City of St. Helena
Regular City Council Meeting
Tuesday, April 22, 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, Vice Mayor: Michelle Deasy, City Council Members: Aaron Barak, Kate Spadarotto, Billy Summers

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

5. APPROVAL OF THE MINUTES

   Estimated start time: 6:05 p.m.

   5.1. Consideration and proposed approval of Regular Meeting Minutes of April 8, 2025 — 9 - 16
   Regular City Council - 08 Apr 2025 - Minutes

6. PUBLIC FORUM:
   Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 4 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

   Estimated start time: 6:10 p.m.

7. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND

AB 1234 REPORTS:
Reports by staff and/or Council Members on items of general interest. Brief questions for clarification may be posed and answered, and Council Members may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

Estimated start time: 6:20 p.m.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS
Estimated start time: 6:30 p.m.

8.1. Proclamation recognizing May 2025 as Older Americans Month presented to Rianda House — 17
Proclamation 2025 Older Americans Month

9. STAFF BRIEFING
Estimated start time: 6:40 p.m.

9.1. Sesquicentennial Planning Update — 19 - 24
Presentation

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

Estimated start time: 6:45 p.m.

10.1. Review of the 2024 City of St. Helena Annual Housing Element Progress Report (APR). — 25 - 36

CEQA Determination: Exempt
Prepared By: Jackie Oneal, Senior Planner
Recommendation:
It is recommended that the City Council review, consider, and file this report recognizing that staff submitted the information to HCD and OPR in keeping with the April 1, 2025 mandate.
Staff Report - Pdf

10.2. Approval of a Resolution Authorizing the City Manager to execute an agreement with the City of Calistoga for Police Dispatch Services for an estimated annual cost of $716,371 effective July 1, 2025 for a three-year term. — 37 - 54

CEQA Determination: Not a CEQA project
Prepared By: Chris Hartley, Chief of Police
Recommendation:
Staff recommends approval of the attached resolution.
Staff Report - Pdf

10.3. Consideration and proposed adoption of a Resolution approving the plans for the R24-02 Oak Avenue Restoration Project utility replacement component and authorizing the advertisement for bids; — 55 - 114

consideration and proposed adoption of a Resolution approving contract Amendment No. 1 with Summit Engineering for $28,000.

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

10.4. March 2025 Review and Forecasting of City Water Supply Availability. 115 - 120

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

10.5. Consideration and proposed approval of a resolution authorizing the St. Helena High School annual Homecoming Parade on Main Street, and authorizing City staff to provide traffic control before, during, and after the parade, and prohibit parking on Main Street before and during the parade. 121 - 125

CEQA Determination: Not a CEQA project
Prepared By: Rebecca White, Administrative Assistant
Recommendation:
Staff recommends approval of the attached resolution.
Staff Report - Pdf

10.6. Consideration and Adoption of a Resolution approving the Measure U (Measure T) 5-Year List of Projects. 127 - 135

CEQA Determination: Not a CEQA project
Prepared By: Mario Traverso, Project Manager
Recommendation:
Adopt the Resolution.
Staff Report - Pdf

10.7. Consideration and proposed adoption of a Resolution approving the project plans for the R25-79 Streets Maintenance Project and authorizing the advertisement for bids. 137 - 179

CEQA Determination: Exempt
Prepared By: Mario Traverso, Project Manager
Recommendation:
Approve the Resolution.
Staff Report - Pdf

11. PUBLIC HEARINGS
Estimated start time: 7:00 p.m.

11.1. Introduction and waive first reading of an Ordinance approving Zoning 181 - 225

Ordinance Amendment (ZOA 2025-001) to amend Chapter 17.22.030 of Title 17 of the St. Helena Municipal Code to comply with recent changes to State law that impose new limits on local authority to regulate Accessory Dwelling Units ("ADUs") and Junior Accessory Dwelling Units ("JADUs") and provide other clean ups to the Code language for the purpose of clarity and consistency.

CEQA Determination: Exempt
Prepared By: Jackie Oneal, Senior Planner
Recommendation:
Introduction and waive the first reading of the proposed Ordinance to:

1. Find that, pursuant to the California Public Resources Code Section 21080.17, the ordinance is statutorily exempt from CEQA which exempts the adoption of an accessory dwelling unit ordinance to implement the provisions of Section 65852.2 of the California Government Code; and
2. Approve and adopt Zoning Ordinance Amendment (ZOA 2025-001) to amend Section 17.22.030 of the St. Helena Municipal Code regarding ADU regulations.

Staff Report - Pdf
Presentation

12. OLD BUSINESS
Estimated start time: 7:20 p.m.

12.1. Review options to reduce water and/or wastewater rates and provide feedback to staff. 227 - 264

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff is requesting further direction on the findings presented.

Staff Report - Pdf
Presentation
Public Comment.Alan Galbraith

12.2. Direction on whether to implement a professional fireworks display as part of the City's 2025 4th of July festivities; If approved, 265 - 300
Authorize City Manager to enter into a professional services agreement with Devastating Pyrotechnics, Inc. for implementation of the fireworks display.

CEQA Determination: Not a CEQA project
Prepared By: Dave Jahns, Director of Community Services
Recommendation:
Staff is requesting the Council take the following action(s):

1. Provide direction to staff on whether to implement a professional fireworks show for the 2025 4th of July festivities
2. If yes, approve the attached resolution, authorizing the City Manager to enter into a Professional Services Agreement with Devastating Pyrotechnics, Inc.

Staff Report - Pdf
Presentation

12.3. Receive memos from the Finance Committee on the City's structural deficit and potential revenue options and direct staff as appropriate — 301 - 319

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Provide direction to staff on preferred revenue options to bring back to City Council for consideration.
Staff Report - Pdf
Presentation

13. NEW BUSINESS
Estimated start time: 8:25 p.m.

13.1. Recognition of outgoing Assistant City Manager, Dr. April Mitts by Anil Comelo, City Manager

13.2. Proposed approval of a Resolution awarding non-profit grant funding through the Non-Profit Grant Program in Fiscal Year (FY) 2025-26 Operations Budget in the amount of $74,948 and authorizing the City Manager to enter into a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House Senior Center, and Upvalley Family Centers in the amount of $30,000 each for a total of $90,000 per year. — 321 - 573

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.
Staff Report - Pdf
Presentation
Public Comment.Sharie Renault

13.3. Consideration and possible approval of Resolution granting 1130 Paulson Ct. an exemption from the independent utility connection requirement for a proposed ADU — 575 - 585

CEQA Determination: Exempt
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
Adopt Resolution granting 1130 Paulson Ct. exemption from SHMC Section 17.22.030(G)(2)(c) to Construct one (1) ADU.
Staff Report - Pdf

13.4. Consideration and proposed approval of a resolution for the City Council appointment of applicants to fill the Library Board of Trustees vacancy and the Active Transportation and Sustainability Committee Alternate vacancy. — 587 - 604

CEQA Determination: Not a CEQA project

Prepared By: Erika Opp, Administrative Analyst
Recommendation:
Approve a resolution appointing one applicant to the Library Board of Trustees and one applicant as the alternate on the Active Transportation and Sustainability Committee.

Staff Report - Pdf
Library Board of Trustees Application - Courtenay Fletcher
Library Board of Trustees Application - John Flynn
Library Board of Trustees Application - Ann Whiting
Ann Whiting resume
Emma Leggat Resume
Active Transportation and Sustainability Committee Application - Emma Leggat

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 May 13, 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 April 18, 2025.

Erika Opp, Administrative Analyst

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, April 8, 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, Vice Mayor Michelle Deasy, Council Member Aaron Barak, and Council Member Kate Spadarotto

Absent: Council Member Billy Summers

1. CALL TO ORDER

Mayor Dohring called the meeting to order at 6:08 p.m.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA

Acting City Clerk Erika Opp advised that Items 12.2, 13.2 and 13.6 would not be heard and would be agendized for a future meeting.

Council Member Aaron Barak moved to approve the amended agenda. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

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

5. APPROVAL OF MINUTES

5.1 Consideration and proposed approval of Regular Meeting Minutes of March 25, 2025.

Council Member Aaron Barak moved to approve the Regular Meeting Minutes of March 25, 2025. The motion was seconded by Council Member Kate

Spadarotto and on roll call carried by the following vote:

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

6. PUBLIC FORUM:

Tom Belt and Elaine de Man addressed the City Council.

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

City Attorney Ethan Walsh noted that there was no reportable action from the Special City Council Closed session meeting of April 8, 2025.

Deanna Griffin, Executive Director of the St. Helena Library Friends and Foundation let the council know of an upcoming movie premiere to be held at the Cameo Theater on April 21st at 4:30 p.m. called Free for All: The Public Library.

Ashley Sylvester, Recreation Manager made announcements on the Via Mariachi event to be held on Friday, April 11 as well as the rescheduled ribbon cutting for Jacob Meily Park on April 15th at 3:30 p.m.

Lesley Milton, Deputy City Manager announced the upcoming Water Forum scheduled for April 14 at the Cameo Theater and encouraged community members to attend. She also reported that the SMART meter installations will commence next week. Residents are advised to watch for the rollout of a new application, Eye on Water. Additionally, Deputy City Manager Milton informed the Council that a public meeting regarding the Streets Master Plan is scheduled for April 30 at the Carnegie Building.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1 Proclaiming April as Sexual Assault Awareness Month presented NEWS Domestic Violence and Sexual Abuse Services of Napa Valley.

Araceli Vargas accepted the proclamation on behalf of NEWS Domestic Violence and Sexual Abuse Services of Napa Valley from Mayor Dohring.

9. STAFF BRIEFING

9.1 Update on Defensible Space Certificate Program

Fire Chief John Sorensen made a brief presentation on the Defensible Space Certificate program.

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 Adopt resolution to authorize staff to issue Request For Proposals for engineering consultant services to design the Water Treatment Plant Transmission Main Replacement Project (W25-02).

CEQA Determination: Exempt
Prepared By: Rebecca White, Administrative Assistant
Recommendation:
Adopt the attached resolution and authorize staff to issue the Request for Proposals.

Council Member Kate Spadarotto moved to approve the consent item 10.1. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

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

11. PUBLIC HEARINGS

None.

12. OLD BUSINESS

12.1 Informational update to City Council on LAFCOs MSR Study and appointment of City Council designee to LAFCO Commission

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Assistant City Manager
Recommendation:
Receive information regarding LAFCO and designate a Council Member choose someone to represent the City on the LAFCO Board starting May 2025.

Assistant City Manager April Mitts provided a presentation on LAFCO's MSR Study and discussed the process of appointing a designee to the LAFCO

Commission.

Mayor Dohring called for public comment; no public comment was received.

Discussion was turned over to the Council with Council Member Barak recommending Mayor Dohring be the designee to the LAFCO Commission.

Mayor Paul Dohring moved to approve himself as the designee to represent St. Helena on the LAFCO Board starting May 2025. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

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

12.2 This item was not heard.

~~Continued discussion and direction on whether to implement a professional fireworks display as part of the City's 2025 4th of July festivities; If approved, authorize City Manager to enter into a professional services agreement with Devastating Pyrotechnics, Inc. for implementation of the fireworks display~~.

CEQA Determination: Not a CEQA project
Prepared By: Dave Jahns, Director of Community Services
Recommendation:
~~Staff is requesting the Council take the following action(s):~~

1. ~~Provide direction to staff on whether to implement a professional fireworks show for the 2025 4th of July festivities~~
2. ~~If yes, approve the attached resolution, authorizing the City Manager to enter into a Professional Services Agreement with Devastating Pyrotechnics, Inc.~~

13. NEW BUSINESS

13.1 Appeal of water bill by Merryvale Vineyards, Inc.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Assistant City Manager
Recommendation:
Staff recommends City Council deny the claim as there was no evidence the water use was a result of a faulty meter.

Assistant City Manager April Mitts provided information on the water bill appeal by Merryvale Vineyards and recommended that the Council deny the water appeal as there was no evidence that water use was a result of a faulty meter.

Mayor Dohring called for Public Comment; Kevin Bersofsky, Chief Financial Officer from Merryvale Vineyards presented his appeal to support their claim.

The discussion was brought back to Council with questions for both staff and Mr. Bersofsky. Council Member Barak asked if there was a log of the company's fail-safe system. Mr. Bersofsky had to research in more detail. Council would like to see that information.

Council reached a consensus to deny the appeal without prejudice, allowing the appellant to return with additional information from the fail-safe system to support their claim.

Mayor Paul Dohring moved to deny the appeal without prejudice, allowing the appellant to return with additional information from the fail-safe system to support their claim. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

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

Mayor Dohring called for a 10-minute recess at 7:30 p.m. Council resumed at 7:40 p.m.

13.2 Review of various revenue options.

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Assistant City Manager
Recommendation:
Provide direction to staff on preferred revenue options to bring back to City Council for consideration.

City Manager Anil Comelo gave a brief introduction on the item. Assistant City Manager April Mitts presented on various revenue options.

Mayor Dohring called for public comment; public comment was received by Deanna Griffin.

Discussion was turned over to Council where it was decided that they would

like to hear recommendations from the Finance Committee in detail before any discussion or direction would be provided.

13.3 This item was not heard.

~~Consideration and possible approval of Resolution granting 1130 Paulson Ct. exemption from the independent utility connection requirement for a proposed ADU~~

CEQA Determination: Exempt
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
~~Adopt Resolution granting 1130 Paulson Ct. exemption from SHMC Section 17.22.030(G)(2)(c) to Construct one (1) ADU.~~

13.4 Review Water/Wastewater Advisory Committee Proposed Workplan

CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Assistant City Manager
Recommendation:
Review and affirm Committee workplan

City Manager Comelo introduced the item. Assistant City Manager, April Mitts made a brief presentation on the Water/Wastewater Advisory Committee's proposed workplan.

Mayor Dohring called for public comment; no public comment was received.

Discussion was turned over to Council, during which individual comments and questions were made. Council Member Barak requested that the Committee ensure ongoing discussion regarding long-term water security. The Council was in agreement, and it was the consensus of the Council to approve the Committee's workplan with that clarification.

13.5 Discussion and Direction on Citywide Weed Abatement Approaches and Service Levels

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Staff recommends that the City Council review current weed abatement challenges and provide policy direction regarding the desired level of service and preferred weed management strategies. Staff seeks guidance on whether to maintain existing service levels, increase funding for contractual or seasonal support, or explore alternative methods such as cultural grazing (goats/sheep).

Deputy City Manager, Lesley Milton presented on Citywide Weed Abatement approaches and service levels.

Mayor Dohring called for public comment; no public comment was received. There was one written public comment received prior to the meeting from Chris Warner.

The Council gave direction to staff to continue to look at contracting an outside source to assist in weed abatement for the hard-to-reach areas to reduce fire risk while also trying to limit the amount spent. Additionally, staff noted that with the current workload and fast spring growth that the Parks and Trees staff wouldn't be able to complete all work in time and have parks look aesthetically pleasing. Staff will look into the cost of adding extra resources and bring that information back during the budget process for Council to review.

13.6 This item was not heard.

~~Consideration and proposed approval of a resolution for the City Council appointment of applicants to fill the Library Board of Trustees vacancy and the Active Transportation and Sustainability Committee Alternate vacancy.~~

CEQA Determination: Not a CEQA project
Prepared By: Erika Opp, Administrative Analyst
Recommendation:
~~Approve a resolution appointing one applicant to the Library Board of Trustees and one applicant as the alternate on the Active Transportation and Sustainability Committee.~~

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

No reports were made.

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 8:36 p.m.

APPROVED: **ATTEST:**

_____ _____

Paul Jamison Dohring, Mayor Erika Opp, Acting City Clerk

City of St. Helena
PROCLAMATION

RECOGNIZING MAY 2025 AS
OLDER AMERICANS MONTH

WHEREAS, St. Helena is home to more than 2,527 residents aged 50 or older, with more than half over the age of 65. They represent 47 percent of the population.

WHEREAS, neighborhoods and communities are enriched by the diverse experiences, strength, and wisdom of people born in different generations, including the Greatest Generation (born before 1928), The Silent Generation (born 1928–1945), and Baby Boomers (born 1946–1964);

WHEREAS, Age Friendly St. Helena continues to focus on making St. Helena a great place to grow up and grow old, addressing accessibility, affordability, ageism, mobility, and social inclusion and connectivity, and continues to collaborate with city and community partners;

WHEREAS, the City of St. Helena assists older adults in maintaining stable health and living as independently as possible by supporting Rianda House which has served older people and caregivers of Napa County since 2008. With over 150 monthly activities, Rianda House encourages and helps sustain physical activity and social connections;

WHEREAS, since 1963, our nation has recognized May as Older Americans Month, a time to acknowledge the contributions of past and current older people. In the spirit of this year's theme, "Flip the Script," we recognize the profound impact that meaningful relationships and social connections have on our health and well-being and encourage our community to explore the vital role that connectedness plays in supporting aging in place, in the homes and communities that older people know and love.

NOW, THEREFORE, BE IT RESOLVED, that I, Paul Jamison Dohring, Mayor of the City of St. Helena, along with my City Council colleagues, do hereby proclaim May 2025 as Older Americans Month. We encourage all St. Helenans to connect with older family members, friends, neighbors, and colleagues; acknowledge their valuable contributions, past and present; encourage their ongoing physical, mental, and emotional well-being; and support their choices about how they age in their communities.

Dated: April 22, 2025

_____
Paul Jamison Dohring, Mayor
City of St. Helena

Sesquicentennial Planning Update

City Council: April 22, 2025

Sesquicentennial Planning Background

- St. Helena will reach the 150-year mark as a City in March 2026
- Staff brought idea to City Council in March 2024 – Fitting to host a community-wide celebration
- Community planning committee formed in Fall 2024 - Tasked with developing a framework

Committee Participation

- St. Helena Historical Society
- St. Helena Unified School District
- Chamber of Commerce
- Suscol Tribal Council
- Napa Valley Roots
- Local Business Owners
- Rianda House
- Community Service Organizations
- Interested Community Members
- Parks and Recreation Commission
- City Staff

Framework

- Community Kick-off event in March 2026
  - Themed dance, auction, fundraiser at Native Sons Hall
  - Official commemoration on incorporation date
- Community-Wide Celebration in Late Summer 2026
  - Large street festival with entertainment, food, music
  - *"Cheers to 150 Years"*
- Community Parade
  - Collaborate/Expand Homecoming Parade; *or* Standalone event
- Ongoing Education Programs and Historical Themes
  - "*Celebrating St. Helena's Past, Present, and Future*"
- Tie Theme Into Existing Events

Next Steps

- Planning Continues
- Marketing Plan and Brand in Development
- 25-26 Budget Development & Request
- Fundraising and Sponsorship
- Promotion Beginning Summer 2025

Discussion & Questions

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

DATE:	April 22, 2025
FROM:	Jackie Oneal
SUBJECT:	Review of the 2024 City of St. Helena Annual Housing Element Progress Report (APR).
RECOMMENDED ACTION:	It is recommended that the City Council review, consider, and file this report recognizing that staff submitted the information to HCD and OPR in keeping with the April 1, 2025 mandate.
PREVIOUS COUNCIL ACTION:	The 2023-2031 6th Cycle Housing Element was adopted by the City Council on May 9, 2023. The Council filed a report recognizing the filing of the 2023 APR on May 28, 2024.
STATEMENT OF THE PURPOSE:	Notification that staff submitted the required APR form to the California Department of Housing and Community Development (HCD) and the Governor's Office of Planning and Research (OPR) prior to the mandated April 1, 2025 deadline.
FINANCIAL IMPACT:	Given that the adopted Housing Element is an eight-year policy document, the fiscal impacts of implementing and meeting the goals of the 2023-2031 Housing Element are dependent on which of these goals are chosen to be addressed in the policy document, the fiscal impacts of implementing and meeting the goals of the 2023-2031 Housing Element are dependent on which of these goals are chosen to be addressed within a given budget year, and how the individual tasks are assigned (City staff vs. consulting staff.) As specific elements of the policy direction are brought forward, staff will provide individual costs and staff resources needed to accommodate those elements.

BACKGROUND:

In 1969, the state mandated that all California cities, towns, and counties must plan for the housing needs of residents regardless of income. This state mandate is called the Housing Element (HE) and Regional Housing Needs Allocation (RHNA). The California Department of Housing and Community Development (HCD) determines the total number of new homes the Bay Area needs to build and how affordable those homes

need to be in order to meet the housing needs of people at all income levels. The numbers are provided to the Association of Bay Area Governments (ABAG) who then divides them up between all Bay Area jurisdictions.

Pursuant to Government Code Section 65400, by April 1st of each year, cities are required to submit an annual report to the Governor's Office of Planning and Research (OPR) and HCD outlining the progress made towards implementing the City's HE. Specifically, the Annual Progress Report (APR) is required to detail local efforts to remove governmental constraints to the maintenance, improvement, and development of housing. In addition, the APR must detail the actions taken by the local government towards completion of the programs and status of the local government's compliance with the deadlines within the HE.

On May 9, 2023, the City of St. Helena adopted its sixth cycle state-mandated Housing Element Update, which spans the years 2023-2031.

DISCUSSION:
The Housing Element details goals, policies, quantified objectives, and implementing actions for the development, rehabilitation, and preservation of housing based upon the findings of the Housing Needs Assessment and input received through public outreach. The Housing Element is divided into two sections (1) the Policy Document, which includes the goals, policies and implementation programs and (2) the Needs Assessment which identifies and analyzes the existing and projected housing needs for the City and identifies sites for housing development that are adequate to accommodate the City's RHNA. The six overarching goals outlined in the Policy Document are as follows:

1. A Diversity of Housing to Meet Local Needs
2. High Quality Neighborhoods with a Balance of Housing Type
3. Conservation of Existing Housing
4. Assistance to Support Affordable Housing
5. Resource Conservation
6. Affirmatively Furthering Fair Housing

The implementation of these goals are supported by a number of policies, implementation programs and quantified objectives. As reported in the 2024 APR, the City Council and staff have implemented and met several of the Housing Element goals and programs, many related to changes made in the comprehensive zoning code update adopted in October 2023.

HCD requires that a report on the APR is provided to the City Council annually. Given this, staff has attached APR worksheets to supplement the information provided in this report. As identified in Table B of the APR, the City has issued building permits for 15 new residential units (including ADUs) in 2024, which is the second year of the 6th Cycle. It should be noted that two deed restricted affordable housing projects have been

entitled (951 and 963 Pope Street); since the building permits were issued for these projects in 2025, those units will be counted in next year's APR toward the RHNA allocation. Table D from the APR worksheet shows polices from the 6th Cycle Housing Element and progress made toward their implementation, as well as anticipated timelines for their implementation (from staff's perspective).

The required APR was submitted to and accepted by OPR and HCD prior to the April 1, 2025 deadline.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

Attachment 1. APR Table B, "RHNA Progress; Permitted Units Issued by Affordability"
Attachment 2. APR Table D, "Program Implementation Status"

Jurisdiction	Saint Helena	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

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Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level		1 RHNA Allocation by Income Level	Projection Period 06/30/2022-01/30/2023	2 2023	2024	2025	2026	2027	2028	2029	2030	2031	3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
Very Low	Deed Restricted	104	-	-	-	-	-	-	-	-	-	-	1	103
	Non-Deed Restricted		-	-	1	-	-	-	-	-	-	-		
Low	Deed Restricted	59	-	-	-	-	-	-	-	-	-	-	1	58
	Non-Deed Restricted		-	-	1	-	-	-	-	-	-	-		
Moderate	Deed Restricted	26	-	-	-	-	-	-	-	-	-	-	1	25
	Non-Deed Restricted		-	-	1	-	-	-	-	-	-	-		
Above Moderate		67	11	8	12	-	-	-	-	-	-	-	31	36
Total RHNA		256												
Total Units			11	8	15	-	-	-	-	-	-	-	34	222

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5 Extremely low-Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*	52		-	-	-	-	-	-	-	-	-	-	52

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Saint Helena	
Reporting Year	2024	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
6th Cycle H-A Available Site Inventory	The City will prepare a sites inventory and suitability analysis that identifies suitable sites for housing development that allows targeted income housing developers to have a clear idea of what sites are suitable for meeting the Regional Housing Needs of the City. To accommodate the remaining lower-income RHNA of 156 units, the City of St. Helena will identify and rezone a minimum of 14 acres to the HDR zoning district, allowing exclusively residential uses and a minimum of 20 units per acre to a maximum of 28 units per acre by January 31, 2024. Rezoned sites will permit owner-occupied and rental multifamily uses by right pursuant to Government Code section 65583.2(h) and (i) for developments in which 20 percent or more of the units are affordable to lower income households and will be selected from sites 2, 3, 5, 8, and 10 in the parcel listing (Table 58). The City will maintain an inventory of parcels meeting the requirements of Government Code Section 65583.2(c); that is, vacant sites identified in two or more consecutive housing elements or nonvacant sites identified in a prior housing element, that are identified to accommodate housing for lower income households. This inventory shall be made available online. All previously used lower-income sites currently meet the lower-income density threshold (20 du/ac), however the City shall update the zoning code to allow by-right approval for housing developments that include 20 percent or more of its units affordable to lower income households. The City will consider AFFH in the identification of sites within the inventory and will work to provide sites that proactively work to overcome concentrations of lower- and moderate-income earning populations on the eastern portion of the city.	By January 31, 2024 Publicly available inventory: by 2024 Hunter Subdivision Building permits: 2025 Evaluate timeline by end of 2025	The City's adopted and certified 6th Cycle Housing Element identifies Key Housing Opportunity Sites and potenital rezoning oppotunities withing the City. The Housing Element and associated documentation have been posted on the City's website since adoption in May 2023. The City Council adopted an ordinance approving the Zoning Map amendments for the upzoned sites on April 23, 2024.
6th Cycle H-B Growth Management System	The City will remove the Growth Management System (GMS) from the Zoning Code. Due to Senate Bill 330, the GMS cannot currently be enforced. The City shall remove the GMS from the zoning code through the current Comprehensive Zoning Code Update currently underway. The GMS has been removed from the Draft Zoning Code, which is scheduled for adoption in summer/fall 2023.	Implementation: immediate Revised Zoning Code: by 2025 (prior to sunset of SB 330)	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in compliance with current state law; the GMS was removed from the code as part of this process.

6th Cycle H-E Streamline Special Needs Housing	The City will apply streamlined ministerial review to housing developments that meet the needs of lower income households and special needs groups, such as seniors, people with disabilities, farmworkers, and homeless families and individuals. The City shall evaluate the streamlined review policy every two years to identify constraints on special needs housing production. The City shall provide priority processing to development applications that work to provide housing for residents with special housing needs. The City shall also support these applicants by providing technical support through the entitlement process and shall provide additional density bonuses and modifications to development standards (beyond State law) to special needs housing projects proposed on the western half of the city, where fair housing issues are less concentrated.	Evaluate constraints: every two years Apply streamlined review: throughout planning period	The City has committed to streamlining review for housing development projects. As part of the Comprehensive Zoning Code Update adopted on October 24, 2023, multi-family housing projects no longer require use permit approval in the Medium Density Residential (the City's predominant residential land use) or High Density Residential districts when they comply with the objective design standards. Constraints will be re-evaluated in 2026.
6th Cycle H-F Municipal Code Updates	The City will amend the Municipal Code to comply with state law to: · Allow low barrier navigation centers. · Allow for residential care facilities of six or fewer in zones allowing single-family uses, subject only to the requirements of single-family uses and permit facilities with seven or more beds in all residential zones with objectivity and certainty similar to other residential uses of the same form · Update Chapter 17.144 (Affordable Housing) to reflect new maximum density bonus tier framework in compliance with Gov. Code Sections 65915 through 65918. · Amend the Zoining Ordinance to define "family" as one or more persons living together as a single housekeeping unit in a dwelling unit. The definition should not distinguish between related and unrelated individuals and should not impose a numerical limit on the number of persons that constitute a family. · Update parking requirements related to emergency shelters to require only be the number of spaces necessary for staff working in the shelter and no more than other uses in the same zones. · Allow accessory dwelling units in all zones allowing residential uses, including the AP Zone, mixed-use and commercial zones. Update Chapter 17.116.030 (ADUs) for compliance with Gov. Code section 65852.2. · Update Chapter 17.3.200 (Reasonable Accommodation) to remove discretionary finding requirements that constrain development, including finding #5, which considers impacts to surrounding properties or uses. · Incorporate objective design standards for singlefamily, small lot, and multifamily developments that provide a ministerial design review process · Provide a by-right streamlined review process for affordable housing developments meeting state affordability thresholds, in compliance with SB 35 & SB 330. · Allow permanent and supportive housing without discretionary action.	By 2025	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.
6th Cycle H-G Safety Element Update	The City will, in accordance with SB 1035, update the General Plan Safety Element to include any new information on fire and flood hazards, as well as climate adaptation and resiliency strategies. In accordance with SB 99 and AB 747, the updated Safety Element will also include evacuation routes and their capacity, safety, and viability under a range of emergency scenarios and to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes.	2024	The City adopted its Public Health, Safety and Noise Element Update along side its 6th Cycle Housing Element Update on May 9, 2023.

6th Cycle H-H Workforce and Farmworker Housing	Identify and adopt, as appropriate, development incentives such as higher density and height allowances, a streamlined design review process, and financial incentives, including fee reductions and waivers and contributions from the City's Housing Trust Fund, to encourage the development of workforce and farmworker housing, including additional incentives for those projects in low-density high-income areas Encourage the development of: · 10 units identified for workforce or farmworker housing during the planning period · 2 workforce housing developments in low-density high-income areas Address the lack of affordable housing types in the city Address the lack of farmworker housing in the city	By 2025	The City adopted its Public Health, Safety and Noise Element Update along side its 6th Cycle Housing Element Update on May 9, 2023.
6th Cycle H-I ADU Workforce Housing Incentive Program	Establish an ADU Workforce Housing incentive program Market financial incentives to residents in LR and MR zones, particularly on the western portion of the City in combination with Programs H-Q and H-R, encourage the development of: · 80 accessory dwelling units, targeting 60 on the western portion of the city · 20 ADUs with affordability restrictions during the planning period, including 15 within the western portion of the city. · 15 ADUs near downtown Address the lack of affordable housing types in the city Address the lack of farmworker housing in the city	Establish program: by 2025 Provide marketing and engagement events: 2025	Ongiong task. In 2025, the City will publish the Pre-Approved ADU Plans Gallery on its website which will include affordable-by-design plans. Staff will create handouts with the new information and work with the City Public Information Officer to publicize.
6th Cycle H-J Non-traditional Housing Types	Evaluate current zoning practices to identify constraints to non-traditional housing types by 2025 Amend the zoning code to remove constraints and provide objective design standards by 2026 Encourage the development of: · 10 missing middle units on infill parcels or in areas within the western portion of the city, consistent with AFFH. · 4 non-traditional housing units during the planning period. Address the lack of affordable housing types in the city	Encourage non- traditional housing types: throughout the planning period Evaluate zoning: by 2025 Amend zoning: by 2026	The City Council has expressed an interest in reviewing housing needs Citywide on an ongoing basis. The Comprehensive Zoning Code update adopted on October 24, 2023 made a number of changes to facilitate housing including redcuced setbacks, parking reductions and permitting multi-family residential as a by right use in the Medium Density Residential District. Further, a majority of the City's residential land is designated as Medium Density Residential, allowing conversion of existing SFD to MFD at a density of 5.1-16 units per acre.
6th Cycle H-L City-owned Sites	Engage local affordable housing developers immediately Study city owned sites to determine the most efficient use for affordable housing development within the first year following adoption By 2026, implement an action plan to sell, or release an RFP to develop, City owned land for affordable housing development based on the findings of the conducted studies. Through the action plan, establish and implement a variety of incentives to facilitation housing development. Maintain compliance with the Surplus Land Act throughout the 2023-2031 Housing Element Planning Period Make properties available through the Surplus Land Act process Target Exclusive Negotiating Agreement by Fall 2026 Target land use entitlements issuance by Spring 2028 Encourage the development of 57 lower-income units in the northeast quadrant of the city near transit opportunities, and where fair housing issues are less concentrated, and walkability and environmental scores are more positive	Engage developers: immediately upon adoption Conduct studies: by July 2025 Implement action plan and incentives for City owned sites: by 2026 Rezone sites: by Jan. 31, 2026	The City has had active communication with local affordable housing developers throughout the 6th Cycle Housing Element Update process and continues that communication currently. On January 22, 2024, the City issued a Notice of Availability to sell/lease surplus property pursuant to California Government Code Section 54220, et seq. for Housing Opportunity Sites 1 & 2. The CIty has completed the Surplus Lands Act process for two City-owned sites, 1480 Main St. and 1572-1574 Railroad Ave. and is currently in the final stages of discussions with City Council on releasing these sites for sale, which will include affordable housing on the Railroad Ave. site.
6th Cycle H-M Incentives for Lower-cost Housing Types	Encourage the development of 20 lower income units during the planning period Study potential incentives for attached market rate units by 2027 Address the lack of affordable housing types in the city	Throughout the planning period Attached market-rate housing study by 2027	Ongiong task. The City has received an SB 330 application to develop 40 affordable rental units at 0 Fountain St., which is currently under staff review.
6th Cycle H-N Zoning to Facilitate Higher Density Housing	Modify the development standards within the Zoning Ordinance to encourage higher density developments by 2026, with a goal of encouraging the development of 30 multifamily units in the HR zone and on key housing sites in the MR zone, as well as through the development of duplexes and triplexes in the MR zone during the planning period Develop land use patterns that work to overcome geographic concentrations of lower-and moderate- income earning populations Address the lack of affordable housing types in the city	By 2026	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.
6th Cycle H-0 Exemptions from the Minimum Density	Prohibit exemptions from minimum density requirements Encourage development patterns that work to overcome geographic concentrations of lower-and moderate-income earning populations	By 2026	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.

6th Cycle H-P Mixed-use Development Types	Amend the Zoning Ordinance to create and implement the development criteria set for mixed use development by 2026 Encourage the development of 20 housing units in mixed-use projects during the planning period Explore and adopt, as appropriate, development incentives such as higher density and height allowances, a streamlined design review process, and financial incentives, including fee reductions and waivers and contributions from the City's Housing Trust Fund, to encourage employers to provide on- site employee housing Address the lack of affordable housing types in the city	By 2026	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.
6th Cycle H-Q Direct Assistance for ADU Development	Provide direct financial incentives to 10 ADU projects in the planning period Explore additional financial incentives by 2025 Provide informational materials and technical assistance regarding the development of ADUs to 30 households in low-density western portions of the city within the planning period Address the lack of affordable housing types in the city	Explore additional incentives: by 2025 Provide information al materials: by 2025 Engage Napa Sonoma ADU: annually	Ongiong task. The City has partnered with the Napa-Sonoma Collaborative. In 2025, the City will publish the Pre-Approved ADU Plans Gallery on its website which will include affordable-by-design plans. Staff will create handouts with the new information and work with the City Public Information Officer to publicize.
6th Cycle H-R Place-based ADU Strategy	Establish place-based ADU strategies and incentives by 2026 In combination with Program H-I and H-Q, the development of: · 80 accessory dwelling units, targeting 60 on the western portion of the city · 20 ADUs with affordability restrictions during the planning period, including 15 within the western portion of the city. · 15 ADUs near downtown Proactively work to overcome concentrations of lower- and moderate-income earning households Proactively work to relieve displacement pressures on multifamily zones	Establish program: by 2026	Ongoing task. The City has partnered with the Napa-Sonoma Collaborative. In 2025, the City will publish the Pre-Approved ADU Plans Gallery on its website which will include affordable-by-design plans. Staff will create handouts with the new information and work with the City Public Information Officer to publicize.
6th Cycle H-S Affordability Requirements for ADU Incentives	Update the zoning ordinance to include affordability requirements for ADU projects receiving financial or regulatory incentives by 2026 Incentivize the development of: · 12 very low-income units · 14 low-income units · 6 moderate income units	By 2026	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.
6th Cycle H-T Illegal Housing Units	Respond to complaints regarding illegal units Provide technical support to assist all lower income units to be brought up to code in the planning period Provide financial support to assist five lower income units in the southeast quadrant of the City to be brought up to code within the planning period	Throughout the planning period	Ongoing task.
6th Cycle H-U Place-based Density Increases	Adopt incentives for small multi-unit SB 9 projects in single-family zones by 2024, with a goal of incentivizing the development of 10 SB 9 projects in the planning period Publicize informational materials by 2024; update within 30-days of changes Revise the Zoning Code by 2026 Proactively work to overcome concentrations of lower- and moderate-income populations Proactively work to relieve displacement pressures in multifamily zones	Allow duplexes: by 2024 Adopt incentives: by 2024	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.
6th Cycle H-V Multi-unit Development in Low-Density Higher-income Area	Post an inventory of potential housing sites on the City's web site immediately following adoption of the Housing Element Explore revisions to development standards to encourage multi-unit infill development (as part of comprehensive zoning code update) by 2026	Housing sites posted to website in 2023 Standards update: 2026 Explore potential addition incentives: by 2026	Opportunity sites have been posted on the City's website since 2023. The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were considered as part of that process.
6th Cycle H-W Missing Middle Housing	Revise zoning standards to encourage missing middle housing by 2026 To enhance housing mobility and housing choice, encourage the development of a variety of missing middle housing types in infill projects; support the development of three missing middle housing developments between three and 20 units To enhance housing mobility, encourage the development of 15 lower- and 15 moderate-income units in low-density high-income areas	Revise Zoning Code: by 2026	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.
6th Cycle H-X Condominium Conversion	Preserve existing affordable housing stock Update current policy to remove linkage to vacancy rates Completely restrict condominium conversion in the southeastern quadrant of the City Address the lack of affordable housing types in the city	Update policy by 2026	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.

6th Cycle H-Y Affordable Housing Impact Fee	Evaluate the impact fee against the real cost of affordable housing development every two years Discourage the conversion of residential uses to nonresidential uses Using funds generated through the Affordable Housing Impact fee, provide financial assistance to support the development or preservation of 70 lower-income units in the southeast quadrant, including, but not limited to, units on sites 5, 7, and 8 Address the lack of affordable housing types in the city by working to retain existing units or generating funding for future affordable units	Throughout the planning period Evaluate impact fee: every two years	On December 10, 2024, the City Council approved updates to the Housing Impact Fees.
6th Cycle H-Z At-Risk Assisted Affordable Housing Units	Unless consistent with the terms of an affordable housing agreement with the City of St. Helena, prohibit the conversion of assisted affordable units to market rate Retain all assisted affordable units during the planning period Immediately (by 2024) engage homeowners with expiring deed-restrictions	Engage at- risk property owners: immediately and twice annually thereafter	The City contracts with the Napa County Housing Authority to monitor and administer restricted units within the City. We are in continual contact with the Housing Authority and property owners regarding restricted units.
6th Cycle H-AA Vacation Rentals	Maintain the current stock of market rate housing Restrict the conversion of housing units to vacation rentals occupied by lower- and moderate-income households in the southeast quadrant of the city where fair housing issues exist in greater concentrations Discourage the conversion of market rate housing units to vacation rentals, particularly in low-density higher-resourced areas Address the lack of affordable housing types in the city	Throughout the planning period	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 that continues to restrict short-term rentals within the City.
6th Cycle H-BB Special Housing Needs Rehabilitation Program	Pursue funding to assist with rehabilitation costs for lower income households and seniors, with a goal of securing $200,000 in funding during the planning period, including $100,000 for projects in the southeastern quadrant of the city During the Planning Period, encourage the rehabilitation/conservation of: · 20 units accessible to seniors · 10 units accessible to persons with a disability	Annually and as notices of funding availability are released.	Ongoing task. The City was awarded $500,000 in HOME funds in 2020. Marketing and outreach efforts have begun. To date, the City has expended or committed approximately $170,817 of these funds to assist low-income homeowners and continues to roll out funds as loans are repaid. New quantified objectives were included in the City's 6th Cycle Housing Element.
6th Cycle H-CC Annual Progress Report	Submit the Annual Progress Report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research by April 1st of each year Provide transparency on housing-related actions and programs	Annually	The City submits their Annual Progress Report prior to April 1st each year as evidenced herein.
6th Cycle H-DD Revenue Generation for Affordable Housing	Support the development or preservation of five extremely low- or very low-income units Address the lack of affordable housing types in the city	Throughout the planning period	Ongoing task. On November 7, 2023 the Planning Commission of the City of St. Helena approved a 5-unit, 100% deed restricted afforable housing project at 951 Pope Street in the Medium Density Residential zoning district.
6th Cycle H-EE Reduced Fees for Affordable Housing	Reduce fees for 30 extremely-low or very low- income units Address the lack of affordable housing types in the city	Evaluate and adopt, as appropriate, potential additional incentives: by 2026	The City regularly reduces fees and provides funding for affordable housing projects. Since 2016, the City committed substantial amounts of Affordable Housing Trust Fund monies (approximately $2,450,000) to three different affordable housing projects, anticipated to result in the construction and/or occupancy of 21 new affordable housing units in St. Helena. On October 22, 2024, the City Council waived all impact and planning fees for a proposed 40-unit affordable housing proposal at 0 Fountain St.
6th Cycle H-FF Extremely Low-Income Units	Support the development or preservation of six units for extremely low-income households Address the lack of affordable housing types in the city	Engage prospective developers: immediately upon identification	Ongoing task.
6th Cycle H-GG Affordable Homeownership	Research and identify potential funding sources in 2024 and annually thereafter with the goal of establishing a homeownership assistance program in 2026 Collect and publicize information on existing programs available to first-time and lower- income prospective homeowners through State, Federal, or non-profit agencies within 18 months of adoption of the Housing Element; hold up to two multi-lingual events in the southeastern portion of the City by 2026 Assist three lower- or moderate-income households transition from rental housing to homeownership Address the lack of affordable housing types in the city	Annually Identify funding for City led program: in 2024 and annually thereafter Collect and publicize information on existing programs: within 18 months of adoption Targeted engagement events: by 2026	Ongoing task.
6th Cycle H-HH Additional Funding	Explore new funding sources every two years to support housing for lower- and moderate- income households, seniors, and residents with special housing needs Address the lack of affordable housing types in the city	Explore new opportunities: every two years	Ongoing task.
6th Cycle H-II Section 8 Subsidies	Support the City of Napa Housing Authority rental assistance efforts; engage the Housing Authority annually to explore opportunities Provide informational materials regarding Housing Choice Voucher subsidies on the City website by 2024 Address the lack of affordable housing types in the city	Engage the Housing Authority: annually Informational materials: by 2024	Ongoing task.

6th Cycle H-JJ Housing Coordinator	Meet with potential partner jurisdictions a minimum of two times during the planning period to explore options Identify and procure funds to establish a shared Housing Coordinator for the up-valley communities to promote affordable development in low-density higher resourced areas, assist lower-income households obtain housing in higher-resourced areas, and preserve existing lower- and moderate-income units	Engage potential partners: by 2026 Identify potential funding: by 2026	Ongoing task.
6th Cycle H-KK Farmworker Housing Needs	Support local and regional efforts to develop farmworker housing Assist in the development of one farmworker housing project during the planning period Address the lack of farmworker housing in the city	Outreach to affordable housing developers by 2024 and every two years thereafter	The City is in frequent contact with local affordable housing developers to help facilitate additional affordable housing including farmworker housing and will continue to do so throughout the planning period.
6th Cycle H-LL Special Needs Housing Opportunities	During the Planning Period, encourage the development of: · 10 units accessible to seniors · 5 units accessible to persons with disabilities Address the lack of affordable housing types throughout the city	Information to website: by 2025 Engage potential developers: immediately upon identification	Ongoing task.
6th Cycle H-MM Housing Information Transparency	Create and share a digital information database in compliance with AB 1483 by 2024 Updated information is made publicly available within 30 days of changes Provide information in Spanish, as funding allows	Database: By 2024 and annually thereafter Update information: within 30- days of any changes	All required information is posted on the City's website. The City developed a new website which was released in February 2024 that will be continually updated and maintained. The new website is accessible and can be translated into many languages.
6th Cycle H-NN Funding for New Special Housing Needs	Pursue funding to assist with construction and rehabilitation needs of lower income households and seniors During the Planning Period, encourage the development of: · 20 units accessible to seniors · 10 units accessible to persons with disabilities	Annually and as notices of funding availability are released.	Ongoing task.
6th Cycle H-OO Unit Conversion for Extremely Low-Income Households	Identify potential funding Engage with owners of local market rate multifamily units to discuss opportunities, if funding allows Assist in the conversion of two units from market rate to extremely low-income during the planning period Proactively work to overcome concentrations of lower- and moderate-income populations Address the lack of affordable housing types in the city	Identify potential funding: annually Engage owners: immediately as funding and potential properties are identified	Ongoing task.
6th Cycle H-PP Surplus and Excess Public Land	Regularly maintain an inventory of publicly- owned surplus or excess land on the City website Annually release information regarding publicly-owned sites that have been sold, leased, or disposed of	2023, with annual updates	All required information is posted on the City's website. The City developed a new website which was released in February 2024 that will be continually updated and maintained. The new website is accessible and can be translated into many languages. On January 22, 2024, the City issued a Notice of Availability to sell/lease surplus property pursuant to California Government Code Section 54220, et seq. for Housing Opportunity Sites 1 & 2. The CIty has completed the Surplus Lands Act process for two City-owned sites, 1480 Main St. and 1572-1574 Railroad Ave. and is currently in the final stages of discussions with City Council on releasing these sites for sale, which will include affordable housing on the Railroad Ave. site.
6th Cycle H-QQ Green Building Ordinance	Ensure compliance with CalGreen throughout the planning period	Throughout the planning period, as necessary	The City always updates its code as part of the regular building code update cycle. At this time, the City of St. Helena utilizes the 2022 Title 24 California Building Code.
6th Cycle H-RR Alternative Energy Technologies	Encourage alternative energy technologies in new and existing developments Explore additional incentives for solar installation	Explore and adopt incentives, as appropriate: by 2026	In 2024, the city had had an "energy friendly permit sale" for EV charging stations and Grey Water Systems. They both received a free permit and EV chargers got a rebate of up to $500.00 cash back and gray water systems received up to $3,000.00 cash back. These both ran from June 1, 2024, through April 30, 2025.
6th Cycle H-SS Alternative Engergy Technology Information	Provide information on the City website and at City Hall regarding energy conservation, alternative energy technology options, possible sources of financing, and any applicable information regarding necessary local permits	2023; updated annually thereafter	The City's newly designed website launched in February 2024 contains information related to energy conservation, etc. This information is also available at City Hall.
6th Cycle H-TT Cost-Effective Energy Conservation	Promote long-term affordability Adopt updated State energy efficiency and building code standards, as necessary, throughout the planning period	Every three years beginning in 2023	The City always updates its code as part of the regular building code update cycle. At this time, the City of St. Helena utilizes the 2022 Title 24 California Building Code.

6th Cycle H-UU Energy Conservation Measures	**Identify and procure additional funding to support energy conservation measures Provide information on available assistance programs on the City website by 2024 Assist three households, through financial or technical assistance, with the implementation of energy conservation measures**	**Throughout the planning period Explore funding: annually Provide information on assistance programs: by 2024**	**In 2024, the city had an "energy friendly permit sale" for EV charging stations and Grey Water Systems. They both received a free permit and EV chargers got a rebate of up to $500.00 cash back and gray water systems received up to $3,000.00 cash back. These both ran from June 1, 2024, through April 30, 2025.**
6th Cycle H-VV Water Conservation	**Reduce water consumption Require water-efficient landscaping Implement the "Water Neutral" policy Implement the Water Efficient Landscape Ordinance (WELO)**	**Throughout the planning period**	**The City continues to require MWELO and water nuetrality compliane as required by our adopted municipal code.**
6th Cycle H-WW Affirmatively Furthering Fair Housing	**A) Work to coordinate annual meetings with jurisdictions and fair housing providers in the county to assist with and participate in promoting fair housing opportunities through pursing potential funding opportunities and joint efforts aimed at educating the community about fair housing issues and resources B) Promote the availability of bi-lingual resources by ensuring that City-provided services and materials are available in Spanish and that information is included regarding the availability of interpretation or translation services C) Facilitate development of multifamily housing on the western portion of the city by providing developers with information on incentives for affordable multifamily development and maintaining a list of available sites (for metrics, see Program H-V) D) Use local permitting and approval processes to ensure all new multifamily construction, as well as ADUs, meet the accessibility requirements of the federal and state fair housing acts; with the goal of facilitating the development of 30 units accessible to seniors and other residents with special housing needs E) Affirmatively recruit a diverse and multi-lingual staff, as positions become available F) Work with Napa Valley Transportation Authority to explore lowering ridership costs for the VineGo paratransit systemG) Work with the County of Napa to carry out an ADA self-evaluation and transition plan to remove barriers for persons with disabilities to facilities and programs in Napa County H) Prioritize capital improvement projects for public infrastructure improvements that facilitate affordable housing development in the southeastern quadrant of the city, with a goal of completing three improvement projects related to recreation and parks, public safety, transportation and walkability, or access to educational facilities in the quadrant**	**A: annually B: Throughout the planning period C: engage with developers twice within the planning period D: by 2027 E: Throughout the planning period, in perpetuity F and G: Every two years H: evaluate opportunities annually; complete 3 projects in planning period.**	**Ongoing task. Regarding item C, the City is currently processing an SB330 application on the western side of the city for 41 townhomes. The developer will be required to build 20 percent as affordable units.**
6th Cycle H-XX Fair Housing Provider	**Provide direct funding to Fair Housing Napa Valley with of goal of providing up to $80,000 over the planning period Support fair housing investigations with a goal of assisting with five investigations of existing affordable developments for rent in the southeast quadrant of the city and fair housing issues are more concentrated and displacement risk is higher Provide multi-lingual informational materials to the public regarding tenant rights, fair housing issues, and resources on the City's website and hold one multi-lingual engagement event to present the information targeting residents in the eastern portion of the city Provide a link to Fair Housing Napa Valley on the City's website**	**Engage Fair Housing Napa Valley: annually Informational materials to City website: by 2024 Engagement event: 2025**	**Ongoing task. The City's budget provides $13,000 annually for Fair Housing Napa Valley (which is over $100,000 over the planning period). The City also budgets another $1,500 for an Annual Presentation.**
6th Cycle H-YY Replacement Program	**In order to mitigate the loss of affordable housing units, require new housing developments to replace all affordable housing units lost due to new development**	**Implement: immediately Adopt policy: by January 31, 2024**	**The City's Comprehesive Zoning Code Update that was adopted on October 24, 2023 does not allow for the demolition of any housing structures without replacement being approved concurrently. Furthermore, any new housing development project will be required to meet both minimum density and affordibility requirements.**
6th Cycle H-ZZ Lot Consolidation	**Post the sites on the City's website by October 2023 and provide list to interested developers when requested, and review annually for accuracy Develop and implement incentives for lot consolidation by January 2024 such as fee waivers, reduced development fees, expedited permit processing, greater density bonus incentives, and modifications to parking, height, or setback standards Facilitate lot consolidation for high density residential developments by providing appropriate assistance to developers to encourage negotiations between property owners Encourage the development of 39 lower- and 39 moderate income units during the planning period. To increase housing mobility and opportunities in areas where fair housing issues are less concentrated, encourage the development of 15 lower- and 15 moderate-income units on the western portion of the City**	**Post sites to website: by Oct. 2023 Implement incentives: by 2024**	**The sites inventory has been posted on the City's website since before the Housing Element was adopted in May 2023. The City's Comprehesive Zoning Code Update that was adopted on October 24, 2023 includes reduced parking standards, reduced setback requirements, density bonus incentives and the ability for the Community Development Director to modify certain development standards to accomodate housing projects.**

6th Cycle H-AAA Permit Streamlining Act	Amend the municipal code for compliance with State law within 18 months of adoption of the Housing Element	Within 18 months of adoption of the 2023-2031 Housing Element	The City adopted a Comprehensive Zoning Code Update on October 24, 2023 in full compliance with current state law; the revisions noted in this program were made as part of that process.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Police

DATE:	April 22, 2025
FROM:	Chris Hartley, Chief of Police
SUBJECT:	Approval of a Resolution Authorizing the City Manager to execute an agreement with the City of Calistoga for Police Dispatch Services for an estimated annual cost of $716,371 effective July 1, 2025 for a three-year term.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	Agreed to a temporary dispatch contract with the City of Calistoga from May 2023 through July 1, 2025.
STATEMENT OF THE PURPOSE:	The purpose is to execute the attached agreement between the City of St. Helena and the City of Calistoga to provide all permanent police dispatching and 911 services for the City of St Helena.
FINANCIAL IMPACT:	The total financial impact is estimated to be $766,371 total cost, which includes an annual expense of $716,371, which is paid for by General Fund, and a one-time $50,000 expense. The City currently has an estimated budget of $610,374 directly related to dispatch services. Therefore, it is estimated that there will be an additional ongoing impact of $106,000 to the General Fund per year by entering into the agreement. The one-time expense in the amount of $50,000 is currently budgeted in our Equipment Replacement fund.

BACKGROUND:

In May 2023, the St Helena Police Department (SHPD) relocated from 1480 Main Street to 1088 College Avenue. The SHPD dispatch center was unable to relocate to the new police department location at that time. The Calistoga Police Department (CPD) provided its dispatch center as a temporary location for the SHPD dispatch services until a permanent solution for SHPD could be identified. CPD provided staffing assistance to cover SHPD during shortages and vacancies.

In June 2024, when SHPD was ready to move the dispatch center to the new City facility at 1088 College Avenue, the City was informed by the Office of Emergency Services (OES) that the Public Safety Answering Point (PSAP) had been de-certified and was unable to obtain re-certification. SHPD was forced to continue services with

CPD and entered into a temporary Dispatch Services Agreement through July 1, 2025, or until SHPD could find another dispatch service provider.

SHPD attempted to contract dispatch services with the Napa Police Department but was unable to secure a contract as Napa Police Department did not have the capacity to house another agency. Napa Police Department currently services Napa PD, Napa Fire, Napa County Sheriff, American Canyon PD, Yountville PD, and Napa County Fire. Napa PD will likely regionalize in three years when a new facility has been retrofitted with an expectancy of opening in 2029.

CPD is capable of providing consistent police dispatch services needed by the City of St. Helena that would include, but is not limited to, dispatch facilities, equipment, and staffing under the terms and conditions set forth in the attached contract. Current SHPD dispatch employees will have the opportunity to become CPD dispatch employees should they choose.

DISCUSSION:
By entering into the agreement with Calistoga, the City of St. Helena will assume the following costs:

1. Fifty percent (50%) of the fully burdened personnel cost allocation of six (6) full-time equivalent dispatchers costs
2. Thirty percent (30%) of the fully burdened personnel cost allocation costs of Calistoga's Public Safety Communication Manager
3. Fifty percent (50%) of the administrative, shared services, equipment, maintenance and licensing costs attributed to the dispatch center.

The estimated annual cost is $716,371 based on the following expenses:

Description	**Amount**
Payroll - Public Safety Dispatcher Annual Salary - 3 FTE	490,970
Estimated Overtime/Part-time Wages	50,460
Payroll - 30% Public Safety Communications Manager	59,382
Sub-Total	**600,747**
16% Administrative Cost	88,047
50% of actual Shared Services & Equipment Costs	27,575
Annual Total	**716,371**

Additionally, the agreement provides language that at the end of each fiscal year a review of actual overtime costs incurred for dispatch services will be conducted. If actual

overtime costs exceed estimated overtime costs, the difference will be invoiced accordingly. Conversely, if actual overtime costs are lower than estimated overtime costs, the difference will be credited toward the next fiscal year.

The current costs for operating our dispatch center are estimated to be $610,734, which is based on four full-time dispatchers, overtime costs incurred over the past year, and operational costs that are solely related to the dispatch services. Therefore, it is estimated that the agreement will cost an additional $106,000 per year, which will be included in the upcoming FY 2025-26 and FY 2026-27 Biennial Operating Budget. This amount may fluctuate based on the review of overtime costs at the end of each fiscal year.

There is an additional one-time expense of $50,000 for capital improvements required to accommodate the additional dispatch staffing and services. This is currently budgeted in the FY 2024-25 Operations Budget in Fund 592 - Equipment Replacement.

Other terms in the agreement consist of the following:

- A three-year term, effective, July 1, 2025 through June 30, 2028.
- Contract may be terminated upon 180 days written notice by either party for any reason.
- Contract may be renewed for two (2) successive two (2) year periods.

ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

Resolution - Agreement with City of Calistoga for Dispatch Services
CPD SHPD Dispatch Services Contract 022125-c1

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution Authorizing the City Manager to Execute an Agreement with the City of Calistoga for Police Dispatch Services for an Estimated Annual Cost of $716,371 effective July 1, 2025 for a Three-Year Term .

RECITALS

A. In May 2023, the St Helena Police Department (SHPD) relocated from 1480 Main Street to 1088 College Avenue; and

B. The SHPD dispatch center was unable to relocate to the new police department location at that time; and

C. The Calistoga Police Department (CPD) provided its dispatch center as a temporary location for the SHPD dispatch services until a permanent solution for SHPD could be identified; and

D. In June 2024, when SHPD was ready to move the dispatch center to the new City facility the City was informed by the Office of Emergency Services (OES) that the Public Safety Answering Point (PSAP) had been de-certified and was unable to obtain re-certification; and

E. SHPD was forced to continue services with CPD and entered into a temporary Dispatch Services Agreement through July 1, 2025, or until SHPD could find another dispatch service provider; and

F. CPD is capable of providing consistent police dispatch services needed by the City of St Helena that would include but not limited to dispatch facilities, equipment, and staffing under the terms and conditions set forth in the attached contract;

G. Therefore, the City and the City of Calistoga desire to enter into an agreement for a three-year term, which an option to be renewed for two consecutive two-year periods, effective July 1, 2025 for an estimated annual amount of $716,371 and a one-time capital improvement cost of $50,000.

RESOLUTION

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

1. Authorize the City Manager to execute and agreement with the City of Calistoga for Police Dispatch services for an estimated annual cost of $716,371 and a one-time capital equipment cost of $50,000 effective July 1, 2025.

2. Authorize the City Manager to authorize any and all non-substantive amendments to the agreement that are deemed necessary to finalize the agreement.

3. Funding is as follows:

Description	Fund	GL Account	Amount
Previously Authorized in the FY 2024-25 Operating Budget	Equipment Replacement Fund	592-40-00-21-45	50,000
Budget will be Requested in FY 2025-26 Operating Budget	General Fund	101-49-00-21-45	716,371
Budget will be Requested in FY 2026-27 Operating Budget	General Fund	101-49-00-21-45	716,371
Budget will be Requested in FY 2027-28 Operating Budget	General Fund	101-49-00-21-45	716,371

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Deasy: _____

Council Member Barak: _____

Council Member Spadarotto: _____

Council Member Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Erika Opp, Acting City Clerk

City of St. Helena Agreement No. _____

City of Calistoga Agreement No._____

AGREEMENT FOR DISPATCH SERVICES
BETWEEN THE CITY OF ST. HELENA
AND
THE CITY OF CALISTOGA

THIS AGREEMENT FOR POLICE DISPATCH SERVICES ("Agreement") is made and entered into as of this 1ST day of April 2025, by and between City of St. Helena ("ST. HELENA"), a municipal corporation, and the City of Calistoga ("CALISTOGA"), a municipal corporation (collectively, the "Parties").

RECITALS

WHEREAS, CALISTOGA and ST. HELENA are each responsible for law enforcement services within their jurisdictional boundaries; and

WHEREAS, the Parties implement this responsibility through their respective police departments, providing day to day emergency response, dispatch, crime prevention, and other services.

WHEREAS, ST. HELENA and CALISTOGA currently contract with one another for the performance of public safety dispatch services within CALISTOGA and ST. HELENA's municipal boundaries pursuant to an Agreement executed on July 30, 2024, and

WHEREAS, ST. HELENA wishes to dissolve its police dispatch unit by transitioning responsibility for ST. HELENA police dispatch services to CALISTOGA; and

WHEREAS, CALISTOGA is willing to furnish police dispatch services for ST. HELENA through the utilization of CALISTOGA facilities and staff; and

WHEREAS, CALISTOGA is willing to augment its currently allocated police dispatcher positions by assuming employment of the three full time equivalent ST. HELENA Public Safety Dispatchers who are currently employed as ST. HELENA police dispatchers on the effective date of this Agreement; and

WHEREAS, CALISTOGA is willing to furnish said services to ST. HELENA for a mutually agreed cost; and

WHEREAS, CALISTOGA is capable of rendering such services under the terms and conditions set forth in this Agreement; and

WHEREAS, the performance by CALISTOGA for ST. HELENA of the police dispatch services referenced herein will require CALISTOGA to incur certain costs and expenses, including

but not limited to costs and expenses for dispatch personnel, services, operation, equipment, administration and capital expenditures; and

WHEREAS, it is the intent of the parties to this Agreement that ST. HELENA assume fifty percent (50%) of the fully burdened personnel cost allocation of the six full time equivalent dispatchers, thirty percent (30%) of the of the fully burdened personnel cost allocation costs of CALISTOGA'S public safety communication manager, and fifty (50%) percent of the administrative, shared services, equipment, maintenance and licensing costs attributable to the augmented CALISTOGA Dispatch center; and

WHEREAS, the Parties to this Agreement have determined that the computer-aided dispatch and records management systems belonging to the CALISTOGA will be an effective method of communications and record keeping for both Parties; and

WHEREAS, it is necessary and desirable that the parties enter into this Agreement as set forth below.

NOW, THEREFORE, in accordance with the recitals set forth above and as consideration for the representations, warranties, covenants and agreements set forth in this agreement, as well as for other good and valuable consideration the receipt and sufficiency of which hereby are acknowledged, ST. HELENA and CALISTOGA agree as follows:

I. SERVICES

CALISTOGA shall provide dispatch services to ST. HELENA, as set forth in Schedule A, Scope of Services and Payment. These services will be provided by CALISTOGA employees, supervised by CALISTOGA, subject to all CALISTOGA governing statutes, ordinances, policies, and procedures.

This Agreement shall have no impact on current cooperative, automatic aid, and mutual aid agreements between ST. HELENA and CALISTOGA.

II. FUTURE ADDITIONAL SERVICES

The cities recognize that a modern, automated, and consolidated communications center may offer certain cost-effective opportunities to add related and specialized services. The Parties further understand and agree that any future additional specialized services other than those services set forth in Schedule A may be added only upon mutual agreement and approval by each City.

III. SCHEDULES

CALISTOGA and ST. HELENA agree to comply with the terms and conditions of this Agreement, including the Schedules which are attached hereto and are incorporated by this reference and made a part of the Agreement. In the event that any of the terms and conditions of the Schedules are inconsistent with the terms of this Agreement, the terms and conditions of the Schedules will prevail.

Schedule A – SCOPE OF SERVICES AND PAYMENT defines the services to be provided to ST. HELENA by CALISTOGA and the cost of those services payable by ST. HELENA to CALISTOGA under this Agreement.

IV. TERM: This Agreement shall become effective April 1, 2025, through June30, 2028 and may be automatically renewed for two (2) successive two (2) year periods unless terminated pursuant to section V. Renewal shall be upon the same terms and conditions as set forth herein; except the annual payments by ST. HELENA shall be in accordance with the Payment Terms in Schedule A.

V. TERMINATION.

Either party may terminate this Agreement for any reason, with or without cause, upon one-hundred eighty (180) days' written notice to the other party. The Agreement may be canceled immediately by written mutual consent. Upon termination of this Agreement, all amounts owing from ST. HELENA to CALISTOGA for services rendered shall be due and payable in accordance with terms of this Agreement.

VI. MODIFICATION

This Agreement may be modified or amended only by a written document executed by both parties.

VII. PAYMENT FOR SERVICES:

ST. HELENA shall pay to CALISTOGA for services rendered pursuant to this Agreement the amounts set forth in Schedule A which is attached hereto and incorporated herein by reference.

IX. INDEMNIFICATION:

A. ST. HELENA and CALISTOGA are each an independent "General Law City," as defined by Government Code section 34102, and this Agreement does not create a separate legal entity. Each Party shall, at all times, remain an independent city solely responsible for all acts of its employees or agents, including any negligent acts or omissions.

B. INDEMNIFICATION BY ST. HELENA. ST. HELENA shall indemnify and hold CALISTOGA and CALISTOGA's officers, agents, employees, volunteers subcontractors, and independent contractors free and harmless from any claim or liability whatsoever based or asserted upon any act or omission of ST. HELENA and ST. HELENA's officers, agents, employees, volunteers, subcontractors, and independent contractors for property damage, bodily injury, or death, or any other element of damage of any kind or nature, occurring in the performance of the Agreement to the extent that such liability is imposed on CALISTOGA by the provisions of California Government Code Section 895.2. ST. HELENA shall defend at its expense, including attorney fees, its officers, agents, employees, volunteers, subcontractors, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

C. INDEMNIFICATION BY CALISTOGA. CALISTOGA shall indemnify and hold ST. HELENA and ST. HELENA's officers, agents, employees, volunteers subcontractors, and independent contractors free and harmless from any claim or liability whatsoever based or asserted

upon any act or omission of CALISTOGA and CALISTOGA's officers, agents, employees, volunteers, subcontractors, and independent contractors for property damage, bodily injury, or death, or any other element of damage of any kind or nature, occurring in the performance of the Agreement to the extent that such liability is imposed on ST. HELENA by the provisions of California Government Code Section 895.2. CALISTOGA shall defend at its expense, including attorney fees, its officers, agents, employees, volunteers, subcontractors, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

X. INDEPENDENT CONTRACTOR

A. In the furnishing of the services provided for herein, CALISTOGA is acting solely as an independent contractor. Neither CALISTOGA, nor any of its officers, agents or employees shall be deemed an officer, agent, employee, joint venture, partner, or associate of ST. HELENA for any purpose. ST. HELENA shall have no right to control or supervise or direct the manner or method by which CALISTOGA shall perform its work and functions.

B. This Agreement is not evidence of a partnership or joint venture between CALISTOGA and ST. HELENA.

XI. NOTICES.

Notices required or permitted under this agreement shall be sent through U.S. Postal Service by certified mail. Notice shall be considered given upon deposit. Addresses for any such notices shall be:

To ST. HELENA

Christopher Hartley, Chief of Police
St. Helena Police Department
1088 College Avenue
St. Helena, CA 94574

To CALISTOGA:

Matthew McCaffrey, Chief of Police
Calistoga Police Department
1235 Washington Street
Calistoga, CA 94515

XII. WAIVER

A. No waiver shall be binding, unless executed in writing by the party making the waiver.

B. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision.

C. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the remaining provisions of this Agreement.

XIII. DISPUTE RESOLUTION

A. Any controversy, claim, or dispute arising out of or relating to this Agreement shall be settled first by non-binding negotiations. Either Party may initiate negotiation proceedings by giving written notice to the other Party, setting forth the particulars of the dispute, and requesting that the parties meet to resolve the dispute. Within ten (10) days after receipt of such letter, the Parties shall meet on at least two (2) occasions to attempt to resolve the matter. If the controversy is not resolved by informal negotiations within thirty (30) days after the receipt of the written notice, the matter shall be referred to a retired judge or justice or other mutually agreed upon

mediation service. Such mediation shall occur in an informal non-binding conference or conferences between the Parties in which the Mediator shall seek to guide the Parties to resolution on the matter. At least ten (10) days prior to said mediation, each Party shall submit to the Mediator a written statement of not more than ten (10) pages setting forth their respective positions regarding the dispute. All fees and costs incurred in connection with this mediation shall be equally borne by the Parties.

B. Notwithstanding anything to the contrary, Section XIII is not intended to limit or restrict the rights of either party to seek judicial remedy.

XIV. SEVERABILITY

If any one or more of the sentences, clauses, paragraphs, or sections contained herein is declared invalid, void, or unenforceable by a court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall not affect, impair or invalidate any of the remaining sentences, clauses, paragraphs or sections contained herein.

XV. GOVERNING LAW AND VENUE

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with California law. All proceedings involving any disputes over the terms, provisions, covenants, or conditions contained within this Agreement and all proceedings involving any enforcement action related to this Agreement shall be initiated and conducted in the applicable court or forum in the County of Napa.

XVI. ENTIRE AGREEMENT

This Agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

XVII. NO OBLIGATION TO THIRD PARTIES

Nothing in this Agreement, or any of the addend hereto, is intended to nor shall it create any right in any person, firm, corporation, or entity, other than in the Parties, including but not limited to employees of the Parties, to any of the benefits hereunder. Nothing in this Agreement is intended to expand the duties and obligations of ST. HELENA and/or CALISTOGA with respect to third parties.

XVIII. RIGHT TO AUDIT

Upon reasonable notice, either Party shall have the right to inspect and audit any records maintained by the other Party relevant to this Agreement, to the extent allowed by law.

XIX. ADDITIONAL DOCUMENTS AND AGREEMENTS

The Parties agree to cooperate in the execution of any additional documents or agreements that may be required to carry out the terms of this Agreement.

XX. ASSIGNMENT/DELEGATION

Neither Party shall assign or transfer any interest in this Agreement or any duty hereunder without the consent of the other Party, and no assignment shall be of any force or effect whatsoever unless and until the other Party has so consented.

XXI RECITALS AN INTEGRAL PART OF AGREEMENT

The recitals set forth above are and for all purposes shall be interpreted as being an integral part of this Agreement, constituting acknowledgments and agreements by and among the parties hereto, and are incorporated in this Agreement by this reference.

IN WITNESS WHEREOF, the parties have executed this Agreement:

CITY OF CALISTOGA:

By:_____

Laura Snideman, City Manager

CITY OF ST. HELENA

By: _____

Anil Comelo, City Manager

SCHEDULE A.

SCOPE OF SERVICES AND PAYMENT

A. ST. HELENA and CALISTOGA are consolidating and merging their police dispatch services through an intergovernmental transfer of ST. HELENA CITY'S existing Police Dispatchers which consist of three full time equivalent dispatchers. Under the terms of this Dispatch Services Agreement, Upon successful completion of the required California Police Officers and Standards (POST) background and testing requirements., ST. HELENA'S existing three full time equivalent dispatcher employees will be hired as Calistoga Police Department dispatchers.

B. Following the transfer of existing ST. HELENA dispatchers, CALISTOGA will provide public safety dispatch services within the corporate limits of ST. HELENA.

1. SCOPE OF SERVICES: DUTIES OF CALISTOGA:

1.1 CALISTOGA agrees, through the Calistoga Police Department, to provide comprehensive police dispatch services for the St. Helena Police Department twenty-four (24) hours per day, three hundred sixty-five (365) days per year. These services shall be as follows:

1.1.1 Emergency and Non-Emergency Telephone Services: CALISTOGA shall receive and process all emergency and non-emergency telephone calls for ST. HELENA Police Department, including those received on 9-1-1 telephone lines and on published seven-digit emergency telephone lines at the CALISTOGA Police Department Communications Center

1.1.2 Computer Aided Dispatch: CALISTOGA shall provide dispatch services utilizing a modern Computer Aided Dispatch ("CAD") System at the CALISTOGA Police Department Communications Center. CALISTOGA agrees to authorize ST. HELENA to have unlimited access to amend, enter, or view the data within CALISTOGA's CAD System. The ST. HELENA Police Department shall be responsible for any/all hardware or software costs necessary for access to the CAD System. The ST. HELENA Police Department agrees not to release any confidential information from, or grant access to confidential information by any third party without prior written authorization from CALISTOGA. If ST. HELENA believes the information contained in the CAD System would be responsive to a request for records made under the California Public Records Act, ST. HELENA shall forward the PRA request to CALISTOGA's City Clerk Office.

1.1.3 The California Law Enforcement Telecommunications Systems ("CLETS"): CALISTOGA shall provide CLETS support for ST. HELENA Police Department field activities.

1.1.4 CLETS Access: CALISTOGA shall provide access to the CLETS Database during the term of this Agreement; however, ST. HELENA Police Department shall be responsible for managing and obtaining CLETS mnemonics, as well as any/all hardware or software cost associated with accessing the CLETS Database. ST. HELENA Police Department

will also be responsible for managing and tracking CLETS compliance and personnel certifications.

1.1.5 California Criminal Justice Information System ("CJIS") Access: CALISTOGA shall provide access to CJIS during the terms of this Agreement; however, the ST. HELENA Police Department shall be responsible for any/all hardware, software and personnel access and compliance regulations cost associated with accessing the CJIS database.

1.1.6 Technical Services: The ST. HELENA Police Department shall be responsible for any/all hardware or software costs associated with secondary hardware or software applications. The CALISTOGA Police Department will not provide support for equipment owned by the ST. HELENA Police Department or any other ST. HELENA on-premises equipment.

1.1.7 Records Management Services: ST. HELENA Police Department shall be responsible for fifty percent (50%) of all hardware, software, and licensing costs associated with the CALISOTGA's Dispatch and Records Management system (RIMS).

2. OPERATIONAL ISSUES

2.1. Policies and Procedures: CALISTOGA Police Department Communications Center shall be under the direction and management control of the CALISTOGA Police Chief or their designee. Matters concerning communication procedures, operations, complaints, request for changes, and/or similar operational matters provided for under this Agreement shall be submitted in writing by the ST. HELENA Police Chief or their designee to the CALISTOGA Police Chief or their designee.

2.2. Conflict Resolutions: During the regular business hours, the supervisory personnel from the ST. HELENA Police Department shall attempt to resolve problems involving dispatch by contacting the on-duty Communications Manager . If the matter remains unresolved after contacting the on-duty Communications Manager , the ST. HELENA supervisory personnel should contact the on-duty Patrol Supervisor or on-duty Officer in Charge ("OIC") at the CALISTOGA Police Department.

2.3. Special Events: Whenever possible, the ST. HELENA Police Department shall notify the CALISTOGA Police Department Communications Center of any planned special events at least thirty (30) days in advance of the event. If extra personnel are required; the ST. HELENA Police Department agrees to reimburse CALISTOGA for any additional cost associated with the extra staffing. The cost of and whether extra personnel are required shall be reviewed and agreed upon by the Parties to this Agreement at least thirty (30) days in advance of the event.

3. LEVEL OF SERVICE

3.1. Level of Service: CALISTOGA Shall provide police dispatch services twenty-four (24) hours per day, three hundred sixty-five (365) days per year.

3.2. Staffing: CALISTOGA agrees to maintain the appropriate staffing levels within the CALISTOGA Police Department Communications Center to deliver the services set forth in this Agreement.

4. PROVISION OF LABOR AND EQUIPMENT

4.1 Labor and Equipment: CALISTOGA shall supply all labor and supplies necessary to maintain the level of service required by this Agreement. Any equipment purchased by the ST. HELENA Police Department to be utilized by the CALISTOGA Police Department

Communication Center (hereafter "ST. HELENA Equipment") shall meet the CALISTOGA Police Chief's specifications. All ST. HELENA Equipment shall remain within the CALISTOGA Police Department Communications Center during the term of this Agreement but shall be owned by ST. HELENA. CALISTOGA and ST. HELENA shall meet and confer before the installation of ST. HELENA Equipment to discuss installation, maintenance, and security protocols. CALISTOGA Police Department Communications Center staff shall use reasonable care when operating ST. HELENA Equipment. ST. HELENA shall be responsible for routine maintenance, repairs, and upgrades of ST. HELENA Equipment. CALISTOGA shall allow ST. HELENA employees and contractors reasonable access to the CALISTOGA Police Department Communications Center to perform maintenance, repair, and upgrades of ST. HELENA Equipment, subject to any standard security measures employed by CALISTOGA at the CALISTOGA Police Department Communications Center. In the event of damage to ST. HELENA Equipment beyond normal wear-and- tear, CALISTOGA and ST. HELENA shall meet and confer in good faith to determine responsibility for any such damage and whether reimbursement by CALISTOGA, if applicable, shall be direct or a credit against a monthly payment by ST. HELENA, as provided for in Section 6.1 of this Schedule.

5. PERSONNEL

5.1 Status of Employees: All persons employed by CALISTOGA to perform services pursuant to this Agreement are CALISTOGA employees or contractors and shall always be under the direction and control of CALISTOGA.

5.2 Hiring, Supervising and Managing Employees: CALISTOGA is responsible for hiring, supervising, and managing CALISTOGA Police Department Communications Center employees. CALISTOGA is bound to abide by the Collective Bargaining Agreements ("CBA") covering CALISTOGA employees performing services pursuant to this Agreement. The ST. HELENA Police Department Chief or designee will be provided an opportunity to the CALISTOGA Police Chief or designee concerning the performance of dispatch personnel performing services for the ST. HELENA Police Department under the terms of this Agreement.

5.3 Staffing Levels. To provide dispatch services for both the City of Calistoga and City of St. Helena , Staffing levels at the e CALISTOGA dispatch center will consist of be six (6) FTE Police dispatchers. During the term of this Agreement, CALISTOGA agrees to provide three part-time employees and one Communication Manager to operate the combined Dispatch Center. An implementation period of up to three (3) months may be required to accommodate the transition and hiring requirements by California POST for police dispatchers. Following the conclusion of the initial implementation period, the staffing levels for the combined dispatch center shall be six (6) dispatchers supplemented with a minimum of three (non-benefitted) part-time dispatchers, and one Communication Manager.

5.3.1 Transfer of ST. HELENA Staff to CALISTOGA Staff. Based on the minimum Staffing Levels outlined in Section 5.3 above), current ST. HELENA dispatchers shall, subject to verification of employment eligibility and review and compliance background checks mandated by California law and POST requirements be allowed to transfer to CALISTOGA employment. St. Helena dispatchers will be considered new Calistoga Police Dispatchers and seniority will be as new employees. Seniority between the transferred St. Helena Police Dispatchers will be based on their previous seniority at St. Helena Police Department.

5.3.2 Accruals of Staff Transferred from ST. HELENA. Staff transferred from ST. HELENA shall be allowed to accrue vacation, longevity pay based on ST. HELENA hire dates. Vacation and compensatory time earned while employed at ST. HELENA will be carried over at ST. HELENA's expense as well as recharged for 100% of any actual required coverage costs as a result of using the ST. HELENA accrued time. The accrued ST. HELENA time shall be used within one year from the date the contracted services become effective. The remaining balance at the end of the one-year limit will be paid out to the employee by ST. HELENA at the last hourly rate the former ST. HELENA employee was paid out prior to transferring into the service of CALISTOGA. Sick leave balances will be allowed to be carried over under the same terms as earned vacation and compensatory time however at the end of the first year of the contracted services the remaining value of the accrued ST. HELENA sick time will be deposited into a designated retirement savings account on behalf of the employee by ST. HELENA. The value of the sick time will be calculated at the current value of the hourly rate at the time of the deposit into the saving account. An addendum to the CALISTOGA POLICE OFFICER'S ASSOCIATION MOU will be created to allow for the hired ST. HELENA dispatchers to use their accrued ST. HELENA Vacation, Compensatory time, and sick leave during their probationary status (within the first 12 months of employment as CALISTOGA dispatchers).

6. COMPENSATION FOR SERVICES

6.1 During the term of this Agreement (from April 1, 2025 to June 30, 2028), ST. HELENA shall pay compensation to CALISTOGA which shall include the fully loaded salary, benefits and other compensation applicable to three (3) FTE Public Safety Dispatchers, overtime and/or part time wages as necessary to ensure coverage at the CALISTOGA dispatch center, and thirty percent (30%) of the fully loaded costs for one FTE Public Safety Communications Manager. ST. HELENA shall also pay an administrative fee of Eighty-Eight Thousand and forty -seven Dollars ($88,047.00) representing sixteen percent (16%) of CALISTOGA's administrative costs for operating the Dispatch Center. Finally, ST. HELENA shall pay fifty percent (50%) of CALISTOGA'S actual costs for shared services, equipment, licensing and maintenance.

The total annual cost for provision of the services set forth in this Agreement shall be as follows:

For April 1, 2025, through June 30, 2025, One Hundred Seventy Nine Thousand Ninety Two Dollars and Seveny-Five Cents. ($179,092.75) and, if applicable, any cost adjustments within the scope of Section 6.1.1.

For Fiscal Year 2025 - 2026; Seven Hundred Sixteen Thousand Three Hundred and Seventy One Dollars ($716,371.00) and, if applicable, any cost adjustments within the scope of Section 6.1.1.

For Fiscal Year 2026 - 2027; Seven Hundred Sixteen Thousand Three Hundred and Seventy One Dollars ($716,371.00) and, if applicable, any cost adjustments within the scope of Section 6.1.1.

A further breakout of the compensation amounts is provided in the chart below.

Payroll - Public Safety Dispatcher Annual Salary - 3 FTE		$490,970.00
Estimated Overtime/Part-time wages		$50,460.00
Payroll - 30% Public Safey Communications Manager		$59,382
Sub-Total		**$600,747.00**
16% Administrative Cost		$88,047.00
50% of actual Shared Services & Equipment costs		$27,575.00
ANNUAL TOTAL		**$716,371.00**

The amounts set forth above include all allowable direct and indirect costs estimated to be incurred by CALISTOGA for provision of the services delineated herein Specifically, the estimated costs include, but are not necessarily limited to: non-recurring personnel start-up costs; estimated salaries for employee classifications expected to be performing services; all employee benefits to be paid by CALISTOGA at rates established by CALISTOGA; the estimated costs of providing relief for all allowable absences (including, but not limited to, vacation, compensatory time off, sick leave, disability leave, bereavement leave, military leave, and jury duty); estimated supplies and services necessary for performance of work hereunder (including, but not limited to, items such as equipment and training); and indirect expenses (i.e., internal overhead associated with functions such as Administration, Records, Dispatch, and Crime Analysis). Employees performing services under this Agreement will be entitled to all benefits, including paid holidays and other paid leave (such as vacation, compensatory time off, sick leave, disability leave, bereavement leave, military leave, and jury duty) as allowed by CALISTOGA for all employees and/or as allowed by bargaining agreements governing the employee classifications performing services hereunder. All costs associated with such benefits are allowable under this Agreement.

6.1.1 Effect of Salary Adjustments. The parties acknowledge and agree that future negotiated amendments to the labor agreements for the classifications applicable to this Agreement may increase or decrease the personnel costs under this Agreement. Notwithstanding the $600,747.00 in personnel costs outlined in Section 6.1, ST. HELENA agrees to fully reimburse CALISTOGA for the fully loaded payroll costs of the three FTE police dispatcher positions outlined in Section 6.1, including overtime and/or part-time wages necessary to operate the consolidated dispatch center. The parties agree that CALISTOGA may invoice ST. HELENA for any personnel, wage, or overtime costs as necessary to ensure that CALISTOGA is fully reimbursed for any costs, fees and expenses under this Agreement.

6.1.2 Payment Schedule. CALISTOGA shall invoice ST. HELENA quarterly based the prorated annual amount. The quarterly cost for services rendered under this Agreement shall be ¼ the annual cost, payable by the 10th day of each month.

6.2 Payment of Cost. Nonpayment by ST. HELENA within the timeframe provided for payment in Section 6.1 above for a properly charged invoiced monthly bill for services shall constitute a default of this Agreement. In the event of nonpayment, CALISTOGA shall provide notice of default to ST. HELENA. If ST. HELENA fails to cure the default within ten (10) calendar days of receiving the notice from CALISTOGA (or by the date of any extension granted in writing by CALISTOGA), CALISTOGA's remedy shall be to terminate this Agreement

within thirty (30) days written notice to ST. HELENA and to discontinue the provision of services being provided under this Agreement. In the event this Agreement is terminated pursuant to this Section because of a billing dispute, the Parties shall meet and confer in good faith on an urgency basis to resolve any outstanding issues.

6.3 ST. HELENA Capital Improvement Payment. To accommodate the additional permanent dispatch staffing and services/operations, and capital improvements required to maximize the current dispatch center and the Departmental space, within sixty (60) days of the execution of this AGREEMENT, ST. HELENA shall pay CALISTOGA the amount up to fifty thousand dollars $50,000.00. This capital project expenditure is needed whether the City of Calistoga continues to provide space to the City of St. Helena or whether the City of Calistoga provides dispatching services to the City of St. Helena.

6.4 Future Capital Improvement Payments. Future Capital improvements to CALISTOGA's Dispatch Center and Police Department shall be shared equally between CALISTOGA and ST. HELENA. The scope and expense of future Capital projects shall be memorialized in an amendment to this AGREEMENT which shall be approved by the Parties' respective governing bodies.

6.5 At the end of each fiscal year, a review of actual overtime expenditures incurred for dispatch services will be conducted. If the actual overtime costs exceed the estimated overtime costs billed to St. Helena, the difference will be invoiced accordingly. Conversely, if actual overtime costs are lower than the estimated overtime costs billed, the excess amount will be credited toward the next fiscal year.

7. INTERNAL POLICIES

If requested by the CALISTOGA Police Chief the ST. HELENA Police Chief, an internal policy memorandum may be entered into by and between said CALISTOGA Police Chief and ST. HELENA Police Chief with respect to questions relating to the provision of service under this Agreement. The policy will set forth the question raised, and all agreements reached in resolution of the question. The intent and purpose of each such policy shall be to administratively implement, interpret, or clarify one or more provisions of this Agreement. No such policy shall have the effect of amending this Agreement unless an amendment to this Agreement is approved in writing by both the ST. HELENA City Council and CALISTOGA City Council. In the event of any inconsistency between the terms of such policy and the terms of this Agreement, the terms of this Agreement shall prevail.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	April 22, 2025
FROM:	Mario Traverso, Project Manager
SUBJECT:	Consideration and proposed adoption of a Resolution approving the plans for the R24-02 Oak Avenue Restoration Project utility replacement component and authorizing the advertisement for bids; consideration and proposed adoption of a Resolution approving contract Amendment No. 1 with Summit Engineering for $28,000.
RECOMMENDED ACTION:	Approve the Resolution
PREVIOUS COUNCIL ACTION:	The Oak Avenue Rehabilitation Project R24-01 is included in the City's FY 2024-2028 CIP which was approved by City Council on June 13, 2023.
STATEMENT OF THE PURPOSE:	The Purpose of the Oak Avenue Rehabilitation Project R24-02 is to deliver necessary upgrades to the utility infrastructure in Oak Avenue in preparation for surface improvements.
FINANCIAL IMPACT:	The financial impact for the approval of Contract Amendment No.1 is $28,000 to be funded by GO Bonds.

BACKGROUND:

The Oak Avenue Rehabilitation Project R24-02 is developed to upgrade the utility infrastructure in Oak Avenue from Madrona Avenue to Mitchell Drive. The utility upgrades include installing new and upsized water main, sanitary sewer main and storm drain pipelines. These installations are necessary to complete prior to surface improvements.

DISCUSSION:

The existing surface condition of Oak Avenue and its utility infrastructure needs are well known and have been a longstanding City Council and community priority. In 2008, engineering plans were developed to address the needed utility work in Oak Avenue, but for unknown reasons the project was abandoned. In 2024, staff revived the project by utilizing the mostly complete 2008 utility plans. The plans were recently completed by Summit Engineering of Santa Rosa. The utility work includes installing a new and upsized storm drainpipe from Madrona Avenue to Mitchell Drive, replacing the sanitary sewer from Madrona Avenue to Mitchell Drive and replacing water main from Adams Street to Spring Street. New water services and sanitary sewer laterals will be included. These replacements are necessary in order to proceed with the planned surface improvements which will include sidewalk, curb, gutter, tree replacement, and new

roadway surface. The surface improvements will occur following the completion of the utility component, anticipated for spring/summer 2026.

This project will be a significant endeavor and pose disruptions unlike we have experienced in the City for many years. A preliminary notice was sent to affected residents in January, introducing the project, the timeline and initiating any logistical coordination with residents. Currently, staff expects construction activities to begin late summer and continue into the fall, to be completed by November. While the utility construction occurs, staff will be finalizing the surface improvement plans which we expect to begin shortly after the utility improvements are complete. Included in this action is a request for approval of a contract amendment with Summit Engineering. The contract amendment is needed to address minor cost overruns concerning the utility design and additional costs associated with the storm drain outfall redesign through the PG&E and Cunningham properties to the south of Mitchell Drive.

ENVIRONMENTAL REVIEW: None

GOAL:

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

DOCUMENTS ATTACHMENTS:

Attachment 1 - Resolution - PSE Approval
Attachment 2 - Resolution - Contract Amendment
Attachment 3 - Amendment 1
Attachment 4 - Plans
Attachment 5 - STH Contract FY2024-024 Summit Engineering

CITY OF ST. HELENA

RESOLUTION NO. 2025 -

Finding the Oak Avenue Rehabilitation Project R24-02 Exempt from CEQA; Approving and adopting the project plans; and Authorizing the Bid Request for the Oak Avenue Rehabilitation Project R24-02.

RECITALS

A. The City of St. Helena is responsible for maintenance of City owned utility infrastructure; and

B. On June 13, 2023 City Council approved the FY 2024-2028 CIP which includes the Oak Avenue Rehabilitation Project R24-02;

C. The Oak Avenue Rehabilitation Project R24-02 includes the replacement of utility infrastructure in Oak Avenue in preparation for surface improvements; and

D. The Project Plans for R24-02 have been prepared by Summit Engineers of Santa Rosa, reviewed by the City Engineer, and presented for approval and authorization to bid.

RESOLUTION

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

1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities Class 1 which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publicly owned utilities; and
2. The Project Plans will be available on the City of St. Helena's website and for viewing at St. Helena Public Works, 1088 College Avenue, are hereby approved; and
3. The Public Works Director/City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

Mayor Dohring: _____

Vice Mayor Deasy: _____

Council Member Barak: _____

Council Member Spadarotto: _____
Council Member Summers: _____

APPROVED: ATTEST:

_____ _____
Paul Jamison Dohring, Mayor Erika Opp, City Clerk

CITY OF ST. HELENA

RESOLUTION NO. 2025-

(1) Approval of a Resolution Authorizing Amendment No. 1 to the existing professional services agreement with Summit Engineering Inc., to increase the contract amount by $28,000 for a total, not-to-exceed amount of $149,500, for additional engineering design services related to the Oak Avenue Improvement Project.

RECITALS

A. The rehabilitation and restoration of Oak Avenue is a City Council and community priority; and

B. Design efforts began in 2007 by Summit Engineering of Santa Rosa which included the replacement of the storm water, sewer, and water utility infrastructure; and

C. Summit Engineering was requested to provide a cost proposal to complete the design work which began in 2007; and

D. An agreement was entered into on November 10, 2023 with Summit Engineering to complete the proposed design work; and

E. An amendment to the agreement is required to resolve certain unforeseen engineering design needs in the amount of $28,000.

RESOLUTION

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

1. Authorizes Amendment No. 1 to the existing Professional Services Agreement with Summit Engineering to increase the contract amount by $28,000, for a total not-to-exceed amount of $149,500 for additional services related to the engineering design for the Oak Avenue Rehabilitation Project R24-02.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025 by the following vote:

Mayor Dohring: _____

Vice Mayor Deasy: _____

Council Member Barak: _____

Council Member Spadarotto: _____

Councilmember Summers: _____

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
City Clerk

AMENDMENT #1

FOR PROFESSIONAL SERVICES AGREEMENT WITH SUMMIT ENGINEERING; STH CONTRACT NO: 2024-024 PERTAINING TO CONTINUATION OF SERVICES TO CITY FOR ENGINEERING DESIGN SERVICES RELATED TO THE OAK AVENUE IMPROVEMENT PROJECT FOR AN ADDITIONAL $28,000 FOR A TOTAL AMOUNT NOT-TO- EXCEED $149,500.

This First Amendment to Professional Services Agreement summit Engineers STH Contract: FY 2024-024 dated November 10, 2023 ("Agreement") is made as of this_____ day of_____, 2025 by and between the City of St. Helena and Summit Engineering.

RECITALS

A. On November 10, 2023, The City of St. Helena and Summit Engineering entered into an agreement to provide engineering design services for the Oak Avenue Improvement Project; and

B. An amendment to the contract is required to address additional engineering design services due to changes requested by the city related to alternative design requirements; and

C. The City of St. Helena and Summit Engineering now desire to amend the Agreement for an additional $28,000 to complete the additional scope of work described in Exhibit A for a total amount not-to-exceed $149,500.

.

AGREEMENT

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements herein contained, for good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Section 4.A. The total compensation that may be paid under the Agreement as set forth in Section 4.A is hereby amended to an amount that shall not exceed $149,500.

2. Scope of Services. The Scope of Services as set forth in the Agreement is hereby amended to include the additional scope of work attached hereto and

incorporated herein as Exhibit A.

3. All other terms of the Agreement shall remain in full force and effect.

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

SUMMIT ENGINEERING

By: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:

_____
Ethan Walsh, City Attorney, St. Helena

CITY OF ST. HELENA
a Municipal Corporation

By: _____
Print Name: Anil Comelo
Title: City Manager

ATTEST:

_____
Administrative Analyst
Erika Opp

EXHIBIT A

EXHIBIT A

SUMMIT

CIVIL STRUCTURAL ELECTRICAL WATER | WASTEWATER PLANNING

SUPPLEMENTAL SCOPE OF WORK

CLIENT:	**CITY OF ST. HELENA** 1800 College Avenue St. Helena, CA 94574	**PROJECT:**	**OAK AVENUE UTILITY REPLACEMENT**
Attn:	Mario Traverso	SSOW. No.:	**1**
Date:	April 9, 2025	Project No.:	2023177

This Supplemental Scope of Work, along with the attached "Schedule of Hourly Rates and Costs," is an addendum to and supplements the original Agreement for Professional Services for **Oak Avenue Utility and Street Improvements** between Summit Engineering, Inc. (hereinafter known as SUMMIT) and CLIENT dated October 10, 2023. The unaltered terms and conditions of that Agreement apply to all the work completed under this Supplemental Scope of Work.

SCOPE OF WORK

The CLIENT has requested additional services, which include design revisions to connect a Caltrans-proposed storm drain (hereinafter known as Caltrans Storm Drain) within Highway 29 to the City's proposed Oak Avenue Storm Drain via a new pipe in Adam's Street and to design a revised routing and outfall of the Oak Avenue Storm Drain to Sulphur Creek. The CLIENT has determined that the originally planned outlet routing through the property located at the south end of Oak Avenue, which lies between Mitchell Drive and Sulphur Creek, is not feasible due to private landowner considerations. The CLIENT anticipates that an alternative route through the Umpqua Bank Parking lot, approximately 180 ft to the northeast along Mitchell Drive, is a more feasible option and is the basis for this proposal.

SUMMIT's scope is proposed to be revised as described below:

1. Sanitary Sewer Improvements (.230)
   A. Revise plans per the comments from the City of St. Helena, including adding additional sewer laterals.
2. Storm Drain Improvements (.231)
   A. Review Caltrans storm drain documents.
   B. Perform a cursory review of the impact of the new flows from the Caltrans Storm Drain on the hydraulic grade lines within the Oak Avenue Storm Drain, based on the City of St. Helena Storm Drain Master Plan (SDMP) dated September 2000.
   C. Coordinate with Caltrans representative regarding their design and proposed improvements.
   D. Prepare a concept design for the connection of the Caltrans Storm Drain to the Oak Avenue Storm Drain along Adams St. and provide it to the CLIENT for review and approval.
   E. Update storm drain Construction Drawings to incorporate approved concept routing.
   F. Attend additional online or teleconference meetings with CLIENT to review progress and direction.

G. Investigate elevations required to connect the proposed storm drain to the storm drain in Mitchell Drive at the existing manhole.

H. Update storm drain Construction Drawings to incorporate downstream connection to Manhole in Mitchell Drive revised routing.

I. Task Deliverables:

1) Issue revised 100% storm drain improvement plans.

3. Water Main Improvements (.232)

A. Revise plans per the comments from the City of St. Helena.

B. Prepare plan for the Alley to Money Way water lateral.

C. Attend site visit to investigate current site conditions.

D. Prepare additional connection details.

1) Tee at the intersection of Money Way and APN009-240-015 Alley.

2) Reconnect to existing water meters to APN009-240-019.

4. Bid Package Prep (.600)

A. Provide input to CLIENT to respond to bidders' comments, if requested.

ADDITIONAL SERVICES

1. Revision based on comments from CLIENT permitting efforts with Caltrans, Fish and Wildlife, Army Corps of Engineers, or State Water Board.
2. Revision after the bid package is published.
3. Design of revised storm drain outlet piping and structure to Sulphur Creek.

FEES

Task	Fee Basis	Current Approved Fee	Proposed Change	Revised Fee
Sanitary Sewer Improvements (.230)	T&E (Budget)	$ 13,000	$ 1,500	$ 14,500
Storm Drain Improvements (.231)	T&E (Budget)	$ 11,000	$ 21,000	$ 32,000
Water Main Improvements (.232)	T&E (Budget)	$ 8,500	$ 3,500	$ 12,000
Bid Package Prep (.600)	T&E (Budget)	$ 6,000	$ 2,000	$ 8,000
	TOTAL FEE CHANGE		**$ 28,000**	

ASSUMPTIONS

1. No geotechnical investigation will be required for improvements.
2. The CLIENT will confirm authorization to use the Umpqua Bank Parking lot route prior to SUMMIT commencing work on the additional scope of work.

3. If any right of way acquisition is required for the new storm drain route, it will be performed by the City and is not part of this scope of work.
4. Hydrology and hydraulics, or utility system modeling, are not proposed for the revised storm drain routing. The CLIENT has confirmed that the new routing is substantially similar to the analysis performed in the City of St. Helena Integrated Utility Master Plan (IUMP) dated April 2021 and at the CLIENT's direction, no updated hydraulic modeling of the proposed storm drain is needed.
5. Topographic mapping for the proposed re-routed storm drain will be provided by the CLIENT in a consistent datum to the existing plans, and topographic mapping and surveying are not part of this scope. Coordination with the Surveyor will be conducted by the CLIENT and is not part of this scope of work.
6. No hydraulic data was provided to accompany the IUMP. The CLIENT was not able to locate or provide the supporting data. Therefore, the hydrologic and hydraulic data provided in the City of St. Helena Storm Drain Master Plan (SDMP) dated September 2000 has been used and approved by the CLIENT as a basis for design.

EXCLUDED ITEMS

1. Topographic Mapping
2. Geotechnical Engineering

SUMMIT

CIVIL STRUCTURAL ELECTRICAL WATER | WASTEWATER PLANNING

SCHEDULE OF HOURLY RATES AND COSTS

Effective April 1st, 2024

PRINCIPAL	$280.00/hour
ASSOCIATE	$250.00/hour
DIVISION MANAGER	$250.00/hour
DIVISION MANAGER ASST	$235.00/hour
SENIOR PROJECT MANAGER	$220.00/hour
PROJECT MANAGER	$180.00 - $210.00/hour
PROJECT ENGINEER SR	$200.00 - $210.00/hour
PROJECT ENGINEER II	$185.00 - $200.00/hour
PROJECT ENGINEER I	$170.00 - $185.00/hour
STAFF ENGINEER II	$170.00 - $180.00/hour
STAFF ENGINEER I	$155.00 - $170.00/hour
SENIOR CAD TECHNICIAN	$150.00 - $175.00/hour
CAD TECHNICIAN	$120.00 - $145.00/hour
PLANNER SR	$165.00 - $180.00/hour
PLANNER II	$155.00 - $165.00/hour
PLANNER I	$140.00 - $155.00/hour
PROJECT ADMINISTRATOR	$100.00/hour
CLERICAL	$85.00/hour
OUTSIDE CONSULTANTS	Cost plus 10%
MILEAGE	$0.70/mile
MISCELLANEOUS COSTS	Cost plus 15%

Reproductions
Travel Expenses
Long Distance Telephone
Equipment Rental
Postage
Public Documents and Records
Permit Application Fees

LITIGATION ASSISTANCE

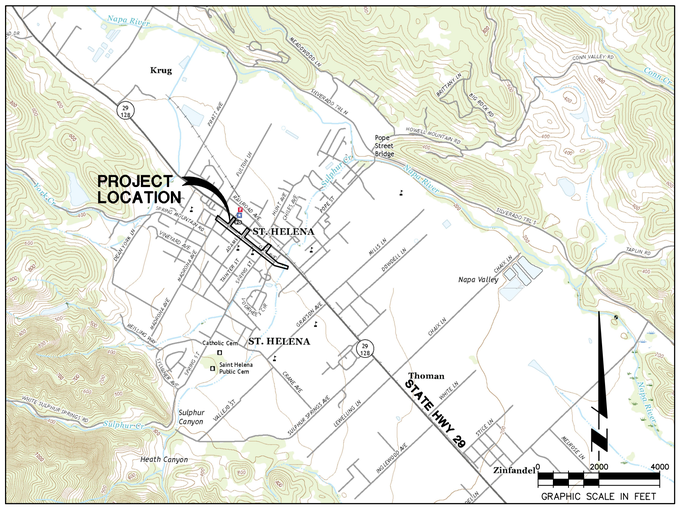
Engineering services related to litigation or legal proceedings
(Hearings, depositions, court appearances)
Including preparation ..... 1.5 times standard rate

Summit Engineering, Inc
575 W. College Ave., Suite 201 • Santa Rosa, CA 95401 • T 707 527-0775
www.summit-sr.com

OAK AVENUE UTILITY IMPROVEMENTS
FOR
CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

PROJECT TEAM

SUMMIT ENGINEERING, INC.
CIVIL ENGINEERING
SANTA ROSA, CALIFORNIA
(707) 527-0775



LOCATION MAP

CONTROL

1. VERTICAL DATUM OF THIS MAP IS BASED ON THE MAP OF TOPOGRAPHY OF CITY OF ST. HELENA OAK AVENUE DRAWN BY MICHAEL W. BROOKS & ASSOCIATES, INC, DATED MAY 2007 AND IS STATED AS BENCHMARK: NAPA COUNTY #520–U ELEVATION 261.5
2. HORIZONTAL DATUM OF THIS MAP IS BASED ON THE CONTROL POINTS ESTABLISHED BY MICHAEL W. BROOKS & ASSOCIATES, INC. ON THE ORIGINAL MAP OF TOPOGRAPHY OF CITY OF ST. HELENA OAK AVENUE, DATED MAY 2007..

PURPOSE OF PROJECT

THIS PROJECT WILL MAKE IMPROVEMENTS TO THE MUNICIPAL STORM WATER, SANITARY SEWER AND WATER UTILITIES WITH OAK AVENUE WITH EXTENSIONS IN TO SPRING STREET, TAINTER STREET, ADAMS STREET AND MONEY WAY.

OWNER/PERMITEE

JOE LEACH, P.E.
DIRECTOR OF PUBLIC WORKS, CITY ENGINEER
CITY OF ST HELENA
1088 COLLAGE AVE.
ST HELENA, CA 94574
(707) 968–2627

LIST OF DRAWINGS

GENERAL
G1.0 - TITLE SHEET
G1.1 - GENERAL INFORMATION
G1.2 - GENERAL INFORMATION

STORM DRAIN
SD2.0 - STORM DRAIN OVERALL SITE PLAN
SD5.0 - STORM DRAIN PLAN & PROFILE - OAK AVE (CREEK OUTFALL-MITCHELL DR)
SD5.1 - STORM DRAIN PLAN & PROFILE - OAK AVE (MITCHELL DR-SPRING ST)
SD5.2 - STORM DRAIN PLAN & PROFILE - OAK AVE (SPRING ST-TAINTER ST)
SD5.3 - STORM DRAIN PLAN & PROFILE - OAK AVE @ ADAMS ST
SD5.4 - STORM DRAIN PLAN & PROFILE - OAK AVE @ PINE ST
SD5.5 - STORM DRAIN PLAN & PROFILE - OAK AVE @ MADRONA ST
SD9.0 - STORM DRAIN DETAILS

SANITARY SEWER
SS2.0 - SANITARY SEWER OVERALL SITE PLAN
SS5.0 - SANITARY SEWER PLAN & PROFILE - OAK AVE (MITCHELL DR-SPRING ST)
SS5.1 - SANITARY SEWER PLAN & PROFILE - OAK AVE (SPRING ST-TAINTER ST)
SS5.2 - SANITARY SEWER PLAN & PROFILE - OAK AVE @ ADAMS ST
SS5.3 - SANITARY SEWER PLAN & PROFILE - OAK AVE @ PINE ST
SS5.3 - SANITARY SEWER PLAN & PROFILE - OAK AVE @ PINE ST
SS5.4 - SANITARY SEWER PLAN & PROFILE - OAK AVE @ MADRONA ST
SS5.5 - SANITARY SEWER PLAN & PROFILE - SPRING ST
SS5.6 - SANITARY SEWER PLAN & PROFILE - ADAMS ST

WATER
W2.0 - WATER OVERALL SITE PLAN
W5.0 - WATER PLAN - OAK AVE (SPRING ST-ADAMS ST)
W5.1 - WATER PLAN & PROFILE - ADAMS ST
W9.0 - WATER DETAILS

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

TITLE SHEET

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TOM
No. C 77791
CIVIL
STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	G1.0
	1OF 24

P:\2023\2023177 OAK AVENUE UTILITY REPLACEMENT\CAD\CIVIL\UTILITY IMPROVEMENTS\23177–G1.0–G1.3–NOTES.DWG

PLOTTED ON: 2/10/2025 3:18 PM

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ABBREVIATIONS

<	ANGLE
Δ, A.D.	ALGEBRAIC DIFFERENCE
℄	CENTERLINE
ø	DIAMETER
F	FLOWLINE
P	PROPERTY LINE/ PLATE
AB	AGGREGATE BASE
AC	ASPHALT CONCRETE
ACP	ASBESTOS CEMENT PIPE
AD	AREA DRAIN
ADDL	ADDITIONAL
AFF	ABOVE FINISHED FLOOR
AGG	AGGREGATE
AH	AHEAD
ALT	ALTERNATE
ANSI	AMERICAN NATION STANDARDS INSTITUTE
ARCH	ARCHITECT/ ARCHITECTURAL
ASB	AGGREGATE SUBBASE
AVG	AVERAGE
BC	BEGIN CURVE
BK	BACK
BLDG	BUILDING
BM	BENCHMARK
BOF	BOTTOM OF FOOTING
BOT	BOTTOM
BRG	BEARING
BVC	BEGINNING OF VERTICAL CURVE
BVCE	BEGINNING VERTICAL CURVE ELEVATION
BVCS	BEGINNING VERTICAL CURVE STATION
CB	CATCH BASIN
CI	CURB INLET/ CAST IRON
CIP	CAST IN PLACE/ CAST IRON PIPE
CIPCP	CAST IN PLACE CONCRETE PIPE
CJ	CONTROL JOINT/ CONSTRUCTION JOINT
CKRD	CHECKERED
CL	CLASS
CLR	CLEAR
CMP	CORRUGATED METAL PIPE
CO	CLEANOUT/ COUNTY
COL	COLUMN
CONC	CONCRETE
CONF	CONFORM
CONST	CONSTRUCTION
CONT	CONTINUOUS
CPP	CENTRAL PRECAST PRODUCTS
CSP	CORRUGATED STEEL PIPE
CTR	CENTER
CV	CHECK VALVE
D	DITCH DEPTH
DB	DRAINAGE BOX
DI	DROP INLET
DIA	DIAMETER
DIAG	DIAGONAL
DIM	DIMENSION
DIP	DUCTILE IRON PIPE
DIST	DISTANCE
DIV	DIVERSION
DS	DOWNSPOUT
DWG	DRAWING
E	EAST/ ELECTRICAL
(E)	EXISTING
EA	EACH
EC	END CURVE
ECR	END CURB RETURN
EF	EACH FACE
EFL	EFFLUENT FEED LINE
EG	EXISTING GROUND/ EXISTING GRADE
EL	ELEVATION
ELEC	ELECTRICAL
ELEV	ELEVATION
EQ	EQUAL/ EQUATION
EQPT	EQUIPMENT
ES	EACH SIDE
ETW	EDGE OF TRAVELED WAY
EVC	ENDING OF VERTICAL CURVE
EVCE	ENDING VERTICAL CURVE ELEVATION
EVCS	ENDING VERTICAL CURVE STATION
EW	EACH WAY
EXC	EXCAVATION/ EXCAVATE
EXIST	EXISTING
EXP	EXPANSION JOINT
EXT	EXTERIOR
FDC	FIRE DEPARTMENT CONNECTION
FDN	FOUNDATION
FES	FLARED END SECTION
FF	FINISH FLOOR
FG	FINISH GRADE
FH	FIRE HYDRANT
FIN	FINISH/ FINISHED
FLGD	FLANGED
FLR	FLOOR
FM	FORCE MAIN
FO	FACE OF
FOC	FACE OF CONCRETE/ COLUMN/CURB
FOCC	FACE OF CONCRETE CURB
FOW	FACE OF WALL
FP	FIRE PROTECTION
FRL	FLUSH RETURN LINE
FS	FINISH SURFACE
FT	FOOT/ FEET
FTG	FOOTING
FUT	FUTURE
G	GAS/ ROAD GRADIENT
GALV	GALVANIZED
GB	GRADE BREAK
GP	GUARD POST
GRD	GRADE
GRND	GROUND
GV	GATE VALVE
HB	HOSE BIBB
HDPE	HIGH DENSITY POLYETHYLENE
HORIZ	HORIZONTAL
HP	HIGH POINT
HT	HEIGHT
HV DTY	HEAVY DUTY
HW	HIGH WATER
ID	INSIDE DIAMETER
IE	INVERT ELEVATION
IF	INSIDE FACE
IN	INCH
INT	INTERIOR
INV	INVERT
IP	IRON PIPE
IRR	IRRIGATION
IW	INDUSTRIAL WASTE
JB	JUNCTION BOX
K	CURVE COEFFICIENT
L	LENGTH
LAT	LATERAL
LF	LINEAL FOOT
LP	LOW POINT
LPG	LIQUID PROPANE GAS
LS	LANDSCAPE
LT	LEFT
LT DTY	LIGHT DUTY
MAX	MAXIMUM
MEG	MATCH EXISTING GRADE
MFR	MANUFACTURER
MG	MILLION GALLON
MH	MANHOLE
MHWL	MAXIMUM HIGH WATER LINE
MIN	MINIMUM
MISC	MISCELLANEOUS
MJ	MECHANICAL JOINT
(N)	NEW
N	NORTH
NFPA	NATIONAL FIRE PROTECTION ASSOCIATION
NIC	NOT IN CONTRACT
NOM	NOMINAL
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIAMETER
OF	OUTSIDE FACE
OG	ORIGINAL GROUND
OH	OVERHEAD
ORIG	ORIGINAL
OSD	OVERSIDE DRAIN
PC	BEGINNING POINT OF CURVATURE
PCC	PORTLAND CEMENT CONCRETE /POINT OF COMPOUND CURVE
PD	PLANTER DRAIN
PI	POINT OF INTERSECTION/ TANGENT–TANGENT INTERSECTION
PIP	PROTECT IN PLACE
PIV	POST INDICATOR VALVE
PP	POWER POLE
PRC	POINT OF REVERSE CURVATURE
PSD	PERFORATED SUBDRAIN
PT	POINT OF TANGENT/ PRESSURE TREATED
PUE	PUBLIC UTILITIES EASEMENT
PVC	POLYVINYL CHLORIDE/ POINT OF VERTICAL CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PW	PROCESS WASTEWATER
R	RADIUS
RAD	RADIUS
RC	RELATIVE COMPACTION
RCP	REINFORCED CONCRETE PIPE
RCW	RECYCLED WATER
RED	REDUCER/ REDUCING
REF	REFERENCE
REINF	REINFORCING
REQD	REQUIRED
RT	RIGHT
R/W	RIGHT OF WAY
RW	RAINWATER
RWL	RAINWATER LEADER
RWD	REDWOOD
QSP	QUALIFIED SWPPP PRACTITIONER
S	SOUTH/ SLOPE
SAD	SEE ARCHITECT'S DRAWINGS
SCD	SEE CIVIL DRAWINGS
SCH	SCHEDULE
SD	STORM DRAIN
SED	SEE ELECTRICAL DRAWINGS
SF	SQUARE FEET
SFPD	SEE FIRE PROTECTION DRAWINGS
SG	SUBGRADE
SHT	SHEET
SIM	SIMILAR
SLAD	SEE LANDSCAPE ARCHITECT'S DRAWINGS
SMD	SEE MECHANICAL DRAWINGS
SPEC	SPECIFICATION
SPD	SEE PLUMBING DRAWINGS
SQ	SQUARE
SS	STAINLESS STEEL/ SANITARY SEWER
SSD	SEE STRUCTURAL DRAWINGS/ SUBSURFACE DRAIN
SSR	SEE SOILS REPORT
STA	STATION
STD	STANDARD
STL	STEEL
SWPPP	STORMWATER POLLUTION PREVENTION PLAN
SWM	STORMWATER MANAGEMENT
SWWD	SEE WASTEWATER DRAWINGS
SYM	SYMMETRICAL
T	TANGENT/ TELEPHONE
TAN	TANGENT
TEL	TELEPHONE
T&B	TOP AND BOTTOM
TBM	TEMPORARY BENCH MARK
TC	TOP OF CONCRETE
TCC	TOP OF CONCRETE CURB
TD	TRENCH DRAIN
TG	TOP OF GRATE
THK	THICK
TOB	TOP OF BERM
TOE	TOE OF WALL
TOF	TOP OF FOOTING
TOW	TOP OF WALL
TP	TOP OF PAVEMENT
TRANS	TRANSITION
TYP	TYPICAL
UC	UTILITY CHASE
UG	UNDERGROUND
UNO	UNLESS NOTED OTHERWISE
USP	UNDER SEPARATE PERMIT
VC	VERTICAL CURVE
VERT	VERTICAL
VIF	VERIFY IN FIELD
VSD	VINEYARD SUBDRAIN
W	WEST/ WATER
W/	WITH
W/O	WITHOUT
W(T)	TREATED WATER
W(W)	WATER FROM WELL
WBD	WALL BACK DRAIN
WW	WASTEWATER
WWF	WELDED WIRE FABRIC
XFMR	TRANSFORMER
YD	YARD
YDS	YARDS
Z	DITCH SIDE SLOPE

GENERAL NOTES

1. ALL WORK SHALL CONFORM TO THE LATEST EDITION OF THE CALIFORNIA BUILDING CODE AND/OR APPLICABLE CITY OF ST HELENA CODES, ORDINANCES, ZONING AND PLANNING LAWS, CALTRANS STANDARDS, AND THE PROJECT USE PERMIT CONDITIONS.
2. ALL WORK SHALL BE IN COMPLIANCE WITH ALL APPLICABLE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (O.S.H.A.) STANDARDS AS SET FORTH BY THE FEDERAL DEPARTMENT OF LABOR AND/OR THE STATE OF CALIFORNIA. THE CONTRACTOR SHALL SECURE A TRENCH PERMIT FROM THE CALIFORNIA DIVISION OF INDUSTRIAL SAFETY PRIOR TO EXCAVATION OF ANY TRENCH OVER FIVE FEET DEEP.
3. ALL ON–SITE SEWER, WATER AND GAS LINE CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF THE CALIFORNIA PLUMBING CODE, (C.P.C.) AND ALL APPLICABLE REGULATIONS OF THE CITY OF ST HELENA, AND COGNIZANT UTILITY COMPANIES.
4. THE DRAWINGS SHALL NOT BE SCALED. ALL WORK SHALL BE GOVERNED BY THE DIMENSIONS SHOWN ON THE DRAWINGS. THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS SHOWN AND BRING DISCREPANCIES TO THE ATTENTION OF THE ENGINEER PRIOR TO PROCEEDING WITH THE WORK.
5. DETAILS OF CONSTRUCTION NOT INDICATED OR NOTED SHALL BE CONSIDERED OF THE SAME CHARACTER SHOWN FOR SIMILAR OR EXISTING CONSTRUCTION.
6. THIS DRAWING DOES NOT REPRESENT A BOUNDARY SURVEY. PROPERTY LINES HAVE BEEN PLOTTED FOR INFORMATIONAL PURPOSES ONLY AND ARE APPROXIMATE.
7. CONTRACTOR SHALL SECURE LETTERS OF PERMISSION FROM ADJACENT LANDOWNERS BEFORE ENTERING SUCH PROPERTIES.
8. THE LOCAL JURISDICTION HAVING AUTHORITY SHALL BE NOTIFIED 72 HOURS PRIOR TO STARTING ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING THE JURISDICTION HAVING AUTHORITY INFORMED OF THE CONSTRUCTION SCHEDULE.
9. CONTRACTOR SHALL PROVIDE 72 HOURS ADVANCE NOTICE TO THE ENGINEER FOR REQUESTED INSPECTIONS.
10. THE OWNER SHALL PROVIDE FOR NECESSARY MATERIAL AND SOILS TESTING AND OBSERVATION. THE CONTRACTOR SHALL PROVIDE 72 HOURS MINIMUM NOTICE PRIOR TO REQUIRED OBSERVATION OR TESTING.
11. THE CITY OF ST HELENA DEPARTMENT OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES (PBES), DEPARTMENT OF PUBLIC WORKS, THE COUNTY FIRE DEPARTMENT, AND CALTRANS SHALL BE NOTIFIED 72 HOURS PRIOR TO STARTING ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING THESE AGENCIES INFORMED OF THE CONSTRUCTION SCHEDULE.
12. CONTRACTOR SHALL CONTACT THE CITY OF ST HELENA ENGINEER'S OFFICE TO ARRANGE A PRE–PROJECT CONFERENCE FOR THE PURPOSE OF REVIEWING JOB REQUIREMENTS AND COUNTY PROCEDURES.
13. CONTRACTOR SHALL NOTIFY THE CITY OF ST HELENA ENGINEER AT LEAST 72 HOURS IN ADVANCE OF THE COMMENCEMENT OF ANY PART OF THE WORK.
14. MATERIALS AND WORKMANSHIP SHALL CONFORM TO ADOPTED CITY OF ST HELENA SUBDIVISION ROAD AND STREET STANDARDS AND CALTRANS STANDARDS.
15. THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THE PLAN ARE BASED ON THE INFORMATION AVAILABLE; IN GENERAL THE EXISTING UTILITIES SHOWN ARE BASED ON OBSERVABLE SURFACE FEATURES SHOWN ON THE TOPOGRAPHIC MAPPING. HOWEVER, THE LOCATIONS OF ALL EXISTING UNDERGROUND UTILITIES MAY NOT HAVE BEEN INDICATED ON THESE DRAWINGS. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION SHOWN, OR THE INADVERTENT OMISSION OF ANY SUCH INFORMATION. CONTRACTOR SHALL VERIFY LOCATION OF EXISTING UTILITIES; CONFLICTS AND/OR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER. UNLESS NOTED OTHERWISE, EXISTING UTILITIES SHALL BE PROTECTED AND MAINTAINED IN SERVICE BY THE CONTRACTOR. UTILITIES THAT INTERFERE WITH WORK TO BE PERFORMED UNDER THIS PROJECT SHALL BE PROTECTED AS REQUIRED IN ACCORDANCE WITH CITY OF ST HELENA, P.G.& E. AND AT&T REQUIREMENTS.

GENERAL/ CIVIL LEGEND

EXISTING

- (E/ELEC) — ELECTRICAL
- (FP) — FIRE PROTECTION
- (G) — GAS
- (IRR) — IRRIGATION
- OH (OH) OH — OVERHEAD POWERLINE
- (PW) — PROCESS WASTEWATER
- (SD) — STORM DRAIN
- (SS) — SANITARY SEWER
- (T/TEL) — TELEPHONE LINE
- (W) — WATER LINE
- LEACHLINE
- LEACHFIELD OUTLINE
- UG TANK OR SUMP
- MANHOLE OR SUMP
- CULVERT
- FH
- PIV, CV, FDC
- VALVE
- x15.25 — SPOT ELEVATION
- 70 — CONTOUR
- ℄/SWALE/DITCH
- VINEROW
- VINEYARD LIMITS
- FENCE
- PROPERTY LINE
- EASEMENT
- CP # / N / E / ELEV — CONTROL POINT

NEW

- (E/ELEC) — ELECTRICAL
- (FP) — FIRE PROTECTION
- (G) — GAS
- (IRR) — IRRIGATION
- OH (OH) OH — OVERHEAD POWERLINE
- (PW) — PROCESS WASTEWATER
- (SD) — STORM DRAIN
- (SS) — SANITARY SEWER
- (T/TEL) — TELEPHONE LINE
- (W) — WATER LINE
- LEACHLINE
- LEACHFIELD OUTLINE
- UG TANK OR SUMP
- MANHOLE OR SUMP
- CULVERT
- 2 / 1 2:1 — GRADE (2 HORIZ TO 1 VERT)
- 2% S=0.02 — SLOPE (PERCENT)
- XX / 232.00 — ELEVATION
- TOP OF CUT/BANK
- 2:1 — EMBANKMENT
- TOE OF FILL
- GRADE BREAK
- 70 — CONTOUR
- ℄/SWALE/DITCH
- FENCE
- REMOVE OR ABANDON
- FH
- PIV, CV, FDC
- SPRINKLER RISER
- THRUSTBLOCK
- HOSE BIBB
- CONNECTION POINT
- CAP OR PLUG
- CLAY OR SLURRY CEMENT PLUG
- CHECK VALVE
- GATE VALVE
- BALL VALVE
- BUTTERFLY VALVE
- PLUG VALVE
- REDUCER/ENLARGER
- CO — CLEANOUT
- DS — DOWNSPOUT
- DRAINAGE STRUCTURE
- ACCESSIBLE PARKING
- ACCESSIBLE PATH OF TRAVEL
- RIPRAP ENERGY DISSIPATOR
- OVERLAND RELEASE ROUTE

GENERAL NOTES (CONTINUED)

16. UNDERGROUND SERVICE ALERT (U.S.A.) – CALL TOLL FREE (800) 642–2444 AT LEAST 48 HOURS PRIOR TO EXCAVATION.
17. THE CONTRACTOR SHALL NOTIFY P.G.&E. AND AT&T PRIOR TO STARTING ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING THESE UTILITY COMPANIES INFORMED OF THE CONSTRUCTION SCHEDULE.
18. THE CONTRACTOR SHALL SECURE ALL NECESSARY PERMITS AND INSPECTIONS FROM CITY OF ST HELENA. THE OWNER WILL MAKE APPLICATIONS AND PAY ALL PERMIT FEES.
19. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING EXISTING FACILITIES AND IMPROVEMENTS FROM DAMAGE RESULTING FROM CONSTRUCTION WORK. ANY DAMAGE SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
20. CONTRACTOR SHALL COORDINATE CONSTRUCTION WORK WITH EXISTING FACILITIES REQUIREMENTS & OPERATIONS. CONTRACTOR SHALL BE PREPARED TO PHASE PORTIONS OF THE WORK SO THAT IT DOES NOT INTERFERE WITH OR INHIBIT EXISTING FACILITY OPERATIONS.
21. CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ACCESS TO THE SITE AND ADJOINING OPERATIONS OPEN TO THE OWNERS AT ALL TIMES.
22. OBTAINING OF CONSTRUCTION WATER AND UTILITIES SHALL BE COORDINATED WITH THE OWNER'S REPRESENTATIVE(S).
23. WORK DONE WITHIN THE COUNTY RIGHT–OF–WAY SHALL BE DONE UNDER A COUNTY ENCROACHMENT PERMIT.
24. WORK DONE WITHIN THE STATE RIGHT–OF–WAY SHALL BE DONE UNDER A CALTRANS ENCROACHMENT PERMIT.
25. ALL EXISTING VALVE AND METER BOXES, MANHOLES AND CLEANOUTS SHALL BE RAISED TO NEW GRADE AS REQUIRED.
26. ALL EXISTING FENCES AND GATES AT THE SITE SHALL BE LOCATED, PROTECTED AND MAINTAINED AT ALL TIMES.
27. ON–SITE GRADING SHALL NOT INHIBIT OFF–SITE DRAINAGE.
28. THE SCREENED CONTOURS AND TOPOGRAPHIC INFORMATION ON THESE DRAWINGS REPRESENT THE APPROXIMATE SURFACE CONDITIONS TO BE FOUND AT THE PROJECT LOCATION AS OF MAY 2007. THIS INFORMATION HAS BEEN FURNISHED BY MICHAEL BROOKS AND ASSOCIATES FOR THE BASIS OF ELEVATIONS, SEE "CONTROL" REFERENCE ON THIS DRAWING.
29. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR SOIL CONDITIONS IN THE AREA OF CONSTRUCTION OPERATIONS. ALL WORK SHALL CONFORM TO A GEOTECHNICAL STUDY REPORT PREPARED FOR THE PROJECT.
30. SUBSTITUTIONS FOR MATERIALS OR EQUIPMENT INDICATED ON THE CONTRACT DRAWINGS SHALL BE REVIEWED BY THE ENGINEER. THE ENGINEER ASSUMES NO RESPONSIBILITY FOR WORK AFFECTED BY SUCH CHANGES ACCOMPLISHED WITHOUT ENGINEER'S REVIEW.
31. AS THE RESPONSIBILITY FOR THE ENGINEERING DESIGN WORK DEPICTED ON THESE DRAWINGS RESTS WITH THE FIRM OF SUMMIT ENGINEERING, INC., NO CHANGES ARE TO BE MADE TO THE WORK DURING OR PRIOR TO CONSTRUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OR ACKNOWLEDGMENT OF SUMMIT ENGINEERING, INC.
32. CONTRACTOR SHALL SALVAGE ALL EXISTING LANDSCAPING TREES THAT WOULD BE DISTURBED BY GRADING OPERATIONS AND COORDINATE RELOCATION WITH CITY OF ST HELENA ARBORIST.
33. REMOVE ONLY THOSE TREES THAT ARE NECESSARY TO CLEAR THE NEW CONSTRUCTION. NO TREE SHALL BE REMOVED WITHOUT PRIOR REVIEW FROM THE CITY OF ST HELENA ARBORIST.
34. TREE BRANCHES SHALL BE PRUNED TO PROVIDE A MINIMUM VERTICAL CLEARANCE OF 16 FEET MEASURED FROM ROAD SUBGRADE. PAINT ALL BRANCH CUTS 4 INCHES IN DIAMETER AND LARGER WITH A TREE SEAL COMPOUND WORK TO BE OVERSEEN BY CITY OF ST HELENA ARBORIST.
35. CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT, TOOLS AND OTHER SERVICES NECESSARY FOR PROPER EXECUTION OF THIS CONTRACT.
36. THE CONTRACTOR SHALL PROVIDE THE CITY OF ST. HELENA, AS A CONDITION OF COMPLETION AND RECEIPT OF FINAL PAYMENT, A WRITTEN GUARANTEE COVERING ALL MATERIALS AND WORKMANSHIP FURNISHED AND PERFORMED FOR THIS WORK AGAINST DEFECTS FOR A PERIOD OF ONE (1) YEAR AFTER THE DATE OF FILING THE NOTICE OF COMPLETION.
37. THE CONTRACTOR SHALL BE RESPONSIBLE FOR A DAILY RECORD OF "AS BUILT" CONDITIONS THAT DIFFER FROM THE ORIGINAL DRAWINGS. THE CONTRACTOR WILL BE PROVIDED WITH A SET OF REPRODUCIBLE DRAWINGS ON WHICH THE "AS BUILT" CONDITIONS SHALL BE RECORDED. THE "AS BUILT" DRAWING (SIGNED AND DATED) SHALL BE FURNISHED TO THE ENGINEER UPON COMPLETION OF THE WORK AND PRIOR TO FINAL PAYMENT.
38. CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING MONUMENTS AND OTHER SURVEY MARKERS. ANY AT–RISK MONUMENTS OR MARKERS SHALL BE IDENTIFIED BY A PRE–CONSTRUCTION CORNER RECORD SUBMITTED TO THE COUNTY SURVEYOR PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. PRE AND POST CONSTRUCTION CORNER RECORDS SHALL BE PREPARED AS NEEDED TO PERPETUATE MONUMENT LOCATIONS THAT ARE AT RISK DUE TO PROJECT ACTIVITIES. ALL WORK TO BE PERFORMED BY A LICENSED LAND SURVEYOR. MONUMENTS AND MARKERS DESTROYED DURING CONSTRUCTION SHALL BE REPLACED SUBJECT TO THE PROVISIONS OUTLINED ABOVE AT THE CONTRACTOR'S EXPENSE.
39. SEE DETAILED SPECIFICATIONS FOR FURTHER INFORMATION.

UTILITY NOTES

1. ALL EXISTING UTILITIES TO REMAIN IN THE WORK AREA SHALL BE PROTECTED DURING CONSTRUCTION ACTIVITIES (UNO).
2. ALL WORK SHALL CONFORM TO THE LATEST APPLICABLE CITY OF ST HELENA CODES, ORDINANCES, ZONING AND PLANNING LAWS INCLUDING THE LATEST ADOPTED EDITION OF THE CALIFORNIA PLUMBING CODE.
3. WHERE POSSIBLE AND WHERE SEPARATION STANDARDS CAN BE MET, UTILITIES CAN BE INSTALLED IN COMMON TRENCHES. THE CONTRACTOR SHALL VERIFY BEDDING AND BACKFILL DETAILS WITH THE ENGINEER WHERE COMMON TRENCHING IS DESIRED.
4. CONTRACTOR SHALL EXPOSE, BY POTHOLING, AND VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES, INCLUDING STORM DRAINS, SANITARY SEWERS AND WATER LINES BEFORE ORDERING MATERIALS AND/OR CONSTRUCTING NEW FACILITIES.
5. ALL TRENCHES AND EXCAVATIONS SHALL BE CONSTRUCTED IN STRICT COMPLIANCE WITH THE APPLICABLE SECTIONS OF CALIFORNIA AND FEDERAL O.S.H.A. REQUIREMENTS AND OTHER APPLICABLE SAFETY ORDINANCES. CONTRACTOR SHALL BEAR FULL RESPONSIBILITY FOR TRENCH SHORING DESIGN AND INSTALLATION. SEE GENERAL NOTES.

PIPELINE DEPTH OF BURY:

A.	GRAVITY LINES	TO ELEV NOTED, 1.5' MIN IN LANDSCAPED AREAS 2.0' MIN IN ALL OTHER AREAS (UNO)
B.	FIRE PROTECTION/WATER	3' MINIMUM (UNO)
C.	FORCE MAINS	2.5' MINIMUM (UNO)
D.	GAS	2.5' MINIMUM (UNO)
E.	ELECTRIC	3' MINIMUM (UNO) SEE ELECTRICAL DRAWINGS

8. SLOPE FOR GRAVITY LINES (SD & PW) = 0.02 MIN (UNO), (SS) = 0.02 MIN (UNO)
9. GRAVITY PW, SS, SD LINES AND PRESSURE FORCE MAINS SHALL BE CONSTRUCTED USING MANUFACTURER'S STANDARD FITTINGS FOR THE PIPE SYSTEM SPECIFIED. FITTINGS USED SHALL PROVIDE FOR SMOOTH, UNIFORM TRANSITIONS IN SIZE, DIRECTION AND WHEN PIPES JOIN. THE USE OF 90° BENDS AND TEES WILL NOT BE ALLOWED UNLESS OTHERWISE SHOWN ON THE DRAWINGS.
10. PVC WATER SYSTEM MAINS AND OTHER PRESSURE FORCE MAINS SHALL HAVE LOCATING WIRE INSTALLED IN THE TRENCH ABOVE THE PIPE.
11. ALL UTILITY CROSSINGS ARE TO HAVE A MINIMUM OF 6" SEPARATION AS MEASURED FROM THE OUTSIDE EDGE OF ALL PIPES. IF MINIMUM CROSSING SEPARATION CANNOT BE MET, CONSULT ENGINEER REGARDING REDUCED CLEARANCE OPTIONS INCLUDING CONCRETE ENCASEMENT OF CROSSING.
12. WHENEVER A PUBLIC WATER MAIN IS TO CROSS A SANITARY SEWAGE FORCE MAIN, THE PUBLIC WATER MAIN SHALL BE INSTALLED A MINIMUM OF 1 FOOT ABOVE THE SEWER LINE WHERE POSSIBLE AND SHALL BE OF DUCTILE IRON OR AWWA C–900 CLASS 200 PVC WITH NO JOINTS WITHIN 10 FEET ON EACH SIDE OF THE FORCE MAIN. IF THE PUBLIC WATER MAIN CROSSES A SEWER LINE CLOSER THAN 1 FOOT, THE WATER MAIN SHALL BE COMPLETELY ENCASED IN CLASS B CONCRETE FOR THE SAME DISTANCE SPECIFIED ABOVE.
13. THE HORIZONTAL DISTANCE BETWEEN PUBLIC PRESSURE WATER MAINS AND SANITARY SEWER LINES SHALL BE AT LEAST 10'.
14. IF THERE IS A SITUATION WHERE A SANITARY SEWER LINE MUST CROSS ABOVE A PUBLIC WATER LINE, THE DESIGN OF SUCH A CROSSING MUST CONFORM TO STATE AND LOCAL HEALTH LAWS AND BE APPROVED BY BOTH THE COUNTY PUBLIC HEALTH SERVICE DEPARTMENT AND STATE HEALTH DEPARTMENT.
15. NON–PUBLIC WATER (W), SEWER (SS) AND/OR PROCESS WASTE (PW) LINES MAY BE INSTALLED IN A COMMON TRENCH WHERE THE W LINE IS ABOVE THE SS OR PW LINES AND A MINIMUM OF 1 FOOT HORIZONTAL AND VERTICAL SEPARATION BETWEEN THE W AND SS OR PW LINES IS MAINTAINED. WHERE W AND SS OR PW LINES CROSS, THE SAME SEPARATION DISTANCES SHALL APPLY.
16. ALL FORCE MAINS ENTERING STRUCTURES AND/OR BOXES SHALL BE FITTED WITH A 45° BEND INSIDE THE BOX. THE FITTING SHALL BE PLACED SO THE OUTLET IS DIRECTED DOWNWARD.
17. ALL TEES, BENDS, PLUGS, AND OTHER FITTINGS & APPURTENANCES ON ALL PRESSURE PIPING GREATER THAN 3" IN SIZE WITH MECHANICAL JOINT, PUSH ON OR OTHER FLEXIBLE FITTINGS SHALL BE ANCHORED BY THE USE OF THRUST BLOCKS, THRUST ANCHORS OR HARNESSES AS SHOWN ON THE DRAWINGS. THE BEARING PRESSURES OF THRUST BLOCKING ON THE SUPPORTING SOIL SHALL NOT EXCEED THAT ALLOWABLE FOR THE SOIL INVOLVED (SEE SOILS REPORT). REQUIRED THRUST BLOCK BEARING AREAS SHALL BE CALCULATED BY THE CONTRACTOR IN ACCORDANCE WITH THE DETAILS ON THE DRAWINGS AND NFPA STANDARDS.
18. ALL BURIED METAL VALVES AND FITTINGS REQUIRE PROTECTIVE COATINGS, SEE SPECIFICATIONS.
19. PIPE BEDDING AND BACKFILL FOR STORM DRAIN PIPE SHALL INCLUDE AN 12" THICK IMPERVIOUS CLAY OR SLURRY CEMENT PLUG COMPACTED IN THE TRENCH AND AROUND THE PIPE AT THE INLET AND OUTLET, AND AT 50 FOOT INTERVALS WHERE SLOPES EXCEED 10%. WHERE THE SLOPE OF OTHER UTILITY PIPES EXCEED 10%, THE SAME PLUG SHALL BE INSTALLED IN THE TRENCH AND AROUND THE PIPE AT THE BEGINNING AND END OF THE PIPE AND AT 50' INTERVALS BETWEEN.
20. ALL NON–STORM DRAIN, SEWER OR WATER UTILITIES ARE SHOWN FOR REFERENCE ONLY AND SHALL BE COVERED UNDER SEPARATE PERMIT(S).

SHEET NUMBERING GUIDE

SHEET No.	TYPICAL CONTENT
C1.X	TITLE SHEET, NOTES & GENERAL INFORMATION SHEETS
C2.X	OVERALL SITE PLANS, EXISTING CONDITIONS AND DEMOLITION PLANS
C3.X	LAYOUT AND HORIZONTAL CONTROL PLANS (OR COMBINED PLAN)
C4.X	GRADING PLANS
C5.X	UTILITY PLANS
C6.X	STORMWATER MANAGEMENT PLANS
C7.X	PLAN & PROFILE DRAWINGS
C8.X	SECTIONS
C9.X	DETAILS

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

GENERAL INFORMATION

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER — GEOFFRET A. TYSON — No. C 77291 — CIVIL — STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	G1.1
	2 OF 24

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PLOTTED ON: 2/10/2025 3:18 PM

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EROSION AND SEDIMENT CONTROL NOTES

1. EROSION & SEDIMENT CONTROL MEASURES AS INDICATED ON THE PLANS SHALL INCLUDE, BUT NOT BE LIMITED, TO THE FOLLOWING:

   A. STABILIZED CONSTRUCTION ENTRANCE AND EXITS TO REDUCE TRACKING OF MUD AND DIRT ONTO PUBLIC ROADS BY CONSTRUCTION VEHICLES.

   B. EARTH BERMS TO DIVERT RUN–OFF AWAY FROM THE WORK AREA OR TO CONTAIN RUN–OFF WITHIN A SPECIFIED AREA.

   C. FIBER ROLLS OR SILT FENCES BELOW THE TOE OF EXPOSED AND ERODIBLE SLOPES, DOWNSLOPE OF EXPOSED SOIL AREAS, AND AS INDICATED ON THE PLANS.

   D. COBBLE OR RIPRAP PROTECTION FOR STORM DRAIN PIPE OUTLETS AND DRAINAGE DITCHES.

   E. ROCK OR FIBER ROLL CHECK DAMS TO REDUCE VELOCITY OF CONCENTRATED FLOW AND ENCOURAGE SEDIMENT SETTLING.

   F. EARTH BERM SEDIMENT TRAPS WITH ROCK FILTER OUTLET, TO ALLOW SEDIMENT IN COLLECTED SW TO SETTLE OUT AND BE FILTERED.

   G. DROP INLET GRAVEL FILTERS TO PROTECT STORM DRAIN INLETS THAT ARE SUBJECT TO RUN–OFF FROM CONSTRUCTION ACTIVITIES.

   H. PROTECTION OF CUT OR FILL SLOPES, BORROW AREAS AND SOIL STOCKPILE AREAS WITH IMPERMEABLE COVER IF OTHER MEASURES ARE NOT IN PLACE.

   I. MOISTURE CONDITIONING AND TRACKWALKING OF ALL FILL SLOPES AND HORIZONTAL SURFACES DISTURBED BY CONSTRUCTION OPERATIONS WITH A HEAVY BULLDOZER TO PROVIDE A FIRM AND UNIFORMLY ROUGHENED SURFACE, FREE OF LOOSE MATERIAL.

   J. REVEGETATION

   1.1. MATERIALS: SEED MIX AS REQUIRED BY CITY OF ST HELENA:

   a. SEED SPECIES — % OF MIX
   - BLANDO BROME — 40
   - ZORRO ANNUAL FESCUE — 8
   - LANA VETCH — 12
   - ROSE CLOVER — 15
   - CRIMSON CLOVER — 15
   - SUB CLOVER — 10

   APPLIED AT A RATE OF 37 LBS/ACRE

   b. MULCH FIBER
   - HYDROSEED — 750 LBS/ACRE

   c. FERTILIZER OPTIONS
   - 12–12–12 — 400 LBS/ACRE
   - 15–15–15 — 300 LBS/ACRE
   - 16–20–20 — 300 LBS/ACRE

   d. STRAW (80% COVERAGE) — 4000 LBS/ACRE

   1.2. APPLICATIONS:

   a. STRAW MULCH AND HYDROSEED

   COMBINED APPLICATION OF SEED, FERTILIZER AND STRAW SHALL BE APPLIED TO ALL CUT AND FILL SLOPES AND DISTURBED AREAS WITH SLOPES GREATER THAN 15%.

   EXCEPTIONS
   - INTERIOR SLOPES OF PONDS AND WETLAND CELLS
   - INTERIOR SLOPES OF "V" DITCHES
   - LANDSCAPED AREA TO BE ESTABLISHED PRIOR TO OCTOBER 15TH

   b. HYDROMULCH

   COMBINED APPLICATION OF SEED, MULCH FIBER AND FERTILIZER ON ALL DISTURBED AREAS WITH SLOPES LESS THAN 15%.

   EXCEPTIONS
   - BUILDING PAD
   - TOP OF DIKE
   - INTERIOR OF PONDS
   - ROADWAY SURFACES

   K. OTHER STORMWATER MANAGEMENT MEASURES SHALL BE UTILIZED AS FIELD CONDITIONS REQUIRE.

2. REQUIREMENTS:

   A. CONTRACTOR SHALL INSTALL BEST MANAGEMENT PRACTICES (BMP'S) WITH THE INTENT OF PREVENTING SEDIMENT OR OTHER CONTAMINANTS FROM LEAVING THE SITE AND ENTERING DRAINAGE WAYS.

   B. CONTRACTOR SHALL MINIMIZE DISTURBANCES OF EXISTING SOILS OUTSIDE OF THE LIMITS OF THE WORK AREA AND AS INDICATED ON PLAN.

   C. (IF SWPPP IS REQUIRED) A NOTICE OF INTENT SHALL BE FILED BY THE OWNER FOR THIS PROJECT PER NPDES REQUIREMENTS. CONTRACTOR SHALL COMPLY WITH ALL NPDES GENERAL PERMIT NO. CAS000002 AND SWPPP REQUIREMENTS.

   D. INSTALLATION OF ALL BMP'S SHALL BE COMPLETED PRIOR TO OCTOBER 15TH OR BEFORE THE START OF CONSTRUCTION IN ACCORDANCE WITH THE APPROVED STORMWATER MANAGEMENT PLAN. ALL BMP'S SHALL BE MAINTAINED FOR THE ENTIRE PERIOD BETWEEN OCTOBER 15TH AND APRIL 15TH OF EACH YEAR WHERE CONSTRUCTION ACTIVITY OCCURS ON THE SITE.

   E. WHEN TEMPORARY MEASURES HAVE SERVED THEIR INTENDED PURPOSE AND THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED, THE MEASURES CAN BE REMOVED AND ANY SEDIMENT DEPOSITS DISPOSED OF ACCORDING TO LOCAL, STATE AND FEDERAL ORDINANCES. DISPOSAL OR REUSE OF SEDIMENT ON–SITE AS FILL MUST HAVE THE APPROVAL OF THE SOILS ENGINEER.

   F. STORMWATER MANAGEMENT MEASURES SHOWN ON THE PLAN THAT INTERFERE WITH THE WORK MAY BE RELOCATED OR MODIFIED WITH APPROVAL OF LOCAL GOVERNING AGENCY AND/OR ENGINEER.

   G. AFTER UTILITY TRENCHES ARE BACKFILLED AND COMPACTED AND PRIOR TO PERMANENT RESURFACING, THE SURFACES OVER THE UTILITY TRENCH SHALL BE SURFACED WITH TEMPORARY ASPHALT PAVING OR BE MOUNDED TO PREVENT CHANNELING OF WATER IN THE TRENCH AREA.

   H. INSTALLATION OF GRAVEL ROADWAYS, WALKWAYS, OR OTHER MEASURES SHALL BE UTILIZED IN ADDITION TO WATER OR OTHER DUST PALLIATIVES TO CONTROL AND PREVENT BLOWING DUST OR MINIMIZE THE CREATION OF DUST.

3. MAINTENANCE

   A. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF BMP'S AT ALL TIMES DURING THE CONSTRUCTION PERIOD. ALL BMP'S SHALL BE INSPECTED AND REPAIRED AS REQUIRED AT THE END OF EACH WORKING DAY.

EROSION AND SEDIMENT CONTROL NOTES (CONTINUED)

   B. AFTER THE FIRST HEAVY RAIN OF THE SEASON, THE BMP'S SHALL BE INSPECTED FOR DEFICIENCIES. FIBER ROLLS, DITCHES, ROCK RIPRAP OR OTHER BMP'S WILL BE ADDED AS NECESSARY TO ENSURE THAT WATER POLLUTION IS MINIMIZED TO THE MAXIMUM EXTENT PRACTICAL.

   C. AFTER HEAVY RAINS, THE SITE SHALL BE INSPECTED FOR EXCESSIVE EROSION AND ERODED AREAS REPAIRED AS REQUIRED BY ADDING RIPRAP OR COBBLE TO PREVENT FURTHER EROSION.

   D. SEDIMENT IS TO BE REMOVED FROM SEDIMENT TRAPS WHEN SEDIMENT LEVEL REACHES 50% OF MAXIMUM.

   E. DURING THE RAINY SEASON, ALL PAVED SURFACES SHALL BE MAINTAINED FREE OF EARTH MATERIAL AND DEBRIS. WHEN THE WORK REQUIRES THAT MATERIALS BE PLACED UPON PAVED SURFACES, APPROPRIATE MEASURES SHALL BE TAKEN TO PROTECT THE MATERIAL FROM ERODING.

   F. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANUP OF MUD AND DEBRIS CARRIED ONTO SURROUNDING PROPERTIES, STREETS AND ROADS AS A RESULT OF CONSTRUCTION ACTIVITY ON THE SITE TO THE SATISFACTION OF THE LOCAL GOVERNING AGENCY. ANY MUD THAT IS TRACKED ONTO PUBLIC STREETS SHALL BE REMOVED THAT SAME DAY.

4. SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS AND REFERENCE LATEST EDITION OF BMP HANDBOOK FOR FURTHER DETAILS ON BMP'S.

5. THIS PLAN WILL NOT COVER ALL THE SITUATIONS THAT MAY ARISE DURING CONSTRUCTION. ADJUSTMENTS TO THE PLAN MAY BE MADE AS CONDITIONS WARRANT WITH APPROVAL OF THE LOCAL GOVERNING AGENCY.

6. SEE CONSTRUCTION SWPPP FOR INSTALLATION AND MAINTENANCE GUIDELINES (ONLY IF SWPPP WAS REQUIRED).

7. DUST CONTROL

   A. WATER AND/OR DUST PALLIATIVES SHALL BE APPLIED IN SUFFICIENT QUANTITIES DURING GRADING AND OTHER GROUND DISTURBING ACTIVITIES ON–SITE TO MINIMIZE THE AMOUNT OF DUST PRODUCED. OUTDOOR CONSTRUCTION ACTIVITIES SHALL NOT OCCUR WHEN AVERAGE WIND SPEEDS EXCEED 20 MPH.

8. AIR QUALITY

   A. DURING ALL CONSTRUCTION ACTIVITIES THE PERMITTEE SHALL COMPLY WITH THE MOST CURRENT VERSION OF BAAQMD BASIC CONSTRUCTION BEST MANAGEMENT PRACTICES INCLUDING BUT NOT LIMITED TO THE FOLLOWING, AS APPLICABLE:

   8.1. POST A PUBLICLY VISIBLE SIGN WITH THE TELEPHONE NUMBER AND PERSON TO CONTACT AT THE LEAD AGENCY REGARDING DUST COMPLAINTS. THE BAAQMD'S PHONE NUMBER SHALL ALSO BE VISIBLE.

   8.2. WATER ALL EXPOSED SURFACES (E.G., PARKING AREAS, STAGING AREAS, SOIL PILES, GRADING AREAS, AND UNPAVED ACCESS ROADS) TWO TIMES PER DAY.

   8.3. COVER ALL HAUL TRUCKS TRANSPORTING SOIL, SAND, OR OTHER LOOSE MATERIAL OFF–SITE.

   8.4. REMOVE ALL VISIBLE MUD OR DIRT TRACED ONTO ADJACENT PUBLIC ROADS BY USING WET POWER VACUUM STREET SWEEPERS AT LEAST ONCE PER DAY. THE USE OF DRY POWER SWEEPING IS PROHIBITED.

   8.5. ALL VEHICLE SPEEDS ON UNPAVED ROADS SHALL BE LIMITED TO 15 MPH.

   8.6. ALL ROADWAYS, DRIVEWAYS, AND SIDEWALKS TO BE PAVED SHALL BE COMPLETED AS SOON AS POSSIBLE. BUILDING PADS SHALL BE LAID AS SOON AS POSSIBLE AFTER GRADING UNLESS SEEDING OR SOIL BINDERS ARE USED.

   8.7. IDLING TIMES SHALL BE MINIMIZED EITHER BY SHUTTING OFF EQUIPMENT WHEN NOT IN USE OR REDUCING THE MAXIMUM IDLING TIME TO FIVE (5) MINUTES (AS REQUIRED BY STATE REGULATIONS). CLEAR SIGNAGE SHALL BE PROVIDED FOR CONSTRUCTION WORKERS AT ALL ACCESS POINTS.

   8.8. ALL CONSTRUCTION EQUIPMENT SHALL BE MAINTAINED AND PROPERLY TUNED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS. ALL EQUIPMENT SHALL BE CHECKED BY A CERTIFIED VISIBLE EMISSIONS EVALUATOR. ANY PORTABLE ENGINES GREATER THAN 50 HORSEPOWER OR ASSOCIATED EQUIPMENT OPERATED WITHIN THE BAAQMD'S JURISDICTION SHALL HAVE EITHER A CALIFORNIA AIR RESOURCES BOARD (ARB) REGISTRATION PORTABLE EQUIPMENT REGISTRATION PROGRAM (PERP) OR A BAAQMD PERMIT. FOR GENERAL INFORMATION REGARDING THE CERTIFIED VISIBLE EMISSIONS EVALUATOR OR THE REGISTRATION PROGRAM, VISIT THE ARB FAQ HTTP://WWW.ARB.CA.GOV/

9. ARCHEOLOGICAL FINDING

   A. IN THE EVENT THAT ARCHEOLOGICAL ARTIFACTS OR HUMAN REMAINS ARE DISCOVERED DURING CONSTRUCTION, WORK SHALL CEASE IN A 50–FOOT RADIUS SURROUNDING THE AREA OF DISCOVERY. THE PERMITTEE SHALL CONTACT THE PBES DEPARTMENT FOR FURTHER GUIDANCE, WHICH WILL LIKELY INCLUDE THE REQUIREMENT FOR THE PERMITTEE TO HIRE A QUALIFIED PROFESSIONAL TO ANALYZE THE ARTIFACTS ENCOUNTERED AND TO DETERMINE IF ADDITIONAL MEASURES ARE REQUIRED. IF HUMAN REMAINS ARE ENCOUNTERED DURING PROJECT DEVELOPMENT, ALL WORK IN THE VICINITY MUST BE HALTED, AND THE CITY OF ST HELENA CORONER INFORMED, SO THAT THE CORONER CAN DETERMINE IF AN INVESTIGATION OF THE CAUSE OF DEATH IS REQUIRED, AND IF THE REMAINS ARE OF NATIVE AMERICAN ORIGIN. IF THE REMAINS ARE OF NATIVE AMERICAN ORIGIN, THE PERMITTEE SHALL COMPLY WITH THE REQUIREMENTS OF PUBLIC RESOURCES CODE SECTION 5097.98.

CITY OF ST. HELENA WATER MAIN CONSTRUCTION NOTES

1. ALL MATERIALS, WORKMANSHIP, AND CONSTRUCTION DETAILS SHALL CONFORM TO THE CITY OF ST. HELENA, "STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS", CALIFORNIA BUILDING CODE AND CALTRANS STANDARDS, INCLUDING ALL ADDENDA, STANDARD PLAN REVISIONS, AND SPECIAL PROVISIONS.

2. START EXCAVATION BY EXPOSING END OF EXISTING MAIN TO DETERMINE ITS LINE AND GRADE. START NEW MAIN 8–10 FEET FROM AND ON SAME LINE AND GRADE AS EXISTING MAIN. PIPE LAYING SHALL THEN BE ADJUSTED SO DEPTH OF NEW MAIN CONFORMS TO NOTE #3.

3. MINIMUM DEPTH OF COVER FROM FINISHED GRADE SHALL BE: 32" FOR 6" MAINS; 36" FOR 8" MAINS; 44" FOR 12" MAINS, AND 48" FOR 14" AND LARGER MAINS. 4" AND 10" MAINS SHALL BE SPECIFICALLY APPROVED BY THE UTILITIES DEPARTMENT. 4" THROUGH 10" MAIN LINE VALVES SHALL BE RESILIENT SEAT GATE. 12" AND LARGER MAINLINE VALVES SHALL BE BUTTERFLY VALVES. BLOW–OFF VALVES SHALL BE 2" BALL VALVES WITH ROTATION STOPS.

4. NO. 12 INSULATED COPPER WIRE SHALL BE LAID ON TOP OF AND ALONG ENTIRE LENGTH OF ALL NON–METALLIC MAINS, AND SHALL BE EXTENDED TO THE SURFACE AT ALL VALVE LOCATIONS, BLOW–OFFS, AND METER BOXES SUFFICIENTLY FOR LOCATOR EQUIPMENT TO BE ATTACHED. FASTEN THE WIRE TO THE TOP OF THE PIPE SO AS NOT TO BE DISPLACED BY BACKFILLING PROCEDURES (ONE METHOD OF ACCOMPLISHING THIS IS TO AFFIX THE WIRE TO THE TOP OF THE PIPE WITH DUCT TAPE AT APPROXIMATELY 10 FOOT INTERVALS).

5. MAINS TO BE CONSTRUCTED WITHIN 10' OF SEWER PIPE REQUIRE SPECIAL INSTALLATION AND DESIGN MUST BE SPECIFICALLY APPROVED BY THE CITY ENGINEER.

6. ALL TRENCHING, BACKFILL, AND RESURFACING REQUIRED FOR INSTALLATION OF WATER SYSTEM FACILITIES SHALL BE PER CITY STANDARDS.

7. ONLY CITY WATER DEPARTMENT PERSONNEL SHALL OPERATE VALVES AND FIRE HYDRANTS ON EXISTING WATER MAINS OR WATER SERVICES.

8. SERVICE LATERALS OTHER THAN THOSE SHOWN OR NOTED ON THE PLANS SHALL NOT BE INSTALLED PRIOR TO OBTAINING CITY APPROVAL.

9. UNLESS OTHERWISE SHOWN ON THE PLANS, 1" HDPE WATER SERVICE LATERALS SHALL BE INSTALLED IN RESIDENTIAL DEVELOPMENTS, AND 2" WATER SERVICE LATERALS SHALL BE INSTALLED IN COMMERCIAL DEVELOPMENTS.

10. WATER AND SEWER SERVICE LATERALS SHALL BE SEPARATED HORIZONTALLY BY A MINIMUM OF 5 FEET.

11. AT THE LOCATION OF EACH WATER SERVICE LATERAL, THE LETTER "W" SHALL BE INSCRIBED INTO THE FACE OF THE CURB. THE LETTER "W" SHALL BE 4" HIGH AND COMPLETELY LEGIBLE.

12. ALL COPPER WATER SERVICE TUBING SHALL BE IN CONFORMANCE WITH THE LATEST AWWA STANDARDS AS DESCRIBED IN THE ANSI/AWWA C800 OF THE LATEST REVISIONS, AND WITH ASTM B88, AND SHALL BE TYPE "K" SOFT TEMPER TUBING FOR 1" TUBING, AND TYPE "K" FOR 2" TUBING.

13. ALL HDPE WATER SERVICE TUBING SHALL BE COPPER TUBING SIZE (CTS) SDR9 AND SHALL CONFORM TO BOTH AWWA C901 AND ASTM D237, AND SHALL BE EITHER PE3608 – 200PSI TUBING OR PE4710 – 250 PSI TUBING. TUBING SHALL BE CONTINUOUSLY MARKED A A MINIMUM WITH; MANUFACTURE, SIZE, SPECIFICATION INFORMATION AND MANUFACTURING CODES. IF SOIL CONTAMINATION IS SUSPECTED DURING CONSTRICTION THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER PRIOR TO THE INSTALLATION OF HDPE MATERIAL. USE OF HDPE MATERIAL WITH OR ADJACENT TO AREAS OF KNOWN CONTAMINATED SOILS IS STRICTLY PROHIBITED.

14. ALL METER BOXES, VAULTS, AND PITS SHALL BE BEDDED ON 3" MINIMUM THICK, 3/4" DRAIN ROCK, AB–2, OR OTHER CLEAN MATERIAL WITH TYPICAL SAND EQUIVALENT OF 20 MINIMUM, UNCONTAMINATED BY NATIVE SOIL, AGAINST COMPACTED OR UNDISTURBED BASE. THE GRAVEL BED SHALL EXTEND TO A 4" MINIMUM BEYOND ALL SIDES OF THE METER BOX. BOX SHALL BE SET FLUSH WITH TOP OF CURB, SIDEWALK OR GROUND, WHICHEVER IS APPLICABLE. ADDRESS MUST BE NOTED ON TOP SIDE OF METER BOX WITH A PERMANENT MARKING PEN.

15. METER BOXES SHALL BE LOCATED OUT OF TRAFFIC LOADING AREAS WHENEVER POSSIBLE.

16. METER BOXES AND VAULTS SHALL BE SET SO THAT THE READING LIDS ARE ALIGNED OVER THE METER REGISTERS AS CLOSELY AS POSSIBLE.

17. UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER, THE ONSITE WATER LINES SHALL BE THE SAME SIZE AS THE WATER METER.

18. FOR SERVICES LARGER THAN 1", IF EITHER THE WATER SERVICE LATERAL OR THE ONSITE BUILDING LINE IS ALREADY EXISTING WITHIN THE TOLERANCES SPECIFIED ON THE STANDARD PLAN, THE LAST ONE INSTALLED SHALL BE ON THE SAME LINE AND GRADE AS THE EXITING ONE.

19. ITEMS SPECIFIED ON STANDARD PLANS, OR APPROVED BY THE CITY ENGINEER, ARE APPROVED FOR USE.

20. METER MANIFOLDS MUST BE DETAILED AND APPROVED BY THE CITY ENGINEER. IN GENERAL, MANIFOLDS WHERE ALL FITTINGS ARE 2" OR LESS, SHALL BE CONSTRUCTED FROM THREADED BRASS PIPE AND FITTINGS FROM THE END OF THE SERVICE LATERAL TO THE METER CONNECTION. NO PLASTIC PIPE SHALL BE USED IN CONSTRUCTING MANIFOLDS OF ANY SIZE. NO MORE THAN SIX (6) METERS MAY BE MANIFOLDED OFF OF A SINGLE WATER SERVICE LATERAL, WITH NO MORE THAN THREE (3) ON EITHER SIDE OF THE SERVICE.

21. GASKETS FOR FLANGED FITTINGS SHALL CONFORM TO AWWA STD. C115.

CITY OF ST. HELENA WATER MAIN CONSTRUCTION NOTES (CONTINUED)

22. TO ABANDON A WATER SERVICE, EXPOSE AND TURN OFF CORPORATION STOP, THEN SEVER THE LATERAL CONNECTION.

23. THERE SHALL BE NO UNMETERED CONNECTIONS TO THE CITY OF ST. HELENA WATER SYSTEM, INCLUDING CONNECTIONS BYPASSING METER FOR TESTING ONSITE PLUMBING, OR FOR OBTAINING CONSTRUCTION WATER. PRESSURE TESTING AGAINST VALVES WILL NOT BE ALLOWED. WHEN A SUBDIVISION WATER MAIN HAS BEEN ACCEPTED AND TIED–IN, THE INDIVIDUAL CURB STOPS WILL CONSTITUTE A STRAIGHT TIE–IN CONNECTIONS. SUCH CONNECTIONS WE BE SEVERED BY THE WATER DEPARTMENT AND WILL RESULT IN PENALTIES INCLUDING PAYMENT OF FINES AND ESTIMATED WATER USAGE FEE.

24. BEFORE COMBUSTIBLE MATERIALS MAY BE STORED ON CONSTRUCTION SITE, THE FIRE DEPARTMENT MUST APPROVE FIRE FLOW AND ACCESS PER CITY CODE. BEFORE A FIRE HYDRANT MAY BE PLACED IN SERVICE, A HIGH VELOCITY FLUSHING OF THE HYDRANT LATERAL SHALL BE PERFORMED AND APPROVED BY WATER DEPARTMENT PERSONNEL. HIGH VELOCITY FLUSHING SHALL CONSIST OF OPERATING THE HYDRANT WITH A SUITABLE DIFFUSER. WATER DEPARTMENT PERSONNEL SHALL FLUSH THE FIRE HYDRANT LATERAL UNTIL WATER DEPARTMENT PERSONNEL ARE SATISFIED THAT THE LINES ARE CLEAR OF DEBRIS.

25. UPON COMPLETION OF CONSTRUCTION, FINAL CONNECTION WILL BE MADE BY THE CONTRACTOR AT THE DEVELOPER'S EXPENSE UNDER INSPECTION BY A CITY WATER DEPARTMENT REPRESENTATIVE, UNLESS OTHERWISE SPECIFIED ON THE PLANS.

26. WHEN A CONNECTION IS REQUIRED TO AN EXISTING WATER MAIN, THE CONTRACTOR SHALL PROVIDE ALL EXCAVATION, SHORING, BACKFILL AND TRENCH RESURFACING PER CITY STANDARDS. WHERE THE CONNECTION IS TO BE A "HOT TAP". THE CONTRACTOR SHALL PROVIDE AND INSTALL THE TAPPING VALVE AND SLEEVE, AND ANY OTHER HARDWARE REQUIRED AND CITY WATER DEPARTMENT PERSONNEL WILL MAKE THE TAP AT THE DEVELOPER'S EXPENSE. NO HOT TAP SHALL BE MADE WITHIN 4 FEET OF A JOINT (MEASURED FROM JOINT TO CENTERLINE OF INTERSECTING PIPE). THE JOINT SHALL BE REMOVED, AND THE PROPOSED HOT TAP SHALL BE REPLACED WITH A "CUT–IN" TEE. WHEN A CUT–IN TEE AND VALVE(S) ASSEMBLY IS REQUIRED ON THE PLANS, THE CONTRACTOR SHALL PROVIDE AND INSTALL THE ENTIRE ASSEMBLY (INCLUDING VALVES), AND ANY OTHER HARDWARE NECESSARY UNDER CITY WATER DEPARTMENT INSPECTION, AND SHALL PROVIDE ALL OTHER WORK AND MATERIALS NECESSARY TO COMPLETE THE INSTALLATION TO CITY STANDARDS.

27. THE CONTRACTOR SHALL COORDINATE ALL WATER MAIN CONNECTION WORK WITH THE CITY WATER DEPARTMENT, AT (707) 963–2741 AND (707) 963–7917, AND SHALL GIVE NOTICE, IN ACCORDANCE WITH CONSTRUCTION SPECIFICATIONS, PRIOR TO COMMENCING WORK.

28. AFTER A STREET HAS BEEN OVERLAID, ALL WATER VALVE BOXES WILL BE MARKED IN WHITE PAINT BEFORE THE CLOSE OF THAT WORK DAY.

29. WITHIN 48 HOURS OF PAVING, ALL WATER VALVE BOXES WILL BE BROUGHT TO GRADE AND INSPECTED.

30. ALL DUCTILE IRON PIPE AND FITTINGS SHALL BE WRAPPED WITH 8–MIL THICKNESS POLY SLEEVE, AS PER MANUFACTURERS RECOMMENDATIONS.

FIRE PROTECTION NOTES

1. ALL FIRE PROTECTION EQUIPMENT SHALL BE INCLUDED IN A SEPARATE PLAN SUBMITTAL TO THE NAPA COUNTY FIRE MARSHALL'S OFFICE FOR PLAN REVIEW AND APPROVAL PRIOR TO THE INSTALLATION OF ALL SYSTEMS.

2. ALL UNDERGROUND FIRE PROTECTION PIPING SHALL BE INSTALLED AND TESTED PER NFPA 24, 2016 EDITION.

3. ALL FIRE HYDRANTS AND GUARD POSTS SHALL BE PAINTED CHROME YELLOW.

4. ALL FIRE PROTECTION PIPE, BEYOND 5 FEET OF ANY BUILDING, SHALL BE AWWA C–900, CLASS 305 PVC. DUCTILE IRON PIPE SHALL BE INSTALLED WITHIN 5 FEET OF THE BUILDING ON THE FIRE SPRINKLER RISER.

5. BLUE DOT REFLECTORS SHALL BE INSTALLED 12 INCHES OFF CENTERLINE OF ROAD ON THE FIRE HYDRANT SIDE AT ALL FIRE HYDRANTS. CONTRACTOR SHALL COORDINATE EXACT LOCATION WITH THE FIRE DEPARTMENT.

6. FIRE PROTECTION (FP) LINES, FIRE HYDRANTS (FH), FIRE DEPARTMENT CONNECTIONS (FDC), AND POST INDICATOR VALVES (PIV) ARE SHOWN FOR LOCATION AND COORDINATION PURPOSES ONLY. CONTRACTOR SHALL INCLUDE ALL NECESSARY VALVES, PIPING AND APPURTENANCES IN ORDER TO MAKE THE SYSTEM COMPLETE, OPERATIONAL AND IN CONFORMANCE WITH THE APPROVED DESIGN AND ALL APPLICABLE CODES AND STANDARDS.

7. ANTICIPATED FIRE PROTECTION LINE THRUST BLOCK LOCATIONS ARE SHOWN FOR REFERENCE ONLY. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THRUST BLOCKS AT ALL HORIZONTAL AND VERTICAL BENDS ON THE FINAL FIRE PROTECTION LINE (FP) ALIGNMENT. THE FINAL THRUST BLOCK LOCATIONS ON SHALL BE CONFIRMED ON A SHOP DRAWING TO BE SUBMITTED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THRUST BLOCK SIZING SHALL CONFORM TO NFPA–24, 2019 EDITION.

8. FIRE HYDRANTS, PIV'S AND FDC'S SHALL NOT BE BLOCKED OR OBSTRUCTED BY PARKING STALLS, LOADING ZONES, LANDSCAPING, STORAGE AREAS, ETC.

9. TAMPER SWITCHES ARE REQUIRED ON ALL FIRE PROTECTION CONTROL VALVES, SEE ELECTRICAL DRAWINGS.

10. ALL BURIED METAL VALVES AND FITTINGS REQUIRE PROTECTIVE COATINGS, SEE SPECIFICATIONS. UNLESS REQUIREMENTS OF SECTION 10.1.6.2 ARE MET.

11. LOCATE GUARD POSTS SO THEY WILL NOT INTERFERE WITH FIRE DEPARTMENT OPERATIONS.

12. ALL FDC'S SHALL HAVE SIGNS ATTACHED STATING WHAT EACH FDC SUPPLIES, I.E. MANUAL WET STANDPIPE, AUTO SPRINKLER SYSTEM, ETC. SIGNAGE SHALL BE ONE (1) INCH WHITE LETTERING ON A RED BACKGROUND.

13. FIRE LANES SHALL BE CLEARLY MARKED AND SIGNED WHICH SHALL READ: "NO PARKING FIRE LANE". CVC 22500.1 SIGNAGE SHALL BE POSTED EVERY 50 FEET, 4 INCH WHITE LETTERS SHALL BE PAINTED ON CURB. FIRE LANES AND ACCESS ROADS SHALL NOT BE BLOCKED BY PARKING, DUMPSTERS, BUILDING MATERIALS, ETC.

14. KNOX BOX SHALL BE PROVIDED THAT WILL BE ABLE TO CONTAIN KEYS TO THE FACILITY. LOCATION TO BE DETERMINED BY THE FIRE DEPARTMENT. KNOX KEY SWITCHES SHALL BE PROVIDED FOR ALL ELECTRIC GATES.

15. HYDRANT PLACEMENT SHALL BE CONFIRMED WITH THE LOCAL FIRE DEPARTMENT IN THE FIELD PRIOR TO INSTALLATION OF PIPING AND RISER.

16. ALL DRIVEWAYS, ROADS, AND FIRE DEPARTMENT ACCESS SHALL COMPLY WITH THE NAPA COUNTY PUBLIC WORKS ROAD AND STREET STANDARDS (AUTHORITY HAVING JURISDICTION)

17. FIRE APPARATUS ACCESS ROADS SHALL BE DESIGNED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS IN ALL WEATHER CONDITIONS.

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OAK AVENUE UTILITY IMPROVEMENTS

GENERAL INFORMATION

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	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TOM
No. C 77791
CIVIL
STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
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SHEET G1.2
3 OF 24

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0 60 120
GRAPHIC SCALE IN FEET

SHEET SD5.0 | SHEET SD5.1 | SHEET SD5.2 | SH

FEMA REGULATORY FLOODWAY
FEMA REGULATORY FLOODWAY
FEMA 100-YEAR FLOODPLAIN
SULPHUR SPRINGS CREEK
MITCHELL DR
SPRING ST
TAINTER ST
OAK AVENUE
MONEY WAY
MAIN ST (HWY 29)
APPROXIMATE SULPHUR SPRINGS CREEK FLOW LINE
MATCHLINE SEE BELOW LEFT

CP #22
N: 3372.15
E: 6629.11
ELEV 234.62
SET90 10'E.TOB

CP #20
N: 3468.88
E: 6514.66
ELEV 237.31
SET90D GVL PKG

CP #18
N: 3572.53
E: 6299.85
ELEV 236.70
SETMAG S.ISLAND

CP #21
N: 3763.39
E: 6536.80
ELEV 235.08
SETMAG MAIN/MIT

CP #15
N: 3668.03
E: 6090.71
ELEV 238.59
SET90D W. 2' EP

CP #14
N: 3822.80
E: 5944.20
ELEV 241.77
SETMAG S.E. INT

CP #16
N: 3919.23
E: 5981.23
ELEV 241.37
SETMAGldzSPRGst

CP #13
N: 3935.33
E: 5792.93
ELEV 244.21
SETMAG S.ATT DW

CP #5
N: 4045.21
E: 5573.18
ELEV 248.74
SETMAGnw.OAK/PT

CP #17
N: 3998.88
E: 6088.66
ELEV 240.84
SCRBDxN.W. STA.

SHEET SD5.3 | SHEET SD5.4 | SHEET SD5.5

ADAMS ST
PINE ST
MADRONA ST
ANDREA AVE
OAK AVENUE
MONEY WAY
MAIN ST (HWY 29)
MATCHLINE SEE ABOVE RIGHT
SHEET SD5.6

CP #10
N: 4225.62
E: 5103.88
ELEV 261.93
SET MAG S.PRKNG

CP #4
N: 4324.24
E: 5211.57
ELEV 258.79
SETMAGnw.OAK/AD

CP #9
N: 4490.29
E: 4994.03
ELEV 263.61
SET90D W. PLNTR

CP #2
N: 4657.03
E: 4768.66
ELEV 267.65
SETMAG OAK/PINE

CP #3
N: 4898.30
E: 4442.72
ELEV 273.79
SETMAGsw.MD/OAK

CP #12
N: 4190.35
E: 5456.58
ELEV 252.54
SET MAG W.3' FC

CP #7
N: 4582.59
E: 4929.51
ELEV 264.15
SET MAG W.4' FC

CP #8
N: 4596.28
E: 4911.66
ELEV 264.47
SET MAG OAK ST.

CP #6
N: 4865.86
E: 4555.75
ELEV 271.70
SETMAG W.3'FCFL

CP #11
N: 4459.66
E: 5355.36
ELEV 255.78
SET MAG N.5.2FC

CP #1
N: 5000.02
E: 5000.06
ELEV 262.77
SCRBD-X NW.29PN

0 60 120
GRAPHIC SCALE IN FEET

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

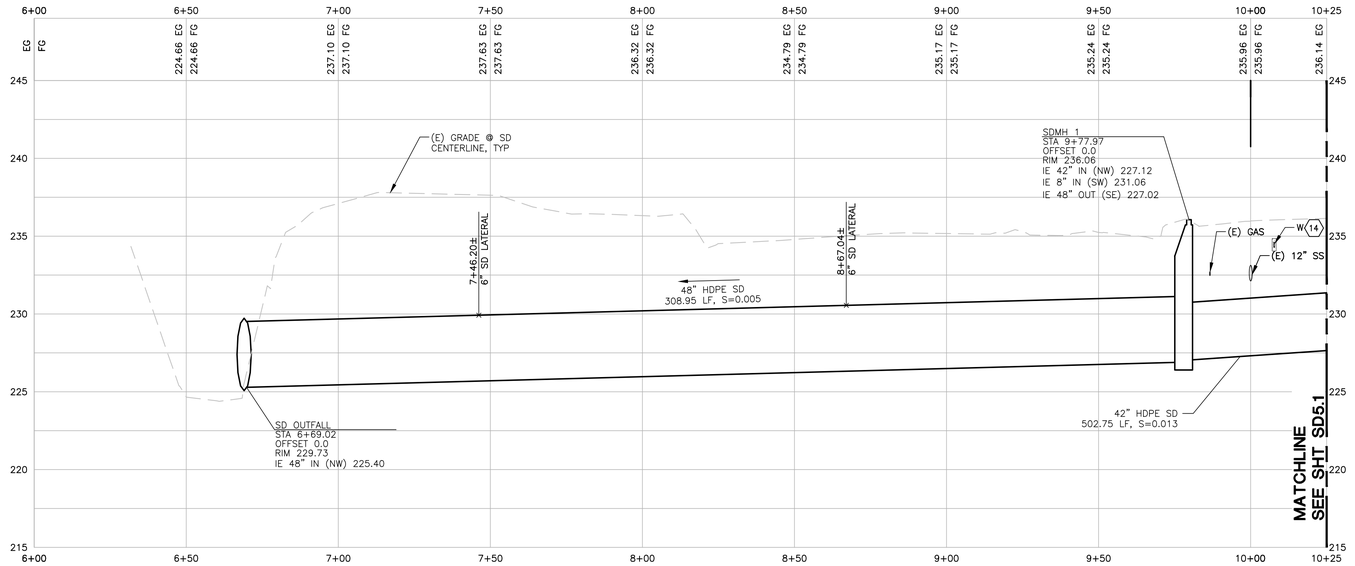
STORM DRAIN OVERALL SITE PLAN

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TOM
No. C 77291
CIVIL
STATE OF CALIFORNIA

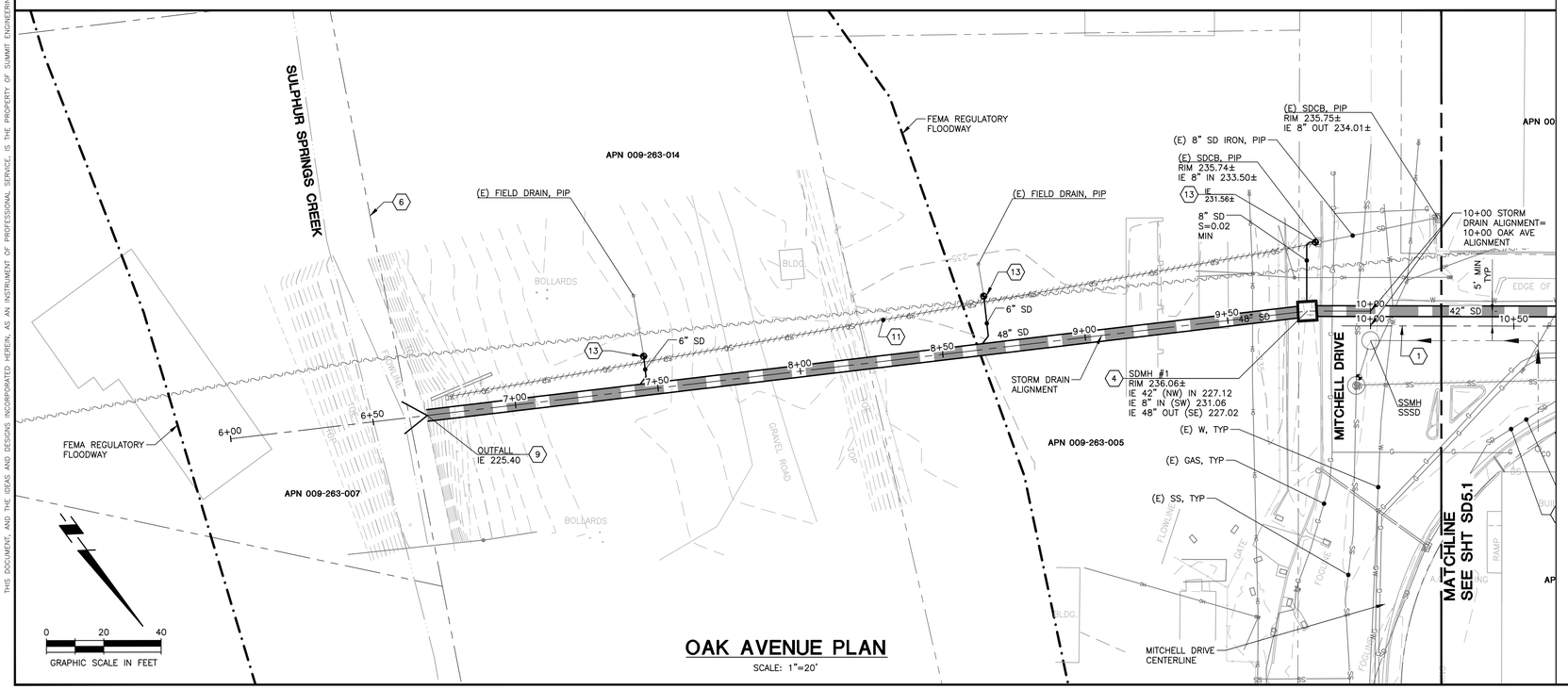
JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG

SHEET SD2.0
4 OF 24



STORM DRAIN PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
3.	INSTALL 60" SD MANHOLE PER CITY STD 502A . MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
4.	INSTALL 60" PRESSURE SD MANHOLE PER CITY STD 502A, 503. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
5.	CURB OPENING CATCH BASIN PER CITY STD 509
6.	APPROXIMATE PROPERTY LINE, TYP
7.	EXISTING SD TO REMAIN IN PLACE
8.	EXISTING SD, PLUG PER PER CITY STD 207
9.	SD OUTFALL, BY OTHERS
10.	RIGHT OF WAY, TYP
11.	EXISTING SD TO BE ABANDONED PER CITY STD 207
12.	PIPE TO PIPE CONNECTION JUNCTION STRUCTURE, SEE 1/SD9.0. SIZE TO BE DETERMINED BY CONTRACTOR POTHOLING.
13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD, UNO.
2. STORM DRAIN BACKFILL IN CITY STREETS PER CITY STD 400A
3. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
4. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
5. FOR WATER MAIN: MINIMUM 10' HORIZONTAL SEPARATION AND 1' VERTICAL ABOVE SANITARY, PROCESS, OR GREASE WASTE LINES AND MINIMUM 4' HORIZONTAL AND 1' VERTICAL ABOVE STORM DRAIN LINES.
6. SEE SEPARATE DRAWINGS FOR SS & W CONSTRUCTION.

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CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - OAK AVE (CREEK OUTFALL-MITCHELL DR)

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFRET A. TYSON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET: SD5.0
5 OF 24

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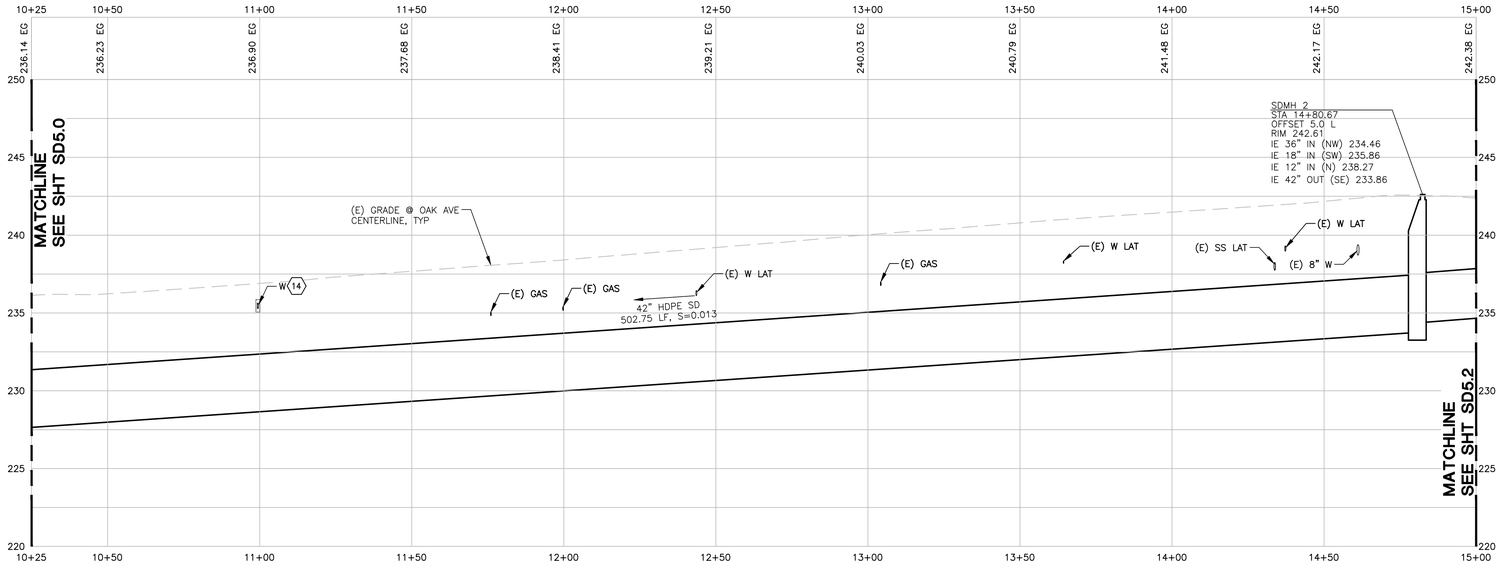
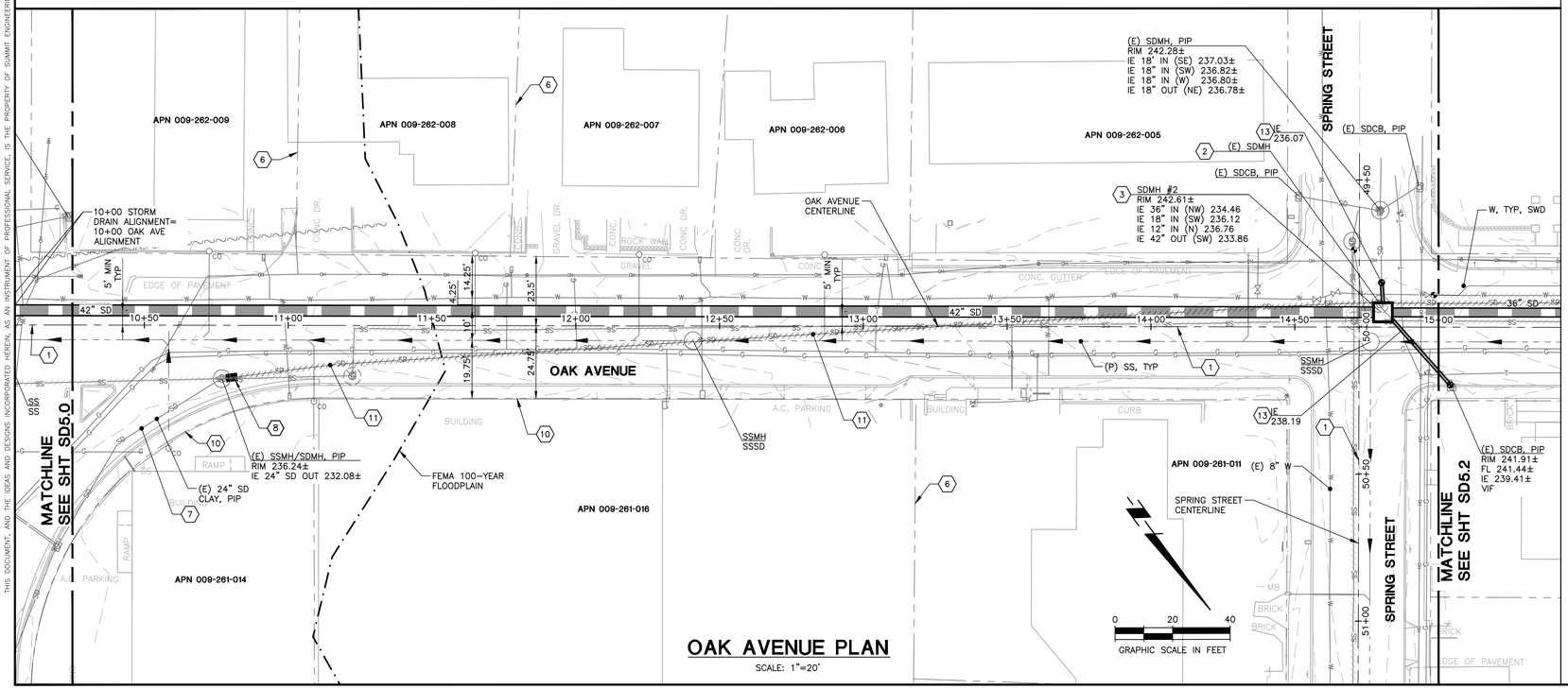


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
3.	INSTALL 60" SD MANHOLE PER CITY STD 502A , MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
4.	INSTALL 60" PRESSURE SD MANHOLE PER CITY STD 502A, 503. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
5.	CURB OPENING CATCH BASIN PER CITY STD 509
6.	APPROXIMATE PROPERTY LINE, TYP
7.	EXISTING SD TO REMAIN IN PLACE
8.	EXISTING SD, PLUG PER PER CITY STD 207
9.	SD OUTFALL, BY OTHERS
10.	RIGHT OF WAY, TYP
11.	EXISTING SD TO BE ABANDONED PER CITY STD 207
12.	PIPE TO PIPE CONNECTION JUNCTION STRUCTURE, SEE 1/SD9.0. SIZE TO BE DETERMINED BY CONTRACTOR POTHOLING.
13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD, UNO.
2. STORM DRAIN BACKFILL IN CITY STREETS PER CITY STD 400A
3. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
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5. FOR WATER MAIN: MINIMUM 10' HORIZONTAL SEPARATION AND 1' VERTICAL ABOVE SANITARY, PROCESS, OR GREASE WASTE LINES AND MINIMUM 4' HORIZONTAL AND 1' VERTICAL ABOVE STORM DRAIN LINES.
6. SEE SEPARATE DRAWINGS FOR SS & W CONSTRUCTION.

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CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - OAK AVE (MITCHELL DR-SPRING ST)

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TAYLOR
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG

SHEET SD5.1
6 OF 24

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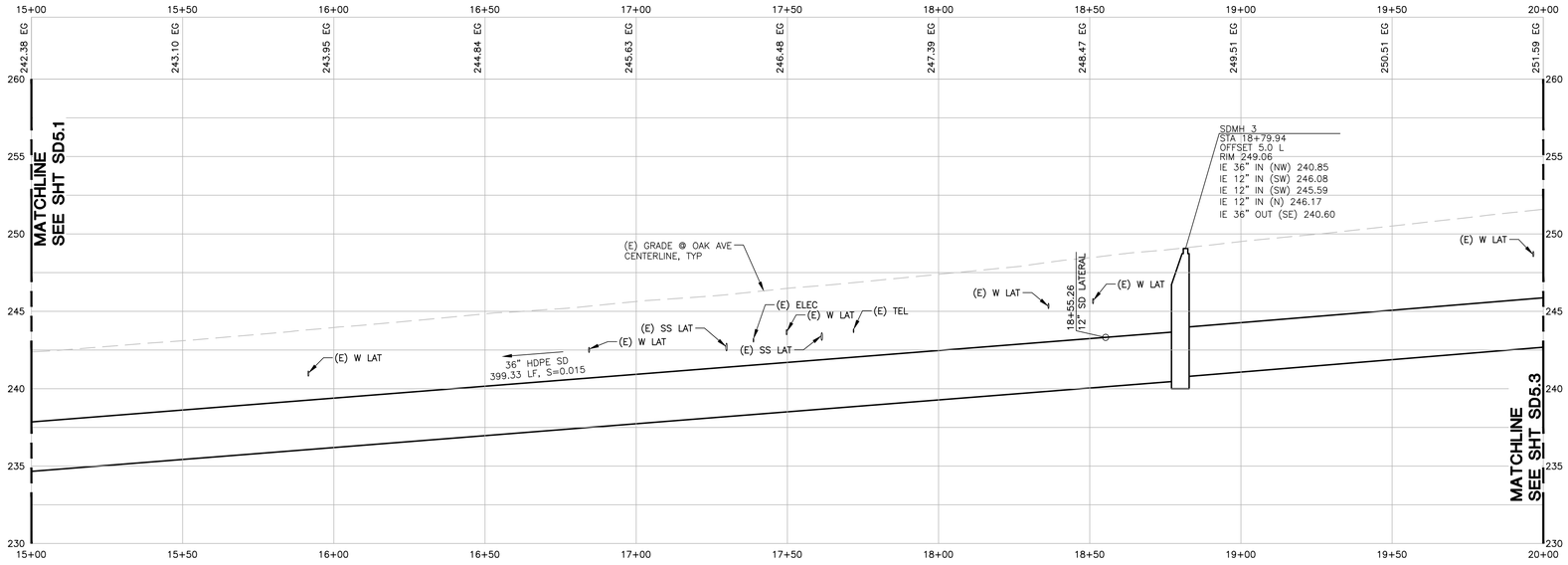
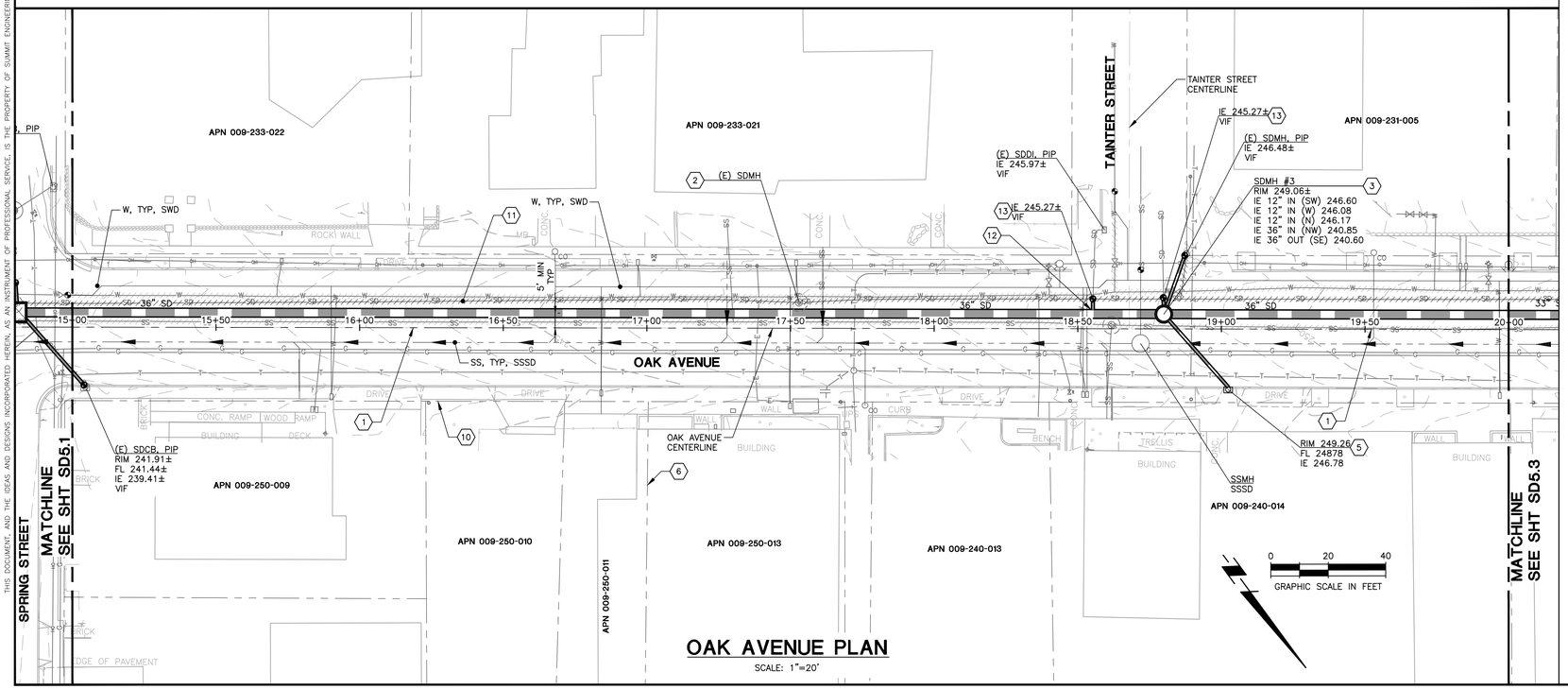


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
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5.	CURB OPENING CATCH BASIN PER CITY STD 509
6.	APPROXIMATE PROPERTY LINE, TYP
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10.	RIGHT OF WAY, TYP
11.	EXISTING SD TO BE ABANDONED PER CITY STD 207
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13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

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ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - OAK AVE (SPRING ST-TAINTER ST)

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY T. ATTON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SD5.2
7 OF 24

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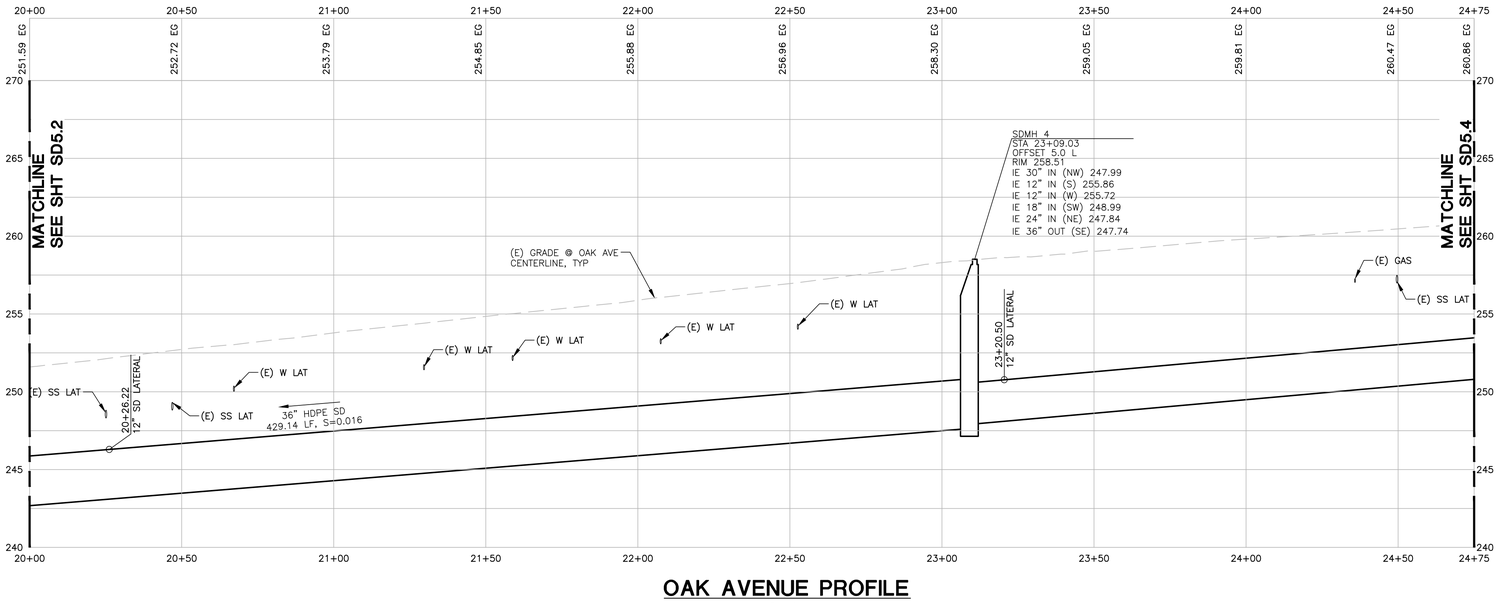
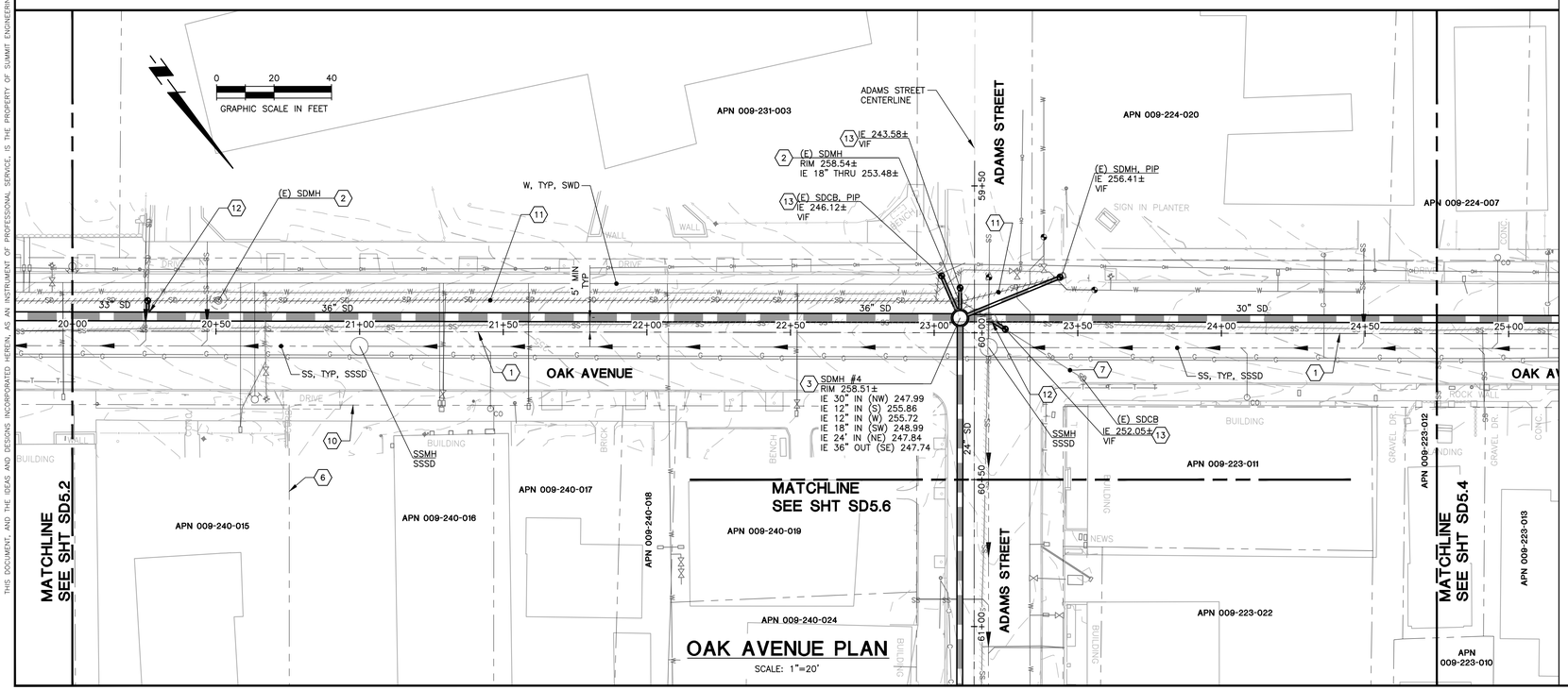


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
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4.	INSTALL 60" PRESSURE SD MANHOLE PER CITY STD 502A, 503. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
5.	CURB OPENING CATCH BASIN PER CITY STD 509
6.	APPROXIMATE PROPERTY LINE, TYP
7.	EXISTING SD TO REMAIN IN PLACE
8.	EXISTING SD, PLUG PER PER CITY STD 207
9.	SD OUTFALL, BY OTHERS
10.	RIGHT OF WAY, TYP
11.	EXISTING SD TO BE ABANDONED PER CITY STD 207
12.	PIPE TO PIPE CONNECTION JUNCTION STRUCTURE, SEE 1/SD9.0. SIZE TO BE DETERMINED BY CONTRACTOR POTHOLING.
13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD, UNO.
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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - OAK AVE @ ADAMS ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFRET A TYSON
No. C 77791
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET: SD5.3
8 OF 24

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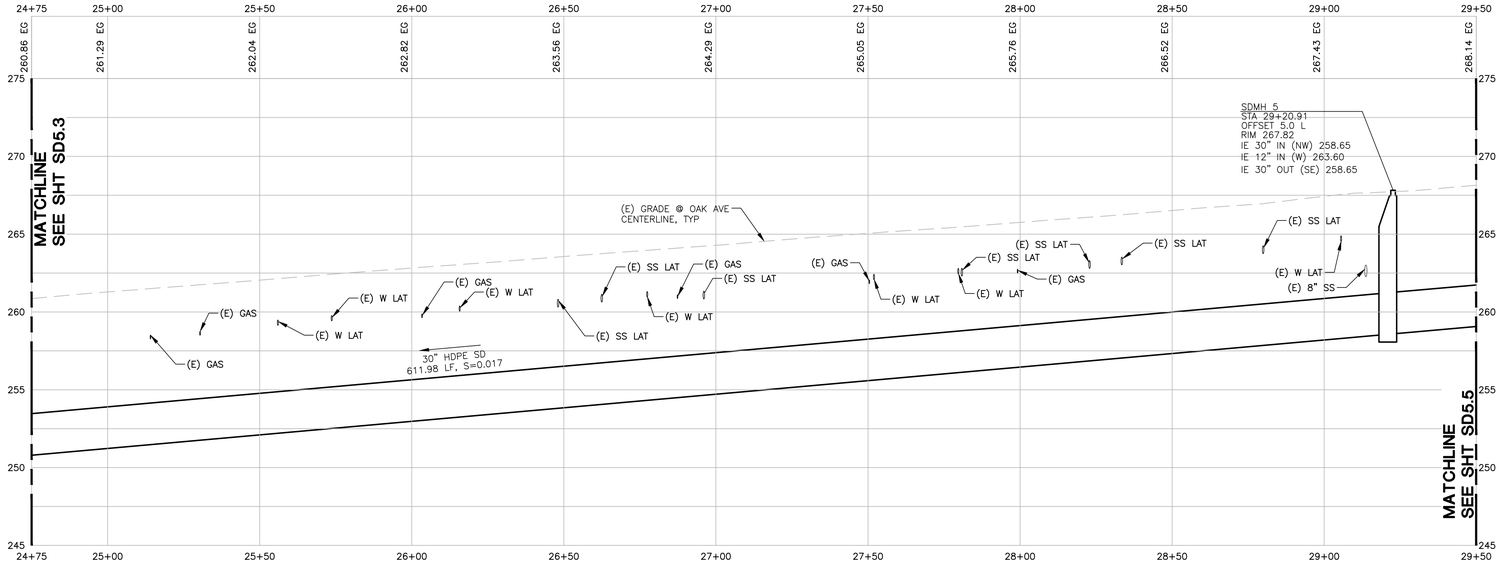
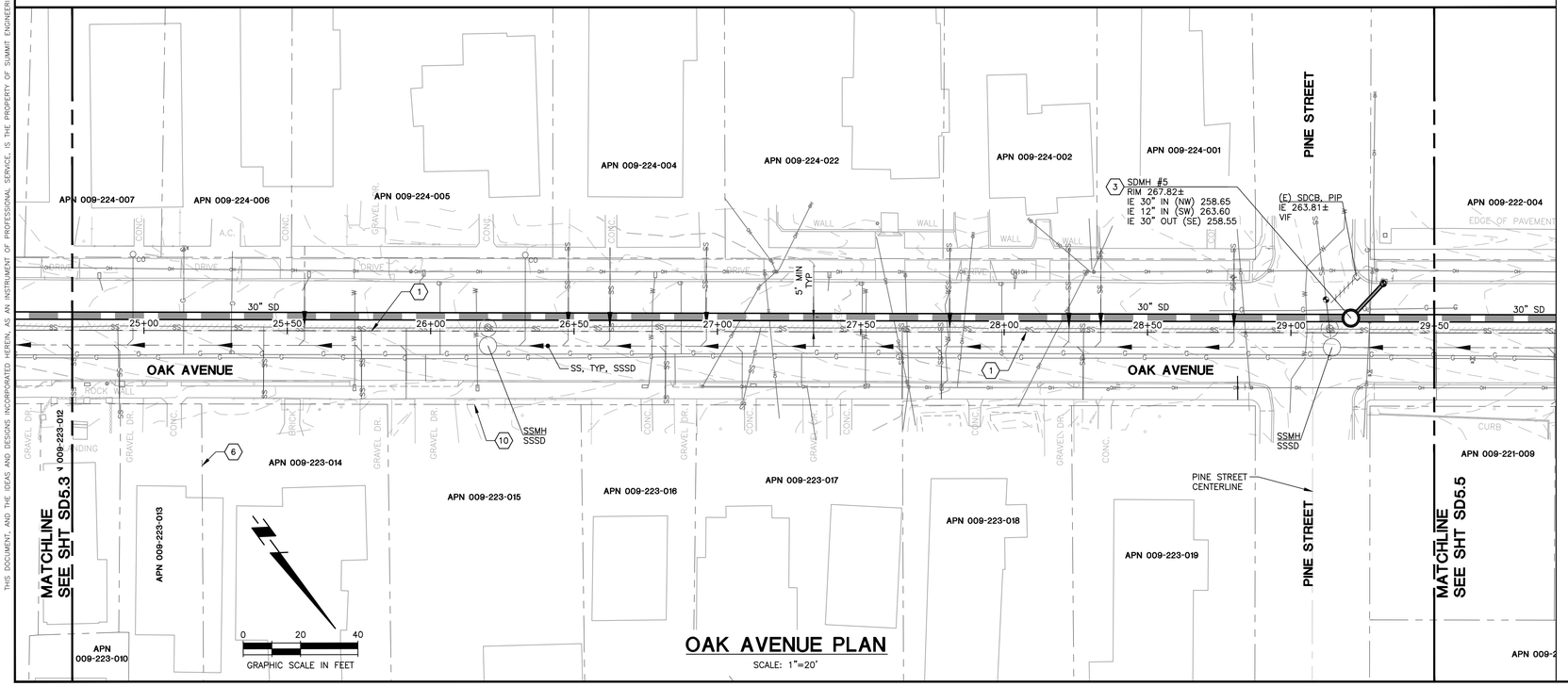


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
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13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD, UNO.
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6. SEE SEPARATE DRAWINGS FOR SS & W CONSTRUCTION.

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - OAK AVE @ PINE ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFRET A TYSON
No. C 77791
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SD5.4
9 OF 24

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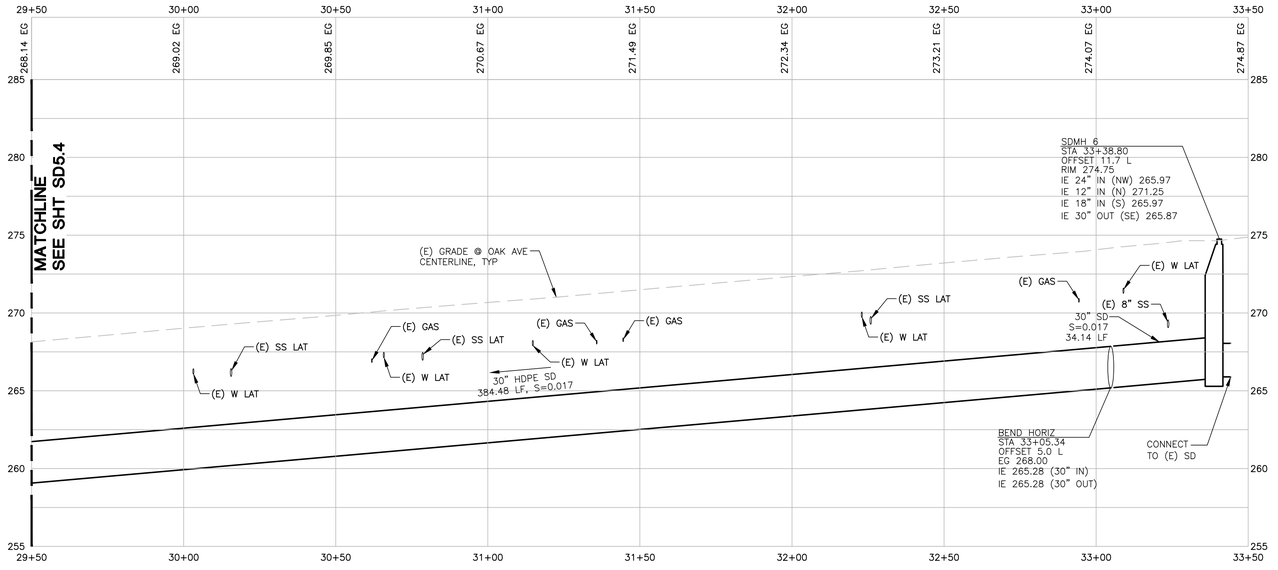
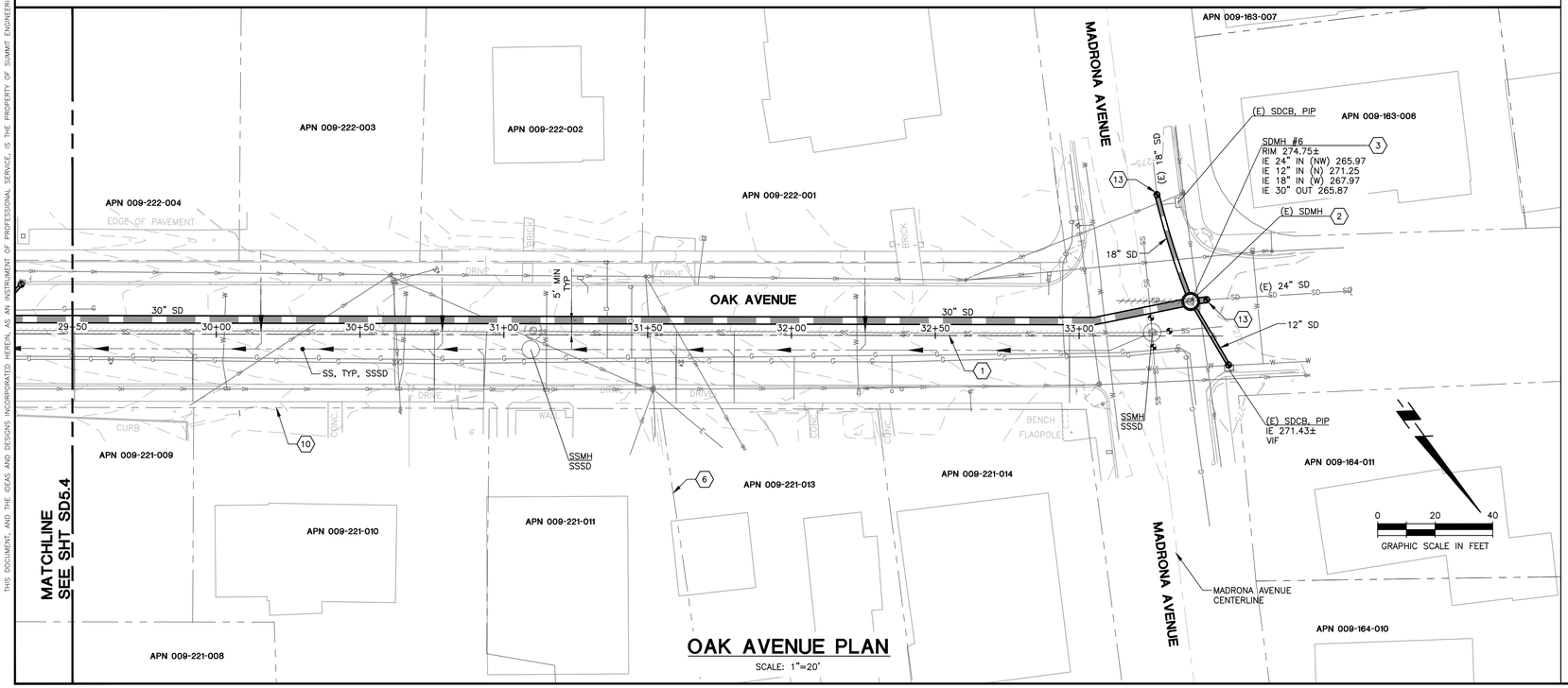


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
3.	INSTALL 60" SD MANHOLE PER CITY STD 502A , MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
4.	INSTALL 60" PRESSURE SD MANHOLE PER CITY STD 502A, 503. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
5.	CURB OPENING CATCH BASIN PER CITY STD 509
6.	APPROXIMATE PROPERTY LINE, TYP
7.	EXISTING SD TO REMAIN IN PLACE
8.	EXISTING SD, PLUG PER PER CITY STD 207
9.	SD OUTFALL, BY OTHERS
10.	RIGHT OF WAY, TYP
11.	EXISTING SD TO BE ABANDONED PER CITY STD 207
12.	PIPE TO PIPE CONNECTION JUNCTION STRUCTURE, SEE 1/SD9.0. SIZE TO BE DETERMINED BY CONTRACTOR POTHOLING.
13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD, UNO.
2. STORM DRAIN BACKFILL IN CITY STREETS PER CITY STD 400A
3. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
4. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
5. FOR WATER MAIN: MINIMUM 10' HORIZONTAL SEPARATION AND 1' VERTICAL ABOVE SANITARY, PROCESS, OR GREASE WASTE LINES AND MINIMUM 4' HORIZONTAL AND 1' VERTICAL ABOVE STORM DRAIN LINES.
6. SEE SEPARATE DRAWINGS FOR SS & W CONSTRUCTION.

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - OAK AVE @ MADRONA ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFRET A TORRES
No. C 77791
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SD5.5
10 OF 24

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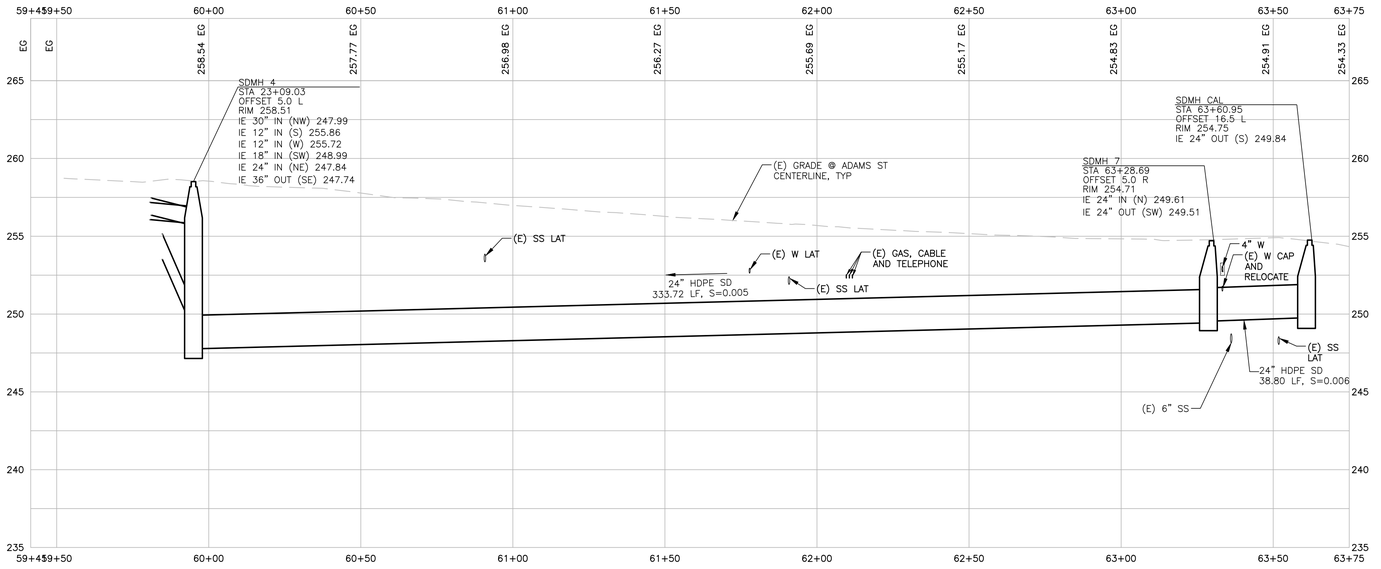
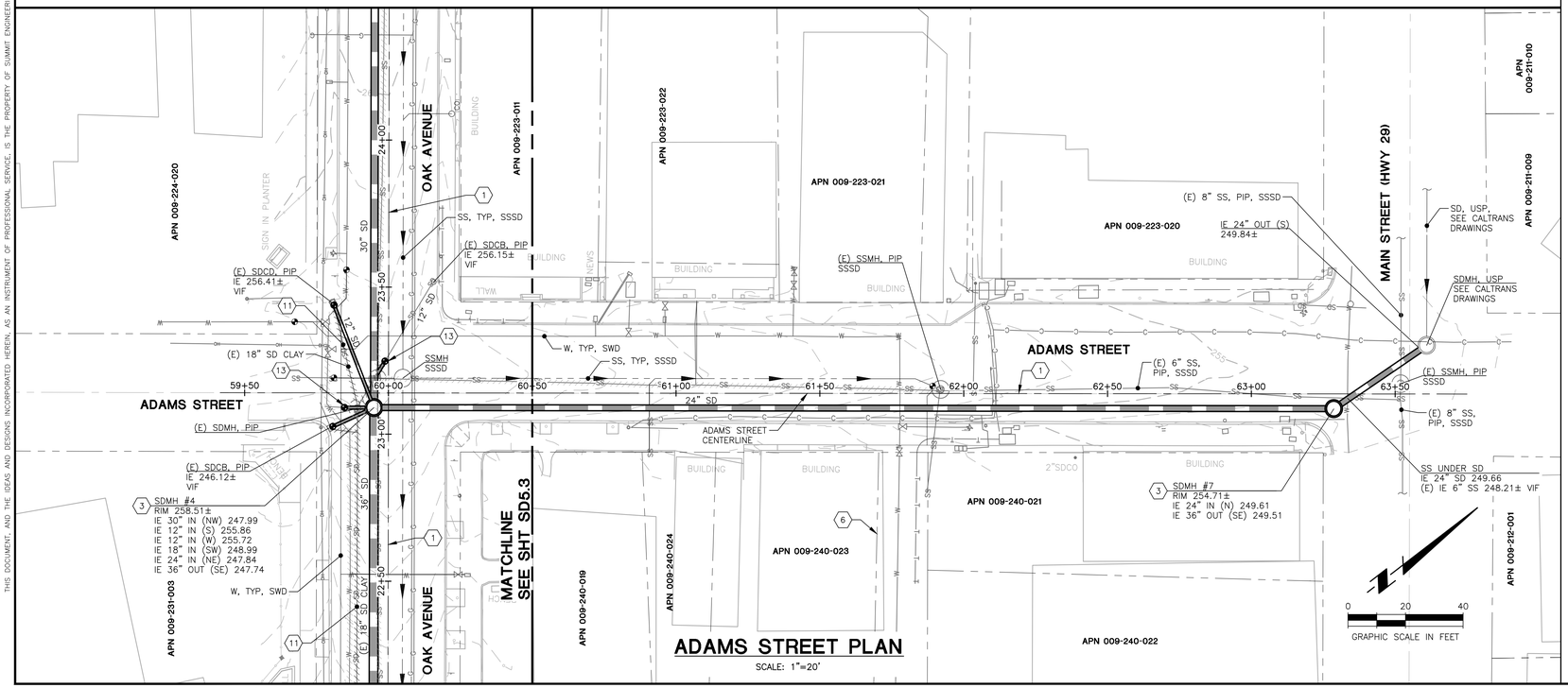


ADAMS ST PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



ADAMS STREET PLAN

SCALE: 1"=20'

STORM DRAIN KEY NOTES

#	DESCRIPTION
1.	STREET CENTERLINE ALIGNMENT, TYP
2.	REMOVE EXISTING SD MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SD MANHOLES PER CITY STD 207 & 208
3.	INSTALL 60" SD MANHOLE PER CITY STD 502A . MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
4.	INSTALL 60" PRESSURE SD MANHOLE PER CITY STD 502A, 503. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
5.	CURB OPENING CATCH BASIN PER CITY STD 509
6.	APPROXIMATE PROPERTY LINE, TYP
7.	EXISTING SD TO REMAIN IN PLACE
8.	EXISTING SD, PLUG PER PER CITY STD 207
9.	SD OUTFALL, BY OTHERS
10.	RIGHT OF WAY, TYP
11.	EXISTING SD TO BE ABANDONED PER CITY STD 207
12.	PIPE TO PIPE CONNECTION JUNCTION STRUCTURE, SEE 1/SD9.0. SIZE TO BE DETERMINED BY CONTRACTOR POTHOLING.
13.	CONNECT TO (E) STORM DRAIN PIPING (VERIFY SIZE, LOCATION AND ELEVATION PRIOR TO START OF CONSTRUCTION)
14.	PIPE TO PIPE CROSSING PER CITY STD 129A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD, UNO.
2. STORM DRAIN BACKFILL IN CITY STREETS PER CITY STD 400A
3. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
4. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
5. FOR WATER MAIN: MINIMUM 10' HORIZONTAL SEPARATION AND 1' VERTICAL ABOVE SANITARY, PROCESS, OR GREASE WASTE LINES AND MINIMUM 4' HORIZONTAL AND 1' VERTICAL ABOVE STORM DRAIN LINES.
6. SEE SEPARATE DRAWINGS FOR SS & W CONSTRUCTION.

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN PLAN & PROFILE - ADAMS ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFRET A TYSON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	SD5.6
	11OF 24

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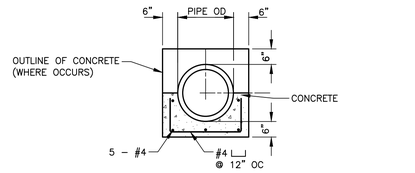
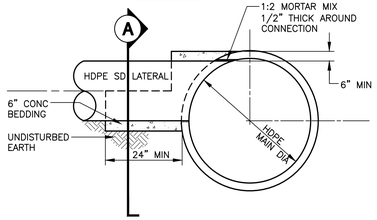


SECTION A



JUNCTION STRUCTURE

NTS

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

STORM DRAIN DETAILS

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFRET A. TYSON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG

SHEET SD9.0
12 OF 24

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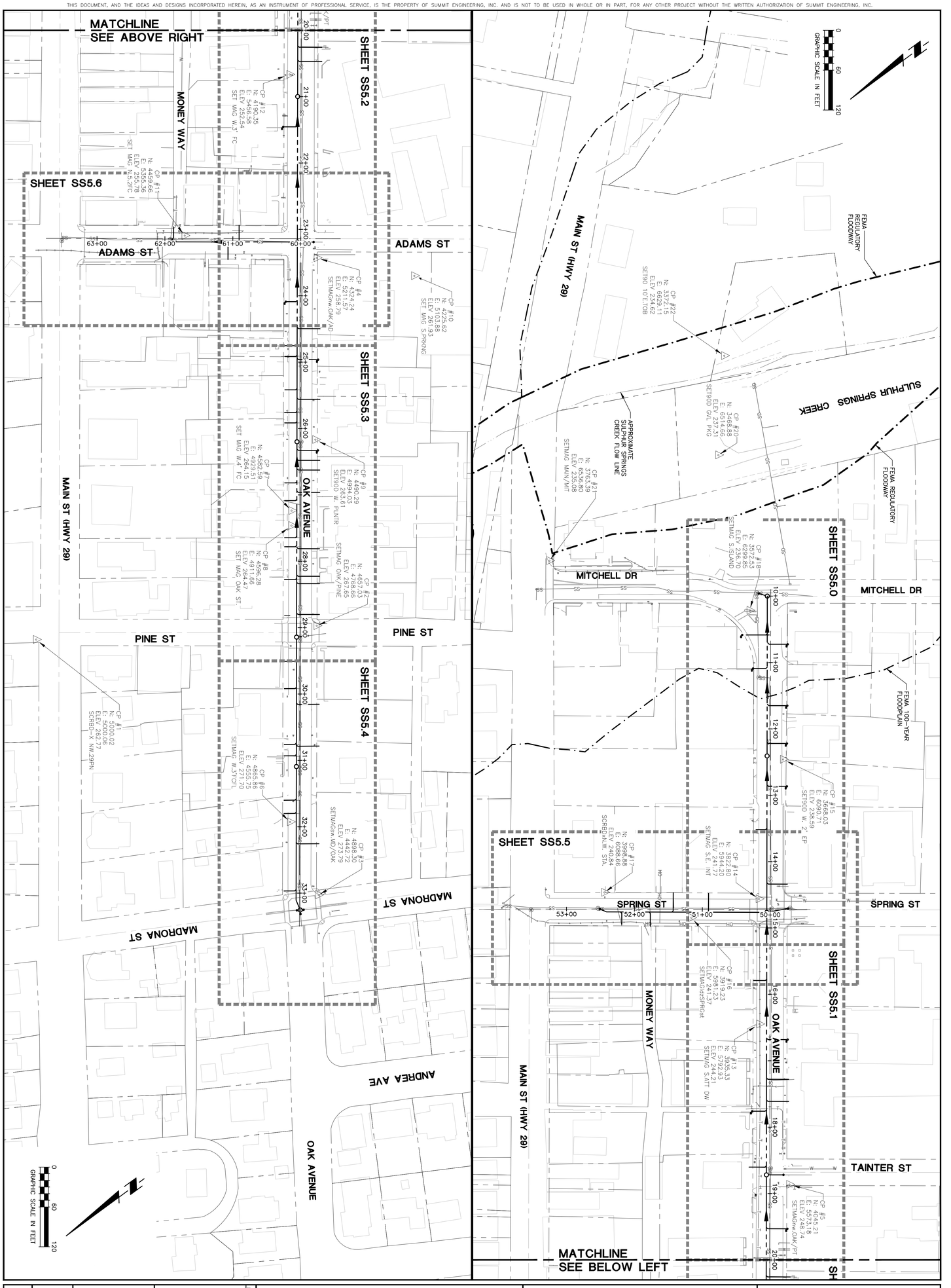


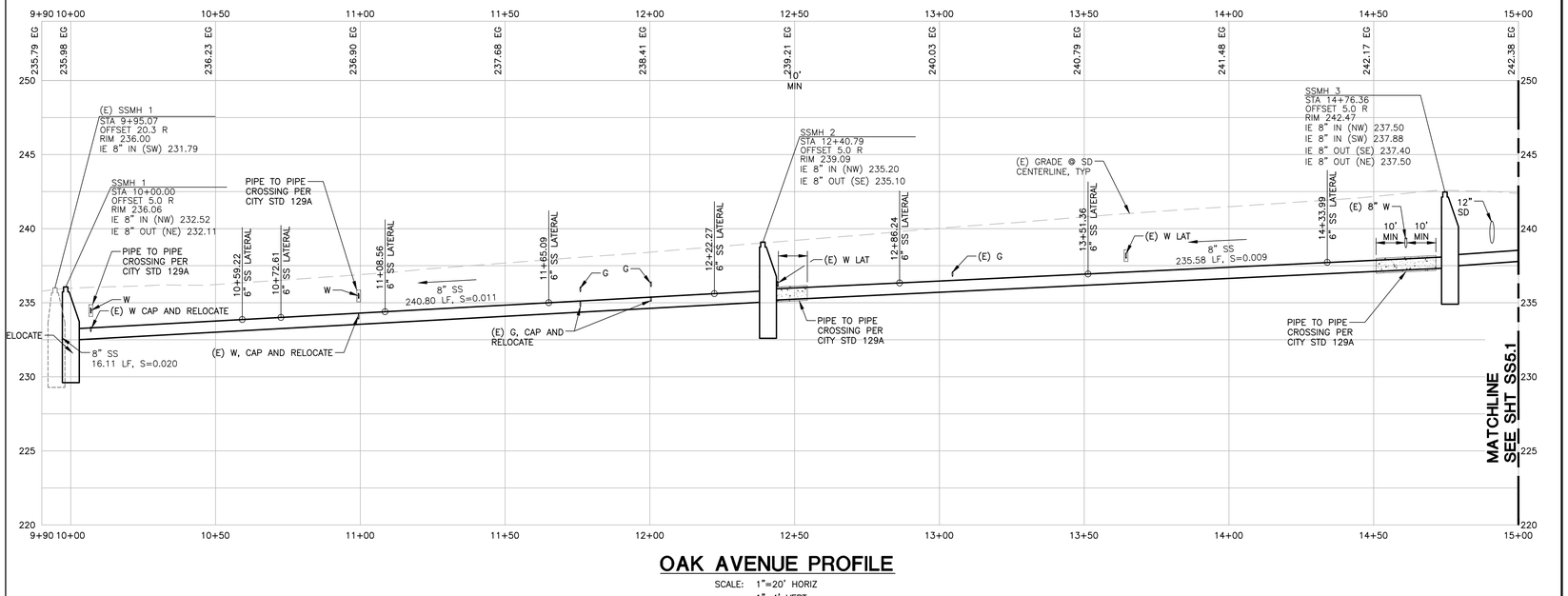
SHEET NO: SS2.0 13 OF 24	JOB NO: 2023177 SCALE: AS SHOWN DRAWN: GA/ TF CHECKED: JTC	REGISTERED PROFESSIONAL ENGINEER No. C 72291 CIVIL STATE OF CALIFORNIA	# DATE DESCRIPTION 02/10/2025 100% SUBMITTAL	OAK AVENUE UTILITY IMPROVEMENTS SANITARY SEWER OVERALL SITE PLAN	CITY OF ST. HELENA ST. HELENA CALIFORNIA, 94574 ----	SUMMIT Summit Engineering, Inc 575 W College Ave., Suite 201 • Santa Rosa, CA 95401 707-527-0775 • www.summit-sr.com

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
2.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209, W/INSIDE DROP PER CITY STD 203. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
3.	REMOVE AND REPLACE (E) SANITARY SEWER LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
4.	REMOVE EXISTING SS MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SS MANHOLES PER CITY STD 207 & 208
5.	HATCHING REPRESENTS ABANDON OR REMOVE (E) SS PER DIRECTION OF CITY ENGINEER PER PER CITY STD 207,
6.	CONNECT SEWER MAIN TO (E) SSMH
7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

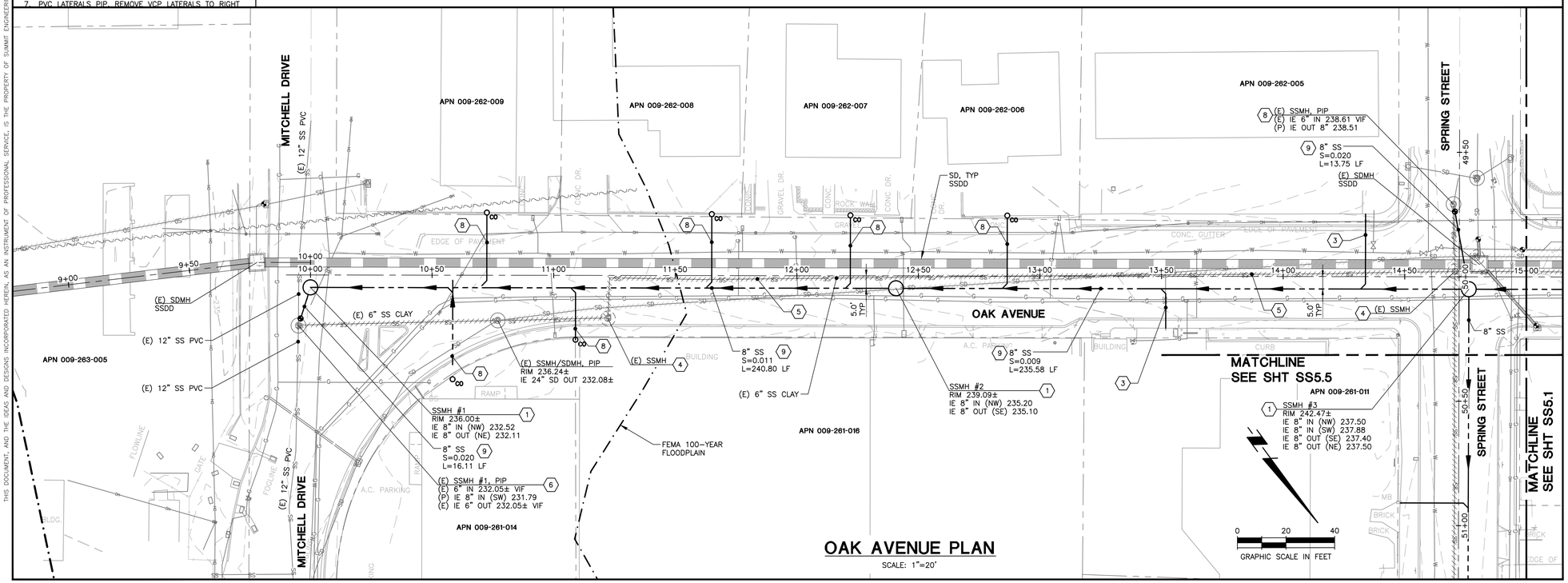
NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
6. ADJUST (E) SS STRUCTURES TO REMAIN TO FINISHED GRADE.
7. PVC LATERALS PIP. REMOVE VCP LATERALS TO RIGHT



OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

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ST. HELENA
CALIFORNIA, 94574

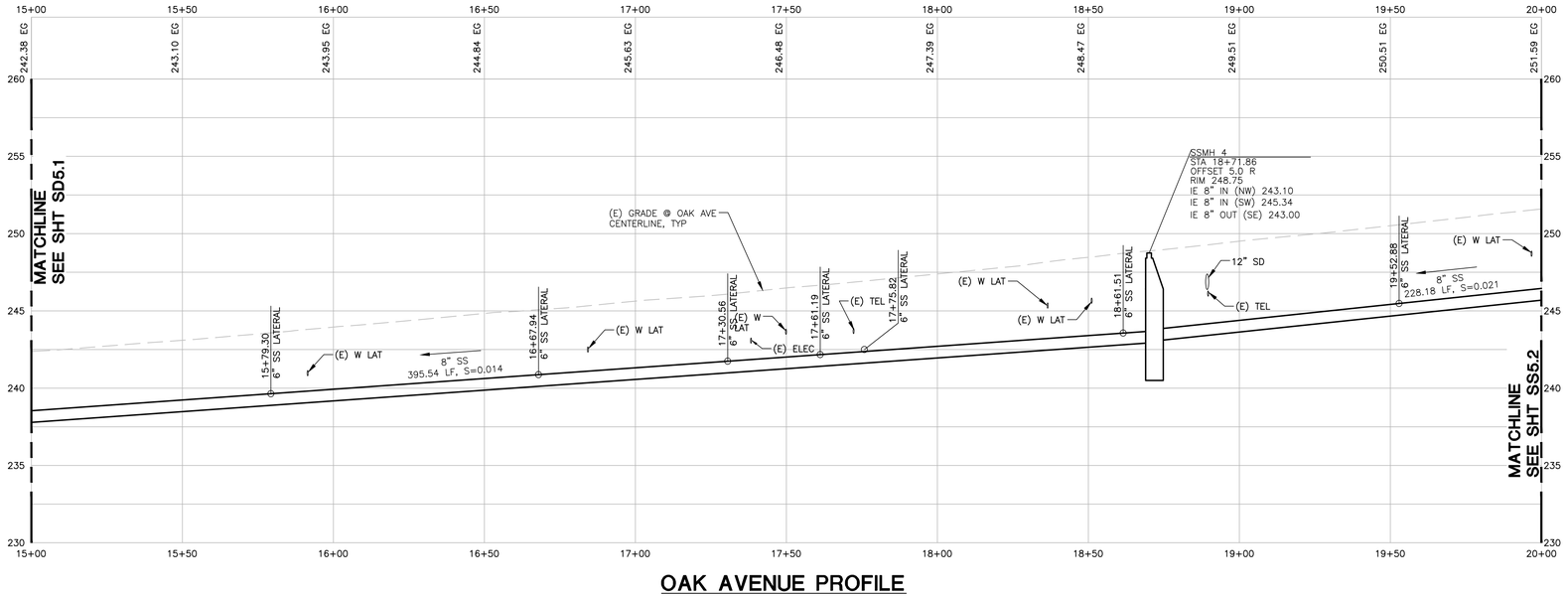
OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - OAK AVE (MITCHELL DR-SPRING ST)

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

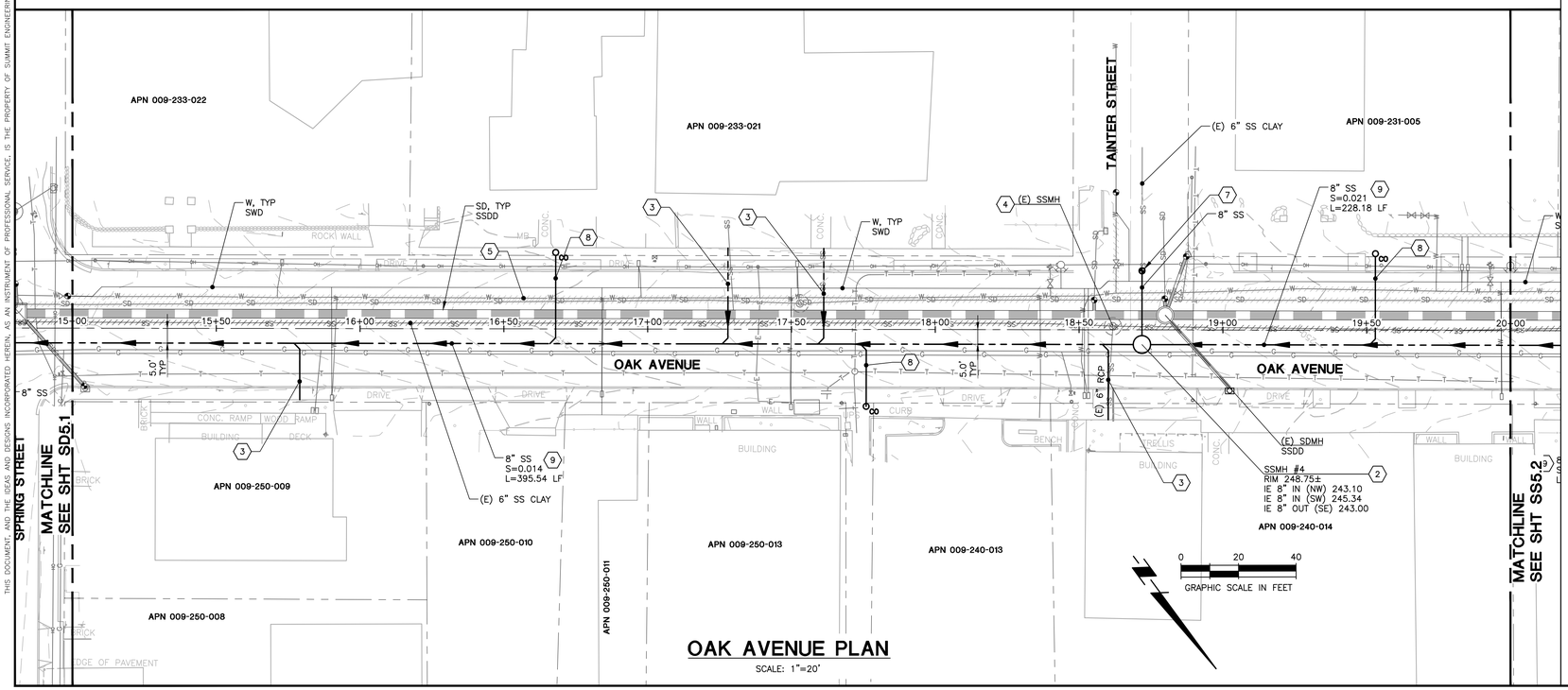
REGISTERED PROFESSIONAL ENGINEER GEOFFREY T. FOX No. C 77291 CIVIL STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	SS5.0
	14 OF 24



OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
2.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209, W/INSIDE DROP PER CITY STD 203. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
3.	REMOVE AND REPLACE (E) SANITARY SEWER LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
4.	REMOVE EXISTING SS MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SS MANHOLES PER CITY STD 207 & 208
5.	HATCHING REPRESENTS ABANDON OR REMOVE (E) SS PER DIRECTION OF CITY ENGINEER PER PER CITY STD 207,
6.	CONNECT SEWER MAIN TO (E) SSMH
7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
6. ADJUST (E) SS STRUCTURES TO REMAIN TO FINISHED GRADE.
7. PVC LATERALS PIP, REMOVE VCP LATERALS TO RIGHT OF WAY AND INSTALL 2 WAY CLEANOUT AND COVER AT RIGHT OF WAY

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - OAK AVE (SPRING ST-TAINTER ST)

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER GEOFFREY A. TOM No. C 77791 CIVIL STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SS5.1
15 OF 24

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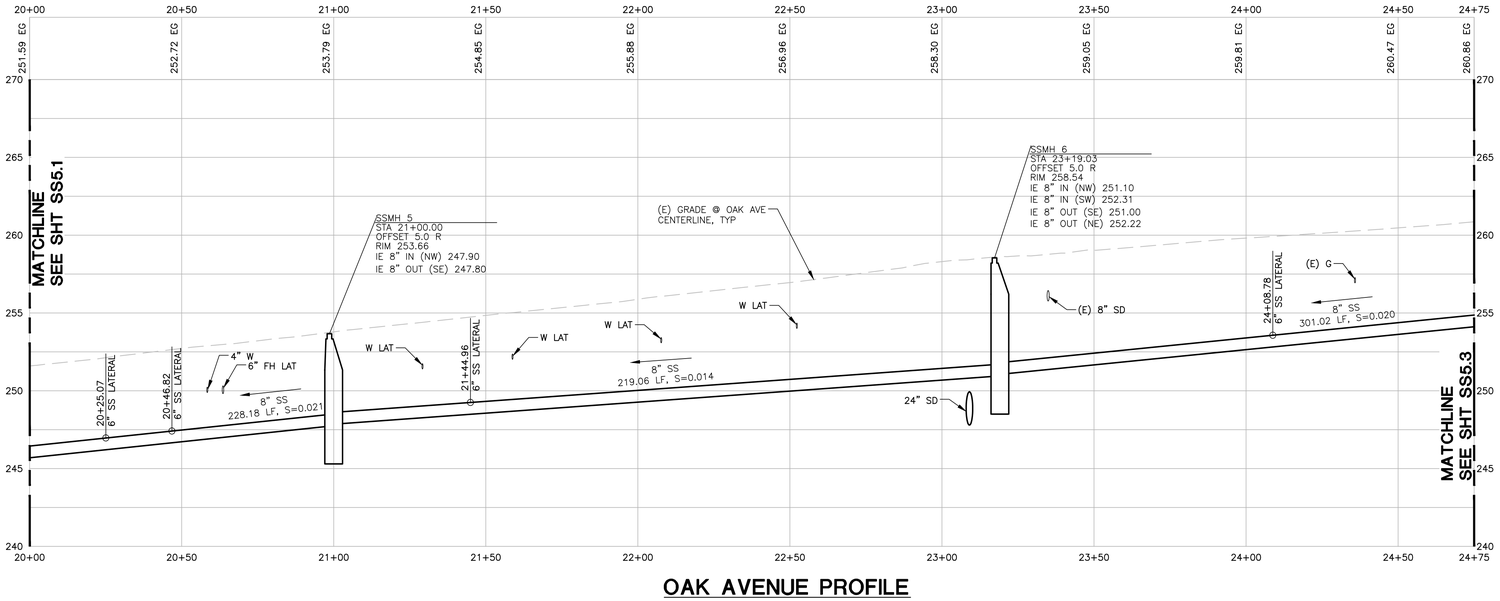
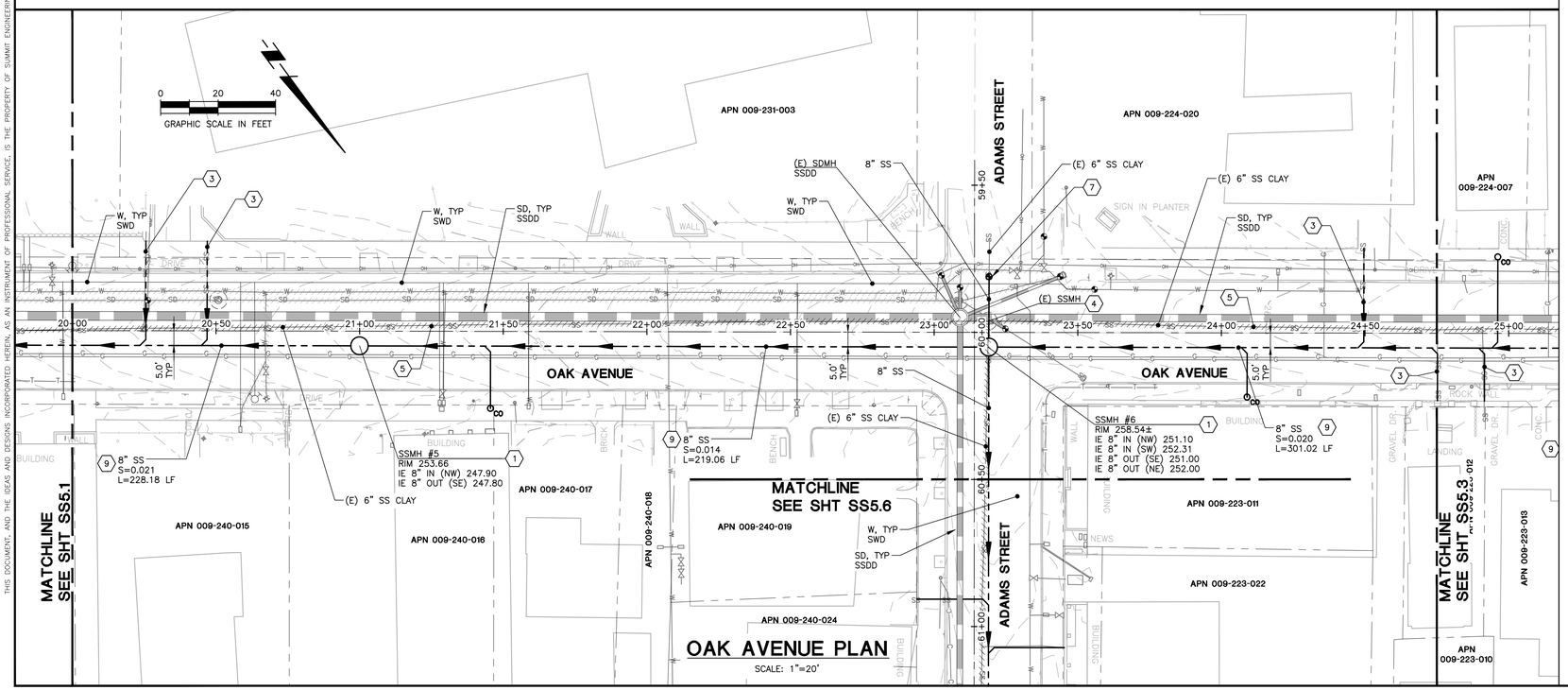


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
2.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209, W/INSIDE DROP PER CITY STD 203. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
3.	REMOVE AND REPLACE (E) SANITARY SEWER LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
4.	REMOVE EXISTING SS MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SS MANHOLES PER CITY STD 207 & 208
5.	HATCHING REPRESENTS ABANDON OR REMOVE (E) SS PER DIRECTION OF CITY ENGINEER PER PER CITY STD 207,
6.	CONNECT SEWER MAIN TO (E) SSMH
7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
6. ADJUST (E) SS STRUCTURES TO REMAIN TO FINISHED GRADE.
7. PVC LATERALS PIP, REMOVE VCP LATERALS TO RIGHT OF WAY AND INSTALL 2 WAY CLEANOUT AND COVER AT RIGHT OF WAY

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - OAK AVE @ ADAMS ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
SCOTTREY A. TON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SS5.2
16 OF 24

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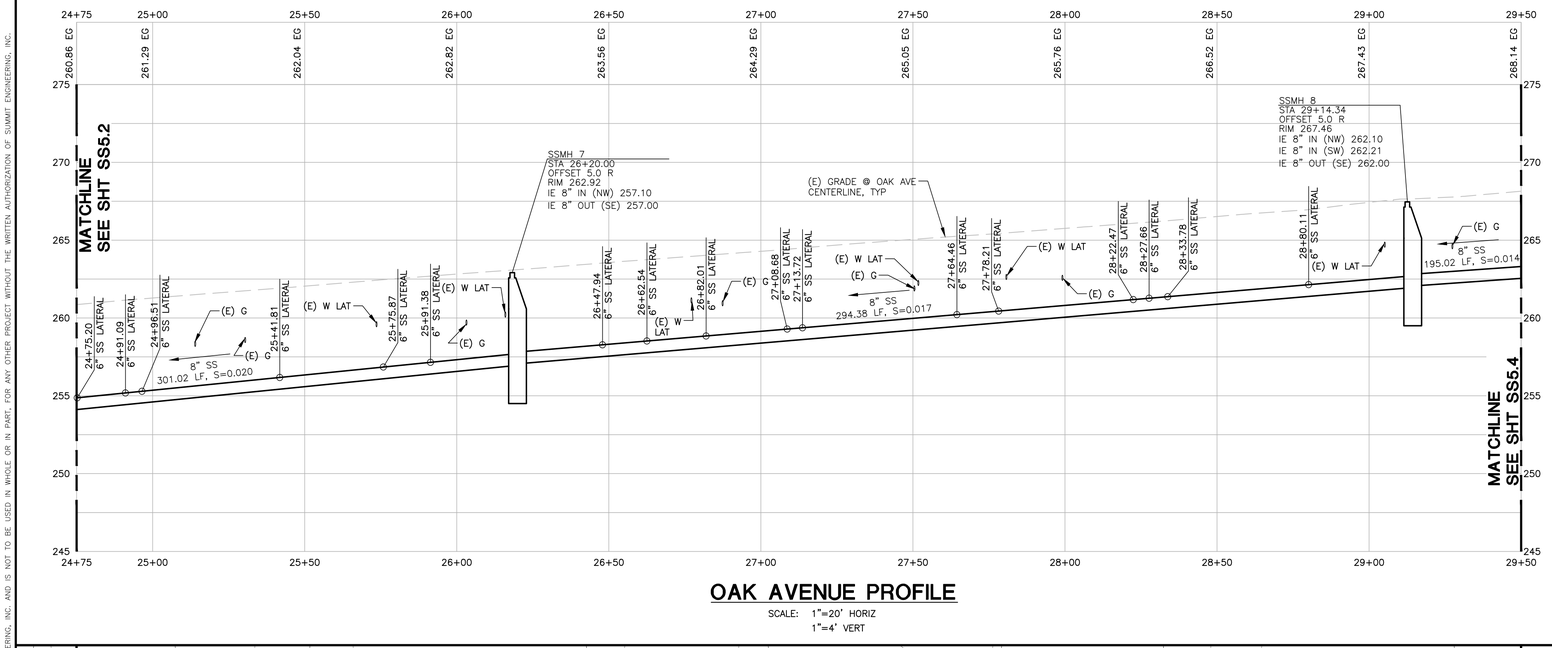
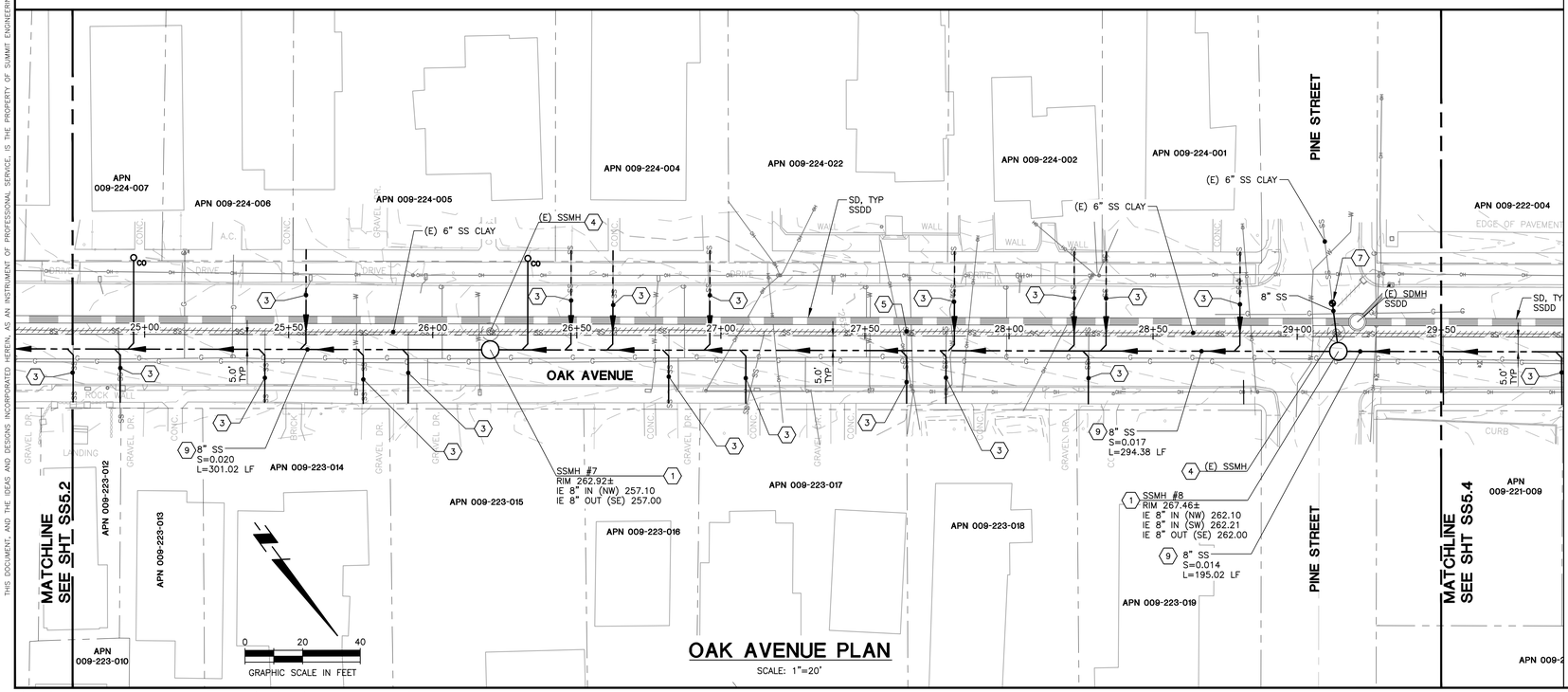


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
2.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209, W/INSIDE DROP PER CITY STD 203. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
3.	REMOVE AND REPLACE (E) SANITARY SEWER LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
4.	REMOVE EXISTING SS MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SS MANHOLES PER CITY STD 207 & 208
5.	HATCHING REPRESENTS ABANDON OR REMOVE (E) SS PER DIRECTION OF CITY ENGINEER PER PER CITY STD 207,
6.	CONNECT SEWER MAIN TO (E) SSMH
7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
6. ADJUST (E) SS STRUCTURES TO REMAIN TO FINISHED GRADE.
7. PVC LATERALS PIP, REMOVE VCP LATERALS TO RIGHT OF WAY AND INSTALL 2 WAY CLEANOUT AND COVER AT RIGHT OF WAY

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - OAK AVE @ PINE ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER GEOFFREY A. TAYLOR No. C 77291 CIVIL STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SS5.3
17 OF 24

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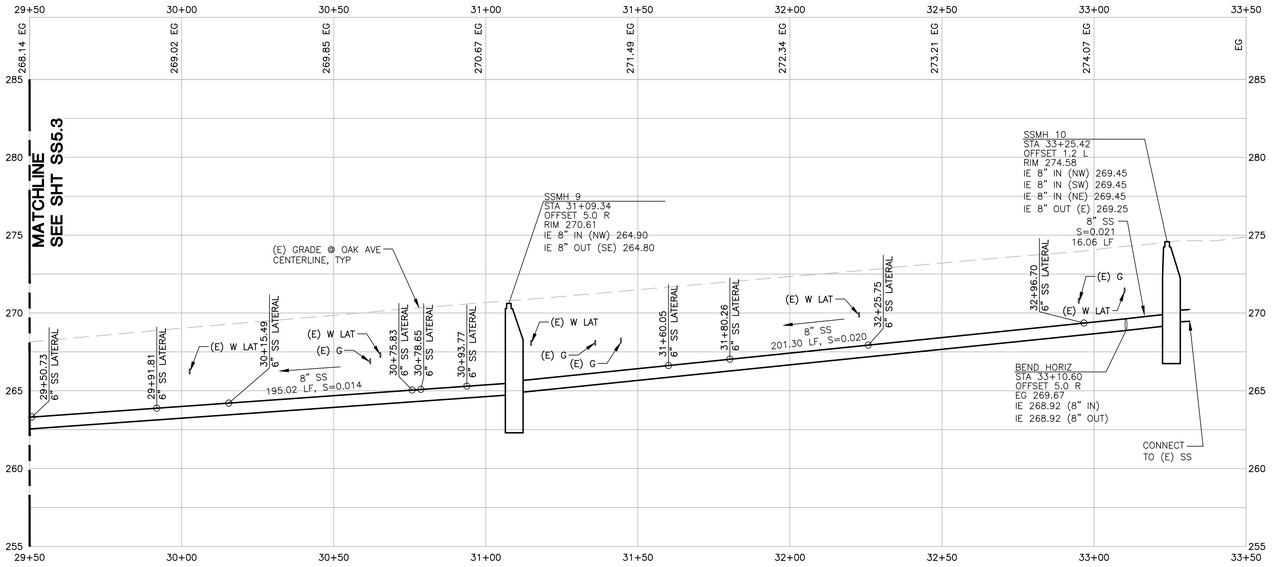
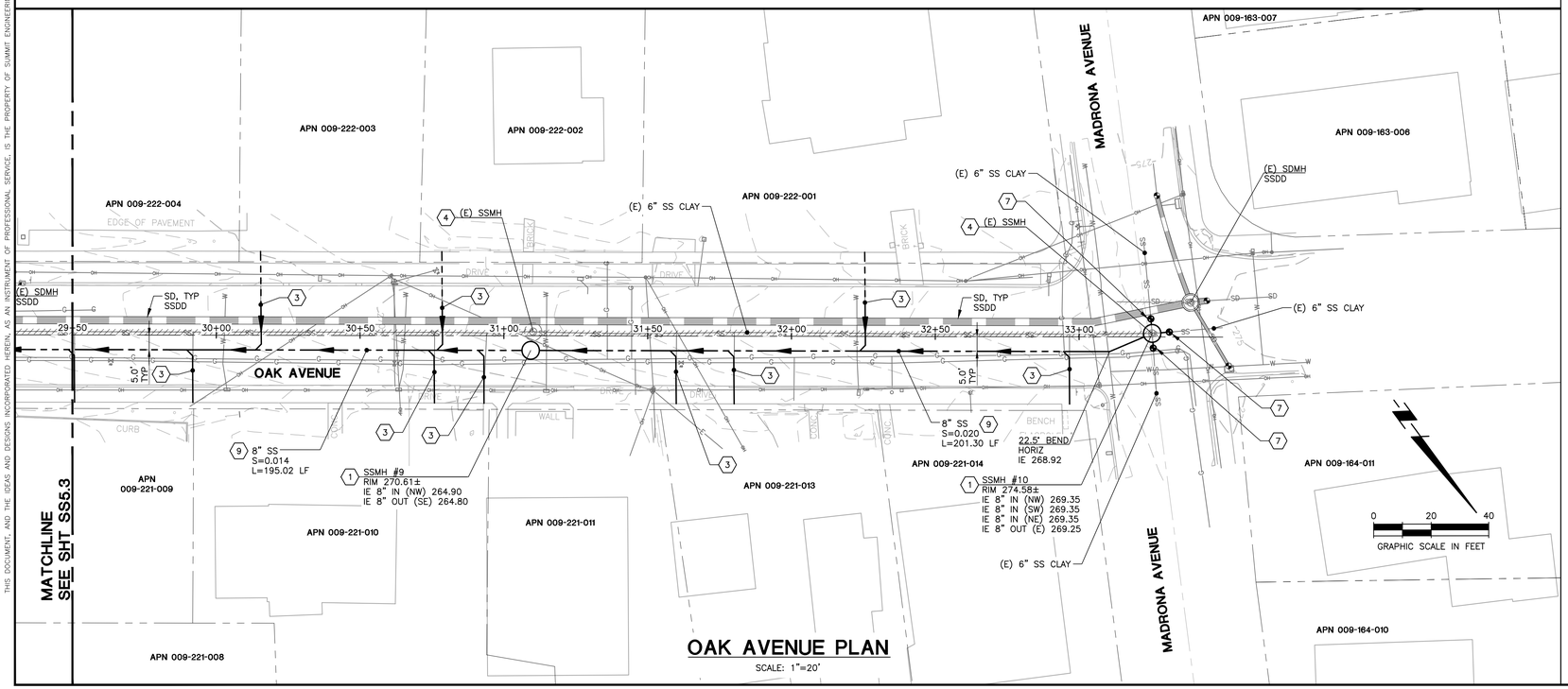


OAK AVENUE PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



OAK AVENUE PLAN

SCALE: 1"=20'

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
2.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209, W/INSIDE DROP PER CITY STD 203. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
3.	REMOVE AND REPLACE (E) SANITARY SEWER LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
4.	REMOVE EXISTING SS MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SS MANHOLES PER CITY STD 207 & 208
5.	HATCHING REPRESENTS ABANDON OR REMOVE (E) SS PER DIRECTION OF CITY ENGINEER PER PER CITY STD 207,
6.	CONNECT SEWER MAIN TO (E) SSMH
7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
6. ADJUST (E) SS STRUCTURES TO REMAIN TO FINISHED GRADE.
7. PVC LATERALS PIP, REMOVE VCP LATERALS TO RIGHT OF WAY AND INSTALL 2 WAY CLEANOUT AND COVER AT RIGHT OF WAY

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - OAK AVE @ MADRONA ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG
SHEET SS5.4
18 OF 24

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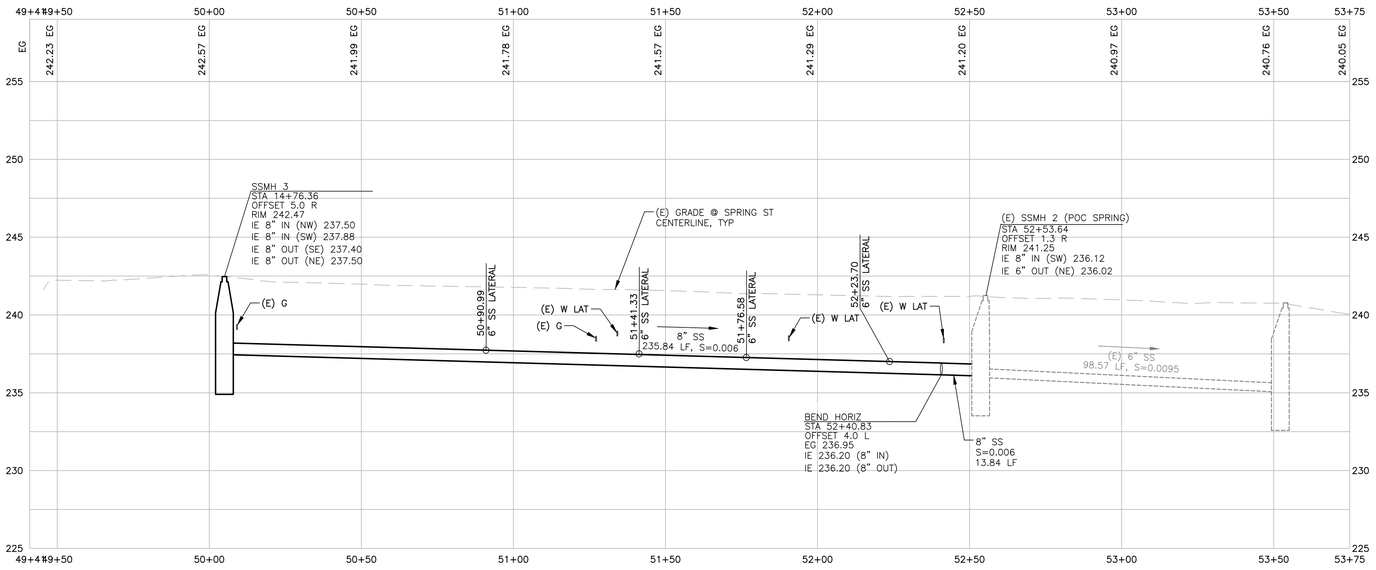
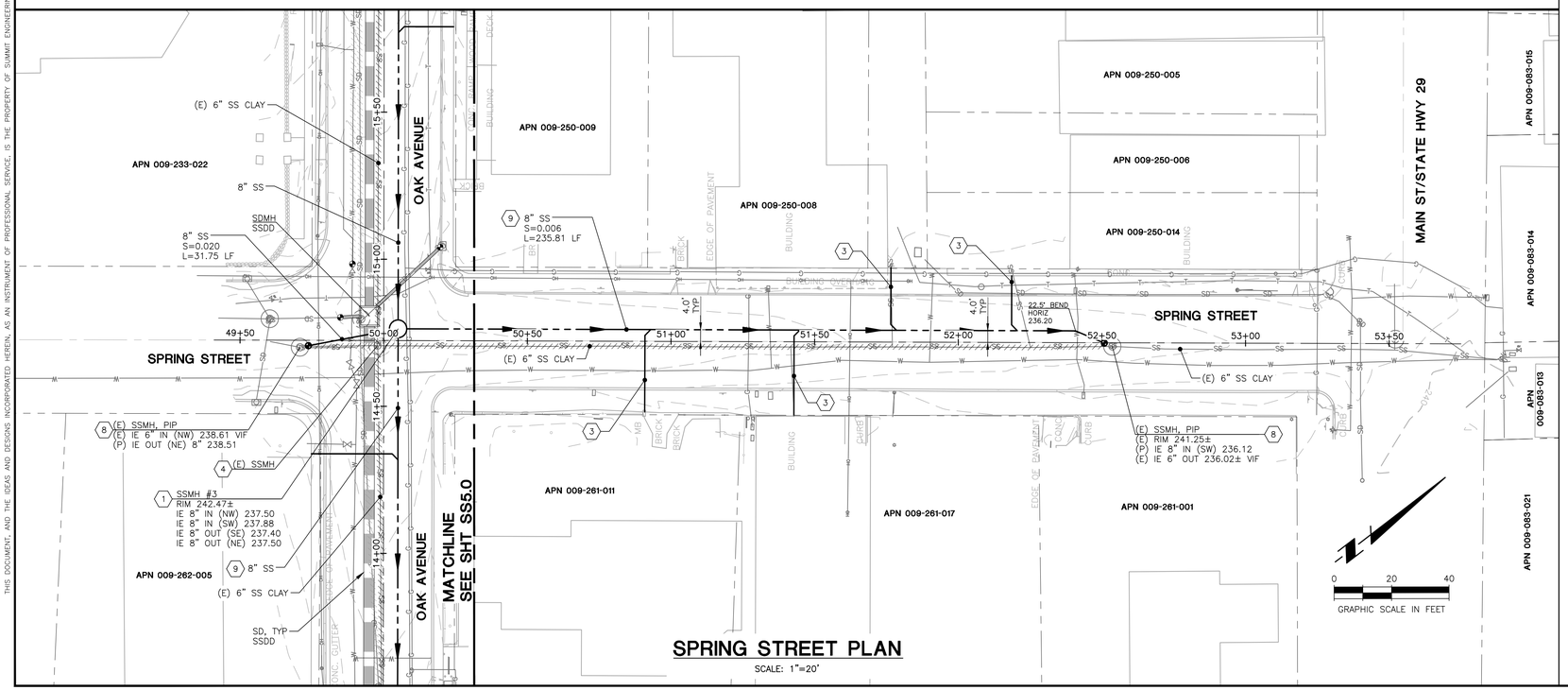


SPRING ST PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



SPRING ST PLAN

SCALE: 1"=20'

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
2.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209, W/INSIDE DROP PER CITY STD 203. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
3.	REMOVE AND REPLACE (E) SANITARY SEWER LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
4.	REMOVE EXISTING SS MANHOLES THAT INTERFERE WITH FUTURE UTILITIES AS DIRECTED BY THE CITY ENGINEER. IF REMOVAL IS NOT REQUIRED, ABANDON EXISTING SS MANHOLES PER CITY STD 207 & 208
5.	HATCHING REPRESENTS ABANDON OR REMOVE (E) SS PER DIRECTION OF CITY ENGINEER PER PER CITY STD 207,
6.	CONNECT SEWER MAIN TO (E) SSMH
7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
6. ADJUST (E) SS STRUCTURES TO REMAIN TO FINISHED GRADE.
7. PVC LATERALS PIP, REMOVE VCP LATERALS TO RIGHT OF WAY AND INSTALL 2 WAY CLEANOUT AND COVER AT RIGHT OF WAY

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - SPRING ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	SS5.5
	19 OF 24

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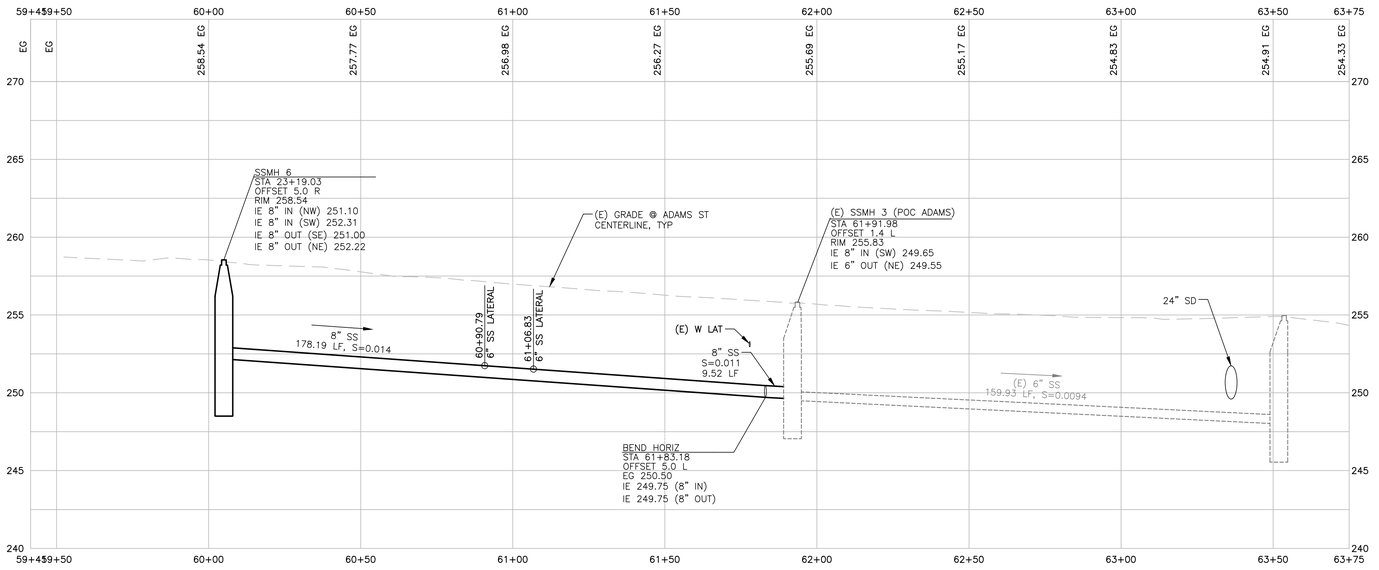
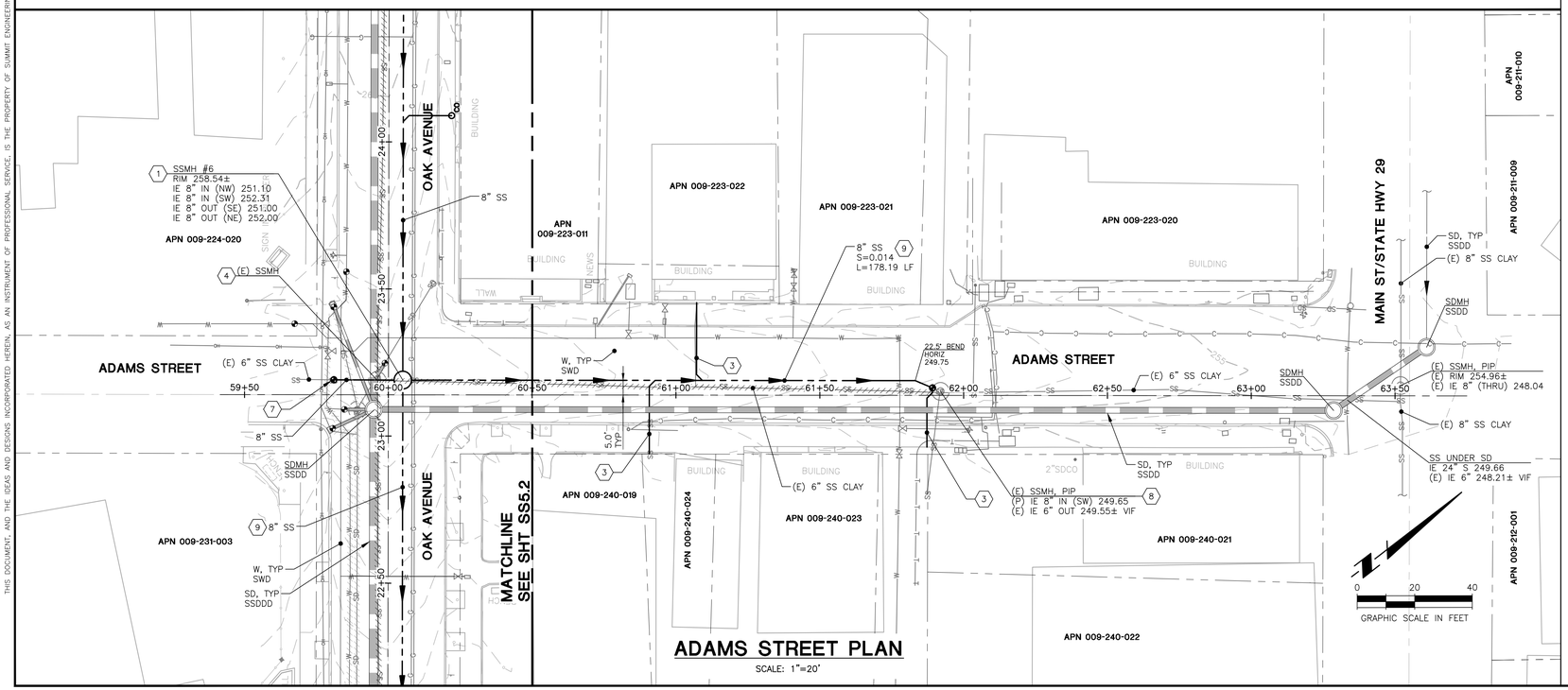


ADAMS ST PROFILE

SCALE: 1"=20' HORIZ
1"=4' VERT



ADAMS STREET PLAN

SCALE: 1"=20'

SANITARY SEWER KEY NOTES

#	DESCRIPTION
1.	INSTALL SS MANHOLE (60" DIA) PER CITY STD 202 & 209. MANHOLE RIM ELEV TO CONFORM TO (E) GRADE, UNO
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7.	CONNECT TO (E) SS MAIN
8.	INSTALL SS LATERAL FROM SS MAIN TO BACK OF SIDEWALK PER CITY STD 211 & 212. WHERE INVERT OF LATERAL IS 4' BELOW GRADE OR LESS, INSTALL CLEANOUT PER CITY STD 211
9.	INSTALL SDR 35 PVC SEWER MAIN, SIZE AND SLOPE PER PLAN, TRENCHING PER CITY STD 400 AND 400 A

NOTES:

1. STATIONING AND PROFILE REPRESENTS ALIGNMENT ALONG CENTERLINE OF ROAD.
2. ELEVATION OF EXISTING PIPE CROSSINGS SHOWN IN PROFILE ARE ASSUMED, CONTRACTOR TO POTHOLE AND VERIFY PRIOR TO CONSTRUCTION.
3. LOCATIONS OF EXISTING UTILITIES SHOWN ON PLAN ARE APPROXIMATE, CONTRACTOR TO VERIFY LOCATION PRIOR TO CONSTRUCTION.
4. PIPE TO PIPE CROSSINGS PER CITY STDS 129 & 129A
5. SEE SEPARATE DRAWINGS FOR SD & W CONSTRUCTION.
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7. PVC LATERALS PIP, REMOVE VCP LATERALS TO RIGHT OF WAY AND INSTALL 2 WAY CLEANOUT AND COVER AT RIGHT OF WAY

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

SANITARY SEWER PLAN & PROFILE - ADAMS ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TOM
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	SS5.6
	20 OF 24

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SULPHUR SPRINGS CREEK

FEMA REGULATORY FLOODWAY

FEMA 100-YEAR FLOODPLAIN

APPROXIMATE SULPHUR SPRINGS CREEK FLOW LINE

MITCHELL DR

SPRING ST

TAINTER ST

ADAMS ST

OAK AVENUE

MONEY WAY

MAIN ST (HWY 29)

SHEET W5.0

SHEET W5.0

SHEET W5.1

CP #10
N: 4225.62
E: 5103.88
ELEV 261.93
SET MAG S.PRKNG

CP #4
N: 4324.24
E: 5211.57
ELEV 258.79
SETMAGnw.OAK/AD

CP #5
N: 4045.21
E: 5573.18
ELEV 248.74
SETMAGnw.OAK/PT

CP #15
N: 3668.03
E: 6090.71
ELEV 238.59
SET90D W. 2' EP

CP #18
N: 3572.53
E: 6299.85
ELEV 236.70
SETMAG S.ISLAND

CP #20
N: 3468.88
E: 6514.66
ELEV 237.31
SET90D GVL PKG

CP #21
N: 3763.39
E: 6536.80
ELEV 235.08
SETMAG MAIN/MIT

CP #14
N: 3822.80
E: 5944.20
ELEV 241.77
SETMAG S.E. INT

CP #16
N: 3919.23
E: 5981.23
ELEV 241.37
SETMAGldzSPRGst

CP #13
N: 3935.33
E: 5792.93
ELEV 244.21
SETMAG S.ATT DW

CP #12
N: 4190.35
E: 5456.58
ELEV 252.54
SET MAG W.3' FC

CP #11
N: 4459.66
E: 5355.36
ELEV 255.78
SET MAG N.5.2FC

CP #17
N: 3998.88
E: 6088.66
ELEV 240.84
SCRBDxN.W. STA.

10+00 11+00 12+00 13+00 14+00 15+00 16+00 17+00 18+00 19+00 20+00 21+00 22+00 23+00 24+00 25+00

60+00 61+00 62+00 63+00

0 60 120

GRAPHIC SCALE IN FEET

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

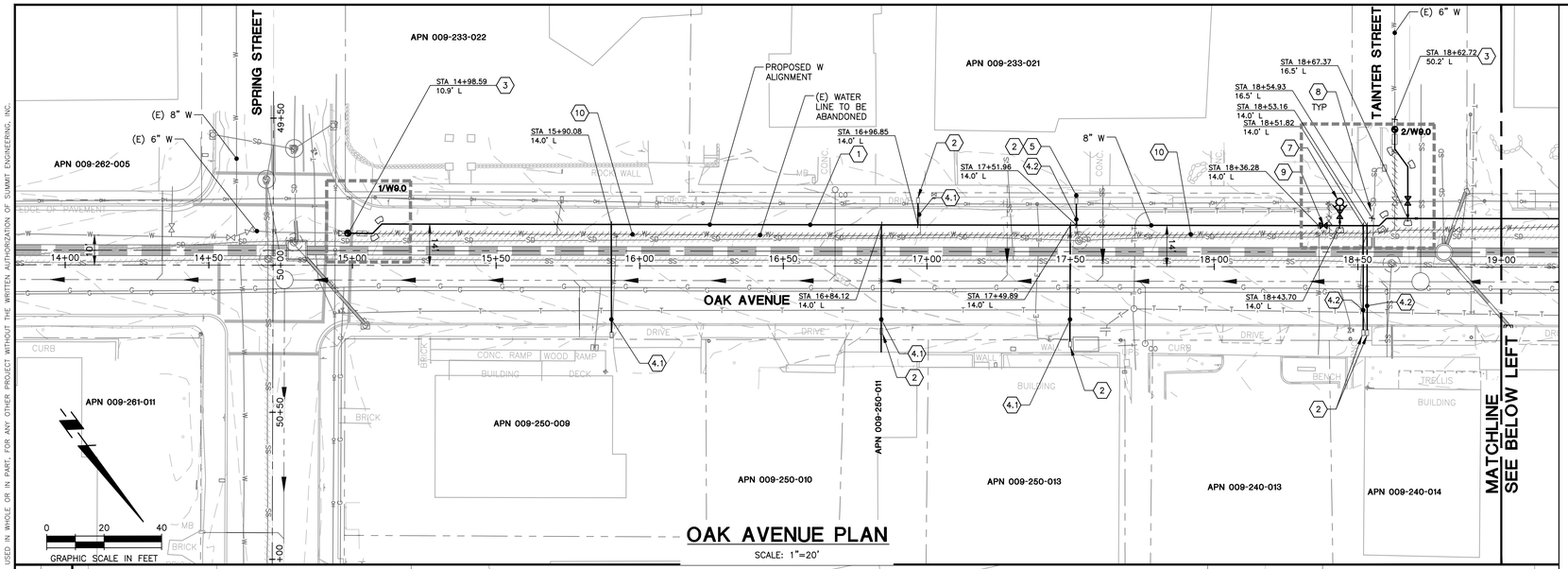
WATER OVERALL SITE PLAN

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG

SHEET W2.0
21 OF 24



WATER KEY NOTES

#	DESCRIPTION
1.	INSTALL 8" DIAMETER C900 PVC CL150, TRENCH PER CITY OF ST. HELENA STD NO 400 AND 400A
1.1.	INSTALL 6" DIAMTER C900 PVC CL 150, TENCH PER CITY OF ST HELENA STD NO. 400 AND 400A
2.	PROTECT IN PLACE EXISTING METER BOX.
3.	CONNECT TO (E) WATER LINE WITH TWO MJ X MJ SLEEVES WITH 3 FOOT MIN LENGTH OF C900 CL 150 PVC PIPE PIPE, TYP
4.	INSTALL WATER SERVICE, AND METER, SIZE TO MATCH EXISTING.
4.1.	MINIMUM 1" SERVICE TO RESIDENTIAL PROPERTY MINIMUM PER CITY OF ST. HELENA STD. NO. 103
4.2.	MINIMUM 1½" SERVICE TO COMMERCIAL PROPERTY. PER CITY OF ST. HELENA STD. NO. 103A
5.	MATCH EXISTING WATER SERVICE LATERAL FROM METER BOX TO PROPERTY LINE AT DIRECTION OF CITY ENGINEER, TYP
6.	RECONNECT EXISTING 6" FIRE TO NEW WATER MAIN PER CITY OF ST HELENA STD. NO.
7.	REMOVE AND REPLACE FIRE HYDRANT PER CITY OF ST. HELENA STD. NO. 102, 102A, AND 102B, REUSE EXITING HYDRANT.
8.	CONCRETE THRUST BLOCK AT ALL TEES, HORIZONTAL BENDS, AND DEAD ENDS OR PLUGS PER CITY OF ST. HELENA STD. NO. 115A AND 115B, TYP
9.	GATE VALVE, SIZE PER PLAN, PER CITY OF ST. HELENA, STD. NO. 111, ALIGNMENT PER STD. NO. 122, TYP
10.	HATCHING REPRESENTS (E) UTILITY REMOVAL OR ABANDONMENT IN PLACE PER CITY OF ST HELENA STAND NO 207, TYP

NOTES:

1. ALL UNDERGROUND UTILITY LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION AND ARE APPROXIMATE. CONTRACTOR TO VERIFY LOCATION AND ELEVATION PRIOR TO CONSTRUCTION.
2. SEE GENERAL INFORMATION SHEET G1.2 FOR CITY OF ST. HELENA WATER MAIN CONSTRUCTION NOTES.
3. REFER TO CITY OF ST. HELENA STD. NO. 117 AND 118 FOR DIRECTION TO INSTALL THE (N) WATER ABOVE OR BELOW AN (E) UTILITY IF AN ELEVATION CONFLICT IS ENCOUNTERED DURING CONSTRUCTION.
4. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING AND PROTECTING (E) DOMESTIC UTILITIES CROSSING (N) PIPE INSTALLATION.
5. CONTRACTOR TO RESTORE PROJECT AREA TO (E) CONDITION.
6. INSTALL CONCRETE ANCHOR BLOCKS AT VERTICAL BENDS PER CITY OF ST. HELENA STD. NO. 115.
7. FOR TEMPORARY BLOWOFF, SEE CITY OF ST. HELENA STD. NO. 112B.
8. THRUST BLOCKS SHALL BE INSTALLED FOR ALL UNRESTRAINED PRESSURE PIPE FITTINGS.
9. HORIZONTAL PIPE BENDS SHOWN ARE 45° OR 90°, UNO. 22-1/2°, 11-1/4° OR COMBO ARE CALLED OUT ON PLANS.
10. STATIONING FROM CENTERLINE OF OAK AVENUE, UNO.
11. STORM DRAIN PER SHEETS SD2.0–SD9.0, SEWER PER SHEETS SS2.0–SS9.0.

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

WATER PLAN - OAK AVE (SPRING ST-ADAMS ST)

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER GEOFFREY A. TON No. C 77291 CIVIL STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG

SHEET W5.0
22 OF 24

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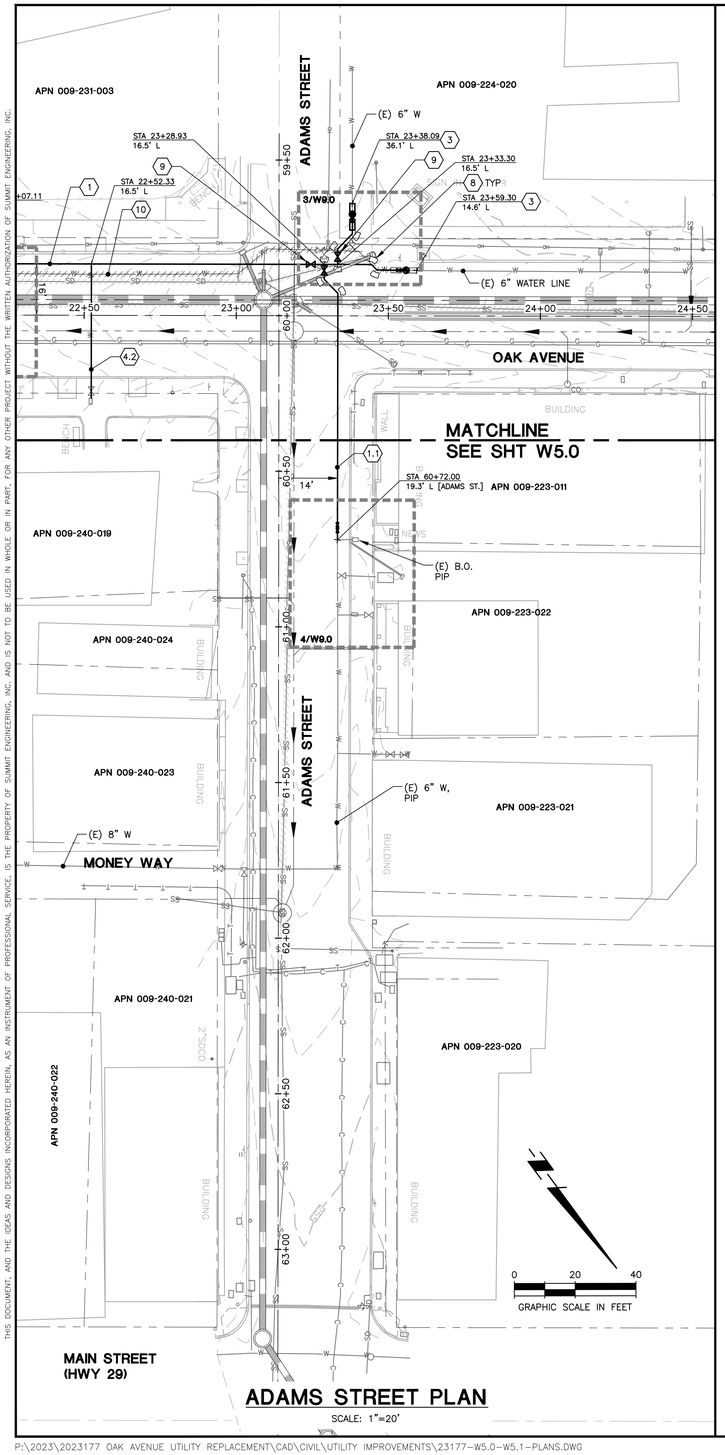

ADAMS STREET PLAN

SCALE: 1"=20'

WATER KEY NOTES

#	DESCRIPTION
1.	INSTALL 8" DIAMETER C900 PVC CL150, TRENCH PER CITY OF ST. HELENA STD NO 400 AND 400A
1.1.	INSTALL 6" DIAMTER C900 PVC CL 150, TENCH PER CITY OF ST HELENA STD NO. 400 AND 400A
2.	PROTECT IN PLACE EXISTING METER BOX.
3.	CONNECT TO (E) WATER LINE WITH TWO MJ X MJ SLEEVES WITH 3 FOOT MIN LENGTH OF C900 CL 150 PVC PIPE PIPE, TYP
4.	INSTALL WATER SERVICE, AND METER, SIZE TO MATCH EXISTING.
4.1.	MINIMUM 1" SERVICE TO RESIDENTIAL PROPERTY MINIMUM PER CITY OF ST. HELENA STD. NO. 103
4.2.	MINIMUM 1½" SERVICE TO COMMERCIAL PROPERTY. PER CITY OF ST. HELENA STD. NO. 103A
5.	MATCH EXISTING WATER SERVICE LATERAL FROM METER BOX TO PROPERTY LINE AT DIRECTION OF CITY ENGINEER, TYP
6.	RECONNECT EXISTING 6" FIRE TO NEW WATER MAIN PER CITY OF ST HELENA STD. NO.
7.	REMOVE AND REPLACE FIRE HYDRANT PER CITY OF ST. HELENA STD. NO. 102, 102A, AND 102B, REUSE EXITING HYDRANT.
8.	CONCRETE THRUST BLOCK AT ALL TEES, HORIZONTAL BENDS, AND DEAD ENDS OR PLUGS PER CITY OF ST. HELENA STD. NO. 115A AND 115B, TYP
9.	GATE VALVE, SIZE PER PLAN, PER CITY OF ST. HELENA, STD. NO. 111, ALIGNMENT PER STD. NO. 122, TYP
10.	HATCHING REPRESENTS (E) UTILITY REMOVAL OR ABANDONMENT IN PLACE PER CITY OF ST HELENA STAND NO 207, TYP

NOTES:

1. ALL UNDERGROUND UTILITY LOCATIONS ARE BASED ON BEST AVAILABLE INFORMATION AND ARE APPROXIMATE. CONTRACTOR TO VERIFY LOCATION AND ELEVATION PRIOR TO CONSTRUCTION.
2. SEE GENERAL INFORMATION SHEET G1.2 FOR CITY OF ST. HELENA WATER MAIN CONSTRUCTION NOTES.
3. REFER TO CITY OF ST. HELENA STD. NO. 117 AND 118 FOR DIRECTION TO INSTALL THE (N) WATER ABOVE OR BELOW AN (E) UTILITY IF AN ELEVATION CONFLICT IS ENCOUNTERED DURING CONSTRUCTION.
4. CONTRACTOR IS RESPONSIBLE FOR IDENTIFYING AND PROTECTING (E) DOMESTIC UTILITIES CROSSING (N) PIPE INSTALLATION.
5. CONTRACTOR TO RESTORE PROJECT AREA TO (E) CONDITION.
6. INSTALL CONCRETE ANCHOR BLOCKS AT VERTICAL BENDS PER CITY OF ST. HELENA STD. NO. 115.
7. FOR TEMPORARY BLOWOFF, SEE CITY OF ST. HELENA STD. NO. 112B.
8. THRUST BLOCKS SHALL BE INSTALLED FOR ALL UNRESTRAINED PRESSURE PIPE FITTINGS.
9. HORIZONTAL PIPE BENDS SHOWN ARE 45° OR 90°, UNO. 22-1/2°, 11-1/4° OR COMBO ARE CALLED OUT ON PLANS.
10. STATIONING FROM CENTERLINE OF OAK AVENUE, UNO.
11. STORM DRAIN PER SHEETS SD2.0-SD9.0, SEWER PER SHEETS SS2.0-SS9.0.

SUMMIT
Summit Engineering, Inc
575 W College Ave., Suite 201 • Santa Rosa, CA 95401
707-527-0775 • www.summit-sr.com

CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

WATER PLAN & PROFILE - ADAMS ST

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TOM
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO:	2023177
SCALE:	AS SHOWN
DRAWN:	GA/TF
CHECKED:	JTG
SHEET	W5.1
	23 OF 24

THIS DOCUMENT, AND THE IDEAS AND DESIGNS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF SUMMIT ENGINEERING, INC. AND IS NOT TO BE USED IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF SUMMIT ENGINEERING, INC.

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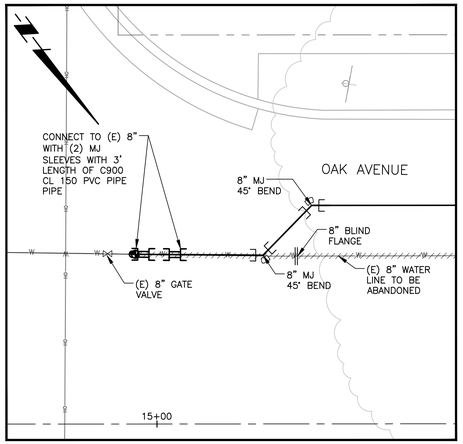
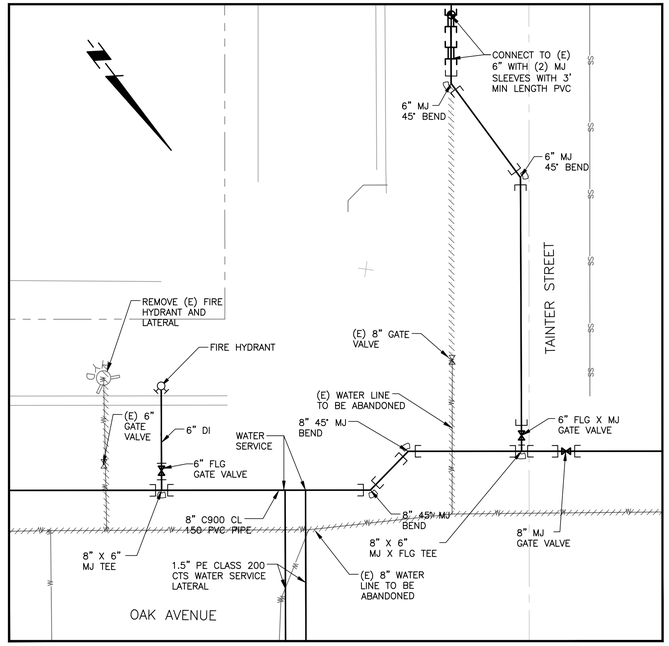


DETAIL INTERSECTION OAK AVE AND SPRING ST — 1
SCALE: 1"=4'



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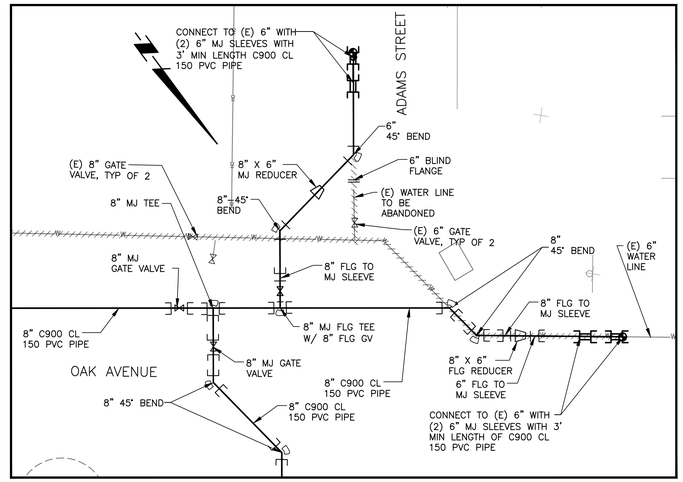

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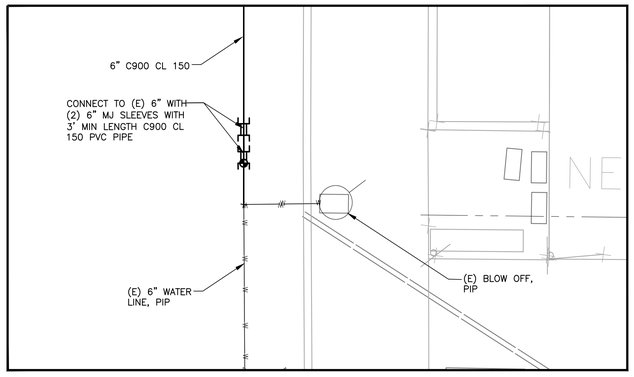

DETAIL ADAMS STREET STA 60+72.00 — 4
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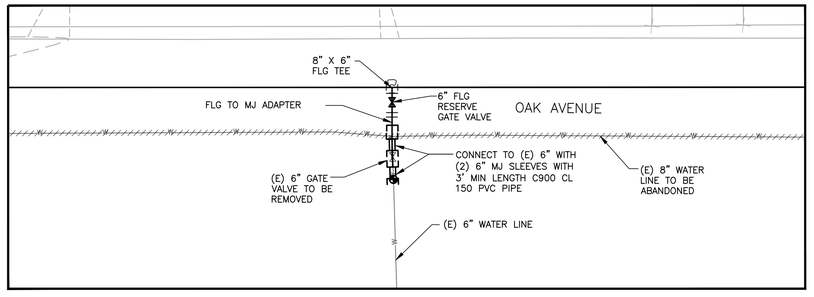

DETAIL INTERSECTION OAK AVE STA 22+07.11 — 5
SCALE: 1"=4'

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CITY OF ST. HELENA
ST. HELENA
CALIFORNIA, 94574

OAK AVENUE UTILITY IMPROVEMENTS

WATER DETAILS

#	DATE	DESCRIPTION
	05/30/2024	90% SUBMITTAL
	02/10/2025	100% SUBMITTAL

REGISTERED PROFESSIONAL ENGINEER
GEOFFREY A. TYON
No. C 77291
CIVIL
STATE OF CALIFORNIA

JOB NO: 2023177
SCALE: AS SHOWN
DRAWN: GA/TF
CHECKED: JTG

SHEET W9.0
24 OF 24

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STH CONTRACT FY2024-024

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on 10/10, 2023 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Summit Engineering (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Oak Avenue Improvements.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

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

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in **Exhibit A, "Scope of Services"**. attached hereto and made a part hereof. Total compensation shall not exceed $121,500 unless additional compensation is approved in accordance with Section 2.

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

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

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

SECTION 5 – STANDARD OF PERFORMANCE

A. Consultant represents that it has the qualifications, experience and facilities necessary to properly perform the Services required under this Agreement in a thorough, competent and professional manner consistent with the professional skill and care ordinarily provided by expert firms practicing in the same or similar locality under the same or similar circumstances (hereinafter the "Standard of Care").

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with

the performance of the services hereunder by the Consultant, its agents, representatives, or employees, as indicated:

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

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $6,000,000 per occurrence and $7,000,000 aggregate for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $6,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $6,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 (per claim) and $4,000,000 (aggregate) of professional liability insurance.

D. Excess Limits. Limits required herein may be met via a combination of primary and excess liability policies. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

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

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

G. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
   1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations

performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired, or borrowed by the Consultant.

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

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

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

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

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and hold harmless City, its agents, officers, officials, employees, representatives, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith, including legal fees and expert witness costs) (collectively, "Liabilities"), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees, subconsultants, and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of, pertaining to, or relating to such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments. The parties expressly agree that the Consultant

has no duty to defend the Client from and against any claims, causes of action, or proceedings of any kind prior to a determination of proportionate fault.

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

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

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

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

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

G. Further, Consultant will defend and indemnify City, and hold it harmless, from any claim, demand or liability that is related to, or results from an assertion that as a result of providing services to City, a Consultant employee or a person performing work pursuant to this Agreement is entitled to benefits from, or is covered by, the Social Security retirement system or the California Public Employee Retirement Systems. Notwithstanding the foregoing, however, Consultant's obligation for any payments to such a claimant shall be limited to those payments which the City may be required to pay. This indemnity obligation shall survive the termination or expiration of this Agreement.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

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

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

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

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

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the

permission of the Consultant, provided that City agrees to indemnify, defend and hold the Consultant harmless from and against any claims or damages that may result from the subsequent use, reuse, transfer or modification of Consultant's drawings and specifications, except on projects where the Consultant has been retained to provide services. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof provided that City agrees to indemnify, defend and hold the Consultant harmless from and against any claims or damages that may result from the subsequent use, reuse, transfer or modification of Consultant's drawings and specifications, except on projects where the Consultant has been retained to provide services

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. All obligations and restrictions on the use of Confidential Information under this Agreement shall remain in effect for a period of five (5) years from the last day services are performed under this Agreement or the date of final payment under this Agreement, whichever occurs last.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena. Further, the foregoing obligations shall not prevent Consultant from disclosing only those portions of Confidential Information that are required to be disclosed by law, government regulation, rule, ethical obligation, subpoena or court order, provided that Consultant provides reasonable prior notice to City of such required disclosure and takes reasonable lawful measures to avoid or minimize such disclosure, including providing reasonable assistance to city with respect to any appropriate action that City may decide to take

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

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

B. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

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

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

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

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

SECTION 18 – LIMITATION OF LIABILITY

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

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

C. To the fullest extent permitted by law but only with respect to claims for which Consultant maintains insurance coverage as a requirement under this Agreement, the total liability, in the aggregate, of Consultant and its officers, directors, partners, employees, agents, and subconsultants to City and anyone claiming through or under City, for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way relating to this Project or Contract, from any cause or causes, including but not limited to tort (including negligence and professional errors and omissions), strict liability, breach of contract, or breach of warranty shall not exceed the policy limits set forth herein.

SECTION 19 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in the

Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

SECTION 20 – NOTICES

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

To City: City Manager
1572 Railroad Avenue
St. Helena, California 94574

To Consultant: Summit Engineering
575 West College Ave
Suite 201
Santa Rosa, CA 95401

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

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

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

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

SECTION 31 – STATUTES OF LIMITATION

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

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name: Jasper Gehring
Title: Principal

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

SUMMIT

CIVIL STRUCTURAL ELECTRICAL WATER | WASTEWATER PLANNING

Exhibit A. SCOPE OF WORK

CLIENT: **CITY OF ST. HELENA**
Attn: Mario Traverso
1800 College Avenue
St. Helena, CA 94574

PROJECT: **OAK AVENUE IMPROVEMENTS**
Utility and Street Improvements

Date: October 4, 2023

Project No.: 2023JTG.009

Summit Engineering, Inc. (hereinafter known as "SUMMIT") is a California corporation offering professional engineering services under California License Number C63063. The CLIENT authorizes SUMMIT to complete the following Scope of Work in accordance with the terms set forth by the CLIENT'S Agreement.

PROJECT DESCRIPTION

The City of St. Helena (City) plans to make improvements to the municipal Storm Water, Sanitary Sewer, and Water utilities within Oak Avenue with extensions into some neighboring streets. The City also plans to make street improvements and has requested that SUMMIT provide engineering services for the proposed improvements as described below. SUMMIT previously prepared partial design drawings for the proposed utility improvements and had entered into an agreement to perform work related to the street improvements in 2007 through 2009, before that work was placed on hold by the City of St. Helena. The project scope generally includes the following, but may be superseded by the progress drawings:

1. Sewer main replacement of approximately 2,500 lineal feet (LF) of existing 6" diameter Vitrified Clay Pipe (VCP) with a new 8" diameter Poly Vinyl Chloride (PVC) sewer main. Replacement of all manholes along Oak Street from Madrone Street to Michell. Sewer Main replacement on Spring Street and Adams Street between Oak and Main Street. Serwer replacement to include the replacement of laterals (approximate 80) from the main to the back of sidewalk. Cleanouts are to be added for those laterals that don't currently have them.
2. Storm drain replacement of approximately 2,800 LF of 17" diameter clay pipe with new pipe in Oak Avenue from Madrona Street to Sulphur Creek.
3. Water main replacement of approximately 895 LF of existing 6" water main with new 8" water main. The location is on Oak Street, between Adams Street and Spring Street. The project includes Water services and two 6" diameter Fire hydrants. The new water line will have a tie-in at Money Way and Tainter Street.
4. Oak Avenue pavement reconstruction consists of approximately 2,300 LF. The project will include removal and grinding of existing concrete and AC pavement, removal of curb, gutter, and selected catch basins. Street reconstruction will consist of determining sub grade, re-grading, installation of curb, gutter, driveway aprons, and sidewalks in most areas, catch basins, pavement, and surface reconstruction. The project will commence from the southerly cross walk at Madrona Street and terminate at the Northerly Right-of-Way at Mitchell Street. The reconstruction of Oak Avenue is part of the City's Capital Improvement Plan.

BASIC SERVICES

1. Preliminary Engineering (.200)

A. Confirmation design approach with City.

B. Site Visit to review existing conditions relative to previously prepared progress drawings.

C. Review updated stormwater master plan to confirm original approach on Oak Avenue storm sewer is consistent with recommendations of updated master plan.

D. Review past correspondence regarding alternative proposed sewer routing to the manhole in Pope Street, and coordinate with City if that alternative routing is desired.

E. Participate and assist the City with coordination of one public meeting, mailings, exhibit, and letter preparation, if requested.

Utility Improvements

2. Sanitary Sewer Improvement (.230)

   A. Review 75% progress drawings, previously prepared for the project and make revisions based on review.

   B. Review drawings with City of St. Helena representatives and incorporate requested changes.

   C. Task Deliverable:

      1) Provide 90% progress drawings and 100% bid drawings.

3. Storm Drain Improvements (.231)

   A. Review 75% progress drawings, previously prepared for the project and make revisions based on review.

   B. Review drawings with City of St. Helena representatives and incorporate requested changes.

   C. Task Deliverable:

      1) Provide 90% progress drawings and 100% bid drawings.

4. Water Main Improvements (.232)

   A. Review 75% progress drawings, previously prepared for the project and make revisions based on review.

   B. Review drawings with City of St. Helena representatives and incorporate requested changes.

   C. Task Deliverable:

      1) Provide 90% progress drawings and 100% bid drawings.

Street Improvements

5. Conceptual Street Reconstruction Drawings (.233)
   A. Define the limits of pavement construction.
   B. Define limits for curb and gutter, storm drain catch basins requirements for replacement.
   C. Meet with the City Engineer to review the project site and limits of construction.
   D. Meet with Vine Trail and City representatives for coordination of proposed improvements with future planned Vine Trail improvement within the Oak Avenue improvement areas.
   E. Review the condition of storm drain catchments and determine a replacement approach with City Personnel.
   F. Review newer intersection and curb ramp improvements and determine if additional improvements are necessary.
   G. Task Deliverable:
      1) Concept street reconstruction drawing for City review
6. Construction Drawings – Street Reconstruction (.234)
   A. Design street grading and reconstruction of the pavement surface from Madrona Street to Mitchell Street.
   B. Design replacement of curb, gutter, and selected driveway aprons in conformance with California accessibility standards where physical constraints do not interfere with compliance.
   C. Design curb returns and accessible curb cut ramps.
   D. Prepare plan for replacement of selected catch basins.
   E. Prepare Re-striping Pavement Marking Plan.
   F. Prepare Detour Traffic flow maps for the various locations and phases of construction.
   G. Task Deliverable:
      1) Provide 50% and 90% progress drawings and 100% submittals in the City's required format.

Bid Package

7. Bid Package Prep (.600)
   A. Prepare bid package consolidating the utilities and street reconstruction plans.
   B. Prepare technical specifications.
   C. Prepare a bid breakdown.
   D. Attend one City Council Meeting if requested by City personnel.
   E. Task Deliverable:
      1) Plans and specifications for bid package

ADDITIONAL SERVICES

1. Permitting with Caltrans, Fish and Wildlife, Army Corps of Engineers, or State Water Board
2. Design and construction services for additional utilities and areas of utility replacement
3. New regulatory requirements that may impact scope of work, including compliance with City's MS4 permit or incorporating trash capture requirements.
4. Bidding and construction Assistance
5. Design of Vine trail improvements

EXCLUDED ITEMS

1. Geotechnical Engineering
2. Topographic mapping

ASSUMPTIONS

1. This Agreement is based on design concepts as depicted on the 75% design drawings prepared by SUMMIT for Sanitary Sewer, Storm Drain, and Water Main replacements dated January 1, 2008, and as discussed in meetings with Mario Traverso on March 30, 2023. Revisions to the project concept, location, or specific design features implemented by the CLIENT may require an adjustment in the estimated fees and schedule.
2. If new pavement sections or alternative pavements are desired, input from a geotechnical engineer will be required, and a geotechnical investigation may be needed which would become a part of the Construction Documents.
3. Hydrology, hydraulics, or utility system modeling are not anticipated in the proposed work. It is assumed that the information provided by the Utility System Master Plan is adequate as a basis for design.
4. The existing conditions are assumed to be accurately reflected by the topographic mapping prepared for the project in May 2007. Per the direction of the City no additional topographic mapping is desired or planned. If conditions are different than reflected on the topographic mapping, additional work may be required to address these areas, or if identified during construction additional construction cost may be incurred by the City.
5. The outfall structure at Sulpher Creek is understood to be already completed, and no work is proposed for that feature.
6. Inflow and Infiltration study and monitoring are not part of the scope of work.
7. Plan and profile drawings have previously been prepared for the sanitary and storm drain utility improvements, but not for the water main and street improvement. It is assumed that no profile drawings will be required or requested by the City for the water main and street improvements.
8. The budget has assumed minimal edits to the previously prepared profile drawings for the sanitary sewer and storm drain drawings. Due to the age of the previously prepared drawings files for this project, this will most efficiently be executed in the current drawing file format. However, if substantial changes are required, it may be necessary to transfer the profile information to current software for efficient editing. If that is the case, additional budget may be required.

9. Stormwater Monitoring, also known as Qualified SWPPP practitioner (QSP) services under the construction general permit, is assumed to be performed by others.
10. Monument restoration, if required to be conducted by Contractor or Surveyor under contract to the City.
11. The City will bid on the project and be responsible for evaluating the Bidder's Qualifications and bids.
12. The project drawings will be organized as a single package. If they are broken-up, and bid as separate projects, additional scope will be required.
13. Periodic construction inspections will be made by the City staff.
14. The City will review the Contractor's pay requests.
15. The City will provide CEQA review for project, if necessary.
16. The City's Contractor will provide hazardous materials assessment and abatement, if required.
17. No pumps or pressure regulators are required for the project.
18. No state highway encroachment is planned.
19. Traffic control plans during construction will be prepared by the Contractor.
20. Improvements will be per City standards. City standard specifications and details will be used for preparation of the bid and Construction Documents.
21. ADA compliance may not be able to be met in some locations due to physical constraints. It is assumed that the City personnel will provide guidance regarding allowable exceptions to the accessibility requirements, if necessary.
22. The proposed work shall be designed, bid, and constructed within 24 months for authorization to proceed.
23. If any right of way or right-of-way acquisition is required, it will be performed by the City and is not part of this scope of work.
24. The City shall provide all environmental services for the project.
25. The bidding contractor is assumed to prepare and monitor any required construction stormwater pollution prevention plan.

FEES

1. **Basis of Fee**: Charges by SUMMIT to the CLIENT for the services described herein shall be on a fixed fee or time and expense (T&E) basis, as noted below, and based on the attached SCHEDULE OF HOURLY RATES AND COSTS. The SCHEDULE OF HOURLY RATES AND COSTS may be updated periodically by SUMMIT based on written notification. Changes to the SCHEDULE OF HOURLY RATES AND COSTS will not affect previously authorized fixed fee tasks.

Basic Service Tasks (Billing Code #)	Fee Basis	Fee Amount
Preliminary Engineering (.200)	T&E (Budget)	$ 13,000
	TOTAL	**$ 13,000**

Utility Improvements (Billing Code #)	Fee Basis	Fee Amount
Sanitary Sewer Improvement (.230)	T&E (Budget)	$ 13,000
Storm Drain Improvements (.231)	T&E (Budget)	$ 11,000
Water Main Improvements (.232)	T&E (Budget)	$ 8,500
	TOTAL	**$ 32,500**

Street Reconstruction (Billing Code #)	Fee Basis	Fee Amount
Conceptual Street Reconstruction Drawings (.233)	T&E (Budget)	$ 9,000
Construction Documents – Street Reconstruction (.234)	T&E (Budget)	$ 60,000
	TOTAL	**$ 69,000**

Bid Package (Billing Code #)	Fee Basis	Fee Amount
Bid Package Prep (.600)	T&E (Budget)	$ 6,000
	TOTAL	**$ 6,000**

TOTAL CONTRACT BUDGET		$ 120,500

Reimbursable Expenses (.990)	T&E (Budget)	$ 1,000

2. **Reimbursable Expenses**

   Reimbursable expenses include costs for printing, postage, telephone, and mileage as set forth in the attached SCHEDULE OF HOURLY RATES AND COSTS.

3. **Additional Services**

   The CLIENT shall pay charges by SUMMIT for Additional Services based upon the hourly rates and costs set forth in the SCHEDULE OF HOURLY RATES AND COSTS effective at the time services are provided or by Supplemental Agreements. Additional services shall be authorized by the CLIENT before proceeding.

TIMING

1. **Proposed Schedule**

   A. SUMMIT will make efforts to complete services in accordance with a schedule to be developed in conjunction with CLIENT, and SUMMIT.

   B. Completion in accordance with the above schedule may be affected by the timing of CLIENT decisions and the activities of outside consultants and government agencies. SUMMIT assumes no responsibility for delays beyond the reasonable control of SUMMIT.

Required Information/Actions by Others

This schedule assumes that the following is provided by the date indicated:

The City will provide the following information and/or services prior to the beginning of design work on the project or as otherwise noted:

A. City to provide information SUMMIT about any changed conditions related to the waterlines, services, sewer mains and lateral connections, storm drain pipes and streetscapes in the vicinity of the project. Also, sanitary sewer, and storm drain manhole locations including elevations and inverts, and inlet locations including elevations and inverts. Provide information regarding the number and location of all known laterals.

B. City to provide limits of existing concrete subbase.

C. City to provide updated design criteria and master planning documents.

D. City to provide at-grade marking and plan markups of any known main sewer line bends and/or sweeps if different from what is currently provided in 75% drawings.

E. Make available the sewer system TV report for use by SUMMIT.

F. City to provide template contract forms and bid package documents.

SUMMIT will be entitled to rely on the adequacy and accuracy of the information provided by the CLIENT, CLIENT's consultants, or CLIENT's representatives.

SUMMIT

CIVIL STRUCTURAL ELECTRICAL WATER | WASTEWATER PLANNING

SCHEDULE OF HOURLY RATES AND COSTS

Effective October 1st, 2022

PRINCIPAL	$250.00/hour
ASSOCIATE	$220.00/hour
DIVISION MANAGER	$220.00/hour
SENIOR PROJECT MANAGER	$210.00/hour
PROJECT MANAGER	$170.00 - $200.00/hour
PROJECT ENGINEER	$165.00 - $190.00/hour
STAFF ENGINEER	$145.00 - $180.00/hour
SENIOR CAD TECHNICIAN	$150.00 - $175.00/hour
CAD TECHNICIAN	$120.00 - $145.00/hour
PLANNER	$135.00 - $170.00/hour
PROJECT ADMINISTRATOR	$100.00/hour
CLERICAL	$70.00/hour
OUTSIDE CONSULTANTS	Cost plus 10%
MILEAGE	$0.65/mile
MISCELLANEOUS COSTS	Cost plus 15%

Reproductions
Travel Expenses
Long Distance Telephone
Equipment Rental
Postage
Public Documents and Records
Permit Application Fees

LITIGATION ASSISTANCE
Engineering services related to litigation or legal proceedings
(Hearings, depositions, court appearances)
Including preparation ..... 1.5 times standard rate

Summit Engineering, Inc
575 W. College Ave., Suite 201 • Santa Rosa, CA 95401 • T 707 527-0775
www.summit-sr.com

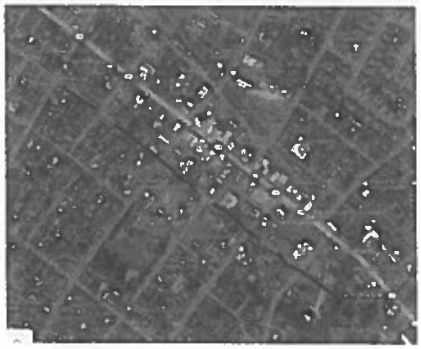
Oak Avenue Rehabilitation

Project No: R24-02

Category: Streets

Project Location: Oak Avenue - Madrona to Mitchell

Responsible Department:



PROJECT PURPOSE & DESCRIPTION: Rehabilitate underground utilities, pavement, curb/gutter/sidewalk including collaboration with various stakeholders including School District, NVTA/Vine Trail, etc.

NOTES: FY24 - resurrect 2008 project; scope includes completing design for project and starting the permitting process to outfall to Sulphur Creek; portion of storm drain rehab funded through CIP No. D24-01; portion of sanitary sewer rehab funded thru CIP No. S24-02

EXPENDITURE ACCOUNTS:

EXPENDITURES	Total YTD 05/16/23		2023-24	2024-25	2025-26	2026-27	2027-28	PROJECT TOTAL
3110 - Design			170,000					170,000
EXPENDITURE TOTALS			170,000					170,000
FUNDING SOURCES								
240-Measure T			140,000					140,000
420-Go Bonds			20,000					20,000
773-Wastewater Capital Improvement			10,000					10,000
FUNDING TOTALS			170,000					170,000

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	April 22, 2025
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	March 2025 Review and Forecasting of City Water Supply Availability.
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	Monthly Receive and File reports to City Council.
STATEMENT OF THE PURPOSE:	To provide monthly updates of the amount of water produced at the Louis Stralla Water Treatment Plant and the Stonebridge Potable Water Wells, and potable water delivered from the City of Napa.
FINANCIAL IMPACT:	None.

BACKGROUND:

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

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

DISCUSSION:

In connection with City Council Goal 2, City staff has developed a forecasting tool to facilitate its ability to optimize water use and track water availability. Included as Attachment 1 is the Monthly Water Report for March 2025. The water produced for March 2025 is down by 51% when compared to March 2024 and is down by 11% compared to the average of March 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	March 2024 (Acre-Feet)	March 2025 (Acre-Feet)
Bell Canyon	37	5.66	14.14
Stonebridge Wells	7	87.81	23.92
Napa Water	48	74.27	44.95
Total	**92**	**167.74**	**83.01**

- Percent change from March 2024: -51%
- Percent change from average of March 2018 - 2020: -11%

Bell Canyon Reservoir

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

As of April 1, 2025, Bell Canyon Reservoir elevation was at 422 feet representing approximately 2,383.69 acre-feet (AF) and 100% capacity. Bell Canyon spillway level is 422 feet representing 2,383.69 AF 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 April 1st in 2023, 2024, and 2025.

Year	**2023**	**2024**	**2025**
Bell Canyon Elevation Level	422 Ft.	422 Ft.	422.15 Ft.
Acre Feet	2,383.69 AF	2,383.69 AF	2,383.69 AF
Percent Capacity	100%	100%	100%

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

Continued Water Conservation

California experienced two consecutive dry years 2020 and 2021. Due to the combination of warmer-than-average temperatures and minimal precipitation in the state, the Department of Water Resources (DWR) declared 2021 as the fourth-driest year on record statewide. The record-breaking dry period in January and February 2022, and the absence of significant rains in March 2022, required DWR to reduce anticipated deliveries from the State Water Project (SWP). However, the reduction at the time did not affect St. Helena as the City has multiple robust water sources not

affected by the executive order. Water availability from the Bell Canyon reservoir is based on the City's State Water Rights permit and not the SWP. The City has not received any curtailment order from DWR nor does the City anticipate receiving one.

It should be noted that on July 25, 2023, the City Council adopted Resolution No. 2023-94 to formally end the Phase I Water Emergency. The projected demand on the system versus the anticipated rainfall over the next year reflects an available supply in Bell Canyon approximately 1,895 AF, significantly above the 1,481 AF 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 March 2025, Rutherford Pump Station was producing an average of 0.47 MG/day for a total of 44.95 AF for the month.

ENVIRONMENTAL REVIEW: Not Applicable.

GOAL:

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

DOCUMENTS ATTACHMENTS:

MWR March 1-31 2025
Attachment 3 - Bell Canyon Reservoir Storage Phase I II
Attachment 2 - Bell Canyon Water Storage Forecast

CITY OF ST. HELENA
MONTHLY WATER REPORT

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

March 1-31, 2025

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	14.14	23.92	0.00	44.95	-0.44
AMOUNT PRODUCED in MG	4.61	7.79	0.00	14.64	-0.14
PERCENT	**17.1%**	**29.0%**		**54.4%**	-0.5%

WATER PRODUCED ~~DELIVERY~~ (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	27.04 **MG**	54.64 **MG**
MAXIMUM DAILY PRODUCED	n/a **MG**	n/a **MG**
MINIMUM DAILY PRODUCED	n/a **MG**	n/a **MG**
AVERAGE DAILY PRODUCED	0.87 **MG**	1.76 **MG**

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	241.75 **AF**	27.8%	228.76 **AF**	19.9%
	78.75 **MG**		74.51 **MG**	
NAPA WATER	373.57 **AF**	43.0%	468.59 **AF**	40.9%
	121.68 **MG**		152.64 **MG**	
STONEBRIDGE POTABLE WELLS	253.85 **AF**	29.2%	449.32 **AF**	39.2%
	82.69 **MG**		146.36 **MG**	
TOTAL WATER PRODUCED ~~DELIVERY~~ (ALL)	**869.17 AF**	**100.0%**	**1146.67 AF**	**100.0%**

SBW IRRIGATION WATER

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

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	422.15 **FT.**	422.00 **FT.**
MONTHLY RISE OR DROP	0.95 **FT.**	0.00 **FT.**
CAPACITY AT END OF PERIOD	2383.69 **AF**	2383.69 **AF**
PERCENT OF FULL CAPACITY	100.0 **%**	100.0 **%**
RAINFALL IN THIS PERIOD	1.97 **IN**	2.64 **IN**
TOTAL RAINFALL SEASON TO DATE	48.18 **IN**	21.37 **IN**

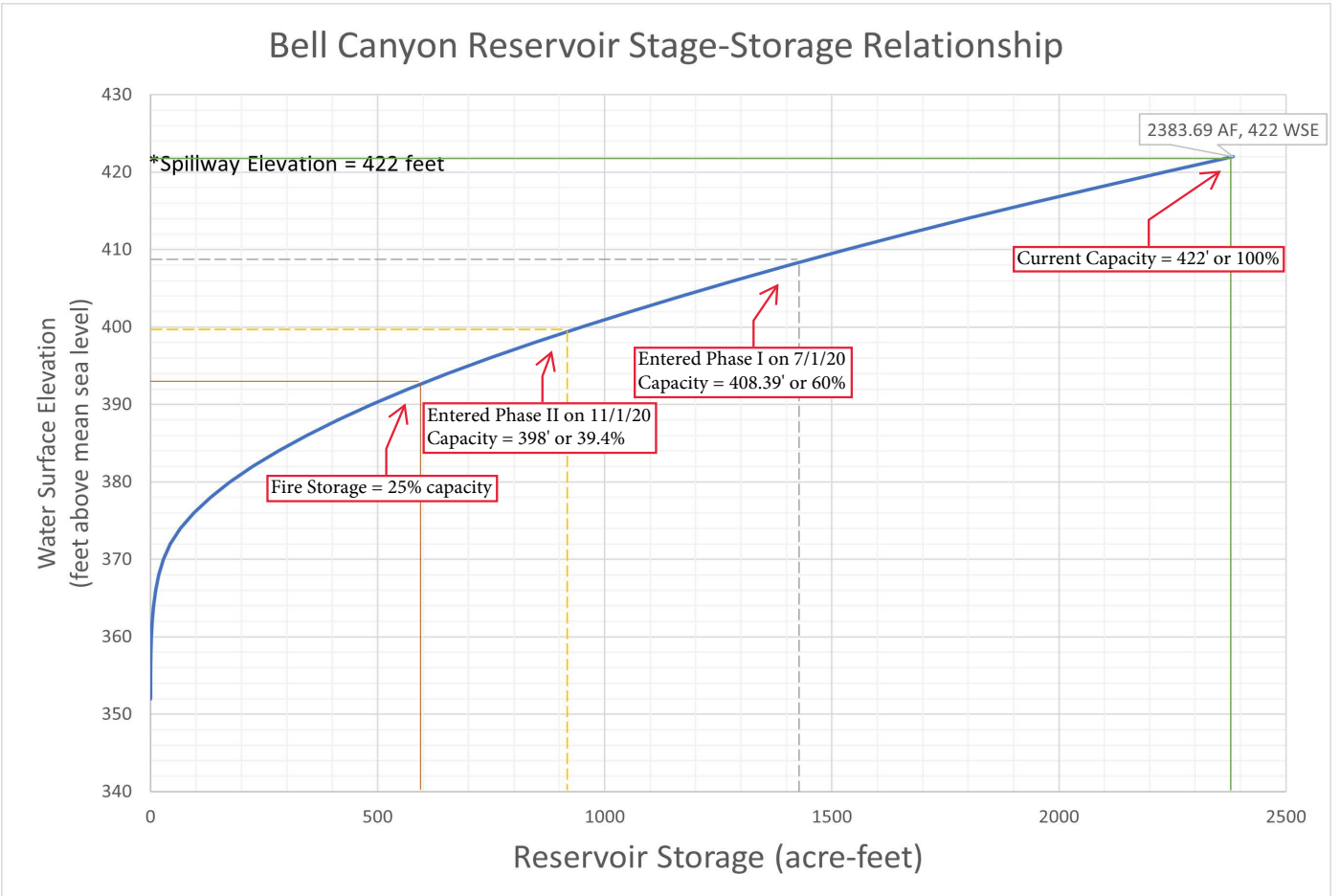
TEMPERATURES

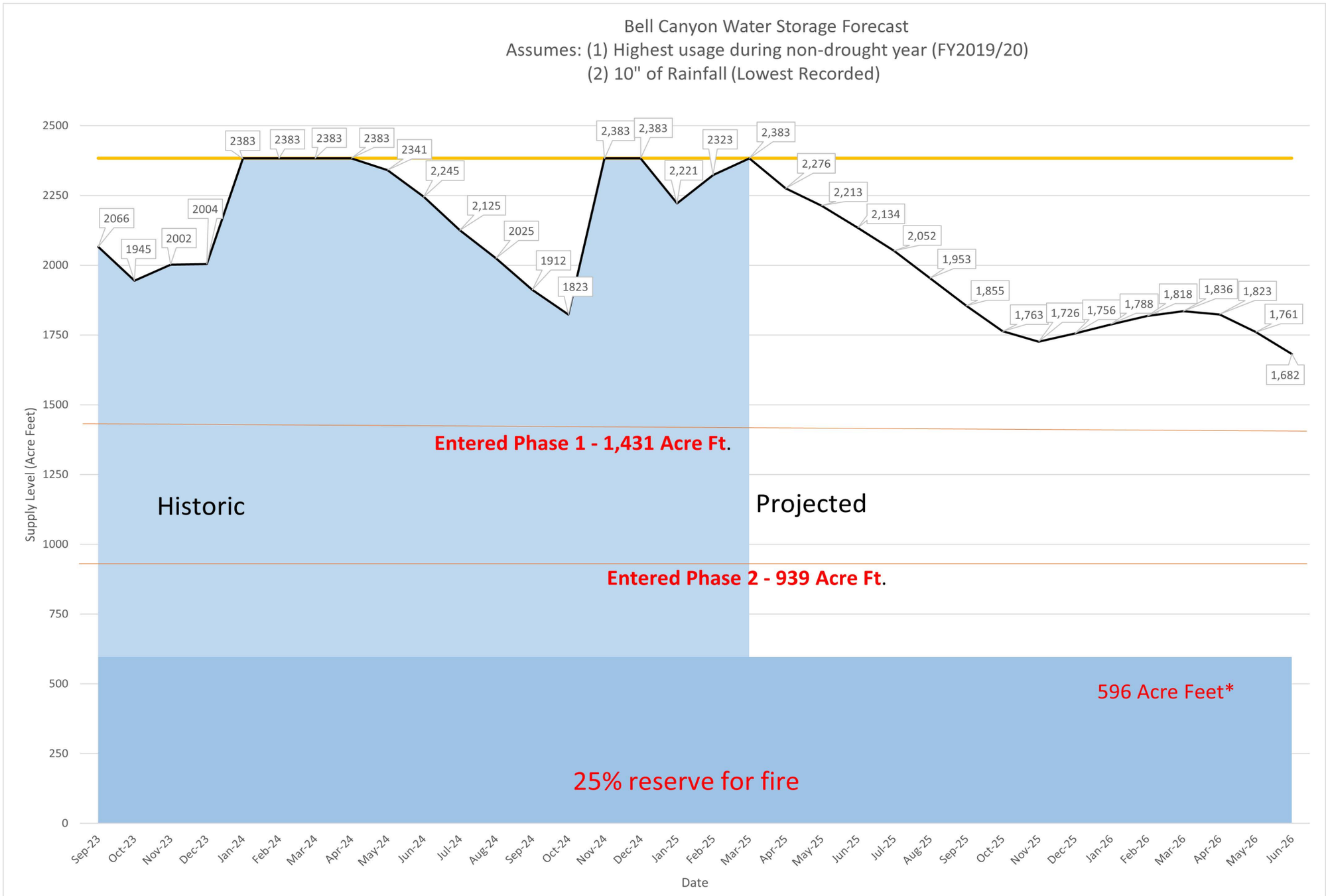
	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	41-83.4	41-72.9
AVERAGE	62.2	56.95

REMARKS

City of Napa Water Delivery: RPS producing an average of 0.47 MG/day during March 2025.

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


Bell Canyon Water Storage Forecast
Assumes: (1) Highest usage during non-drought year (FY2019/20)
(2) 10" of Rainfall (Lowest Recorded)
Supply Level (Acre Feet)
Date
2500
2250
2000
1750
1500
1250
1000
750
500
250
0
2066
1945
2002
2004
2383
2383
2383
2383
2341
2,245
2,125
2025
1912
1823
2,383
2,383
2323
2,221
2,383
2,276
2,213
2,134
2,052
1,953
1,855
1,763
1,726
1,756
1,788
1,818
1,836
1,823
1,761
1,682
Entered Phase 1 - 1,431 Acre Ft.
Entered Phase 2 - 939 Acre Ft.
Historic
Projected
596 Acre Feet*
25% reserve for fire
Sep-23
Oct-23
Nov-23
Dec-23
Jan-24
Feb-24
Mar-24
Apr-24
May-24
Jun-24
Jul-24
Aug-24
Sep-24
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Oct-25
Nov-25
Dec-25
Jan-26
Feb-26
Mar-26
Apr-26
May-26
Jun-26

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	April 22, 2025
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration and proposed approval of a resolution authorizing the St. Helena High School annual Homecoming Parade on Main Street, and authorizing City staff to provide traffic control before, during, and after the parade, and prohibit parking on Main Street before and during the parade.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Authorize the St. Helena High School's Homecoming Parade on Main Street and authorize City staff to provide traffic control before, during, and after the parade, and prohibit parking on Main Street before and during the parade.
FINANCIAL IMPACT:	The estimated Financial Impact for staff time is $5,480, which includes assisting with pre-planning, setup and tear down of “no parking” and traffic control, and traffic control during the event. This will require approximately 79 hours of total staff time. Additionally, the high school will be submitting a fee waiver request form for the cost of the City's encroachment permit fee of $550.

BACKGROUND:

The St. Helena High School annual homecoming parade on Main Street is a long-standing tradition for which the City has historically approved of and provided assistance.

DISCUSSION:

The St. Helena High School requests approval from the City Council to hold its annual homecoming parade on Main Street. The parade will take place on Friday, October 3, 2025, from 2:10 p.m. to 2:30 p.m., starting at the intersection of Spring Street and Main Street, and proceeding north onto Main Street, ending at the intersection of Main Street and Madrona Avenue.

The Police Department and Public Works Department provide assistance by controlling/detouring traffic before, during, and after the parade festivities. In 2024, the

school district and the parent group requested the City to prohibit parking on Main Street during the parade. Staff is seeking council authorization to prohibit parking 1pm to 2:30pm on October 3 on Main Street again this year. To effectuate the prohibition, staff will advertise the parade by multiple means including electronic signs, in the city newsletter, and email-blast. Additionally, there will be signs posted on the sidewalk. Violators will receive tickets but will not have their vehicles towed.

To maximize safety, staff is recommending to the school district that students should not be transported to and from the parade on the back of open flatbed trucks and instead should be transported by busses or other safer modes, as has been recommended in past years.

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

ENVIRONMENTAL REVIEW: Not applicable.

GOAL:

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

DOCUMENTS ATTACHMENTS:

Letter to City Council SHHS HoCo Parade 2025
Staff Report

VIA EMAIL

March 26, 2025

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

Dear Council Members:

The student government of St. Helena High School would like to hold our homecoming parade on Main Street on Friday, October 3, 2025.

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

The resolution requesting permission must be addressed to:

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

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

Sincerely,

Benjamin L. Scinto
Principal

1.	Organization:	St. Helena High School
2.	Date:	Friday, October 3, 2025
3.	Time:	2:10 pm to 2:30 pm
4.	Starting point:	Main and Spring
	Ending Point:	Main and Madrona

1401 Grayson Avenue, St. Helena, California 94574 T (707) 967-2740 F (707) 967-2735

CITY OF ST. HELENA

RESOLUTION NO. 2024-

AUTHORIZING THE ST. HELENA HIGH SCHOOL ANNUAL HOMECOMING PARADE ON MAIN STREET AND AUTHORIZING CITY STAFF TO PROVIDE TRAFFIC CONTROL BEFORE, DURING, AND AFTER THE PARADE, AND PROHIBIT PARKING ON MAIN STREET BEFORE AND DURING THE PARADE.

RECITALS

A. St. Helena High School has requested authorization to conduct their annual Homecoming Parade on Main Street on Friday, October 3, 2025, from 2:10 p.m. until 2:30 p.m.; and

B. The parade shall start at the intersection of Main Street and Spring Street and proceed north onto Main Street, ending at the intersection of Main Street and Madrona Avenue; and

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

D. City staff is requesting the prohibition of parking on Main Street before and during the homecoming parade; and

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

RESOLUTION

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

1. The City Council hereby approves the St. Helena High School's request for a Homecoming Parade on Main Street on Friday, October 3, 2025, from 2:10 p.m. to 2:30 p.m.

2. The City Council finds that the benefits derived from authorizing the St. Helena High School Homecoming Parade, starting from the intersection of Main Street and Spring Street and ending at the intersection of Main Street and Madrona Avenue, outweigh the anticipated inconvenience to the businesses and citizens generally.

3. City staff is directed to provide necessary traffic control for the safety and protection of persons who are to use the portion of Main Street during the Homecoming Parade.
4. Parking on Main Street is prohibited on Friday, October 3, 2025, from 1p.m. to 2:30p.m. for the Homecoming Parade.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Michelle Deasy: _____

Council Member Billy Summers: _____

Council Member Aaron Barak: _____

Council Member Kate Spadaratto: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor City Clerk

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	April 22, 2025
FROM:	Mario Traverso, Project Manager
SUBJECT:	Consideration and Adoption of a Resolution approving the Measure U (Measure T) 5-Year List of Projects.
RECOMMENDED ACTION:	Adopt the Resolution.
PREVIOUS COUNCIL ACTION:	The current 5-year list of projects was approved by City Council on December 12, 2023.
STATEMENT OF THE PURPOSE:	Consideration and Adoption of a Resolution approving the Measure U (Measure T) 5-Year List of Projects.
FINANCIAL IMPACT:	None

BACKGROUND:

The Napa Countywide Road Maintenance Act, now known as "Measure U" (previously Measure T) is a 25-year period half-cent sales tax to fund improvements and maintenance of under-funded local streets and roads as well as supporting multimodal transportation infrastructure. To be made eligible for Measure U funding and expenditure, a project list must be publicly vetted, supported by a resolution and obtain concurrence with the Napa Valley Transportation Authority Tax Authority Board. Approved project lists are submitted to the Napa Valley Transportation Authority on a biennial basis. The City's prior project list submittal and approval occurred in December 2023 with an update submitted in May 2024. This list of projects closely reflects the streets Capital Improvement Program projects. The listing of a project on the list is administrative and provides for the eligibility of Measure U funding, subsequent Council approvals are needed for the actual design, delivery or expenditure of the project. The City's updated 5-Year project list is due to the NVTA for approval by May 15, 2025.

DISCUSSION:

Measure U is a significant funding source that has supported most roadway improvements and streets capital improvement projects in the City since 2016 including:

- ***2016*** *- Restoration of Charter Oak Avenue, Brown Street, Allison Avenue Area*
- ***2018*** *- Restoration of Monte Vista, Grove Ct, Hunt Ave, El Bonita Ave, La Quinta Ave*
- ***2019*** *- Restoration of Crinella Drive, Park St, Spring St west of Sylvaner Avenue, Money Way*
- ***2020*** *- Downtown Sidewalk Improvement Project Design*
- ***2022*** *- Restoration of College Ave, Voorhees Cir, Railroad Ave, Pratt Ave, Stockton St, Pope St*

- ***2023*** *- Crosswalk improvements at College Avenue, Crosswalk Improvements on Main Street/Highway 29 and Pratt Ave and Elmhurst Ave*
- ***2024*** *- Restoration of Grayson, Silverado Trail, Pope Street Bridge, Spring, Pratt, Sylvaner Subdivision, Edwards, Dowdell, Birch, Kearney, Andrea, Hunt, Downtown Sidewalk Paver Repair.*

Current projects receiving Measure U funding include:

- ***2025/26 Pavement Maintenance Project -*** *Current construction, reoccurring annually*
- ***Downtown Sidewalk Improvements Project -*** *Phase 1a construction anticipated in Summer 2025*
- ***South Crane Rehab Project -*** *S Crane construction anticipated in 2025*
- ***Active Transportation & Safe Routes to School -*** *Continuous implementation*
- ***Oak Avenue Rehabilitation -*** *Currently in design, utility construction anticipated summer 2025*

The proposed Measure U 5-Year list of projects is found in **Attachment 2.** The list reflects current approved CIP projects eligible for Measure U funding. Additionally, Maintenance of Effort ("MOE") funding will now be utilized for streets division eligible costs. Measure U may be used to support a variety of transportation related projects, for reference, a list of eligible project types is provided in **Attachment 3**. Additional new projects, or certain components of existing projects in the current CIP may be identified as eligible for Measure U expenditure and Staff will request periodic updates to the Measure U project list to include additional items as they further develop.

ENVIRONMENTAL REVIEW: None

GOAL:

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

DOCUMENTS ATTACHMENTS:

Attachment 1 - Resolution Measure U Project List
Attachment 2 - City of St Helena Measure T List 2025
Attachment 3 - Eligible Measure T Expenses (1)
Attachment 4 - Map of Street Segments

CITY OF ST. HELENA

RESOLUTION NO. 2025-

Consideration and proposed adoption of a resolution approving the Measure U 5-Year Project list.

RECITALS

A. On November 6, 2012, the voters of Napa County passed the Napa Countywide Road Maintenance Act, also known as Measure U, which imposes a half cent transaction and use tax to provide supplemental funding for road maintenance as detailed in the Measure U Expenditure Plan; and

B. The Napa Valley Transportation Authority (NVTA) is the designated agency that administers and oversees the Measure U revenues; and

C. The City of St. Helena is an eligible recipient of Measure U funds; and

D. The tax proceeds will be used to pay for the projects outlined in the Measure U Expenditure Plan allocated to the County of Napa and the cities and town within Napa County ("Local Agencies"); and

E. Under the Measure U Expenditure Plan, Measure U funds are provided to the Local Agencies to be used for streets and roads projects as defined in the Measure policies and procedures; and

F. The City of St. Helena has entered into a Master Agreement with NVTA that outlines procedures for Measure U expenditures; and

G. In accordance with the procedures, an approved project list is due to be submitted by May 15, 2025 to NVTA to be made eligible for Measure U expenditures; and

H. The Measure U project list includes eligible projects as representative of the current Capital Improvement Program; and

I. All Measure U projects will comply with the requirements under the California Environmental Quality Act (California Code Sections 21000 *et seq*.; as implemented through California Regulations Title 14, Chapter 3, Sections 15000 *et seq*.).

RESOLUTION

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

1. Approves the Measure U project list; and
2. Authorizes staff to submit the project list to the Napa Valley Transportation Authority Tax Authority Board for approval.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025 by the following vote:

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

APPROVED: ATTEST:

_____ _____
Paul Jamison Dohring, Mayor City Clerk

Exhibit A

Measure T/U Napa Countwide Road Maintenance Act

Jurisdiction Name: City of St. Helena

Primary Contract #1: Joe Leach — Email: jleach@cityofsthelena.org — Phone: 707-968-2629

Secondary Contract #2: Mandy Kellogg — Email: mkellogg@cityofsthelena.or — Phone: 707-968-2649

Fiscal Years Included: FY #1 2024-25 FY 2025-26 FY 2026-27 FY#4 2027-28 FY#5 2028-29

Maintenance of Effort (MOE)

Please provide the following information to establish MOE amount and to validate information:

1. Attach copies of Local Streets and Roads State Controller Reports for three years - FY 2007-08, FY 2008-09, FY 2009-10
2. Attach independent auditors validation for *each* Local Streets and Roads State Controller Report
3. Enter MOE Amounts Claiming: FY 2023/24 $379,189 FY 2024/25 $379,189 FY 2025/26 $296,791
4. Enter Certified MOE Amount: **Total MOE:** $379,189

Please note: Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way for pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for the pupose of storm damage repair as verified by an independent auditor. One time allocations that have been expended for local streets and road maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual maintenance of effort.

Planned Measure T Expenditures

Please provide Five (5) year planned streets and road maintenance projects beginning in FY 2024-29 **(add rows as needed)**:

Project #	Fiscal Year	Total Project Cost	Measure T Amount	Federal Funds	State Funds	Other Local Funds	Project Scope	Project Phase	Location (intersection, mile marker, length of alignment)	Is the Project Included in the Countywide Transportation Plan?	Is the Project in the Jurisdiction's Capital Improvement Plan?
R25-81	2024/25	$ 300,000	$ 300,000		$ -	$ -	Downtown Sidewalk Paver Repair Project	Construction	Construction Fall 2024	No	Yes
R24-79	2024/25	$ 2,200,000	$ 2,200,000	$ -	$ -	$ -	Annual Pavement Rehabilitation Project	Construction	Construction Summer/Fall 2024	No	Yes
R24-02	2024/25	$ 175,000	$ 175,000	$ -	$ -	$ -	Oak Avenue Surface Restoration	Design	Oak Avenue from Madrona Ave to Adams St	No	Yes
R25-79	2024/25	$ 100,000	$ 100,000	$ -	$ -	$ -	R25-79 Design / R24-79 CM	Design	In-House Design	No	Yes
ATP/SRTS	2024/25	$ 50,000	$ 50,000	$ -	$ -	$ -	Pedestrian Safety - Crosswalk / Curb Ramps	Design / Construction	Safe Routes to School Implementation, Madrona and Spring St intersections	No	No
MOE	2024/25	$ 379,189	$ -	$ -	$ -	$ 379,189	Contribution to Project R24-79	Construction	Contribution to Project R24-79	No	Yes
Total FY 2024/25		**$ 3,204,189**	**$ 2,825,000**	**$0**	**$ 0**	**$ 379,189**					
R25-79	2025/26	$ 1,000,000	$ 1,000,000	$ -	$ -	$ -	Annual Pavement Rehabilitation Project - Maintenance Focus	Construction	Mirosurface, Storm Drains, Includes Crane Portion of R19-05	No	Yes
R26-79	2025/26	$ 100,000	$ 100,000	$ -	$ -	$ -	R25-79 CM / R26-79 Design	Construction	2023 Pavement Managemet Plan Defined Locations - Overlay Project	No	Yes
R18-81	2025/26	$ 1,500,000	$ 300,000	$1,200,000	$ -	$ -	Downtown Sidewalk Restoration Phase 1A	Construction	Construction Summer 2025	Yes	Yes
VINETRAIL	2025/26	$ 135,000	$ 135,000	$ -	$ -	$ -	Vine Trail - Yountville to St. Helena	Design	Cost participation request from NVTA for Design	Yes	Yes
ATP/SRTS	2025/26	$ 50,000	$ 50,000	$ -	$ -	$ -	Pedestrian Safety - Crosswalk / Curb Ramps	Construction	Safe Routes to School Implementation, Madrona and Spring St intersections	No	No
MOE / R26-03	2025/26	$ 296,791	$ -	$ -	$ -	$ 296,791	Maintenance Program: Maintenance, Equipment, Staffing	Construction	Various Locations	No	Yes
Total FY 2025/26		**$ 3,081,791**	**$ 1,585,000**			**$ 296,791**					
R24-02	2026/27	$ 1,200,000	$ 1,200,000	$ -	$ -	$ -	Oak Avenue Surface Restoration	Construction	Oak Ave, Mitchell to Madrona	No	Yes
R26-79	2026/27	$ 2,000,000	$ 2,000,000	$ -		$ -	Annual Pavement Rehabilitation Project	Construction	2025 Pavement Management Plan Defined Locations	No	Yes
R27-79	2026/27	$ 100,000	$ 100,000	$ -	$ -	$ -	R26-79 CM / R27-79 Design	Design	2025 Pavement Management Plan Defined Locations	No	Yes
ATP/SRTS	2026/37	$ 50,000	$ 50,000	$ -	$ -	$ -	Pedestrian Safety - Crosswalk / Curb Ramps	Design / Construction	Safe Routes to School Implementation, Madrona and Spring St intersections	No	No
MOE / R26-03	2026/37	$ 302,727	$ -	$ -	$ -	$ 302,727	Maintenance Program: Maintenance, Equipment, Staffing	Construction	Various Locations	No	Yes
Total FY 2026/27		**$ 3,652,727**	**$ 3,350,000**	**$ -**	**$ -**	**$ 302,727**					
R27-79	2027/28	$ 500,000	$ 500,000	$ -	$ -	$ -	Annual Pavement Rehabilitation Project - Maintenance Focus	Construction	2025 Pavement Management Plan Defined Locations	No	Yes
R28-79	2027/28	$ 100,000	$ 100,000			$ -	R27-79 CM / R28-79 Design	Design	2025 Pavement Management Plan Defined Locations	No	Yes
VINETRAIL	2027/26	$ 765,000	$ 765,000	$ -	$ -	$ -	Vine Trail - Yountville to St. Helena	Construction	Balance of Participating Cost Commitment - Scope TBD	Yes	Yes
ATP/SRTS	2027/28	$ 50,000	$ 50,000	$ -	$ -	$ -	Pedestrian Safety - Crosswalk / Curb Ramps	Design / Construction	Safe Routes to School Implementation, Madrona and Spring St intersections	No	No
MOE / R26-03	2027/28	$ 308,781	$ -	$ -	$ -	$ 308,781	Maintenance Program: Maintenance, Equipment, Staffing	Construction	Various locations	No	Yes
Total FY 2027/28		**$ 1,723,781**	**$ 1,415,000**	**$ -**	**$ -**	**$ 308,781**					
R28-79	2028/29	$ 1,500,000	$ 1,500,000				Annual Pavement Rehabilitaiton Project - Overlay	Construction	2025 Pavement Management Plan Defined Locations	No	Yes

R29-79	2028/29	$ 100,000	$ 100,000	$ -	$ -	$ -	R28-79 CM / R29-79 Design	Design	2025 Pavement Management Plan Defined Locations	No	Yes
ATP/SRTS	2028/29	$ 50,000	$ 50,000	$ -	$ -	$ -	Pedestrian Safety - Crosswalk / Curb Ramps	Design / Construction	Safe Routes to School Implementation, Madrona and Spring St intersections	No	No
MOE / R26-03	2028/29	$ 314,957	$ -	$ -	$ -	$ 314,957	Maintenance Program: Maintenance, Equipment, Staffing	Construction	Various locations	No	Yes
Total FY 2028/29		**$ 1,964,957**	**$ 1,650,000**	**$ -**	**$ -**	**$ 314,957**					

Equivalent Fund Class 1 Multi-Purpose Paths:

Please provide a five year multi-purpose Expenditures beginning in FY 2022-23 **(add rows as**

Project #	Fiscal Year	Total Project Amount	Measure T Amount	Federal Funds	State Funds	Other Local Funds	Project Description	Project Phase (Env, PS&E, Construction)	Location (intersection, mile marker, length of alignment)	Project Included in	Project in Jurisdiction's
VineTrail	Through 2029		$900,000				Participating Cost Commitment - Scope TBD	Design / Construction	Oak Ave, Mittchell to Elmhurst, Pratt	Yes	Yes

Note: The amount of a jurisdiction's annual bike expenditure must be a minimum of 6.67% of the anticipated revenue amount received from Measure T each year. Estimates by jurisdiction are shown on the table labeled "Measure T Revenue Estimates". Funding for Class 1 Multi-use path projects that are funded by philanthropy, state discretionary funding or federal discretionary funding shall not count as part of the 6.67 % expenditure obligation required to be eligible to receive Measure T revenues.

Comment: Please provide any additional information to explaing your project list. E.g. This project list is the jurisdiction's CIP, the jurisdiction opted to include additional projects to have flexibility in completing a variety of projects

The City of St. Helena is in a transitional phase and there are certain unknows which will affect project scope projections. The City is transitioning to a more integrated approach for pavement rehabilitation. The City anticipates significant utility (water and sewer) upgrades in the next three years, the scopes of which are currently being investigated. In the future, the City will need

Note: The list will serve as the five-year list of projects required for submittal by each jurisdiction as stated in the Measure T Ordinance. These will be projects that will be delivered, depending on available revenues and when revenues become available. Prior to any allocation, jurisdictions will also be required to submit all of the necessary documentation requested as evidence of a ***public meeting*** to ensure that the members of the public were able to comment on the proposed project list as well as a Resolution in support of the proposed project list.

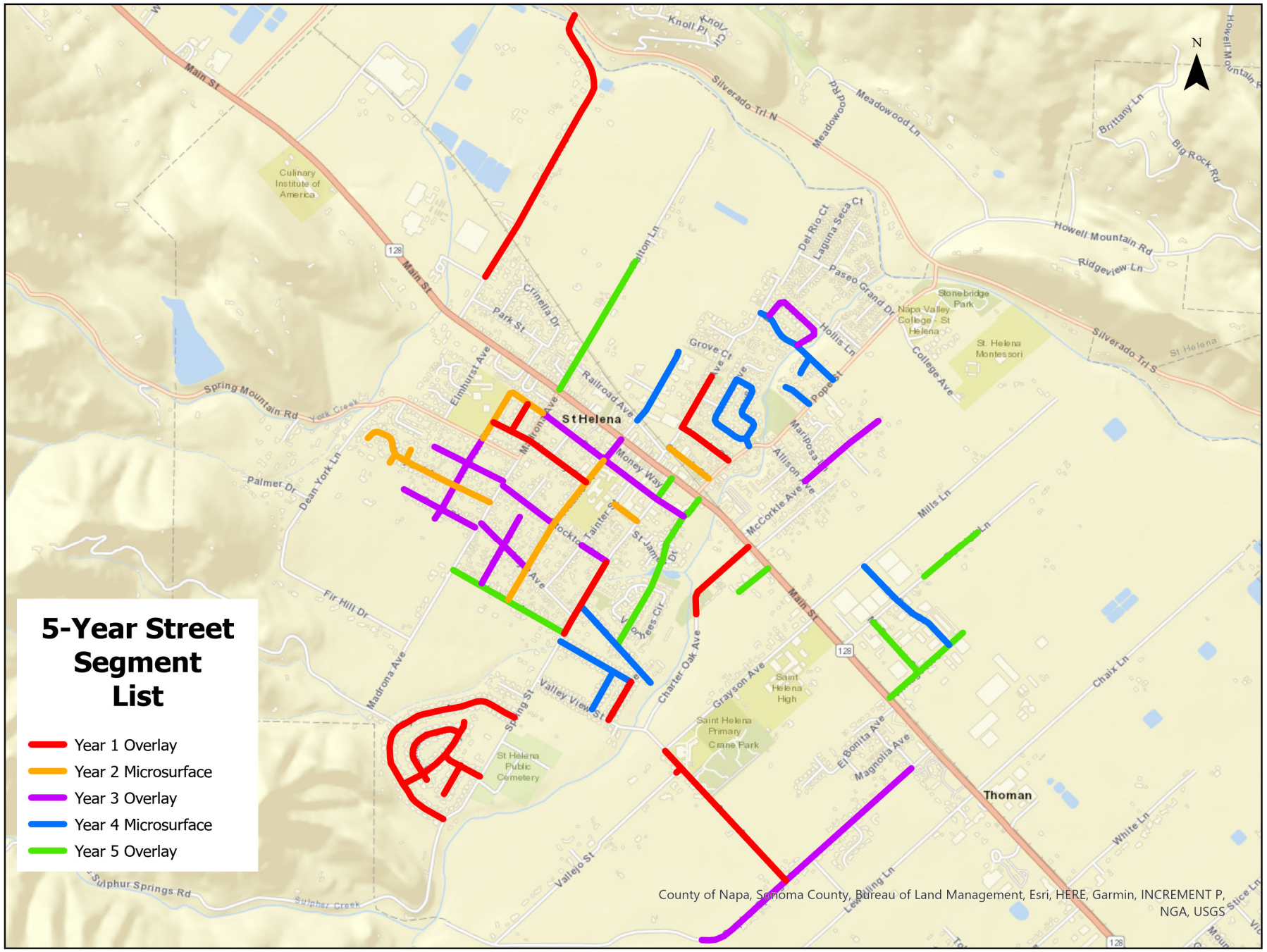
Examples of Measure T Uses

ATTACHMENT 7
NVTA-TA Agenda Item 10.2
April 18, 2018

	Activity	Description
1	Street Operations/Admin	Overall management and daily operations of the streets maintenance divisions. General overhead and administration of the streets divisions. Division Manager and support staff are fully or partially paid through this key.
2	Street Drainage	Typical maintenance of existing street drainage facilities. This maintenance includes, but is not limited to, cleaning drain inlets, replacing/repairing damaged structures, various point repairs and routine maintenance on storm drain pipes. Furthermore, this key involves preventative maintenance on drainage structures as well as responding to localized flooding resulting from deferred maintenance issues. Drainage improvements to remediate or eliminate traffic hazards in the right of way.
3	Street Maintenance, Rehabilitation and Reconstruction	A variety of street rehabilitation including occurring within the road right of way, but not limited to, slurry seals, crack seals, chip seals, cape seals, micro-surfacing, fog seals, reconstruction, pothole repair, minor pavement potholing, overlays, erosion control, grading, utility work and other maintenance activities needed to ensure function of the roadway as well as other activities needed to support the roadway outside the travelled way but within the public right of way, including approaches to railroad crossings.
4	Stormwater Operations	This is a relatively new account (created in 2015) introduced to achieve compliance with the U.S. EPA NPDES permit. This key funds routine inlet cleaning and maintenance, storm drain cleaning and maintenance, trash assessments and various administrative tasks associated with permit compliance and contract management.
5	Signage	Staff assigned to the City's sign shop and the various operational duties performed by the sign shop are covered under this key. Said duties include street sign installation and maintenance. MUTCD and municipality required markings and signs in the ROW.
6	Sidewalk Replacement	Maintenance, rehabilitation and replacement of existing sidewalks, curb and gutter as well as other methods needed to ensure adequate sidewalks. This includes ADA access ramps as required by law.
7	Electrical Admin	Overall management and daily operations of the electrical maintenance division. General overhead, administration and work activities of the electrical work.
8	Street Lighting	Operational and engineering duties related to street lighting. New installation, replacement, repair and maintenance work related to lighting facilities, such as street lights, highway lighting.
9	Traffic Signals	Electrical support to municipalities' traffic signals, including basic electrical support, instillation of new signal heads and poles, synchronizing signal timing, and any other related electrical maintenance activities.
10	Striping	Installation of pavement markings, center lines, edge lines, curb paint, white, yellow and blue pavement delineators, bike lane striping and pavement markings. MUTCD and municipality required markings and signs in the ROW.
11	Traffic Calming Measures	Speed humps, bulb outs, radar feedback signs and a variety of traffic control devices and materials to help create safe travel ways, and paths.
12	Urban Forest Management	Landscaping, trimming, removal, and re-planting of vegetation in the right of way. Hazardous and nuisance tree removal, Road side grass and brush mowing, Brush trimming and removal, vegetation growth control
13	Bicycle and Pedestrian Facilities	Bicycle and pedestrian maintenance, repair and construction within the street right of way. Includes crack seal, slurry seal, overlay, reconstruct, and remove and replace with a variety of materials including AC, and concrete.
14	Bridges and Culverts Facilities	Inspect, maintain, repair and replace various components of the bridge and bridge systems in the street and road right of way. Under the road drainage facilities inspections, maintenance, repair and replacement.
15	Salaries and Benefits	Employees in the street maintenance division, their supervisors, managers, and support staff (to the extent they work on street maintenance). This will include base pay, OT, part time salaries, and al related employee benefits.
16	Engineering Design	This would include design for curb cuts, ramps, striping, and overlays, ADA review of streets, traffic calming, and any sort of street maintenance project requiring professional design support.

Examples of Measure T Uses

	Activity	Description
17	Technology Support	Software, computers, cell phones, etc. used in delivering projects.
18	Engineering Support	Street maintenance support, construction management, permit applications, procurement, project bidding, project management, project planning Examples include advertising, environmental review, printing, state/local permitting, speed testing, etc.
19	Materials	Supplies used in street maintenance, rehabilitation and reconstruction, including, but not limited to: signs, gravel, asphalt, barricades, paint, lumber, safety fencing, hardware, etc. Testing and inspecting.
20	Facilities and Engineering Dept. Supplies	Services in support of the employees and facilities used in the street maintenance division, including uniforms, boots, safety equipment, training, certifications, alarm system, office supplies, building maintenance, utilities, etc.
21	Contracting Services	Contractors hired to complete street maintenance projects, including striping, crack sealing, slurry seals, overlays, patching and similar that are not City staff
22	Vehicles and Equipment	Fuel and maintenance of the street maintenance division fleet, to include replacement and addition of vehicles and equipment; Renting equipment for use in street maintenance projects, which could include tractors, lifts, and similar equipment; Purchase of small tools and equipment, and parts/maintenance, needed for street maintenance
23	General Liability Insurance	General Liability insurance for street related losses.
24	Refuse Services	Debris/trash removal, roadkill removal.
25	Safety/ Traffic Control	Traffic control by municipality staff or contracted services. Guard rail installation, repair and maintenance.
26	Traffic Studies	Traffic studies performed by either county staff or contract staff, necessary to complete street and road work.
27	Ditch cleaning	Road side drainage facilities maintenance and repairs
28	Environmental Studies	Environmental studies by contracted services, CEQA and NEPA support, necessary to complete street and road work.


5-Year Street Segment List
Year 1 Overlay
Year 2 Microsurface
Year 3 Overlay
Year 4 Microsurface
Year 5 Overlay
St Helena
Thoman
Main St
Silverado Trl N
Silverado Trl S
Howell Mountain Rd
Spring Mountain Rd
Railroad Ave
Mills Ln
Sulphur Springs Rd
Vallejo St
Valley View St
Charter Oak Ave
Madrona Ave
Fir Hill Dr
Palmer Dr
Dean York Ln
Park St
Grayson Ave
Magnolia Ave
Chalk Ln
White Ln
College Ave
Hollis Ln
Meadowood Ln
Brittany Ln
Big Rock Rd
Ridgeview Ln
Culinary Institute of America
Napa Valley College - St Helena
Stonebridge Park
St. Helena Montessori
Saint Helena High
Saint Helena Primary
Crane Park
St Helena Public Cemetery
N
County of Napa, Sonoma County, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	April 22, 2025
FROM:	Mario Traverso, Project Manager
SUBJECT:	Consideration and proposed adoption of a Resolution approving the project plans for the R25-79 Streets Maintenance Project and authorizing the advertisement for bids.
RECOMMENDED ACTION:	Approve the Resolution.
PREVIOUS COUNCIL ACTION:	The R25-79 Pavement Restoration Project is included in the City's FY 2024-2028 CIP which was approved by City Council on June 13, 2023. The 5Year Pavement Management Plan was approved by City Council on December 11, 2023.
STATEMENT OF THE PURPOSE:	The Purpose of the R25-79 Streets Maintenance Project is to maintain and improve the City's transportation facilities and assets in accordance with the Capital Improvement Program and the Pavement Management Program.
FINANCIAL IMPACT:	There is no fiscal impact from the requested Council action.

BACKGROUND:

The City of St. Helena is responsible for the maintenance and restoration of public streets within the City limits. On June 13, 2023, City Council adopted the Capital Improvement Program (CIP) which includes an annual pavement restoration project defined according to the City's approved *Five-Year Pavement Management Plan (PMP)*. Project R25-79 represents year two of the current five-year plan. Preliminary design, specifications and estimate have been prepared by City Staff. Staff request City Council to review and approve the proposed scope and plans for the project and authorize the project for bidding.

DISCUSSION:

This project represents the City's annual pavement restoration and maintenance project. This project will be more maintenance focused when compared to the two previous pavement restoration projects. This project is a compilation of multiple components of significant needs identified within the City. Project components include:

- Supplemental roadway striping to include bike route markings and railroad crossing markings.
- Final roadway striping of Spring Street.

- South Crane rehabilitation
- Vallejo Street drainage improvements
- Crane Park parking lot repaving
- Wastewater treatment plant parking lot paving
- Farm road reinforcement at the wastewater treatment plant
- Spring Mountain Court drainage improvement
- Pope Street crossing improvements at Edwards Street
- Failed utility trench repairs
- Speed hump installations
- Sealed manhole cover at Paseo Grande
- Microsurface treatments on various streets

The project plans were developed by City staff which resulted in a cost savings of over $100,000 when compared to previous years. The plans have been reviewed and approved by the Director of Public Works/City Engineer. The plans presented represent minor modifications to the 2023 Pavement Management Plan. The 2023 PMP suggested Vineyard Avenue, portions of Hillview Place, Oak Avenue and Kearney Street be microsurfaced during this cycle. Upon further review, it is the opinion of staff that these streets are in good condition and not suitable for microsurface treatment at this time. Alternatively, these streets will be crack sealed as is more appropriate for the current condition. Microsurface treatment will be reserved for the more suitable streets of Chiles Avenue, Signorelli Circle, Mariposa Lane and repairs to portions of Madrona Avenue.

Per the City of St. Helena Municipal Code Section 3.04.210(c), the construction costs are expected to be above $200,000 and will require City Council approval and adopting of the plans and specifications prior to advertisement.

Upon approval of the resolution approving plans and specifications and authorizing advertisement for bids, the City is prepared to advertise the bid package. The bid award would be scheduled for City Council approval in June. The commencement of work would be anticipated to begin August 1, 2025.

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

The R25-79 Pavement Restoration project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use.

The R25-79 Pavement Restoration Project Plans will be available for review at the Public Works Department at 1088 College Avenue and at the City of St. Helena website.

ENVIRONMENTAL REVIEW: None.

GOAL:

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

DOCUMENTS ATTACHMENTS:

Attachment 1 - Resolution
Attachment 2 - Plans

CITY OF ST. HELENA

RESOLUTION NO. 2025 -

Finding the R25-79 Pavement Restoration Project Exempt from CEQA; Approving and adopting the project plans; and Authorizing the Bid Request for the R25-79 Pavement Restoration Project

RECITALS

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

B. On December 11, 2023 City Council approved the Pavement Management Plan and the five-year list of projects under Measure T Program that designated the scope of the R25-79 Pavement Restoration Project; and

C. The R25-79 Pavement Restoration Project includes maintenance of existing streets including maintenance treatments, repairs, drainage improvements, traffic striping, sidewalk replacement, curb and gutter repairs, and curb ramp upgrades, which does not expand or increase the existing street capacity; and

D. The Project Plans for R25-79 have been prepared by City Engineering Staff, reviewed by the City Engineer, and presented for approval and authorization to bid.

RESOLUTION

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

1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities Class 1 which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publicly owned utilities; and
2. The Project Plans will be available on the City of St. Helena's website and for viewing at St. Helena Public Works, 1088 College Avenue, are hereby approved; and
3. The Public Works Director/City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

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

APPROVED: ATTEST:

_____ _____
Paul Jamison Dohring, Mayor Erika Opp, City Clerk

☐ ALL PROJECT PLANS HAVE BEEN PREPARED AND REVIEWED TO COMPLY WITH CURRENT AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS AND/OR THE CALIFORNIA BUILDING STANDARDS CODE (CBSC).

☐ THESE PROJECT PLANS CONTAIN ELEMENT(S) THAT ARE NOT "TECHNICALLY FEASIBLE" AND/OR CAN'T MEET THE APPLICABLE CBSC BECAUSE IT WOULD CREATE AN "UNREASONABLE HARDSHIP." PLEASE SEE THE WRITTEN ANALYSIS SUPPORTING THIS DETERMINATION FILED UNDER THE PROJECT FILE.

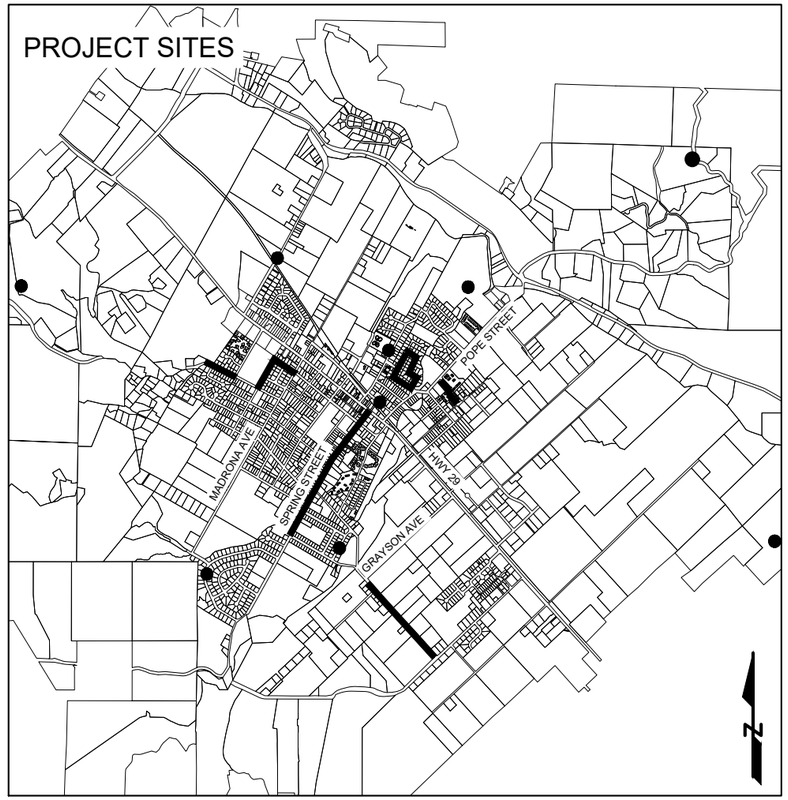
DESIGNED BY

_____

SIGNATURE DATE

City of St. Helena, California

Pavement Restoration
City Project No. R25-79



LOCATION MAP
SCALE: N.T.S.

SHEET INDEX

G1 COVER SHEET
G2 GENERAL NOTES, SURVEY CONTROL
G3 ABBREVIATIONS, SYMBOLS, REVISIONS
C1 FULTON RR XING, JUNE DI, CRANE PARK PARKING LOT
C2 ADAMS ST TRENCH REPAIR, MILLS LN TRENCH REPAIR
C3 WWTP PARKING LOT, FARM ROAD
C4 PRATT SHARROWS, SPEED HUMPS, RR XING
C5 SYLVANER SHARROWS
C6 BIRCH SHARROWS, HUNT SHARROWS
C7 SPRING ST STRIPING
C8 SPRING ST STRIPING
C9 SPRING ST STRIPING
C10 TANK 2 MICROSURFACE, SPRING MTN RD SPEED HUMPS
C11 LAKE DORHING DRAINAGE IMPROVEMENT
C12 PASEO GRANDE MANHOLE, POPE STREET STRIPING
C13 VALLEJO DRYWELL
C14 HOWELL MNT ROAD DEBRIS REMOVAL
C15 SURFACE – VINEYARD AND ADAMS
C16 SURFACE – OAK AND HILLVIEW
C17 SURFACE – KEARNEY AND CHURCH
C18 SURFACE – MARIPOSA AND MADRONA
C19 SURFACE – CHILES AND SIGNORELLI
C20 SURFACE – MADRONA
C21 S CRANE GENERAL NOTES
C22 S CRANE TYPICAL SECTIONS
C23 S CRANE IMPROVEMENT PLAN
C24 S CRANE IMPROVEMENT PLAN
C25 S CRANE IMPROVEMENT PLAN
C26 S CARAE STRIPING
C27 S CRANE STRIPING
C28 S CRANE STRIPING
C29 S CRANE DETAILS
C30 S CRANE DETAILS
C31 S CRANE DETAILS
C32 S CRANE BMP
C33 S CRANE BMP
C34 S CRANE BMP
C35 EDWARDS CROSSING IMPROVEMENTS

MAYOR
Paul Dorhing

VICE MAYOR
Michelle Deasy

COUNCIL MEMBERS
Aaron Barak
Kate Spadarotto
Billy Summers

CITY MANAGER
Anil Comelo

DIRECTOR OF PUBLIC WORKS
Joseph Leach P.E.

	SIGNATURE	DATE
CITY ENGINEER		
ENGINEERING MANAGER		
FIRE MARSHAL		
PARKS		
PLANNING		
POLICE		
UTILITY MANAGER		

RECORD PLAN

I _____ HEREBY STATE THAT THESE RECORD PLAN CHANGES ARE COMPLETE FROM INFORMATION FURNISHED BY THE PROJECT CONTRACTOR, SOILS ENGINEER AND MY OFFICE. I HEREBY STATE THAT TO THE BEST OF MY KNOWLEDGE THE THE WORK WAS DONE IN ACCORDANCE WITH THE FINAL APPROVED PLANS. THE ENGINEER AND THE CITY WILL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS WHICH HAVE BEEN INCORPORATED INTO THIS DOCUMENT AS A RESULT. FIELD VERIFICATION OF CRITICAL FACTS AND DATA SHOULD BE MADE IF THESE DOCUMENTS ARE TO BE USED AS A BASIS FOR FUTURE WORK. ENGINEER'S SIGNATURE _____ DATE: _____

APPROVED BY:

_____

Joseph Leach P.E. C54308
Public Works Director - City Engineer

DESIGNED BY:

_____

Mario Traverso
Project Manager

DATE: JANUARY - 2025
DESIGNED BY: MT
DRAWN BY: MT
CHECKED BY: JL

PROJECT NO.
R25-79

NO. 54308

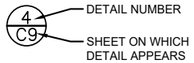
CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
COVER SHEET

SHEET
G1
1 OF 38

DETAIL NUMBERING

DWG. WHERE DETAIL IS TAKEN:



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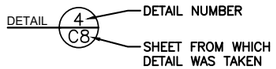
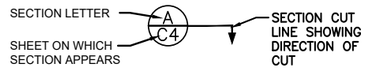


IF DETAIL APPEARS ON THE SAME DWG. IT IS TAKEN FROM:

SECTION NUMBERING

DWG. WHERE SECTION IS TAKEN:



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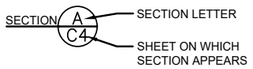
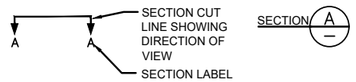


IF SECTION APPEARS ON THE SAME DWG. IT IS TAKEN FROM:



MATCH LINE

ABBREVIATIONS

AB	AGGREGATE BASE	IRR	IRRIGATION
ABND	ABANDONED	JT	JOINT TRENCH
AC	ASPHALTIC CONCRETE	LG	LIP OF GUTTER
ACP	ASBESTOS CEMENT PIPE	MH	MANHOLE
CDF	CONTROL DENSITY FILL	MON	MONUMENT
CI	CAST IRON	PCC	PORTLAND CEMENT CONCRETE
CIPP	CURED IN PLACE PIPE	PL	PLASTIC
CL	CENTERLINE	PVC	POLYVINYL CHLORIDE
CMP	CORRUGATED METAL PIPE	RC	RELATIVE COMPACTION
CO	CLEAN OUT	RCP	REINFORCED CONCRETE PIPE
CR	CURB RETURN	SS	SANITARY SEWER
DIP	DUCTILE IRON PIPE	SQFT	SQUARE FEET
EG	EXISTING GRADE	STA	STATION
EL	ELEVATION	STL	STEEL
ELEC	ELECTRIC	SD	STORM DRAIN
EP	EDGE OF PAVEMENT	SL	STREET LIGHT
EX	EXISTING	TEL	TELEPHONE
FC	FACE OF CURB	TC	TOP OF CURB
FDC	FIRE DEPT CONNECTION	TP	TOP OF PIPE
FG	FINISH GRADE	TV	TV CABLE
FH	FIRE HYDRANT	TYP	TYPICAL
FL	FLOW LINE	UTILP	UTILITY POLE
FO	FIBER OPTIC CABLE	VCP	VITRIFIED CLAY PIPE
G	GAS	W	WATER
HDPE	HIGH DENSITY POLYETHYLENE	WS	WATER SERVICE
INV	INVERT		

SYMBOLS

PROPOSED	EXISTING	
		AIR RELIEF VALVE
		BLOWOFF
		FIRE HYDRANT
		VALVE
		ZONE VALVE
		REDUCER
		CLEAN OUT
		MANHOLE
		WATER METER
		CATCH BASIN
		CATCH BASIN W/ GALLERY
		INLET
		END CAP
		UTILITY POLE
PB	PB	UTILITY BOX
		MONUMENT
	4224	ADDRESS
6" SS	6" SS	SEWER MAIN AND LATERAL
	6" SS	SEWER LATERAL TAP ACTIVE
	6" SS	SEWER LATERAL TAP CAPPED
8" W	8" W	WATER MAIN
12" SD	12" SD	STORM DRAIN
	E	ELECTRIC CABLE
	G	GAS MAIN
	TEL	TELEPHONE CABLE
	TV	TV CABLE
	SL	STREET LIGHT AND CABLE
C13		CONSTRUCTION SIGN
	R/W	RIGHT OF WAY LINE
		TO BE ABANDONED
		TO BE REMOVED
	B1	BORE LOCATION

REDORD DRAWING REFERENCE

NO.	DATE	DESCRIPTION	BY

PROJECT RESOURCE DATA (FOR CITY USE)

PROJECT START	
PROJECT END	
PROJECT CONTRACTOR	
CONTRACTOR'S SUPER.	
UTILITY CONT.	
UTILITY CONT.	
UTILITY CONT.	
SEWER PIPE, MH, CO	
STORM DRAIN PIPE, INLET	
WATER PIPE, VALVES, HDY.	
PROJECT MANAGER	
PROJECT INSPECTOR	
OTHER	

DATE: JANUARY - 2025
DESIGNED BY: XX
DRAWN BY: XX
CHECKED BY: XXX

PROJECT NO.
R25-79

REGISTERED PROFESSIONAL ENGINEER — STEVEN R. PAYNE — NO. 54308 — CIVIL — STATE OF CALIFORNIA

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA. 94574
PH: 707-968-2539

PAVEMENT RESTORATION PROJECT

SHEET NAME

SHEET
G2
2 OF 38

GENERAL NOTES

1. CONTRACTOR SHALL FIELD VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING UTILITIES BY POT-HOLING OR OTHER DIRECT INSPECTION METHOD PRIOR TO COMMENCING WORK.
2. THE CONTRACTOR SHALL REPLACE THE SEWER MAIN AND LATERALS PRIOR TO INSTALLATION OF THE NEW WATER MAIN.
3. UNDERGROUND UTILITIES MAY NOT BE SHOWN ON THE PLANS AND MUST BE LOCATED BY THE CONTRACTOR PRIOR START OF PROPOSED WORK.
4. ALL FRAMES AND COVERS MUST BE ADJUSTED TO FINISH GRADE WITHIN 2 DAYS AFTER FINAL PAVING.
5. THE CONTRACTOR SHALL NOTE ALL APPROVED FIELD CHANGES AND OTHER OCCURRENCES AND SUBMIT A FULL SIZE COMPLETE CONSTRUCTION "RECORD DRAWING" SET NOTED AND DATED ON THE DRAWINGS TO THE PROJECT ENGINEER PRIOR TO ACCEPTANCE OF THE WORK.
6. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE ALL MATERIAL AND WORKMANSHIP FULLY CONFORMS TO THE SPECIFICATIONS, STANDARDS AND ORDINANCES OF THE CITY OF PETALUMA.
7. ALL EROSION AND SEDIMENT CONTROL MATERIALS AND METHODS SHALL COMPLY WITH THE CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD, SAN FRANCISCO BAY REGION, EROSION AND SEDIMENT CONTROL MANUAL..
8. THE CONTRACTOR SHALL CONTACT UNDERGROUND SERVICE ALERT (USA) AND VERIFY UTILITY MARKINGS PRIOR TO ANY EXCAVATION. 1-800-227-2600

SURVEY CONTROL DATA

1. THESE PLANS WERE PREPARED USING COMPUTER ASSISTED, AERIAL PHOTOGRAMETRIC MAPPING. THE MERIDIAN AND GRID IS BASED ON THE CALIFORNIA COORDINATE SYSTEM ZONE II, NAD 1983.
2. VERTICAL DATUM: NAVD 1988.

DATE: JANUARY - 2025
DESIGNED BY: MT
DRAWN BY: MT
CHECKED BY: JL

PROJECT NO.
R25-79

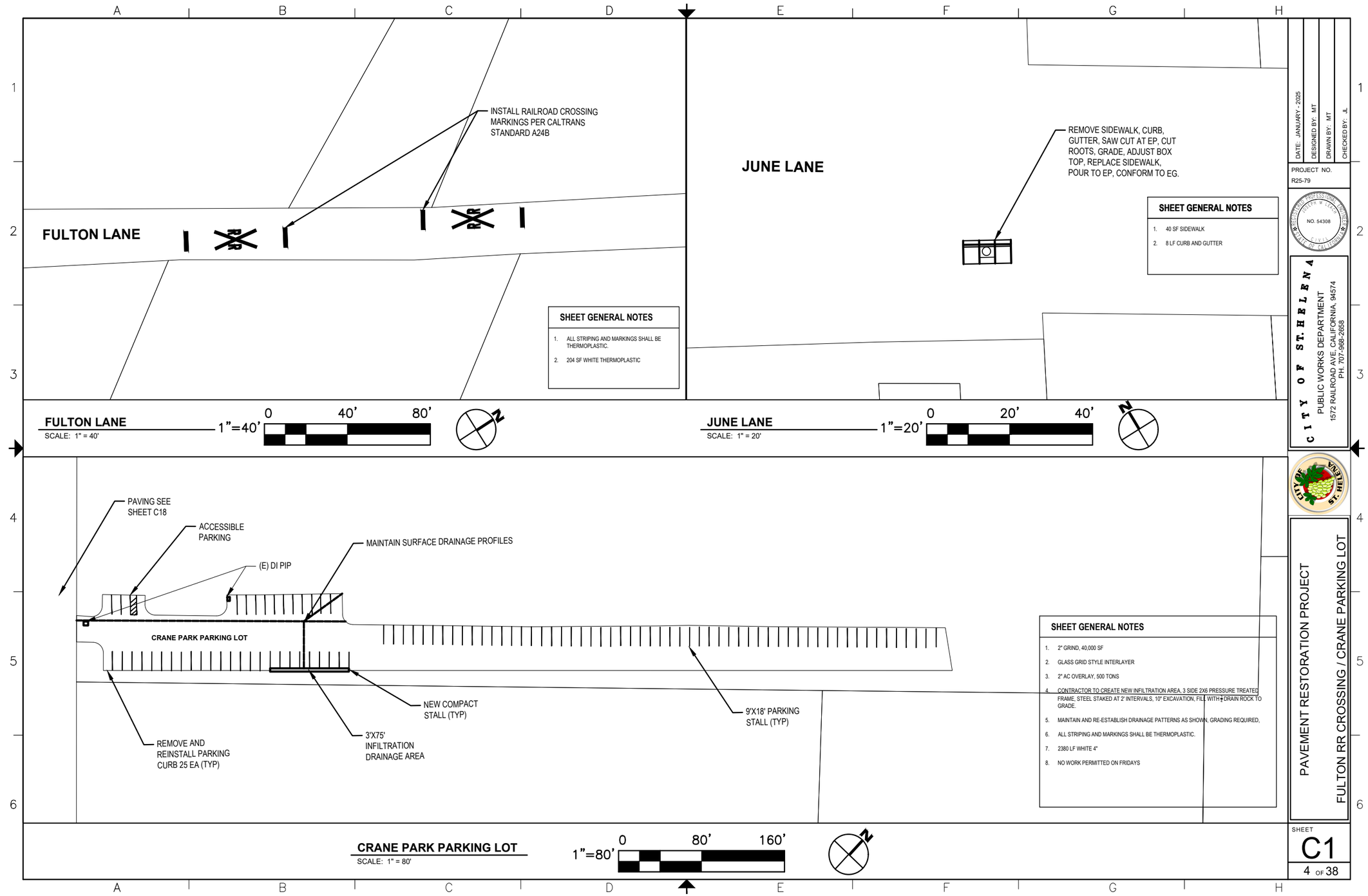
REGISTERED PROFESSIONAL ENGINEER
JOSEPH LEE
NO. 54308
CIVIL
STATE OF CALIFORNIA

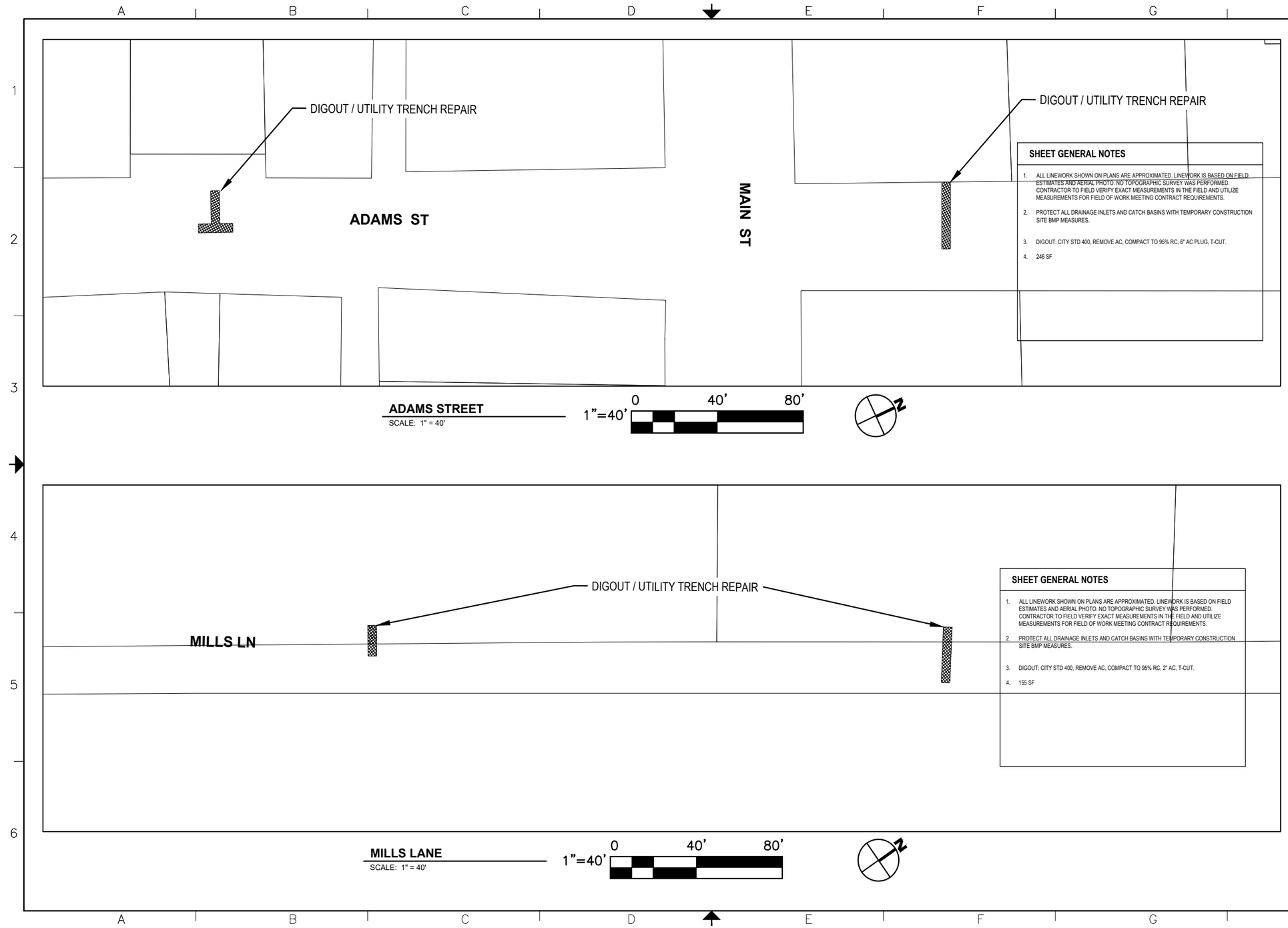
CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH: 707-968-2589

PAVEMENT RESTORATION PROJECT

LOCATION EXHIBIT

SHEET
G3
3 OF 38


INSTALL RAILROAD CROSSING MARKINGS PER CALTRANS STANDARD A24B
FULTON LANE
SHEET GENERAL NOTES
1. ALL STRIPING AND MARKINGS SHALL BE THERMOPLASTIC.
2. 204 SF WHITE THERMOPLASTIC
FULTON LANE
SCALE: 1" = 40'
1"=40'
0
40'
80'
JUNE LANE
REMOVE SIDEWALK, CURB, GUTTER, SAW CUT AT EP, CUT ROOTS, GRADE, ADJUST BOX TOP, REPLACE SIDEWALK, POUR TO EP, CONFORM TO EG.
SHEET GENERAL NOTES
1. 40 SF SIDEWALK
2. 8 LF CURB AND GUTTER
JUNE LANE
SCALE: 1" = 20'
1"=20'
0
20'
40'
PAVING SEE SHEET C18
ACCESSIBLE PARKING
(E) DI PIP
MAINTAIN SURFACE DRAINAGE PROFILES
CRANE PARK PARKING LOT
NEW COMPACT STALL (TYP)
9'X18' PARKING STALL (TYP)
REMOVE AND REINSTALL PARKING CURB 25 EA (TYP)
3'X75' INFILTRATION DRAINAGE AREA
SHEET GENERAL NOTES
1. 2" GRIND, 40,000 SF
2. GLASS GRID STYLE INTERLAYER
3. 2" AC OVERLAY, 500 TONS
4. CONTRACTOR TO CREATE NEW INFILTRATION AREA, 3 SIDE 2X6 PRESSURE TREATED FRAME, STEEL STAKED AT 2' INTERVALS, 10" EXCAVATION, FILL WITH 1" DRAIN ROCK TO GRADE.
5. MAINTAIN AND RE-ESTABLISH DRAINAGE PATTERNS AS SHOWN, GRADING REQUIRED,
6. ALL STRIPING AND MARKINGS SHALL BE THERMOPLASTIC.
7. 2380 LF WHITE 4"
8. NO WORK PERMITTED ON FRIDAYS
CRANE PARK PARKING LOT
SCALE: 1" = 80'
1"=80'
0
80'
160'
DATE: JANUARY - 2025
DESIGNED BY: MT
DRAWN BY: MT
CHECKED BY: JL
PROJECT NO.
R25-79
NO. 54308
CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658
PAVEMENT RESTORATION PROJECT
FULTON RR CROSSING / CRANE PARKING LOT
SHEET
C1
4 OF 38



DATE: JANUARY - 2025
DESIGNED BY: MT
DRAWN BY: MT
CHECKED BY: JL

PROJECT NO.
R25-79

NO. 54308

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
TRENCH REPAIRS

SHEET
C2
5 OF 38

SITE ACCESS, HWY 29 AT CHAIX LANE

PAVE PARKING LOT

EDGE GRIND AT CONCRETE PAD

DRAINAGE ROUTES

ROUTE TO LANDSCAPE

MATCH EG AT CONCRETE

EDGE GRIND AT GUTTER SEGMENT

DRAINAGE INLET

SITE ACCESS FROM ZINFANDEL LANE

(E) AC GRINDS STOCKPILE

(E) FARM ROAD

SHEET GENERAL NOTES

1. 15 MPH ON CHAIX LANE, STRICTLY ENFORCED, NEIGHBORS WILL COMPLAIN.
2. CONTRACTOR TO GRADE EXISTING SURFACE TO REFINE EXISTING DRAINAGE ROUTES.
3. ROLLER COMPACTION, 2" AC OVERLAY, 175 TON ESTIMATE.

SHEET GENERAL NOTES

1. SITE ENTRANCE ON ZINFANDEL LANE
2. CONTRACTOR TO DISTRIBUTE AC GRINDINGS ON FARM ROAD UNIFORMLY, 10' WIDTH
3. ROLLER COMPACTION
4. 7764 LF

1"=40' 0 40' 80'

1"=250' 0 125' 250'

WWTP - 1 CHAIX LN

SCALE: 1" = 250'

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PROJECT NO.
R25-79

JOSEPH M. LEACH NO. 54308 REGISTERED PROFESSIONAL ENGINEER CIVIL STATE OF CALIFORNIA

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT

TRENCH REPAIRS

SHEET
C3
6 OF 38

SHEET GENERAL NOTES

1. 320 SF WHITE THERMOPLASTIC
2. 3 SURFACE MOUNTED SPEED CUSHIONS,

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CITY OF ST. HELENA
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1572 RAILROAD AVE, CALIFORNIA, 94574
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PAVEMENT RESTORATION PROJECT
PRATT AVENUE

SHEET
C4
7 OF 38

SYLVANER AVE

SYLVANER AVE

SYLVANER AVE

INSTALL SHARROWS PER CALTRANS STANDARD AT SPECIFIED INTERVALS (TYP)

SHEET GENERAL NOTES

1. 115 SF WHITE THERMOPLASTIC
2. 25 SF CONCRETE
3. 5 LF CURB AND GUTTER

REPLACE FLAG OF SIDEWALK, CURB AND GUTTER.

1538 CHABLIS CIR

INSTALL SHARROWS PER CALTRANS STANDARD AT SPECIFIED INTERVALS (TYP)

SHEET GENERAL NOTES

1. 58 SF WHITE THERMOPLASTIC

ALLYN

ALLYN AVE

TAINTER ST

SPRING ST

SYLVANER AVE & ALLYN AVE

SCALE: 1" = 100'

1"=100' 0 100' 200'

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PROJECT NO.
R25-79

NO. 54308

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
SYLVANER AVE & ALLYN AVE SHARROWS

SHEET
C5
8 OF 38

SHEET GENERAL NOTES

1. 203 SF WHITE THERMOPLASTIC

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PROJECT NO.
R25-79

REGISTERED PROFESSIONAL ENGINEER
JESSE M. LAWRENCE
NO. 54308
CIVIL
STATE OF CALIFORNIA

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
HUNT AVE & BIRCH ST

SHEET
C6
9 OF 38

SPRING STREET

SCALE: 1" = 40'

SPRING STREET

SCALE: 1" = 40'

1"=40' 0 40' 80'

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PROJECT NO.
R25-79

NO. 54308

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
SPRING STREET STRIPING

SHEET
C7
10 OF 38

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PROJECT NO.
R25-79

NO. 54308

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT

SPRING STREET STRIPING OPTION 2

SHEET
C8
11 OF 38

SPRING STREET
SCALE: 1" = 40'

SPRING STREET
SCALE: 1" = 40'

SHEET GENERAL NOTES

1. BLACK PAINT OVER EXISTING STRIPING, REMOVE REFLECTORS WITHOUT DAMAGING SURFACE.

1"=40' 0 40' 80'

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R25-79

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PAVEMENT RESTORATION PROJECT
SPRING STREET STRIPING

SHEET
C9
12 OF 38

WATER TANK PIP
CRACK SEAL
MICROSURFACE TYPE 2
INSTALL SURFACE MOUNT
SPEED CUSHION, 10.5'X5.5',
20" SPACING MIN
S CRANE AVE
2080 SPRING MTN RD
INSTALL SURFACE MOUNT SPEED
CUSHION, 10.5'X5.5', 20" SPACING MIN
SHEET GENERAL NOTES
1. 1253 SY
2. KEY REQUIRED FOR ENTRY, CONTACT CITY STAFF FOR ACCESS
3. CRACK SEAL
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DESIGNED BY: MT
DRAWN BY: MT
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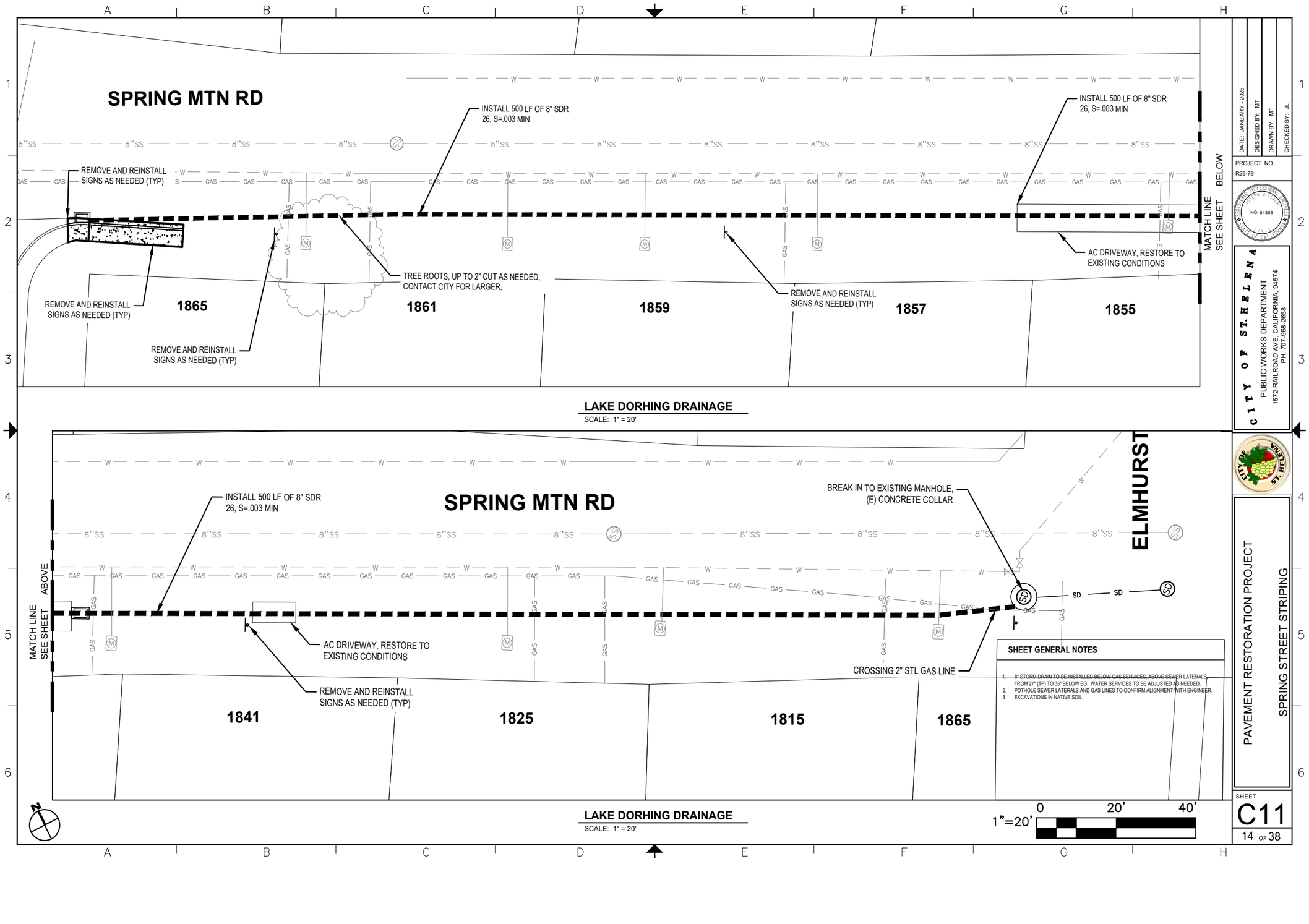
PROJECT NO.
R25-79
NO. 54308
CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658
PAVEMENT RESTORATION PROJECT
TANK 2 - 2797 SPRING MTN RD
TANK 2 - 2797 SPRING MTN RD
SCALE: 1" = 50'
1"=50'
0
50'
100'
N
SHEET
C10
13 OF 38


SPRING MTN RD
INSTALL 500 LF OF 8" SDR 26, S=.003 MIN
INSTALL 500 LF OF 8" SDR 26, S=.003 MIN
REMOVE AND REINSTALL SIGNS AS NEEDED (TYP)
REMOVE AND REINSTALL SIGNS AS NEEDED (TYP)
REMOVE AND REINSTALL SIGNS AS NEEDED (TYP)
REMOVE AND REINSTALL SIGNS AS NEEDED (TYP)
TREE ROOTS, UP TO 2" CUT AS NEEDED, CONTACT CITY FOR LARGER.
AC DRIVEWAY, RESTORE TO EXISTING CONDITIONS
MATCH LINE SEE SHEET BELOW
1865
1861
1859
1857
1855
LAKE DORHING DRAINAGE
SCALE: 1" = 20'
SPRING MTN RD
ELMHURST
INSTALL 500 LF OF 8" SDR 26, S=.003 MIN
BREAK IN TO EXISTING MANHOLE, (E) CONCRETE COLLAR
AC DRIVEWAY, RESTORE TO EXISTING CONDITIONS
REMOVE AND REINSTALL SIGNS AS NEEDED (TYP)
CROSSING 2" STL GAS LINE
MATCH LINE SEE SHEET ABOVE
1841
1825
1815
1865
SHEET GENERAL NOTES
1. 8" STORM DRAIN TO BE INSTALLED BELOW GAS SERVICES. ABOVE SEWER LATERALS FROM 27" (TP) TO 35" BELOW EG. WATER SERVICES TO BE ADJUSTED AS NEEDED.
2. POTHOLE SEWER LATERALS AND GAS LINES TO CONFIRM ALIGNMENT WITH ENGINEER.
3. EXCAVATIONS IN NATIVE SOIL.
LAKE DORHING DRAINAGE
SCALE: 1" = 20'
1"=20'
0
20'
40'
DATE: JANUARY - 2025
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PROJECT NO.
R25-79
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CITY OF ST. HELENA
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1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658
PAVEMENT RESTORATION PROJECT
SPRING STREET STRIPING
SHEET
C11
14 OF 38

PASEO GRANDE DRIVE

INSTALL LOCKING, SEALED MANHOLE COVER

10" STEEL

1 SAN JUAN CT

INSTALL BACKWATER VALVE

6" STEEL

DETAIL 21, 225 LF

MANHOLE COVER REPLACEMENT
SCALE: 1" = 20'

1"=20' 0 20' 40'

POPE STREET AT ALLISON AVENUE
SCALE: 1" = 20'

1"=20' 0 20' 40'

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R25-79

NO. 54308

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1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
TRENCH REPAIRS

SHEET
C12
15 OF 38

SHEET GENERAL NOTES

1. INSTALL OLD CASTLE PRECAST DRYWELL, 48" x 5' DRYWELL SECTION, CONE SECTION, GRADE RINGS, SLOTTED COVER OR APPROVED EQUAL.
2. ENCASE DRYWELL WITH ¾" DRAIN ROCK, 1' CIRCUMFERENCE.
3. INSTALL FILTER FABRIC LAYERS AT NATIVE SOIL TO DRAIN ROCK AND DRAIN ROCK TO DRYWELL EXTERIOR.
4. FILTER FABRIC AND DRAIN ROCK BASE SAME AS SIDES.
5. LOCAL GRADING REQUIRED IN DELINEATED AREA FOR POSITIVE DRAINAGE TO DRYWELL COVER.
6. ROADWAY TO BE REPAVED WITH PROJECT, SEE SHEETS C18 - C31.

S CRANE AVE AT VALLEJO ST
SCALE: 1" = 20'

1"=20' 0 20' 40'

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PROJECT NO.
R25-79

JOSEPH M. LEACH — NO. 54308 — CIVIL — STATE OF CALIFORNIA

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
VALLEJO DRY WELL INSTALLATION

SHEET
C13
16 OF 38

REMOVE AND DISPOSE OF LANDSLIDE DEBRIS; CLEAN DIRT, VEGETATION, BRANCHES, TREES, APPROXIMATELY 75 CY.

REMOVE AND DISPOSE OF DEBRIS TO RESTORE ROADSIDE DRAINAGE DITCH FOR POSITIVE DRAINAGE TO INLET, APPROXIMATELY 450 LF, 20 CY.

2020 HOWELL MTN RD

HOWELL MTN RD

SHEET GENERAL NOTES

1. APPROXIMATELY 100 CY DEBRIS REMOVAL INCLUDING CLEAN DIRT, VEGETATION, BRANCHES, TREES.
2. CONTRACTOR TO DISPOSE OF MATERIAL.
3. CONTRACTOR TO SWEEP SITE UPON COMPLETION.

2020 HOWELL MTN RD
SCALE: 1" = 50'

1"=50' 0 50' 100'

N

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R25-79

REGISTERED PROFESSIONAL ENGINEER JOSEPH M. LEACH NO. 54308 CIVIL STATE OF CALIFORNIA

CITY OF ST. HELENA
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1572 RAILROAD AVE, CALIFORNIA, 94574
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PAVEMENT RESTORATION PROJECT
LANDSLIDE DEBRIS REMOVAL

SHEET
C14
17 OF 38

VINEYARD AVE

SCALE: 1" = 150'

ADAMS STREET

SCALE: 1" = 150'

1"=150' 0 75' 150'

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1572 RAILROAD AVE, CALIFORNIA, 94574
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PAVEMENT RESTORATION PROJECT
MICROSURFACE

SHEET
C15
18 OF 38

HILLVIEW AVE

CRACK SEAL, UPGRADE CROSSWALKS

INSTALL SHARROWS PER CALTRANS STANDARD AT SPECIFIED INTERVALS (TYP)

KEARNEY ST

ANDREA AVE

OAK AVE

CRACK SEAL
5265 SY

CRACK SEAL MICROSURFACE
1111 SY

MADRONA AVE

SHEET GENERAL NOTES

1. 336 SF WHITE THERMOPLASTIC
2. 816 SF YELLOW THERMOPLASTIC
3. 1170 LF DETAIL 21
4.

HILLVIEW & OAK
SCALE: 1" = 40'

1"=80' 0 80' 160'

N

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CITY OF ST. HELENA
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PAVEMENT RESTORATION PROJECT
MICROSURFACE

SHEET
C16
19 OF 38

SHEET GENERAL NOTES

1. 64 SF WHITE THERMOPLASTIC

CRACK SEAL
MICROSURFACE TYPE 2
2105 SY

DIGOUT 632 SF

CHURCH STREET
SCALE: 1" = 50'

1"=50' 0 50' 100'

SHEET GENERAL NOTES

1. 22 SF WHITE THERMOPLASTIC

CRACK SEAL
865 SY

KEARNEY

KEARNEY STREET
SCALE: 1" = 50'

1"=50' 0 50' 100'

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PAVEMENT RESTORATION PROJECT
MICROSURFACE

SHEET
C17
20 OF 38

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CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
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PAVEMENT RESTORATION PROJECT
MICROSURFACE

SHEET
C18
21 OF 38

CHILES

CRACK SEAL
MICROSURFACE
9671 SY

SIGNORELLI

SHEET GENERAL NOTES

1. 166 SF WHITE THERMOPLASTIC
2. 655 LF DETAIL 21
3.

HILLVIEW & OAK
SCALE: 1" = 40'

1"=80'

0 80' 160'

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PAVEMENT RESTORATION PROJECT
MICROSURFACE

SHEET
C19
22 OF 38

SHEET GENERAL NOTES

1. 1376 LF DETAIL 39

CRACK SEAL
MICROSURFACE TYPE 2
8711 SY

MADRONA AVE

MADRONA AVE

INSTALL SHAR
CALTRANS ST
SPECIFIED INTER

MARIPOSA LANE
SCALE: 1" = 50'

1"=150'

0 150' 300'

N

SHEET GENERAL NOTES

1. 300 LF DETAIL 21
2. 44 SF WHITE THERMOPLASTIC

CRACK SEAL
MICROSURFACE TYPE 2
8711 SY

MADRONA AVE

MADRONA AVE

MADRONA AVE
SCALE: 1" = 50'

1"=50'

0 50' 100'

N

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CITY OF ST. HELENA
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1572 RAILROAD AVE, CALIFORNIA, 94574
PH. 707-968-2658

PAVEMENT RESTORATION PROJECT
MICROSURFACE

SHEET
C20
23 OF 38

GENERAL NOTES

THE DESIGN PROFESSIONAL WHO PREPARED THESE DRAWINGS IS NOT RESPONSIBLE FOR THE MISUSE OF, OR UNAUTHORIZED CHANGES MADE TO THESE DRAWINGS. OBTAIN WRITTEN PERMISSION FROM THE DESIGN PROFESSIONAL WHO PREPARED THESE DRAWINGS PRIOR TO MAKING CHANGES.

ALL MATERIALS, WORKMANSHIP AND CONSTRUCTION SHALL CONFORM TO THE ST HELENA CONSTRUCTION STANDARDS AND CONSTRUCTION SPECIFICATIONS AND CALTRANS STANDARD PLANS AND SPECIFICATION.

CONTRACTOR SHALL SECURE A TRENCH PERMIT FROM THE CALIFORNIA DIVISION OF INDUSTRIAL SAFETY PRIOR TO EXCAVATION OF ANY TRENCH OVER 5-FEET IN DEPTH.

ALL TRENCH SPOILS SHALL BE REMOVED AS THEY ARE GENERATED OR DISPOSED OF ON SITE AS REQUIRED BY THE GRADING PERMIT. EXCESS/UNSUITABLE MATERIAL DISPOSED OF OFFSITE SHALL BE AT A LOCATION APPROVED BY THE CITY OF ST HELENA. CONTAIN AND SECURELY PROTECT STOCKPILED TRENCH BACKFILL AND WASTE MATERIAL FROM WIND AND RAIN AT ALL TIMES UNLESS ACTIVELY BEING USED. DO NOT BLOCK STORM WATER FLOWS.

THE CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONSTRUCTION CONTRACTOR FURTHER AGREES TO HOLD HARMLESS, INDEMNIFY AND DEFEND THE DESIGN PROFESSIONAL, THE OWNER AND THEIR CONSULTANTS, AND THE CITY OF ST HELENA, AND EACH OF THEIR OFFICERS, EMPLOYEES, AND AGENTS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.

THE LOCATIONS OF UNDERGROUND OBSTRUCTIONS SHOWN ON THESE DRAWINGS ARE APPROXIMATE ONLY AND SHOULD NOT BE TAKEN AS FINAL OR ALL INCLUSIVE. THE CONTRACTOR IS CAUTIONED THAT THESE DRAWINGS MAY NOT INCLUDE ALL EXISTING UTILITIES INCLUDING SEWERS AND STORM DRAINS, AND THAT THE OWNER, THE CITY OF ST HELENA AND THE DESIGN PROFESSIONAL ASSUME NO RESPONSIBILITY FOR OBSTRUCTIONS WHICH MAY BE ENCOUNTERED.

THE CONTRACTOR IS RESPONSIBLE FOR PRESERVATION AND/OR PERPETUATION OF ALL EXISTING SURVEY MONUMENTS (CURB TAGS, IRON PIPES, CENTERLINE WELL DISKS, ETC). IF THE CONTRACTOR SUSPECTS THAT WORK WILL BE CONDUCTED IN AN AREA WHICH MAY RESULT IN THE DISTURBANCE OF SURVEY MONUMENTS, THE CONTRACTOR SHALL RETAIN THE SERVICES OF A LICENSED PROFESSIONAL AUTHORIZED TO PRACTICE LAND SURVEYING TO LOCATE SAID MONUMENTS PRIOR TO DISTURBANCE, RE-ESTABLISH MONUMENTS WHICH HAVE BEEN DISTURBED AS A RESULT OF CONSTRUCTION AND FILE THE APPROPRIATE DOCUMENTATION WITH THE COUNTY ONCE THE MONUMENTS ARE RESET. CONTRACTOR SHALL PROVIDE A MINIMUM OF TEN (10) WORKING DAYS NOTICE TO THE ENGINEER/SURVEYOR PRIOR TO DISTURBANCE OR REMOVAL OF EXISTING MONUMENTS. CONTRACTOR SHALL PROVIDE THE CITY WITH A MONUMENT CERTIFICATION LETTER FROM THE ENGINEER/SURVEYOR STATING THAT THE EXISTING MONUMENTS HAVE BEEN IDENTIFIED AND LOCATED PRIOR TO REMOVAL.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRING DAMAGE OR DETERIORATION OCCURRING TO EXISTING PUBLIC IMPROVEMENTS AS A DIRECT RESULT OF CONSTRUCTION ACTIVITY (GRADING, ROAD CONSTRUCTION, UTILITY INSTALLATION, ETC.). REPAIR MAY REQUIRE PATCHING, SEALING OR OVERLAYING AFFECTED AREAS AS APPROPRIATE TO RETURN THE ROADS TO AT LEAST AS GOOD A CONDITION AS THEY WERE PRIOR TO CONSTRUCTION. IF THE CONTRACTOR DOES NOT ACT IN A TIMELY MANNER, THE CITY MAY, AT ITS DISCRETION PERFORM THE CORRECTION AND CHARGE THE CONTRACTOR FOR ALL COSTS AND OVERHEAD INCURRED.

IN THE EVENT THAT ANY REMAINS OF PREHISTORIC OR HISTORIC HUMAN ACTIVITIES ARE ENCOUNTERED DURING PROJECT-RELATED ACTIVITIES, WORK IN THE IMMEDIATE VICINITY OF THE FINDS SHALL HALT AND THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT SUPERINTENDENT AND THE CITY OF ST HELENA INSPECTOR. WORK SHALL NOT RESUME UNTIL A QUALIFIED ARCHAEOLOGIST OR HISTORIC ARCHAEOLOGIST, AS APPROPRIATE, APPROVED BY THE CITY OF ST HELENA, HAS EVALUATED THE SITUATION AND MADE RECOMMENDATIONS FOR TREATMENT OF THE RESOURCE, AND WHOSE RECOMMENDATIONS ARE CARRIED OUT. IF HUMAN BURIAL REMAINS ARE ENCOUNTERED, THE CONTRACTOR MUST ALSO CONTACT THE NAPA COUNTY CORONER.

RECORD DRAWINGS SHALL BE PROVIDED TO THE CITY UPON COMPLETION OF PROJECT AND PRIOR TO FINAL ACCEPTANCE.

ADA COMPLIANCE: CONSTRUCTION CONTRACTOR MUST COMPLY WITH THE REQUIREMENTS OF THE AMERICAN WITH DISABILITIES ACT (ADA) WHILE WORKING IN THE PUBLIC RIGHT-OF-WAY. IF CONSTRUCTION CONTRACTOR'S WORK IN THE PUBLIC RIGHT-OF-WAY WILL AFFECT PEDESTRIAN ACCESS, THE CONSTRUCTION CONTRACTOR IS REQUIRED TO PROVIDE A PROPERLY SIGNED ACCESSIBLE ROUTE OF TRAVEL. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. FAILURE TO COMPLY WITH THE ADA CAN HAVE SERIOUS CONSEQUENCES FOR THE CONTRACTOR. SUCH FAILURE MAY RESULT IN LAWSUITS FOR REGULATORY ACTIONS BY THE DEPARTMENT OF JUSTICE OR THE STATE ATTORNEY GENERAL.

GRADING NOTES

THE CONTRACTOR SHALL PROVIDE DUST CONTROL THROUGHOUT THE DURATION OF THE CONSTRUCTION PROJECT TO MINIMIZE AIRBORNE POLLUTANTS.

PERFORM GRADING IN ACCORDANCE WITH CHAPTER 18 AND APPENDIX J OF THE CALIFORNIA BUILDING CODE (THE VERSION IN EFFECT AS ADOPTED BY CITY ORDINANCE AT THE TIME OF PERMIT ISSUANCE), UNDER THE OBSERVATION OF THE GEOTECHNICAL ENGINEER AND IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL STUDY REPORT, PREPARED BY RGH CONSULTANTS DATED FEBRUARY 23, 2021.

EXISTING NON-COMPLYING FILLS AS IDENTIFIED IN THE PROJECT GEOTECHNICAL REPORT SHALL BE REMOVED OR BROUGHT INTO COMPLIANCE WITH CHAPTER 18 AND APPENDIX J OF THE CALIFORNIA BUILDING CODE (THE VERSION IN EFFECT AS ADOPTED BY CITY ORDINANCE AT THE TIME OF CONSTRUCTION), AND TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER.

EXCESS AND UNSUITABLE MATERIAL SHALL BE REMOVED FROM THE SITE TO AN AREA APPROVED BY THE CITY PUBLIC WORKS DEPARTMENT. APPROVALS MUST BE IN WRITING PRIOR TO REMOVAL OF MATERIAL.

DRAINAGE FROM UPSTREAM PROPERTIES SHALL NOT BE BLOCKED BY GRADING OR CONSTRUCTION OF IMPROVEMENTS.

HAZARDOUS MATERIAL SHALL BE REMOVED AND DISPOSED OF ACCORDING TO THE REQUIREMENTS OF THE CITY OF ST HELENA FIRE DEPARTMENT. THE APPLICANT IS REQUIRED TO DEMONSTRATE COMPLIANCE WITH STATE AND LOCAL CODES FOR REMOVAL OF ASBESTOS CONTAINING MATERIALS DURING DEMOLITION OF ANY STRUCTURES ON THE PROJECT SITE.

STRIPING AND SIGNAGE NOTES

UNLESS OTHERWISE SHOWN ON PLAN, THE CONTRACTOR SHALL RESTORE EXISTING STRIPING, SIGNAGE, CURB PAINT, ETC. THAT IS DAMAGED OR REMOVED (AND DOES NOT CONFLICT WITH THE PROPOSED STRIPING & SIGNAGE IMPROVEMENTS) AS A DIRECT RESULT OF CONSTRUCTION ACTIVITY TO AT LEAST AS GOOD A CONDITION AS THEY WERE PRIOR TO CONSTRUCTION.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR LAYOUT AND CAT TRACKING OF ALL PROPOSED STRIPING AND MARKING. CAT TRACKING SHALL BE DONE A MINIMUM OF 48-HOURS PRIOR TO PROPOSED STRIPING AND MARKING TO ALLOW THE CITY TIME FOR REVIEW AND APPROVAL.

SIGNING AND STRIPING ARE TO BE WORKED ON CONCURRENTLY.

EROSION AND SEDIMENT CONTROL NOTES

THE CONTRACTOR SHALL KEEP THE WORK SITE, STAGING AREAS AND OTHER AREAS USED BY THE CONTRACTOR IN A NEAT AND CLEAN CONDITION, AND FREE FROM ANY ACCUMULATION OF TRASH. THE CONTRACTOR SHALL DISPOSE OF ALL TRASH, RUBBISH AND WASTE MATERIALS OF ANY KIND GENERATED BY THE CONTRACTOR, SUBCONTRACTOR OR ANY COMPANY HIRED BY THE CONTRACTOR ON A DAILY BASIS. THE CONTRACTOR SHALL ALSO KEEP HAUL ROADS FREE FROM DIRT, RUBBISH, AND UNNECESSARY OBSTRUCTIONS RESULTING FROM SITE OPERATION. DISPOSAL OF ALL TRASH, RUBBISH AND DEBRIS MATERIALS SHALL BE IN A COVERED WASTE RECEPTACLE OR HAULED OFF SITE, IN ACCORDANCE WITH LOCAL CODES AND ORDINANCES GOVERNING LOCATIONS AND METHODS OF DISPOSAL, AND IN CONFORMANCE WITH ALL APPLICABLE LAWS AND REGULATIONS. WASTE RECEPTACLES SHALL BE COVERED AT THE END OF EVERY DAY AND DURING RAIN EVENTS.

ENSURE THE CONTAINMENT OF SANITATION FACILITIES (E.G., PORTABLE TOILETS) TO PREVENT DISCHARGES OF POLLUTANTS TO THE STORM WATER DRAINAGE SYSTEM, ROADS OR RECEIVING WATERS. SANITATION FACILITIES MUST BE MAINTAINED PERIODICALLY BY A LICENSED SERVICE COMPANY TO KEEP THEM IN GOOD WORKING ORDER AND PREVENT OVERFLOWS. PORTABLE TOILETS ARE REQUIRED TO HAVE SECONDARY CONTAINMENT.

EQUIPMENT AND MATERIALS NECESSARY FOR CONTROL OF SPILLS SHALL BE AVAILABLE ON SITE AT ALL TIMES. SPILLS AND LEAKS SHALL BE STOPPED AND THE MATERIAL CLEANED UP IMMEDIATELY AND DISPOSED OF PROPERLY. USE PROPER BEST MANAGEMENT PRACTICES (BMPS) TO PREVENT OIL, GREASE, OR FUEL FROM LEAKING ON THE GROUND, INTO THE STORM DRAINS OR SURFACE WATERS.

CONTAIN CONCRETE WASHOUT AREAS AND SIMILAR AREAS THAT MAY CONTAIN POLLUTANTS TO PREVENT DISCHARGE INTO THE UNDERLYING SOIL OR ONTO THE SURROUNDING AREAS.

ESTABLISH AND MAINTAIN EFFECTIVE SITE PERIMETER CONTROLS AND STABILIZE ALL CONSTRUCTION ENTRANCES AND EXITS TO SUFFICIENTLY CONTROL EROSION AND SEDIMENT DISCHARGES AND TRACKED MATERIALS FROM LEAVING THE SITE. AT A MINIMUM DAILY AND PRIOR TO ANY RAIN EVENT, THE CONTRACTOR SHALL REMOVE ANY SEDIMENT OR OTHER CONSTRUCTION ACTIVITY RELATED MATERIALS THAT ARE DEPOSITED ON THE ROADS (BY VACUUMING OR SWEEPING).

PLACE EQUIPMENT OR VEHICLES WHICH ARE BEING FUELED, MAINTAINED AND STORED, IN A DESIGNATED AREA FITTED WITH APPROPRIATE BMPS.

AT A MINIMUM, ALL BMPS SHALL BE INSPECTED EACH WORKING DAY AND BEFORE ALL RAIN EVENTS. BMPS THAT REQUIRE MAINTENANCE OR REPLACEMENT TO FUNCTION PROPERLY SHALL BE COMPLETED BEFORE THE NEXT FORECASTED RAIN, OR WITHIN THE NEXT THREE (3) WORKING DAYS IF NO RAIN IS PREDICTED. MAINTENANCE INCLUDES REMOVAL OF ACCUMULATED SEDIMENT AND TRASH.

AT A MINIMUM, THE CONTRACTOR SHALL IMPLEMENT AND MAINTAIN ALL APPLICABLE BMPS LISTED ON THESE DRAWINGS AND/OR THE STORM WATER POLLUTION PREVENTION PLAN.

MAPPING NOTES

PRESERVE AND PERPETUATE EXISTING SURVEY MONUMENTATION WHICH WILL BE DISTURBED OR REMOVED TO FACILITATE THE PROPOSED IMPROVEMENTS. IF WORK WILL BE CONDUCTED IN AN AREA WHICH RESULTS IN THE DISTURBANCE OF MONUMENTATION, RETAIN THE SERVICES OF A LICENSED LAND SURVEYOR TO LOCATE SAID MONUMENTATION PRIOR TO DISTURBANCE. ADDITIONALLY, RETAIN THE SERVICES OF A LICENSED LAND SURVEYOR TO RE-ESTABLISH MONUMENTATION WHICH HAS BEEN DISTURBED AS A RESULT OF PROJECT CONSTRUCTION AND TO FILE THE APPROPRIATE DOCUMENTATION, PURSUANT TO BUSINESS AND PROFESSIONS CODE SECTION 8771, WITH THE NAPA COUNTY RECORDER ONCE CONSTRUCTION IS COMPLETE.

THE LOCATIONS OF EXISTING UNDERGROUND FACILITIES SHOWN ON THESE DRAWINGS ARE APPROXIMATE AND ARE BASED ON OBSERVED TOPOGRAPHIC SURFACE FEATURES AND AVAILABLE INFORMATION. THE PROFESSIONAL PREPARING THIS MAP ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THESE FACILITIES OR FOR THE INADVERTENT OMISSION OF RELATED INFORMATION.

TOPOGRAPHIC INFORMATION SHOWN HEREON WAS OBTAINED FROM A FIELD SURVEY CONDUCTED BY BKF ENGINEERS.

TREE DIAMETERS ARE MEASURED AT CHEST HEIGHT (48"). DRIPLINE DIAMETERS AND TREE SPECIES ARE APPROXIMATE ONLY AND SHOULD BE VERIFIED BY A CERTIFIED ARBORIST.

MISCELLANEOUS BOUNDARY INFORMATION SHOWN HEREON WAS OBTAINED FROM RECORD INFORMATION.

BASIS OF BEARINGS: CALIFORNIA COORDINATE SYSTEM ZONE 2 (NAD 83 BY GPS OBSERVATION).

BENCHMARK: CALTRANS BRASS DISC ON TOP OF CURB OF BRIDGE OVER SULPHUR CREEK, 16' N. OF SE. CORNER OF W. PARAPET. BRIDGE # 21.16 @ M.P. 28.48. SET 10-27-89 (NOTES #788-B). ELEV: 240.512 (DATUM NAVD 88 BY GPS OBSERVATIONS)

FIELD SURVEY DATE: JUNE/JULY 2020

ABBREVIATIONS

±	MORE OR LESS (CONFORM TO EG)	MB	MAILBOX
Δ	DELTA	MH	MANHOLE
AB	AGGREGATE BASE	MIN	MINIMUM
AC	ASPHALT CONCRETE	MON	MONUMENT
APN	ASSESSOR'S PARCEL NUMBER	NO	NUMBER
BC	BEGIN CURVE	NTS	NOT TO SCALE
BCT	BEGIN CURB TRANSITION	OH	OVERHEAD UTILITY LINE
BFP	BACKFLOW PREVENTER	OR	OFFICIAL RECORDS
BLDG	BUILDING	PAD	PAD GRADE
BLRD	BOLLARD	PCC	PORTLAND CEMENT CONCRETE
BM	BENCHMARK	PG&E	PACIFIC GAS & ELECTRIC
BO	BLOWOFF	PIV	POST INDICATOR VALVE
BSL	BUILDING SETBACK LINE	PL	PROPERTY LINE
CB	CATCH BASIN	PTC	PROJECTED TOP OF CURB
CC	POINT OF COMPOUND CURVE	PUE	PUBLIC UTILITY EASEMENT
CL	CENTERLINE	PVI	POINT OF VERTICAL INTERSECTION
CL2	CLASS II	PVT	PRIVATE
CO	CLEAN OUT	R	RADIUS
CONC	CONCRETE	RC	RELATIVE COMPACTION
CY	CUBIC YARD	RSPR	RIPRAP ROCK SLOPE PROTECTION
DDC	DOUBLE DETECTOR CHECK	RTWL	RETAINING WALL
DI	DROP INLET	R/W	RIGHT OF WAY
DIA	DIAMETER	RWL	RAIN WATER LEADER
DN	DOCUMENT NUMBER	S=	SLOPE
DW	DRIVEWAY	SD	STORM DRAIN
DYL	DOUBLE YELLOW LINE	SDCO	STORM DRAIN CLEAN OUT
E	ELECTRIC	SDMH	STORM DRAIN MANHOLE
ECT	END CURB TRANSITION	SF	SQUARE FEET
EG	EXISTING GROUND	SL	STREETLIGHT
ELEV	ELEVATION	SS	SANITARY SEWER
EP	EDGE OF PAVEMENT	SSCO	SANITARY SEWER CLEAN OUT
ER	EDGE OF ROAD	SSMH	SANITARY SEWER MANHOLE
ESMT	EASEMENT	STA	STATION
EX	EXISTING	STD	STANDARD
FDC	FIRE DEPARTMENT CONNECTION	TB	TOP OF BOX
FF	FINISHED FLOOR	TC	TOP FACE OF CURB
FG	FINISHED GRADE	TEL	TELECOMMUNICATION LINE
FH	FIRE HYDRANT	TF	TRANSFORMER
FL	SURFACE FLOWLINE	TG	TOP OF GRATE
FT	FOOT	TS	TRAFFIC SIGNAL
G	GAS	TV	TELEVISION
GB	GRADE BREAK	TW	TOP OF WALL
GI	GRATE INLET	TYP	TYPICAL
GM	GAS METER	UB	UTILITY BOX
HB	HOSE BIB	UP	UTILITY POLE
HDRL	HANDRAIL	UT	UNDERGROUND UTILITY LINE
HORZ	HORIZONTAL	VC	VERTICAL CURVE
HT	HEIGHT	VERT	VERTICAL
INV	BOTTOM INSIDE OF PIPE	VLT	VAULT
IP	IRON PIPE	W	WATER
IR	IRRIGATION	WL	WHITE LINE
L	LENGTH	WM	WATER METER
LP	LIGHT POLE	WS	WATER SERVICE
MAX	MAXIMUM	YD	YARD DRAIN

SYMBOLS & LEGEND

EXISTING	PROPOSED
	IRON PIPE
	CONTROL POINT
	CENTERLINE MONUMENT
	BLOW OFF
	GATE VALVE
	CHECK VALVE
	BACKFLOW PREVENTION DEVICE
	FIRE DEPARTMENT CONNECTION
	FIRE HYDRANT
	POST INDICATOR VALVE
	REDUCER
	RISER
	LIGHT POLE
	STREET SIGN
	STREET LIGHT
	UTILITY POLE
	GUY ANCHOR
	CATCH BASIN
	DROP INLET
	MANHOLE
	CLEANOUT
	TREE
	TREE TO BE REMOVED
	PROPERTY LINE
	BUILDING SETBACK
	EASEMENT
	CENTERLINE
	GRADE BREAK
	FLOW LINE
	FENCE
	TREE PROTECTION FENCE
	RETAINING WALL
	FACE OF CURB
SIZE" SS	SANITARY SEWER
SIZE" SD	STORM DRAIN
SIZE" W	WATER
	OVERHEAD UTILITY LINE
	UNDERGROUND UTILITY LINE
	UNDERGROUND ELECTRIC LINE
	UNDERGROUND GAS LINE
	UNDERGROUND TELEPHONE LINE
	ASPHALT REPAIR
	ASPHALT FULL DEPTH PLACEMENT
	ASPHALT GRIND AND OVERLAY
	ASPHALT CONFORM GRIND
	ASPHALT PULVERIZATION AND REMOVAL
	BIKE LANE
	CONCRETE
	VALLEY GUTTER
	INVERT AT CLEANOUT
	KEYNOTE
	DETAIL IDENTIFICATION
	SHEET WHERE DETAIL IS SHOWN
	CROSS SECTION IDENTIFICATION
	SHEET WHERE CROSS SECTION IS SHOWN

MATERIALS TABLE

SURFACE TYPE	LOCATION	SURFACE	1ST COURSE	CL2 BASE ROCK	NOTE
REINFORCED CONCRETE	VEHICULAR AREAS	8"	------	12"	1
UNREINFORCED CONCRETE	WALK WAYS – NON VEHICULAR AREAS	4"	------	4"	2
ASPHALT CONCRETE "REPAIR"	EXISTING ROADWAY	3"	1.5"	8"	
ASPHALT CONCRETE "FULL DEPTH"	PREVIOUSLY UNPAVED DRIVEWAYS	4.5"	------	8"	

1. REFER TO CONSTRUCTION DETAILS FOR REINFORCEMENT AND JOINT DETAILS.
2. REFER TO ???????????????? FOR JOINT DETAILS AND CONCRETE FINISH.

NOTES
THE CONTRACTOR IS REQUIRED TO REVIEW THE SOILS REPORT PREPARED FOR THIS PROJECT TO CONFIRM THESE CONDITIONS AND TO REVIEW SAID REPORT FOR SITE PREPARATION AND GRADING RECOMMENDATIONS.

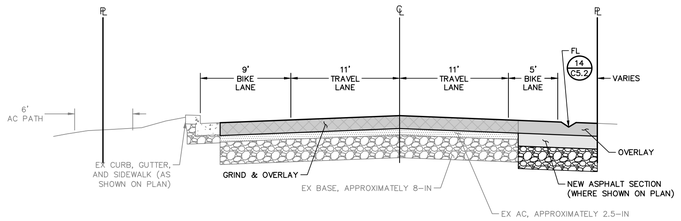
DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE. ST. HELENA, CALIFORNIA, 94574
PH. 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
GENERAL NOTES

SHEET
C18



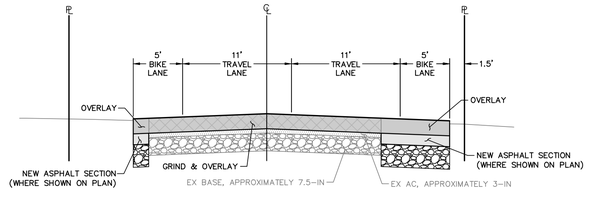
NOTES

1. NEW PAVEMENT STRUCTURAL SECTION: 0.25' AC OVER RECOMPACTED EXISTING CL2 AB

TYPICAL SECTION E

S CRANE AVENUE STA 10+50.00 TO 19+25.09

NO SCALE



NOTES

1. NEW PAVEMENT STRUCTURAL SECTION: 0.25' AC OVER RECOMPACTED EXISTING CL2 AB

TYPICAL SECTION G

S CRANE AVENUE 20+75.00 TO 33+25.00

NO SCALE

NOTES

1. NEW ASPHALT SECTION WIDTH WILL VARY THROUGHTOUT THE PROJECT LIMITS. CONTRACTOR TO VERIFY ALIGNMENT WITH ENGINEER.
2. WORK AND PAVING WILL OCCUR AROUND UTILITY POLES, ROAD SIGNS SHALL BE REMOVED AND REPLACED AS NEEDED BY THE CONTRACTOR.
3. NEW EDGE OF PAVEMENT MUST TRANSITION LEVEL WITH EXISTING GRADE. CONTRACTOR REQUIRED TO CONFORM WITH CL2AB IN LOCATIONS LEVEL TRANSITION NOT ACHEVIED.
4. OMIT GREEN BIKE LANE PAINT
5. DRYWELL TO BE INSTALLED AT VALLEJO STREET. GRADE BREAK TO BE ESTABLISHED BY CONTRACTOR TO ESTABLISH PROFILE FOR POSITIVE DRAINAGE TO THE DRYWELL.

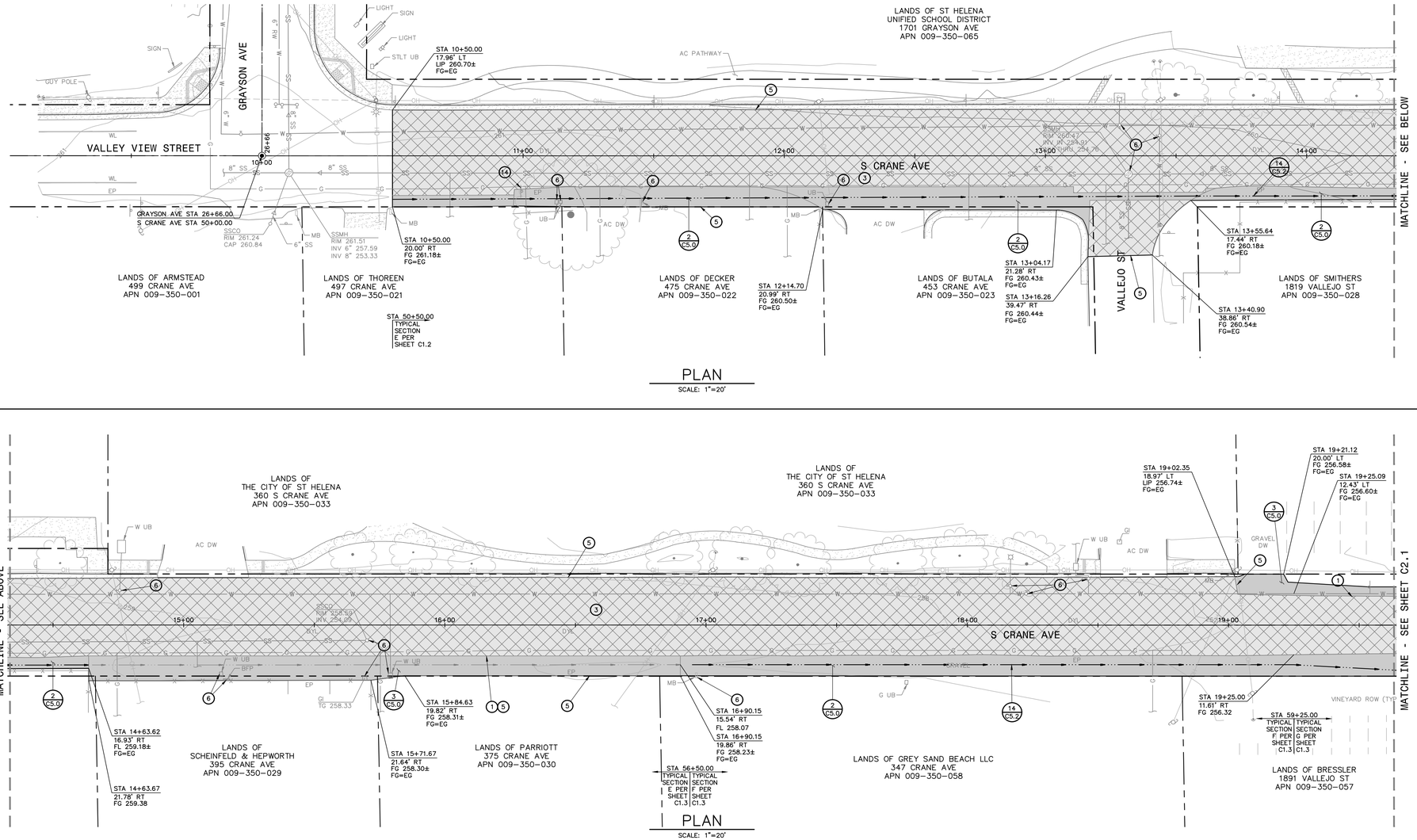
DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

PROJECT NO.
RXX-XX

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
TYPICAL SECTIONS

SHEET
C19



GRADING AND PAVING PLAN KEYNOTES:

1. SAW CUT AND CLEANLY REMOVE EXISTING MATERIAL, OR REMOVE EXISTING MATERIAL TO THE NEAREST CONTROL JOINT WHERE APPLICABLE, TO FACILITATE THE PROPOSED IMPROVEMENTS AND DISPOSE OF UNUSED MATERIAL IN ACCORDANCE WITH LOCAL REGULATIONS.
3. GRIND EXISTING ASPHALT CONCRETE AS REQUIRED TO PROVIDE AN ASPHALT CONCRETE OVERLAY HAVING A MINIMUM THICKNESS OF 2.5-INCHES TO THE LINES AND ELEVATIONS SHOWN IN A MANNER WHICH GENERATES A UNIFORM TRANSITION BETWEEN SERVICES AND DOES NOT IMPEDE DRAINAGE. IF BASE MATERIAL IS ENCOUNTERED DURING GRINDING, RECOMPACT THE UPPER 3-INCHES TO A MINIMUM OF 95% RC.
5. CONFORM TO EXISTING SURFACE ELEVATION IN A MANNER WHICH GENERATES A UNIFORM TRANSITION BETWEEN SURFACES AND DOES NOT IMPEDE DRAINAGE.
6. ADJUST EXISTING UTILITY BOX TO FINISHED GROUND SURFACE ELEVATION.
14. RELOCATE EXISTING TRAFFIC SIGN MINIMUM 3' OUTSIDE NEW PAVEMENT.
17. EXISTING STREET MONUMENT TO REMAIN. PROTECT IN PLACE.

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PROJECT NO.

CITY OF ST. HELENA
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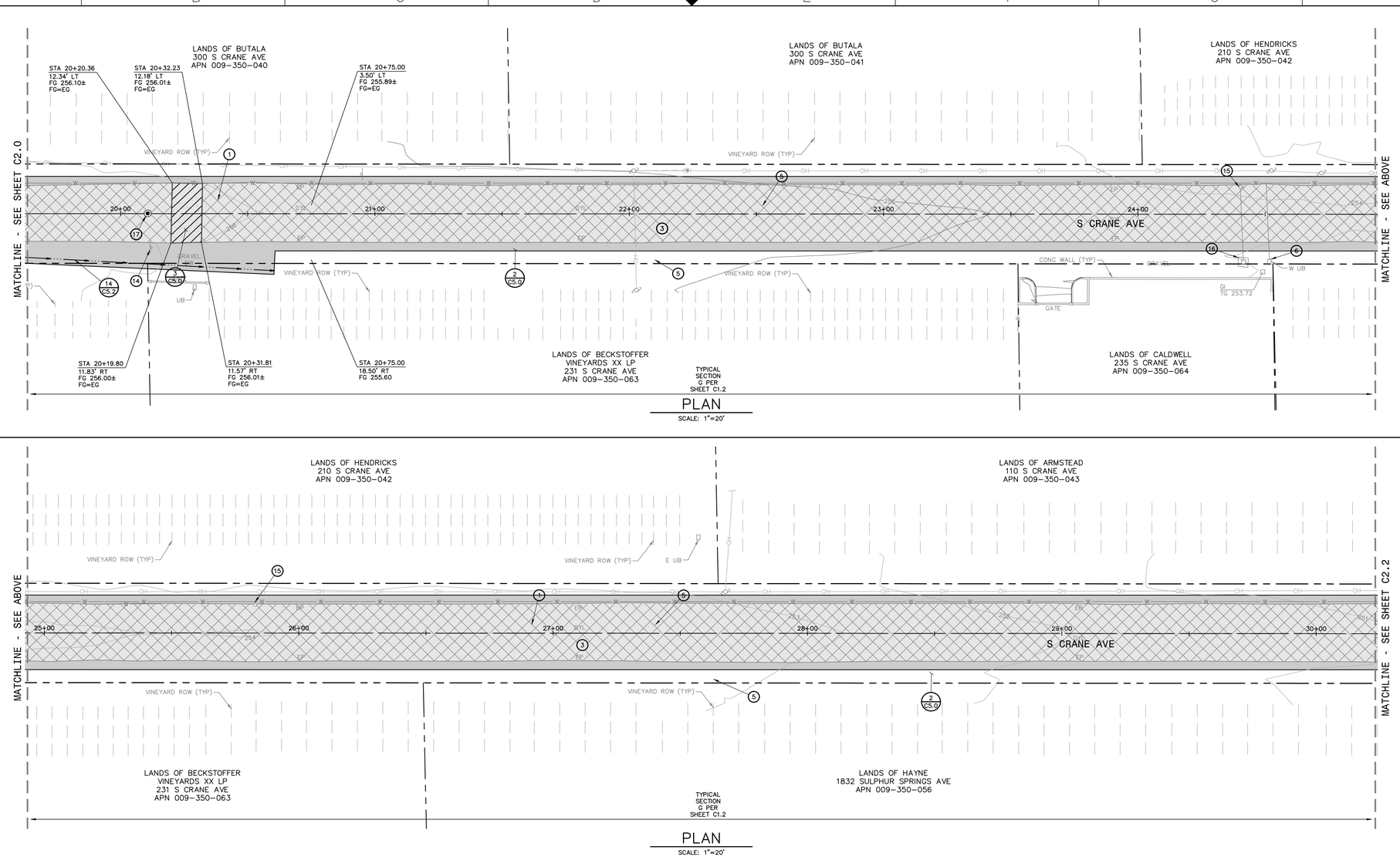
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
GRADING AND PAVING PLAN

SHEET
C20



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5. CONFORM TO EXISTING SURFACE ELEVATION IN A MANNER WHICH GENERATES A UNIFORM TRANSITION BETWEEN SURFACES AND DOES NOT IMPEDE DRAINAGE.
6. ADJUST EXISTING UTILITY BOX TO FINISHED GROUND SURFACE ELEVATION.
14. RELOCATE EXISTING TRAFFIC SIGN MINIMUM 3' OUTSIDE NEW PAVEMENT.
15. EXISTING UTILITY BOX TO REMAIN, PROTECT IN PLACE.
16. RELOCATE EXISTING FIRE HYDRANT 2' FROM THE EDGE OF PAVEMENT AND INSTALL PROTECTIVE BOLLARDS PER DETAIL X SHEET X.
17. EXISTING STREET MONUMENT TO REMAIN. PROTECT IN PLACE.

DATE: MON 2023
DESIGNED BY: BV
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CHECKED BY: BV

PROJECT NO.

CITY OF ST. HELENA
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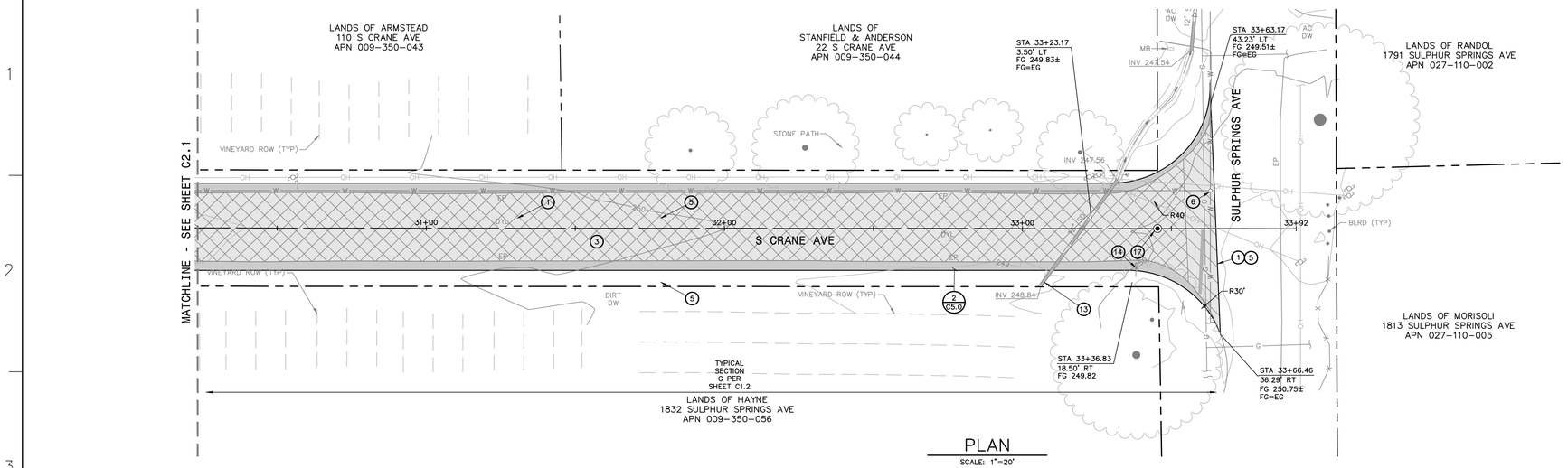
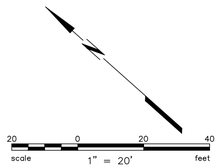
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT

GRADING AND PAVING PLAN

SHEET
C21





GRADING AND PAVING PLAN KEYNOTES:

(1) SAW CUT AND CLEANLY REMOVE EXISTING MATERIAL, OR REMOVE EXISTING MATERIAL TO THE NEAREST CONTROL JOINT WHERE APPLICABLE, TO FACILITATE THE PROPOSED IMPROVEMENTS AND DISPOSE OF UNUSED MATERIAL IN ACCORDANCE WITH LOCAL REGULATIONS.

(3) GRIND EXISTING ASPHALT CONCRETE AS REQUIRED TO PROVIDE AN ASPHALT CONCRETE OVERLAY HAVING A MINIMUM THICKNESS OF 2.5-INCHES TO THE LINES AND ELEVATIONS SHOWN IN A MANNER WHICH GENERATES A UNIFORM TRANSITION BETWEEN SERVICES AND DOES NOT IMPEDE DRAINAGE. IF BASE MATERIAL IS ENCOUNTERED DURING GRINDING, RECOMPACT THE UPPER 3-INCHES TO A MINIMUM OF 95% RC.

(5) CONFORM TO EXISTING SURFACE ELEVATION IN A MANNER WHICH GENERATES A UNIFORM TRANSITION BETWEEN SURFACES AND DOES NOT IMPEDE DRAINAGE.

(6) ADJUST EXISTING UTILITY BOX TO FINISHED GROUND SURFACE ELEVATION.

(13) CONNECT TO EXISTING UTILITY IN A MANNER WHICH PROVIDES A PERMANENT WATER TIGHT SEAL.

(14) RELOCATE EXISTING TRAFFIC SIGN MINIMUM 3' OUTSIDE NEW PAVEMENT.

(17) EXISTING STREET MONUMENT TO REMAIN. PROTECT IN PLACE.

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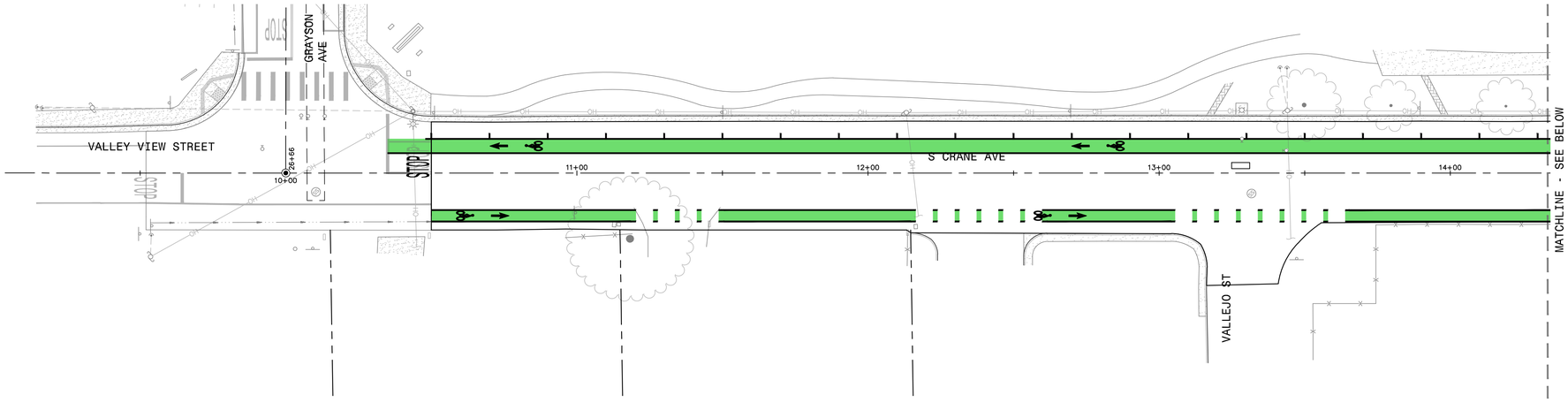
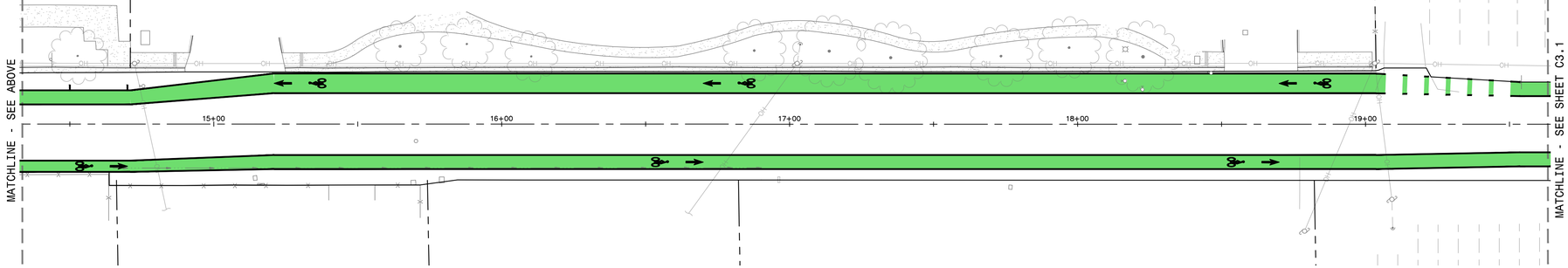
SOUTH CRANE AVENUE
REHABILITATION PROJECT

GRADING AND PAVING PLAN

SHEET
C22



PLAN
SCALE: 1"=20'



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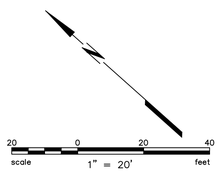


STRIPING AND SIGNAGE PLAN KEYNOTES:

(2) THERMOPLASTIC 6-INCH WIDE WHITE LANE LINE IN ACCORDANCE WITH DETAIL 39 OF CALTRANS 2018 STANDARD PLAN A20D.

(3) THERMOPLASTIC 6-INCH WIDE WHITE EDGE LINE IN ACCORDANCE WITH DETAIL 27B OF CALTRANS 2018 STANDARD PLAN A20B.

(4) "NO PASSING ZONES - TWO DIRECTION" DOUBLE YELLOW STRIPING IN ACCORDANCE WITH DETAIL 21 OF CALTRANS 2018 STANDARD PLAN A20A.

(6) THERMOPLASTIC 'LADDER' STYLE CROSSWALK WITH 2-FOOT WIDE, 10-FOOT LONG SOLID YELLOW BARS IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24F.

(7) R1-1 STOP SIGN AND LIMIT SIGN IN ACCORDANCE WITH FIGURE 2B-1 AND SECTIONS 2B.05.02 AND 3B.16.06 OF THE 2014 CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. THERMOPLASTIC 12-INCH WIDE WHITE LIMIT LINE IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24E.

(8) THERMOPLASTIC 'STOP' LEGEND IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24D.

(10) THERMOPLASTIC GREEN STRIPING ACROSS WIDTH OF BIKE LANE.

(10) THERMOPLASTIC GREEN STRIPING ACROSS WIDTH OF BIKE LANE.

(12) THERMOPLASTIC 'SHARED ROADWAY BICYCLE' MARKING IN ACCORDANCE WITH

(17) PAINT CURB RED.

(23) BLUE RAISED PAVEMENT MARKER TO INDICATE LOCATION OF FIRE HYDRANT IN ACCORDANCE WITH SECTION 3B.11 OF THE 2014 CALIFORNIA MUTCD.

DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

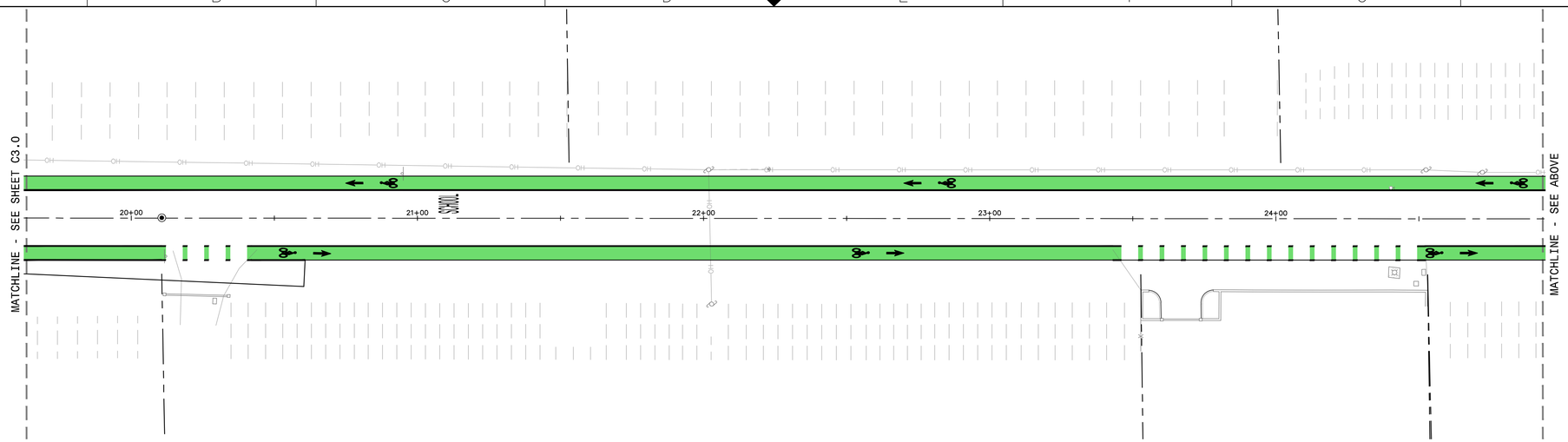
PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

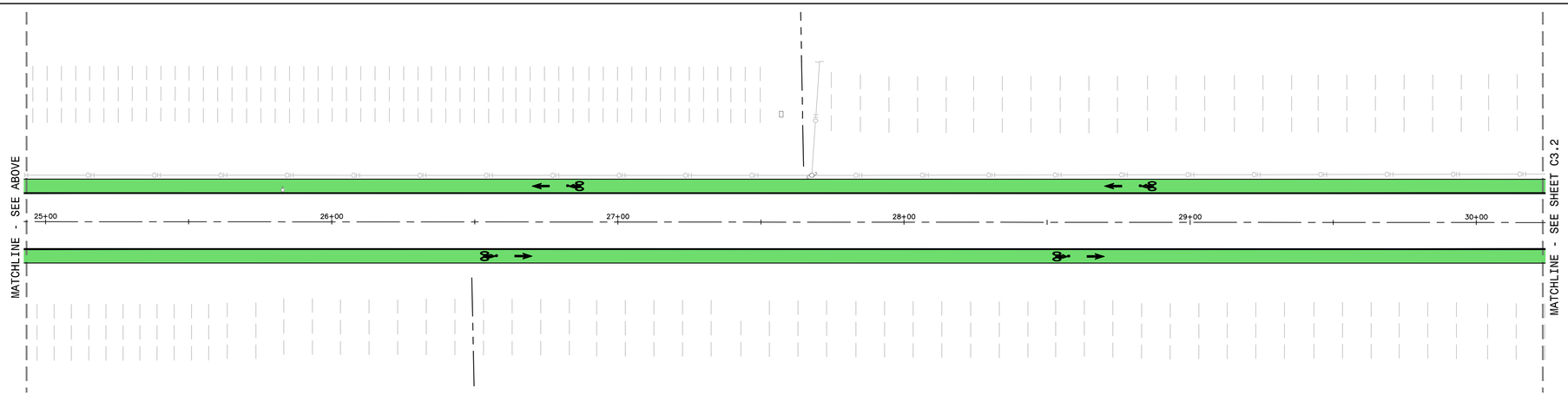
SOUTH CRANE AVENUE
REHABILITATION PROJECT

STRIPING AND SIGNAGE PLAN

SHEET
C23



PLAN
SCALE: 1"=20'



PLAN
SCALE: 1"=20'

STRIPING AND SIGNAGE PLAN KEYNOTES:

(2) THERMOPLASTIC 6-INCH WIDE WHITE LANE LINE IN ACCORDANCE WITH DETAIL 39 OF CALTRANS 2018 STANDARD PLAN A20D.

(3) THERMOPLASTIC 6-INCH WIDE WHITE EDGE LINE IN ACCORDANCE WITH DETAIL 27B OF CALTRANS 2018 STANDARD PLAN A20B.

(4) "NO PASSING ZONES - TWO DIRECTION" DOUBLE YELLOW STRIPING IN ACCORDANCE WITH DETAIL 21 OF CALTRANS 2018 STANDARD PLAN A20A.

(12) THERMOPLASTIC 'SHARED ROADWAY BICYCLE' MARKING IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24C.

(15) THERMOPLASTIC 'SCHOOL' LEGEND IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24D.

20 0 20 40
scale 1" = 20' feet

DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
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PROJECT NO.

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SOUTH CRANE AVENUE
REHABILITATION PROJECT
STRIPING AND SIGNAGE PLAN

SHEET
C24

PLAN
SCALE: 1"=20'

STRIPING AND SIGNAGE PLAN KEYNOTES:

(2) THERMOPLASTIC 6-INCH WIDE WHITE LANE LINE IN ACCORDANCE WITH DETAIL 39 OF CALTRANS 2018 STANDARD PLAN A20D.

(3) THERMOPLASTIC 6-INCH WIDE WHITE EDGE LINE IN ACCORDANCE WITH DETAIL 27B OF CALTRANS 2018 STANDARD PLAN A20B.

(4) "NO PASSING ZONES - TWO DIRECTION" DOUBLE YELLOW STRIPING IN ACCORDANCE WITH DETAIL 21 OF CALTRANS 2018 STANDARD PLAN A20A.

(7) R1-1 STOP SIGN AND LIMIT SIGN IN ACCORDANCE WITH FIGURE 2B-1 AND SECTIONS 2B.05.02 AND 3B.16.06 OF THE 2014 CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES. THERMOPLASTIC 12-INCH WIDE WHITE LIMIT LINE IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24E.

(8) THERMOPLASTIC 'STOP' LEGEND IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24D.

(12) THERMOPLASTIC 'SHARED ROADWAY BICYCLE' MARKING IN ACCORDANCE WITH CALTRANS 2018 STANDARD PLAN A24C.

(23) TRIM TREE TO PROVIDE MIN. 14' VERTICAL CLEARNACE ABOVE ROAD UNDER CANOPY.

(24) RELOCATE EXISTING SIGN.

DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

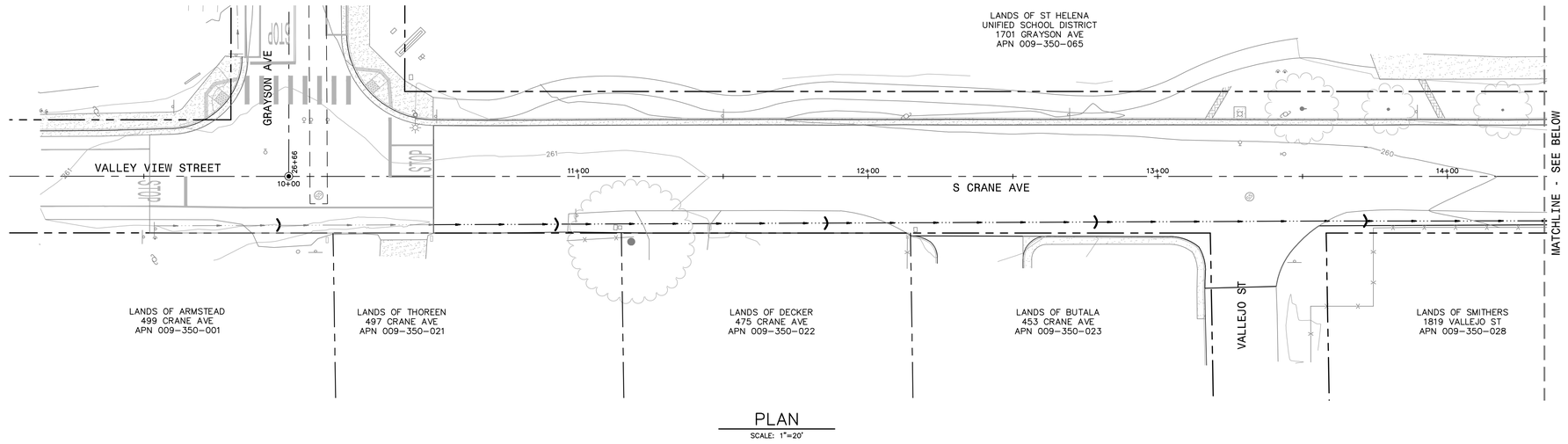
PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

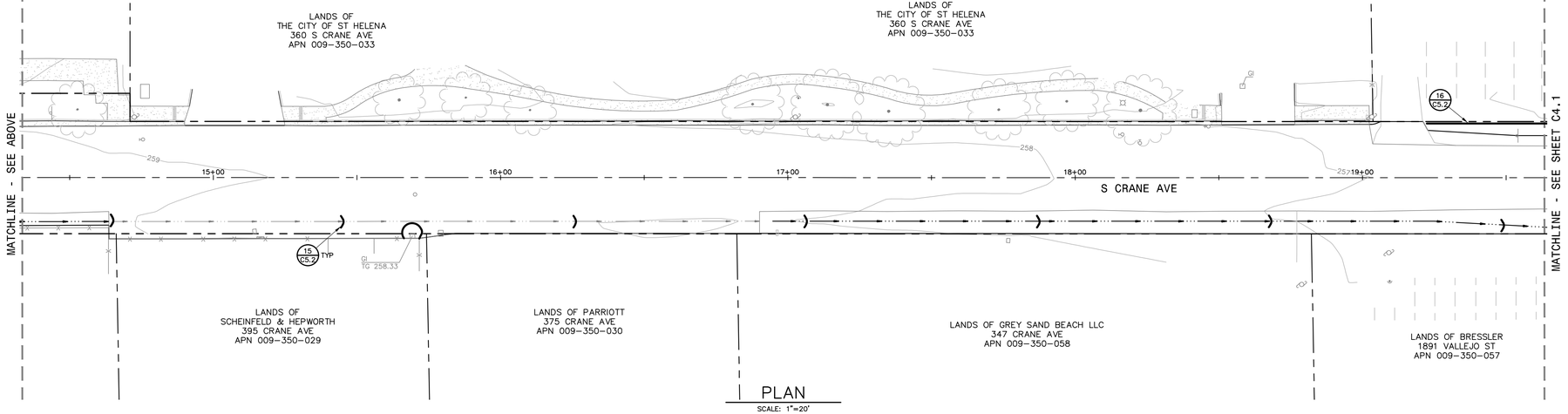
SOUTH CRANE AVENUE
REHABILITATION PROJECT

STRIPING AND SIGNAGE PLAN

SHEET
C25



PLAN
SCALE: 1"=20'



PLAN
SCALE: 1"=20'

20 0 20 40
scale 1" = 20' feet

DATE: MON.2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV
PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
EROSION AND SEDIMENT CONTROL

SHEET
C26

PLAN
SCALE: 1"=20'

PLAN
SCALE: 1"=20'

DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT

EROSION AND SEDIMENT CONTROL

SHEET
C27

30 of 35

PLAN
SCALE: 1"=20'

20 0 20 40
scale
1" = 20'
feet

DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

PROJECT NO.

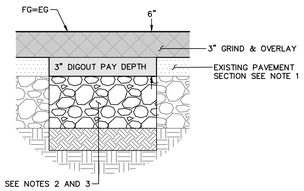
CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT

EROSION AND SEDIMENT CONTROL

SHEET
C28

31 of 35

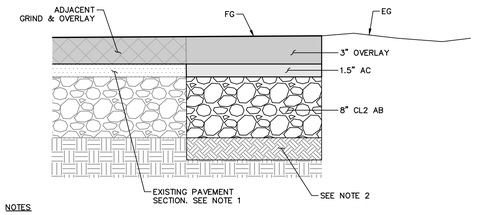


NOTES

1. EXISTING PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.
2. SCARIFY AND RE-COMPACT TOP 6" OF AGGREGATE BASE TO 95% (MIN) (IF AGGREGATE BASE IS ENCOUNTERED AT DIGOUT DEPTH).
3. SCARIFY AND RE-COMPACT TOP 6" MIN OF SUBGRADE SOILS TO 95% (MIN) (IF NATIVE SUBGRADE IS ENCOUNTERED AT DIGOUT DEPTH).

ASPHALT CONCRETE DIGOUT SECTIONS
NOT TO SCALE

01

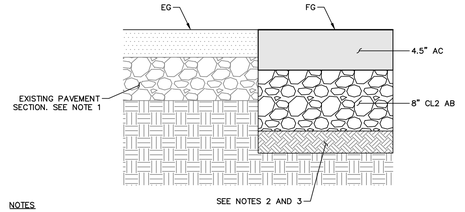


NOTES

1. PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.
2. SCARIFY AND RE-COMPACT TOP 6" MIN OF SUBGRADE SOILS TO 95% (MIN).
3. FULL DEPTH REPLACEMENT, AS SHOWN ABOVE, TO BE COMPLETED WHERE EXISTING NON-ROADWAY SECTIONS ARE BEING REMOVED AND REPLACED WITH PROPOSED ROADWAY SECTION.

ASPHALT CONCRETE FULL DEPTH PLACEMENT FOR EXISTING ROADWAY SECTIONS
NOT TO SCALE

02

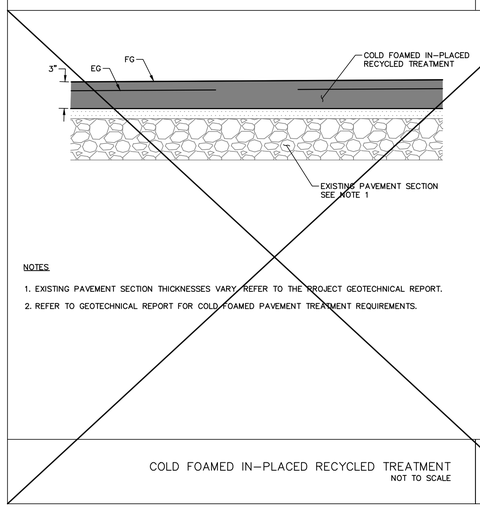


NOTES

1. EXISTING PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.
2. SCARIFY AND RE-COMPACT TOP 6" OF AGGREGATE BASE TO 95% (MIN) [IF AGGREGATE BASE IS ENCOUNTERED].
3. SCARIFY AND RE-COMPACT TOP 6" MIN OF SUBGRADE SOILS TO 95% (MIN) [IF NATIVE SUBGRADE IS ENCOUNTERED].
4. FULL DEPTH REPLACEMENT, AS SHOWN ABOVE, TO BE COMPLETED WHERE EXISTING ROADWAY SECTION IS ARE BEING REMOVED AND REPLACED WITH PROPOSED ROADWAY SECTION.

ASPHALT CONCRETE FULL DEPTH REPLACEMENT FOR EXISTING NON-ROADWAY SECTIONS
NOT TO SCALE

03

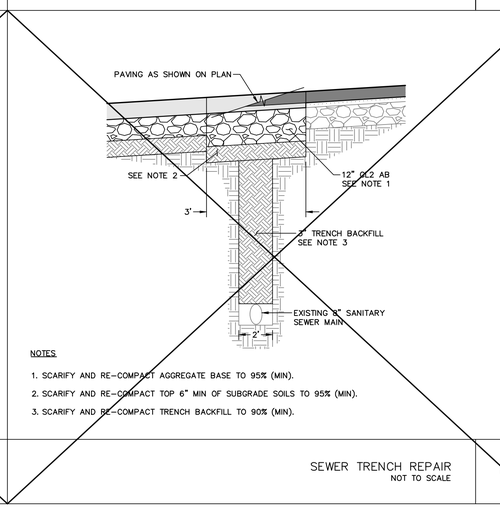


NOTES

1. EXISTING PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.
2. REFER TO GEOTECHNICAL REPORT FOR COLD FOAMED PAVEMENT TREATMENT REQUIREMENTS.

COLD FOAMED IN-PLACED RECYCLED TREATMENT
NOT TO SCALE

04

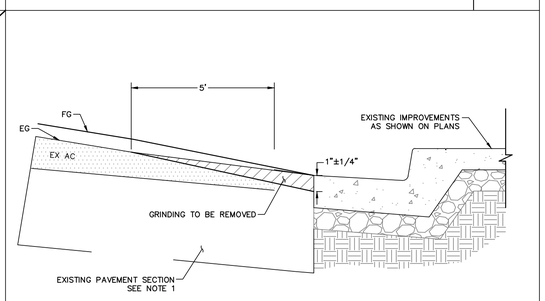


NOTES

1. SCARIFY AND RE-COMPACT AGGREGATE BASE TO 95% (MIN).
2. SCARIFY AND RE-COMPACT TOP 6" MIN OF SUBGRADE SOILS TO 95% (MIN).
3. SCARIFY AND RE-COMPACT TRENCH BACKFILL TO 90% (MIN).

SEWER TRENCH REPAIR
NOT TO SCALE

05



NOTES

1. EXISTING PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.

WEDGE GRIND AT GUTTER
NOT TO SCALE

06

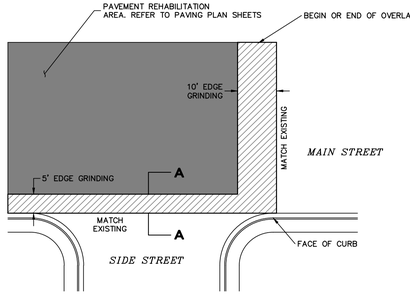
DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

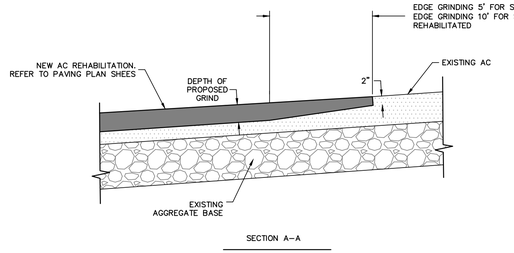
PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
CONSTRUCTION DETAILS

SHEET
C29





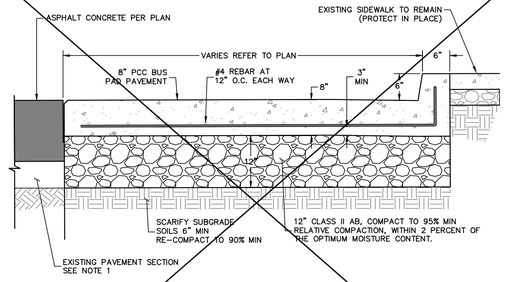
SECTION A–A

NOTES

1. EXISTING PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.

END OF PAVEMENT REHABILITATION CONFORM
NOT TO SCALE

07

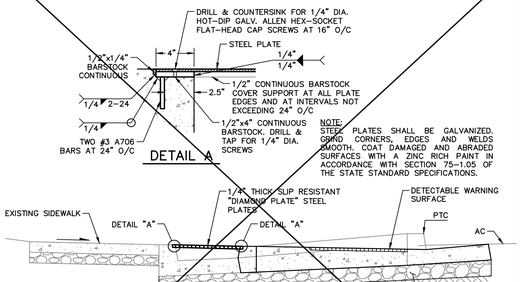


NOTES

1. EXISTING PAVEMENT SECTION THICKNESSES VARY. REFER TO THE PROJECT GEOTECHNICAL REPORT.
2. WEAKENED PLANE JOINTS AT LEAST 3/4–INCH DEEP SHALL BE PLACED AT A MINIMUM 10–FEET ON CENTER.
3. 3/8–INCH THICK EXPANSION JOINTS SHOULD BE EQUALLY–SPACED AND CONSTRUCTED AT A MAXIMUM SPACING OF EVERY 20 FEET.

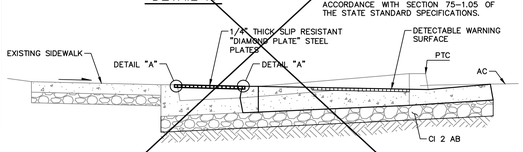
CONCRETE PAVEMENT BUS PAD
NOT TO SCALE

08



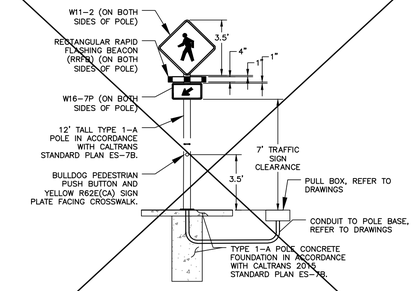
DETAIL A

NOTE:
STEEL PLATES SHALL BE GALVANIZED. GRIND CORNERS, EDGES AND WELDS SMOOTH. COAT DAMAGED AND ABRADED SURFACES WITH A ZINC RICH PAINT IN ACCORDANCE WITH SECTION 75–1.05 OF THE STATE STANDARD SPECIFICATIONS.



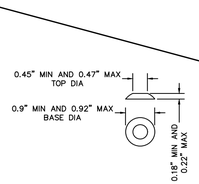
BULB OUT FLOW THROUGH GUTTER
NOT TO SCALE

10

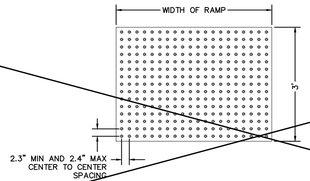


RAPID RECTANGLE FLASHING BEACON
NOT TO SCALE

11



RAISED TRUNCATED DOME



RAISED TRUNCATED DOME PATTERN

NOTES:

1. DETECTABLE WARNING SURFACE SHALL MEET SPECIFICATIONS PER CBC 11B–705.1
2. TRUNCATED DOMES SHALL ALIGN WITH THE RAMP IN THE DIRECTION OF TRAVEL.
3. AT CURB RAMPS, FRONT EDGE OF DETECTABLE WARNING SURFACE SHALL BE BETWEEN 6 AND 8 INCHES OF FACE OF CURB.
4. DETECTABLE WARNING SURFACE SHALL BE YELLOW CONFORMING TO FS 33538 OF FEDERAL STANDARD 595c.

BULB OUTS GRAYSON AVE STA 5+70±
NOT TO SCALE

09

12

DETECTABLE WARNING SURFACE
NOT TO SCALE

DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE. ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
CONSTRUCTION DETAILS

SHEET
C30

BOLLARD
NOT TO SCALE

13

ASPHALT CONCRETE DITCH
NOT TO SCALE

14

GRAVEL BAG
NOT TO SCALE

15

FIBER ROLL
NOT TO SCALE

16

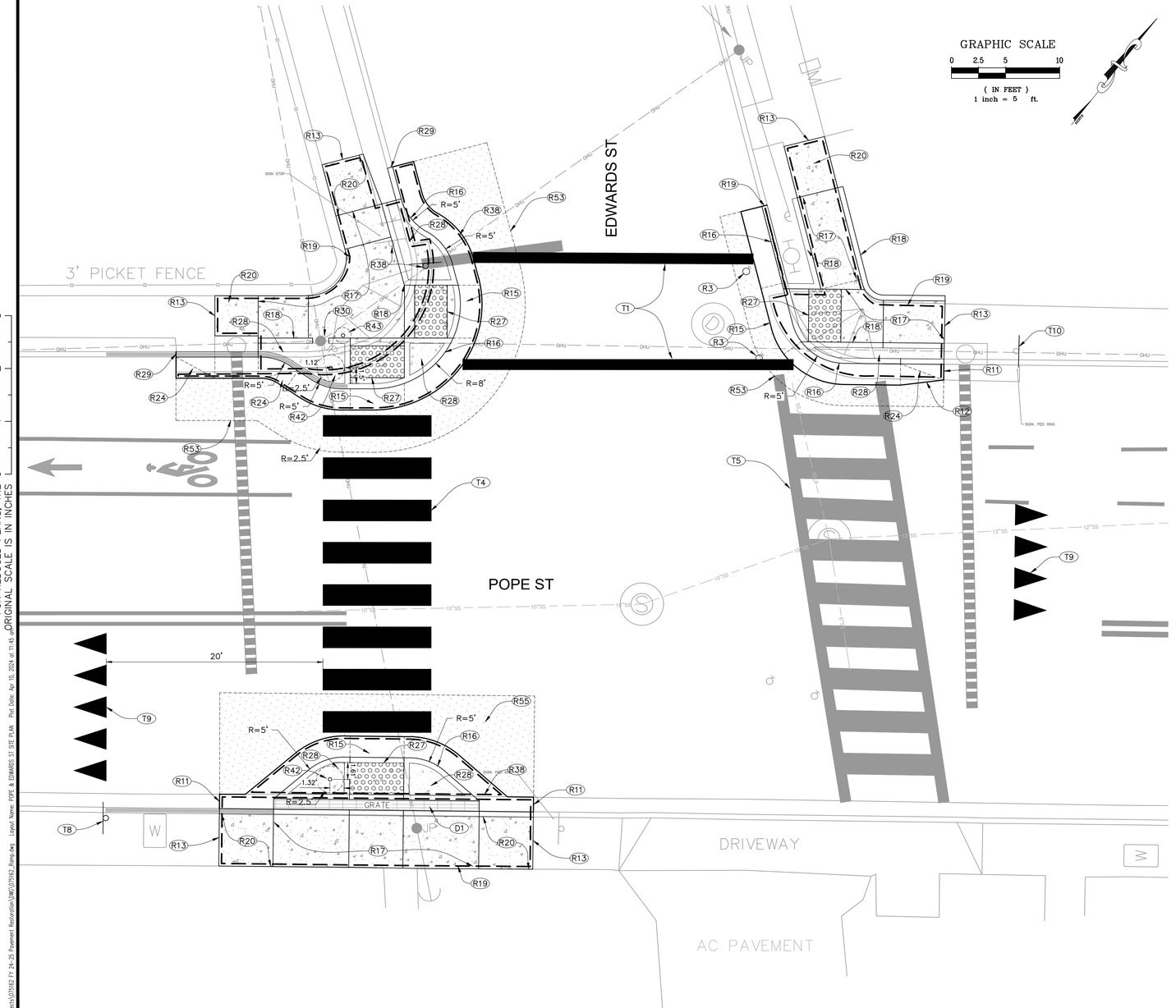
DATE: MON 2023
DESIGNED BY: BV
DRAWN BY: BRL
CHECKED BY: BV

PROJECT NO.

CITY OF ST. HELENA
PUBLIC WORKS DEPARTMENT
1572 RAILROAD AVE, ST. HELENA, CALIFORNIA, 94574
PH: 707-968-2658

SOUTH CRANE AVENUE
REHABILITATION PROJECT
CONSTRUCTION DETAILS

SHEET
C31



SITE PLAN

CONSTRUCTION NOTES:

- (D1) INSTALL 12" TRENCH DRAIN PER DETAIL — 5/4
- (R3) ADJUST WATER VALVE FRAME & COVER TO FINISH GRADE PER DETAIL — 5/3
- (R11) CONFORM TO EXISTING CURB AND GUTTER PER DETAIL — 7/3
- (R12) INSTALL GUTTER WIDTH TRANSITION, 3' MINIMUM.
- (R13) CONFORM TO EXISTING SIDEWALK PER DETAIL — 7/3
- (R15) INSTALL 24" GUTTER PAN, SLOPE SHALL NOT BE STEEPER THAN 5%
- (R16) CONSTRUCT STANDARD CURB AND 24" GUTTER PER CITY STD 310.
- (R17) INSTALL SIDEWALK PER CITY STD 315.
- (R18) CONSTRUCT VERTICAL CURB AT SIDEWALK PER DETAIL — 4/4
- (R19) REMOVE EXISTING CURB, GUTTER AND SIDEWALK.
- (R20) INSTALL 5' MIN. LONG (OR NEAREST SCORE MARK) SIDEWALK TRANSITION.
- (R24) DEPRESS GUTTER FLOWLINE AT CATCH BASIN PER CITY STD 509.
- (R27) INSTALL MODIFIED TYPE F CURB RAMP PER CALTRANS STD PLAN RSP A88A AND PER FINISH GRADING PLAN.
- (R28) 4" CONCRETE INFILL.
- (R29) CONFORM TO EXISTING CURB SIMILAR TO DETAIL — 7/3
- (R30) END VERTICAL CURB 6" FROM EXISTING OBSTRUCTION, BOTH SIDES.
- (R31) EXISTING ASPHALT AND AGGREGATE BASE TO BE REMOVED AS REQUIRED TO ACCOMMODATE PROPOSED IMPROVEMENTS.
- (R38) REMOVE EXISTING STREET SIGN & POST, SALVAGE ALL SIGNS. INSTALL SALVAGED SIGNS ON NEW POST PER CITY STD 331A.
- (R42) FOUNDATION FOR FUTURE TYPE 1-B SIGNAL STANDARD PER CALTRANS STD PLAN ES-7B, DETAIL A-3.
- (R43) FOUNDATION FOR FUTURE PUSH BUTTON ASSEMBLY POST PER CATLRANS STD PLAN ES-7A, DETAIL B. — 2/4
- (R53) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL — 3/4
- (R55) INSTALL 6" FULL DEPTH ASPHALT CONCRETE CONFORM PER DETAIL
- (T1) INSTALL WHITE 12" THERMOPLASTIC CROSSWALK/LIMIT LINE STRIPE PER CALTRANS STD PLAN A24F.
- (T4) INSTALL WHITE CONTINENTAL CROSSWALK PER CALTRANS STD PLAN A24F (2' WIDE BARS SPACE 4' O.C.).
- (T5) REMOVE EXISTING CROSSWALK BY GRINDING.
- (T8) INSTALL R1-5A "YIELD HERE TO PEDESTRIANS" SIGN ON NEW POST PER CITY STD DETAIL 331A.
- (T9) INSTALL WHITE THERMOPLASTIC YIELD LINE PER CALTRANS STD PLAN A24E.
- (T10) REMOVE AND SALVAGE EXISTING SIGNS AND INSTALL R1-5A "YIELD HERE TO PEDESTRIANS" SIGN ON EXISTING POST PER CITY STD DETAIL 331A.
- (T11) INSTALL RED CURB, 2 COATS PAINT.

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

Path: K:\Civil 3D Projects\07-5162 FY 24-25 Pavement Restoration\MISC\07-5162_Xsecs.dwg Layout Name: POPE & EDWARDS ST SITE PLAN Plot Date: Apr 10, 2024 at 11:45 am

FY 24-25 PAVEMENT RESTORATION PROJECT
ST. HELENA CALIFORNIA

CURB RAMP DETAILS
POPE & EDWARDS ST SITE PLAN

PROJECT NUMBER
07-5162

DRAWING DATE
APRIL 2024

C32

35 of 35

Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Planning

DATE:	April 22, 2025
FROM:	Jackie Oneal
SUBJECT:	Introduction and waive first reading of an Ordinance approving Zoning Ordinance Amendment (ZOA 2025-001) to amend Chapter 17.22.030 of Title 17 of the St. Helena Municipal Code to comply with recent changes to State law that impose new limits on local authority to regulate Accessory Dwelling Units ("ADUs") and Junior Accessory Dwelling Units ("JADUs") and provide other clean ups to the Code language for the purpose of clarity and consistency.
RECOMMENDED ACTION:	Introduction and waive the first reading of the proposed Ordinance to: 1. Find that, pursuant to the California Public Resources Code Section 21080.17, the ordinance is statutorily exempt from CEQA which exempts the adoption of an accessory dwelling unit ordinance to implement the provisions of Section 65852.2 of the California Government Code; and 2. Approve and adopt Zoning Ordinance Amendment (ZOA 2025-001) to amend Section 17.22.030 of the St. Helena Municipal Code regarding ADU regulations.
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE PURPOSE:	To amend Chapter 17.22.030 of Title 17 of the St. Helena Municipal Code to comply with recent changes to State law that impose new limits on local authority to regulate Accessory Dwelling Units ("ADUs") and Junior Accessory Dwelling Units ("JADUs") and provide other clean ups to the Code language for the purpose of clarity and consistency.
FINANCIAL IMPACT:	***N/A***

BACKGROUND:

Recent changes to State law (AB 2533 and SB 1211) impose new limits on local authority to regulate Accessory Dwelling Units ("ADUs") and Junior Accessory Dwelling Units ("JADUs"). AB 2533 focuses on unpermitted ADUs and JADUs. The primary regulatory changes from AB 2533 include:

- Expands existing prohibitions to denial to include JADUs
- Expands existing amnesty program for unpermitted ADUs and JADUS by changing the construction cut-off date from 1/1/2018 to 1/1/2020
- Replaces the existing exception to denial with a requirement that local agencies find that correction is necessary to comply with habitability standards in the Health and Safety Code section 17920.3, Substandard Buildings (exception to denials were previously based on building code)

SB 1211 focuses on replacement parking requirements and the number of ADUs permitted on multifamily properties. The primary regulatory changes from SB 1211 include:

- Expands existing prohibitions to off-street parking requirements. No replacement parking requirement for uncovered parking spaces demolished or replaced with an ADU
- Adds new definition for "Livable Space" *a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation*
- Increases the number of detached ADUs allowed on a lot with existing multifamily. Up to 8 detached ADUs or as many as there are primary dwelling units on the lot, whichever is less

In order to ensure the zoning code is not in conflict, on April 1, 2025, the Planning Commission considered an amendment to the zoning ordinance (ZOA 2025-001) and recommended the City Council approve the ordinance amendment (see Attachment 1). The Planning Commission conveyed in their discussion that they do not see ADU's as a solution for housing. This comment does not relate to the adequacy or inadequacy of the ordinance.

DISCUSSION:

St. Helena Municipal Code Section 17.22.030 provides development regulations for Accessory Dwelling Units. The proposed Ordinance will amend Section 17.22.030 of the City of St. Helena Municipal Code to address these key areas:

- Definitions
- Approvals
- General ADU and JADU Requirements
- Specific ADU Requirements
- Fees
- Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures

Adopting the proposed ordinance, prepared in collaboration with the City Attorney, ensures that the City's ADU ordinance (Attachment 1) will be valid under AB 2533 and SB 1211.

ENVIRONMENTAL REVIEW:
Under California Public Resources Code section 21080.17, CEQA does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the Government Code, which is California's ADU law and which also regulates JADUs, as defined by section 66313. Therefore, the adoption of the proposed ordinance is statutorily exempt from CEQA in that it implements state ADU law.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

Attachment 1. Ordinance - Accessory Dwelling Units - 04222025
Attachment 2. Clean Copy Ordinance - Accessory Dwelling Units - 04222025

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AMENDING TITLE 17 (ZONING) OF THE ST. HELENA MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS IN THE CITY, AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER PUBLIC RESOURCES CODE § 21080.17

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, the Planning and Zoning Law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units ("ADUs") and junior accessory dwelling units ("JADUs"); and

WHEREAS, in recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, in 2024, the California Legislature approved, and the Governor signed into law, Assembly Bill 2533 ("AB 2533") and Senate Bill 1211 ("SB 1211"), which further amend state ADU law;

WHEREAS, AB 2533 and SB 1211 take effect on January 1, 2025, and for the City's ADU ordinance to remain valid, it must be amended to reflect the requirements of AB 2533 and SB 1211; and

WHEREAS, the City now proposes to amend a provision of its Zoning Code, Title 17, to reflect AB 2533's and SB 1211's changes to state law; and

WHEREAS, staff and the City Attorney prepared the proposed ordinance, including any additional information and documents deemed necessary for the Planning Commission to take action; and

WHEREAS, the City gave public notice of the public hearing for the proposed ordinance by publishing in the Napa Valley Register; and

WHEREAS, the Planning Commission held a duly noticed public hearing at a Regular Meeting on April 1, 2025, on the proposed Ordinance during which public hearing the Planning Commission received comments from City staff and members of the general public and recommended approval to the City Council through Resolution No. _____; and

WHEREAS, the City Council held a duly noticed public hearing on April 22, 2025, 2025 on the proposed Ordinance, during which public hearing the City Council received comments from City staff and members of the general public; and

WHEREAS, the City Council desires to approve the requested amendments to Section 17.22.030 of the St. Helena Municipal Code through approval of this Ordinance.

NOW, THEREFORE, the City Council of the City of St. Helena does hereby ordain as follows:

Section 1. Recitals. The above recitals are incorporated as though set forth in this section.

Section 2. Amendment. Subsection E of Section 17.22.030 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in strikeout):

17.22.030 Accessory dwelling units.

A. *Purpose.* The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code Sections 65852.2 and 65852.22.

B. *Effect of Conforming.* An ADU or JADU that conforms to the standards in this section will not be:

1. Deemed to be inconsistent with the city's general plan and zoning designation for the lot on which the ADU or JADU is located.

2. Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.

3. Considered in the application of any local ordinance, policy, or program to limit residential growth.

4. Required to correct a nonconforming zoning condition as defined in subsection (C) of this section. This does not prevent the city from enforcing compliance with applicable building standards in accordance with California Health and Safety Code Section 17980.12.

C. *Definitions.* As used in this section, terms are defined as follows:

"Accessory dwelling unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:

1. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and

2. A manufactured home, as defined by Section 18007 of the California Health and Safety Code.

"Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

"Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. ~~All such facilities are to be separate and distinct from those included in and provided for any other dwelling unit or accessory structure on the parcel, except as otherwise specifically provided (e.g., utility connections may be shared as provided in subsection (G)(2) of this section; a junior accessory dwelling unit may share sanitation facilities).~~

~~"Cooking facility" means a stove with at least two burners, a sink and permanent refrigeration.~~

"Efficiency kitchen" means a kitchen that includes each of the following:

1. A cooking facility with appliances.

2. A food preparation counter ~~or counters that total at least fifteen (15) square feet in area~~and storage cabinets that are of a reasonable size in relation to the size of the ADU.

~~3. Food storage cabinets that total at least thirty (30) square feet of shelf space.~~

"Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:

1. Is no more than five hundred (500) square feet in size;

2. Is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be part of and contained within the single-family structure;

3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure;

4. If the unit does not include its own separate bathroom, then it contains an interior entrance to the main living area of the existing or proposed single-family structure in addition to an exterior entrance that is separate from the main entrance to the primary dwelling;

5. Includes an efficiency kitchen, as defined in this subsection (C); and

6. Includes a separate entrance from the main entrance to the structure.

"Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, cooking, eating, or sanitation.

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

"Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

~~"Primary residence" means a single-family dwelling or multifamily residential dwelling that either exists on or is proposed for a lot zoned for single-family or multifamily residential use.~~

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

D. *Approvals.* The following approvals apply to ADUs and JADUs under this section:

1. ~~*Generally.* Except as described in subsection (D)(2) of this section, an ADU is allowed with only a building permit if it complies with each of the requirements in subsections E, F, and G of this section.~~*Building Permit Only.* If an ADU or JADU complies with each of the general requirements in subsection (e) below, it is allowed with only a building permit in the following scenarios:

~~2. *Partial Exemption for Certain ADUs and JADUs.* An ADU or JADU in any of the four scenarios that are described in subsections (D)(2)(a) through (D)(2)(d) of this section is exempt from the design and development standards in subsection F of this section and is allowed with only a building permit if it complies with each of the requirements in subsections E and G of this section.~~

a. Converted on single-family lot: ~~only~~ one ADU as described in this subsection ~~or~~ and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:

i. Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to one hundred fifty (150) additional square feet. For purposes of this subsection, "within the existing space" includes a structure that is constructed in the same location and to the same dimensions.

ii. Has exterior access that is independent of that for the single-family dwelling.

iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.

iv. The JADU complies with requirements of California Government Code Section 66333–~~6633965852.22~~.

b. Detached on single-family lot: one detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that

might otherwise be established on the lot under subsection (D)(1)(a) ~~(D)(2)(a)~~ of this section), if the detached ADU satisfies the following limitations:

i. The side and rear yard setbacks are at least four feet.

ii. The total floor area is eight hundred (800) square feet or smaller.

iii. The peak height above grade does not exceed the applicable height limit in subsection (E)(2) ~~(E)(9)~~ of this section.

c. Converted on multifamily lot: ~~multiple~~ One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. ~~At~~ Under this subsection (D)(1)(c), at least one converted ADU ~~under this subsection~~ is allowed within an existing multifamily dwelling, up to a quantity equal to twenty-five percent (25%) of the existing multifamily dwelling units.

d. Detached on multifamily lot: no more than two detached ADUs on a lot ~~that has~~with a proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, if each detached ADU satisfies all of the following limitations:

i. The side and rear yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU.

ii. The peak height above grade does not exceed the applicable height limit in subsection (E)(2) ~~(E)(9)~~ of this section.

iii. If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.

2.~~3.~~ *Process and Timing.*

a. An application for an ADU or JADU is considered and approved ministerially, without discretionary review or a hearing.

b. The city must approve or deny an application to create an ADU or JADU within sixty (60) days from the date that the city receives a completed application. If the city has not approved or denied the completed application within sixty (60) days, the application is deemed approved unless either:

i. The applicant requests a delay, in which case the sixty (60) day time period is tolled for the period of the requested delay; or

ii. ~~In the case of a JADU, when the~~When an application to create ~~a junior accessory dwelling unit~~an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the city may delay acting on the permit application for the ADU or JADU until the city acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.

c. If the city denies an application to create an ADU or JADU, the city must provide the applicant with comments that include, among other things, a list of all the defective or deficient items and a description of how the application may be remedied by the applicant. Notice of the denial and corresponding comments must be provided to the applicant within the sixty (60) day time period established by subsection (D)(3)(b) of this section.

d. A demolition permit for a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

E. *General ADU and JADU Requirements.* The following requirements apply to all ADUs and JADUs:

1. *Zoning.*

a. An ADU subject only to a building permit under subsection (D)(1) above may be created on a lot in a residential or mixed-use zone.

b. An ADU permitted under subsection (D)(2) above ~~or JADU~~ may be created on ~~any~~ a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use ~~(i.e., residential, mixed-use, and agriculturally zoned parcels)~~.

c. In accordance with Government Code section 66333(a), a JADU may only be created on a lot zoned for single-family residences.

2. *Height.*

a. Except as otherwise provided by subsection (E)(2)(b) and (E)(2)(c) below, a detached ADU created on a lot with an existing or proposed single family or multifamily dwelling unit may not exceed 16 feet in height.

b. A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.

c. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.

d. An ADU that is attached to the primary dwelling may not exceed 25 feet in height or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (E)(2)(d) may not exceed two stories.

e. For purposes of this subsection (E)(2), height is measured from existing legal grade or the level of the lowest floor, whichever is lower, to the peak of the structure.

~~2~~3. *Fire Sprinklers.*

a. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.

b. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

~~3~~4. *Rental Term.* No ADU or JADU may be rented for a term that is shorter than thirty (30) days. This prohibition applies regardless of when the ADU or JADU was created.

~~4~~5. *No Separate Conveyance.* An ADU or JADU may be rented, but, except as otherwise provided in Government Code section 66341, no ADU or JADU may be sold or otherwise conveyed separately from the ~~primary residence~~lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

~~5~~6. *Septic System.* If the ADU or JADU will connect to an on-site water-treatment system, the owner must include with the application a percolation test completed within the last five years or, if the percolation test has been recertified, within the last ten (10) years. Refer to the county of Napa's environmental health department regulations.

~~6~~7. *Owner Occupancy.*

a. An ADU that is created under this section on or after January 1, 2020~~, but before January 1, 2025, is~~are not subject to any owner-occupancy requirement.

~~b. Unless applicable law requires otherwise, all ADUs that are created on or after January 1, 2025, are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.~~

~~c~~b. As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this subsection (E)(7)(b) does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.

~~7~~8. *Deed Restriction.* Prior to issuance of a ~~building permit for an ADU or~~certificate of occupancy for a JADU, a deed restriction must be recorded against the title of the property in the county recorder's office and a copy filed with the community development director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the city and must provide that:

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

b. The ~~ADU or~~ JADU is restricted to the approved size and to other attributes allowed by this section.

c. The deed restriction runs with the land and may be enforced against future property owners.

d. The deed restriction may be removed if the owner eliminates the ~~ADU or~~ JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the community development director, providing evidence that the ~~ADU or~~ JADU has in fact been eliminated. The community development director may then determine whether the evidence supports the claim that the ~~ADU or~~ JADU has been eliminated. Appeal may be taken from the community development director's determination consistent with other provisions of this code. If the ~~ADU or~~ JADU is not entirely physically removed, but is only eliminated by virtue of having a necessary component of an ~~ADU or~~ JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this code.

e. The deed restriction is enforceable by the community development director or his or her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ~~ADU or~~ JADU in violation of the recorded restrictions or abatement of the illegal unit.

~~8~~9. ~~*Income*~~ *Rent Reporting.* In order to facilitate the city's obligation to identify adequate sites for housing in accordance with ~~California~~ Government Code Sections 65583.1 and 6633065852.2, the following requirements must be satisfied:

a. With the building permit application, the applicant must provide the community development director with an estimate of the projected annualized rent that will be charged for the ADU or JADU.

b. Within ninety (90) days after each ~~yearly anniversary of the~~January 1 following issuance of the building permit, the owner must report the actual rent

charged for the ADU or JADU during the prior year. If the community development director does not receive the report within the ninety (90) day period, the owner is in violation of this Code, and the community development director may send the owner a notice of violation and allow the owner another thirty (30) days to submit the report. If the owner fails to submit the report within the thirty (30) day period, the community development director may enforce this provision in accordance with applicable law.

~~9. *Height.*~~

~~a. Except as otherwise provided by subsections (E)(9)(b), (E)(9)(c), and (E)(9)(d) of this section, a detached ADU created on a lot with an existing or proposed single-family or multifamily dwelling unit may not exceed sixteen (16) feet in height.~~

~~b. A detached ADU may be up to eighteen (18) feet in height if it is created on a lot with an existing or proposed single-family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or a high quality transit corridor, as those terms are defined in Public Resources Code Section 21155, and the ADU may be up to two additional feet in height (for a maximum of twenty (20) feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.~~

~~c. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed eighteen (18) feet in height.~~

~~d. An ADU that is attached to the primary dwelling may not exceed twenty-five (25) feet in height or the height limitation imposed by the underlying zoning district that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (E)(9)(d) may not exceed two stories.~~

~~e. For purposes of this subsection (E)(9), height is measured above existing legal grade to the peak of the structure.~~

10. *Building and Safety.*

a. *Must Comply With Building Code.* Subject to subsection (E)(10)(b) of this section, all ADUs and JADUs must comply with all local building code requirements.

b. *No Change of Occupancy.* Construction of an ADU does not constitute a Group R occupancy change under the local building code, as described in California Building Code Section 310, unless the chief building official makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection (E)(10)(b) prevents the city from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.

F. *Specific ADU Requirements.* The following requirements apply only to ADUs that ~~are approved~~require an ADU permit under subsection ~~(D)(1)~~ (D)(2) of this section:

1. *Maximum Size.*

a. The maximum size of a detached or attached ADU subject to this subsection F is eight hundred fifty (850) square feet for a studio or one-bedroom unit and one thousand (1,000) square feet for a unit with two bedrooms. No more than two bedrooms are allowed.

b. An attached ADU that is created on a lot with an existing primary dwelling is further limited to fifty percent (50%) of the floor area of the existing primary dwelling.

c. Application of other development standards in this subsection F, such as FAR or lot coverage, might further limit the size of the ADU, but no application of ~~FAR, lot coverage~~the percent-based size limit in subsection (F)(1)(b) above or of an FAR, front setback, lot coverage limit, or open-space requirement~~s~~ may require the ADU to be less than eight hundred (800) square feet.

2. *No ADU may cause the total gross floor area of the underlying zone to be exceeded, with the provision that all lots may have an ADU up to 800 square feet.*

~~2~~3. *Lot Coverage.* No ADU subject to this subsection F may cause the total lot coverage of the lot to exceed the maximum lot coverage for the zoning district in

which the ADU is proposed as established in Table 17.16.030(B), Development Standards—Residential Zoning Districts, subject to subsection (F)(1)(c), above.

~~3~~4. *Setbacks.*

a. ~~No part of any ADU may be located within twenty (20) feet of the front and corner lot property lines.~~ADUs that are subject to this subsection (F) must conform to 4-foot side and rear setbacks. ADUs that are subject to this subsection (F) must conform to the front setback as required by the underlying zoning district, subject to subsection (F)(1)(c), above.

b. ~~No part of any ADU may be located within four feet of a side or rear yard property line.~~No setback is required for an ADU that is subject to this subsection (F) if the ADU is constructed in the same location and to the same dimensions as an existing, nonconforming, enclosed structure.

45. *Passageway.* No passageway, as defined by subsection (C) of this section, is required for an ADU.

~~5~~6. *Parking.*

a. *Generally.* One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by subsection (C) of this section.

b. *Exceptions.* No parking under subsection ~~(F)(5)(a)~~ (F)(7)(A) of this section is required in the following situations:

i. The ADU is located within one-half mile walking distance of public transit, as defined by subsection (C) of this section.

ii. The ADU is located within an architecturally and historically significant historic district.

iii. The ADU is part of the proposed or existing primary residence or an accessory structure under subsection (D)(2)(a) of this section.

iv. When on-street parking permits are required but not offered to the occupant of the ADU.

v. When there is an established car share vehicle stop located within one block of the ADU.

vi. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided that the ADU or the lot satisfies any other criteria listed in subsection (F)(7)(b)(i) through (v), above.

c. *No Replacement.* When a garage, carport, ~~or~~ covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

7. *Architectural Requirements.*

a. The materials and colors of the exterior walls, roof, and windows and doors must be the same as those of the primary dwelling.

b. The roof slope must match that of the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.

c. The exterior lighting must be limited to down-lights or as otherwise required by the zoning, building, or fire code.

d. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.

e. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.

f. No window or door of the ADU may have a direct line of sight to an adjoining residential property. Each window and door must either be located where there is no direct line of sight or screened using fencing, landscaping, or privacy glass to prevent a direct line of sight.

g. All windows and doors in an ADU less than 30 feet from a property line that is not a public right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and doors) utilize frosted or obscure glass.

8. *Historical Protections.* An ADU that is on real property that is listed in the California Register of Historic Resources must be located so as to not be visible from any public right-of-way.

9. *Allowed Stories.* No ADU subject to this subsection (F) may have more than one story, except that an ADU that is attached to the primary dwelling may have the stories allowed under subparagraph (E)(2)(d) of this section.

G. *Fees.* The following requirements apply to all ADUs that are approved under subsections (D)(1) or (D)(2), above.

1. *Impact Fees.*

a. ~~Impact fees shall not be imposed~~No impact fee is required for an ADU that is less than seven hundred fifty (750) square feet in size. For purposes of this subsection (G)(1), "impact fee" means a "fee under the Mitigation Fee Act (Gov. Code § 66000(b)) and a fee under the Quimby Act (Gov. Code § 66477). "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.

b. Any impact fee that is required for an ADU that is seven hundred fifty (750) square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the ADU, divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling). ~~An impact fee does not include any connection fee or capacity charge for water or sewer service.~~

2. *Utility Fees.*

a. If an ADU ~~or JADU~~ is constructed with a new single-family home, a separate utility connection directly between the ADU ~~or JADU~~ and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required. For detached ADUs where there is a demonstrated adequate sewer capacity acceptable to the city engineer and cleaning/review of the sewer lines has been performed with closed circuit television technology, and an application has been submitted to the city engineer to substantiate capacity calculations, a separate connection for the ADU is not required.

b. Except as described in subsection (G)(2)(a) of this section, converted ADUs ~~and JADUs~~ on a single-family lot that are created under subsection ~~(D)(2)(a)~~ (D)(1)(a) of this section are not required to have a new or separate utility connection directly between the ADU ~~or JADU~~ and the utility, nor is a connection fee or capacity charge required.

c. Except as described in subsection (G)(2)(a) of this section, all ADUs and JADUs that are not covered by subsection (G)(2)(b) of this section require a new, separate utility connection directly between the ADU ~~or JADU~~ and the utility for any utility that is provided by the city. All utilities that are not provided by the city are subject to the connection and fee requirements of the utility provider.

i. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU ~~or JADU~~, based on either the floor area or the number of drainage-fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system.

ii. The portion of the fee or charge that is charged by the city may not exceed the reasonable cost of providing this service.

~~H. *Nonconforming ADUs and Discretionary Approval.* Any proposed ADU or JADU that does not conform to the objective standards established in subsections A through (G)(2) of this section may be allowed by the city with a conditional use permit, in accordance with the other provisions of this title.~~

~~I~~H. *Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.*

1. *Generally.* The city will not deny an ADU or JADU application due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

2. *Unpermitted ADUs JADUs Constructed Before ~~2018~~2020.*

a. *Permit to Legalize.* As required by state law, the city may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed

before January 1, ~~2018~~2020, if denial is based on either of the following grounds:

i. The ADU or JADU violates applicable building standards; or

ii. The ADU or JADU does not comply with the state ADU or JADU law ~~(California Government Code Section 65852.2)~~ or this section.

b. *Exemptions.*

i. Notwithstanding subsection ~~(I)(2)(a)~~(H)(2)(a) of this section, the city may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, ~~2018~~2020, if the city makes a finding that correcting a violation is necessary to ~~protect the health and safety of the public or occupants of the structure~~comply with the standards specified in Health and Safety Code section 17920.3.

ii. Subsection ~~(I)(2)(a)~~ (H)(2)(a) of this section does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code Section 17920.3.

Section 3. Severability. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. CEQA. This ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines (the Guidelines), and the environmental regulations of the City. The City Council find that, under California Public Resources Code section 21080.17, the California Environmental Quality Act ("CEQA") does not apply to the adoption of an ordinance by a city or county implementing the provisions of Article 2 of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California's ADU law and which also regulates JADUs, as defined by section 66313. Therefore, adoption of the proposed ordinance is statutorily exempt from CEQA in that it implements state ADU law.

Section 5. Effective Date. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a

second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the _____day of _____ 2025 and was adopted at a regular meeting of the St. Helena City Council on the _____ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:_____
Erika Opp, Administrative Analyst

APPROVED:_____
Paul Dohring, Mayor

17.22.030 Accessory dwelling units.

A. *Purpose.* The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with California Government Code Sections 65852.2 and 65852.22.

B. *Effect of Conforming.* An ADU or JADU that conforms to the standards in this section will not be:

1. Deemed to be inconsistent with the city's general plan and zoning designation for the lot on which the ADU or JADU is located.

2. Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.

3. Considered in the application of any local ordinance, policy, or program to limit residential growth.

4. Required to correct a nonconforming zoning condition as defined in subsection (C) of this section. This does not prevent the city from enforcing compliance with applicable building standards in accordance with California Health and Safety Code Section 17980.12.

C. *Definitions.* As used in this section, terms are defined as follows:

"Accessory dwelling unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:

1. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and

2. A manufactured home, as defined by Section 18007 of the California Health and Safety Code.

"Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

“Complete independent living facilities” means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.

“Efficiency kitchen” means a kitchen that includes each of the following:

1. A cooking facility with appliances.

2. A food preparation counter and storage cabinets that are of a reasonable size in relation to the size of the ADU.

“Junior accessory dwelling unit” or “JADU” means a residential unit that satisfies all of the following:

1. Is no more than five hundred (500) square feet in size;

2. Is contained entirely within an existing or proposed single-family structure. An enclosed use within the residence, such as an attached garage, is considered to be part of and contained within the single-family structure;

3. Includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family structure;

4. If the unit does not include its own separate bathroom, then it contains an interior entrance to the main living area of the existing or proposed single-family structure in addition to an exterior entrance that is separate from the main entrance to the primary dwelling;

5. Includes an efficiency kitchen, as defined in this subsection (C); and

6. Includes a separate entrance from the main entrance to the structure.

“Livable space” means a space in a dwelling intended for human habitation, including living, sleeping, cooking, eating, or sanitation.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.

"Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

"Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

D. *Approvals.* The following approvals apply to ADUs and JADUs under this section:

1. *Building Permit Only.* If an ADU or JADU complies with each of the general requirements in subsection (e) below, it is allowed with only a building permit in the following scenarios:

a. Converted on single-family lot: one ADU as described in this subsection and one JADU on a lot with a proposed or existing single-family dwelling on it, where the ADU or JADU:

i. Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to one hundred fifty (150) additional square feet. For purposes of this subsection, "within the existing space" includes a structure that is constructed in the same location and to the same dimensions.

ii. Has exterior access that is independent of that for the single-family dwelling.

iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.

iv. The JADU complies with requirements of California Government Code Section 66333–66339.

b. Detached on single-family lot: one detached, new-construction ADU on a lot with a proposed or existing single-family dwelling (in addition to any JADU that might otherwise be established on the lot under subsection (D)(1)(a) of this section), if the detached ADU satisfies the following limitations:

i. The side and rear yard setbacks are at least four feet.

ii. The total floor area is eight hundred (800) square feet or smaller.

iii. The peak height above grade does not exceed the applicable height limit in subsection (E)(2) of this section.

c. Converted on multifamily lot: One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. Under this subsection (D)(1)(c), at least one converted ADU is allowed within an existing multifamily dwelling, up to a quantity equal to twenty-five percent (25%) of the existing multifamily dwelling units.

d. Detached on multifamily lot: no more than two detached ADUs on a lot with a proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, if each detached ADU satisfies all of the following limitations:

i. The side and rear yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the city will not require any modification to the multifamily dwelling as a condition of approving the ADU.

ii. The peak height above grade does not exceed the applicable height limit in subsection (E)(2) of this section.

iii. If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.

2. *Process and Timing.*

a. An application for an ADU or JADU is considered and approved ministerially, without discretionary review or a hearing.

b. The city must approve or deny an application to create an ADU or JADU within sixty (60) days from the date that the city receives a completed application. If the city has not approved or denied the completed application within sixty (60) days, the application is deemed approved unless either:

i. The applicant requests a delay, in which case the sixty (60) day time period is tolled for the period of the requested delay; or

ii. When an application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the city may delay acting on the permit application for the ADU or JADU until the city acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.

c. If the city denies an application to create an ADU or JADU, the city must provide the applicant with comments that include, among other things, a list of all the defective or deficient items and a description of how the application may be remedied by the applicant. Notice of the denial and corresponding comments must be provided to the applicant within the sixty (60) day time period established by subsection (D)(3)(b) of this section.

d. A demolition permit for a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

E. *General ADU and JADU Requirements.* The following requirements apply to all ADUs and JADUs:

1. *Zoning.*

a. An ADU subject only to a building permit under subsection (D)(1) above may be created on a lot in a residential or mixed-use zone.

b. An ADU permitted under subsection (D)(2) above may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.

c. In accordance with Government Code section 66333(a), a JADU may only be created on a lot zoned for single-family residences.

2. *Height.*

a. Except as otherwise provided by subsection (E)(2)(b) and (E)(2)(c) below, a detached ADU created on a lot with an existing or proposed single family or multifamily dwelling unit may not exceed 16 feet in height.

b. A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.

c. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.

d. An ADU that is attached to the primary dwelling may not exceed 25 feet in height or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower. Notwithstanding the foregoing, ADUs subject to this subsection (E)(2)(d) may not exceed two stories.

e. For purposes of this subsection (E)(2), height is measured from existing legal grade or the level of the lowest floor, whichever is lower, to the peak of the structure.

3. *Fire Sprinklers.*

a. Fire sprinklers are required in an ADU if sprinklers are required in the primary residence.

b. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.

4. *Rental Term.* No ADU or JADU may be rented for a term that is shorter than thirty (30) days. This prohibition applies regardless of when the ADU or JADU was created.

5. *No Separate Conveyance.* An ADU or JADU may be rented, but, except as otherwise provided in Government Code section 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).

6. *Septic System.* If the ADU or JADU will connect to an on-site water-treatment system, the owner must include with the application a percolation test completed within the last five years or, if the percolation test has been recertified, within the last ten (10) years. Refer to the county of Napa's environmental health department regulations.

7. *Owner Occupancy.*

   a. An ADU that is created under this section on or after January 1, 2020are not subject to any owner-occupancy requirement.

   b. As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this subsection (E)(7)(b) does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.

8. *Deed Restriction.* Prior to issuance of a certificate of occupancy for a JADU, a deed restriction must be recorded against the title of the property in the county recorder's office and a copy filed with the community development director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the city and must provide that:

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

   b. The JADU is restricted to the approved size and to other attributes allowed by this section.

   c. The deed restriction runs with the land and may be enforced against future property owners.

d. The deed restriction may be removed if the owner eliminates the JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the community development director, providing evidence that the JADU has in fact been eliminated. The community development director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the community development director's determination consistent with other provisions of this code. If the JADU is not entirely physically removed, but is only eliminated by virtue of having a necessary component of an JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this code.

e. The deed restriction is enforceable by the community development director or his or her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.

9. *Rent Reporting.* In order to facilitate the city's obligation to identify adequate sites for housing in accordance with Government Code Sections 65583.1 and 66330, the following requirements must be satisfied:

a. With the building permit application, the applicant must provide the community development director with an estimate of the projected annualized rent that will be charged for the ADU or JADU.

b. Within ninety (90) days after each January 1 following issuance of the building permit, the owner must report the actual rent charged for the ADU or JADU during the prior year. If the community development director does not receive the report within the ninety (90) day period, the owner is in violation of this Code, and the community development director may send the owner a notice of violation and allow the owner another thirty (30) days to submit the report. If the owner fails to submit the report within the thirty (30) day period, the community development director may enforce this provision in accordance with applicable law.

10. *Building and Safety.*

a. *Must Comply With Building Code.* Subject to subsection (E)(10)(b) of this section, all ADUs and JADUs must comply with all local building code requirements.

b. *No Change of Occupancy.* Construction of an ADU does not constitute a Group R occupancy change under the local building code, as described in California Building Code Section 310, unless the chief building official makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection (E)(10)(b) prevents the city from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.

F. *Specific ADU Requirements.* The following requirements apply only to ADUs that require an ADU permit under subsection (D)(2) of this section:

1. *Maximum Size.*

a. The maximum size of a detached or attached ADU subject to this subsection F is eight hundred fifty (850) square feet for a studio or one-bedroom unit and one thousand (1,000) square feet for a unit with two bedrooms. No more than two bedrooms are allowed.

b. An attached ADU that is created on a lot with an existing primary dwelling is further limited to fifty percent (50%) of the floor area of the existing primary dwelling.

c. Application of other development standards in this subsection F, such as FAR or lot coverage, might further limit the size of the ADU, but no application of the percent-based size limit in subsection (F)(1)(b) above or of an FAR, front setback, lot coverage limit, or open-space requirement may require the ADU to be less than eight hundred (800) square feet.

2. *No ADU may cause the total gross floor area of the underlying zone to be exceeded, with the provision that all lots may have an ADU up to 800 square feet.*

3. *Lot Coverage.* No ADU subject to this subsection F may cause the total lot coverage of the lot to exceed the maximum lot coverage for the zoning district in

which the ADU is proposed as established in Table 17.16.030(B), Development Standards—Residential Zoning Districts, subject to subsection (F)(1)(c), above.

4. *Setbacks.*

a. ADUs that are subject to this subsection (F) must conform to 4-foot side and rear setbacks. ADUs that are subject to this subsection (F) must conform to the front setback as required by the underlying zoning district, subject to subsection (F)(1)(c), above.

b. No setback is required for an ADU that is subject to this subsection (F) if the ADU is constructed in the same location and to the same dimensions as an existing, nonconforming, enclosed structure.

5. *Passageway.* No passageway, as defined by subsection (C) of this section, is required for an ADU.

6. *Parking.*

a. *Generally.* One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by subsection (C) of this section.

b. *Exceptions.* No parking under subsection (F)(7)(A) of this section is required in the following situations:

i. The ADU is located within one-half mile walking distance of public transit, as defined by subsection (C) of this section.

ii. The ADU is located within an architecturally and historically significant historic district.

iii. The ADU is part of the proposed or existing primary residence or an accessory structure under subsection (D)(2)(a) of this section.

iv. When on-street parking permits are required but not offered to the occupant of the ADU.

v. When there is an established car share vehicle stop located within one block of the ADU.

vi. When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided that the ADU or the lot satisfies any other criteria listed in subsection (F)(7)(b)(i) through (v), above.

c. *No Replacement.* When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.

7. *Architectural Requirements.*

a. The materials and colors of the exterior walls, roof, and windows and doors must be the same as those of the primary dwelling.

b. The roof slope must match that of the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.

c. The exterior lighting must be limited to down-lights or as otherwise required by the zoning, building, or fire code.

d. The ADU must have an independent exterior entrance, apart from that of the primary dwelling.

e. The interior horizontal dimensions of an ADU must be at least 10 feet wide in every direction, with a minimum interior wall height of seven feet.

f. No window or door of the ADU may have a direct line of sight to an adjoining residential property. Each window and door must either be located where there is no direct line of sight or screened using fencing, landscaping, or privacy glass to prevent a direct line of sight.

g. All windows and doors in an ADU less than 30 feet from a property line that is not a public right-of-way line must either be (for windows) clerestory with the bottom of the glass at least six feet above the finished floor, or (for windows and doors) utilize frosted or obscure glass.

8. *Historical Protections.* An ADU that is on real property that is listed in the California Register of Historic Resources must be located so as to not be visible from any public right-of-way.

9. *Allowed Stories.* No ADU subject to this subsection (F) may have more than one story, except that an ADU that is attached to the primary dwelling may have the stories allowed under subparagraph (E)(2)(d) of this section.

G. *Fees.* The following requirements apply to all ADUs that are approved under subsections (D)(1) or (D)(2), above.

1. *Impact Fees.*

a. No impact fee is required for an ADU that is less than seven hundred fifty (750) square feet in size. For purposes of this subsection (G)(1), “impact fee” means a “fee under the Mitigation Fee Act (Gov. Code § 66000(b)) and a fee under the Quimby Act (Gov. Code § 66477). “Impact fee” here does not include any connection fee or capacity charge for water or sewer service.

b. Any impact fee that is required for an ADU that is seven hundred fifty (750) square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., the floor area of the ADU, divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling).

2. *Utility Fees.*

a. If an ADU is constructed with a new single-family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required. For detached ADUs where there is a demonstrated adequate sewer capacity acceptable to the city engineer and cleaning/review of the sewer lines has been performed with closed circuit television technology, and an application has been submitted to the city engineer to substantiate capacity calculations, a separate connection for the ADU is not required.

b. Except as described in subsection (G)(2)(a) of this section, converted ADUs on a single-family lot that are created under subsection (D)(1)(a) of this section

are not required to have a new or separate utility connection directly between the ADU and the utility, nor is a connection fee or capacity charge required.

c. Except as described in subsection (G)(2)(a) of this section, all ADUs and JADUs that are not covered by subsection (G)(2)(b) of this section require a new, separate utility connection directly between the ADU and the utility for any utility that is provided by the city. All utilities that are not provided by the city are subject to the connection and fee requirements of the utility provider.

i. The connection is subject to a connection fee or capacity charge that is proportionate to the burden created by the ADU, based on either the floor area or the number of drainage-fixture units (DFU) values, as defined by the Uniform Plumbing Code, upon the water or sewer system.

ii. The portion of the fee or charge that is charged by the city may not exceed the reasonable cost of providing this service.

H. *Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.*

1. *Generally*. The city will not deny an ADU or JADU application due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.

2. *Unpermitted ADUs JADUs Constructed Before 2020.*

a. *Permit to Legalize.* As required by state law, the city may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:

i. The ADU or JADU violates applicable building standards; or

ii. The ADU or JADU does not comply with the state ADU or JADU law or this section.

b. *Exemptions.*

i. Notwithstanding subsection (H)(2)(a) of this section, the city may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the city makes a finding that correcting a violation is necessary to comply with the standards specified in Health and Safety Code section 17920.3.

ii. Subsection (H)(2)(a) of this section does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code Section 17920.3.

City of St. Helena
City Council

Project: Zoning Ordinance Amendment to amend Chapter 17.22.030 of Title 17 of St. Helena Municipal Code (Accessory Dwelling Units)

Staff: Jackie Oneal

Community Development Department

April 22, 2025

Project Description

- Amend Section 17.22.030 of the City of St. Helena Municipal Code to comply with recent changes to state law that impose new limits on local authority to regulate Accessory Dwelling Units (“ADUs”) and Junior Accessory Dwelling Units (“JADUs”).

- Both AB 2533 and SB 1211 took effect January 1, 2025. To remain valid, the City’s ADU ordinance must comply with requirements imposed by AB 2533 and SB 1211. Adopting the proposed ordinance (Exhibit A to Attachment 1) ensures that the City’s ADU ordinance will be valid under AB 2533 and SB 1211.

- Staff has included code cleanups that are not direct results of the 2024 state law changes but have been included for

Purpose

In recent years, the California Legislature has approved, and the Governor has signed into law, a number of bills that, among other things, amended various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs.

In 2024, the California Legislature approved, and the Governor signed into law, two new bills — AB 2533 and SB 1211 — that further amend State ADU law as summarized on the following slides.

AB 2533- Unpermitted ADUs & JADUs

2024 Changes
• Expands existing prohibitions to denial to include JADUs
• Changes construction cut off date from 1/1/2018 to 1/1/2020
• Replaces the existing exception to denial with a requirement that local agencies find that correction is necessary to comply with standards in the Health and Safety Code section 17920.3 (Substandard Buildings)

SB 1211- Replacement Parking; Multifamily ADUs

2024 Changes
• Expands existing prohibitions to off-street parking requirements. No replacement parking requirement for uncovered parking spaces demolished or replaced with an ADU.
• Adds New Definition for “Livable Space” *a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.*
• Increases the number of detached ADUs allowed on a lot with existing multifamily. Up to 8 detached ADUs or as many as there are primary dwelling units on the lot, whichever is less.

Notable Consistency Changes

C. Definitions

"Complete independent cooking facilities" – Modified to conform with state law and separated from ADU definition for clarity. This definition applies to attached and detached residential dwelling units and requires *permanent* provisions for living, sleeping, eating, cooking, and sanitation.

"Cooking Facility" - Removed definition of cooking facility for noncompliance with state law.

"Efficiency Kitchen"- Modified to conform with state law. This definition applies to JADUs only.

D. Approvals

1(d). Detached on multifamily lot: No more than 2 detached ADUs on a lot with a proposed multifamily dwelling, or up to 8 detached ADUs on a lot with an existing multifamily dwelling (not to exceed the number of existing primary dwelling units).

Notable Consistency Changes

F. Specific ADU Requirements

4. Setbacks- ADUs subject to subsection F(4) must conform to the front setback as required by the underlying zoning district.

6. Parking- No replacement parking expanded to include uncovered parking spaces.

7. Architectural- Objective Criteria added for clarity.

G. Fees

1(a) Impact Fees- Additional information added for clarity.

H. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.

-Dates changed from 2018 to 2020.

-Correction metrics changed to Health and Safety Code Section 17920.3 standards.

Recommendation

Introduction and waive the first reading of the proposed Ordinance to:

1. Find that, pursuant to the California Public Resources Code Section 21080.17, the ordinance is statutorily exempt from CEQA which exempts the adoption of an accessory dwelling unit ordinance to implement the provisions of Section 65852.2 of the California Government Code; and
2. Approve and adopt Zoning Ordinance Amendment (ZOA 2025-001) to amend Section 17.22.030 of the St. Helena Municipal Code regarding ADU regulations.

Questions?

Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Administration

DATE:	April 22, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Review options to reduce water and/or wastewater rates and provide feedback to staff.
RECOMMENDED ACTION:	Staff is requesting further direction on the findings presented.
PREVIOUS COUNCIL ACTION:	January 28, 2025 - Provided direction to staff to agendize discussion. March 11, 2025 - Reviewed options to reduce water and/or wastewater rates.
STATEMENT OF THE PURPOSE:	Discuss, review, and provide direction to staff on the current water and wastewater rates.
FINANCIAL IMPACT:	None associated with this report; however, the fiscal impact is dependent on Council decision(s).

BACKGROUND:

On January 28, 2025, Council Member Barak requested an item be added to a future agenda as described below.

Discuss and review the current and proposed water rates with the goal of significantly reducing the financial burden on residents. Discussion should include but not be limited to:

- Reviewing allocation of administrative salaries currently funded by the water and wastewater enterprise fund and consider a shift to the general fund where appropriate.
- Examine the City's water and wastewater reserve policies.
- Evaluating current reserve levels and determining whether adjustments to the reserve targets are feasible without compromising financial stability.
- Analyzing the Capital Improvement Program (CIP) to access prioritization phasing and potential restructuring of projects to control costs and reduce ratepayer impact.
- Exploring immediate strategies to prevent the scheduled 8% rate increase in the fiscal year 2025 and assessing long-term options to lower future rate adjustments for residents.

On March 11, 2025, staff presented the following information to City Council:

As part of the rate study process in 2022 and 2023, a committee of residents worked with a specialized consultant (Raftelis) and staff to recommend to the City Council new rates for the water and wastewater enterprises. The rates were approved by City Council effective September 2023 and increased water rates by 28% and wastewater rates by 50% in the first year. The five-year rate plan included increases each subsequent July 1st. On July 1, 2024, water rates increased by 8% and are scheduled to go up another 8% on July 1, 2025 and wastewater rates increased by 4% on July 1, 2024 and are scheduled to go up another 4% on July 1, 2025. The need for these steep increases was due to the severity of underfunding and underinvestment over the last couple of decades. The underinvestment has left the water and wastewater system (in addition to the stormwater system, which has no dedicated funding source other than Measure H General Obligation (GO) Bonds) in dilapidated states resulting in state fines, frequent pipe breaks, and discolored water in faucets among other detrimental effects.

The rate increases were anticipated to generate approximately $46.5 million for investment in the water and wastewater systems. This amount includes funds directly collected from ratepayers as well as issuance and payment of bonds which will fund approximately $33.5 million of the planned expenditures. In response to the request to propose ways to reduce the rates, staff developed the following matrix that describes the main options to reduce rates in the water and wastewater funds.

Water Enterprise Options:

During the rate study, Raftelis projected that with no rate increases over the study period the Water Enterprise's reserves will fall below the target reserve policy and fail to meet minimum debt coverage in all years of the study period. Without revenue adjustments, fund balances would be negative in every year of the study period and decrease greatly over time due to operating, maintenance, and capital expenses. Key factors influencing the need for proposed revenue adjustments include:

1. Cost of inflation: Operating costs continue to increase year over year due to inflationary pressures.
2. Reduction in baseline water demand: Water sales are significantly lower relative to pre-drought years, resulting in lower baseline variable water rate revenues.
3. Planned capital expenditures: CIP project expenditures through FY 2028-29, including substantial repair and replacement projects, totaling $59.5M (i.e. per adopted 5-year CIP, FY25 - FY29, which equates to approximately $11.9M per year on average).

Table 1 below represents a number of options and implications for Council consideration and discussion.

Table 1 - Options and Impacts on Water Enterprise

Option	Description	Impact
1	Shift base and use costs	Ratepayers with lower use will see

Option	Description	Impact
		savings, but it may result in revenue volatility.
2	Shift a higher % of personnel charges from Water Fund to General Fund*	Already burdened General Fund, will in effect subsidize the enterprise funds.
3	Postpone CIP Projects	Delaying improvements of the water systems leads to project escalation costs and ever increasing risks of jeopardizing life/safety due to aging infrastructure.
4	Reduce reserve levels	Cash flow would be strained during emergency situations. May shift funding from scheduled CIP projects. Could impact debt coverage requirements.
5	Reduce operations budget	Any substantive reductions would have impacts on service delivery.
6	Move from bonds to State Revolving Fund (SFR) financing	SRF typically offers below-market interest rates, reducing overall borrowing costs. However, the process to secure funding is longer than the issuance of bonds. SRF funding involves a rigorous application process with specific eligibility requirements, which can be time-consuming and may not be suitable for all types of projects. The amount of SRF funding available can vary depending on federal funding allocations, potentially leading to project delays if sufficient funds are not available.

Wastewater Enterprise:

During the rate study Raftelis projected that with no rate increases over the five-year study period the Wastewater Enterprise's reserves would fall below the existing reserve policy and fail to meet its debt coverage requirement in each year of the study period.

Key factors influencing the need for the approved Wastewater Enterprise revenue adjustments included:

1. Cost of inflation: Operating costs continue to increase year over year due to inflationary pressures and the cost of staffing treatment facilities.
2. Planned capital expenditures: CIP project expenditures through FY 2028-29, including substantial repair and replacement projects, totaling $29.4M (i.e. per adopted 5-year CIP, FY25 - FY29, which equates to approximately $5.9M per year on average.
3. Reserve replenishment: the Wastewater Enterprise has reduced cash reserves during the past several fiscal years due to unforeseen operating costs as well as the completion of a significant capital project (i.e. the Wastewater Treatment Plant Upgrade Project).

Table 2 below represents a number of options and implications for Council consideration and discussion.

Table 2 - Options and Impacts on Wastewater Enterprise

Option	Description	Impact
1	Shift a higher % of personnel charges from Wastewater Fund to General Fund*	Already burdened General Fund, will in effect subsidize the enterprise funds.
2	Postpone CIP Projects	Delaying improvements of the wastewater systems leads to project escalation costs and ever increasing risks of jeopardizing life/safety due to aging infrastructure. Scheduled CIP are required by the negotiated Riverwatch Settlement Agreement.
3	Reduce reserve levels	Cash flow would be strained during emergency situations. May shift funding from scheduled CIP projects. Could impact debt coverage requirements.
4	Reduce operations budget	Any substantive reductions would have impacts on service delivery.

* It is typical that a portion of personnel charges be allocated to each enterprise fund. This allocation reflects effort expended by staff in support of enterprise fund operations, including but not limited to administrative oversight, financial management, customer service, and maintenance activities directly related to water and wastewater fund functions. The allocation methodology is reviewed annually to ensure consistency with generally accepted accounting principals and cost allocation best practices. This approach promotes transparency, supports full cost recovery, and ensures that enterprise funds bear their fair share of personnel-related expenses.

As noted at the March 11, 2025, to better assess the impact of each option listed above and determine their potential to significantly reduce the financial burden on ratepayers, the following steps were undertaken:

1. **Estimates for Each Option** - Raftelis was tasked with evaluating the proposed options and providing an estimate of the potential savings or rate reductions for each scenario.
2. **City's Legal Covenant to Bond Holders** - Any attempt to reduce rates must take into account the City's legal covenant to bond holders (i.e. both water and wastewater bond holders) which ensures the utility will generate enough revenue to pay back the bonds. This review was conducted by Raftelis.
3. **Cost Allocation Study** - This study will provide updated financial data.
4. **Existing Debt Evaluation** - City staff worked with the Municipal Advisor to evaluate if there are opportunities to restructure existing debt.
5. **Incorporating Council Decisions into Budget Planning** - Implementation of any of the ideas will result in budget implications. Based on Council's direction, staff will integrate the approved measures into the FY 2025-26 and FY 2026-27 biennial Operating and Capital Improvement Plan budgets.

DISCUSSION:
Per direction received at the March 11th Council meeting, staff worked with Raftelis to analyze impacts of reducing water and wastewater rates. In order to complete the analysis to understand impacts from deviating from the previously adopted rate study, Raftelis completed the following:

1. Updated the City's financial planning model that was developed for the 2022-23 Rate Study.
2. Made updates to the assumptions included in the 2022-23 Rate Study based on current conditions, which included the following:
    a. Normal condition water demand
    b. Operation and maintenance expenses
    c. Capital Improvement Program (CIP)
    d. Timeline for debt issuance
    e. Cash balances
    f. Reserve requirements for water and wastewater funds
3. Reconciled actual revenues to previously forecasted revenues in the prior rate study.

Raftelis evaluated the following options:

- No rate increases in FY 2025-26. The adopted FY 2022-23 Rate Study has an increase scheduled for July 1, 2025 in the amount of 8% for Water and 4% for Wastewater.
- Rate decrease of 5% in FY 2025-26.
- Rate decrease of 10% in FY 2025-26.

In order for the option to be considered viable, the scenario must maintain a reserve balance within the reserve policy and meet the required debt ratio coverage. The following are the existing requirements for each Enterprise:

Enterprise	Debt Coverage Ratio	Reserve policy
Water	1.25x	10 - 14 Months Annual Operating Expenses
Wastewater	1.20x	6 - 8 Months Annual Operating Expenses

To allow for more viability with rate reduction options, Raftelis incorporated adjusting the minimum reserve for both Water and Wastewater to 90 days. Therefore, if any of the options are implemented the reserve policy will need to be amended.

Water Enterprise Analysis

No rate increases in FY 2025-26

Based on the analysis completed by Raftelis, it was determined that the City could forego the rate increase in FY 2025-26 and maintain debt coverage as well as reserve levels. Notable changes that were made to absorb the impacts of eliminating the July 1, 2025 rate increase of 8% include the following:

1. Reducing the minimum reserve level to 90 days.
2. Amending the debt issuance schedule. The 2nd tranche of revenue bonds was scheduled for $23 million in FY 2025-26. This would be amended to two issuances: $16 million in FY 2026-27 and $7 million in FY 2027-28.
3. Shifting approximately $700,000 in CIP projects to GO Bond funding.

It is important to note that even with the scheduled increases in FY 2026-27 and FY 2027-28, the City would fall below debt coverage in FY 2030-31, whereas with the scheduled increase in FY 2025-26 the City would have maintained coverage through FY 2033-34.

Rate reduction in FY 2025-26

Further analysis was completed to determine if the Water Enterprise could absorb either a 5% or 10% decrease in rates in FY 2025-26. In order to maintain debt coverage requirements and meet a minimum reserve level of 90 days, a decrease would require cuts in either planned CIP spending or the Operating budget as follows:

- 5% rate reduction - 7.5% reduction in annual operating expenses ($500,000)
- 10% rate reduction - 15% reduction in annual operating expenses ($1 million)

After consulting with the Director of Public Works it was determined that cuts of that magnitude were not feasible without significant impacts to operations or delivery of projects.

Wastewater Enterprise Analysis

No rate increases in FY 2025-26
Based on the analysis completed by Raftelis, it was determined that the City could forego the rate increase in FY 2025-26 and maintain debt coverage as well as reserve levels. Notable changes that were made to absorb the impacts of eliminating the July 1, 2025 rate increase of 4% include the following:

1. Reducing the minimum reserve level to 90 days.
2. Reduction in FY 2025-26 Draft Operating Budget of $300,000.
3. Shifting approximately $2.2 million in CIP projects to GO Bond funding.

It is important to note that even with the scheduled increases in FY 2026-27 and FY 2027-28, the cash balances would fall below the 90-day reserve level FY 2029-30 and there would be a negative cash balance by FY 2031-32.

Rate reduction in FY 2025-26
Further analysis was completed to determine if the Wastewater Enterprise could absorb either a 5% or 10% decrease in rates in FY 2025-26. In order to maintain debt coverage requirements and meet a minimum reserve level of 90 days, a decrease would require cuts in either planned CIP spending or the Operating budget as follows:

- 5% rate reduction - 7% reduction in annual operating expenses ($290,000)
- 10% rate reduction - 14% reduction in annual operating expenses ($580,000)

These expenditure cuts would be in addition to the $300,000 that was previously cut to absorb the impacts of no rate increase in FY 2025-26. After consulting with the Director of Public Works it was determined that cuts of that magnitude were not feasible without significant impacts to operations or delivery of projects.

Cost Allocation Study

Staff has been working with ClearSource Financial Consulting to complete an updated Cost Allocation Plan to determine if the existing allocation for overhead costs are appropriately being charged to the Water and Wastewater Enterprise funds. Preliminary results indicate that there should be a reduction in the existing allocation of overhead expenses in the amount of $218,384 as follows:

- Water Enterprise - Reduce allocation by $153,325
- Wastewater Enterprise - Reduce allocation by $65,059

Staff is continuing to work with the consultant to refine the analysis and anticipates bring the final report to City Council on May 13, 2025.

Evaluation of Existing Debt

Staff considered the options to restructure the existing debt to possibly avoid or reduce rate increases.

The Water fund currently has three outstanding obligations:

1. Series 2012 Bonds (Callable on Any Date at 100%, October 1, 2032 Final Maturity, $2,746,956 Principal Remaining)
2. Series 2019 Refunding Direct Placement) (Non-Callable, October 1, 2031 Final Maturity, $3,373,900 Principal Remaining)
3. Series 2024 (Callable Beginning October 1, 2034 and Any Date Thereafter, October 1, 2054 Final Maturity, $10,685,000 Principal Remaining)

The Series 2012 Bonds for Water have been monitored for refunding purposes. The small remaining amount and short remaining term do not make an economic refunding currently viable.

The Wastewater fund currently has four outstanding obligations:

1. Series 2005B Bonds (Callable on Any Date at 100%, October 1, 2030 Final Maturity, $735,000 Principal Remaining)
2. Series 2012 Bonds (Callable on Any Date at 100%, October 1, 2032 Final Maturity, $763,044 Principal Remaining)
3. Series 2023 Direct Placement (Callable Beginning on April 1, 2027 at 100%, October 1, 2038 Final Maturity, $3,340,000 Principal Remaining)
4. USDA Loan (October 1, 2064 Final Maturity, $9,263,966 Principal Remaining)

The Series 2005B and Series 2012 Bonds have both been monitored for refunding purposes. The small remaining amounts and short remaining term on each issue do not make an economic refunding currently viable.

For the bonds of both systems, it is possible to pay off early maturities and push out remaining debt to later years - a strategy known as a defeasance or “scoop and toss”. However, none of the bonds are currently eligible for refinancing that would result in savings. Restructuring now would cost each fund significantly due to issuance fees and higher interest costs.

In addition, the Series 2023 Wastewater Bonds and the Series 2019 and Series 2024 Bonds are not currently callable. This means the City would have to set up an escrow account to hold enough money to pay off the bonds, either at their call dates or final maturity. These escrow accounts require paying all principal and interest up front, and

because investment returns are lower than the cost of borrowing (known as negative arbitrage), the escrow becomes very expensive.

To make matters worse, the 2017 Tax Cuts and Jobs Act prohibits refunding bonds prior to their call date. This means any restructuring of non-callable bonds would require the respective enterprise fund to borrow for any refunding on a taxable basis, making any defeasance much more expensive.

Credit rating agencies like S&P Global. as well as bond markets, would likely view this kind of restructuring negatively, which could lead to bond downgrades and force the City to offer higher interest rates to sell any new bonds due to perceived risk.

While it is technically possible to defease bonds using cash reserves, doing so—especially for non-callable bonds—would be expensive and would reduce the operating reserves or available cash (PAYGO) needed for critical capital projects.

Summary

Staff has determined that it is feasible to forgo rate increases in both the Water (8%) and Wastewater (4%) increases scheduled to go into effect on July 1, 2025. But this will require reducing minimum reserve levels to 90 days, amending the Water Revenue Bond issuance schedule, reducing the Draft FY 2025-26 Wastewater Operations budget by $300,000, and allocating $2.9 million in GO Bond funding to Water and Wastewater projects.

It is not possible to reduce the scheduled rate increases without operational challenges and/or inability to complete planned critical infrastructure improvements.

It is, however, possible to shift personnel costs from the Water and Wastewater enterprises to the General Fund, which could allow for rate reductions. This strategy would alleviate some of the financial pressure on the enterprise funds, but it would correspondingly increase the fiscal deficit in the General Fund. For example, to achieve a 5% rate reduction in both the Water and Wastewater enterprises, shifting personnel costs would increase the General Fund deficit by approximately $790,000.

As stated previously, the preliminary results of the Cost Allocation Plan indicate that $218,384 in overhead costs currently charged to the enterprise funds should be shifted to the General Fund. This reallocation would reduce the burden on the Water and Wastewater funds and slightly improve rate affordability for customers.

Further analysis of the Cost Allocation Plan could reveal additional opportunities to reduce indirect cost charges to the enterprise funds. These opportunities might include refining cost drivers and ensuring that overhead allocations are accurately aligned with the level of service actually provided to the funds. A more equitable and precise allocation of costs could lead to a meaningful reduction in enterprise fund expenses,

creating the potential for more sustainable rate relief without compromising essential services or project delivery.

However, while beneficial to ratepayers, any further shifting of costs to the General Fund must be carefully weighed against the City's structural deficit and long-term financial stability. It is essential to ensure that the General Fund does not end up subsidizing the true cost of delivering water and wastewater services—doing so would not only place additional strain on already limited General Fund resources but could also create equity concerns and misalignment with cost-of-service principles. Identifying external funding sources, operational efficiencies, or additional General Fund revenues would be critical to supporting any reallocation without worsening the City's overall fiscal condition.

Next Steps

Staff is seeking direction on next steps as it relates to the information provided.

ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 5: Enhance Quality of Life

RAFTELIS

City of St. Helena

2025 Rate Review

Presentation | April 22, 2025

Agenda

- Financial Forecast Update
- Model Estimates and Assumptions
- Water Rate Analysis
- Wastewater Rate Analysis
- Low Income Assistance
- Cost Allocation Plan

Financial Forecast Update

- **Objective: evaluate the need for planned rate increases and the impacts of deviating from the rate plan**
  - Raftelis updated the City's financial planning model developed for the 2022-2023 Rate Study
  - Updates to: normal condition water demand estimates, Operations and Maintenance (O&M) expenses, CIP timing and funding sources, existing and future debt service, cash balances, and reserve requirements
  - With assistance from City staff, Raftelis developed a series of alternatives for the final three years of the current rate study

Key Model Estimates and Assumptions

- Water demand of 1,075 acre-feet per year (AFY)*
- Minimum cash reserve policy of 90 days operating expenses**
- Minimum coverage ratio of 1.25x for all water debt service and 1.2x for all wastewater debt service
- Full CIP spend budgeted in each year
- O&M:
  - Water $6.8 M operating expenses in FY 2026, escalated in following years
  - Wastewater $4.1M (versus $4.4M from preliminary budget)
- Planned Enterprise Debt: 4% rate and 30-year term
  - Water $16 M debt issuance in FY 2027, $7 M debt issuance in FY 2028
  - Wastewater No new debt
- O&M inflationary escalation factors between 2.8% and 10% per year, depending on cost center
- CIP construction cost escalation of approximately 3.5% per year

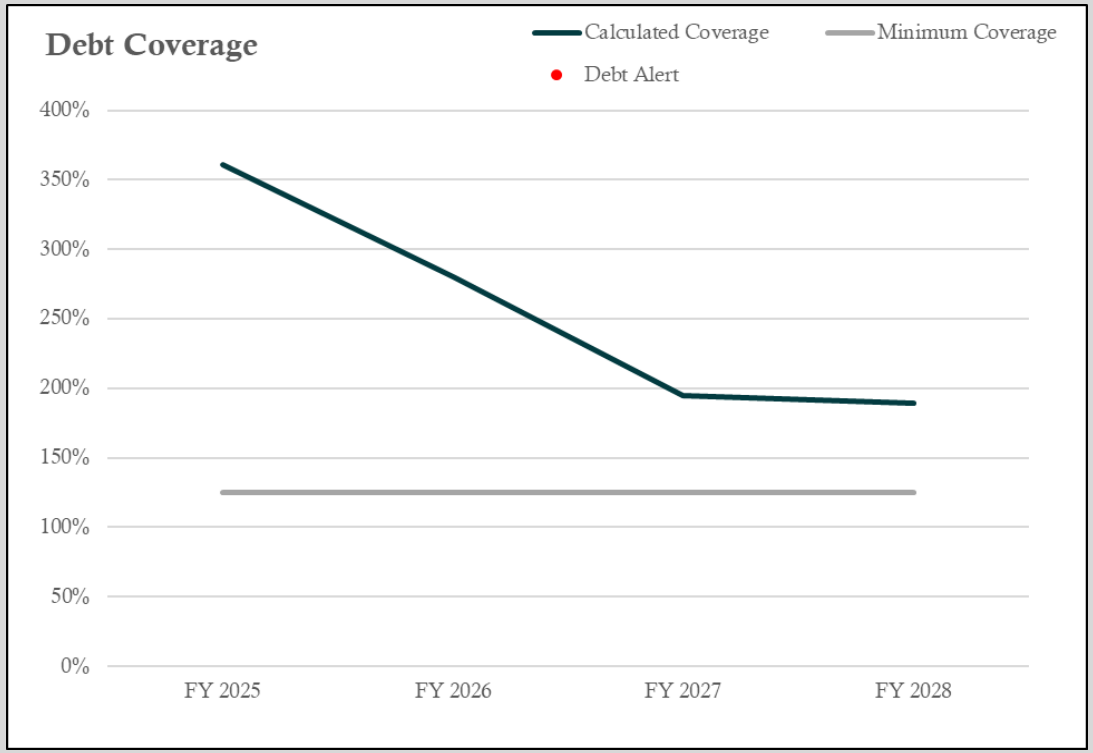
*Rate Study projected approximately 1,300 AFY in normal conditions. 1,075 AFY is based on additional data since the prior rate study
**Policy per the Rate Study was a minimum of 10 months and 6 months respectively for Water and Wastewater

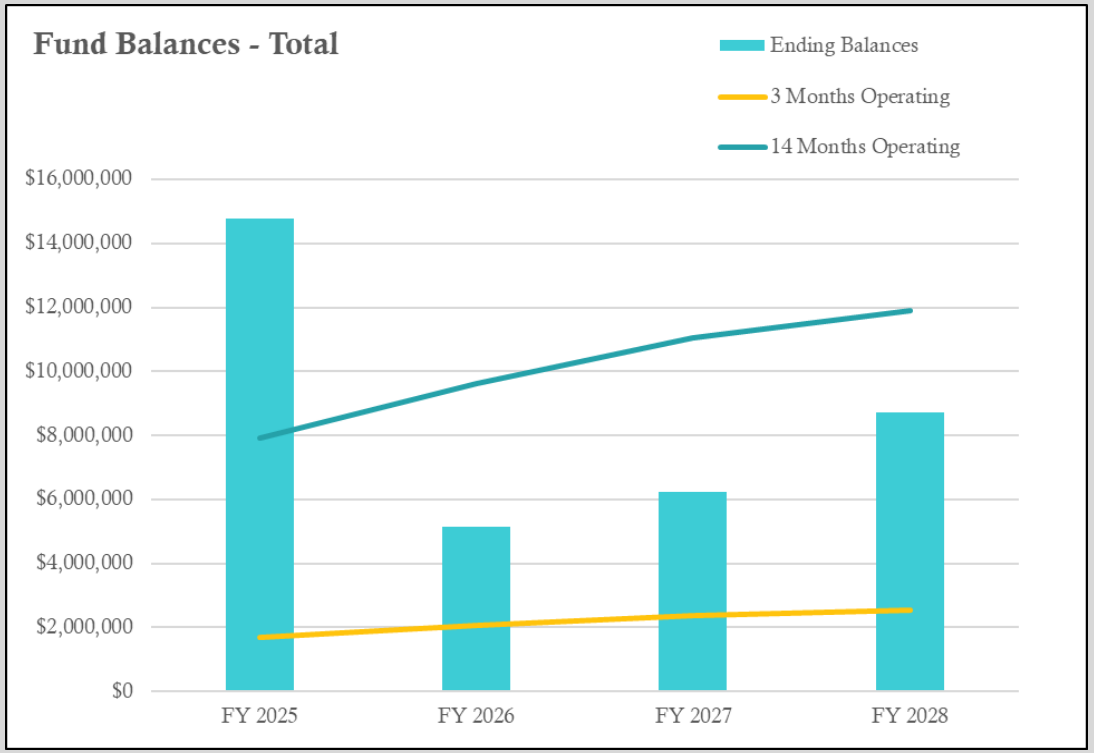
Rate Alternatives Comparison - Water

Options	FY 2026	FY 2027	FY 2028
Rate Plan	8%	8%	8%
Alternative 1: One Year Pause	0%	8%	8%
Alternative 2: Two Year Pause	0%	0%	8%
Alternative 3: 5% Decrease in FY 2026	-5%	8%	8%
Alternative 4: 10% Decrease in FY 2026	-10%	8%	8%

Rate Plan

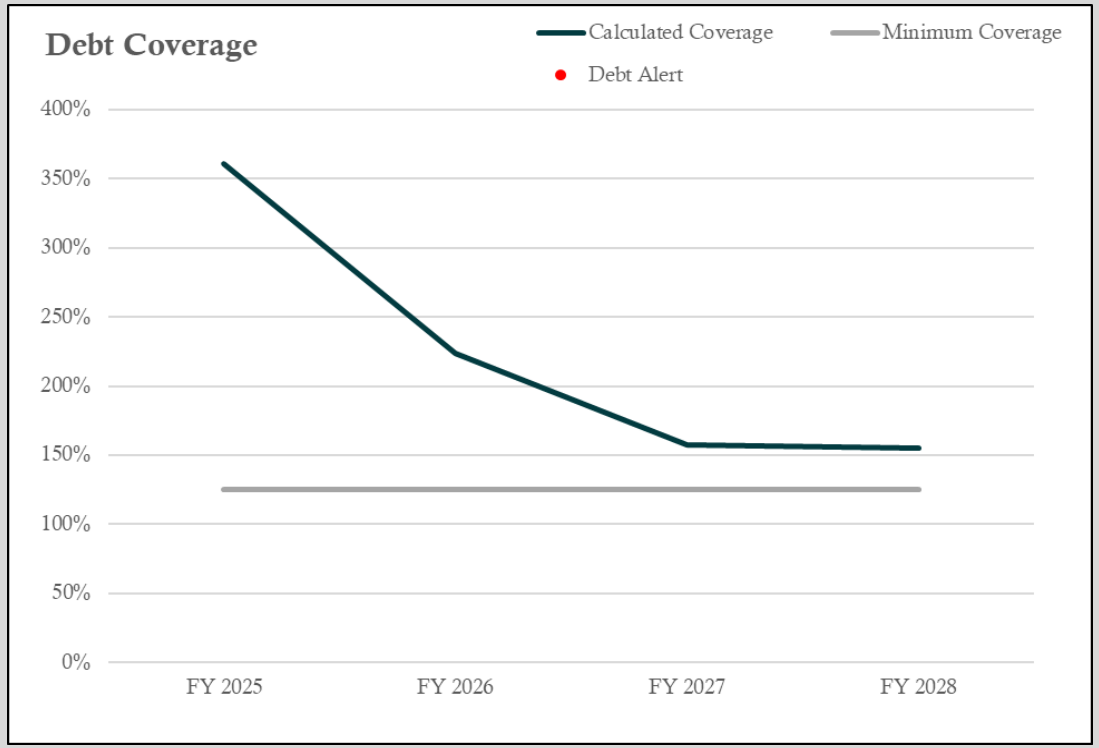
Year	FY 2026	FY 2027	FY 2028
Rate Increase (%)	8%	8%	8%

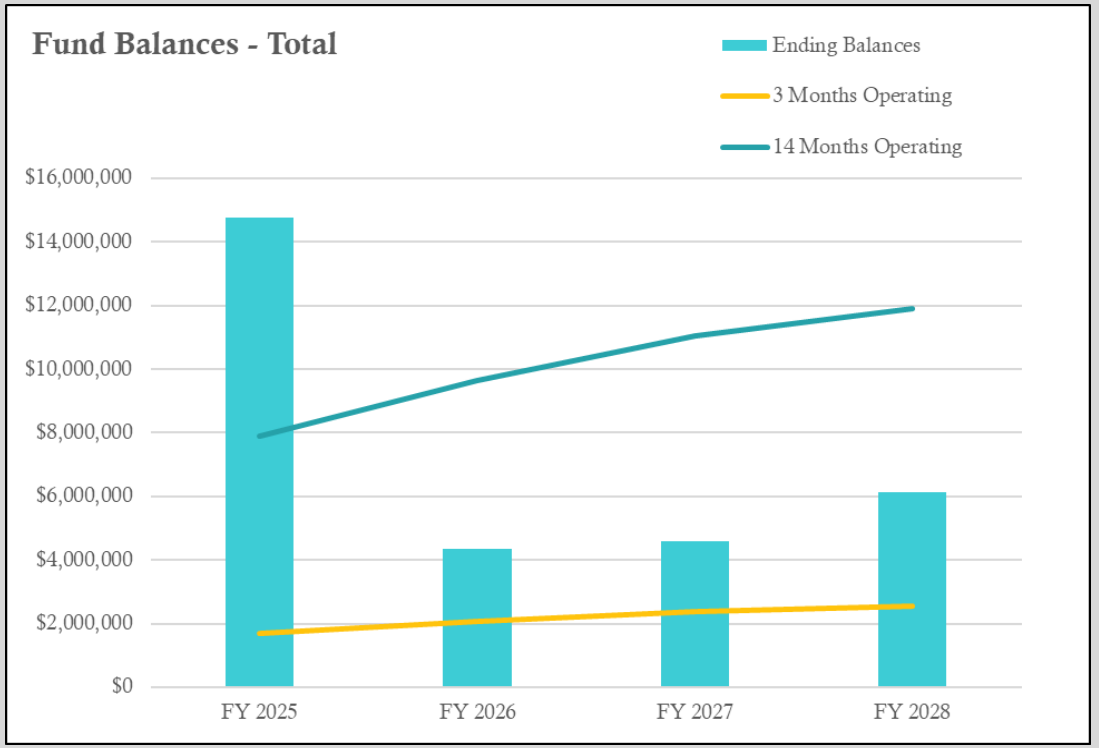




Alternative 1: One Year Pause

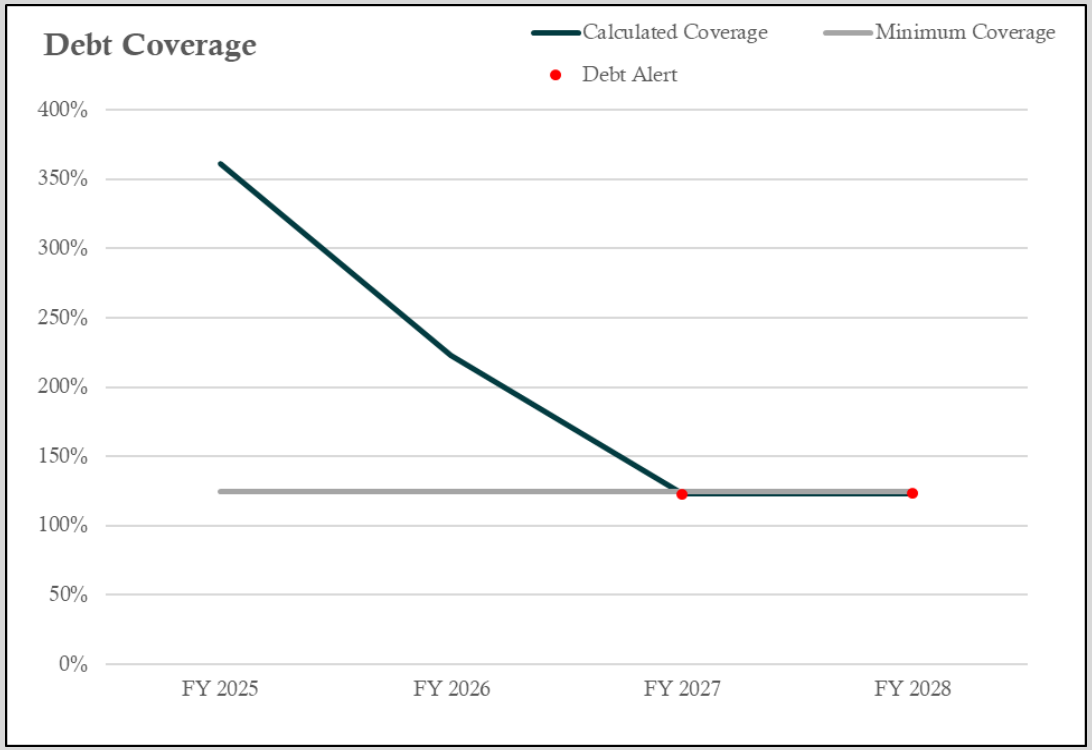
Year	FY 2026	FY 2027	FY 2028
Rate Increase (%)	0%	8%	8%

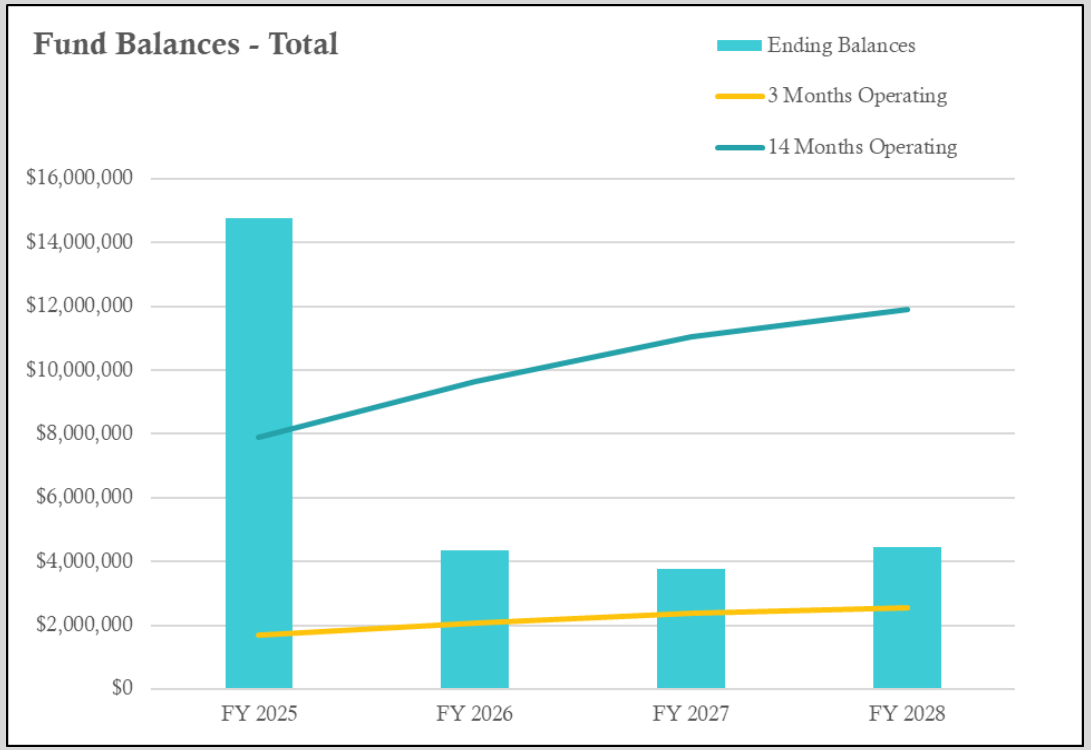




Alternative 2: Two Year Pause

Year	FY 2026	FY 2027	FY 2028
Rate Increase (%)	0%	0%	8%





Alternatives 3 & 4

- Due to debt service coverage requirements, decreases to rates require cuts to either planned CIP spending or O&M budgets

- Alternative 3: 5% rate decrease in FY 2026
  - Requires an approx. 7.5% reduction in annual O&M spending
    - **$500K per year**

- Alternative 4: 10% rate decrease in FY 2026
  - Requires an approx. 15% reduction in annual O&M spending
    - **$1 million per year**

- Absent these reductions, decreasing rates may not allow for sufficient coverage for financing of future CIP (10% decrease shows below minimum in FY 2027)

Compromise Option

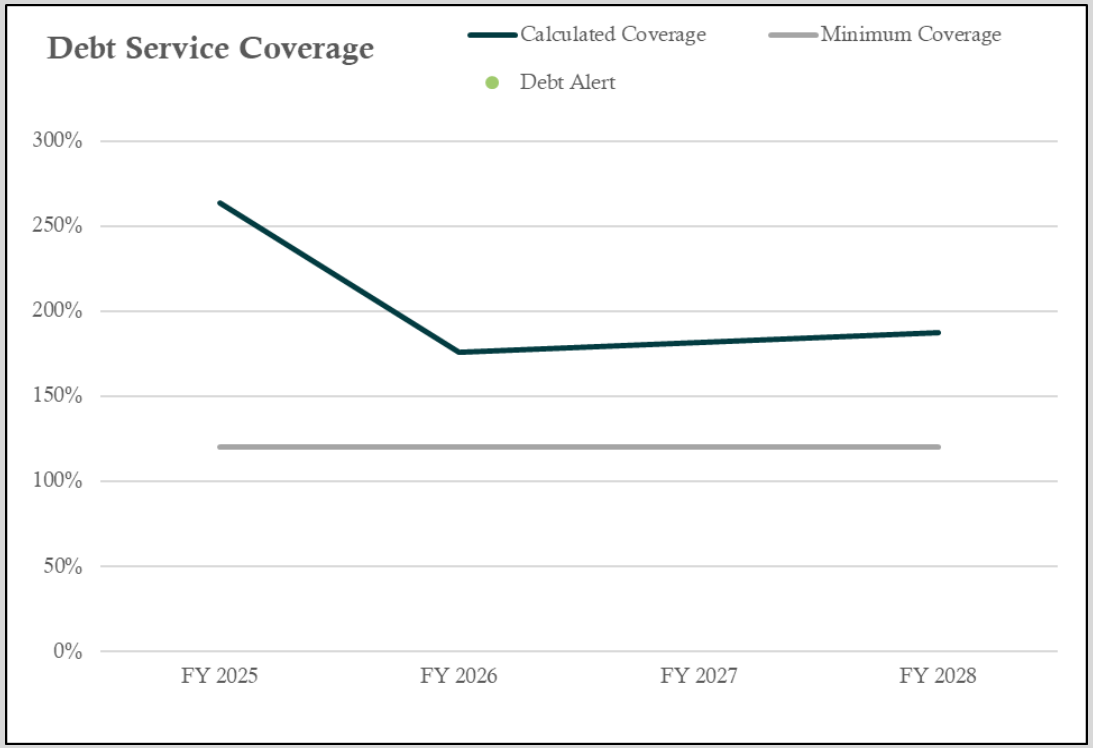
- Alternative 1: No rate increase in FY 2026
- Plan for 8% rate increases in FY 2027 and FY 2028 for capital needs and future external debt financing
- Continue to evaluate future projections based on actual revenues and expenses, as well as capital spending needs and financial environment

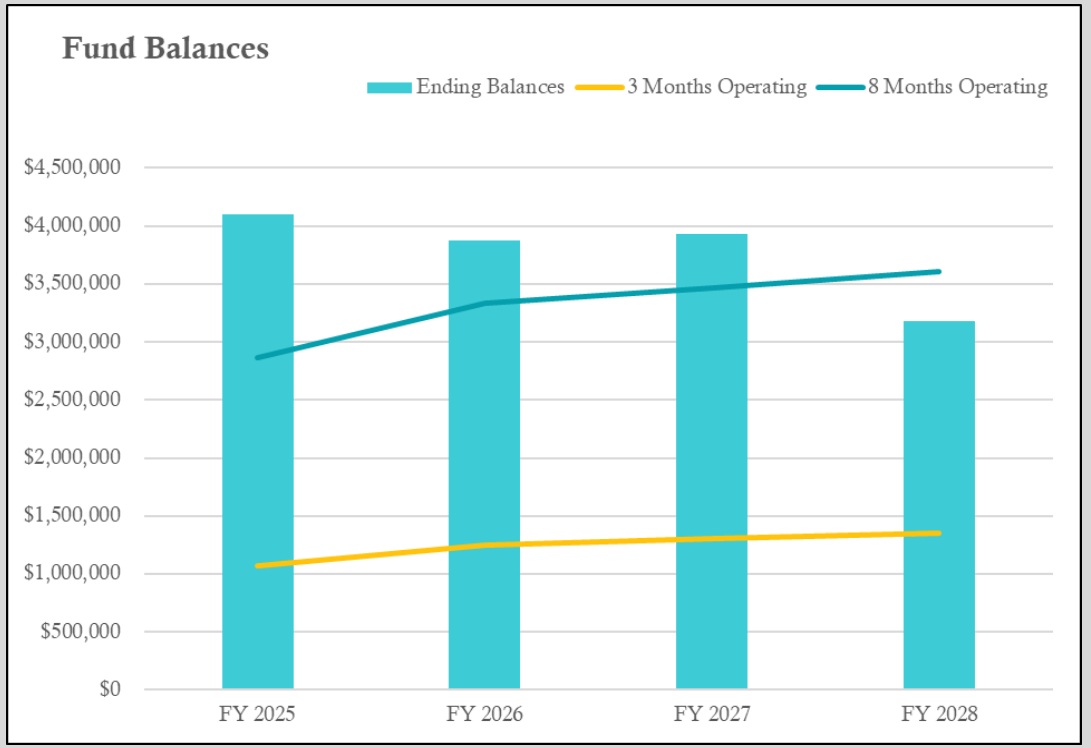
Rate Alternatives Comparison - Wastewater

Options	FY 2026	FY 2027	FY 2028
Rate Plan	4%	4%	4%
Alternative 1: One Year Pause	0%	4%	4%
Alternative 2: Two Year Pause	0%	0%	4%
Alternative 3: 5% Decrease in FY 2026	-5%	4%	4%
Alternative 4: 10% Decrease in FY 2026	-10%	4%	4%

Wastewater Rate Plan

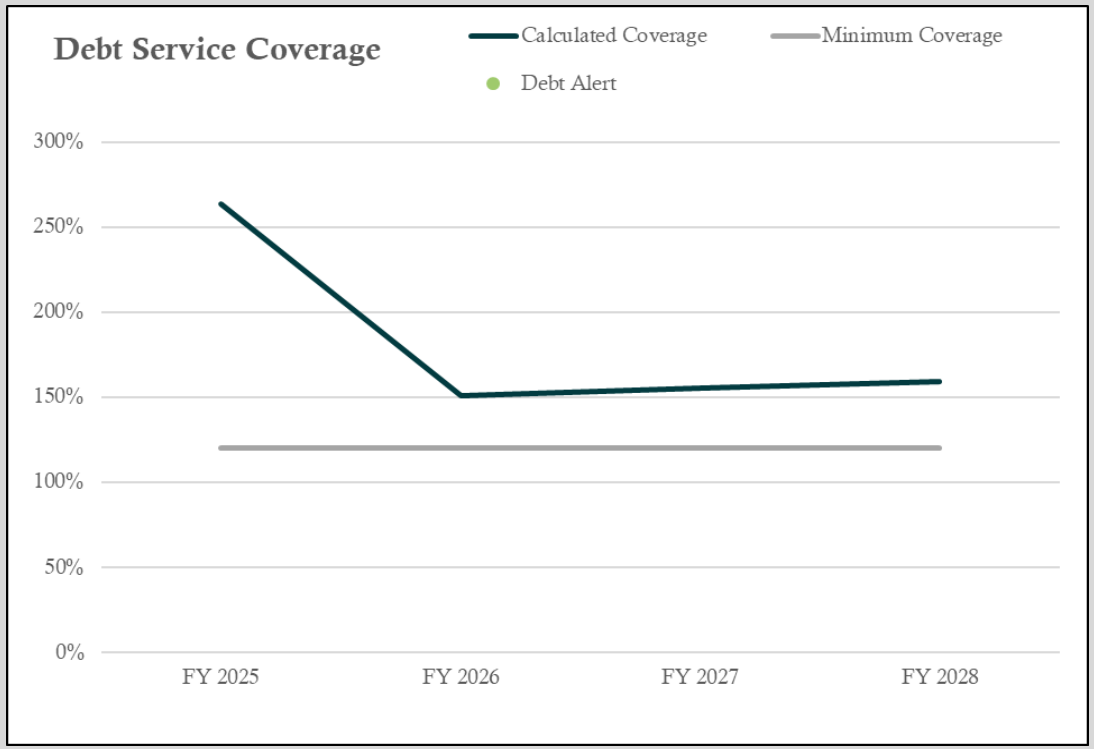
Year	FY 2026	FY 2027	FY 2028
Rate Increase (%)	4%	4%	4%

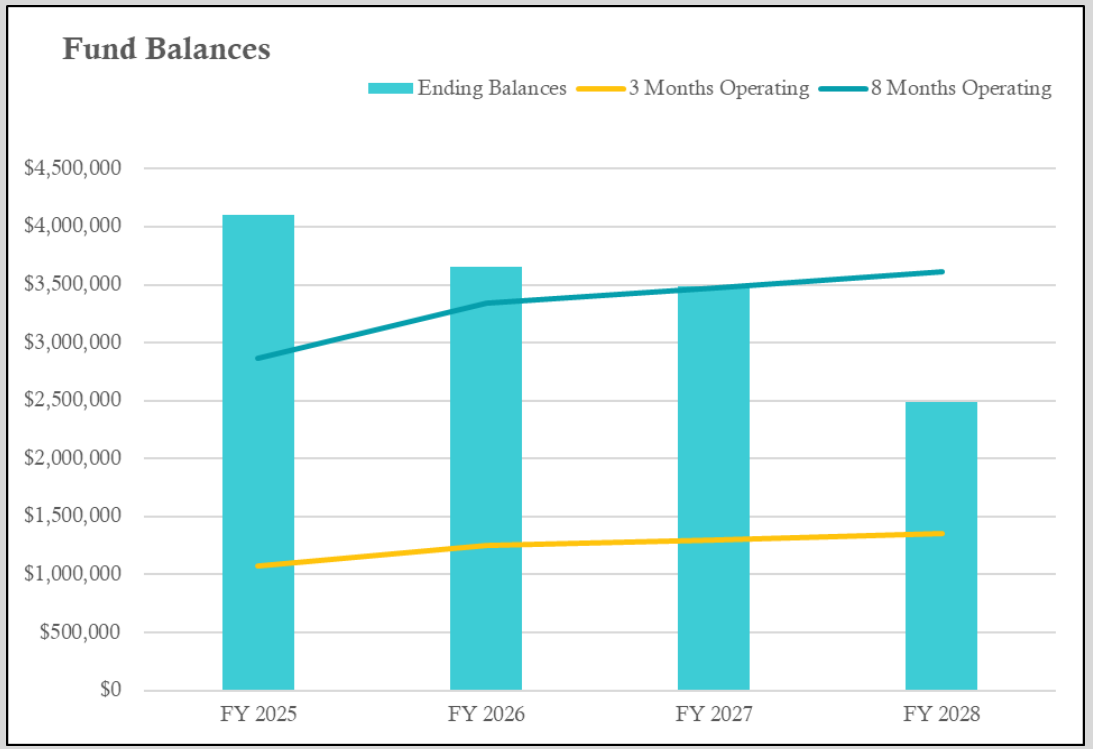




Alternative One

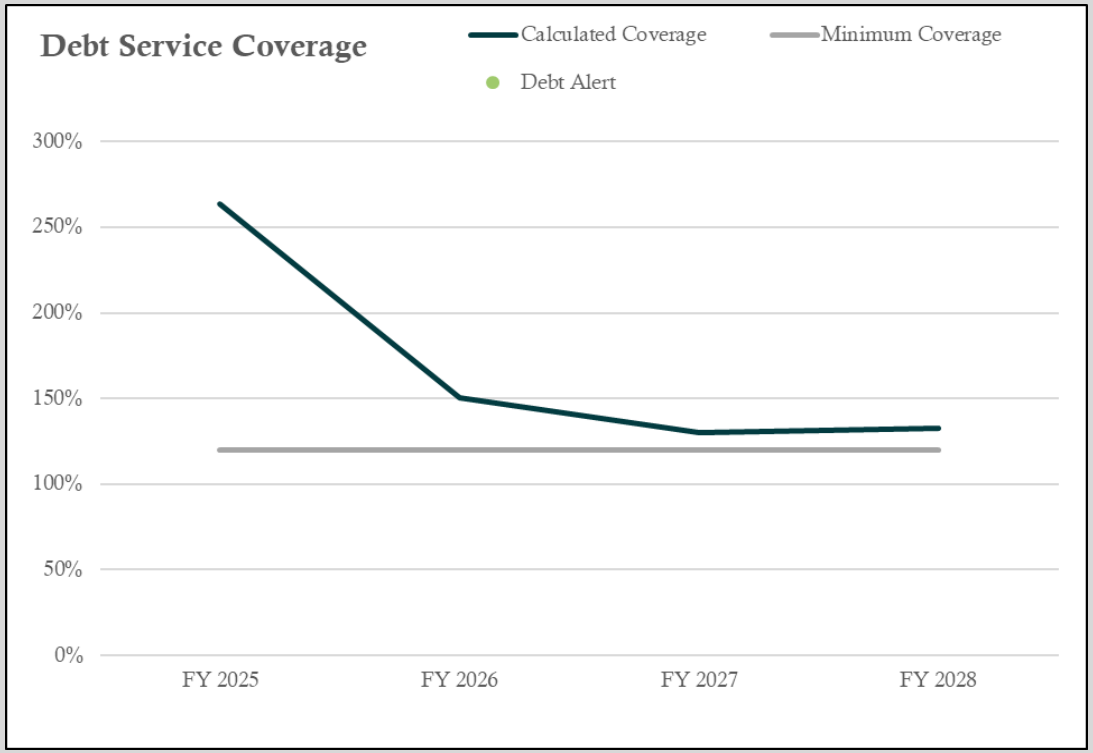
Year	FY 2026	FY 2027	FY 2028
Rate Increase (%)	0%	4%	4%

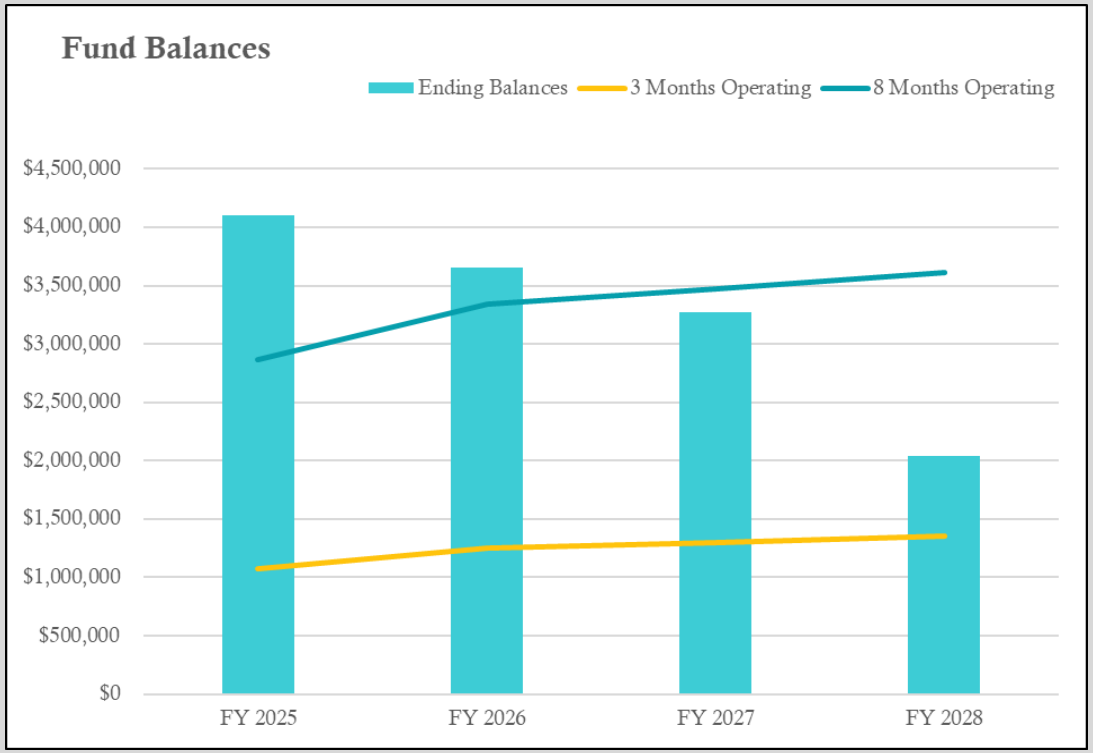




Alternative Two

Year	FY 2026	FY 2027	FY 2028
Rate Increase (%)	0%	0%	4%





Alternatives 3 & 4

- Due to cash reserve minimums and debt service coverage requirements, decreases to rates require cuts to either planned CIP spending or O&M budgets

- Alternative 3: 5% rate decrease in FY 2026
  - Requires an approx. 7% reduction in annual O&M spending
    - **$290K per year**

- Alternative 4: 10% rate decrease in FY 2026
  - Requires an approx. 14% reduction in annual O&M spending
    - **$580K per year**

- Absent these reductions, decreasing rates would cause coverage to be below minimum in FY 2026 and cash below minimum in FY 2028

Compromise Option

- Alternative 1: No rate increase in FY 2026
- Plan for 4% rate increases in FY 2027 and FY 2028
- Continue to evaluate future projections based on actual revenues and expenses, as well as capital spending needs

Capital Improvement Program Update

- Delivery of various projects has been updated to both match actual/project schedule and balance financial capacity
- Shifted approximately $2.9M to GO Bond funded (predominately sewer projects)
- Spent last 2 years in design for MAJOR projects and studies
  - Intake Tower, Napa Intertie Pipeline Rehab, Tank 2 Rehab, etc.
  - Water Treatment Plant Condition Assessment, Water System Hydraulic Model Update, etc.
- Staff moving into construction for approximately $15M+ work for next 2 years

Ongoing Financial Uncertainty

- Current economic uncertainty increases risk and unknowns around future capital costs and borrowing environment
  - Cost of debt could increase beyond what is included in the model
  - Cost of construction labor and materials may increase beyond budget
- Foregoing rate increases may prove problematic for future credit
  - Advise consulting with the City's municipal advisor to assess
- Reducing minimum cash levels increases risk and may affect future credit rating

Low Income Assistance

- If the goal of the rate reduction exploration is to provide relief to low-income rate payers
- Staff can provide City Council with options to subsidize customers who meet certain income threshold.
- Currently, there are 99 customers who meet household income guideline standards, and receive subsidy through the CARES program.

Cost Allocation Plan

- Preliminary Cost Allocation Plan findings support shifting **$218,384** in overhead to the General Fund.
- Further analysis may identify **additional cost allocation improvements**.

Risks & Considerations:

- Shifting costs may worsen the **General Fund's structural deficit**.
- Could lead to **equity concerns** and deviate from **cost-of-service principles**.
- A 5% rate reduction would increase the General Fund deficit by approx. **$790,000**

Summary

- Deviations to the plan can be problematic and rate reductions are risky
- If Council desires to grant rate reductions staff prefers:
  - Water – Alternative 1
  - Wastewater – Alternative 1
- Authorize transition to Monthly Billing effective 07/01/2025
- Explore authorizing an updated rate study earlier than anticipated
- Continue to explore enhancing low-income program
- Continue review of Cost Allocation Plan

Questions & Discussion

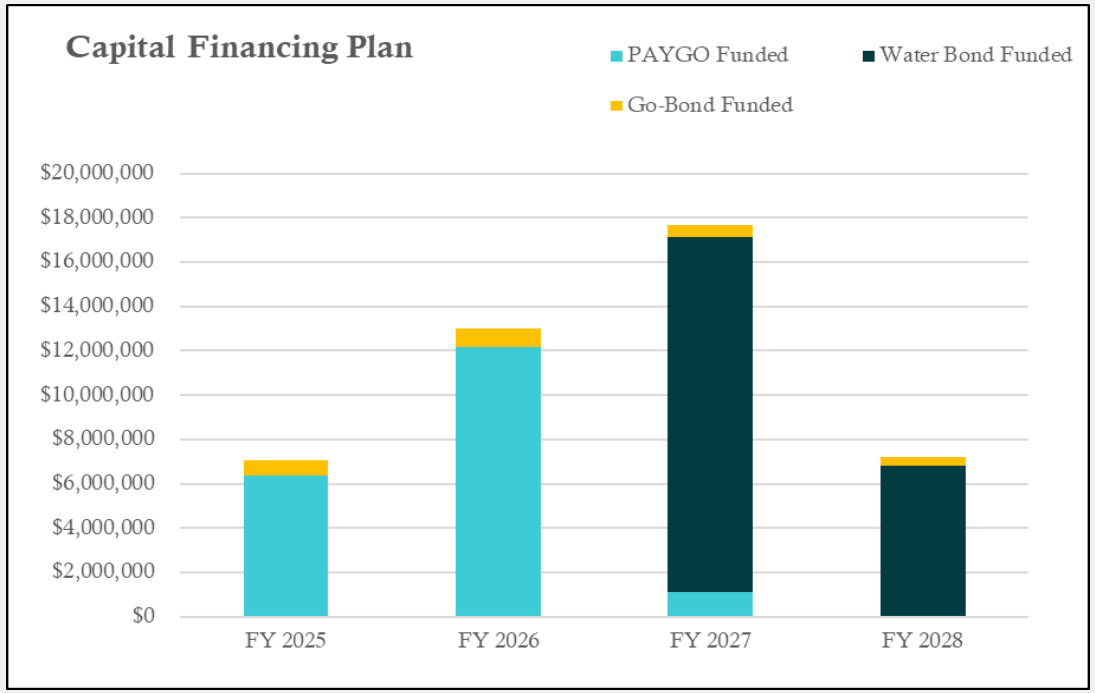
Water CIP: FY 2025 – FY 2028

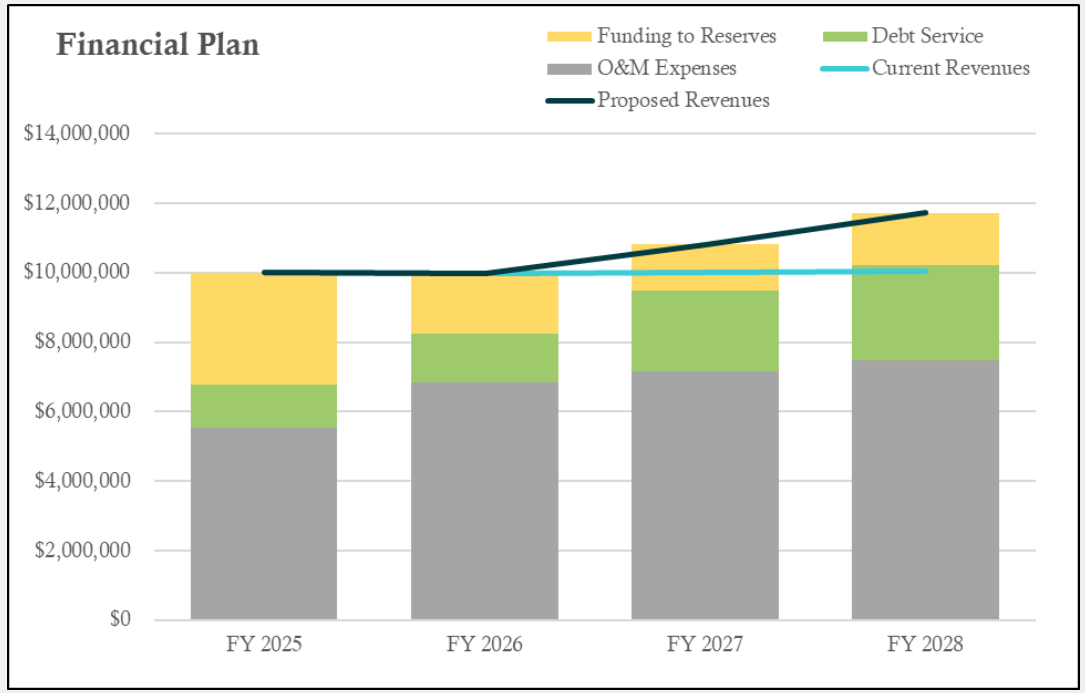
Capital Projects	Funding Type	FY 2025	FY 2026	FY 2027	FY 2028
Tank 2 Rehabilitation	Unrestricted	$987,000	$0	$0	$0
Lower Reservoir Rehab	Unrestricted/GO-Bond	$0	$0	$25,000	$0
Bell Canyon Intake Tower Replacement	Unrestricted	$200,000	$840,211	$5,000,000	$0
Bell Canyon Reservoir Improvements	Unrestricted	$0	$0	$0	$0
Dwyer Road Booster (Pump Station)	Unrestricted	$0	$100,000	$800,000	$0
Bell House Valve Replacement	Unrestricted/GO-Bond	$0	$475,703	$0	$0
Spring Mountain Pressure Zone Improvements	Unrestricted	$0	$100,000	$0	$3,515,968
Bell Canyon Creek Flow Measurement	Unrestricted	$50,000	$0	$0	$0
WTP Condition Assessment	Unrestricted	$197,628	$0	$0	$0
Water System SCADA Improvements	Unrestricted	$381,944	$533,327	$0	$0
Replace Mains <6" in Diameter	Go-Bond	$315,706	$327,702	$338,189	$349,011
Bell Canyon Phreatic Surface Monitoring & Assessment	Go-Bond	$48,798	$0	$0	$0
Kerney and Andrea Water Main Replacement	Unrestricted	$1,061,401	$0	$0	$0
Water Distribution Fire Flow Improvements	Go-Bond	$310,601	$0	$156,000	$0
Napa Intertie Pump Station (Rutherford) Replacement	Unrestricted/Grant	$50,000	$972,780	$0	$0
ArcGIS Infrastructure Development	Unrestricted	$48,220	$0	$0	$0
Retrofit/Deploy SMART water meters	Unrestricted	$1,400,000	$853,855	$0	$0
PFAS Sampling Project	Unrestricted	$0	$0	$0	$0
Risk and Resilience Assessment Report Implementation	Unrestricted	$30,000	$130,965	$0	$0
Cyber-Security Implementation	Unrestricted	$30,000	$23,655	$0	$0
Safe Yield Policy & Water Neutrality Policy Update	Unrestricted	$15,000	$54,350	$0	$0
Emergency Repairs to Water infrastructure to address discolored water	Unrestricted	$686,040	$0	$0	$0
Water System Hydraulic Model Update	Unrestricted	$60,000	$152,200	$0	$0
Bell Canyon Dam DSOD Analysis/Improvements	Unrestricted	$350,303	$100,000	$750,000	$2,017,684
Disinfection By Products Project	Unrestricted	$25,000	$27,500	$379,288	$391,425
Napa Intertie Pipeline Replacement	Unrestricted	$446,200	$6,092,269	$0	$0
Water Treatment Plant Transmission Main Replacement	Unrestricted	$60,000	$1,640,000	$7,400,084	$0
Water Management Plan	Unrestricted/Impact Fees	$150,000	$122,000	$0	$0
Water Treatment Plant Microgrid/SCADA Upgrades	Unrestricted/Grant	$0	$0	$1,633,000	$0
Asset Management & Computerized Maintenance & Management System Development/Implementation	Unrestricted	$132,674	$0	$0	$0
Water Treatment Plant Rehabilitation	Unrestricted/GO-Bonds	$0	$0	$0	$0
PWRR- 1yr 6-10 Water Main Annual Replacement Program Allowance	Unrestricted	$0	$0	$0	$239,157
Total – Capital Improvement Program		**$7,036,515**	**$12,546,517**	**$16,481,561**	**$6,513,245**

Sewer CIP: FY 2025 – FY 2028

Capital Projects	Funding Type	FY 2025	FY 2026	FY 2027	FY 2028
WWTP Phase 1 Upgrades	Go Bond	$250,000	$1,700,000	$0	$0
Replace 1% of Sewer Mains Annually	Go Bond		$820,000	$620,000	$0
Replace 1% of Sewer Mains Annually	Unrestricted		$0	$0	$620,000
Crinella Pump Station Upgrades	Go Bond		$0	$0	$0
Update GIS Maps of Sewer System	Unrestricted		$0	$0	$0
Recycled Water Feasibility Study	Unrestricted		$0	$0	$0
WWTP Recycled Pipeline and Pump Station	Go Bond		$0	$0	$0
Recycled Water - Crane Park Irrigation Infrastructure	Unrestricted		$0	$0	$0
Emergency Back-Up Power - WWTP	Unrestricted		$0	$0	$0
Closed-Circuit Television (CCTV) Inspection Program, Phase I	Go Bond		$0	$0	$0
High Priority Pipeline Replacement	Unrestricted		$766,800	$0	$255,600
ArcGIS Infrastructure Development	Unrestricted		$45,611	$0	$0
Recycled Water System Master Plan Update	Unrestricted		$0	$0	$0
Del Campo Court Gravity Main Improvements	Go Bond		$0	$0	$0
Flow Monitoring Program	Unrestricted		$60,000	$0	$0
Model Update and System Analysis	Unrestricted		$0	$50,000	$0
Asset Management & Computerized Maintenance & Management System Development/Implementation	Unrestricted		$50,000	$60,099	$0
WWTP Pond Cleaning, Decommissioning, and Repurpose	Go Bond		$0	$500,000	$500,000
Total - Capital Improvement Program		**$250,000**	**$3,442,411**	**$1,230,099**	**$1,375,600**

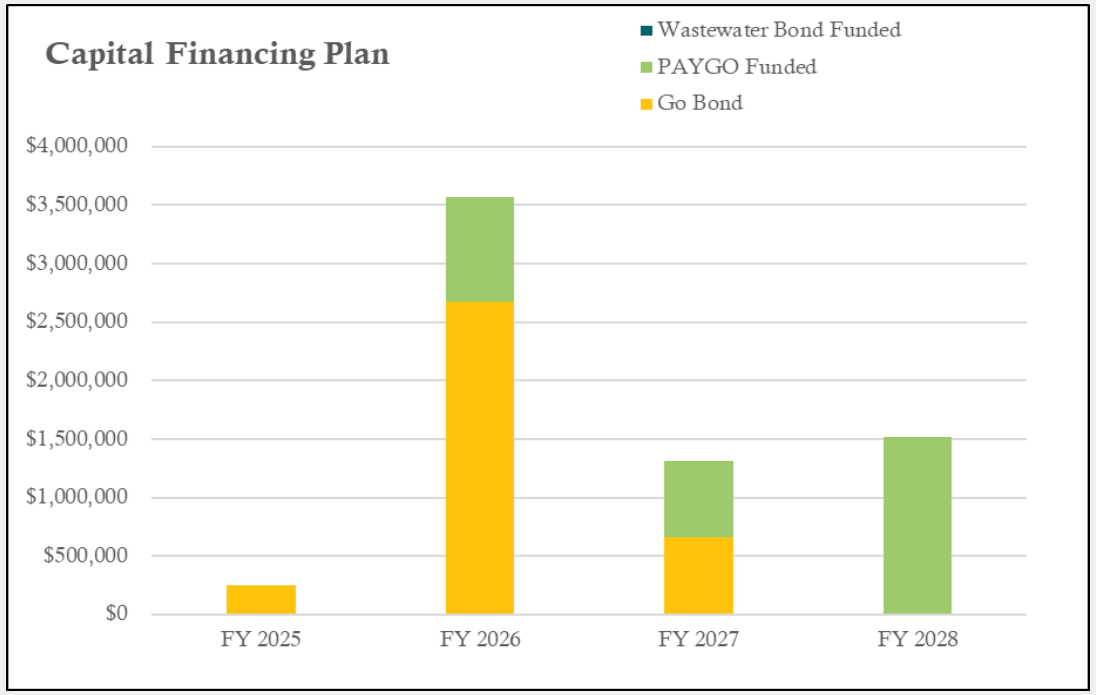
Water Option – One Year Pause

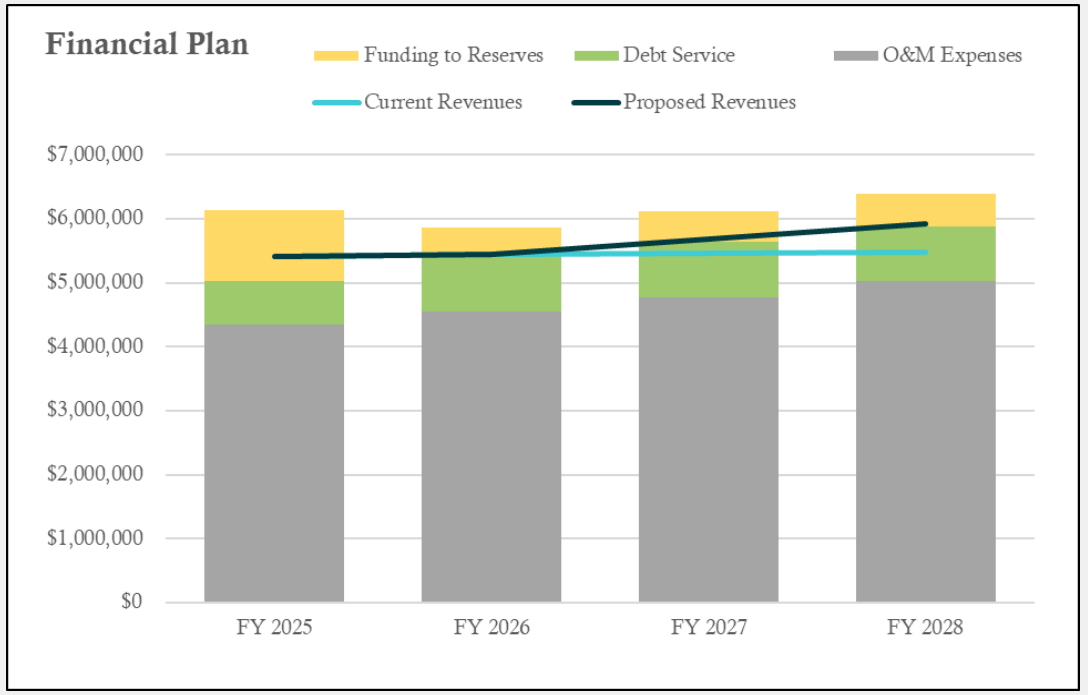




*A small amount of GO-bond funding is not shown in the chart due to how it is carried in the model forecast. GO-bond funding has no material impact on the water fund.

Wastewater Option – One Year Pause





*A small amount of GO-bond funding is not shown in the chart due to how it is carried in the model forecast. GO-bond funding has no material impact on the wastewater fund.

From: Alan Galbraith
To: City Clerk
Subject: [External] Public Comment, May 22 City Council Meeting, Agenda Item 12.1 (Water & Wastewater Options)
Date: Saturday, April 19, 2025 9:00:48 AM

There should be no deviation from the principle that ratepayers — and not taxpayers — must pay for the needs of the Water and Wastewater Enterprises. In particular, the General Fund should not be called upon to underwrite operational expenses of the Enterprises — for example, City salaries that in proper accounting belong to the Enterprises.

The correct way to respond to the financial distress being experienced by low income residents is to enhance the Low Income Assistance Program, a general fund obligation. I would certainly encourage the Council to obtain a careful assessment as to whether the current program should be enhanced, along with the projected General Fund cost. The effect of a more robust program might well be a reduction in other discretionary spending (e.g., support for charitable entities) if the Council is persuaded that City financial support for qualified low-income residents has a greater claim on limited "discretionary" General Fund revenues.

Also, on the water side, please keep in mind that approximately 17% of customers and revenues (my memory, subject to check) comes from customers outside City Limits who do not pay City taxes (and therefore do not support the General Fund). Any diversion of General Fund monies to support capital and operational expenses of the Water Fund are in effect a significant subsidy to out-of-city customers. City taxpayers should not be called upon to make such an unprincipled subsidy. (This is not an issue on the wastewater side as, to my understanding, it does not have out-of-city customers.)

I would also caution the Council against tinkering with current reserve policies for the Water and Wastewater Enterprises. These polices are the product of accumulated wisdom over many years. They should be left alone. The potential impact, as stated in the Staff Report (cash flow would be strained during emergency situations, may shift scheduled CIP funding, and could impact debt coverage requirements) should be more than sufficient deterrence to downward adjustment.

Once again, the City in the Staff Report notes the past underinvestment in the Enterprises has left them "in dilapidated states resulting in state fines, frequent pipe breaks, and discolored water in faucets among other detrimental effects." No claim can be made that the current capital programs for the Enterprises are for the purpose of gold-plating these systems. Rather, the programs are there to bring them up to good operating condition, as the City is contractually obliged to do anyway — and we all want the City to do as well.

Finally, preparation of the next Proposition 218 Rate Study will soon be upon us. This is the appropriate place to address financial and other issues affecting the Enterprises.

In sum, I strongly urge the Council to leave rates, including increases, as they are.

Alan Galbraith
St. Helena Mayor, 2014-18

From: agalbraith94574@gmail.com
To: City Clerk
Subject: [External] Public Comment
Date: Monday, April 21, 2025 3:25:16 PM

My public comment stated May 22 but
I intended April 22. Please note the correction. Many thanks, Alan Galbraith
Sent from my iPhone

Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Recreation

DATE:	April 22, 2025
FROM:	Dave Jahns, Director of Community Services
SUBJECT:	Direction on whether to implement a professional fireworks display as part of the City's 2025 4th of July festivities; If approved, Authorize City Manager to enter into a professional services agreement with Devastating Pyrotechnics, Inc. for implementation of the fireworks display.
RECOMMENDED ACTION:	Staff is requesting the Council take the following action(s): 1. Provide direction to staff on whether to implement a professional fireworks show for the 2025 4th of July festivities 2. If yes, approve the attached resolution, authorizing the City Manager to enter into a Professional Services Agreement with Devastating Pyrotechnics, Inc.
PREVIOUS COUNCIL ACTION:	City Council approved resolution 2024-053, authorizing the City Manager to execute a professional services agreement with Devastating Pyrotechnics, Inc., at the April 23, 2024 meeting. The council discussed the 2025 Fireworks at the March 25, 2025 meeting, but no action was taken due to a split vote.
STATEMENT OF THE PURPOSE:	Determine whether staff should incorporate a professional fireworks display into the 2025 4th of July festivities.
FINANCIAL IMPACT:	The direct cost to implement a professional fireworks show is $40,000. The total cost for all associated activities, materials, and service contracts is $55,000. Due to the fireworks being cancelled in 2024, there is approximately $31,000 remaining in the 2024 budget line item and approximately $46,000 in total remaining in the 4th of July fund that staff would request to be utilized in 2025.

BACKGROUND:

At the March 25, 2025 City Council meeting staff provided the history of fireworks displays in St. Helena over the last ten years, an overview of the 2024 festivities, and the proposed framework and associated implications for implementing a professional

fireworks show in 2025. Following deliberation, council ended in split vote of 2-2, with one council member absent. Council directed staff to return for further discussion at the following meeting.

The full staff report from the March 25 meeting is attached for reference.

DISCUSSION:

Financial Impact

Since the previous meeting, staff clarified that while there is $31,000 remaining in the 2024 line item, there is a total of $46,000 in fund balance remaining within the 4th of July specific fund.

Per council's request and as part of a continued analysis of considering whether to implement a fireworks display, staff reached out to neighboring jurisdictions and production companies to compile estimates for implementing a professional laser light display. Based on initial research, staff estimates a show comparable to the light display implemented in Calistoga, but specific to St. Helena, would cost between $20,000 - $25,000.

Below is an overview of the anticipated expenses for the various options discussed at the previous council meeting:

- Fireworks display - direct cost: $40,000
- Total cost for all associated activities, materials, and contracts for an event with fireworks (*similar to 2023*): $55,000
- Community event without an after-dark option (*similar to 2024*): $15,000 – $20,000
- Drone show - direct cost (c*omparable to Napa 2024*): $110,000
- Laser light show - direct cost (c*omparable to Calistoga 2024*): $20,000 - $25,000

Fundraising

Staff spoke with Parks and Recreation Commissioners and community members who are actively pursuing and committed to leading fundraising efforts to raise the minimum of $9,000 as requested by Council, with a goal to raise a higher dollar amount to offset the impact to the general fund.

Next Steps

Should council determine to move forward with a fireworks display, staff would enter into an agreement with the fireworks display contractor, begin soliciting community sponsors and funders, and start coordination of site logistics with fellow departments and the school district.

Should council make the determination to not move forward with a professional fireworks display, staff would begin work to plan a comprehensive family friendly event,

similar to what was seen in 2024. Depending on available budget and contractor availability, staff would explore alternative after-dark options.

ENVIRONMENTAL REVIEW:
See attached staff report from March 25 meeting for potential environmental and associated impacts. As part of the cross-departmental planning process, the site layout, fallout zone, and overall event plan will be reviewed by the City's Environmental Services staff. Event staff and fireworks operator will follow all requirements set in place including protocols with set-up, implementation, and clean-up.

GOAL:

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

March 25 Staff Report
July 4 Fireworks Resolution _04.08.2025
Devastating Pyrotechnics PSA_04.22.25

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department:

DATE:	March 25, 2025
FROM:	Dave Jahns, Director of Community Services
SUBJECT:	Discussion and direction on whether to implement a professional fireworks display as part of the City's 2025 4th of July festivities; If approved, authorize City Manager to enter into a professional services agreement with Devastating Pyrotechnics, Inc. for implementation of the fireworks display.
RECOMMENDED ACTION:	Staff is requesting the Council take the following action(s): 1. Provide direction to staff on whether to implement a professional fireworks show for the 2025 4th of July festivities 2. If yes, approve the attached resolution, authorizing the City Manager to enter into a Professional Services Agreement with Devastating Pyrotechnics, Inc.
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STATEMENT OF THE PURPOSE:	Determine whether staff should incorporate a professional fireworks display into the 2025 4th of July festivities.
FINANCIAL IMPACT:	The direct cost to implement a professional fireworks show is $40,000. The total cost for all associated activities, materials, and service contracts is $55,000. Due to the fireworks being cancelled in 2024, there is approximately $31,000 remaining in the 2024 fund that staff would request to be carried over to 2025.

BACKGROUND:

The Parks and Recreation Department has facilitated community 4th of July festivities in various formats over the last several years, including a professional fireworks display beginning in 2015. During that span, there has been inconsistency in implementing fireworks year-over-year, due to varying reasons:

- 2015 – 2019: Fireworks display implemented
- 2020 – 2022: No fireworks due to COVID and local fire impacts

- 2023: Fireworks display implemented
- 2024: Fireworks cancelled due to increased fire risk from weather impacts

While the fireworks display was cancelled a few days prior to the event in 2024, staff moved forward with a modified community celebration by shifting all activities to Crane Park and providing a later start time due to high temperatures:

2024 Overview

- Saint Helena Community Band performance
- Family activities (Inflatables, face painting, games, roaming entertainers, etc.)
- Community splash zone (water slides and Fire Department spray)
- Red, White, and Blue bicycle parade around the park
- Live music
- Local food vendors

It is estimated that 700-750 people attended the community event in 2024, and staff received primarily positive feedback on the format and the decision to postpone/cancel the fireworks display, given the weather conditions.

DISCUSSION:
The 4th of July continues to be very well attended and is one of the our community's marquee events. Staff are in the process of evaluating and creating the framework for the 2025 4th of July festivities, including the potential to host a professional fireworks show.

In the years the City has implemented a professional show, the community has shown-up in high numbers (approximately 2,000 – 2,500 in attendance) and staff received significant positive feedback from individuals who attended the shows. That being said, staff recognize not all are in favor of fireworks and there are multiple factors that drive the decision.

Fiscal Impact
Below is an overview of approximate costs for implementation of 4th of July festivities and accompanying fireworks, similar to what has been provided in recent years:

- Fireworks contract is approximately $40,000
- Total cost for all associated activities, materials, and service contracts for an event with fireworks is $55,000
- Estimated cost for a community event without fireworks (similar to 2024) is $15,000 – $20,000. This number can be scaled up or down, based on the available budget and community interests
- Drone shows are a viable option, but significantly more expensive than fireworks. For example, a 15-minute drone show implemented in a neighboring municipality cost approximately $110,000 in 2024.

If the City Council provides direction to move forward with a professional fireworks show, staff would return to the practice of actively seeking sponsorship to help offset the cost of the event, with a goal to raise $20,000 in fundraising support.

Potential Impacts from Fireworks

- Environmental – During the course of staff's research, it appears there are limited studies on the long-term impacts, but research shows that fireworks displays create heightened adverse conditions, at least in the immediate timeframe during and following the show. While undoubtedly impactful, fireworks most likely are not as detrimental in the long-term as other regular practices (ex: auto travel, flying, plastic pollution, certain animal agriculture practices, etc.) that contribute to environmental pollution. Below is a summary of known impacts from fireworks:
    - Carbon monoxide, carbon dioxide, and nitric oxide levels increase during the course of the show
    - Metals that create bright colors are dispersed as particulates into the environment
    - Ozone is released – secondary pollutant and greenhouse gas
    - Release of Perchlorate has been associated with soil and water contamination
    - May lead to an increase in microplastic contamination – most associated with shows near or over water sources
- Wildlife and Domestic Animals
    - Fireworks can be frightening for both domestic pets and wildlife. Animals may become stressed, lost, or injured. May impact some migratory patterns and behaviors
    - Remaining debris may pose risks if ingested or if they contaminate food/water sources
- People
    - Can cause issues for individuals in the vicinity with respiratory sensitivities
    - May be triggering for individuals impacted by PTSD or noise sensitivities
    - May be disruptive for those not attending the show (noise, increased traffic)
    - Many people find joy and community togetherness from attending fireworks displays

Safety

- Launch site and logistics are coordinated with Fire Department, Public Works, School District, and licensed fireworks operator
- Weather conditions are monitored up to, and on the day of, the display. Fire conditions, strong winds, red flag warnings, all could lead to a potential postponement or cancellation
- Based on weather patterns of recent years, there is a likelihood where staff will be monitoring up to the week/days of the event
- Research provides that the implementation of professional shows may lessen the use of personal fireworks which can pose a greater fire, health, and safety factor.

Benchmarking

- American Canyon is the other municipality in Napa County that planned a fireworks show in 2024
- Napa implemented a drone show; Calistoga implemented a laser light show; Yountville did not host an “after-dark” option.
- Several communities in Sonoma County have hosted shows in recent years: Petaluma, Rohnert Park, Santa Rosa, Windsor, Healdsburg

Feedback

Staff utilized the software FlashVote to obtain feedback on the topic and received 195 responses from the community.

Based on the survey question "*Looking ahead to the Fourth of July celebration this year, which of the following do you think are important to have? (Choose all that apply)"*, the activities that received the most votes for importance were as follows:

- Local Vendors/Food Trucks - 64%
- Fireworks (weather/fire risk permitting) - 61%
- Live Music - 55%
- Family Friendly Festival - 42%
- Children's Bike Parade - 38%

The full survey and written responses can be viewed here: https://www.flashvote.com/st-helena-ca/surveys/fourth-of-july-02-25?via=email.

Additionally, the Parks and Recreation Commission discussed the topic at their February meeting. Four commissioners were in favor of moving forward with fireworks in 2025, while one preferred to discontinue fireworks and follow an event framework similar to 2024. Commissioners shared their support for fireworks due the success and community turnout seen during the 2023 festivities. Several commissioners encouraged staff to continue to analyze the benefits of alternative options such as drones or light displays in future years, potentially when costs to implement such options decrease.

ENVIRONMENTAL REVIEW: See discussion section for possible environmental impacts. As part of the cross-departmental planning process, the site layout, fallout zone, and overall event plan will be reviewed by the City's Environmental Services staff. Event staff and fireworks operator will follow all requirements set in place including protocols with set-up, implementation, and clean-up.

GOAL:

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

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 Devastating Pyrotechnics, Inc. in the Amount of $40,000 for the 2025 July 4th Fireworks Show

WHEREAS, Since 2015, St. Helena Parks and Recreation has organized July 4th festivities, including a professional fireworks display in select years, for the community; and

WHEREAS, The 2023 July 4th festivities, including a professional fireworks display provided by Devastating Pyrotechnics, Inc., were deemed a successful event with large community turnout and support; and

WHEREAS, in February 2024, staff issued a Request for Proposals for a qualified and skilled professional fireworks operator and after review, staff determined Devastating Pyrotechnics, Inc.me the standards of the RFP and has demonstrated the ability to provide a high-quality and professional fireworks display; and

WHEREAS, In July 2024, City staff made the decision to postpone to the fireworks show due to adverse weather conditions; and

WHEREAS, City staff and the Council have made the determination to bring back a fireworks show in 2025, assuming no existing fire concerns, and wish to honor the 2024 agreement with Devastating Pyrotechnics, Inc.; and

WHEREAS, City staff and Devastating Pyrotechnics will collaborate in the weeks leading up to the event to ensure a safe environment to implement a professional and controlled fireworks display for the community in 2025.

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 a Professional Services Agreement with Devastating Pyrotechnics, Inc.

SECTION 2. Authorize the expenditure of $40,000 from the 2025-26 operating budget

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Michelle Deasy: _____

Council Member Aaron Barak: _____

Council Member Kate Spadarotto: _____

Council Member Billy Summers: _____

APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Erika Opp, Acting City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on April 22, 2025, by and between the City of St. Helena, located in the County of Napa, State of California (City), and Devastating Pyrotechnics, Inc. (Contractor).

RECITALS:

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

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

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

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

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

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

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

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

SECTION 5 – STANDARD OF PERFORMANCE

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

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

B. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
   1. General Liability: $5,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit – $10,000,000.
   2. Automobile Liability: $2,000,000 per accident for bodily injury and property damage.
   3. Employer's Liability: $2,000,000 per accident for bodily injury or disease.

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

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

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

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

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

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

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

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

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

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

SECTION 8 – INDEMNIFICATION

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

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

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

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

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

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

B. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Contractor or any of Contractor's officers, employees or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's officers, employees or agents are in any manner officials, officers, employees or agents of City.

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

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

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

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

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

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Contractor during the course of providing services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Contractor hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Contractor may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

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

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

SECTION 16 – RECORDS

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

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

SECTION 17 – COOPERATION BY CITY

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

SECTION 18 – NOTICES

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

To City:	Director of Community Services 1088 College Avenue St. Helena, California 94574
To Contractor:	Devastating Pyrotechnics, INC 477 2nd Avenue San Francisco, CA 94118

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

SECTION 19 – TERMINATION

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

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

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

SECTION 20 – ATTORNEY FEES

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

SECTION 21 – ENTIRE AGREEMENT

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

SECTION 22 – SUCCESSORS AND ASSIGNS

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

SECTION 23 – CONTINUITY OF PERSONNEL

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

SECTION 24 – DEFAULT

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

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Contractor shall not constitute a wavier of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

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

SECTION 27 – SEVERABILITY

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

SECTION 28 – SPECIAL PROVISIONS

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

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

Contractor:

By: _____
Name: **Neil Li**
Title: General Manager

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By:
_____
Name: Ethan Walsh
Title: City Attorney

March 15, 2024

Dave Jahns
Director of Parks & Recreation
djahns@cityofsthelena.org
City of St Helena
1088 College Avenue
St Helena, CA 94574

Subject: Request for proposal fireworks display

I have designed an exciting display for your consideration. The below program is our initial proposal given the selected shoot site, and the ample setbacks it provides (up to 3-inch shells). The proposed show is consistent with your spectator viewing area and shoot location. We also invite an audit of all product, equipment and crew on the day of the shoot. We guarantee you will get every item listed in our proposal.
Devastating Pyrotechnics will provide all equipment and labor, acquire all permissions and security mandated by authorities having jurisdiction, reserve all transportation required, Workman's Compensation in addition to liability insurance for your fireworks display. I have attached to this proposal a copy of our sample insurance certificate. Devastating Pyrotechnics carries a $ 5 Million dollars per incident clause to cover the Fireworks Display along with $1 Million dollars of workers comp liability.

We have taken into consideration the complexities of producing a display at the selected location. All product proposed was selected with your location in mind keeping safety of spectators at the forefront. The proposed display package will contain multi-shot barrage devices that fire continuous sequential effects throughout the duration of the display. This will certainly keep the sky filled for the duration of the display. The finale will leave your spectators in awe.

As the General Manager of the one of California's premier and only local/minority owned (San Francisco) firework companies I can assure you we have done our best to provide you with a quote that will deliver those special memories that your community and guests will have for years to come.
I welcome any questions you may have and I thank you for considering our company to be part of your Independence Day celebrations.

Sincerely,

Neil Li
General Manager, Devastating Pyrotechnics, Inc
(415)793-5332
neil@devastatingpyro.com
477 Second Ave
San Francisco, CA 94118

Experience & Qualifications:

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

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

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

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

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

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

Devastating Pyrotechnics Key Team Members:

Kenny Chee – Owner/ CEO with 25 years' experience Product Manufacturing, Selection and Import. Devastating Pyrotechnics Fireworks is a Licensed ATF and CalFire Importer & Manufacturer of display pyrotechnics. Member of Western Pyrotechnics Association, NFA, PGI (PGI Certified Operator), NFPA Educated and Trained, and California (CalFire) Licensed Operator.

Neil Li – General Manager 20 years' experience with producing and coordinating pyrotechnic displays.

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

Devastating Pyrotechnics Safety:

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

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

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

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

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

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

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

Scope & Detailed Work Plan

Operations:

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

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

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

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

Scope of work and plan:

Devastating Pyrotechnics suggests using the proposed shoot site. Safe set back distance for the fallout area are consistent with Devastating Pyrotechnics use of NFPA 1123 setbacks (70+ feet per inch in diameter).

The following is a list of the product proposed by Devastating Pyrotechnics to be used in the Independence Day Celebration display.

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

Main Body

2 Inch Devastating Pyrotechnics Assorted Select Shells 225

2.5 Inch Devastating Pyrotechnics Assorted Premium Shells 225

3 inch Devastating Pyrotechnics Assorted Premium Shells 225

Total Shells 675

Grand Finale

2 Inch Devastating Pyrotechnics Assorted Premium Finale Shells 200

2.5 Inch Devastating Pyrotechnics Assorted Premium Finale Shells 200

3 Inch Devastating Pyrotechnics Assorted Premium Finale Shells 200

Total Finale Shells 600

Total Display Shells 1275

Multi-Shot Devices (Bombardments 1.2 inch to 3 inch)

10,000 Shots

Total Multi Device Shots 10,000

Total Multi Shots and Display Shells 11,275

Devastating Pyrotechnics shall include a minimum crew of 6, including lead operator:

To Be Determined - Lead Operator and California (CalFire) licensed operator.

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

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

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

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

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

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

Event Budget

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

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

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

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

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

Delivery Schedule and Timeline

July 3

10:00 - 12:00 Arrival of Truck with Equipment and Product

12:00 – 19:00 Setting up and Staging firework racks in Skate Park

19:00 – 10:00 (next day) overnight security needed from Client for Truck with Fireworks

July 4

10:00 – 18:00 Loading product and wiring for electronic ignition.

21:30 - 21:48 Fireworks Display

21:50 – 22:10 Shoot site Cooldown (Safety precaution)

22:10-22:20 Licensed shooter walk through of shoot site to determine safe for cleanup

22:20 – 01:00 (next day) Clean up and pack up equipment

Reference Review

1. San Francisco Chinese New Year Parade
   Union Square, San Francisco, CA
   Harlan Wong, Parade Director, Harlan.wong@chineseparade.com
   February 24, 2024

2. Independence Day Fireworks Display
   Del Rio Country Club, Modesto, CA
   Marissa Brown, Catering Director Assistant, marissa@delriocountryclub.com
   July 4, 2023

3. Independence Day Fireworks Display
   Woodward Reservoir, Oakdale, CA
   Julie Orona, Events & Marketing Specialist, Stanislaus County Parks & Recreation, jorona@parksrec.org
   July 1, 2023

Item 12.2 - 4th of July Fireworks: Continued Discussion and Direction

City Council Meeting

April 22, 2025

Background

- March 25: Staff provided history and overview 4th of July festivities
- Impacts - both positive and negative
- Explore cost of alternative options such as laser light display
- Return at a future meeting for a new vote

Financial Impact

A) Community event without fireworks ~$15K – $20K

B) Fireworks ~ $40K*

C) Laser light show (comparable to Calistoga) ~ $20K - $25K*

D) Drone show ~ $110K*

** Options B, C, D are direct costsof displays only*

Fiscal Considerations

- $31,000 remaining in 24-25 4th of July line item
- $46,000 remaining in 4th of July specific fund
- Staff and commissioner fundraising efforts
- Committed to raising $9K as requested
- Goal is to raise $15K - $20K

Recommended Action

Provide direction to staff on whether to implement a professional fireworks show for the 2025 4th of July festivities

If yes, approve the attached resolution, authorizing the City Manager to enter into a Professional Services Agreement with Devastating Pyrotechnics, Inc.

Discussion & Questions

Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Administration

DATE:	April 22, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Receive memos from the Finance Committee on the City's structural deficit and potential revenue options and direct staff as appropriate
RECOMMENDED ACTION:	Provide direction to staff on preferred revenue options to bring back to City Council for consideration.
PREVIOUS COUNCIL ACTION:	None
STATEMENT OF THE PURPOSE:	Receive feedback on various revenue options.
FINANCIAL IMPACT:	None associated with this report.

BACKGROUND:
City Council directed staff to study the extent of the City's structural deficit and to explore a variety of revenue options available.

On March 11, 2025, staff presented an updated analysis of the City's revenues and expenditures to determine the extent of the structural deficit.

On April 8, 2024, staff presented an informational item to City Council on revenue options and the potential revenue that would be generated with each option.

Additionally, the Finance Committee was charged with preparing two memos for Council:

1. Structural Deficit Report - response
2. Revenue Opportunities

DISCUSSION:
Structural Deficit
At the March 11th City Council meeting, and in response to the structural deficit staff report, the newly formed Finance Committee was tasked by the City Council to review and respond to four specific topics, including:

1. Assess City staff's projection of long-term liabilities and needs.
2. Propose revenue sources for each tranche of liability/capital needs.
3. Assess cost allocation approach of personnel costs between funds.

4. Provide input on compensation philosophy to be competitive, including geographic considerations.

It is anticipated the Finance Committee will finalize its Structural Deficit Staff Report response at its meeting on April 17, 2025, and will report on the memo during this item on April 22, 2025 (Attachment 1).

Revenue Options

The report to City Council on April 8, 2025, included a list of potential revenue options. The informational item by staff did not include any recommendations, just options for consideration.

As charged by the City Council, the Finance Committee took a deeper look into various revenue options and it is anticipated the committee will finalize its revenue opportunities memo at their meeting on April 17, 2025, and will report on the memo during this item on April 22, 2025 (Attachment 2).

Following the revenue options staff report as well as the Finance Committee's memo on revenue opportunities, staff recommends City Council review each option and provide direction to staff on which revenue option(s) the Council desires more detailed information.

If Council desires to pursue a ballot measure(s) in November 2025, there will be a tight timeline. The table below summarizes timing associated with a November 2025 election.

Estimated timeline for November 2025 Election (if pursued)

Date	Item
April 22, 2025	Council Discussion/Direction regarding revenue options
May 13, 2025	Report to City Council regarding revenue measure(s)
May 13, 2025	Report to City Council on the process/criteria for declaring a fiscal emergency
May 27, 2025	Continued Council Discussion/Direction regarding revenue measure(s), if needed.
May 27, 2025 - or - June 10, 2025	Council adopts resolution declaring a Fiscal Emergency
June 24, 2025	Council adopts resolution calling the election and submitting the measure including the 75-word ballot question.
July 29, 2025	County BOS approval, permitting the County elections official to render specified services to the City relating to the conduct of an election
August 8, 2025	Last day to submit resolution and ballot text to registrar of

	voters
November 4, 2025	Election

Other Considerations

1. Does not allow for public opinion polling
2. Cost for a special election is dependent on several factors such as manual count vs. full scape use of the county's voting system as well as how many measures are placed on the ballot. The range quoted by the County Registrar of Voters for one question is in the $35,000 to $90,000 range. If more than one ballot measure is being considered, the cost will increase.

ENVIRONMENTAL REVIEW:
N/A

GOAL:

Goal 1: Strengthen Financial Sustainability

DOCUMENTS ATTACHMENTS:

Attachment 1 - Structual Deficit Staff Report Response
Attachment 2 - City revenue ideas Draft 4.14.25

St Helena Finance Committee

April 2025

Structural Deficit Staff Report - response

At the March 11th City Council meeting, and in response to a structural deficit staff report, the newly formed Finance Committee was tasked by the City Council to review and respond to four specific topics, including,

1) Assess City staff's projection of long-term liabilities and needs.
2) Propose revenue sources for each tranche of liability/capital needs.
3) Assess cost allocation approach of personnel costs between funds.
4) Provide input on compensation philosophy to be competitive, including geographic considerations.

The Finance Committee has taken up each topic, focusing particularly on the impact each has on the recurring deficit. The following provides our comments and assessment.

How did the deficit develop?

We think a bit of history is helpful. Generally speaking, the city finds itself in recurring deficits as a result of recent spending decisions without providing additional revenue to balance the budget. Following the fires of 2017 and 2020 the community encouraged the City Council to change the form of employment for our fire department from an on-call, part-time lightly paid team to a fully paid and benefited team. This increased spending approximately $2.3 million in 2022. Also, during 2022 with the departure of our city manager, an interim city manager, and the hiring of a new city manager we created three new positions; one assistant city manager, and two assistants to the city manager (these later two titles have changed over time). This increased spending approximately $750,000. In 2023 we moved into our current city hall location from temporary quarters on Railroad Avenue after shuttering City Hall on Main Street. After spending approximately $2 million on leasehold improvements we are incurring annual rent and related annual expense increases such as insurance, utilities,

amortization, etc. of approximately $500,000. We express no opinion on the merits of these recent decisions but stress that future spending decisions need to be addressed in the context of funding that matches expenditures to revenues or with a clear understanding of the impact on financial reserves.

Long Term Liabilities and Needs

The Finance Committee has examined the City's 20-year forecast covering both large single event investments, prefunding of future building repair and maintenance, prefunding vehicle and equipment replacement, and long-term obligations.

The Finance Committee views the large single event investments as positive aspirational goals, but not projects that require a funding source at this time or prefunding with funds put aside each year to build up a source of future funding. We endorse these projects for consideration to be financed through general obligation bonds at optimal interest rates requiring community support and approval or developer fees and grants. We recommend these items should be placed in a separate category and discontinue showing these as long-term liabilities or needs.

Prefunding of future building repair and maintenance and prefunding of vehicle and equipment replacement requires City Council to establish a specific fiscal policy for these areas. There are two approaches: prefund and place monies annually into future use non-restricted accounts or budget for the needs as they arise. Either approach is acceptable.

We suggest a bifurcated approach to building maintenance. Standard and general annual maintenance such as painting, carpet replacement, fixing locks, fixing a window, dripping facets, a toilet, etc. should be budgeted annually as the situations are discovered and needs arise. This likely requires some annual budgeting based on Public Works' determination. More substantial building needs such as re-roofing an entire building, HVAC replacement, and other major mechanical and electrical replacements (typically described as major improvements and betterments that are capitalized) would appropriately use a prefunding mechanism if City Council chooses that policy. We must note the

information included in the 20-year plan for building repair and maintenance is eight years old and it did not separate the information into the two categories we suggest are appropriate. We endorse updating the needs assessment internally in accordance with what we have described above. Without a current and appropriately developed assessment, we can only suggest annual prefunding of about $200,000 a year for the major improvements and betterments category as a placeholder until more is learned and as we better know the current condition of those building improvements.

Prefunding of vehicle and equipment replacement including technology infrastructure are determined based on the same policy decision. Similarly, we endorse a bifurcated approach. Departmental small equipment needs less than a certain dollar amount and other needs including laptops, printers, and certain technology replacement that are generally not long-lived assets or are of smaller value should be listed out and budgeted annually. Prefunding vehicles, large equipment, and significant computer, software, and related technology that are more costly and long-lived assets are dependent on the city's approach to acquisition. Are they leased or are they purchased? If they are leased, they should be budgeted annually; if they are purchased a prefunding mechanism is appropriate should City Council decide on this policy. We do not have the information needed to accurately determine a prefunding amount for this area and do not know what policy City Council will choose. However, we do suggest purchased vehicles and purchased high value equipment, including technology are appropriate for prefunding and as such suggest consideration of $100,000 annually as a placeholder over the short term until better information is available to the committee or staff while recognizing an account for this area includes a balance of approximately $1 million.

The unfunded PERS liability of $16 million, and likely growing, needs to be addressed. City Council reviewed and selected a firm to help manage through annual deposits into investment accounts. It is important to note that funding the unfunded PERS liability is fully discretionary and will depend on an assessment of the appropriate timeline to fund the liability and the amount of the liability to fund. The consultant suggested you never want to fully fund your PERS liability and provided that 80% funding level was a prudent goal. Our council liaison suggests we should fund at a higher level, maybe even 100%. The matter is debatable, and City Council will need to decide. We support consideration of

funding annually at $500,000. Funding at this level for 7.5 years will achieve a goal of 80% or if continued for 13.7 years will achieve a goal of 90% based on assumptions included in the PARS presentation. These amounts are subject to continuing reassessment and change depending on investment returns and City Council policy.

Propose Revenue Sources for Each Tranche of Liability/Capital Needs

Please see the committee's separate memo regarding revenue opportunities. The matching of spending needs (long term or project specific) with revenue opportunities is one City Council will need to address. This decision is dependent on reserve levels, future projected reserves, monetization of surplus assets, spending reductions, etc. and of course voter preferences and trust for options that require voter approval. All revenues are fungible unless the funding source has been restricted.

Cost Allocation Approach

Clear Source presented their draft cost allocation study at the April 3rd Finance Committee meeting. The one shared view is that we should immediately transition from a direct allocation approach for certain departments to a cost allocation plan (CAP).

There was no general agreement with Clear Source as to the methodology used for allocating costs. We are skeptical that the allocations across departments was based mostly on industry norms and not to the specifics of St Helena. We are also concerned with the depth of the interview process with key staff members, and the conclusion on allocations may be missing a key input. The Finance Committee intends to review and analyze in greater depth once through the budget process.

The Committee accepted the draft on an interim basis noting there was insufficient time for the committee to further study many aspects of the CAP. At this point, we recommend shifting $218,000 of cost from the Water and Wastewater funds to the general fund but strictly for purposes of advancing the 2-year budget process.

Further adjustment and transfer of cost between funds may be warranted once the Finance Committee has more time to analyze and assess. It may cause us to reassess the recurring annual deficit at that time.

Compensation Philosophy/Geographic Considerations

The Finance Committee shares a common goal; we want to see a compensation structure, including benefits, which is competitive and fair. At the same time, compensation and staffing levels need to reflect the current fiscal position of the city.

Public employee compensation is complicated and difficult with significant negotiations. The resulting wage scales or parameters developed using cities far larger or far from our recruiting location may not reflect the reality of competitive wages in our geographic area. Additional negotiated items include wage scale steps, car allowances, health insurance, deferred compensation, membership and publication allowances, educational reimbursement, etc. When considering the competitiveness and wage philosophy, “total” compensation and how that compares with all employers (public and private) in our geographic area is of the utmost importance.

The structural deficit staff report leaned heavily on a general lack of employee longevity and vacancies along with negotiated wage scale comparisons firmly suggesting our staff are significantly under paid. There was no review of what may be the root cause of staff turnover besides wages. It did not provide a “total” compensation comparison to other municipalities in Napa County or to wage information for the county that includes private sector employment. Napa county wide wage information suggests we are competitive at current wage levels. As such we do not endorse a policy suggesting we need to reach towards a 50th or 75th percentile based on negotiated wage scales.

City Council has discussed undertaking an efficiency study of the organizational structure. We suggest that this project be broad based, completely transparent, and investigate all aspects of our organizational structure including salary and benefits, staffing levels, manager to staff ratios, morale, training, supervision, career development, and affordability. It is vitally important that the firm

conducting the study has no perceived “client” and that there is general buy-in to the outcome before (and after). We look forward to participating in the study.

As a result of the discussion above, the impact of compensation and staffing on the recurring deficit is unknown.

Conclusion

We see four items that need to be considered for inclusion in the operating budget deficit at this time:

1. Unfunded PERS liability $500,000
2. Prefund major building improvements and betterments $200,000
3. Prefund purchased vehicles and high cost long-live equipment $100,000.
4. Cost allocation study adjustments $218,000

All of the above is subject to change and updated information as we gather more information.

We encourage staff and City Council to find cost reductions in the current draft budget to offset the above new funding suggestions and control our deficit as best possible. As we finalize our budget review we are available to offer our analysis and suggestions.

St. Helena Finance Committee
April 2025

Revenue Opportunities

Summary. City Council requested the Finance Committee accelerate its advisory review of potential revenue opportunities to coincide with the timing of the City potentially declaring a fiscal emergency and the City's consideration of its FY 2026 and FY 2027 budgets.

The Committee does not endorse declaring a fiscal emergency at this time. The FY 2026 and FY 2027 budgets are currently being developed, labor negotiations are in process, and spending and revenue forecasts are being reviewed. City Council has not reviewed complete draft budgets or the revenue, expenditure and reserve assumptions supporting the budgets.

Although forecasts of the annual deficits for FY 2026 and FY 2027 and assumptions regarding uncertain and volatile economic conditions affecting the deficits have yet to be determined, initial information provided by City staff suggests the deficit is likely to be approximately $2.5 million for each budget year. Based on information also provided by City staff, reserves are estimated to end FY 2025 at approximately $10 million or 50%, although recent macroeconomic events make these estimates uncertain, particularly for sales and hotel tax revenues. The City has two excess properties with likely significant combined market values which may provide short-term, one-time revenues to the City sooner rather than later.

Although the Committee does not express an opinion on the legal hurdles that may or may not apply to declaring a fiscal emergency, the financial condition of the City based on information provided the Committee by City staff does not appear to support an emergency declaration at this time. The Committee also cautions that such an emergency declaration could have unintended impacts on the City's financial status and could affect recruiting, employee retention and ability to solicit vendors and service providers.

Private Endowments and Philanthropy. St Helena is full of many generous citizens. We currently have non-profits supporting certain services such as the library. Under the right circumstance and in the correct manner, the City could consider reaching out to the community to strengthen the non-profit library support and develop similar support for our parks and recreation programs. Committee members are aware of endowments in other cities. Those endowments can be program and facility specific with naming rights. A stronger partnership with Friends and Foundation, St Helena Public Library is developable and could be pursued.

Committee Listing of Revenue Options. The following is a brief outline of revenue opportunities City Council could consider, including a chart showing the public election

requirements for various categories of local taxes and the current sales tax rates by city and county in Napa.
The Committee does not take a position on whether the City Council should adopt or implement any of these revenue options, but includes them as options for raising General Fund re, venues if raising such revenues is determined necessary. Separately, any such revenue options should be evaluated and compared according to standard objective criteria for taxes in general, such as (1) tax efficiency; (2) tax equity; and (3) tax predictability and sustainability.

Local general tax increase by local board	Two-thirds vote by governing board and simple majority of voters
Local special tax increase by local board	Two-thirds vote by governing board and two-thirds vote by voters
Local special tax increase by citizen initiative	Simple majority of voters

Current sales tax rates:

American Canyon	7.75%
Calistoga	7.75%
Yountville	7.75%
City of Napa	8.75%
St Helena	8.25%
Napa County	7.75%

Parcel tax: A parcel tax can be levied in a variety of ways but not on the value of the property or its improvements. The basis of the tax can be acreage, square footage of improvements, or a flat rate no matter what the parcel size. We believe any parcel tax should be based on acreages. We have a couple of industries that contribute very little to our revenue needs. Using acres as the base would bring these other industries into our much need revenue stream.

Parcel tax to fund the SHFD. Recently we changed the SHFD from an on call quasi volunteer group to a full-time paid department. As such we added significant costs without a revenue stream to pay for these additional department expenses. Many citizens called for full-time paid staff to improve response time and public safety given the devastating fires of 2017 and 2020. A parcel tax requiring voter approval will allow the public to demonstrate their support while getting assurance funds cannot be used for any other purpose, fire department only. The department's annual expense is approximately $2,800,000. The annual tax per acre could be approximately $890 based on 3,148 acres in the city limits. The

average residential lot size is ¼ acre, so the average resident would pay $223 a year. Many would pay less, some with larger lots and larger homes would pay more. Vineyard owners may cry foul; however, vineyards provide nearly no revenues to the city due to their low assessed values and no sales tax charged on their production. Hypothetically, a 15-acre vineyard would pay an annual tax of $13,350 (cashflow after tax deduction is closer to $7,000) while their annual grape revenue is approximately $720,000 or more. We think it may be a reasonable option to consider for the vineyard industry to support our city with a tax that is less than 1% of their revenue.

Parcel tax to fund the Library. Total annual costs of our Library are approximately $1,200,000. The Library is a great asset to the community and others around St Helena. The concern is when the City's financial position is not stable and running deficits, how do we fund this vital resource? Options to reduce its financial impact have been rejected. Our community wants it to remain independent and not moved into the county system, nor do they want to reduce hours, or programs. It's a difficult situation. Putting the funding of the Library (just as suggested above for the SHFD) to a vote of the public through a parcel tax initiative could, if successful, guarantee our Library remains independent of the county system and a vibrant resource for the community as it is today. A parcel tax based on acres would be approximately $381 per acre and $95 per average residential lot.

Annex a portion of Meadowood: This subject has been brought up many times in the past, but apparently without the political will to have a deep and sustained discussion with the county. Now really is the time to have this discussion. Meadowood is working through plans to expand the resort with a $500 million investment. This expanded resort will need more police and fire support. It seems if we reasonably request a portion of the county revenue stream beginning a few years from now they can accept that knowing they will have much greater revenues in the future even with revenue sharing.

Sales tax: There is a 1% additional sales tax that can be delivered to the City if we act before the County acts and obtain voter approval. Although this is regressive and affects lower wage earners more, a great deal of sales tax is borne by tourists. A .5% sales tax addition (same as Measure D passed in 2016) would generate approximately $2,100,000 annual revenue.

TOT tax: It is our understanding there is no limit to the TOT tax rate we can charge. The current 15% rate includes 12% to the city, 1% to affordable housing, and 2% to the NVTID. It is likely that visitors do not consider the TOT tax as a significant deterrence when researching or choosing a hotel. This could be more likely to pass as it doesn't much affect those living in St Helena and does not significantly reduce hotel stays. Each 1% of additional tax could generate approximately $300,000.

Property Sales: This has been discussed since the days of the SHAPE committee. We have two attractive City properties that could be sold sooner rather than later. Hosts of reasons have been voiced to slow the process although it is our understanding we do have

offers. That said, if short-term revenues are a priority, they could be sold for cash without contingencies of planning approval, loan acceptance, etc. Other City initiatives, such as the Downtown Specific Plan, need not delay receiving offers and successfully selling these properties. Our city is not in the business of managing a portfolio of properties as a developer would. We should sell them for the best price we can today without attempting to time the market. This is not a long-term financial solution, but it can buy us time.

Real Estate Transfer Tax: This failed last November. The voters viewed the measure as ill conceived, and the amount requested / estimated was perceived as greedy. A more modest proposal has a better chance of passing. Without prejudging the design of a revised transfer tax proposal, a revised transfer tax could tax all real estate transfers at some level; the rate could gradually increase as the sales price increases. If we want a community-wide real estate transfer tax, we all must participate. The graduated rate could be similar to income taxation such that as a property sells for more the tax rates of the lower portion hold and are not replaced by the higher rates. A transfer tax that could generate approximately $2-2.5 million of revenue may be more acceptable to the community.

Meter Downtown Parking: With new technology this could be more efficient than going around and collecting the coins from the meters. This is not a big revenue generator. A few years ago, it was estimated to generate $350,000 of annual revenue if the downtown district were metered.

Payroll Tax: It's been said that a payroll tax is difficult and confusing for businesses. Nothing could be easier. All businesses report payroll to our state and federal government. If they have multiple facilities or location, it's not a problem because businesses track costs by location. Developing the tax rate is a matter of estimating the base (payroll within the city limits) and determining how much revenue you want to develop. Whether it is a viable option acceptable to the St. Helena business community would need to be evaluated.

Business Activities Tax: This one is a bit more complicated. However, it is fair and may bring down fees for small businesses. We have two very large industries providing little revenue to our city: large production wineries and vineyard grape production. The efficiency of the business activities tax is that it places all business on more equal footing recognizing the production or sales of each business and having their activity taxed. Production would be measured as the value of shipments from the facilities or business location. For retail establishments this would be sales of products whether charged a sales tax or not. For vineyards this would be the value of the grapes harvested. For wineries this would be the value of products shipped from their facility whether sold to a customer or transferred to another facility.

This also could replace business license fees. The base, which is the value of total business activity within St Helena, would need to be estimated to develop an applicable activity tax rate that would generate the desired tax revenue. Businesses would receive credit for shipments or transfers for which sales tax were already applied. Certain

businesses would likely be exempt such as grocery stores and maybe restaurants. Although catering and similar activities that move activity outside St Helena's city limits could be problematic as we don't receive sales tax for items sold from within the city but received by the purchaser outside the city.

Large production wineries (and many other wineries within the city limits) generate little to no sales tax revenue related to their production or sales. They don't sell it to the public here in St Helena, so we don't receive sales tax. They ship production out through wine clubs, they ship it out to their bottling facilities or their centralized distribution facility. There is a lot of activity. Similarly, vineyards generate almost no revenue for our city. Grapes are not taxed, and their assessed values are quite low producing little property tax revenue.

User Fees for General Fund Discretionary Services: The City applies user fees for certain services that are associated with discrete services that are discretionary and not essential, e.g. building and zoning permits. User fees could also be considered to fund all or discrete components for additional General Fund discretionary services, such as the library and parks and recreation. The fees could be income-based or age-based, and limited to certain services or programs that are subset of such overall discretionary services, such as internet service at the Library or certain parks and recreation programs, similar to how the school district charges for summer pool access.

Carpenter Water Contract: This contract needs to be resolved so the water enterprise can have clarity on the associated potential revenue. The contract expired in 2013, and the current water customer has paid nothing for water in the past 12 years. Water enterprise revenue was below budget last year and it may continue to be so the water enterprise can use all the revenues that are due.

REVIEW OF REVENUE OPTIONS

City Council Meeting, April 22, 2025

Assistant City Manager, April Mitts

Background

Council Direction
- Study the extent of the City's structural deficit
- Explore a variety of revenue options
- Finance Committee charged to analyze and report on each

March 11, 2025
- Staff presented analysis of the City's revenues & expenditures

April 8, 2025
- Staff presented an informational item on revenue options & estimates

April 22, 2025
- Receive Finance Committee memos on structural deficit and revenue options

Revenue Options

- Business License Tax
- Payroll Tax
- Business Activities Tax
- Sales Tax
- User Utility Tax
- Real Property Transfer Tax
- Downtown Parking Meters
- Citywide Parks Maintenance District
- Transient Occupancy Tax
- Increase # of STRs
- Annexation

Recommended Action

Provide direction to staff on revenue option(s) to further research and bring back to City Council

Estimated Timeline

Estimated Timeline for November 2025 Election (if pursued)

DATE	ITEM
April 22, 2025	Council discussion/direction regarding revenue options
May 13, 2025	Report to City Council regarding revenue measure(s)
May 13, 2025	Report to City Council on the process/criteria for declaring a Fiscal Emergency
May 27, 2025	Continued Council discussion/direction regarding revenue measure(s), if needed
May 27, 2025 - or – June 10, 2025	Council adopts resolution declaring a Fiscal Emergency
June 24, 2025	Council adopts resolution calling the election
July 29, 2025	County Board of Supervisor approval to render election services
August 8, 2025	Last day to submit resolution and ballot text to registrar of voters
Nov. 4, 2025	Election

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Finance

DATE:	April 22, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Proposed approval of a Resolution awarding non-profit grant funding through the Non-Profit Grant Program in Fiscal Year (FY) 2025-26 Operations Budget in the amount of $74,948 and authorizing the City Manager to enter into a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House Senior Center, and Upvalley Family Centers in the amount of $30,000 each for a total of $90,000 per year.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to provide financial assistance to Non-Profit organizations who provide direct programs, projects or services to St. Helena residents.
FINANCIAL IMPACT:	If the grant requests are awarded based on the recommendations of the Council working group for the FY 2025/26 Operations Budget, the total financial impact is $74,948 utilizing General Fund. An additional $90,000 will be expended from the General Fund in the FY 2025/26 Operations Budget for the Boys and Girls Club, Rianda House Senior Center, and UpValley Family Center Non-Profit Funding Agreements. The aggregate fiscal impact for FY 2025/26 is $164,948 to the General Fund.

BACKGROUND:

In January 2022, the City Council adopted Resolution 2022-2, adopting an amended Non-Profit Funding Policy and Related Program Application Guidelines (Attachment 1). The policy established a framework for how the City provides financial assistance to non-profit agencies who provide direct programs, projects or services to St. Helena residents and promote the City's mission and goals.

On January 7, 2025, staff posted the grant guidelines on the City's website, sent out a news release, and made an announcement at a City Council Meeting that the application was available.

Based on previous direction from the City Council, the City entered into three-year funding agreements with the Boys and Girls Club, Rianda House, and UpValley Family Centers outside of the Non-Profit Grant Program and allocated $30,000 each to organization for a total of $90,000. The funding agreements expire on June 30, 2025.

Applications were due February 28, 2025. Applicants have been advised that awards are not guaranteed and that requests may be scaled down based on available funding.

DISCUSSION:
Non-Profit Grant Application Funding

City staff received 25 applications requesting funding. Per the Policy, the applications were reviewed for completeness and all applications were presented for funding recommendations.

The City Council working group, consisting of Mayor Dohring and Vice Mayor Deasy, met to review applications with City staff to make recommendations for FY 2025-26 non-profit funding. The City received a large response to the program with cumulative funding requests totaling $268,709.

City staff and the Council working group closely evaluated each application and made funding recommendations for applications that closely aligned with Council goals. The decisions were extremely difficult and were based on both the City's continued financial constraints while balancing and ensuring the needs of the community are met to the extent possible.

Below is a listing of the organizations by grant category that submitted an application and the recommended funding for the FY 2025-26 Operations Budget:

Applicant	Description	FY25 Funding Request	FY25 Recommended Funding
Friends of the Cameo - Attachment 2	Science in Cinema	5,000	5,000
Grace Episcopal Church - Attachment 3	Common Table on Spring	19,386	-
Lunchtime Productions Inc. - Attachment 4	Summer camps for young people in St. Helena	1,125	-
Monarch Justice Center -	Monarch Justice Center Outreach Campaign (St.	3,500	3,000

Attachment 5	Helena)		
Music in the Vineyards - Attachment 6	Music in the Vineyards: Education and Community Engagement in St. Helena	6,000	3,000
Napa Valley College District Auxiliary Services Foundation - Attachment 7	4th Annual Viva Mariachi St. Helena	5,000	5,000
Napa Valley Museum - Attachment 8	Napa Valley Museum of Art & Culture (the MAC) in St. Helena	20,000	-
Napa Valley State Park Association - Attachment 9	Bale Mill Community Events	15,000	4,000
Nimbus Arts - Attachment 10	Free Community Arts Program	12,400	5,000
Our Town St. Helena - Attachment 11	Monument Sign: Pope Street Workforce Housing Project	7,500	-
St. Helena Choral Society - Attachment 12	Children's/Teen Choir Festival Funding	13,100	5,000
St. Helena Community Garden - Attachment 13	St. Helena Community Garden Upgrade	3,000	2,000
St. Helena Cooperative Nursery School - Attachment 14	St. Helena Cooperative Nursery School	10,000	5,000
St. Helena Farmers' Market - Attachment 15	SHFM Market Match	15,750	2,500
St. Helena Historical Society - Attachment 16	SHHS: Walking Tour and Communications	2,448	2,448
St. Helena Hospital - Attachment 17	Dental & Vision Equity Clinics	20,000	5,000
St. Helena Little League - Attachment 18	Player Scholarships and All-Star Uniforms	22,000	2,500
St. Helena Preschool For All - Attachment 19	St. Helena Preschool For All Scholarships	20,000	5,000

St. Vincent de Paul Ministry of the St. Helena Catholic Church - Attachment 20	Financial Assistance for Individuals and Families in the City of St. Helena, not limited to SHCC members	20,000	5,000
Sustainable St. Helena - An Environmental Alliance - Attachment 21	St. Helena Redwood Forest Project "A Future Community Forest"	10,000	2,500
The Saint Helena Forum for Innovation and Creativity - Attachment 22	Ongoing Free Virtual Humanities Based Cultural Presentations	10,000	2,500
Upstage Napa Valley - Attachment 23	Playfest 2025	10,000	2,500
UpValley Family Centers - Attachment 24	Triple P Fear-less Parent Workshops	5,000	3,000
Vailima Foundation - Attachment 25	RLSM Digital Tour Project	5,000	2,500
We Care Animal Rescue - Attachment 26	Pet Food Pantry for Low-Income St. Helena Pet Owners	7,500	2,500
Total		**268,709**	**74,948**

Non-Profit Funding Agreements

City staff has prepared draft multi-year Non-Profit Funding Agreement (Attachment 27), which will provide support for programmatic expenses for Fiscal Years 2025/26, 2026/27, and 2027/28 in the amount of $30,000 each for the following organizations: Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers. The agreement outlines the funding criteria and the annual reporting requirements.

ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

Resolution FY 25-26 Nonprofit Grant Funding
Attachment 1 - Nonprofit Grant Guidelines
Attachment 2 - Friends of the Cameo Application
Attachment 3 - Grace Episcopal Church Application
Attachment 4 - Lunchtime Productions Inc. Application
Attachment 5 - Monarch Justice Center Application
Attachment 6 - Music in the Vineyards Application
Attachment 7 - Napa Valley College District Auxilliary Services (DAS) Foundation Application
Attachment 8 - Napa Valley Museum Application
Attachment 9 - Napa Valley State Park Association Application
Attachment 10 - Nimbus Arts Application
Attachment 11 - Our Town St. Helena Application
Attachment 12 - St. Helena Choral Society Application
Attachment 13 - St. Helena Community Garden Application
Attachment 14 - St. Helena Cooperative Nursery School Application
Attachment 15 - St. Helena Farmers' Market Application
Attachment 16 - St. Helena Historical Society Application
Attachment 17 - St. Helena Hospital Application
Attachment 18 - St. Helena Little League Application
Attachment 19 - St. Helena Preschool For All Application
Attachment 20 - St. Vincent de Paul Ministry of the St. Helena Catholic Church Application
Attachment 21 - Sustainable St. Helena - An Environmental Alliance Application
Attachment 22 - The Saint Helena Forum for Innovation and Creativity Application
Attachment 23 - Upstage Napa Valley Application
Attachment 24 - UpValley Family Centers Application
Attachment 25 - Vailima Foundation Application
Attachment 26 - We Care Animal Rescue Application
Attachment 27 - Nonprofit Funding Agreement

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution Authorizing Non-Profit Grant Funding Through the Non-Profit Grant Program in Fiscal Year 2024-25 Operations Budget in the amount of $74,948 and Authorizing the City Manager to enter into and execute a multi-year Non-Profit Funding Agreement with Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers in the amount of $30,000 each for a total of $90,000 per year for FY 25/26, FY26/27, and FY 27/28.

RECITALS

A. In January 2022, the City Council adopted Resolution 2022-2, adopting an amended Non-Profit Funding Policy and Related Program Application Guidelines; and

B. The policy established a framework for how the City provides financial assistance to non-profit agencies who provide direct programs, projects or services to St. Helena residents and promote the City's mission and goals; and

C. On January 7, 2025, staff posted the grant guidelines on the City's website, sent out a press release, and made an announcement at a City Council Meeting that the application was available. Applications were due February 28, 2025; and

D. City staff received 25 applications requesting funding. Per the Policy, the applications were reviewed for completeness and all applications were presented for funding recommendations; and

E. The City Council working group, consisting of Mayor Dohring and Vice Mayor Deasy, met to review applications with City staff to make recommendations for FY 2025-26 non-profit funding and recommended 21 applicants be approved for funding for an aggregate not-to-exceed amount of $74,948; and

F. On May 17, 2022, the City Council autjorized the City Manager to execute multi-year Non-Profit Funding Agreement, which provided support for programmatic expenses for Fiscal Years 2022/23, 2023/24, and 2024/25 in the amount of $30,000 each for the following organizations: Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers;

G. The multi-year agreements are set to expire on June 30, 2025; and

H. Staff has prepared draft multi-year Non-Profit Funding Agreement, to continue to provide support for programmatic expenses for Fiscal Years 2025/26, 2026/27, and 2027/28 in the amount of $30,000 each for the following organizations: Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers.

RESOLUTION

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

1. Authorize Non-Profit Grant Awards as follows to be included in the FY 2025-26 Operating Budget:

#	Awardee	Funding Amount
1	Friends of the Cameo	5,000
2	Monarch Justice Center	3,000
3	Music in the Vineyards	3,000
4	Napa Valley College	5,000
5	Napa Valley State Park	4,000
6	Nimbus Arts	5,000
7	St. Helena Choral Society	5,000
8	St. Helena Community Garden	2,000
9	St. Helena Cooperative Nursery	5,000
10	St. Helena Farmers' Market	2,500
11	St. Helena Historical Society	2,448
12	St. Helena Hospital	5,000
13	St. Helena Little League	2,500
14	St. Helena Preschool For All	5,000
15	St. Vincent de Paul Ministry of the St. Helena Catholic Church	5,000
16	Sustainable St. Helena – An Environmental Alliance	2,500
17	The Saint Helena Forum for Innovation and Creativity	2,500
18	Upstage Napa Valley	2,500
19	UpValley Family Centers	3,000
20	Vailima Foundation	2,500
21	We Care Animal Rescue	2,500
Total		**74,948**

2. Authorize the City Manager to enter into and execute a multi-year Non-Profit Funding Agreement with the Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers in the amount of $30,000 each for a total of $90,000 per year.

3. Authorize the City Manager to authorize any and all non-substantive amendments to the draft agreement that are deemed necessary to finalize the agreement.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

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

APPROVED: ATTEST:

_____ _____
Paul Jamison Dohring, Mayor Erika Opp, Acting City Clerk

ATTACHMENT 1

City of St. Helena Non-Profit Community Enrichment Grant Program Guidelines FY 2025/26

The City of St. Helena invites all interested non-profit organizations to submit an application for funding. The annual "Non-Profit Community Enrichment Program" is designed to support local non-profit organizations directly impacting the community and/or benefiting the City of St. Helena. Applicant programs and services must be consistent with the City's mission statement or support at least one of the City Council's three-year goals (see attached).

Funding Philosophy

The City encourages innovation and a goal of self-sufficiency for all initiatives funded by this program within 24 months. Accordingly, all organizations requesting funds from the City should continue efforts to develop stable private funding sources. Submission of a complete application does not guarantee funding nor does receiving an award in the prior funding year.

Consistent with the City's Diversity, Equity and Inclusion (DEI) Strategy, submissions that identify and foster inclusion, belonging and social justice are encouraged. The City Council adopted Resolution 2020-105: Affirming that Discrimination and Systemic Racism Constitute A Public Health Crisis Causing Disparities in Mental Wellbeing, Language Access, Housing, Economic Development, Health, and Criminal Justice Experience, and Reaffirming Its Commitment to Advancing Justice, Equity, Diversity, and Inclusion in the City. To read the City's DEI Strategy, please click here.

Applicant Criteria

Applicants may apply for project or program funding that support the funding philosophy criteria below:

Projects or programs which promote or benefit the St. Helena community with arts, culture, education, or supporting youth/family initiatives and services. The minimum grant request is $1,000 and the maximum grant request is $20,000. The overall funding available is expected to be $120,000 per fiscal year.

Actual grant funding is based upon funds appropriated by the City Council in the annual budget and are dependent on the City's annual budget prioritization process.

Eligibility

Eligibility has been established by the City of St. Helena Non-Profit Funding Policy (Resolution 2018-150). All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)) and provide as proof that they are a non-profit organization.

- Only one application per agency per category will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs).
- The City will not fund the purchase, maintenance, or repair of capital assets.

- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.
- Non-profit organizations must be in existence for at least one year by December 31st of the year preceding the application deadline (or December 31, 2023 for this cycle).

Previous years' allocations are not a consideration for funding.

Timeline, Submission and Grant Cycle

Applications will be available to the public on January 7, 2025 and must be received no later than **February 28, 2024 by 5:00 PM.** Late and incomplete applications will not be accepted. It is anticipated that City Council will make the final funding recommendations in April of 2025 for the 2025/26 fiscal year.

Grant Applications are electonic only and are available on our website:
https://www.cityofsthelena.org/finance/page/non-profit-grant-funding

The grant period for non-profits approved for funding for Fiscal Year 2025/26 will be from July 1, 2025 to June 30, 2026.

Limitation on Awards

The granting of City funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for applicants to comply with applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award does not authorize use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include receipts, volunteer sign-in sheets, invoices or other documents.

Grant Recipient Requirements

Organizations receiving grant funding are required to:

- Submit a revised goals and activities description if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if required;
- Complete a final report describing program outcomes and financial statements detailing expenditures no later 30 days after the end of the funding period.

Questions?

All questions should be submitted via email to: Ciara Caouette at ccaouette@cityofsthelena.org

	City of St. Helena Administrative Policy Finance	Policy **Non-Profit Funding Policy** **Page 1 of 3**

Title: **Non-Profit Funding Policy**		**Policy #**	P-FI-0003
		Revision #	1
		Implementation Date	2015-10-13
		Last Update Date	2018-10-23
Approval by City Council	Resolution 2018-150	**Date Approved**	2018-10-23

I. Purpose, Overview and Scope of this Policy

The purpose of this policy is to set forth parameters and establish guidelines for annual grant funding of non-profit agencies based on availability of funds and award by the City Council.

II. Authority

Updates to this policy require City Council approval.

III. Policy

The City of St. Helena is committed to providing financial assistance to local non-profit organizations directly serving the community and/or benefiting the City of St. Helena. Programs and services must be consistent with the City's mission statement or support at least one of the City Council's three-year goals.

A. Eligibility Requirements

1. All applicants must possess a current IRS Not-for-Profit determination letter (IRS Form 501(c)(3)). Applicants must provide this determination letter as proof that they are a non-profit organization.
2. A non-profit organization must have been in operation for a minimum of one year by December 31st of the year preceding the application deadline.

B. Accountability

Non-profit organizations shall adhere to accountability standards set by the City of St. Helena and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to compliance with:

1. All financial requirements including submission of proof of expenditures as specified by the grant agreement.
2. Program performance measurement requirements including submission of a final report by the end of the fiscal year.
3. All other terms of the policy and grant agreement including meeting all deadlines.

C. Funding Eligibility

1. Only one application per category per organization will be considered each year.
2. Grants are for programmatic expenses that are items recognized under Generally Accepted Accounting Principles (GAAP) as operating costs.

D. Application Procedure

1. Timeline
    a. A public notice will be posted and available on the City of St. Helena's website with the current Program Guidelines and Grant Application at the beginning of each calendar year.
    b. Completed applications must be returned to the City no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.
2. Application Requirements
   A completed Grant Application is required, by the advertised deadline date along with all required documentation as identified in the current year's Program Guidelines and Grant Application.
3. Grant Awards
   The posting of Program Guidelines and Grant Application for non-profit funding does not guarantee allocation of funds for this program nor award to any applicant. The City Council may determine to fund none, one, or multiple projects/services/programs within the minimum and maximum grant amount as identified by this policy. The City Council is not required to expend any particular allocation in a given year.
4. Funding Award
    a. City staff will review applications for completeness and eligibility and forward all complete and eligible applications to the City Council working group.
    b. The City Manager will schedule the date grant applications will be brought to the City Council for review. Staff will prepare a brief staff report and attach all complete and eligible applications and notify applicants of date applications will be presented to City Council. Applicants are strongly encouraged to attend the City Council meeting to respond to City Council questions regarding applications.
    c. The City Council will approve final funding for non-profits prior to the adoption of the Annual Operating Budget.
    d. Applicants will be notified of the final funding amount no later than June 30th.
    e. Insurance will only be required for projects located or occurring on City owned property. Insurance coverage amounts will be reviewed

and approved by the City's Administrative Services Manager prior to contract execution.

f. Any non-profit organization awarded program funds must accept the funds by completing an agreement provided by the City which must be signed by the non-profit organization Director and the City Manager. The agreement and other contract requirements shall be signed by the organization and received by the Finance Department no later than August 31st of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

5. Compliance
   The consideration, award, and funding of any non-profit organization pursuant to the Non-profit Program, shall be carried out in a manner consistent with the Conflict of Interest Code and Non-Discrimination Policy for Appointed and Elected Officials of the City of St. Helena, adopted by the City Council on April 14, 2015.
6. Grant Reporting and Invoicing
   Each funded organization will be required to submit a final grant report by the end of the fiscal year. This report should describe the funded program/project/service outcomes and shall include a financial report detailing expenditures that is signed by the organization's Director. Non-profit organizations shall include an invoice with the final report in the amount of the grant award. Grant funds are provided on a reimbursement basis only. Failure to comply with these reporting requirements may jeopardize funding.

E. Updates to Program Application and Guidelines

The City Manager is authorized to make updates to the Program Application and Guidelines as long as they adhere to this Non-Profit Funding Policy.

ATTACHMENT 2

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #220

Date Submitted: 2/17/2025

Organization Name*

Friends of the Cameo dba Cameo Cinema Foundation

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Cathy Buck

Contact Person Phone Number*

(707) 287-4172

Contact Person Email Address*

cathybuck25@gmail.com

Organization Phone Number*

(707) 287-4172

Organization Mailing Address*

P.O. Box 682, St. Helena CA 94574

Organization Physical Address*

1340 Main Street

Federal Tax ID Number and Status*

46-1415228

ATTACHMENT 2

How Long Has Organization Served Community (Years & Months)*

13 years, 4 months

Project Name*

Science in Cinema

Requested Grant Amount*

$5000.00

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

Total Project Cost*

$5000.00

ATTACHMENT 2

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

The goals, mission and vision of the Cameo Cinema are very much in alignment with those of the City of St. Helena. Both are dedicated to serving our citizens with integrity, providing cultural and recreational opportunities, fostering partnerships with other community organizations and maintaining our historic small-town character.

Like the City, our organization has a Non-Discrimination Policy that states: "Friends of the Cameo dba Cameo Cinema Foundation is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background or any other status prohibited by applicable law." The Cameo Cinema proudly incorporates principles of diversity, equity and inclusion by ensuring our films and activities feature individuals, cultures and history from every corner of the world. We offer our patrons open-captioned films on Wednesdays and Sundays, provide earphones for those who are hearing impaired, offer Spanish subtitles when available and meet ADA requirements.

The Science in Cinema program is designed to appeal to a wide variety of St. Helena residents, crossing boundaries of age, gender, ethnicity and socio-economic strata. As stated in a 2022 report issued by the National Institute of Health, "We are all born scientists, entering the world with the innate ability to question, observe, collect data, and reach conclusions."

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

ATTACHMENT 2

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

The goal of Science in Cinema is to nurture curiosity and inspire discovery and exploration by making the principles of science accessible to everyone. During the past decade, the Cameo has delighted our audiences with an extensive array of science-exploration events pairing contemporary and classic films with presentations by experts. We have hosted physicists and physicians, mathematicians and musicians, chemists and chefs, astronauts and illusionists, who have shown how science is fundamental in their professional lives. The Science in Cinema program will allow us to continue and expand this type of programming in 2025-2026.

The study of science is essential not only in developing critical thinking and analytical skills, but also as a contributing factor in our economy. A report issued by the U.S. Bureau of Labor Statistics in December 2024, estimated that the tech sector alone made up 8.9 percent of the total GDP, while healthcare was 17.6 percent. We owe it to our students and their families to make science and scientific exploration a part of our daily lives.
Each of our Science in Cinema programs can accommodate approximately 120 guests in-theater but we have the potential to reach a far larger audience through in-school presentations and video recordings made available on our website.

Science in Cinema 2025-2026 Project Timeline:
February 2025 – Submit grant application
April – June 2025 – Explore potential films for inclusion in Science in Cinema (possibly the new Superman and/or the new live-action How to Train Your Dragon)
July – August 2025 – Secure speakers and film bookings
August – October 2025 – Publicize and promote the Science in Cinema programs in cooperation with the City of St. Helena and local businesses and organizations
Fall 2025 – Present the first Science in Cinema program
Winter 2025-2026 - Publicize and promote the Spring program
Spring 2026 – Present the second Science in Cinema program
June 2026 – Submit final report and budget to the City of St. Helena

Please include a high-level description of the Project that you are requesting grant funding for. *

Science in Cinema 2025-2026 will feature 2 programs, one in fall 2025 and one in spring 2026. Cameo owner and Program Director, Cathy Buck, will explore film options and make the selection of films and speakers for Science in Cinema 2025-2026. Through our partnership with Wonderfest, an established nonprofit organization dedicated to providing inspiring science-oriented events, we have access to top scientists and technologists throughout the San Francisco Bay Area and Silicon Valley, including professors at both Stanford and UC Berkeley. Wonderfest Founder and Executive Director, Tucker Hiatt, has worked with the Cameo since 2017 and is eager to participate in Science in Cinema 2025-2026. Cathy Buck also consults with local educators and filmmakers.

One example of our past innovative science programming was the screening of the Academy Award winning film CODA accompanied by a live Q&A with Dr. Melanie Gilbert from UCSF's Sound and Music Perception Lab, and paired with the installation of our Musical Bench, a wildly popular interactive community project that enabled participants to create musical notes through touch when seated on a special bench constructed with the help of students in the STEM (science, technology, engineering, math) program.
We are seeking funding from the City of St. Helena to carry forward our tradition of excellence in bringing entertaining and thought-provoking science-oriented programs to our community.

Attachment 1: Grant Budget *

ccf - City of SH grant budget 2025-2026.xlsx

Attachment 2: Proof of Nonprofit Status*

FOC - IRS approval letter Feb 28 2013.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

CCF - City of SH grant financials 2025.pdf

ATTACHMENT 2

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

FOC CCF - active grants Feb 2025.docx

Attachment 5: Partnership Letter(s) (if applicable)

CCF - City of SH grant 2025 wonderfest letter.pdf

City of St. Helena Non-Profit Grant Application			
2025 - 2026			
Science in Cinema Budget			
	General	Event 1	Event 2	TOTAL
Expenses	Film Rental	$ 450.00	$ 450.00	$ 900.00
	Cameo Staffing	$ 275.00	$ 275.00	$ 550.00
	Speaker (includes travel and stipend)	$ 1,200.00	$ 1,200.00	$ 2,400.00
	Videography	$ 1,000.00	$ 1,000.00	$ 2,000.00
	Advertising and Promotion	$ 525.00	$ 525.00	$ 1,050.00
TOTAL EXPENSES				$ 6,900.00
Renenue	Ticket sales (75 X $10/ticket; 50 comps for students & educators)	$ 750.00	$ 750.00	$ 1,500.00
	Concessions	$ 200.00	$ 200.00	$ 400.00
	Grant from the City of St. Helena	$ 5,000.00			$ 5,000.00
TOTAL REVENUE				$ 6,900.00
NET				$0.00

ATTACHMENT 2

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 28 2013

FRIENDS OF THE CAMEO
C/O CATHY BUCK
1340 MAIN ST
SAINT HELENA, CA 94574

Employer Identification Number:
46-1415228
DLN:
17053353389032
Contact Person:
NICHOLAS R HINDS ID# 31662
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 24, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

ATTACHMENT 2

FRIENDS OF THE CAMEO

Sincerely,

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

ATTACHMENT 2

12:02 PM
02/04/25
Accrual Basis

Friends of the Cameo
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec ...	Budget	$ Over Bu...	% of Bud...
Ordinary Income/Expense				
Income				
4000 · INCOME				
4060 · Income - Restricted Grants	86,111.99	0.00	86,111.99	100.0%
4050 · Income - Event Donations	52,000.00	0.00	52,000.00	100.0%
4005 · Income - Donations	440,043.87	412,050.00	27,993.87	106.8%
Total 4000 · INCOME	578,155.86	412,050.00	166,105.86	140.3%
4030 · Income - In-Kind Donations	1,695.00	0.00	1,695.00	100.0%
4320 · Interest Income				
4321 · Savings Interest	1,486.73	0.00	1,486.73	100.0%
4322 · T-Bill Interest	8,900.88	12,000.00	-3,099.12	74.2%
Total 4320 · Interest Income	10,387.61	12,000.00	-1,612.39	86.6%
Total Income	590,238.47	424,050.00	166,188.47	139.2%
Gross Profit	590,238.47	424,050.00	166,188.47	139.2%
Expense				
6020 · Community Programming	360,000.00	360,000.00	0.00	100.0%
6060 · Restricted Gift expense	50,876.61			
6070 · Special Events Expense	72,350.70	0.00	72,350.70	100.0%
6080 · In-Kind Donations Used	1,695.00	0.00	1,695.00	100.0%
6100 · Education Programs				
6140 · Grants paid	16,365.00	0.00	16,365.00	100.0%
Total 6100 · Education Programs	16,365.00	0.00	16,365.00	100.0%
6200 · Fundraising				
6210 · Neon Training & Customization	403.00	300.00	103.00	134.3%
6220 · Fundraising Other	10,996.97	3,000.00	7,996.97	366.6%
Total 6200 · Fundraising	11,399.97	3,300.00	8,099.97	345.5%
6340 · Program Fees	4,700.00			
6400 · Administration				
6410 · Accounting	3,873.75	4,500.00	-626.25	86.1%
6420 · Admin Management / Contractor	7,080.00	5,400.00	1,680.00	131.1%
6430 · CPA	2,800.00	2,800.00	0.00	100.0%
6450 · Postage and Shipping	376.66	300.00	76.66	125.6%
Total 6400 · Administration	14,130.41	13,000.00	1,130.41	108.7%
6500 · Banking				
6510 · Bank Service Charges	50.00	0.00	50.00	100.0%
6520 · Credit Card Merchant Fees	3,750.11	3,000.00	750.11	125.0%
Total 6500 · Banking	3,800.11	3,000.00	800.11	126.7%
6600 · Marketing				
6610 · Social Media	263.29	1,950.00	-1,686.71	13.5%
6630 · Social Media Contractor	20,595.00	20,200.00	395.00	102.0%
6640 · Website	2,091.63	3,000.00	-908.37	69.7%
6650. · Marketing - Other	4,451.57	1,200.00	3,251.57	371.0%
Total 6600 · Marketing	27,401.49	26,350.00	1,051.49	104.0%
6700 · Licenses and Permits	105.00	0.00	105.00	100.0%
6800 · Insurance Expense				
6810 · Directors & Officers Insurance	1,615.00	1,500.00	115.00	107.7%
Total 6800 · Insurance Expense	1,615.00	1,500.00	115.00	107.7%
7050 · Capital Expense/Maintenance	1,300.00	3,000.00	-1,700.00	43.3%
7200 · Dues and Subscriptions	3,617.88	3,600.00	17.88	100.5%
7300 · Office Supplies	525.51	300.00	225.51	175.2%

ATTACHMENT 2

12:02 PM
02/04/25
Accrual Basis

Friends of the Cameo
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec ...	Budget	$ Over Bu...	% of Bud...
7400 · Minor Equipment and Supplies	0.00	0.00	0.00	0.0%
7500 · Repairs and Maintenance	0.00	10,000.00	-10,000.00	0.0%
7550 · Gifts	289.80	0.00	289.80	100.0%
Total Expense	570,172.48	424,050.00	146,122.48	134.5%
Net Ordinary Income	20,065.99	0.00	20,065.99	100.0%
Net Income	**20,065.99**	**0.00**	**20,065.99**	**100.0%**

Friends of the Cameo
Profit & Loss Budget Overview
January through December 2025

ATTACHMENT 2

	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	TOTAL Jan - Dec 25
Ordinary Income/Expense													
Income													
4000 · INCOME													
4005 · Income - Donations	60,684.87	7,350.00	7,350.00	7,350.00	7,350.00	7,350.00	7,350.00	23,100.00	34,650.00	86,100.00	105,000.00	127,103.00	480,737.87
Total 4000 · INCOME	60,684.87	7,350.00	7,350.00	7,350.00	7,350.00	7,350.00	7,350.00	23,100.00	34,650.00	86,100.00	105,000.00	127,103.00	480,737.87
4030 · Income - In-Kind Donations													
4322 · T-Bill Interest	1,902.23	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	10,702.23
Total 4320 · Interest Income	1,902.23	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	10,702.23
Total Income	62,587.10	8,150.00	8,150.00	8,150.00	8,150.00	8,150.00	8,150.00	23,900.00	35,450.00	86,900.00	105,800.00	127,903.00	491,440.10
Expense													
6020 · Community Programming	30,000.00	50,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	380,000.00
6070 . Special Events Expenses	17,500.00												
6200 · Fundraising	0.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	20,900.00
6340 · Program Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	1,700.00	0.00	4,700.00
6400 · Administration													
6420 · Admin Management / Contractor	830.00	640.00	420.00	380.00	460.00	130.00	320.00	390.00	1,240.00	430.00	440.00	1,120.00	6,800.00
6430 · CPA	0.00	0.00	0.00	0.00	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
6450 · Postage and Shipping	8.03	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	371.03
Total 6400 · Administration	838.03	673.00	453.00	413.00	3,293.00	163.00	353.00	423.00	1,273.00	463.00	473.00	1,153.00	9,971.03
6500 · Banking													
6520 · Credit Card Merchant Fees	167.01	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,742.01
Total 6500 · Banking	167.01	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,742.01
6600 · Marketing													
6630 · Social Media Contractor	1,600.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	1,825.00	21,675.00
6640 · Website	25.43	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	210.00	2,335.43
6650. · Marketing - Other	0.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,400.00
Total 6600 · Marketing	1,625.43	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	2,435.00	28,410.43
6800 · Insurance Expense													
6810 · Directors & Officers Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,695.00	0.00	0.00	0.00	1,695.00
Total 6800 · Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,695.00	0.00	0.00	0.00	1,695.00
7200 · Dues and Subscriptions	306.47	338.50	338.50	338.50	338.50	338.50	338.50	338.50	338.50	338.50	338.50	338.50	4,029.97
7300 · Office Supplies	14.23	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	564.23
7500 · Repairs and Maintenance	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	3,000.00
Total Expense	50,451.17	55,721.50	35,501.50	36,461.50	38,341.50	35,211.50	36,401.50	35,471.50	38,016.50	39,511.50	37,221.50	36,201.50	474,512.67
Net Ordinary Income	12,135.93	-47,571.50	-27,351.50	-28,311.50	-30,191.50	-27,061.50	-28,251.50	-11,571.50	-2,566.50	47,388.50	68,578.50	91,701.50	16,927.43

ATTACHMENT 2

Friends of the Cameo/Cameo Cinema Foundation Grants Received – February 2024 – February 2025

City of St. Helena - $5,000 – July 2024 to June 2025
This is a competitive grant program for non-profit organizations in St. Helena. This grant will fund our free community screening of Widow Cliquot on Wednesday, March 5, 2025, to kick off the Fork2Film Festival.

Napa County Arts, Culture and Heritage Council - $17,500 – July 2024 to June 2025
This is a competitive grant program for non-profit organizations in Napa County. We were awarded a grant to help fund our 2025 Fork2Film Festival.

Donor Advised Fund Gifts through the Napa Valley Community Foundation - $4,500 – December 2024 – 2025
This represents two separate Donor Advised Fund Gifts for general support:
$1,500 from the Thatcher Family Fund
$3,000 from the Five Arts Fund

ATTACHMENT 3

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #244

Date Submitted: 2/28/2025

Organization Name*

Grace Episcopal Church

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Holly Hughson

Contact Person Phone Number*

707-738-7204

Contact Person Email Address*

hollyhughson@gmail.com

Organization Phone Number*

707-963-4157

Organization Mailing Address*

1314 Spring Street, St. Helena, CA 94574

Organization Physical Address*

1314 Spring Street, St. Helena, CA 94574

Federal Tax ID Number and Status*

31-1629166; Episcopal Church's Group Exemption Number Is GEN. No. 3141

ATTACHMENT 3

How Long Has Organization Served Community (Years & Months)*

149 years

Project Name*

Common Table on Spring

Requested Grant Amount*

$19,386

Do You Have Matching Funds?*

Fund-raising campaign for the April - June 2025 run of Common Table on Spring is ongoing.

Please List Any Matching Funds and Sources

Funds & Sources TBC when available. Please see attached budget for April-June 2025.

Total Project Cost*

$29,079

ATTACHMENT 3

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

The Common Table on Spring is a project offered by Grace Episcopal Parish to promote connection and provide a service through our expressed mission of providing a delicious, free meal to the greater St. Helena community. More specifically, we use our meals as a platform to highlight power of local community initiatives and give a voice to the dedicated people that create goodness. For evidence of how we promoted the City's Community Enhancement funding philosophy, in 2024, we celebrated the work of Pre-school for All, Rianda House, Up Valley Family Centers, local sports clubs, and cultural dancing with Los Diablos Oaxaqueños del Valle.

The project was established in July 2024, which provided a meal over 16 weeks, between August 26 - December 18, 2024.

In 2025-2026, we will build on our record of creating connection and awareness of who is present in our community by identifying a theme for each meal that highlights opportunities for getting involved, access to services, local artists, and celebrating local heroes.

Our name is intentional.

Common is the place where we start. What we share in common is our humanity. We are common despite our best pretenses. In common, we need food and water to sustain us. In common, we need connection. In common, we need space to get to know more about the faces we pass on our streets and grocery stores. In common we need each other so that we may not feel alone.

in our efforts and vision, we are creating safe space where we can gather together regardless of our background, education, financial means, faith, and discover what we share in common.

From this foundation of our common humanity, we begin to build community. Community is not the starting point, it's the objective.

We start in common; we build toward community.

ATTACHMENT 3

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

This is so much more than delivering a meal. It's the start of a movement recognizing our common need for a place to gather, connect, and go deeper as a community.

Our Objectives:
1. Foster connection across difference, getting to know the people we pass on our streets.
2. Provide food assistance to those who might be food insecure.
3. Provide a platform for information sharing, education, and learning about what is happening, ways to get involved, and available services.
4. Create a program that might ultimately be supported by the broader St. Helena community thus enhancing our community spirit establishing a more caring and inclusive local environment that might become a role model for other neighboring communities.

How we are Delivering on our Objectives:

1. Through participation numbers, expressions of gratitude, and survey responses, it is clear we are succeeding to build new connections and deepen existing connections. We have a group who discovered they are bird watchers and a group that enjoy walking, who get together outside of the meals. Please see responses below to question of Community Support for the Common Table on Spring.
2. Our participants include people for whom food insecurity is real. We capture this in our survey as well as anecdotal evidence. Further, we are proactive to ensure no food waste and offers takeaway cartons for food leftovers. We also have a list of families in the community who appreciate and welcome our delicious leftovers.
3. Please see above for some of the organizations that we highlighted at the Common Table meals. Please see the timeline included as a separate sheet with the Project Budget (attached) for proposed themes/orgs to highlight in 2025-2026.
4. We are creating a network of chefs, volunteers, sponsors, and participants mailing list, in something much larger. Through financial support from the City, we will continue to market the Common Table as a place where local companies, organizations, and individuals can provide a gift to the community. We are working towards sustainability of the Common Table as seen by our matching funds currently being raised to support the first run of meals: April – June 2025 (see Project Budget)

Please find a proposed timeline with weekly themes as a separate sheet in the Project Budget document (attached)

ATTACHMENT 3

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

Over 16 weeks of the 2024 Common Table on Spring, we averaged between 100-114 participants weekly. The lowest attendance was 85 and the highest attendance was 250 (when we Los Diablos Oaxaqueños del Valle dancers on the labyrinth!)

We budget and prepare food for 150 individual servings. As mentioned above, we ensure no viable food is wasted and some participants benefit from more than one meal by taking leftovers and or taking food to others who were not able to attend.

From our 2024 survey data:

 How many times did you attend a Common Table meal?
52% attended between 1-5
24% attended between 6-9
26%s attended 10+

 How far did you travel to the Common Table?
Nearly 60% were from the St. Helena area
40% came from a combined Calistoga, Yountville, Napa, and other

 Would you participate in a future run of the Common Table?
92% said yes

Based on survey data, anecdotal responses and the level of grateful enthusiasm, we expect 2025-2026 number of participants to grow.

ATTACHMENT 3

Describe the community support for your project.*

In January 2025, we ran a survey of participants from the 16-week run of meals in 2024. A few highlights:

Question: What brought you to the Common Table on Spring?

Wanting to get involved with community
Community aspect
Friends Wanting to connect with community
Togetherness of Community
We want to feel part of our community' make new friends

The experience of meeting new people
Nice to visit with people
Meeting new people and seeing old friends
Good food and to attend the social gathering.
Wanting to meet people. I was new to the ares
Community and did
Rianda House staff suggestion
Community, meeting and spending time with people we wouldn't normally meet, interesting conversations, great food, relief from making dinner every night.
A meal I didn't have to prepare at home and great community
Community, meeting new people.
Friends and food
Friends invited me.
Food
meeting locals and healthy food!
Wonderful people and getting to know my community.
Did it last year. Heard about it thru friends and the Star
Family, friends, food!
The idea of eating in community!!
Hunger …for food and for social interaction!
Meeting new friends and not having to plan or cook a meal
The organization of the meal and great chefs.
Mix of community and good food
Eating and mingling with the community
Meeting new people in the community.
I like to meet new people
Good food and fellowship as nd meeting new people.
The idea of meeting new locals and sharing a meal, without exorbitant costs!
Convenience, already onsite for previous engagement, delicious food, fellowship, beautiful floral centerpieces ☺
Meet people in the community
Villa Coronas delicious food
The desire to get to know the community better and to be involved.
Community

Question: Can you share a positive interaction that you've had at the Common Table on Spring?

We actually met a couple that shared our names, both husband and wife. We have visited them in their home since then.
Talked to our city Council members. Enjoyed Rianda House participation.
Met new folks
Meeting new people "in our own backyard," and an opportunity to spend time with friends in the busyness of life!
We enjoyed interacting with new neighbors
Helping in the kitchen. Visiting with friends.
I met many new people while volunteering
Just meeting new people and great food and it is nice that some one has taken the time to do something for me. I live alone and all afternoon.

ATTACHMENT 3

Met many new people I would likely not have met
Getting to know a few people better, learning more about them.
Met people I see outside of the dinners. Everyone's friendly.
Meet some great people that are still friends
Met several individuals & couples - a few military people. Heard about their stories in life
Our daughter's first loose tooth started the first day we came to common table. She had so many caring grandpa's and grandma's that checkin about her teeth for weeks and months after that. It was kind of remarkable.
I had so many! I had an interaction with someone who led me to a new mentor!
All of the new amazing people I met.
Meeting new friends and seeing old friends
Enjoyed all the wonderful food, saw friends, met new people.
Also enjoyed the social
Yes many people I met with and had meaningful conversations
Met so many wonderful people and the food was great.
Great food and friendly gathering
Meeting people from the community that I wouldn't otherwise meet.
We just started going. I'm thevlternprt of the fall. But once we started we were consistent and attended about 5 times. We always had positive interactions with the people we sat with.
Met new peeps. Spent time with old friends.
I was able to get better acquainted with people who had been very casual acquaintances before
The people were so grateful for the food. They spent a lot of time at their tables.
Met many new interesting people
Loved it
Meeting locals and getting to share a meal.
I found new and old friends! And I found a way to share goodies from my kitchen by bringing extras for anyone. It was amazing!
Reconnecting with my appliance repair man after several years.
I enjoyed the nights outside in the courtyard in the summer, and the young families who came and enjoyed the meals with all the seniors. It felt like a real community, and not just older church goers sitting together at their same tables. Make people get up and move to meet new people!
Met fellow theater actors, met other interesting folks, really like the outreach to our Spanish speaking friends

I got to socialize with old acquaintances.
All of them. Each and every week, the food was delicious, the people who attended were interesting, warm, and welcoming, and Holly was always delightful. :)
meeting new people

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

N/A

ATTACHMENT 3

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The Common Table on Spring is a project offered by Grace Episcopal Parish to promote connection and community across all demographics of ability, age, education, ethnicity, gender, profession, sexuality, socioeconomic status, etc. All are welcome. In 2025-26 we will build on our success of 2024, to broaden our platform to highlight the diversity of our valley through partnering with local organizations such as Suscol Intertribal Council during November for National Native Americans Heritage Month, local Spanish speaking churches to broaden participation, and Rianda House for age inclusion. We welcome a conversation and suggestions from the City for ways we can be a positive force for DEI in our community.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

COSH Non-Profit Grant 2025-6 Grace Church Common Table on Spring - Budget .xlsx

Attachment 2: Proof of Nonprofit Status*

Grace Episcopal Parish Proof of Non-profit Status.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Grace Episcopal Church 2025 Budget and 2024 Actuals.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 3

Grace Episcopal Church - Common Table on Spring - Grant Request Budget for 2025-2026					
Line Items	Unit Cost/hr/$	Hours	Total Weekly cost	Total for 12 Weeks	Person Responsible
Set up/Clean up	26.25	6.00	157.50	1,890.00	Grace Staff
Paperware			38.00	456.00	MC
Flowers			120.00	1,440.00	Volunteer
Food			700.00	8,400.00	Chef/MC
Mileage/Delivery charges			75.00	900.00	Chef/MC
Total Meal Costs			**1,090.50**	**13,086.00**	
Project Coordinator (PC)	75.00	2.00	150.00	1,800.00	PC
Meal Coordinator (MC)	35.00	10.00	350.00	4,200.00	MC
Grace Finance (1 hr/month)	50.00	0.50	25.00	300.00	Grace Staff
Total Management Costs			**525.00**	**6,300.00**	
Total Grant Request Amount: Sept 2025- June 2026				**19,386.00**	

Note: $1 million liability insurance is provided by Grace Episcopal Church

Grace Episcopal Church - Common Table on Spring - Matching Funds Budget for April-June 2025					
Set up/Clean up	26.25	6.00	157.50	945.00	Grace Staff
Paperware			38.00	228.00	MC
Flowers			120.00	720.00	Volunteer
Food			700.00	4,200.00	Chef/MC
Mileage/Delivery charges			75.00	450.00	Chef/MC
Total Meal Costs			**1,090.50**	**6,543.00**	
Project Coordinator (PC)	75.00	2.00	150.00	900.00	PC
Meal Coordinator (MC)	35.00	10.00	350.00	2,100.00	MC
Grace Finance (1 hr/month)	50.00	0.50	25.00	150.00	Grace Staff
Total Management Costs			**525.00**	**3,150.00**	
Total Matching Funds: April-June 2025				**9,693.00**	

Total Project Cost 4/2025 - 6/2026				**29,079.00**	

IRS Internal Revenue Service

CINCINNATI OH 45999-0038

In reply refer to: 0248222119
July 20, 2015 LTR 4167C 0
31-1629166 000000 00
00022658
BODC: TE

ATTACHMENT 3

PROTESTANT EPISCOPAL CHURCH IN THE
UNITED STATES OF AMERICA
815 SECOND AVE
NEW YORK NY 10017

5442

Employer Identification Number: 31-1629166
Group Exemption Number: 3741
Person to Contact: Kaye Keyes
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 09, 2015, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in January, 1940, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

ATTACHMENT 3

THE Episcopal CHURCH

November 2, 2017

To whom it may concern:

The Protestant Episcopal Church in the United States of America, also known as the Episcopal Church, whose federal tax identification number is 31-1629166, is an unincorporated association that has since the 1940s continuously enjoyed an explicit federal "group" tax-exemption under the Internal Revenue Code. The Church's status is currently reflected in its listing in the IRS Cumulative List of Tax Exempt Organizations, p. 2538 (2003 ed.) (note the Code "1" in the listing denoting group exemption).

The Church's Group Exemption Number is GEN. No. 3741.

This exemption covers the Episcopal Church and those of its "Dioceses in the U.S. and Institutions Thereof" that elect to come under the group exemption, even though the latter are not separately listed in the Cumulative List.

According to our records, the following organization is covered under this exemption: Grace Episcopal Parish, 1314 Spring Street, St. Helena, CA 94574 – Diocese of Northern California - EIN 94-2847540.

Sincerely yours,

N. Kurt Barnes
Treasurer

The Domestic *and* Foreign Missionary Society *of the* Protestant Episcopal Church *in the* United States *of* America
ESTABLISHED 1821 INCORPORATED 1846
815 Second Avenue • New York, New York 10017 • 800.334.7626 *or* 212.716.6000 • episcopalchurch.org

ATTACHMENT 3

Grace Episcopal Church
2025 Budget

	2025	Budget 2024	Change: 2025 vs 2024 Budget
Revenue			
Grace Giving	450,000	450,000	0
Investment Income	40,000	40,000	0
Event Rental Income	109,950	119,020	(9,070)
Fundraising Income	0	10,000	(10,000)
Grant Income	20,000	40,000	(20,000)
Other Operating Income	0	0	0
Gross Revenue	**619,950**	**659,020**	**(39,070)**
Cost of Goods/Services Sold			
Fundraising Expenses	0	0	0
Total Cost of Goods/Services Sold	0	0	0
Revenue, Less Fundraising Expenses	**619,950**	**659,020**	**(39,070)**

Notes from the 2024 Expenses:
Whereas revenue was below the budget projection, expenditures were also below projections. Clergy and Staff payroll expenses were significantly lower in 2024 due to Rev Amy's Long-Term Disability leave. Payroll is conservatively projected to be about $160,000 for clergy in 2025.

Other expenses were within or below budgeted amounts with the exception of Facilities. Energy costs, lock and security, and water leaks were the primary cause. Belli Skinner, Parish Administrator, has been diligently addressing these issues. The Diocesan Apportionment of was below budget by $7,500 will represent 14% of the expenses.
These results are included in the 2025 budget along with a COLA for staff employees and contribute to the slight increase of expenses planned for 2025. It is important to remember that any reduction in expenses will change the current level or style of services to the parish.

At this point, the 2025 Budget has been approved and accepted by the Vestry at the December meeting. It does include a final net revenue balance of -$164,380.
If revenue is not increased above the budget projection of $619,950 it may be necessary to access the Investment Fund that serves as Reserves. The positive news is that the account increased by $97,335 by year end with a balance of $713,284. The operating account of checking has a balance of $73,377 which gives us a good starting balance for the 2025 period.

ATTACHMENT 3

Expenditures						
5100 CLERGY PAYROLL	6,485	16,193	(9,708)	95,049	161,002	(65,953)
5200 STAFF PAYROLL	22,750	19,886	2,864	255,704	255,814	(110)
5300 FACILITIES	8,141	8,200	(59)	135,937	128,946	6,991
5400 ADMINISTRATION	5,957	4,495	1,462	52,322	54,724	(2,402)
5500 CAPITAL EXPENSES	804	800	4	11,591	9,600	1,991
5600 PROGRAM EXPENSES	1,660	1,606	54	17,345	19,972	(2,627)
5700 TRANSFERS & APPORTIONMENT	6,923	16,937	(10,014)	138,439	146,016	(7,577)
Total Expenditures	**$ 52,720**	**$ 68,117**	**$ (15,397)**	**$ 706,388**	**$ 776,074**	**$ (69,686)**
Net Operating Revenue	**$ 137,781**	**$ 16,066**	**$ 121,715**	$ (13,303)	$ (117,054)	**$ 103,751**
Other Revenue						
6110 Outreach Revenue	25,965		25,965	155,632	0	155,632
Total Other Revenue	**$ 25,965**	**$ -**	**$ 25,965**	**$ 155,632**	**$ -**	**$ 155,632**
Other Expenditures						
6210 Outreach Expenditures	25,965		25,965	155,632	0	155,632
Total Other Expenditures	**$ 25,965**	**$ -**	**$ 25,965**	**$ 155,632**	**$ -**	**$ 155,632**
Net Other Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Revenue	**$ 137,781**	**$ 16,066**	**$ 121,715**	$ (13,303)	$ (117,054)	**$ 103,751**

2025 Budget Expenses

Operating Expenses			
Compensation			
Clergy	158,309	161,002	(2,693)
Lay	272,438	255,816	16,621
Total Compensation	**430,746**	**416,818**	**13,928**
Facilities	**129,413**	**128,946**	**467**
Administration	**54,040**	**54,724**	**(684)**
Capital Expenses & Leases	**9,780**	**9,600**	**180**
Programs			
Christian Education	3,200	6,700	(3,500)
Worship	9,072	9,072	0
Congregational Growth	8,750	4,200	4,550
Total Programs	**21,022**	**19,972**	**1,050**
Transfer to Outreach	**40,000**	**40,000**	**0**
Apportionment	**99,329**	**106,017**	**(6,688)**
Total Operating Expenses	**784,330**	**776,077**	**8,253**
Other Revenue/Expenses			
Other Revenue	**0**	**0**	0
Other Expenses	**0**	**0**	**0**
Net Gain/(Loss) to Reserves	**(164,380)**	**(117,057)**	**(47,323)**

As I wrote at the beginning of this report, it is a report of gratitude and hope. Gratitude for our brothers and sisters of Grace and for the dedication of their time, talent, and treasure. It is this dedication that opens us to hope. Hope is not wishful thinking or being overly optimistic.

ATTACHMENT 3

Grace Episcopal Church
Budget vs. Actuals: 2024 Grace Episcopal Church Budget - FY24 P&L
January - December 2024

	Dec 2024			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Revenue						
4100 Grace Giving	92,071	74,730	17,341	480,274	450,000	30,274
4200 Investment Income	97,335	0	97,335	97,420	40,000	57,420
4300 Rent	213	6,120	(5,908)	95,024	119,020	(23,996)
4400 Fundraising		0	0	100	10,000	(9,900)
4500 Unrestricted Grants	833	3,333	(2,500)	10,000	40,000	(30,000)
4900 Other Operating Income	300		300	13,017	0	13,017
Total Revenue	$ 190,752	$ 84,183	$ 106,568	$ 695,835	$ 659,020	$ 36,815
Cost of Goods Sold						
Cost of Goods Sold	250		250	2,750	0	2,750
Total Cost of Goods Sold	$ 250	$ -	$ 250	$ 2,750	$ -	$ 2,750
Gross Profit	$ 190,502	$ 84,183	$ 106,318	$ 693,085	$ 659,020	$ 34,065

Notes from the 2024 Revenue:

The Plate and Pledge receipts were $480,274 Which represents approximately 80% of the total Net Revenue. This is an increase over 2023 of $30,000. **Gratitude.**

The budget for 2025 is conservatively projected to be at the level of $450,000 for Grace Giving.

There was a small decrease in the income received from the rental of the Newton Room facilities for private events. This income was $95,024, which was slightly below the budget of $119,020.

There was no separate fundraising event this year, nor did we realize the full budgeted amount from grants.
The budget for 2025 has projected income from rental to be $109,950. The Finance Committee has also authorized the use of $40,000 of investment fund income to be used for operating income.

ATTACHMENT 4

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #224

Date Submitted: 2/20/2025

Organization Name*

Lunchtime Productions Inc.

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Olivia Cowell, Executive Director

Contact Person Phone Number*

916-769-7616

Contact Person Email Address*

olivia@cafeteriakidstheater.org

Organization Phone Number*

707-531-2215

Organization Mailing Address*

1241 Adams Street, Suite 1114 St. Helena CA 94574

Organization Physical Address*

1241 Adams Street, Suite 1114 St. Helena CA 94574

Federal Tax ID Number and Status*

30-0839728, 501c3 organization

How Long Has Organization Served Community (Years & Months)*

10 years, 2 months

Project Name*

Summer in St. Helena

Requested Grant Amount*

1,125

ATTACHMENT 4

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

NA

Total Project Cost*

$2500

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

Within The City of St. Helena's mission statement, specifically "...dedicated to serving the needs and desires of our citizens. Expanding and improving recreational services and facilities and cultural opportunities" Cafeteria Kids Theater (CKT) offers cultural enrichment to young people and families in St. Helena through classes in the performing arts. We are the sole non-profit in Napa Valley dedicated to a performing arts education for kids and teens. We bring classes, productions, and workshops to young people of all ages.
Within our programming we always include offerings for families in St. Helena, including camps and in-school residencies and workshops. In the past we have also partnered with up valley non-profit Nimbus Arts in some of our offerings. We have taught classes at Saint Helena Primary School, Saint Helena Elementary School, Saint Helena Montessori School, and offered workshops at the Saint Helena Farmers Market. This Spring 2025 we will be teaching drama in-school residencies in St. Helena Primary School and St. Helena Elementary School.
Our focus for this project is two summer camps in St. Helena in July 2025.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

We open enrollments to the general public for all summer camps in March 2025. This allowed families ample time to sign-up their children.
Our focus for this project is two summer camps in St. Helena in July 2025.
Proposed dates for St. Helena Summer camps encapsulated in this project are: July 7th-11th or July 14-18th. Both classrooms can be held concurrently in two class locations in The Carnegie Building depending on availability of space.

Please include a high-level description of the Project that you are requesting grant funding for. *

As stated above, our focus for this project is two summer camps in St. Helena in July 2025:
1. One-week camp 9:00am-1:00pm for youth ages 9-13 at the Carnegie Building in St. Helena.
2. One-week camp 9:00am-12:00pm for youth ages 5-8 at the Carnegie Building in St. Helena.
Funding would cover the cost of the rental for the Carnegie building, as well as the cost to pay our Cafeteira Kids Theater Teaching Artists and cover the cost of supplies and materials.

Attachment 1: Grant Budget *

Cafeteria Kids Theater Grant Application Budget.pdf

Attachment 2: Proof of Nonprofit Status*

LunchtimeProdInc.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

StHelenaGrantPL.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

CKT_Grants2024.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 4

Cafeteria Kids Theater Grant Application Budget

City of St. Helena 2025

Camp	**Carnegie Building Rental Expense *based off 2024 rental rates**	**Summer Camp Materials/Supplies Expense**	**Total**
Camp #1 (4 hours x 5 days)	$500	$75	$575
Camp #2 (3 hours x 5 days)	$400	$150	$550
		TOTAL	**$1,125**

ATTACHMENT 4

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 21 2015

LUNCHTIME PRODUCTIONS INC
1241 ADAMS ST STE 1114
ST HELENA, CA 94574

Employer Identification Number:
30-0839728
DLN:
17053295324014
Contact Person:
GERRY R MCLAUGHLIN ID# 31115
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 27, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

ATTACHMENT 4

Cafeteria Kids Theater Full Year Actuals & Operating Budget		
	Actuals	Full Year Budget
	June 30, 2024	June 30, 2025
REVENUE		
Class Registration Income	$ 68,484	$ 89,600
Residencies Income	$ 24,655	$ 26,015
Performance Ticket Sales	$ 3,660	$ 2,000
Operating Revenue	$ 96,798	$ 117,615
Donations	$ 18,383	$ 5,000
Gain on sale of donated stock	$ 7,495	$ -
Give Guide	$ 6,962	$ -
Annual Appeal	$ -	$ 5,000
Facebook - Giving Tuesday	$ -	$ -
Events	$ 8,003	$ 5,775
Fundraising	$ 40,843	$ 15,775
Community Foundation	$ 5,000	$ 2,000
Arts Council NV		$ -
Gasser Grant		$ -
City of St Helena Grants	$ 1,000	$ 1,000
CA Arts		$ -
Napa County	$ 12,800	$ -
Napa County - Capacity Building	$ 2,500	$ 7,950
JCG Foundation		$ 4,500
Napa Valley Presents / Amplify	$ 7,500	$ -
Grant Income	$ 28,800	$ 15,450
Merchandise Sales	$ -	$ 4,000
Interest Income	$ 6	$ 3
Total Revenue	**$ 166,447**	**$ 152,843**
EXPENSES		
Accounting	$ 5,958	$ 4,800
Automobile	$ 1,860	$ 600
Bank Charges	$ -	$ -
Credit Card Fees	$ 941	$ 2,200
Dues & Subscriptions	$ 3,037	$ 4,500
Insurance	$ -	$ 900
Insurance Workers Comp	$ 2,578	$ 2,520
Legal	$ -	$ -
Licenses and Fees	$ 50	$ -
Meals	$ 1,051	$ 1,000
Other	$ -	$ -
Payroll & Related	$ 92,610	$ 78,000
Project Stipend	$ 3,710	$ -
Payroll Employer Tax Expense	$ 7,793	$ 6,240
Payroll - Teaching Artists	$ -	$ 4,000
Payroll Fees	$ -	$ -
Postage	$ 1,029	$ 500
Rent	$ 2,827	$ 3,120
Research & Development	$ -	$ -
Telephone	$ -	$ 3,200
Travel	$ 969	$ 500
Website & IT	$ 3,229	$ 1,500
IT - hardware upgrade	$ -	$ -
Operating Expenses	$ 127,642	$ 113,580
Grant Expenses	$ -	$ 7,950
Grant Expenses	$ -	$ 7,950
Advertising & Promotion	$ 2,960	$ 3,100
Marketing	$ 315	$ 800
Development Video	$ -	$ 1,000
Event Expenses	$ 3,557	$ 2,775
Merchandise	$ 3,709	$ 3,000
Promotional Expenses	$ 10,541	$ 10,675
Outside Services	$ 13,756	$ 7,250
Royalties	$ 2,727	$ 2,000
Supplies & Props	$ 4,399	$ 4,350
Streaming Theater Services	$ -	$ -
Student Helpers	$ -	$ 1,000
Production Expenses	$ 20,882	$ 14,600
Total Expenses	**$ 159,065**	**$ 146,805**
Net Income	**$ 7,382**	**$ 6,038**

ATTACHMENT 4

CKT Grants: fiscal 2024 & YTD 2025				
Fiscal Year Ended June 30, 2024		**$**		
07/13/2023	Napa Valley Presents Grant	6,750		
09/19/2023	Napa County Special Projects Grant	2,500		
09/19/2023	City of St Helena Grant	1,000		
09/19/2023	Napa County Arts & Culture Grant	12,800		
01/19/2024	Community Foundation	1,000		
01/31/2024	Napa Valley Presents	750		
02/22/2024	Community Foundation	4,000		
		$ 28,800		
Fiscal Year to Date Dec 31 2024		**$**		
08/28/2024	NV Presents (James & Giant Peach)	500		
09/19/2024	Napa County - Capacity Building	7,950		
9/19/24	City of St Helena Grant	1,100		
12/13/2024	Community Foundation	3,000		
12/19/2024	The John. C. Griswold Family Foundation	5,000		
		$ 17,550		

ATTACHMENT 5

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #225

Date Submitted: 2/21/2025

Organization Name*

Monarch Justice Center

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Jenny Beck, Development Director

Contact Person Phone Number*

(510) 517-0421

Contact Person Email Address*

jenny@monarchjusticecenter.org

Organization Phone Number*

(707) 527-3355

Organization Mailing Address*

5 Financial Plaza

Organization Physical Address*

2nd Floor

Federal Tax ID Number and Status*

88-0747034 (501c3)

How Long Has Organization Served Community (Years & Months)*

6 years and 2 months

Project Name*

Monarch Justice Center Outreach Campaign (St. Helena)

Requested Grant Amount*

$3,500

ATTACHMENT 5

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

N/A

Total Project Cost*

$3,500

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

Monarch Justice Center (MJC) opened its doors in 2019 to promote a survivor-centered, empathic model of care for victims of crime. MJC is a member of a growing movement of Family Justice Centers (FJCs) across the country - multi-agency, multi-disciplinary centers providing one-stop, comprehensive services to victims of domestic violence (DV), sexual assault (SA), child abuse, elder or dependent adult abuse, and human trafficking, all under one roof.

Using an evidence-based, trauma-informed model, Monarch's staff and partners offer a coordinated, seamless approach to survivor care for all Napa County residents by reducing the number of times victims tell their story and the number of places victims must go for help; while increasing access to short-term and long-term services and supports for victims and their families to help them stay safe, seek justice, heal, and thrive.

Our partners include: Napa County District Attorney's Office, Napa Police Department, NEWS Domestic Violence and Sexual Abuse Services; SANE/SART Sexual Assault & Human Trafficking Services; Napa County Adult Protective Service; Immigration Institute of the Bay Area; and Molly's Angels. Staff offer a robust framework for holistic, barrier-free, survivor-centered services, including:

**DV/SA counseling
**Restraining orders
**Case management
**Trauma recovery services
**Safety planning
**Children's counseling
**Shelter/housing assistance
**Victims Compensation assistance
**Criminal justice information and assistance
**Legal Advice Clinic
**And more…

Crime does not discriminate - it cuts across all races, ethnicities, income levels, geographies, citizenship status, languages, and ages. Last year, MJC served 136 clients. Of these, 105 were women; 18 were men, 2 identified as non-binary, and 11 did not answer. The majority of our clients are Hispanic/Latinx (45%) and White (30%). Fifty percent (50%) receive some form of financial assistance from Monarch to help with rent and utility payments and hotel stays, food and other necessities, and security items.

Last year, Monarch served 89 residents of Napa, 16 residents of American Canyon, and only one resident of St. Helena. While St. Helena is a relatively safe place to live, compared to neighboring cities and California as a whole, it is not immune to violence and abuse. We believe that if more residents were aware of Monarch's life-saving services for victims of crime (and their families), more residents would seek out Monarch's services for themselves, a loved one, or a neighbor.

Our project seeks to inform and educate St. Helena residents about Monarch and the impact of Family Justice Centers on the health and safety of the communities they serve. There have been numerous studies conducted across the country on the efficacy of Family Resources Centers on victims and the community as a whole. For example, Washington Post homicide data found that some of the lowest domestic violence homicide rates in the country were in cities with dynamic Family Justice Center models. The Family Justice Center in Alameda County increased the filing of, and convictions for, misdemeanor domestic violence from 45% to 81% in three years after they opened their doors (Alliance for Hope Family Justice Center Framework Impacts, June 2024).

Monarch's proposed project will allow our staff to share vital information about our survivor-focused services to a cross section of St. Helena residents, setting up booths at community events, health fairs, farmer markets, and cultural activities, to reach the broadest and biggest audience.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

ATTACHMENT 5

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

Between July 1, 2025 and June 30, 2026, Monarch will set and accomplish the following goals:

(1) Attend between 12-15 community-based events, providing relevant information and outreach materials to a wide cross section of St. Helena residents.

(2) Reach between 250-400 residents of diverse ages, ethnicities, genders, and income levels.

(3) Increase the number of St. Helena clients seeking services from Monarch from one (1) to ten (10) during the grant timeframe.

If awarded a grant from the City of St. Helena, Monarch staff will create a year-long outreach calendar, identifying local events within the city that draw a diverse crowd, including summer music festivals, farmer markets, wine and food festivals, and child-friendly events. We will share bilingual (English/Spanish) materials and host booths with bilingual staff, in order to reach a wide audience.

During this time, Monarch staff will also reach out to civic groups, such as Soroptimist, Kiwanis, and Rotary clubs, to schedule speaking engagements and educate community leaders and volunteers about our work.

Please include a high-level description of the Project that you are requesting grant funding for. *

The Monarch Justice Center is requesting $3,500 from the City of St. Helena to conduct a year-long outreach and education campaign, reaching a diverse audience at community-based events to inform residents of the critical services we offer for survivors of violent crime. Our trauma-informed approach to victim services ensures that all clients feel respected, heard, safe, and welcome in our office, while receiving the support and services they need to heal, seek justice, and move forward.

Attachment 1: Grant Budget *

Monarch Outreach Campaign.pdf

Attachment 2: Proof of Nonprofit Status*

501c3 letter Monarch.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Monarch Justice Center Organizational Budgets (23-24 actuals and 24-25) .xlsx - Sheet1 (1).pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Monarch Justice Center Active Grant List.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

Monarch Justice Center Project Budget 2025-2026			
Expenses	**Cost**	**Justification**	**Notes**
Personnel			
MJC Navigator (bilingual)	$1,056.00	4 events x 8 hrs/event x $33/hr)	MJC will staff each outreach table with 1-2 paid staff and/or volunteer per event
MJC Receptionist (bilingual)	$992.00	4 events x 8 hrs/event x $31/hr)	
Personnel Subtotal	$2,048.00		
Non-Personnel Costs			
Printing	$700.00	For flyers, brochures, handouts, etc..	
Swag	$752.00	Promotional items w/MJC name, logo, and contact information to be given out at outreach events	
Non-Personnel Subtotal	$1,452.00		
TOTAL COSTS	$3,500		

ATTACHMENT 5

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

MONARCH JUSTICE CENTER
1546 FIRST ST
NAPA, CA 94559

Date:
02/01/2023
Employer ID number:
88-0747034
Person to contact:
Name: Alexander Henao
ID number: 31887
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 17, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053620008592

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

ATTACHMENT 5

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

Monarch Justice Center Organizational Budget		FY 2023-2024 Actual	FY 2024-2025 Budget
Revenue		$988,998.00	$1,219,165.00
	Grants	$44,519.00	$244,569.00
	Other Contributions	$935,008.00	$850,000.00
	Investment Income	$9,471.00	$10,500.00
	Rent Income		$114,096.00
Expenses		$177,754.00	$1,184,173.00
	Payroll*	$53,890.00	$523,990.00
	Program Supplies	$800.00	$25,000.00
	Board expense	$500.00	$15,000.00
	Travel	$0.00	$12,500.00
	Office supplies	$500.00	$20,000.00
	Utilities	$0.00	$73,000.00
	Marketing & Fundraising expense	$1,000.00	$26,000.00
	Insurance	$2,100.00	$6,800.00
	Accounting	$0.00	$30,000.00
	Maintenance	$0.00	$19,818.00
	Printing	$300.00	$15,000.00
	Postage	$500.00	$6,000.00
	Rent **	$77,000.00	$284,000.00
	Dues & Subscriptions	$0.00	$3,043.00
	DonorPerfect database	$0.00	$2,400.00
	Training	$3,500.00	$8,700.00
	IT support	$1,220.00	$7,400.00
	Miscellaneous	$124.00	$5,300.00
	Apricot database software	$10,510.00	$12,818.00
	Emergency Client Funds	$20,000.00	$40,000.00
	Housekeeping	$0.00	$19,680.00
	Telecom and Communications	$3,250.00	$6,874.00
	Learning Center	$0.00	$12,430.00
	Internet	$2,560.00	$8,420.00

Revenue less expenses		$811,244.00	$34,992.00
*2023 Payroll paid by partner agencies NEWS and SANE SART. Move to MJC in 2024			
**Moved to new building with $207,000 rent increase over prior year			

ATTACHMENT 5

Monarch Justice Center Active Grant List
2024-2025

Kaiser Permanente ($75,000)
Gasser Foundation ($125,000)
Office on Violence Against Women ($139,000)

The Kaiser and OVW grants are both restricted for personnel expenses (salaries and benefits). The Gasser Foundation funding is unrestricted.

ATTACHMENT 6

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #234

Date Submitted: 2/27/2025

Organization Name*

Music in the Vineyards

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Rebecca Blum, Executive Director

Contact Person Phone Number*

707-258-5559

Contact Person Email Address*

rebecca@musicinthevineyards.org

Organization Phone Number*

707-258-5559

Organization Mailing Address*

PO Box 6297 Napa CA 94581

Organization Physical Address*

1020 Clinton Street #201 Napa CA 94559

Federal Tax ID Number and Status*

68-0358441

How Long Has Organization Served Community (Years & Months)*

30 years, 6 months

Project Name*

Music in the Vineyards: Education and Community Engagement in St. Helena

Requested Grant Amount*

6000.00

ATTACHMENT 6

Do You Have Matching Funds?*

yes

Please List Any Matching Funds and Sources

Individual (including Board) donations, MITV's reserve fund, and revenue from patrons who purchase tickets for chamber music coaching from Festival musicians

Total Project Cost*

$16,056.00

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

Inherent in the City's Mission/Vision is the understanding that a high quality of life involves a full range of opportunities for cultural engagement at all levels. Similarly, at the heart of MITV's mission is using music to connect with the community as broadly as possible. To that end, we offer world-class chamber music performances as well as interaction with artists at rehearsals, classes, and community programs for citizens of all ages and walks of life.

Now in its 31st season, MITV is an established part of St. Helena's cultural landscape. In addition to the concerts held in St. Helena wineries and community organizations, for the 2nd year in a row we will hold rehearsals at Grace Episcopal Church. By using the space for all rehearsals over four weeks, hosting open rehearsals for the community, and providing opportunities for amateur musicians to receive coaching from MITV musicians, the centrally located church is an ideal space to foster deeper connections between St. Helena residents and musicians alike. The ~40 Festival musicians come from all over the country and take advantage of the many restaurants, shops and wineries during their stay. Concertgoers represent a significant presence as well: 48 % of the Festival's audience comes from the Napa Valley, 28 % from the surrounding Bay Area, 17% from elsewhere in California, and 7% from other states.

Our education and community programs will continue in St. Helena as well, with our Fellowship String Quartet offering free performances at community venues that serve both youth and senior citizens.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

The 2025 MITV Festival will take place from August 1-24, 2025. We have designed Festival programs, including ECHO (Education and Community Engagement Programs), with the goal of introducing audiences to the diversity of classical chamber music – from traditional favorites to new and underrepresented composers. In addition to providing St. Helena with 4 performances in wineries, our goals include working with Grace Episcopal Church to help publicize and increase attendance at our free open rehearsals, providing residents in retirement and assisted living facilities with exceptional music in their facilities, attracting a new and broader range of audience members through our collaboration with Napa Valley Jazz Society, and proactively working with staff at the Boys and Girls' Clubs to improve our engagement with young children.

Free Open Rehearsals:

For four Thursdays in August 2025, MITV will invite the public to attend rehearsals at Grace Episcopal Church, offering a rare, up-close opportunity to observe professional musicians in the creative process. Audiences will enjoy an insightful introduction from Artistic Director Michael Adams, followed by the chance to engage directly with the musicians in an informal setting. The intimate setting of the church fosters meaningful connections between the audiences and musicians.

Last year was our first season rehearsing at Grace Episcopal Church, and attendance steadily grew each week as awareness of the program spread. We averaged 20-30 attendees per rehearsal and aim to increase that number to at least 30-40 for this upcoming season. To ensure greater reach, we will collaborate closely with Grace Episcopal Church and leverage our social media platforms to attract larger audiences.

Fellowship String Quartet – Performances for Senior Citizens and Young Children:

Since 2018, MITV has hosted a pre-professional Fellowship String Quartet. Selected through a competitive national audition, the quartet joins the Festival to receive mentorship, performance opportunities, and serve as community ambassadors. This year, we are thrilled to feature a talented group of students from Rice University's Shepherd School of Music. Chosen for both their musical excellence and commitment to community engagement, these musicians will offer free, interactive performances at assisted living facilities, senior centers, and Boys and Girls' Clubs throughout the Napa Valley.
Our goal is to collaborate with each community organization to tailor performances to their specific needs, ensuring lasting impact and enthusiasm for future engagements. Last year, the Fellowship String Quartet performed at Rianda House Senior Activity Center, Silverado Orchards Retirement Community, and the St. Helena Boys' and Girls' Club. All three venues gave enthusiastic applause and requested repeat performances, underscoring the program's effectiveness and demand. Many of these organizations serve senior populations with a deep love for music but limited access to live performances, making it crucial to bring music directly to them. Additionally, these performances often introduce children to string instruments for the first time, sparking their curiosity and love for music.
Coaching for Local Amateur Musicians
Last year we launched a new initiative to offer adult amateur musicians an opportunity to receive coaching with a professional musician from MITV's roster. Four different ensembles (each comprised of 3-4 musicians) took advantage of this opportunity. The participating musicians and coaches raved about the experience and encouraged this program to continue. Due to the popularity, we plan to double the size of this program in 2025. It is worth noting that staff at Grace Episcopal Church also commented on how wonderful it was to have music happening throughout the building and to see people congregating in the church for different opportunities.

St. Helena Winery Concerts

In addition to rehearsing and offering free performances throughout St. Helena, MITV will continue its longstanding partnership with wineries by providing chamber music concerts of the highest quality in their stunning venues. MITV musicians will return to Markham Vineyards, Hudson House at Beringer Vineyards, Spottswoode Estate, and a new venue for us – Ehlers Estate. Performances are purposely timed for patrons and musicians to enjoy pre or post-concert dinners at St. Helena's many restaurants. Additionally, MITV works with each winery to help facilitate sales of their wines at each concert.

An exciting new project this year is a special collaboration with Napa Valley Jazz Society, presenting a mix of jazz and classical chamber music at Spottswoode. We have designed this unique programming to attract an even broader range of music lovers within the Valley and beyond.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

Over the past 30 years we have built a strong relationship with the community of St. Helena, and many community residents who have been long-time devoted patrons. We estimate the attendance at all our activities in St. Helena in 2025 will be between 800-1100 patrons.
The beneficiaries will include:
· Community members who attend the free open rehearsals, concerts and educational events; Boys' and Girls' Club attendees; Senior Center attendees at Rianda House and Retirement Community Residents.
· Local businesses including restaurants, hotels, shops, and the wineries who partner with us to provide venues for our concerts.
· Music in the Vineyards: by connecting with the local community and giving back to the Valley that has proved to be such a generous host for thirty years.
· The City of St. Helena: added richness and diversity to the cultural opportunities available to the resident community of St. Helena and tourists.
· Local amateur musicians who sign up for coaching sessions from MITV's highly-acclaimed professional musicians.

Describe the community support for your project.*

MITV will continue cultivating the partnerships we have developed in St. Helena. This summer will be our second-year rehearsing at Grace Episcopal Church and we look forward to working with them on further engagement with St. Helena residents in all aspects of the Festival.
The following community organizations have hosted performances last year and will have the opportunity again this year: Rianda House Senior Activity Center, Silverado Orchards Retirement Community, and the St. Helena Boys and Girls' Club.

The following St. Helena residents are involved in the project as board members, donors, or community advocates: Susan Duprey, Margaret Wurtele, Paula Key and John Murphy, John Wilson, Bonnie Thoreen. Additionally, many St. Helena residents have graciously hosted visiting musicians in their homes over the years, often forging lasting relationships with those who have returned time and again.

St. Helena Wineries that host our concerts and support Music in the Vineyards include Markham Vineyards, Hudson House at Beringer Vineyards, Spottswoode Estate, and - new this year – Ehlers Estate.

ATTACHMENT 6

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

In fiscal year 2024 we received $3000 from the City of St. Helena. This was for a grant that had been applied for in the prior fiscal year (funds did not arrive until a year later) In fiscal year 2023 we received $18,755 and $27,029 in fiscal year 2024 from the County of Napa.

For fiscal year 2025, funding would specifically cover expenses related to rehearsing in St. Helena, our education and engagement activities at Grace Episcopal Church and other community organizations (see budget detail).

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

MITV is rooted in a sense of responsibility to introduce audiences to new music, composers who have been marginalized, and emerging talent. This year, our 14 winery concerts will include works by 5 women composers (including a 2025 Grammy winner), and 4 composers of color. Women consistently comprise at least 50% of our performing musicians and at least two musicians of color will also join the 2025 roster. MITV has also commissioned Brazilian composer, Clarice Assad – a member of the LGBT community – to compose a work for our Fellowship String Quartet to perform at their community concerts. This piece is purposely written to be interactive and will be premiered exclusively for these audiences.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

Grant Budget MITV 2024-25,Attachment 1.pdf

Attachment 2: Proof of Nonprofit Status*

MITV - 501(c)(3) confirmation, Attachment 2.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Current Budget 2025 vs. Prior Yr Actuals, Attachment 3.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

MITV Grant Funding Received in the last 12 months, Attachment 4.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

Music in the Vineyards: Education and Community Engagement in St. Helena
Project Budget

ATTACHMENT 6

REVENUE/Matching Funds	CONFIRMED REVENUE	ANTICIPATED REVENUE	TOTAL REVENUE
Individual Donations (including Board members)	$ 2,800.00	$ 4,800.00	$ 7,600.00
MITV Reserves		$1,256	$ 1,256.00
Tickets purchased for Coachings		$ 1,200.00	$ 1,200.00
		Matching Funds:	$ 10,056.00

EXPENSES	CONFIRMED EXPENSES	ANTICIPATED EXPENSES	TOTAL EXPENSES
Open Rehearsal/Church Fees			
Church Rental Fee	$ 4,500.00		$ 4,500.00
Piano Deliveries		$ 2,500.00	$ 2,500.00
Piano Tuning		$ 300.00	$ 300.00
Open Rehearsal Musician Fees	$ 4,800.00		$ 4,800.00
Festival Stage Manager	$ 1,333.33		$ 1,333.33
St. Helena Retirement Homes/Boys & Girls Club			
Fellowship String Quartet Manager fees	$ 720.00		$ 720.00
Van rental -Transportation		$ 1,066.67	$ 1,066.67
Mileage		$ 336.00	$ 336.00
Marketing/PR			
Social Media Boosted Advertising/Flyers		$ 500.00	$ 500.00
		Total Expense:	$ 16,056.00
		Requested Grant Amt.	$ 6,000.00
		Matching Funds	$ 10,056.00
		NET:	$ -

Music in the Vineyards: Education and Community Engagement in St. Helena
Project Budget

ATTACHMENT 6

Requested Grant	$ 6,000.00
Matching Funds	$ 10,056.00
Total Income/Matching Funds/Grant	**$ 16,056.00**
Expense Descriptions	
Rental fee for 4 weeks of rehearsals/coachings (including open rehearsals) at Grace Episcopal Church	$ 4,500.00
Multiple piano deliveries to/from Grace Episcopal Church	$ 2,500.00
Piano Tuning at Grace Episcopal (2 @ 150)	$ 300.00
Musician fees performing at 4 Open Rehearsals, 8 musicians each rehearsal @$150 (pro-rated)	$ 4,800.00
Festival Stage Manager fees for Open Rehearsals (pro-rated)	$ 1,333.33
Fellowship String Quartet Stage Manager fees (pro-rated for St. Helena events)	$ 720.00
FSQ Van rental (pro-rated for St. Helena events)	$ 1,066.67
FSQ Transportation- mileage to/from Napa to St. Helena	$ 336.00
Social Media Boosted Advertising/Printed Flyers	$ 500.00
TOTAL PROJECT EXPENSES:	**$ 16,056.00**

ATTACHMENT 6

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 16 2001

Employer Identification Number:
68-0358441
DLN:
17053034813021
Contact Person:
GREGORY K OLWINE ID# 31382
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
September 1996
Addendum Applies:
No

MUSIC IN THE VINEYARDS INC
PO BOX 432
ST HELENA, CA 94574

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

ATTACHMENT 6

MUSIC IN THE VINEYARDS INC

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller
Director, Exempt Organizations

Letter 1050 (DO/CG)

ATTACHMENT 6

Music in the Vineyards Inc.

2024-25 Budget vs. 2023-24 Actuals

	2024-25 Season Budget	2023-24 Season Actuals
Ordinary Income/Expense		
4000 Contributions	$ 453,000.00	$335,527.18
4100 Special Events & Raffles	$ 47,500.00	$370,057.40
4200 Program Revenue	$ 170,695.00	$118,561.00
4300 Other Revenue	$ 14,000.00	$22,034.00
Total Income	**$ 685,195.00**	**$846,180.52**
Cost of Goods Sold		
Special Event Expenses		
5400 Esterhazy	$ 23,900.00	$0.00
5200 30th Birthday Closing Night		$108,004.96
5310 TITV		$1,441.88
Total Special Event Expenses	**$ 23,900.00**	**$109,446.84**
5800 Spring Launch	$ 6,450.00	$8,448.60
Total COGS	**$ 30,350.00**	**$117,935.44**
Gross Profit	**$ 654,845.00**	**$728,245.08**
Expenses		
6000 Program Expenses		
6100 Artistic Expenses	129,650.00	$214,972.41
6200 Production Expenses	$ 63,050.00	$54,476.83
6300 Piano Expenses	$ 21,300.00	$24,616.75
6400 Concerts Outside Festival	$ 17,000.00	$5,301.07
6500 Staff Compensation	$ 402,881.00	$307,155.52
6700 Other Program Expenses	$ 116,950.00	$58,107.84
6800 Education ExpenditurGrants Paid	$ 16,239.00	$14,754.63
Total Program Expense	**767,061.00**	**$679,385.05**
Management & General	**$ 67,161.00**	**$68,998.05**
Fundraising Expenses	**$ 14,170.00**	**$14,918.02**
Total Expenditures	**$ 848,392.00**	**$763,301.12**
Net Ordinary Income	**-$ 193,547.00**	**-$35,056.04**
Net Income	**-$ 193,547.00**	**-$35,056.04**

ATTACHMENT 6

Music in the Vineyards Inc.

Below is a table of funding received from Napa County government agencies over the past 12 months.

In fiscal year 2024 we received $3000 from the City of St. Helena. This was for a grant that had been applied for in the prior fiscal year (funds did not arrive until a year later) In fiscal year 2023 we received $18,755 and $27,029 in fiscal year 2024 from the County of Napa.

MITV Grants & Public Funding 2024

Grant Making Body	Application Date	Amount Requested / Offered	Amount Received	Notes
Napa County Arts & Culture Commission	3/1/2024	$27,029.00	$27,029.00	$5169 for piano maintenance $21,859 for 30th anniversary commission and exhibition project
St. Helena Nonprofit Community Enrichment Program	2/24/2023	$3030	$3000	Received in August 2024 Education and community programming
Grant Totals			$30,029	All funds received in August 2024

ATTACHMENT 7

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #230

Date Submitted: 2/25/2025

Organization Name*

Napa Valley College District Auxilliary Services (DAS) Foundation

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Dr. Alejandro Guerrero

Contact Person Phone Number*

707-256-7363

Contact Person Email Address*

aguerrero@napavalley.edu

Organization Phone Number*

707-256-7365

Organization Mailing Address*

2277 Napa-Vallejo Highway, Napa, CA 94558

Organization Physical Address*

2277 Napa-Vallejo HIghway, Napa, CA 94558

Federal Tax ID Number and Status*

46-2918583 501 (c) (3)

How Long Has Organization Served Community (Years & Months)*

14

Project Name*

4th Annual ¡Viva Mariachi! St. Helena

Requested Grant Amount*

$5,000.00

ATTACHMENT 7

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

NA

Total Project Cost*

$5,000.00 or should it be $14,00 to match the amount on attachment #1

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

The Mission and Vision of both the City of St. Helena and that of the Napa Valley College mirror and parallel each other in the essence of equity, inclusion, diversity and the spirit of collaboration with other public and non-profit entities.

The Council Mission identifies its mission as dedication to serving its citizens by while promoting a culture of equity, diversity and inclusion and expanding recreational, active transportation and cultural opportunities. The Council Vision for the City seeks to strive to be diverse, inclusive, family-friendly and provide a full range of cultural and recreational opportunities, while strengthening partnerships with the private, non-profit and public sectors.

The Napa Valley College Mission provides excellent educational and professional opportunities that are student-centered, equity-focused, and community-oriented. Our Vision seeks to cultivate a learning environment grounded in equity, inclusion, and empowerment while also building connections with our larger community. And, our Values embrace the power of diverse peoples, perspectives, and experiences.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

The foundation of the goals and objectives for the local mariachi music festival has been to publicly promote the unique cultural, artistic and academic relevance of the mariachi genre.

Napa Valley College has long sought to develop our own mariachi music program and help develop other mariachi music opportunities in local schools by creating the ¡Viva Mariachi! Festival in 2019 to offer the unique opportunity to students, educators, and for the Napa arts and philanthropic communities to learn how mariachi music programs are thriving elsewhere in the U.S.; how they enhance students' academic performance; and how they foster greater appreciation for this uniquely Mexican musical tradition; all while enriching the cultural vitality of their institutions and their surrounding communities. To this end, each year we aim to feature mariachi youth programs that represent the three levels of our nation's public institutions: middle school, high school, community college or university. Youth Mariachi ensembles from Nevada, Washington State, Arizona and California have performed.

Proudly, for the academic term of fall 2025, Napa Valley College is proposing the first-ever Mariachi Music course. Marketing and outreach to promote enrollment in the class will be heavily targeted in St. Helena and to our upvalley neighbors.

In past years, in the perpetual spirit of collaboration and cooperation, the City of St. Helena has been afforded the opportunity to have the mariachi performances for Napa Valley College to perform in St. Helena. In a very exciting and promising development, the District Auxiliary Services of Napa Valley College and the St. Helena Recreation Department have forged a new gesture of collaboration and partnership. The Recreation Department has accepted the invitation to participate in the logistical and marketing support of the April 11, 2025 "¡Viva! Mariachi St. Helena Festival" performances, scheduled at Lyman Park from 6:00 pm to 8:00 pm. The idea is to organize and publicize the mariachi musical similar to the summer music concerts.

The past mariachi events for St. Helena were held at the St. Helena High School Auditorium and generated an average attendance of 100-120 community members. The (new) partnership for the April 2025 event with the Recreation Department and Lyman Park venue promises to generate an attendance in upwards of 175 community members. If we sustain the partnership with the Recreation Department and continue to hold the event at Lyman Park the attendance for the April 2026 mariachi festival will be well above 200 community members.

The three mariachi ensemble performances for the April 11, 2025, event will include: the Mariachi Las Mariposas from Garfield High School from East Los Angeles. This 13-member mariachi is a unique all-female ensemble; The Mariachi Aztlán de Pueblo High School in Tucson, Arizona. This 22-member ensemble is a highly acclaimed and award–winning youth mariachi; Mariachi Luz de Oro de Berkeley. This is a 20- member student-organized ensemble from UC Berkeley. Their mission is to promote musical and cultural diversity by increasing exposure to the Mexican art form of mariachi. Mariachi Luz de Oro has performed at several charitable and private events in the Bay Area and has also hosted its own community celebration events. This group is now composed of members from different ethnic and cultural backgrounds with an array of academic majors.

ATTACHMENT 7

Please include a high-level description of the Project that you are requesting grant funding for. *

This application for funds from the City of St. Helena will help sponsor and promote the Fourth Annual ¡Viva! Mariachi St. Helena spring concert scheduled for early April 2026 and will bring at least two award-winning mariachi youth ensembles to perform for our St. Helena community and Up Valley audiences. It is anticipated that once again, the Napa Valley College District Auxiliary Services Department will partner with the St. Helena City Recreation Department. This concert will kick-off the 6th Annual Viva Mariachi Festival at Napa Valley College scheduled for the day after the St. Helena event. The concerts never fail to generate excitement, enthusiasm and a desire to learn to play mariachi music, particularly among Mexican-American students. The St. Helena Catholic Church and Father Manuel initiated a class in mariachi music in summer of 2024 and Father Manuel continues to help promote the St. Helena festivals through his Spanish language mass after-sermon announcements.

The collaboration between Napa Valley College and the City of St. Helena has become a truly special project for the entire up valley community, as no other nearby town offers such unique cultural and musical partnership. The Nonprofit Community Enrichment Program grant continues to build, develop and make visible the mutual mission of this partnership related to providing culturally diverse community activities of both partners.

The entire costs for airfare/travel, lodging and feeding of the 55 or so invited musicians from different ensembles is upwards of $35,000. The resources to make these events possible come from soliciting sponsorships, donations and writing grants. The 2024-2025 Non-Profit Grant awarded by the City of St. Helena, for example, will be used to help offset costs for the April 11, 2025 Lyman Park event. Past sponsors of the Festivals have included the Napa Valley College Foundation, The Trinchero Family Estates, Festival Napa Valley, Napa County Hispanic Network, and the City of St. Helena among other businesses and private individuals.

We desperately need your financial support to maintain this invaluable effort to make ¡Viva! Mariachi St. Helena, a sustainably unique cultural and diverse activity that the City has not had in a long, long time.

Attachment 1: Grant Budget *

Projected Budget for Viva Mariachi St. Helena Grant.pdf

Attachment 2: Proof of Nonprofit Status*

DAS IRS Tax Determination LTR.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Mariachi DAS Budget - Schedule 8.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

Projected Budget for Viva Mariachi in St. Helena 2026 ATTACHMENT 7

Type of Expense	Description of Expense	Amount
Food & Other Food Supplies		
	Dinner for musicians on Friday night	500.00
Airfare		
	Roundtrip airfare for one mariachi ensemble of 20+members	5,000.00
Lodging		
	One night of lodging for one ensemble of 22 members (Hampton Inn & Suites)	1,750.00

	Estimated Total for Expenses	**7,250.00**

ATTACHMENT 7

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 22 2014

NAPA VALLEY COMMUNITY COLLEGE
AUXILLIARY SERVICES ORGANIZATION
2277 NAPA-VALLEJO HWY
NAPA, CA 94558

Employer Identification Number:
46-2918583
DLN:
17053074776034
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 15, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Director, Exempt Organizations

Letter 947

Viva Mariachi
INCOME STATEMENT (Schedule 8)
Comparison of Prior and Current Fiscal Years - PERIOD 3 (as of September 30, 2024)
FISCAL YEAR ENDING JUNE 30, 2025

	A	B	C	D	E	F
		AUDITED	PRE-AUDIT			
		PRIOR YEAR (12 Mos.) July 1, 2022 to June 30, 2023	CURRENT YEAR (12 Mos.) July 1, 2023 to June 30, 2024	PRIOR YEAR (3 Mos.) July 1, 2023 to Sept. 30, 2023	CURRENT YEAR (3 Mos.) July 1, 2024 to Sept. 30, 2024	Budget 2024/2025
	RESTRICTED DONATIONS					
1	Beginning Restricted Dons. Fund Balance	$ 5,962.44	$ 17,177.12	$ 5,962.44	$ 19,998.43	19,000.00
2	YTD - Mariachi Restricted Donations	31,594.63	25,775.00	-	5,000.00	30,000.00
3	Grants, Annual Appeal & Sponsorships	-	-	-	-	
4	Other Fundraising	-	-	-	-	(34,300.00)
5	Trans to Fund Program Balance (#8358)	(20,379.95)	(22,953.69)	-	-	
6	**TOTAL RESTRICTED DONATIONS**	$ 17,177.12	$ 19,998.43	$ 5,962.44	$ 24,998.43	$ 14,700.00
	REVENUE					
7	Ticket Sales	12,510.00	16,620.00	-	-	16,000.00
8	GIK - NVC Gov't Grant for Transportation	-	13,056.16	-	-	
9	Transfer from Restricted Donations	20,379.95	22,953.69	-	-	34,300.00
10	**TOTAL REVENUE**	32,889.95	52,629.85	-	-	$ 50,300.00
	EXPENDITURES					
11	Salaries	5,065.19	5,544.62	-	525.00	7,000.00
12	Employee Benefits	436.66	447.23	-	40.16	INC.
13	Advertising/Marketing	-	180.00	-	-	1,000.00
14	Food & Food Supplies/Event Supplies	3,152.83	162.00	27.60	-	3,000.00
15	Travel & Lodging (Faculty/Performers)	18,019.23	22,400.40	-	-	24,000.00
16	GIK - Transportation	-	13,056.16		-	
17	Printing & Mailing	-	59.80	-	-	300.00
18	Event Support - Payable to District	-	-	-	-	1,000.00
19	Other Personal Services	5,008.38	5,105.26	-	-	5,000.00
20	Bank Card/Misc Expenses	1,207.66	1,434.88	-	-	1,000.00
21	Administrative Fee	-	4,239.50		-	8,000.00
22	**TOTAL EXPENDITURES**	(32,889.95)	(52,629.85)	(27.60)	(565.16)	$ (50,300.00)
23	**OPERATING (PROGRAM 8358) ENDING BALANCE**	$ -	$ -	$ (27.60)	$ (565.16)	
24	**EVENT BALANCE**	$ 17,177.12	$ 19,998.43	$ 5,934.84	$ 24,433.27	$ 14,700.00

ATTACHMENT 8

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #240

Date Submitted: 2/28/2025

Organization Name*

Napa Valley Museum

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Laura Rafaty/Executive Director

Contact Person Phone Number*

4152792652

Contact Person Email Address*

laura@napavalleymuseum.org

Organization Phone Number*

7079440500

Organization Mailing Address*

Box 3567 Yountville CA 94599

Organization Physical Address*

607 St Helena Highway St Helena CA 94574

Federal Tax ID Number and Status*

23-7140629 501c3 active status

How Long Has Organization Served Community (Years & Months)*

53 years

Project Name*

Napa Valley Museum of Art & Culture (the MAC) in St Helena

Requested Grant Amount*

20,000

ATTACHMENT 8

Do You Have Matching Funds?*

yes

Please List Any Matching Funds and Sources

$300,000 has been donated to the project by the Ron & Diane Disney Miller Fund, $345,000 toward the Kuo Family Fund for the Julia Child exhibition, plus Napa County Arts & Culture grant $27,500, Unincorporated Napa County TID funding $25,000, Yountville TID $10,000, donations to the Museum from individuals and businesses

Total Project Cost*

1,224,249 (final will likely be within $100k more)

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

This is the second (and last) year of our massive project to create the Napa Valley Museum of Art & Culture (The MAC), opening in St Helena at 607 St Helena Highway in March/April of 2025, which will establish a major cultural institution at the gateway to St Helena and up valley. It is designed to benefit the St. Helena, and Napa Valley, communities with arts, culture, and educational exhibitions and programs of the highest caliber. Because of the larger size and more prominent location than our current space in Yountville, we will be able to present more high-profile exhibitions of major artists, as well as incubating the world premiere exhibitions for which we have become well known. This new flagship museum will have distinct branding tied closely to St Helena (it is outside the city boundary in unincorporated Napa County, but has a St Helena address) just as our existing location enjoys close ties to Yountville.

Already confirmed for the MAC are major exhibitions on Julia Child (now fully funded, built and installed ready for opening in March, subject to permitting), a retrospective on the Wyeth family featuring original works by three generations of painters, a reboot of our popular "Dangerous Games" exhibition, and thrilling photographs taken inside musical instruments by New Zealander Charles Brooks.

We have already booked events like a celebration of Jacques Pepin's 90th birthday In October of 2026, for which he will bring a pop-up exhibition of his own paintings done for friends – none of which have been seen by the public. These exhibitions and more like them will not only make the best in arts available to St Helena's already culturally-inclined residents and visitors, it will provide a boost to local businesses with whom we plan to actively partner, and a resource for students and educators. The Museum is in active discussion for partnerships with the new Flora Springs ownership, V Sattui, Hall, Press, and our other neighboring businesses as well as several downtown and in Yountville and Napa. We will also be partnering with Vine Trail on events as well as to foster cyclist and pedestrian access to the MAC.

ATTACHMENT 8

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

Project summary: to create the Napa Valley Museum of Art & Culture ("the MAC") at the entrance to St Helena on Highway 29, in the former Dean & Deluca/Gary's Wine building. The space has been reimagined, transforming from a former grocery store and wine emporium with coffee bar, to a world-class cultural institution, with a flexible 4,000 square foot gallery and Museum Store space. The Museum will be sharing the building with a new culinary concept from the adjacent Michelin-star PRESS Restaurant called "under-study" opening in April of 2025.

The project will further the Museum's mission of enriching the cultural fabric of our community through exhibitions, collections, educational programs and creative activities that promote knowledge and understanding of art, nature and history. The more visible location will add to the relevance of our organization to its community, visitors and supporters.
Timeline:
Signed Lease January, 2024
Opening targeted for March/April 2025. We have a tentative "soft" opening date of March 15, and the formal grand opening will take place when under-study opens with us.

The Museum has taken the following steps in the process - Signed lease with LRICo and made required deposits
- Secured initial seed funding for the MAC and the Julia exhibition of over $800k
- Obtained a Use Permit from Napa County; filed a Building Permit application and completed initial inspections. Our final inspections have been pending completion of work on the divising wall between the museum and under-study.
- Engaged architects and other professionals to create required drawings and plans, and received county design approval
- Installed major electrical, lighting, security and other key elements. Painted facade and interior.
- developed a budget and a funding plan
- recruited initial volunteers and docents (more needed!)
- lined up a series of world-class exhibitions, starting with Julia Child: A Recipe for Life ready to open March 15
- designed new website ready for launch March 2025
- added the MAC to maps and travel sites
- created a new social media profile for the MAC and new branding for NVMY (yountville museum) and the MAC

The space required minimal construction, as the floors and walls and systems are sound and suited for our needs. The lack of windows is particularly beneficial. There have been improvements in lighting, security, IT, HVAC, and other requirements – most of which is covered by our initial grant of $300k, donations for the Julia Child exhibition, and various grants and individual gifts.

Some of that work is yet to be completed but it is mostly ready. Some final work on signage and interior painting on the wall separating under-study from The MAC is ongoing. But the delay from September to March was caused by the County determining that not only a new use permit was required, but a completely new building permit upgrading the entire building to current standards, most of which was the responsibility of the Museum because we were the "new use". Cost overruns in permitting, unexpected electrical work also led to delay, but mostly it was the need for additional permitting, drawings, engineering, plans and inspections that have pushed the project to open in March (latest April) 2025. Despite this, we are still close to budget, thanks to local companies who donated major elements - like equipment for installation and storage for the exhibition crates. And we were able to defer construction of walls and a few other items until the next fiscal year -- after Julia, saving around $86k. All our projections still lead the Museum trustees and Museum staff to believe the project to be self-sustaining as the Museum's revenue from admissions, programs, fundraising events and rentals and store/art sales are expected to well exceed costs. We also have the Yountville location where, by moving the main gallery exhibitions to St Helena, we have already improved revenues through additional exhibitions and more profitable rentals and events. The new screening capability in Yountville will allow us to host more conferences, events, speeches and films.

Question: we have been trying to understand what is considered a "capital" expense. The 2024-25 grant and budget were costs that included construction, architects, engineers, electricians, designers as well as the actual equipment and improvements. We are unclear which of our many expenses we should submit for that grant report. We face a similar question this time:

This grant request is therefore in the alternative:
Alternative 1: for Phase 2 -- "after Julia Child" -- in anticipation of the major Wyeth exhibition and other future ones. "Julia" did not require that we construct walls, but we will need them once Julia is deinstalled. The new gallery spaces have no interior walls and some of their walls include arches -- we need to fill these in to create sufficient linear wall space to hang the artwork for our contracted exhibitions. We plan to turn our two small offices in the lobby to one small gallery of works for sale to benefit The MAC. We also need to add some additional security measures, improve our ability to manage humidity control as required by loan agreements for original paintings (and to allow us to seek museum accreditation required for other art loans and grant eligibility). This additional work is estimated at $86k and is on top of the $1.2m budget of the first phase of the project. We have spent over $800k on the first phase already and expect to spend the rest of the $1.2m budget between now and next March, at which point we will have the $86k Phase 2 items to complete. We do not anticipate submitting another grant request after this one pertaining to seed funding for the MAC.
Alternative 2: from July 1, 2025 to June 30, 2026, the MAC will have to cover facilities costs as it ramps up attendance and functions as a "start up" business. We believe our partnerships and visibility will make this ramp up quickly, but between "triple net"
rent (we are prohibited by the landlord from specifying the amount of rent and associated fees in a publicly available document, which is why we have grouped this together), utilities, internet, HVAC filters and ongoing service, but non lease related costs exceed $5k per month or $60k per year) we will be paying $29,298.43 in operating costs per month or $351,581.16 not including payroll or program and exhibition expenses. In the event the City will not consider alternative 1 for funding because it is considered "capital expenditure," we ask that it instead consider helping with alternative 2 seed funding toward these considerable operating costs as we launch.

ATTACHMENT 8

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

The MAC is expected to attract tens of thousands of visitors (we are starting with an estimate of approx. 36k the first year) al- though we expect this to be somewhat seasonal and build over time. We believe that most St Helena residents, students and educators, will have the opportunity to benefit from the nearby availability of this arts and culture resource. Making the arts and culture even more available adds to the quality of life for local residents. And we are committed to enhancing the reputation, beauty and brand value of St Helena for the benefit of local resi- dents and business owners. By drawing culturally sophisticated visitors to St Helena, we believe their spending at local business- es will help increase the City's funding, and make it possible to obtain outside resources like state and federal funding targeting arts and culture destinations.

The MAC is expected to attract tens of thousands of visitors (we are starting with an estimate of approx. 36k the first year) although we expect this to be somewhat seasonal and build over time. We believe that most St Helena residents, students and educators, will have the opportunity to benefit from the nearby availability of this arts and culture resource. Making the arts and culture even more available adds to the quality of life for local residents. And we are committed to enhancing the reputation, beauty and brand value of St Helena for the benefit of local residents and business owners. By drawing culturally sophisticated visitors to St Helena, we believe their spending at local businesses will help increase the City's funding and make it possible to obtain outside resources like state and federal funding targeting arts and culture destinations.

The MAC will focus solely on major artists and cultural movements, while our Yountville location (NVMY) will continue its focus on medium-sized exhibitions of history, arts and culture, plus regional and local arts and education. The Museum's popular festivals will continue in Yountville, where we have three parking lots.

The NVMY has already relaunched with a screening venue, revised gallery layout and a popular new exhibition featuring a 19th century St Helena artist: Sophie Alstrom Mitchell, partnering with local organizations like Napa Valley Roots and the St Helena Historical Society to create it.

Describe the community support for your project.*

The MAC obtained its Use Permit with supporting letters from local individuals and organizations including Dana Johnson and Nimbus Arts, Marcus Robbins and Wayne Armstrong of Pennyweight and Patina, Oliver Caldwell of Caldwell Snyder Gallery, Oscar and Azalea Olea - artists and educators, Rick Walker and Charles Letourneau of Festival Napa Valley, V Sattui, Rianda House, and the Napa Valley Vintners, plus John Dunbar and Yountville Chamber and others. The Napa County Planning Commission noted in its approval that it appreciated the opportunity to approve a non-winery project focusing on arts, education and culture. The Yountville and Unincorporated TID's supported the project based on the value of cultural tourism to the region. (the St Helena TID declined to support any project, giving all funds to the St Helena Chamber. The St Helena Chamber did not respond to requests for support of our use permit, but we did receive support of all the other local chambers)). The St Helena City nonprofit grant program gave us $12,500 in seed funding – thank you!

Napa Valley Museum was founded in 1972 by individuals concerned with preserving Vintage Hall in St. Helena. This dedicated group of citizens realized that Napa was one of the few counties in the state lacking a museum focused on its regional heritage, and so a museum was created which would celebrate Napa Valley's history, environment and culture. In 1998, the Museum moved from St. Helena to Yountville to land leased from the State of California, where the community raised millions of dollars to build, operate and maintain the museum. The museum's history cases, and the 15,000 items in the museum's permanent collection, continue to preserve and protect our vital cultural, historical and geological heritage. This project represents an opportunity to bring the Museum home to St Helena, where it was founded.
But the community has long urged us to do three things:
1. make the museum as self-sustaining as possible, given all the competing demands for funding
2. find a location for the museum more likely to promote its accessibility, relevance and sustainability
3. continue to make gallery space in Yountville available for exhibitions, events, local artists and groups, including promoting exhibitions of interest to Veterans.
As this project is intended to help accomplish all three goals, we expect continued community support and have already received a substantial donation from the Disney-Miller family to kick-start the project. And we were grateful that LRICo, the real estate investment arm of the late Leslie Rudd, has chosen us among other potential renters, in order to facilitate creation of this community asset.
As a St Helena resident of 22+ years, as well as a founder of NapaShakes – a St Helena nonprofit which frequently partners with the Cameo Cinema – I also owned a retail business (Murray n' Gibbs/Pennaluna) for several years on Adams, then Main Street. I've developed longstanding relationships with the St Helena business and residential community and am committed to the idea of promoting our City as an arts and cultural resource and destination unparalleled in the region. Managing St Helena operations will be Maria Rodriguez, Deputy Director of our Yountville museum, who managed Jan de Luz retail store for over 20 years on Main Street and has worked for several of the local businesses. We have solicited feedback from many of the City's residents, leaders and business owners and have heard nothing but unqualified support and excitement at the possibilities for St Helena that we can create together. The overwhelming number of support letters from local businesses for our Use Permit evidences this shared vision.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

2024-25 Napa County Arts & Culture grant of $27,500 seed funding for The MAC, Napa County Unincorporated TID $25,000 seed funding for the MAC; Town of Yountville marketing grant of $10,000 for marketing Yountville as a cultural destination, some of which will go to support The MAC. St Helena gave us $12,500 seed funding last year.
Note: County funding max is $27,500 but the museum must choose to apply for either its Yountville or St Helena location - not both. We are applying for St Helena in the 2025-26 funding cycle.

ATTACHMENT 8

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The Napa Valley Museum has a longstanding commitment to equity and diversity, and in recent years presented major exhibitions dedicated to the Braceros farmworker program (with the Smithsonian), oversized paintings celebrating migrant workers, a major academic conference, textbook and exhibition on leading female surrealists and the movement to "write women back into the history of art, an exhibition of Lucy Liu's paintings and sculptures reflecting the Asian-American experience, a survey of the greatest female photographers of the 20th/21st centuries, and many more. Our hiring reflects this; currently more than half of our staff and contractors reflect diverse ethnicity.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

2025 26 St Helena Grant Budget.xlsx

Attachment 2: Proof of Nonprofit Status*

IRS Determination Lettter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

NVM Operating Budget 23.xlsx

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

NVM Grants Received 2024-03-01 through 2025-02.28.xlsx

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 8

2025 26 St Helena Grant 7 1 25 - 6 30 26 **DUE Feb 28, 2025**
capital improvements phase two MAC

3/8 - 4/11/2026 construction period

ALTERNATIVE 1: MAC improvements for Wyeth and future exhibititons

Build Moveable Walls	8,000	create linear feet for hanging
Create new gallery from offices	12,000	includes electrical
Fill two Arches for permanent walls	10,000	increase linear feet
paint and trim	2,000	
Permitting for Above	6,000	
Humidity	48,000	eligibity for major exhibitions and accreditation
back door camera added	600	extra security for back of building
Security Hardware and upgrades	210	security hooks
	86,810	

ALTERNATIVE 2: Operating costs for facilities only not including payroll or program and exhibition expenses

Triple Net Lease
Utiliites (PGE, garbage)
HVAC system filters etc
Comcast internet

29,298.43/month or $351,581.16 per year

ATTACHMENT 8

MAR-31-1998 05:20 IRS CUST.SERV.EP/EO 213 894 7970 P.02

Internal Revenue Service

District
Director

Department of the Treasury

300 N. Los Angeles Street, MS 7043
Los Angeles, CA 90012

Napa Valley Museum
PO Box 3567
Yountville, CA 94599

Person to Contact: Stephen M. Klopp
Telephone Number: 213-894-2289
Refer Reply to: E0033198
Date: MAR 3 1 1998

re: #23-7140629

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate this organization was recognized to be exempt from Federal Income Tax in November 1973 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 170(b)(1)(A)(vi).

The exempt status for the determination letter issued in November 1973 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Stephen M. Klopp

Disclosure Assistant

	FYTD 2023-2024 Actuals (a	FY 2023-2024 Budget		FY 2024-2025 Actuals*	FY 2024-2025 Budget	notes on 2024-25 Actual YTD
Income			**Income**			
Contributions & Support	$751,127.97	$ 168,000.00	Contributions & Support	$108,064.90	$ 150,000.00	NOTE: includes $300k foundation grant for new museum
Fundraising Events	$48,645.50	$ 150,000.00	Fundraising Events	$13,921.04	$ 85,000.00	includes fundraisers and raffle proceeds and site rental revenue
Program Revenue	$248,009.92	$ 217,000.00	Program Revenue	$90,545.97	$ 275,000.00	inclues admissions, membership, education program and store revenue
Endowment Income	$122,614.09	$ 200,000.00	Endowment Income	$174,345.59	$ 225,000.00	interest, dividend and internal endowment transfer
Total Income	**$ 1,170,397.48**	**$ 735,000.00**	**Total Income**	**$386,877.50**	**$ 735,000.00**	
Expenditures			**Expenditures**			
Salaries & Related Expenses	$436,484.72	$ 325,000.00	Salaries & Related Expenses	$238,977.63	$ 435,000.00	
Marketing	$5,158.51	$ 8,000.00	Marketing	$10,124.58	$ -	
Fundraising Events	$11,840.15	$ 39,000.00	Fundraising Expense	$4,048.85	$ 20,000.00	
Facility & Equipment Expense	$166,737.35	$ 140,000.00	Facility & Equipment Expense	$61,111.51	$ 60,000.00	Facilities, Utilities
Program Expense	$63,607.30	$ 205,000.00	Program Expense	$69,490.97	$ 137,000.00	Museum store/consignment, exhibit expense, membership, administration
Other Expense	$ 24,756.57	$ 18,000.00	Other Expense	$ 39,468.86	$ 83,000.00	Professional fees, loan repayment
Total Expense	**$ 708,584.60**	**$ 735,000.00**	**Total Expense**	**$ 423,222.40**	**$ 735,000.00**	
Net Operating Revenue	**$ 461,812.88**	$ -	**Net Operating Revenue**	$ (36,344.90)	**$ -**	as of 1/31/25

***Year to Date as of 1/31/25**
FY ends 6 /30/25

Napa Valley Museum
Grants Received
March 2024 - February 2025

	Date	Transaction Type	Num	Name	Memo/Description	Account	Clr	Amount	Balance
	07/31/2024	Receipt	757	Arnold A Grossman	COMMUNITY FOUNDA DES:ACH Paymen ID:Napa Valley Mus INDN:Napa Valley Museum CO ID:XXXXX9777 CCD	42005 Income:Grants & Gifts:Foundation Grants		9,973.81	9,973.81
	11/08/2024	Receipt	838	Napa Valley Community Foundation	PMT INFO:013171	42005 Income:Grants & Gifts:Foundation Grants		500.00	10,473.81
	08/27/2024	Receipt	786	Napa County Arts & Culture and Unincorporated TID		42006 Income:Grants & Gifts:Government Grants		52,500.00	52,500.00
	09/20/2024	Receipt	798	Town of Yountville TID (c)		42006 Income:Grants & Gifts:Government Grants		10,000.00	62,500.00
TOTAL								**$ 72,973.81**	

Thursday, Feb 27, 2025 01:31:50 PM GMT-8

ATTACHMENT 9

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #238

Date Submitted: 2/27/2025

Organization Name*

Napa Valley State Parks Association

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Pat Clarey/Treasurer

Contact Person Phone Number*

4152442353

Contact Person Email Address*

Treasurer@napavalleystateparks.org

Organization Phone Number*

415-244-2353

Organization Mailing Address*

PO Box 1156 Saint Helena CA 94574

Organization Physical Address*

3369 Saint Helena Highway SH 94574

Federal Tax ID Number and Status*

942459815

How Long Has Organization Served Community (Years & Months)*

46 years

Project Name*

Bale Mill Community Events

Requested Grant Amount*

$15,000

ATTACHMENT 9

Do You Have Matching Funds?*

Yes

Please List Any Matching Funds and Sources

Napa Valley State Parks Association

Total Project Cost*

$25,000

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

The Bale Grist Mill is a historic treasure hiding in plain sight in the City of Saint Helena. Many residents have driven past it countless times but have never visited or may have only done so years ago. Built in 1846, the mill was once a hub of social activity for early settlers in the Napa Valley. Today, it continues to serve as a gathering place for both Saint Helena residents and visitors from around the world. Despite its rich history and significance, the mill is often overlooked by the local community.

The Bale Grist Mill offers a variety of activities, including hiking trails, milling demonstrations, and educational tours. The mill's extensive partnerships with local schools further its role as an educational resource. These activities align with the City's funding philosophy by promoting arts, culture, and education while also supporting youth, family well-being and community engagement. The mill also supports the City Council mission of promoting a culture of equity, diversity and inclusion, support families, and educating our youth change challenges through our environmental education programs and expanding recreational and cultural opportunities.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

This project will support three free community events at Bale Grist Mill in Saint Helena: the Community Pancake Breakfast on May3, 2025; Old Mill Days on October 11-12, 2025; and Old Mill Holidays on December 6, 2025. These events aim to celebrate the mill's history, engage the local community, and increase awareness of the site as a valuable cultural and recreational resource.

The Community Pancake Breakfast is a long-standing tradition that has previously required a $10 fee for adults and $5 for children. With this grant, we plan to make the event free for children under 12 while charging a nominal fee for those 12 and older. As part of the festivities, Cal Fire will be invited to bring a fire truck for children to explore, and a local restaurant will prepare the breakfast, which will include pancakes, sausage, fruit and orange juice.

Old Mill Days is an annual family-friendly event that brings history to life through living history demonstrations, music, food, and hands-on activities. Visitors can dress in period costumes, and participate in traditional farm chores such as woodworking, hand sewing, and corn husking. Local artisans will showcase their crafts, and food vendors will offer refreshments at a nominal cost. Previously, ths event had a $5 admission fee, but we plan to make it free to encourage greater community participation.

Old Mill Holidays is a festive gathering featuring holiday crafts, gingerbread cookie decorating, wreath making, music and hot apple cider. The mill will be open for demonstrations and tours, allowing visitors to experience both history and holiday traditions. Food vendors will sell seasonal treats at a nominal fee. In the past, this event required a $5 admission fee, but we will now make it a free community event.

The purpose of this project is to celebrate and increase awareness of Saint Helena's rich history by highlighting the Bale Grist Mill, one of the city's most significant historic sites. Through its hiking trails, educational tours and community events, the mill provides a unique opportunity for residents and visitors to connect with the past in a beautiful natural setting. By expanding and refreshing our event offerings, we will strengthen community ties, support local vendors, and provide free, engaging experiences that showcase Saint Helena's heritage. Whenever feasible, we will collaborate with local businesses and organizations to enhance attendance and participation. All project goals will be met by June 30, 2026.

Timeline

Pancake Breakfast

March 15 - April 1 --Outline event requirements, contract with local vendors

April 1- May 1 -Recruit volunteers, social media campaign and local outreach

May 1-3 - Set up and execution of a successful community event

Old Mill Days

August 15-Sept. 15 - Outline event requirements, contract with local vendors

Sept. 15 - Oct. 9 - Recruit volunteers, social media campaign and local outreach

Oct. 10-12 - Set up and execution of a successful community event

Old Mill Holidays

Oct. 3-Nov. 13 - Outline event requirements, contract with local vendors

Nov. 13 - Dec 5 - Recruit volunteers, social media campaign and local outreach

Dec 5-6 - Set up and execution of a successful community event

Dec. 31, 2015 - Final project report to City of Saint Helena.

By following this timeline, we will ensure that each event is well-organized and impactful. This funding will provide the necessary support to successfully host these events without placing additional financial strain on the park, which already operates with limited funding. Through enhanced programming and increased attendance, this project will contribute to a stronger, more engaged community and set the foundation for these events to continue beyond the grant period and be self-sustaining in the future.

ATTACHMENT 9

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

This project will benefit a wide range of individuals, including local families, students, educators, history enthusiasts, and visitors to Saint Helena. By offering free admission to these events, we will remove financial barriers and ensure that all members of the community, regardless of income level, can participate. Families will have the opportunity to engage in hands-on historical activities, enjoy local food vendors, and explore the park's trails, fostering a deeper connection to local history and outdoor recreation.
Students and educators will also benefit, as these events align with educational initiatives and provide interactive learning experiences outside the classroom. The events will highlight the rich history of the Bale Grist Mill, including the stories of early pioneers and the Wappo people, offering valuable cultural and historical insights. Additionally, the events will support local businesses by featuring vendors, artisans and food providers, further strengthening community connections.
We estimate that thee three events will collectively impact upwards of 800 people. By making them free and widely accessible, we expect to draw a larger and more diverse audience than in previous years. Furthermore, this increased awareness, and engagement will likely lead to greater long-term support for the mill. Strengthening partnerships will local organizations and vendors will help establish these events as sustainable, self-supporting traditions, ensuring their continued success beyond the grant period.

Describe the community support for your project.*

We plan to engage with the Saint Helena Schools, the Saint Helena Boys and Girls Club, Up Valley, Napa Valley Vine Trail Coalition and Nimbus Arts to encourage participation. The Napa Valley State Parks Association will provide a grant of $10,000 to support the event and The Napa Open Space District will provide some staff support.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

The Bale Grist Mill and the Napa Valley State Parks Association has received no funding from Napa County Government. Bale Grist Mill also does not receive any operating funds from the State or Federal government. The Park operates through money raised within Bale Grist Mill and Bothe-Napa State Parks through entrance fees and camping revenue, along with funding from the Napa Valley State Parks Assocation and some private grants.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

These events are open to all. Entrance is free. Activities provided are free of charge including all supplies for crafts, cookies for decorating and other items depending on the event. Children under 12 are provided a free pancake breakfast and those older are charged a nominal fee. We participate in the free park pass with the loc al Saint Helena library, provide scholarships to our annual summer camp at Bothe-Napa State Park, provide free field trips for local schools and provide transportation funding for those schools without funds. Through additional outreach to local organizations, we expect an even larger reach. Our goal is to expand our programming and create additional support for these community event to enhance the parks to provide greater accessibility to all.

If your organization doesn’t have a specific equity focus – it doesn’t make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn’t a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization’s work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*
BOTHE EVENTS BUDGET.pdf

Attachment 2: Proof of Nonprofit Status*
IRS TAX LETTER.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*
2024 ACTUALS FINAL.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)
2024-25 GRANT FUNDING.pdf

Attachment 5: Partnership Letter(s) (if applicable)
Choose File No file chosen

ATTACHMENT 9

2025 BUDGET – PANCAKE BREAKFAST, OLD MILL DAYS, OLD MILL HOLIDAYS

• Food – cider, cookies, etc	$2,500
• Facilities – staging, porta potty	$5,000
• Decor- banners, pumpkins, etc	$1,500
• Photo booth	$2,000
• Outreach – flyers, social media	$1,500
• Musicians	$3,000
• Volunteer costs	$1,000
• 2 Naturalists	$1,000
• 1 Tribal Educator	$1,000
• Activity supplies	$2,000
• Park Staff – security, set up, clean up	$3,000
• Contingency	$1,500
TOTAL	**$25,000**

$15,000 – SAINT HELENA NONPROFIT GRANT

$10,000- NAPA VALLEY STATE PARKS ASSOCIATION

ATTACHMENT 9

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

Date:
01/24/2024
Employer ID number:
94-2459815
Form 990/990EZ/990-N required:
Yes
Person to contact:
Name: Timothy Mosley
ID number: 31889
Telephone: 877-829-5500

NAPA VALLEY STATE PARKS ASSOCIATION
C/O JEFF CONWELL
P O BOX 1165
SAINT HELENA`, CA 94574

Dear Applicant:

In your letter dated July 10, 2023, you requested a reclassification of foundation status as a public charity.

Our records indicate you are tax exempt under IRC Section 501(c)(3). You're currently classified as a public charity described in IRC Sections 509(a)(3).

Based on the information you provided, we determined you meet the requirements for classification as a public charity described in IRC Section 509(a)(3) and updated our records. Specifically, we determined you're a Type III functionally integrated supporting organization under IRC Section 509(a)(3). A Type III supporting organization is operated in connection with one or more publicly supported organizations.

Because your tax-exempt status wasn't under consideration, you continue to be classified as an organization exempt from federal income tax under IRC Section 501(c)(3).

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

This letter could help resolve questions on your foundation status. Keep it for your records.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

2023 Tax

Letter 4425 (Rev. 8-2021)
Catalog Number 52256W

Napa Valley State Parks Association
Budget Overview: Budget_FY25_P&L - FY25 P&L
January - December 2025

2024 Actual

ATTACHMENT 9

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Total
Income													
Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations - General	3,000.00	0.00	52.72	2,000.00	0.00	0.00	0.00	774.77	2,500.00	2,500.00	0.00	500.00	11,327.49
Total Donations	$3,000.00	$ 0.00	$ 52.72	$2,000.00	$ 0.00	$ 0.00	$ 0.00	$ 774.77	$2,500.00	$2,500.00	$ 0.00	$ 500.00	$11,327.49
Fundraisers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Harvest Dinner Fundraiser	0.00	0.00	0.00	8,475.20	20,490.75	3,511.75	11,745.73	16,297.92	14,203.45	124,136.75	922.10	500.00	200,283.65
Online Auction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,701.45	0.00	0.00	0.00	3,701.45
Total Fundraisers	$ 0.00	$ 0.00	$ 0.00	$8,475.20	$20,490.75	$3,511.75	$11,745.73	$16,297.92	$17,904.90	$124,136.75	$ 922.10	$ 500.00	$203,985.10
Interest Income	1,890.36	1,873.10	1,798.19	1,907.17	1,834.44	2,067.09	1,417.32	1,796.31	1,215.28	741.88	778.79	425.83	17,745.76
Membership Dues	0.00	170.30	763.02	312.78	57.88	165.99	66.30	441.30	0.00	198.40	52.73	331.48	2,560.18
Special Event Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	289.48	0.00	0.00	0.00	0.00	289.48
Total Income	$4,890.36	$2,043.40	$2,613.93	$12,695.15	$22,383.07	$5,744.83	$13,229.35	$19,599.78	$21,620.18	$127,577.03	$1,753.62	$1,757.31	$235,908.01
Gross Profit	$4,890.36	$2,043.40	$2,613.93	$12,695.15	$22,383.07	$5,744.83	$13,229.35	$19,599.78	$21,620.18	$127,577.03	$1,753.62	$1,757.31	$235,908.01
Expenses													
Admin Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61.00	568.61	0.00	0.00	0.00	629.61
Bank Service Charges	0.00	244.00	0.00	95.00	0.00	0.00	0.00	5.00	2.50	2.50	2.50	61.50	413.00
Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240.00	0.00	240.00
Insurance - Liability	903.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	903.00
Insurance - D&O	0.00	0.00	0.00	0.00	771.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	771.00
Internet Hosting	0.00	99.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99.95
IRS	0.00	0.00	0.00	0.00	104.54	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.54
Marketing	0.00	0.00	0.00	0.00	477.19	937.28	2,922.09	0.00	0.00	0.00	0.00	1,398.20	5,734.76
Membership Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,695.53	645.05	2,000.00	4,000.00	0.00	11,340.58
Office Supplies	155.00	155.00	0.00	310.00	155.00	234.71	155.00	155.00	626.07	835.29	155.00	156.00	3,091.07
Permits and Fees	0.00	0.00	0.00	0.00	35.00	5.00	0.00	75.00	75.00	0.00	0.00	0.00	190.00
Postage and Delivery	248.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	248.00
Tax Prep	0.00	0.00	0.00	2,678.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,678.83
Volunteer & Donor Appreciation	577.50	0.00	0.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00	116.22	921.80	1,865.32
Volunteer Coord Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	740.00	0.00	0.00	740.00
Website Upgrade	3,550.00	0.00	0.00	0.00	1,150.00	4,999.60	403.20	14.00	14.00	0.00	0.00	0.00	10,130.80
Total Admin Expenses	$5,433.50	$ 498.95	$ 0.00	$3,083.83	$2,692.73	$6,176.59	$3,730.29	$5,005.53	$1,931.23	$3,577.79	$4,513.72	$2,536.30	$39,180.46
Fundraiser Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Can Do	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00
Harvest Dinner Expense	0.00	0.00	0.00	0.00	1,900.80	419.50	2,892.00	7,283.16	32,134.80	24,026.07	3,949.07	0.00	72,605.40
Catering	0.00	0.00	0.00	8,066.71	0.00	17,383.76	0.00	0.00	0.00	0.00	0.00	0.00	25,450.47
Total Harvest Dinner Expense	$ 0.00	$ 0.00	$ 0.00	$8,066.71	$1,900.80	$17,803.26	$2,892.00	$7,283.16	$32,134.80	$24,026.07	$3,949.07	$ 0.00	$98,055.87
Live Auction Expense	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	4,620.00	0.00	0.00	10,620.00
Online Auction expense	0.00	0.00	700.00	0.00	825.00	2,298.00	0.00	4,000.00	250.00	1,501.38	0.00	1,700.00	11,274.38
Total Fundraiser Expenses	$3,000.00	$ 0.00	$ 700.00	$8,066.71	$2,725.80	$20,101.26	$2,892.00	$11,283.16	$35,884.80	$30,147.45	$3,949.07	$1,700.00	$120,450.25
Park Operational Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Visitor Center	6,315.00	0.00	0.00	0.00	0.00	1,730.02	1,730.34	4,800.00	17,585.09	115.24	0.00	175.00	32,450.67
Wifi Expense	333.37	316.60	356.60	316.60	336.60	484.20	504.60	484.60	484.60	638.51	618.51	618.51	5,493.30
Total Park Operational Expenses	$6,648.37	$ 316.60	$ 356.60	$ 316.60	$ 336.60	$2,214.20	$2,234.94	$5,284.60	$18,069.69	$ 753.75	$ 618.51	$ 793.51	$37,943.97
Personnel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,515.24	10,515.24
Personnel Independant/Prof	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bookkeeping	0.00	0.00	0.00	146.25	45.00	732.50	279.00	99.00	328.50	520.25	359.00	99.00	2,606.50
Harvest Dinner Admin Exp	3,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,793.08	0.00	0.00	0.00	7,543.08
Online Auction Admin Expense	0.00	0.00	2,000.00	2,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	11,000.00
Total Personnel Independant/Prof	$3,750.00	$ 0.00	$2,000.00	$2,146.25	$ 45.00	$1,732.50	$1,279.00	$1,099.00	$5,119.58	$1,520.25	$1,359.00	$1,099.00	$21,149.58
Total Expenses	$18,831.87	$ 815.55	$3,056.60	$13,613.39	$5,800.13	$30,224.55	$10,136.23	$22,672.29	$61,005.30	$35,999.24	$10,440.30	$16,644.05	$229,239.50
Net Operating Income	-$13,941.51	$1,227.85	-$ 442.67	-$ 918.24	$16,582.94	-$24,479.72	$3,093.12	-$3,072.51	-$39,385.12	$91,577.79	-$8,686.68	-$14,886.74	$6,668.51
Other Income													
Restricted Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interpretive Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	125,289.84	0.00	0.00	130,289.84
Native Garden	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
Rec Center	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00
Total Restricted Donations	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$15,000.00	$ 0.00	$ 0.00	$ 0.00	$5,000.00	$125,289.84	$ 0.00	$25,000.00	$170,289.84
Total Other Income	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$15,000.00	$ 0.00	$ 0.00	$ 0.00	$5,000.00	$125,289.84	$ 0.00	$25,000.00	$170,289.84
Other Expenses													
Restricted Donations Spent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bothe Pool	0.00	0.00	0.00	0.00	0.00	1,296.05	0.00	0.00	0.00	0.00	0.00	0.00	1,296.05
Miller	0.00	0.00	0.00	1,050.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,050.00
Rec Center	0.00	0.00	0.00	0.00	0.00	910.00	7,616.25	1,495.00	2,851.25	2,170.00	950.00	260.00	16,252.50
Reenactment Program (Tiffi)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	685.34	1,715.08	11,904.32	14,284.74
School Tours	0.00	0.00	0.00	400.00	0.00	0.00	9,072.84	0.00	150.00	0.00	600.00	0.00	10,222.84
Trail Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,460.00	0.00	0.00	0.00	10,188.50	19,648.50
Total Restricted Donations Spent	$ 0.00	$ 0.00	$ 0.00	$1,450.00	$ 0.00	$2,206.05	$16,689.09	$10,955.00	$3,001.25	$2,855.34	$3,265.08	$22,352.82	$82,754.63
Total Other Expenses	$ 0.00	$ 0.00	$ 0.00	$1,450.00	$ 0.00	$2,206.05	$16,689.09	$10,955.00	$3,001.25	$2,855.34	$3,265.08	$22,352.82	$82,754.63
Net Other Income	$ 0.00	$ 0.00	$ 0.00	-$1,450.00	$15,000.00	-$2,206.05	-$16,689.09	-$10,955.00	$1,998.75	$122,434.50	-$3,265.08	-$22,352.82	$87,535.21
Net Income	-$13,941.51	$1,227.85	-$ 442.67	-$2,368.24	$31,582.94	-$26,685.77	-$13,595.97	-$14,027.51	-$37,386.37	$214,032.29	-$11,951.76	-$12,239.56	$94,203.72

Friday, Jan 10, 2025 09:55:23 AM GMT-8 - Cash Basis

ATTACHMENT 9

NAPA VALLEY STATE PARKS 20-24-2025 GRANT FUNDING

- Mary Crocker Trust – Grant to refurbish Native American Garden $25,000
- Two Friends Foundation – Grant to support School Field Trips $20,000

ATTACHMENT 10

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #239

Date Submitted: 2/28/2025

Organization Name*

Nimbus Arts LLC

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Jamie Graff

Contact Person Phone Number*

7076951782

Contact Person Email Address*

jamie@nimbusarts.org

Organization Phone Number*

7079635278

Organization Mailing Address*

649 Main st St Helan Ca 94574

Organization Physical Address*

649 Main st St Helan Ca 94574

Federal Tax ID Number and Status*

27-1503762

How Long Has Organization Served Community (Years & Months)*

20 years

Project Name*

Free Community Arts Programs

Requested Grant Amount*

$12,400

ATTACHMENT 10

Do You Have Matching Funds?*

$7000

Please List Any Matching Funds and Sources

Total Project Cost*

$19,400

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

For 20 years, Nimbus Arts has served as an important and accessible resource for art education and activities for St. Helena residents and visitors. We continue to grow and embolden this pillar of our mission by delivering community art activities and programs at our studios, festivals, fairs, and local events every year. For years, Nimbus Arts has been fully responsive to requests for free and low-cost community art activities from the City of St. Helena and its various departments. This collaboration has resulted in dozens of high-quality art programs for many city-produced and supported events.

Nimbus Arts is a cherished art center and valuable community resource. Through our classes, camps, and workshops, Nimbus Arts, activates and educates people of all ages, backgrounds, and ability levels. We support and enable creativity and self-expression, making art accessible and available to all through free community art programs and scholarships and financial aid for fee-based programs. Our art programming encompasses a wide variety of styles and media, from painting and drawing to pottery and ceramics, glass and metal arts, and more. Nimbus Arts also provides income to working artists through wages as instructors and from commissions through the sale of artwork, enabling experienced and talented artists to both live and work in our community. Together, Nimbus Arts serves to connect, enliven, and elevate St. Helena - a vision shared with the city.

Increasingly, Nimbus Arts community programs have complemented and supported City of St. Helena goals and objectives of providing opportunities for engagement and enhancing quality of life. Our goal for this upcoming program cycle is to increase the number of community-serving art programs. We believe our art programs collectively elevate the quality of life of our community. 1.) St. Helena Harvest Festival:
Nimbus Arts will activate its mobile art studio, Nim+BUS, to support a free community artmaking activity at the St. Helena Harvest Festival. The program will provide all materials, instruction and resources necessary for up to 150 participants.

2.) St. Helena Día de los Muertos Community Celebration:
For sixteen years, Nimbus Arts has partnered with the UpValley Family Centers to produce a community celebration of art, music, food, dance and culture of our Mexican-American community. Thousands of residents and visitors of all ages and backgrounds have enjoyed this day-long event since its inaugural year in 2009.

An important part of the program is a school-based cross-curriculum art and culture program that combines group artmaking with cultural and/or science-based studies to create a traditional and themed Día de los Muertos altar.

3.) Teen Tuesday
Developed for middle and high school age students (12-18), Teen Tuesday is a FREE open studio artmaking and engagement program. Run each Tuesday while school is in session, the evenings feature art activities led by Nimbus artist-instructors, open access for self-directed artmaking, and social engagement opportunities. Healthy snacks are provided, and the program serves as a safe and creative gathering place for this cohort. Dozens of local teens participate in the program, building interpersonal connections with their peers while stimulating and expressing creativity. The proposed community art programs will be produced within the city of St. Helena and its residents will be the primary audience served. Teen Tuesday is coordinated with the St. Helena Public School schedule and its patronage is almost entirely comprised of district students. Nimbus Arts staff and artists reside locally, with roughly half living in St. Helena.

4.) St. Helena Holiday Event:
Nimbus Arts will activate its mobile art studio, Nim+BUS, to support a seasonal artmaking activity at the festival. The program will provide all materials and resources necessary for up to 150 participants to design and create a holiday season-themed decorative item, assisted, and guided by Nimbus teaching artists. The format and media will be selected to reflect them theme selected and directed by the St. Helena Recreation Department and will support a public art display if desired by the city.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

1.) St. Helena Harvest Festival: Fall 2025 date selected by the city, the proposed free community art program will be designed to host up to 150 patrons.
2.) Dia de los Muertos Community Celebration: The festival date will be decided in coordination with the Upvalley Family center, with various activities leading up to festival day. The festival serves 500 community members; the in-school cross curriculum program will serve approximately 60 middle and high school students and the free community artmaking activities at the Día de los Muertos event will be designed for up to 150 patrons.
3.) Teen Tuesday: Every Tuesday evening while St. Helena Public Schools are in session; free artmaking and open studio Teen Tuesday sessions typically host 20 teens each week.
4.) St. Helena Holiday Event: Mid-December 2025 date selected by the city; the proposed free community art program will be designed to host 150 patrons.

ATTACHMENT 10

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

Our proposal, if fully funded and activated, is forecast to directly activate and engage more than 1,300 people of all ages, backgrounds, and artistic abilities.

1.) Our participation target for the 2025 Día de los Muertos annual celebration is 500+.
2.) Our participation target for the weekly free Teen Tuesday open studio gatherings is 20 per week for the 30-week duration in 2025-26. The program is designed to benefit teens and young adults, aged 12-19.
3.) St. Helena Harvest Festival 2025: 150 community members, typically young people, and families, are forecast to participate.
4.) St. Helena Holiday Event 2025: 150 community members, typically young people, and families, are forecast to participate.

Describe the community support for your project.*

Nimbus Arts is a community directed and supported nonprofit organization dedicated to providing art activities and education to people of all ages and backgrounds across Napa County. Our mission is also to enable artists to live and work in our community. For nearly two decades, Nimbus Arts has been sustained and advanced through the support of individuals and businesses across the communities we serve.

Collaboration and support among other local organizations is diverse and robust. As the primary provider of art programs and activities for nearly two decades, Nimbus Arts is firmly established as a collaborator and partner with local organizations including the St. Helena Unified School District, Preschool for All, St. Helena Montessori School, UpValley Family Center, the Boys and Girls Club, the St. Helena Chamber of Commerce, St. Helena Hospital/Adventist Health, Mentis, St. Helena Parks and Recreation Department, and more. The community art programs detailed in this request will engage these community organizations in various ways to promote program awareness and participation.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

Napa County and Grant Funding
Funding from Napa County agencies in the past two years:
6/20/2023: Napa County Arts & Culture Grant Program, $2,500 This was an HR consultancy grant to bring our internal systems up to standard for our employees living and working in this community.
6/20/2023: Napa County Arts & Culture Grant Program, $27,500 This grant funded our very powerful Hundrends of Hand Stone Stack program in collaboration with Mentis Health and Teens connect providing from programs across our town of St Helena and County providing free art activities while raising awareness and advocacy for teen mental health programs offered for our youth in St Helena and Napa County
7/18/2024: Napa County Arts & Culture Grant Program, $2,500 his grant was to develop equity and diversity program plans to initiate through Nimbus Arts Programming for our community
7/18/2024: Napa County Arts & Culture Grant Program, $18,556 This grant is to upgrade our registration interface for our community to develop and more user friendly and efficient registration and communication experience

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

Attached you will find our current Statement of Purpose and Racial Equity and Inclusion Statement. These Policies were adopted by the Nimbus Arts Board, February 4, 2021, renewed and augmented with the addition of a Racial Equity & Inclusion Committee, and have been in force with our organization from that date.

In January 2025, Nimbus Arts took a deeper dive into its Diversity, Equity and Inclusion practices in coordination with Emerging Arts Professionals of San Francisco. Through a series of past and future workshops, Nimbus Arts staff and board members will develop and expand our Diversity, Equity and Inclusion Framework.

A clear example of our commitment to diversity, equity and inclusion is the Día de los Muertos Community Celebration we have produced for the past decade. Included in this proposal for City of St. Helena grant funding, it is the largest multi-cultural event held in Upper Napa Valley.

One goal of our free programming is to provide access to art for all. By removing the monetary barrier of participation, our free programing increases inclusion in our community.
/Users/jamiegraff/Desktop/25:26 City of SH Grant /Nimbus Arts Racial Equity and Inclusion Policy.docx

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*
Nimbus ArtsCity of St Helena Project Budget 2025-26.pdf.xlsx

Attachment 2: Proof of Nonprofit Status*
image001.png

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*
grant budget.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)
Choose File No file chosen

ATTACHMENT 10

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 10

Nimbus Arts: *Art All Year for St. Helena*
St. Helena Free Community Art Projects 2025-2026 Project Budget

Grant		Amount
City of St Helena Grant Request		**$ 12,400**
Match		
Nimbus Arts Project Fundraising		$ 2,500
Nimbus Arts Leadership Circle Donors- designated		$ 3,000
Local-level grant(s)		$ 1,500
TOTAL Matching Funds		$ 7,000
TOTAL PROJECT FUNDING		**$ 19,400**
St Helena Harvest Festival 2024: 150 patrons	*Artists/Staff Labor*	$ 2,500
	Materials & Supplies	$ 500
	Equipment	$ 150
	TOTAL	**$ 3,150**
St Helena Dia de los Muertos Community Celebration 2024: 260 patrons	*Artists/Staff Labor*	$ 4,800
	Materials & Supplies	$ 3,800
	Equipment	$ 450
	TOTAL	**$ 9,050**
Teen Tuesday: 600 patrons	*Artists/Staff Labor*	$ 3,800
	Materials & Supplies	$ 600
	Equipment	$ 300
	TOTAL	**$ 4,700**
St Helena Holiday Event 2024: 150 patrons	*Artists/Staff Labor*	$ 2,000
	Materials & Supplies	$ 500
	Equipment	
	TOTAL	**$ 2,500**
Community Project TOTAL: 1,360 patrons		**19,400**

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 16 2010

NIMBUS ARTS
3111 ST HELENA HWY STE 1B
ST HELENA, CA 94574

Employer Identification Number:
27-1503762
DLN:
17053134320040
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
February 11, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Statements of Activites

FY23 Actual, FY24 Actual, YTD FY25 Jan Actual, and FY25 Budget

	FY23 Actual Jan 23 - Dec 23	FY24 Actual Jan 24 - Dec 24	YTD FY25 Actual 25-Jan	FY25 Budget Jan 25 - Dec 25
Income				
Contributions & Support	360332	293008	2400	278681
In-Kind Contributions & Support	--	--	--	--
Special Events	719492	729931	--	860000
Program Revenue	322640	337001	17933	340609
Revenue from Investments	88292	203593	--	250581
Total Income	1490756	1563533	20333	1729871
Expense				
Salaries & Related Expenses	658185	803128	49534	903449
Artist Fees	141267	171118	6135	169721
Grants	60708	20540	--	39500
Printing, Postage, & Supplies	87308	133760	11950	153101
Facility & Equipment Expenses	399057	335670	26471	316365
Event Productions	180891	233778	--	181900
Transportation	13863	4959	2989	7159
Other Expenses	49565	78152	12273	74443
Total Expense	1590844	1781105	109352	1845637
Net Surplus/ (Deficit)	(100088)	(217572)	(89018)	(115767)

ATTACHMENT 11

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #237

Date Submitted: 2/27/2025

Organization Name*

Our Town St Helena

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Jennifer La Liberte, Executive Director

Contact Person Phone Number*

(707) 812-9839

Contact Person Email Address*

jennifer@ourtownsthelena.org

Organization Phone Number*

(707) 302-5111

Organization Mailing Address*

PO Box 94

Organization Physical Address*

1250 Church Street, Suite D

Federal Tax ID Number and Status*

26-4247407

How Long Has Organization Served Community (Years & Months)*

16 years

Project Name*

Monument Sign: Pope Street Workforce Housing Project

Requested Grant Amount*

$7,500.00

ATTACHMENT 11

Do You Have Matching Funds?*

Yes

Please List Any Matching Funds and Sources

The housing project has received over $4 million in private donations from multiple individuals and organizations (Jim & Stephanie Gamble; Roger Trinchero; E. Richard Jones Family Foundation; Clif Family Foundation; Annette and Doug Shafer; Julie and Pat Garvey; anonymous donors; Gasser Foundation; Community Projects;

Total Project Cost*

$7,500 (estimate)

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

OTSH's mission is to preserve and create quality housing that is affordable to vital members of the community. Housing is a fundamental requirement for human health and well-being and must be affordable to all segments of the community for that community to thrive. Our mission responds directly to the City's funding philosophy to encourage inclusion, belonging and social justice. Also, in order for families to be safe and healthy, they need housing they can afford. They must have sufficient resources after housing costs to pay for nutritious food, education, recreation, and all the things that enable families and youth to thrive. Finally, by providing homes near people's jobs, commutes are reduced resulting in fewer emissions that contribute to climate change. St. Helena's workforce is predominantly commuting in from other areas due to lack of housing that is affordable. It is vital to increase the production of housing in and near our town so we can make a positive impact on climate change.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

The project will provide 9 new apartments with an existing house, all deed restricted at affordable rents for households earning very low, low and moderate incomes. The monument sign will be a visible feature of the landscape. Project construction is in process and barring any unforeseen delays, will be completed in early 2026.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

The homes will be available to workers and their families, seniors and other households earning very low, low and moderate incomes. The project can house up to 45 people.

Describe the community support for your project.*

When the project went through the design phase we conducted neighborhood and community outreach. It started as one project, located at 963 Pope, which was approved by the City Planning Commission in 2019. In 2021, we acquired the adjacent property and submitted a second project application for 951 Pope Street. When the project went to Planning Commission for entitlements in 2024, there was no opposition and several letters of support were submitted.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

963 Pope Street received a $1 million loan from the City of St Helena's Affordable Housing Trust Fund in the form of permanent financing; and it also received a $200,000 loan from Napa County's Affordable Housing Trust Fund. The 951 project is being funded through private donations, however there is a slight funding gap and the City grant would help fund a component of the project (the monument sign and associated landscape and lighting) which will help close the funding gap. The projects when completed will look and function like one cohesive community with one monument sign naming the property (the name has not yet been disclosed publicly but will honor one of the key donors). The homes will be available to St Helena residents who are income qualified at affordable rents.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

There are not enough housing opportunities in St. Helena for families and individuals earning below the area median income and our project will provide access to housing for people of lower socioeconomic status.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

Pope Street Phase 1 and 2 costs and funding.xlsx

Attachment 2: Proof of Nonprofit Status*

Articles of Incorporation Amended.pdf

ATTACHMENT 11

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

2025_Operating Budget.docx

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

OTSH Grants 2022-24.xlsx

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

POPE STREET WORKFORCE HOUSING PROJECT

1/14/2025 (Phase 1) and 11/11/24 (Phase 2)

	Phase 1 963 Pope Street	% of TDC	Phase 2 951 Pope Street	% of TDC	Total Project Combined	% of TDC
PROJECT COSTS						
Soft (detail below)	$ 1,368,615	27%	$ 883,516	18%	$ 2,252,131	22%
Hard (Construction)	$ 2,802,500	56%	$ 3,201,501	63%	$ 6,004,001	60%
Subtotal Development Cost	**$ 4,171,115**		**$ 4,085,017**		**$ 8,256,132**	
Land	$ 859,432	17%	$ 962,292	19%	$ 1,821,724	18%
Total Development Cost (TDC)	**$ 5,030,547**		**$ 5,047,309**		**$ 10,077,856**	
PER NEW UNIT					**Per Unit Combined**	
Total Dev Cost	$ 1,257,637		$ 1,009,462		$ 1,119,762	
Construction Cost	$ 700,625		$ 640,300		$ 667,111	
Construction and Soft Cost (no land)	$ 1,042,779		$ 817,003		$ 917,348	

FUNDING SOURCES SECURED						
Max conventional loan (Poppy Bank)	$ 599,099	12%	$ -			
HOME (federal)	$ 1,011,976	20%	$ -			
City	$ 1,000,000	20%	$ -			
County	$ 200,000	4%	$ -			
Capital Magnet	$ 250,000	5%	$ -			
Local Grants / Donations	$ 1,857,068	37%	$ 4,064,803			
Permit Fee Waivers or Paid by City	$ 92,404	2%	$ 65,048			
Deferred Dev Fee (NVCH)	$ 20,000	0%	$ -			
SUBTOTAL	**$ 5,030,547**		**$ 4,129,851**		**$ 9,160,398**	
Donor pledges not yet received			$ 600,000		$ 600,000	
TOTAL	**$ 5,030,547**		**$ 4,729,851**		**$ 9,760,398**	
GAP	$ -		**$ 317,458**			

Estimated Soft Costs			
Architectural fees	$ 135,000	$ 189,562	
Survey and engineering fees	$ 72,540	$ 35,581	
Financing costs (construction)	$ 298,067	$ -	
Financing costs (permanent)	$ 20,937	$ -	
Legal fees	$ 40,000	$ 12,140	
Operating Reserves	$ 36,210	$ 30,000	
Construction contingency (6%)	$ 178,547	$ 152,575	
Other (monitoring, studies, audit, construction management, insurance, etc)	$ 417,314	$ 232,004	
Developer fee & overhead (4% of TDC)	$ 170,000	$ 231,654	
	$ 1,368,615	$ 883,516	

3100117

ATTACHMENT 11

ENDORSED - FILED
In the office of the Secretary of State
of the State of California
JAN 26 2009

ARTICLES OF INCORPORATION
OF
Our Town St. Helena,
A California Nonprofit Public Benefit Corporation

1. NAME: The name of the corporation is Our Town St. Helena.

2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is MARY STEPHENSON, 1800 Adams Street, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal

ATTACHMENT 11

Internal Revenue law).

(d) The corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Internal Revenue Code section 4942 or by corresponding provisions of any later federal tax laws.

(e) The corporation will not engage in any act of self-dealing as defined in Internal Revenue Code section 4941(d) or in corresponding provisions of any later federal tax laws.

(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code section 4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on 1|23|09, 2009.

Mary Stephenson

MARY STEPHENSON, Incorporator

OFFICE OF THE SECRETARY OF STATE

ATTACHMENT 11

AMENDED ARTICLES OF INCORPORATION
OF
Our Town St. Helena

A California Nonprofit Public Benefit Corporation

1. NAME: The name of the corporation is Our Town St. Helena.

2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process is FRANK TOLLER, P, O, and BOX 558, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c) (3) (or corresponding provisions of any future federal

exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federalInternal Revenue law).

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(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on May 21st, 2010.

MARY STEPHENSON

ATTACHMENT 11

OUR TOWN ST HELENA 2025 Operating Budget			
OPERATING REVENUE		**2024 Actual**	**2025 Approved**
	4000 - Contributions and Grants (Unrestricted)	$ 172,343	$ 175,000
	4800 - Rental Income	$ 65,220	$ 75,000
	4850 - Interest Income	$ 103,201	$ 40,000
	TOTAL OPERATING REVENUE	$ 340,764	$ 290,000
EXPENSES			
(See detail below)	5100 - Contract Services	$ 178,278	$ 212,370
	5200 - Bank Fees	$ 690	$ 200
	5300 - Office Space	$ 14,943	$ 15,000
	5400 - Consumable Supplies	$ 1,859	$ 2,000
	5405 - Computers and Monitors	$ 3,279	$ -
	5500 - Internet/Telephone (Comcast)	$ 1,895	$ 2,000
	5600 - Postage	$ 421	$ 500
	5800 - Insurance (Operations)	$ 11,383	$ 2,400
	5900 - Taxes & Licenses	$ 761	$ 1,000
	6000 - Dues & Subscriptions	$ 1,944	$ 2,000
	7100 - Conferences & Training Fees	$ 868	$ 1,000
	9500 - Other Expense	$ 2,547	$ 2,500
	TOTAL OPERATING EXPENSE	$ 218,867	$ 240,970
	Undesignated fund balance	$ 121,896	$ 49,030

OUR TOWN ST HELENA GRANTS 2022-24

Grantor	Purpose		Amount	Award Date	Report due date	Report status	Notes
2022 Operational Support (Unrestricted)							
Mechanics Bank	Operational support	$	7,500	5/24/2022	n/a	n/a	
The Carpy Family Foundation	Operational support	$	10,000	6/14/2022	6/30/2023	submitted 2/16/23	
NVCF (Joseph Phelps Vineyard Fund)	Operational support	$	15,000	12/14/2022	9/30/2023	submitted 9/7/23	
Silicon Valley Bank	Operational support	$	10,000	10/15/2022	n/a	n/a	
Silicon Valley Community Foundation	Operational support	$	13,500	11/15/2022	n/a	n/a	
Subtotal		**$**	**56,000**				
2022 Projects (Restricted)							
City of St Helena	951 Pope St. predevelopment	$	10,000	7/1/2022	6/30/2023	submitted 5/18/23	
Community Projects, Inc.	951 Pope St. predevelopment	$	5,000	3/10/2022	n/a	n/a	
Wells Fargo	963 Pope St. predevelopment	$	30,000	7/25/2022	n/a	n/a	
Subtotal		**$**	**45,000**				
Total 2022 Grant Support		**$**	**101,000**				
2023 Operational Support (Unrestricted)							
The Carpy Family Foundation	Operational Support	$	10,000	6/22/2023	6/30/2024		
Clif Family Foundation	Operational support	$	15,000	9/1/2023	3/31/2024		
Mechanics Bank	Operational Support	$	7,500	10/13/2023	n/a		
Subtotal		**$**	**32,500**				
2023 Projects (Restricted)							
Peter and Christy Palmisano	Fountain Street modular design study	$	50,000	1/4/2023	1/4/2024	completed	$47,016.25 to Burbank
Gasser Foundation	963 Pope St. construction	$	100,000	11/21/2023			
Silicon Valley Bank	963 Pope Street construction (match)	$	10,000	12/26/2023			
Subtotal		**$**	**160,000**				
Total 2023 Grant Support		**$**	**192,500**				
2024 Operational Support (Unrestricted)							
Gasser Foundation	Operational Support	$	25,000	5/2/2024			
Carpy Family Foundation	Operational Support	$	10,000	6/6/2024			
Mechanics Bank	Operational Support	$	7,500	Pending			
Distinguished Vineyards & Wine Partners (Markham	Operational Support	$	1,000	8/27/2024			
Subtotal		**$**	**43,500**				
2024 Projects (Restricted)							
Napa Community Projects	963 Pope St. match	$	25,000	2/6/2024			

ATTACHMENT 12

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #232

Date Submitted: 2/26/2025

Organization Name*

St. Helena Choral Society

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Craig Bond

Contact Person Phone Number*

707-963-7712

Contact Person Email Address*

craigbond007@yahoo.com

Organization Phone Number*

707-963-7712

Organization Mailing Address*

PO Box 164, St. Helena, CA 94574

Organization Physical Address*

1165 Valley View, St. Helena, CA 94574

Federal Tax ID Number and Status*

26-0526007

How Long Has Organization Served Community (Years & Months)*

17 years

Project Name*

Children's/Teen Choir festival funding

Requested Grant Amount*

$13,100

ATTACHMENT 12

Do You Have Matching Funds?*

NO

Please List Any Matching Funds and Sources

Total Project Cost*

$13,100

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

Led by Craig Bond, choral music has been at the heart of our city's cultural values for over 50 years. We have made it our mission to produce and celebrate choral music in St. Helena and around the entire Napa Valley by contributing to the artistic and cultural education for all ages with four outstanding choral programs.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

We seek funding for two specific youth choir outings to participate in the "Music in the Parks" festival program. We hope to bring our 35-voice children's choir to Vallejo for an all-day competition, and our 25-voice teen choir to a 3-day festival in Santa Cruz. Our choirs need funds for transportation, lodging, food, and related expenses. These festivals are instrumental to our students by providing the opportunity to both perform for adjudicators, and to be exposed to various choral groups of all sizes and skill levels from Northern California in an effort to broaden their skills. This fosters a sense of community within the choir members, and in turn makes it possible to offer the St. Helena community many superior choral productions.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

These events will directly benefit the 60 local Napa Valley students who participate in these choirs and festivals. The goal is to teach the value of building community and learning to work together toward a common goal. Furthermore, these projects indirectly benefit the hundreds of community members who attend both performances and festivals alike.

Describe the community support for your project.*

The community of St. Helena has consistently supported the St. Helena Choral Society through ticket sales for countless performances. We have also sporadically received private donations. Craig Bond has been a beloved presence in St. Helena for more than 50 years - first as a teacher in the St. Helena schools, followed by his role as the creative director for the Choral Society. Community support for Craig and for choral music has been solidly demonstrated over the years.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

NONE

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The St. Helena Choral Society is a non-profit organization whose sole purpose is to bring music to the community from ages 9 to 90. We are committed to fostering artistic education for all, regardless of sex, race, or socioeconomic status. We believe that access to the arts should be universal, and we actively support this mission by offering scholarships and financial assistance to ensure that everyone, regardless of circumstances, has the opportunity to learn, create and grow.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

Sh Choral Teen-Children Event Budget 2025.xlsx

Attachment 2: Proof of Nonprofit Status*

IRS DETERMINATION StHelenaChoralSociety 2008.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Choral 2024 Budget (2) (1).xlsx

ATTACHMENT 12

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 12

Category	Estimated Cost ($)	Notes
Transportation - Van Rental	$2,000.00	Two 15 passenger vans ($1000 each)
Transportation - Gas	$800.00	
Hotels	$4,000.00	$200/night x 2 nights
Sheet Music	$500.00	
Festival Costs - Teen	$1,992.00	$83 per kid/24 kids
Festival cCosts - Children	$2,485.00	$71 per kid/ 35 kids
Rhythm Section Costs	$600.00	$200 each/ 3 musicians
Uniform Costs	$750.00	$12.50 per shirt/60 musicians
Total	$13,127.00	

ATTACHMENT 12

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 27 2008

THE CRAIG BOND CHORAL SOCIETY
PO BOX 164
SAINT HELENA, CA 94574

Employer Identification Number:
26-0526007
DLN:
17053050031028
Contact Person:
SHEILA M ROBINSON ID# 31220
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 21, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

ATTACHMENT 12

THE CRAIG BOND CHORAL SOCIETY

Sincerely,

Robert Choi

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)

ATTACHMENT 12

St. Helena Choral Society
Profit and Loss
January - December 2023

	Jan - Dec 2024 Budget	Total	
		Jan - Dec 2023	Jan - Dec 2022 (PY)
Income			
4010 Contributed Support			
4012 Contributed - Donations	40,000.00	31,555.25	34,479.29
4015 Contribution - Grants			10,170.00
4016 Grant Income Less Expenses			-850.00
Total 4010 Contributed Support	**$ 40,000.00**	**$ 31,555.25**	**$ 43,799.29**
4020 Tuition - Enrichment Programs	40,000.00	37,804.74	22,890.00
4050 Program ticket sales	10,000.00	7,095.00	19,730.89
4199 Interest-savings/short-term inv		6.68	6.15
Total Income	**$ 90,000.00**	**$ 76,461.67**	**$ 86,426.33**
Gross Profit	**$ 90,000.00**	**$ 76,461.67**	**$ 86,426.33**
Expenses			
6105 Bank charges	35.00	85.53	31.40
6110 Insurance	2,850.00	2,850.00	2,850.00
6120 Organizational (corp) expenses	100.00	50.00	
6125 Postage, shipping, delivery	200.00	194.00	22.73
6130 Grants & Scholarship expense			550.00
6132 Charitable Contributions		150.00	4,850.00
6140 Advertising expenses			45.00
6205 Chorus Events	5,000.00	13,195.46	3,458.74
6210 Enrichment Program Expenses			176.05
6215 Music Festival Fees	2,500.00	2,854.00	2,490.00
6220 Site Fees/Rental	1,250.00	1,250.00	2,000.00
6225 Printing	3,000.00	2,751.06	4,499.35
6230 Sheet Music	500.00	560.69	2,139.21
6300 Payroll Expenses			
6305 Director Salary expense	27,373.92	27,373.92	23,773.92
6310 Officer Salary expense	400.00	575.00	625.00
6315 Other Wage Expense	5,200.00	5,100.00	4,825.00
6320 Payroll Service		137.50	1,634.18
6325 Payroll taxes	2,800.00	2,864.86	2,556.81
Total 6300 Payroll Expenses	**$ 35,773.92**	**$ 36,051.28**	**$ 33,414.91**
6500 Professional Fees			
6505 Accounting	1,000.00	2,603.20	490.00
6525 Musicians	21,500.00	21,360.00	19,740.00
6535 Soloists	4,000.00	3,300.00	1,000.00
6545 Other	1,000.00	1,000.00	1,700.00

ATTACHMENT 12

Total 6500 Professional Fees	**$ 27,500.00**	**$ 28,263.20**	**$ 22,930.00**
6550 Purchases	4,357.25	4,357.25	
6600 Supplies			100.00
6605 Food and Drinks	1,500.00	1,639.85	1,258.14
6615 Office Supplies	4,000.00	1,702.62	301.65
6620 T-Shirts	800.00	935.85	866.06
Total 6600 Supplies	**$ 6,300.00**	**$ 4,278.32**	**$ 2,525.85**
Total Expenses	**$ 89,366.17**	**$ 96,890.79**	**$ 81,983.24**
Net Operating Income	**$ 633.83**	**-$ 20,429.12**	**$ 4,443.09**
Net Income	**$ 633.83**	**-$ 20,429.12**	**$ 4,443.09**

ATTACHMENT 13

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #236

Date Submitted: 2/27/2025

Organization Name*

St. Helena Community Garden

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Susann Ortega, President

Contact Person Phone Number*

707 963-3539

Contact Person Email Address*

sthelenagarden@gmail.com

Organization Phone Number*

707 963-3539

Organization Mailing Address*

P.O. Box 1104, St. Helena, Ca 94574

Organization Physical Address*

Jacob Meily Park, Pope Street, St. Helena

Federal Tax ID Number and Status*

27 3038922 Non-Profit

How Long Has Organization Served Community (Years & Months)*

15 years

Project Name*

St. Helena Community Garden upgrade

Requested Grant Amount*

$3,000

ATTACHMENT 13

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

N/A

Total Project Cost*

$3,500

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

Garden is open to all residents and includes scholarship gardens for low income families as well as ADA accessible beds for handicapped persons. Garden is environmentally sustainable and family-friendly. Excess produce is given to the food bank. Garden is situated on an unused part of the park, turning it into an attractive, productive space.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

The goal is to keep the garden as attractive and productive as possible which benefits anyone walking through or utilized Jacob Meily Park. Contributing to the food bank benefits low income residents.

Please include a high-level description of the Project that you are requesting grant funding for. *

The entire garden area and the area immediately outside of the garden will be cleaned up, weeded and weed cloth installed. Contaminated soil in one bed to be replaced (nematodes). Garden beds and irrigation will be updated.

Attachment 1: Grant Budget *

Budget.doc

Attachment 2: Proof of Nonprofit Status*

Proof non profit status.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Garden Finacials.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 13

Grant Budget

Exterior clean up	$900
Framing 2 gardens	$900
Wood chips	$400
Irrigation	$300
Dump run, weed cloth	$350
New Soil	$500

ATTACHMENT 13

Proof Non Profit Status

ATTACHMENT 13

3299828

State of California
Secretary of State

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That the attached transcript of _____ page(s) is a full, true and correct copy of the original record in the custody of this office.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

DEBRA BOWEN
Secretary of State

ATTACHMENT 13

3299828

ENDORSED - FILED
in the Office of the Secretary of State
of the State of California

APR 20 2010

Articles of Incorporation
Of
St. Helena Community Garden, Inc.
A California Public Benefit Corporation

ONE: The name of this corporation is **ST. HELENA COMMUNITY GARDEN, INC.**

TWO: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The specific purposes for which this corporation is organized are to provide opportunities to community residents for an enhanced gardening experience and to add to the fund of garden knowledge locally.

THREE: The name and address in the State of California of this corporation's initial agent for service of process is Susann M. Ortega, 1466 Railroad Avenue, St. Helena, CA 94574.

FOUR: (a) This corporation is organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

(b) Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (2) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

FIVE: The property of this corporation is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

On the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Susann M. Ortega, Incorporator

Date

ATTACHMENT 13

02/12/24
Accrual Basis

Saint Helena Community Garden, Inc.
Report of Operations
January through December 2023

	Jan - Dec 23	Jan - Dec 22
Ordinary Income/Expense		
Income		
Grant Funds (St. Helena)	2,460.00	0.00
Contributions / Organizations	200.00	400.00
Contributions / Individuals	0.00	2,550.00
Garden Rents	1,125.00	1,200.00
Total Income	3,785.00	4,150.00
Expense		
Garden Expenses		
Equip Rental and Maintenance	240.59	0.00
Garden Facilities & Supplies	687.64	280.38
Garden Sign	397.26	0.00
Irrigation system	198.36	336.88
Lighting	0.00	100.94
Pest Controls	260.00	0.00
Cleanup	206.41	290.00
Garden Borders	796.72	0.00
Plants	150.81	0.00
Soil Amendments	38.94	0.00
Total Garden Expenses	2,976.73	1,008.20
Operating Expenses		
Insurance - Liability	1,252.27	1,126.87
Legal Fees	130.00	130.00
Postage, Mailing Service	291.00	207.00
Supplies	123.28	0.00
Taxes, Fees and Licenses	75.00	0.00
Total Operating Expenses	1,871.55	1,463.87
Total Expense	4,848.28	2,472.07
Net Ordinary Income	(1,063.28)	1,677.93
Net Income	(1,063.28)	1,677.93

10:53 AM
02/12/24
Accrual Basis

Saint Helena Community Garden, Inc.
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Mechanics Bank Checking	1,251.51
Total Checking/Savings	1,251.51
Total Current Assets	1,251.51
TOTAL ASSETS	1,251.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Cleanup Deposits	1,418.00
Total Other Current Liabilities	1,418.00
Total Current Liabilities	1,418.00
Total Liabilities	1,418.00
Equity	
Unrestricted Net Assets	896.79
Net Income	-1,063.28
Total Equity	-166.49
TOTAL LIABILITIES & EQUITY	1,251.51

St. Helena Community Garden Budget

ATTACHMENT 13

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Contributions / Organizations	200
Garden Rents	1,200
Total Income	$ 1,400
Expense	
Garden Expenses	
Equip Rental and Maintenance	100
Garden Facilities & Supplies	450
Irrigation system	250
Lighting	50
Pest Controls	100
Cleanup	200
Garden Borders	800
Plants	100
Soil Amendments	50
Total Garden Expenses	$ 2,100
Operating Expenses	
Insurance - Liability	1,275
Legal Fees	130
Postage, Mailing Service	195
Supplies	125
Taxes, Fees and Licenses	75
Total Operating Expenses	1,800
Total Expense	$ 3,900
Net Ordinary Income	$ (2,500)

ATTACHMENT 14

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #228

Date Submitted: 2/24/2025

Organization Name*

St. Helena Cooperative Nursey School

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Christine Clark, Vice President

Contact Person Phone Number*

7079278377

Contact Person Email Address*

cdugganclark@gmail.com

Organization Phone Number*

7079278377

Organization Mailing Address*

P.O. Box 493 Rutherford, CA 94573

Organization Physical Address*

1201 Niebaum Lane, Rutherford, CA 94573

Federal Tax ID Number and Status*

94-1639779, public charity

How Long Has Organization Served Community (Years & Months)*

Founded in 1966, 59 years

Project Name*

St. Helena Cooperative Nursery School

Requested Grant Amount*

$10,000

ATTACHMENT 14

Do You Have Matching Funds?*

no

Please List Any Matching Funds and Sources

Total Project Cost*

$15,000

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

The St. Helena Cooperative Nursery School is directly tied to the values of the city of St. Helena, providing a strong community foundation among our Co-op members. We are supported by the St. Helena Unified School District and serve many families of St. Helena. Our goal is to offer children an enriched and supportive introduction to their early years of school as they learn through a play-based curriculum.

Being a parent run, non-profit organization, the St. Helena Co-op Nursery School relies on parent involvement to remain economically sustainable. Through child-directed play we encourage mutual respect and open communication that allow the children to create their own lifelong relationships and feel a true sense of community. Our school is family-friendly as we realize that the first step into school must be successful and fun for both the child and his/her family. Twice a year parents attend the "Work Party" to prep the school at the start and end of each year. Active parent involvement not only allows parents to witness their child's growth at school but also meet other parents in the community with like values.

We are committed to providing a safe and diverse community for our children. Families of all cultures, religions, races and ethnic backgrounds are welcome.

We work in collaboration with St. Helena Preschool for All (SHPFA), which provides preschool access for socioeconomic disadvantaged children in St. Helena. The Co-op was integral in the conception and development of the program. Our school piloted and funded SHPFA for the first few years of the program. The schoolhouse is a historical building built in 1888. Originally the Rutherford Grammar School, the building has served as a school for over 130 years. Today we are proud to maintain the infrastructure and charm of the original building. Over the years we have continued to upkeep the building and make improvements, such as install a new roof, paint, make repairs, and improve infrastructure in order to retain its historic, small-town character. Historical class photos from the old Rutherford Grammar School line the windows of St. Helena Co-op to remind us of those that came before us. Landscaping is maintained and trees are trimmed annually to beautify our natural environment.

We promote an environmentally sustainable community by utilizing solar power, environmentally safe products, and recycling. Paper scraps are often used as art projects, and "leftover" paints are put back into their jugs. When weighing decisions such as installing new insulation, the environmental impact of the product is taken into consideration.

The St. Helena Cooperative Nursery School shares a common goal with the City of St. Helena: "Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of Our Youth". The importance of childcare and early childhood development is of our utmost importance.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

Our objective is to continue operating the St. Helena Cooperative Nursery School, providing a safe learning environment where our kids can experience the joy of hands-on learning through play. The goal of this particular project this year is to continue to provide the repairs and maintenance of the school house safe for children, the parking lot, tree work and maintenance of the entire school area is in need of constant attention. In order to keep the aging school house safe we are always repairing and upgrading as needed and will use those funds by June 30, 2026 to ensure the Co-op is safe for the children

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

The St. Helena Co-op Nursery school benefits the children and their families who are members of this cooperative.

Our local community benefits from the generosity of our Co-op community through a monthly food drive that impacts families throughout the valley. The teachers have creatively come up with a curriculum called Kindness Counts, which teaches generosity and compassion along with math, language, civic action and more. Kids experience the act of giving and supporting their community. The St. Helena Co-op continues to be one of the largest donators to the St. Helena Food Pantry. During harvest, kids collect health care items for the Napa Valley Farm Work Camp.

I estimate every child in our school will benefit and their families. Currently we have 35 students enrolled in our school.

Describe the community support for your project.*

As a cooperative, parent involvement is essential to keeping the school running on a day-to-day basis. We are very fortunate for our many neighbors, families, and alumni who support our program by donating money and volunteering their time. In addition, the Roger J. Trinchero Family Foundation has generously donated $25,000 with an offer to match another $25,000 in donations from the community. Our strong alumni support helps match this amount through our annual letter drive. We hold an annual Community Dance at the Native Sons Hall supported by local food and wine vendors.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

In addition, the Roger J. Trinchero Family Foundation has generously donated $25,000 with an offer to match another $25,000 in donations from the community. Our strong alumni support helps match this amount through our annual letter drive. We hold an annual Community Dance at the Native Sons Hall supported by local food and wine vendors.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The Co-op is also proud to be connected to First Five Napa County and their Rainbow Action Network. The Rainbow Action Network (RAN) is a group of LGBTQ people and allies that aims to make the Napa Valley a welcoming and supportive place for LGBTQ families, community members and visitors. The Co-op reached out to RAN in order to receive a Rainbow Kit. These are LGBTQ and gender inclusive toolkits for preschools in Napa County. They provide LGBTQ inclusive books, toys, materials, lesson plans, and recommendations for inclusive classrooms/preschools. These tools were already available to children and families at the Co-op but the Rainbow Kit was a positive boost to the schools resources.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

Grant Budget for 2025.docx

Attachment 2: Proof of Nonprofit Status*

IRS.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Prior Year Actuals June 23- May 24.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Grant Funding Received 10_11.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Current Year Operation Budget 24.pdf

ATTACHMENT 14

Grant Budget for 2025-2026 Non-Profit St. Helena Grant Funding

$10,000-for school house repairs & ongoing maintenance of entire property (parking lot, trees, and school house).

ATTACHMENT 14

Internal Revenue Service

Date: August 2, 2004

St. Helena Nursery School Corporation
P.O. Box 493
Rutherford, CA 94573

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Steve Brown 31-07422
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
94-1639779

Dear Sir or Madam:

This is in response to your request of August 2, 2004, regarding your organization's tax-exempt status.

In February 1973 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

ATTACHMENT 14

St. Helena Cooperative Nursery School

Profit and Loss

June 2023 - May 2024

	TOTAL
Income	
Fundraising & Promotion Income	
Alumni Fund Income	17,475.00
Annual Fundraiser	
Card Tear	5,796.32
Event Income	135.00
Raffle	4,733.28
Ticket Sales	19,246.26
Total Annual Fundraiser	**29,910.86**
Donations	95,402.31
T-Shirt Income	604.13
Total Fundraising & Promotion Income	**143,392.30**
Interest	9,096.25
Membership Income	
Academic Year Registration	6,400.00
Penalty Fees	240.00
Summer Camp	18,100.00
Tuition	98,166.00
Work Party Fees	825.00
Total Membership Income	**123,731.00**
Sales	-101.59
Unapplied Cash Payment Income	2,584.00
Total Income	**$278,701.96**
GROSS PROFIT	**$278,701.96**
Expenses	
Dues and Subscriptions	100.00
Educational Expense	
Adult Education	123.17
Continuing Education	564.00
Total Educational Expense	**687.17**
Facilities	
Rent	1,800.00
Repairs and Maintenance	18,946.84
Summer Projects	6,395.00
Utilities	8,868.24
Total Facilities	**36,010.08**
Fees & Penalties	
Banking	85.00
Credit Card	95.00
Total Fees & Penalties	**180.00**

ATTACHMENT 14

St. Helena Cooperative Nursery School

Profit and Loss

June 2023 - May 2024

	TOTAL
Fundraising & Promotion	
Advertising and PR	260.00
Alumni Fund Expense	791.90
Annual Fundraiser Expense	4,348.07
Event - Concert	4,600.00
T-Shirt Expense	269.86
Total Fundraising & Promotion	**10,269.83**
Insurance	
General Liability	2,484.00
Total Insurance	**2,484.00**
Labor	
Employee SEP / IRA	11,796.12
Flexible Spending Employee	-1,416.68
Payroll Service	2,594.25
Payroll Taxes	56,566.93
Wages	147,630.08
Worker's Comp Insurance	2,447.00
Total Labor	**219,617.70**
Licensing	242.00
Professional Services	
Admin Assistance	475.00
Income Tax Prep	800.00
Total Professional Services	**1,275.00**
Supplies	
Kitchen and Bath	901.82
Office	2,624.23
School	2,541.50
Toys and Equipment	650.23
Total Supplies	**6,717.78**
Uncategorized Expense	324.91
Total Expenses	**$277,908.47**
NET OPERATING INCOME	**$793.49**
NET INCOME	**$793.49**

ATTACHMENT 14

INVOICE

St. Helena Cooperative Nursery School
P.O. Box 943
Rutherford, CA 94573

cooptreasury@gmail.com
(707)963-7212
http://www.sthelenacoop.org

Bill to
City of St. Helena- West

Ship to
City of St. Helena- West

Invoice details
Invoice no.: 6598
Terms: Due on receipt
Invoice date: 10/11/2024
Due date: 10/11/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Donation**		1	$7,000.00	$7,000.00

Total	**$7,000.00**
Payment	-$7,000.00
Balance due	**$0.00**

Paid in Full

ATTACHMENT 14

St.Helena Co-op Final 2024/2025 Budget

Revenue

Tuition	$ 115,155.00
Summer camp	$ 10,000.00
Registration	$ 2,700.00
Work Party Fees	$ 1,200.00
Fundraiser (raffle, cardtear, dance, derby, Rutherford Dust)	$ 35,000.00
T-Shirts & Totes	$ 750.00
Interest	$ 7,000.00
Alumni Fund	$ 35,000.00
Jacobson Scholarship Fund	$ 5,000.00
Donations	$ 65,000.00
Total Revenue	**$ 276,805.00**

Expenses

Licensing	$ 350.00
Adult Education	$ 200.00
Advertising & PR	$ 1,000.00
Bankcard fees/Penalties	$ 200.00
Continuing Education & First Aid for staff	$ 700.00
Dues & Subscriptions	$ 400.00
Employee SEP IRA	$ 22,000.00
Medical Stipend	$ 20,600.00
Fundraiser Expense & Event - Concert Expense	$ 10,000.00
Alumni Fund Expenses	$750
Gifts	$ 250.00
Income Tax	$100
Insurance General Liability	$2,500
Insurance Workman's Comp.	$ 3,000.00
Payroll	$ 171,900.00
Payroll Service	$ 3,500.00
Payroll Taxes	$66,900
Rent	$ 1,800.00
Repairs & Maint.	$ 8,000.00
Summer Projects	$ 8,000.00
Professional services (Income Tax Prep)	$ 800.00
Admin Assistance	$ 700.00
Bookkeeping Assistance	$ 3,000.00
Supplies--Kitchen/Bath	$ 600.00
Supplies--Office	$ 3,000.00
Supplies--School	$ 2,500.00
Toys & Equipment	$ 1,000.00
T-Shirts	$ 600.00
Utilities	$ 9,000.00
Total Expense	$ 343,350.00
Net Income	**$ (66,545.00)**

ATTACHMENT 15

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #235

Date Submitted: 2/27/2025

Organization Name*

St. Helena Farmers' Market

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Ed Smith, Market Manager

Contact Person Phone Number*

(707) 486-2099

Contact Person Email Address*

edsmith@sthelenafarmersmkt.org

Organization Phone Number*

(707) 912-7401

Organization Mailing Address*

P.O. Box 70, St. Helena, CA 94574

Organization Physical Address*

360 S. Crane Ave, St. Helena, CA 94574

Federal Tax ID Number and Status*

Federal Tax ID# 35-2367794 : 501(c)(3)

How Long Has Organization Served Community (Years & Months)*

39 years

Project Name*

SHFM Market Match

Requested Grant Amount*

$15,750

ATTACHMENT 15

Do You Have Matching Funds?*

No.

Please List Any Matching Funds and Sources

Total Project Cost*

$15,750

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

With the 39th season of the St. Helena Farmers' Market (SHFM) ahead, we look forward to continuing to directly serve our community by providing fresh and nutritious foods, being a direct community platform for our local farmers, non-profit organizations and small businesses, and by providing free access to an array of educational programing for all ages. SHFM Market Match program is an essential community program that bolsters access to healthy foods to low-income residents, provides comprehensive inclusion on a regular basis in a community venue, and allows greater access to our nonprofit community educational programing. SHFM Market Match is much more than a social service offering to qualified recipients. It is a direct line of access to community resources from healthy food, education for both youth and adults, arts, environmental stewardship, emergency services, medical resources and screening to our community at large. Food insecurity is a real and present challenge in our community. Quiet and insidious as food insecurity may be, it does not discriminate, it impacts every segment of our community, regardless of ethnicity, age or employment status. The SHFM Market Match is a program that, by its very operation, supports family health and wellbeing. It is for these reasons the SHFM Market Match program is an essential community service focused on the health of the St. Helena community, the impact of which is in direct correlation to the funds received by way of this grant.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

The objective of the SHFM Market Match is to provide supplemental assistance to low-income residents by providing them with direct access to nutritional foods from our vendors. The goal of the program is to support public health, community inclusion and access to educational programing. SHFM Market Match program will continue to operate at the SHFM's General Store where CalFresh/EBT transactions will be redeemed. Market Match grant funds provide CalFresh users with matched funds doubling their purchasing power of healthy foods available at the Market. In partnership with St. Helena Up-Valley Family Center (UVFC) SHFM will continue to directly reach low-income residents of St. Helena who are most in need and will benefit from the opportunity to sources and purchase healthy food and produce from our vendors. Recipients must establish income levels consistent with CalFresh income guidelines and residency in St. Helena, both of which are verified by St. Helena UVFC. Moreover, participants have access to our comprehensive free educational programing. Chef's demos, lecture series, produce tastings, bilingual story time, children's early educational programing, and art projects are all available on site. Our Market Educator provides weekly offerings for youth focused on nutrition, farming, nature and stewardship in our Market Classroom. Educators from the UVFC partner with us monthly to provide early childhood education programing in both Spanish and English directly to Market Match recipients on site. All these resources are provided to the community, free at no cost, through the SHFM. The SHFM Market Match provides more than just supplemental nutritional assistance, it provides the direct means for community inclusion and educational access. Grant funds will be distributed weekly to qualified recipients during our 2025 market season. Any remaining funds will be distributed in May and June of 2026 within the grant deadline.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

The SHFM Market Match program is a critical service to our community providing equitable access to nutritious food and educational resources. According to recent data from Feeding America for Napa County: nearly 1 in 13 adults, and 1 in 10 children are food insecure. In other words, 7.9% of adults and 10% of children living in Napa County do not have access to sufficient, quality food to meet their basic needs. This program serves hundreds of low-income individuals and families throughout our season who span every demographic, but share one common need and that is regular, affordable access to healthy, nutritious foods and community resources. Each year participation and demand for the SHFM Market Match program has increased. Whether families with young children or seniors on fixed incomes, the SHFM Market Match supports the health and wellbeing of residents. Our 2024 season saw more Market Match utilization than any prior year. Increased demand in 2024 made for an especially challenging year without supplemental public funds to bridge the funding gam and address the clear need. Given overall economic constraints and the threat of reduced CalFresh funding, we anticipate a greater need in our 2025 season and expect to serve many more individuals and families than ever before. The secondary benefit to the program is that it provides regular access to our onsite educational programing and community resources. The SHFM Market Match also serves to directly benefit our farmers and food purveyors, over 40 on a weekly basis. Providing better access to our Market for low-income residents in turn provides additional sales revenue to our growers, farmers, and small business food vendors.

ATTACHMENT 15

Describe the community support for your project.*

The 2025 season of the St. Helena Farmers' Market will mark 39 years of service to the community. The SHFM Market Match program builds both community inclusion and diversity by providing direct funds and resources to broad segments of our community, whether it be a combination of ethnicity, financial diversity, age or immigration status. This program bolsters the local food economy, further supports small business vendors, promotes farming and agricultural diversity, while directly supporting public health, education, and food security in our community. SHFM collaborates with multiple local organizations, St. Helena Up-Valley Family Center, Ole Health, Rianda House, St. Helena Unified School District, local churches, low-income housing facilities and local food pantries. SHFM looks to maximize this investment by providing immediate outreach to low-income residents and CalFresh beneficiaries by providing nutritional assistance and access to resources to the community at large.

Additional collaboration of the SHFM Market Match program is multifaceted. St. Helena Up-Valley Family Center partners with us to provide bilingual story time and early childhood education activities on a monthly basis. The SHFM Market Match program draws in the Ninos Activos group, often low-income families with young children, to regularly attend the Market. St. Helena Kiwanis sponsors educational outreach that allows the SHFM to provide educational services to the Ninos Activos group, focused on gardening and healthy foods. Support from the St. Helena Rotary allows SHFM Market Education program to distribute free early education activity kits and art projects to the community. Adventist Health regularly attends the Market, providing free health screenings, access to vaccinations, and other health resources from CPR training to disaster preparedness. Rianda House will regularly be on site providing community outreach and free programing to seniors.

The SHFM Market Match program is the essential link to draw broader segments of our community to the Market. This program not only provides low-income residents of St. Helena with immediate access to healthy foods and local produce on a more affordable basis but also provides direct access to educational and community resources.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

No. SHFM has not received funding from any Napa County government agency. Unfortunately, due to the limitations of the SHFM budget, our population size, or other metrics, SHFM is in many cases disqualified from additional grant funding. This is why the grant funds received from the City of St. Helena are so critical. Funding, by way of this grant, will directly benefit CalFresh/EBT recipients as well as low-income residents of St. Helena by providing immediate access to healthy nutritious foods, direct assistance for food insecurity and broadening access to community resources to more of our residents.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The SHFM Market Match Program is diversity, equity and inclusion realized and put into practice. This program puts funds directly in the hands of those who need them most urgently. By supporting and welcoming every facet of our community, regardless of income, ethnicity, or age, this program is directly impacting food insecurity, public health and provides broad community resources focused on wellness and education to all.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

SHFM MM Grant Budget request 2025.docx

Attachment 2: Proof of Nonprofit Status*

IRS Tax Exempt Letter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

SHFM 2025 Market 501c3 Budget.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

UVFC Letter of Support to SHFM 2-23-25.pdf

ATTACHMENT 15

St. Helena Farmers' Market 2025-2026 Grant Request

SHFM Market Match 2025-2026 Budget:

- Market Match Direct Dollars: CalFresh/qualified St. Helena residents: $ 15,000.00
- Staff Hours Bookkeeping: $ 500.00
- Promotional Materials/Supplies/Translation $ 250.00

$ 15,750.00

ATTACHMENT 15

INTERNAL REVENUE SERVICE
P.O. BOX, .2508
CINCINNATI, -OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 18 2010**

Employer Identification Number:
35-2367794
DLN:
17053212322049
Contact Person:
MARGARITA D BARRAGAN ID# 95118
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31 Public
Charity Status: **170(5) (1) (A) (vi)**

ST HELENA FARMERS MARKET
C/0 ED SMITH
PO BOX 70
ST HELENA, CA 94574-0070

Effective Date of Exemption:
March 11, 2010
Contribution Deducibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to Inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501 (c) (3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

ATTACHMENT 15

St. Helena Farmers' Market 501c3 2025 Budget

		2025 Budget		2024 Actual
EDUCATION EXPENSES				
Adults		$ 300.00		$ .00
Kids		$ 600.00		$ 494.02
Chef Table		$ 500.00		$ 227.51
Eqpt/Market Classroom		$ 1,000.00		$ .00
Payroll:				
Wages	$19,845.00		$ 7,500.25	
Co. Exp	$ 1,876.00		$ 837.29	
Bonus	$ .00		$ 1,000.00	
Ins./Workers	$ 1,786.00		$ 765.02	
Subtotal		$23,507.00		$ 10,102.56
Market Space & Service		$ 15,000.00		$ 13,000.00
Accounting Fees		$ 4,100.00		$ 4,177.50
OPERATIONS EXPENSES				
Advertising	$ 500.00		$ 537.25	
D&O Insurance	$ 825.00		$ 824.50	
Liability Insurance	$ 1,300.00		$ 1,247.68	
Fees	$ .00		$ 25.00	
Miscellaneous	$ .00		$ 4.32	
Supplies	$ 100.00		$ 22.15	
Website	$ 400.00		$ 470.33	
Subtotal		$ 3,125.00		$ 3,131.23
FUNDRAISING EXPENSES				
Sponsorship expenses	$ 310.00		$ .00	
Supplies, printing	$ 75.00		$ 78.01	
Postage	$ 90.00		$ 82.60	
Paypal fees	$ 365.00		$ 363.92	
Subtotal		$ 840.00		$ 524.53
Travel		$ 0.00		$ 586.11
TOTAL EXPENSE BUDGET		**$48,972.00**		**$32,243.46**

ATTACHMENT 15

UPVALLEY
FAMILY CENTERS

February 23, 2025

Re: Saint Helena Farmer's Market

To Whom it May Concern,

I am writing this letter of support for the Saint Helena Farmer's Market (SHFM) and their bid to continue the Saint Helena Market Match Program. The UpValley Family Centers has collaborated with SHFM over the past five years. This program will provide low-income households in our community with increased access to fresh, healthy produce.

UpValley Family Centers works closely with SHFM to identify and connect families in need of food assistance with this program. Our staff meet families at the Market once a month to assist with the application process and distribution of tokens. Our team also works in collaboration with SHFM to provide a bi-lingual story and activity hour for young children in attendance, allowing families time to learn and play before and after shopping for their goods. This program is highly anticipated by our clients each year, and is one of our most popular children's offerings in Saint Helena.

The rising cost of food and other household essentials has impacted low-income families in St. Helena particularly hard, and this funding would serve as a lifeline for many families in need of food assistance.

Based on our experience with the Saint Helena Famer's Market, we wholeheartedly support their proposal and recommend the agency as a well-qualified and passionate provider of food assistance resources.

Sincerely,

Jenny Ocón, MSW
Executive Director
(707)965-5010 x200

ATTACHMENT 16

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #221

Date Submitted: 2/19/2025

Organization Name*

St. Helena Historical Society

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Janet Peischel, Communications Director

Contact Person Phone Number*

5102921843

Contact Person Email Address*

jpeischel@top-mindmarketing.com

Organization Phone Number*

5102921843

Organization Mailing Address*

P.O. Box 87, St. Helena, CA 94574

Organization Physical Address*

1255 Oak Ave.

Federal Tax ID Number and Status*

30-0087096

How Long Has Organization Served Community (Years & Months)*

23 years

Project Name*

SHHS: Walking Tour and Communications

Requested Grant Amount*

$2,448

ATTACHMENT 16

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

None

Total Project Cost*

$2,448

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

The Napa Valley we know today is the result of mass migration that began in the mid-1800s. Fleeing poverty and oppression, people left their homelands in western and eastern Europe, in Spain, China, Mexico and Latin America to seek a better life. Part of our mission at the Historical Society is to showcase the rich diversity that has been fundamental to St. Helena's development. It has had a profound influence on our food, architecture, commerce and recreation.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

Goal: We are requesting equipment, software and signage that will enable us to work more efficiently, improve internal and external communication to elevate our profile in the community and grow our organization. We've also included several items that will help us generate revenue—a walking tour and email lookup software to help us reach potential new members and volunteers.

We are prepared to start using the grant funding immediately.

We've been in the Heritage Center now for three years. Thanks to the City's nonprofit grants, we've been able to purchase chairs for our meeting room, a lectern and other equipment to improve the quality and safety of our programs and we've steadily increased attendance. We plan to host approximately 10 persons on each monthly walking tour (but can increase the frequency if demand warrants it) and we expect both residents and tourists to participate.

We hosted several successful fundraisers last year, and we look forward to producing these events again in 2025 and generating much-needed revenue. We have steadily grown our footprint over the last three years and we're positioning ourselves to continue this growth.

Please include a high-level description of the Project that you are requesting grant funding for. *

1. Email lookup app. Recruit members, board members and volunteers. We added 110 new St. Helena residents to our end/year print mailing, so they received our tour brochure. These are people we think would be interested in St. Helena's history and might enjoy getting involved in the organization. We need software to look up email addresses so we can add them to our regular email blast that goes out several times/month. Note that it's easy to opt out of this communication, though we get a consistent 60% open rate for our blast. We'd like to recruit new members and increase the audience for our excellent programs.

2. We're adding a Historic Center Walking Tour to our programs. The tours will be scheduled on a once/month basis from May-October, focusing on the historic commercial buildings on Main St. and the side streets.
There will be a $30 fee for this event. Research Director Mariam Hansen will oversee this project. Main St. gets noisy, so we will need a microphone for the leader and headsets for participants. We'll promote the walking tour with both the Chamber and Rianda House, and we'd like to be able to offer these tours for summer 2025.

3. Create a brochure for the walking tour. Participants will need to see the historic buildings as they were in their original versions with brief descriptions.

4. Business license. We'll be charging for the Walking Tour, so we'll need a business license @ $300.

5. Signage for Heritage Center Museum Saturdays. We have two A-frame signs that we position on Adams and Spring Streets to help drive foot traffic to our museum. Unfortunately, these signs are so heavy and clumsy that when there is just one woman staffing the desk, they're just too heavy to lift. We need lighter, more manageable signs that will both withstand stormy weather and still be manageable.

Thanks to the City's nonprofit grants, we've been able to populate our Heritage Center with chairs that are safe and stable, a lectern, tents for our outdoor events and other equipment. These are all small items, but collectively, they've made a big difference to our organization and our position in the community.

We want to continue to be recognized for our professionalism and commitment to quality programs. We're the keepers of St. Helena's history.

Attachment 1: Grant Budget *

SHHS Grant Budget 2025 (1).pdf

ATTACHMENT 16

Attachment 2: Proof of Nonprofit Status*

SHHS Tax Determination Letter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

SHHS Budget-Actuals 2024-2025.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

SHHS City Nonprofit Grant 2024 .pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

St. Helena Historical Society
City Nonprofit Grant Application 2025

ATTACHMENT 16

Item	Description	Cost
Microphones	Set of microphones for Walking Tour. 1 for leader and mic's for participants, **EXMAX® EX-100 Wireless Tour Guide System** Microphone Earphone Headset for Church Translation Walking Museum Tour Courtroom Assitive Listening (1 Transmitter 15 Receivers 16-Ports USB Charger Base)	$298
Brochure for Walking Tour	Create and print brochure with brief description of each building on the tour and a picture of it in its original state	$950
Email Lookup application, Voila Norbert	Look up email addresses of those on our mailing list	$600
Business license for Walking Tour		$300
Signage for Heritage Center Saturdays		$300
		$2,448

ATTACHMENT 16

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 04 2006

ST HELENA HISTORICAL SOCIETY
PO BOX 87
ST HELENA, CA 94574

Employer Identification Number:
30-0087096
DLN:
17053252748036
Contact Person:
EDWINA O PERKINS ID# 31229
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

ATTACHMENT 16

4:01 PM
02/07/25
Cash Basis

St. Helena Historical Society
Profit & Loss
July 2023 through June 2024

	Jul '23 - Jun 24
Contracted Services	
Accounting Services	1,149.00
IT Maintenance	349.49
Total Contracted Services	1,498.49
Dues and Subscriptions	379.90
General Administration	
Insurance	
Insurance, Collection	700.00
Truck Insurance	252.10
Total Insurance	952.10
Total General Administration	952.10
Licenses, Fees, Permits	
sales tax	35.00
Licenses, Fees, Permits - Other	211.00
Total Licenses, Fees, Permits	246.00
P.O. Box	194.00
Rent	
Catholic Church School	46,500.00
Storage Space	1,440.00
Total Rent	47,940.00
Supplies	
general	489.38
Supplies - Other	1,746.55
Total Supplies	2,235.93
Telephone/Internet	1,634.78
Total Admini/Operating Expenses	55,673.40
Development	
Public Relations and Marketing	
Collateral Production	120.00
General Program and Event Promo	78.00
Public Relations and Marketing - Other	6,600.00
Total Public Relations and Marketing	6,798.00
Total Development	6,798.00
Fundraiser Expenses	6,245.85
Heritage Center	91.53
Postage	264.00
Program Services	
Collections Program	199.70
Exhibits	801.31
Monthly Educational Programs	850.00
Research Services Program	229.00
Signature Educational Events	
Spirits of St. Helena, Cemetery	1,463.72
Total Signature Educational Events	1,463.72
Total Program Services	3,543.73
Total Expense	72,616.51
Net Ordinary Income	6,642.68
Net Income	**6,642.68**

ATTACHMENT 16

4:01 PM
02/07/25
Cash Basis

St. Helena Historical Society
Profit & Loss
July 2023 through June 2024

		Jul '23 - Jun 24
Ordinary Income/Expense		
Income		
Contributed Revenue		
Annual Giving Campaign		25,082.02
Fundraising Campaigns		
Other Fundraisers	6,721.87	
Fundraising Campaigns - Other	35.00	
Total Fundraising Campaigns		6,756.87
Grants		
Government Grants	15,000.00	
Private Grants/Aid	1,211.07	
Grants - Other	662.44	
Total Grants		16,873.51
Memorial		10,000.00
Monthly Programs		140.00
Sponsorships		
Monthly Programs	189.13	
Total Sponsorships		189.13
Unrestricted		788.00
Unrestricted Donations		1,275.00
Total Contributed Revenue		61,104.53
Miscellaneous Income		49.85
Sales Tax Collected		2.94
Self Generated Revenue		
Educational Program Admissions		7,251.97
Membership		
Family Membership	2,400.00	
Individual Membership	1,200.00	
Life Membership	500.00	
Supporter	1,000.00	
Membership - Other	2,150.00	
Total Membership		7,250.00
Publication Sales		
Books		
Arcadia Book	48.00	
Books - Other	112.00	
Total Books	160.00	
Other Sales, Maps, Copies	91.00	
Publication Sales - Other	147.90	
Total Publication Sales		398.90
Research Fees		875.00
Signature Events		
CemeteryTour	2,316.00	
Museum for a Day	10.00	
Total Signature Events		2,326.00
Total Self Generated Revenue		18,101.87
Total Income		79,259.19
Gross Profit		79,259.19
Expense		
Admini/Operating Expenses		
Bank Service Charges		592.20

ATTACHMENT 16

St. Helena Historical Society Budget for FY 2024-2025

Income		
Contributed Income		
Annual Giving Campaign		$ 26,000.00
Unrestricted Donations		$ 12,000.00
Grants		$ 5,000.00
Total Contributed Income		$ 43,000.00
Self Generating Income		
Educational Program Admissions		$ 2,400.00
Fundraiser		$ 7,000.00
Interest Income		$ 5.00
Memberships		$ 12,000.00
Publication Sales	Books	$ 150.00
Total Publication Sales		$ 150.00
Research Fees		$ 2,000.00
Total Self Generated Revenue		$ 23,705.00
Total Income		$ 66,705.00
Expense		
Admin/Operating Expenses		
Bank Fees		$ 500.00
Contracted Services		
Accounting		$ 1,100.00
IT Maintenance		$ 400.00
General Administration		
Insurance	Liability	$ 700.00
	Truck	$ 260.00
Licenses, Fees, Permits, Taxes		$ 250.00
PO Box		$ 200.00
Rent, Storage		$ 1,400.00
	Catholic Church School	$ 48,000.00
Supplies	General	$ 500.00
	Membership	$ 1,800.00
Telephone/Internet		$ 1,700.00
Total Admin/Operating Expenses		$ 56,810.00
Development		
Public Relations & Marketing		$ 7,200.00
Program Services		
Exhibits		$ 2,000.00
Monthly Educational Programs		$ 1,000.00
Printing & Reproduction		$ 1,200.00
Special Activities/Events		$ 5,000.00
Total Program Services		$ 9,200.00
Total Expense		$ 66,010.00
Net Income		$ 695.00

ATTACHMENT 16

ATTACHMENT 16

ST. HELENA HISTORICAL SOCIETY
THE ELECTROLIER
Illuminating St. Helena's History

February 2025

Grant funding received in the last 12 months

For the 2024 City nonprofit grant we asked for $5300 and were awarded $5500. The project was to digitize our logbooks. We scanned nearly 600 historic photographs of the St. Helena area, creating jpg files. We will upload these files to a special section of our website that will be made accessible to the public to download these photos for a fee.

We will promote this new service throughout our membership and community. Historic photos are in demand for students and others who are doing research for their schools but also for those who are researching their family histories.

We estimate that the project will be completed by June 30. Part of our mission is preserving history. Digitizing images of our community—its people, architecture, bridges and activities--will help ensure that our history will be preserved.

ATTACHMENT 17

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #242

Date Submitted: 2/28/2025

Organization Name*

St. Helena Hospital (DBA Adventist Health St. Helena)

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Danielle Vienna Gonzalez / Regional Grants Director

Contact Person Phone Number*

818-751-9078

Contact Person Email Address*

viennad@ah.org

Organization Phone Number*

707-967-5817

Organization Mailing Address*

10 Woodland Rd, St. Helena, CA, 94574

Organization Physical Address*

10 Woodland Rd, St. Helena, CA, 94574

Federal Tax ID Number and Status*

94-1279779

How Long Has Organization Served Community (Years & Months)*

148 years. St. Helena Hospital was established in 1878 as the Rural Health Retreat. After the turn of the century, St. Helena Hospital became a full-service community facility.

Project Name*

Dental & Vision Equity Clinics

Requested Grant Amount*

$20,000

ATTACHMENT 17

Do You Have Matching Funds?*

Yes

Please List Any Matching Funds and Sources

Total match is $40,000. The Northern California Conference is providing $20,000 in matching funds to operate the clinics. Adventist Health St. Helena is providing $20,000 in-kind to staff the clinics.

Total Project Cost*

$60,000 to operate 4 clinics.

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

This project aligns with St. Helena's mission to foster a healthy, equitable, and thriving community by addressing critical health disparities among underserved populations. By providing free dental and vision clinics, the program supports the City's goal of promoting health equity and enhancing the well-being of all residents, particularly farmworkers and Indigenous language speakers who are often marginalized.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

The St. Helena Dental and Vision Health Equity Clinics will provide essential dental and vision care to underserved Indigenous communities, particularly Mixteco-speaking populations, by offering culturally inclusive services. Our goal is to enhance health outcomes by delivering free preventive care, distributing prescription glasses, and providing culturally tailored health education. By June 30, 2026, we aim to serve at least 500 residents, train 10 healthcare providers and volunteers in cultural competency, and distribute over 80 pairs of glasses annually. To meet this deadline, we will follow a structured timeline: from early 2025, we will establish partnerships and train interpreters and cultural liaisons to ensure a seamless launch. In the second half of 2025, we will host two clinics, collect feedback, and refine our processes. In early 2026, we will conduct two additional clinics, analyze program impact, and submit a comprehensive report. Through this approach, we will ensure that our clinics are well-executed, impactful, and sustainable.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

This project will primarily benefit underserved residents of St. Helena, including farmworkers and Indigenous language speakers. The project will directly benefit at least 400 individuals by enhancing their access to dental and vision care while providing culturally and linguistically tailored health education to empower them in managing their well-being.

Describe the community support for your project.*

The project is strongly supported by the Adventist Health St. Helena Mobile Health Program and the Northern California Conference, providing both financial backing and high-quality healthcare services. Additionally, local Indigenous community leaders are actively engaged, committed to supporting outreach efforts and ensuring care is culturally appropriate and accessible to those who need it most.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

In 2023 we received two grants from Napa County Health and Human Services: 1) $270,000 to support the Monthly Fresh Produce Distribution Senior Well-being Program and 2) $99,600 to operate a Napa County Mobile Health COVID-19 Outreach and Vaccine clinic. In 2024 we received $10,000 from the City of St. Helena to support our Women's Mobile Healthcare Initiative.

Funding from the City of St. Helena will allow our successful mobile clinics to focus locally, ensuring that services are tailored specifically for St. Helena residents, with a priority on farmworkers and underserved Indigenous populations.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

Our program is committed to diversity, equity, and inclusion by intentionally serving marginalized communities and addressing systemic healthcare barriers. We collaborate with Indigenous community leaders to ensure culturally relevant care and outreach, fostering trust and accessibility. By offering services in multiple languages we break down linguistic obstacles that often prevent individuals from seeking care. Additionally, we prioritize cultural competency training for healthcare providers and volunteers, equipping them with the knowledge and skills to deliver respectful, inclusive, and patient-centered care.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

AHSH-CSH CommEnrichProg-Grant Budget.pdf

ATTACHMENT 17

Attachment 2: Proof of Nonprofit Status*

AHSH-501c3.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

AHSH-Mobile Health-Budget Actuals.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

AHSH-Napa County Funding.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 17
Adventist Health | Grants Department

Budget Narrative

Market	Adventist Health St. Helena
Grant	Nonprofit Community Enrichment Grant Program
Grantor	City of St. Helena

PERSONNEL Name, Title - Role & Responsibilities	**FTE**	**YEAR 1: 2025**	**YEAR 2: 2026**	**YEAR 3**	**Total Budget**
			$ -	$ -	$ -
		$ -	$ -	$ -	$ -
PERSONNEL SUB-TOTAL		**$ -**	**$ -**	**$ -**	**$ -**
FRINGE BENEFITS @36%		**$ -**	**$ -**	**$ -**	**$ -**
TOTAL PERSONNEL		**$ -**	**$ -**	**$ -**	**$ -**
TRAVEL - *Include logistical details and purpose for both local and long-distance travel.*					
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTAL TRAVEL		**$ -**	**$ -**	**$ -**	**$ -**
EQUIPMENT - *Unit cost of $5,000 or more*					
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTAL EQUIPMENT		**$ -**	**$ -**	**$ -**	**$ -**
SUPPLIES - *Include equipment items that cost less than $5,000 each and other supplies*					
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTAL SUPPLIES		**$ -**	**$ -**	**$ -**	**$ -**
CONTRACTORS - *Name of Contractor, description of duties, and rate calculation.*					
Service provider contracts with Life & Health Network or Mission Minded Ministries to operate clinics at $5,000 per clinic. This includes dental services (cleanings, fillings, and extractions for $20 per patient for at least 100 individials = $2,000), vision services (prescription glasses at $10 per patient for at least 50 individuals = $500), and preventative health screenings ($25 per patient for at least 100 individuals = $2,500). $5,000 per clinic x 4 clinics = $20,000.		$ 10,000.00	$ 10,000.00	$ -	$ 20,000.00
TOTAL CONTRACTUAL		**$ 10,000.00**	**$ 10,000.00**	**$ -**	**$ 20,000.00**
CONSTRUCTION					
		$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -
TOTAL CONSTRUCTION		**$ -**	**$ -**	**$ -**	**$ -**
OTHER - *Include costs that do not fit into other category. In some cases, rent, utilities and insurance mayfall under this category if the **are not included** in an approved indirect cost rate. Provide description of what grant funds will cover. Must clearly show role and purpose in achieving project goals.*					
			$ -	$ -	$ -
			$ -	$ -	$ -
TOTAL OTHER			$ -	$ -	$ -
Total Direct Charges (Sum of TOTAL Expenses)		**$ 10,000.00**	**$ 10,000.00**	**$ -**	**$ 20,000.00**
15% Indirect Rate					$ -

[ADVENTISTHEALTH:INTERNAL]

ATTACHMENT 17
Adventist Health | Grants Department

Budget Narrative

TOTAL GRANT BUDGET	**$ 10,000.00**	**$ 10,000.00**	**$ -**	**$ 20,000.00**

[ADVENTISTHEALTH:INTERNAL]

ATTACHMENT 17

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact:
Barbara S. Cowans
Telephone Number:
(213) 894-2336
Refer Reply to:
EO (0413) 93
Date:
June 18, 1993

Mr. Edward A. McDonald
Vice President, Finance
St. Helena Hospital
650 Sanitarium Road
Deer Park, CA 94576

RE: St. Helena Hospital
EIN: 94-1279779

Gentlemen:

This letter is in response to your request for exempt status regarding the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax under Internal Revenue Code Section 501(c)(3). Group exemption number 1071 has been assigned to the organization and its subordinates. The determination letter issued in May 1978 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Barbara S. Cowans

BARBARA S. COWANS
Disclosure Assistant

Adventist Health St. Helena

ATTACHMENT 17

Mobile Health Program - 2025 Budget

Operated by St. Helena Hospital Foundation

Personnel		
Program Director: 0.1 FTE	$	12,500.00
Nurse Practitioner (NP) : .25 FTE	$	45,000.00
Program Supervisor (RN): 1.0 FTE	$	156,062.00
Medical Assistant (MA): 1.0 FTE	$	50,100.00
Certified Medical Assistant (CMA): 1.0 FTE	$	56,804.00
Data and Administrative Support: .5 FTE	$	42,500.00
Benefits and Payroll Taxes @ 33 %	$	119,778.78
Total Personnel Costs	**$**	**482,744.78**
Operating Expenses		
Equipment/Software	$	10,000.00
Printing/Copying	$	10,000.00
Mobile Van Fuel	$	10,000.00
Medical Supplies (Preventative Health Screenings- Kits)	$	80,000.00
Medical Supplies (Vaccines- needle tips, alcohol preppads, banaids)	$	5,000.00
Vaccinations (COVID-19, RSV, Flu, Tdap)	$	100,000.00
Food Insecurity	$	45,480.00
Maintenance	$	10,000.00
Telephone and Internet	$	1,200.00
Total Operating Expenses	**$**	**271,680.00**
Direct Program Expenses		
Program Supplies	$	10,000.00
Mileage	$	3,500.00
Total Direct Expenses	**$**	**13,500.00**
Total Expenses for 2025	**$**	**767,924.78**

[ADVENTISTHEALTH:INTERNAL]

Adventist Health St. Helena

ATTACHMENT 17

Mobile Health Program - 2024 Actuals

Operated by St. Helena Hospital Foundation

Personnel		
Program Director: 0.1 FTE	$	12,500.00
Nurse Practitioner (NP) : .25 FTE	$	45,000.00
Program Supervisor (RN): 1.0 FTE	$	148,470.00
Medical Assistant (MA): 1.0 FTE	$	50,100.00
Certified Medical Assistant (CMA): 1.0 FTE	$	55,120.00
Data and Administrative Support: .5 FTE	$	42,500.00
Benefits and Payroll Taxes @ 33 %	$	120,186.00
Total Personnel Costs	**$**	**473,876.00**
Operating Expenses		
Equipment/Software	$	10,000.00
Printing/Copying	$	10,000.00
Mobile Van Fuel	$	10,000.00
Medical Supplies (Preventative Health Screenings)	$	177,500.00
Vaccinations (COVID-19, RSV, Flu, Tdap)	$	100,000.00
Maintenance	$	10,000.00
Telephone and Internet	$	1,200.00
Total Operating Expenses	**$**	**318,700.00**
Direct Program Expenses		
Program Supplies	$	10,000.00
Mileage	$	3,500.00
Total Direct Expenses	**$**	**13,500.00**
Total Expenses for 2025	**$**	**806,076.00**

[ADVENTISTHEALTH:INTERNAL]

Adventist Health St. Helena

Grant funding received from Napa County government agencies in the past two years:

Grantor	Grant Program	Award	Grant Start	Grant End
City of St. Helena	Women's Mobile Health Healthcare Initiative	$10,000	7/1/2024	6/30/2025
Napa County Health & Human Services	Napa County MSA Senior Well-being Program	$270,000	7/1/2023	7/1/2026
Napa County Health & Human Services	Napa County Mobile Health COVID-19 Outreach & Vaccine Administration	$99,600	12/1/2023	5/31/2024

ATTACHMENT 18

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #241

Date Submitted: 2/28/2025

Organization Name*

St. Helena Little League

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Aime Dunstan, Fundraising

Contact Person Phone Number*

707-332-2897

Contact Person Email Address*

fundraising@sthelenalittleleague.org

Organization Phone Number*

707-332-2897

Organization Mailing Address*

PO Box 241, St. Helena, CA. 94574

Organization Physical Address*

360 S. Crane Avenue, St. Helena, CA. 94574

Federal Tax ID Number and Status*

94 - 6126932 Tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3)

How Long Has Organization Served Community (Years & Months)*

59 years

Project Name*

Player Scholarships and All-Star Uniforms

Requested Grant Amount*

22,000

ATTACHMENT 18

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

Total Project Cost*

32,000

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

It is the policy of St. Helena Little League that no player should be turned away from participation if they are unable to pay. Each year, nearly 50 players join us at no cost to their families, yet the league incurs overhead for equipment and uniforms, field maintenance and training.

Each year following our regular season, the league's most committed players are selected to participate in divisional All-Star Tournaments. Please help us support our players by contributing toward the purchase of this year's new All-Star uniforms!

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

Each year, we receive applications for scholarships for nearly 50 players. Registration fees range from $75-$375 per player to cover the cost of uniforms, equipment, facility maintenance and program administration. Registration for 2025 closes on March 15. Registration for 2026 will be open November 1, 2025 - March 15, 2026. Funds granted for this purpose will reimburse the league for the expenses incurred for players on scholarship.

The All-Star season runs approximately May-July, following the regular season. Uniforms will be purchased in late April or early May of 2025, once players have been selected.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

Scholarships will benefit approximately 50 players. The entire league (200 players and their families) will benefit from the inclusion of these players as they learn and grow together. Likewise, approximately 60-80 players will have the opportunity to rise to the level of All-Star in the post-season, gaining exposure to additional players and families on these newly formed teams and a higher level of playing and instruction in the post-season.

Describe the community support for your project.*

With more than 200 girls and boys aged 5-14, St. Helena Little League is one of the largest youth organizations in the upper Napa Valley. St. Helena Little League is well known a fiscally sound community organization supporting our community's youth. The league's primary funding is donated by local businesses and private citizens in our community.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

Inclusion and opportunity have been cornerstones of Little League International since it was founded in 1939. Always striving to provide a positive experience for boys and girls around the world, Little League International provides guidance and support to local volunteers to ensure their leagues are a welcoming organization for all children in their communities.

The Little League motto is "Character, Courage & Loyalty," and in the nearly 60 years that St. Helena Little League has been a part of this community, the thousands of boys and girls who have participated have been imbued with these qualities.

Our program facilitates skill-building, leadership development, sportsmanship, teamwork, great fun and lifelong memories for players and volunteers from all backgrounds.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

SHLL Scholarship and All-Star Uniform Budget 2025.pdf

ATTACHMENT 18

Attachment 2: Proof of Nonprofit Status*

SHLL 501c3 letter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Annual Budget.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

St. Helena Grant Agreement - St. Helena Little League - signed.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

St. Helena Little League	
Scholarships and All-Star Uniform Budget	
2025 Season	
Player Scholarships	$ 20,000
All Star Uniforms	$ 12,000
Total	**$ 32,000**

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077594588
Apr. 21, 2016 LTR 4168C 0
94-6126932 000000 00
00031016
BODC: TE

NAPA VALLEY LITTLE LEAGUE INC
% DALE BROWN
PO BOX 241
SAINT HELENA CA 94574-0241

034374

Employer ID Number: 94-6126932
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Mar. 24, 2016, regarding your tax-exempt status.

We issued you a determination letter in October 1972, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

ATTACHMENT 18

Napa Valley Little League
Annual Budget
September 2024 - August 2025

	2022-2023 PPY Actual	2023-2024 PY Actual	2024-2025 Budget
Income			
Registration:			
Registration Fees	34,859	45,508	47,000
All Star Registration Fees	-	5,348	-
Calistoga Registration Fees	-	-	-
Returns & Allowances	(196)	-	-
Total Registration Fees	$ 34,662	$ 50,856	$ 47,000
Scholarships:			
Scholarship Awarded - SH Only	(5,601)	(4,320)	(4,500)
Scholarship Awarded - Calistoga	-	(1,880)	(2,000)
Scholarship Donations	-	2,880	7,000
Total Scholarship Cost	$ (5,601)	$ (3,320)	$ 500
Sponsorship:			
Team Sponsor - uniforms	5,700	18,500	18,000
All Star Team Sponsor	-	-	10,000
Outfield Signs	29,600	34,800	38,000
Scoreboard Sign	-	1,000	2,000
Sign fabrication cost	-	(2,039)	(4,365)
Sponsor proceeds for sign	-	-	4,500
Uncollectible A/R expense - CY	-	-	-
Uncollectible A/R expense - PY	(7,400)	(4,742)	-
Total Sponsorships	$ 22,200	$ 47,518	$ 68,135
Concession Stand Food:			
Concession Income	15,341	23,006	23,000
Concession Stand Equip	-	(214)	-
Concession Stand Food	(13,346)	(9,560)	(10,000)
Concession Stand Labor	(3,350)	(4,430)	(4,500)
Total Concession Stand Profit	$ (1,355)	$ 8,802	$ 8,500
Concession Stand Merch:			
Merch Income	2,335	3,739	4,000
Raffle Ticket Sales	-	1,775	2,000
Merch Cost	(6,113)	(606)	(2,000)
Total Merch Profit	$ (3,778)	$ 4,908	$ 4,000
Donations	600	3,448	1,100
Donations In-kind	1,425	-	-
Grants - SH City	7,500	5,000	2,500
Miscellaneous Income	1	921	-
Total Income	**$ 55,654**	**$ 118,134**	**$ 131,735**
Expenses			
Accounting	3,575	3,043	1,320
Advertising	223	-	250
ATV Registration	-	54	-
Awards & Gifts	1,165	2,545	800
Bank Service Charges	380	333	100
Charter & District Assessments	279	989	1,000
Credit card charges	-	-	-
Dues and Subscriptions	666	490	500
Equipment Rental	2,225	3,327	4,000
Fees & Taxes	1,134	448	500
Field Rental - CY	-	4,001	4,001
Field Rental - PY clean up	1	6,483	-
Insurance	2,105	2,384	2,400
Licenses and Permits	-	-	-
Maintenance & Repairs	8,391	8,554	6,000
Field Work (Napascapes only)	19,126	20,092	14,996
Meetings	-	563	500
Miscellaneous	-	-	-
District Player Assessments	743	-	-
Postage and Delivery	289	203	200
Printing & Reproduction	825	141	200
Safety	-	420	500
Storage	2,858	-	-
Supplies	-	810	900
Tournaments	3,027	1,114	1,200
Umpires	-	3,918	4,000
Team Uniforms	38,817	22,216	24,400
Team Equipment	4,543	17,502	7,550
All Star Uniforms	-	10,060	10,500
All Star Equipment	-	597	600
Utilities	1,915	2,355	2,400
Workshops & Clinics	-	-	-
Total Expenses	**$ 92,287**	**$ 112,640**	**$ 88,817**
Net Operating Income	**$ (36,633)**	**$ 5,495**	**$ 42,918**

ATTACHMENT 19

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #227

Date Submitted: 2/24/2025

Organization Name*

St. Helena Preschool For All

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Julio Olguin/Executive Director

Contact Person Phone Number*

707-363-6525

Contact Person Email Address*

julio@shpreschoolforall.org

Organization Phone Number*

7079672800

Organization Mailing Address*

465 Main Street, St. Helena, CA 94574

Organization Physical Address*

999 Adams Street, Suite 302, St. Helena, CA 94574

Federal Tax ID Number and Status*

#46-4214921

How Long Has Organization Served Community (Years & Months)*

15 years

Project Name*

St. Helena Preschool For All Scholarships

Requested Grant Amount*

$20,000.00

ATTACHMENT 19

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

Total Project Cost*

$300,000-$400,000 depending on number of scholarships.

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

The St. Helena Preschool for All program directly supports the City of St. Helena's vision of being a diverse, inclusive, and family-friendly community. By providing accessible and affordable preschool education, our program helps ensure that all children—regardless of their family's financial situation—have the opportunity to thrive. This aligns with the city's commitment to supporting thriving families and ensuring the health and well-being of youth.

In response to St. Helena's high cost of living and housing challenges, our program plays a crucial role in helping families remain in the community. By reducing financial barriers to early childhood education, we allow parents to work or pursue educational opportunities while ensuring their children receive high-quality preschool experiences. This supports the city's goals of facilitating well-designed housing for residents of all income levels and ensuring long-term economic sustainability by enabling working families to stay and contribute to the local economy.

Additionally, our collaborative approach mirrors the city's emphasis on regional partnerships and cooperation. We work closely with local preschools, nonprofit organizations, and community stakeholders to maximize resources and enhance early childhood education services. This aligns with the city's priority to strengthen regional collaboration and build partnerships with local service providers to create sustainable solutions for community needs.

By investing in early education, the St. Helena Preschool for All program preserves the city's small-town character by fostering a strong sense of community among families, businesses, and service providers. Our work not only benefits young children but also strengthens St. Helena as a place where families can thrive, reinforcing the city's commitment to equity, diversity, and inclusion for all residents.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

St. Helena Preschool for All (SHPFA) provides scholarships for underserved children in the St. Helena community, ages 3, to attend one of five participating preschools. Our program ensures that all children, regardless of financial background, have access to high-quality early education, setting the foundation for lifelong success.

To achieve this, SHPFA focuses on two core areas:
Direct service to families—increasing equitable access to preschool and fostering strong community engagement.
Fundraising and sustainability—ensuring the long-term financial health of the program through diversified funding sources.
By June 30, 2026, we will expand outreach, enhance community connections, and solidify financial sustainability to ensure we continue serving families in need.

Project Timeline and Objectives
Objective 1: Ensuring Equitable Access to Preschool
By June 2026, we will continue awarding scholarships to ensure no child is left behind due to financial constraints. Based on available funding, we will distribute scholarships starting July 1, 2025, in alignment with preschool enrollment cycles. We will also strengthen outreach efforts to reach more eligible families and connect them with resources.

Objective 2: Strengthening Community Engagement
We recognize that early education thrives in a strong community. By December 2025, we will expand initiatives that engage families, preschools, and community members through workshops, informational events, and collaborations with local organizations. These efforts will enhance parental involvement, promote awareness of early childhood education's importance, and build a network of support for families.

Objective 3: Achieving Long-Term Financial Sustainability
Sustained impact requires strong financial backing. By June 2026, we will: Expand our donor base through targeted individual and corporate giving campaigns. Secure multi-year funding commitments from key stakeholders and foundations. Diversify revenue sources by increasing grant funding, community sponsorships, and fundraising partnerships. These strategies will ensure the program remains viable and can grow to meet community needs.
With these objectives guiding our efforts, SHPFA is confident in our ability to continue providing high-quality preschool access, strengthening community ties, and securing financial sustainability for years to come. We look forward to the City of St. Helena's continued partnership in making early education accessible to all families.

ATTACHMENT 19

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

The St. Helena Preschool for All program is an investment in the future of our community, benefiting not just children and families but also the local economy and workforce. By ensuring that children from diverse economic and cultural backgrounds have access to early education, the program lays the foundation for their future success in school and beyond.

Direct Beneficiaries:

This initiative primarily supports preschool-aged children from low-income and working-class families who face financial barriers to early education. Many of these children come from immigrant households and English-language learner families, where early exposure to structured learning environments is especially critical for language development and school readiness.

At the same time, we are seeing a growing need among middle-income families, who, despite earning above the poverty threshold, struggle to afford the high cost of preschool in St. Helena. By providing financial support, the program ensures that working parents—winery employees, hospitality staff, agricultural workers, and restaurant employees—can continue contributing to the local economy without sacrificing their children's early education opportunities.

Community-Wide Impact:

Beyond the families directly served, the benefits ripple throughout St. Helena:

• Stronger Workforce & Economic Stability: Access to preschool allows parents to remain in or re-enter the workforce, helping local businesses retain employees and fostering economic stability.

• School Readiness & Academic Success: Early childhood education is proven to enhance literacy, cognitive development, and social-emotional skills, reducing future gaps in achievement and need for intervention.

• Social Equity & Community Cohesion: By ensuring that children from all backgrounds have the same educational foundation, the program helps build a more inclusive, diverse, and thriving community.

Projected Reach for 2025-2026:

For the 2025-2026 school year, the program aims to enroll 18-25 children in partnering preschools in St. Helena.

• A full-time scholarship costs $14,400 per child (5 days per week, 8-9 hours per day).

With the increasing cost of living in St. Helena, this program is a critical lifeline for families who want to remain in the community while providing their children with a strong educational start. By removing financial barriers, we are building a future where all children—regardless of their family's income—have the opportunity to learn, grow, and contribute to the fabric of St. Helena.

Describe the community support for your project.*

The St. Helena Preschool For All program thrives due to the strong and widespread support from various community partners, who recognize the critical role early childhood education plays in shaping the future of St. Helena's children and families.

Our local preschool partners—Little Backpacks Preschool, Mila's Preschool, St. Helena Cooperative Nursery School, Sun & Stars Montessori, and Wee Care Childcare—are at the heart of our mission. Their collaboration ensures that children receive high-quality early education in nurturing environments, preparing them for lifelong success. Additionally, Sun & Stars Montessori provides in-kind support through tuition discounts to our organization. Their generosity strengthens our ability to serve the community, allowing more children to benefit from a strong early learning foundation.

The program's success is made possible through the generosity of local foundations, educational institutions, and community organizations. Since 2018, the Roger J. Trinchero Family Foundation has been a cornerstone supporter, providing critical funding that has allowed us to expand our reach. However, this funding sunset this past year, creating a significant gap that we are actively working to fill to ensure continued support for families in need. The St. Helena Unified School District remains a valued partner, offering facilities for parent education sessions, supporting scholarship funding, and reinforcing the importance of early learning.

Additionally, the Napa Valley Community Foundation has played a crucial role in sustaining and growing the program. As we navigate this transition, support from the City of St. Helena is more vital than ever in maintaining our commitment to accessible early childhood education for local families.

We also benefit from the strong engagement of service organizations, including the St. Helena Rotary Club and Soroptimist Club, whose financial and volunteer support further strengthens our ability to serve families.

A key partnership with UpValley Family Centers allows us to reach more families in need by providing referrals and facilitating specialized parent education for Spanish-speaking households, ensuring equitable access to vital resources. The ongoing, enthusiastic support from our community is not only a testament to the program's impact but also a key factor in its continued success. Through these collaborative efforts, we are building a stronger foundation for the children of St. Helena—one that ensures all families, regardless of financial background, have access to quality preschool education.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

We have not received any other funding from other Napa County government agencies in the past two years. The City of St. Helena's funding is essential in ensuring that local families continue to have access to quality preschool education. This support directly benefits St. Helena residents by providing scholarships for preschool-aged children from low-income families, allowing parents to work, pursue education, and achieve financial stability while ensuring their children are prepared for kindergarten and long-term academic success.

With the high cost of living in St. Helena, many working families struggle to afford early childhood education. The City's funding enables us to bridge this gap, keeping families in the community and strengthening St. Helena's future by investing in its youngest residents.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The St. Helena Preschool For All (SHPFA) program aligns with the City of St. Helena's commitment to advancing justice, equity, diversity, and inclusion by addressing systemic barriers to early childhood education. We believe that access to high-quality preschool is a fundamental step in ensuring equity for all children, particularly those from historically marginalized communities. SHPFA recognizes that racial and socioeconomic disparities in education have long-term impacts on children's success. Our program directly addresses these inequities by providing scholarships to children from low-income families, many of whom are English-language learners, immigrants, or children of immigrants. Without this support, these children would be at a significant disadvantage when entering kindergarten, perpetuating educational and economic disparities.
The City of St. Helena has affirmed that systemic racism affects access to economic opportunity, housing, and education. Our work ensures that all children—regardless of race, language, or income level—have access to the same early learning opportunities as their more advantaged peers. By investing in early education, we are taking a proactive step in breaking cycles of inequity and fostering a more inclusive and thriving community. The City of St. Helena recognizes that systemic change requires sustained effort. SHPFA is committed to this long-term work by continuing to expand access to preschool education, advocating for equitable funding, and engaging families in our community. As the City takes steps to advance racial and social justice, SHPFA remains a critical partner in ensuring that the youngest members of our community have the foundation they need to succeed.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

City of St. Helena - 2025 Grant Application Financials .xlsx

Attachment 2: Proof of Nonprofit Status*

IRS Determination letter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

City of St. Helena - 2025 Grant Application Financials .xlsx

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

City of St. Helena - 2025 Grant Application Financials .xlsx

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 19

St. Helena Preschool for All
City of St. Helena
2025 Grant Request

	Current Year Approved Budget Jul '24- Jun 25	Prior Year Profit & Loss Actual Jul '23- Jun '24
Ordinary Income/Expense		
Income		
Community Donations	125,000.00	77,724.07
Corporate Donations	30,000.00	1,000.00
Grant Funding	80,000.00	208,000.00
Grant Funding - Restricted	-	25,000.00
Parent Fundraising	3,000.00	3,000.00
Total Direct Public Support	238,000.00	314,724.07
Program Income		
Parent Scholarship Contributions	5,000.00	3,000.00
SHUSD Contribution	30,000.00	30,000.00
CJUSD Contribution	15,000.00	15,000.00
HMUSD Contribution	7,000.00	6,500.00
Total Program Income	57,000.00	54,500.00
In-kind Preschool Scholarships:		
Sun & Stars Montessori	20,975.00	0.00
Hearts & Hands Preschool	12,000.00	0.00
Total In-kind Preschool Scholarships:	32,975.00	0.00
Total Income	327,975.00	369,224.07
Expense		
Business Expenses		
Business License/Reg Fees	100.00	100.00
Bank Charges	50.00	1.37
Directors Expense	200.00	68.11
Office Supplies	100.00	23.30
Payroll Processing Fee	2,500.00	2,686.19
Postage	100.00	119.20
Computer Software	100.00	0.00
Website Domain	200.00	195.60
Website Host	300.00	284.05
Zoom Video Conterencing	200.00	191.88
Total Business Expenses	3,850.00	3,669.70
Contract Services		
Accounting Fees	1,000.00	1,000.00
Consultant Services:	1,200.00	0.00
Strategic Planning Consultant - funded with restricted grant	0.00	- 25,000.00
Legal Fees	600.00	0.00
Total Contract Services	2,800.00	26,000.00
Employee Expenses		
Cash in lieu of Benefits	2,400.00	2,400.00
Cell Phone Reimbursement	1,200.00	1,200.00
Executive Director Salary	75,000.00	75,000.00
Mileage Reimbursement	300.00	217.80
Total Employee Expenses	78,900.00	78,817.80
Family & Summer Activites		
Nimbus Arts Holiday Event	1,500.00	0.00
Summer Swim Lessons	1,000.00	0.00
Total Family & Summer Activites	2,500.00	0.00
Fundraising Expenses		
Marketing	3,500.00	4,178.00
Postage, Mailing Service	300.00	0.00
Printing and Copying	500.00	0.00
Supplies	150.00	907.28
Total Fundraising Expenses	4,450.00	5,085.28
Insurance		
Liability - Director & Officer	2,600.00	2,400.00
Workers Compensation	1,600.00	1,369.00
Total Insurance	4,200.00	3,769.00
Parent Education		
Childcare Expense	200.00	0.00
Snacks	200.00	0.00

ATTACHMENT 19

St. Helena Preschool for All
City of St. Helena
2025 Grant Request

	Approved Budget Jul '24- Jun 25	Profit & Loss Actual Jul '23- Jun '24
Supplies	200.00	0.00
Translation	500.00	0.00
Total Parent Education	1,100.00	0.00
Payroll Expenses		
Federal & State Taxes	6,200.00	5,996.45
Total Payroll Expenses	6,200.00	5,996.45
Summer Scholarships		
Summer Tuition	35,286.00	18,199.50
Total Summer Tuition	35,286.00	18,199.50
Registration Fees	3,000.00	2,900.00
Preschool Scholarships:		
St. Helena Unified School District		
Little Backpacks Preschool	53,244.00	41,284.00
Mila's Large Family Day Care	45,000.00	49,365.00
St. Helena Coop	0.00	3,825.00
Sun & Stars Montessori	28,800.00	55,473.50
Wee Care Childcare	7,488.00	2,201.50
Total SHUSD Scholarships	134,532.00	152,149.00
Calistoga Joint Unified School District		
Hearts & Hands Preschool	14,580.00	18,765.00
Howell Mountain Elemenary School District		
Discoveryland Preschool	9,675.00	26,290.00
Total CJUSD & HMUSD Scholarships	24,255.00	45,055.00
In-kind Preschool Scholarships:		
Sun & Stars Montessori	20,975.00	0.00
Hearts & Hands Preschool	12,000.00	0.00
Total In-Kind Preschool Scholarships	32,975.00	0.00
Total - All Scholarships & Registration Fees	230,048.00	218,303.50
Student Scholarship Funds		
Jaime Rubio Scholarship Fund	1,000.00	0.00
Total Student Scholarship Funds	1,000.00	0.00
Total Expense	335,048.00	341,641.73
Net Ordinary Income (Net Loss)	$ (7,073.00)	$ 27,582.34

ATTACHMENT 19

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 15 2014

ST HELENA PRESCHOOL FOR ALL INC
465 MAIN STREET
ST HELENA, CA 94574

Employer Identification Number:
46-4214921
DLN:
17053343353013
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 2, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

ATTACHMENT 20

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #233

Date Submitted: 2/26/2025

Organization Name*

St. Vincent de Paul (SVdP) Ministry of the St. Helena Catholic Church (SHCC)

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

John Boyle, President

Contact Person Phone Number*

707-363-1923

Contact Person Email Address*

john9170@sbcglobal.net

Organization Phone Number*

707-963-1228

Organization Mailing Address*

1255 Oak Avenue

Organization Physical Address*

St. Helena, CA

Federal Tax ID Number and Status*

IRS 501(c)(3) non-profit status, Federal ID #82-4046355. (Attachment 2)

How Long Has Organization Served Community (Years & Months)*

25-30 years

Project Name*

Financial Assistance for Individuals and Families in the City of St. Helena, not limited to SHCC members.

Requested Grant Amount*

$20,000.00. (Attachent 1)

ATTACHMENT 20

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

Total Project Cost*

Attachment 3 Has no overhead expenses; Budget and funds are managed separately from the SHCC parish; The grant budget remains separate from the operating budgets of the SVdP Ministry and SHCC.

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

*Contributes to family-friendly sustainability by helping those in need in St. Helena
*Serves the diverse community irrespective of race, religion, gender, age, sexual orientation, or immigration status.
*Retains the small-town character of a community church assisting local residents
*Strengthens partnerships with private, non-profit, and public sectors including, but not limited to:
*Private donors and local businesses
*UpValley Family Center, local churches, St. Helena Community Pantry
*Holiday Assistance Program (HAP), UpValley Family Center, St. Helena Montessori School, St. Helena Fire Department Toys for Tots, Salvation Army, Up Valley Women's Club
*Community Projects, Inc.--Napa
*Hands Across the Napa Valley
*Soroptimist International St. Helena

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

Temporary, limited financial assistance so that a family facing a serious life hardship can bridge a gap. The financial assistance we provide falls into three main areas:
1. Regular ongoing assistance is provided: Monthly grocery gift cards ($50-100). Note: these are restricted from alcohol or tobacco product purchases.
2. Limited one-time partial rent assistance, utility bill payments, and other miscellaneous emergency expenses (car repairs, etc.)
3. Holiday Assistance Program (HAP)

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

St. Helena residents benefit from this program.
1. Monthly food cards are given to 150 households. In 2024, the monthly food card distribution was to 123 SH households. We limited distribution to 10 months due to funds shortage.
2. For the HAP in December of 2024, we provided $50 food gift cards to 105 SH households that represented 369 individuals (Adults, teens, and children). We provided 77- $25 gift cards to seniors and teens. We expect similar or higher numbers for 2025.

Describe the community support for your project.*

We have formal and informal partnerships with other local non-profit organizations and public sector agencies. Our partners and their roles are as follows:
*UpValley Family Center
*Assistance with identification of families in need of emergency assistance and recipients of HAP
*Coordination in planning and implementing the HAP
*St. Helena Food Pantry:
*SVdP routinely refers our clients the Pantry's supplies
*One of our SVdP members is on the Board of Directors for the SH Food Pantry
*Local churches:
*Parishioners of SHCC: Individual donations throughout the year with an in-pew collection in months in which there are five Sundays. An extra appeal is made at Christmas for the HAP.
*Encounter Church in SH: monthly donations have been ongoing for the past several years
*Other community agencies for the HAP are: The Salvation Army, SH Fire Department Toys for Tots, SH Montessori School, and Up Valley Women's Club.
*SHCC provides a no cost venue for our monthly food card distribution and also provides gym and freezer space for the organization and distribution of food, toys, and gift cards for the HAP.
*Direct Mail Outreach: SVdP members personalize the annual end-of-year appeal letters seeking financial support from friends and neighbors in the community.
*Community Projects, Inc. (Napa), Hands Across the Valley, and Soroptimist International St. Helena provided financial assistance to purchase food gift cards.

ATTACHMENT 20

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

*We received a $10,000 grant from the City of SH for FY 2022-23 and $5,000 for FY 2024-25.
*The aid we provide supplements family food budgets and assistance for utilities and rent as needed. The food cards we provide also enables families to purchase additional food and supplies not available from the food bank, such as diapers and supplies for infants.
*The HAP provides for holiday extras for the family. The aid permits these residents to remain part of our community, enriching the diversity that we value. The aid we provide primarily serves our Latino community.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

*We are a charitable organization serving the residents of SH, and our only requirement in providing assistance is that the person/family be in need. Most of our clients are from the Latino Community.
*We do not discriminate based on race, age, color, sex, national origin, physical or mental disability or religion.
*We provide for the increasing monthly demand of individuals or families for food gift cards to address food insecurity, to improve the well-being and quality of life of SH residents in need.
*We help families with necessities: 144 families las year had a festive Christmas with toys for children, gift cards for teens and seniors, and food for their holiday celebration.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

Stvincent Grantbudget2025-2026exhibitc.xlsx

Attachment 2: Proof of Nonprofit Status*

Choose File No file chosen

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Stvincentdepaul 3 year summarygrant2025-2026exhbB.xlsx

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

Saint Helena Catholic Church
St Vincent de Paul Ministry
Fiscal Year 2025-2026

	ESTIMATED BUDGET				
	Operating Budget		Grant Budget		
Income:					
City Grant	$ -		$ 20,000		
Donations	$ 75,000		$ -		
		$ 75,000		$ 20,000	
Expenses:					
Rent Requests	$ 1,500		$ -		
Fuel Vouchers	$ 300		$ -		
Utilities Requests	$ 400		$ -		
Christmas-Holiday Assistance Program (HAP)	$ 9,000		$ 9,000		
Food Gift Cards	$ 63,500		$ 11,000		
Other	$ 300		$ -		
		$ 75,000		$ 20,000	
		$ -		$ -	

Saint Helena Catholic Church
St Vincent de Paul Ministry
Fiscal years Summary

	Ended June 30, 2023		Ended June 30, 2024		Year-to Date January 2025	
Income:						
Donations	$ 63,493		$ 75,280		$ 89,115	
Grants	$ -		$ 10,000		$ -	
		$ 63,493		$ 85,280		$ 89,115
Expenses:						
Rent Requests	$ 780		$ 3,400		$ 400	
Fuel Vouchers	$ 110		$ -		$ 40	
Utilities Requests	$ -		$ -		$ 300	
Holiday Assistance Program (HAP)	$ 9,125		$ 9,575		$ 7,990	
Food Gift Cards	$ 49,875		$ 68,875		$ 40,075	
Other	$ 507		$ 1,871		$ 602	
		$ 60,397		$ 83,721		$ 49,407
Increase (Decrease) in Fund Balance		$ 3,096		$ 1,559		$ 39,708

ATTACHMENT 21

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #226

Date Submitted: 2/23/2025

Organization Name*

Sustainable St. Helena - An Environmental Alliance

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Madelyn Chandler

Contact Person Phone Number*

7072188432

Contact Person Email Address*

m.chandlerworkshop@gmail.com

Organization Phone Number*

707-218-8432

Organization Mailing Address*

915 Valley View Court Saint Helena CA 94574

Organization Physical Address*

915 Valley View Court Saint Helena CA 94574

Federal Tax ID Number and Status*

501(c)(3) 86-3594916

How Long Has Organization Served Community (Years & Months)*

5 years, 6 months

Project Name*

St. Helena Redwood Forest Project – A Future Community Forest

Requested Grant Amount*

$10,000

ATTACHMENT 21

Do You Have Matching Funds?*

N/A

Please List Any Matching Funds and Sources

N/A

Total Project Cost*

$40,000

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

The Redwood Forest Project ties to almost all areas of the City's Vision/Mission Statements, and Goals. The Project is economically and environmentally sustainable.
After the initial thinning, revenues will have positive returns because coast redwoods regenerate and there would not be additional startup or replanting fees. Beginning in approximately 20 years, 20% of the planted forest would be harvested every 5 years and continue on this harvest rotation into the future. The timber harvesting proceeds will be shared with the City, a new and diverse source of revenue.
Because the forest is on the City's wastewater treatment plant's effluent spray fields, the Project will be an example of prudently managing City resources. It will improve soil health for higher water retention and reduce soil erosion from high volume rain events.
This is also an example of responding and planning to climate change. Coast redwood trees sequester carbon better than any tree in the world. Based on carbon sequestration studies, "On average, one acre of new forest can sequester about 2.5 tons of carbon annually. Young trees absorb CO2 at a rate of 13 pounds per tree each year. Trees reach their most productive stage of carbon storage at about 10 years at which point they are estimated to absorb 48 pounds of CO2 per year. At that rate, they release enough oxygen back into the atmosphere to support two human beings."
The total planting of 2,500 trees over 10 acres would sequester approximately 48 pounds per tree at 10 years of age or 120,000 pounds of CO2 per year. CO2 sequestered would increase as redwood trees continue to grow and absorb carbon their whole lives. The average age of this forest would be approximately 20 years old yielding annual carbon sequestration of 240,000 pounds.
Without a doubt this project promotes a beautiful natural environment. And will one day be a recreational, family-friendly destination with the goal of having it open to the public for enjoyment. The vision is to have walking paths through the forest connecting to the Napa River and downtown St. Helena which promotes wellbeing and contributes to a high quality of life, all the while preserving our towns rural character. We hope that one day this project will be open to the public and serve as a sort of trail/pathway network where people can easily experience the physical and mental health benefits of being in nature.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

Goals and objectives of the Redwood Forest are
1. By June 2026 we expect to plant hundreds of native pollinator shrubs and trees along the southern edge of the community forest. Some of these pollinators provide habitat for beneficial insects for the surrounding vineyards.
2. With the City of St. Helena's permission, we are prepared to expand the community forest by up to 20 acres/4,000 trees as previously supported by the city manager and Mayor Dohring. This planting could occur in the spring of 2026.
3. We would like to request funding for a grant writer to research available grants for wetlands creation as brought to the city council in July 2024. This wetland concept has been prepared by SWA landscape architects on a pro bono basis.
4. We would like to work with the city council and staff on creating a community accessible walking path from Dowdell Lane to the community forest entrance along the Napa River and enter at the eastern end of Chaix Lane. Eventually, the long term goal is that this site will be made accessible to the public and will be connected to existing walking and biking trails. As the trees grow and continue to re-establish healthy ecosystems in place of a fallowed field, the site will become a shady respite in the valley, with a native plant buffer along the Napa River. The vision is for this plot of land to become a true resource for the community that will be used not just for peaceful recreation open to all, but also to showcase healthy native ecosystems, act as a living classroom for local students, and help us move forward in a world with a fast-changing climate.
The project goal is to continue expansion of our community forest by an additional 20 acres. This increase would add approximately 4,000 redwoods, oaks, and other native tree/shrub species.
Our hope is for the City to work with residents and non-profit organizations to generate more benefits for the community, including recreation trails, environmental benefits from replacing mowed fields with forest ecosystems, aesthetic beauty for meditation and inspiration, carbon sequestration, and the incredible cooling effects from increased tree canopy. There is a lot of work required for the proposed expansion. There are several tree planting days scheduled for April and May, as well as weeding days. Furthermore, there will be ongoing work done by our contract laborer, Silverado Farming. See 2024 Budget summary for detailed information about work to be done per month; including land preparation, planting, pruning, weed control, irrigation installation, fertilizer applications, and erosion control.
We are confident that this next expansion our phase of community forest will be a success for St. Helena and the Napa Valley.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

Benefits from this Project are far reaching. First it creates an ecosystem for countless insects, amphibians, birds, and mammals. Second it has the ability to provide cleaner air for our entire community and visitors for years to come. The project turns underutilized land into a carbon sequestering and oxygen generating property by adding the most carbon sequestering trees in the world. And thirdly, also difficult to gauge, is how many people will benefit from the recreation it will provide. Each tree planted contributes and strengthens these rewards. Over the life of the community forest, it is immeasurable how many people and species lives will be enriched, physically and mentally.

ATTACHMENT 21

Describe the community support for your project.*

The plan for diverse planting of native pollinator shrubs and trees in 2025 and 2026 along the southern edge of the community forest is being developed with the Chip Bouril, Soils Conservationist, USDA Natural Resources Conservation Services, and local landscape architects.
Additional support for the Redwood Forest has been from St. Helena City Council who approved this project, Current Mayor Paul Dohring, Former Mayor Ellsworth, the Active Transportation and Sustainability Committee, Napa Resource Conservation District, Napa Natural Resources Conservation Service, Land Trust of Napa Valley, Sierra Club – Redwood Chapter, Napa Climate NOW, Registered Professional Forester Nick Kent, Dr. William Libby, Senator Bill Dodd, Silverado Farming, and countless community members.
Support has been made by individual financial donations, physical labor by planting trees and weeding, obtaining and donating supplies, technical assistance regarding forest management and education, as well as government advocacy and approval. The Redwood Forest is forever grateful for these contributions.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

A $4,000.00 grant was received by the City of St. Helena for the fiscal year 2022-2023.
A $5,000.00 grant was received by the City of St. Helena for the fiscal year 2024-2025.

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

Sustainable St. Helena – an Environmental Alliance integrates diversity, equity and inclusion as noted in our Mission Statement. We are devoted to protecting natural resources and habitats from environmental degradation through actionable climate solutions and education while collaborating with government, industry, organizations and individuals to protect the health, future of our community and the natural environment.
Climate change is a human and animal rights issue which disproportionally affects underprivileged populations and innocent animals. Our goals relate directly to promoting social equity and inclusion by focusing on public health and animal species security. Our efforts to eliminate synthetic pesticides on public land do just that. Specifically, with the Redwood Forest Project, all people and animals have the ability to enjoy and inhabit this special place.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*
SSH Forest Grant Budget 25-26.pdf

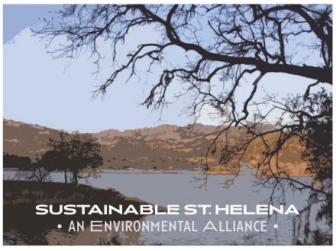
Attachment 2: Proof of Nonprofit Status*
SSH - IRS Tax Exempt.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*
SSH Forest Grant Budget 25-26.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)
Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)
Choose File No file chosen

ATTACHMENT 21



City of St. Helena Non-Profit Grant Application
Fiscal Year 2025-2026

Sustainable St. Helena – An Environmental Alliance
St. Helena Redwood Forest Project – A Future Community Forest

Operating Budget:

1. Insurance $2,400.00/year
2. Non profit fees and registration fees $300 est.
3. Website Domain and site: $350.00/year
4. Seedlings: $1000.00
5. Accounting/CPA Fees: $1,000.00
6. Silverado Farming: labor, equipment, supplies, irrigation: $78,580 est. budget for 2025 (see attached)

Project	St. Helena Community Forest
Project Year	2025
Acres	35.0
Total Trees	7,770
Trees per acre	222
Total Tons	-
Year Planted	2021
Total Cost	$78,580
Cost Per Acre	$2,245

Replanting	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$2.13	$472	$16,520	$0	$0	$245	$2,695	$7,315	$245	$4,410	$1,120	$0	$490	$0	$0
Total	$2	$472	$16,520	$0	$0	$245	$2,695	$7,315	$245	$4,410	$1,120	$0	$490	$0	$0

Pruning	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$0.35	$78	$2,730	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,730	$0
Total	$0	$78	$2,730	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,730	$0

Wire and Trellis	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$0.08	$18	$630	$0	$0	$105	$175	$70	$70	$70	$70	$0	$0	$70	$0
Total	$0	$18	$630	$0	$0	$105	$175	$70	$70	$70	$70	$0	$0	$70	$0

Weed Control	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$2.85	$633	$22,155	$0	$0	$2,940	$4,235	$5,985	$3,185	$3,325	$1,680	$805	$0	$0	$0
Total	$3	$633	$22,155	$0	$0	$2,940	$4,235	$5,985	$3,185	$3,325	$1,680	$805	$0	$0	$0

Irrigation	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.45	$100	$3,500	$0	$0	$0	$0	$0	$1,750	$1,750	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$2.32	$514	$17,990	$0	$0	$210	$1,260	$2,240	$2,450	$3,850	$5,285	$1,820	$875	$0	$0
Total	$3	$614	$21,490	$0	$0	$210	$1,260	$2,240	$4,200	$5,600	$5,285	$1,820	$875	$0	$0

Animals	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labor and Equipment	$0.81	$180	$6,300	$630	$630	$630	$630	$630	$630	$630	$630	$0	$0	$630	$630
Total	$1	$180	$6,300	$630	$630	$630	$630	$630	$630	$630	$630	$0	$0	$630	$630

Expenses	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supplies	$1.13	$250	$8,750	$525	$525	$700	$875	$1,313	$1,313	$1,313	$1,313	$700	$175	$0	$0
Outside Services	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	$1	$250	$8,750	$525	$525	$700	$875	$1,313	$1,313	$1,313	$1,313	$700	$175	$0	$0

Project	St. Helena Community Forest
Project Year	2025
Acres	35.0
Total Trees	7,770
Trees per acre	222
Total Tons	-
Year Planted	2021
Total Cost	$78,580
Cost Per Acre	$2,245

	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Management Fee	$0.00	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

0

	$ per Vine	$ per Acre	Totals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Total Cost	$10.11	$2,245	$78,580	$1,155	$1,155	$4,830	$9,870	$17,553	$9,643	$15,348	$10,098	$3,325	$1,540	$3,430	$630

ATTACHMENT 21

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

SUSTAINABLE ST HELENA AN
ENVIRONMENTAL ALLIANCE
PO BOX 402
ST HELENA, CA 94574

Date:
10/20/2021
Employer ID number:
86-3594916
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
January 31
Public charity status:
170(b)(1)(A)(iv)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
February 08, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053616004081

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

ATTACHMENT 22

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #217

Date Submitted: 2/12/2025

Organization Name*

The Saint Helena Forum for Innovation and Creativity

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Doug Barr, Chairman

Contact Person Phone Number*

707 696-4922

Contact Person Email Address*

Doug@shforum.org

Organization Phone Number*

707 696-4922

Organization Mailing Address*

2480 Spring Mountain Rd. SH 94574

Organization Physical Address*

2480 Spring Mountain Rd. SH 94574

Federal Tax ID Number and Status*

83-2095334 Active

How Long Has Organization Served Community (Years & Months)*

Five Years Six Months

Project Name*

Ongoing Free Virtual Humanities Based Cultural Presentations

Requested Grant Amount*

$10,000

ATTACHMENT 22

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

Total Project Cost*

$35,000/ year

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

Paraphrasing, the city's mission is: "To provide a full range of cultural and recreational activities... the enrichment grant is to "promote or benefit the Saint Helena community with arts, culture, or education.

The bylaws of the Saint Helena Forum completely overlap the city's goals and mission/vision, i. e. "the forum's mission is: to inform entertain inspire and engage every citizen of Saint Helena by providing free local access to a broad range of humanities based exchanges of ideas and views on a wide variety of subjects through: interviews, panel discussions, debates, and performances in dance, music and the visual arts. And to encourage interaction with our schools and senior centers to promote intellectual relevance in an ever-changing world."

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

We will annually produce six one-hour original programs available for viewing on our website, (shforum.org,) or on YouTube. They will eventually be archived on our website and then edited as podcasts available on Spotify, Apple Music, and Amazon Podcast. Our library already includes twenty-one episodes with six new programs in pre-production for 2025. Subjects have included: breakthroughs in nuclear fusion with physicist Dr. Morty Rosen of Lawrence Livermore laboratories interviewed by Pulitzer Prize winner David Freed, the Power of Female Pharaohs in ancient Egypt with Dr. KARA Cooney, the origins of modern dance with Janet Albert, artistic director, and featured soloist, Xin Yang and Charlotte Landreau, from Martha Graham, the oldest dance company in America, recent developments in treating addiction based upon genetic manipulation with National Institute of Health director, Nora Volkow, How television influenced the women's movement in the 1970's, featuring writers, producers and actors from the Dick Van Dyke Show, That Girl, and Designing Women, The longest serving chairman of Harvard's astronomy department, Dr. Avi Loeb discussing the question: are we alone?, (Dr. Loeb's interview for the Forum has been viewed more than 50,000 times), War Correspondent and founder of the Reckoning Project, Janine di Giovanni. The Reckoning Project trains journalists and doctors working on the ground in conflict zones to legally document war crimes, crimes against humanity, and genocide to be presented as real time evidence at world courts. We also produced a multi part series of programs on the timely and contentious subject of undersea mining. Our first interview of 2025 on the subject of Beauty Sickness, the dangerous multi-cultural messaging that convinces primarily girls and women that the most important thing they can be is ..."Beautiful", followed by an appraisal of America's Immigration Divide, explained by looking at settlement patterns dating back to the late 1600's.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

We believe that any member of our community, no matter how old or young, who attends a virtual forum presentation, will learn something new, will be entertained, and we hope will be inspired by the subjects or the participants or both. For example, many of our programs include STEM subjects in hopes of encouraging young women to consider science, tech, engineering, and math, as viable and interesting careers. We also "entertain" by discussing unique perspectives like little known details of the life of Rosa Parks, the human rights, civil rights, women's rights activists. We employ photographs, videos and music to both entertain and illustrate our programs. We are currently working with Rianda House and the Presbyterian church, with whom we have pre-screened or re-played several of our presentations for in-person local audiences. We have also recruited Rianda House members for what we call our, "Research Squad" to help interviewers prepare questions for guest speakers. Because we are virtual, our outreach has spread far and wide. Our initial audiences typically begin with between 700 and 1,000 participants, but grow as our programs follow time zones around the world to include audience members from 30 to 50 States and 40 to 60 countries. Recent presentations have included roughly 6000 viewers from countries as diverse as Germany, France, Norway, Japan, China, Mexico, Bangladesh, South Africa, Uzbekistan, and Malawi, to name just a few. Beyond the impacts listed above, we believe the Forum benefits the Saint Helena "brand" as a unique small town that is interested in and actively promoting arts, culture, and education as an important part of who we are as a community.

Describe the community support for your project.*

The Saint Helena forum is an entirely volunteer organization funded by donations from local friends, supporters, and neighbors. We offer modest honorariums to guest speakers and Technical Support but otherwise we have no paid staff, offices, or substantial overhead. We believe that turning wine country into mind country will serve both local citizens and local businesses

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

We have never received funding from any Napa Valley government agencies beyond last year's enrichment grant from the city of Saint Helena

ATTACHMENT 22

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

The forum offers volunteer opportunities that are open to anyone interested in helping us fulfill our mission. Participants in and subjects of our programs have been and will continue to be gender and racially diverse

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

SH FORUM Grant BudgetStatus.jpeg

Attachment 2: Proof of Nonprofit Status*

SH Forum proof og Non Profit Status 1.jpeg

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

SH FORUM current year and previous year budget.jpeg

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 22

The Saint Helena Forum
Operations Budget

	Jan - Dec 25
Ordinary Income/Expense	
Income	
4001 · Contributions	$ 25,000
Total Income	25,000
Gross Profit	25,000
Expense	
5100 · Speaker Fees	
6 Video Topics @ $1,500 per Honorariums	9,000
5130 · Advertising and Promotion	
Internet social media	1,500
5320 · Video Production	
6 Video Topics @ $2,000 per Producer and editor fees	12,000
5350 · Stage/Forum Expenses	
Various miscellaneous editing costs Such as adapting Video to Podcast formats	1,000
6040 - Bank Fees	50
6110 · Office Supplies	150
6300 · Computer and Internet Expenses	500
6310 · Website	1,500
6400 · Insurance Expense	1,400
6500 · Meals and Entertainment	500
Total Expense	27,600
Net Income (Loss)	$ (2,600)

ATTACHMENT 22

02/12/25
Accrual Basis

The Saint Helena Forum for Innovation & Creativity
Report of Operations
January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
4001 · Contributions	37,700.00
Total Income	37,700.00
Gross Profit	37,700.00
Expense	
5050 · Commissions	21.80
5100 · Speaker Fees	11,505.25
5130 · Advertising and Promotion	1,114.51
5320 · Video Production	10,150.00
5350 · Stage/Forum Expenses	582.60
6040 · Bank Service Charges	87.27
6110 · Office Supplies	189.96
6300 · Computer and Internet Expenses	388.59
6310 · Website	1,296.00
6400 · Insurance Expense	1,250.00
6500 · Meals and Entertainment	375.24
Total Expense	26,961.22
Net Ordinary Income	10,738.78
Net Income	10,738.78

ATTACHMENT 22

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 12 2019

THE SAINT HELENA FORUM FOR
INNOVATION AND CREATIVITY
C/O DOUGLAS G BARR
2480 SPRING MOUNTAIN RD
SAINT HELENA, CA 94574

Employer Identification Number:
83-2095334
DLN:
17053109307009
Contact Person:
RUSSELL P BEST ID# 17255
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 25, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

ATTACHMENT 22

02/12/25
Accrual Basis

The Saint Helena Forum for Innovation & Creativity
Report of Operations
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
4001 · Contributions	2,700.00
Total Income	2,700.00
Gross Profit	2,700.00
Expense	
5050 · Commissions	53.13
5100 · Speaker Fees	9,000.00
5130 · Advertising and Promotion	1,694.80
5320 · Video Production	10,879.98
5350 · Stage/Forum Expenses	1,321.46
6040 · Bank Service Charges	1.52
6110 · Office Supplies	152.70
6300 · Computer and Internet Expenses	50.89
6310 · Website	1,426.00
6400 · Insurance Expense	1,250.00
6500 · Meals and Entertainment	628.99
6900 · Interest Expense	20.88
Total Expense	26,480.35
Net Ordinary Income	-23,780.35
Net Income	-23,780.35

ATTACHMENT 23

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #216

Date Submitted: 2/12/2025

Organization Name*

UpStage Napa Valley

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Sharie Renault, Artistic Director

Contact Person Phone Number*

707-337-5850

Contact Person Email Address*

caravaggio1007@gmail.com

Organization Phone Number*

707-341-3278

Organization Mailing Address*

PO BOX 277, CALISTOGA, CA 94515

Organization Physical Address*

1314 SPRING STREET, ST. HELENA, CA 94574

Federal Tax ID Number and Status*

Calistoga Theater Company, dba UpStage Napa Valley, is a qualified 501(c)(3) tax-exempt organization. All donations are tax deductible as allowed by law. EIN 47-4674201

How Long Has Organization Served Community (Years & Months)*

13 years

Project Name*

PlayFest 2025

Requested Grant Amount*

10,000

ATTACHMENT 23

Do You Have Matching Funds?*

Yes, we will provide at least $5,100 in ticket sales and other matching funds

Please List Any Matching Funds and Sources

We will provide a minimum of $5,100 of matching funds from ticket sales. We actively seek sponsors for additional matching funds.

Total Project Cost*

15,100

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

In 2025 UpStage Napa Valley will present our 5th Annual Playwright Festival, an event which is quickly becoming a treasured offering for the St. Helena community. This project ties in nicely with St. Helena's Vision, Mission and Goals of 'expanding and improving cultural opportunities', and 'facilitating full civic participation'. Our Playwright Festival is well aligned with the funding philosophy of: "Projects or programs which promote or benefit the St. Helena community with arts, culture, or education". With our top-to-bottom community involvement, we bring engaging, innovative and high-quality theatrical productions to the people of St. Helena.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

We are submitting this application to help fund our Fifth Annual Upstage Napa Valley Playwrights Festival, PlayFest2025. The concept of PlayFest is to have 'budding' playwrights submit their 'single act' scripts to our script review committee. We particularly encourage submissions from playwrights/writers living within a 30-mile radius of St. Helena. The scripts will be limited to performances of 10 to 20 minutes each. Our script committee made up of 9 community members, including actors and playwrights will select eight or nine of the top submissions and UpStage Napa Valley will oversee their production. The casts and technical crew will be made up primarily of St. Helena and Calistoga residents, similar to the makeup of most of our plays. We'll perform each play in our St. Helena venue, Grace Episcopal Church. We were delighted to have the city of St. Helena make a substantial contribution to the success of our 4th Annual Playfest in 2024. We are grateful for our ongoing partnership.

Timing: We were delighted to receive just over 185 submissions last year! We plan to send out invitations for script submissions later this spring, with deadlines for entries in mid May. We will select the finalists in June, allowing plenty of time for rehearsals and ultimately performances in the fall of 2025. All grant funds will be expended and the project completed well in advance of the June 2026 deadline.
Our Goals: The goal of our Playwrights Festival is to make the Festival a true community project, with promotion, performances and personnel all St. Helena-centric. We look forward to working with the City of St. Helena to collaboratively achieve these goals.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

Between our audiences, volunteers, actors, and playwrights, we estimate our project will impact 500 - 1000 people, predominantly residents of St. Helena. Our project benefits community members who have opportunities to see live theater close to home (especially important for those who might have lower mobility or less access to transportation). Our actors and playwrights also benefit from having opportunities to hone and express their creative craft. This is especially important now, when theater departments are being eliminated from local high schools and colleges.

Describe the community support for your project.*

UpStage Napa Valley is a small community theater company with an emphasis on the 'small' and the 'community'. Our productions are performed at the Grace Episcopal Church in St. Helena, 90% of our actors are from the Napa Valley and 80% of our audiences are local. We do two or three performances per year at Grace Episcopal Church, and one or two readings each year at the St. Helena Library. We enjoy regular coverage in the St. Helena Star and are currently supported by both individuals and groups throughout the community including both the St. Helena and Calistoga Chambers of Commerce and the Calistoga Rotary. We are working on membership in the St. Helena Rotary. In addition to Grace Episcopal's discounted rate for our performance, First Presbyterian Church in St. Helena provides very inexpensive rehearsal space.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

In 2024 UpStage received a generous grant of $5,000 from the City of St. Helena and $3,000 from the Napa County Arts Council. Funding from the City of St. Helena is crucial to ensuring the on-going success of the PlayFest, and the benefits to the city of St. Helena are numerous. Not only can residents participate in all aspects of the project (cast, volunteers, house management, tech, etc.), but the public at large will have an opportunity to attend the performances and witness firsthand the creative efforts of their neighbors, friends, and families.

ATTACHMENT 23

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

We're delighted to report that these principles are integral to our work. Our actors include people of color, people with disabilities, and seniors from the community, a population whose voices are often not heard. We also work to center the stories of people who are often marginalized, including the LGBTQ community, youth, and immigrants, all of which have been featured in recent productions.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

PlayFest 2025 Project Budget - Sheet1.pdf

Attachment 2: Proof of Nonprofit Status*

Copy of IRS Tax Exemption Letter (1).pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

UNV Operating_24-25.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

UpStage Napa Valley Grant Funding from last 12 months.docx

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

PlayFest 2025 Project Budget			
		Grant request	**Matching funds**
PlayFest Personnel Expenses (stipends)			
Actors Stipends: 16 actors @ $100 each	1600	1400	200
Director	2000	2000	0
Guest director stipend	500	500	0
Stage manager stipend	750	750	0
Designer stipend	1,500	0	1500
Theater Techs: 2 @ $800 each	2,000	2000	0
Subtotal personnel	***8350***	***6650***	***1700***
Production Expenses			
Costumes/props/set	650	650	0
Costumes	450	450	0
Performance Venue	3000	1300	1700
Cast Party	300	0	300
Ticket sales processing fees	350	0	350
Subtotal Production Expense	***4750***	***2400***	***2350***
Printing and Marketing			
Printing and Postage	500	500	0
Posters	150	150	0
Poster insert in the Tribune	350	300	50
Marketing/Social media	1000	0	1000
Subtotal Printing and Marketing	***2000***	***950***	***1050***
	Total Project Budget	**Total Grant Request**	**Total Matching Funds**
	15100	**10000**	**5100**

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 16 2015

CALISTOGA THEATER COMPANY
PO BOX 513
CALISTOGA, CA 94515

Employer Identification Number:
47-4674201
DLN:
17053308317015
Contact Person:
DAVID L. SLAUGHTER ID# 31188
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 16, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

ATTACHMENT 23

CALISTOGA THEATER COMPANY

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 947

UpStage Napa Valley 2024-25 Operating Budget		
Revenue	**Amount**	
Grants	$30,000.00	
Donations	$30,000.00	
Production Income: Ad $	$7,500.00	
Production Income: Tick	$22,300.00	
Interest	$800.00	
	Total Revenue	$90,600.00
Expenses	**Amount**	
Staff Payroll and Benefit	$31,000.00	
Payroll Taxes	$8,500.00	
Production Expenses	$31,825.00	
Fundraising & Grant Wr	$3,300.00	
Insurance	$4,625.00	
Dues and Subscriptions	$1,500.00	
Payroll Service	$1,450.00	
Legal and Accounting F	$1,900.00	
Scholarship Fund	$1,000.00	
Marketing and Advertisi	$1,400.00	
Supplies/Software, etc.	$1,950.00	
	Total Expenses	$88,450.00
	Net Surplus/Deficit	$2,150.00

UpStage Napa Valley Prior Year Actuals (2023-24)

Sum of amount

Row Labels	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	March-24	April-24	May-24	June-24	YTD	Annual Budget
Grants	5,000.00												5,000.00	7,000
Donations		250.00	92.80	15,388.24	219.79	524.47	3,576.97	1,526.99	6,200.00	1,250.00		3,650.00	32,679.26	28,000
Production Income:Ad Sales				1,700.00									1,700.00	
Production Income:Concessions				64.00									64.00	
Production Income:Sponsors						750.00							750.00	
Production Income:Ticket Sales			272.92	5,009.70	4,509.00	1,450.00	91.46	4,411.55	5,107.29	476.96	4,010.29	1,649.00	26,988.17	
Total Production Income	-	-	272.92	6,773.70	4,509.00	2,200.00	91.46	4,411.55	5,107.29	476.96	4,010.29	1,649.00	29,502.17	30,000
Interest				516.64							322.47		839.11	
Refunds								53.85		(250.00)			(196.15)	
Total Revenue	5,000.00	250.00	365.72	22,678.58	4,728.79	2,724.47	3,668.43	5,992.39	11,307.29	1,476.96	4,332.76	5,299.00	67,824.39	65,000
													-	
A/V Equipment				(38.66)				(360.31)	(19.38)		(15.40)	(38.75)	(472.50)	(500)
Actors Workshop													-	
Board Retreat				(20.85)									(20.85)	
													-	
Dues & Subscriptions	(25.00)		(65.99)	(15.99)		(132.00)	(230.00)					(1,112.06)	(1,581.04)	
Entertainment-Donors													-	
Fundraising General			(89.69)										(89.69)	
Fundraising:Graphic Design													-	
Fundraising:Marketing Materials/Printing			(595.54)	(47.39)						(39.57)			(682.50)	
Fundraising:Postage													-	
Total Fundraising	-	-	(685.23)	(47.39)	-	-	-	-	-	(39.57)	-	-	(772.19)	(2,000)
Gifts Given									(43.68)			(1,000.00)	(1,043.68)	
Grant Generation Expense			(1,590.00)						(690.00)		(210.00)	(375.00)	(2,865.00)	
Insurance				(673.00)									(673.00)	
Insurance:Liability									(1,152.00)	424.00			(728.00)	
Insurance:Workers Comp													-	
Total Insurance	-	-	-	(673.00)	-	-	-	-	(1,152.00)	424.00	-	-	(1,401.00)	(1,100)
Legal Fees			(5.94)						(1,800.00)	(75.00)			(1,880.94)	
Licenses & Permits									(15.70)				(15.70)	
Marketing:Season Party/Membership Drive		(350.67)	(709.40)										(1,060.07)	
Marketing:Website	(20.00)	(20.00)	(29.00)	(29.00)	(29.00)	(29.00)	(29.00)	(52.17)	(29.00)	(29.00)	(29.00)	(29.00)	(353.17)	
Total Marketing	(20.00)	(370.67)	(738.40)	(29.00)	(29.00)	(29.00)	(29.00)	(52.17)	(29.00)	(29.00)	(29.00)	(29.00)	(1,413.24)	(1,900)
Office Expense		(176.68)	(75.38)		(15.99)	(15.99)	(282.73)	(253.74)	(84.02)		(54.94)	(136.30)	(1,095.77)	
Payroll Service	(47.00)	(47.00)	(47.00)	(47.00)	(47.00)		(47.00)	(44.00)	(47.00)	(59.00)		(59.00)	(491.00)	(500)
Payroll Tax Withholding													-	(2,000)
Payroll Taxes	(305.07)	(317.20)	(349.23)	(159.58)	(492.68)	(1,243.35)		(376.89)	(1,521.29)	(873.51)	(752.50)	(258.28)	(6,649.58)	
Production Expense General				(139.54)									(139.54)	
Production Expense:Cast Support				(212.75)			(29.56)	(50.16)					(292.47)	
Production Expense:Contracting Services:Actor Stipend	(100.00)			(600.00)	(500.00)	(100.00)	(100.00)		(300.00)		(800.00)	(100.00)	(2,600.00)	
Production Expense:Contracting Services:Stage Hand				(100.00)									(100.00)	
Production Expense:Contracting Services:Stage Manager						(500.00)			(500.00)			(1,250.00)	(2,250.00)	
Production Expense:Contracting Services:Technician-Light&Sound					(2,250.00)				(1,613.86)			(2,000.00)	(5,863.86)	(16,500)
Production Expense:Costumes				(43.98)	(110.62)		(50.58)	(25.81)					(230.99)	
Production Expense:Director Fee					(1,000.00)	(1,000.00)	(1,000.00)		(1,000.00)			(2,000.00)	(6,000.00)	
Production Expense:Entertainment-Cast						(65.00)			(122.70)		(309.76)		(497.46)	
Production Expense:Facility Rent				(3,500.00)						(2,000.00)		(2,500.00)	(8,000.00)	(7,500)
Production Expense:Food & Beverage	(112.03)	(20.00)	(40.40)										(172.43)	
Production Expense:Graphic Design	(742.00)			(520.00)									(1,262.00)	
Production Expense:Marketing Materials		(250.00)					(350.00)						(600.00)	

Production Expense:Musician													-	
Production Expense:Postage													-	
Production Expense:Printing		(14.43)			(74.19)	(30.91)		(189.64)	(150.20)	(287.50)	(798.25)	(76.50)		(1,621.62)	
Production Expense:Props & Set		(371.13)	(315.64)	(448.81)	(322.69)			(271.10)	(63.54)		(244.50)	(87.88)		(2,125.29)	
Production Expense:Royalties								(960.00)	(923.23)					(1,883.23)	
Production Expense:Scripts				(20.85)							(27.63)	(37.70)	(71.61)	(157.79)	
Production Expense:Scripts:Productions&Readings			(21.54)	(16.11)				(87.33)						(124.98)	
Production Expense:Ticket Sales Processing				(6.00)	(164.20)	(22.00)	(47.00)	(4.50)	(110.00)	(255.00)		(250.00)		(858.70)	(7,713)
Total Production Expense		(1,339.59)	(607.18)	(532.17)	(5,677.35)	(3,913.53)	(1,712.00)	(3,042.71)	(1,322.94)	(4,079.06)	(3,070.38)	(1,561.84)	(7,921.61)	(34,780.36)	(31,713)
Staff Benefit		(222.65)			(168.40)									(391.05)	(200)
Miscellaneous											(8.49)			(8.49)	
Utilities (Phone)														-	
Wages:AD Assistant			(60.00)		(715.00)									(775.00)	
Wages:Administrator		(599.00)	(731.60)	(864.49)	(370.37)	(1,239.85)		(525.00)	(342.18)	(775.63)	(1,802.19)	(1,631.09)	(300.00)	(9,181.40)	
Wages:Artistic Director		(914.50)	(914.50)	(932.50)	(457.25)	(1,280.30)			(1,368.75)	(1,306.27)	(912.50)	(912.50)	(1,412.50)	(10,411.57)	
Wages:Marketing										(948.37)	(1,250.81)	(872.58)	(810.07)	(3,881.83)	
Wages:Technician														-	
Total Wages		(1,513.50)	(1,706.10)	(1,796.99)	(1,542.62)	(2,520.15)	-	(525.00)	(1,710.93)	(3,030.27)	(3,965.50)	(3,416.17)	(2,522.57)	(24,249.80)	(26,000)
Workmans Comp		(436.00)												(436.00)	
Total Expenses		(3,908.81)	(3,224.83)	(5,886.33)	(8,419.84)	(7,018.35)	(3,132.34)	(4,156.44)	(4,120.98)	(12,511.40)	(7,696.45)	(6,039.85)	(13,452.57)	(79,568.19)	(65,913)
														-	
Net Income		1,091.19	(2,974.83)	(5,520.61)	14,258.74	(2,289.56)	(407.87)	(488.01)	1,871.41	(1,204.11)	(6,219.49)	(1,707.09)	(8,153.57)	(11,743.80)	(913)

Checking Account Balance		54,381.13	51,503.87	45,983.26	59,725.36	57,435.80	57,027.93	56,539.92	58,411.33	57,897.22	50,987.73	48,860.60	47,494.09
CD Balance		25,262.00	25,262.00	25,262.00	25,778.64	25,778.64	25,778.64	25,778.64	25,778.64	25,778.64	25,778.64	26,101.11	26,101.11
Total Cash		79,643.13	76,765.87	71,245.26	85,504.00	83,214.44	82,806.57	82,318.56	84,189.97	83,675.86	76,766.37	74,961.71	73,595.20
	78,551.94	79,643.13	76,668.30	71,147.69	85,406.43	83,116.87	82,709.00	82,220.99	84,092.40	82,888.29	76,668.80	74,961.71	66,808.14

ATTACHMENT 23

UpStage Napa Valley Grant Funding from last 12 months		
Funder	*Amount*	*Project*
City of St. Helena	$5,000	PlayFest 2024
Arts Council NV	$3000	PlayFest 2024
Arts and Culture Grants, Napa Board of Supervisors	$7500	Production of play “Hold Out Hope”

ATTACHMENT 24

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #229

Date Submitted: 2/24/2025

Organization Name*

UpValley Family Centers

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Jenny Ocon, Executive Director

Contact Person Phone Number*

7079655010

Contact Person Email Address*

jocon@upvalleyfamilycenters.org

Organization Phone Number*

7079655010

Organization Mailing Address*

1440 Spring Street

Organization Physical Address*

1440 Spring Street

Federal Tax ID Number and Status*

80-0023012

How Long Has Organization Served Community (Years & Months)*

25 years & 2 months

Project Name*

Triple P Fear-less Parent Workshops

Requested Grant Amount*

$5,000

ATTACHMENT 24

Do You Have Matching Funds?*

yes

Please List Any Matching Funds and Sources

$930 Napa County- Prevention and Early Intervention (PEI) grant

Total Project Cost*

$5,930

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

Our Triple P Fear-less Parent project directly aligns with the City's goals by promoting family well-being, mental health, and self-sufficiency. These events will provide parents and caregivers with evidence-based strategies to support their children's emotional resilience, fostering stronger, healthier families in St. Helena.

By incorporating dinner, childcare, and wellness kits for each family, we ensure that participation is accessible to all. This approach helps us to reduce obstacles that might prevent families from benefiting from these vital resources. We will also offer materials in English and Spanish to meet the diverse needs of our community. Our goal is to create a sustainable model that continues to empower families long after the events have ended.
By supporting Triple P Fearless Parent Workshops, the City invests in an innovative, community-driven effort that builds resilience, promotes long-term family stability, and enhances overall community well-being.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

Our Triple P Fear-less Parent project will provide two family-focused events designed to support parents and caregivers in fostering emotional resilience in their children, and will introduce a range of strategies specifically for managing children's anxiety. This offering is a response to the fact that mental health challenges among children and youth have been increasing in recent years. Further, children and families have been expressing increased levels of fear and worry due to the current political environment. These workshops are designed to equip families with information and tools to support their children and help to break the cycle of anxiety in a safe and gradual way. Each event will offer dinner, wellness kits, and childcare for participating families, ensuring accessibility. Our goal is that each event will serve 10-15 families, with an estimated total impact of 20-30 families.

We will host two Triple P Fearless workshops, during the Fiscal Year.

Please include a high-level description of the Project that you are requesting grant funding for. *

Triple P Fear-less Project is designed to support St. Helena parents and caregivers in fostering their children's emotional resilience. Through two engaging events, families will participate in the Fear-Less Triple P program, an evidence-based approach that provides practical strategies for managing childhood anxiety. Each event will include dinner, wellness kits, and childcare, ensuring accessibility for all participants. By reducing barriers to participation and equipping families with valuable mental health tools, this project promotes long-term well-being and strengthens community support networks.

Attachment 1: Grant Budget *

Attachment 1 FY26 Triple P Workshops City of SH community enrichment budget.xlsx

Attachment 2: Proof of Nonprofit Status*

IRS UVFC tax exempt letter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

Attachment 3 FY25 budget and FY24 actuals.xlsx

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Attachment 4 List of grant funding received in the last 12 months.xls

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

Up Valley Family Centers of Napa County
Project Budget for City of St. Helena
Project: Triple P Workshops
July 2025 to June 2026

ATTACHMENT 24

	Request FY26	Matching Funds
Expenses		
Personnel		
Family Services Coordinator	$ 938.34	
Case Managers (1)		$ 500.56
Childcare provider	$ 111.40	
Benefits and payroll taxes	$ 260	$ 124
Total Personnel	**$ 1,310**	**$ 625**
Other program expenses		
Food for workshops	$ 1,500	
Welless kits for families	$ 2,190	$ 305
Total other program expenses	**$ 3,690**	**$ 305**
TOTAL EXPENSES	**$ 5,000**	**$ 930**

Department of the Treasury
Internal Revenue Service

ATTACHMENT 24

CINCINNATI OH 45999-0038

In reply refer to: 0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021055
BODC: TE

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

004824

Employer Identification Number: 80-0023012
Person to Contact: Gordon Schnur
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

ATTACHMENT 24

0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021056

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

Up Valley Family Centers of Napa County
FY25 budget and FY24 actuals

ATTACHMENT 24

Ordinary Income/Expense	FY25 Budget	FY24 Actuals
Income		
Restricted Foundation Grants	$ 917,971.92	$ 543,500.05
Restricted Service Groups	$ 50,429.05	$ 29,351.08
Restricted Corporate Grants	$ 176,357.99	$ 137,963.91
Restricted Individuals	$ 228,633.18	$ 163,289.29
Restricted Government Grants	$ 2,525,888.54	$ 1,960,364.29
Unrestricted Foundation Grants	$ 279,000.00	$ 459,300.00
Unrestricted Service Groups	$ 12,000.00	$ 8,600.00
Unrestricted Individuals	$ 435,266.82	$ 527,006.81
Unrestricted Corporate	$ 110,642.01	$ 40,862.35
Unrestricted Government	$ 54,093.16	$ -
Special Events	$ 155,000.00	$ 115,337.19
In kind donations	$ 25,335.00	$ 25,606.20
Earned Revenue	$ 111,268.69	$ 121,380.46
TOTAL Income	**$ 5,081,886.36**	**$ 4,132,561.63**
Expense		
Salaries & Wages	$ 2,761,715.12	$ 2,230,325.97
Benefits and payroll taxes	$ 648,589.34	$ 483,158.02
Professional Fees	$ 660,704.11	$ 630,696.83
Non-Personnel Expenses	$ 503,269.49	$ 323,300.62
Occupancy Expenses	$ 303,007.54	$ 227,400.32
Professional Development	$ 147,522.22	$ 76,252.66
Misc Expenses	$ 21,243.27	$ 16,397.06
Subgrants to other organization	$ 60,764.22	$ 30,000.00
Total Expense	**$ 5,106,815.31**	**$ 4,017,531.48**
Net revenue over expenditures	**$ (24,928.95)**	**$ 115,030.15**
One time expenses covered with surpl	$ 25,000.00	
Net revenue over expenditures after one time	**$ 71.05**	

ATTACHMENT 24

UPVALLEY FAMILY CENTERS

UpValley Family Centers of Napa County
List of grant funding received in the last 12 months -in whole numbers
From 2/1/2024 Through 1/31/2025

	Feb 1, 2024 to Jan 31, 2025
Grant Funds	
Foundation	
Napa Valley Vintners	438,800.00
Kaiser Permanente	25,000.00
Napa Valley Community Foundation	165,325.97
United Way Bay Area	19,044.55
Cowell Foundation	100,000.00
Latino Community Foundation	115,219.48
California Wellness Foundation	10,000.00
Gasser Foundation	7,500.00
Joseph & Vera Long Foundation	15,000.00
California Fire Foundation	515.90
Clif Family Foundation	10,000.00
Syar Foundation	25,000.00
fStop Foundation	2,000.00
Pairie Family Foundation	10,000.00
Corporate	
Queen of the Valley	40,000.00
Adventist Health -St. Helena Hospital	30,038.34
Westamerica Bank	2,500.00
Mechanics Bank	2,500.00
PG&E	5,000.00
Burbank Housing	10,000.00
Silicon Valley Bank	10,000.00
Redwood Credit Union	20,000.00
Government	
Calistoga Junior Unified School District	220,850.00
City of Calistoga	115,927.83
City of St. Helena	37,500.00
Master Settlement Agreement- Napa County	164,317.00
PEI Mental Health Services Act- Napa County	267,193.28
Medical Administration Activities	21,301.28
St. Helena Unified School District	267,141.16
Napa County Office of Education	69,129.52
CA Department of Social Services	161,591.13
Napa County Health and Human Services	5,144.13
CDBG City of St. Helena	31,084.54
CalOES	104,734.88
CA Dpt of Education	283,002.87
Upper Valley Waste Management Agency	631.32
Children and Youth Behavioral Health Initiative	47,234.76
CA Governor's Office of Business and Economic	9,102.95
Napa County Housing Authority	83,079.59
Metropolitan Transportation Commission	20,500.00
Department of Homeland Security - Immigration	55,828.68
Opioid Settlement Agreement Funds - Napa County	18,505.96
CA Immigrant Policy Center MediCal Expansion	20,000.00
Napa County RCD	1,000.00
Voter's Registrar Office- Napa County	2,500.00

ATTACHMENT 25

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,000 and Under - Submission #243

Date Submitted: 2/28/2025

Organization Name*

Vailima Foundation (dba Robert Louis Stevenson Museum)

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Barrett Dahl, Executive Director

Contact Person Phone Number*

707-963-3757

Contact Person Email Address*

director@stevensonmuseum.org

Organization Phone Number*

707-963-3757

Organization Mailing Address*

PO Box 23 St. Helena CA 94574

Organization Physical Address*

1490 Library Lane St. Helena CA 94574

Federal Tax ID Number and Status*

94-1673783

How Long Has Organization Served Community (Years & Months)*

55 years and 10 months

Project Name*

RLSM Digital Tour Project

Requested Grant Amount*

5000.00

ATTACHMENT 25

Do You Have Matching Funds?*

NA

Please List Any Matching Funds and Sources

NA

Total Project Cost*

5000.00

Describe how your Project ties to the City's Goals, Mission/Vision Statement, funding philosophy, and how your application and organization incorporates the principles of diversity, equity, and inclusion.*

The Robert Louis Stevenson Museum's Digital Tour Project directly aligns with the City of St. Helena's commitment to advancing justice, equity, diversity, and inclusion, as outlined in its DEI Strategy.

By developing a series of immersive and accessible digital tours, we aim to provide an equitable museum experience that serves a diverse audience, with particular emphasis on Spanish-speaking visitors, those with vision impairments, and individuals seeking a more independent and personalized experience. This initiative supports the City's vision of addressing disparities in access to culture, education, and community resources, especially for marginalized groups.

In line with the City's mission to combat discrimination and systemic inequities, our project actively works to break down barriers to cultural engagement. The museum's efforts to make its exhibits accessible to a broad spectrum of individuals, regardless of background or ability, mirror the City's objectives to ensure that all residents have the opportunity to fully participate in public life and enjoy equal access to community assets.

It is the mission of the RLS Museum to connect the human experience to the life, work, and times of Robert Louis Stevenson. Advancing the accessibility of the museum to all visitors is the next evolutionary step in achieving this mission. By making the museum's exhibits more accessible, we honor Stevenson's legacy of exploring universal themes of adventure, human resilience, and cultural understanding. This project ensures that everyone, regardless of background or ability, can engage with the museum and its educational offerings.

As we move forward with the development of these digital tours, we are committed to ensuring the project incorporates best practices in inclusivity. By doing so, we not only support the City's immediate DEI initiatives but also contribute to its long-term vision of creating a more inclusive, empathetic, and just community.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Describe your Project including objectives and goals, who and how many people will benefit, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your Project.*

The Robert Louis Stevenson Museum Digital Tour Project (DTP) is designed to enhance the way visitors experience the museum by offering accessible, engaging, and dynamic digital tours. Through a collaboration with the tour company STQRY, the DTP will provide 3-5 interactive tours, including Spanish-language tours, audio-guided tours for visually impaired visitors, and director-led highlight tours. Additionally, digital tours will allow the museum to present exhibits and items that cannot be physically displayed due to fragility or space limitations.

Objectives and Goals:
The primary objectives of the project are:
1. Enhance Accessibility: The museum will offer Spanish-language tours and audio-guided tours to ensure accessibility for both Spanish-speaking visitors and those with visual impairments.
2. Engage Visitors with Curated Content: Specialized highlight tours, such as the Director's Tour, will allow guests to explore specific, curated pieces from the museum's collection in depth.
3. Expand the Visitor Experience: The digital tours will make it possible to showcase and interpret exhibits that cannot be physically displayed, offering a broader perspective on Robert Louis Stevenson's life and legacy.
Beneficiaries:
We anticipate that all visitors to the RLS Museum who participate in the digital tour options will benefit from their availability.

Specifically, the targeted communities that this project will benefit:
• Visually Impaired Visitors: Audio-guided tours will help visually impaired visitors fully experience the museum's collections and exhibits.
• Spanish-Speaking Visitors: Spanish-language tours will make the museum more inclusive for Spanish-speaking audiences.
• General Visitors: Director-led highlight tours and thematic experiences will enrich the museum visit for a wider audience.
• Museum Staff: The digital tours will support museum staff by enabling them to offer more personalized, interactive, and self-guided tours. This approach allows staff to focus on creating a more engaging and customized experience for visitors, while the digital tools provide additional layers of information and interaction. By leveraging the digital tours, staff can better manage visitor flow and ensure that guests have an enriching, hands-on experience, enhancing the overall effectiveness of the museum's educational programs.

Meeting Goals Within the Deadline:
To meet our deadline of June 30, 2026, we have outlined the following phased approach:
• Phase 1: Planning & Content Development (July – December 2025)
During this phase, we will finalize the core digital tour offerings, including the Spanish-language tour, audio-guided tour, and Director's Highlight Tour. Two additional rotating tours will be developed based on current exhibits, and tours will be optimized for both museum-provided tablets and personal devices (smartphones).
• Phase 2: Spanish Tour & Audio Script Development (August – October 2025)
The Spanish-language tour will be finalized, recorded, and made available to the public, along with the audio-guided tour. The audio script will be recorded by professional voice-over actor Dane McGraw, with the anticipated release in mid-October 2025.
• Phase 3: Highlighted Tours Launch (October – November 2025)
We will launch specialized highlight tours, including the Director's Tour and a special tour for the 175th Anniversary of RLS Birth.
• Phase 4: Evaluation & Final Adjustments (December 2025 – June 2026)
After the launch, we will actively collect feedback via a post-tour survey provided at the end of each digital tour. This survey will gather insights into the visitor experience, allowing us to make real-time improvements. We will also assess user data to determine areas for future growth and refine the digital tours based on visitor needs.
• Phase 5: Future Tours Development (Early 2026)

In early 2026, we will assess the success of the initial tours and explore additional tour topics based on visitor interest. Potential new tours could include:
o Friends of Robert Louis Stevenson: Highlighting the important figures in Stevenson's life.
o The Artwork of Virgil and Dora Williams: Showcasing the artistic works inspired by RLS.
o The Artwork of Dr. Jekyll and Mr. Hyde: Exploring various artistic interpretations of Stevenson's famous novel.
o California Landscapes: A tour examining the landscapes that influenced much of Stevenson's work during his time in California.

Timeline
Phase 1 (July – December 2025)
Finalize primary and rotating tours, ensure content is available on both tablets and personal devices.

Phase 2 (August – October 2025)
Complete Spanish tour and audio recording, with release expected mid-October.
Phase 3 (October – November 2025)
Launch special highlight tours like the Director's Tour and Fanny Stevenson Tour, available on tablets and smartphones.
Phase 4 (December 2025 – June 2026)
Gather visitor feedback via post-tour surveys and make improvements.
Phase 5 (2026-)
Introduce new thematic tours based on feedback, including niche subjects like California Landscapes and artwork interpretations.

ATTACHMENT 25

Please include a high-level description of the Project that you are requesting grant funding for. *

The Vailima Foundation (dba Robert Louis Stevenson Museum) respectfully asks for support in the amount of $5,000.00 to fund the RLS Museum Digital Tour Project for the 2025-2026 grant period.

One of the greatest challenges museums face today is finding new and innovative ways to connect with diverse audiences. One of the most effective and accessible tools for achieving this goal is the inclusion of handheld digital technology, which significantly enhances visitor engagement and interaction. The RLS Museum Digital Tour Project will leverage this technology to create a series of interactive, digitally based tours that focus on a variety of subjects related to Robert Louis Stevenson. These tours will not only enrich the visitor experience, but also ensure accessibility for all, regardless of language or physical differences.

By providing Spanish-language tours, audio-guided tours for visually impaired visitors, and director-led highlight tours, the project will allow the museum to engage a broader audience while offering a personalized and immersive way to explore Stevenson's life and work. The digital tours will be accessible through both museum-provided tablets and visitors' personal smartphones, making it easy for guests to experience the content in a way that best suits their preferences.

Incorporating digital tours into the museum's offerings will also allow us to continually update and create new content, ensuring that there is always something fresh for visitors to explore. This flexibility will provide visitors with a variety of experiences, giving them reasons to return to the museum again and again, discovering new insights and perspectives with each visit. The ability to rotate or update tours based on exhibits, themes, or anniversaries will keep the museum experience dynamic, engaging, and relevant to both new and returning guests.

The goal of the RLS Museum Digital Tour Project is to increase accessibility, provide deeper engagement with museum content, and ultimately create a more memorable and enriching experience for visitors of all backgrounds. With the support of this grant, we aim to bring Robert Louis Stevenson's legacy to life in a dynamic, innovative, and accessible way.

Attachment 1: Grant Budget *

RLSM Digital Tour Project Budget.pdf

Attachment 2: Proof of Nonprofit Status*

Proofnonprofit.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

RLSM Financials.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

Choose File No file chosen

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 25

Company/Contractor	Service/Description	Expense
STQRY Tour Software/Hosting	See Application	
Local & Native App - 2 years Subscription		$ 2,485.20
Annual Native Support Fee		$ 1,140.00
One-Time Start up fee		$ 995.00
Dane Fox-McGraw	Voice Over Services	$ 250.00
Samsung	Solid State Drive	$ 100.00
Promotion	Promotion	$ 29.80
	TOTAL	**$ 5,000.00**

ATTACHMENT 25

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248567568
Sep. 29, 2009 LTR 4168C E0
94-1673783 000000 00
00012112
BODC: TE

VAILIMA FOUNDATION
1490 LIBRARY LN
ST HELENA CA 94574-1143

015989

Employer Identification Number: 94-1673783
Person to Contact: Bill Bertram
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Sep. 21, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in SEPTEMBER 1968, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are a private operating foundation described in section 4942(j)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

ATTACHMENT 25

3:28 PM
02/28/25
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
Development Income	
Donations	
Annual Fund	1,531.80
Board Donations	1,000.00
Corporate Donations	57.96
Individual Donations	1,010.00
Total Donations	3,599.76
Events	
Clif Lede Tasting	0.00
Event Revenue	
Cocktails & Collection	0.00
Offsite Events	
Harvest Festival	0.00
Total Offsite Events	0.00
Stevenson Poetry Night	0.00
Treasure Hunt	0.00
Total Event Revenue	0.00
Lectures	0.00
Peter Michael Winery Tasting	0.00
Schramsberg Tasting	0.00
Summer Scottish Fling	0.00
Whiskey Tasting	0.00
Total Events	0.00
Grants	
Foundation Grants	0.00
Government Grants	0.00
Total Grants	0.00
Total Development Income	3,599.76
Dividends	0.00
Gift Shop	
Book & Card Sales - Resale	0.00
Book & Card Sales - Retail	111.24
Total Gift Shop	111.24
Interest	0.00
Museum Sponsorship	0.00
Research Fees	0.00
Total Income	3,711.00
Cost of Goods Sold	
Cost of Books	0.00
Inventory Adjustment	0.00
Total COGS	0.00
Gross Profit	3,711.00

ATTACHMENT 25

3:28 PM
02/28/25
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	
Expense		
Administrative Expenses		
Computer Services	167.93	
Credit Card Fees	49.18	
Federal Excise Tax	0.00	
Insurance	0.00	
Internet & Phone	92.70	
Legal & Accounting	1,200.00	
Membership Dues & Subscriptions	0.00	
Office Supplies	0.00	
Payroll Processing Fees	141.41	
Payroll Tax	2,772.35	
PO Box	0.00	
Postage	0.00	
Repairs & Maintenance	0.00	
Salaries	8,121.83	
Security		
AT&T Alarm Line	156.05	
Napa Fire Equipment	0.00	
Security - Other	0.00	
Total Security	156.05	
Storage	190.00	
Taxes & Licenses	0.00	
Utilities - Gas and Electric	1,404.72	
Utilities - Water and Sewage	406.88	
Administrative Expenses - Other	88.75	
Total Administrative Expenses		14,791.80
Collections		
Appraisals	0.00	
Cataloging	475.00	
Materials	0.00	
Total Collections		475.00
Depreciation		0.00
Development		
Annual Fund	0.00	
Total Development		0.00
Events		
Clif Lede Tasting	0.00	
Cocktails & Collections	0.00	
Lectures	78.45	
Peter Michael Winery Tasting	0.00	
Stevenson Poetry Night	29.23	
Summer Scottish Fling	0.00	
Treasure Hunt	0.00	
Victorian Holiday Party	0.00	
Whiskey Tasting	0.00	
Events - Other	0.00	
Total Events		107.68
Grant Spending		0.00
Investment Expenses		0.00
Marketing/Communications		
Awards/Rewards	0.00	

ATTACHMENT 25

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Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	Jan - Dec 25	
Print Advertising & Promotion	0.00	
Social Media Promotion	0.00	
Website - Maintenance	0.00	
Marketing/Communications - Other	52.19	
Total Marketing/Communications		52.19
Total Expense		15,426.67
Net Ordinary Income		-11,715.67
Other Income/Expense		
Other Income		
Gain (Loss) Sale of Investments		0.00
Unrealized Gain (Loss) CY		0.00
Total Other Income		0.00
Net Other Income		0.00
Net Income		**-11,715.67**

ATTACHMENT 25

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Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	Budget
Ordinary Income/Expense	
Income	
Development Income	
Donations	
Annual Fund	30,000.00
Board Donations	8,000.00
Corporate Donations	1,000.00
Individual Donations	5,000.00
Total Donations	44,000.00
Events	
Clif Lede Tasting	1,000.00
Event Revenue	
Cocktails & Collection	2,000.00
Offsite Events	
Harvest Festival	50.00
Total Offsite Events	50.00
Stevenson Poetry Night	150.00
Treasure Hunt	150.00
Total Event Revenue	2,350.00
Lectures	100.00
Peter Michael Winery Tasting	1,000.00
Schramsberg Tasting	5,000.00
Summer Scottish Fling	5,000.00
Whiskey Tasting	4,000.00
Total Events	18,450.00
Grants	
Foundation Grants	20,000.00
Government Grants	12,500.00
Total Grants	32,500.00
Total Development Income	94,950.00
Dividends	21,792.25
Gift Shop	
Book & Card Sales - Resale	2,400.00
Book & Card Sales - Retail	1,550.00
Total Gift Shop	3,950.00
Interest	0.00
Museum Sponsorship	13,500.00
Research Fees	300.00
Total Income	134,492.25
Cost of Goods Sold	
Cost of Books	250.00
Inventory Adjustment	0.00
Total COGS	250.00
Gross Profit	134,242.25

ATTACHMENT 25

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Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	Budget	
Expense		
Administrative Expenses		
Computer Services	420.00	
Credit Card Fees	0.00	
Federal Excise Tax	255.00	
Insurance	6,800.00	
Internet & Phone	1,200.00	
Legal & Accounting	5,000.00	
Membership Dues & Subscriptions	357.00	
Office Supplies	30.00	
Payroll Processing Fees	960.00	
Payroll Tax	4,800.00	
PO Box	200.00	
Postage	200.00	
Repairs & Maintenance	75.00	
Salaries	87,579.96	
Security		
AT&T Alarm Line	387.53	
Napa Fire Equipment	650.00	
Security - Other	75.00	
Total Security	1,112.53	
Storage	2,280.00	
Taxes & Licenses	70.00	
Utilities - Gas and Electric	4,800.00	
Utilities - Water and Sewage	1,950.00	
Administrative Expenses - Other		
Total Administrative Expenses		118,089.49
Collections		
Appraisals	0.00	
Cataloging	475.00	
Materials	500.00	
Total Collections		975.00
Depreciation		0.00
Development		
Annual Fund	1,200.00	
Total Development		1,200.00
Events		
Clif Lede Tasting	250.00	
Cocktails & Collections	700.00	
Lectures		
Peter Michael Winery Tasting	250.00	
Stevenson Poetry Night	150.00	
Summer Scottish Fling	2,500.00	
Treasure Hunt	100.00	
Victorian Holiday Party	100.00	
Whiskey Tasting	4,000.00	
Events - Other	0.00	
Total Events		8,050.00
Grant Spending		32,500.00
Investment Expenses		8,151.92
Marketing/Communications		
Awards/Rewards	120.00	

ATTACHMENT 25

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Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	Budget
Print Advertising & Promotion	200.00
Social Media Promotion	150.00
Website - Maintenance	285.00
Marketing/Communications - Other	3,300.00
Total Marketing/Communications	4,055.00
Total Expense	173,021.41
Net Ordinary Income	-38,779.16
Other Income/Expense	
Other Income	
Gain (Loss) Sale of Investments	4,481.95
Unrealized Gain (Loss) CY	85,478.98
Total Other Income	89,960.93
Net Other Income	89,960.93
Net Income	**51,181.77**

ATTACHMENT 25

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Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	$ Over Budget	
Ordinary Income/Expense		
Income		
Development Income		
Donations		
Annual Fund	-28,468.20	
Board Donations	-7,000.00	
Corporate Donations	-942.04	
Individual Donations	-3,990.00	
Total Donations		-40,400.24
Events		
Clif Lede Tasting	-1,000.00	
Event Revenue		
Cocktails & Collection	-2,000.00	
Offsite Events		
Harvest Festival	-50.00	
Total Offsite Events	-50.00	
Stevenson Poetry Night	-150.00	
Treasure Hunt	-150.00	
Total Event Revenue		-2,350.00
Lectures	-100.00	
Peter Michael Winery Tasting	-1,000.00	
Schramsberg Tasting	-5,000.00	
Summer Scottish Fling	-5,000.00	
Whiskey Tasting	-4,000.00	
Total Events		-18,450.00
Grants		
Foundation Grants	-20,000.00	
Government Grants	-12,500.00	
Total Grants		-32,500.00
Total Development Income		-91,350.24
Dividends		-21,792.25
Gift Shop		
Book & Card Sales - Resale		-2,400.00
Book & Card Sales - Retail		-1,438.76
Total Gift Shop		-3,838.76
Interest		0.00
Museum Sponsorship		-13,500.00
Research Fees		-300.00
Total Income		-130,781.25
Cost of Goods Sold		
Cost of Books		-250.00
Inventory Adjustment		0.00
Total COGS		-250.00
Gross Profit		-130,531.25

ATTACHMENT 25

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Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	$ Over Budget	
Expense		
Administrative Expenses		
Computer Services	-252.07	
Credit Card Fees	49.18	
Federal Excise Tax	-255.00	
Insurance	-6,800.00	
Internet & Phone	-1,107.30	
Legal & Accounting	-3,800.00	
Membership Dues & Subscriptions	-357.00	
Office Supplies	-30.00	
Payroll Processing Fees	-818.59	
Payroll Tax	-2,027.65	
PO Box	-200.00	
Postage	-200.00	
Repairs & Maintenance	-75.00	
Salaries	-79,458.13	
Security		
AT&T Alarm Line	-231.48	
Napa Fire Equipment	-650.00	
Security - Other	-75.00	
Total Security		-956.48
Storage		-2,090.00
Taxes & Licenses		-70.00
Utilities - Gas and Electric		-3,395.28
Utilities - Water and Sewage		-1,543.12
Administrative Expenses - Other		
Total Administrative Expenses		-103,297.69
Collections		
Appraisals	0.00	
Cataloging	0.00	
Materials	-500.00	
Total Collections		-500.00
Depreciation		0.00
Development		
Annual Fund	-1,200.00	
Total Development		-1,200.00
Events		
Clif Lede Tasting	-250.00	
Cocktails & Collections	-700.00	
Lectures		
Peter Michael Winery Tasting	-250.00	
Stevenson Poetry Night	-120.77	
Summer Scottish Fling	-2,500.00	
Treasure Hunt	-100.00	
Victorian Holiday Party	-100.00	
Whiskey Tasting	-4,000.00	
Events - Other	0.00	
Total Events		-7,942.32
Grant Spending		-32,500.00
Investment Expenses		-8,151.92
Marketing/Communications		
Awards/Rewards	-120.00	

ATTACHMENT 25

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02/28/25
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	$ Over Budget
Print Advertising & Promotion	-200.00
Social Media Promotion	-150.00
Website - Maintenance	-285.00
Marketing/Communications - Other	-3,247.81
Total Marketing/Communications	-4,002.81
Total Expense	-157,594.74
Net Ordinary Income	27,063.49
Other Income/Expense	
Other Income	
Gain (Loss) Sale of Investments	-4,481.95
Unrealized Gain (Loss) CY	-85,478.98
Total Other Income	-89,960.93
Net Other Income	-89,960.93
Net Income	**-62,897.44**

ATTACHMENT 25

3:28 PM
02/28/25
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	% of Budget			
Ordinary Income/Expense				
Income				
Development Income				
Donations				
Annual Fund			5.1%	
Board Donations			12.5%	
Corporate Donations			5.8%	
Individual Donations			20.2%	
Total Donations				8.2%
Events				
Clif Lede Tasting			0.0%	
Event Revenue				
Cocktails & Collection		0.0%		
Offsite Events				
Harvest Festival	0.0%			
Total Offsite Events		0.0%		
Stevenson Poetry Night		0.0%		
Treasure Hunt		0.0%		
Total Event Revenue			0.0%	
Lectures			0.0%	
Peter Michael Winery Tasting			0.0%	
Schramsberg Tasting			0.0%	
Summer Scottish Fling			0.0%	
Whiskey Tasting			0.0%	
Total Events				0.0%
Grants				
Foundation Grants			0.0%	
Government Grants			0.0%	
Total Grants				0.0%
Total Development Income				3.8%
Dividends				0.0%
Gift Shop				
Book & Card Sales - Resale				0.0%
Book & Card Sales - Retail				7.2%
Total Gift Shop				2.8%
Interest				0.0%
Museum Sponsorship				0.0%
Research Fees				0.0%
Total Income				2.8%
Cost of Goods Sold				
Cost of Books				0.0%
Inventory Adjustment				0.0%
Total COGS				0.0%
Gross Profit				2.8%

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02/28/25
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	% of Budget	
Expense		
Administrative Expenses		
Computer Services	40.0%	
Credit Card Fees	100.0%	
Federal Excise Tax	0.0%	
Insurance	0.0%	
Internet & Phone	7.7%	
Legal & Accounting	24.0%	
Membership Dues & Subscriptions	0.0%	
Office Supplies	0.0%	
Payroll Processing Fees	14.7%	
Payroll Tax	57.8%	
PO Box	0.0%	
Postage	0.0%	
Repairs & Maintenance	0.0%	
Salaries	9.3%	
Security		
AT&T Alarm Line	40.3%	
Napa Fire Equipment	0.0%	
Security - Other	0.0%	
Total Security	14.0%	
Storage	8.3%	
Taxes & Licenses	0.0%	
Utilities - Gas and Electric	29.3%	
Utilities - Water and Sewage	20.9%	
Administrative Expenses - Other		
Total Administrative Expenses		12.5%
Collections		
Appraisals	0.0%	
Cataloging	100.0%	
Materials	0.0%	
Total Collections		48.7%
Depreciation		0.0%
Development		
Annual Fund	0.0%	
Total Development		0.0%
Events		
Clif Lede Tasting	0.0%	
Cocktails & Collections	0.0%	
Lectures		
Peter Michael Winery Tasting	0.0%	
Stevenson Poetry Night	19.5%	
Summer Scottish Fling	0.0%	
Treasure Hunt	0.0%	
Victorian Holiday Party	0.0%	
Whiskey Tasting	0.0%	
Events - Other	0.0%	
Total Events		1.3%
Grant Spending		0.0%
Investment Expenses		0.0%
Marketing/Communications		
Awards/Rewards	0.0%	

ATTACHMENT 25

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02/28/25
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
January through December 2025

	% of Budget
Print Advertising & Promotion	0.0%
Social Media Promotion	0.0%
Website - Maintenance	0.0%
Marketing/Communications - Other	1.6%
Total Marketing/Communications	1.3%
Total Expense	8.9%
Net Ordinary Income	30.2%
Other Income/Expense	
Other Income	
Gain (Loss) Sale of Investments	0.0%
Unrealized Gain (Loss) CY	0.0%
Total Other Income	0.0%
Net Other Income	0.0%
Net Income	**-22.9%**

ATTACHMENT 25

12:10 PM
01/31/25
Cash Basis

Robert Louis Stevenson Museum
Balance Sheet
As of December 31, 2024

	Dec 31, 24	Dec 31, 23
ASSETS		
Current Assets		
Checking/Savings		
Cash in Bank - Checking	49,622.84	14,320.90
Cash in Bank - Savings	3,592.68	2,592.32
M L Cash - Endowment Fund	10,851.97	18,613.73
M L Cash - Operating	557.03	14,706.77
Petty Cash	100.00	100.00
Total Checking/Savings	64,724.52	50,333.72
Other Current Assets		
Inventory	6,350.02	8,306.84
M L Investments - Endowment	772,856.59	810,624.21
Total Other Current Assets	779,206.61	818,931.05
Total Current Assets	843,931.13	869,264.77
Fixed Assets		
Accumulated Depreciation	-38,610.00	-37,851.00
Computer Equipment	3,926.61	3,926.61
Leasehold Improvements	23,514.33	23,514.33
Office Furniture & Equipment	15,428.24	15,428.24
Total Fixed Assets	4,259.18	5,018.18
Other Assets		
Organization Costs	1,014.50	1,014.50
Total Other Assets	1,014.50	1,014.50
TOTAL ASSETS	**849,204.81**	**875,297.45**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Other Taxes Payable	160.00	-569.00
Sales Tax Payable	126.00	90.00
Total Other Current Liabilities	286.00	-479.00
Total Current Liabilities	286.00	-479.00
Total Liabilities	286.00	-479.00
Equity		
Fund Equity	848,918.81	875,776.45
Retained Earnings	26,857.64	-1,698.93
Net Income	-26,857.64	1,698.93
Total Equity	848,918.81	875,776.45
TOTAL LIABILITIES & EQUITY	**849,204.81**	**875,297.45**

ATTACHMENT 25

12:09 PM
01/31/25
Cash Basis

Robert Louis Stevenson Museum
Profit & Loss
January through December 2024

	Jan - Dec 24	Jan - Dec 23
Ordinary Income/Expense		
Income		
Development Income		
Donations		
Annual Fund	21,130.30	15,620.00
Board Donations	1,300.00	2,650.00
Corporate Donations	492.00	325.96
Individual Donations	4,650.82	4,595.50
Total Donations	27,573.12	23,191.46
Events		
Whiskey Tasting	0.00	2,146.70
Total Events	0.00	2,146.70
Grants		
Government Grants	0.00	5,000.00
Total Grants	0.00	5,000.00
Total Development Income	27,573.12	30,338.16
Dividends	22,997.43	21,792.25
Gift Shop		
Book & Card Sales - Resale	2,960.00	2,400.00
Book & Card Sales - Retail	1,533.96	1,078.36
Total Gift Shop	4,493.96	3,478.36
Interest	354.54	195.25
Other Income	206.23	0.00
Research Fees	100.00	200.00
Total Income	55,725.28	56,004.02
Cost of Goods Sold		
Cost of Books	1,320.98	108.25
Inventory Adjustment	1,956.82	2,198.07
Total COGS	3,277.80	2,306.32
Gross Profit	52,447.48	53,697.70
Expense		
Administrative Expenses		
Bank Fee	30.00	0.00
Computer Services	1,058.82	1,394.98
Credit Card Fees	134.55	56.06
Federal Excise Tax	729.00	255.00
Insurance	6,950.00	6,809.00
Internet & Phone	1,108.88	1,381.34
Legal & Accounting	5,000.00	5,000.00
Meetings	10.00	0.00
Membership Dues & Subscriptions	250.00	357.00
Office Supplies	960.03	594.78
Payroll Processing Fees	1,133.80	1,098.81

ATTACHMENT 25

12:09 PM
01/31/25
Cash Basis

Robert Louis Stevenson Museum
Profit & Loss
January through December 2024

	Jan - Dec 24	Jan - Dec 23
Payroll Tax	6,517.63	6,919.34
PO Box	200.00	194.00
Postage	0.00	26.46
Repairs & Maintenance	83.00	75.00
Salaries	90,753.36	90,448.72
Security		
AT&T Alarm Line	378.70	387.53
Napa Fire Equipment	0.00	650.00
Security - Other	850.04	75.00
Total Security	1,228.74	1,112.53
Storage	2,280.00	2,255.00
Taxes & Licenses	70.00	70.00
Utilities - Gas and Electric	3,446.87	4,794.02
Utilities - Water and Sewage	2,357.80	1,968.31
Total Administrative Expenses	124,302.48	124,810.35
Collections		
Appraisals	0.00	500.00
Cataloging	475.00	380.00
Materials	217.94	392.32
Collections - Other	5.48	0.00
Total Collections	698.42	1,272.32
Depreciation	759.00	1,063.00
Development		
Annual Fund	1,239.32	995.13
Total Development	1,239.32	995.13
Events		
Christmas with Pamela McColl	53.29	0.00
Lectures	234.94	0.00
Stevenson Poetry Night	150.98	46.93
Treasure Hunt	90.03	0.00
Whiskey Tasting	0.00	2,204.43
Events - Other	0.00	43.72
Total Events	529.24	2,295.08
Investment Expenses	8,335.84	8,151.92
Marketing/Communications		
Awards/Rewards	40.93	0.00
Social Media Promotion	0.00	40.00
Website - Maintenance	245.00	31.90
Marketing/Communications - Other	3,450.00	3,300.00
Total Marketing/Communications	3,735.93	3,371.90

ATTACHMENT 25

12:09 PM
01/31/25
Cash Basis

Robert Louis Stevenson Museum
Profit & Loss
January through December 2024

	Jan - Dec 24	Jan - Dec 23
Programs / Education		
Lectures	10.00	0.00
Total Programs / Education	10.00	0.00
Total Expense	139,610.23	141,959.70
Net Ordinary Income	-87,162.75	-88,262.00
Other Income/Expense		
Other Income		
Gain (Loss) Sale of Investments	37,451.87	4,481.95
Unrealized Gain (Loss) CY	22,853.24	85,478.98
Total Other Income	60,305.11	89,960.93
Net Other Income	60,305.11	89,960.93
Net Income	**-26,857.64**	**1,698.93**

ATTACHMENT 26

Print

2025-2026 Nonprofit Community Enrichment Program Application for Requests $5,001 and Above - Submission #222

Date Submitted: 2/19/2025

Organization Name*

We Care Animal Rescue

Please enter your organization name so we can match your application to your attachments.

Contact Person for Questions (Name/Title)*

Ashley Armstrong

Contact Person Phone Number*

(707) 963-7044

Contact Person Email Address*

aarmstrong@wecareanimalrescue.org

Organization Phone Number*

(707) 963-7044

Organization Mailing Address*

1345 Charter Oak Avenue, St. Helena, CA 94574

Organization Physical Address*

1345 Charter Oak Avenue, St. Helena, CA 94574

Federal Tax ID Number and Status*

501c3, 94-2864103

How Long Has Organization Served Community (Years & Months)*

43 years

Project Name*

Pet Food Pantry for Low-Income St. Helena Pet Owners

Requested Grant Amount*

$7,500

ATTACHMENT 26

Do You Have Matching Funds?*

No

Please List Any Matching Funds and Sources

N/A

Total Project Cost*

$7,500

Describe how your Project ties to the City's Goals, Mission/Vision or funding philosophy.*

We Care Animal Rescue requests a $7,500 grant to fund our Pet Food Pantry for a full year. Our project aligns with the city's priority to enhance the quality of life for residents, including diverse low-income residents and low-income seniors.

With City of St. Helena funding, We Care can expand its current volunteer-run Pet Food Pantry program by purchasing food for distribution, along with other necessary items for pet owners, including flea medication, dog crates, and cat litter.

Currently, our pantry relies entirely on occasional donations from community members and pet food stores, meaning that what we can offer low-income residents is not as reliable or as robust as we want to offer, or as robust as these owners need. We also can't accommodate owners whose pets are elderly or on a restricted diet and in need of specialty pet food—which is often much more costly than regular pet food, leaving owners with the dilemma of caring for their pet's needs, or taking care of their own needs for food, medication, and heat in the winter. (In our experience: owners tend to choose their pet's needs over their own.)

With steady funding for a year, we can build the program, serve more St. Helena residents, and help make sure that pet owners can continue to enjoy the love and companionship of their pets. As many as 85% of the people who come to our pantry are seniors on limited incomes whose pets are, often, their lifeline. It's amazing to see the difference that a bag of food can make in someone's life with their pet, and we are happy to provide that stability to people in need.

We Care has been a St. Helena fixture since our founding in 1982. Our mission is to improve the quality of life for companion animals in Napa Valley by providing shelter, compassionate care and community resources. Originally a cat sanctuary, we began a cat adoption program in 2022, and in 2024, we took on a contract with the St. Helena Police Department to manage the city's growing problem with stray dogs. Under this contract, we take in all stray dogs in the city, house them, try to find their owners through microchipping and social media, and adopt out dogs whose owners can't be located. We have also launched the city's first-ever dog licensing program.

Describe your Project including objectives and goals, and explain how you will meet these goals within the deadline of June 30, 2026. Please provide a timeline for your project.*

During the one-year grant period from July 1, 2025 to June 30, 2026, We Care's Pet Food Pantry will:

- Distribute 5,000 pounds of pet food over the course of 12 months
- And distribute other pet-related items, such as crates, leashes, flea medication, and litter
- Serving 30 low-income St. Helena residents each month, with a goal of providing them with at least half the pet food they need for a month.

Our volunteer-run Pet Food Pantry is already up and running. We will make plans to expand it once we get the notice of award, and will be ready to offer expanded services starting in July.

Describe who will benefit from this Project and estimate how many people your proposal may impact.*

While our Pet Food Pantry is open to Napa residents who don't reside in St. Helena, the vast majority of pet owners who use the pantry are St. Helena residents, and City of St. Helena funds will only be used to purchase food and other items for St. Helena residents. We estimate that the expanded pantry will serve 30 St. Helena residents monthly.

Describe the community support for your project.*

Our Pet Food Pantry is an all-volunteer effort, overseen by We Care's small professional staff. Volunteers acquire food for distribution, set up the pantry, handle the distributions, and clean up afterward.

We have broad community support. We receive annual donations of all amounts from animal lovers, adopters, and families. We are active members of the Chamber of Commerce and enjoy the support of local businesses along Main Street in St. Helena. Local foundations like the Napa Valley Community Foundation also support our shelter. We rely on dozens of dedicated community volunteers to help out at our shelter, foster animals in their homes, and pitch in for fundraising events.

If you have received funding from other Napa County government agencies in the past two years, provide level of funding and explain how the City of St Helena funding will specifically benefit St. Helena residents.

N/A

ATTACHMENT 26

Please describe how your application in your organization incorporates the principles of a diversity, equity and inclusion. If your organization does have a specific equity focus, it doesn't make you in eligible or less competitive.*

Our Pet Food Pantry supports a diverse St. Helena by helping our low-income residents enjoy the life-affirming benefits of having a pet. We don't require proof of income—it's honor system, and we respect people's dignity—and we don't track immigration status. At our pantry, all are welcome, united by a love of animals.

If your organization doesn't have a specific equity focus – it doesn't make you ineligible or less competitive. A lack of focus or experience with equity will not preclude you from receiving a grant, but we do ask you to think honestly and engage meaningfully about disparities that exist in your organization and in the community and how your work addresses those disparities. We recognize that not all organizations have had the same opportunities to learn about practicing and promoting equity and we know that diversity and inclusion will look different in different for each organization. We recognize that there isn't a one-size-fits-all approach to integrating diversity, inclusion, and equity into an organization's work. There are common challenges and opportunities but diversity, inclusion, and equity will mean different things to different organizations. We are committed to sharing our learning and supporting the learning of others, including providing opportunities for engagement within the community regarding social justice.

Attachment 1: Grant Budget*

We Care Grant Budget.pdf

Attachment 2: Proof of Nonprofit Status*

We Care 501c3 Letter.pdf

Attachment 3: Current Year's Operation Budget & Prior Year Actuals*

We Care 2024 Actual 2025 Budget.pdf

Attachment 4: Listing of Grant Funding Received in the Last 12 Months (if applicable)

We Care Grants Recieved.pdf

Attachment 5: Partnership Letter(s) (if applicable)

Choose File No file chosen

ATTACHMENT 26

Pet Food Panty Budget - We Care Animal Rescue

Item	Price	Amount	Notes	Total
Meow Mix 16 pound cat food	$9.99	50		$499.50
Friskies Canned Cat Food Case of 24	$19.81	50		$990.50
Purina Dog Chow 40 pound	$25.99	50		$1,299.50
Iams Canned Dog Food Case of 12	$23.57	50		$1,178.50
Seresto Collars for small dogs	$53.01	20	Flea prevention for 8 month	$1,060.20
Seresto Collars for large dogs	$53.01	20	Flea prevention for 8 month	$1,060.20
Seresto Collars for cats	$53.01	20	Flea prevention for 8 month	$1,060.20
Various leashes and collars	$350	20		$350.00
				$7,498.60

ATTACHMENT 26

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: SEP 14 1998

We Care Animal Society
1345 Charter Oak
St. Helena, CA 94574-2019

Person to Contact:
Gordon Schnur
Telephone Number:
513-241-5199
Fax Number:
513-684-5936
Federal Identification Number:
94-2864103

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in February 1983 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of $20 a day, up to a maximum of $10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

ATTACHMENT 26

We Care Animal Society
94-2864133

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

Please direct any questions to the person identified in the letterhead above.

This letter affirms your organization's exempt status.

Sincerely,

C. Ashley Bullard

C. Ashley Bullard
District Director

WE CARE 2025 BUDGET	2024 Actual	2025 Budget
Income		
4100 Donations	**150,065**	**123,800**
4110 Ordinary Donations	146,590	120,200
4120 Donation Boxes	3,474	3,600
4200 Trusts	**173,747**	**175,200**
4232 Merrill Trust Fund	56,380	52,200
4236 Partrick Trust	60,716	65,000
4237 Hangman / Jitner Note	56,650	58,000
4300 Grants	**30,000**	**56,400**
4400 Events	**2,451**	**7,500**
4500 Direct Mail Appeals	**75,386**	**90,000**
4610 Interest Income	**139,097**	**144,000**
4700 Fees Charged	**13,490**	**28,800**
4710 Adoption Fees	1,170	6,000
4730 Dog License Fees	-	2,400
4740 Police Contract	12,320	20,400
4900 Other Income	-	-
Total Revenues	584,236	625,700
Shelter Expenses	449,731	430,991
6100 Animals	**126,689**	**169,052**
6125 Spay/Neuter	11,582	11,680
6126 Veterinary Services	39,090	90,000
6127 Medical Equipment & Supplies	8,707	8,020

WE CARE 2025 BUDGET	2024 Actual	2025 Budget
6128 Medications	14,276	14,990
6132 Food	29,792	27,000
6133 Food Prescription Diets	10,182	9,460
6136 Litter	6,888	4,540
6140 Microchip	1,887	2,810
6144 Cremation	2,882	252
6180 Enrichment Supplies	1,404	300
6300 Pets In Need Program	**14,704**	**15,474**
6324 Emergency Medical Grant	8,800	9,570
6326 Community Spay/Neuter	900	900
6332 Community Food	3,000	3,000
6350 Community Wellness Clinic	1,500	1,500
6312 Other	504	504
6400 Shelter Infrastructure	**48,614**	**46,403**
6420 Repairs & Maintenance		
6422 Repair & Maintenance - Paid Time	2,468	2,401
6424 Repair & Maintenance - Supplies	4,916	2,400
6430 Shelter Supplies	10,115	9,609
6440 Trailer and Van Expenses	2,326	1,260
6493 Utilities	28,658	30,600
6494 Property Taxes	131	133
6500 Shelter Staff	**259,723**	**200,061**
6510 Wages Animal Care Specialists	199,613	94,485
6512 Wages Senior Staff Leads	76	-
6514 Benefits	19,338	9,127
6518 Staff Employer Payroll Taxes	17,690	8,370
6519 Employee Morale and Recreation	951	1,500
6520 Reimbursements	3,962	3,002
6524 Insurance-Workers Comp.	15,176	19,593

WE CARE 2025 BUDGET	2024 Actual	2025 Budget
6526 Uniforms	-	1,200
6528 Employee Recruiting	1,330	1,800
6530 Training and Education	1,013	17,550
6560 Volunteer Program	575	43,435
Organizational Expenses	261,402	**274,396**
7100 Organizational Compensation	**170,125**	**178,510**
7110 ED Wages	115,531	120,732
7111 Admin Wages	37,289	39,620
7114 Benefits	360	378
7118 Org Employer Payroll Taxes	16,946	17,780
7124 Insurance-Workers Comp.	-	-
7200 Professional Services	**59,655**	**49,681**
7210 Accounting	11,412	2,000
7220 Bookkeeping	10,213	8,400
7230 Legal	7,686	-
7240 Web Site	4,939	4,360
7250 Human Resources	11,694	6,996
7260 Development	12,338	16,800
7300 Office	**1,374**	**11,125**
7400 Fees and Charges	**698**	**732**
7407 UBS Fees	350	-
7416 Bank Service Charge	12	156
7433 Licenses, Permits & Fees	315	480
7492 State Sales Tax	21	96
7500 Insurance	**10,753**	**16,790**

WE CARE 2025 BUDGET	2024 Actual	2025 Budget
7600 Software	**8,156**	**8,150**
8000 Development Expenses	**9,898**	**9,408**
8100 Advertising	5,298	804
8300 Outreach	-	204
8400 Events	907	3,000
8500 Direct Mail	3,693	5,400
Shelter and Organizational Expenses	711,133	705,386
Net Operating Income (loss)	**(126,897)**	**(79,686)**
Non-Ordinary / Non-Recurring		
9100 Non-Ordinary Income		
9131 Facility Renovation - Capital Campaign	-	110,000
9200 Non-Ordinary / Non-Recurring Expenses	-	450,383
9220 Executive-Level Recruitment	-	-
9230 Infrastructure	-	-
9231 Facility Renovation	-	446,883
9290 Equipment	-	3,500
Net Cash Flows	**(126,897)**	**(420,070)**

Grants Recieved			
Date	**Funder**	**Amount**	
02/04/2025	Lil Bubs Big Fund	$3,500	
12/11/2024	Glide Foundation	$5,000	
10/22/2024	Prairie Foundation	$10,000	
09/25/24	Community Projects	$10,000	
3/21/2024	The David and Jane Gotelli Family Fund	$60,000	*paid over 2 years

ATTACHMENT 27

NON-PROFIT GRANT FUNDING AGREEMENT BETWEEN THE CITY OF ST. HELENA AND _____

THIS NON-PROFIT GRANT FUNDING AGREEMENT ("Agreement") is made and entered onto on July 1, 2025 ("Effective Date") by and between the City of St. Helena, a municipal corporation located in the County of Napa, State of California ("City"), and _____, a California Non-Profit Corporation ("Organization"). The City and Organization are sometimes hereinafter referred to collectively as the "Parties".

RECITALS

A. City seeks to provide grant funding to the Organization for programmatic expenses supporting the Organization.
B. Pursuant to City Council Resolution No. 2018-150, Program grants may be awarded to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.
C. Organization represents it is recognized by the Internal Revenue Service 501[c][3] nonprofit organization.
D. City and Organization have previously entered into similar agreements under the Non-Profit Grant Program and, per Resolution No. 2022-2, the City Council expressed a desire to amend the funding criteria for the Organization to allocate funding outside of the Non-Profit Grant Program due to the fundamental services provided to the St. Helena community.

THEREFORE, for the consideration hereinafter specified, the Parties agree as follows:

1. FUNDING

1.1 City has approved grant funding for the Organization in the amount of Thirty Thousand Dollars ($30,000) per fiscal year for the next three fiscal years as follows: 2025-26, 2026-27, 2027-28.

1.2 The obligations and liability of the City pursuant to this Agreement are restricted solely to the payment of the funding. The Organization assumes full financial responsibility for delivery of the Project.

1.3 The Organization acknowledges that it is liable for the full amount of the City funding, and it will be bound to the terms of this Agreement.

2. USE OF FUNDING

2.1 Funding will be used by the Organization for the purpose described in Exhibit "A" Project Details, (the "Project") and for no other purpose without prior written consent of the City.

2.2 Project details outlined in Exhibit A which commenced prior to the date of the Agreement will be considered ineligible for funding unless approved by the City.

3. REPORTING

3.1 A final report shall by due to the City no later than July 31st. The final report shall include a detailed description of how the goals outlined in Exhibit A were met and provide an explanation with measurable outcomes.

3.2 If the initiative will not be completed by June 30th of the funding year, and Organization wishes to request an extension, a request must be submitted to the City by April 30th. Extensions are at the sole discretion of the City. The Organization will be notified in writing of an extension granted to the reporting deadline.

3.3 The City shall reserve the right to use the results of this Funding Program for promotional or reporting purposes.

4. PAYMENT OF THE GRANT

4.1 City will pay the Organization the annual sum of THIRTY THOUSAND ($30,000) in a lump sum amount. Organization shall submit an invoice on July 1st to the City to initiate payment, which will be processed within a reasonable timeframe once invoice is received from the Organization.

5. TERMINATION

5.1 This Agreement shall expire on June 30, 2028, or earlier in the event of termination pursuant to this Agreement.

5.2 The City may terminate this Agreement immediately if the Organization:

a. ceases to exist or function as a non-profit organization;
b. fails to use the funding in accordance with Section 2; or
c. default in the performance of any of its obligations of under this Agreement

5.3 Should this Agreement be terminated pursuant to Section 5, a final report will determine the final payment to either party, as required.

5.4 If the Organization's financial information discloses a surplus in the grant funded services, program, event, or project, within 90 days of the City's demand, the eligible non-profit organization shall repay any surplus in excess of 5% or $2,500 whichever is less.

6. RECORD KEEPING

6.1 The City may audit all financial and related records associated with the terms of this Agreement.

6.2 The Organization shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or any longer period required by law, from the date of final payment to Organization to this Agreement.

6.3 The Organization shall maintain all documents and records, which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this agreement.

6.4 Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at the Organization's address indicated for receipt of notices in this Agreement.

6.5 Where the City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment, or termination of Organization's business, the City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by the Organization.

7. INDEMNITY

Section 1. Independent Contractors. The Parties understand and agree that in the performance of its work and services under this Agreement, Organization is and, at all times, shall remain a wholly independent contractor and not an officer, employee, or agent of City. Organization shall obtain no rights or benefits that accrue to City employees. Consultant shall have no authority to bind City in any manner or to incur an obligation, debt, or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City .

Section 2. Indemnification by the Organization. The Organization shall, upon the City's written demand and with legal counsel acceptable to the City, defend, indemnify, and hold harmless the City, its agents, officers, City Council members, and employees for all liability, actions, claims, damages, costs, or expenses, including reasonable attorney's

fees and legal expenses including expert fees and costs, which may be asserted by any person, including the Organization, arising out of or in connection with the Organization's performance of services under this Agreement.

Section 3. Insurance Requirements. Organization shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Organization, its agents, representatives, or employees, as indicated:

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

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

B. Minimum Limits of Insurance. Organization shall maintain limits no less than:

1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury, and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: $1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: $1,000,000 per accident for bodily injury or disease.

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

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

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of work or operations performed by the Organization or Organization's subconsultants; or automobile owned, leased, hired or borrowed by the Organization.
2. For any claims related to Organization's conduct while performing the work of

this Project, the Organization's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Organization's insurance and shall not contribute with it.

3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

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

E. Waiver of Subrogation. The workers compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City.

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

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

Section 4. Nondiscrimination. The Organization shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, ancestry, color, sex, sexual orientation, gender, gender identity, gender expression, age, national origin, religion, material status, medical condition, or physical or mental disability.

Section 5. Governing Law. City and Organization agree that the law governing this Agreement shall be that of the State of California.

Section 6. Compliance with Laws. Organization shall comply with all applicable laws,

ordinances, codes, and regulations of the Federal, State, and Local Agencies (including, without limitation, the City).

Section 7. Disclosure/Provision of Information. Brochures, maps, or other promotional materials produced by Organization using the funds arising out of this Agreement may include the City logo on the material. Any information developed by Organization pursuant to this Agreement shall be provided to the City upon request and Organization expressly grants City full legal authority and license to use and distribute any such materials.

Section 8. Waiver. The Parties agree that a waiver, breach, or violation of any term or condition of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The City's acceptance of Organization's performance of any work or services shall not be deemed to be a waiver of City's rights or Organization's obligations under this Agreement.

Section 9. Assignment/Delegation. Neither party hereto shall assign, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other Party, and no assignment shall be of any force or affect whatsoever, and shall be void, unless and until the other Party shall have so consented.

Section 10. Conflict of Interest/Anti-Fraud and Anti-Corruption Policies. The Organization covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Agreement. The Organization further covenants that in the performance of the Scope of Services under this Agreement, Organization will not knowingly employ any person having any such conflict of interest with the City.

A. Organization covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Organization's performance of services under this Agreement. Organization further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Organization agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.
B. City understands and acknowledges that Organization is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties.

Organization is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

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

Section 11. Attorney's Fees. In the event either Party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the rights or remedies of either party, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs as part of such action or proceeding or any post¬judgment legal proceedings.

Section 12. No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create, and the Parties do not intend to create any rights or remedies to any person or entity not a Party to this Agreement. In the event that Organization enters into any agreements with third parties in connection with the work and services provided under this Agreement, City shall be deemed an intended third-party beneficiary of such agreements.

Section 13. Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing, and shall be personally served or mailed, return-receipt requested, addressed to the respective Parties as follows:

Contact Person	**City Manager**
Organization	**City of St. Helena**
Street Address	**1088 College Avenue**
St. Helena, CA 94574	**St. Helena, CA 94574**

Section 14. Prior Agreements. This Agreement, including all Exhibits attached hereto,

represents the entire understanding of the Parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered under this Agreement.

Section 15. Representations. Organization represents it is recognized by the Internal Revenue Service as a section 501[c][3] nonprofit organization, that it is directed by an elected Board of Directors from the local business community with a professional staff, and is organized and equipped to carry on the Scope of Services to be provided to the City in accordance with the terms of this Agreement.

Section 16. Entire Agreement/ Interpretation. Both Parties acknowledge that by entering into this Agreement, the City is not assuming any obligation to operate, supervise, or fund Organization or any other obligations to Organization other than those expressly provided in this Agreement. This Agreement constitutes the entire agreement among the Parties and may not be modified or changed, except by written instrument executed by both Parties. No provision of this Agreement is to be interpreted for or against either Party because that Party or that Party's legal representative drafted such provision.

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

Non-Profit Organization:	City:
By: _____	By: _____
Name: _____	Name: Anil Comelo
Title: _____	Title: City Manager
501[c][3]: _____	

EXHIBIT A

Project Scope:

Goals:

NON-PROFIT GRANT FUNDING

FY 2025-26

FUNDING REQUESTS AND RECOMMENDATIONS

Applicant	Description	FY25/26 Funding Request	FY25/26 Proposed Funding
Friends of the Cameo	Science in Cinema	5,000	5,000
Grace Episcopal Church	Common Table on Spring	19,386	-
Lunchtime Productions, Inc.	Summer camps for young people in St. Helena	1,125	-
Monarch Justice Center	Monarch Justice Center Outreach Campaign	3,500	3,000
Music in the Vineyards	Music in the Vineyards: Education and Community Engagement in St. Helena	6,000	3,000
Napa Valley College	4th Annual Viva Mariachi St. Helena	5,000	5,000
Napa Valley Museum	Napa Valley Museum of Art & Culture (the MAC) in St. Helena	20,000	-
Napa Valley State Park	Bale Mill Community Events	15,000	4,000
Nimbus Arts	Free Community Arts Program	12,4000	5,000
Our Town St. Helena	Monument Sign: Pope Street Workforce Housing Project	7,500	-
St. Helena Choral Society	Children's/Teen Choir Festival Funding	13,100	5,000

FUNDING REQUESTS AND RECOMMENDATIONS, *CONTINUED*

Applicant	Description	FY25/26 Funding Request	FY25/26 Proposed Funding
St. Helena Community Garden	St. Helena Community Garden Upgrade	3,000	2,000
St. Helena Cooperative Nursery School	St. Helena Cooperative Nursery School	10,000	5,000
St. Helena Farmers' Market	SHFM Market Match	15,750	2,500
St. Helena Historical Society	SHHS: Walking Tour and Communications	2,448	2,448
St. Helena Hospital	Dental & Vision Equity Clinics	20,000	5,000
St. Helena Little League	Player Scholarships and All-Star Uniforms	22,000	2,500
St. Helena Preschool for All	St. Helena Preschool For All Scholarships	20,000	5,000
St. Vincent de Paul Ministry of the St. Helena Catholic Church	Financial Assistance for Individuals and Families in the City of St. Helena, not limited to SHCC members	20,000	5,000
Sustainable St. Helena - An Environmental Alliance	St. Helena Redwood Forest Project "A Future Community Forest"	10,000	2,500

FUNDING REQUESTS AND RECOMMENDATIONS, *CONTINUED*

Applicant	**Description**	**FY25/26 Funding Request**	**FY25/26 Proposed Funding**
The Saint Helena Forum for Innovation and Creativity	Ongoing Free Virtual Humanities Based Cultural Presentations	10,000	2,500
Upstage Napa Valley	Playfest 2025	10,000	2,500
UpValley Family Centers	Triple P Fear-less Parent Workshops	5,000	3,000
Vailima Foundation	RLSM Digital Tour Project	5,000	2,500
We Care Animal Rescue	Pet Food Pantry for Low-Income St. Helena Pet Owners	7,500	2,500
TOTAL		**268,709**	**74,948**

RECOMMENDATIONS

- Authorize funding for the FY 2025-26 Non-Profit Application Period in the amount of $74,948.

- Authorize the City Manager to execute a Three-Year Non-Profit Funding Agreements with Boys & Girls Club, Rianda House, and UpValley Family Centers and authorize funding in the amount of $30,000 per year for each organization.

From: sharie renault
To: Public Comment
Subject: [External] UpStage Napa Valley Grant
Date: Tuesday, April 22, 2025 3:12:05 PM
Attachments: image001.png

Dear City of St. Helena Council Members,

I would like very much to attend the meeting this evening to thank you in person for your support of our fall playwright festival, PlayFest. For the past four years with your help, we have been able to produce 36 new works of today's emerging playwrights. We have been able to cast sixty- four roles for community actors with stipends, and entertain 1,200 local audience members. More importantly the actors, playwrights, directors, and audience have engaged in talkbacks after each play providing a space for us to hear one another's viewpoints on issues facing us in these unsettled times.

Thank you for your support.

Sharie Renault, Artistic Director
UpStage Napa Valley
707-337-5850
Caravaggio1007@gmail.com
www.upstagenapavalley.org

theater from the heart
UPSTAGE NAPA VALLEY

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

DATE:	April 22, 2025
FROM:	Eric Janzen, Assistant Public Works Director
SUBJECT:	Consideration and possible approval of Resolution granting 1130 Paulson Ct. an exemption from the independent utility connection requirement for a proposed ADU
RECOMMENDED ACTION:	Adopt Resolution granting 1130 Paulson Ct. exemption from SHMC Section 17.22.030(G)(2)(c) to Construct one (1) ADU.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Consideration and possible approval of Resolution granting the owner of 1130 Paulson Ct. an exemption from SHMC Section 17.22.030(G)(2)(c) to construct one (1) ADU without installing separate water and sewer utility connections.
FINANCIAL IMPACT:	None.

BACKGROUND:

The owner of 1130 Paulson Ct. wishes to construct a new accessory dwelling unit (ADU).

St. Helena Municipal Code (SHMC) Section 17.22.030(G)(2)(c) requires that an accessory dwelling unit (ADU) be equipped with separate water and sewer utility connections. The owner of 1130 Paulson Ct. has submitted a building permit application to construct an ADU but seeks exemption from SHMC Section 17.22.030(G)(2)(c). The ADU does not qualify for exemption under the provisions described in the municipal code and Staff cannot independently grant a waiver of this requirement. The property owner seeks Council approval for an exception to this requirement.

The property owner has expressed a willingness to provide a public benefit by recording an affordable housing covenant on the parcel where the ADU will be located requiring that the ADU be rented to a low income household.

DISCUSSION:

Due to the limited availability of affordable housing options within the City, the Public Works Department is willing to support this request for exemption to SHMC Section 17.22.030(G)(2)(c). If approved by Council, the ADU will be allowed to connect to the

existing water and sewer utilities currently serving the existing residence. The water utility will be connected in accordance with the City Standards for a water meter manifold and include a separate meter to serve the ADU.

The Community Development Director and the City Attorney have drafted an Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant to which the property owner has agreed and executed. A copy of the Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant is attached to this Staff Report as Attachment B. The property owner now seeks Council approval granting the exemption to SHMC Section 17.22.030(G)(2)(c) prior to recording the Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant.

Once recorded, the Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant will bind the parcel to an Affordability Restriction for lower income household as defined California Health and Safety Code section 50079, and an Affordable Rent not to exceed the product of thirty percent times sixty percent of the area median income for Napa County adjusted for a family size appropriate for the unit as defined in California Health and Safety Code section 50052.5(h).

The Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant will also ensure that the ADU will not be sold separately or otherwise conveyed separately from the primary residence.

The Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant will run with the land and bind future owners to these provisions for the period(s) specified in Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant.

ENVIRONMENTAL REVIEW: Exempt

GOAL:

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

DOCUMENTS ATTACHMENTS:

Attachment A.Inclusionary ADU Covenant (St. Helena--Damianides) v2
Attachment B.Resolution.1130 Paulson.20250416

Recording Requested By:
City of St. Helena

When Recorded Mail To:
City of St. Helena
1088 College Avenue
St. Helena, CA 94574
Attn: City Clerk

Space Above for Recorder's Use Only

APN: 009-770-017
Address: 1130 Paulson Court, St. Helena, CA

ACCESSORY DWELLING UNIT
INCLUSIONARY HOUSING COVENANT

This Accessory Dwelling Unit Inclusionary Housing Covenant ("Covenant") is dated as of this _16th _ day of _April_____, 2025 (the "Effective Date"), by and between the City of St. Helena ("City") and Marios Damianides and Anna Damianides (together, the "Owner"). "Owner" as used in this Covenant shall further refer to all successors in interest to the Property.

This Covenant applies to the real property commonly known as **1130 Paulson Court** St. Helena, CA 94574 as more specifically described in Exhibit A, attached to this Covenant and incorporated herein by this reference (the "Property").

RECITALS

A. Owner is the owner of the Property, which is improved with a single-family residential unit and upon which Owner is constructing an accessory dwelling unit, or ADU; and

B. Owner has requested an exception to the City's standard requirement as set forth in St. Helena Municipal Code Section 17.22.030(G)(2)(c) that an ADU be equipped with separate water and sewer utility connections, and in exchange for the City granting such exception, Owner has agreed to offer the ADU for rent to lower income households; and

C. This Covenant provides the terms and conditions pursuant to which the Owner shall provide the ADU for rent to lower income households.

NOW, THEREFORE, in consideration of the foregoing and of the mutual terms and covenants set forth below, the City and the Owner agree as follows:

Confidential - Not for Public Consumption or Distribution

COVENANT TERMS AND CONDITIONS

1. *Affordability Restriction*. The ADU on the Property shall be rented to a lower income household as defined in California Health and Safety Code section 50079. The income level for lower income tenants in the ADU shall be consistent with those published on an annual basis for lower income households in Napa County by the State Department of Housing and Community Development, adjusted based on family size.

2. *Affordable Rent.* The monthly rent for the ADU shall not exceed the product of thirty percent times sixty percent of the area median income for Napa County adjusted for family size appropriate for the unit, divided by twelve (i.e.: 30% x 60% x AMI/12). The family size appropriate for the ADU is ___2____ persons. The affordable rent includes a reasonable utility allowance, consistent with the utility allowance schedule published by the Housing Authority of Napa County. For purposes of this Covenant, "adjusted for family size appropriate for the unit" shall have the meaning set forth in California Health and Safety Code section 50052.5(h), or any successor statute thereto.

3. *Initial Eligibility*. Before renting or leasing the ADU to a new tenant, the Owner must provide the City with proof of the tenant's income eligibility for the City's review and approval.

4. *Recertification of Eligibility*.

   4.1 Each year, within 30 days before the annual anniversary of the Effective Date, the Owner shall provide the City with a recertification of eligibility indicating, under penalty of perjury, the number of persons occupying the ADU, the ADU tenant's name and initial occupancy date, the ADU tenant's gross annual income, and the amount of rent paid per month and annual rent as a percentage of annual income.

   4.2 The annual recertification shall also contain those documents used to certify eligibility. The City may from time to time during the term of this Covenant request additional or different information and the Owner shall promptly supply such information in the reports required hereunder. The Owner shall maintain all necessary books and records, including property, personal, and financial records, in accordance with requirements prescribed by the City with respect to all matters covered by this Covenant. The Owner, at such time and in such forms as the City requires, shall furnish to the City statements, records, reports, data, and information pertaining to matters covered by this Covenant. Upon reasonable advance request for examination by the City, the Owner, at any time during normal business hours, shall make available all of their records with respect to all matters covered by this Covenant. The Owner shall permit the City to audit, examine, and make excerpts, copies, or transcripts from these records at the City's sole cost.

   4.3 Failure by Owner to timely comply with paragraph 4.1 or 4.2 above constitutes a material default under this Covenant. The Owner shall require in every rental

agreement that it enters into with an ADU tenant that the tenant shall provide documentation as necessary or appropriate to comply with the annual recertification process set forth in this Covenant.

5. *Change in Eligibility*. Should a qualifying tenant's income exceed the lower income threshold during the term of the tenant's lease of the ADU, then the tenant must leave the ADU at the end of the then-current tenancy or within 12 months of entering into the then-current lease or the most recent renewal of the lease, whichever is earlier. The Owner shall provide for termination under this paragraph in every rental agreement that it enters into with an ADU tenant.

6. *Covenant Duration*. The affordability-restrictions in set forth in this Covenant apply for a period of 55 years from the Effective Date (the "Affordability Term"). The remainder of the requirements set forth below in Sections 7-10 shall remain in effect for so long as an ADU exists on the Property.

7. No Discrimination.

   7.1 The Owner covenant that there shall be no discrimination against or segregation of any person or group of persons on account of any basis listed in subdivision (a) or (d) of Section 12955 of the Government Code, as those bases are defined in Sections 12926, 12926.1, subdivision (m) and paragraph (1) of subdivision (p) of Section 12955, and Section 12955.2 of the Government Code, in the sale, lease, sublease, transfer, use, occupancy, tenure, or enjoyment of the Property, nor shall the Owner establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy of tenants, lessees, subtenants, sublessees or vendees in the Property.

   7.2 All deeds, leases or contracts made relative to the Property, the improvements thereon or any part thereof, including the ADU, shall contain or be subject a nondiscrimination clause the same or substantially the same as that set forth in paragraph 7.1 above. The non-discrimination covenant shall run with the land.

8. *Rental Term*. The ADU may not be rented for a term that is shorter than 30 days.

9. *No Separate Conveyance*. The ADU may not be sold or otherwise conveyed separately from the lot and the primary dwelling.

10. *Maintenance*. Owner must maintain and operate the ADU to provide decent, safe, and sanitary housing.

11. *Binding on Successors*. This Covenant binds every successor in ownership of the Property. Lack of compliance is cause for code enforcement.

12. *Enforcement of Covenant.* This Covenant is enforceable by the City Manager or his or her designee for the benefit of the City. Failure of the property owner to comply with

the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU in violation of the Covenant, abatement of the ADU, or specific performance

13. All other regulations apply. No other legal requirement is affected by this Covenant. The Owners must comply with every other requirement imposed on an ADU and on the Property under state law and under the St. Helena Municipal Code.

CITY OF ST. HELENA:

By: _____ Dated: _____
Anil Comelo
City Manager

Approved as to form:

By: _____ Dated: _____
Ethan Walsh
City Attorney

OWNERS:

By: Marios Damianides Dated: 4/16/2025

By: Anna Damianides Dated: 4/16/2025

EXHIBIT A

Property Description

The land described herein is situated in the State of California, County of Napa, City of Saint Helena, described as follows:

LOT 9, as shown on the Map entitled, "Final Map of Westminster Estates", filed December 30, 1997 in Book 20 of Maps at pages 103 and 104, in the Office of the County Recorder of said Napa County

APN: 009-770-017-000

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) SS.
COUNTY OF NAPA)

On _____ before me, _____, Notary Public, personally appeared Marios Damianides_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____
Signature (Seal)

Notary Public in and for said County and State

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) SS.
COUNTY OF NAPA)

On _____ before me, _____, Notary Public, personally appeared Anna Damianides_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____
Signature (Seal)

Notary Public in and for said County and State

CITY OF ST. HELENA
RESOLUTION NO. 2025-

Granting 1130 Paulson Ct. Exemption from SHMC Section 17.22.030(G)(2)(c) to Construct one (1) ADU.

RECITALS

A. The owner of 1130 Paulson Ct. wishes to construct a new accessory dwelling unit (ADU); and

B. St. Helena Municipal Code (SHMC) Section 17.22.030(G)(2)(c) requires that an accessory dwelling unit (ADU) be equipped with separate water and sewer utility connections; and

C. The owner of 1130 Paulson Ct. seeks exemption from SHMC Section 17.22.030(G)(2)(c); and

D. The ADU does not qualify for exemption under the provisions described in the municipal code and cannot be approved by Staff; and

E. The property owner is willing to provide a public benefit by recording an Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant for the parcel where the ADU will be located; and

F. The City Council recognizes the limited availability of affordable housing options within the City and wishes to encourage development of this type; and

G. The Community Development Director and the City Attorney have drafted an Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant which would bind the property to an Affordable Restriction, an Affordable Rent, and subject to the provisions of California Health and Safety Code sections 50079 and 50052.5(h); and

H. The property owner has agreed to the Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant and will, on approval of the request by the City Council, record this document with the County of Napa Recorder's Office.

RESOLUTION

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

1. Adoption of this resolution is not subject to CEQA; and
2. That the availability of deed restricted affordable housing offers a public benefit to the City of St. Helena; and

3. That, on recording of the Accessory Dwelling Unit (ADU) Inclusionary Housing Covenant discussed herein and subject to the applicable provisions of the California Building Code, the parcel of 1130 Paulson Ct. is granted exemption from the provisions of St. Helena Municipal Code (SHMC) Section 17.22.030(G)(2)(c) for the purpose of constructing one (1) ADU.

Approved at a regular meeting of the St. Helena City Council on April 22, 2025 by the following vote:

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

APPROVED: ATTEST:

_____
_____ Paul Jamison Dohring, Mayor
Erika Opp, Acting City Clerk

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	April 22, 2025
FROM:	Erika Opp, Administrative Analyst
SUBJECT:	Consideration and proposed approval of a resolution for the City Council appointment of applicants to fill the Library Board of Trustees vacancy and the Active Transportation and Sustainability Committee Alternate vacancy.
RECOMMENDED ACTION:	Approve a resolution appointing one applicant to the Library Board of Trustees and one applicant as the alternate on the Active Transportation and Sustainability Committee.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Appoint an applicant to the vacant Library Board of Trustees position and the Active Transportation and Sustainability Committee Alternate position.
FINANCIAL IMPACT:	There is no financial impact associated with this report.

BACKGROUND:

Library Board of Trustees Member Alexandra Haslip provided her resignation on March 7, 2025. The vacant Library Board of Trustees position has a term ending June 30, 2026.

The Active Transportation and Sustainability Committee has had an open position for an alternate member for a term ending June 30, 2026.

The City Clerk's Division conducted a recruitment and received three applications for consideration for the Library Board of Trustees and one applicant for the Alternate position on the Active Transportation and Sustainability Committee.

The City Council will conduct a special meeting on April 22, 2025 to interview applicants and make the appointment during the regular meeting.

DISCUSSION:

The City held a recruitment for the Library Board of Trustees vacancy (1 vacancy) and received three applications for consideration.

1. Courtenay Fletcher
2. John Flynn
3. Ann Whiting

The City held a recruitment for the alternate position on the Active Transportation and Sustainability Committee and received one application for consideration.

1. Emma Leggat

ENVIRONMENTAL REVIEW: None.

DOCUMENTS ATTACHMENTS:

Resolution Appointing one member to Library Board of Trustees and one alternate member to ATSC

CITY OF ST. HELENA

RESOLUTION NO. 2025-

Appointing applicants to the Library Board of Trustees and to the alternate position on the Active Transportation and Sustainability Committee

RECITALS

A. There is one vacant position on the Library Board of Trustees due to a resignation and one open alternate position on the Active Transportation and Sustainability Committee

B. Applications have been received from community members; and

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

D. An applicant interview meeting is scheduled to be held on April 22, 2025 at 5:30 p.m.

RESOLUTION

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

Library Board of Trustees

1. _____ is appointed to the St. Helena Library Board of Trustees to fill vacant position that expires on June 30, 2026.

Active Transportation and Sustainability Committee

2. _____is appointed to the Active Transportation and Sustainability Committee to fill the vacant alternate position that expires on June 30, 2026.

Approved at a Regular Meeting of the St. Helena City Council on April 22, 2025, by the following vote:

Mayor Dohring: ___
Vice Mayor Deasy: ___
Council Member Barak: ___
Council Member Spadarotto: ___
Council Member Summers: ___

APPROVED: ATTEST:

_____ _____
Paul Jamison Dohring, Mayor Erika Opp, Acting City Clerk

City of St. Helena

CA-25-013

COMMISSION/COMMITTEE APPLICATION

Received Date: March 19, 2025
Application Type: Library Board of Trustees

NAME:	Courtenay Fletcher
ADDRESS:	[redacted], Saint Helena, CA, 94574-1101
PHONE:	[redacted]
EMAIL ADDRESS:	[redacted]
LENGTH OF RESIDENCY:	Saint Helena
EMPLOYER:	TCM, Senior Designer
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	I love libraries and books and feel they are an essential part of any community and offer so much more than books. Now more than ever we need do step up to support our libraries and make sure they continue to be a vital part of our society.
EDUCATIONAL BACKGROUND:	•MFA in Design/Art Direction from Art Center College of Design •15 years as an Art Director at ad agencies in LA, Chicago and NYC • 13 years working as a children's illustrator, book designer and marketing designer • Currently working as a senior designer at Teacher Created Materials(publisher of educational books) in their picture book trade division.
OTHER RELEVANT EXPERIENCE:	For three consecutive years, I participated in the Summer Author Series (sponsored by the Library foundation of LA) in which I did presentations and book signings at various branches of the Los Angeles Public Library. I am also still co-owner of Inner Flower Child Books, where I co created picture books, put together workshops, school visit presentations and professional development presentations: http://innerflowerchildbooks.com/events--bookings.html
COMMUNITY INVOLVEMENT:	I've worked with many organizations that use books to help children going through traumatic times, such as A Window Between Worlds, Get On the Bus, Voices for Children of San Antonio and others. I've done many presentations at LAUSD schools to promote art, creativity and healing. I've been involved with Society of Children's Book Writers and Illustrators (current member) and Independent Book Publishers Assoc.
REFERENCE 1:	Name: Noelle Strouss Address: [redacted] St. Helena, Ca Phone Number(s): [redacted] Email: [redacted]
REFERENCE 2:	Name: Joel Toller Address: [redacted] St. Helena, Ca Phone Number(s): [redacted] Email: [redacted]

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REFERENCE 3:

Name: Sydney Strouss
Address: [redacted], Angwin, CA
Phone Number(s): [redacted]1
Email: [redacted]

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No and I've never been on a board.

What is your understanding of the role and responsibility of this Commission?

That the commission oversees the distribution of funds to buy books, fund events, and ensures that library runs according to the rules.

What would be your goal(s) as a Commissioner?

To support and promote the library as a free and important source of culture, art and learning in our community.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

no

Is there anything else you would like us to consider when reviewing your application?

no, other than I have no experience in city government or being on commissions, but I do have a deep love of libraries and books.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Courtenay Fletcher — March 19, 2025

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City of St. Helena

CA-25-014

COMMISSION/COMMITTEE APPLICATION

Received Date: March 20, 2025
Application Type: Library Board of Trustees

NAME:	John Flynn
ADDRESS:	[redacted], Angwin, CA, 94508
PHONE:	[redacted]
ALTERNATIVE PHONE:	[redacted]
EMAIL ADDRESS:	[redacted]
LENGTH OF RESIDENCY:	0. I've worked in St. Helena since 2008
EMPLOYER:	St. Helena Appliance
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	Would like to give some time to continue to have a valuable resource to the community and give back to aforementioned community.
EDUCATIONAL BACKGROUND:	Graduated Petaluma High School 1977. Completed a 1 year vocational training program in the Adult Education Department of Solano County in 1991, specializing in Heating and Air Conditioning. Misc on factory service training in the appliance repair field since getiting the "racket" in 1991.
OTHER RELEVANT EXPERIENCE:	Many years of customer service in the appliance repair field, working for established companies as Sears Repair Services and since 2008 for local company St. Helena Appliance.
COMMUNITY INVOLVEMENT:	Napa Valley Democrats
REFERENCE 1:	Name: Tom Glakeler Address: [redacted] St. Helena, CA 94574 Phone Number(s): [redacted] business hours Email: Not known
REFERENCE 2:	Name:Eric Bell Address:Same as Above Phone Number(s): Same as above. Business hours Email: [redacted]
REFERENCE 3:	Name: Brian Pope Address:Same as above Phone Number(s): Same as above. Business hours Email: Not known

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

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A once a month meeting that starts at 5p at libary. If I schedule correctly I could make it to that meeting as close to 5p on the scheduled Wed meeting. I would be off work at 5p and will as the dispatchers at SHA to honor my request to be off at that time.

What would be your goal(s) as a Commissioner?

To serve 2 full years and participate to the best of my ability, be a team member. The library will continue to need to function to the community during the upcoming years of goverment cutbacks.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

Is there anything else you would like us to consider when reviewing your application?

I am a regular patron to the St. Helena Library, have a favorite seat in the computer section, known as the row of fame, and found out about this non-partisan position via the city newsletter.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

John J. Flynn | March 20, 2025

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City of St. Helena

CA-25-016

COMMISSION/COMMITTEE APPLICATION

Received Date: March 24, 2025
Application Type: Library Board of Trustees

NAME:	Ann Whiting
ADDRESS:	[redacted], St. Helena, CA, 94574
PHONE:	[redacted]
ALTERNATIVE PHONE:	[redacted]
EMAIL ADDRESS:	[redacted]
LENGTH OF RESIDENCY:	Since 1/1 2025
EMPLOYER:	self
EMPLOYMENT STATUS:	Part-time
REASON FOR APPLYING:	I believe reading is very important and am concerned about book bans. I am new to the area and would like to be involved in my new community.
EDUCATIONAL BACKGROUND:	MS degree in Human Resource Management.
OTHER RELEVANT EXPERIENCE:	Parent and foster parent. Substitute teacher and years of experience with youth.I stressed the importance of education and encouraged reading in all my roles.
COMMUNITY INVOLVEMENT:	Various volunteer positions in the state of Washington - North Beach PAWS and I was an active member in Women Helping Women.
REFERENCE 1:	Name: Katie Avery Address: [redacted] Phone Number(s): [redacted] Email: mrskatieavery@gmail.com
REFERENCE 2:	Name: Address: Phone Number(s): Email:
REFERENCE 3:	Name: Address: Phone Number(s): Email:

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

No

What is your understanding of the role and responsibility of this Commission?

I would be coming in as an open slate - no preconceived beliefs or understandings.

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What would be your goal(s) as a Commissioner?

To support other members and provide relevant input.

Advocate for the library and for the community.

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

No

Is there anything else you would like us to consider when reviewing your application?

Since new to the area I cannot provide three references. I have met Terry Wood - we are neighbors.

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

ann m whiting

March 23, 2025

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ANN SIMPSON/WHITING
[redacted]

PROFESSIONAL EXPERIENCE

10+ YEARS EXPERIENCE – MENTAL HEALTH/CRISIS SUPPORT

Arukah Institute of Health – Living Room Manager
Catholic Community Services of Western Washington – Therapist/Clinician III
Columbia Wellness – Mobile Crisis Counselor and Crisis Support Specialist
Behavioral Health Resources – Adult Care Coordinator
Catholic Charities - Community Support Liaison
Stockton State Hospital – Living Skills Educator

19 YEARS EXPERIENCE – SOCIAL SERVICES/FOSTER CARE

Lutheran Social Services of Illinois – Child Welfare Supervisor
Lake County, California – Eligibility Worker
State of California, Foster Parent

10 YEARS EXPERIENCE – WRITER

12 YEARS EXPERIENCE – CUSTOMER SERVICE, MARKETING

10 YEARS EXPERIENCE – HUMAN RESOURCES

Lutheran Social Services of Illinois – Child Welfare Supervisor

Provided direct supervision, support and training to five Child Welfare Specialists and two Case Assistants. Determined case assignments for staff. Monitored the quality and quantity of case work services provided. Proactively addressed foster-care related issues as they arose.

Worked closely and cooperatively with top management, DCFS, the courts and other child welfare agencies.

CWEL certified

Arukah Institute of Healing, Living Room Manager

Determined the policies and procedures for the new facility, as well as workflow and documentation requirements.

The Living Room continues to provide a safe, nonjudgmental space for individuals experiencing mental health, substance use and daily life stressors – with an emphasis on meeting people where they are, and assisting to improve the quality of their lives, while also diverting hospitalizations and negative law enforcement interactions.

The position works cooperatively with the C5 Rural Network, Saint Margaret's Health, and local law enforcement.

Supervised a rotating staff of 5+ Recovery Support Specialists Monday-Friday.

Catholic Community Services of Western Washington

This position provided strength-based, team-based mental health services for children and their families. The position partnered with natural supports and external community resources to achieve long term positive results.

Consistently exceeded required service hours – earning bonuses on a quarterly basis.

Performance review ratings – all 3s on a 0-3 scale - with 3 being the highest possible rating.

Columbia Wellness

Mobile Crisis duties – This position provided a wide array of direct and indirect services in crisis response for persons experiencing acute/urgent emotional or mental health problems. Emphasis was on outreach within the community with the goal of diverting hospitalizations when possible.

CSU duties - This position provided non-clinical outpatient support services to all clients served within the Columbia Wellness Crisis Support Unit.

Behavioral Health Resources

Provided clinical care coordination services to designated priority clients. The goal of the position was to help clients maintain stable community living, increase independence, and enhance quality of life.

Exceeded service hour requirements monthly.

Catholic Charities and Stockton State Hospital

Taught independent living skills to hospital residents. Supported residents in their transition from hospital-community living.

ANN'S ACCOLADES

One of my greatest strengths is client/customer service. Below, are just some of the comments I've received:

- Thank you SO much Ann. It's wonderful to work with you.
- I thoroughly enjoyed working with Ann and she is one of the key reasons we are interested in building a relationship with your agency.
- Ann has, in fact already responded, and with great info because she is awesome.

EDUCATION

UNIVERSITY OF UTAH, Salt Lake City, Utah

Master of Science with high honors in Human Resources

Master's thesis—Performed a staffing analysis for the state of Utah Department of Social Services which resulted in state-wide staffing recommendations.

UNIVERSITY OF THE PACIFIC, Stockton, California

Bachelor of Arts with high honors in Behavioral Psychology (Applied Behavior Analysis)

Certified Crisis Intervention Specialist II

Certified in Trauma Focused CBT+

EMMA LEGGAT

EDUCATION

INTERNATIONAL MBA
University of San Diego

BACHELOR OF ARTS
Lehigh University
Journalism &
Communication

CONTACT

[redacted]
linkedin.com/emmaleggat

LANGUAGES

Fluent Swedish & English,
beginner Spanish

SUMMARY

Execution-oriented communications leader and chief of staff with 20+ years of experience across high-growth, high-tech brands including Airbnb, Sonos, HotelTonight, and eBay.

EXPERIENCE

SONOS, SANTA BARBARA, CA
Chief of Staff to the CEO (Feb 2023 - present)
Sr Director of Executive Communications (Oct 2023 - present)
Director of Internal Communications (March 2021- Oct 2023)

- Since Jan 2025, have acted as deputy to newly appointed Sonos CEO, leading all external and internal communications surrounding his announcement and successful transition.
- Lead executive and employee communications, crafting all CEO and key leader communications, producing monthly all hands for 1800+ employees, leading company response around societal events and DEI, and in-house content generation.
- Lead executive operations and processes to drive operational rigor across all functions, including company-wide prioritization and goal setting processes and convenings.
- Drive collaboration and cohesion across communications leads spanning: ESG, consumer & product, internal and corporate communications, and investor relations.

AIRBNB, SAN FRANCISCO, CA
Director of Communications, HotelTonight, an Airbnb company (2019)
Director of Communications, HotelTonight (2016 – 2018)

- Created and led brand & communications function at HotelTonight through its acquisition by Airbnb in 2019.
- Leveraged internal data and consumer insights around travel behavior to lead news bureau generating ongoing media coverage

STUBHUB (AN EBAY COMPANY), SAN FRANCISCO, CA
Director of Communications, StubHub (Feb 2016 – Aug 2016)
Head of Communications & Social Good, StubHub (2012 – 2016)

- Led creation of StubHub's first-ever social impact and artist advocacy programs to deepen customer engagement and generate goodwill within the music industry.
- As company spokesperson, advanced StubHub's perception and thought leadership around social impact through

EMMA LEGGAT

speaking engagements and media interviews. (Examples: *Inc.*, South by Southwest)
- Completed competitive, nomination-based 12-week eBay Emerging Leaders Training Program.

EQUINOX CENTER, SAN DIEGO, CA
Communications Director (2011-2012)

- Worked with diverse business leaders, elected officials, and local community to educate and lead consensus building around regional sustainability issues through earned media, public convenings, data visualizations, and storytelling.

THE HITACHI FOUNDATION, WASHINGTON, D.C.
Mita Business in Society Fellow (2010)

- Appointed post-graduate, 12-month fellowship in corporate citizenship through national competition of MBA students.
- Led communications for corporate philanthropy of Hitachi, Ltd. and its 40+ group companies, and launched national prize for young social entrepreneurs.

MMGY PUBLIC RELATIONS, NEW YORK, NY
Account Supervisor (2006 – 2008)
Senior Account Executive (2005 – 2006)

- Led national consumer communications campaigns on behalf of clients Hertz Car Rental, various hotels, and travel companies.

RUDER FINN PUBLIC RELATIONS, NEW YORK, NY
Senior Account Executive (2004)

- First hire by SVP to stand up a new internal communications practice, securing new business and providing communications counsel to companies including Novartis, New York Life, and Office Depot.

COONEY/WATERS GROUP, NEW YORK, NY
Account Executive (2003 – 2004)

- Served on client teams developing and leading public health communications campaigns for pediatric vaccines.

HILL & KNOWLTON PUBLIC RELATIONS, NEW YORK, NY
Account Executive (2002 – 2003)
Account Coordinator (2002 – 2002)

- As part of corporate/financial practice of Hill & Knowlton's New York flagship, executed media relations activities for clients including HP, Ernst & Young, and law firm O'Melveny & Myers.

City of St. Helena

CA-25-015

COMMISSION/COMMITTEE APPLICATION

Received Date: March 22, 2025
Application Type: Active Transportation and Sustainability Committee

NAME:	Emma Leggat
ADDRESS:	[redacted], Saint Helena, CA, 94574
PHONE:	[redacted]
EMAIL ADDRESS:	[redacted]
LENGTH OF RESIDENCY:	Saint Helena
EMPLOYER:	Sonos, Sr Director of Communications
EMPLOYMENT STATUS:	Employed
REASON FOR APPLYING:	I am keenly interested in active transportation and sustainability and am well-informed around these topics based on previous professional experience working for a nonpartisan sustainability research and policy center.
EDUCATIONAL BACKGROUND:	MBA (University of San Diego), Bachelor of Arts Degree (Lehigh University)
OTHER RELEVANT EXPERIENCE:	I lead communications for a public corporation and serve as chief of staff to the CEO. I am also a local homeowner and parent of two children attending St Helena Elementary.
COMMUNITY INVOLVEMENT:	I was actively involved in the Kamala Harris campaign and have previously volunteered for environmental organizations, including spearheading the creation of a conversation based outdoor film series in San Diego Country
REFERENCE 1:	Name: Kolea Marquez Address: St Helena Phone Number(s): [redacted] Email:
REFERENCE 2:	Name: Gillian Casey Address: St Helena Phone Number(s): [redacted] Email:
REFERENCE 3:	Name: Anne Elcon Address: St Helena Phone Number(s): [redacted] Email:

GENERAL QUESTIONS:

Have you ever attended a meeting of the Commission to which you are applying?

not here in St Helena, but previously in San Diego County

What is your understanding of the role and responsibility of this Commission?

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My understanding is that the committee advises the city council on sustainability issues, develops and implements sustainability plans, and promotes sustainable practices within the community, focusing on environmental, social, and economic well-being.

What would be your goal(s) as a Commissioner?

I'd like to contribute positively to the local community in an area in which I have subject matter expertise and personal interest

Have you previously served, or do you currently serve, on a St. Helena Commission or Committee? If yes, which one(s) and for what period of time?

no

I agree that all of the information contained in my responses to the questions on this application are true and accurate to the best of my knowledge. I further agree that, by checking the box below and submitting this application, online or otherwise, I am affixing my digital signature to this form as of the date submitted. I also agree that if appointed, I will serve on the Commission/Committee for which I have submitted this application.

☒ I AGREE

Emma Leggat | March 22, 2025

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