilities assessment, evaluation criteria, cost estimates, and future actions that the City will need to take for project implementation.

This scope assumes one conference call to review the draft report and discuss City comments.

Task 6 Assumptions

- This scope of work does not include preparation of environmental documentation needed for compliance with CEQA laws and as required for state and federal construction funding.

Task 6 Deliverables

- West Yost will provide a draft Facilities Plan in electronic format to the City for review.
- West Yost will provide a revised Facilities Plan in electronic format to the City for review.
- West Yost will provide a final Facilities Plan in electronic format.

Task 7. Stakeholder Engagement

West Yost team members will be available to present and discuss the project with community stakeholders. For purposes of this scope a total of three meetings with presentations are assumed to various groups – including one presentation to the City Council and one presentation to the City's Planning Commission. All meetings are assumed to be virtual. Other stakeholder engagement tasks may include coordinating with Napa County on groundwater recharge opportunities and meeting with various potential recycled water customers.

Task 7 Assumptions

- Three presentations to stakeholder groups, including the City Council and City Planning Commission, are assumed. All meetings are assumed to be virtual.

Task 7 Deliverables

- West Yost will prepare both a draft and final PowerPoint presentation.

PROJECT BUDGET

West Yost's proposed level of effort and budget for each of the tasks described above is shown in Table 1. West Yost will perform the scope of services described above on a time-and-expenses basis, at the billing rates set forth in West Yost's attached 2023 Billing Rate Schedule, with a not-to-exceed budget of $211,554. Any additional services not included in this scope of services will be performed only after receiving written authorization and a corresponding budget augmentation.

Table 1. Estimated Project Hours and Budget

Task	Level of Effort, hours	Estimated Budget, dollars
Task 1. Project Management	96	26,990
Task 2. Planning Grant Application*	54	12,623
Task 3. Market Assessment	122	29,454
Task 4. Distribution System Analysis	185	42,975
Task 5. Financing Plan and Revenue Program	51	15,502
Task 6. Recycled Water Facilities Plan	290	68,722
Task 7. Stakeholder Engagement	60	15,288
Total Project Hours and Budget	**858**	**$211,554**

* Not available for 50 percent reimbursement from SWRCB planning grant.

SCHEDULE

West Yost anticipates beginning work following Notice to Proceed (NTP). The anticipated total schedule for completion of the Facilities Plan is 18 months. Workshops and review periods are included in the 18-month project duration. A detailed schedule will be developed upon start of the project.

Thank you for providing West Yost the opportunity to be of continued service to the City. We look forward to working with you on this important project. Please call if you have any questions or require additional information.

Sincerely,
WEST YOST

Monique Day, PE
Project Manager
RCE #69793

Tom West, PE
Water Sector Manager

Attachment A: West Yost 2023 Billing Rate Schedule

Attachment A

West Yost 2023 Billing Rate Schedule

2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*

POSITIONS	LABOR CHARGES (DOLLARS PER HOUR)
ENGINEERING	
Principal/Vice President	$338
Engineer/Scientist/Geologist Manager I / II	$319 / $334
Principal Engineer/Scientist/Geologist I / II	$288 / $307
Senior Engineer/Scientist/Geologist I / II	$259 / $272
Associate Engineer/Scientist/Geologist I / II	$215 / $231
Engineer/Scientist/Geologist I / II	$173 / $201
Engineering Aide	$101
Field Monitoring Services	$125
Administrative I / II / III / IV	$92 / $115 / $138 / $152
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	$332 / $334
Principal Tech Specialist I / II	$305 / $315
Senior Tech Specialist I / II	$279 / $291
Senior GIS Analyst	$252
GIS Analyst	$239
Technical Specialist I / II / III / IV	$178 / $203 / $228 / $254
Technical Analyst I / II	$128 / $152
Technical Analyst Intern	$103
Cross-Connection Control Specialist I / II / III / IV	$133 / $144 / $162 / $180
CAD Manager	$201
CAD Designer I / II	$156 / $176
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	$322
Construction Manager I / II / III / IV	$197 / $211 / $224 / $283
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	$172 / $191 / $213 / $221
Apprentice Inspector	$156
CM Administrative I / II	$83 / $112
Field Services	$221

- Hourly rates include Technology and Communication charges such as general and CAD computer, software, telephone, routine in-house copies/prints, postage, miscellaneous supplies, and other incidental project expenses.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

* This schedule is updated annually

2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*

WEST YOST
Water. Engineered.

Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	$300 / day
Aquacalc / Pygmy or AA Flow Meter	$28 / day
Emergency SCADA System	$35 / day
Field Vehicles (Groundwater)	$1 / mile
Gas Detector	$80 / day
Generator	$60 / day
Hydrant Pressure Gauge	$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	$55 / day
Hydrant Pressure Recorder, Standard	$40 / day
Low Flow Pump Back Pack	$135 / day
Low Flow Pump Controller	$200 / day
Powers Water Level Meter	$32 / day
Precision Water Level Meter 300ft	$30 / day
Precision Water Level Meter 500ft	$40 / day
Precision Water Level Meter 700ft	$45 / day
QED Sample Pro Bladder Pump	$65 / day
Stainless Steel Wire per foot	$0.03 / day
Storage Tank	$20 / day
Sump Pump	$24 / day
Transducer Components (per installation)	$23 / day
Trimble GPS – Geo 7x	$220 / day
Tube Length Counter	$22 / day
Turbidity Meter	$30 / day
Vehicle (Construction Management)	$10 / hour
Water Flow Probe Meter	$20 / day
Water Quality Meter	$50 / day
Water Quality Multimeter	$185 / day
Well Sounder	$30 / day

* This schedule is updated annually

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration of a proposed Resolution authorizing the City Manager to execute three Professional Service Agreements to provide engineering support and augmentation services for Public Works with West Yost Associates, Coastland Civil Engineering, LLP, and Cal Engineering & Geology, a Division of Haley & Aldrich with each contract including an amount not-to-exceed $100,000.**

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

With the anticipated adoption of the FY2023/24 Capital Improvement Program and a number of City Council adopted Goals, the Public Works workplan for the next fiscal year is the largest in recent memory. To accomplish the robust proposed workplan, supplemental professional services are needed to bring the volume of projects to fruition. Given the recent challenges related to staffing, this item is requesting to engage three firms for engineering support, project development/delivery, and/or owner-representative services, based on the needs of each project.

DISCUSSION

Informal requests were solicited and received from each of the three companies based on their respective specialties and past experience with staff and the City. Each response was reviewed and evaluated based upon overall project experience, technical competency of the firm's key personnel, and willingness to agree to the terms of the City's standard Professional Services Agreement. All three proposed vendors have areas of

specialty or knowledge of the City of St. Helena infrastructure that will be critical to assist with bringing planned projects to completion and on schedule.

Cal Engineering & Geology a Division of Haley & Aldrich/Coastland Civil Engineering, LLP

Both Cal Engineering & Geology and Coastland Civil Engineering provide full-service engineering and construction management services such as capital project design for sewer, water, storm drain, transportation (including pavement and roadway design, pedestrian safety and bicycle facilities); project/program management; development review; encroachment permit processing; construction management and inspection; and program/project management of projects in coordination with other consultants. Coastland Civil Engineering has been contracting with the City since 1991 and Cal Engineering specializes in City Traffic Engineering, CIP projects, design, as well as plan and map review.

West Yost Associates

West Yost has been the City's contracted engineering support consultant with specialized knowledge of its water and wastewater systems and brings a range of expertise to the City of St. Helena. Public Works' water and wastewater operations routinely need engineering support for the City's water and wastewater systems. The 2021 Integrated Utility Master Plan (IUMP) highlights needed improvements throughout the water/wastewater systems. Public Works requested a proposal from West Yost to support the on-going need for water and wastewater specific support, starting with confirmation of the IUMP's short-term projects (next five years). The initial effort will focus on tailoring the hydraulic model to specific service areas to confirm capacity deficiencies and recommend detailed improvements.

FISCAL IMPACT

The proposed FY 2023-24 Public Works budget includes $400,000 for On-Call Engineering and Support Services, $300,000 for Plan Check/Design Review and Map check services and $25,000 for Traffic Engineering Support, split among General Fund, Water Enterprise, and Wastewater Enterprise. It is anticipated that subsequent Task Orders will be issued to each firm with the specified scope/fee and funding source. This is illustrated by a separate agenda item on this June 13, 2023 Council Agenda seeking authorization to issue a Task Order to West Yost to update the Safe Yield Analysis and Water Neutrality Policy. Costs associated with work by these three firms will be negotiated on a case-by-case basis and funded by each Capital Improvement Program project's approved budget or through the Public Works Administration budget. This ensures that staff can manage costs, project's scope, and delivery schedule.

RECOMMENDED ACTION

Adopt the attached Resolution.

ATTACHMENTS

20230606 Draft Resolution Engineering Support Services
20230613 PSA Cal Engineering On call Services Contract
20230613 Cal Engineering On Call Proposal
20230613 PSA Coastland On call Services Contract
20230613 Coastland On Call Proposal
20230613 PSA West Yost On Call Engineering Services Contract
20230613 West Yost On Call Proposal

CITY OF ST. HELENA

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH WEST YOST ASSOCIATES, COASTLAND CIVIL ENGINEERING, LLP AND CAL ENGINEERING & GEOLOGY, A DIVISION OF HALEY & ALDRICH WITH EACH CONTRACT INCLUDING AN AMOUNT NOT-TO-EXCEED $100,000.

RECITALS

A. With the anticipated adoption of the FY2023/24 Capital Improvement Program and a number of City Council adopted Goals, the Public Works workplan for the next fiscal year is the largest in recent memory.

B. To accomplish the robust proposed workplan, supplemental professional services are needed to bring the volume of projects to fruition.

C. Given the recent challenges related to recruitment of qualified technical staff, this item is requesting to engage three firms for engineering support, project development/delivery and/or owner-representative services, based on the needs of each project.

RESOLUTION

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

Authorizes the execution of three Professional Service Agreements to provide engineering support and augmentation services for Public Works with West Yost Associates, Coastland Civil Engineering, LLP and Cal Engineering & Geology, a Division of Haley & Aldrich with each contract including an amount not-to-exceed $100,000 with contracts and scopes attached to this resolution.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 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:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 13, 2023 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Cal Engineering & Geology, a Division of Haley & Aldrich (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as On-Call Municipal Public Works and Engineering Services.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $100,000.00 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

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

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

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

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs)

(collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

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

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

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any

elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

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

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

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

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

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

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and

harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years

after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

To City: City Manager
1088 College Avenue
St. Helena, California 94574

To Consultant: Scott Alman, PE, QSD.
Sr. Principal Engineer
785 Ygnacio Valley Road
Walnut Creek, California 94596

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed

after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name: Scott Alman, PE, QSD.
Title: Sr. Principal Engineer

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney



STATEMENT OF QUALIFICATIONS

MUNICIPAL ENGINEERING CONSULTING SERVICES

18 APRIL 2023

Prepared for
City of Saint Helena, Public Works Department
Attn: Joe Leach, PE
Public Works Director
1572 Railroad Ave.
Saint Helena, California 94574

Prepared by
Cal Engineering & Geology,
a Division of Haley & Aldrich
785 Ygnacio Valley Road
Walnut Creek, California 94596

CAL ENGINEERING & GEOLOGY
785 Ygnacio Valley Road | Walnut Creek | CA 94596
6455 Almaden Expwy., Suite 100| San José | CA 95120
23785 Cabot Blvd., Suite 321 | Hayward | CA 94545
www.caleng.com

1. Cover Letter

18 April 2023

Joe Leach, P.E.,
Public Works Director
City of St. Helena
1088 College Avenue
St. Helena, California 94574

RE: Statement of Qualifications to provide Municipal Engineering Consulting Services to the City of Saint Helena

Dear Mr. Leach:

The City of St. Helena is a unique community among California communities. Its beautiful wine country setting, traditional American values, and family-oriented culture make Saint Helena a favored place to live in Napa County and California in general.

Cal Engineering & Geology, a division of Haley & Aldrich (CE&G/H&A) shares the same core values as St. Helena. CE&G/H&A is passionate about enhancing the quality of life in the cities we serve. CE&G/H&A provides a deep bench of professional services, experience, and "pragmatic expertise™" to our clients, and we do it with personal "Small Town" service and attention to detail. At CE&G/H&A we immerse ourselves in the communities we serve. We enjoy long-term relationships with most, if not all, of our clientele, many of whom become personal friends. As an example, Scott Alman has an ongoing professional relationship with Director of Public Works, Joe Leach, based on ten years of working together in various public agencies, namely the cities of Dixon and Richmond.

As our client's "trusted advisors" CE&G/H&A is "here-to-help" with anything City Engineer related. CE&G brings Saint Helena the following benefits:

- **Personal Service.** CE&G/H&A's Walnut Creek office at 785 Ygnacio Valley Road is less than 60 miles, and 75-minutes from Saint Helena's City Hall at 1088 College Avenue. CE&G/H&A staff can be in City Hall within 75-minutes.

- **Exceptional Resources – Pragmatic Expertise™.** CE&G/H&A's Municipal Services Group is a clearinghouse for "all-things-City-Engineering." From interim staff augmentation in City Hall to providing contract City Traffic Engineering and City Surveyor services reviewing and signing maps and other record documents, to program management of large and complex programs and projects to field inspection of public improvements, to preparation of the annual Captial Improvement Program in PlanIt or other platform to the engineering design of capital improvements, to plan and map reviews of new developments to management and annual administration of special districts and GHADs.

CAL ENGINEERING & GEOLOGY
785 Ygnacio Valley Road | Walnut Creek | CA 94596
6455 Almaden Expwy., Suite 100| San José | CA 95120
23785 Cabot Blvd., Suite 321 | Hayward | CA 94545
www.caleng.com

CE&G/H&A's Municipal Services Group emulates a City Engineering Department with CA licensed Civil Engineers, CA licensed Traffic Engineers, and CA Professional Land Surveyors providing programatic expertise and management for the following programs:

City Engineer

- Budget/Funding
- Capital Improvement Program (PlanIt)
- Encroachment Permit Program
- Development Entitlement
- Plan Review, Comment, and Approval (Capital and Development)
- PW Inspection (Capital and Development)
- Pavement Preservation Program (StreetSaver®, HUTA, RMRA, Measures)
- City Standards and Details
- NPDES/Stormwater Compliance
- Utilities
- Grant Management
- Asset Management
- CEQA/NEPA Clearance
- Emergency Response
- Emergency Planning & Response/Tabletop Exercises
- Staff Augmentation

City Traffic Engineer

- Traffic Safety Committee (Citizen Concerns)
- Regional Congestion Mitigation and Funding
- Speed Surveys and Certifications
- Signal Timing
- Review, Comment, Approval and Inspection of Traffic Control Plans and Controls (Encroachments, Capital, and Development)
- Traffic Calming and Ped/Bike Safety

City Surveyor

- Map Review, Comment, and Approval
- Record Document Review, Comment, and Approval

CE&G/H&A teams with the following subconsultants to enhance the services we provide to our municipal clientele:

- William K. Faisst, Consulting Engineer to enhance the services we can provide to water purveyors. Dr. Bill Faisst was the mainstay of Brown & Caldwell's water practice until stepping out onto his own to provide boutique style water consulting services to his long-term clientele.

- Carolyn Harshman and her firm Emergency Planning Consultants (EPC) to provide as-needed long term emergency planning services typically in the form of preparation or updates to your Local Hazard Mitigation Plan.

- WRA Environmental Consultants works at the direction of Matthew Feske supporting capital improvement and other city projects requiring CEQA and/or NEPA clearance. Typically, these are in the form of a CEQA categorical exemption, or a NEPA categorical exclusion for Federally funded projects.

CE&G/H&A provides the expertise and experience to assist St. Helena with any assignment, no matter how large and complex or small. CE&G/H&A employs more than 900 professionals, including registered civil engineers, registered Traffic Engineers, licensed Land Surveyors, and Environmental Engineers. Our registered professionals are supported by project and staff-level engineers, geologists, technicians, certified UAS pilots, CADD/GIS specialists, and administrative support personnel.

Respectfully Submitted,

CAL ENGINEERING & GEOLOGY, INC., A division of Haley Aldrich

Scott Alman, PE, QSD., Sr. Principal Engineer
785 Ygnacio Valley Road | Walnut Creek, California 94596 | 925.433.2321 | salman@haleyaldrich.com

2. Firm Description

HISTORY

Cal Engineering & Geology, Inc. (CE&G) is a full-service municipal consulting, civil design, and geotechnical consulting firm with offices in Walnut Creek, San José, and Hayward. The Hayward office is co-located with our geotechnical testing laboratory. CE&G provides municipal engineering, staff augmentation, program and project management, civil design, development entitlement and project review, structural engineering, peer, plan, & map reviews, and related engineering consulting, to municipal clients throughout California. CE&G has provided a contract City Engineer/Utilities Director, Interim Assistant City Engineer, staff augmentation services, Contract City Surveyor, and City Traffic Engineer. CE&G has worked together with local public agency professionals to complete more than 300 improvement projects including capital improvement programs, multi-year pavement preservation programs, emergency slope stabilizations, road widening, flood control facilities, sanitation facilities, trails, parks, creek bank stabilizations and restoration, community buildings, and embankment dam and levee projects.

Integrating CE&G's "personal touch" services with the vast resources of Haley & Aldrich (H&A) to meet your goals.

In January 2023, CE&G was acquired by H&A. With this acquisition, CE&G integrated fully into H&A with complete access to the vast resources of a nation-wide consulting firm with 900 staff members in 35+ offices. The more than 91 professional staff in our local Bay Area offices allow us to tailor recommendations with local knowledge. Every project manager has access to ample personnel and resources, enabling us to respond to client needs quickly, efficiently, and effectively.

H&A professional staff provide our clientele with the depth and breadth of municipal services to comprehensively handle any anticipated, or unanticipated, project assigned under this On-Call Engineering Consulting Services contract.

CE&G/H&A offer their clientele access to expert technical resources with an integrated, collaborative, and creative problem-solving approach.

Established in 1957, H&A was the first geotechnical engineering practice in New England and has since expanded its footprint. At the forefront of emerging environmental regulations in the late 1970s and early 1980s, H&A's practice grew to encompass environmental compliance, site assessment, and remediation. Now in our 61st year, H&A has retained our practical approach to engineering and construction projects by integrating the geotechnical and environmental investigations for optimum data collection and reporting, combining complex site remediation with the realities of project design and construction.

H&A has an unparalleled history of striving to understand the unique needs and challenges of our clients and helping them succeed. We have built a reputation for developing thoughtful and cost-efficient solutions to complex issues with sensitivity to impacts on neighbors and adjacent properties.

H&A is experienced with collaborative design processes and Lean project delivery. Lean thinking – a philosophy focused on reducing waste, enhancing value and respecting people – and a collaborative working environment are embedded in our culture, regardless of the services we are providing. We are committed to delivering long-term value efficiently for our clients, no matter how straightforward or complex the challenge.

3.Fee Schedule

The following hourly rate schedule represents the Haley & Aldrich standard company rates for 2023. Indidivudal hourly rates can be negotiated per professional or specific task on a task order by task order basis.

FEES FOR SERVICES

Fees for services will be based on the time worked on the project by staff personnel plus reimbursable expenses. The fee will be computed as follows.

1. Labor related fees will be computed based on personnel billing rates in effect at the time the services are performed. Personnel billing rates are subject to revision on, or about, 1 January and 1 July of each year. The hourly rates are fully inclusive of fringe benefits, burden, and fee. Current rates are provided in the table below.

Classification	*Hourly Rate*
Project Support	*$130*
Technician	*$130*
Project Technician	*$141*
Senior Technician	*$151*
Project Controls	*$172*
Staff Professional 1	*$182*
Staff Professional 2	*$191*
Project Professional	*$214*
Technical Specialist	*$225*
Project Manager / Senior Technical Specialist	*$236*
Senior Project Manager / Technical Expert	*$296*
Program Manager / Senior Technical Expert	*$359*
Principal	*$422*

2. Pre-trial conferences, depositions, and expert testimony will be billed at one and one-half (1.5) times the rates quoted above.
3. Second and Third Shift, Weekend, and Holiday hours will be billed at $40/hour premium. Second and Third Shifts are those starting between 4 PM and 4 AM.
4. Field visits will be billed at 4-hour minimum; night shifts will be billed at 8-hour minimum. Cancellation of scheduled night shift within 24 hours will be charged the full 8 hours.
5. Direct non-salary expenses will be billed at our cost plus fifteen (15) percent, except for employee vehicle use which will be billed at IRS allowed mileage rates.
6. General project-related expenses such as mobile phone expenses (including mobile app fees); in-house reproduction; printing costs for reports, drawings, and other project records; mail and overnight document delivery; and long-term electronic and paper document storage will be billed as a general communication fee at a rate of four (4) percent of the labor charges.
7. Subcontractors will be billed at our cost plus fifteen (15) percent.

4. Professional Services Agreement/Insurance

Comments will be forthcoming based on H&A's review of a submitted Standard Master Services Agreement.

5. Firm Qualifications

SUMMARY OF QUALIFICATIONS

CE&G/H&A understands what it takes to provide on-call services to Bay Area communities. For 29 years, CE&G has worked closely with many public works, engineering, and planning staff on precisely the types of projects expected to be part of the City of Saint Helena's engineering project management services needs. Our municipal engineering experience and local geotechnical knowledge have enabled CE&G to develop a solid, effective, and pragmatic approach to these services. Key to our approach is the recognition of the needs and concerns of various stakeholders on every public project. Careful examination of the needs of each specific project leads to the development and implementation of reasonable and appropriate scopes of work with well-defined tasks. CE&G has used this approach to successfully manage and complete award-winning projects for nearly three decades.

As a combined firm, CE&G/H&A has an established, local track record in performing on-call and project-specific support services for public agencies including::

- Pittsburg since 2015
- Oakley since 2015
- Concord since 2000
- Dublin since 2006
- Lafayette since 1993
- Martinez since 1998
- Moraga since 1993
- Oakland since 2002
- Orinda since 2002
- San Ramon since 2009
- Vallejo since 2011
- Alameda County since 1995
- Contra Costa County since 2005
- Santa Clara Valley Water since 2014
- Dixon since 2021
- San Jose ongoing
- Oakland ongoing
- Port of Oakland ongoing
- Palo Alto ongoing
- San Francisco Int'l Airport (SFIA/SFO) ongoing

Because of our experience with on-call service contracts, CE&G has become adept at dealing with numerous large and small projects. Our typical projects range from short-term $2,000 assignments for which we provide limited specialized design assistance to longer-term $300,000+ projects for which we complete a variety of tasks. Our experience with such disparate-sized projects has enabled us to be flexible in staffing on-call service projects. It is rare for us to encounter a situation where one of our professional staff is unavailable because they are committed long-term to another project. The variety of projects we have completed is demonstrated by the project descriptions included within this section.

SERVICES

Program & Project Management and Staff Augmentation

In the current labor market where public agencies are often understaffed and overworked due to increasing retirements and limited backfill of the engineering workforce, CE&G provides only experienced project managers and technical staff who are intimately familiar with the public project process. Our extensive municipal experience allows us to be comfortable working with both in-house and consultant engineers and planners. CE&G can fill staffing gaps with highly qualified engineers who integrate seamlessly with your team for short- or long-term engagements. Saint Helena can rely on us for:

- Supplemental engineering staff
- Project and program management
- RFP preparation and consultant selection

Engineering Analysis & Civil Engineering Design

CE&G's engineering staff has been designing and/or peer reviewing and managing a wide variety of capital improvement and maintenance projects for local cities and counties since 1993. Projects range from design support for new city offices, parks, and corporation yards, to retrofitting and improvement of roadways, bridges, and storm drain systems to pavement preservation and creek maintenance.

CE&G has full design capabilities and routinely prepares bid packages consisting of complete construction plans, construction specifications, and estimates for projects relating to roads and flood control. Projects typically include components such as earth retaining systems, pavements, bridges, trenchless pipelines, and storm drain improvements. CE&G uniquely offers civil engineering services focused on merging conventional geotechnical consulting services, such as investigation, testing, and inspection services with geo-civil design. Our focus on

geo-related civil engineering design work has resulted in numerous industry awards for infrastructure renewal and improvement projects for both transportation and water resources sectors.

Traffic Engineering

Lynne Filson, PE, TE, LS is a California registered professional Civil Engineer and California registered Traffic Engineer with a history of assisting municipalities with managing local traffic engineering-related issues, including traffic handling at AM drop-off and PM pick-up peak hours at local elementary and middle schools, signal timing and interconnection, engineering speed surveys for radar enforcement, sight distance issues and solutions, roadway lighting, striping & signage, reviews of traffic studies for development and CEQA mitigations, review of traffic control plans, and interpretation of the MUTCD. Lynne will be available to provide any day-to-day traffic engineering assistance that the City needs.

Entitlement Services

CE&G's engineering staff works directly with the client's Community Development and Planning Departments to provide city engineering representation to the project entitlement process. CE&G works hand-in-hand with project planners and other stakeholders to represent the city's best interests in entitling development and other discretionarily permitted projects. During the entitlement process, CE&G represents the city in regard to bike, pedestrian, and vehicle circulation, utility treatment capacity, delivery & collection system capacity (domestic water, sanitary sewer & storm sewer), special studies, and environmental. CE&G prepares conditions of approval for tentative maps and other discretionary permits. CE&G is also capable of monitoring and project management of development projects to ensure that all project conditions of approval are satisfied and all required mitigations have been satisfied as the project is built. CE&G's engineers are astute at finding creative solutions to complex and difficult issues and problems, facilitating both parties to "get to yes" without compromising the city's best interests or the applicant's project success. Understanding both sides of an applicant issue and providing experienced guidance to a mutually beneficial solution sets CE&G apart as a trusted advisor to our clients.

Plan and record document review

CE&G engineers provide plan, map, and record document review services on behalf of local agencies. With the current economic cycle of the housing market, citys and other oversight agencies are coming under greater pressure to provide plan, map, and record document reviews at an ever-quickening pace. CE&G engineers provide thorough plan and map reviews based on tentative map conditions of approval, approved CEQA documents and required mitigations, city codes and standards, MRP 3.0 C.3 regulations, Subdivision Map Act and good old common sense engineering. CE&G reviews grading plans, improvement plans, traffic control plans, final maps, easements, irrevocable offers of dedication, signing & striping, signal construction, interconnect & timing/synchronization plans. Typical plan and map reviews are scheduled to be completed and comments returned within ten business days for the first and second reviews and within five business days for the third review. If more than three reviews are required, the fourth and subsequent reviews are performed on time and a materials basis as an additional service with additional budget required.

Construction Inspection and Testing

CE&G provides special inspection, resident engineering, construction observation, and testing services with a specialization in grading, concrete placement, and overall construction quality assurance services. All testing is performed or overseen by licensed professional engineers. Our backgrounds and extensive experience in the design and construction industry help set us apart and ensure that quality assurance and quality control goals are met. CE&G's lab is accredited as an inspection and testing agency by the following agencies and/or participates in the following sample reference programs: AASHTO, AMRL, CCRL, USACE, ICC, and ACI.

UAS & LiDAR Scanning Data Sets

CE&G has a robust in-house Unmanned Aerial Systems (UAS) and terrestrial scanning program for the acquisition and use of high-resolution orthoimagery. The imagery is used to create high density, geo-referenced and time-referenced photogrammetrically-derived point clouds and corresponding geospatially-referenced 3D surfaces for developing topographic maps and geologic mapping, geotechnical and geologic analyses, and to identify limits of geologic hazards at sites.

Detailed data results in better understanding of and further evaluation of, project conditions and constraints through higher-level analysis including evaluations, monitoring, and asset management and maintenance.

Construction Management

CE&G provides construction management and public works inspection services to public agencies throughout the nine San Francisco Bay Area Counties area. Our forte is construction management of infrastructure renewal projects that involve roadways and other public infrastructure constructed as a condition of development approval or as capoital improvements. Our biggest advantage is that our strong design background enables us to identify issues in the field before they become bigger, costlier, and time-consuming problems.

Technical Staff

The technical staff at CE&G includes geotechnical engineers, engineering geologists, and civil engineers, all of whom have extensive local knowledge and experience on a wide variety of public works projects. Summaries of the experience of each of the key project professionals are presented within this section.

Extensive In-House Resources

CE&G has developed an extensive collection of technical resources over the years to provide our clients with the most up-to-date information and technology available, including:

- up-to-date engineering software,
- hard copy and digital technical libraries, and

in-house soils testing laboratory.Engineering Software

Cal Engineering & Geology has fully embraced technology in providing a better service and product to our clients. The engineering software library includes the following programs:

• AutoCAD Civil 3D	Drafting and Design
• ArcGIS	Geospacial Analysis
• MathCad	Engineering Math
• Microsoft Project	Project Scheduling
• LPILE v2019	Concrete Piles
• Ctshoring 4.5C	Shoring Design
• RSPile	Pile Analysis
• Shake2000	Dynamic Response

In addition to our currently licensed software, CE&G has used numerous open-sourced software programs and program languages to meet project-specific design requirements. CE&G also has experienced using powerful tools like RISA foundation that we typically license for shorter periods for project-specific use.

Technical Libraries

CE&G's engineers can rely on a vast library of technical publications, maps, and historical aerial photographs. Pertinent maps and photographs can be scanned and imported into Civil 3D or ArcGIS.

Soils Testing Laboratory

CE&G's soils testing laboratory and field services are run by registered engineers and geologists who fully understand the complexities of design and challenges of the construction process. Our backgrounds and extensive experience in the design and construction industry help set us apart and ensure that quality assurance and quality control goals are met. The CE&G laboratory, in Hayward, has been accredited by AMRL (ASTM and AASHTO) and the US Army Corps of Engineers.

EXAMPLE PROJECTS AND REFERENCES

ENGINEERING STAFF AUGMENTATION, BENICIA, CA (2022-ONGOING)

Client

City of Benicia, Kyle Ochenduszko,
Public Works Director
kochenduszko@ci.benicia.ca.us // (707) 746-4200

Project Description and CE&G's Scope

Scott Alman has enjoyed an ongoing professional relationship with the City of Benicia for the past six months, serving the City as Interim City Engineer. Benicia recently recruited their next full time Deputy Director/City Engineer, who is scheduled to begin with the City in early March, 2023. Kara Malig is working on the H Street Shoreline Stabilization, and Ronaldo Longoria is continuing to work on Lake Herman Dam EAP and Lake Herman Spillway projects.

ENGINEERING STAFF AUGMENTATION, PITTSBURG, CA (2022-ONGOING)

Client

City of Pittsburg , Richard Abono, PE
Director of Public Works/City Engineer
rabono@pittsburgca.gov // (925) 252-4936

Project Description and CE&G's Scope

Mr. Alman and Ms. Filson, with a team that includes Ronaldo Longoria, Josielyn Bustamante, Kara Malig, Julissa Rico Ruiz and George White are currently providing project management and staff augmentation

services to the City of Pittsburg's Public Works - Engineering Division. CE&G engineers are providing these management, design, and project support services on a number of smaller CIP related projects, including completing the update to the city's standards and detail drawings, refurbishment and relocation of a city-owned message sign, the structural plan review of an un-permitted retaining wall on Leland Avenue, multiple traffic items, and entering the current CIP into PlanIt! Software to have the program running successfully for the FY-2023/2024 CIP to be prepared solely in PlanIt! And no longer created and updated manually.

In addition to the aforementioned projects, Mr. Alman is currently providing full-time staff augmentation services as Interim Assistant City Engineer backfilling a vacant position in the Division. Mr. Alman will also be joined by Mr. Bruce Zaeni, PE who will provide staff augmentation services as the Program/Project Manager for a high-profile recreation facility and an update to the City's sanitary sewer masterplan.

ENGINEERING STAFF AUGMENTATION, DIXON, CA (2014-ONGOING)

CLIENT
City of Dixon, Jim Lindley, City Manager
jlindley@cityofdixon.us // (707) 678-7000
Deborah Barr, PE City Engineer/Utilities Director
DBarr@cityofdixon.us // (707) 678-7030

PROJECT DESCRIPTION AND CE&G'S SCOPE
Mr. Alman, and Ms. Filson, with a team that included George White and Josielyn Bustamante, provide staff augmentation services to the City of Dixon's City Engineering & Utilities Department. Originally these services began in 2014 under a task order contract with a previous employer. That task order contract included more than 50 task orders totaling more than $7 million in contract services, including plan reviews and entitlement work on new housing developments, construction inspections on new development and infrastructure revitalization projects, preparation of bid documents for a variety of different types of CIP projects including pavement preservation and Building & Life Safety inspection services provided by teaming partner TRBplus. The largest single project undertaken by this team is the plan check, inspection, and project management of the Southwest Dixon Specific Plan Area project named "Homestead". Taylor Builders are developing this specific plan area with individual villages being sold to a variety of national and local home builders. Lynne has managed the plan and map reviews of ten individual villages within the first three phases of Homestead. . With the recent departure of the City Engineer/Public Works Director, Joe Leach, Scott was selected by the City Manager to serve as Interim City Engineer/Utility Director during the recruitment for the new City Engineer. Due to the need for a quicker response time than that being provided by Solano County, Lynne has also assumed the role of Contract City Surveyor, reviewing Final Maps and signing on behalf of the City.

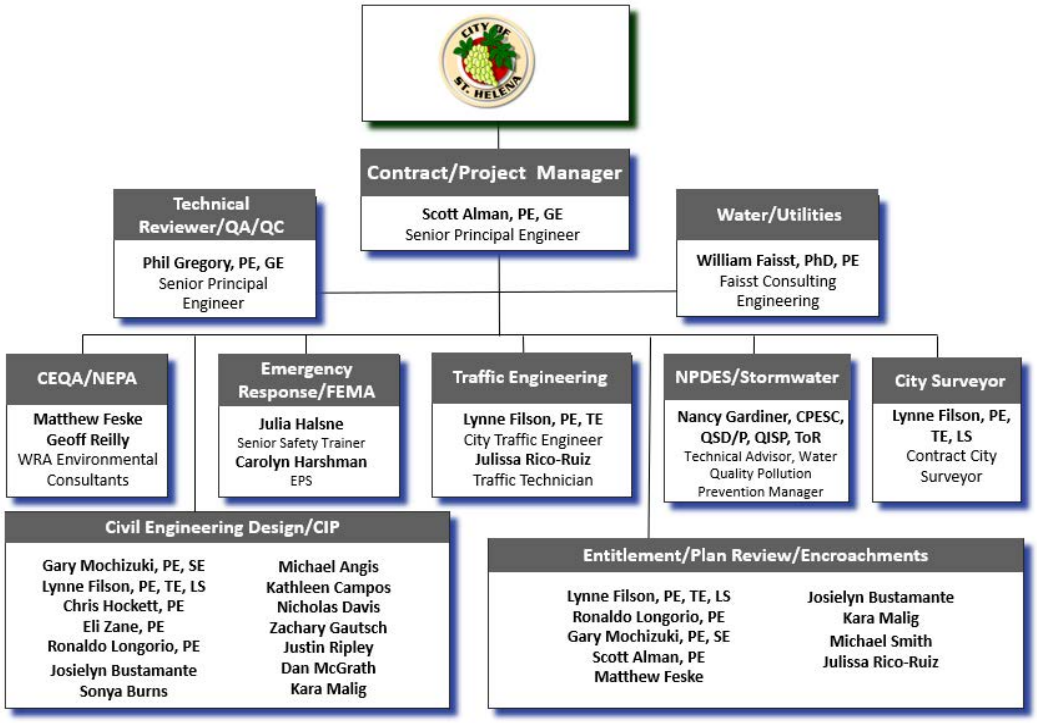
ENGINEERING STAFF AUGMENTATION, MARTINEZ, CA (ONGOING)

CLIENT
City of Martinez, Eric Figueroa, City Manager
(925) 372-3505 // efigueroa@cityofmartinez.org

PROJECT DESCRIPTION AND CE&G'S SCOPE
Upon the retirement of the City Engineer, Mr. Alman was appointed Interim City Engineer and Ms. Filson Interim City Traffic Engineer for the City of Martinez. One of the larger Martinez assignments is the plan review of the Alhambra Highlands development project. This plan review project followed Mr. Alman and Ms. Filson to CE&G as the applicant's team did not want to lose any continuity on the plan review work that had been accomplished to date. This project is ongoing and includes a review of grading and improvement plans, landscape & irrigation plans, final map, and public water system improvements. The project includes the management of several consultants performing specialty work on this project for the City. Mr. Alman was also responsible for managing Measure M funding (Martinez's sales tax measure for pavement preservation). Mr. Alman made annual presentations to City Council regarding how and where the Measure M funds were to be spent each year. Mr. Alman prepared the City's 5-year Pavement Preservation Program directing the expenditure of Measures M & J funding as well as RMRA and HUTA gas tax funds to garner the greatest return on investment for the City. Currently, Mr. Alman is working with Matthew Feske to process a development permit, including a CEQA/NEPA environmental process for a local Martinez business to refurbish and rehabilitate an out-of-service rail spur serving their facility..

TEAM STRUCTURE, QUALIFICATIONS AND RESUMES

ORGANIZATION CHART



PROJECT MANAGERS/KEY INDIVIDUALS

The City of Saint Helena can rely on CE&G's personnel experiences with public works projects of various sizes to overcome challenges of complex projects. The proposed project managers for this contract are all highly experienced and responsible professionals who have worked directly with engineering, planning, and operations and maintenance staff from numerous local public agencies. Summaries of their experience, capabilities, and resumes are presented below and on the following pages. Resumes for all staff indicated on the org chart are available upon request.

Name Yrs Exp.	Role	Expertise
Scott Alman, PE, QSD 38 years experience	**Contract & Project Manager**	• 38 years of continuous civil engineering experience managing all types of engineering projects, including providing short- and long-term City Engineer/Director of Public Works services to municipal agencies. • Comprehensive knowledge of municipal engineering (contract City Engineer), staff augmentation, capital improvement programing, pavement preservation programing, entitlement and development engineering.
Phil Gregory, PE, GE 39 years experience	**Contract & Project Manager**	• Worked with more than 30 separate municipalities and districts within northern California • Erosion control with FEMA/FHWA funding expertise • Designer of over 150 geogrid reinforced slopes and retaining walls • Expertise in slope monitoring and risk evaluation for alternative stabilization measures
Lynne Filson, PE, TE, LS 35 years years experience	**Traffic Engineer**	• 35 years of Civil and Traffic Engineering experience in both the public and private sectors • Provided staff augmentation to various cities, work as the City Traffic Engineer for the Cities of Martinez, Dixon, and Clayton, and coordinates a large number of subdivision plan reviews • Managing contract work including signing, traffic handling, and stage construction, landscaping, utility undergrounding, irrigation, and roadway lighting. • Acquiring necessary approvals from Caltrans Local Assistance Division on federally-funded projects
Gary Mochizuki, PE, SE 46 years experience	**Structural Engineer**	• 36+ years of experience in analyzing, evaluating, and reviewing various types of structures. Gary has designed wood-framed, structural steel, reinforced concrete, post-tensioned concrete and masonry buildings for industrial, commercial and residential projects, and reinforced concrete bridges. • Forensic structural and civil engineer designated as an expert on several projects.
Matthew Feske 20 plus years experience	**Professional Planner, CEQA/NEPA Specialist**	• 20+ plus years of experience as a staff planner through executive management managing all project levels in challenging multitasking environments. Excels in focusing the efforts of diverse groups to work toward common goals with a strong ability to plan and organize while maintaining efficient control of financial and human resources. • CEQA and NEPA processes.

Name/Yrs Exp.	Role	Expertise
Chris Hockett, PE, GE 18 years experience	**Design Manager**	• 17+ years of geotechnical experience including numerous asphalt and concrete pavement design, mitigation of expansive subgrade soils, and the design of full depth reclamation section projects. • Significant experience completing geometric layout of roadways and trail facilities in conformance with the Caltrans Highway Design. • 30+ years bridge foundation and storm drain geotechnical investigation reports.
Ronaldo Longoria, PE seven years experience	**Financial Project Manager**	• Six years of professional experience providing civil engineering services for various types f public and private projects • Projects have included earthwork repairs of landslides, retaining wall design, and tieback and soil nail retaining wall design. • Providing staff augmentation services for City of Benicia's Lake Herman Dam EAP & Lake Herman Spillway projects.
Julia Halsne 25+ years experience	**Senior Emergency Planner/Trainer**	• 25+ years leading East Bay Municipal Utility District's (EBMUD) Business Continuity Program. Julia developed training and tabletop exercise programs for all levels of EBMUD, and performed risk assessments and risk analysis for all aspects of EBMUD. Julia facilitated District-wide emergency preparedness and implementation and coordinated with EBMUD's IT Department regarding disaster recovery and asset management for technology, systems, and applications.
Carolyn Harshman, CEM 46 years experience	**Emergency Planning Consultants**	• Certified Emergency Manager as conferred by the International Association of Emergency Managers • As President of Emergency Planning Consultants, Specializes in hazard mitigation planning and has completed nearly 150 FEMA-approved plans (to date) • Prior to emergency management, 20-year career as a city, regional, and redevelopment planner
Dr. William Faisst, PE 47 years experience	**William K. Faisst Consulting Engineer**	• 47+ years of diverse experience as project director, project manager and project engineer in the planning, design and construction of water and recycled water supply, treatment, and distribution facilities. Bill's potable water experience ranges from planning through design, construction support and operations consultation.
Nancy Gardiner, CPESC, QSD/P, QISP, ToR 30 years experience	**Stormwater Program Support**	• 30 years of diverse experience with stormwater permitting, water quality monitoring, TMDL compliance, and training to guide the work of the Haley & Aldrich team. She has worked with clients in every sector of the market and deeply understands the requirements of California permits, having worked on MS4 projects since the permit's inception in the early 1990s

WORKLOADS AND CAPACITY

Additional Technical Staffing

CE&G has the staff available to handle geotechnical projects on an as-needed or on-call basis. Our in-house staff of engineers and geologists are available to support the efforts of the identified key project professionals. Staff level support will be determined on the basis of the specific needs of a given project.

Current Company Workload

CE&G forecasts its workload every two weeks to determine staffing needs of projects and to allocate recourses as necessary to complete projects within the time and budget allotted. The current workload and forecast workload over the next few months indicates that CE&G personnel will be available for the City's projects. Our project managers, staff engineers, and geologists are readily able to increase their workload to accommodate additional City on-call civil engineering design services. The current and anticipated work load will allow CE&G to assign the needed personnel to a specific project/work order immediately upon being notified of a new assignment

SUBCONSULTANT DETAILS

WRA Environmental Consultants

wra Environmental Consultants

WRA is an environmental consultancy that's making a net positive impact. They are proud to be an employee-owned, certified small business (SB-PW ref. #13333) with 100 team members working from four offices in California, and a growing distributed workforce throughout the West. As a tenacious team of planners, engineers, and scientists, they partner with public agencies, non-profits, and private entities on multidiscipline projects. With more than 40 years of experience in California's diverse ecoregions, they have an understanding of the unique habitats throughout the state and the growing needs of local communities.

In the last decade, WRA has partnered with Haley & Aldrich on 9 projects, including projects for the California Coastal Conservancy, Port of Redwood City, County of Marin and Silicon Valley Clean Water.

With an office in Emeryville, WRA has extensive experience throughout the Bay Area, including over 150 projects in Solano County and more than 50 projects in the City of Vallejo. Their diverse work in the region includes biological surveys and wetland delineations, many which require permitting and CEQA, and several have included mitigation planning and design for impacts to jurisdictional wetlands, sensitive species or habitats. Some of WRA's clients include: the City of Benicia, City of Fairfax, City of Suisun City, County of Solano, WETA among many other Bay Area municipalities.

WRA's Role: CEQA/NEPA Documentation

Emergency Planning Consultants

epc emergency planning consultants

Established in 1984, **Emergency Planning Consultants (EPC)** is a Certified Small Business specializing in a full range of emergency management services supporting government entities (Federal, State, Local, and Special Districts). EPC provides all plans, training, and exercises required of a contemporary government emergency management program.

EPC's Role: Emergency Planning

EPC Comprehensive List of Agencies and Projects	
City and County Governments	*Scope of Work*
City of Clayton	*Hazard Mitigation Plan*
City of Coachella	*EOC Tabletop Exercise*
City of Hawaiian Gardens	*Hazard Mitigation Plan, Update Hazard Mitigation Plan*
City of Hermosa Beach	*Hazard Mitigation Plan, Emergency Operations Plan, EOC Trainings and Exercises, Update Emergency Operations Plan*
City of Rancho Palos Verdes	*Multi-Jurisdictional Hazard Mitigation Plan, Emergency Operations Plan, EOC Trainings and Exercises, Update Multi-Jurisdictional Hazard Mitigation Plan, Continuity of Operations Plan, Update Multi-Jurisdictional Hazard Mitigation Plan*
City of Rolling Hills	*Hazard Mitigation Plan, Update Hazard Mitigation Plan*
City of Rolling Hills Estates	*Multi-Jurisdictional Hazard Mitigation Plan, Update Multi-Jurisdictional Hazard Mitigation Plan, Update Multi-Jurisdictional Hazard Mitigation Plan*
City of Vernon	*Hazard Mitigation Plan*
City of Walnut, Mt. San Antonio Community College District, Walnut Valley Unified School District	*Hazard Mitigation Plan*
Educational Institutions	
Santa Clara County Office of Education	*Comprehensive Emergency Management Program - District Emergency Operations Plan, Site Emergency Plans, District Hazard Analysis, Site Safety Assessments, EOC Trainings, Site Command Team Trainings, EOC Tabletop Exercises*
Sonoma County Office of Education	*Multi-Jurisdictional Hazard Mitigation Plan including SCOE and 38 School Districts*
Utility and Transit Providers	
Public Water Agencies Group	*Multi-Jurisdictional Hazard Mitigation Plan including (PWAG) 10 water agencies*
Non-Profit Organizations	
The Old Globe Theatre	*Site Emergency Response Plan*

Resumes

SCOTT D. ALMAN, P.E., QSD

Senior Principal Engineer

CE&G
A division of Haley & Aldrich

RELEVANT EXPERIENCE

City of Benicia, Staff Augmentation Services (2022 – Present) - City Engineer **Benicia, CA**
Scott Alman was appointed the City of Benicia's City Engineer by City Manager. As the City Engineer, Scott worked directly for the Public Works Director and Engineering staff. A recent notable project included East H Street sewer repair.

City of Pittsburg, Staff Augmentation Services (2022 – Present) - City Engineer **Pittsburg, CA**
Scott Alman was appointed the City of Benicia's City Engineer by City Manager. As the City Engineer, Scott worked directly for the Public Works Director and Engineering staff. Recent notable projects included Premier Fields Soccer Complex and the Water Treatment Plant Filter Gallery Replacement.

City of Dixon, Staff Augmentation Services (2014 – Present) - Director of Utilities / City Engineer **Dixon, CA**
Scott Alman was appointed the City of Dixon's Director of Utilities / City Engineer by City Council action. As the Director / City Engineer, Scott worked directly for the City Manager, Jim Lindley, and was responsible for the City's Encroachment and Utility permit programs, Capital Improvement Program and budgets, assessment district administration and operations, pavement management, and all development review within the City. Scott attended City Council meetings as necessary and attended weekly executive staff meetings. In addition to these City Engineer functions, Lynne Filson, P.E. was the City's contract Traffic Engineer, responsible for signals, signage and striping of the City's street infrastructure.

City of Martinez, City Engineer **Martinez, CA**
Scott Alman was appointed the City of Martinez's City Engineer by City Council action. As the City Engineer, Scott Alman worked directly for the City Manager, Eric Figeuroa and was responsible for the City's Encroachment and Utility permit programs, Capital Improvement Program and budgets, assessment district administration and operations, pavement management, Measure M and Measure J funds, and all development review within the City. Scott attended City Council meetings as necessary and attended weekly staff meetings at City Hall. In addition to these City Engineer functions, Lynne Filson, P.E. was the City's contract Traffic Engineer, responsible for signals, signage and striping of the City's street infrastructure.

City of Clayton, City Engineer **Clayton, CA**
Scott Alman was appointed the City of Clayton's City Engineer by City Council action. As the City Engineer, Scott Alman worked directly for the City Manager and was responsible for the City's Encroachment and Utility permit programs, Capital Improvement Program and budgets, assessment district administration and operations, pavement management, and all development review within the City. Scott attended City Council meetings as necessary and attended weekly staff meetings at City Hall. In addition to these City Engineer functions, Lynne Filson, P.E. was the City's contract Traffic Engineer, responsible for signals, signage and striping of the City's street infrastructure.

Cities of Clayton, Martinez, Pittsburg: Pavement Repairs (2021)Various, CA
While at the Cities of Clayton and Martinez, Scott Alman suggested connecting pavement repair projects to facilitate greater contractor interest for smaller projects. The idea was well received by the City of Pittsburg. Scott's team prepared plans and specifications for the three city pavement repair project that reduced design costs and promoted competitive bidding.



CERTIFICATIONS
California Civil Engineer No. 48104
Qualified SWPPP Developer (QSD)

YEARS OF EXPERIENCE
39 (2 with CE&G)

EDUCATION
B.S., Civil Engineering, California Polytechnic State University, San Luis Obispo, 1984

ACCOMPLISHMENTS
-40-hour HAZWOPER
-8-hour HAZWOPER Annual Refresher
-California Construction General Permit Training
-Environmental Remediation
-Project Controls
-Project Management

SCOTT D. ALMAN, P.E., QSD, SENIOR PRINCIPAL ENGINEER

City of Dixon, 2020 Pavement Preservation Dixon, CA
Project Manager. Scott reviewed StreetSaver anticipated street segments and proposed treatments. Based on field observations and the City's desired split between maintenance and rehabilitation, made recommendations to the City for alternate improvements. Oversaw preparation of plans, specifications and estimeate for the pavement preservation project. The project consisted of approximately 15,000 linear feet of roadway maintenance included crack sealing, dig-outs at base failures, slurry seals, and two-layer and three-layer microsurfaceing treatments. Where feasible, the striping was upgraded for pedestrian, bicycle, and vehicular safety. The services provided included bid support and design services during construction, and overseeing project management and inspection services.

City of Martinez,
2021 Pavement Preservation Martinez, CA
Project Manager. Scott reviewed anticipated street segments and StreetSaver proposed treatments. Street segments were mapped and adjusted based on dessired split between maintneance and rehabilitation as well as grouping for ease of constuction and public perception. Based on observations and grouping strategy, made recommendation to the City for alternate improvements. Scott oversaw the preparation of the plans, specifications and estimate package prepared for project bidding. The project consisted of 46,550 linear feet of roadway maintenance included crack sealing, dig-outs at base failures, slurry seals, two-layer and three-layer microsurfaceing treatments, two inch and four inch overlays, an reconstruction. Where feasible, the striping was upgraded for pedestrian, bicycle, and vehicular safety. The services provided included bid support.

City of Clayton,
2020 Pavement Preservation Project Clayton, CA
City Engineer/Project Manager. Scott reviewed anticipated street segments and StreetSaver proposed treatments. Based on field observations, made recommendations to the City Council for alternate improvements. Scott oversaw the preparation of the plans,specifications and estimate bid package as well as the bid and project award process through City Council. The project consisted of 9,700 linear feet of roadway maintenance included crack sealing, dig-outs at base failures, slurry seals, two-layer microsurfaceing treatments, and a four inch overlay section. Where feasible, the striping was upgraded for pedestrian, bicycle, and vehicular safety. The services provided included construction support and construction inspection.

County of Placer, Bickford Ranch Development Project Placer County, CA
Project Manager/Plan Check Engineer. Bickford Ranch is a large, up-scale, master-planned community in southern Placer County. Provided day-to-day project management and plan review services on behalf of the County.

City of Rocklin,
Whitney Oaks Development Project Rocklin, CA
Plan Check Engineer. Whitney Oaks is a large, up-scale, master-planned development.

Directly responsible for facilitation of all plan check and engineering approvals for the development on behalf of the City.

City of Hercules,
Public Works Services Hercules, CA
Associate Engineer. Projects included multiple single-family development projects, two new school sites, and commercial projects such as a new fast-food restaurant. Responsible for the City's Engineering and Storm Water (NPDES) Divisions. Authored the City's original stormwater program as a member of the Contra Costa Clean Water Program. Managed and implemented the stormwater program including best management practices, funding, and annual reporting. Managed and implemented the annual City-wide Capital Improvement Program including the City's pavement management program. Directly responsible for the entitlement, plan and map checking, bonding, and bond release of all development work entitled through the City's processes.

City of Clayton,
Staff Augmentation Services (2017) Clayton, CA
Served as City Engineer reporting directly to the City Manager. Operational responsibilities included: management of engineering entitlements for all development city-wide; Capital Improvement Plan and Projects; Encroachment Permit Program; and, implementation of city utility undergrounding districts and General Manager of the Oakhurst Geological Hazard Abatement District (GHAD).

City of Hercules –
Associate Civil Engineer Hercules, CA
Authored the City's initial NPDES permit and assembled the City's initial NPDES program. Hercules was one of the eighteen cities in Contra Costa County to band together to create the county-wide NPDES permit that has since become the Contra Costa Clean Water Program. City's voting member to the Contra Costa Clean Water Program. Day-to-day operations of the NPDES program included implementation of the annual catch basin testing and cleaning program, Revisions to the existing Grading Ordinance to bring into compliance with the new NPDES Permit requirements. Establishing initial erosion control requirements, specifications and details, and plan checking of all proposed development to assure that erosion protection was properly implemented and the new Grading Ordinance was properly followed. Field inspection of erosion protection measures to determine that they were properly installed and maintained during the construction of the various development projects. Preparation of the City's Annual NPDES Report to the Clean Water Program and to the Regional Board.

LYNNE FILSON, P.E., T.E., L.S.

Principal Traffic/Civil Engineer

CE&G
A division of Haley & Aldrich

RELEVANT EXPERIENCE

City of Clayton, Various Projects **Clayton, CA**
Assistant to the City Engineer. As a part of the team providing civil and traffic engineering services to the City of Clayton, Lynne gained the praise of the Police Department with quick responses. In addressing their concern about the lack of signing at right-turn-only lanes, she used her knowledge of the California Vehicle Code and California Manual of Uniform Traffic Control Devices sections that state that the additional signage was not needed. In response to a citizen request regarding signal timing at an intersection on Clayton Road, Lynne went to the intersection, reviewed the timing card, made the adjustment on the controller, signed the event log, and called Contra Costa County Signal Maintenance (who provides signal maintenance to Clayton) to inform them of the situation.

City of Dixon, Staff Augmentation **Dixon, CA**
With knowledge of traffic engineering and municipal processes, Lynne was able to "hit the road running" with staff augmentation services for the City of Dixon, who lost their Senior Engineer to Solano County. Tasks included the review of the development and CIP plans, researching and analyzing traffic issues, and preparing staff reports to the Transportation Advisory Committee and the City Council. When their new Engineer (from out-of-state) began, she provided assistance bringing her up to speed with the City of Dixon, Solano County, and State of California standards and requirements.

City of Santa Cruz, Wharf and Depot Roundabouts **Santa Cruz, CA**
Project Manager/Project Engineer. At two of the City's highest-profile and busiest intersections, the City selected roundabouts as preferred transportation upgrades following an extensive public review process of options to improve traffic flow and safety at the intersections. Lynne was responsible for taking conceptual geometric designs for the wharf and depot roundabouts and creating full construction plans, specifications, and cost estimates. The wharf roundabout had complexities including a railroad line running through the project, a two-directional bike lane, adjacent parking lots with driveway conflicts (including one with pay kiosks), and major unmapped drainage facilities. The depot roundabout included steep grades requiring the modification of a major retaining wall and creative ADA design, relocation of the entry arch into the depot parking lot, and overhead utility conflicts. The Beach Area Roundabout won the Outstanding Local Streets and Roads Project from the League of California Cities in 2016.

Shea Homes, Mountain House (San Joaquin County) **Mountain House, CA**
Traffic Engineer/Civil Engineer. Mountain House is a master-planned community in San Joaquin County. After approval of the conceptual layout of the project and determination of the needed infrastructure, the next step was the actual design of the community. Lynne was actively involved in this step of the project and prepared a number of the tentative maps, final maps, and grading and improvement plan sets for the various subdivisions. She prepared or reviewed the traffic engineering design for all of the subdivisions of the Mountain House development. These plans included signing and striping, traffic signals, and lighting. She also prepared timing cards for the traffic signals and provided signal turn-on support.

City of Antioch, Antioch Local Hazard Mitigation Plan **Antioch, CA**
Project Manager. The Disaster Mitigation Act (DMA) is federal legislation that establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP). To comply with the legislation, many local jurisdictions and special districts partnered with Contra Costa County to prepare a County-wide plan with chapters or "Annexes" for each local agency. Lynne represented the City of Antioch in this effort and prepared the City-specific sections of the plan.



CERTIFICATIONS
CA Land Surveyor No. 7719
CA Civil Engineer No. 45681
CA Traffic Engineer No. 1570

YEARS OF EXPERIENCE
36 (2 with CE&G)
(16 year in the private sector,
19 years municipal sector)

EDUCATION
BS, Civil Engineering,
University of Wyoming
College of Engineering and
Applied Sciences

LYNNE FILSON, P.E., T.E., L.S., PRINCIPAL TRAFFIC/CIVIL ENGINEER

Stations Casino, Thunder Valley Casino Expansion offsite Improvements **Placer County, CA**
Project Engineer. As traffic mitigation for the expansion of the Thunder Valley Casino in Placer County, Stations Casino was required to widen a half-mile of Athens Avenue and approximately a third of a mile Industrial Avenue in the vicinity of the project, modify the signal at the intersection of Athens and Industrial, install two new signals on Athens Avenue at the project entrances, and construct Thunder Valley Court. Lynne was the project manager/design engineer for the offsite improvements. Plan elements included modifying railroad crossing, drainage improvements, wetlands avoidance/mitigation, and construction staging with high volumes of Casino patron traffic and Casino Expansion construction traffic.

City of Tracy, Grant Line Road Widening and Improvement **Tracy, CA**
Project Manager. At one time, Grant Line Road was a two-lane rural road. As the City of Tracy grew, development along the roadway was required to construct frontage improvements consistent with a 4 lane divided (two-way left-turn lane) road. The mile-long stretch between Bessie Avenue and MacArthur Drive had a wide variety of cross-sections due to the sporadic improvements. The project widened the road to a consistent 4 lane road with two-way left-turn lanes transitioning into landscaped medians with left-turn lanes at the intersections. The entire project included bike lanes, curb, gutter, 10' sidewalks, and street lighting. Upgrades were needed to several traffic signals and the railroad crossing. In addition, the water and sewer lines in this stretch were very old and undersized. Improvements to these utilities were included in the project. As the project manager, Lynne coordinated the various disciplines working on the project as well as the City, Southern Pacific Railroad, the California Public Utilities Commission, the commercial businesses, daycares, churches, apartment managers along the route, and the franchise utilities.

City of Antioch, Lighting and Landscape Maintenance Districts **Antioch, CA**
Engineer of Work. The City of Antioch assesses property owners a total of $2M to $3M each year for Lighting and Landscape Maintenance. This money is used to fund a portion of the Parks Division of the Public Works Department and Landscape Contractors that maintain the parks, medians, and rights-of-way. During Lynne's tenure at the City of Antioch, one of her responsibilities was to prepare Engineer's Report for the various Lighting and Landscape Districts which included estimates of end of year balances, proposed budgets, determining assessments, and present findings to the City Council.

City of Antioch, Wild Horse Road/Folsom Drive Signal Installation and L Street/W, Tenth Street Signal Modification **Antioch, CA**
Project Manager/Project Engineer. The new signal at the intersection of Wild Horse Road/ Folsom Drive was at an existing location near a school with high pedestrian and bicycle volumes, old curb ramps, and some (undocumented) signal conduits. The intersection of West 10th Street/L Street was an existing intersection with limited right-of-way and no immediate plans for widening. The E/W directions have one lane approaches with heavy left-turn traffic. The modification was to add permissive/protective phasing in the peak directions based on time of day. As the design engineer of the two-intersection project, Lynne conducted field reconnaissance, prepared the conceptual design, PS&E, bid coordination, contract management, signal timing, and project closeout.

City of Cupertino, Signal Designs for the Apple "Space Ship" Headquarters **Cupertino, CA**
Traffic Engineer/Signal Designer. As a sub-consultant to the Civil Engineer for the new Apple Headquarters, Lynne was the signal designer for two City of Cupertino signal modifications, two signals in the tunnels leading into the underground parking structure, two signals in the underground parking structure, and two signals on the access road to the exterior parking lot. At many of these locations, the signals were located on the only way into or out of the underground parking structure—it was critical to minimize the potential for a collision. Since the ceiling in the tunnel and parking structure were low and concrete walls were blocking the sight distance of conflicting traffic, she felt it was essential to "over-design" the signals by providing near and far side signal indication for each lane. The project had some other interesting quirks, such as no logical location for signal controllers (Lynne was finally able to convince the architect that it would not work without them), no place to put poles (all heads attached to the ceiling), and providing video surveillance to the security office.

City of Clayton, 2020 Pavement Preventative Maintenance Project **Clayton, CA**
Project Engineer. Lynne reviewed anticipated street segments and StreetSaver proposed treatments. Based on observations, recommendations were made to the City for alternate improvements. Lynne prepared the specifications and oversaw the design of the plans for the pavement preservation project. The project consisted of 9,700 linear feet of roadway maintenance included crack sealing, dig-outs at base failures, slurry seals, two-layer microsurfaceing treatments, and a four inch overlay section. Where feasible, the striping was upgraded for pedestrian, bicycle, and vehicular safety. The services provided included bid support.

GARY MOCHIZUKI, PE, SE

Principal Structural Engineer

CE&G
A division of Haley & Aldrich

RELEVANT EXPERIENCE

Currently Mr. Mochizuki is a forensic structural and civil engineer designated as an expert on several projects representing Plaintiffs, Developers, General contractors, Sub-contractors and Insurance Companies. Notable projects include: Levi Stadium, San Francisco Transbay Terminal, Los Angeles Mission Community College, South San Francisco Unified School District, University of California, Santa Cruz. His charges include testing the effects of extended periods of wood wetting on the strength of manufactured wood products, observing and reviewing tests of high strength wood shear walls and reviewing changes to the load capacity tables. He also is a subject matter expert in Earthquake Engineering for the Federal Emergency Management Agency (FEMA) and he teaches the Structural Timber design course at the University of California at Berkeley.

Most Recently, Mr. Mochizuki has been developing new wood and steel lateral force resisting systems. Included in his duties was the review of existing and proposed systems worldwide, as well as proposing new systems, performing finite element non-linear analyses and testing of the systems, and developing design procedures. He also helped construct, observed and reviewed the recent shake table testing of the full scale 4 story soft story building retrofitted with CLT panels and the full scale 2-story CLT building for the NHERI Tall Wood Project and he also was a member of several wood committees, code task groups, and publication review panels.

Prior to the most recent experience, Mr. Mochizuki had more than thirty years of experience in the analysis, design, evaluation, and design review of various types of structures. He has designed wood framed, structural steel, reinforced concrete, post-tensioned concrete and masonry buildings for industrial, commercial and residential projects as well as reinforced concrete bridges. Among the projects he has been in responsible charge of are: the design of several 150-unit wood frame hotels; several wood frame shopping centers up to 15,000 square feet; several houses up to 9000 square feet; wood frame apartment complexes up to 110 units; post-tensioned concrete garage slabs up to 30,000 square feet supporting three stories of wood framed apartments; 15,000 square feet reinforced concrete garage slab supporting four stories of wood framed apartments; and steel and wood framed office buildings up to 18,000 square feet.

Mr. Mochizuki is also quite knowledgeable in earthquake engineering and the seismic renovation of buildings and bridges. He has analyzed large reinforced concrete and structural steel buildings. He also has designed seismic renovations for unreinforced masonry buildings; steel naval facilities; reinforced concrete hospital buildings; and wood framed buildings. Mr. Mochizuki has designed several foundation repairs and earthquake damage repairs for wood framed houses. He has also analyzed and designed seismic retrofits for existing concrete bridges, houses, and apartment buildings. In addition, Mr. Mochizuki has performed earthquake or foundation movement damage assessments on hundreds of residences and small commercial buildings.

Mr. Mochizuki has also been retained as an expert witness in Structural Engineering including nearly a dozen single-family residence projects, a commercial-retail building project, a 31 unit and a 63-unit condominium project, a 132-unit apartment complex project, and a massive complex steel framed bus terminal. He has also served on the Structural Advisory Committee for the City and County of San Francisco for the structural review of a proposed 101-unit apartment complex. Mr. Mochizuki was also a member of the Task Group to Recommend Changes to the Structural Damage Repair portion of the 2007 San Francisco Building Code.



CERTIFICATIONS

Structural Engineer, CA S3164
Civil Engineer, CAC30684
LEED AP, 2009

YEARS OF EXPERIENCE

46 (1 with CE&G/H&A)

EDUCATION

M.S. Structural Engineering, University of California at Berkeley, 1977
B.S. Civil Engineering, University of California at Berkeley, 1976

PROFESSIONAL AFFILIATIONS

American Institute of Steel Construction (AISC)
American Society of Civil Engineers (ASCE)
American Plywood Association (APA)
Applied Technology Council (ATC)
American Wood Council (AWC)
Natural Hazards Engineering Research Infrastructure (NHERI)
Pacific Earthquake Engineering Research Center (PEER)
Structural Engineers Association of California (SEAOC)
Structural Engineers Association of Northern California (SEAONC)

GARY MOCHIZUKI, PE, SE, PRINCIPAL STRUCTURAL ENGINEER

Mr. Mochizuki is also quite knowledgeable in earthquake engineering and the seismic renovation of buildings and bridges. He has analyzed large reinforced concrete and structural steel buildings. He also has designed seismic renovations for unreinforced masonry buildings; steel naval facilities; reinforced concrete hospital buildings; and wood framed buildings. Mr. Mochizuki has designed several foundation repairs and earthquake damage repairs for wood framed houses. He has also analyzed and designed seismic retrofits for existing concrete bridges, houses, and apartment buildings. In addition, Mr. Mochizuki has performed earthquake or foundation movement damage assessments on hundreds of residences and small commercial buildings.

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Mr. Mochizuki is a past member of the board of directors of the Structural Engineers Society of Northern California (SEAONC) and is a past chairman of SEAONC's Seismology Committee and he is also currently the chairman of the Structural Engineers of California (SEAOC) Seismology wood frame-subcommittee where he made recommendations to the San Francisco Department of Building Inspection (SFDBI) for their Administrative Bulletin for Continuous Rod Tiedowns for tall wood framed shear wall buildings. Mr. Mochizuki's involvement includes the evaluation, and revision to the seismic provisions of various building codes including the International Building Code, and the rewriting of the SEAOC Recommended Lateral Force Requirements. Mr. Mochizuki's charges also include the monitoring of on-going tests throughout the nation of wood and cold formed steel lateral force resisting elements.

Mr. Mochizuki acted as the SEAOC representative on the advisory committee for the Consortium of Universities for Research in Earthquake Engineering (CUREe) wood frame testing program and acted as a peer reviewer for the lateral load design and special consultant during construction for the Network for Earthquake Engineering Simulation (NEES) Wood Project 6 story wood framed Capstone Building. He was the lead consultant for the seismic design of the full-scale earthquake testing of the NEES soft story wood frame buildings. Mr. Mochizuki was also a member of FEMA's Building Seismic Safety Council Wood Sub-Committee with the task of updating the National Earthquake Hazards Reduction Program Seismic Recommendations and the American Society of Civil Engineer's ASCE 41-13 and 41-23 Seismic Rehabilitation of Existing Buildings. As a member of the Earthquake Engineering Research Institute (EERI), Mr. Mochizuki has participated in the walk-by surveys to identify the soft story buildings in San Francisco and Berkeley, CA and the unreinforced concrete moment frame buildings in San Francisco, CA, and has investigated the damage immediately following the Napa 2014 earthquake.

Mr. Mochizuki teaches the timber design course in the Structural Engineering Division at the University of California at Berkeley and was an instructor for the review class for the State of California Structural Engineering Exam.

Publications:

Pryor, Montague, Ding, Mochizuki, "Detailing for Increased Capacity of Tension-Only Steel Anchor Rods Embedded in Elevated Concrete Slabs," 2016 SEAOC Convention, October 2016

Van de Lindt, Bahmani, Mochizuki, Iqbal, et. al., "Observed Performance of Soft-Story Woodframe Building Retrofitted with CLT Rocking Walls," 14th World Conference on Timber Engineering (WCTE), August 2014

Bahmani, van de Lindt, Mochizuki, Pryor, et. Al., "Experimental Seismic Collapse Study of a Full-Scale, 4-Story, Soft-Story, Wood-Frame Building," Journal of Architectural Engineering, ASCE, 2014.

Van de Lindt, Bahmani, Mochizuki, Rammer, et. al., "Experimental Seismic Behavior of a Full-Scale Four-Story Soft-Story Wood-Frame Building with Retrofits. II: Shake Table Test Results," Journal of Structural Engineering, ASCE, December 2014.

Jennings, van de Lindt, Ershad, Mochizuki, et. al., "Retrofit of a soft-story woodframe building using SMA devices with full-scale hybrid test verification," Engineering Structures, Journal of Engineering Structures, September 2014.

CHRIS HOCKETT, P.E., G.E.

Principal Engineer

CE&G
A division of Haley & Aldrich

RELEVANT EXPERIENCE

Tuolumne Storm Damage Road Repairs **Tuolumne Co., CA**
Principal-in-Charge for emergency storm damage repair projects under an on-call contract with Tuolumne County. The project consisted of stabilizing Buchanan Lane, Italian Bar Road, and Marshes Flat Road using gabion baskets, Hilfiker retaining walls, and a reinforced concrete retaining walls with ground anchors and soil nails. The project also included periodic UAS flights to evaluate the extent of the damage and to monitor construction progress the installation of rock fall netting on the upslope side of Marshes Flat Road. Mr. Hockett managed civil design, provided technical review, and supervised construction management services.

Rifle Range Road Stabilization **Richmond, CA**
Lead Civil and Geotechnical Engineer for the City of Richmond provided geotechnical engineering and structural design services for a roadway a landslide had destabilized and caused the loss of pavement on the downslope of the roadway. Geotechnical analyses, foundation reports, and PS&E.

Crothers Road Stabilization Feasibility Study **San José, CA**
Project manager and lead engineer for the study of a geotechnical evaluation for reopening an approximately 300-foot long section of Crothers Road that traverses an active landslide mass. Conducted slope stability analyses for evaluating the stability of current slope configuration and four proposed landslide stabilization design alternatives. Completed constructability evaluation of proposed stabilization design alternatives and prepared preliminary cost estimates for feasible design alternatives.

Emergency Response - Roadways **Alameda Co., CA**
Project Manager under an on-call contract with Alameda County for seven emergency site assessments after the 2016-2017 storms. The damage included: two debris flows on Kilkare Road, rockfall on Palomares Road, a sinkhole on Palomares Road, a landslide on Koopman Road, and creek bank erosion adjacent to Foothill Road and Palomares Road. CE&G prepared a site assessment report for each site. Each site assessment report included discussing the cause of the damage, emergency opening and permanent restoration recommendations, and conceptual plans and estimates. These reports assisted the County in obtaining FEMA funding.

Delta De Anza Trail **Concord, CA**
Project Engineer for geotechnical study and report designing a new 3,860-foot long trail section with a city park and along the top of a USACE certified levee for East Bay Regional Park District. The geotechnical investigation included the drilling of 10 borings, laboratory testing, geologic mapping, and preparation of geotechnical and pavement design recommendations.

Alameda Point Bay Trail **Alameda, CA**
Provided geotechnical engineering and pavement design services to the East Bay Regional Park District to develop a 2,500 foot long Alameda Point segment of the Bay Trail. Provided geotechnical engineering assessments of existing conditions and made recommendations for pavement structural sections for the new portion of the Bay Trail between Alameda Park and the old marina located east of the intersection of West Hornet Avenue and Ferry Point in Alameda, California.



CERTIFICATIONS
Ca Civil Engineer No. 71938
Ca Geotechnical Engineer No. 2928

YEARS OF EXPERIENCE
17 (17 with CE&G)

EDUCATION
M.S., Civil Engineering, San Jose State University, 2008
B.S., Civil Engineering, California Polytechnic State University, San Luis Obispo, 2004

ACCOMPLISHMENTS
- Preparation of plans, specifications, and engineer's estimates for public works projects
- Development of geotechnical data and design reports and PS&E for trenchless pipelines
- Caltrans foundation design reports for bridges
- Three-dimensional modeling of roadway corridors, retaining walls, and earthwork operations
- Invited lecturer to teach Alameda County staff CE&G's floodwall design process
- Geogrid-reinforced earth embankments and segmental retaining wall designs

embankments and segmental retaining wall designs.

CHRIS HOCKETT, P.E., G.E., PRINCIPAL ENGINEER

Mountain View Pavement **Mountain View, CA**
Completed design services for geologic and geotechnical subsurface exploration and pavement design for pavement rehabilitation projects along three city streets. Reconstruction of the existing curbs, gutters, and asphalt pavement along segments of the three streets.

Claremont Avenue Slope Stabilization **Oakland, CA**
Provided civil and geotechnical design services to stabilize Claremont Avenue after two landslides occurred below the roadway. The repair consisted of cast-in-drilled-hole concrete stabilization piles connected at the top with a concrete pile cap and curb.

Power Avenue and California Avenue **Pittsburg, CA**
Completed a geotechnical exploration and report for the overlay and reconstruction of portions of Power Avenue and California Avenue. Subsurface exploration and recommendations for the design and construction of the fast-tracked pavement rehabilitation project.

Pleasant Hill Road Cut Slope Stabilization **Lafayette, CA**
Project Engineer for the embankment stabilization project constructed above the west side of Pleasant Hill Road north of Rancho View Road in Lafayette, California. Site visits and calculations, plans, and specifications for a soldier pile and wood lagging retaining wall constructed as part of this project.

St. Mary's Road Landslide Repair **Lafayette, CA**
Project Engineer for landslide repair project below St. Mary's road. Completed a geotechnical investigation, prepared calculations, and developed plans, specifications, and an engineer's estimate to stabilize the slope below the roadway. The repair consisted of a 6-foot tall soldier pile and wood lagging retaining wall with a 24 foot tall 1.85H:1V (horizontal: vertical) geogrid-reinforced embankment above to backfill the zone depletion left by the landslide. Construction administration services provided.

Vasco Road Safety Improvements **Livermore, CA**
Project Engineer for geotechnical design services provided to Alameda County Public Works Agency for realignment of approximately 3/4 mile of major roadway between eastern Alameda and Contra Costa counties. Design of a 36-foot tall geogrid reinforced segmental block retaining wall and several reinforced soil slopes and preparation of specifications and estimates for the geotechnical aspects of the project.

Tunnel Road Stabilization **Oakland, CA**
Lead Engineer developed plans, specifications, and construction cost estimate to stabilize Tunnel Road. A debris flow removed the upper two to three feet of residual soil mantle on the face of the embankment supporting the roadway. Designed a soldier pile and wood lagging retaining wall as part of the stabilization project for the City of Oakland.

Bailey Road Embankment Stabilization **Pittsburg, CA**
Project Engineer and Lead Designer to stabilize the embankment below the northbound lane of Bailey Road adjacent to Lawlor Creek in Pittsburg, California. This project was a privately funded job in cooperation with Contra Costa County. Stabilized the embankment with a steel beam and wood lagging retaining wall with tieback anchors, constructed the cast-in-place concrete piles in two shorter pieces with a steel spiral cage and the steel beam in the upper portion due to overhead power line constraints.

San Francisco Bay Trail – George Miller Trail **Port Costa to Martinez, CA**
Project Manager for geotechnical investigation, geologic mapping, value engineering, and Caltrans geotechnical design and materials report constructing a 1.7-mile segment of the San Francisco Bay Trail. Subconsultant on behalf of the East Bay Regional Parks District. The geotechnical investigation included 47 borings using hollow stem auger and wireline rock coring techniques. Completed environmental sampling in one boring near a known plume of contaminants from an abandoned Navy fueling facility. Included over 40 remedial stabilization measures in areas of embankment creep, landslides, and upslope raveling consisting of soldier pile and wood lagging retaining walls, debris walls, stabilization piles, and geogrid-reinforced subgrade.

Petersen Road **Suisun City, CA**
Project Manager and Lead Engineer conducted geotechnical explorations and reconstruction along Petersen Road for the County of Solano. Reconstructed the asphalt concrete pavement and widening the roadway by approximately 20 feet. Full-depth reclamation (FDR) of the existing roadway to reconstruct the new road. Enabled the recycling of 100 percent of the existing asphalt concrete and road base material to create a stabilized base material topped with hot mix asphalt.

Google San Francisco Bay Trail Resurfacing **Sunnyvale, CA**
Completed geotechnical explorations and laboratory testing, along with construction observations and testing, along the San Francisco Bay Trail between Crittenden Avenue and Highway 237 in Mountain View and Sunnyvale. Site reconnaissance, field explorations, 12 shallow hand-dug test holes, a laboratory testing program, engineering evaluations, and conclusions and recommendations on the geotechnical engineering aspects of the project. Resurfaced approximately 6 miles of the trail, which was situated on top of levees and surfaced with gravel. The trail was resurfaced with an additional aggregate base as required to support vehicular and PG&E traffic and then capped with a smooth aggregate wearing course consisting of stabilized quarry fines. Performed materials tests in general conformance with Caltrans Test 301.

RONALDO A. LONGORIA, P.E.

Senior Engineer

CE&G
A division of Haley & Aldrich

RELEVANT EXPERIENCE

Lake Herman Spillway Analysis and Downstream Impacts **Bencia, CA**
Benicia has requested that CE&G prepare volumetric flow estimates to determine the stage capacity of the existing concrete spillway for Lake Herman, and to further estimate the potential downstream effects of this spillway flow. While a dam break study has previously been completed by others, it is currently not clear if the normal spillway discharge impacts have been recently evaluated. CE&G will complete the spillway hydraulic study to determine peak discharge along with depth and velocity of the discharge. Thereafter, the hydraulic study will use this peak stage discharge data to develop normal inundation limits and evaluate potential impacts to the infrastructure located downstream of the spillway. The project consists of two tasks: Task 1 – Hydrology and Hydraulics Study – Weir Peak Stage Discharge and Spillway Capacity Evaluation; and Task 2 – Inundation Mapping and Preliminary Hazard Classification.

Rudgear Drive Retaining Wall Replacement **Walnut Creek, CA**
Lead Design and Construction Manager, on behalf of the City of Walnut Creek, to replace a failing retaining wall with a soldier pile retaining wall with tieback anchors to stabilize a private property affected by a previous landslide in Walnut Creek, California. Work included reviewing published geotechnical data, geotechnical anlaysis and design, pre-construction meeting coordination, periodic site inspection and testing required during construction, materials submittal review and approval, providing RFI responses to contractor and coordination of a project closeout meeting.

Scenic Drive Repair and Reconstruction Project **La Honda, CA**
Provided civil and geotechnical design services to stabilize Scenic Drive after alandslide occurred in 2017 that closed portions of Scenic Drive in La Honda, California. The repair consisted of major grading, soldier pile with tieback anchors retaining walls, segmental block retaining walls, drainage improvements, and road reconstruction. Work included civil and geotechnical engineering design and preparation of PS&E.

Levee Protection Planning and Improvements **Foster City, CA**
Provided construction management services, as subconsultants, to the City of Foster City for the levee protection planning and improvements project started in 2020. Work included periodic site visits and documentation of progress, supplemental constructability review, assistance with coordination of general contractor, and subcontractors, review field test results and protocols, and assisting UAS team with scheduling and periodic drone flyovers.

Retaining Wall Replacement and Drainage Improvements **Mill Valley, CA**
Provided geotechnical engineering design for the replacement of a failing retaining wall and drainage improvements required on a private property located in Mill Valley, California. Services included hydraulic and structural design, preparation of construction documents, and assistance during the project approval processes.

Phase 1 and 2 Flood Channel Repairs **Dublin & Pleasanton, CA**
Provided construction management services to the Zone 7 Water Agency for Phases 1 and 2 repairs to 45 channel bank failures that resulted from the 2016-2017 storms. Services include daily observations and documentation of progress, assistance with coordination of Zone 7 staff, general contractor, and subcontractors, coordinate weekly meetings in CM's absence, review field test results and protocols, and assisting UAS team with scheduling and periodic drone flyovers. The awarded construction contracts were approximately $7 million. The two phases were completed in 2018 and 2019.



CERTIFICATIONS
CA Civil Engineer No. 90204
Certified Commercial 107
UAS Pilot No. 4224500

YEARS OF EXPERIENCE
7 (4 with CE&G)

EDUCATION
B.S., Civil Engineering, Monterrey Institute of Technology and Higher Education, 2014

ACCOMPLISHMENTS
-Proficiency with engineering design softwares including Autocad, Civil 3D, Microstation, and Geopak
-One year of experience as a Surveyor Technician
-Geotechnical Construction Management experience with CE&G
-8-hour Confined Spaces Training

RONALDO A. LONGORIA, P.E., SENIOR ENGINEER

DSRSD Investigation of WWTP Basin 2 Distress
Provided geotechnical engineering services related to failing concrete slabs located on Holding Basin 2 as part of the Dublin-San Ramon Services District Waste Water Treatment Plant in Pleasanton, California. Services included reviewing existing data, field mapping and classification of concrete distresses, and the preparation of a summary investigation memorandum presenting short and long-term repair measures with recommended repair limits.

DSRSD Reservoir Access Roads Pavement Services
Provided pavement engineering services for highly distressed access roads to the Dublin-San Ramon Services District. Services included reviewing existing data, pavement distresses classification, and providing different repair alternatives together with cost-benefit analyses for each road.

Tuolumne County Road Storm Damage Repairs **Tuolumne County, CA**
Providing civil and construction management services in support of Buchanan Lane, Italian Bar Road, and Marshes Flat Road Repairs as part of an on-call contract with Tuolumne County. Staff Engineer assisting Principal Engineers with technical review services, FEMA grant funding assistance, and construction administration services.

Arroyo De La Laguna Embankment Stabilization **Pleasanton, CA**
Providing construction Provided construction management services to the Zone 7 Water Agency for an embankment stabilization project that resulted from the 2016-2017 storms. Services include daily observations and documentation of progress, assistance with coordination of Zone 7 staff, general contractor, and subcontractors, coordinate weekly meetings in CM's absence, and review field test results and protocols. The project was completed in October 2017.management services to the Zone 7 Water Agency for an embankment stabilization project that resulted from the 2016-2017 storms. Daily observations and documentation of progress, assistance with coordination of Zone 7 staff, general contractor, and subcontractors, coordinated weekly meetings in CM's absence, and review field test results and protocols. The project was completed in October 2017.

Dublin Crossing Construction Inspections & Observations **Dublin. CA**
Provided construction management services to the City of Dublin during the construction of the water distribution system of the Dublin Crossing Subdivision. Services include full-time observations during RCP pouring and documentation of progress, assistance with coordination of City of Dublin staff, general contractor, and subcontractors, and review field test results and protocols.

Zone 6 Channel Improvements **Fremont, CA**
Provided civil and geotechnical design services for the channel widenning improvements between I-880 and Cushing Parkway in Fremont, California. The improvements consisted of floodwalls with varying configurations, existing levee degrade, multiple pipe penetration and construction of maintenance bridges and access roads. Work included collecting published geotechnical data, retaining walls design, and preparation of PS&E.

San Ramon, CA

Park Avenue Embankment Repairs **Capitola, CA**
Lead Constrution Manager, on behalf ot he City of Capitola, the project consisted of the construction of a geogrid reinforced slope and reconstruction of outer and bike lanes below Park Avenue in the City of Capitola, California. The damage was caused by a storm in February of 2017 and it extended for approximately 1200 feet. Tasks included preparation and management of construction documents in accordance with the Caltrans LAPM, conducting a pre-construction meeting, periodic site inspection, overseeing and reviewing results of all the testing compiled by others, materials submittal review and approval, providing RFI responses to contractor, progress payment reports review, and preparation of project closeout binder.

Slope Stabilization Project at 796 and 802 Cary Drive **San Leandro, CA**
Lead Construction Manager, on behalf of Alameda County, constructed a soldier pile retaining wall with tieback anchors to stabilize two private yards affected by a previous landslide in San Leandro, California. Obtained all the permits needed for the project, a pre-construction meeting coordination, periodic site inspection and testing required during construction, materials submittal review and approval, providing RFI responses to contractor, progress payment reports review, and coordination of a project closeout meeting.

Anderson Reservoir Rim Documentation **Morgan Hill, CA**
Provided on-site observations and documentation of the evolution of scarps and cracks along areas previously identified as active landslide areas during the process of emptying the reservoir for major improvements to the dam. Work included periodic site visits where scarps & cracks were measured to be compared and geospacial coordinates were collected at main points of interest and preparation of Findings Reports.

Golden Gate Bridge Toll Gantry **San Francisco, CA**
Provided civil and geotechnical design services related to design and construction of a new All Electornic Tolling (AET) toll gantry structure for the Golden Gate Bridge Highway and Transportation District. Work included collecting published geotechnical data, pavement design, and providing construction recommendations.

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CAROLYN J. HARSHMAN, MPA, CEM

E D U C A T I O N

MASTER OF PUBLIC ADMINISTRATION, SAN DIEGO STATE UNIVERSITY, 1977
BACHELOR OF ARTS, PSYCHOLOGY, SAN DIEGO STATE UNIVERSITY, 1974

C E R T I F I C A T I O N

Certified Emergency Manager (CEM), International Association of Emergency Managers

E X P E R I E N C E

President (1984 to Present), ***Emergency Planning Consultants***, San Diego, California. Consulting contracts include the Federal Emergency Management Agency (subject matter expert/trainer), U.S. Department of Homeland Security – FEMA (training development and delivery); U.S. Department of Defense - Center for Excellence in Disaster Management & Humanitarian Assistance (training); National Disaster Preparedness Training Center (recovery course developer and faculty); State of Hawaii (training and exercises); State of California (Multi-Hazard Functional Plan template); State of New Hampshire (emergency operations plan/standard operating procedures and guidelines); State of Indiana (grant administration, local CEMP courses, project management tools, and development of county CEMP & hazard analysis documents); State of Missouri (HSEEP agroterrorism functional exercise, HSEEP regional WMD exercises); State of Wyoming (training and exercises); State of Nebraska (training and exercises); County of Los Angeles (all-hazard mitigation plan); County of San Diego (multi-hazard functional plan); County of San Bernardino (training and exercises); City of Long Beach (hazard mitigation plan, emergency operations plan); City of Anaheim (hazard mitigation plan); City of Oakland (catastrophic plans); City of Carlsbad (comprehensive program of plans, training, and exercises); City of Chula Vista (pre-disaster recovery & reconstruction plan); City of Bellflower (hazard mitigation plan, emergency operations plans, general plan safety element); City of Upland (comprehensive program of plans, training, and exercises); City of Rancho Cucamonga (comprehensive program of plans, training, and exercises); City of Rancho Palos Verdes (comprehensive program of plans, training, and exercises); City of Santa Ana (emergency operations plan); City of Buena Park (hazard mitigation plan, emergency operations plans); Los Angeles Unified School District (hazard mitigation plan); San Diego Unified School District (comprehensive program of plans, training, exercises, and REMS grant administration); San Diego Community College District (comprehensive program of plans, training, and exercises); Chula Vista Elementary School District (comprehensive program of plans, training, and exercises); Hawaii Department of Education (REMS grant writing, consulting); Southwestern Community College District (comprehensive program of plans, training, and exercises); Los Angeles County Metropolitan Transportation Authority (hazard mitigation plan); Antelope Valley Transit Authority (comprehensive program of plans, training, and exercises) and numerous other local governments, school districts, and other government organizations. Training services have included California SEMS Introduction and EOC courses; ICS 100, 200, 300, 400, 402, 800; NIMS 700; and a wide variety of FEMA courses.

Faculty (1984 to Present), ***National University, FEMA's Emergency Management Institute, University of Hawaii, San Diego State University, Cal Poly San Luis Obispo, California State Fire Marshal, California Specialized Training Institute***.

Senior Projects Manager (1995 to 1996), ***Southeastern Economic Development Corporation***, San Diego, California. Management of Projects & Development Division for City of San Diego's Redevelopment Agency.

Director of Training & Development (1987 to 1995), ***City of San Diego***, San Diego, California. Management of organizational effectiveness and training programs for City Planning Department and the Building Inspection Department.

City Planner (1985 to 1987), ***City of San Diego Planning Department***, San Diego, California.

Operations Officer (1982 to 1985), ***County of San Diego Office of Disaster Preparedness***, San Diego, California. Project Manager on County's Emergency Operations Plan, Hazard Analysis, Dam Evacuation Plans, Drought Plan, and Damage Assessment Process. Public Information Officer and Exercise Officer. Operational responsibilities included Emergency Operations Center activations.

Regional Land Use Planner (1977 to 1982), ***County of San Diego Department of Planning and Land Use***, San Diego, California.

SPECIAL RECOGNITION

National StormReady Board, U.S. National Weather Service, Member, 2008-2018

FEMA Emergency Management Institute
Advisory Group on Emergency Planning, 2005-present
National Emergency Management Executive Academy, First Cohort, 2013
Vanguard Fellowship Executive Crisis Leadership Program, First Cohort, 2022

International Association of Emergency Managers (IAEM), Member, 1996-present
IAEM-USA Immediate Past President 2022-2023
IAEM-USA First Vice President 2020-2021
IAEM-USA Second Vice President 2019-2020
IAEM-USA Region 9 President 2015-2019
Speaker, 2012 Annual Conference
Topic: *Recovery & Reconstruction Planning – Avoiding the Rush to Normalcy*
Speaker, 2016 Annual Conference
Topic: *Demystifying Pre-Disaster Recovery Planning*
Speaker, 2017 Annual Conference
Topic: *Force Multiplier – Enlisting Property Owners in Hazard Mitigation*
Speaker, 2018 Annual Conference
Topic: *Will You Win or Lose at the Game of Debris Management?*
Speaker, 2022 Annual Conference
Topic: *Code of Ethics and Code of Professional Standards*

California Emergency Services Association (CESA), Member, 2000-present
Webinar Speaker, March 2015
Topic: Optimizing Opportunities for Mitigation
Speaker, October 2015
Topic: *Demystifying Pre-Disaster Recovery Planning*
Speaker, 2018 Annual Conference
Topic: *Will You Win or Lose at the Game of Debris Management?*

National Hazard Mitigation Association (NHMA), Member, 2012-present

Consulting Engineer

William K. Faisst, Ph.D., PE

Experience Summary

Dr. Faisst has more than 47 years of diverse experience as project director, project manager and project engineer in the planning, design and construction of water and recycled water supply, treatment and distribution facilities; numerous effluent outfalls; and wastewater collection, pumping and treatment facilities. His potable water experience ranges from planning through design, construction support and operations consultation. He has assisted the City of Vallejo with master planning for the City and the Lakes systems, specific-area planning, and design including the Jameson Canyon Pump Station.

Water Quality, Water Treatment and Water Supply Distribution Studies and Designs

Rate Studies

Assignment

Senior Water Quality Engineer

Education

Ph.D., Environmental Engineering Science, California Institute of Technology, 1976

M.S., Environmental Engineering Science, California Institute of Technology, 1972

B.S., Civil Engineering, University of California-Davis, 1971

Registration

Professional Engineer, Civil, California, No. 29146, 1978

Professional Engineer, Nevada, No. 7082, 1985

Experience

47 years

Relevant Expertise

- *Water system planning*
- *Water facilities design*
- *Water and wastewater treatment planning and design*
- *Recycled water facilities planning and design*
- *Effluent outfall planning and design*
- *Collection system design*
- *Stormwater facilities planning*
- *Water quality monitoring and assessments*
- *Construction assistance for water and wastewater projects*
- *Expert report preparation and litigation support*

Soulajule Reservoir Release Re-aeration, Marin Municipal Water District, California

Project Director. The District's 10,000-acre-foot reservoir must release water to maintain downstream salmonid habitat. During the summer, the reservoir's hypolimnion becomes anoxic, making the release potentially toxic. The project team evaluated an array of technologies to aerate the release water, and selected a Howell-Bunger valve as the lowest-cost and easiest-to-implement technology. Design is underway. Bill led brainstorming for release aeration alternatives, participated in meetings with City representatives and reviewed progress submittals.

Soulajule Reservoir Water Management Plan Study, Marin Municipal Water District, California

Senior Technical Adviser. Bill has provided technical review and feedback as MMWD develops its water management plan for Soulajule Reservoir as required by the San Francisco Bay Regional Water Quality Control Board. The team is carrying out terrestrial soil sampling around known and suspected former mercury mine sites and in Arroyo Sausal downstream of the reservoir, to determine if erosion control measures are needed to contain mercury in runoff. We also are refining estimated sizing for a hypolimnetic oxygenation system using water quality data assembled over the last 2 years.

Water System Upgrades Final Design, The Sea Ranch Water Company (TSRWC), California

Principal-in-Charge. Bill is overseeing this project, which will improve the reliability and capacity of TSRWC's water storage and distribution systems. The project consists of approximately 13,500 linear feet (LF) of 12-inch-diameter and 1,000 feet of 6-inch-diameter water main, and a new 0.9-MG concrete storage tank, 400-gpm booster pump station (BPS) and small hydropneumatic BPS.

Sheila Tank Replacement, North Coast County Water District, California

Senior Technical Adviser. Bill provided technical oversight and review for a project to replace a 1950s 0.1-MG redwood water tank with a partially-buried 0.6-MG prestressed water tank (AWWA/ANSI D110 Type 1). The site is a steep hillside that complicated tank siting and site configuration.

Bill has conducted multiple rate studies for the following municipalities:

• City of Vallejo with updates	• City of American Canyon
• City of Petaluma	• City of Antioch (with multiple updates)
• City of Pittsburg	• City of San Bruno
• City of Daly City	• City of Salinas (Industrial Waste System)

Water System Master Plan Update, City of Petaluma, California

Project Manager. Bill developed a draft update to the City's water master plan, which included demand projections, hydraulic analyses with updated KYPIPE model, existing facilities and groundwater resources evaluation, and capital improvement program development. He also prepared a pilot GIS program for City infrastructure.

Napa Salt Marsh Restoration Project, U.S. Army Corps of Engineers San Francisco District, California

Principal-in-Charge. Bill oversaw the development of a preliminary design and cost estimate to restore the Napa Salt Marsh. The marsh consists of 10,000 acres of evaporation ponds near the mouth of the Napa River that were acquired by the State of California from the Cargill Salt Company. Bill prepared a preliminary cost estimate of water control structures associated with pond salinity reduction alternatives within four weeks of project initiation. Worked considered BCDC and US Army Corps of Engineers permitting.

Design/Build Procurement of Water Quality Monitoring Station, Pacific Gas & Electric Company, Geysers Geothermal Field, Lake County, California

Project Manager. Bill developed conceptual designs for an automated water quality monitoring station, prepared design/build procurement documents for an automated water quality monitoring station in the Geysers, solicited contractor bids and engaged contractor for construction, and consolidated permitting and organized helicopter airlift delivery of equipment.

Water Distribution System Design, City of Petaluma, California

Project Director. Bill designed two treated water reservoirs (1 mg and 2 mg), two booster pumping stations and new water mains (32,000 feet of 16-inch diameter).

Booster Station Design, Oakmont area Santa Rosa, California

Project Engineer. Bill completed the conceptual design of a hydropneumatic booster pumping station for Oakmont and Santa Rosa.

Streaming Current Analyzer Installation, City of American Canyon, California

Project Manager. Bill designed a streaming current analyzer and alarm system for coagulant control at water treatment plant.

Recycled Water Pipeline and Treatment Plant Improvements, Napa Sanitation District, California

Project Manager. Bill identified end users for recycled water and assessed demands. He supervised the evaluation and selection of alignments, carried out CYBERNET modeling of recycled water system, designed 30,000 feet of 12-inch- to 24-inch-diameter pipelines, and helped the District evaluate the Soscol Wastewater Recycling Facility. Work included examining process alternatives; reviewing biosolids systems; surveying sludge accumulation in oxidation ponds and evaluating disposal alternatives; completing an energy study with recommendations for improving cogeneration system —particularly controls and gas management; and evaluating the effluent storage and pumping system. Creative solutions to a number of existing problems pointed to significant cost-saving alternatives.

Recycled Water System Planning, City of Petaluma, California

Project Manager. Bill prepared extensive planning for, and analysis of, water recycling for the City, which included end-user identification, demand evaluation, alternative pipeline route definition and comparison,

booster pumping system sizing, KYPIPE hydraulic system modeling, storage optimization, and capital and operation and maintenance cost comparisons.

Petaluma River Pipeline Crossing, City of Petaluma, California

Project Manager. Bill directed design of water system improvements for the City of Petaluma including a horizontal directionally drilled crossing of the Petaluma River. Permitting required coordination with BCDC and U.S. Army Corps of Engineers for construction permits and definition of construction constraints.

Stormwater Studies and Designs

Stormwater Treatment Facility, City of Napa, California

Project Manager. Bill evaluated the feasibility of converting an abandoned wastewater treatment plant into a stormwater treatment facility using flocculation, sedimentation and aerobic solids digestion. The reasonable capacity was 16 mgd.

Stormwater Planning for Corona Reach, City of Petaluma, California

Project Manager. Bill helped City staff plan for stormwater management in the drainage upstream of the City.

Energy Studies

Cogeneration Feasibility Study

Project Manager. Bill performed a cogeneration feasibility study for a 0.4 million m2 (4.5-million-square-foot) multiple-use development and for a food processing plant.

Energy Efficiency Evaluation, City of Santa Cruz, California

Project Manager. Bill directed an energy efficiency study for the City's Water Pollution Control Facility that included optimizing and expanding the cogeneration facility. He evaluated innovative technology such as biogas-fueled fuel cells and helped the City with fast-track design and implementation of siloxane control, upgrading its cogeneration system from 650 kw to 820 kw, and installing a 500 kw auxiliary cogeneration engine.

Litigation Support

Mediation/Litigation Support, California Municipality

Technical Expert and Project Manager. Bill assisted a California City in a dispute with an industry that supplied a converted industrial byproduct into an aggregate substitute which caused corrosion to the City's water system and damaged pavement. Bill organized and led a team of experts and directed preparation of expert reports on corrosion and pavement and evaluated data on potential dioxin contamination. The case involved multiple experts, general contractors, and insurance carriers and was settled through mediation.

Memberships

American Water Works Association

Water Environment Federation

North American Lakes Management Society



Geoff Reilly, AICP

Senior Environmental Planner

YEARS OF EXPERIENCE
30

EDUCATION
B.A., Resource and Environmental Geography, Spanish Minor, San Diego State University

CERTIFICATIONS
American Institute of Certified Planners

Caltrans Local Assistance Training Certification, 2013, 2022

NWETC NEPA Certification: Writing the Perfect EA/FONSI or EIS, 2013

PROFESSIONAL AFFILIATIONS
Association of Environmental Professionals

American Planning Association

American Public Works Association

Floodplain Management Association

SPECIALIZED TRAINING/PRESENTATIONS
Annual AEP Advanced CEQA Workshops

Lorman Education Services CEQA Presentation ("Completing the CEQA Process"), 2012

AEP CEQA Basics Workshop Presentation, 2012

Geoff Reilly is a Senior Environmental Planner at WRA, Inc. He has 30 years of experience in the preparation and management of environmental review documents pursuant to the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), Caltrans Local Assistance, California Office of Emergency Services, and the State Environmental Review Process (SERP) for the State Water Resources Control Board's Clean Water State Revolving Fund (CWSRF) Program. He has a broad knowledge of environmental and regulatory issues that affect land development and has successfully managed the environmental review process for many complex and controversial projects. He has acted both as project manager and principal writer for a wide variety of projects, including residential subdivisions, commercial retail and office developments, mixed-use projects, institutions, trails and recreational amenities, industrial facilities, solar, bridge replacements, and roadway improvements.

Geoff has supervised the preparation of all types of CEQA and NEPA documents for both public and private sector clients, including initial studies, mitigated negative declarations, environmental assessments, EIRs, EISs, categorical exemptions and exclusions, constraints analyses, technical background reports, expert witness testimony, and third-party review. He also has prepared many Program EIRs for Master Plans, Specific Plans and General Plan Updates throughout California. His responsibilities include marketing, client and subcontractor liaison, project budgeting and scheduling, QA/QC, and the presentation of environmental analyses, recommendations, and strategies at client meetings and public hearings.

RELEVANT PROJECT EXPERIENCE

- **San Rafael On-Call Services,** Project Manager | *City of San Rafael Department of Public Works*
- **El Cerrito Drive Bank Stabilization,** Senior Environmental Planner | *Town of Hillsborough Department of Public Works*
- **Mill Valley-Sausalito Multiuse Pathway NEPA/CEQA,** Senior Environmental Planner | *Marin County Department of Public Works*
- **Freitas Parkway/Las Gallinas Avenue Intersection Improvement Project IS/MND,** Project Manager | *City of San Rafael Department of Public Works*
- **East San Jose Pedestrian and Bicycle Improvements Project,** Project Manager | *County of Santa Clara*
- **Paradise Beach Park Master Plan,** CEQA Project Manager | *Marin County Parks*
- **Crestmoor Canyon Sewer Replacement Project,** Senior Environmental Planner | *City of San Bruno Public Works Department*
- **San Francisquito Creek Bank Stabilization Project Development Application,** Senior Environmental Planner | *Children's Health Council*
- **Wetlands Habitat Restoration Initial Study/Mitigated Negative Declaration**, Project Manager | *City of Hercules\Ducks Unlimited*
- **San Anselmo Trails,** Senior Environmental Planner | *Town of San Anselmo Department of Public Works*
- **Marina Bay Parkway Grade Separation Initial Study/MND,** Project Manager | *City of Richmond*
- **Hauser Bridge Road Bridge Replacement,** Senior Environmental Planner | *Sonoma County Public Infrastructure*
- **Bridge Rehabilitation and Replacement Projects**, Senior Environmental Planner | *Town of Fairfax*
- **San Quentin Pump Station Replacement Project,** Project Manager | *City of San Rafael Department* of *Public Works*
- **Water Service Ext for Existing Facilities at Shamrock Ranch IS/MND, Senior Environmental** Planner | *North Coast County Water District*
  25th Avenue Sanitary Sewer Relief Line Project Initial Study, Senior Environmental Planner | *City of San Mateo Department of Public Works*



NANCY E. GARDINER, CPESC, QSD/P, QISP, TOR

Senior Associate | Principal-in-Charge

EDUCATION

M.S., Hydrogeology, University of Wisconsin-Madison
A.B., Geology, Smith College

PROFESSIONAL REGISTRATIONS

Certified Professional in Erosion and Sediment Control (CPESC) (No. 4690)
Qualified SWPPP Developer/Practitioner (QSD/P) (No. 21022)
Qualified Industrial Stormwater Practitioner (QISP) and Trainer of Record (ToR) (No. 38)

PROFESSIONAL SOCIETIES

California Stormwater Quality Association (CASQA)
Interstate Technology & Regulatory Council (ITRC)

Known for her expertise and commitment to client service, Nancy has more than 30 years of consulting experience (including 10 years with Haley & Aldrich) on municipal, industrial, and construction stormwater permitting; watershed planning; water quality monitoring; total maximum daily load (TMDL) compliance; training, and reporting projects. Notably, she has worked extensively on Bay Area Municipal Separate Storm Sewer System (MS4) projects since their inception in the early 1990s.

RELEVANT PROJECT EXPERIENCE

Contra Costa Clean Water Program, Municipal Regional Stormwater Permit (MRP-3.0) Compliance Services, Contra Costa County, CA. Nancy serves as the Principal-in-Charge, responsible for overseeing our work on the C.3 component of the Municipal Regional Permit (New Development, Redevelopment, and Hydromodification Management).

Contra Costa Clean Water Program Support, Contra Costa County, CA. Nancy is currently assisting the Countywide Clean Water Program and Contra Costa County with new MRP-3.0 permit requirements to track industry compliance with the Industrial Stormwater General Permit through the issuance and renewal of business licenses for facilities located within unincorporated Contra Costa County.

Stormwater Compliance Services for the Santa Clara Valley Transportation Authority, San Jose, CA. Nancy is the Technical Director for a stormwater compliance program at three bus maintenance facilities and a light rail facility. In this role, Nancy evaluates monitoring data, consults with the client on BMP selection, develops training programs, and prepares annual reports and Exceedance Response Action Reports. She also assists with the implementation of the Underground Vault General Permit for the management of water in subsurface electrical vaults.

Statewide Stormwater Management, Monitoring, and Research and Development for the California Department of Transportation (Caltrans). Nancy played a leading role in one of the nation's landmark stormwater programs for over 18 years, beginning with the development of a comprehensive litigation settlement agreement. She oversaw teams of colleagues and subconsultants to develop numerous technical documents and guidance manuals, and conducted monitoring and research studies that advanced the state of the stormwater practice throughout the U.S**.**

Stormwater Management Program for Confidential Aerospace Company, Southern CA. Nancy is responsible for oversight of all activities associated with an individual NPDES stormwater permit implementation, including planning, inspections, water quality monitoring, data reporting, and operating a state-of-the-art stormwater treatment system. Recently, Nancy has been working side-by-side with the client and their attorneys to negotiate a new NPDES permit through 2028.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 13, 2023 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Coastland Civil Engineering, LLP (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as On-Call Municipal Public Works and Engineering Services.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $100,000.00 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

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

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

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

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs)

(collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

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

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

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any

elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

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

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

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

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

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

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and

harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years

after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

To City:
City Manager
1088 College Avenue
St. Helena, California 94574

To Consultant:
John Wagner
President | CEO
Coastland Civil Engineering, LLP
1400 Neotomas Avenue,
Santa Rosa, CA 95405

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed

after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name: John Wagner
Title: Principal | CEO

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney



CITY OF ST. HELENA

Statement of Qualifications for Professional Services

COASTLAND | DCCM

COASTLAND | DCCM

May 25, 2023

Joe Leach
Public Works Director/City Engineer
City of St. Helena
1088 College Avenue
St. Helena, CA 94574
jleach@cityofsthelena.org

Subject: Statement of Qualifications for Professional Services

Dear Joe:

Per your request, we are excited to provide you with this Statement of Qualifications to help the City of St. Helena's Public Works and Engineering staff with on-call services. As I mentioned in our meeting a few months ago, St. Helena was Coastland | DCCM's first municipal client in 1991. We have thoroughly enjoyed working with the City ever since and hope to continue serving you in the years to come.

Coastland | DCCM has been providing full-service engineering and construction management services since our inception. Our services have included providing full City Engineering services through staff augmentation; capital project design for sewer, water, storm drain, transportation (including pavement and roadway design, pedestrian safety and bicycle facilities); project/program management; development review; encroachment permit processing; construction management and inspection; and staff augmentation to cities, counties and special districts throughout Northern for more than 31 years. We have the expertise to take on all aspects of demanding infrastructure and capital improvement projects, including everything from emergency repairs to long-range capital project planning.

Our team has the experience and breadth of knowledge that spans all facets of public works projects. Please consider some of our strengths:

- ✓ **Local Team with Local Knowledge:** As a former Interim City Engineer for St. Helena, we have an in-depth understanding of the City's objectives based on experience providing design and construction services for all facets of public works projects, with a very strong background in bicycle and pedestrian facilities, streets, parks, drainage, water, wastewater and related work. As shown in our staff resumes, we offer a depth of resources and expertise to provide a wide range of projects and services for the City of St. Helena.

- ✓ **Public Agency Perspective:** Coastland | DCCM provides staff augmentation to over 25 public agencies. Many of our employees have previously worked for public agencies and truly understand the role and demands on public agency staff and officials. Our work reflects the importance of public perception, constructability, reliability, and operations and maintenance considerations in all aspects of project planning, design and construction. We have an in-depth knowledge of the on-call process and frequently respond to our clients' task orders with either brief letter proposals that outline the project scope and not-to-exceed fee or with a more formal proposal that details the proposed team, identifies related project experience as well as provides a project scope and not-to-exceed fee.

- ✓ **Broad Experience:** Our collaborative team of engineers, construction managers, inspectors, building safety professionals, and development review specialists bring a broad range of experience to address challenging project conditions with innovative approaches and construction site savvy.

- ✓ **Service Excellence:** We pride ourselves in maintaining excellent working relationships with our clients. Our company and our employees are caring, thoughtful, responsive, and professional. This service ethic has given us a repeat business rate of 94%, which is approximately 50% above the average for A&E firms. We encourage you to contact our references to verify our record of providing the highest level of excellence in service.

If work levels have remained as high as I saw them when I provided interim Public Works Director/City Engineering services to the City, I can assure you we can help with just about anything you need – including capital project design, program/project management of projects with other consultants, development review, staff augmentation and construction management/inspection. The bottom line is we are here to help you.

Because of our familiarity and long relationship with St. Helena and some of the staff, we feel we can be an asset to the City and "hit the ground running". If you have any questions related to our qualifications, please contact me at wanger@coastlandcivil.com or by phone at (707) 495-5201. We look forward to the opportunity to continue to serve the City of St. Helena.

Sincerely,
Coastland Civil Engineering, LLP



John Wanger, PE
CEO

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"Coastland has consistently provided the City with a high-level of expertise and guidance. Most importantly, Coastland's people are of solid integrity, easy to work with, and excellent ambassadors in representing our interests."

– Chester Nakahara, Former Public Works Director, City of Piedmont

"Coastland is an outstanding firm, and we are happy to have them as part of our family at the City of Willows."

– Wayne Peabody, Former Interim City Manager / Fire Chief, City of Willows



FIRM QUALIFICATIONS

FIRM DESCRIPTION

Coastland | DCCM provides civil engineering, construction management and building safety services to public agencies throughout Northern California.

Coastland | DCCM serves public agencies exclusively, specializing in contract services for cities, counties and special districts. We have provided on-call and as-needed services to more than **20 public agencies for over 31 years**.

As a mid-size local consulting firm with a strong reputation for excellence and tailored service, we have learned how to gain insight into our individual clients' values so that our service reflects positively and consistently with our clients' goals and initiatives. Many of our staff have worked for public agencies, including serving as City Engineers, which gives us unique and valuable insights into the needs and perspectives of our clients and allows us to tailor each project to the community's unique character and practices.

Additionally, in recent years we have become part of the DCCM family of companies. This relationship has allowed us to tap into services through our sister companies to be able to provide our clients with a much broader range of services than we have in the past. In total, members of the DCCM Family of Companies have access to nearly 800 professionals, seamlessly networked together with shared access to work products, regardless of location.

We understand the demands of public sector service and that our clients are often understaffed. **Our employees strive to become an extension of our clients' staff and an integral part of their project team.** This is just one way we help our clients overcome project delivery obstacles and produce outstanding projects in this challenging environment.

Since we opened our doors in 1991, we have delivered a wide variety of projects including transportation, pavement design, complete streets, traffic calming, drainage, flood control, water, sewer, parks, buildings, and many other public facilities. Our extensive experience with complex and multi-faceted projects provides benefits to our clients in every arena. Our company has three divisions, Engineering, CM/Inspection, and Building Safety Services, which are highly integrated and can be utilized as required to meet the needs of our clients. Having in-house expertise in areas such as construction, scheduling, structural, Building Code, and CASp/ADA allows Coastland | DCCM to efficiently apply these specialty services to benefit our client and their projects. Whether the project requires expertise within one or all of our company's divisions, we work hard to deliver the highest quality work product and services. The City of St. Helena will benefit from Coastland | DCCM's experience in all areas of public works.

Primary Services
- Construction Management
- Municipal Engineering
- Capital Project Design
- Building Department
- Grant and Funding Assistance
- GIS

Markets
- Transportation
- ADA Compliance
- Water
- Wastewater
- Flood Control/Drainage
- Public Facilities & Parks

Client Base
- Cities
- Counties
- Special Districts

Our team has the demonstrated ability to complete projects on time and on-budget. We manage the budgets and schedules for every project carefully and are adept at expediting project progress as needed to meet constrained timeframes. When assembling teams for projects, Coastland | DCCM carefully assesses the needs of the client and the project along with each team member's skills, experience, and current and projected commitments before assigning them to projects. We have proposed a strong staff team that is available to fully commit to meeting the City's project needs. Furthermore, our depth of staff throughout the company is available as needed to ensure we provide the City with a highly qualified team that is committed to providing ongoing communication, thereby ensuring project deadlines are met.

Because we specialize in serving public agencies and have extensive in-house experience serving as City Engineers, we have a unique understanding of project delivery and the impacts each project may have on the community. This public agency focus and experience allows us to understand the importance of timing and constraints on public projects, and how to successfully expedite project approval to meet our clients' schedule and budgetary needs.

Identifying project goals, funding requirements, constraints, and concerns at the project onset is key to successful project delivery. We will apply our 31+ years of local municipal experience in these areas to develop sound, practical and cost-efficient solutions. Coastland | DCCM's skill at planning, designing and managing the construction of public projects throughout Northern California provides us with the ability to anticipate and avoid, or overcome, project challenges. As support staff to the City of St. Helena, our team will continue our successful practice of developing innovative solutions to obstacles and challenges that arise.

Coastland | DCCM prides itself on having employees that strive to achieve excellence and who enjoy working with our clients to help them meet or exceed their goals. Our company and our employees are caring, thoughtful, responsive, and professional. This service ethic has given us a repeat business rate of 94%, which is significantly above the average for A&E firms. We encourage you to contact our references to verify our record of providing the highest level of excellence in service.

PROJECT MANAGEMENT APPROACH

ON-CALL SERVICES - Coastland | DCCM's approach to on-call contracts is to assess the needs of the client and the project, assemble a team from our company-wide talent pool that is best suited to meet those needs, and to adopt the client's project goals as our own. In addition to our own staff, we will tap into our established team of subconsultants to supply any specialty resources needed for a project. Regardless of whether the project is a street/paving, sidewalk/ADA, traffic calming, pedestrian bridge, water, sewer, public building, or park project, Coastland | DCCM has the expertise available and is able to assist the City of St. Helena with the engineering services required. We pride ourselves in not just preparing plans and specifications, but in thinking through every aspect of a project to ensure that construction costs and change orders are minimized, delivery timelines are met, public convenience is considered, the improvements can be easily serviced and maintained, and will last.

We will provide staff and services on an on-call, as-needed basis. **John Wanger, Principal and CEO,** will be the City's day-to-day contact and, with the help of both **Heidi Utterback, Principal/Supervising Engineer** and **George Hicks, Supervising Engineer**, we will assign a designated project manager and design support staff based on the specific needs and goals of the project. Heidi and George, along with the project managers, will closely monitor all work to ensure that the City's needs, concerns and questions are addressed and that the projects are delivered on time and on budget.

PROJECT COST CONTROL - Our staff is very experienced in cost analysis and control, and we will manage our time wisely, so we can meet budgeting constraints. Coastland | DCCM is extremely respectful and cognizant of the public monies that are spent on engineering services. We are always looking for ways to minimize our expenses and recoup monies (through grants and loans) spent on our services. Additionally, unless there is a change in the scope of work, we will adhere to the budgets agreed upon at the onset of the project.

To maintain a high level of quality and completeness, Coastland | DCCM's team will devote themselves to managing their time wisely, developing innovative solutions, and maintaining clear and consistent communication with the City. For applicable types of work, we will provide the City with scopes of work and not-to-exceed fees for task orders to ensure that there is a clear understanding about expectations and deliverables for projects.

Most of the expenses on a project are related to construction. Recognizing this, Coastland | DCCM staff pay close attention to design and constructability issues throughout the design to help ensure the highest value project for our clients. During construction, our team will comprehensively review any proposed change order by the contractor, track costs closely and provide regular budget updates. We find that tracking projects in this manner prevents unexpected costs from surfacing upon project completion.

DEMONSTRATED ABILITY TO MEET BUDGETARY REQUIREMENTS - Our standard QA/QC procedures and budget tracking systems are consistent in every single project we are involved in. Because we do not shortcut these procedures, our clients can rely on us to consistently meet budgetary requirements, regardless of project challenges. **Furthermore, several of our clients have stated that we are the only consulting firm they know of that leaves money on the table if we don't expend the entire budget by the time the project is completed**.

QUALITY ASSURANCE/QUALITY CONTROL - Coastland | DCCM places a high priority on ensuring our clients receive superior and timely service. To maintain this level of service, we have established internal procedures that ensure the work is being completed in a manner that is at or above industry standard, is accurate and is in the format desired by the City.

Through a management style focused on consistent communication and quality control, we ensure final plans are as thorough and accurate as possible prior to bidding. Our internal Quality Assurance / Quality Control (QA/QC) procedures will ensure completeness by reviewing all deliverables prior to submittal, utilizing Coastland | DCCM's PS&E checklist and conducting a final field review of the project site during the 90% design stage. The QA/QC review will be performed by a Coastland | DCCM Principal or Supervising Engineer not involved on the design team for the specific project to ensure that a fresh set of eyes review the project. The QA/QC personnel will review the documents for accuracy, completeness and consistency with the design criteria. QA/QC review comments are returned to the design project manager who will facilitate the necessary changes. Additionally, a final field review and check against the plans will be conducted by the design engineer. Field conditions that differ from the plans will be incorporated into the final bid documents.

Using their wide-ranging knowledge of construction methods, Coastland | DCCM's Construction Managers also perform constructability review of designs prior to each submittal to the City. The construction QA/QC review will provide input on constructability such as construction equipment limitations, traffic control, alternate construction methods and construction costs. This review helps minimize claims and potential change orders.

RESPONDING TO THE CITY- Coastland | DCCM has provided on-call and as-needed services to more than 25 public agencies for over 31 years. We are very familiar with responding to Task Order requests and providing a cost proposal based on a specific project scope of work.

Coastland | DCCM's approach to on-call contracts is to listen carefully to the needs of the client and the project, assemble a team from our company-wide talent pool that is best suited to meet those needs, and to adopt the client's project goals as our own. In addition to our own staff, we will tap into our established team of subconsultants to supply any specialty resources needed for each project. Regardless of whether the project is an underground utility, roadway, sidewalk/ADA, traffic calming, pedestrian bridge, public building, wastewater treatment plant, water reservoirs, municipal wells or park projects, Coastland | DCCM has the expertise available to assist the City of St. Helena with the engineering, development review and construction management services required. We pride ourselves in not just preparing plans and specifications, but in thinking through every aspect of a project to ensure that construction costs and change orders are minimized, delivery timelines are met, public convenience is considered, the improvements can be easily serviced and maintained and will last.

At the request of the City, Coastland | DCCM will provide a detailed scope of work and cost proposal identifying proposed staff, total staff hours expected per task and a not-to-exceed fee. Proposed staff will be available for interviews with the City, if requested. Once staff has been approved by the City, substitutions will not be made without prior approval of the City.

Staff will be assigned to each Task Order based on the staff member's experience with the type of project, funding requirements, and scope of services.

COASTLAND | DCCM HAS SERVED THE FOLLOWING CLIENTS THROUGH ON-CALL CONTRACTS:

- Alameda
- Antioch
- Benicia
- Calistoga
- Cloverdale
- Corte Madera
- Elk Grove
- Fairfield
- Ione
- Loomis
- Mill Walley
- Piedmont*
- Ranch Murieta
- Santa Rosa
- Sonoma County
- Suisun City
- Ukiah
- Wheatland*
- Windsor
- Yountville
- American Canyon
- Belmont
- Berkeley
- Clearlake
- Colfax
- El Cerrito
- Fairfax
- Galt
- Lincoln*
- Marin County
- Pacifica
- Pinole
- Rohnert Park
- Sausalito
- St. Helena
- Tiburon
- Vacaville
- Willows*
- Woodland

** Serving as contract City/District Engineer*

COASTLAND | DCCM ON-CALL EXPERIENCE

* Current Contract City/District Engineer Client		Project Types					Services														
Client	**Pop.**	**Pavement & Transportation**	**Wastewater & Water**	**Stormwater**	**Pedestrian & Bicycle**	**Parks & Trails**	**Master Planning & Budgeting**	**Development Review; Plan & Map Check**	**Project Management & CIP Design**	**Construction Management & Inspection**	**CIP Development & Update**	**Staff Augmentation**	**Public Outreach**	**Funding Application & Administration**	**Public Board Presentations**	**Permit Processing / Encroach. Permits**	**CASp Services**	**Emergency Response / Storm Damage Repair**	**Caltrans Processing & Approvals**	**Development of Standards**	**Environmental Review**	**Assessment District Engineering**
City of Alameda	78,000	●	●	●				●	●	●		●	●						●	●		
City of Albany	19,700		●							●												
City of American Canyon	20,000	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●	●		●	●
City of Belmont	27,140	●			●					●			●			●						
City of Antioch	111,000	●	●	●						●		●	●						●			
City of Benicia	28,000	●	●		●			●	●	●		●				●		●	●	●		
City of Berkeley	122,300		●						●			●									●	
Bodega Bay PUD *	2,600		●				●	●	●	●	●	●	●	●	●			●				
City of Burlingame	30,700	●	●							●			●						●			
City of Calistoga	5,300	●	●	●	●	●	●	●	●	●			●		●							●
Callayomi County Water District *	450	●	●				●	●	●	●	●	●	●	●	●	●				●	●	
City of Clearlake	15,000	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
City of Cloverdale	8,800	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Town of Corte Madera	9,858	●			●	●			●	●			●		●		●		●			
City of Cotati	7,400	●	●	●						●			●			●				●		
City of El Cerrito	25,400	●			●				●				●						●			
City of Emeryville*	11,600	●	●	●	●	●	●	●	●	●		●				●				●		
Town of Fairfax	7,600	●	●	●	●				●	●			●	●		●	●					
City of Fairfield	116,000	●	●		●		●		●					●								
Hidden Valley Lake CSD *	5,570	●	●	●			●	●	●	●	●	●	●	●	●							
City of Ione	7,020	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
City of Napa	80,400	●						●														
City of Novato	56,000			●			●	●				●			●		●					
City of Piedmont *	11,350	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Ross Valley Sanitary District	49,000	●	●		●		●	●	●					●								
Town of Ross	2,470	●						●	●			●	●		●	●	●		●		●	
City of San Rafael	58,950	●							●	●			●				●		●		●	
City of Santa Rosa	175,150	●	●	●	●	●	●	●	●	●			●		●		●		●		●	
Solano Irrigation District			●	●			●		●	●												
Sonoma County	502,140	●		●	●	●			●	●			●			●	●	●	●		●	
City of Suisun City	29,500	●	●		●	●		●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Sweetwater Springs Water District *	9,000	●	●				●		●	●	●		●		●	●					●	
City of Willows *	6,070	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			●	●	●	●
Town of Windsor	27,550	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●	●	●	●
City of Yuba City	66,990	●	●		●		●	●	●			●					●					

DESIGN ENGINEERING

DESIGNING AND/OR FACILITATING CAPITAL IMPROVEMENT PROJECTS - From conceptual design planning through the construction phase: This includes the preparation of plans, specifications and estimates, grant funding compliance, utility coordination, easements and/or rights-of-way, environmental clearance and other permitting requirements as necessary for the project. Coastland | DCCM will facilitate the bidding process, the award of construction contracts, provide engineering support during construction, and assist with the acceptance of improvements. Our scope of work on capital projects typically includes providing a comprehensive approach that may include surveying, geotechnical, traffic engineering, structural, environmental, public outreach services, or other necessary support .

Capital Project Services

- Project Management & Coordination
- Feasibility Evaluation & Alternatives Analysis
- Design Development, PS&E, Cost Estimates
- Infrastructure Design
- Structural Design
- Sustainable Site Design
- Value Engineering
- Environmental Review & Permitting
- Bid Support & Engineering Services During Construction
- Stakeholder Outreach

When needed, we will prepare applications for outside grant and/or low-interest loan funding and administer the project to ensure that it complies with all conditions stipulated in the funding agreement. All projects will be managed to comply with City standards and regulations.

PROJECT MANAGEMENT FOR CAPITAL IMPROVEMENT AND DEVELOPMENT PROJECTS - Our team members have extensive experience in administering and delivering capital improvement projects for our municipal clients related to streets, transportation, water, wastewater, recycled water, drainage systems, parks, and public buildings. For projects where Coastland | DCCM serves as consulting project manager, and not the design engineer, typical services include preparation and administration of RFQ/RFP's, development of project schedules and budgets, review of proposals received, identification of the most qualified consultant, assistance with negotiating the scope and fee, interfacing with the design engineer throughout the design process, including technical peer review of all engineering documents prepared, administration of the bid assistance process and providing construction management and observation services.

With our experience as City Engineers, our staff is also adept at helping to process private development projects. From master planning to entitlements, design, construction and acceptance, our staff are highly experienced at facilitating and processing complex private development projects with a successful outcome for our public agency clients.

ENGINEERING & FEASIBILITY STUDIES - The first step in a large capital improvement project, especially when outside funding sources are involved, often consists of engineering feasibility studies. These studies identify the issues that require resolution, evaluate options, recognize constraints or hurdles that must be overcome in completion of the project, review of cost/benefits of various options, recommend the most feasible approach based on a qualitative and quantitative evaluation process, establish a schedule for the project, and estimate total preliminary project costs. Coastland | DCCM will prepare engineering feasibility studies that succinctly address these items and are in accordance with funding requirements.



FEMA/CalEMA Erosion Control Project, Napa County

EXPERIENCE WITH FEDERAL AND STATE FUNDED PROJECTS - Our team has been involved in all stages of project delivery, from the initial planning through construction, on a multitude of state and federally funded improvement projects including STIP, HSIP, HBRR, TDA, ATP, FEMA, Cal OES, CDBG, OBAG, State Revolving Loan Fund, EDA, USDA, Infrastructure Bank, ATP, Safe Routes to School, HMGP and others. As contract City and District Engineers for multiple agencies throughout Northern California, our team has successfully administered, designed and delivered many of these types of projects. Services have included identifying funding opportunities and preparing applications, supporting planning efforts including environmental compliance and permitting efforts, preparing or commissioning technical studies, conceptual and final designs, conducting public outreach, grant management and reporting, and administering construction to ensure timely and accurate completion. This experience provides us with a very strong understanding of the funding process, including administrative and scheduling requirements.

KNOWLEDGE OF CALTRANS STANDARDS & PROCEDURES - Many of our City Engineering clients depend on Coastland | DCCM to manage the complex tasks involved with processing Caltrans paperwork and administering projects from conception through construction. Our team has a thorough knowledge of Caltrans procedures and standards, guidelines, funding applications, planning, design and construction of transportation projects. Our proposed team members have substantial knowledge of the Caltrans' Local Assistance Procedures Manual (LAPM), Construction Manual and the California Public Contract Code. Coastland | DCCM has also worked closely with Caltrans District 4 on an administrative level while providing contract City Engineering services to our clients. Coastland | DCCM and our team have extensive experience in processing all project phases through Caltrans Local Assistance.

PLANS, SPECIFICATIONS AND BID DOCUMENTS - In order to construct the desired capital improvements, a complete set of bid documents must be prepared, supported by engineering analysis. During this process, we prepare an initial set of technical specifications, plans, and engineer's estimate to a preliminary level of detail. To help ensure the best design and strongest possible construction documents, we typically add an experienced construction manager to our design teams early in the design process. Depending on the project size, complexity, and timelines, we typically make two to four project submittals for City staff review, however project specifics and preference of the City will determine the actual number of submittals for each project. After each submittal, we meet with City staff to discuss any review comments. A follow-up submittal is then generated, which reflects the City's comments. An updated engineer's estimate and schedule are also prepared at this time. Once all comments have been addressed, we finalize the documents to solicit bids. All plans and specifications prepared by Coastland | DCCM are reviewed by a senior level engineer not associated with the project and a construction manager for constructability.

AGENCY EXPERIENCE MAKES THE DIFFERENCE - Permitting requirements, budget constraints, funding deadlines, and other project processing challenges can make project delivery challenging and complex. Coastland | DCCM stays on top of the ever-changing regulations and requirements so we can guide our clients through the regulatory processes. We anticipate and plan for constraints and know how to respond to regulations while protecting the community and its environment. We have extensive local experience with permitting agencies including multiple Caltrans Districts, UPRR, FEMA, RWQCBs as well as others.

CONSTRUCTION SUPPORT SERVICES - Coastland | DCCM's services during construction will include attending the preconstruction conference, reviewing project submittals and change order requests when

needed, conducting site visits as needed, and answering City inquiries and contractor requests for information. Our approach is to work closely with the City and Construction Management (CM)/Inspection team to anticipate and avoid issues, resolve issues that do arise as quickly as possible, and make sure the City's interests are protected and the project is a success. Our services typically include site visits as requested or required, attendance at construction meetings, answering questions, responding to RFIs, providing input on contract change order requests, and assisting with the project's final inspection and punch list preparation. Upon project completion, we can also draft the council staff report for project acceptance.



Christie Park, City of Emeryville

SUCCESS OVERCOMING DESIGN CHALLENGES - Many of Coastland | DCCM's projects have involved environmental, cultural, and/or politically sensitive situations that require close coordination with City staff and regulatory agencies, as well as targeted outreach and creative design solutions to meet the needs of the project. Coastland | DCCM has proven successful in overcoming countless design challenges including financial constraints, traffic constraints, regulatory permitting and approvals, flood control impacts, coordination with school schedules, tree preservation, utility conflicts, public concerns, compressed schedules and limited budgets. Our team will be devoted to ensuring timely and accurate completion of project tasks while providing practical solutions for each project.

SUSTAINABLE PRINCIPLES - To help public agencies meet their sustainable performance goals, Coastland | DCCM offers Qualified SWPPP Developers (QSD) and Practitioners (QSP) whose focus is on today's expanding sustainable principles. We design for Low Impact Development (LID), green infrastructure, drainage water quality, energy efficiency and conservation of natural resources and open space.

TRANSPORTATION - From conceptual layout to final design and construction, Coastland | DCCM works hard to find solutions to a variety of challenges for any and all transportation modes. We have implemented transportation projects located in environmentally and politically sensitive areas, requiring consensus building, community outreach, creative design and construction solutions. Balancing the needs of traffic, pedestrians and bicyclists, we create facilities that are safe and efficient for all users.

- Roadways, Intersections, & Highways
- Pavement Management Programs (PMP) & Pavement Rehabilitation
- Bicycle & Pedestrian Pathways
- Roundabouts
- Streetscapes & Complete Streets
- Hazard Elimination
- Bridges and other Structures
- Streetlights
- Parking, Striping / Signing
- Caltrans Coordination & Approvals

We understand the impacts and opportunities presented in the design and construction of roadway rehabilitation, drainage and associated transportation improvements. Coastland | DCCM's positive relationship with Caltrans and many other regulatory agencies enables us to obtain positive feedback early on in the project planning stages.

WATER - Coastland | DCCM has extensive design experience with rehabilitation and/or replacement of water distribution facilities, new water reservoirs, rehabilitation of water reservoirs, pump stations, municipal wells and other water-related facilities for municipal clients and various water districts. We understand the need for keeping existing water facilities operating during construction and provide design documents that minimize water shutdowns. Together with our construction staff our design team considers constructability for each project, as well as when alternate main installation methods may be more suitable and less disruptive than open cut trench such as directional boring.

WASTEWATER - Our design team has been involved with numerous CIP projects involving the rehabilitation and/or replacement of wastewater distribution facilities, lift stations and wastewater treatment plants. For pipeline rehabilitation, many of these design projects include review and assessment of CCTV data, determining the most appropriate rehabilitation method (pipe bursting, cured-in-place liners or open cut remove/replace) and preparation of construction improvement documents (PS&E). Coastland | DCCM has extensive design experience with wastewater rehabilitation including having staff that are NASSCO certified for assessment of pipelines, manholes and laterals.

FLOOD CONTROL AND DRAINAGE – Coastland | DCCM is very familiar with Municipal Regional Stormwater Permit requirements and has a strong background in drainage studies, drainage design and inspection of storm water projects. We are known for developing innovative methods to resolve drainage challenges. We prepare drainage background documents for alternative analyses, including system modeling and hydrology/hydraulic reports. We often respond to emergency situations for state and federally declared flood disasters, coordinating with FEMA and CalOES. Our staff of certified erosion control experts includes Qualified SWPPP Developers (QSD) and Practitioners (QSP) and Certified Erosion, Sediment and Storm Water Inspectors (CESSWI).

- Storm Drain Evaluation & Improvement
- Flood Plain Management Services
- Erosion & Sediment Control
- Storm Damage Repair
- Drainage System Modeling
- Hydrology & Hydraulic Calculations
- Channel Restoration
- Flood Disaster Assistance (FEMA, CalEMA)
- SWPPP Design
- Detention Basins
- Closed Conduit & Open Channel Systems
- QSP/QSD Erosion Control Experts
- CESSWI Inspections

PAVEMENT MAINTENANCE AND REHAB PROJECTS - Our team has experience developing pavement management programs (PMP) and capital maintenance projects for nearly 40 Northern California cities and counties. Coastland | DCCM's pavement specialists offer extensive experience in pavement maintenance including evaluation, PMP's and design solutions. We understand that most agencies' pavement maintenance programs are underfunded, and that pavement maintenance and rehabilitation costs are increasing. In addition to being intimately familiar with standard pavement rehabilitation methods, we have also utilized our skill, thoughtfulness and creativity to develop unique and cost-effective approaches to pavement maintenance that help our clients meet their needs and address public expectations while remaining within their budget. Our team is thoroughly experienced in developing treatment strategies, setting priorities and carefully determining budgetary needs and have helped dozens of agencies make informed decisions about the maintenance and repair of their pavement in a cost-effective and reliable manner. We have been involved in all stages of pavement preservation and management programs, from the planning stages, agency adoption, design and through construction.



E. 3rd Street Paving Project, City of Benicia

PUBLIC FACILITIES & PARKS - Our team is involved in all phases of new and renovated public facilities. Our staff has managed these projects both serving as responsible public officials as well as in the role of designer and consulting project manager. Our experience includes construction and/or remodeling of city halls, city council chambers, community centers, police and fire departments, community pools, public theaters, tennis courts, basketball courts, parks, and trail systems from the planning stages through construction. Our experience allows us to understand and integrate the needs of the public, city staff, and overall community into the design and implementation of these important projects.



Barrier Removal Implementation Program, Town of Corte Madera

ADA COMPLIANCE - Because of Coastland | DCCM's unique focus providing municipal engineering and building services, we routinely advise our clients on ADA issues, prepare and develop ADA Transition Plans, respond to accessibility issues, and keep ourselves and our clients informed of the latest accessibility codes and standards. Our Engineering and Building Safety Divisions collaborate to help agencies identify and prioritize improvements to avoid liability risks and funding restrictions, and to promote equality of opportunity and full participation for persons with disabilities. Coastland | DCCM's state-Certified Access Specialists (CASp) are experts in current accessibility requirements and help ensure our clients are fully compliant with the Americans with Disabilities Act (ADA) and California Building Code Accessibility Requirements.

EXAMPLE PROJECTS & REFERENCES

CITY OF AMERICAN CANYON

ON-CALL ENGINEERING DESIGN SERVICES

Coastland | DCCM has provided on-call capital project design and construction management services to the City of American Canyon since 2000. These services include interim City Engineering, on-call engineering, assistance with processing development projects, construction management and inspection, value engineering and constructability review, and involvement in various roadway improvements through design and construction management/inspection.

Client Contact
Erica Ahman-Smithies, Director of Public Works
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503
esmithies@cityofamericancanyon.org

Key Staff: Heidi Utterback, Steven Van Saun, Mike Janet

The American Canyon Road Widening project (pictured here) was a $7 million project that ultimately became a focal point entry to the City. Improvements included traffic signal modifications, a wetlands mitigation pond and creek restoration, landscaping and irrigation, bridge widening and retaining wall, curb, gutter, and sidewalk, storm drain system and water main, road reconstruction and more. Coastland | DCCM's staff maintained close coordination with the Railroad, Caltrans and State Fish and Wildlife.



STORM DRAINAGE MASTERPLAN UPDATE PROJECT

Coastland | DCCM is preparing a comprehensive Storm Drain Master Plan that will map and study the entire City system, identify existing and projected system deficiencies, and recommend solutions to address these deficiencies. This Master Plan will address two of the City's key goals: the first is to provide the scope and budget for drainage improvement projects that address existing system deficiencies for inclusion in the City's Capital Improvement Program, and the second is to identify alternative means of mitigating impacts from new development projects, including drainage improvement projects that offer developers in lieu of options for on-site mitigation.

Client Contact
Erica Ahman-Smithies, Director of Public Works
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503
esmithies@cityofamericancanyon.org

Key Staff: George Hicks

MELVIN ROAD SIDEWALK AND DRAINAGE IMPROVEMENTS DESIGN

Coastland | DCCM is currently designing plans, specifications, and construction cost estimates for sidewalk and storm drain improvements along Melvin Road. The engineering design team will be developing a project specific drainage study to further evaluate the hydrology and hydraulics for the project improvements.

Client Contact
Erica Ahman-Smithies, Director of Public Works
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503
esmithies@cityofamericancanyon.org

Key Staff: Heidi Utterback, Nathan Fishman, Steven Van Saun

The purpose of this project is to provide additional sidewalk and pedestrian connectivity within the City's right-of-way along Melvin Road. Completing the infill sections of sidewalk along Melvin Road will provide residents in the area with more access to the adjacent schools, commerce, and facilities in the surrounding areas. This project will also provide an opportunity to install additional storm drain infrastructure that can improve the area's hydrology and resiliency during storm events.

CITY OF SANTA ROSA

LA PALOMA, EAST HAVEN, ROGERS WAY SEWER & WATER MAIN REPLACEMENT

Coastland | DCCM provided engineering design services to replace aged and obsolete sewer and water mains in East Haven Drive, Rogers Way, and La Paloma Avenue. The project included roadway reconstruction, curb and gutter replacement, curb ramp reconstruction and installation, and drainage improvements.

Client Contact
Sara Mathews, Assistant Engineer
City of Santa Rosa
69 Stony Circle
Santa Rosa, CA 95401
(707) 543-4508
smathews@srcity.org

Key Staff: Heidi Utterback, Steven Van Saun



Approximately 1,250 linear feet of existing 4" CI water main was replaced with 8" PVC water main in East Haven Drive at 4th Street and extended approximately 125 linear feet past Eleanor Avenue and connected to an existing 6" AC water main. The existing 6" AC dead end water main in La Paloma was upsized to an 8" PVC water main and extended approximately 320 linear feet to the existing 8" cross at Siesta Lane. Existing water services were replaced with new water services, including new meters and boxes in accordance with City Standards. In addition to the water line replacement, approximately 2,030 linear feet of existing sewer main in East Haven Drive between 4th Street and Eleanor Avenue, La Paloma Avenue between East Haven Drive and Rogers Way, and Rogers Way between 4th Street and La Paloma Avenue was replaced. All existing sanitary sewer manholes within the project area were replaced. Existing sanitary sewer laterals will also be replaced with new cleanouts installed in accordance with City Standards.

CITY OF BENICIA

ON-CALL PROFESSIONAL ENGINEERING DESIGN SERVICES

Coastland | DCCM has been providing on-call engineering design services to the City of Benicia since 2016 and recently began providing construction management and inspection services. Representative projects include:

Client Contact
Kyle Ochenduszko, Public Works Director
City of Benicia
250 East E Street
Benicia, CA 94510
(707) 746-4200
kochenduszko@ci.benicia.ca.us

Key Staff: George Hicks, Heidi Utterback, Erik Weber, Hugh Miles

PARK ROAD IMPROVEMENT PROJECT

Coastland | DCCM provided project management and engineering design services for the Park Road Improvement project as a separate project from Coastland | DCCM's on-call contract. This grant-funded project involved 1.15 miles of Park Road and extended bike lanes located south of the project near the I-780 overcrossing, to the intersection with Bayshore Road, which is near the City's new Intermodal Bus Hub. Coastland | DCCM developed two alternatives for the bike lanes at the City's request; Class II and bi-directional class IV bike lanes. This section of Park Road is located within an area zoned for industrial use. The project's primary objective was to design and construct cost-effective bicycle facilities along with pavement maintenance and rehabilitation of the existing roadway within the City's project budget.

Client Contact
Dan Sequeira, *Former Deputy Director of Operations / City Engineer, City of Benicia*
Current Assistant Public Works Director / City Engineer, City of Vallejo
(707) 648-5434
dan.sequeira@cityofvallejo.net

Key Staff: George Hicks, Heidi Utterback, Steven Van Saun, Hugh Miles

TOWN OF WINDSOR

BROOKS ROAD CROSSWALK ENHANCEMENTS

Coastland | DCCM provided engineering design services and support during construction to the Town of Windsor for the enhanced crosswalk improvements project at Brooks Road. The goal of the project is to improve pedestrian safety and access along Brooks Road. The project involved the installation of a new mid-block crosswalk with pedestrian activated RRFB's and a refuge island at the entrance to Hiram Lewis Park and Windsor Middle School.

Client Contact
Alejandro Perez, Senior Engineer
Town of Windsor
8400 Windsor Road
Windsor, CA 95492
(707) 838-5318
aperez@townofwindsor.com

Key Staff: Heidi Utterback, Steven Van Saun

The project was influenced by two Windsor Girl Scouts who approached the Town when they were in the second grade with the idea that a crosswalk was essential to the safety of pedestrians along this section of Brooks Road. Now in the eighth grade, the girls are seeing their dream project being constructed.

STARR ROAD SIDEWALK GAP CLOSURE PROJECTS

Coastland | DCCM has provided engineering design services and support to the Town of Windsor on several sidewalk gap closure projects along Starr Road. Most of the projects include installation of curb, gutter and sidewalk to enhance pedestrian safety along this busy corridor.

Client Contact
Alejandro Perez, Senior Engineer
Town of Windsor
8400 Windsor Road
Windsor, CA 95492
(707) 838-5318
aperez@townofwindsor.com

Key Staff: Heidi Utterback, Steven Van Saun

CITY OF PIEDMONT

CITY ENGINEERING / ON-CALL ENGINEERING SUPPORT

Since becoming the City of Piedmont's contract City Engineer in 2009 Coastland | DCCM's services to the City have included as-needed staff augmentation, program project management, design, construction management and inspection, plan and map review, funding assistance, CIP management and studies, development review and conditioning, Pavement Management Program (PMP) updates, oversight of traffic studies and design, drainage studies, GIS mapping and management of sewer, storm drain, streets, striping and infrastructure information, encroachment permit conditioning, issuance and inspection, flood plain management, staff report preparation and presentations to City Council, Planning Commission and other committees, jurisdictional agency coordination, and public relations. Services also include coordination and approvals through Caltrans Local Assistance, Alameda County Transportation Commission, MTC and other regulatory agencies. We also provide Building and Safety services to the City.

Client Contact
Daniel Gonzales, Public Works Director
City of Piedmont
120 Vista Avenue
Piedmont, CA 94611 (510) 420-3061
dgonzales@piedmont.ca.gov

Key Staff: Heidi Utterback, Steven Van Saun, Nathan Fishman, Jennifer Melman

As Piedmont is a bicycle and pedestrian focused community, all of the transportation projects that Coastland | DCCM has completed for the City include a "Complete Streets" component. These have included sidewalk upgrades and replacements, pedestrian ramp improvements in accordance with ADA standards, pedestrian safety enhancements at intersections (including bulb-outs, RRFB installation, raised pedestrian crossings and striping), and ADA upgrades in parks.

ANNUAL PAVEMENT PROJECT

Since 2011, Coastland | DCCM has helped implement the City's PMP through this annual project. Coastland | DCCM has been responsible for all aspects including prioritizing streets in need of repair followed by design, bid support, construction management and inspection services. Projects have included AC pavement overlay, rubberized cape seals, slurry seal, and complete road reconstruction on various streets throughout the City. Coastland | DCCM carefully evaluates each street to recommend the most appropriate and cost-effective repair or rehabilitation method. The projects we have worked on include funding through Alameda County Measure B and BB funds, SB-1 and Gas Tax funds, Vehicle Registration Fee (VRF) dollars; OBAG-1 and OBAG-2, STIP and CDBG.

Client Contact
Daniel Gonzales, Public Works Director
City of Piedmont
120 Vista Avenue
Piedmont, CA 94611 (510) 420-3061
dgonzales@piedmont.ca.gov

Key Staff: Heidi Utterback, Steven Van Saun



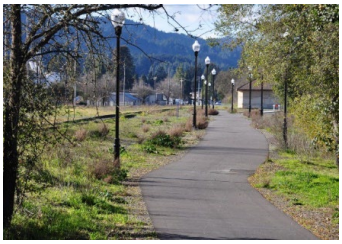
CITY OF HEALDSBURG

FOSS CREEK PATHWAY

Coastland | DCCM prepared feasibility studies and performed engineering design on several segments of this key bicycle and pedestrian pathway along the Sonoma-Marin Area Rail Transit (SMART) corridor in downtown Healdsburg. The Foss Creek Pathway extends from the southern to northern limits and plays a significant role in growing the community and encouraging transit-oriented development in Healdsburg.

Client Contact
Ben Kageyama, Senior Engineer
City of Healdsburg
(707) 431-3346
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Key Staff: Heidi Utterback, Steven Van Saun



The pathway meanders between trees along the railroad tracks from the south to north end of town, tying into the Railroad Depot to allow users to transfer from one mode of transportation to another. For safety and security, a six-foot fence separates the railroad from the pathway and decorative lighting was installed through the length of the project. The 10-foot-wide pathway is located a minimum distance of 15 feet from the railroad centerline, with more clearance where possible. The pathway elevation is established based on the future reconstruction of the SMART tracks and the desired drainage patterns. Where necessary, a v-ditch in accordance with SMART standards was designed between the rail and the pathway to provide improved drainage conditions.



Coastland | DCCM's role also included preparing hydrology and hydraulic calculations, upgrading storm drain facilities and addressing environmental concerns. The project involved extensive coordination with SMART and received recommendations from the North Coast Railroad Authority (NCRA) and the California Public Utilities Commission (CPUC).

Recently, Coastland | DCCM lead a multi-discipline team in the design of Pathway Segments 7 and 8. The project involved preparation of environmental documentation and permitting, preliminary engineering and final engineering documents for the construction of public Class 1 bicycle and pedestrian facilities. These segments of the Foss Creek Pathway will feature a 10-foot-wide asphalt concrete paved pathway,

decorative LED lighting, two pedestrian bridge creek crossings, multiple culvert crossings, fencing, turnouts for future bench locations and an enhanced pedestrian safety crossing at Dry Creek Road. The pathway runs along the east side of Northwest Pacific Railroad right of way from the north end of Grove Street south to Dry Creek Road, where it crosses over to the west side of the railroad tracks and continues south to a creek crossing at Foss Creek and connects to Segment 6 of the pathway.

WATER & WASTEWATER ENGINEERING

OUR APPROACH TO STAFF AND SERVICES ON AN ON-CALL, AS-NEEDED BASIS

Coastland | DCCM will be responsible for assisting and augmenting City staff as necessary to provide design services for the City's Water Treatment Plant, water distribution and storage system, sewer collection system (including lift stations), Wastewater Treatment Plant and Water Reclamation Facility. In addition to having a strong design background, our team also has experience in operations and maintenance of water and water reclamation systems and have prepared studies of operational efficiency and evaluated public versus private operations of utilities for our clients.

Coastland | DCCM's approach to serving the City of St. Helena focuses on providing professional engineering services through experienced individuals in a seamless manner. We will truly strive to be extensions of City staff to help administer this program in a highly efficient manner. We will manage overall project coordination, prepare feasibility studies, and grant applications, prepare plans and technical specifications, develop alternatives, perform conceptual and final design, provide permitting during design and construction, perform regulatory agency coordination during design and construction, perform bid document preparation and award, and perform construction management and inspection as needed.

To maintain a high level of quality and meet project timelines, our team will devote themselves to managing their time wisely and maintaining clear and consistent communication with the City, regulatory agencies and other involved parties. Our first order of work on any project will include meeting with City staff to discuss project details, establish goals, review the project schedule and coordinate efforts. This meeting will provide a foundation for efficient and cost-effective services throughout the contract duration. We will also schedule regular check-in meeting dates to ensure that we provide the City with frequent updates and obtain guidance, if needed.

Prior to each project, we will carefully evaluate project conditions to identify key obstacles during the pre-design, design, and construction phases of the project to ensure that the project is constructible, affordable, on schedule and will involve the least amount of ongoing maintenance as possible.

WATER - Coastland | DCCM's close association with municipal clients, water districts, the State Water Resources Control Board and regulatory agencies has made us keenly aware of the requirements of water source, supply, storage and distribution system planning. Effective planning, environmental studies and research analysis are all necessary when developing and funding a water supply source. Our staff also strives to involve the Public Works Director and Operations staff in the planning and design of projects that they will eventually operate and maintain. Getting input and feedback from the Public Works Department is crucial for a successful project outcome.

WASTEWATER - Meeting the unique wastewater needs of municipalities and special districts requires a full range of planning, design and construction management services. Our full-service team understands complex wastewater issues and is very skilled at identifying reliable solutions to meet operational needs, permitting requirements and protection of the environment. In the event a project requires specialized experience or expertise our team may not have, Coastland | DCCM has the ability to augment our team

with resources provided through other operating companies under our larger, DCCM structure or other subconsultants that we have long-term relationships with.

ENGINEERING & FEASIBILITY STUDIES - The first step in a large capital improvement project, especially when outside funding sources are involved, often consists of engineering feasibility studies. These studies identify the issues that require resolution, evaluate options, recognize constraints or hurdles that must be overcome in completion of the project, recommend the most feasible approach based on a qualitative and quantitative evaluation process, establish a schedule for the project, and estimate total preliminary project costs. Coastland | DCCM will prepare engineering feasibility studies that succinctly address these items and are in accordance with funding requirements. Our team has recently completed engineering and feasibility studies related to wastewater for Fairfield-Suisun Sewer District, City of Ione, and City of Willows as well as feasibility studies related to water for Solano Irrigation District and City of Benicia.

PLANS, SPECIFICATIONS AND BID DOCUMENTS - In order to construct the desired capital improvements, a complete set of bid documents must be prepared, supported by engineering analysis. During this process, our work typically includes a basis of design report, preparation of an initial set of front-end and technical specifications, plans, and engineer's estimate to a preliminary level of detail. To help ensure the best design and strongest possible construction documents, we typically add an experienced construction manager to our design teams early in the design process. Coastland | DCCM has also developed an innovative process and associated documents to help our clients pre-purchase specialty or long lead times items and then assign the purchase order to the contractor through the bidding process. These have proven very valuable to our clients, particularly in utility projects to help ensure project deliverability within critical schedules or timelines, while avoiding the pitfalls of owner-supplied materials. Depending on the project size, complexity, and timelines, we typically make two to four project submittals for City staff review, however project specifics and preference of the City will determine the actual number of submittals for each project. After each submittal, we meet with City staff to discuss any review comments. A follow-up submittal is then generated, which reflects the City's comments. An updated engineer's estimate and schedule are also prepared at this time. Once all comments have been addressed, we finalize the documents to solicit bids. All plans and specifications prepared by Coastland | DCCM are reviewed by a senior level engineer not associated with the project and a construction manager for constructability.

AGENCY EXPERIENCE MAKES THE DIFFERENCE - Permitting requirements, operational challenges, budget constraints, funding deadlines, and other challenges can make utility operations and project delivery challenging and complex. Coastland | DCCM stays on top of the ever-changing regulations and requirements so we can guide our clients through the regulatory processes, and our team is experienced in the operations of municipal utilities. We anticipate and plan for challenges and constraints and know how to avoid issues and respond to regulations while protecting the agencies' interests and the environment. We have extensive local experience with permitting agencies including multiple RWQCBs and the SWRCB as well as others.

SUCCESS OVERCOMING DESIGN CHALLENGES - Many of Coastland | DCCM's projects have involved technical, environmental, cultural, and/or politically sensitive situations that require close coordination with City staff and regulatory agencies, as well as targeted outreach and creative design solutions to meet the needs of the project. Coastland | DCCM has proven successful in overcoming countless design challenges including financial constraints, regulatory permitting, coordination with third parties, utility conflicts, public concerns, compressed schedules and limited budgets. Our team will be devoted to ensuring timely and accurate completion of project tasks while providing practical solutions for each project.

EXAMPLE PROJECTS & REFERENCES

CITY OF FAIRFIELD

PARADISE VALLEY PUMP STATION VALVE REPLACEMENT PROJECT

The isolation valves at the Paradise Valley Pump Station required replacement due to failure and/or not closing properly. Our staff prepared a set of construction documents (plans and specifications) that replaced the existing 24" underground isolation valves for two of the three on-site underground valves and three of the 16" aboveground valves. The design included the replacement of the existing turbine flow meter with a new electromagnetic flow meter. The existing air release valves and their isolation valves were also replaced and the exterior aboveground piping repainted.

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Key Staff: Ken Swenson



Additionally, one of the valves on the discharge line next to the pump station was situated close to the existing precast sound/retaining wall. It was determined that if the valve was replaced it would undermine the sound/retaining wall and substantial shoring measures would be required to maintain the structural integrity of the retaining wall piers and neighboring house foundation. Based on the findings, it was decided to abandon-in-place the old valve and leave it in a fully open position with the valve box removed. The remaining aboveground valves will provide satisfactory shut off capabilities for discharge line.

WATERMAN WATER TREATMENT PLANT HIGH LIFT PUMP AND ELECTRICAL UPGRADES

The City of Fairfield determined the need to upgrade 45-year-old pumps, check valves and isolation valves as well as the power system at the Waterman High Lift Pump Station. Coastland | DCCM provided design services to replace the five aging vertical turbine pumps with new 300HP VFD pumps, check valves and motor-controlled butterfly valves. Upgrades in the electrical room consisted of new switch board panels and MCC from existing 4,160-volts to 480-volt system. The project also involved the sizing and placement of a new 1500-KW backup generator and the design of a 10-foot-tall retaining wall around the generator pad. Key issues associated with the project included specialized procurement of long lead time items and scheduling of construction to minimize impacts on water treatment operations and maintain the ability to reliably meet water demands during construction.

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CITY OF BENICIA

WATER TREATMENT PLANT UTILITY WATER SYSTEM IMPROVEMENT PROJECT

Coastland | DCCM provided engineering support services for the evaluation of existing conditions at the City's water treatment plant (WTP) which presented risks to the reliable operation of the plant. Our team worked closely with the City's water operations staff to evaluate system process operations and reliability, prioritize projects, and provide design services related to repairs and modifications of plant process piping, motor operated slide gates and flow meters.

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Key Staff: Erik Weber

SOLANO IRRIGATION DISTRICT

SUISUN VALLEY WATER FEASIBILITY STUDY

Coastland | DCCM provided engineering services to the Solano Irrigation District (SID) to perform a feasibility study for a potable water system in the Suisun Valley to support the development of Ag-Tourism uses as outlined in the Solano County General Plan. The project required close coordination between the County and SID to determine both the functional and financial feasibility of the potential system. Elements of the study included water supply options, domestic and fire demands, preliminary water system configuration, estimated costs of construction, operations, and maintenance, identification of potential water quality issues, phasing and funding options, water service policies and connection requirements.

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Key Staff: George Hicks, Hugh Miles

BODEGA BAY PUBLIC UTILITY DISTRICT

2022 SEWER REHABILITATION PROJECT

Coastland | DCCM conducted a comprehensive evaluation of Bodega Bay Public Utility District's sewer collection system to identify deficiencies and sources of surface water inflow and groundwater infiltration. The purpose of the project was to rehabilitate aging sewer mains and reduce wet weather flows that are approaching the capacity of the wastewater treatment system.

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Key Staff: John Wanger, Jennifer Melman

The initial work included the CCTV inspection and condition assessment of 100% of the District's sewer mains, associated manholes, lift stations, and force mains. From this investigation a repair inventory was developed with prioritized projects, repair recommendations and construction cost estimates. Coastland | DCCM subsequently prepared construction plans and specifications for the rehabilitation of over 24,000 linear feet of sewer mains using cured-in-place pipe (CIPP) lining, pipe-bursting, and traditional open-cut pipe replacement. The CIPP-lining work included the installation of top hats to seal the connection between the sewer main and laterals. Construction began in June of 2022. As a result of this work, Coastland | DCCM also assisted the District with the implementation of a Sewer Lateral Compliance Program to address defective laterals.

CLOTH FILTER ADDITION AT WASTEWATER TREATMENT PLANT

Coastland | DCCM provided engineering design services for the addition of a second cloth filter at Bodega Bay's wastewater treatment plant. The additional filter gives District staff the flexibility to alternate filter units during the lower flow months, as well as use both filters during high flow months. The second filter eliminates a critical flow limitation through the plant and allows the WWTP to operate in conformance with State regulations. Construction plans and specifications were completed to incorporate the new filter into the overall WWTP system. The work included piping, electrical and SCADA integration into the existing control system. Coastland | DCCM is currently providing construction management and inspection services on the installation of the second cloth filter.

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CITY OF PIEDMONT

SANITARY SEWER REHABILITATION, PHASES 5 & 6

Coastland | DCCM was responsible for design oversight, constructability review and the inspection and construction management services for Phases 5 & 6 of the City's Sanitary Sewer Rehabilitation project. The project included open cut replacement of mains, pipe bursting, and cured-in-place pipe and replacement of select laterals. Construction was completed in 2017 at a cost of $3.5 million.

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ROSS VALLEY SANITARY DISTRICT

CLEAN WATER STATE REVOLVING FUND APPLICATION

In 2019, Coastland | DCCM prepared a Financial Assistance Application on behalf of the Ross Valley Sanitary District in the amount of $4.5 million for gravity sewer improvements in the Butterfield/Arroyo-Kenrick area of San Anselmo, California.

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Key Staff: George Hicks

Coastland staff reviewed the available funding, anticipated the number of applications that the State Water Resources Control Board (SWRCB) would receive and the scoring rubric. Based on the analysis of these factors, Coastland | DCCM advised the District on how to configure their project and application to gain the maximum available points. This strategy was instrumental in the District's success in being one of five applications (out of 66 received) to be selected to receive funding.

The goal of the project is to correct deficiencies in the collection system and reduce I&I and wet-weather SSOs that have caused violation of the District's Waste Discharge Requirements, resulting in a Cease-and-Desist Order. The project involves the construction of approximately 1,450 lineal feet of 12-inch sanitary sewer main, abandonment of approximately 1,900 lineal feet of 6-inch sanitary sewer mains, replacement of lower laterals and associated work.

CITY OF IONE

WATER BALANCE UPDATE

The City of Ione operates a regional reclamation facility with flows contributed by the Amador Regional Sanitation Agency as well as the Mule Creek State prison. The various agreements relating to flows from these outside agencies and the diversity of the Ione reclamation facilities make reliable storage and disposal extremely complex. Coastland | DCCM was hired by the City to evaluate the cost and benefits of the potential use of a new reservoir for additional long-term storage and to identify what facilities and costs would be required for use of the reservoir. Our work for the City also involved the scoping and feasibility of wastewater infrastructure improvements needed at the headworks of the existing secondary wastewater treatment plant and a potential intertie with a second treatment plant, Castle Oaks Water Reclamation Plant, for additional tertiary treatment. As part of our work, Coastland | DCCM built a model of the overall reclamation system that could be used by the City staff in future years to analyze various scenarios and guide them through the analysis of multiple, complicated scenarios much more easily.

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CITY OF BERKELEY

ON-CALL CIVIL ENGINEERING SERVICES FOR SANITARY SEWER PROGRAM

Coastland | DCCM is currently providing on-call civil engineering services to the City of Berkeley to assist the City with planning, design, and construction support of its annual Sewer Rehabilitation Capital Improvements Projects. Our firm has completed four (4) sewer rehabilitation projects for the City in the past three (3) years, including the following:

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Key Staff: George Hicks, Jennifer Melman, Laurie Loaiza

WALNUT STREET SEWER REHABILITATION

As part of our firm's on-call contract with the City of Berkeley, Coastland | DCCM provided engineering design for the rehabilitation of sanitary sewer mains at five locations in central Berkeley including Walnut and Spruce Streets. The construction documents included the rehabilitation of approximately 6,552 linear feet of sewer mains ranging in size from 8-inch to 20-inch, manholes and laterals using trenchless replacement and traditional open-cut methods, abandonment and disconnection of inactive mains, maintenance hole replacement and rehabilitation, replacement of 4-inch and 6-inch sewer laterals and other related work.

Services included review of the CCTV videos, utility coordination, coordination and permitting with the California Department of Fish and Wildlife (CDFW), preparation of construction documents, as well as bid and construction assistance.

There were several key challenges to this project. In addition to other utilities, this project involved East Bay Municipal Utility District (EBMUD) and Bay Area Rapid Transit (BART) and required close coordination and multiple design meetings to resolve design issues to the satisfaction of all parties including the City of Berkeley, and BART. This project also had an extremely tight timeline driven by an EPA Consent Decree. In spite of the tight schedule and challenges, we were able to complete this project on-schedule and on-budget.

SEAWALL DRIVE SEWER REHABILITATION

As part of our on-call contract with the City of Berkeley we provided engineering design for the rehabilitation of approximately 7,565 feet of sanitary sewer mains, manholes and lower laterals located in approximately 12 neighborhoods throughout Berkeley. The project area included Seawall Drive and Seventh Street. We also obtained permits for construction from the San Francisco Bay Conservation and Development Commission (BCDC) and Caltrans. The timeline for the completion of the project was critical and construction was successfully completed mid-2020.

ALVARADO SANITARY SEWER REHABILITATION

Coastland | DCCM completed engineering design for the rehabilitation of approximately 8,283 feet of sanitary sewer mains, maintenance holes, and lower laterals located in the vicinity of Alvarado Road and various other streets in the Berkeley Hills. The construction documents included the rehabilitation of sewer mains, manholes and laterals using primarily trenchless replacement methods, abandonment and disconnection of inactive mains, maintenance hole replacement and rehabilitation, replacement of 4-inch and 6-inch sewer laterals, Caltrans encroachment permit application, and other related work.

CONSTRUCTION MANAGEMENT & INSPECTION

With a management style focused on quality control, Coastland | DCCM's licensed engineers, construction managers, resident engineers and inspectors monitor the quality, cost and schedule of your construction project, while ensuring complete adherence to the contract documents. Our staff are highly credentialed and offer hands-on experience in the construction industry, giving our team the practical knowledge needed to effectively manage any type of capital project. Our team is also very knowledgeable and sensitive to public needs, environmental requirements, and government requirements.

Because we serve as city/district engineer and provide staff augmentation for many agencies, we understand the importance of getting reimbursed consistently and quickly. We have assisted many of our clients in preparing quarterly reports to funding agencies, submitting invoices for reimbursements, conducting interviews, and submitting close-out documentation to finalize the grant funding process for Caltrans. We have positive relationships with Caltrans District 4 and we are intimately familiar with Caltrans' Local Assistance Procedures Manual (LAPM) and Quality Assurance Program (QAP) Construction Manual, and the California Public Contract Code.

Coastland | DCCM has provided CM/Inspection Services on a wide variety of projects, including:

- Subdivisions and private development
- Water and Sewer Pipeline improvements and replacements
- Water Reservoirs
- Wastewater Treatment Plants
- Lift and pump stations
- Streets (new streets, street widening projects, reconstruction and rehabilitation, overlays and annual pavement rehabilitation, traffic control, pedestrian facilities, etc.)
- Storm Drain systems
- Traffic calming, pedestrian safety and ADA improvement projects (including streetlight and traffic signal replacement and installation) public facility construction and improvements
- Parks and landscaping
- Bridges and other structures

Our experienced construction inspectors support our public agency clients in observing, measuring and documenting contractors' operations for both public works and development projects. Our team has the demonstrated ability to complete inspections, quantity tracking and extra work tracking efficiently and on-time through the use of CMIS, a web-based construction management software.

CONSTRUCTION MANAGEMENT

- Construction Management, Resident Engineering & Field Inspection
- Cost Estimating, Constructability Reviews, Civil Engineering Support & Quality Assurance
- Bid Administration
- Public Relations & Notifications
- State & Federal Labor Compliance & Administration
- Progress Meetings, Status Reports & Documentation
- Submittal Management & RFI's
- Cost & Schedule Management
- Conflict Resolution & Claim Management
- Project Closeout & Record Drawings

For each project we will provide the City with a detailed scope of work, schedule and fee. This ensures a mutual understanding of expectations and budget. Below is an outline of our project management approach.

BECOME FAMILIAR WITH PROJECT AND ASSIGN KEY ROLES - Coastland | DCCM will compile a team of experts familiar with and best suited toward the key elements of the project. Coastland | DCCM's construction managers will perform a thorough review of the project documents, this includes constructability, quantity review, verification that all work is covered by bid items, field walk to identify conflicts and potential issues, and meet with City staff to ensure all City objectives are understood. Deliverables include a detailed list of recommended modifications, which will save the City time and money in the construction phase.

IMPLEMENT QUALITY CONTROL PROGRAM - Coastland | DCCM will implement the quality control measures shown below:

- ✓ Our efforts to control costs will include a monthly forecast of final project costs generated from a comparison of actual quantities (recorded daily) to contract quantities. Our Construction Manager will apply his experience to accurately anticipate change orders and include potential change orders in the forecast. This team has demonstrated the ability to manage costs, consistently bringing projects that included both federal and local funds to completion within the approved project budgets.

- ✓ Coastland | DCCM will manage the schedule by requiring a compliant baseline schedule be submitted and approved prior to construction. The baseline schedule will be used as a tool to evaluate construction progress and will be updated monthly prior to progress payments.

- ✓ Project check-ins will include:
  - Daily communication between the inspector and resident engineer to ensure that matters are addressed on a timely basis.
  - Continued attendance at the weekly CM meetings with the City to provide regular updates along with immediate communication if an unexpected condition is encountered.

PRE-CONSTRUCTION - Immediately following the award of the construction contract Coastland | DCCM will be responsible for preparing a pre-construction meeting agenda, inviting all appropriate stakeholders and team members, and hosting the meeting. During this meeting we will establish lines of communication and decision-making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project team members, working hours, quality control procedures, environmental requirements, project access and property boundaries/easements, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures. We will prepare and distribute meeting minutes to all parties.

Following the pre-construction meeting, we will continue to work with the City teams, Design Engineer, Contractor and the public to ensure that all project issues are addressed promptly and that the City's best interests are considered at all times. We will assemble project files in accordance with the City's standard format.

Our team will compile a thorough photo/video log of pre-project conditions. Documenting the site prior to construction will help mitigate possible disputes between the City, Contractor and property owners within or adjacent to the project limits. These photos will be logged and filed with the project files.

Coastland | DCCM will issue the Notice to Proceed in accordance with the City's established process. Concurrently we will assist in the execution of the contract including check-ins on insurance verification, and DIR project registration.

CONSTRUCTION - Our goal is to ensure that construction and contract administration is performed in compliance with City requirements and standards, and the project plans and specifications. To accomplish this goal, our Construction Manager will manage the day-to-day construction activities with the contractor. They will be accessible to the City at all times. The Construction Manager will be responsible for keeping the City informed of the progress of the project, changes that may be needed, pay estimate input and relaying information to the public. In addition, our Construction Manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

CONSTRUCTION MANAGER & RESIDENT ENGINEER RESPONSIBILITIES

- Serve as the City's Representative to the Construction Contractor.
- Developing final construction management staffing plans and project management plans for the construction and completion of capital improvement and other projects as assigned.
- Continuous communication and coordination with the contractor through regular progress meetings.
- Review and routing of project design plans, contracts, submittals and RFIs.
- Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- Prepare and approve Contract Change Orders.
- Provide claims management.
- Monitor permit and environmental compliance.
- Develop a project punch list and make recommendations for project acceptance.
- Review, approve, and submit As-Built plans.
- Maintain all records associated with the construction of the project.

Coastland | DCCM will continually review the specifications, plans and submittals to ensure the work is of good quality and meets the requirements of the contract documents. Coastland | DCCM will immediately report any deviation from the approved contract documents.

INSPECTOR RESPONSIBILITIES

- Our Inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation and resolve issues by proposing field changes and attempt to avoid any delays.
- Our Inspector will review the Contractor's approved traffic control plan to make certain that emergency access is maintained at all times during construction.
- The Inspector shall monitor water pollution control and ensure that control measures are implemented in a timely and effective manner.
- The Inspector shall monitor site access and Contractors' operations on a daily basis for possible impacts to public.
- Assist in reviewing Contractor's updated progress schedules for accurate representation of completed activities and reasonableness of projected progress.
- Coordinate materials testing for quality control of backfill, compaction, concrete, and paving and other improvements.

- Ensure that the work stays within the boundaries on the plans and that the work area is neat, natural drainage patterns are maintained, and swales are protected.
- If hazardous materials are encountered during construction, the Inspector will coordinate the handling and/or disposal of hazardous materials with the Contractor, specialty Contractors, disposal sites, and City staff.
- Provide City staff with sufficient advance notice for any construction activities that may affect or require City resources. Advance notice requirements may vary and shall be made according to contract specifications for each project.
- When applicable, the Inspector will act as the primary contact for the public during construction. The Inspector will meet with property and business owners to keep them informed of anticipated construction activities, which may affect them. Inspector will address complaints by meeting with members of the public in a timely manner and follow up with Contractor to resolve any complaints.
- Coordinate and conduct final inspection and assist with equipment testing and startup.

PROGRESS MEETINGS - Coastland | DCCM will host weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, Contractor's questions, public relations, safety and other concerns that are identified by a project team member. We will work to foster honest, open communication at these weekly meetings, which will help in timely resolution of any disputes and/or potential claims.

PROJECT DOCUMENTATION - Coastland | DCCM will maintain records and provide documentation of the work in the form of daily reports, deficiency lists, and progress photographs of construction activities. Daily reports will describe the Contractor's level of effort, specific work being done, started, or finished, and relevant points raised by the Contractor that may require consideration and response. We also document proposed change orders and claims, important conversations, safety issues or accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns, hazardous materials and safety.

STATUS REPORTS AND DOCUMENTATION - It is important to keep the City informed regarding the progress of the work and costs of the project.

Status Reporting - We will keep the City informed and document all construction issues with the following:

- Weekly Statement of Working Days
- Field Directive Log
- Change order tracking
- Regular phone calls and e-mails

Submittal Management - Coastland | DCCM will review all approved submittals and assure the Contractor provides materials approved. Submittals will be processed through CMIS, allowing our Inspector to review the product data and installation methods as the project progresses.

Requests for Information (RFI) - Coastland | DCCM will review finalized RFI documents through CMIS to ensure proper interpretation of the data contained is utilized in the field.

Change Order Management - In the event that a change of order is required, our Inspector will review these changes to ensure knowledge of the full scope of work. If work is completed on a time and materials basis, they will track the time the Contractor spends to accomplish this.

Photo Documentation - Coastland | DCCM will provide digital photo documentation of construction activities, progress and areas of concern or interest. The photos will be maintained through the duration of the project to assure continuity from one week to the next and will be submitted to the City during construction and at the close of the project.

COST AND SCHEDULE MANAGEMENT - Coastland | DCCM will continually review the construction progress and perform field measurements and quantity calculations. Each month Coastland | DCCM will provide backup calculations for all work items completed and accepted to provide progress payment recommendations to the City. Coastland | DCCM will review the Contractor's progress pay estimate request and schedule of values to assess if they are reasonable and will compare this information to the field measurements and quantity calculations. We will continually monitor project costs and keep the City informed regularly.

Coastland | DCCM will review the Contractor's construction schedule for accuracy, reasonableness, and will verify that it meets the project schedule, order of work, and contract requirements. Progress schedules will be reviewed weekly to ensure the Contractor is meeting the critical dates. Failure to meet critical dates will immediately be brought to the contractor's attention and remedies to get back on schedule will be accomplished. We will assist in the recommendation of any time extensions for the Contractor due to change orders, weather or other delays.

MATERIALS TESTING - As part of the Coastland | DCCM Construction Management team, the assigned subcontractor will perform and document all field and laboratory testing services. Materials testing shall conform to the requirements and frequencies as defined in the Caltrans Construction Manual and the Caltrans Materials Testing Manuals.

LABOR COMPLIANCE - Coastland | DCCM's labor compliance subcontractor will perform labor compliance activities according to the U.S. Department of Labor (DOL) regulations.

EXAMPLE PROJECTS & REFERENCES

CITY OF AMERICAN CANYON

WATSON RANCH

Coastland | DCCM is providing construction inspection services to the City of American Canyon on the Watson Ranch project, which includes the development of a new town center around the ruins of a former cement plant on a 309-acre property. The project will include construction of mixed-use retail and commercial, mixed-density residential, multiple parks and community gathering spaces, and extensive bike and pedestrian trails.

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Key Staff: Mike Janet, Eric von Junsch

We are providing inspection services for Phase 1 of the project as well as the master backbone infrastructure, including grading, utility installation, pedestrian and roadway improvements, and rough grading of phase-adjacent lots. Phase 1 also includes the construction of a hotel and adjacent events space, and approximately 400 residential units of varying density, including medium-density single-family homes, townhomes, and high-density units.

Construction inspection services include: represent the City at preconstruction and weekly meetings, coordinate operations with Public Services, review site for SWPPP compliance issues, work with city staff on maintaining accurate development accounts, assist with project closeout processes including generation and confirmation of the punch list, generation of record drawings, assist with issuing Notice of Completion, prepare daily and weekly inspection reports, document project process with digital photos, maintain contractor record drawing markups, prepare punch lists, and coordinate and conduct final inspections.

CITY OF BENICIA

ON-CALL ENGINEERING & CONSTRUCTION MANAGEMENT / INSPECTION SERVICES

Coastland | DCCM has been providing on-call engineering design services to the City of Benicia since 2016 and recently began providing construction management and inspection services. Projects have included a variety of water, wastewater and transportation facilities.

Client Reference:
Kyle Ochenduszko, Public Works Director
City of Benicia
250 East E Street
Benicia, CA 94510
(707) 746-4200
kochenduszko@ci.benicia.ca.us

Key Staff: Dennis Sheil, Jaime Hernandez, Rosario Romo

WATER TREATMENT PLANT UTILITY WATER SYSTEM IMPROVEMENT PROJECT

Coastland | DCCM provided construction management and inspection services for the improvements to the Water Treatment Plant located in the City of Benicia. The project involves the removal and disposal of two existing hydropneumatic and two compressed air tanks and the procurement and installation of a package pump station. This includes the installation of four vertical multistage pumps and motors, one hydropneumatic tank, discharge and suction piping, VFDs, instrumentation, valves, fittings, and appurtenances. The project also includes the installation of concrete housekeeping pads and the necessary electrical equipment, including conduit and wiring to the package pump station.

Client Reference:
Laura M Pate, Project Manager - Utilities
City of Benicia Public Works Dept.
250 East E Street
Benicia, CA 94510 (707) 746-4394
lpate@ci.benicia.ca.us

Key Staff: Dennis Sheil, Jaime Hernandez, Rosario Romo

CITY OF SAN RAFAEL

THIRD STREET REHABILITATION

Coastland | DCCM is providing construction management, inspection and materials testing services on the Third Street Rehabilitation project.

Client Contact
April Miller, Director of Public Works
City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901 (415) 485-3409
april.miller@cityofsanrafael.org

Key Staff: Mike Janet, Matt Vail, DeWayne White, Ivan Ayres

The project involves corridor paving and rehabilitation work on Third Street from east of Union Street to Second Street (1.2 miles) and Second Street from Shaver Street to Marquard Avenue (.4 miles). Other components of the improvements include raised intersections including curb ramps and widened sidewalks, traffic signal and safety lighting upgrades, addition of class IV two directional bike lane, drainage improvements and landscaping. Coordination with MMWD and SRSD is critical to the project's success. Coastland | DCCM also provided pre-construction services during the design and bidding phases of the project. Construction began in March 2022 with an anticipated duration of 300 days and an estimated completion date of Spring 2023. The construction costs total was $18,645,700.

Our approach is to serve as an extension of City staff in order to be fully responsible for the management and inspection of the project. As the consultant it is necessary that we are compliant and experienced with Caltrans Local Assistance Procedures Manual (LAPM).

CITY OF PIEDMONT

2021 PAVEMENT REHABILITATION PROJECT

As part of our City Engineer and On-Call contract with the City of Piedmont, we performed construction management and inspection services on this project, which included street resurfacing (mill and fill, and overlay), tree removal, selected curb gutter and sidewalk replacement and fifteen pedestrian ramps at locations throughout the city. This project was part of an annual program our firm has assisted the City with since 2009.

Client Contact:
Daniel Gonzales, Public Works Director
City of Piedmont
120 Vista Avenue
Piedmont, CA 94611
(510) 420-3061
dgonzales@piedmont.ca.gov

Key Staff: Dennis Sheil, Ibrahim Mcharo

As part of the project, Hill Lane received a full depth rehabilitation including removal of a tree that was impacting a section of curb, gutter and sidewalk. This included borings to determine the existing paving and base thicknesses, as well as the R-Value of the existing subbase to determine the most appropriate rehabilitation.



Improvements constructed as part of this project included ADA accessible facilities and were also done in accordance with the City of Piedmont's Pedestrian/Bicycle Master Plan. The project included bulb-outs, pedestrian crossing signs, enhanced crossing modifications, and the installation of Class 2 and Class 3 bike lanes.

CITY OF EMERYVILLE

DAVENPORT MINIPARK RENOVATION PROJECT

Coastland | DCCM provided construction management and inspection services to the City of Emeryville for the Davenport Minipark Renovation Project.

Client Contact
Pedro Jimenez, Assistant City Manager
City of Emeryville
1333 Park Avenue
Emeryville, CA 95688
510-596-3770
pjimenez@emeryvile.org

Key Staff: Mike Janet, Dennis Sheil, Ibrahim Mcharo, Jaime Hernandez

The scope of work for this project included inspection and part time construction management oversight. The project included demolition and off-haul of soils, pavement and debris, and existing playground infrastructure. Work also included excavation, grading and drainage, site concrete and cement-stabilized decomposed granite, park improvements including ADA compliant sidewalk, procurement and installation of playground equipment, poured-in-place matting and wood fiber surfacing, chain link fencing and gates, preparation and amending soil, landscaping, and irrigation system. This project also required inspection, safety testing, and certification by an NPSI Certified Inspector.





ANNUAL STREET REHABILITATION AND MAINTENANCE PROJECT

Coastland | DCCM provided construction management and inspection services to the City of Emeryville for the Annual Street Rehabilitation and Maintenance Project.

Client Contact
Ryan O'Connell, Senior Engineer
City of Emeryville
1333 Park Avenue
Emeryville, CA 95688
510-596-4346
roconnell@emeryvile.org

Key Staff: Mike Janet, Dennis Sheil, Ibrahim Mcharo, Jaime Hernandez

The scope of work for this project included full-time inspection and part time construction management oversight. The project included reconstruction of sidewalks, driveways, medians, curb, gutters, curb ramps, and bulb-out planters, as well as replacement of traffic striping and markings, and installation of signage. Work also included reconstruction and preservation of asphalt pavement, crack repairs and sealing as well as slurry seal in multiple areas. The project required various methods of asphalt removal and replacement, including providing a full dig out, replacement of existing asphalt, and construction of new pavement sections in various locations.

COUNTY OF SONOMA TRANSPORTATION & PUBLIC WORKS

ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Since 2015 Coastland | DCCM has provided construction management and inspection services for the County of Sonoma Transportation and Public Works Department for a variety of construction projects throughout Sonoma County. We are the primary contact for the County in communicating with the contractor, subcontractors, residents near the jobsite, and the public. The projects have involved full-depth reclamation and chip seal and require close coordination with Caltrans District 4. Some of the project locations include environmental mitigation, heavy traffic flows, sensitive wetland habitats, accessibility compliance, impacts from new development, etc. Our construction management and inspection team have partnered with the County to provide open lines of communication and immediate response to concerns and questions from the public and the County.

Client Contact
Forrest Corson, Construction Coordinator
County of Sonoma, Transportation & Public Works
2300 County Center Drive Suite B100
Santa Rosa
CA 95403
(707) 228-5309
Forrest.corson@sonoma-county.org

Key Staff: Mike Janet, Matt Vail, DeWayne White, John Carlisle

COUNTY OF MARIN

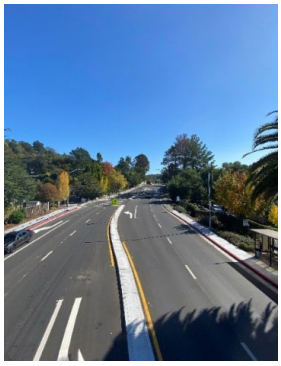
SIR FRANCIS DRAKE CORRIDOR REHABILITATION

Coastland | DCCM provided construction management, inspection and public outreach services for the rehabilitation of Sir Francis Drake Boulevard between Highway 101 and the Ross town limits. The major traffic artery has a daily traffic load of 45,000 vehicles. The project objectives were to improve vehicle flow, transit operations, and pedestrian and bicyclist circulation and safety. Construction began in June 2020 and was completed in fall of 2021. Total construction costs were $18.1M.

Client Contact
Philip Buckley, Senior Civil Engineer
Marin County Department of Public Works
3501 Civic Center Dr STE 304
San Rafael, CA 94903
(415) 473-7000
pbuckley@marincounty.org

Key Staff: Mike Janet, Matt Vail, DeWayne White

The construction project scope included removal and replacement of 60,000 sf of curb, gutter and sidewalk, 5,000 linear feet of post and cable fence, the installation of 8,500 linear feet of welded steel water line, 80 new water service connections, new signalization and video detection cameras at seven major intersections, new streetlighting, over 1 million square feet of cold planing, 25,000 tons of new asphalt pavement, traffic striping and markers, new and replacement storm drain piping and structures, and 25,000 linear feet of new signal interconnection conduit and wiring. In support of these construction activities, we monitored contractor traffic controls, temporary intersection signalization, storm water pollution controls, quality assurance and materials testing, and Covid-19 screening protocol and oversight.



ENGINEERING DEVELOPMENT REVIEW

Coastland | DCCM offers engineering development review services which include, but are not limited to, review grading, drainage, erosion and sediment control, infrastructure and street improvement plans for subdivision and site improvements, review tentative maps, parcel maps, final maps, lot mergers, record of surveys, lot line adjustments, plat maps, legal descriptions, and other documents as required, prepare Conditions of Approval, and attend meetings with City staff and applicants. The consultant's ability to provide top-quality customer service in response to City and developer inquiries, and the ability to deal with all development-related issues, economic issues and public perception issues is essential.

In providing these same services to the cities of American Canyon and Napa over the past 10 years, Coastland | DCCM has demonstrated a clear understanding of the City's emphasis on providing top quality customer service. We know the value of clear communication with all City departments and the importance of availability, predictability and consistency in reviewing entitlement applications, improvement plans, maps and other documents. Coastland | DCCM's team of experienced individuals will provide the City with professional services in a seamless manner. As we have done in the past, we will truly strive to be an extension of City staff to help accomplish the City's goals.

Coastland | DCCM is intimately familiar with the City's challenges, goals, policies, and community spirit, thereby eliminating the need to get up to speed with the City's requirements. This knowledge will be essential in providing development review services efficiently and accurately within predictable timeframes.



Grocery Outlet, City of Cloverdale
Plan Review

DEVELOPMENT REVIEW - Coastland | DCCM has a keen sense that "time is money" to both the City and the development community. We understand that expeditious and accurate review of entitlement applications and improvement plans is essential. We will respond to all questions regarding proposed developments in a timely and professional manner and work with other departments to identify the appropriateness and requirements for that particular development. We will identify any constraints and outline the City's requirements to guide the developers/applicants through the process in the most efficient manner. This becomes particularly critical with owner/builders. In our experience, we have found that there is a greater amount of attention required for first-time developers and/or homeowners that have never been through the process before. In these cases, we do our best to outline the overall process and expected timeframes to the individual to ensure that they are aware of the requirements and the time it will take to process their project. We have found that spending the extra time with first-time developers or homeowners helps minimize misunderstandings and confusion throughout the process and helps manage expectations.

With experienced developers, our approach is to work with both the developer and their engineer to outline any constraints or concerns early in the review process. We will do our best as a member of the City's team to resolve any issues at the staff level. Similar to the first-time developers, we believe that

outlining issues and expectations early on in the process, and thoroughly explaining why the City and we have taken a certain approach, tends to reduce disagreements throughout the process. This minimizes confusion and gives clear guidance to the applicants and engineers working on the project.

Our goal is to be flexible and efficient in the way we provide services to the City. If the workload warrants providing more staff due to increased market demands, we will provide additional experienced plan reviewers to meet the particular project needs.

Because Coastland | DCCM provides these services to a number of agencies, we can present the City with an extensive amount of related experiences in that we can share how other agencies may deal with a particular situation. Since we have so much experience in this area, we feel we can truly act as a valuable resource to the City.

REVIEW LAND DEVELOPMENT APPLICATIONS - Provide Engineering review of land development entitlement applications including applications for Tentative Maps, Conditional Use Permits, Design Permits, Lot Line Adjustments and Lot Mergers. Related tasks may include:

- Review of application documents including preliminary plans, preliminary maps, drainage studies, stormwater control plans, geotechnical reports, preliminary title reports, and other related reports and technical studies.
- Attend meetings with applicants and/or City staff.
- Provide application completeness review comments and respond to questions.
- Request additional studies and other information.
- Review Engineering and Public Works related sections of Initial Studies, EIRs and related studies, and provide input on Mitigation Measures.
- Draft Engineering Conditions of Approval

IMPROVEMENT PLAN REVIEWS - Improvement plans will be reviewed for street improvements, calculations, minor structures, grading, storm drain systems, sewer, water, street lighting, traffic signals, stormwater quality, signing, striping and landscaping. Coastland | DCCM staff will review improvement plans for conformance with the conditions of approval, approved tentative map or site plan, local ordinances and state law governing land development and site improvements.

Coastland | DCCM will coordinate its review with designated City staff members from each applicable City department and act as the initial point of contact for all questions regarding our plan check comments.

Improvement Plan Review Services include:

- Review improvement plans for both public and private improvements related to approved land development applications for conformance with the City's Standards, Municipal Code, Conditions of Approval, Mitigation Measures, and general engineering standards.

MAP & LEGAL DESCRIPTION REVIEW - Coastland | DCCM will review Parcel Maps and Final Maps for approved land divisions for conformance with the State Subdivision Map Act, City's Standards, Municipal Code, Conditions of Approval, and general engineering standards.

Related tasks may also include review of legal descriptions and plats for right-of-way and easement dedications, Lot Line Adjustments and Lot Mergers. This typically includes:

- Review of title reports, background deed and map information.
- Review of closure calculations.
- Review of the approved tentative map to ensure conformance.

- Comparison of the map with the improvement plans to ensure that all easements and rights-of-way are properly shown on the map.
- Review of the conditions of approval to ensure compliance.
- Review of the certificate sheet to ensure that all appropriate certifications are included on the map.
- Review of draft maintenance documents to ensure all required elements are included.
- Other information that may be applicable.

The map check process will continue until the map is completed to the City's satisfaction. Once the map meets City requirements, we will transmit our standard approval letter indicating that the map is technically correct, conditions have been satisfied and recommend that the map be approved, signed and recorded. We have staff that are able to certify the technical accuracy of maps, if needed.

We will also review easement and right of way descriptions and lot line adjustment descriptions for conformance with City requirements and the conditions of approval. This review will include the review of the City's standard deed forms. When our review is complete, as with maps, we will transmit a letter indicating the documents are complete and ready for City approval and recording.

MISCELLANEOUS ENGINEERING DEVELOPMENT REVIEW - Coastland | DCCM will provide other Engineering development review services related to specific land development applications as needed.

EXAMPLE PROJECTS & REFERENCES

CITY OF AMERICAN CANYON

ON-CALL ENGINEERING SERVICES/DEVELOPMENT REVIEW

Coastland | DCCM provides ongoing development engineering services to American Canyon's Community Development Department. Representative projects include:

- Napa Junction III
- Napa Logistics Park Phases I and II
- Napa Cove Affordable Housing
- Oat Hill Multi-Family
- SDG Green Island Warehouse
- Watson Ranch including:
  - Large Lot Final Map
  - Lots 14 and 15 Subdivision
  - Backbone Infrastructure Phase 1 Improvement Plans
  - Lemos Pointe Affordable Housing
  - Lot 10 Phases 1 and 2 Subdivisions

Client Contact
Edison C. Bisnar, PE, Engineer III
City of American Canyon
4381 Broadway Street, Suite 201
American Canyon, CA 94503
(707) 647-4588
ebisnar@cityofamericancanyon.org

Key Staff: Paul Wade, Ken Swenson

CITY OF NOVATO

DEVELOPMENT ENGINEERING/STAFF AUGMENTATION

Coastland | DCCM assists the City of Novato with development engineering services, providing in-house support to the City each week. Representative projects include:

- 801 State Access Senior Housing
- Walnut Meadows Subdivision
- Hamilton Cottages
- Oakmont Senior Living
- Atherton Place
- Residence Inn by Marriott

Client Contact
Christopher Blunk, City Engineer / Deputy Public Works Director
City of Novato
922 Machin Avenue
Novato, CA 94945
(415) 899-8246
cblunk@novato.org

Key Staff: Paul Wade

CITY OF SUISUN CITY

HIGHWAY 12 LOGISTICS CENTER

Coastland | DCCM provided entitlements, conditions of approval, engineering technical review and plan check services for the improvement plan submittals for development of 2.1 million square feet of high cube warehouse.

Client Contact
Nick Lozano
City of Suisun City
701 Civic Center Blvd.
Suisun City, CA 94585
(707) 421-7310
nlozano@suisun.com

Key Staff: George Hicks, Laurie Loaiza, Heidi Provencher

CITY OF NAPA

DEVELOPMENT REVIEW & PLAN CHECK SERVICES

Coastland | DCCM has provided development-related services to the City of Napa since 2016. Services include discretionary development applications such as General Plan Amendments, Zone Changes, Specific Plan, Development Agreements, Subdivisions, Conditional Use Permits, Design Permits and Sign Programs.

Client Contact
Eric Vandeburgt, Assistant Engineer
City of Napa
955 School Street
PO Box 660
Napa, CA 94559
(707) 257-9322
evandeburgt@cityofnapa.org

Key Staff: Paul Wade, Steven Van Saun

Staff also review grading plans, process encroachment permits and lot line adjustments, coordinate with the building department to review plans involving civil site improvements (grading, drainage, paving, etc.), review improvement plans and maps, provide oversight and coordination with City staff, review technical studies, attend meetings, prepare staff reports resolutions and ordinances, implement and update policies, review deeds, and provide assistance to project stakeholders.
Notable projects include:

- Terrace Drive Subdivision
- Pueblo Avenue Self Storage
- Napa Senior Living
- Foothill Estates Subdivision
- Byway East Apartments
- Napa Small Animal Hospital
- West Pueblo Estates Subdivision
- Harvest Village Subdivision
- Pheasant Lane Subdivision
- Vista Grove Subdivision
- Costco

SONOMA COUNTY WATER AGENCY

FLOOD AND DRAINAGE PLAN REVIEW SERVICES

Coastland | DCCM provided flood and drainage review services to the Sonoma County Water Agency (Sonoma Water) from 2000 to 2008. We were again contracted to provide these services in 2016 and continue to do so. We perform reviews of hydrology and hydraulic calculations for conformance with Sonoma Water's Flood Management Design Manual. Our team also reviews improvement plans and maps for conformance to drainage related conditions of approval. When needed, we also coordinate with Sonoma Water staff and the developers' engineers.

Client Contact
Phil Wadsworth, Assistant Engineer,
Drainage & Flood Control
Sonoma County Water Agency
404 Aviation Boulevard
Santa Rosa, CA 95403
(707) 547-1946
phil.wadsworth@scwa.ca.gov

Key Staff: Heidi Utterback, Steven Van Saun,

Specific projects include the Five Creek Development, a mixed-use subdivision with commercial, hotel and multi-family housing located in Rohnert Park. Large-scale projects also include Brody Ranch Subdivision and Northbank Subdivision, both located in Petaluma, and the Victoria Oaks Phases 1 and 2 in the Town of Windsor.

FEE SCHEDULE

SCHEDULE OF HOURLY RATES
July 1, 2023, through June 30, 2024

PROFESSIONAL SERVICES

Principal Engineer	$230 - $250/hour
Supervising Engineer	$200 - $225/hour
Senior Engineer	$185 - $200/hour
Associate Engineer	$170 - $185/hour
Assistant Engineer	$150 - $170/hour
Junior Engineer	$140 - $150/hour
Senior Engineering Technician	$160 - $180/hour
Engineering Technician	$145 - $160/hour
Engineering Aide	$120 - $140/hour
Resident Engineer	$180 - $200/hour
Construction Manager	$165 - $200/hour
Assistant Construction Manager	$150 - $170/hour
Construction Inspector*	$155 - $185/hour
Construction Administrator	$110 - $120/hour
Building Plan Check Engineer/Architect	$170 - $200/hour
Building Official and/or CASp	$170 - $200/hour
Supervising Building Inspector	$175 - $190/hour
Senior Building Inspector	$145 - $170/hour
Building Inspector (I & II)	$125 - $145/hour
Supervising Plans Examiner	$170 - $190/hour
Senior Plans Examiner	$145 - $170/hour
Plans Examiner (I & II)	$115 - $145/hour
Supervising Permit Technician	$145 - $155/hour
Senior Permit Technician	$125 - $145/hour
Permit Technician (I & II)	$110 - $130/hour
Administrative	$110 - $120/hour
VEHICLE	$15 - 20/hour
MILEAGE	$0.68/mile
OUTSIDE SERVICES	Cost + 15%
MATERIALS	Cost + 15%

- When applicable, mileage or vehicle rates will be charged, but not both.

* Includes services subject to prevailing wage rates.

APPENDIX A

COASTLAND | DCCM RESUMES

John Wanger, PE

Principal Engineer

EDUCATION

B.S., Civil Engineering
California Polytechnic University, San Luis Obispo

REGISTRATION

Civil Engineer, CA
43148

State Certified DSW Volunteer
(#SAP10449)

PROFESSIONAL HISTORY

Principal Engineer
Coastland | DCCM
1991 to Present

Division Manager/Office Manager
Willdan Associates
1989 - 1991

Engineering Division Manager
MacKay & Somps Engineering
1987 - 1989

Senior Design Engineer
Willdan Associates
1984 - 1987

Research & Development Engineer
Vetco Offshore
1981 - 1984

PROFESSIONAL AFFILIATIONS

American Public Works Association

American Society of Civil Engineers

John Wanger, principal at Coastland | DCCM, has over **40 years** of engineering experience serving the public sector. His experience includes overseeing City Engineering services for 18 municipalities. He has managed and overseen over $75 million in capital projects including water and wastewater treatment plants, sewer and water pipeline replacements, master plans, major road improvements and storm drain projects. John has experience in the development of Capital Improvement Programs, Development Impact Fee Programs and Assessment District financing. Additionally, he has successfully assisted many cities and special districts in obtaining millions of dollars worth of grants and loans to fund needed infrastructure.

REPRESENTATIVE EXPERIENCE

City of American Canyon
- *Contract City Engineer (2001-2003)*
- American Canyon Road Widening
- Broadway Road South Improvements
- Building E Pump
- Station Emergency Repair
- Devlin / Napa Junction
- WWTP Evaluation

City of Calistoga
- Comprehensive ADA Survey & Transition Plan

City of Clearlake
- *Contract City Engineer (1994-1996)*
- FEMA Damage Survey Reports (DSR)
- San Joaquin Slide Repair
- Pavement Restriping & Bike Lane (HSIP)
- Dam Road Bike Lane (SR2S)
- Old Highway 53 Bike Lane Improvements (SRTS)
- Redbud Park Boat Launch Facility Improvements

City of Cloverdale
- *Contract City Engineer (1995-2007)*
- Safe Routes to School Design (SR2S)
- Completion of Well #11
- Cloverdale Blvd. (Hwy 101) Relinquishment
- Cloverdale WWTP Rehabilitation
- Coordination with Caltrans on SR 101 & 128 Improvements
- FEMA Damage Survey Reports (DSR)
- Storm Drain Master Plan
- Heron Creek Levee Emergency Repairs
- Sidewalk Replacement (CDBG Funds 1999 and 2001)
- Sandholm Road Project (Funding Assistance)
- 1995 and 1997 Storm Damage (Funding Assistance)
- Corporation Yard Site Design
- Senior Center Site Design
- Encroachment Permits
- More than 50 CIP projects, including numerous intersection improvements, pavement rehabilitation projects, PMP's, streetscapes and utility projects

Town of Fairfax
- Bolinas Road Sidewalk Improvement
- Pastori Avenue Sidewalk Improvement
- Sir Francis Drake Blvd. Bike Lane
- Oak Manor Drive Sidewalk Improvement
- Scenic Road Pavement Rehabilitation

City of Ione
- *Contract City Engineer (2010-current)*
- HSIP Grant Application
- SR2S Application
- WWTP Compliance Project
- WWTP Expansion Project (technical assistance)
- Preston Avenue Sewer Rehabilitation
- Sewer Repair Inventory and Replacement Program
- City Hall & Police Station Remodel & ADA Survey

County of Mendocino
- Branscomb Road Pedestrian Pathway (SR2S)

County of Napa
- Multiple Landslide Repairs (oversight)

Pacific Union College
- WWTP Preliminary Evaluation
- New Irwin Hall *(Client: LRS Architects)*
- Water Tank Replacement Project

City of Piedmont
- *Contract City Engineer (2009-current)*
- Piedmont Hills Utility Undergrounding Project
- Measures B, BB & VRF Annual report (2016-2017)
- Ramona Avenue Drainage Study
- Oakland Avenue Bridge Railing
- 2015 ATP Grant Application
- Facility Master Plan Update
- 2015 Emergency Sewer Phase 2
- 2009-2010 Sewer Line Replacement Project
- Annual Paving Program
- Over 10 major Sewer Rehabilitation Projects

City of Rio Vista
- ADA Improvement Project, Phases 1 & 2

Town of Ross
- Sir Francis Drake / Lagunitas Intersection Improvements (HSIP)

City of San Rafael
- Safe Routes to School @ James B. Davidson Middle School (SRTS)

City of Santa Rosa Utilities
- Quality Control for dozens of utility improvement design and construction

City of Sebastopol
- McFarlane Avenue Pedestrian Pathway (SR2S)
- Storm Drain Master Plan
- Cleveland-Harrison Storm Drain
- Caulder Creek Storm Drain

Sonoma County Water Agency
- Watershed Sanitary Survey and Water Source Assessment (and update)

City of St. Helena
- Storm Drain Master Plan
- Reservoir Design
- Storm Drain System Design
- Spring Street Channel Improvements
- Oak Street and Hillview Place Storm Drain
- Hunt Street Storm Drain
- Upper Reservoir Dam Removal
- Water tank, pump station and water main
- 5 miles of water and sewer main replacements

Town of Tiburon
- Stony Hill Subdivision
- Del Mar Valley Utility Undergrounding Project

City of Willows
- *Contract City Engineer (2008-current)*
- South Commercial and Industrial Project Undergrounding
- Sanitary Sewer CIP Prioritization
- Sycamore Street Sewer Slipline Bid Documents
- Sanitary Sewer Replacement Project, Phase I
- Cal Water Tank Site
- Preliminary Storm Drain Analysis
- Walmart Expansion Project
- WWTP SWPPP

Town of Windsor
- Mitchell/Shiloh/Conde Roadway Improvements
- Town-wide Parks ADA Upgrade
- Hiram Lewis Park
- Town Green Park
- Pleasant Oaks Park
- Annual Landscape & Lighting Assessment Districts

Heidi Utterback, PE

Principal / Supervising Engineer

EDUCATION

B.S., Civil Engineering
University of California, Davis

A.S, Civil Engineering
Santa Rosa Junior College

REGISTRATION

Civil Engineer, CA 53723

PROFESSIONAL HISTORY

Supervising Engineer
Coastland | DCCM
January 2000 - Present

Project Engineer
Shutt Moen Associates
1993 - 1999

Design Engineer
Mitchell & Heryford
1989 - 1993

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Heidi Utterback, Supervising Engineer and Principal for Coastland | DCCM, has over **34 years** of experience designing and managing public works projects. As manager of Coastland | DCCM's civil design group she is responsible for staff oversight as well as project management, design, client coordination and project budgets.

Heidi's design experience includes various transportation improvements, ADA and sidewalk facilities, storm drain systems, grading plans, water distribution systems, wastewater collection systems and all associated calculations. Her background also includes plan check and assessment district engineering. Heidi has designed the pavement rehabilitation, ADA/Sidewalk grading, utility layouts, performed QA/QC, sewer capacity calculations, storm drain hydrology and hydraulic calculations, prepared plans, specifications and engineer's estimates for a number of projects. She has managed numerous projects requiring close coordination with Caltrans, RWQCB, Corps of Engineers, the National Marine Fisheries and Fish and Wildlife to obtain all necessary approvals.

RELEVANT EXPERIENCE

Bodega Bay Public Utility District
- *District Engineering Support*
- Ranch Road Sewer Collection System Repairs
- Zone 1 & 2 Sewer Rehabilitation Project

City of Calistoga
- Grant/Myrtledale Pavement Rehabilitation and Pedestrian Pathway
- Foothill Boulevard/Petrified Forest Road Traffic Signal

City of Healdsburg
- HAWK Crossing & ADA Ramps
- Foss Creek Bicycle and Pedestrian Trail, various segments

City of Richmond
- Keller Beach Sanitary Sewer Replacement Feasibility Assessment

City of Rohnert Park
- Annual Pavement Maintenance Projects
- SCWA Spool Lining Project
- Alta Almond Sewer & Water Rehab
- Lancaster Drive Rehabilitation

City of Santa Rosa
- 20+ Sewer, Water and Storm Drain Improvement Projects
- Sonoma Avenue Water Service Replacements
- Slater Street Water and Sewer Replacement
- Reservoir R7 Access Road & Drainage Improvements

Sonoma County Regional Parks
- Taylor Mountain-Petaluma Hill Road Trailhead Development
- West County and Joe Rodota Trails

Sonoma County Department of Transportation & Public Works
- Geyserville Pedestrian Improvements
- On-Call Bridge Repair Projects *(sub to OPAC) - Hauser Road Bridge, Lambert Bridge, Peña Bridge*, *Chalk Hill Road Bridge*

Town of Windsor
- Starr Road Sidewalk Gap Closure Projects (2015-2022)
- Bell/Market/Windsor River Road Pedestrian Improvements
- Old Redwood Highway Bicycle and Pedestrian Improvements
- Windsor Creek Trail Improvements
- Brooks Elementary Encroachment Permit
- Enhanced Crosswalk Improvements Project
- Brooks Road/Natalie Drive Crosswalk Enhancements

George Hicks, PE

Supervising Engineer

EDUCATION

B.S., Civil Engineering
California State University, Chico

REGISTRATION

Civil Engineer, California 47391

PROFESSIONAL HISTORY

Supervising Engineer
Coastland | DCCM
2018 - Present

Director of Public Works/City Engineer
City of Fairfield
2007 - 2017

Director of Public Works/City Engineer
City of Healdsburg
1999 - 2007

Deputy Chief Engineer
Sonoma County Water Agency
1996 - 1999

Director of Public Works/City Engineer
City of Suisun City
1994 - 1996

Director of Public Works/City Engineer
City of Winters
1992 - 1994

Staff Engineer
City of Fairfield
1986 - 1992

PROFESSIONAL ASSOCIATIONS

California Uniform Construction Cost Accounting Commission

George Hicks has **39 years** of service to public agencies, including 25 years serving as City Engineer and Public Works Director (City of Fairfield) to design, construct and maintain virtually every type of municipal infrastructure. As Deputy Chief Engineer, George ran the Operations and Maintenance Division of Sonoma County Water Agency. In that capacity he was responsible for the day-to-day operations and maintenance of all SCWA's facilities. George is manager of Coastland | DCCM's Fairfield and Pleasant Hill offices.

RELEVANT PROJECT EXPERIENCE

City of Fairfield

- Heart of Fairfield Infrastructure Planning
- AB1600 Fee Update PM
- Canon Station Zone I PS
- Fairfield/Vacaville Train Station*
- West Texas ATP & Utility PSE (PM)
- Gateway Median Island Modifications

City of Suisun

- McCoy Creek Trail Project
- Misc. Development Review Support

City of Benicia

- Park Rd. Improvement Project
- 2020 Sewer Improvement Project
- Pedestrian Study @ Military W. and 3rd
- Plan Check Pacific Flyway Water Service
- City Standards Updates
- 2021-2022 Citywide Micro-Surfacing Project
- Water Plant Backwash Line Failure – Emergency Support
- Sustainable Transportation Grant Application
- East H Street Truck Sewer Replacement
- 9th Street Pedestrian Bridge Inspection
- QC HSIP PS&E Packages
- Water Treatment Plant Davit Installation Analysis

City of American Canyon

- Storm Drain Master Plan

Solano Irrigation District

- Weyand 420inch Emergency Pipe Replacement
- Lower Weyand Pipeline
- Lower Weyand ESDC

Bodega Bay Public Utility District

- *District Engineering Support Services*
- Zone 1-4 CCTV Analysis
- Cloth Filter Addition at WWTP
- Lift Station Discharge Piping Replacement

City of Piedmont

- *City Engineering Support Services*
- Sanitary Sewer Rehabilitation Phase 5

**Prior to joining Coastland | DCCM*

Paul Wade, PE

Principal Engineer

EDUCATION

B.S., Environmental Resource Engineering, Emphasis in Water Resources Planning and Management

Humboldt State University
Arcata, California

REGISTRATION

Civil Engineer, California
51909

PROFESSIONAL HISTORY

Principal Engineer
2014-Present
Supervising Engineer
January 2007 to 2014
Coastland

Public Works Director/City Engineer
City of Calistoga
December 2004-January 2007

Interim Public Works Director/Town Engineer
Town of Windsor
November 2003-March 2004

Senior Civil Engineer
Town of Windsor
December 2001-December 2004

Associate Civil Engineer
Town of Windsor
February 1996-December 2001

Associate Civil Engineer
City of Eureka
March 1994-February 1996

Assistant Engineer II
City of Eureka
September 1991-March 1994

Junior Civil Engineer
City of Eureka
June 1989-September 1991

Mr. Paul Wade, Principal of Coastland, has over **30 years** of experience providing a broad range of professional engineering services to Northern California municipalities. He also has a thorough understanding and familiarity with State public contract laws, the Subdivision Map Act, CEQA, ADA provisions, and State and Federal regulatory agencies. Mr. Wade's experience includes overseeing City Engineering and development services for the municipalities of American Canyon, Calistoga, Cloverdale, Fairfax, Novato and Windsor.

In addition to his municipal engineering experience, Mr. Wade is very experienced in the design and construction of transportation, drainage, public buildings, water and wastewater facilities. He has served as Project Manager for numerous state and federally funded improvements. His involvement in these projects extended from the early planning stages through construction and project close-out. His background also includes construction management of complex capital projects.

Prior to his employment at Coastland, Mr. Wade served as Public Works Director/City Engineer for the City of Calistoga and Town of Windsor. In this capacity, he directed all functions of the Public Works Department including engineering capital improvement and development review services, state and federal funding administration, water and wastewater treatment operations, and maintenance of streets, utilities, parks and public buildings.

DEVELOPMENT REVIEW & PLAN CHECK EXPERIENCE:

- City of American Canyon
- City of Cloverdale
- City of Napa
- City of Piedmont
- Town of Windsor
- City of Calistoga
- Town of Fairfax
- City of Novato
- Sonoma County Water Agency

City of American Canyon
- *Development Engineering Services (2013-current)*
- Napa Logistic Park Phase 2 Building 4 Design Review
- Green Island Road Warehouse
- Lands of KVA Parcel Map Check
- Napa Junction III Parcel 6 Parcel Map Check

City of Cloverdale
- *Contract City Engineer (2007-2012)*
- Bear Republic Brewing Company Sewer Capacity Analysis
- Sunrise Hills II Subdivision
- Gardens at Thyme Square
- Brookside Gardens

City of Napa
- *Development Plan and Map Check*

City of Novato
- *Development Plan and Map Check (Staff Augmentation)*
- McPhail's Commercial Development Building Design Review
- Hamilton Cottages
- Pacheco Ranch Winery
- Laurel Ridge Senior Apartments

Town of Windsor
- Victoria Oaks Development Review
- Vintage Oaks Phase 2
- Los Amigos Subdivision

Mike Janet

Principal / Construction Department Manager

EDUCATION

Agtek Earthwork Training Course
April 2003

Geotechnical Drilling Seminar
February 2008

Utility Pole Loading and G.O. 95 Course
May 2000

Caltrans Resident Engineering Class

PROFESSIONAL HISTORY

Construction Manager
Coastland | DCCM
2006 - Present

Project Manager / Lead Estimator
Pipeline Excavators
2002 - 2006

Water Conservation Aide
Marin County Water District
2001 - 2002

Lead Field Engineer
Utility Application & Design
1998 - 2001

Michael Janet, Construction Department Manager and Principal with Coastland | DCCM, has over **25 years** of construction experience on capital improvement projects. Mike has strong skills in managing diverse projects and coordinating with all project stakeholders. He has managed the construction on more than 75 roadway and utility improvement projects for public agencies, with a very strong background on federally funded projects. Most of these projects involve pavement restoration, ADA improvements, intersection improvements, and utility replacements. These projects also involve close coordination with Caltrans, school districts, impacted residents and businesses.

Mike also oversees the activities of the Construction Department, which includes construction managers and field inspectors. He is responsible for maintaining project construction budgets, scheduling inspectors, approving change orders, generating RFIs, tracking costs and schedule maintenance.

RELEVANT EXPERIENCE

City of Cloverdale
- Fourth Street Reconstruction Project

City of Cotati
- 2014 Pavement Maintenance Project

City of Fort Bragg
- Street Resurfacing Project

City of Healdsburg / Sonoma County Transportation Agency
- Healdsburg Intermodal Transportation Facility

County of Marin
- Central and Southern Region Road Rehabilitation Projects
- Sir Francis Drake Corridor Rehabilitation
- Lucas Valley Curve Realignment Project

City of Piedmont
- Grand Avenue Bicycle Lane Project

City of San Rafael
- Frietas & Las Gallinas Intersection Improvements
- Grand Avenue Pathway Connector

City of Santa Rosa
- Bicycle and Pedestrian Gap Closures – Piner Road and N. Dutton
- Llano Trunk Lining – West College Utilities and 3rd Street Facility
- Galvin Park Pathway Accessibility Improvements
- Santa Rosa Avenue Corridor Project

County of Sonoma
- Roadway Repairs at Hot Springs, Cherry and Mill Creek Roads
- 2015-2019 Pavement Preservation Program (Full Depth Reclamation & Chip Seal Project)
- 2018 Storm Damage Overlays
- 2018 Hazard Tree Removal
- 2019 Winterization of 7 Sites

Sweetwater Springs CSD
- Annual Capital Improvement Project (2012-2017)

Town of Windsor
- Windsor Road Sidewalk Gap Closure Project
- Windsor Creek Trail Improvements
- Starr Road North Sidewalk Gap Closure Project
- Keiser Park Trail Improvements

Steven Van Saun, PE

Supervising Engineer

EDUCATION

M.S., Civil Engineering, Rutgers University

B.S. Civil Engineering, New Jersey Institute of Technology

REGISTRATION

Civil Engineer, CA 86180

PROFESSIONAL HISTORY

Supervising Engineer
Coastland | DCCM
2017 - Present

Project Engineer (Engineer III)
BKF Engineers
2015 - 2017

Project Engineer
Greenman-Pederson, Inc. (GPI)
2009 - 2015

Design Engineer
Keller & Kirkpatrick (subsidiary of GPI)
2008 - 2009

Steven Van Saun is a Licensed Professional Engineer with expertise in roadway design, hydrology, hydraulics, environmental permitting, dam safety, stormwater management, roadway drainage, and soil erosion and sediment control measures. He brings over **15 years** of experience in the industry and has managed and designed a wide variety of public improvement projects, including highway interchanges, bridge reconstruction and replacement, roadway intersections, pedestrian safety enhancements, and storm drainage and sanitary sewer improvements. Steve has been involved in more than 30 capital roadway projects ranging from $200,000 to $1 billion. Steven's background also includes private and commercial land development and land surveying.

RELEVANT EXPERIENCE

Bodega Bay Public Utility District
- *District Engineering Support Services*

City of Cloverdale
- *On-going Development Review*
- 4th Street Reconstruction Project
- Vista View Slide Repair RFP and Project Oversight

City of Benicia
- Park Road Improvement Project

City of Napa
- *On-going Development Review*

City of Piedmont
- *City Engineering Support Services*
- Pedestrian Improvements at Hampton Terrace and Inverleith Terrace
- 2023 Striping Project
- Pacific Avenue Drainage Study

City of Rohnert Park
- State Farm Drive/Commerce Boulevard Water Line Replacement
- B Section Water Line Replacement
- L Section Pavement Maintenance

City of Santa Rosa
- Parking Lot 10 Reconstruction
- East Haven Drive Sewer & Water Improvements
- Oakmont Drive Sewer Main Upsizing

Sonoma County Water Agency
- *On-going Flood and Drainage Review*

Sweetwater Springs Water District
- *District Engineering Support Services*
- 2021 CIP Project
- 2020 Storm Drain Rehabilitation
- Lower Harrison Tank Replacement
- Water System Model

City of Willows
- Sycamore Street Rehabilitation & Reconstruction Project
- North Lassen Street Rehabilitation
- West Sycamore Street Rehabilitation

Town of Windsor
- Enhanced Crosswalk Improvements Project
- 2017 Pavement Preservation
- Conde Lane /Johnson Street Pedestrian Enhancement *

* *Completed prior to* Coastland | DCCM

Jennifer Melman, PE, QSP/QSD

Senior Engineer

EDUCATION

B.S., Environmental Resources Engineering, Humboldt State University

REGISTRATION

Civil Engineer, CA 62260

CERTIFICATION

Qualified SWPPP Developer
Qualified SWPPP Practitioner

NASSCO Pipeline Assessment Certification Program

PROFESSIONAL HISTORY

Senior Engineer
Coastland | DCCM
2018 - Present

Design Group Manager
Prunuske Chatham, Inc.
2009 - 2012

Principal/Senior Civil Engineer
Prunuske Chatham, Inc.
2004 - 2012

Project Engineer
Winzler and Kelly Consulting Engineers
2002 - 2004

Staff Engineer
Harding Lawson Associates
1997 - 2002

Jennifer Melman is a Licensed Professional Engineer with expertise in the hydraulic analysis and design of water, sewer, storm water and flood control projects, as well as bridges and roadways. She brings over **26 years** of experience in the industry and has managed and designed a wide variety of public improvement projects, including the design and assessment of community water supply booster pump stations and sewer lift stations, as well as water supply tanks, reservoirs and well improvements. Jennifer also has extensive experience in creek restoration, constructed wetlands, pond design, storm water quality, and fish passage improvements.

RELEVANT EXPERIENCE

City of Berkeley
- Sanitary Sewer Rehabilitation – Seawall Dr. Seventh St. et. al.
- Sanitary Sewer Rehabilitation on MLK Jr. Dr., et al.

Bodega Bay Public Utility District
- *BBPUD District Engineering 2018-2023*
- 2022 Sewer Rehabilitation Project
- Hwy. 1 Caltrans Emergency Repair Project
- Lift Station Discharge Piping Replacement
- WWTP Cloth Filter Project
- Effluent Pond Leak Repair
- Mockingbird Drive Emergency Sewer Repair
- Bay Flat Road Emergency Sewer Repair

City of Calistoga
- Grant Street Reconstruction

Callayomi County Water District
- Big Canyon Well Construction

City of Cloverdale
- LLAD FY 2018-2023
- Emergency Levee and Embankment Repairs

City of Healdsburg
- LLAD FY 2018-2023
- Foss Creek Pathway Segments 7 & 8

Hidden Valley Lake Community Services District
- *District Engineering 2018-22*
- Permanent and Emergency Generators
- 0.5 MG Water Tank Replacement
- Mountain Meadow Road Water Main Replacement

City of Mill Valley
- Roque Moraes Drive Guardrail

City of Piedmont
- 2020 Priority Sewer Rehabilitation
- Piedmont Park Trails Condition Assessment
- Oakland Avenue Bulb-outs at Jerome and El Cerrito
- Pedestrian Enhancements Oakland/Greenbank Avenues and Grand/Fairview Avenues
- Pedestrian Enhancements Hampton Terrace and Inverleith Terrace
- Piedmont Community Hall Foundation Drain

City of Richmond
- Keller Beach Sanitary Sewer Replacement Feasibility Assessment

City of San Rafael
- Rotary Manor Culvert Replacement

Town of Tiburon
- 2022 Storm Drain Rehabilitation

Town of Windsor
- Starr Road Sidewalk Extension – River Road to Vivian Court

Erik Weber, PE, QSD, PACP

Supervising Engineer / Resident Engineer

EDUCATION

B.S. Civil Engineering,
California State University
Chico, CA

REGISTRATION

Civil Engineer, California
62547

CERTIFICATIONS

PACP # P0042465-052023

Qualified SWPPP Developer (QSD) 62547

PROFESSIONAL HISTORY

Coastland | DCCM
2021 – Present

Lindsay Transportation Solutions
2010 - 2019

Gray Sky Engineering
2006 - 2010

Stover Engineering
2002 - 2006

Lee & Ro, Inc.
2001 -2002

Cushman Contracting
1997 - 2001

PROFESSIONAL ASSOCIATIONS

Member, American Society of Civil Engineers (ASCE)

Mr. Weber has over **20 years** of engineering experience with an emphasis in construction management. His background includes civil and mechanical design, scheduling, estimating and project management. Mr. Weber has an extensive background in municipal public works, transportation, and land development projects.

REPRESENTATIVE EXPERIENCE:

City of Benicia
- Update of city Standard Specs and Details
- 2020 Sewer Improvement Project – Inspection
- Water Treatment Plant Chemical Tank Replacement
- Guardrail Upgrade Project
- QC HSIP PS&E Packages

City of Berkeley
- Alvarado Sewer Rehabilitation

City of Fairfield
- Heart of Fairfield Infrastructure Planning
- Canon Station Zone II
- Paradise Valley Golf Course Parking Lot ADA Improvements

Solano Irrigation District
- Work Plan Study
- Weyand 42” Emergency Pipe Replacement
- Lower Weyand Pipeline
- Upper Weyand Pipeline
- Chadbourne Pipeline
- Vaughn Lateral 5

City of Suisun City
- *City Engineering Support Services*
- McCoy Creek Trail Phase 2

Prior to Coastland
- Klamath Community Service District Effluent Line
- Fugate Sewer Extension
- Northcrest Sewer Main Extension and Pump Station
- Williamson Sewer Extension
- Bertsch Sewer Extension
- Berkowitz Sewer Extension
- Adeline Interceptor Relocation
- Childs Sewer Extension
- Sump 119 Replacement
- City of Angels Camp WWTP Expansion
- City of San Diego Point Loma WWTP Grit System Improvements
- Victor Valley WWTP Expansion
- City of San Bernardino RIX Filter
- City of Atascadero WWTP Facility Upgrade
- City of Adelanto WWTP Reclamation Facility
- Klamath Community Service District WWTP Rehabilitation
- Spy Glass Community Water System Expansions
- City of Adelanto WWTP Reclamation Facility
- Elk Valley Road Reconstruction
- Golden Gate Bridge MMB Installation
- Richmond San Rafael Bridge Pedestrian Improvement Project
- Lopez Hwy 101 Entrance

Nathan Fishman, PE

Senior Civil Engineer

EDUCATION

B.S. Civil Engineering, California State Polytechnic University - Pomona

REGISTRATION

Civil Engineer, CA 93427

PROFESSIONAL HISTORY

Senior Engineer
Coastland | DCCM
2022 - Present

Senior Associate Civil Engineer
Steven J. Lafranchi & Associates, Inc.
2017 - 2022

Project Engineer
Building Solutions
2016 - 2017

Project Engineer
Dixon Marine Services, Inc.
2012 - 2016

Nathan Fishman works as a Senior Engineer in Coastland | DCCM's Santa Rosa office. He has **11 years** of experience as an engineer in the land development industry, with a wide range of design, surveying, and construction and project management experience. Nathan has served as a Senior Associate Civil Engineer and Project Engineer for civil engineering design firms and general engineering contractors. Nathan has worked on projects ranging from land planning and site development to dredging and environmental remediation projects.

His design experience includes grading plans, ADA compliance, and utilities including water mains, sanitary sewer mains, and storm drains. Nathan has spent time supporting a variety of residential/commercial projects, overseeing budgets, entitlements, and the preparation of construction documents. Nathan has also served as project manager coordinating with clients, sub consultants, and regulatory agencies on dynamic projects.

RELEVANT EXPERIENCE

City of American Canyon
- Melvin Road Sidewalk and Drainage Improvements

Bodega Bay Public Utility District
- Lift Station #4-7 Discharge Piping Replacement

City of Cotati
- P-1 Water Main Replacement Project

Hidden Valley Lake Community Service District
- Water Distribution Reliability

City of Piedmont
- City Engineering 2022-2023
- Highland Guilford Steps
- Crocker Park Pathways
- 2022 Striping Project
- Dracena Quarry Park ADA Pathway

City of Richmond
- Keller Beach Sanitary Sewer Replacement Feasibility Assessment

City of Rohnert Park
- B Section Water Line Replacement
- 2021-2022 Preventive Maintenance

City of San Rafael
- Rotary Manor Culvert Replacement Project

City of Santa Rosa
- Parking Lot 10 Reconstruction
- Sewer Main Replacement – Alderbrook Lane and Denton Way
- Dutch Flohr Neighborhood Park Improvements

Town of Tiburon
- 2022 Storm Drain Rehabilitation

City of Willows
- City Engineering 2022-2023

Dennis Sheil

Construction Manager

EDUCATION

Ph.D., Project Management,
Los Angeles University

M.B.A., University of Phoenix

B.S., Business Management,
University of Phoenix

A.A., Construction Technology

PROFESSIONAL HISTORY

Construction Manager
Coastland | DCCM
2022 - Present

Senior Construction Manager / Project Manager / Inspector
Anchor Engineering, Inc.
2015 - 2022

Project Manager / Office Engineer
The Covello Group, Inc.
2002 - 2014

Senior Project Manager
Van-Catlin Construction, Inc.
2000 - 2002

Senior Project Manager
Taylor Communications, Inc.
1999 - 2000

Project Manager
U.S. Air Force
1979 - 1999

CERTIFICATES/ TRAINING

LEED Green Associate

Governor's Office of Emergency Services Assessment Evaluator

Contract Construction Inspection

ASSOCIATIONS

American Construction Inspectors Association

Construction Management Association of America

American Public Works Association

Dennis Sheil serves as the Construction Manager for Coastland | DCCM's Fairfield office. He brings more than **44 years** of construction management and inspection experience on capital improvement projects including water and sanitary sewer projects. Dennis is experienced in biddability and constructability review of design and contract documents and has provided skillful management of multiple and complex projects simultaneously.

REPRESENTATIVE EXPERIENCE:

City of Emeryville
- Davenport Minipark
- Annual Street Rehabilitation and Preventative Maintenance
- Trash Capture Project

City of Piedmont
- 2022 Sewer Rehabilitation
- Community Hall Drainage
- Waterline Replacement
- 2021 Pavement Project
- Oakland Avenue Pavement Rehabilitation

Solano Irrigation District
- Chadbourne Lateral
- Chadbourne Pipeline
- Lower Weyand Pipeline
- Homestead Phase 2 Backbone

Dublin San Ramon Services District
- Waterline Replacement Wineberry and Canterbury neighborhoods
- Camp Parks Water Main Project*
- Pump Station 4A & Reservoir 4A*
- Maintenance Building*
- Bar Screen and Screening Conveyance System Improvements*

Oro Loma Sanitary District
- Sewer Main Replacement Project*

Delta Diablo Sanitation District
- Antioch Recycled Water Project*

**Prior to joining Coastland | DCCM*

Mathew E. Vail, PE

Supervising Engineer

EDUCATION

B.S. Civil Engineering,
Chico State University

REGISTRATION

Civil Engineer, CA 53724

PROFESSIONAL HISTORY

Supervising Engineer
Coastland | DCCM
2018 - Present

Senior Manager
Exponent, Inc.
2014 - 2018

Construction Manager
Lawrence Berkeley Laboratory
2010 - 2014

Principal Engineer
Sonoma County Water Agency
2005 - 2010

Engineer & Project Manager
Don Todd Associates
1992 - 2005

Project Manager & Superintendent
KG Walters Construction
1988 - 1992

Mathew Vail is a civil engineer with **35 years** of experience in engineering and construction. Mathew's professional career includes work as a Civil Engineer, Principal Engineer, Capital Projects Manager, Project Manager, Construction Manager, and General Engineering Contractor. He has managed design and construction projects, acted as Owner's Representative, performed contract administration, and managed professional staff. He has experience with the preparation of construction drawings and specifications, schedules and estimates for bids and change order work, preparing and managing project budgets, management of pre-construction services, including contract document preparation and contract negotiation, and project closeout, including claims analysis and negotiations.

At Coastland | DCCM Mathew's talents benefit both the construction management and engineering design teams.

RELEVANT EXPERIENCE

Bodega Bay Public Utility District
- SCADA Upgrade Project
- Heron Drive Emergency Sewer Repair Project

City of Burlingame
- Shoreland Subdivision Water Main Project
- E. Burlingame Avenue and Anza Bridge Utility Improvements

City of Clearlake
- Dam Rd. Extension-South Center Drive to 18th Ave.

Town of Corte Madera
- Paradise Drive/Prince Royal Passage Pedestrian Improvements
- 2017-2018 Pavement Rehabilitation

City of Healdsburg
- Foss Creek Pathway Segments 7 & 8

County of Marin
- Central Region Road Rehabilitation Project
- Southern Region Road Rehabilitation Project
- Sir Francis Drake Boulevard Corridor Rehabilitation
- Lucas Valley Road Curve Realignment
- Sir Francis Drake Boulevard Lighting Upgrades

City of Mill Valley
- East Blithedale Avenue Rehabilitation Project

City of Novato
- Marin Country Club Stream Restoration

City of Piedmont
- *City Engineering*
- 2017-2018 Annual Paving Project
- Oakland Avenue Bridge Railing

City of San Rafael
- Grand Avenue Pathway Connector
- Third Street Rehabilitation Project

City of Santa Rosa
- Piner Road Bicycle and Pedestrian Gap Closure

County of Sonoma
- Roadway Repairs on Hot Springs, Cherry Creek and Mill Creek Roads
- 2018 Pavement Preservation Program Chip Seals & Overlays
- 2018 Hazard Tree Removal Project

Sweetwater Springs Water District
- 2018 Capital Improvement Project

City of Wilows
- West Sycamore Street Rehabilitation Project

COASTLAND
DCCM

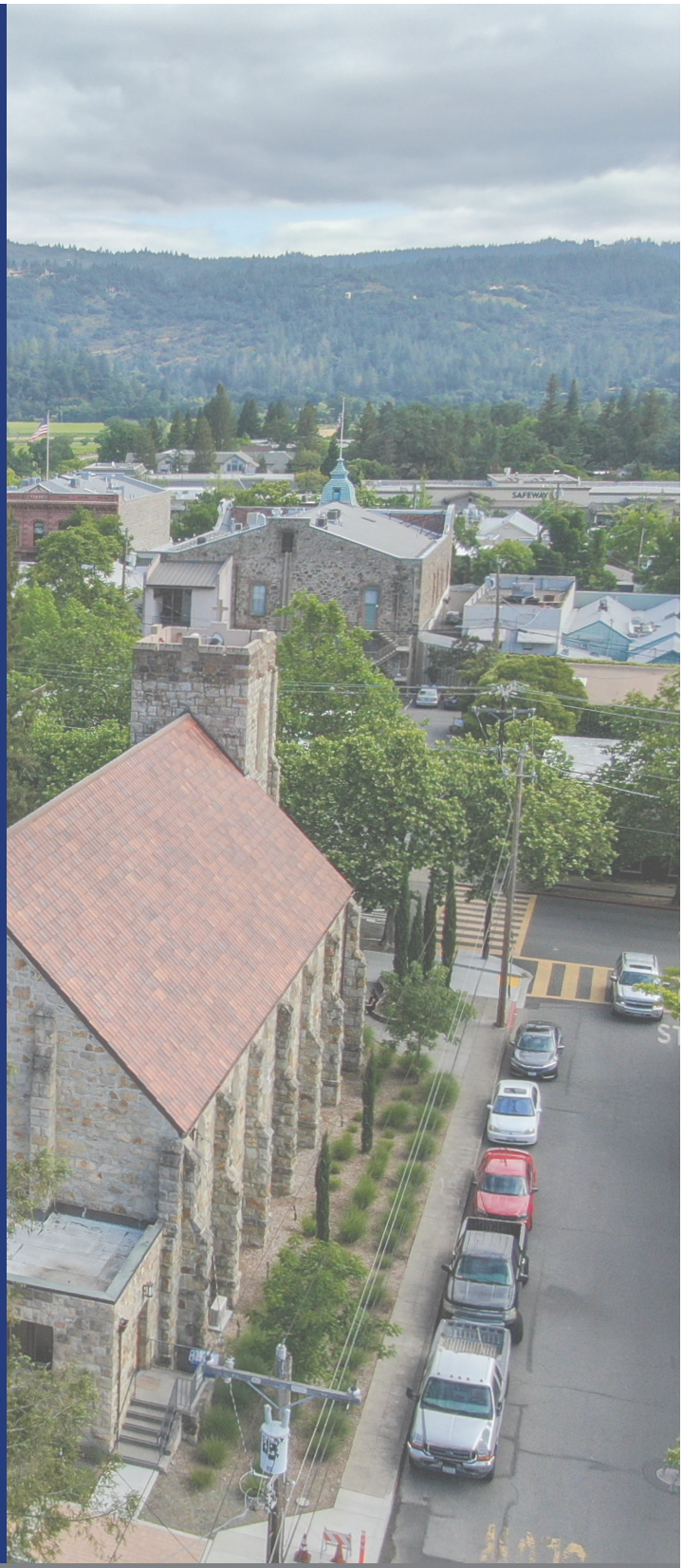
SANTA ROSA
1400 Neotomas Avenue
Santa Rosa, CA 95404
(707) 571-8005

AUBURN
11641 Blocker Drive Suite 170
Auburn, CA 95603
(530) 888-9929

FAIRFIELD
420 Executive Court North, Ste. G
Fairfield, CA 94534
(707) 702-1961

PLEASANT HILL
3478 Buskirk Avenue Suite 1000
Pleasant Hill, CA 94523
(925) 233-5333

(800) 409-2435 toll free
info@coastlandcivil.com



Municipal Engineering | Capital Project Design | Construction Management | Building & Safety | Financing Assistance

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 13, 2023 by and between the City of St. Helena, located in the County of Napa, State of California (City), and West Yost (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as On-Call Municipal Public Works and Engineering Services.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

The time for completion of Services shall be as identified in **Exhibit A, "Scope of Services"**. The parties expressly agree that time is of the essence in the performance of this Agreement.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $100,000.00 unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount,

and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

C. Payment to the Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

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

B. In order to induce City to enter into this Agreement, Consultant represents that it is duly organized, existing and in good standing under applicable state law; Consultant is licensed to perform all aspects of the Services; Consultant will employ only persons and Subconsultants with all required licenses and certifications; that Consultant is duly qualified to conduct business in the State; that Consultant has duly authorized the execution, delivery and performance of this Agreement and the Services to be performed herein; and that the Agreement does not violate or create a default under any instrument, agreement, order or decree binding on Consultant.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
   3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

D. Excess Limits. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

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

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the work of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

H. Waiver of Subrogation. Consultant's commercial general liability, automobile liability, workers' compensation, and employer's liability policies shall be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

I. The Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

J. Verification of Coverage. Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs)

(collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor (i.e., a "design professional," pursuant to Civil Code § 2782.8(c)), the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

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

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

F. In the event that Consultant executes any subconsulting agreements in connection with the Services performed under this Agreement, Consultant shall place in all such subconsulting agreements, and cause its subconsultants to agree to, the indemnity and insurance obligations in favor of City and other Indemnitees, as provided herein, in the exact form and substance of those contained in this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any

elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

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

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

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

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related Services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

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

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

B. Nondiscrimination Civil Rights Act of l964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and

harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

C. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

B. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services. Such records include, but are not limited to, correspondence, internal memoranda, technical reports and investigations, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement.

C. Consultant shall permit City to audit, examine and make copies, excerpts and transcripts from such records, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years

after City makes the final or last payment or within three (3) years after any pending issues between City and Consultant with respect to this Agreement are closed, whichever is later.

SECTION 18 – LIMITATION OF LIABILITY

A. Consultant agrees that any liability of City arising in connection with this Agreement shall be limited exclusively to the City-entity identified as the "City" under this Contract. Under no circumstance shall any other City-entity be liable to Consultant under any theory, whether in contract, tort, or otherwise, and Consultant waives unconditionally any such claims. Consultant hereby waives and release other City-entites from any liability under this Agreement.

B. Notwithstanding any other provision of this Agreement, in no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed hereunder.

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

To City:
City Manager
1088 College Avenue
St. Helena, California 94574

To Consultant:
Vanessa Apodaca, PE
Contract Manager
West Yost
2235 Mercury Way, Suite 105
Santa Rosa, CA 95407

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed

after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

Consultant's subconsultants shall agree to be bound to the terms of the Agreement to the extent of their scope of Services, including but not limited to, terms regarding indemnity and dispute resolution, and shall agree that City is deemed an express third party beneficiary of their subconsultant agreements. Nothing contained in this Agreement, however, shall operate to confer such or similar rights or benefits on persons or entities not party to this Agreement.

SECTION 31 – STATUTES OF LIMITATION

As between the parties to this Agreement, any applicable statute of limitations for action arising out of, pertaining to, or relating to any act or failure to act in connection with this Agreement shall commence to run on the date of City's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects and/or deficiencies, for which the applicable statute of limitation shall begin to run upon discovery of the defect and/or deficiency and its cause.

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name:
Title:

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney



CITY OF ST. HELENA

On-Call Water Planning and Engineering Services

APRIL 17, 2023

WEST YOST
Water. Engineered.

2235 Mercury Way
Suite 105
Santa Rosa, CA 95407

707.543.8506 phone
530.756.5991 fax
westyost.com

April 17, 2023

City of St. Helena
Mr. Joe Leach, Direcror of Public Works
1480 Main Street
St. Helena, CA 94574

Dear Mr. Leach:

Thank you for considering West Yost for **On-Call Water Planning and Engineering Services for the City of St. Helena** (City). We are eager to continue the relationship we have built with the City over the past 19 years.

Since 2004, West Yost has had the opportunity to provide a variety of services for the City, including supporting Capital Improvement Projects, alternatives analyses, construction engineering, and demand and supply projections. We have enjoyed this close collaboration with the City and can provide valuable historical perspective based on our involvement in many important City projects over the years.

West Yost has assembled an experienced team with a depth of technical expertise in resource and program management, system planning, permitting and regulatory compliance, infrastructure design, and operational support across various practice areas including potable water, recycled water, stormwater, groundwater, treatment facilities, collection systems, asset management, cyber security and operations technology, and construction management and inspection. Our team is dedicated and responsive with strong management skills, commitment to our clients, and a proven track record of successful project implementation.

In reviewing the attached Statement of Qualifications (SOQ), please consider the following:

West Yost's firm-wide focus includes water facilities planning and design services: West Yost helps clients build comprehensive, technically rigorous water, recycled, wastewater, stormwater, and SCADA system plans to meet immediate and long-term system needs. The staff members presented in this SOQ are recognized experts in distribution, collection, recycled, and stormwater system hydraulic modeling; distribution, collection, recycled and stormwater system design; feasibility studies and master planning; condition assessments; and grant management services. Each City project will benefit from our robust team of experts and their experience.

Depth of experience with the City: The City is operationally complex and sophisticated in how it plans and provides service to water, wastewater, recycled water and stormwater customers. Through our work with the City, West Yost has developed an understanding of those systems, the planning criteria the City uses, the area-specific and facilities-specific operations for each system, and relationships with the City's regional partners. Our team members will serve effectively as an extension of City staff.

Responsive experience and staff who know your region-specific needs: West Yost has experts readily available to the City from our Santa Rosa, Concord, Pleasanton, Davis and Sacramento offices. Our staff have a long history of working together for regional municipal clients, including the City of Napa, Napa Sanitation District, and others. Our goal is to minimize the burden on City staff by completing projects quickly and efficiently.

West Yost appreciates this opportunity to serve the City, and we look forward to continuing our successful working relationship with the City. We will work closely with you to meet the needs of your projects, and we are confident that our staff and work products will exceed your expectations.

Mr. Joe Leach
April 17, 2023
RE: Response to Request for Qualifications for On-Call Water Planning and Engineering Services

Elizabeth Drayer has the authority to sign contracts for West Yost. If you have any questions or need additional information, please contact Vanessa at 707.508.3671 or vapodaca@westyost.com.

Sincerely,

WEST YOST

Vanessa Apodaca, PE
Contract Manager
vapodaca@westyost.com
707.508.3671

Elizabeth Drayer, PE
Principal-in-Charge
edrayer@westyost.com
650.740.3762



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1 FIRM PROFILE AND CONTACT INFORMATION



WEST YOST
Water. Engineered.

Firm Information

West Yost (Legal Name: West Yost & Associates, Inc.)

Davis – Headquarters

2020 Research Park Drive, Suite 100
Davis, CA 95618
Ph: 530-756-5905
Fax: 530-756-5991

Santa Rosa– Local Office

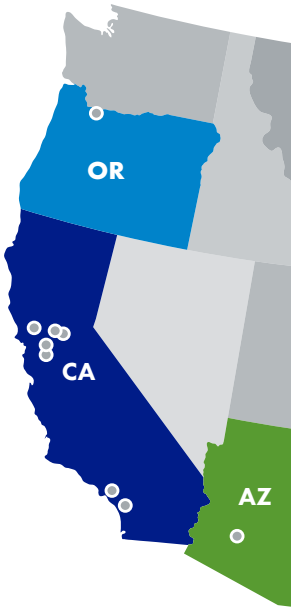
2235 Mercury Way, Ste 205
Santa Rosa, CA 95407
Ph: 707.543.8506
Fax: 530-756-5991

Website: westyost.com

OREGON
Lake Oswego

CALIFORNIA
Concord
Davis (Corporate HQ)
Lake Forest
Oceanside
Pleasanton
Sacramento
Santa Rosa

ARIZONA
Phoenix



Firm Established

1990

Type of Organization

California Corporation (No. C1956281), private, employee-owned

Contact Information



Elizabeth Drayer, PE
Vice President/Principal-in-Charge
T: 925.461.6793
edrayer@westyost.com



Vanessa Apodaca, PE
Contract Manager
T: 707.508.3671
vapodaca@westyost.com

Vanessa will be the primary contact for the on-call services

Description of the Firm and Statement of Qualifications

West Yost is a consulting engineering firm that was founded in 1990. Our focus is exclusively water, wastewater, recycled water, groundwater, and stormwater. We have broad experience in providing planning, design, construction management, and program management services in these areas.

West Yost is headquartered in Davis, California. Our staff includes certified or registered professionals in chemical, civil, control systems, electrical, environmental, and mechanical engineering; wastewater treatment and regulatory compliance; geology, engineering geology, and hydrogeology; architecture; GIS; control systems, cybersecurity, and risk management; asset management and condition assessment; project management; and construction management and inspection services.

Ownership Information

West Yost is an employee-owned company incorporated in the State of California.

Financial Stability

West Yost is a financially secure institution that has never filed for bankruptcy or insolvency in its history.

Resources

West Yost has over 220 staff members in 8 offices. We present 29 employees to work directly on City projects and will include subconsultant support as-needed. Our technical professionals rely on administrative and corporate support included in the 226 staff listed below by office.

The City's contract will be managed from West Yost's Santa Rosa office. Work will be completed primarily from West Yost's Bay Area offices (Concord and Pleasanton), Davis, and Sacramento offices. Our SCADA design and support team is located in Phoenix, Arizona, and has successfully served other local clients and municipalities on recent projects from that location.

NUMBER OF EMPLOYEES BY OFFICE

LOCATION	TOTAL STAFF	EXPECTED TO CONTRIBUTE TO CITY PROJECTS
Santa Rosa	11	2
Concord, CA	17	2
Davis, CA	58	11
Lake Forest, CA	25	2
Lake Oswego, OR	10	1
Phoenix, AZ	11	1
Pleasanton, CA	7	3
Oceanside, CA	11	1
Remote – US	76	6
	226	**29**

2 QUALIFICATIONS

A PARTNER YOU CAN TRUST

Our team of experts has worked with the City of St. Helena for 19 years. These projects have been a collaboration of West Yost and City staff, and through the process, **West Yost has come to understand the City's utility systems and the needs of the people who manage and operate them.** Planning projects must clearly prioritize improvements in order to optimize the City's budgets and to limit demands on operations staff for repair, rehabilitation, replacement, and maintenance projects. The City requires design projects that comprehensively and efficiently address critical needs in the utility systems in addition to timely and responsive bidding and construction phase services support to minimize the burden on the City's engineering department during construction. The City's customers expect reliable service through efficient Capital Improvement Project delivery.

In addition to understanding the City and its requirements, West Yost understands water. All of the services we provide—from planning through design, and construction management—are for water, wastewater, stormwater, recycled water, and groundwater projects. West Yost has brought this expertise and experience to on-call contracts for a variety of municipalities.

Our on-call contract success is based largely on our ability to respond quickly to project needs, work seamlessly as an extension of the client's staff, and bring innovative solutions to projects both large and small. Our on-call contracts also benefit from our depth of expertise in water, our large resources of local staff, and our commitment to quality products and services.



West Yost's staff includes one of the largest water and sewer planning and modeling staff in California to help meet the City's project needs as they arise. Our resources are exclusively focused on water— potable water, wastewater, groundwater, stormwater, recycled water, with the vast majority of our work for municipal clients and public agencies.

West Yost uses management tools and systems to accurately and efficiently gauge staff resource allocation and workload coordination. These tools include Deltek Vision, a centralized real-time resource for projecting workload down to the person, hour, and task level. Careful coordination confirms firm-wide staff availability in a consistent and timely manner. We will commit to being available for required services for the City's "As-Needed" projects.

The sections below highlight our qualifications in the following areas:

- Water and Recycled Water System Modeling
- Sewer System Modeling
- Stormwater and Flood Resilience
- Water and Wastewater Treatment
- Feasibility Studies/Master Planning/Condition Assessments
- Pipeline Design
- Pump Station and Tank Design
- Grant Management Services
- Specialized Engineering Support

WATER AND RECYCLED WATER SYSTEM MODELING

West Yost is a leader in water resources and water system and recycled water system planning and hydraulic modeling. We have unmatched expertise in modeling for water distribution systems, including:

- Building models from GIS
- Calibrating hydraulic models
- Setting up field data collection programs for hydrant testing and pressure monitoring
- Validating hydraulic models comparing results with SCADA, and
- Performing hydraulic and water quality evaluations in support of new development, operational needs, and design projects.

As part of both model development and water master planning projects, we routinely provide training as part of the project, and as-needed support to our clients in different aspects of model development and analysis. West Yost has 14 staff members who perform water distribution system and recycled water system hydraulic modeling and are available to supplement the proposal team, as needed. Our expertise in planning and hydraulic modeling informs and brings value to infrastructure design.



SEWER SYSTEM MODELING

Sewer collection and treatment systems/facilities planning are part of West Yost's core services. West Yost has helped many clients build comprehensive, technically-rigorous wastewater system master plans to meet immediate and long-term system needs. We provide specialized technical resources in wastewater planning and regulatory compliance evaluations. Our expertise in planning adds value to infrastructure design, which helps clients design and build the right infrastructure at the right time. Our sewer collection system planning services include:

- Collection system master planning and hydraulic modeling
- Sewer system management plans
- Collection system regulatory compliance
- Infiltration and inflow reduction program development
- Condition assessments and rating
- Maintenance planning support and CMMS optimization
- CCTV program development and support
- Prioritized capital improvement program development
- Studies and predesign for sewer replacement and capacity enhancement projects.

STORMWATER AND FLOOD RESILIENCE

West Yost is familiar with the challenges facing cities throughout the San Francisco Bay Area: aging infrastructure, increasing rainfall intensities, increasing San Francisco Bay tidal levels, and real estate re-development. West Yost has completed numerous planning, design, and construction projects to meet these challenges. Our depth of stormwater and flood resilience experience includes on-call development review support services, floodplain mapping, hydraulic modeling, design of stormwater facilities, water quality compliance, stormwater fee assessment, climate assessments, and participation in regional collaborations. For on-call projects, responsiveness and communication are the keys to success. West Yost provides the following services to similar cities to manage and improve stormwater infrastructure within the available budget:

- Review parcel re-development – hydromodification, source control, green Infrastructure/low impact development, trash capture
- Evaluate sea level rise impacts – traditional and natural flood control projects, ordinances, and regional collaborations
- Analyze storm drainage hydraulics – review City/ County criteria and assess system deficiencies through hydraulic models (InfoWorks ICM, XPSWMM, EPA SWMM, HEC-RAS)
- Implement capital improvement plan projects - planning, design, and construction

WATER AND WASTEWATER TREATMENT

West Yost's approach to water treatment will be to listen to you, understand your project objectives, and assign the right team members to perform the work. West Yost is currently using on-call contracts for water treatment work for the Eastern Municipal Water District, City of Redding, City of

Fairfield, and the City of Tracy. Some specific expertise that West Yost team members will bring to the City from the recent project includes:

- Completion of chlorine conversion or upgrade projects, primarily to bulk hypochlorite
- A model for sludge production that accounts for varying chemicals and chemical doses as well as varying raw water quality
- Design and construction phase support for chemical feed systems, including caustic, soda ash, chlorine, ozone, and coagulation
- System optimization evaluations to improve performance, evaluate treatment options for contaminants of concern, and reduce waste streams

West Yost's expertise covers every type of wastewater facility and process, from collection and treatment systems to disposal and reclamation facilities. We provide a full service approach across the entire spectrum of disciplines, including technical studies, modeling, regulatory and permitting assistance, advanced treatment plant design, funding assistance, and construction management. Our firm's unique ability and experience working with clients from permitting through construction bring intrinsic value to our projects and our clients. We bring knowledge gained from the permitting and regulatory process into the planning and design of facilities that meet our clients performance goals, and apply our construction knowledge to the design process to reduce cost and risk during construction.

Incorporating client knowledge and operations staff insights into our designs allows us to deliver successful, award-winning projects for our clients.

FEASIBILITY STUDIES/ MASTER PLANNING /CONDITION ASSESSMENTS

West Yost's Water Planning team is a cohesive and collaborative team whose combined expertise brings value to our clients during the utility planning process. We provide planning, modeling, and regulatory services for recycled water, drinking water, wastewater, and stormwater utilities.

Our team is adept at master planning, including water supply planning. We are often completing multiple plans concurrently. Recent examples include the City of Stockton's Water System and Collection System Master Plans; and the City of Garden Grove Water and SCADA Master Plans, where West Yost was able to complete America's Water Infrastructure Act (AWIA) compliance while preparing recommendations to implement their SCADA Master Plan.

Our team is also experienced in condition assessments for both horizontal and vertical assets, establishing life cycle cost metrics and infrastructure replacement cycle curves, integrating system data with computerized maintenance and management systems, and using criticality-based methodologies to plan for repair and rehabilitation. With clients faced with aging infrastructure and constraints on capital funding, we routinely integrate condition assessments and risk-based facilities planning into our master plans, to provide clients with prioritized capital improvement programs for renewal and replacement of facilities.

West Yost brings an understanding of the City's planning process, criteria and needs, having completed the City's 2003 Urban Water Management Plan and 2010 Water Supply Plan.



Our Feasibility Studies / Master Planning/ Condition Assessment Services include:

- Water, Recycled Water, Sewer and Storm System Master Planning
- Water Supply Planning and Design
- Water Rights and Water Transfers
- Permitting and Regulatory Compliance
- Integrated Water Resources Planning
- Infrastructure Rehabilitation
- GIS/Mapping and Surveying
- Water and Sewer System Condition Assessments for both horizontal and vertical assets including water and wastewater treatment plants
- Asset Risk Assessments and Renewal/Replacement Prioritization

PIPELINE DESIGN

West Yost's Pipeline Infrastructure team has managed and designed numerous pipeline projects for public agencies throughout the Bay Area. Projects have included various construction methods, including open cut construction, trenchless rehabilitation, and trenchless construction using

auger boring, pilot tube guided boring (PTGB), horizontal directional drilling (HDD), and microtunneling. Many projects require careful coordination with other agencies, including CalTrans and UPRR, to cross freeways, railroads, waterways, and major utilities. All projects involve detailed utility coordination and investigation to minimize costly construction changes and delays.



West Yost's Infrastructure team works in unison with our planning; treatment; operations technology, cybersecurity, and resilience (OTCR); and construction management staff to deliver designs that meet client objectives and consider safety, risk, and long-term, system-wide viability. We listen and collaborate with system owners and their staff to inform our designs by a comprehensive project understanding, conform to client standards, and are readily constructible.

PUMP STATION AND TANK DESIGN

West Yost's Integrated Infrastructure Management approach includes the entire life-cycle for municipal water, wastewater, and stormwater assets. This consists of the evaluation and design of pump stations to reduce risks of failure, manage capital costs, and avoid community impacts. West Yost has a wealth of relevant and recent pump station and tank project experience throughout Northern California.



Working as a trusted advisor, West Yost will work with City staff to fully understand the City's infrastructure and needs for thoughtful and cost-efficient projects and designs, from project conceptualization through construction. We offer a strong local team in our offices in the Bay Area and Sacramento Area, with the ability to leverage additional resources and expertise as required from our other offices. When needed, our team has experts who can be pulled in on projects for value engineering, constructability, and operations reviews that will improve project cost estimating and reduce risk.

GRANT MANAGEMENT SERVICES

West Yost's funding team offers a full services approach to funding. We assist clients in strategizing and identifying, applying for, capturing, and managing funds obtained through state, federal and local loan and grant programs. We have assisted over 30 clients in securing approximately $900 million in funding. Our success is based on maintaining excellent working relationships with funding agency staff, solid technical and writing skills, close coordination with our clients, and attention to detail.

West Yost has worked with both California Office of Emergency Services (CalOES) and California Department of Water Resources (DWR), successfully completing grant funding applications and receiving funding from CalOES for FEMA's Hazard Mitigation Grant Program, and from DWR for Integrated Regional Water Management programs, Proposition 50 funding, and Sustainable Groundwater Management Act grants.

West Yost's grant administration consulting services team will provide the highest-quality technical skills and responsive client service for the City's grant project needs. Our team can be supplemented throughout the life of the contract with additional West Yost staff as needed to meet project needs.

SPECIALIZED ENGINEERING SUPPORT

West Yost brings a team ready to support the City with specialized engineering support necessary to project delivery. These specialty areas are highlighted below.

Operations Technology, Cybersecurity and Resilience

To assist our water and wastewater clients in safeguarding their systems and infrastructure, West Yost provides operations technology, cybersecurity and resilience (OTCR) services to utility clients across the United States. Services provided by our Cybersecurity Group include:

- Cybersecurity/Vulnerability Assessments
- Operations Technology Optimization

- Cybersecurity Resiliency Planning
- SCADA Master Planning
- Operations Technology Detailed Design and Implementation

Our methodology employs innovative practices, such as consequence-driven cyber-informed engineering and constructability reviews early in the design process to deliver the highest value project for our clients.



Hydraulic Design and Operations Support

West Yost provides hydraulic modeling in support of design and operations for water, sewer and recycled water systems. Services include hydraulic transient analysis, water quality and energy evaluations, operational evaluations, and design support, such as developing pump system curves.

West Yost's energy analysis examines the cost of existing pump operations to assess whether replacement of pumps or alternative pumping strategies, such as time-of-use electric rate schedules, can be cost-effective. West Yost's water quality modeling includes water age, source tracing, supply blending, and constituent modeling to identify areas potentially at-risk for water quality problems under different operational scenarios. West Yost conducts hydraulic transient analyses to predict the potential for damaging hydraulic transients and mitigation to reduce the risk of damaging transients. West Yost also provides pump station design support, developing system curves for accurate pump selection.

Hydrology/Groundwater

West Yost's hydrology/groundwater team offers a full services approach across the entire spectrum of disciplines required for GSP implementation, including: program and project management; hydrogeologic studies and planning; regulatory support for SGMA and water rights reporting; managed aquifer recharge planning; database management; development and implementation of monitoring programs; and development of data analysis tools.

3 GENERAL SCOPE

ON-CALL SERVICES UNDERSTANDING AND SCOPE

Vanessa Apodaca will serve as the Point-of-Contact for all Project Work Orders resulting from the on-call services agreement, and will provide overall program support. Vanessa will serve as the City of St. Helena's (City) first line of communication when Project Work Orders are issued. Vanessa will work with the City to understand project needs and select or recommend the appropriate West Yost project manager to carry each project forward. She will identify project managers based on the City's project scope, the technical expertise of our staff, and the availability of staff to meet the City's schedule objectives. The assigned project manager will then collaborate with City staff to build a team and further define each project's scope and schedule based on the specific goals and objectives of the individual project.

West Yost uses management tools and systems to accurately and efficiently gauge staff resource allocation and workload coordination. These tools include Deltek Vision, a centralized real-time resource for projecting workload down to the person, hour, and task level. Careful coordination confirms firm-wide staff availability in a consistent and timely manner. We will commit to being available for required services for the City's "On-Call" projects.

West Yost anticipates that the City will issue a task order request and that West Yost will prepare a task order scope and budget for each task order request. West Yost will be be responsible for executing the technical work, coordinating with the City, to apprise the City of work progress and status, and assisting the City in preparing presentations/staff reports for council or materials for internal City briefings. We anticipate that the City will be available to provide data required for evaluations, participate in project coordination meetings to provide input on work, and review project deliverables.

UTILITY PLANNING APPROACH

West Yost has successfully helped the City navigate complex planning tasks and modeling tasks through a variety of projects. Since 2004, West Yost has worked with the City on regulatory compliance, wastewater collection systems, and potable water utility systems. This work includes:

- **St. Helena 2003 Urban Water Management Plan**
- **St. Helena 2010 Water Supply Plan**
- **Stonebridge Wells Water Treatment Plant Filter Restoration**
- **Potable Water Storage Tank 1A Design & CM**
- **General Plan Update EIR**
- **Tank 1A Engineering Services During Construction**
- **Water Conservation Assistance**
- **Water Enterprise Services**
- **Waste Water Interim Project**
- **Engineering Support for Water Rights** (subconsultant)
- **Waste Water Treatment Facility Upgrade and Water Recycling** (subconsultant)

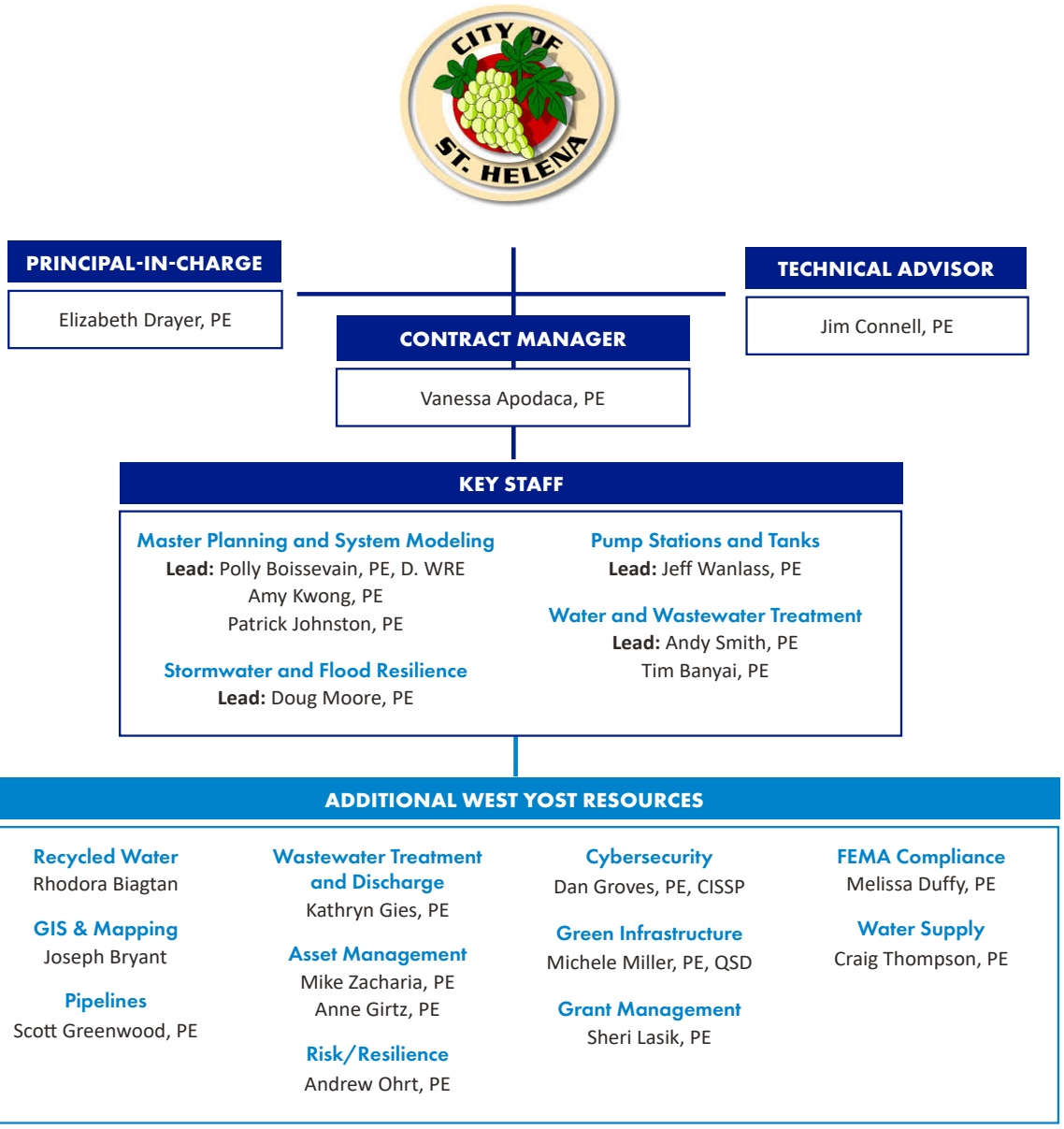
Through these projects, West Yost has developed a thorough understanding of City standards, planning criteria, work processes and guidelines. In all of our projects, we have worked collaboratively with City stakeholders.

Master Planning to Provide Depth, Detail and Flexibility

West Yost uses a collaborative approach to document master planning criteria, understand operational constraints and challenges, prepare water demand and collection system flow projections, evaluate water distribution and collection systems to identify deficiencies and develop improvements, and prepare capital improvement and master plans. Through our planning work with the City, West Yost has developed a thorough understanding of the City's standard practices for master planning and facilities studies. West Yost will continue to use this same approach for future studies, including updating planning data, such as water demand or sewer flow projections based on recent use trends, facilities planning, development impact studies, and facilities siting.

4 PROJECT TEAM

West Yost's organizational chart identifies our contract manager, Vanessa Apodaca, and key personnel available for assignment to the City's projects. Vanessa will lead communications with the City and work with project leads to assign the appropriate personnel to projects. The following section highlights the qualifications and experience of our key team members.



The following section highlights the qualifications and experience of our key team members.



Vanessa Apodaca, PE

Vanessa will serve as Contract Manager and will be responsible for allocating the necessary resources to projects. Vanessa specializes in municipal program planning and management and infrastructure planning, design, construction, and maintenance. Vanessa has served in engineering management and supervisor roles for two cities and one district in northern California and has managed planning, design, permitting, funding, and construction of capital improvement projects for many more municipalities.



Elizabeth Drayer, PE

As **Principal In Charge**, Elizabeth will provide internal reviews of projects to make sure they are being completed on time and on budget. Elizabeth specializes in water resources engineering and coordinating multi-discipline projects. She has experience leading water resources planning studies and design projects. Elizabeth is a West Yost Vice President and serves on West Yost's Board of Directors.



Jim Connell, PE

Jim Connell will act as **Technical Advisor**. Jim is a civil engineer with a focus in water and sewer master planning and design, including condition assessments, flow monitoring, computer modeling, rehabilitation planning, cost estimating, and capital improvement program development. He has extensive experience in planning and design of municipal infrastructure systems and has completed successful designs for a variety of facilities, including major expansion, rehabilitation, and new construction at a number of water and wastewater treatment plants in California, New England, and St. Helena.



Amy Kwong, PE

Amy has 18 years of experience focused on water master planning, water supply and facilities planning, hydraulic modeling and water system infrastructure design. She has worked on more than 20 water master plans. She is currently serving as Project Manager for water system master plans for California Water Service Bayshore Districts and the City of Fairfield.



Andy Smith, PE

Andy Smith has performed a wide variety of planning and design work for numerous water and wastewater treatment facilities for agencies in California and Oregon. His treatment facility experience includes master planning and predesign, detailed design and cost estimating, and engineering services during construction. His treatment expertise includes preliminary treatment, clarification, filtration, disinfection, chemical storage and metering, pumping stations, solids handling, and dewatering.



Patrick Johnston, PE

Patrick is a civil engineer with 24 years of extensive experience in planning and modeling of water distribution and wastewater collection systems. He has developed master planning and capital improvement program documents. He has experience building and calibrating hydraulic models in a variety of software packages. He uses models to analyze the hydraulic capacity of systems, identify deficiencies and size proposed improvement projects.



Doug Moore, PE

Doug Moore is an engineer with experience in storm drainage facility master planning, stormwater computer modeling, facilities planning, preliminary design, design and specifications, construction and capital cost estimating, project permitting, and project management. He is skilled at preparing potable water, wastewater, and stormwater evaluations for development specific plans, city and countywide general plans, and environmental impact reports.



Jeff Wanlass, PE

Jeff Wanlass has more than 20 years of experience in project management, planning, design, and services during construction for water supply facilities. He has prepared plans and specifications conforming to the contracting requirements for state agencies, municipalities, water agencies, and private clients. His civil engineer experience includes designs for water and recycled storage tanks, pump stations, transmission mains, groundwater supply wells, and grading and drainage plans for site development project. Jeff has been involved in more than 25 tank and pump station projects, including inspection, rehabilitation, replacement, and new facilities.



Timothy Banyai, PE

Tim is a registered civil engineer and project management professional with experience managing and designing water and wastewater treatment plants and pumping stations. Tim has served as project manager, lead project engineer, technical advisor and quality control reviewer. His direct project experience includes design and preparation of drawings and specifications, assisting clients in bidding-phase services, and performing construction-phase duties. Tim has a strong record of developing cost-effective and innovative designs for water treatment plant projects, and is known for managing multi-disciplinary teams for water improvement projects.



Polly Boissevain, PE, D. WRE

Polly Boissevain is an engineer with professional experience in water resources planning, with extensive experience in distribution system master planning and hydraulic modeling of water systems, both steady-state and transient analysis for closed conduit flow. She has managerial experience for a variety of water resources projects in planning, design, and operations.

5 PROJECT EXPERIENCE



To address the various services requested by the City, West Yost provides history and experience in the following areas:

1. **Water and Recycled Water System Modeling**
2. **Sewer System Modeling**
3. **Stormwater and Flood Resilience**
4. **Water and Wastewater Treatment**
5. **Feasibility Studies/Master Planning/Condition Assessments**
6. **Pipeline Design**
7. **Pump Station and Tank Design**
8. **Grant Management Services**
9. **Specialized Engineering Support**

1. WATER AND RECYCLED WATER SYSTEM MODELING

Water Distribution System Master and On-Call Modeling Support

CITY OF REDWOOD CITY, CA

TEAM: Polly Boissevain (Project Manager, Water Master Plan/ Principal in Charge, Hydraulic Modeling Support) Patrick Johnston (Project Manager, Hydraulic Modeling Support); **COST:** $350,000 (Master Plan), $2,000 - $101,000 (Hydraulic Modeling Support); **DATES:** 2010 – 2012 (Master Plan), 2012 – Current (Hydraulic Modeling Support).

REFERENCE: Phong Du, Supervisory Civil Engineer, City of Redwood City, Community Development Department, 1017 Middlefield Road, Redwood City, 94063-2505, 650.780.7385, pdu@redwoodcity.org

As part of a water system master planning for Redwood City, West Yost developed a new distribution system hydraulic model to evaluate the distribution system's hydraulic capacity, water quality, emergency reliability, and seismic vulnerability. The key aspect of the project was developing a calibrated extended period simulation hydraulic model, for hydraulic, energy, and water quality analysis. West Yost's team built an all-pipe water distribution system model in InfoWater, using the City's existing GIS. The model was calibrated using hydrant flow tests. Because Redwood City rises over 900 feet from sea level, the City's system is complex and includes 17 pressure zones. A challenge was the lack of hourly data from water supply turnouts to develop diurnal curves for the model. West Yost incorporated a special field monitoring program to collect flow data at the City's various turnouts. This information was instrumental in both the model calibration effort and developing accurate diurnal curves for the system.

Since completion of the Master Plan, West Yost has performed eight water system modeling evaluations to assess developer impacts, performed hydraulic analysis supporting a tank siting study, prepared two evaluations to analyze and recommend ways to improve pressure zone operations, and prepared water, recycled water and sewer modeling evaluations to identify water system improvements for various specific plan efforts. West Yost also assisted the City in converting the model to a public domain software so the City could use the model in-house for system evaluations.

Water Facilities Master Plan Update and On-Call Hydraulic Modeling Support

EASTERN MUNICIPAL WATER DISTRICT (EMWD), PERRIS, CA

TEAM: Polly Boissevain (Project Manager, WFMP / Principal-in-Charge, On-Call Modeling Support), Patrick Johnston, Roger Chu and Amy Kwong (Project Engineers, Hydraulic Modeling); **COST:** WFMP: 1,753,000; **ON-CALL MODELING SUPPORT:** $20,000 - $350,000; **DATES:** 2015 – 2016, WFMP | 2016 – current, On-Call Modeling Support.

REFERENCE: Laura Barraza, Principal Civil Engineer, Capital Planning, Eastern Municipal Water District, 2270 Trumble Road, Perris, 92572-8300, 951.928.3777 #4228, barrazal@emwd.org

West Yost prepared a Water Facilities Master Plan Update for the District, which serves customers in a 550-square-mile area in western Riverside County. The potable water system has five major service areas with a total of 70 pressure zones. The District anticipated significant future growth, with demand projected to increase approximately threefold through buildout of the District's service area. The Water Facilities Master Plan was completed in 2016. Since completion of the Water Facilities Master Plan, West Yost has provided On-Call hydraulic modeling support for multiple planning, design and operations projects:

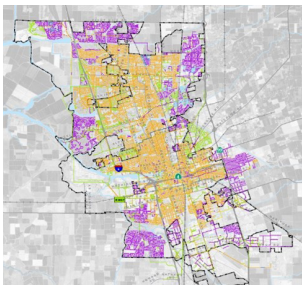
- Prepared an operational assessment to identify improvements to enhance performance of a new storage tank
- Prepared a planning study to evaluate infrastructure for a conjunctive use project
- Conducted a planning study to identify new infrastructure improvements to increase emergency reliability in the Moreno Valley and Temecula Valley service area
- Performed hydraulic peer reviews for two design projects
- Evaluated infrastructure needs for a new development
- Prepared three updates of the District's distribution system hydraulic model
- Supported six project design efforts with hydraulic modeling analysis
- Provided on-call troubleshooting and model support to District staff

In its hydraulics peer review for the implementation of a new pressure zone, West Yost identified an alternative configuration that reduced project costs from $1.3 million to $400,000 with the same reliability as the proposed project.

2. SEWER SYSTEM MODELING

Wastewater Master Plan Update

CITY OF STOCKTON, CA



TEAM: Patrick Johnston (Project Manager, Hydraulic Modeler), Jeff Pelz (Principal-in-Charge and QA/QC Reviewer), Chris Malone (Project Engineer), Elizabeth Drayer (Technical Advisor), Tyler Newman (Project Engineer)

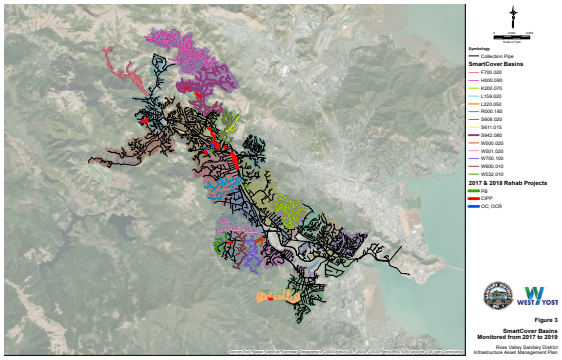
REFERENCE: Gemma Biscocho, Senior Engineer, 209.937.8734, gemma.biscocho@stocktonca.gov;

The City of Stockton serves a population of approximately 320,000 residents and has a wastewater collection system that includes ten different subareas with just over 1,000 miles of gravity mains, 35 pump stations and 37 miles of force main piping. West Yost prepared an update to the City's Wastewater Master Plan to provide a comprehensive evaluation the collection system infrastructure needs. For the plan, the West Yost team conducted a flow monitoring program that included 25 temporary flow meters to assess dry weather and wet weather flow conditions, and also performed field surveys to characterize the configuration of multiple flow splits throughout the system. West Yost developed a InfoSWMM hydraulic model of the collection system based on a combination of field survey data and existing City GIS data, and then calibrated the model using the data collected from the flow monitoring program. West Yost developed future flow projections based on planned development in the City's Envision Stockton 2040 General Plan, and performed a hydraulic analysis of existing, 2040, and buildout flow conditions. The model results were used to develop a prioritized 15-year capital improvement program to address existing and anticipated capacity deficiencies, existing system rehabilitation and repair needs identified by previous City studies, and the need for new facilities to serve future growth areas.

The projected wastewater flow development was coordinated carefully with water demand projections developed by West Yost as part of the City of Stockton Water Master Plan update to ensure consistency between the two master plans. West Yost is currently providing ongoing multi-year technical support involving hydraulic analysis of proposed development projects.

Capacity Analysis and Flow Monitoring

ROSS VALLEY SANITARY DISTRICT, CA



TEAM: Jeff Pelz (Principal-in-Charge), Patrick Johnston (modeling Lead), Elizabeth Drayer (Project Engineer), Chris Malone (QA/QC Reviewer)

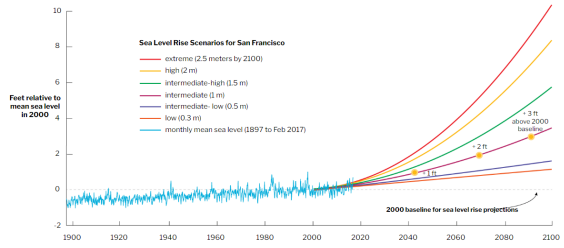
REFERENCE: Patrick Filipelli, Business System Analyst, 415.259.2949, pfilipelli@rvsd.org;

West Yost worked with the Ross Valley Sanitary District to update and calibrate the hydraulic model of the collection system for use in evaluating the District's progress with its program to reduce inflow and infiltration. The District's program has included pipeline replacement, spot repairs of defects, lining of small diameter gravity mains and replacement of sewer laterals. West Yost developed a flow monitoring program to obtain data for recalibrating the current hydraulic model with the intent of evaluating the effectiveness of collection system improvements implemented from 2018 onward. The model was updated with data from the recent improvement projects and with lift station data for both pump curves and controls. The model was recalibrated with the flow monitoring data for both dry weather and wet weather flow conditions. Recalibration involved adjustments to sanitary flow, groundwater infiltration and rainfall-dependent inflow and infiltration. The model was used to evaluate changes to the inflow and infiltration within the District's system and to reevaluate the District's planned capital improvements program. The recalibrated model was used to prioritize the improvement projects that have not yet been implemented and to propose changes to the projects where needed. The model was also used to evaluate the improvement projects that may be required to support the potential annexation of the collection system serving San Geronimo Valley.

3. STORMWATER AND FLOOD RESILIENCE

Climate Change: Sea Level Rise Adaptation Assessment and Report

CITY OF MILLBRAE, CA



Sea level rise projections for San Francisco for several global scenarios, based on global projections from a 2017 NOAA technical report

TEAM: Polly Boissevain (Principal-in-Charge), Michele Miller (Project Manager); **DATES:** 2019

REFERENCE: Jane Kao, former Senior Engineer, City of Millbrae (Senior Engineer, Silicon Valley Clean Water), 650.832.6265, jkao@svcw.org

The Sea-Level Rise Adaptation Assessment was prepared by West Yost for the City of Millbrae and its partners. This Assessment seeks to expand the understanding of sea-level rise risks to the City, communicate these risks to the community, and plan for sea level rise by identifying potential mitigations, adaptation and hazard mitigation strategies. West Yost managed the project team and provided stakeholder outreach, a review of available data from the County and other sources, a field assessment, planning and coordination, and development of a draft and final assessment report.

The Assessment provided a better knowledge of local assets at risk that will help the City prepare for the future. Our assessment identified key assets (such as communication towers, gas stations, and electric substations) and up to 9.5 miles of key linear assets (such as gas lines) than the County's more previous Assessment.

The Assessment also identified numerous opportunities for the City to prepare for future sea-level rise. Recommended actions include local improvements to the City's drainage infrastructure, implementing a seawall or levee along the shoreline, and continuing to engage in coordination and collaboration to position for funding opportunities. The City has been awarded $60,000 in grants since the report was written.

Vallejo Flood Control and Wastewater District On-Call Contracts

VALLEJO FLOOD AND WASTEWATER DISTRICT, VALLEJO, CA

TEAM: Doug Moore (Various), Michele Miller (Various); **DATES:** 2018-2023; **COST:** Task Budgets Range from $10,000 to $20,000.

REFERENCE: Mark Tomko, Director of Engineering, 707.652.7801, mtomko@vallejowastewater.org

West Yost has provided engineering services to VFWD for about 20 years through several planning, modeling, and design focused on-call contracts.

Recent tasks have included:

- Mare Island Force Main – We evaluated the changes in water surface elevations in the Mare Island Way trunk sewer for different connection points of the new Mare Island sewer force main.
- Stormwater Engineering Standards – We assisted with the preparation of VFWD's current stormwater engineering standards.
- Trash Capture Devices (hydraulic modeling) – We used VFWD's storm drain models to evaluate the hydraulic impacts of the installation of several trash capture devices.
- White Slough Flood Model – We used the Austin Creek and White Slough storm drain model to understand the impacts for vandalism of the White Slough tide gates on the WSEs in and around White Slough. We also helped develop a low-cost approach to addressing the vandalism by converting two tide gates to simple flap gates and using parts from the converted gates to restore the other two gates to full functionality.
- Peer Review of VFWD Draft Sanitary Sewer Collection System Master Plan and associated sewer model. Through this review we provided a six page comment letter that identify many significant issues with the master plan, like errors in the buildout land uses (including Mare Island having a land use of "Other", cost of improvement allocations between the existing customer and new development were not prepared, why wasn't the I&I monitoring results use in the selection of sewers for rehabilitation and replacement, and that the Sears Point Pump Station and Storage Facility were modeled in a different vertical datum that the rest of the model.
- Peer review of the Draft Mare Island Storm Drain Study, Golf, India, Oscar, Juliet, and Lima Outfalls Report. This review identified several significant issues, including inconsistency with VFWD's new engineering standards, no evaluation of sea level rise, and recommended continued use of several undersized outfalls to Mare Island Straight.

4. WATER AND WASTEWATER TREATMENT

North Bay Regional Water Treatment Plant

CITY OF FAIRFIELD, CA

TEAM: Andrew Smith (Project Manager), Greg Chung (Prinical-in-Charge), WIlliam Schilling (QA/QC), Steven Barber, Craig Thompson, Cynthia Paredes, Whitbey Sandelin, Cynthia Houghton (Project Engineers); **DATES:** 2013 - ongoing

REFERENCE: Brandan Hitman, Water Treatment Manager, City of Fairfield, 707.437.5381, bhiltman@fairfield.ca.gov

West Yost has provided a variety of design services for the NBRWTP since 2013, including the replacement of ozone generation and pre-ozonation equipment, the upgrades to the chemical spill containment basin, the replacement of the decant structures for the plant's three original sludge lagoons, and the remodel of the water quality laboratory. Current design activities include the replacement of baffles in the plant's flocculation and sedimentation basins. **Our design experience at NBRWTP has fostered a clear understanding of the unique treatment challenges associated with the plant's dual raw water sources, as well as the operational priorities and preferences of staff at this facility.**

Waterman Water Treatment Plant

CITY OF FAIRFIELD, CA

TEAM: William Schilling (Project Manager), Greg Chung (Principal), Craig Thompson (QA/QC), Elizabeth Drayer, Timothy Banyai, Steven Barber, Cynthia Paredes, Alexander Retzlaff, Christopher O'Connor (Project Engineers), Maxine Colorado, Patricia Sweeny, Jean Bolger (Admin)

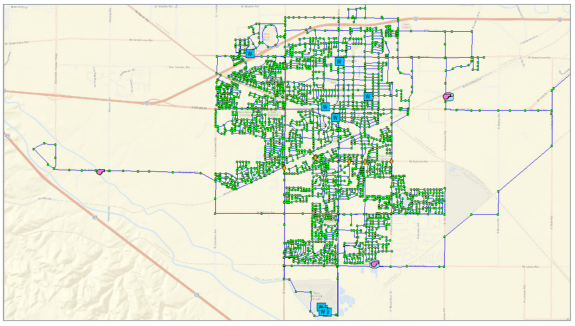
REFERENCE: Stuart Hamilton, Water Treatment Supervisor, 707.428.7448, shamilton@fairfield.ca.gov; **DATES:** 2020 - ongoing

Our work at the Waterman WTP includes the design of replacement liquid oxygen and ozone system equipment, as well as assistance with SCADA and network cybersecurity and the virtualization of SCADA system hardware. Waterman WTP also serves as the operational hub for the City's reservoirs and pump stations. **Our activities at Waterman have increased our understanding of the critical links between the City's treatment, transmission and storage facilities, and the importance of the operational flexibility necessary to continue providing high-quality service that the City's residents and customers have come to expect.**

5. FEASIBILITY STUDIES/MASTER PLANNING/ CONDITION ASSESSMENTS

Citywide Water System Master Plan Update/On-Call Modeling Support

CITY OF TRACY, CA



TEAM MEMBERS: Elizabeth Drayer (Principal-in-Charge), Amy Kwong (Project Manager), Polly Boissevain (QA/QC Reviewer), Roger Chu (Project Engineer); **COST:** $481,000 (Master Plan); **DATES:** 2/2018–12/2021

REFERENCE: Veronica Child, Management Analyst, 209.831.6487, veronica.child@cityoftracy.org

West Yost has assisted the City of Tracy with its water system planning for more than 30 years. Work included the development of the City's first Water System Master Plan and integrated planning services for an aquifer storage and recovery (ASR) program and subsequent ASR well permitting and development. West Yost updated the Citywide Water System Master Plan, which addressed changes in the City's development plans and water use trends, incorporated the system improvements that have been constructed, and refined previous recommendations to provide an implementable plan for the City's future water system.

West Yost developed a hydraulic model for the City's water system that has been used to plan infrastructure improvements to serve new developments, and West Yost has performed dozens of subsequent hydraulic analyses. Our team has helped City operations staff troubleshoot operational issues, such as solving low-pressure issues from customers and moving water from one pressure zone to another using the City's model.

The hydraulic model has also been used to simulate fire flow tests to assist the fire department and developers with understanding the actual flow conditions to better design fire sprinkler systems for new buildings. By using the hydraulic model, the City has been able to simulate maximum day conditions for the fire flows and gather valuable data without wasting water.

Water Master Plan and Water Utility Asset Condition Assessment

CITY OF MILPITAS, CA

TEAM MEMBERS: Elizabeth Drayer (Project Manager), Amy Kwong (Deputy Project Manager), Polly Boissevain (QA/QC), Mike Zacharia (Asset Management Lead), Anne Girtz (Asset Management); **COST:** $600,000; **DATES:** 10/2019 – 3/2021

REFERENCE: Harris Siddiqui, Principal Engineer, City of Milpitas, 455 East Calaveras Blvd., Milpitas, CA 95035, 408.586.3358, hsiddiqui@ci.milpitas.ca.gov

West Yost prepared a Water Master Plan Update and Water Utility Asset Condition Assessment for the City of Milpitas. The City has experienced tremendous growth, and water use trends have changed since the recent drought. The City is updating its General Plan and refining plans for its Midtown and Transit Area Specific Plans. West Yost updated and calibrated the City's water system hydraulic model, evaluated recent water use trends and developed future water use projections based on planned development, conducted a hydraulic analysis of the City's water system to identify needed water system improvements, and developed a prioritized capital improvement program for implementation of recommended improvements.

West Yost performed a desktop analysis of the condition and an associated risk-based analysis of the City's water system assets to prioritize actions for the City's facilities. The water utility asset condition assessment used the City's water system master inventory and GIS database to create an asset registry for the City's water system assets, including both horizontal and vertical assets. West Yost estimated replacement costs and prepared a current water system valuation. West Yost assessed the criticality of the City's water system components by assigning likelihood of failure (LOF) and consequence of failure (COF) scores using a consistent risk assessment approach. Both the LOF and COF criteria were developed specifically for the City, with the COF criteria aligning with the City Council Mission Statement, Values, and Goals to accurately reflect the true consequence of failure to the City. The utility asset condition assessment results were used to identify action levels for different facilities, including continued monitoring, more detailed conditions assessments, or immediate rehabilitation or replacement. As part of the Water Master Plan Capital Improvement Program, West Yost developed a prioritized program of $53 million in renewal/replacement of facilities over the next 30 years.

6. PIPELINE DESIGN

Driscoll Main Replacement

ALAMEDA COUNTY WATER DISTRICT, FREMONT, CA

TEAM: Adam Brown (Project Manager), Scott Greenwood, Christina Ramirez (Project Engineers); **COST:** $425,751; **DATES:** 2020 – 2021

REFERENCE: Dorota Budzynska, Project Engineer, 43885 South Grimmer Boulevard, Fremont, CA 94538, 510.668.4420, dorota.budzynska@acwd.com

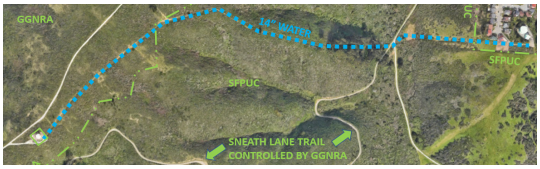
West Yost provided the design for the replacement of 7,400 feet of 12-inch diameter asbestos cement (AC) pipe with 12-inch and 16-inch diameter steel pipe. The water main design stretches across two pressure zones, requiring detailed phasing and connection details for all connections to the existing water system, consisting of various AC and steel pipe sizes. Cathodic protection design has been included to expand the lifetime of the new water main. The project challenges included: limiting outages and reducing disruption to customers, and maintaining pressures in different pressure zones, reducing traffic impacts, removing the existing AC pipe along select stretches of the project, and constructing tie-ins to the existing system.

West Yost analyzed (and later rejected) an option to remove and replace the pipe in place while providing a temporary bypass system. Our team developed a detailed suggested phasing concept to maintain the required pressures. We located the pipeline close to the edge of the roadway to allow one lane of traffic to be open at all times. Our staff provided agency-specific AC handling/snapping/support details for working around AC pipe. We also provided instructions to the contractor related to proper demolition, handling, and transportation of removed AC pipe. In addition, we developed phased connection details showing an interim condition and a final closure detail for each connection to the existing system.



Sweeney Ridge Tank 7 and Pipeline Replacement

CITY OF SAN BRUNO, CA



TEAM: Jeff Wanlass (Project Manager), Julia McBride and Adam Brown (Project Engineers), Polly Boissevain (Principal-in-Charge), A T.E.E.M. (Electrical), Gannett Fleming (Geotechnical), Kleinfelder (Tank Structural); **COST:** $842,150; **DATES:** 2019 – Present

REFERENCE: Dalia Manaois, Associate Civil Engineer, 567 El Camino Real, San Bruno, CA 94066, 650.616.7047, dmanaois@sanbruno.ca.gov

The Sweeney Ridge project includes replacing the existing dilapidated 0.4-mg welded steel tank and an existing 14-inch welded steel pipeline. The pipeline will be replaced with a pipeline of the same size in approximately the same location as the existing pipeline by traditional open-cut trench excavation. The project will also include grading and associated site improvements. The City has made several repairs to the pipeline that are extremely challenging to perform considering the terrain and limited rural access. The existing water main is immediately adjacent to an existing Pacific Gas & Electric (PG&E) 8-inch diameter gas main and near existing PG&E electrical transmission and distribution facilities. Project challenges include environmental permitting, maintaining supply to various pressure zones, seismic evaluation, construction on steep slopes, easements and coordination with public agencies (San Francisco Public Utilities Commission [SFPUC] and the Golden Gate National Recreation Area).

West Yost has taken an active role in coordinating with permitting agencies. Under this role, we are acting on behalf of the City to ensuring timely attention and decision are made to reduce potential project delays. Our modeling group had developed potential bypass pumping options to ensure water supplies are maintained during construction. West Yost is actively coordinating with City staff and another consultant engineer who is currently designing pump station upgrades for an adjacent pump station to ensure the two projects do not adversely impact water supplies to residents. The West Yost team has worked with the City on this and previous projects to develop multiple seismic mitigation measures to ensure facilities are operational after a seismic event. We evaluated several pipeline construction methods to identify the most cost-effective and constructible solution that addresses the steep slopes.

7. PUMP STATION AND TANK DESIGN

Graham Hill Water Treatment Plant Tank Replacement

CITY OF SANTA CRUZ, CA



TEAM: Jeff Wanlass (Project Manager), Tyler Newman (Project Engineer), Gannett Fleming (Geotechnical), A T.E.E.M. (Electrical), Kleinfelder (Structural); **COST:** Design, $3,391,000, Construction, $28,352,350; **DATES:** 2016 – 2023 (estimated)

REFERENCE: Matthew Zeman, PE, Engineering Associate, Water Department, 212 Locust Street, Suite C, Santa Cruz, CA 95060, 831.420.5211, mzeman@cityofsantacruz.com

West Yost designed three prestressed tanks (1.0, 0.7, and 0.7-mg) to replace three existing post-tension concrete tanks at the Graham Hill Water Treatment Plant. The treatment plant, located in the Santa Cruz hills, is on a challenging site with limited space for the construction. The site design included a new pad for one of the new tanks and several retaining walls, including a 40-foot-high soil nail retaining wall. West Yost also designed four replacement pump stations, large diameter pipelines, and an electrical building.

Key challenges on the project included developing detailed construction sequencing plans to allow the water treatment plant to stay in operation during construction. The site has limited space for construction activities, so a secondary site location was identified to allow contractor material storage and staging. The site included several endangered species and heritage trees, coordination with many stakeholders and local residents, and the addition of the large inlet structure at the 90% design needed for connection to a planned future plant upgrade.

Miguelito Reservoir Replacement and Booster Pump Station

SAN JOSE WATER, SAN JOSE, CA

TEAM: Amy Kwong (Project Manager), Jeff Wanlass (Design Lead), Julia McBride and Adam Brown (Project Engineers), Tyler Newman (Project Engineer), Scott Greenwood (Project Engineer), Finn Design Group (Structural), Kleinfelder (Tank Structural); **COST:** Design, $630,000, Construction, $12,177,000; **DATES:** 2017 – 2022 (estimated)

REFERENCE: Frank Du, Engineering Unit Manager, 1265 South Bascom Avenue, San Jose, CA 95128, 408.279.7800, frank.du@sjwater.com

The Miguelito Pump Station and Reservoirs is an interzone treated water storage and pumping facility located along with the City of San Jose's eastern foothills. West Yost designed two 0.8-million-gallon prestressed concrete tanks to replace two concrete-lined earthen embankment reservoirs constructed in 1927 and 1962. West Yost's design also includes a new chemical feed and mixing system, flexible pipe connections to new tanks, on-site stormwater treatment, and intertie to the adjacent pump station. The project also included the design of the new pump station to replace the existing pump station, which included two 1,400 gpm 150-hp submersible vertical turbine pumps and two 300 gpm pumps, surge tank, new electrical and mechanical systems.

Key challenges for this project included maintaining continuous operation of the booster pumps and at least one reservoir during construction, limited access for equipment needed to demolish and remove existing facilities, limited usable space to construct new facilities, and hazardous materials mitigation (mercury, lead, arsenic, and others). West Yost also developed a construction sequencing plan in coordination with the San Jose Water staff. West Yost worked with San Jose Water's planning, engineer, construction, and operation/maintenance staff to develop the project plans.



8. GRANT MANAGEMENT SERVICES

SURFACE WATER SUPPLY PROJECT PROGRAM MANAGEMENT AND FUNDING SERVICES

STANISLAUS REGIONAL WATER AUTHORITY, TURLOCK, CA



TEAM: Monique Day (Program Management and Funding Task Manager), Sheri Lasick (Funding Strategy, Grant Writer), Hawkeye Sheene (Grant Manager)

REFERENCE: Bob Granberg, General Manager, 209.401.0439, granbergassociates@gmail.com

AMOUNT AND TYPE OF FUNDING RECEIVED (GRANT OR LOAN): $41.05 million grants secured (one IRWM grant, and one Proposition 68 Parks and Water Bond grant, a $5 million/Prop 50 grant, and $184.92 million in SRF loan funding secured.)

West Yost is providing program management services for Stanislaus Regional Water Authority's regional surface water supply project, which consists of funding pursuits, infrastructure planning, design-build (DB) contractor procurement, owner's advisory services, and design. West Yost's funding work includes evaluating grant and loan opportunities, meeting with funding agencies, and drafting applications including a Drinking Water SRF application, two WaterSMART Drought Resiliency grant applications, Riverine Stewardship grant application, IRWM implementation grant application, and Proposition 50 Chapter 6c application.

West Yost is also supporting SRWA with grant management services such as disbursement requests and progress reporting for the SRF loan and IRWM grant.

Grant Strategy Services

ALAMEDA COUNTY WATER DISTRICT, FREMONT, CA



TEAM: Monique Day (Project Manager/Project Engineer/Grant Strategist), Sheri Lasick (Grant Strategist and Grant Writer)

REFERENCE: Ethan Burch, Administrative Analyst , 510.668.4252, ethan.burch@acwd.com

AMOUNT AND TYPE OF FUNDING RECEIVED (GRANT OR LOAN): $20.3 million grants secured (one Urban Rivers Grant ($3 million), one WaterSMART WEEG grant ($2 million), one WaterSMART Drought Preparedness Project grant ($75,000), one Coastal Conservancy grant ($825,000), one Streamflow Enhancement Grant ($5.4 million), one Ecosystem Watershed Restoration Grant ($5 million), and one IRWM Grant ($3.3 million)), three Hazard Mitigation Grants pending.

SOURCE OF FUNDING: California Natural Resources Agency Urban Rivers Grant Program, USBR WaterSMART WEEG program, USBR WaterSMART Drought Preparedness Project grant program, State Coastal Conservancy Proposition 1 Coastal Conservancy grant program, Wildlife Conservation Board Streamflow Enhancement Grant, California Department of Fish & Wildlife Ecosystem Watershed Restoration Grant program, and DWR IRWM Grant program.

Since 2016, West Yost has provided the District with strategic grant and funding services to optimize the District's ability to proactively seek and receive grant funding for capital improvement projects and increase its understanding of funding opportunities. West Yost prepared a funding strategy plan and identified, monitored, and pursued grant funding opportunities for District projects.

9. SPECIALIZED ENGINEERING SUPPORT

SCADA Master Plan and SCADA Master Plan Implementation

CITY OF GARDEN GROVE, CA



TEAM: Water Master Plan - Polly Boissevain (Project Manager), Jeff Wanlass (Pump Station and Well Condition Assessment Lead), Amy Kwong (Demand Analysis), Michael Zacharia and Anne Girtz (Risk Assessment),| SCADA Master Plan - Dan Groves (Project Manager) | SCADA Implementation Plan - Dan Groves (Technical Lead); **COST:** SCADA Master Plan, $235,000, SCADA Master Plan Implementation, $3,636,000; **YEARS:** SCADA Master Plan, 2019 – 2020, SCADA Master Plan Implementation, 2020 – Present

REFERENCE: Rebecca Li, Senior Civil Engineer, 13802 Newhope Street, Garden Grove, CA 92843. 714.741.5562, rebeccal@ggcity.org

West Yost prepared a Water System Master Plan for the City of Garden Grove that included a visual condition assessment of the City's pump stations and wells, and a risk assessment to develop prioritized recommendations. The plan also included the preparation of a SCADA Master Plan. For the SCADA Master Plan, West Yost conducted site visits to understand baseline conditions. West Yost provided detailed recommendations, including detailed project cut sheets, to provide a roadmap for implementing SCADA system improvements. Fully implementing the Master Plan will provide the City with a modernized SCADA system that is flexible, user-friendly, and physically and cyber-resilient using industry-leading design practices.

West Yost is currently serving as the Program Manager for the SCADA Master Plan implementation. The program consists of over 20 projects to upgrade the City's aging water and sewer SCADA systems, [including foundational projects to design the City's new core SCADA system, standards and global screens, and operational strategy, followed by implementation of specific projects including panel replacements, instrumentation upgrades, PC programming, HMI configuration, bidding support and construction management support for each site.]

6 COMPENSATION

West Yost 2023 Billing Rate Schedule

(Effective January 1, 2023 through December 31, 2023)*

Positions	Labor Charges (Dollars per Hour)
ENGINEERING	
Principal/Vice President	$318
Engineer/Scientist/Geologist Manager I / II	$303 / $315
Principal Engineer/Scientist/Geologist I / II	$273 / $288
Senior Engineer/Scientist/Geologist I / II	$244 / $255
Associate Engineer/Scientist/Geologist I / II	$204 / $217
Engineer/Scientist/Geologist I / II	$163 / $190
Engineering Aide	$95
Field Monitoring Services	$118
Administrative I / II / III / IV	$85 / $108 / $131 / $144
ENGINEERING TECHNOLOGY	
Engineering Tech Manager I / II	$312 / $315
Principal Tech Specialist I / II	$286 / $297
Senior Tech Specialist I / II	$262 / $276
Senior GIS Analyst	$238
GIS Analyst	$225
Technical Specialist I / II / III / IV	$168 / $192 / $216 / $241
Technical Analyst I / II	$121 / $144
Technical Analyst Intern	$97
Cross-Connection Control Specialist I / II / III / IV	$125 / $136 / $152 / $170
CAD Manager	$190
CAD Designer I / II	$147 / $165
CONSTRUCTION MANAGEMENT	
Senior Construction Manager	$306
Construction Manager I / II / III / IV	$185 / $199 / $212 / $268
Resident Inspector (Prevailing Wage Groups 4 / 3 / 2 / 1)	$163 / $181 / $201 / $209
Apprentice Inspector	$147
CM Administrative I / II	$79 / $106
Field Services	$210

* This schedule is updated annually

West Yost 2023 Billing Rate Schedule (continued)

(Effective January 1, 2023 through December 31, 2023)*

- Technology and Communication charges including general and CAD computer, software, telephone, routine in-house copies/ prints, postage, miscellaneous supplies, and other incidental project expenses will be billed at 6% of West Yost labor.
- Outside Services such as vendor reproductions, prints, shipping, and major West Yost reproduction efforts, as well as
- Engineering Supplies, etc. will be billed at actual cost plus 15%.
- The Federal Mileage Rate will be used for mileage charges and will be based on the Federal Mileage Rate applicable to when the mileage costs were incurred. Travel other than mileage will be billed at cost.
- Subconsultants will be billed at actual cost plus 10%.
- Expert witness, research, technical review, analysis, preparation and meetings billed at 150% of standard hourly rates. Expert witness testimony and depositions billed at 200% of standard hourly rates.
- A Finance Charge of 1.5% per month (an Annual Rate of 18%) on the unpaid balance will be added to invoice amounts if not paid within 45 days from the date of the invoice.

Equipment Charges

EQUIPMENT	BILLING RATES
2" Purge Pump & Control Box	$300 / day
Aquacalc / Pygmy or AA Flow Meter	$28 / day
Emergency SCADA System	$35 / day
Field Vehicles (Groundwater)	$1 / mile
Gas Detector	$80 / day
Generator	$60 / day
Hydrant Pressure Gauge	$10 / day
Hydrant Pressure Recorder, Impulse (Transient)	$55 / day
Hydrant Pressure Recorder, Standard	$40 / day
Low Flow Pump Back Pack	$135 / day
Low Flow Pump Controller	$200 / day
Powers Water Level Meter	$32 / day
Precision Water Level Meter 300ft	$30 / day
Precision Water Level Meter 500ft	$40 / day
Precision Water Level Meter 700ft	$45 / day
QED Sample Pro Bladder Pump	$65 / day
Stainless Steel Wire per foot	$0 / day
Storage Tank	$20 / day
Sump Pump	$24 / day
Transducer Components (per installation)	$23 / day
Trimble GPS – Geo 7x	$220 / day
Tube Length Counter	$22 / day
Turbidity Meter	$30 / day
Vehicle (Construction Management)	$10 / hour
Water Flow Probe Meter	$20 / day
Water Quality Meter	$50 / day
Water Quality Multimeter	$185 / day
Well Sounder	$30 / day

* This schedule is updated annually

APPENDIX A - RESUMES

Table of Contents

- **Contract Manager**
  - Vanessa Apodaca, PE
- **Principal-in-Charge**
  - Elizabeth Drayer, PE
- **Technical Advisor**
  - Jim Connell, PE
- **Key Staff**
  - Amy Kwong, PE
  - Andy Smith, PE
  - Patrick Johnston, PE
  - Doug Moore, PE
  - Jeff Wanlass, PE
  - Timothy Banyai, PE
  - Polly Boissevan, PE, D. WRE

Vanessa Apodaca, PE

Contract Manager



Vanessa Apodaca specializes in municipal program planning and management and infrastructure planning, design, construction, and maintenance. Vanessa has served in engineering management and supervisor roles for two cities and one district in northern California and has managed planning, design, permitting, funding, and construction of capital improvement projects for many more municipalities. Vanessa couples her experience and expertise with strong communications skills and problem-solving abilities.

STAFF TITLE: Senior Engineer II

YEARS OF EXPERIENCE: 18

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 74824

EDUCATION

- BS, Civil Engineering, California Polytechnic State University, San Luis Obispo

EXPERIENCE

Consulting Interim City Engineer and Public Works Director, City of Cloverdale: Municipal engineering and department management, including regular coordination with partner and regulatory agencies, City staff, consultants, contractors, and the public; fiscal budget recommendations; funding applications and grant administration; construction management oversight; administer contracts for various subconsultants and contractors pertaining to regulatory reports, planning studies, and capital projects; incidental transportation engineering; regional and City drought response; encroachment permit applications, conditions of approval, and inspections; MS4 stormwater permit compliance, annual reporting, and construction site inspections; City council agenda reports, recommendations, and resolutions; various City Council, subcommittee, and City staff meetings; development plans, maps, and other supporting technical documentation for subdivisions, infill development, tenant improvements, building permits, lot line adjustments, and annexations. Experience includes drainage infrastructure, Low Impact Development facilities, collection system, wastewater treatment, distribution system, water treatment, and roadway improvements. Received a commendation from Cloverdale Police Chief for teamwork. Projects include:

- 2021 Urban and Multibenefit Drought Relief Grant Program. Successfully obtained $3M in funding for City-wide drought relief projects including rehabilitation of two water supply wells, Supervisory Control and Data Acquisition (SCADA) expansion, and water meter upgrades. Grant administration is ongoing.

Consulting City Engineer, City of Angels, CA: Municipal engineering and project management, including preparing capital improvement and public works improvement plans, specifications, cost estimates, technical reports, treatment plant and distribution system operations and management plans, water balances, regulatory compliance documents, funding applications and grant administration, presentations, construction management, site inspections, development review, and City Council meetings and workshops. Experience includes drainage, sidewalks, road and site work, water and wastewater treatment, collection and distribution systems, and effluent disposal. Projects include:

- Waste Discharge Requirement for NPDES permit renewal for the City of Angels Wastewater Treatment Facility tertiary effluent storage and discharge facilities: The work included preparation of Form 200 and associated documentation, including identification of effluent constituents, coordinating sampling and

laboratory analysis, characterization of flows including water balances, descriptions and schematic drawings of all treatment process and facilities. The permit renewal application also included a new tertiary treated effluent discharge facility in Angels Creek to supplement the existing effluent disposal by irrigation. This work involved close coordination with the Central Valley Regional Water Quality Control Board to construct,test, and subsequently successfully operate the new creek discharge facility. Creek discharge testing included dye-studies and laboratory analyses for fish and plant survival.

- Assistance with regulatory enforcement against the City of Angels for various Notices of Violation related to effluent disposal spray fields. The City had accumulated several Notices of Violations over a span of several years for treated effluent spills related to deteriorating spray field infrastructure. The work included close coordination with the City Administrator, City Chief Operator, and Central Valley Regional Water Quality Control Board staff and legal counsel to address the violations, negotiate for non-monetary enforcement response, and prepare the Compliance Report. Compliance was achieved with a subsequent Spray Field Infrastructure Improvement Project. This work included preparation of plans, specifications and estimate as the engineer of record.

Technical Support Services, Russian River Watershed Association (RRWA), CA: Project Management of the annual RRWA Work Plan on behalf of 10 member agencies including several incorporated cities, two counties, and one special district. The work involves ongoing coordination with elected officials, agency staff and the public through regularly scheduled public meetings and outreach programs. Vanessa manages the various Work Plan programs including meeting presentations, agendas, handouts, and minutes; development of subsequent annual work plans; promotion and sponsorship of local clean-up events; outreach strategies including a regional integrated pest management (Our Water Our World) contract, restaurant placemats, publication of monthly environmental articles, website maintenance, interactive watershed atlas, social media accounts and campaigns, the Russian River Friendly Landscaping program, and regional safe medicine disposal program; regulatory advocacy, including regular coordination with North Coast Regional Water Quality Control Board Executive Officer and staff, reviewing proposed regulatory initiatives, technical assistance with member agencies' MS4 permit compliance and renewal; and participation in California Stormwater Quality Association (CASQA) Phase II and Public Information/Public Participation Subcommittees.

Consultant Project Engineer or Assistant City Engineer and Consulting District Engineer for Hidden Valley Lake CSD: Clients included: City of Jackson, City of Sutter Creek, City of Ione, City of Plymouth, City of Angles, Calaveras Public Utilities District, Calaveras County Water District, Amador Regional Sanitation Authority, Murphys Sanitation District, Union Public Utilities District, Wallace Community Services District, City of Santa Rosa, and various private water utilities. Projects included

- Various Capital Improvement/ Public Works Project Plans and Specifications: Engineer of Record for South Main Street Waterline Replacement Project for CPUD; Jeff Davis Water Treatment Plant Project for access road, culvert, and ditch improvements for CPUD; Gold Cliff Sewer Repair Project for City of Angels; Altaville Sewer Repair & Replacement for City of Angels; Effluent Spray Field Replacement Project for City of Angels; Donahue St., Boyce St., and Decker St. Sewer and Water Replacement Project for City of Santa Rosa; Central Eureka Mine Park Project, a Brownfield site cleanup and access road improvement for City of Sutter Creek; various street overlay and Safe Routes to School projects for City of Angels.
- Typical tasks included: engineering design and preparation of project plans, specifications, and engineer's estimates, including oversight of design support staff. Project management and coordination with surveyors, agency staff, outside consultants, property owners, and contractors. Held pre-bid meetings and established construction budgets and schedules. Performed bid openings, presentations to City Council, and various construction management tasks, including approving contractor submittals, site inspections, addressing field changes, contract change orders, and grant administration, where appropriate.
- Prepared various regulatory compliance documents, including: Sanitary Sewer Management Plans for City of Angels, Murphys Sanitary District, and Hidden Valley Lake Community Services District; Water Treatment Plant Operations Plans for City of Angels, Wallace Community Services District, Union Public Utilities District; Operations and Maintenance Manual and Spill Response Plan for Amador Regional Sanitation Authority; NPDES Permit Application Renewal for City of Angels; Effluent Spray Field Notice of Violation and Compliance Report for City of Angels; Hazardous Materials Management Plan for Hidden Valley Lake CSD Water And Wastewater Treatment Facilities. Prepared Alternatives Evaluation and Preliminary Design Report for West Point and Wilseyville Treatment Facilities Consolidation Project for CCWD for Clean Water State Revolving Fund grant.

WEST YOST
Water. Engineered.

Elizabeth Drayer, PE

Principal-in-Charge



Elizabeth specializes in water resources engineering and coordinating multi-discipline projects. She has experience leading water resources planning studies and design projects. She specializes in water supply and infrastructure master planning and has prepared more than 24 water and utility master plans, more than 20 water supply assessments, and more than 30 urban water management plans. She has also prepared many other studies and plans for clients including groundwater studies, drought response and water shortage contingency plans, facility operations plans, and emergency operations plans involving the evaluation of existing facilities, evaluation of existing and future water demands, identification of system deficiencies and needs, evaluation of water supply alternatives, and development of recommendations for capital improvements. She has prepared preliminary and detailed designs for water supply facilities such as pipelines, pump stations, reservoirs, and canals. Elizabeth is a West Yost Vice President and serves on West Yost's Board of Directors.

STAFF TITLE: Vice President

YEARS OF EXPERIENCE: 34

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 46872

EDUCATION

- MS, Structural Engineering, University of California, Berkeley
- BS, Civil Engineering, University of California, Berkeley

CERTIFICATIONS

- Underground Storage Tank Installation
- UC Davis Extension, 32-hour Course, Groundwater Hydrology
- UC Davis Extension, 32-hour Course, Principles of Toxicology

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Water Works Association
- Association of California Water Agencies
- WateReuse Association

EXPERIENCE

Water Master Plan Update, City of Garden Grove, CA: QA/QC reviewer for Water Master Plan Update for the City of Garden Grove, a community of 160,000 in north-central Orange County. The focus of the master plan was to address system capacity needs, evaluate facilities condition, assist the City with its asset management program, and update the City's SCADA master plan. For the project, West Yost updated the distribution system hydraulic model, conducted a field program to collect hydrant flow test data, calibrated the model pipeline roughness values using the field data and verified the model comparing model operations to SCADA data. The hydraulic model was used to evaluate normal and emergency operations for existing and future demand conditions. As part of the project, West Yost also prepared a SCADA Master Plan update, performed a facilities condition assessment of the City's wells and pump stations, and prepared an Asset Management Plan.

Water Master Plan Update, City of Milpitas, CA: Project Manager for an update to the Water Master Plan for the City of Milpitas, which also includes a Water Utility Asset Condition Assessment and a Risk and Resiliency Assessment and Emergency Response Plan in compliance with the America's Water Infrastructure Act of 2018. The Water Master Plan included an update and calibration of the City's water system hydraulic model, evaluation of recent water use trends and development of future water use projections based on planned development, hydraulic analysis of the City's water system to identify needed water system improvements, and development of a prioritized capital improvement program for implementation of recommended improvements.

2020 Water Master Plan, City of Sacramento, CA: Project Manager for the preparation of the City's 2019 Water Master Plan. Tasks include evaluation of existing and future demands, including the impacts of the passages of SB 606 and AB 1668, which will establish urban water use efficiency standards for residential indoor water

use, residential outdoor water use, commercial, industrial and institutional outdoor irrigation use, and water losses. The City's existing water supplies will be reviewed, and future potential supply alternatives will be evaluated. A prioritized capital improvement program will be developed to meet the City's needs through buildout of the City's General Plan.

Citywide Water System Master Plan Update, City of Tracy, CA: Project Manager for the development of a Citywide Water System Master Plan for the City of Tracy to provide an evaluation of the required backbone potable and recycled water system facilities required to serve buildout of the City's General Plan. Tasks included developing proposed policies for future water use and water conservation programs; preparing a water supply plan to meet the City's projected water demands through buildout of the General Plan utilizing the City's existing water supplies (including surface water supplies purchased from the Bureau of Reclamation, treated surface water purchased from the South San Joaquin Irrigation District's South County Surface Water Supply Project, and local groundwater) and proposed future water supplies; evaluating water supply costs and developing a recommended development impact fees for water supply and water treatment; and working with the City's EIR consultant to document the potential environmental impacts of the recommended Master Plan facilities.

Water System Master Plan and Capacity Reserve Fee Study, Dublin San Ramon Services District, Dublin, CA: Project Manager for the preparation of a Water System Master Plan and Capacity Reserve Fee Study for the District. Tasks included a review and update of the District's system performance criteria; development of potable and recycled water demand projections; update of hydraulic water system models for the potable and recycled water systems; hydraulic analysis of existing and future conditions including 2020, buildout (based on adopted general plans), and ultimate planning horizons; development of a prioritized capital improvement plan; and performance of a water system capacity reserve fee study.

Water Master Plan Connection Fee Analysis, Dublin San Ramon Services District, Dublin, CA: Project Engineer for the evaluation of connection fees for the recommended capital improvement program for the District's recommended potable water and recycled water facilities. The evaluation included a facility cost allocation to District service areas, based on the areas deriving benefit from each of the recommended facilities which included new transmission pipelines, pump stations and reservoirs, to assess service area-specific connection fees.

UC Berkeley Campus Infrastructure Master Plan and Renewal Investment Strategy, University of California at Berkeley: Project Manager for the development of an infrastructure master plan for the University's central campus infrastructure systems including potable water, sanitary sewer, storm drain, steam/condensate, natural gas and electrical systems. Phase 1 tasks included review of previously prepared reports, interview of operations and maintenance staff, site visits, and closed-circuit television (CCTV) inspections of key sanitary sewer and storm drain lines to evaluate and document the condition of the existing facilities and develop recommendations for additional testing, operations and maintenance activities and capital improvements. Phase 2 tasks included an evaluation of the University's future needs and the ability of existing infrastructure to meet those needs. A prioritized capital improvement plan was developed to provide the University with an implementable plan to meet future needs on the campus. Responsibilities as Project Manager included coordination with the University's project manager as well as other University staff, coordination with the project team (including subconsultants), conducting project status meetings with the University and project team, maintaining an action item list with responsibilities and due dates, developing and monitoring adherence with the project schedule, and review of project team work products and compilation of findings and recommendations.

Water Master Plan, City of Modesto, CA: Project Engineer for the evaluation of existing and potential future water supplies for the City of Modesto in conjunction with the development of the Water Master Plan. Tasks included evaluation of the availability and reliability of the City's treated surface water supplies purchased from the Modesto Irrigation District and treated at the Modesto Regional Water Treatment Plant, and local groundwater supplies pumped from 110 wells located throughout the City. Evaluation of future water supplies included an evaluation of groundwater quality issues, the feasibility of implementing an aquifer storage and recovery program, and the potential for acquisition of additional surface water supplies. Conjunctive use of the City's available and projected surface water and groundwater supplies was also evaluated with respect to seasonal demand patterns and operational issues.

Water Supply and Facilities Master Plan for the Hawaii Water Service Ka'anapali District, Maui, HI: Project Engineer for the evaluation of available groundwater supplies for the Hawaii Water Service's Ka'anapali District. Tasks included evaluation of the groundwater basin characteristics (including geology, groundwater flow and recharge, groundwater levels), existing and proposed groundwater pumpage from the basin, groundwater yield estimates, and groundwater quality concerns. Evaluation findings were used to recommend future water supply options to serve the District's future water supply needs.

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Jim Connell, PE
Technical Advisor



Jim Connell is a civil engineer with a focus in water and sewer master planning and design, including condition assessments, flow monitoring, computer modeling, rehabilitation planning, cost estimating, and capital improvement program development. He has extensive experience in planning and design of municipal infrastructure systems and has completed successful designs for a variety of facilities, including major expansion, rehabilitation, and new construction at a number of water and wastewater treatment plants in California and New England. His assignments have included project management and engineering for water and wastewater system master planning, inflow and infiltration studies, and remedial design. Other design experience includes water, sanitary wastewater, and industrial wastewater treatment systems; gravity sewers; storm water collection; potable water distribution and storage; and, water, wastewater and industrial wastewater pump stations. Other experience includes developing sanitary wastewater, storm water, and water distribution system models; and developing water system unidirectional flushing programs.

STAFF TITLE: Principal Engineer II

YEARS OF EXPERIENCE: 30

PROFESSIONAL REGISTRATION

- Professional Civil Engineer, California No. 63052

EDUCATION

- MS, Civil Engineering, University of Wyoming, Laramie, WY
- BS, Civil Engineering, Worcester Polytechnic Institute, Worcester, MA

EXPERIENCE

General Plan Update EIR, City of St. Helena, CA: The City of St. Helena has recently completed updating its General Plan and is preparing the General Plan Environmental Impact Report. West Yost prepared the Water and Wastewater Utility sections of the EIR.

Engineering Support for Water Rights Issues, City of St. Helena, CA: Provided engineering support for water rights issues including developing a water balance around the surface water reservoir to calculate the maximum amount of water put to beneficial use and to assist in evaluating the effectiveness of reservoir operations in regards to reservoir bypass quantities and direct diversion versus storage requirements.

Water Supply Policy Projects, City of St. Helena, CA: Evaluated the potential impacts and necessary water conservation efforts to comply with a proposed water supply policy. Part of this project work was to develop a water supply spreadsheet model that would act as both a predictive tool and an operations tool to assist the City in determining which water supplies should be operated at a particular time, to recommend which water shortage emergency phase the City should initiate, and to predict the available water supplies for several years in the future.

Water Ordinance Revisions, City of St. Helena, CA: Re-structured the City's water use ordinances to more effectively trigger water shortage emergency phases based on better predictions of available water supplies, reduce the amount of time the City is in the lower water shortage emergency phases, and encourage more responsible use of the water resources.

Dwyer Road Pump Station Feasibility Level Design Memorandum and Final Design, City of Napa, CA: Developed a Feasibility Level Design Memorandum to assist the City of Napa in constructing a booster pump station at the existing Dwyer Road flow control station, thereby creating an up-valley pressure zone and enabling utilization of the City's existing clearwell storage at the Hennessey water treatment plant. Work included pump sizing and selection, alternative pump configuration layouts, working with City staff to ensure City goals and criteria were met, working with structural and electrical sub-consultants, coordinating with the hydraulic modeling and transient surge analysis team so that modeling findings and recommendations are included in the design constraints, and preparing the Design Memorandum. Design work included preparing options analysis of three pump station configurations and development of bid documents (plans and specifications). Facilities included a firm capacity of 6,250 gpm (9 mgd) with two, 10,000 gallon pressurized bladder tanks (one on suction side and one on discharge side), a 500 gallons surge tank at the turnout of each of the City's two primary customers' (the Cities of St. Helena and Calistoga). The pump station is part of the City's overall water supply strategy to maximize its use of State Water Project Water, as delivered through the North Bay Aqueduct and treated at the Jamieson Canyon Water Treatment Plant, and to hold in reserve the local water supply stored in Lake Hennessey and treated at the Hennessey Water Treatment Plant for dry years.

On-Call Water System Consulting, City of Napa, CA: Project Manager and technical advisor for several on-call water system consulting projects over several years including Falcon Ridge Hydraulic Issues and Tank Replacement, Alta Heights Pump Station and Pressure Tank Replacement, Westgate PRV and Hillcrest Pump Station Options, and Dwyer Road Temporary Pump Installation.

2050 Napa Valley Water Resources Study, Napa County Public Works, CA: Developed municipal water demand and supply projections for the 2050 Napa Valley Water Resources Study for the Napa County Flood Control and Water Conservation District. The Project was developed to assist the valley municipalities in the development of an integrated water resources plan to serve water demands projected through 2050. This effort has included review and evaluation of the methodology and accuracy of the planning criteria used in past studies; refinement of the estimates of the County's total existing untreated and treated water demands, and projections of untreated and treated water demands for future demand areas. The primary focus was on agricultural areas, rural residential, and M&I growth consistent with approved General Plans. West Yost quantified the yield available from each of the following sources—local surface water (existing reservoirs, direct diversion and use, and direct diversion and storage in a new or expanded reservoir), imported surface water, recycled water, and groundwater. Demands were compared with supplies available, and deficits were identified for projected hydrologic conditions. Alternatives were developed and analyzed to provide information on which the local agencies can base decisions for future expenditures on infrastructure, including improvements to the imported water system, recycled water and treated water storage and distribution facilities throughout the valley, and groundwater banking and production facilities. This work has included regular contact with the Water Resources Technical Advisory Committee and coordination with a number of state and federal agencies. The ultimate product for this work was the development of a long-range plan to integrate all the valley resources into an effective program that will maximize the yield from all available water resources for use in a coordinated and shared manner by all the valley urban agencies and the agricultural community.

Emergency Groundwater Supply Program, City of Santa Rosa, CA: Assistant Program/Project Manager for City of Santa Rosa Emergency Groundwater Supply Program. In its 2013 Groundwater Master Plan (prepared by West Yost), the City identified a need for additional groundwater supply sources to serve potable water during emergency conditions. The City's emergency groundwater program started several years ago with a test well program. This first emergency well design project will construct an emergency groundwater supply well in the vicinity of the Martha Way Test Well, one of the most promising of the recently completed test wells. Work included a siting study to determine the optimal parcels for acquisition by the City, preparation of presentation materials to provide to property owners, preliminary design of the pump station facility, preparation of final bid plans and specifications for both drilling of the emergency well and equipping of the emergency well, construction management, and engineering services during construction of the well and above-grade facilities.

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Polly Boissevain, PE, D.WRE

Master Planning and System Modeling



Polly Boissevain is an engineer with professional experience in water resources planning, with extensive experience in distribution system master planning and hydraulic modeling of water systems, both steady-state and transient analysis for closed conduit flow. She has managerial experience for a variety of water resources projects in planning, design, and operations.

STAFF TITLE: Engineering Manager II

YEARS OF EXPERIENCE: 39

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 36164, Oregon No. 76795
- American Academy of Water Resources Engineers (AAWRE), Diplomate, Water Resources Engineer (D.WRE)

EDUCATION

- MS, Civil Engineering, Cornell University
- BS, Civil Engineering, Stanford University

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Water Works Association

EXPERIENCE

Water System GIS Update, City of Fairfield, CA: Project Manager responsible for managing the update of the City's water system GIS data. Specific tasks included reviewing the City's existing GIS and making recommendations for using the ESRI Local Government Information Model. The new GIS structure was then validated using available topology tools to verify the integrity of the GIS and to help facilitate its conversion to a hydraulic model. A utility map book and training workshop were also developed as requested by the City.

Water Master Plan Update, City of Garden Grove, CA: Project Manager for a multi-faceted water master plan update for the City of Garden Grove, a community of 160,000 in north-central Orange County. The City is close to built out and the focus of the master plan is addressing system capacity needs, evaluating facilities condition, assisting the City with its asset management program, and updating the City's SCADA master plan. For the project, West Yost updated the distribution system hydraulic model, conducted a field program to collect hydrant flow test data, calibrated the model pipeline roughness values using the field data and verified the model comparing model operations to SCADA data. The hydraulic model was used to evaluate normal and emergency operations for existing and future demand conditions. As part of the project, West Yost also prepared a SCADA Master Plan update, performed a facilities condition assessment of the City's wells and pump stations, and is preparing an Asset Management Plan. West Yost will be developing a prioritized capital improvement program to address the City's needs.

2021 Water System Master Plan Update, City of San Bruno, CA: Project manager for the update of the City's 2012 Water System Master Plan. As part of the Water System Master Plan Update, West Yost updated the City's all-pipe distribution system network hydraulic model using the City's GIS and calibrated the model with hydrant test data collected for the project. West Yost developed demand projections and evaluated the distribution system's hydraulic capacity, under existing and future conditions, identifying improvements to improve system capacity. West Yost also conducted a facilities condition assessment of the City's pump stations and tanks, and a risk assessment of the City's pipelines to identify renewal and replacement needs. West Yost developed a comprehensive, prioritized Water System Master Plan to address capacity and renewal and replacement needs. The Master Plan also included a high-level rate evaluation to assess the impacts of different levels of funding on rates. The project was completed in 2021.

Water Master Plan Update, City of Milpitas, CA: QA/QC for an update to the Water Master Plan for the City of Milpitas, which also includes a Water Utility Asset Condition Assessment and a Risk and Resiliency Assessment and Emergency Response Plan in compliance with the America's Water Infrastructure Act of 2018. The Water Master Plan included an update and calibration of the City's water system hydraulic model, evaluation of recent water use trends and development of future water use projections based on planned development, hydraulic analysis of the City's water system to identify needed water system improvements, and development of a prioritized capital improvement program for implementation of recommended improvements.

Water Treatment Plant and Distribution System Master Plan, City of Yuba City, CA: Project Manager for a comprehensive master plan update that included developing a new hydraulic model for the City in InfoWater, providing a completed evaluation of the distribution system performance for existing and future demand conditions, including evaluations of system capacity and pressure, distribution system water quality, and performance of the system for different outage scenarios. West Yost also evaluated the future system configuration to assess transmission and distribution system needs to distribute water from the Water Treatment Plant to future growth areas. Based on the analysis results, West Yost developed a list of necessary improvements to address existing deficiencies, serve the City's future growth areas, and a phasing plan to serve near-term development. The Master Plan also included an asset evaluation for key facilities and linear assets and used InfoMaster Water to develop a risk assessment model for City's water distribution pipelines.

Water System Master Plan and Capacity Reserve Fee Study, Dublin San Ramon Services District, Dublin, CA: QA/QC Reviewer for the preparation of a Water System Master Plan and Capacity Reserve Fee Study for the District. Tasks included a review and update of the District's system performance criteria; development of potable and recycled water demand projections; update of hydraulic water system models for the potable and recycled water systems; hydraulic analysis of existing and future conditions including 2020, buildout (based on adopted general plans), and ultimate planning horizons; development of a prioritized capital improvement plan; and performance of a water system capacity reserve fee study.

Water Master Plan, City of Stockton, CA: QA/QC for an update to the Water Master Plan that evaluates water system infrastructure needs and an updated capital improvement plan that supports buildout of the recently-updated Envision Stockton 2040 General Plan. Project tasks include confirmation of goals, strategies, and priorities for the City's water system; update and calibration of the City's water system hydraulic model; evaluation of recent water use trends and development of future water use projections based on planned development; hydraulic analysis of the City's water system to identify needed water system improvements; and development of a prioritized capital improvement program to implement recommendations. West Yost will provide training for City staff on the update and use of the hydraulic model, and West Yost will provide multi-year technical support for model updates and hydraulic analysis of proposed development projects.

Water Master Plan Update, City of Menlo Park, CA: Project Manager for a comprehensive water master plan update for the City. West Yost prepared a multi-faceted water master plan update for the City. In addition to evaluating the City's water system for its capacity to meet existing demands and future growth, the master plan also included a comprehensive mapping program using hand-held GPS units to map the City's water meters and valves, an assessment of alternative water supplies, including recycled water and gray water, a system-wide condition assessment, using soils information and leak history to prioritize main replacement, a seismic vulnerability assessment to identify improvements to seismically reinforce the system, a water age evaluation to identify and mitigate areas with potential water quality issues, an operations and maintenance review to evaluate existing maintenance programs and staffing, and an advanced meter infrastructure evaluation to assess options to automate the City's meter reading program.

On-Call Hydraulic Modeling Support, Eastern Municipal Water District, Perris, CA: Principal-in-Charge for hydraulic modeling projects for Eastern Municipal Water District on an as needed basis. The District serves customers in a 550 square mile area in western Riverside County. The potable water system has five major service areas with a total of 70 pressure zones. The District's hydraulic model has over 31,000 pipeline features and approximately 25,000 nodes. West Yost used the hydraulic model to provide requested support to the District for several different projects. Requested evaluations have included looking at the Romoland and Murrieta booster pump stations and determining alternatives for rebuilding these pump stations. Four alternatives were evaluated using the hydraulic model to determine hydraulic impacts to the system, improvement requirements, and preliminary cost comparison of the alternatives. The hydraulic model has also been used to support Winchester Hills development in determining how many EDUs could be constructed prior to major storage and pumping improvements were required.

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Amy Kwong, PE

Master Planning and System Modeling



Amy Kwong is a water resources engineer with a focus in water master planning, water supply and facilities planning, hydraulic modeling, and the design of water system infrastructure. She has contributed to the development of many water master plans throughout California.

EXPERIENCE

Water System Hydraulic Model Development, City of Fairfield, CA: Project Manager responsible for managing and performing QA/QC on the development and calibration of the City's water system hydraulic model. Specific tasks included importing the City's pipelines, pump stations, and reservoirs into InfoWater using the City's Phase 1 GIS updates and record drawings; reviewing and updating the network connectivity with input from City staff; and spatially allocating existing water demands using historical meter data. Calibration and verification tasks included placing hydrant pressure recorders and conducting hydrant tests; calibrating the pipeline roughness factors using steady state hydrant test simulations; and verifying extended period operations using data collected by hydrant pressure recorders. The hydraulic model was successfully validated to confirm the model's effective use as a planning and operational tool. After completion of the model calibration, various demand planning scenarios were also developed in the hydraulic model.

Water System GIS and Hydraulic Modeling On-Call Services, City of Fairfield, CA: Project Manager/performed QA/QC for a six-year on-call contract to update and maintain the City's water system GIS and hydraulic model. GIS updates are to be performed monthly and will follow an organized structure, as defined in a flowchart developed for the project. Hydraulic model updates are to be conducted annually, with additional modeling evaluations to be conducted on an as-requested basis.

Water Master Plan Update, City of Garden Grove, CA: Task Leader responsible for developing updated demand projections for the City's Water Master Plan to recommend and prioritize capital improvement projects for a 20-year planning horizon. Demand projections were developed with spatial locations to provide a more accurate future demand allocation in the water system hydraulic model. Discussions were held with the City's Planning Department to better understand the timing of future development and to identify the appropriate assumptions for Accessory Dwelling Units (ADUs).

Water System Master Plan, City of San Bruno, CA: Project Engineer responsible for developing a water system master plan and hydraulic model to recommend and prioritize capital improvement projects for a 20-year planning horizon. Tasks included conducting a facility assessment of the City's tanks, wells, and pump stations; reviewing water system facilities data; and developing a hydraulic model to evaluate the City's existing and future water systems. Results from the existing and future water system evaluations were used to develop a comprehensive capital improvement program. Hydraulic model development included calibration using field data collected from hydrant tests.

STAFF TITLE: Principal Engineer II

YEARS OF EXPERIENCE: 18

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 73213

EDUCATION

- MS, Civil and Environmental Engineering, Stanford University, Stanford, CA
- BS, Civil and Environmental Engineering, San Jose State University, San Jose, CA

PROFESSIONAL AFFILIATIONS

- American Water Works Association
- American Society of Civil Engineers
- Bay Area Water Works Association
- Water Education Foundation, 2013 Water Leaders Class

Water Master Plan Update, City of Milpitas, CA: Project Engineer for an update to the Water Master Plan for the City of Milpitas, which also includes a Water Utility Asset Condition Assessment and a Risk and Resiliency Assessment and Emergency Response Plan in compliance with the America's Water Infrastructure Act of 2018. Created and calibrated hydraulic model based on the City's GIS database, record drawings, and hydrant tests. Refined the City's water use factors by linking water meter data to existing land uses. Simulated a range of demand and outage conditions for the existing and future water system and identified capital improvement projects to mitigate existing deficiencies and meet the needs of future developments.

Citywide Water System Master Plan, City of Tracy, CA: Project Engineer responsible for developing and analyzing unit water demand factors to project future water demands based on the City's adopted General Plan land uses. Additional tasks included updating the City's existing potable water system hydraulic model and developing a new recycled water system model to be used for analyzing future water demands and subsequently identify required backbone infrastructure to serve buildout of the adopted General Plan. Improvement projects identified from the hydraulic model evaluations were used to develop a comprehensive capital improvement plan. An additional Operations Guide was developed after the Citywide Water Master Plan to provide City operations staff with a document outlining the recommended water system operational strategies during typical winter and summer demand periods. The Operations Guide also evaluated the impacts to the existing water system from proposed near-term infrastructure improvements.

Water System Master Plan and Capacity Reserve Fee Study, Dublin San Ramon Services District, Dublin, CA: Project Engineer responsible for the development of potable and recycled water demand projections. Additional tasks included development of specific tools to allow District staff to easily update water demand projections in the hydraulic model and training for District staff on using the hydraulic model and demand projection tools.

Water System Hydraulic Model Calibration and Verification, City of Napa, CA: Project Manager. West Yost is performing static calibration and dynamic verification of the City's water system hydraulic model. In coordination with City staff, West Yost conducted hydrant tests to confirm the roughness coefficients (C-factors) of pipelines throughout the water system. The City's hydraulic model was calibrated to match observed field conditions. Following model calibration, West Yost is proceeding with dynamic verification for summer and winter conditions, which consists of developing extended period simulations that generally mimic observed trends over a 48-hour period. Diurnal demand patterns were also developed as part of the verification process.

Water Master Plan, City of Healdsburg, CA: Project Manager responsible for leading the development of the City's Water Master Plan update. The update process included the development and calibration of a new hydraulic model to represent the City's water system. Improvement projects identified from the hydraulic model evaluations were used to develop a comprehensive and prioritized capital improvement plan to address deficiencies in the City's existing water system.

Water Facilities Master Plan Update, Eastern Municipal Water District, Perris, CA: Project Engineer responsible for the hydraulic evaluation of the San Jacinto Valley service area. Project tasks included updating the hydraulic model with new facilities not in the GIS, validating the hydraulic model through comparisons with field operating data, preparing hydraulic evaluations to identify deficiencies and needed improvements, developing cost estimates for capital facilities and documenting results of the master plan in a comprehensive report.

Transmission System Planning Update, Zone 7 Water Agency, Livermore, CA: Project Manager responsible for leading the development of the City's Water Master Plan update. The update process included the development and calibration of a new hydraulic model to represent the City's water system. Improvement projects identified from the hydraulic model evaluations were used to develop a comprehensive and prioritized capital improvement plan to address deficiencies in the City's existing water system.

Water Master Plan, City of Modesto, CA: Project Engineer responsible for developing the City's buildout water demand projections and updating the water demands in the hydraulic model. Directed and performed QA/QC on the hydraulic model calibration (using steady state hydrant test simulations) and verification (using extended period simulations) as well as the existing and buildout water system hydraulic evaluations. Results from the existing and buildout water system evaluations will be used to develop a comprehensive capital improvement program.

Water System Master Plan, City of Hayward, CA: Project Engineer responsible for developing a water master plan and hydraulic model to recommend and prioritize capital improvement projects for a 25-year planning horizon. Tasks included reviewing water system facilities data and developing a hydraulic model to evaluate the City's existing and future water systems. Specialized evaluations included a review of the City's standard operating procedures, an assessment of potentially using the City's emergency groundwater wells for potable water supply, and the development of a Sustainability Plan. Results from the existing and future water system evaluations were used to develop a comprehensive capital improvement program. Hydraulic model development included both static calibration using field data collected from hydrant tests and dynamic verification using a 24-hour period simulation.

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Patrick Johnston, PE

Master Planning and System Modeling



Patrick Johnston is a civil engineer who focuses on the planning, design, and construction support services for water and wastewater systems and environmental projects. His experience includes preparing design plans and specifications, evaluating treatment alternatives, modeling wastewater and water hydraulic systems, developing utility master planning documents, preparing cost estimates, contract administration, construction survey layout and construction management for water supply and wastewater projects.

Patrick's experience includes collection system hydraulic modeling using a variety of software packages. Patrick has experience using water billing data to develop wastewater loads, calculating landuse-based flow factors and developing future flow projections based on planning documents and landuse data. Patrick has experience develop flow monitoring plans, analyzing flow monitoring data and using flow monitoring data to calibrate the dry weather and wet weather flow components for collection system models.

STAFF TITLE: Principal Engineer I

YEARS OF EXPERIENCE: 28

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 59028

EDUCATION

- MS, Civil Engineering, Stanford University, Stanford, CA
- BS, Civil Engineering, Tufts University, Medford, MA

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Northern California Pipe Users Group

EXPERIENCE

Infiltration and Inflow Analysis/Hydraulic Model Update, Ross Valley Sanitary District, San Rafael, CA: Project engineer leading the recalibration of the hydraulic model in Infoworks. The District's existing hydraulic model was recalibrated with flow monitoring data from the 2014 wet season and then recalibrated with limited flow monitoring from the 2020 wet season. The goal was to analyze the effect of capital improvement projects that were performed between the two sets of flow monitoring data. Additional analysis was performed on available SmartCover data in an attempt to determine if certain types of rehabilitation or replacement projects were more effective in reducing inflow and infiltration. Recommendations for further SmartCover monitoring were developed.

Wastewater Master Plan, City of Stockton, CA: Project manager for the wastewater master plan for the City. Project focused on a system-wide flow monitoring program, inflow and infiltration analysis, development of a fully-dynamic hydraulic model and all model inputs using InfoSWMM, evaluation of the system under existing and future dry weather and wet weather flow events, and development of a capital improvement program. The project involved review of land use data and Significant Industrial Users that contribute flow to the sewer system. The model was developed from GIS, survey data and record drawings. The model was calibrated to measured dry weather and wet weather flows and used to evaluate the system under dry weather conditions and wet weather storm events for current and future flow conditions.

Inflow and Infiltration Reduction Services, City of Cotati, CA: Project manager leading the analysis of the wastewater collection system for opportunities to reduce inflow and infiltration (I&I) in the system. This included coordinating field work, documenting and analyzing the findings, and making recommendations for I&I reduction methods. West Yost analyzed available flow monitoring data to determine the type of I&I occurring within the collection system with the goal of reducing the yearly volume of wastewater

discharged to the wastewater treatment facility. Analysis revealed on-going groundwater infiltration during the wet season as a likely target. Initial recommendation is for CCTV inspection in the low-lying areas of the collection system, with continuing analysis for further recommendations.

Sewer Evaluation and Capacity Assessment Plan, City of Davis, CA: Project engineer responsible for development of a fully dynamic model of the wastewater collection system. Flows were based on a previously developed model. Updated GIS files were used to develop the hydraulic model and flow monitoring data was used to calibrate the model for both dry and wet weather flows. The model was then used to analyze system capacity, identify deficiencies and recommend improvement projects.

Castro Valley Sanitary District, Engineering Support, Castro Valley, CA: Provided engineering support to further analyze previously recommended improvement projects and provide alternative solutions. A portion of the system that contains particularly complex flow diversions was developed in InfoSWMM and refined with flow monitoring data to analyze alternatives.

Carmel Area Wastewater District, Carmel, CA: Project manager for projects to develop a hydraulic model of the existing wastewater collection system and to develop a 20-year capital improvement program. CCTV-based condition assessment information was incorporated with the results from the hydraulic model to develop a prioritized rehabilitation and replacement program. Cost estimates were developed for the proposed replacement projects and included in a database that provided a recommended approach for the rehabilitation and replacement program for the next 20 years.

Yosemite Valley Plan, U.S. Department of Interior, National Park Service, El Portal, CA: Engineering Support responsible for developing model of existing system using H_2OMap Water and ArcView. The Yosemite Valley Plan and its Supplemental Environmental Impact Statement presents alternatives to improvements projects located within Yosemite Valley. The preferred alternative of this document included several improvements geared towards enhancing the ecological and cultural features of the Park. The Master Plan incorporated these changes into the infrastructure in a way that integrated the utilities into a common corridor for ease of access and minimal construction impact.

Participated in the planning of sewer locations to serve future facilities and completed construction cost estimate for master planning purposes. Major project activities included modifications to pipeline parameters within the H_2OMap Sewer model, simulations, and updates of hydraulic output reporting for technical memorandum.

Mapping, Modeling, and Master Planning, City of San Jose, CA: Project Engineer responsible for development and calibration of a fully dynamic model of the sanitary sewer system for the central area of the city of San Jose, which included nearly 400,000 linear feet of pipe and approximately 1,500 manholes and pipes. The model was completed with Infoworks CS, from Wallingford Software, which was capable of dealing with the numerous flow splits and integrating results from separate modeling work that was being simultaneously performed for adjacent upstream and downstream areas of the City. The model was used to develop capacity improvement projects to resolve the capacity deficiencies. Projects were prioritized and assembled into a Capital Improvement Program of recommended projects for the City to implement over the next 20 years.

Gathered existing data and shape files from the City, and used them to develop mapping for the existing and future land uses in the Central area. Population estimates were developed from the land use mapping, which were then used to generate flows. Used the existing shape file information to develop the physical model network using Infoworks CS. Flow monitoring data was used to calibrate the model for dry weather and to develop contributing flows entering the Central area from adjacent areas that were not modeled. Results from concurrent modeling of adjacent areas that were modeled were used to include downstream backwater conditions, as well as incoming flows entering the central area from upstream areas. Design storms were developed to simulate typical wet weather conditions that result in significant inflow and infiltration. Wet weather flow monitoring was used to develop wet weather parameters for each sub-basin and then to calibrate the model for wet weather conditions.

The model was then run for existing conditions, short-term future conditions and long-term future conditions. Deficiency conditions were identified for each of the sets of modeling results, determining which pipes were not capable of transporting the model flows. The model was used to develop capacity improvement projects to resolve the capacity deficiencies. The projects were prioritized and assembled into a Capital Improvement Program of the recommended projects for the City to implement over the next 20 years.

Capacity and Infiltration/Inflow Assessment and CIP Development for Cease and Desist Order Compliance, City of Marysville, CA: Project Engineer responsible for creating a model of the City's existing wastewater collection system using H_2OMap Sewer. Used water meter billing information and sewer return rates to develop flows for the model. Created a flow monitoring plan to measure existing wastewater flows under both dry and wet weather conditions. This information was used to perform complete calibration of the model, which was then used to analyze the capacity of the system under peak wet weather flows. Areas with insufficient capacity were identified.

Doug Moore, PE

Stormwater and Flood Resilience



Doug Moore is an engineer with experience in storm drainage facility master planning, stormwater computer modeling, facilities planning, preliminary design, design and specifications, construction and capital cost estimating, project permitting, and project management. He has hydrologic and hydraulic modeling expertise with XPSWMM (1 and 2 dimensional modeling), Sacramento SWMM, HEC-1, HEC-2, HEC-HMS, HEC-RAS, MOUSE, MIKE URBAN, and RiverFLO-2D. He has provided initial planning, detailed design, and construction period engineering services for four large detention basin projects, each of which created significant wildlife habitat areas. Doug has performed wastewater treatment plant planning and facility evaluations. He has prepared potable water demand estimates and facility evaluations. He is skilled at preparing potable water, wastewater, and stormwater evaluations for development specific plans, city and county wide general plans, and environmental impact reports. Doug is particularly skilled at quickly developing infrastructure concepts and plans that minimize construction costs without compromising system performance.

STAFF TITLE: Engineering Manager II

YEARS OF EXPERIENCE: 30

PROFESSIONAL REGISTRATION

- Professional Civil Engineer, California No. 58122, Nevada No. 19924

EDUCATION

- MS, Civil Engineering, University of California, Davis
- BS, Geology, University of Oregon
- BS, Mathematics, University of Oregon

PROFESSIONAL AFFILIATIONS

- North Bay Engineers Club
- California Stormwater Quality Association
- Floodplain Management Association

AWARDS

- California Water Environment Association, Sacramento Area Section 2011 Engineering Achievement Award – Dry Creek Levee Relocation at the Wastewater Treatment Plant, City of Roseville
- American Society of Civil Engineers, Sacramento Section 2011 Small Flood Control Project of the Year – Dry Creek Levee Relocation at the Wastewater Treatment Plant, City of Roseville

EXPERIENCE

Soscol Gateway Interior Drainage Project, City of Napa, CA: Project Engineer and Lead Modeler for this project. He reviewed previously prepared technical studies and schematic-level designs of two alternatives to convey overland drainage in the Soscol Gateway area. The project included hydrologic/hydraulic modeling of the existing floodplain and alternative improvement projects, coordination with private land owners, and coordination with the CEQA consultant and regulatory agencies (California Department of Fish and Wildlife, etc.). He developed a drainage plan that reduced the total project cost by about 40 percent under the previously considered alternatives. Also, the performance of the lower cost project has been verified as better than the performance of the previous plans. Doug performed the engineering evaluations for this project, which included confirmation of the sizing of a proposed USACE detention basin/pump station, evaluation of existing storm drains (sized for a 10-year storm) and channels to partially convey the 100-year storm flows, sizing of a proposed new pump station, and determination of the residual flooding depths and flow directions and velocities through 2-dimensional flood modeling using XPSWMM. The 2-dimensional flood modeling results were presented in easily understandable maps of floodwater depths (colored shading) and flow vectors (arrows depicting the direction and velocity) for existing conditions. From these existing conditions maps, improvements were developed that reduce the 100-year flooding to a level that will include only minor ponding in the public streets. Flooding depth and flow velocity maps were prepared for the improvement alternatives. By comparing the existing condition and improved conditions maps, the level of flood reduction is easily visualized and the benefit of the proposed improvements is understood.

Elk Grove Creek Detention Basin Study, City of Elk Grove, CA: Project manager on a study to evaluate detention basin opportunities to reduce the 100-year flooding along Elk Grove Creek. West Yost evaluated expanding four existing detention basins (DB10, DB11, DB12, and DB13) and evaluating four new detention basins and one

floodplain storage project (collectively called the "basins"). In the Phase 1 evaluation each of the basins was modeled using the City's SacCalc hydrologic models and/or the City's HEC-RAS hydraulic model. The resulting changes in flows and water surface elevations were determined and compared with existing conditions. The water surface elevations were also compared with previously surveyed structure finished flood elevations, and the number of predicted flooded structures was tabulated. Project construction and total capital cost estimates were also prepared. The Phase 1 results were presented to City staff in a workshop, and from the workshop five combinations of the individual project were identified for further evaluation (Combinations A-E). In Phase 2, Combinations A-E were evaluated with the SacCalc and HEC-RAS models and the resulting flow, water surface elevation, and flooded structures were summarized. The results of the Phase 2 work were presented to City staff in a second workshop. The work was also summarized in draft and final Technical Memoranda.

Laguna Creek and Whitehouse Creek Multi-Functional Corridor Project, City of Elk Grove, CA: Quality Assurance/ Quality Control reviewer for a floodplain evaluation. The City of Elk Grove plans to construct a raised pedestrian trail along Laguna Creek and Whitehouse Creek. The trail includes one bridge crossing Whitehouse Creek and two bridges crossing Laguna Creek. West Yost is completing a hydraulic analysis using HEC-RAS software to determine the impact of the proposed project to the floodplain during the 10-year and 100-year design storms and evaluating mitigation measures to reduce or eliminate the impact. The evaluation also includes a scour analysis for the three proposed bridges using the HEC-RAS model for the preferred alternative.

Skibbereen Monteith Storm Drain Planning and Design and Bid and Construction Services, Vallejo Flood and Wastewater District, Vallejo, CA: Project Manager for a project to evaluate the downstream impacts of the increased flow and prepare a hydraulic impact evaluation technical memorandum (TM) for the District due to Caltrans enlarging a culvert under Interstate-80 from a 24-inch, corrugated metal pipe to a 30-inch, smooth interior steel pipe, which increased the flow crossing I-80. The evaluation identified the lowest-cost and most feasible approach to mitigate the increased flow was to construct 800 feet of new 30-inch storm drain in Skibbereen Lane and Fleming Avenue. The geotechnical investigation of the new drain alignment identified shallow bedrock, which can be a concern for unknown conditions and added costs during construction. In light of this, West Yost prepared the construction plans set and bid approach to deal with the bedrock that would reduce the number of change orders for the District, led a prebid meeting, and provided engineering services during construction.

Storm Drain Master Plan 2014 Update, University of California, Davis: Project Manager for the preparation of the original UC Davis Storm Drainage Master Plan (SDMP) in 2000, and prepared updates of the SDMP in 2006 and 2014. The 2014 update was undertaken to include use of a linked 1- and 2-dimensional (1D and 2D) modeling. The 2014 update included modeling the storm drain system using the 1-dimensional layer of the XPSWMM model, and using the 2-dimensional model layer to simulate flood water ponding and flow over the ground surface. The model included about 1,300 1-dimensional model links and about 200,000 ground surface grid cells (15 ft by 15 ft). Stormwater system monitoring was performed the morning of December 2, 2012, and included measuring freeboard depths at manholes, flooding depths at several low areas around campus, and photographing flooded streets and pedestrian paths around campus. The storm was simulated with the XPSWMM model. The model was calibrated using this storm event, gaged water levels in the Arboretum Waterway and in the main stormwater lift station, gaged discharge from the lift station, and the observed/photographed flooding. The update also included revising the XPSWMM model of the Central Campus to the current land uses and drainage facility conditions. Finished floor elevations of many of the buildings were surveyed and compared to the modeled water surface elevations to accurately evaluate the risk of building flooding. Areas of particular risk of flooding were identified. Flooding from buildout land use was also evaluated, and three alternative drainage plans were developed and evaluated to address flooding. Alternative flood reduction improvements were evaluated, a preferred set of improvements were identified, and construction cost estimates were prepared. Use of the 2-dimensional model allowed for an accurate evaluation of shallow surface channels and culverts to convey the runoff to a large detention basin. The basin was sized for a 100-year storm. Surface conveyance of the runoff was necessary because constructing large storm drains in the Campus is nearly impossible because of the many other underground utilities.

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Jeff Wanlass, PE

Pump Stations and Tanks



Jeff Wanlass has more than 20 years of experience in project management, planning, design, and services during construction for water supply facilities. He has prepared plans and specifications conforming to the contracting requirements for state agencies, municipalities, water agencies, and private clients. His civil engineer experience includes designs for water and recycled storage tanks, pump stations, transmission mains, groundwater supply wells, and grading and drainage plans for site development project. Jeff has been involved in more than 25 tank and pump station projects, including inspection, rehabilitation, replacement, and new facilities.

EXPERIENCE

Garden Grove Water Master Plan – Facility Assessment, City of Garden Grove, CA: Lead project engineer to conduct facility assessments for mechanical, safety, electrical and instrumentation, structural, and civil facilities for 13 municipal wells and five booster pump stations within the City's distribution system. The assessments included valves, pumps, piping, control valves, corrosion, operations, site drainage, security, pavement, safety, and code evaluation. Structural and electrical evaluations were also conducted by subconsultants. Met with O&M staff to review operational concerns and needs. Assisted in developing a tiered assessment approach based on condition, useful life, cost to rehabilitate vs replace, and the critical nature of the facility and individual piece of equipment. Prepared preliminary cost estimates of recommended improvements.

Glenview Tank 3 Replacement, City of San Bruno, CA: Project Manager for design of a 2.0 MG prestressed concrete tank with a dome roof to replace a 60-year old concrete tank. The project included layout and design of tank appurtenances, adding a chlorination system, tank mixer, flexible connections, and seismic shut-off system, and improvements to site security. A Fault Trace Study was conduct because of the project site's proximity to the San Andreas Fault. Final design for the tank included collaboration with the geotechnical engineer and the tank manufacturers to develop design parameters for continued operation after a seismic event. The project is currently under construction. Prepared preliminary and engineer's construction cost estimates. Construction: $4,588,000.

Butcher Road Tank Evaluation and Recoating, City of Vacaville, CA: Project design lead to conduct a condition assessment of two (2.0 and 4.0 MG) welded steel tanks for the City of Vacaville. The existing tanks were originally constructed is 1970 ang 1976, respectively. The purpose of the evaluation was to determine structural, safety, coating improvements necessary to meet current codes and extend the useful life of these tanks. The project included review of the City's previous dive inspection reports, visual observations, and review with maintenance staff input. Enhanced interior coating systems were evaluated to extend the life of the coating system. The project improvements recoating the exterior and exterior of both tanks, improved site security, chlorine feed systems, tank mixers and aeration systems to reduce THM levels, fall protection systems, and various site improvements.

STAFF TITLE: Principal Engineer II

YEARS OF EXPERIENCE: 24

PROFESSIONAL REGISTRATION

- Professional Civil Engineer, California No. 60930
- Professional Civil Engineer, Oregon No. 91821

EDUCATION

- MS, Civil and Environmental Engineering, Brigham Young University
- BS, Civil and Environmental Engineering, Brigham Young University

PROFESSIONAL AFFILIATIONS

- American Water Works Association
- California Stormwater Quality Association

Gregory Gardens Steel Tank Evaluation, Contra Costa Water District, CA: Project Manager for evaluation safety systems and interior condition assessment of a 3.0 MG welded steel tank. The tank was constructed in 1967 with a diameter of 110.5 feet and shell height of 28.0 feet and includes a steel dome roof. Project included observation of the interior coating systems and corrosion, developed plans and specifications to install perimeter safety guardrail, ladder safety improvements, repair corrosion along the chime, and repair corrosion pits on the interior floor plate.

La Vista Tank Inspection and Evaluation, Carmichael Water District, CA: Project Manager for a condition assessment and evaluation of the District's La Vista Water Storage Tank. The project included interior and exterior coating and corrosion assessments, structural and seismic analysis, safety and code evaluation, geotechnical evaluation, and developed three alternative improvements projects. Alternative 3 was recommended as it will provide the District with a tank that meets all current codes and standards, and provides the flexibility to add additional storage capacity to meet future supply needs, and could be constructed on the adjacent parcel owned by the District so the existing tank could remain in service during construction of the new tank.

Recycled Water Pump Station and Storage Tank Project, City of Hayward, CA: Lead design engineer for a 1.0 MG welded steel tank, 1.6 mgd booster pump station, and 1,000 feet of 16-inch transmission mains. The tank is an at-grade tank with a diameter of 66 feet and a shell height of 44 feet. The pump station facilities consist of four vertical turbine pumps (two 50-hp & two 30-hp) with space for a fifth future pump. Design also included a 3,100-gallon hydropneumatic surge tank, and site grading and drainage.

Evaluation of R16, R17, & R9A Water Storage Tank and Pump Stations, City of Santa Rosa, CA: Project Manager to conduct extensive inspection and evaluation for three welded steel tanks ranging in size from 0.25 to 2.0 million gallons. The work tasks included site and tank interior inspections and develop recommendations for bringing the tanks up to current structural and seismic codes, conduct site specific geotechnical investigations, evaluate potential corrosion and the condition of the coating systems, evaluate the interior and exterior piping, evaluate safety, security, drainage, and current health and OSHA requirements, evaluate site accessibility and potential improvements, and the determine the logistics for taking the storage tanks out of service to implement the recommended improvements. Evaluations included associated pump stations and electrical systems. A report will be prepared summarizing our finding and recommendations, including construction cost estimates.

Alhambra Elevated Concrete Tank Structural and Corrosion Evaluation, City of Sacramento, CA: Project Manager to conducted interior inspections, via a raft, to determine the extent the concrete damage and corrosion associated with the interior steel diaphragm. Recommended improvement were developed and a report was prepared summarizing finding and recommendations. Technical specifications were prepared necessary for City crews to implement the recommended improvements.

Cordes Ranch Tank & Pump Station, City of Tracy, CA: Lead Project Engineer responsible to design review and technical consultant for design by others of a 2.0 MG prestressed concrete tank and 6,300 gpm booster pump station. The tank is partially buried with a column support flat slab roof, with a diameter of 108 feet and a wall height of 34 feet. The pump station facilities consist of two 60-horsepower and four 125-horsepower vertically mounted mixed flow pumps enclosed in a 58-foot by 32-foot masonry building. The electrical equipment, including variable frequency drives, will be located in a climate controlled room in the building. Chemical feed system for sodium hypochlorite and ammonia are located in separate rooms. Emergency standby power facilities are located exterior of the building in sound attenuating enclosure.

Tracy Hills Tank & Pump Station, City of Tracy, CA: Lead Project Engineer responsible to design review and technical consultant for design by others of a 3.75 MG prestressed concrete tank and 8,170 gpm booster pump station. The tank is partially buried with a column support flat slab roof, with a diameter of 137 feet and a wall height of 40 feet. The pump station facilities consist of two 40-horsepower and four 150-horsepower vertically mounted mixed flow pumps enclosed in a 65-foot by 35-foot masonry building. The electrical equipment, including variable frequency drives, will be located in a climate controlled room in the building. Chemical feed system for sodium hypochlorite and ammonia are located in separate rooms. Emergency standby power facilities are located exterior of the building in sound attenuating enclosure.

Garin Tank and Pump Station Improvements, City of Hayward, CA: Project Manager to evaluate and design additional capacity at an existing pump station and tank. The project included increasing the pump station capacity from two 50 horsepower (hp) pumps sized to flow about 300 gallons per minute (gpm) each to four pumps with a capacity of about 750 gpm for a firm capacity of about 2,300 gpm. The work tasks included evaluating the existing site to determine location of new generator and electrical services, electrical upgrades, replacing the existing generator located inside the building to outside, evaluating existing piping for the increased flow, evaluate adding an additional tank. Prepared Preliminary Design Report and plan and specifications for the recommended project.

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Andy Smith, PE

Water and Wastewater Treatment

Andy Smith has performed a wide variety of planning and design work for numerous water and wastewater treatment facilities for agencies in California and Oregon. His treatment facility experience includes master planning and predesign, detailed design and cost estimating, and engineering services during construction. His treatment expertise includes preliminary treatment, clarification, filtration, disinfection, chemical storage and metering, pumping stations, solids handling, and dewatering. He has worked on treatment facilities with capacities ranging from <1 mgd to 40 mgd.

EXPERIENCE

North Bay Regional Water Treatment Plant Ozone System Improvements, City of Fairfield, CA: Project Manager for the preliminary and detailed design of $3 million improvements to an existing ozone system. Improvements to the 40-mgd surface water treatment facility included new ozone generators capable of producing ozone gas at 10-12% by weight to replace the 30-year-old generators that produced five to six percent by weight; modifications to the ozone gas diffuser grids within the plan's existing pre-ozone contactors; and replacement of aging residual ozone destruct units. Improvements to the ozone generators and configuration of the gas diffuser grids improved gas transfer and dispersion and addressed a range of plant flow rates and ozone demand conditions related to the variable blends of surface water from two sources with significantly different ozone demand and DBP precursor characteristics.

Ozone Improvements Project, Waterman Water Treatment Plant, Fairfield, CA: Andy served as Project Engineer for the detailed design phase of this project to upgrade the existing liquid oxygen (LOX) storage and ozone generation systems at a 30 mgd surface water treatment plant. The project included replacement of a LOX delivery truck connection equipment, a 12,000-gallon LOX storage tank, two existing 5,000 cf/hr vaporizers, and associated valving and pressure regulation equipment. The project also included replacement of three existing power supply units (PSUs) for three existing 300 pounds per day (ppd) ozone generators and installation of a new closed loop cooling water skid to serve the new PSUs. In order to compress the construction schedule, the design team worked with the City and major equipment manufacturers to execute a pre-procurement agreement which locked in pricing and allowed the manufacturer to begin the shop submittal process ahead of bidding the project.

2018 America's Water Infrastructure Act Risk and Resilience Assessment and Emergency Response Plan Compliance Project, City of Fairfield, CA: Project Manager for an all-hazards America's Water Infrastructure Act (AWIA) 2018-compliant Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP). West Yost completed a thorough gap analysis after reviewing and organizing previously-completed RRA- and ERP-related resources. West Yost completed the RRA and ERP according to the American Water Works Association standards, which represent cross-sector best practices. The RRA includes an assessment of natural, built, cyber, and personnel assets, and relevant threats and hazards. West Yost developed risk and resilience management strategies to address the highest risks and reduce vulnerabilities.

STAFF TITLE: Principal Engineer I

YEARS OF EXPERIENCE: 17

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 74673

EDUCATION

- BS, Civil Engineering, University of California, Davis

PROFESSIONAL AFFILIATIONS

- California Water Environment Association
- Central Valley Clean Water Association
- American Water Works Association

North Bay Regional Water Treatment Plant Laboratory Improvement Project, Cities of Fairfield and Vacaville, CA: Project Engineer. West Yost designed a complete remodel of the NBRWTP's existing 1,500 square foot water quality laboratory. Improvements are being implemented to the lab to better align the layout with the work being performed in the laboratory; eliminate unnecessary and outdated analytical equipment; and modernize the countertops, cabinets, and lighting. West Yost worked collaboratively with existing laboratory and operations staff in a series of workshops to determine the Cities' needs and develop a preferred layout. Design challenges included extensive modifications to the laboratory's original HVAC and plumbing systems, including working around a complex existing process water & drain piping manifold designed to provide process water to various online, in-lab water quality instruments.

Water Treatment Plant Alternatives Evaluation, City of Vacaville, CA: Project Manager for a screening-level evaluation of options for increasing the City of Vacaville's surface water treatment capabilities, which are currently limited to seasonal, intermittent operation of a nominal 12 MGD diatomaceous earth treatment facility. West Yost's work includes development and evaluation of candidate treatment trains for Solano Project water from Lake Berryessa /Putah South Canal, candidate treatment facility sites and configurations for a WTP providing between 15 and 25 MGD of finished water a buildout, and planning level facility costs and implementation schedules. The results of these evaluations will inform City-wide water master planning work being conducted by West Yost, and will provide valuable reference points as the Cities and Vacaville and Fairfield examine potential future expansions of the nearby North Bay Regional WTP, which currently sends up to 13.3 MGD of treated surface water to Vacaville.

Program Management and Design Services for Surface Water Supply Project, Stanislaus Regional Water Authority (SRWA), Ceres, CA: Pre-Design Task Lead and Assistant Program Manager for a project to define and manage implementation of a $278 million project to deliver a new treated surface water supply to serve the Cities of Turlock and Ceres. West Yost was selected in 2016 to manage development of a regional Surface Water Supply Project that will include raw water conveyance facilities, a treatment plant, and treated water transmission mains to bring water to each City's distribution system. Andy's preconstruction responsibilities included source water quality characterization, evaluation of treatment process alternatives, planning for the development of and testing of an existing infiltration gallery facility, design of pumping and distribution facilities, coordination of geotechnical investigations, coordination of right-of-way services, engineering support of SRWA's environmental consultant, permitting and utilities coordination, construction cost estimating, bidability and constructability reviews, preparation of life-cycle cost evaluations, and development of detailed technical procurement documents for the solicitation and evaluation of design-build proposals. Andy's responsibilities during the design-build period include overall coordination of design deliverable reviews, review of key equipment and material submittals, weekly coordination with on-site CM and resident engineers, and planning for commissioning and acceptance testing, which is expected to occur in 2023.

Facilities Master Plan, City of Galt, CA: Staff Engineer for the development of a master plan for the phased upgrade and expansion of the City of Galt's (City) existing 3 mgd WWTP to 6 mgd. Facility improvement alternatives include new primary treatment, expansion of existing secondary and tertiary processes, solids digestion, mechanical dewatering facilities and upgrade and expansion of existing personnel buildings. Responsibilities include condition assessments and capacity analyses of existing facilities, development of a hydraulic profile, predesign and site layout of new facilities and development of detailed construction and life cycle project cost estimates for all alternatives.

Summit Water Treatment Plant Filter Facility Design, San Gabriel Valley Water Company, Rialto, CA: Project Engineer for design of new granular media filters at an existing 20 MGD surface water treatment plant. Up to three new filters are being designed to replace filtration capacity that will be lost when existing 1980s-era diatomaceous earth filters are removed from service and demolished. Filters are being designed to accommodate multiple media types and configurations that are being piloted to substantiate 1) filter loading rates at levels greater than 6 gpm/SF, and 2) the ability of the filters to provide adequate polishing of DBP precursor materials ahead of final disinfection. Project challenges include an extremely constrained site for which vertical shoring will be required to avoid undermining and/or promoting differential settlement in nearby structures. Upon construction of new filters, existing granular media filters will be retrofitted to match new media configuration.

Water System Planning and Improvements Project, Markleeville Water Company, Markleeville, CA: Project Manager for a capital project intended to increase reliability and treated water quality for a small water system. West Yost was hired to evaluate and ultimately design improvements related to the optimization of water treatment plant operations to improve management of DBP formation potential from Markleeville's surface water supply; reconfiguration of existing booster pump stations to alleviate water age issues and increase reliability during power outages; replacement of aging transmission and distribution piping; and installation of new service meters. Design and construction of this project is being conducted under planning and construction grants, respectively, administered by the Drinking Water State Revolving Fund. Andy's responsibilities also include coordination of survey, geotechnical and environmental documentation services.

Timothy Banyai, PE

Water and Wastewater Treatment



Timothy Banyai is a registered civil engineer with experience managing and designing water and wastewater treatment plants and pumping stations. Tim has served as project manager, lead project engineer, technical advisor and quality control reviewer. As a manager, Tim maintains direct client contact, provides project team leadership, and coordinates among disciplines to ensure successful project completion. His direct project experience includes design and preparation of drawings and specifications, assisting clients in bidding-phase services, and performing construction-phase duties. Tim has a strong record of developing cost-effective and innovative designs for water and wastewater treatment plant projects, and is known for managing multi-disciplinary teams for water and sewer infrastructure improvement projects. He also has direct experience as an operator and laboratory technician for a wastewater treatment plant where he conducted laboratory analysis, helped develop and implement a facilities plan study for nitrogen control, performed pilot studies, and developed bench-scale models. Tim's experience as a treatment plant operator provides insights he incorporates into the design for successful construction-phase sequencing, testing and start-up, and operations and maintenance. Tim also has experiencing preparing State Revolving Fund (SRF) applications and managing SRF-funded projects.

STAFF TITLE: Engineering Manager I

YEARS OF EXPERIENCE: 30

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 60715, Kansas No. 14119 (inactive)

EDUCATION

- MS, Environmental Engineering, North Dakota State University
- BS, Civil Engineering, North Dakota State University

PROFESSIONAL AFFILIATIONS

- California Water Environment Association
- Tau Beta Pi Engineering Honor Society
- Water Environment Federation

EXPERIENCE

Secondary Clarifier, Napa Sanitation District, CA: Project Manager. Tim managed the design of improvements that would add flexibility to the return activated sludge system. This included piping modifications that allowed for RAS to be conveyed to the aeration basins.

Wastewater and Drainage Sump Stations Facilities Station Condition Assessment, Sacramento, CA: Project Engineer for Pump Station Design. The City of Sacramento completed an effort to refine their asset management approach via strategic planning. As part of this project, West Yost completed a multidisciplinary condition assessment of five wastewater and five drainage sump stations. The condition assessment evaluated the existing assets at the sump stations via a scoring method that fed into a facility risk assessment. The scoring used in the condition assessment and facility risk assessment was then incorporated into a strategy for long-term planning for budgeting, rehabilitation and repair, and replacing assets to comply with regulations and maintain public health and safety.

Water and Wastewater Experience and Expertise:

- Pumping stations
- Water booster stations
- WWTP hydraulics
- Headworks
- Primary treatment
- Aeration systems
- Trickling filters
- Secondary clarifiers
- Disinfection
- Solids thickening
- Digestion
- Odor control

- Construction sequencing
- Master planning
- Condition assessment
- SRF applications

Clients include: The California cities of Belmont, Folsom, Foster City, Hayward, Hercules, Lompoc, Modesto, Pinole, Salinas, San Jose, San Leandro, San Mateo, Santa Barbara, Santa Rosa, and Ukiah; the County of San Mateo; special districts including Contra Costa Clean Water Program (Richmond), Contra Costa Water District, Dublin San Ramon Services District (Dublin), Las Gallinas Valley Sanitary District (San Rafael), Livermore-Amador Valley Water Management Agency, McKinleyville Community Services District, **Napa Sanitation District**, Orange County Sanitation District, Oro Loma Sanitary District (San Lorenzo), Ross Valley Sanitary District, Sacramento Area Sewer District, Sacramento Regional County Sanitation District (Regional San), Silicon Valley Clean Water (Redwood City), South Tahoe Public Utility District, and Union Sanitary District (Union City); and U.S. service branches including the Navy, Marine Corps, and Air Force.

Don Julio/Watt Avenue Sewer Relief Project, Sacramento Area Sewer District, Sacramento, CA: Project Engineer for the design for the replacement of the Larry Way Sewer Lift Station (S016), and decommissioning of the Don Julio Boulevard Lift Station (S015). The project requires upsizing the S016 facilities. The existing rated capacity for S016 was 4.0 million gallons per day (mgd) and was upsized to 8.5 mgd. Improvements at S016 include three new 70-horsepower submersible pumps, a circular concrete wet well, a standby diesel generator, provisions for the future installation of an odor control scrubber, and upsizing the primary power. Construction sequencing is a major design criterion, as the existing S016 facility must remain in continuous service to minimize disruptions to the public. The S015 facility will be decommissioned and existing flows routed to the upsized S016 facility.

Lift Station Asset Management Program, City of Carlsbad, CA: Project Engineer. The City of Carlsbad owns and operates 11 wastewater lift stations that receive and deliver sanitary sewage to the Encina Wastewater Authority for treatment and disposal. As part of its asset management initiative of utility infrastructure, the City is performing condition assessment of its lift stations and developing business processes to identify improvements to its lift stations. Tim will complete a visual assessment of 11 lift stations in April 2022. The assessment will civil/site, mechanical, structural, electrical, and instrumentation and controls disciplines. Based on the assessment, recommendations for improvements will be made.

Water and Wastewater Treatment Plant and Water Distribution System Master Plans, City of Yuba City, CA: Tim performed condition assessments on six of the City's lift stations and also performed a condition assessment on the City's Wastewater Treatment Plant. The information collected during the condition assessment was used to identify repairs and upgrades at each of the facilities. Conceptual level capital costs were also developed for the repairs and upgrades. The projects were then ranked and placed into one of three categories for development of a capital improvement program. Projects were ranked as immediate, near-term, and long-term categories.

Water Treatment Plant Facility Plan and Wastewater Treatment Plant Major Upgrades, City of Oceanside, CA: Condition Assessment Lead and Project Manager. Tim led the multi-discipline condition assessment of the Weese Direct Filtration Water Treatment Plant and the Mission Basin Groundwater Purification Plant that uses reverse osmosis to treat brackish groundwater. The Weese Plant is a 25 mgd facility and the Mission Basin Plant is a 6.4 mgd facility. The primary objectives of the project were to use asset management principles to make risk-based informed decision to develop a prioritize capital improvement plan for the next 20 years. In addition to the capital improvement plan, the City looked to reduce O&M, increase reliability, plan for future regulatory requirements and increase automation, optimize performance and lower energy costs. A detailed work plan was developed to conduct the field work that identified assets to be assessed, scoring criteria, methods to conduct the assessments and responsibilities of all parties. Following the detailed condition assessment field work, a comprehensive risk-based assessment was completed to rank and prioritize capital projects into four time windows: immediate, 2 to 5 years, 5 to 10 years and 10 to 20 years. The team worked closely with the City staff in workshops to prioritize the projects. The City's San Luis Rey Water Reclamation Plant (SLRWRF) wastewater treatment plant was evaluated. The SLRWRF has a capacity of 13.5 mgd and treats a majority of the City's wastewater. West Yost completed a Preliminary Design Report (PDR) that included a high-level condition assessment Detailed evaluations and condition assessments were developed for the headworks facilities, flow and load equalization facilities, primary and secondary facilities and solids treatment. Each of the detailed analyses included a condition assessment and development of life cycle costs with a focus on reducing energy use and chemical costs. Following the PDR, West Yost assisted the City in developing a phased approach to implementing the improvements to best use the money available. The first phase includes the following major items – headworks improvements with two new screens, new conveyor and washer compactors, new grit removal using the Headcell technology, odor control improvements and consolidation of the primary and secondary electrical facilities into a common electrical building. The estimated construction cost for Phase 1 items is approximately $12M.

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WE TAKE PRIDE IN WHAT WE DO

WE STRIVE TO BECOME OUR BEST

WE DO WHAT'S RIGHT

WE BELIEVE IN QUALITY

WE LISTEN

WE SOLVE CHALLENGING PROBLEMS

WE SEE THE BIGGER PICTURE

WE TAKE OWNERSHIP

WE COLLABORATE

WE HAVE FUN

WE ARE WEST YOST

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Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Consideration and approval of a resolution authorizing the payment of rental of decanting pump at the St. Helena Louis Stralla Water Treatment Plant for a total not-to-exceed amount of $56,000.**

CEQA Determination: **Exempt**

Prepared By: Clayton Church, Public Works Operations Manager

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

Approved By: Anil Comelo, City Manager

BACKGROUND

A component of the water treatment process at the City of St. Helena's Louis Stralla Water Treatment Plant (LSWTP) utilizes large filter basins to clarify water. During water production, these filters are frequently backwashed to purge sediment accumulation. Water used for back wash operations contains a heavy concentration of deposits that have been removed from the water. When this water is transferred to settling ponds, the deposits settle out of the water creating sludge.

Routinely the LSWTP budgets for the purchase and rental of equipment to decant water, remove and stage sludge for drying, and hauling of sludge to landfill. In October 2022 the City owned decanting pump failed and is non-repairable due to age and availability of parts. Staff rented a pump from Herc Rentals from Oakland, CA. At the time, staff inadvertently did not process a purchase order. The purpose of this action is to retroactively approve the purchase order and appropriate sufficient funds accordingly.

DISCUSSION

A purchase order was not previously processed for the rental of the pump from Herc Rentals at a cost of $6,978.96 per month. Due to ongoing operations, limited staff, and lack of oversite at the WTP a PO was not secured and thus a balance of $56,000.00 was

subsequently accrued for the rental of a decanting pump from October 2022 to June 2023. The rental of the equipment was due to the immediate need to continue critical operations at LSWTP. The City has been unable to submit payment for the remaining balance to Herc Rentals as the outstanding balance exceeds signatory approval.

FISCAL IMPACT

The total cost of the payment is $56,000.00 The adopted FY 2022/23 budget allocated $2,000.00 in Rental Equipment. Although the cost of the rental exceed the budget line item, staff has identified funding in the current budget to cover the remaining costs. No additional funds are necessary.

RECOMMENDED ACTION

Approval of a resolution authorizing the payment for the rental of decanting pump in the amount not to exceed of $56,000.00 from Herc Rentals.

ATTACHMENTS

HERC Rental_decanting pump rental_Reso WTP (002)

CITY OF ST. HELENA

RESOLUTION NO. 2023-

Resolution authorizing the payment to Sunbelt Rentals for the heavy equipment rental used for material removal and disposal at the water treatment plant in the amount of not to exceed $56,000

RECITALS

A. The process for treating water at the City of St. Helena Water Treatment Plant includes the accumulation waste material; and

B. On as needed basis depending on water production demand, the material is removed and disposed; and

C. The costs associated with the sludge removal project including the heavy equipment rental, transport and disposal are budgeted in Fiscal Year 2022-23 from equipment rental budget; and

D. A purchase order was not secured for the rental of the decanting pump from Herc Rentals in the amount of $56,000; the budget amount for rental equipment FY 23/24 was $2000.00; and

E. This balance was subsequently exhausted as the decanting pump remained at the LSWTP and was utilized in all phases of the project spanning several months, October 2022 to June 2023; and

F. Staff is recommending approval of resolution authorizing the payment to the Herc Rentals for a total not-to-exceed amount of $56,000.

RESOLUTION

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

Approves the payment to Herc Rentals for the decanting pump rental used for decanting operations of the sludge ponds at the water treatment plant in the amount of not to exceed $56,000.00.

Approved at a Regular Meeting of the St. Helena City Council on 13th day of June, 2023, by the following vote:

Mayor Paul Jamison 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 - 13 Jun 2023

Agenda Section: **CONSENT ITEMS**

Subject: **Request to approve a resolution approving the appeal of a Planning Commission denial and approval of Demolition Permit and Design Review (file # PL 21-044), for the demolition of an existing single-family dwelling and accessory structures in order to accommodate the construction of a new single-family dwelling and accessory structures at a property located at 2126 Madrona Avenue within the Twenty-Acre Agriculture (A-20) zone.**

CEQA Determination: **Exempt**

Prepared By: Maya DeRosa, Community Development Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

The appellant submitted an application on November 5, 2021, requesting approval of a resolution granting a demolition permit and design review in order to demolish an existing single-family residence to accommodate the construction of a new single-family home on the property located at 2126 Madrona Avenue in the Twenty-Acre Agriculture zoning district.

The Planning Commission considered the applicant's request at a meeting held on October 18, 2022. Due to concerns expressed by Planning Commissioners and members of the public, such as potential inconsistencies with the General Plan and numerous concerns expressed by neighbors to the project, the Planning Commission requested that the applicant:

- Hold meetings with the neighbors, install story poles to show the massing of the proposed project;

- Provide the Planning Commission with information that is responsive to the neighborhood concerns; and
- Inform the Planning Commission if the applicant proposes any revisions in response to the concerns expressed by the public and/or Commissioners.

A project status update was given at the December 6, 2022, Planning Commission meeting. The applicant provided photos of the story poles and some details related to the two neighborhood meetings that occurred on November 6, 2022, and November 19, 2022, respectively. Additionally, as requested by the Planning Commission, Spottswoode Winery provided an anticipated vineyard production assessment for the December 6, 2022, Planning Commission. The Planning Commission requested that staff and the project applicant have all final revisions completed in a timely manner, and set March 7, 2023, as the hearing date to bring the project back to the Commission for review.

At the March 7, 2023, public hearing, additional public comments were received from neighbors who had concerns that the applicant had not made sufficient revisions to address concerns raised at the earlier Planning Commission meetings and comment letters.

The Planning Commission has the discretion to independently consider the consistency of the project with the General Plan as required by Design Review finding SHMC Section 17.164.030 (A) (1):

> *A. In addition to the purposes prescribed in Section 17.164.020, the following factors shall be considered by the planning commission in reviewing all applications:*
>
> *1. Consistency and compatibility with applicable elements of the general plan.*

The Commission ultimately determined that the project is inconsistent with General Plan policies LU5.1 and LU5.3 due to the net loss of 0.53-acre of agricultural uses that would result from the project and voted to deny the project (3-1).

On March 21, 2023, the appellants filed an appeal of the Planning Commission's denial to the City Council in accordance with St. Helena Municipal Code (SHMC) Section 17.08.180.

On April 25, 2023, the City Council heard the denial appeal and after a lengthy public comment period and discussion, moved to continue the item for further discussion to another public hearing for the fifth and final hearing.

On May 17, 2023, the City Council, at a public hearing by a 3-1 vote, directed City staff to prepare a resolution that would reverse the Planning Commission denial of the applicant's application, and thereby approve the demolition permit and design review (file # PL 21-044) with the request to add a condition of approval regarding future fencing so it would not block the views of neighbors across Fir Hill.

DISCUSSION

At the May 17, 2023 City Council meeting, the City Council found that given the fact that the proposed project is consistent with the limitations on residential development in the A-20 zoning district that implement the General Plan, the proposed project is not inconsistent with General Plan policies LU5.1 and LU5.3.

The attached resolution approves the Demolition Permit and Design Review Permit subject to conditions of approval for the proposal to demolish existing residential structures and to construct a new single-family residence and accessory structures at 2126 Madrona Avenue. The resolution also finds that the proposed single family home is not subject to CEQA both because the City has limited discretion when considering demolition and design review permits, and separately that the project is exempt from CEQA under State CEQA Guidelines section 15303, and lastly includes findings supporting the approval of the demolition and design review permits.

FISCAL IMPACT

All fees associated with the appeal application have been borne by the appellant.

RECOMMENDED ACTION

Based on the May 17, 2023, approval of appeal (file # 23-010), staff recommends the City Council approve the attached resolution granting the demolition permit and design review approval to 2126 Madrona Avenue (file # PL 21-044) and finding the approval not subject to CEQA and exempt from CEQA under State CEQA Guidelines Section 15303.

ATTACHMENTS

Attachment 1 - Resolution

CITY OF ST. HELENA CITY COUNCIL
RESOLUTION NO. 2023-

GRANTING DEMOLITION PERMIT AND DESIGN REVIEW APPROVAL TO 2126 MADRONA AVENUE (File No. PL21-044) AND FINDING THE APPROVAL NOT SUBJECT TO CEQA AND EXEMPT FROM CEQA UNDER STATE CEQA GUIDELINES SECTION 15303

PROPERTY OWNER: Lorraine and Joe Berchtold **APN:** 009-470-010

Recitals

1. The applicants submitted an application on March 16, 2021; requesting approval of a resolution granting a demolition permit and design review in order to demolish an existing single-family residence to accommodate the construction of a new single-family home on the property located at 2126 Madrona Avenue in the Twenty-Acre Agriculture (A-20) zoning district; and
2. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on March 7, 2023, where action was taken to deny the applications;
3. On March 23, 2023, the appellants filed an appeal of the Planning Commission's denial to the City Council in accordance with St. Helena Municipal Code (SHMC) Section 17.08.180; and
4. The City Council considered the appellants' appeal at a duly noticed public hearing on April 25, 2023, and considered the demolition permit and design review applications in their entirety, and continued the meeting to a special meeting date. On May 17, 2023, the City Council, after reviewing materials provided from the Planning Commission public hearing, as well as considering the staff report and record of the proceedings before the City Council, the written evidence submitted for the Council public hearing, and the testimony and other evidence submitted at the Council public hearing, the Council, by a 3-1 vote, directed City staff to prepare a resolution that would reverse the Planning Commission denial of applicants' applications, and thereby approve the demolition permit and design review applications for the property located at 2126 Madrona Avenue and provide that resolution for consideration at a future Council meeting.

Resolution

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

A. The City Council hereby approves the appeal and reverses the Planning Commission's denial of a demolition permit and design review for the demolition of an existing single-family residence to accommodate the construction of a new single-family home on the property located at 2126 Madrona Avenue in the

Twenty-Acre Agriculture (A-20) Residential zoning district. The City Council's approval of the demolition permit and design review application is subject to the conditions of approval set forth in this Resolution and is based on the findings as set forth herein.

B. The City Council hereby finds that the project is not subject to the California Environmental Quality Act (CEQA) for two independent reasons. First, the approval of a demolition permit and design review for a project within the City is not subject to CEQA because the City has limited discretion when considering these approvals. (See State CEQA Guidelines, § 15060(c)(1); Pub. Resources Code, § 21080(b)(1).) The proposed residence is located in the A-20 Zoning District, and the development of a single-family residence in the A-20 zone is permitted by right. The City Council's discretionary review of the proposed project is expressly restricted to design review consistent with Chapter 17.164 of the St. Helena Municipal Code; the City Council has fully considered the aesthetic and design criteria of Chapter 17.164 and determined that the proposed single-family residence is consistent with those criteria. There are therefore no design related environmental impacts arising from the proposed project, and no further CEQA review is permissible. Second, and in the alternative, the proposed Project is exempt from CEQA under State CEQA Guidelines section 15303, which exempts from CEQA the construction and location of various structures, including a single-family residence. The project here falls squarely within the exemption, as the project entails the construction of a single-family residence. The project is thus exempt from CEQA.

C. Pursuant to St. Helena Municipal Code (SHMC) Section 17.164.050(G), the City Council makes the following findings to support the motion to approve the Demolition Permit to allow for the demolition the existing structures on-site:

1. That, based on the public record and testimony presented at a public hearing, the building to be demolished is determined not to be a significant architectural or historical building;
2. That the demolition does not eliminate elements that are required to maintain the essential character of the neighborhood; and
3. That the design review of the proposed replacement structure is approved prior to approval of the demolition of a housing structure.

The findings are based on the following information included in the public record: The existing home was constructed in 1883 but does not appear on the St. Helena Historic Resource Inventory. A Historic Resources Evaluation was conducted for the existing structures on the site. The evaluation concluded that substantial alterations occurred outside of the historic era, the structures lack architectural significance, historic significance, or association with historic persons required for historic listing. The evaluation determined that none of the existing structures on the site meet the required criteria of significance necessary for eligibility for the California Register of Historic Resources (CRHR), the National Register of

Historic Places (NRHP), or the St. Helena Historic Resource Inventory. Demolition of the existing structures would not be contrary to the requirements of the SHMC Section 17.164.050(G), and demolition of the structures will not occur prior to approval of design review for the replacement structures, which approval is also granted by this Resolution.

D. In accordance with the design review criteria identified in SHMC Section 17.164.030, the City Council has considered all of the following design criteria, and determined that the application for the proposed single family residence takes reasonable account of the items set forth in St. Helena Municipal Code Sections 17.164.010 through 17.164.030, and the design review application should therefore be approved. The City Council's consideration of each of the design review criteria set forth below was based on the entirety of the record before the City Council, and is not limited to the explanations of consistency as set forth herein.

1. Consistency and compatibility with applicable elements of the general plan;

The City Council disagreed with the Planning Commission's finding that the project is inconsistent with General Plan policies LU5.1 and LU5.3 due to the removal of existing farmland for non-agricultural uses. The applicants have stated that the portion of existing vineyard proposed for removal to accommodate the project is the least viable for rehabilitation, has partnered with the Spottswoode Winery to rehabilitate the remaining vineyard, and has proposed to add an additional 0.13-acre of fruit and olive trees to the existing 0.20-acre orchard and plans to establish an estate olive oil in an effort to continue and preserve the majority of the agricultural uses on the site. Further, Policies LU5.1 and LU5.3 are implemented through limitations set forth in the City's Zoning Code on nonagricultural coverage on lots of two acres or greater to no more than one acre, and providing that no more than one acre of any one parcel may be removed from agricultural use. The City Council finds that given the fact that the proposed project is consistent with the limitations on residential development in the A-20 that implement the General Plan, the proposed project is not inconsistent with General Plan policies LU5.1 and LU5.3. Further, the City Council finds that, based on the materials and information included in the public record, the proposed development is consistent with General Plan policies LU2.2, PF1.1, CD3.2, HE1.5, HE2.4, and HE2.6.

2. Compatibility of design with the immediate environment of the site;

The City Council finds that the design of the single-family home is compatible with the immediate environment of the site. The proposed primary residence is very large, but a significant portion of the home will be located in a basement level not visible from the street. Additionally, the applicant has worked with City staff to break up the façade fronting Fir Hill Drive. At the direction of the Planning Commission, the applicants held meetings with the neighboring residents and made subsequent minor revisions intended to minimize the

massing while preserving the vineyard and mountain views of neighboring properties, including relocating the ADU an additional 15' back from Fir Hill Drive and 5' closer to the house, reduction of the pool size, and reorientation of the pool and bocce court. The house design will utilize earth tone paints, cement plaster, and natural accent elements such as stone, wood, and metal.

3. Relationship of the design to the site;

   The project proposes removal of approximately 0.66-acre of existing 5.08-acres of vineyards from the site and demolition of the existing structures to accommodate the proposed primary residence, garage, accessory dwelling unit, pool, bocce court, the addition of approximately 0.13-acre of fruit and olive trees to the existing 0.20-acre orchard, and rehabilitation of the remaining 4.42-acres of vineyards. The proposal meets or exceeds all setback requirements and exceeds the off-street parking requirements and provides adequate circulation for vehicles. A 5-foot wall located outside of the front setback is designed to screen a portion of the motor court from street view.

4. Determination that the design is compatible in areas considered by the Council as having a unified design or historical character;

   The surrounding area has a mix of historic and non-historic development. The project site is developed with a residential structure originally constructed in 1883 but has been determined not to have any historic value that would be eligible for national, state, or local historic registration. The project has been designed to minimize impact on the surrounding area through use of articulation, layered massing, exterior treatment of earth tones and natural materials, and undergrounding of a large portion of the proposed residence.

5. Whether the design promotes harmonious transition in scale and character in areas between different designated land uses;

   Aside from the nearby historic Spottswoode Winery, which is located in the Winery district, the property is completely surrounded by A-20 lands developed with primarily residential uses that have not retained on-site agricultural uses. The proposal includes the removal of 0.66-acre of existing vineyards and rehabilitation of the remaining 4.42-acres of vineyards for wine production and includes the addition of olive trees which will be used in the production of an estate olive oil, to retain the agricultural nature of the existing lands, and a new residence to replace the existing residence in an area that is developed with other residential structures of various shapes and sizes.

6. Compatibility with future construction both on and off the site;

   The single-family home that is the subject of this application is a new residential use. Concurrently with the construction of this home, the applicants plan to proceed with the rehabilitation and reuse of the existing vineyard and

installation of olive trees for the production of an estate olive oil, consistent with the surrounding A-20 zone which allows agricultural and residential uses.

7. Whether the architectural design of structures and their materials and colors are appropriate to the function of the project;

The project will use earth tones and natural elements, undergrounding of a large portion of the proposed structure, façade articulation, layered massing, and a step back of the second story as well as setbacks exceeding the minimum requirements of the A-20 zone.

8. Whether the planning and siting of the various functions and buildings on the site create an internal sense of order and provide a desirable environment for occupants, visitors and the general community;

Because the project proposes a large residence, the planning and siting of the buildings has been critical to the overall design. The applicants will underground a large portion of the primary residence that is the subject of this application, provide articulation, layered massing, and a step back of the second story, as well as setbacks greater than the required minimums. Additionally, the project proposes more than the required parking and on-site circulation and can easily accommodate the residents of the home as well as guests.

9. Whether the amount and arrangement of open space and landscaping are appropriate to the design and the function of the structure;

In conjunction with the development of the single-family residence that is the subject of this application, the applicant intends to remove 0.66-acre of existing vineyards and rehabilitation of the remaining 4.42-acres of vineyards for wine production and includes the addition of 0.21-acre of olive trees to an existing 0.13-acre orchard, which will be used in the production of an estate olive oil. The proposed site plan also includes a bocce ball court and ornamental landscaping. Although the project proposes the removal of existing farmland (a total net loss of 0.53-acre), this is one of the only properties along Fir Hill Drive that contain a residential use that has retained any on-site agricultural use, and the overall coverage of nonagricultural uses is consistent with the zoning requirements in the A-20 Zoning District.

10. Whether access to the property and circulation systems are safe and convenient for pedestrians, cyclists and vehicles;

The project proposes more than the minimum required parking and on-site circulation can easily accommodate the residents of the home as well as guests.

11. Whether natural features and vegetation are appropriately preserved and integrated with the project;

The project will remove the 0.66-acre of the existing vineyard and will preserve and rehabilitate the remaining 4.42-acres of vineyards for wine production in partnership with the nearby Spottswoode Winery.

12. Whether the materials, textures, colors, and details of the construction are an appropriate expression of its design concept and function and whether they are compatible with the adjacent and neighboring structures and functions;

    The design uses earth tone paints, cement plaster, and natural accent elements such as stone, wood, and metal which are materials found on other surrounding homes. The primary residence has been designed with larger than required setbacks, undergrounding of a large portion of the proposed residence, façade articulation and layered massing in order to preserve the mountain and vineyard views of surrounding properties. The above ground portion of the proposed primary structure is 7,950 square feet, which is approximately 2,300 square feet larger than the largest existing home in the surrounding neighborhood. However, the next largest home, which is 5,633 square feet in size, is located on a property that is only one acre in size and has a floor area ratio (FAR) approximately twice the FAR of this proposal. Therefore, in evaluating compatibility with adjacent and neighboring structures, the size of the home in relation to the parcel on which it is proposed, and not just size alone, is an important factor.

13. Whether the landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors, create a desirable and functional environment and whether the landscape concept depicts an appropriate unity with the various buildings on the site;

    The proposed structures will be surrounded on the front and sides with 0.33-acre of fruit and olive trees, and gardens designed to create visual interest in contrast with the earth tones used for the structures and functionality for the residents.

14. Whether sustainability and climate protection are promoted through the use of green building practices such as appropriate site/architectural design, use of green building materials, energy efficient systems and water efficient landscape materials.

    The landscaping has been designed to create a desirable and functional environment and includes several garden areas, and several fruit and olive trees, while preserving approximately 4.42-acres of the existing vineyards. Construction will comply with the California Green Code and will incorporate solar panels, and water efficient landscaping.

Planning Department Conditions of Approval

E. The City Council approves a demolition permit and design review application for the above-described project subject to the following conditions of approval. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance of a building permit.
2. The design review shall be vested within one (1) year from the date of final action. A building permit for the use allowed under this approval shall have been applied for within one (1) year from the effective date of this action or the approval shall expire, provided however that the approval may be extended for up to two (2) one-year periods pursuant to the St. Helena Municipal Code, Section 17.08.130, Extension of Permits and Approvals.
3. Any request for an extension of this approval shall be justified in writing and received by the Planning Department at least thirty (30) days prior to expiration.
4. The approvals shall not become effective until fourteen (14) calendar days after approval.
5. All required fees, including planning fees, development impact fees, residential in-lieu housing fees, building fees, toilet retrofit fees, and St. Helena Unified School District fees shall be paid prior to issuance of a building permit. Fees shall be those in effect at the time of the issuance of the building permit.
6. Pursuant to City Council Resolution 2003-65, the owner and applicant are informed ofthe following:

   Prior to issuance of a building permit, in recognition of the need for additional affordable housing, and to mitigate the effectsof this development on the supply and demand of affordable housing, the permitee shall be subject to a Housing Impact Fee, an inclusionary requirement, an in-lieu fee, and/or similar fair and appropriate mechanisms, to provide funds for or to develop additional affordable housing.
7. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than prior to occupancy or initiation of use unlessanother time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
8. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the

applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

9. Provided they are in general compliance with this approval, minor modifications may be approved by the Planning Director.
10. Pursuant to St. Helena Municipal Code Section 17.08.110, this permit shall run with the land and shall be binding upon all parties having any right, title or interest in the real property or any part thereof, their heirs, successors and assigns, and shall inure to their benefit and benefit of the City of St. Helena.
11. The primary purpose of this review is for compliance with the General Plan and Zoning Ordinance. The property owners or their designee shall be responsible for meeting with the Building Official, Fire Inspector and or Public Works Department to review compliance with Building Codes, Fire Codes and specific Public Works Standards including fire protection systems and any applicable accessibility standardsof Title 24.
12. Construction shall be in compliance with plans submitted and reviewed by theCity Council on May 17, 2023, except as modified herein.
13. During construction, the project site shall be adequately fenced and secured to prevent trespassing.
14. Any future fencing along the vineyard (Fir Hill side of the property) beyond the 1 acre development area shall be non-view obstructing and visually open (such as deer fence, hog wire, split rail, or the like). These restrictions do not apply to the fencing surrounding the 1 acre development area.
15. No new landscaping shall be installed while the City is in a declared Phase II or Phase III water emergency.
16. Exterior lighting shall be directed or shielded to prevent glare onto public roadways oradjacent properties.
17. To reduce disturbance of residents in the project vicinity, construction activities whichgenerate noise that can be heard at the property line of any parcel of real property within the City limits shall be limited to 8:00 a.m. to 5:00 p.m. Monday through Saturday. Delivery of materials/equipment and cleaning and servicing of machines/equipment shall be limited to 7:00 a.m. to 6:00 p.m. Exceptions to these time restrictions may be granted by the Public Works Director for one of the followingreasons: (1) inclement weather affecting work, (2) emergency work, or (3) other work,if work and equipment will not create noise that may be unreasonably offensive to neighbors as to constitute a nuisance. The Public Works Director must be notified and give approval in advance of such work. No construction activities shall occur on Sundays or federal or local holidays that generate noise that can be heard at the property line of any parcel of real property within the City limits.

Public Works Department Conditions of Approval

18. An Encroachment Permit is required for all work within City right-of-way. Encroachment Permits will not be issued prior to the approval of the Improvement Plans.
19. A separate utility connection directly between the ADU and the utility is required (SHMC 17.116.030). Backflow prevention devices shall be installed; all public improvements utility connections shall be designed in accordance with the City of St. Helena's Construction Standards (SHMC 16.32.230).
20. The applicant shall verify that the existing water service and meter sizes are adequate to provide domestic and sprinkler water to the proposed residence. If the existing meter size and/or services size is not adequate, the applicant shall replace the existing piping and/or meter with the appropriate size and be responsible for any fees associated with increasing the meter size.
21. An onsite wastewater treatment (septic tank) system, conforming to Napa County technical standards and plans approved by Napa County Environmental Services shall be submitted for approval prior to clearance for issuance of a building permit. Alternatively, a sanitary sewer extension and district annexation shall be pursued. All facilities shall be constructed in accordance with City of St. Helena Standards and Specifications. Sanitary sewer facilities shall be installed prior to the issuance of Certificate of Occupancy.
22. Post-construction storm drain runoff shall be limited to pre-construction levels. The improvement plans shall demonstrate that flows will not increase due to improvements being installed with this project. No lot-to-lot drainage is allowed. All site drains must be connected to the public stormdrain system or discharged through the face of curb or to an established waterway.
23. The City has adopted the latest edition of the Bay Area Stormwater Management Agencies Association (BASMAA) Post-Construction Manual. Applicant is responsible for construction plan conformance in accordance with the BASMAA Manual, SHMC Section 13.32 et. seq., and the State Water Resources Control Board Phase II Municipal Separate Storm Water System (MS4) General Permit (Order 2013-0001 DWQ). Approval of the project by Planning Commission does not constitute compliance with storm water regulations nor a right to develop per approved plans unless this condition of approval is fully satisfied.
24. The Applicant shall provide an Erosion and Sediment Control Plan (ESCP) and a schedule for implementation of approved measures to the Public Works Department for review and approval with the first improvement plans submitted for review. A grading permit shall not be issued until the erosion and sediment control plan is approved.
25. The Applicant shall keep adjoining public streets free and clean of project dirt, mud, materials, and debris during the construction period, as is found necessary by the PublicWorks Director.

26. The Applicant shall construct all of Public Improvements generally shown on the DesignReview Plans and more specifically described below:
    a. As there are no existing curb, gutter and sidewalk improvements fronting the property and no immediate future plans for new improvements, the proposed driveway fronting Madrona shall be constructed in accordance with County of Napa Standard P-2 (Driveway Connection to Arterial Roads – RuralRoads.
    b. All landscaping and fencing along the front and side yards shall be installed such that they provide adequate sight distance and conform to City Standard 324 regarding Visibility and Fencing.

27. Any excavation adjacent to the historic oak on Madrona Avenue shall comply with Section 2-1 04 Protection of Vegetation of Saint Helena City Public Works standards.

28. Preservation of the historic oak tree within the public right-of-way along Madrona Avenue shall comply Section 12.24.150 Protection of protected trees during and after construction activity of the SHMC.

29. Prior to the issuance of a grading permit or building permit, whichever occurs first, the applicant (or tree professional) shall place orange construction fencing around the tree dripline and it must extend 5’ beyond the drip line and have it inspected by the City Arborist with a written verification that the location of the construction fencing is in acceptable location. (This will exclude any part of the drip line extending into the pavement on Madrona Avenue).

30. Prior to the issuance of any permit, the homeowner or permit applicant must place 4” of mulch below the entire dripline of the tree but 1’ away from trunk flare. (This will exclude any part of the drip line extending into the pavement on Madrona Avenue).

31. In order to eliminate competition and help continue to preserve the Heritage Oak tree, the City Arborist recommends the property owner remove the adjacent redwood tree next in the canopy of the Heritage oak prior to the issuance of a building permit.

32. Prior to the issuance of a building permit, the applicant is required to prepare a Water Use Analysis according to the Water Neutrality regulations, which relies on the use of a well for agricultural irrigation purposes. The applicant shall provide evidence of permit processing through Napa County or provide studies to show that the on-site agricultural uses will either be dry farmed, as is currently the case, or will be irrigated exclusively through the well, with the remainder of the development, including landscaping, meeting the water neutrality requirements.

Building Department Conditions of Approval

33. The applicant will be required to comply with the codes adopted at the time the applicant applies for a building permit. At this time the City of St. Helena utilizes the 2022 Title 24 codes.

34. When submitting plans for a building permit, the plans shall include all documentation listed on the building permit application checklist.

35. The applicant shall provide a construction waste management plan with the building permit application.

36. The plans for construction shall include a checklist for compliance with the California Green Buildings Standards Code, mandatory measures. Provide a reference on the checklist indicating where the mandatory measures can be found on the plans.

37. When submitting plans, the title page shall include all information referenced on the building permit application checklist Title Page requirements.

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

39. Any deferral of the required submittal items shall have prior approval of the Building Official; however, deferral of the fire sprinkler design is not allowed.

40. A separate permit submittal is required for demolition of existing structures, construction of pools, installation of generators and PV-systems.

41. Properties that are on septic systems or are intending to abandon a septic system are encouraged to contact Napa County Environmental Health Department early in the process to prevent project delays. A permit is required for demolition of existing septic systems from the Napa County EHD.

Fire Department Conditions of Approval

42. Plans submitted for building permit shall exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36 and include compliance with vegetation hazard mitigation requirements of Section 8.08.010 (E)(9) of the St. Helena Municipal Code.

43. Fire sprinklers shall be installed as required by Fire Code and the Fire Department.

44. One hour minimum fire-resistant construction on all exterior walls within 10' of property boundary is required. Fire resistant construction of interior walls shall be determined by type of occupancy.

45. Any gates installed to control vehicular access to a property are required to be setback 30-feet from the property line and/or edge of pavement, whichever is greater. No vehicle gates may be installed without Fire Department and Public Works Department's review and explicit approval.

I HEREBY CERTIFY that the foregoing demolition permit and design review application was duly and regularly approved by the City Council of the City of St. Helena at a regular meeting of said City Council held on June 13, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Cindy Tzafopoulos
City Clerk

Buchalter

1230 Pine Street
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June 12, 2023

SENT VIA EMAIL

Mayor Paul Dohring
Members of the St. Helena City Council
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Re: 2126 Madrona Avenue, St. Helena - Berchtold

Dear Mayor Dohring and Members of the St. Helena City Council:

On behalf of the applicant, we respectfully submit the following response to the Block & Block letter's comments that the City Council's approval of the Berchtold Residence (the project) should be subject to environmental review under the California Environmental Quality Act (Pub. Resources Code §§ 21000 *et seq*.) ("CEQA"). For reasons set forth in the Planning Department's staff report and technical information included in the project application, as further discussed below, the project is exempt from CEQA.

The project is categorically exempt in accordance with CEQA Guidelines Section 15301.

Planning Department Staff correctly concluded[1] that the project is exempt from the requirements of CEQA pursuant to Sections 15301 and 15303. Single-family homes are categorically exempt from CEQA. (Cal. Code Regs., tit. 14, §§15303(a), 15300.2.) Specifically, the project involves the construction of a single-family residence and thus falls squarely within the exemption under CEQA Guidelines section 15303.

Any project that fits within a Class 1 categorical exemption has been inherently determined by the Secretary of Natural Resources Agency not to have significant environmental impacts.

[1] For example, see Staff Reports dated April 25, 2023, and May 17, 2023.

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Berkeley Hillside Preservation v. City of Berkeley (2015) 60 Cal.4th 1086, 1104. In *Berkeley Hillside* the Supreme Court established the two-part test to determine whether the "unusual circumstances exemption" applies precluding a categorical exemption. Under the agency-deferential substantial evidence standard, the petitioner must establish an "unusual circumstance" by showing that a project "has some of the features that distinguishes it from others in the exempt class," and if "unusual circumstances" are present, the petitioner must also establish that the unusual circumstances gives rise to a "reasonable possibility that the activity will have a significant effect on the environment." *Id*. at 1105. Here, that burden is not met as further explained below.

The project is categorically exempt from CEQA under CEQA Guidelines Section 15303.

The Class 3 categorical exemption applies to the construction of "*up to three* single-family residences." (CEQA Guidelines, § 15303(a).) The Berchtold residence consists of one single family residence and qualifies for a Class 3 exemption. Not only does this exemption apply to single-family homes, but it also expressly applies to swimming pools. (CEQA Guidelines, § 15303(e).)

The property is zoned *A-20*, which permits "one single-family dwelling per parcel." (S.H.M.C., § 17.20.020(A).) Thus, since the City has determined the *A-20* zone is appropriate to accommodate a single-family home, this can be considered a "residential zone" for the purposes of the Class 3 categorical exemption. Consistent with the A-20 zone, the project includes one single family home. Even if the ADU is included and the project includes two homes, it is still less than 3 single-family residences as allowed under the Class 3 exemption.

Moreover, the project is compatible with the neighborhood. The Berchtold residence consists of 7,950 square feet above ground. The next largest house in the neighborhood, which is 5,633 square feet, is located on a one acre parcel and has a floor area ratio of approximately twice the size of the Berchtold residence. In later litigation over the Berkeley Hillside project discussed above, the Court of Appeal, applying the Supreme Court's earlier *Berkeley Hillside* decision, concluded that "the size and scale of [a] home do not present unusual circumstances" in evaluating a Class 3 categorical exemption. (*Berkeley Hillside Preservation v. City of Berkeley* (2015) 241 Cal.App.4th 943, 957.) There, the court upheld the applicability of the Class 3 exemption to a uniquely large single-family home (one of the largest in the city, which included a 3,400 square foot 10-car garage in its proposal)[2] in the Berkeley hills. The court rejected any contentions that "the home's size and location" were so distinguishable from neighboring residences to invoke the unusual circumstances exception. (*Id.* at pp. 956-57.) Even evidence that

[2] *Berkeley Hillside Preservation*, *supra*, 241 Cal.App.4th at 947.

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a traffic management plan was required in order to address the alleged "massive excavation" needed for the project, "was not a mitigation measure that precludes application of categorical exemptions." (*Id.* at pp. 959-60.) Thus, the size and scale of the Berchtold home here simply do not rise to the level of unusual circumstances that would disqualify it from a Class 3 categorical exemption.

No exceptions to the Class 1 and Class 3 categorical exemptions apply that would warrant CEQA review.

The Block & Block letter contends that the project would result in significant impacts on groundwater, water quality, agricultural uses and historic resources thereby triggering the exceptions to the categorical exemptions. However, Block & Block did not provide any substantial evidence to support their claims, and all of the analyses conducted as part of the City's review of the project application demonstrate that the project would not result in a significant environmental impact warranting review under CEQA.

First, there is no evidence that the water use at the Berchtold's residence would constitute an "unusual circumstance" triggering the exception to the Class 3 categorical exemption. The application included water usage rates and information regarding an available water supply for the house. This is no different than the Court of Appeal's finding in *Walters v. City of Redondo Beach* (2016) 1 Cal.App.5th 809, 814, 826. In *Walters*, the Court upheld the Class 3 exemption applied to a commercial car wash and coffee shop with landscaping and a "water feature" on a 25,000 square foot lot. If a water-intensive car wash is permitted to invoke the Class 3 exemption (an exemption which is also permissible for multi-family residential uses, motels, restaurants, and other commercial uses), there is no reason that the water use at a proposed single-family home would constitute an "unusual circumstance." Based on the technical information included in the project application, the City validly concluded that the Section 15303 exemption applies to this project.

Second, the Berchtold project is also one of the only properties along Fir Hill Drive with a residential use that has retained any on-site agricultural use. Thus, the project would not result in a significant impact to agricultural resources. Similarly, the project would not have a significant impact on historic resources as a historic resources evaluation confirmed that the existing residence is not a historic resource.

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With respect to water quality and stormwater related impacts, the evidence shows that a Stormwater Control Plan has been reviewed and accepted by the Public Works Department for stormwater runoff during construction activities. Specifically, the project civil plans show that water flows away from Fir Hill Drive across the site and toward the stormwater facilities located within Madrona Avenue. Further, the applicant will install two bioretention basins with a total capacity of 2,025 cubic feet, or 5 times the output from a 100-year storm, along with a 1' deep, 6' wide bio-swale around the perimeter of the area proposed for grading and development. Thus, the project would not result in any significant water quality or stormwater impacts.

The scope of the City's review is limited to the action before it.

Finally, as noted by the City Attorney, the case of *McCorkle Eastside Neighborhood Group. et al. v. City of St. Helena, et al.* (2019) 31 Cal.App.5th 80 is instructive. Therein, the Court found "When a project involves both discretionary and non-discretionary actions, it will be deemed discretionary. However, the discretionary component of the action must give the agency the authority to consider a project's environmental consequences to trigger CEQA." *Id*. at 90. As stated, CEQA applies only to discretionary project approvals. This is because CEQA review would be an idle act where the lead agency's decision is ministerial, and it thus lacks the authority under the governing law to deny or condition a project in a way that could meaningfully address any significant environmental effects such review might disclose. Stated differently, all discretionary decisions do not trigger a CEQA review, instead the discretion must be meaningful and relate to the environmental issues.

CEQA cannot expand the nature or scope of the discretionary authority granted by a local ordinance. "CEQA…recognizes that an agency's discretion is limited by its own legal observations. Accordingly, where a legal obligation limits an agency's discretion, the scope of environmental review likewise is limited." *Tiburon Open Space Committee v. County of Marin* (2022) 78 Cal.App.5th 700, 732.

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For all of these reasons, the City's determination that the project is categorically exempt from CEQA is proper. "CEQA was meant to serve noble purposes, but it can be manipulated to be a formidable tool of obstruction." *Tiberon Open Space Committee*, *supra*, at 782. The opponents here should not be able to make CEQA serve their own interests (which is to block the project altogether) when the evidence supports the conclusion that the project would not trigger CEQA review because the project would not result in a significant environmental impact.

Respectfully submitted.

Very truly yours,

BUCHALTER
A Professional Corporation

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Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **OLD BUSINESS**

Subject: **Consideration and Proposed Approval of a Resolution Adopting the FY 2023-24 and FY 2024-25 Biennial Budget.**

CEQA Determination: **Not a CEQA project**

Prepared By: Mandy Kellogg, Administrative Services Director

Reviewed By: April Mitts, Assistant City Manager

Approved By: Anil Comelo, City Manager

BACKGROUND

Preparation of the FY 2023-24 and FY 2024-25 Operating Budget began in January 2023 and is a culmination of input from the City Council, Executive Staff, and Department Staff. The FY 2023-24 and FY 2024-25 Budget is being presented to the City Council for adoption.

The City Council is required to adopt estimates of revenues and expenditures on a fiscal year basis and, per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget submitted to the City Council with adoption no later than June 30th.

The following is a brief summary of the development of the budget document.

FY 2023-24 and 2024-25 Budget Development

During budget development staff was guided by the following considerations:

- Alignment with City Council Goals:
  1. *Financial Sustainability*
  2. *Infrastructure and Environmental Sustainability*
  3. *Water Security*

4. *Community Information & Engagement*
5. *Quality of Life*

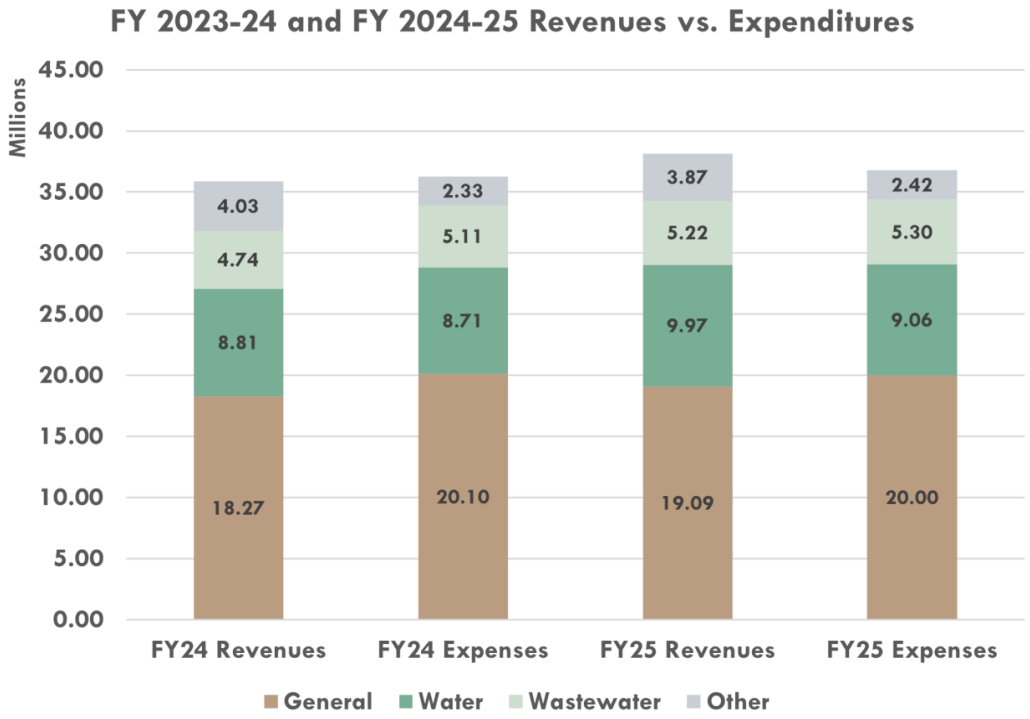
- Alignment with City Council Workplan tied to Goals
- Conservative Revenue Assumptions
- Health Care Cost Increases
- Change to Labor Costs (separate City Council action will be required at a subsequent meeting to implement labor agreements and salary increases), Including Addition of One Position
- One-time vs. reoccurring costs

May 23, 2023 - City staff presented the FY 2023-24 Proposed Budget to the City Council for consideration. As noted earlier, this is the first biennial budget being prepared and presented by staff to Council for consideration. In submitting budget requests, department heads have included most one-time costs in their FY 2023-24 requests and the FY 2024-25 requests were primarily based on nominal escalators. Any additional one-time expenditure requests made by departments beyond what was requested in FY 2023-24 will be brought to City Council during either the mid-year or mid-cycle reports for consideration.

DISCUSSION

The FY 2023-24 and FY 2024-25 Proposed Budget takes into consideration the City Council goals, budget priorities, and strategies as listed in the Background section of this report. The budget document provides detailed projected revenues and provides detailed projected expenditures for each department and fund. After receiving feedback from the City Council on May 23, 2023, staff made amendments to FY 2023-24 and completed FY 2024-25 utilizing the escalators presented previously.

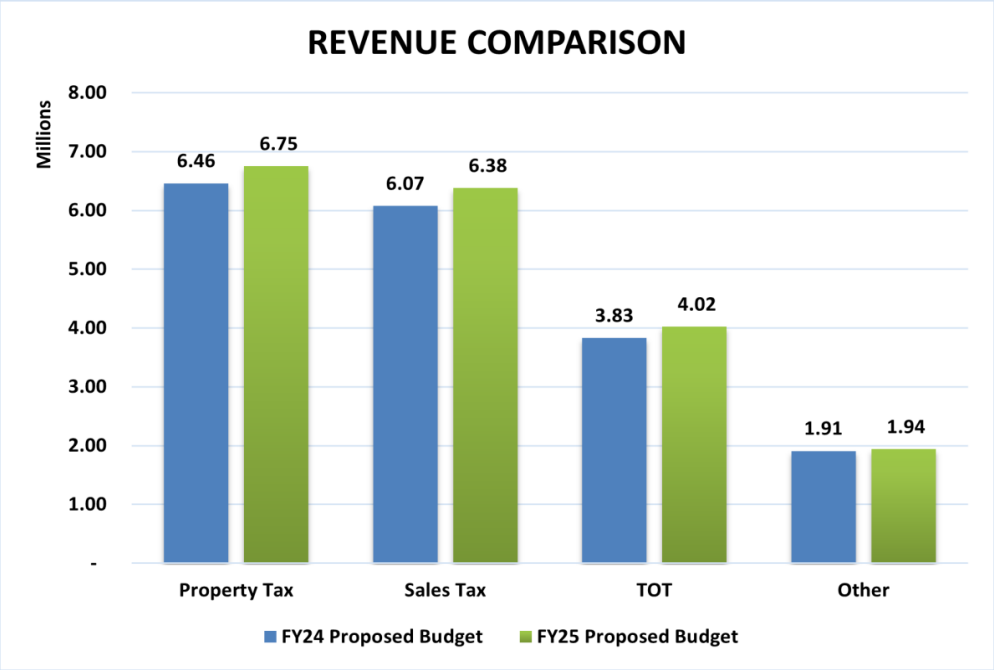
The following chart shows the Fiscal Year 2023-24 and 2024-25 Proposed Revenues and Expenses for All Funds:



The overall FY24 Projected Revenues are $35.85 million and expenses are $36.25 million. The overall FY25 Projected Revenues are $38.15 million and expenses are $36.79 million.

General Fund

Revenues
The following chart shows the Fiscal Year 2023-24 and 2024-25 Proposed Revenues for General Fund:



Proposed FY24 General Fund Revenues is estimated at $18.27 million and is broken down as follows:

- Property Tax (35%) $6.46 million
- Sales Tax (33%) $6.07 million
- Transient Occupancy Tax (21%) $3.83 million
- Other Revenue (11%) $1.91 million

Proposed FY25 General Fund Revenues is estimated at $19.09 million and is broken down as follows:

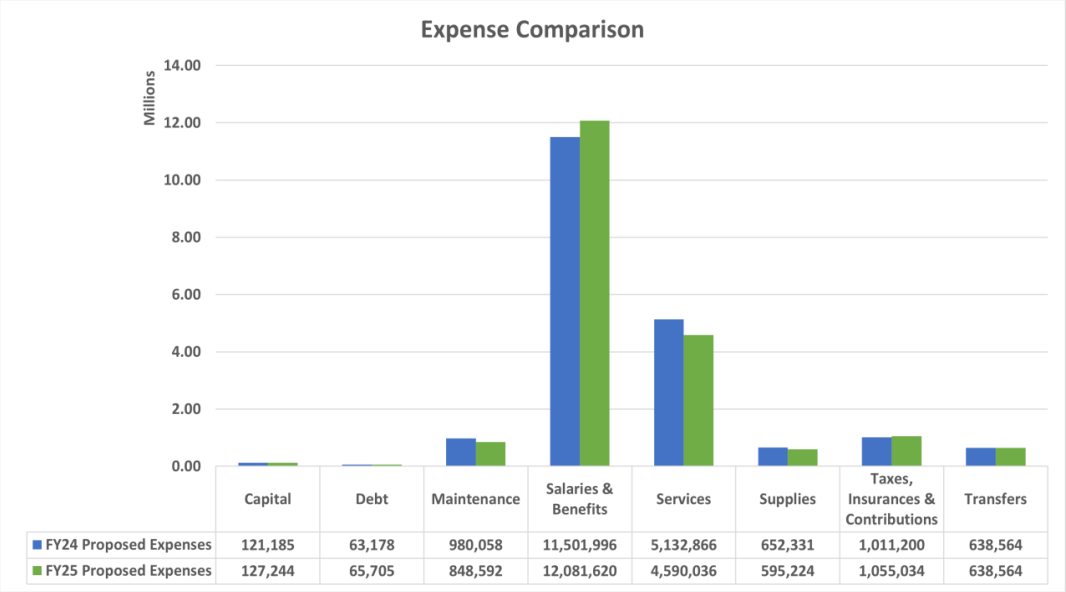
- Property Tax (35%) $6.75 million
- Sales Tax (34%) $6.38 million
- Transient Occupancy Tax (21%) $4.02 million
- Other Revenue (10%) $1.94 million

City Council and staff recognize the maintenance of a fund balance is essential to the preservation of the financial integrity of the City - unanticipated needs, demands, and opportunities will surely arise over the next 24 months, and it is prudent to program sufficient financial reserves to be available to address them. The Council has designated a fund balance (reserve) policy of 30%; however, Council has expressed interest in increasing the reserve levels. While increasing the fund balance is not being recommended at this time, staff did take this, as well as the inevitable recession, into consideration with our recommended use of a portion of the unrestricted fund balance (while still maintaining an unrestricted fund balance of 40%).

Expenses
The recommendations below have taken into consideration the following:

- Council's interest in maintaining a fund balance greater than 30%;
- Continue to maintain conservative revenue and expense projections;
- Maintain sufficient cash balance for emergencies;
- Use of unrestricted fund balance generally for one-time costs and not ongoing costs; and
- Maintain sufficient cash balance for funding contingencies related to the Wastewater Treatment Plant project. Any funding for the completion of the plant would be through an interfund loan from the General Fund to the Wastewater Fund. While not known if these funds will be needed and, if so, how much will be needed for unexpected contingencies, staff has included a placeholder of $2,000,000 in the estimated net position table (Table 3 and Table 4) to not lose sight of potential, short-term, General Fund balance impacts.

The following chart shows the Fiscal Year 2023-24 and 2024-25 Proposed Expenses for General Fund:



	Capital	Debt	Maintenance	Salaries & Benefits	Services	Supplies	Taxes, Insurances & Contributions	Transfers
FY24 Proposed Expenses	121,185	63,178	980,058	11,501,996	5,132,866	652,331	1,011,200	638,564
FY25 Proposed Expenses	127,244	65,705	848,592	12,081,620	4,590,036	595,224	1,055,034	638,564

FY24 Proposed Expenses included increases to the following:

- Salaries - Previously approved COLA in the amount of 4.2% and an additional 2% Equity adjustment for positions below the 95% of Market Median.
- Benefits - 10% increase in healthcare premiums.

- Public Works Positions - Freezing 1 FTE as Senior Civil Engineer, funding 1 FTE as Engineering Technician, and funding 1 FTE as Maintenance Worker.
- Contracts - Increased contract services to provide necessary engineering support for Capital Improvement projects.
- Maintenance - Increased maintenance costs related to supporting aging infrastructure.

FY25 Proposed Expenses included increases to the following:

- Salaries - Previously approved COLA at a maximum of 5% and an additional 2% Equity adjustment for positions below the 95% of Market Median.
- Benefits - 5% increase in healthcare premiums.
- Contracts - Contract services to provide necessary engineering support for Capital Improvement projects.
- Maintenance - Increased maintenance costs related to supporting aging infrastructure.

Non-Profit Grant Funding Recommendations
City staff received 22 applications requesting funding. Per the Policy, the applications were reviewed for completeness and all applications were presented for funding recommendations.

The City Council working group, consisting of Mayor Dohring and Vice Mayor Hall, met to review applications with City staff to make recommendations for FY 2023-24 non-profit funding. The City received a large response to the program with cumulative funding requests exceeding the program budget by $239,317.

City staff and the Council working group closely evaluated each application and made funding recommendations for applications that closely aligned with Council goals and their commitment to advancing justice, equity, diversity, and inclusion to the City. The decisions were extremely difficult and were based on both the City's continued financial constraints while balancing and ensuring the needs of the community are met to the extent possible.

Below is a listing of the organizations by grant category that submitted an application and the recommended funding for the FY 2023-24 Operations Budget:

Table 1: FY 2023-24 Non-Profit Funding Requests and Recommendations

Applicant	Description	FY24 Funding Request	FY24 Recommended Funding
Cafeteria Kids Theater - Attachment 3	Summer Drama in St. Helena	1,000	1,000

Festival Napa Valley - Attachment 4	How I See Music Education Program	16,000	8,000
Friends of the Cameo - Attachment 5	Faces of St. Helena	8,500	8,500
Music in the Vineyards - Attachment 6	MITV Connects	3,030	3,000
Napa Valley College DAS Foundation - Attachment 7	Viva Mariachi! St. Helena	14,353	5,000
Napa Valley Museum - Attachment 8	Conservation & Exhibition of Sophie Alstrom Mitchell's Wildflower Watercolors	10,392	-
Our Town St. Helena - Attachment 9	Our Town St. Helena Strategic Plan	20,000	-
Rianda House - Attachment 10	Visit Me Today	15,000	7,500
St. Helena Cemetery Association - Attachment 11	St. Helena Cemetery Chinese Monument Project	12,963	10,000
St. Helena Community Band - Attachment 12	St. Helena Community Band Yearly Performances	10,000	10,000
St. Helena Community Garden - Attachment 13	St. Helena Community Garden Supplies	2,500	2,500
St. Helena Cooperative Nursery School - Attachment 14	St. Helena Cooperative Nursery School	12,000	7,000
St. Helena Farmers' Market - Attachment 15	Market Match Program	12,000	9,000

St. Helena Historical Society - Attachment 16	Educational Lecture Series and Cemetary Your	16,479	10,000
St. Helena Housing Coalition, Inc. - Attachment 17	Secure Conditional Lease for Housing Civic/Cultural Center on City Property	20,000	-
St. Helena Little League - Attachment 18	SHLL Uniforms & Equipment	10,000	5,000
St. Helena Preschool For All - Attachment 19	St. Helena Preschool for All Scholarships	20,000	12,000
Sustainable St. Helena - Attachment 20	St. Helena Redwood Forest	5,000	5,000
The White Barn - Attachment 21	Napa Valley Puppet Festival	8,000	3,000
Upstage Napa Valley - Attachment 22	3rd Annual Upstate NV Playwright Festival (Playfest 2023)	9,350	6,000
UpValley Family Centers Napa County - Attachment 23	Ninos Activos/Active Kids | bilingual playgroups	7,500	7,500
Wine Country Animal Lovers - Attachment 24	Feline Spay and Neuter Programs	5,250	-
Totals		**239,317**	**120,000**

The same funding level has been assumed for FY 2024-25, but City staff will bring funding recommendations to City Council for approval after the close of the FY 2024-25 application period.

Table 2: FY 2023-24 One-time Staff Recommendations

Item	1x Costs	Amount
Attorney Expense	X	110,000

Planning Online Permitting Software Implementation	X	165,000
Downtown Specific Plan & EIR	X	500,000
Zoning Code Update	X	45,000
Website Hosting Transition	X	20,000
Recreation Software Implementation	X	16,000
Landscape Architect Consultants for Hardscape & Weed Abatement	X	100,000
Towable Trash Pump for Water and Storm Water	X	40,000
Self-Propelled Electric Stump Grinder	X	11,000
Crack Sealer for Streets Repairs	X	40,000
Light Tower for Night Work	X	20,000
TOTAL		**1,063,000**

FY 2024-25 also includes one-time expenses in the amount of $463,000 for potential equipment needs and one-time services.

The addition of the items presented in Table 3 to the Proposed FY 2023-24 and 2024-25 budget updates the FY24 estimated expenses to $20.10 million with use of fund balance of $1.83 million in FY24 and the FY25 estimated expenses to $20.00 with a use of fund balance of $0.91 in FY25. Table 4 provides the updated estimated FY 2023-24 and FY 2024-25 Net Positions. Table 4 also includes a line item for the WWTP contingency, if needed.

Table 3: Proposed FY 2023-24 General Fund Balance

Description	**FY24**	**Fund Balance**	**Reserve %**
Estimated Unassigned Fund Balance @ 6/30/23		12,141,590	
Estimated Revenues @ 6/30/24	18,274,906		
Estimated Expenses @ 6/30/24	(20,101,378)		
Use of Fund Balance		(1,826,472)	
Net Difference		-	
Estimated Unassigned Fund Balance @ 6/30/24		10,315,118	51%
WWTP Contingency (Interfund Loan)	(2,000,000)		
Estimated Unassigned Fund Balance/Net Position		8,315,118	41%

Table 4: Proposed FY 2024-25 General Fund Balance

Description	**FY25**	**Fund Balance**	**Reserve %**

Estimated Unassigned Fund Balance @ 6/30/24		10,315,118	
Estimated Revenues @ 6/30/25	19,087,896		
Estimated Expenses @ 6/30/25	(20,002,020)		
Use of Fund Balance		(914,124)	
Net Difference		-	
Estimated Unassigned Fund Balance @ 6/30/25		9,400,994	47%
WWTP Contingency (Interfund Loan)	(2,000,000)		
Estimated Unassigned Fund Balance/Net Position		7,400,994	37%

*The Estimated Fund Balance percentage is based off of the Estimated Fund Balance divided by the total Expenses. The Proposed FY 2023-24 and 2024-25 Budget includes approximately $1.2 million in one-time expenditures in FY24 and $463,000 in FY25. For calculation purposes, if one-time expenditures are removed and the net position is calculated based off of ending fund balance divided by the non-occurring expenses, there is a shift in fund balance - this is noted in Table 4.

As previously stated, City Council and staff recognize the maintenance of a fund balance is essential to the preservation of the financial integrity of the City. While the proposed budget maintains a fund balance level higher than the Council reserve policy of 30%, staff desires to stress and urge a continued fiscally conservative attitude in the face of a likely recession and remain prudent in use of fund balance for one-time, non-reoccurring expenses.

Water and Wastewater Funds
Water and Wastewater Proposed Revenues are projected as follows:

FY 2023-24
Water - $8.81 million
Wastewater - $4.74 million

This is an overall increase of $3.53 million from the current year. The projected increase is based on an updated Water and Wastewater Rate Study that was approved by City Council on May 9, 2023. The City initiated the Proposition 218 process and if the new rates are adopted by City Council they will go into effect on September 1, 2023.

FY 2024-25
Water - $9.97 million
Wastewater - $5.22 million

FY24 Proposed Expenses included increases to the following:

- Salaries - Previously approved COLA in the amount of 4.2% and an additional 2% Equity adjustment for positions below the 95% of Market Median.
- Benefits - 10% increase in healthcare premiums.
- Public Works Positions - Freezing 1 FTE as Senior Civil Engineer, funding 1 FTE as Engineering Technician, and funding 1 FTE as Maintenance Worker.
- Contracts - Increased contract services to provide necessary engineering support for Capital Improvement projects and Temporary Operator support at the Treatment Plants.
- Maintenance - Increased maintenance costs related to supporting aging infrastructure.
- Utilities - Increased utility costs anticipated to support the operations of the new Wastewater Treatment Plant.

FY25 Proposed Expenses included increases to the following:

- Salaries - Previously approved COLA at a maximum of 5% and an additional 2% Equity adjustment for positions below the 95% of Market Median.
- Benefits - 5% increase in healthcare premiums.
- Contracts - Contract services to provide necessary engineering support for Capital Improvement projects.
- Maintenance - Increased maintenance costs related to supporting aging infrastructure.
- Utilities - Increased utility costs anticipated to support the operations of the new Wastewater Treatment Plant.

Table 6 provides a summary of the Estimated Fund Balance of the Water operations fund at June 30, 2024 and 2025 and Table 7 provides a summary of the estimated fund balance of the Wastewater operations fund at June 30, 2024 and 2025.

Table 5: Proposed FY 2023-24 Water Fund Balance

Description	FY24	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/23		3,453,679	
Estimated Revenues @ 6/30/24	8,807,303		
Estimated Expenses @ 6/30/24	(8,713,570)		
Excess for Capital Contribution	(93,733)		
Net Difference		-	
Estimated Unassigned Fund Balance @ 6/30/24		3,453,679	40%

Table 6: Proposed FY 2024-25 Water Fund Balance

Description	FY25	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/24		3,453,679	

Estimated Revenues @ 6/30/25	9,966,726		
Estimated Expenses @ 6/30/25	(8,057,341)		
Excess for Capital Contribution	(1,909,385)		
Net Difference		-	
Estimated Unassigned Fund Balance @ 6/30/25		3,453,679	43%

Table 7: Proposed FY 2023-24 Wastewater Fund Balance

Description	FY24	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/23		2,180,289	
Estimated Revenues @ 6/30/24	4,744,521		
Estimated Expenses @ 6/30/24	(5,106,090)		
Use of Fund Balance		(361,569)	
Net Difference		-	
Estimated Unassigned Fund Balance @ 6/30/24		1,818,720	36%

Table 8: Proposed FY 2024-25 Wastewater Fund Balance

Description	FY25	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/24		1,818,720	
Estimated Revenues @ 6/30/25	5,223,124		
Estimated Expenses @ 6/30/25	(4,983,225)		
Excess for Capital Contributions	(239,899)		
Net Difference		-	
Estimated Unassigned Fund Balance @ 6/30/25		1,818,720	36%

Concluding Remarks

The City's budget position is strong with strong reserves and stable revenues. St. Helena continues to be a desirable place to work, visit, and live. In recent years however there has been an ongoing reduction in investment in the City's roads/sidewalks, water/wastewater infrastructure, staffing, city building and parks, and services in general. During the last couple of decades, there has been increasing complexity in the demands placed on staff. During the last few years, expenditures have been rising faster than revenues. It is the City's conservative budgetary practices and lower than market compensation increases that have allowed budgets to be balanced. The result, however, has been a mismatch between the numbers of staff/skill-set required to address the needs of the community. For example, this has impacted the City's ability to make sustained progress on important Capital Improvement Projects (CIP). According to a financial analysis conducted by Baker Tilly in February 2023, the City has an annual "deficit" of

approximately $6.5 million relative to capital needs and staffing. The number assumes the addition of 9 positions and the provision of competitive compensation to City employees. Another impact of non-competitive compensation is that there are several positions vacant at any given point in time. This makes it difficult for staff to address community needs and additionally creates burdens on existing staff. The lack of competitive compensation, estimated to be about 20% below market for most positions (at the 75th percentile), puts the City at a distinct disadvantage to attract and retain talented employees. In addition to staffing/compensation deficit, the City has an estimated $177 million CIP which does not include purchase/building of a City Hall or the creation of new infrastructure to improve circulation/evacuation routes for pedestrians, bikes, and vehicles.

In order to enhance services to the community and address the infrastructure needs, the City will need to find new stable revenue sources. Since the City continues to be attractive to developers of housing and hotels, selling one or more of the City's properties to generate an infusion of funds and potentially ongoing revenue may need to be considered. It should be noted that any hotel project will not be built for at least 6 years which means that the City will need to find one or more other revenue sources in the interim. To that end, City Council has directed staff to engage in a variety of actions. These include returning to City Council with a proposal to incentivize existing hotels to increase the number of rooms, and to propose a ballot measure. Based upon initial discussions at the May 23rd City Council meeting, the preferred option for a tax increase appears to be a real estate transfer tax.

Pension Liability

The City's prudent budgeting practices extends to how it has dealt with its pension liability. The City has been making extra payments toward its CalPERS liability and now has a funded ratio of 79% which is very impressive. On May 23, 2023 the City Council agreed with staff recommendation to suspend these extra payments, it will be important to resume such contributions as soon as the City is able to institute a new revenue source.

Fiscal Year	Required Payments	Discretionary Payments	Unfunded Valuation	% Funded
2019-20	1,015,301	260,224	12,481,104	70.4%
2020-21	907,933	121,213	12,982,001	70.6%
2021-22	1,032,213	405,468	13,677,486	69.7%
2022-23	943,733	360,634	9,402,858	79.4%

Use of Unrestricted Reserves

Employee compensation is a significant portion of the City's expenditures along with capital expenditures. There is a pent-up demand for funding including for capital projects, staffing (both for additional employees and to provide competitive compensation), as well as for the implementation of technology and to purchase vehicles and equipment. Each of these items will enable the City to serve the community better. For example, implementing software solutions will enable the City to become more efficient and provide better information to the community. Doing so will also enable the community to receive

various online services with ease. Given that the City's budget is strained, rather than reduce expenditures to match the revenues, the City has made a strategic decision to use reserves to balance budget while investing in its infrastructure, employees, technology, and equipment/vehicles.

Need for Stable and Increased Revenues

In order to enhance services to the community and address the infrastructure needs, the City will need to find new stable revenue sources. Since the City continues to be attractive to developers of housing and hotels, selling one or more of the City's properties to generate an infusion of funds and potentially create ongoing revenue stream(s) may need to be considered. It should be noted that even if approved immediately, hotel projects will not be built for at least 6 years. This means that the City will need to find one or more other revenue sources in the interim. To that end, City Council has directed staff to engage in a variety of actions. These include returning to City Council with a proposal to incentivize existing hotels to increase the number of rooms, and to propose a ballot measure. Based upon initial discussions at the May 23rd City Council meeting, the preferred option for a tax increase appears to be a real estate transfer tax.

In addition to the above, a resident recently suggested consideration for a potential increase in the number of Short Term Rentals (STR) in the community. Staff has noted that this avenue for potential revenue was explored about 5 years ago and due to strong community opposition, the idea was shelved. However, based upon City Council direction, staff can begin explore this issue and return with a recommendation.

The following link contains the City Council Goals and 2023 Strategic Objectives:
https://www.cityofsthelena.org/bc-citycouncil/page/city-council-goals.

FISCAL IMPACT

Fiscal impacts are described throughout the report and in Attachment 2.

RECOMMENDED ACTION

Staff recommends approval of a resolution adopting the City of St. Helena FY 2023-24 and 2024-25 Operating Budget.

ATTACHMENTS

Attachment 1 - FY 2023-24 and FY 2024-25 Budget Resolution
Attachment 3 - Cafeteria Kids Theater Complete Application
Attachment 4 - Festival Napa Valley Application
Attachment 5 - Friends of the Cameo Application
Attachment 6 - Music in the Vineyards Application
Attachment 7 - Napa Valley College DAS Foundation Application
Attachment 8 - Napa Valley Museum Application
Attachment 9 - Our Town St. Helena Application
Attachment 10 - Rianda House Application

Attachment 11 - St. Helena Cemetery Association Application
Attachment 12 - St. Helena Community Band Application
Attachment 13 - St. Helena Community Garden Application
Attachment 14 - St. Helena Cooperative Nursery School Application
Attachment 15 - St. Helena Farmers Market Application
Attachment 16 - St. Helena Historical Society Application
Attachment 17 - St. Helena Housing Coalition Application
Attachment 18 - St. Helena Little League Application
Attachment 19 - St. Helena Preschool for All Application
Attachment 20 - Sustainable Napa Valley Application
Attachment 21 - The White Barn Application
Attachment 22 - Upstage Napa Valley Application
Attachment 23 - Up Valley Family Centers Application
Attachment 24 - Wine Country Animal Lovers Application

CITY OF ST. HELENA

RESOLUTION NO. 2023-__

ADOPTION OF ANNUAL BUDGET FOR THE CITY OF ST. HELENA FOR FISCAL YEARS 2023-24 AND 2024-25.

RECITALS

A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and

B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council each year; and

C. On May 23, 2023, staff presented a FY 2023-24 General Fund, Water Enterprise Fund, and Wastewater Enterprise Fund preliminary forecast to the City Council, which included the proposed revenues and expenses; and

D. The preliminary forecast showed an excess of expenses of revenues requiring use of reserves to provide a balanced budget and escalators for FY 2024-25 revenues and expenses, which would also require use of reserves; and

E. On May 23, 2023, City Council provided additional feedback to City staff to utilize reserves to balance the budget and to coordinate with the Chamber of Commerce to include funding for marketing and community collaborations in the FY 2023-24 and 2024-25 budget; and

F. On June 6, 2023, in accordance with California Government Code Section 65401, the Planning Commission found the proposed Capital Improvement Program is consistent with the City's General Plan; and

G. Based on City Council direction, staff revised the draft budget further taking into consideration City Council goals, City Council discussion, and the operational needs of the City; and

H. These revisions included providing funding for the Chamber of Commerce and Climate Action Initiatives; and

I. On June 13, 2023, staff determined the appropriations needed for Fiscal Year 2023-24 and 2024-25 and prepared a Proposed Budget for City Council Review which includes recommended funding for Non-Profit organizations; and

J. The City of St. Helena shall submit its budget document to the Government Finance Officers Association "Distinguished Budget Presentation Award"; and

K. It is City practice, at the end of each fiscal year, to appropriate all available fund balances to a reserve in each fund in accordance with Generally Accepted Accounting Principles (GAAP); and

L. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

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

1. Revenue estimates and appropriations by fund and department are shown in "Exhibit A", a copy of which is attached and hereby made part of this Resolution, is hereby adopted.
2. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
3. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
4. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
5. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
6. All changes in appropriations will be authorized on a "Budget Adjustment Form." All increases in appropriations will be authorized by Council.
7. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

BE IT FURTHER RESOLVED as follows:

1. All available fund balance as of June 30th for each fiscal year in the biennial budget, as determined upon completion of the annual audit, are appropriated in a reserve in each fund in accordance with GAAP;
2. The City Manager, Assistant City Manager, and Administrative Services Director are authorized to make changes to the budget document that enhance the presentation of the document in such a way to meet the criteria set forth by the Government Finance Officers Association "Distinguished Budget Presentation Award" but shall not make any material changes to budget appropriations approved by the City Council; and
3. Deficits in available fund balances are adjusted by an appropriation from the existing reserves.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 2023 by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Councilmember Anna Chouteau: _____

Councilmember Lester Hardy: _____

Councilmember Billy Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

ATTACHMENT 3

City of St. Helena
Non-Profit Grant Application

Fiscal Year 2023 - 2024

Deadline: February 24, 2023 by 5:00 pm

Application Documents Checklist

- [x] Signed Grant Application and Grant Budget
- [x] Proof of Non-profit Status
- [x] Current Year's Operating Budget & Prior Year Actuals
- [x] Listing of grant funding received in the last 12 months
- [ ] Partnership Letter (if applicable)

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Lunchtime Productions Inc. dba Cafeteria Kids Theater
Organization Mailing Address:	1241 Adams Street, Suite 1114 St. Helena, CA 94574
Organization Contact Person (Name/Title):	Aimee Guillot, Founder and Co-Director
Organization Contact Email:	aimee@cafeteriakidstheater.org
Organization Contact Telephone:	415-595-0403
Organization Website:	www.cafeteriakidstheater.org
Federal Tax ID Number and Status:	30-0839728
How long has your organization been in operation?	9 years as a non-profit

Grant Request

Project Name:	Summer Drama in St. Helena
Address of Project:	St. Helena High School Black Box Theater and Carnegie Buil
Requested Grant Amount:	$1000
Matching Funds:	$
TOTAL Project Cost:	$1000

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Rental of the Black Box Theater at St. Helena High School	$350.00
Rental of the Carnegie Building for Youth Drama Camp	$250.00
Marketing Supplies for Drama Camp	$100.00
Costumes, props, and scenic elements	$300.00
Total Grant Request	$1,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Aimée Guillot Signature 

Title Founder and Co-Director Date 2/23/2023

2023 City of St. Helena Application Question- Responses | Cafeteria Kids Theater

Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy. Within The City of St. Helena's mission statement, specifically "...dedicated to serving the needs and desires of our citizens. Expanding and improving recreational services and facilities and cultural opportunities" Cafeteria Kids Theater (CKT) offers cultural enrichment to young people and families in St. Helena through classes in the performing arts. We are the only non-profit in Napa Valley dedicated to a performing arts education for kids and teens. We bring classes, productions, and workshops to young people of all ages. Within our programming we always include offerings for families in St. Helena, including camps and in-school residencies and workshops. We have also partnered with upvalley non-profit Nimbus Arts in some of our offerings. We have taught classes at Saint Helena Primary School, Saint Helena Elementary School, Saint Helena Montessori School, and offered workshops at the Saint Helena Farmers Market. In January and February we led in-school residencies for all grade levels at Saint Helena Primary School. During the months of March-June 2023 we will lead in-school residencies to all St. Helena Elementary grade levels serving drama to approximately 500 SHUSD students in total.

Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project. Our focus for this project is two summer camps in St. Helena during July 2024. We will be offering a musical revue performing arts camp at the SHHS studio theater for one-week, 9am-3pm, for students ages 8-17 years old. The second drama camp would be held at the Carnegie Building youth ages 5-8. The camp would run for 1-week, 9am-12pm.

Describe the community support for your Project. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? What roles are they playing and how collaborative is the Project? What other support exists for your Project? In 2023, we led in-school residencies for Saint Helena Primary School for every classroom from TK- 2nd grade, and are currently contracted to work in every classroom at Saint Helena Elementary School serving approximately 500 students in total. We led a similar residency in the 2021-2022, and 2020-2021 (on-line) academic year and the feedback for both years from parents, students, teachers and staff was overwhelmingly positive. We would be serving this same demographic with an emphasis on traditional theater games as curriculum for our summer camp. Our support lies in organizations we have partnered with, along with institutions we have served including Nimbus Arts, Saint Helena Primary School, Saint Helena Elementary School, and Saint Helena Montessori School. This project is not a collaborative one, but will serve the residents of Saint Helena who have benefited from past collaborations and residencies in Saint Helena.

Describe who will benefit from this Project and estimate how many people your proposal may impact. This project will serve young residents of Saint Helena who have benefited from past collaborations and residencies in Saint Helena, along with new members of the community and families who are interested in performing arts opportunities for their children. This project will serve approximately 50 students. Both summer camp projects will also provide a live performance for families at the end of the camp giving Saint Helena community members the opportunity to attend local live theater.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

We have received funding from the following sources in the past two years:

- Gasser Foundation
    - November 2022- $1500
- Napa County Arts and Culture
    - June 2022- $10,000
    - June 2021- $10,000
- Napa Valley Community Foundation- Five Arts Fund
    - February, 2022- $1,500
- Arts Council Napa Valley
    - June 2022- $3,000
    - February 2021- $3,000

At Cafeteria Kids Theater it is important that Saint Helena students will feel the benefits of experiencing the arts in an inclusive and confidence-building environment. Also crucial to the mission of our organization is the focus on providing opportunities for all children-- regardless of their socio-economic background. Currently, Cafeteria Kids Theater offers partial scholarships to families who show financial need. The performing arts instruction CKT provides is in demand throughout the area and with increased financial support we can offer scholarships to Saint Helena families. Our camps are built on the foundation of campers learning to use their voice, body, and imagination in a safe, fun environment. Our emphasis on the creative process gives children the tools they need in the area of public speaking, building trust in themselves, in others, and collaboration. This project will also provide a live performance for families at the end of the camp giving Saint Helena community members the opportunity to attend local live theater.

Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. As an institution, the theater is a place of inclusion, diversity, acceptance, and at times social justice. Cafeteria Kids Theater operates within this belief system in all of our offerings, pedagogy, and curriculum. Our mission statement- *To bring the performing arts to children and families in Napa Valley using theater as a vehicle to bridge different ethnicities, backgrounds, and perspectives. We strive to educate children to investigate the commonalities that exist in all people as they journey through the creative process which in turn builds inner confidence, imagination, and empathy. Our goal is to give children of all ages the tools they need to discover the artist within them, and live in the world from a place of creativity, compassion and love-* fully embodies this same spirit, and again, is at the heart and foundation of all that we strive to bring to young people and community members in Napa Valley.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2015

LUNCHTIME PRODUCTIONS INC
1241 ADAMS ST STE 1114
ST HELENA, CA 94574

Employer Identification Number:
30-0839728
DLN:
17053295324014
Contact Person:
GERRY R MCLAUGHLIN ID# 31115
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 27, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

Cafeteria Kids Theater						
Financial Actuals & Projections for the Years Ending June 30, 2018 - 2023						
	Actuals	Actuals	Actuals	Actuals	Actuals	Full Year Projection
	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
REVENUE						
Class Registration Income	$ 78,121	$ 84,502	$ 77,598	$ 49,620	$ 48,213	$ 76,057
Residencies Income	$ 18,480	$ 24,671	$ 29,250	$ 18,175	$ 22,125	$ 19,300
Ticket Sales						$ 3,160
Operating Revenue	$ 96,601	$ 109,173	$ 106,848	$ 67,795	$ 70,338	$ 98,517
Donations	$ 14,196	$ 19,345	$ 13,329	$ 34,334	$ 19,939	$ 27,211
Give Guide	$ -	$ 2,438	$ -	$ 5,761	$ -	$ -
Annual Appeal	$ -	$ -	$ -	$ -	$ -	$ 5,000
Facebook - Giving Tuesday	$ 515	$ 3,200	$ 2,125	$ 3,777	$ 2,460	$ -
Events	$ -		$ 1,225	$ 1,077	$ -	$ 381
Fundraising	$ 14,711	$ 24,983	$ 16,679	$ 44,949	$ 22,399	$ 32,592
Community Foundation	$ -	$ 2,500	$ 2,500	$ 1,500	$ 1,500	$ -
Arts Council NV	$ -	$ -	$ -	$ -	$ 3,000	$ -
Gasser Grant	$ -	$ -	$ -	$ -	$ -	$ 1,500
City of St Helena Grants	$ -	$ -	$ -	$ -	$ -	$ 2,000
CA Arts	$ -	$ -	$ -	$ -	$ -	$ 9,500
Napa County	$ -	$ 17,500	$ -	$ 3,000	$ -	$ 12,500
Private Foundation	$ -	$ -	$ -	$ 3,000	$ 16,000	$ 11,235
Grant Income	$ -	$ 20,000	$ 2,500	$ 7,500	$ 20,500	$ 36,735
Merchandise Sales	$ 5,925	$ 4,498	$ 4,000	$ -	$ 62	$ 3,125
Ad Sales	$ 1,400	$ 2,700	$ 1,700	$ -	$ -	$ -
Other Sales	$ 7,325	$ 7,198	$ 5,700	$ -	$ 62	$ 3,125
Interest Income	$ 10	$ 2	$ 2	$ 2	$ 3	$ 3
Total Revenue	**$ 118,647**	**$ 161,356**	**$ 131,729**	**$ 120,246**	**$ 113,301**	**$ 170,971**
EXPENSES						
Accounting	3,304	$ 3,307	$ 3,759	$ 2,750	$ 3,799	$ 4,964
Automobile					$ 171	$ 1,190
Bank Charges		$ 160	$ -	$ 20	$ 149	$ -
Credit Card Fees	1,432	$ 1,572	$ 1,673	$ 1,226	$ 1,906	$ 1,944
Dues & Subscriptions	955	$ 912	$ 1,885	$ 1,744	$ 2,766	$ 1,611
Insurance	919	$ 926	$ 945	$ 450	$ (30)	$ 950
Insurance Workers Comp	6,210	$ 4,677	$ 4,802	$ 1,978	$ 4,380	$ 4,000
Legal	-	$ -	$ -	$ 560	$ 175	$ 400
Licenses and Fees	140	$ 30	$ 95	$ 55	$ -	$ -
Meals	820	$ 1,405	$ 968	$ 104	$ 1,988	$ 853
Other	-	$ -	$ -	$ 62	$ -	$ -
Payroll & Related	77,864	$ 79,399	$ 85,610	$ 85,702	$ 85,491	$ 83,981
Payroll - Teaching Artists			$ -	$ 4,273	$ 2,336	$ 2,424
Postage	88	$ 26	$ 60	$ 357	$ 309	$ 339
Rent	1,056	$ 5,556	$ 7,095	$ 8,286	$ 11,935	$ 3,324
Research & Development	223	$ 898	$ 196	$ 210	$ -	$ -
Telephone	-		$ 438	$ 799	$ -	$ -
Travel	573	$ 55	$ -	$ -	$ 3,950	$ 403
Website & IT	1,089	$ 1,240	$ 1,314	$ 1,262	$ 662	$ 949
Operating Expenses	94,673	$ 100,163	$ 108,840	$ 109,836	$ 119,987	$ 107,330
Grant Expenses	-	$ 20,167	$ -	$ -	$ -	$ -
Grant Expenses	-	$ 20,167	$ -	$ -	$ -	$ -
Advertising & Promotion	5,025	$ 3,856	$ 2,605	$ 2,027	$ 3,399	$ 2,090
Marketing	-	$ -	$ -	$ -	$ -	$ 635
Development Video	-	$ 500	$ -	$ 2,730	$ -	$ -
Merchandise	4,015	$ 4,218	$ 2,155	$ -	$ -	$ 3,267
Promotional Expenses	9,040	$ 8,574	$ 4,760	$ 4,757	$ 3,399	$ 5,992
Outside Services	4,762	$ 17,082	$ 7,544	$ 5,550	$ 7,525	$ 7,500
Royalties	6,039	$ 1,480	$ 1,508	$ 2,832	$ 3,984	$ 5,000
Supplies & Props	1,686	$ 2,425	$ 4,641	$ 2,821	$ 3,751	$ 1,045
Streaming Theater Services	-	$ -	$ -	$ 1,100	$ -	$ -
Student Helper Reimbursements	740	$ 1,290		$ 200	$ 350	$ 350
IT - hardware upgrade	-	$ -	$ -	$ -	$ -	$ -
Production Expenses	13,227	$ 22,277	$ 13,693	$ 12,502	$ 15,610	$ 13,895
Total Expenses	**116,940**	**$ 151,181**	**$ 127,293**	**$ 127,095**	**$ 138,996**	**$ 127,217**
Net Income before PPP	**1,706**	**$ 10,175**	**$ 4,436**	**$ (6,849)**	**$ (25,695)**	**$ 43,754**
PPP Loan - July 2020				$ 15,000	$ -	$ -
PPP Loan - Feb 2021				$ 15,000	$ -	$ -
PPP - Loan				$ -	$ 16,250	$ -
Net Income	**$ 1,706**	**$ 10,175**	**$ 4,436**	**$ 23,151**	**$ (9,445)**	**$ 43,754**

ATTACHMENT 4

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Napa Valley Festival Association (dba Festival Napa Valley)
Organization Mailing Address:	p.o. box 6221, Napa, CA 94581
Organization Contact Person (Name/Title):	Lissa Gibbs, Senior Director of Education & Communications
Organization Contact Email:	lissa@festivalnapavalley.org
Organization Contact Telephone:	707-346-5052
Organization Website:	https://www.festivalnapavalley.org
Federal Tax ID Number and Status:	26-4008029, non-profit 501c3
How long has your organization been in operation?	since August 2008

Grant Request

Project Name:	How I See Music
Address of Project:	Festival Napa Valley Stage at Charles Krug Winery, 2800 Main St., St. Helena, CA
Requested Grant Amount:	$ 16,000
Matching Funds:	$ 1,270 project specific funds + $179,667 in already secured funding related to stagebuild, screens, projection, orchestra, & staffing
TOTAL Project Cost:	$ $196,937

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Workshop Materials	1,160
Curation & Digital Assembly	685
Live Performance/Concert: Stage, Projection, Orchestra, Conductor, Tech Support	13,500
Tickets for Workshop Participants	655
Total Grant Request	16,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Lissa Gibbs

Signature Digitally signed by Lissa Gibbs Date: 2023.02.23 23:27:43 -08'00'

Title Senior Director of Education & Comm

Date 2/23/23

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
Festival Napa Valley's *How I See Music* project realizes the City's goals of supporting thriving families and enhancing the well-being and healthy development of St. Helena youth while also expanding active recreational and cultural opportunities for all St. Helena residents, especially youth and elders. As a dynamic educational program, *How I See Music* workshops prompt participants to think and listen in new ways while encouraging the personal expression of their experience in the form of abstract works of visual art that will be shared with others in the communal setting of a highly regarded music/arts festival happening in their own community. St. Helena residents won't have to travel outside of their community to experience world class performing arts and, through the performance element of *How I See Music*, they can also be part of the presentation of a noted orchestra and world renowned pianist's professional recital in front of an audience of 600-700 people. All in their own backyard.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.
This project is an educational workshop, visual arts exhibition, and live music performance. Starting with a series of music-driven deep listening and spontaneous painting workshops for students and seniors held at sites for St. Helena youth (Boys & Girls Clubs, St. Helena public school classrooms) and seniors (Rianda House and Silverado Orchards), it then culminates in the exhibition of a curated selection of artwork created by workshop participants projected on largescale LED screens onstage at the Festival Napa Valley Stage at Charles Krug on Opening Night of the Festival's 17th Summer Season (on July 14, 2023), during the live full orchestra performance of the same piece of symphonic music, Rachmaninoff's Piano Concerto No. 2, with featured solo pianist Alexander Malofeev.
The objectives of this project are to: 1) provide local youth and seniors a substantive and fun arts education and critical thinking/listening experience that results in the creative expression of their own visual interpretation of a work of classical music; 2) give the creative work of local youth and seniors center stage (literally) when showcased onstage in a dynamic and engaging way at Festival Napa Valley's Opening Night at Charles Krug; and 3) promote St. Helena as a cultural destination that values and practices the highest standards of professional presentation of both world class musicians and local artists.
Workshops will take place in late spring and early summer with the work created in them reviewed and edited in time to be presented as projections on Opening Night, July 14, 2023.

3. Describe the community support for your Project.
The workshop component of *How I See Music* takes place in Napa County public school classrooms (K-8 primarily), Boys & Girls Clubs, and senior activity centers, including those in St. Helena (St. Helena Unified School District, Rianda House, Silverado Orchards, St. Helena Boys & Girls Club). Estimated workshop participation of individuals in St. Helena is 125 people ages 6-90 from a diverse range of economic, racial, and cultural backgrounds representative of the diversity found in the St. Helena community. The performance/exhibition of the artwork created in *How I See Music* workshops takes place onstage at the Festival Napa Valley Stage at Charles Krug Winery in St. Helena, in front of a live audience of approximately 600-750 people, many of whom reside in St. Helena, as part of the Opening Night program of the 17th Summer Season of Festival Napa Valley. Since 2021 Festival Napa Valley has presented its Summer Season programs at Charles Krug with great success to more than 7,000 audience members over a 10 day period each year. 30% of the members of Festival Napa Valley Board of Directors reside within and/or operate businesses within the city limits of St. Helena. The live performance/exhibition of *How I See Music* is part of a larger evening program requiring a stagebuild for a multi-day performing arts festival at Charles Krug. The funding requested here ($16,000) covers a pro-rated portion of those larger production and presentation costs which total $196,937+, all of which are fully covered by existing funding secured from individual donors, corporate sponsors, and advance ticket sales for the Festival's full multi-day summer season. The pro-rated costs requested here represent the portion of the event related only to the *How I See Music* project which specifically engages St. Helena students and elders. The balance of the costs for the stagebuild, orchestra, conductor, screens, and projection - which will be used by other programs during the festival - are fully funded by other sources. This is the second year of the *How I See Music* project and its well-received debut in July of 2022 prominently featured the work of elders from Rianda House. The award of this grant in 2023 will allow the project to expand its workshops to include the St. Helena Boys & Girls Clubs, SHUSD students, and residents of Silverado Orchards in addition to Rianda House constituents. As a non-profit, public benefit organization, Festival Napa Valley relies heavily on local volunteers to staff its live concerts at Charles Krug. Many of these volunteers are St. Helena residents who freely give their time to support a cultural event which is beloved to them.

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.
Estimated direct impact on 125 *How I See Music* workshop participants from St. Helena schools and senior centers. Estimated impact on audience of 600-750 people, locals and visitors, at live performance on Opening Night.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.
In 2021 and 2022 Festival Napa Valley received grants in the amount of $15,000 each year from the Napa County Arts & Culture grants program.
The benefit of this project to St. Helena residents is three-fold: 1) its live concert presentation draws an audience to St. Helena as a cultural destination, serving locals and visitors alike with an opportunity to experience world class recreation, entertainment, and culture while also encouraging pre- and post-concert patronage of St. Helena businesses; 2) it offers St. Helena youth and elders a high quality arts education and critical thinking activity at no cost; and 3) it provides the work of St. Helena youth and elders a highly visible spot on the well regarded world stage of Festival Napa Valley's Opening Night, highlighting the local individuals and organizations that make St. Helena such a special and beloved place and creating a shared sense of connection and belonging between locals and visitors.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.
Festival Napa Valley's public benefit mission is to provide access to the arts for all. This is fulfilled by: 1) offering more than 35 admission free concerts to a diverse general public each year, including a Día de los Muertos concert in the city of Napa, live music along the Napa Valley Marathon race course, and daily concerts for three weeks every July, a favorite of families with young children and elders; 2) heavily underwriting general admission for our evening concerts at Charles Krug with fundraised support ($35 ticket for performances that peer organizations charge $85-$225 per ticket); 3) annually providing 90-100 college and conservatory age musicians full scholarships to the Festival's noted three week residential summer conservatory (38% of whom in 2022 identified as BIPOC); 4) annually providing Napa County youth ~ $20,000 in college scholarships; and 5) annually providing high quality arts education and enrichment programs (field trips, interactive concerts, artmaking workshops and camps) for no fee to more than 3,500 Napa County public school students and Boys & Girls Club members. Festival Napa Valley also engages more than 200 artists each year, paying them equitably and promptly for their work. These artists represent the rich racial, ethnic, and gender diversity of our country with 52% of all artists we have presented in the last 15 years identifying as women and 35% of all artists presented identifying as BIPOC.

LIST OF GRANTS RECEIVED in the last 12 months
In July of 2022 Festival Napa Valley received a grant in the amount of $15,000 from the Napa County Arts & Culture grants program. All other funding received in the last 12 months came from individual donors (including family foundations), corporate partners, in-kind donations, and donor-advised funds.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 23 2009

FESTIVAL ASSOCIATION NAPA VALLEY
C/O RICHARD P WALKER
1333 N CAROLINA BLVD STE 545
WALNUT CREEK, CA 94556

Employer Identification Number:
26-4008029
DLN:
17053162019029
Contact Person:
ANGELA M BENDER ID# 31162
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 1, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

Napa Valley Festival Association
Statements of Activities
FY18 Actual, FY19 Actual, FY20 Actual, FY21 Actual, FY22 Actual, and FY23 Budget

	FY18 Actual Oct '17 - Sep 18	FY19 Actual Oct '18 - Sep 19	FY20 Actual Oct '19 - Sep 20	FY21 Actual Oct '20 - Sep 21	FY22 Actual Oct '21 - Sep 22	FY23 Budget Oct '22 - Sep 23
Income						
Contributions & Support	2,120,571	2,054,445	5,751,026	9,322,100	4,229,103	4,500,000
In-Kind Contributions & Support	2,113,457	2,281,845	208,858	1,466,063	1,634,870	1,750,000
Special Events (Gala/Auction)	1,709,559	1,630,037	2,155	1,425,880	2,667,628	3,000,000
Program Revenue	673,775	573,635	508	684,727	1,036,228	1,059,000
Revenue from Investments & Other	32,978	68,679	85,040	169,853	(386,258)	0
Total Income	6,650,338	6,608,642	6,047,587	13,068,623	9,181,571	10,309,000
Expense						
Salaries & Related Expenses	842,908	950,080	840,000	1,399,872	1,485,190	1,672,950
Independent Contractors	1,948,124	1,906,669	1,160,022	1,595,063	1,737,677	2,161,500
Grants	230,000	126,576	82,059	30,750	357,182	350,000
Printing, Postage, & Supplies	144,310	262,846	37,792	205,529	213,087	280,250
Facility & Equipment Expenses	501,690	1,056,458	131,034	864,903	1,272,520	1,085,000
Travel & Meetings Expenses	1,308,546	1,300,259	143,155	1,408,175	2,049,671	1,882,500
Transportation	301,513	293,015	8,914	170,939	354,833	375,000
Other Expenses	956,666	795,561	39,186	374,080	254,210	200,000
Total Expense	6,233,757	6,691,464	2,442,163	6,049,311	7,724,371	8,007,200
Net Surplus / (Deficit) before Contingency and Reserve commitment	**416,581**	**(82,822)**	**3,605,424**	**7,019,312**	**1,457,200**	**2,301,800**
Less: Contingency						600,000
Less: Reserve commitment						1,500,000
Net Surplus / (Deficit) after Contingency and Reserve commitment						**201,800**

Note 1: Above financials reflect multi-year pledges per GAAP. There were no multi-year pledges prior to FY20.

Note 2: Above financials reflect in-kind revenues and expenses.

Hard & Pro Rated Costs BUDGET How I See Music (HISM) Workshop and Exhbition/Performance

Summer 2023

NOTE: FNV Education Dept staffing is a soft cost of this project, estimated at $10,000 total and covered fully by FNV

		Cost of Pro-Rated How I See Music ONLY	*Notes (including funding source)*
Workshop Materials			
	Watercolor Paper 6 x 9, 88lb	170	hard HISM cost
	Paints (20 Pelikan gouache pan sets @ 21.51 each + tax)	450	hard HISM cost
	Brushes (20 synthetic brush sets @ 16.29 each + tax)	350	hard HISM cost
	Misc (paper towels, sound bar, folders, jars, boxes)	190	hard HISM cost
Digital Assembly			
	Editor	500	hard HISM cost
	Transfer/Storage	100	hard HISM cost
	Special software	85	hard HISM cost
Live Performance (pro-rated)			
	Artist Fees Orchestra Musicians (pro-rated portion)	5000	$25,000 full cost (balance covered by FNV)
	Artist Fees Conductor (pro-rated portion)	1000	$10,000 full cost (balance covered by FNV)
	Stage build & chair rental (pro-rated portion)	1000	$90,000 full cost (balance covered by FNV)
	Venue	0	donated by Charles Krug
Projection at Live Performance			
	LED Screens (pro-rated portion)	5000	$50,000 full cost (balance covered by FNV)
	Projector (rental, pro-rated portion)	1000	$5,000 full cost (balance covered by FNV)
	Projectionist & tech crew (pro-rated portion)	500	$3,000 full cost (balance covered by FNV)
Attendance			
	55 tickets for workshop participants ($35 each)	1,925	
	TOTAL EXPENSES (How I See Music pro-rated portion)	**$ 17,270.00**	
	FUNDING SOURCES		
		$ 1,270.00	Secured funds specifically for How I See Music
		$ 16,000.00	Requested City of St. Helena NPO Grant
	TOTAL How I See Music specific FUNDING	**$ 17,270.00**	plus $179,667 in costs fully covered by secured FNV funding for stagebuild, screens, projection, orchestra, conductor, etc

NOTE: How I See Music is a series of workshops, an exhibition, and a live performance. The live performance is part of a larger evening program that requires a stagebuild for our multi-day performing arts festival at Charles Krug. The pro-rated costs in this budget represent the portion of the event related specifically to How I See Music. The balance of the full costs for the stagebuild, orchestra, conductor, screens, and projection - which will be used by other programs during the same evening and over the course ofthe festival - are fully funded by other sources.

ATTACHMENT 5

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Friends of the Cameo dba Cameo Cinema Foundation
Organization Mailing Address:	1340 Main Street, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Cathy Buck, Owner and Creative Director, Cameo Cinema
Organization Contact Email:	cathybuck25@gmail.com
Organization Contact Telephone:	707-287-4172
Organization Website:	www.cameocinemafoundation.org
Federal Tax ID Number and Status:	#46-1415228 Active
How long has your organization been in operation?	11 years (since 2012)

Grant Request

Project Name:	Faces of St. Helena
Address of Project:	1340 Main Street, St. Helena, CA 94574
Requested Grant Amount:	$ 8,500.00
Matching Funds:	$ n/a
TOTAL Project Cost:	$ 8,500

City of St. Helena Non-Profit Grant Application
Fiscal Year 2023- 2024
Faces of St. Helena

Q: Describe how your Project ties to the City's Goals, Mission Statement, and/or funding philosophy

1.The Vision Statement of the City Council emphasizes having "a diverse, inclusive, family-friendly community" with "a full range of cultural and recreational opportunities" that "cherish our historic, small-town character." The Cameo Cinema Foundation's **Faces of St. Helena** project pays homage to St. Helena's most important resource – our citizens. Through this project we will create films that celebrate the diversity and rich cultural contributions of those whose stories are woven into the fabric of our community.

Q: Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your project.

2. The goal of our **Faces of St. Helena** project is to produce a film introducing and celebrating selected residents – created by their peers. The program itself has 3 parts: (1) instruction in how to select a subject and conduct an interview, (2) creation of short filmed vignettes based on interviews and (3) the opportunity to present a public screening on the Big Screen at the Cameo Cinema to be shown in conjunction with the St. Helena Hometown Harvest Festival in October 2023.

We hope to have 3 concurrent tracks, one for elementary/middle school students in grades 3 – 8, one for high school-aged students and one for adults. Each track will individually produce a series of short films that will be merged into one longer film called **Faces of St. Helena**.

Part 1: Learning how to select subjects and conduct interviews. Award-winning investigative journalist, documentary filmmaker and St. Helena resident, Michele Mitchell, will lead this class. She will assist her students in the selection of subjects with a diversity of ages, ethnicities, cultural heritages, talents and outlooks; and instruct them in how to ask relevant questions.

Part 2: Making a movie. Our participants will work with instructors and students in PUC's Film and Television Program, as well as St. Helena residents and professional filmmakers David Garden, Jr. and Vanessa von Hessert (who is also a Cameo Cinema Foundation board member), to create these short films. Participants will hone their skills in storyboarding, filmmaking and post-production.

Part 3: Public screening. One of the most important aspects of filmmaking is presenting your film to a live audience. **Faces of St. Helena** will have a red-carpet premier at the Cameo Cinema on Saturday, October 21 with an encore presentation on Sunday afternoon, October 22, 2023. This event will be publicized through local print and social media and open to everyone in our community. The films will also be available online for use in schools, by the Chamber of Commerce and other local organizations.

The **Faces of St. Helena** program will kick off in late summer/early fall 2023. Parts 1 & 2 will be accomplished within a two-to-three-week period. The goal is to hold the public in conjunction with the Harvest Festival in October 2023.

Goals and Objectives:

- Acknowledge and honor the diversity of our community

- Provide a creative experience for both youngsters and adults
- Celebrate the accomplishments of our local filmmakers and pay homage to their subjects
- Create a film experience that can be used in promotion of our unique and beautiful City

Timeline:
February 2023 – Submit grant application.
March – May 2023 – Secure commitments from instructors and equipment rental companies.
May 2023 (approx.) – Receive notification, hopefully, of acceptance and dollars received.
July – October – Create films.
October 21 & 22 - Hold a public celebration and screening of **Faces of St. Helena** in conjunction with our Hometown Harvest Festival!

Q: Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

b. What roles are they playing and how collaborative is the Project?

c. What other support exists for your Project?

3. Residents and visitors alike love the Cameo Cinema. We have existed since 1913 because of the support of our patrons. We have forged mutually beneficial partnership with many non-profit organizations including the Boys and Girls Clubs, UpValley Family Centers, Rianda House, Chambers of Commerce, Pacific Union College, the St. Helena Farmers' Market, Nimbus Arts, St. Helena Public Library, Rotary, the Odd Fellows, local public and private schools, Blue Zones Upper Napa Valley and the St. Helena Hospital Foundation. Several of these organizations will play a pivotal role in **Faces of St. Helena** by promoting the program, assisting in the selection of participants, providing instruction in all aspects of filmmaking, and publicizing the **Faces of St. Helena** film and its public screening.

Other partners for promotion and publicity will include the St. Helena STAR and Napa Valley Register, the St. Helena Chamber of Commerce, NapaLife newsletter, St. Helena Living, Nextdoor St. Helena and all of the Cameo Cinema Foundation's social media outlets (Instagram, Facebook, Cameo Kids, etc.).

We are requesting $8,500 from the City of St. Helena for **Faces of St. Helena.** This will cover instructor fees, equipment rental, graphic design, promotion and screening expenses. Any additional expenses will be covered by the Cameo Cinema Foundation.

Q: Describe who will benefit from this Project and estimate how many people your proposal may impact.

4. Every citizen of St. Helena will be invited to participate in **Faces of St. Helena** through actual participation in the filmmaking as a filmmaker or subject, attending the screenings at the Cameo or accessing the film via online streaming. The production aspect of this Project will involve up to 30 filmmakers (10 participants in 3 age-related groups), up to 30 interviewees, up to 140 patrons at each public screening at the Cameo (two are planned and more can be scheduled if there is enough demand), and an unlimited number of viewers via online access.

Q: If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

5. Friends of the Cameo, dba the Cameo Cinema Foundation, received $12,500 from the Napa County Arts & Culture Advisory Committee (ACAC) for our **Art is Science|Science is Art** program, a series of films, speakers, exhibits and workshops conducted over Labor Day weekend (September 2 -4) 2023. Approximately 250 St. Helena residents participated in this program.

Q: Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus it doesn't make you ineligible or less competitive.

6. The Non-Discrimination Policy of **Friends of the Cameo dba Cameo Cinema Foundation** states:

Friends of the Cameo dba Cameo Cinema Foundation is an equal opportunity organization and **will not allow discrimination based upon age**, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background or any other status prohibited by applicable law.

The Cameo Cinema proudly incorporates principles of diversity, equity and inclusion by ensuring our films and activities feature individuals, cultures and history from every corner of the world. We offer open captioned films on Wednesdays and Sundays, provide earphones for those who are hearing impaired, offer Spanish subtitles when available and meet all ADA requirements.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Workshops (3) for elementary/middle school students, high school students and adults: Instructors' fees	$1,000.00
Workshops (3): Materials ($225 each)	675.00
Workshops (3): Equipment Rentals ($250 each)	750.00
Workshops (3): Additional Staff ($25/hr X 4 hrs X 3 people = $300 X 3)	900.00
Workshops (3): Site Fees ($300 each)	900.00
Workshops (3): Refreshments ($100 each)	300.00
Post-production (editing, mixing, dubbing, etc.)	1,000.00
Production Studio Fee	500.00
Site Fee for Screenings	275.00
Projectionst	500.00
Marketing/Promotion/Graphic Design	750.00
Printing	350.00
Web Design	300.00
Red Carpet Rental and Décor	150.00
Digital Lobby Display	150.00
Total Grant Request	$8,500.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kevin Coleman Signature Kevin Coleman

Title President, Cameo Cinema Foundation Board of Directors Date 2/20/23

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI , OH 45201

Dear Applicant :
DEPARTMENT OF THE TREASURY

Date :
FE8 Z8 2013

Employer Identification Number :
46-1415228

FRIENDS OF THE CAMEO
C/O CATHY BUCK
1340 MAIN ST
SAINT HELENA, CA 94574

179533.53389032 Contact Person: NICHOLAS R HINDS 31662 Contact Telephone Number : (877) 829-5500
Accounting period Ending :
December 31
Public Charity Status :
170 (b) (1) (A) (vi)
Form 990 Required:
yes
Effective Date of Exemption:
October 24, 2012
Contribution Deductibility:

Addendum Applies :
NO

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code, contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records .

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section (s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501 (c) (3) public Charities, for some helpful information about your responsibilities as an exempt organization .

Letter 947 (DO/ CC)

FRIENDS OF THE CAMEO

Sincerely,

Holly O. Paz

Holly O. Paz
Director, Exempt Organizations
Rul ings and Agreements

Enclosure : Publication 4221 -PC

Friends of the Cameo dba Cameo Cinema Foundation
2023 Budget - Annual Fund
January through December 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Ordinary Income Special Events													
Income													
4000 · Income - Donations	12,000	12,000	7,000	7,000	7,000	7,000	12,000	22,000	32,000	55,000	85,000	99,490	357,490
4030 · Income - In-Kind Donations	0	0	0	0	0	0	0	0	0	0	0	0	0
4050 · Income - Restricted Donations	0	0	0	0	0	0	0	0	0	0	0	0	0
4060 · Income - Restricted Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
4310 · Loss/Gain on Sale of Securities	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income	12,000	12,000	7,000	7,000	7,000	7,000	12,000	22,000	32,000	55,000	85,000	99,490	357,490
Gross Profit	12,000	12,000	7,000	7,000	7,000	7,000	12,000	22,000	32,000	55,000	85,000	99,490	357,490
Expense													
6020 · Community Programming	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	300,000
6040 · Family Film Festival	0	0	0	0	0	0	0	0	0	0	0	0	0
6070 · Special Events Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
6080 · In-Kind Donations Used	0	0	0	0	0	0	0	0	0	0	0	0	0
6100 · Education Programs													
6110 · Film Camps	0	0	0	0	0	0	0	0	0	0	0	0	0
6120 · Spring Filmmaking Workshop	0	0	0	0	0	0	0	0	0	0	0	0	0
6130 · Science on Screen	0	0	0	0	0	0	0	0	0	0	0	0	0
6100 · Education Programs - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 6100 · Education Programs	0	0	0	0	0	0	0	0	0	0	0	0	0
6200 · Fundraising													
6210 · Neon Consulting (Amarosa)	0	0	50	0	0	50	0	0	50	0	0	50	200
6200 · Fundraising - Other (Engraving)	450	150	150	450	150	150	450	150	150	450	150	150	3,000
Total 6200 · Fundraising	450	150	200	450	150	200	450	150	200	450	150	200	3,200
6400 · Administration													
6410 · Accounting (Julie)	325	625	325	325	325	325	325	325	325	325	325	325	4,200
6420 · Admin Contractor (Stefani)	1,000	600	300	300	300	300	300	300	300	600	800	900	6,000
6430 · CPA	0	0	0	0	1,400	0	1,400	0	0	0	0	0	2,800
6440 · Donor Admin	0	0	0	0	0	0	0	0	0	0	0	0	0
6450 · Postage and Shipping	20	20	20	20	20	20	20	20	20	20	20	20	240
6400 · Administration - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 6400 · Administration	1,345	1,245	645	645	2,045	645	2,045	645	645	945	1,145	1,245	13,240
6500 · Banking													
6510 · Bank Service Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
6520 · Credit Card Fees (Cheerful Giving)	200	125	125	125	125	125	125	125	125	200	500	500	2,400
6500 · Banking - Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total 6500 · Banking	200	125	125	125	125	125	125	125	125	200	500	500	2,400
6600 · Marketing													
6610 · Social Media	150	150	150	150	150	150	150	150	150	200	200	200	1,950
6620 · Printing	75	75	75	75	75	75	75	75	75	75	75	75	900
6630 · Social Media Contractor (Janet)	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	2,100	2,100	1,600	1,600	20,200
6640 · Website	300	300	300	300	300	300	300	300	300	300	300	300	3,600
6600 · Marketing - Other (Banners, Posters)	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Total 6600 · Marketing	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,225	2,725	2,775	2,275	2,275	27,850
6800 · Insurance Expense													
6810 · Directors & Officers Insurance	0	0	0	0	0	0	0	0	1,500	0	0	0	1,500
Total 6800 · Insurance Expense	0	0	0	0	0	0	0	0	1,500	0	0	0	1,500
7000 · Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
7050 · Capital Expense (Projector Software)	250	250	250	250	250	250	250	250	250	250	250	250	3,000
7200 · Dues and Subscriptions (Neon)	250	250	250	250	250	250	250	250	250	250	250	250	3,000
7300 · Office Supplies	25	25	25	25	25	25	25	25	25	25	25	25	300
7500 · Repairs and Maintenance	250	250	250	250	250	250	250	250	250	250	250	250	3,000
Total Expense	29,995	29,520	28,970	29,220	30,320	28,970	30,620	28,920	30,970	30,145	29,845	29,995	357,490
Net Ordinary Income	(17,995)	(17,520)	(21,970)	(22,220)	(23,320)	(21,970)	(18,620)	(6,920)	1,030	24,855	55,155	69,495	0
Other Income/Expense													
Other Income													
9050 · Interest Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Income	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Income	(17,995)	(17,520)	(21,970)	(22,220)	(23,320)	(21,970)	(18,620)	(6,920)	1,030	24,855	55,155	69,495	0

Friends of the Cameo dba Cameo Cinema Foundation
2023 Budget - Annual Fund
January through December 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Cumulative Net Income	(17,995)	(35,515)	(57,485)	(79,705)	(103,025)	(124,995)	(143,615)	(150,535)	(149,505)	(124,650)	(69,495)	0	TCMcB ########

Cameo Cinema Foundation
2023 Budget
Year Over Year Comparison 2021 - 2023

		2021 Actual	2022 Actual	2023 Budget	Comments
Revenue					
	Donations	$372	$354	$357	
	Grants	28	32	0	Grants Not Budgeted Due to Uncertainty
	Burlesque Nite				
	Tickets		30		
	Auction		19		
	Total Revenue	$400	$435	$357	
Expenses					
	Communuty Progranmming	$284	$258	$300	2021 - COVID relief, 2023 - $25K/mo
	Family Film Festival	0	0	0	
	Special Events	0	24	0	2022 - Burlesque Nite
	Education				
	Film Camp	0	0	0	
	Spring Workshop	0	0	0	
	Science on Screen	8	5	0	2023 - To be funded by grant
	Total	8	5	0	
	Fundraising (Engraving/NEON Mod &Trng)	4	3	3	
	Administration				
	Donor Administrator (Stefani)	6	5	6	
	Bookkeeper (julie)	3	4	4	
	CPA	3	3	3	
	Total	12	12	13	
	Marketing				
	Social Media Contractor (Janet)	18	19	20	
	SocialMedia/Website	5	5	6	
	Printing	1	0	1	
	Other	6	1	1	2021 - Video Booth
	Total	30	25	28	
	Repair/Maintenance	3	4	6	Digital Projector/Ice Machine
	Other (Ins, Dues, Bank Fees)	7	7	7	
	Total Expense	348	338	357	
Allocated to Reserves		25	25	0	
Net Revenue/(Expense)		$27	$72	$0	

TCMcB
12/6/2022

Friends of the Cameo dba Cameo Cinema Foundation
Grants Received February 2022 - 2023

Science on Screen - $ 5,000 - October 2022 – June 2023 – alumni grant
This is a national program sponsored by the Coolidge Corner Theater Foundation in partnership with the Alfred P. Sloan Foundation.

City of St. Helena - $8,250 – July 2022 to June 2023
The award will be used to support our Fork2Film Program, March 8 – 11, 2023 (see attached flyer).

NVCF – Thatcher Family Fund - $1500 – December 14, 2022
This is a donor advised fund supporting our community programming.

Napa County Arts, Culture and Heritage Council - $12,500 – Summer/Fall 2022
This grant funded "Art is Science/Science is Art," a three-day program held over the Labor Day 2022 weekend.

Tides Foundation – $5000 – July 2022 – June 2023
We received this grant as a gift from the Jennifer Kline Family Fund. It is for general support of the Cameo Cinema Foundation.

Richard Reed Foundation - $5,000 – Summer/Fall 2022
Our grant supported the screening of the film "To Which We Belong," shown as part of our Labor Day 2022 weekend program.

Subject: Prepare to be ravenous. NEW Series "FORK TO FILM" premieres March 8, 2023
From: Cameo Cinema <info@cameocinema.com>
Date: 2/17/2023, 10:25 AM
To: stacey.e.bressler@gmail.com

Cameo Cinema
THE ART OF STORYTELLING

DOWNLOAD CALENDAR



FORK2FILM
MARCH 8 TO MARCH 11, 2023

"Movies: they make us laugh, they make us cry, they make us hungry. If films tell the stories of our lives, and food is our common ground, then it's only natural to celebrate the delicious marriage of the two."

--James Beard Blog, Julie Weil

Highlights

BEST SHORT DOCUMENTARY 2023

The Amphora Project: Past Forward

50 min | PG-13 | Documentary



Wine aged in clay, or amphora, has grown in

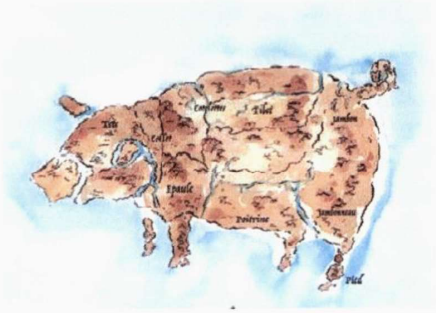


Wednesday, March 8, 2023
Showtime: 5:00 pm

popularity in recent years. But this technique is far from new. In fact, the practice originated in what is now modern-day Georgia, around 6,000 years ago. This documentary, hosted by **Karen MacNeil**, wine-educator and author of the acclaimed THE WINE BIBLE, was produced by **The Wine History Project of San Luis Obispo County** and **Partners 2 Media.** The film shows how ancient winemaking techniques are being explored today by winemakers in San Luis Obispo County. BONUS short "Dumb" from Partners2Media.

Q&A hosted by Karen MacNeil. Joining her onstage will be Libbie Agran, Producer; Noel Resnick, Associate Producer; and Director/Cinematographer Tim Clott.

GET TICKETS>



Friday, March 10, 2023
Showtime: 5:00 pm

The Whole Animal

71 min | PG-13 | Documentary

From SOMM TV, and directed by **Jason Wise**, who wrote it with Christina Wise and Jackson Myers, **The Whole Animal** is a documentary about the tradition, culture and art of butchery. Wise used butchery as the center of the wheel in order to highlight the farmer, the chef, the restaurateurs and how animals are treated. Interviews with butchers, chefs and farmers in Italy, France, Spain, Argentina and the United States reveal beliefs about using the whole animal and how wasting nothing can teach us as much about our food as it can about the culture that made it.

Q&A with Jason Wise following the film.

GET MOVIE TICKETS>

THE SAINT **After Party**

Join **Jason Wise** at **The Saint**,following the film on Friday. **Oak Avenue Catering** will be creating an **Al Fresco Hors d'Oeuvres,** inspired by "The Whole Animal." We will be pouring bubbly from **Schramsberg Vineyards**, and Library wines from **Pride Mountain Vineyards**. Tickets $110/person and include the film, food and 2 glasses of wine.

Friday, March 10, 2023
Doors open 7:00 pm
LIMITED TO 40 SEATS

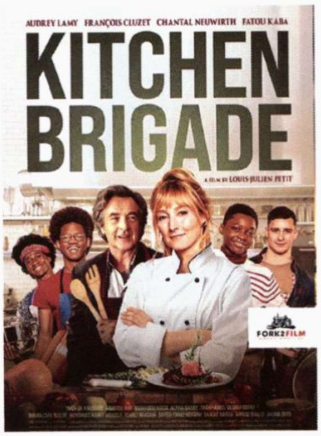
The Saint
1351 Main Street
St. Helena, CA 94574



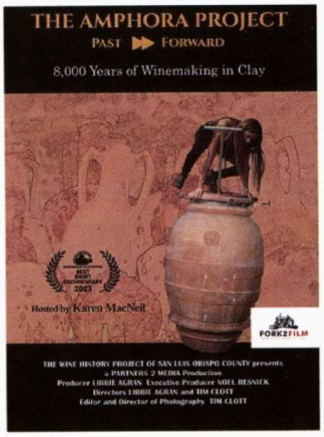
GET MOVIE + THE SAINT TICKETS>

FULL SCHEDULE: FORK TO FILM | MARCH 8 - 11

March 8, 2023 - Wednesday



97 min | PG 13 | Comedy
Showtime: 2:00 pm

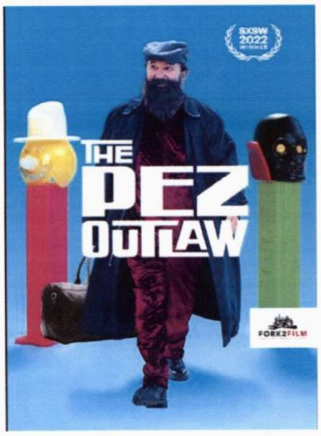


50 min | PG-13 | Documentary
Showtime 5:00 pm
Q&A led by Karen MacNeil

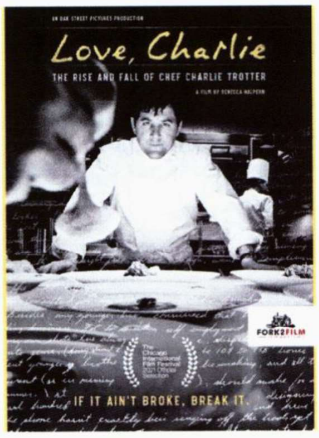


98 min | PG-13 | Documentary
Q&A: Chef Sarah Heller
Showtime 7:30 pm

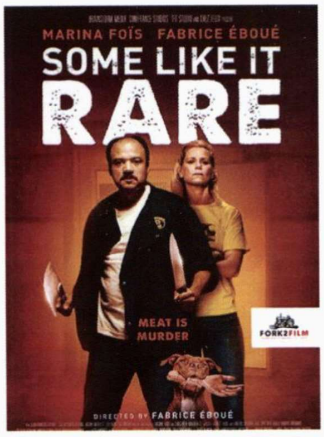
March 9, 2023 - Thursday



85 min | PG-13 | Documentary
Showtime: 2:00 pm

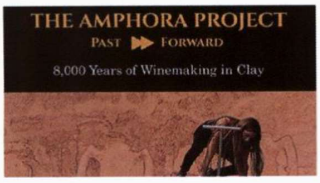


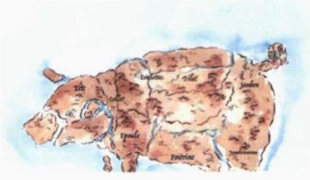
96 min | PG-13 | Documentary
Showtime: 5:00 pm

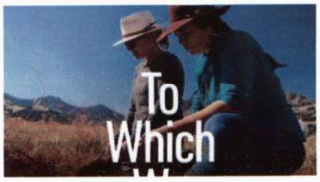


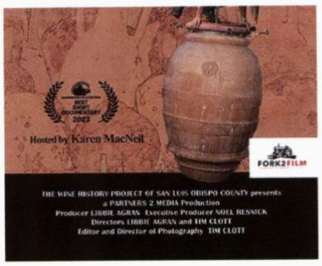
85 min | R | Comedy
Showtime 7:30 pm

March 10, 2023 - Friday

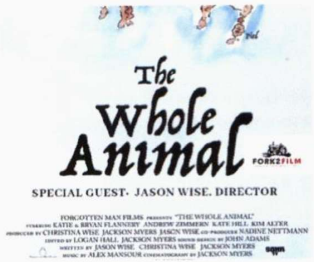




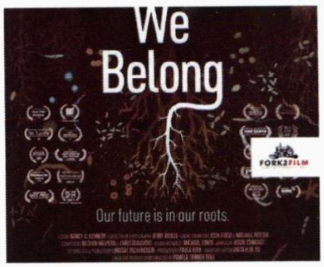




50 min | PG-13 | Documentary
Showtime 2:00 pm



71 min | PG-13 | Documentary
Showtime 5:00 pm
Q&A Jason Wise, Director
After Party at The Saint

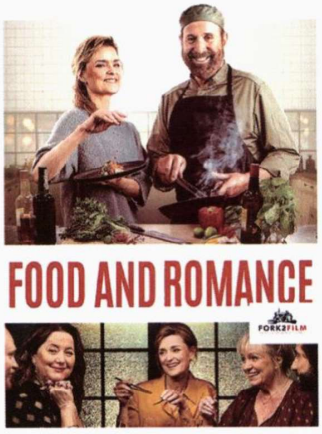


90 min | PG-13 | Documentary
Showtime 7:30 pm

March 11, 2023 - Saturday



92 min | PG-13 | Documentary
Showtime 2:00 pm
Q&A with Brian Lilla, Director



101 min | PG-13 | Romance
Showtime: 5:00 pm



107 min | R | Drama, Thriller
Showtime: 7:30 pm

Cameo Cinema
1340 Main Street
St. Helena CA 94574
Box Office 707-963-9779
info@cameocinema.com
General Admission $10.00
Open Captions
Sun/2:00p Wed/7:45p

SHOWTIMES
(Check individual listings)
Wednesday, Friday, Saturday
2:00 p 5:00 p 7:45 p
Sunday
2:00 p 5:00 p
Monday - Closed
Tuesday & Thursday
5:00 p 7:45 p

CINEMASAFE: **Masks are encouraged but not required at the Cameo Cinema.** Current guidelines recommend you consider the Community Level of COVID-19 and your personal level of risk when deciding on whether or not to wear a mask for indoor events.

© 2023 Fireflies, LLC **VISIT OUR WEBSITE** **CONTACT US**

Cameo Cinema | 1340 Main Street, St. Helena, CA 94574

Unsubscribe stacey.e.bressler@gmail.com

Update Profile | Constant Contact Data Notice

Sent by info@cameocinema.com

ATTACHMENT 6

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Music in the Vineyards
Organization Mailing Address:	PO Box 6297, Napa, CA 94581
Organization Contact Person (Name/Title):	Evie Ayers, Executive Director
Organization Contact Email:	evie@musicinthevineyards.org
Organization Contact Telephone:	707-258-5559
Organization Website:	www.musicinthevineyards.org
Federal Tax ID Number and Status:	68-0358441
How long has your organization been in operation?	28 years

Grant Request

Project Name:	MITV Connects
Address of Project:	Various locations throughout the City of St. Helena
Requested Grant Amount:	$ 3,030.00
Matching Funds:	$ 11,610.00
TOTAL Project Cost:	$ 14,640.00

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Piano Tuning for Not So Silent Cinema	140.00
Contribution to Venue Rental of St. Helena Performing Arts Center for Not So Silent Cinema	600.00
Refreshments for Open Rehearsals - 4 two hour sessions on Thursdays during the festival	400.00
Contribution to set up costs of St. Helena Parochial School for Open Rehearsals 4 x $150 total for weekly sessions.	300.00
Piano Tuning for Lecture Demonstration	140.00
Contribution to Piano and Chair Moving for Lecture Demonstration	500.00
Fees for one Musician for Lecture Demonstration	500.00
Contribution to transport costs for Fellowship Quartet Outreach performances in St. Helena - (total of 6 performances @ $50 per performance for 5 people)	150.00
Stage Manager fees for Outreach Performances - 6 x $50	300.00
Total Grant Request	$ 3,030.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Evie Ayers

Signature Evie Ayers Digitally signed by Evie Ayers DN: cn=Evie Ayers, o=Music in the Vineyards, ou, email=evie@musicinthevineyards.org, c=US Date: 2023.02.23 17:36:54 -08'00'

Title Executive Director

Date 2/24/23

Music in the Vineyards Inc. application for:
City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

music in the vineyards

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

Music in the Vineyards (MITV) is a nationally renowned chamber music festival which has become an established part of the cultural landscape of St. Helena. In addition to the concerts held in St. Helena, our rehearsal venue is the St Helena Parochial School, which enables both musicians and patrons to become immersed in the life of the city while they are here.

This year MITV is launching an expanded Education and Community Engagement program: *MITV Connects,* which will include both an expanded series of community outreach performances and an expanded series of family-friendly and educational offerings for the St. Helena public.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

We have designed *MITV Connects* with a goal of building audience range and diversity.

Community-oriented performances:

Not-So-Silent Cinema, a live screening of two iconic silent films with original musical accompaniment by Bay Area composer Stephen Prutsman, will take place during MITV's annual festival at the St. Helena High School auditorium. With ticket prices at a modest $10 and $15, the event has traditionally attracted a diverse audience of around 200, ranging from teenagers to retirees.

MITV sponsors an annual program of free performances for all sectors of the community using our Fellowship Quartet which was supported by St. Helena City Council in 2019. The series of free concerts in community locations will continue in 2023, with participation by students selected from the Napa Valley Youth Symphony alongside the Fellowship String Quartet.

Educational offerings

We will reprise our popular lecture/demonstration program with pianist John Novacek and add a second program by Artistic Director Michael Adams and MITV musicians in a larger community venue in St. Helena with a lower ticket price. Our weekly free open rehearsals will include more educational content, refreshments, and opportunities for Q&A with the musicians.

Timeline for *MITV Connects*– St. Helena, 2023

January - May 2023: Festival planning including budget approval, contracting of musicians, grant applications submitted, beginning of PR program.

June-June 2023: Festival PR including social media posts, e-blasts, calendar listings, media coverage etc.and start of ticket sales. Continuing outreach to community organizations.

August 2023: Festival events including free open rehearsals at School, educational events, outreach performances by 2023 Fellowship String Quartet, concerts at St. Helena wineries.

3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

MITV will continue cultivating the partnerships we have developed in St. Helena. We established our rehearsal space at the St. Helena Parochial School in 2022 and hope to build on this relationship and hold an outreach event in the St. Helena Catholic Church.

The main organization supporting the Not-So-Silent Cinema performance is St. Helena High School via the St. Helena Performing Arts Center led by Alba Gonzalez Arredondo, Patti Coyle and Joe Perez.

The following community organizations have hosted performances in past years and are being approached to become involved again: Rianda House Senior Activity Center, Silverado Orchards Retirement Community, St. Helena Boys 'and Girls 'Club, St. Helena Historical Society, St. Helena Chamber of Commerce, St. Helena Library.

The following St. Helena residents are involved in the project as board members or community advocates: Susan Duprey, Clay Timon, Bonnie Thoreen, Betty Anne Carlin.

St. Helena Wineries that host our concerts and support Music in the Vineyards include Markham Vineyards, Hudson House at Beringer Vineyards, Merryvale Vineyards.

b. What roles are they playing and how collaborative is the Project?
All the community organizations listed above have been involved in hosting performances in past years. They are also collaborating in publicity and promotion. The individuals listed above are residents of St. Helena involved in community arts advocacy. MITV has collaborated closely with both individuals and organizations to ensure that our efforts are meeting their needs.

c. **What other support exists for your Project?**
We receive financial support for *MITV Connects* from:

- MITV's own reserve education fund;
- Donations from individual patrons of the festival.
- Ticket income from Not-So-Silent Cinema which will go towards the costs.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

Over the past 28 years we have built a strong relationship with the community of St. Helena and the decision to expand of our outreach program is in part due to the demand from community residents who are great supporters of our work. We estimate the attendance at all our activities in St. Helena in 2023 will increase from 800 to 1,100 in 2023.

The beneficiaries will include:

- Community members who attend the free open rehearsals, concerts and educational events; Boys ' and Girls 'Club attendees; Senior Center attendees at Rianda House and Retirement Community Residents.
- Local businesses including the wineries who partner with us and are keen to support us when they are aware that we have a successful community outreach program.

- Music in the Vineyards: by connecting with the local community and giving back to the valley that has proved to be such a generous host for twenty-five years.
- The City of St. Helena: added richness and diversity to the cultural opportunities available to the resident community of St. Helena.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

In the 2021 fiscal year we received a grant of $15,000 from the Napa County Arts and Culture Program towards Covid Relief costs such as PPE and additional costs incurred by putting on live concerts during a pandemic. In 2022 we received a grant of $16,600 also from Napa County to upgrade our computer system with new hardware and software and to launch a new website and database.

The grant we are requesting from the City of St. Helena for 2023 is specifically towards the cost of our expanded community efforts in the City of St. Helena.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.

While MITV has historically included a diverse range of contemporary music in our festivals, our recent programming has been focused on inclusion and diversity: the 2021 festival featured works by little known black composers and 2022 focused on female composers.

The artists invited to participate in the *MITV Connects* events in 2023 have been chosen not only for their artistic quality but for their commitment to diversity and outreach. This year we have commissioned a piece by crossover composer John Wineglass, who is deeply committed to work with social justice themes and to inspiring young people of all ethnicities to pursue their artistic dreams Other community-oriented artists include composer Stephen Prutsman, the Telegraph quartet, the Catalyst Quartet, the Fellowship Quartet, John Novacek, Eric Zivian, Tanya Tomkins and Arnaud Sussmann.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 16 2001

MUSIC IN THE VINEYARDS INC
PO BOX 432
ST HELENA, CA 94574

Employer Identification Number:
68-0358441
DLN:
17053034813021
Contact Person:
GREGORY K OLWINE ID# 31382
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
September 1996
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

MUSIC IN THE VINEYARDS INC

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

MUSIC IN THE VINEYARDS INC
Current Year Operating Budget and Previous Year Actuals

	Budget Nov' 22 - Oct 23	Actuals Nov '21 - Oct 22
Ordinary Income/Expense		
Income		
4000 · Contributions	442,560.00	560,633.28
4100 · Special Events & Raffles	51,500.00	338,113.96
4200 · Program Revenue	143,585.00	120,500.00
4300 · Other Revenue	3,000.00	51,134.00
Total Income	640,645.00	1,070,381.24
Cost of Goods Sold		
5000 · Special Event Expenses		
5100 · ROB	0.00	16,792.52
5200 · Icons of Design	0.00	80,276.99
5310 · TITV	1,350.00	11,825.64
5400 · Esterhazy	21,500.00	18,385.88
5700 · Hall Dinner Expenses	0.00	2,004.00
Total 5000 · Special Event Expenses	22,850.00	129,285.03
5800 Spring Launch Event	5,000.00	0.00
Total COGS	27,850.00	129,285.03
Gross Profit	612,795.00	941,096.21
Expense		
6000 · Program Expenses		
6100 · Artistic Expenses	221,770.00	191,869.47
6200 · Production Expenses	50,950.00	43,470.21
6300 · Piano Expenses	23,860.00	12,683.75
6500 · Staff Compensation	275,737.00	218,190.32
6700 · Other Program Expenses	75,000.00	71,117.96
6800 · Outreach Education Expenditure	14,850.00	2,855.04
6900 · Fellowship Quartet Program	14,800.00	12,833.64
Total 6800 · Education Outreach Expenditure	29,650.00	15,688.68
Total 6000 · Program Expenses	676,967.00	553,020.39
7000 · Management & General	61,500.00	67,600.96
8000 · Fundraising Expenses	9,700.00	7,520.85
Total Expense	748,167.00	628,142.20
Net Ordinary Income	(135,372.00)	312,954.01
Net Income	**(135,372.00)**	**312,954.01**

Music in the Vineyards Inc.

Grant Funding Received in the last 12 months:

In the 2021/2022 fiscal year we received a grant of $16,600 from Napa County to upgrade our computer system with new hardware and software and to launch a new website and database.

Below is a table of all the grants received over the last 12 months with the Napa County grant highlighted in blue. Many of the grants were received to alleviate the loss incurred by the Covid-19 pandemic.

MITV Grants & Public Funding 2022

Grant Making Body	Application Date	Amount Requested / Offered	Decision Date	Amount Received	Notes
Education Grant - Napa Valley Performing Arts Foundation - for Fellowship Quartet	Jun-22	15,000.00	Aug-22	15,000.00	FQ 2022
Napa County Arts & Culture Commission	Mar-22	16,600.00	Jun-22	16,600.00	Hardware & website update
State of California - Small Venue Program	Nov-22	58,060.20	Aug-22	58,060.20	Received 9/28
Shuttered Venues Operators Grant - SBA Federal Grant	Feb-21	40,549.73	Dec-22	40,549.73	Supplemental grant - following initial application
Grant Totals		**132,709.93**		**130,209.93**	

ATTACHMENT 7

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Napa Valley College District Auxilliary Services (DAS) Foundation
Organization Mailing Address:	2277 Napa-Vallejo Highway, Napa, CA 94558
Organization Contact Person (Name/Title):	Dr. Alejandro Guerrero
Organization Contact Email:	aguerro@napavalley.edu
Organization Contact Telephone:	(707) 256-7365
Organization Website:	https://tinyurl.com/2023VivaMariachi
Federal Tax ID Number and Status:	46-2918583 501(c) (3)
How long has your organization been in operation?	12 years

Grant Request

Project Name:	¡Viva Mariachi! St. Helena
Address of Project:	2277 Napa-Vallejo Highway, Napa, CA 94558
Requested Grant Amount:	$14,353.00
Matching Funds:	$0.00
TOTAL Project Cost:	$14,353.00

Project Name: ¡Viva Mariachi! St. Helena

This project addresses the following of the City of St. Helena's Mission Statement & Goals:

- Supports thriving families and the healthy development of our youth.
- Promotes a culture of equity, diversity & inclusion
- Expands cultural opportunities

DESCRIPTION

We seek support for three innovative music programs in St. Helena during spring and summer of 2024: a "¡Viva Mariachi!" concert, and an "Introduction to Mariachi Music" summer camp, and ongoing educational instruction classes.

1. The spring concert is scheduled for late March/early April 2024 and will bring two award-winning mariachi youth ensembles to perform for St. Helena students, their families, and Up Valley audiences. This concert will kick-off the 4th Annual Viva Mariachi Festival at Napa Valley College (for a sample of the caliber of former mariachi musicians (see enclosed 2023 Viva Mariachi flyer or see https://tinyurl.com/2023VivaMariachi). The concerts never fail to generate excitement, enthusiasm and a desire to learn to play mariachi music, particularly among Mexican-American students.
2. An "Introduction to Mariachi" summer camp in June 2024, as a follow-on to the festival. This five-day camp, taught by experienced mariachi instructors, will provide an opportunity for up to 30 students, ages 10 and above, and with little or no prior music instruction, to learn two or three simple pieces on the guitar, along with the accompanying vocal parts. At the conclusion of the week, they will perform onstage as an ensemble for their families, neighbors, and friends. The camp is based on the successful model developed in Sonoma County by mariachi music expert José Soto and colleagues at the Luther Burbank Center for the Arts. As Mr. Soto describes it, "Mariachi, of course, is more than singing and playing the guitar. We start with the guitar and voice because in a week they can learn to play two pieces and feel successful. Their parents will be so proud to see their kids on stage, playing the music they love...I've seen it bring tears to their eyes. In no time the parents have their kids playing for grandma, aunts, uncles, and cousins. The kids get all this praise, they feel great, the whole family loves it, they're hooked...and they want more!" The location is yet to be determined, but it may well take place at a local school site or other appropriate venue.
3. Eight Ongoing Educational Instruction sessions of Mariachi genre guitar and singing classes throughout the spring of 2024.

IMPORTANCE

At a time when many of our youth, and especially the children of Mexican immigrants, face extraordinary challenges navigating the turbulence of adolescence, mariachi music offers a lifeline. Mariachi youth programs have become an effective way to strengthen family bonds, instill a sense of accomplishment and self-worth, and promote habits needed to achieve mastery, in music as well other areas of life. It therefore comes as no surprise that throughout California, and in Washington State, Nevada, Arizona, Texas and elsewhere, communities with established mariachi music programs demonstrate increased student focus, improved academic achievement and graduation rates for their Latino/a students, with a larger proportion going on to college. The mariachi youth ensembles themselves dazzle audiences with their enthusiasm and skill, prompting a newfound appreciation for this lively Mexican tradition, and help build bridges across cultural divides.

BACKGROUND

In the spring of 2019, Napa Valley College hosted its first ever ¡Viva Mariachi! Festival. It was an outstanding success and plans and funding were in place for a second festival in 2020 when the pandemic put everything on hold. That second festival was eventually held on April 9, 2022, with sold-out performances in NVC's Performing Arts Center. Tickets are now on sale for the 3rd Annual Festival Concert with matinee and evening performances on April 1, 2023. Each of the festival, as a request by (former) Mayor Geoff Ellsworth, have included a small-scale performance in St. Helena by one of the featured ensembles on the Friday evening prior to the Saturday event at Napa Valley College. The March 31, 2023 7:00 pm performance at the St. Helena High School Performing Arts Center will feature Mariachi Los Gavilanes de Monaco Middle School in Las Vegas. (see their Facebook page: facebook.com/Monacomsmariachi.)

These festivals are part of a larger vision to build a comprehensive county-wide mariachi music program starting with youth in 5-6th grades, continuing through middle school and high school and on to Napa Valley College, thereby creating a pathway to higher education for many students who might otherwise flounder and give up. This vision is the brainchild of Oscar De Haro, who recently retired after 16 years as vice-president for Student Affairs at NVC and a 38-year career in public education. Himself the son of Mexican immigrant parents, Oscar grew up in St. Helena, graduated from SHHS, and was always passionate about mariachi music. He began noticing how mariachi music programs are taking off in schools and communities around the country, how they are promoting self-confidence and pride among marginalized Mexican-American youth, and motivating them to excel in school. Over the last six years Oscar has been reaching out to the leaders of these programs and began bringing top-level ensembles to our county for audiences to see for themselves.

Past sponsors of the Festivals have included NVC Foundation, NV Community Foundation, Napa County Hispanic Network, and the City of St. Helena among others. (See 2022 sponsors in the enclosed "Dear Friend" letter.) Earlier this year we were awarded, for this April 1 event, a competitive grant from the Arts Council Napa Valley for $5,000, their maximum level award.

With the mariachi concert and summer camp we are proposing, the City of St. Helena will be taking the lead in bringing the first ever mariachi music instruction program to the Up Valley area. As such the city will be building on a long tradition of innovation, contribution and hard work by St. Helena's Mexican-origin community that dates back nearly 200 years.

KEY PERSONNEL

- Oscar De Haro – Project Co-Director, Retired Napa Valley College Administrator
- Dr. Alejandro Guerrero – Project Co-Director, Interim Vice President, Student Affairs, Napa Valley College.
- **José Soto**, Music Specialist, Luther Burbank Center, Santa Rosa. Music instructor and advisor for our project. For the last seven years he has overseen the LBC mariachi summer camps in Sonoma County. He leads LBC's Mariachi Ensemble, serving over 115 students in its year-round program.
- **Jeff Nevin, PhD** – Professor of Music and Director of Mariachi Activities at Southwestern College in Chula Vista, California; developed the world's first college degree in mariachi music (begun in 2004). One of the most respected mariachi educators in the country; a professional classical trumpet player, conductor of the Southwestern College Symphony Orchestra, lifelong mariachi musician, composer, and author. Dr. Nevin has offered to advise and assist in the development of our mariachi music program.
- **Rev. Manuel Chávez**, St. Helena Catholic Church. Supports our efforts and will assist in recruiting students and their families for the programs.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
A two-part proposal; one an instruction component/introduction to mariachi music that will include a one week summer camp and on-going music and voice sessions. The other component is a two mariachi youth ensembles performing the first ever ¡Viva Mariachi Festival at Saint Helena.	
Personnel: Two teachers/instructors ($1,500 each) - 25 hrs ea plus 5 hours ea prep @ $50/hr)	3,000.00
Personnel: Two assistants ($750.00 each) - 25hrs ea plus 5 hrs ea prep @ $25/hr)	1,500.00
Personnel: Two instructors for eigth, 2-hour sessions of ongoing Educational Instruction ($800 each) (16hrs = $50/hr)	1,600.00
Personnel: Consultant: Dr. Jeff Nevin from Southwestern College, Chula Vista, CA	500.00
Food & Other Supplies: Nutritiuos snacks/ energy bars for participants	100.00
Food & Other Supplies: Beverages and pastries	300.00
Food & Other Supplies: Nylon Strings for replacing broken strings and printing of music sheets **	200.00
Miscellaneous: "1st ¡Viva Mariachi! St. Helena Camp" = 35 t-shirts @ $12.50 each plus print-set fee	500.00
Airfare: One-way airfare for one mariachi ensemble of 16 members *	3,373.00
Lodging: One night of lodging for one ensemble of 16 members (Hampton Inn & Suites)*	3,280.00
* Estimate is one half of actual expenses incurred in the 2023 Viva Mariachi Festivatl at NVC.	
** Guitar instruments for participants will be purchased or rented by seeking other funds/sponsors for this event	
Total Grant Request	$14,353.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Alejandro Guerrero Signature Alejandro Guerrero

Title Interim Vice President, Student Affairs Date 2/22/23

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 22 2014

NAPA VALLEY COMMUNITY COLLEGE
AUXILLIARY SERVICES ORGANIZATION
2277 NAPA-VALLEJO HWY
NAPA, CA 94558

Employer Identification Number:
46-2918583
DLN:
17053074776034
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 15, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Director, Exempt Organizations

Letter 947

Viva Mariachi
INCOME STATEMENT (Schedule 8)
Comparison of Prior and Current Fiscal Years

	A	B		D		E
		PRE-AUDIT PRIOR YEAR (12 Mos.) July 1, 2021 to June 30, 2022		CURRENT YEAR (3 Mos.) July 1, 2022 to Sept. 30, 2022		Budget 2022/2023
1	**RESTRICTED DONATIONS**					
2	Beginning Restricted Dons. Fund Balance		$ 3,780.61		$ 5,962.44	$ 15,000.00
3	YTD - Mariachi Restricted Donations		20,229.00		2,660.00	-
4	Grants, Annual Appeal & Sponsorships		-		-	25,000.00
5	Other Fundraising		-		-	-
6	Trans to Fund Program Balance (#8358)		(18,047.17)		-	-
7	**TOTAL RESTRICTED DONATIONS**		$ 5,962.44		$ 8,622.44	$ 40,000.00
8	**REVENUE**					
9	Ticket Sales	8,010.00		-		4,500.00
10	Concessions Revenue Split	636.36		-		-
11	Transfer from Restricted Donations	18,047.17		-		-
12	**TOTAL REVENUE**		26,693.53		-	4,500.00
13	**EXPENDITURES**					
14	Salaries	5,455.43 x		-		3,500.00
15	Employee Benefits	554.38		-		inc
16	Advertising/Marketing	244.06		-		-
17	Food & Food Supplies/Event Supplies	3,737.08 x		-		12,000.00
18	Travel & Lodging (Faculty/Performers)	16,013.23		-		12,500.00
19	Printing & Mailing	-		-		300.00
20	Event Support - Payable to District	-		-		500.00
21	Bank Card/Misc Expenses	689.35		-		70.00
23	**TOTAL EXPENDITURES**		26,693.53		-	(28,870.00)
24	**OPERATING (PROGRAM 8358) ENDING BALANCE**		$ -		$ -	$ (24,370.00)
25	**EVENT BALANCE**		$ 5,962.44		$ 8,622.44	$ 15,630.00

FY22 - Viva Mariachi Event - April 9, 2022

x = MANUAL ADJUSTMENT FOR FY22 REPORTING PURPOSES

Listing of Grant funding received in the last 12 months: $5,000 Grant from the Arts Council Napa Valley for the 2023 3rd Annual Viva Mariachi Festival


3 RD ANNUAL
FESTIVAL CONCERT
VIVA
Mariachi
NAPA VALLEY COLLEGE
SATURDAY, APRIL 1, 2023 - 3 PM & 7 PM
TICKETS ON SALE: February 1, 2023
MORE INFO AT: https://tinyurl.com/2023VivaMariachi
CONTACT US AT: (707) 256-7363 or NVCStudentAffairs@napavalley.edu
FEATURING AWARD-WINNING MARIACHI BANDS
MARIACHI DE UCLATLÁN · MARIACHI CANTARES DE MI TIERRA · MARIACHI LOS GAVILANES DE MONACO MIDDLE SCHOO
Support ¡Viva Mariachi!
GIVE A GIFT OF SUPPORT AT: https://tinyurl.com/Mariachinapa2023
JOIN OUR SPONSORSHIP PROGRAM AT: https://tinyurl.com/SponsorMariachi2023



Mariachi Music - - The Perfect Gateway to Higher Education

Mariachi education is growing as more schools boost student success and increase access by adding mariachi to band and orchestra programs across the country.

These programs increase cultural awareness and provide students an opportunity to experience and safeguard cultural traditions.

¡Viva Mariachi! at Napa Valley College offers a unique opportunity for our community to learn how these programs are thriving in the U.S for the benefit of students, all while enriching the cultural vitality and musical traditions of their institutions and surrounding communities.

Featuring Award-Winning Bands Representing 3 Levels of Music Education

Mariachi de Uclatlán



Mariachi de Uclatlán, the first collegiate mariachi group in the nation, was founded in 1961. Hosted by the the University of California at Los Angeles (UCLA) Department of Ethnomusicology, Mariachi de Uclatlán is a student group dedicated to the performance of traditional Mexican music. For the past 30 years they have been under the leadership of Jesús "Chuy" Guzmán, a 2020 Grammy Award Winner for Best Regional Mexican Album as a part of Mariachi Los Camperos.

Mariachi Cantares de Mi Tierra



Cantares de Mi Tierra from Santa Rosa is returning by popular demand! This group is led by Luther Burbank Center's music specialist, José Soto. Cantares de Mi Tierra recently opened for the world-famous Mariachi Vargas de Tecatitlan. They are frequently invited to high-profile mariachi competitions and all of the performers in the year-round program have previously participated in one of the Luther Burbank Center's three-week mariachi camps.

Mariachi Los Gavilanes de Monaco Middle School



Mariachi Los Gavilanes De Monaco Middle School has been serving the Las Vegas community since 2002. They are one of the nation's largest mariachi programs. Mariachi Los Gavilanes has represented the Clark County School District with performances in Arizona, California, Nevada, New Mexico, and Texas. Their most recent achievement is being awarded 3rd place at the National Mariachi Competition in San Antonio Texas.

Support Viva Mariachi at, https://tinyurl.com/Mariachinapa2023

Dear Friend,

We are pleased to share exciting news. Please Save the Date for the 3rd Annual Napa Valley College ¡Viva Mariachi! Festival on April 1, 2023!

Our local community has embraced ¡Viva Mariachi! - an educational and cultural event that promotes the rich heritage and traditions of Mexico.

Mariachi - The perfect gateway to higher education.

¡Viva Mariachi! offers an opportunity to see firsthand how mariachi programs are thriving in the U.S and how they serve to enhance students' academic performance. Mariachi music programs enrich the cultural vitality of educational institutions and surrounding communities.

We will again host youth/student groups representing three levels of our nation's public institutions: middle school, high school, and college. We are so honored to host these excellent musicians and expect sell out performances again this year.

Headliner 2023 -- Mariachi de Uclatlán!

Mariachi de Uclatlán was the first collegiate mariachi group in the nation, founded in 1961. Hosted by the University of California at Los Angeles (UCLA) Department of Ethnomusicology, Mariachi de Uclatlán is a student group dedicated to the performance of traditional Mexican music. For the past 30 years they have been under the leadership of 2020 Grammy Award Winner Jesús "Chuy" Guzmán.

Generous Napa County donors and sponsors allow us to keep ticket prices accessible, reimburse performers for travel, and cover operational costs of the event. It is this generosity also that supports curriculum development for local mariachi music education programs for all ages.

Please consider a sponsorship or gift of support for Napa Valley College's annual event celebrating music, community, and learning.

Please find additional event and sponsorship information at https://connect.clickandpledge.com/Organization/nvc/Campaign/Vivamariachi20220Sponsorship/.

Please contact Carollee Cattolica at ccattolica@napavalley.edu with any questions or to make a gift.

Best wishes,

Torence Powell, Ph. D
Napa Valley College President

Alejandro Guerrero
Interim VP, Student Affairs

¡Viva Mariachi at Napa Valley College

APRIL 1ST, 2023

2022 Sponsors

Community Projects Incorporated

Arts Council Napa Valley

City of St. Helena

Celebrating 50 Years Sole Health

Golden State Lumber

Stanly Ranch Auberge Resorts Collection Napa Valley

Mega Mix

Boise Cascade Building Materials Distribution

Napa Valley College Foundation

Napa Valley Community Foundation

napanet

Damian Maldonado Memorial Foundation

Napa County Hispanic Network

Cecilia Aguiar-Curry

The White Barn

Paul J. Dohring Attorney at Law

Redwood Credit Union

NVC District Auxiliary Services Foundation (DAS) is dedicated to supporting student success through advancement of Napa Valley College's educational mission. NVC DAS is a 501(c)(3) public benefit, non-profit organization. Tax ID# 46-2918583.
707-256-7113 - Enterprise.services@napavalley.edu

ATTACHMENT 8

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Napa Valley Museum Yountville
Organization Mailing Address:	PO Box 3567 Yountville CA 94599
Organization Contact Person (Name/Title):	Laura Rafaty, Executive Director
Organization Contact Email:	laura@napavalleymuseum.org
Organization Contact Telephone:	707-944-0500
Organization Website:	www.napavalleymuseum.org
Federal Tax ID Number and Status:	23-7140629
How long has your organization been in operation?	1971-present

Grant Request

Project Name:	Conservation & Exhibition of Sophie Alstrom Mitchell's Wildflower Watercolors
Address of Project:	55 Presidents Circle, Yountville CA 94599
Requested Grant Amount:	$ $10,392.24
Matching Funds:	$ 0
TOTAL Project Cost:	$ $10,392.24

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Frames	2179.84
UV Resistant Plexiglass	1740.80
Acid Free Foam Board	134.12
Frame Points	19.00
Hanging Hardware	20.98
Conservation/Framing Labor	997.50
Exhibition Graphics	500.00
Exhibition Prep and Installation	2300.00
Curation/Documentation	2500.00
Total Grant Request	$10,392.24

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Laura Rafaty

Signature Laura Rafaty Digitally signed by Laura Rafaty Date: 2023.02.24 11:35:33 -08'00'

Title Executive Director

Date 2/24/23

Application Questions - Please answer the following questions on a separate sheet. Please limit your response to 2 pages.

1. **Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.**

Wildflower Watercolors promotes the arts to the St Helena community, while also recognizing the city's culture and history, exhibiting a notable artist who was raised in and drew her inspiration from St Helena and the Napa Valley region. In addition, this grant would provide the means necessary to conserving an important body of local art and history for generations to come.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

The museum is mounting an exhibition, *Wildflower Watercolors by Sophie Alstrom Mitchell*, opening on April 6, 2024 and running through June 30, 2024 in our Spotlight & History Galleries. The exhibition focuses on works by acclaimed California artist Sophie Alstrom Mitchell (resident of St Helena 1862-1882) from the museum's permanent collection. A selection of these paintings were last exhibited in 2012.

The museum is requesting funding to frame all 64 of Alstrom Mitchell's works in our collection, using acid-free foamboard backing and UV-resistant, museum quality plexiglass, an important step in conserving the watercolors and a necessary step in readying the works for exhibition.

We are also requesting funding to prepare our galleries and mount the exhibition, which includes researching the artist, evaluating the current condition of the works to address issues pre-framing, and to prepare curatorial notes to accompany the exhibition. The City of St Helena will be recognized both as exclusive sponsor of the exhibition and as benefactor in conserving this important body work for posterity. At the close of the show, we would be interested in making the works available for exhibition in St Helena, providing a direct benefit to the community.

With the funding that this grant would provide, we will begin the conservation and framing process in July 2023. Curation and interpretation for the exhibition will begin at the same time, with the exhibition opening April 2024 and running through June 2024.

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? n/a

b. What roles are they playing and how collaborative is the Project? n/a

c. What other support exists for your Project? We anticipate a grant award from the Napa Valley Arts & Culture Advisory Committee this fiscal year, which will provide general support for our 2023-24 exhibitions and programming.

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

Susan Alstrom Mitchell's work is important from many perspectives: as the work of a St. Helena resident; as a female artist; as an example of mastery of watercolor painting; and as documentation of wildflower species from northern California and the Napa Valley, some of which are now extinct. The exhibition will appeal to residents and tourists alike, providing insight into our local history, local artists, the fine arts, California's unique flora, and the natural history of our area.

The community will also benefit from the conservation of Mitchell's 64 works, constituting an important collection that tells interconnected stories of art, history, and the natural world.

We expect approximately 2,500 people to visit the exhibition during its 12-week run.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

Yountville TID
FY22 - $10,000 for marketing
FY21 - $7,500

Napa County Arts & Culture Advisory Board
FY22 - $17,500 for COVID relief
FY21 - $15,000

Arts Council Napa Valley
FY22 - $450

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

The Napa Valley Museum has a demonstrated commitment to diversity, both in the artists and in the subjects it presents. Showcasing female artists has been a major focus in recent years, from our Modern Women-Modern Vision exhibition of the greatest female photographers of the 20th and 21st centuries, showcases of leading female chefs like Julia Child and Sally Schmitt, to a presentation of major works by renowned female Surrealist painters including the first major exhibition of Juanita Guccione. We proudly presented the Making HERstory conference, flying in leading academics, students, filmmakers, artists, and historians and the public for a free weekend exploration on the importance, influence and challenges facing women in the history of modern art. It included a pop-up exhibition: Les Femmes Surrealistes, including works by Frida Kahlo, Leonora Carrington and other iconic painters.

The Museum is also committed to ethnic diversity through exhibitions like "Braceros" presented in partnership with the Smithsonian Institution and Napa Valley College, exploring the contributions of farmworkers who came to the US under its Braceros program, plus a companion exhibition of giant paintings by Don Coen depicting migrant farmworkers. We

regularly feature artists like Oscar Aguilar Olea, originally from Mexico, whose skill in egg tempura paint and locally sourced materials are used in works that highlight the female form.

The Museum houses 15,000 items in its permanent collection, many of which relate to the significant and often overlooked contributions of diverse populations to the rich history of our region. Susan Alstrom Mitchell's watercolors have been sitting in storage and unseen for too long – we think it's time make the artist and her works accessible to the public.

Internal Revenue Service

District
Director

Department of the Treasury

300 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

Napa Valley Museum
PO Box 3567
Yountville, CA 94599

Person to Contact: Stephen M. Klopp
Telephone Number: 213-894-2289
Refer Reply to: E0033198
Date: MAR 3 1 1998

re: #23-7140629

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in November 1973 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in November 1973 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Stephen M. Klopp

Disclosure Assistant

	FY 2021-2022 Actuals	FY 2021-2022 Budget		FYTD 2022-2023 Actuals (1/31/23)	FY 2022-2023 Budget
Income			**Income**		
Contributions & Support	$ 198,910.83	$ 180,000.00	Contributions & Support	$ 97,592.69	$ 190,000.00
Fundraising Events	$ -	$ 100,000.00	Fundraising Events	$ 95,149.86	$ 125,000.00
Program Revenue	$ 86,330.54	$ 145,000.00	Program Revenue	$ 351,158.62	$ 120,000.00
Endowment Income	$ 96,620.97	$ 220,000.00	Endowment Income	$ 60,218.73	$ 220,000.00
Total Income	**$ 381,862.34**	**$ 645,000.00**	**Total Income**	**$ 604,119.90**	**$ 655,000.00**
Expenditures			**Expenditures**		
Salaries & Related Expenses	$ 288,021.30	$ 425,000.00	Salaries & Related Expenses	$ 156,700.67	$ 291,587.00
Marketing	$ -	$ 5,000.00	Marketing	$ 674.32	$ 5,000.00
Events Expense	$ 56,863.29	$ 43,000.00	Events Expense	$ 94,432.23	$ 42,250.00
Facility & Equipment Expense	$ 66,615.98	$ 70,000.00	Facility & Equipment Expense	$ 149,314.92	$ 64,640.00
Program Expense	$ 172,511.23	$ 95,000.00	Program Expense	$ 109,536.27	$ 232,723.00
Other Expense	$ 14,489.16	$ 7,000.00	Other Expense	$ (938.72)	$ 18,800.00
Total Expense	**$ 611,776.71**	**$ 645,000.00**	**Total Expense**	**$ 509,719.69**	**$ 655,000.00**
Net Operating Revenue	**$ (229,914.37)**	**$ -**	**Net Operating Revenue**	**$ 94,400.21**	$ -

Grant Funding FY 22/23

Other grants received over the past 12 months:

$25,000 – Glasser Foundation (HVAC replacement matching grant)

$250 – Blackburn Giving Fund

$9,476.23 – Grossman Fund

$500 – Community Foundation Opportunity Fund

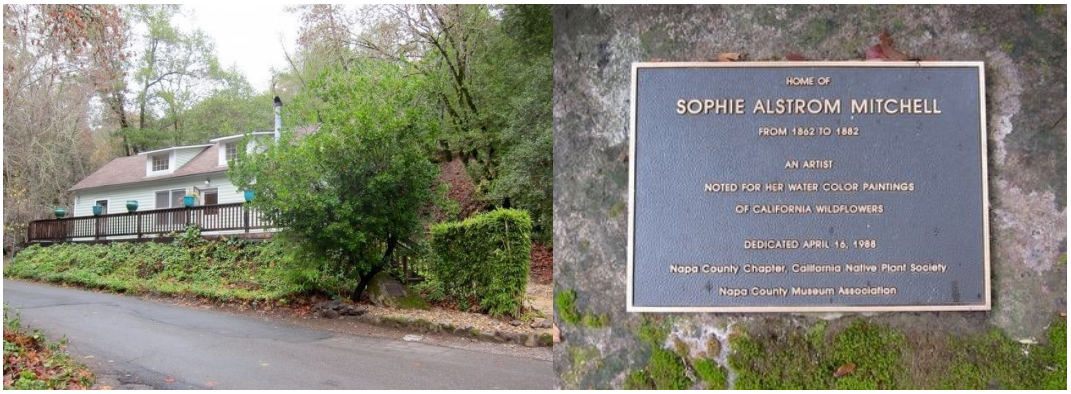
Sophie Alstrom Mitchell

Sophie Marie Alstrom Mitchell **Born**: 1858 - Karlshamn, Sweden
Died: 1940 - St Helena, California
Known for: Watercolor painting

Sophie Marie Alstrom Mitchell was born in Karlshamn, Sweden on Oct. 18, 1858. At age two Sophie moved with her mother to San Francisco where her mother soon wed Swen Alstrom, proprietor of the Oriental Hotel. The family then moved to Napa County where Mr. Alstrom had purchased the White Sulphur Springs Resort in St Helena.

Sophie graduated from Napa Ladies' Seminary in 1875 and then continued there as an assistant art teacher. At that school she developed a painting technique of applying transparent watercolor over a base of white paint which gave a translucent quality to her work.

Sophie Alstrom Mitchell Home and Marker



Napa River Watercolor



Sophie Alstrom Mitchell

Sample Wildflower Watercolor



ATTACHMENT 9

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Our Town St Helena
Organization Mailing Address:	PO Box 94, St Helena, CA 94574
Organization Contact Person (Name/Title):	Jennifer La Liberte, Executive Director
Organization Contact Email:	jennifer@ourtownsthelena.org
Organization Contact Telephone:	(707) 812-9839 (ED's cell); (707) 302-5111 (office)
Organization Website:	www.OurTownStHelena.org
Federal Tax ID Number and Status:	26-4247407
How long has your organization been in operation?	14 years

Grant Request

Project Name:	Our Town St Helena Strategic Plan
Address of Project:	
Requested Grant Amount:	$20,000
Matching Funds:	$7,500
TOTAL Project Cost:	$27,500

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Our Town St Helena (OTSH) is engaging NewLevel Group to facilitate a strategic planning process in 2023.	$27,500
Through this process, the board and external stakeholders will assist OTSH in defining its priorities,	
organizational and resource needs for the coming 5 years. This will result in a tactical plan for OTSH to ensure	
it can deliver housing to the community for years to come in a strategic and sustainable manner.	
Phase 1 of this effort will kick off in March 2023, and the entire process will conclude by year's end.	
The three phases of the effort will include:	
Phase 1: Expectations, Visioning and Framing	
Phase 2: Strategy Assessment, Development and Refinement	
Phase 3: Final Review, Buy In, and Implementation	
Total Grant Request	$20,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jennifer La Liberte

Signature Jennifer La Liberte Digitally signed by Jennifer La Liberte Date: 2023.02.21 15:49:43 -08'00'

Title Executive Director

Date 2/21/23

City of St. Helena 2023-24 Non-Profit Grant Application Questions: Our Town St Helena

1. **Describe how your Project ties to the City's Goals, Mission/Vision Statement.**

   Since 2009, Our Town St. Helena (OTSH) has been working with the community City of St. Helena (City) to develop a range of innovative, well-designed housing that is affordable for residents at low- to moderate-income levels. This effort is difficult and intensive. In recent years, OTSH has been expanding its mission beyond advocacy and education to property acquisition, affordable unit preservation, development, construction, asset and property management, board expansion and development, and compliance. It is necessary to develop a strategic plan to ensure our organization is employing best practices; delivering housing that responds to the community's needs, which are extensive; creating the organizational infrastructure necessary to fulfill its mission; and developing sustainable funding strategies and mechanisms to ensure it can continue its vital work for the town.

   The work of OTSH is completely aligned with all six of the City Council's three-year goals, as described below, which support the City's mission and vision.

   - **Infrastructure:** Any new housing units developed by OTSH include new infrastructure that ties to the larger city infrastructure and incorporates environmentally responsible materials and features. And as is now commonly understood, housing is infrastructure, particularly workforce housing that enables those who work in local businesses to live in the community.
   - **Housing:** OTSH's main objective is to improve access to housing that is affordable to people who are vital to the community. Housing is a fundamental requirement for human health and well-being and must be affordable to all segments of the community for any community to thrive, particularly one whose core industries include hospitality and retail. OTSH's mission responds directly to the City's funding philosophy to encourage inclusion, belonging and social justice.
   - **Communication & Collaboration:** The strategic planning process will include input from stakeholders in the community who don't serve on the board or work for the organization. This will include current and potential strategic partners, local elected officials, and supporters.
   - **Thriving Families:** Families need housing they can afford to be safe and healthy. They must have sufficient resources after housing costs to pay for nutritious food, education, recreation, and all the things that enable families and youth to thrive.
   - **Climate Change:** By providing homes near people's jobs, commutes are drastically reduced resulting in fewer emissions that contribute to climate change. St. Helena's workforce is predominantly commuting in from other areas due to lack of housing that is

affordable. It is vital to increase the production of housing in and near our town so we can make a positive impact on climate change.

2. **Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.**

   OTSH's goal is to complete the strategic planning process by the end of 2023, but this may be modified depending on how the process evolves. The anticipated schedule is:

   Phase 1--Board expectations, visioning, framing: March-June 2023
   Phase 2—Strategy Assessment, Development and Refinement: July-November 2023
   Phase 3—Final Review, Buy-In, Implementation First Steps: December 2023

3. **Describe the community support for your Project.**

   a. **What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?**
   The outreach and stakeholder engagement will be defined during Phase 1 of the process and will likely include local elected officials, other housing groups, OTSH strategic partners, financial supporters and advisory committee members.

   b. **What roles are they playing and how collaborative is the Project? –** stated in a) above

   c. **What other support exists for your Project?**
   Through our 2022 End of Year appeal, OTSH received funding support from individuals, businesses and philanthropic organizations. A portion of these funds will support the Strategic Plan ($7,500).

4. **Describe who will benefit from this Project and estimate how many people this Project may impact.**
   If, through the Strategic Plan implementation, OTSH is able to 1) evolve from a part-time operation supported by part-time contractors to a full-time organization with paid staff, 2) expand its financial operation to sustain the expanded organizational infrastructure, 3) establish a funding pool for property acquisition and development, and 4) deliver housing to the community in a meaningful way that begins to make a dent in the enormous need, hundreds of people will benefit from the Strategic Plan effort in the future.

5. **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

   Not applicable. Funding will benefit St. Helena residents to the extent OTSH is able to produce and preserve affordable housing for them.

3100117

ENDORSED - FILED
In the office of the Secretary of State
of the State of California
JAN 26 2009

ARTICLES OF INCORPORATION
OF
Our Town St. Helena,
A California Nonprofit Public Benefit Corporation

1. NAME: The name of the corporation is Our Town St. Helena.

2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is MARY STEPHENSON, 1800 Adams Street, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal

Internal Revenue law).

(d) The corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Internal Revenue Code section 4942 or by corresponding provisions of any later federal tax laws.

(e) The corporation will not engage in any act of self-dealing as defined in Internal Revenue Code section 4941(d) or in corresponding provisions of any later federal tax laws.

(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code section 4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on 1/23/09, 2009.

Mary Stephenson

MARY STEPHENSON, Incorporator

OFFICE OF THE SECRETARY OF STATE

AMENDED ARTICLES OF INCORPORATION
OF
Our Town St. Helena
A California Nonprofit Public Benefit Corporation

1. NAME: The name of the corporation is Our Town St. Helena.

2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is FRANK TOLLER, P, O, and BOX 558, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

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exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federalInternal Revenue law).

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(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code section 4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on May 21st, 2010.

MARY STEPHENSON

OUR TOWN ST. HELENA OPERATING BUDGET (SUMMARY)		2022 APPROVED	2022 ACTUAL	OVER/ (UNDER)	2023 APPROVED
REVENUE					
	4000 - CONTRIBUTIONS & GRANTS (UNRESTRICTED)	$ 225,000	$ 214,633	$ (10,367)	$ 210,000
	4700 - USDA RD 523	$ 60,000	$ 61,775	$ 1,775	$ -
	4800 - RENTAL INCOME (NET)	$ 68,744	$ 88,840	$ 2,376	$ 60,379
	4850 - INTEREST INCOME	$ -	$ 121	$ 121	$ 200
	TOTAL OPERATING REVENUE	**$ 353,744**	**$ 365,369**	**$ 11,625**	**$ 270,579**
EXPENSES					
	5050 - FRINGE BENEFITS	$ 1,250	$ 834	$ (416)	$ -
	5051 - PAYROLL EXPENSES	$ 65,000	$ 108,360	$ 43,360	$ -
	5100 - TOTAL CONTRACT SERVICES	$ 149,900	$ 92,465	$ (57,435)	$ 190,000
	5200 - TOTAL - BANK FEES	$ 32,000	$ 18,689	$ (13,311)	$ 20,000
	5300 - TOTAL - OFFICE SPACE	$ 19,400	$ 24,805	$ 5,405	$ 20,000
	5400 - CONSUMABLE SUPPLIES	$ 2,000	$ 2,109	$ 109	$ 2,500
	5140/5500 - INTERNET/TELEPHONE (COMCAST)	$ -	$ 1,283	$ 1,283	$ 1,400
	5600 - POSTAGE	$ 500	$ 517	$ 17	$ 600
	5800 - TOTAL - INSURANCE	$ 27,152	$ 13,062	$ (14,090)	$ 14,706
	5900 - TOTAL - TAXES & LICENSES	$ 100	$ 16,498	$ 16,398	$ 10,800
	6000 - DUES & SUBSCRIPTIONS	$ 500	$ 1,549	$ 1,049	$ 2,000
	7100 - CONFERENCES & TRAINING FEES	$ 1,000	$ -	$ (1,000)	$ 1,000
	9500 - OTHER EXPENSE	$ 5,000	$ 3,778	$ (1,222)	$ 7,573
	TOTAL OPERATIONAL EXPENSES	**$ 303,802**	**$ 283,949**	**$ (19,853)**	**$ 270,579**
	NET INCOME	**$ 49,942**	**$ 81,420**	**$ 31,478**	**$ (0)**

OUR TOWN ST HELENA GRANTS 2022-23

Grantor	Purpose	Amount	Award Date	Report due date	Report status
2022 Operational Support					
Mechanics Bank	Operational support	$ 7,500	5/24/22	n/a	
The Carpy Family Foundation	Operational support/promotions	$ 10,000	6/14/22	6/30/23	completed 2/16/23
The Prairie Foundation	Operational support	$ 10,000	12/6/22	n/a	
NVCF (Thacher Family Fund)	Operational support	$ 1,000	12/14/22	n/a	
NVCF (Joseph Phelps Vineyard Fund)	Operational support	$ 15,000	12/14/22	9/30/23	pending
Silicon Valley Bank	Operational support	$ 10,000	10/15/22	n/a	
Silicon Valley Community Foundation	Operational support	$ 13,500	11/15/22	n/a	
Subtotal		$ 67,000			
2022 Projects (Restricted)					
City of St Helena	951 Pope St. predevelopment	$ 10,000	7/1/22	6/30/23	pending
Community Projects, Inc.	951 Pope St. predevelopment	$ 5,000	3/10/22	n/a	
Wells Fargo	963 Pope St. predevelopment	$ 30,000	7/25/22	n/a	
NVCF (Anonymous donor; match requested)	963 Pope St. construction	$ 251,944	8/17/22	n/a	
Gasser Foundation (match for above; conditional)	963 Pope St. construction	$ 100,000	10/28/22	n/a	
Subtotal		$ 396,944			
Total 2022 Grant support		$ 463,944			
2023 Operational Support					
2023 Projects (Restricted)					
Peter and Christy Palmisano	Fountain Street design	$ 50,000	1/4/23	1/4/24	pending

ATTACHMENT 10

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Rianda House
Organization Mailing Address:	1475 Main Street, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Maury Robertson, Executive Director
Organization Contact Email:	maury@riandahouse.org
Organization Contact Telephone:	(707) 963-8555 x 106
Organization Website:	riandahouse.org
Federal Tax ID Number and Status:	20-2411077, a 501(c)(3)
How long has your organization been in operation?	15 Years

Grant Request

Project Name:	Visit Me Today
Address of Project:	Rianda House (1475 Main Street, St. Helena)
Requested Grant Amount:	$15,000
Matching Funds:	$15,000
TOTAL Project Cost:	$30,000

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Advertising to recruit volunteers and participants (paid by match)	(7500)
Training Sessions (3-5 Sessions) Cost of food and instruction materials (paid by	(2500)
Recognitions and rewards for volunteers (paid by match)	(5000)
Part Time position to manage volunteers & schedule appointments (PAID BY GF	15,000
Total Grant Request	15,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Maury Robertson Signature Maury Robertson

Title Executive Director Date 2-24-23

BOARD OF DIRECTORS
Peter Working
Chair

Bonnie Thoreen
Vice Chair

Leslie Moreland
Treasurer

Carroll Cotten
Secretary

Stephen Buehl
Jon Lail
John Muhlner

STAFF
Maury Robertson
Executive Director

Katherine Kelly
Director of Development

Toni Abdalla
Operations Manager

Amanda Cole
Program Manager

Robin McGuire
Program Coordinator

MISSION

We increase life expectations by providing programs and activities that help older adults remain strong in mind, body, and spirit, connected in meaningful relationships, and giving from the overflow of their lives. In this way, we make life's ultimate chapter the best of all.

RIANDA HOUSE
1475 Main Street
St. Helena, CA 94574
(707) 963-8555

info@riandahouse.org
www.riandahouse.org

501(c)(3) Corporation
Tax ID 20-2411077

February 24, 2023

Dear City of St. Helena,

Ben Hill has a passion for meeting the needs of older adults who cannot get out of their homes. He began an organization called" Visit Me Today" which trains older adults to make these visits. Ben and his team are already touching the lives of homebound older adults. They have a proven track record of success.

When Ben looked into becoming a 501(c)(3), he realized that he could greatly reduce overhead if he partnered with an existing organization like Rianda House.

The Rianda House board is enthusiastic about working with Ben to provide this service to the city. The goal is to make caring for seniors who can no longer get out of their homes a regular, ongoing feature of Rianda House. This represents a significant expansion of our present services.

Ben will lead the program. Rianda House will provide Ben office space, advertising, volunteers, and staff support to make his proposal a reality. We will also take fiscal responsibility and submit the required reports.

Rianda House is grateful for the $30,000 it receives each year to provide services to older adults. Our expectation is that this additional grant, along with the additional funding Ben will obtain, will become a self-sustaining addition to Rianda House within two years.

See Ben's proposal below. Please feel free to call if you have any questions. Thank you for considering this request.

Maury Robertson
Executive Director, Rianda House

2023 Community Enrichment Grant Application
"Visit Me Today"

Organizational Overview
Name: Rianda House
Address: 1475 Main Street, St. Helena CA 94574
Contact Person: Maury Robertson, Executive Director
Email: maury@riandahouse.org
Phone: 707-963-8555 x 106
Website: riandahouse.org
Fed Tax ID number and status: 20-2411077, a 501(c)(3)
Length of operation: 15 years

Grant Request
Project Name: Visit Me Today
Address of Project: Rianda House (1475 Main Street)
Requested Grant Amount: $15,000
Total Project Cost: $30,000

Application Questions

1. St. Helena encourages innovation for non-profits that identify and foster inclusion, belonging and social connectivity. The mission of St. Helena is to promote a culture of equity, diversity and inclusion. The City of St. Helena is also a catalyst for encouraging full civic participation of Senior citizens including those who are isolated, lonely, depressed socially disconnected and at risk of a fall.

Visit Me Today will directly address the hundreds of elderly citizens who live in St. Helena and long for a weekly visitor who can bring music, a listening ear, a watchful eye and a helping hand. The goal is to recruit, train, manage, schedule and reward 20 volunteers. This weekly service will reduce loneliness in St. Helena senior citizens as well as reduce the number of unnecessary falls and emergency requests.

2. Project Goals & Timeline

Goals

Conduct 480 visits – reduce loneliness among participants by 20%
Conduct 80 home assessments for fall risks – reduce falls among participants by 25%

Timeline

2023

May	Volunteer Coordinator hired, Recruit Volunteers, Senior Citizens request Volunteer visits
Jun	Train Volunteers, Visits scheduled
Jul	Volunteer visits
Aug	Volunteer visits, Quarterly report
Sep	Volunteer visits
Oct	Volunteer visits, program adjustments
Nov	Volunteer visits, Senior Prom (a social event involving high school students)
Dec	Volunteer visits, Quarterly report

2024

Jan	Volunteer visits
Feb	Volunteer visits
Mar	Volunteer visits
Apr	Volunteer visits, Quarterly report

3. Community Support

The following organizations will provide intellectual capital, grant funding, and meeting rooms for volunteer recruitment and training.

- Rianda House
- St. Helena Rotary Foundation
- St. Helena SDA Church
- Silverado Orchards
- St. Helena Hospital Foundation

Napa County HHSA, Comprehensive Services for Older Adults also provides intellectual capital for Visit Me Today.

4. How many people will benefit?

We project 50 at-risk seniors and their families will benefit from this service project. We also project that the fire department and EMS services will benefit from this project due to the reduced number of 911 calls for assistance getting up after a fall or transportation to a hospital for emergency care. We also project that Medicare and MediCal will benefit from due to the number of reduced medical claims for imaging, diagnostics, transportation, pharmacy, physician care.

5. We have not received funding from Napa County government

6. Rianda House and Visit Me Today incorporate diversity and inclusion in the selection of volunteers to provide music, listening, watchfulness and a helping hand. Our group includes members of the Asian, Latino, Filipino and Caucasian communities.

Total Cost Estimate (includes $15,000 community support)

Description	Amount
Advertising to recruit volunteers and participants	$7,500
Training Sessions (3-5 sessions) Cost of food and instruction materials	$2,500
Recognitions and rewards for volunteers	$5,000
Part Time position to manage volunteers and schedule appointments	$15,000
Total Grant Request (Additional 15k from community support)	**$15,000**

(I can provide the Rianda House 2023 budget and 2022 actuals on request. Since this request is for Visit Me Today, I am assuming you don't need them.)

Authorized Representative I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Maury Robertson Signature Maury Robertson

Title Exec. Director Date 2.24.23

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 13 2005

GUNILDA RIANDA SENIOR CENTER
ASSOCIATION
1475 MAIN ST
ST HELENA, CA 94574-1813

Employer Identification Number:
20-2411077
DLN:
17053266017005
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
FEBRUARY 3, 2005
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

GUNILDA RIANDA SENIOR CENTER

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Lois G. Lerner

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)

	Jan - Dec 2022	Budget	$ Over Budget	Jan - Dec 2022
Ordinary Income/Expense				
Income				
4000 · Contributions and Gifts				
4005 · General Donations	$ 62,542	$ 45,000	$ 17,542	$ 62,542
4010 · Direct Appeal Revenue	$ 51,628	$ 35,000	$ 16,628	$ 51,628
4015 · Board Contributions	$ 34,298	$ 20,000	$ 14,298	$ 34,298
4020 · Grants and Foundations	$ 192,000	$ 334,000	$ (142,000)	$ 192,000
4030 · Planned Giving	$ 1,950	$ 10,000	$ (8,050)	$ 1,950
4035 · Pledges	$ 62,225	$ 80,000	$ (17,775)	$ 62,225
Total 4000 · Contributions and Gifts	$ 404,643	$ 524,000	$ (119,357)	$ 404,643
4100 · Fundraising Events & Campaigns				
41100 · Fundraising Events - Other	$ 10,780	$ 12,200	$ (1,420)	$ 10,780
4125 · Annual Fundraising Event	$ 158,288	$ 140,000	$ 18,288	$ 158,288
Total 4100 · Fundraising Events & Campaigns	$ 169,068	$ 152,200	$ 16,868	$ 169,068
4200 · Program Revenue				
4205 · Arts & Lectures	$ -	$ 2,000	$ (2,000)	$ -
4250 · Programs	$ 6,642	$ 10,000	$ (3,358)	$ 6,642
Total 4200 · Program Revenue	$ 6,642	$ 12,000	$ (5,358)	$ 6,642
4300 · Miscellaneous Income				
4305 · Dividend Income & Capital Gains	$ 28,295	$ 8,300	$ 19,995	$ 28,295
4312 · Interest Income	$ 1,838	$ 500	$ 1,338	$ 1,838
4315 · Rent	$ 1,005	$ -	$ 1,005	$ 1,005
4320 · Refund / Rebate	$ 7,864	$ -	$ 7,864	$ 7,864
Total 4300 · Miscellaneous Income	$ 39,002	$ 8,800	$ 30,202	$ 39,002
Total Income	$ 619,355	$ 697,000	$ (77,645)	$ 619,355
Cost of Goods Sold				
5100 · Special Events & Campaign Costs				
5110 · Fundraising Events - other	$ 4,327	$ 2,000	$ 2,327	$ 4,327
5125 · Annual Fundraising Event	$ 22,839	$ 10,000	$ 12,839	$ 22,839
Total 5100 · Special Events & Campaign Costs	$ 27,166	$ 12,000	$ 15,166	$ 27,166
Total COGS	$ 27,166	$ 12,000	$ 15,166	$ 27,166
Gross Profit	$ 592,189	$ 685,000	$ (92,811)	$ 592,189
Expense				
6000 · Program Expense				
6100 · Program Resources	$ 29,164	$ 20,000	$ 9,164	$ 29,164
6200 · Instruction	$ 10,952	$ 15,000	$ (4,049)	$ 10,952
6351 · Counseling Annex - Rent	$ 8,400	$ 7,800	$ 600	$ 8,400
6400 · Salaries- Programing	$ 161,489	$ 209,394	$ (47,905)	$ 161,489
6450 · Payroll Expenses - Programing	$ 15,129	$ 22,441	$ (7,312)	$ 15,129

6500 · Community Outreach	$ 560	$ 2,500	$ (1,940)	$ 560
6600 · Reporting and Evaluations	$ 2,610	$ 4,550	$ (1,940)	$ 2,610
6700 · Newsletter & Calendar	$ 19,908	$ 19,800	$ 108	$ 19,908
6750 · Marketing & Promotion	$ 9,354	$ 8,000	$ 1,354	$ 9,354
6800 · Supplies				
6805 · Hospitality	$ 1,978	$ 2,000	$ (22)	$ 1,978
6810 · House supplies	$ 1,113	$ 2,200	$ (1,087)	$ 1,113
6815 · Subscriptions - newspapers/mag	$ 886	$ 300	$ 586	$ 886
Total 6800 · Supplies	$ 3,978	$ 4,500	$ (523)	$ 3,978
6900 · Occupancy				
6905 · Janitorial Services	$ 3,750	$ 5,400	$ (1,650)	$ 3,750
6910 · Repairs & Maintenance	$ 3,532	$ 6,600	$ (3,068)	$ 3,532
6915 · Facility Improvements	$ -	$ 6,000	$ (6,000)	$ -
6920 · Landscaping	$ 3,141	$ 8,400	$ (5,259)	$ 3,141
6925 · Utilities	$ 9,389	$ 8,000	$ 1,389	$ 9,389
6930 · Pest Control	$ 285	$ 300	$ (15)	$ 285
6935 · Trash Removal	$ 1,436	$ 1,200	$ 236	$ 1,436
6945 · Depreciation Expense	$ 38,000	$ 38,000	$ -	$ 38,000
Total 6900 · Occupancy	$ 59,533	$ 73,900	$ (14,367)	$ 59,533
Total 6000 · Program Expense	$ 321,075	$ 387,885	$ (66,810)	$ 321,075
7000 · Management/General				
7100 · Salaries - Management	$ 75,311	$ 49,883	$ 25,428	$ 75,311
7105 · Payroll Expenses - Management	$ 5,973	$ 4,982	$ 991	$ 5,973
7200 · Professional				
7205 · Accounting / Tax prep	$ 9,551	$ 8,500	$ 1,051	$ 9,551
7208 · Payroll Service	$ 4,046	$ 3,800	$ 246	$ 4,046
7211 · Computer - IT Services	$ 54,568	$ 35,000	$ 19,568	$ 54,568
7215 · Outside Service	$ 4,256	$ 11,000	$ (6,744)	$ 4,256
Total 7200 · Professional	$ 72,421	$ 58,300	$ 14,121	$ 72,421
7300 · Meeting Expense	$ 148	$ 2,500	$ (2,352)	$ 148
7400 · Meals & Entertainment	$ 6,640	$ 1,200	$ 5,440	$ 6,640
7500 · Travel	$ -	$ 1,000	$ (1,000)	$ -
7550 · Retirement Admin. Fees	$ 2,390	$ 2,000	$ 390	$ 2,390
7555 · 401-K Employer Match	$ 6,253	$ 12,800	$ (6,547)	$ 6,253
7600 · Insurance				
7605 · Health insurance	$ 12,235	$ -	$ 12,235	$ 12,235
7606 · Health Insurance - Stipend	$ 14,077	$ 30,000	$ (15,923)	$ 14,077
7610 · Liability insurance	$ 14,362	$ 11,000	$ 3,362	$ 14,362
7615 · Workman's Comp	$ 4,628	$ 5,500	$ (872)	$ 4,628
Total 7600 · Insurance	$ 45,302	$ 46,500	$ (1,198)	$ 45,302
7700 · Office Expense				

7705 · Postage	$ 155	$ 450	$ (295)	$ 155
7710 · Telephone	$ 5,677	$ 5,500	$ 177	$ 5,677
7715 · Copier Lease	$ 5,048	$ 6,500	$ (1,452)	$ 5,048
7720 · Office Supplies	$ 16,648	$ 8,500	$ 8,148	$ 16,648
7730 · Satellite Office - Set Up	$ 1,237	$ 8,400	$ (7,163)	$ 1,237
7735 · Satellite Office - Rent	$ 25,200	$ 25,200	$ -	$ 25,200
7745 · Satellite Office - Utilities	$ 3,244	$ 7,000	$ (3,756)	$ 3,244
Total 7700 · Office Expense	$ 57,210	$ 61,550	$ (4,340)	$ 57,210
7800 · Electronic Communication	$ 9,034	$ 7,500	$ 1,534	$ 9,034
7900 · Other Management Expenses				
7910 · Bank Charges	$ 694	$ 700	$ (6)	$ 694
7912 · Investment Advisory Fees	$ 4,863	$ 6,700	$ (1,837)	$ 4,863
7915 · Compliance fees & registration	$ 370	$ 500	$ (130)	$ 370
7920 · Continuing Education	$ 25	$ 1,750	$ (1,725)	$ 25
7925 · Dues-Subscriptions-Membership	$ 645	$ 500	$ 145	$ 645
Total 7900 · Other Management Expenses	$ 6,597	$ 10,150	$ (3,553)	$ 6,597
Total 7000 · Management/General	$ 287,279	$ 258,365	$ 28,914	$ 287,279
8000 · Fundraising Expenses				
8050 · Salaries - Fundraising	$ 93,196	$ 93,124	$ 72	$ 93,196
8055 · Payroll Expenses - Fundraising	$ 7,341	$ 9,376	$ (2,035)	$ 7,341
8100 · Direct Appeal Expenditures	$ 345	$ 10,000	$ (9,655)	$ 345
8200 · Direct Board Appeal Expense	$ -	$ 1,000	$ (1,000)	$ -
8400 · Grant & Fund Development	$ 3,974	$ 7,000	$ (3,026)	$ 3,974
8600 · Fundraising Admin	$ 7,946	$ 5,250	$ 2,696	$ 7,946
Total 8000 · Fundraising Expenses	$ 112,801	$ 125,750	$ (12,949)	$ 112,801
Total Expense	$ 721,156	$ 772,000	$ (50,844)	$ 721,156
Net Ordinary Income	$ (128,967)	$ (87,000)	$ (41,967)	$ (128,967)
Other Income/Expense				
Other Income				
9000 · Other Income				
9200 · Board Allocated Funds	$ 205,000	$ 205,000	$ -	$ 205,000
9325 · Realized Investment Gain (Loss)	$ (18,769)	$ -	$ (18,769)	$ (18,769)
9350 · Unrealized Invest. Gain (Loss)	$ (124,944)	$ -	$ (124,944)	$ (124,944)
Total 9000 · Other Income	$ 61,286	$ 205,000	$ (143,714)	$ 61,286
Total Other Income	$ 61,286	$ 205,000	$ (143,714)	$ 61,286
Other Expense				
97500 · BOD Special Projects				
97510 · Organizational Consultants	$ 91,512	$ 96,000	$ (4,488)	$ 91,512
97520 · Gutter Repairs	$ -	$ 10,000	$ (10,000)	$ -
97530 · Landscaping Improvements	$ 12,889	$ 12,000	$ 889	$ 12,889

Total 97500 · BOD Special Projects	$ 104,401	$ 118,000	$ (13,599)	$ 104,401
Total Other Expense	$ 104,401	$ 118,000	$ (13,599)	$ 104,401
Net Other Income	$ (43,114)	$ 87,000	$ (130,114)	$ (43,114)
Net Income	$ (172,081)	$ -	$ (172,081)	$ (172,081)

YTD Budget	$ Over Budget	Annual Budget
$ 45,000	$ 17,542	$ 45,000
$ 35,000	$ 16,628	$ 35,000
$ 20,000	$ 14,298	$ 20,000
$ 334,000	$ (142,000)	$ 334,000
$ 10,000	$ (8,050)	$ 10,000
$ 80,000	$ (17,775)	$ 80,000
$ 524,000	$ (119,357)	$ 524,000
$ 12,200	$ (1,420)	$ 12,200
$ 140,000	$ 18,288	$ 140,000
$ 152,200	$ 16,868	$ 152,200
$ 2,000	$ (2,000)	$ 2,000
$ 10,000	$ (3,358)	$ 10,000
$ 12,000	$ (5,358)	$ 12,000
$ 8,300	$ 19,995	$ 8,300
$ 500	$ 1,338	$ 500
$ -	$ 1,005	$ -
$ -	$ 7,864	$ -
$ 8,800	$ 30,202	$ 8,800
$ 697,000	$ (77,645)	$ 697,000
$ 2,000	$ 2,327	$ 2,000
$ 10,000	$ 12,839	$ 10,000
$ 12,000	$ 15,166	$ 12,000
$ 12,000	$ 15,166	$ 12,000
$ 685,000	$ (92,811)	$ 685,000
$ 20,000	$ 9,164	$ 20,000
$ 15,000	$ (4,049)	$ 15,000
$ 7,800	$ 600	$ 7,800
$ 209,394	$ (47,905)	$ 209,394
$ 22,441	$ (7,312)	$ 22,441

$ 2,500	$ (1,940)	$ 2,500
$ 4,550	$ (1,940)	$ 4,550
$ 19,800	$ 108	$ 19,800
$ 8,000	$ 1,354	$ 8,000
$ 2,000	$ (22)	$ 2,000
$ 2,200	$ (1,087)	$ 2,200
$ 300	$ 586	$ 300
$ 4,500	$ (523)	$ 4,500
$ 5,400	$ (1,650)	$ 5,400
$ 6,600	$ (3,068)	$ 6,600
$ 6,000	$ (6,000)	$ 6,000
$ 8,400	$ (5,259)	$ 8,400
$ 8,000	$ 1,389	$ 8,000
$ 300	$ (15)	$ 300
$ 1,200	$ 236	$ 1,200
$ 38,000	$ -	$ 38,000
$ 73,900	$ (14,367)	$ 73,900
$ 387,885	$ (66,810)	$ 387,885
$ 49,883	$ 25,428	$ 49,883
$ 4,982	$ 991	$ 4,982
$ 8,500	$ 1,051	$ 8,500
$ 3,800	$ 246	$ 3,800
$ 35,000	$ 19,568	$ 35,000
$ 11,000	$ (6,744)	$ 11,000
$ 58,300	$ 14,121	$ 58,300
$ 2,500	$ (2,352)	$ 2,500
$ 1,200	$ 5,440	$ 1,200
$ 1,000	$ (1,000)	$ 1,000
$ 2,000	$ 390	$ 2,000
$ 12,800	$ (6,547)	$ 12,800
$ -	$ 12,235	$ -
$ 30,000	$ (15,923)	$ 30,000
$ 11,000	$ 3,362	$ 11,000
$ 5,500	$ (872)	$ 5,500
$ 46,500	$ (1,198)	$ 46,500

$ 450	$ (295)	$ 450
$ 5,500	$ 177	$ 5,500
$ 6,500	$ (1,452)	$ 6,500
$ 8,500	$ 8,148	$ 8,500
$ 8,400	$ (7,163)	$ 8,400
$ 25,200	$ -	$ 25,200
$ 7,000	$ (3,756)	$ 7,000
$ 61,550	$ (4,340)	$ 61,550
$ 7,500	$ 1,534	$ 7,500
$ 700	$ (6)	$ 700
$ 6,700	$ (1,837)	$ 6,700
$ 500	$ (130)	$ 500
$ 1,750	$ (1,725)	$ 1,750
$ 500	$ 145	$ 500
$ 10,150	$ (3,553)	$ 10,150
$ 258,365	$ 28,914	$ 258,365
$ 93,124	$ 72	$ 93,124
$ 9,376	$ (2,035)	$ 9,376
$ 10,000	$ (9,655)	$ 10,000
$ 1,000	$ (1,000)	$ 1,000
$ 7,000	$ (3,026)	$ 7,000
$ 5,250	$ 2,696	$ 5,250
$ 125,750	$ (12,949)	$ 125,750
$ 772,000	$ (50,844)	$ 772,000
$ (87,000)	$ (41,967)	$ (87,000)
$ 205,000	$ -	$ 205,000
$ -	$ (18,769)	$ -
$ -	$ (124,944)	$ -
$ 205,000	$ (143,714)	$ 205,000
$ 205,000	$ (143,714)	$ 205,000
$ 96,000	$ (4,488)	$ 96,000
$ 10,000	$ (10,000)	$ 10,000
$ 12,000	$ 889	$ 12,000

$ 118,000	$ (13,599)	$ 118,000
$ 118,000	$ (13,599)	$ 118,000
$ 87,000	$ (130,114)	$ 87,000
$ -	$ (172,081)	$ -

Income	760,000
INCOME (4000)	
4100 - Contributions and Gifts	
4110 Donations & Foundations	$309,500
4120 Grants	$125,000
4130 Endowments	$80,000
4200 - Fundraising Campaigns	
4201 Rally for Rianda	
4210 Rally Income	$200,000
4211 Rally Expenses	($15,000)
4202 Major Donors Event	
4220 Major Donors Event Income	$50,000
4221 Major Donors Event Expenses	($10,000)
4203 Texas Hold 'em	
4230 Texas Hold 'em Income (Texas Hold 'em)	$8,000
4231 Texas Hold 'em Expenses	($2,000)
4300 - Reimbursable Grants	
4310 Reimbursable Grant 1 Income	$3,000
4311 Reimbursable Grant 1 Expenses	($3,000)
4400 - Other Income	
4410 Program Donations	$6,000
4420 Dividend Income & Capital Gains	$8,000
4430 Interest Income	$500
4440 Miscellaneous Income	$0
TOTAL INCOME	**$760,000**

Expense	$760,000
PROGRAM (6000)	**72%**
6100 Program Salaries & Benefits	
6110 Salaries	$232,000
6120 Health Insurance - Program	$19,307
6130 Health Insurance Stipend - Program (Toni)	$3,000
6140 401k - Program	$8,240
6150 Retirement Admin Fees - Program	$1,800
6160 Instructors (Paid Through Payroll)	$15,000
6170 Instructors (Independent Contractors)	$10,000
6180 Workers Comp - Program	$4,900
6190 Payroll Expense - Program	$25,520
6200 Program - Expenses	
6205 Copy Machine Lease	$12,000
6210 Toner for 2nd Copier	$800
6215 Postage	$2,000
6220 Paper	$2,000
6225 Digital Subscriptions	$4,188
6230 New Website Development	$800
6235 My Senior Center (program management)	$2,500
6240 I.T. Services - Program (80%)	$24,000
6245 Comcast Internet	$4,800
6250 Special Events (entertainment)	$3,600
6255 Special Events supplies & food	$2,400
6260 Hospitality (tea, water, coffee, etc.)	$2,400
6265 Volunteer Gifts & Appreciation	$2,500
6270 Hospitality - Partners	$1,200
6275 Reimbursable Travel Expense	$700
6280 Subscriptions	$550
6285 Marketing & Promotion	$1,000
6290 Liability Insurance	$16,000
6295 Rotary Membership	$2,000
6299 Organizational Consultants	$48,000
6300 Program - Facility	
6305 Rental - Magnolia Room	$12,000
6310 Rental - Annex (80%)	$27,840
6315 PG&E - Annex (80%)	$2,400
6320 PG&E - House	$8,000
6325 Janitorial Services	$5,400
6330 Repairs & Maintenance	$7,000
6335 Facility Improvements	$7,000
6340 Landscaping	$9,000
6345 Office Phones	$4,700
6350 Cell Phones	$2,040
6355 Water	$5,000
6360 Pest Control	$300
6365 Trash Removal	$1,200
6370 House Supplies	$2,200
TOTAL PROGRAM EXPENSE	**$547,285**

MANAGEMENT (7000)	**18%**
7100 Management Salaries & Benefits	
7110 Employee Salaries - Management	$70,500
7120 Health Insurance - Management	$5,920
7130 Health Insurance Stipend - Management (Toni)	$2,400
7140 401k - Management	$2,820
7150 Retirement Admin Fees - Management	$900
7160 Worker's Comp - Management	$1,400
7170 Payroll Expense - Management	$7,755
7200 Management - Expenses	
7210 Office Supplies	$3,600
7220 Rent - Annex Management (20%)	$6,960
7230 PG&E - Annex Management (20%)	$600
7240 Office Equipment	$3,000
7250 Meeting Expense (board retreat)	$500
7260 Staff Appreciation	$500
7270 CRM (Bloomerang)	$3,750
7300 Management - Professional Services	
7310 Tax Prep & Accounting	$8,317
7320 I.T. Services - Management (20%)	$6,000
7330 Right Networks (Quickbooks in the cloud)	$1,000
7340 Payroll Service	$4,500
7400 Management - Other	
7410 Bank Charges	$750
7420 Investment Advisory Fees	$6,700
7430 Compliance Fees & Registration	$750
7440 Continuing Education	$500
7450 Dues, Subscriptions, Memberships	$500
TOTAL MANAGEMENT EXPENSE	**$139,622**
FUNDRAISING (8000)	**10%**
8100 Fundraising Salaries	
8110 Employee Salaries - Fundraising	$48,500
8120 Health Insurance - Fundraising	$6,518
8130 Health Insurance Stipend - Fundraising (Toni)	$600
8140 401k - Fundraising	$1,940
8150 Retirement Admin Fees - Fundraising	$300
8160 Worker's Comp - Fundraising	$700
8170 Payroll Expense - Fundraising	$5,335
8200 Fundraising Expense	
8210 Direct Appeals	$4,000
8220 Grant Writers	$4,000
8230 Meals with Donors	$1,200
TOTAL FUNDRAISING EXPENSE	**$73,093**
TOTAL EXPENSES	**$760,000**

ATTACHMENT 11

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Cemetery Association
Organization Mailing Address:	2461 Spring Street, St. Helena, CA. 94574
Organization Contact Person (Name/Title):	John Sales, President
Organization Contact Email:	johnsales1451@gmail.com
Organization Contact Telephone:	707-963-3544
Organization Website:	sainthelenacemetery.com
Federal Tax ID Number and Status:	See printout from California Secretary of State attached Active
How long has your organization been in operation?	1892

Grant Request

Project Name:	St. Helena Cemetery Chinese Monument Project
Address of Project:	2461 Spring Street St. Helena, CA. 94574
Requested Grant Amount:	$12,963.00
Matching Funds:	$1000.00
TOTAL Project Cost:	$12,963.00

1. *Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.*

   The St. Helena Cemetery Chinese Monument Project aligns with multiple aspects of St. Helena's Mission Statement and Funding Philosophy:

   - The purpose of the monument is to honor and recognize the Chinese people who lived and died in St. Helena and the surrounding communities. This project will acknowledge the **diversity** of early residents of St. Helena and the contributions of this marginalized community.
   - The monument focuses on people that were critical in St. Helena's **historic beginnings** and will be an education opportunity for all visitors to the cemetery.
   - The presence of the monument will draw attention to part of St. Helena's history that is often ignored or misunderstood. We hope it will encourage **civic communication and dialog** about why the contributions of Chinese were not commonly recognized in the past. While certainly not unique to St. Helena, we hope the monument will spark discussions of the anti-Chinese attitudes of earlier residents and help commit ourselves to become a more **inclusive** city.
   - This project is closely aligned with the DEI Strategy for the City of St. Helena, which includes the following action item: *Create an (honest) historical plaque about St. Helena's Chinatown*. While this project does not replace the need for the Chinatown plaque, it is part of the same **Acknowledgement of History** focus.

2. *Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.*

   From the 1870s through the early 1900s, hundreds of Chinese people lived and worked in and around St. Helena. They were significant parts of the workforce in vineyards, hop yards, quicksilver mines, and on farms. They also worked as domestic servants, as cooks, in laundries, and in various businesses in St. Helena's Chinatown. Their labor was critical to the success of these early industries. While they lived and worked in the area they were forced to live apart from white residents in Chinatown or near where they worked in the fields or mines. They were frequent targets of anti-Chinese discrimination from townspeople, newspapers, and law enforcement.

   Almost all Chinese laborers that worked in and around St. Helena were single men, as their wives and families were legally prohibited from coming with them. They knew it was possible that they may die while in the United States. Culturally it was important to be buried with the proper ceremonies here and, if possible, eventually be disinterred and returned to their homeland where they could be buried in their home village with their ancestors. While many Chinese workers did die in and around St. Helena, only a few were disinterred and returned home. Many of them made St. Helena Cemetery their final resting space.

   Chinese residents who passed away 1876-1933 were buried in a segregated area of the cemetery named "Chinese Potter's Field." We know of at least forty-nine Chinese people who were buried in that part of St. Helena Cemetery. They never had proper tombstones, but rather diminutive stone markers with just a number on them. Tragically, in 1954, Sulphur Creek flooded and swept away much of the area where the Chinese were buried. There are just a few stone markers remaining.

   The objective of the project is to install a granite monument in the Chinese potter's field area that lists the names and dates of death of the Chinese people that were buried in the St. Helena Cemetery. The style will be similar to the other monuments around the cemetery. If we have sufficient funding, we will ensure the monument is large enough to include an inscription describing the contributions of the Chinese to the history of St. Helena.

The design of the monument will depend on the amount of funding we are able to secure. At minimum, we need to ensure the monument is of sufficient size to include all forty-nine names and dates. The St. Helena Cemetery Association Board has extensive experience setting up graveside markers and we are confident in our ability to execute this plan once we secure funding. The Board also commits to maintaining the marker over time, so this funding request is only for the initial construction and installation.
Our tentative timeline is as follows:

Phase	Dates	Comment
Fundraising*	Feb 2023 to Apr 2023	Including presentations to local philanthropic groups
Design*	May 2023	Based on total amount raised
Approvals/Refine Design	June 2023	Cemetery Association
Fabrication	July 2023 to Oct 2023	
Installation	Nov 2023 or Dec 2023	
Formal Dedication	February 10, 2024	Lunar New Year, 2024

*Requires no grant funding

3. *Describe the community support for your Project.*

   In addition to the St. Helena Cemetery Association Board, this project has the full support of the St. Helena Historical Society, Napa County Historical Society and the Chinese Historical Society of America (CHSA).

4. *Describe who will benefit from this Project and estimate how many people your proposal may impact.*

   This project benefits the entire community by recognizing the contribution of the Chinese workers to St. Helena. Right now, there is no public marker at the Chinese potter's field location, so it is only recognized during select historic tours of the cemetery. This monument, especially if it includes historic context, will serve as a permanent acknowledgement of the role Chinese workers played and will also serve to educate all who visit the cemetery.

5. The St. Helena Cemetery Association has not received any funding from other Napa County government agencies in the past 2 years. City of St. Helena funding will provide a lasting and long overdue memorial to the Chinese community. Everyone visiting the cemetery will be reminded of the powerful presence they had in the early molding of St. Helena and our environs.
6. *Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.*

With this memorial we symbolize and honor an important part of our history. The Chinese legacy is largely unknown or forgotten. It serves as a reminder that our history is a story of diversity.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Granite tablet 42" x 6" x 28",rock pitch, oval top. Base 48" x 12" x 6" polish top balance rock pitch	$8,700.00
Chinese lettering	$500.00
Labor, installation, drill tablet and base together	$750.00
Sales Tax 7.75%	$713.00
Cemetery fee, ground preparation	$300.
Grant Management 50 hrs @ $40/hr	$2,000.00
Total Grant Request	$12,963.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name JOHN M, SALAS Signature John M Salas

Title PRESIDENT Date 2/22/2023

Annual Budget **Saint Helena Public Cemetery Association** 2023.

Income		
5000	Materials/Liners	$ 34,200.00
5100	Monuments & Markers	$ 35,000.00
5210	Niches	$ 13,250.00
5220	Lots	$ 180,000.00
5400	Open & Close Fees	$ 52,000.00
5420	Miscellaneous	$ 5,000.00
5430	Inscriptions	$ 10,000.00
5500	Setting of Marker	$ 22,000.00
5510	Graveside Services	$ 15,000.00
5600	Recording Fees	$ 13,500.00
5610	CA Cemetery & Funeral Bureau Fees	$ 700.00
Total Income		$ 380,650.00
Cost of Good Sold		
6016	Resale Items	$ 54,800.00
Gross Profit		$ 325,850.00
Expenses		
5221	Refunds	$ 6,000.00
6025	Advertising	$ 900.00
6051	Auditing	$ 13,000.00
6691	Bank Service Charges	
7000	Wages - Outside	$ 205,000.00
7010	Salaries - Office	$ 29,500.00
7040	Payroll Expenses	$ 18,700.00
7050	Payroll Taxes - CA	$ 1,700.00
7100	Utilities & Telephone	$ 16,700.00
7150	Professional Fees	$ 9,000.00
7200	Insurance	$ 9,500.00
7210	Insurance Workers Comp	$ 20,000.00
7250	Dues & Subscriptions	$ 1,700.00
7280	Supplies - Office	$ 1,200.00
7290	Credit Card Terminal	$ 10,000.00
7300	Supplies -	$ 21,000.00
7350	Gas & Oil	$ 3,600.00
7400	Repairs & Maintenance	$ 12,000.00
7450	Licenses & Taxes	$ 10,500.00
7550	Miscellaneous	$ 1,000.00
7750	Depreciation	$ 45,000.00
7800	Tree Trimming	$ 50,000.00
7810	Disposal Service	$ 7,000.00
Total Expense		$ 493,000.00
Net Ordinary Income		$ (167,150.00)
Other Income		
5310	Hardin Vineyard Rental	$ 35,000.00
5320	Barbour Vineyard Rental	$ 60,000.00
5330	Interest/Dividends	$ 10,300.00
5340	Interest income PNT	$ 5.00
5800	Interest income ECF(WF)	$ 90,000.00
5900	Donations	$ -
Total Other Income		$ 195,305.00
Net Income		$ 28,155.00

8:50 AM
10/12/22
Accrual Basis

Balance Sheet
As of August 31, 2022

	Aug 31, 22
ASSETS	
Current Assets	
Checking/Savings	
102 · New WF Checking 5603	132,602.19
104 · New WF Payroll 5728	10,034.58
Total Checking/Savings	142,636.77
Accounts Receivable	
120 · Accounts Receivable	76,799.50
Total Accounts Receivable	76,799.50
Other Current Assets	
12000 · Undeposited Funds	8,721.03
122 · Advance to ECF	8,000.00
140 · Investments	395,272.32
145 · FMV Adjustment	-54,887.41
148 · Investments PNT	31,871.16
150 · Land	64,257.97
151 · Inventory - crypts	32,350.43
152 · Inventory - niches	7,463.77
153 · Inventory - Liners/Vaults etc	11,357.68
154 · Ossuaries	3,963.02
Total Other Current Assets	508,369.97
Total Current Assets	727,806.24
Fixed Assets	
160 · Land Not for Sale	2,000.00
165 · Land Mennen Property	1,198.50
170 · Improvements	320,437.97
171 · Vineyard Well	46,583.50
172 · New Vineyard North # 2	24,575.73
175 · Allowance for Depreciation I	-113,981.11
180 · Buildings	93,107.60
182 · On Site Home	80,141.00
185 · Allowance for Depriciation - B	-89,639.38
190 · Equipment	141,354.13
195 · Allowance for Depreciation - E	-88,964.92
Total Fixed Assets	416,813.02
Other Assets	
107 · Petty Cash	200.00
Total Other Assets	200.00
TOTAL ASSETS	**1,144,819.26**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
201 · Accounts Payable	410.40
203 · Accrued Wages	1,200.00
220 · Association Owes ECF	57,150.00
24000 · Payroll Liabilities	4,261.37
270 · PN Restricted	30,035.25
76000 · Sales Tax Payable	1,364.61
Total Other Current Liabilities	94,421.63
Total Current Liabilities	94,421.63
Total Liabilities	94,421.63

8:50 AM
10/12/22
Accrual Basis

Balance Sheet
As of August 31, 2022

	Aug 31, 22
Equity	
300 · Capital	1,133,809.40
310 · Unrealized Gain/Loss	-54,887.41
Net Income	-28,524.36
Total Equity	1,050,397.63
TOTAL LIABILITIES & EQUITY	**1,144,819.26**

8:49 AM
10/12/22
Accrual Basis

Profit & Loss
September 2021 through August 2022

	Sep '21 - Aug 22
Ordinary Income/Expense	
Income	
5000 · Materials/Liners	34,215.00
5100 · Monuments & Markers	32,250.00
5210 · Niches	13,250.00
5215 · Cremation Lots	11,000.00
5220 · Lots	168,000.00
5400 · Open & Close Fees	52,000.00
5410 · Annual Lawn Care	1,548.50
5420 · Miscellaneous	1,294.27
5430 · Inscriptions	8,629.00
5500 · Setting of Marker	21,997.13
5510 · Graveside Services	15,203.00
5600 · Recording Fees	13,440.00
5610 · CA Cemetery & Funeral Bureau Fe	697.00
Total Income	373,523.90
Cost of Goods Sold	
6016 · Resale Items	54,777.04
Total COGS	54,777.04
Gross Profit	318,746.86
Expense	
Void	0.00
5221 · Refunds	5,766.50
6025 · Advertising	854.99
6051 · Auditing	12,765.00
66900 · Reconciliation Discrepancies	0.21
66910 · Bank Service Charges	0.00
7000 · Wages - Outside	174,611.75
7010 · Salaries - Office	22,946.38
7040 · Payroll Expenses	15,819.63
7050 · Payroll Taxes - CA	1,615.23
7100 · Utilities & Telephone	15,893.49
7150 · Professional Fees	155,560.66
7200 · Insurance	9,248.01
7210 · Insurance Worker's Comp	18,068.31
7250 · Dues & Subscriptions	1,686.96
7280 · Supplies - Office	5,691.72
7290 · Credit Card Terminal	9,700.35
7300 · Supplies	22,874.81
7350 · Gas & Oil	3,571.59
7400 · Repairs and Maintenance	9,691.76
7450 · Licenses & Taxes	10,398.64
7550 · Misc.	503.43
7750 · Depreciation	29,390.53
7800 · Tree Trimming	112,684.75
7810 · Disposal Service	6,517.17
7880 · Capitalized Costs	0.00
Total Expense	645,861.87
Net Ordinary Income	-327,115.01

8:49 AM
10/12/22
Accrual Basis

Profit & Loss
September 2021 through August 2022

	Sep '21 - Aug 22
Other Income/Expense	
Other Income	
5310 · Hardin Vineyard Rental	35,000.00
5320 · Barbour Vineyard Rental	62,453.20
5330 · Interest/Dividends	10,282.36
5340 · Interest Income PNT	5.09
5800 · Interest Income ECF (WF)	90,000.00
5900 · Donations	100,850.00
Total Other Income	298,590.65
Net Other Income	298,590.65
Net Income	**-28,524.36**

1219 First Street, Napa, CA 94559, USA

NAPA COUNTY HISTORICAL SOCIETY

707.224.1739 • www.napahistory.org

16 February 2023

City of St. Helena Non-profit Community Enrichment Program 2023-2024
Via email

Dear Grant Proposal Review Committee,
This letter is in support of the St. Helena Cemetery Association's grant proposal for the St. Helena Cemetery Chinese Monument Project. This project honors the Chinese community members buried at the cemetery and the integral role they played in the development of St Helena and Napa Valley.

The Napa County Historical Society is dedicated to the discovery, preservation, and presentation of Napa Valley history. It is our goal to build a more holistic and nuanced history that creates a rich and textured tapestry of Napa Valley's heritage. New research by John McCormick and this project are important contributions to building a powerful narrative that enriches Napa's history and changes forever the heritage we celebrate.

We support the Chinese Monument Project and encourage the City of St Helena to fund this grant request.

Sincerely,

Sheli O. Smith

Sheli O. Smith, PhD
Executive Director

ST. HELENA HISTORICAL SOCIETY

ILLUMINATING ST. HELENA'S HISTORY

19 February, 2023

City of St. Helena Non-Profit Community Enrichment Program 2023-2024

Att: Grant Proposal Review Committee:

It is my pleasure to write to you on behalf of the Board of Directors of the St. Helena Historical Society to express our support for the grant application submitted by the St. Helena Cemetery Association. Their vision is to install a permanent monument honoring the Chinese community who helped develop St. Helen wineries, structures and vineyard stone walls and caves. Many of those (about 50) workers are buried at the St. Helena Cemetery without proper markers.

The St. Helena Historical Society shares this vision. Our mission is to preserve and present our history. This project promotes our mission and will contribute to the awareness of the contributions the Chinese community offered.

We support this project with enthusiasm. We encourage the City of St. Helena to fund this project as a memorial of respect and honor to our diverse history.

Sincerely,

Bonnie Thoreen

Bonnie Thoreen, President
St. Helena Historical Society

St. Helena Historical Society • founded 2002
501 (c)(3) nonprofit organization federal tax i.d. 30-0087096 • P.O. Box 87 • St. Helena, CA 94574
www.shstory.org • shstory@shstory.org • 707-967-5502

CHINESE HISTORICAL SOCIETY of AMERICA

2/22/2023

To: City of St. Helena Non-profit Community Enrichment Program 2023-2024
Via email

Dear Grant Proposal Review Committee,

This letter is in support of the St. Helena Cemetery Association's grant proposal for the St. Helena Cemetery Chinese Monument Project. This project honors the Chinese community members buried at the cemetery and the integral role they played in the development of St Helena and Napa Valley. CHSA supports the Napa County Historical Society. NCHS is dedicated to the discovery, preservation, and presentation of Napa Valley history. It is their goal to build a more holistic and nuanced history that creates a rich and textured tapestry of Napa Valley's heritage. New research by John McCormick and this project are important contributions to building a powerful narrative that enriches Napa's history and changes forever the heritage we celebrate. We support the Chinese Monument Project and encourage the City of St Helena to fund this grant request.

I write to you as the Executive Director of the Chinese Historical Society of America (CHSA). CHSA provides opportunities to learn about the ways that our community of Chinese Americans and Asian Americans have fought for equity, diversity, and inclusion in American society. In our museum we have permanent exhibits about the people, places and movements in Chinese American culture that have set the stage for our current era. Our rotating exhibits take deep dives into a wide range of Asian American content. Our traveling exhibits providing learning opportunities as pop-ups in public spaces such as at farmers markets, libraries, and other cultural centers. And CHSA collaborates with numerous groups locally and nationally to provide opportunities to engage with the content and history of/by/for our communities.

Sincerely,

Justin Hoover
Executive Director, CHSA

Museum & Learning Center • 965 Clay Street • San Francisco, CA 94108 • (415) 391-1188 • www.chsa.org
CHSA is a 501(c)(3) non-profit operating under Federal Tax ID #94-6122446

Napa Marble & Granite Works, Inc.

9 Coombsville Rd
Napa, CA 94558
707-226-8484
www.napamarblegranite.com

Estimate

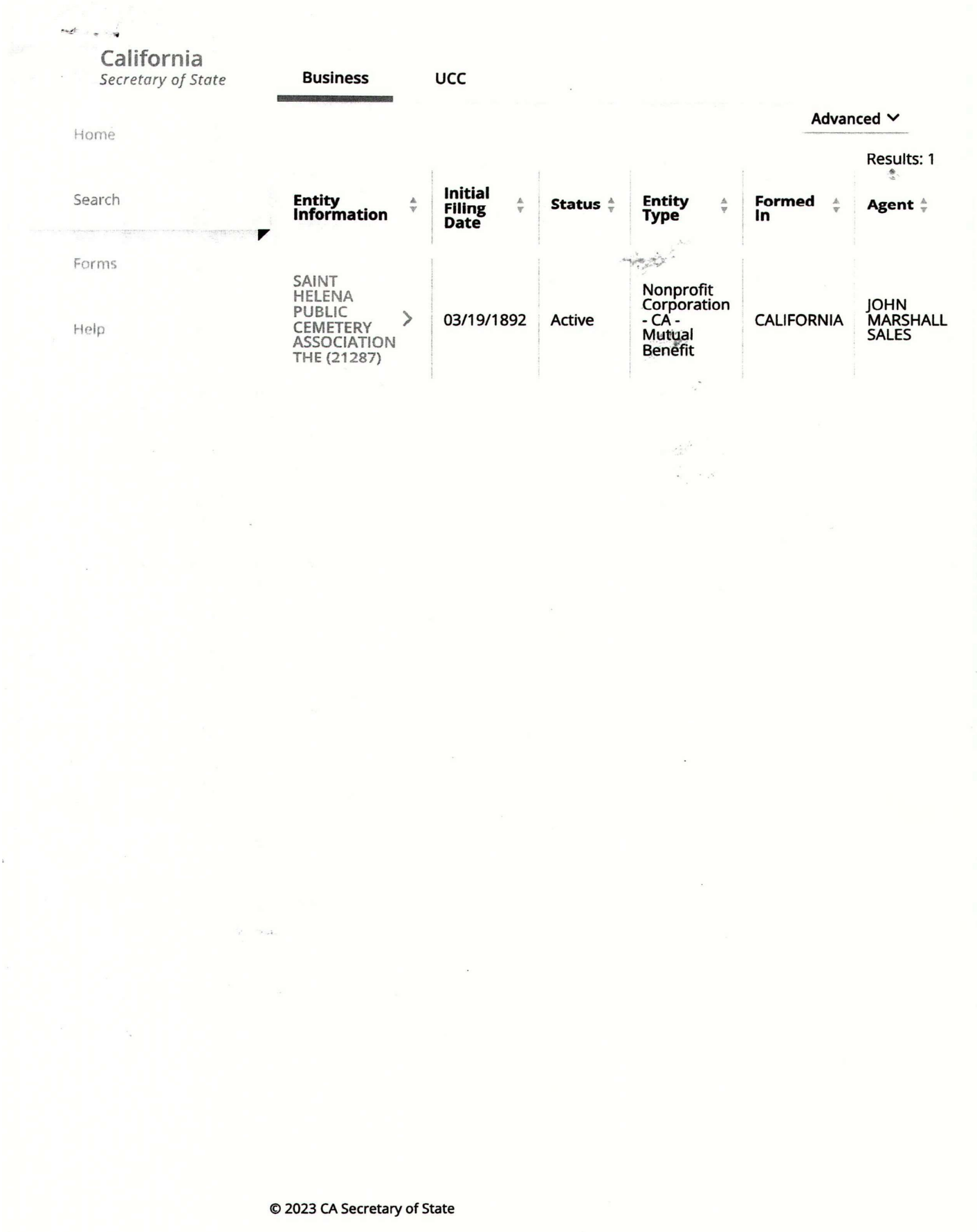
Date	Estimate #
2/14/2023	3513

Name / Address
Catherine Dann

Project

Description	Qty	Cost	Total
Sierra White (Calif) Granite - Tablet 42" x6"x28" , polish front and back, balance rock pitch (rough) Oval top. Base- 48"x12"x6" polish top, balance rock pitch(rough).		8,700.00	8,700.00T
ABSOLUTE BLACK GRANITE (INDIA) $7700.00			
Chinese lettering		500.00	500.00T
Labor, Installation, drill and pin tablet , base together		750.00	750.00
St. Helena Foundation fee not included.			
Sales Tax		7.75%	713.00
		Total	$10,663.00

Customer Signature _____



California
Secretary of State

Business UCC

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Results: 1

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
SAINT HELENA PUBLIC CEMETERY ASSOCIATION THE (21287)	03/19/1892	Active	Nonprofit Corporation - CA - Mutual Benefit	CALIFORNIA	JOHN MARSHALL SALES

© 2023 CA Secretary of State

California
Secretary of State

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Business Search

*The California Business Search provides access to available information for **corporations, limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.*

*Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.*

Basic Search

*A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, **a basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.*

Advanced Search

An Advanced search is required when searching for publicly traded disclosure information or a status other than active.

An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ? begins with? specific search criteria.

***Disclaimer:** Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.*

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Skip to main content State

Saint Helena Public Cemetery Association

EIN: 94-0785110 | Saint Helena, California, United States

Other Names

ST HELENA PUBLIC CEMETERY

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: EO ⓘ

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

- ⌄ Tax Year 2020 Form 990O
- ⌄ Tax Year 2019 Form 990O
- ⌄ Tax Year 2019 Form 990O
- ⌄ Tax Year 2018 Form 990O
- ⌄ Tax Year 2018 Form 990O

- Tax Year 2017 Form 990O
- Tax Year 2016 Form 990O

ATTACHMENT 12

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Saint Helena Community Band
Organization Mailing Address:	PO Box 261 St Helena, CA 94574
Organization Contact Person (Name/Title):	Kent R. Gaisford / Fund Raiser
Organization Contact Email:	kentgaisford@gmail.com
Organization Contact Telephone:	650-703-7187
Organization Website:	www.sainthelenacommunityband.org
Federal Tax ID Number and Status:	26-2522806 - NonProfit 501(c)(3) Organization
How long has your organization been in operation?	Sixteen (16) years

Grant Request

Project Name:	Saint Helena Community Band - Yearly Performances
Address of Project:	PO Box 261 St Helena, CA 94574
Requested Grant Amount:	$ 10,000
Matching Funds:	$ 0
TOTAL Project Cost:	$ 10,000

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

The Saint Helena Community Band is an all-volunteer group of local musicians, promoting music appreciation, the arts, and music education throughout the community. The band performs its concerts throughout the year, both indoors and outdoors, for FREE.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

The Saint Helena Community Band is continuing a (100-year old) Napa Valley tradition revived by Francis Ford Coppola in 2007. We enjoy sharing our talents throughout the Napa Valley. The band performs several concerts throughout the year; both indoors and outdoors. We bring the gift of music directly to the St. Helena Community.

The Band's concert schedule runs from mid-September to July each year; divided into two seasons (Fall/Winter and Spring/Summer) We normally perform on average four to five concerts each season, for a total of 8-10 concerts each year.

3. Describe the community support for your Project.

Currently, the band is completely reliant on band members to fund raise. Originally, Francis Ford Coppola was our benefactor, with a 10-year funding plan in place. However, that expired as of December 2017. The past 2 years, the Band has performed for the Dia De Las Muertas celebration in St. Helena, sponsored by Family Services.

A subgroup of the Community Band formed a Dixieland band, which also performs at various venues (Festa Italiana, Harvest Festival). In the past, the Clif Family donated a percentage of their day's proceeds when the Dixieland Band played for their annual Sip & Support program. However, that has not re-occurred for the past few years.

a. What organizations, neighborhood associations, nonprofits, residents, etc. are also involved in the Project?

None - the only residents participating are those who are members of the Band. Since Coppola is no longer funding the ongoing operations of the Band, the Band has its own fundraising efforts.

b. What roles are they playing and how collaborative is the Project?

As a volunteer organization, members all pitch in to ensure live performances are a success: truck rental, equipment moving and setup, donation solicitation (fund raising), marketing.

c. What other support exists for your Project?

Band members regularly seek out local merchants to donate goods and services for raffles held at select concerts. Funds from the raffles help support the band. Additionally, an annual Solicitation Letter is mailed year-end to seek donations. The band has a mailing list of approximately 400. Our current fundraising goal is to raise at least $5,000 by performing 6-8 concerts in a year (which has been greatly impacted by Covid-19).

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

The Saint Helena Community Band performs throughout the Napa Valley. Each concert brings in an audience of between 100-300 attendees.

Past (and ongoing) performances include:

- UpValley Family Centers: Dia de los Muertos Celebration
- Yountville Seventh-Day Adventist Church
- California Veterans Home in Yountville
- Inglenook Annual Holiday Open House
- The Meadows in Napa Retirement Community
- Silverado Orchards Retirement Community
- Vineyard Valley Retirement Community
- White Barn
- St Helena Chamber “Concerts in the Park” series
- St Helena Annual July 4th Celebrations in Lyman Park
- Our Lady of Perpetual Help Catholic Church, Calistoga
- Calistoga July 4th Celebrations in Pioneer Park

Additionally, a smaller, select group of band members perform Dixieland at the following:

- Clif Family Sip & Support
- Rianda House Fund Raisers
- St Helena Harvest Festival
- Napa Porchfest
- Auction Napa Valley
- Festa Italiana

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

N/A. [St Helena City Grant (Government) = $4,000]

St Helena residents are treated to FREE concerts, of which the July 4th Lyman Park Concert has become a community tradition.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

We welcome all musicians! Band membership is by open invitation. We encourage anyone 18 and older to join. Membership prerequisites are: good music reading/sight reading skills, and playing abilities equivalent to current Band members. Interested musicians are invited to come to a rehearsal, introduce themselves, play with their instrument section, and let the section leader know of their interest in playing regularly with the Band. Musicians provide their own instruments except percussionists who use equipment purchased with donations to the Band.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Business Expenses	250
Contract Services - Outside Performers	1000
Contract Services - Band Director	7300
Musical Scores	650
Insurance	600
Office Expense (Postage, Supplies	425
Events Expense	1200
Expense Total	11,425
Total Grant Request	10,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kent R Gaisford

Signature Kent Gaisford Digitally signed by Kent Gaisford Date: 2023.02.08 08:47:41 -08'00'

Title Fund Raising Consultant

Date 2/8/23

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 05 2008

THE ST HELENA COMMUNITY BAND
PO BOX 261
ST HELENA, CA 94574

Employer Identification Number:
26-2522806
DLN:
17053179321008
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
March 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 7, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

THE ST HELENA COMMUNITY BAND

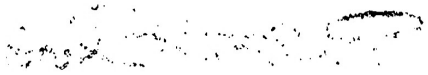
We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 05 2008

THE ST HELENA COMMUNITY BAND
C/O HENRY J NEAL
1344 ADAMS ST
ST HELENA, CA 94574

Employer Identification Number:
26-2522806
DLN:
17053179321008
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
March 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 7, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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THE ST HELENA COMMUNITY BAND

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Sincerely,

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

4:16 PM
08/03/22
Cash Basis

Saint Helena Community Band
Profit & Loss
August 2021 through July 2022

	Aug '21 - Jul 22	Aug '20 - Jul 21	% Change
Ordinary Income/Expense			
Income			
43400 · Income			
43440 · In Kind - Goods & Services	700.00	0.00	100.0%
43410 · Coppola	2,000.00	2,000.00	0.0%
43415 · Fundraising			
43450 · Donations	10,207.43	163.24	6,153.0%
43430 · Other Fundraising Income			
43432 · Government	4,000.00	0.00	100.0%
Total 43430 · Other Fundraising Income	4,000.00	0.00	100.0%
Total 43415 · Fundraising	14,207.43	163.24	8,603.4%
Total 43400 · Income	16,907.43	2,163.24	681.6%
45000 · Investments			
45030 · Interest Income - Savings	10.34	186.02	-94.4%
Total 45000 · Investments	10.34	186.02	-94.4%
Total Income	16,917.77	2,349.26	620.1%
Gross Profit	16,917.77	2,349.26	620.1%
Expense			
60900 · Business Expenses			
Web Services	104.35	14.85	602.7%
60920 · Business Registration Fees	152.00	25.00	508.0%
Total 60900 · Business Expenses	256.35	39.85	543.3%
62100 · Contract Services			
62155 · Outside Performers	1,050.00	0.00	100.0%
62110 · Accounting Fees	700.00	0.00	100.0%
62150 · Musical Director	7,300.00	4,800.00	52.1%
62160 · Outside Contract Services	500.00	0.00	100.0%
Total 62100 · Contract Services	9,550.00	4,800.00	99.0%
65000 · Operations			
Software	0.00	44.95	-100.0%
65080 · Dues and Subscriptions	702.00	490.00	43.3%
65087 · Music Equipment	855.07	0.00	100.0%
65086 · Music Instuments	167.07	0.00	100.0%
65085 · Music Scores	170.00	215.00	-20.9%
65020 · Postage, Mailing Service	182.00	146.00	24.7%
65040 · Supplies	241.71	0.00	100.0%
65090 · Fundraising	696.60	0.00	100.0%
65095 · Events Expense	1,205.10	0.00	100.0%
Total 65000 · Operations	4,219.55	895.95	371.0%
65100 · Other Types of Expenses			
65120 · Insurance	545.00	504.00	8.1%
Total 65100 · Other Types of Expenses	545.00	504.00	8.1%
Total Expense	14,570.90	6,239.80	133.5%
Net Ordinary Income	2,346.87	-3,890.54	160.3%
Net Income	**2,346.87**	**-3,890.54**	**160.3%**

ATTACHMENT 13



St. Helena
Community Garden, Inc.
P.O. Box 1104
St. Helena, CA 94574

City of St. Helena
RE: Nonprofit Grant

February 10,2023

Dear Mandy,

Enclosed is the St. Helena Community Garden application for the St. Helena City nonprofit grant for 2023-2024.

We appreciate this opportunity to request financial support for the continuation of this community endeavor. We developed the garden for local residents in 2011. It is operated and supervised by volunteers, and Board of Directors and continues to be successful each year or 30 families who participate in growing their own vegetables.

Thank You,
Susann Ortega, President
Bob Leighton, Suzan Rada
Rebeca Yost, Joann Snowden,
Board of Directors

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Community Garden
Organization Mailing Address:	P.O. Box 1104, St. Helena, CA 94574
Organization Contact Person (Name/Title):	SusannOrtega, President
Organization Contact Email:	sthelenagarden@gmail.com
Organization Contact Telephone:	707 963-3539 Cell: 707 322 8454
Organization Website:	N/A
Federal Tax ID Number and Status:	27 3038922 Non-Profit
How long has your organization been in operation?	Since2010

Grant Request

Project Name:	St. Helena Community Garden
Address of Project:	Jacob Meily Park, Pope Street, St. Helena
Requested Grant Amount:	$2,500
Matching Funds:	$200
TOTAL Project Cost:	$2,700

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Wood chips for all paths inside the garden	400
3 clean up bins from Upper Valley Disposal (for garden refuse-winter clean up)	500
Maintenance for automatic irrigation-valve repair,new faucets	350
Irrigation filters, replacement emitters, etc.	100
Labor for clean up, leaf removal and weeding along fence line (inside and out)	200
Shale rock path for ADA garden	250
Wood frames for two gardens	550
Motion Sensitive Security lights (2)	150
New padlocks for two gates	70
Total Grant Request	2,570

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Susann Ortega Signature Susann Ortega

Title President Date 2/20/23

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

City of St. Helena Non-Profit Funding

1. The St. Helena Community Garden was created in 2010 by St. Helena residents who formed a non-profit organization to provide access to gardening space for people without yards or outdoor space allowing them to garden. The Garden is open to any resident of St. Helena and includes several families. There are ADA compatible spaces for handicapped gardeners as well as scholarship gardens for low-income families. The Garden therefore ties directly to the Vision Statement and Mission Statement of the City by providing an environmentally sustainable, family-friendly, diverse atmosphere for citizens to grow their own vegetables and to experience first-hand "where our food comes from".
2. Adding lighting for security and safety at night and in the evening as well as "refreshing" the ADA portion of the garden is our primary goal. Annual garden maintenance requires adding wood chips to the garden paths for walking, clean up of the garden area inside and out and maintaining and repairing the irrigation system for the 30 gardens which use non-potable water from a City well as well as weed abatement. These will be completed by June of 2024 by hiring outside labor when necessary but primarily through the efforts of the garden board and participating gardeners.
3. There are currently 30 individual gardens in the Community Garden representing many families. The Garden was created with the assistance of many local residents, businesses and organizations. Annual donations are received from several local residents and one garden club. A complete list of all donors is attached.
4. The 30+ gardeners themselves are clearly direct beneficiaries of the Community Garden. So is the City of St. Helena. What was previously an unused area of Jacob

Meily Park is now productive, beautiful and well maintained. Excess vegetables are provided to the Food Bank to assist low-income families.

5. There has not been any funding received by the Community Garden from any other Napa County Government Agency.
6. The principles of diversity, equity and inclusion are met in the Garden by ensuring that we have ADA accessible gardening space for those persons who may have physical limitations. The Garden also provides several "scholarship gardens" (and hopes to provide more) for those families and/or individual persons for whom the annual fee would be a hardship. Membership in the Garden is open to any citizen of St. Helena regardless of skin color, religion, political viewpoint or age. The only requirement is a desire to experience digging in dirt and the joy that growing your own food can bring.

Proof Non Profit Status

3299828

State of California
Secretary of State

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That the attached transcript of _____ page(s) is a full, true and correct copy of the original record in the custody of this office.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

Debra Bowen

DEBRA BOWEN
Secretary of State

3299828

ENDORSED - FILED
in the Office of the Secretary of State
of the State of California

APR 20 2010

Articles of Incorporation
Of
St. Helena Community Garden, Inc.
A California Public Benefit Corporation

ONE: The name of this corporation is **ST. HELENA COMMUNITY GARDEN, INC.**

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to provide opportunities to community residents for an enhanced gardening experience and to add to the fund of garden knowledge locally.

THREE: The name and address in the State of California of this corporation's initial agent for service of process is Susann M. Ortega, 1466 Railroad Avenue, St. Helena, CA 94574.

FOUR: (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

FIVE: The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Susann Ortega

Susann M. Ortega, Incorporator

ap. 20 2010

Date

Current Year Operating Budget

02/15/23
Accrual Basis

Saint Helena Community Garden, Inc.
Report of Operations
January through February 2023

	Jan - Feb 23	
Ordinary Income/Expense		
Expense		
Garden Expenses		
Equip Rental and Maintenance	240.59	
Garden Facilities & Supplies	65.98	
Garden Sign	72.51	
Total Garden Expenses		379.08
Operating Expenses		
Insurance - Liability	127.11	
Postage, Mailing Service	97.00	
Total Operating Expenses		224.11
Total Expense		603.19
Net Ordinary Income		(603.19)
Net Income		(603.19)

02/15/23
Accrual Basis

Saint Helena Community Garden, Inc.
General Ledger
As of February 28, 2023

Type	Date	Num	Name	Memo	Amount
Mechanics Bank Checking					
Check	01/18/2023		AMS	27826	(127.11)
Check	01/26/2023	4147	Cash		(75.00)
Check	02/15/2023	4160	Postmaster St. Helena	PO Box 1104	(97.00)
Check	02/15/2023	4161	Upper Valley Recycling		(165.59)
Check	02/15/2023	4162	Ortega, Susann		(138.49)
Total Mechanics Bank Checking					(603.19)
Accounts Receivable					
Total Accounts Receivable					
Undeposited Funds					
Total Undeposited Funds					
Cleanup Deposits					
Total Cleanup Deposits					
Unrestricted Net Assets					
Total Unrestricted Net Assets					
Garden Expenses					
Equip Rental and Maintenance					
Check	01/26/2023	4147	Cash	Gardeners cleanup	75.00
Check	02/15/2023	4161	Upper Valley Recycling		165.59
Total Equip Rental and Maintenance					240.59
Garden Facilities & Supplies					
Check	02/15/2023	4162	Ortega, Susann	Garden hoses	29.98
Check	02/15/2023	4162	Ortega, Susann	Padlock front gate	29.00
Check	02/15/2023	4162	Ortega, Susann	Graphite	7.00
Total Garden Facilities & Supplies					65.98
Garden Sign					
Check	02/15/2023	4162	Ortega, Susann	Handicap signs	44.51
Check	02/15/2023	4162	Ortega, Susann	Gardners Only signs	28.00
Total Garden Sign					72.51
Total Garden Expenses					379.08
Operating Expenses					
Insurance - Liability					
Check	01/18/2023		AMS	27826	127.11
Total Insurance - Liability					127.11
Postage, Mailing Service					
Check	02/15/2023	4160	Postmaster St. Helena	PO Box 1104	97.00
Total Postage, Mailing Service					97.00
Total Operating Expenses					224.11
TOTAL					0.00

Prior Year Actual Budget

Saint Helena Community Garden

Budget

January through December 2022

Income			
	Contributions / Organizations	$	300
	Contributions Individuals		50
	Garden Rents		1,300
Total Income			**1,650**
Expense			
	Garden Expenses		
	Scholarship gardens		200
	Garden Facilities & Supplies		100
	Locks for gates/shed		100
	Irrigation system		500
	Lighting		350
	Security		150
	Garden franes		450
	Path walk chips		400
	Pest, weed controls		200
	Signage		250
	Total Garden Expenses		**2,700**
	Operating Expenses		
	Insurance - Liability		1,250
	Legal fees		110
	Postage, Mailing Service		90
	Total Operating Expenses		**1,450**
Total Expense			**4,150**
Net Ordinary Income		**$**	**(2,500)**

GRANT FUNDING RECEIVED IN THE PRIOR 12 MONTHS

The community garden received a $2,400 grant from the City of St. Helena for fiscal year 2022-2023.

St. Helena Community Garden, Inc.

Jacob Meily Park 2011

Upper Valley organic compost delivered Nov.'10

Winter Cover crop growing

Davi d Gardend, Miguel& Marvin disking garden

Will, Jeff Cole & Jim Haller

Gardeners sign- up day April 2011

Plants are growing !

Bob's potato patch

Sue's persimmon tomatoes

Edie's first veggies

June Summer Solstice garden-get-together

Sue's veggies

July Mid-Summer pot-luck

Oct. Harvest pot-luck

Photo's by Susann Ortega

Joann's birdhouse with shelves by Chris.

Hand- built shed by David and Miguel

Lori's bistro set

Ukulele Festival -Sept. 20

Susann's hand painted chair

Susann's flowers

Gardeners preparing soil

Fiona's irrigation demo April- Earth Day

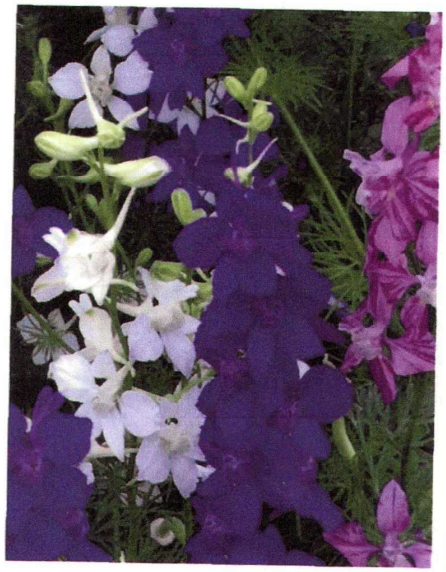
Tom's mammoth sunflower

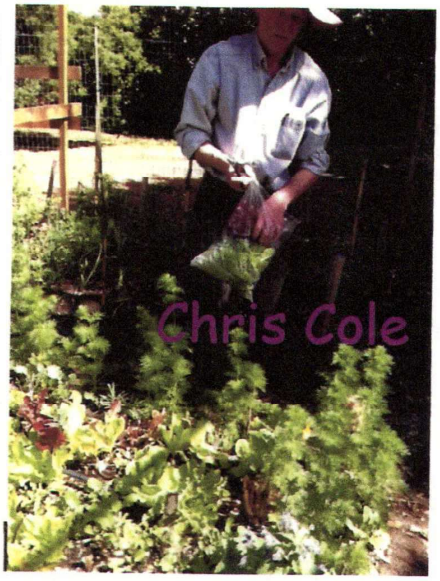
Volunteer gardeners fence building March '11

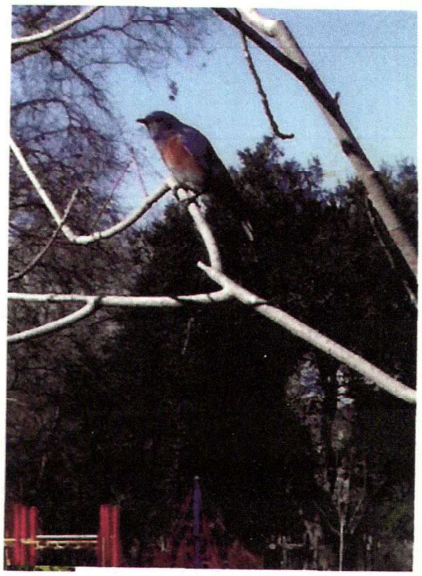
2016

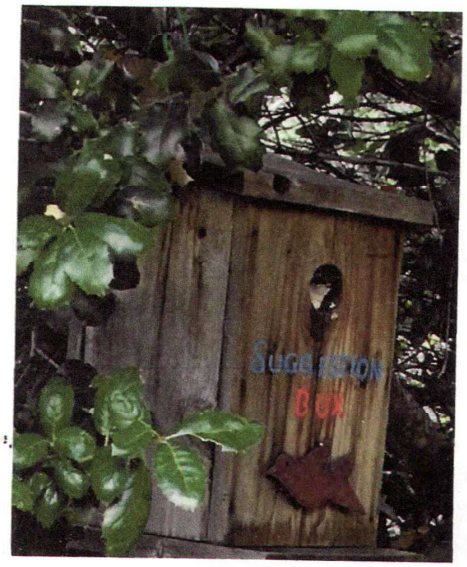


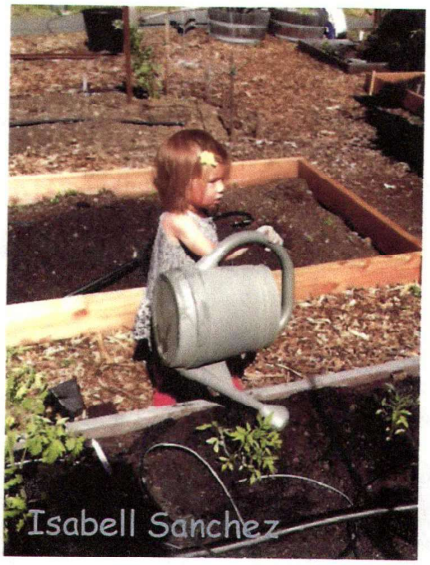


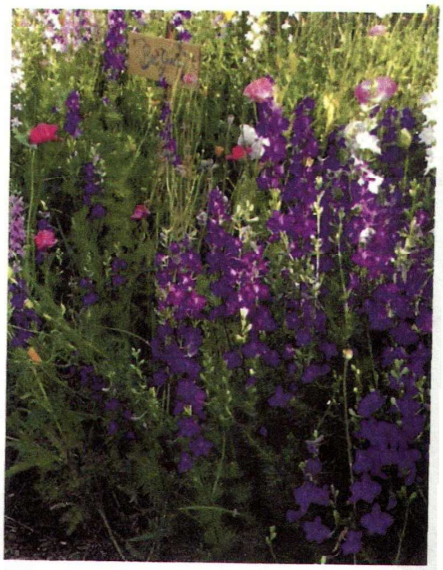




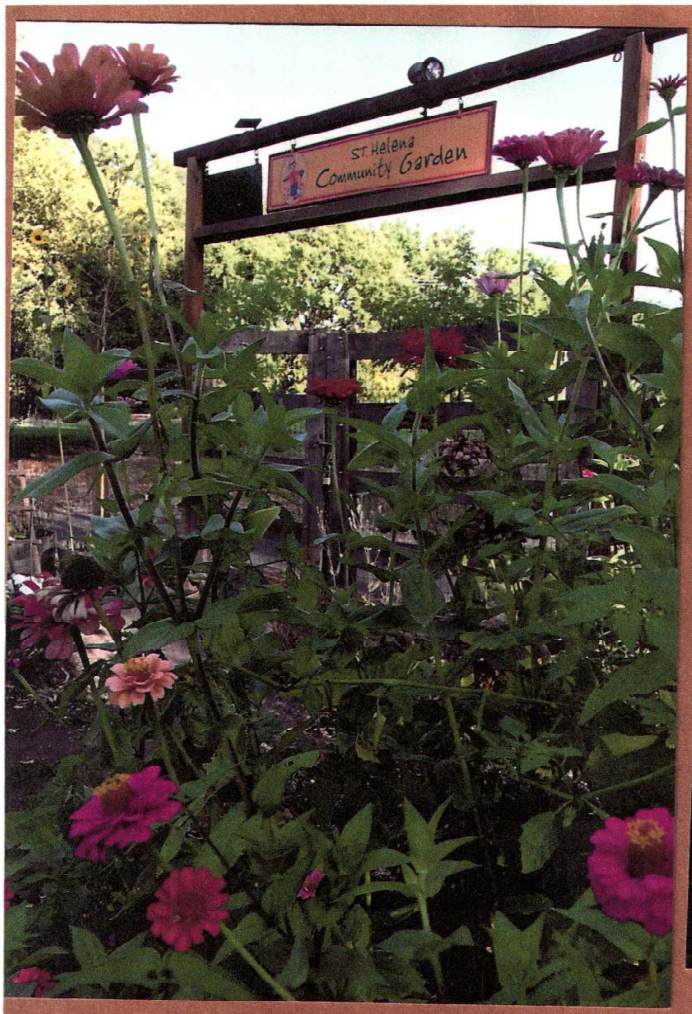








Photos by Susann Ortega


St Helena
Community Garden







ST. HELENA COMMUNITY GARDEN, INC.

2023 Membership Agreement

Name **(Print)**_____

Phone _____ Email_____

Address _____ Plot #_____

City of St. Helena, CA has designated and licensed a portion of Jacob Meily Park for use as A community garden to St. Helena Community Garden, Inc. (SHCG), a non-profit 501(c) 3corp. Residents of St. Helena may rent a garden plot from SHCG with the submission of this signed Membership Agreement and payment of a yearly fee.

Garden Rental Terms and Fee

Each full garden is 80 square feet, and half garden bed is 40 square feet. The Garden provides the water and a shed for the garden tools. Garden plots will assigned for new participants. The year rental fee is $50.00 for full garden, $25.00 for half garden. Annual start date is March 15, 2023. Returning members can renew a membership each year by submitting a new membership form and rental fee.

A **onetime deposit/ clean-up fee is $35.** ***is required for the first year membership.***

Payment and a signed Membership form must be made by March15 2023 to:

St. Helena Community Garden, Inc.

P.O. Box 1104 St. Helena, CA 94574

Membership Agreement

I have read, understand and will abide by the St. Helena Community, Inc. Garden Rules and Procedures. I also understand that my guests and family visitors must follow all rules. Failure to comply with the Community Garden Rules may result in forfeiture of my garden. The garden is a nonprofit organization made up of volunteers.

Waiver of Liability and Assumption of Risk

I agree to indemnify and hold harmless the City of St. Helena, mayor, council members and staff and St. Helena Community Garden, Inc. and its Board members from all liabilities, damages, loss, claims, causes of action of judgment and all reasonable expenses including attorney fees and costs incurred in the investigating or defending the same, of any person, for injury to any person, loss of life or damage to any property arising from myself, family members or guests occasioned while using the garden. In addition, the Gardener agrees to waive and release the City of St. Helena and St. Helena Community Garden, Inc. from any claim for personal injury to the Gardener, his/her family members or guests occasioned while using the Gardener.

Signature: _____Date _____

Email _____

Asphalt path
Water Main
1
2
3
4
Gardens
16" X 5'
#1-4
2'
40'
Asphalt path
5 6 7 8 9
20'
5'
10 11 12 13
Electtricity
Electtrical & valve box
14 15 16 17
5' wide ADA path
18 19 20 21 22
Gardens 4' X 20'
#5-26
Asphalt path
23 24 25 26
Gardens
16" X 5'
#27-29
27 28 29
Gate
150'
#30 4 barrels
30
Shed

St. Helena Community Garden, Inc., Organic Garden

Jacob Meily Park, Pope St., CA 94574

RULES AND PROCEDURES

Please keep for your record

Membership Agreement and City Waiver must be signed each year by new and returning gardeners and submitted with payment for garden rental by March 15. Any other person helping in the garden must read the rules and sign a City waiver . The waiver will be provided for the gardeners at the garden .

St. Helena Residents may apply for a garden. Gardens are given by assignment.

An additional security clean-up deposit of $____ is required ***only*** when submitting an application ***for the first time***. Gardeners may request a refund when they terminate their garden and after they clear out all plants, weeds, stakes, wire and personal material.

Applications must be sent with payment to :

ST. HELENA COMMUNITY GARDEN
P.O. BOX 1104 , ST. HELENA. CA 94574
Due March 15, ____

Garden plots regulations:

1. The garden planting season begins March 15, ____ for one year. Each garden must be planted by May 1, and must be cleaned of Summer plants by _____

2. Garden plots are 80 sq. feet or 40 sq. feet. Frames are optional, only redwood, pine or cedar allowed, no painted or treated wood, max frame height is 8". Framing a garden requires notification and *visual* approval by Board member.

3. Use only ***organic*** compost, non-synthetic fertilizers and pest control in the garden. Compost bins with specific rules are available at back of garden for garden clean up throughout the year. NO weeds in compost bins .
Each December a large dumpster is brought into the parking lot for all tomato plants, weeds and other large plants to be discarded.

4. The purpose of this community garden is for personal members use of their vegetable produce. Donations of produce are welcomed at St. Helena Food Bank, 7th Day Adventist Church on Main Street. No commercial sales allowed.

5. All gardeners are responsible to **weed their gardens and path around area,** prune back and stake plants, and spread wood chips in pathways when City delivers pile. **Soil amendment, (compost, mulch) is required to be added each year by gardener renting plot.**

6. Each gardener installs and maintains their own irrigation and drip lines. No water is permitted onto paths. If that occurs at an individual garden, the water will be turned off until irrigation is in compliance.

7 Garden members are required to participate in general garden weeding all year and garden cleanup by December and February.

8. Only registered gardeners are allowed the combination lock number. **Do not give combination to anyone**. Gates and shed are to be locked at all times except when gardeners are inside garden working.

9. Members are responsible for supervision of their children or guests. Visitor's must be accompanied by a member.

10. No dogs or pets allowed inside the garden.

11. No one is permitted to harvest from a garden other than one's own, unless explicit permission has been given by a member. If a member is going to be gone for a length of time, they must notify the board by email.

12. Lastly, and most importantly, a major condition of being a member in the garden is that **produce must be harvested in a timely manner.** Any noticeable produce rotting in a garden will be considered an abandoned garden and the gardeners membership shall be forfeit without refund .

Gardeners should direct all questions or problems to the Board of Directors at :
sthelenagarden@gmail.com

Noncompliance with Rules

In the event of noncompliance of any one of the SHCG rules, the SHCG board may terminate the Gardeners membership immediately after a written notice.

City of St. Helena Requires each person working in garden must sign a City Waiver provided by the SHCG Board.

Irrigation is of non-potable Water & provided by the City. **Do Not drink the water.**

Operation and participation in the garden is subject to St. Helena City Park & Public Works Department and St. Helena Community Garden, Inc. rules.

COMMUNITY GARDENS PRODUCE A BETTER NAPA COUNTY

Community gardens throughout Napa County represent commodities valued off the normal spreadsheets. Rather than place a dollar value on commodity sales, community gardens serve as a source of engagement, education, and food for our neighbors in need. Stretching the length of the Valley, community gardens have sprung up in Calistoga, St. Helena, Napa and American Canyon.

The Calistoga Community Garden has operated on City of Calistoga property for about ten years. Thirty plots are cultivated by members of the community on a "first come, first served" basis. Plot holders tend to be an assortment of farm workers, retired people, and apartment dwellers who maintain their gardens year round. The Calistoga Community Garden plans to begin growing food for the Calistoga Cares Food Bank on a more formal basis during the 2012 season.

St. John's Lutheran Mission Farm began in 2009 when the church recognized the growing needs arising in our community. Utilizing its vacant land, the church started the Mission Farm to assist the local Food Bank and others in need.

Since then, volunteers have come forward from Napa and surrounding communities to work and support the farm, which last year alone was able to harvest and donate over 9,000 pounds of fresh produce to the local Napa Valley Food Bank. This produce has included potatoes, yellow and red onions, garlic, beets, zucchini, tomatoes, carrots, peppers, cabbage, red and green lettuces, spaghetti squash, artichokes, fava beans, mustard and peas along with dozens of eggs.

St. John's Lutheran Mission Farm



Abigail Munoz picking beets with her first grade class. Photo provided by Holli Scheumann

St. Helena Community Garden

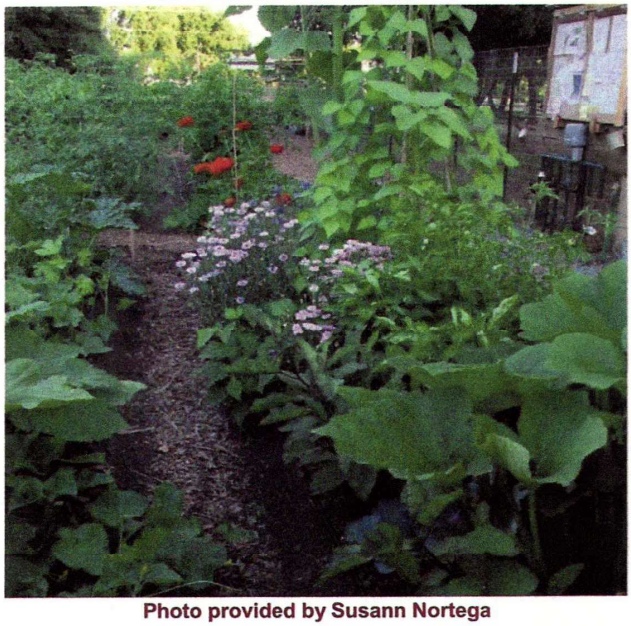


Photo provided by Susann Nortega

St. Helena Community Garden, Inc. is a nonprofit volunteer organization created by a small group of residents for the purpose of renting and maintaining a community garden to allow local residents the opportunity to grow healthful organic produce for themselves and their families, close to home and to discover the rewards of gardening and deepening community roots by working together in a cooperative setting.

The City of American Canyon hosts a community garden located at Elliott Park. The garden was first located on private property (Hwy 29 near Donaldson Way) owned by Mickey and Dollie Mikolajcik. In 1986, the garden relocated to land owned by the Water District on Elliott Drive. The garden predates the incorporation of the City of American Canyon, making it the longest running community garden in Napa County.

Our community gardens provide residents of Napa County invaluable opportunities for a united effort to strengthen the health of our neighborhoods and communities. We would like to recognize and thank the unsung heroes working to keep our community gardens open, tended and producing a better Napa County.

ATTACHMENT 14

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name: St. Helena Cooperative Nursery School
Organization Mailing Address: PO Box 493 Rutherford CA 94573
Organization Contact Person (Name/Title): Christine Clark / Vice President
Organization Contact Email: cdvgganclarke@gmail.com
Organization Contact Telephone: 707 927 8377
Organization Website: www.sthelenacoop.org
Federal Tax ID Number and Status: 941639779
How long has your organization been in operation? est. in 1966

Grant Request

Project Name: St. Helena Cooperative Nursery School
Address of Project: 1701 Niebaum Ln Rutherford, CA 94573
Requested Grant Amount: $ 12,000
Matching Funds: $
TOTAL Project Cost: $

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

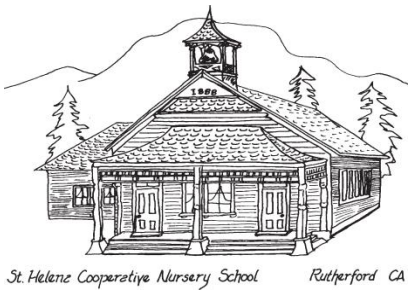
Description	Amount
1. repairs and maintenance	$5,000
2. annual cost of supplies	$5,000
3. teacher trainings / teacher salary	$2,000
Total Grant Request	$12,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name christine clark Signature Christine Clark

Title Vice President Date 2/24/23



1. Describe how your Project ties to the City's Goals, Mission/Vision Statement.

The St. Helena Cooperative Nursery School is directly tied to the values of the city of St. Helena. Our goal is to offer children an enriched and supportive introduction to their early years of school as they learn through a play-based curriculum. We provide a strong community foundation among our Co-op members and are supported by the St. Helena Unified School District. The district serves many families of St. Helena.

The St. Helena Co-op Nursery School relies on parent involvement to remain economically sustainable. Through child-directed play we encourage mutual respect and open communication that allows children to create their own lifelong relationships and feel a true sense of community. Twice a year parents attend the "Work Party" to prep the school at the start and end of each year. Active parent involvement not only allows parents to witness their child's growth at school but also meet other parents in the community with like values.

We are committed to providing a safe and diverse community for our children. Families of all cultures, religions, races and ethnic backgrounds are welcome. We work in collaboration with St. Helena Preschool for All (SHPFA), which provides preschool access for socioeconomic disadvantaged children in St. Helena. The Co-op was integral in the conception and development of the program. Our school piloted and funded SHPFA for the first few years of the program.

The schoolhouse is a historical building built in 1888. Originally the Rutherford Grammar School, the building has served as a school for over 130 years. Today we are proud to maintain the infrastructure and charm of the original building. Over the years we have continued to upkeep the building and make improvements, such as install a new roof, paint, make repairs, and improve infrastructure in order to retain its historic, small-town character.

The St. Helena Cooperative Nursery School shares a common goal with the City of St. Helena: "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth". The importance of childcare and early childhood development is apparent now more than ever. The children thrive off the stability and normalcy of going to Co-op regularly, while home life may be stressful due to uncertain times all of us have faced in the recent years due to the pandemic and fires. Our goal is to support the social-emotional well-being of our youth.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for you Project.

Our objective is to continue operating the St. Helena Cooperative Nursery School, providing a safe learning environment where our kids can experience the joy of hands-on learning through play. This program helps children gain confidence and communication skills, helping to prepare them for the next big step of kindergarten, many of which will go on to the St. Helena Primary School. Monthly food drives teach our children the importance of community and service to the public.

Timeline: We plan to use any funds given over the next fiscal year.

3. Describe the community support for your Project.

    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

As a cooperative, parent involvement is essential to keeping the school running on a day-to-day basis. We are very

fortunate for our many neighbors, families, and alumni who support our program by donating money and volunteering their time. In addition, the Roger J. Trinchero Family Foundation has generously donated $27,500 with an offer to match another $27,500 in donations from the community. Our strong alumni support helps match this amount through our annual letter drive. We hold an annual Community Dance at the Native Sons Hall supported by local food and wine vendors.

b. What roles are they playing and how collaborative is the Project?

Each family holds a Parent Job, attends monthly general meetings, and participates by working in the classroom. Parents collaborate and work closely with the teachers and each other on a daily basis. We rely on volunteer work from parents and alumni to help keep the school alive, such as maintaining the building and assisting with repairs. Bands for the Community Dance are booked by directors who work with BottleRock promoters. Typically, about 400 people from St. Helena and the valley attend, supporting the Co-op and bringing our community together for a fun night out.

c. What other support exists for you Project?

The Roger J. Trinchero Family Foundation has generously donated $25,000 with an offer to match another $25,000 in donations from the community. Our strong alumni support helps match this amount through our annual letter drive. We hold an annual Community Dance at the Native Sons Hall supported by local food and wine vendors. We are also involved in the Derby held at Long Meadow Ranch each year where they generously donate some of the profits to the co-op.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.

The St. Helena Co-op Nursery school benefits the children and their families who are members of this cooperative. We have 36 kids enrolled this year (normal years prior to Covid-19 pandemic was 65+). We are operating at less than half tuition income and hope to offer our regular sized classes in the coming years. Our local community benefits from the generosity of our Co-op community through a monthly food drive that impacts families throughout the valley. The teachers have creatively come up with a curriculum called Kindness Counts, which teaches generosity and compassion along with math, language, civic action and more. Kids experience the act of giving and supporting their community. The St. Helena Co-op continues to be one of the largest donators to the St. Helena Food Pantry. During harvest, kids collect health care items for the Napa Valley Farm Work Camp.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

We have not received other funding in the past two years. Funding from the City of St. Helena will benefit St. Helena residents by helping children learn to feel secure with adults other than the child's parents (many of whom are St. Helena residents), to experience community, to learn to get along with others, to learn positive ways of communicating with others, to recognize and appreciate beauty in nature and to improve the ability to finish what is begun. With this foundation we believe these children will then be able to participate in a meaningful way in St. Helena schools. For the parents going thru the co-op program they will learn to develop an awareness of their responsibility as citizens of the community, the importance of their participation in the education process, foster generosity, to care for the planet, and the skills needed to fundraise so they are able to carry this knowledge and go forth into other schools.

6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion.

The Co-op's core curriculum is focused on creating diversity, equity and inclusion for all though the Kindness Counts program, mentioned earlier as well as through strongly supporting St. Helena Pre-school for All.

The Co-op is also proud to be connected to First Five Napa County and their Rainbow Action Network. The Rainbow Action Network (RAN) is a group of LGBTQ people and allies that aims to make the Napa Valley a welcoming and supportive place for LGBTQ families, community members and visitors. The Co-op teachers are now trained how to use Rainbow kits and the books are in the school's library. These are LGBTQ and gender inclusive toolkits for preschools in Napa County. They provide LGBTQ inclusive books, toys, materials, lesson plans, and recommendations for inclusive classrooms/preschools. These tools were already available to children and families at the Co-op but the Rainbow Kit and its training provided helped solidify the Co-op's inclusive curriculum.

ST. HELENA COOPERATIVE NURSERY SCHOOL P.O. BOX 493 RUTHERFORD CA 94573 (707) 963-7212

Cost Estimate Description

1. Repairs and Maintenance: maintain and replace lawn and yard areas to continue to have a safe space for open outside play
2. Annual cost of supplies:
    a. Kitchen/bath: $3,000
    b. Office: $1,000
    c. Toys and Equipment: $1,000
3. Teacher trainings/salary support: continued support by our director for teacher trainings including CPR/First Aid, continued education and admin support.

Internal Revenue Service

Date: August 2, 2004

St. Helena Nursery School Corporation
P.O. Box 493
Rutherford, CA 94573

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Steve Brown 31-07422
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
94-1639779

Dear Sir or Madam:

This is in response to your request of August 2, 2004, regarding your organization's tax-exempt status.

In February 1973 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

St. Helena Cooperative Nursery School

Profit and Loss

June 2021 - May 2022

	TOTAL
Income	
Fundraising & Promotion Income	
Alumni Fund Income	51,769.84
Amazon Smile - igive	1,071.90
Annual Fundraiser	130.00
Card Tear	10,400.00
Event Income	1,595.28
Raffle	5,398.70
Ticket Sales	7,815.64
Total Annual Fundraiser	**25,339.62**
Donations	78,102.53
T-Shirt Income	720.69
Taylor, Ava & Jude Scholarship Fund	2,700.00
Total Fundraising & Promotion Income	**159,704.58**
Interest	1,112.81
Membership Income	
Academic Year Registration	3,650.00
Penalty Fees	90.00
Tuition	103,710.00
Work Party Fees	525.00
Total Membership Income	**107,975.00**
Sales	2,509.54
Unapplied Cash Payment Income	0.00
Total Income	**$271,301.93**
GROSS PROFIT	**$271,301.93**
Expenses	
Dues and Subscriptions	114.00
Educational Expense	
Continuing Education	226.86
CPR / First Aid	128.00
Total Educational Expense	**354.86**
Facilities	
Rent	1,800.00
Repairs and Maintenance	2,810.40
Utilities	6,723.72
Total Facilities	**11,334.12**
Fees & Penalties	
Banking	45.00
Credit Card	95.00
Total Fees & Penalties	**140.00**

St. Helena Cooperative Nursery School

Profit and Loss

June 2021 - May 2022

	TOTAL
Fundraising & Promotion	150.10
Advertising and PR	460.33
Alumni Fund Expense	399.94
Annual Fundraiser Expense	6,720.20
Total Fundraising & Promotion	**7,730.57**
Insurance	116.68
General Liability	2,173.20
Total Insurance	**2,289.88**
Labor	
Employee SEP / IRA	14,001.57
Flexible Spending	23,044.68
Flexible Spending Employee	-0.16
Payroll Service	2,715.00
Payroll Taxes	40,900.05
Wages	109,462.49
Worker's Comp Insurance	2,524.00
Total Labor	**192,647.63**
Licensing	407.00
Petty Cash	0.00
Professional Services	
Admin Assistance	450.00
Income Tax Prep	600.00
Total Professional Services	**1,050.00**
Supplies	
Kitchen and Bath	363.52
Office	3,084.22
School	2,602.44
Toys and Equipment	1,080.25
Total Supplies	**7,130.43**
Taxes	
Tax exemption & registration	100.00
Total Taxes	**100.00**
Tuition Reimbursement & 1 hour of work	235.00
Total Expenses	**$223,533.49**
NET OPERATING INCOME	**$47,768.44**
NET INCOME	**$47,768.44**

St.Helena Co-op Final 2022/2023 Budget

Revenue

Tuition	$ 144,450.00
Summer camp	$ 9,600.00
Registration	$ 3,900.00
Work Party Fees	$ 1,500.00
Fundraiser (raffle, cardtear, dance, derby)	$ 30,000.00
T-Shirts	$ 600.00
Interest	$ 1,150.00
Alumni Fund	$ 40,000.00
Jacobson Scholarship Fund	$ 5,000.00
Amazon Smile, iGive, Amex Rebates	$ 1,000.00
Donations	$ 65,000.00
Total Revenue	**$ 302,200.00**

Expenses

Licensing	$ 310.00
Adult Education	$ 200.00
Advertising & PR	$ 1,500.00
Bankcard fees/Penalties	$ 200.00
Continuing Education & First Aid for staff	$ 400.00
Dues & Subscriptions	$ 400.00
Employee SEP IRA	$ 22,000.00
Employee Flex Plan	$ 22,000.00
Fundraiser Expense	$ 8,000.00
Alumni Fund Expenses	$ 400.00
Gifts	$ 250.00
Income Tax	$ 85.00
Maintence/Unexpected Items	$ 6,000.00
Insurance General Liability	$ 2,800.00
Insurance Workman's Comp.	$ 3,000.00
Payroll	$ 145,600.00
Payroll Service	$ 3,200.00
Payroll Taxes	$ 56,650.00
Rent	$ 1,800.00
Professional services (pest control)	$ 750.00
Repairs & Maint.	$ 3,000.00
Admin Assistance	$ 700.00
Supplies–Kitchen/Bath	$ 400.00
Supplies–Office	$ 1,500.00
Supplies–School	$ 2,800.00
Toys & Equipment	$ 1,000.00
T-Shirts	$ 800.00
Utilities	$ 8,000.00
Total Expense	$ 293,745.00
Net Income	**$ 8,455.00**

ATTACHMENT 15

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Farmers' Market
Organization Mailing Address:	St. Helena Farmers' Market, P.O Box 70 St. Helena, CA 94574
Organization Contact Person (Name/Title):	Ed Smith
Organization Contact Email:	Edsmith@sthelenafarmersmkt.org
Organization Contact Telephone:	707-486-2662
Organization Website:	Sthelenafarmersmkt.org
Federal Tax ID Number and Status:	Federal Tax ID #35-2367794 / 501c3 Non-Profit Organization
How long has your organization been in operation?	37 years

Grant Request

Project Name:	St. Helena Farmers' Market (SHFM) - Market Match Program
Address of Project:	St. Helena Farmers' Market: Crane Park, 360 Crane Ave, St. Helena
Requested Grant Amount:	$12,000
Matching Funds:	$0
TOTAL Project Cost:	$12,750

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Market Match Dollars: EBT/qualified low-income St Helena residents	$12,000
Staff Hours Bookeeping	$600
Promotional materials: translation, material supplies, printing, distribution	$150

Total Grant Request $12,750

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Ed Smith Signature

Title Market Manager Date 2/20/23

City of St. Helena Non-Profit Grant Application: Fiscal Year 2023-2024

1. While this post-pandemic phase may feel like a return to normalcy for some, it has put further financial strain on many others. Food insecurity remains a real and insidious problem in the St. Helena community, driven by economic pressures, record inflation, cost of living and other metrics. Seemingly out sight for many of us, food security and scarcity directly affect our senior citizens on fixed incomes, our low wage earners, multigenerational families, our local school children and many whose immigration status is in question. Those impacted are not on the periphery, rather they are front and center, often the hardest working members of our community. They are our vineyard workers and laborers, our restaurant workers, domestic workers, childcare providers, single mothers, and our elderly. They represent all segments of our community and are the most deserving of access to affordable and nutritious foods. Yet, with pandemic assistance ending, those receiving CalFresh/EBT assistance will have their benefits slashed beginning in March. Recent reporting indicates households currently receiving CalFresh/EBT benefits anticipate an average decrease of $160 per month, many returning the base benefit of **$23 per month**. It is hard to imagine how to subsist on a supplemental benefit of $23 a month in St. Helena. The St. Helena Farmers' Market (SHFM) – Market Match Program directly bolsters these benefits, increasing the purchasing power for qualified low-income recipients and provides direct access to healthy, nutritious food choices. SHFM Market Match provides a meaningful impact on public health and food insecurity, while promoting diversity and community inclusion.

   Beginning our 37Th season, the SHFM is an essential gateway, providing regular access to a broad array of community resources ranging from healthy food, education, arts, environmental stewardship, as well as emergency services to the community at large. SHFM Market Match Program provides immediate access to healthy foods and these additional resources to broader, more diverse members of our community, and those most in need of assistance.

2. SHFM Market Match Program will continue to operate at the General Store where CalFresh/EBT transactions are redeemed. Market Match grant funds provide EBT shoppers with matched funds doubling their purchasing power of healthy foods available at the market. In partnership with St. Helena Up-Valley Family Center (UVFC), SHFM will continue to directly reach residents of St. Helena who are most in need and will benefit directly from the opportunity to source and purchase healthy foods and produce from our vendors. Tokens are distributed monthly to qualified low-income residents of St. Helena. Recipients must establish income levels consistent with CalFresh income guidelines and residency in St. Helena, both of which are verified by the St. Helena UVFC. Last year $6764 of the $8,775 awarded was redeemed July 1-October 31, 2022, a 54% increase from the prior year. This speaks to both the necessity and success of the SHFM Market Match Program. Regular attendance of low-income families continues to increase thanks to this grant and the funds it provides. In turn the Market Match Program provides essential nutritional assistance, but also our free educational programing. Chef's demos, lecture series, produce tastings, bilingual story time, children's educational programing, and art projects are all available on site. We continue to expand online content focused on healthy eating, farming, and environmental stewardship. All these resources are provided to the community, free at no cost, through the SHFM.

3. The 2023 season of the St. Helena Farmers' Market will mark 37 years of service to the community. The SHFM Market Match Program builds both community inclusion and diversity by providing direct funds and resources to broad segments of our community, whether it be a combination of ethnicity, financial diversity, age, or immigration status. This program bolsters the local food economy, further supports small business vendors, promotes farming and agricultural diversity, while directly supporting public health, education, and food security in our community.

   3(a). SHFM collaborates with multiple local organizations, St. Helena Up-Valley Family Center, Ole Health, Blue Zone Project, Rianda House, St. Helena Unified School District, local churches, low-income housing facilities, and local food pantries. With a strong foundation for outreach SHFM looks to maximize this investment by providing

immediate outreach to low-income residents and EBT beneficiaries by providing nutritional assistance and access to resources to the community at large.

3(b). The organizations above promote the SHFM Market Match Program to their members in coordination with the SHFM. Additional collaboration is multifaceted. St. Helena Up-Valley Family Center partners with us to provide bilingual story time and early childhood education activities on a regular basis. Similarly, they have engaged their Ninos Activos group, often low-income families with young children, to regularly attend the market and utilize the Market Match Program. St. Helena Kiwanis sponsors educational outreach that allows SHFM to provide educational services to the Ninos Activos group, focused on gardening and healthy foods. SHFM Market Education program distributes free early education activity kits and art projects, sponsored by St. Helena Rotary. Adventist Health regularly attends the Market, providing free health screenings, access to vaccinations, and other health resources from CPR training to disaster preparedness. Blue Zones Project attends frequently providing access to health and wellness information. Nimbus arts provides free art activities for children. Western Monarch Society will continue to distribute free plants along with additional environmental resources. This year Rianda House will attend regularly, providing community outreach to seniors. These services benefit of those in attending the Market. It is therefore imperative that we continue to broaden access to the Market for all ethnicities, demographics, and financially disparate members of our community.

3(c). St. Helena is a small town, as such our population prohibits the SHFM from qualifying for other CalFresh/EBT market match programs or grants through the State. Yet, food insecurity and income disparity are both equally present in our community. Note, CalFresh/EBT benefits are based on federal guidelines and are not adjusted for cost of living in Napa County. Funds from this grant provide essential assistance that directly address the immediate needs of our community and will allow the SHFM to continue to collaborate with range of community organizations, county services and local non-profits. The SHFM also provides a single venue, simultaneously providing access to educational programing and resources on a regular basis.

4. This program provides low-income residents of St. Helena with access to healthy foods and local produce on a more affordable basis. Providing regular access directly addresses food insecurity, as well as the health and wellbeing of our low-income residents. Beneficiaries of this program also receive direct access to other community resources provided for free, as listed above, in addition to educational opportunities serving both children and adults. Given the unprecedented demand for the SHFM Market Match Program last season we have served hundreds of residents and have every ability to serve many more in direct correlation to the grant funds received.

5. No. SHFM has not received funding from any Napa County government agency. Unfortunately, due to the limitations of the SHFM budget, our population size, or other metrics, SHFM is in many cases disqualified from additional funding. This is why the grant funds received from the City of St. Helena are so critical. Funding, by way of this grant, will directly benefit CalFresh/EBT recipients as well as low-income residents of St. Helena by providing immediate access to healthy nutritious foods, direct assistance for food insecurity and broadening access to community resources to more of our residents.

6. The SHFM Market Match Program is diversity, equity, and inclusion realized and put into practice. This program puts funds directly in the hands of those who need them most urgently. By supporting and welcoming every facet of our community regardless of income, ethnicity, or age, this program is directly impacting food insecurity, public health and provides broad community resources focused on wellness and education to all.

INTERNAL REVENUE SERVICE
P.O. BOX, .2508
CINCINNATI, -OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 18 2010**

Employer Identification Number:
35-2367794
DLN:
17053212322049
Contact Person:
MARGARITA D BARRAGAN ID# 95118
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31 Public
Charity Status: **170(5) (1) (A) (vi)**

ST HELENA FARMERS MARKET
C/O ED SMITH
PO BOX 70
ST HELENA, CA 94574-0070

Effective Date of Exemption:
March 11, 2010
Contribution Deducibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to Inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

St. Helena Farmers' Market 2023 Budget

			2023 Budget		2022 Actual
DIRECT OPERATIONAL EXPENSES					
Advertising			$ 1,520.00		$ 1,562.23
Automobile			$ 600.00		$ 600.00
Equipment			$ 1,000.00		$ 2,230.10
Bank Service Charges			$ 32.00		$ 30.00
Dues and Filing Fees			$ 2,200.00		$ 2,434.00
Insurance					
D&O	$ 800.00			$ 790.00	
Liability	$ 1,300.00			$ 1,294.66	
Workers Comp	$ 1,500.00			$ 1,485.44	
Subtotal			$ 3,600.00		$ 3,570.10
Licenses and Permits			$ 350.00		$ 337.00
Postage & Delivery			$ 250.00		$ 239.78
Accounting/Prof fees			$ 8,000.00		$13,001.25
Telephone			$ 324.00		$ 341.30
Payroll:					
Processing	$ 159.00			$ 160.00	
Payroll taxes	$ 3,736.00			$ 4,212.21	
Wages	$42,738.00			$40,391.00	
Bonus				$ 8,850.00	
Subtotal			$46,633.00		$53,613.21
Supplies			$ 1,000.00		$ 896.57
Total Direct Operational			$ 65,509.00		$78,855.54
INDIRECT OPERATING EXPENSES					
Fundraiser			$ 2,520.00		$ 7,917.86
Market Entertainment			$ 400.00		$ 300.00
Marketing:					
Newsletter	$ 350.00			$ 703.53	
Vendor App	$ 1,000.00			$ 661.39	
Promotion	$ 1.050.00			$ 1,439.00	
Subtotal			$ 2.400.00		$ 2,803.92
Travel			$ 700.00		
Gifts			$ 85.00		$ 923.22
Total Indirect Operational Expenses			$ 6,105.00		$11,945.23
TOTAL EXPENSE BUDGET 2023			**$71,614.00**		**$90,800.54**

UPVALLEY
FAMILY CENTERS

February 21, 2023

Re: Saint Helena Farmer's Market

To Whom it May Concern,

I am writing this letter of support for the Saint Helena Farmer's Market (SHFM) and their bid to continue the Saint Helena Market Match Program. The UpValley Family Centers has collaborated with SHFM to connect families in need of financial support to these necessary services for the past three years. This program provided UVFC's clients with $4,857 in financial assistance last year, bringing fresh, healthy produce into their homes.

UpValley Family Centers works closely with SHFM to identify and connect families in need of food assistance with this program. Our staff meet families at the Market once a month to assist with the application process and distribution of tokens. Our team also works in collaboration with SHFM to provide a bi-lingual story and activity hour for young children in attendance, allowing families time to learn and play before and after shopping for their goods. This program is highly anticipated by our clients each year, and is one of our most popular children's offerings in Saint Helena.

Based on our experience with the Saint Helena Famer's Market, we wholeheartedly support their proposal and recommend the agency as a well-qualified and passionate provider of food assistance resources.

Sincerely,

Jenny Ocón

Jenny Ocón, MSW
Executive Director
(707)965-5010 x200

ATTACHMENT 16

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Historical Society
Organization Mailing Address:	PO Box 87, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Janet Peischel (Grants and Marketing)
Organization Contact Email:	jpeischel@top-mindmarketing.com janet@beingtopofmind.com
Organization Contact Telephone:	(510) 292-1843
Organization Website:	shstory.org
Federal Tax ID Number and Status:	30-0087096 Active
How long has your organization been in operation?	20 years

Grant Request

Project Name:	Historical Society Educational Lecture Series and Cemetery Tour
Address of Project:	1255 Oak Avenue, St. Helena, CA 94574
Requested Grant Amount:	$16,479
Matching Funds:	$0
TOTAL Project Cost:	$16,479

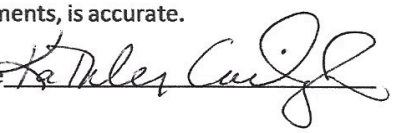
Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
50 folding chairs and storage rack. Must be sturdy, lightweight and comfortable	$2,000
Computer-compatible lectern equipped with electrical/HDMI outlets	$647
Wireless lapel microphones and amplifier for indoor use by 2 speakers	$900
Computer and software that will support PowerPoint display on wall monitor	$1,500
PUC student videographer to shoot and edit video of lectures. 8 lectures @ $250/lecture	$2,000
Coway Airmega 400 air purifier and filter	$932
Outdoor microphone and headset system for cemetery tour guide and actors (25 headsets for audience)	$2,000
PUC student videographer to shoot and edit video of cemetery tour	$4,000
Folding tables for book display and cemetery tour box office	$300
5 lightweight sun/rain tents for gravesites on cemetery tour	$1,000
Advertising/promotional materials for cemetery tour	$1,200
Total Grant Request	$16,479

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kathleen Coelingh Signature 

Title Vice President, Historical Society Date 2/17/23

ST. HELENA HISTORICAL SOCIETY

Organization Name: St. Helena Historical Society	**Website**: shstory.org
Address: PO Box 87, St. Helena, CA 94547	Federal Tax ID Number and Status: 30-0087096 Active
Contact: Janet Peischel	Years in operation: 20 years
Email: jpeischel@top-mindmarketing.com janet@beingtopofmind.com	Requested grant amount: $16,479
Telephone: (510) 292-1843	

1 **Describe how your Project ties to the City's Goals of innovation and a goal of self-sufficiency.**
For 20 years the St. Helena Historical Society has preserved and shared the history of St. Helena. We do this via regular lectures, maintenance of a museum with permanent and rotating exhibits and a yearly cemetery tour done in collaboration with the St. Helena High School Drama Department. This project plans to develop innovative ways of providing historical context to the lives of St Helenans.

We seek your support for our educational lecture series available both live and via YouTube. The equipment to be purchased by this grant will help us reach more people through YouTube-recorded lectures, walking tours and presentations.

To become self-sustaining, we need to improve the indoor and outdoor setting of our lectures and cemetery tour so the speakers can be heard, the audience is comfortable and safe, and the event can be preserved by video. Equipment required to upgrade the lectures and tour are detailed below. With these improvements we can start charging for our popular lectures and become more self-sustaining.

2 **Describe your project: Purchase equipment that will accommodate our program's growth**

- Lecture Series: Currently our lecture series operates using a borrowed computer, an upended laundry basket for a lectern, and a mixture of ~40 secondhand/borrowed chairs. At our most recent lecture we had 75 attendees, half of whom had to stand through the lecture. Lack of proper equipment is an impediment to audience comfort and future growth. We propose to purchase
    - Laptop computer and software to project slides on our existing wall monitor to the live audience and simultaneously transmit and record the lecture by Zoom to virtual participants
    - Smart lectern to house the laptop and audio equipment
    - Wireless lapel microphones and amplifier for speaker and moderator
    - Chairs that are sturdy, lightweight and comfortable
    - Hire Pacific Union College videographers to record lectures
- Cemetery Tour: The highlight of our popular annual cemetery tour is the graveside reenactment of stories about various immigrant groups; actors are volunteer St. Helena High School student actors. Unfortunately, it is difficult for many in the audience to hear either the tour guide or the actors due to lack of microphones in the challenging outdoor setting. To extend our reach to non-locals and those who are unable to attend in-person, we would like to produce a quality video of the tour for our YouTube channel. We propose to purchase
    - Microphones for actors and headsets for audience
    - Lightweight folding tables for box office and book display
    - Lightweight tents for inclement weather
    - Hire Pacific Union College videography students to produce video

TIMELINE

DATE	ACTIVITY
Jul-Sep 2023	• Consult with Chair of Pacific Union College Visual Arts regarding choice of audio systems prior to purchase • Purchase chairs, computer, AV equipment and other equipment for lectures and cemetery tour • Develop scripts for cemetery tour actors • Actors rehearse scripts • Bimonthly lectures (ongoing)
Oct-Dec 2023	• Bi-monthly lectures (ongoing) • Programming Committee develops lecture schedule for 2024 • Conduct October cemetery tour and produce video
Jan-Jun 2024	• Bimonthly lectures (ongoing)

3 **Describe the community support for your project.**

The lecture series and cemetery tour have tremendous community support, as detailed by the attendance numbers described in Section 4 below. In addition to the many community members who attend these events, we have volunteers who produce them. All lecture series and personnel who produce the events are volunteers. We collaborate with St. Helena High School Drama to produce the cemetery tour.

To extend our reach, we share our monthly program information with Rianda House, the Chamber of Commerce and the St. Helena Public Library.

We've developed a relationship with the Chair of the Pacific Union College (PUC) Visual Arts Department; PUC videography students have produced videos of our live lectures for our YouTube channel.

Research Director Mariam Hansen is frequently contacted by businesses, wineries, hotels, nonprofits, City officials and individuals to research their property's history and to present special lectures, which generate modest revenues for the Society.

What organizations, neighborhood associations, nonprofits, residents, etc. are also involved in the Project?

We successfully collaborated with Sheli Smith, Ph.D., and the Napa County Historical Society to produce the exhibit, *Hilos Visibles (Visible Threads)*, that engaged dozens of members of the Latinx community to create and display fabric squares reflective of their heritage.

We are working with Smith and her team again in 2023 on another joint exhibit, *City of Immigrants*. This will showcase the ethnic groups that have come to Napa Valley, their contributions and the roles they have played in developing the culture we know today.

4 **Describe who will benefit from this Project and estimate how many people your proposal may impact**

Our audience continues to grow. In 2022 our lectures reached 851 people in person and by YouTube. Our cemetery tour was attended by 85 persons and the tour video had 56 viewers on YouTube. More than 250 people attended the grand opening of our Visible Threads exhibit, including many from the Latinx community. We have another year of excellent programs planned. All of our lectures and exhibits have been free and open to the public. We're providing an important community service.

5 **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.**

- In 2021 we received $5,000 from the St. Helena City grant that paid for the wall flat-screen monitor used for slide viewing during lectures.
- In 2022, we requested $20K from the St Helena City grant for equipment that included these same lectern, microphones and chairs. We were awarded $10K, which we used to underwrite the Visible Threads exhibit and the opening. We've filed a separate report regarding that grant.
- No other Napa County government funding has been received.

6 **How your application and your organization incorporate the principles of diversity, equity and inclusion.**

The history of St. Helena reflects the contributions of immigrants from many parts of the world, including Europe, Latin America, Asia and Africa. The Board of Directors is actively looking to expand the diversity of its members to reflect our community.

Our lecture series is designed to explore historical topics that have relevance to contemporary concerns (e.g., equity for farmworkers, racial/ethnic/gender biases). Whenever possible we book lecturers who are members of the group being discussed. For example, in 2022 one of our two lectures on the Wappo people was presented by a tribal member, and our lecture on Mexican braceros in the Napa Valley was presented by a bracero and the daughter of a bracero. Our 2022 Hilos Visible (Visible Threads) exhibit celebrated Latinx culture and showcased quilt squares crafted by local participants depicting their personal immigration stories.

Our first lecture of 2023 focused on the contribution of Chinese laborers in Napa Valley, in the face of harassment and discrimination. The Historical Society is involved in the effort to erect an historically accurate plaque commemorating St. Helena's Chinatown.

The *City of Immigrants* exhibit will showcase the diversity of our community and the respective histories of the many immigrant groups that inhabit the St Helena Area--Central and South American, European (English, French, Italian), Australian and African.

COST ESTIMATES

ITEM	DESCRIPTION	COST
Lecture Series:		
Chairs	50 folding chairs and storage rack. Must be sturdy, lightweight and comfortable	$2,000
Computer-Compatible Lectern	Lectern equipped with electrical/HDMI outlets	$647
Wireless Lapel Microphones & Amplifier	Audio system for indoor use by 2 speakers	$900
Computer	Computer and software that will support PowerPoint display on wall monitor	$1500
PUC Student Videographer	Videographer supplies equipment, shoots and edits video for posting on YouTube. 8 lectures @ $250/lecture	$2000
Air Purifier	Coway Airmega 400 and filter	$932
Cemetery Tour:		
Outdoor Microphone and Headset System	Wireless tour guide voice audio transmission system for actors and tour guide (25 headsets for audience)	$2000
PUC Student Videographer	Payment to videography students for producing and editing video	$4,000
Folding Tables	2 lightweight folding tables for book display and box office	$300
Sun/Rain Tents	5 lightweight tents for gravesites	$1000
Advertising, posters	Promotional materials for cemetery tour	$1200
Total		**$16,479**

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kathleen Coelingh Signature [signature]

Title Vice President, SHHS Date 2.17.2023

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 04 2006

ST HELENA HISTORICAL SOCIETY
PO BOX 87
ST HELENA, CA 94574

Employer Identification Number:
30-0087096
DLN:
17053252748036
Contact Person:
EDWINA O PERKINS ID# 31229
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

St Helena Historical Society Budget for FY 2022-23	
	Jul 1, '22- Jun 30,'23
Ordinary Income/Expense	
Income	
Contributed Revenue	
Annual Giving Campaign	25,000.00
Unrestricted Donations	5,000.00
Grants	10,000.00
Total Contributed Revenue	40,000.00
Self Generated Revenue	
Educational Program Admissions	2,000.00
Interest Income	4.00
Memberships	15,000.00
Publication Sales	
Books	250.00
Total Publication Sales	
Research Fees	10,000.00
Total Self Generated Revenue	27,254.00
Total Income	67,254.00
Gross Profit	**67,254.00**
Expense	
Admini/Operating Expenses	
Bank Service Charges	350.00
Contracted Services	
Accounting Services	800.00
IT Maintenance	1,000.00
Total Contracted Services	1,800.00
General Administration	
Insurance	
Liability Insurance	550.00
Truck Insurance	150.00
Total Insurance	700.00
Total General Administration	700.00
Licenses, Fees, Permits, taxes	250.00
P.O. Box	200.00
Rent	
Catholic Church School	42,000.00
Total Rent	42,000.00
Supplies	
general	0.00
membership	100.00
Total Supplies	100.00
Telephone/Internet	1,500.00
Total Admini/Operating Expenses	46,900.00
Development	
Public Relations and Marketing	
Total Public Relations and Marketing	7,200.00

SHHS Budget for FY 2022-23 (continued)

Total Development	7,200.00
Heritage Center	4,000.00
Postage	
Program Services	
Exhibits	2,000.00
Monthly Educational Programs	954.00
Printing and Reproduction	1,200.00
Special Activities/Events	5,000.00
Total Program Services	9,154.00
Total Expense	67,254.00
Net Ordinary Income	0.00
Net Income	0.00

Prior Year Actuals

1:33 PM
12/30/22
Cash Basis

St. Helena Historical Society
Profit & Loss
July 2021 through June 2022

		Jul '21 - Jun 22
Ordinary Income/Expense		
Income		
Contributed Revenue		
Annual Giving Campaign	32,223.70	
Fundraising Campaigns	152.00	
Grants		
Government Grants	20,000.00	
Private Grants/Aid	3,000.00	
Total Grants	23,000.00	
Memorial		
Susanne Salvestrin	1,250.00	
Memorial - Other	850.00	
Total Memorial	2,100.00	
Monthly Programs	192.00	
Unrestricted	155.00	
Unrestricted Donations	3,270.00	
Contributed Revenue - Other	1,540.00	
Total Contributed Revenue		62,632.70
Miscellaneous Income		548.81
Self Generated Revenue		
Educational Program Admissions	30.00	
Interest Income	4.02	
Membership		
Business Membership	1,300.00	
Contributing Membership	2,600.00	
Dual Membership	120.00	
Family Membership	6,210.00	
Individual Membership	1,830.00	
Life Membership	1,000.00	
Supporter	1,500.00	
Total Membership	14,560.00	
Publication Sales		
Books		
Arcadia Book	108.00	
Books - Other	143.00	
Total Books	251.00	
Total Publication Sales	251.00	
Research Fees	12,920.00	
Total Self Generated Revenue		27,765.02
Total Income		90,946.53
Gross Profit		90,946.53
Expense		
Admin/Operating Expenses		
Bank Service Charges	383.57	
Contracted Services		
Accounting Services	824.95	
IT Maintenance	1,059.99	
Organizational Development		
Bonnie Thoreen	2,325.00	
Total Organizational Development	2,325.00	
Total Contracted Services	4,209.94	

1:33 PM
12/30/22
Cash Basis

St. Helena Historical Society
Profit & Loss
July 2021 through June 2022

	Jul '21 - Jun 22	
Dues and Subscriptions		336.00
General Administration		
Insurance		
Liability Insurance	550.00	
Truck Insurance	255.48	
Total Insurance	805.48	
Total General Administration		805.48
Licenses, Fees, Permits		
sales tax	15.34	
Licenses, Fees, Permits - Other	234.87	
Total Licenses, Fees, Permits		250.21
P.O. Box		146.00
Rent		
Catholic Church School	45,500.00	
Storage Space	960.00	
Total Rent		46,460.00
Supplies		
general	429.43	
Total Supplies		429.43
Telephone/Internet		1,391.68
Admini/Operating Expenses - Other		150.84
Total Admini/Operating Expenses		54,563.15
Development		
Membership/History Center		
Annual Periodical	286.48	
Total Membership/History Center		286.48
Public Relations and Marketing		
Collateral Production	177.12	
Public Relations and Marketing - Other	4,800.00	
Total Public Relations and Marketing	4,977.12	
Total Development		5,263.60
Fundraiser Expenses		300.00
Governance		
Board	149.90	
Total Governance		149.90
Heritage Center		11,964.76
Miscellaneous		32.83
Payroll Expenses		7,234.08
Postage		397.92
Program Services		
Exhibits		
School House Material	0.00	
Exhibits - Other	0.00	
Total Exhibits		0.00

1:33 PM
12/30/22
Cash Basis

St. Helena Historical Society
Profit & Loss
July 2021 through June 2022

	Jul '21 - Jun 22
Monthly Educational Programs	525.00
Printing and Reproduction	1,066.70
Research Services Program	66.50
Voices of St. Helena Program	50.00
Total Program Services	1,708.20
Total Expense	81,614.44
Net Ordinary Income	9,332.09
Net Income	**9,332.09**

In 2022 the St. Helena Historical Society was awarded a $10,000 grant from the City of St. Helena. The funds were used to underwrite the Hilos Visibles (Visible Threads) exhibit and the opening.

ATTACHMENT 17

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Saint Helena Housing Coalition, Inc.
Organization Mailing Address:	PO Box 988, Saint Helena, CA 94574
Organization Contact Person (Name/Title):	Rick Crebs, CEO
Organization Contact Email:	rick@sthelenahc.org
Organization Contact Telephone:	(707) 580-0418
Organization Website:	www.sthelenahc.org
Federal Tax ID Number and Status:	84-2526126-Current
How long has your organization been in operation?	February 2,2020

Grant Request

Project Name:	Civic/Cultural Center-Adams Street Housing
Address of Project:	2.3 Acres at East End of Parcel #009-150-+06-000 (City owned)
Requested Grant Amount:	$20.000
Matching Funds:	$11.000
TOTAL Project Cost:	$31,000 -

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Insurance	$7,500
Websiite Maintenance	$2,500
Professional Services	20,000
Subscriptions	$1,000
Total	$31,000
Total Grant Request	$20,000

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name RICK CREBS Signature [signature]

Title CEO Date 2/9/2022

Saint Helena Housing Coalition, Inc.

PO Box 988
Saint Helena, CA 94574

January 19, 2023

Attachment: Saint Helena Housing Coalition, Inc.
Application for the City of Saint Helena Nonprofit Grants

Question One: Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

Answer: The Saint Helena Hosing Coalition, Inc. (SHHC) objective is to create, manage, and maintain "affordable" housing for "Essential" workers, specifically for our town's police, firefighters, nurses, teachers, and city workers and in the future "Affordable" Senior housing as well. We submit that those goals meet the following City's Goals, Mission/Vison Statement, and or funding philosophy, specifically:

- This meets the objectives set forth on the Saint Helena 2040 General Plan specifically LU2.7, CD6.1, CD6.3 and its goals of reducing Greenhouse Gases vehicular traffic and instead encourage walking or biking.
- We anticipate providing each workforce unit with covered bicycle storage and encourage their use to travel to work or school. Further it Correlates with City General plan Overview-ES1.1, ES1.6,ES1.C, CR2.C:
  In order to protect the rural and small-town quality & character this project will include the creating of a Civic Center and a Cultural Campus on the majority of the property.

Question Two: Describe your project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your project.

Answer: SHHC's Civic/Cultural Center-Adams Street Adams Street Projec***t Phase One*** which consists of securing a conditional sixty-Seven (67) year ground lease from the city with a ***timeline*** of June 30, 2023,upon which to proceed in securing a "partnership" with a larger non-profit housing organization with a ***timeline*** of June20, 2024. Once achieved, it will allow us to proceed with the following:

- **Equity, Equality, and Inclusionary Issues**

  SHHC's Civic/Cultural Adams Street housing element will be equally open to *all* regardless of race, creed, color, or sexual orientation. Suffice to say, without affordable housing which is defined by HUD as rents no greater than 30% of a household's income there is no true Equity, Equality, or inclusion within our community. Our project meets this standard.

For there to be Equality in housing it must be open to all who otherwise meet its resident requirements. However, those with a history of drug-related crime in the past three years, or are a registered sex offender, a recent felony conviction, or lying on your rental application would be disqualified.

As stated above, all are welcomed regardless of sexual orientation.

- **Our Sustainable Community**

With the creation of SHHC 116 'affordable' well designed workforce housing for up to 282 for those lucky people they will be able live in the middle of an art campus designed strengthen and expand the arts and cultural activities. There will be public spaces and civic facilities available for community gatherings thereby meeting the social and recreational needs of all ages and interests.

LU1.1 & LU1.4:

SHHC Proposes, in Partnership with City, to form an Adams Street joint venture in the form of a 67-year land-lease upon 2.3 acres at the Eastern most end of this property. This property is within the Urban Limit Line. The development will consist of three-story buildings with four floors per building: of 'affordable' workforce housing consisting of up to one hundred-sixteen (1126) all electric apartment units. All will be built by using best practices producing sustainable LEED Platinum standards, including Solar, net-zero energy, greywater systems for toilet flushing and landscaping, and extremely efficient stormwater management.

LU2.1:

This project will be dedicated to workforce housing designated for those households with incomes between $60,000 and $120,000 "the Missing Middleclass" with a set aside of twenty (20%) percent for very low, and low income families.

ES1.4 :

SHHC's development of one hundred-sixteen (116) 'affordable' workforce apartments at the East end of the Adams Street property to support the local employment base and in keeping with the small -town smart growth.

SHHC believes the above stated complies with the City's, Goal, Mission/Vision Statement as it relates to the City's funding philosophy.

Question two: Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2022. Please provide a timeline for your Project.

Answer: SHHC goal and objective is to obtain the cities conditional authority to proceed to secure a "partnership" with a larger non-profit housing organization with the CCC-Adams Street project.

Question Three: Describe the community support for your Project.

Answer:

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?

Answer: SHHC has received written support from Our Town Saint Helena affirmatively acknowledging SHHC Adams Street project and ledging their support in achieving this goal.

b. What roles are they playing and how collaborative is the Project?
Answer: Until the cities conditional approves SHHC Adams Street project it is too premature to gauge the extent of interest in supporting our project.

c. What other support exists for your Project?
Answer: CalCHA, Catalyst Housing Group, Factory OS, Cannon Construction, and several larger nonprofit 'affordable' housing group. However, until we are successful in gaining the cities conditional lease to proceed actual commitments have not been achieved.

Question four: . Describe who will benefit from this Project and estimate how many people your proposal may impact.

Answer:

- The One-hundred-Sixteen (116) units will supply new "Affordable" housing for approximate 182 persons who are currently employed or have a letter of employment in the Saint Helena marketing area.
- Also provide SHHS with approximately new 90 children to offset the multiple year downward enrollment. New parents for the PTA, coaches for youth sports teams and service clubs
- And perhaps as many as 114 spouses that may seek full or part time employment with those businesses in town that are struggling to find workers.

Question 5: If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

Answer: None received.

Question 6: 6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion. If your organization does not have a specific equity focus – it does not make you ineligible or less competitive.

Answer: SHHC's core values are evident in our proposed Civic/Cultural Adams Street housing proposed project with our ***focus*** will be to equally open this project to *all* regardless of race, creed, color, or sexual orientation. Suffice to say, without affordable housing which is defined by HUD as rents no greater than 30% of a household's income there is no true ***Equity, Equality, or Inclusion*** within our community. Our project meets this standard.

For there to be ***Equality*** in housing it must be open to all who otherwise meet its resident requirements. However, those with a history of drug-related crime in the past three years, or are a registered sex offender, a recent felony conviction, or lying on your rental application would be disqualified.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

FEB 18 2020

Date:

SAINT HELENA HOUSING COALITION INC
6527 YOUNT ST
YOUNTVILLE, CA 94599

Employer Identification Number:
84-2526126
DLN:
29053224311039
Contact Person:
ZENIA LUK ID# 31522
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 20, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

SAINT HELENA HOUSING COALITON,INC.
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2022 AND 2021

	2022	2021
Assets:		
Cash and cash equivalents	$1,058.23	$1,360.42
Contributions Received	$-0	$1,000.00
Due from Related Parties	$2,601.58	$4,882.66
Prepaid Expenses	$-0	$-0
Investments	$-0	$0
Property and equipment, net	$-0	$0
Total Assets	**$3,659.81**	**$6,243.08**
LIABILITIES AND NET ASSEST		
Liabilities		
Accounts payable and accrued expenses	$-0	$-0
Due to related parties	$2,601.58	$4,882.66
Other Liabilities	$-0	$-0
Total Liabilities	**$2,601.58**	**$4,882.66**
NET ASSETS		
Without donor restrictions	$-0	$1,000.00
With donor restrictions	$-0	$-0
Total net assets	**$1,058.23**	**$2,360.42**

SAINT HELENA HOUSING COALITON,INC.
STATEMENT OF ACTIVITIES
FOR YEAR ENDING DECEMBER 31, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Operating activities			
REVENUES AND OTHER SUPPORT			
Contributions	$-0	$-0	$-0
Contributions-from related parties	$-0	$-0	$-0
Contributions -donations in-kind	$-0	$-0	$-0
Due from related parties	$2,601.58	$-0	$2,601.58
Interest and dividends	$-0	$-0	$-0
Net assets released from restrictions	$-0	$-0	$-0
Total revenues & other support	$2,601.58	$-0	$2,601.58
EXPENSES			
Management and general	$2,601.58	$-0	$2,601.58
Fund Raising	$-0	$-0	$-0
Total Expenses	**$2,601.58**	**$-0**	**$2,601.58**
Change in net assets from operations	$-0	$-0	$-0
Net assets, beginning of year	$1,055.23	$-0	$1,058.20
Net Assets, end of year	**$1,055.23**	**$-0**	**$1,055.23**

SAINT HELENA HOUSING COALITON,INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR YEAR ENDING DECEMBER 31, 2022

2022

	Management and General	Fund Raising	Total
Grants	$-0	$-0	$-0
Salaries and benefits	$-0	$-0	$-0
Education & Awareness	$-0	$-0	$-0
Occupancy	$-0	$-0	$-0
Professional Services	$-0	$-0	$-0
Printing & Postage	$ 309.83	$-0	$ 309.83
Subscriptions	$ 573.77	$-0	$ 573.77
Support	$1,036.00	$-0	$1,036.00
Information technical	$ 510.84	$-0	$ 510.84
Gifts	$ 144.04	$-0	$ 144.04
Donations	$ 27.10	$-0	$ 27.10
	$2,601.58	**$-0**	**$2,601.58**

2021

	Management and General	Fund Raising	Total
Grants	$-0	$0	$-0
Salaries and benefits	$-0	$-0	$-0
Education & Awareness	$-0	$-0	$-0
Occupancy	$-0	$-0	$-0
Professional Services	$ 395.00	$-0	$ 395.00
Printing & Postage	$ 116.04	$-0	$ 116.04
Subscriptions	$ 299.09	$-0	$ 209.09
Support	$1,036.00	$-0	$1,036.00
Research	$ 81.37	$-0	$ 81.37
Informational technical	$2,793.72	$-0	$2,793.72
Entertainment & Gifts	$ 162.44	$-0	$ 162.44
	$4,883.66	**$**	**$4,883.66**

Saint Helena Housing Coalition, Inc.

PO Box 988
Saint Helena, CA 94574

List of Grants Received in Past 12 Months

None

ATTACHMENT 18

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Little League
Organization Mailing Address:	PO Box 241
Organization Contact Person (Name/Title):	Hugh Davies/Board Member
Organization Contact Email:	hdavies@schramsberg.com
Organization Contact Telephone:	(707) 974-8072
Organization Website:	www.sthll.org
Federal Tax ID Number and Status:	94-6126932
How long has your organization been in operation?	6/1/1965

Grant Request

Project Name:	St. Helena Little League Unforms & Equipmer
Address of Project:	PO Box 241, St Helena, CA 94574
Requested Grant Amount:	$10,000.00
Matching Funds:	$10,000.00
TOTAL Project Cost:	$20,000.00

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Uniforms (Hats, Jerseys, Socks, Belts)	10,000.00
Equipment (Bats, Balls, Catcher Gear, Helmets, Tees, Gloves, Umpire Gear)	10,000.00

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Application Questions - *Please answer the following questions on a separate sheet.*
1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

The City of St. Helena's support of this St. Helena Little League project ties very well to several of the goals established in the City's Mission Statement. The 57-year-old Little League program helps connect St. Helena and its residents to its historic, small-town character. The SHLL program helps the city fulfill its goal of providing recreational services and facilities for its children and their parents. This is a fantastic program that brings together people from all parts of town and the surrounding community. The city's support of this project request will also help the city strengthen its partnership with a local community non-profit entity, in this case the St. Helena Little League.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

The Little League motto is "Character, Courage & Loyalty" and in the 57 years that St Helena Little League has been a part of this community, these qualities have been imbued in thousands of children who have participated in its baseball and softball programs. Our goal each season is to provide an environment where skill-building and competition meets sportsmanship and teamwork. These goals are emphasized through annual coaching clinics for the all-volunteer coaches of our baseball and softball divisions where the development and encouragement of all players is emphasized, through Board member player advocates who ensure the children's best interests are prioritized over winning, and in strict adherence to fair play game time minimums. Additionally, Little League ensures that every interested player who lives within our district boundaries and attends an evaluation is guaranteed placement on a team through age 12.

Our primary need is help in offsetting the cost of the League's Uniform and Equipment program. For 2023, we are fielding over 200 players in Juniors, Intermediate, Majors, Minors, Super Rookies and Coach Pitch Baseball as well as Majors and Minors Softball teams. Our estimated expenditure totals $40,000 with approximately $15,000 for uniform needs and $25,000 for equipment needs. Uniform costs include hats, jerseys, belts, and socks for players. Our volunteer coaches cover the costs of their own jersey and hat. Equipment costs include bats, balls, catcher gear, helmets, batting tees, gloves, and umpire gear.

3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
b. What roles are they playing and how collaborative is the Project?
c. What other support exists for your Project?

St Helena Little League is comprised of 15 Board members who volunteer their time and personal resources to meet the League's yearly needs. As an all-volunteer organization, we are dependent on parent-volunteers to manage and coach teams, score-keep/pitch-count/scoreboard games, umpire games, run the Snack Shack and meet LL safety requirements.

In 2023, SHLL has raised over $300,000 from over 80 donors to renovate the Crane Park Grandstands and Dugouts. This work is being carried out by a local contractor, DP Construction. In 2022, SHLL resod the two Crane Park fields at an expense of $65,000. SHLL works to maintain the Crane Park fields throughout the year, supplying manpower and approximately $10,000 annually to mow, edge, gopher abate, paint grandstands, weed, line fields, and cut pitcher mounds.

We understand that some of the costs detailed above are considered a capital expenditure and are therefore outside the eligibility requirements for this particular grant request but we want to highlight the financial commitment that the St Helena Little League makes each year to create and maintain a beautiful and safe field environment for our children – and the children of visiting teams during regular season play from Calistoga, American Canyon, Suisun, and Yountville.

Additionally, the League each year seeks local sponsors whose contributions help to cover some of the uniform and equipment expenses. Please note the attached list of SHLL sponsors.

4. Describe who will benefit from this Project and estimate how many people this proposal may impact.

A truly great small town is defined by many things, including its commitment to the very things that make it big, such as quality schools, thoughtful neighbors, thriving local businesses & well-maintained parks. A town-based Little League which allows the children of our town to play, compete, learn and grow without the burden of travelling to Napa or Santa Rosa during the school week so they can still ride their bikes to practice or games and be home in time to enjoy dinner with their family and finish homework at a reasonable hour is a gift that many parents in our town have given to the children of St Helena by sustaining St Helena Little League through the years. It's difficult to quantify the impact of roughly 50 years x ~200 players/year plus sponsoring businesses proudly posting team plaques, dads mowing in the rain on a Saturday morning, extended family coming in from out of town to catch a game, a grandfather doing a "fly-by" in his own bi-plane on Opening Day, visiting All Stars tournament competitors complimenting aloud the beautiful park where their children are competing, and adults who played in SHLL as children returning to cheer on games speaks to the true impact Little League both directly and indirectly exerts on citizens within and outside of our town.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

St Helena Little League has used funds from the city's Grant Awards cycle in the past to purchase uniforms and equipment.

6. Please describe how your application and your organization incorporates the principles of diversity, equity, and inclusion.

St. Helena Little League strives to offer opportunities to children, both girls and boys, from all backgrounds and ethnicities in our local region. The players and families involved represent a great cross section of our community, drawing from the full range of schools in our area. Our League will cover enrollment fees through our scholarship program for those families for which this presents a financial hardship.

See other side for instructions

STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS
P. O. Box 13447
SACRAMENTO, CALIFORNIA 95813

REGISTRATION FORM

1. Official name and mailing address of organization:
   Napa Valley Little League
   c/o Dale Brown
   1336 D Oak Avenue
   St. Helena, California 94574

   Federal Employer Identification Number
   94-6126932

2. Names and addresses of all trustees or directors and officers (attach list if necessary):
   Bob Kyle, President
   1480 Main Street
   St. Helena, California 94754

   Dale M. Brown, Secretary/Treasurer
   1336 D Oak Avenue
   St. Helena, California 94574

3. Attach a statement fully describing the activities in which the organization expects to engage, including the standards, criteria, procedures or other means adopted or planned for carrying out the activities, the anticipated sources of revenue and the nature of contemplated expenditures. (A copy of the material submitted with the application for Federal or State tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property and other assets held or expected to be held in California.

4. a) If assets (funds, property, etc.) have been received, enter the date first received. prior to 1974. Financial statements for past accounting periods may be required. See instructions on everse.

   b) If assets (funds, property, etc.) have not been received, enter the date when such receipts are first expected. _____.

5. Annual accounting period adopted: Fiscal year ending _____, or calendar year [x].

6. a) Corporations - Furnish a copy of the Articles of Incorporation. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California. _____

   b) Unincorporated Entities - Furnish a copy of the instrument creating the organization.

   c) All - Furnish a copy of the Federal Exemption Determination Letter.

X Dale M. Brown — Secretary/Treasurer
Signature — Title

1336 D Oak Avenue, St. Helena, California 94574
Address

March 29, 1985 — (707) 963-9494
Date — Telephone Number

Registration No. CT 57138

Date of Registration 4/10/85

For Registry use only

CT-1 (5-77)

Napa Valley Little League
Budget to Actual Comparison
September 2022 - August 2023

	YTD Actual Sep - Jan, 2023	Annual 2022-2023 Budget	$ Change	% Change
Income				
Registration				
Registration Fees	28,561	30,000	(1,439)	-5%
Returns & Allowances	-	(300)	-	0%
Total Registration Fees	$ 28,561	$ 29,700	$ (1,439)	-5%
Sponsorship				
Team Sponsor - uniforms	5,700	5,700	-	0%
Outfield Signs	30,000	29,200	800	3%
Uncollectible expense	-	(6,650)	6,650	0%
Total Sponsorships	$ 35,700	$ 34,900	$ 800	2%
Concession Stand				
Concession Income	-	15,000	(15,000)	0%
Concession Stand Equip	-	(2,000)	2,000	0%
Concession Stand Goods	-	(4,000)	4,000	0%
Concession Stand Labor	-	(5,000)	5,000	0%
Total Concession Stand Profit	$ -	$ 4,000	$ (4,000)	0%
Donations	600	600	-	0%
Grants	-	7,500	(7,500.00)	0%
Miscellaneous Income	1	1	-	0%
Total Income	**$ 64,862**	**$ 76,701**	**$ (12,139)**	-19%
Expenses				
Accounting	2,000	2,800	(800)	-40%
Advertising	223	223	-	0%
ATV Registration	-	54	(54)	0%
Awards & Gifts	-	500	(500)	0%
Bank Service Charges	121	75	46	38%
Bad Debt Expense	(50)	-	(50)	100%
Charter & District Assessments	1,932	1,932	0	0%
Credit card charges	-	-	-	0%
Dues and Subscriptions	391	400	(9)	-2%
Equipment Rental	-	650	(650)	0%
Fees & Taxes	103	103	-	0%
Field Rental	-	3,000	(3,000)	0%
Licenses and Permits	-	300	(300)	0%
Maintenance & Repairs	7,545	20,025	(12,480)	-165%
Meetings	-	-	-	0%
Miscellaneous	-	400	(400)	0%
Player Assessments	743	743	-	0%
Postage and Delivery	60	200	(140)	-233%
Printing & Reproduction	-	1,500	(1,500)	0%
Supplies	-	250	(250)	0%
Tournaments	-	800	(800)	0%
Umpires	-	3,500	(3,500)	0%
Uniforms & Equipment	-	35,000	(35,000)	0%
Storage	2,858	3,000	(142)	-5%
Utilities	807	1,800	(993)	-123%
Workshops & Clinics	-	-	-	0%
Total Expenses	**$ 16,732**	**$ 77,255**	$ (60,523)	-362%
Net Operating Income	**$ 48,129**	**$ (555)**	**$ 48,384**	101%
Other Income/(Expense)				
Field Renovation				
Field Renovation Donations	302,635	330,000	(27,365)	-9%
Renovation Expenses	-	(330,000)	330,000	-
Total Field Renovation Income	$ 302,635	$ -	$ 302,635	100%
Other Income	3,430	3,430	-	0%
Other Expenses	-	-	-	0%
Net Other Income/ (Expense)	**$ 306,064**	**$ 3,430**	**$ 302,635**	99%
Net Income / (Loss)	**$ 354,194**	**$ 2,875**	$ 351,319	99%

SHLL List of Funders

We received donations from the following businesses and individuals for the Crane Park Grandstand Renovation project this year.

Crebs Family
Menegon Family
Alpha Omega Winery
Merrill Lynch
Cakebread Family
HALL Winery
Lail/Dixon Family
Gamble Family
Perez Family
American Legion
Torres Family
Abiouness Family
Devore Family
Valentine Family
Schneider/Chafen Family
Dann Family
Robert Mondavi Winery
Delille Family
Up Valley Orthodontics
Earls Family
American Ag Credit
Cook St Helena
Barr Family
Gotts Roadside
Beringer Winery
MacDonnell Family
Salvestrin Family
Stephenson/Papale Family
Rockwood Family
Phelps Family
Flood/Mulroy Family
Watters Family
Longo/Cleland Family
St. Helena Odd Follows
Harris Family
Shafer Family
Honig Winery
Amici Cellars
Finley Family

Sattui Winery
Beeker Family
Amizetta Vineyards
Spottswoode Vineyards
Duncan Family
Warren Family
Safe Harbor Wine Storage
Leeds & Pesch Viticulture
Fetzer Family
Johnson Family
Garrett Family
Minnick Family
Beck Family
Davies Family
Heil Family
Fisher Family
Poulos/Belt Family
Ray Family
Coyle Family
Blanchard Family
Herdell Family
Smith Family
Pryor Blaum Family
Morrill Family
Villegas Family
Driscoll Family
Leonardini Family
Pesch Family

Significant funding comes from sponsorships of the Crane Park outfield panels, scoreboards and teams. Over 90 local sponsors have helped us.

Sign sponsors

55 Degrees
94574 Brand
A&W
Adams Street Building
Amici Cellars
American Legion Post No. 199
Britton Tree Service
Brown's Auto Parts
Buehler Vineyards
Cakebread Cellars
Carl's Body Shop
Carpy Gang
Casa Piena
Catherine Dann
Central Valley Builders Supply
Charles Krug Winery
Clif Family Winery & Farm
Cook Restaurant
Coombs & Dunlap LLP
Darrell Quirici DDS
David W. Kerr CPA
Delta Consulting and Engineering
Di Fede Design
Dickinsin, Peatman & Fogarty
Ebersole Construction
Elyse Winery
Engel & Volkers
Forman Vineyards
Fulton Body Shop
Gott's Roadside
Harold Smith & Son
Health Spa Napa Valley
Herdell Printing
Joel Toller Team
Kind Cellars
Kiwanis Club of St. Helena
Leeds and Pesch Viticulture
Long Meadow Ranch/Farmstead
Malloy, Imrie & Vasconi Insurance
Natalie Cooperage

Napa Select Vineyard Services
Napa Valley Masonic Lodge
Napa Valley Petroleum
Napascapes
Ogletree Welding
OK Tire
Patrick Fetzer CPA
Raymond Vineyards
Reidy Law Group
Regusci Winery
Rombauer Vineyards
Safe Harbor
Schramsberg Vineyards
St. Helena Appliance Service
St. Helena Cyclery
St. Helena Optometry
St. Helena Police Officers Foundation
Star Vineyard
Sunshine Foods
Tri-County Benefits
Trinchero Family Estate
Up Valley Orthdontics
Upper Valley Disposal
Urban Wine Brokers
Villa Corona
Water Connections
Wine Country Cases
York & York

Team Sponsors
A&W
American Legion Post No. 199
Buehler Vineyards
Central Valley Builders Supply
Darrell Quirici DDS
Decker Vineyard Management
Dickinson, Peatman & Fogarty
Elyse Winery
Gott's Roadside
Harold Smith & Son
Herdell Printing
Menegon Catering
Reidy Law Group
Sager Ford
Soroptimist
St. Helena Optometry
St. Helena Police Officers Foundation
Steve's Hardware
Sutter Home

Napa Valley Little League

Profit and Loss by Month

September 2022 - January 2023

	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	TOTAL
Income						
Contributions Income		600.00				$600.00
Interest Income		0.46			0.04	$0.50
Registration Fees		480.98	5,008.74	7,063.56	16,007.78	$28,561.06
Sponsorship						$0.00
2022 Team Sponsor				5,700.00		$5,700.00
Non-Profit Income				29,200.00		$29,200.00
Outfield Signs				800.00		$800.00
Total Sponsorship				**35,700.00**		**$35,700.00**
Total Income	**$0.00**	**$1,081.44**	**$5,008.74**	**$42,763.56**	**$16,007.82**	**$64,861.56**
GROSS PROFIT	**$0.00**	**$1,081.44**	**$5,008.74**	**$42,763.56**	**$16,007.82**	**$64,861.56**
Expenses						
Accounting	200.00	200.00	1,200.00	200.00	200.00	$2,000.00
Advertising				222.66		$222.66
Bad Debt Expense		-50.05				$ -50.05
Bank Service Charges			35.00	85.51		$120.51
Charter & District Assessments					1,932.10	$1,932.10
Dues and Subscriptions		330.00	60.57			$390.57
Fees & Taxes			100.00	3.20		$103.20
Maintenance & Repairs	640.00		3,160.04	1,878.22	1,720.99	$7,399.25
Player Assessments					743.40	$743.40
Postage and Delivery					60.00	$60.00
Storage				2,857.67		$2,857.67
Utilities	261.26	282.30	26.85	111.46	125.47	$807.34
Total Expenses	**$1,101.26**	**$762.25**	**$4,582.46**	**$5,358.72**	**$4,781.96**	**$16,586.65**
NET OPERATING INCOME	**$ -1,101.26**	**$319.19**	**$426.28**	**$37,404.84**	**$11,225.86**	**$48,274.91**
Other Income						
Field Renovation Donations		14,683.15	51,485.20	100,866.36	135,600.00	$302,634.71
Other Income	0.61			3,428.99		$3,429.60
Total Other Income	**$0.61**	**$14,683.15**	**$51,485.20**	**$104,295.35**	**$135,600.00**	**$306,064.31**
Other Expenses						
Repairs - Small Misc	118.85				26.78	$145.63
Total Other Expenses	**$118.85**	**$0.00**	**$0.00**	**$0.00**	**$26.78**	**$145.63**
NET OTHER INCOME	**$ -118.24**	**$14,683.15**	**$51,485.20**	**$104,295.35**	**$135,573.22**	**$305,918.68**
NET INCOME	**$ -1,219.50**	**$15,002.34**	**$51,911.48**	**$141,700.19**	**$146,799.08**	**$354,193.59**

ATTACHMENT 19

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	St. Helena Preschool For All
Organization Mailing Address:	465 Main Street, St. Helena, CA 94574
Organization Contact Person (Name/Title):	Julio Olguin/ Executive Director
Organization Contact Email:	julio@shpreschoolforall.org
Organization Contact Telephone:	707-363-6525
Organization Website:	www.shpreschoolforall.org
Federal Tax ID Number and Status:	#46-4214921
How long has your organization been in operation?	13 years/ Since 2010

Grant Request

Project Name:	St. Helena Preschool For All Scholarships
Address of Project:	465 Main Street, St. Helena, CA 94574
Requested Grant Amount:	$20,000.00
Matching Funds:	$0
TOTAL Project Cost:	$$420,000.00

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

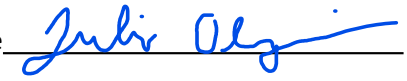
Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
We work with 5 local preschools in St. Helena, 1 in Angwin, 1 in Calistoga on average it cost:	
Part-time scholarship tuition for 12 months (2-3 days per week, 3-4 hours per day) $5,400	
Full-time scholarship tuition for 12 months (5 days per week, 6 hours per day) $10,800	
Extended-time scholarship tuition for 12 months (5 days per week, 8-9 hours per day) $14,400	
The City Grant could cover various combinations of scholarships.	
Example1: 2 Full-time scholarships for 2 children in need.	$21,600.00
Example 2: 4 Part-time scholarships for 12 months for 4 children in need.	$21,600.00
Example 3: 1 Extended-time scholarship, and 1 part-time scholarship for 2 children in need.	$19,800.00
Total Grant Request	$20,000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julio Olguin

Signature 

Title Excutive Director

Date 2/22/23

City of St. Helena Grant: 2023-2024

Mission: St. Helena Preschool For All is a non-profit dedicated to providing scholarships for three and four-year old children to experience preschool and succeed.

Vision: To create awareness, provide education, and access to early childhood education and parent education programs in St. Helena for the underserved families in the community.



1. Describe how your Project ties to the City's Goals, Mission/Vision Statement and or funding philosophy.
The St. Helena Preschool for All program is aligned with the City of St. Helena's goals of being family-friendly and diverse. By providing early childhood education opportunities and support to low-income families, the program helps to address the critical need for accessible and affordable preschool education. This directly ties into the city's vision of supporting all members of the community, especially those who are most vulnerable.

The program's emphasis on partnerships with other non-profit and public sector organizations is also in line with the city's funding philosophy. By working together and building strong relationships, the program can leverage resources and create a more cohesive and supportive network of services for families in need. This approach aligns with the city's focus on collaboration and partnership, which is essential for achieving its mission of creating a vibrant and inclusive community for all.





2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

SHPFA provides scholarships for underserved children in the St. Helena community ages 3 and 4-years old, to attend a preschool at one of seven local participating preschools. Our vision is to continue to be a vocal leader and trusted resource for families in the Upper Napa Valley. Our commitment to providing this opportunity is strongly rooted in the belief that what happens in a child's earliest years is the most important for healthy development and long-term well-being. Early childhood experiences matter.

We plan to reach our goals by continuing to promote awareness of the importance of early childhood experiences in the community and continuing to shine a light on the lack of programs that provide these opportunities. Our project and goals will be completed before June 30, 2024.

Goal 1: Build strong partnerships: as our organization continues to serve families and provide early childhood opportunities, we seek to build strong partnerships with other organizations and stakeholders in the community. This will involve collaborating with other nonprofits, government agencies, and businesses to maximize the impact of the organization's programs and services so that we can continue to fulfill our mission.

Goal 2: Develop diversified funding sources: our organization aims to develop a diversified range of funding sources to ensure long-term financial sustainability. This may include seeking out grants, individual and corporate donations, and other revenue-generating opportunities.

Goal 3: Increase the reach and impact of the organization: our organization is committed to increase its reach and impact by expanding its programs and services to more families in the communities we currently serve. This can be done by identifying areas with high need and tailoring services to meet those needs.

Goal 4: Promote diversity, equity, and inclusion: we strive to promote diversity, equity, and inclusion within our own organization and in the communities we serve. This will involve developing programs and services that are accessible to families from diverse backgrounds and ensuring that the organization's board and staff represent the diversity of the community.





3. Describe the community support for your Project.
a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
The St. Helena Preschool for All program has received significant support from various organizations, non-profits, and community members. Several local preschools in St. Helena, Discoveryland Preschool in Angwin, and Hearts and Hands Preschool in Calistoga partner with the program to provide preschool education to its students. The Roger J. Trinchero Family Foundation has also been instrumental in supporting the program and enabling it to expand and grow.

The St. Helena Unified School District has provided continuous support to the program by allowing it to use its facilities, providing parent educational speakers, and funding scholarships. Additionally, the UpValley Family Center has been a critical partner in administering the program, providing referrals, and offering a parent education component for Spanish-speaking families.

The St. Helena Rotary Club, City of St. Helena, Napa Valley Community Foundation, and Soroptimist Club have also provided financial support to the program. The program also participated in the 2022 Napa Valley Give!Guide, which is an online donation campaign that supports 72 local non-profits.

The program has also collaborated with other community organizations such as Clinic Olé, St. Helena Public Library, Stonebridge, Hunt Avenue Apartments, and the St. Helena Parks and Recreation department. The community has played a significant role in the success of the program, providing essential support and resources to ensure its continued success.





b. What roles are they playing and how collaborative is the Project?
In this program, there are several organizations and entities involved, each playing a unique and critical role in the success of the program. The Roger J. Trinchero Family Foundation is the principal organization providing financial support to the program, allowing for the development and expansion of programming that supports families in St. Helena. The St. Helena Unified School District provides support and funding for the program, as well as administrative staff support and representation on the board of directors. Last year we coordinated our first Primary school teachers and preschool teacher collaboration that was a huge success.

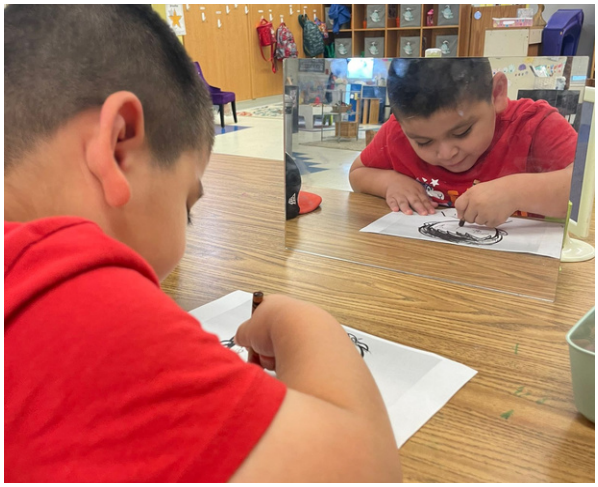
Participating preschools provide spaces for children, preparing them academically and emotionally for kindergarten. The UpValley Family Center offers parent education opportunities, and community organizations help spread awareness and support through fundraising and outreach. Finally, the community plays a critical role in the financial support of the program through individual donations and fundraising events. Overall, the program is highly collaborative, with each organization and entity working together to support early childhood education in St. Helena.

c. What other support exists for your Project?
Along with the organizations and community behind this project, we also have the support of the 9 board of directors, and the 30 families who are receiving the scholarships, and 218 alumni families; through our program outreach we have developed a more diverse and larger network of supporters each year that continues to grow.

4. Describe who will benefit from this Project and estimate how many people this Project may impact.
The program will benefit low-income families, preschool age children, and their parents in St. Helena who cannot afford a preschool program for their child. The majority of the beneficiaries are immigrants, children of immigrants, and English-language learners. Additionally, more families that could be considered middle class are also requesting financial assistance. Since the program began in 2010, the project has provided 218 scholarships, including the 30 children and families enrolled in the current year.

For the 2023-2024 school year, the project aims to place between 20-25 children in one of its partnering preschools in St. Helena. The cost of funding a part-time scholarship is $5,400 (for 3 days per week, 3-4 hours per day), while the cost of funding an extended day scholarship is $14,400 (for 5 days per week, 8-9 hours per day) for twelve months of preschool.
The program also provides parents with the opportunity to work, educate themselves, or take care of younger siblings, providing them with stability and peace of mind. With the current high costs of living in St. Helena, many working families struggle to continue to be residents of the town. Overall, the project has the potential to impact the lives of the children and families it serves, as well as the wider community in St. Helena.





5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

We have only received local government funding from the City of St. Helena which would directly benefit St. Helena residents by providing scholarships to preschool-aged children from low-income families in the area, allowing parents to work or pursue education while providing their children with early childhood education and care. This could ultimately benefit the community by increasing economic stability for families and promoting the education and development of young children.

6. Please describe how your application and your organization incorporate the principles of diversity, equity, and inclusion. If your organization doesn't have a specific equity focus-it doesn't make you ineligible or less competitive. *

Our nonprofit organization, preschool partners, and many of our partnerships are committed to promoting diversity, equity, and inclusion. Here are some examples of how our organization incorporates these principles:

1. Culturally Responsive Education: Our partnering preschools Incorporate culturally responsive teaching and curriculum that recognizes and values the diversity of all students and families.

2. Staff Diversity and Inclusion: our organization and preschools hire and retain a diverse staff that reflects the cultural, ethnic, and linguistic diversity of the families and communities served. Additionally, provide ongoing professional development opportunities to ensure that staff members have the skills and knowledge to promote equity and inclusion in their work. Although we only have one full time employee his background, upbringing, and experiences growing up reflect the families and communities we serve. It has been one of the major reasons he is able to form strong relationships with our families.

3. Language Access: Ensure that all families, regardless of their primary language, have equal access to information and services. This may include providing language interpretation services or translating materials into multiple languages.

4. Inclusive Environment: Create an inclusive and welcoming environment where all families feel valued, respected, and supported. This may involve incorporating visual cues and resources that reflect the diversity of the community, or using a variety of communication strategies to engage families and build strong relationships.

5. Community Engagement: Foster strong relationships with families, community organizations, and local leaders to better understand and address the unique needs and experiences of the community. Encourage participation and collaboration in decision-making processes and ensure that all voices are heard and valued.

By incorporating these principles our organization creates a more equitable and inclusive early childhood education program that better meets the needs of all children and families. We feel our organization aligns well with the City's belief of promoting equity and inclusion through our community programs.



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 15 2014

ST HELENA PRESCHOOL FOR ALL INC
465 MAIN STREET
ST HELENA, CA 94574

Employer Identification Number:
46-4214921
DLN:
17053343353013
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 2, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

St. Helena Preschool for All
City of St. Helena - 2023 Grant Request

	Current Year Approved Budget Jul '22 - Jun 23	Prior Year Profit & Loss Actual Jul '21- Jun '22
Ordinary Income/Expense		
Income		
Community Donations	15,000.00	64,130.71
Corporate Donations	25,000.00	0.00
Grant Funding	165,000.00	111,500.00
Parent Fundraising	0.00	0.00
Total Direct Public Support	205,000.00	175,630.71
Program Income		
Parent Scholarship Contributions	10,000.00	9,885.00
SHUSD Contribution	30,000.00	30,000.00
CJUSD Contribution	15,000.00	15,000.00
HMUSD Contribution	6,500.00	6,500.00
Total Program Income	61,500.00	61,385.00
Savings Account Income		
CD Interest Income	0.00	562.40
Total Savings Account Income	0.00	562.40
Other Income		6.43
Total Income	266,500.00	237,584.54
Gross Profit	266,500.00	237,584.54
Expense		
Business Expenses		
Business License/Reg Fees	100.00	125.00
Computer	0.00	0.00
Computer Software	50.00	0.00
Covid19 - Remote Learning	200.00	0.00
Bank Charges	100.00	17.82
Directors Expense	800.00	222.57
Office Supplies	1,100.00	220.30
Payroll Processing Fee	50.00	1109.50
Postage	100.00	116.00
Website Domain	160.00	161.40
Website Host	300.00	0.00
Zoom Video Conterencing	175.00	179.88
Total Business Expenses	3,135.00	2,152.47
Contract Services		
Accounting Fees	1,000.00	919.47
Consultant Services	1,200.00	3,312.50
Legal Fees	600.00	-
Total Contract Services	2,800.00	4,231.97
Employee Expenses		
Cash in lieu of Benefits	2,400.00	2,400.00
Cell Phone Reimbursement	1,200.00	1,200.00
Executive Director Salary	75,000.00	59,535.12

St. Helena Preschool for All
City of St. Helena - 2023 Grant Request

	Approved Budget Jul '22 - Jun 23	Profit & Loss Actual Jul '21- Jun '22
Mileage Reimbursement	300.00	288.85
Total Employee Expenses	78,900.00	63,423.97
Family & Summer Activites		
Nimbus Arts Holiday Event	1,500.00	630.00
Summer Swim Party	500.00	0.00
Summer Activities	1,500.00	0.00
Total Family & Summer Activites	3,500.00	630.00
Fundraising Expenses		
Marketing	1,200.00	1,989.50
Postage, Mailing Service	300.00	0.00
Printing and Copying	1,000.00	1166.40
Supplies	150.00	145.55
Total Fundraising Expenses	2,650.00	3,301.45
Insurance		
Liability - Director & Officer	1,300.00	1,250.00
Workers Compensation	600.00	538.00
Total Insurance	1,900.00	1,788.00
Parent Education		
Childcare Expense	900.00	0.00
Snacks	500.00	0.00
Supplies	200.00	0.00
Translation	500.00	0.00
Total Parent Education	2,100.00	0.00
Parent Interns Expense	-	0.00
Payroll Expenses		
Federal & State Taxes	5,500.00	4,914.27
Total Payroll Expenses	5,500.00	4,914.27
Summer Scholarships		
Summer Camps	6,000.00	6,060.00
Total Summer Camps	6,000.00	6,060.00
Registration Fees	5,000.00	4,700.00
Preschool Scholarships		
Little Backpacks Preschool	77,124.00	78,088.80
Mila's Large Family Day Care	75,876.00	65,600.00
St. Helena Coop	7,200.00	7,300.00
Sun & Stars Montessori	30,100.00	79,941.50
Wee Care Childcare	13,320.00	19,962.50
Total SHUSD Scholarships	203,620.00	250,892.80
CJUSD Scholarships	70,740.00	54,425.75
HMUSD Scholarship	32,400.00	26,575.00
Total CJUSD & HMUSD Scholarships	103,140.00	81,000.75
Total - All Scholarships & Registration I	317,760.00	342,653.55
Student Scholarship Funds		
Jaime Rubio Scholarship Fund	1,000.00	0.00

St. Helena Preschool for All
City of St. Helena - 2023 Grant Request

	Approved Budget Jul '22 - Jun 23	Profit & Loss Actual Jul '21- Jun '22
Total Student Scholarship Funds	1,000.00	0.00
Total Expense	417,145.00	423,095.68
Net Ordinary Income (Net Loss)	$ (150,645.00)	$ (185,511.14)

St. Helena Preschool for All
Grant Funding
2021/2022

	Date	Name	Memo	Amount
Grant Funding				
2021-2022	11/19/2021	Napa Valley Community Foundation	Donor Advised	1,500.00
	03/15/2022	Roger J. Trinchero Family Foundation	Foundation Grant	100,000.00
	04/19/2022	City of St. Helena	2021 Community Grant	10,000.00
Total Grant Funding				111,500.00

ATTACHMENT 20

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Sustainable St. Helena, An Environmental Alliance Inc.
Organization Mailing Address:	PO Box 402 St. Helena CA 94574
Organization Contact Person (Name/Title):	Madelyn Chandler - President
Organization Contact Email:	sustainablesthelena@gmail.com
Organization Contact Telephone:	707-218-8432
Organization Website:	sustainablesthelena.org
Federal Tax ID Number and Status:	86-3594916 501(c)(3)
How long has your organization been in operation?	Founded 8/15/2019, Incorporated/Nonprofit since 2/8/2021

Grant Request

Project Name:	St. Helena Redwood Forest
Address of Project:	1 Chaix Lane. St. Helena, CA 94574
Requested Grant Amount:	$ 5,000.00
Matching Funds:	$ 65,000.00
TOTAL Project Cost:	$ 70,000.00

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

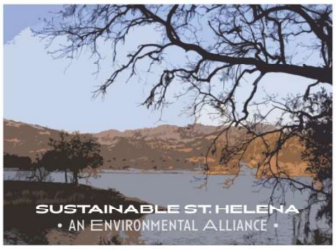
Description	Amount
Replanting of 1,000 cost redwood seedlings that were lost to frost, weeds, disease etc.	
Cost accrued will be related to the hired labor to replant the seedlings, re-installing irrigation, weeding, equipment,	
as well as other supplies (wire, trellis etc). Costs for the replanting of the forest will also be associated with the	
general forest management and maintenance (including pruning and weeding) and hiring of consultants (foresters) as necessary.	
See attached projected budget from Silverado Farming.	
Total Grant Request	$5000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Madelyn Chandler Signature Madelyn Chandler

Title President, Sustainable St. Helena Date 2/24/23



City of St. Helena Non-Profit Grant Application Questions, Fiscal Year 2023-2024

Sustainable St. Helena – An Environmental Alliance
St. Helena Redwood Forest Project – A Future Community Forest

1. Describe how your project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.
The Redwood Forest Project ties to almost all areas of the City's Vision/Mission Statements, and Goals. The Project is economically and environmentally sustainable. After the initial thinning, revenues will have positive returns because coast redwoods regenerate and there would not be additional startup or replanting fees. Beginning in approximately 20 years, 20% of the planted forest would be harvested every 5 years and continue on this harvest rotation into the future. The timber harvesting proceeds will be shared with the City, a new and diverse source of revenue.
Because the forest is on the City's wastewater treatment plant's effluent spray fields, the Project will be an example of prudently managing City resources. It will improve soil health for higher water retention and reduce soil erosion from high volume rain events.
This is also an example of responding and planning to climate change. Coast redwood trees sequester carbon better than any tree in the world. Based on carbon sequestration studies, "On average, one acre of new forest can sequester about 2.5 tons of carbon annually. Young trees absorb CO2 at a rate of 13 pounds per tree each year. Trees reach their most productive stage of carbon storage at about 10 years at which point they are estimated to absorb 48 pounds of CO2 per year. At that rate, they release enough oxygen back into the atmosphere to support two human beings."
The total planting of 2,500 trees over 10 acres would sequester approximately 48 pounds per tree at 10 years of age or 120,000 pounds of CO2 per year. CO2 sequestered would increase as redwood trees continue to grow and absorb carbon their whole lives. The average age of this forest would be approximately 20 years old yielding annual carbon sequestration of 240,000 pounds.
Without a doubt this project promotes a beautiful natural environment. And will one day be a recreational, family-friendly destination with the goal of having it open to the public for enjoyment. The vision is to have walking paths through the forest connecting to the Napa River and downtown St. Helena which promotes wellbeing and contributes to a high quality of life, all the while preserving our towns rural character.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your project.
Goals and objectives of the Redwood Forest are to plant, grow and sustainably re-plant 1,000 coast redwood trees that were lost to frost, weeds, disease and other misfortunes. This will be a part of the Million Trees project. The trees will be replanted on the 10 acres of land currently located within the City of St. Helena's wastewater spray fields. The grant money will be used for purchasing the redwood seedlings, hiring labor to plant them, and also buying and installing the irrigation, equipment, supplies (wire, trellis, etc) . Money will also be spent for forest management and maintenance which includes weeding and pruning.
We plan on meeting the June 30, 2024 deadline by engaging with the public to receive donations and volunteering for planting days as well as hiring Silverado Farming for labor and hiring of forester consultants as necessary. Within the next few months, we will be driving up to Humboldt County to acquire the redwood seedlings. We will also be engaging with Napa RCD to co-host planting days such as the Earth Day and Arbor Day Events. Silverado Farming is already on board with this project and has provided a preliminary budget.
Within the next few years, other native species will be planted within and around the forested area. At this time, how other native species will respond to the secondary treated water quality is unknown. Once the WWTP is upgraded to tertiary treatment levels, there should be no issues with water quality to grow native species.

3. Describe the community support for your Project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the project?

Additional support for the Redwood Forest has been from St. Helena City Council who approved this project, Mayor Ellsworth, the Active Transportation and Sustainability Committee, Napa Resource Conservation District, Napa Natural Resources Conservation Service, Land Trust of Napa Valley, Sierra Club – Redwood Chapter, Napa Climate NOW, Registered Professional Forester Nick Kent, Dr. William Libby, Senator Bill Dodd, Silverado Farming, and countless community members.

Support has been made by individual financial donations, physical labor by planting trees and weeding, obtaining and donating supplies, technical assistance regarding forest management and education, as well as government advocacy and approval. The Redwood Forest is forever grateful for these contributions.

b. What roles are they playing and how collaborative is the Project?

Napa RCD regularly collaborates regarding irrigation, volunteers, and planting strategies and is planning an oak tree planting day on February 19 with high school students. Napa NRCS is consulting to provide guidance regarding planting of other native species within and around the forest that will not threaten the surrounding vineyards.

c. What other support exists for your Project?

A $600 grant was received from the Napa Community Foundation in 2021. A $4,000.00 grant was received by the City of St. Helena for the fiscal year 2022-2023. An early 2022 donation in the amount of $15,000.00 from the Napa Valley Community Foundation, other Napa County Businesses as well as countless donations by individuals. Much of this money has already been spent on the initial planting of the redwood forest.

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

Benefits from this Project are far reaching. First it creates an ecosystem for countless insects, amphibians, birds, and mammals. Second it has the ability to provide cleaner air for our entire community and visitors for years to come. The project turns underutilized land into a carbon sequestering and oxygen generating property by adding the most carbon sequestering trees in the world. And thirdly, also difficult to gauge, is how many people will benefit from the recreation it will provide. Each tree planted contributes and strengthens these rewards. Over the life of the community forest, it is immeasurable how many people and species lives will be enriched.

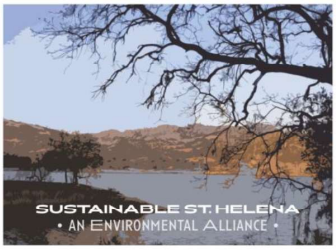
5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residence.

A $4,000.00 grant was received by the City of St. Helena for the fiscal year 2022-2023.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion.

Sustainable St. Helena – an Environmental Alliance integrates diversity, equity and inclusion as noted in our Mission Statement. We are devoted to protecting natural resources and habitats from environmental degradation through actionable climate solutions and education while collaborating with government, industry, organizations and individuals to protect the health, future of our community and the natural environment.

Climate change is a human and animal rights issue which disproportionally affects underprivileged populations and innocent animals. Our goals relate directly to promoting social equity and inclusion by focusing on public health and animal species security. Our efforts to eliminate synthetic pesticides on public land do just that. Specifically, with the Redwood Forest Project, all people and animals have the ability to enjoy and inhabit this special place.



City of St. Helena Non-Profit Grant Application
Questions, Fiscal Year 2023-2024

Sustainable St. Helena – An Environmental Alliance
St. Helena Redwood Forest Project – A Future Community Forest

1. List of Grant Funding:
$15,000 from The Napa Valley Community Foundation
$4,000 from the City of St. Helena, Non-profit Grant for the fiscal year 2022-2023

2. Operating Budget:
Insurance $1488.00/year
Non profit fees and registration fees $300 est.
Website Domain and site: $350.00/year
Silverado Farming: labor, equipment, supplies, irrigation: $30,140 estimated budget for 2023 (see attached)
Additional Expenses/hiring of labor etc for 2024: Estimated $35,000

Silverado Farming Estimated Budget

Project	St Helena Community Forest
Project Year	2023
Acres	11.00
Total Trees	2,607
Trees per acre	237
Total Tons	-
Year Planted	-
Total Cost	$30,140
Cost Per Acre	$2,740

Replanting	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$0.31	$74	$810	$0	$0	$162	$0	$162	$81	$405	$0	$0	$0	$0	$0
Total	$0	$74	$810	$0	$0	$162	$0	$162	$81	$405	$0	$0	$0	$0	$0

Wire and Trellis	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$0.10	$25	$270	$0	$0	$27	$0	$27	$27	$162	$0	$27	$0	$0	$0
Total	$0	$25	$270	$0	$0	$27	$0	$27	$27	$162	$0	$27	$0	$0	$0

Weed Control	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$6.09	$1,443	$15,876	$594	$594	$1,674	$3,645	$2,970	$1,674	$2,700	$1,377	$648	$0	$0	$0
Total	$6	$1,443	$15,876	$594	$594	$1,674	$3,645	$2,970	$1,674	$2,700	$1,377	$648	$0	$0	$0

Irrigation	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$1.92	$455	$5,000	$0	$0	$500	$0	$0	$0	$4,500	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$3.14	$744	$8,181	$0	$0	$54	$216	$1,539	$1,431	$1,917	$1,539	$1,377	$108	$0	$0
Total	$5	$1,198	$13,181	$0	$0	$554	$216	$1,539	$1,431	$6,417	$1,539	$1,377	$108	$0	$0

	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Total Cost	$11.56	$2,740	$30,140	$594	$594	$2,417	$3,861	$4,698	$3,213	$9,684	$2,916	$2,052	$108	$0	$0

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

SUSTAINABLE ST HELENA AN
ENVIRONMENTAL ALLIANCE
PO BOX 402
ST HELENA, CA 94574

Date:
10/20/2021
Employer ID number:
86-3594916
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
January 31
Public charity status:
170(b)(1)(A)(iv)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 08, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053616004081

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

7:57 PM
02/22/23
Accrual Basis

Sustainable St. Helena
Profit & Loss
January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Expense	
Business Expenses	
Business Registration Fees	272.00
Total Business Expenses	272.00
Contract Services	
Outside Contract Services	77,149.41
Total Contract Services	77,149.41
Operations	
Banking Fees	-30.00
Total Operations	-30.00
Other Types of Expenses	
Insurance - Liability, D and O	1,591.64
Total Other Types of Expenses	1,591.64
Total Expense	78,983.05
Net Ordinary Income	-78,983.05
Other Income/Expense	
Other Income	
Contributions	19,000.00
Donations- Redwoods	71,943.56
Total Other Income	90,943.56
Net Other Income	90,943.56
Net Income	**11,960.51**

ATTACHMENT 21

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	The White Barn
Organization Mailing Address:	2727 Sulphur Springs Ave. St.Helena,CA 94574
Organization Contact Person (Name/Title):	David Garden Jr., Executive Director
Organization Contact Email:	dgarden1@sbcglobal.net
Organization Contact Telephone:	707-337-0199
Organization Website:	thewhitebarn.org
Federal Tax ID Number and Status:	68-0414651
How long has your organization been in operation?	37 Years

Grant Request

Project Name:	The Napa Valley Puppet Festival
Address of Project:	2727 Sulphur Springs Ave. St.Helena, CA 94574
Requested Grant Amount:	$ 8000.00
Matching Funds:	$ 17,000.00
TOTAL Project Cost:	$ 25,000.00

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
The Napa Valley Puppet Festival	
Puppetry workshops include materials, prep, labor, set-up/break-down	
Puppet-Making Workshops - Marionettes (x 2 days)	$1800.00
Puppet-Making Workshops - Rod/Foam (x 2 days)	$1600.00
Puppet-Making Workshops - Shadow (x 2 days)	$1200.00
Puppet-Making Workshops - Finger/Sock (x 2 days)	$1200.00
Puppetry Theatre Performance (International Artists)	$2200.00
Total Grant Request	$8000.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name David Garden Jr.

Signature [signature]

Title Executive Director

Date 2/24/23

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Application Questions

1. The White Barn mission is to bring a wide variety of local, Bay Area, and international performing artists to our community. At the Napa Valley Puppet Festival,we envision a crowd of smiling, wide-eyed, and engaged individuals enjoying the ancient and varied art of puppetry. This family-friendly weekend will not only entertain attendees, it will also afford them the opportunity to participate!

2. The Napa Valley Puppet Festival will be a two-day event launched in the summer of 2024.It will include professional puppetry performances ranging from classic children's tales to avant-garde theater for adults. The event will feature puppet-making workshops, demonstrations, street puppeteers, and unique puppets and marionettes for sale. A call to artists for the "Giant BackPack Puppet Challenge" will be sent out to schools, college theater & art departments, artist collectives, puppet theatre troupes, and individual artists.

3. a. The White Barn board members and staff will be involved in the production of the festival. They include: John Sullivan, Susan Duryea, Alexandra Haslip, Carolyn Duryea, Nancy Morrell, Michael Caldarola, Carolyn Bond, Jeanmarie Wolf

b. Our team thus far is: David Garden Jr. (creative lead), Brian Nash(designer/social media, admin), Jamie Graff(Admin/creative), John Sullivan (box office/creative/admin)

c. Collaborative partners thus far:
Jamie Graff, Director, Nimbus Arts
Jamie will program a puppet camp prior to the festival and also create puppet-making workshops for the two-day event.

Cathy Buck, Owner/Creative Director , Cameo Cinema
Cameo Cinema will host a Puppetry Theatre event and a Top- Notch Ventriloquist!

Kendra Kelperis, Art Teacher, RLS Middle School, SHHS
Kendra has committed to the "Giant BackPack Puppet Challenge". The NVPF would provide certain materials and initial in-classroom demonstration/instruction.

Application Questions (page 2)

4. The art of puppetry brings into "play" all the performing arts; drama, music, dance, spoken word. This will be the first Puppet Festival to take place in Napa Valley. Puppetry has a deep and rich history in many cultures around the world. We will seek local, Bay Area, and international puppeteers who incorporate multicultural perspectives to this unique art form.
Over the two-day event we hope to serve at least 500- 700 people of all ages. From children's theater, youth inspired puppetry, bi-lingual performances, and adult themed theater, the NVPF will bring the magic of puppetry to our community and the greater bay area.

5. The White Barn has not received Napa County Government funding over the past two years.The Napa Valley Puppet Festival will seek additional funding from The Napa Valley Performing Arts Foundation, Napa Valley Presents, individual donors/sponsors, businesses, Puppetry Foundations, and a Go Fund Me site.

6. Puppetry transcends culture. We intend to reach out to all marginalized communities whether they be performers or attendees.

The White Barn 2021 Actuals and 2022 Budget P+L

	Actuals 2021	Budget 2022
Income		
Ticket Sales	18,776	30,000
Total Income	**$ 18,776**	**$ 30,000**
Expenses		
Management and General Expense		
Accounting Fees	386	510
Board meeting	44	-
Insurance	2,039	2,050
Internet Expense	492	500
Nonemployee Compensation	3,600	10,800
Occupancy		
Building Maintenance	5,562	6,000
Fire equipment	296	300
Janitorial	763	800
Landscaping	1,342	5,842
Utilities	362	400
Total Occupancy	**$ 8,324**	**$ 13,342**
Other	382	700
Total Management and General Expense	**$ 15,267**	**$ 27,902**
Production Expenses		
Permit Expense	472	-
Salaries and Wages	6,213	12,000
Purchase	55	-
Total Production Expenses	**$ 6,740**	**$ 12,000**
Total Fund Raising Expenses	**$ 1,108**	**$ -**
Contributions (charitable)	-	550
Uncategorized Expenses	-	-
Total Expenses	**$ 23,114**	**$ 40,452**
Net Operating Income	**$ (4,338)**	**$ (10,452)**

List of Napa County Grant Funding:

The White Barn has not received any Napa County Grant Funding over the past two years.

Secretary of State
Articles of Incorporation of a Nonprofit Public Benefit Corporation

ARTS-PB-501(c)(3)

IMPORTANT — Read Instructions before completing this form.

Filing Fee – $30.00

Copy Fees – First page $1.00; each attachment page $0.50; Certification Fee - $5.00

Note: A separate California Franchise Tax Board application is required to obtain tax exempt status. For more information, go to ftb.ca.gov.

FILED
Secretary of State
State of California
4750774
Filing Number
06/03/2021
Filing Date

This Space For Office Use Only

1. Corporate Name (Go to www.sos.ca.gov/business/be/name-reservations for general corporate name requirements and restrictions.)

The name of the corporation is The White Barn of Saint Helena

Corporate Entity number C4750774 Tax ID # 66-0414651

2. Business Addresses (Enter the **complete** business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)

a. Initial Street Address of Corporation - **Do not enter a P.O. Box**	City (no abbreviations)	State	Zip Code
2727 Sulphur Springs Avenue	Saint Helena	CA	94574
b. Initial Mailing Address of Corporation, **if different than item 2a**	City (no abbreviations)	State	Zip Code

3. Service of Process (Must provide either Individual **OR** Corporation.)

INDIVIDUAL – Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is **not** a corporation)	Middle Name	Last Name	Suffix
Michael		Caldarola	

b. Street Address (if agent is **not** a corporation) - **Do not enter a P.O. Box**	City (no abbreviations)	State	Zip Code
1671 Vineyard Avenue 1671 VINEYARD AVE	Saint Helena	CA	94574

CORPORATION – Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) – Do not complete Item 3a or 3b

4. Purpose Statement

Item 4a: One or both boxes **must** be checked.
Item 4b: If "public" purposes is checked in Item 4a, or if you intend to apply for tax-exempt status in California, you **must** enter the specific purpose in Item 4b.)

a. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: ☐ **public** purposes. ☑ **charitable** purposes.

b. The specific purpose of this corporation is to Present cultural events & educate youth about the arts.

5. Additional Statements (See Instructions and Filing Tips.)

a. This corporation is organized and operated exclusively for the purposes set forth in **Article 4** hereof within the meaning of Internal Revenue Code section 501(c)(3).
b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
c. The property of this corporation is irrevocably dedicated to the purposes in **Article 4** hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.
d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable, educational and/or religious** purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

6. Read and Sign Below (This form must be signed by each incorporator. See Instructions. Do not include a title.)

John M. Sullivan
Signature

John Sullivan
Type or Print Name

ARTS-PB-501(c)(3) (REV 12/2020)

Clear Form Print Form

2020 California Secretary of State
bizfile.sos.ca.gov

White Barn

EIN: 68-0414651 | Saint Helena, California, United States

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC ⓘ

Copies of Returns (990, 990-EZ, 990-PF, 990-T)

Electronic copies (images) of Forms 990, 990-EZ, 990-PF or 990-T returns filed with the IRS by charities and non-profits.

- ⌄ **Tax Year 2019 Form 990EZ**
- ⌄ **Tax Year 2018 Form 990EZ**
- ⌄ **Tax Year 2017 Form 990EZ**
- ⌄ **Tax Year 2016 Form 990EZ**
- ⌄ **Tax Year 2015 Form 990EZ**
- ⌄ **Tax Year 2007 Form 990R**

ATTACHMENT 22

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Calistoga Theater Company DBA Upstage Napa Valley
Organization Mailing Address:	P.O. Box 277 Calistoga, CA 94515
Organization Contact Person (Name/Title):	H. Stuart Harrison, Board President
Organization Contact Email:	hstuart.harrison@gmail.com
Organization Contact Telephone:	707 299 8549
Organization Website:	www.upstagenapavalley.org
Federal Tax ID Number and Status:	47-467-4201
How long has your organization been in operation?	Since July 2015

Grant Request

Project Name:	3rd Annual Upstage Napa Valley Playwright Frestival (Playfest 2023)
Address of Project:	P.O. Box 277, Calistoga, CA 094515
Requested Grant Amount:	$9,350
Matching Funds:	$
TOTAL Project Cost:	$9350

City of St. Helena
Non-Profit Grant Application

Fiscal Year 2023 - 2024

Deadline: February 24, 2023 by 5:00 pm

Application Documents Checklist

- [x] Signed Grant Application and Grant Budget
- [x] Proof of Non-profit Status
- [x] Current Year's Operating Budget & Prior Year Actuals
- [x] Listing of grant funding received in the last 12 months
- [ ] Partnership Letter (if applicable)

Grant Proposal

City of St. Helena Nonprofit Funding Program

Upstage Napa Valley is pleased to submit this Grant proposal to the City of St. Helena regarding its FY 2023/2024 Nonprofit Funding Program. Here are the particulars.

1) Who we are: Upstage Napa Valley is a small community theatre company, with an emphasis on the 'small' and the 'community'. Our productions are performed at the Grace Episcopal Church in St. Helena, 90% of our actors are from the Napa Valley and 80% of our audiences are local. We do two or three performances per year at Grace, and one or two readings each year at the St. Helena Library. We enjoy regular coverage in the St. Helena Star and are currently supported by both individuals and groups throughout the community.

2) What we propose: We wish to apply for a Community Enrichment Grant as part of St. Helena's Nonprofit funding program for 2023/2024. We consider ourselves a very appropriate candidate under the umbrella of 'Projects that promote or benefit the St. Helena Community with arts, culture or education.' In fact we can't imagine a project or group that better fits that description!

3) What we propose: We are submitting this application to help fund our Third Annual Upstage Napa Valley Playwrights Festival, Playfest2023. Again, this year, the concept is to have 'budding' playwrights submit their 'single act' scripts to our script review committee. We particularly encourage submissions from playwrights/writers living within a 30-mile radius of St. Helena. The scripts will be limited to performances of 10 to 20 minutes each. Our critic's board will select eight or nine of the top submissions and Upstage Napa Valley will oversee their production. The casts and technical crew will be made up primarily of St. Helena and Calistoga residents, similar to the makeup of most of our plays. We'll perform each play in our St. Helena venue, Grace Church. We were delighted to have the city of St. Helena make a substantial contribution to the success of our 1st Annual Playfest back in 2021. We're hoping for the same this year!

4) Timing: We plan to send out invitations for script submissions later this spring, with deadlines for entries in mid May. (We were delighted to receive just over 70 submissions last year!) We will select the finalists in June, allowing plenty of time for rehearsals and ultimately performances in the fall. This timing seems to tie in nicely with the City's requirement that the grants be spent prior to the June 30, 2024, deadline.

5) Our Goals: The goal of our Playwrights Festival will be to make the Festival a true community project, with promotion, performances and personnel all St. Helena centric. We'd look forward to working with the City of St. Helena in coming up with

creative ideas of how our collaboration might work and how we can best promote it.

6) Ties to St. Helena Mission/Vision Statements. It seems our project ties in nicely with St. Helena's Vision, Mission and Goals, particularly in regard to the areas of 'expanding and improving cultural opportunities', and 'facilitating full civic participation'.

7) Funding Philosophy: Our Third Annual Playwright Festival supports nicely the Non-Profit funding criterion of: "Projects or programs which promote or benefit the St. Helena community with arts, culture, or education". With our top-to-bottom community involvement, we are a perfect fit in that regard.

8) Specific Benefits for St. Helena Residents: The benefits to the city of St. Helena are numerous. Not only can residents participate in all aspects of the project (cast, volunteers, house management, tech, etc.), but the public at large will have an opportunity to attend the performances and witness firsthand the creative efforts of their neighbors, friends, and families.

9) Cost Estimates: We've set the budget for our Playwrights Festival at $9350. A detailed accounting is attached in the Cost Estimate section.

10) Other grants: Last year, we received a general grant from The California Nonprofit Performing Arts Grant Program for $25,000. We will apply that reward to the salaries of our Artistic Director and Administrative assistant, payroll expenses which are not directly related to the Playwright Festival itself.

11) Addressing the principles of Diversity, Equity, and Inclusion: If we understand correctly, these principles are a major focus of St. Helena's Non-Profit Funding Program this year. We're delighted to report it's right up our alley! The luxury of being a community theater is the ability to present 'edgy' and socially relevant topics to our audiences. In last year's Playfest, central topics included homelessness, domestic violence, and dementia. We partnered last year with NEWS (Napa Emergency Women's Services) and Rianda House, inviting personnel of those local organizations to attend relevant performances... promoting their services to our audiences. Diversity, coincidentally, is one of the 'prompts' (central themes) that we will give to our competing playwrights, as they craft their entries to Playfest 2023.

12) People Impacted: Between our audiences, volunteers, actors, and playwrights, we estimate our project will impact 500- 1000 people, predominantly residents of St. Helena.

We respectfully submit this grant for your consideration. Thank you.

Stu Harrison
Upstage Napa Valley

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Theater Rental	1000.00
Rehersal Hall Rental	500.00
Actors(10@$100)11	1000.00
Tech	2000.00
Director	1000.00
Stage Manager	500.00
Guerst Director	300.00
Props	350.00
Printing(program, poster, flyer, etc)	500.00
Designer	500.00
House Manager	400.00
Set Design and Construction	600.00
Scripts	200.00
Promotion & Marketing (Harvest Festival, etc)	500.00
Total Grant Request	$9350

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name H. Stuart Harrison

Signature H Harrison

Title Board President

Date 2/22/2023

3808200

ARTICLES OF INCORPORATION
OF
CALISTOGA THEATER COMPANY

FILED
Secretary of State
State of California
JUL 16 2015
ICC

ARTICLE I

The name of the corporation is CALISTOGA THEATER COMPANY.

ARTICLE II

1. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

2. The specific purpose of this corporation shall be to promote the arts and to carry on other charitable and educational activities associated with this goal as allowed by law.

3. This corporation is organized exclusively for charitable and educational purposes within the meaning of Internal Revenue Code §501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code §501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code §170(c)(2) or the corresponding provision of any future United States internal revenue law.

ARTICLE III

The name and address in the State of California of the corporation's initial agent for service of process are: Kelly Berryman, 1700 Diamond Mountain Road, Calistoga, California 94515.

ARTICLE IV

The initial street and mailing address for the principal office of the corporation shall be located at 1007 Cedar Street, Calistoga, CA 94515.

ARTICLE V

1. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

3808200

2. All corporate property is irrevocably dedicated to the purposes set forth in Article II. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

3. On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to an organization (or organizations) organized and operated exclusively for charitable or educational purposes, if the organization has established its tax-exempt status under Internal Revenue Code §501(c)(3) (or corresponding provisions of any future federal Internal Revenue Code law); has established its tax-exempt status under Revenue and Taxation Code §23701d (or the corresponding section of any future California revenue and tax law); and satisfies the requirements of Revenue and Taxation Code §214.

Date: July 15, 2015

Kelly J. Berryman, Incorporator

UPSTAGE NAPA VALLEY	Playwright Festival, 1 Plays, 2 Readings, Membership Drive, 2 auditions, + eMessaging		7.5.2022
	2021-2022 ACTUAL	2022-2023 Budget	NOTES RE FINANCIALS
INCOME			
Advertisers	$ 3,425.00	$ 3,500.00	checks, stripe or donately
Bequest		$ 50,000.00	One time gift
Donations	$ 1,161.00	$ 1,000.00	checks or cash
GRANTS	$ 3,500.00	$ 28,000.00	EFT deposit
Membership/Annual Giving	$ 31,654.00	$ 30,000.00	checks, stripe or donately
Ticket Sales	$ 22,904.00	$ 15,500.00	checks, square, tix.com
Total Income	**$ 62,644.00**	**$ 128,000.00**	
EXPENSES			
Advertisement	$ 800.00	$ 825.00	
Bank Charges	$ 1,355.00	$ 1,300.00	first republic, square, tix.com, donately or stripe
Board Expenses (Retreat)	$ -	$ 1,500.00	
Cast Unification	$ 1,244.00	$ 1,000.00	
Consultant Services	$ 6,125.00	$ 6,100.00	
Actor	$ 2,700.00	$ 2,500.00	
Bookkeeper		$ 1,200.00	
Guest Directors	$ 300.00	$ 900.00	
Miscellaneous Admin	$ 25.00	$ -	
Stage Manager	$ 1,600.00	$ 1,500.00	
Vidographer	$ 1,500.00		
Dues and Subscriptions	$ 350.00	$ 350.00	
Equipment (speakers, microphones, etc).	$ -	$ 3,000.00	
Scholarships		$ 1,500.00	
Gifts Given	$ 43.00	$ 100.00	
Insurance	$ 1,453.00	$ 1,775.00	
Liability	$ 674.00	$ 675.00	
Worker's Comp	$ 779.00	$ 1,100.00	
Internet (Domain Name + Hosting)	$ 692.00	$ 500.00	
Legal Professional Fees		$ 500.00	
License + Permits	$ 2,327.00	$ 2,400.00	
Marketing and Designer	$ 4,336.00	$ 4,600.00	
Membership/Annual Giving	$ 775.00	$ 1,000.00	

Productions	$ 1,465.00	$ 1,500.00	
Playwright Festival	$ 1,646.00	$ 1,800.00	
Website Updates	$ 450.00	$ 300.00	
Office Supplies	$ 794.00	$ 700.00	amazon account; Barbara has credentials; linked
Payroll Service	$ 540.00	$ 600.00	Square
Postage	$ 449.00	$ 500.00	
Printing	$ 3,759.00	$ 3,300.00	
Auditions	$ -	$ 20.00	
Productions	$ 2,477.00	$ 2,000.00	
Membership Drive	$ 633.00	$ 650.00	
Playwright Festival	$ 573.00	$ 575.00	
Stationary + Biz Cards	$ 77.00	$ 75.00	
Props + Set	$ 1,463.00	$ 1,500.00	
Rent	$ 7,600.00	$ 7,600.00	
Scripts	$ 227.00	$ 225.00	
Subscriptions	$ 180.00	$ 180.00	Zoom account needs to be transferred from Sharie to UNV and added to autopay
Supplies for Events	$ 370.00	$ 375.00	amazon account; Barbara has credentials; linked
Productions	$ 97.00	$ 100.00	
Membership Drive	$ 114.00	$ 115.00	
Playwright Festival	$ 159.00	$ 160.00	
Taxes (Employment)	$ 3,629.00	$ 1,056.00	withheld and paid by Square
Utilities (Phone)	$ 292.00	$ 300.00	
Wages	$ 40,131.00	$ 34,800.00	Square
Administrative Assistant	$ 15,175.00	$ 9,600.00	
Artistic Director	$ 17,780.00	$ 18,000.00	
Designer			
Technical Support	$ 7,176.00	$ 7,200.00	
Total Expenses	**$ 78,159.00**	**$ 75,086.00**	
Net Annual Income	**$ (15,515.00)**	**$ 52,914.00**	

ATTACHMENT 23

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	UpValley Family Centers of Napa County
Organization Mailing Address:	1440 Spring Street, Saint Helena, CA 94574
Organization Contact Person (Name/Title):	Jenny Ocon, Executive Director
Organization Contact Email:	jocon@upvalleyfamilycenters.org
Organization Contact Telephone:	(707) 965-5010
Organization Website:	www.upvalleyfamilycenters.org
Federal Tax ID Number and Status:	80-0023012
How long has your organization been in operation?	24 years

Grant Request

Project Name:	Ninos Activos / Active Kids
Address of Project:	1440 Spring Street, Saint Helena, CA 94574
Requested Grant Amount:	$7,500
Matching Funds:	$2,500
TOTAL Project Cost:	$10,000

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
stipend for visiting musician at Ninos Activos playgroups (4 sessions, $300/session)	1,200
simple musical instruments and materials for up to 20 children ($200/session)	800
materials for Ninos Activos parent sewing circle (2 6-week sessions; $750 per session)	1500
healthy snacks for playgroups, sewing circle, childcare ($45 each/16 activities)	720
personnel for child supervision during 12 sewing classes	780
Early Childhood Specialist - program coordination activities	2,500
Total Grant Request	7,500

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jenny Ocon

Signature 

Title Executive Director

Date 2/21/23

UpValley Family Centers
Community Enrichment Grant Request to City of St. Helena
Ninos Activos/Active Kids
For the period: July 1, 2023 – June 30, 2024

1. **Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.**

   The Niños Activos/Active Kids Project will serve children ages 0-5 and their parents and caregivers through twice weekly bilingual playgroups, providing quality early learning and socialization opportunities at no cost to local residents. This Project ties directly to the City's goal to "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth" with activities designed for the City's youngest residents. As a bilingual playgroup for young children and their parents, the Project ties in to the City's Mission as follows: a) promoting a culture of equity, diversion and inclusion, b) supporting families and the wellbeing of youth, and c) expanding recreational opportunities.

2. **Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.**

   Niños Activos/Active Kids playgroups, offered twice a week with a drop-in format, to provide fun activities that increase early literacy, build kindergarten readiness skills, and reinforce parents' role as their child's first teacher. Over the proposed project year, the grant funds will be used as follows: 1) to enhance the playgroup with special music and movement activities, and 2) to coordinate a sewing group for parents, with childcare. Once per quarter, we will arrange for a guest musician to come to the Niños Activos/Active Kids group for a music and movement activity. The grant will cover materials that support children's engagement in the group activities, and support parents to replicate the activities at home. We will organize two six-week "parent-only sewing sessions" where they will work on special projects while providing an opportunity to connect and build relationships with one another. Onsite childcare will be provided for these parent-only sessions.

3. **Describe the community support for your Project.**

   We partner with Community Resources for Children and their toy lending library, as well as Child Start and the Raising A Reader Program – making those resources available to local families. The St. Helena Presbyterian Church gives us full access

to its "Discovery Room" to run the Active Kids/Niños Activos playgroups. We also partner with the St. Helena Farmer's Market to increase local residents' awareness of and access to fresh fruits and vegetables and the Market as a whole.

4. **Describe who will benefit from this Project and estimate how many people your proposal may impact.**

   The Project will directly reach 15-20 young children and 15 parents, or at least 30-35 St. Helena residents. This Project will improve our community by enhancing underserved kids' readiness for kindergarten, which research shows is an important predictor of later success in school; it's even correlated with higher lifetime earnings. Our playgroups strengthen our community by providing an important connection point for parents and caregivers, the majority of whom are mothers. Our playgroups give these mothers the tools they need to continue fostering their kids' early development at home, and provide a network of peers and facilitators that help them feel more supported in their important role as parents. In addition, our playgroups provide an opportunity parents to connect with other local families, and to learn about additional resources available through UpValley Family Centers.

5. **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.**

   We received funding from Napa County for Medi-Cal outreach, parenting, youth mentoring, case management, and COVID-19 vaccine outreach, totaling $240,000 in FY21 and $320,659 in FY22. City funds will benefit St. Helena residents with early learning services they may not otherwise access due to financial, language, or geographic barriers.

6. **Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.***

   This Project is designed to meet the needs of both Spanish and English speakers, to promote inclusion through activities and interactions that build relationships and foster respect for learning, growth, and understanding. Our staff are bilingual, culturally aware, and trained in early childhood development.

IRS Department of the Treasury
Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021055
BODC: TE

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

004824

Employer Identification Number: 80-0023012
Person to Contact: Gordon Schnur
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021056

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

UPVALLEY
FAMILY CENTERS

UpValley Family Centers of Napa County
FY23 Budget, FY22 Actual -in whole numbers-
FY: Juy 1 to June 30

	FY23 Budget	FY22 Actual
Revenue		
Operating Revenue	4,004,538	3,620,655
Interest and Dividends	40,000	88,388
Realized Gains	0	(13,164)
Total Revenue	4,044,538	3,695,879
Expenditures		
Personnel Expenses	2,669,750	2,447,746
Staff Development	72,405	50,556
Professional Fees	569,835	391,573
Program Expenses	163,507	130,489
Office Expenses	37,912	26,418
Facility and Equipment Expense	204,162	172,378
Misc Expense	72,314	53,865
Emergency Aid	221,401	350,576
Grant to Other Organizations	30,000	25,000
Depreciation and Amortization	3,072	3,073
Total Expenditures	4,044,358	3,651,674
Net Revenue Over Expenditures	180	44,205

UPVALLEY FAMILY CENTERS

UpValley Family Centers of Napa County
List of grant funding received in the last 12 months -in whole numbers
From 2/1/2022 Through 1/31/2023

	Feb 1, 2022 to Jan 31, 2023
Grant Funds	
Foundation	
Napa Valley Vintners Shine	158,000.00
Kaiser Permanente	51,886.17
Napa Valley Community Foundation	221,573.13
United Way Bay Area	157,562.30
Cowell Foundation	100,000.00
Latino Community Foundation	125,924.13
California Wellness Foundation	10,000.00
Gasser Foundation	25,000.00
Auction Napa Valley	500,000.00
Sidney Stern Memorial Trust	2,500.00
Mary Crocker Trust	10,000.00
Corporate	
Queen of the Valley	15,000.00
Adventist Health -St. Helena Hospital	24,583.17
Banks	55,527.47
PG&E	8,136.00
Burbank Housing	15,000.00
Government	
Calistoga Junior Unified School District	237,425.00
City of Calistoga	128,923.37
City of St. Helena	145,000.00
Master Settlement Agreement	119,966.00
First Five	1,444.87
PEI Mental Health Services Act	82,029.11
Medical Administration Activities	13,285.52
St. Helena Unified School District	161,766.38
Napa County Office of Education	51,073.42
California Department of Social Services	69,001.00
Catholic Charities/CalOES	130,588.97
California Family Resources Association	28,750.00
CDBG - City of Calistoga	29,332.94
Napa County Health and Human Services	46,581.02
CDBG - City of St. Helena	31,699.81
CalOES	50,994.00
California Department of Education	76,411.25

ATTACHMENT 24

City of St. Helena Nonprofit Community Enrichment Program Grant Application and Budget FY 2023/24

The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs, projects and services ("Project") must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Please answer the following questions as they apply to your Project.

Applications must be received no later than **February 24, 2023 by 5:00 PM**. Late and incomplete applications will not be accepted.

Organizational Overview

Organization Name:	Wine Country Animal Lovers
Organization Mailing Address:	PO Box 3, Calistoga, CA 94515
Organization Contact Person (Name/Title):	Frances Rainin, Board Member
Organization Contact Email:	info@winecountryanimallovers.org
Organization Contact Telephone:	707.800.5058
Organization Website:	https://winecountryanimallovers.org/
Federal Tax ID Number and Status:	27-1454400, 501(c)3 non-profit
How long has your organization been in operation?	10+ years

Grant Request

Project Name:	St. Helena Spay/Neuter Programs
Address of Project:	St. Helena feral cat colonies
Requested Grant Amount:	$5,250.00
Matching Funds:	$All Time and Labor
TOTAL Project Cost:	$5,250.00

Application Questions - *Please answer the following questions on a separate sheet. Please limit your response to 2 pages.*

1. Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

2. Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

3. Describe the community support for your Project.
    a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project?
    b. What roles are they playing and how collaborative is the Project?
    c. What other support exists for your Project?

4. Describe who will benefit from this Project and estimate how many people your proposal may impact.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

6. Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

*A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities.

We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations.

We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds.

Description	Amount
Humane traps, motion-activated cameras and associated equipment	$1,750.00
Spay/neuter and medical treatment	$3,000.00
Public education, including printed material for events & classrooms	500.00
Dry kibble & canned food used to trap and feed colonies of cats is all donated to	
Total Grant Request	$5,250.00

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Frances Rainin _____ Signature  _____

Title Board Member _____ Date 2/23/23 _____

Wine Country Animal Lovers (WCAL): Spay/Neuter Programs

THE CITY OF ST. HELENA FY 2023-24
COMMUNITY ENRICHMENT GRANT APPLICATION

Describe how your Project ties to the City's Goals, Mission/Vision Statement, and or funding philosophy.

Wine Country Animal Lovers' (WCAL) feline spay and neuter programs (TNR and Up Valley Alter Project) support St. Helena's objectives in multiple ways, including:

1. By offering reduced- and no-cost spay/neuter to lower-income families, we enable them to responsibly own pets, ultimately increasing the quality of life for the diverse range of St. Helena residents.
2. By actively trapping and spaying/neutering strays, we are reducing the number of feral cat colonies in St. Helena. Fewer strays/feral cats help maintain the small-town character and beautiful natural environment.
3. We operate in a deeply inclusive way. We attempt to identify every resident who can provide our animals with a safe, clean and loving foster or permanent home while offering education and support as needed.

Describe your Project including objectives and goals and explain how you will meet these goals within the deadline of June 30, 2024. Please provide a timeline for your Project.

St. Helena has a serious challenge with unaltered cats, both feral and friendly. WCAL works diligently to manage this problem through two spay/neuter programs: a *TNR* trapping program (Trap, Neuter, Return) for feral, unsocialized cats, and our *Up Valley Alter Project* for friendly, owned pets. We need more support to continue these lifesaving programs throughout the year.

In partnership with Napa Humane, WCAL's *Up Valley Alter Project* offers free spay/neuter to local families. We focus on encouraging people not to rehome or abandon unaltered animals. One female cat and her offspring can produce **420,000 kittens in 7 years**. Each litter of unaltered cats given away has the potential to become a massive problem for our community. Like any small town, St. Helena has an education and population control issue. Cats cost an average of $350 to spay. So, a "free" animal isn't really free. Often when families impulsively bring home a pet, they cannot afford to alter that animal, so it goes on to reproduce over and over. We are spreading the word with paper flyers, on social media, and our volunteers attend community events to educate the public. Our team also brings adoptable animals into classrooms to focus on teaching the next generation.

Without WCAL's *TNR* program, the population of St. Helena colonies would have skyrocketed! The best way to slow the number of vulnerable kittens born outdoors and keep the animals in our community healthy and happy is to tackle the root of the problem: unaltered outdoor cats. Feral or unsocialized wild cats are not like house pets. They are easily stressed when confined or in the presence of humans, so we cannot simply put them in a carrier for spay/neuter. Each animal needs to be humanly trapped by dedicated volunteers using specialized equipment. Sometimes this is relatively quick. Other times it can take weeks or months of careful monitoring. Our volunteers have been successfully trapping an average of two cats a week. We drive the cats to Napa Humane for spay/neuter, vaccines, flea treatment and an ear tip. Kittens young enough to be socialized are then placed in WCAL foster homes to be tamed and adopted as friendly house pets. Older cats are returned to their community where WCAL volunteers feed them regularly. They live out their lives with no more reproducing, less fighting, no more spraying to mark territory and a significant reduction in illness.

Timeline: Both projects are active all year round to try and address the cat overpopulation crisis. Winter is the ideal time to spay outdoor cats before they go into heat and begin to reproduce in the spring. All spring and summer we are busy rounding up litters of kittens who all need to be altered before they are placed into homes. Kitten season typically lasts until the temps drop each fall, but with climate change, we are witnessing longer and longer kittens seasons each year.

TNR (Trap Neuter Return) Project Goals: Our goal for the TNR project is to significantly reduce the number of reproductively unaltered feral felines in St. Helena.

Over the past two years, WCAL has spayed and neutered from four feral colonies in St Helena. These include hot spots near St. Helena High School, behind St. Helena Middle School (off St. Andrews Court), the far west side of town and around Vineyard Ave. Our efforts have effectively minimized the number of reproductively viable felines in these locations. We recently learned of a substantial colony at the St Helena tow yard. Our volunteer-run rescue desperately needs funding to curtail this colony and prevent a population explosion. We will also use the funding to employ humane traps to combat additional feral colonies that are identified in St. Helena.

Up Valley Alter Project Goals: Our goal for the Up Valley Alter Project is to increase the awareness of our free spay/neuter program among pet owners in St Helena and sign up as many families as possible. We have multilingual flyers and volunteers willing to help transport kitties to and from Napa Humane.

Describe the community support for your Project. a. What organizations, neighborhood associations, non-profits, residents, etc. are also involved in the Project? b. What roles are they playing and how collaborative is the Project? c. What other support exists for your Project?

Community support for these projects has come from:

A. Napa Humane offers spay/neuter for both owned animals and feral cats
B. Dedicated local volunteers who trap, transport, release and feed cats living in feral colonies
C. Residents who reach out to identify homeless and vulnerable cat colonies
D. Individual donors who provide supplies and funds for cat food, humane traps, urgent medical care above & beyond spay/neuter and ongoing support

Describe who will benefit from this Project and estimate how many people your proposal may impact.

By reducing the number of unaltered, unhealthy outdoor cats in St. Helena, we will enhance the appearance and health of our community, benefitting every one of the over 5,300 citizens. Our programs improve the quality of life for both owned and feral cats in our community, enhancing relationships with the humans around them, decreasing colony sizes and resulting in fewer fights with owned pet cats in the area. According to the American Veterinary Medical Association, 25.4% of all Americans own one or more cats. Thus, this program will directly help the 1,350 or so cat owners in St. Helena.

We will educate hundreds of our citizens by attending community events and providing educational speakers to St. Helena school children, from elementary to high school.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how City of St. Helena funding will specifically benefit St. Helena residents.

WCAL received a similar FY22 grant from the City of Calistoga specifically for their residents and feral cat colonies.

Please describe how your application and your organization incorporates the principles of diversity, equity and inclusion. If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive.*

WCAL lives our values of diversity and inclusion. We are a woman-led organization with disabled and LGBTQ+ representation on our Board of Directors. We strive to help as many low-income families as possible by offering crisis care veterinary assistance to keep pets with their devoted families and providing free spay/neuter. We also offer a Seniors for Seniors program to match senior residents with aging dogs and cats that come with basic expenses (food and veterinary) sponsored by WCAL so that everyone can enjoy the companionship of a pet.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 02 2013

WINE COUNTRY ANIMAL LOVERS INC
C/O STEPHEN FRANQUELIN
2960 FOOTHILL BLVD
CALISTOGA, CA 94515

Employer Identification Number:
27-1454400
DLN:
602185005
Contact Person:
PAUL F CAPPEL II ID# 31665
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 28, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

WINE COUNTRY ANIMAL LOVERS INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

WINE COUNTRY ANIMAL LOVERS INC

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Notice 2011-44. Your effective date of exemption, as shown in the heading of this letter, is the postmark date of your application.

BA20220926722

B1146-7788 10/02/2022 11:40 AM Received by California Secretary of State

STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CA NONPROFIT CORPORATION

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 653-3516

For Office Use Only

-FILED-

File No.: BA20220926722
Date Filed: 10/2/2022

Entity Details

Corporation Name	WINE COUNTRY ANIMAL LOVERS, INC.
Entity No.	3262397
Formed In	CALIFORNIA

Street Address of California Principal Office of Corporation

Street Address of California Office	8 MIRIAM DR CALISTOGA, CA 94515

Mailing Address of Corporation

Mailing Address	P. O. BOX 3 CALISTOGA, CA 94515
Attention	

Officers

Officer Name	Officer Address	Position(s)
ALISSA MCNAIR	8 MIRIAM DR CALISTOGA, CA 94515	Chief Executive Officer
Donna Leverenz	3253 STATE HWY 128 CALISTOGA, CA 94515	Secretary
Wendy Brooks	P. O. BOX 601 CALISTOGA, CA 94515	Chief Financial Officer

Additional Officers

Officer Name	Officer Address	Position	Stated Position
None Entered			

Agent for Service of Process

Agent Name	STEVE FRANQUELIN
Agent Address	2960 FOOTHILL BLVD. CALISTOGA, CA 94515

Email Notifications

Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.

Electronic Signature

☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.

Wendy Brooks — Signature

10/02/2022 — Date

Results Detail

Last statement filed on: 1/7/2013

Corporation		
WINE COUNTRY ANIMAL LOVERS, INC.		
Number: C3262397	**Incorporation Date:**12/2/2009	**Status:**Active
Jurisdiction: CA	**Type:** Domestic Nonprofit	
Address		
2960 FOOTHILL BLVD,		
CALISTOGA, CA 94515-1200		
Agent For Service Of Process		
STEPHEN G FRANQUELIN		
2960 FOOTHILL BLVD,		
CALISTOGA, CA 94515-1200		

Please review this information to determine if you have located the correct corporation. Statements of Information amendment filings are not eligible for electronic filing at this time. The corporation is not yet due to file the required statement; therefore, this filing is considered an amendment and must be filed either by mail or at our public counter in Sacramento. Forms and instructions can be downloaded from our website at http://www.sos.ca.gov/business/corp/corp_soinfo.htm.

Search Results | New Search



2023 Operating Budget - DRAFT PROPOSAL

INCOME SOURCES			
Adoption Fees			$ 15,000
Donations			
CC Cash Back / Rewards			$ 4,000
Corporate Contributions / Matches			$ 2,000
Donation Boxes			$ 3,500
Events (Dine & Donate)			$ 2,500
Facebook & IG Donations			$ 22,000
General			$ 47,000
Grant - Gotelli Family Fund			$ 22,000
Investment Interest			$ 10,000
TOTAL INCOME			**$ 128,000**
EXPENSES			
General Expenses			
Admin Assistant (Wages, Payroll, Ins)	$	(32,000)	
Automobile			
Gas	$	(450)	
Registration	$	(280)	
Repairs & Maintenance	$	(150)	
Bank Charges & Fees (PayPal)	$	(1,000)	
Chamber of Commerce Dues	$	(135)	
Computer Systems			
Google Storage	$	(25)	
GoDaddy Hosting & Domain	$	(100)	
Buzz Software	$	(780)	
Zoom Pro	$	(150)	
Event Fees (VegFest, Celebrate Napa)	$	(300)	
Fundraise Fees (Can Do)	$	(300)	
Liability & Auto Insurance	$	(6,400)	
License, Sec. of State	$	(25)	
Marketing (Merchandise - cups, hats)	$	(2,500)	
Newsletter			
Printing & Postage	$	(2,500)	
Mailchimp, Punch Bowl	$	(500)	
Office Supplies (QuickBooks, Postage)	$	(125)	
PO Box	$	(110)	
Professional Fees			
Dog Training	$	(500)	
Legal	$	(100)	
Tax Preparation	$	(1,900)	
Bookkeeping	$	(600)	
Storage Units	$	(9,500)	
Telephone	$	(975)	
Thank you Gifts	$	(2,500)	
TOTAL GENERAL EXPENSES			**$ (63,905)**
Specific Programs			
Charity Medical	$	(15,000)	
Clearlake Alter Project	$	(8,000)	
Foster Animals			
Medical	$	(70,000)	
Pet Supplies	$	(20,000)	
SPCA Feral Clinic	$	(3,500)	
Upper Valley Alter Project	$	(7,500)	
TOTAL PROGRAM EXPENSES			**$ (124,000)**
NET OPERATING COSTS			**$ (59,905)**

FISCAL YEAR 2023-2024 AND 2024-2025 PRELIMINARY BUDGET FORECAST

BY:

ANIL COMELO, CITY MANAGER

APRIL MITTS, ASSISTANT CITY MANAGER

MANDY KELLOGG, ADMINISTRATIVE SERVICES DIRECTOR

JUNE 13, 2023



AGENDA

- City's Vision and Mission
- Pension Liability
- Budget Assumptions
- Non-Profit Contributions
- General Fund, Water, and Wastewater budgets





Mandy Kellogg, *Administrative Services Director*
Yosselyn Valencia, *Finance Manager*
Martin Beltran, *Senior Management Analyst*
Stephanie Killingsworth, *Senior Accounting Technician*



VISION STATEMENT

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.



MISSION STATEMENT

The City of St. Helena is dedicated to serving its citizens by:

- Promoting a culture of equity, diversity and inclusion
- Supporting thriving families and ensuring the health and wellbeing of our youth
- Ensuring our long-term economic sustainability and focusing on new and diverse sources of revenue
- Preventing, preparing for, and mitigating fire and other local emergencies
- Improving and maintaining City infrastructure
- Updating our water management policies to ensure an adequate water supply
- Responding innovatively to climate change challenges and adopting environmentally sustainable best practices Preserving our historic, small-town, rural character
- Expanding recreational, active transportation and cultural opportunities
- Facilitating innovative, well-designed housing for residents of all backgrounds, ages and income levels
- Encouraging full civic participation and ongoing communication
- Strengthening regional collaboration with other public entities and building partnerships with local service providers and stakeholders

PENSION LIABILITY

Fiscal Year	Required Payments	Discretionary Payments	Unfunded Valuation	% Funded
2019-20	1,015,301	260,224	12,481,104	70.4%
2020-21	907,933	121,213	12,982,001	70.6%
2021-22	1,032,213	405,468	13,677,486	69.7%
2022-23	943,733	360,634	9,402,858	79.4%

**June 30, 2022 Annual Valuation will be released in August 2023.*

REVENUE ALLOCATION

Property Tax Allocation



Sales Tax Allocation



NON-PROFIT GRANT REQUESTS

COMMUNITY ENRICHMENT GRANTS: $20,000 CAP FOR EACH REQUEST AND TOTAL MAXIMUM ALLOCATION OF $120,000

Non-Profit	Descriptions	FY 23/24 Funding Requested	Recommended
Cafeteria Kids Theater	Summer Drama in St. Helena	1,000	1,000
Festival Napa Valley	How I see Music Education Program	16,000	8,000
Friends of the Cameo	Faces of St. Helena	8,500	8,500
Music in the Vineyards	MITV Connects	3,030	3,000
Napa Valley College DAS Foundation	Viva Mariachi! St. Helena	14,353	5,000
Napa Valley Museum	Conservation & Exhibition of Sophie Alstrom Mitchell's Wildflower Watercolors	10,392	-
Our Town St. Helena	Our Town St. Helena Strategic Plan	20,000	-
Rianda House	Visit Me Today	15,000	7,500
St. Helena Cemetery Association	St. Helena Cemetery Chinese Monument Project	12,963	10,000
St. Helena Community Band	St. Helena Community Band Yearly Performances	10,000	10,000
St. Helena Community Garden	St. Helena Community Garden Supplies	2,500	2,500
St. Helena Cooperative Nursery School	St. Helena Cooperative Nursery School	12,000	7,000
St. Helena Farmers' Market	Market Match Program	12,000	9,000
St. Helena Historical Society	Educational Lecture Series and Cemetery Tour	16,479	10,000
St. Helena Housing Coalition, Inc.	Secure Conditional Lease for Housing Civic/Cultural Center on City Property	20,000	-
St. Helena Little League	SHLL Uniforms & Equipment	10,000	5,000
St. Helena Preschool For All	St. Helena Preschool For All Scholarships	20,000	12,000
Sustainable St. Helena	St. Helena Redwood Forest	5,000	5,000
The White Barn	Napa Valley Puppet Festival	8,000	3,000
Upstage Napa Valley	3rd Annual Upstate NV Playwright Festival (Playfest 2023)	9,350	6,000
UpValley Family Centers of Napa County	Ninos Activos / Active Kids | bilingual playgroups	7,500	7,500
Wine Country Animal Lovers	Feline Spay and Neuter Programs	5,250	-
	Totals	***239,317***	***120,000***

EXISTING NON-PROFIT GRANT AGREEMENTS

Non-Profit	FY 23/24 Funding
Boys & Girls Club	30,000
Rianda House	30,000
UpValley Family Centers	30,000
Totals	***90,000***

CHAMBER OF COMMERCE FUNDING

Fiscal Year	Marketing Agreement & Special Events	Holidays	Business Recovery	Total Funding
FY 2024-25*	175,000	-	-	175,000
FY 2023-24*	175,000	-	-	175,000
FY 2022-23	250,000	25,000	50,000	325,000
FY 2021-22	220,500	25,000	100,000	345,500
FY 2020-21	185,000	25,000	25,000	235,000
FY 2019-20	210,000	-	25,000	235,000

*Funding does not include Special Events.

AVERAGE CITY CONTRIBUTIONS TO CHAMBER BY COUNTY

County	Average City Annual Contribution
Marin County	65,071
Solano County	18,875
Sonoma County	59,417
Napa County	222,000

CONTRIBUTIONS FROM NAPA COUNTY CITIES

City	2022-23 City Contribution
American Canyon[1]	50,000
Calistoga	535,000
Napa[2]	0
Yountville	313,643

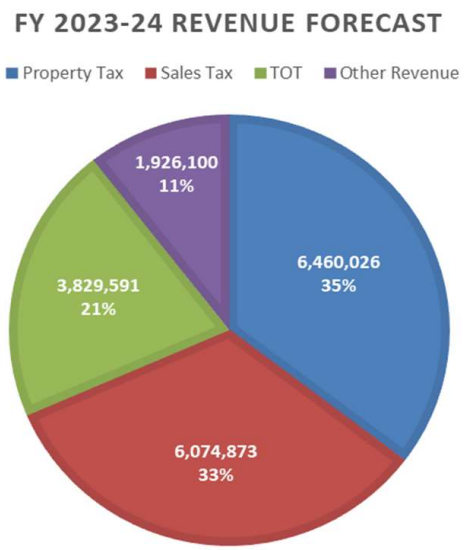
[1] Does not include Marketing
[2] Visit Napa Valley and Do Napa provide Marketing for the City of Napa

GENERAL FUND EXPENDITURES VS. REVENUES

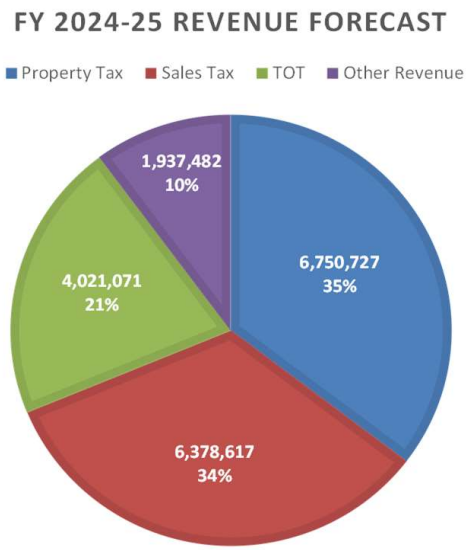
General Fund Budget	FY 2023-24	FY 2024-25
Proposed Revenues	18,274,906	19,087,896
Proposed Expenses	20,101,378	20,002,020
Difference*	(1,826,472)	(914,124)

- Use of Reserves to Balance the Budget

FY 2023-24 AND FY 2024-25 GENERAL FUND REVENUES

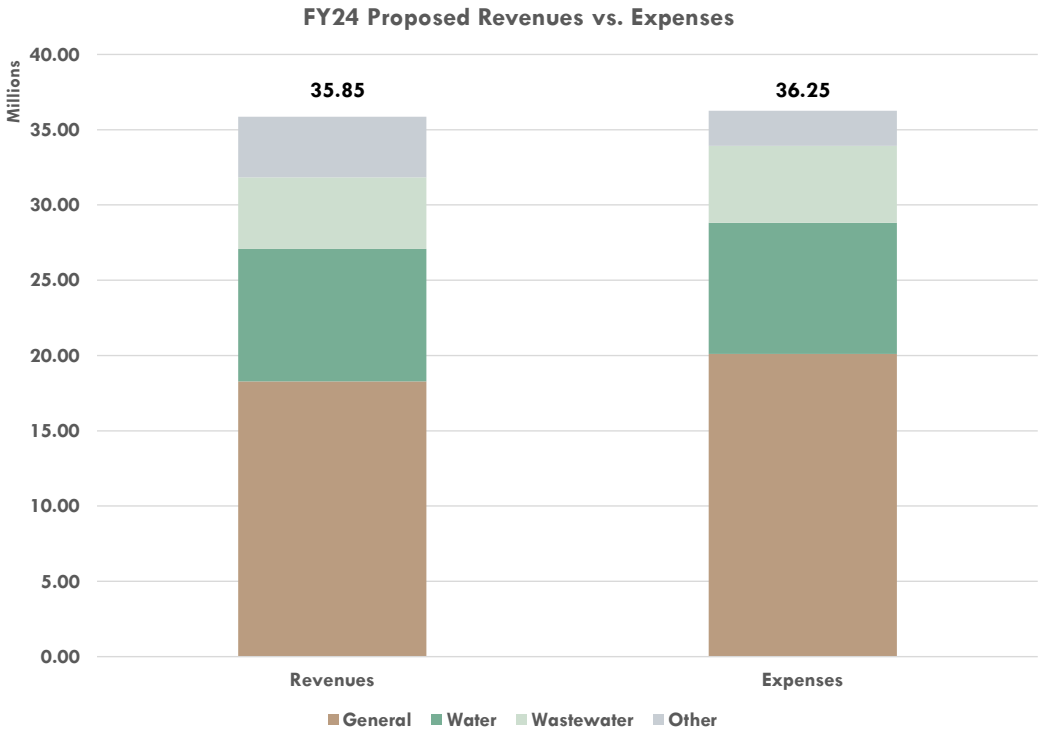


Total Revenues $18,274,906

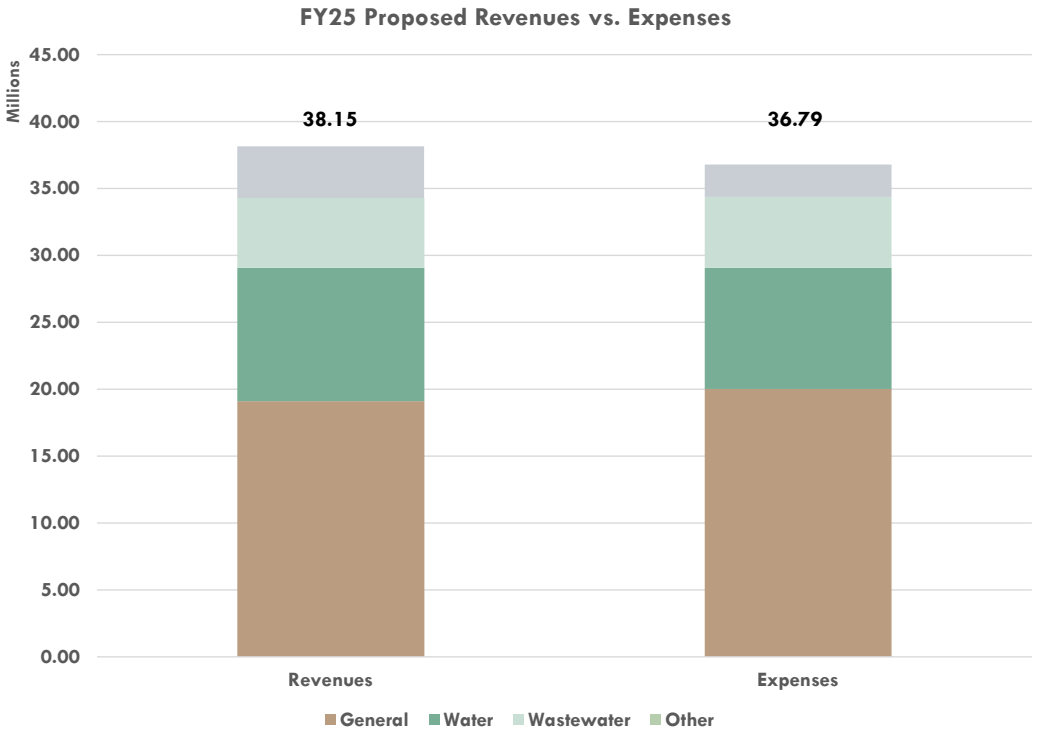


Total Revenues $19,087,896

FY24 PROPOSED OPERATING FUND REVENUE AND EXPENSES



FY25 PROPOSED OPERATING FUND REVENUE AND EXPENSES



GENERAL FUND EXPENSES BY OBJECT CODE

Category	FY 24 Proposed	% of FY24 Budget	FY 25 Proposed	% of FY25 Budget
Salary and Benefits	11,501,996	57.2%	12,081,620	60.4%
Services	5,132,866	25.5%	4,590,036	22.9%
Supplies	652,331	3.2%	595,224	3.0%
Maintenance	980,058	4.9%	848,592	4.2%
Taxes, Ins., & Contrib.	1,011,200	5.0%	1,055,034	5.3%
Capital	121,185	0.6%	127,244	0.6%
Transfers	638,564	3.2%	638,564	3.2%
Debt	63,178	0.3%	65,705	0.3%
TOTAL	***20,101,378***		***20,002,020***	

GENERAL FUND EXPENSES BY DEPARTMENT

Department	FY 24 Proposed	% of FY24 Budget	FY 25 Proposed	% of FY25 Budget
Administration	1,165,382	5.8%	1,137,700	5.7%
Administrative Services	1,058,651	5.3%	1,107,057	5.5%
Attorney	496,000	2.5%	515,840	2.6%
Planning/Building	2,061,826	10.3%	1,262,102	6.3%
Library	1,003,363	5.0%	1,037,699	5.2%
Parks & Recreation	1,113,599	5.5%	1,157,135	5.8%
Fire	2,526,838	12.6%	2,650,505	13.3%
Police	4,127,622	20.5%	4,335,798	21.7%
Public Works	4,342,596	21.6%	4,536,518	22.7%
Non-Department*	1,712,344	8.5%	1,760,682	8.8%
Council	493,157	2.5%	500,984	2.5%
TOTAL	***20,101,378***		***20,002,020***	

FIRE DEPARTMENT PERSONNEL COST INCREASE

Fiscal Year	Total*	% Increase from FY 2016 to FY 2023	Major Events
FY 2016	239,847		Move From Paid Per Call to Part-time Model
FY 2022	1,306,060		Upgrade to Full-time Chief and Added 4 Full-time Firefighters
FY 2023	1,574,688	556.5%	

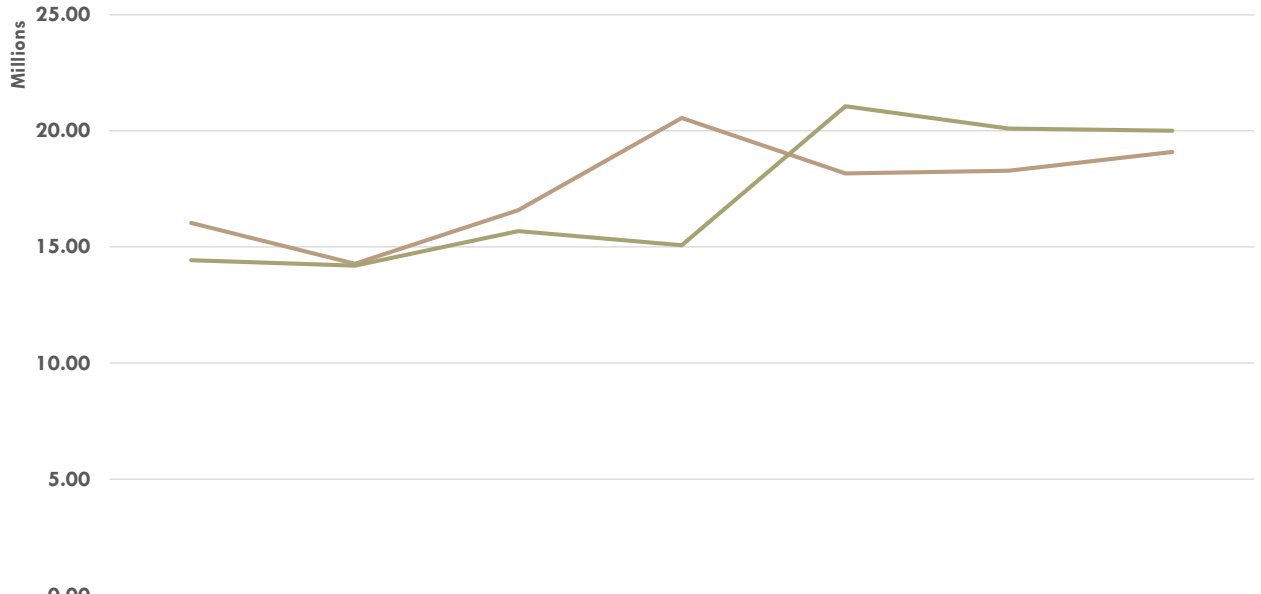
**Excludes Pay for Strike Team Response*

GENERAL FUND BUDGET IMPACTS

Description	Budget Impact
Expense Reduction - 5% Vacancy Factor	(357,244)
Expense Reduction - CalPERS Additional Discretionary Payment	(154,253)
Revenue Reduction - FY24 Excess ERAF Reduction	200,000
Chamber Contract	175,000
Election Expense	30,000
County Climate Action Committee & Initiatives	79,000
Net Budget Impacts	**(27,497)**



GENERAL FUND REVENUES/EXPENSES



	FY 19 Acutal	FY 20 Actual	FY 21 Actual	FY 22 Actual	FY23 Adjusted	FY24 Proposed	FY25 Proposed
Revenues	16,032,990	14,270,828	16,579,357	20,561,585	18,168,514	18,274,906	19,087,896
Expenses	14,430,875	14,191,158	15,675,449	15,071,875	21,057,732	20,101,378	20,002,020

FY 2023-24 GENERAL FUND ESTIMATED NET POSITION

Description	FY24	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/23		12,141,590	
Estimated Revenues @ 6/30/24	18,274,906		
Estimated Expenses @ 6/30/24	(20,101,378)		
Use of Fund Balance		(1,826,472)	
Net Difference		0	
Estimated Unassigned Fund Balance @ 6/30/24		10,315,118	51%
WWTP Contingency (Interfund Loan)	(2,000,000)		
Estimated Unassigned Fund Balance/Net Position		8,315,118	41%

FY 2024-25 GENERAL FUND ESTIMATED NET POSITION

Description	FY25	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/24		10,315,118	
Estimated Revenues @ 6/30/25	19,087,896		
Estimated Expenses @ 6/30/25	(20,002,020)		
Use of Fund Balance		(914,124)	
Net Difference		0	
Estimated Unassigned Fund Balance @ 6/30/25		9,400,994	47%
WWTP Contingency (Interfund Loan)	(2,000,000)		
Estimated Unassigned Fund Balance/Net Position		7,400,994	37%

WATER OPERATING FUND

WATER OPERATING FUND EXPENSES BY OBJECT CODE

Category	FY 24 Proposed	% of FY24 Budget	FY 25 Proposed	% of FY25 Budget
Salary and Benefits	2,255,717	25.9%	2,369,754	29.4%
Services	2,691,284	30.9%	1,798,935	22.3%
Supplies	2,002,970	23.0%	2,083,089	25.9%
Maintenance	342,683	3.9%	356,390	4.4%
Taxes, Ins., & Contrib.	239,877	2.8%	256,668	3.2%
Capital	240,600	2.8%	252,630	3.1%
Debt	940,439	10.8%	939,874	11.7%
TOTAL	***8,713,570***		***8,057341***	

WATER OPERATING FUND EXPENSES BY DEPARTMENT

Department	FY 24 Proposed	% of FY24 Budget	FY 25 Proposed	% of FY25 Budget
Administration	350,138	4.0%	367,868	4.6%
Administrative Services	610,606	7.0%	639,097	7.9%
Attorney	159,500	1.8%	165,880	2.1%
Public Works	6,483,516	74.4%	5,763,630	71.5%
Non-Department*	1,084,234	12.4%	1,094,159	13.6%
Council	25,576	0.3%	26,706	0.3%
TOTAL	***8,713,570***		***8,057,341***	

FY 2023-24 WATER OPERATIONS FUND ESTIMATED NET POSITION

Description	FY24	Fund Balance	Net Position
Estimated Unassigned Fund Balance @ 6/20/23		3,453,679	
Estimated Revenues @ 6/30/24	8,807,303		
Estimated Expenses @ 6/30/24	(8,713,570)		
Excess for Capital Contribution	(93,733)		
Net Difference		0	
Estimated Unassigned Fund Balance @ 6/30/24		3,453,679	39%

FY 2024-25 WATER OPERATIONS FUND ESTIMATED NET POSITION

Description	FY25	Fund Balance	Net Position
Estimated Unassigned Fund Balance @ 6/20/24		3,453,679	
Estimated Revenues @ 6/30/25	9,966,726		
Estimated Expenses @ 6/30/25	(8,057,341)		
Excess for Capital Contribution	(1,909,385)		
Net Difference		0	
Estimated Unassigned Fund Balance @ 6/30/25		3,453,679	35%



WASTEWATER OPERATING FUND

WASTEWATER OPERATING FUND EXPENSES BY OBJECT CODE

Category	FY 24 Proposed	% of FY24 Budget	FY 25 Proposed	% of FY25 Budget
Salary and Benefits	1,682,376	32.9%	1,767,346	35.5%
Services	1,576,998	30.9%	1,321,078	26.5%
Supplies	334,802	6.6%	348,194	7.0%
Maintenance	316,336	6.2%	328,989	6.6%
Taxes, Ins., & Contrib.	205,877	4.0%	220,288	4.4%
Capital	144,300	2.8%	151,515	3.0%
Debt	845,402	16.6%	845,815	17.0%
TOTAL	***5,106,090***		***4,983,225***	

WASTEWATER OPERATING FUND EXPENSES BY DEPARTMENT

Department	FY 24 Proposed	% of FY24 Budget	FY 25 Proposed	% of FY25 Budget
Administration	235,861	4.6%	247,692	5.0%
Administrative Services	472,914	9.3%	494,731	9.9%
Attorney	126,500	2.5%	131,560	2.6%
Public Works	3,246,362	63.6%	3,072,189	61.7%
Non-Department*	998,878	19.6%	1,010,347	20.3%
Council	25,576	0.5%	26,706	0.5%
TOTAL	***5,106,090***		***4,983,225***	

FY 2023-24 WASTEWATER OPERATIONS FUND ESTIMATED NET POSITION

Description	FY24	Fund Balance	Net Position
Estimated Unassigned Fund Balance @ 6/20/23		2,180,289	
Estimated Revenues @ 6/30/24	4,744,521		
Estimated Expenses @ 6/30/24	(5,106,090)		
Use of Fund Balance		(361,569)	
Net Difference		0	
Estimated Unassigned Fund Balance @ 6/30/24		$1,818,720	36%

FY 2024-25 WASTEWATER OPERATIONS FUND ESTIMATED NET POSITION

Description	FY25	Fund Balance	Net Position
Estimated Unassigned Fund Balance @ 6/20/24		1,818,720	
Estimated Revenues @ 6/30/25	5,223,124		
Estimated Expenses @ 6/30/25	(4,983,225)		
Excess for Capital Contribution	(239,899)		
Net Difference		0	
Estimated Unassigned Fund Balance @ 6/30/25		$1,818,720	35%

CAPITAL IMPROVEMENT PROGRAMS

CIP SUMMARY CHART (20 YEARS)

CIP	Total Estimated CIP Years 1-5	Total Estimated CIP 20-year	Estimated Shortfall 20-year
Streets	7,228,420	62,840,013	(28,335,847)
Stormwater	1,465,584	17,318,584	(6,477,001)
Civic	4,765,183	11,154,793	(8,245,280)
Water	32,480,867	57,819,117	(500,000)
Wastewater	23,004,000	28,663,900	(222,000)
TOTAL	***68,944,054***	***177,796,407***	***(43,780,128)***

SERVICES TO COMMUNITY

- Why has the City had difficulty in completing capital projects for several years?

- Why has the City not been able to maintain its facilities and respond to community needs for several years?

The answer is: Lack of resources

- Management Analyst (9 months and 3 attempts)
- Finance Manager (10 months and 3 attempts)
- Police Officer (5 weeks and 0 candidates)

USE OF CONSULTANTS



Need	Firm	Service
Lack of capacity	RGS & OTS	Vacancies in Water and Finance
Absence of expertise	Raftelis	Water Rate Study
Independence	Brown Armstrong Accountancy	Annual Financial Audit Services

Compensation Market Analysis

	% +/- Median	% +/- 75th %tile
SHEA	-12.2%	-19.2%
POA	-21.0%	-30.1%
Mid-Managers/Exec.	-12.4%	-19.4%



REALIGNING OF POSITIONS TO ORGANIZATIONAL NEEDS

Department	Position	Eliminate FTE's	Add FTE's
Reallocations			
Administrative Services	Human Resources Manager	1	-
Public Works Parks & Trees	Parks & Trees Superintendent	-	1
Public Works Administration	Senior Management Analyst	1	-
City Administration	Assistant to the City Manager	-	1
Public Works Administration	Senior Civil Engineer	1	-
Public Works Administration	Project Manager	-	1
Public Works Administration	Assistant Engineer	1	-
Public Works Administration	Engineering Technician	-	1
Total Reallocations		**4**	**4**
New Positions			
Public Works Buildings & Streets	Maintenance Worker I/II	-	1
Total New Positions		-	**1**

EXAMPLES AND IMPACTS OF REALIGNMENT

Total staff FY 2022-23: July 1, 2022 = 92 Employees
June 30, 2023 = 92 Employees

1 position	Management Analyst ($101,372)	Deleted
1 position	Assistant To The CM ($129,258)	Added

Net cost approximately $28,000

1 position	HR Manager ($129,258)	Deleted
1 position	Park and Trees Superintendent ($99,958)	Added

Net cost approximately ($29,000)

Annual Net Cost ($1,000)

IF WE HAD THE MONEY…

Additional revenue and staffing would enable the following:

- Roads & sidewalks would be in better shape
- Public spaces including parks would be better maintained
- Staff can be more responsive and handle requests faster
- Better enforcement of traffic laws
- Reduced reliance on consultants to replace regular employees
- Water & Wastewater infrastructure projects delivered on time

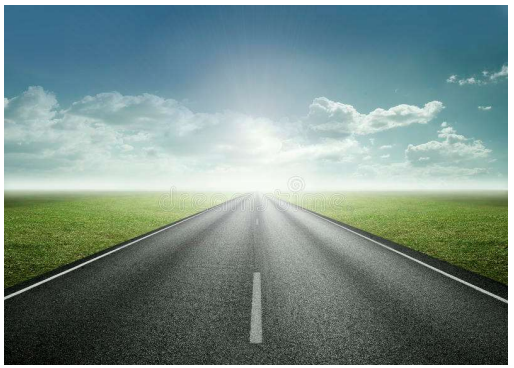
NEW REVENUE

- Incentives to increase number of hotel rooms
- State and Federal Grants
- Sale of City properties
- Potential increase in Short Term Rentals
- Hotel development
- Tax increase (Real Estate Transfer tax, Gross Receipts tax, etc.)



SUMMARY

- Strong reserves and stable revenues
- Zoning Update in final stages
- Wastewater treatment plant almost built
- Completion of Water/Wastewater Rate Study
- Significant investment in road pavement
- Important choices need to be made as a community



COUNCIL DIRECTION TO STAFF

1. Does the Council Approve the Funding Recommendations for the Non-Profit?
2. Does the Council Approve the Funding Recommendation for the Chamber of Commerce?
3. Does the Council Approve the use of reserves as recommended for FY 2023/24 & FY 2024/25?
4. Does the Council want staff to return with a proposal to increase the number of authorized Short-Term Rentals?



QUESTIONS?



City of St. Helena
Pending Operating Budget
Fiscal Year 2023/24 & 2024/25

Mayor | Paul Dohring
Vice Mayor | Eric Hall
Council Member | Anna Chouteau
Council Member | Lester Hardy
Council Member | Billy Summers

www.cityofsthelena.org | 1088 College Avenue | St. Helena, CA 94574

CITY OF ST. HELENA
OPERATING BUDGET
FISCAL YEAR 2023-24 and 2024-25

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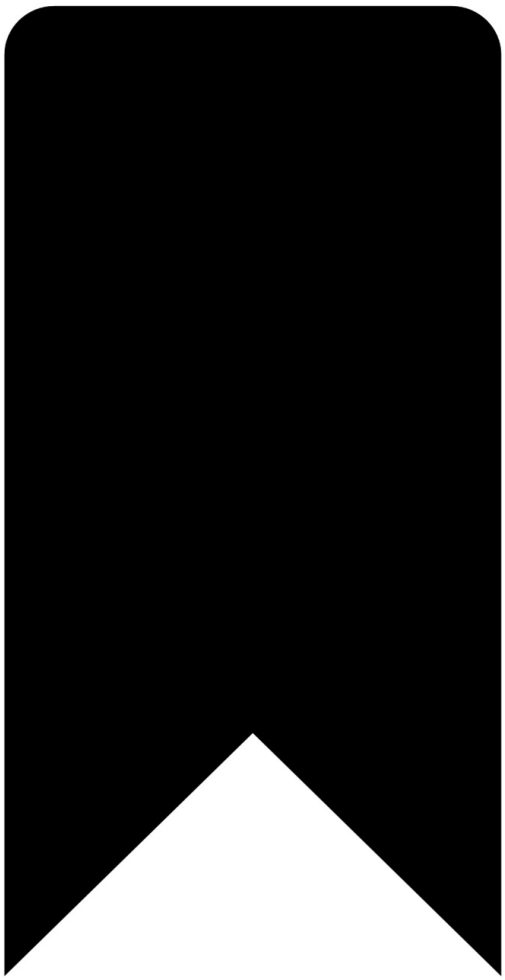
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Introductory Section

City of St. Helena, *California*

Budget for Fiscal Years 2023-24 and 2024-25

CITY COUNCIL



Paul Dohring
Mayor



Eric Hall
Vice Mayor



Anna Chouteau
Council Member



Lester Hardy
Council Member



Billy Summers
Council Member

City of St. Helena, *California*

Budget for Fiscal Years 2023-24 and 2024-25



Anil Comelo
City Manager



Ethan Walsh
City Attorney



Bottom Row Left to Right:
Chris Kreiden, Library Director
April Mitts, Assistant City Manager
Anil Comelo, City Manager
Cindy Tzafopoulos, City Clerk
Chris Hartley, Chief of Police

Top Row Left to Right:
Maya DeRosa, Community Development Director
Dave Jahns, Parks & Recreation Director
Joseph Leach, Director of Public Works
John Sorensen, Fire Chief
Mandy Kellogg, Administrative Services Director

City of St. Helena, *California*

Budget for Fiscal Years 2023-24 and 2024-25

Boards and Commissions

Active Transportation & Sustainability Committee
Leslie Stanton, *Chair*
Jeff Farmer, *Vice Chair*
Glenn Smith
Madelyn Chandler
John Zimmerman

Board of Library Trustees
Terry Wood, *Chair*
David Slaby, *Vice Chair*
Lin Weber
Janet Myers
Alexandra Haslip
Suzanne Roomian
Juliet Valmont

Parks & Recreation Commission
Michelle Deasy, *Chair*
Matthew Demchuk, *Vice Chair*
Tye Taylor
Rebekah Weeman
Doug Boeschen

Planning Commission
John Ponte, *Chair*
Christopher Warner, *Vice-Chair*
Autumn Anderson
Marika Rothfeld
Chad Krsek



City of St. Helena

"We will conduct city affairs on behalf of our citizens using an open and creative process."

Budget Message

Honorable Mayor and Members of the City Council,

I am pleased to present to you the Biennial Operating Budget for Fiscal Years (FY) 2023-24 and FY 2024/25 and the FY 2023/24 Capital Budget for the City of St. Helena. This comprehensive budget for all funds is intended to serve as a policy document, a financial plan, a communications device, and an operations guide. As with the prior year budget, this annual financial plan implements the City Council's goals and strategic priorities for the efficient delivery of community services. Moreover, the City's goals and objectives are aligned with both the City of St. Helena's Vision and Mission.

Long Term View

The City's budget position is strong with strong reserves and stable revenues. St. Helena continues to be a desirable place to work, visit, and live. During the last few years, expenditures have been rising faster than revenues. It is the City's conservative budgetary practices and lower than market compensation increases that have allowed budgets to be balanced. However, the result has been a reduction of investment in the City's roads/sidewalks, water/wastewater infrastructure, staffing, city building and parks, and services in general. It has also resulted in a mismatch between the numbers of staff/skill set required to address the needs of the community. This in turn has impacted the City's ability to make sustained progress on important Capital Improvement Projects (CIP). According to a financial analysis conducted by Baker Tilly in February 2023, the City has an annual deficit of approximately $6.5 million relative to capital needs and staffing. The number assumes the addition of 9 positions and the provision of competitive compensation to City employees. Another impact of non-competitive compensation is that there are several positions vacant at any given point in time. This makes it difficult for staff to address community needs and additionally creates burdens on existing staff. The lack of competitive compensation, estimated to be about 20% below market for most positions (at the 75th percentile), puts the City at a distinct disadvantage to attract and retain talented employees. In addition to staffing/compensation deficit, the City has an estimated $177 million CIP which does not include purchase/building of a City Hall or the creation of new infrastructure to improve circulation/evacuation routes for pedestrians, bikes, and vehicles.

In order to enhance services to the community and address the infrastructure needs, the City will need to find new stable revenue sources. Since the City continues to be attractive to developers of housing and hotels, selling one or more of the City's properties to generate an infusion of funds and/or ongoing revenue may need to be considered. It should be noted that even if a hotel

project is approved immediately, it will not be built for at least 6 years. This means that the City will need to find one or more other revenue sources in the interim. To that end, City Council has directed staff to engage in a variety of actions. These include returning to City Council with a proposal to incentivize existing hotels to increase the number of rooms, and to propose a ballot measure. Based upon initial discussions at the May 23rd City Council meeting, the preferred option for a tax increase appears to be a real estate transfer tax.

Proposed Budget

The proposed General Fund baseline operating budget totals $20.1 million in FY 2023/24 and $20.0 million in FY 2024/25. The FY 2023/24 General Fund budget is a 4.5% decrease over FY 2022/23 adjusted budget, and the FY 2024/25 General Fund budget is a 0.5% decrease over FY 2023/24. In accordance with the direction of the City Council, this budget represents a spending plan that balances providing services to residents, businesses, and visitors within the limits of available resources. The City Council Goals/Priorities adopted on May 9, 2023 were a key consideration during development of this budget.

The Proposed Budget reflects the following City Council priorities:

1. Financial Sustainability
2. Infrastructure and Environmental Sustainability
3. Water Security
4. Community Information and Engagement
5. Quality of Life

The City remained fiscally conservative (both in revenue and expenditures) even through the pandemic, the result is an availability of excess fund balance which is being recommended to be used in both the FY 2023/24 and FY 2024/25 budgets. The utilization of these funds is in accordance with the City Council's adopted Fiscal Policy – P-FI-0016.

Budget Overview

At the conclusion of the FY 2022/23 budget adoption, staff presented the concept of a biennial budget cycle. Biennial budgeting is the practice of preparing and adopting budgets for two-year periods. The central rational for biennial budgeting is that it would improve the efficiency of the budget process. On May 23, 2023, City Council adopted Revision 4 to Financial Policy P-FI-0016 transitioning from an annual budget to a biennial budget. This biennial budget cycle passes a two-year spending plan, but continues to appropriate funds on an annual basis (a "rolling" biennial budget). While the budget approves funds for two years, staff will provide financial reports every six months through mid-year budget reports and a mid-cycle report to update revenues and expenses as necessary. Additionally, the Annual Comprehensive Financial Reports (ACFR) will be completed on an annual basis.

Preparation of the first biennial Operating Budget for FY 2023/24 and FY 2024/25 began in January 2023 and is a culmination of input from the City Council, community, and Executive Staff.

Since the unprecedented shut down of its economies due to COVID-19 in March 2020, the City experienced a swift reaction by consumers and businesses resulting in substantial revenue declines for the City of St. Helena. The national and state response, combined with the uncertainty of how long the presence of the virus will disrupt the U.S. economy, has made, and continues to make, revenue forecasting particularly challenging. During the preceding three years, the City maintained a conservative revenue and expenditure posture which included freezing positions and not funding critical department needs. Conservative expenditures coupled with revenues exceeding expectations, has placed St. Helena in a good financial position.

It must be noted and reiterated that while the City has a strong financial position now, the future has a lot of significant infrastructure and staffing demands as well as a looming recession and will require a modulated approach to address projected deficits and significant budget demands, as noted in the February 28, 2023 Baker Tilly presentation to City Council.

As stated earlier, there are tremendous capital needs and limited/insufficient funding and staffing available to immediately meet these needs. Recognizing the deterioration of the City's assets, the City Council set in motion a series of studies, working committees, and reports to categorize assts, provide cost estimates for replacement/repair, and develop funding strategies for the replacement/repair of assets/infrastructure.

While the City will need to grapple with the ongoing deficit, there are exciting opportunities on the horizon that will improve the City's long-term financial position and will help achieve City Council goals. Opportunities such as:

1. Measure H - This measure allows the City to issue $19 million in General Obligation Bonds which allow critical water, wastewater, recycled water, and stormdrain projects to move forward in an accelerated timeframe and reduce the burden on the General Fund.

2. LMR Development (Farmstead Hotel). The Farmstead Hotel is moving forward and when opened, is anticipated to increase the City's revenues by approximately $1 million in its first full year of operation and approximately $2.2 million annually overtime. Additionally, as part of the project and development agreement, Farmstead will build important stormdrain and street improvements through a cost-share with the City. At this time, the earliest the hotel will be open for business is estimated to be January 2026.

3. The relocation of City Hall and Police Department to the Napa Valley College site, opens the opportunity to sell 1480 Main Street and 1572 Railroad Avenue for socially and economically beneficial purposes. Potential uses include housing, hospitality, and/or retail.

4. Utility Rate Study has been completed and is currently in the Proposition 218 phase. The adopted rates, scheduled to be effective September 2023, will stabilize both the water and wastewater funds while allowing critical projects to move forward.

5. Long Range Financial Plan (LRFP) was presented to City Council on February 28, 2023, and the City Council had committed to explore potential new revenues from a variety of sources. Development of this plan will allow the City to develop a plan to address the infrastructure and staffing levels/compensation to accomplish these needs.

6. Development and Redevelopment potential. Opportunities for suitable new development or redevelopment of existing obsolete properties are abundant and will benefit from City Council and community dialog and agreement in conjunction with the formation of the LRFP.

Below provides a brief summary of the formation of the FY 2023/24 and FY 2024/25 Budget document.

FY 2023-24 & FY 2024-25 Budget Development

During budget development staff was guided by the following considerations:

Alignment with City Council Goals:

1. *Financial Sustainability*
2. *Infrastructure and Environmental Sustainability*
3. *Water Security*
4. *Community Information & Engagement*
5. *Quality of Life*

- Conservative Revenue Assumptions
- Health Care Cost Increases
- Change to Labor Costs, Including One Additional Position
- One-time vs. reoccurring costs

February 24, 2023 - On February 24th the Non-Profit Grant application period ended. City staff received 22 applications for a total of $239,317 in funding requests. Per the Non-Profit Grant Policy, applications were reviewed for completeness and all applications were presented for funding recommendations. The Council working group met on March 24, 2023 to review the requests and made recommendations that align with the overall allocation of $120,000, to be presented to the City Council.

February 28, 2023 - On February 28th City Council received the Long Range Financial Forecast (LRFF) presentation from Baker Tilly. Baker Tilly reviewed the City's LRFF presented on May 22, 2022 baseline model and collaborated with City staff to revise the assumptions on which the current model is based. They then provided a revised forecast based on the new

assumptions. These assumptions are being utilized in building the FY 2023-24 and FY 2024-25 budgets.

Additionally, and based on the updated LRFF, Baker Tilly conducted an independent analysis of the City's revenues and costs of service delivery relative to the General Fund and identified budget strategies, such as revenue enhancements and cost efficiency options, that will support the City's fiscal sustainability efforts to ensure that its operational and long-term capital infrastructure investment needs are funded. The strategies were developed based on a combination of factors, including Baker Tilly's experience and approaches used by other cities throughout California and in other parts of the country as they consider options to address structural deficits. Addressing the ongoing structural deficits will be an ongoing conversation with the City Council as noted above.

April 25, 2023 - Staff presented the FY 2021-22 Audited Financials and the FY 2022-23 Mid-Year Budget Report. The audited financials showed a gain of $5.5 million to the General Fund balance as a result of revenues received compared to actual expenditures. Based on the performance during FY 2021-22 the General Fund Reserves grew to $15 million as of June 30, 2022.

Staff then presented the FY 2022-23 Mid-Year Budget which showed a revenue increase of over $700,000 from the FY 2022-23 Adopted Budget. In addition, there were several unanticipated expenses and Council goal objectives that resulted in an additional expenditure request of $1.52 million, resulting in an overall use of General Fund Reserves in the amount of $2.9 million.

May 9, 2023 - The City Council received a report from each department head on general updates and their specific budget requests for the upcoming fiscal year. General updates included: recent noteworthy accomplishments and activities, current department priorities, department challenges and opportunities, funding requests, non-funded requests, and staffing needs to meet current demands as well as community and Council expectations. Table 1 provides a summary of the total staffing and non-staffing requests presented that evening.

Table 1 - May 9, 2023 Department Head Presentation - FY 2023/24 Budget Requests

Item	# of Positions	Estimated FY 2023/24 Cost Increases
Positions	20	3,135,432
Bring Current Staff to Market		2,521,167
TOTAL ADDITIONAL ANNUAL COSTS - Staffing		*5,656,599*
TOTAL ADDITIONAL BUDGET REQUESTS – Non-Staffing		*3,948,330*
TOTAL FY 2024 ADDITIONAL COSTS – If 100% FUNDED		***9,604,929***

May 23, 2023 – City staff presented the FY 2023/24 Proposed Budget to the City Council for consideration. As noted earlier, this is the first biennial budget being prepared and presented by staff to Council for consideration. In submitting budget requests, department heads have

included most one-time costs in their FY 2023/24 requests and the FY 2024/25 requests were primarily based on nominal escalators. Any additional one-time expenditure requests made by departments beyond what was requested in FY 2023/24 will be brought to City Council during either the mid-year or mid-cycle reports for consideration.

The following is a link to the May 23, 2023 Budget Presentation: May 23, 2023 Proposed Budget Staff Report and Presentation.

Key Points
A few key points regarding the proposed budget are as follows:

- Proposed FY 2023/24 General Fund Revenues is estimated at $18.27 million and is broken down as follows:
    - Property Tax (35%) - $6.46 million
    - Sales Tax (33%) - $6.07 million
    - Transient Occupancy Tax (21%) - $3.83 million
    - Other Revenue (11%) - $1.93 million

- Proposed General Fund Expenses are estimated at $20.1 million, which includes $1.06 million in one-time expenses.

- The City currently has a vacancy rate of approximately 15% Citywide and given the City will not be able to immediately fill all vacant positions for 100% of the fiscal year, staff has included a 5% vacancy rate into the budget.
    - This negative $480,000 reduces the General Fund, Water Enterprise Fund, and Wastewater Enterprise Fund expenditure budget to reflect an amount closer to anticipated actuals.
- The General Fund operating budget for FY 2023/24 has been balanced using $1.8 million in General Fund balance in excess of the 30% reserve policy.
- The Proposed Budget includes $120,000 in Non-Profit Grant Awards as well as and additional $90,000 in grant funding for existing non-profit grant agreements which include: Boys & Girls Club, Rianda House, and UpValley Family Centers in the amount of $30,000 each.
- Although $1.8 million in reserves are being used, there are still several unfunded needs including, but not limited to:

    - Corporation Yard Flood Hazard Mitigation
    - New roadways and bridges
    - Walking trails

- Trailer for the Water Treatment Plant
- Competitive compensation for employees
- Cost of a permanent City Hall

- Consistent with the City Council infrastructure goal, the proposed budget includes freezing 1 FTE as Senior Civil Engineer, funding 1 FTE as Engineering Technician, and adding 1 FTE Public Works Maintenance Worker.

General Information

General Fund Operating Budget

Revenues

Property Taxes – For fiscal year 2023/24 a growth factor of 3.5% has been applied. The growth factor has been applied to the FY 2022/23 adjusted budget, which was budgeted based on historical average. An additional growth factor of 4.5% has been applied to the FY 2024/25 estimated revenue.

Sales Tax and Sales Tax in Lieu – FY 2023/24 estimates for sales tax are based on the most likely model presented by Avenue Insights & Analytics, the City's sales tax consultant and FY 2024/25 estimate includes a growth factor of 5.0%.

Transient Occupancy Tax – FY 2021/22 performance was higher than anticipated, which was a result of increased travel when pandemic restrictions relaxed. However, the surge in occupancy is not sustainable as shown in the estimated actuals for FY 2022/23. Therefore, the City continues to remain cautious in projecting TOT revenues. FY 2023/24 projections were based on a 4% increase from FY 2022/23 estimated actuals. An additional growth factor of 5.0% has been applied to the FY 2024/25 estimated revenue.

Other – Revenues from other revenue sources, including: Building and Planning, Business Licenses, Franchise Taxes, Charges for Services, etc., are projected to remain flat for FY 2023/24 and FY 2024/25.

Expenses

FY24 Proposed Expenses included increases to the following:

- Salaries - Previously approved COLA in the amount of 4.2% and an additional 2% Equity adjustment for positions below 95% of Market Median.
- Benefits - 10% increase in healthcare premiums.

- Public Works Positions - Freezing 1 FTE as Senior Civil Engineer, funding 1 FTE as Engineering Technician, and funding 1 FTE as Maintenance Worker.
- Contracts - Increased contract services to provide necessary engineering support for Capital Improvement projects.
- Maintenance - Increased maintenance costs related to supporting aging infrastructure.
- $1.06 million in one-time expenses

Other Funds
In addition to the General fund, the City Budget includes several other funding sources including Special Revenue Funds, Capital Project Funds, Proprietary Enterprise Funds and Internal Service Funds.

Capital Improvement Plan
The City adopts a 5-year Capital Improvement Program (CIP) to plan and program resources necessary for the acquisition, design, and/or construction of significant City projects. The CIP projects repair or develop community infrastructure or meet community needs, provide facilities to support City operations, and support City Council priorities.

A capital project is considered a one-time expenditure but often the projects take multiple years to deliver and fully fund. While plans are developed for at least a 50year horizon, funding for the projects within the CIP is approved by Council annually as part of the budget project, or project funding can be approved by a separate City Council action when funding adjustments are necessary outside the normal budget cycle approval projects.

The Proposed Budget includes a Capital Improvement Plan for the next five-year period with capital projects totaling $57.02 million. Of this amount, $17.57 million is budgeted in FY 2023/24.

Long Range Financial Forecast
The Long-Range Financial Forecast (LRFF) provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process. The LRFF is a vehicle that peers into the future and makes projections about what is likely to happen given certain assumptions.

Historically a LRFF is prepared by City staff and is presented each year in conjunction with the Annual Budget. On May 31, 2022, the City's Long-Range Financial Forecast (LRFF) was presented to the City Council. As a follow-up/next step to the 2022 LRFF, staff committed to the development of a Long-Range Financial Plan (LRFP). The LRFP is intended to manage the City's financial integrity, including a through a recession, while maintaining the high level of services and providing funding towards critical infrastructure. It is intended to assist in aligning financial capacity with long-term service objectives and will address key financial strategy areas including:

- Ensure adequate funding for designed services

- Manage ongoing operating expenditures
- Provide for pensions and other long-term obligations
- Provide for contingencies
- Provide for capital improvements
- Maintain sufficient cash flow

Long-Range Financial Plan considerations include:

- Staffing and employment costs
- Efficiencies achieved by shared services agreements
- Potential public/private partnerships
- Revenue increases

To that end, on October 25, 2022, City Council authorized a Professional Services Agreement (PSA) with Baker Tilly to: (1) provide an independent review of the existing LRFF; (2) make recommendations to expand the existing LRFF to encompass the City's long-range capital investment needs and address future operational needs; and (3) identify budget strategies, such as revenue enhancements and cost efficiency options, that will support the City's fiscal sustainability efforts to ensure that its operational and long-term capital infrastructure investment needs are funded.

On February 28, 2023, Baker Tilly provided a report to City Council with the following:

1. Review of the May 2022 LRFF with their recommendations to expand the existing forecast to encompass the City's long-range capital investment needs and current and future operations needs; and
2. Identified budget shortfalls in response to compensation, staffing needs, and capital improvement projects; and
3. Identified strategies that could be employed to ensure the long-term solvency of the City.

The following is a link to the February 28, 2023 Budget Presentation: February 28, 2023 Baker Tilly Report

Economic Outlook

The COVID-19 pandemic sent shock waves through the economy and trigged the most severe economic recession in nearly a century and has caused damage to people's health, jobs, and well-being. The lockdown measures enacted succeeded in slowing the spread of the virus and in reducing the death toll but resulted in frozen business activity in many sectors which continues to lead to uncertainty in the future. As restrictions are now removed, the path to economic recovery remains highly volatile and the City forecasted, and is on target, to achieve revenue recovery to pre-recession numbers in FY 2022/23.

Spurred by pandemic-related federal stimulus, the U.S. economy rapidly expanded over the summer of 2020 and has extended through 2021. However, over the last year, evidence has mounted that this rapid economic expansion was unsustainable. Amid record low unemployment and continued global supply chain challenges, businesses have strained to meet surging consumer demand. As a result, consumer prices have risen eight percent over last year more than three times the norm of the last three decades. Efforts to tame inflation are now slowing the economy. Facing rising inflation, the Federal Reserve, tasked with maintaining stable price growth, repeatedly has enacted large interest rate increases through 2022 with the aim of slowing the economy and, in turn, slowing inflation. Higher interest rates dampen economic activity by increasing borrowing costs for home buyers, consumers, and businesses, as well as depressing the value of riskier assets like stocks. The impacts of recent interest rate hikes are apparent in certain areas of the economy; home sales have dropped by one-third, care sales are at the lowest level in over a decade, and stock prices are down 20 percent from recent highs (Source: *The 2023-24 Budget: California's Fiscal Outlook*, November 2022).

While these slowdowns in certain areas of the economy have not yet spread more broadly, similar historical episodes have ended in recessions. The longer inflation persists and the higher the Federal Reserve increases interest rates in response, the greater the risk is to the economy. California has often been at the forefront of the country economically. Now, as fears of a national recession loom, troubles in major industries have hurt California tax revenues, turning the State's $100 billion surplus into a deficit. The State's most-powerful sectors, including supply chain logistics and tech companies, have struggled with high interest rates, investor skittishness, labor issues, and other turmoil. Thousands of Californians have been laid off in the last few months, the cost of living has increased, and we have seen the collapse of Silicon Valley Bank, a key lender to tech start-ups (Source: https://www.nytimes.com/2023/04/11/business/economy/california-economy.html).

While the City of St. Helena is on target to return to pre-pandemic levels this current fiscal year, January 2023 and June 2023 reports given by Dr. Eyler, a Sonoma State University economist and one of Northern California's top economists, anticipates Napa County's economy is unlikely to return to is pre-pandemic growth rate in the next two years as the country grapples with global economic instability and the lingering effects of the COVID-19 pandemic. In January 2023, Dr. Eyler noted the economic environment in Napa County is unlikely to match pre-pandemic levels until after the 2024 election as global and domestic economic issues, such as inflation, are unlikely to fully go away before then.

While leisure travel has been recovering, business travel to Napa County is not projected to reach and exceed pre-pandemic levels until 2025 at the earliest. "The business side is what's killing California in terms of getting back to pre-pandemic levels of visitors," Eyler said. "We just have not had the business demand to come to California." Eyler further noted that the county's wine industry is also expected to continue its rebound, as the demand for premium and luxury wines is expected to slow as worsening economic conditions and a potential recession continue to loom.

"For at least the next five years, the core of Napa County is going to be tourism and wine," Eyler said. "It's really developed a global brand and you all need to make sure that the county continues to see that as a thriving set of industries."

At the North Bay Business Journal Economic Outlook Summit 2023 held on June 1, 2023, the North Bay Business Journal noted, "If you're wondering if a national recession is around the corner, the answer is most likely no"; however, it was noted by Dr. Eyler that this is not grounds to celebrate too quickly with two main factors planning into that forecast, "One is a lower level of labor productivity, which is starting to become a small concern for some economists who look at the future," he said. "And the second is going to be relatively high inflation that's going to linger." (Source: https://www.northbaybusinessjournal.com/article/industrynews/recession-on-the-horizon-no-but-dont-look-for-an-economic-recovery-anyti/

On the housing front, Eyler said interest rates will either plateau or come down over the next year, depending on what the Federal Reserve will do next. Despite what the Federal Reserve does, housing will remain a central policy issue. Looking at commercial real estate the outlook is mixed for the North Bay. A lot of construction is not expected, prices are rising a bit and vacancies are going down, but not by much. The bigger question will be how workplace trends around remote working impact lease renewals, which remains to be seen.

As noted earlier in the Budget Message, there are real economic uncertainties and while the City has a healthy financial position now, the future has a lot of significant infrastructure and staffing demands as well as an impending recession and will continue to require a conservative and strong strategic plan and approach to solve projected deficits and significant budget demands.

Acknowledgements

Preparing the City's annual financial plan is a shared effort involving community residents, the time and talents of City employees, and City Council leadership who play a critical role in establishing and prioritizing organizational goals and objectives.

As in previous years, the FY 2023/24 budget was an exercise in discipline by both the City Council and staff. During the past year both good direction and policy establishment by the City Council laid the groundwork for this budget document. While difficult, prudent financial actions at the beginning of COVID have allowed the City to maintain a healthy General Fund balance. The sacrifices by staff, Council, and the residents of St. Helena have been significant and meaningful. Concessions by staff in FY 2020/21, freezing of positions, and cautious financial planning allowed the City to emerge in a positive financial condition and has resulted in the substantial fund balance we have today.

Finally, I want to express my sincere gratitude to the following: City Council for their leadership, policy direction, and support in the budgeting process; City department heads for their patience and understanding when tough cuts had to be made or when resources could not be provided;

and a HUGE thank you to Administrative Services Director Mandy Kellogg for the hard work and insane amount of hours it took in the formation of this document. Thanks also to Assistant City Manager, Dr. April Mitts and Finance Manager, Yosselyn Valencia, and Finance staff including Stephanie Killingsworth, and Martin Beltran for their assistance in performing analysis, and preparing the budget related documents.

Respectfully submitted,



Anil Comelo
City Manager

READERS GUIDE TO THE BUDGET

The purpose of the City of St. Helena's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the next two fiscal years. It also represents the official organization plan by which City policies, priorities, and programs are implemented. It provides a means to communicate to the residents, businesses, and employees how the City's financial resources are used to provide services to the community. The budget includes both the operating costs to manage the City and the Capital Improvement Projects (CIP) that the City plans to undertake during the next five fiscal years.

A BRIEF OVERVIEW

Location

The City of St. Helena is located in the center of heart of the Napa Valley, 65 miles north of San Francisco. St. Helena is bisected by the Sulphur and York Creeks that are year-round tributaries of the Napa River, which lies along the eastern border of the City. St. Helena is also bounded to the wet and east by the Howell and Mayacamas Mountains, respectively. St. Helena serves as the regional economic and social anchor for the nearby unincorporated communities of Angwin and Deer Park as well as a commercial development near the intersection of Zinfandel Lane and State Highway 29.

History

The community of St. Helena began developing into a commercial center for nearby farmers and ranchers in the 1830s as a result of a land grant from Mexico to General Mariano Vallejo. By the 1860s, the Napa Valley Railroad Company, precursor to future branches of the Central Pacific Railroad and Southern Pacific Railroad Companies, was extended north from Napa to include stops in Yountville, Oakville, Rutherford, and St. Helena. The arrival of the railroad coincided with the expansion of St. Helena's commercial base as nearby vineyards began to flourish leading to the creation of a business district along Main Street.

St. Helena's emergence as a commercial center in the Napa Valley led to its incorporation as a City on March 24, 1876 and reincorporated on May 14, 1889. St. Helena's incorporation was the first in Napa County and helped facilitate continued commercial and residential growth in the City over the next several decades.

Growth and development in St. Helena became stagnant beginning in the 1920s following the enactment of Prohibition. In 1930, the United States Census estimated St. Helena' population at 1,582. St. Helena's population grew modestly over the next few decades reaching 3,193 by 1970. It was between 1970 and 1980 when St. Helena experienced its most significant period of growth as its population increased by over half to 4,898 by 1980. According to United States Census Bureau reports, the population is estimated to be 6,105.

The City from its inception has served as a rural agricultural center and, over the years, has become an important business center for the wine industry. As a result of the thriving wine industry, and the area's scenic qualities, the City receives many visitors each year. The City strives

embrace and maintain its historic, small-town character, beautiful national environment, and high quality of life.

Demographics

According to the U.S. Census Bureau, the City of St. Helena has an estimated population of 5,196 people and covers approximately 5 square miles. St. Helena is 80.9% White alone, 23.6% Hispanic or Latino, 0.7% Black or African American, 2.0% Asian, and 5.5% Two or More Races. The median home price in St. Helena is $1.4 with 67.0% of housing being owner occupied.

Local Economy

The City's local economy is primarily driven by the wine industry and, in Napa County, the hospitality industry ranks as the top employer. As the economy continues to recover from the COVID-19 pandemic, Napa County currently benefited by shifting tourism marketing early in 2021 to attract back travelers from the Bay Area and California who could not yet travel internationally. In part, this is what helped Wine Country to more quickly overcome double-digit percentage losses in jobs over the pandemic. According to the U.S. Bureau of Labor Statistics, Napa County had an unemployment rate of 3.6% in April 2023, as compared to a 2.7% unemployment rate the previous year (April 2022). Comparatively, California has an unemployment rate of 4.5%, and 3.4% for the nation for the same period.

St. Helena's largest sales tax drivers are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT) which typically accounts for 89% of all General Fund revenues. The top ten principal property tax payers are: Treasury Wine Estates, Spring Mountain Hotel LLC, Sutter Home, Palmer City-Core, C. Mondavi and Sons, Realty Income Properties, Schoendorf, Joseph & Nancy, Castellucci, Antonio and Rita (2 properties).

Sales tax receipts are divided into 6 categories and noted below.

General Retail	Food Products	Construction
Clothing	Restaurants	Bldg. Materials
Furniture	Food Markets	
Appliances	Liquor Stores	Business to Business
Drug Store	Wineries	Office Equipment
Florist	Tasting Rooms	Business Services
Misc. Retail		Chemical Products
	Transportation	Heavy/Light Industry
Miscellaneous	Auto Parts	Leasing
Health	Auto Sales	
Government	Service Stations	

Historically Food Products has been the driver for sales tax followed by General Retail, Construction, Transportation, Business to Business, and Miscellaneous. The top 25 sales tax generators as of June 30, 2022 (in alphabetical order) are:

Brown's Auto Parts
Caldwell-Snyder
Central Valley Builders Supply
Charles Krug Winery
Elyse Walker
Farmstead Restaurant
Goose & Gander
Gott's Roadside
Harlan Estate Winery
Harold Smith and Son
Harvest Table
Los Alcobas
Martin Design
Merryvale Vineyards
Napa Valley AG Supply
Napa Valley Petroleum
One True Vine
Safeway Stores
Sager Ford
Steve's Hardware
Sunshine Foods
The Charter Oak Restaurant
Tra Vigne Restaurant
Tre Posti Catering
Treasury Wine Estates

FORM OF GOVERNMENT

The City is a General Law city and operates under the Council-Manager form of government. Decision-making authority under this system is equally distributed among a five-member City Council that includes a directly elected mayor. Elections are conducted by general vote; the Mayor serves a two-year term while the four Council Members serve staggered four-year terms. Key duties of the City Council include making policies, adopting an annual budget, enacting ordinances, appointing committee members, and hiring the City Manager.

The St. Helena City Council meetings are conducted on the second and fourth Tuesdays of each month beginning at 6:00 p.m. and are typically held in the Vintage Hall Board Room at the St. Helena High School, located at 465 Main Street. However, due to COVID-19 all meetings have been held virtually since March 2020 via Zoom. Whether in person or via Zoom, meetings are open to the public and are also broadcast on local public access television. Council agendas and minutes are posted at City Hall, 1088 College Avenue, and are made available on the City's website, www.cityofsthelena.org.

BUDGET ORGANIZATION

As indicated in the Table of Contents, the City of St. Helena's budget document consists of several sections. A corresponding title page divides each section.

Introductory Section

City Council, Administrative Team, and Boards/Commissions/Committees provides a summary of the City Council members executive staff, and lists the various Boards, Commissions, and Committees in St. Helena.

READERS GUIDE TO THE BUDGET

The City Manager's Budget Message to the City Council highlights key priorities and issues for the upcoming budget year as well as provides an overview of significant budgetary items and trends for the City as a whole.

Budget Adoption Resolution provides a copy of the budget resolution adopting the FY 2023-24 and 2024-25 Operations Budget.

The Reader's Guide to the Budget provides the reader with a brief overview and introduction to the City of St. Helena as well as an explanation on how to understand, read, and use this Budget document.

Fund Balance Summary provides an easy-to-read overview of the City's expenditures/expenses and revenues for each of the City's funds.

Schedule of Transfers provides a summary of all transfers authorized in the adopted budget by fund.

Description of Revenue Sources provides five-year historical trends for the General Fund and Enterprise Funds.

Allocation of City Positions provides a summary of staffing positions by department.

Organization Chart provides a summary of the organization of the City as a whole.

General Fund provides an overview of General Fund revenues and expenditures, five-year historical data for each General Fund funding source, General Fund expenditure summary by department, and a summary of the net position for the General Fund.

Administrative Departments provides details on the City Council, City Administration (City Manager and City Clerk), Administrative Services (Finance, Human Resources, and Information Technology), Attorney, Planning, and Non-Departmental budgets.

Community Services provides details on the Library and Parks & Recreation budgets.

Public Safety provides details on the Fire and Police budgets.

Public Works provides details on the Public Works Administration, Government Buildings, Storm Drains, Streets, Trees, Parks, and City Garage budgets.

Water Fund provides details on the Water Distribution and Water Treatment budgets.

Wastewater Fund provides details on the Wastewater Collection and Wastewater Treatment budgets.

Capital Improvement Plan (CIP) provides a summary of the City Council adopted 5-year CIP. The CIP functions as a budgeting and planning tool which supports actual appropriates that are made through the budget adoption process. The City's FY 2023-24 and 2024-25 CIP consists of 48 projects in five divisions totaling approximately $30.36 million. Majority of the total CIP budget is for the Wastewater Treatment Plant Upgrade Project (CIP S-52) and Water CIP projects that were included in the recently completed Water and Wastewater Rate Study.

Other Funds provides a summary of the debt service funds, permanent funds, and special revenue funds.

Appendix provides supplementary information including City Financial Policies, City Council Goals and Work Plan, City's Vision and Mission Statements, a summary of Budget increases from the prior fiscal year and their relation to City Council Goals, and the City's "add back" is for City Council prioritization if additional General Fund resources become available.

BUDGET IMPLEMENTATION, TRANSFERS, AND CONTROL

Upon adoption of the budget by the City Council, the responsibility of implementing each department's budget lies with each Department Head, with oversight by the Director of Finance and ultimate responsibility resting with the City Manager. Department Heads are expected to operate their departments within the appropriations established in the budget.

This budget is arranged by department, fund, and function. The level of budgetary control is established at the fund level. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefor may modify this policy at any time. The total appropriations in any fund may not be increase except by the City Council.

All changes in appropriations will be authorized on a "Budget Adjustment Form" and all increases in appropriations will be authorized by Council. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the St. Helena Municipal Code.

The budget is reviewed and presented to City Council on a quarterly basis with a more extensive mid-year budget review. During the quarterly budget review by City Council, consideration is given to necessary adjustments for new programs, projects, and other adjustments to ensure that expenditures and revenues are in line with the budgeted projections.

READERS GUIDE TO THE BUDGET

A carefully designed system of internal accounting and budgetary controls is used to ensure that revenues and expenditures/expenses are tracked and used as intended. These controls are designed to provide reasonable, but not necessarily absolute, assurance with respect to the reliability of financial and budgetary records for use in the preparation of financial statements, as well as accountability for all City assets. At the end of each fiscal year-end, all operating budget appropriations lapse. City Council adopted finance policies can be accessed at: https://www.cityofsthelena.org/bc-citycouncil/page/council-adopted-policies.

BUDGETARY BASIS OF ACCOUNTING

The City of St. Helena's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP), using the modified accrual basis of accounting. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current fiscal period, while expenditures are recognized in the accounting period in which the liability is incurred. Budgets for proprietary funds are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred. Each of the City's funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenue, and expenditures/expenses. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The General Fund accounts for all the general revenue of the City not specifically levied or collected for other City funds and for expenditures related to rendering the general services provided by the City. Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for a particular purpose. The Capital Improvement Project Funds are used to account for the acquisition or construction and improvement of major capital projects. Internal Service Funds (Garage Fund) are used to account for the financing of services provided by one department to other departments of the government, on a cost reimbursement basis. Enterprise Funds (Water and Wastewater) are used to account for revenues and expenses related specifically to those enterprises. The budget is prepared on a line-item basis by department and fund.

FINANCIAL REPORTS – Top 4

Comprehensive Annual Financial Report: The Comprehensive Annual Financial Report is a detailed report that covers the financial statements for the City prepared by an independent auditor in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). The CAFR utilizes the same basis of accounting, modified accrual for the General Funds and full accrual for proprietary funds, as the annual budgeting document. The Comprehensive Annual Financial Report consists of three sections: Introductory, Financial, and Statistical. The Introductory section orients and guides the

reader through the report. The Financial section presents the City's basic financial statements as well as notes to the statements and the independent auditor's report. The Statistical section provides additional financial and statistical data, including data about financial trends that may better inform the reader about the City's activities. The City received the prestigious "Certificate of Achievement for Excellence in Financial Reporting" award presented by GFOA for the FY 2018-19 Comprehensive Annual Financial Report.

Long Range Financial Forecast (LRFF): The LRFF is prepared annually and provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.

Popular Annual Financial Report (PAFR): The PAFR extracts information from the CAFR to produce a high-quality report specifically designed to be readily accessible and easily understandable to the general public and other parties without a background in public finance. The City received the "Award for Outstanding Achievement in Popular Annual Financial Reporting" presented by GFOA for the FY 2019-20 Comprehensive Annual Financial Report.

Three-Year Goals and Work Plan: The City's three-year goals and work plan is a detailed planning document developed as a blueprint for the City's future. The plan defines the City Council's goals and defines a specific work plan to achieve each goal. The goals and work plan are updated and published periodically.

All financial reports can be found on the City's website at:
https://www.cityofsthelena.org/finance/page/financial-reports.

GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services received.
ACCRUAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered to spent during a specified period.
AMORITIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATIONS	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes.[1]
ASSET	Resources owned or held by a government which have monetary value.
ASSESSED VALUATION	Official government value placed upon real estate or other property as a basis for levying taxes.
BOND	A written promise to pay a specific amount of money at a specific date in the future together with a periodic interest as a special rate. Two types are used: General Obligation and Revenue.
BOND INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.
BUDGET AMENDMENT	A procedure authorized by some City Councils that allows Department Heads to make adjustments to expenditures within their own department and allow the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. **Note:** City Council approval is always required for additional appropriations from a fund balance or new revenues sources.

[1] "Appropriations subject to limitation," for purposes of each agency's Gann limit, means "any authorization to expend during a fiscal years the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency." Cal. Const. Art. XIIIB, section 8(b).

READERS GUIDE TO THE BUDGET

BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL EXPENDITURE	The amounts spent for assets that will be used for more than one year. See CAPITAL IMPROVEMENT PROGRAM AND CAPITALIZATION THRESHOLD.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE	The payment of principal and interest on borrowed funds such as bonds.
DEBT SERVICE FUND	A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. Borrowing long-term for operational or short-term capital needs is not advised.[2]
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not then available for other transactions.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.
EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
FIDUCIARY FUNDS	Trust and Agency funds.

[2] Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine; and the lease purchase agreement.

FISCAL POLICY	A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of St. Helena begins with July 1, and ends with June 30 of the designated fiscal year (i.e., FY 2019-20 ends on June 30, 2020).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery, and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities or balances, and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the replacement of bonds. These bonds are secured by the General Fund of the City.
GOVERNMENTAL FUNDS	General, Special Revenue, Debt Service, and Capital Projects funds.
GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
LEASE PURCHASE	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.

READERS GUIDE TO THE BUDGET

ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.
REVENUES	Total amount of income received, earned, or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one fund to another ideally for work on services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

READERS GUIDE TO THE BUDGET

ACRONYMS

AV	Audio Visual
AWWA	American Water Works Association
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIP	Capital Improvement Project
CLA	California Library Association
CLETS	California Law Enforcement Telecommunications System
CLSA	California Library Services Act
COPS	Citizen's Options for Public Safety
CSL	California State Library
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Abuse Resistance Education
DBP	Disinfection By-Products
DMV	Department of Motor Vehicles
DPW	Department of Public Works
EAP	Employee Assistance Program
EIR	Environmental Impact Review

EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Education Review Augmentation Fund
FEMA	Federal Emergency Management Agency
FF	Firefighter
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GO	General Obligation
HDPE	High-Density Polyethylene Pipe
HSP	High Service Pump
HVAC	Heating & Air Conditioning
ICMA	International City/County Management Association
IT	Information Technology
LAFCO	Local Agency Formation Commission
LSWTP	Louis Stralla Water Treatment Plant
MDC	Mobile Data Center
MGD	Million Gallons per Day
MSD	Metropolitan Sewer District
MTC	Metropolitan Transportation Commission

NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency
NFPA	National Fire Protection Association
NLS	Northnet Library System
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
OES	Office of Emergency Services
PERS	Public Employees Retirement System
PLF	Public Library Foundation
POF	Police Officers Foundation
REMIF	Redwood Empire Municipal Insurance Fund
RIMS	Records Integrated Management System
RLS	Robert Louis Stevenson Middle School
RWQCB	Regional Water Quality Control Board
SBW	Stonebridge Well
SCADA	Supervising Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SNAP	Solano & Napa Partners
SWRCB	State Water Resource Control Board
TID	Tourism Improvement District
TOT	Transient Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant

READERS GUIDE TO THE BUDGET

Funds

101 *GENERAL FUND*: The primary reporting vehicle for current government revenues and operations, this fund accounts for all financial resources not required by law or City Council actions to be accounted for in another fund.

209 *HOME GRANT:* This fund is used for expenditures and grant reimbursements through the HOME Investments Partnership Program from the State of California Department of Housing and Community Development for owner-occupied residential rehabilitation program to assist low-income homeowners who's primary residences are in need of repairs. This program is referred to as the, "HOME Grant." The City of St. Helena has an agreement with the Housing Authority of the City of Napa for the administration of this grant.

211 ENVIRONMENTAL PROTECTION AGENCY GRANT (EPAG): This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

212 DEPARTMENT OF HOMELAND SECURITY (DHSG): This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

213 *GANG VIOLENCE SUPRESSION GRANT:* This fund is used for expenditures and grant reimbursements for gang violence suppression.

216 *PUBLIC SAFETY IMPACT FEES*: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

218 *PUBLIC LIBRARY FOUNDATION*: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

219 *CLSA LIBRARY RESTORATION:* This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

222 *PARK DEVELOPMENT:* A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

223 *SKATE PARK LIGHTING*: This fund is used to account for donations and is used to fund the expenses incurred in maintaining the Skate Park lights.

***224 PUBLIC SAFETY (COPS)*:** A special revenue fund used to account for transactions related to supporting front line police officers.

225 *STATE GAS TAX 2105*: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

226 *STATE GAS TAX 2106*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

227 *STATE GAS TAX 2107*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

228 *STATE GAS TAX 2107.5*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

229 *STATE GAS TAX 2103*: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the “fuel tax swap of 2010.” Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

230 *RMRA:* Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

235 *MEASURE A:* This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

237 *EMERGENCY FLOOD RELIEF:* This fund is for allocations for disaster assistance relating to flood damage.

238 *TRAINING DEVELOPMENT*: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

240 *MEASURE T*: At the General Election held on November 6, 2012, the voters of Napa County approved a ½-cent sales tax increase known as Measure T, which was implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including, but not limited to: sidewalks, curbs and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

241 *MEASURE T CLASS I TRAILS*: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countywide Bicycle Plan.

277 *PROP 56 GRANT*: This fund is used to account for expenditures and reimbursements related to the Tobacco Grant Program, which provides funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products to minors.

278 *BSCC GRANT*: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

279 *ASSET FORFEITURE*: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

280 *COMMUNITY ACTIVITY FUND*: This fund is used to account for donations received to be used towards youth community activities within the community**.** Activities include the Teen Center. Beginning in FY 2019, this fund is no longer active and activity is accounted for in the General Fund Recreation budget.

283 *TREE CITY USA*: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

286 *BOCCE BALL LEAGUE:* This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

287 *HARVEST FESTIVAL*: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

288 *FOURTH OF JULY*: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

289 *RECREATION PROGRAMS*: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director. Beginning in FY 2021, this fund is no longer active and activity is accounted for in the General Fund Recreation budget.

290 *TOURISM IMPROVEMENT DISTRICT (TID)*: The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

291 *SB-1186 STATE FEES:* Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewal fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

295 *N.O.A.A.:* This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

329 *STABO TRUST:* This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

375 *MADELINE MURRAY TRUST FUND:* The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

380 *FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY*: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

381 *RYAN LIBRARY TRUST*: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

READERS GUIDE TO THE BUDGET

382 *MARTIN ESTATE TRUST*: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

384 *TWEED TRUST – ENHANCEMENT DISTRIBUTION:* A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This fund is the expendable annual 4% distribution from the Tweed Enhancement Account of the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building. All funding requests are approved by the Library Board of Trustees and the City Council.

420 *FIRE STATION BONDS*: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

443 *SOUTH S.H. DRAINAGE ASSESSMENT*: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

561 *WATER ENTERPRISE*: This fund is used to account for the costs of providing water services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

571 *SEWER ENTERPRISE*: This fund is used to account for the costs of providing sewer services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

582 *CITY GARAGE*: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

592 *EQUIPMENT REPLACEMENT*: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

593 *FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT*: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

700 *FLOOD CONTROL CAPITAL RESERVE:* his fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

713 *CIVIC IMPACT*: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

733 *CIVIC CIP:* This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

734 *PARK IMPACT*: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

740 *TRAFFIC MITIGATION IMPACT*: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

741 *STREETS CIP:* This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

742 *STORM DRAIN IMPROVEMENT*: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

744 *HOUSING IMPACT FEES*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City. Beginning in FY 2019, this fund is no longer active and activity is accounted for in Fund 751 Affordable Housing.

745 *PARKING IN-LIEU*: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

751 *AFFORDABLE HOUSING*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

752: *MEASURE E*: Measure E went into effect on January 1, 2019, increasing the Transient Occupancy Tax from 12 to 13 percent to fund workforce housing. The additional 1% is placed in this fund and all revenues are restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve, and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

763 *WATER CIP:* This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

764 *WATER IMPACT*: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

773 *WASTEWATER CIP:* This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

774 *WASTEWATER IMPACT*: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2023/2024

	ESTIMATED 6/30/2023 FUND BALANCE*	ADOPTED 2024 REVENUES	ADOPTED 2024 EXPENDITURES	PROJECTED 6/30/2024 ENDING BALANCE*
FUND 101, GENERAL FUND	12,141,590	18,274,906		
Non-Departmental			1,712,344	
City Council			493,157	
City Manager/Clerk			1,165,382	
Finance/Human Resources/IT			1,058,651	
City Attorney			496,000	
Planning/Building			2,061,826	
Library			1,003,363	
Recreation			1,113,599	
Fire			2,526,838	
Police			4,127,622	
Public Works			4,342,596	
TOTAL GENERAL FUND	**$ 12,141,590**	**$ 18,274,906**	**$ 20,101,378**	**$ 10,315,118**
OTHER FUNDS				
Fund 209, HOME Grant	616,101	250,050	25,000	841,151
Fund 212, Department of Homeland Security	327	400	-	727
Fund 213, Gang Violence Suppression Grant	280	5	-	285
Fund 216, Public Safety Impact Fees	645,889	29,500	-	675,389
Fund 218, Public Library Foundation	1,308	-	1,300	8
Fund 219, CLSA Library Restoration	1,891	5	1,350	546
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	314,101	151,550	145,900	319,751
Fund 225, State Gas Tax 2105	2,786	35,839	35,789	2,836
Fund 226, State Gas Tax 2106	39,310	21,343	21,293	39,360
Fund 227, State Gas Tax 2107	8,423	45,487	12,500	41,410
Fund 228, State Gas Tax 2107.5	10,694	2,050	2,000	10,744
Fund 229, State Gas Tax 2103	107,877	54,545	54,045	108,377
Fund 230, Road Maint & Rehab Account	2,015	135,274	134,824	2,465
Fund 235, Measure A	43,550	100	15,000	28,650
Fund 237, Emergency Flood Relief	177,539	1,800	-	179,339
Fund 238, Training Development	19,851	8,200	8,000	20,051
Fund 240, Measure T	3,450,242	1,660,000	2,914,300	2,195,942
Fund 241, Measure T Class 1 Trails	88,001	101,500	-	189,501
Fund 278, BSCC Grant	2,613	20	-	2,633
Fund 279, Asset Forfeiture	44,143	450	6,500	38,093
Fund 286, Bocce Ball	50,836	40,500	67,169	24,167
Fund 287, Harvest Festival	(1,246)	25,150	20,100	3,804
Fund 288, Fourth of July	8,619	40,000	53,500	(4,881)
Fund 289, Recreation Programs	-	-	-	-
Fund 290, Tourism Improvement District	9,791	764,799	764,349	10,241
Fund 291, SB-1186 State Fees	29,894	6,720	5,000	31,614

	ESTIMATED 6/30/2023 FUND BALANCE*	ADOPTED 2024 REVENUES	ADOPTED 2024 EXPENDITURES	PROJECTED 6/30/2024 ENDING BALANCE*
Fund 295, N.O.A.A.	2,729	25	-	2,754
Fund 329, Stabo Trust	37,641	300	-	37,941
Fund 375, Murray Ex Trust	15,340	2,050	7,441	9,949
Fund 380, Friends and Foundation	44,099	140,000	143,788	40,311
Fund 381, Ryan Library Trust	12,469	250	-	12,719
Fund 382, Martin Library Trust	22,239	450	900	21,789
Fund 384, Tweed Trust Enhancement Dist.	810,029	61,856	50,000	821,885
Fund 420, Fire Station GO Bonds	12,361	-	-	12,361
Fund 443, South St. Helena Drainage	30,378	325	-	30,703
Fund 561, Water Enterprise	3,453,679	8,807,303	8,807,303	3,453,679
Fund 571, Sewer Enterprise	2,180,289	4,744,521	5,106,090	1,818,720
Fund 582, Garage	(29,320)	353,550	387,788	(63,558)
Fund 592, Equipment Replacement	104,299	100,000	99,599	104,700
Fund 593, Fire Capital Equipment Replacement	113,558	-	40,000	73,558
TOTAL OTHER FUNDS	**$ 12,484,846**	**$ 17,585,917**	**$ 18,930,828**	**$ 11,139,935**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	143,925	1,200	30,000	115,125
Fund 713, Civic Improvement Impact Fees	787,055	31,000	-	818,055
Fund 733, Civic Capital Improvement	357,991	674,928	925,000	107,919
Fund 734, Park Impact Fees	530,226	83,000	125,000	488,226
Fund 740, Traffic Mitigation Impact Fees	2,824,617	65,000	-	2,889,617
Fund 741, Streets Capital Improvement	608,610	4,407,614	5,015,614	610
Fund 742, Storm Drain Impact Fees	736,395	22,000	-	758,395
Fund 745, Parking In-Lieu	598,014	5,000	80,000	523,014
Fund 751, Affordable Housing	1,695,852	65,295	25,000	1,736,147
Fund 752, Measure E	1,081,069	287,718	-	1,368,787
Fund 763, Water Capital Improvement	(1,149,124)	5,270,000	4,111,470	9,407
Fund 764, Water Impact Fees	407,004	19,000	5,000	421,004
Fund 773, Wastewater Capital Improvement	(3,537,942)	9,652,391	6,043,913	70,536
Fund 774, Wastewater Impact Fees	6,921	16,918	5,000	18,839
TOTAL CAPITAL FUNDS	**$ 5,090,614**	**$ 20,601,064**	**$ 16,365,997**	**$ 9,325,681**
TOTAL ALL FUNDS	***$ 29,717,050***	***$ 56,461,887***	***$ 55,398,203***	***$ 30,780,734***

Estimated Balances are Unassigned Fund Balance.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2024/2025

	ESTIMATED 6/30/2024 FUND BALANCE*	ADOPTED 2025 REVENUES	ADOPTED 2025 EXPENDITURES	PROJECTED 6/30/2025 ENDING BALANCE*
FUND 101, GENERAL FUND	10,315,118	19,087,896		
Non-Departmental			1,760,682	
City Council			500,984	
City Manager/Clerk			1,137,700	
Finance/Human Resources/IT			1,107,058	
City Attorney			515,840	
Planning/Building			1,262,103	
Library			1,037,699	
Recreation			1,157,135	
Fire			2,650,505	
Police			4,335,798	
Public Works			4,536,518	
TOTAL GENERAL FUND	**$ 10,315,118**	**$ 19,087,896**	**$ 20,002,021**	**$ 9,400,994**
OTHER FUNDS				
Fund 209, HOME Grant	841,151	52	26,000	815,203
Fund 212, Department of Homeland Security	327	420	-	747
Fund 213, Gang Violence Suppression Grant	285	5	-	290
Fund 216, Public Safety Impact Fees	675,389	30,680	-	706,069
Fund 218, Public Library Foundation	8	-	-	8
Fund 219, CLSA Library Restoration	546	5	-	552
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	319,751	151,612	151,736	319,627
Fund 225, State Gas Tax 2105	2,836	37,273	36,147	3,962
Fund 226, State Gas Tax 2106	39,360	22,197	21,506	40,051
Fund 227, State Gas Tax 2107	41,410	47,306	13,000	75,716
Fund 228, State Gas Tax 2107.5	10,744	2,132	2,020	10,856
Fund 229, State Gas Tax 2103	108,377	56,727	54,585	110,519
Fund 230, Road Maint & Rehab Account	2,465	136,640	136,172	2,933
Fund 235, Measure A	28,650	104	15,600	13,154
Fund 237, Emergency Flood Relief	179,339	1,872	-	181,211
Fund 238, Training Development	20,051	8,208	8,320	19,939
Fund 240, Measure T	2,195,942	1,685,400	1,232,500	2,648,842
Fund 241, Measure T Class 1 Trails	189,501	101,560	-	291,061
Fund 278, BSCC Grant	2,633	21	-	2,654
Fund 279, Asset Forfeiture	38,093	468	6,760	31,801
Fund 283, Tree City USA	-	-	-	-
Fund 286, Bocce Ball	24,167	40,500	70,367	(5,701)
Fund 287, Harvest Festival	3,804	25,381	20,904	8,281
Fund 288, Fourth of July	(4,881)	40,000	55,640	(20,521)
Fund 289, Recreation Programs	-	-	-	-
Fund 290, Tourism Improvement District	10,241	795,391	794,923	10,709

	ESTIMATED 6/30/2024 FUND BALANCE*	ADOPTED 2025 REVENUES	ADOPTED 2025 EXPENDITURES	PROJECTED 6/30/2025 ENDING BALANCE*
Fund 291, SB-1186 State Fees	41,614	6,989	5,200	43,403
Fund 295, N.O.A.A.	2,754	26	-	2,780
Fund 329, Stabo Trust	37,941	312	-	38,253
Fund 375, Murray Ex Trust	9,949	2,132	7,739	4,342
Fund 380, Friends and Foundation	143,788	145,600	150,203	139,185
Fund 381, Ryan Library Trust	12,719	260	-	12,979
Fund 382, Martin Library Trust	21,789	468	936	21,321
Fund 384, Tweed Trust Enhancement Dist.	821,885	64,330	52,000	834,215
Fund 420, Fire Station GO Bonds	12,361	-	-	12,361
Fund 443, South St. Helena Drainage	30,703	338	-	31,041
Fund 561, Water Enterprise	3,453,679	9,966,726	9,966,726	3,453,679
Fund 571, Sewer Enterprise	1,818,720	5,223,124	5,223,124	1,818,720
Fund 582, Garage	(63,558)	367,692	404,897	(100,764)
Fund 592, Equipment Replacement	104,700	100,000	103,583	101,117
Fund 593, Fire Capital Equipment Replacement	73,558	-	41,600	31,958
TOTAL OTHER FUNDS	**$ 10,411,860**	**$ 19,061,899**	**$ 18,576,189**	**$ 10,897,570**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	115,125	1,248	31,200	85,173
Fund 713, Civic Improvement Impact Fees	818,055	32,240	-	850,295
Fund 733, Civic Capital Improvement	107,919	-	105,500	2,419
Fund 734, Park Impact Fees	488,226	86,320	-	574,546
Fund 740, Traffic Mitigation Impact Fees	2,889,617	67,600	-	2,957,217
Fund 741, Streets Capital Improvement	610	1,877,392	3,186,500	(1,308,498)
Fund 742, Storm Drain Impact Fees	758,395	22,880	-	781,275
Fund 745, Parking In-Lieu	523,014	5,200	83,200	445,014
Fund 751, Affordable Housing	1,736,147	67,907	26,000	1,778,054
Fund 752, Measure E	1,368,787	302,084	-	1,670,871
Fund 763, Water Capital Improvement	9,407	9,524,923	9,524,923	9,406
Fund 764, Water Impact Fees	426,004	19,310	5,200	440,114
Fund 773, Wastewater Capital Improvement	70,536	512,000	511,678	70,858
Fund 774, Wastewater Impact Fees	18,839	10,835	5,200	24,474
TOTAL CAPITAL FUNDS	**$ 9,330,681**	**$ 12,529,939**	**$ 13,479,401**	**$ 8,381,219**
TOTAL ALL FUNDS	***$ 30,057,659***	***$ 50,679,734***	***$ 52,057,611***	***$ 28,679,783***

Estimated Balances are Unassigned Fund Balance.

SCHEDULE OF TRANSFERS
Fiscal Year 2023/2024

#	FROM:	TO:	DESCRIPTION	AMOUNT
FROM: GENERAL FUND				
1	101	241	Streets CIP - Measure T Class 1 Trails	100,000
2	101	287	Harvest Festival	19,375
3	101	288	4th of July	40,000
4	101	592	Equipment Replacement Fund	100,000
5	101	741	Streets CIP - Measure T MOE	379,189
			TOTAL TRANSFERS FROM GENERAL FUND	**638,564**
FROM: HIGHWAY USERS TAX AND ROAD MAINTENANCE & REHABILITATION ACT [(1)]				
6	225	741	Streets CIP	35,789
7	226	741	Streets CIP	21,293
9	228	741	Streets CIP	2,000
10	229	741	Streets CIP	54,045
11	230	741	Streets CIP	134,824
			TOTAL TRANSFERS FROM HIGHWAY USERS TAX AND ROAD MAINTENANCE & REHABILITATION ACT [(1)]	**247,951**
FROM: MEASURE T [(1)]				
12	240	741	Streets CIP	2,914,300
			TOTAL TRANSFERS FROM MEASURE T FUND [(1)]	**2,914,300**
FROM: TID				
13	290	101	TID Assessment Admin Fee	6,066
			TOTAL TRANSFERS FROM TID FUND	**6,066**
FROM: FLOOD CONTROL FUND				
14	700	741	Stormwater CIP	15,000
			TOTAL TRANSFERS FROM FLOOD CONTROL FUND	**15,000**
FROM: PARK IMPACT FEE FUND [(1)]				
15	734	733	Transfer to Civic CIP	755,000
			TOTAL TRANSFERS FROM PARK IMPACT FEE FUND [(1)]	**755,000**
FROM: TRAFFIC MITIGATION IMPACT FEE FUND [(1)]				
16	740	741	Streets CIP	200,000
			TOTAL TRANSFERS FROM TRAFFIC MITIGATION IMPACT FEE FUND [(1)]	**200,000**

TOTAL TRANSFERS **4,776,881**

[(1)] Transfers may decrease based on total activity at year end

SCHEDULE OF TRANSFERS
Fiscal Year 2023/2024

SUMMARY TRANSFERS OUT:			
General Fund	101	=	638,564
Highway Users Tax - 225	225	=	35,789
Highway Users Tax - 226	226	=	21,293
Highway Users Tax - 228	228	=	2,000
Highway Users Tax - 229	229	=	54,045
Road Maintenance & Rehab Act	230	=	134,824
Measure T	240	=	2,914,300
TID	290	=	6,066
Flood Control	700	=	15,000
Park Impact Fee Fund	734	=	755,000
		TOTALS:	**4,776,881**

SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	6,066
Fourth of July	287	=	19,375
Fourth of July	288	=	40,000
Capital Equipment	592	=	100,000
Subtotal Operations			**165,441**
CAPITAL			
Measure T Class 1 Trails	241	=	100,000
Civic CIP	733	=	755,000
Streets CIP	741	=	3,756,440
Subtotal Capital			**4,611,440**
		TOTALS:	**4,776,881**

SCHEDULE OF TRANSFERS
Fiscal Year 2024/2025

#	FROM:	TO:	DESCRIPTION	AMOUNT
FROM: GENERAL FUND				
1	101	241	Streets CIP - Measure T Class 1 Trails	100,000
2	101	287	Harvest Festival	19,375
3	101	288	4th of July	40,000
4	101	592	Equipment Replacement Fund	100,000
5	101	741	Streets CIP - Measure T MOE	379,189
			TOTAL TRANSFERS FROM GENERAL FUND	**638,564**
FROM: HIGHWAY USERS TAX AND ROAD MAINTENANCE & REHABILITATION ACT (1)				
7	225	741	Streets CIP	36,147
8	226	741	Streets CIP	21,506
10	228	741	Streets CIP	2,020
11	229	741	Streets CIP	54,858
12	230	741	Streets CIP	136,172
			TOTAL TRANSFERS FROM HIGHWAY USERS TAX AND ROAD MAINTENANCE & REHABILITATION ACT (1)	**250,703**
FROM: MEASURE T (1)				
13	240	741	Streets CIP	1,232,500
			TOTAL TRANSFERS FROM MEASURE T FUND (1)	**1,232,500**
FROM: TID				
16	290	101	TID Assessment Admin Fee	6,309
			TOTAL TRANSFERS FROM TID FUND	**6,309**
FROM: FLOOD CONTROL FUND				
14	700	741	Stormwater CIP	15,000
			TOTAL TRANSFERS FROM FLOOD CONTROL FUND	**15,000**
FROM: PARK IMPACT FEE FUND (1)				
17	734	733	Transfer to Civic CIP	105,500
			TOTAL TRANSFERS FROM PARK IMPACT FEE FUND (1)	**105,500**

TOTAL TRANSFERS **2,248,576**

(1) Transfers may decrease based on total activity at year end

SCHEDULE OF TRANSFERS
Fiscal Year 2023/2024

SUMMARY TRANSFERS OUT:			
General Fund	101	=	638,564
Highway Users Tax - 225	225	=	36,147
Highway Users Tax - 226	226	=	21,506
Highway Users Tax - 228	228	=	2,020
Highway Users Tax - 229	229	=	54,858
Road Maintenance & Rehab Act	230	=	136,172
Measure T	240	=	1,232,500
TID	290	=	6,309
Flood Control	700	=	15,000
Park Impact Fee Fund	734	=	105,500
		TOTALS:	**2,248,576**

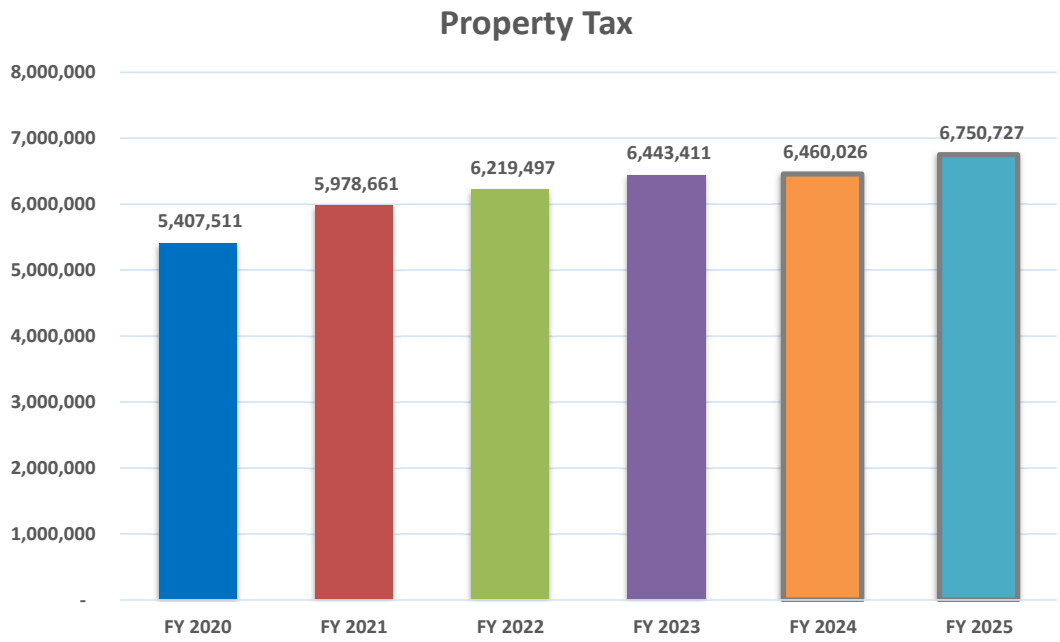
SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	6,309
Fourth of July	287	=	19,375
Fourth of July	288	=	40,000
Capital Equipment	592	=	100,000
Subtotal Operations			**165,684**
CAPITAL			
Measure T Class 1 Trails	241	=	100,000
Civic CIP	733	=	105,500
Streets CIP	741	=	1,877,392
Subtotal Capital			**2,082,892**
		TOTALS:	**2,248,576**

CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES

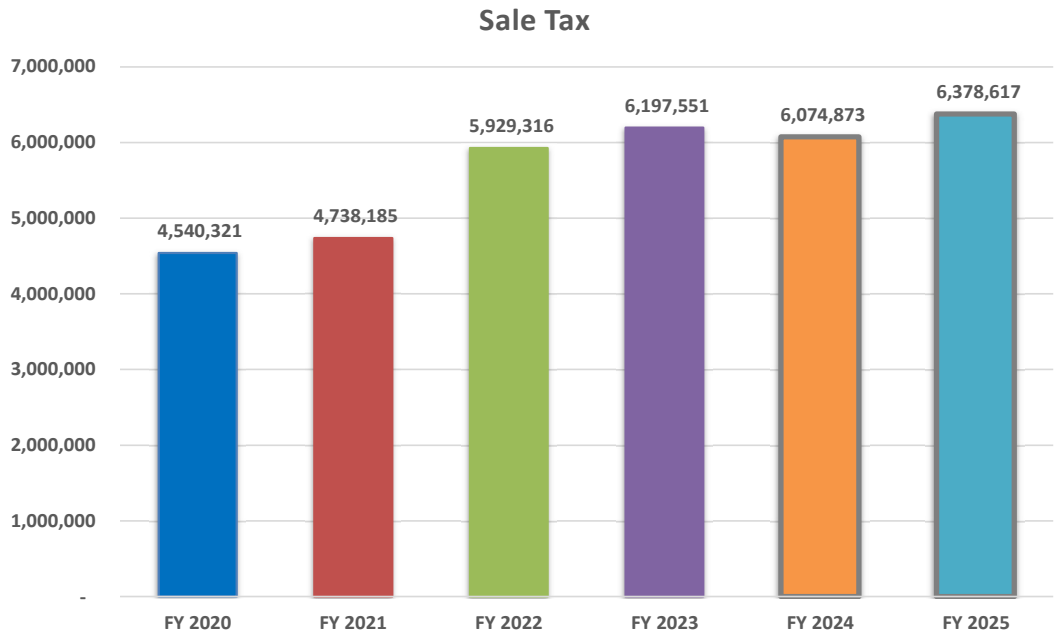
FISCAL YEAR 2023-24 AND 2024-25

GENERAL FUND

Property Taxes - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2023-24 a growth factor of 3.5% has been applied. The growth factor has been applied to the FY 2022-23 adjusted budget, which was budgeted based on historical average. An additional growth factor of 4.5% has been applied to the FY 2024-25 estimated revenue. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax, Real Property Transfer Tax, and In Lieu VLF.

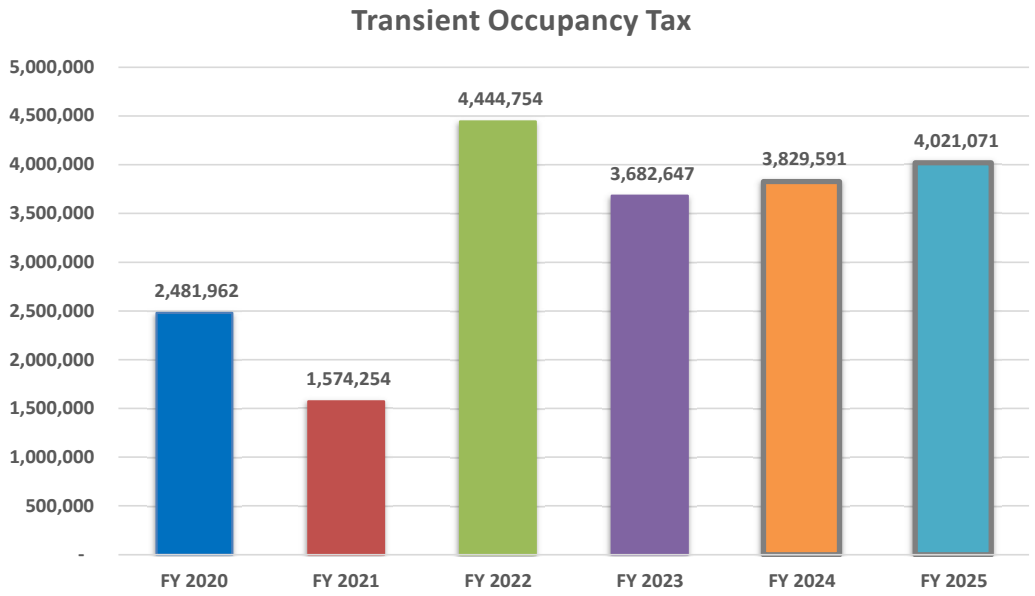


Sales Tax and Sales Tax in Lieu - The City receives 1.5% of retail sales made within the City limits. Sales tax in St. Helena is derived from a diversity of commercial operations such as wineries, tasting rooms, retail shops, restaurants, building supply, and car dealers. FY 2023-24 estimates for sales tax are based on the most likely model presented by Avenue Insights & Analytics, the City's sales tax consultant and FY 2024-25 estimate includes a growth factor of 5.0%.

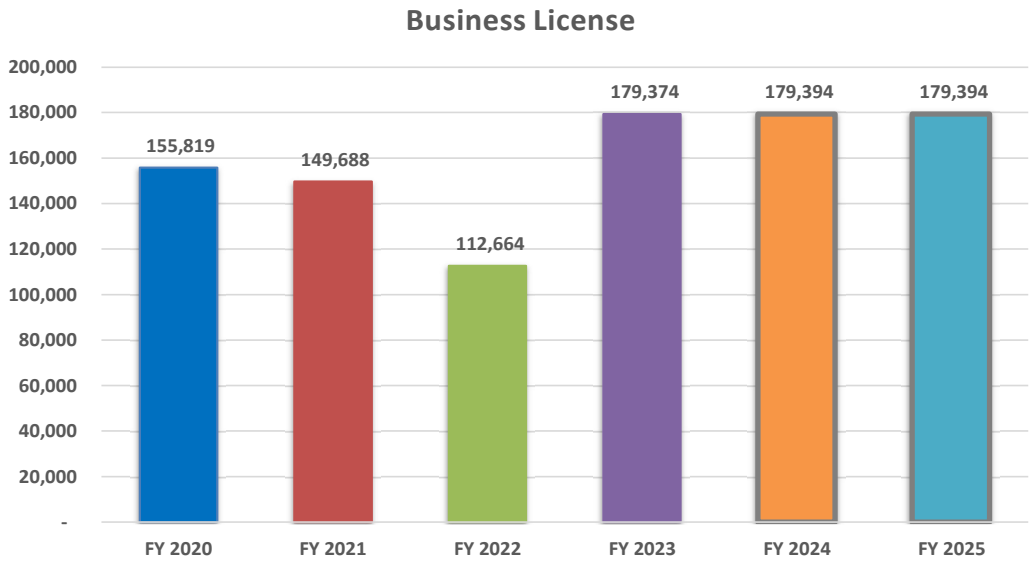


Transient Occupancy Tax – The City has a tax rate of 13% on all overnight stays when occupying a room, rooms, or other living space in a hotel, inn, tourist home or house, motel, or other lodging if the stay is for a period of 31 days or less. The tax is paid by the guests staying at these accommodations. In addition, Napa County also has an additional 2% Napa Valley Tourism District assessment imposed on hotels and passed on to hotel visitors. The City's effective rate of the City's Transient Occupancy Tax combined with the assessment is 15%.

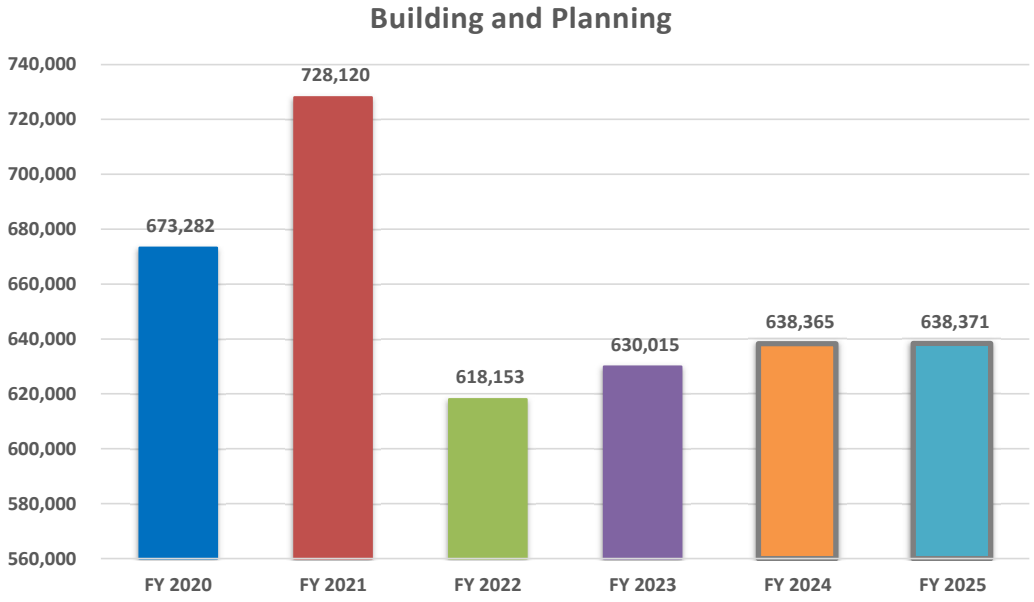
FY 2021-22 performance was higher than anticipated, which was a result of increased travel when pandemic restrictions relaxed. However, the surge in occupancy is not sustainable as shown in the estimated actuals for FY 2022-23. Therefore, the City continues to remain cautious in projecting TOT revenues. FY 2023-24 projections were based on a 4% increase from FY 2022-23 estimated actuals. An additional growth factor of 5.0% has been applied to the FY 2024-25 estimated revenue.



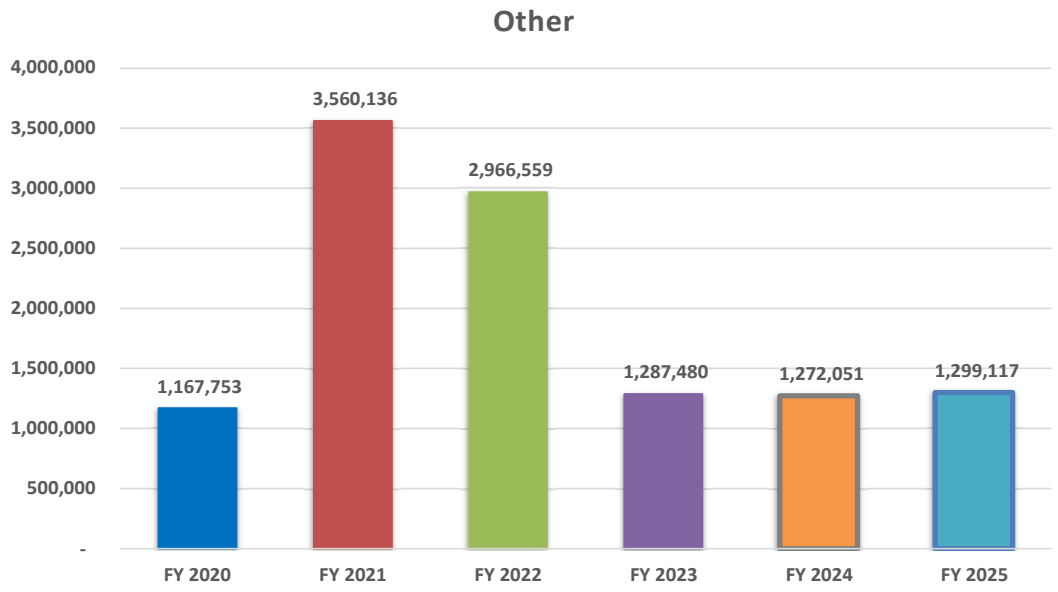
Business License Tax - This revenue is generated by a license tax paid by all businesses operating within the City. Revenues are projected to remain flat for FY 2023-24 and FY 2024-25.



Building & Planning Revenue - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees.

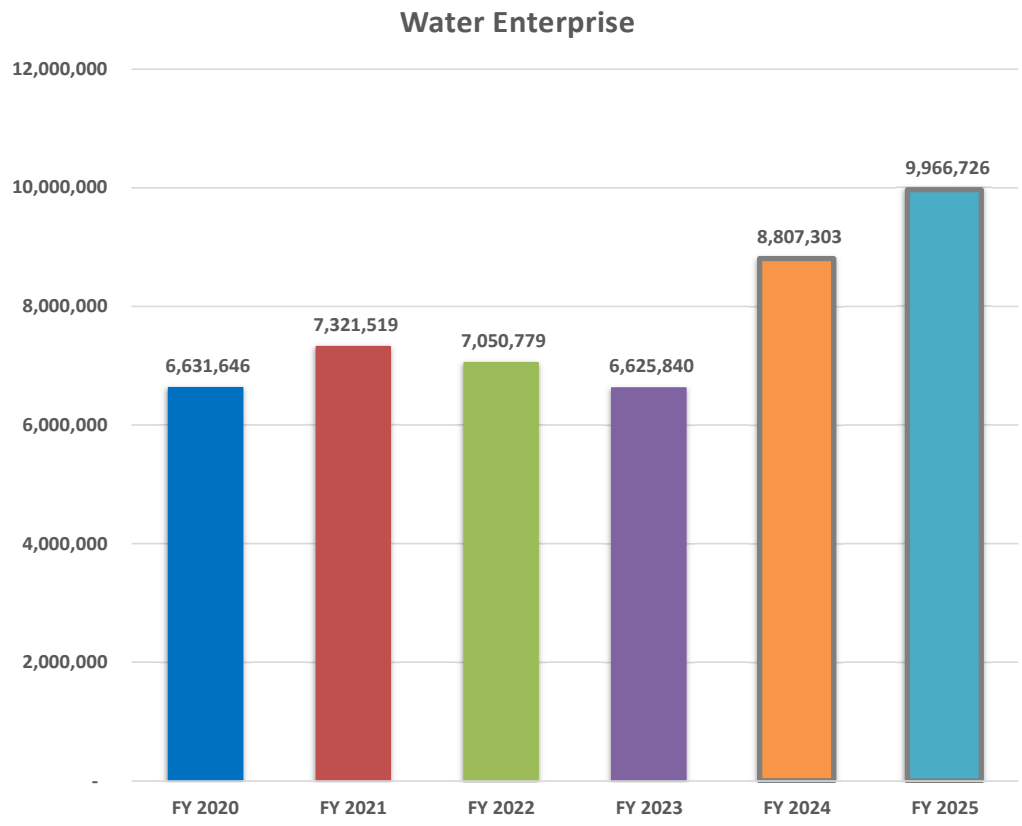


Other - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues. The significant increase in the FY 2020-21 and FY 2021-22 revenues received is due to Emergency Relief related to reimbursements for expenses incurred by the LNU Lightning Complex Fire and Glass Fire.

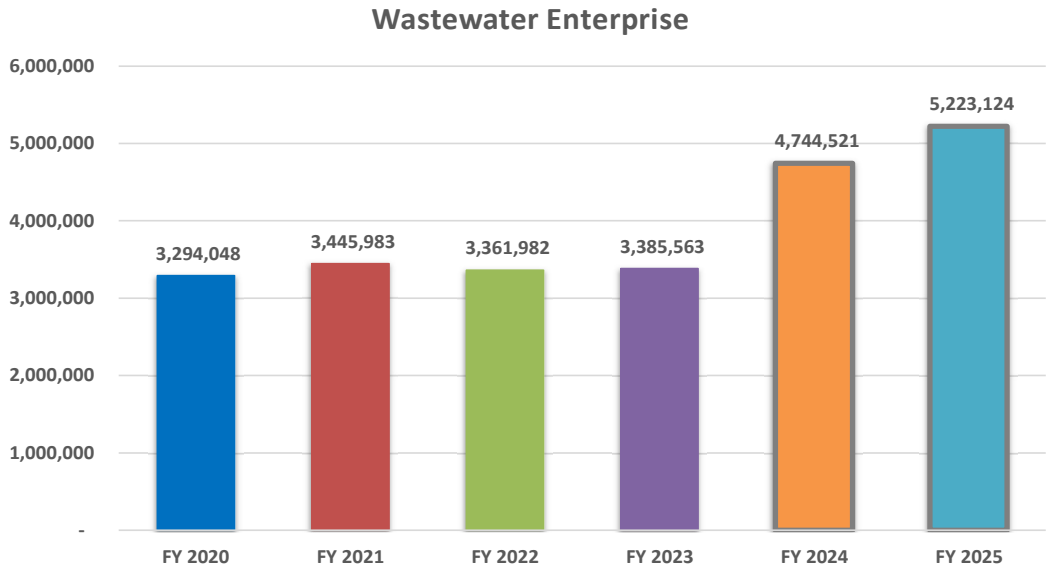


ENTERPRISE FUNDS

Water Enterprise Service Charges - Revenues charged to users of the municipal water system. The City entered a Phase II Water Emergency in November 2020, which implemented a penalty structure that is assessed to users that exceed their monthly water allocation. As a result of the penalty structure, water revenues declined in FY 2021-22 and FY 2022-23 as water conservation was realized. The City engaged Raftelis to conduct a Water and Wastewater Rate Study in FY 2021-22. It is anticipated that the new rates will be implemented in September 2023. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



Wastewater (Sewer) Enterprise Service Charges - Revenues charged to users of the municipal sewer system. The City engaged Raftelis to conduct a Water and Wastewater Rate Study in FY 2021-22. It is anticipated that the new rates will be implemented in September 2023. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.

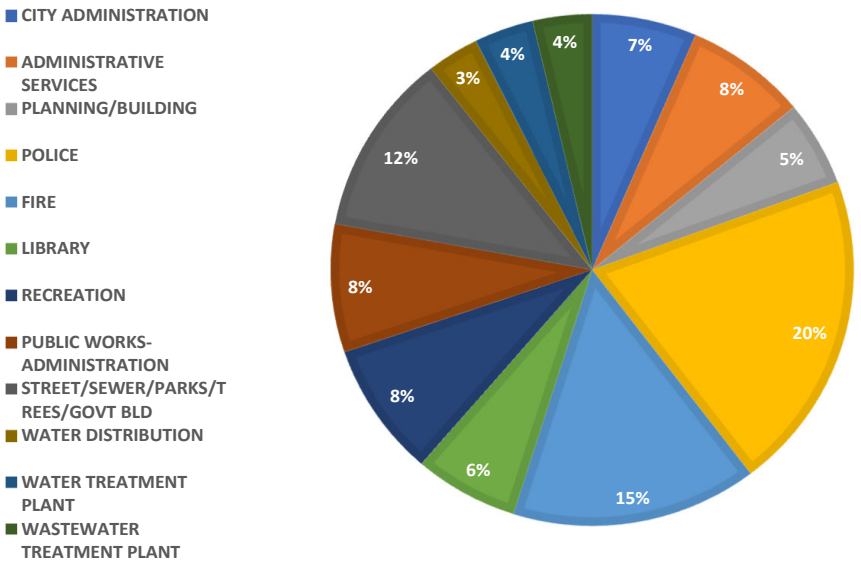


CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS
Fiscal Year 2023-24 and 2024-25

STAFF OVERVIEW

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 45.8% of the total operational budget; amounting to $14,218,121 (including Unfunded Liability for PERS). The following graph identifies full-time equivalent (FTE) positions by department.

Authorized positions for fiscal year 2023-2024 are 92.70 FTE's. Part-time positions make up 14.57 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

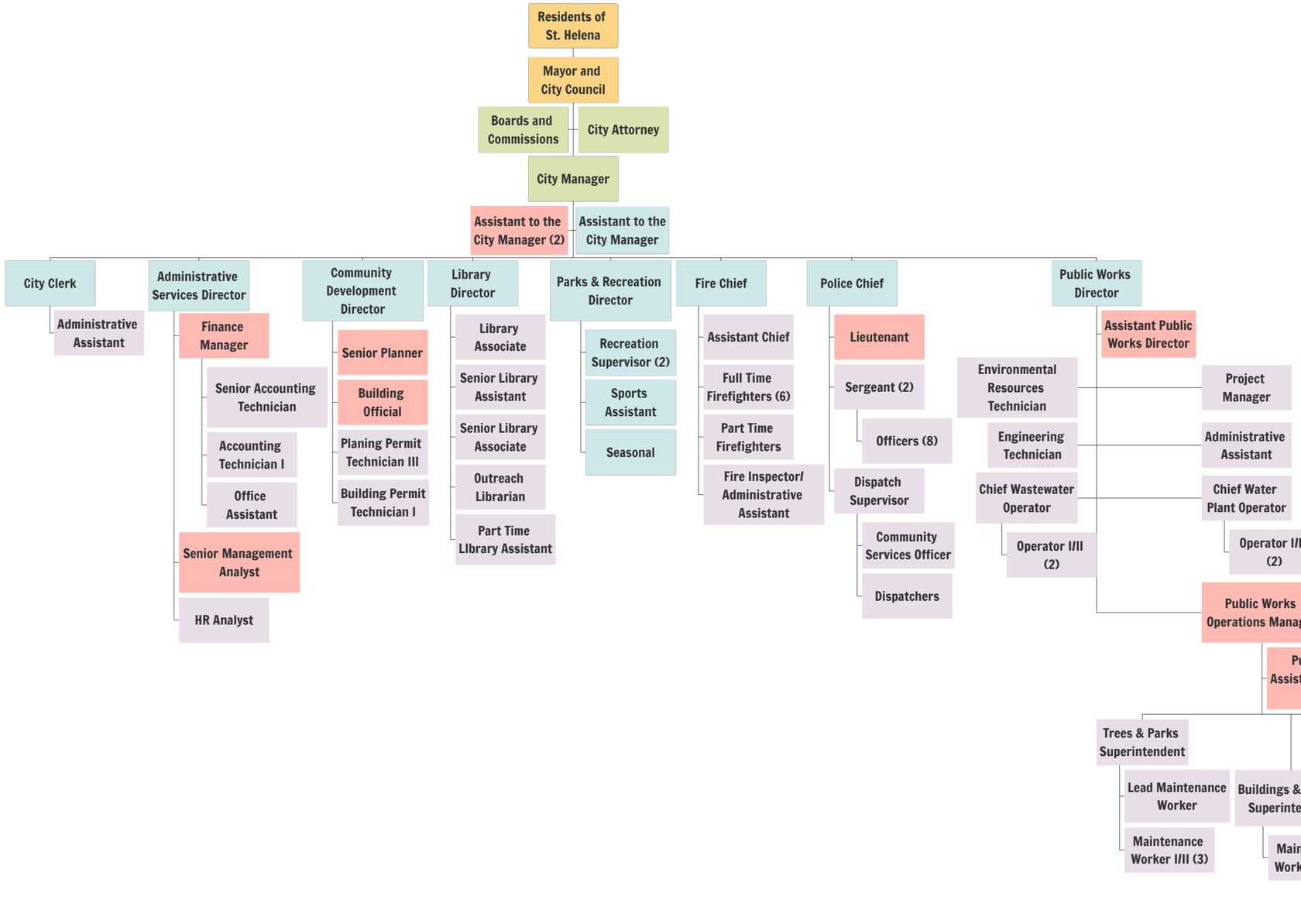
DEPARTMENTS	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	*CURRENT +/-*
CITY ADMINISTRATION	6.00	6.00	4.00	5.00	6.00	1.00
ADMINISTRATIVE SERVICES	5.00	5.00	7.00	8.00	7.00	(1.00)
PLANNING/BUILDING	6.00	5.00	5.00	5.00	5.00	0.00
POLICE	18.75	16.75	17.75	18.75	18.75	0.00
FIRE	10.20	10.15	10.15	14.12	14.12	0.00
LIBRARY	7.95	6.95	6.95	5.98	5.98	0.00
RECREATION	7.85	7.35	6.85	7.85	7.85	0.00
PUBLIC WORKS-ADMINISTRATION	7.00	6.50	6.50	9.50	7.50	(2.00)
STREET/SEWER/PARKS/TREES/GOVT BLD	8.50	9.00	9.50	9.90	10.70	0.80
WATER DISTRIBUTION	3.00	3.00	3.00	3.00	3.00	0.00
WATER TREATMENT PLANT	3.00	3.00	3.00	2.30	3.40	1.10
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	2.30	3.40	1.10
TOTAL FTE'S	**86.25**	**81.70**	**82.70**	**91.70**	**92.70**	**1.00**

CITY OF ST. HELENA
STAFFING SUMMARY
Reallocation of Positions and Changes to Staffing Levels
Fiscal Year 2023-24 and 2024-25

FY 2023-24 and 2024-25 Reallocation of Positions				
Department	**Position**	**Eliminate FTE's**	**Add FTE's**	**Comments**
City Administration	Assistant to the City Manager		1	Funding for Senior Management Analyst reallocated to fund position.
Administrative Services	Human Resources Manager	1		Funding reallocated to unfreeze Parks & Trees Superintendent.
Public Works Administration	Senior Management Analyst	1		Funding reallocated to fund additional Assistant to City Manager.
Public Works Administration	Senior Civil Engineer	1		After evaluating the department needs positions were realigned to meet the ongoing operational demands of encroachment permits and project management needs to oversee the Capital Improvement Program.
Public Works Administration	Project Manager		1	
Public Works Administration	Assistant Engineer	1		
Public Works Administration	Engineering Technician		1	
Public Works Parks & Trees	Parks & Trees Superintendent		1	Funding for Human Resources Manager reallocated to fund position.
Reallocation Totals		**4**	**4**	

FY 2023-24 and 2024-25 Changes to Staffing Levels				
Department	**Position**	**FY 2023-24 New FTE's**	**FY 2024-25 New FTE's**	**Comments**
Public Works Buildings & Streets	Maintenance Worker I/II	1	0	Funding for Senior Management Analyst reallocated to fund position.
Total New Positions		**1**	**0**	

City of St. Helena City-Wide Organizational Chart



Effective July 1, 2023



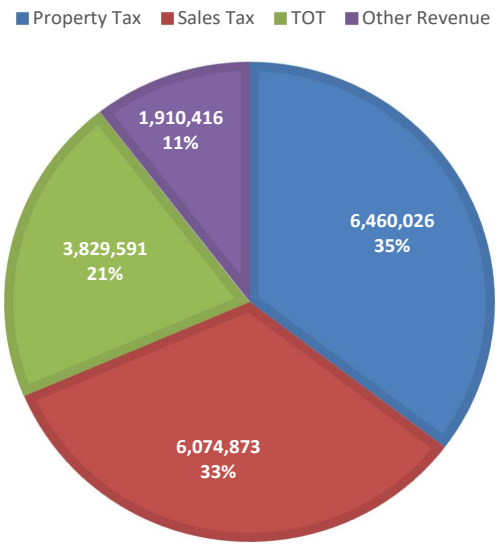
General Fund

The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

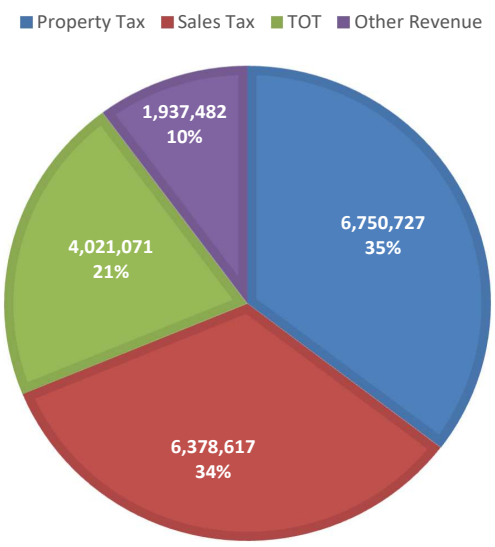
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CITY OF ST. HELENA
GENERAL FUND REVENUES

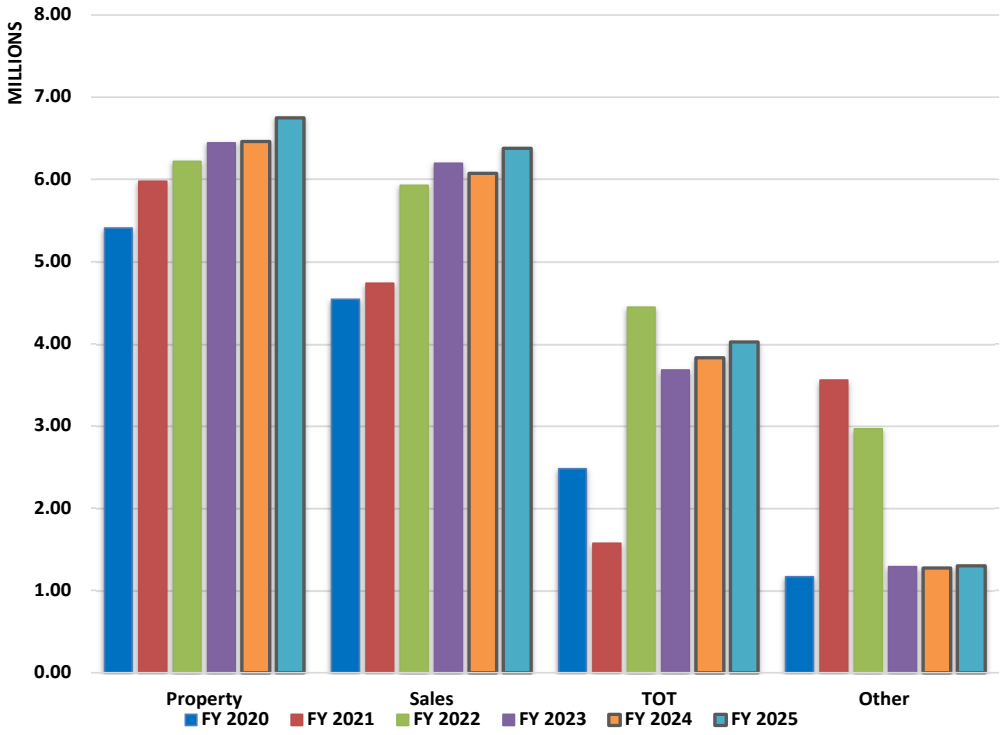
FY 2023-24 $18,274,906



FY 2024-25 $19,087,896



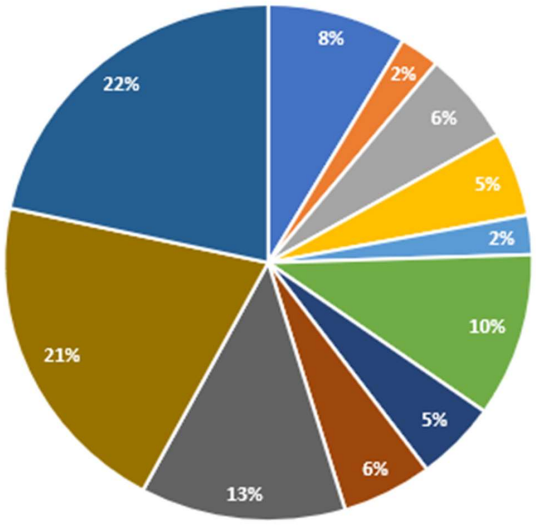
FY 2023-24 and 2024-25 GENERAL FUND REVENUE COMPARISON



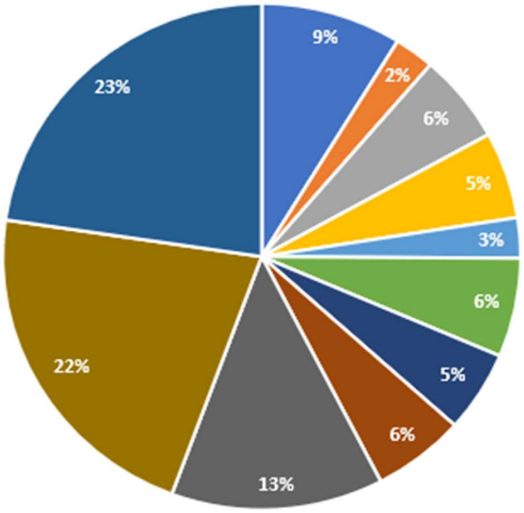
Budget Page 57

CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES BY DEPARTMENT

FY 2023-24 $20,101,378

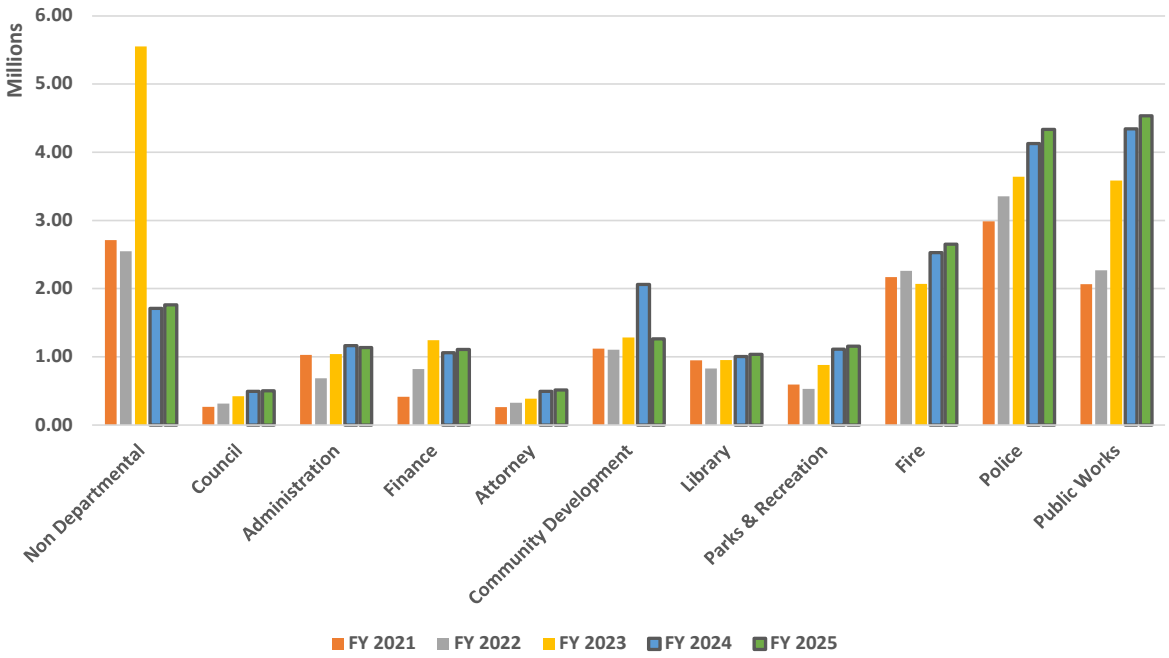


FY 2024-25 $20,002,021



Non Departmental | Council | Administration | Finance
Attorney | Community Development | Library | Parks & Recreation
Fire | Police | Public Works

GENERAL FUND YEAR OVER YEAR EXPENDITURES



Budget Page 58

General Fund Revenues

Account	Description	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adjusted FY 2023	Proposed FY 2024	Proposed FY 2025
Property Taxes							
101-30-10-00-00	Property Tax-Secured	4,109,646	4,491,375	4,557,240	4,732,978	4,898,632	5,119,071
101-30-11-00-00	ERAF Shift to State	309,857	465,733	496,468	538,695	308,320	322,194
101-30-20-00-00	Property Tax-Unsecured	127,427	22,927	145,360	154,029	159,420	166,594
101-30-30-00-00	Prior Year Property Tax	964	4,323	9,361	1,642	1,699	1,776
101-30-90-00-00	Real Property Transfer Tax	67,964	171,689	154,175	110,000	154,175	161,112
101-32-05-00-00	In Lieu VLF	776,392	810,122	841,911	891,533	922,737	964,260
101-32-20-00-00	Homeowner Property Tax	15,260	12,492	14,983	14,534	15,043	15,720
Property Taxes		**5,407,511**	**5,978,661**	**6,219,497**	**6,443,411**	**6,460,026**	**6,750,727**
Sales Tax							
101-30-40-00-00	Retail Sales/Use Tax	2,822,979	2,945,506	3,620,282	3,802,251	3,754,400	3,942,120
101-30-42-00-00	Public Safety Sales Tax	66,742	69,493	76,783	80,300	80,300	84,315
101-30-43-00-00	Sales Tax In Lieu	-	-	-	-	-	-
101-30-44-00-00	Measure D	1,650,599	1,723,186	2,232,251	2,315,000	2,240,173	2,352,182
Sales Tax		**4,540,321**	**4,738,185**	**5,929,316**	**6,197,551**	**6,074,873**	**6,378,617**
Transient Occupancy Taxes							
101-30-50-00-00	Transient Occupancy Tax	2,470,808	1,558,565	4,434,291	3,673,611	3,820,555	4,011,583
101-30-51-00-00	Transient Tax Penalty	11,154	15,689	10,463	9,036	9,036	9,488
Transient Occupancy Taxes		**2,481,962**	**1,574,254**	**4,444,754**	**3,682,647**	**3,829,591**	**4,021,071**
Other Taxes							
101-30-60-00-00	Franchise Tax	215,623	210,659	278,659	335,468	565,600	588,224
Other Taxes		**215,623**	**210,659**	**278,659**	**335,468**	**565,600**	**588,224**
Charges for Service							
101-30-61-00-00	Comcast PEG Access Fees	22,528	21,994	23,195	22,500	22,500	23,400
101-30-75-00-00	Fire Inspection Fees	-	1,375	-	-	-	-
101-31-21-00-00	Building Inspection Fees	-	-	-	-	-	-
101-31-22-00-00	Building Admin Fees	-	-	-	-	-	-
101-31-23-00-00	Other Fire Fees	-	2,850	5,350	-	-	-
101-33-10-00-00	Planning Fees	-	-	-	-	-	-
101-33-30-00-00	Sales Of Maps/Publications	59	108	11	150	150	156
101-33-50-00-00	Police Services	19,168	7,002	53,324	30,000	25,000	26,000
101-33-51-00-00	Animal Control Services	-	-		-	-	-
101-33-60-00-00	Administrative Fees	-	-	75	-	-	-
101-33-70-00-00	Planning Fees	-	6,000	-	-	-	-
101-33-80-00-00	Engineering Fees	675	-	75	-	-	-
Charges for Service		**42,430**	**39,329**	**82,029**	**52,650**	**47,650**	**49,556**
Fines and Forfeits							
101-31-40-00-00	Vehicle Code Fines	22,446	24,974	68,562	37,900	37,900	39,416
101-31-50-00-00	Other Police Fines	24,821	8,917	26,483	25,000	25,000	26,000
101-31-55-00-00	A/R Late Penalty	215	144	276	1,340	500	520
101-33-63-00-00	Civil Penalties	92,700	-	-	-	-	-
101-34-20-00-00	Library Fines & Fees	86	-	-	-	-	-
Fines and Forfeits		**140,267**	**34,035**	**95,321**	**64,240**	**63,400**	**65,936**
Licenses and Permits							
101-30-70-00-00	Application & Permit Fees	4,250	3,375	1,375	7,150	2,000	2,000
101-30-80-00-00	Business License	155,021	149,069	112,534	179,044	179,044	179,044
101-30-81-00-00	Business License Penalty	798	619	129	330	350	350
101-31-20-00-00	Building Permits	552,044	587,287	504,179	500,000	500,000	500,000
101-33-15-00-00	Short Term Rental Permit	31,500	20,250	33,750	6,750	20,250	20,250
101-33-74-00-00	Planning App & Permit Fees	85,429	111,100	78,838	115,965	115,965	115,965
101-33-84-00-00	Public Works App & Permit Fees	41,175	54,300	58,350	38,000	38,000	38,000
101-33-86-00-00	Well Permit Fee	2,600	-	1,300	1,300	1,300	1,300
Licenses and Permits		**872,817**	**926,000**	**790,456**	**848,539**	**856,909**	**856,909**

General Fund Revenues

Account	Description	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adjusted FY 2023	Proposed FY 2024	Proposed FY 2025
Development Fees							
101-33-81-00-00	Public Works Land & Dev Fees	19,360	20,800	13,600	10,000	7,500	7,500
Development Fees		**19,360**	**20,800**	**13,600**	**10,000**	**7,500**	**7,500**
Intergovernmental							
101-32-10-00-00	Motor Vehicle In-Lieu	-	-	-	-	-	-
101-32-70-00-00	County Fire Contract	48,855	48,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	120,930	952,591	1,152,059	43,651	-	-
101-34-61-49-00	Contrib from Gov - Police	8,484	-	8,660	-	-	-
101-34-71-00-00	Reimb State Mandated Costs	1,647	5,489	-	5,000	5,000	5,000
101-34-73-00-00	Other State Revenue	1,355	13	-	-	-	-
101-34-75-00-00	Restitution	200	26	-	-	-	-
101-36-80-00-00	Library Abatement	3,302	5,522	3,652	5,051	5,051	5,051
101-38-70-00-00	Allocation from Other Agency	-	-	-	-	-	-
Intergovernmental		**184,773**	**1,012,496**	**1,213,226**	**102,557**	**58,906**	**58,906**
Interest and Rents							
101-31-70-00-00	Investment Earnings	215,290	(97,343)	(329,259)	50,000	50,000	50,000
101-34-76-00-00	Cash Overage/Shortage	61	-	52	-	-	-
101-31-75-00-00	Interest Income	-	-	133	-	-	-
101-36-10-00-00	Rental Income	89,101	79,904	97,272	97,720	37,360	37,360
101-36-12-00-00	Rec Programs Facility Rental	-	-	-	-	-	-
101-36-11-00-00	Tennis Court Rentals	750	-	225	500	225	225
Interest and Rents		**305,202**	**(17,438)**	**(231,577)**	**148,220**	**87,585**	**87,585**
Miscellaneous							
101-33-20-00-00	Legal Cost Recovery	-	-	-	-	-	-
101-33-21-00-00	Storm Drain Cost Recovery	-	-	-	-	-	-
101-33-40-00-00	Other Filing/Certification Fee	200	-		-	-	-
101-34-22-00-00	Library Copies	1,585	-	1,504	1,568	1,500	1,500
101-34-23-00-00	Library Lost Material	500	-	382	300	300	300
101-34-24-00-00	Library Room Rental	150	-		38	-	-
101-34-31-00-00	Donations	300	-	1,000	-	-	-
101-34-31-48-00	Donations - Fire Department	-	4,000	-	6,200	-	-
101-34-31-49-00	Donations - Police Department	-	1,500	-	-	-	-
101-34-51-00-00	Sale of Capital Assets	3,795	633	6,687	-	-	-
101-34-60-00-00	Contributions from non-govt	-	-	-	-	-	-
101-34-61-00-00	Contributions from Government	-	1,058,502	1,041,554	-	-	-
101-34-61-46-00	Contributions from Gov - Library	2,000	500	1,000	-	-	-
101-34-70-00-00	Other Revenue	41,033	39,123	99,863	55,000	55,000	55,000
101-34-70-22-47	Other Revenue - Jingle	4,389	-	-	-	-	-
101-34-70-47-00	Other Revenue - Recreation	-	123,996	186,522	120,000	160,000	160,000
101-34-70-47-01	Other Revenue	-	-	-	-	-	-
101-34-74-00-00	Insurance Refund	1,244	-	-	-	-	-
101-39-98-00-00	Operating Transfers In	5,367	834,123	4,486	172,715	6,066	6,066
Miscellaneous		**60,562**	**2,062,376**	**1,342,998**	**355,821**	**222,866**	**222,866**
TOTALS		**14,270,828**	**16,579,356**	**20,178,279**	**18,241,104**	**18,274,906**	**19,087,896**

General Fund Summary

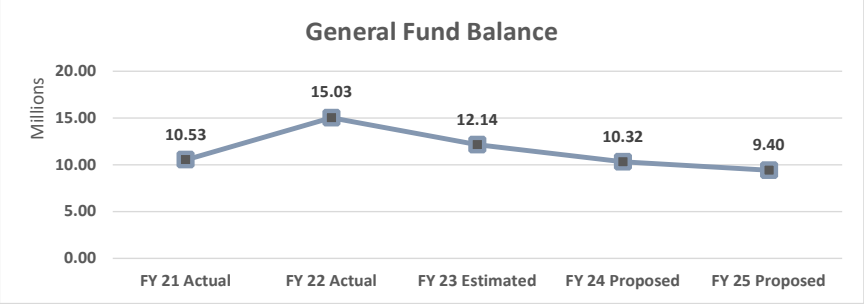
GENERAL FUND DEPARTMENT SUMMARY						
Account	**Description**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
4000	Non Departmental	2,711,682	2,548,456	5,552,915	1,712,344	1,760,682
4100	Council	266,762	313,869	421,144	493,157	500,984
4200	Administration	1,027,260	683,777	1,040,738	1,165,382	1,137,700
4300	Finance	414,335	820,044	1,242,911	1,058,651	1,107,058
4400	Attorney	263,017	325,381	386,000	496,000	515,840
4500	Community Development	1,121,499	1,106,255	1,285,201	2,061,826	1,262,103
4600	Library	948,576	828,897	954,708	1,003,363	1,037,699
4700	Parks & Recreation	594,378	530,138	881,774	1,113,599	1,157,135
4800	Fire	2,167,469	2,261,686	2,068,443	2,526,838	2,650,505
4900	Police	2,987,085	3,352,423	3,639,929	4,127,622	4,335,798
5000	Public Works	2,066,187	2,267,446	3,583,969	4,342,596	4,536,518
Grand Total		**14,568,251**	**15,038,372**	**21,057,732**	**20,101,378**	**20,002,021**

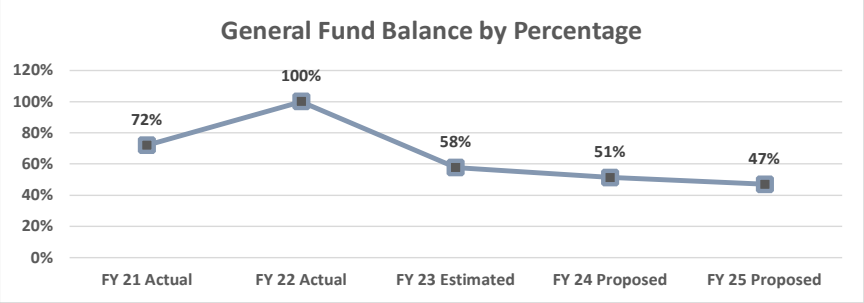
FY 2023-24 GENERAL FUND ESTIMATED NET POSITION	
Estimated Unassigned Ending Fund Balance @ 6/30/2023	12,141,590
Estimated Revenue @ 6/30/2024	18,274,906
Estimated Expense @ 6/30/2024	(20,101,378)
Use of Fund Balance	(1,826,472)
Estimated Unassigned Ending Fund Balance @ 6/30/2024	**10,315,118**

Percent of Expenses Based on Total Net Position	**51%**

FY 2024-25 GENERAL FUND ESTIMATED NET POSITION	
Estimated Unassigned Ending Fund Balance @ 6/30/2024	10,315,118
Estimated Revenue @ 6/30/2025	19,087,896
Estimated Expense @ 6/30/2025	(20,002,020)
Use of Fund Balance	(914,124)
Estimated Unassigned Ending Fund Balance @ 6/30/2025	**9,400,994**

Percent of Expenses Based on Total Net Position	**47%**





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Administration Departments

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City Council

Paul Dohring – Mayor
Eric Hall – Vice Mayor
Anna Chouteau – Council Member
Lester Hardy – Council Member
William Summers – Council Member

City Council (4100)
Budget 2023-24

Purpose
The City Council is the governing body of the City of St. Helena and has the power to make and enforce all laws related to municipal affairs, subject only to the limitation of the City Code and the State Constitution. The Council is responsible for the formulation of policy, enactment for legislation, control of revenues, and the appropriation of funds.

Vision Statement
St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and cherishes its historic, small-town character, beautiful natural environment and high quality of life.

3 – Year Goals
•From December 2022 through April 2023, the City Council reviewed the previously established goals and provided guidance to staff on an updated set of goals with the City's leadership having the responsibility to develop a workplan to achieve them. On May 9, 2023, the City Council formally adopted the following goals:

- Financial Sustainability
- Infrastructure and Environmental Sustainability
- Water Security
- Community Information and Engagement
- Quality of Life

In addition to the City Council adopted goals, two other goals were presented as City Leadership goals:

- Employee Recruitment, Retention, and Morale
- Organizational Effectiveness
- Complete Critical CIP Projects

Contained within the adopted Goal and Workplan document, are a total of 212 individual objectives and specific tasks identified to achieve each goal.

City Council (4100)
Budget 2023-24

Accomplishments

- Authorized various contracts for tenant improvements to the new City Hall and Police Facilities located at NVC with both City Hall and Police fully occupying the facility in May 2023
- Amended Council Rules for selection process of City Boards, Committees, and Commissions
- Granted formal recognition of St. Helena Professional Firefighters Association
- Authorized the purchase of four new Police vehicles
- Authorized the issuance and sale of General Obligations Bonds following the passage of Measure H ballot initiative to help with critical City infrastructure projects, which had a passage rate of 75%
- Authorized the establishment of the Measure H financial oversight committee and appointed members to the committee
- Authorized the addition of Administrative Analyst and Human Resource Analyst Classifications
- Amended the City's municipal code to respond to climate change by the banning of gas-powered leaf blowers and authorized an electric leaf blower rebate program
- Adopted General Plan Amendments to update the Housing Element and the Public Health, Safety and Noise Element of the General Plan
- Adopted City Council Goals for FY 2023-24
- Adopted an Ordinance re-affirming its restrictions on time-share uses in residential areas and updating the language of the Zoning Code to provide consistency with the terminology used in State law.
- Authorized to proceed with the Proposition 2018 Noticing Requirements for new Water and Wastewater RatesAdopted a Safe Firearm Ordinance

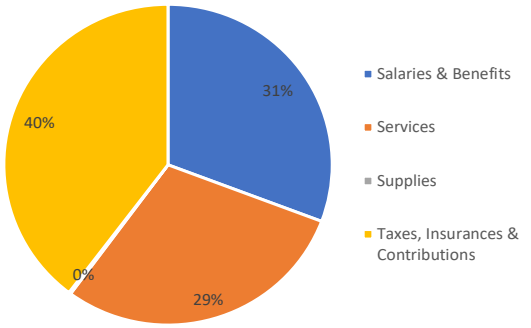
City Council

Expenses by Fund and Category

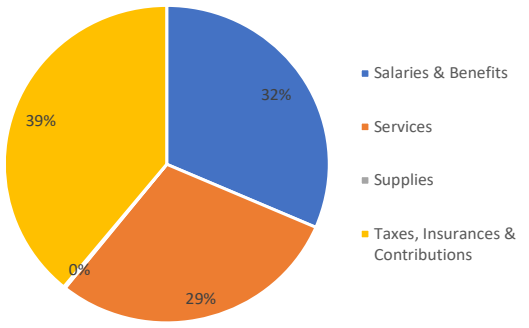
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	266,762	313,869	421,144	493,157	500,984
561	Water Enterprise	16,480	14,811	21,927	25,576	26,706
571	Sewer Enterprise	16,480	14,811	21,927	25,576	26,706
752	Fund	-	19,187	10,000	-	-
Grand Total		**299,723**	**362,678**	**474,998**	**544,309**	**554,397**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
41	***Council***					
20	Salaries & Benefits	109,869	98,740	146,177	170,504	178,040
21	Services	51,701	31,341	83,805	162,805	165,317
22	Supplies	1,255	6,185	1,000	1,000	1,040
24	Taxes, Insurances & Contributions	136,897	226,412	244,016	210,000	210,000
Grand Total		**299,723**	**362,678**	**474,998**	**544,309**	**554,397**

FY 24 EXPENSES BY CATEGORY

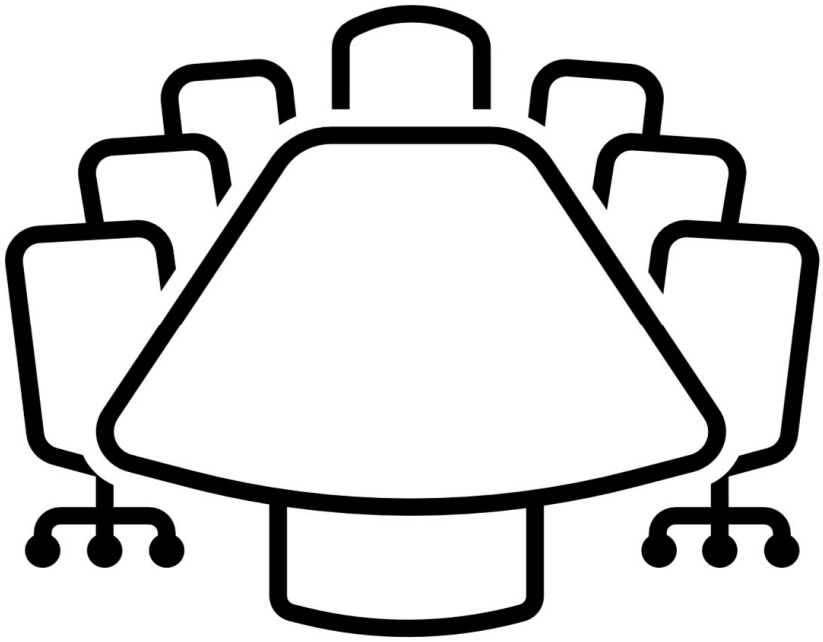


FY 25 EXPENSES BY CATEGORY



City Council Budget- 4100

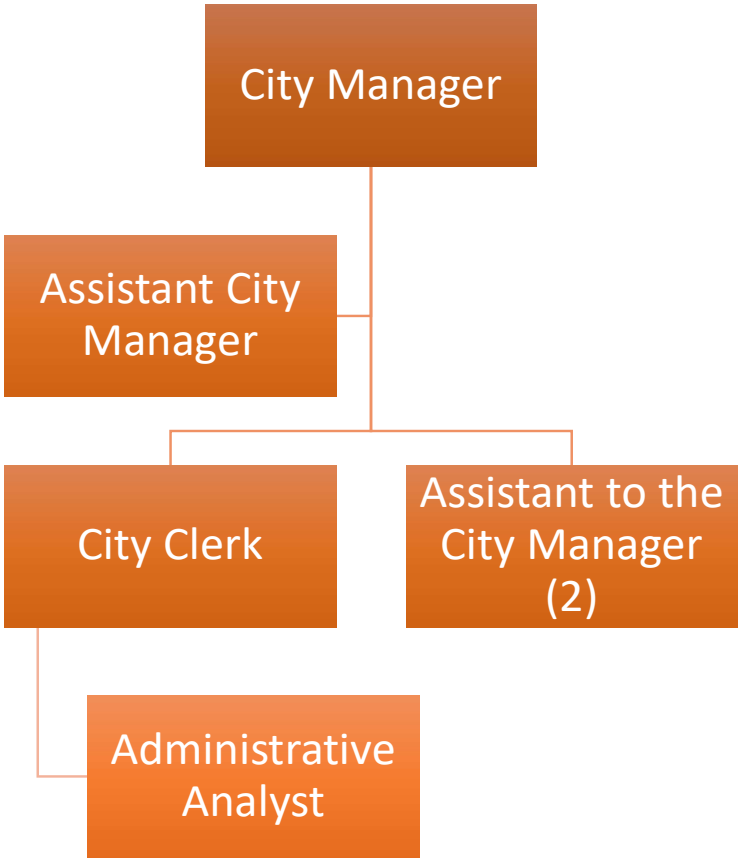
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
41	**Council**					
101-41-00-20-20	Temp/Part Time	12,600	12,600	12,600	12,600	12,600
101-41-00-20-40	FICA/Medicare	964	1,157	1,253	1,253	1,253
101-41-00-20-55	Health Insurance	62,977	52,473	84,304	101,309	106,374
101-41-00-20-75	Deferred Comp	368	2,888	4,166	4,190	4,400
20	**Salaries & Benefits**	**76,909**	**69,118**	**102,323**	**119,352**	**124,627**
101-41-00-21-10	Communications	2,340	2,469	2,900	2,900	3,016
101-41-00-21-15	Postage	15	2	100	100	104
101-41-00-21-40	Professional Fees	37,487	3,389	37,505	37,505	39,005
101-41-00-21-45	Other Contract Services	1,350	7,465	21,000	100,000	100,000
101-41-00-21-53	Memberships & Publications	4,583	4,562	6,800	6,800	7,072
101-41-00-21-55	Training & Conference	5,927	13,455	15,500	15,500	16,120
21	**Services**	**51,701**	**31,341**	**83,805**	**162,805**	**165,317**
101-41-00-22-12	Computer Equipment	741	0	0	0	0
101-41-00-22-13	Office Supplies	97	375	500	500	520
101-41-00-22-15	Special Department Supplies	417	5,809	500	500	520
22	**Supplies**	**1,255**	**6,185**	**1,000**	**1,000**	**1,040**
101-41-00-24-05	Contributions	136,897	207,226	234,016	210,000	210,000
24	**Taxes, Insurances & Contributions**	**136,897**	**207,226**	**234,016**	**210,000**	**210,000**
00	**Administration**	**266,762**	**313,869**	**421,144**	**493,157**	**500,984**
561	**Water Enterprise**					
41	**Council**					
561-41-00-20-20	Temp/Part Time	2,700	2,700	2,700	2,700	2,700
561-41-00-20-40	FICA/Medicare	206	248	269	269	269
561-41-00-20-55	Health Insurance	13,495	11,244	18,065	21,709	22,794
561-41-00-20-75	Deferred Comp	79	619	893	898	943
20	**Salaries & Benefits**	**16,480**	**14,811**	**21,927**	**25,576**	**26,706**
00	**Administration**	**16,480**	**14,811**	**21,927**	**25,576**	**26,706**
571	**Sewer Enterprise**					
41	**Council**					
571-41-00-20-20	Temp/Part Time	2,700	2,700	2,700	2,700	2,700
571-41-00-20-40	FICA/Medicare	206	248	269	269	269
571-41-00-20-55	Health Insurance	13,495	11,244	18,065	21,709	22,794
571-41-00-20-75	Deferred Comp	79	619	893	898	943
20	**Salaries & Benefits**	**16,480**	**14,811**	**21,927**	**25,576**	**26,706**
00	**Administration**	**16,480**	**14,811**	**21,927**	**25,576**	**26,706**
752	**Measure E**					
41	**Council**					
752-41-00-24-05	Contributions	0	19,187	10,000	0	0
24	**Taxes, Insurances & Contributions**	**0**	**19,187**	**10,000**	**0**	**0**
00	**Administration**	**0**	**19,187**	**10,000**	**0**	**0**
Grand Total		**299,723**	**362,678**	**474,998**	**544,309**	**554,397**



Administration

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Administration Organizational Chart



Department Codes:
4200 – City Manager
4210 – City Clerk

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City Manager



City Manager (4200)
Budget 2023-24

Purpose

The City Manager is responsible for providing general administrative management of the City; acting as a liaison between the City Council and Staff; carrying out, on behalf of the City Council, its policies, rules, regulations and laws; overseeing the delivery of public service; reviewing and approving staff reports for Council meetings.

The City Manager serves as the administrative head of the City of St. Helena overseeing the general administrative management of the City. The City Manager is responsible for implementing policies, rules, regulations and laws adopted by the City Council and for the overall management of the City's approximately 100 employees. City Management staff, including the Assistant City Manager, Administrative Services Director, Police Chief, Public Works Director, Community Development Director, Library Director, Recreation Director, and the Assistant to the City Manager report to the City Manager, who in turn reports directly to the elected Mayor and City Council.

City Manager (4200)
Budget 2023-24

Accomplishments

- Presented for adoption the FY 2023-24 and FY 2024-25 biennial budget
- Successfully relocated the City Hall and Police Department into one building at the Napa Valley College, St. Helena location.
- Presented a Long Range Financial Forecast and Long Range Financial Plan to City Council to start the conversation to address revenue shortfalls.
- Facilitated several meetings to identify ways to increase organizational effectiveness and efficiencies and identify gaps to address community expectations.
- Made presentations to several community groups regarding the state of the City.
- Developed detailed workplan to achieve City Council goals of Fiscal Sustainability, Quality of Life, Infrastructure and Environmental Sustainability, Community Information and Engagement, and Water Security. Additionally identified two administrative goals of: Employee Recruitment, Retention, & Morale and Organizational Effectiveness with a corresponding workplan. All is noted in the table below:

City Council Goals		Total Objectives	Objectives for FY 2024
Goal 1	Financial Sustainability	9	4
Goal 2	Infrastructure and Environmental Sustainability	46	27
Goal 3	Water Security	11	6
Goal 4	Community Information & Engagement	20	14
Goal 5	Quality of Life	44	22
Other Goals			
Goal 6	Employee Recruitment, Retention, & Morale	9	6
Goal 7	Organizational Effectiveness	19	13
Goal 8	CIP Projects	54	15
	TOTALS	***212***	***107***

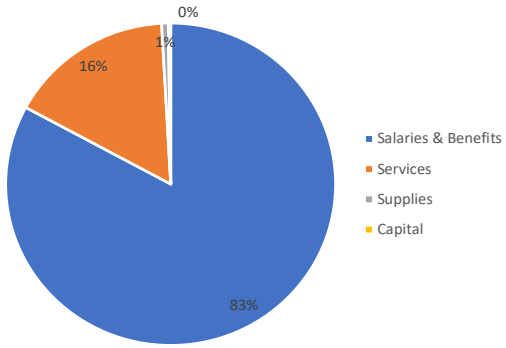
City Manager

Expenses by Fund and Category

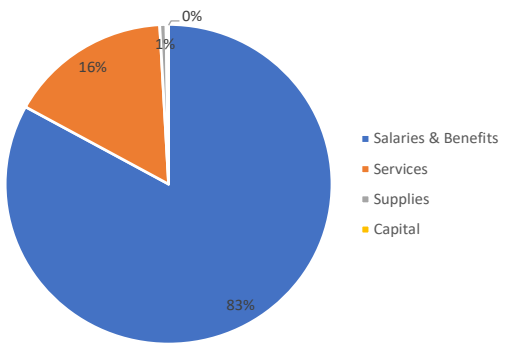
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	294,595	374,373	700,574	768,588	805,262
561	Water Enterprise	128,783	139,215	245,284	289,110	303,744
571	Sewer Enterprise	83,235	89,898	160,445	185,995	195,410
Grand Total		**506,613**	**603,486**	**1,106,303**	**1,243,693**	**1,304,416**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
42	***Administration***					
20	Salaries & Benefits	463,537	494,056	848,388	1,031,143	1,083,334
21	Services	43,016	107,140	253,415	201,550	209,612
22	Supplies	60	2,291	3,750	8,000	8,320
26	Capital	-	-	750	3,000	3,150
Grand Total		**506,613**	**603,486**	**1,106,303**	**1,243,693**	**1,304,416**

FY24 EXPENSES BY CATEGORY



FY25 EXPENSES BY CATEGORY



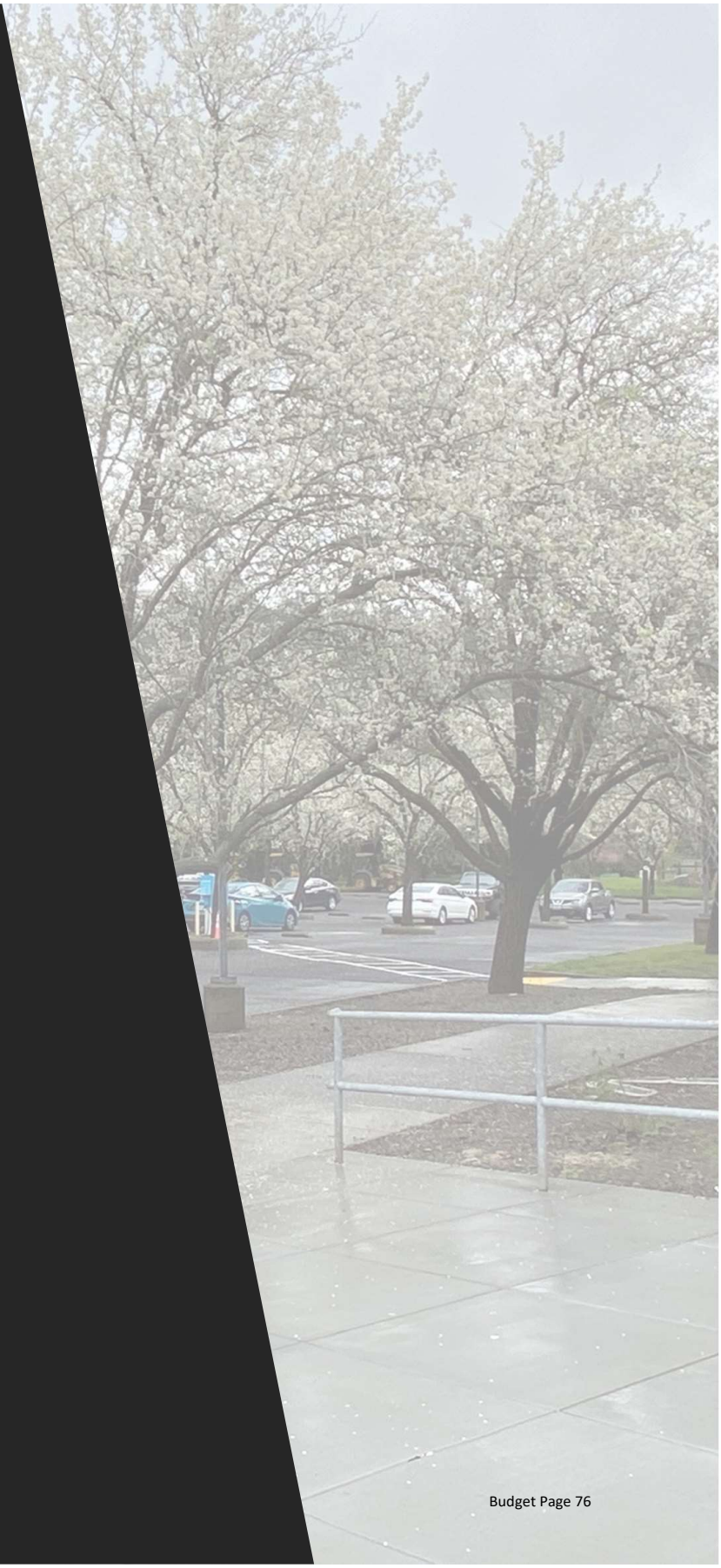
City Manager Budget- 4200

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
42	**Administration**					
101-42-00-20-10	Salary-Regular	171,555	195,400	309,881	390,890	410,435
101-42-00-20-40	FICA/Medicare	11,381	13,332	18,705	25,142	26,399
101-42-00-20-45	Employer PERS	12,296	9,957	22,717	31,082	32,636
101-42-00-20-47	PERS Unfunded Liability	25,450	19,539	33,955	30,954	32,842
101-42-00-20-55	Health Insurance	17,615	13,497	39,339	47,721	50,107
101-42-00-20-61	Workers Comp	4,335	4,577	5,870	9,967	10,465
101-42-00-20-65	SDI	1,493	1,422	2,480	3,397	3,567
101-42-00-20-75	Deferred Comp	2,911	4,092	4,072	9,805	10,295
101-42-00-20-85	Auto Allowance	4,483	3,315	5,640	7,080	7,434
20	**Salaries & Benefits**	**251,519**	**265,131**	**442,659**	**556,038**	**584,180**
101-42-00-21-10	Communications	12,850	8,697	18,600	10,000	10,400
101-42-00-21-15	Postage	46	97	300	500	520
101-42-00-21-45	Other Contract Services	28,113	87,605	208,515	160,000	166,400
101-42-00-21-53	Memberships & Publications	1,800	1,875	6,700	7,050	7,332
101-42-00-21-55	Training & Conference	79	8,866	19,300	24,000	24,960
101-42-00-21-56	Admin Recruitment	128	0	0	0	0
21	**Services**	**43,016**	**107,140**	**253,415**	**201,550**	**209,612**
101-42-00-22-12	Computer Equipment	0	1,779	0	4,000	4,160
101-42-00-22-13	Office Supplies	0	43	750	1,000	1,040
101-42-00-22-15	Special Department Supplies	60	280	3,000	3,000	3,120
22	**Supplies**	**60**	**2,102**	**3,750**	**8,000**	**8,320**
101-42-00-26-40	Furniture & Fixtures	0	0	750	3,000	3,150
26	**Capital**	**0**	**0**	**750**	**3,000**	**3,150**
00	**Administration**	**294,595**	**374,373**	**700,574**	**768,588**	**805,262**
561	**Water Enterprise**					
42	**Administration**					
561-42-00-20-10	Salary-Regular	87,358	103,293	171,284	204,614	214,845
561-42-00-20-40	FICA/Medicare	5,617	6,934	10,082	12,768	13,406
561-42-00-20-45	Employer PERS	6,349	5,055	12,683	16,261	17,074
561-42-00-20-47	PERS Unfunded Liability	13,359	10,290	18,957	16,194	17,182
561-42-00-20-55	Health Insurance	9,379	7,083	22,546	23,531	24,708
561-42-00-20-61	Workers Comp	2,168	1,859	3,118	4,983	5,232
561-42-00-20-65	SDI	730	699	1,327	1,709	1,794
561-42-00-20-75	Deferred Comp	1,454	2,178	2,167	5,330	5,597
561-42-00-20-85	Auto Allowance	2,370	1,725	3,120	3,720	3,906
20	**Salaries & Benefits**	**128,783**	**139,118**	**245,284**	**289,110**	**303,744**
561-42-00-22-15	Special Department Supplies	0	97	0	0	0
22	**Supplies**	**0**	**97**	**0**	**0**	**0**
00	**Administration**	**128,783**	**139,215**	**245,284**	**289,110**	**303,744**
571	**Sewer Enterprise**					
42	**Administration**					
571-42-00-20-10	Salary-Regular	56,421	66,749	111,970	131,876	138,470
571-42-00-20-40	FICA/Medicare	3,602	4,461	6,549	8,161	8,569
571-42-00-20-45	Employer PERS	4,117	3,231	8,312	10,479	11,003
571-42-00-20-47	PERS Unfunded Liability	8,640	6,643	12,423	10,436	11,073

City Manager Budget- 4200

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
571-42-00-20-55	Health Insurance	6,135	4,568	14,870	14,914	15,660
571-42-00-20-61	Workers Comp	1,379	1,192	2,018	3,171	3,330
571-42-00-20-65	SDI	467	443	860	1,089	1,143
571-42-00-20-75	Deferred Comp	926	1,410	1,403	3,469	3,642
571-42-00-20-85	Auto Allowance	1,548	1,110	2,040	2,400	2,520
20	**Salaries & Benefits**	**83,235**	**89,807**	**160,445**	**185,995**	**195,410**
571-42-00-22-15	Special Department Supplies	0	91	0	0	0
22	**Supplies**	**0**	**91**	**0**	**0**	**0**
00	**Administration**	**83,235**	**89,898**	**160,445**	**185,995**	**195,410**
Grand Total		**506,613**	**603,486**	**1,106,303**	**1,243,693**	**1,304,416**

City Clerk

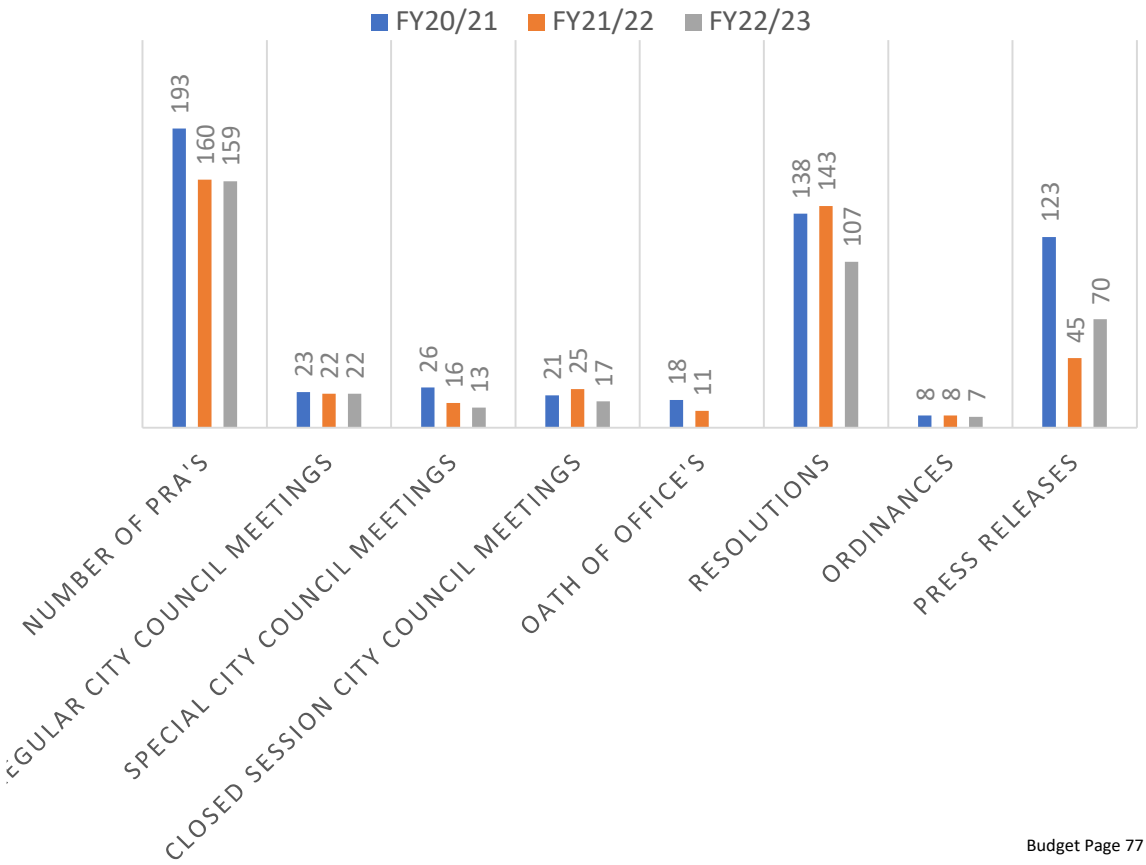


City Clerk (4210)
Budget 2023-24

Purpose

The City Clerk is responsible for the preparation of Council Agendas, Brown Act compliance, records management, Fair Political Practices Commission (FPPC) reporting requirements, and assistance to the City Council.

The City Clerk serves as a resource to the community, to provide the highest level of customer service to the City Council, City staff and the general public. The City Clerk ensures that the legislative process is transparent and accessible and, is the custodian of records and Official Seal for the City, accurate record documentation and information. The City Clerk is also responsible for administering the election process, managing the Fair Political Practice Commission's campaign finance disclosure filings and Statements of Economic Interests, coordinating public records requests, and acting as the primary liaison to the City-Appointed Commissions and Committees.



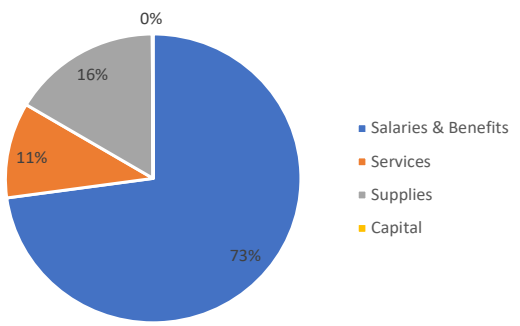
City Clerk

Expenses by Fund and Category

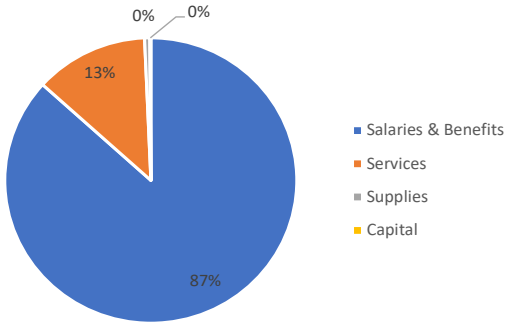
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	327,935	311,701	323,541	396,794	332,437
561	Water Enterprise	44,865	46,500	54,319	61,028	64,125
571	Sewer Enterprise	33,966	34,892	41,670	45,952	48,212
Grand Total		**406,766**	**393,093**	**419,530**	**503,774**	**444,774**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
42	***Administration***					
20	Salaries & Benefits	295,726	304,515	309,556	366,999	385,723
21	Services	61,699	29,918	64,832	53,875	56,030
22	Supplies	49,341	58,660	44,642	82,400	2,496
26	Capital	-	-	500	500	525
Grand Total		**406,766**	**393,093**	**419,530**	**503,774**	**444,774**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



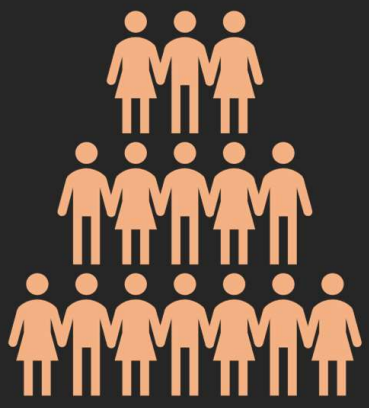
City Clerk Budget- 4210

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
42	**Administration**					
101-42-10-20-10	Salary-Regular	149,427	161,336	156,871	181,369	190,437
101-42-10-20-40	FICA/Medicare	11,618	12,521	12,435	14,054	14,757
101-42-10-20-45	Employer PERS	11,084	11,096	11,596	16,505	17,330
101-42-10-20-47	PERS Unfunded Liability	22,238	17,211	17,332	16,437	17,440
101-42-10-20-55	Health Insurance	19,920	20,608	22,222	37,010	38,861
101-42-10-20-61	Workers Comp	5,912	2,860	5,503	6,795	7,135
101-42-10-20-65	SDI	1,630	1,816	1,762	1,995	2,095
101-42-10-20-75	Deferred Comp	2,558	2,459	2,467	2,475	2,599
101-42-10-20-85	Auto Allowance	1,920	1,920	1,920	1,920	2,016
20	**Salaries & Benefits**	**226,306**	**231,828**	**232,108**	**278,560**	**292,669**
101-42-10-21-05	Advertising	11,603	17,407	5,800	5,800	6,032
101-42-10-21-45	Other Contract Services	38,741	1,050	34,531	18,534	19,275
101-42-10-21-53	Memberships & Publications	1,944	1,838	2,340	4,000	4,160
101-42-10-21-55	Training & Conference	0	918	3,620	7,000	7,280
21	**Services**	**52,288**	**21,213**	**46,291**	**35,334**	**36,747**
101-42-10-22-13	Office Supplies	8	1,041	1,000	1,000	1,040
101-42-10-22-14	Election Expense	49,306	57,395	40,000	80,000	0
101-42-10-22-15	Special Department Supplies	27	224	3,642	1,400	1,456
22	**Supplies**	**49,341**	**58,660**	**44,642**	**82,400**	**2,496**
101-42-10-26-40	Furniture & Fixtures	0	0	500	500	525
26	**Capital**	**0**	**0**	**500**	**500**	**525**
10	**SB2 Planning Grant**	**327,935**	**311,701**	**323,541**	**396,794**	**332,437**
561	**Water Enterprise**					
42	**Administration**					
561-42-10-20-10	Salary-Regular	26,465	29,863	28,731	33,071	34,725
561-42-10-20-40	FICA/Medicare	2,053	2,312	2,225	2,557	2,685
561-42-10-20-45	Employer PERS	1,902	1,929	2,013	3,009	3,159
561-42-10-20-47	PERS Unfunded Liability	3,838	2,981	3,008	2,997	3,180
561-42-10-20-55	Health Insurance	3,481	3,570	7,031	7,876	8,270
561-42-10-20-61	Workers Comp	1,182	572	1,101	1,359	1,427
561-42-10-20-65	SDI	290	338	316	264	382
561-42-10-20-75	Deferred Comp	396	381	382	383	402
561-42-10-20-85	Auto Allowance	240	240	240	240	252
20	**Salaries & Benefits**	**39,848**	**42,185**	**45,047**	**51,756**	**54,482**
561-42-10-21-45	Other Contract Services	5,017	4,315	8,402	8,402	8,738
561-42-10-21-55	Trainng & Conference	0	0	870	870	905
21	**Services**	**5,017**	**4,315**	**9,272**	**9,272**	**9,643**
10	**SB2 Planning Grant**	**44,865**	**46,500**	**54,319**	**61,028**	**64,125**
571	**Sewer Enterprise**					
42	**Administration**					
571-42-10-20-10	Salary-Regular	19,544	21,244	20,994	23,827	25,018
571-42-10-20-40	FICA/Medicare	1,519	1,648	1,629	1,846	1,938
571-42-10-20-45	Employer PERS	1,443	1,447	1,512	2,168	2,276
571-42-10-20-47	PERS Unfunded Liability	2,897	2,244	2,260	2,129	2,291
571-42-10-20-55	Health Insurance	2,600	2,743	4,484	4,987	5,236

City Clerk Budget- 4210

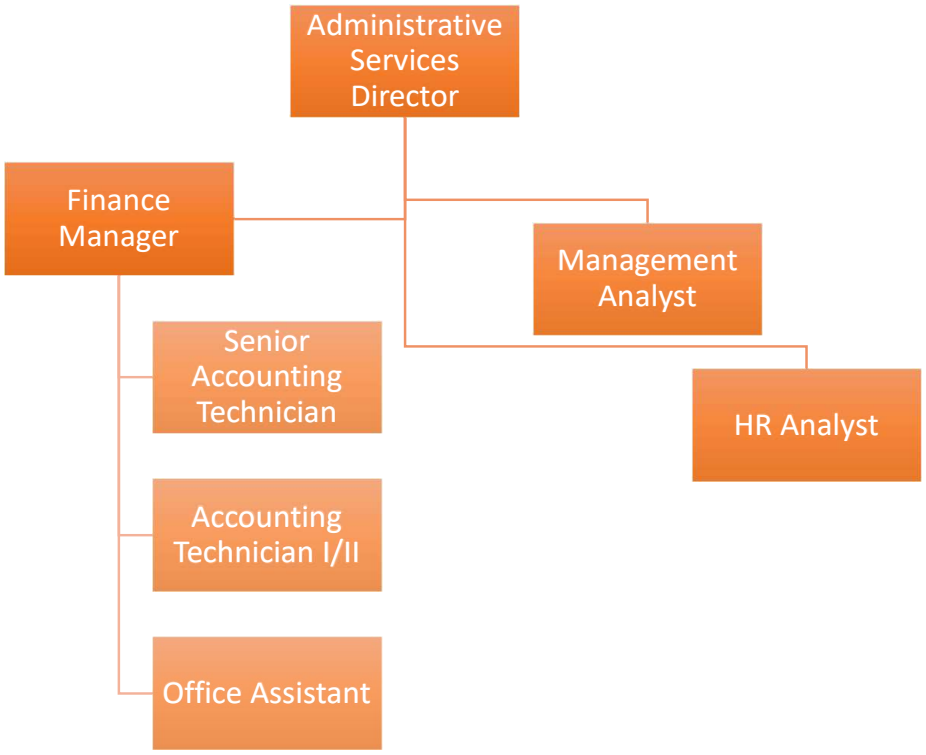
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
571-42-10-20-61	Workers Comp	788	381	734	906	951
571-42-10-20-65	SDI	213	239	231	262	275
571-42-10-20-75	Deferred Comp	328	315	317	318	334
571-42-10-20-85	Auto Allowance	240	240	240	240	252
20	**Salaries & Benefits**	**29,572**	**30,502**	**32,401**	**36,683**	**38,572**
571-42-10-21-45	Other Contract Services	4,394	4,390	8,399	8,399	8,735
571-42-10-21-55	Training & Conference	0	0	870	870	905
21	**Services**	**4,394**	**4,390**	**9,269**	**9,269**	**9,640**
10	**SB2 Planning Grant**	**33,966**	**34,892**	**41,670**	**45,952**	**48,212**
Grand Total		**406,766**	**393,093**	**419,530**	**503,774**	**444,774**

Administrative Services Department





Administration Services Department Organizational Chart



Department Codes:
4300 – Finance
4310 – Human Resources
4320 - Information Technology

Administrative Services Department

Finance Division



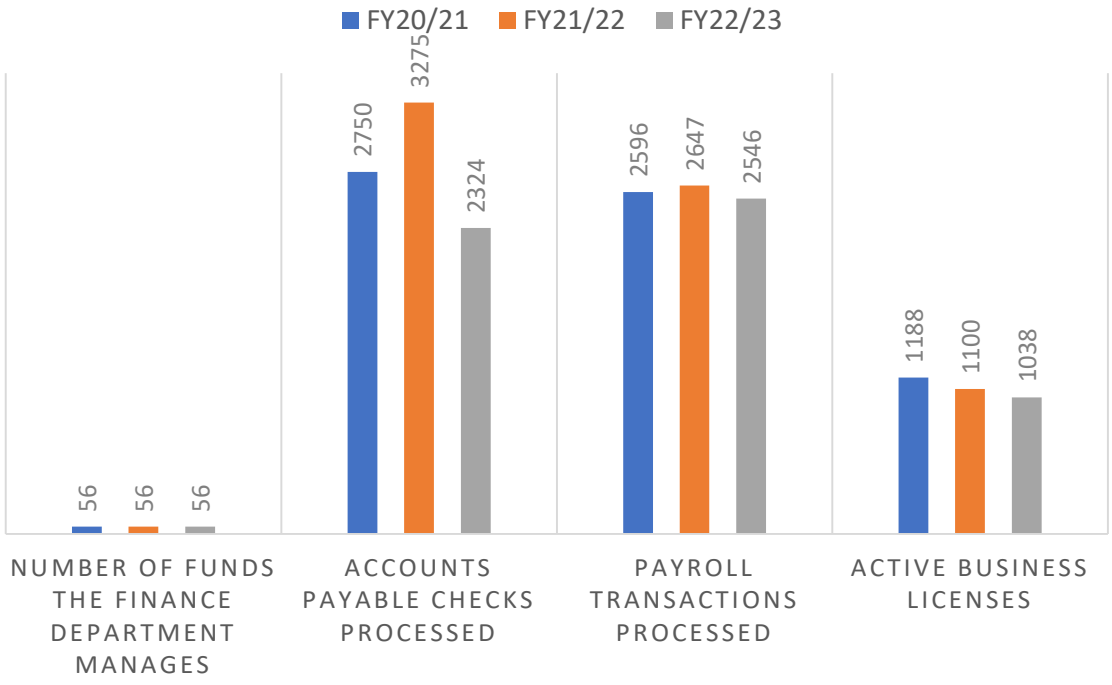


Finance Division (4300)
Budget 2023-24

Purpose

The Finance Department is responsible for providing financial management of all City Funds, grants management, and administrating internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; grant contract review, verification of grant reimbursements, and audit closeout; monitoring legislation affecting finances of the City; monitoring the City's risk management needs; administration of the Business License Ordinance; and maintaining & collection of the City's Transient Occupancy Tax (TOT).

Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations, miscellaneous receivables, and purchasing services.



Finance Division (4300)
Budget 2023-24

Goals

- Manage the financial resources of the City, consistent with financial policies and budget principles established by the City Council.
- Provide timely budget and financial report to City departments to assist meeting departmental goals.
- Ensure sound budget and expenditure control oversight and reporting of the City's funds to protect the fiduciary interest of the community.
- Administer City expenditures in conformance with municipal code requirements for contracts and payables.

Accomplishments

- In FY 2021/22, the City received a Distinguished Budget Presentation Award from the Government Finance Officer Association.
- In FY 2021/22, the Finance Department received the Certificate of Achievement for Excellence in Financial Reporting program for Fiscal Year ending June 30, 2019.
- In FY 2021/22, the Finance Department received an Award for Outstanding Achievement in Popular Annual Financial Reporting for the newly created Popular Annual Financial Report.

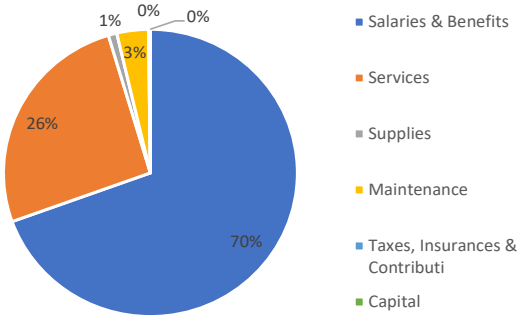
Finance

Expenses by Fund and Category

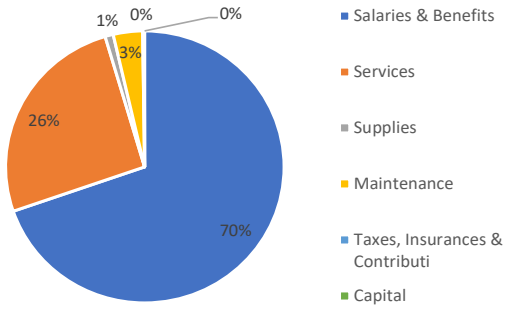
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	414,271	436,631	722,482	618,351	647,986
210	Community Dev Block Grant	-	90,562	-	-	-
216	Public Safety Impact	6,739	811	-	-	-
235	Measure A	25,013	41,814	14,410	15,000	15,600
561	Water Enterprise	351,074	403,287	575,644	489,161	512,438
571	Sewer Enterprise	259,425	262,374	468,016	374,559	392,174
713	Civic Impact	6,739	811	-	-	-
740	Traffic Mitigation Impact	6,739	811	-	-	-
742	Storm Drain Improvement	6,739	811	-	-	-
751	Affordable Housing	-	6,045	-	-	-
752	Fund	15,414	19,216	19,653	5,000	5,200
764	Water Impact	6,739	811	-	5,000	5,200
774	Sewer Impact	6,739	811	-	5,000	5,200
Grand Total		**1,105,630**	**1,264,794**	**1,800,204**	**1,512,071**	**1,583,798**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
43	***Finance***					
20	Salaries & Benefits	736,907	800,475	1,023,804	1,051,064	1,104,267
21	Services	295,354	404,892	708,850	391,244	406,894
22	Supplies	7,943	4,460	14,700	14,200	14,768
23	Maintenance	63,145	51,833	49,750	52,163	54,250
24	Taxes, Insurances & Contributi	1,825	3,134	2,500	2,500	2,675
26	Capital	455	-	600	900	945
Grand Total		**1,105,630**	**1,264,794**	**1,800,204**	**1,512,071**	**1,583,798**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Finance Budget- 4300

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
43	**Finance**					
101-43-00-20-10	Salary-Regular	206,525	221,892	295,931	300,061	315,064
101-43-00-20-20	Temp/Part Time	0	5,913	0	0	0
101-43-00-20-30	Overtime	692	432	1,000	1,000	1,050
101-43-00-20-40	FICA/Medicare	15,121	16,114	22,030	21,899	22,994
101-43-00-20-45	Employer PERS	14,434	15,983	23,342	27,692	29,077
101-43-00-20-47	PERS Unfunded Liability	34,016	27,505	34,888	27,578	29,260
101-43-00-20-50	Employee PERS	0	-196	0	0	0
101-43-00-20-55	Health Insurance	29,022	32,459	50,845	59,259	62,222
101-43-00-20-61	Workers Comp	7,252	6,512	8,584	10,601	11,131
101-43-00-20-65	SDI	2,056	2,224	3,094	3,060	3,213
101-43-00-20-75	Deferred Comp	3,207	3,099	4,408	4,422	4,643
101-43-00-20-85	Auto Allowance	2,530	2,520	3,720	3,720	3,906
101-43-00-20-96	Education Reimbursement	0	1,479	0	0	0
20	**Salaries & Benefits**	**314,854**	**335,935**	**447,842**	**459,292**	**482,560**
101-43-00-21-10	Communications	2,046	2,022	2,500	2,500	2,600
101-43-00-21-15	Postage	7,162	3,712	5,000	5,000	5,200
101-43-00-21-30	Professional Contracts	18,224	14,400	107,188	11,000	11,440
101-43-00-21-42	Banking Fees	26,881	26,804	27,000	27,000	28,080
101-43-00-21-45	Other Contract Services	22,620	35,009	108,204	83,987	87,346
101-43-00-21-48	Government Fees	0	0	200	0	0
101-43-00-21-53	Memberships & Publications	861	896	1,271	1,902	1,978
101-43-00-21-55	Training & Conference	50	90	2,225	6,600	6,864
21	**Services**	**77,844**	**82,933**	**253,588**	**137,989**	**143,509**
101-43-00-22-13	Office Supplies	65	451	1,000	1,000	1,040
101-43-00-22-15	Special Department Supplies	1,761	1,243	4,000	3,000	3,120
22	**Supplies**	**1,826**	**1,694**	**5,000**	**4,000**	**4,160**
101-43-00-23-11	Maint Office Equip	0	0	1,500	1,500	1,560
101-43-00-23-35	Software Maintenance	19,570	15,369	14,352	15,070	15,673
23	**Maintenance**	**19,570**	**15,369**	**15,852**	**16,570**	**17,233**
101-43-00-24-25	Taxes & Other Charges	18	700	0	0	0
24	**Taxes, Insurances & Contributi**	**18**	**700**	**0**	**0**	**0**
101-43-00-26-40	Furniture & Fixtures	159	0	200	500	525
26	**Capital**	**159**	**0**	**200**	**500**	**525**
00	**Administration**	**414,271**	**436,631**	**722,482**	**618,351**	**647,986**
210	**Community Dev Block Grant**					
43	**Finance**					
210-43-00-21-45	CDBG CV1 - Childcare Grant	0	74,484	0	0	0
210-43-00-21-46	CDBG CV2 - Utility Asst Grant	0	16,078	0	0	0
21	**Services**	**0**	**90,562**	**0**	**0**	**0**
00	**Administration**	**0**	**90,562**	**0**	**0**	**0**
216	**Public Safety Impact**					
43	**Finance**					
216-43-00-21-45	Other Contract Services	6,739	811	0	0	0
21	**Services**	**6,739**	**811**	**0**	**0**	**0**

Finance Budget- 4300

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
00	**Administration**	**6,739**	**811**	**0**	**0**	**0**
235	**Measure A**					
43	**Finance**					
235-43-00-21-45	Other Contract Services	25,013	41,814	14,410	15,000	15,600
21	**Services**	**25,013**	**41,814**	**14,410**	**15,000**	**15,600**
00	**Administration**	**25,013**	**41,814**	**14,410**	**15,000**	**15,600**
561	**Water Enterprise**					
43	**Finance**					
561-43-00-20-10	Salary-Regular	150,899	152,194	216,892	223,064	234,217
561-43-00-20-20	Temp/Part Time	12,122	47,998	0	0	0
561-43-00-20-30	Overtime	711	578	1,000	1,000	1,050
561-43-00-20-40	FICA/Medicare	11,282	11,370	16,426	16,695	17,530
561-43-00-20-45	Employer PERS	10,588	10,870	16,411	18,622	19,553
561-43-00-20-47	PERS Unfunded Liability	25,180	20,375	24,529	18,545	19,676
561-43-00-20-50	Employee PERS	0	-89	0	0	0
561-43-00-20-55	Health Insurance	22,110	27,035	48,971	55,461	58,234
561-43-00-20-61	Workers Comp	7,212	5,616	7,814	9,650	10,133
561-43-00-20-65	SDI	1,561	1,603	2,318	2,350	2,468
561-43-00-20-75	Deferred Comp	1,945	1,942	2,972	2,982	3,131
561-43-00-20-85	Auto Allowance	1,320	1,320	2,040	2,040	2,142
20	**Salaries & Benefits**	**244,930**	**280,810**	**339,373**	**350,409**	**368,133**
561-43-00-21-10	Communications	1,840	952	2,100	2,100	2,184
561-43-00-21-15	Postage	8,895	1,271	10,300	10,300	10,712
561-43-00-21-30	Professional Contracts	4,437	6,141	12,825	10,000	10,400
561-43-00-21-42	Banking Fees	27,325	27,235	24,300	30,000	31,200
561-43-00-21-44	Online Transaction Fee	0	49	3,000	3,500	3,640
561-43-00-21-45	Other Contract Services	37,880	65,823	158,103	53,087	55,210
561-43-00-21-53	Memberships & Publications	721	325	1,173	1,617	1,682
561-43-00-21-55	Training & Conference	45	796	2,470	4,800	4,992
21	**Services**	**81,142**	**102,592**	**214,271**	**115,404**	**120,020**
561-43-00-22-13	Office Supplies	65	451	850	850	884
561-43-00-22-15	Special Department Supplies	2,990	942	4,000	4,500	4,680
22	**Supplies**	**3,055**	**1,392**	**4,850**	**5,350**	**5,564**
561-43-00-23-35	Software Maintenance	21,788	18,232	16,950	17,798	18,510
23	**Maintenance**	**21,788**	**18,232**	**16,950**	**17,798**	**18,510**
561-43-00-24-25	Taxes & Other Charges	0	260	0	0	0
24	**Taxes, Insurances & Contributi**	**0**	**260**	**0**	**0**	**0**
561-43-00-26-40	Furniture & Fixtures	159	0	200	200	210
26	**Capital**	**159**	**0**	**200**	**200**	**210**
00	**Administration**	**351,074**	**403,287**	**575,644**	**489,161**	**512,437**
571	**Sewer Enterprise**					
43	**Finance**					
571-43-00-20-10	Salary-Regular	115,026	121,029	151,809	151,827	159,418
571-43-00-20-20	Temp/Part Time	0	925	0	0	0

Finance Budget- 4300

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
571-43-00-20-30	Overtime	603	457	1,000	1,000	1,050
571-43-00-20-40	FICA/Medicare	8,565	9,005	11,477	11,316	11,882
571-43-00-20-45	Employer PERS	7,961	8,418	11,369	12,984	13,633
571-43-00-20-47	PERS Unfunded Liability	18,702	15,073	16,992	12,931	13,720
571-43-00-20-50	Employee PERS	0	-71	0	0	0
571-43-00-20-55	Health Insurance	17,390	21,084	33,156	39,221	41,182
571-43-00-20-61	Workers Comp	5,242	4,090	5,613	6,931	7,278
571-43-00-20-65	SDI	1,188	1,275	1,618	1,590	1,670
571-43-00-20-75	Deferred Comp	1,496	1,482	2,115	2,123	2,229
571-43-00-20-85	Auto Allowance	950	960	1,440	1,440	1,512
20	**Salaries & Benefits**	**177,123**	**183,729**	**236,589**	**241,363**	**253,573**
571-43-00-21-10	Communications	1,840	952	1,800	1,800	1,872
571-43-00-21-15	Postage	6,382	1,245	5,478	5,478	5,697
571-43-00-21-30	Professional Contracts	4,437	4,977	11,442	10,000	10,400
571-43-00-21-42	Banking Fees	27,325	27,235	24,300	30,000	31,200
571-43-00-21-44	Online Transaction Fee	0	49	3,000	3,000	3,120
571-43-00-21-45	Other Contract Services	14,846	21,553	158,102	53,086	55,209
571-43-00-21-53	Memberships & Publications	648	314	1,012	1,387	1,442
571-43-00-21-55	Training & Conference	30	540	1,795	3,100	3,224
21	**Services**	**55,508**	**56,865**	**206,929**	**107,851**	**112,165**
571-43-00-22-13	Office Supplies	65	451	850	850	884
571-43-00-22-15	Special Department Supplies	2,997	923	4,000	4,000	4,160
22	**Supplies**	**3,062**	**1,374**	**4,850**	**4,850**	**5,044**
571-43-00-23-35	Software Maintenance	21,788	18,232	16,948	17,795	18,507
23	**Maintenance**	**21,788**	**18,232**	**16,948**	**17,795**	**18,507**
571-43-00-24-25	Taxes & Other Charges	1,808	2,174	2,500	2,500	2,675
24	**Taxes, Insurances & Contributi**	**1,808**	**2,174**	**2,500**	**2,500**	**2,675**
571-43-00-26-40	Furniture & Fixtures	136	0	200	200	210
26	**Capital**	**136**	**0**	**200**	**200**	**210**
00	**Administration**	**259,425**	**262,374**	**468,016**	**374,559**	**392,174**
713	**Civic Impact**					
43	**Finance**					
713-43-00-21-45	Other Contract Services	6,739	811	0	0	0
21	**Services**	**6,739**	**811**	**0**	**0**	**0**
00	**Administration**	**6,739**	**811**	**0**	**0**	**0**
740	**Traffic Mitigation Impact**					
43	**Finance**					
740-43-00-21-45	Other Contract Services	6,739	811	0	0	0
21	**Services**	**6,739**	**811**	**0**	**0**	**0**
00	**Administration**	**6,739**	**811**	**0**	**0**	**0**
742	**Storm Drain Improvement**					
43	**Finance**					
742-43-00-21-45	Other Contract Services	6,739	811	0	0	0
21	**Services**	**6,739**	**811**	**0**	**0**	**0**

Finance Budget- 4300

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
00	**Administration**	**6,739**	**811**	**0**	**0**	**0**
751	**Affordable Housing**					
43	**Finance**					
751-43-00-21-45	Other Contract Services	0	6,045	0	0	0
21	**Services**	**0**	**6,045**	**0**	**0**	**0**
00	**Administration**	**0**	**6,045**	**0**	**0**	**0**
752	**Fund**					
43	**Finance**					
752-43-00-21-30	Professional Contracts	15,414	19,216	19,653	5,000	5,200
21	**Services**	**15,414**	**19,216**	**19,653**	**5,000**	**5,200**
00	**Administration**	**15,414**	**19,216**	**19,653**	**5,000**	**5,200**
764	**Water Impact**					
43	**Finance**					
764-43-00-21-45	Other Contract Services	6,739	811	0	5,000	5,200
21	**Services**	**6,739**	**811**	**0**	**5,000**	**5,200**
00	**Administration**	**6,739**	**811**	**0**	**5,000**	**5,200**
774	**Sewer Impact**					
43	**Finance**					
774-43-00-21-45	Other Contract Services	6,739	811	0	5,000	5,200
21	**Services**	**6,739**	**811**	**0**	**5,000**	**5,200**
00	**Administration**	**6,739**	**811**	**0**	**5,000**	**5,200**
Grand Total						
		1,105,630	**1,264,794**	**1,800,204**	**1,512,071**	**1,583,798**

Administrative Services Department

Human Resources Division



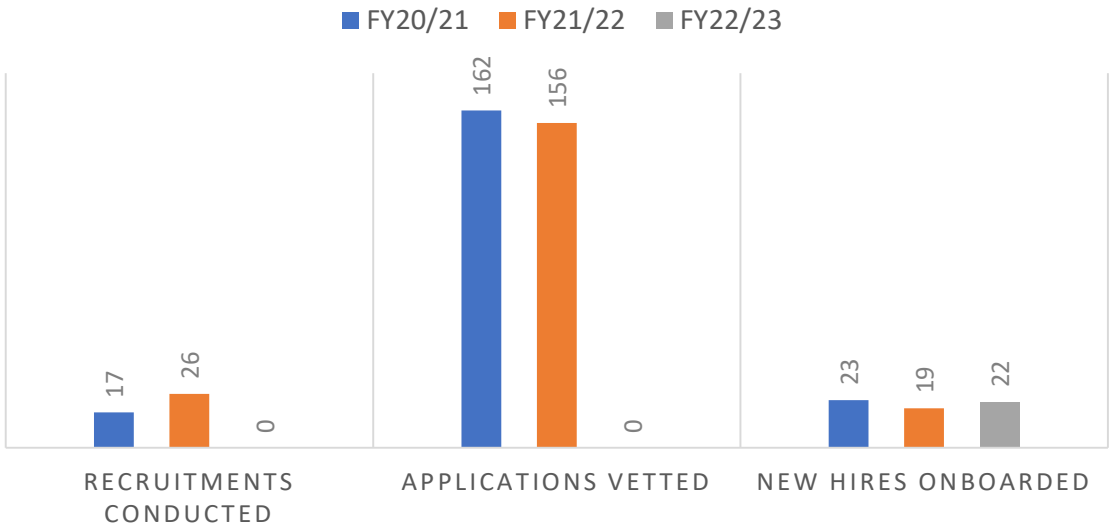


Human Resources Division (4310)
Budget 2023-24

Purpose
The Human Resources is responsible for the recruitment of new employees, benefits, training, retirement, as well as managing Risk Management services for the City. The City of St. Helena employs over 100 full-time and part-time employees. Our mission is to serve our community and attract and retain a strong workforce committed to serving the public. We provide a wide variety of positions from Police Officers to Librarians, Plant Operators and Administrative Assistants to Engineers. The City offers many challenging and fulling positions in one of the most beautiful communities in the world.

Goals
- Establishment of division SOPs
- Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs.
- Continue to provide training and support to all departments.

Accomplishments
- Administered City's health benefits programs.
- Administered City's recruitment.
- Administered City's risk and safety programs.



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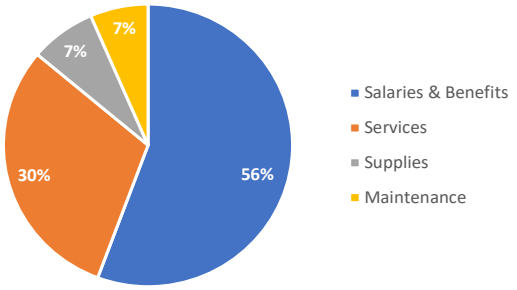
Human Resources

Expenses by Fund and Category

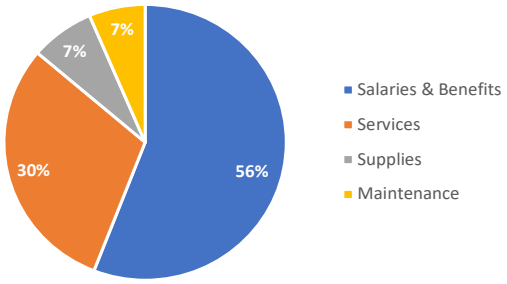
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	64	230,747	261,778	178,662	186,968
561	Water Enterprise	-	76,187	90,042	66,135	69,137
571	Sewer Enterprise	-	59,388	73,664	57,718	60,294
Grand Total		**64**	**366,322**	**425,484**	**302,515**	**316,399**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
43	***Finance***					
20	Salaries & Benefits	-	321,832	336,466	168,380	176,899
21	Services	64	37,124	47,270	92,195	95,883
22	Supplies	-	1,274	22,500	22,300	23,192
23	Maintenance	-	6,092	19,248	19,640	20,426
Grand Total		**64**	**366,322**	**425,484**	**302,515**	**316,399**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Human Resources Budget - 4310

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
43	**Finance**					
101-43-10-20-10	Salary Regular	0	135,129	138,259	65,141	68,398
101-43-10-20-20	Temp/Part Time	0	0	0	0	0
101-43-10-20-30	Overtime	0	1,611	0	0	0
101-43-10-20-40	FICA/Medicare	0	10,427	11,188	5,013	5,264
101-43-10-20-45	Employer PERS	0	9,264	9,949	5,928	6,224
101-43-10-20-47	PERS Unfunded Liability	0	13,979	14,871	5,903	6,263
101-43-10-20-55	Health Insurance	0	31,342	34,528	23,372	24,541
101-43-10-20-61	Workers Comp	0	2,479	4,769	2,945	3,092
101-43-10-20-65	SDI	0	1,569	1,521	717	753
101-43-10-20-75	Deferred Comp	0	1,932	2,058	428	449
101-43-10-20-85	Auto Allowance	0	1,495	1,560	0	0
20	**Salaries & Benefits**	**0**	**209,226**	**218,703**	**109,447**	**114,984**
101-43-10-21-05	Advertising	0	0	5,000	5,000	5,200
101-43-10-21-45	Other Contract Services	0	1,150	0	25,000	26,000
101-43-10-21-53	Memberships & Publications	0	1,423	1,720	1,645	1,711
101-43-10-21-55	Training & Conference	0	3,207	7,750	7,750	8,060
101-43-10-21-56	Admin Recruitment	64	12,817	7,500	7,500	7,800
21	**Services**	**64**	**18,598**	**21,970**	**46,895**	**48,771**
101-43-10-22-13	Office Supplies	0	71	1,000	800	832
101-43-10-22-15	Special Department Supplies	0	821	10,000	10,000	10,400
22	**Supplies**	**0**	**892**	**11,000**	**10,800**	**11,232**
101-43-10-23-35	Software Maintenance	0	2,031	10,105	11,520	11,981
23	**Maintenance**	**0**	**2,031**	**10,105**	**11,520**	**11,981**
10	**Human Resources**	**64**	**230,747**	**261,778**	**178,662**	**186,968**
561	**Water Enterprise**					
43	**Finance**					
561-43-10-20-10	Salary Regular	0	41,579	42,541	20,043	21,045
561-43-10-20-30	Overtime	0	496	0	0	0
561-43-10-20-40	FICA/Medicare	0	3,208	3,442	1,543	1,620
561-43-10-20-45	Employer PERS	0	2,851	3,061	1,824	1,915
561-43-10-20-47	PERS Unfunded Liability	0	4,301	4,576	1,816	1,927
561-43-10-20-55	Health Insurance	0	9,644	10,624	7,191	7,551
561-43-10-20-61	Workers Comp	0	763	1,467	906	951
561-43-10-20-65	SDI	0	483	468	220	231
561-43-10-20-75	Deferred Comp	0	595	633	132	139
561-43-10-20-85	Auto Allowance	0	460	480	0	0
20	**Salaries & Benefits**	**0**	**64,379**	**67,292**	**33,675**	**35,379**
561-43-10-21-05	Advertising	0	0	2,500	2,500	2,600
561-43-10-21-45	Other Contract Services	0	0	0	10,000	10,400
561-43-10-21-55	Training & Conference	0	1,171	6,400	6,400	6,656
561-43-10-21-56	Admin Recruitment	0	8,350	3,750	3,750	3,900
21	**Services**	**0**	**9,521**	**12,650**	**22,650**	**23,556**
561-43-10-22-13	Office Supplies	0	148	250	250	260
561-43-10-22-15	Special Department Supplies	0	108	5,500	5,500	5,720
22	**Supplies**	**0**	**256**	**5,750**	**5,750**	**5,980**

Human Resources Budget - 4310

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
561-43-10-23-35	Software Maintenance	0	2,031	4,350	4,060	4,222
23	**Maintenance**	**0**	**2,031**	**4,350**	**4,060**	**4,222**
10	**Human Resources**	**0**	**76,187**	**90,042**	**66,135**	**69,137**
571	**Sewer Enterprise**					
43	**Finance**					
571-43-10-20-10	Salary Regular	0	31,183	31,906	15,033	15,785
571-43-10-20-30	Overtime	0	372	0	0	0
571-43-10-20-40	FICA/Medicare	0	2,407	2,582	1,157	1,215
571-43-10-20-45	Employer PERS	0	2,138	2,296	1,368	1,436
571-43-10-20-47	PERS Unfunded Liability	0	3,226	3,432	1,362	1,445
571-43-10-20-55	Health Insurance	0	7,176	7,968	5,394	5,664
571-43-10-20-61	Workers Comp	0	572	1,101	680	714
571-43-10-20-65	SDI	0	362	351	165	173
571-43-10-20-75	Deferred Comp	0	445	475	99	104
571-43-10-20-85	Auto Allowance	0	345	360	0	0
20	**Salaries & Benefits**	**0**	**48,227**	**50,471**	**25,258**	**26,536**
571-43-10-21-05	Advertising	0	0	2,500	2,500	2,600
571-43-10-21-45	Other Contract Services	0	0	0	10,000	10,400
571-43-10-21-55	Training & Conference	0	1,171	6,400	6,400	6,656
571-43-10-21-56	Admin Recruitment	0	7,834	3,750	3,750	3,900
21	**Services**	**0**	**9,005**	**12,650**	**22,650**	**23,556**
571-43-10-22-13	Office Supplies	0	18	250	250	260
571-43-10-22-15	Special Department Supplies	0	108	5,500	5,500	5,720
22	**Supplies**	**0**	**125**	**5,750**	**5,750**	**5,980**
571-43-10-23-35	Software Maintenance	0	2,031	4,793	4,060	4,222
23	**Maintenance**	**0**	**2,031**	**4,793**	**4,060**	**4,222**
10	**Human Resources**	**0**	**59,388**	**73,664**	**57,718**	**60,294**
Grand Total		**64**	**366,322**	**425,484**	**302,515**	**316,399**

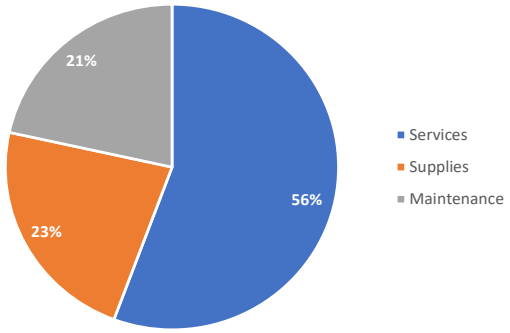
Information Technology

Expenses by Fund and Category

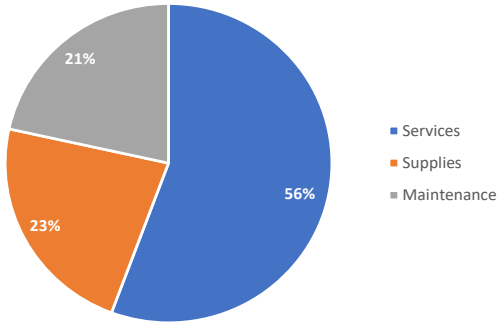
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	-	152,666	258,651	261,638	272,104
561	Water Enterprise	-	31,270	57,640	55,310	57,522
571	Sewer Enterprise	-	21,683	42,757	40,637	42,262
592	Equipment Replacement Fund	-	-	38,251	40,000	41,600
Grand Total		**-**	**205,619**	**397,299**	**397,585**	**413,488**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
43	***Finance***					
21	Services	-	194,917	213,349	221,336	230,189
22	Supplies	-	-	88,751	90,500	94,120
23	Maintenance	-	10,702	95,199	85,749	89,179
Grand Total		**-**	**205,619**	**397,299**	**397,585**	**413,488**

FY 24 EXPENSES BY CATEGORY



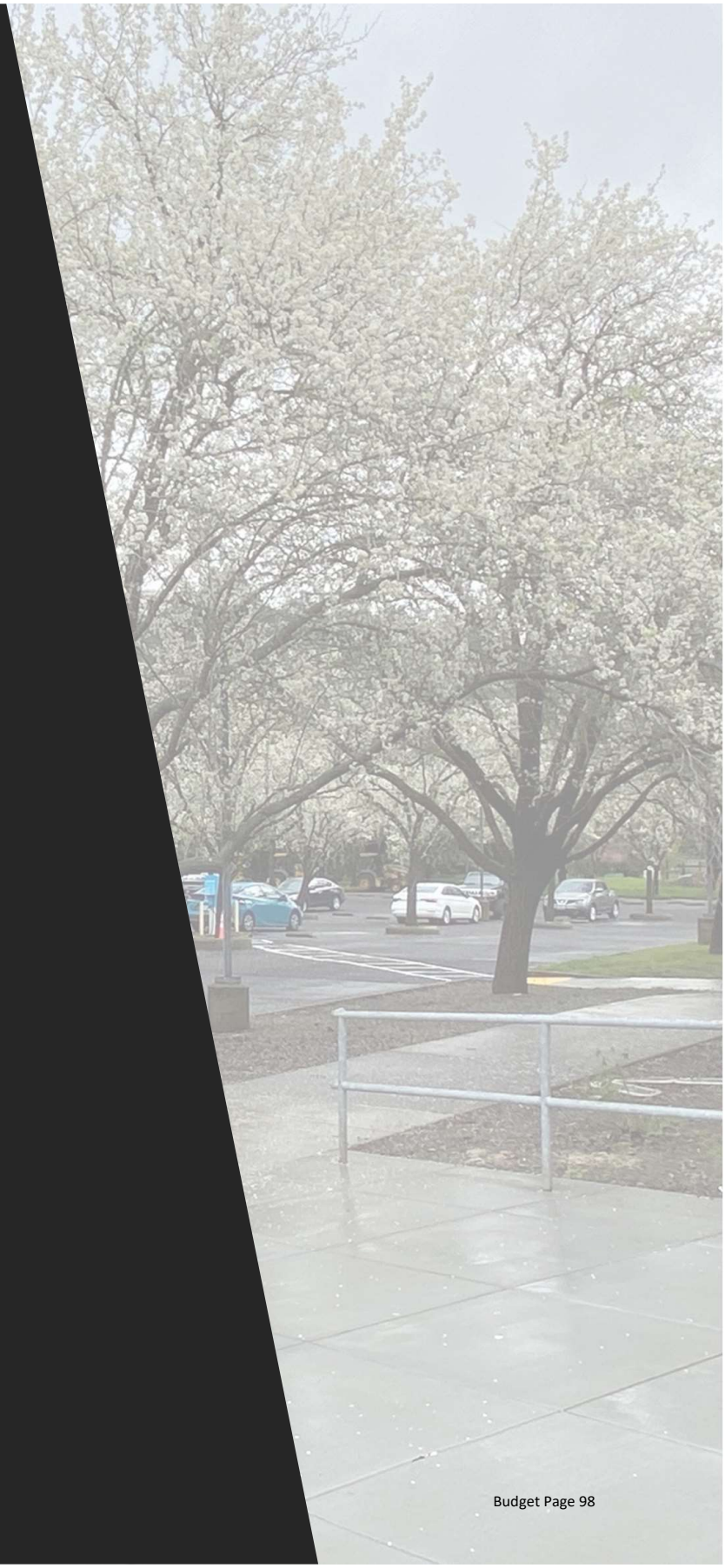
FY 25 EXPENSES BY CATEGORY



Information Technology Budget- 4320

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
43	**Information Technology**					
101-43-20-21-30	Professional Contracts	0	144,717	159,752	167,739	174,449
101-43-20-21-45	Other Contract Services	0	0	0	0	0
101-43-20-21-46	Website Support	0	2,400	4,000	4,000	4,160
21	**Services**	**0**	**147,117**	**163,752**	**171,739**	**178,609**
101-43-20-22-12	Computer Equipment	0	0	27,250	27,250	28,340
101-43-20-22-15	Special Department Supplies	0	0	0	0	0
22	**Supplies**	**0**	**0**	**27,250**	**27,250**	**28,340**
101-43-20-23-35	Software Maintenance	0	5,549	67,649	62,649	65,155
23	**Maintenance**	**0**	**5,549**	**67,649**	**62,649**	**65,155**
20	**Administration**	**0**	**152,666**	**258,651**	**261,638**	**272,104**
561	**Water Enterprise**					
43	**Finance**					
561-43-20-21-30	Professional Contracts	0	28,693	29,760	29,760	30,950
21	**Services**	**0**	**28,693**	**29,760**	**29,760**	**30,950**
561-43-20-22-12	Computer Equipment	0	0	11,950	11,950	12,428
22	**Supplies**	**0**	**0**	**11,950**	**11,950**	**12,428**
561-43-20-23-35	Software Maintenance	0	2,577	15,930	13,600	14,144
23	**Maintenance**	**0**	**2,577**	**15,930**	**13,600**	**14,144**
20	**Administration**	**0**	**31,270**	**57,640**	**55,310**	**57,522**
571	**Sewer Enterprise**					
43	**Finance**					
571-43-20-21-30	Professional Contracts	0	19,106	19,837	19,837	20,630
21	**Services**	**0**	**19,106**	**19,837**	**19,837**	**20,630**
571-43-20-22-12	Computer Equipment	0	0	11,300	11,300	11,752
22	**Supplies**	**0**	**0**	**11,300**	**11,300**	**11,752**
571-43-20-23-35	Software Maintenance	0	2,577	11,620	9,500	9,880
23	**Maintenance**	**0**	**2,577**	**11,620**	**9,500**	**9,880**
20	**Administration**	**0**	**21,683**	**42,757**	**40,637**	**42,262**
592	**Equipment Replacement Fund**					
43	**Finance**					
592-43-20-22-12	Computer Equipment	0	0	38,251	40,000	41,600
22	**Supplies**	**0**	**0**	**38,251**	**40,000**	**41,600**
20	**Administration**	**0**	**0**	**38,251**	**40,000**	**41,600**
Grand Total		**0**	**205,619**	**397,299**	**397,585**	**413,488**

City Attorney



City Attorney (4400)
Budget 2023-24

Purpose

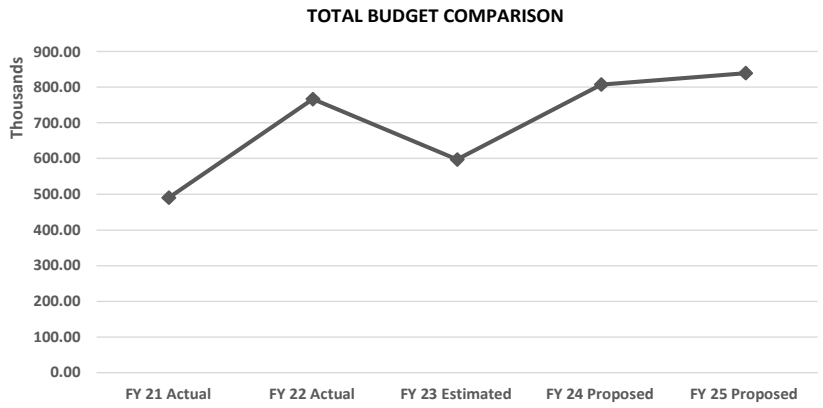
The City of St. Helena contracts with the law firm of Best Best & Krieger LLP for its City Attorney services. Ethan Walsh is the City Attorney. The City Attorney, who is appointed by the City Council, is responsible for providing legal advice to the City Council and Staff in carrying out the duties of City government. The City Attorney's duties include framing and reviewing City ordinances, resolutions and agreements, advising on all areas of law affecting the City's operations, and representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City. The City Attorney's client is the City of St. Helena, as represented by the City Council and City Manager, and not members of the public.

Attorney

Expenses by Fund and Category

Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	263,017	325,381	386,000	496,000	515,840
561	Water Enterprise	208,718	425,890	159,500	159,500	165,880
571	Sewer Enterprise	7,869	11,349	26,500	126,500	131,560
751	Affordable Housing	10,129	3,297	25,000	25,000	26,000
Grand Total		**489,733**	**765,917**	**597,000**	**807,000**	**839,280**

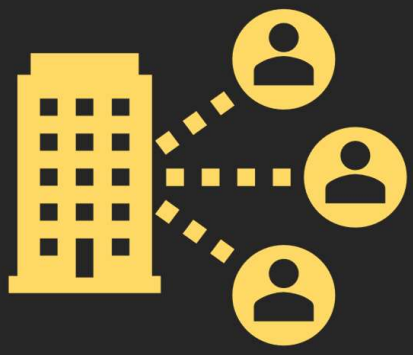
Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
44	***Attorney***					
21	Services	489,556	765,917	597,000	807,000	839,280
24	Taxes, Insurances & Contributions	177	-	-	-	-
Grand Total		**489,733**	**765,917**	**597,000**	**807,000**	**839,280**



City Attorney Budget- 4400

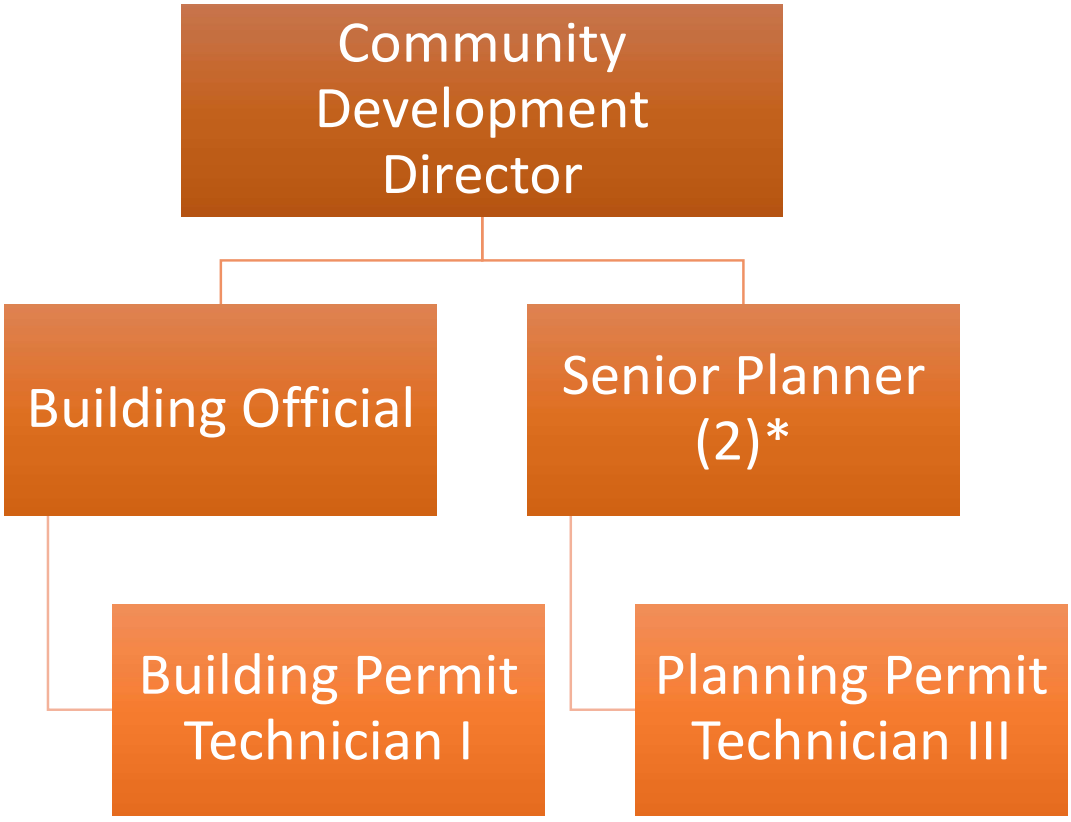
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
101-44-00-21-30	Professional Contracts	196,454	248,055	200,000	200,000	208,000
101-44-00-21-32	Litigation Cost	66,292	77,326	150,000	260,000	270,400
101-44-00-21-33	Contract Billable Services	271	0	36,000	36,000	37,440
21	**Services**	**263,017**	**325,381**	**386,000**	**496,000**	**515,840**
00	**Administration**	**263,017**	**325,381**	**386,000**	**496,000**	**515,840**
44	**Attorney**					
561	**Water Enterprise**					
561-44-00-21-30	Professional Contracts	86,744	102,527	59,500	59,500	61,880
561-44-00-21-32	Litigation Cost	121,974	323,363	100,000	100,000	104,000
21	**Services**	**208,718**	**425,890**	**159,500**	**159,500**	**165,880**
00	**Administration**	**208,718**	**425,890**	**159,500**	**159,500**	**165,880**
571	**Sewer Enterprise**					
571-44-00-21-30	Professional Contracts	7,869	11,349	11,500	11,500	11,960
571-44-00-21-32	Litigation Cost	0	0	15,000	115,000	119,600
21	**Services**	**7,869**	**11,349**	**26,500**	**126,500**	**131,560**
00	**Administration**	**7,869**	**11,349**	**26,500**	**126,500**	**131,560**
751	**Affordable Housing**					
751-44-00-21-30	Professional Contracts	9,952	3,297	25,000	25,000	26,000
21	**Services**	**9,952**	**3,297**	**25,000**	**25,000**	**26,000**
751-44-00-24-10	Turley Flats Contribution	177	0	0	0	0
24	**Taxes, Insurances & Contributi**	**177**	**0**	**0**	**0**	**0**
00	**Administration**	**10,129**	**3,297**	**25,000**	**25,000**	**26,000**
Grand Total		**489,733**	**765,917**	**597,000**	**807,000**	**839,280**

Community Development





Community Development Organizational Chart



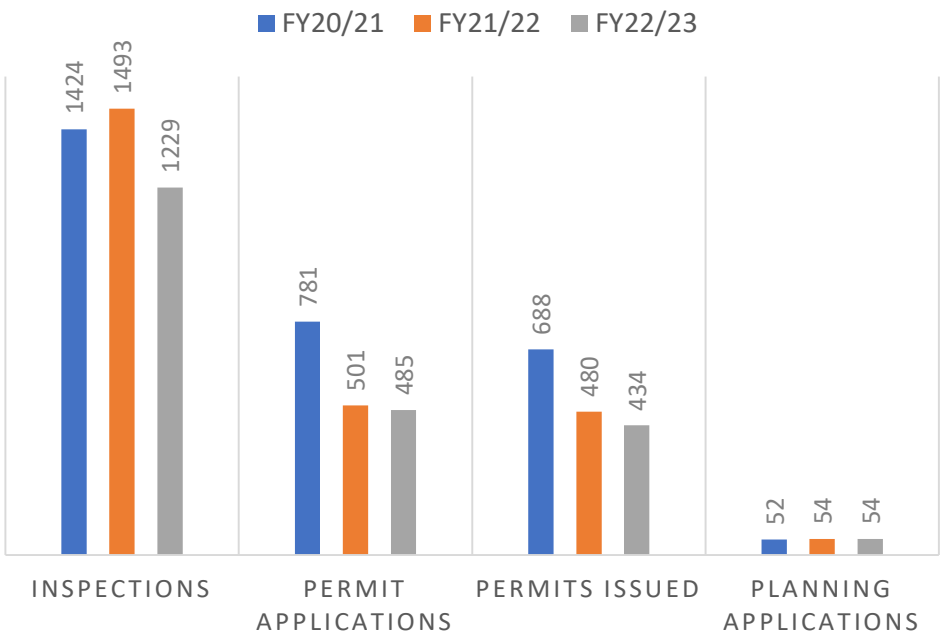
*One FTE Position has been frozen for FY2023-24

Budget Page 103

Community Development (4500)
Budget 2023-24

Purpose

The core services provided by the Planning and Building Department are: Implementation, enforcement, and updates related to the City's General Plan, the City Zoning and City Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, provides building permit plan check and field inspection, and Code Enforcement. (Including Short Term Rental enforcement).



Community Development (4500)
Budget 2023-24

Goals

- Initiate Downtown Specific Plan RFP, select consultant and initiate project
- Adoption of new Zoning Code and updated Zoning Map
- Transition to online permitting software and paperless submittals
- Adoption of Trails and Open Space Plan
- Create economic development webpage
- Create mural permit process
- Implement the GPA and zone change process for Housing Element Opportunity Sites
- Prioritize and implement recommendations from Urban Land Institute Final Report
- Complete implementation of energy friendly permit sale
- Climate action implementation
- Begin surplus lands act process for 1480 Main Street



Community Development (4500)
Budget 2023-24

Accomplishments

- Implemented permit fee reduction for certain energy-efficient/climate friendly systems including heat-pump water heating, HVAC, EV-charging, solar=PV/battery storage, window and door replacement and gray water systems.
- Implemented new records retention policy in an effort to reduce building plan storage space
- Adopted 2022 California Building Code series and hosted change seminar for local contractors in community
- Amended State Building Code for new construction in Wildfire Prone areas within the city limits by requiring WUI construction within prescribed areas to minimize risk of loss
- Provided support to Blue Zones Built Environment Committee Completed Hunter EIR and Tentative Map Planning Commission public hearing
- Adopted Housing and Safety Elements by City Council
- Submitted Annual Housing Element Progress Report to the California Department of Housing and Community Development (HCD)
- Selected preferred vendor for permit software upgrade
- Conducted Urban Land Institute Technical Assistance Panel
- Initiated contracting with Kosmont to begin surplus lands act process
- Adopted an Accessory Dwelling Unit code update to be in compliance with new state legislation (January 10, 2023)
- Released zoning code draft for public review
- Conducted four public meetings on zoning code update



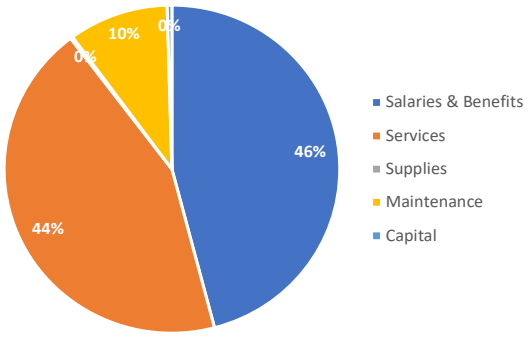
Community Development

Expenses by Fund and Category

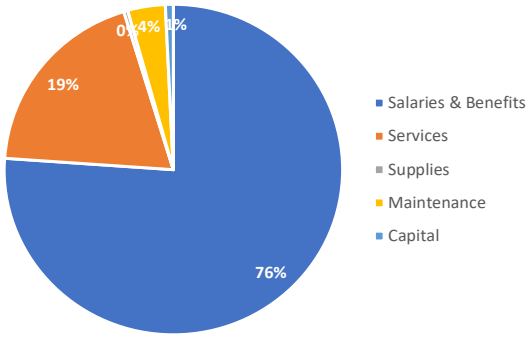
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	1,121,499	1,106,255	1,285,201	2,061,826	1,262,103
209	HOME Grant	4,075	13,221	25,000	25,000	26,000
291	SB-1186 State Fees	-	-	5,000	5,000	5,200
713	Civic Impact	-	-	364	-	-
745	Parking In-Lieu	-	-	60,000	80,000	83,200
751	Affordable Housing	14,887	69,210	40,245	-	-
Grand Total		**1,140,460**	**1,188,686**	**1,415,810**	**2,171,826**	**1,376,503**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
45	***Community Development***					
20	Salaries & Benefits	864,409	839,294	918,950	997,118	1,047,507
21	Services	256,092	293,744	448,572	950,540	263,762
22	Supplies	1,134	2,065	5,300	5,300	5,512
23	Maintenance	12,901	47,660	33,038	208,918	49,275
26	Capital	5,924	5,924	9,950	9,950	10,448
Grand Total		**1,140,460**	**1,188,686**	**1,415,810**	**2,171,826**	**1,376,503**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Community Development Budget- 4500

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
45	**Community Development**					
101-45-00-20-10	Salary-Regular	539,725	555,272	604,366	678,374	712,293
101-45-00-20-20	Temp/Part Time	30,200	6,000	6,000	6,000	6,300
101-45-00-20-30	Overtime	550	230	1,000	1,000	1,050
101-45-00-20-40	FICA/Medicare	40,764	41,296	45,115	47,891	50,286
101-45-00-20-45	Employer PERS	32,268	33,766	40,345	48,652	51,085
101-45-00-20-47	PERS Unfunded Liability	75,133	59,346	60,302	48,452	51,408
101-45-00-20-50	Employee PERS	495	0	0	0	0
101-45-00-20-55	Health Insurance	100,248	104,492	118,046	117,472	123,346
101-45-00-20-61	Workers Comp	23,647	17,162	22,011	27,182	28,541
101-45-00-20-65	SDI	5,480	5,750	5,724	6,027	6,328
101-45-00-20-75	Deferred Comp	8,699	8,778	8,841	8,868	9,311
101-45-00-20-85	Auto Allowance	7,200	7,200	7,200	7,200	7,560
20	**Salaries & Benefits**	**864,409**	**839,294**	**918,950**	**997,118**	**1,047,507**
101-45-00-21-05	Advertising	6,755	5,869	5,000	5,000	5,200
101-45-00-21-10	Communications	4,485	2,323	3,200	3,200	3,328
101-45-00-21-11	Other Contract Services	0	0	0	500,000	0
101-45-00-21-15	Postage	569	645	1,200	1,200	1,248
101-45-00-21-30	Professional Contracts	72,451	29,254	80,949	12,000	12,480
101-45-00-21-33	Contract Billable Services	0	0	1,600	1,600	1,664
101-45-00-21-39	Other Contract Services - CE	4,906	5,875	18,000	18,000	18,720
101-45-00-21-45	Other Contract Services	41,154	115,800	123,290	205,000	50,000
101-45-00-21-47	Other Contract Services - Bldg	27,222	14,631	25,000	25,000	26,000
101-45-00-21-53	Memberships & Publications	6,833	7,007	8,140	8,140	8,466
101-45-00-21-55	Training & Conference	305	655	21,400	21,400	22,256
21	**Services**	**164,680**	**182,058**	**287,779**	**800,540**	**149,362**
101-45-00-22-13	Office Supplies	971	1,445	2,500	2,500	2,600
101-45-00-22-15	Special Department Supplies	163	621	2,800	2,800	2,912
22	**Supplies**	**1,134**	**2,065**	**5,300**	**5,300**	**5,512**
101-45-00-23-11	Maint Office Equip	1,399	159	500	500	520
101-45-00-23-35	Software Maintenance	5,584	40,204	25,000	200,000	40,000
101-45-00-23-50	Vehicle Alloc Expense	5,918	7,298	7,538	8,418	8,755
23	**Maintenance**	**12,901**	**47,660**	**33,038**	**208,918**	**49,275**
101-45-00-26-30	Capital Equipment	5,924	5,924	5,950	5,950	6,248
101-45-00-26-40	Furniture & Fixtures	0	0	4,000	4,000	4,200
26	**Capital**	**5,924**	**5,924**	**9,950**	**9,950**	**10,448**
00	**Administration**	**1,049,048**	**1,077,001**	**1,255,017**	**2,021,826**	**1,262,103**
101-45-10-21-30	Professional Contracts	72,451	29,254	30,184	40,000	0
21	**Services**	**72,451**	**29,254**	**30,184**	**40,000**	**0**
10	**Community Development**	**72,451**	**29,254**	**30,184**	**40,000**	**0**
209	**HOME Grant**					
45	**Community Development**					
209-45-00-21-22	Administrative Fees	4,075	13,221	25,000	25,000	26,000
21	**Services**	**4,075**	**13,221**	**25,000**	**25,000**	**26,000**
00	**Administration**	**4,075**	**13,221**	**25,000**	**25,000**	**26,000**

Community Development Budget- 4500

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
291	**SB-1186 State Fees**					
45	**Community Development**					
291-45-00-21-55	CASp Certification & Training	0	0	5,000	5,000	5,200
21	**Services**	**0**	**0**	**5,000**	**5,000**	**5,200**
00	**Administration**	**0**	**0**	**5,000**	**5,000**	**5,200**
713	**Civic Impact**					
45	**Community Development**					
713-45-00-21-30	Professional Contracts	0	0	364	0	0
21	**Services**	**0**	**0**	**364**	**0**	**0**
00	**Administration**	**0**	**0**	**364**	**0**	**0**
745	**Parking In-Lieu**					
45	**Community Development**					
745-45-00-21-45	Other Contract Services	0	0	60,000	80,000	83,200
21	**Services**	**0**	**0**	**60,000**	**80,000**	**83,200**
00	**Administration**	**0**	**0**	**60,000**	**80,000**	**83,200**
751	**Affordable Housing**					
45	**Community Development**					
751-45-00-21-45	Other Contract Services	14,887	69,210	40,245	0	0
21	**Services**	**14,887**	**69,210**	**40,245**	**0**	**0**
00	**Administration**	**14,887**	**69,210**	**40,245**	**0**	**0**
Grand Total		**1,140,460**	**1,188,686**	**1,415,810**	**2,171,826**	**1,376,503**

Non-Departmental



Non-Departmental (4000)
Budget 2023-24

Purpose

The Purpose of the Non-Departmental categorization is to accommodate those costs not easily associated with a particular cost center and to more easily monitor certain expendable costs for savings and control purposes. Liability Insurance, contributions, debt service, and general office supplies are types of expenses accounted for here.

Non Departmental

Expenses by Fund

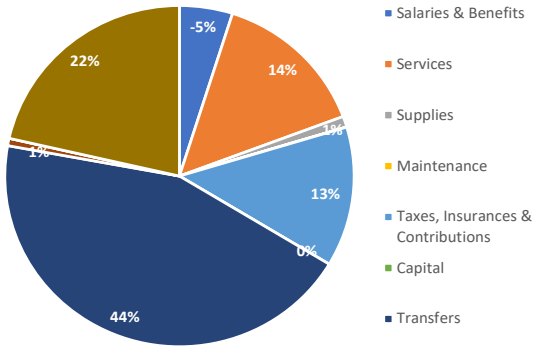
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	2,711,682	2,548,456	5,552,915	1,712,344	1,760,682
213	GVS Grant	23,415	-	-	-	-
225	State Gas Tax 2105	11,736	50,260	-	-	-
226	State Gas Tax 2106	-	-	21,664	21,293	21,506
227	State Gas Tax 2107	-	58,229	40,590	42,987	43,417
228	State Gas Tax 21075	-	-	2,000	2,000	2,020
229	State Gas Tax 2103	-	42,263	54,560	54,045	54,585
230	RMRA	-	230,000	138,364	134,824	136,172
240	Measure T	174,244	313,575	895,286	2,914,300	1,232,500
289	Recreation Program	-	-	36,050	-	-
290	Tourism Improvement District	229,342	687,890	550,591	764,349	794,923
561	Water Enterprise	1,201,805	1,710,398	1,253,312	1,084,234	1,094,159
571	Sewer Enterprise	613,840	992,692	538,689	998,878	1,010,347
581	Insurance Benefit Fund	(4,009)	1,005	-	-	-
582	Internal Service Garage Fund	131,034	131,034	-	-	-
592	Equipment Replacement Fund	100,000	10,377	248,815	50,000	52,000
700	Flood Control Capital	36,473	8,643	55,844	-	-
713	Civic Impact	-	-	1,885	-	-
733	Capital Project Planning	530,000	-	-	-	-
734	Park Impact	53,082	-	515,659	-	-
740	Traffic Mitigation Impact	41,711	-	873,610	-	-
742	Storm Drain Improvement	-	101,824	-	-	-
751	Affordable Housing	1,586,448	36,505	-	-	-
763	Water Capital Project	8,144,570	927,496	-	-	-
774	Sewer Impact	-	-	677,260	-	-
890	General Fixed Assets	-	1,081,089	-	-	-
Grand Total		**15,585,373**	**8,931,736**	**11,457,094**	**7,779,254**	**6,202,312**

Non Departmental

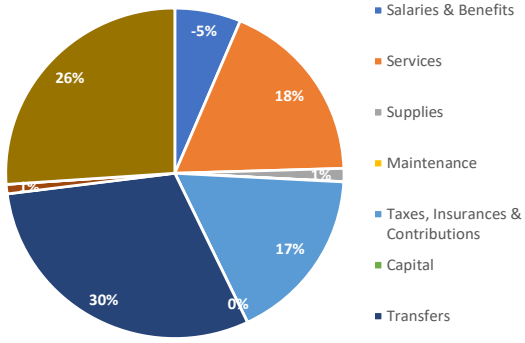
Expenses by Category

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
40	***Non Departmental***					
20	Salaries & Benefits	299,308	759,493	369,884	(423,501)	(447,500)
21	Services	326,656	1,569,005	3,564,481	1,244,503	1,294,283
22	Supplies	1,430,865	380,327	334,322	86,600	90,064
23	Maintenance	-	-	3,979	1,500	1,560
24	Taxes, Insurances & Contributions	2,488,850	1,000,043	1,357,810	1,145,054	1,212,958
26	Capital	112	-	137,600	-	-
29	Transfers	9,442,032	2,450,295	4,368,825	3,814,079	2,135,073
61	PEG access costs	21,690	32,806	65,000	62,000	64,480
29	Transfers	1,025,810	2,287,011	-	-	-
25	Debt	550,050	452,756	1,255,194	1,849,019	1,851,394
Grand Total		**15,585,373**	**8,931,736**	**11,457,094**	**7,779,254**	**6,202,312**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Non-Departmental Budget- 4000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
40	**Non Departmental**					
101-40-00-20-07	Vacancy Factor	0	0	0	-357,244	-375,106
101-40-00-20-08	Post-Employment Disbursement	58,295	0	0	0	0
101-40-00-20-15	Pay for Performance	0	0	0	43,000	43,000
101-40-00-20-20	Temp/Part Time	0	131,953	0	0	0
101-40-00-20-40	FICA/Medicare	4,460	0	0	0	0
101-40-00-20-47	PERS Unfunded Liability	121,213	251,407	269,243	0	0
101-40-00-20-55	Health Insurance	10,876	0	0	0	0
101-40-00-20-61	Workers Comp	0	535	0	0	0
101-40-00-20-65	SDI	614	0	0	0	0
101-40-00-20-71	Unemployment	0	9,730	0	0	0
101-40-00-20-89	Charity Event Reimbursement	0	920	9,250	13,500	13,500
20	**Salaries & Benefits**	**195,458**	**394,545**	**278,493**	**-300,744**	**-318,606**
101-40-00-21-10	Communications	4,238	5,164	6,000	6,000	6,240
101-40-00-21-15	Postage	657	781	1,000	1,000	1,040
101-40-00-21-27	Equipment Lease Exp	8,388	8,240	11,500	10,000	10,400
101-40-00-21-30	Professional Contracts	1,776	1,776	29,372	15,000	15,600
101-40-00-21-31	Litigation Settlement	0	0	100,000	0	0
101-40-00-21-34	Muni Code Update	2,614	2,286	4,500	3,000	3,120
101-40-00-21-40	Professional Fees	1,782	4,629	8,000	8,000	8,320
101-40-00-21-43	Penalties And Fines	5,578	4,575	4,000	5,000	5,200
101-40-00-21-45	Other Contract Services	47,100	314,363	2,364,072	154,246	160,416
101-40-00-21-52	Facility Rental	4,000	27,943	241,000	241,000	250,640
101-40-00-21-53	Memberships & Publications	2,601	2,615	2,900	2,900	3,016
101-40-00-21-55	Training & Conference	0	623	0	0	0
21	**Services**	**78,734**	**372,995**	**2,772,344**	**446,146**	**463,992**
101-40-00-22-07	Copies	3,075	4,053	6,500	5,000	5,200
101-40-00-22-12	Computer Equipment	0	593	0	0	0
101-40-00-22-13	Office Supplies	1,311	1,602	2,900	2,900	3,016
101-40-00-22-15	Special Department Supplies	14,085	1,208	750	1,500	1,560
101-40-00-22-16	COVID-19	106,026	61,970	0	0	0
101-40-00-22-17	Glass Fire	1,301,729	292,884	257,657	0	0
101-40-00-22-18	Employee Appreciation	0	0	5,000	10,000	10,400
22	**Supplies**	**1,426,226**	**362,311**	**272,807**	**19,400**	**20,176**
101-40-00-23-11	Maint Office Equip	0	0	1,500	1,500	1,560
23	**Maintenance**	**0**	**0**	**1,500**	**1,500**	**1,560**
101-40-00-24-05	Contributions	120,618	108,991	368,343	199,500	213,465
101-40-00-24-07	Chamber of Commerce	210,000	245,500	250,000	175,000	175,000
101-40-00-24-08	Leak Adjustment Contribution	0	0	9,000	9,000	9,630
101-40-00-24-24	Uncollectable Debt	4,924	74,119	0	0	0
101-40-00-24-25	Taxes & Other Charges	5,296	1,731	6,000	6,000	6,420
101-40-00-24-45	REMIF/Block Party Insurance	269,128	251,121	361,713	392,800	420,296
24	**Taxes, Insurances & Contributions**	**609,966**	**681,462**	**995,056**	**782,300**	**824,811**
101-40-00-26-30	Capital Equipment	0	0	51,600	0	0
26	**Capital**	**0**	**0**	**51,600**	**0**	**0**
101-40-00-29-99	Transfer to other Funds	245,260	641,019	1,052,939	638,564	638,564
29	**Transfers**	**245,260**	**641,019**	**1,052,939**	**638,564**	**638,564**
101-40-00-61-00	PEG access costs	21,690	32,806	65,000	62,000	64,480
61	**PEG access costs**	**21,690**	**32,806**	**65,000**	**62,000**	**64,480**

Non-Departmental Budget- 4000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
00	**Administration**	**2,577,334**	**2,485,137**	**5,489,738**	**1,649,166**	**1,694,977**
101-40-45-25-05	Retire Principal	127,168	58,222	59,704	61,225	63,674
101-40-45-25-15	Interest Expense	7,180	5,097	3,473	1,953	2,031
25	**Debt**	**134,348**	**63,319**	**63,177**	**63,178**	**65,705**
45	**Debt**	**134,348**	**63,319**	**63,177**	**63,178**	**65,705**
213	**GVS Grant**					
40	**Non Departmental**					
213-40-00-29-99	Transfer to other Funds	23,415	0	0	0	0
29	**Transfers**	**23,415**	**0**	**0**	**0**	**0**
00	**Administration**	**23,415**	**0**	**0**	**0**	**0**
225	**State Gas Tax 2105**					
40	**Non Departmental**					
225-40-00-29-99	Transfer to other Funds	11,736	50,260	0	0	0
29	**Transfers**	**11,736**	**50,260**	**0**	**0**	**0**
00	**Administration**	**11,736**	**50,260**	**0**	**0**	**0**
226	**State Gas Tax 2106**					
40	**Non Departmental**					
226-40-00-29-99	Transfer to other Funds	0	0	21,664	21,293	21,506
29	**Transfers**	**0**	**0**	**21,664**	**21,293**	**21,506**
00	**Administration**	**0**	**0**	**21,664**	**21,293**	**21,506**
227	**State Gas Tax 2107**					
40	**Non Departmental**					
227-40-00-29-99	Transfer to other Funds	0	58,229	40,590	42,987	43,417
29	**Transfers**	**0**	**58,229**	**40,590**	**42,987**	**43,417**
00	**Administration**	**0**	**58,229**	**40,590**	**42,987**	**43,417**
228	**State Gas Tax 21075**					
40	**Non Departmental**					
228-40-00-29-99	Transfer to other Funds	0	0	2,000	2,000	2,020
29	**Transfers**	**0**	**0**	**2,000**	**2,000**	**2,020**
00	**Administration**	**0**	**0**	**2,000**	**2,000**	**2,020**
229	**State Gas Tax 2103**					
40	**Non Departmental**					
229-40-00-29-99	Transfer to other Funds	0	42,263	54,560	54,045	54,585
29	**Transfers**	**0**	**42,263**	**54,560**	**54,045**	**54,585**
00	**Administration**	**0**	**42,263**	**54,560**	**54,045**	**54,585**
230	**RMRA**					
40	**Non Departmental**					
230-40-00-29-99	Transfer to Other Funds	0	230,000	138,364	134,824	136,172
29	**Transfers**	**0**	**230,000**	**138,364**	**134,824**	**136,172**
00	**Administration**	**0**	**230,000**	**138,364**	**134,824**	**136,172**

Non-Departmental Budget- 4000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
240	**Measure T**					
40	**Non Departmental**					
240-40-00-29-99	Transfer to Other Funds	174,244	313,575	895,286	2,914,300	1,232,500
29	**Transfers**	**174,244**	**313,575**	**895,286**	**2,914,300**	**1,232,500**
00	**Administration**	**174,244**	**313,575**	**895,286**	**2,914,300**	**1,232,500**
289	**Recreation Program**					
40	**Non Departmental**					
289-40-00-29-99	Transfer to other Funds	0	0	36,050	0	0
29	**Transfers**	**0**	**0**	**36,050**	**0**	**0**
00	**Administration**	**0**	**0**	**36,050**	**0**	**0**
290	**Tourism Improvement District**					
40	**Non Departmental**					
290-40-00-21-41	County Share of TID	169,941	511,109	407,816	606,626	630,891
290-40-00-21-49	Local Share of TID	57,429	172,296	137,776	151,657	157,723
21	**Services**	**227,370**	**683,404**	**545,592**	**758,283**	**788,614**
290-40-00-29-99	Transfer to other Funds	1,972	4,486	4,999	6,066	6,309
29	**Transfers**	**1,972**	**4,486**	**4,999**	**6,066**	**6,309**
00	**Administration**	**229,342**	**687,890**	**550,591**	**764,349**	**794,923**
561	**Water Enterprise**					
40	**Non Departmental**					
561-40-00-20-07	Vacancy Factor	0	0	0	-70,326	-73,842
561-40-00-20-45	Pension Expense	63,313	-109,352	0	0	0
561-40-00-20-47	PERS Unfunded Liability	0	89,869	54,996	0	0
20	**Salaries & Benefits**	**63,313**	**-19,483**	**54,996**	**-70,326**	**-73,842**
561-40-00-21-10	Communications	1,166	1,488	2,000	2,000	2,080
561-40-00-21-15	Postage	169	225	100	250	260
561-40-00-21-27	Equipment Lease Exp	5,784	5,798	8,400	8,400	8,736
561-40-00-21-31	Litigation Settlement	0	450,027	0	0	0
561-40-00-21-40	Professional Fees	0	622	0	0	0
561-40-00-21-45	Other Contract Services	348	777	2,280	2,394	2,490
21	**Services**	**7,468**	**458,937**	**12,780**	**13,044**	**13,566**
561-40-00-22-07	Copies	1,378	1,880	3,500	2,500	2,600
561-40-00-22-12	Computer Equipment	0	593	0	0	0
561-40-00-22-13	Office Supplies	534	695	5,700	5,700	5,928
561-40-00-22-15	Special Department Supplies	408	712	750	1,500	1,560
22	**Supplies**	**2,320**	**3,880**	**9,950**	**9,700**	**10,088**
561-40-00-23-35	Software Maintenance	0	0	1,239	0	0
23	**Maintenance**	**0**	**0**	**1,239**	**0**	**0**
561-40-00-24-24	Uncollectable Debt	-434	7,672	0	0	0
561-40-00-24-25	Taxes & Other Charges	0	-20,765	0	0	0
561-40-00-24-45	REMIF/Block Party Insurance	146,698	157,948	181,377	181,377	194,073
24	**Taxes, Insurances & Contributions**	**146,264**	**144,854**	**181,377**	**181,377**	**194,073**
561-40-00-26-30	Capital Equipment	56	0	43,000	0	0
26	**Capital**	**56**	**0**	**43,000**	**0**	**0**

Non-Departmental Budget- 4000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
561-40-00-29-99	Transfer to other Funds	79,570	43,000	0	0	0
29	**Transfers**	**79,570**	**43,000**	**0**	**0**	**0**
00	**Administration**	**298,991**	**631,188**	**303,342**	**133,795**	**143,885**
561-40-10-29-40	Depreciation Expense	577,948	762,220	0	0	0
29	**Transfers**	**577,948**	**762,220**	**0**	**0**	**0**
10	**Non Departmental**	**577,948**	**762,220**	**0**	**0**	**0**
561-40-45-21-40	Professional Fees	2,815	6,707	10,000	10,000	10,400
21	**Services**	**2,815**	**6,707**	**10,000**	**10,000**	**10,400**
561-40-45-25-05	Retire Principal	0	0	679,187	698,613	717,539
561-40-45-25-15	Interest Expense	322,051	310,284	260,783	241,826	222,335
25	**Debt**	**322,051**	**310,284**	**939,970**	**940,439**	**939,874**
45	**Debt**	**324,866**	**316,991**	**949,970**	**950,439**	**950,274**
571	**Sewer Enterprise**					
40	**Non Departmental**					
571-40-00-20-07	Vacancy Factor	0	0	0	-52,431	-55,052
571-40-00-20-45	Pension Expense	44,546	319,234	0	0	0
571-40-00-20-47	PERS Unfunded Liability	0	64,192	36,395	0	0
20	**Salaries & Benefits**	**44,546**	**383,426**	**36,395**	**-52,431**	**-55,052**
571-40-00-21-10	Communication	1,166	1,488	2,000	2,000	2,080
571-40-00-21-15	Postage	169	225	200	250	260
571-40-00-21-27	Equipment Lease Exp	5,784	5,798	8,400	6,500	6,760
571-40-00-21-40	Professional Fees	0	622	0	0	0
571-40-00-21-45	Other Contract Services	348	777	2,280	2,280	2,371
21	**Services**	**7,468**	**8,910**	**12,880**	**11,030**	**11,471**
571-40-00-22-07	Copies	1,378	1,880	3,500	3,500	3,640
571-40-00-22-12	Computer Equipment	0	593	0	0	0
571-40-00-22-13	Office Supplies	534	695	2,500	2,500	2,600
571-40-00-22-15	Special Department Supplies	408	592	750	1,500	1,560
22	**Supplies**	**2,320**	**3,760**	**6,750**	**7,500**	**7,800**
571-40-00-23-35	Software Maintenance	0	0	1,240	0	0
23	**Maintenance**	**0**	**0**	**1,240**	**0**	**0**
571-40-00-24-24	Uncollectable Debt	-121	0	0	0	0
571-40-00-24-45	REMIF/Block Party Insurance	146,698	137,182	181,377	181,377	194,073
24	**Taxes, Insurances & Contributions**	**146,577**	**137,182**	**181,377**	**181,377**	**194,073**
571-40-00-26-30	Capital Equipment	56	0	43,000	0	0
26	**Capital**	**56**	**0**	**43,000**	**0**	**0**
571-40-00-29-99	Transfer to other Funds	0	43,000	0	0	0
29	**Transfers**	**0**	**43,000**	**0**	**0**	**0**
00	**Administration**	**200,966**	**576,278**	**281,642**	**147,476**	**158,293**
571-40-10-29-40	Depreciation Expense	316,828	299,168	0	0	0
29	**Transfers**	**316,828**	**299,168**	**0**	**0**	**0**

Non-Departmental Budget- 4000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
10	**Non Departmental**	**316,828**	**299,168**	**0**	**0**	**0**
571-40-45-21-40	Professional Fees	2,395	5,593	5,000	6,000	6,240
571-40-45-21-41	Cost of Issuance	0	32,500	0	0	0
21	**Services**	**2,395**	**38,093**	**5,000**	**6,000**	**6,240**
571-40-45-25-05	Retire Principal	0	0	168,913	768,679	775,781
571-40-45-25-15	Interest Expense	93,651	79,153	83,134	76,723	70,034
25	**Debt**	**93,651**	**79,153**	**252,047**	**845,402**	**845,815**
45	**Debt**	**96,046**	**117,245**	**257,047**	**851,402**	**852,055**
581	**Insurance Benefit Fund**					
40	**Non Departmental**					
581-40-00-20-55	Health Insurance	-4,009	1,005	0	0	0
20	**Salaries & Benefits**	**-4,009**	**1,005**	**0**	**0**	**0**
00	**Administration**	**-4,009**	**1,005**	**0**	**0**	**0**
582-40-10-29-40	Depreciation Expense	131,034	131,034	0	0	0
29	**Transfers**	**131,034**	**131,034**	**0**	**0**	**0**
10	**Non Departmental**	**131,034**	**131,034**	**0**	**0**	**0**
592	**Equipment Replacement Fund**					
40	**Non Departmental**					
592-40-00-21-45	Other Contract Services	0	0	204,000	0	0
21	**Services**	**0**	**0**	**204,000**	**0**	**0**
592-40-00-22-12	Computer Equipment	0	10,377	44,815	50,000	52,000
22	**Supplies**	**0**	**10,377**	**44,815**	**50,000**	**52,000**
592-40-00-29-99	Transfer to other Funds	100,000	0	0	0	0
29	**Transfers**	**100,000**	**0**	**0**	**0**	**0**
00	**Administration**	**100,000**	**10,377**	**248,815**	**50,000**	**52,000**
700	**Flood Control Capital**					
40	**Non Departmental**					
700-40-00-29-99	Transfer to other Funds	36,473	8,643	55,844	0	0
29	**Transfers**	**36,473**	**8,643**	**55,844**	**0**	**0**
00	**Administration**	**36,473**	**8,643**	**55,844**	**0**	**0**
713	**Civic Impact**					
40	**Non Departmental**					
713-40-00-21-30	Professional Contracts	0	0	1,885	0	0
21	**Services**	**0**	**0**	**1,885**	**0**	**0**
00	**Administration**	**0**	**0**	**1,885**	**0**	**0**
733	**Capital Project Planning**					
40	**Non Departmental**					
733-40-00-29-99	Transfer to other Funds	530,000	0	0	0	0
29	**Transfers**	**530,000**	**0**	**0**	**0**	**0**

Non-Departmental Budget- 4000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
00	**Administration**	**530,000**	**0**	**0**	**0**	**0**
734	**Park Impact**					
40	**Non Departmental**					
734-40-00-29-99	Transfer to other Funds	53,082	0	515,659	0	0
29	**Transfers**	**53,082**	**0**	**515,659**	**0**	**0**
00	**Administration**	**53,082**	**0**	**515,659**	**0**	**0**
740	**Traffic Mitigation Impact**					
40	**Non Departmental**					
740-40-00-29-99	Transfer to other Funds	41,711	0	873,610	0	0
29	**Transfers**	**41,711**	**0**	**873,610**	**0**	**0**
00	**Administration**	**41,711**	**0**	**873,610**	**0**	**0**
742	**Storm Drain Improvement**					
40	**Non Departmental**					
742-40-00-29-99	Transfer to other Funds	0	101,824	0	0	0
29	**Transfers**	**0**	**101,824**	**0**	**0**	**0**
00	**Administration**	**0**	**101,824**	**0**	**0**	**0**
751	**Affordable Housing**					
40	**Non Departmental**					
751-40-00-21-22	Utilities	0	-40	0	0	0
751-40-00-21-45	Other Contract Servcies	405	0	0	0	0
21	**Services**	**405**	**-40**	**0**	**0**	**0**
751-40-00-24-10	Turley Flats Contribution	185,884	4,469	0	0	0
751-40-00-24-12	963 Pope Street OTSH	1,400,000	8,400	0	0	0
751-40-00-24-13	963 Pope Street OTSH	160	0	0	0	0
751-40-00-24-14	723 Hunt Avenue OTSH	0	23,676	0	0	0
24	**Taxes, Insurances & Contributions**	**1,586,044**	**36,545**	**0**	**0**	**0**
00	**Administration**	**1,586,448**	**36,505**	**0**	**0**	**0**
763	**Water Capital Project**					
40	**Non Departmental**					
763-40-00-29-99	Transfer to other Funds	8,144,570	927,496	0	0	0
29	**Transfers**	**8,144,570**	**927,496**	**0**	**0**	**0**
00	**Administration**	**8,144,570**	**927,496**	**0**	**0**	**0**
774	**Sewer Impact**					
40	**Non Departmental**					
774-40-00-29-99	Transfer to other Funds	0	0	677,260	0	0
29	**Transfers**	**0**	**0**	**677,260**	**0**	**0**
00	**Administration**	**0**	**0**	**677,260**	**0**	**0**
890	**General Fixed Assets**					
40	**Non Departmental**					
890-40-00-29-20	Fixed Asset Adjustments	0	-13,500	0	0	0
29	**Transfers**	**0**	**-13,500**	**0**	**0**	**0**
00	**Administration**	**0**	**-13,500**	**0**	**0**	**0**

Non-Departmental Budget- 4000

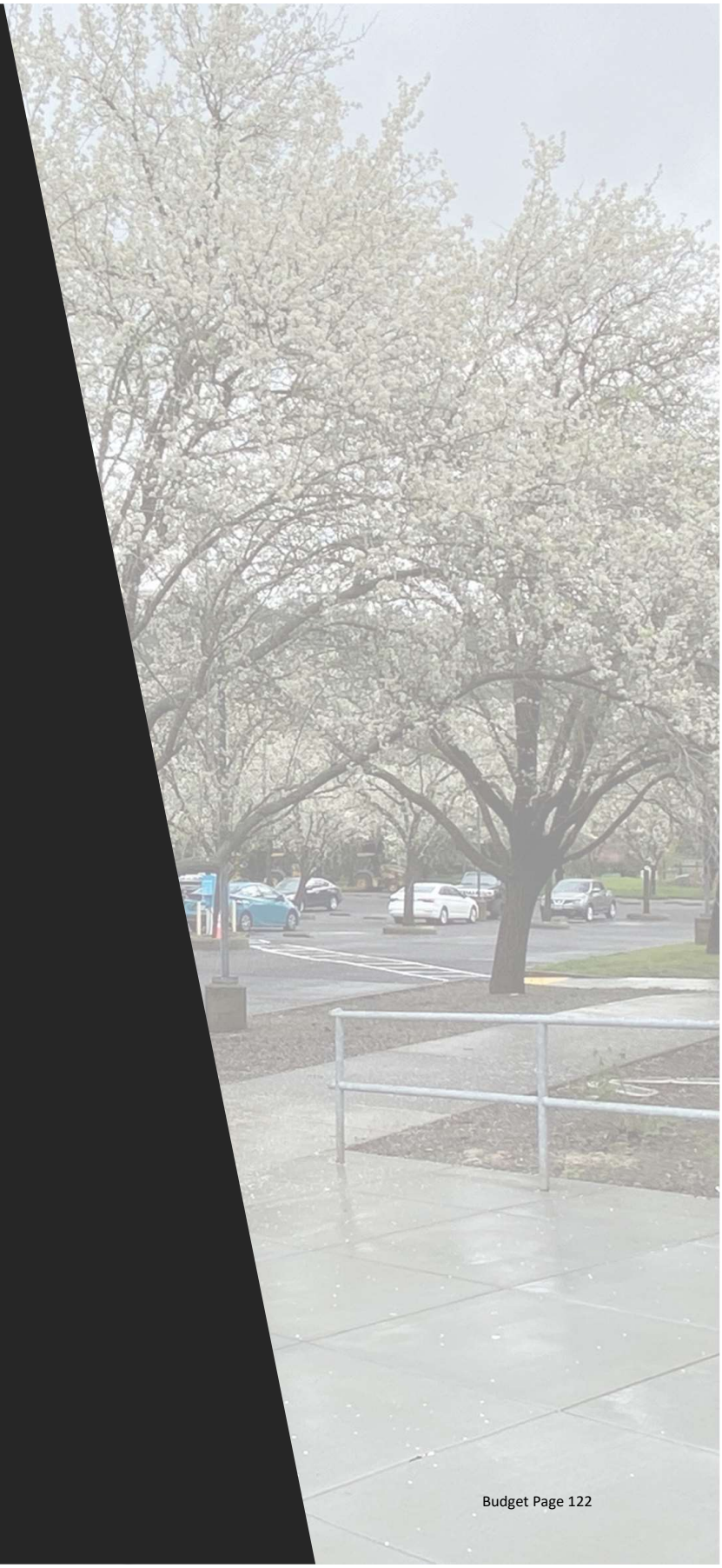
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
890-40-10-29-40	Depreciation Expense	0	1,094,589	0	0	0
29	**Transfers**	**0**	**1,094,589**	**0**	**0**	**0**
10	**Non Departmental**	**0**	**1,094,589**	**0**	**0**	**0**
Grand Total		**15,585,373**	**8,931,736**	**11,457,094**	**7,779,254**	**6,202,312**



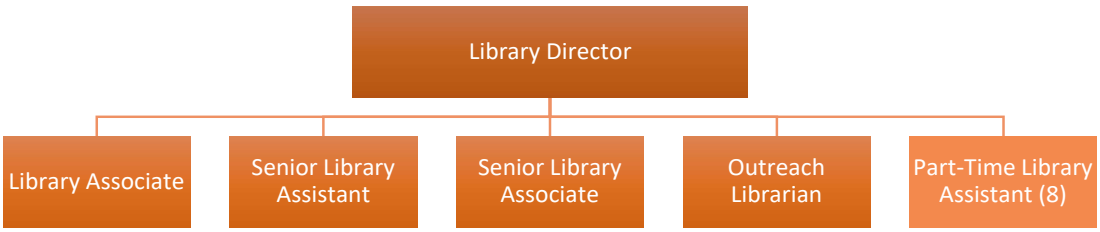
Community Services

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Library



Library Organizational Chart



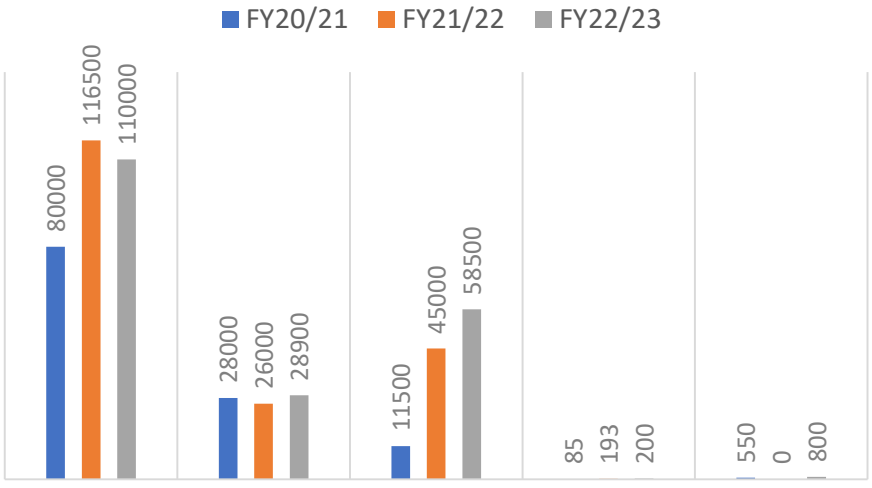
*One FTE Position has been frozen for FY2023-24

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Library (4600)
Budget 2023-24

Purpose
Recognized as one of the best libraries in the country, we are a resource for people in their daily lives as they grow, learn, and challenge themselves at every single stage of life and personal development. We strive to provide resources, space, and opportunities for civic engagement, as well as gateways to education, learning experiences, and enrichment. Our goal is to maintain and continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.

Goals
- Be a resource for community members in their daily lives as they grow, learn, and challenge themselves at every stage of life and personal development.
- Strive to provide resources, space, and opportunities for civic engagement as well as gateways to education, learning experiences, and enrichment.
- Maintain and continue to deliver the best in library service by managing our resources wisely, preparing for the future, and being responsive to the challenging needs of the community we serve.
- Increase engagement and outreach to the community, especially to the retiree and Spanish-speaking community.



Library (4600)
Budget 2023-24

Accomplishments

- Implemented new library circulation system software (ILS) and online catalog.
- Library is now lending puzzles, binoculars, park passes, WIFI hotspots and Chromebooks.
- Visitors o the Library increased by over 25%
- Seven special after-hours Resource Nights at the Library with St. Helena School District and Preschool for All Families.



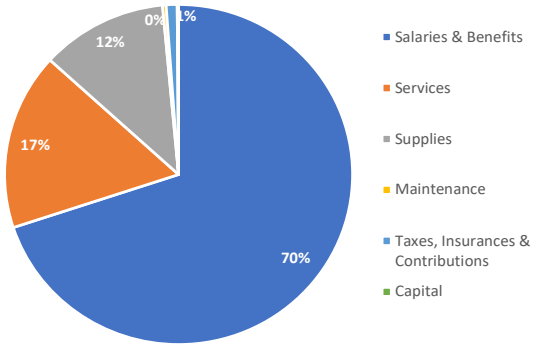
Library

Expenses by Fund and Category

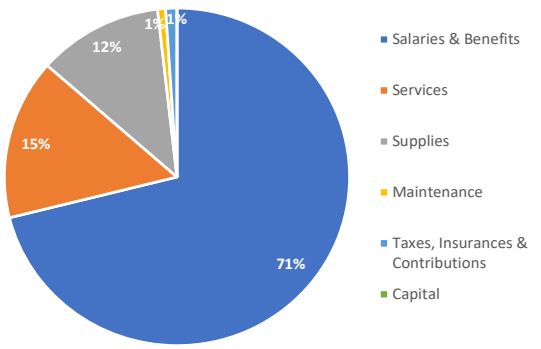
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	948,576	828,897	954,708	1,003,363	1,037,699
218	Public Library Foundation	-	-	-	1,300	-
219	CLSA State Library Grant	-	230	-	1,350	-
380	Friends and Foundation	108,738	135,053	144,288	143,788	150,203
382	Martin Estate Trust	650	650	700	900	936
384	Tweed Trust	35,896	31,345	50,000	50,000	52,000
Grand Total		**1,093,860**	**996,175**	**1,149,696**	**1,200,701**	**1,240,838**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
46	***Library***					
20	Salaries & Benefits	818,119	699,371	788,746	839,751	882,209
21	Services	163,843	154,657	205,300	202,000	190,736
22	Supplies	92,885	117,326	135,750	141,250	145,496
23	Maintenance	7,626	12,646	8,300	4,100	9,236
24	Taxes, Insurances & Contributions	11,387	12,176	11,600	12,300	13,161
26	Capital	-	-	-	1,300	-
Grand Total		**1,093,860**	**996,175**	**1,149,696**	**1,200,701**	**1,240,838**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



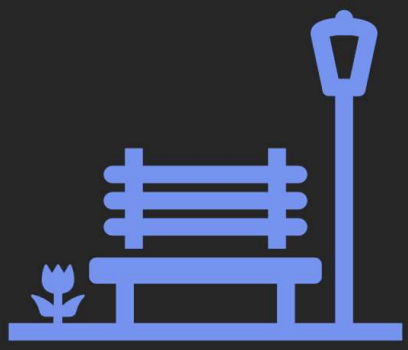
Library Budget- 4600

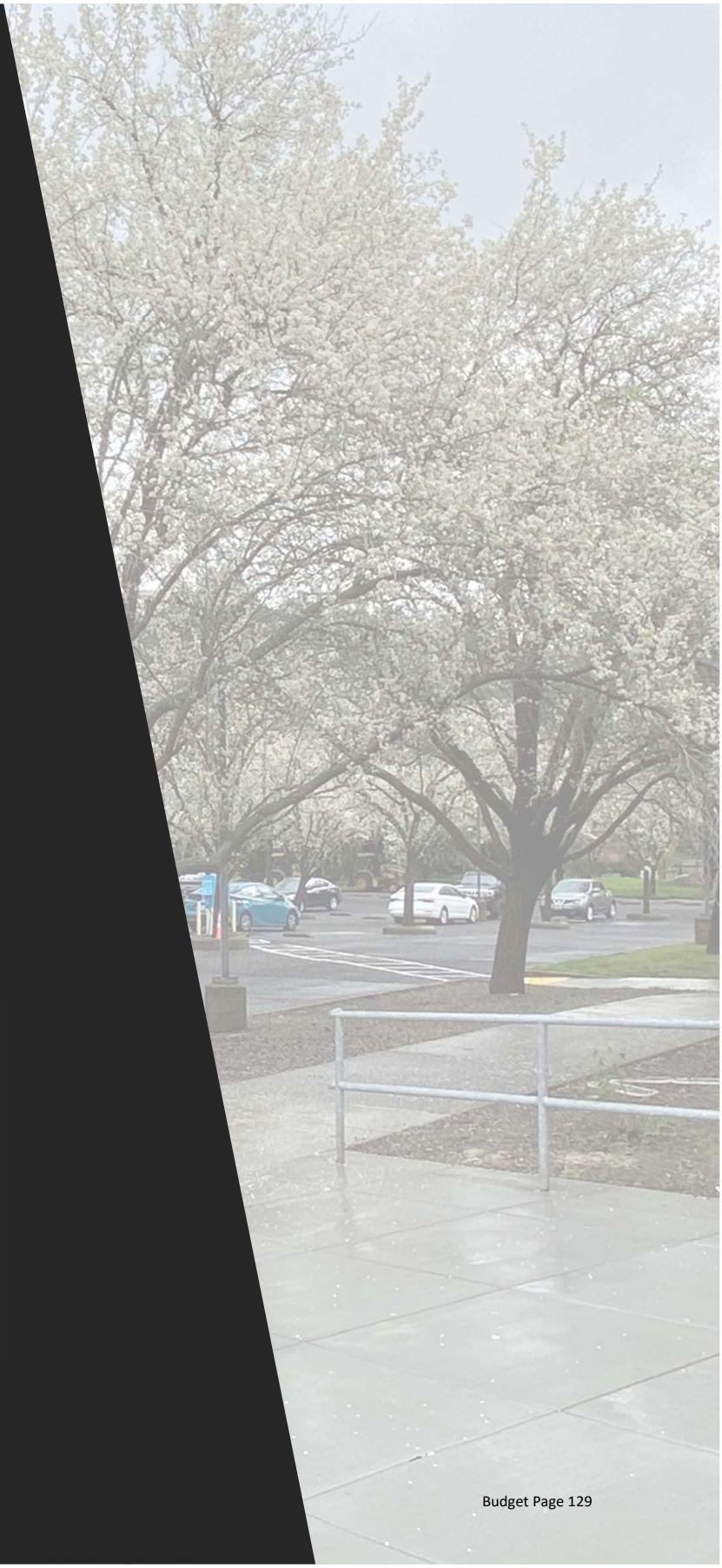
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
46	**Library**					
101-46-00-20-10	Salary-Regular	419,038	358,988	395,004	429,325	450,791
101-46-00-20-20	Temp/Part Time	38,152	34,632	69,659	69,892	73,387
101-46-00-20-30	Overtime	493	1,520	0	0	0
101-46-00-20-37	Holiday Pay	953	1,183	2,526	2,542	2,669
101-46-00-20-40	FICA/Medicare	34,289	29,868	33,387	36,563	38,391
101-46-00-20-45	Employer PERS	34,758	31,770	34,508	42,968	45,116
101-46-00-20-47	PERS Unfunded Liability	71,967	55,905	51,577	42,791	45,401
101-46-00-20-55	Health Insurance	120,121	91,919	95,530	102,758	107,896
101-46-00-20-61	Workers Comp	31,333	23,429	26,893	33,211	34,872
101-46-00-20-65	SDI	4,331	3,884	3,913	4,112	4,318
101-46-00-20-75	Deferred Comp	4,775	3,877	6,961	6,801	7,141
101-46-00-20-85	Auto Allowance	2,400	2,400	2,400	2,400	2,520
101-46-00-20-89	Chartity Event Reimbursement	0	193	0	0	0
20	**Salaries & Benefits**	**762,608**	**639,567**	**722,358**	**773,363**	**812,502**
101-46-00-21-10	Communications	15,686	3,396	15,000	11,500	11,960
101-46-00-21-15	Postage	0	0	500	500	520
101-46-00-21-22	Utilities	51,620	55,411	60,000	80,000	83,200
101-46-00-21-27	Equipment Lease Exp	9,261	7,159	10,000	10,000	10,400
101-46-00-21-43	Penalties And Fines	0	12	0	0	0
101-46-00-21-45	Other Contract Services	87,276	85,765	113,400	93,600	78,000
101-46-00-21-55	Training & Conference	0	1,524	4,000	4,000	4,160
21	**Services**	**163,843**	**153,267**	**202,900**	**199,600**	**188,240**
101-46-00-22-07	Copies	1,668	3,041	3,000	3,000	3,120
101-46-00-22-12	Computer Equipment	0	4,300	4,250	4,400	4,576
101-46-00-22-13	Office Supplies	1,486	1,838	1,500	1,500	1,560
101-46-00-22-15	Special Department Supplies	85	1,665	1,500	6,000	6,240
101-46-00-22-16	Library Materials	523	1,048	0	0	0
22	**Supplies**	**3,762**	**11,891**	**10,250**	**14,900**	**15,496**
101-46-00-23-35	Software Maintenance	6,976	11,996	7,600	3,200	8,300
23	**Maintenance**	**6,976**	**11,996**	**7,600**	**3,200**	**8,300**
101-46-00-24-25	Taxes & Other Charges	11,387	12,176	11,600	12,300	13,161
24	**Taxes, Insurances & Contributi**	**11,387**	**12,176**	**11,600**	**12,300**	**13,161**
00	**Administration**	**948,576**	**828,897**	**954,708**	**1,003,363**	**1,037,699**
218	**Public Library Foundation**					
46	**Library**					
218-46-00-26-40	Furniture & Fixtures	0	0	0	1,300	0
26	**Capital**	**0**	**0**	**0**	**1,300**	**0**
00	**Administration**	**0**	**0**	**0**	**1,300**	**0**
219	**CLSA State Library Grant**					
46	**Library**					
219-46-00-22-12	Computer Equipment	0	230	1,350	1,350	1,404
22	**Supplies**	**0**	**230**	**1,350**	**1,350**	**1,404**
00	**Administration**	**0**	**230**	**1,350**	**1,350**	**1,404**

Library Budget- 4600

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
380	**Friends and Foundation**					
46	**Library**					
380-46-00-20-20	Temp/Part Time	49,290	53,354	58,729	58,729	61,665
380-46-00-20-37	Holiday Pay	2,254	2,372	2,941	2,941	3,088
380-46-00-20-40	FICA/Medicare	3,943	4,077	4,718	4,718	4,954
380-46-00-20-71	Unemployment	24	0	0	0	0
20	**Salaries & Benefits**	**55,511**	**59,803**	**66,388**	**66,388**	**69,707**
380-46-00-21-10	Communications	0	1,390	2,400	2,400	2,496
21	**Services**	**0**	**1,390**	**2,400**	**2,400**	**2,496**
380-46-00-22-16	Library Materials	45,597	62,600	60,000	60,000	62,400
380-46-00-22-40	Programming	7,538	10,665	15,000	15,000	15,600
380-46-00-22-44	Elsie, the Library Cat	93	594	500	0	0
22	**Supplies**	**53,228**	**73,859**	**75,500**	**75,000**	**78,000**
00	**Administration**	**108,738**	**135,053**	**144,288**	**143,788**	**150,203**
382	**Martin Estate Trust**					
46	**Library**					
382-46-00-23-35	Software Maintenance	650	650	700	900	936
23	**Maintenance**	**650**	**650**	**700**	**900**	**936**
00	**Administration**	**650**	**650**	**700**	**900**	**936**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-15	Special Department Supplies	1,144	898	5,000	0	0
384-46-00-22-16	Library Materials	34,751	30,447	45,000	50,000	52,000
22	**Supplies**	**35,896**	**31,345**	**50,000**	**50,000**	**52,000**
00	**Administration**	**35,896**	**31,345**	**50,000**	**50,000**	**52,000**
Grand Total		**1,093,860**	**996,175**	**1,151,046**	**1,200,701**	**1,242,242**

Parks & Recreation





Parks & Recreation Organizational Chart



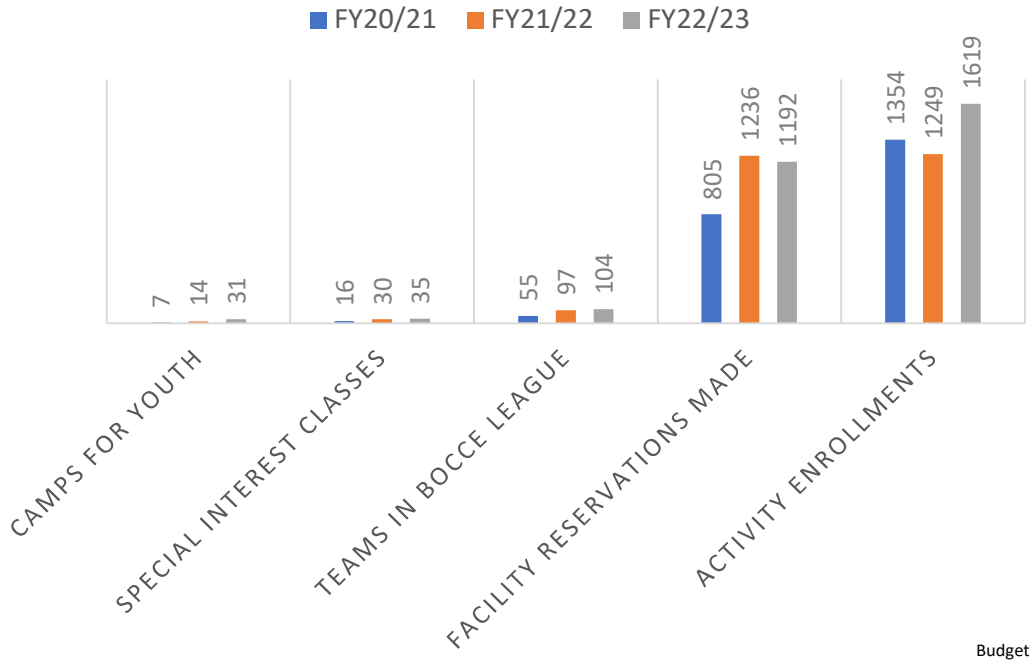
Volunteers (65 +/-)

Budget Page 130

Parks & Recreation (4728)
Budget 2023-24

Purpose
The Parks & Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Its mission statement is, “Harvesting Community Experiences that Celebrate St. Helena” and its visions statement is, “To be the destination for leisure and community experiences that preserves St. Helena’s small town lifestyle.” Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, and summer camps & childcare. The Parks & Recreation Director serves as staff liaison to the Parks & Recreation Commission.

Goals
- Launch Parks and Recreation Master planning process
- Complete playground replacement project at Crane Park
- Facilitate arts and culture programming and establish related policies to support and streamline creative community initiatives
- Increase programming and gathering opportunities for teens and young adults
- Update recreation registration and facility reservation software to enhance and simplify customer experiences



Parks & Recreation (4728)
Budget 2023-24

Accomplishments

- Hosted the return of an all-day Harvest Festival, which included a Community 5k and Fun Run, Pet PAWrade, a full slate of vendors, increased entertainment, and an expanded children's activity zone
- Worked in collaboration with the Parks & Recreation Commission to propose and deliver a plan to bring pickleball courts to St. Helena. Expected project delivery is June 2023
- Launched a volunteer parks clean-up program to help enhance and beautify our community parks space
- Youth sports program registration increased by 30% from previous year.
- Hosted Noche Comunitaria de Fútbol (Community Soccer Night) in partnership with the St. Helena Unified School District. The event stemmed from the community-based Equitable Recreation and Diversity Equity & Inclusion committees, and is intended to be a starting point for future inclusive and equitable programming efforts.









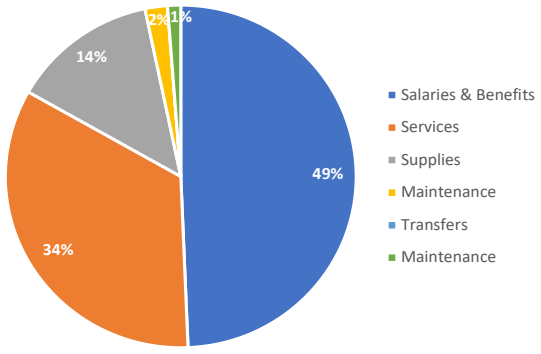
Parks & Recreation

Expenses by Fund and Category

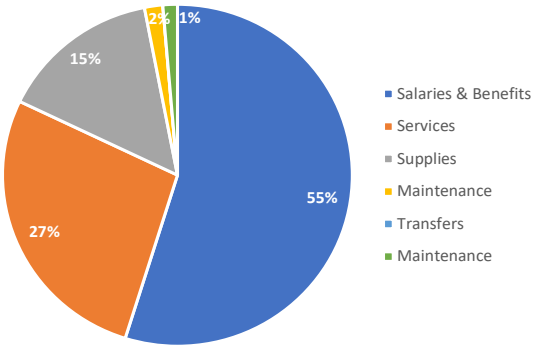
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	594,378	530,138	881,774	1,113,599	1,157,135
286	Bocce Ball	16,933	22,404	55,159	67,169	70,367
287	Harvest Festival	304	8,761	15,100	20,100	20,904
288	Fourth of July	1,209	-	55,000	53,500	55,640
289	Recreation Program	66,421	2,335	-	-	-
734	Park Impact	-	-	125,000	125,000	-
Grand Total		**679,245**	**563,639**	**1,132,033**	**1,379,368**	**1,304,046**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
47	***Parks & Recreation***					
20	Salaries & Benefits	506,543	399,431	652,749	680,742	715,115
21	Services	59,884	118,583	335,808	467,040	355,722
22	Supplies	42,227	30,987	121,400	186,250	193,700
23	Maintenance	2,754	43	5,500	28,500	22,000
29	Transfers	56,000	-	-	-	-
23	Maintenance	11,837	14,595	16,576	16,836	17,509
Grand Total		**679,245**	**563,639**	**1,132,033**	**1,379,368**	**1,304,046**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Budget Parks and Recreation Budget- 4728 & 4740

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
47	**Parks & Recreation**					
101-47-12-21-45	Other Contract Services	0	0	0	110,000	114,400
101-47-12-21-46	Website Support	0	0	0	20,000	20,800
21	**Services**	**0**	**0**	**0**	**130,000**	**135,200**
101-47-12-22-48	Citizen Academy	0	0	0	10,000	10,400
22	**Supplies**	**0**	**0**	**0**	**10,000**	**10,400**
12	**Communications**	**0**	**0**	**0**	**140,000**	**145,600**
47	**Parks & Recreation**					
101-47-28-20-10	Salary-Regular	138,289	109,220	131,784	156,458	164,281
101-47-28-20-20	Temp/Part Time	0	9,355	0	0	0
101-47-28-20-40	FICA/Medicare	9,564	6,956	10,113	10,471	10,995
101-47-28-20-45	Employer PERS	10,287	5,779	10,055	14,238	14,950
101-47-28-20-47	PERS Unfunded Liability	21,431	16,498	15,029	14,179	15,044
101-47-28-20-55	Health Insurance	2,869	15,458	23,904	26,000	27,300
101-47-28-20-61	Workers Comp	3,547	2,574	3,302	4,077	4,281
101-47-28-20-65	SDI	1,232	723	1,217	1,217	1,278
101-47-28-20-71	Unemployment	503	0	0	0	0
101-47-28-20-75	Deferred Comp	101	462	206	197	207
101-47-28-20-85	Auto Allowance	2,160	1,260	2,160	2,160	2,268
20	**Salaries & Benefits**	**189,983**	**168,286**	**197,770**	**228,997**	**240,603**
101-47-28-21-05	Advertising	0	119	300	300	312
101-47-28-21-10	Communications	5,566	999	5,900	6,500	6,760
101-47-28-21-15	Postage	3	0	100	100	104
101-47-28-21-30	Professional Contracts	2,362	1,355	4,500	4,500	4,680
101-47-28-21-42	Banking Fees	2,888	7,409	3,500	5,000	5,200
101-47-28-21-44	Online Transaction Fee	904	2,289	50	50	52
101-47-28-21-45	Other Contract Services	24,781	20,235	0	0	0
101-47-28-21-53	Memberships & Publications	1,380	170	1,500	1,500	1,560
101-47-28-21-55	Training & Conference	100	590	3,568	3,500	3,640
101-47-28-21-60	Other Travel	0	0	100	100	104
21	**Services**	**37,984**	**33,167**	**19,518**	**21,550**	**22,412**
101-47-28-22-12	Computer Equipment	0	0	3,000	3,000	3,120
101-47-28-22-13	Office Supplies	82	597	2,000	2,000	2,080
101-47-28-22-15	Special Department Supplies	959	468	1,100	750	780
101-47-28-22-46	Home for the Holidays	245	461	1,500	44,000	45,760
101-47-28-22-47	Jingle All the Way	25,000	0	25,000	7,000	7,280
22	**Supplies**	**26,285**	**1,525**	**32,600**	**56,750**	**59,020**
101-47-28-23-20	Tennis Court Maintenance	1,712	0	4,000	2,500	2,600
101-47-28-23-35	Software Maintenance	0	0	0	16,000	9,000
23	**Maintenance**	**1,712**	**0**	**4,000**	**18,500**	**11,600**
28	**Recreation**	**255,964**	**202,978**	**253,888**	**325,797**	**333,635**
101-47-40-20-10	Salary-Regular	163,726	105,832	205,395	196,163	205,971
101-47-40-20-20	Temp/Part Time	19,935	37,069	67,266	87,393	91,763
101-47-40-20-30	Overtime	2,233	1,219	1,600	1,600	1,680
101-47-40-20-37	Holiday Pay	0	0	745	1,317	1,383
101-47-40-20-40	FICA/Medicare	13,626	10,788	22,548	21,053	22,106

Budget Parks and Recreation Budget- 4728 & 4740

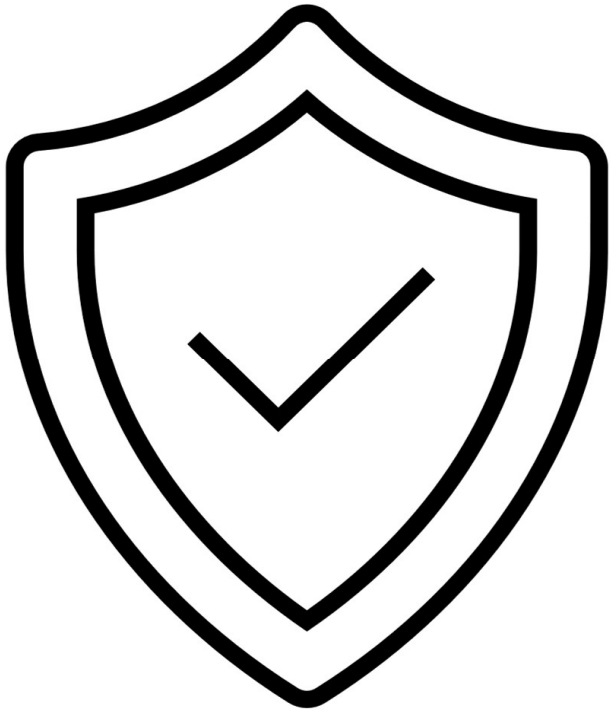
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101-47-40-20-45	Employer PERS	10,100	6,248	13,374	15,631	16,413
101-47-40-20-47	PERS Unfunded Liability	24,197	10,287	10,412	15,566	16,516
101-47-40-20-55	Health Insurance	38,934	26,171	68,470	40,758	42,796
101-47-40-20-61	Workers Comp	15,607	11,332	14,546	18,670	19,604
101-47-40-20-65	SDI	1,718	1,202	2,264	2,147	2,254
101-47-40-20-71	Unemployment	247	0	0	0	0
101-47-40-20-75	Deferred Comp	120	74	470	1,048	1,100
101-47-40-20-85	Auto Allowance	115	70	120	120	126
20	**Salaries & Benefits**	**290,559**	**210,292**	**407,210**	**401,466**	**421,711**
101-47-40-21-05	Advertising	0	8	500	1,000	1,040
101-47-40-21-10	Communications	1,838	4,219	1,800	3,500	3,640
101-47-40-21-15	Postage	0	0	100	100	104
101-47-40-21-22	Utilities	1,165	1,310	1,350	1,350	1,404
101-47-40-21-40	Professional Fees	0	0	600	600	624
101-47-40-21-42	Banking Fees	752	0	3,400	1,000	1,040
101-47-40-21-44	Online Transaction Fee	123	0	1,000	500	520
101-47-40-21-45	Other Contract Services	17,598	72,063	105,000	110,000	114,400
101-47-40-21-52	Facility Rental	0	6,076	24,000	24,000	24,960
101-47-40-21-55	Training & Conference	385	207	1,200	600	624
101-47-40-21-60	Other Travel	0	0	750	750	780
21	**Services**	**21,862**	**83,882**	**139,700**	**143,400**	**149,136**
101-47-40-22-11	Fingerprinting	0	0	300	300	312
101-47-40-22-12	Computer Equipment	0	47	0	0	0
101-47-40-22-13	Office Supplies	0	430	500	500	520
101-47-40-22-15	Special Department Supplies	5,847	5,236	19,500	19,500	20,280
101-47-40-22-41	Supplies - Summer	2,057	1,975	1,500	5,000	5,200
101-47-40-22-42	Supplies for sports programs	6,254	10,703	12,600	18,800	19,552
101-47-40-22-43	Fieldtrips	0	0	0	12,000	12,480
101-47-40-22-45	Afterschool Enrichment Program	0	0	30,000	30,000	31,200
22	**Supplies**	**14,157**	**18,391**	**64,400**	**86,100**	**89,544**
101-47-40-23-35	Software Maintenance	0	0	1,500	0	0
101-47-40-23-50	Vehicle Alloc Expense	11,837	14,595	15,076	16,836	17,509
23	**Maintenance**	**11,837**	**14,595**	**16,576**	**16,836**	**17,509**
40	**Vehicle Alloc Expense**	**338,414**	**327,161**	**627,886**	**647,802**	**677,900**
280	**Teen Center Recreation Dept**					
286	**Bocce Ball**					
47	**Parks & Recreation**					
286-47-28-20-10	Salary-Regular	7,683	6,068	7,381	8,692	9,127
286-47-28-20-20	Temp/Part Time	1,673	4,899	30,350	30,350	31,868
286-47-28-20-37	Holiday Pay	0	0	0	0	0
286-47-28-20-40	FICA/Medicare	659	721	2,885	2,904	3,049
286-47-28-20-45	Employer PERS	572	321	563	791	831
286-47-28-20-47	PERS Unfunded Liability	1,191	3,940	860	788	836
286-47-28-20-55	Health Insurance	160	859	1,679	1,798	1,888
286-47-28-20-61	Workers Comp	2,168	1,573	3,852	4,757	4,995
286-47-28-20-65	SDI	68	40	68	68	71
286-47-28-20-71	Unemployment	1,278	0	0	0	0
286-47-28-20-75	Deferred Comp	9	27	11	11	12
286-47-28-20-85	Auto Allowance	120	70	120	120	126
20	**Salaries & Benefits**	**15,580**	**18,518**	**47,769**	**50,279**	**52,802**

Budget Parks and Recreation Budget- 4728 & 4740

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
286-47-28-21-05	Advertising	0	0	150	150	156
286-47-28-21-10	Communications	0	0	0	0	0
286-47-28-21-15	Postage	0	0	0	0	0
286-47-28-21-42	Banking Fees	22	1,090	1,000	1,000	1,040
286-47-28-21-44	Online Transaction Fee	16	267	140	140	146
286-47-28-21-45	Other Contract Services	0	0	200	200	208
21	**Services**	**38**	**1,357**	**1,490**	**1,490**	**1,550**
286-47-28-22-13	Office Supplies	0	0	400	400	416
286-47-28-22-15	Special Department Supplies	272	2,486	4,000	5,000	5,200
22	**Supplies**	**272**	**2,486**	**4,400**	**5,400**	**5,616**
286-47-28-23-30	Maint Building/Grounds	1,043	43	1,500	10,000	10,400
286-47-28-23-35	Software Maintenance	0	0	0	0	0
23	**Maintenance**	**1,043**	**43**	**1,500**	**10,000**	**10,400**
28	**Recreation**	**16,933**	**22,404**	**55,159**	**67,169**	**70,367**
287	**Harvest Festival**					
47	**Parks & Recreation**					
287-47-28-21-42	Banking Fees	0	177	100	100	104
21	**Services**	**0**	**177**	**100**	**100**	**104**
287-47-28-22-15	Special Department Supplies	304	8,584	15,000	20,000	20,800
22	**Supplies**	**304**	**8,584**	**15,000**	**20,000**	**20,800**
28	**Recreation**	**304**	**8,761**	**15,100**	**20,100**	**20,904**
288	**Fourth of July**					
47	**Parks & Recreation**					
288-47-28-21-42	Banking Fees	0	0	500	500	520
288-47-28-21-45	Other Contract Services	0	0	49,500	45,000	46,800
21	**Services**	**0**	**0**	**50,000**	**45,500**	**47,320**
288-47-28-22-15	Special Department Supplies	1,209	0	5,000	8,000	8,320
22	**Supplies**	**1,209**	**0**	**5,000**	**8,000**	**8,320**
28	**Recreation**	**1,209**	**0**	**55,000**	**53,500**	**55,640**
289	**Recreation Program**					
47	**Parks & Recreation**					
289-47-28-20-10	Salary-Regular	6,868	0	0	0	0
289-47-28-20-20	Temp/Part Time	105	2,169	0	0	0
289-47-28-20-30	Overtime	498	0	0	0	0
289-47-28-20-37	Holiday Pay	0	0	0	0	0
289-47-28-20-40	FICA/Medicare	547	166	0	0	0
289-47-28-20-45	Employer PERS	465	0	0	0	0
289-47-28-20-47	PERS Unfunded Liability	0	0	0	0	0
289-47-28-20-50	Employee PERS	0	0	0	0	0
289-47-28-20-55	Health Insurance	1,859	0	0	0	0
289-47-28-20-61	Workers Comp	0	0	0	0	0
289-47-28-20-65	SDI	70	0	0	0	0
289-47-28-20-71	Unemployment	0	0	0	0	0
289-47-28-20-75	Deferred Comp	4	0	0	0	0

Budget Parks and Recreation Budget- 4728 & 4740

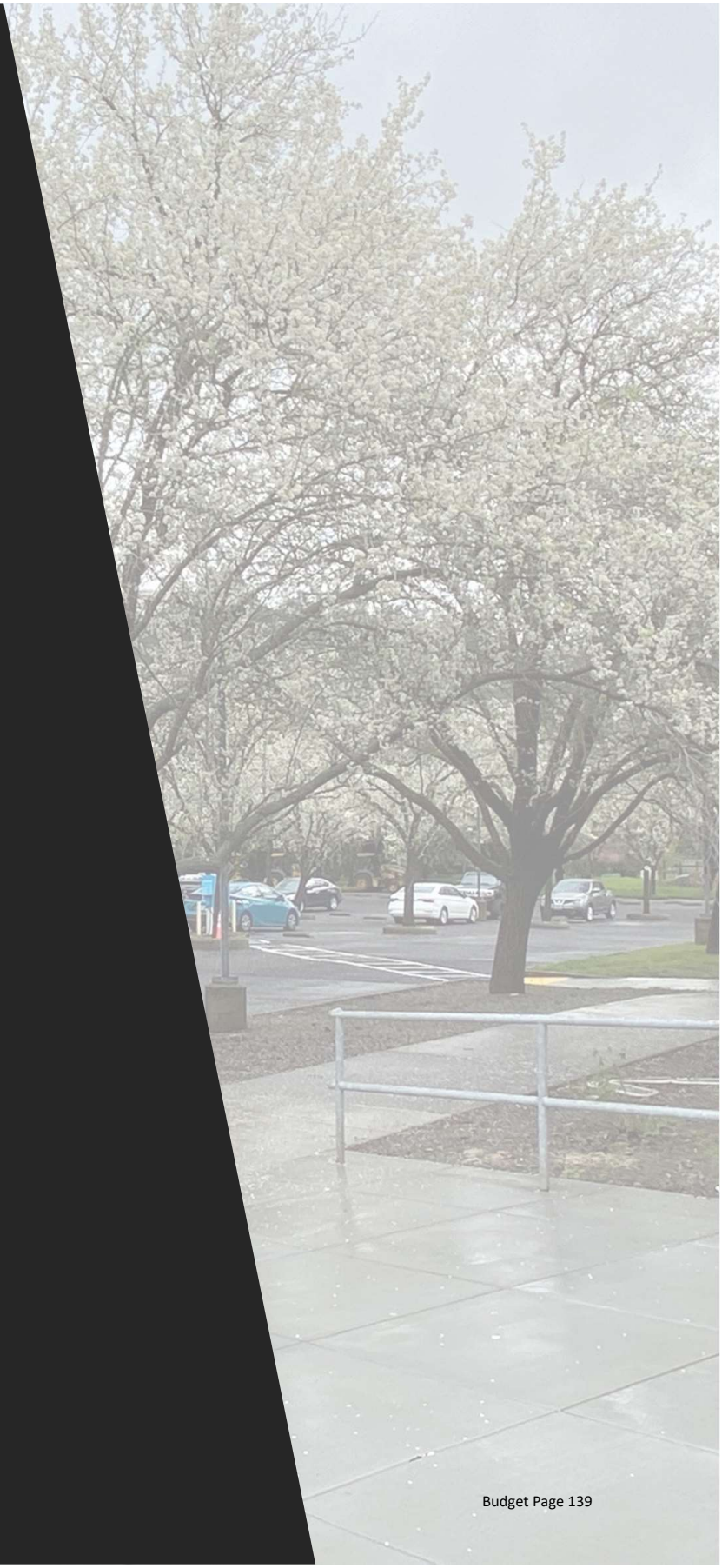
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
289-47-28-20-85	Auto Allowance	5	0	0	0	0
20	**Salaries & Benefits**	**10,421**	**2,335**	**0**	**0**	**0**
289-47-28-29-99	Transfer to other Funds	56,000	0	0	0	0
29	**Transfers**	**56,000**	**0**	**0**	**0**	**0**
28	**Recreation**	**66,421**	**2,335**	**0**	**0**	**0**
734	**Park Impact**					
47	**Parks & Recreation**					
734-47-28-21-45	Other Contract Services	0	0	125,000	125,000	0
21	**Services**	**0**	**0**	**125,000**	**125,000**	**0**
28	**Recreation**	**0**	**0**	**125,000**	**125,000**	**0**
Grand Total		**679,245**	**563,639**	**1,132,033**	**1,379,368**	**1,304,046**



Public Safety

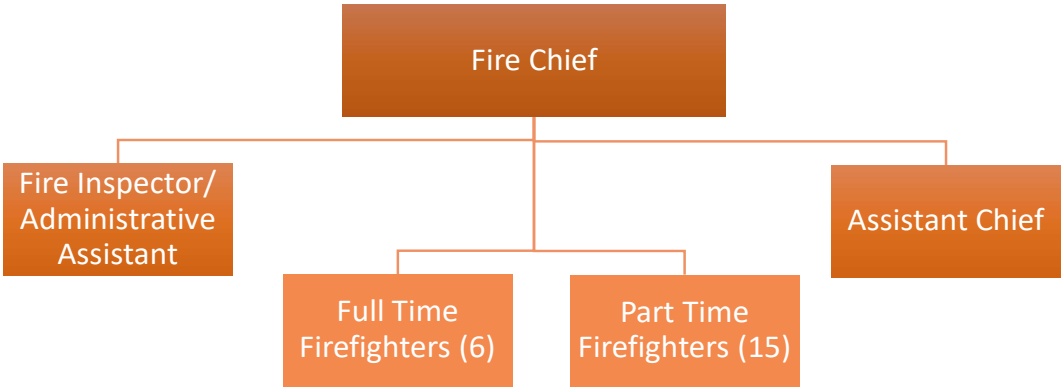
Budget Page 138

Fire



Budget Page 139

Fire Organizational Chart



Budget Page 140

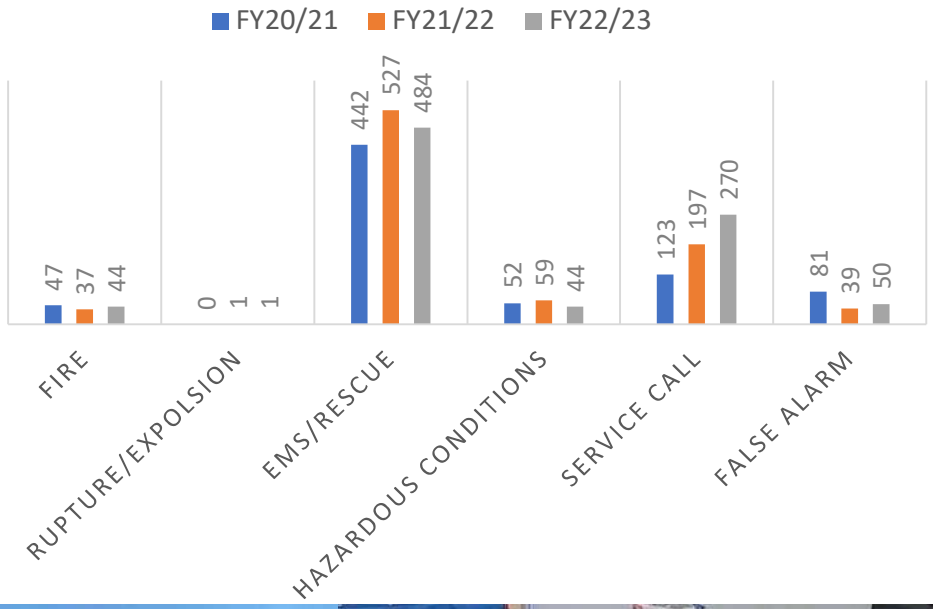
Fire (4800)
Budget 2023-24

Purpose
It is the mission of the members of the St. Helena Fire Department to provide efficient and cost effective services, including: fire protection (prevention and suppression); public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. The Department provides for the safety of the members of the Fire Department and serves the interest of the residents of the City of St. Helena and the surrounding area.

Goals
- Paint the Fire Station Exterior
- Put in service new Type 1 Pumper
- Maintain highest levels of fire and life safety service to our community
- Captain Nick Solakian - become qualified as a Strike Team Leader
- Chief Sorensen - become qualified as a Safety Officer and Operation Branch Director Collaborate with St. Helena Fire Safe Council to ensure community fire safety awareness and responsibility.
- Research replacement of 2002 Ladder Truck (approximately $1.6M)

Accomplishments
- Daniel Martinez graduated from the Fire Academy.
- New Type 1 pumper is now in full production
- Chief Sorensen qualified as a Division/Group Supervisor.
- Created PSPS/Wildfire prevention and education pamphlet delivered to all City households to help improve community response during emergencies.
- Weed abatement – a joint effort with Public Works and community cooperation led to the removal of hazardous vegetation city wide to an extent not previously seen.
- Annual fire inspections completed on the West side of town

Fire (4800)
Budget 2023-24





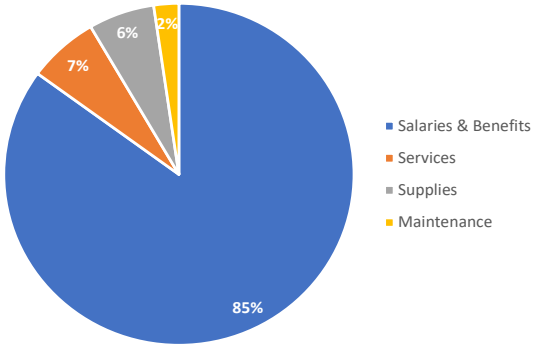
Fire

Expenses by Fund and Category

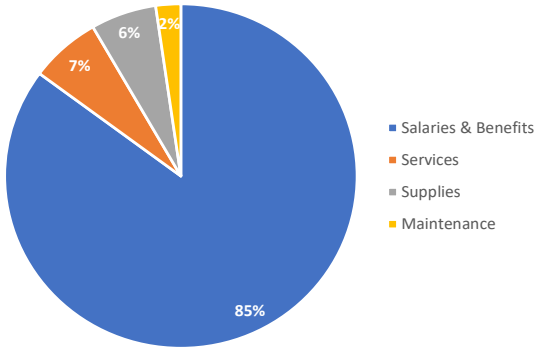
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	2,167,469	2,261,686	2,068,443	2,526,838	2,650,505
593	Fire Equipment Replacement	20,565	-	19,435	40,000	41,600
Grand Total		**2,188,033**	**2,261,686**	**2,087,878**	**2,566,838**	**2,692,105**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
48	***Fire***					
20	Salaries & Benefits	1,886,932	2,005,100	1,736,459	2,182,784	2,292,689
21	Services	120,498	107,490	169,123	168,423	175,160
22	Supplies	138,862	116,109	132,966	156,131	162,376
23	Maintenance	41,742	32,987	49,330	59,500	61,880
Grand Total		**2,188,033**	**2,261,686**	**2,087,878**	**2,566,838**	**2,692,105**

FY 24 EXPENSES BY CATEGORY



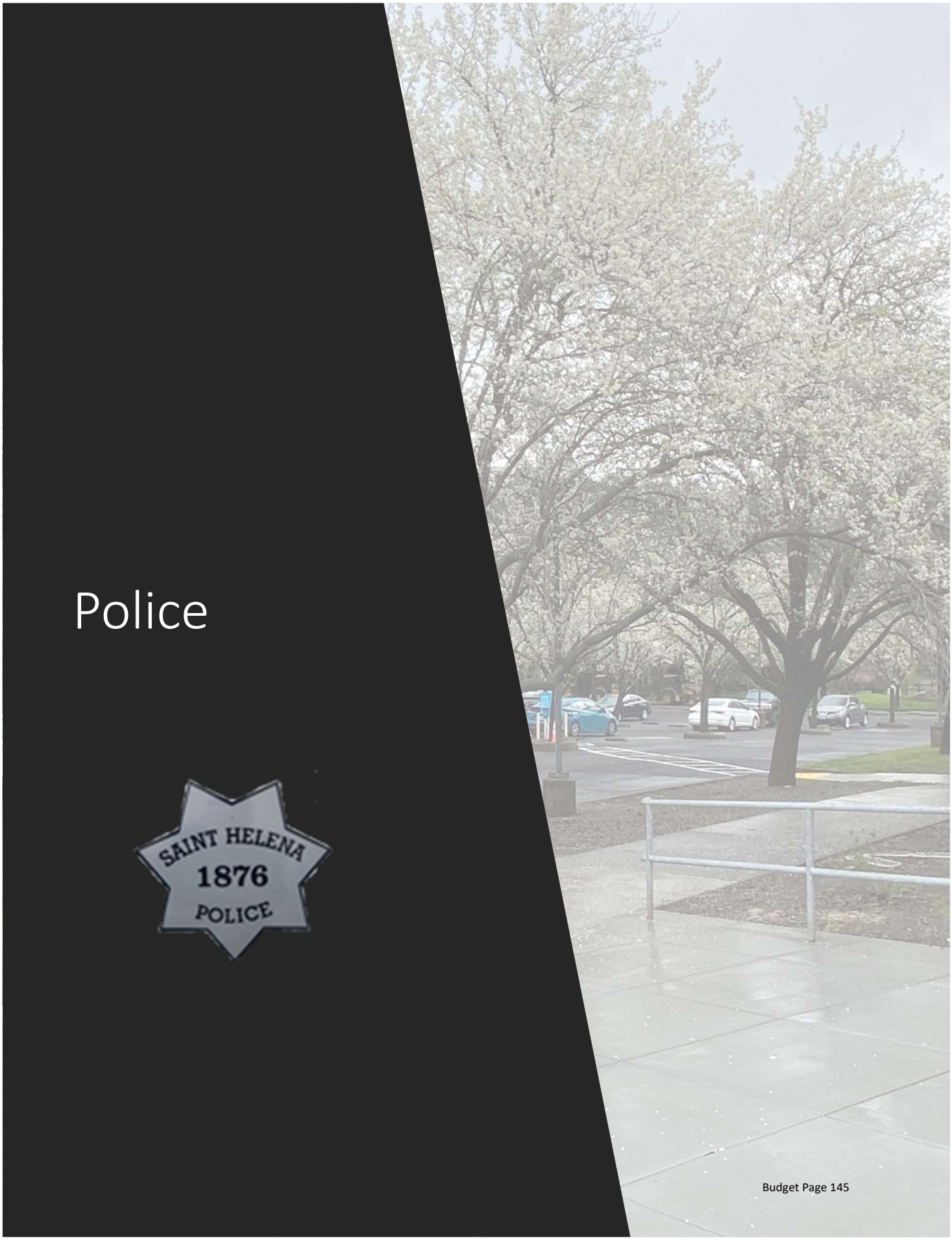
FY 25 EXPENSES BY CATEGORY



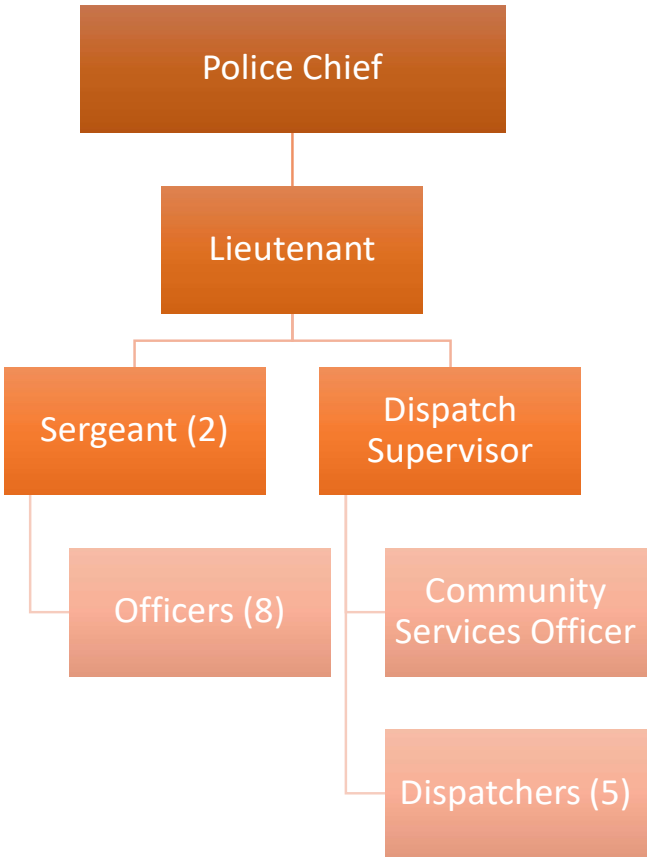
Fire Budget- 4800

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
48	**Fire**					
101-48-00-20-10	Salary-Regular	268,839	535,328	732,362	1,007,918	1,058,314
101-48-00-20-20	Temp/Part Time	528,128	584,653	398,658	456,364	479,182
101-48-00-20-24	Strike Team Salary	480,741	301,403	0	0	0
101-48-00-20-25	Standby	39,180	17,445	3,150	3,150	3,308
101-48-00-20-30	Overtime	265,907	168,379	172,000	172,000	180,600
101-48-00-20-37	Holiday Pay	15,850	12,548	38,599	52,095	54,700
101-48-00-20-40	FICA/Medicare	115,230	117,916	103,503	130,348	136,865
101-48-00-20-45	Employer PERS	53,034	78,107	86,474	122,997	129,147
101-48-00-20-47	PERS Unfunded Liability	10,077	13,931	53,510	69,579	73,823
101-48-00-20-50	Employee PERS	2,782	3,381	0	0	0
101-48-00-20-55	Health Insurance	58,398	126,644	80,733	87,222	91,583
101-48-00-20-61	Workers Comp	41,895	32,407	51,804	63,973	67,172
101-48-00-20-65	SDI	3,586	6,702	4,790	6,245	6,557
101-48-00-20-71	Unemployment	66	0	0	0	0
101-48-00-20-75	Deferred Comp	967	1,006	876	893	938
101-48-00-20-95	Uniform Allowance	2,250	5,250	10,000	10,000	10,500
20	**Salaries & Benefits**	**1,886,932**	**2,005,100**	**1,736,459**	**2,182,784**	**2,292,689**
101-48-00-21-10	Communications	20,982	14,845	14,500	14,500	15,080
101-48-00-21-15	Postage	137	273	500	500	520
101-48-00-21-22	Utilities	35,066	34,451	40,000	40,000	41,600
101-48-00-21-30	Professional Contracts	6,873	3,410	7,500	5,000	5,200
101-48-00-21-45	Other Contract Services	356	1,897	9,500	6,500	6,760
101-48-00-21-52	Facility Rental	19,200	0	4,000	0	0
101-48-00-21-53	Memberships & Publications	1,958	704	2,500	2,500	2,600
101-48-00-21-54	CAL Fire Dispatch Contract	25,204	43,833	77,923	77,923	81,040
101-48-00-21-55	Training & Conference	10,472	5,125	11,700	18,000	18,720
101-48-00-21-70	Fire Prevention Education	250	2,952	1,000	3,500	3,640
21	**Services**	**120,498**	**107,490**	**169,123**	**168,423**	**175,160**
101-48-00-22-13	Office Supplies	292	1,298	2,000	1,000	1,040
101-48-00-22-15	Special Department Supplies	34,116	42,526	31,400	30,000	31,200
101-48-00-22-17	Field Supplies	6,251	9,748	7,500	12,500	13,000
101-48-00-22-25	Fuel/Oil	17,639	22,276	22,500	22,500	23,400
101-48-00-22-26	Outside Vehicle Maint	55,020	32,785	45,131	45,131	46,936
101-48-00-22-28	Vehicle Parts	4,979	7,477	5,000	5,000	5,200
22	**Supplies**	**118,297**	**116,109**	**113,531**	**116,131**	**120,776**
101-48-00-23-15	Maint Machine/Equipment	18,289	11,718	17,500	17,500	18,200
101-48-00-23-30	Maint Buildings/Grounds	10,147	7,493	17,000	17,000	17,680
101-48-00-23-35	Software Maintenance	13,305	13,776	14,830	25,000	26,000
23	**Maintenance**	**41,742**	**32,987**	**49,330**	**59,500**	**61,880**
00	**Administration**	**2,167,469**	**2,261,686**	**2,068,443**	**2,526,838**	**2,650,505**
593	**Fire Equipment Replacement**					
48	**Fire**					
593-48-00-22-15	Special Department Supplies	20,565	0	19,435	40,000	41,600
22	**Supplies**	**20,565**	**0**	**19,435**	**40,000**	**41,600**
00	**Administration**	**20,565**	**0**	**19,435**	**40,000**	**41,600**
Grand Total		**2,188,033**	**2,261,686**	**2,087,878**	**2,566,838**	**2,692,105**

Police



Police Organizational Chart



Budget Page 146

Police (4900)
Budget 2023-24

Purpose
The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group, or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.

Goals
- Continue Succession Planning by sending Lieutenant to FBI Nation Academy
- Install last two FLOCK License Plate Readers.
- Replace School Resource Officer.
- Evaluate Dispatch co-location options for long term stability and community benefits.
- Fill vacant Officer and Dispatch positions.
- Increase Emergency Evacuation Drills by adding one community Zone haven area annually.
- Create presentation and increase public awareness on Ca. Red Flag Gun Laws.
- Assist Napa Valley College in creating new Police Academy and local in-service training program.
- Create an Officer Wellness Program.

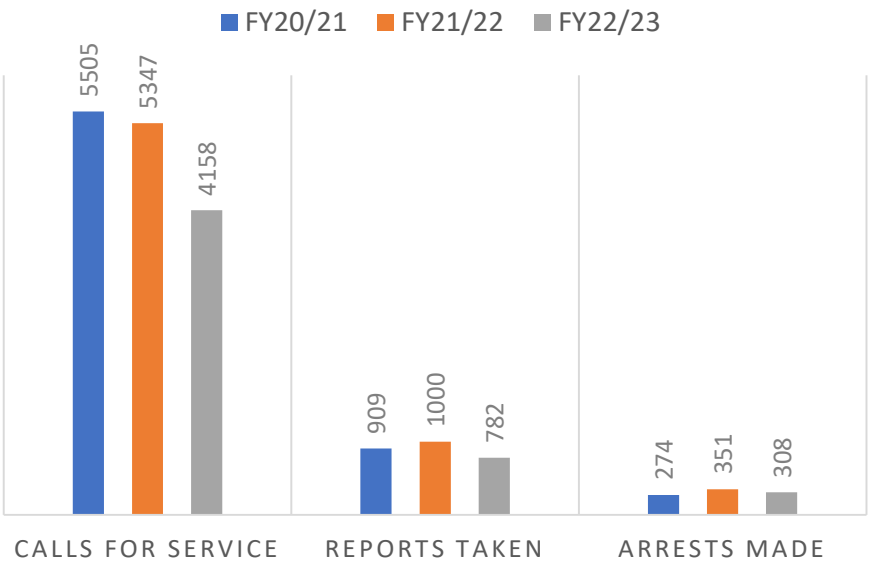




Police (4900)
Budget 2023-24

Accomplishments

- Relocated both Police Department and Dispatch.
- Purged and Destroyed over 150 recovered firearms.
- Installed Flock License Plate Readers.
- Received Silver Award for Policy Management.
- Police Policies Updated and posted to website.
- Investigated multiple Felonies which were prosecuted, to include multiple Burglaries, Child Pornography, Human Trafficking of a Juvenile, Fentanyl possession and sales, Vehicle Theft and Weapons Possessions.
- Conducted Active Shooter Training with School District and outside agencies.
- Conducted Annual Evacuation Drill with Vineyard Valley.
- Purchased first all-electric vehicle keeping in line with City Council Goals for active Climate Change.
- Created first Gun Safe Ordinance in the County.
- Succession Planning, Sergeant sent to, and graduated from the Sherman Block Leadership Institute.
- Completed Zone haven evacuation maps and community awareness.







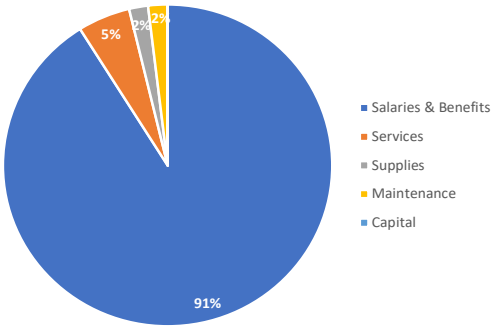
Police

Expenses by Fund and Category

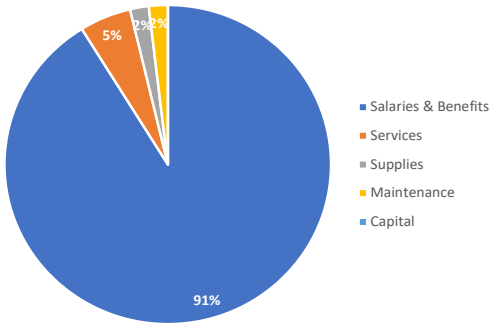
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	2,987,085	3,352,423	3,639,929	4,127,622	4,335,798
212	Department of Homeland Security	-	-	400	400	416
224	Public Safety (COPS)	79,057	96,742	133,400	145,900	151,736
238	Training Development Fund	1,549	7,266	8,000	8,000	8,320
277	Prop 56 Grant	46,312	-	146,723	183,890	193,085
279	Asset Forfeit	3,072	4,944	6,500	6,500	6,760
375	Murray Ex Trust	-	-	7,441	7,441	7,739
592	Equipment Replacement Fund	-	-	259,599	9,599	9,983
Grand Total		**3,117,075**	**3,461,375**	**4,201,993**	**4,489,352**	**4,713,836**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
49	***Police***					
20	Salaries & Benefits	2,840,688	3,171,208	3,527,222	4,089,233	4,297,710
21	Services	163,425	177,496	214,350	230,950	240,188
22	Supplies	23,016	34,237	83,740	83,740	87,090
23	Maintenance	60,480	72,976	76,379	85,179	88,586
26	Capital	29,465	5,458	300,301	250	263
Grand Total		**3,117,075**	**3,461,375**	**4,201,993**	**4,489,352**	**4,713,836**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Police Budget- 4900

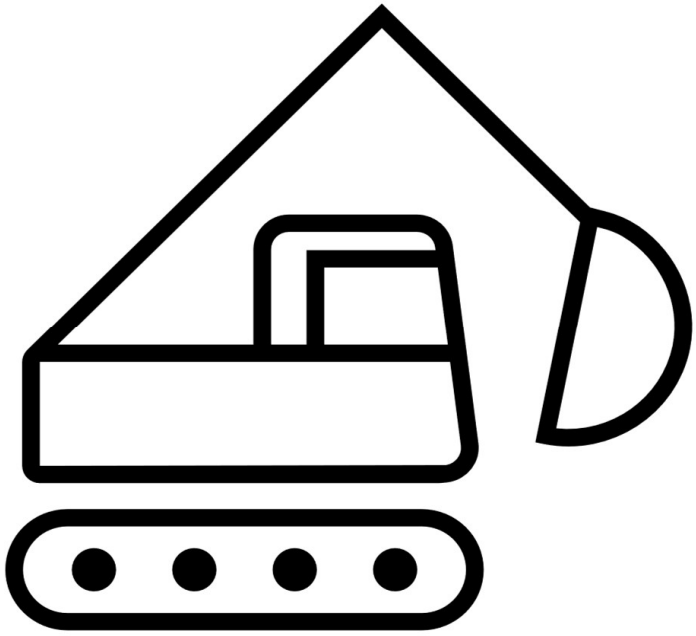
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
49	**Police**					
101-49-00-20-10	Salary-Regular	1,429,793	1,525,371	1,734,839	2,009,586	2,110,065
101-49-00-20-30	Overtime	204,466	320,983	198,800	300,000	315,000
101-49-00-20-37	Holiday Pay	47,807	52,972	61,237	70,932	74,479
101-49-00-20-40	FICA/Medicare	127,251	141,649	148,472	175,135	183,892
101-49-00-20-45	Employer PERS	222,664	254,053	282,866	358,086	375,990
101-49-00-20-47	PERS Unfunded Liability	298,283	342,303	389,702	365,022	387,288
101-49-00-20-55	Health Insurance	339,978	398,452	426,798	460,756	483,794
101-49-00-20-61	Workers Comp	87,611	91,168	88,494	112,840	118,482
101-49-00-20-65	SDI	17,964	20,646	21,293	24,924	26,170
101-49-00-20-71	Unemployment	3,152	0	0	0	0
101-49-00-20-75	Deferred Comp	6,119	5,844	5,848	5,912	6,208
101-49-00-20-85	Auto Allowance	2,400	2,400	2,400	2,400	2,520
101-49-00-20-95	Uniform Allowance	13,100	13,125	19,750	19,750	20,738
101-49-00-20-96	Education Reimbursement	0	2,242	0	0	0
20	**Salaries & Benefits**	**2,800,588**	**3,171,208**	**3,380,499**	**3,905,343**	**4,104,625**
101-49-00-21-10	Communications	16,394	16,936	23,000	23,000	23,920
101-49-00-21-15	Postage	1,160	1,513	1,500	1,500	1,560
101-49-00-21-27	Equipment Lease Exp	3,225	3,016	3,500	3,500	3,640
101-49-00-21-30	Professional Contracts	30,978	30,769	30,000	30,000	31,200
101-49-00-21-40	Professional Fees	1,424	1,158	10,000	10,000	10,400
101-49-00-21-45	Other Contract Services	39,679	39,265	42,800	46,900	48,776
101-49-00-21-53	Memberships & Publications	540	1,006	3,400	3,400	3,536
101-49-00-21-55	Training & Conference	-351	1,456	3,750	3,750	3,900
21	**Services**	**93,050**	**95,120**	**117,950**	**122,050**	**126,932**
101-49-00-22-07	Copies	193	405	2,300	2,300	2,392
101-49-00-22-08	Police Dept Youth Activity	0	353	2,000	2,000	2,080
101-49-00-22-12	Computer Equipment	664	0	2,000	2,000	2,080
101-49-00-22-13	Office Supplies	1,032	1,699	3,000	3,000	3,120
101-49-00-22-15	Special Department Supplies	1,612	5,205	5,500	5,500	5,720
22	**Supplies**	**3,502**	**7,661**	**14,800**	**14,800**	**15,392**
101-49-00-23-35	Software Maintenance	174	0	1,000	1,000	1,040
101-49-00-23-50	Vehicle Alloc Expense	60,306	72,976	75,379	84,179	87,546
23	**Maintenance**	**60,480**	**72,976**	**76,379**	**85,179**	**88,586**
101-49-00-26-30	Capital Equipment	29,465	5,458	50,051	0	0
101-49-00-26-40	Furniture & Fixtures	0	0	250	250	263
26	**Capital**	**29,465**	**5,458**	**50,301**	**250**	**263**
00	**Administration**	**2,987,085**	**3,352,423**	**3,639,929**	**4,127,622**	**4,335,798**
212	**Department of Homeland Secur**					
49	**Police**					
212-49-00-22-15	Special Department Supplies	0	0	400	400	416
22	**Supplies**	**0**	**0**	**400**	**400**	**416**
00	**Administration**	**0**	**0**	**400**	**400**	**416**
224	**Public Safety (COPS)**					
49	**Police**					
224-49-00-21-30	Professional Contracts	59,872	64,097	73,400	85,900	89,336

Police Budget- 4900

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
224-49-00-21-45	Other Contract Services	0	875	5,000	5,000	5,200
224-49-00-21-55	Training & Conference	8,954	10,138	10,000	10,000	10,400
21	**Services**	**68,826**	**75,110**	**88,400**	**100,900**	**104,936**
224-49-00-22-12	Computer Equipment	163	0	5,000	5,000	5,200
224-49-00-22-15	Special Department Supplies	2,370	4,194	10,000	10,000	10,400
224-49-00-22-17	Field Supplies	7,698	17,438	30,000	30,000	31,200
22	**Supplies**	**10,231**	**21,632**	**45,000**	**45,000**	**46,800**
00	**Administration**	**79,057**	**96,742**	**133,400**	**145,900**	**151,736**
238	**Training Development Fund**					
49	**Police**					
238-49-00-21-55	Training & Conference	1,549	7,266	8,000	8,000	8,320
21	**Services**	**1,549**	**7,266**	**8,000**	**8,000**	**8,320**
00	**Administration**	**1,549**	**7,266**	**8,000**	**8,000**	**8,320**
277	**Prop 56 Grant**					
49	**Police**					
277-49-00-20-10	Salary-Regular	23,967	0	95,921	114,687	120,421
277-49-00-20-30	Overtime	3,918	0	0	0	0
277-49-00-20-37	Holiday Pay	0	0	4,243	5,073	5,327
277-49-00-20-40	FICA/Medicare	2,063	0	7,662	9,162	9,620
277-49-00-20-45	Employer PERS	3,126	0	12,961	16,385	17,204
277-49-00-20-55	Health Insurance	5,428	0	23,529	35,957	37,755
277-49-00-20-61	Workers Comp	1,040	0	0	0	0
277-49-00-20-65	SDI	322	0	1,102	1,317	1,383
277-49-00-20-75	Deferred Comp	17	0	55	59	62
277-49-00-20-95	Police Dept Uniform	219	0	1,250	1,250	1,313
20	**Salaries & Benefits**	**40,101**	**0**	**146,723**	**183,890**	**193,085**
277-49-00-22-15	Special Department Supplies	6,211	0	0	0	0
22	**Supplies**	**6,211**	**0**	**0**	**0**	**0**
00	**Administration**	**46,312**	**0**	**146,723**	**183,890**	**193,085**
279	**Asset Forfeit**					
49	**Police**					
279-49-00-22-15	Special Department Supplies	3,072	4,944	6,500	6,500	6,760
22	**Supplies**	**3,072**	**4,944**	**6,500**	**6,500**	**6,760**
00	**Administration**	**3,072**	**4,944**	**6,500**	**6,500**	**6,760**
375	**Murray Ex Trust**					
49	**Police**					
375-49-00-22-15	Special Department Supplies	0	0	7,441	7,441	7,739
22	**Supplies**	**0**	**0**	**7,441**	**7,441**	**7,739**
00	**Administration**	**0**	**0**	**7,441**	**7,441**	**7,739**
592	**Equipment Replacement Fund**					
49	**Police**					
592-49-00-22-15	Special Department Supplies	0	0	9,599	9,599	9,983
22	**Supplies**	**0**	**0**	**9,599**	**9,599**	**9,983**

Police Budget- 4900

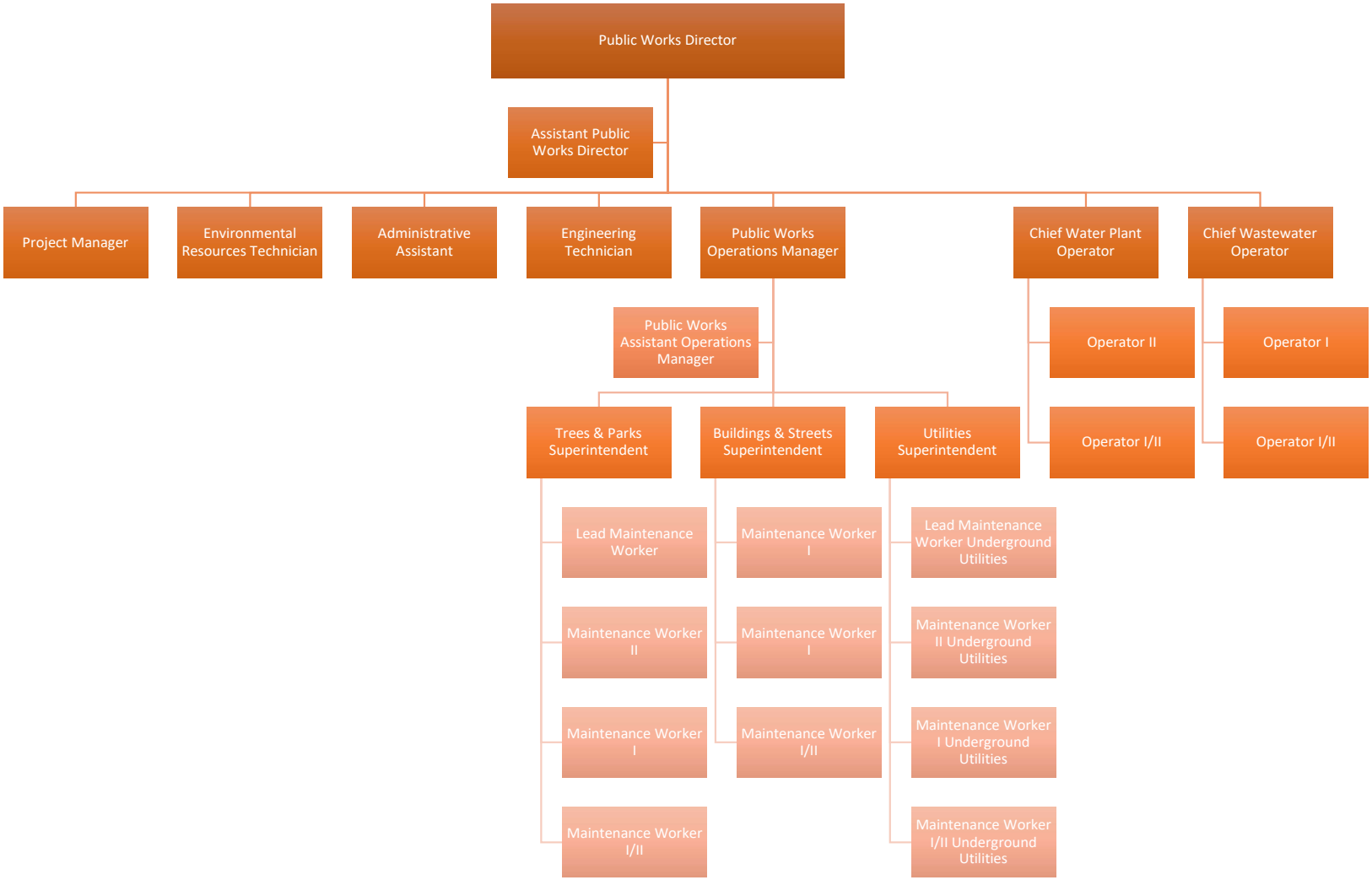
Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
592-49-00-26-30	Capital Equipment	0	0	250,000	0	0
26	**Capital**	**0**	**0**	**250,000**	**0**	**0**
00	**Administration**	**0**	**0**	**259,599**	**9,599**	**9,983**
Grand Total		**3,117,075**	**3,461,375**	**4,201,993**	**4,489,352**	**4,713,836**



Public Works

Budget Page 153

Public Works Organizational Chart



Budget Page 154

Public Works (5000)
Budget 2023-24

Purpose

- (5000) Administration - Department of Public Works (DPW) Administration manages the operating divisions of Public Works and provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.
- (5006) Government Buildings - The Government Buildings/Grounds Division of the Department of Public Works is funded by the General Fund and its budget accounts for the total costs of managing and providing maintenance (plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). The Division is also responsible for managing supply orders and deliveries, inspection and maintenance of oil recycling area, handicapped lifts, e-waste collection and recycling, and fire extinguisher service. This division's budget includes, utilities, janitorial costs, air conditioning/heating repairs, and maintenance services.
- (5013) Storm Drains - The purpose of the Storm Water Division is to operate, maintain and improve drainage and flood control facilities.
- (5015) Streets - The Streets Maintenance/Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk, and curb repairs; maintenance of traffic structures; street lighting; vegetation removal; and cleanup of spills and discharges.
- (5026) Trees - Tree City USA is a division of the Public Works Department under direct supervision of the Parks Supervisor. This Division is responsible for the maintenance of all trees contained in City owned parks, along Main Street and the 15 Heritage Trees in public rights-of-way. Division activities include the planting of new trees, oversight of major pruning projects, minor pruning, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues.
- (5027) Parks - The Parks Division of the Public Works Department maintains ten parks, four pathways, street trees, benches, and parking lots. In addition, this Division maintains the landscaping around five government buildings, is responsible for herbicide applications around all City facilities and roadsides (approximately forty acres), and assists the general public with water conservation measures during drought periods. This Division provides maintenance labor for Tree City U.S.A.
- (5037) City Garage - The City Garage Division of the Public Works Department is an internal service fund designed to account for the total costs of maintaining a fleet of 40+ vehicles and other equipment owned by the City. Costs are allocated to the various user departments based on time and materials within those departments. The Division strives to provide timely, efficient, and cost-effective maintenance and repairs on City owned vehicles. The City Garage also records and maintains all fleet maintenance records, specifies repair parts and replacement vehicles, and handles all aspects of fleet management for the City excluding Fire Department vehicles.

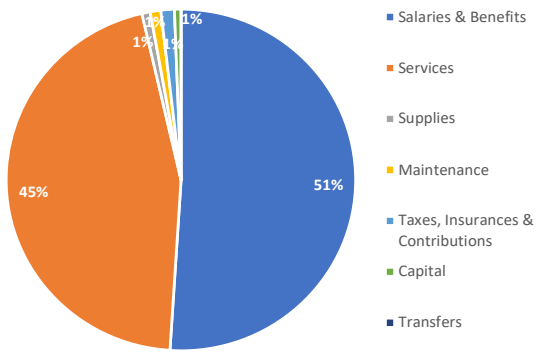
Public Works Administration

Expenses by Fund and Category

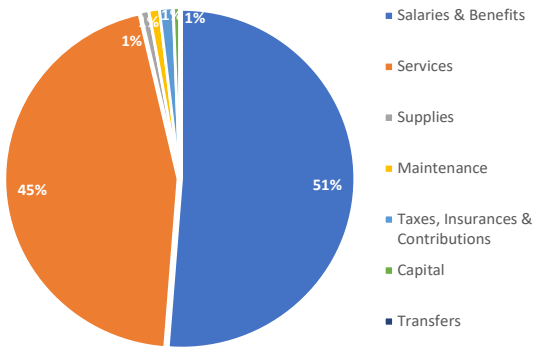
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	383,973	477,595	1,099,076	1,150,682	1,203,574
241	Measure T - Class I Trails	-	-	285,597	-	-
561	Water Enterprise	1,032,332	746,702	1,119,876	1,217,051	1,272,501
571	Sewer Enterprise	870,747	393,939	777,076	717,534	750,625
713	Civic Impact	1,834	1,904	393	-	-
741	Street Capital Improvement	5,261	-	-	-	-
Grand Total		**2,294,146**	**1,620,141**	**3,282,019**	**3,085,267**	**3,226,700**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	849,427	1,036,850	1,676,519	1,573,436	1,653,069
21	Services	345,989	425,772	1,516,885	1,400,696	1,456,724
22	Supplies	4,056	25,738	18,755	24,035	24,996
23	Maintenance	19,511	21,893	24,660	30,400	31,616
24	Taxes, Insurances & Contributions	9,284	54,010	38,000	38,000	40,660
26	Capital	5,879	5,879	7,200	18,700	19,635
29	Transfers	1,060,000	50,000	-	-	-
Grand Total		**2,294,146**	**1,620,141**	**3,282,019**	**3,085,267**	**3,226,700**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Public Works Administration Budget- 5000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-00-20-10	Salary-Regular	183,569	241,731	438,317	433,288	454,952
101-50-00-20-30	Overtime	0	0	750	750	788
101-50-00-20-40	FICA/Medicare	13,051	18,636	31,251	29,386	30,855
101-50-00-20-45	Employer PERS	12,532	15,426	31,042	35,413	37,184
101-50-00-20-47	PERS Unfunded Liability	29,466	35,771	46,397	35,267	37,418
101-50-00-20-55	Health Insurance	21,912	27,353	74,225	72,677	76,311
101-50-00-20-61	Workers Comp	10,011	8,982	12,253	13,772	14,461
101-50-00-20-65	SDI	1,813	2,778	4,097	3,805	3,995
101-50-00-20-71	Unemployment	1,160	0	0	0	0
101-50-00-20-75	Deferred Comp	2,091	3,727	7,217	5,342	5,609
101-50-00-20-85	Auto Allowance	1,200	2,236	4,560	4,080	4,284
20	**Salaries & Benefits**	**276,805**	**356,639**	**650,109**	**633,780**	**665,857**
101-50-00-21-05	Advertising	201	0	500	500	520
101-50-00-21-10	Communications	3,956	1,929	2,800	2,800	2,912
101-50-00-21-15	Postage	468	94	600	600	624
101-50-00-21-27	Equipment Lease Exp	2,261	2,426	1,800	1,800	1,872
101-50-00-21-30	Professional Contracts	69,660	71,718	334,552	398,500	414,440
101-50-00-21-40	Professional Fees	538	158	0	0	0
101-50-00-21-45	Other Contract Services	5,829	7,151	43,043	23,800	24,752
101-50-00-21-50	Rebates	0	0	25,000	25,000	26,000
101-50-00-21-53	Memberships & Publications	2,003	1,464	3,116	3,116	3,241
101-50-00-21-55	Training & Conference	0	3,004	5,225	6,000	6,240
21	**Services**	**84,917**	**87,944**	**416,636**	**462,116**	**480,601**
101-50-00-22-07	Copies	907	1,186	1,700	1,700	1,768
101-50-00-22-12	Computer Equipment	0	2,145	0	5,000	5,200
101-50-00-22-13	Office Supplies	287	535	1,000	1,000	1,040
101-50-00-22-15	Special Department Supplies	489	5,173	3,935	4,150	4,316
22	**Supplies**	**1,683**	**9,039**	**6,635**	**11,850**	**12,324**
101-50-00-23-35	Software Maintenance	682	0	682	3,782	3,933
101-50-00-23-50	Vehicle Alloc Expense	17,755	21,893	22,614	25,254	26,264
23	**Maintenance**	**18,437**	**21,893**	**23,296**	**29,036**	**30,197**
101-50-00-24-25	Taxes & Other Charges	171	120	0	0	0
24	**Taxes, Insurances & Contributions**	**171**	**120**	**0**	**0**	**0**
101-50-00-26-30	Capital Equipment	1,960	1,960	2,400	12,400	13,020
101-50-00-26-40	Furniture & Fixtures	0	0	0	1,500	1,575
26	**Capital**	**1,960**	**1,960**	**2,400**	**13,900**	**14,595**
00	**Administration**	**383,973**	**477,595**	**1,099,076**	**1,150,682**	**1,203,574**
241	**Measure T - Class I Trails**					
50	**Public Works**					
241-50-00-21-45	Measure T - Class I Trails	0	0	285,597	0	0
21	**Services**	**0**	**0**	**285,597**	**0**	**0**
00	**Administration**	**0**	**0**	**285,597**	**0**	**0**
561	**Water Enterprise**					
50	**Public Works**					
561-50-00-20-10	Salary-Regular	197,831	256,201	355,316	346,130	363,437
561-50-00-20-30	Overtime	0	0	450	450	473

Public Works Administration Budget- 5000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
561-50-00-20-40	FICA/Medicare	14,221	19,787	25,728	24,120	25,326
561-50-00-20-45	Employer PERS	14,217	17,084	25,770	28,749	30,186
561-50-00-20-47	PERS Unfunded Liability	32,428	29,331	38,517	28,631	30,377
561-50-00-20-55	Health Insurance	26,796	37,493	65,686	78,847	82,789
561-50-00-20-61	Workers Comp	8,395	6,665	10,015	12,368	12,986
561-50-00-20-65	SDI	1,985	2,948	3,496	3,261	3,424
561-50-00-20-71	Unemployment	696	0	0	0	0
561-50-00-20-75	Deferred Comp	2,584	3,839	5,936	3,974	4,173
561-50-00-20-85	Auto Allowance	1,680	2,112	4,560	2,400	2,520
20	**Salaries & Benefits**	**300,833**	**375,459**	**535,474**	**528,930**	**555,691**
561-50-00-21-05	Advertising	940	0	1,500	1,500	1,560
561-50-00-21-10	Communications	4,249	1,931	5,425	5,425	5,642
561-50-00-21-15	Postage	468	94	600	600	624
561-50-00-21-27	Equipment Lease Exp	2,261	2,426	1,700	1,700	1,768
561-50-00-21-30	Professional Contracts	122,325	82,751	220,423	381,250	396,500
561-50-00-21-40	Professional Fees	649	0	0	0	0
561-50-00-21-43	Penalties and Fines	0	0	30,000	30,000	31,200
561-50-00-21-45	Other Contract Services	20,201	42,420	160,267	161,600	168,064
561-50-00-21-50	Water Use Efficiency Program	25,276	120,214	108,391	50,000	52,000
561-50-00-21-53	Memberships & Publications	2,312	4,167	2,979	2,979	3,098
561-50-00-21-55	Training & Conference	0	2,221	6,050	6,000	6,240
21	**Services**	**178,683**	**256,225**	**537,335**	**641,054**	**666,696**
561-50-00-22-07	Copies	815	1,185	1,700	1,700	1,768
561-50-00-22-12	Computer Equipment	0	1,912	0	0	0
561-50-00-22-13	Office Supplies	0	61	350	350	364
561-50-00-22-15	Special Department Supplies	393	6,011	3,935	3,935	4,092
22	**Supplies**	**1,208**	**9,169**	**5,985**	**5,985**	**6,224**
561-50-00-23-35	Software Maintenance	537	0	682	682	709
23	**Maintenance**	**537**	**0**	**682**	**682**	**709**
561-50-00-24-25	Taxes & Other Charges	9,112	53,890	38,000	38,000	40,660
24	**Taxes, Insurances & Contributions**	**9,112**	**53,890**	**38,000**	**38,000**	**40,660**
561-50-00-26-30	Capital Equipment	1,960	1,960	2,400	2,400	2,520
26	**Capital**	**1,960**	**1,960**	**2,400**	**2,400**	**2,520**
561-50-00-29-99	Transfer to Other Funds	540,000	50,000	0	0	0
29	**Transfers**	**540,000**	**50,000**	**0**	**0**	**0**
00	**Administration**	**1,032,332**	**746,702**	**1,119,876**	**1,217,051**	**1,272,501**
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-00-20-10	Salary-Regular	175,166	207,385	326,615	275,249	289,011
571-50-00-20-30	Overtime	0	0	300	300	315
571-50-00-20-40	FICA/Medicare	12,462	16,025	23,480	18,649	19,581
571-50-00-20-45	Employer PERS	12,733	13,866	23,913	23,572	24,751
571-50-00-20-47	PERS Unfunded Liability	29,217	26,523	35,741	23,475	24,907
571-50-00-20-55	Health Insurance	24,318	28,074	59,343	52,450	55,073
571-50-00-20-61	Workers Comp	7,212	5,807	8,915	8,744	9,181
571-50-00-20-65	SDI	1,728	2,389	3,180	2,481	2,605
571-50-00-20-71	Unemployment	464	0	0	0	0
571-50-00-20-75	Deferred Comp	2,028	3,050	5,369	3,406	3,576
571-50-00-20-85	Auto Allowance	1,200	1,632	4,080	2,400	2,520

Public Works Administration Budget- 5000

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
20	**Salaries & Benefits**	**266,529**	**304,751**	**490,936**	**410,726**	**431,521**
571-50-00-21-10	Communications	3,726	1,931	3,000	3,000	3,120
571-50-00-21-15	Postage	468	94	600	600	624
571-50-00-21-27	Equipment Lease Exp	2,261	2,426	1,700	1,700	1,768
571-50-00-21-30	Professional Contracts	67,966	67,173	257,966	278,500	289,640
571-50-00-21-40	Professional Fees	574	0	0	0	0
571-50-00-21-45	Other Contract Services	3,853	5,091	5,732	5,700	5,928
571-50-00-21-53	Memberships & Publications	1,707	1,273	2,876	2,876	2,991
571-50-00-21-55	Training & Conference	0	1,711	5,050	5,150	5,356
21	**Services**	**80,555**	**79,699**	**276,923**	**297,526**	**309,427**
571-50-00-22-07	Copies	815	1,185	1,700	1,700	1,768
571-50-00-22-12	Computer Equipment	0	1,912	0	0	0
571-50-00-22-13	Office Supplies	0	61	500	500	520
571-50-00-22-15	Special Department Supplies	351	4,372	3,935	4,000	4,160
22	**Supplies**	**1,166**	**7,530**	**6,135**	**6,200**	**6,448**
571-50-00-23-35	Software Maintenance	537	0	682	682	709
23	**Maintenance**	**537**	**0**	**682**	**682**	**709**
571-50-00-26-30	Capital Equipment	1,960	1,960	2,400	2,400	2,520
26	**Capital**	**1,960**	**1,960**	**2,400**	**2,400**	**2,520**
571-50-00-29-99	Transfer to Other Funds	520,000	0	0	0	0
29	**Transfers**	**520,000**	**0**	**0**	**0**	**0**
00	**Administration**	**870,747**	**393,939**	**777,076**	**717,534**	**750,625**
713	**Civic Impact**					
50	**Public Works**					
713-50-00-21-45	Other Contract Services	1,834	1,904	393	0	0
21	**Services**	**1,834**	**1,904**	**393**	**0**	**0**
00	**Administration**	**1,834**	**1,904**	**393**	**0**	**0**
741	**Street Capital Improvement**					
50	**Public Works**					
741-50-00-20-10	Salary-Regular	5,261	0	0	0	0
20	**Salaries & Benefits**	**5,261**	**0**	**0**	**0**	**0**
00	**Administration**	**5,261**	**0**	**0**	**0**	**0**
Grand Total		**2,294,146**	**1,620,141**	**3,282,019**	**3,085,267**	**3,226,700**

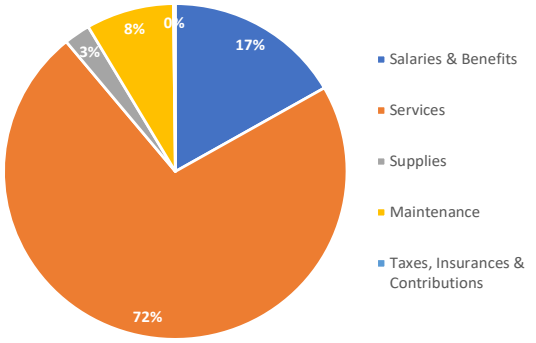
Government Buildings

Expenses by Fund and Category

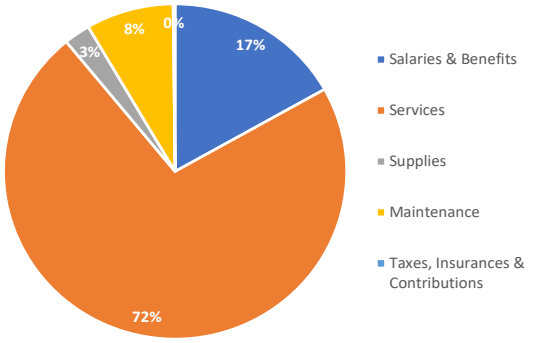
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	410,835	510,501	577,511	758,712	790,560
561	Water Enterprise	-	-	49,000	49,000	50,960
571	Sewer Enterprise	-	-	14,000	14,000	14,560
Grand Total		**410,835**	**510,501**	**640,511**	**821,712**	**856,080**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	104,456	103,608	117,468	137,262	144,207
21	Services	261,970	383,855	448,960	594,550	618,332
22	Supplies	20,255	19,140	20,952	20,400	21,216
23	Maintenance	23,783	2,849	51,631	68,000	70,720
24	Taxes, Insurances & Contributions	372	1,049	1,500	1,500	1,605
Grand Total		**410,835**	**510,501**	**640,511**	**821,712**	**856,080**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Government Buildings Budget- 5006

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-06-20-10	Salary-Regular	63,916	65,480	75,128	87,697	92,082
101-50-06-20-25	Standby	330	460	0	0	0
101-50-06-20-30	Overtime	1,251	2,147	0	0	0
101-50-06-20-40	FICA/Medicare	5,065	5,264	5,816	6,782	7,121
101-50-06-20-45	Employer PERS	4,816	4,937	5,856	7,445	7,817
101-50-06-20-47	PERS Unfunded Liability	11,955	8,850	8,753	7,415	7,867
101-50-06-20-55	Health Insurance	11,841	12,340	16,600	21,344	22,411
101-50-06-20-61	Workers Comp	2,759	2,002	2,568	3,624	3,805
101-50-06-20-65	SDI	727	778	826	965	1,013
101-50-06-20-71	Unemployment	487	0	0	0	0
101-50-06-20-75	Deferred Comp	828	871	961	1,030	1,082
101-50-06-20-85	Auto Allowance	480	480	960	960	1,008
20	**Salaries & Benefits**	**104,456**	**103,608**	**117,468**	**137,262**	**144,207**
101-50-06-21-10	Communications	28,248	37,224	25,550	25,550	26,572
101-50-06-21-22	Utilities	132,421	120,446	105,570	180,000	187,200
101-50-06-21-25	Equipment Rental	0	37	8,000	8,000	8,320
101-50-06-21-45	Other Contract Services	101,300	225,739	278,840	350,000	364,000
101-50-06-21-55	Training & Conference	0	410	1,000	1,000	1,040
21	**Services**	**261,970**	**383,855**	**418,960**	**564,550**	**587,132**
101-50-06-22-15	Special Department Supplies	20,115	18,840	20,552	20,000	20,800
101-50-06-22-20	Small Tools	140	300	400	400	416
22	**Supplies**	**20,255**	**19,140**	**20,952**	**20,400**	**21,216**
101-50-06-23-12	Maintenance Supplies	0	1,088	0	0	0
101-50-06-23-30	Maint Buildings/Grounds	23,783	1,761	18,631	35,000	36,400
23	**Maintenance**	**23,783**	**2,849**	**18,631**	**35,000**	**36,400**
101-50-06-24-25	Taxes & Other Charges	372	1,049	1,500	1,500	1,605
24	**Taxes, Insurances & Contributions**	**372**	**1,049**	**1,500**	**1,500**	**1,605**
06	**Public Buildings**	**410,835**	**510,501**	**577,511**	**758,712**	**790,560**
561	**Water Enterprise**					
50	**Public Works**					
561-50-06-21-45	Other Contract Services	0	0	20,000	20,000	20,800
21	**Services**	**0**	**0**	**20,000**	**20,000**	**20,800**
561-50-06-23-30	Maint Buildings/Grounds	0	0	29,000	29,000	30,160
23	**Maintenance**	**0**	**0**	**29,000**	**29,000**	**30,160**
06	**Public Buildings**	**0**	**0**	**49,000**	**49,000**	**50,960**
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-06-21-45	Other Contract Services	0	0	10,000	10,000	10,400
21	**Services**	**0**	**0**	**10,000**	**10,000**	**10,400**
571-50-06-23-30	Maint Buildings/Grounds	0	0	4,000	4,000	4,160
23	**Maintenance**	**0**	**0**	**4,000**	**4,000**	**4,160**
06	**Public Buildings**	**0**	**0**	**14,000**	**14,000**	**14,560**
Grand Total		**410,835**	**510,501**	**640,511**	**821,712**	**856,080**

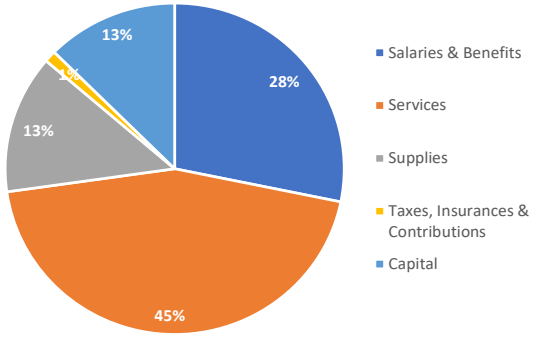
Storm Drains

Expenses by Fund and Category

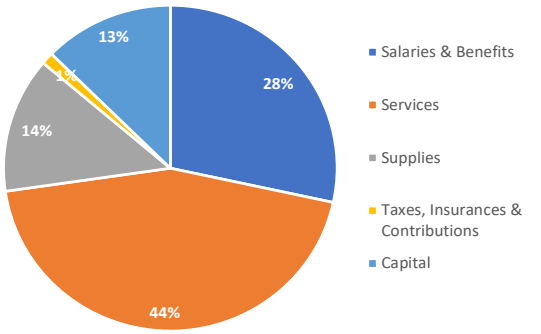
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	167,635	150,501	280,776	369,545	386,140
700	Flood Control Capital	28,012	18,076	44,953	30,000	31,200
Grand Total		**195,647**	**168,576**	**325,729**	**399,545**	**417,340**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	76,773	72,086	86,228	112,730	118,412
21	Services	111,895	62,043	174,686	178,000	185,120
22	Supplies	3,266	27,405	54,000	54,000	56,160
24	Taxes, Insurances & Contributions	-	-	4,600	4,600	4,922
26	Capital	3,712	7,042	6,215	50,215	52,726
Grand Total		**195,647**	**168,576**	**325,729**	**399,545**	**417,340**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Storm Drains Budget-5013

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-13-20-10	Salary-Regular	38,015	31,144	43,760	58,247	61,159
101-50-13-20-25	Standby	675	920	3,857	3,857	4,050
101-50-13-20-30	Overtime	11,969	16,944	8,500	8,500	8,925
101-50-13-20-40	FICA/Medicare	3,878	3,764	4,321	5,438	5,710
101-50-13-20-45	Employer PERS	2,133	2,203	2,968	4,191	4,401
101-50-13-20-47	PERS Unfunded Liability	7,651	4,675	4,436	4,174	4,429
101-50-13-20-55	Health Insurance	8,495	9,934	15,175	23,395	24,565
101-50-13-20-61	Workers Comp	2,365	1,716	2,201	3,624	3,805
101-50-13-20-65	SDI	543	561	617	777	816
101-50-13-20-71	Unemployment	975	0	0	0	0
101-50-13-20-75	Deferred Comp	75	224	393	527	553
20	**Salaries & Benefits**	**76,773**	**72,086**	**86,228**	**112,730**	**118,412**
101-50-13-21-25	Equipment Rental	27,994	0	17,000	17,000	17,680
101-50-13-21-38	Conservation Maintenance	642	0	0	0	0
101-50-13-21-45	Other Contract Services	49,253	36,901	95,733	114,000	118,560
101-50-13-21-48	Government Fees	5,994	7,067	17,000	17,000	17,680
21	**Services**	**83,883**	**43,968**	**129,733**	**148,000**	**153,920**
101-50-13-22-15	Special Department Supplies	3,266	27,405	54,000	54,000	56,160
22	**Supplies**	**3,266**	**27,405**	**54,000**	**54,000**	**56,160**
101-50-13-24-25	Taxes & Other Charges	0	0	4,600	4,600	4,922
24	**Taxes, Insurances & Contributions**	**0**	**0**	**4,600**	**4,600**	**4,922**
101-50-13-26-30	Capital Equipment	3,712	7,042	6,215	50,215	52,726
26	**Capital**	**3,712**	**7,042**	**6,215**	**50,215**	**52,726**
13	**Stormwater**	**167,635**	**150,501**	**280,776**	**369,545**	**386,140**
700	**Flood Control Capital**					
50	**Public Works**					
700-50-13-21-38	Conservation Maintenance	28,012	18,076	44,953	30,000	31,200
21	**Services**	**28,012**	**18,076**	**44,953**	**30,000**	**31,200**
13	**Stormwater**	**28,012**	**18,076**	**44,953**	**30,000**	**31,200**
Grand Total		**195,647**	**168,576**	**325,729**	**399,545**	**417,340**

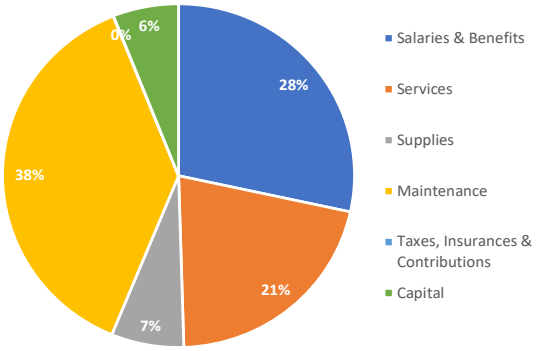
Streets

Expenses by Fund and Category

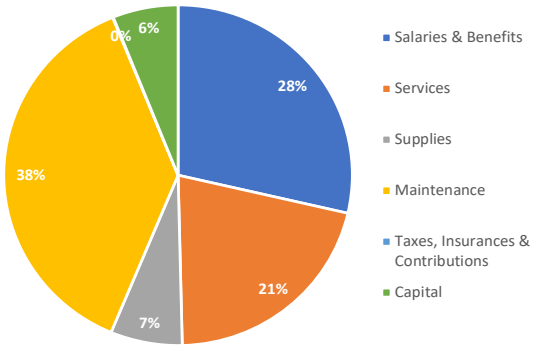
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	352,688	362,491	526,788	578,774	604,236
561	Water Enterprise	-	-	33,400	33,400	34,736
571	Sewer Enterprise	-	-	33,400	33,400	34,736
Grand Total		**352,688**	**362,491**	**593,588**	**645,574**	**673,708**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	129,856	103,365	153,245	183,314	192,560
21	Services	91,478	70,134	136,279	136,279	141,730
22	Supplies	28,888	49,629	49,550	43,250	44,980
23	Maintenance	83,907	114,979	219,344	243,561	253,303
24	Taxes, Insurances & Contributions	42	47	300	300	321
26	Capital	18,518	24,339	34,870	38,870	40,814
Grand Total		**352,688**	**362,491**	**593,588**	**645,574**	**673,708**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Streets Budget- 5015

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-15-20-10	Salary-Regular	73,492	58,159	82,486	102,083	107,187
101-50-15-20-25	Standby	1,435	1,420	3,857	3,857	4,050
101-50-15-20-30	Overtime	5,542	5,847	8,500	8,500	8,925
101-50-15-20-40	FICA/Medicare	6,163	5,032	7,306	8,814	9,255
101-50-15-20-45	Employer PERS	4,343	3,695	5,705	7,349	7,716
101-50-15-20-47	PERS Unfunded Liability	12,541	8,850	8,526	7,318	7,764
101-50-15-20-55	Health Insurance	17,569	14,302	28,864	34,670	36,404
101-50-15-20-61	Workers Comp	6,700	4,863	6,237	8,608	9,038
101-50-15-20-65	SDI	868	754	1,043	1,259	1,322
101-50-15-20-71	Unemployment	975	0	0	0	0
101-50-15-20-75	Deferred Comp	227	443	721	856	899
20	**Salaries & Benefits**	**129,856**	**103,365**	**153,245**	**183,314**	**192,560**
101-50-15-21-10	Communications	975	1,325	2,500	2,500	2,600
101-50-15-21-22	Utilities	75,744	59,998	81,000	81,000	84,240
101-50-15-21-25	Equipment Rental	0	2,700	2,700	2,700	2,808
101-50-15-21-45	Other Contract Services	14,759	6,111	44,079	44,079	45,842
101-50-15-21-53	Memberships & Publications	0	0	1,000	1,000	1,040
101-50-15-21-55	Training & Conference	0	0	5,000	5,000	5,200
21	**Services**	**91,478**	**70,134**	**136,279**	**136,279**	**141,730**
101-50-15-22-13	Office Supplies	0	93	250	250	260
101-50-15-22-15	Special Department Supplies	28,806	48,870	46,300	40,000	41,600
101-50-15-22-20	Small Tools	82	665	3,000	3,000	3,120
22	**Supplies**	**28,888**	**49,629**	**49,550**	**43,250**	**44,980**
101-50-15-23-12	Maintenance Supplies	6,732	34,692	61,000	61,000	63,440
101-50-15-23-15	Maint Machine/Equipment	23,909	14,608	23,703	40,000	41,600
101-50-15-23-50	Vehicle Alloc Expense	53,266	65,679	67,841	75,761	78,791
23	**Maintenance**	**83,907**	**114,979**	**152,544**	**176,761**	**183,831**
101-50-15-24-25	Taxes & Other Charges	42	47	300	300	321
24	**Taxes, Insurances & Contributi**	**42**	**47**	**300**	**300**	**321**
101-50-15-26-30	Capital Equipment	18,518	24,339	34,870	38,870	40,814
26	**Capital**	**18,518**	**24,339**	**34,870**	**38,870**	**40,814**
15	**Street Maintenance**	**352,688**	**362,491**	**526,788**	**578,774**	**604,236**
561	**Water Enterprise**					
50	**Public Works**					
561-50-15-23-12	Maintenance Supplies	0	0	25,000	25,000	26,000
561-50-15-23-15	Maint Machine Equip	0	0	8,400	8,400	8,736
23	**Maintenance**	**0**	**0**	**33,400**	**33,400**	**34,736**
15	**Street Maintenance**	**0**	**0**	**33,400**	**33,400**	**34,736**
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-15-23-12	Maintenance Supplies	0	0	25,000	25,000	26,000
571-50-15-23-15	Maint Machine Equip	0	0	8,400	8,400	8,736
23	**Maintenance**	**0**	**0**	**33,400**	**33,400**	**34,736**

Streets Budget- 5015

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
15	Street Maintenance	0	0	33,400	33,400	34,736
Grand Total		352,688	362,491	593,588	645,574	673,708

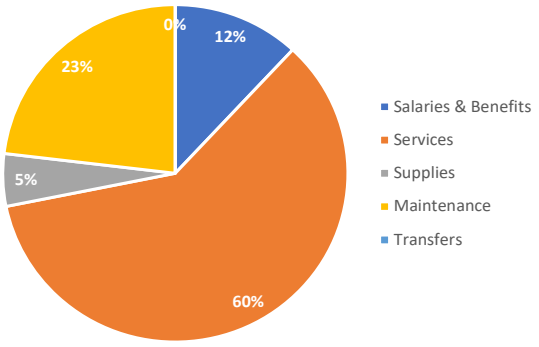
Tree City

Expenses by Fund and Category

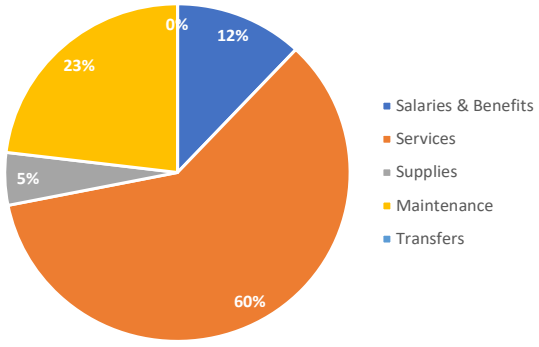
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	51,910	76,762	161,617	189,443	197,263
283	Tree City USA	111,660	-	134,440	-	-
Grand Total		**163,570**	**76,762**	**296,058**	**189,443**	**197,263**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	19,844	20,211	20,797	22,543	23,687
21	Services	19,835	38,067	120,520	113,600	118,144
22	Supplies	495	231	1,500	9,500	9,880
23	Maintenance	12,396	18,254	21,574	43,800	45,552
29	Transfers	111,000	-	131,666	-	-
Grand Total		**163,570**	**76,762**	**296,058**	**189,443**	**197,263**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Tree City Budget- 5026

Account Number	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-26-20-10	Salary-Regular	10,825	12,170	12,419	13,661	14,344
101-50-26-20-40	FICA/Medicare	848	949	968	1,063	1,116
101-50-26-20-45	Employer PERS	1,086	1,161	1,226	1,567	1,645
101-50-26-20-47	PERS Unfunded Liability	2,354	1,814	1,832	1,561	1,556
101-50-26-20-55	Health Insurance	3,064	3,197	3,357	3,596	3,776
101-50-26-20-61	Workers Comp	394	286	367	453	476
101-50-26-20-65	SDI	123	143	137	150	158
101-50-26-20-75	Deferred Comp	260	251	251	252	265
101-50-26-20-85	Auto Allowance	230	240	240	240	252
20	**Salaries & Benefits**	**19,184**	**20,211**	**20,797**	**22,543**	**23,587**
101-50-26-21-36	Tree City USA	1,150	3,428	16,800	16,800	17,472
101-50-26-21-37	Heritage Trees	0	0	10,000	10,000	10,400
101-50-26-21-45	Other Contract Services	18,250	33,319	86,920	80,000	83,200
101-50-26-21-53	Memberships & Publications	0	185	1,000	1,000	1,040
101-50-26-21-55	Training & Conference	435	1,015	4,800	4,800	4,992
101-50-26-21-57	Certifications	0	120	1,000	1,000	1,040
21	**Services**	**19,835**	**38,067**	**120,520**	**113,600**	**118,144**
101-50-26-22-15	Special Department Supplies	295	131	1,000	5,000	5,200
101-50-26-22-20	Small Tools	200	100	500	4,500	4,680
22	**Supplies**	**495**	**231**	**1,500**	**9,500**	**9,880**
101-50-26-23-30	Maint Buildings/Grounds	12,396	18,254	18,800	43,800	45,552
23	**Maintenance**	**12,396**	**18,254**	**18,800**	**43,800**	**45,552**
26	**Tree City USA**	**51,910**	**76,762**	**161,617**	**189,443**	**197,163**
283	**Tree City USA**					
50	Public Works					
283-50-26-20-10	Salary-Regular	435	0	0	0	0
283-50-26-20-40	FICA/Medicare	33	0	0	0	0
283-50-26-20-45	Employer PERS	44	0	0	0	0
283-50-26-20-47	PERS Unfunded Liability	0	0	0	0	0
283-50-26-20-50	Employee PERS	0	0	0	0	0
283-50-26-20-55	Health Insurance	134	0	0	0	0
283-50-26-20-61	Workers Comp	0	0	0	0	0
283-50-26-20-65	SDI	4	0	0	0	0
283-50-26-20-75	Deferred Comp	0	0	0	0	0
283-50-26-20-85	Auto Allowance	10	0	0	0	0
20	**Salaries & Benefits**	**660**	**0**	**0**	**0**	**0**
283-50-26-23-30	Maint Buildings/Grounds	0	0	2,774	0	0
23	**Maintenance**	**0**	**0**	**2,774**	**0**	**0**
283-50-26-29-99	Transfer to other Funds	111,000	0	131,666	0	0
29	**Transfers**	**111,000**	**0**	**131,666**	**0**	**0**

Tree City Budget- 5026

Account Number	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
26	Tree City USA	111,660	0	134,440	0	0
Grand Total		163,570	76,762	296,058	189,443	197,163

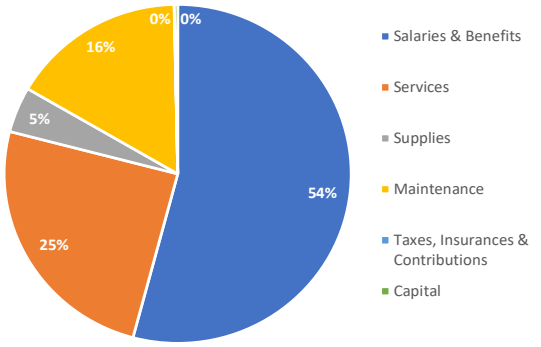
Parks

Expenses by Fund and Category

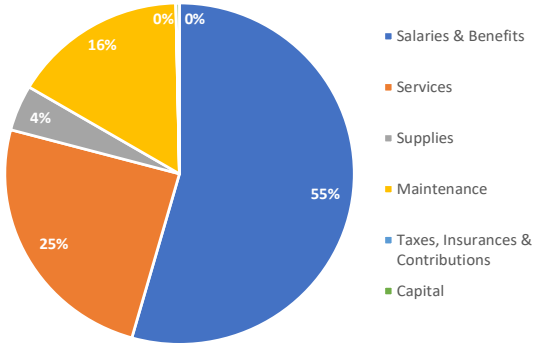
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
101	General Fund	699,147	689,596	938,202	1,295,440	1,354,745
592	Equipment Replacement Fund	-	-	83,000	-	-
Grand Total		**699,147**	**689,596**	**1,021,202**	**1,295,440**	**1,354,745**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	450,610	385,461	478,125	701,351	736,846
21	Services	156,703	163,430	194,300	322,300	335,192
22	Supplies	59,698	56,708	60,397	56,500	58,760
23	Maintenance	32,115	83,974	205,180	211,089	219,533
24	Taxes, Insurances & Contributions	21	23	200	200	214
26	Capital	-	-	83,000	4,000	4,200
Grand Total		**699,147**	**689,596**	**1,021,202**	**1,295,440**	**1,354,745**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Parks Budget- 5027

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-27-20-10	Salary-Regular	256,458	230,116	295,183	419,448	440,420
101-50-27-20-25	Standby	5,620	3,000	3,857	3,857	4,050
101-50-27-20-30	Overtime	18,857	6,400	3,158	3,158	3,316
101-50-27-20-40	FICA/Medicare	21,608	18,524	23,302	32,854	34,497
101-50-27-20-45	Employer PERS	22,019	20,150	24,812	39,030	40,982
101-50-27-20-47	PERS Unfunded Liability	42,175	36,143	37,086	38,869	41,240
101-50-27-20-55	Health Insurance	60,915	53,552	66,439	133,499	140,174
101-50-27-20-61	Workers Comp	17,736	12,872	18,343	22,652	23,785
101-50-27-20-65	SDI	3,108	2,784	3,324	4,691	4,926
101-50-27-20-75	Deferred Comp	2,114	1,921	2,621	3,293	3,458
20	**Salaries & Benefits**	**450,610**	**385,461**	**478,125**	**701,351**	**736,846**
101-50-27-21-10	Communications	2,798	1,912	3,500	3,500	3,640
101-50-27-21-22	Utilities	129,106	120,028	130,500	130,500	135,720
101-50-27-21-25	Equipment Rental	817	0	2,000	30,000	31,200
101-50-27-21-30	Professional Contracts	19,510	37,813	45,000	50,000	52,000
101-50-27-21-45	Other Contract Services	2,670	2,532	5,000	100,000	104,000
101-50-27-21-53	Memberships & Publications	983	0	1,000	1,000	1,040
101-50-27-21-55	Training & Conference	820	1,146	7,000	7,000	7,280
101-50-27-21-60	Other Travel	0	0	300	300	312
21	**Services**	**156,703**	**163,430**	**194,300**	**322,300**	**335,192**
101-50-27-22-13	Office Supplies	0	159	750	750	780
101-50-27-22-15	Special Department Supplies	59,639	56,473	58,447	54,550	56,732
101-50-27-22-20	Small Tools	58	76	1,200	1,200	1,248
22	**Supplies**	**59,698**	**56,708**	**60,397**	**56,500**	**58,760**
101-50-27-23-12	Maintenance Supplies	0	203	0	0	0
101-50-27-23-15	Maint Machine/Equipment	2,523	5,618	18,794	35,000	36,400
101-50-27-23-30	Maint Buildings/Grounds	0	41,665	148,697	134,000	139,360
101-50-27-23-50	Vehicle Alloc Expense	29,592	36,488	37,689	42,089	43,773
23	**Maintenance**	**32,115**	**83,974**	**205,180**	**211,089**	**219,533**
101-50-27-24-25	Taxes & Other Charges	21	23	200	200	214
24	**Taxes, Insurances & Contributions**	**21**	**23**	**200**	**200**	**214**
101-50-27-26-70	Capital Imp Equipment	0	0	0	4,000	4,200
26	**Capital**	**0**	**0**	**0**	**4,000**	**4,200**
27	**Parks Maintenance**	**699,147**	**689,596**	**938,202**	**1,295,440**	**1,354,745**
592	**Equipment Replacement Fund**					
50	**Public Works**					
592-50-27-26-30	Capital Equipment	0	0	83,000	0	0
26	**Capital**	**0**	**0**	**83,000**	**0**	**0**
27	**Parks Maintenance**	**0**	**0**	**83,000**	**0**	**0**
Grand Total		**699,147**	**689,596**	**1,021,202**	**1,295,440**	**1,354,745**

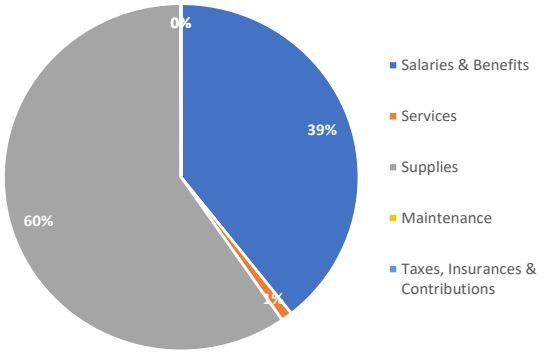
City Garage

Budget by Fund and Category

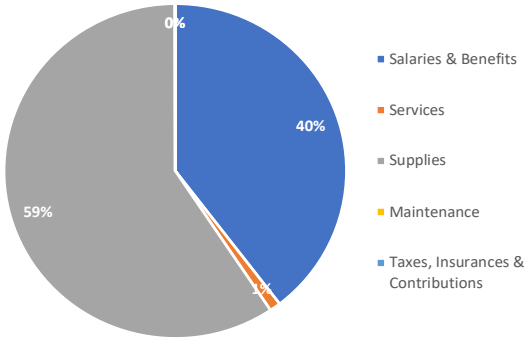
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
582	Internal Service Garage Fund	406,212	414,261	316,590	387,788	404,897
Grand Total		**406,212**	**414,261**	**316,590**	**387,788**	**404,897**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
40	***Non Departmental***					
29	Transfers	131,034	131,034	-	-	-
50	***Public Works***					
20	Salaries & Benefits	93,504	81,799	113,390	152,588	160,286
21	Services	648	-	4,000	4,000	4,160
22	Supplies	181,008	201,320	199,100	231,100	240,344
23	Maintenance	-	108	-	-	-
24	Taxes, Insurances & Contributions	17	-	100	100	107
Grand Total		**406,212**	**414,261**	**316,590**	**387,788**	**404,897**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Garage Budget- 5037

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
582	**Internal Service Garage Fund**					
40	**Non Departmental**					
582-40-10-29-40	Depreciation Expense	131,034	131,034	0	0	0
29	**Transfers**	**131,034**	**131,034**	**0**	**0**	**0**
10	**SB2 Planning Grant**	**131,034**	**131,034**	**0**	**0**	**0**
50	**Public Works**					
582-50-37-20-10	Salary-Regular	55,581	46,718	65,641	87,371	91,740
582-50-37-20-25	Standby	1,005	1,380	3,857	3,857	4,050
582-50-37-20-30	Overtime	3,754	6,439	2,000	2,000	2,100
582-50-37-20-40	FICA/Medicare	4,621	4,195	5,511	7,187	7,546
582-50-37-20-45	Employer PERS	3,101	2,977	4,452	6,286	6,600
582-50-37-20-47	PERS Unfunded Liability	11,414	7,012	6,689	6,261	6,643
582-50-37-20-55	Health Insurance	10,642	11,271	22,763	35,092	36,847
582-50-37-20-61	Workers Comp	1,182	858	1,101	2,718	2,854
582-50-37-20-65	SDI	644	624	786	1,026	1,077
582-50-37-20-71	Unemployment	1,462	0	0	0	0
582-50-37-20-75	Deferred Comp	99	325	590	790	830
20	**Salaries & Benefits**	**93,504**	**81,799**	**113,390**	**152,588**	**160,286**
582-50-37-21-45	Other Contract Services	648	0	4,000	4,000	4,160
21	**Services**	**648**	**0**	**4,000**	**4,000**	**4,160**
582-50-37-22-13	Office Supplies	0	57	100	100	104
582-50-37-22-15	Special Department Supplies	744	1,546	2,500	2,500	2,600
582-50-37-22-20	Small Tools	595	217	1,500	1,500	1,560
582-50-37-22-25	Fuel/Oil	97,280	132,638	108,000	120,000	124,800
582-50-37-22-26	Outside Vehicle Maint	79,625	63,728	80,000	100,000	104,000
582-50-37-22-28	Vehicle Parts	2,765	3,135	7,000	7,000	7,280
22	**Supplies**	**181,008**	**201,320**	**199,100**	**231,100**	**240,344**
582-50-37-23-12	Maintenance Supplies	0	108	0	0	0
23	**Maintenance**	**0**	**108**	**0**	**0**	**0**
582-50-37-24-25	Taxes and Other Charges	17	0	100	100	107
24	**Taxes, Insurances & Contributions**	**17**	**0**	**100**	**100**	**107**
37	**City Garage**	**275,178**	**283,227**	**316,590**	**387,788**	**404,897**
Grand Total		**406,212**	**414,261**	**316,590**	**387,788**	**404,897**

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

Fiscal Year 2023/2024

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-47-40-23-50	Recreation	2	4.76%	16,836
101-45-00-23-50	Building Inspector	1	2.38%	8,418
101-49-00-23-50	Police	10	23.81%	84,179
101-50-00-23-50	P/W Admin	3	7.14%	25,254
101-50-15-23-50	P/W-Streets O&M	9	21.43%	75,761
101-50-27-23-50	Parks	5	11.90%	42,089
561-50-31-23-50	P/W-Water Distribution	5	11.90%	42,089
561-50-34-23-50	P/W-Water Plant	3	7.14%	25,254
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	8,418
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	25,254
TOTALS**		42	100.00%	$ 353,550
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

Fiscal Year 2024/2025

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-47-40-23-50	Recreation	2	4.76%	17,509
101-45-00-23-50	Building Inspector	1	2.38%	8,755
101-49-00-23-50	Police	10	23.81%	87,546
101-50-00-23-50	P/W Admin	3	7.14%	26,264
101-50-15-23-50	P/W-Streets O&M	9	21.43%	78,791
101-50-27-23-50	Parks	5	11.90%	43,773
561-50-31-23-50	P/W-Water Distribution	5	11.90%	43,773
561-50-34-23-50	P/W-Water Plant	3	7.14%	26,264
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	8,755
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	26,264
TOTALS**		42	100.00%	$ 367,694
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.



Water Enterprise Fund

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the City is that the costs of providing goods or services are recovered primarily through user charges. The Water Fund includes:

Water Enterprise Utility Fund (561) – accounts for activities relating to the operation of the City's water system including water distribution and treatment.

Water Capital Projects (763) – used to account for costs associated with large capital projects of the Water Fund.

Water Impact Fees (764) – accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.

Budget Page 176

Water (5031, 5032,5034)
Budget 2023-24

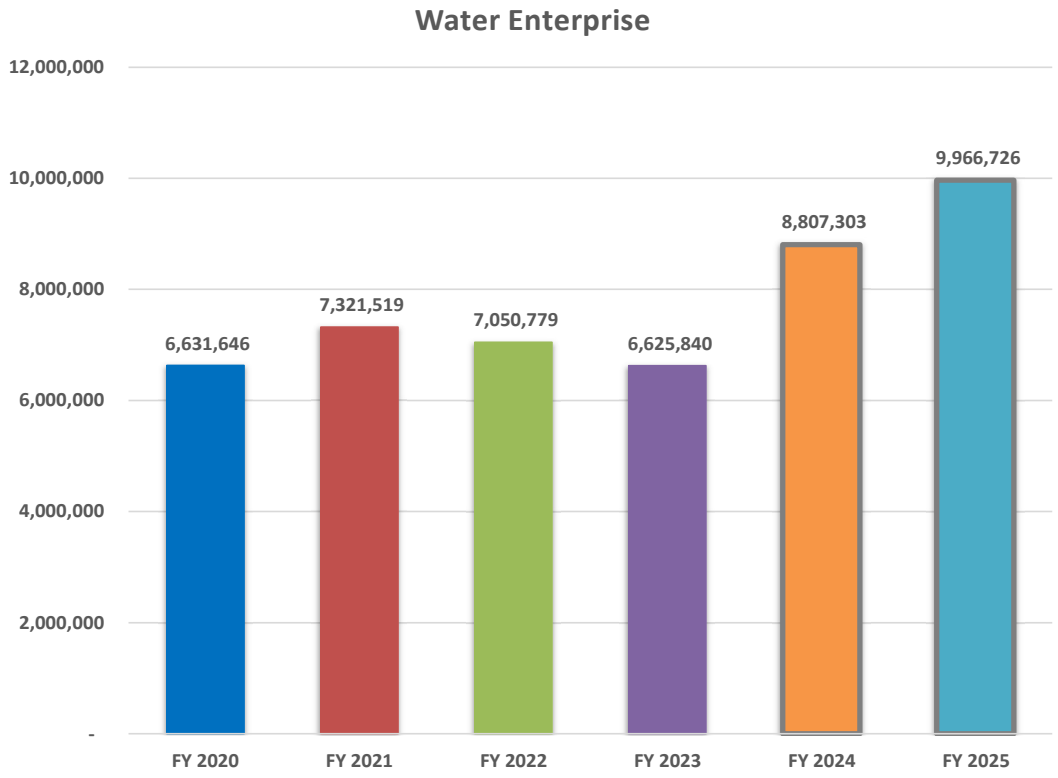
Purpose

- Water Distribution (5031) - The Water Distribution Division is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This Division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system. The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross-Connection control ordinance. Funding for this Division comes from water user fees, and connection fees, or impact fees.
- Stonebridge Wells (5032) - The Stonebridge Wells Division in the Public Works Department is within the Water Enterprise Fund. This Division provides for the operation and maintenance of the two Stonebridge Wells. Groundwater from the two wells normally provides up to 20% of the City's annual water supply. The treatment facilities provide for filtration and chlorination. This Division is staffed by water treatment personnel and costs include utilities, phone line, processing chemicals, and certain capital equipment. Funding is provided by user charges. The FY 2019-20 budget moved all costs associated with the Stonebridge Wells into Water Distribution.
- Water Treatment (5034) - The Water Treatment Division in the Public Works Department is contained within the Water Enterprise Fund. This Division provides water from Bell Canyon Reservoir, the Stonebridge Wells, and outside sources as necessary. It is staffed by three State licensed water treatment operators, two of which are also licensed in wastewater treatment and provide standby operation of the Wastewater Treatment Plant. This Division is responsible for monthly, quarterly, and annual monitoring of all water quality aspects of the system. The treatment plant annually produces more than 500 million gallons of potable water in conformance with State water quality standards.

Funding for this division comes primarily from impact and user fees.

WATER FUND ESTIMATED REVENUES FY 2023-24 and FY 2024-25

Account Number	Description	Actual	Actual	Actual	Adjusted	Proposed	Proposed
Water Enterprise		**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
561-31-70-00-00	Investment Earnings	125,900	56,516	19,437	54,753	50,000	52,000
561-33-80-00-00	Engineering Fees	-	-	-	1,000		
561-33-83-00-00	Raw Water Permit Fees	1,164	300	350	1,000	400	416
561-33-85-00-00	Water Conservation Fines	-	-	(23,838)	-	-	-
561-33-87-00-00	Backflow Testing & Insp Fees	-	-	-	150	-	-
561-34-51-00-00	Sale Of Capital Asset	-	892	1,038	-	-	-
561-34-70-00-00	Other Revenue	4,392	1,559	11,539	8,500	3,000	3,120
561-34-71-00-00	Water Emergency Penalties	-	672,180	2,274,907	-	-	-
561-38-10-00-00	Water Revenue	493	548	2	1,500	670	723
561-38-10-00-01	Residential-Inside CL	2,921,299	3,238,580	2,687,157	3,170,034	4,143,305	4,689,611
561-38-10-00-50	Residential-Outside CL	574,043	437,689	274,676	304,462	421,311	476,862
561-38-10-01-00	Multi-Dwelling-Inside CL	662,325	709,753	621,624	708,392	1,015,327	1,149,201
561-38-10-01-50	Multi Dwelling-Outside CL	21,075	11,887	4,280	4,882	6,529	7,389
561-38-10-10-00	General Commercial-Inside CL	2,004,185	1,961,800	1,948,432	2,150,624	2,895,767	3,277,581
561-38-10-17-00	Landscape Meter	249,387	196,379	139,288	160,385	205,915	233,066
561-38-10-99-10	Fire Service-Inside CL	22,923	45,605	46,075	51,497	71,793	81,259
561-38-10-99-20	Fire Service-Outside CL	12,014	11,507	10,927	12,161	16,786	18,999
561-38-10-99-50	Finance Charges	38,163	(1,339)	-	18,000	18,000	18,000
561-38-40-00-00	Property Rentals	8,400	-	-	-	-	-
561-38-60-00-00	Water Meter Install Fee	4,875	5,396	12,956	5,500	5,500	5,500
561-37-70-00-00	CARE Subsidy	(18,994)	(27,733)	(29,091)	(27,000)	(47,000)	(47,000)
TOTALS		**6,631,646**	**7,321,519**	**7,999,759**	**6,625,840**	**8,807,303**	**9,966,726**



BUDGET EXPENSES WATER

WATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS						
Department	**Description**	**FY 21 Actual**	**FY 22 Actual**	**FY 23 Estimated**	**FY 24 Proposed**	**FY 25 Proposed**
4000	Non Departmental	1,201,805	1,710,398	1,253,312	1,084,234	1,094,159
4100	Council	16,480	14,811	21,927	25,576	26,706
4200	Administration	291,200	185,061	305,242	350,138	367,868
4300	Administrative Services	351,074	510,744	723,326	610,606	639,097
4400	Attorney	208,718	425,890	159,500	159,500	165,880
5000	Public Works Admin	1,032,332	746,806	1,119,876	1,217,051	1,272,501
5006	Government Buildings	-	-	49,000	49,000	50,960
5015	Streets	-	-	33,400	33,400	34,736
Grand Total		**3,101,609**	**3,593,710**	**3,665,583**	**3,529,505**	**3,651,908**

WATER FUND - DISTRIBUTION AND TREATMENT						
Department	**Description**	**FY 21 Actual**	**FY 22 Actual**	**FY 23 Estimated**	**FY 24 Proposed**	**FY 25 Proposed**
5031	Distribution	719,634	847,046	940,754	995,476	1,040,604
5034	Water Treatment	2,138,057	1,441,237	3,917,252	4,188,589	3,364,829
Grand Total		**2,857,691**	**2,288,283**	**4,858,006**	**5,184,065**	**4,405,433**

FY 2023-24 WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 6/30/2023	3,453,679
Estimated Revenues @ 6/30/2024	8,807,303
Estimated Expenses @ 6/30/2024	(8,713,570)
Excess for Capital Contribution	(93,733)
Estimated Net Position @ 6/30/2024	**3,453,679**
Percent of Expenses	**40%**

FY 2024-25 WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 6/30/2024	3,453,679
Estimated Revenues @ 6/30/2025	9,966,726
Estimated Expenses @ 6/30/2025	(8,057,341)
Excess for Capital Contribution	(1,909,385)
Estimated Net Position @ 6/30/2025	**3,453,679**
Percent of Expenses	**43%**

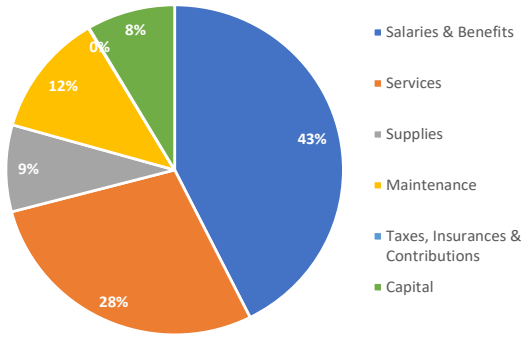
Water Distribution

Expenses by Fund and Category

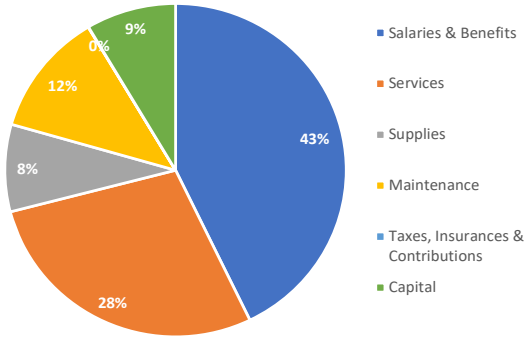
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
561	Water Enterprise	719,634	847,046	940,754	995,476	1,040,604
Grand Total		**719,634**	**847,046**	**940,754**	**995,476**	**1,040,604**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	350,556	278,505	491,701	424,237	445,657
21	Services	206,859	229,287	223,464	281,600	292,864
22	Supplies	60,891	85,027	84,650	84,650	88,036
23	Maintenance	85,136	192,481	96,039	120,089	124,893
24	Taxes, Insurances & Contributions	-	-	500	500	535
26	Capital	16,192	61,747	44,400	84,400	88,620
Grand Total		**719,634**	**847,046**	**940,754**	**995,476**	**1,040,604**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Water Distribution Budget- 5031

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
561	**Water Enterprise**					
50	**Public Works**					
561-50-31-20-10	Salary-Regular	193,736	151,026	232,485	263,159	276,317
561-50-31-20-20	Temp/Part Time	0	13,837	85,786	0	0
561-50-31-20-25	Standby	4,460	3,000	3,857	3,857	4,050
561-50-31-20-30	Overtime	18,160	9,324	11,650	11,650	12,233
561-50-31-20-40	FICA/Medicare	17,402	13,413	19,109	21,456	22,529
561-50-31-20-45	Employer PERS	12,756	10,259	16,428	18,955	19,903
561-50-31-20-47	PERS Unfunded Liability	29,341	25,061	24,554	18,877	20,029
561-50-31-20-55	Health Insurance	59,474	40,722	82,132	67,651	71,034
561-50-31-20-61	Workers Comp	11,824	8,581	11,006	13,591	14,271
561-50-31-20-65	SDI	2,489	2,027	2,728	3,065	3,218
561-50-31-20-75	Deferred Comp	915	1,253	1,966	1,976	2,075
20	**Salaries & Benefits**	**350,556**	**278,505**	**491,701**	**424,237**	**445,657**
561-50-31-21-10	Communications	4,363	4,637	4,600	4,600	4,784
561-50-31-21-22	Utilities	132,968	133,649	130,500	130,500	135,720
561-50-31-21-25	Equipment Rental	60,437	3,433	23,000	23,000	23,920
561-50-31-21-45	Other Contract Services	4,697	84,442	51,864	110,000	114,400
561-50-31-21-53	Memberships & Publications	223	0	500	500	520
561-50-31-21-55	Training & Conference	2,928	2,291	10,000	10,000	10,400
561-50-31-21-57	Certifications	961	635	2,500	2,500	2,600
561-50-31-21-60	Other Travel	282	200	500	500	520
21	**Services**	**206,859**	**229,287**	**223,464**	**281,600**	**292,864**
561-50-31-22-12	Computer Equipment	43	0	0	0	0
561-50-31-22-13	Office Supplies	270	122	500	500	520
561-50-31-22-15	Special Department Supplies	23,770	50,856	27,000	27,000	28,080
561-50-31-22-19	Meters/Hydrants	20,830	22,701	23,000	23,000	23,920
561-50-31-22-20	Small Tools	877	5,083	5,000	5,000	5,200
561-50-31-22-35	Process Chemicals	13,600	5,651	24,150	24,150	25,116
561-50-31-22-37	Lab Supplies	1,500	614	5,000	5,000	5,200
22	**Supplies**	**60,891**	**85,027**	**84,650**	**84,650**	**88,036**
561-50-31-23-12	Maintenance Supplies	44,399	52,327	40,350	60,000	62,400
561-50-31-23-15	Maint Machine/Equipment	2,346	103,204	18,000	18,000	18,720
561-50-31-23-30	Maint Buildings/Grounds	8,798	462	0	0	0
561-50-31-23-50	Vehicle Alloc Expense	29,592	36,488	37,689	42,089	43,773
23	**Maintenance**	**85,136**	**192,481**	**96,039**	**120,089**	**124,893**
561-50-31-24-25	Taxes & Other Charges	0	0	500	500	535
24	**Taxes, Insurances & Contributions**	**0**	**0**	**500**	**500**	**535**
561-50-31-26-30	Capital Equipment	16,192	61,747	44,400	84,400	88,620
26	**Capital**	**16,192**	**61,747**	**44,400**	**84,400**	**88,620**
31	**Water Distribution**	**719,634**	**847,046**	**940,754**	**995,476**	**1,040,604**
Grand Total		**719,634**	**847,046**	**940,754**	**995,476**	**1,040,604**

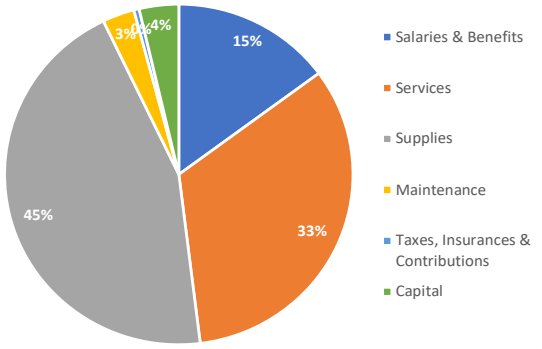
Water Treatment

Expenses by Fund and Category

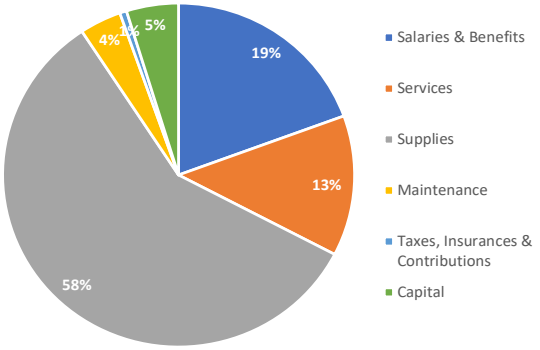
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
561	Water Enterprise	2,138,057	1,441,237	3,917,252	4,188,589	3,364,829
Grand Total		**2,138,057**	**1,441,237**	**3,917,252**	**4,188,589**	**3,364,829**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	463,647	1,104,456	1,697,265	622,350	653,804
21	Services	143,072	113,422	211,759	1,389,000	444,560
22	Supplies	1,333,163	1,162,913	1,821,401	1,879,585	1,954,768
23	Maintenance	97,096	64,702	116,476	124,054	129,016
24	Taxes, Insurances & Contributions	15,045	19,021	20,000	20,000	21,400
26	Capital	86,034	224,287	50,350	153,600	161,280
29	Transfers	-	(1,247,562)	-	-	-
Grand Total		**2,138,057**	**1,441,237**	**3,917,252**	**4,188,589**	**3,364,829**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Water Treatment Budget- 5034

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
561	**Water Enterprise**					
50	**Public Works**					
561-50-34-20-10	Salary-Regular	89,497	15,572	197,408	371,287	389,851
561-50-34-20-20	Temp/Part Time	244,154	1,038,425	1,336,329	0	0
561-50-34-20-25	Standby	5,735	460	8,330	8,330	8,747
561-50-34-20-30	Overtime	18,772	2,587	16,445	16,445	17,267
561-50-34-20-40	FICA/Medicare	8,723	1,432	17,103	30,455	31,978
561-50-34-20-45	Employer PERS	4,935	992	13,842	30,730	32,267
561-50-34-20-47	PERS Unfunded Liability	49,346	31,464	20,689	30,604	32,471
561-50-34-20-55	Health Insurance	27,669	3,757	74,730	112,500	118,125
561-50-34-20-61	Workers Comp	13,022	9,439	8,438	15,403	16,173
561-50-34-20-65	SDI	1,212	213	2,444	4,357	4,575
561-50-34-20-71	Unemployment	487	0	0	0	0
561-50-34-20-75	Deferred Comp	94	114	1,507	2,239	2,351
20	**Salaries & Benefits**	**463,647**	**1,104,456**	**1,697,265**	**622,350**	**653,804**
561-50-34-21-10	Communications	7,482	8,199	6,950	15,000	15,600
561-50-34-21-22	Utilities	65,629	63,827	85,000	105,000	109,200
561-50-34-21-25	Equipment Rental	2,912	13,454	2,000	60,000	62,400
561-50-34-21-45	Other Contract Services	66,347	27,147	108,809	1,200,000	248,000
561-50-34-21-53	Memberships & Publications	391	440	1,500	1,500	1,560
561-50-34-21-55	Training & Conference	313	354	6,000	6,000	6,240
561-50-34-21-57	Certifications	0	0	1,500	1,500	1,560
21	**Services**	**143,072**	**113,422**	**211,759**	**1,389,000**	**444,560**
561-50-34-22-12	Computer Equipment	0	12,586	0	15,000	15,600
561-50-34-22-13	Office Supplies	440	623	500	500	520
561-50-34-22-15	Special Department Supplies	3,157	14,247	8,000	20,000	20,800
561-50-34-22-20	Small Tools	703	237	850	2,500	2,600
561-50-34-22-25	Fuel/Oil	1,124	3,249	5,000	5,000	5,200
561-50-34-22-32	Purchase Water	1,238,825	1,028,272	1,700,000	1,716,585	1,785,248
561-50-34-22-35	Process Chemicals	74,741	83,089	87,051	90,000	93,600
561-50-34-22-37	Lab Supplies	14,174	20,610	20,000	30,000	31,200
22	**Supplies**	**1,333,163**	**1,162,913**	**1,821,401**	**1,879,585**	**1,954,768**
561-50-34-23-11	Maint Office Equip	0	0	7,800	7,800	8,112
561-50-34-23-12	Maintenance Supplies	12,266	7,356	6,000	6,000	6,240
561-50-34-23-15	Maint Machine/Equipment	49,021	24,475	65,062	70,000	72,800
561-50-34-23-30	Maint Buildings/Grounds	18,054	10,978	15,000	15,000	15,600
561-50-34-23-50	Vehicle Alloc Expense	17,755	21,893	22,614	25,254	26,264
23	**Maintenance**	**97,096**	**64,702**	**116,476**	**124,054**	**129,016**
561-50-34-24-25	Taxes & Other Charges	15,045	19,021	20,000	20,000	21,400
24	**Taxes, Insurances & Contributions**	**15,045**	**19,021**	**20,000**	**20,000**	**21,400**
561-50-34-26-30	Capital Equipment	6,353	6,353	6,600	6,600	6,930
561-50-34-26-70	Capital Imp Equipment	79,681	217,934	43,750	147,000	154,350
26	**Capital**	**86,034**	**224,287**	**50,350**	**153,600**	**161,280**
561-50-34-29-20	Fixed Asset Adjustments	0	-1,247,562	0	0	0
29	**Transfers**	**0**	**-1,247,562**	**0**	**0**	**0**
34	**Water Treatment**	**2,138,057**	**1,441,237**	**3,917,252**	**4,188,589**	**3,364,829**
Grand Total		**2,138,057**	**1,441,237**	**3,917,252**	**4,188,589**	**3,364,829**



Wastewater Enterprise Fund

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the City is that the costs of providing goods & services are recovered primarily through user charges. The fund includes:

Wastewater Enterprise Utility Fund (571) – accounts for sewage collection and treatment activities associated with the City's water system.

Wastewater Capital Projects (773) – used to account for costs associated with large capital projects of the sewer fund.

Wastewater Impact Fees (774) – accounts for connection charges paid by new users of the sewer system. Fees collected are to be used for the costs of constructing and improving theWastewater Treatment Plant and Sewer Collection System only

Budget Page 184

Wastewater (5020, 5029)
Budget 2023-24

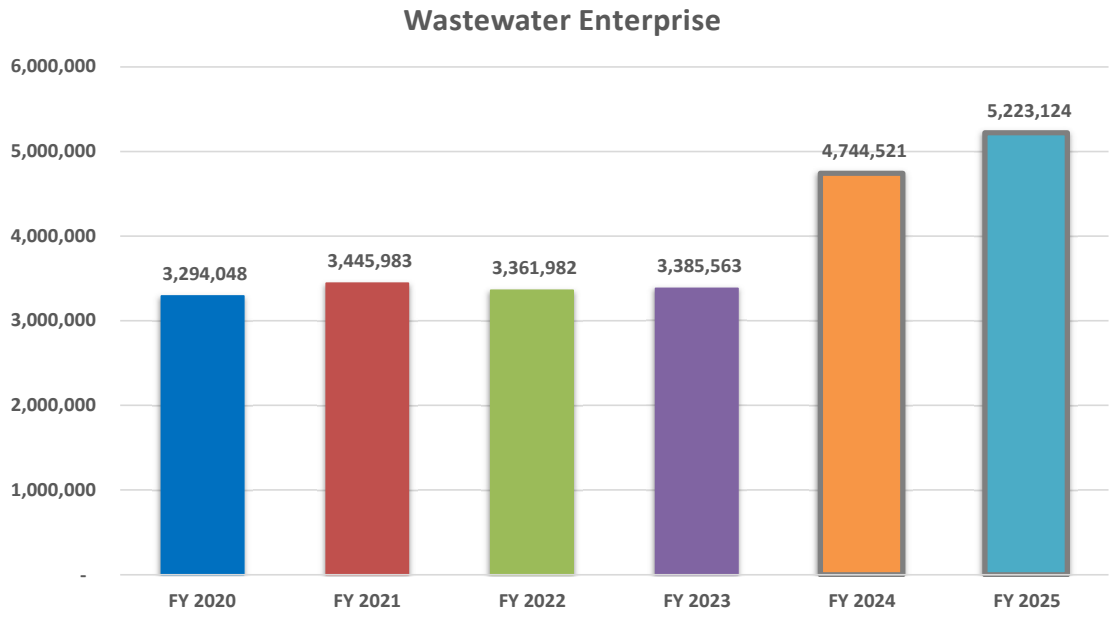
Purpose

- Wastewater Collection (5020) - The Wastewater Collection (Sewer) Division of the Public Works Department operates and maintains the wastewater collection system and related equipment throughout the City. Staffing and equipment for this Division has historically been shared with Streets and Storm Drains. An ongoing maintenance program includes sewer main and lateral lining to reduce root maintenance and infiltration/inflow to the system. The user fees from Sewer Enterprise Fund provide the Division's funding. Capital improvements are described and funded separately.
- Wastewater Treatment (5029) - The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the Wastewater Treatment Plant treats an average of approximately 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel.

The Budget Unit is primarily funded by wastewater user fees.

WASTEWATER FUND ESTIMATED REVENUES FY 2023-24 and FY 2024-25

Account Number	Description	Actual	Actual	Actual	Adjusted	Proposed	Proposed
Sewer Enterprise		**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
571-31-70-00-00	Investment Earnings	51,152	30,836	10,534	50,392	30,000	31,200
571-32-80-00-00	Emergency Relief	23,558	-	-	-	-	-
571-34-51-00-00	Sale of Capital Assets	-	15,613	6,050	-	-	-
571-34-70-00-00	Other Revenue	12,650	12,446	10,355	9,600	9,600	9,984
571-34-80-00-00	Annexation Fees	3,300	11,635	4,788	2,600	-	-
571-35-00-00-00	Residential	1,465,699	1,602,394	1,540,991	1,503,230	2,152,298	2,370,060
571-35-00-01-00	Multiple Dwelling	255,373	289,829	269,950	267,757	333,161	366,870
571-35-00-03-00	Laundromat	12,939	14,692	17,699	17,485	21,809	24,016
571-35-00-10-00	General Commercial	1,162,135	1,226,551	1,195,501	1,213,885	1,769,969	1,949,048
571-35-00-11-00	Restaurants	102,175	89,780	103,000	106,155	140,397	154,601
571-35-00-12-00	Service Station	2,820	5,362	2,922	3,216	3,172	3,492
571-35-00-14-00	Motels-No Food Service	104,821	80,110	146,906	141,570	186,416	205,277
571-35-00-15-00	Supermarkets	14,862	12,868	13,273	13,581	18,080	19,909
571-35-00-18-00	Mixed Retial-Plus Food Service	16,256	15,313	17,412	17,370	23,718	26,117
571-35-00-20-00	Industrial	19,733	18,035	21,587	22,276	30,954	34,086
571-35-00-30-00	Libraries & Schools	40,082	35,033	19,192	23,689	32,120	35,370
571-35-00-60-60	Car Wash	2,058	1,981	1,908	2,057	2,127	2,342
571-38-10-99-50	Finance Charges	13,444	(657)	-	-	9,500	9,500
571-38-65-00-00	Sewer Connection Fee	1,300	3,900	-	1,300	1,300	1,352
571-38-70-00-00	CARE Subsidy	(13,308)	(19,738)	(20,086)	(20,100)	(20,100)	(20,100)
TOTALS		**3,291,048**	**3,445,983**	**3,361,982**	**3,376,063**	**4,744,521**	**5,223,124**



BUDGET EXPENSES WASTEWATER

WASTEWATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS						
Department	**Description**	**FY 21 Actual**	**FY 22 Actual**	**FY 23 Estimated**	**FY 24 Proposed**	**FY 25 Proposed**
4000	Non Departmental	613,840	992,692	538,689	998,878	1,010,347
4100	Council	16,480	14,811	21,927	25,576	26,706
4200	Administration	206,431	124,333	206,029	235,861	247,692
4300	Administrative Services	259,425	343,445	584,438	472,914	494,731
4400	Attorney	7,869	11,349	26,500	126,500	131,560
5000	Public Works Admin	805,343	393,939	742,077	682,534	714,226
5006	Government Buildings	-	-	49,000	49,000	50,960
5015	Streets	-	-	33,400	33,400	34,736
Grand Total		**1,909,388**	**1,880,568**	**2,202,059**	**2,624,662**	**2,710,958**

WASTEWATER FUND - COLLECTIONS AND TREATMENT						
Department	**Description**	**FY 21 Actual**	**FY 22 Actual**	**FY 23 Estimated**	**FY 24 Proposed**	**FY 25 Proposed**
5020	Collections	240,219	234,164	559,971	664,509	694,391
5029	Water Treatment	800,513	991,841	1,734,278	1,816,919	1,577,876
Grand Total		**1,040,732**	**1,226,005**	**2,294,249**	**2,481,428**	**2,272,267**

FY 2023-24 WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 6/30/2023	2,180,289
Estimated Revenues @ 6/30/2024	4,744,521
Estimated Expenses @ 6/30/2024	(5,106,090)
Use of Fund Balance	(361,569)
Estimated Net Position @ 6/30/2024	**1,818,720**
Percent of Expenses	**36%**

FY 2023-24 WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 6/30/2024	1,818,720
Estimated Revenues @ 6/30/2025	5,223,124
Estimated Expenses @ 6/30/2025	(4,983,225)
Excess for Capital Contribution	(239,899)
Estimated Net Position @ 6/30/2025	**1,818,720**
Percent of Expenses	**36%**

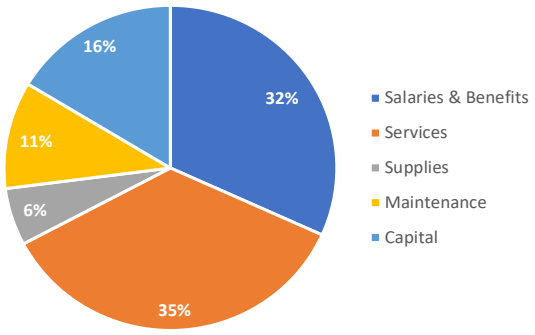
Wastewater Collections

Expenses by Fund and Category

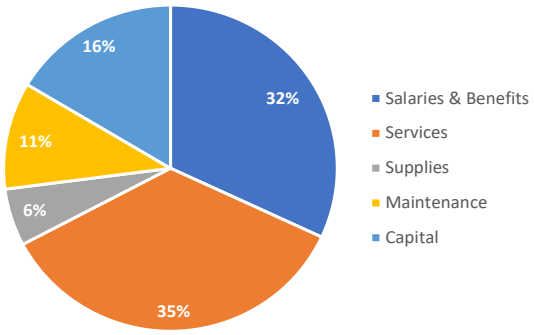
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
571	Sewer Enterprise	240,219	234,164	559,971	664,509	694,391
Grand Total		**240,219**	**234,164**	**559,971**	**664,509**	**694,391**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	180,991	137,911	201,933	211,091	221,749
21	Services	12,278	17,596	223,400	235,900	245,336
22	Supplies	11,986	13,895	37,900	37,900	39,416
23	Maintenance	25,623	50,677	70,038	70,918	73,755
26	Capital	9,342	14,084	26,700	108,700	114,135
Grand Total		**240,219**	**234,164**	**559,971**	**664,509**	**694,391**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Wastewater Collection Budget- 5020

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-20-20-10	Salary-Regular	102,810	81,048	116,203	131,537	138,114
571-50-20-20-25	Standby	2,210	1,500	3,857	3,857	4,050
571-50-20-20-30	Overtime	9,041	4,662	3,000	3,000	3,150
571-50-20-20-40	FICA/Medicare	8,739	6,706	9,483	10,656	11,189
571-50-20-20-45	Employer PERS	6,427	5,130	8,211	9,475	9,949
571-50-20-20-47	PERS Unfunded Liability	14,670	12,527	12,273	9,436	10,012
571-50-20-20-55	Health Insurance	29,475	20,361	41,066	33,825	35,516
571-50-20-20-61	Workers Comp	5,912	4,291	5,503	6,795	7,135
571-50-20-20-65	SDI	1,249	1,014	1,354	1,522	1,598
571-50-20-20-75	Deferred Comp	458	673	983	988	1,037
20	**Salaries & Benefits**	**180,991**	**137,911**	**201,933**	**211,091**	**221,749**
571-50-20-21-10	Communications	94	274	400	400	416
571-50-20-21-22	Utilities	2,759	3,450	5,000	5,000	5,200
571-50-20-21-25	Equipment Rental	4,330	9,198	17,500	40,000	41,600
571-50-20-21-45	Other Contract Services	1,684	1,050	185,000	175,000	182,000
571-50-20-21-53	Memberships & Publications	402	1,894	5,000	5,000	5,200
571-50-20-21-55	Training & Conference	582	1,065	8,000	8,000	8,320
571-50-20-21-57	Certifications	2,427	666	2,500	2,500	2,600
21	**Services**	**12,278**	**17,596**	**223,400**	**235,900**	**245,336**
571-50-20-22-13	Office Supplies	90	57	100	100	104
571-50-20-22-15	Special Department Supplies	11,896	13,655	35,000	35,000	36,400
571-50-20-22-20	Small Tools	0	183	2,800	2,800	2,912
22	**Supplies**	**11,986**	**13,895**	**37,900**	**37,900**	**39,416**
571-50-20-23-12	Maintenance Supplies	7,425	14,883	25,000	25,000	26,000
571-50-20-23-15	Maint Machine/Equipment	12,279	28,496	37,500	37,500	39,000
571-50-20-23-50	Vehicle Alloc Expense	5,918	7,298	7,538	8,418	8,755
23	**Maintenance**	**25,623**	**50,677**	**70,038**	**70,918**	**73,755**
571-50-20-26-30	Capital Equipment	9,342	14,084	26,700	108,700	114,135
26	**Capital**	**9,342**	**14,084**	**26,700**	**108,700**	**114,135**
20	**Sewer Collections**	**240,219**	**234,164**	**559,971**	**664,509**	**694,391**
Grand Total		**240,219**	**234,164**	**559,971**	**664,509**	**694,391**

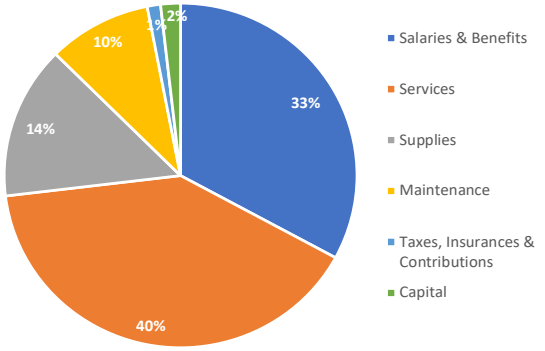
Wastewater Treatment

Expenses by Fund and Category

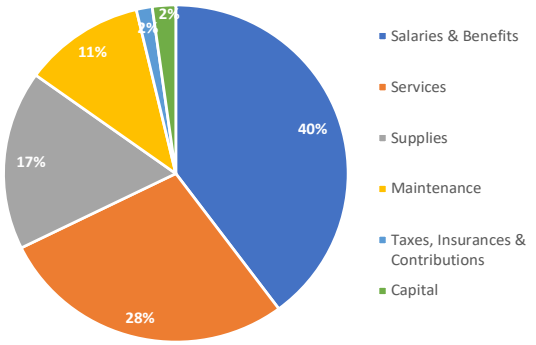
Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
571	Sewer Enterprise	800,513	991,841	1,734,278	1,816,919	1,577,877
Grand Total		**800,513**	**991,841**	**1,734,278**	**1,816,919**	**1,577,877**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Proposed	FY 25 Proposed
50	***Public Works***					
20	Salaries & Benefits	479,782	595,872	931,498	598,115	628,330
21	Services	173,165	200,688	423,541	730,050	440,252
22	Supplies	69,316	72,433	191,925	261,000	271,440
23	Maintenance	61,980	103,745	132,314	172,754	179,664
24	Taxes, Insurances & Contributions	16,271	14,464	22,000	22,000	23,540
26	Capital	-	4,639	33,000	33,000	34,650
Grand Total		**800,513**	**991,841**	**1,734,278**	**1,816,919**	**1,577,877**

FY 24 EXPENSES BY CATEGORY



FY 25 EXPENSES BY CATEGORY



Wastewater Treatment Budget- 5029

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Proposed	FY 24-25 Proposed
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-29-20-10	Salary-Regular	240,768	125,310	186,774	371,733	390,320
571-50-29-20-20	Temp/Part Time	41,488	328,755	596,554	0	0
571-50-29-20-25	Standby	11,930	12,660	8,330	8,330	8,747
571-50-29-20-30	Overtime	22,578	14,548	13,500	13,500	14,175
571-50-29-20-40	FICA/Medicare	21,826	12,364	16,064	30,264	31,777
571-50-29-20-45	Employer PERS	15,643	8,213	12,153	28,273	29,687
571-50-29-20-47	PERS Unfunded Liability	35,848	29,511	18,164	28,156	29,874
571-50-29-20-55	Health Insurance	71,711	45,900	67,719	95,888	100,682
571-50-29-20-61	Workers Comp	13,022	15,613	8,438	15,403	16,173
571-50-29-20-65	SDI	3,029	1,874	2,295	4,329	4,545
571-50-29-20-71	Unemployment	487	0	0	0	0
571-50-29-20-75	Deferred Comp	1,453	1,122	1,507	2,239	2,351
20	**Salaries & Benefits**	**479,782**	**595,872**	**931,498**	**598,115**	**628,330**
571-50-29-21-10	Communications	2,637	2,612	4,000	4,000	4,160
571-50-29-21-15	Postage	0	75	50	50	52
571-50-29-21-22	Utilities	122,824	107,973	95,645	143,000	148,720
571-50-29-21-25	Equipment Rental	0	7,882	32,919	100,000	104,000
571-50-29-21-43	Fines & Penalties	0	-483	177,000	0	0
571-50-29-21-45	Other Contract Services	47,704	81,449	108,428	475,000	494,000
571-50-29-21-53	Memberships & Publications	0	0	1,500	1,500	1,560
571-50-29-21-55	Training & Conference	0	1,054	2,500	5,000	5,200
571-50-29-21-57	Certifications	0	125	1,500	1,500	1,560
21	**Services**	**173,165**	**200,688**	**423,541**	**730,050**	**759,252**
571-50-29-22-13	Office Supplies	219	461	500	500	520
571-50-29-22-15	Special Department Supplies	13,796	11,506	15,000	18,000	18,720
571-50-29-22-20	Small Tools	596	1,451	2,500	2,500	2,600
571-50-29-22-25	Fuel/Oil	3,122	7,696	5,000	10,000	10,400
571-50-29-22-35	Process Chemicals	37,885	40,417	153,925	200,000	208,000
571-50-29-22-37	Lab Supplies	13,698	10,903	15,000	30,000	31,200
22	**Supplies**	**69,316**	**72,433**	**191,925**	**261,000**	**271,440**
571-50-29-23-12	Maintenance Supplies	28,230	47,139	75,000	75,000	78,000
571-50-29-23-15	Maint Machine/Equipment	13,740	29,073	27,200	30,000	31,200
571-50-29-23-30	Maint Buildings/Grounds	2,255	5,641	7,500	42,500	44,200
571-50-29-23-50	Vehicle Alloc Expense	17,755	21,893	22,614	25,254	26,264
23	**Maintenance**	**61,980**	**103,745**	**132,314**	**172,754**	**179,664**
571-50-29-24-25	Taxes & Other Charges	16,271	14,464	22,000	22,000	23,540
24	**Taxes, Insurances & Contributions**	**16,271**	**14,464**	**22,000**	**22,000**	**23,540**
571-50-29-26-30	Capital Equipment	0	4,639	33,000	33,000	34,650
26	**Capital**	**0**	**4,639**	**33,000**	**33,000**	**34,650**
29	**Sewer Maintenance Operations**	**800,513**	**991,841**	**1,734,278**	**1,816,919**	**1,896,877**
Grand Total		**800,513**	**991,841**	**1,734,278**	**1,816,919**	**1,896,877**



Other Funds

<u>Debt Service Funds:</u> Debt service funds are used to accumulate resources for the repayment of general long term obligations. The 1996 GO Bond Fund is used to account for a special voter approved tax to repay the fire station bonds. The St. Helena Drainage Fund is used to accumulate funds to pay for the public benefit portion of certain storm drainage improvements.

<u>Permanent Funds:</u> Permanent funds are used to report resources that are restricted to the extent that earnings, and non-principal, may be used to support City programs. Both Martin and Ryan Funds are trust funds wherein the income from the funds can be used to support the City's library book collection.

<u>Special Revenue Funds:</u> Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditure for particular purposes.

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CITY OF ST. HELENA

Fund 209 - HOME Grant

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 407,999**	**$ 404,101**	**$ 390,951**	**$ 390,951**	**$ 616,101**	**$ 841,151**	
HOME - Revenues								
Investment Earnings		178	71	150	150	50	52	**0.00%**
Grant		-	-	250,000	250,000	250,000	-	0.00%
Transfers In		-	-	-	-	-	-	0.00%
Total Revenues		**$ 178**	**$ 71**	**$ 250,150**	**$ 250,150**	**$ 250,050**	**$ 52**	**0.00%**
HOME - Expenditures								
Totals by category								
Services		4,075	13,221	25,000	25,000	25,000	26,000	0.00%
Total Expenditures		**$ 4,075**	**$ 13,221**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 26,000**	**0.00%**
Surplus/(Deficit)		$ (3,897)	$ (13,150)	$ 225,150	$ 225,150	$ 225,050	$ (25,948)	
Expenditures								
Planning								
21	**Services**	4,075	13,221	25,000	25,000	25,000	26,000	0.00%
		4,075	**13,221**	**25,000**	**25,000**	**25,000**	**26,000**	**0.00%**
Total Expenditures		**$ 4,075**	**$ 13,221**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 26,000**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 841,151***	***$ 815,203***	

209 HOME GRANT: This fund is used for expenditures and grant reimbursements through the HOME Investments Partnership Program from the State of California Department of Housing and Community Development for owner-occupied residential rehabiliation program to assist low-income homeowners whos primary residences are in need of repairs. This program is referred to as the, "Home Grant." The City of St. Helena has an agreement with the Housing Authorigy of the City of Napa for the administration of this grant.

**** The Estimated Fund Balance includes and unavailable Long Term Receivable of $587,929 in Loans Due from Home Owners.***

CITY OF ST. HELENA

Fund 212 - Department of Homeland Security (DHSG)

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 327**	**$ 327**	**$ 327**	**$ 327**	**$ 327**	**$ 327**	
DHSG - Revenues							
Grant	-	-	400	400	400	420	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total DHSG Revenues	**$ -**	**$ -**	**$ 400**	**$ 400**	**$ 400**	**$ 420**	**0.00%**
DHSG - Expenditures							
Totals by category							
Supplies	-	-	400	400	400	416	0.00%
Total DHSG Expenditures	**$ -**	**$ -**	**$ 400**	**$ 400**	**$ 400**	**$ 416**	**0.00%**
DHSG Surplus/(Deficit)	$ -	$ -	$ -	$ -	$ -	$ 4	
DHSG Expenditures							
Police Department							
21 **Services**	-	-	400	400	400	416	0.00%
							0.00%
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 327***	***$ 331***	

212 DEPARTMENT OF HOMELAND SECURITY GRANT: This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

CITY OF ST. HELENA

Fund 213 - Gang Violence Suppression Grant

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 23,687**	**$ 274**	**$ 275**	**$ 275**	**$ 280**	**$ 285**	
DHSG - Revenues							
Investment Earnings	2	1	-	5	5	5	100.00%
Grant	-	-	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Gang Violence Suppression Revenues	**$ 2**	**$ 1**	**$ -**	**$ 5**	**$ 5**	**$ 5**	**0.00%**
DHSG - Expenditures							
Totals by category							
Supplies	23,415	-	-	-	-	-	0.00%
Total Gang Violence Suppression Expenditures	**$ 23,415**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Gang Violence Suppression Surplus/(Deficit)	$ (23,413)	$ 1	$ -	$ 5	$ 5	$ 5	
Gang Violence Suppression Expenditures							
Police Department							
29 **Transfers**	23,415	-	-	-	-	-	0.00%
	23,415	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 23,415**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 285***	***$ 290***	

213 GANG VIOLENCE SUPPRESSION GRANT: This fund is used for expenditures and grant reimbursements for gang violence suppression.

CITY OF ST. HELENA

Fund 216 - Public Safety Impact Fees Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 582,770**	**$ 596,080**	**$ 616,389**	**$ 616,389**	**$ 645,889**	**$ 675,389**	
Public Safety Impact Fees - Revenues							
Investment Earnings	3,522	1,257	4,500	4,500	4,500	4,680	0.00%
Public Safety Impact	16,527	19,863	25,000	25,000	25,000	26,000	0.00%
Other Revenue	-	-	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Revenues	**$ 20,049**	**$ 21,120**	**$ 29,500**	**$ 29,500**	**$ 29,500**	**$ 30,680**	**0.00%**
Public Safety Impact Fees - Expenditures							
Totals by category							
Services	6,739	811	264	-	-	-	-100.00%
Transfers	-	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	**$ 6,739**	**$ 811**	**$ 264**	**$ -**	**$ -**	**$ -**	**-100.00%**
Public Safety Impact Fees Surplus/(Deficit)	$ 13,310	$ 20,309	$ 29,236	$ 29,500	$ 29,500	$ 30,680	
Public Safety Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Finance							
21 **Services**	6,739	811	264	-	-	-	-100.00%
	6,739	**811**	**264**	**-**	**-**	**-**	**-100.00%**
Public Works							
21 **Services**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 6,739**	**$ 811**	**$ 264**	**$ -**	**$ -**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 675,389***	***$ 706,069***	

216 PUBLIC SAFETY IMPACT FEES: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

**Fund Balances reflects a Notes Receivable for $61,333.*

CITY OF ST. HELENA

Fund 218 - Public Library Foundation Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,296**	**$ 1,305**	**$ 1,308**	**$ 1,308**	**$ 1,308**	**$ 8**	
Public Library Foundation - Revenues							
Investment Earnings	9	3	5	-	-	-	-100.00%
Donations	-	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Total Public Library Foundation Revenues	**$ 9**	**$ 3**	**$ 5**	**$ -**	**$ -**	**$ -**	**100.00%**
Public Library Foundation - Expenditures							
Totals by category							
Services	-	-	-	-	-		0.00%
Supplies	-	-	-	-	-		0.00%
Capital			1,300	-	1,300	-	0.00%
Total Public Library Foundation Expenditures	**$ -**	**$ -**	**$ 1,300**	**$ -**	**$ 1,300**	**$ -**	**0.00%**
Public Library Foundation Surplus/(Deficit)	9	3	(1,295)	-	(1,300)	-	
Public Library Foundation Expenditures by Department							
Library							
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-	-	-	0.00%
26 **Capital**	-	-	1,300	-	1,300	-	0.00%
	-	**-**	**1,300**	**-**	**1,300**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 1,300**	**$ -**	**$ 1,300**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 8***	***$ 8***	

218 PUBLIC LIBRARY FOUNDATION: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 219 - California Library Services Act Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,088**	**$ 2,102**	**$ 1,876**	**$ 1,876**	**$ 1,891**	**$ 546**	
California Library Services Act - Revenues								
Investment Earnings		14	4	15	15	5	5	-66.67%
Allocation from Other Agency		-	-	-	-	-	-	0.00%
Total California Library Services Act Revenues		**$ 14**	**$ 4**	**$ 15**	**$ 15**	**$ 5**	**$ 5**	**-66.67%**
California Library Services Act - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	0.00%
Supplies		-	230	1,350	-	1,350	-	0.00%
Maintenance		-	-	-	-	-	-	0.00%
Capital		-	-	-	-	-	-	0.00%
Total California Library Services Act Expenditures		**$ -**	**$ 230**	**$ 1,350**	**$ -**	**$ 1,350**	**$ -**	**0.00%**
California Library Services Act Surplus/(Deficit)		14	(226)	(1,335)	15	(1,345)	5	
California Library Services Act Expenditures by Department								
Non Department								
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	**-**	
Library								
21	**Services**	-	-	-	-	-	-	0.00%
22	**Supplies**	-	230	1,350	-	1,350	-	0.00%
23	**Maintenance**	-	-	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
		-	**230**	**1,350**	**-**	**1,350**	**-**	**0.00%**
Total Expenditures		**$ -**	**$ 230**	**$ 1,350**	**$ -**	**$ 1,350**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 546***	***$ 552***	

219 CLSA LIBRARY RESTORATION: This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 222 - Park Bond Act Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	$ 222	$ 222	$ 222	$ 222	$ 222	$ 222	
Park Bond Act - Revenues							
Investment Earnings	-	-	-	-	-	-	0.00%
Contributions form Non-Government	-	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Total Park Bond Act Revenues	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Park Bond Act - Expenditures							
Totals by category							
Transfers	-	-	-	-	-	-	0.00%
Total Park Bond Act Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Park Bond Act Surplus/(Deficit)	-	-	-	-	-		
Park Bond Act Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					*$ 222*	*$ 222*	

222 PARK DEVELOPMENT: A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

CITY OF ST. HELENA

Fund 224 - COPS Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 154,900**	**$ 233,681**	**$ 300,951**	**$ 300,951**	**$ 314,101**	**$ 319,751**	
COPS - Revenues								
Investment Earnings		1,441	641	1,550	1,550	1,550	1,612	0.00%
Other		-	-	-	-	-	-	0.00%
Allocation from Other Agency		156,727	163,372	145,000	145,000	150,000	150,000	3.45%
Total COPS Revenues		**$ 158,168**	**$ 164,013**	**$ 146,550**	**$ 146,550**	**$ 151,550**	**$ 151,612**	**-7.60%**
COPS - Expenditures								
Totals by category								
Services		68,826	75,110	88,400	88,400	100,900	104,936	14.14%
Supplies		10,231	21,632	45,000	45,000	45,000	46,800	0.00%
Capital		-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total COPS Expenditures		**$ 79,057**	**$ 96,742**	**$ 133,400**	**$ 133,400**	**$ 145,900**	**$ 151,736**	**9.37%**
COPS Surplus/(Deficit)		79,111	67,271	13,150	13,150	5,650	(124)	
COPS Expenditures by Department								
Non Department								
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Police								
20	**Salaries & Benefits**	-	-	-	-	-	-	0.00%
21	**Services**	68,826	75,110	88,400	88,400	100,900	104,936	14.14%
22	**Supplies**	10,231	21,632	45,000	45,000	45,000	46,800	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
		79,057	**96,742**	**133,400**	**133,400**	**145,900**	**151,736**	**9.37%**
Total Expenditures		**$ 79,057**	**$ 96,742**	**$ 133,400**	**$ 133,400**	**$ 145,900**	**$ 151,736**	**9.37%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 319,751***	***$ 319,627***	

224 PUBLIC SAFETY (COPS): A special revenue fund used to account for transactions related to supporting front line police officers.

CITY OF ST. HELENA

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ -**	**$ 19,294**	**$ 2,536**	**$ 2,661**	**$ 2,786**	**$ 2,836**	
State Gas Tax 2105 - Revenues							
Investment Earnings	90	78	125	125	50	52	-60.00%
Gas Tax 2105	30,940	33,424	37,800	37,800	35,789	37,221	-5.32%
Total State Gas Tax 2105 Revenues	**$ 31,030**	**$ 33,502**	**$ 37,925**	**$ 37,925**	**$ 35,839**	**$ 37,273**	**6.98%**
State Gas Tax 2105 - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Transfers	11,736	50,260	37,800	37,800	35,789	36,147	0.00%
Total State Gas Tax 2105 Expenditures	**$ 11,736**	**$ 50,260**	**$ 37,800**	**$ 37,800**	**$ 35,789**	**$ 36,147**	**0.00%**
State Gas Tax 2105 Surplus/(Deficit)	19,294	(16,758)	125	125	50	1,126	
State Gas Tax 2105 Expenditures by Department							
Non Department							
29 **Transfers**	11,736	50,260	37,800	37,800	35,789	36,147	0.00%
	11,736	**50,260**	**37,800**	**37,800**	**35,789**	**36,147**	**0.00%**
Public Works Gas Tax							
21 **Services**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ 11,736**	**$ 50,260**	**$ 37,800**	**$ 37,800**	**$ 35,789**	**$ 36,147**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 2,836***	***$ 3,962***	

225 STATE GAS TAX 2105: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

CITY OF ST. HELENA

Fund 226 - State Gas Tax 2106 Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ -**	**$ 19,025**	**$ 39,210**	**$ 39,210**	**$ 39,310**	**$ 39,360**	
State Gas Tax 2106 - Revenues							
Investment Earnings	56	64	100	100	50	52	-50.00%
Gas Tax 2106	18,969	20,121	21,664	21,664	21,293	22,145	-1.71%
Total State Gas Tax 2106 Revenues	**$ 19,025**	**$ 20,185**	**$ 21,764**	**$ 21,764**	**$ 21,343**	**$ 22,197**	**-1.93%**
State Gas Tax 2106 - Expenditures							
Totals by category							
Transfers	-	-	21,664	21,664	21,293	21,506	0.00%
Total State Gas Tax 2106 Expenditures	**$ -**	**$ -**	**$ 21,664**	**$ 21,664**	**$ 21,293**	**$ 21,506**	**0.00%**
State Gas Tax 2106 Surplus/(Deficit)	19,025	20,185	100	100	50		
State Gas Tax 2106 Expenditures by Department							
Non Department							
29 **Transfers**	-	-	21,664	21,664	21,293	21,506	0.00%
	-	-	**21,664**	**21,664**	**21,293**	**21,506**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 21,664**	**$ 21,664**	**$ 21,293**	**$ 21,506**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 39,360***	***$ 39,360***	

226 STATE GAS TAX 2106: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

CITY OF ST. HELENA

Fund 227 - State Gas Tax 2107 Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ (5,295)**	**$ 32,956**	**$ 3,423**	**$ 5,923**	**$ 8,423**	**$ 41,410**	
State Gas Tax 2107 - Revenues								
Investment Earnings		3,975	1,243	2,500	2,500	2,500	2,600	0.00%
Gas Tax 2107		41,867	39,916	51,590	51,590	42,987	44,706	-16.68%
Total State Gas Tax 2107 Revenues		**$ 45,842**	**$ 41,160**	**$ 54,090**	**$ 54,090**	**$ 45,487**	**$ 47,306**	**-15.90%**
State Gas Tax 2107 - Expenditures								
Totals by category								
Services		7,591	12,464	11,000	11,000	12,500	13,000	13.64%
Transfers		-	58,229	40,590	40,590	-	-	0.00%
Total State Gas Tax 2107 Expenditures		**$ 7,591**	**$ 70,693**	**$ 51,590**	**$ 51,590**	**$ 12,500**	**$ 13,000**	**-75.77%**
State Gas Tax 2107 Surplus/(Deficit)		38,251	(29,534)	2,500	2,500	32,987	34,306	
State Gas Tax 2107 Expenditures by Department								
Non Department								
29	**Transfers**	-	58,229	40,590	40,590	-	-	0.00%
		-	**58,229**	**40,590**	**40,590**	**-**	**-**	**0.00%**
Public Works Gas Tax								
21	**Services**	7,591	12,464	11,000	11,000	12,500	13,000	13.64%
		7,591	**12,464**	**11,000**	**11,000**	**12,500**	**13,000**	**13.64%**
Total Expenditures		**$ 7,591**	**$ 70,693**	**$ 51,590**	**$ 51,590**	**$ 12,500**	**$ 13,000**	**-75.77%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 41,410***	***$ 75,716***	

227 STATE GAS TAX 2107: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

CITY OF ST. HELENA

Fund 228 - State Gas Tax 2107.5 Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 6,512**	**$ 8,569**	**$ 10,594**	**$ 10,594**	**$ 10,694**	**$ 10,744**	
State Gas Tax 2107.5 - Revenues							
Investment Earnings	57	25	100	100	50	52	-50.00%
Gas Tax 2107.5	2,000	2,000	2,000	2,000	2,000	2,080	0.00%
Total State Gas Tax 2107.5 Revenues	**$ 2,057**	**$ 2,025**	**$ 2,100**	**$ 2,100**	**$ 2,050**	**$ 2,132**	**-2.38%**
State Gas Tax 2107.5 - Expenditures							
Totals by category							
Transfers	-	-	2,000	2,000	2,000	2,020	0.00%
Total State Gas Tax 2107.5 Expenditures	**$ -**	**$ -**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,020**	**0.00%**
State Gas Tax 2107.5 Surplus/(Deficit)	2,057	2,025	100	100	50	112	
State Gas Tax 2107.5 Expenditures by Department							
Non Department							
29 **Transfers**	-	-	2,000	2,000	2,000	2,020	0.00%
	-	**-**	**2,000**	**2,000**	**2,000**	**2,020**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,020**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 10,744***	***$ 10,856***	

228 STATE GAS TAX 2107.5: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

CITY OF ST. HELENA

Fund 229 - State Gas Tax 2103 Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 60,098**	**$ 101,146**	**$ 106,877**	**$ 107,377**	**$ 107,877**	**$ 108,377**	
State Gas Tax 2103 - Revenues							
Investment Earnings	531	288	500	500	500	520	0.00%
Gas Tax 2103	40,517	47,707	54,560	54,560	54,045	56,207	-0.94%
Total State Gas Tax 2103 Revenues	**$ 41,048**	**$ 47,994**	**$ 55,060**	**$ 55,060**	**$ 54,545**	**$ 56,727**	**-0.94%**
State Gas Tax 2103 - Expenditures							
Totals by category							
Transfers	-	42,263	54,560	54,560	54,045	54,585	0.00%
Total State Gas Tax 2103 Expenditures	**$ -**	**$ 42,263**	**$ 54,560**	**$ 54,560**	**$ 54,045**	**$ 54,585**	**0.00%**
State Gas Tax 2103 Surplus/(Deficit)	$ 41,048	$ 5,731	$ 500	$ 500	$ 500	$ 2,142	
State Gas Tax 2103 Expenditures by Department							
Non Department							
29 **Transfers**	-	42,263	54,560	54,560	54,045	54,585	0.00%
	-	**42,263**	**54,560**	**54,560**	**54,045**	**54,585**	**0.00%**
Total Expenditures	**$ -**	**$ 42,263**	**$ 54,560**	**$ 54,560**	**$ 54,045**	**$ 54,585**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 108,377***	***$ 110,519***	

229 STATE GAS TAX 2103: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the "fuel tax swap of 2010." Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

CITY OF ST. HELENA

Fund 230 - RMRA Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,686**	**$ 111,337**	**$ 1,115**	**$ 1,565**	**$ 2,015**	**$ 2,465**	
RMRA - Revenues							
Investment Earnings	362	386	450	450	450	468	0.00%
State Loan Repayment	-	-	-	-	-	-	100.00%
Contributions from Government	108,289	119,392	138,364	138,364	134,824	136,172	-2.56%
Total RMRA Revenues	**$ 108,651**	**$ 119,778**	**$ 138,814**	**$ 138,814**	**$ 135,274**	**$ 136,640**	**100.00%**
RMRA - Expenditures							
Totals by category							
Transfers	-	230,000	138,364	138,364	134,824	136,172	0.00%
Total RMRA Expenditures	**$ -**	**$ 230,000**	**$ 138,364**	**$ 138,364**	**$ 134,824**	**$ 136,172**	**0.00%**
RMRA Surplus/(Deficit)	$ 108,651	$ (110,222)	$ 450	$ 450	$ 450	$ 468	
RMRA Expenditures by Department							
Non Department							
29 **Transfers**	-	230,000	138,364	138,364	134,824	136,172	0.00%
	-	**230,000**	**138,364**	**138,364**	**134,824**	**136,172**	**0.00%**
Total Expenditures	**$ -**	**$ 230,000**	**$ 138,364**	**$ 138,364**	**$ 134,824**	**$ 136,172**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 2,465***	***$ 2,933***	

230 RMRA: Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

CITY OF ST. HELENA

Fund 235 - Measure A Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 104,313**	**$ 79,906**	**$ 43,300**	**$ 43,300**	**$ 43,550**	**$ 28,650**	
Measure A - Revenues								
Investment Earnings		606	182	250	250	100	104	0.00%
Revenue from County		-	5,025	-	-	-	-	0.00%
Total Measure A Revenues		**$ 606**	**$ 5,208**	**$ 250**	**$ 250**	**$ 100**	**$ 104**	**0.00%**
Measure A - Expenditures								
Totals by category								
Services		25,013	41,814	-	-	15,000	15,600	0.00%
Debt		-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total Measure A Expenditures		**$ 25,013**	**$ 41,814**	**$ -**	**$ -**	**$ 15,000**	**$ 15,600**	**0.00%**
Measure A Surplus/(Deficit)		(24,407)	(36,606)	250	250	(14,900)	(15,496)	
Measure A Expenditures by Department								
Non Department								
25	**Debt**	-	-	-	-	-		0.00%
29	**Transfers**	-	-	-	-	-		0.00%
		-	**-**	**-**	**-**	**-**		0.00%
Finance								
21	**Services**	25,013	41,814	-	14,410	15,000	15,600	0.00%
		25,013	**41,814**	**-**	**14,410**	**15,000**	**15,600**	**0.00%**
Total Expenditures		**$ 25,013**	**$ 41,814**	**$ -**	**$ 14,410**	**$ 15,000**	**$ 15,600**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 28,650***	***$ 13,154***	

235 MEASURE A: This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018

CITY OF ST. HELENA

Fund 237 - Emergency Flood Relief Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 172,380**	**$ 173,537**	**$ 173,939**	**$ 175,739**	**$ 177,539**	**$ 179,339**	
Emergency Flood Relief - Revenues							
Investment Earnings	1,157	402	1,800	1,800	1,800	1,872	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Insurance Refund			-	-	-	-	0.00%
Total Emergency Flood Relief Revenues	**$ 1,157**	**$ 402**	**$ 1,800**	**$ 1,800**	**$ 1,800**	**$ 1,872**	**0.00%**
Emergency Flood Relief - Expenditures							
Totals by category							
Transfers	-	-	-	-	-	-	0.00%
Total Emergency Flood Relief Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Emergency Flood Relief Surplus/(Deficit)	1,157	402	1,800	1,800	1,800	1,872	
Emergency Flood Relief Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 179,339***	***$ 181,211***	

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

CITY OF ST. HELENA

Fund 238 - Training Development Fund Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 24,555**	**$ 26,244**	**$ 24,101**	**$ 24,101**	**$ 19,851**	**$ 20,051**	
Training Development Fund - Revenues							
Post Reimbursement	3,063	5,068	3,500	3,500	8,000	8,000	128.57%
Investment Earnings	175	55	200	250	200	208	0.00%
Other Revenue	-	-	-	-	-	-	0.00%
Total Training Development Fund Revenues	**$ 3,238**	**$ 5,123**	**$ 3,700**	**$ 3,750**	**$ 8,200**	**$ 8,208**	**121.62%**
Training Development Fund - Expenditures							
Totals by category							
Services	1,549	7,266	8,000	8,000	8,000	8,320	0.00%
Total Training Development Fund Expenditures	**$ 1,549**	**$ 7,266**	**$ 8,000**	**$ 8,000**	**$ 8,000**	**$ 8,320**	**0.00%**
Training Development Fund Surplus/(Deficit)	1,689	(2,143)	(4,300)	(4,250)	200	(112)	
Training Development Fund Expenditures by Department							
Police							
21 **Services**	1,549	7,266	8,000	8,000	8,000	8,320	0.00%
22 **Supplies**	-	-	-	-	-		0.00%
	1,549	**7,266**	**8,000**	**8,000**	**8,000**	**8,320**	**0.00%**
Total Expenditures	**$ 1,549**	**$ 7,266**	**$ 8,000**	**$ 8,000**	**$ 8,000**	**$ 8,320**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 20,051***	***$ 19,939***	

238 TRAINING DEVELOPMENT: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

CITY OF ST. HELENA

Fund 240 - Measure T

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 884,402**	**$ 1,840,048**	**$ 2,973,558**	**$ 2,973,558**	**$ 3,450,242**	**$ 2,195,942**	
Measure T - Revenues								
Investment Earnings		9,487	5,572	15,000	15,000	10,000	10,400	100.00%
Transfers In		-	-	-	-	-		
Contributions from Governments		1,120,402	1,441,514	1,356,970	1,356,970	1,650,000	1,675,000	21.59%
Total Measure T Revenues		**$ 1,129,889**	**$ 1,447,085**	**$ 1,371,970**	**$ 1,371,970**	**$ 1,660,000**	**$ 1,685,400**	**100.00%**
Measure T - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	0.00%
Transfer to other funds		174,244	313,575	895,286	895,286	2,914,300	1,232,500	100.00%
Total Measure T Expenditures		**$ 174,244**	**$ 313,575**	**$ 895,286**	**$ 895,286**	**$ 2,914,300**	**$ 1,232,500**	**100.00%**
Measure T Surplus/(Deficit)		955,645	1,133,510	476,684	476,684	(1,254,300)	452,900	
Measure T Expenditures by Department								
Public Works								
21	**Services**	-	-	-	-	-	-	0.00%
29	**Transfers**	174,244	313,575	895,286	895,286	2,914,300	1,232,500	829.38%
				895,286	**895,286**	**2,914,300**	**1,232,500**	**100.00%**
Total Expenditures		**$ 174,244**	**$ 313,575**	**$ 895,286**	**$ 895,286**	**$ 2,914,300**	**$ 1,232,500**	**100.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 2,195,942***	***$ 2,648,842***	

240 Measure T: At the General Elecetion held on November 6, 2012, the voters of Napa County approved a 1/2-cent sales tax increase known as Measure T, which is to be implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, curb and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

CITY OF ST. HELENA

Fund 241 - Measure T Class I Trails

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 167,604**	**$ 199,937**	**$ 285,598**	**$ 285,598**	**$ 88,001**	**$ 189,501**	
Measure T Class I Trails - Revenues							
Investment Earnings	1,333	661	3,000	3,000	1,500	1,560	100.00%
Operating Transfer In	31,000	85,000	85,000	85,000	100,000	100,000	0.00%
Total Measure T Class I Trails Revenues	**$ 32,333**	**$ 85,661**	**$ 88,000**	**$ 88,000**	**$ 101,500**	**$ 101,560**	**100.00%**
Measure T Class I Trails - Expenditures							
Totals by category							
Services	-	-	-	285,597	-		100.00%
Total Measure T Class I Trails Expenditures	**$ -**	**$ -**	**$ -**	**$ 285,597**	**$ -**	**$ -**	**100.00%**
Measure T Class I Trails Surplus/(Deficit)	32,333	85,661	88,000	(197,597)	101,500	101,560	
Measure T Class I Trails Expenditures by Department							
Public Works							
21 **Services**	-	-	-	285,597	-	-	0.00%
	-	**-**	**-**	**285,597**	**-**	**-**	**100.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 285,597**	**$ -**	**$ -**	**100.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 189,501***	***$ 291,061***	

241 Measure T Class I Trails: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countwide Bicycle Plan.

CITY OF ST. HELENA

Fund 278 - BSCC GRANT (BSCCG)

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,560**	**$ 2,577**	**$ 2,583**	**$ 2,583**	**$ 2,613**	**$ 2,633**	
BSCC Grant - Revenues								
Investment Earnings		17	6	30	30	20	21	100.00%
Grant		-	-	-	-	-	-	0.00%
Total BSCC Grant Revenues		**$ 17**	**$ 6**	**$ 30**	**$ 30**	**$ 20**	**$ 21**	**100.00%**
BSCC Grant - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	100.00%
Capital		-	-	-	-	-	-	0.00%
Total BSCC Grant Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
BSCC Grant Surplus/(Deficit)		17	6	30	30	20	21	
BSCC Grant Expenditures by Department								
Police								
21	**Services**	-	-	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	**-**	**100.00%**
Total Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 2,633***	***$ 2,654***	

278 BSCC GRANT: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

CITY OF ST. HELENA

Fund 279 - Asset Forfeiture Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 57,711**	**$ 55,012**	**$ 50,193**	**$ 50,193**	**$ 44,143**	**$ 38,093**	
Asset Forfeiture - Revenues							
Investment Earnings	373	125	450	450	450	468	0.00%
Asset Forfeiture	-	-	6,000	-	-	-	-100.00%
Total Asset Forfeiture Revenues	**$ 373**	**$ 125**	**$ 6,450**	**$ 450**	**$ 450**	**$ 468**	**-93.02%**
Asset Forfeiture - Expenditures							
Totals by category							
Services	-	-	-	-	-		0.00%
Supplies	3,072	4,944	6,500	6,500	6,500	6,760	0.00%
Total Asset Forfeiture Expenditures	**$ 3,072**	**$ 4,944**	**$ 6,500**	**$ 6,500**	**$ 6,500**	**$ 6,760**	**0.00%**
Asset Forfeiture Surplus/(Deficit)	(2,699)	(4,819)	(50)	(6,050)	(6,050)	(6,292)	
Asset Forfeiture Expenditures by Department							
Police							
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	3,072	4,944	6,500	6,500	6,500	6,760	0.00%
	3,072	**4,944**	**6,500**	**6,500**	**6,500**	**6,760**	**0.00%**
Total Expenditures	**$ 3,072**	**$ 4,944**	**$ 6,500**	**$ 6,500**	**$ 6,500**	**$ 6,760**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 38,093***	***$ 31,801***	

279 ASSET FORFEITURE: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

CITY OF ST. HELENA

Fund 283 - Tree City Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 243,326**	**$ 131,666**	**$ 131,666**	**$ 131,666**	**$ -**	**$ -**	
Tree City - Revenues							
Transfers In	-	-	-	-	-	-	0.00%
Total Tree City Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Tree City - Expenditures							
Totals by category							
Salaries & Benefits	660	-	-	-	-	-	0.00%
Services	-	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	-	0.00%
Transfers	111,000	-	131,666	131,666	-	-	0.00%
Total Tree City Expenditures	**$ 111,660**	**$ -**	**$ 131,666**	**$ 131,666**	**$ -**	**$ -**	**0.00%**
Tree City Surplus/(Deficit)	(111,660)	-	(131,666)	(131,666)	-		
Tree City Expenditures by Department							
Public Works Tree City							
20 **Salaries & Benefits**	660	-	-	-	-	-	0.00%
23 **Maintenance**	-	-	-	-	-	-	0.00%
29 **Transfers**	111,000	-	-	131,666	-	-	0.00%
	111,660	**-**	**-**	**131,666**	**-**	**-**	**0.00%**
Total Expenditures	**$ 111,660**	**$ -**	**$ -**	**$ 131,666**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ -***	***$ -***	

283 TREE CITY USA: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

FY2020-21: No longer utilizing Fund 283, all expenses are included in the General Fund.

CITY OF ST. HELENA

Fund 286 - Bocce Ball Fund Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 53,909**	**$ 52,354**	**$ 65,495**	**$ 65,495**	**$ 50,836**	**$ 24,167**	
Bocce Ball Fund - Revenues							
Recreation Registration	15,258	35,545	40,500	40,500	40,500	40,500	0.00%
Contributions from Non-Government	120	-	-	-	-	-	0.00%
Other	-	-	-	-	-	-	0.00%
Total Bocce Ball Fund Revenues	**$ 15,378**	**$ 35,545**	**$ 40,500**	**$ 40,500**	**$ 40,500**	**$ 40,500**	**0.00%**
Bocce Ball Fund - Expenditures							
Totals by category							
Salaries & Benefits	15,580	18,518	47,769	47,769	50,279	52,802	5.25%
Services	38	1,357	1,490	1,490	1,490	1,550	0.00%
Supplies	272	2,486	4,400	4,400	5,400	5,616	22.73%
Maintenance	1,043	43	1,500	1,500	10,000	10,400	566.67%
Transfers	-	-	-	-	-	-	0.00%
Total Bocce Ball Fund Expenditures	**$ 16,933**	**$ 22,404**	**$ 55,159**	**$ 55,159**	**$ 67,169**	**$ 70,367**	**199.81%**
Bocce Ball Fund Surplus/(Deficit)	(1,555)	13,141	(14,659)	(14,659)	(26,669)	(29,867)	
Bocce Ball Fund Expenditures by Department							
Recreation							
20 **Salaries & Benefits**	15,580	18,518	47,769	47,769	50,279	52,802	5.25%
21 **Services**	38	1,357	1,490	1,490	1,490	1,550	0.00%
22 **Supplies**	272	2,486	4,400	4,400	5,400	5,616	22.73%
23 **Maintenance**	1,043	43	1,500	1,500	10,000	10,400	566.67%
29 **Transfers**	-	-	-	-	-		
	16,933	**22,404**	**55,159**	**55,159**	**67,169**	**70,367**	**21.77%**
Total Expenditures	**$ 16,933**	**$ 22,404**	**$ 55,159**	**$ 55,159**	**$ 67,169**	**$ 70,367**	**21.77%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 24,167***	***$ (5,701)***	

286 BOCCE BALL LEAGUE: This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

CITY OF ST. HELENA

Fund 287 - Harvest Festival

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,874**	**$ 12,770**	**$ 9,954**	**$ 9,954**	**$ (1,246)**	**$ 3,804**	
Harvest Festival - Revenues							
Registrations	-	5,775	3,900	3,900	5,625	5,850	0.00%
Operating Tfr In	11,200	-	-	-	19,375	19,375	
Donations	-	160	-	-	-	-	0.00%
Per Parade Registrations Fee	-	10	-	-	150	156	100.00%
Vendor/NonProfit Fees	-	-	3,900	-	-	-	-100.00%
Total Harvest Festival Revenues	**$ 11,200**	**$ 5,945**	**$ 7,800**	**$ 3,900**	**$ 25,150**	**$ 25,381**	**1.19%**
Harvest Festival - Expenditures							
Totals by category							
Services	-	177	100	100	100	104	0.00%
Supplies	304	8,584	15,000	15,000	20,000	20,800	33.33%
Total Harvest Festival Expenditures	**$ 304**	**$ 8,761**	**$ 15,100**	**$ 15,100**	**$ 20,100**	**$ 20,904**	**33.11%**
Harvest Festival Surplus/(Deficit)	10,896	(2,816)	(7,300)	(11,200)	5,050	4,477	
Harvest Festival Expenditures by Department							
Recreation							
21 **Services**	-	177	100	100	100	104	0.00%
22 **Supplies**	304	8,584	15,000	15,000	20,000	20,800	33.33%
	304	**8,761**	**15,100**	**15,100**	**20,100**	**20,904**	**33.11%**
Total Expenditures	**$ 304**	**$ 8,761**	**$ 15,100**	**$ 15,100**	**$ 20,100**	**$ 20,904**	**33.11%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 3,804***	***$ 8,281***	

287 HARVEST FESTIVAL: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

CITY OF ST. HELENA

Fund 288 - Fourth of July

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ (772)**	**$ 3,619**	**$ 23,619**	**$ 23,619**	**$ 8,619**	**$ (4,881)**	
Fourth of July - Revenues							
Donations	-	-	-	-	-	-	0.00%
Transfers In	5,600	20,000	40,000	40,000	40,000	40,000	100.00%
Total Fourth of July Revenues	**$ 5,600**	**$ 20,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**$ 40,000**	**0.00%**
Fourth of July - Expenditures							
Totals by category							
Services	-	-	50,000	50,000	45,500	47,320	0.00%
Supplies	1,209	-	5,000	5,000	8,000	8,320	60.00%
Total Fourth of July Expenditures	**$ 1,209**	**$ -**	**$ 55,000**	**$ 55,000**	**$ 53,500**	**$ 55,640**	**-2.73%**
Fourth of July Surplus/(Deficit)	4,391	20,000	(15,000)	(15,000)	(13,500)	(15,640)	
Fourth of July Expenditures by Department							
Recreation							
21 **Services**	-	-	50,000	50,000	45,500	47,320	0.00%
22 **Supplies**	1,209	-	5,000	5,000	8,000	8,320	60.00%
	1,209	**-**	**55,000**	**55,000**	**53,500**	**55,640**	**-2.73%**
Total Expenditures	**$ 1,209**	**$ -**	**$ 55,000**	**$ 55,000**	**$ 53,500**	**$ 55,640**	**-2.73%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ (4,881)***	***$ (20,521)***	

288 FOURTH OF JULY: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

CITY OF ST. HELENA

Fund 289 - Recreation Programs Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 104,431**	**$ 38,385**	**$ 36,050**	**$ 36,050**	**$ -**	**$ -**	
Recreation Programs - Revenues							
Recreation Registration	375	-	-	-	-	-	0.00%
Donations	-	-	-	-	-	-	0.00%
Contributions from Non Government	-	-	-	-	-	-	0.00%
Other Revenue - Jingle	-	-	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Recreation Programs Revenues	**$ 375**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Recreation Programs - Expenditures							
Totals by category							
Salary	10,421	2,335	-	-	-	-	0.00%
Benefits	-	-	-	-	-	-	0.00%
Contracts	-	-	-	-	-	-	0.00%
Dept Supplies/Services	-	-	-	-	-	-	0.00%
Training/Conference	-	-	-	-	-	-	0.00%
Transfer to other funds	56,000	-	36,050	36,050	-	-	100.00%
Total Recreation Programs Expenditures	**$ 66,421**	**$ 2,335**	**$ 36,050**	**$ 36,050**	**$ -**	**$ -**	**100.00%**
Recreation Programs Surplus/(Deficit)	(66,046)	(2,335)	(36,050)	(36,050)	-		
Recreation Programs Expenditures by Department							
Recreation							
20 **Salaries & Benefits**	10,421	2,335	-	-	-	-	0.00%
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-	-	-	0.00%
23 **Maintenance**	-	-	-	-	-	-	0.00%
24 **Taxes, Insurance & Contributions**	-	-	-	-	-	-	0.00%
29 **Transfer to other Funds**	56,000	-	-	36,050	-	-	100.00%
	10,421	**2,335**	**-**	**36,050**	**-**	**-**	**100.00%**
Total Expenditures	**$ 10,421**	**$ 2,335**	**$ -**	**$ 36,050**	**$ -**	**$ -**	**100.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ -***	***$ -***	

289 RECREATION PROGRAMS: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director.

FY2020-21 - No longer utilizing Fund 280, all expenses are included in the General Fund.

*includes unemployment

CITY OF ST. HELENA

Fund 290 - Tourism Improvement District Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 5,725**	**$ 10,767**	**$ 9,341**	**$ 9,341**	**$ 9,791**	**$ 10,241**	
Tourism Improvement District - Revenues							
Investment Earnings	166	279	450	450	450	468	0.00%
		-					
TID City Admin	2,342	6,973	4,999	4,999	6,066	6,309	21.34%
TID Assessment - District	173,321	507,694	407,816	407,816	606,626	630,891	48.75%
TID Assessment - Local	58,555	171,518	137,776	137,776	151,657	157,723	10.08%
Total Tourism Improvement District Revenues	**$ 234,384**	**$ 686,464**	**$ 551,041**	**$ 551,041**	**$ 764,799**	**$ 795,391**	**38.79%**
Tourism Improvement District - Expenditures							
Totals by category							
Services	227,370	683,404	545,591	545,592	758,283	788,614	38.98%
Supplies	-	-	-	-	-	-	0.00%
Transfers	1,972	4,486	4,999	4,999	6,066	6,309	21.34%
Total Tourism Improvement District Expenditures	**$ 229,342**	**$ 687,890**	**$ 550,590**	**$ 550,591**	**$ 764,349**	**$ 794,923**	**11.11%**
Tourism Improvement District Surplus/(Deficit)	5,042	(1,426)	451	450	450	468	
Tourism Improvement District Expenditures by Department							
Non Department							
21 **Services**	227,370	683,404	545,591	545,592	758,283	788,614	38.98%
22 **Supplies**	-	-	-	-	-	-	0.00%
29 **Transfers**	1,972	4,486	4,999	4,999	6,066	6,309	21.34%
	229,342	**687,890**	**550,590**	**550,591**	**764,349**	**794,923**	**38.82%**
Total Expenditures	**$ 229,342**	**$ 687,890**	**$ 550,590**	**$ 550,591**	**$ 764,349**	**$ 794,923**	**38.82%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 10,241***	***$ 10,709***	

290 TOURISM IMPROVEMENT DISTRICT (TID): The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

CITY OF ST. HELENA

Fund 291- SB 1186 State Fees

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 13,049**	**$ 15,185**	**$ 22,174**	**$ 22,174**	**$ 29,894**	**$ 41,614**	
SB1186 State Fees + Revenues							
Investment Earnings	113	49	120	120	120	125	200.00%
Other Revenue	111	385	100	100	100	104	200.00%
Other State Revenue	1,912	6,554	2,500	2,500	6,500	6,760	360.00%
Total SB1186 State Fees Revenues	**$ 2,136**	**$ 6,989**	**$ 2,720**	**$ 2,720**	**$ 6,720**	**$ 6,989**	**347.06%**
SB1186 State Fees + Expenditures							
Totals by category							
Services	-	-	5,000	5,000	5,000	5,200	0.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Total SB1186 State Fees Expenditures	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,200**	**0.00%**
SB1186 State Fees Surplus/(Deficit)	2,136	6,989	7,720	7,720	11,720	12,189	
SB1186 State Fees Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Planning							
21 **Services**	-	-	5,000	5,000	5,000	5,200	0.00%
	-	**-**	**5,000**	**5,000**	**5,000**	**5,200**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,200**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 41,614***	***$ 53,803***	

291 SB+1186 STATE FEES: Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewel fee for, (1) the purpose of increasing disability access and compliance with construction+related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. Effective January 1, 2019, the fee was increased to $4.

CITY OF ST. HELENA

Fund 295 - N.O.A.A.

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,680**	**$ 2,698**	**$ 2,704**	**$ 2,704**	**$ 2,729**	**$ 2,754**	
N.O.A.A. - Revenues							
Investment Earnings	18	6	25	25	25	26	0.00%
Government Contribution	-	-	-	-	-	-	0.00%
Total N.O.A.A. Revenues	**$ 18**	**$ 6**	**$ 25**	**$ 25**	**$ 25**	**$ 26**	**0.00%**
N.O.A.A. - Expenditures							
Totals by category							
Contracts	-	-	-	-	-	-	0.00%
Total N.O.A.A. Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
N.O.A.A. Surplus/(Deficit)	18	6	25	25	25	26	
N.O.A.A. Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 2,754***	***$ 2,780***	

295 N.O.A.A.: This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

CITY OF ST. HELENA

Fund 329 - Stabo Trust

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 36,907**	**$ 37,155**	**$ 37,241**	**$ 37,241**	**$ 37,641**	**$ 37,941**	
Stabo Trust - Revenues								
Investment Earnings		248	86	400	400	300	312	-25.00%
Total Stabo Trust Revenues		**$ 248**	**$ 86**	**$ 400**	**$ 400**	**$ 300**	**$ 312**	**-25.00%**
Stabo Trust - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	0.00%
Total Stabo Trust Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Stabo Trust Surplus/(Deficit)		248	86	400	400	300	312	
Stabo Trust Expenditures by Department								
Non Department								
21	**Services**	-	-	-	-	-	-	0.00%
		-	-	-	-	-	-	**0.00%**
Total Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 37,941***	***$ 38,253***	

329 STABO TRUST: This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

CITY OF ST. HELENA

Fund 375 - Murray Trust

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 14,307**	**$ 16,160**	**$ 18,150**	**$ 18,150**	**$ 15,340**	**$ 9,949**	
Murray Trust - Revenues							
Investment Earnings	103	40	100	100	100	104	0.00%
Other Revenue	1,750	1,950	1,750	1,950	1,950	2,028	**0.00%**
Total Murray Trust Revenues	**$ 1,853**	**$ 1,990**	**$ 1,850**	**$ 2,050**	**$ 2,050**	**$ 2,132**	**0.00%**
Murray Trust - Expenditures							
Totals by category							
Services	-	-	4,860	4,860	7,441	7,739	0.00%
Total Murray Trust Expenditures	**$ -**	**$ -**	**$ 4,860**	**$ 4,860**	**$ 7,441**	**$ 7,739**	**0.00%**
Murray Trust Surplus/(Deficit)	1,853	1,990	(3,010)	(2,810)	(5,391)	(5,607)	
Murray Trust Expenditures by Department							
Police							
22 **Supplies**	-	-	4,860	4,860	7,441	7,739	0.00%
	-	**-**	**4,860**	**4,860**	**7,441**	**7,739**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 4,860**	**$ 4,860**	**$ 7,441**	**$ 7,739**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 9,949***	***$ 4,342***	

375 MADELINE MURRAY TRUST FUND: The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

CITY OF ST. HELENA

Fund 380 - Friends and Foundation

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 13,353**	**$ 38,565**	**$ 48,587**	**$ 48,587**	**$ 44,099**	**$ 143,788**	
Friends and Foundation - Revenues							
Investment Earnings	-	-	-	-	-	-	0.00%
Donations	-	-	-	-	-	-	0.00%
Other Revenue	133,950	143,685	137,400	137,400	140,000	145,600	1.89%
Total Friends and Foundation Revenues	**$ 133,950**	**$ 143,685**	**$ 137,400**	**$ 137,400**	**$ 140,000**	**$ 145,600**	**-2.56%**
Friends and Foundation - Expenditures							
Totals by category							
Salaries & Benefits	55,511	59,803	66,388	66,388	66,388	69,707	0.00%
Services	-	-	2,400	-	2,400	2,496	0.00%
Supplies	53,228	73,859	75,500	75,500	75,000	78,000	-0.66%
Total Friends and Foundation Expenditures	**$ 108,738**	**$ 133,663**	**$ 144,288**	**$ 141,888**	**$ 143,788**	**$ 150,203**	**-0.35%**
Friends and Foundation Surplus/(Deficit)	25,212	10,023	(6,888)	(4,488)	(3,788)	(4,603)	
Friends and Foundation Expenditures by Department							
Library							
20 **Salaries & Benefits**	55,511	59,803	66,388	66,388	66,388	69,707	0.00%
21 **Services**	-	-	2,400	-	2,400	2,496	0.00%
22 **Supplies**	53,228	73,859	75,500	75,500	75,000	78,000	-0.66%
24 **Taxes, Insurance & Contributions**	-	-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	-	0.00%
	108,738	**133,663**	**144,288**	**141,888**	**143,788**	**150,203**	**-0.35%**
Total Expenditures	**$ 108,738**	**$ 133,663**	**$ 144,288**	**$ 141,888**	**$ 143,788**	**$ 150,203**	**-0.35%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 44,099***	***$ 143,788***	

380 FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

CITY OF ST. HELENA

Fund 381 - Ryan Trust Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 13,746**	**$ 13,646**	**$ 12,219**	**$ 12,219**	**$ 12,469**	**$ 12,719**	
Ryan Trust - Revenues							
Investment Earnings	(100)	(1,427)	250	250	250	260	0.00%
Total Ryan Trust Revenues	**$ (100)**	**$ (1,427)**	**$ 250**	**$ 250**	**$ 250**	**$ 260**	**0.00%**
Ryan Trust - Expenditures							
Totals by category							
Supplies	-	-	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	-	0.00%
Total Ryan Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Ryan Trust Surplus/(Deficit)	(100)	(1,427)	250	250	250	260	
Ryan Trust Expenditures by Department							
Library							
22 **Supplies**	-	-	-	-	-		0.00%
23 **Maintenance**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 12,719***	***$ 12,979***	

381 RYAN LIBRARY TRUST: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 382 - Martin Trust Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 25,503**	**$ 24,928**	**$ 22,489**	**$ 22,489**	**$ 22,239**	**$ 21,789**	
Martin Trust - Revenues								
Investment Earnings		75	(1,789)	450	450	450	468	0.00%
Total Martin Trust Revenues		**$ 75**	**$ (1,789)**	**$ 450**	**$ 450**	**$ 450**	**$ 468**	**0.00%**
Martin Trust - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	0.00%
Supplies		-	-	-	-	-	-	0.00%
Maintenance		650	650	700	700	900	936	0
Total Martin Trust Expenditures		**$ 650**	**$ 650**	**$ 700**	**$ 700**	**$ 900**	**$ 936**	**28.57%**
Martin Trust Surplus/(Deficit)		(575)	(2,439)	(250)	(250)	(450)	(468)	
Martin Trust Expenditures by Department								
Library								
21	**Services**	-	-	-	-	-	-	0.00%
22	**Supplies**	-	-	-	-	-	-	0.00%
23	**Maintenance**	650	650	700	700	900	936	28.57%
		650	**650**	**700**	**700**	**900**	**936**	**28.57%**
Total Expenditures		**$ 650**	**$ 650**	**$ 700**	**$ 700**	**$ 900**	**$ 936**	**28.57%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 21,789***	***$ 21,321***	

382 MARTIN ESTATE TRUST: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 384 - Tweed Trust Enhancement Distribution Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 719,228**	**$ 743,692**	**$ 797,173**	**$ 797,173**	**$ 810,029**	**$ 821,885**	
Tweed Trust - Revenues								
Investment Earnings		5,003	1,792	7,500	7,500	6,500	6,760	-13.33%
Donations		-	-	-	-	-		0.00%
Rental Income		55,356	83,035	55,356	55,356	55,356	57,570	0.00%
Transfers In		-	-	-	-	-		0.00%
Total Tweed Trust Revenues		**$ 60,359**	**$ 84,826**	**$ 62,856**	**$ 62,856**	**$ 61,856**	**$ 64,330**	**-1.59%**
Tweed Trust - Expenditures								
Totals by category								
Supplies		35,896	31,345	50,000	50,000	50,000	52,000	0.00%
Total Tweed Trust Expenditures		**$ 35,896**	**$ 31,345**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 52,000**	**0.00%**
Tweed Trust Surplus/(Deficit)		24,464	53,481	12,856	12,856	11,856	12,330	
Tweed Trust Expenditures by Department								
Library								
20	**Salaries & Benefits**	-	-	-	-	-	-	0.00%
21	**Services**	-	-	-	-	-	-	0.00%
22	**Supplies**	35,896	31,345	50,000	50,000	50,000	52,000	0.00%
23	**Maintenance**	-	-	-	-	-	-	0.00%
24	**Taxes, Insurances & Contributions**	-	-	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
29	**Transfers**	-	-	-	-	-	-	0.00%
		35,896	**31,345**	**50,000**	**50,000**	**50,000**	**52,000**	**0.00%**
Total Expenditures		**$ 35,896**	**$ 31,345**	**$ 50,000**	**$ 50,000**	**$ 50,000**	**$ 52,000**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 821,885***	***$ 834,215***	

384 TWEED TRUST – Established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. All funding requests are approved by the Library Board of Trustees and the City Council.

ENHANCEMENT DISTRIBUTION: This fund allows for an expendable annual 4% distribution from the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building.

CONSTRUCTION: Up to twenty percent (20%) of principal is reserved for building construction.

ENHANCEMENT: This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

CITY OF ST. HELENA

Fund 420 - 1996 GO Bonds Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 12,361**	**$ 12,361**	**$ 12,361**	**$ 12,361**	**$ 12,361**	**$ 12,361**	
1996 GO Bonds - Revenues							
Property Tax	-	-	-	-	-	-	0.00%
Investment Earnings	-	-	-	-	-	-	0.00%
Homeowner Property Tax	-	-	-	-	-	-	0.00%
Total 1996 GO Bonds Revenues	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
1996 GO Bonds - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Debt	-	-	-	-	-	-	0.00%
Total 1996 GO Bonds Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
1996 GO Bonds Surplus/(Deficit)	-	-	-	-	-	-	
1996 GO Bonds Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	0.00%
25 **Debt**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 12,361***	***$ 12,361***	

420 FIRE STATION BONDS: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

CITY OF ST. HELENA

Fund 443 - South St. Helena Drainage Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 29,783**	**$ 29,983**	**$ 30,053**	**$ 30,053**	**$ 30,378**	**$ 30,703**	
South St. Helena Drainage - Revenues							
Investment Earnings	200	70	325	325	325	338	0.00%
Storm Drain Reimbursement	-	-	-	-	-	-	0.00%
Total South St. Helena Drainage Revenues	**$ 200**	**$ 70**	**$ 325**	**$ 325**	**$ 325**	**$ 338**	**0.00%**
South St. Helena Drainage - Expenditures							
Totals by category							
	-	-	-	-	-	-	0.00%
Total South St. Helena Drainage Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
South St. Helena Drainage Surplus/(Deficit)	200	70	325	325	325	338	
South St. Helena Drainage Expenditures by Department							
	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 30,703***	***$ 31,041***	

443 SOUTH S.H. DRAINAGE ASSESSMENT: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

CITY OF ST. HELENA

Fund 582 - City Garage Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ (26,196)**	**$ (52,635)**	**$ (29,319)**	**$ (29,319)**	**$ (29,320)**	**$ (63,558)**	
City Garage - Revenues							
Investment Earnings	163	42	-	-	-	-	100.00%
Charges for Services	248,576	306,500	316,590	316,590	353,550	367,692	11.67%
Operating Transfers In	-	-	-	-	-	-	0.00%
Total City Garage Revenues	**$ 248,739**	**$ 306,542**	**$ 316,590**	**$ 316,590**	**$ 353,550**	**$ 367,692**	**11.67%**
City Garage - Expenditures							
Totals by category							
Salaries & Benefits	93,504	81,799	113,389	113,390	152,588	160,286	34.57%
Services	648	-	4,000	4,000	4,000	4,160	0.00%
Supplies	181,008	201,320	199,100	199,100	231,100	240,344	16.07%
Maintenance	-	108	-	-	-	-	0.00%
Taxes, Insurance & Contributions	17	-	100	100	100	107	100.00%
Capital Equipment	-	-	-	-	-		0.00%
Transfer	-	-	-	-	-		0
Total City Garage Expenditures	**$ 275,178**	**$ 283,227**	**$ 316,589**	**$ 316,591**	**$ 387,788**	**$ 404,897**	**22.49%**
City Garage Surplus/(Deficit)	(26,439)	23,315	1	(1)	(34,238)	(37,205)	
City Garage Expenditures by Department							
Public Works Garage							
20 **Salaries & Benefits**	93,504	81,799	113,389	113,390	152,588	160,286	34.57%
21 **Services**	648	-	4,000	4,000	4,000	4,160	0.00%
22 **Supplies**	181,008	201,320	199,100	199,100	231,100	240,344	16.07%
23 **Maintenance**	-	108	-	-	-		0.00%
24 **Taxes, Insurance & Contributions**	17	-	100	100	100	107	100.00%
26 **Capital**	-	-	-	-	-		0.00%
29 **Transfers**	-	-					
	275,178	**283,227**	**316,589**	**316,590**	**387,788**	**404,897**	**36.92%**
Total Expenditures	**$ 275,178**	**$ 283,227**	**$ 316,589**	**$ 316,590**	**$ 387,788**	**$ 404,897**	**22.49%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ (63,558)***	***$ (100,764)***	

582 CITY GARAGE: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

CITY OF ST. HELENA

Fund 592 - Equipment Replacement Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 225,965**	**$ 225,965**	**$ 275,965**	**$ 275,965**	**$ 104,299**	**$ 104,700**	
Equipment Replacement - Revenues							
Contributions	50,000	-	-	-	-		0.00%
Operating Transfers In	50,000	50,000	458,000	458,000	100,000	100,000	0.00%
Total Equipment Replacement Revenues	**$ 100,000**	**$ 50,000**	**$ 458,000**	**$ 458,000**	**$ 100,000**	**$ 100,000**	**0.00%**
Equipment Replacement- Expenditures							
Totals by category							
Services	-	-	204,000	204,000	-		100.00%
Supplies	-	-	65,669	92,666	99,599	103,583	51.67%
Capital	-	-	333,000	333,000	-		100.00%
Transfer to Other Funds	100,000	-	-	-	-		0.00%
Total Equipment Replacement Expenditures	**$ 100,000**	**$ -**	**$ 602,669**	**$ 629,666**	**$ 99,599**	**$ 103,583**	**-83.47%**
Equipment Replacement Surplus/(Deficit)	-	50,000	(144,669)	(171,666)	401	(3,583)	
Equipment Replacement Expenditures by Department							
Non Department							
21 **Services**	-	-	204,000	204,000	-	-	100.00%
22 **Supplies**	-	-	65,669	92,666	99,599	103,583	51.67%
29 **Transfers to Other Funds**	100,000	-	-	-	-	-	0.00%
	100,000	**-**	**65,669**	**92,666**	**99,599**	**103,583**	**51.67%**
Police							
26 **Capital**	-	-	250,000	250,000	-	-	100.00%
	-	**-**	**250,000**	**250,000**	**-**	**-**	**100.00%**
Parks & Trees							
26 **Capital**	-	-	83,000	83,000	-	-	100.00%
	-	**-**	**83,000**	**83,000**	**-**	**-**	**100.00%**
Total Expenditures	**$ 100,000**	**$ -**	**$ 398,669**	**$ 425,666**	**$ 99,599**	**$ 103,583**	**-75.02%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 104,700***	***$ 101,117***	

592 EQUIPMENT REPLACEMENT: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

CITY OF ST. HELENA

Fund 593 - Fire Department Capital Equipment Replacement Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 224,748**	**$ 599,454**	**$ 132,994**	**$ 132,994**	**$ 113,558**	**$ 73,558**	
Equipment Replacement - Revenues							
Emergency Relief	235,271	123,621	-	-	-	-	0.00%
Contirbutions from Government	-	600	-	-	-	-	
Donations	-	221,229	-	-	-	-	0.00%
Sale of Capital Assets	160,000	-	-	-	-	-	0.00%
Total Equipment Replacement Revenues	**$ 395,271**	**$ 345,450**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Equipment Replacement- Expenditures							
Totals by category							
Supplies	20,565	-	19,435	19,435	40,000	41,600	105.81%
Capital	-	811,911	-	-	-	-	0.00%
Transfer to other funds	-	-	-	-	-	-	0.00%
Total Equipment Replacement Expenditures	**$ 20,565**	**$ 811,911**	**$ 19,435**	**$ 19,435**	**$ 40,000**	**$ 41,600**	**0.00%**
Equipment Replacement Surplus/(Deficit)	374,706	(466,460)	(19,435)	(19,435)	(40,000)	(41,600)	
Equipment Replacement Expenditures by Department							
Fire							
22 **Supplies**	20,565	-	19,435	19,435	40,000	41,600	105.81%
26 **Capital**	-	811,911	-	-	-	-	0.00%
29 **Transfer to Other Funds**	-	-	-	-	-	-	0.00%
	20,565	**811,911**	**19,435**	**19,435**	**40,000**	**41,600**	**0.00%**
Total Expenditures	**$ 20,565**	**$ 811,911**	**$ 19,435**	**$ 19,435**	**$ 40,000**	**$ 41,600**	**105.81%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 73,558***	***$ 31,958***	

593 EQUIPMENT REPLACEMENT: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

CITY OF ST. HELENA

Fund 700 - Flood Control Capital Reserve Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 132,759**	**$ 119,445**	**$ 193,222**	**$ 193,222**	**$ 143,925**	**$ 115,125**	
Flood Control Capital Reserve - Revenues							
Investment Earnings	1,171	495	1,500	1,500	1,200	1,248	-20.00%
Transfers From Other Funds	50,000	100,000	50,000	50,000	-	-	-100.00%
Total Flood Control Capital Reserve Revenues	**$ 51,171**	**$ 100,495**	**$ 51,500**	**$ 51,500**	**$ 1,200**	**$ 1,248**	**-97.67%**
Civic Impact Fees - Expenditures							
Totals by category							
Transfers	36,473	8,643	55,844	55,844	-	-	0.00%
Contracts	28,012	18,076	30,000	44,953	30,000	31,200	0.00%
Total Flood Control Capital Reserve Expenditures	**$ 64,485**	**$ 26,718**	**$ 85,844**	**$ 100,797**	**$ 30,000**	**$ 31,200**	**0.00%**
Flood Control Capital Reserve Surplus/(Deficit)	(13,314)	73,777	(34,344)	(49,297)	(28,800)	(29,952)	
Flood Control Capital Reserve Expenditures by Department							
Non Department							
29 Transfers	36,473	8,643	55,844	55,844	-	-	0.00%
	36,473	**8,643**	**55,844**	**55,844**	**-**	**-**	**0.00%**
Public Works							
21 Contracts	28,012	18,076	30,000	44,953	30,000	31,200	**0.00%**
	28,012	**18,076**	**30,000**	**44,953**	**30,000**	**31,200**	**0.00%**
Total Expenditures	**$ 64,485**	**$ 26,718**	**$ 85,844**	**$ 100,797**	**$ 30,000**	**$ 31,200**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 115,125***	***$ 85,173***	

700 Flood Control Capital Reserve: This fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

CITY OF ST. HELENA

Fund 713 - Civic Impact Fees Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 716,815**	**$ 732,657**	**$ 763,697**	**$ 763,697**	**$ 787,055**	**$ 818,055**	
Civic Impact Fees - Revenues								
Investment Earnings		4,828	1,726	6,000	6,000	6,000	6,240	0.00%
Civic Impact Fees		19,879	29,314	20,000	20,000	25,000	26,000	25.00%
Total Civic Impact Fees Revenues		**$ 24,707**	**$ 31,040**	**$ 26,000**	**$ 26,000**	**$ 31,000**	**$ 32,240**	**-0.13%**
Civic Impact Fees - Expenditures								
Totals by category								
Services		8,865	-	2,642	2,642	-	-	-100.00%
Transfers		-	-	-	-	-	-	0.00%
Total Civic Impact Fees Expenditures		**$ 8,865**	**$ -**	**$ 2,642**	**$ 2,642**	**$ -**	**$ -**	**0.00%**
Civic Impact Fees Surplus/(Deficit)		15,842	31,040	23,358	23,358	31,000	32,240	
Civic Impact Fees Expenditures by Department								
Non Department								
21	**Services**	-	-	1,885	1,885	-	-	
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	**-**	**1,885**	**1,885**	**-**	**-**	**0.00%**
Finance								
21	**Services**	6,739	811	-	-	-	-	0.00%
		6,739	**811**	**-**	**-**	**-**	**-**	**0.00%**
Planning								
21	**Services**	292	-	364	364	-	-	0.00%
		292	**-**	**364**	**364**	**-**	**-**	**0.00%**
Parks & Recreation								
21	**Services**	-	-	-	-	-	-	100.00%
		-	-	-	-	-	-	**100.00%**
Public Works								
21	**Services**	1,834	1,904	393	393	-	-	100.00%
		1,834	**1,904**	**393**	**393**	**-**	**-**	**100.00%**
Total Expenditures		**$ 8,865**	**$ 2,715**	**$ 2,642**	**$ 2,642**	**$ -**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 818,055***	***$ 850,295***	

713 CIVIC IMPACT: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

CITY OF ST. HELENA

Fund 733 - Civic Capital Improvement Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,521,575**	**$ 559,767**	**$ 166,178**	**$ 166,178**	**$ 357,991**	**$ 107,919**	
Civic Capital Fees - Revenues								
Contributions from Government		-	-	674,928	674,928	674,928	-	0.00%
Contributions from Non-Government		-	46,942	-	-	-	-	0.00%
HMGP Revenue		7,265	478,127	-	-	-	-	0.00%
Operating Transfers In		149,581	142,830	2,204,765	2,204,765	-	-	-100.00%
Total Civic Capital Improvement Revenues		**$ 149,581**	**$ 142,830**	**$ 2,879,693**	**$ 2,879,693**	**$ 674,928**	**$ -**	**0.00%**
Civic Capital - Expenditures								
Totals by category								
Services		581,389	536,419	2,687,880	2,687,880	925,000	105,500	-65.59%
Transfers		530,000	-	-	-	-	-	0.00%
Total Civic Capital Improvement Expenditures		**$ 1,111,389**	**$ 536,419**	**$ 2,687,880**	**$ 2,687,880**	**$ 925,000**	**$ 105,500**	**0.00%**
Civic Capital Improvement Surplus/(Deficit)		(961,808)	(393,589)	191,813	191,813	(250,072)	(105,500)	
Civic Capital Improvement Expenditures by Department								
Non Department								
21	**Services**	-	-	-		-	-	
29	**Transfers**	530,000	-	-	-	-	-	0.00%
		530,000	-	-	-	-	-	**0.00%**
Fire								
21	**Services**	-	-	-	-	-	-	**100.00%**
		-	-	-	-	-	-	**100.00%**
Public Works								
21	**Services**	581,389	536,419	2,687,880	2,687,880	925,000	105,500	**100.00%**
		581,389	**536,419**	**2,687,880**	**2,687,880**	**925,000**	**105,500**	**100.00%**
Total Expenditures		**$ 1,111,389**	**$ 536,419**	**$ 2,687,880**	**$ 2,687,880**	**$ 925,000**	**$ 105,500**	**-65.59%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 107,919***	***$ 2,419***	

733 CIVIC CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 734 - Park Impact Fees Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 979,598**	**$ 987,542**	**$ 1,087,885**	**$ 1,087,885**	**$ 530,226**	**$ 488,226**	
Park Impact Fees - Revenues							
Investment Earnings	6,647	2,371	8,000	8,000	8,000	8,320	0.00%
Park Impact Fees	54,379	97,973	75,000	75,000	75,000	78,000	0.00%
Total Park Impact Fees Revenues	**$ 61,025**	**$ 100,343**	**$ 83,000**	**$ 83,000**	**$ 83,000**	**$ 86,320**	**0.00%**
Park Impact Fees - Expenditures							
Totals by category							
Services	-	-	125,000	125,000	125,000	-	0.00%
Transfer to other funds	53,082	-	515,659	515,659	-	-	0
Total Park Impact Fees Expenditures	**$ 53,082**	**$ -**	**$ 640,659**	**$ 640,659**	**$ 125,000**	**$ -**	**0.00%**
Park Impact Fees Surplus/(Deficit)	7,944	100,343	(557,659)	(557,659)	(42,000)	86,320	
Park Impact Fees Expenditures by Department							
Parks & Recreation							
21 **Services**	-	-	125,000	125,000	125,000	-	100.00%
	-	**-**	**125,000**	**125,000**	**125,000**	**-**	**100.00%**
Public Works							
21 **Services**	-	-	-	-	-		0.00%
99 **Transfers Out**	53,082	-	515,659	515,659	-		
	53,082	**-**	**515,659**	**515,659**	**-**	**-**	**0.00%**
Total Expenditures	**$ 53,082**	**$ -**	**$ 640,659**	**$ 640,659**	**$ 125,000**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 488,226***	***$ 574,546***	

734 PARK IMPACT: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

CITY OF ST. HELENA

Fund 740 - Traffic Mitigation Impact Fees Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,716,013**	**$ 2,719,289**	**$ 2,759,617**	**$ 2,759,617**	**$ 2,824,617**	**$ 2,889,617**	
Traffic Mitigation Impact Fees - Revenues							
Investment Earnings	18,312	6,339	25,000	25,000	25,000	26,000	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Traffic Mitigation Impact Fees	33,414	33,989	40,000	40,000	40,000	41,600	0.00%
Total Traffic Mitigation Impact Fees Revenues	**$ 51,726**	**$ 40,328**	**$ 65,000**	**$ 65,000**	**$ 65,000**	**$ 67,600**	**0.00%**
Traffic Mitigation Impact Fees - Expenditures							
Totals by category							
Services	6,739	-	1,296	-	-	-	-100.00%
Transfers	41,711	-	873,610	-	-	-	0.00%
Total Traffic Mitigation Impact Fees Expenditures	**$ 48,450**	**$ -**	**$ 874,906**	**$ -**	**$ -**	**$ -**	**-100.00%**
Traffic Mitigation Impact Fees Surplus/(Deficit)	3,276	40,328	(809,906)	65,000	65,000	67,600	
Traffic Mitigation Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	41,711	-	873,610	-	-	-	0.00%
	41,711	**-**	**873,610**	**-**	**-**	**-**	**0.00%**
Finance							
21 **Services**	6,739	-	1,296	-	-	-	**-100.00%**
	6,739	**-**	**1,296**	**-**	**-**	**-**	**-100.00%**
Total Expenditures	**$ 48,450**	**$ -**	**$ 874,906**	**$ -**	**$ -**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 2,889,617***	***$ 2,957,217***	

740 TRAFFIC MITIGATION IMPACT: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

CITY OF ST. HELENA

Fund 741 - Streets Capital Improvement Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 728,065**	**$ 523,079**	**$ 518,401**	**$ 518,401**	**$ 608,610**	**$ 610**	
Streets Capital - Revenues							
TDA Grant Funds	-	-	50,000	50,000	50,000	-	0.00%
PG&E Fees	-	5,000	-	-	-	-	
HSIP Grant	4,558	5,044	381,010	381,010	-	-	
Operating Transfers In	253,388	1,183,983	2,161,279	2,161,280	4,357,614	1,877,392	101.62%
Total Streets Capital Improvement Revenues	**$ 257,946**	**$ 1,194,027**	**$ 2,592,289**	**$ 2,592,290**	**$ 4,407,614**	**$ 1,877,392**	**269.14%**
Streets Capital - Expenditures							
Totals by category							
Services	462,932	1,198,704	2,502,081	2,502,081	5,015,614	3,186,500	100.46%
Transfers	-	-	-	-	-	-	0.00%
Total Streets Capital Improvement Expenditures	**$ 462,932**	**$ 1,198,704**	**$ 2,502,081**	**$ 2,502,081**	**$ 5,015,614**	**$ 3,186,500**	**0.00%**
Streets Capital Improvement Surplus/(Deficit)	(204,986)	(4,678)	90,208	90,209	(608,000)	(1,309,108)	
Streets Capital Improvement Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Public Works							
21 **Services**	462,932	1,198,704	2,502,081	2,502,081	5,015,614	3,186,500	100.00%
	462,932	**1,198,704**	**2,502,081**	**2,502,081**	**5,015,614**	**3,186,500**	**100.00%**
Total Expenditures	**$ 462,932**	**$ 1,198,704**	**$ 2,502,081**	**$ 2,502,081**	**$ 5,015,614**	**$ 3,186,500**	**100.46%**

Estimated Fund Balance at June 30, 2024 & 2025 ***$ 610 $ (1,308,498)***

**** FY22 Streets CIP currently has $4.6 million in unidentified funding.***

741 STREETS CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 742 - Storm Drain Impact Fees Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 790,009**	**$ 798,378**	**$ 714,395**	**$ 714,395**	**$ 736,395**	**$ 758,395**	
Storm Drain Impact Fees - Revenues								
Investment Earnings		5,311	1,867	7,000	7,000	7,000	7,280	0.00%
Storm Drain Impact Fees		9,797	15,974	15,000	15,000	15,000	15,600	0.00%
Operating Transfers In		-	-	-	-	-	-	0.00%
Total Storm Drain Impact Fees Revenues		**$ 15,108**	**$ 17,840**	**$ 22,000**	**$ 22,000**	**$ 22,000**	**$ 22,880**	**0.00%**
Storm Drain Impact Fees - Expenditures								
Totals by category								
Services		6,739	-	-	-	-	-	#DIV/0!
Transfers		-	101,824	-	-	-	-	0.00%
Total Storm Drain Impact Fees Expenditures		**$ 6,739**	**$ 101,824**	**$ -**	**$ -**	**$ -**	**$ -**	**#DIV/0!**
Storm Drain Impact Fees Surplus/(Deficit)		8,369	(83,983)	22,000	22,000	22,000		
Storm Drain Impact Fees Expenditures by Department								
Non Department								
29	**Transfers**	-	101,824	-	-	-	-	0.00%
		-	**101,824**	**-**	**-**	**-**	**-**	**0.00%**
Finance								
21	**Services**	**6,739**	-	-	-	-	-	**0.00%**
		6,739	-	-	-	-	-	**0.00%**
Total Expenditures		**$ 6,739**	**$ 101,824**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 758,395***	***$ 758,395***	

742 STORM DRAIN IMPROVEMENT: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

CITY OF ST. HELENA

Fund 745 - Parking In-Lieu Fees Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 577,623**	**$ 644,519**	**$ 653,014**	**$ 653,014**	**$ 598,014**	**$ 523,014**	
Parking In-Lieu Fees - Revenues							
Investment Earnings	3,896	1,495	5,000	5,000	5,000	5,200	0.00%
Parking In-Lieu Fees	63,000	7,000	-	-	-	-	0.00%
Total Parking In-Lieu Fees Revenues	**$ 66,896**	**$ 8,495**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,200**	**0.00%**
Parking In-Lieu Fees - Expenditures							
Totals by category							
Services	-	-	60,000	60,000	80,000	83,200	0.00%
Total Parking In-Lieu Fees Expenditures	**$ -**	**$ -**	**$ 60,000**	**$ 60,000**	**$ 80,000**	**$ 83,200**	**0.00%**
Parking In-Lieu Fees Surplus/(Deficit)	66,896	8,495	(55,000)	(55,000)	(75,000)	(78,000)	
Parking In-Lieu Fees Expenditures by Department							
City Attorney							
21 **Services**	-	-	-	-	-	-	0.00%
Planning					-	-	
21 **Services**	-	-	60,000	60,000	80,000	83,200	
	-	**-**	**60,000**	**60,000**	**80,000**	**83,200**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 60,000**	**$ 60,000**	**$ 80,000**	**$ 83,200**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 523,014***	***$ 445,014***	

745 PARKING IN-LIEU: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

CITY OF ST. HELENA

Fund 751 - Affordable Housing Fees Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,660,132**	**$ 159,000**	**$ 1,655,557**	**$ 1,655,557**	**$ 1,695,852**	**$ 1,736,147**	
Affordable Housing Fees - Revenues								
Investment Earnings		3,077	638	5,000	5,000	5,000	5,200	0.00%
Affordable Housing Fees		106,784	2,226	60,000	60,000	60,000	62,400	0.00%
Other Revenue		295	64,582	295	295	295	307	0.00%
Contributions from Government		-	1,429,111	-	-	-	-	0.00%
Total Affordable Housing Fees Revenues		**$ 110,156**	**$ 1,496,557**	**$ 65,295**	**$ 65,295**	**$ 65,295**	**$ 67,907**	**0.00%**
Affordable Housing Fees - Expenditures								
Totals by category								
Services		25,244	-	25,000	25,000	25,000	26,000	0.00%
Supplies		-	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions		1,586,044	-	-	-	-	-	0.00%
Capital		-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total Affordable Housing Fees Expenditures		**$ 1,611,288**	**$ -**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 26,000**	**0.00%**
Affordable Housing Fees Surplus/(Deficit)		(1,501,132)	1,496,557	40,295	40,295	40,295	41,907	
Affordable Housing Fees Expenditures by Department								
Non Department								
21	**Services**	405	-	-		-	-	0.00%
22	**Supplies**	-	-	-	-	-	-	0.00%
24	**Taxes, Insurance & Contributions**	1,586,044	-	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
29	**Transfers**	-	-	-	-	-	-	0.00%
		1,586,449	**-**	**-**	**-**	**-**	**-**	**0.00%**
City Council								
24	**Taxes, Insurance & Contributions**	-	-	-	-	-	-	100.00%
		-	-	-	-	-	-	100.00%
City Attorney								
21	**Services**	9,952	-	25,000	25,000	25,000	26,000	0.00%
22	**Supplies**	177	-	-	-	-	-	0.00%
		10,129	**-**	**25,000**	**25,000**	**25,000**	**26,000**	0.00%
Planning & Building								
21	**Services**	14,887	-	-	-	-	-	0.00%
		14,887	-	-	-	-	-	100.00%
Total Expenditures		**$ 1,611,465**	**$ -**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 26,000**	**0.00%**

Estimated Fund Balance at June 30, 2024 & 2025 ***$ 1,736,147 $ 1,778,054***

****Current revenue projections are based on projected FY23 development activity and may flucuate.***

751 AFFORDABLE HOUSING: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

**** The Estimated Fund Balance includes and unavailable Long Term Receivables of $1,249,684 in Loans and Interest.***

CITY OF ST. HELENA

Fund 752 - Measure E Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 329,062**	**$ 445,955**	**$ 803,351**	**$ 803,351**	**$ 1,081,069**	**$ 1,368,787**	
Measure E - Revenues							
Investment Earnings	1,358	925	2,000	2,000	2,000	2,080	0.00%
Transient Tax Penalty	1,191	6,472	-	-	-	-	0.00%
1% Assessment	129,758	369,186	285,718	285,718	285,718	300,004	0.00%
Total Measure E Revenues	**$ 132,307**	**$ 376,583**	**$ 287,718**	**$ 287,718**	**$ 287,718**	**$ 302,084**	**0.00%**
Measure E - Expenditures							
Totals by category							
Services	15,414	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	-	19,187	10,000	10,000	-	-	-100.00%
Total Measure E Expenditures	**$ 15,414**	**$ 19,187**	**$ 10,000**	**$ 10,000**	**$ -**	**$ -**	**0.00%**
Measure E Surplus/(Deficit)	116,893	357,396	277,718	277,718	287,718	302,084	
Measure E Expenditures by Department							
City Council							
24 **Taxes, Insurance & Contributions**	-	19,187	10,000	10,000	-	-	-100.00%
	-	**19,187**	**10,000**	**10,000**	**-**	**-**	**0.00%**
Planning & Building							
21 **Services**	15,414	-	-	-	-	-	0.00%
	15,414	-	-	-	-	-	0.00%
Total Expenditures	**$ 15,414**	**$ 19,187**	**$ 10,000**	**$ 10,000**	**$ -**	**$ -**	**-100.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 1,368,787***	***$ 1,670,871***	

752 MEASURE E: All revenues from the increase would be restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

**** The Estimated Fund Balance includes and unavailable Long Term Receivable of $160,000 for an Affordable Housing Loan.***

CITY OF ST. HELENA

Fund 763 - Water Capital Improvement Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,082,563**	**$ (329,124)**	**$ (249,124)**	**$ (249,124)**	**$ (1,149,124)**	**$ 9,407**	
Water Capital - Revenues							
Contributions from Government	1,737,953	80,000	-	-	5,270,000	9,524,923	0.00%
Operating Transfers In	540,000	-	-	-	-	-	0.00%
Total Water Capital Improvement Revenues	**$ 2,277,953**	**$ 80,000**	**$ -**	**$ -**	**$ 5,270,000**	**$ 9,524,923**	**6487.50%**
Water Capital - Expenditures							
Totals by category							
Services	4,689,640	-	900,000	900,000	4,111,470	9,524,923	356.83%
Transfers	-	-	-	-	-	-	0.00%
Total Water Capital Improvement Expenditures	**$ 4,689,640**	**$ -**	**$ 900,000**	**$ 900,000**	**$ 4,111,470**	**$ 9,524,923**	**0.00%**
Water Capital Improvement Surplus/(Deficit)	(2,411,687)	80,000	(900,000)	(900,000)	1,158,530	(0)	
Water Capital Improvement Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Public Works							
21 **Services**	4,689,640	-	900,000	900,000	4,111,470	9,524,923	**100.00%**
	4,689,640	**-**	**900,000**	**900,000**	**4,111,470**	**9,524,923**	**100.00%**
Total Expenditures	**$ 4,689,640**	**$ -**	**$ 900,000**	**$ 900,000**	**$ 4,111,470**	**$ 9,524,923**	**356.83%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 9,407***	***$ 9,406***	

763 WATER CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 764 - Water Impact Fees Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 318,715**	**$ 348,738**	**$ 389,300**	**$ 389,300**	**$ 407,004**	**$ 426,004**	
Water Impact Fees - Revenues							
Investment Earnings	2,360	862	4,000	4,000	4,000	4,160	0.00%
Other Revenue	18,164	18,542	18,164	-	-	-	0.00%
Water Impact Fees	16,238	21,158	15,000	15,000	15,000	15,150	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Water Impact Fees Revenues	**$ 36,762**	**$ 40,562**	**$ 37,164**	**$ 19,000**	**$ 19,000**	**$ 19,310**	**-48.88%**
Water Impact Fees - Expenditures							
Totals by category							
Transfers	-	-	-	-	-	-	0.00%
Services	6,739	-	1,296	1,296	-	-	0.00%
Total Water Impact Fees Expenditures	**$ 6,739**	**$ -**	**$ 1,296**	**$ 1,296**	**$ -**	**$ -**	**0.00%**
Water Impact Fees Surplus/(Deficit)	30,023	40,562	35,868	17,704	19,000	19,310	
Water Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Finance							
21 **Services**	6,739		1,296	1,296	5,000	5,200	0.00%
	6,739	**-**	**1,296**	**1,296**	**5,000**	**5,200**	**0.00%**
Total Expenditures	**$ 6,739**	**$ -**	**$ 1,296**	**$ 1,296**	**$ 5,000**	**$ 5,200**	**0.00%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 426,004***	***$ 445,314***	

764 WATER IMPACT: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

CITY OF ST. HELENA

Fund 773 - Wastewater Capital Improvement Budget Worksheet

		FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,698,199**	**$ 1,500,341**	**$ 1,500,341**	**$ 1,500,341**	**$ (3,537,942)**	**$ 70,536**	
Wastewater Capital - Revenues								
Contributions from Government		-	-	-	-	-	-	0.00%
Debt Service		-	-	5,852,391	5,852,391	5,852,391	-	0.00%
Operating Transfers In		520,000	-	2,545,465	2,545,465	3,800,000	512,000	49.29%
Total Wastewater Capital Improvement Revenues		**$ 520,000**	**$ -**	**$ 8,397,856**	**$ 8,397,856**	**$ 9,652,391**	**$ 512,000**	**0.00%**
Wastewater Capital - Expenditures								
Totals by category								
Services		717,858	-	13,436,139	13,436,139	6,043,913	511,678	-55.02%
Transfers		-	-	-	-	-	-	0.00%
Total Wastewater Capital Improvement Expenditures		**$ 717,858**	**$ -**	**$ 13,436,139**	**$ 13,436,139**	**$ 6,043,913**	**$ 511,678**	**0.00%**
Wastewater Capital Improvement Surplus/(Deficit)		(197,858)	-	(5,038,283)	(5,038,283)	3,608,478	322	
Wastewater Capital Improvement Expenditures by Department								
Non Department								
21	**Services**	-	-	-	-	-	-	
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	-	-	-	-	-	**0.00%**
Public Works								
21	**Services**	**717,858**	**-**	**13,436,139**	**13,436,139**	**6,043,913**	**511,678**	**-55.02%**
		717,858	**-**	**13,436,139**	**13,436,139**	**6,043,913**	**511,678**	**-55.02%**
Total Expenditures		**$ 717,858**	**$ -**	**$ 13,436,139**	**$ 13,436,139**	**$ 6,043,913**	**$ 511,678**	**-55.02%**
Estimated Fund Balance at June 30, 2024 & 2025						***$ 70,536***	***$ 70,858***	

****Additional Funds will be approved Operating Transfers In from Wastewater Operations and General Fund as the Wastewater Treatment Plant Project progresses.***

763 WASTEWATER CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 774 - Wastewater Impact Fees Budget Worksheet

	FY 20-21 Actual	FY21-22 Actual	FY 22-23 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 650,977**	**$ 657,735**	**$ 667,263**	**$ 667,263**	**$ 6,921**	**$ 18,839**	
Wastewater Impact Fees - Revenues							
Investment Earnings	4,342	1,517	7,500	7,500	7,500	7,800	0.00%
Other Revenue	2,918	2,918	2,918	2,918	2,918	3,035	0.00%
Wastewater Impact Fees	6,237	5,904	6,500	6,500	6,500	-	0.00%
Total Wastewater Impact Fees Revenues	**$ 13,497**	**$ 10,339**	**$ 16,918**	**$ 16,918**	**$ 16,918**	**$ 10,835**	**0.00%**
Wastewater Impact Fees - Expenditures							
Totals by category							
Services	6,739	811	-	-	5,000	5,200	0.00%
Capital Equipment	-	-	-	-	-	-	0.00%
Transfer to other funds	-	-	677,260	677,260	-	-	0.00%
Total Wastewater Impact Fees Expenditures	**$ 6,739**	**$ 811**	**$ 677,260**	**$ 677,260**	**$ 5,000**	**$ 5,200**	**-99.26%**
Wastewater Impact Fees Surplus/(Deficit)	6,758	9,528	(660,342)	(660,342)	11,918	5,635	
Wastewater Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	-	-	677,260	677,260	-	-	0.00%
	-	**-**	**677,260**	**677,260**	**-**	**-**	**0.00%**
Finance							
21 **Services**	6,739	811	-	-	5,000	5,200	0.00%
	6,739	**811**	**-**	**-**	**5,000**	**5,200**	
Public Works							
26 **Capital**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ 6,739**	**$ 811**	**$ 677,260**	**$ 677,260**	**$ 5,000**	**$ 5,200**	**-99.26%**
Estimated Fund Balance at June 30, 2024 & 2025					***$ 18,839***	***$ 24,474***	

774 WASTEWATER IMPACT: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.



Appendices

Appendix A – City Adopted Financial Policies

Appendix B – City of St. Helena Vision and Mission Statement

Appendix C – City Council Goals and Objectives

Appendix D – FY 2023-24 and 2024-25 Budget Calendar

Appendix E – Long Range Financial Forecast

Appendix F – FY 2023-24 GANN Appropriations Limit

APPENDIX A
FINANCIAL POLICIES

SUMMARY OF POLICIES

The City Council of the City of St. Helena has adopted several financial policies, these policies are included in the summary table below. All financial policies can be accessed through the City's website at: https://www.cityofsthelena.org/finance/page/policies. The City's Financial Policy P-FI-0016 is include in Appendix A. All financial policies are reviewed and updated as necessary.

POLICY NUMBER	POLICY TITLE
P-FI-0001	Sale of City Surplus Property or Partial Interests in City Real Property
P-FI-0002	Investment Policy
P-FI-0003	Non-Profit Funding Policy
P-FI-0004	Capital Asset and Depreciation Policy
P-FI-0005	Water Leak Adjustment Policy
P-FI-0006	Unclaimed Check Policy
P-FI-0007	Grant Application and Management Policy
P-FI-0008	Business Subsidy Policy
P-FI-0009	Low Income Water and Wastewater Program Policy
P-FI-0010	Purchasing Policy
P-FI-0011	Annual Budget Adoption Resolution
P-FI-0012	City Procurement Card Policy
P-FI-0013	Fraud Prevention and Detection Policy
P-FI-0014	Accounts Payable Payment Processing Policy
P-FI-0015	Fuel Card Policy
P-FI-0016	Financial Policy
P-FI-0017	Cash Controls Policy
P-FI-0019	Disconnection of Water Service for Nonpayment
P-FI-0020	Donation Policy
P-FI-0021	Sale of Surplus Equipment, Supplies, and Property

Title: **Financial Policy**		Policy #	P-FI-0016
		Revision #	Revision #4
		Implementation Date	2018-11-28
		Last Update Date	2022-06-28
Approval by City Council	May 23, 2023	Date Approved	2023-06-23

I. Purpose, Overview and Scope of this Policy

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of St. Helena. Included herein are statements and principles designed to guide the City in maintaining its financial stability and delivering high-quality services to the public.

Formally adopted financial policies assist elected officials and City staff in the development of fiscal management practices, save time, and provide structure for financial decisions, promote public confidence, enhance transparency, and provide continuity over time. These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient public services.

This document provides a structured, central repository for a variety of fiscal policies which are organized into the following categories:

A. General Financial Principles
B. Annual Operating Budget Policy
C. Capital Improvement Program
D. Revenues
E. Expenditures
F. Cash Management
G. Debt Management
H. Fund Definitions
I. Fund Balance Classifications
J. Fund Balance Levels
K. Reserve Funds
L. Interfund Loans
M. Financial Reporting
N. Review and Update

II. Authority

Updates to this policy require City Council approval.

III. Policy

A. General Financial Principles

It is the overall policy of the City of St. Helena to build upon a sound conceptual framework to:

1. Manage its financial resources in a responsible and prudent manner.

2. Provide financial information in a relevant, thorough and timely manner, and in a format that effectively communicates financial status to the Council, citizens, and City employees.

3. Establish and maintain prudent fund balance levels.

4. Maintain financial reporting in compliance with current governmental accounting standards.

5. Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.

6. Promote constructive and proactive financial decision making that includes, and is responsive to, citizens input and guidance.

7. Integrate long-term operating and capital resources planning into the annual budget process.

8. Allow for uncertainties and maintain a posture of financial flexibility.

9. Develop programs in a manner that support the City's long-term ability to cover costs and provide the level and quality of service expected by its citizens.

10. Manage debt responsibly.

11. Establish and implement investment policies in accordance with City code and State law.

B. Annual Operating Budget Policy

1. Adoption of Operating Budget

a. In accordance with the St. Helena Municipal Code the operating budget is prepared on a biennial budget cycle which passes a two-year spending plan but continues to appropriate funds on an annual basis (a "rolling" biennial budget). Within this budget, City Council approves funds for two years with staff providing City Council mid-year budget reports and a mid-cycle report to update revenues and expenses as necessary.
b. The biennial operating budget will be adopted by the City Council no later than June 30th of each budget year. The budget will include appropriations that provide expenditure authority to public officials responsible for operating their respective departments to fulfill obligations to provide public services as delegated by the City Council.
c. Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by City Council or special provisions have been adopted by the City Council.
d. The budget presented must be balanced, which is when total projected expenditures do not exceed total estimated revenues. If projected expenditures exceed total estimated revenues, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
e. A 10-year Financial Forecast (Long Range Financial Forecast) shall be prepared annually projecting revenues and expenditures for the General Fund. This forecast shall be used as a planning tool in developing the operating budget. One-time revenue sources are not to be relied upon to fund on-going operations.

2. Controlling and Adjusting the Biennial Budget
    a. The City structures and controls its budget by use of the following funds:
        i. General Fund - is the primary operating fund of the City. It accounts for the receipt of property tax, general sales tax, transient occupancy tax, and other general revenues available to finance City operations. The General Fund accounts for all revenues and expenditures that do not fit the criteria to be accounted for in other funds with external restrictions imposed by their respective financing sources.
        ii. Special Funds - account for resources externally restricted for use by their respective funding sources, such as grant programs financed by the State and Federal governments.
        iii. Enterprise Funds - account for water and wastewater systems, and may be used for fee-based programs if the intention is to recoup almost all City costs through fees or other charges.

iv. Internal Service Funds - account for centralized service costs (such as vehicle services made available to all operating departments). Charges from the internal service funds appear as an expenditure in the user department, and as revenue in the central service department.

b. The City's budget is controlled at the fund level by the City Council.
   i. The City Council, as representatives of the public, is the sole authority for creating or increasing expenditure appropriations within a fund. The City Council is also the exclusive authority for approving changes in revenue estimates with funds.

c. Department Directors will be held directly responsible and accountable for their budgets as originally adopted by the City Council or as thereafter revised in accordance with this policy. The level of expenditure control for departments is at the departmental level.

d. Departments that operate programs among different funds are limited to the appropriation levels within any one fund. This policy also describes the level of authority needed to amend the adopted budget.

3. Transfers and revisions to the adopted budget:
   a. The City Council approves:
      i. All increases in appropriations within a fund.
      ii. All transfers of appropriations between funds.
      iii. All decreases in appropriations, with the exception that the City Manager may direct Department Directors to suspend expenditures pending Council consideration of decreases in appropriations needed to respond to fiscal emergency.
   b. The City Manager approves:
      i. The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action.
   c. Department Directors may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
   d. Finance Department:
      i. The Finance Department is responsible for providing forms and instructions for requesting appropriation adjustments, and for analyzing and recommending adjustments to the City Manager.

The Finance Department will record approved budgets and adjustments into the City's financial system.

ii. The Finance Department will ensure that the City's Annual Comprehensive Financial Report (ACFR) includes a comparison of actual expenditures against the final budget, as amended and adjusted under the authorities of this policy.

4. Operating expenditure appropriations not spent during the fiscal year lapse at year-end, except for:
    a. Encumbrances or commitments, as in the form of finalized purchase orders made during the fiscal year that have not been completed at year-end.
    b. Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.

5. Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The ACFR presents City's finances on a Generally Accepted Accounting Principles (GAAP) basis and the City's budget is prepared in conformance with these standards.

6. The City's budget must comply with the annual determination of the City's appropriations limit (GANN Limit) calculated in accordance with Article XIIB of the Constitution of the State of California and the City shall adopt an annual resolution to this effect.

C. Capital Improvement Program

1. The City will develop and maintain a comprehensive capital improvement project list. As part of the list, the City will develop and maintain a five-year Capital Improvement Program (CIP) to be updated annually for authorization to spend in the upcoming fiscal year. The CIP should reflect the current and changing needs of the community as well as enhance the community's quality of life.
    a. Note: The five-year CIP is not a budget commitment, and its acceptance by City Council does not provide officials the authority to spend. The plan is an expression of recognized needs, and a tool for use in budgeting.

2. All projects within the CIP are to be tracked systematically and reports should clearly indicate funding provided, expenditures incurred, and required future

funding by project. Each project on the 5-year CIP list should include the following:

a. Name of project
b. Brief description of project
c. Project Phases (e.g. design, construction, construction management, etc.)
d. CIP Category (Civic, Streets, Stormwater, Water, Wastewater)
e. CIP Number
f. Annual cost estimates
g. Source of funds
h. Unfunded CIP needs

3. CIP cost and project estimates should be updated and presented to the City Council every six months. Estimated annual costs over the lifetime of each project on the list will be refreshed every six months with this data being used as part of the Long-Range Financial Forecast.

4. In addition to the 5-year CIP list, the City will maintain a 30-year project list to better plan for long-term capital needs. This list will be updated on a biennial basis during odd years (opposite of the biennial budget cycle). This update will account for change in priorities based upon regulatory compliance, infrastructure needs, funding availability, and cost estimates. Updated costs over the lifetime of each project will be used as part of the Long-Range Financial Forecast

5. Capital improvements that specifically benefit a select group of users and/or are fee-for-service based are to be financed/funded through user fees, service charges, special assessments and taxes, or development impact fees.

6. Funding and Financing
    a. Funding refers to the stream of public agency revenue that pays for or offsets the cost of an asset or service or supports repayment of debt that finances the asset.
    b. Financing refers to the method of paying for an asset or service, including debt financing.

7. A Capital improvement budget should systematically identify potential funding sources and financing options and match those resources to the capital needs identified in the Capital Improvement Program. It should also identify which capital needs the agency will fund, when it will fund them, and from what resource.

8. Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Wastewater) are to be financed/funded through the service fees generated within that operation and fund, except in the event the voters of the City approve taxes or assessments for the purpose of financing and/or funding such capital improvements, in which case revenues from the voter approved taxes or assessments may also be used to finance and/or fund those capital improvements. Fees charged for enterprise operations should be supported by periodic updates to the rate study prepared for those fees in accordance the California Constitution and all applicable laws.
    a. Notwithstanding the above paragraph, the city recognizes there may be emergency situations where enterprise operation capital improvements may need additional funding outside of the service fee structure, which may include direct borrowing and issuance of revenue bonds, and outside voter authorized initiatives. For the completion of critical enterprise capital projects, City Council may authorize use of General Fund unassigned fund balance in the following situations:
        i. Life and safety emergencies
        ii. Project completion is required (via mandate, cease and desist order, etc) and the current rate structure does not support the full cost to complete project.

9. The following shall be taken into consideration when using General Fund unassigned fund balance that specifically benefits a fee-for-service enterprise operation:
    a. The City Council shall find that an emergency or extraordinary need exists to justify the use of these funds. Funds shall be appropriated only after the City Manager and Administrative Services Director have prepared and presented to the City Council an analysis of the emergency or extraordinary need that addressed the nature of the proposed expenditure(s) and any associated revenue requirements in subsequent years.
    b. Use of fund balance does not cause the General Fund to fall below the reserve level identified in Section III.J.1.
        i. If situation arises where reserve level may/will fall below the level identified in Section III.J.1., the City Manager and Administrative Services Director shall provide a funding plan to the City Council, including proposed source(s) of funding and a timeline to bring the balance of the General Fund reserve to the level identified in Section III.J.1.

c. Although use of unassigned General Fund monies are considered unrestricted and may be used for any municipal purpose, the use of unassigned fund balance to an enterprise fund will normally be considered an interfund loan (see Section III.L) unless Council otherwise finds and documents an exigent need.

10. Transfers of resources to the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.

11. The City should strive to maximize the use of capital grants and State assistance in funding capital improvements before utilizing general revenue sources.

12. Funding Capital Improvements

The CIP uses a variety of funding sources to support projects. This section outlines some of the more common municipal funding sources used for funding capital improvements.

a. Pay-as-you Go (Cash or Pay-Go)

Debt financing is not always the most cost-effective way to purchase assets. Many times, the costs of interest and financing outweigh the costs of paying with cash, if that is an option. Pay-GO avoids these additional costs, but the agency must pay the full cost of the asset at the outset. Improvements typically made through the Pay-Go program tend to be smaller in scale and/or short-term improvements. Additionally Pay-Go can be used to provide an additional funding source and offset long-term borrowing and used in conjunction with borrowing.

b. Long-Term Financing Methods

i. General Obligation Bonds (GO Bond)

- Permissible Projects – Acquisition and improvement of public property and facilities.
- Approval Procedure – Issuer resolution and ordinance; two-thirds voter approval.
- Source of Repayment – Ad Valorem property taxes paid by owners of taxable property in the jurisdiction.

ii. Special Assessment Bonds

- Permissible Projects – Acquisition of property and improvement of infrastructure and additional facilities of benefit to the property that is charged.
- Approval Procedure – Engineers report, weighted majority protect procedure.

- Source of Repayment – Assessments on the property/fees limited special benefit to the property that is being charged.

iii. Special Tax (e.g. Mello-Roos) Bonds
- Permissible Projects – Acquisition and improvement of public property and facilities.
- Approval Procedure – Two-thirds voter approval or – where there are fewer than 12 registered voters – by landowners in the proportion to land owned within the Community Facilities District.
- Source of Repayment – Special tax on property within community facilities district.

iv. Certificates of Participation
- Permissible Projects – Unrestricted use.
- Approval Procedure – Resolution of governing board approving lease or installment agreement.
- Source of Repayment – Lease or installment sale agreement paid from General Fund (lease) or special/enterprise (installment sale) revenues.

v. Revenue Bonds
- Permissible Projects – Acquisition and improvement of revenue-producing public property and facilities.
- Approval Procedure – Issuer resolution and in some instances public vote.
- Source of Repayment – Service charges and other fees paid by users of project or services.

vi. Mark-Roos JPA Bonds
- Permissible Projects – Acquisition and improvement of public property, facilities, and/or equipment.
- Approval Procedure – Resolution of governing boards of JPA and participating entities.
- Source of Repayment – Taxes, user fees, lease or installment payments, from local agencies to JPA.

c. Development Impact Fees
Development Impact Fees are collected to mitigate the impact of new development in the community. The amount of the impact fee collected is based on a portion of the financing needed for identified public facilities. Property being developed is assessed the fee(s) at the time the building permit is issued.

d. Donations and Developer Funding

Projects may be funded by contributions and/or donations from private sources such as residents, developers, private organizations, and businesses. Contributions by developers and vendors may be reimbursed with City funds in future years through mechanisms such as a development agreement.

e. Enterprise Funds
Enterprise Funds account for specific services that are funded directly by fees and charges to users. These funds are intended to be fully self-supporting and are not typically subsidized by any general revenue or taxes. Within each Enterprise Fund, budgets are developed which are sufficient to fund current year operations and maintenance expense, as well as provide for current and future years' upgrade, replacement, and expansion-related capital construction requirements.

f. Grants
Some projects are entirely or partially funded by grants and reimbursements from the State and federal government and other agencies. The receipts of certain grants and reimbursements typically follow the award of contracts.

D. Revenues

1. The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.

2. The City will seek out, apply for, and effectively administer Federal, State, and other grants that address the City's current operating and capital priorities in accordance with P-FI-0007 – Grant Application and Management Policy.

3. The City will pursue revenue collection and auditing to assure that funds due to the City are accurately received in a timely manner.

4. Use of one-time revenues for ongoing expenditures is discouraged. Unpredictable revenues, such as excess ERAF, are budgeted conservatively and any amount collected in excess of the budget is generally carried forward in the fund balance.

5. The City will seek reimbursement for State mandated costs whenever possible.

6. The City will adopt user fees with appropriate levels of cost recovery.

7. User fee studies should be performed and updated every five years to ensure the proper balance of costs and service charges. The City should strive to cover

the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.

8. Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council for adoption to ensure fees reflect all direct and reasonable indirect costs of providing such services.

9. Enterprise operations, in general, are intended to be self-supporting.

E. Expenditures

1. Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.

2. The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.

3. The City implements a formal purchasing system, principles, and guidelines to ensure that expenditure levels are monitored throughout the course of any fiscal year.

F. Cash Management

1. Annually the City's Investment Policy P-FI-0002 is reviewed and presented to City Council for adoption.

2. Investments for the City are reported at fair value (generally based on quoted market prices). The State Treasurer's Investment Pool and California Asset Management Program (CAMP) operate in accordance with appropriate state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

G. Debt Management

1. The types of debt appropriate for the City include the following: general obligation bonds, bond or grant anticipation notes, lease revenue bonds, certificates of participation and lease-purchase transactions, other revenue bonds and certificates of participation, land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes, and tax increment financing to the extent permitted under state law. The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this policy.

2. The City should plan the use of debt in a manner that sustains financial payments at manageable levels.

3. The City will strive to integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of public purposes. Normal wear and tear, upkeep and maintenance of its infrastructure and facilities should be paid from available operating revenues so as to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

4. The purposes for which long term debt may be appropriate include the following: (i) the project to be financed is necessary to provide basic services, (ii) the project to be financed will provide benefit to constituents over multiple years, (iii) total debt does not constitute an unreasonable burden to the City or its taxpayers and ratepayers, (iv) the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring. The City will not issue long-term debt to fund current operations and will seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt. Debt Financing can be used if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.

5. It is a policy goal of the Issuer to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the

highest practical credit ratings (if applicable) and the lowest practical borrowing costs. The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.

6. Internal control procedures shall include monitoring all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to the City Council, to ensure that proceeds of debt will be directed to the intended use.

7. The City will diligently comply with and monitor compliance with all bond covenants.
8. The City will cause to be prepared and will timely post to the Electronic Municipal Market Access database (EMMA) all required annual continuing disclosures and, if needed, any material event notices.

9. The City will monitor all debt obligations for ongoing tax compliance and arbitrage reporting.

10. The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

11. The City will maintain a minimum net revenue coverage ratio for the Water and Wastewater funds (all annual revenues remaining after operating and maintenance expenses, net of pass-through grants, to annual debt service requirements net of excess appropriations required for variable rate debt) as required by each funding source.

H. Fund Definitions

1. Governmental Fund Type Definitions
   Governmental fund types include the General Fund, special revenue funds, capital projects funds, debt service funds, and permanent funds. The Governmental Accounting Standards Board (GASB) has clarified the definitions of these funds as follows:
   a. General Fund – The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.
   b. Special Revenue Funds – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt

service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specific purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

c. Capital Projects Funds – Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.
d. Debt Service Funds – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for further years' payments. Debt service funds should be used to report resources if legally mandated.
e. Permanent Funds – Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

2. Proprietary Fund Type Definitions
   Proprietary fund types include enterprise funds and internal service funds. GASB has clarified the definitions of these funds as follows:
   a. Enterprise Funds – GAAP provide that enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Furthermore, a given activity must be accounted for in an enterprise fund if it meets any of the following criteria (in the context of its principal revenue sources):
      i. There is outstanding debt that is backed solely by fees and charges;

ii. Laws or regulations require that fees and charges be set to recover costs, including capital costs (depreciation or debt service); or
iii. There is a pricing policy that fees and charges be set to recover costs, including capital costs (depreciation or debt service).

b. Internal Service Funds – Internal service funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

3. Fiduciary Fund Type Definitions
Generally Accepted Accounting Principles (GAAP) require fiduciary funds to report assets held in trustee or agency capacity for others cannot be used to support the government's own programs. Fiduciary funds, as reported in GAAP financial statements, never should include resources that can be used to support the government's own programs. Within the fiduciary funds category, funds that involve a trust agreement that affects the degree of management involvement and the length of time that the resources are held are distinguished from funds that involve only the receipt, temporary investment and remittance of fiduciary resources. Fiduciary fund types include pension, investment trust funds, private-purpose trust funds, and agency funds.
   a. Pension Funds – Used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, or other postemployment benefit plans, or other employee benefit plans.
   b. Investment Trust Funds – Used to report the external portion of investment pools reported by the sponsoring government.
   c. Private-purpose Trust Funds – Used to report all other trust arrangements under which principal and income benefit individuals, private organizations, or other governments.
   d. Agency Funds – Used to report resources held by the reporting government in a purely custodial capacity.

I. Fund Balance Classifications

1. Governmental Fund Balances
   a. Fund balance is defined as the difference between assets and liabilities and in Governmental funds is reported as fund balance. GASB No. 54 classified fund balances into the following categories:
      i. Nonspendable: The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required

to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale.

ii. Restricted: The restricted portion of fund balance is restricted to specific purposes. Examples are Gas Tax revenues and grant proceeds.

iii. Committed: The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed account.

iv. Assigned: The assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category.

v. Unassigned: The unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

The City of St. Helena will use GASB's definitions of fund balance for the annual ACFR and for all other financial reporting. For all financial planning purposes, the term Net Position or Fund Balance will be used and will include any portion of the fund balance that is available for appropriation.

<u>Preferred order of use of governmental fund balances:</u>
The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

a. Non-spendable (if funds become spendable)
b. Restricted
c. Committed
d. Assigned
e. Unassigned

2. Proprietary and Fiduciary Fund Balances (Net Position)
   a. Fund balance is defined as the difference between assets and liabilities and in Proprietary and Fiduciary fund is reported as net position. GASB No. 63 classified reporting of net position into the following categories:

i. Net Investment in Capital Assets: The net investment in capital assets component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

ii. Restricted for Capital Projects: The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with restricted assets reported.

iii. Unrestricted: The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

J. Fund Balance Levels

The City of St. Helena has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

Balances for each of the areas below will be reported to City Council when a use of fund balance is being recommended, during mid-year and mid-cycle budget report, and on an annual basis in conjunction with the audited financials.

1. General Fund

   The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenues in order to maintain a balanced budget. The Council's directed target is to maintain an unassigned fund balance of thirty percent (30%) of annual operating expenditures for the fiscal year.

   a. Computing General Fund Unassigned Fund Balance Percentage

      The City's minimum funding target for General Fund Unassigned Fund Balance is set to 30% of the General Fund annual operating expenditure,

less significant one-time revenues and expenditures. Examples include, but are not limited to: strike teams (revenues and expenditures), FEMA reimbursements, grant funding, and large capital purchases. The General Fund is described as Fund 101 only. One-time revenues and expenditures will be separately identified for tracking purposes.

b. Use of General Fund Unassigned Fund Balance
Use of General Fund Unassigned Fund Balance will only be used in extraordinary circumstances, upon the satisfaction of one of the following "economic triggers" and with the majority vote of the City Council (via resolution and through the adopted budget and/or fiscal update):

- State take-away of significant revenue
- Large drop in Property Taxes
- Major business closures (sales tax impact)
- Large, unexpected drop in Sales or Transient Occupancy taxes or other primary revenues due to severe recession

Use of General Fund Unassigned Fund Balance below the 30% reserve provides for a transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts. In the event unassigned fund balance is used, the staff will develop a one (1) to five (5) year reserve replenishment plan to meet the minimum 30% fund balance level.

2. Unassigned Operating Reserve
These balances are hereby defined as unassigned by the City Council to allow the City to weather unpredicted cyclical and rapid downturns in the economy. These funds would be available for use in such conditions to mitigate negative economic fiscal impacts or State takeaways and can be activated within any one budget cycle through Council action. An economic downturn would entail a projected and/or sudden drop in core revenues (major tax and service revenue loss) of equal to or greater than 10% (including the impact of inflation) and/or a change in economic parameters (such as interest rates, debt service rates, pension and health rates) that cause a material change in expenditures of 10% or more, or the occurrence of a local natural disaster or unexpected financial claim requiring the immediate use of cash balances.

3. Use of Year-End Fund Balance in Excess of Targeted Reserves
Fund balance is a measurement of available financial resources. The Council recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City. The City goal is to use fund

balance as a source to finance one-time investments, reserves, and/or commitments. As a one-time financing source, any unbudgeted year-end fund balance will be used for nonrecurring expenditures and only after the yearly audit and confirmation of the General Fund's fund balance. At the end of each fiscal year, the Finance Division reports on the audited year-end financial results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund fund balance exceeding the 30% fund balance target required by the policy shall be available for allocation. Division of the surplus balance shall be recommended to the City Council by the City Manager or designee based on the most critical needs at that time. Priority of allocation shall be the following, subject to Council approval:

- Imminent liability
- Offset projected future deficits
- Loan repayment acceleration
- Fund PERS unfunded liabilities
- One-time funding, non-recurring needs
- Capital assets and infrastructure

4. Water and Wastewater Operating Fund Balances
   The City should maintain balances in the Water and Wastewater Funds at a level sufficient to accommodate operating and capital needs. City Council's directed target for the Water Fund is 10-14 months (83%-106%) of annual operating expenditures in cash and the Wastewater Fund 6-8 months (50%-67%) of annual operating expenditures in cash. These amounts include cash balances in the Water and Wastewater Capital Improvement Project Funds. Multi-year fee studies for these funds should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required service levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

K. Reserve Funds

Saving for future projects, acquisitions and other allowable purposes is an important planning consideration for local governments. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves

for future use. Expenditures from specific capital reserve funds can only be made upon authorization by the City Council.

Reserve funds may generally be funded with:

c. Budgetary appropriations
d. Revenues not required by law to be paid into any other fund or account.

1. Capital Reserve Fund
   Building, facilities, and infrastructure supported by the General Fund shall have a replacement reserve fund established and maintained to provide for the timely replacement of City owned fixed assets. The balance is hereby defined as assigned by the City Council to allow the City to maintain an infrastructure reserve with a target balance equivalent to the projected annual cost of the first year Capital Improvement Plan fund expenditures.

2. Equipment, Technology, & Vehicle Replacement Reserve Fund
   The balance is hereby defined as assigned by the City Council to allow the City to set aside an appropriate amount of money to property fund equipment, technology, and vehicle replacement. The City shall develop a vehicle, technology, and equipment replacement schedule and shall set aside funding annually in this reserve based on this schedule.

3. Employee Benefit Accrued Liability Reserve Fund
   To be used to pay for any accrued "employee benefit" due an employee on termination of the employee's service with the City. The City's policy permits employees to accumulate earned but unused vacation and sick leave benefits which are eligible for payment upon separation from service. While the sick leave benefit is no longer available to the newly hired, legacy retiring employees have the option of applying 100% of their unused sick leave accrued towards the payment of continuation insurance premiums, to the extent allowed by law. The City should set aside funding annually in this reserve to match the current liabilities.

L. Interfund Loans

Interfund loans are the lending of cash from one City fund to another for a specific purpose and with a requirement of repayment. Interfund loans are typically short-term in nature and constitute the allocation of cash between individual funds for working capital purposes.

Interfund loans are temporary borrowing of cash and may be made for the following reasons:

- To offset timing differences in cash flow.
- To offset timing differences between expenditures and reimbursements, typically associated with grant funding.
- To provide funds for interim financing in conjunction with obtaining long-term financing.
- For short-term borrowing in place of external financing.

Interfund loans are not to be used to solve ongoing structural budget issues or hindering the accomplishment of any function or project for which the lending fund was established. Interfund loans are not to be used from fiscal year to fiscal year as a financing strategy. If a fund has a negative cash balance, a plan for reaching positive cash balance must be presented to City Council. A negative cash balance must be addressed in the fiscal year that the fund reaches negative cash.

Interfund loan monies may only be used for the purpose identified in the authorizing resolution. Appropriate accounting records will be maintained to reflect the balance of loans in every fund affected by such transactions. A summary of all outstanding interfund loans will be included in the Annual Comprehensive Financial Report (ACFR).

1. Interfund Loan Terms
    a. Repayment of an interfund loan shall be within the same fiscal year, unless otherwise stated in the Council Resolution.
    b. When required by the lending fund's restrictions or regulations, interest will be paid by the borrowing fund to the lending fund, during the time the loan is outstanding.
    c. The Council must approve interfund loans by resolution. Council approval and the resolution will include the following terms of the loan:
        i. Purpose of Interfund Loan
        ii. Identification of the source fund
            1. Availability of unrestricted funds in the source fund
            2. Review of multi-year plans for use of source fund cash
            3. Analysis of legal or contractual restrictions
        iii. Repayment of Interfund Loan
            1. Repayment must have a payment source and funding stream
            2. Specific repayment schedule
            3. Interest imposed at a rate equal to at lease investment earnings if loan did not occur (see Section III.K.2)
        iv. Other Considerations
            1. Feasibility of repayment

2. Interfund Loan Interest
   The following guidelines should be used in establishing the rate of interest:

   a. Not lower than the "opportunity cost" if the funds were otherwise invested, such as the Local Agency Investment Fune (LAIF) or the California Asset Management Program (CAMP) pooled interest rate.
   b. Treasury yields or short-term bond yields for a similar term.
   c. Not higher than the external rate available to the City.

   Interest is not required in the following circumstances:
   a. The borrowing fund has no independent source of revenue other than the lending fund; or
   b. The borrowing fund is normally funded by the lending fund; or
   c. The lending fund is the General Fund, which, being unrestricted, can loan interest-free, except to a proprietary fund (i.e., enterprise funds such as water and wastewater).

M. Financial Reporting

Budget decisions are of primary concern for the City Council, City Management, the public, and various stakeholders. When considering the budget, staff presents updated projections for revenues and expenditures/expenses and the reports indicate whether prior estimates are tracking with the approved budget. Additionally, the external annual financial reporting for local governments involves producing the Annual Comprehensive Financial Report (ACFR) which is audited and produced by an independent, third party CPA/auditor. Throughout the year, the following reports are to be presented to City Council.

1. The City's accounting and financial reports are to be maintained in conformance with GAAP.

2. Long Range Financial Forecast
   a. A Long Range Financial Forecast (LRFF) for the City's General Fund will be presented to City Council annually.
   b. The LRFF provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.
   c. The LRFF will consist of a baseline forecast, a recession forecast, and any other forecasts deemed necessary.
   d. The LRFF is a ten-year forecast.
   e. The LRFF will be updated as necessary throughout the fiscal year.

3. Internal Financial Reporting
    a. Internal financial reports help City Council, the public, and management to monitor budgetary compliance on a timely basis.
    b. Internal financial reports often provide more detail on individual departments than does general purpose external financial reporting (Section 4 below) and does not require an independent auditor review and audit.
    c. Internal financial reporting for all funds are to be issued on a periodic and timely basis – no less than semi-annually and no more than 45 days after the close of the period. The report will provide detailed information for the General, Water, and Wastewater Funds and summary information for all funds will be included as attachments to the report. The report will include a summary of all checks over $50,000 issued during that interval.
    d. A mid-cycle report will be provided by June of each non-biennial budget cycle. This report will provide detailed information for the General, Water, and Wastewater Funds and summary information for all funds will be included as attachments to the report. Updates to revenues and expenses will be provided and recommended to City Council as necessary.
    e. An end of the fiscal year unaudited report will be issued no more than 60 days after the close of Q4 with end of year estimates for revenues and expenditures/expenses for all funds.
    f. Periodic reports will compare the adopted budget (Original Budget), adjusted budget (Final Budget), and the year-to-date actuals (Actual Amounts).

4. External Financial Reporting - Annual Comprehensive Financial Report (ACFR)
    a. An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion to be included in the City's Annual Comprehensive Financial Report (ACFR). Additionally, the ACFR and Independent Auditor's Report on Internal Control over Financial Reporting and Compliance will be presented to the City Council.
    b. The ACFR is a set of financial statements for a state, municipality, or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB).

c. In addition to the General, Water, and Wastewater Funds, the City also accounts for activities in approximately 70 special revenue funds that account for monies received from external parties with restrictions on their respective uses. The audit process ensures that the purposes of the various funds were carried out and the relative authorities to spend were honored.
d. The external auditor prepares financial reports for each fund based on the requirements of the funding source and once all funds are audited, they are accounted for in the financial statements, combining schedules, and notes to the financial statements.
e. Unless extraneous circumstances occur, the City will rotate audit service providers every five years. If an auditor is being retained for longer than five years, the reason must be included in a staff report to City Council at the time of the contract execution or renewal.
f. The ACFR will be completed no later than December 31st following the close of the fiscal year.
g. The City is encouraged to submit the Annual ACFR to State and/or national government finance professional organizations (Governmental Finance Officers' Association's Certification of Achievement for Excellence in Financial Reporting, California Society of Municipal Finance Officers ACFR Award) for independent review and evaluation.

N. Review and Update

This financial policy will be reviewed periodically and updated, if necessary, to reflect any changing requirements.

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

APPENDIX C

2023-24 City of St. Helena City Council Goals Objectives

Updated 6/8/23

	Workplan Number	Goal 2 Objectives	Lead Department
Goal 1: Financial Sustainability	1.100	Implement Financial Stustainability Strategies	City Manager
	1.200	Economic Development (Subsections 1.210-1.250)	Community Development
	1.300	Conduct analysis of "business affordability" - St. Helena vs. comp set	City Manager

	Workplan Number	Goal 2 Objectives	Lead Department
Goal 2: Infrastructure & Environment	2.100	Prepare an Infrastructure Strategic Plan and Establish a Reporting Process	City Manager
	2.200	Research and Explore Alternative Energy (solar) on City Facilities	Public Works
	2.300	Exploration of solar on water/wastewater infrastructure	Public Works
	2.400	Analyze and Expand EV Fleet/Alternative Fuel Fleet	Public Works
	2.500	Analyze suitability of Artifical Turf	Parks & Recreation
	2.600	PUBLIC WORKS DIVISIONS Projects - sewer, streets, stormdrains, engineering & parking	Public Works
	2.700	Climate Action	City Manager
	2.800	Continue Implementation of Riverwatch/Water Audit Requirements	City Manager
	2.900	Develop RHNA-required infrastructure impact plan	Public Works
	2.1000	Perform Walkability/Bikeability Analysis	Public Works
	2.1100	Explore limits on City's capacity to provide water to City residents beyond the existing RHNA cycle	Public Works

	Workplan Number	Goal Three Objectives	Lead Department
Goal 3: Water Security	3.100	Update Water Supply Policies	Public Works
	3.200	Water Contract Review	Public Works
	3.300	Commence compliance review of projects with Conditions of Approval requiring water neutrality	Public Works
	3.400	Review concrete recommendations from recent county processes related to our water resources (LAFCO Municipal Service Review, the Groundwater Sustainabiltiy Plan Advisory Committee, the Napa County Drought Contingency Plan, etc.) and determine how we can use the information to inform our decision-making	Public Works
	3.500	Review Current Water Allocations During Phase II and Phase III Water Emergencies for any Recommended Changes	Public Works
	3.600	Review and Evaluate Current Penalty Structure for the Phase II and Phase III Water Emergency	Admin. Services
	3.700	Develop and Refine Incentive Programs Leak Repair Program Gray Water Incentive Program Customer Assessment Services/Water Audits More Rebates/Incentives (enhancements and help for low income and/or seniors)	Public Works

2023-24 City of St. Helena City Council Goals Objectives

	Workplan Number	Goal Three Objectives	Lead Department
Goal 3: Water Security	3.800	Regional Water Supply Strategies	Public Works
	3.900	Investigate feasibility of using recycled/reclaimed wastewater for either groundwater recharge or for mixing with our domestic water supplies	Public Works

	Workplan Number	Goal 4 Objectives	Lead Department
Goal 4: Community Engagement & Education	4.100	Create a Communications Plan for Public Information and Engagement	City Manager
	4.200	Develop a Citizens Academy to provide residents with an opportuniy to learn about the different facets of local government and connect with fellow community partners and organizations	City Manager
	4.300	Evacuation Drills with Large Complexes within the City	Police
	4.400	Conduct Community Survey in 2023 and 2025	City Manager
	4.500	Incorporate budget performance measurements into the bi-annual budget	Administrative Services
	4.600	Refresh City's branding with Coordinated Style Guide, Website, and Logo Update	City Manager
	4.700	Implement new Parks & Recreation registration and reservation software to provide better service and response time to community requests	Parks & Rec

	Workplan Number	Goal 5 Objectives	Lead Department
Goal 5: Quality of Life	5.100	Encourage Housing Alternatives to Meet the Community's Interest and Incomes	Community Development
	5.200	Consider and synthesize stakeholder housing recommendations and recommend short and long-term housing initiatives to the City Counicl, including advancing the use of one or more of city-owned parcels (including Adams Street) for affordable housing	Community Development
	5.300	Community Enhancements	Community Development
	5.400	Community Programs	Parks & Recreation
	5.500	Offer additional outdoor recreation activites and increased access to open space and trails leading to a more Walk and Bike Friendly Community	Parks & Recreation
	5.600	Develop Downtown Plaza/Square Plan	Community Development
	5.700	Complete Zoning Code Update	Community Development
	5.800	Complete a Parks & Recreation Master Plan	Parks & Recreation
	5.900	Consider Developing a Youth and Families Master Plan for increased accountability, stronger collaboration and better coordination of services	City Manager
	5.1000	Develop Citywide Strategic Plan	City Manager
	5.1100	Provide annual Police Policy Update Report to City Council	Police
	5.1200	Provide Gun Safety Outreach and Education to the Community	Police
	5.1300	Apply for Age Friendly Designation for St. Helena	Parks & Recreation

2023-24 City of St. Helena City Council Goals Objectives

	Workplan Number	Goal 5 Objectives	Lead Department
Goal 5: Quality of Life	5.1400	Wildfire Preparation and Prevention	Fire
	5.1500	Design and Lead Annual Emergency Operations Center (EOC) Tabletop Exercise	Fire
	5.1600	Complete playground equipment replacement at Crane Park.	Parks & Recreation
	5.1700	Complete Conversion of tennis court to pickleball courts at Crane park	Parks & Recreation
	5.1800	Develop a Volunteer Program	City Manager
	5.1900	Research and present to Council the opportunities and challenges of Cannabis distribution in the City	Community Development

	Workplan Number	Goal 6 Objectives	Lead Department
Goal 6: Enhance Moral & Retention	6.100	Compensation	City Manager
	6.200	Recruitment	Administrative Services
	6.300	Retention	Administrative Services

	Workplan Number	Goal 7 Objectives	Lead Department
Goal 7: Organizational Effectiveness & Service Delivery	7.100	Complete Public Works Standards Update	Public Works
	7.200	Commence discussions with NVC for potential purchase and partial leaseback of Upvalley Campus	City Manager
	7.300	Develop "express lane" approval for broader category of routine permits	Community Development
	7.400	Implement internal staffing, process and technology to improve performance and speed	City Manager
	7.500	Improve coordination across internal departments for approvals; reduce "silo" effects (new development)	City Manager
	7.600	Institute 2-year budget cycle	Administrative Services
	7.700	Adopt outside-in operating mentality (look at it from the customers perspective)	City Manager
	7.800	Develop Internship Program	Administrative Services
	7.900	Provide semi-annual updates on workplan status/completed tasks	Administrative Services
	7.1000	Technology Implementation	Multiple Departments
	7.1100	Develop a Training and Development Program	Administrative Services
	7.1200	Explore Shared Dispatch Services with Calistoga - Ties to Goal 1	Police
	7.1300	Update Procurement Policies (Ordinance)	Administrative Services
	7.1400	Coordinate Council Study Session to analyze options related to developing a robust Code Enforcement Program (potentially with the City of Calistoga) that is efficient, readily understandable, and predictable.	Community Development

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2023-24 and 2024-25				
Date	**Day**	**Duration**	**Item**	**Completed**
January 2, 2023	Tuesday		Non-Profit grant application posted and available to applicants	✓
January 10, 2023	Tuesday	City Council Meeting	Staff present Budget Calendar at City Council Meeting	✓
February 24, 2023	Friday	1 day	Non-Profit grant applications due	✓
February 27 - March 17, 2023		5 working days	Finance Division reviews Non-Profit grant applications for eligibility	✓
March 10, 2023	Friday	1 Day	Finance Division issues instructions, budget worksheets, and budget narratives to departments	✓
March 24, 2023	Friday	1 Day	Non-Profit grant applications presented to City Council working group (Mayor and Vice-Mayor) for review	✓
March 20 - 24, 2022	Friday	1 Day	Department Heads submit budget worksheets to Finance Division	✓
March 20 - 24, 2023		5 working days	Finance Division compiles Revenue/Expense worksheets for review	✓
March 20 - 31, 2023		10 working days	City Manager, Administrative Services Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	✓
April 3 - 7, 2023		5 working days	Finance Division compiles budget worksheets based on Dept. Head Meetings	✓
April 10 - 14, 2023		5 working days	Follow-up discussions as needed to finalize Department budget requests	✓
May 9, 2023	Tuesday	City Council Meeting	Department Head presentations to City Council	✓
May 23, 2023	Tuesday	City Council Meeting	Budget Study Session #1 Plan and Review of FY 2023-24 and 2024-25 Budget Requests	✓
May 30, 2023	Tuesday	Community Meeting	Community Budget Open House	✓
June 6, 2023	Tuesday	Planning Commission Meeting	5-year CIP Project list presented to Planning Commission for consistency with the City's General Plan.	✓
June 13, 2023	Tuesday	City Council Meeting	Budget Study Session #2 Presentation and Proposed Adoption of FY 2023-24 and 2024-25 Proposed Budget and 5-year CIP Project list | Non-Profit summaries presented to City Council for consideration and award	
July 1, 2023			Finance Division prepares final Operation & Maintenance Budget for distribution	

APPENDIX E

To:	Anil Comelo, City Manager April Mitts, Assistant City Manager Mandy Kellogg, Administrative Services Director City of St. Helena
From:	Steve Toler, Director Sam Lieberman, Senior Manager Steve Mermell, Special Advisor Jessica Oliphant, Consultant
Subject:	Long Range Financial Forecast Budget Strategies
Date:	February 21, 2023

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Executive Summary

Baker Tilly has been working with the City of St. Helena during the past several months to identify potential budget strategies to address the anticipated structural deficit in the City's General Fund and identify sources of funding for much needed reinvestment in capital projects. This report details actions City leaders can take to ensure that reserves stay at or near the reserve goal of 30% of annual operating expenditures. It provides a variety of strategies that could be employed to ensure the long-term solvency of the City.

The City's current baseline General Fund Financial Forecast, presented on May 31, 2022, projects that through Fiscal Year (FY) 2032, the General Fund will have sufficient resources to meet operating expenses and maintain an ending fund balance in excess of the adopted policy reserve. However, the City's more realistic scenario, presented as Scenario 3, showed a stark contrast which included modest investment in civic and streets infrastructure. After carefully analyzing these projections, several factors indicate that the more likely scenario is that the General Fund will face increasing financial stress, more so than indicated in Scenario 3.

The current baseline model projects that over the next four fiscal years, the General Fund will suffer an annual loss in net income. Beginning in FY 2027 the projections in the current model improve. However, this is based on the following assumptions: General Fund revenues will grow at a rate of 5% annually, General Fund expenses grow at a rate of only 4% overall, the Farmstead Hotel Development begins generating revenue for the City in FY 2027, and no additional investment in civic and streets infrastructure. Given what is known about upward pressure on personnel and other operating costs, the 4% projected growth rate is not realistic. Moreover, the current model did not anticipate any sort of economic downturn or recession.

Baker Tilly collaborated with City staff to revise the assumptions on which the current model is based. The revised forecast indicates an annual deficit from FY 2023 to FY 2028 that would deplete General Fund reserves without corrective action. Starting in FY 2029, the General Fund would experience annual surpluses however, as stated above the surplus is on the baseline only and does not include staffing needs and infrastructure – discussed below.

In addition, over the past few years, numerous capital improvement and infrastructure needs have been identified totaling into the tens of millions of dollars for which General Fund support will be needed. In the past, these additional expenses were not incorporated into the forecast because of the magnitude of the costs on an already burdened General Fund operation.

Furthermore, City leaders have identified the need to increase staffing levels to support service delivery and, due to a number of factors including location and high cost of living, the City has become less attractive as an employer and therefore needs to ensure compensation is competitive to attract and retain staff. The total costs to improve capital infrastructure, increase staffing, and ensure compensation is competitive are estimated at nearly $5.3 million per year.

To address the fiscal gap and support efforts to improve capital infrastructure, Baker Tilly has identified 15 budget strategies that would have an ongoing fiscal impact on the General Fund of $300,000 or

more. These strategies are presented in four budget scenario packages for Council's consideration. The first scenario would strive to maintain existing service levels while addressing the need to make employee compensation and benefits more competitive in today's marketplace. The other three scenarios would build on the competitive compensation adjustments and allow City leaders to address capital needs and provide additional staffing capacity to meet service delivery expectations of the community. The four scenarios are shown in Table 1 with additional detail provided throughout the remainder of this memo.

Table 1. Potential Budget Strategy Scenarios

Scenario	Budget Strategies	Ongoing Financial Impact	One-time Financial Impact	Service Level Impact
1	• Implement a gross receipts-based business license tax at 0.8%.	$2.5 million	N/A	• Maintains current service levels while providing additional capacity in future years
2	• Implement a gross receipts-based business license tax at 1%. • Increase the local transactions and use (sales) tax by 0.5%.	$5.5 million	N/A	• Maintains current service levels while providing additional capacity in future years • Provides capacity to address unfunded/underfunded needs
3	• Implement a gross receipts-based business license tax model at 1%. • Implement a real property transfer tax of 1.5% and create a City Charter. • Sell surplus property.	$4.7 million	$8 million	• Maintains current service levels while providing additional capacity in future years • Provides capacity to address unfunded/underfunded needs
4	• Increase the transient occupancy tax by 1%. • Increase the local transactions and use (sales) tax by 0.5%. • Implement a library parcel tax of $313. • Sell surplus property.	$4 million	$8 million	• Maintains current service levels while providing additional capacity in future years • Provides capacity to address unfunded/underfunded needs

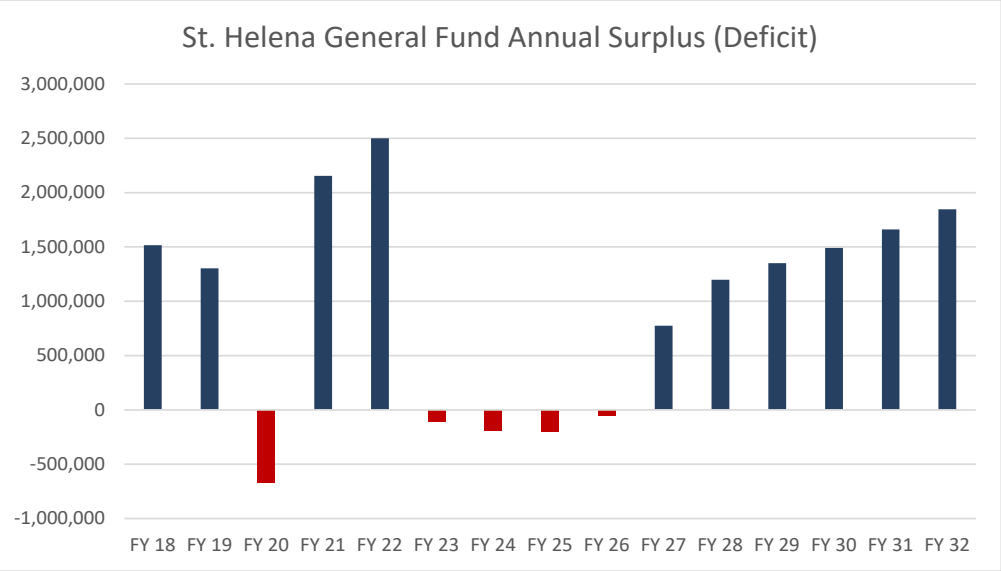
Long-Range Financial Forecast

Baker Tilly reviewed the City's existing long-range General Fund Financial Forecast to determine the basis and magnitude of the decisions to address any long-range gaps.

Original Baseline Forecast

The original baseline forecast provided by staff showed that General Fund operations were expected to largely break even over the 10-year period with modest (less than $200,000) deficits from FY 2023 to 2026, followed by years of surpluses that increased to $1.8 million by FY 2032, as depicted in Figure 1. The forecast assumed that the Farmstead hotel property would be developed and start operations in FY 2027, which would generate an estimated additional $950,000 in transient occupancy (hotel) tax (TOT), property tax and sales tax in the first full year.

Figure 1. Original Long-Range General Fund Forecast – dated August 29, 2022



Key Assumptions Used in Developing the Original and Updated Forecasts

Working with City staff, Baker Tilly updated the forecast based on current trends, updated FY 2022 unaudited financials, and FY 2023 projections and updated budget figures. We then reviewed the assumptions used in the original forecast and revised them based on current trends using historical City results and economic trends in the United States, California, and in the Napa Valley region. The key assumptions used in the original forecast and the revised assumptions used to update the model are summarized in Table 2 below.

Table 2. Key Assumptions Used in Developing the Original and Revised General Fund Forecast

Category	Original Forecast	Revised Forecast	Comments
RESERVES			
General Fund Balance at June 30, 2022	$10.42 million based on estimated FY 2022 results	$12.1 million based on updated unaudited estimated FY 2022 results	N/A
Reserve target	Minimum target reserve policy of 30% of annual operating expenditures	Same as Original Forecast	City policy is 30% of annual operating expenditures plus transfers. GFOA minimum is 17% (two months). We concur with the City's higher threshold based on a higher mix of economically volatile revenue sources on which the City relies (e.g., sales tax, TOT).
REVENUES			
Property tax	4% growth based on FY 2023 projections	4.5% growth based on FY 2023 projections and historical results	A higher property tax growth is consistent with expectations in other communities and continued strong real estate market in Northern California, in spite of higher interest rates, which are expected to taper down in the coming years.
Sales tax	5% growth based on FY 2023 projections	Same	N/A
Transient Occupancy Tax (TOT)	5% growth based on FY 2023 projections; addition of Farmstead hotel development in FY 2027	Same	City staff indicate that the new hotel development is a realistic assumption to include in the baseline forecast.
Other revenues (e.g., franchise fees, licenses and permits, charges for services, etc.)	7.1% growth based on FY 2023 projections and historical averages	4% growth based on FY 2023 projections	Baker Tilly believes that a lower assumption is prudent because historical averages included some one-time increases that will not be sustainable year over year in the future.
Recessionary assumptions	None	Moderate recession primarily impacting sales tax, TOT, charges for services and development fees starting in FY 2027 with a three-year recovery period	It is prudent to incorporate recessionary impacts in long-range forecasts. California averages one moderate recession every seven years, which has an overall impact on City revenues of approximately 10%, with a three-year recovery period.

Category	Original Forecast	Revised Forecast	Comments
EXPENDITURES			
Staffing levels	Existing levels based on approved positions	Same	N/A
Salaries and salary-based benefits	5% placeholder COLA increases	Same	Given this inflationary market and existing MOUs, a 5% placeholder is prudent. Note that this category also includes the CalPERS normal cost assumptions based on the revised discount rate assumptions of 6.8% investment return.
Health insurance	5% growth based on FY 2023 projections and existing staff benefit elections	Same	A 5% assumption is reasonable based on latest information from the CalPERS Public Employees' Medical and Hospital Care Act (PEMHCA) program.
CalPERS unfunded actuarial liability (UAL)	6% growth in FY 2025, and 3% growth thereafter based on FY 2023 UAL amount, with annual discretionary payments (ADP) totaling $450,000 per year through FY 2035	Based on latest actuarial analysis including the 6.1% investment portfolio loss in FY 2022, and 6.8% long-term investment returns, including ADPs of $450,000 per year through FY 2035	We used the CalPERS Pension Outlook Tool on the CalPERS actuarial website to run the analysis for UAL for future years.
Services and supplies	5% growth based on FY 2023 budget	5% growth in FY 2024 and 2025; 4% growth per year thereafter	The inflationary pressures are expected to ease by FY 2026 based on most economist expectations, returning to a normal inflationary index of approximately 4% in the long-term.
Maintenance	1% growth based on FY 2023 budget	5% growth in FY 2024 and 2025; 4% growth per year thereafter	Due to increase in labor costs, we believe that the long-term assumptions should match those of the services and supplies category.

Category	Original Forecast	Revised Forecast	Comments
Taxes, insurance, and other contributions	3% growth based on FY 2023 budget	10% growth in FY 2024; 7% growth in FY 2025, 6% growth in FY 2026, 5% growth in FY 2027, and 4% growth in FY 2028 and thereafter	Insurance premiums are a large part of this line item. Due to increases in insurance premiums resulting from wildfire losses and cybersecurity threats, the assumptions are increased through FY 2027. Thereafter, increases are based on long-term inflationary expectations discussed above.
Debt service	Projected based on known debt service costs; no new debt obligations	Same	N/A
Capital outlay	2% growth based on FY 2023 budget; only includes capital equipment acquisition costs; no additional capital improvement project (CIP) funding	5% growth in FY 2024 and 2025 based on FY 2023 budget; 4% growth thereafter	Inflationary growth expectations mirror the services and supplies category.
Transfers to other funds	Various transfers based on ongoing expectations	Same	Ongoing transfers include transfers to Flood Control Capital Reserve, Fourth of July Fund, Streets CIP for maintenance of effort for Measure T, Measure T Class 1 Trails, and retiree medical funding.

Updated Baseline Forecast

Using the revised assumptions provided in Table 2, Baker Tilly updated the City's forecast. The baseline forecast indicates an annual deficit from FY 2023 to FY 2028 that would reduce General Fund reserves by $5.1 million without corrective action. Starting in FY 2029, however, the General Fund would experience annual surpluses that could grow to $1.7 million per year. This is due to the inclusion of the Farmstead property revenues (as was the case in the original forecast) and reductions in the CalPERS unfunded actuarial liability due to transition of employees to the reduced benefits established in the Public Employees' Pension Reform Act of 2012 (PEPRA) and the paydown of the liability through ADPs through 2035. Figure 2 displays the projected impacts of the updated baseline forecast on reserves and the annual surplus (deficit) in each year. Reserves stay above the City's 30% minimum reserve throughout the forecast period. It is important to note, however, that the updated baseline forecast presented in Figure 2 does not address unfunded/underfunded infrastructure and staffing which is discussed further in the next section of this memo.

Figure 2. Updated Baseline General Fund Forecast



Providing Capacity by Addressing Impacts from Unfunded/Underfunded Needs

With the baseline forecast updated, Baker Tilly reviewed the City's identified unfunded or underfunded needs and capacity to meet the service delivery expectations of the community. These needs are summarized in the three areas discussed below.

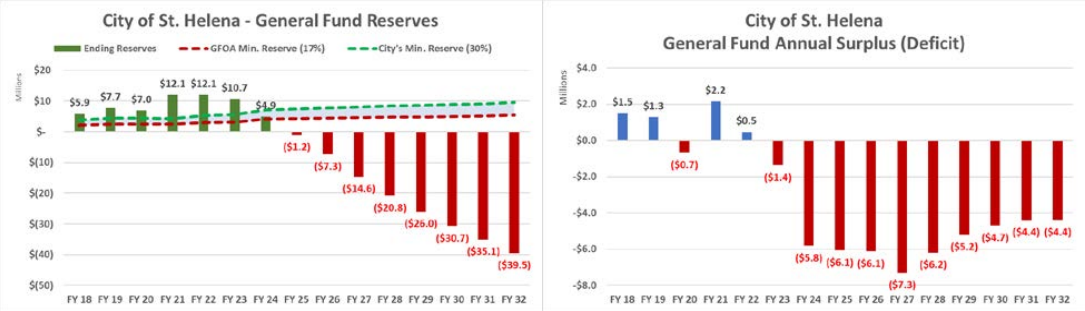
1. **Compensation adjustments.** The City is challenged with recruiting and retaining talent to fill necessary positions for basic service delivery. Initial estimates indicate that current compensation and benefits are well below market. Addressing this would require additional General Fund resources totaling $1.7 million per year if implemented in FY 2024, which would bring City positions to within 75% of the variance between existing compensation levels and the median based on the compensation survey.
2. **Ideal staffing levels.** City staff conducted an assessment of necessary positions to meet the community's desired service levels and the City Council's established priorities. These positions include a grants coordinator, code compliance staff, administrative assistants/analysts, one additional police officer, and maintenance workers. The cost of the eight new positions and the unfreezing of one position to address these staffing needs would be approximately $1 million per year to the General Fund.
3. **Capital funding needs.** The City has assessed its unmet capital funding needs in five areas: streets, stormwater, civic facilities, water, and wastewater. Water and wastewater capital projects are funded by utility charges with the City Council having the authority to establish rates that cover both operational and capital costs. The other three capital areas could require General Fund sources. Based on the needs to address these three infrastructure areas, the City staff anticipates unfunded obligations totaling over $2.5 million per year through FY 2028, tapering down to over $2 million per year starting in FY 2029 and beyond. The unfunded capital and staffing needs are presented in Table 3 below.

Table 3. Summary of Underfunded Capital and Staffing Needs – Year 1

Category	Estimated Annual Shortfall Year 1
Streets CIP	$1,787,000
Stormwater CIP	$324,000
Civic CIP	$413,000
Staffing	$2,776,000
Total Shortfall –General Fund	**$5,300,000**
Water CIP	$25,000
Wastewater CIP	$11,000
Staffing – Other Funds	$1,154,000
Total Shortfall – All Funds	**$6,490,000**

As indicated in Table 3, the total General Fund unfunded/underfunded needs including compensation adjustments, ideal staffing, and infrastructure in Year 1 is $5.3 million. If those needs were addressed starting in FY 2024, the impact on the General Fund is profound, increasing the City's annual deficit to $5.8 million in FY 2024 with the annual deficit reducing to $4.4 million per year by FY 2032. Without corrective action, the City's reserves would be depleted below the City's minimum reserve level in FY 2024, and would be fully depleted by FY 2025, as displayed in Figure 3. Clearly these are not sustainable options without corrective action and demonstrate the need for budget strategies to address the City's long-range operational and capital needs.

Figure 3. Revised General Fund Forecast Including Additional Capacity and Addressing Unfunded/ Underfunded Needs



Budget Strategies

To address the deficit noted in the previous section, Baker Tilly conducted an independent analysis of the City's revenues and costs of service delivery relative to the General Fund to develop options, or strategies, for addressing the challenge. The strategies are provided herein. They were developed along a continuum that included:

A. Expenditure controls and cost shifts
Reducing expenses or shifting the cost burden away from the General Fund

B. Service delivery changes
Changing the way that services are delivered, either through contracting for services, insourcing services from other agencies, or through public-private partnerships

C. Revenue enhancements
Increasing the resources available to pay for services through new or increased revenues

D. Service level reductions
Service level reductions that must be implemented to the extent that the items above are not able to be implemented or do not sufficiently address the fiscal gap

Arraying ideas along such a continuum reflects the priority any organization would have for preserving service delivery to the maximum extent possible consistent with maintaining solvency.

The strategies were developed based on a combination of factors, including Baker Tilly's experience about approaches used by other cities throughout California and in other parts of the country as they consider options to address structural deficits. Baker Tilly also identified ideas through conversations with the City's leadership team and department directors. Several dozen potential strategies were identified. Baker Tilly conducted a high-level analysis of those strategies that were determined to have a moderate to high fiscal impact (greater than $350,000) as shown in the sections below. A list of additional strategies that were contemplated but not analyzed because of unknown or minimal fiscal impact are shown in Attachment A.

Strategies within the continuum are presented in tables that show the identified budget strategy, a short description of the strategy, the estimated fiscal impact, and considerations the City leadership will have to take into account when determining implementation feasibility.

A. Expenditure Controls and Cost Shifts

Table 4 details the expenditure control and cost shift strategy.

Table 4. Expenditure Control and Cost Shift Strategy

Budget Strategy	Description	Fiscal Impact	Implementation Considerations
Shift a portion of health insurance costs to employees	The City provides full medical coverage to employees and their spouses. An option would be to share a portion of the health care costs with employees through either 1) percentage cost allocation to the employee, or 2) limitation on coverage level (employee only vs. full family) or a cap on amount the City will cover. The estimate is based on 20% cost sharing with employees.	$260,000	• Requires meet and confer obligation with affected labor groups. • May erode competitive compensation and benefits compared to other local government agencies to recruit and retain qualified workers. • Cost sharing is not uncommon among other agencies and private sector employers.

B. Service Delivery Changes

During the course of our work, we identified 12 potential budget strategies for consideration that would have allowed for service delivery changes while maintaining existing service levels. However, based on our initial analysis, it did not appear that most of the 12 potential budget strategies would have yielded a moderate or significant level of cost savings and other strategies such as how law enforcement and fire services were provided to the community have an unknown fiscal impact which would be determined depending on desired services levels. These items are listed in Attachment A.

C. Revenue Enhancements

Table 5 outlines the revenue enhancement strategies that were identified and analyzed.

Table 5. Revenue Enhancement Strategies

Budget Strategy	Description	Fiscal Impact	Implementation Considerations
Allow development of new hotels to increase transient occupancy tax (TOT) revenue	St. Helena currently has one established hotel and approval for one additional hotel (Farmstead). The current TOT rate in St. Helena is 15% (12% TOT, 1% Affordable Housing, and 2% Tourism Improvement District (TID)). Estimate of increased revenues are for building an additional hotel with 100 rooms at 80% occupancy and a rate of $350 per night.	$1,300,000	• Developers may seek tax incentives for building a new hotel.

Budget Strategy	Description	Fiscal Impact	Implementation Considerations
Increase TOT rate by 1%	St. Helena visitors staying in the local hotel pay TOT based on a total rate of 15% (12% TOT, 1% Affordable Housing, and 2% Tourism Improvement District (TID)). An increase in the TOT rate of 1% would yield additional revenues totaling $450,000 based on current long-term TOT projections.	$450,000	• A general purpose TOT increase requires majority voter approval at an election where Council seats are on the ballot unless a fiscal emergency is declared whereby the measure can proceed during a non-election season. • Pushback from local hotels • TOT rate increases are generally supported by voters.
Establish a Parks Maintenance District	Forming a Maintenance Assessment District would enable the City to shift a portion of parks maintenance costs to property owners and provide a source of funding to enhance service levels.	$300,000 to $500,000	• Requires approval of property owners to be assessed. May take a year or more to implement. City would still be required to provide "general benefit" financial contributions
Increase local transactions and use (sales) tax by 0.5%	The City currently levies a 0.5% local sales tax. For every 0.5% increase to the local sales tax, St. Helena would realize an additional $2.3 million in revenue.	$2,300,000	• A general purpose sales tax increase requires majority voter approval at an election where Council seats are on the ballot unless a fiscal emergency is declared whereby the measure can proceed during a non-election season. A specific purpose sales tax increase requires two-thirds voter approval and may be taken to voters at any time. • City leadership will need to act before other overlapping jurisdictions add additional local sales taxes that would reach the cap of 2% of local sales taxes in any one jurisdiction. Otherwise, the City might be required to seek legislative relief to be allowed to exceed the cap.

Budget Strategy	Description	Fiscal Impact	Implementation Considerations
Implement a utility user tax	The Utility User Tax (UUT) may be imposed by a city on the consumption of utility services, including (but not limited to) electricity, gas, water, sewer, telephone (including cell phone and long distance), sanitation and cable television. Approximately, 160 cities in California have some form of UUT in place.	$450,000 to $787,500 (Varies based on rate and affected utilities. Range is based on per capita rates of $100 to $175.)	• A general purpose UUT requires majority voter approval at an election where Council seats are on the ballot unless a fiscal emergency is declared whereby the measure can proceed during a non-election season.
Implement a Library parcel tax	The Library in St. Helena is currently funded by the General Fund. A parcel tax could be put before the voters to support Library operations and remove the burden from the General Fund. St. Helena has 3,836 parcels. General Fund expenditures for the Library are just over $1.2M. To generate that amount from a parcel tax would require a $313 parcel tax.	$1,200,000	• A parcel tax would need to be approved by two-thirds of voters and may be taken to voters at any time.
Review and update business license tax (BLT)	The City's current BLT model is based on a "per-unit" basis for various business categories (e.g., employees, rental units, etc) or a flat rate for other business categories. Some cities use a gross receipts model based on sales attributable to the jurisdiction. Current annual revenues total $101,000. Using a gross-receipts model, a tax rate of 0.1% would yield approximately $320,000 in additional net revenues to the City, which might actually be higher when including non-sales taxable business (e.g., professional services, food products, etc.).	$3,200,000 based on 1% tax rate (net of annual enforcement costs)	• Modeling the tax to generate the appropriate revenues and to address equity and fairness across business sizes and sectors will be important. Changes in the BLT model require a majority vote where Council seats are on the ballot unless a fiscal emergency is declared whereby the measure can proceed during a non-election season. • City would need to consider administrative support to assist with public information and education during the transition, and enforcement, the latter of which can be outsourced through a tax consulting firm that might cost $50,000 per year for enforcement costs.

Budget Strategy	Description	Fiscal Impact	Implementation Considerations
Implement real property transfer tax	Charter cities have the authority to implement a real property transfer tax at whatever rate the local jurisdiction wants to implement, subject to voter approval. Napa County Assessor's Office currently assesses the tax at a rate of 0.11%. The City could implement this option only if it were to change from a general law city to a charter city. Based on current tax revenues received by the City through the County, a 1% tax rate would yield $1.5 million in additional annual revenues, but those revenues will vary based on trends in the housing market and property turnover.	$2,250,000 based on a 1.5% tax rate. One-time costs approaching $500,000 might be incurred to draft a Charter and accompanying ballot measures for voter consideration.	• Requires an election and majority vote to change from a general law city to a Charter city. This would be taken to voters during a general election where Council seats are also up for election. • Charter measure would be accompanied by a real property transfer tax measure, that is a general law tax subject to majority voter approval.
Sell surplus property	The City has several parcels of land that are vacant and could be sold for private development. Staff estimates potential property values of over $8 million.	$8,000,000 as a one-time revenue source	• Sale of surplus property must fulfill the provisions required under the Surplus Land Act. • This is a one-time revenue source that should only be used to restore General Fund reserves until which time ongoing revenues sources are found to address the gap. • Future decisions could be made to use the funds for one-time needs.

As indicated in Table 5, most of the revenue enhancement strategies that would have a moderate or high level of fiscal impact require new or increased tax revenues. Every one of those items would be subject to the provisions of Proposition 218 and Proposition 26 that govern the requirements to impose, extend or increase a tax within a jurisdiction. Attachment B provides slides from a presentation that Baker Tilly has used in the past with cities to educate them about the requirements of Propositions 218 and 26. Baker Tilly encourages the City to learn more about the provisions of these regulations by consulting legal counsel as well as the information provided in the League of California Cities' Propositions 26 and 218 Implementation Guide[1].

D. Service Level Reductions

Service level reduction options are detailed in Table 6.

[1] The League of California Cities' Propositions 26 and 218 Implementation Guide may be found on the League's website at the following location: https://www.calcities.org/resource/propositions-26-and-218-implementation-guide

Table 6. Service Level Reduction Strategies

Budget Strategy	Description	Fiscal Impact	Implementation Considerations
Reduce normal work hours	Reduce all non-public safety staff to 35 hours per week.	$550,000 to $700,000 based on how many positions can truly be reduced	• Will likely increase staff turnover and difficulty in hiring.
Eliminate library and repurpose facilities	Closure of the library would reduce General Fund expenses by approximately 5% and result in the elimination of 5.98 FTE. Closing the library would result in the City forgoing revenues received from the Friends of the Library and Library Foundation, state grants and trust funds. If this were implemented, the City would need to determine how to repurpose the library facilities for other uses, which could include a permanent City Hall location, lease, or considered surplus property for sale/disposition.	$900,000	• The library is popular with residents, and this would be a politically difficult reduction. If closed, people seeking library services would need to visit one of the other area libraries. The City leaders would need to determine what to do with the facility.
General Fund expenditure reductions of 10% of annual operating costs	This strategy would require a careful analysis and prioritization of services to determine where services may be cut. A $1.8 million reduction in General Fund expenditures based on FY 2024 projected expenditures, if implemented through staff reductions, would require a nearly 16% reduction in workforce. Such reductions might include significant reduction in police services requiring additional mutual aid for Type 1 calls, significant decreases to library hours, reduced street and parks maintenance, and reduced administration.	$1,800,000 based on FY 2024 projected expenditures	• Impacts of workforce reduction would require notice to labor groups and layoffs in accordance with MOUs and personnel rules. • Unemployment costs will increase and would need to be factored into the determination of fiscal impact in earlier years based on implementation date.

Budget Scenario Packages

As indicated earlier, the baseline forecast, which excludes any of the items to provide additional capacity to enhance services and/or address unfunded/underfunded needs, would not require any new budget strategies, as long as the City Council were willing to waive its minimum target reserve threshold policy of 30% of annual expenditures during FY 2027 to FY 2030. Baker Tilly believes this would be a reasonable approach to maintain existing service levels.

However, infrastructure needs, additional staffing to address unfunded/underfunded needs, and staff vacancies and recruitment challenges will continue to threaten the City organization's ability to deliver the existing services and meet the demand for expanded service unless addressed. As indicated earlier, these adjustments would impact the baseline forecast by increasing annual General Fund costs by $5.3 million per year, which will grow based on cost-of-living adjustments (COLAs) and benefit increases.

Based on the foregoing, Baker Tilly has prepared four scenarios for Council's consideration that address the identified fiscal gaps. Each of the scenarios would allow the General Fund to maintain an appropriate level of reserves, eliminate identified structural gaps (deficits), and ensure the viability of the City's operations throughout the period included in the fiscal model.

The scenarios described below do not include any service level or expenditure reductions. St. Helena elected officials and appointed leadership have indicated a desire to not only maintain service levels, but to enhance the level of service provided by the City. Suggesting service level reductions would run counter to that desire. Rather, the scenarios described below are designed to either maintain or enhance service delivery, especially as it relates to unfunded/underfunded capital needs.

These budget scenarios are provided as examples of the types of strategies that Council members could consider addressing the long-term fiscal gap. The Council could choose any of these scenarios or develop alternative scenarios that include varying types of strategies to resolve the fiscal gap. The scenarios included in this report employ different strategies and make assumptions with respect to the timing of implementing each strategy.

As a reminder, the updated baseline forecast projected annual deficits from FY 2024 to 2028, with reserves staying above the City's minimum reserve target of 30%.

Table 7 summarizes the four scenarios provided for consideration as the Council determines the approaches it wants to take to address the indicated fiscal gaps.

Table 7. Budget Scenarios to Address Fiscal Gaps

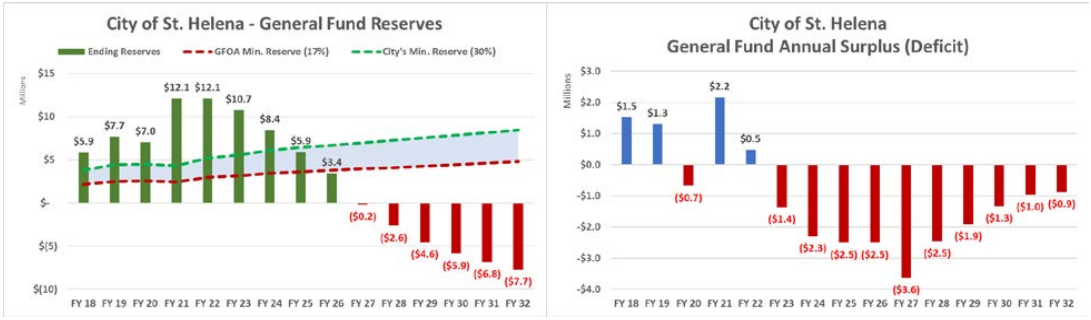
Scenario	Description
ADDRESSING COMPETITIVE COMPENSATION ADJUSTMENTS ONLY	
Scenario 1 – Business license tax with additional capacity in future years **$2.5 million in annual additional resources**	• Include funding for compensation adjustments ($1.7 million) in FY 2024. • Implement gross receipts-based business license tax model with a tax rate of 0.8% generating $2.5 million annually starting in FY 2025. • Provides additional annual capacity of over $2 million by FY 2031 to address other unfunded/underfunded needs.
PROVIDING CAPACITY IN ALL UNFUNDED/UNDERFUNDED NEED AREAS	
Scenario 2 – Providing capacity: business license tax; local transactions and use (sales) tax **$5.5 million in annual additional resources**	• Include funding for compensation adjustments ($1.7 million) in FY 2024. • Implement gross receipts-based business license tax model with a tax rate of 1.0% generating $3.2 million annually starting in FY 2025. • Increase local transactions and use (sales) tax rate from 0.5% to 1.0% generating $2.3 million annually in FY 2025. • Include funding for all capital funding need requirements ($2.5 million) in FY 2025 upon passage of business license and local sales tax measures. • Include funding for ideal staffing levels ($1 million) in FY 2026. • Provides additional annual capacity of approximately $2.8 million in FY 2031 to address other unfunded/underfunded needs. • Waive City's minimum reserve target policy of 30% for FY 2027 to 2029 and implement the GFOA recommended minimum 17% reserve policy during this period.
Scenario 3 – Providing capacity: business license tax; Charter City; real property transfer tax; sell surplus property **$4.7 million in annual additional resources** **$8 million one-time additional resources**	• Include funding for compensation adjustments ($1.7 million) in FY 2024. • Implement gross receipts-based business license tax model with a tax rate of 1.0% generating $3.2 million annually starting in FY 2025. • Include funding for all capital funding need requirements ($2.5 million) in FY 2025 upon passage of business license tax measure • Include funding for ideal staffing levels ($1 million) in FY 2025 upon passage of real property transfer tax. • Implement real property transfer tax rate of 1.0% totaling $1.5 million in annual revenues, subject to creation of a City Charter, by FY 2026. • Sell surplus property totaling $8 million in FY 2027 • Provides additional annual capacity of approximately $2 million in FY 2031 to address other unfunded/underfunded needs. • Waive City's minimum reserve target policy of 30% for FY 2026 to 2029 • and implement the GFOA recommended minimum 17% reserve policy during this period.
Scenario 4 – Providing capacity: TOT rate increase; local sales tax; library parcel tax; sell surplus property **$4 million in annual additional resources** **$8 million one-time additional resources**	• Include funding for compensation adjustments ($1.7 million) in FY 2024. • Increase the TOT rate from 12% to 13% generating $450,000 annually in FY 2025. • Increase local transactions and use (sales) tax rate from 0.5% to 1.0% generating $2.3 million annually in FY 2025. • Implement library parcel tax of $313 per parcel generating $1.2 million in ongoing revenues by FY 2026. • Include funding for ideal staffing levels ($1 million) in FY 2026. • Sell surplus property totaling $8 million by FY 2027. • Include funding for all capital funding needs ($2.5 million) in FY 2027.

Figures 4 to 7 below present the before and after impacts on General Fund reserves and the annual surplus (deficit) if the strategies identified in Table 8 were implemented.

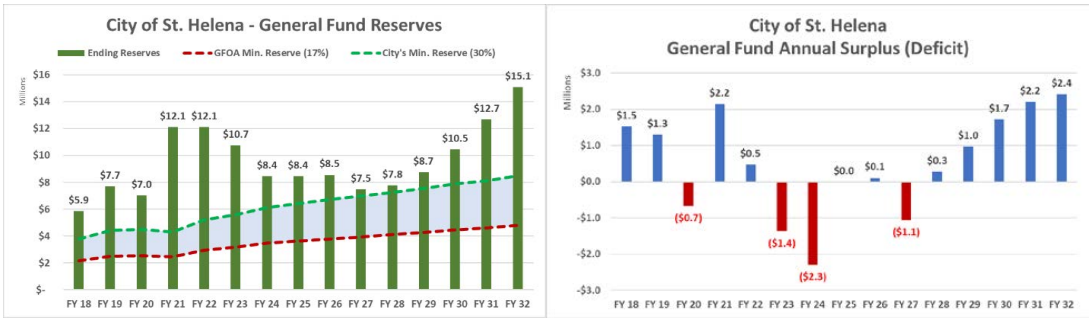
Scenario 1 – Business license tax with additional capacity in future years

Figure 4. ***Scenario 1*** *– Before and After Graphs of Reserves and Annual Surplus (Deficit)*

Before



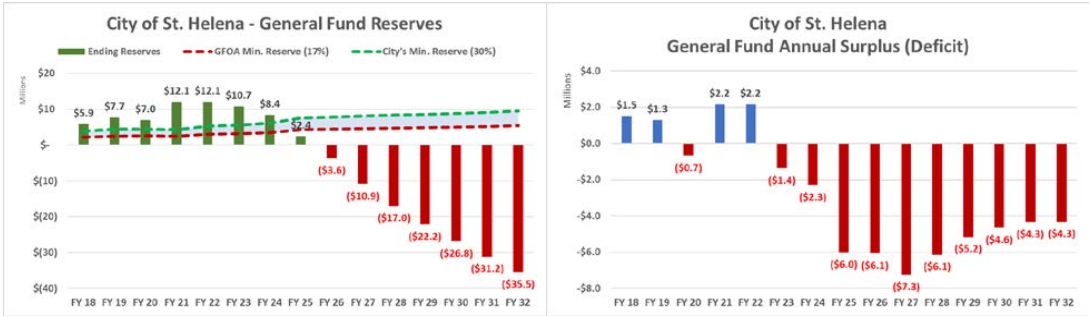
After



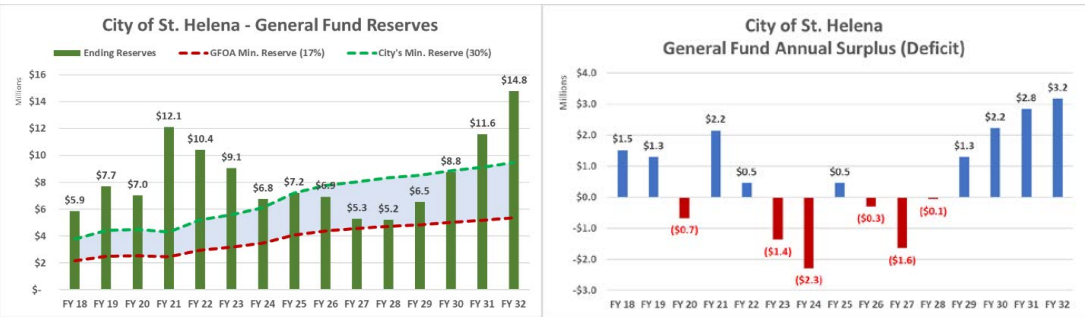
Scenario 2 – Providing capacity: business license tax; local transactions and use (sales) tax

Figure 5. ***Scenario 2*** *– Before and After Graphs of Reserves and Annual Surplus (Deficit)*

Before



After



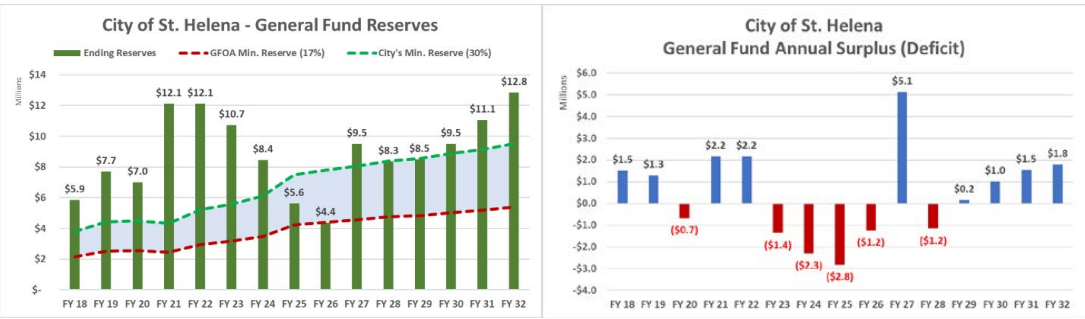
Scenario 3 – Providing capacity: business license tax; Charter City; real property transfer tax; sell surplus property

Figure 6. ***Scenario 3*** *– Before and After Graphs of Reserves and Annual Surplus (Deficit)*

Before



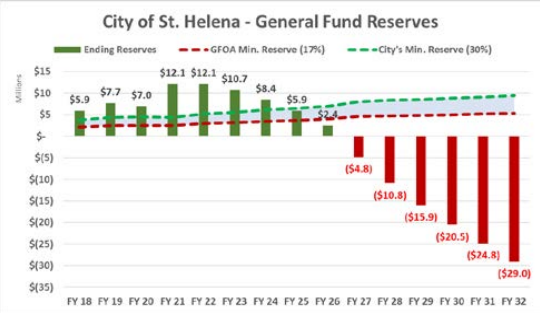
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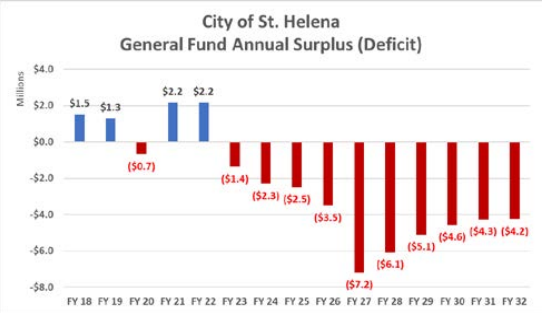


Scenario 4 – Providing capacity: TOT rate increase; local sales tax; library parcel tax; sell surplus property

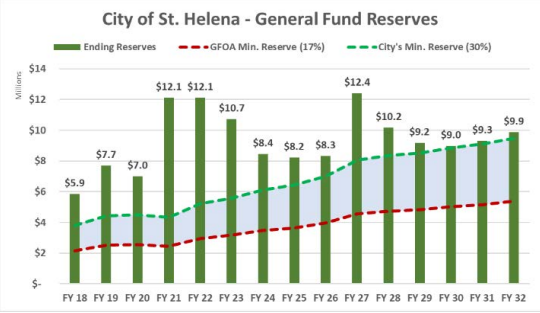
Figure 7. ***Scenario 4*** *– Before and After Graphs of Reserves and Annual Surplus (Deficit)*

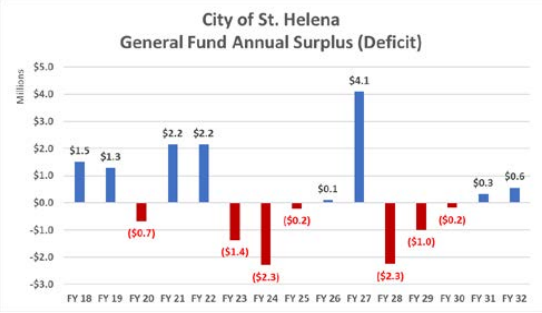
Before





After





Concluding Remarks

The City's updated financial forecast indicates that there is fiscal capacity to provide services at existing levels. However, there are several unfunded or underfunded needs. The City organization is currently struggling to provide services and meeting the expectations of the community. The City is also having difficulty recruiting and retaining its employees due to compensation and benefits that are not considered competitive in the marketplace. This post-pandemic environment adds significant challenges to the City's ability to recruit staff even if compensation was competitive. The cost of housing in the geographic region, coupled with long commutes, makes the City less attractive as an employer. Competitive compensation is needed to attract and retain talent. The City leadership needs to address that issue as quickly as it can.

The magnitude of the costs associated with the City's underfunded needs which total $5.3 million per year will not be affordable without additional financial resources – in other words, the City will need some form of revenue enhancement in order to continue providing the levels of service the community expects while also addressing deteriorating capital assets.

We look forward to discussing this matter with the City as the City Council and the leadership team work together with the community to address its operational and capital financing needs.

Attachment A – List of Additional Budget Strategies

The following table shows additional budget strategies that were identified but that did not meet a moderate or high fiscal impact threshold. A low fiscal impact budget strategy would have an estimated $100,000 to $350,000 impact to the general fund while minimal fiscal impact strategies are less than $100,000.

Budget Strategy	Fiscal Impact
EXPENDITURE CONTROLS AND COST SHIFTS	
Review cost allocation methodology and update to ensure cost recovery	Low
Shift costs for roadway maintenance to solid waste provider	Low
Eliminate special pays	Low
Eliminate City contribution to deferred compensation plan	Minimal
SERVICE DELIVERY CHANGES	
Contract Police Services	TBD Depending on Desired Service Levels
Contract Fire Services	
Contract Parks and Recreation services with another jurisdiction (e.g., NPOSD, Calistoga, Santa Rosa)	Low
Contract parks maintenance services	Low
Consolidate code enforcement so that one officer can perform multiple inspections.	Minimal
Implement online permitting	Minimal
Implement adopt-a-spot volunteers in Parks and Recreation	Minimal
Increase partnerships	Minimal
Contract with County to Provide Library	Minimal
Contract with another agency to provide water and wastewater services	Minimal
Share Chief Building Official duties with neighboring jurisdictions	Minimal
Contract fleet maintenance	Minimal
SERVICE REDUCTIONS	
Reduce library hours	Low
Reduce tree maintenance	Low
Reduce frequency and/or level of service for Parks and Recreation	Low
Rely on part time staff at the library	Low
Reduce number of special events	Minimal
REVENUE ENHANCEMENTS	
Fully recover costs for fire inspections	Low

Budget Strategy	Fiscal Impact
Start charging for vegetation inspections	Low
Relax regulations on short term rentals to increase TOT	Low
Hire a hearing officer for parking citations to address appeals	Low
Increase solid waste franchise fees	Low
Increase Parks and Recreation fees to achieve cost recovery	Low
Review and update master fee schedule to achieve cost recovery goals	Low
Implement street impact fee	Low
Implement real property transfer tax	Low
Implement results of development fee study	Minimal
Establish a Business Improvement District	Minimal
Implement a water and wastewater rate study	Minimal
Implement a Friends of Parks and Recreations group	Minimal
Rent out library rooms	Minimal

Attachment B – Presentation Slides on Propositions 218 and 26

The following slides are excerpts from presentations provided by Baker Tilly to other California cities describing the provisions of Propositions 218 and 26 and the impact on the ability of cities to impose, extend or increase taxes in their communities. More guidance can be found in the League of California Cities' Propositions 26 and 218 Implementation Guide on the League's website.

Proposition 26 - Defining a Tax by What it is NOT

Specific benefit	• zoning permits, parking permits
Government service or product	• recreation classes, utilities
Permits and inspections	• building permits, police background checks
Local government property	• facility rentals, park rentals
Penalty for illegal activity	• parking fines, code enforcement fees
Property development	• planning fees, grading permits, development impact fees
Proposition 218 exceptions	• fees imposed on a property owner, fees for property related service

3

Proposition 218 – When is a Tax Imposed, Increased or Extended

Imposed	Extended	Increased
• When a local tax ordinance is adopted	• A decision to extend the effective period for the tax	• Increase the rate of the tax • Revising the methodology by which the tax is calculated

4

Taxes Require Voter Approval

	General Tax	Special Tax
Use of Revenues	• Unrestricted	• Specific purpose
Governing Body Approval	• General law cities – 2/3 of Councilmembers • Transactions and use tax– 2/3 of Councilmembers	• Majority of Councilmembers
Voter Approval	• Majority of voters voting on the measure	• 2/3 of the voters voting on the measure

Other Rules	• Must be consolidated with a regularly scheduled general election of member of the governing body, unless a fiscal emergency is declared by unanimous vote	• Must be deposited into a separate fund
		• Must publish an annual report including
		  • Tax rate
		  • Amounts collected and expended
		  • Status of projects funded by the tax

Source: The California Municipal Revenue Sources Handbook (5 th Edition), Michael Coleman

5

APPENDIX F

CITY OF ST. HELENA
APPROPRIATIONS LIMITATION SUMMARY
Fiscal Year 2023-24

PROCEEDS OF TAXES	$	16,493,668
EXCLUSIONS	$	-
APPROPRIATIONS SUBJECT TO LIMITATION	$	16,493,668
CURRENT YEAR LIMIT	$	63,383,756
OVER (UNDER) LIMIT	$	(46,890,088)
AVAILABLE CAPACITY AS A % OF LIMIT		73.98%

In November, 1979, the voters of the State of California approved Proposition 4, commonly known as the Gann Initiative. The Proposition created Article XIIIB of the State Constitution placing limits on the amount of revenue which can be spent by all entities of government Prop 4 became effective for the 1980/81 fiscal year, but the formula for calculating the limits was based on the 1978/79 "base year" revenues.

In order to deal with an increasing number of complaints about the restrictions of Prop 4, and to increase the accountability of local government in adopting their limits, the voters approved Prop 111 in June 1990. Among other things, Prop 111 provides new adjustment formulas which should make the Appropriations Limit more responsive to local growth issues. It also requires an annual review of Limit calculations.

The Appropriations Limitations imposed by Propositions 4 and 111 creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual population and inflation. Not all revenues are restricted by the Limit, only those which are referred to as "Proceeds of Taxes."

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2023-24

APPROPRIATIONS SUBJECT TO LIMIT

Fiscal year 2023-2024 estimated revenues		$	18,274,906
Less:			
Nonproceeds of tax		$	(1,781,238)
Plus:			
User fees in excess of costs		$	-
Total appropriations subject to limit:		$	16,493,668

APPROPRIATION LIMIT

Fiscal year 2022-2023 appropriation limit:		$	60,969,617
A. Cost of living adjustment [1]	1.0444		
B. Population adjustment [2]	0.9954		
Change Factor (A x B)	1.0396		
Increase in appropriation limit		$	2,414,138
FISCAL YEAR 2023-2024 APPROPRIATION LIMIT		$	63,383,756
REMAINING APPROPRIATION CAPACITY		$	46,890,088
AVAILABLE CAPACITY AS A PERCENT OF LIMIT			73.98%

[1] Based on percentage change in California per capita income.
[2] Based on annual population change for St. Helena.

CITY OF ST. HELENA
Spending Limit Calculation
Fiscal Year 2023-24

REVENUE SOURCE	PROCEEDS OF TAX	NON-PROCEEDS OF TAX	TOTAL
Property tax	5,368,071		5,368,071
Retail sales/use tax	5,994,573		5,994,573
Transient occupancy tax	3,829,591		3,829,591
Business license tax	179,394		179,394
Real property transfer tax	154,175		154,175
Motor vehicle in-lieu	922,737		922,737
Public Safety Sales Tax		80,300	80,300
Franchise Taxes		565,600	565,600
Charges for Services		773,065	773,065
Other Revenues		357,400	357,400
SUBTOTAL	$ 16,448,541	$ 1,776,365	$ 18,224,906
PERCENT OF TOTAL	90.25%	9.75%	100.00%
INTEREST INCOME	$ 45,127	$ 4,873	$ 50,000
TOTAL - GENERAL FUND	$ 16,493,668	$ 1,781,238	$ 18,274,906

(excludes interfund transfers & Sales Tax Set-Aside)

CITY OF ST. HELENA
Appropriation Limitation Adjustments Since 2004

BUDGET YEAR	PRICE FACTOR	POPULATION FACTOR	CHANGE FACTOR	PRIOR YEAR APPROP LIMIT	CURRENT APPROP LIMIT
2003/2004	1.0231	1.0027	1.0259	32,274,992	33,109,700
2004/2005	1.0328	1.0099	1.0430	33,109,700	34,534,236
2005/2006	1.0526	1.0150	1.0684	34,534,236	36,895,998
2006/2007	1.0396	0.9119	0.9480	36,895,998	34,978,144
2007/2008	1.0460	1.0150	1.0617	34,978,144	36,586,269
2008/2009	1.0429	-1.0029	1.0400	36,586,269	38,049,720
2009/2010	1.0062	1.0114	1.0177	38,049,720	38,722,084
2010/2011	0.9746	1.0069	0.9813	38,722,084	37,998,939
2011/2012	0.9749	1.0069	0.9816	37,998,939	37,300,777
2012/2013	1.0377	1.0068	1.0448	37,300,777	38,970,224
2013/2014	1.0512	1.0029	1.0542	38,970,224	41,084,299
2014/2015	0.9977	1.0124	1.0101	41,084,299	41,498,079
2015/2016	1.0382	1.0209	1.0599	41,498,079	43,983,746
2016/2017	1.0537	1.0123	1.0667	43,983,746	46,915,725
2017/2018	1.0369	1.0025	1.0395	46,915,725	48,768,533
2018/2019	1.0367	1.0059	1.0428	48,768,533	50,856,632
2019/2020	1.0385	1.0023	1.0409	50,856,632	52,936,086
2020/2021	1.0373	0.9954	1.0325	52,936,086	54,658,013
2021/2022	1.0573	0.9961	1.0532	54,658,013	57,564,537
2022/2023	1.0755	0.9848	1.0592	57,564,537	60,969,617

May 2023

Attachment A

A. **Price Factor**: Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $-\frac{0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: 1.0444 x 0.9965 = 1.0407

County City	Percent Change 2022-2023	--- Population Minus Exclusions --- 1-1-22	 1-1-23	Total Population 1-1-2023
Napa				
American Canyon	-1.35	21,631	21,338	21,338
Calistoga	-0.68	5,162	5,127	5,127
Napa	-0.92	77,533	76,821	76,821
St Helena	-0.46	5,380	5,355	5,355
Yountville	-0.86	2,211	2,192	2,778
Unincorporated	-1.10	22,357	22,112	23,218
County Total	-0.99	134,274	132,945	134,637

From: Kelly Wheaton
To: cityclerk
Subject: [External] Salary Comparisons Public comment for Public Meeting on Budget
Date: Wednesday, May 24, 2023 4:34:32 PM
Attachments: image.png
image.png

As I mentioned at last night's meeting I have been analyzing the salaries of St Helena compared to nearby communities of similar size. In addition I have added Healdsburg (double the population of SH) and Napa (17 times larger). Then I added two tourist towns with similarly high cost of living and population (Carmel & Sausalito). More on that in a moment.

At this point I need to comment on how important it is to have **local input**. When hiring all these consultants you have an administrative staff who do not live here, feeding the consultants input and desired staff output. This was true with Raftelis and the failure of the staff to listen to the Council's goals and the Committee's goals that cost the taxpayers an additional **$45,000** in fees to Raftelis. How so, you ask? The 2 hour first finished proposal presentation was based purely on staff input (and desired outcome) and was not the work product of the Committee nor did it reflect public comment. The Committee demanded that they have a say in the outcome (which better met the stated goals of Council and committee). This involved an extension of the contract.

I mention this as but one example, but this happens with many Boards and Commissions in SH. Just like you on the council are delivered staff recommendations for which your consent is desired (with little, or no input from you or the public, because meetings would be 10 hours long). If more staff lived here they would probably be better informed. (Like the major faux pas of the City Manager not realizing how much value the Chamber adds to City coffers let alone the poor judgement in not reaching out to them). This is not an isolated incident. Stop with higher and higher salaries and more people that don't work here. Housing stipends are better than unfunded pensions. **Input from the public should come at the beginning of these processes not at the end.**

The time for better communication is long since passed. The staff does not seem to get that communication is a two-way street. The cringe worthy Secret Numbers List or "Who We Are" is a perfect example of not knowing the community. Your best city employees are the ones who interact regularly with the public on a level playing field and respect and seek their input on decisions that affect the citizenry. **Proper communication involves an exchange of ideas, not one party dictating to the other.** Just because it is done a certain way elsewhere, does not mean we need to do it that way here. **In a small town like St Helena we can do much better.** This community has a wealth of active and retired experts in a myriad of fields. The staff and council ignore them regularly in favor of high priced consultants with their boiler plate presentations and calculations. These consultants cost hundreds of thousands of dollars. The two years of $30,000+ surveys told you what the staff should have known and at least the council would have. These high priced consultants are an expensive way for staff to justify what they put in front of you. Very expensive fig leaves and not always accurate.

WASH has been trying for nearly a year to get proper oversight of the Water and Wastewater enterprises and get a Commission agendized. First the City Manager told a group of us he was fully supportive. Then it was bad timing with the Water and Wastewater Study and on and on. If the staff and City Manager fear oversight maybe that itself should be a red flag. The people that annoy the council the most are those who are the best watchdogs---disseminating

information to the public and actively encouraging involvement. The Council should appreciate that and not fear the people who care. **There are, as of this writing, 964 SIGNATORIES opposing the Hunter Project.** They dribble in everyday in small spurts and they include diverse political viewpoints and socioeconomic backgrounds. Are you listening?

I heard several things that I found truly disturbing last night. The CM mentioned hiring a consultant to do this and another consultant to do that. This is in addition to the 20 people he is proposing to hire. Isn't it the council's job to oversee City spending? He also mentioned adding hotel rooms to existing hotels. I want to know where the water is coming from. Why are residents asked to pay exorbitant costs for water and sewer and to cut down on usage---so it can be guzzled by hotel patrons?

Here is a suggestion. **Whenever a consent item is put before the Council that requires an expenditure the staff be required to submit 2 or more cost saving alternatives.** Let's use my pickleball example. Proposal A: fully fund $35k pickleball courts (no cost saving). Proposal B: require the interested community members raise 1/2 the cost (savings of $17.5k) Proposal C: ask the Recreation & Parks director to seek corporate sponsorship in exchange for naming it ($35k savings).

As I meant to say last night there are two ways to save money. Increase revenue or decrease expenditures. Every decision the Council makes should be weighed as if this is your household budget.
Questions to ask:

Is this a WANT or a NEED?
Is there a less expensive alternative?
What happens if we do not fund this?
Will this add to future debt liabilities?
Is this what the community NEEDS or is it what the staff WANTS?

Please note the staff are not impartial. They have wants disguised as needs. Who doesn't want new office furniture, new assistants, telecommuting---**but these things are NOT what the citizens of St Helena expect when the infrastructure is crumbling**. Prioritize what we need most---I am in agreement with Mayor Dohring---the sidewalks should be at the top of the list just behind fixing water pipes and Bell Canyon. The general staff have been asked by the CM to support hotel and housing development to insure their pension solvency. There is no clear directive from the community on whether they are willing to give up precious water for more hotel rooms so the CM can build a staff empire worthy of a town 10-20 times that of St Helena. When in doubt put it to a vote of the people who live here. They voted for you to represent them. Are you carrying out your fiduciary oversight? Do staff WANTS outweigh the public's? Change city rules to allow more communication between Council Members and staff. One person should not stand between the staff and the council. There should be opportunities for one on one, candid conversations with staff. The Council would learn valuable feedback.

It's the little things that add up. Why are we preparing public meeting handouts in full color? I imagine it costs about $.05 per page for B/W vs. $.20 per color (it could be much more). I have a 3" stack of materials from the Water/ Wastewater Rate Study alone, in full color. Let's look at ways to SAVE money-- not ways to spend MORE and more and more. The handout last night announcing the budget meeting has an enormous amount of black. It is not environmentally responsible. It is not economically responsible. How about giving a scan code

and people can read it on their phones. You pass an ordinance banning gas powered leaf blowers for their environmental impact (Noise and pollution, which I support) yet think nothing of the air and noise pollution of a fireworks display.https://earth.org/environmental-impact-of-fireworks/

Back to the Salary Comparisons. Here is a screenshot by Baker and Tilly of the cities used to calculate Annual UUT. If these are the same cities they used for the salary comparisons we can see that everyone of those cities has more population than St Helena and other than Sebastopol and Cloverdale they are not at all similar to St Helena. The only one with a similar population is Holtville with a median household income of $36,318 and the median family income $39,347.

Table 3 - Examples of Annual UUT for Comparable Cities

County	City	Population	UUT Tax Rate	UUT Collected FY 2021
Fresno	Firebaugh	6676	10%	1,004,161
Fresno	Fowler	8108	5%	429,638
Fresno	Huron	6934	4%	183,496
Fresno	Orange Cove	6222	7%	561,421
Imperial	Holtville	5502	5%	433,750
Marin	Fairfax	7521	4%	342,333
Merced	Gustine	6091	2.50%	291,967
Mono	Mammoth Lakes	7271	3.50%	856,613
Monterey	Gonzales	8576	4%	233,913
Santa Barbara	Guadalupe	8546	5%	480,619
Sonoma	Cloverdale	8954	3%	478,432
Sonoma	Sebastopol	7448	3.75%	697,571
Stanislaus	Waterford	9158	6%	616,559
Tulare	Woodlake	7577	6%	371,637
Yolo	Winters	7305	9.50%	762,107

Compare these with the cities I selected (below) for comparison. If you look carefully you will see that our top level management is not underpaid for the size of our population. We are terribly over staffed at the City Manger staff level. We are not in keeping with similar sized communities. We now have as much City Manager staff as Napa, a community SEVENTEEN times the population of St Helena's. There is also the huge impact of 2 new $100k Positions on long term Pension liabilities. I am sorry to say that the council is failing. This from the City's website:

The Mayor and four Council members represent the residents of St. Helena, review public policy, and adopt policies responsive to the community.

I know the City Council works long hours as well as city staff. If I can put this together in a few hours surely staff could have done the same. It isn't rocket science. If the comparison is showing underpayment it is because the comparables are not proper comparables. Also note that St Helena is not terribly understaffed. You are being misled.

TOWN	Population	Total city Employees (2021)	Total Employee salary cost (2021)	2021 City Manager salary	City Manager Salary 2023	Assistant City Manager 2023	Assistant to City Manager or Deputy 2023
Carmel	3,196	82	$7,311,166	$64,372	$231,815	$179,000-$217,739	NONE
Yountville	3,360	65	$3,434,132	$229,763	$248,100	NONE	NONE
Calistoga	5,187	141	$6,912,179	$161,411	$240,000	$196,284-$238,584	NONE
St Helena	**5,386**	**125**	**$7,596,488**	**$198,546**	**$235,036**	**$172,768-$210001**	**2 x $106,341-$129,258**
Sausalito	7,199	111	$8,424,016	$158,264	$205,920-$246,625	NONE	NONE
Healdsburg	11,275	272	$16,901,500	$269,843	$269,412.00	$170,587-$207,348	NONE
Napa	78,818	598	$53,998,475	$261,135	$231,690-278,028	$199,290-239,148	2x $176,078-212,721

PLEASE RESPOND RECEIVED so I know you read this. I will be reporting back to the community who took the time to type in 8 letters.

Thank you.

Kelly Wheaton

From:	Meagan Rounds
To:	Public Comment; Contact City Council; Anil Comelo; April Mitts; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Subject:	[External] Chamber of Commerce funding - follow up comment
Date:	Sunday, June 11, 2023 11:48:51 AM

Dear Councilmembers,

Following up on our previous letter regarding the Chamber of Commerce's destination marketing budget from the City of St. Helena, here is some data from our point of sale and reservation systems for the past few years. I will gladly share more data if anyone wants additional years or the month-to-month breakdown.

In 2021 65% of our guests were visitors, 35% were residents
In 2022 60% of our guests were visitors, 40% were residents
In 2023 62% of our guests were visitors, and 38% were residents (thru May 31, 2023)

Cook St. Helena is considered by many to be a restaurant for locals, and we do feel we are more locally serving; however, we cannot survive on residents alone. Slowing tourism will only derail the recovery in St. Helena at a time when businesses are all still struggling. Nearby cities such as Calistoga and Yountville spend far more to market their destinations. The chamber's 250k can't nearly compete, and now you want to cut it to 175k demonstrates an even bigger concern for an even slower town regarding visitation. Please don't cut the funding.

Sincerely,

Jude Wilmoth & Meagan Rounds
Cook St. Helena

From:	Katherine Bull
To:	Public Comment
Cc:	Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Subject:	[External] Chamber of Commerce Destination Marketing budget
Date:	Monday, June 12, 2023 3:49:10 PM
Attachments:	image001.png

Dear City Council,

I hope this email finds you well. I am writing to express my concern regarding the potential decision to cut the destination marketing budget allocated to the Chamber of Commerce. I strongly believe that such a move would have a detrimental impact on downtown businesses and our overall economic success as a city.

The Chamber of Commerce plays a vital role in promoting our city as a desirable tourist destination, one worth visiting. Their destination marketing initiatives have consistently showcased the unique attractions, events, and experiences that our city has to offer. By effectively targeting and reaching potential visitors outside of the scope of business owners, the Chamber has played a significant part in driving tourism growth and bringing economic benefits to this community.

Cutting the destination marketing budget for the Chamber would severely limit their ability to reach and attract new visitors. This, in turn, would result in decreased tourist footfall, reduced spending in local establishments, and a decline in revenue for our city's businesses, all of which we local business owners can not afford. Furthermore, it would undermine our city's reputation as a priority destination and hinder our competitiveness against neighboring cities that continue to invest in destination marketing. We can not fall behind in this, the consequences will have a strong ripple effect throughout our whole community.

Tourism is a vital economic engine for our city as you know, contributing to job creation, small business growth, and increased tax revenue. By reducing funding for destination marketing, we risk slowing down the positive trajectory we have experienced in recent years. This would have a far-reaching impact on the livelihoods of our residents who rely on tourism-related industries for their income and financial stability.

I urge you to carefully consider the potential consequences of cutting the destination marketing budget for the Chamber of Commerce. Instead of viewing it as an expense, we should recognize it as an investment in our city's future. By allocating adequate resources to destination marketing, we can continue to attract visitors, stimulate economic activity, and showcase the best our city has to offer, which is a lot!

I kindly request that you explore alternative solutions that would allow the Chamber of Commerce to maintain their destination marketing efforts at a level that sustains the growth and vibrancy of our tourism industry. I understand the complexities involved in budgeting decisions, but I firmly believe that prioritizing investment in destination marketing will yield positive results for our city's economy and community as a whole. By continuing to promote our city effectively, we can ensure its long-term success and attractiveness as a destination of choice.

Thank you for your time and for your ongoing commitment to the growth of our city. I remain

hopeful that we can work together to continue building a vibrant and successful community that is a high class destination for both locals and tourists alike.

My best,

Katherine Salinas
CEO

Meuse Gallery
1331 Main Street,
St. Helena, CA 94574

d-707-968-5942
c-831-224-3717
kat@meusegallery.com
www.meusegallery.com



From: Kristine Waldenburg
To: Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy; Public Comment
Cc: Kristine Waldenburg
Subject: [External] Marketing budget
Date: Monday, June 12, 2023 11:33:46 AM

Dear St. Helena City Council and City Manager,

I am writing to encourage you all to invest in the future of sustaining downtown businesses by NOT cutting the marketing budget currently in place which I understand is on the chopping block. While I certainly know that when trying to rein in a budget means cuts, I think it might be penny wise and pound foolish to negatively impact a source of revenue for the City in sales tax generated.

St. Helena is a destination town that relies on visitors, be it day trippers or more far reaching. Even a very hyper local business like mine (Lolo's Consignment, 26 years in business) can't survive totally on Napa Valley locals…we found that out during the pandemic!

I have been in business long enough to remember when St. Helena was THE place to visit and also saw it's decline when other towns dug in, improved and marketed themselves. Visitors no longer bypass Napa in favor of St. Helena. Now it's necessary to market to get them to come here to us.

The out of area visitors usually generate 50% or more of our sales weekly. I attribute this to the work that the Chamber has taken on over the last years making St. Helena at the very least more visible and at the most a "must" destination, even with stiff competition from other NV towns, especially Napa.

We already have more than a few empty storefronts in St. Helena. That is not a thriving look! How does it make sense to cut funding to promote St. Helena for the remaining businesses and stores? How would it be for a possible new business owner to take the very expensive plunge to open a business here rather than in another NV town that is supported by lots of marketing dollars?

I would also like to say that 99.9% of the visitors are LOVELY, here to have a good time and spend money! Remember we are all visitors when it comes to traveling even for a day. How did you find your last destination?

I know that marketing is an easy target because it is hard to quantify. However, the Chamber has provided results that marketing DOES WORK with increased numbers, inquiries and high social media presence. This has translated into sales tax revenue to the City. Please know how important marketing dollars are to our businesses and to St. Helena.

Thank you for your time and consideration.

Kristine Waldenburg
Lolo's
1120 Main Street
St. Helena

From: Sweeney, Tracy
To: Paul Dohring; Eric Hall; Lester Hardy; Anna Chouteau; Eric Hall
Cc: Ask City Hall; cityclerk
Subject: RE: [External] Please fully fund the St. Helena Chamber of Commerce partnership
Date: Monday, June 12, 2023 10:26:15 AM
Attachments: image001.png

Hello Council Members,

I understand discussion of funding the Chamber was moved to this upcoming Council agenda. I am resubmitting my letter of support to ensure inclusion in this weeks' Council packet and public notice documentation. Thank you to those of you who replied to my earlier letter. Want to be sure you have all support letters aggregated for the current meeting package.

Thank you,

Tracy

Tracy Sweeney VP DTC **|** Treasury Americas **|** (707) 287-8651

From: Sweeney, Tracy
Sent: Tuesday, May 30, 2023 1:38 PM
To: Mayor Paul Dohring: <PDohring@cityofsthelena.org>; Vice Mayor Eric Hall: <EHall@cityofsthelena.org>; Council Member Lester Hardy: <lhardy@cityofsthelena.org>; Council Member Anna Chouteau: <AChouteau@cityofsthelena.org>; Council Member Billy Summers: <EHall@cityofsthelena.org>
Subject: Please fully fund the St. Helena Chamber of Commerce partnership

Members of the St. Helena City Council,

I am writing as both a citizen and a member of the St. Helena business community. Please include full funding for the St. Helena Chamber of Commerce in the 23/24 fiscal year budget. This funding serves as a valuable investment that directly generates revenue at an exponential rate through sales tax and transient occupancy tax (TOT). No other City expense is revenue generative. Cutting investment from our destination marketing efforts and the various business education programs provided by the Chamber will lead to more revenue deficits in the future. Businesses will be less equipped to grow sales and attract customers and our hospitality industry including lodging, restaurants and wineries will see fewer visitors resulting in less TOT and sales tax for St. Helena.

The investment in the Chamber of Commerce is quite modest relative to the return the City sees. Please continue to support this vital organization in the coming budget and in the years ahead.

Sincerely,

Tracy Sweeney



TRACY SWEENEY
Vice President, Direct-to-Consumer

M (707) 287-8651
E Tracy.Sweeney@tweglobal.com

555 Gateway Drive, Napa, CA 94558
www.tweglobal.com

From:	Eric Reichert
To:	Public Comment; Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Subject:	[External] Support of the St. Helena Chamber of Commerce
Date:	Monday, June 12, 2023 4:27:04 PM
Attachments:	image.png image.png

Dear Mayor and City Council,

I am writing to express my strong support for the marketing efforts led by Amy and her team at the St. Helena Chamber of Commerce and hope that you will reconsider cutting funding for their marketing efforts. As the President & CEO of the Calistoga Chamber of Commerce and Visit Calistoga, I understand firsthand the vital role that destination marketing plays in the success of a city and its businesses.

The impact of reducing or eliminating marketing funding for a destination cannot be underestimated. It can have devastating consequences on a city's economy, particularly for a destination like St. Helena, which is intrinsically linked to tourism. I have seen the record Tourism Improvement District (TID) numbers achieved in St. Helena recently, which are a direct result of the Chamber's marketing efforts.

Both Calistoga and St. Helena, as neighboring cities in the Napa Valley, may be friendly competitors, but we also recognize the value of collaboration and sharing ideas to attract visitors to our region. Amy and her team have consistently demonstrated their expertise, creativity, and dedication as collaborative partners, always keeping the bigger picture in mind.

Our economies rely heavily on tourism, and robust marketing efforts are essential for our collective success. I firmly believe in the "when we all win, we all win" mindset. By continuing to fund the Chamber, you contribute to the future success of St. Helena, its business community, and the entire Napa Valley.

Thank you for considering the importance of supporting the Chamber's work. Together, we can ensure a thriving and prosperous future for St. Helena and the entire valley.

Sincerely,



--
Eric Reichert
President / CEO
Calistoga Chamber of Commerce
(707) 942-6333


CALISTOGA
Chamber of Commerce

From:	Simply Driven Napa & Sonoma
To:	Public Comment
Cc:	Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Subject:	[External] Agenda Item 11.1 - Specifically Chamber Funding
Date:	Monday, June 12, 2023 8:51:14 PM

Dear Mayor Dohring and St. Helena City Council,

"Stopping advertising to save money is like stopping your watch to save time." - Henry Ford.

As a Chamber member and owner of a digital marketing and wine tour company, I am invested in St. Helena. The recent proposal to cut or eliminate St. Helena's destination marketing budget and contract with the Chamber concerns me. Here's why:

- **Marketing is vital**: It's not just about selling; it's about telling our story, inviting people to join our community, and showing them how St. Helena fulfills their wishes and desires. It supports local businesses and contributes to city tax revenue without further burdening residents.
- **We risk becoming invisible**: Without marketing, we risk fading into the background, especially as neighboring cities like Calistoga, Yountville, Napa, and Sonoma boost their visibility.
- **St. Helena's charm**: We're unique, and marketing is how we share that uniqueness. Cutting the Chamber contract could dilute our appeal and give an advantage to our neighbors.
- **Making connections**: Marketing is about engaging potential visitors. If we pull back, we lose that connection while other cities strengthen theirs.
- **Impact on tourism and economy**: Fewer marketing efforts mean fewer tourists, which impacts local businesses and tax revenue. Colorado's experience in 1993, when it eliminated its tourism marketing budget, serves as a cautionary tale. The state suffered a

30% drop in domestic market share within two years, representing over $1.4 billion in annual tourism revenue loss, subsequently growing to over $2 billion annually. It took Colorado 15 years to regain its lost market share after reinstating its budget. This cautionary tale is detailed in a paper titled "The Rise and Fall of Colorado Tourism" by Dr. Bill Siegel, which you can read here.

- **Attracting new businesses**: A perceived lack of investment will discourage new businesses from setting up shop in St. Helena, limiting our local economy's growth and diversification.

- **Above all, remember this:** Experiences in wine country are not bought; they are sold, and more than a lifetime's worth of experiences are competing for attention.

In conclusion, reducing or eliminating the destination marketing budget will negatively impact St. Helena's ability to attract visitors, generate revenue, and grow. I urge you to reconsider this proposal and maintain or even increase the contract with the Chamber.

Regards,
Grady Sibert
Simply Driven & Tummel.Me

From: Sweeney, Tracy
To: Paul Dohring; Eric Hall; Lester Hardy; Anna Chouteau; Eric Hall
Cc: cityclerk; Ask City Hall
Subject: [External] FW: Last Chance to RSVP
Date: Tuesday, June 13, 2023 7:56:15 AM
Attachments: image001.png

Council members – calling your attention to a great example of the type of resourcing and support the Chamber of Commerce provides to local business that would be at risk if funding is decreased. See below…

Thank you for your support of the St. Helena Chamber of Commerce.

Tracy

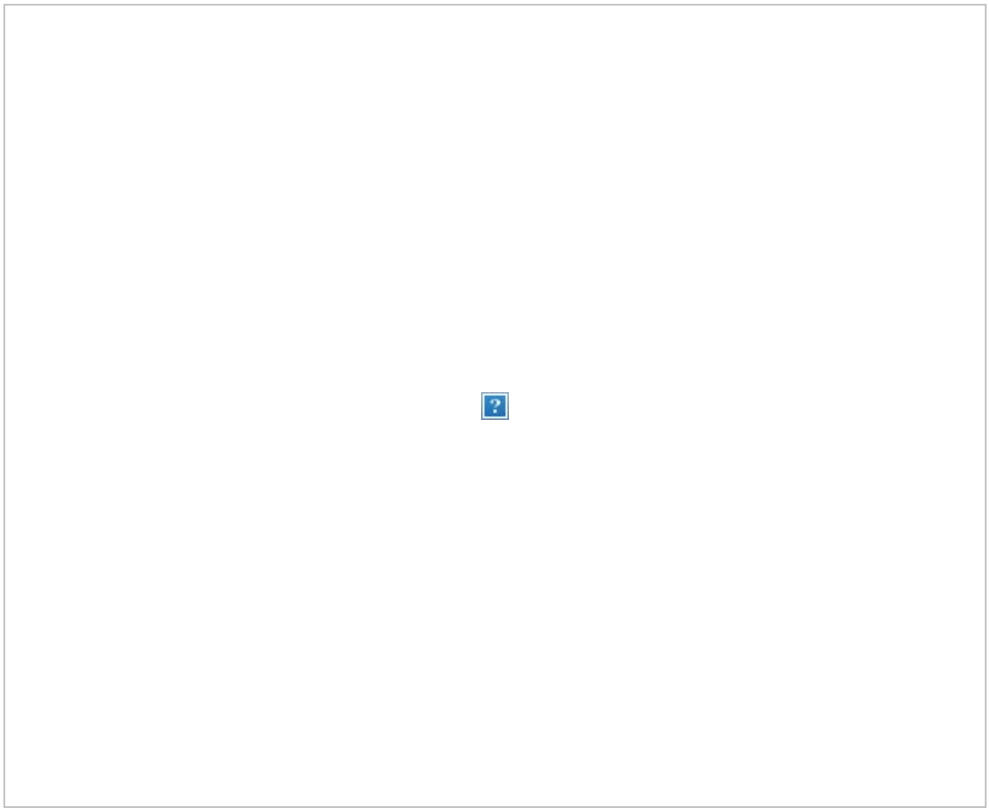
TREASURY AMERICAS
A DIVISION OF TREASURY WINE ESTATES

TRACY SWEENEY
Vice President, Direct-to-Consumer
M (707) 287-8651
E Tracy.Sweeney@tweglobal.com
555 Gateway Drive, Napa, CA 94558
www.tweglobal.com

From: St. Helena Chamber <info@sthelena.com>
Sent: Monday, June 12, 2023 2:00 PM
To: Sweeney, Tracy <Tracy.Sweeney@tweglobal.com>
Subject: Last Chance to RSVP

Here are TWO excellent partner events for you to attend. Forward this email to your team so everyone in your organization can take advantage of these opportunities for your business.

Free workshop! Join the Chamber on Thursday, June 15th at **9:30 am to learn more about email marketing.** Learn how to utilize your email list better, increase your open/click rates, and find ideas to improve your email marketing.



We're Almost Full, RSVP NOW!

Don't miss our biggest networking event of the year! Mix and mingle with area professionals valley-wide. From Napa to Calistoga, you are invited to join **all Chambers on Tuesday, June 27th at Charles Krug Winery.**

RSVP HERE

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You are receiving this email because you opted in via our website or at one of our events.

Our mailing address is:
St. Helena Chamber of Commerce
1154 Main Street
St Helena, Ca 94574

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.



From:	Whitney Diver McEvoy
To:	Public Comment; Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Subject:	[External] PUBLIC COMMENT: Council Mtg. 6/13 - Item 11.1
Date:	Tuesday, June 13, 2023 10:35:12 AM

Mayor Dohring and Councilmembers –

I am writing to share my strong support for the continued partnership between the St. Helena Chamber of Commerce and the City of St. Helena. The collaboration between the city and the chamber is the foundation for prosperity and economic vitality in St. Helena.

As a community that relies heavily on tourism spending, like Yountville, I understand firsthand the importance of destination marketing. Over half of St. Helena's FY 23/24 budget, is made up of sales tax and TOT spending. I strongly encourage you to reconsider cutting funding for destination marketing services with the chamber. Maintaining adequate funding for destination marketing services provided by the St. Helena Chamber is critical for the city's continued success.

In a highly competitive tourism landscape, effective marketing is indispensable in attracting visitors to St. Helena. Without strategic marketing efforts, it becomes challenging for potential visitors to discover and appreciate the unique offerings of St. Helena. As a result, the local economy, which heavily relies on tourism, may suffer adverse consequences.

The collaborative efforts between the city and the chamber have yielded tangible results in the past. Joint initiatives such as community events (concerts in the park), promotional campaigns (Holidays in St. Helena), and business development programs (Sidewalk Sales) have contributed to the growth and prosperity of St. Helena. By continuing this partnership, you can build upon these successes and propel St. Helena towards further economic advancement.

It is essential to recognize that a vibrant business sector not only brings economic benefits but also enhances the quality of life for residents. By supporting the partnership between the City of St. Helena and the St. Helena Chamber of Commerce, you are investing in the prosperity and well-being of St. Helena as a whole.

Thank you for your consideration,

Whitney Diver McEvoy
President & CEO
Yountville Chamber of Commerce
Office: 707-944-8008
Cell: 916-300-5404
whitney@yountville.com
www.yountville.com
www.yountvillechamber.com

Cindy Tzafopoulos

From: Anna Chouteau
Sent: Tuesday, June 13, 2023 1:03 AM
To: Anil Comelo; Cindy Tzafopoulos
Subject: Public Comment on the SH Chamber item to share with my Councilmembers

Hi Anil and Cindy,

Can you please share this since I can't attend the meeting tonight?

Anna

Dear Mayor, Vice Mayor and fellow Councilmembers,

I would like to call in for the meeting tonight but the time difference where I am would mean it would be in the middle of the night!

Please consider my thoughts about funding for our SH Chamber. I was encouraged to hear that our City Manager and staff came to an agreement with Amy Carabba-Salazar and Chamber Boardmembers to make the hard decision to reduce funding to $175,000 for destination marketing and the welcome center only and the city will assume responsibility for special events with our fantastic Park and Rec team. It's important to me that we do not take any more dollars away from the chamber than we absolutely have to and we listen to what they say they need. I appreciate that the chamber understands the financial situation we are in and will find a way to raise funds to be able to continue to fund the destination marketing budget at the current level that will make us competitive with nearby cities and bring tourists to St. Helena to support our local businesses and our local government through TOT and sales tax. St. Helena and other cities and town in Napa County are unique in that our economy is so heavily dependent on tourists. We need to have a strong and positive relationship with our chamber to make sure our businesses do well in our beautiful city.

Thank you for all your work tonight.

Best regards,
Anna

Sent from my iPad

From: Felicia Chan
To: Public Comment; Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Subject: [External] Letter of Support
Date: Tuesday, June 13, 2023 11:17:44 AM

Dear City Council of St. Helena,

I am writing to express my continued support of fully funding the St. Helena Chamber of Commerce who have been a great marketing partner to Gott's. Their focus on destination marketing in particular benefits Gott's in the form of increasing foot traffic to the town over neighboring areas. We greatly appreciate their efforts.

Kind regards,
Felicia

FELICIA CHAN
Director of Marketing & Communications

GOTT'S ROADSIDE
P.O. Box 1226 | St. Helena, California 94574
M – 415.314.4929
http://www.gotts.com

From:	Heidi Bamburg
To:	Public Comment; Contact City Council; Anil Comelo; Paul Dohring; Anna Chouteau; Billy Summers; Eric Hall; Lester Hardy
Cc:	Amy Carabba-Salazar
Subject:	[External] URGENT - I urge you to maintain full funding for the Chamber of Commerce
Date:	Tuesday, June 13, 2023 3:02:50 PM
Attachments:	image001.png image002.png

Dear St. Helena City Council Members,

I am writing to express my strong support for the St. Helena Chamber of Commerce and its crucial role in driving tourist volume to support the success of all businesses in our city. As a downtown business owner, I can assure you that continued full funding for the Chamber of Commerce is essential for the growth and prosperity of St. Helena.

The St. Helena Chamber of Commerce has been instrumental in promoting our city as a premier tourist destination. Through their dedicated efforts, they have effectively marketed our local businesses, attractions, and events to a wider audience, enticing visitors to explore and experience our unique offerings. By drawing in more tourists, the Chamber has significantly contributed to the economic vitality of St. Helena.

Moreover, the Chamber of Commerce plays a vital role in fostering collaboration and networking among local businesses. They provide valuable resources, educational programs, and networking opportunities that support small businesses, and encourage economic growth. By serving as a central hub for business development, the Chamber strengthens the fabric of our community, promotes local job creation, and helps businesses thrive.

The Saint is a unique destination for locals and tourists. We have a local following, supported by our myriad of locals events (half price bottle nights, Bunco nights, Women & Wine Wednesdays, and our Saint Social Club). However, despite all of that activity, **95% of all our revenue comes from tourists**. And we are barely breaking even now. We would have been another empty storefront if it wasn't for the efforts of the Chamber to consistently drive visitors.

It would be amazing if we had enough locals to support our business and keep us afloat. We've been told by several locals that "The Saint is so badly needed in St. Helena – there's nothing else like it, and you absolutely must stay open". Yet, those same people admitted that they had never even set foot inside The Saint. Market restaurant is one of the few establishments that is well supported by locals. But very few of the other businesses on Main Street get meaningful local revenue. In fact, The Saint could quadruple our locals' revenue and it wouldn't make a dent in our overall profitability.

Does the City Council see the success of its businesses as a priority? If so, what is the City doing to create a material difference in the tourist volume needed to support us?
We're still feeling the pain of the pandemic, and the Chamber has been the sole source of meaningful business support for our city.

I kindly request that you consider maintaining the current level of funding for the St. Helena Chamber of Commerce in the upcoming budget discussions. Investing in the Chamber is an investment in the growth and success of our entire community. By continuing to support their activities, we can collectively build a vibrant and thriving city that benefits residents, businesses, and visitors alike.

Thank you for your attention to this matter. I trust that you will carefully consider the significant impact the Chamber of Commerce has on our community and make a decision that will help propel St. Helena toward a prosperous future.

Cheers,



THE SAINT

Heidi Bamburg, Owner
The Saint
1351 Main St., St. Helena, CA 94574 | 425.449.1530

publiccomment@cityofsthelena.org
citycouncil@cityofsthelena.org
Public Comment 11.1

Dear City Council Members,

It has come to my attention that the City intends to reduce the amount of funding budgeted for the St. Helena Chamber of Commerce by $75,000 for the next two years, below even PRE-PANDEMIC levels and not accounting for any specific dollars to promote our town during the holidays.

I understand that the City of St. Helena is a business, and sometimes certain line items need to be budgeted differently as in any business. But this cut seems short-sighted. The marketing dollars allocated to and spent by the COC specifically work to bring tourists to our community, increasing the TOT dollars (locals do not stay in hotels) and the sales tax dollars collected by the local businesses (who cannot survive on locals alone.) St. Helena (and the greater Napa Valley) has an economy rooted in **tourism** and it is critical that the City Council support an **increase** in marketing dollars spent to ensure that St. Helena remains competitive not only within the greater Napa Valley, but is also attractive to tourists considering other wine country travel (Healdsburg, Sonoma, Mendocino, etc.)

I question the purpose specifically of this slide:

AVERAGE CONTRIBUTIONS TO CHAMBER BY COUNTY

County	Average City Annual Contribution
Marin County	65,071
Solano County	18,875
Sonoma County	59,417
Napa County	222,000

Napa County contributions should be significantly higher because it is a destination whose town revenues and businesses rely almost exclusively on tourism. Contributions to Marin County and Sonoma County are not a good comparison as the economies there are not dependent solely on tourism. Solano County is a terrible comparison – and all three seem to be an attempt by City management to mislead this Council to believe that less funding to the Chamber is appropriate.

With nearby towns and destinations spending significantly more on marketing, the City of St. Helena needs to remain competitive with these towns/areas in many ways, and **reducing the amount of marketing dollars granted to the COC specifically shows a DISREGARD AND DISINTEREST in bringing tourists to town** and therefore helping our businesses survive and thrive.

The City of St. Helena has done little to attract new hotels (to help increase the TOT collected) and improve the streetscape, parks, and parking in the downtown. I recently participated as a stakeholder in the interview process performed by Urban Land Institute and one of the main findings of their analysis was that MORE needed to be done to bring hotels to town and revitalize the downtown for LOCALS and TOURISTS. The Chamber of Commerce helps support our locals by marketing our businesses which are locally owned, and in turn also brings tourists to town to spend nights in our hotels and shop/dine in our local businesses.

In addition, based on your budget, the city is spending **$55K for one night – the fireworks.** Historically, people do not spend money when they come for fireworks – they bring a picnic and are not patronizing local businesses (Pizzeria Tra Vigne actually closes early on July 4th due to the lack of business due to the fireworks.) The City is also **removing** funding from the COC for events, many of which not only bring people to town but are an asset for our local community as well.

We are having a more and more difficult time in St. Helena attracting and retaining staff. If there is reduction in marketing efforts for our town, then there is a direct negative effect on our businesses as less and less tourists are driven to St. Helena therefore reducing the income to our businesses and to the employees, perpetuating the staffing issues we already have.

This City Council should be advocating for INCREASING the marketing dollars spent to bring tourists to St. Helena, and asking the City to at least match the dollars contributed in 2022-2023 of $250,000.

Perhaps if City Administration salaries had not increased by nearly 75% from 2021 to 2023 (and nearly double by 2025) the City would have a meager $75,000 to give the Chamber to ensure that the successful marketing efforts of the COC can continue.

Sincerely,

Cynthia Ariosta
Managing Partner
Pizzeria Tra Vigne

Report to the City Council
Regular City Council - 13 Jun 2023

Agenda Section: **NEW BUSINESS**

Subject: **Consideration and Proposed Approval of a Resolution Adopting the Five-Year Capital Improvement Program for Fiscal Years 2023-24 to 2027-28.**

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

The proposed City of St Helena Capital Improvement Program (CIP) is a five-year planning tool that identifies anticipated capital improvements and their funding sources for fiscal years 2023-24 through 2027-28. The CIP does not appropriate funds but rather functions as a budgeting and planning tool which supports actual appropriations that are made through budget adoption.

DISCUSSION

This staff report summarizes the five-year funding strategy to deliver capital improvements to City infrastructure and facilities. The expenditures shown for the first two years of the CIP in Civic, Streets, Water, Wastewater and Stormwater are consistent with the draft operating budget in fiscal years 2023-24 and 2024-25. The subsequent years are subject to change due to more detailed engineering analysis becoming available, City Council direction on project priorities, updates to revenues, and changes in project costs. These variables are the basis of annual update to the Five-Year CIP.

CIP programs and projects are dedicated to maintaining and improving City infrastructure in the five divisions noted above. The attached program (**Attachment 3**) details the project funding by division for the Five-Year CIP.

California Government Code Section 65401 requires that the Planning Commission find that the proposed CIP is consistent with the City's General Plan prior to City Council adoption of the CIP. The Planning Commission made this finding and adopted the corresponding Planning Commission Resolution at its meeting on June 6, 2023.

Throughout the years, many of the projects on the CIP list have been "rolled over" without receiving any updates to costs or project scope. During the development of the budget for FY2022/23, staff and Council compiled a comprehensive list of projects based upon items 1 through 5 below. Subsequently, staff, through the work of the Water/Wastewater Advisory Committee, and City Council's adoption of the proposed Water/Wastewater Rate Study, item 6 below has been incorporated into the CIP.

1. Facilities Condition and Needs Assessment (2017)
2. St. Helena Assets Planning Engagement (SHAPE) Committee (2018)
3. Financing Civic Infrastructure Task Force (2020)
4. Integrated Utility Master Plan (2021)
5. General Obligation Bond projects (2022)
6. Water/Wastewater Rate Study (2023)

Utilizing the information from the aforementioned six sources, and other unfunded CIP needs, staff has compiled the proposed CIP. The intent of the report is to demonstrate the vast infrastructure needs of the City. The basis of prioritization is based upon project priorities and risk management delineated in related studies (e.g. Integrated Utility Master Plan) and then further modified based upon funding options (e.g. public sentiment towards significant rate increases, grant funding availability, etc.).

Attachment 2 provides additional information regarding program highlights.

It should be noted that part of the Council goals is to provide a biennial update to the 30-year CIP list. It is anticipated the next update would occur in 2024.

FISCAL IMPACT

The City's FY 2024-2028 CIP consists of 100 projects in five divisions totaling approximately $57.4 million over a five-year period with $17.9 million of the projects slated for FY 2023-24. Of the $17.9 million in FY 2023-24, $1.34 million are for costs associated with CIP S-52 Wastewater Treatment Plant Upgrades.

All funds and expenditures beyond Fiscal Year 2023-24 have no direct fiscal impact because the CIP is not a financial commitment by City Council, but rather a planning and forecasting tool.

It should be noted that while many projects are scheduled to be completed during FY24, there may be portions of projects may be completed at a later time due to a variety of variables including, but not limited to, revenue collection timing and available of project

funding (i.e. "cashflow"), development schedule of design/permitting/procurement of professional consultant services, etc.

RECOMMENDED ACTION
Staff recommends City Council approve the attached Resolution.

ATTACHMENTS
Attachment 1_ 2023-24 Five-Year CIP Resolution
Attachment 2_CIP Presentation_061323
Attachment 3_5yr CIP_061323

CITY OF ST. HELENA

RESOLUTION NO. 2023-

ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2023-24 TO 2027-28

RECITALS

A. The City of St Helena has prepared a Five-Year Capital Improvement Program (CIP) which sets forth a funding strategy for proposed capital projects; and

B. The CIP is a planning tool that identifies anticipated capital improvements for Fiscal Years 2023-24 to 2027-28; and

C. The CIP also identifies the funding sources to finance the capital improvements proposed to be undertaken in the next five fiscal years and includes recommended time schedules and cost estimates of the various capital improvement projects; and

D. The expenditures shown for the first year of the CIP comprise the Capital Budget starting in Fiscal Year 2023-24. Subsequent years are also included in the CIP, although these "future years" are subject to change due to more detailed engineering analysis becoming available, possible changes in project priorities, updates or revisions to anticipated revenues, and/or changes in cost and funding projections; and

E. The CIP is anticipated to be updated annually, as a whole, and amendments can be considered by the City Council at any time; and

F. City Council of the City of St Helena has designated the City Planning Commission as the planning agency for the City of St Helena; and

G. State Law requires that designated planning agencies review their agency's capital improvement plan to ensure compliance with the adopted General Plan; and

H. On June 6, 2023, the Planning Commission, during a regularly scheduled meeting, considered the projects and programs for Fiscal Year 2023-24 in the City's Capital Improvement Program and their conformity to the adopted City General Plan; and

I. A majority of the fiscal impact to the CIP have been transferred in prior years and any additional funds have been identified in the proposed operating budget for Fiscal Year 2023-24.

RESOLUTION

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

1. The Five-Year Capital Improvement Program for Fiscal Years 2023-24 to 2027-28 is hereby adopted.

Approved at a Regular Meeting of the St. Helena City Council on June 13, 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

City of St. Helena
5-Year Capital Improvement Program Adoption
FY23/24 – FY27/28

By: Joe Leach, PE
Director of Public Works

City of St. Helena 5-Year CIP

- Purpose of Capital Improvement Program
- Source of projects
- Process of prioritization
- Breakdown of projects
- Program Highlights
- Strategies to deliver

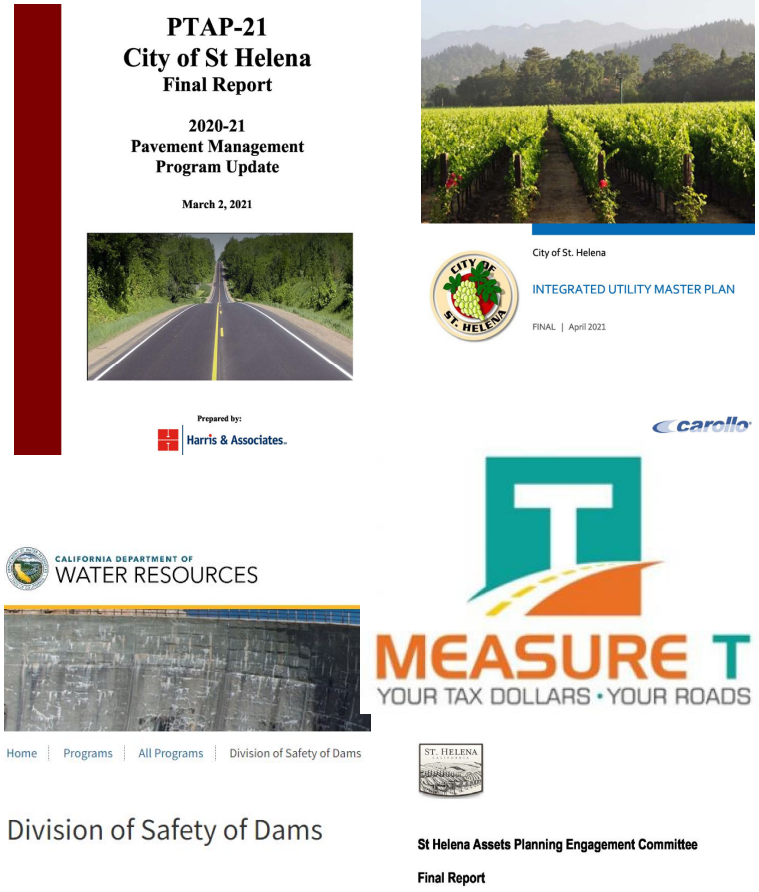


Purpose of CIP

- Operationalize Studies & Needs
- Designate funding sources, when known
- Illuminate needs and lack of funding
- Strategy to deliver projects when funding does materialize

Sources of Projects

- 2017 Facilities Condition and Needs Assessment
- 2018 SHAPE Committee
- 2020 Financing Civic Infrastructure Task Force
- 2021 Integrated Utility Master Plan
- 2021 Pavement Management Plan (i.e. StreetSaver scenarios)
- 2022 General Obligation Bond projects
- 2023 Water/Wastewater Rate Study
- Regulatory Requirements (e.g. DSOD, Water Board, etc.)
- Staff experience

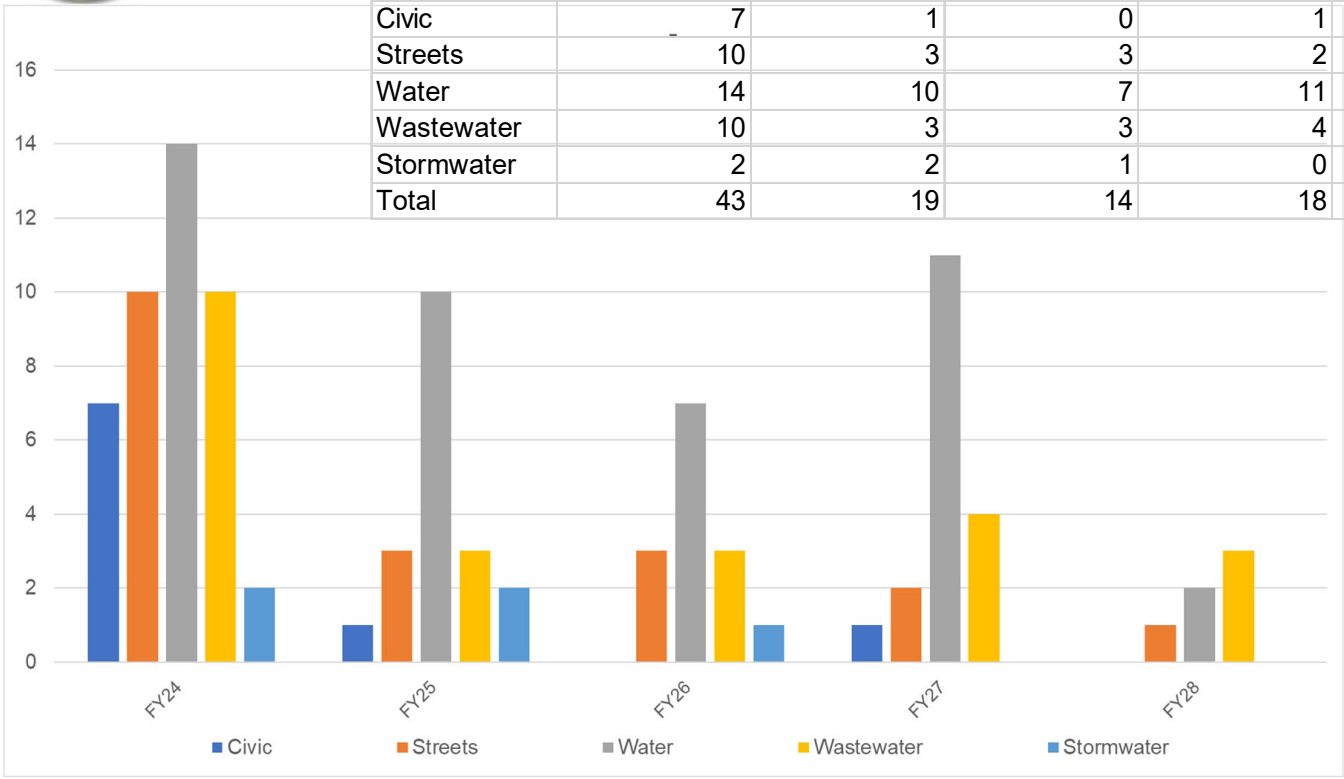


Process of Prioritization

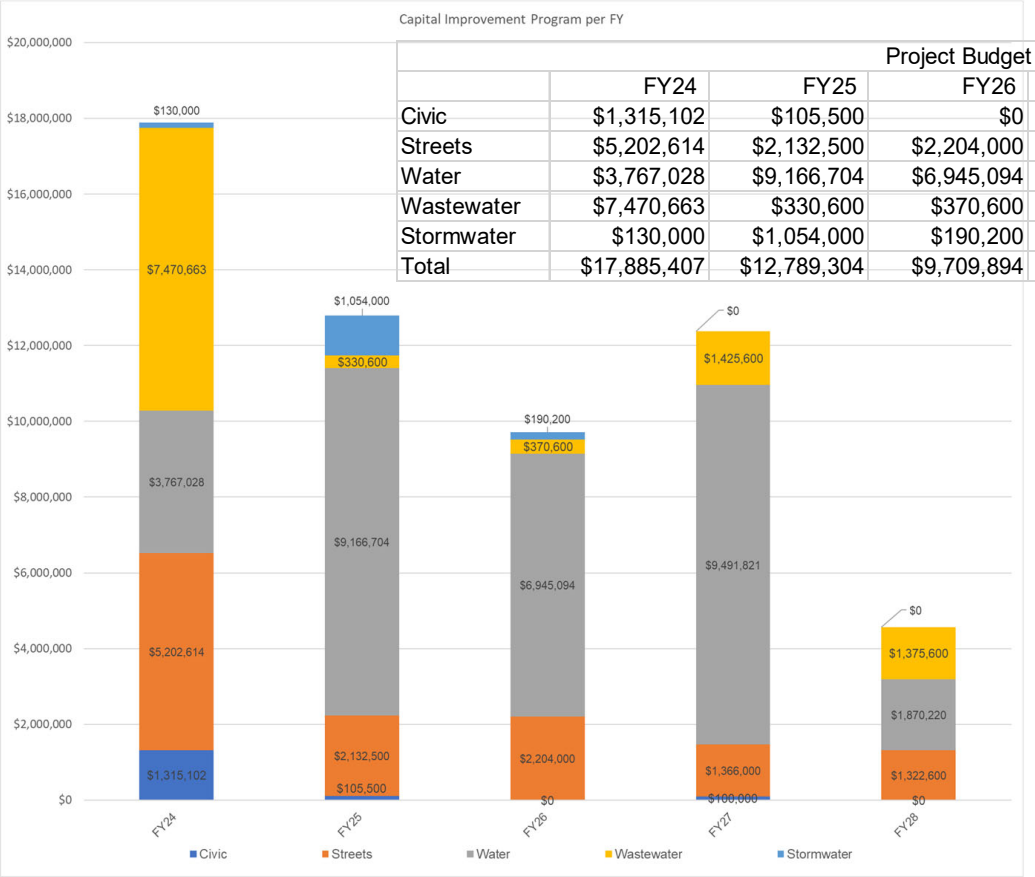
- Review studies (e.g. IUMP) and recommendations
- Review synergy between projects (e.g. underground projects + pavement rehabilitation)
- Determine risk associated with DELAYED delivery of project
- Determine availability of funding
- Develop PRELIMINARY delivery schedule
- Evaluate funding availability (i.e. “cash flow”) throughout FY and adjust accordingly

Breakdown of Projects – By Number

	Project Count					
	FY24	FY25	FY26	FY27	FY28	Total
Civic	7	1	0	1	0	9
Streets	10	3	3	2	1	19
Water	14	10	7	11	2	44
Wastewater	10	3	3	4	3	23
Stormwater	2	2	1	0	0	5
Total	43	19	14	18	6	***100***



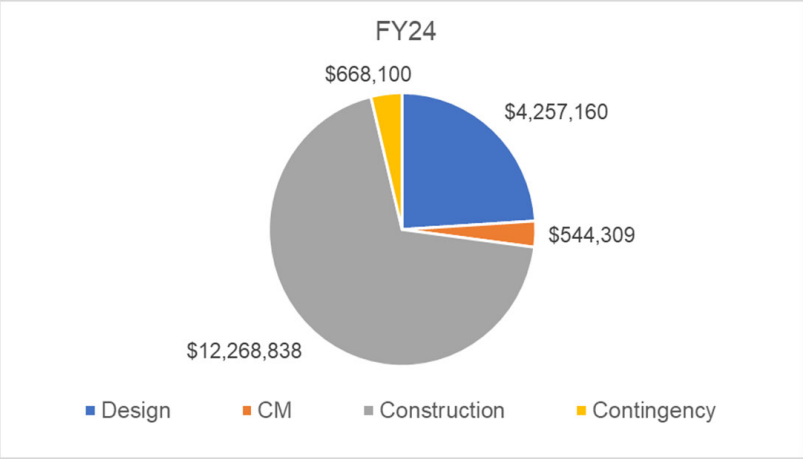
Breakdown of Projects – By Fiscal Year

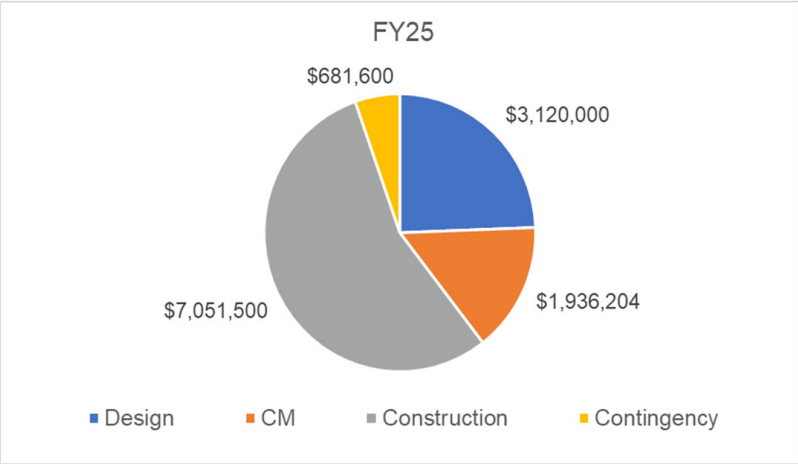


Project Budget						
	FY24	FY25	FY26	FY27	FY28	Total
Civic	$1,315,102	$105,500	$0	$100,000	$0	$1,520,602
Streets	$5,202,614	$2,132,500	$2,204,000	$1,366,000	$1,322,600	$12,227,714
Water	$3,767,028	$9,166,704	$6,945,094	$9,491,821	$1,870,220	$31,240,867
Wastewater	$7,470,663	$330,600	$370,600	$1,425,600	$1,375,600	$10,973,063
Stormwater	$130,000	$1,054,000	$190,200	$0	$0	$1,374,200
Total	$17,885,407	$12,789,304	$9,709,894	$12,383,421	$4,568,420	***$57,336,446***

Breakdown of Projects – FY24 & FY25

	FY24	FY25	Total
Design	$4,257,160	$3,120,000	7,377,160
CM	$544,309	$1,936,204	2,480,513
Construction	$12,268,838	$7,051,500	19,320,338
Contingency	$668,100	$681,600	1,349,700
Total	$17,738,407	$12,789,304	***30,527,711***

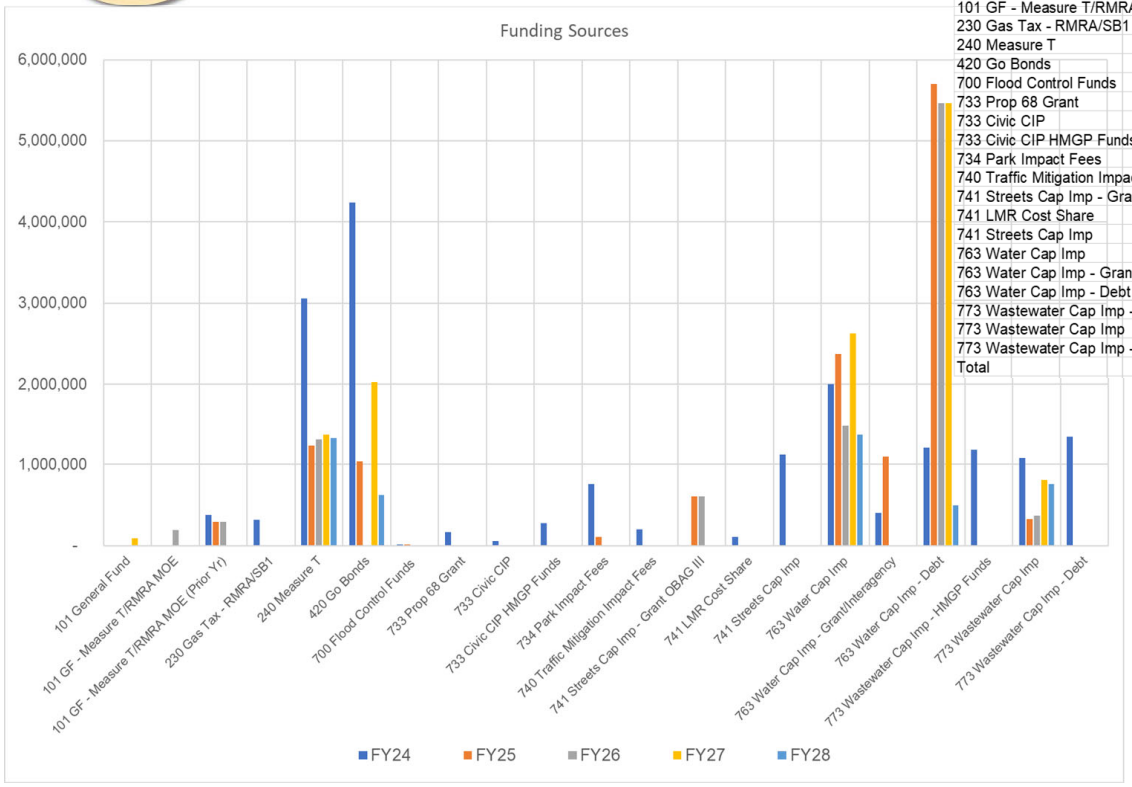




	FY24	FY25
Design Budget	$4,257,160	$3,120,000
Avg $/hr	$180	$180
Hours/FY	23,651	17,333
People/FY	11.4	8.3

- Note: Need nearly 11 FTE just for design

Breakdown of Projects – Funding Sources



Funding Sources						
	FY24	FY25	FY26	FY27	FY28	Total
101 General Fund				87,639		87,639
101 GF - Measure T/RMRA MOE			190,200			190,200
101 GF - Measure T/RMRA MOE (Prior Yr)	379,189	297,000	297,000			973,189
230 Gas Tax - RMRA/SB1	315,000					315,000
240 Measure T	3,054,300	1,232,500	1,304,000	1,366,000	1,322,600	8,279,400
420 Go Bonds	4,236,000	1,039,000		2,028,361	620,000	7,923,361
700 Flood Control Funds	15,000	15,000				30,000
733 Prop 68 Grant	170,000					170,000
733 Civic CIP	55,177					55,177
733 Civic CIP HMGP Funds	279,748					279,748
734 Park Impact Fees	755,000	105,500				860,500
740 Traffic Mitigation Impact Fees	200,000					200,000
741 Streets Cap Imp - Grant OBAG III		603,000	603,000			1,206,000
741 LMR Cost Share	104,200					104,200
741 Streets Cap Imp	1,119,925					1,119,925
763 Water Cap Imp	2,000,000	2,369,000	1,477,494	2,628,221	1,370,220	9,844,935
763 Water Cap Imp - Grant/Interagency	400,000	1,100,000				1,500,000
763 Water Cap Imp - Debt	1,205,028	5,697,704	5,467,600	5,467,600	500,000	18,337,932
773 Wastewater Cap Imp - HMGP Funds	1,181,730					1,181,730
773 Wastewater Cap Imp	1,074,910	330,600	370,600	805,600	755,600	3,337,310
773 Wastewater Cap Imp - Debt	1,340,200					1,340,200
Total	17,885,407	12,789,304	9,709,894	12,383,421	4,568,420	57,336,446

Note: seeking legal confirmation for use of Park Impact Fees ($860,500) on several projects

Program Highlights

- C24-01 Parks & Trails Master Plan
- C24-02 Trails & Open Space Amenities – Phase 1
- R24-01 Streets Master Plan
- R24-02 Oak Avenue Rehabilitation
- W-35 Bell Canyon Reservoir Improvements (i.e. survey/sediment study)
- W24-04 SMART meter upgrade project (initial phase)
- W24-08 Safe Yield & Water Neutrality policies updates
- S-52 Wastewater Treatment Plant – finish construction
- S23-52 WWTP Emergency Generator
- S24-04 Recycled Water Master Plan
- D24-01 Oak Avenue Storm Drain Rehab – Ph1 (design)

Strategies to Deliver

- Continue recruitment efforts for key positions
- Utilize “on call” consultants for development of projects AND staff augmentation for “owner’s representative” services
- Understand the project delivery times are estimated
- Develop detailed schedule for each project
- Update schedule based upon “cash flow”, i.e. timing when funding is available
- Ongoing efforts to apply/secure grants

Summary

- Aggressively Ambitious Program: FY24 = $17.9M; FY25 = $12.8M
- Staff/Consultants poised to deliver
- Funding relatively secure
- Communications opportunities abound
- Success Defined: Progress ≠ Perfection



City of St. Helena CIP Adoption

Recommended Action:

Adopt a Resolution adopting the Five-Year Capital Improvement Program for Fiscal Years 2023-24 to 2027-28.

City of St. Helena CIP Adoption

Questions?

5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF ST. HELENA, CA

FY 2023-24 to FY 2027-28

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City of St. Helena FY2023-24 to FY2027-28

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Global Summary Report

City of St. Helena FY2023-23 to FY2027-28

	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT CATEGORY EXPENDITURES								
1 Civic			1,315,102	105,500		100,000		1,520,602
2 Streets			5,202,614	2,132,500	2,204,000	1,366,000	1,322,600	12,227,714
3 Water			3,767,028	9,166,704	6,945,094	9,491,821	1,870,220	31,240,867
4 Wastewater			7,470,663	330,600	370,600	1,425,600	1,375,600	10,973,063
5 Stormwater			130,000	1,054,000	190,200			1,374,200
TOTALS			17,885,407	12,789,304	9,709,894	12,383,421	4,568,420	57,336,446
PROJECT FUNDING SOURCES								
101 General Fund						87,639		87,639
101 General Fund - Measure T/RMRA MOE					190,200			190,200
101 General Fund - Measure T/RMRA MOE (Prior Year)			379,189	297,000	297,000			973,189
230 Gas Tax - RMRA/SB1			315,000					315,000
240 Measure T			3,054,300	1,232,500	1,304,000	1,366,000	1,322,600	8,279,400
420 Go Bonds			4,236,000	1,039,000		2,028,361	620,000	7,923,361
700 Flood Control Funds			15,000	15,000				30,000
733 Prop 68 Grant			170,000					170,000
733 Civic CIP			55,177					55,177
733 Civic CIP HMGP Funds			279,748					279,748
734 Park Impact Fees			755,000	105,500				860,500
740 Traffic Mitigation Impact Fees			200,000					200,000
741 Streets Capital Improvement - Grant OBAG III				603,000	603,000			1,206,000
741 LMR Cost Share			104,200					104,200
741 Streets Capital Improvement			1,119,925					1,119,925
763 Water Capital Improvement			2,000,000	2,369,000	1,477,494	2,628,221	1,370,220	9,844,935
763 Water Capital Improvement - Grant/Interagency Fund			400,000	1,100,000				1,500,000
763 Water Capital Improvement - Debt			1,205,028	5,697,704	5,467,600	5,467,600	500,000	18,337,932
773 Wastewater Capital Improvement - HMGP Funds			1,181,730					1,181,730
773 Wastewater Capital Improvement			1,074,910	330,600	370,600	805,600	755,600	3,337,310
773 Wastewater Capital Improvement - Debt			1,340,200					1,340,200
TOTALS			17,885,407	12,789,304	9,709,894	12,383,421	4,568,420	57,336,446

Category Summary Report
FY2023-24 to FY2027-28
1 - Civic

		Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE									
C19-03	Crane Park Lighting Improvements			400,000					400,000
C20-02	Repaint Fire Station # 1						100,000		100,000
C20-04	Baldwin Park Fence & Pathway Repair			80,000					80,000
C22-01	City Hall Relocation - Tenant Improvements								
C22-02	Replace Playground Equipment and Fence at Crane Park			250,000					250,000
C22-03	Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation			20,000	105,500				125,500
C23-01	Emergency Back-Up Power - Corp Yard & Crinella Pump Station			390,102					390,102
C24-01	Parks & Recreation Master Plan			125,000					125,000
C24-02	Trails & Open Space Amenities - Phase 1			50,000					50,000
				1,315,102	105,500		100,000		1,520,602
PROJECT FUNDING SOURCES									
101	General Fund						87,639		87,639
420	Go Bonds						12,361		12,361
733	Prop 68 Grant			170,000					170,000
733	Civic CIP			55,177					55,177
733	Civic CIP HMGP Funds			279,748					279,748
734	Park Impact Fees			755,000	105,500				860,500
773	Wastewater Capital Improvement			55,177					55,177
				1,315,102	105,500		100,000		1,520,602

Crane Park Lighting Improvements

Project No: **C19-03**

Category: **Civic**

Project Location: **360 Crane Avenue**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Retrofit existing park light fixtures to LED and upgrade electrical equipment.

NOTES: Resolution 2018-167 - Establishing C19-03 with a budget of $30,000

Resolution 2019-57 Revising Scope to include a light study for Tennis Courts

Estimated Construction FY 21 for Bocce, Skatepark, volleyball, and pathway lighting only.

FY 23 - Per P&R Commission - put together a break out group to work with Eric J. and Dave J. to look in more details to make a determination if they would like to recommend going forward with the tennis court lighting. Subcommittee - Chris W. and Tye T. - potentially look at grant funding for LED upgrades. Per P&R Commission - keep project on CIP project list at full cost.
FY24 - remaining lights to retrofit: Tennis Courts, Bocce Courts & bollard lighting

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract			360,000					360,000
3170 - Contingency			40,000					40,000
EXPENDITURE TOTALS			400,000					400,000
FUNDING SOURCES								
223-Skate Park Lighting Fund								0
734-Park Impact Fees			400,000					400,000
FUNDING TOTALS			400,000					400,000

Repaint Fire Station # 1

Project No: **C20-02**

Category: **Civic**

Project Location: **1480 Main Street**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Repaint Fire Station # 1.

Original Date: FY 21, deferred until FY 22

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design						20,000		20,000
3160 - Construction Contract						80,000		80,000
EXPENDITURE TOTALS						100,000		100,000
FUNDING SOURCES								
101-General Fund						87,639		87,639
420-Go Bonds						12,361		12,361
FUNDING TOTALS						100,000		100,000

Baldwin Park Fence & Pathway Repair

Project No: **C20-04**

Category: **Civic**

Project Location: **1591 Spring Street**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Remove and replace fence bordering, pathway repair, and minor modifications to entrance.

NOTES: FY 23 Update - Outstanding project items are the portions of the fencing where the neighbors do not want to cost share.

P&R Commission Direction - (1) move forward with replacement of all fencing where the portion adjacent to non -cost share properties would have a bump out

P&R - subcommittee will meet and make a recommendation at next P&R Commission meeting with recommendations. Retain current budget and Ad Hoc Committee make recommendations

FY24 - update to include Baldwin Park entry improvements

EXPENDITURE ACCOUNTS:

Fund: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract			80,000					80,000
EXPENDITURE TOTALS			80,000					80,000
FUNDING SOURCES								
734-Park Impact Fees			80,000					80,000
FUNDING TOTALS			80,000					80,000

City Hall Relocation - Tenant Improvements

Project No: C22-01

Category: Civic

Project Location: 1088 College Avenue

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Tenant Improvements for City Hall and Police Department Relocation to Napa Valley College, St. Helena campus.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 101 **Dept:** 4000

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
101-General Fund								0
592-Equipment Replacement Fund								0
FUNDING TOTALS								0

Replace Playground Equipment and Fence at Crane Park

Project No: **C22-02**

Category: **Civic**

Project Location: **Crane Park**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replacement playground equipment and fence at Crane Park

NOTES: FY 23 update - grant application has been approved. PW currently preparing RFP. Per Grant guidelines, project must be completed on or before 6/30/24
FY24 - RFP issued May 23; deliver by end of FY24

EXPENDITURE ACCOUNTS: **Fund:** 733 **Dept:** 5010

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract			230,000					230,000
3170 - Contingency			20,000					20,000
EXPENDITURE TOTALS			250,000					250,000
FUNDING SOURCES								
733-Prop 68 Grant			170,000					170,000
734-Park Impact Fees			80,000					80,000
FUNDING TOTALS			250,000					250,000

Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation

Project No: **C22-03**

Category: **Civic**

Project Location: **Jacob Meily Park St. Helena**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: FY 23 conduct a site survey to address drainage and FY 24 install new turf and upgrade irrigation

Moved out 1 year due to Water Emergency

NOTES: FY 23 - P&R Commission Direction - (1) proceed with design in FY 23 and construction in FY 24

Add to scope for design - Astroturf vs. grass
FY24 - change budget for design; keep overall budget but increase construction; assume consultant to develop topographic survey and grading/irrigation design

EXPENDITURE ACCOUNTS: **Fund**: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			20,000					20,000
3160 - Construction Contract				105,500				105,500
EXPENDITURE TOTALS			20,000	105,500				125,500
FUNDING SOURCES								
734-Park Impact Fees			20,000	105,500				125,500
FUNDING TOTALS			20,000	105,500				125,500

Emergency Back-Up Power - Corp Yard & Crinella Pump Station

Project No: C23-01

Category: Civic

Project Location: Corporation Yard and Crinella Pump Station

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will replace existing emergency generators and related equipment at the City's Corporation Yard and Crinella Pump Station. These upgrades increase generator capacities and update aging equipment. This project is funded in part by Hazard Mitigation Grant Program (HMGP) funds secured from FEMA and California Office of Emergency Services.

NOTES:

EXPENDITURE ACCOUNTS: **Fund**: 733 **Dept**: 5010

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3150 - Construction Management			17,104					17,104
3160 - Construction Contract			372,998					372,998
EXPENDITURE TOTALS			390,102					390,102
FUNDING SOURCES								
733-Civic CIP			55,177					55,177
733-Civic CIP HMGP Funds			279,748					279,748
773-Wastewater Capital Improvement			55,177					55,177
FUNDING TOTALS			390,102					390,102

Parks & Recreation Master Plan

Project No: **C24-01**

Category: **Civic**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Develop parks and recreation master plan consistent with the 2019 General Plan, Ch 12.

NOTES: FY24 - includes parks, programming for civic facilities and recreation services

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			125,000					125,000
EXPENDITURE TOTALS			125,000					125,000
FUNDING SOURCES								
734-Park Impact Fees			125,000					125,000
FUNDING TOTALS			125,000					125,000

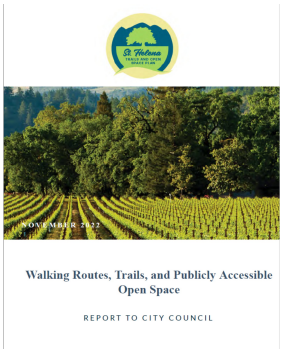
Trails & Open Space Amenities - Phase 1

Project No: C24-02

Category: Civic

Project Location: Citywide

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Parks & Recreation Commission Ad Hoc subcommittee on Walking Routes, Trails, and Publicly Accessible Open Space developed findings/recommendations for Council consideration. Phase 1 of project deliver is for recommended projects that do not require additional study, processing, permitting or stakeholder engagement.

NOTES: FY24 - preliminary budget to provide signage, fencing, gates and trail amenities such as benches to be installed by City Staff.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract			50,000					50,000
EXPENDITURE TOTALS			50,000					50,000
FUNDING SOURCES								
734-Park Impact Fees			50,000					50,000
FUNDING TOTALS			50,000					50,000

Category Summary Report
FY2023-24 to FY2027-28
2 - Streets

		Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE									
R18-81	Downtown Sidewalk Improvements			850,314	900,000	900,000			2,650,314
R19-05	Grayson and South Crane Rehab			430,000					430,000
R19-07	Silverado Trail Guardrail Replacement								
R21-01	Silverado Trail Overlay			520,000					520,000
R21-02	Crosswalk Improvements on Main Street/Highway 29 at Pratt Avenue and Elmhurst Avenue								
R21-04	Pope Street Crosswalk Improvements at College Avenue								
R22-79	Pavement Restoration FY22 Design/FY 23 Construction			500,000					500,000
R23-01	Signalization Dowdell Lane and Hwy 29			200,000					200,000
R23-02	"HAWK" Pedestrian Hybrid Flashing Beacon for Hwy 29 at Charter Oak			200,000					200,000
R23-79	Pavement Restoration FY23 Design/FY 24 Construction			2,000,000					2,000,000
R24-01	Streets Master Plan			200,000					200,000
R24-02	Oak Avenue Rehabilitation			170,000					170,000
R24-79	Pavement Restoration FY24 Design/FY 25 Construction			132,300	1,102,500				1,234,800
R25-79	Pavement Restoration FY 25 Design/FY 26 Construction				130,000	1,167,000			1,297,000
R26-79	Pavement Restoration FY 26 Design/FY 27 Construction					137,000	1,236,000		1,373,000
R27-79	Pavement Restoration FY 27 Design/FY 28 Construction						130,000	1,322,600	1,452,600
				5,202,614	2,132,500	2,204,000	1,366,000	1,322,600	12,227,714
PROJECT FUNDING SOURCES									
101	General Fund - Measure T/RMRA MOE (Prior Year)			379,189	297,000	297,000			973,189
230	Gas Tax - RMRA/SB1			315,000					315,000
240	Measure T			3,054,300	1,232,500	1,304,000	1,366,000	1,322,600	8,279,400
420	Go Bonds			20,000					20,000
740	Traffic Mitigation Impact Fees			200,000					200,000
741	LMR Cost Share			104,200					104,200
741	Streets Capital Improvement - Grant OBAG III				603,000	603,000			1,206,000
741	Streets Capital Improvement			1,119,925					1,119,925
773	Wastewater Capital Improvement			10,000					10,000
				5,202,614	2,132,500	2,204,000	1,366,000	1,322,600	12,227,714

Downtown Sidewalk Improvements

Project No:	**R18-81**
Category:	**Streets**
Project Location:	**St. Helena, CA 94574**
Responsible Department:	



PROJECT PURPOSE & DESCRIPTION: This is a sidewalk improvement project funded by the One Bay Area Grant II program and local funds. The project will replace sidewalks, trees, and implement traffic calming devices on Main Street between Mitchell Drive and Pine Street. Approximately 3,609 linear feet of sidewalk and 17 ADA curb ramps will be replaced.

Phase I construction (1480 Main Street to Adams Street) is anticipated to begin in FY 24 and complete in FY 25.

Phase II and III construction is anticipated for FY 30 and 31.

NOTES: Resolution 2018-176 - PSA with BKF for $529,000, budget increase of $234,000 to design with funding allocated from FY 20 SB1 and Gas Tax Funds

January 28, 2020 City Council - updated project costs:

Phase I - $3.6 million (partially funded) - 1/28/20 initial estimates included a $1.4 million loan from the General Fund (Pre COVID-19), possibility to get a short term capital loan.

Phase II - $3.1 million (unfunded)

Phase III - $8.4 million (unfunded)

FY 21 - removed $100,000 allocated for R19-04 and reallocated to R18-81

FY 23 - funding for design includes Phase II and III design

FY 23 - per PW - Phase II and III will be 5 years out as noted in the project purpose and description.
FY24 - budget includes Ph1a (Pine to Adams) design/construction & Ph1b (Adams to Mitchell) design

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			176,000					176,000
3130 - Land & Easements			25,000					25,000
3140 - Legal Services			2,314					2,314
3150 - Construction Management				75,000	75,000			150,000
3160 - Construction Contract			647,000	750,000	750,000			2,147,000
3170 - Contingency				75,000	75,000			150,000
EXPENDITURE TOTALS			850,314	900,000	900,000			2,650,314
FUNDING SOURCES								
101-General Fund								0
101-General Fund - Measure T/RMRA MOE (Prior Year)			379,189	297,000	297,000			973,189
230-Gas Tax								0
230-Gas Tax - RMRA/SB1			147,000					147,000
240-Measure T								0
741-Streets Capital Improvement			324,125					324,125
741-Streets Capital Improvement - Grant OBAG III				603,000	603,000			1,206,000
741-Streets Capital Improvement - Measure T Loan								0
999-Unidentified								0
FUNDING TOTALS			850,314	900,000	900,000			2,650,314

Grayson and South Crane Rehab

Project No: **R19-05**

Category: **Streets**

Project Location: **Grayson and South Crane**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will reconstruct Grayson and South Crane Avenues. Accessibility improvements to sidewalks and curb ramps will be included as part of the project whenever applicable.

NOTES: Resolution 2020-36 - PSA with BKF for design for $175,139

FY 23 - Per PW, push to FY 24
FY24 - transferred Grayson to R23-79; revised design budget to $30k & construction to $400k

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			30,000					30,000
3160 - Construction Contract			360,000					360,000
3170 - Contingency			40,000					40,000
EXPENDITURE TOTALS			430,000					430,000
FUNDING SOURCES								
240-Measure T			430,000					430,000
741-Streets Capital Improvement - Grant OBAG II								0
FUNDING TOTALS			430,000					430,000

Silverado Trail Guardrail Replacement

Project No: **R19-07**

Category: **Streets**

Project Location: **Silverado Trail and Pope Street**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replace guardrail and pavement markings/striping on Silverado Trail within City Limits.

NOTES: Resolution 2019-6 Accepting grant and adding R19-07 to CIP with a budget of $556,100

FY 23 - per PW, split construction costs between FY 23 and FY 24
FY24 - project completed/accepted at 5/23/23 Council meeting; no additional funds appropriated in FY24

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
741-Streets Capital Improvement - HSIP								0
FUNDING TOTALS								0

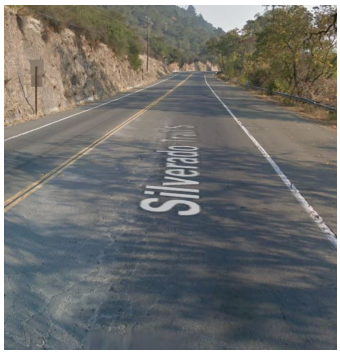
Silverado Trail Overlay

Project No: **R21-01**

Category: **Streets**

Project Location: **Silverado Trail - City Limits**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Pavement overlay of Silverado Trail within City Limits

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			20,000					20,000
3160 - Construction Contract			500,000					500,000
EXPENDITURE TOTALS			520,000					520,000
FUNDING SOURCES								
230-Gas Tax - RMRA/SB1			108,000					108,000
240-Measure T			412,000					412,000
FUNDING TOTALS			520,000					520,000

Crosswalk Improvements on Main Street/Highway 29 at Pratt Avenue and Elmhurst Avenue

Project No: **R21-02**

Category: **Streets**

Project Location: **Main Street/Highway 29**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will upgrade curb ramps as well as improvement crosswalk markings and signage at Pratt and Elmhurst intersections.

NOTES: FY 23 - Per PW - project delayed, increase construction to $200,000 with 10% contingency. Construction in FY 23
FY24 - project should be completed by Aug 23; no new $$ requested.

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
240-Measure T								0
741-Streets Capital Improvement - Grant TDA III								0
FUNDING TOTALS								0

Pope Street Crosswalk Improvements at College Avenue

Project No: **R21-04**

Category: **Streets**

Project Location: **Pope Street at College Avenue**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Installation of a rectangular rapid flashing beacon system (or equivalent) located on Pope Street at College Avenue, four ADA compliant curb ramps, and continental crosswalk markings on Pope Street and College Avenue.

Installation of the rapid flashing beacon (or equivalent) will provide greater visibility of pedestrians within the crosswalks as vehicles approach. Upgrading curb ramps will improve pedestrian mobility by upgrading curb ramps when crossing Pope Street or College Avenue.

NOTES: The City received a grant of $94,000 from NVTA with a 20% match requirement.
FY24 - project should be completed by Aug 23; no new $$ requested.

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
230-Gas Tax								0
741-Streets Capital Improvement - NVTA								0
FUNDING TOTALS								0

Pavement Restoration FY22 Design/FY 23 Construction

Project No: **R22-79**

Category: **Streets**

Project Location: **St. Helena, CA 94574**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 22

Construction FY 23

EXPENDITURE ACCOUNTS: **Fund**: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3150 - Construction Management			60,000					60,000
3160 - Construction Contract			400,000					400,000
3170 - Contingency			40,000					40,000
EXPENDITURE TOTALS			500,000					500,000
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE								0
230-Gas Tax								0
230-Gas Tax - RMRA/SB1			60,000					60,000
240-Measure T			440,000					440,000
741-Streets Capital Improvement - Measure T Loan								0
FUNDING TOTALS			500,000					500,000

Signalization Dowdell Lane and Hwy 29

Project No: **R23-01**

Category: **Streets**

Project Location: **Dowdell Lane and Hwy 29**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Manage movement of traffic for the Long Meadow Ranch Project at 1000 Mills Lane, Condition of approval No. 66

NOTES: Farmstead will cost share 23.3% of total project costs

FY 23 Design only.
FY24 - design budget moved from FY23 to FY24

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			200,000					200,000
EXPENDITURE TOTALS			200,000					200,000
FUNDING SOURCES								
741-LMR Cost Share			46,600					46,600
741-Streets Capital Improvement			153,400					153,400
FUNDING TOTALS			200,000					200,000

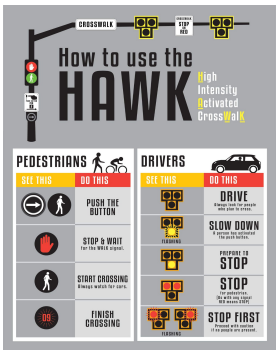
"HAWK" Pedestrian Hybrid Flashing Beacon for Hwy 29 at Charter Oak

Project No: **R23-02**

Category: **Streets**

Project Location: **Hwy 29 at Charter Oak**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Mitigate pedestrian hazards for the Long Meadow Ranch Project at 738 Main Street.

NOTES: Resolution #2020-101, Item #48

LMR Cost Share 28.8%

FY 23 - Design Only
FY24 - moved budget from FY23 to FY24

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			200,000					200,000
EXPENDITURE TOTALS			200,000					200,000
FUNDING SOURCES								
741-LMR Cost Share			57,600					57,600
741-Streets Capital Improvement			142,400					142,400
FUNDING TOTALS			200,000					200,000

Pavement Restoration FY23 Design/FY 24 Construction

Project No: **R23-79**

Category: **Streets**

Project Location: **St. Helena, CA 94574**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 23

Construction FY 24

NOTES: FY24 - added $300k; added Grayson to scope; additional $500k added from Fund 741 per Council action at mid-year

EXPENDITURE ACCOUNTS: **Fund**: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			20,000					20,000
3150 - Construction Management			140,000					140,000
3160 - Construction Contract			1,700,000					1,700,000
3170 - Contingency			140,000					140,000
EXPENDITURE TOTALS			2,000,000					2,000,000
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE								0
230-Gas Tax								0
230-Gas Tax - RMRA/SB1								0
240-Measure T			1,500,000					1,500,000
741-Streets Capital Improvement			500,000					500,000
FUNDING TOTALS			2,000,000					2,000,000

Streets Master Plan

Project No: R24-01

Category: Streets

Project Location: Citywide

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Develop Streets Master Plan

NOTES: FY24 - not only incorporates a number of previously developed documents (e.g. General Plan Circulation Element, Active Transportation/Safe Routes to School Plan, Walking Audit, Parking Study, etc.) but includes updated speed survey; policy direction on traffic calming including Complete Streets options; and development of growth-related Capital Improvement Program as a precursor for Development Impact Fee update.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			200,000					200,000
EXPENDITURE TOTALS			200,000					200,000
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees			200,000					200,000
FUNDING TOTALS			200,000					200,000

Oak Avenue Rehabilitation

Project No: R24-02

Category: Streets

Project Location: Oak Avenue - Madrona to Mitchell

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate underground utilities, pavement, curb/gutter/sidewalk including collaboration with various stakeholders including School District, NVTA/Vine Trail, etc.

NOTES: FY24 - resurrect 2008 project; scope includes completing design for project and starting the permitting process to outfall to Sulphur Creek; portion of storm drain rehab funded through CIP No. D24-01; portion of sanitary sewer rehab funded thru CIP No. S24-02

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			170,000					170,000
EXPENDITURE TOTALS			170,000					170,000
FUNDING SOURCES								
240-Measure T			140,000					140,000
420-Go Bonds			20,000					20,000
773-Wastewater Capital Improvement			10,000					10,000
FUNDING TOTALS			170,000					170,000

Pavement Restoration FY24 Design/FY 25 Construction

Project No: **R24-79**

Category: **Streets**

Project Location: **St. Helena, CA 94574**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 24

Construction FY 25

NOTES: FY24 - new 5-year list to be adopted by Council in Fall 2023 after completion of updated Pavement Management Plan; budget based upon Measure T projection.

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			132,300					132,300
3150 - Construction Management				132,300				132,300
3160 - Construction Contract				882,000				882,000
3170 - Contingency				88,200				88,200
EXPENDITURE TOTALS			132,300	1,102,500				1,234,800
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE								0
230-Gas Tax								0
230-Gas Tax - RMRA/SB1								0
240-Measure T			132,300	1,102,500				1,234,800
741-Streets Capital Improvement								0
FUNDING TOTALS			132,300	1,102,500				1,234,800

Pavement Restoration FY 25 Design/FY 26 Construction

Project No: **R25-79**

Category: **Streets**

Project Location: **St. Helena, CA 94574**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 25

Construction FY 26

NOTES: FY24 - new 5-year list to be adopted by Council in Fall 2023 after completion of updated Pavement Management Plan; budget based upon Measure T projection.

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design				130,000				130,000
3150 - Construction Management					130,000			130,000
3160 - Construction Contract					947,000			947,000
3170 - Contingency					90,000			90,000
EXPENDITURE TOTALS				130,000	1,167,000			1,297,000
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE								0
230-Gas Tax								0
230-Gas Tax - RMRA/SB1								0
240-Measure T				130,000	1,167,000			1,297,000
741-Streets Capital Improvement								0
FUNDING TOTALS				130,000	1,167,000			1,297,000

Pavement Restoration FY 26 Design/FY 27 Construction

Project No: **R26-79**

Category: **Streets**

Project Location: **St. Helena, CA 84574**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 26

Construction FY 27

NOTES: FY24 - new 5-year list to be adopted by Council in Fall 2023 after completion of updated Pavement Management Plan; budget based upon Measure T projection.

EXPENDITURE ACCOUNTS: **Fund:** 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design					137,000			137,000
3150 - Construction Management						137,000		137,000
3160 - Construction Contract						962,000		962,000
3170 - Contingency						137,000		137,000
EXPENDITURE TOTALS					137,000	1,236,000		1,373,000
FUNDING SOURCES								
240-Measure T					137,000	1,236,000		1,373,000
FUNDING TOTALS					137,000	1,236,000		1,373,000

Pavement Restoration FY 27 Design/FY 28 Construction

Project No: **R27-79**

Category: **Streets**

Project Location: **Select Streets**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Rehabilitate streets throughout the City with various surface treatments (i.e. slurry seal, micro-surface, and overlay). Curb ramp upgrades may be part of projects as needed. Council approved a five-year list of streets on February 13, 2018.

Design FY 27

Construction FY 28

NOTES: FY24 - streets may change but funding projection remains.

EXPENDITURE ACCOUNTS: Fund: 741 Dept: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design						130,000		130,000
3150 - Construction Management							80,000	80,000
3160 - Construction Contract							1,162,600	1,162,600
3170 - Contingency							80,000	80,000
EXPENDITURE TOTALS						130,000	1,322,600	1,452,600
FUNDING SOURCES								
240-Measure T						130,000	1,322,600	1,452,600
FUNDING TOTALS						130,000	1,322,600	1,452,600

Category Summary Report
FY2023-24 to FY2027-28
3 - Water

		Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE									
W-101	Tank 2 Rehabilitation			940,000					940,000
W-108	Lower Reservoir Rehab						50,000		50,000
W-109	Bell Canyon Intake Tower Replacement			329,323	2,963,904				3,293,227
W-35	Bell Canyon Reservoir Improvements			100,000					100,000
W-80	Dwyer Road Booster (Pump Station)				900,000				900,000
W-85	Bell House Valve Replacement						470,000		470,000
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)					304,494	1,370,221	1,370,220	3,044,935
W18-111	WTP Condition Assessment			200,000					200,000
W18-113	Water System SCADA Improvements				160,000	320,000	320,000		800,000
W18-118	Replace Mains <6" in Diameter						720,000		720,000
W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment			100,000					100,000
W21-01	Kearney and Andrea Water Main Replacement			875,705					875,705
W24-01	Water Distribution Fire Flow Improvements			312,000			156,000		468,000
W24-02	Napa Intertie Pump Station (Rutherford) Replacement			400,000	1,900,000	200,000	100,000	500,000	3,100,000
W24-03	ArcGIS Infrastructure Development			35,000	15,000				50,000
W24-04	Retrofit/Deploy SMART water meters			200,000	394,000	588,000	788,000		1,970,000
W24-05	PFAS Sampling Project			25,000					25,000
W24-06	Risk and Resilience Assessment Report Implementation			75,000	75,000				150,000
W24-07	Cyber-Security Implementation			25,000	25,000				50,000
W24-08	Safe Yield Policy & Water Neutrality Policy Update			150,000					150,000
W25-01	Napa Intertie Pipeline Replacement				1,143,000	2,286,000	2,286,000		5,715,000
W25-02	Water Treatment Plant Transmission Main Replacement				1,590,800	3,181,600	3,181,600		7,954,000
W26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation					65,000	50,000		115,000
				3,767,028	9,166,704	6,945,094	9,491,821	1,870,220	31,240,867
PROJECT FUNDING SOURCES									
420	Go Bonds			412,000			1,396,000		1,808,000
763	Water Capital Improvement			1,750,000	2,369,000	1,477,494	2,628,221	1,370,220	9,594,935
763	Water Capital Improvement - Grant/Interagency Fund			400,000	1,100,000				1,500,000
763	Water Capital Improvement - Debt			1,205,028	5,697,704	5,467,600	5,467,600	500,000	18,337,932
				3,767,028	9,166,704	6,945,094	9,491,821	1,870,220	31,240,867

Tank 2 Rehabilitation

Project No: **W-101**

Category: **Water**

Project Location: **APN 022-420-019**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate Tank 2 at Lower Reservoir. Rehabilitation includes sandblasting, coating of interior, and sanitization of tank.

NOTES: FY24 - included in proposed Rate Study w/ proposed schedule for project delivery.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			94,000					94,000
3150 - Construction Management			94,000					94,000
3160 - Construction Contract			658,000					658,000
3170 - Contingency			94,000					94,000
EXPENDITURE TOTALS			940,000					940,000
FUNDING SOURCES								
763-Water Capital Improvement			940,000					940,000
FUNDING TOTALS			940,000					940,000

Lower Reservoir Rehab

Project No: **W-108**

Category: **Water**

Project Location: **APN 009-131-013**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehab Lower York Creek Dam as required by the Division of Dam Safety. Repair 12" diameter gate in the outlet tower, repair 24" diameter spillway gate, geotechnical investigation and stability analysis, seismic stability analysis of intake tower and survey and rehab 12 " diameter low level outlet pipe.

NOTES: Resolution 2019-149 - Amendment #1 with Mead and Hunt for $27,000

FY24 - included in GO Bond for $620k total
- W-85 Bell House Valve Replacement ($470k) - Tranche 2 (FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring ($100k) - Tranche 1 (FY24)
- W-108 Lower Reservoir Rehab ($50k) - Tranche 2 (FY27)

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3150 - Construction Management						5,000		5,000
3160 - Construction Contract						45,000		45,000
EXPENDITURE TOTALS						50,000		50,000
FUNDING SOURCES								
420-Go Bonds						50,000		50,000
763-Water Capital Improvement								0
763-Water Capital Improvement - Debt								0
FUNDING TOTALS						50,000		50,000

Bell Canyon Intake Tower Replacement

Project No: W-109

Category: Water

Project Location: Bell Canyon Reservoir (APN 021-420-019)

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Immediate repairs slated are required to be in compliance. Non compliance constitutes a violation of the City's Division of Dam Safety permitted use of Bell Canyon is grounds for enforcement action, for permit termination, revocation and reissuance, or modification; or denial of a permit renewal application by the State of California Department of Water Resources Division of Dam Safety.

NOTES: PW - marked project at a Priority
Anticipated will take out debt for project, will include in Utility Rate Study
FY24 - included in proposed Rate Study w/ proposed schedule for project delivery

EXPENDITURE ACCOUNTS:
Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			126,323					126,323
3120 - Environmental/Planning			200,000					200,000
3140 - Legal Services			3,000					3,000
3150 - Construction Management				213,904				213,904
3160 - Construction Contract				2,500,000				2,500,000
3170 - Contingency				250,000				250,000
EXPENDITURE TOTALS			329,323	2,963,904				3,293,227
FUNDING SOURCES								
763-Water Capital Improvement								0
763-Water Capital Improvement - Debt			329,323	2,963,904				3,293,227
764-Water Impact Fees								0
FUNDING TOTALS			329,323	2,963,904				3,293,227

Bell Canyon Reservoir Improvements

Project No: W-35

Category: Water

Project Location: 410 Crystal Springs Rd. (APN 021-420-019)

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Dredging of Bell Canyon Reservoir will return the storage capacity to design limits.

NOTES: FY24 - perform bathymetric survey and analyze volume of accumulated sediment

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			100,000					100,000
EXPENDITURE TOTALS			100,000					100,000
FUNDING SOURCES								
763-Water Capital Improvement			100,000					100,000
763-Water Capital Improvement - Debt								0
764-Water Impact Fees								0
FUNDING TOTALS			100,000					100,000

Dwyer Road Booster (Pump Station)

Project No: W-80

Category: Water

Project Location: Between St. Helena, Napa, and Calistoga: Dwyer Rd.

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This is a shared facility between St. Helena, Napa, and Calistoga for moving water up valley. The project will improve system reliability and increase pressure in the southern end of the system.
The City of Napa will conduct the work on this project with a 10% cost share by the City of St. Helena. Total project cost is estimated at $6,000,000.

NOTES: - City of Napa Agreement C2009 119 dated 9/22/09 - City of St. Helena Resolution 2009-109. Agreement to fund preliminary analysis and design of the Dwyer Pump Station. Costs split 33.3% each between Napa, St. Helena, and Calistoga.
- City of Napa Agreement C2011 215 dated 10/4/11 - Agreement for design. Napa is the administrator of the initial scope of services and St. Helena and Calistoga agree to support this effort and reimburse Napa according to the cost share allocation included in this Agreement. Total obligation shall not exceed $270,000 ($90,000 each) unless modified in writing. Costs for design is split into thirds - 33.3% each.
- City of St. Helena Resolution 2014-23 - Authorizing the City of Napa to file a grant/loan application on behalf of Napa, St. Helena, and Calistoga for the reconstruction of the Dwyer Pump Station.
- A cost share agreement for the construction is not in place. 5/18/22 PW states the estimated cost is $7,000,000 with a 10% cost share by the City of St. Helena. Additionally, Napa has applied for a grant which, if awarded, would lower the St. Helena contribution.
- FY24 - contribution estimated at $900k; budgeted for FY25

EXPENDITURE ACCOUNTS:
Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract				900,000				900,000
EXPENDITURE TOTALS				900,000				900,000
FUNDING SOURCES								
763-Water Capital Improvement				900,000				900,000
763-Water Capital Improvement - Debt								0
763-Water Capital Improvement - Grant/Interagency Fund								0
764-Water Impact Fees								0
FUNDING TOTALS				900,000				900,000

Bell House Valve Replacement

Project No: W-85

Category: Water

Project Location: APN 021-420-019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Required by the Division of Safety of Dams (DSOD), replacement is necessary for emergency operation. In the event of an emergency and by order of DSOD that we release water from the reservoir, there is significant risk that the City would not be able to close the valve and stop the water, resulting in draining all of Bell Canyon.

NOTES: Project to be bid at same time as intake tower. Estimated bid FY 22 with Construction in FY 22
5/17/22 - PW Update - priority project
*$49,029.88 is shown in Project Management; however, those costs were incurred prior to FY 13 and are shown as recorded labor in Springbrook. The previous costs are not included in the new budget.
FY24 - included in GO Bond for $620k total
- W-85 Bell House Valve Replacement ($470k) - Tranche 2 (FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring ($100k) - Tranche 1 (FY24)
- W-108 Lower Reservoir Rehab ($50k) - Tranche 2 (FY27)

EXPENDITURE ACCOUNTS:
Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design						20,000		20,000
3150 - Construction Management						10,000		10,000
3160 - Construction Contract						400,000		400,000
3170 - Contingency						40,000		40,000
EXPENDITURE TOTALS						470,000		470,000
FUNDING SOURCES								
420-Go Bonds						470,000		470,000
763-Water Capital Improvement								0
763-Water Capital Improvement - Debt								0
764-Water Impact Fees								0
FUNDING TOTALS						470,000		470,000

Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)

Project No: W-86

Category: Water

Project Location: APN 009-131-029 & 019

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Upgrade and integrate Holmes and Elmhurst water delivery systems.

NOTES: Funding not available. City submitted a MMGP application; however, it was withdrawn due to the project not being eligible.
FY24 - included in proposed Rate Study w/ proposed schedule for project delivery.

EXPENDITURE ACCOUNTS:
Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design					304,494			304,494
3150 - Construction Management						160,221	160,220	320,441
3160 - Construction Contract						1,100,000	1,100,000	2,200,000
3170 - Contingency						110,000	110,000	220,000
EXPENDITURE TOTALS					304,494	1,370,221	1,370,220	3,044,935
FUNDING SOURCES								
763-Water Capital Improvement					304,494	1,370,221	1,370,220	3,044,935
763-Water Capital Improvement - Debt								0
763-Water Capital Improvement HMGP Funds								0
764-Water Impact Fees								0
FUNDING TOTALS					304,494	1,370,221	1,370,220	3,044,935

WTP Condition Assessment

Project No: W18-111

Category: Water

Project Location: Louis Stralla Water Treatment Plant (APN 021-420-019)

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This is an assessment to develop short and long term needs of the Louis Stralla Water Treatment Plant.

NOTES: FY24 - included in proposed Rate Study w/ proposed schedule for project delivery

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			200,000					200,000
EXPENDITURE TOTALS			200,000					200,000
FUNDING SOURCES								
763-Water Capital Improvement			200,000					200,000
763-Water Capital Improvement - Debt								0
FUNDING TOTALS			200,000					200,000

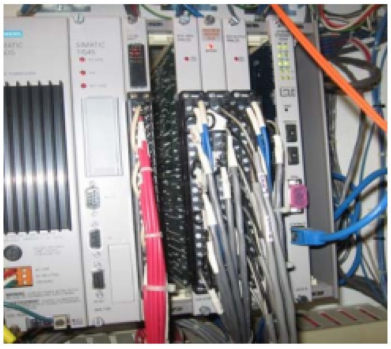
Water System SCADA Improvements

Project No: W18-113

Category: Water

Project Location: Citywide

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will apply power and instrumentation upgrades to integrate the City's water pump stations into Supervisory Control and Data Acquisition System (SCADA). SCADA is utilized to monitor and control a plant and/or equipment.

NOTES: FY23 - Name updated from SCADA Improvements - Rutherford & Holmes to Water System SCADA Improvements
FY24 - included in proposed Rate Study w/ proposed schedule for project delivery

EXPENDITURE ACCOUNTS:
Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design				160,000				160,000
3150 - Construction Management					20,000	20,000		40,000
3160 - Construction Contract					300,000	300,000		600,000
EXPENDITURE TOTALS				160,000	320,000	320,000		800,000
FUNDING SOURCES								
763-Water Capital Improvement				160,000	320,000	320,000		800,000
763-Water Capital Improvement - Debt								0
FUNDING TOTALS				160,000	320,000	320,000		800,000

Replace Mains <6" in Diameter

Project No: W18-118

Category: Water

Project Location: Various locations in St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City water mains. It is anticipated that there will be one project per year based on the completed Integrated Master Utility Plan.

NOTES: FY24 - included in proposed Rate Study w/ proposed schedule for project delivery; Years 1 - 5 replacement per Integrated Utility Management Plan; GO Bond Tranche 2 (FY27) & Tranche 3 (FY30) @ $720k/tranche

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design						60,000		60,000
3150 - Construction Management						55,000		55,000
3160 - Construction Contract						550,000		550,000
3170 - Contingency						55,000		55,000
EXPENDITURE TOTALS						720,000		720,000
FUNDING SOURCES								
420-Go Bonds						720,000		720,000
763-Water Capital Improvement								0
763-Water Capital Improvement - Debt								0
FUNDING TOTALS						720,000		720,000

Bell Canyon Phreatic Surface Monitoring & Assessment

Project No: **W18-120**

Category: **Water**

Project Location: **APN 021-420-019**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Bell Canyon Phreatic Surface Monitoring and Assessment is a new requirement of the Division of Dam Safety as a direct result of the 2017 Oroville Dam incident.

NOTES: FY24 - included in GO Bond for $620k total
- W-85 Bell House Valve Replacement ($470k) - Tranche 2 (FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring ($100k) - Tranche 1 (FY24)
- W-108 Lower Reservoir Rehab ($50k) - Tranche 2 (FY27)

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			15,000					15,000
3160 - Construction Contract			85,000					85,000
EXPENDITURE TOTALS			100,000					100,000
FUNDING SOURCES								
420-Go Bonds			100,000					100,000
763-Water Capital Improvement								0
763-Water Capital Improvement - Debt								0
FUNDING TOTALS			100,000					100,000

Kearney and Andrea Water Main Replacement

Project No: W21-01

Category: Water

Project Location: Kearney and Andrea

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The 4" water main on Kearney between Hillview Place and Adams Street needs to be replaced as well as the main on Andrea from Kearney to Oak Avenue.

NOTES: This project has been on hold since February 2021. Final Plan was completed. Green Valley Engineering contract includes construction management, design, and specifications. STH Contract: FY2021-013. The project consulting budget appears to have been exhausted and this is the reason that project design was halted.

FY 23 - per PW, push project construction to FY24. PW has requested a construction estimate from Green Valley. The construction estimate in the project has been rolled over from the previous estimate, with an approximate 10% increase to construction.
FY24 - included in rate study to be delivered in FY24.

EXPENDITURE ACCOUNTS:

Fund: 763 **Dept**: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			30,000					30,000
3150 - Construction Management			59,205					59,205
3160 - Construction Contract			715,000					715,000
3170 - Contingency			71,500					71,500
EXPENDITURE TOTALS			875,705					875,705
FUNDING SOURCES								
763-Water Capital Improvement								0
763-Water Capital Improvement - Debt			875,705					875,705
FUNDING TOTALS			875,705					875,705

Water Distribution Fire Flow Improvements

Project No: **W24-01**

Category: **Water**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Replace smaller diameter (6" or less) pipelines with larger diameter pipes; in total, 4,900 linear feet (0.9 miles) of fire flow improvements are recommended per 2021 Integrated Utility Master Plan.

NOTES: FY24 - $1.5M included in GO Bond funding (totals below from IUMP have $572,000 unaccounted of $1.5M)
Tranche 1 (FY23/24): PWFF-3 Vintage Ave Loop ($20k), PWFF-6 Crane ($142k), PWFF-8 Pine St ($65k), PWFF-9 Fulton ($85k); in-house design
Tranche 2 (FY26/27): PWFF-4 El Bonita ($50k), PWFF-5 Charter Oak ($76k), PWFF-10 6" Hydrant laterals ($15k), PWFF-11 4" Hydrant laterals ($15k)
Tranche 3 (FY29/30): PWFF-1 Zinfandel ($144k), PWFF-2 Inglewood Ave ($55k), PWFF-7 Spring St ($261k)

EXPENDITURE ACCOUNTS: Fund: 763 Dept: 5030

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			5,000			2,000		7,000
3150 - Construction Management			15,000			5,000		20,000
3160 - Construction Contract			262,000			141,000		403,000
3170 - Contingency			30,000			8,000		38,000
EXPENDITURE TOTALS			312,000			156,000		468,000
FUNDING SOURCES								
420-Go Bonds			312,000			156,000		468,000
FUNDING TOTALS			312,000			156,000		468,000

Napa Intertie Pump Station (Rutherford) Replacement

Project No: W24-02

Category: Water

Project Location: Rutherford Pump Station, 1851 St Helena Hwy.

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replace current pump station "temporary structure" with permanent facility.

NOTES: FY24 - design/construction of permanent pump station for this critical water supply facility.
- FY29 budget: CM $300k, Constr $8,740k, Contig $960k = $13.1M total project.
- awarded $1.5M DWR Grant via Sen Dodd

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			400,000	1,600,000				2,000,000
3150 - Construction Management				300,000	200,000	100,000	100,000	700,000
3160 - Construction Contract							360,000	360,000
3170 - Contingency							40,000	40,000
EXPENDITURE TOTALS			400,000	1,900,000	200,000	100,000	500,000	3,100,000
FUNDING SOURCES								
763-Water Capital Improvement				800,000	200,000	100,000		1,100,000
763-Water Capital Improvement - Debt							500,000	500,000
763-Water Capital Improvement - Grant/Interagency Fund			400,000	1,100,000				1,500,000
FUNDING TOTALS			400,000	1,900,000	200,000	100,000	500,000	3,100,000

ArcGIS Infrastructure Development

Project No: **W24-03**

Category: **Water**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: ArcGIS Purchase & Setup and data acquisition

NOTES: FY24 - included in Integrated Utility Master Plan, Chapter 7 & Appendix C recommendations; split w/ Sewer's S24-03

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			35,000	15,000				50,000
EXPENDITURE TOTALS			35,000	15,000				50,000
FUNDING SOURCES								
763-Water Capital Improvement			35,000	15,000				50,000
FUNDING TOTALS			35,000	15,000				50,000

Retrofit/Deploy SMART water meters

Project No: **W24-04**

Category: **Water**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Update all water meters to all customers to SMART meter technology.

NOTES: FY24 - updates all meters with current SMART meter technology so City can insure efficient meter operation AND customers can monitor usage in real-time.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			60,000	90,000				150,000
3150 - Construction Management			30,000	30,000	60,000	30,000		150,000
3160 - Construction Contract			100,000	250,000	475,000	675,000		1,500,000
3170 - Contingency			10,000	24,000	53,000	83,000		170,000
EXPENDITURE TOTALS			200,000	394,000	588,000	788,000		1,970,000
FUNDING SOURCES								
763-Water Capital Improvement			200,000	394,000	588,000	788,000		1,970,000
FUNDING TOTALS			200,000	394,000	588,000	788,000		1,970,000

PFAS Sampling Project

Project No: **W24-05**

Category: **Water**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Monitor drinking water for PFAS chemicals (i.e. Teflon® and similar chemicals) and report findings to the State of California.

NOTES: FY24 - as part of the Unregulated Contaminants Monitoring Rule (UCMR 5), the City was notified by the EPA to participate in PFAS monitoring over a 12-month period between 2023 and 2025. Sampling has begun. Uncertain if additional costs might be incurred.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3160 - Construction Contract			25,000					25,000
EXPENDITURE TOTALS			25,000					25,000
FUNDING SOURCES								
763-Water Capital Improvement			25,000					25,000
FUNDING TOTALS			25,000					25,000

Risk and Resilience Assessment Report Implementation

Project No: W24-06

Category: Water

Project Location: Citywide

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Implement recommendations from 2022 Report

NOTES: FY24 - The Risk and Resilience Assessment Report for the Water Utility was completed in January 2022 and provides a number of recommendations for reducing risk and enhancing resiliency. This project provides a preliminary budget to investigate details of recommendations and develop projects/CIP to address.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			15,000					15,000
3160 - Construction Contract			60,000	75,000				135,000
EXPENDITURE TOTALS			75,000	75,000				150,000
FUNDING SOURCES								
763-Water Capital Improvement			75,000	75,000				150,000
FUNDING TOTALS			75,000	75,000				150,000

Cyber-Security Implementation

Project No: W24-07

Category: Water

Project Location: Citywide

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Implement recommendations from 2022 Risk and Resilience Assessment Report for the Water Utility

NOTES: FY24 - The Risk and Resilience Assessment Report for the Water Utility was completed in January 2022. Appendix A, Cyber Security Report provides a number of recommendations for reducing susceptibility to a cyber attack. This project provides a preliminary budget to investigate details of recommendations and develop projects/CIP to address.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			10,000					10,000
3160 - Construction Contract			15,000	25,000				40,000
EXPENDITURE TOTALS			25,000	25,000				50,000
FUNDING SOURCES								
763-Water Capital Improvement			25,000	25,000				50,000
FUNDING TOTALS			25,000	25,000				50,000

Safe Yield Policy & Water Neutrality Policy Update

Project No: W24-08

Category: Water

Project Location: Citywide

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Review Safe Yield analysis and Water Neutrality Policy and update according to current climate projections and development standards

NOTES: FY24 - The Safe Yield analysis was completed over 10 years ago. The policy/process for declaration of various stages of water emergencies needs to be updated to reflect current climate projections, proposed rates and supply sustainability. The Water Neutrality Policy was most recently updated in 2016. The update is required to address current development trends and to provide a more practical application to address a neutral impact to the City's water supply.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			150,000					150,000
EXPENDITURE TOTALS			150,000					150,000
FUNDING SOURCES								
763-Water Capital Improvement			150,000					150,000
FUNDING TOTALS			150,000					150,000

Napa Intertie Pipeline Replacement

Project No: W25-01

Category: Water

Project Location: Citywide

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Replace 19,700 lineal feet of 12-inch pipeline per 2021 Integrated Utility Master Plan.

NOTES: FY24 - Per Integrated Utility Master Plan, Appendix A, Project PWTM-1, replace the 12-inch pipeline from the Rutherford Pump Station to the connection at the intersection of SR29/Dowdell Ln.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design				435,000				435,000
3150 - Construction Management				440,000				440,000
3160 - Construction Contract				250,000	2,000,000	2,000,000		4,250,000
3170 - Contingency				18,000	286,000	286,000		590,000
EXPENDITURE TOTALS				1,143,000	2,286,000	2,286,000		5,715,000
FUNDING SOURCES								
763-Water Capital Improvement - Debt				1,143,000	2,286,000	2,286,000		5,715,000
FUNDING TOTALS				1,143,000	2,286,000	2,286,000		5,715,000

Water Treatment Plant Transmission Main Replacement

Project No: **W25-02**

Category: **Water**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Replace 16,300 lineal feet of 14-inch, 18-inch & 24-inch pipeline per 2021 Integrated Utility Master Plan.

NOTES: FY24 - Per Integrated Utility Master Plan, Appendix B, Project PWTM-2, replace the pipeline from the inline booster station downstream from Tank 1 to tee near 589 Pratt Avenue.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design				600,000				600,000
3150 - Construction Management				600,000				600,000
3160 - Construction Contract				300,000	2,877,000	2,877,000		6,054,000
3170 - Contingency				90,800	304,600	304,600		700,000
EXPENDITURE TOTALS				1,590,800	3,181,600	3,181,600		7,954,000
FUNDING SOURCES								
763-Water Capital Improvement - Debt				1,590,800	3,181,600	3,181,600		7,954,000
FUNDING TOTALS				1,590,800	3,181,600	3,181,600		7,954,000

Asset Management & Computerized Maintenance & Management System Development/Implementation

Project No: **W26-02**

Category: **Water**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Asset Management Software Assessment & Optimization planning, Asset Management Program Development, CMMS Purchase & Setup

NOTES: FY24 - included in Integrated Utility Master Plan, Chapter 7 & Appendix C recommendations; split w/ Sewer's S26-02

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design					65,000	50,000		115,000
EXPENDITURE TOTALS					65,000	50,000		115,000
FUNDING SOURCES								
763-Water Capital Improvement					65,000	50,000		115,000
FUNDING TOTALS					65,000	50,000		115,000

Category Summary Report
FY2023-24 to FY2027-28
4 - Wastewater

		Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE									
S-52	WWTP Phase 1 Upgrades			1,340,200					1,340,200
S18-70	Replace 1% of Sewer Mains Annually						620,000	620,000	1,240,000
S18-71	Crinella Pump Station Upgrades			1,140,000					1,140,000
S18-74	Update GIS Maps of Sewer System								
S18-78	Recycled Water Feasibility Study								
S21-01	WWTP Recycled Pipeline and Pump Station			1,719,000					1,719,000
S23-01	Recycled Water - Crane Park Irrigation Infrastructure			50,000					50,000
S23-02	Emergency Back-Up Power - WWTP			1,600,863					1,600,863
S24-01	Closed-Circuit Television (CCTV) Inspection Program, Phase I			222,000					222,000
S24-02	High Priority Pipeline Replacement			255,600	255,600	255,600	255,600	255,600	1,278,000
S24-03	ArcGIS Infrastructure Development			35,000	15,000				50,000
S24-04	Recycled Water System Master Plan Update			500,000					500,000
S24-05	Del Campo Court Gravity Main Improvements			608,000					608,000
S25-01	Flow Monitoring Program				60,000				60,000
S26-01	Model Update and System Analysis					50,000			50,000
S26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation					65,000	50,000		115,000
S27-01	WWTP Pond Cleaning, Decommissioning, and Repurpose						500,000	500,000	1,000,000
				7,470,663	330,600	370,600	1,425,600	1,375,600	10,973,063
PROJECT FUNDING SOURCES									
420	Go Bonds			3,689,000			620,000	620,000	4,929,000
763	Water Capital Improvement			250,000					250,000
773	Wastewater Capital Improvement - HMGP Funds			1,181,730					1,181,730
773	Wastewater Capital Improvement			1,009,733	330,600	370,600	805,600	755,600	3,272,133
773	Wastewater Capital Improvement - Debt			1,340,200					1,340,200
				7,470,663	330,600	370,600	1,425,600	1,375,600	10,973,063

WWTP Phase 1 Upgrades

Project No: **S-52**

Category: **Wastewater**

Project Location: **1 Chaix Ln**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Per the State Cease and Desist Order, upgrade the plant to meet compliance requirements by 2021. In addition, to compliance requirements, levee repairs and sludge removal will be incorporated into construction of this project.

Merged into S-52: S-53, S-62, S-66, S18-79.

NOTES: Resolution 2019-40 - PSA with HydroScience for $440,000 for Owner`s Representative of the WWTRP project
Resolution 2020-28 - Amendment #1 with HydroScience for $255,380 for a not-to-exceed amount of $695,380
Additional costs for Legal Services includes Private Placement Debt Issuance
FY24 - includes projected balance for project completion in late'23/early'24.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3150 - Construction Management			134,000					134,000
3160 - Construction Contract			1,206,200					1,206,200
EXPENDITURE TOTALS			1,340,200					1,340,200
FUNDING SOURCES								
571-Wastewater Cash Operations Fund Balance								0
740-Traffic Impact Fees Fund Loan								0
773-Wastewater Capital Improvement								0
773-Wastewater Capital Improvement - Debt			1,340,200					1,340,200
774-Wastewater Impact Fees								0
FUNDING TOTALS			1,340,200					1,340,200

Replace 1% of Sewer Mains Annually

Project No: **S18-70**

Category: **Wastewater**

Project Location: **Various**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This annual project will begin the replacement of City sewer mains. It is anticipated there will be one project per year.

NOTES: FY24 - included in GO Bond Tranche 3 = $1.240M beginning in FY27
Excludes "High Priority Areas" within proximity to bodies of water.

EXPENDITURE ACCOUNTS:
Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design						50,000	50,000	100,000
3150 - Construction Management						50,000	50,000	100,000
3160 - Construction Contract						470,000	470,000	940,000
3170 - Contingency						50,000	50,000	100,000
EXPENDITURE TOTALS						620,000	620,000	1,240,000
FUNDING SOURCES								
420-Go Bonds						620,000	620,000	1,240,000
773-Wastewater Capital Improvement								0
773-Wastewater Capital Improvement - Debt								0
774-Wastewater Impact Fees								0
FUNDING TOTALS						620,000	620,000	1,240,000

Crinella Pump Station Upgrades

Project No: **S18-71**

Category: **Wastewater**

Project Location: **Crinella Neighborhood**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: The Crinella Pump Station is located within the Crinella residential neighborhood. It pumps raw wastewater out of Crinella to a gravity sewer main on Railroad Avenue which then goes to the City's wastewater treatment plant. This project will update the structure and pumping systems. It will also include construction of a filter system to control odors.

Construction deferred until FY 22

NOTES: FY24 - included in GO Bond scope; Upgrade the structure and pumping systems as well as including an air filtration system to control odors; Reimburse for Design and Construction; total budget per GO Bond; breakdown not validated.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			90,000					90,000
3150 - Construction Management			60,000					60,000
3160 - Construction Contract			900,000					900,000
3170 - Contingency			90,000					90,000
EXPENDITURE TOTALS			1,140,000					1,140,000
FUNDING SOURCES								
420-Go Bonds			1,140,000					1,140,000
773-Wastewater Capital Improvement								0
773-Wastewater Capital Improvement - Debt								0
774-Wastewater Impact Fees								0
999-Unidentified								0
FUNDING TOTALS			1,140,000					1,140,000

Update GIS Maps of Sewer System

Project No: **S18-74**

Category: **Wastewater**

Project Location: **Citywide**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will update the current GIS Maps of the City sewer system.

NOTES:

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
773-Wastewater Capital Improvement								0
773-Wastewater Capital Improvement - Debt								0
774-Wastewater Impact Fees								0
999-Unidentified								0
FUNDING TOTALS								0

Recycled Water Feasibility Study

Project No: S18-78

Category: Wastewater

Project Location: 1 Chaix Ln

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This study will determine the feasibility of using recycled water to offset the use of fresh/potable water from local supplies.

NOTES: FY24 - See project S24-04.

EXPENDITURE ACCOUNTS:

Fund: 773 **Dept**: 5059

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
773-Wastewater Capital Improvement								0
773-Wastewater Capital Improvement - Debt								0
773-Wastewater Capital Improvement - State Grant								0
774-Wastewater Impact Fees								0
FUNDING TOTALS								0

WWTP Recycled Pipeline and Pump Station

Project No: **S21-01**

Category: **Wastewater**

Project Location: **1 Chaix Ln St. Helena**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Provide pump station to distribute recycled water to the WWTP spray fields and provide recycled water to City customers via mainline connection

NOTES: Have a contract with Hydroscience. $96,153 expended through May 18, 2022. Last invoice was paid on 1/11/22
FY24 - included $1.719M in GO Bond; see S23-01 for additional design $ to Crane Park; see S24-04 RW Master Plan

EXPENDITURE ACCOUNTS: **Fund:** 773 **Dept:** 5059

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			300,000					300,000
3160 - Construction Contract			1,419,000					1,419,000
EXPENDITURE TOTALS			1,719,000					1,719,000
FUNDING SOURCES								
420-Go Bonds			1,719,000					1,719,000
763-Water Capital Improvement								0
764-Water Impact Fees								0
773-Wastewater Capital Improvement								0
774-Wastewater Impact Fees								0
FUNDING TOTALS			1,719,000					1,719,000

Recycled Water - Crane Park Irrigation Infrastructure

Project No: **S23-01**

Category: **Wastewater**

Project Location: **WWTP to Crane Park**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Installation of necessary piping such that the Recycled Water Pipe is delivering recycled water to Crane Park's irrigation infrastructure.

NOTES: Per LMR Development Agreement
FY24 - RW main exists in Grayson from SR29 to Crane/Valley View; budget included in Rate Study; use for design/construction to connect to Crane Park irrigation if viable per S24-04 RW Master Plan

EXPENDITURE ACCOUNTS: **Fund:** 773 **Dept:** 5059

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			10,000					10,000
3160 - Construction Contract			40,000					40,000
EXPENDITURE TOTALS			50,000					50,000
FUNDING SOURCES								
764-Water Impact Fees								0
773-Wastewater Capital Improvement			50,000					50,000
774-Wastewater Impact Fees								0
FUNDING TOTALS			50,000					50,000

Emergency Back-Up Power - WWTP

Project No: S23-02

Category: Wastewater

Project Location: 1 Chaix Ln St. Helena

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will replace the existing emergency generator and related equipment at the Wastewater Treatment Plant. The upgrades increase generator capacities, update aging equipment, and will allow the City to provide backup power to an essential City facility during a disaster. This project is funded in part by Hazard Mitigation Grant Program (HMGP) funds secured from FEMA and California Office of Emergency Services.

NOTES:

EXPENDITURE ACCOUNTS: **Fund:** 773 **Dept:** 5059

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3150 - Construction Management			25,223					25,223
3160 - Construction Contract			1,575,640					1,575,640
EXPENDITURE TOTALS			1,600,863					1,600,863
FUNDING SOURCES								
773-Wastewater Capital Improvement			419,133					419,133
773-Wastewater Capital Improvement - HMGP Funds			1,181,730					1,181,730
FUNDING TOTALS			1,600,863					1,600,863

Closed-Circuit Television (CCTV) Inspection Program, Phase I

Project No: **S24-01**

Category: **Wastewater**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: CCTV inspection of approximately 63,000-feet of the gravity sewers to help identify sewers that are in poor condition and/or potential sources of high inflow and infiltration (I/I). Project to include defect rating and development of CIP. Differentiate between High Priority pipes (within proximity to water bodies) vs. non-High Priority. (Integrated Utility Master Plan WWRR-1).

NOTES: FY24 - included in GO Bond Tranche 1

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			200,000					200,000
3170 - Contingency			22,000					22,000
EXPENDITURE TOTALS			222,000					222,000
FUNDING SOURCES								
420-Go Bonds			222,000					222,000
FUNDING TOTALS			222,000					222,000

High Priority Pipeline Replacement

Project No: **S24-02**

Category: **Wastewater**

Project Location: **Various**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: This annual project includes the rehabilitation or replacement of pipelines that are in poor condition within proximity of bodies of water. This program consists of approximately 9,500 feet of gravity sewers.

NOTES: FY24 - funding from rates = $1,278,000/5yr = $255,600/yr

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			15,000	15,000	15,000	15,000	15,000	75,000
3150 - Construction Management			15,000	15,000	15,000	15,000	15,000	75,000
3160 - Construction Contract			205,000	205,000	205,000	205,000	205,000	1,025,000
3170 - Contingency			20,600	20,600	20,600	20,600	20,600	103,000
EXPENDITURE TOTALS			255,600	255,600	255,600	255,600	255,600	1,278,000
FUNDING SOURCES								
773-Wastewater Capital Improvement			255,600	255,600	255,600	255,600	255,600	1,278,000
FUNDING TOTALS			255,600	255,600	255,600	255,600	255,600	1,278,000

ArcGIS Infrastructure Development

Project No: **S24-03**

Category: **Wastewater**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: ArcGIS Purchase & Setup and data acquisition

NOTES: FY24 - included in Integrated Utility Master Plan, Chapter 7 & Appendix C recommendations; split w/ Water's W24-03

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			35,000	15,000				50,000
EXPENDITURE TOTALS			35,000	15,000				50,000
FUNDING SOURCES								
773-Wastewater Capital Improvement			35,000	15,000				50,000
FUNDING TOTALS			35,000	15,000				50,000

Recycled Water System Master Plan Update

Project No: **S24-04**

Category: **Wastewater**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Develop detailed recycled water system master plan including capital improvement program to implement based upon stakeholder engagement

NOTES: FY24 - included in water/wastewater rate study; purpose of study is to update the 2006 Recycled Water Feasibility Plan, including stakeholder engagement, and development of infrastructure and corresponding estimates for the basis of a RW Capital Improvement Program and related fee structure. Scope includes seeking infrastructure grant opportunities and permitting through the State Water Board.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			500,000					500,000
EXPENDITURE TOTALS			500,000					500,000
FUNDING SOURCES								
763-Water Capital Improvement			250,000					250,000
773-Wastewater Capital Improvement			250,000					250,000
FUNDING TOTALS			500,000					500,000

Del Campo Court Gravity Main Improvements

Project No: **S24-05**

Category: **Wastewater**

Project Location: **Del Campo Court**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: This project includes the replacement of approximately 450 feet of 15-inch and 18-inch diameter pipeline along Del Campo Court, between Hunt Avenue and Paseo Grand Drive; and 910 feet of 18-inch diameter pipeline along Paseo Grand Drive, between Del Campo Court and Los Robles Ct. (Integrated Utility Master Plan WWGM-6).

NOTES: FY24 - procure during FY24 using GO Bond Tranche 1 funding.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			54,000					54,000
3150 - Construction Management			54,000					54,000
3160 - Construction Contract			450,000					450,000
3170 - Contingency			50,000					50,000
EXPENDITURE TOTALS			608,000					608,000
FUNDING SOURCES								
420-Go Bonds			608,000					608,000
FUNDING TOTALS			608,000					608,000

Flow Monitoring Program

Project No: **S25-01**

Category: **Wastewater**

Project Location: **Various**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Conduct a temporary flow monitoring program to help quantify inflow and infiltration (I/I) rates throughout the system. This data will be used to help prioritize gravity sewer projects.

NOTES: FY24 - from Integrated Utility Master Plan project WWRR-2 and included in rate study.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design				60,000				60,000
EXPENDITURE TOTALS				60,000				60,000
FUNDING SOURCES								
773-Wastewater Capital Improvement				60,000				60,000
FUNDING TOTALS				60,000				60,000

Model Update and System Analysis

Project No: **S26-01**

Category: **Wastewater**

Project Location: **Various**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Update the City's existing wastewater collection system hydraulic model based on the proposed flow monitoring program. The model update will consist of a model calibration and system analysis.

NOTES: FY24 - from Integrated Utility Master Plan project WWRR-4 and included in rate study.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design					50,000			50,000
EXPENDITURE TOTALS					50,000			50,000
FUNDING SOURCES								
773-Wastewater Capital Improvement					50,000			50,000
FUNDING TOTALS					50,000			50,000

Asset Management & Computerized Maintenance & Management System Development/Implementation

Project No: **S26-02**

Category: **Wastewater**

Project Location: **Citywide**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Asset Management Software Assessment & Optimization planning, Asset Management Program Development, CMMS Purchase & Setup

NOTES: FY24 - included in Integrated Utility Master Plan, Chapter 7 & Appendix C recommendations; split w/ Water's W26-02

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design					65,000	50,000		115,000
EXPENDITURE TOTALS					65,000	50,000		115,000
FUNDING SOURCES								
773-Wastewater Capital Improvement					65,000	50,000		115,000
FUNDING TOTALS					65,000	50,000		115,000

WWTP Pond Cleaning, Decommissioning, and Repurpose

Project No: **S27-01**

Category: **Wastewater**

Project Location: **1 Chaix Lane**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: With the completion of the upgrades to the Wastewater Treatment Facility in FY24, the treatment ponds will need to be decommissioned, including processing/removing existing sludge and permitting through the State Water Board.

NOTES: FY24 - included in rate study.

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design						150,000	10,000	160,000
3150 - Construction Management						20,000	50,000	70,000
3160 - Construction Contract						300,000	400,000	700,000
3170 - Contingency						30,000	40,000	70,000
EXPENDITURE TOTALS						500,000	500,000	1,000,000
FUNDING SOURCES								
773-Wastewater Capital Improvement						500,000	500,000	1,000,000
FUNDING TOTALS						500,000	500,000	1,000,000

Category Summary Report
FY2023-24 to FY2027-28
5 - Stormwater

		Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	TOTALS
PROJECT TITLE									
D24-01	Oak Avenue Storm Drain Rehab - Ph1			115,000	1,039,000				1,154,000
R19-03	Sulphur Creek Erosion Repair			15,000	15,000				30,000
R20-01	Mitchell Drive to Sulphur Creek Storm Drain					190,200			190,200
R20-02	Mills Lane Storm Drain Project								
				130,000	1,054,000	190,200			1,374,200
PROJECT FUNDING SOURCES									
101	General Fund - Measure T/RMRA MOE					190,200			190,200
420	Go Bonds			115,000	1,039,000				1,154,000
700	Flood Control Funds			15,000	15,000				30,000
				130,000	1,054,000	190,200			1,374,200

Oak Avenue Storm Drain Rehab - Ph1

Project No: **D24-01**

Category: **Stormwater**

Project Location: **Oak Ave from Spring St. to Madrona Ave.**

Responsible Department:

PROJECT PURPOSE & DESCRIPTION: Upsize the storm drain system in Oak Avenue per 2021 Integrated Utility Master Plan

NOTES: FY24 - IUMP Project No. SD-1A, upsize approximately 30-inch, 1,880 lineal feet

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			115,000					115,000
3150 - Construction Management				115,000				115,000
3160 - Construction Contract				809,000				809,000
3170 - Contingency				115,000				115,000
EXPENDITURE TOTALS			115,000	1,039,000				1,154,000
FUNDING SOURCES								
420-Go Bonds			115,000	1,039,000				1,154,000
FUNDING TOTALS			115,000	1,039,000				1,154,000

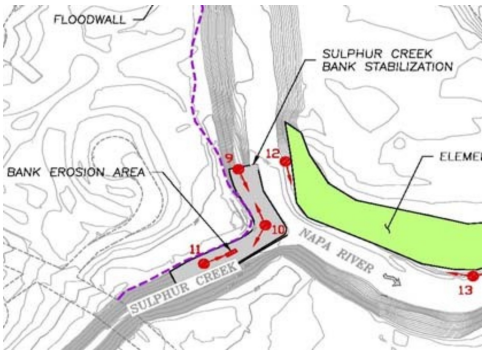
Sulphur Creek Erosion Repair

Project No: R19-03

Category: Stormwater

Project Location: St. Helena, CA 94574

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: This project will implement bank repairs that were caused during the 16/17 storm year and identified in the 2017 Flood Control Project post-construction monitoring and reporting year. The repairs will be made utilizing funds from the Flood Control Project adaptive management program. The area is located at the base of a mature valley oak, approximately 100 feet upstream of the confluence with the Napa River.

NOTES: FY 23 - per PW, project is completed, waiting for final which should be in FY23
FY24 - budget required to monitor and report to regulatory agencies

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			15,000	15,000				30,000
EXPENDITURE TOTALS			15,000	15,000				30,000
FUNDING SOURCES								
700-Flood Control Funds			15,000	15,000				30,000
FUNDING TOTALS			15,000	15,000				30,000

Mitchell Drive to Sulphur Creek Storm Drain

Project No: **R20-01**

Category: **Stormwater**

Project Location: **Mitchell Drive to Sulphur Creek**

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Replace storm drain pipe on Mitchell Drive and slip-line portion of pipe from Mitchell Drive to Sulphur Creek.

EXPENDITURE ACCOUNTS:

Fund: 741 **Dept**: 5014

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design					25,000			25,000
3160 - Construction Contract					165,200			165,200
EXPENDITURE TOTALS					190,200			190,200
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE					190,200			190,200
FUNDING TOTALS					190,200			190,200

Mills Lane Storm Drain Project

Project No:	**R20-02**
Category:	**Stormwater**
Project Location:	**Mills Lane from State Highway 29 east to the Napa River**
Responsible Department:	



PROJECT PURPOSE & DESCRIPTION: The Mills Lane Storm Drain improvement project was originally identified by the City and a portion designed in 1974. It was also considered in the City's 2000 Master Plan of Drainage, identified in the City's Storm Drain Impact Fees, as well as the 2005 Highway 29 Specific Plan and the specific plan's program environmental impact report (EIR) prepared in 2003 (SCH #2001082017). The storm drain will be constructed along Mills Lane, which is a City street for most of its length, from its intersection with State Highway 29 east to the Napa River.

NOTES: Resolution 2020-26 - Establishment of Project and initial project budget of $200,000

Resolution 2020-92 - Increase budget by $57,357

Resolution 2021-21 - Increase budget by $25,139

Resolution 2021-___ - Increase budget by $27,444

In 2020, the City entered into a Development Agreement with LMR Destinations LLC (LMR) and, as part of the Agreement, the following is in place:

1. Storm Drain improvements shall be designed by the City in accordance with the City's longstanding plan as contained in the City's Storm Drain Master Plan dated September 2000.

2. The City shall be responsible for permitting required for the Storm Drain project.

3. LMR is required to construct certain storm drain improvements necessary to extend the storm drain along Mills Lane to serve properties on Mills Lane, La Fata Street, Fountain Street, Grayson Avenue, Main Street (to Charter Oak Avenue), and Vidovich Avenue.

4. The City will reimburse LMR 82% of construction costs in an amount equal to 50% of the TOT received by the City from LMR until the construction costs in excess of the Developer's share of the Public Improvements have been reimbursed to the Developer in full. The Agreement includes the option to reimburse with other funding sources other than TOT revenues such as grant funds, if secured.

Expenditures included in CIP R20-02 do not include construction cost share as the reimbursement will...??
(FY24 - this is a "legacy comment" from prior CIP)
FY24 - No budget has been appropriated to this project but the project remains "open" pending submission of improvement plans by the developer.

EXPENDITURE ACCOUNTS: Fund: 741 **Dept:** 5014

EXPENDITURES	Total YTD 05/16/23							PROJECT TOTAL
EXPENDITURE TOTALS								
FUNDING SOURCES								
-Other*								0
230-Gas Tax								0
230-Gas Tax - RMRA/SB1								0
742-Storm Drain Impact Fees								0
999-Unidentified								0
FUNDING TOTALS								0

City of St. Helena
5-Year Capital Improvement Program Adoption
FY23/24 – FY27/28

By: Joe Leach, PE

Director of Public Works

City of St. Helena 5-Year CIP

- Purpose of Capital Improvement Program
- Source of projects
- Process of prioritization
- Breakdown of projects
- Program Highlights
- Strategies to deliver

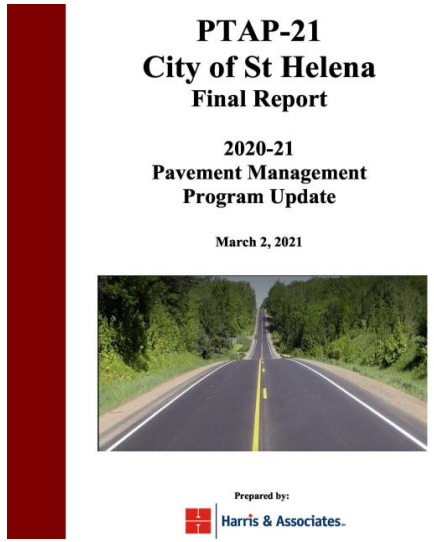
5-YEAR CAPITAL IMPROVEMENT PROGRAM
CITY OF ST. HELENA, CA
FY 2023-24 to FY 2027-28

Purpose of CIP

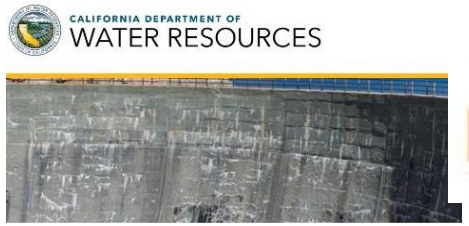
- Operationalize Studies & Needs
- Designate funding sources, when known
- Illuminate needs and lack of funding
- Strategy to deliver projects when funding does materialize

Sources of Projects

- 2017 Facilities Condition and Needs Assessment
- 2018 SHAPE Committee
- 2020 Financing Civic Infrastructure Task Force
- 2021 Integrated Utility Master Plan
- 2021 Pavement Management Plan (i.e. StreetSaver scenarios)
- 2022 General Obligation Bond projects
- 2023 Water/Wastewater Rate Study
- Regulatory Requirements (e.g. DSOD, Water Board, etc.)
- Staff experience







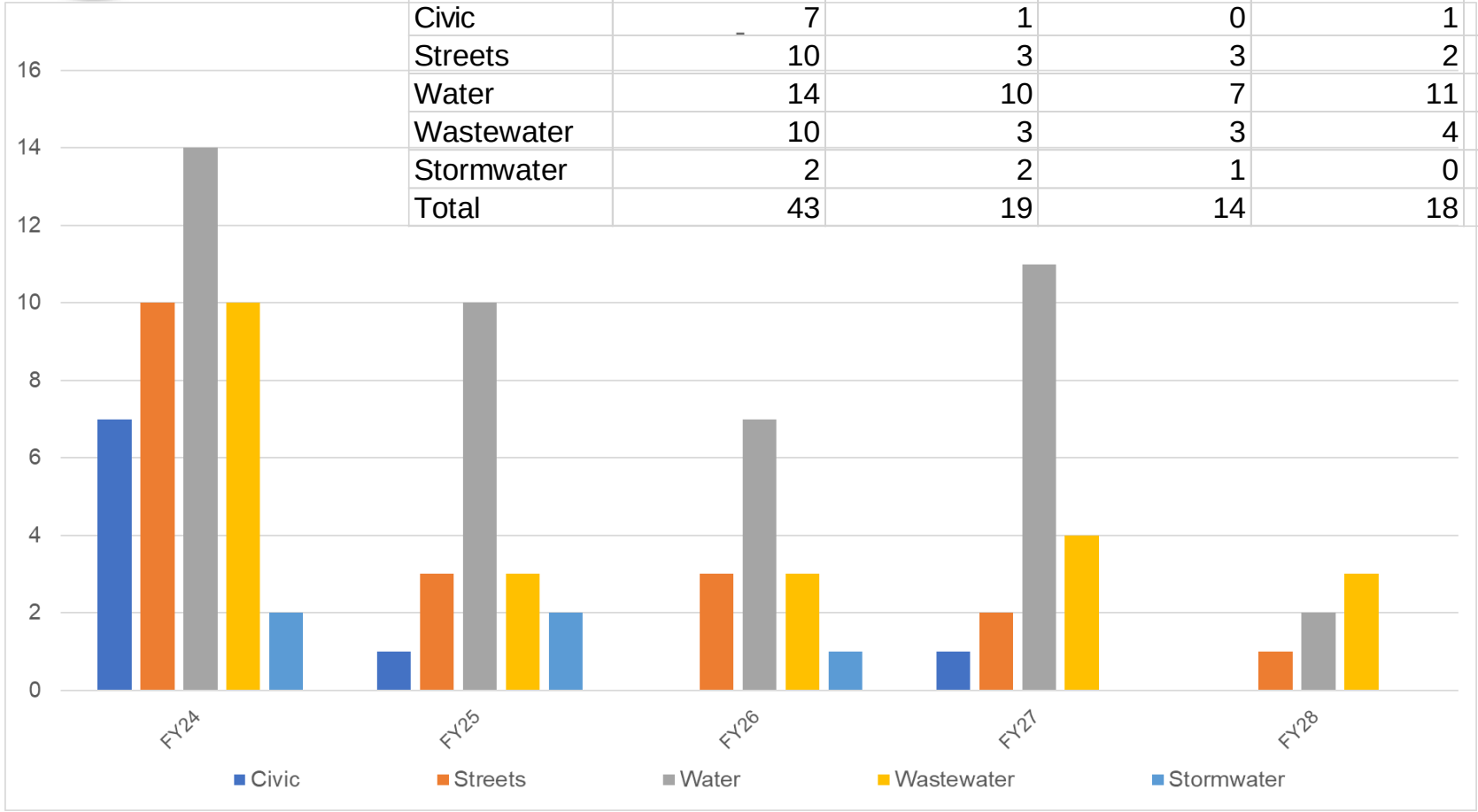


Process of Prioritization

- Review studies (e.g. IUMP) and recommendations
- Review synergy between projects (e.g. underground projects + pavement rehabilitation)
- Determine risk associated with DELAYED delivery of project
- Determine availability of funding
- Develop PRELIMINARY delivery schedule
- Evaluate funding availability (i.e. “cash flow”) throughout FY and adjust accordingly

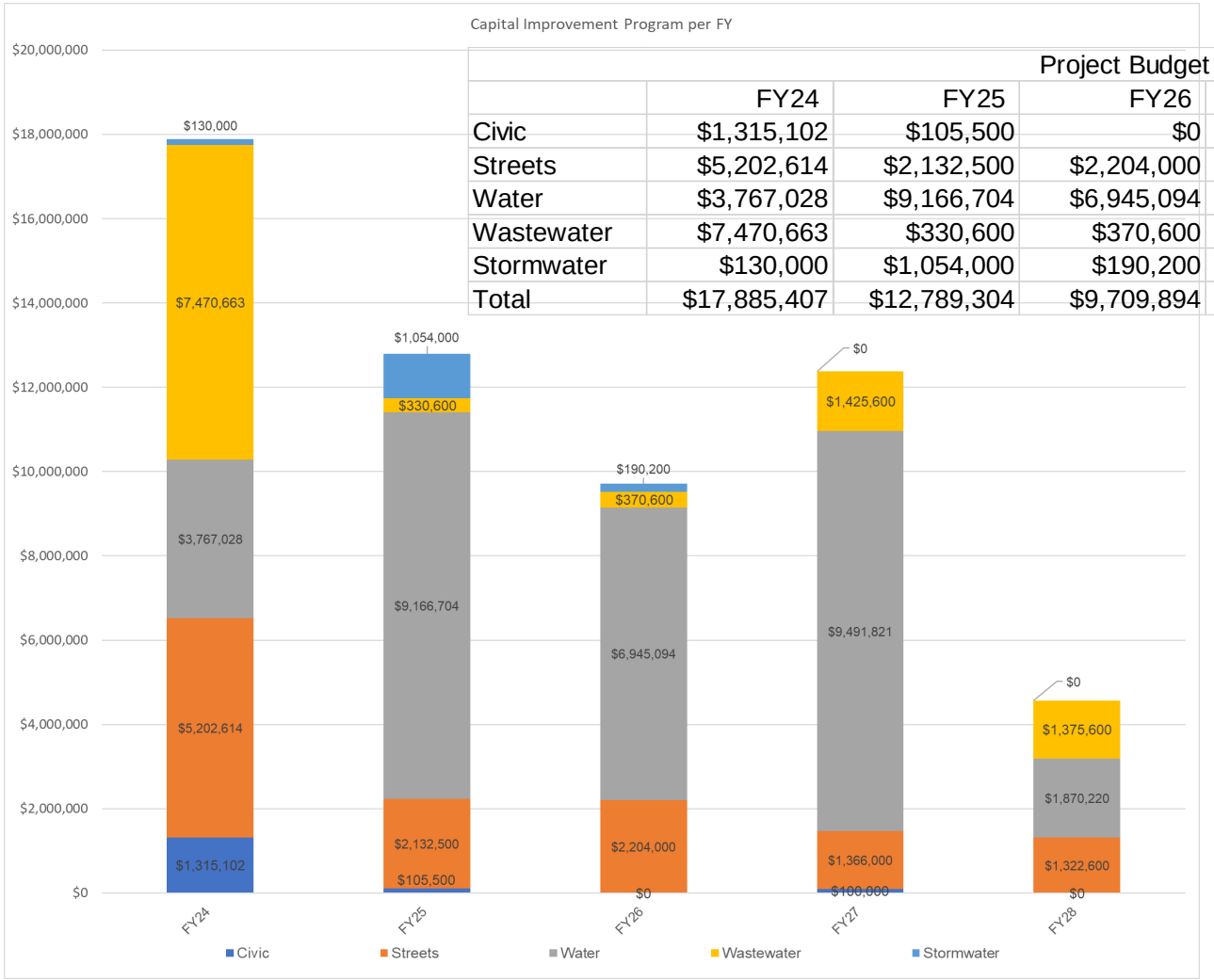
Breakdown of Projects – By Number

Project Count						
	FY24	FY25	FY26	FY27	FY28	Total
Civic	7	1	0	1	0	9
Streets	10	3	3	2	1	19
Water	14	10	7	11	2	44
Wastewater	10	3	3	4	3	23
Stormwater	2	2	1	0	0	5
Total	43	19	14	18	6	***100***



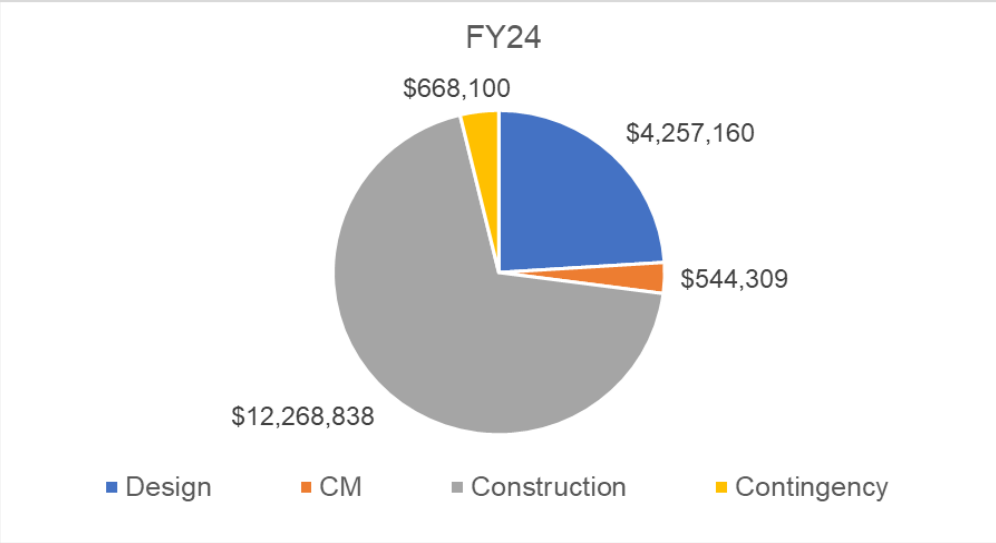
Breakdown of Projects – By Fiscal Year

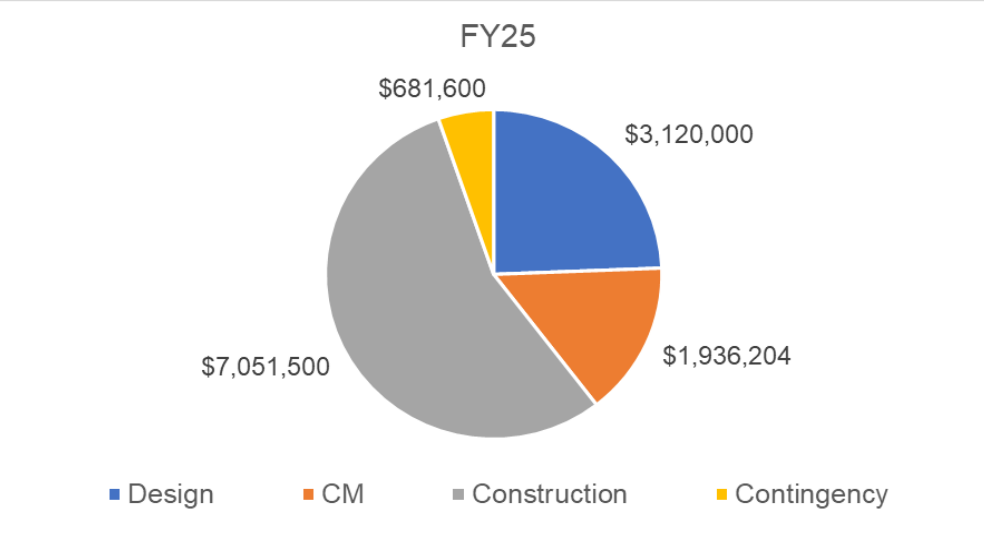
Project Budget						
	FY24	FY25	FY26	FY27	FY28	Total
Civic	$1,315,102	$105,500	$0	$100,000	$0	$1,520,602
Streets	$5,202,614	$2,132,500	$2,204,000	$1,366,000	$1,322,600	$12,227,714
Water	$3,767,028	$9,166,704	$6,945,094	$9,491,821	$1,870,220	$31,240,867
Wastewater	$7,470,663	$330,600	$370,600	$1,425,600	$1,375,600	$10,973,063
Stormwater	$130,000	$1,054,000	$190,200	$0	$0	$1,374,200
Total	$17,885,407	$12,789,304	$9,709,894	$12,383,421	$4,568,420	***$57,336,446***



Breakdown of Projects – FY24 & FY25

	FY24	FY25	Total
Design	$4,257,160	$3,120,000	7,377,160
CM	$544,309	$1,936,204	2,480,513
Construction	$12,268,838	$7,051,500	19,320,338
Contingency	$668,100	$681,600	1,349,700
Total	$17,738,407	$12,789,304	***30,527,711***

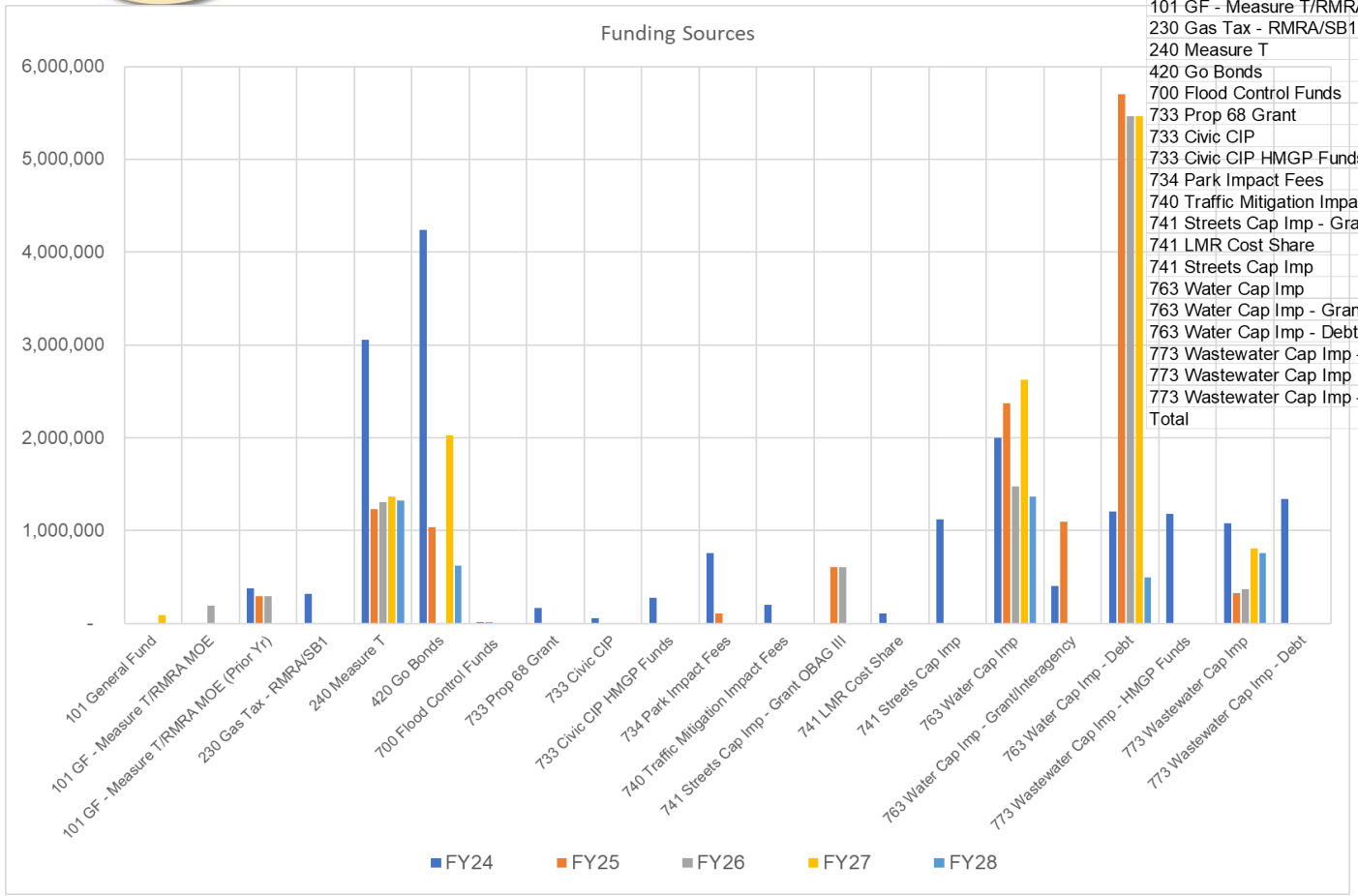




	FY24	FY25
Design Budget	$4,257,160	$3,120,000
Avg $/hr	$180	$180
Hours/FY	23,651	17,333
People/FY	11.4	8.3

- Note: Need nearly 11 FTE just for design

Breakdown of Projects – Funding Sources



Funding Sources	FY24	FY25	FY26	FY27	FY28	Total
101 General Fund				87,639		87,639
101 GF - Measure T/RMRA MOE			190,200			190,200
101 GF - Measure T/RMRA MOE (Prior Yr)	379,189	297,000	297,000			973,189
230 Gas Tax - RMRA/SB1	315,000					315,000
240 Measure T	3,054,300	1,232,500	1,304,000	1,366,000	1,322,600	8,279,400
420 Go Bonds	4,236,000	1,039,000		2,028,361	620,000	7,923,361
700 Flood Control Funds	15,000	15,000				30,000
733 Prop 68 Grant	170,000					170,000
733 Civic CIP	55,177					55,177
733 Civic CIP HMGP Funds	279,748					279,748
734 Park Impact Fees	755,000	105,500				860,500
740 Traffic Mitigation Impact Fees	200,000					200,000
741 Streets Cap Imp - Grant OBAG III		603,000	603,000			1,206,000
741 LMR Cost Share	104,200					104,200
741 Streets Cap Imp	1,119,925					1,119,925
763 Water Cap Imp	2,000,000	2,369,000	1,477,494	2,628,221	1,370,220	9,844,935
763 Water Cap Imp - Grant/Interagency	400,000	1,100,000				1,500,000
763 Water Cap Imp - Debt	1,205,028	5,697,704	5,467,600	5,467,600	500,000	18,337,932
773 Wastewater Cap Imp - HMGP Funds	1,181,730					1,181,730
773 Wastewater Cap Imp	1,074,910	330,600	370,600	805,600	755,600	3,337,310
773 Wastewater Cap Imp - Debt	1,340,200					1,340,200
Total	17,885,407	12,789,304	9,709,894	12,383,421	4,568,420	57,336,446

Note: seeking legal confirmation for use of Park Impact Fees ($860,500) on several projects

Program Highlights

- C24-01 Parks & Trails Master Plan
- C24-02 Trails & Open Space Amenities – Phase 1
- R24-01 Streets Master Plan
- R24-02 Oak Avenue Rehabilitation
- W-35 Bell Canyon Reservoir Improvements (i.e. survey/sediment study)
- W24-04 SMART meter upgrade project (initial phase)
- W24-08 Safe Yield & Water Neutrality policies updates
- S-52 Wastewater Treatment Plant – finish construction
- S23-52 WWTP Emergency Generator
- S24-04 Recycled Water Master Plan
- D24-01 Oak Avenue Storm Drain Rehab – Ph1 (design)

Strategies to Deliver

- Continue recruitment efforts for key positions
- Utilize “on call” consultants for development of projects AND staff augmentation for “owner’s representative” services
- Understand the project delivery times are estimated
- Develop detailed schedule for each project
- Update schedule based upon “cash flow”, i.e. timing when funding is available
- Ongoing efforts to apply/secure grants

Summary

5-YEAR CAPITAL IMPROVEMENT PROGRAM
CITY OF ST. HELENA, CA
FY 2023-24 to FY 2027-28

- Aggressively Ambitious Program: FY24 = $17.9M; FY25 = $12.8M
- Staff/Consultants poised to deliver
- Funding relatively secure
- Communications opportunities abound
- Success Defined: Progress ≠ Perfection

City of St. Helena CIP Adoption

Recommended Action:

Adopt a Resolution adopting the Five-Year Capital Improvement Program for Fiscal Years 2023-24 to 2027-28.

City of St. Helena CIP Adoption

Questions?