



City of St. Helena
Regular City Council Meeting
Tuesday, January 28, 2025 @ 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, City Council Members: Aaron Barak, Michelle Deasy, Kate Spadarotto, Billy Summers
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. APPROVAL OF MINUTES
Estimated start time: 6:05 p.m.
 - 5.1. Consideration and proposed approval of Regular Meeting Minutes of January 14, 2025 and the Special Meeting Minutes of January 10, 2025 and January 11, 2025. 7 - 20
[01-14-2025 Regular City Council - Minutes](#)
[01-10-2025 -Special City Council - Minutes](#)
[01-14-2025 Special City Council - 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.

- 6.1. [Public Comment.Jenny Cooney](#) 21 - 25
[Public Comment.Jenny Cooney 2](#)
[Public Comment.Anne Carr](#)
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: 6:20 p.m.
8. PRESENTATIONS AND PUBLIC RECOGNITIONS
 Estimated start time: 6:30 p.m.
- 8.1. Swearing in of New Police Officer Angel Maldonado 27
- CEQA Determination: Not a CEQA project
 Prepared By: Chris Hartley, Chief of Police
[Staff Report - Pdf](#)
9. STAFF BRIEFING
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. Quarterly Grant Report for FY 2024-25 Q2 for the reporting period ending December 31, 2024. 29 - 37
- CEQA Determination: Not a CEQA project
 Prepared By: Martin Beltran, Senior Management Analyst
[Staff Report - Pdf](#)
- 10.2. Consideration and adoption of a Resolution authorizing the City Manager to execute a Professional Services Agreement with BluePoint Planning for parks and recreation master planning services 39 - 124
- CEQA Determination: Not a CEQA project
 Prepared By: Dave Jahns, Director of Community Services
 Recommendation:
 Authorize the City Manager to enter into a Professional Services Agreement with BluePoint Planning for Parks and Recreation Master Planning Services.
[Staff Report - Pdf](#)
- 10.3. Adopt resolution authorizing the acceptance of the improvements at 601 and 603 Fulton Lane and filing of Notice of Acceptance and acceptance. 125 - 128

CEQA Determination: Exempt

Prepared By: Eric Janzen, Assistant Public Works Director

Recommendation:

Approve "Resolution Accepting the Completion of Public Improvements at 601 Fulton Lane and 603 Fulton Lane and Directing the Filing of the Notice of Acceptance for the Fulton Lane Estates Subdivision Improvement Agreement."

[Staff Report - Pdf](#)

- 10.4. Water Supply and Forecasting - November 2024 129 - 134

CEQA Determination: Not a CEQA project

Prepared By: Ian Dale, Environmental Services Tech

Recommendation:

Receive and file.

[Staff Report - Pdf](#)

- 10.5. Water Supply and Forecasting - December 2024 135 - 140

CEQA Determination: Not a CEQA project

Prepared By: Ian Dale, Environmental Services Tech

Recommendation:

Receive and file.

[Staff Report - Pdf](#)

11. PUBLIC HEARINGS

None.

12. OLD BUSINESS

Estimated start time: 6:50 p.m.

- 12.1. Approval of a Resolution Updating the Composition of the Finance Committee Members and Appointing Applicants to the Finance Committee. 141 - 147

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Adopt the attached resolution updating the composition of the Finance Committee as directed by City Council on January 14, 2025 and adopt a resolution appointing applicants to the Finance Committee.

[Staff Report - Pdf](#)

- 12.2. City Council discussion and direction on water penalty appeal by Dr. Dante Bini. 149 - 155

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Staff recommends City Council reduce, but not eliminate, water

penalties incurred by Dr. Bini.

The recommendation made on [January 14, 2025](#), utilized the 7-year average water use (excluding 2021) for the calculation of penalties, resulting in a penalty reduction of \$35,817 with the Bini's responsible for \$5,825.08 in penalties.

[Staff Report - Pdf](#)

12.3. Update to Sub-Committee Assignments 157 - 159

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Discuss and assign City Council members to the Finance Committee (liaison) and the Ad Hoc Housing and Economic Development Committee and to recognize Mayor Dohring's appointment as Alternate to the ABAG Executive Board.

[Staff Report - Pdf](#)

13. NEW BUSINESS

Estimated start time: 7:10 p.m.

13.1. Provide information on the process and timeline to complete an updated analysis of the City's revenues and expenditures to determine the extent of the structural deficit. 161 - 162

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

None, informational update only.

[Staff Report - Pdf](#)

13.2. Provide information to City Council on the process and timeline to conduct a review of city processes, practices, structure, and service delivery with the goal of 5% in savings in the General Fund expenditures. 163 - 172

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Provide direction to staff.

[Staff Report - Pdf](#)

13.3. Consideration of the Vice Mayor Nomination Made by the Mayor and Requiring Council Approval. 173 - 174

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Mayor nominates Vice Mayor for Council approval.

[Staff Report - Pdf](#)

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. Napa County Local Agency Formation Commission (LAFCO)
- H. Napa Valley Transportation Authority (NVTa)
- I. Napa County Watershed Information Center & Conservancy (WICC)
- J. Upper Valley Waste Management Agency
- K. Napa County Groundwater Sustainability Plan Advisory Committee
- L. Napa County Regional Climate Action Committee
- M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for February 11, 2025 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 January 23, 2025.



Cindy Tzaopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CHALLENGING DECISIONS OF CITY ENTITIES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of St. Helena is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation

period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing.

If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of St. Helena, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 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, January 14, 2025 @ 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, Council Member Michelle Deasy, Council Member Aaron Barak, Council Member Billy Summers, and Council Member Kate Spadarotto

Absent:

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

Mayor Dohring asked that the consent calendar (Item 10) be moved to after item 13.1 in order for the newly appointed Council Member to participate.

- 4.1 Council Member Billy Summers moved to adopt the agenda as amended by Mayor Dohring. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

5. APPROVAL OF MINUTES

- 5.1 Consideration and proposed approval of Special Meeting Minutes of December 11, 2024 and Regular Meeting Minutes of December 10, 2024

Council Member Aaron Barak moved to approve the Special Meeting Minutes of December 11, 2024 and the Regular Meeting Minutes of December 10, 2024. The motion was seconded by Council Member Billy Summers and on roll call carried by the following vote:

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AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

6. PUBLIC FORUM:

Anthony Micheli and Kay Vang addressed the City Council.

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

Council Member Barak requested that an agenda item be added to have staff conduct a comprehensive analysis to baseline and define the true extent of the City's structural deficit. The analysis should include the following elements:

- A detailed accounting of all changes to the City's financial obligations since the end of the Baker Tilly report submitted in 2023, specifically:
 - Employee raises
 - Additional headcount
 - Discretionary spending approved by the previous Council
- An update to the forecast for long-term liabilities, factoring in the physical impacts of recent decisions and how they align with earlier deficit projections.
- Transparent categorization of costs, differentiating between mandated obligations, essential services, and unmet aspirational expenditures. This will ensure both the Council and residents have a clear understanding of the City's financial priorities and commitments.

Council Member Barak also proposed the launch of a modernization initiative added to a future agenda, with the goal of achieving 5% savings within the General Fund. The initiative would involve the following steps:

- A department by department review to identify inefficiencies, redundancies, and opportunities for cross-training or consolidating roles.
- Evaluation of technology solutions that could streamline processes and reduce manual workloads.
- Exploration of outsourcing non-core functions where it makes financial and operational sense
- Engagement of an external consultant with expertise in municipal cost optimization to guide the effort

Additionally, Council Member Barak said he has two other agenda item requests that he will bring to the next Council meeting on January 28, 2024 that will reduce water and other administrative costs.

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Council Member Deasy and Mayor Dohring also supported the requests to add items to a future agenda.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

9. STAFF BRIEFING

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 This item was pulled.

~~Adoption and second reading of an Ordinance approving Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.~~

10.2 Consideration and proposed adoption of a Resolution authorizing the execution of a reimbursement agreement with the property owner of 1601 Voorhees Circle, APN 009-591-002-000, for the replacement of the shared fence at Mary Fryer Park for a not-to-exceed amount of \$11,850.

CEQA Determination: Not a CEQA project
Prepared By: Rebecca White, Administrative Assistant
Recommendation:
Approve the attached resolution.

Council Member Aaron Barak moved to approve item 10.2. The motion was seconded by Council Member Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

10.1 Adoption and second reading of an Ordinance approving Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.

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

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Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Adoption by title only and waive the second reading of the proposed Ordinance to:

1. Find that the proposed changes to Chapter 17.30 of the Zoning Code are exempt from CEQA Guideline 15061 (b)(3); and
2. Approve and adopt Zoning Ordinance Amendment (ZOA 2024-001) to amend Chapter 17.30 of Title 17 of the St. Helena Municipal Code regarding the calculation of housing in-lieu fees.

Community Development Director Maya DeRosa and Administrative Services Director Mandy Kellogg made clarifying comments on the item.

No public comment was received.

Council Member Michelle Deasy moved to approve item 10.1. The motion was seconded by Council Member Billy Summers and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, Council Member Billy Summers, and Council Member Kate Spadarotto

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

11. PUBLIC HEARINGS

12. OLD BUSINESS

13. NEW BUSINESS

13.1 This item was heard prior to the consent calendar.

Consideration and proposed approval of a resolution for the City Council appointment of an applicant to fill the vacancy created by the resignation of Council Member Anna Chouteau, and direct the City Clerk to administer the Oath of Office to the New Council Member

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Any Council Member can nominate an applicant for approval by the majority of Council. Direct the City Clerk to administer the oath of office and the newly appointed Council Member will be seated at the dais.

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No public comment was received.

Council Member Billy Summers moved to appoint Kate Spadarotto. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

Erika Opp, Deputy City Clerk administered the oath of office to Kate Spadarotto and she was seated at the dais.

13.2 City Council discussion and direction on water penalty appeal by Dr. Dante Bini.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Staff recommends reducing water penalties incurred during the Phase II Water Emergency to \$5,825.08 as noted in the discussion section.

Assistant City Manager April Mitts reported on the item.

Public Comment was received by Lesandro Gallegos.

Council requested the item be continued to the next Council meeting of January 28, 2025 to include details on previous penalty appeals—original penalties, council decisions, relevant facts, and whether the property was residential or commercial.

Mayor Paul Dohring moved to continue item to the next Regular session of the City Council on January 28, 2025. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, Council Member Billy Summers, and Council Member Kate Spadarotto

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

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13.3 Consideration and Proposed Approval of the Formation of a Water/Wastewater Advisory Committee

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Assistant City Manager

Recommendation:

Adopt a Resolution Establishing a Water/Wastewater Advisory Committee and Begin the Recruitment Process.

Assistant City Manager April Mitts reported on the item.

Public Comment was received by Garry Rose.

Council directed staff to amend the resolution noting "Attachment A" and remove the footnote and matrix from Attachment A.

Council Member Billy Summers moved to approve the amended resolution to the item. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, Council Member Billy Summers, and Council Member Kate Spadarotto

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

Mayor Dohring called for a ten-minute recess.

13.4 Approval of a resolution appointing four applicants to the Finance Committee and one to the ATSC

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

Staff recommends adopting a resolution appointing applicants to the Finance Advisory Committee and ATSC.

City Manager Anil Comelo reported on the item.

Public Comment was received by Anthony Micheli.

It was the consensus of the City Council to ask staff to bring back an amended resolution approving seven members and a Council Liaison to the Finance

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Advisory Committee and appoint Tony Rabin to the ATSC as an alternate member.

Mayor Paul Dohring moved to appoint Tony Rabin to the Active Transportation and Sustainability Committee as an alternate member. The motion was seconded by Council Member Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Michelle Deasy, Council Member Aaron Barak, Council Member Billy Summers, and Council Member Kate Spadarotto

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

13.5 Establishment of 2025 City Council assignments to various City and regional Committees, Boards, and Commissions.

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzaopoulos, City Clerk

Recommendation:

1. Discuss and provide feedback on no longer having a City Council liaison to the Parks & Recreation Commission, ATSC, and Library Board of Trustees.
2. Discontinue five City Council Ad Hoc Committees due to inactivity or conclusion.
3. Recommend a City Council Member to the City Selection Committee to represent Napa County on the MTC Board.
4. City Council review and provide affirmation or recommended changes to appointments.

Assistant City Manager Mitts reported on the item.

No public comment was received.

City Council Liaisons to the Parks and Recreation Commission, ATSC and the Library Board of Trustees were discontinued. Council chose to discontinue the four City Council Ad Hoc Committees due to inactivity or conclusion, consolidate four City Council Ad Hoc Committees into a new Housing & Economic Development Ad Hoc Committee, and made appointments to vacancies on various City and regional Committees, Boards and Commissions.

13.6 2025 City Council Meeting Calendar

CEQA Determination: Not a CEQA project

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Prepared By: Cindy Tzaopoulos, City Clerk
Recommendation:

Review the 2025 calendar and provide direction in regards to City Council meeting dates.

City Manager Anil Comelo reported on the item.

No public comment was received.

It was the consensus of the City Council to adopt the calendar as presented. The first meeting of July and the second meetings of November and December will be cancelled. The first meeting of November will be cancelled due to a federal holiday and replaced with a meeting on Tuesday, November 18th.

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

Regular City Council
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15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 8:38 p.m.

CHALLENGING DECISIONS OF CITY ENTITIES

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Friday, January 10, 2025 @ 4:00 PM
City Hall Main Conference Room, 1088 College
Avenue, St. Helena
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, Council Member Billy Summers, Council Member Aaron Barak, and Council Member Michelle Deasy

Absent:

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF THE AGENDA

Council Member Michelle Deasy moved to adopt the agenda. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Billy Summers, Council Member Aaron Barak, and Council Member Michelle Deasy

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

4. PUBLIC COMMENT:

5. NEW BUSINESS:

5.1 Applicant interviews for the vacant City Council seat.

The applicants are:

1. Hector Marroquin
2. Kate Spadarotto
3. Sharon Crull

The City Council held applicant interviews and interviewed Hector Marroquin, Kate Spadarotto and Sharon Crull.

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Public Comment was received by Kelly Wheaton and Elaine de Man.

6. ADJOURNMENT

Mayor Dohring adjourned the meeting at 5:03 p.m.

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

MINUTES
City of St. Helena
Special City Council Meeting
Tuesday, January 14, 2025 @ 4:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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Present: Mayor Paul Dohring, Council Member Billy Summers, Council Member Aaron Barak, and Council Member Michelle Deasy

Absent:

1. CALL TO ORDER

2. ROLL CALL

3. ADOPTION OF THE AGENDA

Mayor Dohring asked that the applicant interview for the ATSC alternate be moved before the applicant interviews for the Finance Committee.

Council Member Aaron Barak moved to adopt the amended agenda. The motion was seconded by Council Member Michelle Deasy and on roll call carried by the following vote:

AYES: Mayor Paul Dohring, Council Member Billy Summers, Council Member Aaron Barak, and Council Member Michelle Deasy

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

4. PUBLIC COMMENT:

No public comment was received.

5. NEW BUSINESS:

5.1 Applicant interviews for the Finance Advisory Committee and ATSC.

The applicants are for the Finance Advisory Committee:

1. Arlene Corsetti
2. Chris Warner
3. Garry Rose

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4. George Schisler
5. Kate Spadarotto
6. Mark Smithers
7. Richard Garber
8. Gregg Dawley

The applicant for ATSC:
1. Tony Rabin

6. ADJOURNMENT

Mayor Dohring adjourned the meeting at 5:30 p.m.

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

From: [Jenny Cooney](#)
To: [cityclerk](#)
Subject: [External] Request for City Statement
Date: Monday, January 27, 2025 7:22:51 PM
Attachments: [Statement.pdf](#)

Hi, I am not able to attend the city council meeting tomorrow but as a concerned member of our lovely St Helena community, I am writing to ask you, our city council to consider putting out a statement similar to the one that the Napa County Board of Supervisors issued. It is vital that during these challenging times, our city makes it known that we are an inclusive community. That we are supporting our immigrants and all city members - including those of the LGBTQ+ community. That we value unity and acceptance. I have included the said statement below for your reference and thank you for your time and consideration.

Sincerely,

Jenny Cooney
915 Valley View Court
St Helena, CA 94574

415-279-4999
jennypcooney@gmail.com

**STATEMENT ON VALUING, SUPPORTING, AND PROTECTING HISTORICALLY
MARGINALIZED COMMUNITIES – DECEMBER 17, 2024**

WHEREAS, the County of Napa Board of Supervisors recognizes the long and storied past of our historically marginalized communities, including members of our immigrant, LGBTQIA+, and minority communities, who are local leaders in agriculture, tourism, education, business, healthcare, and other professions, and who are at the greatest risk of being subjected to acts of discrimination, oppression, and violence; and

WHEREAS, the members of these communities are integral to every aspect of our society; they are our friends, colleagues, and neighbors with whom we have built and continue to grow a thriving and inclusive Napa County; and

WHEREAS, the Board of Supervisors remains dedicated to growing and protecting an inclusive community where all individuals, including the members of our historically marginalized communities, feel safe and secure and can access the resources they need without fear; the Board will navigate the path forward together with the members of these communities with trust, collaboration, and respect; and

WHEREAS, Napa County is built upon rich diversity, with residents identifying as Native American, Black, Hispanic, or Asian American Pacific Islander comprising 46 percent of the county's population and foreign-born residents comprising 22 percent of the county's total population; and

WHEREAS, the commitment of the Board of Supervisors to building and protecting this diverse community by renewing our commitment to individual and community empowerment, opportunity for employment, civic engagement, safety, and freedom from racism, discrimination, xenophobia, and hateful acts of violence, is fundamental to the vision of the Board of a vibrant and inclusive Napa County; and

WHEREAS, the Board particularly considers essential to the effective execution of basic local functions a relationship of trust between our immigrant community and our local agencies, including law enforcement and schools; and

WHEREAS, holding the health, well-being, and civil rights of all people as inalienable, regardless of ethnicity, gender, immigration status, national origin, race, religion, sexual orientation, or socio-economic status, through a dynamic and responsive process that respects our community's diversity by the provision of accessible services, language support, legal resources, and community engagement, is a shared value of every member of the Napa County Board of Supervisors; and

WHEREAS, we call upon all County of Napa leadership, including department heads and staff, to embrace this charge, and, together, we will face the future with resilience and unity in our shared vision of a community where all people have the opportunity to experience fulfilling lives leaning into what we know to be true in Napa County:

- We are stronger together.
- Our rich diversity is an asset.
- We all belong.
- Practicing kindness defines who we are.

NOW, THEREFORE, BE IT PROCLAIMED, that the County of Napa strives to be a model for inclusion and equity for all populations, including immigrants, refugees, and other newcomers; we are committed to supporting the ongoing inclusion and long-term economic prosperity of newcomers, and to demonstrating the values of unity and acceptance.

Joelle Gallagher, Chair

Anne Cottrell, Vice Chair

Ryan Gregory, District 2

Alfredo Pedroza, District 4

Belia Ramos, District 5

From: [Anne Carr](#)
To: [cityclerk](#)
Subject: [External] Letter of Support
Date: Tuesday, January 28, 2025 8:27:57 AM

Dear Cindy,
Please add Glenn's and my name (Anne Carr) to the list of supporters of the Council agendaizing and adopting a statement confirming our town's commitment to stand behind the marginalized (and currently potentially threatened) members of our community - a similar statement to that adopted by the County Supervisors.

Thank you,
Anne Carr
1730 Dean York Lane
Saint Helena
acarriver@gmail.com
707-695-9489



Agenda Report to the City Council

Agenda Section: PRESENTATIONS AND PUBLIC RECOGNITIONS

Department: Administration

DATE:	January 28, 2025
FROM:	Chris Hartley, Chief of Police
SUBJECT:	Swearing in of New Police Officer Angel Maldonado
RECOMMENDED ACTION:	
PREVIOUS COUNCIL ACTION:	
STATEMENT OF THE PURPOSE:	
FINANCIAL IMPACT:	

GOAL:

Miscellaneous/Other



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Finance

DATE:	January 28, 2025
FROM:	Martin Beltran, Senior Management Analyst
SUBJECT:	Quarterly Grant Report for FY 2024-25 Q2 for the reporting period ending December 31, 2024.
RECOMMENDED ACTION:	
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To provide an update on grant activity for FY 2024-25 Q2 for the reporting period ending December 31, 2024.
FINANCIAL IMPACT:	None.

BACKGROUND: This report covers grant activity for the 2nd Quarter of the FY 2024-25.

DISCUSSION:

New Awarded Grant Applications in FY 2025 2nd Quarter

The City of St. Helena did not receive any new grant awards during FY 2024-25 2nd Quarter.

Applications Pending

The City currently has three (3) applications pending.

Agency	Project	Amount
CalOES - HMGP: Emergency Backup Power	City Hall and Police Department Emergency Backup Power	\$452,791
CDBG - Rental Subsistence Program	Rental assistance for low- to moderate-income households	\$500,000
EPA - Vocational Vehicles Sub-Program	St. Helena Clean Fleet Initiative: Zero-Emission Trucks for a Sustainable Future	\$780,000

CalOES HMGP: City Hall and Police Department Emergency Backup Power -
Funding would be used to purchase and install emergency backup power for City Hall

and Police Department that would provide sufficient power to an essential City facility both for emergency use and regular operations during power outages. The amount of \$452,791 was requested in grant funding and \$150,930 is the required City match.

CDBG: Public Services - Rental Subsistence Program - The City would partner with UpValley Family Centers to identify low- to moderate-income households that are in need of rental assistance.

EPA: Vocational Vehicles Sub-Program - St. Helena's Zero-Emission Vehicle Initiative transitions to a sustainable fleet to enhance air quality and community health in Napa County. Funding would be used to replace three diesel heavy-duty trucks with zero-emission alternatives.

Active Grants

The active grants are grant awards with signed agreements. The chart in **Attachment 1** identifies the grant award, required match, and percent expended. Staff is currently managing approximately \$5.6 million in active grant funds.

Grants Received in Partnership

Agency	Project	Amount
Urban Forest grant	Our Napa Forests: Growing an Equitable Tree Canopy Through Cross- Jurisdictional Collaboration	\$3,121,523 <i>(City of St. Helena's financial contribution towards the grant is \$100,000)</i>

Urban Forest Grant - The UCF Grant Program, administered by the NCRCD, aims to address several key challenges in urban forestry management across Napa County, including limited planning resources, funding shortfalls, and workforce development. The grant is funded under the Inflation Reduction Act and seeks to increase the urban tree canopy, engage communities in stewardship, and develop a workforce in urban forestry.

The total cost of the project is \$3,121,523, with \$1,560,761 provided by federal funding. The City of St. Helena's financial contribution towards the grant is \$100,000, which has been allocated from the General Fund for fiscal year 2025. The city will also provide in-kind support through staff time for coordinating project activities, such as event planning and community outreach. Additional in-kind contributions and contractual services will be provided by NCRCD and other project partners.

Napa County Resource Conservation District and City staff held kick off meeting in August to discuss the grant goals and to visit three potential project sites (Wappo Park, Crane Park, and the Lower Reservoir). Key next steps include drafting and executing an

MOA with the project partners, continuing to explore project sites and begin to develop site specific planting and stewardship plans, and developing plans for community education activities.

Closed Out Grants

Grants	Project	Award Amount	Additional Project Funding	% Grant Funds Expended	Notes
Department of California Highway Patrol - CTFGP Grant	Cannabis Tax Fund Grant Program (GTFGP)	\$146,419	\$0.00	100.0%	Funds were used to purchase Ford Mustang Mach E and outfit the vehicle, send officer to trainings, and conducted directed DUI enforcement with the grant.

Grants Not Awarded

CalOES: State and Local Cybersecurity Grant Program (SLCGP) - The City submitted an application in September 2024 for SLCGP funding to implement cybersecurity solutions that provide data protection, backup, and disaster recovery to enhance the City's resilience to cyberattacks. Implementation of data management software will ensure automatic backups, capturing data and transferring it to a secure hardened object storage appliance. In December 2024 the City received an initial denial letter from Cal OES and immediately appealed recognizing what appeared to be scoring irregularities between its application and other applicant grants that were awarded. On January 17, 2025, the City received a response to its appeal from California Governor's Office of Emergency Services regarding appeal. Cal OES received a total of 406 proposals for the 2024 SLCGP Program. Due to the extremely competitive responses and limited funding, only 65 proposals for those with more than 50,000 in population were selected for funding. Depending on if funding is available in 2025 from Cal OES the City will work to amend its application and apply again.

Community Development Block Grant Program: 2024 - On October 22, 2024, City Council approved a resolution approving the projects/activities to include in the application for 2024 funding year of the State CDBG Program. The projects included an over the counter program for economic development and a rehabilitation project for

energy efficiency improvements at various affordable housing locations throughout the City, including Hunt's Grove and Stonebridge Housing. The submission portal for all over the counter solicitations opened on October 29, 2024 and within the first day Department of Housing and Community Development announced that they were no longer accepting applications for funding prior to the City submitting their applications. The City will continue to monitor the CDBG program for future opportunities.

Non-Profit Grant Funding

The FY 2024/25 grant application period closed on February 23, 2024. The City received 25 applications with a total of \$292,339 in funding requests. The City Council working group, consisting of Mayor Dohring and Vice Mayor Hall, met to review applications with City staff to make recommendations for FY 2024-25 non-profit funding. The City received a large response to the program with cumulative funding requests exceeding the program budget by \$172,339. Funding recommendations were presented to City Council on May 14, 2024.

A total of 19 non-profit grant applications were approved for the FY 2024/25 grant period for a total of \$120,000. The chart in **Attachment 2** identifies the grant type, grantee, project description, and award amount.

The City also previously approved three-year Non-Profit Funding Agreements for the Boys & Girls Club, Rianda House, and Up Valley Family Centers in the amount of \$30,000 for each organization for a total of \$90,000 annually. Those funding agreements expire on June 30, 2025, and funding levels will be reevaluated during the FY 2025-26 and FY 2026-27 Biennial Budget process.

DOCUMENTS ATTACHMENTS:

[Attachment 1: FY2024-25 Grant Activity 2nd Quarter](#)

[Attachment 2: FY2024-25 Non-Profit Grant Awards](#)

Active Grants

Grant	Project	Award Amount	Additional Project Funding	% Grant Funds Expended	Notes
Patrick Leahy Bulletproof Vest Partnership (BVP) Program	Purchase of 4 Bulletproof Vests	\$2,956		98.0%	2 new bulletproof vests have been purchased for new hires.
California Department of Forestry and Fire Protection - Volunteer Fire Capacity (VFC) Program	Cost-share funds awarded to provide assistance to rural areas in upgrading their capability to organize, train, and equip local forces for fire protection.	\$17,555	-	87.0%	Grant agreement authorized during 11/14/2023 City Council meeting. Procurement of hose and radios for new Engine 17 using grant funds.
CalOES - HMGP Defensible Space/Fuel Management	Phase I - Defensible Space and Hazardous Fuels Reduction	\$122,250	-	65.0%	Staff and Consultant completed the tasks outlined in Phase I. The deliverables were submitted to FEMA on 6/16/23 for review and approval. Awaiting authorization to proceed to Phase II of the project.
CalOES - HMGP: Emergency Backup Power	City Corporation Yard and Crinella Pump Station	\$302,931	\$100,977	67.8%	This FY 2025 Q2 generator equipment was delivered and installed at the Corporation Yard. Contractor is coordinating the delivery and installation of generator equipment for Crinella Pump Station. Work is expected to start February 2025.
CalOES - HMGP: Wastewater Treatment Plant Backup Power	Wastewater Treatment Plant Emergency Backup Power	\$1,361,326	\$454,064	43.3%	Contractor has ordered equipment. The conductors (wires) were installed, running from the main connection point to the generator site. Delivery and installation of the new unit is anticipated to occur by March 2025.
CDBG-CV2 & 3 - Childcare Scholarship Program	Provide childcare scholarships to income qualified families.	\$0	-	0.0%	An amendment was approved to reallocate funds from the Child Care Scholarship Program to the Utility Assistance Program.
CDBG-CV2 & 3 - Utility Assistance Program	Provide utility assistance to St. Helena Residents.	\$271,053	-	50.9%	HCD approved a Revision to extend the assistance to up to six months and increase the maximum dollar amount to \$3,000 per eligible household. Staff submitted a time only extension to extend the grant deadline until March 30, 2025.
CDBG - Economic Development	Business Assistance Program	\$500,000	-	98.0%	During the recent quarter two business loans were processed. Both loans were presented to the loan committee, the committee approved both loans. Loan documents were prepared and in person meetings scheduled to complete the signing of the required CDBG and Loan documents. Checks were issued and sent to borrowers.

Active Grants

Grant	Project	Award Amount	Additional Project Funding	% Grant Funds Expended	Notes
CDBG - Housing Competitive (2022)	Housing Rehabilitation Program - Single Family Residential	\$500,000	-	0.0%	Owner-Occupied Rehabilitation (OOR) Program to assist low-income homeowners whose primary residence is in need of repairs, improvements, or reconstruction necessary to meet federal, state, or local building codes and for correction of all health and safety deficiencies.
CDBG - Public Services	Community Wellness and Mental Health Program	\$498,281	-	17.0%	Aldea has held meetings with local agencies including Up Valley Family Center and St. Helena Unified School District to discuss services, referral process, and community support. Aldea has received nine referrals.
CDBG - Sewer Lateral Replacement Project	Sewer Lateral Replacement Project associated with Downtown Streetscape	\$500,000	\$ -	5.0%	Project preparations including scope, plans and specifications continue to progress. Staff and consultant provided Main Street property owners with program application, defined program documentation, and assisted with application questions.
Friends & Foundation	Enhancements for Library (PT Staff, Spanish/Youth/Adult Programs, Materials, and Supplies)	\$145,600	-	49.6%	
HCD - HOME Investment Partnership Program: Program	Funding to continue the Owner-Occupied Rehabilitation Program.	\$500,000	-	10.0%	Housing Authority is working with applicants for project approval.
State of CA - Department of Justice	Funding for School Resource Officer.	\$454,788	-	50%	Currently in the final year (FY 2025) of funding for School Resource Officer. Award end date is June 30, 2025.
State of CA - Department of Parks and Recreation	Funding to Replace Crane Park Playground Equipment.	\$177,952	-	0.0%	Deadline to utilize funds has been extended to 2028. After review of proposals and feedback received from playground professionals, staff is in communication and collaboration with State granting office to modify project scope/location to maximize the use of funds and provide highest positive impact to park facilities. Scope of modified project is underway with expenditures expected in 2025 and 2026 fiscal years.

Active Grants

Grant	Project	Award Amount	Additional Project Funding	% Grant Funds Expended	Notes
Upper Valley Waste Management	Money Way Waste/Recycling Consolidation Project	\$120,000	-	95.8%	The grant award was revised to instead replace all garbage and recycling containers at city parks. The containers have been acquired and staff is working on installing them at all 100+ locations before the end of February 2025.
US Department of Justice	FY 2023 Body-worn Camera Policy and Implementation Program to Support Law Enforcement Agencies	\$34,000	\$ -	70.0%	New equipment purchased from Motorola. 1st year of contract paid for. There is enough funds to pay for an additional two years.
US Department of Justice	Fiscal Year 2023 COPS Hiring Program (CHP)	\$125,000	\$ -	47.2%	Hired Officer Adriana Avalos. Avalos attended the academy in 2024. The funds are being used to pay for the academy and Avalos's salary.

FY 2024/25 Non-Profit Grant Funding

Grantee	Project Description	Award Amount	Amount Expensed	Percent Expended
Friends of the Cameo dba Cameo Cinema Foundation	Opening Night at Fork2Film Festival 2025	\$5,000	-	0%
Napa Green	DEI Workshop Series: Giving, Receiving & Integrating Feedback	\$5,000	2,500	50%
Napa Valley College	2nd Annual Viva Mariachi at St. Helena Festival	\$5,000	-	0%
Napa Valley Festival Association, dba Festival Napa Valley	How I See Music	\$5,000	-	0%
Napa Valley Museum	Napa Valley Museum of Art & Cultrve (the MAC) in St. Helena	\$12,500	-	0%
Nimbus Arts	Nimbus Arts: Art All Year for St. Helena	\$10,000	-	0%
Saint Helena Community Band	St Helena Community Band - Performances	\$8,000	8,000	100%
Saint Helena Hospital Foundation	Women's Mobile Health Healthcare Initiative	\$10,000	-	0%
St. Helena Community Garden	St. Helena Community Garden Update	\$2,500	-	0%
St. Helena Cooperative Nursery School	St. Helena Cooperative Nursery School Grant 2024	\$7,000	-	0%
St. Helena Little League	St. Helena Little League Uniforms & Equipment	\$2,500	-	0%
St. Helena Historical Society	Visions of St. Helena	\$5,500	-	0%
St. Helena Preschool For All	St. Helena Preschool For All Scholarships	\$10,000	-	0%
St. Vincent de Paul (SVdP) Ministry of the St. Helena Catholic Church (SHCC)	Financial Assistance for Individuals and Families in the City of St. Helena, not limited to SHCC members.	\$5,000	-	0%

FY 2024/25 Non-Profit Grant Funding

Grantee	Project Description	Award Amount	Amount Expensed	Percent Expended
Sustainable St. Helena - An Environmental Alliance	Napa Valley Community Forest	\$5,000	-	0%
The Saint Helena Forum for Innovation and Creativity	Ongoing Free Virtual Humanities Based Cultural Presentations	\$5,000	-	0%
Upstage Napa Valley	4th Annual Playwright Festival	\$5,000	-	0%
UpValley Family Centers	Ninos Activos/Active Kids	\$7,500	-	0%
We Care Animal Rescue	Pet Wellness Clinics for Low-Income Residents	\$4,500	-	0%
Totals		\$120,000	\$10,500	8.8%



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Recreation

DATE:	January 28, 2025
FROM:	Dave Jahns, Director of Community Services
SUBJECT:	Consideration and adoption of a Resolution authorizing the City Manager to execute a Professional Services Agreement with BluePoint Planning for parks and recreation master planning services
RECOMMENDED ACTION:	Authorize the City Manager to enter into a Professional Services Agreement with BluePoint Planning for Parks and Recreation Master Planning Services.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	Enter into a Professional Services Agreement with BluePoint Planning to provide parks and recreation master planning services for the St. Helena community
FINANCIAL IMPACT:	\$124,714 for completion of the project. These funds are accounted for in the FY 2024-25 budget, funded directly from Park Impact Fees.

BACKGROUND:

City Council established objective 5.8 as part of their adopted 2024-26 goals, to complete a comprehensive parks and recreation master plan. Completion of the plan is supported by the Parks & Recreation Commission and is established within the City Council's adopted 2024-2028 Capital Improvement Program.

Staff prepared and released a Request for Proposals to solicit responses from qualified firms in the Fall of 2024. The City received seven responses, all who met the minimum criteria and experience to provide parks and recreation master planning services. A review team consisting of Parks & Recreation staff, Public Works staff, and members from the Parks & Recreation Commission reviewed the submitted proposals. Firms were evaluated based on proposal response, firm expertise and project team composition, previous related work, ability to create a comprehensive and actionable plan unique to St. Helena, and overall price point.

After reviewing proposals, follow-up interviews, and reference checks, staff recommends moving forward with BluePoint Planning.

Park Impact Fees

The proposed master planning process would be funded directly from Park Impact Fees, rather than use of General Fund monies. This fund was established by City

Council for the specific purpose of acquiring, constructing and reconstructing recreation, community facilities, related equipment, and/or other capital purposes needed for providing park and recreation services. The end result of this master plan is to provide a specific road map to make such improvements.

DISCUSSION:

About BluePoint Planning

BluePoint is proposing a project team comprised of seasoned parks, recreation, landscaping, GIS and data collection professionals to complete the planning process for St. Helena. They have over 25 years of experience leading complex planning processes, with strengths in parks, recreation, trails, public engagement, and climate initiatives. They have completed numerous planning projects, working with local, state, and regional agencies. Project experience includes comprehensive planning for the communities of Burlingame, Half Moon Bay, Lake County, Mendocino County, Menlo Park, Missoula (MT), Monterey, Point Reyes, and San Francisco Parks amongst many others.

Through their proposal and follow-up interviews, it is evident that BluePoint is dedicated to thoroughly understanding the current environment, incorporating previous planning efforts, and developing realistic and implementable recommendations to guide the future of our facilities, programs, and services. Their proposed method includes bringing their industry expertise to the table, while working alongside the community, project management team, and a steering committee comprised of local stakeholders to develop recommendations and an action plan that is tailored to our town. A key focus of this planning process is that it is immersed in community feedback, is unique to St. Helena, and leads to clear and actionable recommendations.

Planning Process Overview

The master plan is intended to evaluate existing conditions, identify unmet community needs, provide a strategy for development and maintenance of current/future parks, examine methods to improve parks and recreation programming, project future costs and provide creative funding strategies, analyze service models, and consider opportunities for collaboration with other public and private entities.

The Master Plan will serve as a comprehensive guiding document for the park system, community facilities, maintenance standards, efficiencies in service delivery, environmental impacts, and Community Services program planning for the next ten years. In addition to a focus on parks and recreation, the scope of this project will incorporate aspects of Library Services and provide recommendations on how to move elements from the draft Trails and Open Space plan from into implementation.

The scope of work is broken down into five overarching components (listed below), with various subobjectives within each component, all of which can be reviewed within the RFP document.

- Assess existing conditions, data collection, and review previous/current studies
- Conduct a community needs assessment
- Foster community engagement and feedback
- Develop recommendations, financial forecasts, and implementation/funding strategies
- Develop and propose adoption of an actionable final plan

A core project team will consist of the consultant, City staff, and a community-based steering committee to provide direction, feedback, and regular touchpoints throughout the process. Additionally, specific stakeholders, user groups, and anyone interested in the process will be welcomed and encouraged to participate to ensure the overall community's needs and recommendations are heard throughout the process.

If approved by Council, the planning process is slated to begin in February, with the full project anticipated to take approximately ten months to complete.

ENVIRONMENTAL REVIEW: Not a CEQA project. Any future recommendations developed from this plan that require a CEQA review will be brought forward as separate items.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

Goal 7: Enhance Organizational Effectiveness

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Parks and Recreation Master Plan Resolution 01.28.2025](#)

[BluePoint Planning Professional Services Agreement](#)

[Parks and Recreation Master Plan RFP 2024](#)

[BluePoint Planning Proposal](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

**Resolution of the City Council of the City of St. Helena
Authorizing the City Manager to Execute a Professional
Services Agreement with BluePoint Planning in the
Amount of \$124,714 to perform Parks & Recreation
Master Planning Services**

WHEREAS, City Council established an objective to complete a comprehensive Parks and Recreation Master Plan as part of their adopted 2024-2026 goals; and

WHEREAS, the Parks & Recreation Master plan is intended to be create a guiding document for the future of the parks system, community facilities, maintenance standards, efficiency in service delivery, Community Services programming, and associated environmental impacts for the next ten years; and

WHEREAS, in September 2024, staff issued a Request for Proposals to solicit responses from a qualified firms to work in partnership with staff and the St. Helena Community to provide strategic master planning services; and

WHEREAS, after a thorough review of proposals, staff recommends moving forward with BluePoint Planning to provide Parks and Recreation Master Planning services for our community based; and

WHEREAS, If approved by Council, the planning process is scheduled to begin in February 2025, with the full process anticipated to take approximately nine to ten months for completion. Following a thorough analysis and engagement process, community vetting, and updates to the Parks and Recreation Commission, the final draft plan will be brought back to City Council for consideration for final adoption

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

SECTION 1. Authorize the City Manager to execute the professional services agreement with BluePoint Planning.

SECTION 2. Authorize the expenditure of \$124,714 from Park Impact Fees, which is accounted for in the approved 2024-25 operating budget.

Approved at a Regular Meeting of the St. Helena City Council on January 28, 2025, by the following vote:

Mayor Dohring: _____
Council Member Barak: _____
Council Member Deasy: _____
Council Member Spadarotto: _____
Council Member Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk

**CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
FOR MASTER PLANNING SERVICES**

This Agreement is made and entered into as of January 28, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and BluePoint Planning LLC, a California limited liability company with its principal place of business at 2748 Adeline Street, Suite D, Berkeley CA 94703 (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:
Parks and Recreation Master Plan (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 Schedule of Charges set forth in the scope of services attached hereto as Exhibit "A"

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$124,714. In addition to professional services, this amount is to cover all printing and related costs. 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 regular billing basis established during the kick-off meeting with consultant, but not more frequently than monthly payments.

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. Time of Performance

The term of this Agreement shall be from February 1, 2025 to December 31, 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.

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) Contractual Liability with respect to this Agreement
- (7) Property Damage
- (8) 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 DELETED17. 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 Lauren Schmitt 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:

City of St. Helena

1088 College Ave.

St. Helena, CA 94574

Attn: Dave Jahns, Community Services

CONSULTANT:

BluePoint Planning

2748 Adeline Street, Suite D

Berkeley, CA 94703

Attn: Mindy Craig, Principal

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 BLUEPOINT PLANNING**

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

CITY OF ST. HELENA

BLUEPOINT PLANNING

By: _____
Anil Comelo
City Manager

By: _____
Its: _____ Principal _____
Printed Name: _____ Mindy Craig _____

ATTEST:

By: _____
Ethan Walsh
City Attorney

EXHIBIT A
Scope of Services

3. Understanding of Scope



3. Understanding of Scope



Project Understanding

St. Helena is a scenic small town for the people who call it home, and a popular tourist destination, drawing people to local vineyards, restaurants and the Greystone campus of Culinary Institute of America. With its beautiful downtown, its position on the Napa River, and its existing parks and facilities, St. Helena has scenic settings for its parks and recreation services.

This Parks and Recreation Master Plan comes at a time when people are appreciating public parks and recreation programs more than ever, but also at time when local governments are feeling ever more pressure from increased costs, funding limitations and difficulty finding and retaining staff. The planning process will help St. Helena better understand its inventory of parks, facilities and trails and the baseline of services, as well as the resources of other providers. Through an inclusive public process, St. Helena will develop an understanding of community priorities and needs, and create strategies to meet local parks, recreation and trails demands and consider the impacts and needs of visitors.

Perhaps the most important result will be an implementation Plan with clear priorities to guide operations, investments, and program and policy development. The result needs to be a community-supported guiding document for parks and

recreation services that will help City staff and elected officials plan investments and guide resources more equitably and strategically.

BluePoint's Approach Recreation as a Driver

The variety of parks, facilities and trails in this study will require the Team to understand the range of recreation activities and settings not only within the City's parks but also on lands managed by other agencies. The BluePoint Team understands that parks and trails are not just a collection of physical assets – rather, they provide settings for many types of activities residents and visitors pursue for recreation, health, wellness, exercise and many other reasons.

We will address questions that help St. Helena define its role and areas of focus. How does the City's land inventory and unique resources support recreation? Can the City help to establish a balance that will meet the recreation needs of the variety of ages and abilities in the community? What are the latest trends in recreation in Northern California and nationally? How can the City leverage each park's unique character and amenities to serve the residents and visitors? What other community activities could occur at parks? What type of enhancements can better serve the community? How do the City's parks compliment other

3. Understanding of Scope

public lands and parks, whether county, state or federal? How can we ensure access from an ADA perspective as well as from transportation perspective?

Placemaking

We do not see parks as merely a collection of sports fields and play equipment. St. Helena's Parks and Recreation system helps to define the city as a special place and expresses the unique spirit of the community. We develop park and facility plans tailored to the community's identity, priorities, and specific recreation needs. Each Master Plan expresses the unique priorities, issues, and concerns of the community. St Helena's Parks and Recreation Master Plan should:

- Increase and enhance recreational opportunities;
- Respect and celebrate the cultural diversity of the community;
- Build community resiliency through environmentally healthy design, improved connectivity and protection from extreme heat;
- Maximize partnerships and collaboration; and
- Ensure that parks and facilities are operated and maintained effectively to optimize use, longevity, and economic sustainability.

Assessing Community Needs

Understanding the community's needs for the types and function of parks and recreation facilities and programs is instrumental for the success of the new Parks and Recreation Master Plan. BluePoint's approach includes a mix of inputs, going beyond traditional acres/1,000 quantity metrics to provide a comprehensive evaluation tailored to each community.

Our approach includes the following steps:

- Complete a digital inventory and assessment of parks and facilities;
- Develop a profile of the City, local communities, and population characteristics;
- Identify relevant comparables, best practices and trends;
- Conduct public outreach and engagement activities to understand the specifics of the community needs;
- Develop goals and principles (including definition of St. Helena's roles and niches) to guide decision making;
- Identify criteria, general standards and key attributes desired by the community for parks, recreation and trails; and
- Analyze facility, program and park data based on the criteria and develop narrative and visual tools to identify potential gaps, needs and opportunities.



3. Understanding of Scope



System Sustainability

Sustainability applies not only to the resilience and support of the environment, but also to the ongoing health of the Parks and Recreation system. We will focus on creating a viable plan that will:

- Establish areas where needs are currently well met and describe actions required to maintain the existing level of service into the long term;
- Identify areas where improved facilities or new sites will enhance service or meet unmet needs;
- Evaluate operating and maintenance costs and the potential for revenue generation to offset costs;
- Understand how programming and operations can be enhanced to help serve community needs and meet Plan goals;
- Prioritize capital improvements needed to enhance the system to desired levels of service where gaps exist

We are committed to developing flexible and forward-thinking plans that are adaptable to future changing conditions, while ensuring that the plan reflects current community priorities.

Engaging the Community

Our Team provides extensive expertise in engaging stakeholders and community members in a meaningful dialogue. Both local neighbors and the broader community have a stake in the future of the City's parks and services and need to have a voice in the recommendations. Our approach is multi-layered and builds on past outreach and will include multiple opportunities for community input and engagement and for input from stakeholders, staff and elected officials throughout the project. In the work plan below, the Steering Committee process is included in Task 1 and the broader community engagement process is outlined in Task 2.

Proposed Work Plan

BluePoint's proposed work plan builds in the tasks contained in the RFP, incorporating three "engagement windows" that group on-the-ground activities for efficient use of consultant time and to build momentum for the process. The schedule diagram in section 5 illustrates how we envision the following tasks flowing over the timeline of the project, to deliver a Plan for adoption within the City's desired timeframe.

3. Understanding of Scope

Task 1. Project Meetings and Management

1.1 Project Kickoff Meeting

BluePoint will have an initial Zoom kickoff meeting followed by an in-person meeting conducted in conjunction with the site tour conducted in Task 2. During the initial call, we will review the scope of work and schedule and clarify the requirements for the project and plan for the parks tour and associated activities. In addition, we will discuss the details and logistics for public engagement so that BluePoint can draft the public engagement and outreach plan. We will also request all necessary existing documents, studies, maps, studies, etc. including identifying any missing data and information necessary to proceed. We will also review the timing and intent of project deliverables, identify, and discuss potential stakeholders to involve, and the overall approach to community input.

1.2 Steering Committee Meetings (4)

Steering Committee Meetings will be in person, scheduled in conjunction with other engagement and field activities. These will typically be 2 to 2.5 hours long and allow for deep dives and working sessions with the Steering Committee. We anticipate the following topics for in-person team meetings:

- **Meeting 1:** Project success factors, issues and opportunities
- **Meeting 2:** Needs assessment, plan framework
- **Meeting 3:** Preliminary recommendations, prioritization process
- **Meeting 4:** Administrative draft plan, adoption process

While the RFP called for monthly meetings, BluePoint finds that four meetings scheduled at key decision points in the process are effective use of Steering Committee members' time, especially for a Parks and Recreation planning process with a quick timeline. Between meetings, Steering

Committee members will be asked to review and comment materials, such as the Community Engagement Plan, the Existing Conditions Summary Report, and other deliverables. Steering Committee members will also be asked to participate in community outreach activities outside of meetings, as well.

If needed, BluePoint and the City can extend one or more biweekly coordination meetings (Task 1.3) and hold an additional Zoom or Teams meeting with the Steering Committee.

1.3 Biweekly Coordination Calls and Project Management

The Project Team, led by Project Manager Lauren Schmitt and including other team members as needed, will hold biweekly coordination calls with St. Helena's Project Manager to keep the project moving forward and to ensure timely response to questions, review of materials. These meetings will focus on the critical path to maintain the City's desired timeline. This task also includes time for BluePoint's ongoing budget, schedule, and scope management to ensure that the project is delivered on time and on budget. The activities in this task allow for active management, to identify potential approaches to incorporate any unforeseen course corrections and changes as we progress while remaining on time and on budget.



Missoula PROST Public Open House

3. Understanding of Scope

Task 2. Existing Conditions Assessment

Task 2 focuses on developing a baseline understanding of the parks, recreation programs, and trails system and the City's planning context. This includes gathering data and information on the City and City-provided assets and services, as well as services or assets provided by other agencies and organizations. It also includes a review of relevant plans and studies, including the General Plan, Trails and Open Space Draft Plan, Downtown Specific Plan, and an analysis of demographics.

The task also incorporates field work time to inventory and evaluate parks and trails, including touring each park and meeting with park staff. We will begin the assessment and developing the inventory in this phase. The result of this task will be an Existing Conditions Summary Report that includes a detailed inventory, initial system assessment, community profile, and other relevant baseline data.

2.1 Parks and Recreation Facility Inventory & Conditions Assessment

The following tasks will result in the comprehensive inventory and conditions assessment called out in the RFP.

- **Inventory and Database Development.** The Blue-Point Team will review and analyze data and review key documents, materials, plans and reports, and any other relevant information. Using City-provided information and readily available mapping and visual tools, the Team will prepare a parks and facilities inventory database and map.
- **Parks Tour.** We will tour the City's parks and facilities with

staff, to discuss issues, needs and opportunities and begin the assessment process.

- **Park and Facilities Assessment.** Additional field time is allotted to complete the inventory assessment, including photo documentation of site. Using an agreed upon rating system, we will make a general assessment of the condition of the facilities and amenities as it relates to intended function and actual physical condition. We typically use Survey 123 to conduct the field work and link it to the database. We ground truth the inventory and assess physical conditions; opportunities and constraints; access, circulation and parking; function and aesthetics; and opportunities to incorporate sustainability. This information will be presented in a clear report format that will be used throughout the process and updated as necessary with additional details. Pertinent information will be incorporated into the Existing Conditions Summary Report.

2.2 Assessment of Recreation Programs

Recreation programs are essential to helping to activate parks, support health and wellness,

Hilltop Park Center

Location 871 Jessie Street

Size 23,900 sf

Opened 1985

park projects



The Hilltop Center is a repurposed school and includes meeting and classrooms, a large main hall, a teen room, ceramics and art space, a photo lab, preschool rooms and kitchen facilities. The building has not been remodeled to accommodate its use as a community center. It is located at the far edge of the city and is generally underutilized, especially in comparison to the surrounding park.

There is an attractive mural on the Recreation Center building.

Key Recommendations

Major Project - Existing

The Center feels like a school building and does not offer a strong point of entrance or community gathering. It would benefit from better branding, programming and a facility remodel.

- Complete a feasibility study to evaluate a major remodel to make the center more useable, welcoming and attractive for community members.
- Consider repurposing the building to become a destination focused on Arts, Music and Dance.
- Preschool and after school programs could co-exist.

Goal Alignment ☒ Unique Sense of Place ☒ Diverse Community ☐ Sustainability ☐ Accessibility

Enhance/Add Amenities

- Needs a clear entrance, lobby and welcoming area to help build a sense of place and community.
- Spaces should be revamped and programs reconsidered to better serve the community.
- Reconfigure downstairs areas (darkroom and adjacent spaces) as better designed art spaces
- Consider making one space a dedicated dance studio with audio, wood floors and mirrors
- Add building-wide WiFi

Connect to City Planning Documents

☐ Beach Master Plan ☐ Downtown Master Plan ☐ Lighthouse Specific Plan ☐ Multimodal Plan

☐ Waterfront Master Plan ☐ N. Fremont Specific Plan ☐ Lower Presidio Master Plan ☐ Other...

parks & recreation master plan

5.4

june 16, 2016

Monterey Parks & Recreation MP Inventory

key issues, and serve as a foundation for the Needs Assessment and subsequent Parks & Recreation Master Plan. It will incorporate a summary of all work completed in Task 2, including the review of relevant plans, the park and facilities condition assessment, the recreation program inventory, the organizational assessment, demographic and trends review, and comparables.

The BluePoint Team will review current and projected population and demographic characteristics, incorporating population profile information drawn from the most relevant and current data, and develop an analysis of relevant trends in parks and recreation in similar communities. BluePoint will work with the City to identify appropriate comparable cities or park systems, within California or with similar characteristics. We will identify up to five communities to evaluate. For each community, we will gather information on the type, size, amenities in its parks, major recreation facilities, core program areas, user fees, and community demographics. BluePoint has an existing database of much of this information and will gather additional information as needed. The comparable information will be incorporated into the Existing Conditions Summary Report.

BluePoint will evaluate the organizational structure of the Community Services Department and staffing for parks and recreation services. This will include a review of the operating and capital budgets, looking at expenditures and revenues. BluePoint will also evaluate which funding sources St. Helena is currently using for parks and recreation services, and what additional funding opportunities are available.

The Existing Conditions Summary Report will provide an informative and engaging review of the existing parks, recreation, and trails system, frame



3. Understanding of Scope

Task 3. Community Engagement

Community engagement activities will take place throughout the process, with timing and specifics refined during preparation of the Community Engagement Plan in Task 3.1. The engagement program will be multi-layered and interactive and include both in-person and online opportunities to participate. In-person activities led by BluePoint will be grouped into several Engagement and Parks Planning Windows that occur over the course of the process, as shown in the schedule diagram.

3.1 Community Engagement Plan and Coordination

BluePoint will develop a community engagement plan to direct and guide our efforts. The plan will be developed after the kickoff meeting (Task 1.1) to account for any refinements to the engagement program included in this proposal. The plan will define methods, tools, timing and specific roles and responsibilities for BluePoint and the City. The Plan will set goals and objectives, allowing us to measure effectiveness and adjust the outreach program as the project progresses.

3.2 Project Website and Collateral Materials

The BluePoint Team will create a project website, with English and Spanish versions. This will serve as the information hub for the project, and the budget for this task also allows for periodic content updates. In addition, as part of this task, BluePoint will develop a set of outreach materials to support the project. Depending on the final Community Engagement Plan, this may include meeting flyers, social media posts, short videos, newsletter postings and similar. This effort will include translation of these materials and provide for simple updates for each engagement effort.

3.3 Community Needs Survey

The Team will develop an online Community Survey that is distributed through existing City channels, the website, and local neighborhood groups. While an online survey does not provide a scientific level



Bilingual project website, hmboutdoors.org

of evaluation, it is an excellent way to engage a large audience in the discussion within the timeframe identified for a reasonable cost. The Team will develop a survey instrument that will gather information about the community's needs and opportunities for City parks and recreation. We can also develop flyers with a QR code and survey link so that park visitors will be encouraged to respond on mobile devices (when data service is available).

3.4 Key Informant Interviews

BluePoint will interview key stakeholders, developing the list of interviewees with the City's Project Manager. These interviews allow for confidential one-on-one feedback early in the process. We recommend interviews with City Council members, the City Manager, and any key community leaders who may not speak as freely in a small group meeting. By hearing directly from decision-makers early on, we can ensure that the Draft Parks & Recreation Master Plan addresses their concerns and interests, leading to a smoother adoption process.

3.5 Small Group Meetings

The BluePoint Team will hold a series of small group listening sessions for different user groups and special interests. These will occur earlier in the project to allow for more in-depth feedback on

3. Understanding of Scope

recreation needs. Further, these early meetings establish relationships with organizations who can help to expand engagement for the entire project.

The Team will work with staff to determine the best approach to engage and work with special interest groups (Chamber of Commerce, Businesses, Schools, Sports Groups, etc.) and key stakeholders throughout the City. These small groups enable broader engagement than using the survey alone. The budget allows for a series of small group meetings over two days to understand overarching needs, issues, challenges and goals for City parks and recreation.

3.6 Community Workshops (3)

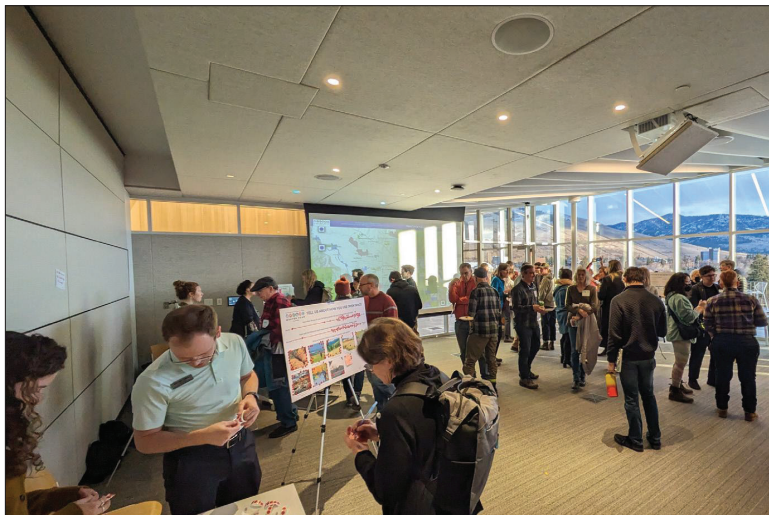
The Team will work with the City to identify the appropriate formats and locations for up to three community workshops at key milestones. These will not necessarily be a traditional 2-hour meeting at City Hall – we will tailor the workshops to the preferences of the St. Helena community and will design each session to be interactive and engaging with various ways to participate and to provide input. For example, in Lake County, we popped up at a library and on a busy day at the County administrative center for our second round of outreach,

going where people were already gathering rather than asking them to come to a meeting. In contrast, residents of the City of Missoula turn out for traditional meetings, so we offered an open house format at the popular public library and attracted 120 participants. For a project in Half Moon Bay, we designed a loteria input activity in Spanish and English and took it out to the community. The City will provide the location and send out notices to the community. The BluePoint Team will develop the agenda, meeting materials, presentation, and flyer, and facilitate and documents the workshops.

Workshop #1 will be focused on developing a better understanding of the community's vision, goals and needs for the City parks and recreation.

Workshop #2 will engage participants in a discussion about the needs, gaps and opportunities for parks and recreation. Initial approaches and strategies will be presented as well as the initial goals and vision for the Plan.

Workshop #3 will focus on priorities and recommendations for the Plan. It will be designed to provide information and provide an interactive forum for community members to express their preferences, interest areas and priorities for the Master Plan projects and programs.



Community Workshop

3.7 Parks & Recreation Commission Updates (3)

As requested in the RFP, BluePoint is including three updates to the Parks & Recreation Commission at the beginning, middle and towards the end of the process, co-presented with the City's Project Manager. These meetings may take place in-person or online, depending on when they occur in the process.

Task 4: Needs Assessment and Preliminary Recommendations

recommendations. BluePoint will develop a comprehensive Needs Assessment presentation and summary that will be used with the Steering Committee and Parks & Recreation Commission and can be used by staff with other audiences.

Based on the community process and the Needs Assessment, BluePoint will develop an overarching Vision and a set of Master Plan Goals to focus and direct the development of the Plan and decision-making.

This vision will help to inform the level of service for parks and recreation facilities, which new or enhanced activities should be considered and what, if any, new facilities should be developed. In addition, BluePoint will develop a Plan Framework, which will outline the key goal areas and key directions for the recommendations.

The BluePoint Team will provide a clear Needs Assessment that brings together findings from the Existing Conditions Summary Report, from the community engagement process, and from GIS-based park access analyses. This assessment will look at needs today and project needs at the planning horizon, based on population and land use projections.

The Needs Assessment Summary Report will identify gaps and needs for parks, recreation facilities, trails, and recreation programs and specifically address equity in service provision. It will provide a basis from which to draft preliminary

Based on the work completed to date, BluePoint will develop recommendations for each existing site, for planned parks and facilities and for potential new parks, trails and facilities. This will include planning level cost estimates to serve as a basis for the capital improvement plan.

4.4 Recreation Program Recommendations

3. Understanding of Scope

BluePoint Team will prepare recommendations for recreation programs, including a discussion of Community Service's role in program areas, key partnerships for program provision, and revenue generation.

4.5 Operations, Revenues and Management Recommendations

The BluePoint team will prepare recommendations on how the City provides parks, recreation and trails services, addressing organizational structure, staffing, operations and maintenance, interdepartmental and interagency coordination, and public communications. This section will address questions including what is needed for regular ongoing maintenance (mowing, waste removal, restroom maintenance) and what the City should budget for capital reinvestment in its parks, facilities and trails assets.

Task 5: Prioritization Process and Implementation Plan

Based on information received in prior tasks, BluePoint will develop a prioritization process that will be a tool both for regular updates the implementation plan and for the evaluation of projects and initiatives that may be proposed in the future. We will apply the prioritization tool to develop an implementation plan that identifies short-, medium- and longer-term priorities.

5.1 Prioritization Process & Tool

BluePoint will develop a prioritization process and tool tailored to St. Helena's issues and needs. This will include a set of criteria for scoring and assessing projects and initiatives, enabling the development of an implementation plan and annual work plans. Criteria may include:

- Community values and support
- Service gaps and unmet demand
- Protection of existing infrastructure or creation of operating efficiencies
- Funding and partnership availability
- Internal staffing resources
- Potential revenue generation or economic benefit
- Addressing equity gaps

Using the criteria, BluePoint will develop an evaluation tool and process and test it. As part of this task, we can invite Steering Committee members to test the tool using the recommendations developed in Task 5.

5.2 Funding Opportunities

BluePoint will evaluate funding opportunities and identify potential funding opportunities that the City is currently not using or maximizing. The funding opportunities memo will identify sources of both capital and operations funding.



Half Moon Bay Recommendations

Half Moon Bay Recommendations

3. Understanding of Scope

5.3 Implementation and Phasing Plan

BluePoint will apply the prioritization criteria and develop an implementation and phasing plan that sequences plan recommendations into short-term, medium-, and longer-term projects. address short-term annual projects.

Task 6. Master Plan Report

In this task, BluePoint will take all the work completed to date and develop the Master Plan report, refine it based on staff, community, Parks & Recreation Commission and City Council feedback, and finalize it for adoption.

6.1 Administrative Draft Master Plan

BluePoint will develop the Administrative Draft Parks, Recreation and Trails Master Plan for review by City staff. The Administrative Draft Master Plan will be in manuscript/Word format for easier review. The review package will include sample pages for the formatted Master Plan document developed in Task 6.2 for review and approval by the City. The body of the plan will be readable and usable, with appendices for detailed information. This draft will include the phasing plan and funding recommendations, providing a “road map” for action.

6.2 Public Review Draft Master Plan

BluePoint will incorporate comments on the Administrative Draft and will prepare a layout version of the Master Plan for public review. This document will be in graphic design layout format and include maps, graphics, and photographs. BluePoint will provide web and print ready PDFs and upload the draft to the project website. The Plan will be designed for ease of use and to be graphically engaging.

6.3 City Council Presentation

BluePoint will prepare a presentation for and attend a City Council meeting with City staff during the approval process. Presentations with staff can be scheduled concurrently. This meeting will occur after the Parks & Recreation Commission recommends approval (the final meeting in Task 3.7)

6.4 Final Master Plan

After receiving comments on the Draft Plan, BluePoint will incorporate changes and comments to finalize the Master Plan. To close out the project, BluePoint will provide high resolution and web-ready PDFs that meet WCAG accessibility standards. BluePoint will also transmit digital files of all text, graphics and maps, in formats compatible with the City's systems and software.

Opportunity Assessment Loch Lomond Recreation Area Use Study					
Table 6. Facility Revenue Assessment					
	Trail/View Enhancements Expand the trail system beyond the existing recreation area and capture additional view areas, including Eagle Dell and Eagle's Roost.		Water Play Area Interactive water play designed for children (and everyone) to play, explore and learn with water. A broad spectrum of options is available including very natural-like manmade streams to squirting fountains, or artistic streams and sand water play areas.		Children's Play Area Nature inspired play areas to increase children's informal play and connection to nature. Play Areas can be developed as one large area or provide elements throughout the park especially near group picnic areas.
Revenue: Visitor Increase Operating: \$5,000 - \$10,000 Capital: TBD		Revenue: Visitor Increase Operating: \$20,000 - \$30,000 Capital: \$400,000 - \$750,000		Revenue: Visitor Increase Operating: \$2,000 - \$3,000 Capital: TBD	
	Outdoor Classroom Covered, accessible space with a floor that is suitable for classes for students, groups, programs of all kinds, and corporate team building as well as small parties and receptions. Possible to design as a tree house or other unique type facility.		Outdoor Wedding Site Open-air site designed for weddings and small celebrations. Site can be reserved and provides seating (portable or permanent).		Group Picnic Site(s) Reservable picnic areas for groups of 20 to 100 (depending upon available space). Areas can be covered or open-air.
Revenue: \$6,400 - \$12,000 Operating: \$2,000 - \$3,000 Capital: \$190,000 - \$250,000		Revenue: \$38,400 - \$144,000 Operating: \$8,000 - \$15,000 Capital: Low		Revenue: \$6,910 - \$25,920 Operating: \$2,000 - \$5,000 Capital: Low	

City of Santa Cruz Water Department

38

Loch Lomond Facility Recommendations

4. Commitment to Budget



4. Commitment to Budget

The following budget represents our estimated costs for the scope of tasks outlined in our proposal and described in the RFP. This is presented as a not-to-exceed budget. As with all of our projects, we anticipate working with the City to refine and align the final budget, scope and timeline, if selected.

Quality and Cost Control

BluePoint Planning uses several critical tools to ensure that each product and process meets and exceeds client expectations, and meets the budget. First is guaranteed principal and senior level involvement at every stage. This means products, concerns or opportunities are not missed by junior staff and can be acted on immediately. Second, we use online project management software to help manage and monitor projects both internally and with subconsultants, providing real-time information on schedule and budget. Finally, we utilize fully integrated invoicing, time and expense accounting software to streamline invoicing and budget management. We believe that a combination of person-to-person communication mixed with the efficiency of electronic communication is the most effective approach.

Customer Service

When a client contracts with BluePoint Planning, they are guaranteed principal level involvement at every stage - that is one of the greatest benefits of working with a small firm. Mindy is available and responsive and is committed to making sure we get it right. Sometimes that means refining the original scope or doing something a bit extra. We keep in close contact to make sure any of these changes and evolution of a project can be easily and painlessly integrated into the existing budget and work. The result is a quality product with which our client is very happy.

Effective Communications

Communication is built into our budget. Ongoing communication is a key part of cost and schedule control. We always integrate ongoing communication and in-person project team meetings to ensure ongoing effective communications. We also utilize email, video conference calls, and electronic communication tools. In addition, we employ several simple and free web tools including DropBox, Google Calendar, and Google Docs to seamlessly share documents, and keep the project on track. We believe that a combination of person to person communication mixed with the efficiency of electronic communication is the most effective approach.

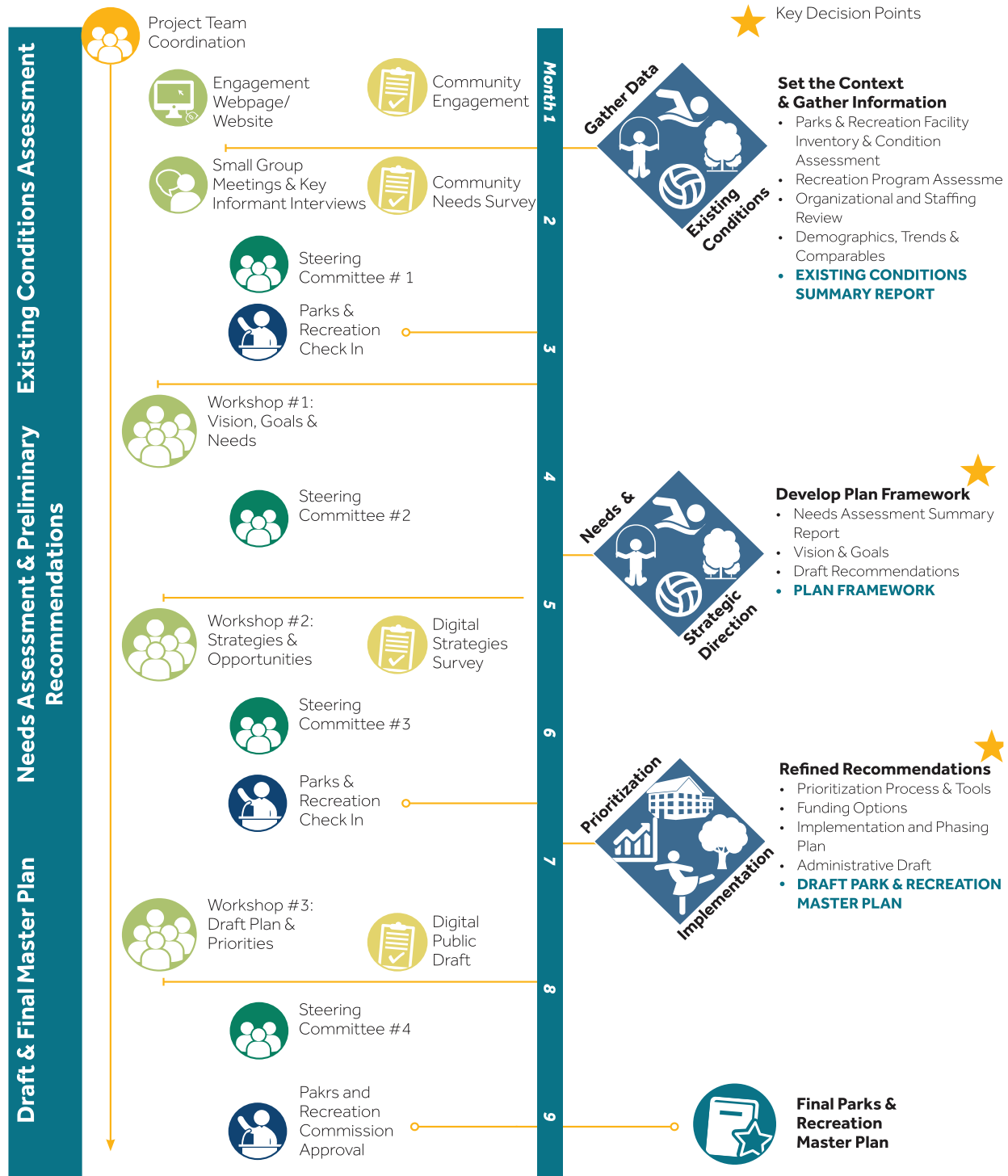
4. Commitment to Budget

Task	Mindy Craig Principal in		Lauren Schmitt Project Manager		Allisia Sandoval Project Associate		Donna Legge Senior		Esther Mandeno DMS GIS Specialist		Project Assistant	Total Hours	Total Cost
hourly rate	Hours @	\$198	Hours @	\$180	Hours @	\$135	Hours @	\$180	Hours @	\$150	Hours @	\$115	
1: Project Meetings and Management													
1.1 Project Kickoff Meeting	2	\$396	3	\$540	3	\$405		\$0		\$0		\$0	8 \$1,341
1.2 Steering Committee Meetings (4)	12	\$2,376	20	\$3,600	20	\$2,700	4	\$720		\$0	4	\$460	60 \$9,856
1.3 Biweekly Coordination Calls (25 30-minute calls)		\$0	25	\$4,500	25	\$3,375		\$0		\$0		\$0	50 \$7,875
Project Management and Administration		\$0	9	\$1,620		\$0		\$0		\$0	9	\$1,035	18 \$2,655
Subtotal Task 1													136 \$21,727
2: Existing Conditions Assessment													
2.1 Park and Recreation Facility Inventory & Condition Assessment													
2.1.A Inventory and Database Development and Maps	1	\$198	4	\$720		\$0		\$0	16	\$2,400		\$0	21 \$3,318
2.1.B Park Tours and Assessment	8	\$1,584	8	\$1,440	16	\$2,160		\$0		\$0	1	\$115	33 \$5,299
2.1.C Inventory and Condition Report	1	\$198	4	\$720	8	\$1,080		\$0		\$0		\$0	13 \$1,998
2.2 Assessment of Recreation Programs	1	\$198	4	\$720	4	\$540	4	\$720		\$0		\$0	13 \$2,178
2.3 Demographics, Comparables, and Community Profile	1	\$198	2	\$360	8	\$1,080		\$0		\$0		\$0	11 \$1,638
2.4 Organizational and Staffing Review	1	\$198	8	\$1,440	4	\$540	4	\$720		\$0		\$0	17 \$2,898
2.5 Existing Conditions Summary Report	4	\$792	4	\$720	12	\$1,620	4	\$720		\$0		\$0	24 \$3,852
Subtotal Task 2													132 \$21,181
3: Community Engagement													
3.1 Community Engagement Plan and Coordination	1	\$198	1	\$180	6	\$810		\$0		\$0		\$0	8 \$1,188
3.2 Project Website and Collateral Materials	1	\$198	1	\$180	16	\$2,160		\$0		\$0		\$0	18 \$2,538
3.3 Community Needs Online Survey	1	\$198	2	\$360	16	\$2,160		\$0		\$0		\$0	19 \$2,718
3.4 Key Informant Interviews (8)		\$0	8	\$1,440		\$0		\$0		\$0		\$0	8 \$1,440
3.5 Small Group Meetings (3)	8	\$1,584	2	\$360	12	\$1,620		\$0		\$0		\$0	22 \$3,564
3.6 Community Workshops (3)	15	\$2,970	24	\$4,320	24	\$3,240		\$0		\$0	2	\$230	65 \$10,760
3.7 Parks & Recreation Commission Updates (3)	6	\$1,188	12	\$2,160		\$0		\$0		\$0	1	\$115	19 \$3,463
Subtotal Task 3													159 \$25,671
4: Needs Assessment and Preliminary Recommendations													
4.1 Needs Assessment Summary Report	4	\$792	20	\$3,600	32	\$4,320	4	\$720	16	\$2,400		\$0	76 \$11,832
4.2 Vision and Goals	1	\$198	4	\$720	4	\$540	2	\$360		\$0		\$0	11 \$1,818
4.3 Park and Facility Recommendations	4	\$792	8	\$1,440	4	\$540		\$0		\$0		\$0	16 \$2,772
4.4 Recreation Program Recommendations	4	\$792	4	\$720	8	\$1,080	8	\$1,440		\$0		\$0	24 \$4,032
4.5 Operations, Revenue and Management Recommendations	4	\$792	8	\$1,440	8	\$1,080	4	\$720		\$0		\$0	24 \$4,032
Subtotal Task 4													151 \$24,486
5: Prioritization Process and Implementation Plan													
5.1 Prioritization Process and Tool	1	\$198	8	\$1,440	8	\$1,080		\$0		\$0		\$0	17 \$2,718
5.2 Funding Opportunities	1	\$198	4	\$720	12	\$1,620		\$0		\$0		\$0	17 \$2,538
5.3 Implementation and Phasing Plan	4	\$792	4	\$720	8	\$1,080	4	\$720		\$0		\$0	20 \$3,312
Subtotal Task 5													54 \$8,568
6: Master Plan Report													
6.1 Administrative Draft Master Plan	6	\$1,188	18	\$3,240	8	\$1,080	2	\$360	4	\$600		\$0	38 \$6,468
6.2 Public Draft Master Plan	4	\$792	8	\$1,440	32	\$4,320		\$0		\$0		\$0	44 \$6,552
6.3 City Council Meeting	6	\$1,188	6	\$1,080		\$0		\$0		\$0	1	\$115	13 \$2,383
6.4 Final Master Plan	1	\$198	4	\$720	16	\$2,160		\$0	4	\$600		\$0	25 \$3,678
Subtotal Task 6													120 \$19,081
Professional Time Costs	103	\$20,394	237	\$42,660	314	\$42,390	40	\$7,200	40	\$6,000	18	\$2,070	698 \$120,714
Direct Costs													\$4,000
Total Fee													\$124,714



5. Delivery Schedule and Timeline

5. Delivery Schedule and Timeline



CITY OF ST. HELENA - COMMUNITY SERVICES DEPARTMENT



REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES:

Parks & Recreation Master Plan

DATE ISSUED: Saturday, September 21, 2024

DATE DUE: ~~Friday, October 11, 2024~~ **Sunday, October 20, 2024**

CONTACT: Dave Jahns, Director of Community Services

djahns@cityofstheleena.org ; (707) 967-2798

The City is only accepting proposals electronically via email to recreation@cityofstheleena.org

Only email's sent to recreation@cityofstheleena.org will be considered as responsive to the request for proposals. Please include "Parks and Recreation Master Plan Proposal" and consultant's name in the title. Emails sent to other City emails may be considered as non-responsive and may not be reviewed

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I. INTRODUCTION

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

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

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

The population of the City of St. Helena as of 2022 is 5,426. St. Helena is a full-service City and encompasses an area of five square miles and is a General Law city operating under the Council/Manager form of government with four council members elected at large and a directly elected mayor. The City Manager is responsible for the execution of Council adopted policies through various departments including Administrative Services, Community Development, Community Services (Parks & Rec and Library), Fire, Police, and Public Works.

St. Helena's FY 2023/24 General Fund budget is \$18.7 million with a total budget of \$53.2 million which includes Capital Improvement Funds and Water and Wastewater Enterprise Funds.

The Newly formed (May 2024) Community Services Department encompasses parks & recreation, library services, arts and culture, grants, and community engagement. Parks maintenance is overseen by the Public Works Department, but works in close partnership with the Community Services Department and Parks and Recreation commission to deliver maintenance and upkeep services. Collectively the two departments oversee ten city parks, three small recreation facilities and a municipal public library. Below is an overview of the facilities and parks within the system:

Table 1.1 – Parks

Park	Acres	Overview
Crane Park	11.27	Lit tennis and pickleball courts, bocce courts, group picnic areas, playgrounds, little league baseball fields, skate park, volleyball court, walking paths, restrooms.
Jacob Meily Park	5.42	Athletic field, picnic area, community garden, walking paths, restrooms.
Lewis Station Park	.13	"Pocket park" located on the downtown core. Picnic tables, benches, restroom
Lyman	.89	Historic gazebo, picnic tables, grassy areas, toddler playground,

		restroom. Common community event space
Mary Fryer	.84	Picnic tables, play equipment, walking path, pond area.
Mennen	.17	Walking path, grassy areas, barbecue amenities
Starr Baldwin Park	.76	Mowed grass, picnic tables, walking path.
Stephen C. McCullagh	.14	Benches, play area, sandbox, climbing structure
Stonebridge	.75	Located along Napa River. Passive park with scenic views. Limited parking
Wappo	6.65	Walking loop, picnic areas, dog park. Majority of park in a "natural" state.
<i>Trails and Open Spaces</i>	<i>TBD</i>	<i>Trails and Open Space Master Plan currently in draft state. Review included as part of Scope of Work.</i>

Table 1.2 –Facilities

Facility	Square Feet	Description
Carnegie Building	5,267 SF	Historically registered building. Formerly housed the Library, and later, the Parks and Recreation Department. It is now used for civic meetings and recreation programming.
Parks and Recreation Building	3,600 SF	Former Teen Center. Currently the location for Parks and Recreation staff offices and fitness/martial arts programs.
St. Helena Public Library	17,606 SF	Built in 1972, additions in 1992. Full service municipal library.
Valley Oak Building	1,324 SF	Former Head Start program building. Located in Crane Park - Currently used for summer camps and after school programming.

In addition to the city-owned assets, the Community Services Department works in conjunction with various community partners, such as the local school district, to utilize facilities and deliver recreation and community programming. While these facilities are not considered part of the existing system, they should be considered for potential future programming and collaborative resources.

II. SOLICITATION

The City of St. Helena Community Services Department invites qualified firms to submit a response to the Request for Proposals for preparing and developing a comprehensive Parks and Recreation Master Plan. The City of St. Helena is committed to providing equitable access to parks, open space, community facilities and programs for all members of the community and this master plan will help us achieve our commitment.

The plan should create a roadmap for ensuring just and fair quantity, proximity, and connections to quality parks and open space, recreation and community facilities, and programs throughout the community now and into the future. The department's leadership and staff is seeking a system-wide approach in order to develop goals, policies, guidelines and prioritize strategies based on current and future funding scenarios.

Additionally, the Parks Master Plan should identify unmet community needs, provide a strategy for development and maintenance of current/future parks, examine methods to improve parks and maximize use, evaluate maintenance costs, improve access for all, and consider opportunities for collaboration with other public and private entities.

The Master Plan will serve as a guiding document for the comprehensive park system, community facilities and related infrastructure, maintenance standards, service delivery, and program planning for the next decade plus.

Prospective consultants will be required to provide qualifications, proposed work plan, proposed schedule, references, insurance coverage, and other related items as part of the proposal submittal (Section V). The deadline for submitting proposals is Friday, October 11, 2024

III. SCOPE OF WORK

The Master Plan update will require a broad system assessment, including citywide evaluation and inventory of parks and community facilities, assessment of recreation and library programming, trail and open space resources, overall deficiencies, and opportunities. The scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project. The city is open to alternative approaches that may deviate from this scope to better meet project objectives.

Major tasks for this project should include, but not be limited to:

A) Data Collection and Assessment of Existing Conditions

- Conduct a project kick-off meeting with City project team to confirm project requirements, project schedule and clarify roles, responsibilities, and expectations.
- Review and incorporate findings from previous studies and reports (General Plan, Trails and Open Space Draft Plan, Downtown Specific Plan, City Council goals, SHAPE committee report, etc.) where appropriate. *Plans will be provided by staff project team.*
- Conduct an inventory and assessment of all existing parks, community facilities, trails and open spaces, and accompanying amenities.

- This includes ten City parks, three small recreation buildings, a public library, a proposed trail system, and accompanying assets within each of those facilities. Shared community spaces (ex: school district) should be evaluated and considered for future programming opportunities.
- Review and analyze the existing Draft Trails and Open Space Master Plan. Provide recommendations, based on best practices, to move from draft into implementation phase.
- Assess the Community Services Department's current level of programs, services, and maintenance in relation to present and future goals, objectives and directives.
- Review current parks maintenance services and assess how best to efficiently and effectively meet maintenance standards and future improvements/development.
- Consider industry best practices and emerging parks and recreation trends and incorporate into the plan as appropriate

B) Community Needs Assessment

- Develop a community-wide needs assessment to identify community interests, needs, issues, and satisfaction related to parks, community facilities, programs, and events.
- Collect and analyze information on park use, access, needs, improvements, operations, maintenance, land use trends to inform recommendations.
- This assessment should be considered a baseline and one of several feedback tools utilized to determine needs, wants, and future enhancement or development.
- The assessment shall be available to residents both in English and Spanish, electronically and in print form. The Consultant will be responsible for providing Spanish translation.

C) Community Outreach and Engagement

- Propose, create, and implement a comprehensive, equitable, and creative strategy for community engagement in the development of the Master Plan.
- Strategy should include a variety of engagement methods including social media, City's website, physical distribution, targeted discussions with community groups, individual stakeholder interviews, site-based community meetings, and/or any other creative methods to collect meaningful data.
- Meet monthly with a project steering committee composed of city staff, Parks and Recreation Commissioners, and members of the community to discuss progress and receive feedback.
- Co-present a kick-off presentation, progress update, and final draft plan to the Parks and Recreation Commission. Other boards and commissions may be included as necessary. Final plan will be presented for adoption to the City Council.
- Work directly with the project team to implement outreach strategies through City channels.

D) Recommendations and Implementation Strategy

- Develop an action plan which includes recommended priorities, constraints, strategies, maintenance needs, appropriate staffing levels, anticipated costs, and funding mechanisms for short term (3 years), mid-term (5-7 years) and long term (10+ years) for the park system, open space, community facilities, programs, and amenities.
 - Develop recommendations regarding enhancement, renovation, land acquisition, and/or development of parks, trails, open space, and community facilities.

- Develop recommendations for programs, events, and service levels within the Community Services Department, based on community feedback and best practices.
 - Develop recommendations for maintenance and operations of parks, trails and community facilities.
- Create a ranked list to identify the community's top priorities that are supported by accurate cost estimates and realistic funding strategies.
- Identify areas of service shortfalls and opportunities for improvement utilizing emerging trends.
- Provide the anticipated costs for development, rehabilitation, maintenance and administration of existing and potential future facilities and programs.
- Develop a funding strategy and Identify alternative opportunities to support recommendations.
- Examine and propose opportunities for partnerships with other City departments, community organizations, school districts, etc.

E) Development of Final Plan

- The Master Plan should be actionable – It is intended to be creative, challenging, yet achievable.
- The Master Plan shall include an overview of the plan goals, methodology and intended use.
- The Master Plan shall include a summary of existing conditions, inventory, and level of service analysis.
- The Master Plan shall include actionable recommendations as outlined in Section D of the Scope of Work.
- The Master Plan shall include a strategy that provides a prioritized “road map” for the enhancement, renovation, and/or development of parks, trails, open space, and community facilities
- The Master Plan shall include cost estimates for proposed enhancement/development and a funding strategy to support priorities and recommendations listed in the final plan.
- The Master Plan shall include charts, graphs, maps, and other illustrative data as needed to support the plan and its presentation to the appropriate audiences.
- Final Park and Recreation Master Plan is to be presented to both the Parks and Recreation Commission and City Council for required adoption.

F) Project Team and Expectations

- Project team will consist of consultant, core city staff team, and subconsultants as deemed necessary. A steering committee, consisting of city staff, Parks and Recreation Commissioners, and community members will be established to support the core project team
- Consultant is responsible for management of the project timeline and budget, staff, and any subcontractors required to deliver the final plan.
- Participate in progress meetings with the project team as often as necessary, but not less than once per month until the final plan is approved.
- Provide bi-weekly progress updates.
- Attend, lead, and facilitate community meetings as deemed necessary. All materials for presentations and community meetings will be submitted to the project team for review and discussion prior to meeting.

IV. SCHEDULE

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

Responses are due no later than
Sunday, October 20, 2024, AT 11:59 PM
 Responses received after this date and time will not be considered.

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

MILESTONE	DATE	TIME
Release RFP	September 21, 2024	
Virtual Information Session	September 30, 2024	12:00 PM
Question submittal deadline	October 1, 2024	5:00 PM
Proposal due date	October 11 20, 2024	11:59 PM
<i>Tentative Finalists Interviews</i>	<i>October 16-25 or 28</i>	<i>TBD</i>
Award of Agreement	Oct. November 2024	6:00 PM

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

V. PROPOSAL REQUIREMENTS AND FORMAT

If interested in this RFP, please notify the Recreation Department by email at recreation@cityofsthenela.org so you may be added to the notification list for addendums. Failure to notify the Recreation Department could result in missing important and required information, and could result in disqualification.

A brief **information session will be held via Zoom on September 30 at 12:00pm**. This will be an opportunity for interested consultants to ask for clarification or questions directly of City Staff. If interested in participating please email recreation@cityofsthenela.org for the meeting invite.

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

To be considered for selection, submittals must arrive **electronically** by the date and time specified in Section IV. Only email's sent to recreation@cityofsthenela.org will be considered as responsive to the request for proposals. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

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

Part 1: Cover Letter/Executive Summary

Part 2: Experience and Qualifications of Contractor/Team Members

Part 3: Understanding of Event Scope

Part 4: Commitment to Budget & Detailed Work Plan

Part 5: Delivery Schedule and Timeline

Part 6: Proof of Insurance

Part 7: Reference Review

PART 1 | COVER LETTER/EXECUTIVE SUMMARY

In no more than three (3) pages, the Cover Letter and Executive Summary shall include:

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

PART 2 | EXPERIENCE AND QUALIFICATIONS OF CONSULTANT/TEAM MEMBERS

Provide detail relating to the experience and qualifications of the members of the team, including an organizational chart showing all key personnel (including and proposed subcontractors) who will be assigned to this project. Submit brief resumes demonstrating the training, experience, and other qualifications of the key personnel who will be assigned to this project. Any other information that would assist the review team in understanding the team's capacity to efficiently, creatively, and effectively and implement the master planning process.

PART 3 | UNDERSTANDING OF PROJECT SCOPE & DETAILED WORK PLAN

Each respondent shall demonstrate its capacity to deliver professional master planning services. Respondent should outline methodology and logistics capable of meeting the goals outlined in the Scope of Work, as well as provide a proposed work plan for development and implementation of the project. Respondents should draw from previous experience and demonstrate competence to articulate how their capabilities are distinct, comprehensive, and add value.

PART 4 | COMMITMENT TO EVENT BUDGET

Consultant shall provide a total base fee for the project. Each responding Contractor shall include an acknowledgement that it can effectively deliver a comprehensive master plan within the budget indicated. Each respondent should clearly explain in this section the methods and process it will use to ensure the project is within budget and that the City will be getting the best value within the budgeted amount.

PART 5 | DELIVERY SCHEDULE AND TIMELINE

Discuss in this section the steps the Contractor team proposes to use. Clearly outline the delivery schedule and timeline. Specific dates should be used assuming an award to this RFP and an

executed agreement in late October/Early November 2024. The goal is to have a plan drafted and adopted by Summer 2025. Indicate in the proposed scheduling the necessary involvement and various decision points required of the City. A detailed timeline or representation of the delivery timeline with pertinent milestones and events is required in this section.

PART 6 | INSURANCE

Please see Section 7 of “Exhibit A - SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES” for insurance requirement information.

PART 7 | REFERENCE REVIEW

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

- Name of the Project
- Name, title, and contact information for the client
- Project budget
- Date of completion of the Project

VI. PROPOSAL TERMS AND CONDITIONS

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the proponent that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No request for modification of the provisions of the proposal shall be considered after its submission on the grounds the proponent was not fully informed as to any fact or condition.

ADDENDA INTERPRETATIONS

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

DESIGNATED CONTACT

For the purposes of this RFP, the City’s designated contact is Dave Jahns, Director of Community Services. Any questions concerning the scope of work and the selection process shall be directed to Mr. Jahns, at recreation@cityofsthenana.org. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by October 1, 2024.

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

PUBLIC RECORDS

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

PROPOSAL COSTS

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

RESERVATION OF RIGHTS

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

PRODUCT OWNERSHIP

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

PROFESSIONAL SERVICES AGREEMENT

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

CAUSES FOR DISQUALIFICATION

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

- Evidence of collusion among proponents;
- Any attempt to improperly influence any member of the evaluation panel;
- A proponent's default in any operation of a professional services agreement which resulted in termination of that agreement; and/or
- Existence of any lawsuit, unresolved contractual claim, or dispute between proponent and the City.

Proposal | October 20, 2024

City of St. Helena Parks & Recreation Master Plan



Submitted by:

BluePoint Planning

Main Office

2748 Adeline Street, Suite 3
Berkeley, CA 94703

Sonoma County Office:

21462 Bonita Terrace
Monte Rio, CA 95462

www.bluepointplanning.com



BluePoint Planning
2748 Adeline Street, Suite 3
Berkeley, CA 94703
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Sonoma County Office:
21462 Bonita Terrace
Monte Rio, CA 95462

October 11, 2024

Re: RFP for the Parks & Recreation Master Plan

Dear Dave and Selection Committee Members:

On behalf of the BluePoint Planning Team, I am delighted to submit our proposal to assist St. Helena with the preparation of a community-supported and implementable Parks & Recreation Master Plan that guides staff and elected officials in the coming years.

BluePoint Planning is a small, woman-owned firm that carefully chooses projects to pursue that are aligned with our capabilities, interests, and staffing. The St. Helena Parks & Recreation Master Plan project, with an emphasis on **engagement and equity** and the understanding that parks and their programming are the **fabric that unites a community together** make this effort a clear interest to us. As such, we are dedicated to providing the highest level of service, the time and resources to meet project deadlines, and more importantly, to act as an extension of your staff to create a Plan that will be a valuable resource and tool for the City.

Our full-service team has the experience and expertise to create a Master Plan grounded in **St. Helena's values and sense of place**, built upon widespread support from the community and stakeholders. BluePoint will work collaboratively and through an integrated and dynamic process with St. Helena's project management team to create a long-term plan that is a guide and effective tool to reach your goals. We are committed to a process, project budget, and scope that aligns with your RFP and makes efficient use of resources, resulting in a lasting plan that exemplifies the culture and character of St. Helena.

The BluePoint Planning Team will be led by **Mindy Craig**, Principal-in-Charge and founder of BluePoint Planning, and Project Manager **Lauren Schmitt**, ASLA, AICP with support from Project Associate **Allisia Sandoval** and Senior Consultant **Donna Legge**. We are pleased that long-time partner **Esther Mandeno** of Digital Mapping Services will join us for this effort to provide GIS and database expertise. Together, we have a depth and breadth of experience working with parks and recreation agencies in California and around the country, as the qualifications and resumes within this proposal demonstrate. What sets us apart from our competitors is our holistic approach to planning that considers not just the physical requirements for parks but how recreation programming and policies work together to activate parks and facilities and how maintenance and operations support parks and programming to enable better and more fiscally sustainable services.

This acknowledges that BluePoint has received the addendum and revised RFP. Project Manager Lauren Schmitt attended the pre-proposal meeting, and we have downloaded and reviewed the Addendum, Q&A Document, and Informational Presentation.

innovation. empathy. impact.



BluePoint Planning
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As founder of BluePoint Planning and Principal-in-Charge, I am the key contact person for this proposal and will sign any contracts on behalf of the firm. Please contact me at mindy@bluepoint-planning.com or by phone at 510-847-3665 if you have any questions or would like clarification on any aspect of our proposal.

I am excited about this project and the opportunity to apply our team's professional expertise to your beautiful and dynamic city. We are ready to begin work immediately upon negotiating a contract, and are prepared to meet your target of completing the plan by Summer 2025.

Sincerely,

A handwritten signature in black ink that reads "Mindy F. Craig".

Mindy F. Craig
Principal, BluePoint Planning

Cover letter

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2. Experience and Qualifications

2. Experience and Qualifications



About BluePoint Planning

BluePoint Planning is a mission-driven consulting firm dedicated to doing impactful and meaningful work with local, regional, and state governments and non-profit and private organizations. Our team is dedicated to helping clients and partners achieve their goals and addressing complex and sticky problems with innovative and forward-thinking solutions. We specialize in complex, inclusive, multi-stakeholder planning processes, providing facilitative leadership, developing strategic communications, and supporting our clients to reach their goals.

Areas of Specialization

Parks, Recreation and Trails Planning

Parks, open spaces, trails and public lands provide fundamental benefits and opportunities to address and mitigate climate change while offering co-benefits of equity, health, wellness, and community recreation. BluePoint works with clients to identify needs and explore how to leverage their lands and facilities to provide the greatest support for the community while finding multibenefit solutions that can be funded. One of the most important services we offer is integrated operations, maintenance and revenue analysis of facilities, operations, and programs. This lens ensures that big visions are grounded in reality. Our master plans, strategic plans, and implementation plans support vibrant and equitable parks and recreation services.

Policy & Community Planning

BluePoint leads complex planning processes and develops tailored plans to inspire and direct action in a range of topic areas, including parks, open space, climate, energy, parks, and community. We focus on creating equitable and feasible planning documents and tools that respond to the needs of our clients, that are easy-to-understand, well supported, and actionable. We bring this expertise to parks and recreation planning, helping to align master plans to other land use and community plan documents.

BluePoint Corporate Information

Certified small, women-owned California S-Corporation located in Berkeley, Alameda County, founded in August 1, 2011.

Tax ID

45-452483884

Contact

Mindy Craig, Principal
 mindy@bluepointplanning.com
 direct line: 510.847.3665
 2748 Adeline Street, Suite D, Berkeley, CA 94703

Digital Work Samples

To see work samples, please go to our website at:
<https://www.bluepointplanning.com/deliverables>

2. Experience and Qualifications

Implementing Strategies & Action Plans

Big visions and broad goals are only as useful as the ability to implement. BluePoint works with clients and stakeholders to ensure that there is a clear path to implement, helping to understand funding and operational considerations, developing tools to enable action, and outlining steps to move plans forward. This includes work plans, operations plans, revenue and funding analysis and prioritization and phasing programs.

Facilitation, Engagement and Outreach

BluePoint is an expert in stakeholder process design, facilitation, and equitable community engagement and outreach programs. This includes developing and executing community engagement processes, designing outreach materials and websites, and deploying social media and digital tools.



Philosophical Approach

Our name, "BluePoint," is inspired by our philosophical approach, meaning doing blue-sky thinking and then focusing on what is most important. We specialize in complex and inclusive, multi-stakeholder processes, providing comprehensive planning services, supported by facilitative leadership, strategic communications, and strong client relationships.

An interactive & inclusive process.

As a small business, we work closely with our clients through several key steps to tailor plans to their particular needs. At the same time, we recognize that a clear process and structure allows for innovation and solid time and budget management. In general our efforts follow the following 4 steps.

Step 1: Explore

- Listen to community members and stakeholders
- Share best practices
- Assess existing conditions
- Identify gaps, needs, and opportunities

Step 2: Build a Vision

- Develop a common foundation with community and stakeholders
- Translate needs and opportunities into goals and strategies
- Establish a framework for action

Step 3: Choose a Path

- Establish strategies and actions
- Understand important initiatives and policies
- Determine priorities and dependencies

Step 4: Focus

- Create an actionable plan
- Establish measurable outcomes
- Operationalize strategies
- Communicate ideas, initiatives, and purpose

2. Experience and Qualifications

How we work sets us apart

Feasible and Implementable. Starting with the initial proposal, we set a path forward that ensures we are creating a plan that can be implemented. This includes considering the community, staff and decision-makers role, optimizing the physical assets, evaluating policies, and enabling programs.

Facilitative Leadership. We embrace an approach called Facilitative Leadership, where the facilitator plays an active role in focusing and leading dialogues to a clear endpoint and action.

Advocate for Innovative Solutions. Innovative solutions - whether incremental or disruptive - come from multiple perspectives and the unexpected collision of ideas. We advocate for dynamic processes and teams that maximize the potential for innovation and out-of-the-box ideas.

Translate Data into Decisions. We are strategic communication experts - tailoring and honing information to reach key audiences and engage fully. We translate complex information and technical language into easy-to-understand materials and plans.

Embed Equity & Inclusion. We actively advocate for and bring an equity perspective to each project, embracing ongoing reflection and learning. We assist clients in ensuring that their plans and processes are inclusive and improve equitable outcomes.

Integrated & Holistic Thinking. We take a systems approach to our work, avoiding silos and conventional thinking. We help clients create multi-benefit initiatives that have broad support and feasibility.

Partner for Change. We help clients negotiate complex issues, serving as your partner in engaging internal and external stakeholders in processes that lead to transformative action.

Park & Recreation Master Planning

- Lake County Park Recreation and Trails Master Plan, CA
- Sonoma County Parks Climate Action and Resilience Plan, CA
- Missoula Parks, Recreation, Open Space and Trails Plan, MT
- Soledad Parks and Recreation Master Plan, CA
- County of Mendocino Parks and Recreation Needs Assessment and Recommendations, CA
- Rio Linda Elverta Parks and Recreation District Parks and Recreation Master Plan, CA
- Loch Lomond Lake Recreation Area Study, Santa Cruz, CA
- Half Moon Bay Parks Master Plan, CA
- Menlo Park Parks and Recreation Master Plan, CA
- City of Monterey Parks and Recreation Master Plan, CA
- Burlingame Recreation Center and Operations Strategic Planning, CA
- Los Altos Parks and Recreation Department Operations and Facilities Planning, CA
- Treasure Island Community Facilities Master Plan, San Francisco, CA
- Pleasanton Youth Center Plan, CA
- Pleasant Hill Parks and Recreation Planning, CA
- San Francisco Northern Waterfront Visioning, Fort Mason, Presidio Trust, GGNRA, GGNPC, SF Parks, San Francisco, CA
- Point Reyes National Seashore Association Strategic Plan, Point Reyes, CA
- Prewett Family WaterPark & Center Feasibility & Implementation Planning, Antioch, CA
- Hamilton Community Facilities Master Plan, Novato, CA
- Community Facilities, Civic Center, and Park Master Plan, Menlo Park, CA

2. Experience and Qualifications



Digital Mapping Services

Digital Mapping Solutions is a small firm specializing in GIS applications in parks and public land planning, natural resource management, wildland fire planning and mitigation, stream and wetland restoration, wetland delineations, water rights, and sensitive species inventories. We are a consulting firm committed to resolving client challenges using geographic information systems, site-specific information, and modeling. We also like to make maps.

Owned and operated by Esther Mandeno, Digital Mapping Solutions has provided GIS and GPS services in the private and public sector since 2002.

We provide cartographic products (both print and digital), spatial data management, and analytical services. Working in the ESRI and AutoCAD Civil 3D software environments, we can provide the data and tools needed to meet your goals.

Services Geospatial Analysis

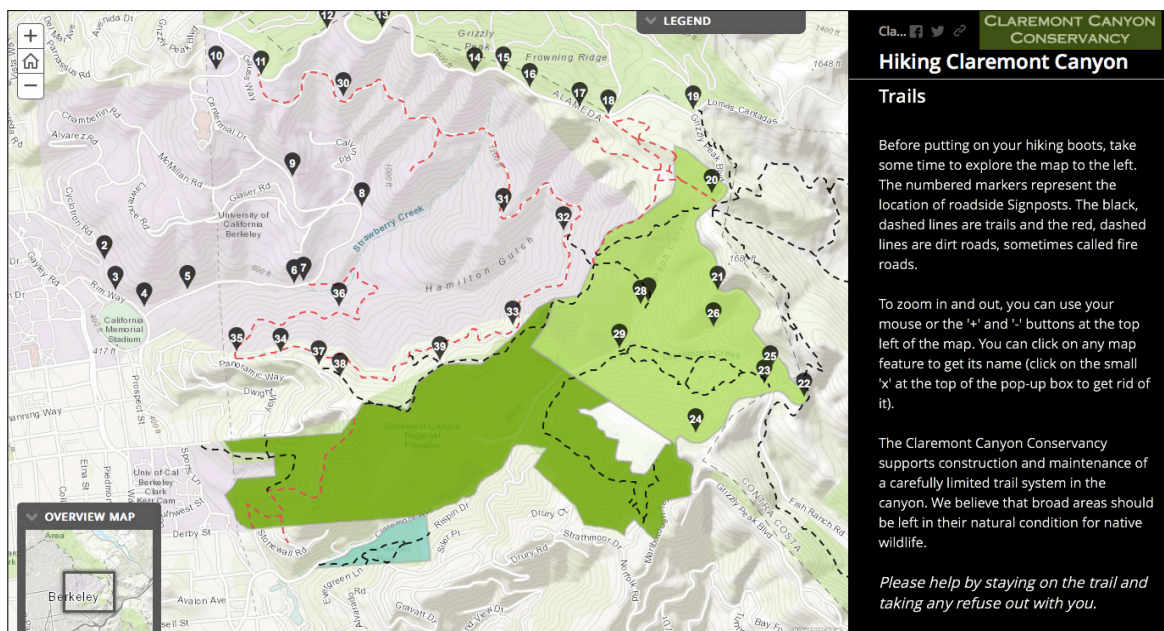
Geographic information systems allows us to see the landscape around us in a different light. From surface analysis, network analysis, and geovisualization, allow DMS find the right path to the answers you need.

Fire Behavior Modeling

DMS provides fire behavior modeling (predicted flame height, rate of spread, and much more) using industry-standard tools such as ArcFuels, FARSITE and FlamMap.

Other Services

Digital Mapping Solutions has used GPS technologies to map features out in the field. Allow us to capture your data for you, or help clean-up your files.



DMS Story Mapping for the Claremont Canyon Conservancy

2. Experience and Qualifications



Team Introduction

BluePoint is proposing an integrated, efficient and experienced team to complete all the tasks identified in the RFP, led by Mindy Craig and Lauren Schmitt, who will oversee the project and guide the team to complete the scope of work on time and on budget.

Mindy Craig, founding principal of BluePoint Planning, will serve as Principal-in-Charge. She has 25 plus years of experience in leading complex planning processes, with strengths in parks and recreation, public engagement and climate. She will provide overall direction and strategic leadership.

Lauren Schmitt, ASLA, AICP, will serve as Project Manager and day-to-day project contact. She brings more than 25 years of experience as a project manager and project leader, with a focus on participatory parks and recreation planning for cities, counties, special districts and non-profit organizations in California and around the country.

Key supporting team members include Project Associate **Allisia Sandoval**, Senior Consultant **Donna Legge**, and GIS specialist **Esther Mandeno**. The Organizational chart below shows how our team is structured and how we will interface and interact with the City. Resumes for each key team member follow, detailing education, experience and other relevant qualifications.

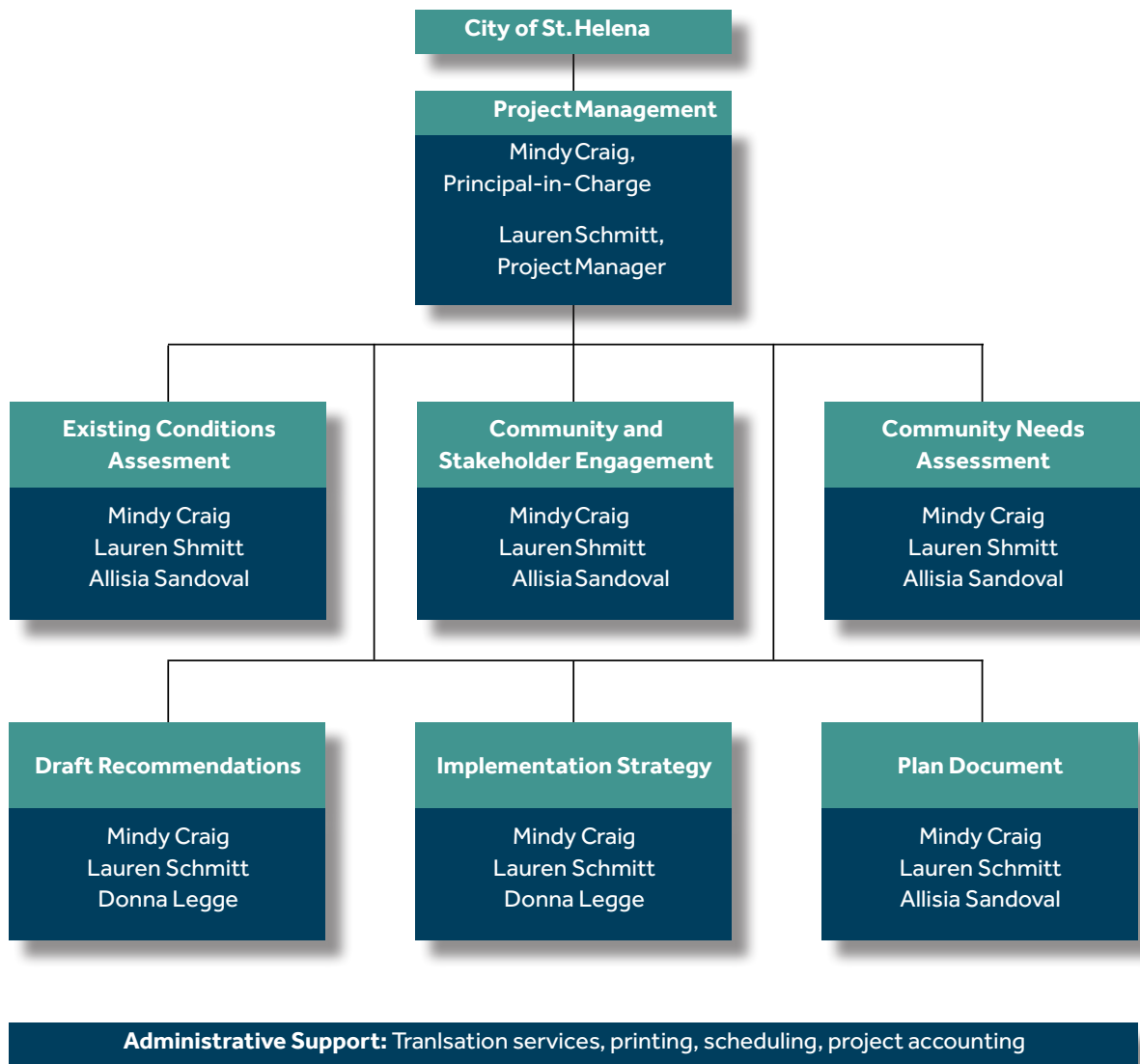
Working with Us Available & Responsive

This team is committed to this effort and will be the individuals you will work with throughout the project.

As a small, independently operated firm, most of BluePoint's work comes from existing clients and referrals. We only pursue a small number of parks and recreation projects each year that are specifically aligned with our capabilities, passions and availability. The St. Helena Parks and Recreation Master Plan is one of those projects.

As such, we are dedicated to providing the highest level of service, the time and resources to meet project deadlines, and more importantly to act as an extension of your staff to create a Plan that will be a valuable resource and tool for the City.

2. Experience and Qualifications



2. Experience and Qualifications



**Mindy Flynn
Craig**

Principal-in-Charge

Mindy is the owner of BluePoint Planning and offers over 25 years of experience providing policy and community planning, facilitation,

outreach and communications, services to government organizations throughout California and the United States. She is a frequent speaker and presenter at conferences nationally. Mindy provides technical planning capabilities with extensive community and stakeholder engagement and communication skills.

Mindy is a dedicated and passionate professional interested and experienced in a range of areas aligned with the requirements in this RFP. Her small business has enabled her to be agile and work in more sectors and areas than a typical firm. Her projects vary from large-scale, state and regional efforts with multiple subconsultants and partners to smaller non-profits or small communities. Mindy's clients are generally government agencies, where she acts as an extension of staff, offering trusted expertise to assist on a broad range of complex planning and policy projects. She provides a balance of organizational capabilities and content knowledge allowing for the most effective project management.

For each project, Mindy helps her clients define the challenges, issues and opportunities, and develop a process to directly address and solve them. Through strategic facilitation and leadership, Mindy is able to build consensus with a broad spectrum of constituents and stakeholders to create solutions that are innovative, realistic and implementable.

Mindy offers a depth of knowledge about parks and recreation facilities, trends and needs, along with a broad understanding about economic

development, health and wellness, education and sustainability. These concepts enrich each plan and helps to engage the community in conversations regarding park and recreation facilities in a larger context. In addition, this more holistic perspective helps to engage decision makers and creates a strong framework for establishing the benefits and needs for parks.

Areas of Expertise

- Comprehensive Parks, Trails and Recreation Planning
- Recreation Programming
- Sports and Recreation Facility Development
- Facilitation & Community Involvement
- Feasibility & Needs Assessment
- Operations, Revenues, and Management Analysis

Education

Bachelor of Arts, Social Science, Public Policy and Social Change, University of California, Berkeley, Graduated with High Honors.

Speaking Engagements

- CPRS Executive Summit "Master Planning – Your Parks Roadmap to Success", CPRS Executive Summit, January 2024
- "Operating Parks Like A Business", District 4, California Parks and Recreation Society, Bay Area Institute
- Training Session: CPRS Conference, "Developing a Community Recreation Center"
- Training Session: CPRS Conference, "Developing Compelling Graphics"
- Downtown Walkability...from Cars to Sidewalks, *Riverside, CA and Fort Worth, Texas*
- Walkability as a Way of Life, *Guadalajara, Mexico*

Relevant Experience

All projects listed on page 2.4 and in the references section were led by Mindy as hands-on principal.

2. Experience and Qualifications



Lauren Schmitt, ASLA, AICP

Project Manager

A practicing landscape architect and planner for 25 years, Lauren engages in parks and recreation planning projects at multiple

scales and from multiple perspectives, working with a diverse range of client types including special districts, regional agencies, cities, counties and non-profits. Lauren's curiosity and knack for problem-solving lend themselves naturally to the analysis and assessment of projects, enabling her to ask the right questions from the outset and put projects and organizations on a path to positive outcomes. An intuitive process designer, she engages stakeholders and community members through participatory and inclusive approaches to planning and design, finding common ground and leading to strategic solutions that keep project and community momentum moving forward. Lauren left a multi-disciplinary planning and design firm after a 19-year tenure as a firm principal and practice leader. In late 2021, she began working independently with BluePoint, renewing her prior relationship with Mindy Craig forged during their time working together prior to Mindy's establishment of BluePoint Planning.

Relevant Project Experience

- Lake County Parks, Recreation and Trails Plan, Lake County, California
- Missoula Parks, Recreation, Open Space and Trails Plan, Missoula, Montana
- Burlingame Parks and Recreation Plan, Burlingame, California
- Regional and Rural Needs Assessment, Los Angeles County, California
- Treasure Island Community Facilities Needs Assessment Update, San Francisco, California
- Western Washington County Recreation Roadmap, Washington County, Oregon

- Cosumnes CSD Parks and Recreation Master Plan, Elk Grove, California
- Hueneme Parks Master Plan, Port Hueneme, California
- Sacramento Parks Plan, Sacramento, California
- El Cajon 10-Minute Walk Plan, El Cajon, California
- Burlingame Parks Plan, Burlingame, California
- Santa Monica Parks and Recreation Needs Assessment, Santa Monica, California
- Sonoma County Integrated Parks Plan, Sonoma County, California
- Danville Parks and Arts Strategic Plan, Danville, California
- Cupertino Parks & Recreation System Master Plan, Cupertino, California
- Yucca Valley Parks Master Plan, Yucca Valley, California
- Twentynine Palms Parks Master Plan, Twentynine Palms, California
- Morgan Hill Bikeways, Trails, Parks and Recreation Plan, Morgan Hill, California

Education

- University of Washington, Seattle, WA – Master of Landscape Architecture (MLA)
- Smith College, Northampton, MA – Bachelor of Arts (BA), Architecture and Urbanism

Selected Presentations

- Presenter, Achieving Workplace Equity: Strategies for Moving from Awareness to Power Shift, ASLA National Conference (2022)
- Speaker, River Access Walking Tour, Association of Bicycle and Pedestrian Professionals Conference (2019)
- Presenter, "The Art of Community Engagement: Lessons from the Frontlines," AIA National Convention (2017)
- Presenter, "Data-Driven: Applied Tools for Recreation Planning and Management," SORP / RMS Conference (2016)
- Presenter, "Advanced Placemaking," APA National Conference (2015)

2. Experience and Qualifications



Allisia Sandoval Project Associate

Allisia Sandoval is a Project Associate with BluePoint Planning working on a range of projects, from equitable community outreach and engagement to

regional and state energy planning. In her current role, Allisia is responsible for the day-to-day support, communication, and timely progression of projects. Allisia offers support by managing project timelines and schedules, producing draft deliverables of written documents, social media content, newsletter material, etc., regular communication, and designing accessible and compelling materials for public engagement activities.

Currently, Allisia is working with the City of Campbell on the development of their Climate Action Plan supporting community engagement, supporting the stakeholder engagement on the Santa Cruz Local Coastal Plan Update as well as working with the City of Half Moon Bay and the community to identify concerns around climate hazards and strategize solutions in the Climate Adaptation Plan. A large part of this effort is to translate technical data into accessible material to increase community outreach and engagement.

Allisia is currently working with West Los Angeles Community College to support their update of their Educational Master Plan. Allisia is working closely with the college's Office of Institutional Effectiveness to evaluate existing programs and disciplines to evaluate forecasted program growth. This methodology takes into consideration both internal factors (ie. student demographics, and enrollment) and external factors (i.e external market and employment data) to paint a complete picture and help guide decisions about future and existing programs.

Other recent work includes assisting in the redesign of BayREN's Single Family Energy Efficiency Program; and supporting marketing efforts to improve water efficiency in the Bay Area through BayREN's Water Upgrades Save program.

Relevant Project Experience

- City of Soledad Parks and Recreation Master Plan, Soledad, CA
- Los Angeles Community College District Roadmap for Sustainability and Climate Action, Los Angeles, CA
- St. Louis Sustainability and Climate Plan , St. Louis, MI
- West Los Angeles College Educational Master Plan, Los Angeles, CA
- Santa Cruz County Local Coastal Program, Santa Cruz County, CA
- City of Campbell Climate Action and Adaptation Plan, Campbell, CA
- City of Missoula Parks, Recreation Open Space and Trails Plan, Missoula, MT
- Half Moon Bay Climate Adaptation Plan, Half Moon Bay, CA
- I-REN 2023-2027 Organizational Strategic Plan, Inland Empire, CA
- BayREN 2024 Single Family Energy Efficiency Program Redesign, Bay Area, CA
- BayREN, Water Upgrades \$ave Communications and Marketing, Bay Area, CA

Prior Professional Work Experience

- Environmental Consultant, Grove Collaborative, San Francisco, CA
- Administrative Support Specialist, University of California, Berkeley, CA

Education

- Bachelor of Science in Conservation Resource Studies with an emphasis in Environmental Science and Economics, University of California, Berkeley.

2. Experience and Qualifications



Donna Legge Senior Consultant

Donna offers extensive experience in the profession of Parks and Recreation Administration. Donna is highly motivated, innovative, resourceful, organized and creative.

She has strong communi-

cation and leadership skills, with an emphasis in community engagement, responsiveness, customer service, project management, strategic planning, and program planning as outlined in her work experience below. Donna is a member of the California Parks and Recreation Society and completed both NRPA Directors School in August 2014 and the Sonoma County Daily Acts Leadership Institute in June 2019. Donna current is the Public Relations Director for the Progressive Tribal Alliance and Windsor Parks and Recreation Commissioner.

Recreation & Community Services Director, City of Los Altos

Report directly to the City Manager. Oversee operations of the Recreation Community Services Department including the facilitation of an operational and organizational assessment, reorganization, construction of a 38- million-dollar 24,000 square foot-Gold LEED equivalent Community Center and modification of programs and services during the COVID-19 pandemic. Prepare staff reports and presentations for the Town Council and serve as the liaison to the Parks and Recreation Commission. Other Department commissions include Senior and Library. Successfully lead staff in producing goals and objectives, policies, and procedures. Facilitated a dog park project. Budget: \$2.7 million. Size of Staff: 9 fulltime and 20 part-time staff

Parks and Recreation Director, Town of Windsor

Report directly to the Town Manager. Oversee operations of the Recreation Division, Parks (155 acres) and Facilities (9 buildings/83,000 sq. ft.) Maintenance Division, Senior Center and Aquatics Division, Landscape and Lighting Assessment District Division, Park Development Fund Division and Capital Improvement Projects. Responsible for maintaining priorities, goals and objectives, cost recovery targets, energy efficiency programs, environmental sensibility and strategic marketing. Prepare staff reports and presentations for the Town Council, Parks and Recreation Commission, Public Art Advisory Commission and Senior Citizens Advisory Council. Successfully lead staff in producing a variety of signature community events utilizing community partners and sponsorship programs. Established the Windsor Parks and Recreation Foundation, Town Green Community Garden, Windsor Wellness Partnership and Hometown Heroes Military Banner Program. Recognition of Hembree House Museum as a historical landmark. Completed Parks and Recreation Master Plan Update in 2017. Awarded 2018 Sonoma County Best of the Best for Music Series. Budget: \$7.4 million. Size of Staff: 20 fulltime and 50 part- time staff

Prior Professional Work Experience

- Recreation Director, El Dorado Hills Community Services District
- Director of Parks and Recreation, City of Half Moon Bay
- Recreation Services Supervisor, City of Sierra Madre
- Recreation Services Supervisor, County of Los Angeles

2. Experience and Qualifications

Esther Mandeno

**Principal, Mapping and GIS Services,
Digital Mapping Solutions**

Professional Summary

With over 15 years of experience in GIS data management, map production, wildland fire behavior modeling, and natural resource management, Ms. Mandeno brings a wide breadth of skills and knowledge to any project. During her time with California State Parks in the Lake Tahoe Basin, she became a Burn Boss, using prescribed fire to manage forests, before delving into the Sierra District's GIS where she developed and implemented a wide variety of data and map products for land managers. She has extensive on-the-ground experience using Global Positioning Systems (GPS) to capture field data. Recently, she has worked on fuel management plans for private land owners as well as fire management plans for military ranges. Ms. Mandeno can work on many levels to assist any firm on wildland fire management plans. In addition, to improve her performance, Ms. Mandeno continues to learn new skills such as Python scripting language to automate tasks and ESRI's Story Maps for public outreach.

Technical Skills

- ArcGIS ArcMap 10.x and ArcGIS Pro
- AutoDesk Civil 3D
- FARSITE
- FlamMap
- CorelDraw & Photo-Paint
- Adobe Acrobat Professional
- QGIS (Las Palmas edition)
- Global Mapper
- ArcGIS Online
- Python/ArcPy (limited)

Education

- 2000 MS Natural Resource Management, Fire Ecology, University of Nevada, Reno
- 1992 BS Resource Science, University of California, Davis

Experience

August 2013 - present, GIS Consultant, Digital Mapping Solutions (self-employed) Working as an independent consultant, Ms. Mandeno has participated on a variety of projects. Key jobs are highlighted below. Each shows an integration of natural resource expertise and GIS skills to bring crucial information together.

- Lake County Parks, Recreation and Trails Plan
- Missoula Park, Recreation, Open Space and Trails Plan
- Mendocino County Parks Needs Assessment
- Community Wildfire Protection Plans - Fire Safe Sonoma
- Fuel Project Maps - UC Berkeley Hill Campus
- Lot-Specific Fuel Management Plans - Santa Lucia Preserve
- Biological Assessment Maps for the Diablo Fire Safe Council
- Evacuation Assessment near the City of Ross
- Yosemite West Community-wide Fire Risk Assessment
- Upper Mokelumne Watershed Assessment Project

"She gets the job done quickly, is responsive to feedback, and keeps after the work until the job is finished to everyone's satisfaction. She also learned lots of new things through our collaboration and was always willing to learn new skills and software along the way. She's also upbeat and fun to work with, and I hope to have the opportunity to work with her again in the future. ~ Jim Stimac, Principal Geologist.

What Makes Us Different

1. Long-term relationships with our clients.

We do not pop in and out, we are there for our clients, making sure they are successful and that our deliverables help them do their work more effectively.

2. Parks are a passion, not just work.

When we start on a parks planning project, we want to not just look at them as a consultant, but to experience them as a user. We walk each trail, test out each park, and embed ourselves into the community as much as possible to ensure authentic and deep understanding.

3. More than “Parks” - the connective link for the community

We approach our parks and recreation projects recognizing that the role of parks and recreation is bigger than the traditional definition. We think about parks as a part of community health, a mechanism to help mitigate and address climate issues, a space to create and support community character, and an economic engine for long-term community development and more.

4. Cohesive, long-term Team

Our team has been working together on parks and recreation plans together for over a decade. BluePoint Planning and DMS are aligned and compliment each other's skills to create a streamlined and powerhouse duo.

5. We are fun!

You will like working with us! We deliver on the project, but while doing it, we are able to manage and support you without stress, with a positive attitude, and a shared goal to make the effort a success.



3. Understanding of Scope



3. Understanding of Scope



Project Understanding

St. Helena is a scenic small town for the people who call it home, and a popular tourist destination, drawing people to local vineyards, restaurants and the Greystone campus of Culinary Institute of America. With its beautiful downtown, its position on the Napa River, and its existing parks and facilities, St. Helena has scenic settings for its parks and recreation services.

This Parks and Recreation Master Plan comes at a time when people are appreciating public parks and recreation programs more than ever, but also at time when local governments are feeling ever more pressure from increased costs, funding limitations and difficulty finding and retaining staff. The planning process will help St. Helena better understand its inventory of parks, facilities and trails and the baseline of services, as well as the resources of other providers. Through an inclusive public process, St. Helena will develop an understanding of community priorities and needs, and create strategies to meet local parks, recreation and trails demands and consider the impacts and needs of visitors.

Perhaps the most important result will be an implementation Plan with clear priorities to guide operations, investments, and program and policy development. The result needs to be a community-supported guiding document for parks and

recreation services that will help City staff and elected officials plan investments and guide resources more equitably and strategically.

BluePoint's Approach Recreation as a Driver

The variety of parks, facilities and trails in this study will require the Team to understand the range of recreation activities and settings not only within the City's parks but also on lands managed by other agencies. The BluePoint Team understands that parks and trails are not just a collection of physical assets – rather, they provide settings for many types of activities residents and visitors pursue for recreation, health, wellness, exercise and many other reasons.

We will address questions that help St. Helena define its role and areas of focus. How does the City's land inventory and unique resources support recreation? Can the City help to establish a balance that will meet the recreation needs of the variety of ages and abilities in the community? What are the latest trends in recreation in Northern California and nationally? How can the City leverage each park's unique character and amenities to serve the residents and visitors? What other community activities could occur at parks? What type of enhancements can better serve the community? How do the City's parks compliment other

3. Understanding of Scope

public lands and parks, whether county, state or federal? How can we ensure access from an ADA perspective as well as from transportation perspective?

Placemaking

We do not see parks as merely a collection of sports fields and play equipment. St. Helena's Parks and Recreation system helps to define the city as a special place and expresses the unique spirit of the community. We develop park and facility plans tailored to the community's identity, priorities, and specific recreation needs. Each Master Plan expresses the unique priorities, issues, and concerns of the community. St Helena's Parks and Recreation Master Plan should:

- Increase and enhance recreational opportunities;
- Respect and celebrate the cultural diversity of the community;
- Build community resiliency through environmentally healthy design, improved connectivity and protection from extreme heat;
- Maximize partnerships and collaboration; and
- Ensure that parks and facilities are operated and maintained effectively to optimize use, longevity, and economic sustainability.

Assessing Community Needs

Understanding the community's needs for the types and function of parks and recreation facilities and programs is instrumental for the success of the new Parks and Recreation Master Plan. BluePoint's approach includes a mix of inputs, going beyond traditional acres/1,000 quantity metrics to provide a comprehensive evaluation tailored to each community.

Our approach includes the following steps:

- Complete a digital inventory and assessment of parks and facilities;
- Develop a profile of the City, local communities, and population characteristics;
- Identify relevant comparables, best practices and trends;
- Conduct public outreach and engagement activities to understand the specifics of the community needs;
- Develop goals and principles (including definition of St. Helena's roles and niches) to guide decision making;
- Identify criteria, general standards and key attributes desired by the community for parks, recreation and trails; and
- Analyze facility, program and park data based on the criteria and develop narrative and visual tools to identify potential gaps, needs and opportunities.



3. Understanding of Scope



System Sustainability

Sustainability applies not only to the resilience and support of the environment, but also to the ongoing health of the Parks and Recreation system. We will focus on creating a viable plan that will:

- Establish areas where needs are currently well met and describe actions required to maintain the existing level of service into the long term;
- Identify areas where improved facilities or new sites will enhance service or meet unmet needs;
- Evaluate operating and maintenance costs and the potential for revenue generation to offset costs;
- Understand how programming and operations can be enhanced to help serve community needs and meet Plan goals;
- Prioritize capital improvements needed to enhance the system to desired levels of service where gaps exist

We are committed to developing flexible and forward-thinking plans that are adaptable to future changing conditions, while ensuring that the plan reflects current community priorities.

Engaging the Community

Our Team provides extensive expertise in engaging stakeholders and community members in a meaningful dialogue. Both local neighbors and the broader community have a stake in the future of the City's parks and services and need to have a voice in the recommendations. Our approach is multi-layered and builds on past outreach and will include multiple opportunities for community input and engagement and for input from stakeholders, staff and elected officials throughout the project. In the work plan below, the Steering Committee process is included in Task 1 and the broader community engagement process is outlined in Task 2.

Proposed Work Plan

BluePoint's proposed work plan builds in the tasks contained in the RFP, incorporating three "engagement windows" that group on-the-ground activities for efficient use of consultant time and to build momentum for the process. The schedule diagram in section 5 illustrates how we envision the following tasks flowing over the timeline of the project, to deliver a Plan for adoption within the City's desired timeframe.

3. Understanding of Scope

Task 1. Project Meetings and Management

1.1 Project Kickoff Meeting

BluePoint will have an initial Zoom kickoff meeting followed by an in-person meeting conducted in conjunction with the site tour conducted in Task 2. During the initial call, we will review the scope of work and schedule and clarify the requirements for the project and plan for the parks tour and associated activities. In addition, we will discuss the details and logistics for public engagement so that BluePoint can draft the public engagement and outreach plan. We will also request all necessary existing documents, studies, maps, studies, etc. including identifying any missing data and information necessary to proceed. We will also review the timing and intent of project deliverables, identify, and discuss potential stakeholders to involve, and the overall approach to community input.

1.2 Steering Committee Meetings (4)

Steering Committee Meetings will be in person, scheduled in conjunction with other engagement and field activities. These will typically be 2 to 2.5 hours long and allow for deep dives and working sessions with the Steering Committee. We anticipate the following topics for in-person team meetings:

- **Meeting 1:** Project success factors, issues and opportunities
- **Meeting 2:** Needs assessment, plan framework
- **Meeting 3:** Preliminary recommendations, prioritization process
- **Meeting 4:** Administrative draft plan, adoption process

While the RFP called for monthly meetings, BluePoint finds that four meetings scheduled at key decision points in the process are effective use of Steering Committee members' time, especially for a Parks and Recreation planning process with a quick timeline. Between meetings, Steering

Committee members will be asked to review and comment materials, such as the Community Engagement Plan, the Existing Conditions Summary Report, and other deliverables. Steering Committee members will also be asked to participate in community outreach activities outside of meetings, as well.

If needed, BluePoint and the City can extend one or more biweekly coordination meetings (Task 1.3) and hold an additional Zoom or Teams meeting with the Steering Committee.

1.3 Biweekly Coordination Calls and Project Management

The Project Team, led by Project Manager Lauren Schmitt and including other team members as needed, will hold biweekly coordination calls with St. Helena's Project Manager to keep the project moving forward and to ensure timely response to questions, review of materials. These meetings will focus on the critical path to maintain the City's desired timeline. This task also includes time for BluePoint's ongoing budget, schedule, and scope management to ensure that the project is delivered on time and on budget. The activities in this task allow for active management, to identify potential approaches to incorporate any unforeseen course corrections and changes as we progress while remaining on time and on budget.



Missoula PROST Public Open House

3. Understanding of Scope

Task 2. Existing Conditions Assessment

Task 2 focuses on developing a baseline understanding of the parks, recreation programs, and trails system and the City's planning context. This includes gathering data and information on the City and City-provided assets and services, as well as services or assets provided by other agencies and organizations. It also includes a review of relevant plans and studies, including the General Plan, Trails and Open Space Draft Plan, Downtown Specific Plan, and an analysis of demographics.

The task also incorporates field work time to inventory and evaluate parks and trails, including touring each park and meeting with park staff. We will begin the assessment and developing the inventory in this phase. The result of this task will be an Existing Conditions Summary Report that includes a detailed inventory, initial system assessment, community profile, and other relevant baseline data.

2.1 Parks and Recreation Facility Inventory & Conditions Assessment

The following tasks will result in the comprehensive inventory and conditions assessment called out in the RFP.

- **Inventory and Database Development.** The Blue-Point Team will review and analyze data and review key documents, materials, plans and reports, and any other relevant information. Using City-provided information and readily available mapping and visual tools, the Team will prepare a parks and facilities inventory database and map.
- **Parks Tour.** We will tour the City's parks and facilities with

staff, to discuss issues, needs and opportunities and begin the assessment process.

- **Park and Facilities Assessment.** Additional field time is allotted to complete the inventory assessment, including photo documentation of site. Using an agreed upon rating system, we will make a general assessment of the condition of the facilities and amenities as it relates to intended function and actual physical condition. We typically use Survey 123 to conduct the field work and link it to the database. We ground truth the inventory and assess physical conditions; opportunities and constraints; access, circulation and parking; function and aesthetics; and opportunities to incorporate sustainability. This information will be presented in a clear report format that will be used throughout the process and updated as necessary with additional details. Pertinent information will be incorporated into the Existing Conditions Summary Report.

2.2 Assessment of Recreation Programs

Recreation programs are essential to helping to activate parks, support health and wellness,

Hilltop Park Center

Location 871 Jessie Street

Size 23,900 sf

Opened 1985

park projects



The Hilltop Center is a repurposed school and includes meeting and classrooms, a large main hall, a teen room, ceramics and art space, a photo lab, preschool rooms and kitchen facilities. The building has not been remodeled to accommodate its use as a community center. It is located at the far edge of the city and is generally underutilized, especially in comparison to the surrounding park.

There is an attractive mural on the Recreation Center building.

Key Recommendations

Major Project - Existing

The Center feels like a school building and does not offer a strong point of entrance or community gathering. It would benefit from better branding, programming and a facility remodel.

- Complete a feasibility study to evaluate a major remodel to make the center more useable, welcoming and attractive for community members.
- Consider repurposing the building to become a destination focused on Arts, Music and Dance.
- Preschool and after school programs could co-exist.

Goal Alignment ☒ **Unique Sense of Place** ☒ **Diverse Community** ☐ **Sustainability** ☐ **Accessible**

Enhance/Add Amenities

- Needs a clear entrance, lobby and welcoming area to help build a sense of place and community.
- Spaces should be revamped and programs reconsidered to better serve the community.
- Reconfigure downstairs areas (darkroom and adjacent spaces) as better designed art spaces
- Consider making one space a dedicated dance studio with audio, wood floors and mirrors
- Add building-wide WiFi

Connect to City Planning Documents

☐ Beach Master Plan ☐ Downtown Master Plan ☐ Lighthouse Specific Plan ☐ Multimodal Plan

☐ Waterfront Master Plan ☐ N. Fremont Specific Plan ☐ Lower Presidio Master Plan ☐ Other...

parks & recreation master plan

5.4

june 16, 2016

Monterey Parks & Recreation MP Inventory

3. Understanding of Scope

and provide a range of services for community members. BluePoint will identify St. Helena's current program areas and populations served, and will identify other public, nonprofit and private providers. We will consider potential revenue generation opportunities and partner availability, as well as national data on programming.

2.3 Demographics, Comparables, and Community Profile

The BluePoint Team will review current and projected population and demographic characteristics, incorporating population profile information drawn from the most relevant and current data, and develop an analysis of relevant trends in parks and recreation in similar communities. BluePoint will work with the City to identify appropriate comparable cities or park systems, within California or with similar characteristics. We will identify up to five communities to evaluate. For each community, we will gather information on the type, size, amenities in its parks, major recreation facilities, core program areas, user fees, and community demographics. BluePoint has an existing database of much of this information and will gather additional information as needed. The comparable information will be incorporated into the Existing Conditions Summary Report.

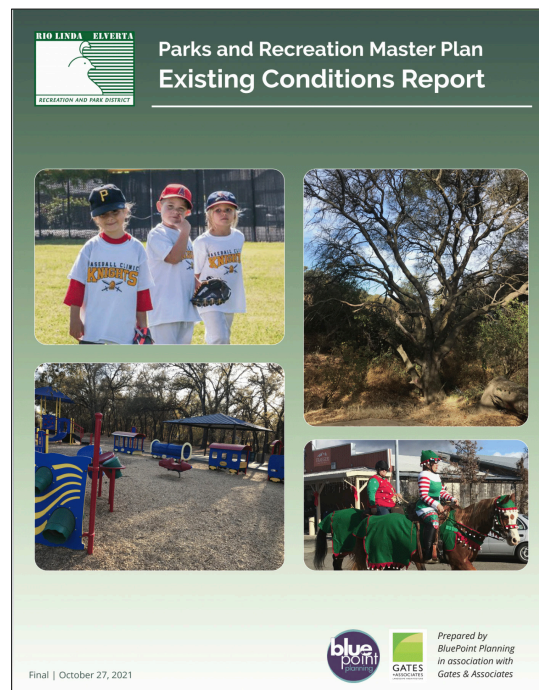
2.4 Organizational and Staffing Review

BluePoint will evaluate the organizational structure of the Community Services Department and staffing for parks and recreation services. This will include a review of the operating and capital budgets, looking at expenditures and revenues. BluePoint will also evaluate which funding sources St. Helena is currently using for parks and recreation services, and what additional funding opportunities are available.

2.5 Existing Conditions Summary Report

The Existing Conditions Summary Report will provide an informative and engaging review of the existing parks, recreation, and trails system, frame

key issues, and serve as a foundation for the Needs Assessment and subsequent Parks & Recreation Master Plan. It will incorporate a summary of all work completed in Task 2, including the review of relevant plans, the park and facilities condition assessment, the recreation program inventory, the organizational assessment, demographic and trends review, and comparables.



RLE Parks and Recreation Existing Conditions Report



Bilingual Outreach Material

3. Understanding of Scope

Task 3. Community Engagement

Community engagement activities will take place throughout the process, with timing and specifics refined during preparation of the Community Engagement Plan in Task 3.1. The engagement program will be multi-layered and interactive and include both in-person and online opportunities to participate. In-person activities led by BluePoint will be grouped into several Engagement and Parks Planning Windows that occur over the course of the process, as shown in the schedule diagram.

3.1 Community Engagement Plan and Coordination

BluePoint will develop a community engagement plan to direct and guide our efforts. The plan will be developed after the kickoff meeting (Task 1.1) to account for any refinements to the engagement program included in this proposal. The plan will define methods, tools, timing and specific roles and responsibilities for BluePoint and the City. The Plan will set goals and objectives, allowing us to measure effectiveness and adjust the outreach program as the project progresses.

3.2 Project Website and Collateral Materials

The BluePoint Team will create a project website, with English and Spanish versions. This will serve as the information hub for the project, and the budget for this task also allows for periodic content updates. In addition, as part of this task, BluePoint will develop a set of outreach materials to support the project. Depending on the final Community Engagement Plan, this may include meeting flyers, social media posts, short videos, newsletter postings and similar. This effort will include translation of these materials and provide for simple updates for each engagement effort.

3.3 Community Needs Survey

The Team will develop an online Community Survey that is distributed through existing City channels, the website, and local neighborhood groups. While an online survey does not provide a scientific level



Bilingual project website, hmboutdoors.org

of evaluation, it is an excellent way to engage a large audience in the discussion within the timeframe identified for a reasonable cost. The Team will develop a survey instrument that will gather information about the community's needs and opportunities for City parks and recreation. We can also develop flyers with a QR code and survey link so that park visitors will be encouraged to respond on mobile devices (when data service is available).

3.4 Key Informant Interviews

BluePoint will interview key stakeholders, developing the list of interviewees with the City's Project Manager. These interviews allow for confidential one-on-one feedback early in the process. We recommend interviews with City Council members, the City Manager, and any key community leaders who may not speak as freely in a small group meeting. By hearing directly from decision-makers early on, we can ensure that the Draft Parks & Recreation Master Plan addresses their concerns and interests, leading to a smoother adoption process.

3.5 Small Group Meetings

The BluePoint Team will hold a series of small group listening sessions for different user groups and special interests. These will occur earlier in the project to allow for more in-depth feedback on

3. Understanding of Scope

recreation needs. Further, these early meetings establish relationships with organizations who can help to expand engagement for the entire project.

The Team will work with staff to determine the best approach to engage and work with special interest groups (Chamber of Commerce, Businesses, Schools, Sports Groups, etc.) and key stakeholders throughout the City. These small groups enable broader engagement than using the survey alone. The budget allows for a series of small group meetings over two days to understand overarching needs, issues, challenges and goals for City parks and recreation.

3.6 Community Workshops (3)

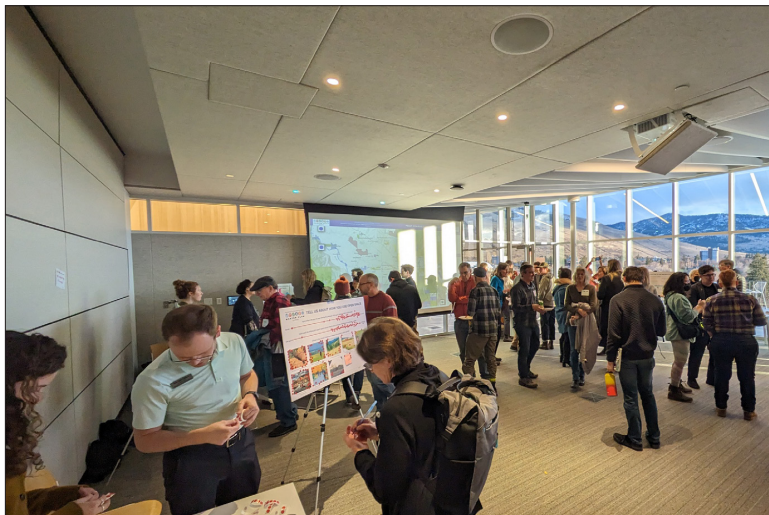
The Team will work with the City to identify the appropriate formats and locations for up to three community workshops at key milestones. These will not necessarily be a traditional 2-hour meeting at City Hall – we will tailor the workshops to the preferences of the St. Helena community and will design each session to be interactive and engaging with various ways to participate and to provide input. For example, in Lake County, we popped up at a library and on a busy day at the County administrative center for our second round of outreach,

going where people were already gathering rather than asking them to come to a meeting. In contrast, residents of the City of Missoula turn out for traditional meetings, so we offered an open house format at the popular public library and attracted 120 participants. For a project in Half Moon Bay, we designed a loteria input activity in Spanish and English and took it out to the community. The City will provide the location and send out notices to the community. The BluePoint Team will develop the agenda, meeting materials, presentation, and flyer, and facilitate and documents the workshops.

Workshop #1 will be focused on developing a better understanding of the community's vision, goals and needs for the City parks and recreation.

Workshop #2 will engage participants in a discussion about the needs, gaps and opportunities for parks and recreation. Initial approaches and strategies will be presented as well as the initial goals and vision for the Plan.

Workshop #3 will focus on priorities and recommendations for the Plan. It will be designed to provide information and provide an interactive forum for community members to express their preferences, interest areas and priorities for the Master Plan projects and programs.



Community Workshop

3.7 Parks & Recreation Commission Updates (3)

As requested in the RFP, BluePoint is including three updates to the Parks & Recreation Commission at the beginning, middle and towards the end of the process, co-presented with the City's Project Manager. These meetings may take place in-person or online, depending on when they occur in the process.

Task 4: Needs Assessment and Preliminary Recommendations

recommendations. BluePoint will develop a comprehensive Needs Assessment presentation and summary that will be used with the Steering Committee and Parks & Recreation Commission and can be used by staff with other audiences.

Based on the community process and the Needs Assessment, BluePoint will develop an overarching Vision and a set of Master Plan Goals to focus and direct the development of the Plan and decision-making.

This vision will help to inform the level of service for parks and recreation facilities, which new or enhanced activities should be considered and what, if any, new facilities should be developed. In addition, BluePoint will develop a Plan Framework, which will outline the key goal areas and key directions for the recommendations.

The BluePoint Team will provide a clear Needs Assessment that brings together findings from the Existing Conditions Summary Report, from the community engagement process, and from GIS-based park access analyses. This assessment will look at needs today and project needs at the planning horizon, based on population and land use projections.

The Needs Assessment Summary Report will identify gaps and needs for parks, recreation facilities, trails, and recreation programs and specifically address equity in service provision. It will provide a basis from which to draft preliminary

Based on the work completed to date, BluePoint will develop recommendations for each existing site, for planned parks and facilities and for potential new parks, trails and facilities. This will include planning level cost estimates to serve as a basis for the capital improvement plan.

4.4 Recreation Program Recommendations

3. Understanding of Scope

BluePoint Team will prepare recommendations for recreation programs, including a discussion of Community Service's role in program areas, key partnerships for program provision, and revenue generation.

4.5 Operations, Revenues and Management Recommendations

The BluePoint team will prepare recommendations on how the City provides parks, recreation and trails services, addressing organizational structure, staffing, operations and maintenance, interdepartmental and interagency coordination, and public communications. This section will address questions including what is needed for regular ongoing maintenance (mowing, waste removal, restroom maintenance) and what the City should budget for capital reinvestment in its parks, facilities and trails assets.

Task 5: Prioritization Process and Implementation Plan

Based on information received in prior tasks, BluePoint will develop a prioritization process that will be a tool both for regular updates the implementation plan and for the evaluation of projects and initiatives that may be proposed in the future. We will apply the prioritization tool to develop an implementation plan that identifies short-, medium- and longer-term priorities.

5.1 Prioritization Process & Tool

BluePoint will develop a prioritization process and tool tailored to St. Helena's issues and needs. This will include a set of criteria for scoring and assessing projects and initiatives, enabling the development of an implementation plan and annual work plans. Criteria may include:

- Community values and support
- Service gaps and unmet demand
- Protection of existing infrastructure or creation of operating efficiencies
- Funding and partnership availability
- Internal staffing resources
- Potential revenue generation or economic benefit
- Addressing equity gaps

Using the criteria, BluePoint will develop an evaluation tool and process and test it. As part of this task, we can invite Steering Committee members to test the tool using the recommendations developed in Task 5.

5.2 Funding Opportunities

BluePoint will evaluate funding opportunities and identify potential funding opportunities that the City is currently not using or maximizing. The funding opportunities memo will identify sources of both capital and operations funding.

Half Moon Bay Parks Master Plan

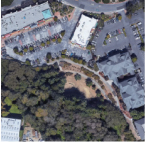


John L. Carter Memorial Park

Vision: Well utilized cultural events park with performances and summer day camps

Description

Carter Park includes a redwood grove with a small amphitheater and sculpture. It is used primarily for dog walking and the annual Shakespeare Festival. The park is adjacent to Pleasant Creek. Sensitive habitat restricts creek access. The park accommodates local floating events, which occur regularly during the winter. A special development permit is required whenever there is restricted access to the park and a fee charged, such as during performances. The park is adopted by Half Moon Bay Shakespeare Company. The adjacent business park allows parking for events. The park is not visible from Main Street, the nearest public roadway.



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4. Recommendations: Existing Parks

Recommended Improvements

An opportunity to transform the park into an active and utilized space by implementing a number of improvements designed to enhance programming and the ability of the park to be better used will also address the concerns related to homeless in the riparian area.

- Develop permanent seating/amphitheater with stage and seating.
- Add swimming, diving, fountains, storage and backstage/entrance space.
- Add safety and ambient lighting along stairs, pathways.
- Add electric outlets for stage lighting and sound.
- In consultation with a biologist, consider the appropriate habitat protection for the riparian area.
- If feasible, a steel wall along the west side of the park could act as an exclusion barrier and protect habitat and possibly eliminate the need for a temporary habitat protection fence during events.
- Improve signage on Main Street for the park.

Other Considerations and Connections

Should be connected to downtown and surrounding schools with effective signage. If a community park is developed at the Peninsula Open Space Trust (P.O.S.T.) property, additional connections should be made to that facility.

Consider restoration projects along the creek corridor.

Conceptual Ideas

Small Stage and Seating Area



Amphitheater with Permanent Seating



Partially Covered Amphitheater



Final Plan, January 2019 (Page 43)

Half Moon Bay Recommendations

3. Understanding of Scope

5.3 Implementation and Phasing Plan

BluePoint will apply the prioritization criteria and develop an implementation and phasing plan that sequences plan recommendations into short-term, medium-, and longer-term projects. address short-term annual projects.

Task 6. Master Plan Report

In this task, BluePoint will take all the work completed to date and develop the Master Plan report, refine it based on staff, community, Parks & Recreation Commission and City Council feedback, and finalize it for adoption.

6.1 Administrative Draft Master Plan

BluePoint will develop the Administrative Draft Parks, Recreation and Trails Master Plan for review by City staff. The Administrative Draft Master Plan will be in manuscript/Word format for easier review. The review package will include sample pages for the formatted Master Plan document developed in Task 6.2 for review and approval by the City. The body of the plan will be readable and usable, with appendices for detailed information. This draft will include the phasing plan and funding recommendations, providing a “road map” for action.

6.2 Public Review Draft Master Plan

BluePoint will incorporate comments on the Administrative Draft and will prepare a layout version of the Master Plan for public review. This document will be in graphic design layout format and include maps, graphics, and photographs. BluePoint will provide web and print ready PDFs and upload the draft to the project website. The Plan will be designed for ease of use and to be graphically engaging.

6.3 City Council Presentation

BluePoint will prepare a presentation for and attend a City Council meeting with City staff during the approval process. Presentations with staff can be scheduled concurrently. This meeting will occur after the Parks & Recreation Commission recommends approval (the final meeting in Task 3.7)

6.4 Final Master Plan

After receiving comments on the Draft Plan, BluePoint will incorporate changes and comments to finalize the Master Plan. To close out the project, BluePoint will provide high resolution and web-ready PDFs that meet WCAG accessibility standards. BluePoint will also transmit digital files of all text, graphics and maps, in formats compatible with the City's systems and software.

Opportunity Assessment Loch Lomond Recreation Area Use Study				
Table 6. Facility Revenue Assessment				
	Trail/View Enhancements Expand the trail system beyond the existing recreation area and capture additional view areas, including Eagle Dell and Eagle's Roost.		Water Play Area Interactive water play designed for children (and everyone) to play, explore and learn with water. A broad spectrum of options is available including very natural-like manmade streams to squirting fountains, or artistic streams and sand water play areas.	
Revenue: Visitor Increase Operating: \$8,000 - \$10,000 Capital: TBD		Revenue: Visitor Increase Operating: \$20,000 - \$30,000 Capital: \$400,000 - \$750,000		Revenue: Visitor Increase Operating: \$2,000 - \$3,000 Capital: TBD
	Outdoor Classroom Covered, accessible space with a floor that is suitable for classes for students, groups, programs of all kinds, and corporate team building as well as small parties and receptions. Possible to design as a tree house or other unique type facility.		Outdoor Wedding Site Open-air site designed for weddings and small celebrations. Site can be reserved and provides seating (portable or permanent).	
Revenue: \$6,400 - \$12,000 Operating: \$2,000 - \$3,000 Capital: \$190,000 - \$250,000		Revenue: \$38,400 - \$144,000 Operating: \$8,000 - \$15,000 Capital: Low		Revenue: \$6,910 - \$25,920 Operating: \$2,000 - \$5,000 Capital: Low

Loch Lomond Facility Recommendations

4. Commitment to Budget



4. Commitment to Budget

The following budget represents our estimated costs for the scope of tasks outlined in our proposal and described in the RFP. This is presented as a not-to-exceed budget. As with all of our projects, we anticipate working with the City to refine and align the final budget, scope and timeline, if selected.

Quality and Cost Control

BluePoint Planning uses several critical tools to ensure that each product and process meets and exceeds client expectations, and meets the budget. First is guaranteed principal and senior level involvement at every stage. This means products, concerns or opportunities are not missed by junior staff and can be acted on immediately. Second, we use online project management software to help manage and monitor projects both internally and with subconsultants, providing real-time information on schedule and budget. Finally, we utilize fully integrated invoicing, time and expense accounting software to streamline invoicing and budget management. We believe that a combination of person-to-person communication mixed with the efficiency of electronic communication is the most effective approach.

Customer Service

When a client contracts with BluePoint Planning, they are guaranteed principal level involvement at every stage - that is one of the greatest benefits of working with a small firm. Mindy is available and responsive and is committed to making sure we get it right. Sometimes that means refining the original scope or doing something a bit extra. We keep in close contact to make sure any of these changes and evolution of a project can be easily and painlessly integrated into the existing budget and work. The result is a quality product with which our client is very happy.

Effective Communications

Communication is built into our budget. Ongoing communication is a key part of cost and schedule control. We always integrate ongoing communication and in-person project team meetings to ensure ongoing effective communications. We also utilize email, video conference calls, and electronic communication tools. In addition, we employ several simple and free web tools including DropBox, Google Calendar, and Google Docs to seamlessly share documents, and keep the project on track. We believe that a combination of person to person communication mixed with the efficiency of electronic communication is the most effective approach.

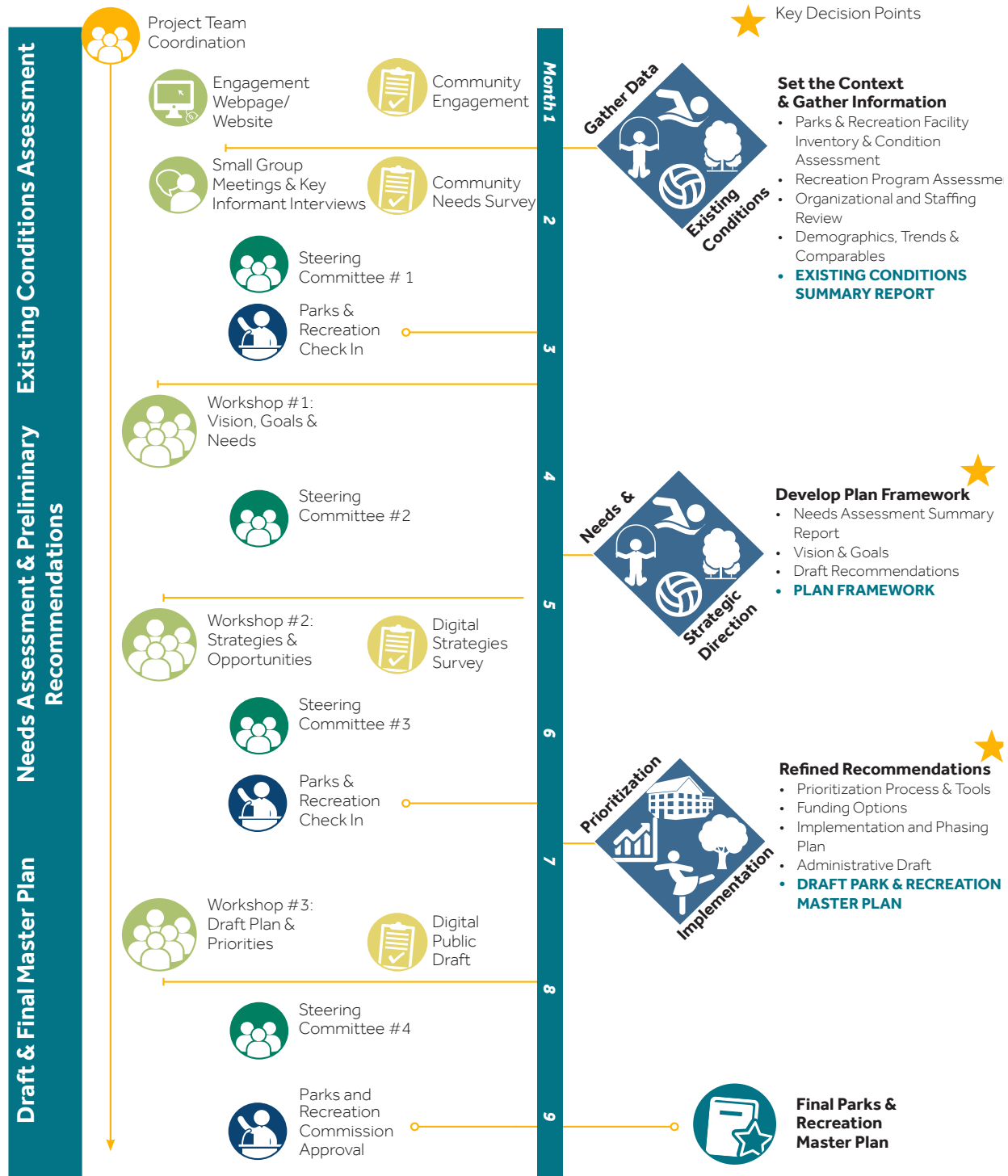
4. Commitment to Budget

Task		Mindy Craig		Lauren Schmitt		Allisia Sandoval		Donna Legge		Esther Mandeno		Project Assistant		Total Hours	Total Cost
		Principal in		Project Manager		Project Associate		Senior		DMS GIS Specialist					
hourly rate		Hours @ \$198		Hours @ \$180		Hours @ \$135		Hours @ \$180		Hours @ \$150		Hours @ \$115			
1: Project Meetings and Management															
1.1	Project Kickoff Meeting	2	\$396	3	\$540	3	\$405		\$0		\$0		\$0	8	\$1,341
1.2	Steering Committee Meetings (4)	12	\$2,376	20	\$3,600	20	\$2,700	4	\$720		\$0	4	\$460	60	\$9,856
1.3	Biweekly Coordination Calls (25 30-minute calls)		\$0	25	\$4,500	25	\$3,375		\$0		\$0		\$0	50	\$7,875
	Project Management and Administration		\$0	9	\$1,620		\$0		\$0		\$0	9	\$1,035	18	\$2,655
	Subtotal Task 1													136	\$21,727
2: Existing Conditions Assessment															
2.1	Park and Recreation Facility Inventory & Condition Assessment														
2.1.A	Inventory and Database Development and Maps	1	\$198	4	\$720		\$0		\$0	16	\$2,400		\$0	21	\$3,318
2.1.B	Park Tours and Assessment	8	\$1,584	8	\$1,440	16	\$2,160		\$0		\$0	1	\$115	33	\$5,299
2.1.C	Inventory and Condition Report	1	\$198	4	\$720	8	\$1,080		\$0		\$0		\$0	13	\$1,998
2.2	Assessment of Recreation Programs	1	\$198	4	\$720	4	\$540	4	\$720		\$0		\$0	13	\$2,178
2.3	Demographics, Comparables, and Community Profile	1	\$198	2	\$360	8	\$1,080		\$0		\$0		\$0	11	\$1,638
2.4	Organizational and Staffing Review	1	\$198	8	\$1,440	4	\$540	4	\$720		\$0		\$0	17	\$2,898
2.5	Existing Conditions Summary Report	4	\$792	4	\$720	12	\$1,620	4	\$720		\$0		\$0	24	\$3,852
	Subtotal Task 2													132	\$21,181
3: Community Engagement															
3.1	Community Engagement Plan and Coordination	1	\$198	1	\$180	6	\$810		\$0		\$0		\$0	8	\$1,188
3.2	Project Website and Collateral Materials	1	\$198	1	\$180	16	\$2,160		\$0		\$0		\$0	18	\$2,538
3.3	Community Needs Online Survey	1	\$198	2	\$360	16	\$2,160		\$0		\$0		\$0	19	\$2,718
3.4	Key Informant Interviews (8)		\$0	8	\$1,440		\$0		\$0		\$0		\$0	8	\$1,440
3.5	Small Group Meetings (3)	8	\$1,584	2	\$360	12	\$1,620		\$0		\$0		\$0	22	\$3,564
3.6	Community Workshops (3)	15	\$2,970	24	\$4,320	24	\$3,240		\$0		\$0	2	\$230	65	\$10,760
3.7	Parks & Recreation Commission Updates (3)	6	\$1,188	12	\$2,160		\$0		\$0		\$0	1	\$115	19	\$3,463
	Subtotal Task 3													159	\$25,671
4: Needs Assessment and Preliminary Recommendations															
4.1	Needs Assessment Summary Report	4	\$792	20	\$3,600	32	\$4,320	4	\$720	16	\$2,400		\$0	76	\$11,832
4.2	Vision and Goals	1	\$198	4	\$720	4	\$540	2	\$360		\$0		\$0	11	\$1,818
4.3	Park and Facility Recommendations	4	\$792	8	\$1,440	4	\$540		\$0		\$0		\$0	16	\$2,772
4.4	Recreation Program Recommendations	4	\$792	4	\$720	8	\$1,080	8	\$1,440		\$0		\$0	24	\$4,032
4.5	Operations, Revenue and Management Recommendations	4	\$792	8	\$1,440	8	\$1,080	4	\$720		\$0		\$0	24	\$4,032
	Subtotal Task 4													151	\$24,486
5: Prioritization Process and Implementation Plan															
5.1	Prioritization Process and Tool	1	\$198	8	\$1,440	8	\$1,080		\$0		\$0		\$0	17	\$2,718
5.2	Funding Opportunities	1	\$198	4	\$720	12	\$1,620		\$0		\$0		\$0	17	\$2,538
5.3	Implementation and Phasing Plan	4	\$792	4	\$720	8	\$1,080	4	\$720		\$0		\$0	20	\$3,312
	Subtotal Task 5													54	\$8,568
6: Master Plan Report															
6.1	Administrative Draft Master Plan	6	\$1,188	18	\$3,240	8	\$1,080	2	\$360	4	\$600		\$0	38	\$6,468
6.2	Public Draft Master Plan	4	\$792	8	\$1,440	32	\$4,320		\$0		\$0		\$0	44	\$6,552
6.3	City Council Meeting	6	\$1,188	6	\$1,080		\$0		\$0		\$0	1	\$115	13	\$2,383
6.4	Final Master Plan	1	\$198	4	\$720	16	\$2,160		\$0	4	\$600		\$0	25	\$3,678
	Subtotal Task 6													120	\$19,081
	Professional Time Costs	103	\$20,394	237	\$42,660	314	\$42,390	40	\$7,200	40	\$6,000	18	\$2,070	698	\$120,714
	Direct Costs														\$4,000
	Total Fee														\$124,714



5. Delivery Schedule and Timeline

5. Delivery Schedule and Timeline



6. References



6. References

Lake County Park, Trails, and Recreation Plan

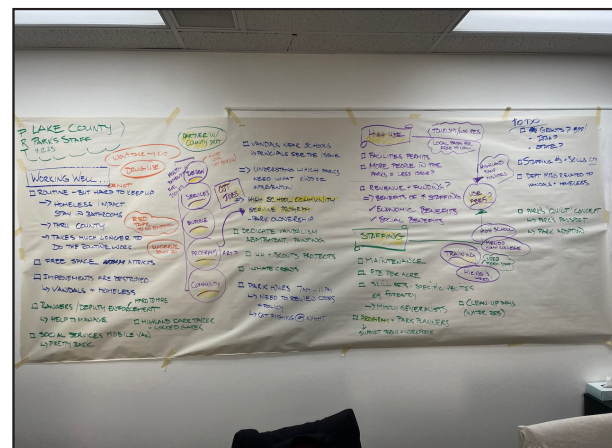
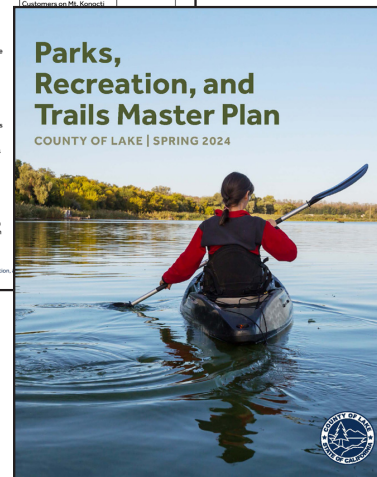
Lake County, CA | Completed July 2024 | Budget: \$174,930

BluePoint develop Lake County, California's first parks, recreation and trails plan, presented to the Board of Supervisors in May 2024. Lake County is located in the northern California Coast Range, surrounded by national forest lands and centered on Clear Lake, the largest lake fully within California. With fewer than 70,000 residents, the County is a hub for outdoor recreation and wildlife/ birdwatching, a Dark Sky area, and a tourism destination for the San Francisco Bay area.

The Master Plan was developed with robust community engagement to ensure that the Plan represents the needs and desires of community members. A Steering Committee provided guidance throughout the process, as did the Ad Hoc Tribal Government Working Group (convened with the County's six federally recognized tribes) and the Ad Hoc Trails Representatives Working Group (convened with mountain biking, equestrian and hiking stakeholders). The broader public engagement process included in-person opportunities paired with online activities, including stakeholder focus groups, an online community needs survey, a community visioning workshop, an online visioning exercise, community prioritization pop-ups, an online prioritization activity, and the project website at <https://www.lakecountypart.com/>.

BluePoint developed an analysis of the planning context, Existing Conditions Analysis, a Park Inventory and Condition Assessment, and a multi-layered Needs Assessment tailored to the County's context. In addition, BluePoint reviewed existing General Plan policies and designed the Master Plan to guide the General Plan update that began in late 2023. As part of the scope, BluePoint also conducted a staffing and operations analysis, as well as a revenue analysis. These analyses were the basis for developing recommendations within the Master Plan for strategic hires, new sources of revenue, and an approach to data collection and management.

3. Community Needs	
Staffing and Operations Needs	
The Public Services Department of Lake County is designated as the parks and recreation. The Department is responsible for not only parks and trails, but also for maintenance of all Lake County buildings, operating the County's three museums and providing solid waste and recycling services (including contracting with waste haulers and operating the County's waste facilities). The Public Services Director reports to the Board of Supervisors. Within the Department, the Parks Division handles most parks-related functions. The operating budget is shown in Table 3. The Parks Division is tasked with stewardship of the park system. While the Director, Deputy Directors, administration support, and facilities workers within the Public Services Department, contribute a portion of their time to parks and recreation services, these positions have many other responsibilities. Table 4 lists only those positions with the Parks Division for better comparability with other agencies. The County does not have part-time or contracted positions within the Parks Division. Through an analysis of the staffing and operations of the Public Services Department, several key needs were identified. This analysis is included within the Needs Assessment, Appendix C of this Master Plan. Solid Foundation for Park Maintenance The Parks Division is tasked with essential functions related to park maintenance. While more capacity or specialized training may be needed for a robust resource management, trail maintenance, especially as the park system grows, Lake County has a solid foundation for park maintenance functions. However, the County is understaffed compared to parks and recreation agencies nationwide. Lake County Parks, Recreation	
Operating Expenditures	FY 2022-2023
	\$2,105,243
Operating Revenues Breakdown	
10-91 Transient Occupancy Tax	\$75,000
42-10 Rent/Lessors from Communication Tower Contractors (see 99, Section)	\$279,108



Client Contact

Lars Ewing, Public Services Director
County of Lake
(707) 262-1618
Lars.Ewing@lakecountycalifornia.gov

6. References

Half Moon Bay Parks Master Plan

City of Half Moon Bay, CA | Completed January 2019 | Budget: \$139,410

"The plan is working. You and BluePoint did so much good here. I think about your work often."

Jill Ekas, HMB Community Development Director

BluePoint Planning was contracted to develop the City of Half Moon Bay's Parks Master Plan in partnership with Gates & Associates. After recovering from a challenging time for

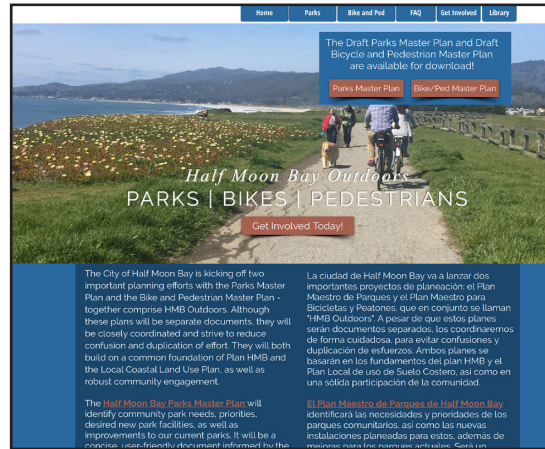
the City, it was ready to focus on creating updated parks to serve the community and the large number of visitors. The new Plan provides a strong implementation tool linking to existing and current planning efforts (including the General Plan and the Bike and Pedestrian Plan), while embracing and addressing changes in trends, demographics and economic realities. The Parks Master Plan includes an evaluation of existing parks, community needs, and trends and provides priorities and recommendations for each existing park as well as new parks to meet the City's needs for now and the future.

Half Moon Bay is characterized by an active and involved community and the Parks planning process included an extensive amount of engagement including the development of a multi-lingual website, community workshops, community surveys and focus groups.

The Final Plan was approved in January 2019 and is already informing implementation efforts.

Key Project Components

- Existing Conditions Analysis
- Community Needs Assessment and Trends Assessment
- Land Acquisition Analysis
- Community Engagement: Workshops, Focus Groups, Intercept Events
- Community Surveys, Website
- Policies and Recommendations
- Funding Recommendations



Half Moon Bay Parks Master Plan



New Community Park

Vision: A low-impact community park to serve residents of all ages, interests, and abilities, including families and other groups, with no organized sports

Desired Amenities

- Playground(s) for all ages (universal design, challenge play, e.g. climbing wall, etc.)
- Picnic and BBQ areas - individual and group
- Large informal grass areas
- Recreation activities spaces (potentially including basketball, hard courts, pickleball, etc.)
- Restrooms
- Natural areas
- Relaxation spaces
- Nature trail
- Adequate parking and circulation

Size and location

Ideally 10-15 acres
Centrally locate, potentially at P.O.S.T. property or Podesta/Silvera property.

Other Considerations and Connections

In locating and designing the Community Park careful consideration must be given to the integration of the park into the community fabric, and evaluation of potential impacts to habitat and potential impacts to the neighborhoods including traffic/circulation, noise, lighting, and maintenance.

Page 4.40 | Final Plan, August 2018

Client Contact

Jill Ekas, Community Development Director
City of Half Moon Bay
(831) 646-1739
JEkas@hmbcity.com

6. References

RLRPD Parks & Recreation Master Plan

Rio Linda-Elverta, CA | Complete November 2022 | Budget: \$114,000

BluePoint Planning worked over two years - with a pause for Covid-19 - with the Rio Linda-Elverta Recreation and Parks District to create a new Master Plan to help guide the District's growth and ensure equitable provision of services in the new and older areas of the community. The Plan was developed by first undergoing a thorough inventory and analysis of the existing parks and facilities, developing a detail needs assessment, community profile, and comparable analysis of similar districts. Concurrent with this work, the Team conducted a range of community engagement opportunities, offering residents in-person and online options to share their feedback, ideas, and priorities for their local parks and recreation programs. The community engagement consisted of a project website that was updated at each stage, conducting three community surveys, holding four community workshops, and engaging with residents at popular community events.

The Master Plan includes a District vision and six goals that were reviewed by the community, specific park and recreation recommendations, future park considerations, and implementation guidelines. Additionally, to address the impacts that climate change is already having on the community, BluePoint developed a chapter of nature-based solutions that could be implemented throughout the District, including multi-benefit solutions to address extreme heat and flooding.

The Master Plan was approved in late fall of 2022.

Key Project Components

- Existing Conditions Analysis, Facilities and Needs Assessment, and Inventory
- In-person and online community engagement
- Climate Adaptation Information
- Park-by-park recommendations
- Programming analysis



Client Contact

Mike Heller, General Manager
RLRPD
(916) 991-8110
mheller@rlparks.com

6. References

County of Mendocino Parks Needs Assessment & Recommendations

County of Mendocino, CA | Complete Spring 2022 | Budget: \$84,900

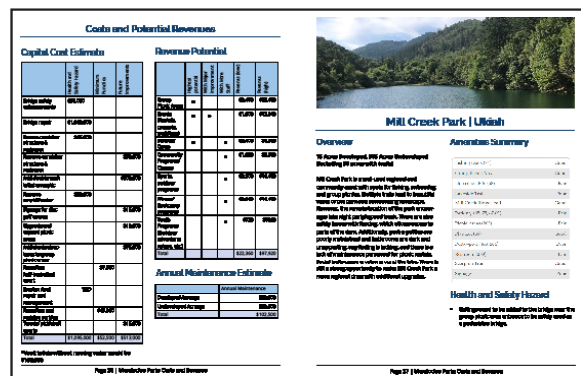
BluePoint led the development of a parks needs assessment and operational and management analysis for Mendocino County Parks. The project had a number of unique elements that required a customized approach to address the wide variety of parks the county manages, the distance between them and implications for staffing, ongoing budget constraints, as well as involving a passionate and interested community.

The two resulting deliverables included an extensive community, policy, programs, and physical assets assessment, the development of a vision and recommended approaches to improve revenues, streamline and enhance management, estimated capital and operational costs, and overall approaches to increase activation for recreation.

BluePoint with partner Gates & Associates and Digital Mapping Solutions completed a comprehensive park and facilities inventory, including creating detailed GIS mapping of all assets, trails, and facilities for public maps for the parks, and an analysis of critical risks, capital improvement costs and operational deficiencies. Working with an Ad Hoc Committee, we conducted an Operations, Revenue and Management analysis of the parks to inform future management models, budgets, and staffing for the parks. This work included community engagement and a planning website.

Key Project Components

- Existing Conditions Analysis, Facilities and Needs Assessment, and Inventory
- Trails and Amenities Mapping and Assessment
- Best Practices Research
- Stakeholder Engagement
- Community Survey
- Park Vision, Improvements and Development Recommendations
- Operations and Management Recommendations



Client Contact

Janelle Rau, General Services Agency Director
Mendocino County Parks
rauja@mendocinocounty.org
(707) 234-6050



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 28, 2025
FROM:	Eric Janzen, Assistant Public Works Director
SUBJECT:	Adopt resolution authorizing the acceptance of the improvements at 601 and 603 Fulton Lane and filing of Notice of Acceptance and acceptance.
RECOMMENDED ACTION:	Approve "Resolution Accepting the Completion of Public Improvements at 601 Fulton Lane and 603 Fulton Lane and Directing the Filing of the Notice of Acceptance for the Fulton Lane Estates Subdivision Improvement Agreement."
PREVIOUS COUNCIL ACTION:	On August 9, 2016, City Council issued Resolution 2016-105 approving the Fulton Lane Final Map and directing the City Manager to execute a Subdivision Improvement Agreement (the Agreement) with Fulton Lane Estates, LLC. The Agreement included the construction of public improvements along Fulton Lane.
STATEMENT OF THE PURPOSE:	That Council Accept the public improvements, authorize release of the outstanding performance deposit in the amount of \$16,250.00 to the current owners of 603 Fulton Lane and authorize the Public Works Director/City Engineer to record the Notice of Acceptance in the Official Records of Napa County.
FINANCIAL IMPACT:	Approval of the Resolution will authorize the release of the balance of the cash deposit issued by Fulton Lane Estates, LLC and held by the City of St. Helena as surety for the completion of public improvements associated with the Fulton Lane Final Map and Subdivision Improvement Agreement. The City will hold a cash surety in the amount of \$1,625.00 (10% of outstanding Performance Bond).

BACKGROUND:

In accordance with the provisions of the Agreement, Fulton Lane Estates, LLC posted a cash performance bond with the City in the amount of \$32,500. The bond secured the construction of frontage improvements for both 601 and 603 Fulton Lane.

Public Improvements fronting 603 Fulton Lane were completed in 2022 and improvements fronting 601 Fulton Lane were completed in 2023. City Staff inspected the public improvements and found that they had been completed in accordance with the Agreement and City Standards.

Since 603 Fulton Lane completed improvements and obtained a Certificate of Occupancy much earlier than 601 Fulton Lane, the Director of Public Works, Mark Rincon, allowed partial refund of the cash deposit in 2022. A balance of \$16,250.00 was retained to ensure that work at 601 Fulton Lane was completed.

DISCUSSION:

Prior to release of the balance of the Performance Bond, the Agreement required Fulton Lane Estates, LLC to post a Warranty Bond. Due to changes in ownership of the parcels and construction delays, issuance of the Warranty Bond (the Bond) by Fulton Lane Estates, LLC was delayed until January 2025. In addition, Fulton Lane Estates, LLC requested that the City amend the Agreement to include an option of posting surety in cash in lieu of a Bond.

The City Attorney prepared an amendment which was executed by the Director of Public Works and the representative of Fulton Lane Estates, Trenor Askew on 1/2/2025. Payment of the Warranty Bond was received on 1/13/2025 along with payment for the City Attorney's time to draft the amendment.

The Public Works Director is also in receipt of a request from Fulton Lane Estates, LLC to issue the refund to the current owners of 603 Fulton Lane.

The Public Works Director, in consultation with the City Attorney, has reviewed the documents associated with this project and finds the public improvements and surety to be in compliance with the amended Agreement and City Standards.

ENVIRONMENTAL REVIEW: Not a CEQA project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

[Resolution.Accept Improvements.FultonLane Estates.20250128.1](#)

**CITY OF ST. HELENA
RESOLUTION NO. 2025-**

**Resolution Accepting the Completion of Public Improvements at 601
Fulton Lane and 603 Fulton Lane and Directing the Filing of the
Notice of Acceptance for the Fulton Lane Estates Subdivision
Improvement Agreement.**

RECITALS

- A. On August 9, 2016, Fulton Lane Estates, LLC and the City of St. Helena entered into a Subdivision Improvement Agreement for the development of certain parcels located at 601 Fulton Lane and 603 Fulton Lane and located within the limits of the City of St. Helena; and
- B. The Subdivision Improvement Agreement caused to be constructed certain public improvements located along the frontages of 601 Fulton Lane and 603 Fulton Lane; and
- C. Fulton Lane Estates, LLC posted a cash bond in the amount of \$32,500 with the City as surety to complete the public improvements; and
- D. Public improvements fronting 603 Fulton Lane were completed in 2022; and
- E. City Staff inspected the public improvements and found that they had been completed in accordance with the Agreement and City Standards; and
- F. The Public Works Director authorized the partial release of the cash performance bond in the amount of \$16,250 at that time; and
- G. Public improvements fronting 601 Fulton Lane were completed in 2023; and
- H. City Staff inspected the public improvements and found that they had been completed in accordance with the Agreement and City Standards; and
- I. Prior to release of the balance of the Performance Bond, the Subdivision Improvement Agreement required Fulton Lane Estates, LLC to post a Warranty Bond; and
- J. The representative of Fulton Lane Estates, LLC requested that the City amend the subdivision Improvement Agreement to allow for the posting of a cash Warranty Bond; and
- K. The City prepared an amendment which was then executed by both parties on 1/2/2025; and

- L. The City received payment for the cash Warranty Bond and compensation for legal expenses related to creating the amendment to the Subdivision Improvement Agreement on 1/13/2025; and
- M. The Public Works Director, in consultation with the City Attorney, has reviewed the documents and finds the public improvements and surety to be in compliance with the amended Agreement and City Standards and recommends that Council Accept the public improvements and authorize release of the balance of the performance deposit in the amount of \$16,250.00.

RESOLUTION

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

- 1. That the City Council of the City of St. Helena accepts the public improvements completed in accordance with the Fulton Lane Estates Subdivision Improvement Agreement; and
- 2. That authorization is granted to release the balance of the cash Performance Bond in the amount of \$16,250; and
- 3. That authorization is granted to file with the County of Napa the Notice of Acceptance of the public improvements constructed in accordance with the Fulton Lane Estates Subdivision Improvement Agreement.

Approved at a regular meeting of the St. Helena City Council on January 28, 2025 by the following vote:

Mayor Dohring:	_____
Council Member Barak:	_____
Council Member Deasy:	_____
Council Member Spadarotto:	_____
Council Member Summers:	_____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 28, 2025
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	Water Supply and Forecasting - November 2024
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, 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.cityofstheleena.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 November 2024. The water produced for November 2024 is down by -7% when compared to November 2023 and is down by -37% compared to the average of November 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	November 2023 (Acre-Feet)	November 2024 (Acre-Feet)
Bell Canyon	52.92	18.59	16.38
Stonebridge Wells	32.16	23.80	31.98
Napa Water	49.26	48.17	35.81
Total	134.34	90.56	84.17

- Percent change from November 2023: -7%
- Percent change from average of November 2018 - 2020: -37%

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 September 2023. It also shows the water availability forecast through June 2026 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of December 1, 2024, Bell Canyon Reservoir elevation was at 422.11 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 December 1st in 2022, 2023, and 2024.

Year	2022	2023	2024
Bell Canyon Elevation Level	409.04 Ft.	416.88 Ft.	422.11 Ft.
Acre Feet	1,471 AF	2,002.61 AF	2,383.69 AF
Percent Capacity	61.7%	84.01%	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 November 2024, Rutherford Pump Station was producing an average of 0.38 MG/day for a total of 35.81 acre feet (AF) for the month.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 5: Enhance Quality of Life

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[MWR November 1-30 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: __

November 1-30, 2024

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	16.38	31.98	0.40	35.81	-0.44
AMOUNT PRODUCED in MG	5.34	10.42	0.13	11.66	-0.14
PERCENT	19.6%	38.2%		42.8%	-0.5%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	27.42 MG	29.50 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.91 MG	0.98 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	170.09 AF	28.4%	198.69 AF	29.3%
	55.40 MG		64.72 MG	
NAPA WATER	243.62 AF	40.7%	256.50 AF	37.8%
	79.36 MG		83.55 MG	
STONEBRIDGE POTABLE WELLS	184.24 AF	30.8%	222.63 AF	32.8%
	60.01 MG		72.52 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	597.95 AF	100.0%	677.82 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.03 MG/Nov. 1 -30	0.01 MG/Nov. 1-30
NAPA VALLEY COLLEGE	0.09 MG/Nov. 1 -30	0.01 MG/Nov. 1-30

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	422.11 FT.	416.88 FT.
MONTHLY RISE OR DROP	7.74 FT.	0.18 FT.
CAPACITY AT END OF PERIOD	2383.69 AF	2002.61 AF
PERCENT OF FULL CAPACITY	100.0 %	84.0 %
RAINFALL IN THIS PERIOD	17.10 IN	2.60 IN
TOTAL RAINFALL SEASON TO DATE	17.2 IN	3.18 IN

TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	37.5-67.8	45-79
AVERAGE	52.65	60.4

REMARKS

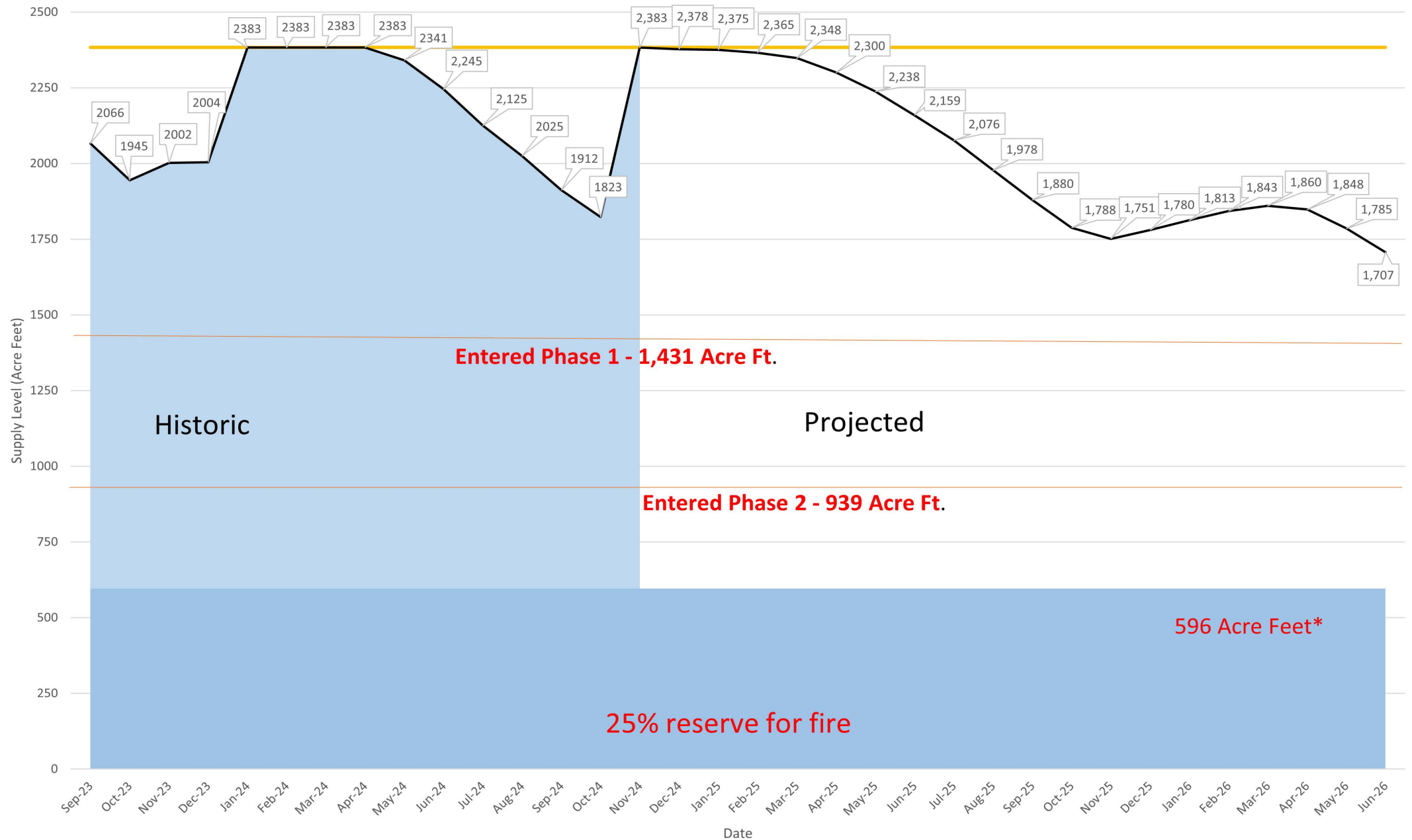
City of Napa Water Delivery: RPS producing an average of 0.38 MG/day during November 2024.

DISCLAIMER: The data presented in this report is approximate and for informational purposes only.

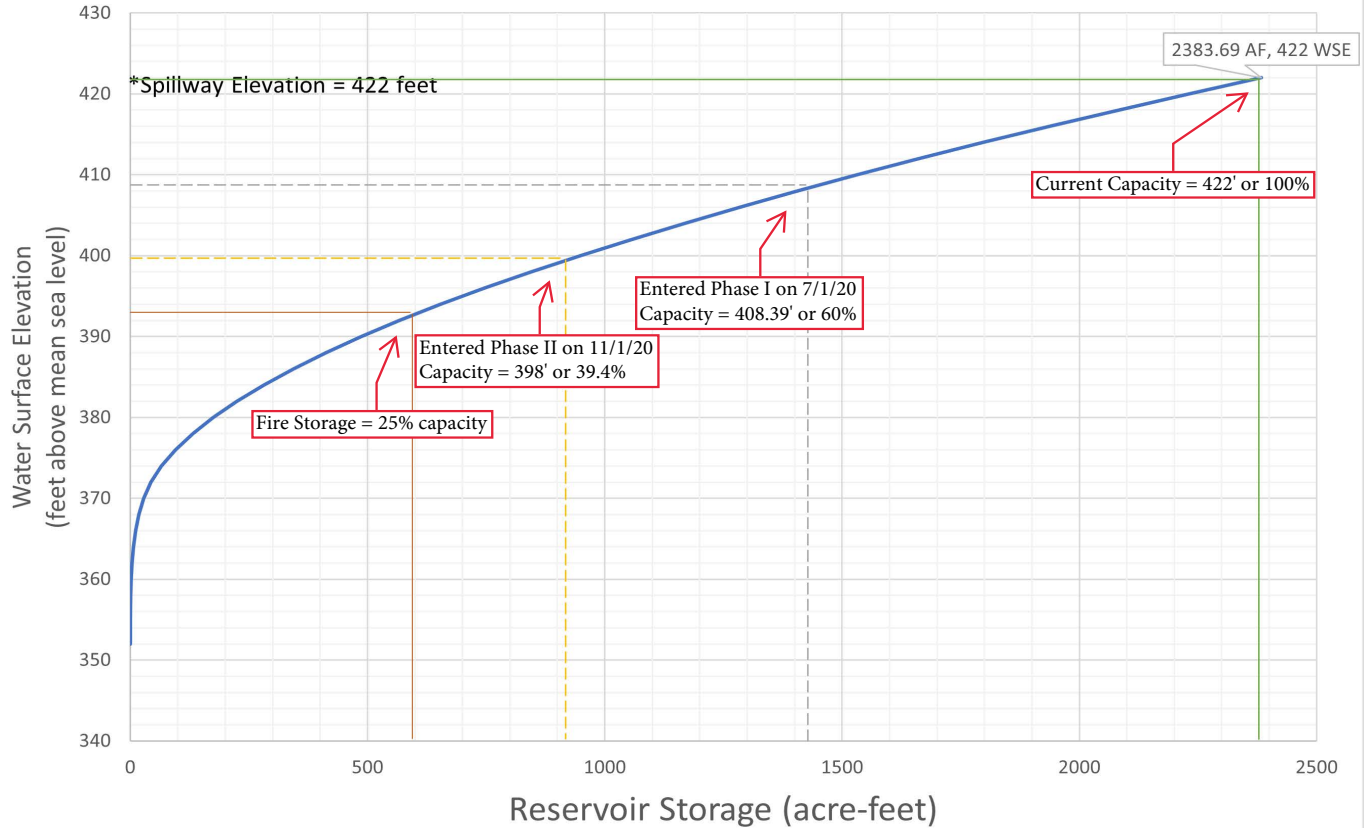
Updates will be provided if any errors are identified.

Bell Canyon Water Storage Forecast

Assumes: (1) Highest usage during non-drought year (FY2019/20)
 (2) 10" of Rainfall (Lowest Recorded)



Bell Canyon Reservoir Stage-Storage Relationship





Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	January 28, 2025
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	Water Supply and Forecasting - December 2024
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, 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.cityofstheleena.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 December 2024. The water produced for December 2024 is down by -40% when compared to December 2023 and is down by -42% compared to the average of December 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	December 2023 (Acre-Feet)	December 2024 (Acre-Feet)
Bell Canyon	41	10.41	20.92
Stonebridge Wells	10	34.19	17.13
Napa Water	40	43.76	15.24
Total	92	88.36	53.29

- Percent change from December 2023: -40%
- Percent change from average of December 2018 - 2020: -42%

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 September 2023. It also shows the water availability forecast through June 2026 based on the highest water usage during a non-drought year (FY 2019/20) and 10 inches of rainfall (lowest recorded).

As of January 1, 2024, Bell Canyon Reservoir elevation was at 422.24 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 January 1st in 2022, 2023, and 2024.

Year	2022	2023	2024
Bell Canyon Elevation Level	422.27 Ft.	416.91 Ft.	422.24 Ft.
Acre Feet	2,383 AF	2,004.8 AF	2,383.69 AF
Percent Capacity	100%	84.11%	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 December 2024, Rutherford Pump Station was producing an average of 0.16 MG/day for a total of 15.24 acre feet (AF) for the month.

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

- Goal 1: Strengthen Financial Sustainability
- Goal 2: Improve Infrastructure & Further Environmental Sustainability
- Goal 3: Pursue Water Security & Sustainable Management of Water Resources
- Goal 4: Provide Effective Community Information & Opportunities for Engagement
- Goal 5: Enhance Quality of Life
- Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[MWR December 1-31 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: __

December 1-31, 2024

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	20.92	17.13	0.09	15.24	-0.44
AMOUNT PRODUCED in MG	6.81	5.58	0.03	4.96	-0.14
PERCENT	39.6%	32.4%		28.8%	-0.8%

WATER PRODUCED DELIVERY (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	17.36 MG	28.78 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.56 MG	0.92 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	191.01 AF	29.3%	209.10 AF	27.3%
	62.22 MG		68.11 MG	
NAPA WATER	258.86 AF	39.7%	300.26 AF	39.2%
	84.32 MG		97.80 MG	
STONEBRIDGE POTABLE WELLS	201.37 AF	30.9%	256.82 AF	33.5%
	65.59 MG		83.65 MG	
TOTAL WATER PRODUCED DELIVERY (ALL)	651.24 AF	100.0%	766.18 AF	100.0%

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.00 MG/Dec. 1 -31	0.00 MG/Dec. 1-31
NAPA VALLEY COLLEGE	0.03 MG/Dec. 1 -31	0.01 MG/Dec. 1-31

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	422.24 FT.	416.91 FT.
MONTHLY RISE OR DROP	0.13 FT.	0.02 FT.
CAPACITY AT END OF PERIOD	2383.69 AF	2004.80 AF
PERCENT OF FULL CAPACITY	100.0 %	84.1 %
RAINFALL IN THIS PERIOD	14.18 IN	4.48 IN
TOTAL RAINFALL SEASON TO DATE	31.38 IN	7.66 IN

TEMPERATURES

	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	37.4-80.4	32-68
AVERAGE	58.9	52

REMARKS

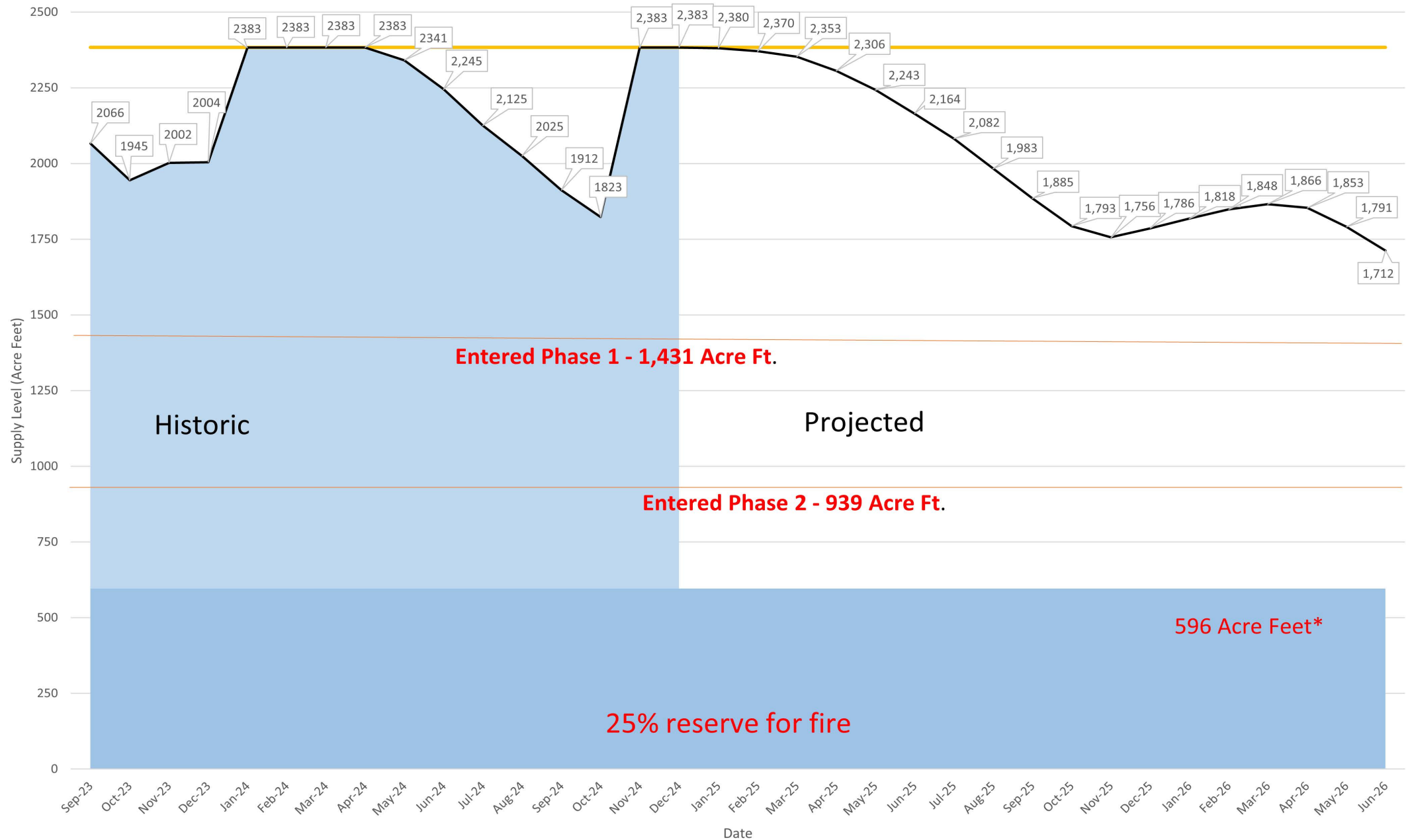
City of Napa Water Delivery: RPS producing an average of 0.16 MG/day during December 2024.

DISCLAIMER: The data presented in this report is approximate and for informational purposes only.

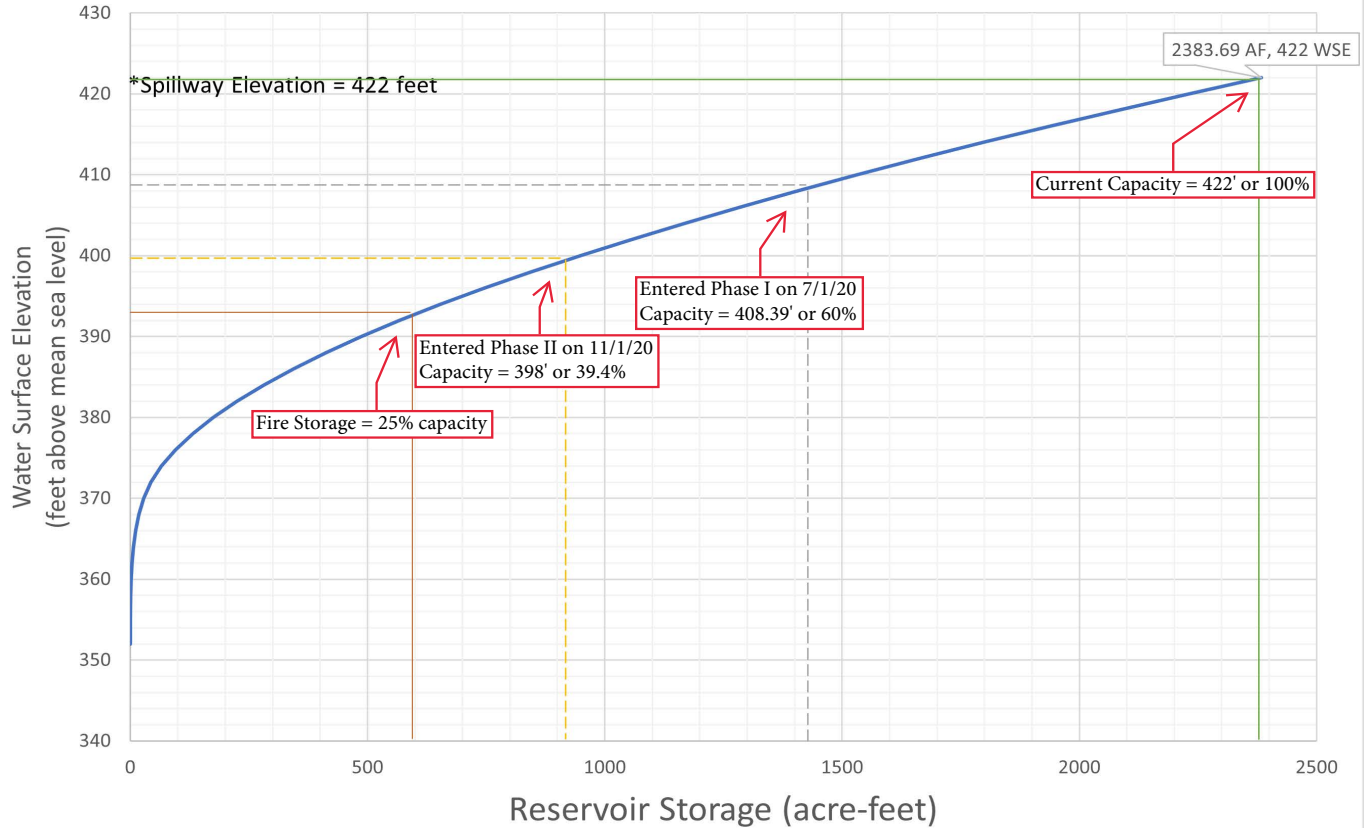
Updates will be provided if any errors are identified.

Bell Canyon Water Storage Forecast

Assumes: (1) Highest usage during non-drought year (FY2019/20)
 (2) 10" of Rainfall (Lowest Recorded)



Bell Canyon Reservoir Stage-Storage Relationship





Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Administration

DATE:	January 28, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	Approval of a Resolution Updating the Composition of the Finance Committee Members and Appointing Applicants to the Finance Committee.
RECOMMENDED ACTION:	Adopt the attached resolution updating the composition of the Finance Committee as directed by City Council on January 14, 2025 and adopt a resolution appointing applicants to the Finance Committee.
PREVIOUS COUNCIL ACTION:	8/24/24 - City Council indicated interest in establishing a Finance Committee. 10/2/24 - Staff presented to City Council a draft Finance Committee recommendation and Council provided direction to bring a refined recommendation back on 11/12/24. 11/12/24 - City Council approved a resolution authorizing the establishment of a Finance Committee 1/24/25 - City Council directed staff to bring back a resolution updating the composition of the Finance Committee
STATEMENT OF THE PURPOSE:	To update the composition of the Finance Committee and fill committee positions.
FINANCIAL IMPACT:	None

BACKGROUND:

On November 12, 2024, City Council authorized the formation of a new Finance Advisory Committee. On November 13, 2024, the City Clerk advertised a recruitment seeking applicants from the community to fill positions in the newly created committee.

The City received eight applications for four positions on the Finance Committee. The City Council convened an applicant interview meeting on January 14, 2025 at 4:30 p.m. in the Vintage Hall Wellness Center.

Applications were received from Arlene Corsetti, Chris Warner, Garry Rose, George Schisler, Kate Spadarotto, Mark Smithers, Richard Garber, and Gregg Dawley.

All eight applicants were highly skilled and qualified to serve on this committee. Following the interviews, City Council discussed the composition of the committee and directed to update the composition of the Committee as follows:

Original Composition	Updated Composition
1 member of the City Council (voting)	1 City Council Liaison (non-voting)
4 residents	7 residents
Three committee members serve initial 2-year term expiring June 30, 2027	Four committee members serve an initial 2-year term expiring June 30, 2027
Two committee members serve initial 1-year term expiring June 30, 2026	Three committee member serve initial 1-year term expiring June 30, 2026

Additionally, on January 14, 2025, City Council appointed Kate Spadarotto to City Council to fill the unexpired term of Council Member Chouteau, this appointment left seven applicants for the Finance Committee.

DISCUSSION:

Based on City Council direction on January 14, 2025, staff recommends the City Council adopt the attached resolution amending the composition of the finance committee to seven members, and affirm Aaron Barak as the City Council liaison.

Per City Council Rules of Procedures appointments shall be made by interview and the Mayor shall nominate applicants with the appointments subject to approval by the majority of Council.

Appointments are needed for the following:

1. 2-year term expiring June 30, 2027
2. 2-year term expiring June 30, 2027
3. 2-year term expiring June 30, 2027
4. 2-year term expiring June 30, 2027
5. 1-year term expiring June 30, 2026
6. 1-year term expiring June 30, 2026
7. 1-year term expiring June 30, 2026

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

Goal 4: Provide Effective Community Information & Opportunities for Engagement

Goal 7: Enhance Organizational Effectiveness

Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution - Finance Committee Composition](#)

[Finance Committee Recommendation Updated 01.28.25](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA UPDATING THE COMPOSITION OF THE FINANCE COMMITTEE AND APPOINTING MEMBERS OF THE FINANCE COMMITTEE.

RECITALS

- A. The City of St. Helena is committed to promoting transparent governance and maintaining sound financial practices; and
- B. In accordance with several City Council goals, staff was directed to bring a finance committee recommendation to City Council for consideration; and
- C. The purposes set out for both committees align with City Council Goal 1: Strengthen Fiscal Resilience and City Council Goal 4: Provide Effective Community Information & Opportunities to Engage; and
- D. The creation of an Ad Hoc Finance Committee will provide a structured forum for detailed review of financial matters and will assist the City Council by offering recommendations regarding budgeting, financial policies, and other fiscal issues; and
- E. The establishment of this committee will help ensure that the City's financial resources are managed effectively, assist in long-term planning, and strengthen public trust; and
- F. On November 12, 2024, City Council adopted a resolution establishing a Finance Committee and provided notice to applicants seeking to participate in the Committee; and
- G. On January 14, 2025, City Council held its applicant interviews and because of the highly skilled applicants City Council wished to updated the Committee composition from 5 members to 7 members.

RESOLUTION

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

1. Updates the composition of the Finance Committee to seven residents and 1 City Council liaison as identified in the Finance Committee Summary (Attachment 1).
2. Appoints the following to the Finance Committee:
 - _____ 2-year term expiring June 30, 2027
 - _____ 2-year term expiring June 30, 2027
 - _____ 2-year term expiring June 30, 2027
 - _____ 2-year term expiring June 30, 2027
 - _____ 1-year term expiring June 30, 2026
 - _____ 1-year term expiring June 30, 2026
 - _____ 1-year term expiring June 30, 2026

Approved at a Regular Meeting of the St. Helena City Council on January 28, 2025,
by the following vote:

Mayor Paul Dohring: _____

Council Member Aaron Barak: _____

Council Member Michelle Deasy: _____

Council Member Kate Spadarotto: _____

Council Member Billy Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzafopoulos, City Clerk

Attachment 1

Finance Committee

As with other Council appointed committees, this Committee will serve in an advisory capacity to the City Council.

Purpose:

The purpose of the Committee is to ensure that public resources are allocated and used efficiently, effectively, transparently, and in alignment with the City's strategic priorities and policies.

Composition, Structure, and Term:

1. This Committee will be subject to the Brown Act.
2. The Committee will be comprised of 7 residents.
3. The Committee will have regularly scheduled meetings each quarter starting in February 2025.
4. The Committee will have seven regular voting members serving 2-year staggering terms. Because the committee is being established mid-year, the initial terms will be as follows:
 - a. Four committee members will serve an initial 2-year term expiring June 30, 2027; and
 - b. Three committee members will serve an initial 1-year term expiring June 30, 2026.

Scope of work:

Members of the Committee and the Committee as an entity serve in an advisory capacity to the City Council, and the scope of its work will be aligned with City Council Goals and City staff's workplan. The Committee's charge will include all fiscal and budgetary matters. The Committee will:

1. Collaborate with staff to develop a long-range financial plan:
 - a. Project revenue and expenditures for 20-years to assess fiscal sustainability.
 - a. Create a model which aligns the City's fiscal resources to strategic goals.
 - b. Incorporate reserve targets (assigned and unassigned).
 - c. Evaluate capital planning to ensure identified infrastructure projects are funded.
 - d. Recommend revenue offsets to meet the City's long-term needs.
 - e. Identify and provide a mitigation plan for key financial risks.
2. Collaborate with staff on operational efficiencies and cost reduction initiatives, including use of technology and shared services.
3. Evaluate the city's options to enhance revenue for specific purposes.

Attachment 1

4. Provide input as part of the preparation of the two-year operating and capital budget in Spring 2025.
 - a. Prioritization of programs for funding and/or cuts depending on availability of resources.
5. Provide input on the prioritization and funding for the replacement of major equipment and vehicles.
6. Advise on actions related to pension liability.
7. Review options for various City facilities including a Parks & Recreation Office/Building and a permanent City Hall.



Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Administration

DATE:	January 28, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	City Council discussion and direction on water penalty appeal by Dr. Dante Bini.
RECOMMENDED ACTION:	Staff recommends City Council reduce, but not eliminate, water penalties incurred by Dr. Bini. The recommendation made on January 14, 2025, utilized the 7-year average water use (excluding 2021) for the calculation of penalties, resulting in a penalty reduction of \$35,817 with the Bini's responsible for \$5,825.08 in penalties.
PREVIOUS COUNCIL ACTION:	1/14/25 - City Council heard appeal and requested additional information.
STATEMENT OF THE PURPOSE:	Make a determination on water penalty appeal by Dr. Dante Bini.
FINANCIAL IMPACT:	The Bini's were assessed a total of \$41,642.08 in penalties received during June, July, August, September, and October 2021. City Council may choose to waive all, a portion, or none of the penalties being appealed. The total fiscal impact is dependent on City Council direction.

BACKGROUND:

On October 27, 2020, the City Council established Phase II Water Regulations in accordance with St. Helena Municipal Code (SHMC) Section 13.04.240. Establishment of a Phase II Water Emergency is a means to protect the City's water supply by imposing mandatory water conservation measures. In June 2021, as a way to incentivize water conservation and adherence to Phase II water allocations, the City began charging penalties for water use exceeding allocations prescribed by the Municipal Code.

Dr. Bini incurred penalties in June, July, August, September, and October 2021 totaling \$41,642.08 and filed a request for a fee waiver which was heard by City Council on [January 14, 2025](#).

After hearing the appeal, City Council requested staff bring a brief staff report back to City Council summarizing previous penalty appeals heard by Council.

DISCUSSION:

Previous Penalty Appeals

The following is a summary of the previous penalty appeals heard by the City Council. All accounts below are residential accounts and were made by the property owner who is listed as the account holder.

Ayau Appeal - \$10,574.26.

Council Action: Penalties requested waived.

The customer incurred penalties in June, July, August, and September 2021 totaling \$20,344.80 and appealed \$10,574.26, which represented the suspended penalties for June (75%) and July (50%).

This water customer purchased the historic home in March 2021 to be closer to family. She had a tourist visa and only allowed to be in the USA a certain amount of days per year. The home and property needed a lot of repair and in April 2021, the customer began making improvements including clearing debris in the yard, eradicating a rat issue and updating landscaping including adding an automatic irrigation system. Customer was not able to keep track of all the letters and billing sent as she went back to her country and since she purchased the home after the declaration of the water emergency did receive any correspondence sent to the previous home owner. The customer was responsive when made aware of the problem and reduced water usage considerably.

Fried Appeal - \$19,228.30.

Council Action: None - fee waiver granted administratively.

The customer incurred penalties in June, July, August, and September totaling \$19,228.30. At the time the report was brought to Council it could not be shown that they were the result of a leak.

The customer had removed grass from the front and back yard spending over \$45,000 on stones for the front yard and fake turf in the backyard which reduced water use considerably from 2020 to 2021. During the appeal to City Council on [January 24, 2023](#), the City Council recognized that a leak may still be contributing to the excess use and granted Mr. Fried additional time investigate if it was a leak and granted a 90-day continuance.

Following the January 24, 2023 meeting, staff continued to work with Mr. Fried where a leak was found and corrected. Staff monitored water use once the leak was corrected and was able to grant the appeal on an administrative level.

Hoff Appeal - \$251,379.28

Council Action: Waived \$112,175.06 in penalties.

The Hoff's files a request for fee waiver for penalties incurred in June, July, and August 2021 totaling \$251,379.28. The penalties imposed were not a result of a leak. The

appeal was presented to City Council for consideration on [January 24, 2023](#) and continue to [May 9, 2023](#).

The decision by Council focused on several different issues: (1) mailing address, (2) well not working and having to use City water for vines, and (3) decreasing water use within the allocation for September, October, and November.

On May 9, 2023, City Council made the determination to waive a portion, but not all of the penalties imposed. Council direction was to waive 75% of the June penalties assessed and 50% of the July penalties assessed for a total penalty waiver of \$112,175.06 leaving a balance of \$139,204.22 to be paid by the Hoff's. This was memorialized at the [May 23, 2023](#) City Council meeting.

Buck Appeal - \$74,893.30.

Council Action: All penalties waived.

Penalties were incurred in October and November 2021 for excess use. Ms. Buck filed an appeal with the City on August 21, 2023. Due to timing, the Water Advisory Board had been disbanded and the dollar amount was above administrative authority for approval. Staff recommended City Council waive the penalties incurred. City Council granted the appeal for the full amount on [February 13, 2024](#).

Summary of Appeals

Previous appeals brought to the City Council can be summarized in the following categories:

- Improvements to property (Ayau, Fried)
- Undetected leaks (Fried, Ayau)
- Changes in ownership or use (Ayau, Hoff)
- Administrative or timing issues (Buck)
- Customer demonstrated a commitment to reducing water usage once issues were identified (all)

These cases reflect a pattern of penalties being reconsidered due to extenuating circumstances, proactive customer measure, and City Council's discretion in balancing enforcement with fairness.

Bini Penalty Appeal

The detailed appeal by Dr. Bini was heard at the January 14, 2025 City Council meeting and can be accessed using the following link: [Bini Penalty Appeal](#).

Table 1 provides a summary of the water penalties, adjustments made, and current request for waiver and Table 2 provides a summary of the 1/14/25 penalty waiver recommendation.

Table 1 - Summary of Water Penalties, Adjustments, and Current Request for Waiver

Month	Type	Original Penalty Assessed	Suspended Penalty	Penalty Adjustment # in Household	Penalty Adjustment Large Lot Size	Total Penalties Assessed
6/30/2021	June Excess Penalty	5,034.02	15,102.06		(4,864.98)	15,271.10
7/31/2021	July Excess Penalty (50%)	11,385.02	11,385.02	(4,024.20)	(8,447.19)	10,298.65
8/31/2021	August Excess Penalty	24,646.55		(8,048.40)	(4,423.00)	12,175.15
9/30/2021	Sept Excess Penalty	8,554.95			(4,718.80)	3,836.15
10/31/2021	October Excess Penalty	1,745.15			(1,684.12)	61.03
	Penalty Amounts	51,365.69	26,487.08	(12,072.60)	(24,138.09)	41,642.08

Table 2 - January 14, 2025 Staff Recommendation*

Month	Type	Original Penalty	Previous Adj. Household & Lot	Total Adjusted Penalties	1/14/25 Recommended Penalties Adj.	1/14/25 Recommended Penalties
6/30/2021	June Excess Penalty	20,136.08	(4,864.98)	15,271.10	(13,064.75)	2,206.35
7/31/2021	July Excess Penalty (50%)	22,770.04	(12,471.39)	10,298.65	(9,970.15)	328.50
8/31/2021	August Excess Penalty	24,646.55	(12,471.40)	12,175.15	(12,140.35)	34.80
9/30/2021	Sept Excess Penalty	8,554.95	(4,718.80)	3,836.15	(641.75)	3,194.40
10/31/2021	October Excess Penalty	1,745.15	(1,684.12)	61.03	(0.00)	61.03
	Penalty Amounts	77,852.77	(36,210.69)	41,642.08	(35,817.00)	5,825.08

*The recommendation made on 1/14/25 utilizes the 7-year average water use as the base for penalties as compared to the Bini's allocation.

City Council has sole discretion over the water penalty appeal. The Council may:

- Deny the appeal in its entirety with the applicant responsible for paying the full balance of \$41,642.08; or
- Approve the appeal in its entirety for a total dollar amount of \$41,642.08; or
- Grant a partial penalty waiver in an amount determined by the City Council. Because City Council has discretion, any amount of penalty waiver may be considered and City Council is not limited to staff's recommendation from January 14, 2025.

ENVIRONMENTAL REVIEW:

N/A

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources

DOCUMENTS ATTACHMENTS:

[Resolution - Water Penalty Appeal Dante Bini](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

**Resolution of the City Council of the City of St. Helena
Making Findings and Determinations Regarding the
Water Penalty Appeal of Dr. Dante Bini**

WHEREAS, On October 27, 2020, the City Council established Phase II Water Regulations and, in accordance with the St. Helena Municipal Code (SHMC), established the Water Advisory Board; and

WHEREAS, In June 2021, the City began charging penalties for water use which exceeded allocations as determined by the SHMC; and

WHEREAS, the City recognized that during a Phase II or Phase III water emergency, penalties may have been incurred as a result of a leak. On July 27, 2021, the City Council adopted a resolution designating that the Water Advisory Board can hear/make a determination for reduction of penalties for those customers who receive a penalty as a result of a water leak; and

WHEREAS, Dr. Bini filed a request for fee waiver for the penalties incurred on his water account in June, July, August, September, and October 2021 totaling \$41,642.08. An administrative denial to remove the penalties occurred on June 3, 2022, because, at that time, there was no indication that the additional water use was a result of a leak.

WHEREAS, The next step for Dr. Bini would have been an appeal to the Water Advisory Board (WAB); however, the WAB disbanded in 2022 prior to the appeal being made. Therefore, it is being presented to the City Council for consideration; and

WHEREAS, the City Council has reviewed the penalty appeal for Dr. Bini and has made the determination as noted below.

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

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

SECTION 2. The City Council has considered the circumstances of the appeal.

SECTION 3. The City Council has determined the following:

_____ Deny the appeal in its entirety

_____ Approve the appeal in its entirety for an amount of \$41,642.08

_____ Grant a portion of the appeal for an amount of \$_____

Approved at a Regular Meeting of the St. Helena City Council on January 28, 2025, by the following vote:

Mayor Paul Dohring: _____

Council Member Aaron Barak: _____

Council Member Michelle Deasy: _____

Council Member Kate Spadarotto: _____

Council Member Billy Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk



Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Administration

DATE:	January 28, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	Update to Sub-Committee Assignments
RECOMMENDED ACTION:	Discuss and assign City Council members to the Finance Committee (liaison) and the Ad Hoc Housing and Economic Development Committee and to recognize Mayor Dohring's appointment as Alternate to the ABAG Executive Board.
PREVIOUS COUNCIL ACTION:	January 14, 2025 - City Council Established the 2025 City Council assignments to various City and regional Committees, Boards, and Commissions.
STATEMENT OF THE PURPOSE:	
FINANCIAL IMPACT:	None.

BACKGROUND:

The City Council annually reviews the list of assignments to determine interest in serving as the City's representative to the various boards, commissions, and committees throughout the County.

Unless predetermined through bylaws and/or policy, the Council's practice has been to determine assignments (representatives and alternates) through a process of discussion and consensus.

On January 14, 2025, City Council made modifications to the Ad Hoc committees and made assignments to the various boards, committees, and commissions.

DISCUSSION:

After the meeting on January 14, 2025, and in discussion with staff, preferences for committee assignments were noted. Based on the requests, staff is bringing this item back for general consideration and specifically to provide the opportunity to make changes to the appointments for:

- Finance Committee Liaison
- Ad Hoc Housing and Economic Development Committee.

Additionally, on January 21, 2025, the Napa County City Selection Committee unanimously appointed Mayor Paul Dohring as their Alternate to the ABAG Executive Board.

Attachment 1 provides a summary of the current assignments with the assignments noted above highlighted in blue.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Attachment 1 - 2025 Intergovernmental CC Assignments 01.14.25 Update](#)

2025 ST. HELENA CITY COUNCIL ASSIGNMENTS						
MAYOR/COUNCIL COMMITTEE ASSIGNMENTS:		Mayor Dohring	Council Member Barak	Council Member Deasy	Council Member Summers	Council Member Spadarotto
External Assignments:						
1	City/SHUSD/Chamber/NVC (Monrovia)				Primary	
2	St. Helena Sewer District No. 1	Primary	Primary	Primary	Primary	Primary
3	Association of Bay Area Governments (ABAG) - Executive Board**	Alternate				
4	Association of Bay Area Governments (ABAG) - General Assembly	Primary	Alternate			
5	Napa Valley Tourism Corporation (Umbrella for Napa County)	*Primary				
6	St. Helena Tourism Improvement District (SHTID)				Primary	
7	League of California Cities – North Bay Division	Primary	Primary	Primary	Primary	Primary
8	Napa County City Selection Committee	*Primary			Alternate	
9	Napa County Flood Control and Water Conservation District	*Primary				Alternate
10	Napa County League of Governments (NCLOG)	Primary	Primary	Primary	Primary	Primary
11	Napa County Local Agency Formation Commission (LAFCO)***					
12	Napa Valley Transportation Authority (NVTA)	*Primary	Alternate	Primary		
13	Napa County Watershed Information Center & Conservancy (WICC)			Primary	Alternate	
14	Upper Valley Waste Management Agency (UVWMA)		Primary			Alternate
15	Napa County Regional Climate Action Committee			Primary	Primary	
16	Napa County Ground Water Technical Advisory Group (TAG)	Former CC Member/Community Member Lester Hardy				
Community Assignments:						
17	Active Transportation & Sustainability Committee (ATSC)					
18	Library Board					
19	Parks & Rec Commission					
20	Planning Commission					
21	Measure H Oversight Committee					
22	Finance Ad Hoc Committee (non-voting, liaison)		X			
23	Water/Wastewater Ad Hoc Advisory Committee					
Council Ad Hoc Assignments:						
24	Water Ad Hoc Committee	X	X			
25	Housing and Economic Development Ad Hoc Committee			X		X

* Per Gov't Code, Bylaws or MOU the Mayor or Vice Mayor is automatically assigned.



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 28, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	Provide information on the process and timeline to complete an updated analysis of the City's revenues and expenditures to determine the extent of the structural deficit.
RECOMMENDED ACTION:	None, informational update only.
PREVIOUS COUNCIL ACTION:	January 14, 2025 - Direction to staff to bring an information item back to City Council.
STATEMENT OF THE PURPOSE:	Provide information requested by City Council regarding the City's structural deficit.
FINANCIAL IMPACT:	None.

BACKGROUND:

On January 14, 2025, Council Member Barak requested that staff undertake an analysis to define the true extent of the structural deficit. In accordance with the adopted City Council rules of procedure for the conduct at Council Meetings any Council Member may request that an item be considered on a future agenda and, upon agreement by a second Council Member, the item shall be placed on the soonest practical regularly scheduled Council meeting as determined by the City Manager.

The purpose of the request is to have staff conduct an analysis that will create a basis for the understanding of the City's financial health, serve as the foundation for better decision-making on budgeting and revenue generation that could be brought to voters.

The request is to:

1. Provide a detailed accounting of all changes to the City's financial obligations over the past two fiscal years, including employee raises, additional headcount, and discretionary spending approved by the previous City Council.
2. Update the forecast for long-term liabilities, factoring in the fiscal impacts of recent decisions and how they align with earlier deficit projections.
3. Categorize costs transparently into essential services versus aspirational goals to provide clarity for both the Council and residents.

DISCUSSION:

Staff has reviewed the request and has started the process of consolidating the requested information. It is anticipated that the item will be brought back to City Council

no later than March 11, 2025; however, staff will endeavor to bring the item to City Council at its February 25, 2025 meeting.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Miscellaneous/Other



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 28, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	Provide information to City Council on the process and timeline to conduct a review of city processes, practices, structure, and service delivery with the goal of 5% in savings in the General Fund expenditures.
RECOMMENDED ACTION:	Provide direction to staff.
PREVIOUS COUNCIL ACTION:	January 14, 2025 - Direction to staff to bring an informational item back to City Council.
STATEMENT OF THE PURPOSE:	Provide City Council with a plan to launch a review of the City's operating processes, practices, and organizational structure.
FINANCIAL IMPACT:	None associated with this report; however, costs may be incurred dependent on City Council direction.

BACKGROUND:

In accordance with the adopted City Council rules of procedure for the conduct at Council Meetings any Council Member may request that an item be considered on a future agenda and, upon agreement by a second Council Member, the item shall be placed on the soonest practical regularly scheduled Council meeting as determined by the City Manager.

On January 14, 2025, City Council directed staff to provide information related to launching a modernization review with the goal of achieving 5% in savings within the General Fund.

The purpose of the assessment is to ensure that adequate resources are devoted to core services while reducing operational costs and overhead, positioning the City for long-term fiscal sustainability. As requested by Council Member Aaron Barak, specifically doing the following:

1. Conduct a department-by-department review to identify inefficiencies, redundancies, and opportunities for cross-training or consolidating roles.
2. Evaluate technology solutions that could streamline processes and reduce manual workloads.
3. Explore outsourcing non-core functions where it makes financial or operational sense.

4. Engage an external consultant with expertise in municipal cost optimization to guide this effort.

DISCUSSION:

Based on City Council established goals (Goal #7), and at the direction of City Council, staff has been working towards greater organizational efficiencies. To-date staff have completed, researched, or implemented the following items with the goal of improving the quality of services, creating efficiencies, and potentially even reducing the cost of services to the community. With the exception of Police and Fire research, all efforts thus far have been done internally.

A summary of what has been done to-date in the following areas is provided below.

- Staff Adoption of Core Values
- Review of current shared services
- Exploration of additional service delivery models
- Increased use of technology

Staff's Core Values

In 2023, City staff adopted three core values that reflect what staff values about working for the organization as well as what we aspire to for the City and staff. The core values are as follows:

1. **Responsive** - how quickly and efficiently can we as an organization respond to the needs of our customers and each other. By establishing a culture and expectation of responsiveness, the quality of services that are provided, efficiency of our operations, and employee satisfaction will improve.
2. **Collaborative** - Working with the community and each other to achieve collective goals and objectives. Prioritizing collaboration creates a more connected, engaged, and efficient workplace, where employees feel valued and supported. Collaboration with each other and the community leads to better problem-solving, increased innovation, and higher morale and retention rates, contributing to the overall success of our organization and the quality of services provided.
3. **Innovative** - Empowering our staff to identify better ways to serve our community. Innovative organizations think outside the box to develop unique solutions to complex challenges. This value means not being afraid to take calculated risks.

Staff is focusing on each of these core values and finding ways to incorporate the values into our daily work lives with the hope to create an organizational environment that increases productivity and become a place to work that all staff will be proud of. The City has an employee recognition program where quarterly a staff member (or group of staff) are recognized for their service and annually, one staff member is selected as employee of the year. The theme for 2024 was Responsiveness and the 2025 theme is Innovation.

Current Shared Services

The table below provides a summary of the City's existing shared and outsourcing of services.

Function	Agency	Description
Dispatch - Fire	Cal-Fire	Fire and emergency dispatch services
Dispatch - Police	City of Calistoga	St. Helena Dispatch services are currently co-located at the City of Calistoga on a temporary basis.
Fire Protection	Napa County	St. Helena provides services to the County for areas adjacent to the City limits.
Housing	City of Napa Housing Authority	Affordable housing services.
Stormwater	Napa County Flood Control & Water Conservation District	Controls flood and storm waters in Napa County
Benefits and Risk Management	California Intergovernmental Risk Authority (CIRA)	Risk management, workers compensation, and benefits programs.

Explored Service Delivery Models

In 2023, at the direction of the City Council, staff began to undertake an evaluation of various City services to determine if a different delivery model would enable the City to provide better services to the community - and potentially at a lower cost. The following is a summary of the outcome of the evaluation process:

Library Services

Given the public comments of some residents, the idea of contracting with the county for library services was appraised for its viability and quickly dismissed in favor of exploring more localized consolidation to enhance service quality. Staff arrived at that conclusion because contracting with the county would not eliminate or reduce staffing costs for the St. Helena library. While the City would benefit from the county's broad as well as specialized expertise, the City already has access to similar resources through consortium memberships. Even if the City chose to contract with the county, it would still need to reimburse the county for staffing and managing the library. Additionally, the City would remain responsible for maintaining the physical building, equipment, online services, and materials.

Instead of contracting out library services to the county, when the opportunity presented itself, staff began exploring an internal consolidation. In many communities, library operations have been merged with that of other functions and the City Manager had personally been involved in different stages of consolidations in other cities (Beverly Hills, San Rafael, and Richmond). Since it had been effective for these agencies and many others, it would seem to be even more logical and pragmatic for a significantly smaller city. Over many months staff participated in an engagement process and sought input from various stakeholders including the Library Board, the Friends and Foundation, the Parks and Recreation Commission, City staff, and other resident groups. Staff's initial analysis showed that while the consolidation would not save the City money, the potential for improvements in the delivery of services was high. On March 26, 2024, the City Council gave its approval for the formation of a new department initially to be called the Department of Community Services as an umbrella for several functions including library, parks and recreation, grants, and communications. With the hire of a Deputy Director of Community Services – Library, it is estimated that the consolidation will save approximately \$11,000 for the current Fiscal Year.

Human Resources

The City has not had sufficient monies to fund the HR Manager position and therefore that position has been frozen. So, currently the role of an HR Manager is primarily performed by the Director of Administrative Services. Since she has other responsibilities, she does not have the capacity to perform all the duties encompassed by the HR Manager role. Therefore, staff began to procure specialized services from Regional Government Services (RGS) including recruitment assistance and disability and leaves management. Additionally, the City explored the cooperating with neighboring cities for the services of a HR Director. Unfortunately, the cost of even partially funding a HR Director position at another city was too high and it was deemed to be unaffordable relative to other needs. At this time the City has agreed to collaborate with the City of Napa, Napa County, and other cities in the county on contributing to a county-led comprehensive training and staff development program.

Water Treatment Plant Management and Staffing

For several years, the City has had difficulty in filling positions to support the water treatment operations; this along with general underinvestment are the root causes of many problems experienced by the water enterprise. The classifications are specialized with strict state-mandated certification requirements. This means that there are very few individuals who qualify for these critical positions. This is compounded by the City's geographic location, cost of living, and comparatively low compensation scales. As a result, the City has been using the services of Operational Technical Services (OTS) professionals to serve at the City's water treatment plant. While obtaining qualified personnel from external sources was necessary, it is not sustainable because of the significantly higher cost. The City therefore explored contracting with neighboring cities for the management and staffing of the water treatment function to no avail. Therefore, the City increased the compensation by 14.2% for the Plant Operators and 20.4% for the Chief Plant Operator classifications and conducted more aggressive marketing

efforts, including a direct mail campaign that targeted certified individuals throughout the state. As a result of these efforts, the Water Treatment Division is finally fully staffed. The City also increased the compensation by approximately 9.0% for the Underground Utility classifications. The position of the Underground Utilities Superintendent remains vacant despite conducting several rounds of recruitment. Consequently, staff will be pursuing filling the vacancy temporarily with an OTS professional.

Wastewater Treatment Plant Management and Staffing

Similar to the experience in the water treatment operations, the City, because of various constraints listed above including low compensation rates, has been unable to fully staff the wastewater treatment function. Over the last few years, the City has augmented its staff with professionals from OTS especially for the provision of Chief Plant Operator (CPO) services. As mentioned earlier, this is fiscally unsustainable, and staff has explored alternate models including seeking the assistance of neighboring agencies. The City is open to exploratory discussions with a nearby agency for contract services.

Police Services

Similar to library services, some community members believe that the Sheriff's Department could provide better and much cheaper alternative to having an independent police department. That is incorrect. Staff communicated with the Sheriff's Department and reviewed a report prepared for the City of Calistoga by the Matrix Consulting [Group](#), as part of the police services evaluation process. Staff concluded that, while contracting with the Sheriff's Department for police services is viable, it would not have saved the City any money. Further the City's residents, businesses, and visitors would in effect have a lower level of service since the law enforcement personnel assigned to the City would also be responsible for coverage outside the City and may not be able to respond as quickly to developing events within the City as they do now. So, even though the City could be an integral part of a larger police agency, the fact that the City can already tap those resources when needed negated any need to have the Sheriff's Department take over police services in St. Helena.

While staff continues to believe the current model serves the City well, we also believe that at some point, the cities of Calistoga and St. Helena may want to explore a comprehensive consolidation of police functions. This is because the police departments of the two cities have a long tradition of supporting each other and cooperating on public safety matters and there are practical considerations as well.

Having a larger Upvalley police force under a unified command will provide for greater specialization, enhanced training, and better growth opportunities (and therefore greater retention of high performers). A larger and well-rounded Upvalley police force will enhance the ability of police to respond to the wider scope of issues that police departments face today compared to say 50 years ago. A consolidation has the potential of benefiting and improving the quality of life for residents in both communities. That said, the challenges of any such consolidation should not be underestimated. It will require open dialogue with residents in both communities on the merits of even exploring such a major change (we have learnt lessons from the experience of

consolidating the library under the Community Services umbrella). There would need to be a clear understanding of the goals, benefits, as well as downsides of any such consolidation. Stakeholders would need to be brought into the process right from the start, especially the unions representing employees in both cities, and a cost analysis and feasibility study would need to be undertaken. Most importantly, the members of City Council for Calistoga and St. Helena along with the City's managers will need to be open to the value of such a merger. Given the complexities and challenges of such an endeavor, staff is not recommending that the city explore a consolidation at this time.

Police Dispatch

When the City moved its City Hall and Police Department to the current location at the Napa Valley College site in early 2023, dispatch staff had to also be moved from the old city hall site on Main Street. However, it was deemed prudent to not locate them to the new city hall because the site lacked a backup generator which is considered important and previously was required by state rules. The City of Calistoga graciously agreed to host the dispatch staff. The City of Calistoga Police Chief and City Manager worked hard and expended great effort to ensure that our dispatch staff were welcomed, comfortable, and integrated into their operations. The temporary measure was subsequently deemed successful enough to warrant the leadership in the two cities to consider a longer-term agreement and even full consolidation of the dispatch services. In a cautionary example, despite the best efforts of executives in both cities, and despite transparent negotiations with the respective unions, the parties were not able to construct an agreement that would derive savings and a guarantee of enhanced services. So, the parties chose to abandon the effort and stay with the current temporary mode. It should be noted that this does not preclude some other form of collaboration and/or consolidations with Calistoga or another public agency in the future.

Fire Services

On June 13, 2023, City Council approved a Professional Services Agreement with CPSM to perform an analysis of the City's Fire and EMS. The CPSM team conducted an extensive analysis of the Fire and EMS operational functions, which included the following:

- Examination and analysis of the factors that enhance/impact the department's current service delivery model.
- Examination and analysis of operational guidelines and their connection to the current service delivery model.
- Discussion of the organization's strengths, weaknesses, opportunities, and threats as it relates to deployment of resources and response times.
- Analysis of Fire Management Zones.
- Analysis all-hazards that will lead to the completion of a Community Risk Assessment.
- Analysis of Standard of Cover Concepts.

- Exploration and analysis of various mission driven specialty fire protection and other response duties such as EMS ground transport, emergency management operations, and technical rescue.

In addition, CPSM was tasked with providing recommendations that the City may consider in changing its current independent Fire and EMS delivery system to an alternative model, either through contracting with an outside agency for these services or considering a public safety model, which utilizes a combined service force in which personnel are trained in providing both fire and law enforcement services through a single agency.

CPSM analyzed performance data provided by the St. Helena Fire Department (SHFD) and also conducted examinations of the department's operations, while comparing to benchmarks that have been developed by organizations such as the National Fire Protection Association (NFPA), Center for Public Safety Excellence, Inc. (CPSE), the ICMA Center for Performance Measurement, as well as others.

The SHFD operates from a single station and the department is composed of both career personnel and part-time employees. The results of the study showed that while the Fire Department is a relatively small organization with limited resources, it is highly proficient in managing its workload. The Fire Department relies heavily on the recall of off-duty personnel, its part-time workforce, and its mutual aid partners (primarily from neighboring agencies) in meeting service demands. The Fire Department works closely with AMR, a county-contracted private EMS agency, which provides advanced life support (ALS) services and ambulance transports throughout the county. However, as a small agency with limited resources, the Fire Department must interact seamlessly with a multitude of neighboring agencies to provide the appropriate protections to the community, area businesses, and the many tourists who visit the area.

In order to determine the effectiveness of the City's existing fire services model, CPSM reviewed alternative services models that included the following:

1. Contract Services with CAL-Fire
2. Contract Services with County of Napa
3. Public Safety Model (joint police and fire department)

The following table provides a cost summary to provide Public Safety services (Fire and Police) under the different models evaluated. It should be noted that the numbers below are now dated since they were originally collected in early 2023 and since then there have been leadership changes at Napa County and at Cal-Fire. Additionally, new labor Memorandums of Understanding (MOUs) have gone into effect, which will necessarily affect the cost. However, the general magnitude of the costs continues to be relevant for evaluation purposes at this point on time.

Description	Fire Cost	Police Cost	Total Cost
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Description	Fire Cost	Police Cost	Total Cost
Existing Fire & Police Model	\$2.69 M	\$4.49 M	\$7.18 M
Projected CAL-Fire Contract	\$2.48 M	\$4.49 M	\$6.97 M
Projected Napa County Contract	\$2.44 M	\$4.49 M	\$6.93 M
Projected Public Safety Model	\$6.29 M		\$6.29 M

As the above summary shows, the current model is slightly more expensive than contracting with the County of Napa or directly with Cal-Fire. Even though the above analysis indicates that there is potential for saving approximately \$1 million per year on fire services by creating a Public Safety (cross-trained police and fire personnel), doing so would be a multiyear and highly complicated endeavor and will likely generate significant community concern. For those reasons, staff recommend, and Council concurred, that the City stay with its current model of delivery for fire services. It should be noted that the current model and staff's recommendation to stay with the current model is predicated upon the use of part-time employees who staff one-third and sometimes two-thirds of some shifts. In other words, if the City were to explore adding a third full-time employee to the three-person fire shift, staff would recommend a reevaluation of the City's options with the goal of delivering better and more efficient services to the community. This was underscored by CPSM as noted below.

After evaluating the City's existing fire services model compared to other service models, CPSM determined that the City's existing fire services model was effective through the use of career and part-time firefighters. In addition, CPSM provided a list of recommendations to help support the City in fulfilling its mission in providing both emergency and nonemergency response.

Technology Solutions

Over the past two years, the following technology solutions have been, or are in the process of, being implemented:

What	Purpose	Status
Online Permitting Software	Transition to paperless to improve effectiveness and provide enhanced service delivery	In progress - to be completed by June 30, 2025.
Utilities Infrastructure GIS	Develop comprehensive utilities infrastructure system with GIS	In progress - to be completed by June 30, 2025.
Update City's Website	Improve navigation and provide	Completed.

	current information	
CIP Portal on City's Website	Provide transparency and regular updates to CIP status	Completed. *In the process of updating using Envisio
Goals/Workplan Portal on City's Website	Provide transparency and regular updates on workplan status	Completed. *In the process of updating utilizing Envisio
*Envisio Software	Performance management software allowing staff to operationalize plans, align resources, track performance, and share results.	In progress - to be completed by June 30, 2025.
Update City Phone Tree	Provide current information and assist in direction to correct department.	Completed.
Grapevine	Mobile-based application for tracking requests and concerns.	Completed.
Parks & Recreation Software Update	Implement new system to provide better service and response time to community.	Completed.
Stampli - Accounts Payable Platform	Increase efficiencies through paperless system resulting in faster approval of invoices, shorter invoicing processing time, and more accuracy.	Completed.
NeoGov Recruitment Platform	Integrate public sector job board, applicant tracking, and streamline recruitment process.	Completed.
NeoGov Onboarding Platform	Implement a paperless and standardized onboarding process to improve efficiencies.	Completed.
Library - RFID Project	To reduce turnaround time for users and staff time by allowing for scanning of bulk items and improve the speed and accuracy of circulations functions.	Completed.

City Council Request and Next Steps

As noted in the background section, City Council is seeking information on implementing a modernization initiative intended to:

1. Conduct a department-by-department review to identify inefficiencies, redundancies, and opportunities for cross-training or consolidating roles.

1. Evaluate technology solutions that could streamline processes and reduce manual workloads.
2. Explore outsourcing non-core functions where it makes financial or operational sense.
3. Engage an external consultant with expertise in municipal cost optimization to guide this effort.

Given that the City has already conducted an exhaustive internal review of services over the last two years, it is unlikely that another review by City staff would yield further efficiencies that would be responsive to the intent of this effort. Therefore, staff recommends that the City engage external professionals with expertise in evaluating public agencies.

To engage external expertise, the City would need undertake a RFP process and bring back to the City Council a contract to perform the work. To that end, staff requests the assistance of two members of the City Council who can guide the effort of developing the scope of work etc.

Once the scope is identified, staff can start the Request for Proposal (RFP) process as soon as practical. The chart below provides an estimated timeline.

Item	Estimated Date
Develop & Issue RFP	2/28/25
RFP's Due	4/25/25
Review RFP/Conduct Interviews	5/16/25
City Council Award of Contract	5/27/25
Project Begins	7/1/25
Project Concludes	Dependent on Scope

The cost for the consultant is dependent on the scope of work and will be included as part of the FY 2025-26 budget.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Goal 5: Enhance Quality of Life

Goal 7: Enhance Organizational Effectiveness



Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	January 28, 2025
FROM:	April Mitts, Assistant City Manager
SUBJECT:	Consideration of the Vice Mayor Nomination Made by the Mayor and Requiring Council Approval.
RECOMMENDED ACTION:	Mayor nominates Vice Mayor for Council approval.
PREVIOUS COUNCIL ACTION:	December 13, 2022 - Eric Hall appointed Vice Mayor
STATEMENT OF THE PURPOSE:	Appointment of the Vice Mayor.
FINANCIAL IMPACT:	None

BACKGROUND:

In accordance with City Council Rules of Procedure, the Mayor nominates one of the Council Members as Vice Mayor, subject to approval by the majority of the City Council. This selection is done at the regularly scheduled meeting following the declaration of the election. The Vice Mayor assumes duties immediately upon appointment and serves for the duration of the Mayor's term of office.

DISCUSSION:

The position of the Vice Mayor is created in California pursuant to Government Code § 36802. In an instance when the Mayor is absent or unable to act, the Vice Mayor carries out the Mayor's duties until the Mayor returns or is able to act. While the Mayor and the Vice Mayor have some additional ceremonial and administrative responsibilities, in the establishment of policies, voting and in other significant areas, all members of the City Council are equal.

ENVIRONMENTAL REVIEW: N/A

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

[Resolution - Vice Mayor](#)

CITY OF ST. HELENA

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL FOR THE CITY
OF ST. HELENA APPOINTING A VICE MAYOR FOR THE
CITY OF ST. HELENA**

WHEREAS, At the May 11, 2021, Council meeting the City Council adopted Resolution 2021-63, which described the Vice Mayor appointment process. Specifically, the Mayor nominates the Vice Mayor who is then affirmed by the City Council.

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

SECTION 1. The Mayor's nominee of _____ for Vice Mayor is approved.

Approved at a Regular Meeting of the St. Helena City Council on January 28, 2025, by the following vote:

Mayor Paul Dohring: _____

Council Member Aaron Barak: _____

Council Member Michelle Deasy: _____

Council Member Kate Spadarotto: _____

Council Member Billy Summers: _____

APPROVED:

ATTEST:

Paul Jamison Dohring, Mayor

Cindy Tzaopoulos, City Clerk