City of St. Helena
Regular City Council Meeting
Tuesday, March 26, 2024 @ 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 Mayor may reduce the four minute time limit for all speakers in circumstances where a large number of citizens intend to make public comment.

Public comment **for 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 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/.

Page

1. CALL TO ORDER

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

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

5. APPROVAL OF THE MINUTES

   Estimated start time: 6:05 p.m.

   5.1. Consideration and proposed approval of Regular Meeting Minutes of March 12, 2024. 9 - 15

   Minutes

6. 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.

   Estimated start time: 6:10 p.m.

7. 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.

Estimated start time: 6:15 p.m.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

Estimated start time: 6:20 p.m.

8.1. Proclamation for Sexual Assault Awareness Month April 2024 presented to Domestic Violence & Sexual Abuse Services representative Elizabeth Alfaro — 17

Proclamation

9. STAFF BRIEFING

Estimated start time: 6:30 p.m.

9.1. Presentation on Public Works Encroachment Permitting Process by Lesley Milton, Asst. to the City Manager — 19 - 24

Presentation

10. 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)

Estimated start time: 6:40 p.m.

10.1. February 2024 Review and Forecasting of City Water Supply Availability. — 25 - 30

CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Receive and file.

Staff Report - Pdf

10.2. Approve a resolution authorizing execution of a Professional Services Agreement with Suhr Consulting Group for the completion of an emergency operations plan for an amount not-to-exceed $40,000. — 31 - 61

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Approve the attached resolution.

Staff Report - Pdf

10.3. Adopt resolution in support of the Napa Valley Transportation Authority's Vision Zero Plan in partial fulfillment of funding requirements — 63 - 69

for One Bay Area Grant (OBAG), a significant funding source for the Downtown Sidewalk Rehabilitation Project.

CEQA Determination: Exempt
Prepared By: Joseph Leach, Public Works Director and City Engineer
Recommendation:
Adopt a Resolution in support of the Napa Valley Transportation Authority's (NVTA's) Vison Zero Plan.
Staff Report - Pdf

10.4. Approve resolution declaring equipment surplus and authorizing the disposal as requested by the Fire and Public Works Departments. 71 - 83

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Declare surplus and authorize the disposal of the above items as requested.
Staff Report - Pdf

10.5. Approval of a resolution authorizing execution of a Professional Services Agreement with Coastland for engineering services associated with CIP Project W24-04 Water Distribution Fire Flow Improvements for a cost of $56,000 with a 10% contingency for a total not-to-exceed cost of $64,600. 85 - 109

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Approval of the resolution authorizing execution of the contract with Coastland Engineering.
Staff Report - Pdf

10.6. Consideration and proposed adoption of a Resolution approving the plans and specifications for the R24-79 Pavement Restoration Project and authorizing the advertisement for bids. 111 - 141

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Mario Traverso, Project Manager
Recommendation:
Approve the Resolution
Staff Report - Pdf

10.7. Consideration and Adoption of the Resolution of the City of St. Helena City Council Approving the Napa Valley Transportation Authority-Tax Agency's Measure U - Napa Valley Transportation Improvement Act Continuing a Transaction and Use Tax Expenditure Plan 143 - 161

CEQA Determination: Not a CEQA project
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:

Approve the Resolution of The City of St. Helena City Council Approving The Napa Valley Transportation Authority-Tax Agency's Measure U Napa Valley Transportation Improvement Act Continuing A Transaction And Use Tax Expenditure Plan

Staff Report - Pdf

10.8. Consideration and proposed approval of a resolution authorizing the City Manager to Execute Amendment No. 3 to Funding Agreement No. 19-19 with the Napa Valley Transportation Authority (NVTA) for additional construction contingency funding for the St Helena to Calistoga Vine Trail Project in an Amount Not to Exceed $140,000. 163 - 174

CEQA Determination: Mitigated Negative Declaration
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
Staff recommends the approval of the attached resolution.

Staff Report - Pdf

11. PUBLIC HEARINGS

None

12. OLD BUSINESS

None

13. NEW BUSINESS

Estimated start time: 6:50 p.m.

13.1. Consideration and proposed approval of a resolution allowing for waiver of building permit fees for EV Chargers and Gray Water Systems during a limited and specified time-period of June 1, 2024 to March 31, 2025 and establish two rebate funds for a total not to exceed $79,160 175 - 182

CEQA Determination: Not a CEQA project
Prepared By: Philip Henry, Chief Building Official
Recommendation:
Staff recommends approval of the attached resolution.

Staff Report - Pdf

13.2. Estimated start time: 7:10 p.m. 183 - 197

Approval of introduction and first reading of Ordinance adding Chapter 18.01 to the St. Helena Municipal Code adopting the Vehicle Miles Traveled (VMT) metrics for new development.

CEQA Determination: Not a CEQA project
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
Approval of introduction and first reading by title only and waive further reading of the proposed ordinance; schedule second reading on April 9, 2024.

Staff Report - Pdf
Public Comment.Christopher Warner

13.3. Estimated start time: 7:20 p.m. 199 - 205

Council Discussion and Direction on the Formation of a Committee to Prepare for the City's Sesquicentennial in 2026

CEQA Determination: Not a CEQA project
Prepared By: Dave Jahns, Parks & Recreation Director
Recommendation:
Authorize staff to initiate a planning committee to prepare for the City's sesquicentennial.
Staff Report - Pdf
Sesquicentennial Presentations_03.26.24

13.4. Estimated start time: 7:30 p.m. 207 - 267

Formation of a new department with oversight of Arts, Culture, Library, Parks & Recreation, Grants, and Community Engagement.

CEQA Determination: Not a CEQA project
Prepared By: Anil Comelo, City Manager
Recommendation:
Provide direction to staff on the formation of a new department.
Staff Report - Pdf
City Council Presentation
Public Comment.Deborah Claymon Boeschen
Public Comment.Peter McClory
Public Comment.Mark Smithers
Public Comment.Pat Friday
Public Comment.Sharon Dellamonica
Public Comment.Susan Boeschen
Public Comment.David Slaby
Public Comment.Sue Furdek
Public Comment.Leslie Stanton
Public Comment.Friends & Foundation, St. Helena Public Library
Public Comment.Ann Nevero
Public Comment.Wendy Watson
Public Comment.Stephanie Iacobacci-Smithers
Public Comment.Ellen Kieval
Public Comment.Stephanie Iacobacci-Smithers

14. CITY COUNCIL REPORTS:

14.1. 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

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for April 9, 2024, 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 March 20, 2024.



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.

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, March 12, 2024 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

Present: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy and Council Member Billy Summers

Absent: None

1. CALL TO ORDER

Mayor Dohring recognized St. Helena's resident Mary Edan for turning 100 years old.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

4.1

Vice Mayor Eric Hall moved to adopt the agenda as presented. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

5.

5.1 Consideration and proposed approval of Regular Meeting Minutes of February 27, 2024.

Council Member Billy Summers moved to approve the Regular Meeting Minutes of February 27, 2024. The motion was seconded by Vice Mayor Eric Hall and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

6. PUBLIC FORUM:

No public comment was received.

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

City Attorney Ethan Walsh reported that there was no reportable action from the March 12, 2024 special City Council closed session meeting.

Staff and City Council provided reports.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1 Proclaiming March American Red Cross Month presented to Andy Witthohn, American Red Cross of Napa and Sonoma

9. STAFF BRIEFING

None

10. CONSENT ITEMS

Members of the Council or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommended actions. (Roll Call Vote)

10.1 Consideration and Adoption of a Resolution awarding a Professional Services Agreement with Central Square Technologies for upgrade of St. Helena's permit tracking software in an amount not to exceed $125,177.

CEQA Determination: Not a CEQA project
Prepared By: Maya DeRosa, Community Development Director
Recommendation:
Approve the attached resolution.

10.2 Consideration and Adoption of a Resolution authorizing Agreement #1 to STH

Contract: FY2023-028 with Client First Technologies for migration implementation technical support to City during Central Square software upgrade transition for an additional $50,000 for a total contract amount not-to-exceed $56,700.

CEQA Determination: Not a CEQA project
Prepared By: Maya DeRosa, Community Development Director
Recommendation:
Staff recommends the City Council adopt the attached Resolution.

10.3 This item was removed from consent.

~~Approval of a Professional Services Agreement with Toole Design to prepare a Streets Master Plan for a not-to-exceed cost of $229,946.~~

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Approve the attached resolution.

10.4 Consideration and approval of a resolution authorizing (1) a temporary closure of Adams Street on Saturday, May 4, 2024, from 6:00 a.m. to 6:00 p.m.; and (2) mobile food vendors to park and operate on Library Lane during the car show event.

CEQA Determination: Categorically Exempt, Section 15323
Prepared By: Rebecca White, Administrative Assistant
Recommendation:
Staff recommends approval of the attached resolution.

10.5 Consideration and proposed approval of a Resolution (1) Awarding the Kearney and Andrea Watermain Project to Maggiora & Ghilotti Inc. in the amount of $1,436,830.00; (2) Requesting a budget increase for project S23-01 of $11,200; (3) Authorizing the City Manager to execute the Construction Contract with Maggiora & Ghilotti Inc. in the amount of $1,436,830; (4) Authorizing a contingency not to exceed 15% of the total contract; and (5) Determining the project to be exempt from the requirements of the California Environmental Quality Act (CEQA).

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA
Prepared By: Mario Traverso, Project Manager
Recommendation:
Approve the Resolution

10.6 Approval of a resolution authorizing an additional $25,632 for the purchase of filter valve automation cards as part of the Water Treatment Plant Valve control

technology Improvements for a total not-to-exceed cost of $90,781.

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Adopt the attached resolution.

10.7 Approval of a resolution (1) authorizing the City Manager to execute a Professional Services Agreement with West Yost for Engineering Services to complete a Hydraulic Model update for the water system for a not to exceed cost of $192,900 (2) Establishing a Capital Improvement Project W24-09 Water System Hydraulic Model Update and budget of $192,900 and (3) Authorize a budget transfer of $192,900 from Water Operations Fund 561 to the Water Capital Improvement Fund 763.

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Asst. to the City Manager
Recommendation:
Authorization to execute the professional services contract and to create and fund a capital improvement project.

Vice Mayor Eric Hall moved to approve 10.1, 10.2 and 10.4 through 10.7. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.3 Approval of a Professional Services Agreement with Toole Design to prepare a Streets Master Plan for a not-to-exceed cost of $229,946.

No public comment was received.

Vice Mayor Eric Hall moved to approve 10.3. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy and Council Member Billy Summers
NOES: None
ABSENT: None

ABSTAIN: None
RECUSE: None

11. PUBLIC HEARINGS

None

12. OLD BUSINESS

12.1 City Council Discussion and Direction for Draft Charter City Language for Consideration on the November 5, 2024 Ballot.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Assistant City Manager
Recommendation:
Provide direction to staff regarding the recommended Charter City language.

Assistant City Manager Mitts reported on the item.

No public comment was received.

It was the consensus of the City Council to approve the City Charter recommended language provided by staff:

City Charter Recommended Language

ARTICLE II
POWERS OF CITY

200. Exercise of Constitutional Power of Local Taxation and Assessment The City of St. Helena adopts this Charter to exercise all constitutional powers conferred on charter cities under Article XI sections 3 and 5 of the California Constitution with respect to municipal affairs in relation to local taxes, issuance of bonds and other financings secured by local taxes, and assessments, including a system for the imposition, levy, and collection of a such tax or assessment. In the event of a conflict between this Charter and the general law, the provisions of this Charter shall govern.

201. City is Otherwise Subject to General Laws Except as provided in this Charter with respect to the power of the City over local taxation and assessment, the powers of the City shall otherwise be constrained by, subject to, and governed by the general laws of the State as now and hereafter existing relating to cities organized under said general laws.

13. NEW BUSINESS

13.1 Consideration of a Resolution authorizing the waiver of planning application fees and certain development impact fees in an amount not to exceed $47,057.92 and use of Affordable Housing Trust Funds and/or Measure E Funds in an amount not to exceed $17,990.30 for the remaining balance of development impact fees in order to accommodate a 5-unit affordable housing project at 951 Pope Street in the Medium Density Residential district.

CEQA Determination: Exempt
Prepared By: Aaron Hecock, Senior Planner
Recommendation:
Approve the attached resolution.

Anil Comelo, City Manager reported on the item.

No public comment was received.

Vice Mayor Eric Hall moved to approve the resolution. The motion was seconded by Council Member Anna Chouteau and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Eric Hall, Council Member Anna Chouteau, Council Member Patrick Kenealy and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

14. CITY COUNCIL REPORTS:

14.1 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

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 6:48 p.m.

APPROVED: **ATTEST:**

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

City of St. Helena
PROCLAMATION

Sexual Assault Awareness Month
April 2024

WHEREAS, NEWS, Domestic Violence and Sexual Abuse Services is commemorating 42 years of service to survivors of domestic violence and sexual abuse in Napa County, and having opened as the county's Rape Crisis Center in 2010 to provide safety to those experiencing sexual abuse; and

WHEREAS, in 2001 the National Sexual Violence Resource Center launched the first Sexual Assault Awareness Month campaign and in 2009 the Obama Administration officially recognized April as National Sexual Assault Awareness Month, enshrining our Country's commitment to promoting education of sexual violence, promoting consent, ending victim-blaming, and showing support for victims and survivors; and

WHEREAS, Sexual Assault Awareness Month is about promoting safety, respect and equality, and standing up and speaking out against harmful cultural norms and attitudes that allow sexual violence to persist. This year's national campaign of **"Building Connected Communities"** helps us reduce the likelihood of sexual abuse, assault, and harassment in our communities; and

WHEREAS, rape, sexual assault, and sexual harassment harm our community. Statistics from the U.S. Center of Disease Control shows that over half of women and almost 1 in 3 men have experienced sexual violence involving physical contact during their lifetimes; and, that 1 in 4 women and about 1 in 26 men have experienced completed or attempted rape. Sexual violence disproportionately affects women, minors, and racial and ethnic minority groups who experience a higher incidence of sexual violence; and

WHEREAS, by observing April as Sexual Assault Awareness Month we show that our community is committed to supporting survivors and working toward the prevention of sexual violence across generations; and

WHEREAS, in Fiscal Year 2022/2023 NEWS provided services to nearly 1,800 of our Napa County community members—of which 271 were survivors of sexual abuse, and nearly half of those were minors—including 24-hour response and crisis intervention, financial aid, and advocacy, accompaniment and assistance of civil and criminal justice proceedings, referrals, and support completing victim compensation applications; and

WHEREAS, in Fiscal Year 2022/2023, NEWS served 53 clients from the city of St. Helena, including children, 11 of which experienced sexual assault. The NEWS Help Line received 32 calls for assistance from St. Helena residents. Clients from St. Helena received emergency assistance and crisis intervention services; court advocacy and accompaniment, including help preparing and filing restraining orders; and support from our Sexual Assault Victim Services (SAVS) program.

NOW, THEREFORE I, Paul Jamison Dohring, Mayor of the City of St. Helena, on behalf of the St. Helena City Council, join NEWS, advocates, and communities across the country in taking action to prevent sexual violence. I do hereby proclaim **April 2024 as Sexual Assault Awareness Month, in St. Helena,** and I ask the entire community to join in their effort, not only in April, but all year long, to be part of the effort to end sexual violence.

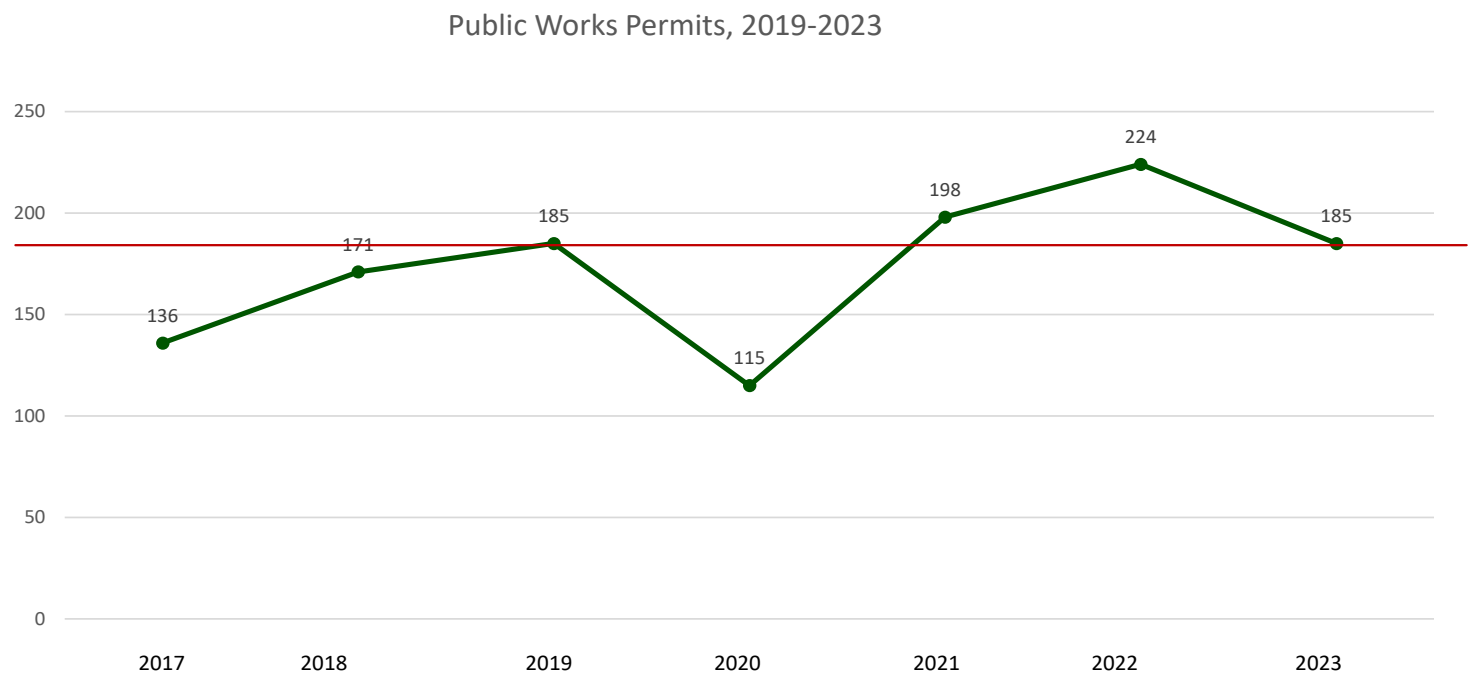
Dated: March 26, 2024

_____
Paul Jamison Dohring, Mayor

Excellence in Service Initiative: Permitting Efficiencies

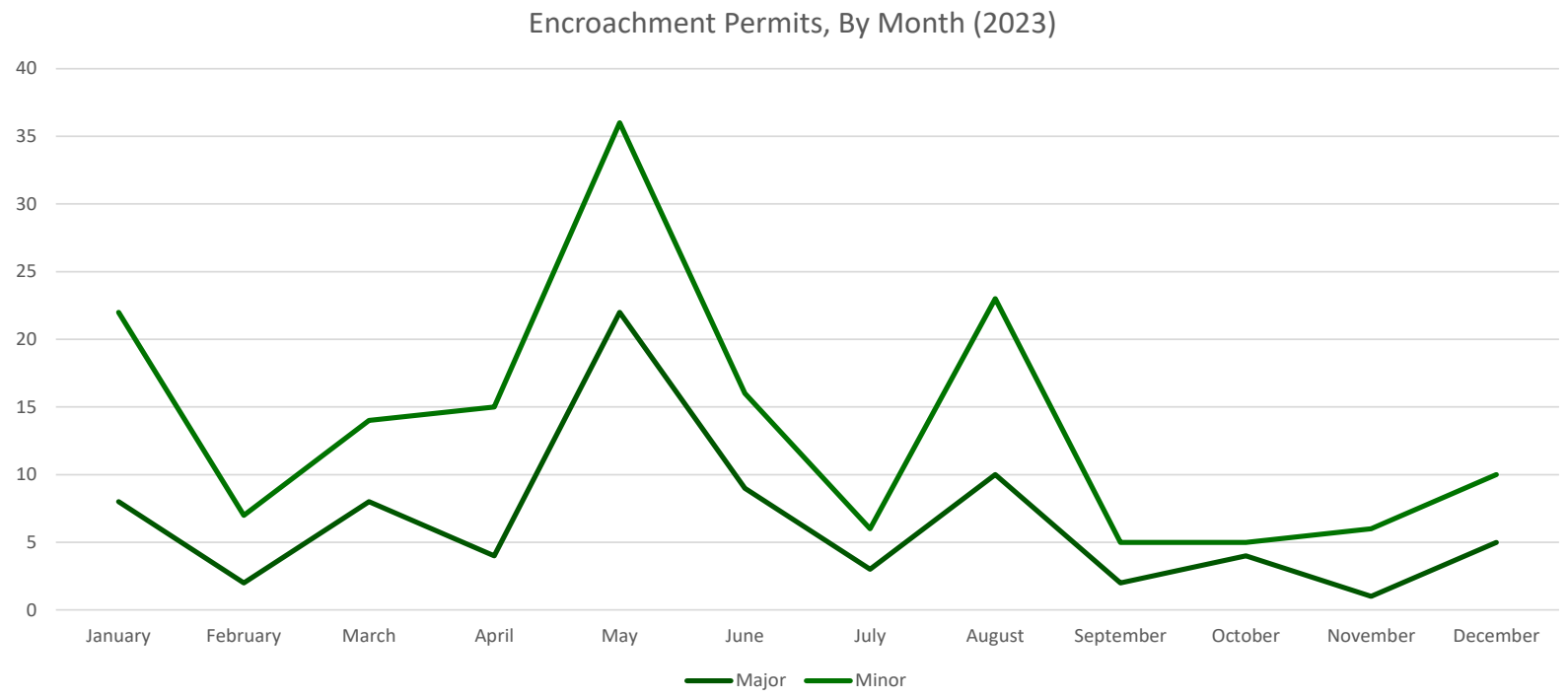
March 26, 2024

Data Driven Decision Making

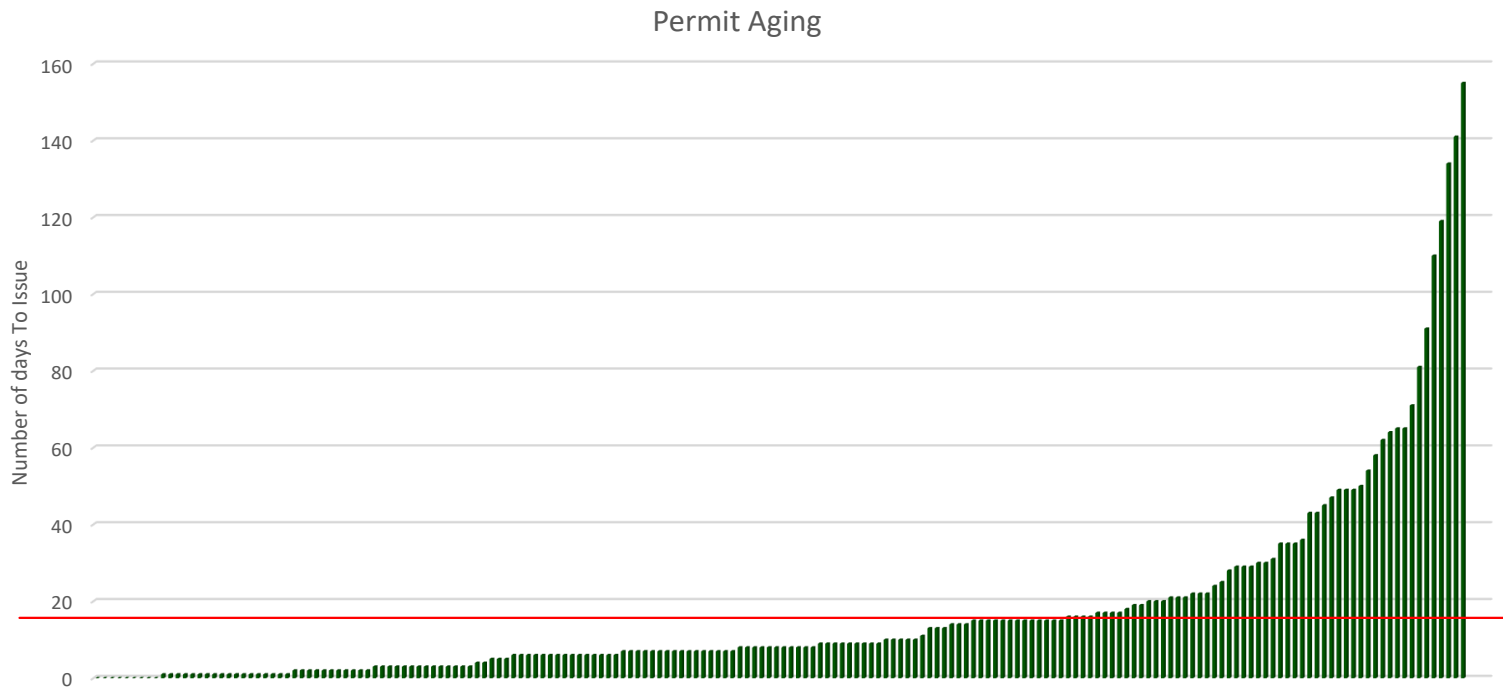


Average Number of Permits/Year: 164.15

Data Driven Decision Making



Data Driven Decision Making



2023 Average Time to Issue Permit: 17.68 days

Process Improvements

- Combine/Standardize Permit applications - DONE
- Apply software to restrict submission of incomplete applications - DONE
- Acquire a software to allow online fee payments - DONE
- Hire a Permits Technician to process permits & conduct inspections - DONE
- Institute weekly review of permits - DONE
- Hold quarterly CD/PW collaboration meetings - DONE
- Increase information available about permit requirements– Done
- Integrate Public Works to existing permitting software – In Progress





- Collaborate
- Communicate
- Work Smarter

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	March 26, 2024
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	February 2024 Review and Forecasting of City Water Supply Availability.
GOAL:	Goal 3: Pursue Water Security & Sustainable Management of Water Resources, Goal 4: Provide Effective Community Information & Opportunities for Engagement
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	Monthly Receive and File reports to City Council.
STATEMENT OF THE PURPOSE:	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa.
FINANCIAL IMPACT:	None.

BACKGROUND:

The City of St. Helena publishes a monthly water report on the City website (www.cityofsthelena.org/publicworks/page/water-reports). The report includes the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa. In addition to presenting data on the amount delivered monthly, the report includes year-to-date information and prior year data. Water elevation and capacity at the Bell Canyon Reservoir is included as well as information on rain and temperatures.

At the City Council meeting of May 9, 2023, the City Council adopted Resolution 2023-46 adopting City Council goals for FY 2023-24. Five new City Council Goals for FY 2023-24 which include Goal 1: Financial Sustainability, Goal 2: Infrastructure and Environmental Sustainability, Goal 3: Water Security, Goal 4: Community Information and Engagement, and Goal 5: Quality of Life. City Council has the responsibility of establishing broad goals and the City's leadership has the responsibility to develop a work plan to achieve them.

DISCUSSION:

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for February 2024. The water produced for

February 2024 is up by 68% when compared to February 2023 and is up by 27% compared to the average of February 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	February 2023 (Acre-Feet)	February 2024 (Acre-Feet)
Bell Canyon	38	13	1.36
Stonebridge Wells	8	8	61.07
Napa Water	37	42	43.11
Total	**83**	**63**	**105.54**

- Percent change from February 2023: 68%
- Percent change from average of February 2018 - 2020: 27%

Bell Canyon Reservoir

The City is no longer in water emergency conditions based upon the Phase I Water Emergency measures being terminated by City Council adopting Resolution No. 2023-94 on July 25, 2023. Bell Canyon Reservoir has adequate water to support the City's needs through this calendar year. The storage in Bell Canyon graph (Attachment 2) has been revised to include historic reservoir supply levels since July 2021. It also shows the water availability forecast through June 2024 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of March 1, 2024, Bell Canyon Reservoir elevation was at 422 feet representing approximately 2,383.69 acre feet (AF) and 100% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 acre feet in water supply volume. Below is a chart comparing Bell Canyon elevation levels, water supply availability in acre feet, and percent capacity of the reservoir on March 1st in 2022, 2023, and 2024.

Year	**2022**	**2023**	**2024**
Bell Canyon Elevation Level	419.40 Ft.	422 Ft.	422 Ft.
Acre Feet	2,187 AF	2,383 AF	2,383 AF
Percent Capacity	91.8%	100%	100%

As a follow up to the May 24, 2022, City Council meeting, staff developed a graph (Attachment 3) highlighting the relationship between the reservoir elevation level and water supply availability in acre feet. The graph shows the current status of the reservoir. Furthermore, the graph also displays the points where City Council decided to declare Phase I and Phase II Water Emergencies in 2020.

Continued Water Conservation

California experienced two consecutive dry years 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest

year on record statewide. The record-breaking dry period in January and February 2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at the time did not affect St. Helena as the City has multiple robust water sources not affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023-94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon approximately 1,895 acre-feet, significantly above the 1,481 acre-feet standard for declaration of a Phase I Water Emergency. Staff will monitor State-wide and local drought conditions, weather conditions, and provide updates on a monthly basis. The corresponding staff report provided a variety of data to reflect the disposition of the water supply at that time in relation to the Council-adopted Safe Yield Policy.

City of Napa Water Supply

Normal operations continue at Rutherford Pump Station (RPS) and the City is taking delivery of the allotment purchased from City of Napa. During the month of February 2024, Rutherford Pump Station was producing an average of 0.48 MG/day for a total of 43.11 acre feet (AF) for the month.

ENVIRONMENTAL REVIEW: Not applicable.

DOCUMENTS ATTACHMENTS:

MWR Febraury 1-29, 2024
Attachment 2 - Bell Canyon Water Storage Forecast
Attachment 3 - Bell Canyon Reservoir Storage Phase I II

CITY OF ST. HELENA
MONTHLY WATER REPORT

CC: CC __X__ PC__X__ FILE _____
RECEIVED: _____ BY: __

Febraury 1-29, 2024

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	1.36	61.07	0.00	43.11	-0.44
AMOUNT PRODUCED in MG	0.44	19.89	0.00	14.04	-0.14
PERCENT	**1.3%**	**58.1%**		**41.0%**	-0.4%

WATER PRODUCED ~~DELIVERY~~ (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	34.38 **MG**	20.95 **MG**
MAXIMUM DAILY PRODUCED	n/a **MG**	1.41 **MG**
MINIMUM DAILY PRODUCED	n/a **MG**	0.00 **MG**
AVERAGE DAILY PRODUCED	1.18 **MG**	0.75 **MG**

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	223.10 **AF**	22.8%	334.64 **AF**	38.2%
	72.67 **MG**		109.00 **MG**	
NAPA WATER	394.32 **AF**	40.3%	370.73 **AF**	42.3%
	128.44 **MG**		120.76 **MG**	
STONEBRIDGE POTABLE WELLS	361.51 **AF**	36.9%	170.67 **AF**	19.5%
	117.76 **MG**		55.59 **MG**	
TOTAL WATER PRODUCED ~~DELIVERY~~ (ALL)	**978.93 AF**	**100.0%**	**876.04 AF**	**100.0%**

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.00 **MG/Feb. 1 -29**	0.00 **MG/Feb. 1-28**
NAPA VALLEY COLLEGE	0.00 **MG/Feb. 1 -29**	0.00 **MG/Feb. 1-28**

WATER ELEVATION, CAPACITY & RAINFALL

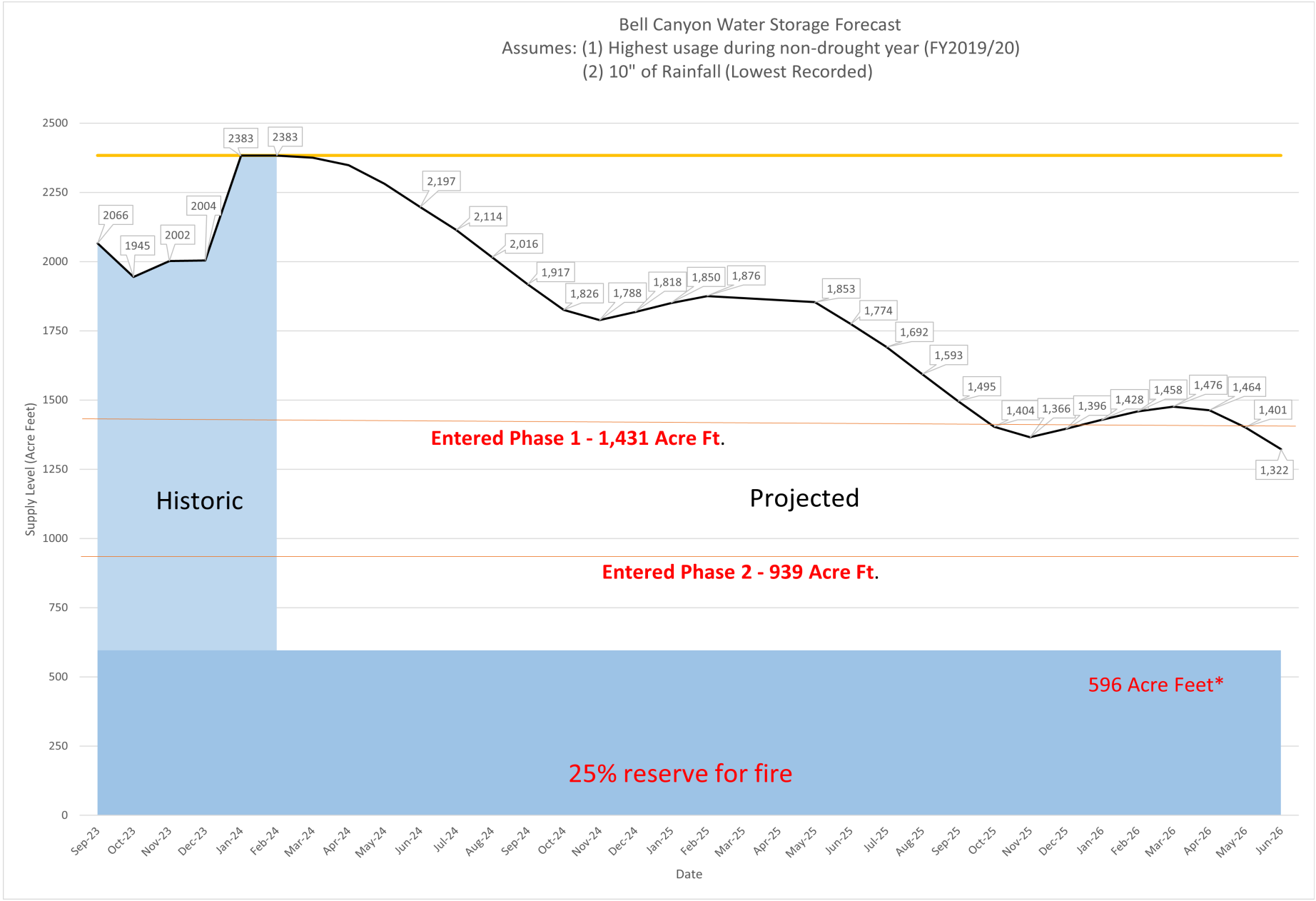
	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	422.00 **FT.**	422.00 **FT.**
MONTHLY RISE OR DROP	0.00 **FT.**	0.55 **FT.**
CAPACITY AT END OF PERIOD	2383.69 **AF**	2383.69 **AF**
PERCENT OF FULL CAPACITY	100.0 **%**	100.0 **%**
RAINFALL IN THIS PERIOD	11.44 **IN**	4.29 **IN**
TOTAL RAINFALL SEASON TO DATE	18.73 **IN**	25.93 **IN**

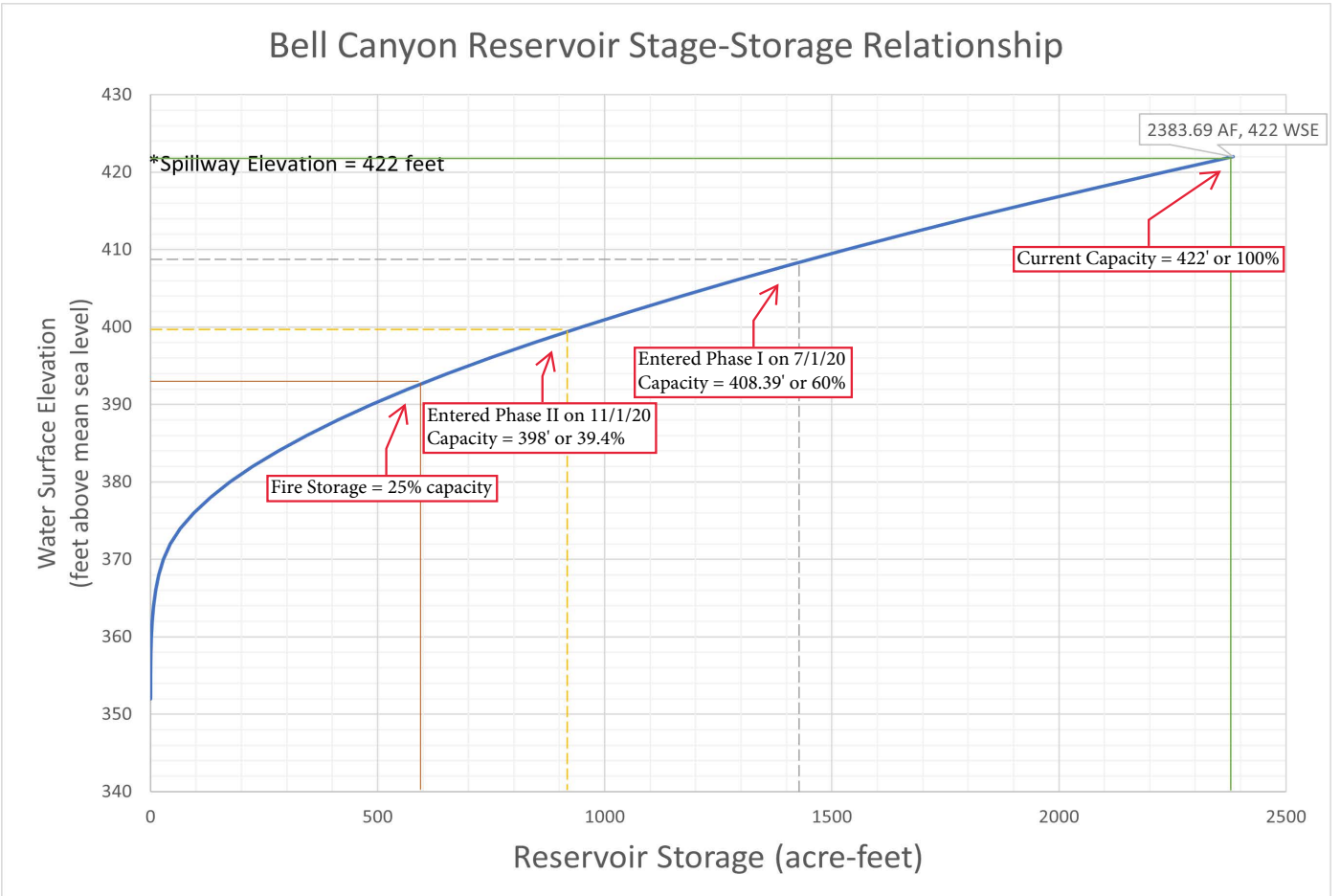
TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	38.2-73.2	34-72
AVERAGE	55.85	53

REMARKS

City of Napa Water Delivery: RPS producing an average of 0.48 MG/day during February 2024.
DISCLAIMER: The data presented in this report is approximate and for informational purposes only. Updates will be provided if any errors are identified.


Bell Canyon Water Storage Forecast
Assumes: (1) Highest usage during non-drought year (FY2019/20)
(2) 10" of Rainfall (Lowest Recorded)
Supply Level (Acre Feet)
Date
Historic
Projected
Entered Phase 1 - 1,431 Acre Ft.
Entered Phase 2 - 939 Acre Ft.
596 Acre Feet*
25% reserve for fire
2066
1945
2002
2004
2383
2383
2,197
2,114
2,016
1,917
1,826
1,788
1,818
1,850
1,876
1,853
1,774
1,692
1,593
1,495
1,404
1,366
1,396
1,428
1,458
1,476
1,464
1,401
1,322


Bell Canyon Reservoir Stage-Storage Relationship
Water Surface Elevation (feet above mean sea level)
Reservoir Storage (acre-feet)
*Spillway Elevation = 422 feet
2383.69 AF, 422 WSE
Current Capacity = 422' or 100%
Entered Phase I on 7/1/20
Capacity = 408.39' or 60%
Entered Phase II on 11/1/20
Capacity = 398' or 39.4%
Fire Storage = 25% capacity
430
420
410
400
390
380
370
360
350
340
0
500
1000
1500
2000
2500

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Administration

DATE:	March 26, 2024
FROM:	Lesley Milton, Asst. to the City Manager
SUBJECT:	Approve a resolution authorizing execution of a Professional Services Agreement with Suhr Consulting Group for the completion of an emergency operations plan for an amount not-to-exceed $40,000.
RECOMMENDED ACTION:	Approve the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To execute a professional services agreement to produce an Emergency Operations Plan for the City.
FINANCIAL IMPACT:	The Financial Impact is the total not to exceed cost in the amount of $40,000, which is included in the adopted Operations Budget.

BACKGROUND:

Local Emergency Operations Plans are a requirement of the California Emergency Services Act (ESA), and describe methods for conducting emergency operations, the process for rendering mutual aid, emergency services of government agencies, how resources are mobilized, how the public is informed, and how continuity of government is maintained during an emergency. While the City currently follows the public safety best practices and the emergency management program set out by FEMA, its important and required to have a document specific to the operations of our City and the dynamics of the Community.

In June of 2023, the City contracted with Suhr Consulting Group to complete an Emergency Evacuation Plan in response to community concerns related to the Hunter Development Project. This plan is an important document to have so that in the event of needed evacuations, there is an understood protocol. An evacuation plan is only a portion of a public safety response in the event of an emergency. Emergencies can vary widely, and it is important that there is a commonly understood protocol to refer to, in order to eliminate confusion and help the response and recovery take place more rapidly. The City would like to take our emergency response planning one step further and create an Emergency Operations Plan. This plan will address the challenges and responsibilities the City holds with respect to preparation, response, mitigation and recovery from the hazards associated with emergencies.

DISCUSSION:

Suhr Consulting Group is a contractor with the County of Napa assisting with completing the County Wide Emergency Operations Plan, which includes an annex to cover St. Helena unincorporated areas. Suhr Consulting is familiar with the region and with the City having recently completed our Emergency Evacuation Plan. For economies of scale, having the same consultant complete our Emergency Operations Plan (EOP) would ensure continuity between public safety agencies and processes in the Napa Valley. In the event of large-scale disasters, mutual aid is a guarantee and having commonality with nomenclature, resources and processes will be critical for response and recovery.

The attached contract and proposal details how the plan will model the guidance of FEMA's Comprehensive Planning Guide 101, California's Standardized Emergency Management System (SEMS), the California State Emergency Plan (SEP), and the current Cal OES EOP Crosswalk to develop and deliver the City's EOP. Exhibit B details the required elements of an Emergency Operations Plan including the content, submission and review process by Cal OES.

The structure to complete this project will include:

- Project kick off and planning meetings to agree upon project objectives.
- Conducting a needs assessment including reviewing existing documents and investigation into information related to emergency capabilities, governance, and recent incident responses, as well as consult open-source data sets.
- Conducting internal and external stakeholder outreach local and regional agencies, specialists and various community members.
- Development of printed materials and a public communication plan detailing how to communicate to the public during an emergency, how to obtain information and how to be prepared in advance.

This project will be collaboratively managed between different departments including Police, Fire, Public Works and Administration. Estimated completion time after kick-off is 5 months.

ENVIRONMENTAL REVIEW: This is not a CEQA project.

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 5: Enhance Quality of Life
Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

20230326 Draft Resolution Suhr Consulting EOP
PSA SUHR Consulting Group EOP
Fact Sheet Updates to CA EOP Legislation 2016-2023 January 2024

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 PROFESSIONAL SERVICES AGREEMENT WITH SUHR CONSULTING GROUP FOR THE COMPLETION OF AN EMERGENCY OPERATIONS PLAN FOR A NOT-TO-EXCEED COST OF $40,000.

RECITALS

A. Local Emergency Operations Plans are a requirement of the California Emergency Services Act (ESA), and describe methods for conducting emergency operations, the process for rendering mutual aid, emergency services of government agencies, how resources are mobilized, how the public is informed, and how continuity of government is maintained during an emergency; and

B. While the City currently follows the public safety best practices and the emergency management program set out by FEMA, its important and required to have a document specific to the operations of our City and the dynamics of the Community; and

C. Surh Consulting has been a contractor with the County of Napa assisting with the completing the County Wide Emergency Operations Plan, which includes an annexed portion of the document to cover St. Helena unincorporated areas; and

D. In June of 2023, the City contracted with Surh Consulting Group to complete an Emergency Evacuation Plan; and

E. Surh Consulting Group is familiar with the region, and with the City having recently completed our Emergency Evacuation Plan. For economies of scale, having the consultant complete our Emergency Operations Plan would ensure continuity between public safety agencies and processes in Napa Valley.

F. The City of St. Helena and Suhr Consulting Group desire to enter into an agreement to complete the Emergency Operations Plan for an amount not-to-exceed $40,000.

RESOLUTION

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

Authorizes the City Manager to execute a Professional Services Agreement with Surh Consulting Group for an amount not-to-exceed $40,000 to prepare an Emergency Operations Plan as outlined in Exhibit A.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Patrick Kenealy: _____

Council Member Billy Summers: _____

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
Emergency Operations Plan

This Agreement is made and entered into as of March 26, 2024 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Surh Consulting Team a LLC with its principal place of business at 209 14th Avenue, San Francisco, CA 94116 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and is in need of professional services for the following project:

Completion of an Emergency Operations Plan for the City of St. Helena (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Scope of Services set forth in Exhibit "A." under Project Pricing Tasks.

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of $**40,000.** This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. Term

The term of this Agreement shall be from **March 26, 2024** to **December 2024** unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The project schedule is outlined in Exhibit A, and more detailed project schedule will be agreed upon during the initial project kick off and agreed to by the City and the Consultant. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

(1) Bodily Injury and Property Damage
(2) Personal Injury/Advertising Injury
(3) Premises/Operations Liability
(4) Products/Completed Operations Liability
(5) Aggregate Limits that Apply per Project
(6) Explosion, Collapse and Underground (UCX) exclusion deleted
(7) Contractual Liability with respect to this Agreement
(8) Property Damage
(9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

	Combined Single Limit
Commercial General Liability	$1,000,000 per occurrence/ $2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	$1,000,000 combined single limit
Employer's Liability	$1,000,000 per accident or disease
Professional Liability	$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify

shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. 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.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED

17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign Wendy Surh as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:	CONSULTANT:
City of St. Helena	Suhr Consulting
1088 College Avenue	209 14th Avenue
St. Helena CA 94753	San Francisco, CA 94116
	Attn: Wendy Surh

Attn: Lesley Milton, Assistant to the City Manager

and shall be effective upon receipt thereof.

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF ST. HELENA AND SUHR CONSULTING GROUP

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

CITY OF ST. HELENA	SUHR CONSULTING GROUP
By: _____	By: _____
Anil Comelo	Wendy Surh
City Manager	Managing Member

ATTEST:

By: _____
Ethan Walsh, City Attorney

EXHIBIT A

Scope of Services & Schedule of Charges/Payments

Consultant will invoice City on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform City regarding any out-of-scope work being performed by Consultant. This is a time-and-materials contract.

Work Plan and Quote

The following narrative describes how the **Suhr Consulting Team** will develop the City of St. Helena's Emergency Operations Plan (EOP).

The methodology discussed in the pages which follow, will offer the City with a baseline understanding of how the **Suhr Consulting Team** will utilize relevant planning guidance, including *FEMA's Comprehensive Planning Guide 101, version 3 (CPG 101, v3), California's Standardized Emergency Management System (SEMS), the California State Emergency Plan (SEP*), and the current *Cal OES EOP Crosswalk* to develop and deliver the City's EOP.

Task 1 – Project Management and Coordination

Activities within Task 1 include the conduct of a Project "Kickoff" Meeting, the development of a project plan, the convening of a planning team, associated meeting support and considerations for maximizing City time and resources on the project.

Project Initiation/ "Kickoff" Meeting

Wendy Suhr, the Suhr Consulting Project Manager, and Kimberley Cashin, the Suhr Consulting Lead Planner will work with the designated City of St. Helena Project Manager to schedule the Project Initiation Meeting. When the date, time, location, platform, and participants for the meeting are confirmed, Wendy will distribute MS Outlook Calendar invitations to the **Project Initiation Meeting**. We propose that the Project Initiation Meeting agenda may include the following points:

- Introduction of Key Project Personnel.
- Review project plan, schedule project coordination meetings, confirm progress reporting products, and align timeframes for each component.
- Affirm planning methodology.
- Identify project stakeholders (internal and external to the City).
- Discuss data collection processes & begin collecting data and information.
- Schedule future planning meetings.
- Plot immediate actions & next steps to first milestone.

Project Plan & Timeline

Upon completion of the meeting, the Suhr Consulting Project Manager, Wendy Suhr, will plot milestones, in a timeline and **project plan**, which will show project objectives, stakeholders, deliverables, and deadlines, aligned with the targeted project close-out dates (*i.e., five-month completion timeline*).

This project plan, along with **Kickoff Meeting Minutes**, will be submitted to the City of St. Helena Project Manager no later than *seven days following* the Kickoff Meeting.

Planning Process & Planning Meetings

The planning process recommended in the **FEMA CPG 101, v3** will be used to conduct data gathering and planning meetings with city stakeholders, who will be convened as a **City Planning Team**, to provide input for the updated plan preparation. The Suhr Consulting Team utilizes the CPG 101, v3 recommended planning process, as shown in the graphic below.



Source: FEMA CPG 101, v3 2019

We envision that the preponderance of the EOP content will be developed from discussions with project stakeholders, relevant subject matter experts, and incorporation of planning considerations, guidance, best practices, lessons learned, data, and studies from across the homeland security enterprise. In addition, the City's EOP will work in concert with the newly updated County EOP and relevant documentation.

Thereto, the City Planning Team will be consulted, both formally and informally, throughout the planning process to provide applicable emergency policies and strategies, and standard and emergency operations guides. The Suhr Consulting Team will accomplish this by **conducting planning meetings** with departmental and stakeholder staff to maximize input during the plan development process. Suhr Consulting Lead Planner, Kimberley Cashin, will facilitate the City Planning Team.

We envision that the planning meetings conducted to gather the information necessary to prepare the new plan will be *organized and conducted in a workshop style*, wherein meeting participants will be led through a formal agenda, and facilitated discussion on specific items and discussion topics can occur. Topics and discussion at these workshops may include content reviews, requests for information (RFIs), overview of pertinent or relevant emergency planning standards or guidance, and formal presentations of data by City SMEs.

Additionally, where necessary, the Suhr Consulting Team will also be prepared to conduct data gathering interviews with City staff and stakeholders. To help guide these interviews, the Suhr Consulting Team will develop a Conversation Template or interview guide, which will articulate discussion objectives (i.e., anticipated outcomes), outline discussion topics, questions, any scenarios/hazards, used to drive discussion, and reference plans and SOPs.

Moreover, in an effort to adhere to the five-month planning timeframe, specific consideration will be given to time constraints and work schedules of City and stakeholder staff by developing alternate methods to

meetings, such as the *use of surveys and/or cloud-based tools* and *condensing the number of meetings* to accelerate the process. This will not only help meet the specified timeframe for planning, but it will also maximize the committed time and resources of the City, and help ensure a "building block" approach, in which planning activities focus on specific outcomes, at specific steps.

Meeting Support

As part of the overall support for the EOP Development, the Suhr Consulting Team will *coordinate*, *support*, and *facilitate* **all City Planning Team meetings** with any City staff, stakeholders, workgroups, and/or committees. This support will include:

Suhr Consulting will *coordinate*, *schedule*, *facilitate*, and *support* all meetings and conferences with the City Planning Team.

- Schedule *meeting rooms* and manage *invitations*, *reminders*, and *registration*/sign-in sheets.
- Develop for each meeting an *agenda*, *presentation* slide deck, and appropriate *draft EOP component materials (i.e., draft base plan, draft appendices, draft annexes, etc.).*
- Distribute all written meeting materials/read ahead materials to planning team members, *no later than one week prior* to the meeting (note: these will be provided for City of St. Helena approval prior to submission to the planning team).
- Provide and affix all *signage*, as well as provide and set up any *audio/visual equipment.*
- Facilitate *all* meetings, conferences, and work group sessions.
- Record and publish *meeting minutes* to planning team members, no later than one week following the meeting.
- Coordinate and deliver *light refreshments* for each formal planning meeting.
- Maintain and update, as necessary, a *master list/roster* of participating agencies and planning members, and a single master project management calendar/project schedule.
- Perform any *other tasks necessary* to support and assist in facilitating planning team meetings.

Kimberly Cashin, the Suhr Consulting Team Lead Planner, and the Suhr Consulting Team Project Manager, Wendy Suhr, will be the primary facilitators of meetings, as well as the consultant team primary Points of Contact (POCs), to work with the City.

Task 2 - Integrated Emergency Plan

As previously discussed, our team's proposed approach to the development of the City of St. Helena's first EOP is based in, and conforms to, the FEMA CPG 101, v3 methodology for preparing and developing emergency operations plans. The process of implementing this methodology, constituting Task 2, is described in the sections which follow.

Document Review & Needs Assessment

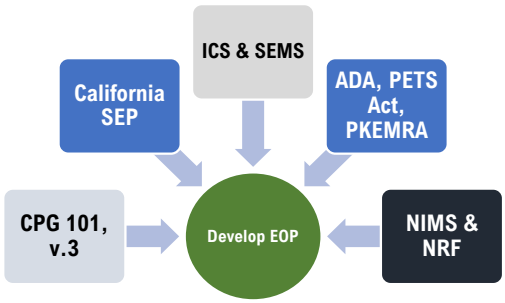
The development of the City's Emergency Operations Plan will begin with a thorough **review** and **analysis** of *existing* City emergency documents, policies, and/or standard operating procedures, to determine what information is missing, what elements need to be revised or added to further develop the plan, and what

data, processes, or policies may have changed since recent emergency incidents. This process will function as a "needs assessment," the outcomes of which will inform later stage planning and activities.

As a component of the "Kickoff" Meeting, described above, Wendy Suhr will *request electronic copies* of relevant City documents, plans, and procedures for review by our team. Documents requested will likely include:

- Any current Emergency Plans, such as the current version of the Local Hazard Mitigation Plan,
- City or regional Community Wildfire Protection Plans,
- Any City or County Threat and Hazard Identification and Risk Assessment (THIRA)
- Real-world incident After Action Reports (AAR), such as the 2017 Wildfire or COVID-19 AARs
- Any available special district plans

The Suhr Consulting Team will review all provided documents and information, related to emergency capabilities, governance, and recent incident responses, as well as consult open-source data sets, such as City and County websites, the CDC Social Vulnerability Indicator (SVI), and/or relevant U.S. Census data, against the *2024 Cal OES Emergency Plan Review Crosswalk*, FEMA's *Comprehensive Planning Guide (CPG) 101*, as well as the *International Organization for Standardization (ISO) 22320* standards.



Current Standards of Emergency Planning

Ultimately, the City of St. Helena EOP will need to reflect the **current standards** of emergency planning for local governments, as identified within the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide, Version 3.0 (CPG 101), 2021, and incorporate the relevant planning requirements of California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework (NRF), the Pets Evacuation and Transportation Standards Act (PETS Act), the Americans with Disabilities Act (ADA), and the State Private Nonprofit Organizations Assistance Program. The Suhr Consulting Team review and analysis at this stage will help determine needs associated with conformity with these, and other standards.

Moreover, we anticipate connecting this effort with the planning initiatives underway within the County. For example, the Napa County Department of Health and Human Services (HHS) is undertaking a significant revision and update to emergency planning within the County's Emergency Medical Services (EMS) Agency and Public Health Emergency Preparedness Program. We propose to connect with these planning initiatives, to capture relevant planning, procedures, and/or protocols for inclusion in the City's newly developed EOP, as well as to ensure the City's emergency planning programs are well-connected, appropriately redundant, and completely informed.

Once the reviews are complete, we propose that outcomes from our review and analysis be discussed, first with the *City Project Manager*, and then with *project stakeholders* (as the planning process gets underway).

Ultimately, this examination and follow on discussion will provide context to the planning, establish objectives and priorities from stakeholders, identify *gaps* in current plans/policies, develop

recommendations for improvement of EOP components and accompanying annexes, and will allow our team to understand *baseline conditions* and areas for greater research and inquiries to pose to stakeholders during plan development.

Expanded Outline & Table of Contents

As information is gathered from the City Planning Team, City departments, and other stakeholders, the Suhr Consulting Team will assemble an **Expanded Outline** of the EOP.

This outline will show the *organization of the plan*, and note specifically where additional information, data, analysis, and/or planning will be necessary.

As the data and information collection process proceeds, and planning meetings are conducted, additional data will be inserted into the Expanded Outline, allowing for the *evolution* of this into a **refined EOP Table of Contents,** which will provide a more detailed description of the EOP organization, as well as its utility.

These documents will be provided, at various stages, to the City Project Manager, City Planning Team, and/or relevant stakeholders, for input, comment, and feedback. Additionally, the expanded outline and the refined EOP Table of Contents will also be reviewed with the City Planning Team and stakeholders at planning meetings.

As the planning process progresses, the Suhr Consulting Team will consolidate all feedback received, address any conflicts with the City's Project Manager, and provide a final Table of Contents, from which the *draft EOP* can be prepared.

Write the Emergency Operations Plan

The Suhr Consulting Team will begin preparation of the **EOP** by setting up the document. This will include making any updates to the *format*, *template*, and/or *table of contents*, identified during the expanded outline and table of contents stage, and/or creating a *working version* of the template in MS Word. This will be led by Wendy Suhr, Kimberly Cashin, and Shadi Kia; additional resources will also be available to provide *custom graphics* and/or *design support* to the template.

Once the working version of the EOP is established, the Suhr Consulting Team will begin development, and *insert content into the working version file*. Wendy Suhr will oversee this action, providing coordination, analysis, planning, and quality assurance, while our planning Subject Matter Expert, Eliza Coll, will guide the *crafting*, *assembly*, and *fine-tuning* on the technical plan content.

In preparing a draft of the EOP, the Suhr Consulting Team will utilize the information gathered from research*, planning documents, emergency procedures, meetings*, and *input* from the City Planning Team. The EOP will incorporate the *current scope of emergency operations, response, incident management*, and *recovery activities* for the City of St. Helena.

The developed EOP will provide:

- A clear, concise and streamlined plan
- A detailed description of the City's communities and demographic makeup
- A description of the geography and area covered by the plan
- A hazard analysis consistent with the recently updated (2021) Local Hazard Mitigation Plan and General Plan Safety Element
- Compliance with the SEMS, NIMS, and ICS

- Emergency operations procedures derived from lessons learned in recent disasters, including wildfires and the COVID-19 pandemic
- Information on the Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws mandating requirements for access and functional needs planning, to include evacuations and sheltering
- Inclusion of the latest Robert T. Stafford Disaster Relief and Emergency Assistance Act requirements to address the needs of individuals with household pets and service dogs
- A description of the role of the private sector, including non-profit organizations, local businesses, the public, and other constituencies, in emergency management in the City
- An expanded hazard section by including an analysis of the hazards, graphic displays, and a description of the potential aftermath of a disaster in the City
    - An EOC organization with all section position checklists included
    - Processes for information collection, situational awareness, and common operating picture within the EOC
    - Instructions and checklists provided for EOC operations such as incident action planning, resource management, EOC messaging and EOC activations and set up
    - Addition of maps, graphs, charts, and graphical displays of information
- Enhancement of the Authorities and References Section of the plan to meet California State planning requirements
- Clarify response levels and activation levels throughout the plan
- Organizational functions meeting SEMS and NIMS requirements
- Development of up to 5 hazard/functional annexes to include Wildfire, Power Outage, Dam/Levee Failure, Earthquake and Flood, as well as finalization of the newly developed Evacuation Annex

To ensure the needs of the **"whole community"** are addressed, and to ensure compliance with the requirements of the American Disabilities Act, the EOP will address disabilities and access and functional needs *throughout the document*.

The EOP will be prepared by the Suhr Consulting Team and provided to the City Planning Team, as well as any designated stakeholders, for comment, followed by an *open comment period* of at least two (2) business weeks.

We envision that at least one planning meeting will be held during this open comment period, to formally review the plan, and provide the *City Planning Team* with an orientation on the draft plan, and allow a forum for preliminary questions, reviews, suggestions, etc. Kimberly Cashin will coordinate and lead this session, with discussion and note-taking support from Wendy Suhr and Eliza Coll. This session could be conducted remotely to assist the efficiency and expediency of the review.

During the open comment period, the Suhr Consulting Team will elicit and receive feedback from the City Planning Team*, electronically,* via *email punch list*, *track changes*, *comment matrix*, and/or other agreed upon format.

Finalize the New EOP

With feedback, input, and revisions, provided by the City Project Manager, City Planning Team, as well as any designated County or regional stakeholders, the Suhr Consulting Team can move to **finalize** the newly created City of St. Helena EOP.

The Suhr Consulting Team of Wendy Suhr, Kimberly Cashin, and Eliza Coll will incorporate all feedback, suggestions, and additional information/data, and address/adjudicate all comments, decisions, revisions, edits, and changes in the draft EOP. Kimberley Cashin will be the primary resource for collecting feedback, while Wendy and Eliza will work to integrate revisions.

With the potential for the need for clarification and offline discussions related to revisions and feedback from City Planning Team, as well as final consultations with our planning Subject Matter Experts, it is anticipated that this process will one-to-two (1-2) business weeks, after which the Suhr Consulting Team will submit the final draft EOP for a final review and *technical editing*.

Following completion of the technical editing, and adjudication of all edits, the Suhr Consulting Team will submit the final draft EOP for a *concluding review*. Wendy Suhr will submit, via email, an electronic version of the final draft EOP to the City Project Manager and City Planning Team. A comment period of *two (2) weeks* will be provided for the City Planning Team to submit revisions, edits, and/or additional feedback, after which the *final version* of the plan will be filed with the City.

Project Closeout

The Suhr Consulting Team understands that the ultimate value of the new EOP is not only the formal handoff of the finalized product and deliverables but the lasting benefits from the project are *realized* and *integrated* into the overall preparedness, readiness, and resilience of the City.

The process by which the Suhr Consulting Team will analyze and quantify the success of the EOP project will be based in the Project Management Institute, Guide to the Project Management Body of Knowledge Guide.

Once the planning processes identified above are complete, the Suhr Consulting Team will synthesize all the information and outcomes from the project and conduct a **Project Analysis and Recommendations Discussion** with the City Project Manager. This discussion, with a follow-on meeting summary, will confirm the *accomplishments* made throughout the project and identify *recommendations* for continued improvements.

The Suhr Consulting Project Manager will schedule a date to hold this discussion with the City Project Manager no later than *30 days following* the conclusion of the project. Additionally, the Suhr Consulting Team will *maintain detailed records* of all meetings summaries, invoices, deliverables, and participant rosters. The Suhr Consulting Team will submit information and/or records, as requested, following the conclusion of the project.

Task 3 – Develop Outreach Materials

The Suhr Consulting Project Manager will work with the team, and specifically the graphics designer, to develop an emergency preparedness booklet at the conclusion of the project. This booklet will be a small format (possibly 3 in. by 4 in.) that contains important information for the public on how to be prepared and how to receive emergency alerts, etc. **The pricing listed in the proposal does not including printing of the booklet, only development.**

Project Pricing

Project start date: April 1, 2024, and project completion by August 31, 2024 (5 months)

Invoicing will be completed monthly using the Tasks outlined below. Invoices will clearly show percentage of task completed with a list of activities and deliverables.

TASK	TIMELINE	PRICE
Task 1: Project Management and Coordination	April 1, 2024, to August 31, 2024	$7,000
Task 2: Integrated Emergency Plan	May 1, 2024, August 31, 2024	$29,500
Task 3: Develop Outreach Materials	June 1, 2024 – August 31, 2024	$3,500
Total		**$40,000**

Updates to County Emergency Plan Legislation
Content, Submission, and Review
Fact Sheet

Planning and Preparedness Branch **January 2024**

Overview

Between 2016 and 2023, there have been eight bills amending or adding to Government Code (Gov. Code) regulating county emergency plans:

AB 2311 (Brown, Ch. 520, Stats. 2016)	AB 2968 (Rodriguez, Ch. 257, Stats. 2020)
AB 477 (Cervantes, Ch. 218, Stats. 2019)	AB 580 (Rodriguez, Ch. 744, Stats. 2021)
SB 160 (Jackson, Ch. 402, Stats. 2019)	AB 2645 (Rodriguez, Ch. 247, Stats. 2022)
AB 2386 (Bigelow, Ch. 254, Stats. 2020)	AB 781 (Maienschein, Ch. 344, Stats. 2023)

These bills introduce new requirements regarding county emergency plan (1) submission, (2) content and planning process, and (3) review.

In addition, AB 1638 (Fong, Ch. 587, Stats. 2023) adds to Gov. Code relating to local government providing emergency response services. The bill introduces requirements on the manner in which information is provided in languages other than English, commencing January 1, 2025.

Plan Submission (AB 580)

"A county shall send a copy of its emergency plan to the [California Governor's] Office of Emergency Services [(Cal OES)] on or before March 1, 2022, and upon any update to the plan after that date." (Gov. Code, § 8593.3.2, subd. (a).) For the purposes of this requirement and subsequent review, counties will submit their Operational Area (OA) plans if the OA plan serves as the county plan. Counties will submit their plans to their Cal OES Regional Office.

Content and Planning Process

Access and Functional Needs (AFN) (AB 2311, AB 477, AB 2645)

Upon the next update of a county emergency plan, AFN must be integrated into emergency plans by addressing, at a minimum, how the population with AFN is served by the following (Gov. Code, § 8593.3, subd. (a)(1), (2) & (3)):

1. Emergency communications, including the integration of interpreters, translators, and assistive technology.

Counties are advised to conduct an independent review of the cited legislation and consult their local legislative and legal resources.

2. Emergency evacuation, including all of the following:
    a. The identification of transportation resources and resources that are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) for individuals who are dependent on public transportation.
    b. Integrating evacuation and transportation plans to account for local community resilience centers.
    c. Ensuring that local community resilience centers are prepared to serve as community-wide assets during extreme heat events and other disasters.
    d. Designating available locations that may be necessary to provide respite to individuals during emergencies, including, but not limited to, extreme heat, cold, or unhealthy air incidents.
    e. Integrating evacuation plans to account for the following:
        i. Community resilience center programs, as specified.
        ii. Fairground resilience center programs, as specified.
3. Emergency sheltering, including both of the following:
    a. Ensuring that designated shelters are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) or can be made compliant through modification and that showers and bathrooms are fully accessible to all occupants.
    b. Integrating sheltering and transportation plans to account for transportation between community resilience centers and shelters.

Additionally, counties shall include representatives from the AFN population when updating the emergency plan to integrate AFN needs. These representatives include, but are not limited to, members of the community, social service agencies, nonprofit organizations (e.g., Independent Living Centers), and transportation providers. (Gov. Code, § 8593.3 (c).)

Cultural Competence (SB 160 and AB 1638)

In the next update of a county emergency plan, counties must include cultural competence into emergency plans by addressing, at a minimum, how culturally diverse communities within a county are served by the following (Gov. Code, § 8593.3.5, subd. (a)(1), (2), (3), (4) & (5)):

1. Emergency communications, including the integration of interpreters and translators.
2. Emergency evacuation and sheltering.
3. Emergency mitigation and prevention.
4. Emergency planning, including drawing on community-based values and customs, and incorporating qualified representatives from diverse population groups in the community, during the planning process.
5. Emergency preparedness, including the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters.

Counties are advised to conduct an independent review of the cited legislation and consult their local legislative and legal resources.

Additionally, during the update process, counties "shall provide a forum for community engagement in geographically diverse locations to engage with culturally diverse communities within its jurisdiction." (Gov. Code, § 8593.3.5, subd. (b).)

Commencing January 1, 2025, in the event of an emergency within the jurisdiction of a local agency that provides emergency response services and that serves a population within which 5% or more speak English less than "very well" according to data from the American Community Survey and jointly speak a language other than English, the local agency shall provide information related to the emergency in English and in all languages spoken jointly by the 5% or more of the population that speaks English less than "very well." A local agency providing this information shall ensure that the quality of information translated is provided to individuals that speak English less than "very well" is as comprehensive, actionable, and timely as the information provided to English-speaking persons (Gov. Code § 7299.7).

Emergency Shelters: Persons with Pets (AB 781)

Requires, upon the next update to a city or county's emergency plan (Gov. Code, § 8593.10, subd. (b)(1)):

A. A county shall update its emergency plan to designate emergency shelters able to accommodate persons with pets.
B. A city that has previously adopted an emergency plan designating emergency shelters shall update its emergency plan to designate emergency shelters able to accommodate persons with pets.
C. Whenever a city or county designates any number of emergency shelters, it shall designate at least one emergency shelter that can accommodate persons with pets.
D. Whenever a city or county designates any number of emergency cooling centers, it shall, to the extent practicable, designate at least one cooling center that can accommodate persons with pets.
E. Whenever a city or county designates any number of emergency warming centers, it shall, to the extent practicable, designate at least one warming center that can accommodate persons with pets.

The bill requires an emergency shelter designated as able to accommodate persons with pets to be in compliance with safety procedures regarding the sheltering of pets referenced or established in the component of the state and local emergency plan and applicable disaster assistance policies and procedures of the Federal Emergency Management Agency (Gov. Code, § 8593.10, subd. (b)(2)).

Plans Review

Schedule (AB 580 and AB 2386)

Cal OES will review emergency plans from at least 10 counties every year, beginning in 2022. Priority will be given to counties with a high risk for wildfire disaster (AB 580 and AB 2386). The office will review all county emergency plans by January 1, 2028. Cal OES will determine a yearly emergency plan review schedule and share it with the counties.

Content (AB 2386, AB 2968, AB 580)

In addition to SEMS/NIMS compliance, Cal OES will include the following in the review of emergency plans:

1. Whether the plan substantially conforms to or exceeds the recommendations in the Federal Emergency Management Agency Comprehensive Preparedness Guide 101 (CPG 101) (Gov. Code, § 8610(c)(2)).
2. Whether the plan is consistent with the Cal OES proposed best practices. (Gov. Code, § 8593.9, subd. (b)(1).)
3. Whether the plan protects and accommodates vulnerable populations during natural disasters. (Gov. Code, § 8593.9, subd. (b)(2).)
4. Whether the plan has established procedures for alerting, evacuating, and sheltering individuals during an emergency. (Gov. Code, § 8593.9, subd. (b)(3).)
5. The status of the county emergency alert system, including the different alerting systems used and the number of individuals signed up for each system. (Gov. Code, § 8593.3.2, subd. (b)(1).)
6. Evacuation routes and plans and shelter-in-place plans, including preparations for evacuating or caring for individuals with access and functional needs. (Gov. Code, § 8593.3.2, subd. (b)(2).)
7. Efforts at community outreach to prepare communities and individuals to take action in the event of an emergency or a disaster. (Gov. Code, § 8593.3.2, subd. (b)(3).)
8. Large animal evacuation plans. (Gov. Code, § 8593.3.2, subd. (b)(4)).
9. Plans to ensure the health and safety of citizens during power outages. (Gov. Code, § 8593.3.2, subd. (b) (5).)
10. Any other necessary and appropriate element, as determined by Cal OES. (Gov. Code, § 8593.9, subd. (b)(4).)

Upon the conclusion of the review process, Cal OES "shall provide technical assistance and feedback regarding the sufficiency of the county's emergency plan." (Gov. Code, § 8593.9, subd. (b).)

AFN Consultation (AB 580)

Upon request, Cal OES will review county emergency plans "in consultation with representatives of people with a variety of access and functional needs. . . to determine whether the plans are consistent with best practices and guidance issued by the Federal

Emergency Management Agency (FEMA), including those practices that relate to adequately addressing the needs of those individuals with access and functional needs, including people with disabilities." (Gov. Code, § 8593.3.2, subd. (b).)

Following the review, "the county shall develop and revise its emergency plan to address the issues that [Cal OES] identified in its review." (Gov. Code, § 8593.3.2, subd. (d))

Summary

Submission

Recent legislation required all counties to submit their emergency plans to Cal OES for review by March 1, 2022.

Content and Planning Process

Upon the next update to county emergency plans, counties should incorporate the newest requirements regarding populations with access and functional needs, culturally diverse communities, and accommodating persons with pets in emergency shelters.

Review

Cal OES began reviewing existing (and updated) plans in 2022 and will review a minimum of 10 plans each year, prioritizing plans from counties with a high wildfire risk. Cal OES will continue to review emergency plans for alignment with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). NIMS concepts are met by following FEMA CPG 101 which provides guidelines on developing emergency plans. Cal OES has added the following to its review process: (1) consistency with best practices, (2) protection and accommodation of vulnerable populations, (3) procedures to alert and warn, evacuate, and shelter individuals during an emergency, (4) county emergency alert systems, (5) evacuation routes and plans and shelter-in-place plans, (6) community outreach, (7) large animal evacuation plans, and (8) plans to ensure the health and safety of citizens during power outages. A county may request consultation to advance the integration of access and functional needs within its emergency plans. The Cal OES Office of Access and Functional Needs (OAFN) facilitates this consultation. This AFN Evaluation process has been integrated into the Emergency Plan Review Crosswalk and the Cal OES emergency plan review process.

For more information, contact the Community Planning Unit at communityplanning@caloes.ca.gov.

Counties are advised to conduct an independent review of the cited legislation and consult their local legislative and legal resources.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	March 26, 2024
FROM:	Joseph Leach, Public Works Director and City Engineer
SUBJECT:	Adopt resolution in support of the Napa Valley Transportation Authority's Vision Zero Plan in partial fulfillment of funding requirements for One Bay Area Grant (OBAG), a significant funding source for the Downtown Sidewalk Rehabilitation Project.
RECOMMENDED ACTION:	Adopt a Resolution in support of the Napa Valley Transportation Authority's (NVTA's) Vison Zero Plan.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Adoption of support of the Vision Zero Plan is a transportation planning document required for a variety of State and Federal Funding sources.
FINANCIAL IMPACT:	None.

BACKGROUND:

On October 18, 2023, the NVTA Board adopted a "Vision Zero Plan" (VZP). National best practices and policies support adoption of comprehensive safety action plans, such as VZPs. The VZP was adopted by NVTA to meet requirements for several competitive transportation funding programs as well as the One Bay Area Grant, Cycle 3 (OBAG-3) program, a significant funding source for the St Helena Downtown Sidewalk Rehabilitation Project. This plan will assist NVTA and jurisdictions within the County towards the goal of zero serious and fatal roadway injuries countywide by 2030.

The VZP identifies and evaluates hot spots and systemic, risk factors on Napa Valley's roadway network using collision records between 2015 and 2021. There were 571 severe injuries or fatalities in this timeframe. The data was used to evaluate locations with frequent severe injury or fatality collisions and to identify where to implement safety enhancements based on injury risk factors. Community engagement efforts and equity-focused analysis supported the projects and strategies recommended in the plan. Projects reflect engineering and non-engineering countermeasures that are in line with the Safe System Approach that seeks to reduce speed, separate users in space and time, and provide redundancy using proven safety countermeasures. Complementary program, policy, and practice recommendations are also identified to infuse safety on all Napa Valley roadways.

While the VZP does not itself come with funding, nor request any specific funding, the plan does help agencies within the County identify projects that could be accomplished, in the context of all the City's funding priorities.

DISCUSSION:
NVTA, with support from Fehr & Peers, renown transportation planners and engineers, prepared the VZP. The full plan can be found on the NVTA website:

https://nvta.ca.gov/planning-and-projects/planning/regional/napa-valley-vision-zero/

The following describes the work completed as part of the VZP effort.

Data Collection
The Fehr & Peers team completed a preliminary overview of collision records in both incorporated and unincorporated areas within the county. The collision data included injury reported collisions between 2015 and 2021, available through the Transportation Injury Mapping System (TIMS) reports from the Statewide Integrated Traffic Records System (SWITRS) but excludes collisions that cause property damage only and no injuries. For the timeframe in Napa Valley, there were a total of 4,651 injury collisions, of which 571 were fatal or severe injury collisions. High-level trends include:

- Fatal and severe injury collisions for vehicle-only and pedestrian collisions have remained similar year-over- year, even during the pandemic. There was a slight decrease in bicycle-related collisions in 2021.
- Different modes have different times where collisions are most prevalent.
    - Pedestrian collisions are more prevalent during weekdays.
    - Bicycle collisions are more prevalent during weekends.
    - Total injury vehicle collisions were more evenly spread across the week.
    - Vehicle collisions involving fatalities and severe injuries are more prevalent during weekends.
- Community input indicated that roadway safety is a top priority, and behavioral as well as physical roadway changes can be improved.
- Seasonal Farmworkers and the Unhoused are community members that are often underserved in data reports. Multidisciplinary coordination and programs and policies should be updated to institutionalize outreach to understand their roadway and safety concerns.

Alongside the collision data, community input, stakeholder input, equity data sources, interactive map responses, intersection control types, roadway characteristics, lighting availability, and more were reviewed to provide a robust understanding of safety patterns and concerns throughout the Valley.

Focus Areas
Based on the systemic analysis, ten profiles were identified that emphasize trends in collision history when overlaid with roadway context. Combined, these ten profiles represent 76% of all collisions and 79% of collisions involving fatal and severe injuries in Napa Valley during the study period. The VZP seeks remedies to address these trends

where they have occurred and mitigation opportunities to address risk factors to eliminate future collisions. These focus areas include:

1. Unsafe Speeds on Non-Urban Thoroughfares
2. Driving Under the Influence (DUI)
3. Broadside Collisions
4. Hit Object Collisions
5. Nighttime Collisions Along Major Roadways
6. Pedestrians Hit in Crosswalks at Intersections
7. Pedestrians Hit Crossing Outside Crosswalks or Walking in Road
8. Bicycle Collisions at Intersections
9. Highway Gateways
10. Collisions along Highways Serving as Main Streets

Countermeasures

The VZP pairs the data-driven collision analysis with proven countermeasures. Each focus area includes a toolbox of the five elements within the Safe Systems Approach:

- Safe Roads
- Safe Road Users
- Safe Speeds
- Post-Crash Care
- Safe Vehicles

More information on the toolbox is included in Appendix A of the VZP.

Projects

From the focus areas, ten representative projects were selected for further project development. Each project summary includes a description of the project, collision trends, systemic profiles that the project reflects, what mode of travel the project targets, and an estimated cost range. The ten projects include (*underlined italics added for St Helena projects*):

1. American Canyon Road East from State Route 29 to Newell Drive
2. Lincoln Avenue from State Route 128 to Silverado Trail, Calistoga
3. State Route 128 from Cedar Street/Petrified Forest Road to Pine Street, Calistoga
4. *Deer Park Road/Sanitarium Road, St. Helena*
5. Howell Mountain Road from White Cottage Road to Sunset Drive, Angwin
6. *Main Street Downtown St. Helena from Pratt Avenue to Charter Oak Avenue*
7. Trancas Street/Redwood Road from Dry Creek Road to the Napa River, City of Napa
8. Soscol Avenue from Trancas Street to Imola Avenue, City of Napa
9. Finnell Road from Yount Street to Vista Road, Town of Yountville
10. State Route 29/Madison Street, Town of Yountville

Action Plan

The Action Plan includes strategies that require partnerships and collaboration with local organizations. These safety practices may include periodically updating the plan to identify how funding decisions will be made to prioritize Safe System aligned projects.

The Action Plan identifies the party/parties responsible for leading and supporting each action. A timeline for implementation and performance metrics are included. Strategies identify how to provide technical assistance and capacity building for internal staff, elected officials, and the advocacy community to support the rollout of the Plan's projects and strategies and ensure that projects supported by NVTA are audited for consistency with the Safe System Approach.

Engagement

The project team assembled two working groups for participation in the development of the VZP. Both met three times over the course of the plan period.

The engagement plan developed at the onset of the project identified goals, roles and responsibilities for both working groups. The Technical Advisory Working Group (TAWG) was made up of public works, planning, law enforcement/public safety. The Stakeholder Working Group (SWG) included elected officials, community- based organizations, health organizations, school districts, and advocacy groups such as Slow Down Napa and the Napa County Bicycle Coalition.

Community Engagement included a survey, both online and on paper, to gauge the attitude of Napa Valley residents on a variety of safety issues. The survey included 22 questions, and was available from April 20, 2023 to June 30, 2023 in both English and Spanish. In total, 585 responses were collected from residents of the member agencies and unincorporated areas within Napa County.

NVTA staff also provided regular VZP updates to the NVTA Board and Committees to provide opportunities for public participation in the planning process.

Next Steps

With an adopted VZP, NVTA will begin to institutionalize the safety practices identified in the Plan for internal NVTA focus. NVTA staff will also begin coordination with member agencies to implement the safety strategies identified in the plan. These safety practices include, but are not limited to, integrating safety improvements into routine maintenance and capital projects, supporting member agencies in reviewing and updating policies and standards with a Safe System focus, and prioritizing projects that create redundancy in the roadway network to reduce fatal and severe injury crash risk. Now that the VZP has been adopted, NVTA staff will review the current funding, technical assistance needs, project plans, policies, and programs to identify where there is not a Vision Zero and Safe System alignment, and where adjustments are needed to meet the adopted Vision Zero resolution. City staff work regularly with NVTA staff on these efforts.

NVTA intends to create a traffic safety committee. While specific members have not yet been identified, this group is expected to include NVTA staff, member agency staff (including a City of St Helena representative), emergency personnel, and key stakeholders.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 5: Enhance Quality of Life
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

V Zero Reso_031624

CITY OF ST. HELENA

RESOLUTION NO. 2024-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA SUPPORTING THE NAPA VALLEY TRANSPORTATION AUTHORITY VISION ZERO PLAN

WHEREAS, on October 18, 2023, the Napa Valley Transportation Authority (NVTA) adopted a Vision Zero Plan which is a transportation system strategy designed to eliminate fatal and severe injury crashes on roadways while increasing safe, healthy and equitable mobility for all; and

WHEREAS, national best practices and policies support the adoption of comprehensive safety action plans with the goal of improving roadway safety for all transportation modes countywide; and

WHEREAS, according to injury collision data collected between 2015-2021 from the Statewide Integrated Traffic Records System, there were a total of 4,651 injury collisions in Napa County, of which 571 were serious injury or fatal collisions; and

WHEREAS, the NVTA Vision Zero Plans' goal is to eliminate traffic collisions resulting in serious injuries and fatalities in Napa County by 2030; and

WHEREAS, it is a priority for the City to reduce transportation-related deaths and serious injuries as much as practical; and

WHEREAS, NVTA's Vision Zero Plan meets the safety plan requirements of several competitive grant programs for which the City and its partner agencies may seek funding.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. HELENA SUPPORTS THE NAPA VALLEY TRANSPORTATION AUTHORITY'S ADOPTION OF ITS VISION ZERO PLAN.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring: ____

Vice Mayor Eric Hall: ____

Council Member Anna Chouteau: ____

Council Member Patrick Kenealy: ____

Council Member Billy Summers: ____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	March 26, 2024
FROM:	Lesley Milton, Asst. to the City Manager
SUBJECT:	Approve resolution declaring equipment surplus and authorizing the disposal as requested by the Fire and Public Works Departments.
RECOMMENDED ACTION:	Declare surplus and authorize the disposal of the above items as requested.
PREVIOUS COUNCIL ACTION:	On January 12, 2021, City Council adopted St. Helena Policy P-FI-0021 Sale of Surplus Supplies, Equipment, or Personal Property Policy.
STATEMENT OF THE PURPOSE:	To declare surplus and designate a disposal process of identified city equipment which are no longer used, have become obsolete or worn out.
FINANCIAL IMPACT:	The City anticipates that it may be able to receive and return to the general fund and the vehicle replacement fund between $35,000 and $50,000 through both the public auction and negotiated price disposal methods.

BACKGROUND:

On January 12, 2021, City Council adopted St. Helena P-FI-0021 directing that periodically when supplies or equipment which are no longer used, have become obsolete or worn-out staff can submit those items to be declared surplus and designate a disposal process.

For items that are Under $5,000, the purchasing officer may direct that the designated supplies or equipment be:

1. Transferred to another city department or agency; or
2. Exchanged or traded in on new supplies and equipment; or
3. Disposed of in some other suitable manner, which may include sale at auction or deposit at a landfill.

For items above $5,000, requests to declare equipment surplus and the disposal methods must be approved by the City Council.

Approved methods of disposal include the following: Public Auction, Sealed Bids, Selling for Scrap, Negotiated Sale, or No Value Item, where the Purchasing Officer determines that specific supplies or equipment are surplus and of minimal value and can be disposed of.

All surplus property will be offered for sale in “as is” and in “where is” condition with no warranty, guarantees, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale, unless other terms of sale are authorized by the Purchasing Officer.

DISCUSSION:
Surplus property release forms have been received from the Fire Department and Public Works Department requesting to declare the following pieces of equipment as surplus. Forms are included below as Attachment B.

Operating Department	Item for Surplus	Value	Procured through State or Federal Agency	Method of Distribution	Reasons for Surplus
Public Works	Dump Truck Vin#1FDWX36R08ED2368/2	$10,000	No	Public Auction	Mechanical estimate would be $8,000 to replace injectors.
Public Works	Tire Machine	$10,000	No	Public Auction	No use for this machine, service is outsourced
Public Works	Kubota KH-61Mini Excavator Vin#10822	$10,000	No	Public Auction	Age of equipment and no longer turns on/functions as necessary
Public Works - Water Treatment	Deutz Trash Pump Serial 1108202 Model T6A3-F4L-HT	$10,000	No	Public Auction	No longer functions and cannot be repaired
Public Works - Water Treatment	20212 Hyster H60XL Fork Lift Serial #A1771339503K	$10,000	No	Public Auction	Non-functioning, not repairable for

Operating Department	Item for Surplus	Value	Procured through State or Federal Agency	Method of Distribution	Reasons for Surplus
					reasonable cost
Fire Department	Brush 217, Year: 2006, Make: Chevrolet 3500 - Type 6 VIN: 1GCHK33DX7F181368, License plate no: 1163814	$15,000	No	Negotiated Sale	Due to age and lack of use.
Fire Department	Utility 217, Year: 2009, Make: Ford F350 – 1 ton Utility vehicle VIN: 1FTWW31R19EA60151, License plate no: 1309816	$8,500	No	Negotiated Sale	Replacing due to age and excessive carbon emissions.

Staff recommends the City Council declare the above items as surplus and authorize the disposal of the above items by the methods requested.

ENVIRONMENTAL REVIEW: Not a CEQA Project.

DOCUMENTS ATTACHMENTS:

Attachment A Surplus Property Resolution
Attachment B Surplus Forms

CITY OF ST. HELENA

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA DECLARING EQUIPMENT SURPLUS AND AUTHORIZING THE DISPOSAL AS REQUESTED BY THE FIRE AND PUBLIC WORKS DEPARTMENTS

RECITALS

A. **WHEREAS**, On January 12, 2021 City Council adopted St. Helena Policy P-FI-0021 Sale of Surplus Supplies, Equipment, or Personal Property Policy and Rescinding any Previous Policies or Administrative Memoranda which are Inconsistent with City Council Policy P-FI-0021; and
B. **WHEREAS,** the policy directs staff to periodically assess when supplies or equipment which are no longer used, have become obsolete or worn out to submit those items to be declared surplus and designate a disposal process; and
C. **WHEREAS**, items above $5,000 must be presented to the City Council for authorization of the disposal and disposal method; and
D. **WHEREAS,** approved methods of disposal include the following: Public Auction, Sealed Bids, Selling for Scrap, Negotiated Sale, or No Value Item, where the Purchasing Officer determines that specific supplies or equipment are surplus and of minimal value and can be disposed of; and
E. **WHEREAS**, Surplus property release forms have been received from the Fire Department requesting to declare two pieces of equipment as surplus; and
F. **WHEREAS,** Surplus property release forms have been received from the Public Works Department requesting to declare four pieces of equipment as surplus.

RESOLUTION

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

1. Declares the following list of equipment as surplus and approves the requested disposal method

2. Authorizes any funds received to be deposited into the vehicle maintenance replacement fund.

Operating Department	Item for Surplus	Value	Method of Distribution	Reasons for Surplus
Public Works	Dump Truck Vin#1FDWX36R08ED2368/2	$10,000	Public Auction	Mechanical estimate would be $8,000 to replace injectors.
Public Works	Tire Machine	$10,000	Public Auction	No use for this machine, service is outsourced
Public Works	Kubota KH-61Mini Excavator Vin#10822	$10,000	Public Auction	Age of equipment and no longer turns on/functions as necessary
Public Works – Water Treatment Plant	Deutz Trash Pump Serial 1108202 Model T6A3-F4L-HT	$10,000	Public Auction	No longer functions and cannot be repaired
Public Works – Water Treatment Plant	20212 Hyster H60XL Fork Lift Serial #A1771339503K	$10,000	Public Auction	Non-functioning, not repairable for reasonable cost
Fire	Brush 217, Year: 2006, Make: Chevrolet 3500 - Type 6, VIN: 1GCHK33DX7F181368, License plate no: 1163814	$15,000	Negotiated Sale	Due to age and lack of use.
Fire	Utility 217, Year: 2009, Make: Ford F350 – 1 ton Utility vehicle VIN:	$8,500	Negotiated Sale	Replacing due to age and excessive

	1FTWW31R19EA60151, License plate no: 1309816			carbon emissions.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Billy Summers: _____

Council Member Patrick Kenealy _____

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM

Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: Public Works

Item for Surplus: Deutz Trash Pump

Description of Surplus (make, model, VIN, etc.): Deutz , Serial 1108202, Model T6A3-F4L-HT

Reason for Surplus: Non-functioning

Was this asset procured through a State or Federal Agency? ☐ YES ☑ NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

_____
Originating Department Acknowledgement

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☑ Public Auction ☐ Sealed Bids

☐ Scrap ☐ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM
Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: Public Works

Item for Surplus: Dump Truck

Description of Surplus (make, model, VIN, etc.): Ford F-350
Vin# 1FDWX36R08ED23682

Reason for Surplus: Engine issues.

Was this asset procured through a State or Federal Agency? ☐ YES ☑ NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

_____
Originating Department Acknowledgement

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☑ Public Auction ☐ Sealed Bids

☐ Scrap ☐ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM
Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: Public Works

Item for Surplus: Tire Machine

Description of Surplus (make, model, VIN, etc.): Snap On tire machine

Reason for Surplus: City outsource for tire maintenance

Was this asset procured through a State or Federal Agency? ☐ YES ☑ NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

_____
Originating Department Acknowledgement

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☑ Public Auction ☐ Sealed Bids

☐ Scrap ☐ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM
Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: Public Works

Item for Surplus: Kubota mini Excavator

Description of Surplus (make, model, VIN, etc.): Kubota KH-61 Vin#10822

Reason for Surplus: Age of equipment and does not turn on.

Was this asset procured through a State or Federal Agency? ☐ YES ☑ NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

_____
Originating Department Acknowledgement

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☑ Public Auction ☐ Sealed Bids

☐ Scrap ☐ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM
Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: LSWTP WATER TREATMENT

Item for Surplus: DEUTZ TRASH PUMP

Description of Surplus (make, model, VIN, etc.): SERIAL: 1108202

MODEL: T6M3-F4L-HT

Reason for Surplus: NON-FUNCTIONING

Was this asset procured through a State or Federal Agency? ☐ YES ☑ NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

_____
Originating Department Acknowledgement

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☐ Public Auction ☐ Sealed Bids

☐ Scrap ☐ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM
Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: Fire Department _____

Item for Surplus: Utility 217,_____

Description of Surplus (make, model, VIN, etc.): _Year: 2009, Make: Ford F350 – 1 ton Utility vehicle VIN: 1FTWW31R19EA60151, License plate no: 1309816

Reason for Surplus: Due to age and excessive carbon emissions_____

Was this asset procured through a State or Federal Agency? ☐YES ☒NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

__Chief John Sorenson_____
Originating Department Acknowledgment

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☐ Public Auction ☐ Sealed Bids

☐ Scrap ☒ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

CITY OF ST. HELENA - SURPLUS PROPERTY RELEASE FORM
Surplus with an estimated value greater than $5,000 requires City Council Authorization Prior to Disposal

Originating Department: Fire Department _____

Item for Surplus: Brush 217_____

Description of Surplus (make, model, VIN, etc.): _ Year: 2006, Make: Chevrolet 3500 - Type 6 VIN: 1GCHK33DX7F181368, License plate no: 1163814

Reason for Surplus: Due to age and lack of use. _____

Was this asset procured through a State or Federal Agency? ☐YES ☒NO

If Yes, the Originating Department is responsible for obtaining said agencies disposal or surplus requirements in-place at the time of acquisition and are responsible to ensure the items are disposed of in accordance with said regulations.

Acknowledgement by the Originating Department that the requirements were obtained, and item(s) are being disposed of in accordance with said regulations:

__Chief John Sorenson_____
Originating Department Acknowledgment

Method of Distribution:

☐ Trade-In ☐ Return to Manufacturer ☐ Public Auction ☐ Sealed Bids

☐ Scrap ☒ Negotiated Sale ☐ No Value Item - Donation

Disposal of Surplus (supporting documentation is to be attached):

Date of Disposal: _____

Amount Sold/Traded or Value Amount for Donation: $_____

Date Funds Received: _____ Revenue Account: _____

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department:

DATE:	March 26, 2024
FROM:	Lesley Milton, Asst. to the City Manager
SUBJECT:	Approval of a resolution authorizing execution of a Professional Services Agreement with Coastland for engineering services associated with CIP Project W24-04 Water Distribution Fire Flow Improvements for a cost of $56,000 with a 10% contingency for a total not-to-exceed cost of $64,600.
RECOMMENDED ACTION:	Approval of the resolution authorizing execution of the contract with Coastland Engineering.
PREVIOUS COUNCIL ACTION:	In May 2023, the City Council adopted the 5-year Capital Improvement Program which included project W24-01 Water Distribution Fire Flow Improvements. In June 2023, the City Council authorized a Professional Services Agreement with Coastland for Engineering support services associated with Capital Improvement Projects.
STATEMENT OF THE PURPOSE:	The City desires to replace undersized water mains at various locations to improve fire flow as identified in the 2021 Integrated Utility Master Plan. This item is to authorize professional engineering services associated with providing plans, specifications and construction cost estimates for water main upsizing CIP improvements.
FINANCIAL IMPACT:	The Financial Impact is the contract amount of $56,000 plus a 10% contingency for any potential change orders that are identified for a total not to exceed amount of $64,600. This contract amount was approved as part of the FY 23-24 budget in the 5-year CIP and no additional funding is being requested.

BACKGROUND:

In May 2023, the City Council adopted the 5-year CIP which included CIP Project W24-04 for a total project cost of $468,000. Project W24-04 is to replace undersized water mains at various locations to improve fire flow as identified in the 2021 Integrated Utility Master Plan. This agenda item requests authorization to engage Coastland Engineers to provide professional engineering services to develop plans, specifications and construction cost estimates for water main upsizing CIP improvements at three locations. The new water mains will be 8-inch PVC water main and all existing water services within the limits of work will be replaced with new water services.

The attached proposal (Attachment B) includes improvements to three out of the four locations that are scheduled to be replaced this fiscal year described as follows:

PWFF-3: Vintage Avenue: This involves extending the existing dead end 8" main approximately 100 lineal feet westerly and connecting to the existing 12" water main on the west side of Hwy 29. This section of proposed main will cross under the Napa Valley Wine Train tracks and require either bore and jack or directional bore construction methods.

PWFF-8: Pine Street: This involves replacing/upsizing the existing 4" main to an 8" main, approximately 340 lineal feet in length.

PWFF-9: Fulton Lane: This involves replacing the existing 2" main with an 8" main as well as adding a
hydrant; approximately 440 lineal feet in length.

The new service line will extend out the back of the new meter box and be connected to the existing service line behind the existing water meter box. Existing meters will be transferred to the new meter box or new meters will be installed depending on the City's preference.

DISCUSSION:
The scope of work for this project will include four different tasks:

1. Background Information and Utility Coordination
2. Topographic Survey
3. 75% Improvement Plans, Specifications and Cost Estimates
4. 100% Design Plans, specifications and cost estimates

Task 1 Includes assembling background information, preliminary research and coordination with city staff to assemble available information pertaining to the project including as-built drawings, benchmark information, utility information, base maps, right-of-way data and additional pertinent information for the project. Additionally, Coastland would coordinate with outside utility companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. The City would be responsible for the Cal Trans encroachment permitting for this project.

Task 2 Topographic survey will include all necessary work to produce a topographic map, including features such as, but not limited to; edges of pavement, curb lines, water meters, sewer cleanouts, valves, manholes(including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway locations, sidewalks, trees six inches and larger, retaining walls and any other pertinent information that could apply to the project during design within the public right-of-way.

Task 3 includes preparation of a 75% submittal, which will include 75% drawings, preliminary engineer's estimate and draft specifications. The drawings will include the

plan and profiles for the water main replacement, water service replacements, and trench restoration details.

Task 4 incorporates all City comments on the 75% submittal and provides the City with electronic copies of the 100% plans, specifications and engineer's estimate for review to verify all comments have been addressed. Following the City's final review, Coastland will prepare final bid documents, including stamped and signed drawings and specifications which can then be used to solicit bids for construction.

This project is anticipated to take less than 4 months to complete.

Coastland Civil Engineering, LLP

Coastland Civil Engineering provides 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; 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 specializes in City Traffic Engineering, CIP projects, design, as well as plan and map review. Coastland has areas of specialty or knowledge of the City of St. Helena infrastructure that will be critical to assist with bringing this and other planned projects to completion and on schedule.

ENVIRONMENTAL REVIEW: Not a CEQA project

DOCUMENTS ATTACHMENTS:

20230326 Draft Resolution Coastland W24-04
20240326 Coastland Water Main Fire Flow

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 PROFESSIONAL SERVICES AGREEMENT WITH COASTLAND FOR ENGINEERING SERVICES ASSOCIATED WITH CIP PROJECT W24-04 WATER DISTRIBUTION FIRE FLOW IMPROVEMENTS FOR A COST OF $56,000 WITH A 10% CONTINGENCY FOR A TOTAL NOT-TO-EXCEED COST OF $64,600.00.

RECITALS

A. In May of 2023 the City Council adopted the 5-year CIP which included CIP Project W24-04 for a total project cost of $468,000.

B. Project W24-04 is to replace undersized water mains at various locations to improve fire flow as identified in the 2021 Integrated Utility Masterplan.

C. Coastland Engineers has provided a proposal to provide professional engineering services to develop plans, specifications and construction cost estimates for water main upsizing CIP improvements at three locations.

D. The scope of work for this project will include four different tasks: Background Information and Utility Coordination, Topographic Survey, 75% Improvement Plans, Specifications and Cost

Estimates, and 100% Design Plans, specifications and cost estimates

E. Coastland Civil Engineering has been contracting with the City since 1991 and specializes in City Traffic Engineering, CIP projects, design, as well as plan and map review.

F. Coastland has areas of specialty or knowledge of the City of St. Helena infrastructure that will be critical to assist with bringing this and other planned projects to completion and on schedule.

G. Coastland Engineers 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 contract with Coastland Engineers for an amount not-to-exceed $64,600 to conduct engineering tasks associated with CIP Project W24-04 Water Distribution Fire Flow Improvements with the scope attached to this resolution as Exhibit A.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Patrick Kenealy: _____

Council Member Billy Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
Water Main Fire Flow Improvements

This Agreement is made and entered into as of March 26, 2024 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Coastland Engineering a Limited Liability Corporation with its principal place of business at 1400 Natomas Avenue, Santa Rosa, CA 95404 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City is a public agency of the State of California and of needs professional services for the following project:

Engineering Services For Water Main Improvements to improve fire flow levels.

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for City to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "A."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of $56,000. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a

statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by City.

5. **Term of Performance**

The term of this Agreement shall be from **March 26, 2024** to **March 25, 2025** unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder according to the schedule established in the Scope of Work Exhibit A. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the City, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care; Performance of Employees

a. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

b. Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

9. Assignment and Subcontracting

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

11. Insurance. Consultant shall not commence work for the City until it has provided evidence satisfactory to the City it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

(1) Bodily Injury and Property Damage
(2) Personal Injury/Advertising Injury
(3) Premises/Operations Liability
(4) Products/Completed Operations Liability
(5) Aggregate Limits that Apply per Project
(6) Explosion, Collapse and Underground (UCX) exclusion deleted
(7) Contractual Liability with respect to this Agreement
(8) Property Damage
(9) Independent Contractors Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City, and provided that such deductibles shall not apply to the City as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give City, its officials, officers, employees, agents and City designated volunteers additional insured status.

(iv) Subject to written approval by the City, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the City as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the City and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

	Combined Single Limit
Commercial General Liability	$1,000,000 per occurrence/ $2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	$1,000,000 combined single limit
Employer's Liability	$1,000,000 per accident or disease
Professional Liability	$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the City at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the City at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the City or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to provide a waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in

excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(iii) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the City that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the City as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, City may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses,

liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. 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.

14. Safety.

Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

15. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. INTENTIONALLY DELETED

17. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a the Superior Court of California for the County of Napa.

18. Termination or Abandonment

a. City has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, City shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. City shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by City and Consultant of the portion of such task completed but not paid prior to said termination. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be

entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to City only in the event of substantial failure by City to perform in accordance with the terms of this Agreement through no fault of Consultant.

19. Ownership of Documents and Confidential Information.

a. All deliverables and other documents generated by Consultant in the performance of the Services, including all work papers, work-in-progress, designs, drawings, documents, data, computations, specifications, studies and reports prepared by Consultant as a part of the Services or authorized Additional Services ("Consultant Work Product") shall belong to and be subject to the sole ownership and use of City.

b. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, drawings and specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the City.

c. During the course of the performance of this Agreement, Consultant may receive written or verbal information from City, its representatives or agents, not in the public domain. Such information may include City's know how, trade secrets, and other proprietary and confidential information and Consultant agrees to treat such information as confidential information belonging to City. Consultant agrees that neither it, nor its officers, employees, representatives, agents, successors, or assigns, will disclose such information to any third party or use the same in any manner without the prior written consent of City. Moreover, Consultant agrees to safeguard such proprietary and confidential information from unauthorized disclosure and/or use using the same degree of care it uses to protect its own proprietary and confidential information, but not less than a reasonable standard of care. In the event that disclosure of such information is sought pursuant to any law or regulation, Consultant shall promptly notify City of such fact to allow City to assert whatever exclusions or exemptions may be available to it under applicable law or regulation.

20. Organization

Consultant shall assign a project manager prior to contract excution. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

22. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

CITY:	CONSULTANT:
City of St. Helena	Coastland Engineering
1088 College Avenue	1400 Natomas Avenue
St. Helena, CA 94574	Santa Rosa, CA 95404
Attn: Fire Chief	Attn: John Wagner

and shall be effective upon receipt thereof.

23. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

24. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

25. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of City and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

26. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

27. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of City. Any attempted assignment without such consent shall be invalid and void.

28. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

29. Time of Essence

Time is of the essence for each and every provision of this Agreement.

30. City's Right to Employ Other Consultants

City reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

31. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF ST. HELENA
AND WEST YOST ASSOCIATES**

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

CITY OF ST. HELENA	COATLAND ENGINEERING
By: _____	By: _____
Anil Comelo	John Wagner
City Manager	CEO

ATTEST:

By: _____
Cindy Tzafopoulos, City Clerk

EXHIBIT A

Scope of Services

March 8, 2024

Mario Traverso
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Subject: Proposal for Water CIP Improvements (PWFF - 3,8, & 9)

Dear Mario,

In response to your request, we are pleased to present this revised letter proposal for professional engineering services associated with providing plans, specifications, and construction cost estimates for water main upsizing CIP improvements. We have enjoyed working with the City and are excited about this opportunity to work on this important project.

PROJECT UNDERSTANDING AND APPROACH

The City desires to replace undersized water mains to improve fire flow as identified in the 2021 Integrated Utility Masterplan. This proposal includes improvements to three out of the four locations that are scheduled to be replaced this fiscal year described as follows:

PWFF-3: Vintage Avenue: This involves extending the existing dead end 8" main approximately 100 lineal feet westerly and connecting to the existing 12" water main on the west side of Hwy 29. This section of proposed main will cross under the Napa Valley Wine Train tracks and require either bore and jack or directional bore construction methods.

PWFF-8: Pine Street: This involves replacing/upsizing the existing 4" main to an 8" main, approximately 340 lineal feet in length.

PWFF-9: Fulton Lane: This involves replacing the existing 2" main with an 8" main as well as adding a hydrant; approximately 440 lineal feet in length.

New water mains will be 8-inch PVC water main and all existing water services will be replaced with new water services. The new service line will extend out the back of the new meter box and be connected to the existing service line behind the existing water meter box. Existing meters will be transferred to the new meter box or new meters will be installed depending on the City's preference.

Work within Highway 29 will require an encroachment permit from Caltrans. This will apply to the water main improvements at Vintage Avenue and Hwy 29 (PWFF-3). We understand the City will prepare and submit the encroachment permit application to Caltrans. Additionally, the City will coordinate with Napa Valley Wine Train for any encroachment permit or right of entry approvals at the train track crossing at Vintage Avenue.

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
420 Executive Court North, Ste. G
Fairfield, CA 94534
Tel: 707.702.1961

www.coastlandcivil.com

Based on our review of the project, we don't anticipate the need for easements or right-of-way acquisition. All work should be within City, Napa Valley Wine Train, and Caltrans right-of-way.

We are assuming the environmental documentation for this project will be a Categorical Exemption under the California Environmental Quality Act (CEQA). The City will be responsible for preparing any necessary environmental clearances.

The City desires to have construction documents prepared and finalized as soon as possible.

Based on this understanding, the following is our proposed scope of work:

SCOPE OF WORK

TASK 1 – PROJECT MEETINGS, PRELIMINARY RESEARCH AND COORDINATION

Meetings with City Representatives

We propose to meet with City staff to discuss project details, establish goals, review the project schedule and coordinate efforts. Included are the project kick-off meeting and two (2) progress design reviews (75%, and 100% submittals).

Background Information

We will assemble available City information pertaining to the project including as-built drawings, benchmark information, utility information, base maps, right-of-way data and additional pertinent information for the project.

We will take digital photos of the site and observe existing conditions in the field so we may be able to identify any unusual or special conditions that may affect the project design or construction.

Utility Coordination

We propose to coordinate with outside utility companies to ensure that all existing facilities, both underground and overhead, are identified accurately during the design phase. We will write letters to PG&E, AT&T, and Comcast informing them of the project and requesting their facility drawings.

TASK 2 – TOPOGRAPHIC SURVEY

Our subconsultant, Cinquini and Passarino, Inc. (CPI), will conduct the topographic survey of the project area. The work will include performing a ground topographic survey and prepare a map at 1" =20' scale with a one-foot contour interval.

Topographic survey will include all necessary work to produce a topographic map, including features such as, but not limited to; edges of pavement, curb lines, water meters, sewer cleanouts, valves, manholes (including rim, invert and pipe information), utility markings on the pavement, utility poles, driveway locations, sidewalks, trees six inches and larger, retaining walls and any other pertinent information that could apply to the project during design within the public right-of-way. Topographic survey will be provided on North American Vertical Datum of 1988, Geoid18 as established by GNSS observations. Topographic map will horizontally relate to California Coordinate System of 1983, Zone II, Epoch 2017.50.

TASK 3 – 75% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

Following our background research, including documentation gathering, utility coordination, topographic survey, and field review, we will prepare a 75% submittal, which will include 75% drawings, preliminary engineer's estimate and draft specifications. The drawings will include the plan and profiles for the water main replacement, water service replacements, and trench restoration details. The specifications will

include both the front end and technical specifications. The front end section will be based upon City-furnished boilerplate template documents.

Coastland | DCCM's Construction Manager will perform a review of the 75% documents and walk the site to ensure constructability. Through this review, we will help minimize claims and potential change orders as well as look for opportunities to save money by using alternate construction methods.

We will provide the City with electronic files of the 75% plans, specifications and estimate (PDF, MS Word and MS Excel formats as appropriate).

TASK 4 – 100% IMPROVEMENT PLANS, SPECIFICATIONS AND ESTIMATE

Following the City's review, we will address any comments on the 75% submittal and provide the City with electronic copies of the 100% plans, specifications and engineer's estimate for review to verify all comments have been addressed. Following the City's final review, we will prepare final bid documents, including stamped and signed drawings and specifications. The final approved drawings in electronic AutoCAD format, and all related files in MS Word, MS Excel, and PDF formats as appropriate will be provided to the City.

SCHEDULE

Coastland | DCCM is prepared to begin work upon receipt of a Notice to Proceed. Our first task will be to work with the City to finalize a project schedule and identify milestones of each task.

We have prepared a preliminary draft schedule included below for your information. Our preliminary schedule shows estimated completion dates of major milestones and having final documents ready by mid July 2024. This proposed preliminary schedule assumes a notice to proceed by mid-March 2024, a three-week City review period at the 75% submittal and a two-week review period at the 100% submittal.

St. Helena - 23/24 Water CIP - Design Schedule

Task	Task Description	Weeks	Mar-24	Apr-24	May-24	Jun-24	Jul-24
	Notice to Proceed	3/18/2024					
1	Project Meetings, Preliminary Research and Coordination	ongoing					
2	Topographic Survey	3 weeks					
3	75% PS&E	4 weeks					
~	City Review	3 weeks					
4	100% PS&E	3 weeks					
~	City Review	2 weeks					
5	Final Bid Documents	2 weeks					

March 8, 2024
Mr. Mario Traverso

EXCLUSIONS

The following work is not included in our proposal. However, Coastland | DCCM would be pleased to provide these services if the City desires:

- Caltrans and Napa Valley Wine Train Encroachment Permitting
- Environmental assessments or permitting.
- Low Impact Development (LID) design
- Boundary survey or right of way determination
- Easements, or preparation of associated documents.
- Public coordination and outreach.
- Bidding Assistance
- Construction Management or inspection assistance.

PROJECT FEE

As outlined in the attached work estimate, we propose to provide these services on a time and materials basis with a not-to-exceed budget of $56,000. The total amount we have specified is only for our described scope of work. If the City requests work to be performed outside the scope of work or if the scope of work changes, we reserve the right to renegotiate the cost for the additional work. Please note that we have estimated a budget of $250 for reimbursable costs. This amount is included in the above total and is for reimbursable costs that are typically billed on an as-incurred basis plus 15%.

We hope this proposal meets your expectations. If you have any questions regarding this proposal, you can reach John at (707) 636-7023 wanger@coastlandcivil.com or Heidi at (707) 636-7002 utterback@coastlandcivil.com. We thank you for this opportunity and look forward to working with you.

Sincerely,
Coastland Civil Engineering, LLP

John Wanger, PE
CEO

Heidi Utterback, PE
Principal, Engineering Services Manager

Attachments: Work Estimate

March 8, 2024
Mr. Mario Traverso

COASTLAND | DCCM

WORK ESTIMATE

Water CIP Improvements (PWFF - 3,8, & 9)	Engineering Design Services	City of St. Helena

Task Information									Hours & Cost	
	TASK	Principal Engineer	Supervising Engineer	Assistant Engineer	Junior Engineer	Construction Manager	Admin	Cinquini & Passarino, Inc	TOTAL HOURS	TOTAL FEE
		$235	$210	$175	$145	$200	$110			
1	**Project Meetings, Preliminary Research and Coordination**									
	Kick off Meeting	2	2						4	$890
	Design Progress Meetings (2)		4						4	$840
	Background Information		2	6	6				14	$2,340
	Utility Coordination			2	6				8	$1,220
	Subtotal								**30**	**$5,290**
2	**Topographic Survey**									
	Topographic Survey		2	4				$13,915.00	6	$15,035
	Subtotal								**6**	**$15,035**
3	**75% Improvement Plans, Specifications and Estimate**									
	75% Plans	2	12	50	30				94	$16,090
	75% Specifications		4	8	6		2		20	$3,330
	Engineer's Estimate		1	2	4				7	$1,140
	QA/QC	4				4			8	$1,740
	Subtotal								**129**	**$22,300**
4	**100% Improvement Plans, Specifications and Estimate**									
	Final Plans	1	8	32	16				57	$9,835
	Final Specifications		1	4	4		1		10	$1,600
	Engineer's Estimate		1	1	3				5	$820
	QA/QC	2				2			4	$870
	Subtotal								**76**	**$13,125**
	Direct Costs (repro, mileage, etc.)									**$250**
	Total Cost	**11**	**37**	**109**	**75**	**6**	**3**	**$13,915**	**241**	**$56,000**

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	March 26, 2024
FROM:	Mario Traverso, Project Manager
SUBJECT:	Consideration and proposed adoption of a Resolution approving the plans and specifications for the R24-79 Pavement Restoration Project and authorizing the advertisement for bids.
RECOMMENDED ACTION:	Approve the Resolution
PREVIOUS COUNCIL ACTION:	The R24-79 Pavement Restoration Project is included in the City's FY 2024-2028 CIP which was approved by City Council on June 13, 2023. The 5-Year Pavement Management Plan was approved by City Council on December 11, 2023.
STATEMENT OF THE PURPOSE:	The Purpose of the R24-79 Pavement Restoration Project is to maintain and improve the City's transportation and pavement assets in accordance with the Capital Improvement Program and the Pavement Management Program.
FINANCIAL IMPACT:	There is no fiscal impact from the requested Council action.

BACKGROUND:

The City of St. Helena is responsible for the maintenance and restoration of public streets within the City limits. On June 13, 2023, City Council adopted the Capital Improvement Program (CIP) which includes an annual pavement restoration project defined according to the City's approved *Five-Year Pavement Management Plan*. Project R24-79 represents year one of the current five-year plan. Preliminary design, specifications and estimate have been prepared by Coastland Consulting Engineers in collaboration with Public Works engineering staff. Staff request City Council to review and approve the proposed scope and plans for the project and authorize the project for bidding.

DISCUSSION:

This project is the City's annual pavement restoration and maintenance project. Specifically, this project includes new pavement, ADA improvements, re-striping, drainage improvements and new active transportation components. These improvements do not expand or increase the existing street capacities. The intent of the project is to implement the improvements of year one as defined by the *Five-Year*

Pavement Management Plan within the City of St. Helena and improve on pedestrian and planned active transportation facilities when feasible.

The R24-79 Pavement Restoration project includes the following street segments and pavement restoration treatment types:

Street Segment	Pavement Treatment Type
Sylvaner Neighborhood	2" Overlay
Pratt Avenue	2" Overlay
Birch Avenue	2" Overlay
Edwards Street	2" Overlay
Hunt Avenue	2" Overlay
Spring Street	2" Overlay

The 2022 *State of California Department of Transportation; Standard Plans and Specifications* serve as the project's technical specifications.

The design has been reviewed by the Director of Public Works/City Engineer. Per the City of St. Helena Municipal Code Section 3.04.210(c), the construction costs are expected to be above $200,000 and will require City Council approval and adopting of the plans and specifications prior to advertisement.
Upon approval of the resolution approving plans and specifications and authorizing advertisement for bids, the City is prepared to advertise the bid package. The bid award would be scheduled for City Council approval in April. The commencement of work would be anticipated to begin July 1, 2024.

During the course of construction, the City will make the determination to expand the scope of work for the Pavement Restoration project to include other immediate needs.

The R24-79 Pavement Restoration project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use.

The R24-79 Pavement Restoration Project Plans will be available for review at the Public Works Department at 1088 College Avenue and at the City of St. Helena website.

ENVIRONMENTAL REVIEW: None

DOCUMENTS ATTACHMENTS:

Attachment 1 - Resolution
Attachment 2 - Plans

Attachment 3 - Estimate

CITY OF ST. HELENA

RESOLUTION NO. 2024 -

Finding the R24-79 Pavement Restoration Project Exempt from CEQA; Approving and adopting the project plans; and Authorizing the Bid Request for the R24-79 Pavement Restoration Project

RECITALS

A. The City of St. Helena is responsible for maintenance of public streets within the City limits; and

B. On December 11, 2023 City Council approved the Pavement Management Plan and the five-year list of projects under Measure T Program that designated the scope of the R24-79 Pavement Restoration Project; and

C. The R24-79 Pavement Restoration Project includes maintenance of existing streets including full depth asphalt concrete repairs, pavement grinding, overlay, traffic striping, sidewalk replacement, curb and gutter repairs, and curb ramp upgrades, which does not expand or increase the existing street capacity; and

D. The Project Plans for R24-79 have been prepared by Coastland Consulting Engineers and City Engineering Staff, reviewed by the City Engineer, and presented for approval and authorization to bid.

RESOLUTION

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

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

2. The Project Plans are available on the City of St. Helena's website and for viewing at St. Helena Public Works, 1088 College Avenue, and such Project Plans are hereby approved; and
3. The Public Works Director/City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Dohring: _____

Vice Mayor Hall: _____

Councilmember Chouteau:_____

Councilmember Kenealy: _____

Councilmember Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

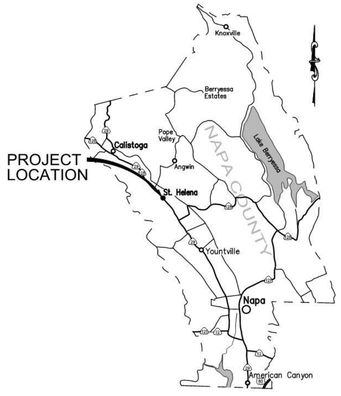
PLANS FOR :

CITY OF ST. HELENA
FY 24-25 PAVEMENT RESTORATION PROJECT

MARCH 2024

FOR THE

CITY OF ST. HELENA
NAPA COUNTY, CALIFORNIA



VICINITY MAP
NOT TO SCALE



LOCATION MAP
NTS

INDEX OF SHEETS

Sheet No.	Sheet Title
1	COVER SHEET
2	ABBREVIATION, LEGEND, AND GENERAL NOTES
3	CONSTRUCTION DETAILS 1
4	CONSTRUCTION DETAILS 2
5	SYLVANER AVENUE SITE PLAN 1
6	SYLVANER AVENUE SITE PLAN 2
7	PINOT WAY SITE PLAN
8	CHABLIS CIRCLE SITE PLAN
9	COLOMBARD COURT & CHARDONNAY WAY SITE PLAN
10	BIRCH AVENUE & EDWARDS STREET SITE PLAN
11	SPRING STREET SITE PLAN
12	HUNT AVENUE SITE PLAN
13	PRATT AVENUE SITE PLAN 1
14	PRATT AVENUE SITE PLAN 2
15	PRATT AVENUE SITE PLAN 3
16	CURB RAMP DETAILS – SYLVANOR AVE & PINOT WAY SITE PLAN
17	CURB RAMP DETAILS – SYLVANOR AVE & PINOT WAY GRADING PLAN
18	CURB RAMP DETAILS – PINOT WAY & CHABLIS CIR SITE PLAN
19	CURB RAMP DETAILS – PINOT WAY & CHABLIS CIR GRADING
20	CURB RAMP DETAILS – PINOT WAY & CHABLIS CT SITE PLAN
21	CURB RAMP DETAILS – PINOT WAY & CHABLIS CT GRADING PLAN
22	CURB RAMP DETAILS – POPE & EDWARDS ST SITE PLAN
23	CURB RAMP DETAILS – POPE & EDWARDS ST GRADING PLAN
24	CURB RAMP DETAILS – SPRING ST & CRANE AVE SITE PLAN
25	CURB RAMP DETAILS – SPRING ST & CRANE AVE GRADING PLAN

COASTLAND | DCCM
1400 Neotomas Avenue
Santa Rosa, CA 95405
707.571.8005 | coastlandcivil.com

IAN BRONSWICK, RCE C90420 DATE

REGISTERED PROFESSIONAL ENGINEER – IAN BRONSWICK – No. C90420 – CIVIL – STATE OF CALIFORNIA

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

CITY OF ST. HELENA
APPROVED DATE

JOSEPH LEACH
PUBLIC WORKS DIRECTOR /CITY ENGINEER

PROJECT NUMBER 07-5162
DRAWING DATE MARCH 2024
DRAWING NUMBER 1 OF 25

FY 24-25 PAVEMENT RESTORATION

ORIG DATE

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

0 1 2 3

Image: \\DC Signature-Box.jpg,637472.jpg Refs: C:\E-DRIVE\DCS STAMP-COVER.dwg,637592 - TITLEBLOCK.dwg,637592 - St Helena Bmap.dwg,LTE_ENGINEERS NAMES.jpg,637472.jpg,637592 Plotted: Mar 05, 2024 at 3:36 PM by JOSE SEGT Pw: C:\Job 3\Projects\07052 FY 24-25 Pavement Restoration\07052-Civil.dwg Layout: Sheet1 CADD USER:

ABBREVIATIONS:

AC	ASPHALT CONCRETE	PCC	POINT OF COMPOUND CURVE
BC	BEGIN CURVE	PED	PEDESTRIAN
BRC	BEGIN REVERSE CURVE	PPB	PEDESTRIAN PUSH BUTTON
BSW	BACK OF SIDEWALK	PVI	POINT OF VERTICAL INTERSECTION
BVC	BEGIN VERTICAL CURVE	PVC	POLYVINYL CHLORIDE
CB	CATCH BASIN	OH	OVERHEAD UTILITY
C&G	CURB & GUTTER	R.C.	RELATIVE COMPACTION
CI	CAST IRON	RCP	REINFORCED CONCRETE PIPE
CL	CENTERLINE	R&R	REMOVE & REPLACE
CLC	CONTROL LINE COORDINATE	RMC	RIGID METALLIC CONDUIT
CMP	CORRUGATED METAL PIPE	RT	RIGHT
CO	CLEANOUT	SD	STORM DRAIN
CONC	CONCRETE	SDMH	STORM DRAIN MANHOLE
CR	CURB RETURN	SS	SANITARY SEWER
DET	DETECTOR	SS LAT	SANITARY SEWER LATERAL
DI	DROP INLET	SSMH	SANITARY SEWER MANHOLE
DWY	DRIVEWAY	SSCO	SANITARY SEWER CLEANOUT
EC	END CURVE	STL	STEEL PIPE
ELEV	ELEVATIONS	STD	STANDARD
EP	EDGE OF PAVEMENT	SW	SIDEWALK
EX,(E)	EXISTING	TOB	TOP OF BANK
FC	FACE OF CURB	TC	TOP OF CURB
FG	FINISHED GRADE	TEL	TELEPHONE
FL	FLOW LINE	TG	TOP OF GRATE
FLG	FLOW LINE OF GUTTER	TS	TRAFFIC SIGNAL
FSW	FRONT OF SIDEWALK	TYP	TYPICAL
G	GAS	UG	UNDERGROUND
GB	GRADE BREAK	VLT	VAULT
G SER	GAS SERVICE	VAR	VARIES
HDPE	HIGH-DENSITY POLYETHYLENE	WM	WATER MAIN
IG	INVERT GRADE	WS	WATER SERVICE
INV	INVERT GRADE	WTR, W	WATER
LF	LINEAR FEET	< PT	ANGLE POINT
LG	LIP OF GUTTER		
LT	LEFT		

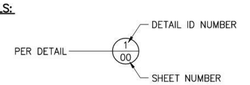
LEGEND

DESCRIPTION OF LINETYPE	PROPOSED	EXISTING
PROPERTY LINE	N/A	
EASEMENT	N/A	
FLOWLINE	N/A	
CENTERLINE/CONTROL LINE	N/A	
CHAIN LINK FENCE	N/A	
WOOD FENCE	N/A	
WIRE FENCE	N/A	
WATER MAIN PIPE	N/A	6" W 6" W
SANITARY SEWER PIPE	N/A	SS SS
LIMITS OF GRADING		N/A
GAS LINE	N/A	G G
TELEPHONE LINE/CONDUIT	N/A	T T
ELECTRICAL LINE/CONDUIT	N/A	E E
OVERHEAD UTILITY	N/A	(NOT SHOWN)

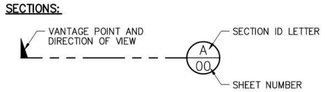
DESCRIPTION OF SYMBOL	PROPOSED	EXISTING
CONCRETE SURFACE		
WATER MAIN GATE VALVE	N/A	
WATER METER	N/A	
FIRE HYDRANT	N/A	
SANITARY SEWER MANHOLE	N/A	
SANITARY SEWER CLEANOUT	N/A	
STORM DRAIN MANHOLE	N/A	
STORM DRAIN CURB INLET/CATCH BASIN	N/A	
STORM DRAIN DROP INLET	N/A	
ROADSIDE SIGN		
STREET LIGHT	N/A	
TREE AND DRIP LINE	N/A	
SURVEY CONTROL POINT	N/A	
JOINT UTILITY POLE	N/A	
ADDRESS	N/A	24

DETAIL AND SECTION CALLOUTS

DETAILS:



SECTIONS:



GENERAL NOTES

1. EXCAVATIONS OVER FIVE FEET (5') DEEP REQUIRE AN EXCAVATION PERMIT FROM THE STATE DEPARTMENT OF INDUSTRIAL SAFETY.
2. CONTRACTOR SHALL CALL "USA NORTH" AT 811 OR (800) 642-2444 AT LEAST ONE (1) WEEK PRIOR TO START OF CONSTRUCTION FOR LOCATING UNDERGROUND UTILITIES.
3. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS, AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.
4. UNAUTHORIZED CHANGES & USES: THE ENGINEER PREPARING THESE PLANS WILL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ALL CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARER OF THESE PLANS.
5. NOTICE TO CONTRACTORS: THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY LINES OR STRUCTURES SHOWN ON THESE PLANS WERE OBTAINED BY A SEARCH OF AVAILABLE RECORDS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS. OVERHEAD UTILITIES ARE NOT SHOWN ON THE PLANS. AS A PART OF THEIR PRE-BID INSPECTION, BIDDERS SHALL NOTE THE TYPE AND LOCATION OF OVERHEAD UTILITIES IN THE WORK AREA AND SHALL INCLUDE PROVISIONS FOR WORKING IN THOSE AREAS. NO ADDITIONAL COMPENSATION WILL BE ALLOWED.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES TO CITY OR PRIVATE PROPERTY OR OTHER UTILITIES CAUSED BY HIS OPERATIONS. ALL IRRIGATION LINES AND COMPONENTS DISTURBED BY CONSTRUCTION SHALL BE REPAIRED AND RESTORED TO WORKING CONDITION. ANY DAMAGED LAWN OR LANDSCAPING OUTSIDE OF THE WORK LIMITS SHALL BE REPLACED.
7. THE CONTRACTOR SHALL MAINTAIN REASONABLE ACCESS TO THE SITE AND MINIMIZE CLOSURE TIME OF DRIVEWAYS DURING CONSTRUCTION. MAIL SERVICE SHALL BE MAINTAINED THROUGHOUT THE COURSE OF THIS PROJECT. THE U.S. POSTAL SERVICE SHALL HAVE UNINTERRUPTED ACCESS TO MAILBOXES AT ALL TIMES.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OFF-SITE DISPOSAL OF ALL PAVEMENT, CONCRETE AND REINFORCEMENT, AND SPOILS NOT NEEDED FOR BACKFILL AS REQUIRED BY THE ENGINEER AND PER THE SPECIFICATIONS.
9. ALL EXCAVATIONS OR TRENCHES IN PAVED AREAS SHALL REQUIRE SAW CUTTING IN A NEAT AND UNIFORM MANNER.
10. PRIOR TO THE START OF CONSTRUCTION THE CONTRACTOR SHALL PROVIDE THE CITY OF ST. HELENA PUBLIC WORKS DEPARTMENT A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

CONSTRUCTION NOTE DESIGNATIONS

(D1) = DRAINAGE AND RELATED ITEMS CONSTRUCTION NOTES.

(R1) = ROADWAY AND RELATED ITEMS CONSTRUCTION NOTES.

(T1) = STRIPING AND RELATED ITEMS CONSTRUCTION NOTES.

BENCHMARK

CINQUINI & PASSARINO CONTROL POINT NO. 1, BEING A SET CUT 'X' ON TOP OF CURB ALONG SYLVANER AVENUE AS SHOWN HEREON. ELEVATION = 307.24' (NAVD 88)

THE ORTHOMETRIC ELEVATIONS SHOWN HEREON ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 1988) AND WERE DETERMINED BY STATIC GPS TIES TO CGPS STATIONS P201 & P202, WITH PUBLISHED ELLIPSOIDAL HEIGHTS OF P201=1147.759' AND P202=1917.924'., IN ADDITION TO APPLYING THE NGS GEOID HEIGHT MODEL "GEOID2018".

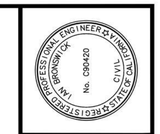
BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS THE CALIFORNIA COORDINATE SYSTEM, ZONE 2, NAD 83, EPOCH 2017.50 AS DETERMINED LOCALLY BY A LINE BETWEEN CONTINUOUS GLOBAL POSITIONING SYSTEMS (CGPS) STATION P201 AND STATION P202; BEING SOUTH 42°46'39" EAST AS DERIVED FROM GEODETIC VALUES PUBLISHED BY THE CALIFORNIA SPATIAL REFERENCE CENTER (CSRC).

SURVEYOR'S STATEMENT

THIS MAP REPRESENTS A FIELD SURVEY MADE BY ME OR UNDER MY DIRECTION ON JANUARY 16, 2024 AND REPRESENTS THE VISUAL SURFACE CONDITIONS AS OF AFORESAID DATE.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024



PREPARED UNDER THE DIRECTION OF
IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

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FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

ABBREVIATION, LEGEND, AND GENERAL NOTES

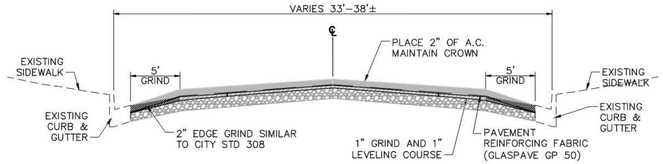
PROJECT NUMBER
07-5162

DRAWING DATE
JANUARY 2024

SHEET NUMBER
2 OF 25

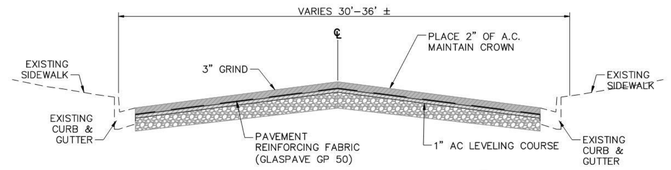
FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES 0 1 2 3

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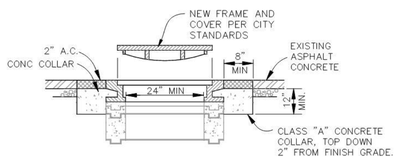
TYPICAL OVERLAY SECTION — 1 / -

NOT TO SCALE

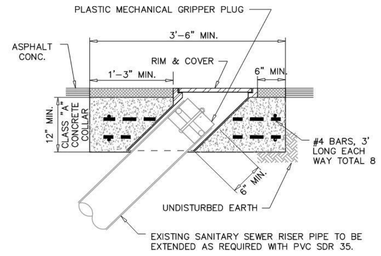


TYPICAL OVERLAY SECTION — 2 / -

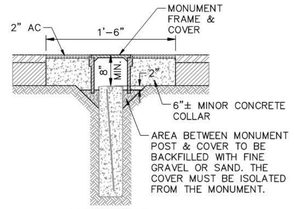
NOT TO SCALE



MANHOLE IN ASPHALT CONCRETE



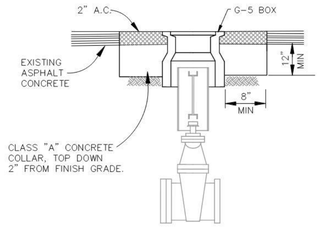
SEWER CLEANOUT



MONUMENT

NOTES:

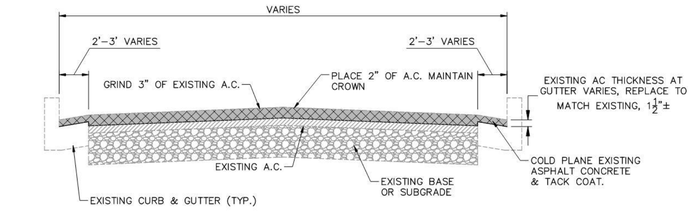
1. ELIMINATE 2" ASPHALT CONCRETE AND INSTALL 12" CONCRETE COLLAR WHERE APPURTENANCES ARE LOCATED IN CONCRETE SIDEWALK.
2. CONCRETE COLLAR SHALL SET FLUSH AND MEET THE FINISH GRADING PLAN AS SHOWN ON THE CURB RAMP DETAILS.



VALVE IN ASPHALT CONRETE

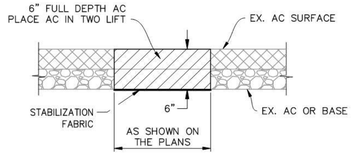
ADJUST TO GRADE EXISTING APPURTENANCES — 5 / -

NOT TO SCALE



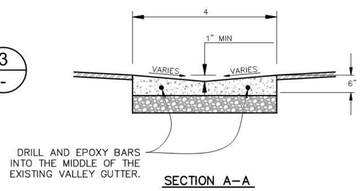
TYPICAL GRIND AND RESURFACE SECTION - EDWARDS AVE — 3 / -

NOT TO SCALE

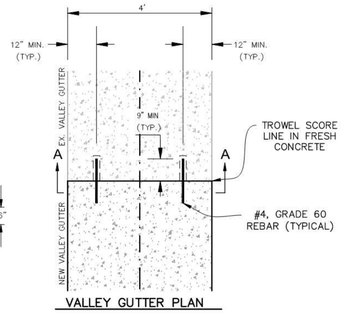


DIGOUT DETAIL — 4 / -

NOT TO SCALE



SECTION A–A



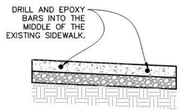
VALLEY GUTTER PLAN

NOTES:

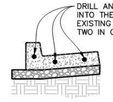
1. REINFORCING BARS SHALL BE MINIMUM GRADE 60 AND SHALL CONFORM TO SECTION 52, "REINFORCEMENT" OF THE CALTRANS STANDARD SPECIFICATIONS.
2. EPOXY USED FOR BONDING REINFORCING BARS TO EXISTING CONCRETE SHALL CONFORM TO THE REQUIREMENTS OF SECTION 95, EPOXY AND SECTION 95-2.03, "EPOXY RESIN ADHESIVE FOR BONDING NEW CONCRETE TO OLD CONCRETE" OF THE CALTRANS STANDARD SPECIFICATIONS.

6 / - CONCRETE VALLEY GUTTER

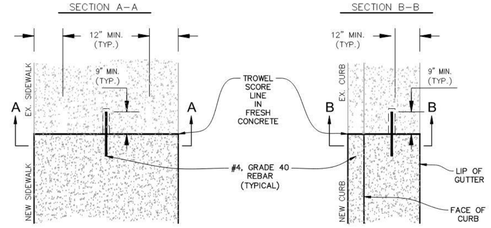
NOT TO SCALE



SECTION A–A



SECTION B–B



SIDEWALK PLAN

CURB PLAN

NOTES:

1. CURB AND GUTTER AND SIDEWALK CONSTRUCTION SHALL CONFORM TO CITY STANDARD 310 & 315.
2. ALL SOFT OR SPONGY SUB-GRADE MATERIAL SHALL BE REMOVED AND REPLACED WITH SUITABLE MATERIAL AS REQUIRED BY THE ENGINEER.
3. REINFORCING BARS SHALL BE MINIMUM GRADE 40 AND SHALL CONFORM TO SECTION 52, "REINFORCEMENT" OF THE CALTRANS STANDARD SPECIFICATIONS.
4. EPOXY USED FOR BONDING REINFORCING BARS TO EXISTING CONCRETE SHALL CONFORM TO THE REQUIREMENTS OF SECTION 95, EPOXY AND SECTION 95-2.03, "EPOXY RESIN ADHESIVE FOR BONDING NEW CONCRETE TO OLD CONCRETE" OF THE CALTRANS STANDARD SPECIFICATIONS.
5. SIDEWALK SHALL BE SAWCUT AND REMOVED TO THE NEAREST CONTROL JOINT (SCORE, EXPANSION OR WEAKENED PLANE JOINT). CURB AND GUTTER SHALL BE SAWCUT AND REMOVED TO THE NEAREST CONTROL JOINT WHEN PRACTICAL AS DIRECTED BY THE ENGINEER.
6. WHEN TYING INTO EX. CURB AND GUTTER, THE EX. CURB AND GUTTER SHALL BE DOWELED WITH THREE #4 BARS WITH A MINIMUM OF 9-INCHES OF EMBEDMENT LENGTH.

SIDEWALK, CURB, AND GUTTER REPLACEMENT DETAILS — 7 / -

NOT TO SCALE

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSWICK
No. C90420
CIVIL
REGISTERED PROFESSIONAL ENGINEER
STATE OF CALIFORNIA

PREPARED UNDER THE DIRECTION OF IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

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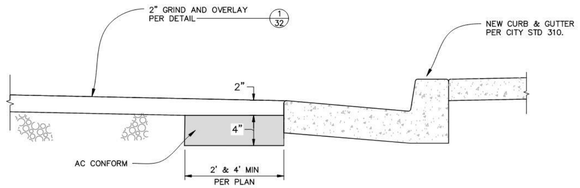
FY 24-25 PAVEMENT RESTORATION PROJECT
CALIFORNIA
ST. HELENA

CONSTRUCTION DETAILS "1"

PROJECT NUMBER 07-5162
DRAWING DATE JANUARY 2024
SHEET NUMBER 3 OF 25

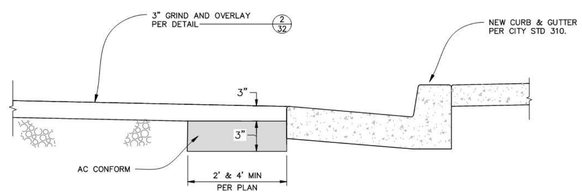
FOR REDUCED PLANS, THE 0 1 2 3
ORIGINAL SCALE IS IN INCHES

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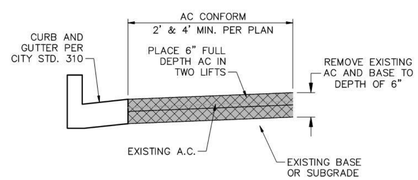
1 - AC CONFORM FOR NEW CURB AND GUTTER AT 2" GRIND AND RESURFACE

NOT TO SCALE



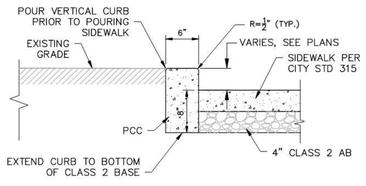
2 - AC CONFORM FOR NEW CURB AND GUTTER AT 3" GRIND AND RESURFACE

NOT TO SCALE



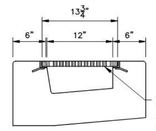
3 - AC CONFORM FOR NEW CURB AND GUTTER

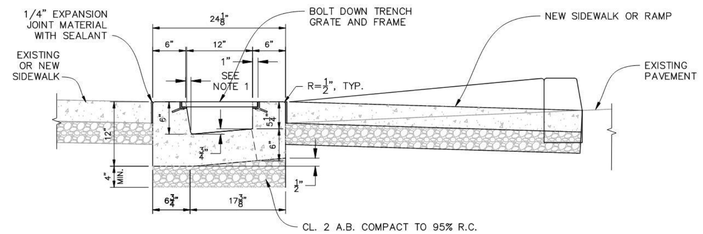
NOT TO SCALE



4 - VERTICAL CURB AT SIDEWALK DETAIL

NOT TO SCALE





NOTES:

1. CONFORM TO BATTER AT EXISTING CURBS.

5 - 12" TRENCH DRAIN DETAIL

NOT TO SCALE

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

0 1 2 3

Path: F:\Civil 3D Projects\07052\FY 24-25 Pavement Restoration\DWG\07052_Cvr.dwg Layout Name: CONSTRUCTION DETAILS (2) Plot Date: Mar 19, 2024 at 09:36 am

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY: AJM/PDT/SF

DRAWN BY: AJM/PDT/SF

REVIEWED BY: IB

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Santa Rosa, CA 95405
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FY 24-25 PAVEMENT RESTORATION PROJECT

CALIFORNIA

ST. HELENA

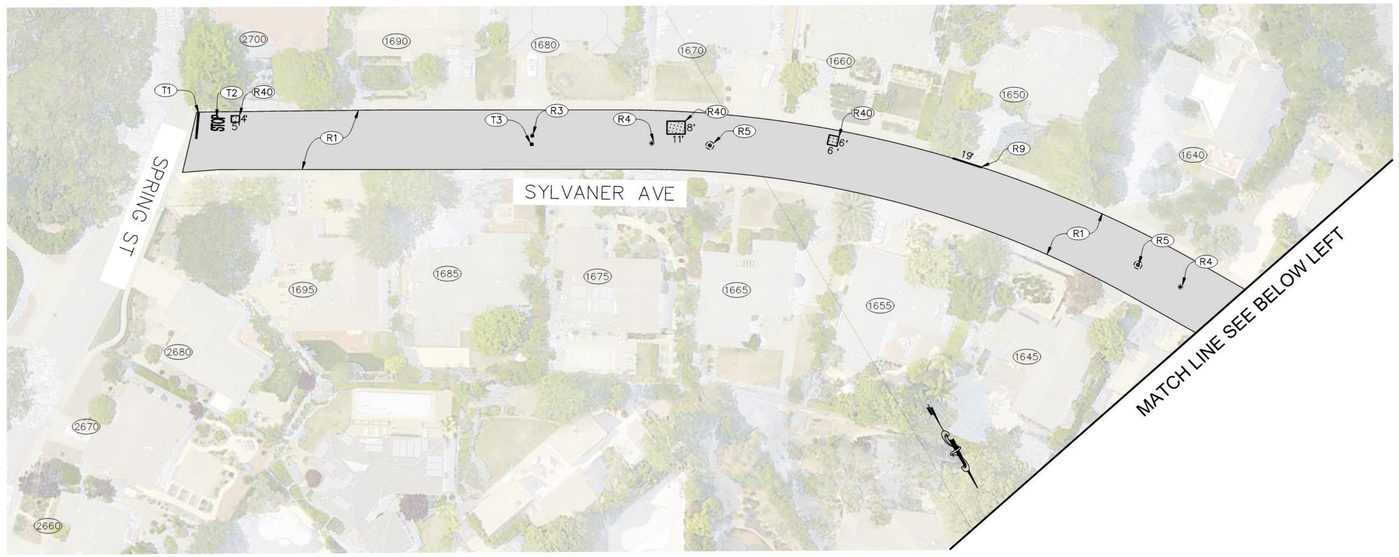
CONSTRUCTION DETAILS "2"

PROJECT NUMBER 07-5162

DRAWING DATE JANUARY 2024

SHEET NUMBER 4 OF 25

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024





CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R6) ADJUST SANITARY SEWER CLEANOUT FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R9) REMOVE AND REPLACE CURB AND GUTTER PER CITY STD 310 AND DETAIL. — 3/4
- (R40) CONSTRUCT DIGOUT PER DETAIL APPROXIMATE LOCATION SHOWN ON PLAN. FINAL LOCATION TO BE MARKED IN THE FIELD BY ENGINEER. — 4/3
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T2) INSTALL WHITE THERMOPLASTIC "STOP" MARKING PER CALTRANS STD PLAN A24D.
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES
0 1 2 3

Path: F:\Civil 3D Projects\07562 FY 24-25 Pavement Restoration\DWG\07562_SP.dwg Layout Name: SYLVANER AVE Plot Date: Mar 01, 2024 at 09:36 am

IAN BRONSMICK
No. C90420
REGISTERED PROFESSIONAL ENGINEER
CIVIL
STATE OF CALIFORNIA

PREPARED UNDER THE DIRECTION OF IAN BRONSMICK, RCE C90420 DATE

DESIGNED BY	DRAWN BY	REVIEWED BY
AJM/PDT/SF	AJM/PDT/SF	IB

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Santa Rosa, CA 95405
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FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

SYLVANER AVE
SITE PLAN "1"

PROJECT NUMBER
07-5162

DRAWING DATE
JANUARY 2024

SHEET NUMBER
5 OF 25

CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R34) INSTALL ADA CLASS C CURB RAMP PER CALTRANS STD PLAN A88A.
- (R35) PRESERVE & PROTECT EXISTING LANDSCAPING ANY DAMAGED MATERIAL TO BE REPLACED IN KIND.
- (R40) CONSTRUCT DIGOUT PER DETAIL APPROXIMATE LOCATION SHOWN ON PLAN. FINAL LOCATION TO BE MARKED IN THE FIELD BY ENGINEER — 4/3
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T2) INSTALL WHITE THERMOPLASTIC "STOP" MARKING PER CALTRANS STD PLAN A24D.
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.

GRAPHIC SCALE

0 20 40 80

(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSWICK
No. C90420
CIVIL
REGISTERED PROFESSIONAL ENGINEER
STATE OF CALIFORNIA

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

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FY 24-25 PAVEMENT RESTORATION PROJECT

CALIFORNIA

ST. HELENA

SYLVANER AVENUE
SITE PLAN "2"

PROJECT NUMBER
07-5162

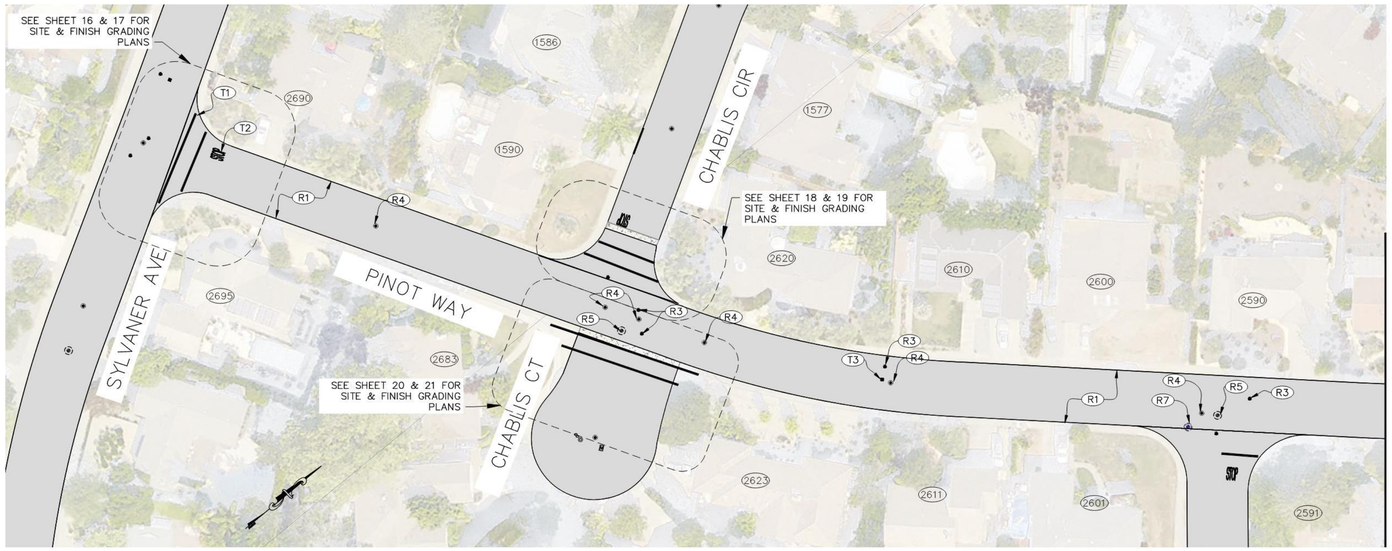
DRAWING DATE
JANUARY 2024

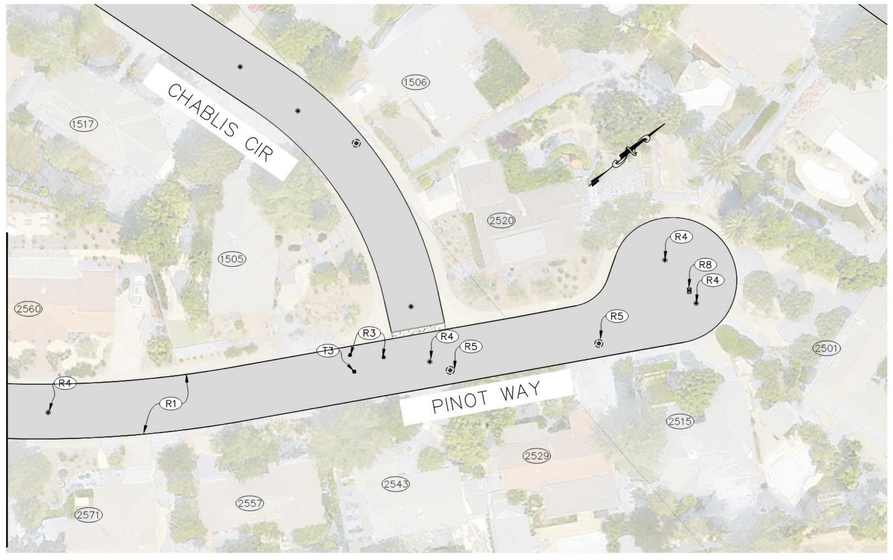
SHEET NUMBER
6 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

0 1 2 3

Path: F:\Civil 3D Projects\07562 FY 24-25 Pavement Restoration\DWG\07562_SP.dwg Layout Name: SYLVANER AVE (2) Plot Date: Mar 01, 2024 at 01:36 pm





CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R7) ADJUST STORM DRAIN MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R8) ADJUST WATER METER BOX AND COVER TO FINISH GRADE
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T2) INSTALL WHITE THERMOPLASTIC "STOP" MARKING PER CALTRANS STD PLAN A24D.
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE 0 1 2 3 ORIGINAL SCALE IS IN INCHES

Path: F:\Civil 3D Projects\07565 FY 24-25 Pavement Restoration\DWG\07565_SP.dwg Layout Name: PINOT WAY Plot Date: Mar 01, 2024 at 01:36 pm

PREPARED UNDER THE DIRECTION OF

IAN BRONSMICK, RCE C90420 DATE

DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

IAN BRONSMICK — No. C90420 — CIVIL — REGISTERED PROFESSIONAL ENGINEER — STATE OF CALIFORNIA

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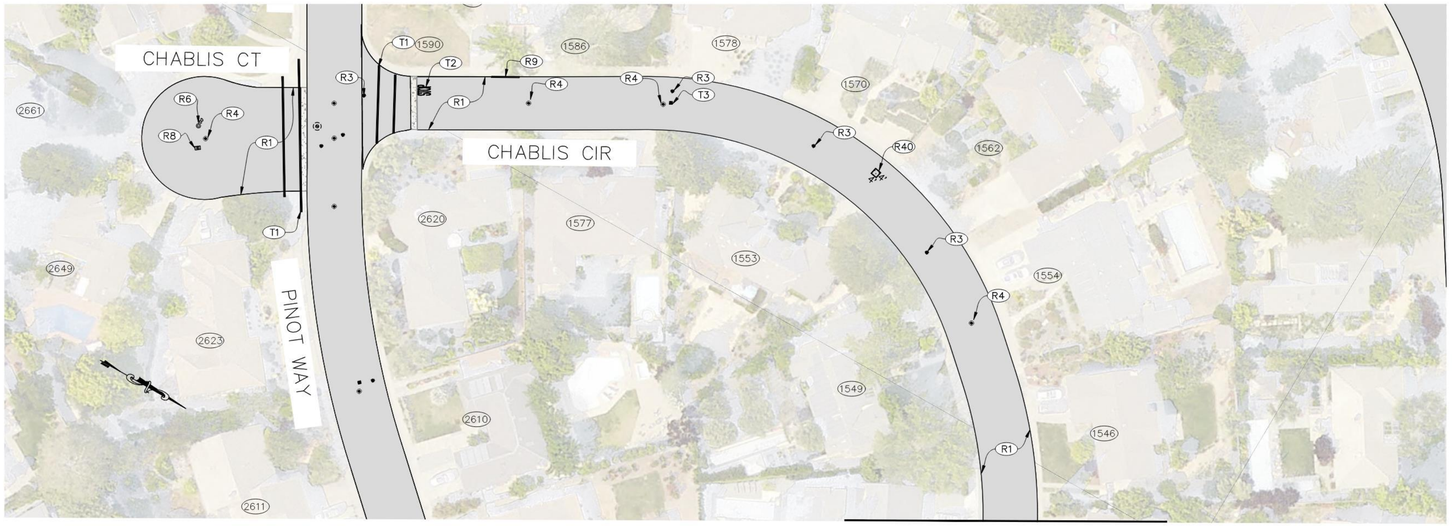
FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

PINOT WAY
SITE PLAN

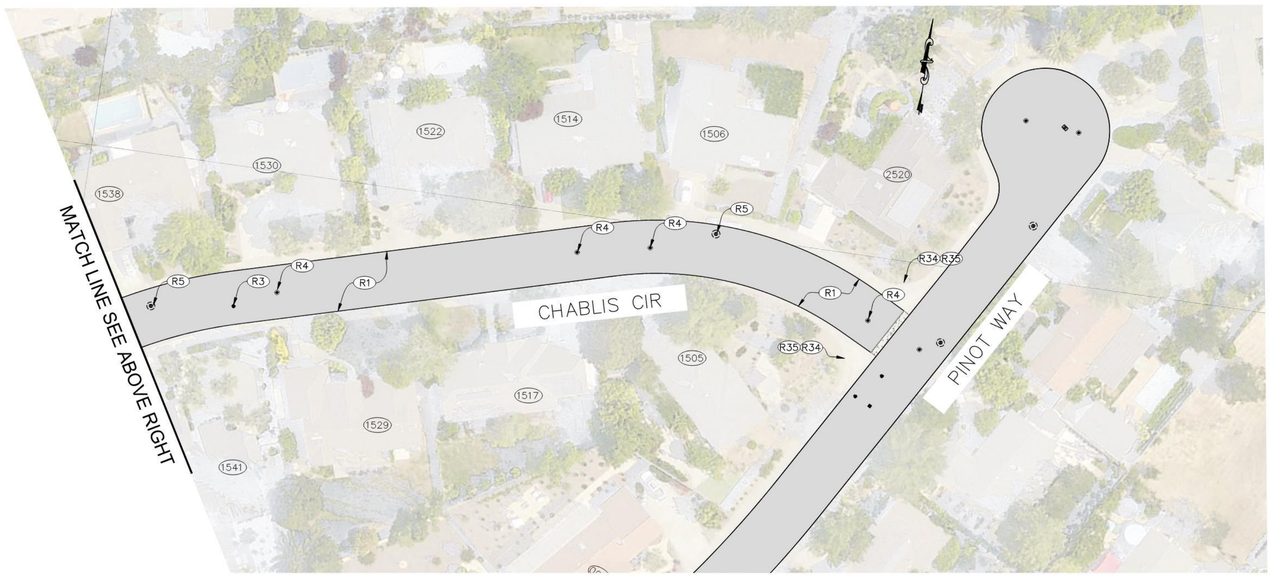
PROJECT NUMBER
07-5162

DRAWING DATE
JANUARY 2024

SHEET NUMBER
7 OF 25



MATCH LINE SEE BELOW LEFT



CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R6) ADJUST SANITARY SEWER CLEANOUT FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R8) ADJUST WATER METER BOX AND COVER TO FINISH GRADE
- (R9) REMOVE AND REPLACE CURB AND GUTTER SEE PLANS FOR APPROXIMATE DISTANCE
- (R34) INSTALL ADA CLASS C CURB RAMP PER CALTRANS STD PLAN A88A.
- (R35) PRESERVE & PROTECT EXISTING LANDSCAPING ANY DAMAGED MATERIAL TO BE REPLACED IN KIND.
- (R40) CONSTRUCT DIGOUT PER DETAIL APPROXIMATE LOCATION SHOWN ON PLAN. FINAL LOCATION TO BE MARKED IN THE FIELD BY ENGINEER — 4/3
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T2) INSTALL WHITE THERMOPLASTIC "STOP" MARKING PER CALTRANS STD PLAN A24D.
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSWICK, RCE C90420 — DATE
DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

PREPARED UNDER THE DIRECTION OF

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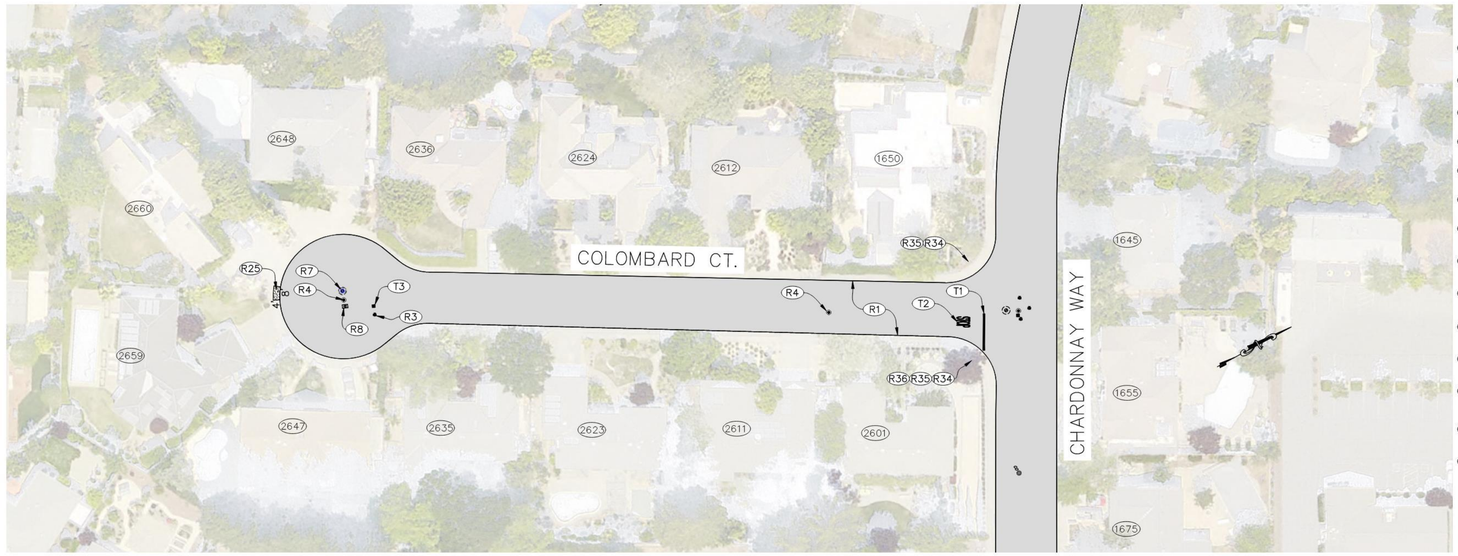
FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

CHABLIS CIRCLE SITE PLAN

PROJECT NUMBER 07-5162
DRAWING DATE JANUARY 2024
SHEET NUMBER 8 OF 25

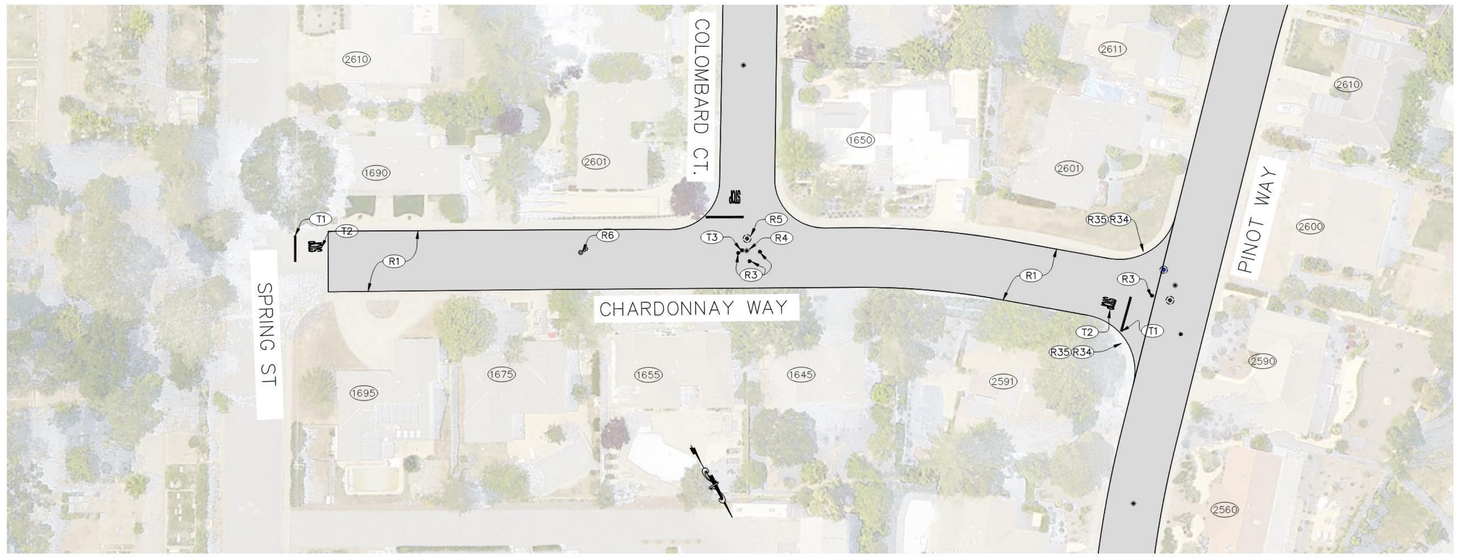
FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

Path: F:\Civil 3D Projects\07\5162 FY 24-25 Pavement Restoration\DWG\075162_SP.dwg Layout Name: ONEMS (3) Plot Date: Mar 19, 2024 at 09:36 am



CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R6) ADJUST SANITARY SEWER CLEANOUT FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R7) ADJUST STORM DRAIN MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R8) ADJUST WATER METER BOX AND COVER TO FINISH GRADE — 5/3
- (R25) REMOVE AND REPLACE EXISTING SIDEWALK PER CITY STD 315 MATCH EXISITNG AND CONFORM PER DETAIL — 7/3
- (R34) INSTALL ADA CLASS C CURB RAMP PER CALTRANS STD PLAN A88A.
- (R35) PRESERVE & PROTECT EXISTING LANDSCAPING ANY DAMAGED MATERIAL TO BE REPLACED IN KIND.
- (R36) REMOVE AND REPLACE EXISTING FENCE IN KIND AS REQURIED FOR RAMP CONSTRUCTION.
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T2) INSTALL WHITE THERMOPLASTIC "STOP" MARKING PER CALTRANS STD PLAN A24D.
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.



GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES 0 1 2 3

Path: F:\Civil 3D Projects\07562 FY 24-25 Pavement Restoration\DWG\07562_SP.dwg Layout Name: 03-CMD580 (2T) & CHARDONNAY WAY Plot Date: Mar 29, 2024 4:49:01 pm

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 — DATE

DESIGNED BY: AJM/PDT/SF — DRAWN BY: AJM/PDT/SF — REVIEWED BY: IB

IAN BRONSWICK — No. C90420 — CIVIL — REGISTERED PROFESSIONAL ENGINEER — STATE OF CALIFORNIA

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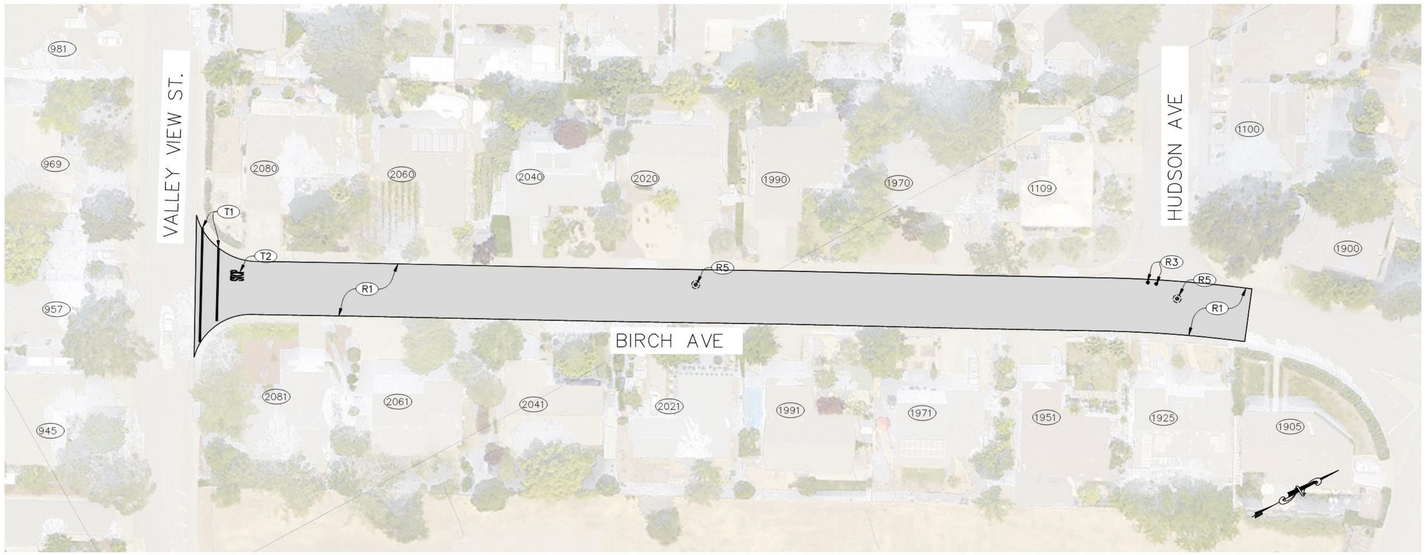
FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA, CALIFORNIA

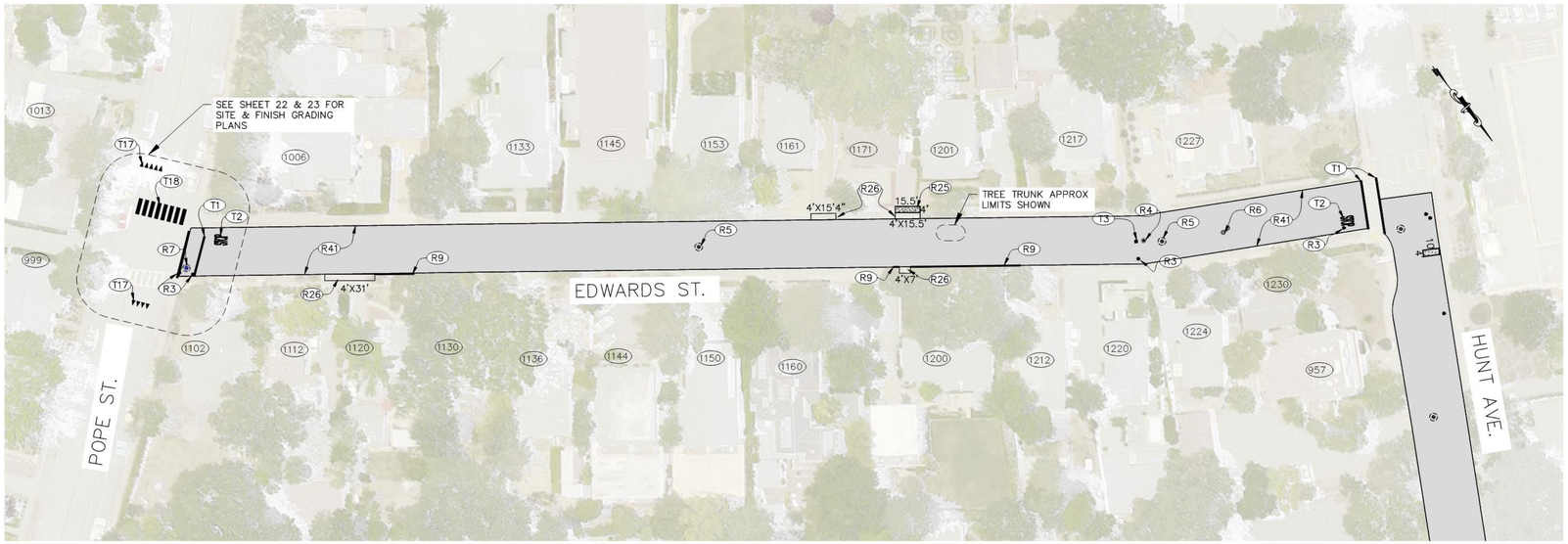
COLOMBARD CT & CHARDONNAY WAY SITE PLAN

PROJECT NUMBER 07-5162

DRAWING DATE JANUARY 2024

SHEET NUMBER 9 OF 25





CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R2) 3" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION DETAIL — 2/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R6) ADJUST SANITARY SEWER CLEANOUT FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R7) ADJUST STORM DRAIN MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R8) ADJUST WATER METER BOX AND COVER TO FINISH GRADE
- (R9) REMOVE AND REPLACE CURB AND GUTTER SEE PLANS FOR APPROXIMATE DISTANCE
- (R25) REMOVE AND REPLACE EXISTING SIDEWALK PER CITY STD 315 MATCH EXISITNG AND CONFORM PER DETAIL
- (R26) REMOVE AND REPLACE EXISTING DRIVEWAY PER CITY STD 314 APPROXIMATE AREA SHOWN ON PLANS.
- (R41) 3" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION DETAIL — 4/3
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T2) INSTALL WHITE THERMOPLASTIC "STOP" MARKING PER CALTRANS STD PLAN A24D.
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.
- (T17) INSTALL WHITE THERMOPLASTIC YIELD LINE MARKING PER CALTRANS STD. PLAN A24E
- (T18) INSTALL WHITE CONTINENTAL CROSSWALK PER CALTRANS STD PLAN A24F (2' WIDE BARS SPACE 4' O.C.)

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSWICK No. C90420 CIVIL REGISTERED PROFESSIONAL ENGINEER STATE OF CALIFORNIA

PREPARED UNDER THE DIRECTION OF IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY AJM/PDT/SF
DRAWN BY AJM/PDT/SF
REVIEWED BY IB

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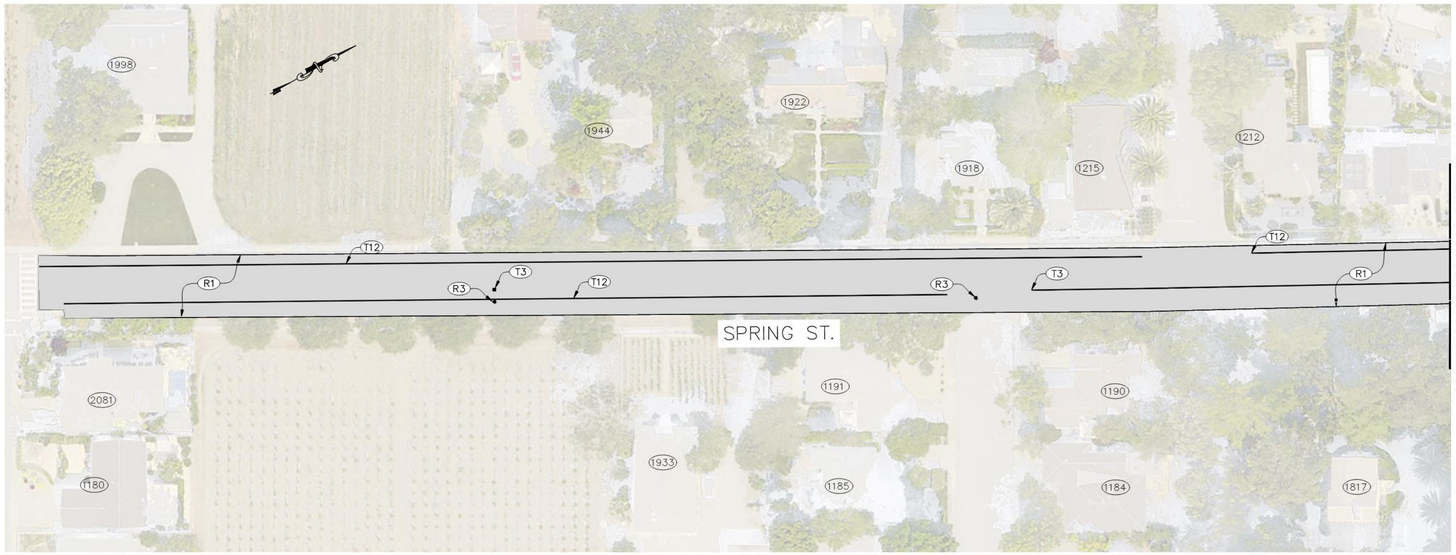
FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

BIRCH AVE AND EDWARDS ST. SITE PLAN

PROJECT NUMBER 07-5162
DRAWING DATE JANUARY 2024
SHEET NUMBER 10 OF 25

FOR REDUCED PLANS, THE 0 1 2 3 IS IN INCHES
ORIGINAL SCALE IS IN INCHES

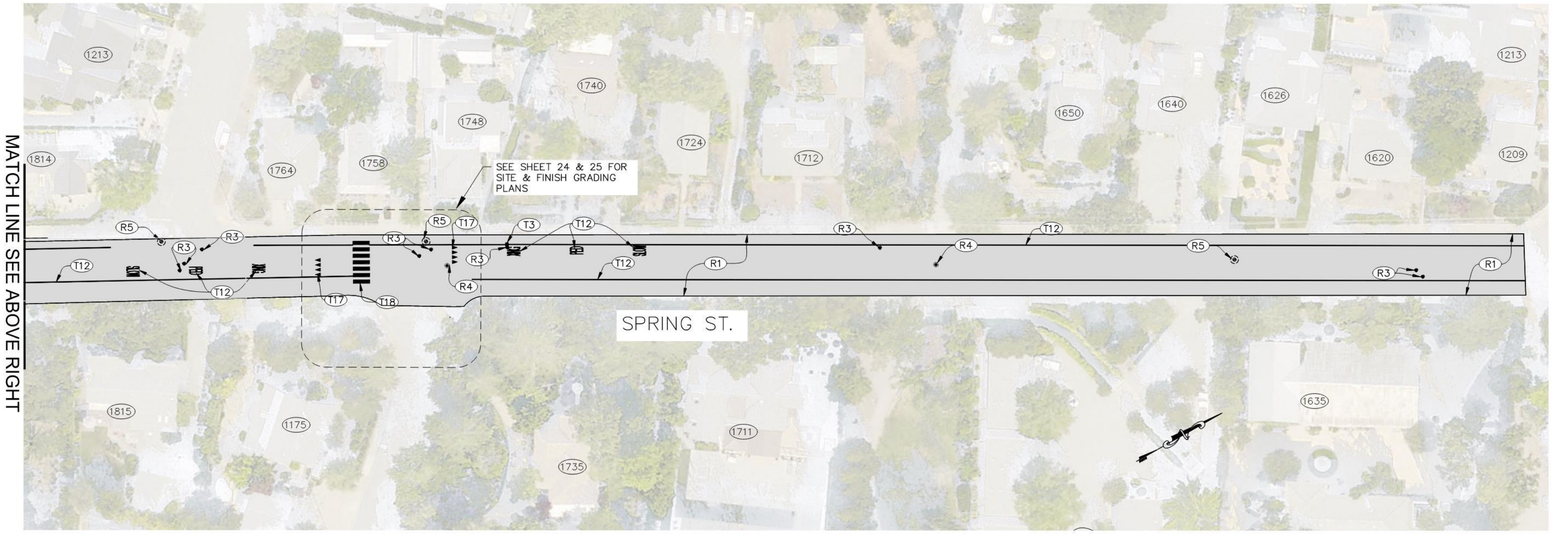
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MATCH LINE SEE BELOW LEFT

CONSTRUCTION NOTES:

- (R1) GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION DETAIL — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.
- (T12) INSTALL THERMOPLASTIC 4-INCH WHITE LINE.
- (T17) INSTALL WHITE THERMOPLASTIC YIELD LINE MARKING PER CALTRANS STD. PLAN A24E
- (T18) INSTALL WHITE CONTINENTAL CROSSWALK PER CALTRANS STD PLAN A24F (2' WIDE BARS SPACE 4' O.C.)



MATCH LINE SEE ABOVE RIGHT

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSWICK No. C90420 CIVIL REGISTERED PROFESSIONAL ENGINEER CALIFORNIA

PREPARED UNDER THE DIRECTION OF IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY: AJM/PDT/SF | DRAWN BY: AJM/PDT/SF | REVIEWED BY: IB

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FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

SPRING STREET SITE PLAN

PROJECT NUMBER 07-5162

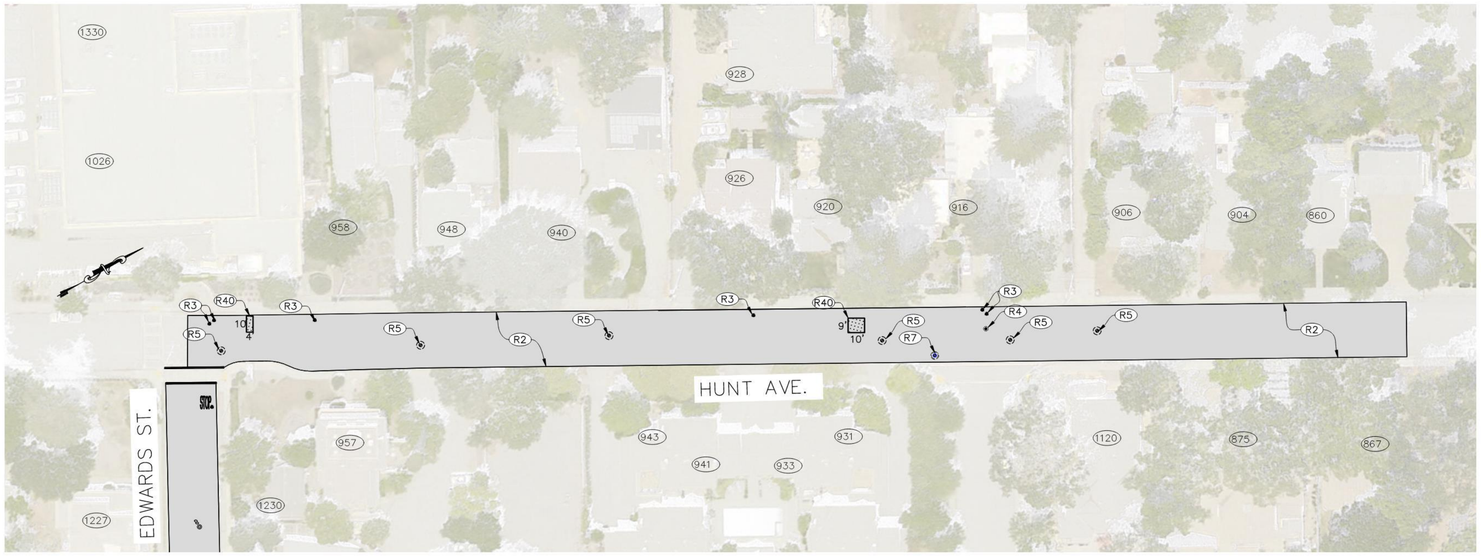
DRAWING DATE JANUARY 2024

SHEET NUMBER 11 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

0 1 2 3

Path: F:\Civil 3D Projects\07562 FY 24-25 Pavement Restoration\DWG\070562_SP.dwg Layout Name: SPRING ST Plot Date: Mar 01, 2024 at 09:37 am



CONSTRUCTION NOTES:

- (R2) 3" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION DETAIL — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R4) ADJUST CITY MONUMENT TO FINISH GRADE PER DETAIL — 5/3
- (R5) ADJUST SANITARY SEWER MANHOLE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R40) CONSTRUCT DIGOUT PER DETAIL. APPROXIMATE LOCATION SHOWN ON PLAN. FINAL LOCATION TO BE MARKED IN THE FIELD BY ENGINEER — 4/3
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES
0 1 2 3

Path: F:\Civil 3D Projects\07562 FY 24-25 Pavement Restoration\DWG\07562_SP.dwg Layout Name: HUNT AVE Plot Date: Mar 01, 2024 at 09:37 pm

IAN BRONSWICK
No. C90420
REGISTERED PROFESSIONAL ENGINEER
CIVIL
STATE OF CALIFORNIA

PREPARED UNDER THE DIRECTION OF IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

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FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

HUNT AVE SITE PLAN

PROJECT NUMBER 07-5162
DRAWING DATE JANUARY 2024
SHEET NUMBER 12 OF 25

MATCH LINE SEE BELOW LEFT

MATCH LINE SEE ABOVE RIGHT

MATCH LINE SEE ABOVE LEFT SEE SHEET 14

CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — 1/3
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL
- (R39) INSTALL VALLEY GUTTER PER DETAIL. APPROXIMATE LIMITES SHOWN ON PLANS. DURING CONSTRUCTION, ENSURE PROPER ALIGNMENT & SLOPE FOR POSITIVE DRAINAGE. ALLL GRADING WILL BE VERIFIED & APPROVED BY CITY ENGINEER. — 6/3
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.
- (T6) INSTALL THERMOPLASTIC DETAIL 21 PER CALTRANS STANDARD PLANS A20A.
- (T7) INSTALL THERMOPLASTIC DETAIL 27B PER CALTRANDS STANDARD PLANS A20B.
- (T13) INSTALL WHITE THERMOPLASTIC "35" LEGEND PER CALTRANS STD. PLAN A24C

GRAPHIC SCALE

0 20 40 80

(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

0 1 2 3

Path: F:\Civil 3D Projects\07562 FY 24-25 Pavement Restoration\DWG\07562_SP.dwg Layout Name: PRATT AVENUE Plot Date: Mar 01, 2024 at 09:37 am

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY: AJM/PDT/SF

DRAWN BY: AJM/PDT/SF

REVIEWED BY: IB

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FY 24-25 PAVEMENT RESTORATION PROJECT

ST. HELENA CALIFORNIA

PRATT AVENUE
SITE PLAN 1

PROJECT NUMBER
07-5162

DRAWING DATE
JANUARY 2024

SHEET NUMBER
13 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES 0 1 2 3

Path: F:\Civil 3D Projects\075162 FY 24-25 Pavement Restoration\DWG\075162_SP.dwg Layout Name: PRATT AVENUE (2) Plot Date: Mar 01, 2024 at. 01:37 pm

MATCH LINE SEE ABOVE RIGHT



MATCH LINE SEE BELOW RIGHT SEE SHEET 13



MATCH LINE SEE BELOW LEFT

CONSTRUCTION NOTES:

(R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION 1/3

(R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL

(T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.

(T6) INSTALL THERMOPLASTIC DETAIL 21 PER CALTRANS STANDARD PLANS A20A.

(T13) INSTALL WHITE THERMOPLASTIC "35" LEGEND PER CALTRANS STD. PLAN A24C

GRAPHIC SCALE
0 20 40 80
(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

PRATT AVENUE
SITE PLAN 2

PROJECT NUMBER 07-5162
DRAWING DATE JANUARY 2024
SHEET NUMBER 14 OF 25

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PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY	DRAWN BY	REVIEWED BY
AJM/PDT/SF	AJM/PDT/SF	IB

REGISTERED PROFESSIONAL ENGINEER IAN BRONSWICK No. C90420 CIVIL STATE OF CALIFORNIA

MATCH LINE SEE BELOW RIGHT SEE SHEET 14

CONSTRUCTION NOTES:

- (R1) 1" GRIND AND OVERLAY PAVEMENT PER TYPICAL SECTION — (1/3)
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL
- (T3) INSTALL BLUE TWO-WAY RETROREFLECTIVE MARKER.
- (T6) INSTALL THERMOPLASTIC DETAIL 21 PER CALTRANS STANDARD PLANS A20A.
- (T13) INSTALL WHITE THERMOPLASTIC "35" LEGEND PER CALTRANS STD. PLAN A24C

GRAPHIC SCALE

0 20 40 80

(IN FEET)
1 inch = 40 ft.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

0 1 2 3

Paths: F:\Civil 3D Projects\07052\07052_FY 24-25 Pavement Restoration\DWG\07052_2P.dwg Layout Name: PRATT AVENUE (3) Plot Date: Mar 29, 2024 at 05:38 pm

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

IAN BRONSWICK — No. C90420 — CIVIL — REGISTERED PROFESSIONAL ENGINEER — STATE OF CALIFORNIA

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FY 24-25 PAVEMENT RESTORATION PROJECT

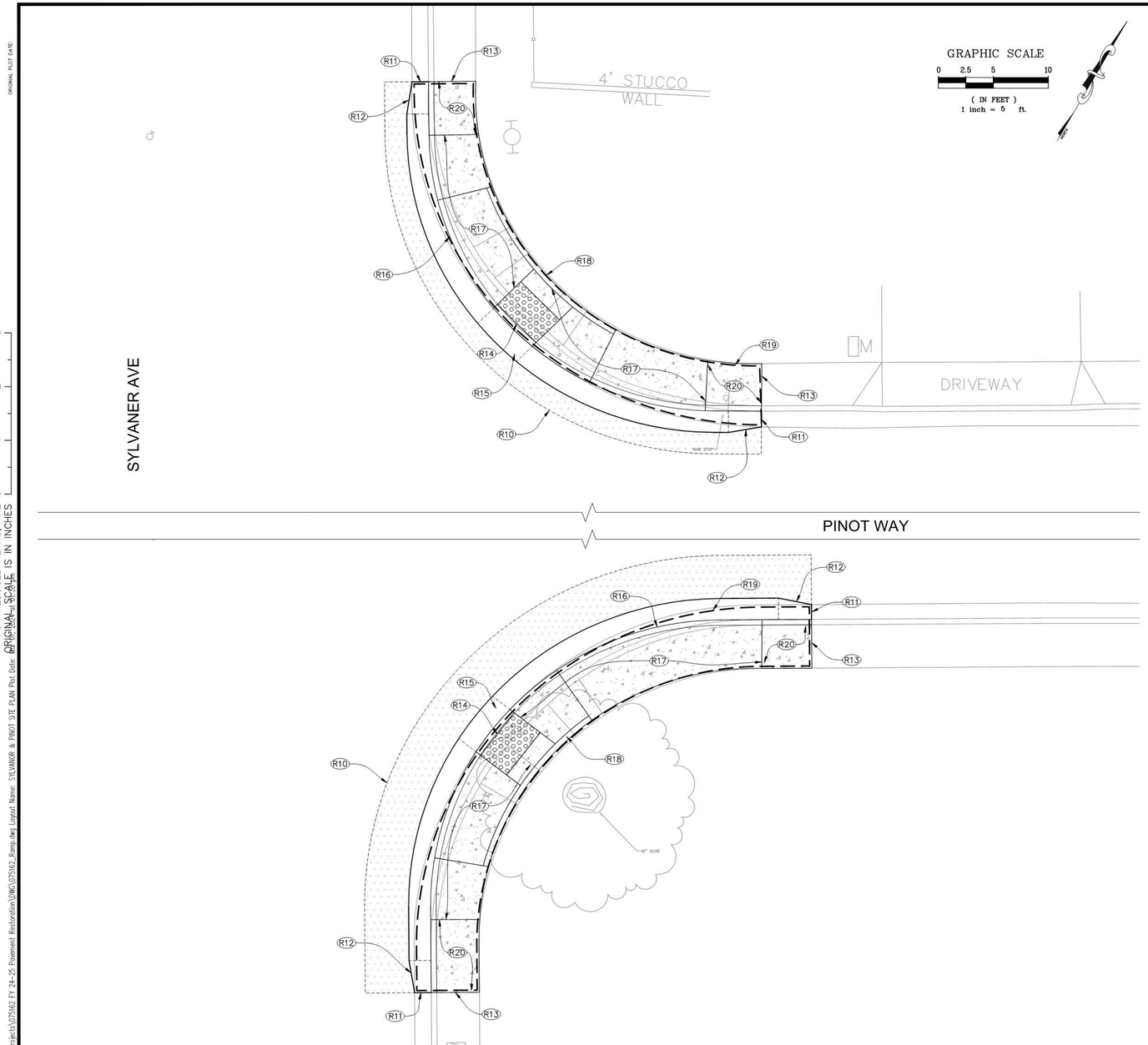
ST. HELENA CALIFORNIA

PRATT AVENUE
SITE PLAN 3

PROJECT NUMBER
07-5162

DRAWING DATE
JANUARY 2024

SHEET NUMBER
15 OF 25



GRAPHIC SCALE

0 2.5 5 10

(IN FEET)
1 inch = 5 ft.

CONSTRUCTION NOTES:

- (R10) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL — 1/4
- (R11) CONFORM TO EXISTING CURB AND GUTTER PER DETAIL — 7/3
- (R12) INSTALL GUTTER WIDTH TRANSITION, 3' MINIMUM.
- (R13) CONFORM TO EXISTING SIDEWALK PER DETAIL — 7/3
- (R14) INSTALL MODIFIED TYPE C CURB RAMP PER CALTRANS STD PLAN RSP A88A AND PER FINISH GRADING PLAN.
- (R15) INSTALL 24" GUTTER PAN, SLOPE SHALL NOT BE STEEPER THAN 5%
- (R16) CONSTRUCT STANDARD CURB AND 24" GUTTER PER CITY STD 310.
- (R17) INSTALL SIDEWALK PER CITY STD 315.
- (R18) CONSTRUCT VERTICAL CURB AT SIDEWALK PER DETAIL — 1/4
- (R19) REMOVE EXISTING CURB, GUTTER AND SIDEWALK.
- (R20) INSTALL 5' MIN. LONG (OR NEAREST SCORE MARK) SIDEWALK TRANSITION.

SITE PLAN

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

PREPARED UNDER THE DIRECTION OF
IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

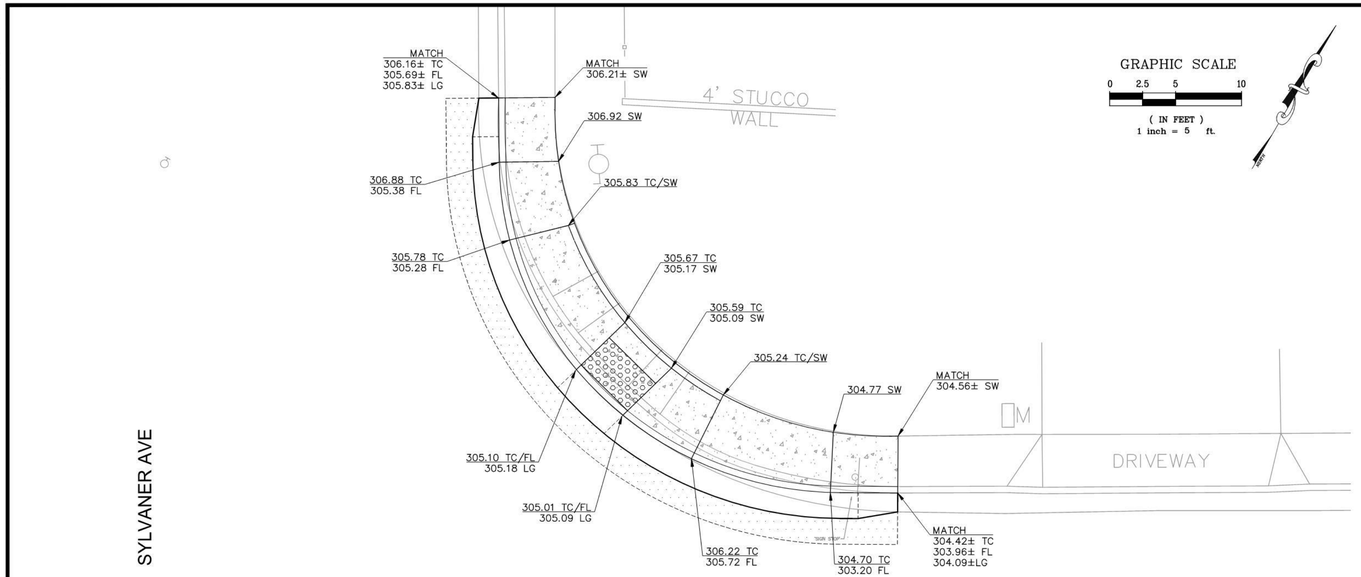
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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
SYLVANOR AVE & PINOT WAY SITE PLAN

PROJECT NUMBER 075162
DRAWING DATE MARCH 2024
SHEET NUMBER 16 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES 0 1 2 3
ORIGINAL PLOT DATE:
Xrefs: COE-ENGINEERS STAMPS ONLY.dwg;COE-ENGINEERS NAMES ONLY.dwg;075162_TP.dwg
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GRAPHIC SCALE

0 2.5 5 10

(IN FEET)
1 inch = 5 ft.

FINISH GRADING PLAN

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES
0 1 2 3

ORIGINAL PLOT DATE:

Xrefs: COE-ENGINEERS STAMPS ONLY.dwg;COE-ENGINEERS NAMES ONLY.dwg;075162_TP.dwg
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Path: F:\Civil 3D Projects\075162 FY 24-25 Pavement Restoration\DWG\075162_Borrow.dwg Layout Name: SYLVANOR & PINOT GRADING Plot Date: 4/30/2024 8:56 AM

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY AJM/PDT/SF | DRAWN BY AJM/PDT/SF | REVIEWED BY IB

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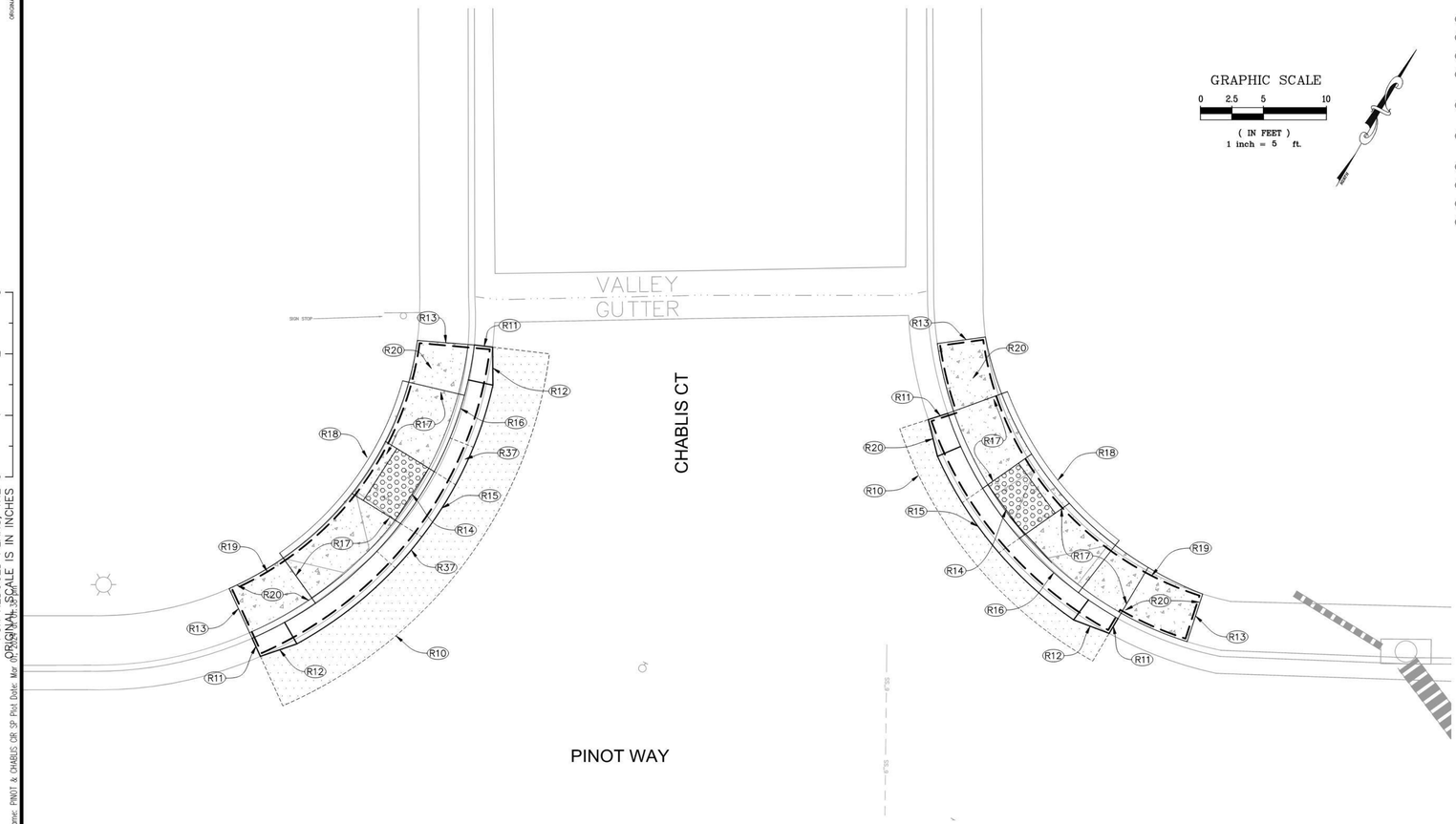
FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
SYLVANOR AVE & PINOT WAY GRADING PLAN

PROJECT NUMBER
075162

DRAWING DATE
MARCH 2024

SHEET NUMBER
17 OF 25



SITE PLAN

GRAPHIC SCALE

0 2.5 5 10

(IN FEET)
1 inch = 5 ft.

CONSTRUCTION NOTES:

- (R10) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL — 1/4
- (R11) CONFORM TO EXISTING CURB AND GUTTER PER DETAIL — 7/3
- (R12) INSTALL GUTTER WIDTH TRANSITION, 3' MINIMUM.
- (R13) CONFORM TO EXISTING SIDEWALK PER DETAIL — 7/3
- (R14) INSTALL MODIFIED TYPE C CURB RAMP PER CALTRANS STD PLAN A88A AND PER FINISH GRADING PLAN.
- (R15) INSTALL 24" GUTTER PAN, SLOPE SHALL NOT BE STEEPER THAN 5%
- (R16) CONSTRUCT STANDARD CURB AND 24" GUTTER PER CITY STD 310.
- (R17) INSTALL SIDEWALK PER CITY STD 315.
- (R18) CONSTRUCT VERTICAL CURB AT SIDEWALK PER DETAIL — 4/4
- (R19) REMOVE EXISTING CURB, GUTTER AND SIDEWALK.
- (R37) INSTALL 3' MINIMUM GUTTER SLOPE TRANSITION.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES 0 1 2 3

ORIGINAL PLOT DATE:

Xrefs: O:\E-ENGINEERS STAMPS ONLY.dwg;O:\E-ENGINEERS NAMES ONLY.dwg;075162_TP.dwg
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PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

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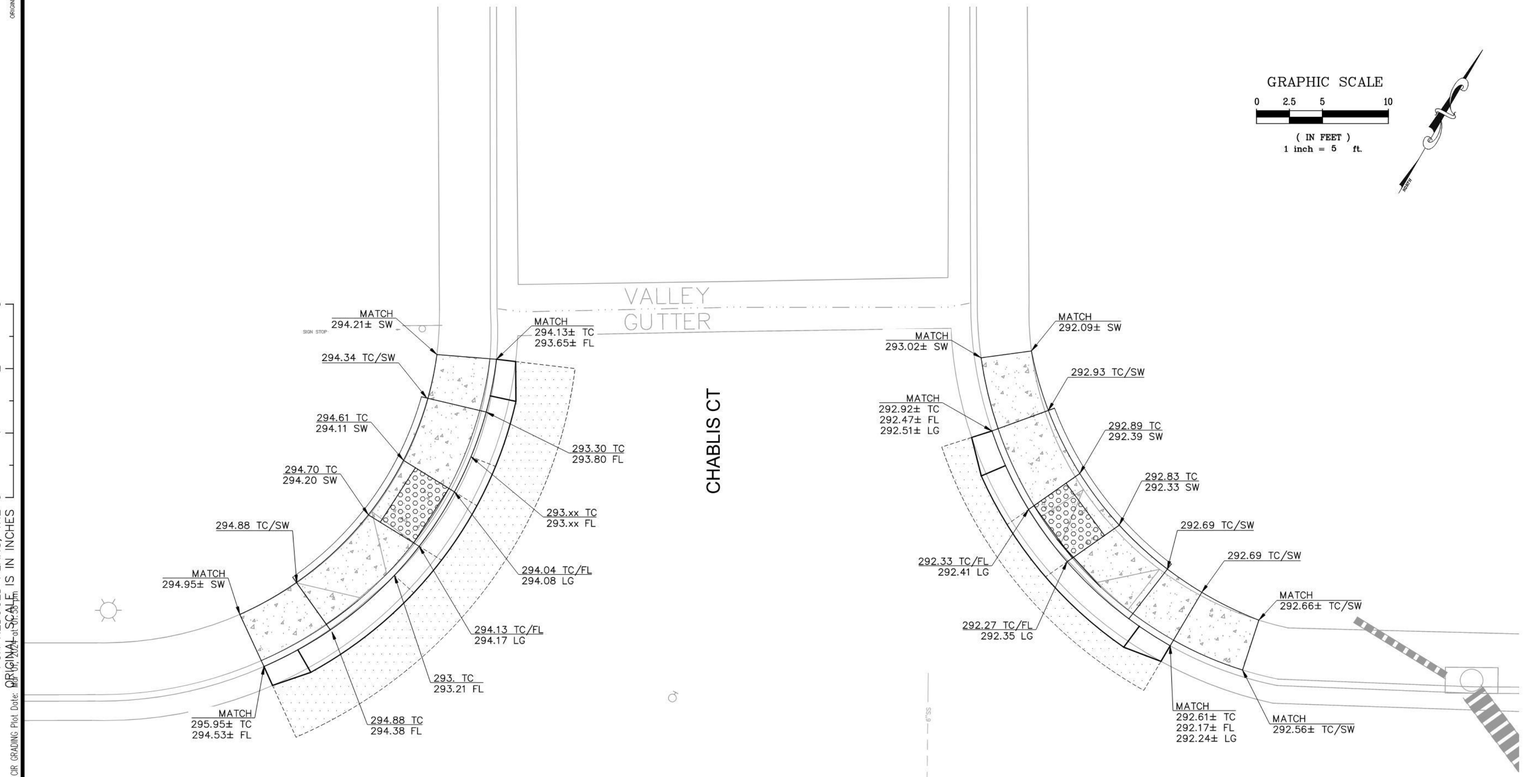
FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
PINOT WAY & CHABLIS CIR SITE PLAN

PROJECT NUMBER
075162

DRAWING DATE
MARCH 2024

SHEET NUMBER
18 OF 25



FINISH GRADING PLAN

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

PREPARED UNDER THE DIRECTION OF

IAN BRONSWICK, RCE C90420 DATE

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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
PINOT WAY & CHABLIS CIR GRADING PLAN

PROJECT NUMBER
075162

DRAWING DATE
MARCH 2024

SHEET NUMBER
19 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

ORIGINAL PLOT DATE:

Xrefs: O2E-ENGINEERS STAMPS ONLY.dwg O2E-ENGINEERS NAMES ONLY.dwg 075162_TP.dwg
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SITE PLAN

CONSTRUCTION NOTES:

- (R10) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL 1/4
- (R11) CONFORM TO EXISTING CURB AND GUTTER PER DETAIL 7/3
- (R13) CONFORM TO EXISTING SIDEWALK PER DETAIL 7/3
- (R14) INSTALL MODIFIED TYPE C CURB RAMP PER CALTRANS STD PLAN RSP A88A AND PER FINISH GRADING PLAN.
- (R16) CONSTRUCT STANDARD CURB AND 24" GUTTER PER CITY STD 310.
- (R17) INSTALL SIDEWALK PER CITY STD 315.
- (R18) CONSTRUCT VERTICAL CURB AT SIDEWALK PER DETAIL 4/4
- (R21) REMOVE EXISTING VALLEY GUTTER, CURB, GUTTER AND SIDEWALK.
- (R22) CONSTRUCT VALLEY GUTTER SIMILAR TO CITY STD 313A & DOWEL NEW VALLY GUTTER TO EXISTING PER DETAIL "A". MATCH EXISTING DIMENSIONS.
- (R23) CONSTRUCT NEW CURB SIMILAR TO CITY STD 310. CURB TO BE POURED MONOLITHICALLY WITH VALLEY GUTTER.
- (R24) DEPRESS GUTTER FLOWLINE AT CATCH BASIN PER CITY STD 509.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

PREPARED UNDER THE DIRECTION OF
IAN BRONSMICK, RCE C90420 DATE
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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
PINOT WAY & CHABLIS CT SITE PLAN

PROJECT NUMBER 075162
DRAWING DATE MARCH 2024
SHEET NUMBER 20 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES
ORIGINAL PLOT DATE:
0 1 2 3

Xrefs: C:\2-ENGINEERS STAMPS ONLY.dwg,C:\2-ENGINEERS NAMES ONLY.dwg,075162_TP.dwg
Images:
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SITE PLAN

FOR REDUCED PLANS, THE SCALE IS IN INCHES
ORIGINAL SCALE: 1:1
ORIGINAL PLOT DATE:

Xrefs: O:\2-ENGINEERS STAMPS ONLY\dwg\O2-ENGINEERS NAMES ONLY.dwg,075162_TP.dwg
Images:
Plotted: F:\Civil 3D Projects\075162 FY 24-25 Pavement Restoration\DWG\075162_Ramp.dwg Layout Name: PINOT & CHABLIS GRADING Plot Date: Mar 20, 2024 - 4:15pm

PREPARED UNDER THE DIRECTION OF

IAN BRONSMICK, RCE C90420 DATE

DESIGNED BY	DRAWN BY	REVIEWED BY
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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

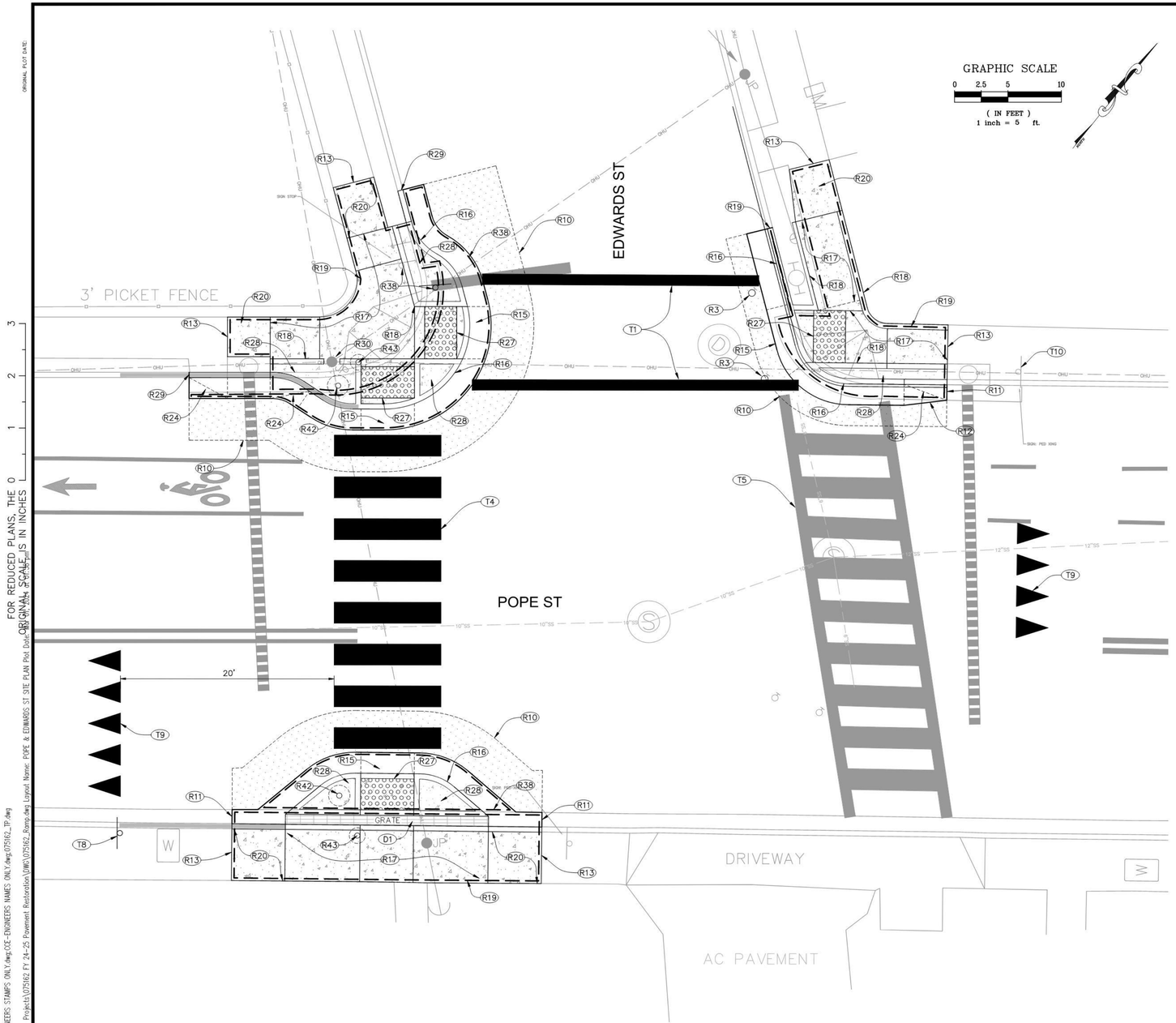
CURB RAMP DETAILS
PINOT WAY & CHABLIS CT. GRADING PLAN

PROJECT NUMBER
075162

DRAWING DATE
MARCH 2024

SHEET NUMBER
21 OF 25

PRELIMINARY
75% SUBMITTAL
DATE: **MARCH 2024**



SITE PLAN

CONSTRUCTION NOTES:

- (D1) INSTALL 12" TRENCH DRAIN PER DETAIL 5/4
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL 5/3
- (R10) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL 2/4
- (R11) CONFORM TO EXISTING CURB AND GUTTER PER DETAIL 7/3
- (R12) INSTALL GUTTER WIDTH TRANSITION, 3' MINIMUM.
- (R13) CONFORM TO EXISTING SIDEWALK PER DETAIL 7/3
- (R15) INSTALL 24" GUTTER PAN, SLOPE SHALL NOT BE STEEPER THAN 5%
- (R16) CONSTRUCT STANDARD CURB AND 24" GUTTER PER CITY STD 310.
- (R17) INSTALL SIDEWALK PER CITY STD 315.
- (R18) CONSTRUCT VERTICAL CURB AT SIDEWALK PER DETAIL 4/4
- (R19) REMOVE EXISTING CURB, GUTTER AND SIDEWALK.
- (R20) INSTALL 5' MIN. LONG (OR NEAREST SCORE MARK) SIDEWALK TRANSITION.
- (R24) DEPRESS GUTTER FLOWLINE AT CATCH BASIN PER CITY STD 509.
- (R27) INSTALL MODIFIED TYPE F CURB RAMP PER CALTRANS STD PLAN RSP A88A AND PER FINISH GRADING PLAN.
- (R28) 4" CONCRETE INFILL.
- (R29) CONFORM TO EXISTING CURB SIMILAR TO DETAIL 7/3
- (R30) END VERTICAL CURB 6" FROM EXISTING OBSTRUCTION, BOTH SIDES.
- (R31) EXISTING ASPHALT AND AGGREGATE BASE TO BE REMOVED AS REQUIRED TO ACCOMMODATE PROPOSED IMPROVEMENTS.
- (R38) REMOVE EXISTING STREET SIGN & POST, SALVAGE ALL SIGNS. INSTALL SALVAGED SIGNS ON NEW POST PER CITY STD 331A.
- (R42) FOUNDATION FOR FUTURE TYPE 1-B SIGNAL STANDARD PER CALTRANS STD PLAN ES-7B, DETAIL A-3.
- (R43) FOUNDATION FOR FUTURE PUSH BUTTON ASSEMBLY POST PER CATLRANS STD PLAN ES-7A, DETAIL B.
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T4) INSTALL WHITE CONTINENTAL CROSSWALK PER CALTRANS STD PLAN A24F (2' WIDE BARS SPACE 4' O.C.).
- (T5) REMOVE EXISTING CROSSWALK BY GRINDING.
- (T8) INSTALL R1-5A "YIELD HERE TO PEDESTRIANS" SIGN ON NEW POST PER CITY STD DETAIL 331A.
- (T9) INSTALL WHITE THERMOPLASTIC YIELD LINE PER CALTRANS STD PLAN A24E.
- (T10) REMOVE AND SALVAGE EXISTING SIGNS AND INSTALL R1-5A "YIELD HERE TO PEDESTRIANS" SIGN ON EXISTING POST PER CITY STD DETAIL 331A.
- (T11) INSTALL RED CURB, 2 COATS PAINT.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSWICK No. C90420 CIVIL REGISTERED PROFESSIONAL ENGINEER STATE OF CALIFORNIA

PREPARED UNDER THE DIRECTION OF IAN BRONSWICK, RCE C90420 DATE

DESIGNED BY AJM/PDT/SF | DRAWN BY AJM/PDT/SF | REVIEWED BY IB

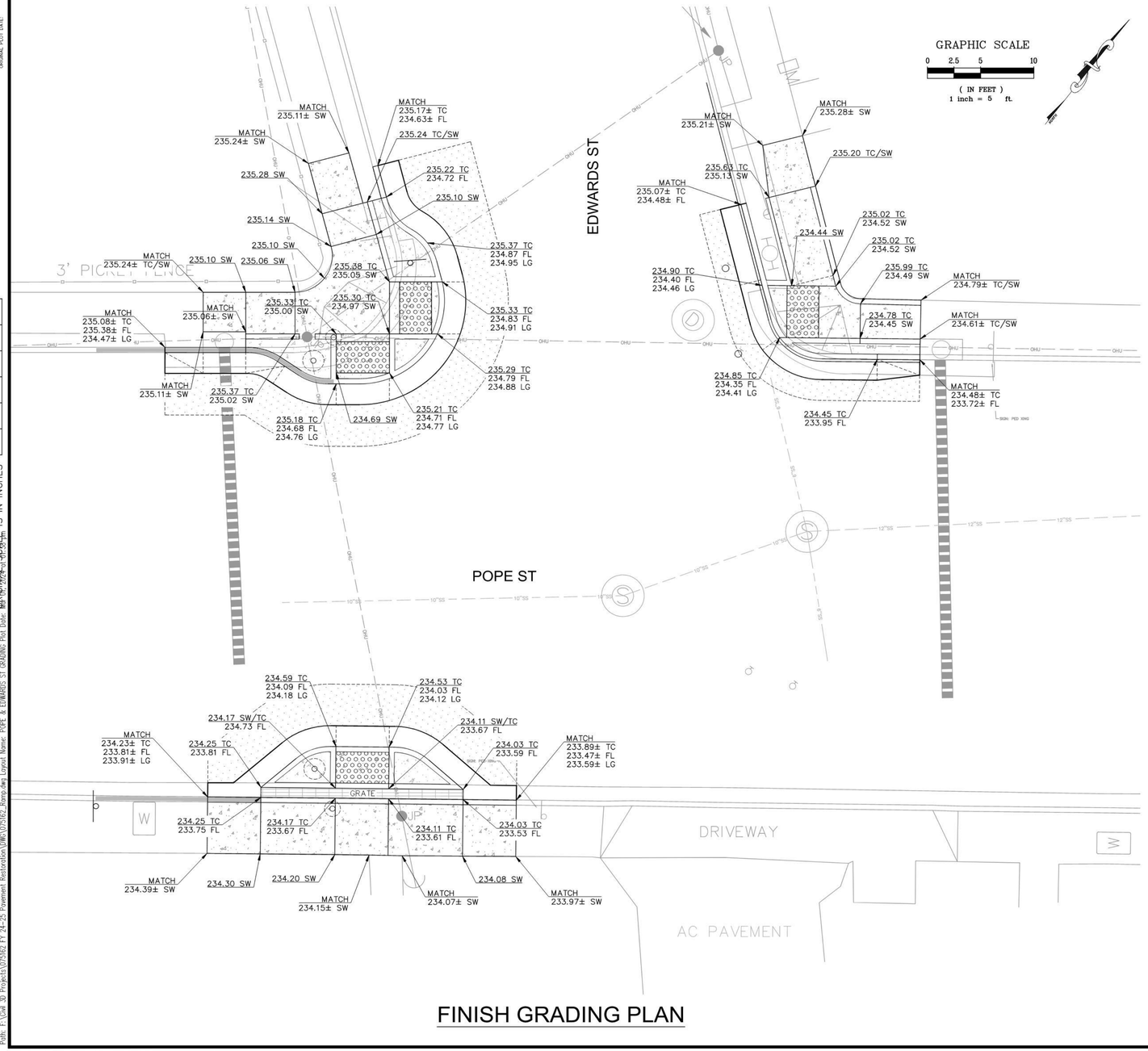
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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
POPE & EDWARDS ST SITE PLAN

PROJECT NUMBER 075162
DRAWING DATE MARCH 2024
SHEET NUMBER 22 OF 25

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES
ORIGINAL PLOT DATE:
Xrefs: CCE-ENGINEERS STAMPS ONLY.dwg;CCE-ENGINEERS NAMES ONLY.dwg;075162_TP.dwg
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FINISH GRADING PLAN

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

ORIGINAL PLOT DATE:

Xrefs: COE-ENGINEERS STAMPS ONLY.dwg;COE-ENGINEERS NAMES ONLY.dwg;075162_TP.dwg
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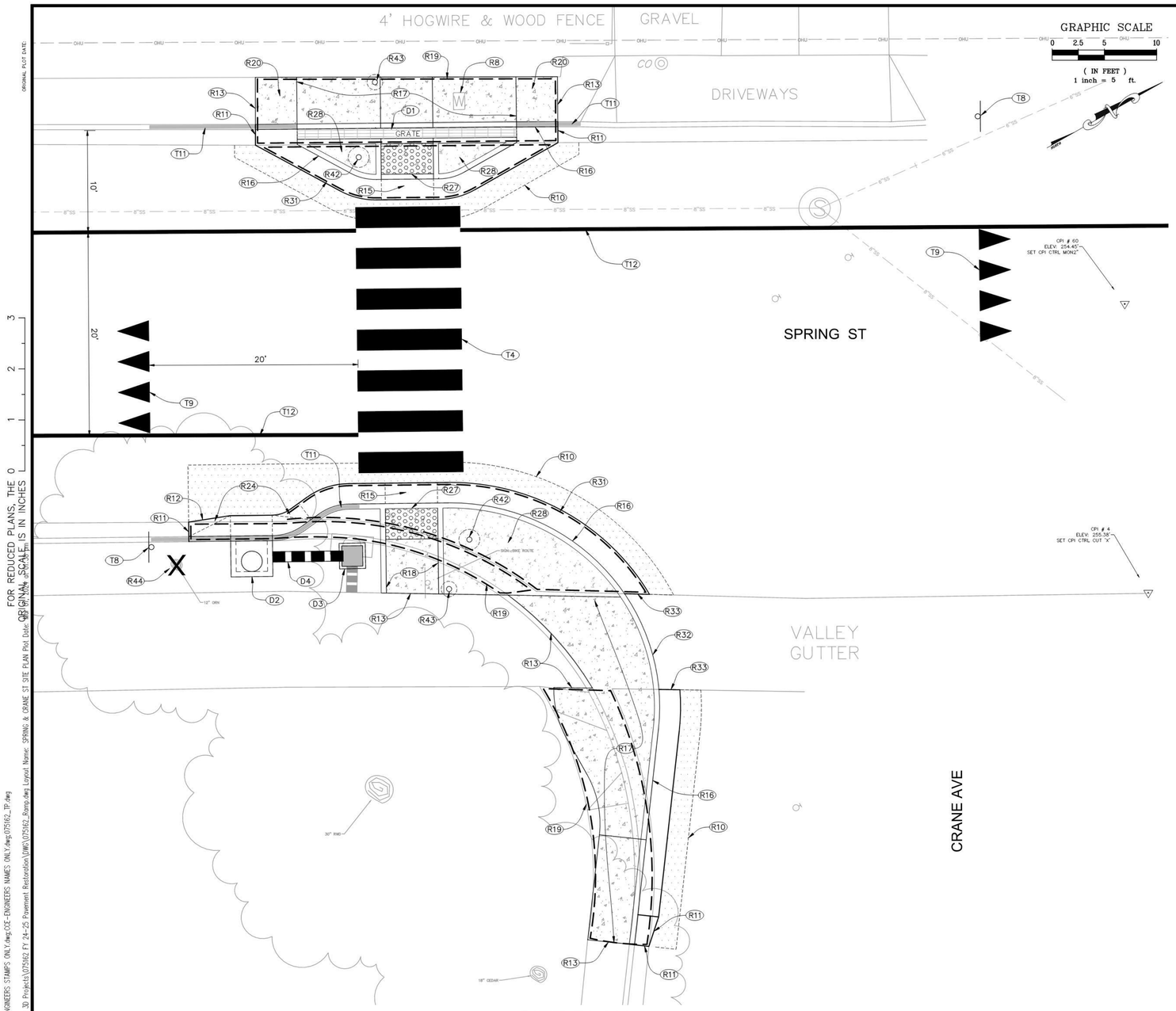
PREPARED UNDER THE DIRECTION OF
IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY AJM/PDT/SF
DRAWN BY AJM/PDT/SF
REVIEWED BY IB

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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA CALIFORNIA

CURB RAMP DETAILS
POPE & EDWARDS ST GRADING PLAN

PROJECT NUMBER 075162
DRAWING DATE MARCH 2024
SHEET NUMBER 23 OF 25



SITE PLAN

CONSTRUCTION NOTES:

- (D1) INSTALL 12" TRENCH DRAIN PER DETAIL 5/4
- (D2) INSTALL CATCH BASIN PER CITY STD 509 & 510.
- (D3) REMOVE EXISTING STRUCTURE AND INSTALL A 24" x 24" JUNCTION BOX WITH A CHECKER PLATE BOLT-ON COVER.
- (D4) INSTALL 12" HDPE SD PER CITY STD 401.
- (R10) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL 1/4
- (R11) CONFORM TO EXISTING CURB AND GUTTER PER DETAIL 7/3
- (R12) INSTALL GUTTER WIDTH TRANSITION, 3' MINIMUM.
- (R13) CONFORM TO EXISTING SIDEWALK PER DETAIL 7/3
- (R15) INSTALL 24" GUTTER PAN, SLOPE SHALL NOT BE STEEPER THAN 5%
- (R16) CONSTRUCT STANDARD CURB AND 24" GUTTER PER CITY STD 310.
- (R17) INSTALL SIDEWALK PER CITY STD 315.
- (R18) CONSTRUCT VERTICAL CURB AT SIDEWALK PER DETAIL 4/4
- (R19) REMOVE EXISTING CURB, GUTTER AND SIDEWALK.
- (R20) INSTALL 5' MIN. LONG (OR NEAREST SCORE MARK) SIDEWALK TRANSITION.
- (R24) DEPRESS GUTTER FLOWLINE AT CATCH BASIN PER CITY STD 509.
- (R27) INSTALL MODIFIED TYPE F CURB RAMP PER CALTRANS STD PLAN RSP A88A AND PER FINISH GRADING PLAN.
- (R28) 4" CONCRETE INFILL.
- (R29) CONFORM TO EXISTING CURB SIMILAR TO DETAIL 7/3
- (R30) END VERTICAL CURB 6" FROM EXISTING OBSTRUCTION, BOTH SIDES.
- (R31) EXISTING ASPHALT AND AGGREGATE BASE TO BE REMOVED AS REQUIRED TO ACCOMMODATE PROPOSED IMPROVEMENTS.
- (R32) CONSTRUCT NEW CURB SIMILAR TO CITY STD 310. CURB TO BE DOWELED INTO EXISTING VALLEY GUTTER 4 O.C.
- (R33) CONFORM TO EXISITNG CONCRETE SIMILAR TO DETAIL 7/3
- (R42) FOUNDATION FOR FUTURE TYPE 1-B SIGNAL STANDARD PER CALTRANS STD PLAN ES-7B, DETAIL A-3.
- (R43) FOUNDATION FOR FUTURE PUSH BUTTON ASSEMBLY POST PER CATLRANS STD PLAN ES-7A, DETAIL B.
- (R44) REMOVE TREE PER PROJECT SPECIFICATIONS.
- (T4) INSTALL WHITE CONTINENTAL CROSSWALK PER CALTRANS STD PLAN A24F (2' WIDE BARS SPACE 4' O.C.).
- (T8) INSTALL R1-5A "YIELD HERE TO PEDESTRIANS" SIGN ON NEW POST PER CITY STD DETAIL 331A.
- (T9) INSTALL WHITE THERMOPLASTIC YIELD LINE PER CALTRANS STD PLAN A24E.
- (T11) INSTALL RED CURB, 2 COATS PAINT.
- (T12) INSTALL THERMOPLASTIC 4-INCH WHITE LINE.

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

IAN BRONSMICK, RCE C90420 — DATE
PREPARED UNDER THE DIRECTION OF
DESIGNED BY: AJM/PDT/SF
DRAWN BY: AJM/PDT/SF
REVIEWED BY: IB

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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA, CALIFORNIA

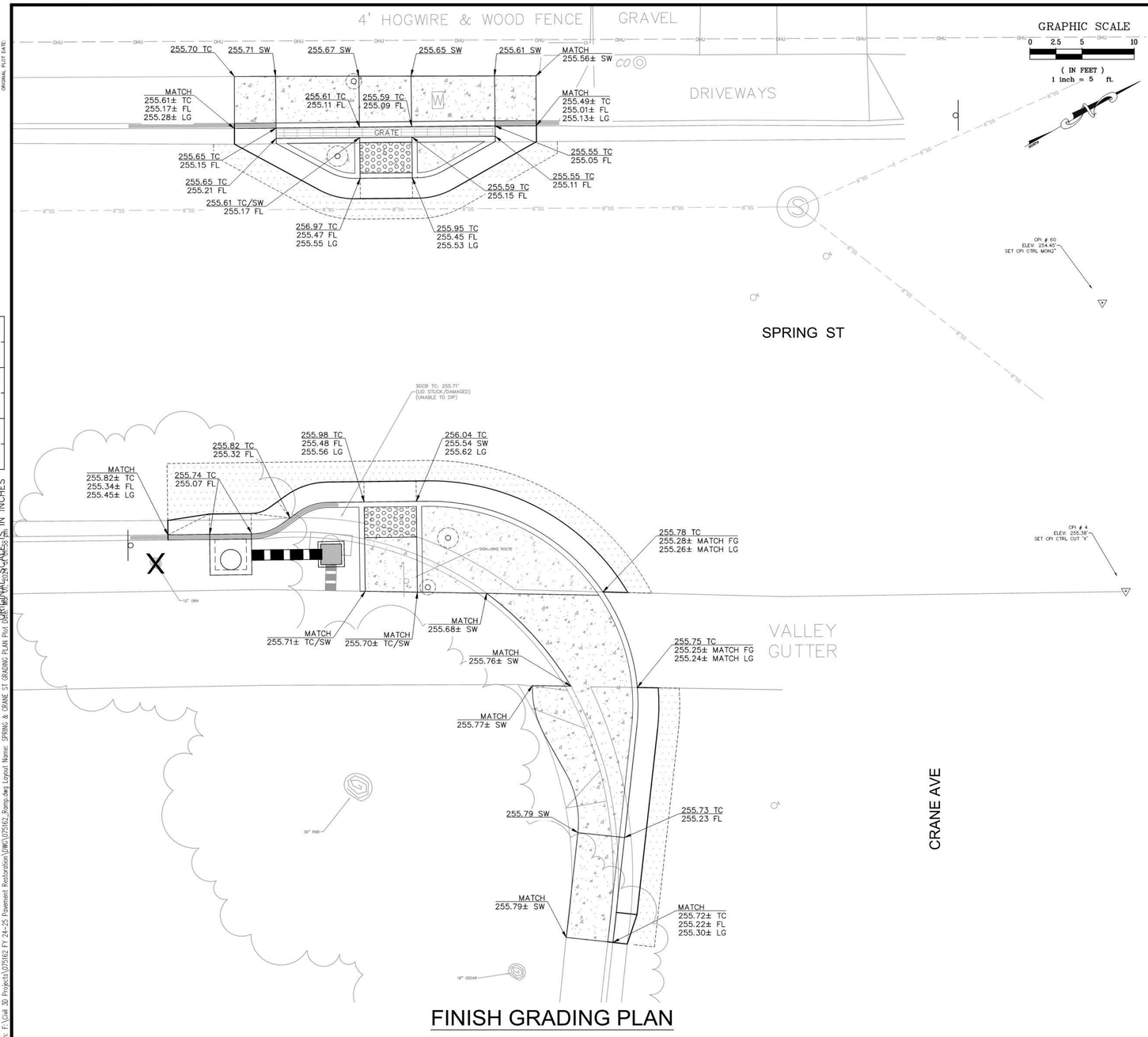
CURB RAMP DETAILS
SPRING ST & CRANE AVE SITE PLAN

PROJECT NUMBER 075162
DRAWING DATE MARCH 2024
SHEET NUMBER 24 OF 25

FOR REDUCED PLANS, THE 0 ORIGINAL SCALE IS IN INCHES

ORIGINAL PLOT DATE:

Xrefs: C:\E-ENGINEERS STAMPS ONLY.dwg;C:\E-ENGINEERS NAMES ONLY.dwg;075162_TP.dwg
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FINISH GRADING PLAN

PRELIMINARY
75% SUBMITTAL
DATE: MARCH 2024

PREPARED UNDER THE DIRECTION OF
IAN BRONSWICK, RCE C90420 DATE
DESIGNED BY AJM/PDT/SF
DRAWN BY AJM/PDT/SF
REVIEWED BY IB

IAN BRONSWICK No. C90420 CIVIL REGISTERED PROFESSIONAL ENGINEER STATE OF CALIFORNIA

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FY 23-24 PAVEMENT REHABILITATION PROJECT
CITY OF ST. HELENA, CALIFORNIA

CURB RAMP DETAILS
SPRING ST & CRANE AVE GRADING PLAN

PROJECT NUMBER 075162
DRAWING DATE MARCH 2024
SHEET NUMBER 25 OF 25

FOR REDUCED PLANS, THE 0 1 2 3
ORIGINAL SCALE IS IN INCHES

ORIGINAL PLOT DATE:

Xrefs: CCE-ENGINEERS STAMPS ONLY.dwg,CCE-ENGINEERS NAMES ONLY.dwg,075162_TP.dwg
Images:
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City of St. Helena
Engineer's Estimate of Probable Cost
FY 24-25 Pavement Restoration Project
75% Submittal

Item No.	Bid Item	Quantity	Units	Unit Cost	Total Cost
1	Mobilization	1	LS	$ 108,400.00	$ 108,400.00
2	Traffic Control System	1	LS	$ 50,000.00	$ 50,000.00
3	Adjust SS Manhole Frame & Cover to Grade	26	EA	$ 1,500.00	$ 39,000.00
4	Adjust SD Manhole Frame & Cover to Grade	4	EA	$ 1,500.00	$ 6,000.00
5	Adjust SS Cleanout Frame & Cover to Grade	5	EA	$ 1,500.00	$ 7,500.00
6	Adjust Water Valve Box and Cover to Grade	63	EA	$ 1,000.00	$ 63,000.00
7	Adjust Water Meter Box and Cover to Grade	4	EA	$ 800.00	$ 3,200.00
8	Adjust Monument to Grade	41	EA	$ 300.00	$ 12,300.00
9	Remove & Salvage Sign	1	EA	$ 200.00	$ 200.00
10	Cold Plane Asphalt Concrete, 1" w/ 2" Edge Grind	44149	SY	$ 4.00	$ 176,596.00
11	Cold Plane Asphalt Concrete, 3"	5267	SY	$ 8.00	$ 42,136.00
12	Pavement Reinforcing Fabric	49416	SY	$ 4.00	$ 197,664.00
13	Asphalt Concrete 2" Surface Course	5837	TON	$ 135.00	$ 787,995.00
14	Asphalt Concrete 1" Leveling Course	2919	TON	$ 135.00	$ 394,065.00
15	Minor Concrete, Curb and Gutter	113	LF	$ 75.00	$ 8,475.00
16	Minor Concrete. Driveway	275	SF	$ 35.00	$ 9,625.00
17	Minor Concrete, Sidewalk	35	SF	$ 30.00	$ 1,050.00
18	Minor Concrete, Valley Gutter	1942	SF	$ 40.00	$ 77,680.00
19	Case C ADA Curb Ramp	14	EA	$ 10,000.00	$ 140,000.00
20	Case F ADA Curb Ramp	5	EA	$ 12,000.00	$ 60,000.00
21	Digout Repair	404	SF	$ 15.00	$ 6,060.00
22	Detectable Warning Surface	11	EA	$ 750.00	$ 8,250.00
23	12" Trench Drain	40	LF	$ 500.00	$ 20,000.00
24	12" Storm Drain Pipe	8	LF	$ 500.00	$ 4,000.00
25	Storm Drain Catch Basin	1	EA	$ 6,000.00	$ 6,000.00
26	Storm Drain Junction Box	1	EA	$ 5,000.00	$ 5,000.00
27	Blue, Two-way Retroreflective Pavement Markers	20	EA	$ 100.00	$ 2,000.00
28	Install Salvaged Signs on New Post	1	EA	$ 350.00	$ 350.00
29	Roadside Sign	4	EA	$ 350.00	$ 1,400.00
30	Thermoplastic Pavement Markings - White	695	SF	$ 6.00	$ 4,170.00
31	Thermoplastic 12" White Crosswalk/Limit Line	707	LF	$ 5.00	$ 3,535.00
32	Thermoplastic Stripe: Detail 21	3856	LF	$ 5.00	$ 19,280.00
33	Thermoplastic Stripe: Detail 27B	407	LF	$ 3.50	$ 1,424.50
34	Thermoplastic 4" White Line	1578	LF	$ 3.50	$ 5,523.00
35	Traffic Paint (Red Curb)	80	LF	$ 50.00	$ 4,000.00
36	Foundation for Type 1-B Signal Standard	4	EA	$ 5,000.00	$ 20,000.00
37	Foundation for Push Button Assembly Post	4	EA	$ 2,500.00	$ 10,000.00
			Project Total		$ 2,305,878.50
			15% Contingency		$ 345,881.78
			Project Total		$ 2,651,760.28

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	March 26, 2024
FROM:	Eric Janzen, Assistant Public Works Director
SUBJECT:	Consideration and Adoption of the Resolution of the City of St. Helena City Council Approving the Napa Valley Transportation Authority-Tax Agency's Measure U - Napa Valley Transportation Improvement Act Continuing a Transaction and Use Tax Expenditure Plan
RECOMMENDED ACTION:	Approve the Resolution of The City of St. Helena City Council Approving The Napa Valley Transportation Authority-Tax Agency's Measure U Napa Valley Transportation Improvement Act Continuing A Transaction And Use Tax Expenditure Plan
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	NVTA-TA in coordination with Joint Powers Authority (JPA) seek to replace the Countywide Road Maintenance Act "Measure T" with a new "Measure U" that will extend the current 1/2-cent sales tax and empower member agencies to issue bonds supported by program funds. NVTA-TA seeks Council support for the proposed Measure U and approval of the proposed Continuing Use Tax and Expenditure Plan.
FINANCIAL IMPACT:	Approval of the Resolution will have no immediate financial impact but will allow the proposed Measure U to be presented to voters on the November 5, 2024 ballot. If the measure is approved by voters, the City can expect to receive Measure U revenues equivalent to current Measure T revenues resulting in no anticipated financial impact.

BACKGROUND:

On February 21, 2024, the Napa Valley Transportation-Tax Agency (NVTA-TA) released a Sales Tax Replacement Measure Draft Ordinance and Expenditure Plan (**Exhibit A**) set forth therein, for inclusion on the November 5, 2024 ballot.

NVTA -TA, in coordination with Joint Powers Authority (JPA), have developed a proposed Ordinance and Expenditure Plan that would replace the existing Measure T, the Countywide Road Maintenance Act, passed in 2012, with the proposed Measure U

so that transportation sales tax revenues work better for residents, visitors, and the workforce by improving roadway conditions and reducing traffic congestion.

DISCUSSION:
NVTA staff is requesting that the City Council act by resolution to approve the Measure U Expenditure Plan, after which it will go back to the NVTA-TA for final approval and then the Board of Supervisors to place on the November ballot.

The proposed sales tax replacement measure has been discussed extensively by the Napa Valley Transportation Authority – Tax Agency Board of Directors and technical steering committees made up of jurisdiction public works staff members. In addition, the Napa Area Manager's group made up of city/town managers and the county executive have been regularly briefed on the proposed measure.
The following are the highlights of the Sales Tax Replacement Measure U (also illustrated in **Attachment 02 - Measure U Fact Sheet**):

- No tax increase, the sales tax measure would remain a ½ cent.
- The measure would be a 30-year measure, from 2025-2055.
- Generate approximately $1.2 billion in transportation funds.
- Jurisdictions have the opportunity to bond, to bring revenues forward to complete long-awaited maintenance projects.
- 90% of revenues will be dedicated to the fund Local Streets and Roads (LSR) countywide.
- The LSR distribution formula will be updated every five years to account for actual sales tax revenue generation.
- No jurisdiction will receive less than 3% of LSR funds.
- There will be some flexibility within a jurisdiction's LSR revenue to use funds on other transportation improvements, including capacity.
- Administration costs will be capped at 2%.
- The measure requires local jurisdictions to make investments in bike and pedestrian infrastructure, indexed to 7% of measure revenue, but using other eligible fund sources.
- To ensure funds are spent locally and responsibly, an Independent Taxpayer Oversight Committee will have oversight of the measure.

ENVIRONMENTAL REVIEW:
Not a CEQA project.

GOAL:

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

00 - Resolution NVTA Measure U Tax Expenditure Plan 2024_031624

02 - Measure U Fact Sheet_031524
Resoltion template for expenditure Plan Measure U Ordinance_updated 3-26-24_redlined
Resoltion template for expenditure Plan Measure U Ordinance_updated 3-26-24_clean

CITY OF ST. HELENA

RESOLUTION NO. 2023-

Resolution of the City Council of the City of St. Helena Approving the Napa Valley Transportation Authority-Tax Agency Napa Valley Transportation Improvement Act "Measure U" Continuing a Transaction and Use Tax Expenditure Plan

WHEREAS, on November 15, 2005, the Napa County Board of Supervisors created the Napa Valley Transportation Authority- Tax Agency ("Authority"), a local transportation authority with all the powers and functions set forth in Division 19 (commencing with Section 180000) of the California Public Utilities Code. Among the powers of the Authority is the ability to adopt, upon voter approval, a retail transactions and use tax ordinance to provide a local transportation funding source; and

WHEREAS, a component of the tax ordinance is an adopted county transportation Expenditure Plan detailing the purposes for which the tax revenues may be expended; and

WHEREAS, prior to Authority adoption of a county transportation expenditure plan, the Expenditure Plan must receive the approval of the Board of Supervisors and of the city councils representing both a majority of the cities in the county and a majority of the population residing in the incorporated areas of Napa County; and

WHEREAS, the continuation of a local transportation funding source in Napa County is critical to address local transportation funding shortfalls, to provide local match funds for state and federal transportation funds, and to maintain Napa County's quality of life and economic viability by providing funds for local streets and roads maintenance and critical capital infrastructure; and

WHEREAS, the Authority is proposing to replace the Countywide Road Maintenance Act, passed in 2012, with the Expenditure Plan attached herein; and

WHEARAS, the Authority and member agencies, have devised an Expenditure Plan that works better for residents, workers and visitors in Napa County by improving roadway conditions and reducing traffic congestion without a sales tax increase; and

WHEREAS, at its February 21, 2024, meeting the Authority gave approval to circulate the Expenditure Plan to member jurisdictions for approval.

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

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

SECTION 2. 2. The City of St. Helena hereby approves the Authority's proposed Transportation Improvement Act "Measure U" Expenditure Plan attached hereto as Exhibit A for the purposes of adoption by the Authority as provided in Public Utilities Code section 180206(b).

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Patrick Kenealy: _____

Council Member Billy Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

From Measure T to Measure U



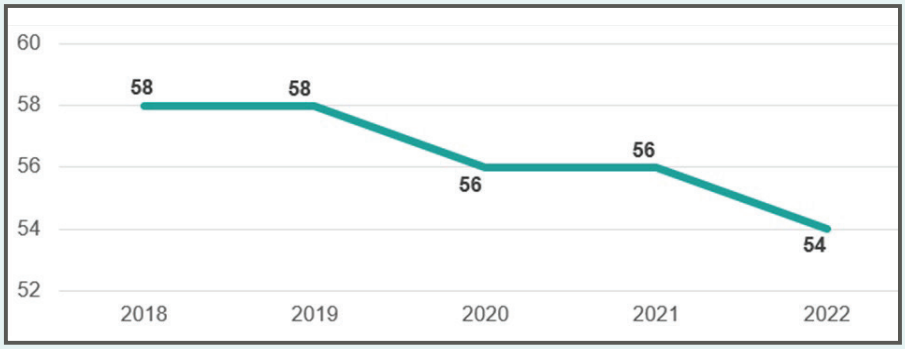
Measure U: At-A-Glance

- Measure U will replaces Measure T, a ½ cent sales tax for local streets and roads
- Generational opportunity to break the last major bottlenecks on Highway 29
- Expands the bike and pedestrian provision to include Class IV bike lanes (current Measure only allows for funding of Class I projects)
- Provides flexibility to bond and bring funding forward to deliver more local streets and road improvements faster

See reverse side for more information and benefits regarding replacement measure

Persistent challenges with Measure T

- Pay-go funding is not enough to keep up with deferred maintenance that is causing pavement conditions to continue to decline
- Pay-go system does not provide the flexibility needed to build costlier projects faster
- Growth in sales tax revenue (4.6% annually) being outpaced by rising construction costs (up 10.7% annually). Over time, this will cut the purchasing power of Measure T
- Narrower focus of current measure does not provide jurisdictions with any flexibility to use local streets and roads money for other transportation priorities



Napa County Pavement Condition Index Scores - 2018 – 2022

NVTA
NAPA VALLEY TRANSPORTATION AUTHORITY

nvta.ca.gov

Measure U: Details and Benefits





Bonding – Regional Capital Improvement Projects

Measure U will set aside up to $56 million for regional capital improvement projects through the issuance of bonds for the opportunity to achieve long-held transportation priorities: breaking the last remaining bottlenecks on Highway 29 between Napa and American Canyon. This apportionment will position Napa County to be more competitive in securing state and federal grant funding opportunities to bring these projects to fruition.

Bonding for regional capital improvement projects can help fund:

Highway 29 Improvement Projects:

1. **Airport — SR 29/SR 12 intersection** – Intersection Improvements at Highway 29 and Jameson Canyon/Airport Road and Highway 12/Kelly Road
2. **Highway 29-American Canyon** – Operational and Multimodal Improvements on Highway 29 between Napa Junction and American Canyon Road
3. **Carneros — SR 29/SR 12** – Intersection Improvements at Highway 29/Carneros Highway
4. **Highway Operations and Emergency Evacuations** – To allow proactive management of highway facilities and emergency demands such as natural disasters. It includes adaptive messaging signs and battery storage for Vine Transit.

Regional projects provide benefit to the entire county because workers, residents, and visitors to and from all communities use them.

Bonding – Local Streets and Roads Funding

Currently, Measure T's pay-go system provides annual allocations to jurisdictions for local streets and road improvement and rehabilitation projects.

Under Measure U, jurisdictions will receive more funding over the life of the measure and have the option to issue bonds to build costlier road rehabilitation and improvement projects faster. At right is a chart summarizing changes in this funding:

** The chart at right summarizes differences between Measure T and the proposed Measure U (figures in $1,000s)*

Jurisdiction	Measure T*	Measure U Pay-Go*
City of American Canyon	$60,574	$89,131
City of Calistoga	$21,241	$28,007
City of Napa	$317,429	$447,884
County of Napa	$311,910	$432,286
City of St. Helena	$60,574	$73,533
Town of Yountville	$21,241	$37,881

***Measure T amounts reflect what each jurisdiction is expected to receive between 2025 and 2043, when Measure T sunsets*

Flexibility to Meet Current and Future Needs

Bonding – Funding Road Repair and Improvement Projects Faster

Measure U will create the flexibility jurisdictions need to get costlier road repair projects funded faster, instead of having to save pay-go allocations over the course of many years to fund priority projects.

Funding Transportation Projects Not Under LS&R Guidelines

In response to jurisdictional concerns, the replacement measure will provide flexibility to allocate up to 5% of local streets and roads allocations for projects outside the scope of maintenance and rehabilitation. For example, this could include the Newell Drive extension in American Canyon, Silverado five-way intersection in the City of Napa, or bridge replacement in St. Helena.

Funding to Support Class IV Bike Lanes

While NVTA supports the continued creation of Class I bike lanes like the Napa Valley Vine Trail, in response to jurisdictional input, the replacement measure will also provide funding to create Class IV buffered bike lanes in places where Class I bike lanes are not feasible.

NVTA
NAPA VALLEY TRANSPORTATION AUTHORITY

nvta.ca.gov

RESOLUTION No. X

A RESOLUTION OF THE
CITY/COUNTY/TOWN
APPROVING THE NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY
NAPA VALLEY TRANSPORTATION IMPROVEMENT ACT "MEASURE U"
CONTINUING A TRANSACTION AND USE TAX EXPENDITURE PLAN

WHEREAS, on November 15, 2005, the Napa County Board of Supervisors created the Napa Valley Transportation Authority- Tax Agency ("Authority"), a local transportation authority with all the powers and functions set forth in Division 19 (commencing with Section 180000) of the California Public Utilities Code. Among the powers of the Authority is the ability to adopt, upon voter approval, a retail transactions and use tax ordinance to provide a local transportation funding source; and

WHEREAS, a component of the tax ordinance is an adopted county transportation Expenditure Plan detailing the purposes for which the tax revenues may be expended; and

WHEREAS, prior to Authority adoption of a county transportation expenditure plan, the Expenditure Plan must receive the approval of the Board of Supervisors and of the city councils representing both a majority of the cities in the county and a majority of the population residing in the incorporated areas of Napa County; and

WHEREAS, the continuation of a local transportation funding source in Napa County is critical to address local transportation funding shortfalls, to provide local match funds for state and federal transportation funds, and to maintain Napa County's quality of life and economic viability by providing funds for local streets and roads maintenance and critical capital infrastructure; and

WHEREAS, the Authority is proposing to replace the Countywide Road Maintenance Act, passed in 2012, with the Expenditure Plan attached herein; and

WHEREAS, the Authority and member agencies, have devised an Expenditure Plan that works better for residents, workers and visitors in Napa County by improving roadway conditions and reducing traffic congestion without a sales tax increase; and

WHEREAS, at its February 21, 2024, meeting the Authority gave approval to circulate the Expenditure Plan to member jurisdictions for approval;

NOW, THEREFORE, BE IT RESOLVED by the CITY/COUNTY/TOWN of XXXX as follows:

1. The foregoing recitals are true and correct.
2. The City/County/Town of XXXX hereby approves the Authority's proposed Transportation Improvement Act "Measure U" Expenditure Plan attached hereto as Exhibit A for the purposes of adoption by the Authority as provided in Public Utilities Code section 180206(b).

Passed and Adopted the XX of March 2024.

_____
XXXXXXXXXXXXXX

Ayes:

Nays:

Absent:

ATTEST:

_____
Secretary/Clerk

APPROVED:

_____
Legal Counsel

ATTACHMENT 1

NAPA VALLEY TRANSPORTATION IMPROVEMENT ACT EXPENDITURE PLAN

Revenues received by the Authority from the ~~proposed~~ transactions and use tax~~, less the fees charged by the California Tax and Fee Administration~~ imposed pursuant to ~~collect sales tax,~~NVTA Ordinance No. 2024-01 shall be used to fund the improvements (including "projects" and "programs") as described ~~below~~in this Expenditure Plan, after ~~paying for the costs~~first deducting: (a) the fees charged by the California Department of ~~this election, the cost of debt service,~~Tax and Fee Administration ("CDTFA") to administer and operate the ordinance under Section 180204(b) of the Public Utilities Code; (b) reimbursement to the ~~cost~~County of ~~administering~~Napa for its cost in conducting the ~~program. Only~~election under Section 180203(a) of the Public Utilities Code ; and (c) only two percent (2.0%) of the net revenues ~~may~~shall be allocated to the Authority to be expended for costs of administration. The remaining revenue shall first be allocated to the Regional Transportation Enhancement Program, and then allocated to the Local Streets and Roads Maintenance Program. All funding and revenues are expressed in 2024 dollars over the thirty-year life of the program.

The revenue allocated to each Agency under this Expenditure Plan may be used for any direct costs of design, materials testing, ~~–~~project required environmental reviews, construction management, inspection, and construction of the projects.

Local Streets and Roads Maintenance Program

Description:

After deductions for capital highway improvement and highway operations and emergency evacuation projects, in an amount not to exceed $56 million dollars and associated debt service expenses, and the Authority's administration fees of two percent (2.0%), the balance of funds shall be allocated to the Local Streets and Roads Maintenance Program. Under the Ordinance, the funds for the Local Streets and Roads Maintenance Program must be used for maintenance, reconstruction or rehabilitation of local streets, roads, and infrastructure within the public right-of-way as defined. Up to five percent (5%) of Agencies' Local Streets and Road Maintenance Program can be used on other transportation projects, including capacity projects.

No revenues derived from this Ordinance shall be apportioned to regional projects until bonds are sold, except six million ($6 million) in pay-go funds to Napa Valley Transportation Authority for capital projects in the first five-years of the

~~measure~~Ordinance. Local Agency apportionments will be net of debt service payments associated with the bonds issued to fund regional projects. Debt service associated with bonds issued to fund local projects will be deducted from that Agency's annual Local Streets and Roads allocation. If for some reason a regional project or program is infeasible and funds remain in the program, funding from the regional program will be distributed to the Local Street and Road Maintenance Program based on the prescribed formula.

The initial estimated distribution of funding for the Local Streets and Maintenance Program is:

Project	Percentage Distribution
American Canyon	8.0%
Calistoga	3.0%
City of Napa	40.2%
Napa County	38.8%
St. Helena	6.6%
Yountville	3.4%
Total	100.0%

The percentage distribution and estimated Transaction and Use Tax is based on Fiscal Years 2020-21, 2021-22, and 2022-23 ~~2024~~ values and will be updated when the sales tax becomes operative on July 1, 2025 and every successive five years based on the formula established in Section 3, Paragraph A: Local Streets and Roads Maintenance Program.

Commented [JL1]: This should be updated to state the average of tax revenue from fiscal years XX, XX, XX. Based on 2024 is not accurate.

Regional Transportation Enhancement Program

Regional funds may be used on any of the Regional Transportation Enhancement programs and/or projects and may not exceed $56 million, excluding Low-Income Transit Subsidies, which will be paid for out of the Authority's administrative allocation.

Project Name	Amount
SR 29/SR 12 – Intersection Improvements at SR 29 and Jameson Canyon/Airport Road and SR 12/Kelly Road	Costs for capital projects funded by the Napa Valley Transportation Improvement Act may not exceed $56 million.
SR 29-American Canyon – Operational Improvements on SR 29 between Napa Junction and American Canyon Road	
SR 29-SR 12/121 – Intersection Improvements at SR 29/Carneros Highway	

Highway Operations and Emergency Evacuation– may include highway system adaptive messaging signs and Vine Transit emergency evacuation operations, or other transportation projects related to emergency evacuation routes.	
Low Income Transit Subsidies	
Fares for Veterans, Persons with Disabilities, Seniors, and Students	Estimated annual cost of $10,000 and funded from Authority's administrative fees or other Authority revenues.

Amendments

This Expenditure Plan may be amended to provide for the use of additional federal, state, and local revenues or to account for unexpected revenues by approval of a two-thirds vote of the members of the Authority; the two-thirds must include the City of Napa, the County of Napa, and at least three other jurisdictions. No amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

Amendments constituting expenditures for new programs or new projects that were not a part of the voter approved Expenditure Plan or referred to in the Local Streets and Roads Maintenance Program may only be approved with the subsequent consent of the electorate.

RESOLUTION No. X

A RESOLUTION OF THE
CITY/COUNTY/TOWN
APPROVING THE NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY
NAPA VALLEY TRANSPORTATION IMPROVEMENT ACT "MEASURE U"
CONTINUING A TRANSACTION AND USE TAX EXPENDITURE PLAN

WHEREAS, on November 15, 2005, the Napa County Board of Supervisors created the Napa Valley Transportation Authority- Tax Agency ("Authority"), a local transportation authority with all the powers and functions set forth in Division 19 (commencing with Section 180000) of the California Public Utilities Code. Among the powers of the Authority is the ability to adopt, upon voter approval, a retail transactions and use tax ordinance to provide a local transportation funding source; and

WHEREAS, a component of the tax ordinance is an adopted county transportation Expenditure Plan detailing the purposes for which the tax revenues may be expended; and

WHEREAS, prior to Authority adoption of a county transportation expenditure plan, the Expenditure Plan must receive the approval of the Board of Supervisors and of the city councils representing both a majority of the cities in the county and a majority of the population residing in the incorporated areas of Napa County; and

WHEREAS, the continuation of a local transportation funding source in Napa County is critical to address local transportation funding shortfalls, to provide local match funds for state and federal transportation funds, and to maintain Napa County's quality of life and economic viability by providing funds for local streets and roads maintenance and critical capital infrastructure; and

WHEREAS, the Authority is proposing to replace the Countywide Road Maintenance Act, passed in 2012, with the Expenditure Plan attached herein; and

WHEREAS, the Authority and member agencies, have devised an Expenditure Plan that works better for residents, workers and visitors in Napa County by improving roadway conditions and reducing traffic congestion without a sales tax increase; and

WHEREAS, at its February 21, 2024, meeting the Authority gave approval to circulate the Expenditure Plan to member jurisdictions for approval;

NOW, THEREFORE, BE IT RESOLVED by the CITY/COUNTY/TOWN of XXXX as follows:

1. The foregoing recitals are true and correct.
2. The City/County/Town of XXXX hereby approves the Authority's proposed Transportation Improvement Act "Measure U" Expenditure Plan attached hereto as Exhibit A for the purposes of adoption by the Authority as provided in Public Utilities Code section 180206(b).

Passed and Adopted the XX of March 2024.

_____
XXXXXXXXXXXXX

Ayes:

Nays:

Absent:

ATTEST:

_____
Secretary/Clerk

APPROVED:

_____
Legal Counsel

ATTACHMENT 1

NAPA VALLEY TRANSPORTATION IMPROVEMENT ACT EXPENDITURE PLAN

Revenues received by the Authority from the transactions and use tax imposed pursuant to NVTA Ordinance No. 2024-01 shall be used to fund the improvements (including "projects" and "programs") as described in this Expenditure Plan, after first deducting: (a) the fees charged by the California Department of Tax and Fee Administration ("CDTFA") to administer and operate the ordinance under Section 180204(b) of the Public Utilities Code; (b) reimbursement to the County of Napa for its cost in conducting the election under Section 180203(a) of the Public Utilities Code ; and (c) only two percent (2.0%) of the net revenues shall be allocated to the Authority to be expended for costs of administration. The remaining revenue shall first be allocated to the Regional Transportation Enhancement Program, and then allocated to the Local Streets and Roads Maintenance Program. All funding and revenues are expressed in 2024 dollars over the thirty-year life of the program.

The revenue allocated to each Agency under this Expenditure Plan may be used for any direct costs of design, materials testing, project required environmental reviews, construction management, inspection, and construction of the projects.

Local Streets and Roads Maintenance Program

Description:

After deductions for capital highway improvement and highway operations and emergency evacuation projects, in an amount not to exceed $56 million dollars and associated debt service expenses, and the Authority's administration fees of two percent (2.0%), the balance of funds shall be allocated to the Local Streets and Roads Maintenance Program. Under the Ordinance, the funds for the Local Streets and Roads Maintenance Program must be used for maintenance, reconstruction or rehabilitation of local streets, roads, and infrastructure within the public right-of-way as defined. Up to five percent (5%) of Agencies' Local Streets and Road Maintenance Program can be used on other transportation projects, including capacity projects.

No revenues derived from this Ordinance shall be apportioned to regional projects until bonds are sold, except six million ($6 million) in pay-go funds to Napa Valley Transportation Authority for capital projects in the first five-years of the Ordinance. Local Agency apportionments will be net of debt service payments associated with the bonds issued to fund regional projects. Debt service associated with bonds issued to fund local projects will be deducted from that Agency's annual Local Streets and Roads

allocation. If for some reason a regional project or program is infeasible and funds remain in the program, funding from the regional program will be distributed to the Local Street and Road Maintenance Program based on the prescribed formula.

The initial estimated distribution of funding for the Local Streets and Maintenance Program is:

Project	Percentage Distribution
American Canyon	8.0%
Calistoga	3.0%
City of Napa	40.2%
Napa County	38.8%
St. Helena	6.6%
Yountville	3.4%
Total	100.0%

The percentage distribution and estimated Transaction and Use Tax is based on Fiscal Years 2020-21, 2021-22, and 2022-23 values and will be updated when the sales tax becomes operative on July 1, 2025 and every successive five years based on the formula established in Section 3, Paragraph A: Local Streets and Roads Maintenance Program.

Regional Transportation Enhancement Program
Regional funds may be used on any of the Regional Transportation Enhancement programs and/or projects and may not exceed $56 million, excluding Low-Income Transit Subsidies, which will be paid for out of the Authority's administrative allocation.

Project Name	Amount
SR 29/SR 12 – Intersection Improvements at SR 29 and Jameson Canyon/Airport Road and SR 12/Kelly Road	Costs for capital projects funded by the Napa Valley Transportation Improvement Act may not exceed $56 million.
SR 29-American Canyon – Operational Improvements on SR 29 between Napa Junction and American Canyon Road	
SR 29-SR 12/121 – Intersection Improvements at SR 29/Carneros Highway	
Highway Operations and Emergency Evacuation– may include highway system adaptive messaging signs and Vine Transit emergency evacuation operations, or other transportation projects related to emergency evacuation routes.	
Low Income Transit Subsidies	
Fares for Veterans, Persons with Disabilities, Seniors, and Students	Estimated annual cost of $10,000 and funded from Authority's administrative fees or other Authority revenues.

Amendments

This Expenditure Plan may be amended to provide for the use of additional federal, state, and local revenues or to account for unexpected revenues by approval of a two-thirds vote of the members of the Authority; the two-thirds must include the City of Napa, the County of Napa, and at least three other jurisdictions. No amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

Amendments constituting expenditures for new programs or new projects that were not a part of the voter approved Expenditure Plan or referred to in the Local Streets and Roads Maintenance Program may only be approved with the subsequent consent of the electorate.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	March 26, 2024
FROM:	Eric Janzen, Assistant Public Works Director
SUBJECT:	Consideration and proposed approval of a resolution authorizing the City Manager to Execute Amendment No. 3 to Funding Agreement No. 19-19 with the Napa Valley Transportation Authority (NVTA) for additional construction contingency funding for the St Helena to Calistoga Vine Trail Project in an Amount Not to Exceed $140,000.
RECOMMENDED ACTION:	Staff recommends the approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	On October 7, 2019, NVTA and the City entered into NVTA Agreement 19-19 whereby the City agreed to provide financial support of the construction of the Vine Trail Segment from Calistoga to St. Helena ("Project"). On January 24, 2023, the City Council approved Resolution 2023-10 amending Agreement 19-19 and authorizing a budget increase to a total of $320,250.
STATEMENT OF THE PURPOSE:	To amend Agreement 19-19 and authorize budget adjustment to be made with unappropriated general fund monies in the amount of $140,000 for additional construction contingency funding for the St. Helena to Calistoga Vine Trail Project.
FINANCIAL IMPACT:	The Financial Impact is $140,000, of which $50,000 will be funded in FY24 and the remaining $90,000 will be funded in FY25. This action will require a budget increase to GL Account 241-50-00-21-45 in the amount of $50,000 for FY24 utilizing Fund 241 Measure T Class I Trails fund balance. A budget increase to GL Account 241-50-00-21-45 in the amount of $90,000 for FY25 utilizing Fund 241 Measure T Class I Trails fund balance will be requested during the Mid-Cycle Budget update on May 28, 2024.

BACKGROUND:

The Napa Valley Vine Trail (NVVT) is envisioned as a 47-mile Class I mixed-use path for pedestrians and cyclists that will run the length of the Napa Valley (Calistoga to American Canyon) and connect to the Vallejo ferry terminal in Vallejo, providing a crucial link to the City of San Francisco and larger Bay Area.

On September 24, 2019, City Council authorized, via Resolution 2019-116, a funding agreement with Napa Valley Transportation Authority (NVTA) for the Vine Trail design from Calistoga to St. Helena (the “Project”) in an amount not-to-exceed $241,000. The Agreement included Section 1(d) - Future Funding Shortfall Commitment for reasonable Project funding shortfalls.

On March 16, 2023, the City Council authorized Amendment #2 which increased the City's contribution by $133,000 to a total not-to-exceed amount of $453,250.

Additional expenditures were incurred during the construction phase of the Vine Trail segment between St. Helena and Calistoga. The share of these expenditures applicable to the City of St. Helena is $140,000 or about 19% of the total additional expenditures.

DISCUSSION:
NVTA procured several grants totaling approximately $14,400,000 (95%) for the construction project. Additional expenditures have been incurred and NVTA is now requesting an additional $740,000 (5%) be funded by the participating agencies as follows:

Organization	Funding Source	Cost Share
St Helena	19%	$140,000
Calistoga	19%	$140,000
County of Napa	37%	$275,000
Vine Trail Coalition	25%	$185,000
Total		$740,000

A portion of the additional expenditures are the result of construction delays related to unrelated PG&E work in the Vine Trail construction area. NVTA has submitted a claim to PG&E to recoup these expenditures. The Claim has not yet been finalized. If PG&E finds merit in the claim, any reimbursement received will be refunded to The Jurisdictions according to the above funding share percentages.

The $740,000 shortfall forecast is a conservative estimate. Should any funding go unused at the end of the project, it will be refunded to The Jurisdictions accordingly.

ENVIRONMENTAL REVIEW:
The recommended action is not subject to environmental review.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

Vine Trail Project - St. Helena Funding Agreement Amend No. 3 - Final
Attachment 1.RESOLUTION.Amendment No. 3 to Agreement 19-19

NAPA VALLEY TRANSPORTATION AUTHORITY

NAPA VALLEY TRANSPORTATION AUTHORITY AGREEMENT NO. 19-19

CITY OF ST. HELENA AGREEMENT

AMENDMENT NO. 3 FUNDING AGREEMENT

THIS AMENDMENT NO. 3 TO NAPA VALLEY TRANSPORTATION AUTHORITY AGREEMENT NO. 19-19 AND CITY OF ST HELENA AGREEMENT ("**Agreement**") is made and entered into as of this ____ day of _____, 2024, by and between the NAPA VALLEY TRANSPORTATION AUTHORITY, a joint powers authority (hereinafter referred to as "**NVTA**"), and the City of St. Helena, a California municipal corporation, whose mailing address is 1480 Main Street, St. Helena, CA 94574 (hereinafter referred to as "**CITY**"). NVTA and City are sometimes referred to herein individually as a "**Party**" and collectively as the "**Parties**".

RECITALS

WHEREAS, on October 7, 2019, the Parties entered into an Agreement whereby the CITY agreed to provide financial support of the construction of the Vine Trail Segment from Calistoga to St. Helena ("Project") upon the meeting of certain conditions precedent; and

WHEREAS, on January 24th, 2023, the City of St Helena Council authorized Amendment No. 1 to provide the transfer of $79,250 and authorize those funds to be used for the fees to support California Department of Transportation (Caltrans) staff review of CEQA document and design and engineering documents to support the approval of Caltrans permits; and

WHEREAS, on September 12th, 2023, the City of St Helena Council authorized Amendment No. 2 to provide the transfer of $133,000 and authorize those funds to be used for unforeseen construction costs associated with utility and winter weather delays to support the completion of the project construction; and

WHEREAS, the parties desire to amend the Agreement to increase the previous commitment by $140,000 to a total of $593,250 and authorize those

funds to be used for unforeseen construction costs associated with underground utility conflicts and delays from concurrent utility projects.

NOW, THEREFORE, the NVTA and the CITY agree to amend the Agreement as follows:

TERMS

1. Section 3 of the Agreement is amended to read in full as follows:

3. **Payment of Funds.** Funding for the Project shall be provided for the Project as follows:

a. The CITY shall make one (1) lump sum payment to NVTA of ONE HUNDRED THREE THOUSAND AND 00/100 DOLLARS ($103,000.00) upon the full execution of the design, engineering, and environmental contract agreement (65% Design) and within 30-days from receipt of invoice from NVTA.

b. The CITY shall make one (1) lump sum payment to NVTA for ONE HUNDRED THIRTY EIGHT THOUSAND AND 00/100 DOLLARS ($138,000.00) after the full execution of the final design, engineering and environmental contract agreement and within 30-days from receipt of invoice from NVTA.

c. The CITY shall make (1) lump sum payment to NVTA for FIFTY FOUR THOUSAND AND FIFTY DOLLARS ($54,050) upon the full execution of the Caltrans Cooperative Agreement and within 30-days from receipt of invoice from NVTA.

d. The CITY shall make (1) lump sum payment to NVTA for NINE THOUSAND TWO HUNDRED AND 00/100 DOLLARS ($9,200.00) for Funding Shortfall 2 and within 30-days from receipt of invoice from NVTA.

e. The CITY shall make (1) lump sum payment to NVTA for SIXTEEN THOUSAND AND 00/100 DOLLARS ($16,000.00) for Funding Shortfall 3 and within 30-days from receipt of invoice from NVTA.

f. The CITY shall make (1) lump sum payment to NVTA for ONE HUNDRED THIRTY THREE THOUSAND AND 00/100 DOLLARS ($133,000.00) for unforeseen construction costs associated with utility and winter weather delays to support the completion of the project construction and within 30-days from receipt of invoice from NVTA.

g. The CITY shall make (2) lump sum payments to NVTA for a total of ONE HUNDRED FORTY THOUSAND AND 00/100 DOLLARS ($140,000.00), for unforeseen construction costs associated with underground utility conflicts and construction delays resulting from a concurrent utility project. The payments will be scheduled as follows:

   i. The first payment of FIFTY THOUSAND AND 00/100 DOLLARS ($50,000.00) will be made within 30 days of the City of St Helena Council authorizing Amendment No. 3.
   ii. The second payment of NINETY THOUSAND AND 00/100 DOLLARS ($90,000.00) will be made within 30 days following July 1, 2024.

h. NVTA will use the allocated funding, as well as local support, to fund the design and construction of the Project.

i. Future Funding Shortfall Commitment. CITY understands that the costs to complete the Project are preliminary estimates and recognize that completion of the Project by NVTA may require additional funding. In the event that there are funding shortfalls, CITY agrees to work cooperatively with NVTA and other partners to identify and secure additional funding for reasonable Project funding shortfalls.

2. Except as set forth above, the terms and condition of the Agreement shall remain in full force and effect as previously approved.

IN WITNESS WHEREOF, the duly authorized representatives of the Parties have executed this Amendment No. 3 to the Agreement.

CITY:	**NVTA**:
By:_____	By: _____
ANIL COMELO, City Manager	KATE MILLER, Executive Director
Date: _____, 2023	Date: _____, 2023
ATTEST:	ATTEST:
By:_____	By:_____

OAK #4849-5590-1848 v4
05829-0001

CINDY TZAFOPOULOS, City Clerk

LAURA SANDERLIN
Secretary of the Board

APPROVED AS TO FORM:

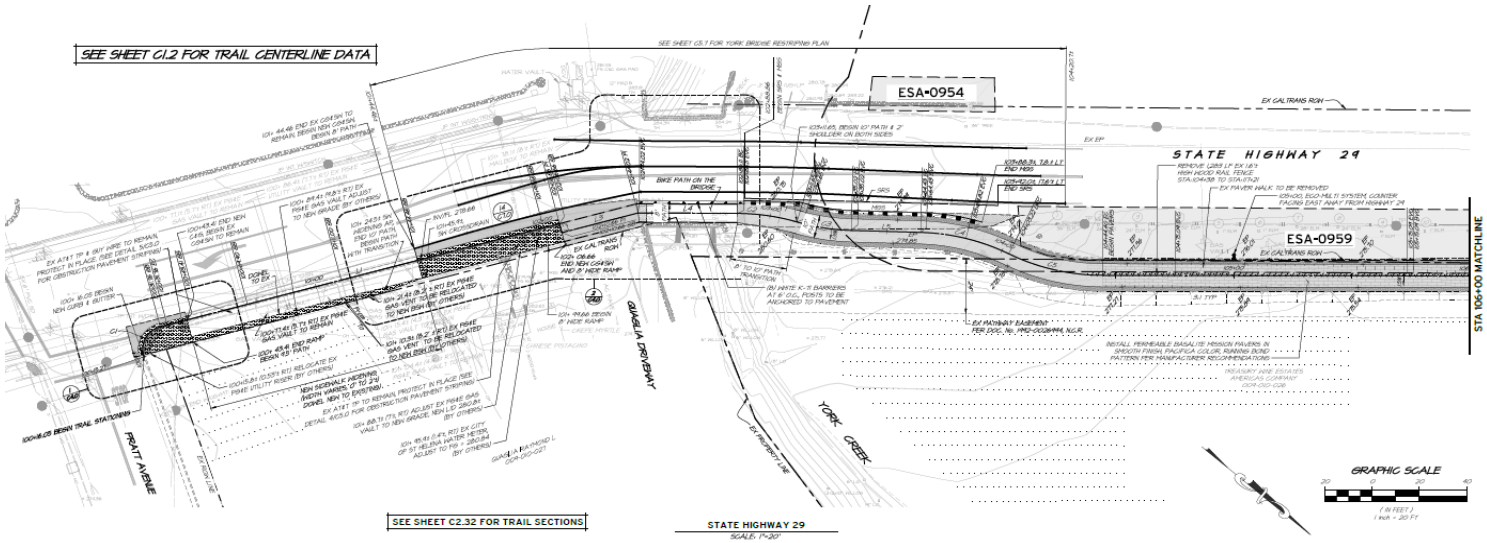
By: _____
ETHAN WALSH, City Attorney

APPROVED AS TO FORM:

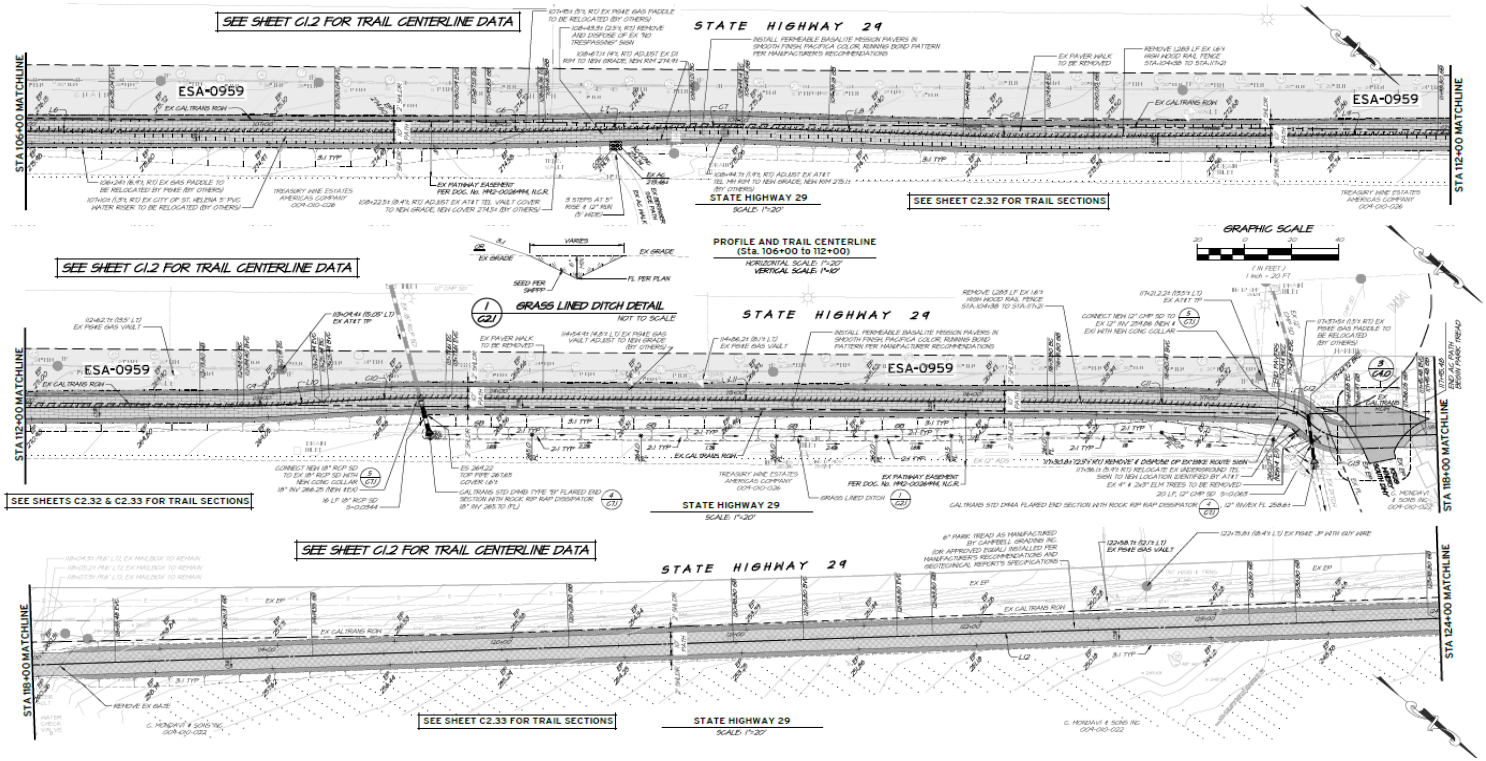
By: _____
OSMAN MUFTI, NVTA Counsel

OAK #4849-5590-1848 v4
05829-0001

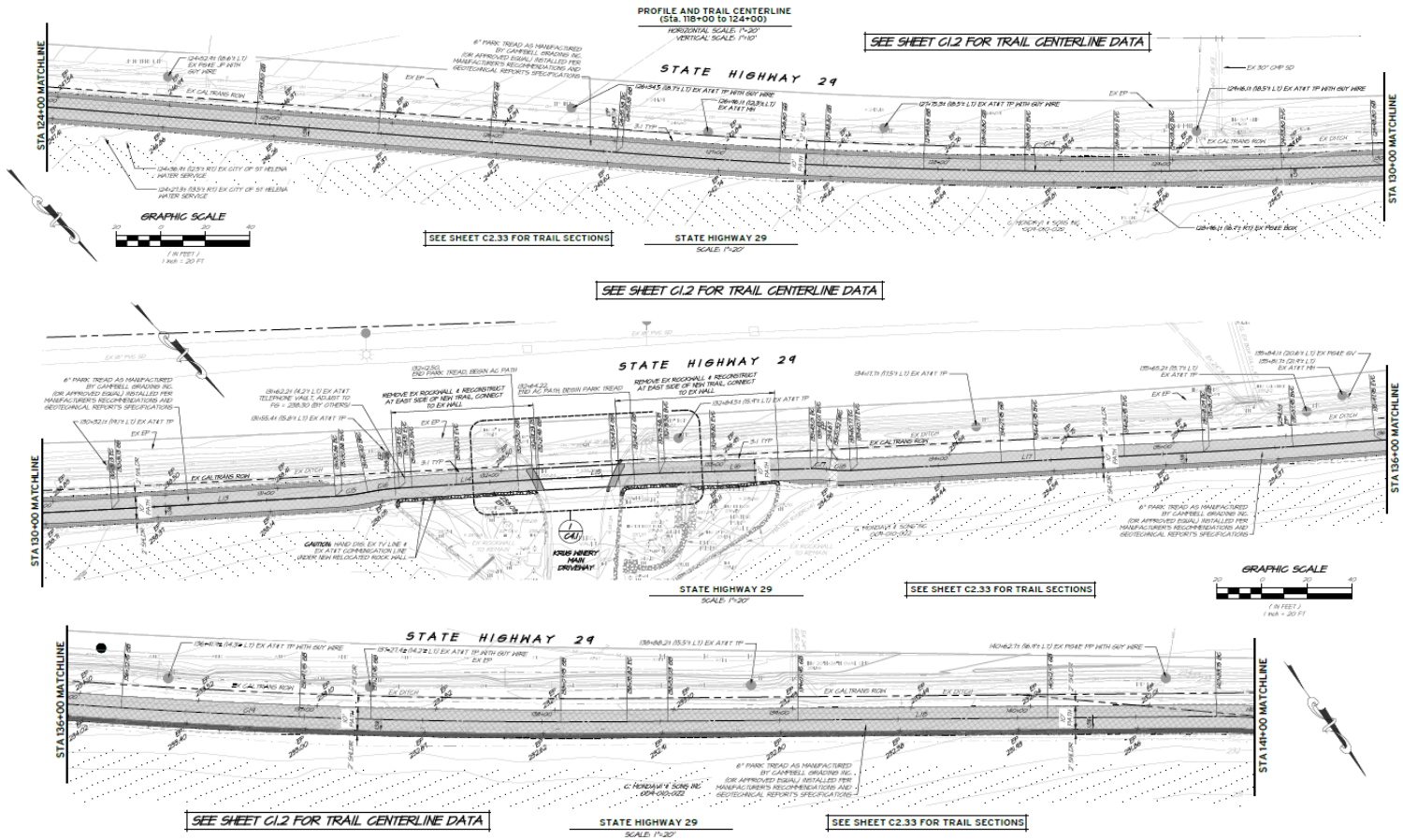
EXHIBIT A: Project Map Conceptual Plans
St Helena City Limits - Pratt Ave to Deer Park Rd



OAK #4849-5590-1848 v4
05829-0001



OAK #4849-5590-1848 v4
05829-0001



OAK #4849-5590-1848 v4
05829-0001

OAK #4849-5590-1848 v4
05829-0001

CITY OF ST. HELENA

RESOLUTION No. 2024-xx

Adopt resolution authorizing: (1) City Manager to execute Amendment No. 3 to the Cooperative Agreement with Napa Valley Transportation Authority for the Napa Valley Vine Trail for the design of the segment between the cities of Calistoga and St. Helena; (2) a budget increase of $140,000 to 241-5000-2145.

RECITALS

A. On October 7, 2019 NVTA and the CITY entered into NVTA Agreement 19-19 whereby the CITY agreed to provide financial support of the construction of the Vine Trail Segment from Calistoga to St. Helena ("Project") upon the meeting of certain conditions precedent;
B. Additional expenditures were incurred during the construction phase of the Vine Trail Segment;
C. The share of these expenditures applicable to the City of St. Helena is $140,000;
D. The parties desire to amend the Agreement to increase the previous commitment by $140,000 to a total of $593,250 and authorize those funds to be used for construction contingency.

RESOLUTION

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

1. Authorize the City Manager to execute Amendment No. 3 to NVTA Agreement 19-19, *Cooperative Agreement with Napa Valley Transportation Authority for the Napa Valley Vine Trail*; and
2. Authorize a budget increase of $140,000 to 241-5000-2145 and authorize use of fund 241 Measure T- Class I Trails fund balance in the same amount.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring:

Vice Mayor Eric Hall:

Council Member Anna Chouteau:

Council Member Patrick Kenealy:

Council Member Billy Summers:

APPROVED:	ATTEST:
Paul Dohring, Mayor	Cindy Tzafopoulos, City Clerk

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Planning

DATE:	March 26, 2024
FROM:	Philip Henry, Chief Building Official
SUBJECT:	Consideration and proposed approval of a resolution allowing for waiver of building permit fees for EV Chargers and Gray Water Systems during a limited and specified time-period of June 1, 2024 to March 31, 2025 and establish two rebate funds for a total not to exceed $79,160
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	In February 2023, the City Council approved the first "Energy Friendly Sale" that was conducted during a 6-month period beginning April 1, 2023. The scope of that sale included a 75% reduction in building permit fees for green energy upgrades such as EV chargers/solar, new heat pumps, new doors and windows and gray water systems. The City now desires to promote a new energy friendly series of incentives for 2024-2025 which is the subject of this staff report.
STATEMENT OF THE PURPOSE:	The purpose is to establish rebate programs that encourage owners to retrofit existing structures to incorporate energy-efficient and "green" building standards."
FINANCIAL IMPACT:	The total Financial Impact is estimated to be $79,160 for FY 2023/24 and FY 2024/25. The $10,000 funding for EV charger rebates is available in the existing FY 2023/24 operating budget. The remaining $69,160 will be requested as a Mid-Cycle Budget update for the FY 2024/25 Operating Budget on May 28, 2024.

BACKGROUND:

The California Building Codes (Title- 24) require certain green-energy production, charging, and storage equipment such as PV-solar, EV-chargers, Energy Storage System infrastructure and water conservation measures for newly constructed buildings. These requirements coincide with the State of California's effort to reduce Green House Gas emissions (GHG). While these requirements predominantly apply to newly constructed structures, there is a substantial amount of existing building stock throughout the state and within the city of St. Helena that are not subject to these regulations. It is the desire of the City of St. Helena this year to continue to promote

certain systems such as Electric Vehicle (EV) chargers to reduce carbon emissions within the city.

Additionally, the City of St. Helena has also experienced extended drought periods which has affected the city's already strained water system. To continue our City goals of promoting water conservation and recycled water use, the city desires to encourage Gray-Water Systems.

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

Consistent with the city's General Plan and goal to reduce Greenhouse Gas Emissions and lessen the impacts of Climate Change, the City of St. Helena desires to create incentives for property owners to make these energy efficient upgrades by reducing certain permit fees to zero for a specified and limited time period:

- Electric Vehicle charging station. (June 1, 2024 - November 30, 2024)
- Gray-water System. (October 1, 2024 - March 31, 2025)

In addition to a no-fee permit, property owners would be eligible to receive a rebate during the period of the waived building permit fee after verification of installation and final permit approval of up to $500 for installation of an EV-charger, and up to $3,000 for an approved gray water system pending fund availability.

Should the City Council approve this Rebate and No-fee permit program, the city will promote the incentives via a marketing campaign (print ads, social media, website, newsletter and email blasts) to encourage installation of these systems.

The following permits with current fee are listed below with proposed rebates:

Gray Water System (Assumes 20 systems)
Residential permit: $250 – proposed reduced fee: $0
Eligible Rebate of $3,000 per Gray Water System (until funds are exhausted)
Total proposed fund balance $60,000 (rebates) + $5,000 (permits) = ***$65,000***

EV Charging Station (Assumes 20 EV Chargers)
Residential permit: $208.00 – proposed reduced fee: $0
Eligible Rebate of $500 per EV-charger (until funds are exhausted)
Total proposed fund balance $10,000 (rebates) + $4,160 (permits) = ***$14,160***

Total Fiscal Impact of Incentive Program = $79,160

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

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

Resolution_waiving permit fees and offering rebates for EV Chargers and Gray Water Systems 3-26-2024
EV CHARGING STATION FLYER 2024
FISCAL IMPACT OF PERMIT SALE 2024

CITY OF ST. HELENA

RESOLUTION NO. 2024-

Resolution of the City Council of the City of St. Helena Making Findings and Determinations of Waiving Building Permit Fees and Offering Rebates for EV Chargers and Gray Water Systems During a Specified and Limited Time Period

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

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

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

WHEREAS, the City would like to encourage property owners to transition to electric cars which require EV charging infrastructure; and

WHEREAS, the City Council of the City of St. Helena desires to temporarily eliminate certain permitting fees and offer financial rebates for a limited and specified time period to encourage EV chargers and gray water systems;

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

SECTION 1. During the period of time set forth in Section 2, building permit fees will not be charged for Electric Vehicle chargers and installation of Gray-Water

Systems. Further, during that period the City shall also provide rebates of $500 for up to 20 applicants upon successful installation of an Electric Vehicle charger and rebates of $3,000 for up to 20 applicants upon successful installation of a Gray-Water System.

SECTION 2. The EV chargers permit waiver and $500 rebate will be effective April 1, 2024 and expire September 30, 2024 and the Gray Water Systems permit waiver and $3000 rebate will be effective October 1, 2024 and expire March 31, 2025.

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

SECTION 4. The City Council supports and approves the permit fee waiver and rebate offers for the specified time period, and directs the Community Development Department to take such actions as necessary to implement this permit waiver and rebate program.

Approved at a Regular Meeting of the St. Helena City Council on March 26, 2024, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Patrick Kenealy: _____

Council Member Billy Summers: _____

APPROVED: ATTEST:

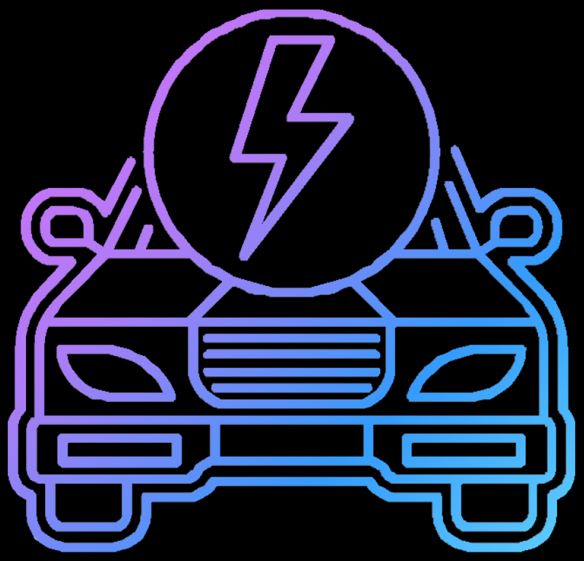
_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

PERMIT SALE WITH REBATE

EV CHARGING STATIONS

JUNE 1,2024 – OCTOBER 31,2024
INSTALL A NEW RESIDENTIAL EV CHARGING STATION WITH ZERO PERMIT FEES AND GET A $500 CASH REBATE WITH A FINALED PERMIT



SCAN ME

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

PERMIT MUST MEET 2022 ENERGY CODE REQUIREMENTS

Fiscal Impact of Permit Sale 2024/2025

EV Charging Station Permit Sale April 1,2024 to September 30,2024

Permit Fee Waived $208.00 X 20 = $4,160

Rebate Fund Total $10,000

(20 rebates @ $500 each)

Gray Water Permit Sale October 1,2024 to March 31, 2025

Permit Fee Waived $250.00 x 20 = $5,000

Rebate Fund Total $60,000

(20 rebates @ $3,000 each)

Total $79,160.00

EV Charging Station permits issued 4/1/22-8/31/22 (2) $416.00

Gray Water System permits issued 9/1/22-2/28/23 (0) $0.00

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

DATE:	March 26, 2024
FROM:	Eric Janzen, Assistant Public Works Director
SUBJECT:	Approval of introduction and first reading of Ordinance adding Chapter 18.01 to the St. Helena Municipal Code adopting the Vehicle Miles Traveled (VMT) metrics for new development.
RECOMMENDED ACTION:	Approval of introduction and first reading by title only and waive further reading of the proposed ordinance; schedule second reading on April 9, 2024.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	To introduce a new Chapter to Title 18 of the St. Helena Municipal Code adopting the Vehicle Miles Traveled (VMT) metrics for evaluating traffic impacts of new development and in compliance with California Senate Bill 743 (SB 743).
FINANCIAL IMPACT:	None.

BACKGROUND:

In 2013, Governor Jerry Brown signed SB 743, which both streamlined review for transit-oriented infill projects and directed the State Office of Planning and Research (OPR) to establish new practices and metrics to evaluate transportation impacts under the California Environmental Quality Act (CEQA). SB 743 requires that local agencies replace Level of Service (LOS) metrics—a measure of traffic flow—with Vehicle Miles Traveled (VMT) metrics for purposes of CEQA analysis. While SB 743 did not eliminate the ability of local agencies to continue using LOS as a planning metric in General Plans, it does shift perspective to a more sustainable transportation planning metric like VMT. The purpose of this change is to encourage infill development and help make non-automotive transportation faster, safer, and more reliable. In December 2018, OPR issued a Technical Advisory on Evaluating Transportation Impacts in CEQA, which includes recommendations for VMT assessment, thresholds of significance, and mitigation measures. St. Helena's TDM guideline supports the implementation of SB 743 and will help projects comply with State, regional and local VMT/GHG reduction efforts.

DISCUSSION:

Vehicle miles traveled (VMT) is a key metric for determining whether mobility and transportation related greenhouse gas (GHG) reduction goals are being achieved. It is defined as the total number of miles driven by a particular vehicle, or a particular group

of vehicles, in relation to a particular activity, development project, geography, and/or timeframe. For example, if a person drives their car 10 miles every day for a year, their VMT for that year would be 10 times 365 or 3,650. The goal of these TDM measures is to help St. Helena achieve the VMT reduction goals set by the State and regional government, as well as those within St. Helena's General Plan.

What would the proposed new Chapter 18.01 accomplish if adopted?

The City would formally adopt Vehicle Miles Traveled (VMT) metrics for evaluating traffic impacts of new development in compliance with SB 743.

- Preserve the use of Level of Service (LOS) metrics for reviewing conformance with the General Plan on projects where VMT is not applicable.
- Establish new screening criteria by which projects with less than significant impact may be exempted from VMT evaluation.
- Establish and adopt a Traffic Demand Management Guideline which will provide developers with a list of mitigation measures that reduce VMT, are compatible with the General Plan and available as prescriptive means to reduce VMT impact(s) of their projects.
- Delegate authority to manage and enforce VMT requirements to the Director of Public Works.
  Reserve Council authority to adopt, revise and rescind mitigation measures acceptable to the City.

ENVIRONMENTAL REVIEW: Exempt from CEQA pursuant to Section 15060(c)(3).

DOCUMENTS ATTACHMENTS:

00 - St. Helena_Ordinance creating Chapter 18.01
01 - EX A - DRAFT.VMT Ordinance_clean_031524
02 - VMT White Paper - clean_031524

ORDINANCE NO. ___

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA ADDING A NEW CHAPTER 18.01 INTO THE ST. HELENA MUNICIPAL CODE ADOPTING VEHICLE MILES TRAVELED (VMT) METRICS IN THE CITY OF ST. HELENA

WHEREAS, in 2013, Governor Jerry Brown signed SB 743, to establish new practices and metrics to evaluate transportation impacts under the California Environmental Quality Act (CEQA).

WHEREAS, the City of St. Helena's (City) does not include these new practices and metrics in the St. Helena Municipal Code; and

WHEREAS, Title 18 of the City's Municipal Code regulates environmental regulations within the City; and

WHEREAS, the City Council desires to adopt Vehicle Miles Travelled metrics within the City as Chapter 18.01 of Title 18; and

WHEREAS, the City Council further desires to conform with the Governor's order to implement SB 743.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals: This Ordinance incorporates, and by this reference makes a part hereof, the aforementioned recitals;

SECTION 2. Adoption of new Chapter 18.01. Chapter 18.01 of the City's Municipal Code is hereby created and stated in its entirety to read as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

SECTION 3. CEQA. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14,

Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof, is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional. If for any reason any portion of this ordinance is found to be invalid by a court of competent jurisdiction, the balance of this ordinance shall not be affected.

SECTION 5. Effective Date. This ordinance shall take effect and be in force thirty (30) days after its adoption.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 26th day of March, 2024, and was adopted at a regular meeting of the St. Helena City Council on the 9th day of April, 2024, by the following vote:

Mayor Dohring: _____
Vice Mayor Hall: _____
Councilmember Chouteau: _____
Councilmember Kenealy: _____
Councilmember Summers: _____

APPROVED:

_____
_____
_____
_
Paul Jamison Dohring, Mayor

ATTEST:

CITY OF ST. HELENA

_____
Cindy Tzafopoulos, City Clerk

I, CINDY TZAFOPOULOS, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the day of , 2024. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the day of , 2024, by the following vote:

Mayor Dohring: _____
Vice Mayor Hall: _____
Councilmember Chouteau: _____
Councilmember Hardy: _____
Councilmember Summers: _____

Exhibit A

St. Helena Municipal Code Chapter 12.08

[Attached behind this cover page]

- **18.01.010 - Purpose.**

  The specific purposes of this Article are to promote maximum efficiency in the existing transportation system, and to further the transportation goals of the St. Helena General Plan, St. Helena Bicycle and Pedestrian Plan, the San Francisco Bay Area Clean Air Plan and reduce the production of Greenhouse gases by reducing total vehicle miles traveled (VMT), while enhancing access and expanding mobility by:

  A. Promoting and encouraging the use of transit, ridesharing, bicycling, walking, flexible work hours and telecommuting as alternatives to solo driving;

  B. Incorporating these objectives into the development review process;

  C. Developing proactive programs and/or projects either alone or in conjunction with other jurisdictions, the Napa County Transportation Authority (NVTA), and/or the Metropolitan Transportation Commission (MTC), to support countywide planning efforts;

  D. Considering the incorporation of appropriate technology designed to facilitate traffic flow, provide transit and highway information, provide trip generation alternatives, and incorporate related technology into the transportation system;

  E. Cooperating with other jurisdictions, the private sector, and transit operators in planning and implementing transportation programs;

  F. Promoting the more efficient utilization of existing transportation facilities and ensuring that new developments are designed in ways to maximize the potential for people and goods to arrive/depart by walking, cycling, riding public transportation, or traveling in a high occupancy vehicle; and

  G. Establishing an ongoing monitoring and enforcement program to ensure that the City's desired alternative mode use percentages are achieved.

- **18.01.020 - Applicability.**

  The requirements of this Article apply to private development as described in this section:

  A. Residential projects where the projected home-based VMT per resident generated by the project is greater than 15 percent below the nine-county Bay Area regional average or citywide average home-based VMT per resident.
  B. Office/Employment projects where the home-based-work VMT per worker generated by the project is greater than 15 percent below the nine-county Bay Area regional average home-based-work VMT per worker.
  C. Retail and Other Land Use projects that result in a net increase in VMT.
  D. Any development projects that provides more parking than the minimum required by this code.
  E. Any development projects that are less than 0.75 FAR.
  F. Any development projects that are inconsistent with Plan Bay Area.
  G. Any development projects that replace affordable residential units with a smaller number of units and/or market rate units.

H. Any development projects that are less dense than the existing use on the site to be developed.

18.01.030 - Performance Requirements.

A. In order for projects subject to the requirements of this Article to have a less than significant impact on transportation under the California Environmental Quality Act (Public Resources Code §§21000 *et seq.*) ("CEQA") those projects will need to incorporate measures to reduce single-occupant vehicle trip generation rates 15 percent below the 9-county bay area regional average.

B. Projects for which the standard VMT calculation methods are not representative of the proposed Use, may, with the approval of Director of Public Works, use Total Regional VMT, per Capita Metric or other method of determining VMT recommended by the Governor's Office of Planning and Research (OPR).

- **18.01.040 - Vehicle Miles Traveled calculation.**

All projects subject to the requirements of this Article shall calculate the project VMT using the Solano Napa Activity-Based Model. Retail projects greater than 10,000 square feet of floor area, and other commercial and industrial projects may use either the Solano Napa Activity-Based Model or the MTC Travel Model. Proponents of projects for which the standard VMT calculation methods are not representative of the proposed Use or projects within Industrial Zoned area can petition the Director of Public Works to use an alternate method of determining VMT recommended by the Governor's Office of Planning and Research. The Director of Public Works shall have discretion to permit the use of any alternate method(s).

- **18.01.050 – Exempted Projects.**

Projects meeting one or more of the following criteria are considered to have a less than significant impact on VMT and are exempted from the provisions of this chapter.

A. Projects that are not subject to CEQA, as described in Cal. Code Regs. tit. 14 § 15060, or projects that are otherwise exempt from CEQA.

B. Projects which consist exclusively of deed restricted affordable housing for low or moderate income households as defined by state law or local ordinance.

C. Projects which consist exclusively of local-serving retail (grocery store, drug store, gym, etc.) or professional service providers licensed by the State of California (legal, medical, architectural, etc.) and not exceeding 10,000 square feet in floor area.

D. Projects which consist exclusively of open space, publicly owned park and/or trailheads.

18.01.060 – Mitigation Measures.

A. Projects subject to the requirements of this Article which are unable to meet the Performance Requirements defined in Section **18.01.030** and are not exempted under Section **18.01.050** may mitigate VMT by providing facilities that reduce VMT as part of their project.

B. The City has identified certain mitigation measures which reduce VMT, are consistent with the goals of the General Plan and can be implemented with a wide variety of projects. These mitigation measures are provided in the St. Helena Transportation Demand Management (TDM) Guideline which shall be developed by the Director of Public Works and approved by City Council, and may be updated from time to time. Project proponents are not limited to the mitigation measures identified in the TDM Guideline. Alternate mitigation measures can be implemented by project proponents with the approval of the City Council. The City Council may, by resolution, revise the TDM Guideline and list of identified VMT mitigation measures.

C. Projects proposing mitigation measures described herein may be required to include a LOS analysis in addition to CEQA VMT. The City retains a requirement to evaluate LOS within the local development review process to inform site access and traffic operation decisions as it relates to General Plan goals and policies.

18.01.070 – Alternative Mitigation Measures Procedure

Proponents of projects are not limited to only the mitigation measures listed in the St. Helena Transportation Demand Management (TDM) Guideline and may propose other VMT reducing methods. When proposing other VMT reducing methods, it shall be the responsibility of the project proponent to prepare a report demonstrating the credited effectiveness of the VMT reducing method and quantify the reduction of VMT as a percentage of the nine-county Bay Area regional average. The report shall be prepared, signed and stamped by a Civil Engineer licensed in the State of California and experienced in Traffic Engineering. Calculation methods shall rely on the models described in Section **18.01.040** and be subject to the provisions therein.

Credited effectiveness of alternate VMT mitigation measures shall be quantified using the California Air Pollution Control Officers Association (CAPCOA) guidelines or other VMT references recommended by the California Governor's Office of Planning and Research (OPR).

18.01.080 - Submittal Requirements.

All projects subject to the requirements of this Article shall submit a transportation demand management plan in conjunction with the development application. These plans must demonstrate whether, upon implementation, they will achieve the performance requirement and shall include the following.

A. **Mitigation Measures List.** A completed list of the trip reduction measure(s) chosen by the applicant pursuant to the St. Helena TDM Guideline or alternate mitigation measure(s) approved by the City Council.

B. **Trip Generation.** Estimated daily trip generation for the proposed use based on the Solano Napa Activity-Based Model or the MTC Travel Model.

C. **Implementation Plan.** A description of how the performance requirements will be achieved and maintained over the life of the project.

D. **Project-Designated TDM Contact.** When utilizing VMT mitigation measures that require the use of public facilities, public transportation, are located on public land or require ongoing commitment(s) in order meet the requirements of this chapter, the applicant shall designate an employee or resident as the official contact for the transportation demand management (TDM) program.

E. **Site Plan.** A site plan that designates transportation demand management design elements including, as applicable, the location and layout/design of:

1. *External:* preferential parking areas, paid parking areas, bicycle connections, bicycle parking, location of on-site amenities, passenger loading areas, land dedicated for transit facilities and bus shelters, direct route to transit, and pedestrian connections.
2. *Internal:* showers/lockers, information boards/kiosks, ATM, dry cleaners, day care, convenience retail, post office, cafeteria, limited food service establishment, exercise facilities, and on-site transit pass sales.

18.01.090 - Monitoring and Reporting.

The City may require proponents of projects to provide an annual report when utilizing VMT mitigation measures that require the use of public facilities, public transportation, are located on public land, or require ongoing commitment(s) in order meet the requirements of this chapter. The report shall document the TDM activities undertaken, their results and an affidavit confirming that the requirements of this Section have been met. This report shall be submitted to the Director of Public Works no later than June 30 of each year following the issuance of the Certificate to Occupy. If the annual report shows compliance for three consecutive years, no further annual reports are required. If the VMT mitigation measures consist of solely measures that would be performed once, this report must be submitted at the completion of the implementation of those measures and no additional reporting is required.

The City may require a project proponent to perform a five-year review to evaluate the overall effectiveness of all VMT mitigation measures implemented on the project. The City may suggest new or modified activities or substitute activities to meet the program's objectives. The City may impose reasonable changes or extend the reporting period to assure the program's objectives will be met.

St. Helena Transportation Demand Management (TDM) Guideline

In 2013, Governor Jerry Brown signed SB 743, which both streamlined review for transit-oriented infill projects and directed the State Office of Planning and Research (OPR) to establish new practices and metrics to evaluate transportation impacts under the California Environmental Quality Act (CEQA). SB 743 requires that local agencies replace Level of Service (LOS) metrics—a measure of traffic flow—with Vehicle Miles Traveled (VMT) metrics for purposes of CEQA analysis. While SB 743 did not eliminate the ability of local agencies to continue using LOS as a planning metric in General Plans, it does shift perspective to a more sustainable transportation planning metric like VMT. The purpose of this shift is to encourage infill development and to help make non-automotive transportation faster, safer, and more reliable. In December 2018, OPR issued a Technical Advisory on Evaluating Transportation Impacts in CEQA, which includes recommendations for VMT assessment, thresholds of significance, and mitigation measures. St. Helena's Transportation Demand Management (TDM) guideline supports the implementation of SB 743 and will help projects comply with State, regional and local VMT/GHG reduction efforts.

Vehicle Miles Traveled

Vehicle miles traveled (VMT) is a key metric for determining whether mobility and transportation related greenhouse gas (GHG) reduction goals are being achieved. It is defined as the total number of miles driven by a particular vehicle, or a particular group of vehicles, in relation to a particular activity, development project, geography, and/or timeframe. For example, if a person drives their car 10 miles every day for a year, their VMT for that year would be 10 times 365 or 3,650. The goal of these TDM measures is to help St. Helena achieve the VMT reduction goals set by the State and regional government, as well as those within St. Helena's General Plan.

VMT can also be calculated for a particular project or geographic area; however, in those cases the calculations become more complicated. If someone from St. Helena drives to visit their friend in City of Napa, their round-trip will begin and end in those two cities, but they will also cross through other places to get there. Although more complex approaches could be used, current methods assign half of the resulting VMT to each city (the origin and the destination). Building on these concepts, State and regional government have developed methods for assessing the VMT of specific cities and projects. Since higher VMT directly corresponds with increased congestion, air pollution, and GHG emissions, these agencies have also established goals and policies to reduce VMT. Among these policies is the recent switch from evaluating environmental impacts based on measures of traffic flow or delay to using VMT to evaluate those impacts.

VMT Goals in St. Helena

The City of St. Helena's Transportation Demand Management (TDM) Program is intended to help address the transportation-related impacts of new development by requiring projects to provide features and amenities that will foster a better pedestrian/bicycle environment, support public transit, and make it easier and more appealing for residents, employees, and visitors to use alternatives to driving or driving alone.

Unless exempt, projects are required to calculate the anticipated VMT for the development with the intent of implementing measures that reduce the VMT generated by the project to less than 15 percent below the nine-county Bay Area regional average for similar projects (the "baseline VMT"). Information on how to calculate the baseline VMT for St. Helena, Napa County and the "nine-county Bay Area average" is available in the SOLANO NAPA ACTIVITY BASED MODEL (SNABM).

Applicable to most projects: SOLANO NAPA ACTIVITY BASED MODEL (SNABM)

Applicable to most large projects: MTC VMT Screening Map

Projects which do not achieve the baseline VMT may implement VMT mitigation measures. The City has identified several VMT mitigation measures that owners/developers may use to achieve the VMT reduction goals. The efficacy of these mitigation measures must be evaluated as part of the CEQA analysis conducted for each individual project.

All proposed development projects must demonstrate compliance with the City's TDM program by submitting a VMT report as part of their application for development entitlements. The report shall be prepared by a Civil Engineer with experience in traffic engineering and licensed in the State of California. VMT submissions will be subject to initial review by the Department of Public Works (DPW) and will be incorporated into the CEQA analysis conducted for the project. See links above regarding the TDM Report/Guidebook, Program Informational Summary, and Project TDM Measures Form.

VMT Mitigation Measures List

The following prescriptive list of VMT mitigation measures are acceptable methods of reducing VMT for a development within the City of St. Helena.

Project proponents are not limited to the mitigation measures identified in this TDM Guideline. Alternate mitigation measures may be implemented by project proponents with the approval of the City Council.

A. Passenger Loading Zones. Passenger loading zones for carpool and vanpool drop-off located near the main building entrance.

B. Pedestrian Connections and Network Improvements. Safe, convenient pedestrian connections provided from the project to surrounding public streets and, if applicable, trails.

C. Bicycle Connections and Low-Stress Bicycle Facilities. If a site is abutting a bicycle path, lane or route, provision of a bicycle connection close to an entrance to the building on the site. Traffic calming that reduces vehicle speeds and volumes to reduce stress on bicyclists.


CITY OF
ST. HELENA



D. Land Dedication for Transit/Bus Shelter. Where appropriate and with approval by Napa Valley Transportation Authority (NVTA), land dedicated for transit or a bus shelter provided based on the proximity to a transit route

E. Long-Term Bicycle Parking. Covered and secure long-term bicycle parking located within 75 feet of a main entrance. Long-term bicycle parking must be in at least one of the following facilities:

1. An enclosed bicycle locker;
2. A fenced, covered, locked or guarded bicycle storage area; or
3. A rack or stand inside a building that is within view of an attendant or security guard or visible from employee work areas.



F. Short-Term Bicycle Parking. Secure short-term bicycle parking located within 50 feet of a main entrance to the building.

G. Showers/Clothes Lockers. Shower and clothes locker facilities free of charge.

H. On-Site Amenities. One or more of the following amenities provided on site: day care, cafeteria, limited food service establishment, self-serve laundry, dry cleaners, exercise facilities, convenience retail, post office, or on-site transit pass sales.

I. Telecommuting. Pre-wire high-speed internet connectivity to all tenant spaces to provide opportunities and the ability for employees to work off site. High-speed internet infrastructure shall be of sufficient bandwidth to support video conferencing/streaming for all tenant spaces proposed by the project.



From:	Christopher J Warner
To:	Eric Janzen; Maya DeRosa; Cindy Tzafopoulos; Public Comment
Subject:	[External] City Council Agenda Item 13.2 - Vehicle Miles Traveled Ordinance for New Development
Date:	Tuesday, March 26, 2024 2:13:28 PM

Eric, Maya, Cindy et al -

I try to stay current on City Council agenda items that affect housing and other development in the City, so apologize that the Vehicle Miles Traveled draft ordinance on the City Council agenda tonight did not come to my attention earlier.

I support transitioning to a VMT metric for our development planning, including new housing and retail development. However, the "devil is in the details," and my initial review of the draft ordinance and Transportation Demand Management (TDM) Guideline indicates they could have unintended adverse and negative impacts on new affordable housing and retail developments that are overall consistent and helpful in reducing overall GHG emissions and climate impacts. For example, the VMT "goals" and "mitigation measures list" in the TDM Guideline, without further flexibility, may actually disincent housing, retail and other development projects that are overall helpful in reducing GHG emissions and climate impacts, even if their nominal VMT are greater than an adopted Napa County baseline or required reduction from the baseline.

I haven't had the time to consult with you on the draft ordinance and TDM Guideline from a planning and energy/environmental perspective, so will defer any more detailed comments to some further informal discussion and comments in connection with the second reading of the ordinance.

Thx for consideration of these comments, and my apologies for not having a chance to review this and provide my comments earlier.

Chris Warner
1434 Grayson Avenue
415-309-9572

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Recreation

DATE:	March 26, 2024
FROM:	Dave Jahns, Parks & Recreation Director
SUBJECT:	Council Discussion and Direction on the Formation of a Committee to Prepare for the City's Sesquicentennial in 2026
RECOMMENDED ACTION:	Authorize staff to initiate a planning committee to prepare for the City's sesquicentennial.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Begin planning process for a community-wide Sesquicentennial celebration in 2026.
FINANCIAL IMPACT:	None at this time. If the committee is authorized, any potential financial impacts will be brought forward at a future date as part of the proposed celebration framework.

BACKGROUND:

The City of St. Helena is located on the ancestral lands of the earliest inhabitants, the Wappo people. For more than 10,000 years the Napa Valley region, previously known as Talahalusi (Beautiful Land) has been the Wappo's native home. Believed to have first settled in St. Helena as early as 2000 B.C. , the traditional name for the immediately area currently known as St. Helena is Anakotanoma (Bull Snake Village). Though impacted greatly by the arrival of various settlers over many years, descendants of the first Wappo retain a strong connection to their homeland, traditions, and cultural heritage.

Beginning in the late 1700's, the region was part of Spain's Alta California, and then, later Mexican California. The area was further settled in 1834 as part of General Mariano Guadalupe Vallejo's land grant. Founded in 1854, St. Helena became the commercial center of central Napa Valley. The City of St. Helena was officially incorporated as a City on March 24, 1876.

From its inception, St. Helena served as a rural agricultural center. Over the years, with the growth and development of the wine industry, the City became an important business and banking center. Locals worked hard, but also knew how to have a good time. Saloons and restaurants were an abundant part of Main Street, and St. Helena was host to numerous parades, dances, and other social gatherings.
Nearly 150 years after being incorporated, St. Helena continues to be a city filled with rich historical ties and a place many families have called home for generations. Over the last 150 years, our community has also seen an abundance of visitors, as a result of the

flourishing wine industry, deep agricultural roots, and the area's scenic qualities. St. Helena continues to reflect its history as a small town that is also one of the great wine-growing capitals of the world.

Historical background support provided by information received from the St. Helena Historical Society's Heritage Center

DISCUSSION:
The City of St. Helena was incorporated on March 24, 1876, and will reach the 150-year mark as a City in March of 2026. It would be fitting to host a community-wide sesquicentennial celebration honoring our cultural heritage and official incorporation in that same year.

With that in mind, staff recommends that the City Council provide direction to initiate the formation of a committee comprising of community members and representatives from various local organizations and businesses. This committee would be tasked with developing a program(s) to suitably celebrate St. Helena's sesquicentennial. Staff intends to coordinate the first meeting of such a group in June 2024.

If authorized, the committee would bring back a proposed framework of the sesquicentennial celebration at a future council meeting for further discussion and direction.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 5: Enhance Quality of Life

Sesquicentennial Preparations



Background

- St. Helena is located on the ancestral lands of the Wappo People
- Napa Valley inhabited for over 10,000 years by indigenous people. Napa Valley region known as Talahalusi (Beautiful Land)
- In 1700's region was part of Spain's Alta California
- Further settled in 1834 as part of General Vallejo's land grant.
- St. Helena founded in 1854; Officially incorporated as a City on March 24, 1876
- Rural agricultural center of the region

Historical background support provided by information received from the St. Helena Historical Society's Heritage Center

Sesquicentennial Planning

- Will reach 150-Year mark as an incorporated City in March 2026
- Would be fitting to host a community-wide celebration in recognition of the sesquicentennial and our historic roots
- Staff recommends the formation of a planning committee consisting of community members, local organizations, and business representatives
- Tasked with developing a framework to suitable commemorate this historic date





Next Steps

- Staff will begin community outreach for committee members
- Goal is to host an initial meeting by June 2024
- Committee would bring back a proposed framework at future Council and appropriate commission meetings for further discussion and direction



- Recommended Action: Authorize staff to initiate a planning committee to prepare for the City's sesquicentennial

- Discussion & Questions

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	March 26, 2024
FROM:	Anil Comelo, City Manager
SUBJECT:	Formation of a new department with oversight of Arts, Culture, Library, Parks & Recreation, Grants, and Community Engagement.
RECOMMENDED ACTION:	Provide direction to staff on the formation of a new department.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	To received feedback and direction from City Council on the formation of a new department with oversight of Arts, Culture, Library, Parks & Recreation, Grants, and Community Engagement.
FINANCIAL IMPACT:	Estimated annual increase of $17,398.

BACKGROUND:

In accordance with City Council*Goal 5: Enhance Quality of Life*: *Goal 6: Improve Employee Recruitment, Retention, and Morale*, and *Goal 7: Enhance Organizational Effectiveness* staff has actively been working on a number of objectives to meet these goals.

Over the last year, staff has explored shared services models for several departments, including Police, Fire, Public Works, and Administrative Services, (Human Resources and Finance). The city's goal in doing so is to improve delivery of services, create efficiencies and potentially even reduce of the cost of services to the community. Likewise, staff continually seeks ways to break down departmental silos to increase collaboration, innovation and staff morale. When the opportunity presented itself, staff also began exploring new models for the delivery of Library services. This was prompted by the pending retirement of former Library Director Chris Kreiden who officially retired in January 2023 leaving a vacancy in the Library Department.

In exploring various options, staff has identified the potential formation of a new umbrella department with oversight of Arts, Culture, Library, Grants, Parks & Recreation, and Community Engagement. In its exploration of this service model, staff sought advice and guidance from leaders across several disciplines as well as community and department stakeholders: Chris Kreiden, our former Library Director; Melinda Cervantes, an experienced library executive who has been overseeing the daily library operations following Chris' retirement; Dave Jahns, the current Parks &

Recreation Director; department staff; and several community members. Additionally, over the past few months many outreach meetings have taken place to discuss and seek input on the potential for a new “community services” department. Discussions include, but are not limited to:

- Library staff - Two meetings
- Parks & Recreation staff - Two meetings
- Parks & Recreation Commission - One meeting
- Library Board of Trustees - Three meetings
- Friends & Foundation Board of Directors - Two meetings

In each meeting, management staff presented the proposed structure, received feedback, and endeavored to address concerns or misconceptions.

DISCUSSION:

The overarching goal of the exploration is to enhance the quality and scope of services to the St. Helena community. Several communities have consolidated Library, Parks and Recreation and other functions and so our current endeavor is not only not new but is considered to be “best practice”. Drilling down into the two largest functional areas Library and Parks and Recreation the following is the summary of the two distinct functions.

The purpose and goals of the Library include:

- Being a resource for people in their daily lives as they grow, learn, and challenge themselves at every life stage and level of personal development.
- Providing resources, space, and opportunities for civic engagement, as well as gateways to education, learning experiences, and enrichment.
- Promoting wellness by serving as a calm, trusted, welcoming, and safe space.
- Preparing for the future and being responsive to challenging needs of the community.
- Increasing engagement and outreach to the community, especially to the retiree and Spanish-speaking community.

The purpose and goals of Parks and Recreation is to:

- Providing leisure and community services to the residents of the city and enrichment programs for all ages.
- Harvesting Community Experiences that Celebrate St. Helena (mission).
- Serving as a destination for leisure and community experiences that preserves St. Helena's small-town lifestyle (vision).
- Offering programs for all ages.
- Facilitating arts and culture programming.

- Promoting Health & Wellness
- Offering programming that includes 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.
- Increasing programming and gathering opportunities for teens and young adults.

While there are distinct nuances to how each department functions, there are also many similarities:

- Both are treasured institutions in our community.
- Both serve many of the same residents.
- Both promote health and wellness.
- Both are organizational and information hubs for the community.
- Both have the potential to be powerful symbols and agents for neighborhood identity.
- The purpose of both is to create community and enhance the quality of life in St. Helena through people, places, programs, and partnerships.
- Both promote civic participation.
- Both have volunteer programs.
- Both offer recreational, educational, and social engagement opportunities.

In addition to Library and Parks & Recreation functions, and as a part of Council *Goal 4 - Provide Effective Community Information & Opportunities for Engagement* and *Goal 5 - Enhance Quality of Life,* the City has embarked on a robust information and engagement program which was initiated in the Parks and Recreation department and has more recently been housed in the Office of the City Manager. Over the last year, the Director of Parks & Recreation and has started the process to develop a formal Arts and Culture program in the City.

Because of the similarities in the reach of both the Library and Parks & Recreation as well as the City's desire to broaden its arts and culture opportunities and increase community engagement, staff is recommending the formation of a new department with oversight over Arts, Culture, Library, Grants, Parks & Recreation, and Community Engagement. While this will be a new way to operate within the City, the intent is to modernize our operating model and enhance civic services in several areas. This structure is similar to several other cities, including San Rafael, Beverly Hills, Pleasanton, and Richmond which still have independent libraries.

It cannot be reiterated enough that both the Library and Parks & Recreation function very well and are both beloved in the community under the current model; however, opportunities for collaboration between the two function areas is relatively unsystematic and unstructured, and traditional institutional identities (Library and Parks & Recreation) tend to isolate staff and stifle collaboration, creativity, innovation. This is an opportunity

to rethink these traditional identities and become more innovative in our approach to services.

DESIRED OUTCOMES FROM THIS CHANGE:
While each division will continue to function independently, there are many desired outcomes including, but not limited to:

- Enhance the scope and quality of our services.
- Become a broad and inclusive department to generate better programming across functions.
- Offer enhanced, refreshed, and expanded programming.
- Be places where community service projects can be organized collaboratively.
- Increase coordination and communication between functional areas and the community.
- Reduce isolation of outward facing service functions.
- Achieve cross promotion of programs and activities.
- Be innovative in programs offered and demographics served.
- Be a place where arts and culture can be highlighted.
- Create more community engagement.
- Provide an opportunity for employee growth, succession, and retention.
- Partner together in areas such as:
    - Physical Space (Library, Head Start Building, Carnegie Building, Parks, Opens Space and Trails, etc.)
    - Joint programming collaborations
    - Information and resource collaborations in areas such as:
        - Arts & Culture
        - Communications
- Modernize operating model.
- Enhance civic services.

WHAT WILL NOT CHANGE:
Under the proposed new department, each division will continue to function independently with its own budget and own staff, but will report to one single department director. In particular, donations received through the charitable giving of the community directly to the City, through theLibrary Friends & Foundation, or through the Parks, Recreation, and Culture Foundation, will continue to be placed in separate fund accounts, as directed by the donor, and used only for the charitable purposes designated by the donor.

RECOMMENDED STRUCTURE:
Staff recommends the formation of a new department of oversight of Arts, Culture, Library, Grants, Parks & Recreation, and Community Engagement with the following structure:

1. Managed by the incumbent Parks & Recreation Director the new department will temporarily be called Community Services (common term in most cities).
2. Library Director position reclassified as a properly credentialed Deputy Director of Community Services - Library
3. The Deputy Library Director and Parks & Recreation Manager* positions report directly to the Director of newly formed department (current Parks & Recreation Director).

* The Parks & Recreation Manager was a previous and separate reorganization decision unrelated to the creation of the new department.

Chart 1 provides a summary of the current positions compared to the proposed positions and associated costs.

Chart 1 - Summary Annual Cost Estimates

Community Services	Current	Proposed
Director of Library	227,354	
Director of Parks & Recreation	247,232	
Deputy Library Director		234,506
Director of Arts, Culture, Library, Grants,Parks & Recreation, and Community Engagement*		257,506
TOTALS	***474,586***	***491,984***
Difference	17,398	

*5% increase for Director of Community Services

NEXT STEPS

If the formation of a new department with oversight of Arts, Culture, Library, Parks & Recreation, Grants, and Community Engagement is supported by Council, staff will bring a report to City Council on April 9, 2024, establishing the department, positions, job descriptions, and salary schedules.

Staff will also consult with the Chair and Vice Chair of the Library Board of Trustees and the Chair and Vice Chair of the Parks & Recreation Commission on the name for the new department and will return to City Council with a recommendation.

Please click this link to view an article **BY DIANTHA D. SCHULL, EXECUTIVE DIRECTOR, LIBRARIES FOR THE FUTURE** From *Great Parks/Great Cities: Seattle, 1998*, a publication on an Urban Parks Institute regional workshop (also Attachment 1).

ENVIRONMENTAL REVIEW: N/A

DOCUMENTS ATTACHMENTS:

Attachment 1 - Parks and Libraries in Partnership Article

Parks and Libraries in Partnership

DEC 31, 2008

BY DIANTHA D. SCHULL, EXECUTIVE DIRECTOR, LIBRARIES FOR THE FUTURE

From *Great Parks/Great Cities: Seattle, 1998*, a publication on an Urban Parks Institute regional workshop.

Diantha Schull is Executive Director of Libraries for the Future, a national organization that represents the users of America's public libraries by promoting information and technology policy in the public interest. Previously, Ms. Schull was Executive Director of the French-American Foundation. She also founded the New York Library Programs Consortium, a network of libraries engaged in public affairs programming. As a consultant to libraries, foundations, and museums, she has advised such organizations as the Metropolitan Museum of Art, the New York State Department of Education, National Public Radio, the American Association of Museums, the French Ministry of Culture, the National Endowment for the Humanities, the Modern Language Association, and the American Library Association.

I would like to explore how parks and libraries are working together in urban neighborhoods, and how they might, by working together, become far more instrumental in revitalizing communities and cities. In the future, this alliance of parks, libraries and other institutions could provide the basis for a new urban agenda.

"[An] alliance of parks, libraries and other institutions could provide the basis for a new urban agenda"

Public spaces such as parks, markets, gardens, walking trails, sidewalks, and plazas are all essential components of healthy communities and livable cities. However, we do not know how libraries and these other spaces, especially parks, relate to one another, and how they might relate to one another in the future.

At Libraries for the Future, we believe one of the primary values of a public library is its role as a trusted, accessible, neutral public space. This is true whether it is in the midst of a neighborhood undergoing great decay and decline, in which it acts as an oasis, or whether it's an anchor for a new neighborhood undergoing revitalization.

A library is one of the few places that belongs to all of us equally. And although we don't have a national system of libraries, we do have an infrastructure in place that, if it were more visible, could make libraries an extremely important place in a community. There are 16,000 communities around the country where the library is, or is becoming, a communications center, a gathering place, a catalyst for civic development, and a resource where people of all ages, races, classes and cultures can congregate.

Similarities and Affinities

What characteristics do libraries and parks share? First of all, they're both organizational and information hubs for community improvement projects. In cities where new parks and libraries are being planned, there are opportunities to bring in as broad and inclusive a coalition as possible. In terms of economic development, parks and libraries are both anchors, or catalysts. Parks and libraries have the potential to be powerful symbols and agents for neighborhood identity. They are places around which community service projects could be organized.

"Parks and libraries have the potential to be powerful symbols and agents for neighborhood identity"

Parks and libraries are natural partners. Both represent "the commons." They are our public space and we hold them together, and they're our collective responsibility. They're part of the underlying urban infrastructure- as important as the bridges and the roads and the housing. They promote civic participation; they foster local identity, and they both offer recreational, educational and social engagement opportunities.

Libraries and Urban Revitalization

Great cities have always had great libraries. And, as cities are being revitalized for the millennium, many of them are building new libraries- a real movement is afoot. There are new national libraries in Paris and London- each of which has provoked enormous

public controversy, but which are quite successful. In Phoenix, San Francisco, San Antonio, Chicago, Denver, and Los Angeles, new libraries have become very important players in the new urban agenda.

We are also seeing large-scale library revitalization projects in many cities: for example, the Enoch Pratt free library system in Baltimore, or Little Rock, Arkansas, which has just renovated nine of its 12 branches. Even Newark, New Jersey, despite its economic situation, has renovated five of its ten branches.

Some characteristics about these library revitalization projects are very important as models for partnerships with other public spaces. One characteristic is that libraries are being conceived of almost as much as a function as they are being conceived of as a place. With the advent of the new technology, the library function can occur anywhere and everywhere. That does not mean they cannot also be a place. Libraries can undergo a fascinating evolution from place to technology to place.

As a result libraries today are less about the real estate necessary for storing books, and much more about being a public forum. In San Francisco, as in many of the new central libraries, there's far more space for meetings and performances and gatherings. These new libraries see themselves as interactive communication centers. Some of them have satellites, some of them are working with cable television, and, of course, the Internet. Locally, libraries are more and more positioning themselves as centers for community information.

"The natural affinity between libraries and parks is going to be reinforced through a much more external orientation by both groups"

On top of all those other characteristics, libraries are planning their futures in the same ways one could think about parks- that is, in partnership with other institutions. The current crop of librarians, like most parks and recreation planners and officials, has not been trained to think about collaboration and public awareness and focus group meetings and all that we need to do to make our institutions important community places.

But many librarians do see libraries as networked institutions - networked, not only electronically, but with community-based organizations, non-profits, and businesses. This is a moment when the natural affinity between libraries and parks is going to be reinforced through a much more external orientation by both groups.

Shared Challenges

But while parks and libraries share much in common, one of these elements is an incredible set of challenges. In the past, we have tended to look to new, exciting solutions and global planning to solve problems. We have forgotten that we may have, right underfoot, some of the very best tools that we need for community building and urban development.

So, libraries and parks share this aspect of already existing and being taken for granted. They both lack uniform funding and government structures, and both are complicated, messy systems to understand. They both also reach across many constituencies. That can be a liability as well as an asset, because they are part of the urban services sector, which in recent years has suffered from a reduction of funding. For us to dare to think about a new politics for the public realm seems to be going against the tide.

"For us to dare to think about a new politics for the public realm seems to be going against the tide"

That is the real challenge. There are no national policies for either public libraries or public parks, and there is no national leadership. However, there are many kinds of partnerships already linking libraries and parks, and these can suggest the potential for a new urban alliance.

Partnership Opportunities

I see three different types of libraries-parks partnerships. First there are physical space and use collaborations, second are joint programming collaborations, and third are information and resource collaborations to support development of parks and open spaces.

In terms of physical space partnerships, many libraries are adjacent to parks, on parks land, share or open space, are located next to exercise trails, or gateways to forests. In San Jose, where there is a development plan for 17 libraries, 7 of them are in parks. The challenge there is to think about how to use that systematically. I suspect that in every one of your communities there is at least one library that is part of a park but hasn't recognized the value of that location.

"I suspect that in every one of your communities there is at least one library that is part of a park but hasn't recognized the value of that location"

What could they do together? They could jointly cultivate gardens or sponsor recreational activities. They could add children's playgrounds and reading areas outside the libraries. The Horticultural Society of New York has a program called GreenBranches that creates gardens at branch libraries throughout New York City. It installed its first garden in front of the Saratoga Branch of Brooklyn Public Library in 1997 and will complete 10 more sites by 1999. The designers work closely with borough botanical gardens and community groups, and they train the groups to maintain the gardens. Several gardens are being planted in partnership with the Citizens' Committee Neighborhood Leadership Library Program, which establishes volunteer resource centers at branch libraries. As part of Libraries for the Future's Community Library Access Project, GreenBranches will help other groups strengthen library advocacy around the country through promoting gardens at libraries.

Programming partnerships also have great potential, where the library has a reading program in a park, or collaborates to run a interpretive center. In Athens, Georgia, one branch library, located on a popular nature trail, joined with several organizations, including the school district and the University of Georgia, to develop a resource site at the Sandy Creek Nature Center's Environmental Natural Science and Technology Center. The site contains four computers and Internet access via dial-in to the library. Users can even request books, which are delivered the next day via courier. Library staff train Nature Center staff about computers.

"Too often, parks and libraries compete with each other for funds instead of looking at collaborative ways to solve city issues and encourage development"

Chicago calls itself the "City in a Garden," and the (CPL) has been making that motto a reality at many of its branches. Through the Blue Skies for Children Initiative it has established gardens in three branch libraries, including the Douglass Branch, where a collaboration with the Chicago Botanical Garden and residents transformed vacant lots into a Wizard of Oz garden for children. Other branches have created gardens through the Blooming Branches Garden Program that operates as a collaboration between the CPL and the Chicago Botanical Garden. The partnership offers gardening classes at branch libraries and encourages local groups to create their own gardens, such as the one at the Mount Greenwood Branch. Librarians report great local enthusiasm for the gardens, not only as popular places for children's story hours and readings, but as volunteer-maintained spaces that provide an opportunity for social interaction.

Then there are informational partnerships. Libraries are setting up information and support centers for environmental and gardening groups. These centers lead to joint programming and a lot more community involvement. The library functions as a neutral space, a repository for documents. For example, in Houston, Texas, several branches of the Harris County Public Library that are located in or next to parks collaborate with parks administrators and staff in various ways. The Baldwin Boettcher Branch lies inside the grounds of the county's Mercer Arboretum, which built an education building that offers programs coordinated with the library. The library provides books and other materials about plants and animals, and the arboretum's staff advise the library on purchase of materials.

Within these three types of partnerships are some principles for effective collaboration: the involvement of key local stakeholders; timing in relation to other community development initiatives; and the recognition by all partners that success may mean giving up a little autonomy in order to resolve problems.

Beyond Partnerships

Current parks-libraries partnerships are relatively tenuous and unsystematic. Traditional institutional self-identities and definitions compound the effect of other barriers, such as professional protocols, that isolate staff and keep people within their boxes and individual funding streams. Too often parks and libraries compete with each other for funds instead of looking at collaborative ways to solve citywide issues and encourage development.

We need to conceive of the city as a network of interlocking systems, and then look at how a park or library can be most effectively linked into that environment. If we take a more systems-oriented approach, beginning with collaborative asset-mapping, and look at libraries and parks as core institutions, we can use the relationship between libraries and parks to advance a new urban alliance. Such a coalition could create an urban agenda that would enhance both the natural and physical environment, educate residents about sustainable communities and a sustainable natural environment, promote civic participation, focus attention on the value of public services and public places, and develop private and public resources. Only our imaginations limit the possibilities.

Formation of New Department

City of St. Helena
Anil Comelo, City Manager
March 26, 2024, City Council Report

Agenda

- Background
- Proposed Structure
- Outreach
- Why Make the Change?
- Desired Outcomes
- Timeline

Background

COUNCIL'S DESIRED LEGACY

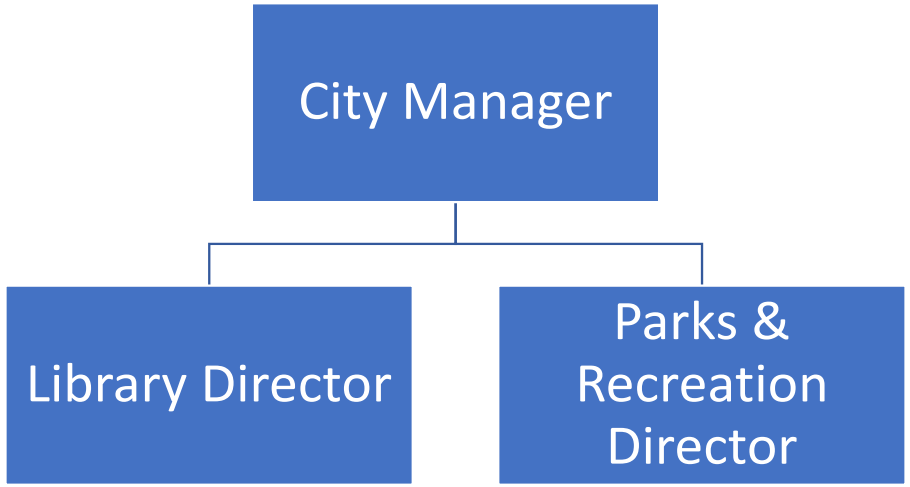
- Made progress on water supply and conservation
- Enhanced fiscal sustainability
- Improved Main Street
- Got back to a culture of kindness – and modeled positive behavior
- Recovered the economic health of our community
- **Faced hard decisions and made choices**
- **Made things better for St. Helena**

Background

- City Council directed staff find ways to exploring Shared Services.
- Process included evaluation operations - Public Works, Finance, Police, and Fire.
- Recent retirement created an opportunity to explore the formation of a new department
- Intended to modernize our operating model and enhance services.
- Intended to create a career ladder and a retention structure for current and future employees.
- Input has been sought from stakeholders and the Interim Library Executive.

Proposed Structure

Current



Proposed



Why Make the Change?

Broaden	The scope and quality of services
Become	A broad and inclusive department
Generate	Robust and creative programming
Offer	Enhanced, refreshed, and expanded programming
Collaboration	Cross functional collaboration
Innovative	In programs offered and demographics served

Desired Outcomes

Be	A place where Arts & Culture can be highlighted
Create	More community engagement
Provide	An opportunity for employee growth, succession planning, and retention
Partner	Together in areas such as physical space, joint programming, information and resource collaboration
Modernize	Operating model
Enhance	Civic services

Information Sharing & Gathering

- Library staff – 2 meetings
- Parks & Recreation staff – 2 meetings
- Parks & Recreation Commission – 1 meeting
- Library Board of Trustees – 3 meetings
- Friends & Foundation Board of Directors – 2 meetings

- Numerous meetings with Parks & Recreation Director, Interim Library Executive, Assistant City Manager, and City Manager

What will not change

- Parks & Recreation and Library will continue to function as individual divisions under a new department
- Each division will continue to have its own operating budget
- Charitable gifts will continue to be placed in separate fund accounts and used only for the designated purposes

Best Practices

- City-operated libraries tend to be combined with other functions
- Successful consolidations include the cities of: Beverly Hills, Monterey, Pleasanton, Richmond, and San Rafael
- The National Recreation and Park Association states that parks and recreation, libraries, and other community-based institutions are vital, upstream solutions that directly improve the conditions where people live, learn, work, and play

Collaboration & Outreach



Parks and recreation agencies and libraries have frequently teamed up to:

- Support virtual health, wellness and enrichment programming for youth and older adults;
- Provide safe and creative opportunities to engage in physical activity and exercise programs;
- Develop creative StoryWalks® that combine literacy and spending time in nature, which has been proven to reduce stress and anxiety and promote positive mental health benefits;
- Provide needed services like childcare, healthy meals, referrals to other social services and community resources; and
- Promote social and community connection during a time of isolation, grief, and uncertainty.





Focus on the Future

We need to conceive of the city as a network of interlocking systems, and then look at how a park or library can be most effectively linked into that environment. Such a coalition could create an agenda that would enhance both the natural and physical environment, educate residents about sustainable communities and a sustainable natural environment, promote civic participation, focus attention on the value of public services and public places, and develop private and public resources.

Only our imaginations limit the possibilities.

* BY DIANTHA D. SCHULL, EXECUTIVE DIRECTOR, LIBRARIES FOR THE FUTURE. From *Great Parks/Great Cities: Seattle, 1998*, a publication on an Urban Parks Institute regional workshop.

Implementation

Initial Steps
- Day-to-day operations remain the same. Explore opportunities for creativity and collaboration
- Keep Current Service Delivery Model Intact

Discovery Phase
- Meet with Staff
- Meet with Boards, Commissions, Foundations
- Meet with Users

Personnel and Development
- Launch recruitment process for a highly skilled Deputy Director – Library
- Professional Development and Department Visioning
- Included in Review, Requests, and Implementation Process of Budgeting

Collaboration on all Levels
- Joint Board Meeting(s) with Parks and Recreation Commission and Library Board
- Cross-Training amongst staff

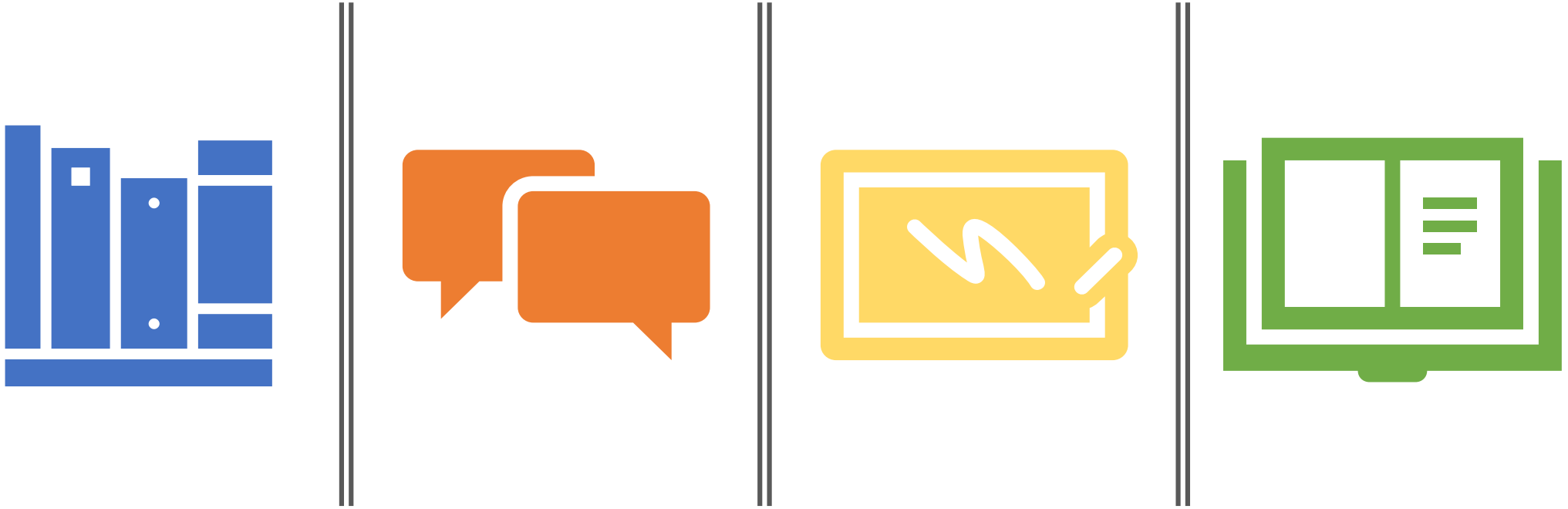
Evaluation Process

Data	• Number of visitors, registrations, programs, etc.
Community Response	• Needs/satisfaction surveys, stakeholder discussions, customer testimonials, Board and Commission feedback
Creative Metrics	• Collaborations, new endeavors, outreach impacts, community support
Fundraising Tracking	• Friends & Foundation; Parks and Recreation Foundation
Joint Workplan and Evaluation Methodology	• Include both staff workgroups • Joint meeting with Parks/Rec & Library Board

Next Steps

- Consult with Chairs and Vice Chairs of the Library Board of Trustees and the Parks & Recreation Commission on the name of the new department and return to the City Council with a recommendation.

- Present a report to City Council at a future meeting, establishing the department, positions, job descriptions, and salary schedules.



Questions

Possible Challenges/Impacts

Possible Challenges	City Responses
Fundraising Challenges	Assuming the Friends & Foundation do not change marketing methodology, we would not anticipate an impact to fundraising.
Lower title will be less attractive to candidates	Title is important, so this may have a detrimental effect.
Library/Recreation Services will be affected	There will be no changes to library or recreation services, only enhancement by cross-collaboration and promotion.
Library is being taken over by Parks & Recreation	This is not the case. In this reorganization, the Department Head could come from any discipline.
Library and Parks & Recreation will lose their identity	There will be no changes in identity – they will still function independently for service delivery. Similar to merger of Administrative Services in 2021.
The Director of Community Services may not know anything about libraries or parks & recreation	This is the case now with the Library and Parks & Recreation Director reporting to the City Manager

From: Deborah Claymon
To: Public Comment
Subject: Re: [External] Reorganization with the library
Date: Thursday, March 21, 2024 9:34:43 AM

Hello!

I cannot attend the meeting on 3/26. Please accept these written comments for consideration.

In making the organizational change to create a new department, and to nest the management of the library under this new umbrella, I would request the City Manager consider the following ideas to support and sustain the long-term excellence of the St. Helena library.

-- Insure the top library leadership position has a salary commensurate with library directors in order to attract and retain excellence in this role.
-- Provide professional development to the leadership of the new department regarding library services.
-- Implement a way to measure the synergy expected to result from this combined community services effort. (If synergy is the strategic goal for the city, how and when will it be measured?)

As an appointed member of the Library Board, I would also add a statement of support for the interview process to replace our library director. Our next library leader needs to be a forward-looking, community-focused librarian with a current understanding of the role the library plays as an information resource and community connection center far beyond the materials on its shelves.

Thank you,
Deborah Claymon Boeschen

From: Peter McClory
To: Public Comment
Subject: [External] Combining P/R with the Library IS NOT AN EXAMPLE OF A "BEST PRACTICE"
Date: Wednesday, March 20, 2024 5:50:30 PM

A statement was made in the recent newsletter that the combination of the 2 entities was an example of "best practices."

It only becomes a "best practices" when multiple jurisdictions have already effected the same reorganization and that it is considered a desirable change--that there is a consensus that it is a good idea.

Look up "best practices" definition in Wikipedia.

I still haven't read why this proposal is a compelling idea.

From: Mark Smithers
To: Public Comment
Subject: FW: [External] City Council agenda March 26, 2024 item 13.4 formation of new department
Date: Friday, March 22, 2024 1:17:55 PM

Forwarding as I received a message that cindy was out of town.

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

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From: Mark Smithers <msmithers@tfewines.com>
Sent: Friday, March 22, 2024 1:15 PM
To: Paul Dohring <PDohring@cityofsthelena.org>; Eric Hall <EHall@cityofsthelena.org>; Anna Chouteau <AChouteau@cityofsthelena.org>; bsummers@cityofsthelena.org; pkenealy@cityofsthelena.org
Cc: Cindy Tzafopoulos <ctzafopoulos@cityofsthelena.org>
Subject: City Council agenda March 26, 2024 item 13.4 formation of new department

To our Mayor and City Council members,

The first thing that comes to mind when I read the agenda item to form a new department with “oversight of Arts, Culture, Library, Parks & Recreation, Grants, and Community Engagement” is: IF IT AIN’T BROKE, DON’T FIX IT!

I hear a continuous drumbeat that our city is under-staffed and under-funded, why would we want to take on more time, energy, and financial resources related to Arts and Culture? Currently this is handled very well by many non-profits such as Nimbus Arts, Historical Society, High School Drama club, Fiesta Italia, Saint Helena Forum, Chamber of Commerce, and many other organizations and individuals. If the City takes on and wants to control Arts and Culture, they will shut out community involvement or compete with it. Isn’t community involvement the one thing we all agree on and makes St Helena what it is? Why double up?

Further to the point of under-staffed and under-funded, affected City staff will spend a tremendous amount of time completing the merger of these departments, cross training, and learning. I thought the team was stretched thin and covering open positions. And if we are concerned with staff morale, does the staff even want this new organization / department or is this just the desire of one individual? There is much the city, and its overwhelmed employees could have done with the time already spent on this reorganization. If City employees have time “available” as suggested by working on this proposal, here is a quick list of some areas where they can spend that time and fix things that need fixing:

1. Resolve the Carpenter water contract that terminated over ten years ago and could be costing the water enterprise $250,000 or more of annual revenue.

2. Work diligently to fast track the hotel proposed on the Charles Krug Winery property which will bring in millions of dollars in revenue.

3. Expedite water infrastructure projects.

4. Expedite road improvement projects and fill potholes.

5. Fix the skatepark landscape and irrigation.

6. Maintain and rebuild the downtown sidewalks.

7. Expedite replacing our dilapidated storm drains.

8. Agendize and approve the Walking Trails and Open Space Plan that has been blocked from getting on the city council agenda for a couple years.

The above items take staff time to review, resolve, implement, and manage. If we've had so much time to work on the "Arts, Culture, Library, Parks & Recreation, Grants, and Community Engagement" proposal and expect to have more time to implement the reorganization and additional duties, lets spend that time and money on greater needs. The staff report noted all the consultation and outreach but doesn't suggest there was any enthusiasm or even support for the idea. The staff report mentioned receiving feedback and the presenters endeavored to address concerns, but didn't say affected staff and groups were happy with the proposal? Do we risk the satisfaction of key personnel in well running departments? This proposal will cost the city a lot of money. If we are short on money as the transfer tax proposal implies, let's not spend what little extra there is on a reorganization. I ask that you reject the proposal.

Thank you for considering my comments.

Mark Smithers
St Helena

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

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From: Pat Friday
To: Public Comment
Subject: [External] Library + Parks and Recreation
Date: Thursday, March 21, 2024 9:48:00 PM

I am writing to oppose the thought to combine these two City departments.

1. Parks is already not performing at a satisfactory level. Just check the state of our small neighborhood parks that need attention: basic grounds maintenance (weeds, overgrown grasses, sloppy tree trimming, mulch needed, rotted picnic tables, and more).
2. Rec department does not have programs for our large Spanish-speaking community. How dare that not be important. Compared with other communities in the Bay Area, we are sorely underserving our town.
3. If these departments were to be combined with the Library, the Library would not have a seat at the decision-making table. That is unacceptable. Our Library is a gem and this would make it less important than our community sees it.

This plan diminishes Parks, Recreation and the Library. I know we need to focus on our outdated water/sewer problems, roads and sidewalks, but don't do it at the expense of the reasons residents like living here.

Put yourselves into the shoes of us residents; empathy is full of wisdom.

Pat Friday

Pat Friday
1430 Wallis Court
St. Helena CA 94574
707.484.4579

From: sharon dellamonica
To: Public Comment
Subject: [External] New Business - Item 13.4
Date: Saturday, March 23, 2024 1:24:53 PM

Please note the date of the supporting material provided by the City Manager is sixteen years old. This concept may have been interesting to consider then for a much larger city, but now in 2024 and St. Helena - it is unnecessary. This is a small town. Our Library has won excellence awards and does not require "enhancing the quality and scope of services to the St. Helena community." It already does a great job.

However, we do need a City Manager who will listen to the patrons of our Library, concerns of the Library staff and be open-minded about what he hears.

Also needed is correct information about the former library director retiring (she quit) and being consulted on the proposed merger (she hasn't been).

Considering all of this, I recommend questioning the City Manager on his real goal in proposing this merger.

From: Susan Boeschen
To: Public Comment
Subject: [External] Ill Conceived Library and Parks and Rec Proposal - March 26 City Council Meeting
Date: Saturday, March 23, 2024 12:56:03 PM

Our St. Helena Library is one of the crown jewels of our small town. It has functioned well, relatively problem free, as a major hub of our community for many years. Putting the library under city management makes absolutely no sense for the following reasons:

--[if !supportLists]-->1. <!--[endif]-->This is a solution without a defined problem.

--[if !supportLists]-->2. <!--[endif]-->The data provided in support of the proposal pertains to large urban cities, is outdated and is not relevant to St. Helena.

--[if !supportLists]-->3. <!--[endif]-->Increasing vertical bureaucracy creates more inefficiency rather than improving it.

--[if !supportLists]-->4. <!--[endif]-->There are simpler ways for Mr. Comelo to accomplish his stated goals.

--[if !supportLists]-->5. <!--[endif]-->It will likely negatively impact funding for the library.

This proposal does not define a problem that needs to be solved. Our small city is facing many complex problems. We would be better advised to spend the limited time and resources available to make progress on those known problems instead of creating controversy over a proposal to solve a non-defined problem.

This proposal, which may have some merit in some larger cities, is completely inappropriate for St. Helena. In his proposal, Mr. Comelo lifts phrases verbatim from a twenty five-year old article first published in 1998 written by Diantha Schull describing the advantages of combining the many libraries and parks departments in large urban cities that are facing urban infrastructure problems, funding competition between libraries and parks, “unsystematic and unstructured” communication problems and isolated staff. This does not accurately describe St. Helena, is outdated and not relevant data.

He also describes the success of this approach in several California cities, all of which have populations magnitudes larger than St. Helena --Beverly Hills at 6 times larger, San Rafael 12 times larger, Pleasanton 15 times larger and Richmond 23 times larger. This is not relevant data for St. Helena.

Mr. Comelo also describes the need to “modernize operating models.” Modern organization models suggest minimizing levels of authority improves efficiency, communication, time critical decision making and change opportunities. This proposal creates a new “umbrella department” which adds another vertical layer of bureaucracy to solve a non-defined problem.

We applaud Mr. Comelo for seeking to develop methods for increasing communication, opportunities and efficiency among city staff and other organizations within the city. However, a bureaucratic structural change is not merited to accomplish these goals between the small staff of the Parks and Rec Department and our ONE town library. It should be as simple as a phone call or even a meeting if either the Library or Parks and Rec has an issue or opportunity to discuss.

The proposal correctly states that the new structure does not save money. It is very likely that this proposal will in fact have a substantial negative impact on funding. For over twenty years, we have gratefully supported our unique St. Helena Library with both participation and major funding level donations as sponsors of Bookmark for example. It is hard to imagine any scenario where we will continue with this level of support if our library no longer functions independently but becomes a branch of city government. We have heard this sentiment expressed by many other library supporters. The recent resignation of two Library Foundation board members is solid evidence of coming effects.

We strongly urge you to applaud Mr. Comelo for his continuing efforts to improve our city but deny support for this absurd proposal.

Respectfully,

Susan and Dann Boeschen

This submission is made in response to Item 13.4 of the Regular City Council Meeting Agenda for its meeting on March 26, 2024.

What we know about the City Manager's (not the staff's which he tries to hide behind) misguided structural change to the supervision of our Library, the Parks and Recreation Department and whatever are "Arts, Culture . . . Grants and Community Engagement", is best described, to the extent it is at all, in the City Manager's most recent newsletter. That newsletter is replete with nothing but "academic gibberish", and a glaring lack of specifics. Politicians and other public officials often use this gobbledygook when the speaker or author has little or no knowledge of what he speaks or hopes his audience will it believe it since it sounds important it must be.

The City Manager's newsletter refers to "stakeholders" without identifying them. However, that may be irrelevant because, contrary to the City Manager's bald duplicitous assertion, there was no one listening to any contrary position and even less there was no attempt to assuage their "concerns and misconceptions."

The City Manager further claims with no attribution that his proposed new structure is "best practice." Further, his sentence that begins "This structure" is totally non-sensical and of no benefit in explaining his plan. No one can fathom what "similarity in reach" means, because, being as sympathetic as possible, it is a classic example of the above-referenced "political and or academic gibberish".

This is **not**, as the City Manager boldly and baldly asserts, an "opportunity to rethink" how our Library is managed. It is, however, an opportunity to rethink whether a City with departments that are very capably managed needs a City Manager at all. The City Manager has admitted he knows nothing about the day-to-day workings of the Library. That is reason enough to simply ignore his potentially

dangerous restructuring. All the Library needs is what the City Manager has ignored in favor of his fanciful plan - - a highly qualified permanent preplacement for its prior brilliant director.,

Quite simply, “if it’s not broken, don’t fix it”. City Council – DO THE RIGHT THING and reject what is not needed and is potentially a risk to our City’s most valuable asset.

Respectfully submitted,

David W. Slaby

P.S. The City Manager’s crazy plan requires the City to hire one more highly compensated employee with money the City does not have.

From: sue
To: Public Comment
Subject: [External] Formation of New Department
Date: Monday, March 25, 2024 12:12:42 PM

Dear Mayor and City Council Members –

I want to throw in my support for this new department as I applaud efforts to find greater synergies between organizations, reduce duplicative activities (I believe there were several events hosted separately by both the city as well as well as the library like Gingerbread House making), and to open opportunities for new developments in art and culture like public art (which has so wonderfully enhanced nearby cities like Yountville and Napa).

To those who say it could create a library management position with "less clout", I ask how that would affect our library services? Or is that just a desire to hold on to power? Because as a community member, I'm not interested in people holding on to power or staying siloed. Especially when so much of our city budget is spent on the library. I rather see more collaboration.

Thank you for your consideration,

Sue Furdek
707-738-9330
sue@eonianwines.com

From: Leslie Stanton
To: cityclerk
Subject: [External] City Council 3.26.2024
Date: Monday, March 25, 2024 1:36:28 PM

Please include my comment in the 3/26/2024 City Council Agenda concerning 13.4. Thank you.

To City Council -

The corporate mentality and vocabulary of "staff" in Saint Helena is hard to puncture. Staff (upper echelon City employees), led by the City Manager, have presented a report to the City Council about the new "umbrella department to bring together the functions of Library and Parks and Recreation". Some of us know that there are many flaws in this report, even untruths. For example, the former Library Director was never consulted on this matter. In fact, she, like the rest of us, was told of the merger. Those of us (stakeholders) that were concerned, and had been able to voice our concerns about such a merger, feel that we have been just shouting into the wind. The opinions of actual stakeholders living in Saint Helena, are nullified.

I believe that if the Library still had the support of our strong past leaders like Major Del Brittion, Doctors Wood and Darter, Library Director Clayla Davis, and the scores of others that built the fabulous Saint Helena Library into the wonderful institution it is now, this scheme would never have been launched. They believed in Saint Helena, a small town of charm and community, Unfortunately leaders of today, including you, our elected City Councilors, are favoring the opinions of one man that chooses not to live in Saint Helena and will most likely not be around at all in a couple of years. All the power has shifted to this City Manager who is allowed to make all the decisions and determine the fate of this town. He often touts the benefits of "best practices" of cities like Beverly Hills, San Rafael, Pleasanton and Richmond. Saint Helena is not these cities. Please preserve what we have and reject the notion that our town needs to follow these cities' example.

I hope City Council members have read and considered the well written remarks by stakeholders in our town. The City Manager didn't listen but I still have hope that you will.

Have pride in our town. Remember why you choose to live in Saint Helena.

Sincerely, Leslie Stanton
35 year City of Saint Helena Employee,
SHPL Children's Librarian, retired

From:	FF Director Deanna M. Griffin
To:	Public Comment
Subject:	[External] Friends & Foundation, St. Helena Public Library. Regarding City Council 3/26/24 Regular Meeting, Report accompanying Agenda Item 13.4
Date:	Monday, March 25, 2024 4:34:58 PM

To: St. Helena City Council
From: Board of Directors and Staff of Friends & Foundation, St. Helena Public Library
Regarding: Report that proposes a "Community Services Department"

There are many models for how municipalities might organize themselves. Friends & Foundation takes no position on the City of St. Helena's choice of model.

That said, the Library would be affected by the adoption of the proposed "Community Services Department" (CSD, to encompass the current departments Parks & Recreation and Library, as well as Arts, Culture, Grants, and Community Engagement). Therefore—in the interest of maintaining and increasing the success of our Library, its staff, and service to its patrons—we seek reassurance from the City and its Council regarding two things we did not find addressed by the Report.

We trust that the Council will refrain from burdening the Library and its current staff with *unsupported new workload*.

> The Report stresses that each current department (Library and Parks & Recreation) would "continue to function independently with its own budget and own staff." The way we read the Report, if a CSD were to be formed, the current employees of the Library, Parks & Recreation, and one new Director-level person collectively would be expected to accomplish current commitments *and* to accomplish a yet-undefined additional scope of work in the areas of arts, culture, grants, and community engagement.
>
> A new CSD Director, after the whole department is fully staffed and its people are trained, might well offer economies of directorship time for the future head of Library as long as the Director is not tasked with service-level activity. And, from a City perspective, systematizing practices across departments might remedy a few interdepartmental duplications of effort. But these outcomes could not close the capacity gap between current workload achieved by current Library (and Parks & Recreation) staff *and* an additional set of new duties (in Arts, Culture, Grants, and Community Engagement) to be carried out by the very same staff.
>
> With an already low current FTE headcount (relative to past staffing), the Library continues to serve its public well. But could full patron services continue if Library staff are asked to take on tasks well beyond the scope of current work?

We are grateful that the City is committed to important *minimum job requirements for the next head of the Library* and anticipate with hope that these will be in place regardless of that role's reporting structure.

> Specifically: we've been told by City staff that "Deputy Director of Community Services —Library" job requirements would minimally include a Master's degree in Library and Information Science earned from an ALA-accredited school, 5-7 years of experience working as a librarian, and successful experience managing staff that includes other professional librarians.

Thank you for receiving and considering these comments that pertain to a well-loved and well-functioning department as you evaluate the overall needs of the City.

With focused attention on our cherished Library, we look forward to continuing in partnership with you, the City, the Library Board of Trustees, and Library leadership and staff.

Deanna M. Griffin, Executive Director
FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY
PO Box 171; St. Helena, CA 94574 www.shplFoundation.org
501(c)3 Tax ID Number 26-3043296
Deanna.Griffin@shplFoundation.org

> *Friends & Foundation, St. Helena Public Library* is an independent charitable nonprofit that fundraises and advocates for the benefit of the St. Helena Public Library. A Board of Directors and two part-time staff maintain focus on the Library, its staff, and its high-quality services to current and future patrons. In 2013, the St. Helena Public Library Foundation and Friends of the St. Helena Public Library joined to become the current organization. Gifts of all sizes are received with gratitude by Friends & Foundation. Donors are eligible for tax benefits to the extent allowable by law. Resources are passed from the Foundation to a dedicated income fund within municipal restricted funds; the fund balance is used to pay for St. Helena Public Library expenses only.

From: ann@nieman.org
To: Cindy Tzafopoulos
Cc: ann@nieman.org
Subject: [External] Comment regarding proposed new umbrella Dept.
Date: Thursday, March 21, 2024 11:06:27 AM

Hi Cindy – please forward this to the City Council and City Manager – thank you. Ann

---

Honorable Mayor and City Council,

I am writing in support of the new umbrella department being proposed.

A large part of our Government's job is to find ways to increase services to the community while ensuring an optimal and achievable budget. I do believe that especially in a small city, cross-departmental communication, knowledge, and idea sharing as well as a holistic look at budgets across functions is the most effective way to accomplish this task. It also provides better understanding between teams, and provides opportunities for back-up support if a department is in need of assistance.

The best part about decisions of this nature, is that they can be tried, and reversed or adjusted as needed to make sure they are functioning in the best possible way. Unlike concrete on the ground, or the sale of public property, these types of reversible decisions are the ones that allow for creativity with minimal risk and/or consequences.

Thank you for your service to the City of St Helena and for seeking new and creative ways to govern smartly and effectively.

Respectfully,
Ann Nevero

From: Wendy Watson
To: Public Comment
Subject: [External] Library Proposal
Date: Monday, March 25, 2024 6:06:18 PM

I am adding my voice to those in our community who are concerned about making the St Helena Library part of the Department of Parks and Recreation, or whatever name you choose to call it.

A Library is a unique city department. Much like the work of Parks and Recreation it provides services to our local community. However a library does much more. A Public Library has the responsibility to select materials for public use and provide access to unbiased information for our community. This public access includes internet access that many cannot afford. The unique role of the library is recognized by the State of California in the State Education Code. There are statutes/codes that apply to all public libraries. This inclusion in our State Education Code reflects the importance of an independent library.

It has been said over and over again that this is not an attempt to save money. In fact it means increased costs for the city, including department staffing. The Librarian, under the current structure, has the responsibility of running the library. In a new system this person would also be responsible for attending city staff meetings and reporting directly to a department head. So the City Librarian would now devote much more to city administration. In addition there will be increased costs in the Department of Parks and Recreation, or whatever you call the department, to supervise the library. There is no efficiency of scale in a town as small as St Helena. Reading the staff report and the City Manager's proposal I found no specific reason to make this change. What I read are only generalized wishful projections. The city has major issues to deal with. Why are you devoting staff and council time to this?

This brings me the most disturbing effect of this proposal. St Helena Library is a well functioning and useful institution in this community. Its ability to be faithful to a singular work, see the Library mission statement, is essential to public support. We know what the library does and why. If you make the library part of city government you will no longer have access to independently raised donations and support for the library. The Friends and Foundation of St Helena Public Library raise money through donations, and contribute countless hours of volunteer work, and pay for much of the library's work. My family has given the Foundation money precisely because it is an independent organization and we know exactly what it will be used for: the benefit of the Library and its patrons. I believe in the work of public libraries. People do not volunteer time and money to government; our taxes provide for that. We give ourselves and our money to charities and institutions that do something we believe is important and make a difference.

I would hope the citizens representatives could make clear what benefit this proposal is to the people of St Helena. I cannot see any.

Wendy Watson
A resident of Calistoga, however I work in St Helena

From: Stephanie Smithers
To: Cindy Tzafopoulos
Subject: [External] Comment for 13.4
Date: Tuesday, March 26, 2024 8:32:30 AM

Hi Cindy! I hope you had a nice day celebrating Greek Independence Day!

Would you please share with the City Manager and Council, and add to the public comment for agendia item 13.4? Thank you!

Dear Mayor and City Council Members,

I have some questions regarding the City Manager's recommendation to form a new department. I'm not necessarily opposed to the idea, it's not new and has been brought up by previous city managers. In fact, it was not long ago that I worked for the Recreation Department and was asked how I felt about the idea.

What I find misleading about the staff report is the lack of information regarding how this would actually work and the financial impact to the city.

Here are my additional questions I hope can be addressed at the meeting:

1. **I've asked staff how they feel about it and are told, "They are not allowed to talk about it? Why?**
2. **Who are the community and department stakeholders mentioned in the staff report?** I think it'd helpful to have included some of the feedback and concerns addressed from those conversations and the city's "endeavors to address the concerns or misconceptions."
3. **Explain how the formation of a new department would "modernize our operating model and enhance civic services in several areas."**
    a. Both departments have made great improvements over the last few years to modernize through improved software. How else do you expect to modernize these departments through the formation of a new department?
    b. **Can we be more specific how this will enhance civic services?** This statement is broad and meaningless by itself.
4. **Will parks and recreation move to the library?** I don't see how you solve the city manager's comment, "isolate staff and stifle collaboration, creativity, innovation" without moving the departments to the same facility.
    a. **If there are plans to do so, the cost for facility improvements should be included in the staff report.** It cost the city a great deal of money to move to the college, and even redesign Railroad Avenue temporarily for offices, these costs are important in giving a clear image to the community.
5. If staff continue to report to their own director, how does this solve question #3?
6. If Recreation staff are moved to the library, will they be cross-trained to do library services as well? Will this not result in a new job title and enhanced pay?

7. **Not a question, but a comment: The Recreation Manager position was only considered AFTER the City Manager proposed this formation of a new department months ago. It's more than obvious that there is a connection between this new position and your now proposed department structure.** *"* The Parks & Recreation Manager was a previous and separate reorganization decision unrelated to the creation of the new department." – this is incredibly misleading.*

There should be a chart for the "Realistic annual costs" for the department to be fully functional. The chart included is again misleading for how this department should run in order to meet the goals listed in the staff report. Here are some numbers found in other City Staff reports that should be included:

a. $17,398 – difference at the executive level
b. $35,048 – increase for a Recreation Manager who will take over some of the current director's duties and replace the Recreation Supervisor position
c. $106,148 – Adding a Recreation Coordinator to replace the Recreation Supervisor (Previously it was noted that this would reduce PT salaries, so it's possible this number is only $62,198. In addition, the Recreation Department is waiting to fill this role after the Rec Manager was created)
d. $62,232 x 2 – The library currently has two unfilled positions; we should expect to fill those.
e. Moving costs? Costs for implementing a arts/culture program?

I believe that the Recreation Department needed a full-time coordinator prior to its new Recreation Manager title, and I also believe the unfilled library positions should be filled, with or without the formation of a new department. So, I see how those could be unrelated to the merger, BUT, the Recreation manager position is related, and any costs to relocating the Recreation department for greater collaboration/effectiveness should be included. Lastly, additional dollars needed for website development, consultants, etc. regarding adding Arts/Culture should also be included.

The desired outcomes listed in the staff report sound nice, except hold no weight without specific objectives. I would argue that you'd expect the same goals for a department each year, striving to improve and continue to "enhance civic services." **Again, I am not necessarily opposed to the concept but feel like this idea is being rushed for no need.** This does not seem like a priority compared to the many projects that face the city. If the council decides to move forward, I'd like to ask you to challenge City staff to better define the objectives which could ultimately help gain community buy-in.

Thank you for your consideration,
Stephanie Iacobacci-Smithers

ELLEN KIEVAL
1230 EDWARDS STREET
SAINT HELENA, CA 94574

26 March 2024

Dear Honorable Mayor and City Council,

The St. Helena Public Library is, in my opinion, our most important asset and community resource. I have been a patron and supporter since moving here in 2000, and frequently avail myself of its wonderful and varied offerings, be they print or audiobooks, art installations, lectures, musical or dramatic presentations, holiday celebrations, etc. It manages to do this with just a few valiant staff members and volunteers, and punches way above its weight.

We should be doing everything in our power to support and strengthen this august institution, not weaken or dilute it. Please keep the library autonomous and work to ensure its essential place in our community in perpetuity.

Sincerely,



Ellen Kieval

From: Stephanie Smithers
To: CityCouncil; Anil Comelo; Dave Jahns
Subject: [External] Item 13.4 Feedback
Date: Wednesday, March 27, 2024 10:12:32 AM

Good morning Council,

I wanted to follow up from my public comment, I just finished watching last night's council meeting and appreciate the time and discussion that was had around the formation of a new department. Most of my questions were answered in the presentation last night - Dave, I thought you did an excellent job laying the framework.

I'd like to add, while I don't think it's absolutely necessary, I am excited to see what Dave can do and I believe he has proven himself as a Director over his last two years with the City. *(Many residents have appreciated Dave's openness and eagerness to receive feedback)*

Few additional comments:
1. I think it continues to be a valid question if staff feel comfortable being transparent. As mentioned, I have talked to multiple staff members across a variety departments who have said the same thing, "we're not allowed to speak about it" and when asked if they've talked to council, they say they're not allowed to speak to council directly. *IDEA: Could the city use its public survey tools to survey staff anonymously and share that feedback with the council?*

2. I appreciated Billy's comments about collaboration. Since these were the only services that the City felt were realistic to combine for shared service, I hope we continue to encourage collaboration across departments. It would be GREAT to see our departments working together, and not operating on separate islands. With or without making them "shared services". I recall during my time at the City Public Works not understanding why they needed to support Recreation events, this may not be the case today. But shared vision across all departments is critical.

3. When evaluating the new department, I do not think one year is enough time. I believe it'll take up to two years to really be able to see if service to the community is enhanced. Dave will be spending the next year working with staff, and also building up each team (if provided additional funds to fill unfilled positions). Also, there will be hiccups along the way and staff need time to work through those.. so i'd like to suggest that you increase the evaluation window to longer than a year to give it a real chance. (Per Paul's comments)

4. The creation of the Recreation Manager position is great, but it does not feel honest to say it has nothing to do with the new department. Staff continue to mention that it's critical in the structure of the Recreation division, as it'll lead the Rec division. I get that already having the position approved, makes it appear as if there is less of a cost impact to the city for the creation of this new department - but it's more than obvious that the creation of the position was also in preparation for plans to combine departments.

Thank you again for your time and consideration on this big change for the city. I think there is huge potential if done with transparency and collaboration.

Be Well,

Stephanie Iacobacci-Smithers