City of St. Helena
Regular City Council Meeting
Tuesday, May 27, 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.

The City Council meeting will be live-streamed on Comcast 28 and on the City's website.

***Public comment* for meetings will be accepted via email to publicomment@cityofsthelena.gov. 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 MINUTES
   Estimated start time: 6:05 p.m.

   5.1. Consideration and proposed approval of Regular Meeting Minutes of May 13, 2025 — 9 - 17
   Regular City Council - 13 May 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: 6:25 p.m.

8.1. Update from Library Board of Trustees Chair, Deborah Claymon Boeschen 19 - 24

Presentation

9. STAFF BRIEFING

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

Estimated start time: 6:35 p.m.

10.1. Adopt a resolution accepting the proposed Cross Connection Control Plan for the City of St. Helena, approve the phased implementation schedule for initial hazard assessments of all water service connections and authorize submission to the California State Water Resources Control Board Division of Drinking Water in advance of the deadline of July 1, 2025. 25 - 44

CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Staff recommends that the City Council adopt the Resolution accepting the Cross Connection Control Plan for the City of St. Helena and approve the phased implementation schedule for initial hazard assessments of all water service connections.

Staff Report - Pdf

10.2. Consideration and proposed approval of a resolution adopting the Sidewalk Repair Cost-Share Program. 45 - 52

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

Staff Report - Pdf

10.3. April 2025 Review and Forecasting of City Water Supply Availability. 53 - 58

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

10.4. Approval of a Resolution Authorizing the City Manager to Execute a Three-Year Professional Services Agreement with Del Rio Advisors for Municipal Finance Advisor Services at $10,000 per year for a total contract amount not-to-exceed $30,000, with an option to extend for two additional years. 59 - 102

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

10.5. Consideration and Approval of Resolution Approving a Budget Amendment of $779,498 to fund certain change orders for the Wastewater Treatment and Reclamation Plant Phase 1 Upgrades Project. 103 - 106

CEQA Determination: Exempt
Prepared By: Eric Janzen, Assistant Public Works Director
Recommendation:
To adopt "Resolution Approving a Budget Amendment to Fund Certain Change Orders for the Wastewater Treatment and Reclamation Plant Improvement Project".
Staff Report - Pdf

10.6. Adopt a Resolution authorizing the execution of a Professional Services Agreement with JSP Automation for the Lift Station Programmable Logic Controller (PLC) Upgrade at the Wastewater Treatment Plant for a total not-to-exceed amount of $68,805, which includes a base bid of $59,830 plus a 15% contingency, and authorize the City Manager to execute the agreement. 107 - 126

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Approve the recommended action authorizing the City Manager to execute the Professional Services Agreement with JSP Automation for the Lift Station PLC Upgrade and SCADA integration.
Staff Report - Pdf

10.7. Second Reading and Proposed Approval of an Ordinance Amending Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code Regarding Changes to Utility Billing Cycle for Water Service and Sewer Service from Bi-Monthly to Monthly Billing, revise the bill due date provisions, and 127 - 146

eliminate references to delinquency penalties.

CEQA Determination: Not a CEQA project
Prepared By: Martin Beltran, Finance Manager
Recommendation:
Adoption by title only and waive the second reading of the proposed Ordinance amending Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code Regarding Changes to Utility Billing Cycle for Water Service and Sewer Service from Bi-Monthly to Monthly Billing, revise the bill due date provisions, and eliminate references to delinquency penalties.

Staff Report - Pdf
Public Comment.Christopher Warner

11. PUBLIC HEARINGS

Estimated start time: 6:45 p.m.

11.1. Public Hearing on Vacancies, Recruitment and Retention Efforts in compliance with Assembly Bill 2561, Government Code Section 3502.3. 147 - 162

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Receive and file.

Staff Report - Pdf
Presentation

12. OLD BUSINESS

Estimated start time: 7:00 p.m.

12.1. Review and Discuss Finance Committee Recommendations. 163 - 182

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Review and provide directions.

Staff Report - Pdf
Presentation
Finance Committee Structural Deficit Letter
Finance Committee Budget Response
Public Comment.Finance Committee

13. NEW BUSINESS

Estimated start time: 7:30 p.m.

13.1. Approval of a Resolution authorizing the City Manager to execute a three-year Professional Services Agreement with Apex Technology Management for information technology management services in the 183 - 244

amount of $250,542 for the first year and $268,542 per year for each subsequent year for a total not-to-exceed of $787,626 over a three-year term.

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

13.2. Direction Regarding Implementation of the DG Installation at Skate Park. 245 - 261

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Staff recommends that the City Council direct staff to keep the already installed DG at the Skate Park.
Staff Report - Pdf
Presentation
Public Comment.Pam Smithers

13.3. Discussion and Direction Regarding the Use of Modular Housing Units at the Water and Wastewater Treatment Plants for Staff Housing. 263 - 268

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Staff recommends that the City Council discuss and provide direction regarding the installation of modular, premanufactured housing units at the Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) to support the recruitment and retention of staff and use Water/Wastewater Enterprise Funds for this purpose.
Staff Report - Pdf

13.4. Consideration and Proposed Approval of a Resolution Adopting the Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30. 269 - 408

CEQA Determination: Not a CEQA project
Prepared By: Stephanie Killingsworth, Public Works Financial Analyst
Recommendation:
Staff recommends City Council approve the attached Resolution.
Staff Report - Pdf
Presentation

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 June 10, 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 May 22, 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, May 13, 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, Council Member Kate Spadarotto, and Council Member Billy Summers

Absent: None

1. CALL TO ORDER
Mayor Dohring called the meeting to order at 6:05 p.m.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE
Mayor Dohring led the Pledge of Allegiance.

4. ADOPTION OF THE AGENDA
City Attorney Ethan Walsh pulled Item 11.1 to be heard at a date uncertain.

Council Member Kate Spadarotto moved to approve the amended agenda. The motion was seconded by Council Member Billy Summers and on voice vote carried by the following vote:

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

5. APPROVAL OF MINUTES

5.1 Consideration and proposed approval of Regular Meeting Minutes of April 22, 2025.

Vice Mayor Michelle Deasy moved to approve the Regular Meeting Minutes of April 22, 2025. The motion was seconded by Council Member Kate Spadarotto and on voice vote carried by the following vote:

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

6. PUBLIC FORUM:

Michelle Liu Covell and Christine Hale addressed the City Council.

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

7.1 Director of Community Services, Dave Jahns made a brief update on the fundraising goal for the 4th of July Fireworks display.

Program Director, Andrew Bradley announced that applications are open for Board and Commissions positions.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1 Proclamation recognizing May as Historic Preservation Month presented to Executive Director of Napa County Landmarks, Christine French

Executive Director of Napa County Landmarks, Christine French accepted the proclamation from Mayor Dohring.

8.2 Proclamation recognizing June as LGBTQ+ Pride Month presented to Kristina Skinner, Youth Advocate with LGBTQ Connection

Kristina Skinner, Youth Advocate accepted the proclamation on behalf of the LGBTQ Connection from Mayor Dohring.

8.3 Proclamation for National Public Works Week, May 18-24, 2025 presented to Director of Public Works, Joe Leach
CEQA Determination: Not a CEQA project
Prepared By: Rebecca White, Administrative Assistant

Director of Public Works, Joe Leach accepted the proclamation from Mayor Dohring.

8.4 Proclamation for National Police Week, May 11 -17, 2025 presented to Chief Chris Hartley

Police Chief, Chris Hartley accepted the proclamation from Mayor Dohring.

9. STAFF BRIEFING

10. CONSENT ITEMS

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

10.1 Consideration and proposed approval of a resolution authorizing a ceremonial flag recognizing LGBTQ+ Pride Month during the month of June 2025.

CEQA Determination: Exempt
Prepared By: Andrew Bradley, Program Manager
Recommendation:
Approve a resolution authorizing the Progress Pride flag to be flown on the City's ceremonial flag pole during the month of June 2025.

10.2 Consideration and proposed adoption of a Resolution approving the project plans for Capital Improvement Projects S24-02 High Priority Pipeline Replacement, S18-70 Replace 1% of Sewer Mains Annually and the CDBG Downtown Sewer Lateral Replacement and authorizing the advertisement for bids.

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

10.3 This item was pulled.

~~Consideration and proposed adoption of a Resolution authorizing the execution of a license agreement with Tauzer Apiaries, Inc., for access to a portion of City property at 1 Chaix Lane for the placement and maintenance of honey bee hives.~~

CEQA Determination: Not a CEQA project
Prepared By: Ian Dale, Environmental Services Tech
Recommendation:
Approve the attached resolution.

10.4 Adopt a Resolution authorizing 1) Amendment No. 1 to the SH Contract 2025-005 existing Public Works Professional Services Agreement with Client First, a technology consulting LLC, to increase the contract amount by $60,000 for a total not-to-exceed amount of $75,840, and 2) Amendment No. 3 to SH contract 2023-28 the existing Community Development Professional Services Agreement with Client First, LLC, to increase the contract amount by $40,000 for a total not-to-exceed amount of $166,700 for additional services and

support related to the integration and implementation of Central Square/eTRAKiT online permitting software.

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Authorize:
1) Amendment No. 1 to the existing Professional Services Agreement 2025-005 with Client First to increase the contract amount by $60,000, for a total not-to-exceed amount of $75,840, for additional services related to the integration and implementation of Public Works permitting into the new Central Square online permitting software.
2) Amendment No. 3 to the existing Professional Services Agreement 2023-28 with Client First to increase the contract amount by $40,000, for a total not-to-exceed amount of $166,700, for additional services related to the integration and implementation of Community Development permitting into the new Central Square online permitting software.

10.5 Approval of a Resolution Authorizing a Transfer in the Amount of $500,000 from Fund 741 - Street Capital Improvement to Fund 101 - General Fund.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Staff recommends approval of the attached resolution.

10.6 Adoption and second 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.

CEQA Determination: Exempt
Prepared By: Jackie Oneal, Senior Planner
Recommendation:
Adoption by title only and waive the second 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.

Council Member Aaron Barak moved to approve items 10.1 and 10.2 and 10.4 through 10.6. The motion was seconded by Council Member Billy Summers and on roll call carried by the following vote:

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

10.3 Consideration and proposed adoption of a Resolution authorizing the execution of a license agreement with Tauzer Apiaries, Inc., for access to a portion of City property at 1 Chaix Lane for the placement and maintenance of honeybee hives.

Director of Public Works, Joe Leach provided information on the item.

Public Comment was received by Elaine de Man.

Discussion was turned over to Council where it was determined that more information was needed and staff was directed to meet with property owner before bringing item back.

11. PUBLIC HEARINGS

11.1 This item was pulled and will be continued to a date uncertain.

~~Introduction and waiver of the first reading of an ordinance approving Zoning Ordinance Amendment (ZOA 2025-002) to amend Table 17.16.030B and Chapter 17.34.050(A)(2)(f) of Title 17 of the St. Helena Municipal Code regarding exempting uncovered balconies, porches, decks and other structures from gross floor area.~~

~~CEQA Determination: CEQA; further, even if deemed a "project" subject to CEQA, exempt from CEQA under the common sense exemption set forth in Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.~~
~~Prepared By: Maya DeRosa, Community Development Director~~
~~Recommendation:~~
~~Introduction and waive the first reading of the proposed Ordinance to:~~

1. ~~Find that pursuant to CEQA guidelines Section 15061(b)(3) the project is Exempt; and~~
2. ~~Approve and adopt Zoning Ordinance Amendment (ZOA 2025-002) to amend Table 17.16.030B and Chapter 17.34.050(A)(2)(f) of Title 17 of~~

~~the St. Helena Municipal Code.~~

11.2 Introduction and First Reading of an Ordinance Amending Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code Regarding Changes to Utility Billing Cycle for Water Service and Sewer Service from Bi-Monthly to Monthly Billing, revise the bill due date provisions, and eliminate references to delinquency penalties.

CEQA Determination: Not a CEQA project
Prepared By: Martin Beltran, Finance Manager
Recommendation:
Staff recommends the City Council introduce and waive the first reading of the Ordinance amending Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code Regarding Changes to Utility Billing Cycle for Water Service and Sewer Service from Bi-Monthly to Monthly Billing, revise the bill due date provisions, and eliminate references to delinquency penalties.

Finance Manager, Martin Beltran presented on the item.

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

Discussion was turned over to Council.

Council Member Aaron Barak moved approve staff's recommendation on the item. The motion was seconded by Council Member Billy Summers and on roll call carried by the following vote:

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

11.3 Consideration and proposed approval of a Resolution approving the annexation of the property known as 1766 Sulphur Springs Ave, St. Helena, CA (APN 009-350-024), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 151.

CEQA Determination: Not a CEQA project
Prepared By: Rebecca White, Administrative Assistant
Recommendation:

Staff recommends the City Council adopt a Resolution approving the annexation of the territory into the St. Helena Municipal Sewer District No. 1 MSD.

Director of Public Works, Joe Leach presented on the item.

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

Discussion was turned over to Council. Mayor Dohring asked that with future items on annexations, that the property owner be identified to Council to ensure that there are no conflicts of interest.

Council Member Aaron Barak moved to adopt resolution approving the annexation of the territory into the St. Helena Municipal Sewer District No. 1 MSD. 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, Council Member Kate Spadarotto, and Council Member Billy Summers
NOES: None
ABSENT: None
ABSTAIN: None
RECUSE: None

12. OLD BUSINESS

13. NEW BUSINESS

13.1 Presentation of FY 2025-26 and FY 2026-27 Proposed Operating Budget.

CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Administrative Services Director
Recommendation:
Review and provide staff with recommendations for the FY 2025-26 and FY 2026-27 Operating Budget.

City Manager Comelo and Administrative Services Director, Mandy Kellogg presented the item.

Mayor Dohring called for Public Comment; public comment was made by: Amy Carraba-Salazar, Kristen Cropper, Carl Dene, Christopher Kostow, Ahren Trumble, Eric Reichert, Rick Kaufman, Marcus Marquez

Mayor Dohring called for a 10-minute break at 8:12 p.m. Council resumed at 8:23 p.m.

Discussion was turned over to Council, during which questions and comments were made. The Council directed staff to review the proposed reduction in funding the Chamber of Commerce and to continue discussions and negotiations regarding the contract. The Council expressed a desire for increased involvement from the Chamber, including more frequent updates to the Council on the status of the partnership.

Staff was also directed to review impact, add the additional items to the budget of the dispatch consolidation with the City of Calistoga and additional contributions to CARES program. City Attorney Walsh will research the applicability of Water Districts as it relates to the CARES program and the requirements of Proposition 218.

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

Vice Mayor Deasy made a brief update regarding the Climate Action Committee.

15. ADJOURNMENT

Mayor Dohring adjourned the meeting at 8:50 p.m.

CHALLENGING DECISIONS OF CITY ENTITIES

APPROVED: **ATTEST:**

_____ _____

Paul Jamison Dohring, Mayor Erika Opp, Acting City Clerk


St. Helena
Library Board
of Trustees
5/27/25

Library Board of Trustees

Deborah Claymon Boeschen – Chair

Gillian Casey – Vice Chair

Courtenay Fletcher

Jonathan Furuta

Dana Johnson

Juana Navarro

Jack Stuart

Mission of the Library

Provide a safe environment, free to all, with opportunities and resources to inspire lifelong learning, reading, discovery, and delight; to provide support for individual and community education and growth; and to connect members of our diverse community through welcoming spaces, outreach, expertise, technology, and innovation.

Vision of the Library

To foster the spirit of exploration, lifelong learning, joy of reading, and pursuit of information and knowledge for all and strives to support the growth of the community through education and empowerment.

Priorities

1. Direction and Long-Term Efficacy
2. High-Level Review of Library Operations
3. Policy and Regulation
4. Community Feedback
5. Coordinate with FFSHPL

Current Work Plan

1. Prioritize the Library's Mission
2. Support the Library's Leadership Team
3. Examine use of Library building
4. Pilot an Ex Officio Youth Board Member
5. Foster Connections Between the Library and the Community at Large

Accomplishments

1. Formation of new subcommittees to address board priorities
    - Communications
    - Compliance
    - Organizational Sustainability
    - Technology
    - Youth Engagement
2. On boarded ex officio youth Board member
3. Policy revision bringing collection development policy inline with new State law
4. Adoption of new policies regarding display & exhibit materials and photography & filming in the Library

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	May 27, 2025
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	Adopt a resolution accepting the proposed Cross Connection Control Plan for the City of St. Helena, approve the phased implementation schedule for initial hazard assessments of all water service connections and authorize submission to the California State Water Resources Control Board Division of Drinking Water in advance of the deadline of July 1, 2025.
RECOMMENDED ACTION:	Staff recommends that the City Council adopt the Resolution accepting the Cross Connection Control Plan for the City of St. Helena and approve the phased implementation schedule for initial hazard assessments of all water service connections.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose of the Cross Connection Control Plan is to protect the City of St. Helena's public water system from contamination caused by backflow through cross connections. The plan establishes a proactive, systematic approach to identifying and eliminating cross connection hazards, ensuring the continued delivery of safe and potable drinking water in compliance with state and federal regulations.
FINANCIAL IMPACT:	There is no fiscal impact with the adoption of this policy. Costs associated with testing and installation of backflow prevention devices on private property will be the responsibility of the property owner, as provided in the SHMC Chapter 13.08.

BACKGROUND:

To protect the safety and integrity of the City of St. Helena's drinking water system, the City has developed a Cross Connection Control Plan in accordance with the California Safe Drinking Water Act and guidance from the State Water Resources Control Board Division of Drinking Water (DDW). Cross connections—actual or potential connections between potable water and sources of contamination or pollution—pose serious public health risks if not properly managed.

The City's plan is based on the best practices outlined in the Cross-Connection Control Policy Handbook published by the DDW. This handbook provides detailed guidelines for the implementation of cross connection control programs across California.

DISCUSSION:
The Cross Connection Control Plan (CCCP) establishes a comprehensive framework for identifying, assessing, and mitigating cross connection hazards throughout the City's water distribution system. It is consistent with the Safe Drinking Water Act and adheres to all applicable California regulations, including:

- California Code of Regulations Title 17 and Title 22
- Requirements and recommendations of the DDW
- Section 13.08 of the St. Helena Municipal Code related to water quality and backflow prevention

The plan outlines roles and responsibilities, establishes requirements for backflow prevention assemblies, sets inspection and maintenance schedules, and provides public education components.

Implementation Schedule: The initial phase of the CCCP involves a citywide hazard assessment of all water service connections. This assessment will be rolled out in three phases:

Phase 1: High-Risk Customers (Months 1-10)
- Identify and assess all known high-risk water users, including hospitals, laboratories, industrial facilities, and irrigation systems with chemical injection.
- Require approved backflow prevention assemblies as needed.

Phase 2: Moderate-Risk Customers (Months 11-20)
- Assess medium-risk properties such as commercial buildings, schools, and multi-family residential units.
- Notify property owners of compliance requirements and coordinate installation of necessary backflow devices.

Phase 3: Low-Risk Customers (Months 21-30)
- Evaluate all remaining residential customers and low-risk connections.
- Educate the public on cross connection control and document any systems requiring protection.

Each phase will include outreach, on-site inspections, documentation, and enforcement where necessary. Annual re-assessments and device testing will follow the completion of the initial implementation.

ENVIRONMENTAL REVIEW:
This action is not a project under CEQA and is therefore exempt.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 4: Provide Effective Community Information & Opportunities for Engagement

DOCUMENTS ATTACHMENTS:

Resolution 2025- Cross Connection Control Plan COSH 2025

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION AUTHORIZING ACCEPTING THE CROSS CONNECTION CONTROL PLAN FOR THE CITY OF ST. HELENA AND THE PHASED IMPLEMENTATION SCHEDULE FOR INITIAL HAZARD ASSESSMENTS OF ALL WATER SERVICE CONNECTIONS AND AUTHORIZE SUBMISSION TO THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD DIVISION OF DRINKING WATER IN ADVANCE OF THE DEADLINE OF JULY 1, 2025.

RECITALS

A. The Cross Connection Control Plan (CCCP) establishes a comprehensive framework for identifying, assessing, and mitigating cross connection hazards throughout the City's water distribution system.

B. The proposed plan is consistent with the Safe Drinking Water Act and adheres to all applicable California regulations, including:

- California Code of Regulations Title 17 and Title 22
- Requirements and recommendations of the California State Water Resources Control Board Division of Drinking Water
- Section 13.08 of the St. Helena Municipal Code related to water quality and backflow prevention

C. The plan includes a phased implementation schedule which includes a citywide hazard assessment of all water service connections.

D. This plan is required to be submitted no later than July 1, 2025.

RESOLUTION

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

1. The above recitals are true and correct and are incorporated herein by this reference.
2. Authorizing the City to adopt and implement the Cross Connection Control Plan (Exhibit A) and implementation schedule for initial hazard assessments of all water service connections.
3. Authorize submission to the California State Water Resources Control Board Division of Drinking Water.

Approved at a Regular Meeting of the St. Helena City Council on May, 27, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Erika Opp, Acting City Clerk

Exhibit A

Public Water System CA2810004 - City of St. Helena
Cross-Connection Control Plan

(Based on the CA CCCPH 12-19-2023)

Water Division

Backflow Prevention and CCC Section

Content

1.0 Compliance 3

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Background

The City of St. Helena operates a community water system that provides potable water to residents, businesses, and institutions within its jurisdiction. According to the 2020 U.S. Census, the City serves a population of just over 5,400 people. As a public water purveyor, the City is responsible for ensuring the continued protection and integrity of its drinking water supply in accordance with federal and state regulations, including the California Code of Regulations Title 17 and Title 22.

The City's water distribution system currently includes 2,139 single-family residential service connections, 100 multi-family residential connections, 273 commercial and institutional connections, 19 industrial connections, and 47 dedicated landscape irrigation connections. There are no active agricultural irrigation connections within the system.

Given the variety of service types and the potential for cross-connections—particularly in commercial, industrial, and irrigation applications—the City has developed this Cross-Connection Control Plan to proactively safeguard the public water supply. This plan outlines the policies, procedures, and practices necessary to prevent the backflow of contaminants or pollutants into the potable water system. It serves as a key component of the City's broader water quality management strategy and regulatory compliance efforts.

(1) The City of St. Helena complies with all requirements of the California CCCPH Chapter 3

3.1.3 Program for Cross-connection Control (a) Implementation and enforcement: See minimum 10 elements

3.1.3 Program for Cross-connection Control (b) Program Developed w/ specialist if more than 1000 SVCS or Water Board Required

3.1.3 Program for Cross-connection Control (c) PWS Must have at least One Specialist (Permanent or contacted) for more 3K connections or Incident History or Directed by The State

3.1.4 Plan for CC Control (within 12 Months) or prior permit issuance, meet 13 minimum requirements, Current and accurate at all times.

3.1.4 Plan for CC Control meet 13 minimum requirements

3.1.4 Plan for CC Control Current and accurate at all times

3.2.1 Hazard assessments Initial

3.2.1 Hazard assessments Follow Up / Ongoing

3.2.2 Backflow Protection Meter Protection

3.2.2 Backflow Protection Swivel – ell

3.2.2 Backflow Protection Fire System Retrofit within 10 years

3.2.2 Backflow Protection User Supervisor requirements

3.2.2 Backflow Protection Internal protection withing Plants

3.3.1 Standards for Approved Backflow Prevention Assemblies

3.3.2 Installation Criteria for Backflow Protection

3.3.3 Field testing and Repair of Backflow Prevention Assemblies and AG Inspections

3.4.1 Certified testers from Recognized Certifying Agencies

3.4.2 Certified Specialist from Recognized Certifying Agencies

3.5.1 Recordkeeping

3.5.2 Backflow Incident Response

3.5.3 Incident Notification

(2) Process, personnel and timeframes the City of St Helena has adopted for the completion of Initial and ongoing hazard assessments

A. *Water System Survey.*

1. The department shall review all requests for new services to determine if backflow prevention is needed. Plans and specifications must be submitted to the department upon request for review of possible cross-connection hazards as a condition of service for new service connections. If it is determined that a backflow prevention device is necessary to protect the public water system, the required device must be installed before service will be granted.

2. The department may require an on-premises inspection to evaluate cross-connection hazards. The department will transmit a written notice requesting an inspection appointment to each affected water user. Any customer which cannot or will not allow an on-premises inspection of his or her piping system shall be required to install the backflow prevention device the department considers necessary.

3. The department may, at its discretion, require a reinspection for cross-connection hazards of any premises to which it serves water. The department will transmit a written notice requesting an inspection appointment to each affected water user. Any customer which cannot or will not allow an on-premises inspection of their piping system shall be required to install the backflow prevention device the department considers necessary.

4. Additional hazard assessments will be performed if any one of the following occurs.

- A user premises changes account holder (excluding single-family residences)
- A user premises is newly or re-connected
- Evidence exists of changes in the activities or materials on a user premises
- Backflow occurs from a user premises
- The State Water Board requests a hazard assessment
- The previous hazard assessment may no longer accurately represent the degree of hazard

B. *Initial Hazard Assessment*

1. To evaluate the potential for backflow into the PWS, the Department will conduct an initial hazard assessment of residential and non-residential premises within our service area by 2028. The hazard assessment will consider: (1) The existence of cross-connections; (2) the type and use of materials handled and present, or likely to be, on the user premises; (3) the degree of piping system complexity and accessibility; (4) access to auxiliary water supplies, pumping systems, or pressure systems; (5) distribution system conditions that increase the likelihood of a backflow event (e.g., hydraulic gradient differences impacted by main breaks and high water demand situations, multiple service connections that may result in flow-through conditions, etc.); (6) user premises accessibility; (7) any previous backflow incidents on the user premises; and (8) the requirements and information provided in the CCCPH.

2. Each hazard assessment must identify the degree of hazard to the PWS's distribution system as either a high hazard cross-connection, a low hazard cross connection, or having no hazard.

3. The hazard assessment must determine whether an existing BPA, if any, provides adequate protection based on the degree of hazard.

4. A cross-connection control specialist must review or conduct each initial and follow up hazard assessment pursuant to this section and make a written finding that, in the specialist's judgment based on cross-connection control principles, the PWS's hazard assessment properly identified all hazards at the time of the assessment, the appropriate degree of hazards, and the corresponding backflow protection.

C. *Ongoing Hazard Assessments*

To maintain the safety and integrity of the public water supply by continuously identifying, monitoring, and mitigating cross connection hazards through a structured and proactive approach.

1. Regular Review & Update of Customer Database

- **Maintain and update an inventory** of all service connections by classification (industrial, commercial, residential, etc).
- **Track changes** such as new construction, remodeling, or changes in facility use that could alter hazard potential.
- **Use billing, permitting, and GIS data** to flag new or modified connections for assessment.

2. Risk-Based Reassessment Schedule

Reassess hazards on a schedule based on risk level:

Hazard Level	Frequency of Reassessment
High Risk	Every 1 to 2 years
Moderate Risk	Every 3 to 5 years
Low Risk	Every 5 to 10 years

- Establish a **rotation schedule** to reassess a portion of properties each year.

3. Ongoing Site Inspections

- Conduct scheduled site visits for high-risk facilities (e.g., chemical plants, medical centers, car washes).
- Include cross connection evaluations during routine water service inspections or meter replacements.
- Collaborate with building/plumbing inspectors for shared site visit opportunities.

4. New Connection and Change-of-Use Reviews

- **Require hazard evaluations** for:
  - All new water service applications
  - Changes in occupancy or building use
  - Renovations requiring plumbing permits
- Integrate CCC reviews into local permitting and development processes.

5. Backflow Assembly Testing & Compliance Tracking

- Maintain a database of:
  - Installed backflow prevention assemblies
  - Annual test results and certifications
  - Testing due dates and compliance status
- **Notify customers** in advance of testing deadlines.
- Enforce penalties or water shutoff for continued non-compliance.

6. Customer Education & Outreach

- Periodically distribute materials on:
  - Identifying cross connections
  - Maintaining irrigation and pool systems
- Offer training or info sessions for businesses and industrial users.

7. Complaint and Incident Follow-Up

- Investigate complaints or reports of backflow events or unusual water quality.

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- Update hazard assessments based on findings and enforce corrective actions.

8. Coordination with Local Entities

- Maintain ongoing collaboration with:
  - Local health departments
  - Fire department (re: fire protection systems)
  - Building and plumbing code officials
- Share data, coordinate inspections, and ensure alignment of enforcement practices.

9. Documentation and Reporting

- Keep detailed records of:
  - Site inspections and reassessments
  - Assembly test results and enforcement actions
  - Hazard level changes and mitigation steps
- Prepare regular summary reports for internal review or regulatory agencies.

10. Program Evaluation & Continuous Improvement

- Conduct annual internal reviews of the CCC program's performance.
- Adjust hazard assessment criteria, inspection schedules, and enforcement procedures as needed.
- Stay updated on changes to state/federal CCC regulations and standards.

(3) The Legal Authority of the City of St. Helena to Implement and Achieve Compliance of its Cross-Connection Control Program

The City of St. Helena City Code Title 13 Public Services Cross – Connection Control Program

13.08.010 *Purpose*

13.08.020 *Definitions*

13.08.030 *Cross – connection protection requirements*

13.08.050 *User supervisor*

13.08.060 *Administrative procedures*

13.08.070 *Water service termination*

(4) Backflow Prevention Requirements

A. *Approved Backflow Prevention Devices.*

1. Only backflow prevention devices which have been approved by the department shall be acceptable for installation by a water user connected to the department's potable water system.

2. The department will provide a list of approved backflow prevention devices to any affected customer upon request.

B. *Type of Protection Required.*

1. The type of protection that shall be provided to prevent backflow into the approved water supply shall be commensurate with the degree of hazard that exists on the consumer's premises. The type of protective device that may be required (listing in an increasing level of protection) includes: double check valve assembly (DC), reduced pressure principle back-flow prevention device (RP), and an air-gap separation (AG). The water user may choose a higher level of protection than required by the department. The minimum types of backflow protection required to protect the approved water supply at the user's water connection to premises, with varying degrees of hazard, are given in the following table. Situations which are not covered in the following table shall be evaluated on a case by case basis and the appropriate backflow prevention shall be determined by the department or health agency.

TYPE OF BACKFLOW PREVENTION REQUIRED

Degree of Hazard	Minimum Type of Backflow Prevention
a. Sewage and Hazardous Substances.	
i. Premises where the public water system is used to supplement the reclaimed water supply.	AG
ii. Premises where there are wastewater pumping and/or treatment plants and there is no interconnection with the potable water system. This does not include a single-family residence that has a sewage lift pump. An RP may be provided in lieu of an AG if approved by the health agency and the department.	AG
iii. Premises where reclaimed water is used and there is no interconnection with the potable water system. An RP may be provided in lieu of an AG if approved by the health agency and the department.	AG
iv. Premises where hazardous substances are handled in any manner in which the substances may enter a potable water system. This does not include a single-family residence that has a sewage lift pump. An RP may be provided in lieu of an AG if approved by the health agency and the department.	AG
v. Premises where there are irrigation systems into which fertilizers, herbicides, or pesticides are, or can be, injected.	RP
b. Auxiliary Water Supplies.	
i. Premises where there is an unapproved auxiliary water supply which is interconnected with the public water system. An RP or DC may be provided in lieu of an AG if approved by the health agency and the department.	AG
ii. Premises where there is an unapproved auxiliary water supply and there are no interconnections with the public water system. A DC may be provided in lieu of an RP if approved by the health agency and department.	RP
c. Fire Protection Systems.	

i. Premises where the fire system is directly supplied from the public water system and there is an unapproved auxiliary water supply on or to the premises (not inter-connected).	DC
ii. Premises where the fire system is supplied from the public water system and interconnected with an unapproved auxiliary water supply. An RP may be provided in lieu of an AG if approved by the health agency and department.	AG
iii. Premises where the fire system is supplied from the public water system and where either elevated storage tanks or fire pumps which take suction from the private reservoirs or tanks are used.	DC
d. Dockside Watering Points and Marine Facilities.	DC
i. Pier hydrants for supplying water to vessels for any purpose.	RP
ii. Premises where there are marine facilities.	RP
e. Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to ensure that cross-connections do not exist.	RP
f. Premises where there is a repeated history of cross-connections being established or reestablished.	RP

2. Two or more services supplying water from different street mains to the same building, structure, or premises through which an interstreet main flow may occur, shall have at least a standard check valve on each water service to be located adjacent to and on the property side of the respective meters. Such check valve shall not be considered adequate if backflow prevention is deemed necessary to protect the department's mains from pollution or contamination; in such cases the installation of approved backflow prevention devices at such service connections shall be required.

C. *Backflow Prevention Device Installation.* Backflow prevention devices shall be installed in a manner prescribed in Section 7603, Title 22 of the California Administrative Code. Location of the devices should be as close as practical to the user's connection. The department shall have the final authority in determining the required location of a backflow prevention device.

1. *Air-Gap Separation (AG).* The air-gap separation shall be located on the user's side of and as close to the service connection as is practical. All piping from the service connection to the receiving tank shall be above grade and be entirely visible. No water use shall be provided from any point between the service connection and the air-gap separation. The water inlet piping shall terminate a distance of at least two pipe diameters of the supply inlet, but in no case less than one inch above the overflow rim of the receiving tank.

2. *Reduced Pressure Principle Backflow Prevention Device (RP).* The approved reduced pressure principle backflow prevention device shall be installed on the user's side of and as close to the service connection as is practical. The device shall be installed a minimum of twelve (12) inches above grade and not more than thirty-six (36) inches above grade measured from the bottom of the device and with a minimum of twelve (12) inches side clearance. The device shall be installed so that it is readily accessible for maintenance and testing. Water supplied from any point between the service connection and the reduced pressure device shall be protected in a manner approved by the department.

3. *Double Check Valve Assembly (DC).* The approved double check valve assembly shall be located as close as practical to the user's connection and shall be installed above grade, if possible, and in a manner where it is readily accessible for testing and maintenance. If a double check valve assembly is put below grade it must be installed in a vault such that there is a minimum of six inches between the bottom of the vault and the bottom of the device, so that the top of the device is no more than a maximum of eight inches below grade, so there is a minimum of six inches of clearance between the side of the device with the test cocks and the side of the device and the side of the vault. Special consideration must be given to double check valve assemblies of the "Y" type. These devices must be installed on their side with the test cocks in a vertical position so that either check valve may be removed for service without removing the device. Vaults which do not have an integrated bottom must be placed on a three-inch layer of gravel.

D. *Backflow Prevention Device Testing and Maintenance.* The owners of any premises on which, or on account of which, backflow prevention devices are installed, shall have the devices tested by a person who is certified pursuant to state law. Backflow prevention devices must be tested at least annually and immediately after installation, relocation or repair. The department may require a more frequent testing schedule if it is determined to be necessary. No device shall be placed back in service unless it is functioning as required. These devices shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the water user.

E. *Customer Notification—Device Installation.*

1. The department will notify the water user of the survey findings, listing corrective action to be taken if required. A period of sixty (60) days will be given to complete all corrective action required, including installation of backflow devices.

2. A second notice will be sent to each water user which does not take the required corrective action prescribed in the first notice within the sixty (60) day period allowed. The second notice will give the water user a two-week period to take the required corrective action. If no action is taken within the two-week period, the department may terminate water service to the affected water user until the required correction actions are taken.

(5) Certifications Requirements for Individuals Field Testing and Inspecting Backflow Prevention Assemblies, Including Tester Certification, Test Kit Calibration, and Field Test Reports

All Individuals field testing and inspecting backflow prevention assemblies in our jurisdiction are required to be Certified Backflow Prevention Assembly Testers by an ANSI accredited or DDW recognized organization and provide a certificate number to the PWS. All testers field kits must have calibration certifications and must provide all BPA test reports for each device tested and inspected to the PWS.

(6) Backflow Incidents response

At each premises where it is necessary, in the opinion of the department, the user supervisor Ian Dale Environmental Services Technician – Cross Connection Control Specialist shall be designated at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow

prevention devices and for avoidance of cross-connection. In the event of contamination of pollution of the drinking water system due to a cross-connection on the premises, the department shall be promptly notified by the user supervisor so that appropriate measures may be taken to overcome the contamination. The water user shall inform the department of the user supervisor's identity on, as a minimum, an annual basis and whenever a change occurs.

In the event of a suspected or known backflow incident, I certify that our PWS system will:

Respond and investigate all suspected backflow incidents by responding to and documenting complaints, conducting water quality sampling, and checking pressure. Notify regulatory agency within 24 hours of discovering a known or suspected backflow event.

Regulatory authority contact information:

State Water Resources Control Board
Division of Drinking Water, Santa Rosa Office
707-576-2145
ddwsantarosa@waterboards.ca.gov

If directed by the regulatory agency, notify customers with appropriate public notification within 24 hours. Complete a backflow incident report at the request of the regulatory agency.

(7) City of St. Helena Contact Information for Cross-Connection Control Personnel

Cross-Connection Control Section | Underground Utilities Division
Cross Connection Program Coordinator | Ian Dale
City of St. Helena | Department of Public Works
1088 College Ave
St. Helena, CA 94574
707-967-2794 Office

Name	Title	Cell	Email	Area of Oversight
Ian Dale	Environmental Services Technician	707-312-1372	idale@cityofsthelena.gov	Cross Connection Control Specialist
David Valerga	Underground Utilities Superintendent	707-339-2758	dvalerga@cityofsthelena.gov	Cross Connection Control Specialist
Carlos Uribe	Assistant Operations Manager	707-486-6144	curibe@cityofsthelena.gov	Manager
Lesley Milton	Deputy City Manager	707-320-7904	lmilton@cityofsthelena.gov	Manager

Joseph Leach PE	Public Works Director - City Engineer	707-690-2793	JLeach@cityofsthelena.gov	Director
Michele Ferrell	Chief Water Plant Operator	916-416-0191	MFerrell@cityofsthelena.gov	Water Treatment

(8) Tracking System

The City will maintain the following records:

(1) The two most recent hazard assessments for each user premise, conducted pursuant to CCCPH section 3.2.1 (Hazard Assessment); (2) for each BPA, the associated hazard or application, location, owner, type, manufacturer and model, size, installation date, and serial number; (3) for each AG installation, the associated hazard or application and the location, owner, and as-built plans of the AG; (4) results of all BPA field testing, AG inspection, and swivel-ell inspections and field tests for the previous three calendar years, including the name, test date, repair date, and certification number of the backflow prevention assembly tester for each BPA field test and AG and swivel-ell; (5) repairs made to, or replacement or relocation of, BPAs for the previous three calendar years; (6) the most current cross-connection tests (e.g. shutdown test, dye test); (7) if a user supervisor is designated for a user premise, the current contact information for the user supervisor and water user, and any applicable training and qualifications as described by CCCPH section 3.2.2(f); (8) descriptions and follow-up actions related to all backflow incidents; (9) if any portion of the cross-connection control program is carried out under contract or agreement, a copy of the current contract or agreement; (10) the current Cross-Connection Control Plan as required in CCCPH section 3.1.4.; and (11) any public outreach or education materials issued as required in CCCPH section 3.1.3.(a)(9) for the previous three calendar years.

(9) Backflow Prevention Assembly Testing

Customer Notification—Testing and Maintenance.

1. The department will notify each affected water user when it is time for the backflow prevention device installed on their service connection to be tested. This written notice shall give the water user thirty (30) days to have the device tested and supply the water user with the necessary form to be completed and resubmitted to the department.

2. A second notice shall be sent to each water user which does not have his or her backflow prevention device tested as prescribed in the first notice within the thirty (30) day period allowed. The second notice will give the water user a two-week period to have his or her backflow prevention device tested. If no action is taken within the two-week period, the department may terminate water service to the affected water user until the subject device is tested.

(10) User Supervisors

At each premises where it is necessary, in the opinion of the department, a user supervisor shall be designated by and at the expense of the water user. This user supervisor shall be responsible for the monitoring of the backflow prevention devices and for avoidance of cross-connection. In the event of

contamination of pollution of the drinking water system due to a cross-connection on the premises, the department shall be promptly notified by the user supervisor so that appropriate measures may be taken to overcome the contamination. The water user shall inform the department of the user supervisor's identity on, as a minimum, an annual basis and whenever a change occurs.

(11) Corrective Actions

In coordination with St. Helena Municipal Code Section 13.08.040 Backflow Prevention Devices.

Backflow Prevention Device Removal. Approval must be obtained from the department before a backflow prevention device is removed, relocated, or replaced.

1. *Removal.* The use of a device may be discontinued and the device removed from the service upon presentation of sufficient evidence to the department to verify that a hazard no longer exists or is not likely to be created in the future;

2. *Relocation.* A device may be relocated following confirmation by the department that the relocation will continue to provide the required protection and satisfy installation requirements. A retest will be required following the relocation of the device;

3. *Repair*. A device may be removed for repair, provided the water use is either discontinued until repair is completed and the device is returned to service, or the service connection is equipped with other backflow protection approved by the department. A retest will be required following repair of the device; and

4. *Replacement.* A device may be removed and replaced provided the water use is discontinued until the replacement device is installed. All replacement devices must be approved by the department and must be commensurate with the degree of hazard involved.

A. *In General.* When the department encounters water uses that represent a clear and immediate hazard to the potable water supply and that cannot be immediately abated, the department shall institute the procedure for discontinuing the department service.

B. *Basis For Termination.* Conditions or water uses that create a basis for water service termination shall include, but are not limited to, the following items:

1. Refusal to install a required backflow prevention device;

2. Refusal to test a backflow prevention device;

3. Refusal to repair a faulty backflow prevention device;

4. Refusal to replace a faulty backflow prevention device;

5. Direct or indirect connection between the public water system and a sewer line;

6. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants;

7. Unprotected direct or indirect connection between the public water system and an auxiliary water system; or

8. A situation which presents an immediate health hazard to the public water system.

C. *Water Service Termination Procedures.*

1. For conditions in subsection (B)(1), (2), (3) or (4) of this section, the department will terminate service to a customer's premises after two written notices have been sent specifying the corrective action needed and the time period in which it must be done. If no action is taken within the allowed time period, water service may be terminated.

2. For conditions in subsection (B)(4), (5), (6), (7) or (8) of this section, the department will take the following steps:

a. Make reasonable effort to advise water user of intent to terminate water service; and

b. Terminate water supply and lock service valve. The water service will remain inactive until correction of violations has been approved by the department.

(12) Public Outreach

The department will provide public outreach and education through a variety of methods to include, (1) cross connection control and backflow protection periodic utility bill inserts, (2) pamphlet distribution, (3) consumer confidence reports, (4) public events, and (5) website.

(13) Local Entity Coordination

The department will coordinate with local entities when applicable that may have a role or interest in cross connection control. These can include:

- Local health departments
- Building/plumbing code enforcement agencies
- Fire departments (for fire sprinkler systems)
- Industrial/commercial facility managers
- Local plumbing contractors and engineers

Ensure the CCC plan aligns with local plumbing codes, ordinances, and health regulations. Coordinate with:

- Building department to ensure that backflow prevention requirements are integrated into permitting and inspection processes
- Local health officials to report and manage any cross connection hazards

Distribute the CCC program requirements and technical specifications, such as:

- Approved types of backflow prevention assemblies
- Installation requirements

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- Testing and maintenance procedures Ensure consistency in standards

Joint responses for contamination incidents due to backflow, including:

- Emergency contact protocols
- Notification procedures
- Public advisories and boil water notices, if necessary

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Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	May 27, 2025
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration and proposed approval of a resolution adopting the Sidewalk Repair Cost-Share Program.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Authorize the adoption of the Sidewalk Repair Cost-Share Program.
FINANCIAL IMPACT:	The proposed allocation for the program for Fiscal Years 25-26 and 26-27 is $50,000 per year and may vary per budget cycle.

BACKGROUND:

The sidewalk network within the City of St. Helena is a vital component of the public infrastructure, supporting safe pedestrian travel to schools, parks, transit stops, and local businesses. Sidewalks also serve recreational and community-building purposes by promoting walkability and active lifestyles.

Under Section 12.08 of the St. Helena Municipal Code, the maintenance and repair of sidewalks are the responsibility of the adjacent property owner, and property owners must ensure their sidewalks do not pose a hazard to the public or interfere with pedestrian use.

Historically, the financial burden of sidewalk repairs has created a barrier for some property owners, resulting in deferred maintenance and an increased risk of injury and liability. To address this, staff has developed a Sidewalk Repair Cost-Share Program that provides partial reimbursement to eligible property owners who repair hazardous sidewalk conditions.

The Sidewalk Repair Cost-Share Program was presented to the Active Transporation and Sustainability Committee for feedback and approval and was approved by the committee at the April 2, 2025, meeting.

DISCUSSION:

The Sidewalk Repair Cost-Share Program aims to enhance public safety, reduce liability, and preserve the integrity of the City's sidewalk infrastructure by offering financial assistance to property owners undertaking eligible sidewalk repairs.

Key features of the program include:

- **Eligibility:** Open to property owners who (1) receive a notice under Municipal Code Section 12.08 requiring sidewalk repair, or (2) proactively request inspection and are determined by the Director of Public Works to have qualifying sidewalk conditions.
- **Scope:** Applies to existing and future sidewalks within the public right-of-way in the City's incorporated boundaries. Sidewalks under other jurisdictions, such as Caltrans, are not eligible.
- **Application Process:** Property owners must apply prior to commencing any repair work. Reimbursement will be provided only after:
    - The sidewalk repair is inspected and approved by Public Works.
    - All receipts and documentation are submitted within 30 days of final inspection.
- **Permitting Requirements:** An encroachment permit is required for all sidewalk work within the public right-of-way. All repairs must conform to City Standards.
- **Funding & Reimbursement:** For Fiscal Year 2025–2026, staff recommends allocating $50,000 from the General Fund. Eligible property owners may be reimbursed for up to 50% of the totalrepair cost, with a maximum City contribution of $2,500 per parcel, per fiscal year, subject to the availability of program funds.

Staff believes this program will promote timely sidewalk maintenance, enhance pedestrian safety, and encourage community investment in neighborhood infrastructure. Pending Council approval, Public Works will proceed with program implementation in FY 25/26.

ENVIRONMENTAL REVIEW: No applicable.

GOAL:

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

DOCUMENTS ATTACHMENTS:

Draft Sidewalk Policy
Draft Sidewalk Policy Steps
Draft Sidewalk Policy Application
Resolution

City of St. Helena
Public Works Department

DRAFT

CITY OF ST. HELENA SIDEWALK REPAIR COST-SHARE PROGRAM

1. Purpose: The City of St. Helena's Sidewalk Repair Cost-Share Program is intended to minimize potential hazards caused by cracked and damaged sidewalks. The sidewalk system is an essential part of the City's infrastructure facilitating safe pedestrian movement to destinations such as schools, stores, bus stops, and parks. Sidewalks also serve as a recreational space supporting walking and running which in turn helps reduce congestion and pollution and promotes healthier lifestyles and stronger communities. The sidewalk repair cost-share program aims to address safety concerns and ensure continued accessibility of public sidewalks for all members of the community by helping property owners recover a portion of their sidewalk repair costs.

2. Background: Property owners are responsible for maintaining the sidewalk in front of their property. City of St. Helena Municipal Code Section 12.08.010 states property owners fronting any portion of a public street within City limits shall maintain the sidewalk in such a manner that the sidewalk will not endanger any persons or property and will not interfere with the public use of the sidewalk.

3. Scope: This program is applicable to all areas with existing sidewalks in the public right-of-way within the City of St. Helena incorporated boundaries and will apply to other sidewalks in the public right-of-way that may be built. This program will not apply to sidewalks maintained by other agencies such as the California Department of Transportation (Caltrans).

4. Eligibility: Property owners who have been notified of required sidewalk repairs under the City of St. Helena Municipal Code Section 12.08 are eligible to apply for the Sidewalk Repair Cost-Share Program to help offset repair costs, prior to any enforcement action being taken by the City due to non-compliance.
   Any property owner interested in proactively addressing a sidewalk hazard and participating in the program may contact the Public Works Department. Following an inspection, the Director of Public Works will determine whether a sidewalk repair is necessary and, if so, a property owner may apply for the Sidewalk Repair Cost-Share Program.

5. Application: Any property owner who wishes to participate in the Sidewalk Repair Cost-Share program must submit an application prior to the commencement of any work. Applicants may only receive reimbursement once all repairs have been completed to City standards, as inspected and approved by the Director of Public Works. Property owners are required to submit a quote for the cost of the work with their application. Property owners are required to submit a copy of the contractor's billing statement and/or any other applicable receipts for reimbursement. Receipts must be submitted to pwpermits@cityofsthelena.gov within 30 days of the final Public Works inspection of the sidewalk repair. Property owners are eligible for reimbursement directly; contractors and other parties may not receive reimbursement.

6. Repairs: Applicants must obtain an encroachment permit for any work performed in the public right-of-way. All repairs shall conform to the City of St. Helena Public Works Standards as noted on the approved encroachment permit.

7. Funding: Funding for the Sidewalk Repair Cost-Share Program will be provided through the General Fund. The allocation may vary each fiscal year. Pending City Council approval, Public Works has proposed a $50,000 allocation for the program in Fiscal Year 25/26. Applicants are eligible for reimbursement of up to 50% of repair costs, with a maximum City contribution of $2,500 per parcel, per fiscal year, subject to the availability of program funds.

City of St. Helena
Public Works Department

Steps for the Sidewalk Repair Cost-Share Program

1. Receive a quote from a licensed contractor for the cost of the sidewalk repair or receive quotes for cost of materials if performing the work yourself.
   Having trouble finding a licensed contractor? Contact the Public Works Department for more information: (707) 968-2658 or pwpermits@cityofsthelena.gov.

2. Submit a Sidewalk Repair Cost-Share Program application with the contractor's quote or cost of materials quote attached.

3. Once your application is approved, the contractor or property owner performing the work must begin by submitting an encroachment permit application. Applications may be submitted online here: Public Works Permits. Encroachment permits carry a $750 fee which is paid at the time of the permit submittal. The cost of this permit has been factored into the total eligible reimbursement amount.

4. Once the approved encroachment permit is received, work to the sidewalk may begin. All work must be performed to the conditions and standards outlined on the permit, which includes a final inspection by the Public Works Department.

5. The applicant shall submit a copy of the contractor's billing statement and/or any other applicable receipts for reimbursement to pwpermits@cityofsthelena.gov within 30 days of the final Public Works Inspection, as well as a completed IRS W-9 form.

6. Staff issues qualified reimbursement to the applicant's mailing address listed on their application.

Draft Application for Sidewalk Repair Cost-Share Program

Application Received By: _____
Date: _____

1. Property Owner: _____
2. Property Address: _____
3. Mailing Address: _____
4. Email Address: _____
5. Phone Number: _____
6. Contractor's Name & Number: _____
7. Description of Scope of Work to be Performed: _____
8. I have received written notification from the City of St. Helena stating that a repair to the sidewalk that fronts the above address is necessary: ☐ Yes ☐ No
9. I have attached a copy of the contractor's quote for the cost of the repair or I am performing the work myself and have attached a quote for the cost of materials for the repair: ☐ Yes ☐ No

- I have read and understand the Sidewalk Repair Cost-Share Program policy.
- I understand an encroachment permit is required for any work in the City right-of-way and all repairs must adhere to the applicable City Standards to qualify for reimbursement.
- I understand I must submit a copy of the contractor's billing statement and/or any other applicable receipts within 30 days of Public Works' final inspection of the repair to receive reimbursement.
- I acknowledge and certify that any contractor engaged in the performance of work for these repairs will comply with all applicable provisions of the California Prevailing Wage Law, as stipulated under the California Labor Code.
- I understand any unexpected conditions and additional costs incurred during approved construction shall be reviewed and approved by the Public Works Department for reimbursement prior to those additional costs being incurred with 50% reimbursement anticipated, capped at $2,500.
- I understand an IRS W-9 form must be submitted to receive reimbursement.

_____

PROPERTY OWNER SIGNATURE DATE

_____

APPROVED: DIRECTOR OF PUBLIC WORKS SIGNATURE DATE

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

CONSIDERATION AND PROPOSED APPROVAL OF A RESOLUTION AUTHORIZING THE ADOPTION OF THE SIDEWALK REPAIR COST-SHARE PROGRAM.

RECITALS

A. Public sidewalks are an essential component of the City's public infrastructure which support safe pedestrian travel to schools, parks, transit stops, and local businesses, and serve recreational and community-building purposes by promoting walkability and health lifestyles; and

B. The St. Helena Municipal Code Section 12.08 states that property owners are responsible for maintaining the sidewalk in front of their property and sidewalks shall be maintained in a manner that does not endanger any person or property and will not interfere with the public use of the sidewalk; and

C. The financial burden of sidewalk repairs has created a barrier for some property owners in repairing their sidewalks in a timely manner; and

D. Deferred maintenance of public sidewalks increases the risk of injury and liability; and

E. Staff has created the Sidewalk Repair Cost-Share Program to assist property owners financially with repairs to hazardous sidewalk conditions.

RESOLUTION

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

1. Authorizes the adoption of the Sidewalk Repair Cost-Share Program.

Approved at a Regular Meeting of the St. Helena City Council on May 27, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:
Council Member Spadarotto:
Council Member Summers:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Erika Opp, Acting City Clerk

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	May 27, 2025
FROM:	Ian Dale, Environmental Services Tech
SUBJECT:	April 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 April 2025. The water produced for April 2025 is up by 8% when compared to April 2024 and is down by 36% compared to the average of April 2018-2020. Below is a chart summarizing the water produced per source:

Water Produced per Source

Source	Average (2018 - 2020) (Acre-Feet)	April 2024 (Acre-Feet)	April 2025 (Acre-Feet)
Bell Canyon	46	4.70	11.21
Stonebridge Wells	15	30.77	15.86
Napa Water	48	34.07	47.89
Total	**110**	**69.54**	**74.96**

- Percent change from April 2024: 8%
- Percent change from average of April 2018 - 2020: -36%

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 May 1, 2025, Bell Canyon Reservoir elevation was at 421.88 feet representing approximately 2,374.59 acre-feet (AF) and 99.62% 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 May 1st in 2023, 2024, and 2025.

Year	2023	2024	2025
Bell Canyon Elevation Level	421.96 Ft.	422 Ft.	421.88 Ft.
Acre Feet	2,380 AF	2,383.69 AF	2,374.59 AF
Percent Capacity	99.87%	100%	99.62%

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 April 2025, Rutherford Pump Station was producing an average of 0.52 MG/day for a total of 47.89 AF for the month.

ENVIRONMENTAL REVIEW: Not Applicable.

GOAL:

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

DOCUMENTS ATTACHMENTS:

MWR April 1-30 2025
Attachment 2 - Bell Canyon Water Storage Forecast
Attachment 3 - Bell Canyon Reservoir Storage Phase I II

CITY OF ST. HELENA
MONTHLY WATER REPORT

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

April 1-30, 2025

	LOUIS STRALLA WATER PLANT	STONEBRIDGE POTABLE WELLS	SBW IRRIGATION WATER	NAPA WATER	TK #1 & #2 ADJUST
AMOUNT PRODUCED in AF	11.21	15.86	0.43	47.89	-0.44
AMOUNT PRODUCED in MG	3.65	5.17	0.14	15.60	-0.14
PERCENT	**15.0%**	**21.3%**		**64.3%**	-0.6%

WATER PRODUCED ~~DELIVERY~~ (AGGREGATE)

	THIS YEAR	LAST YEAR
TOTAL PRODUCED THIS PERIOD	24.42 MG	22.65 MG
MAXIMUM DAILY PRODUCED	n/a MG	n/a MG
MINIMUM DAILY PRODUCED	n/a MG	n/a MG
AVERAGE DAILY PRODUCED	0.81 MG	0.75 MG

WATER YEAR TOTALS

	THIS FISCAL YEAR	%	LAST FISCAL YEAR	%
LOUIS STRALLA WATER PLANT	252.96 AF	26.8%	233.46 AF	19.2%
	82.40 MG		76.05 MG	
NAPA WATER	421.46 AF	44.6%	502.66 AF	41.3%
	137.28 MG		163.73 MG	
STONEBRIDGE POTABLE WELLS	269.71 AF	28.6%	480.09 AF	39.5%
	87.85 MG		156.38 MG	
TOTAL WATER PRODUCED ~~DELIVERY~~ (ALL)	**944.13 AF**	**100.0%**	**1216.21 AF**	**100.0%**

SBW IRRIGATION WATER

	THIS MONTH	THIS MONTH, LAST YR.
STONEBRIDGE APARTMENTS	0.08 MG/Apr. 1 -30	0.03 MG/Apr. 1-30
NAPA VALLEY COLLEGE	0.06 MG/Apr. 1 -30	0.02 MG/Apr. 1-30

WATER ELEVATION, CAPACITY & RAINFALL

	THIS FISCAL YEAR	LAST FISCAL YEAR
ELEVATION BELL CANYON RESERVOIR	421.88 FT.	422.00 FT.
MONTHLY RISE OR DROP	-0.27 FT.	0.00 FT.
CAPACITY AT END OF PERIOD	2374.59 AF	2383.69 AF
PERCENT OF FULL CAPACITY	99.6 %	100.0 %
RAINFALL IN THIS PERIOD	0.00 IN	0.97 IN
TOTAL RAINFALL SEASON TO DATE	48.18 IN	22.34 IN

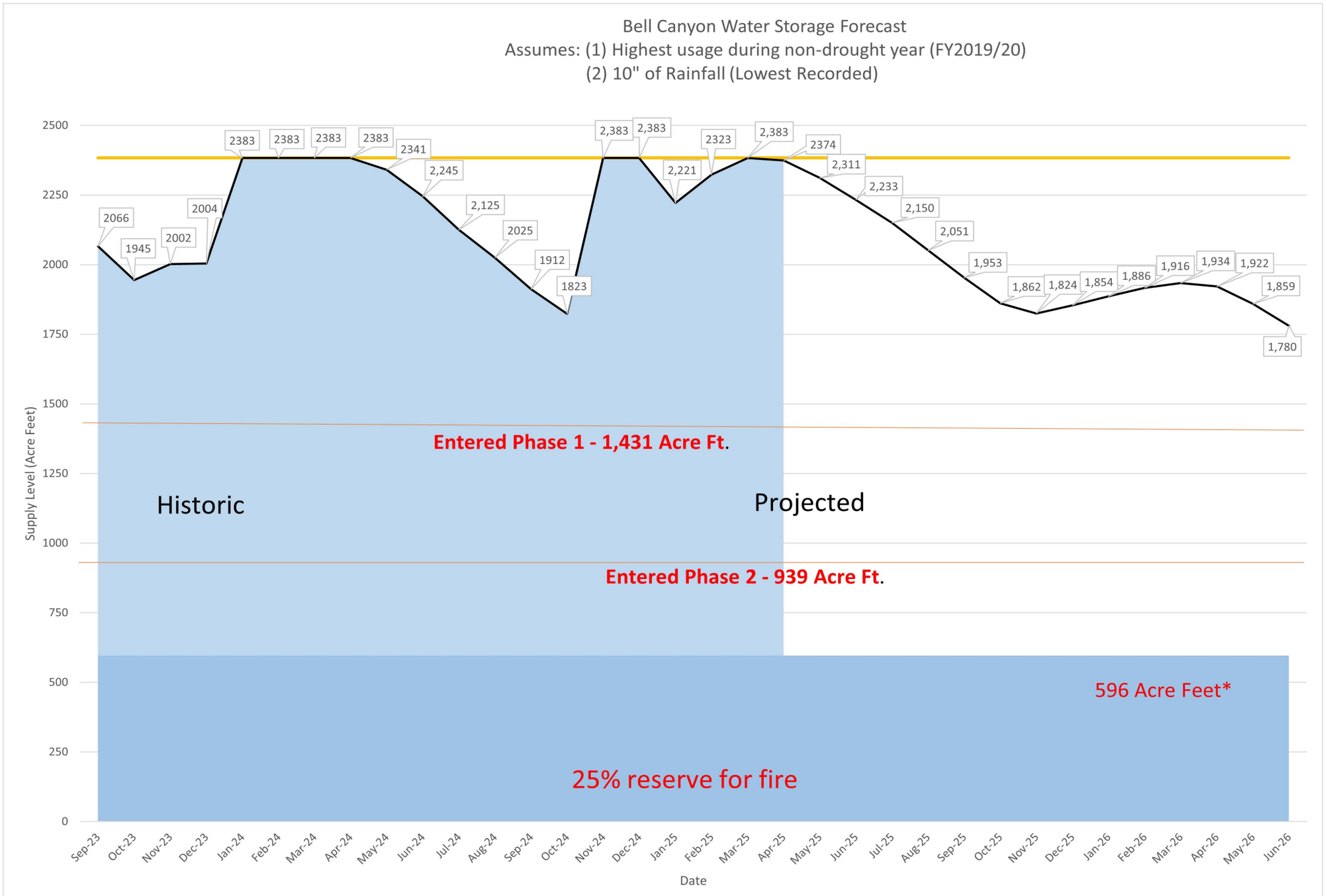
TEMPERATURES

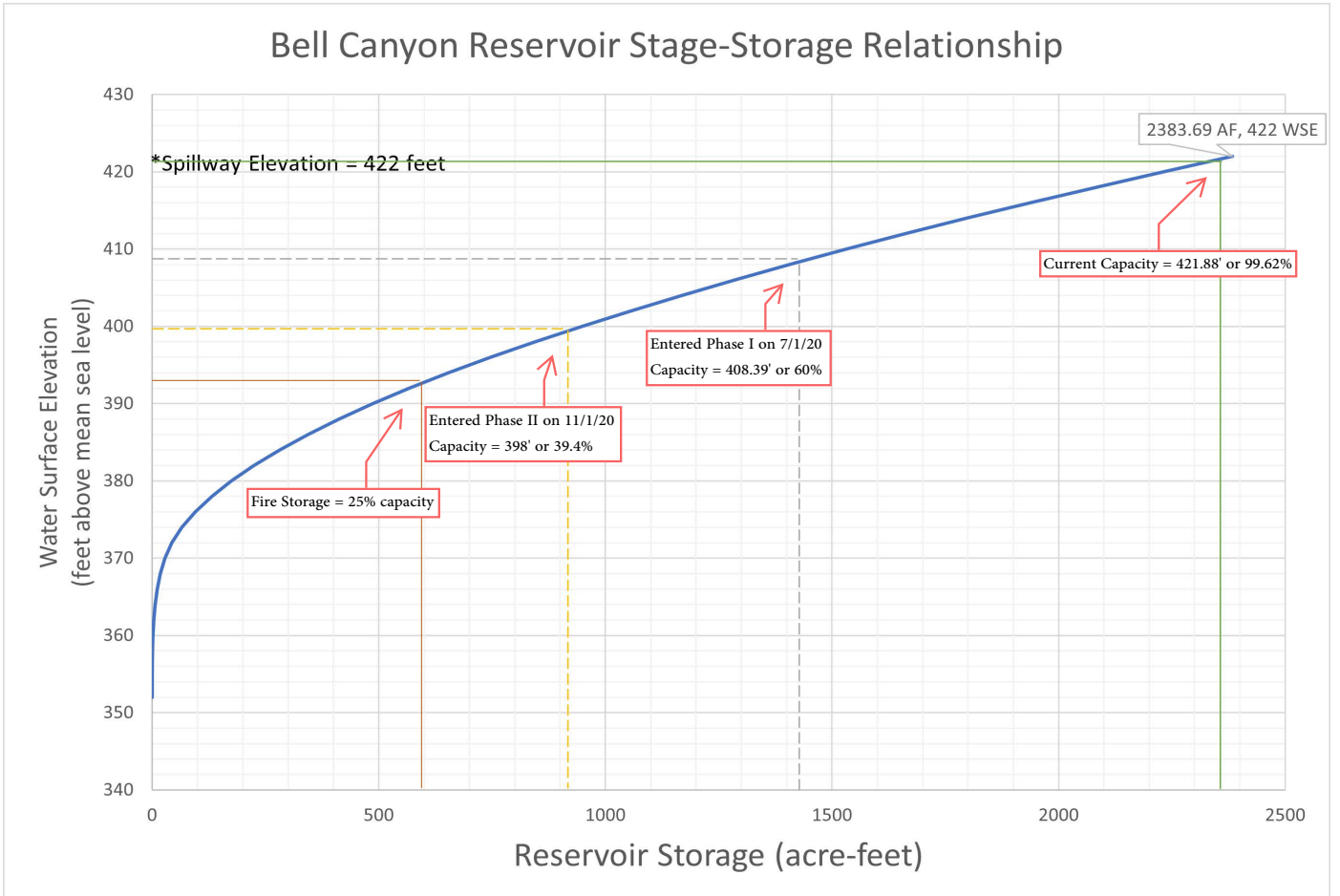
	THIS MONTH, THIS YEAR	THIS MONTH, LAST YR.
DEGREES IN FAHRENHEIT	38.5-83.2	39.9-84
AVERAGE	60.85	61.95

REMARKS

City of Napa Water Delivery: RPS producing an average of 0.52 MG/day during April 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 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
2,221
2323
2,383
2374
2,311
2,233
2,150
2,051
1,953
1,862
1,824
1,854
1,886
1,916
1,934
1,922
1,859
1,780
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
Entered Phase 1 - 1,431 Acre Ft.
Entered Phase 2 - 939 Acre Ft.
Historic
Projected
596 Acre Feet*
25% reserve for fire


Bell Canyon Reservoir Stage-Storage Relationship
*Spillway Elevation = 422 feet
2383.69 AF, 422 WSE
Current Capacity = 421.88' or 99.62%
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
Water Surface Elevation
(feet above mean sea level)
430
420
410
400
390
380
370
360
350
340
0
500
1000
1500
2000
2500
Reservoir Storage (acre-feet)

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Finance

DATE:	May 27, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Approval of a Resolution Authorizing the City Manager to Execute a Three-Year Professional Services Agreement with Del Rio Advisors for Municipal Finance Advisor Services at $10,000 per year for a total contract amount not-to-exceed $30,000, with an option to extend for two additional years.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to approve an agreement for municipal finance services, including general support with debt management and transactional services for specific projects.
FINANCIAL IMPACT:	The estimated financial impact is $10,000 per year for a three-year period for a total contract not to exceed $30,000.

BACKGROUND:

Municipal advisor services are essential to ensure the City receives expert, independent advice when evaluating potential financing opportunities, managing debt obligations, or analyzing complex financial matters related to capital projects and infrastructure investments.

Due to small size of the City of St. Helena's organization, the City does not employ in-house staff with the specialized expertise required for these services. Therefore, establishing a contract with a municipal advisory firm will allow the City to access such expertise as needed, without the financial burden of maintaining full-time staff for infrequent, but critical assignments.

DISCUSSION:

A Request for Qualifications (RFQ) was issued on October 21, 2024, soliciting proposals from qualified firms to provide municipal advisory services. The City received six responses in response to the RFQ. Following an initial evaluation, the top three firms were invited to participate in interviews. Based on a comprehensive review of qualifications, relevant experience with municipal clients, proposed pricing, and overall approach, staff recommends the selection Del Rio Advisors.

Services under this agreement may include, but are not limited to the following:

- Evaluation of debt issuance alternatives
- Assistance with rating agency presentations
- Review of financial models and cash flow projections
- Analysis of refinancing opportunities
- Ongoing debt portfolio monitoring and reporting
- Support with regulatory compliance and disclosures

Under the proposed agreement. Del Rio Advisors will provide general municipal advisory services on an hourly, as-needed basis, at a rate of $200 per hour. These services will be limited to $10,000 per year for a total three-year agreement not to exceed $30,000, with an option to extend for two additional years.

In addition, for financing transactions such as debt issuances or refinancing, the agreement includes a fixed contingent fee structure that only becomes payable upon the successful sale and closing of a transaction. These fees are listed below and are designed to be paid from the proceeds of the debt issuance, minimizing the upfront fiscal impact to the City.

Option 1 - Public Offering or Private Placement to Institutional Investors

Low	High	Fee
$0	$5,000,000	$32,500
$5,000,001	$10,000,000	$42,500
$10,000,001	$20,000,000	$52,500
$20,000,001	$50,000,000	$62,500
>$50,000,000		$72,500

Option 2 - Direct Placement to Commercial Banks or to Other Direct Lenders

Low	High	Fee
$0	$5,000,000	$27,500
$5,000,001	$10,000,000	$32,500
$10,000,001	$20,000,000	$37,500
$20,000,001	$50,000,000	$42,500
>$50,000,000		$47,500

Prior to initiating any financing transaction, staff will return to the City Council with a separate staff report to request approval to proceed with the transaction and to authorize payment of the contingent placement fee. This process ensures transparency and Council oversight for each financing activity.

ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 1: Strengthen Financial Sustainability

DOCUMENTS ATTACHMENTS:

Resolution - PSA Del Rio Advisors Municipal Advisory Services
PSA Del Rio Advisors LLC Municipal Advisory Services 2025.05.27
Del Rio Advisors LLC RFQ

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution Authorizing the City Manager to Execute a Three-Year Professional Services Agreement with Del Rio Advisors for Municipal Finance Advisor Services at $10,000 per year for a total contract amount not-to-exceed $30,000, with an option to extend for two additional years.

RECITALS

A. On October 21, 2024, a Request for Qualifications (RFQ) was issued to solicit proposals from qualified firms to provide municipal advisory services; and

B. The City received six responses in response to the RFQ; and

C. Following an initial evaluation, the top three firms were invited to participate in interviews; and

D. Based on a comprehensive review of qualifications, relevant experience with municipal clients, proposed pricing, and overall approach, staff recommends the selection Del Rio Advisors; and

E. The City desires to hire a Consultant to provide municipal advisory services on an hourly, as-needed basis, at a rate of $200 per hour and will be limited to $10,000 per year for a total three-year agreement not to exceed $30,000, with an option to extend for two additional years; and

F. Financing transactions such as debt issuances or refinancing have an additional fixed contingent fee structure outlined in Exhibit A of the agreement and will require separate City Council authorization.

RESOLUTION

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

1. Authorize the City Manager to execute a three-year Professional Services Agreement with Del Rio Advisors for Municipal Finance Advisor Services at $10,000 per year for a total contract amount not-to-exceed $30,000.

2. Funding is as follows:

Description	Fund	GL Account	Amount
FY 25-26 Operating Budget	General Fund	101-43-00-21-45	10,000
FY 26-27 Operating Budget	General Fund	101-43-00-21-45	10,000
FY 27-28 Operating Budget	General Fund	101-43-00-21-45	10,000
Total Not-To-Exceed			**30,000**

Approved at a Regular Meeting of the St. Helena City Council on May 27, 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

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on May 27, 2025 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Del Rio Advisors, LLC (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Municipal Advisory Services.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

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

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $10,000 per year for a total not-to-exceed of $30,000 over a three-year term for as needed municipal advisory services with an option two extend for two additional years, unless additional compensation is approved in accordance with Section 2.

Additional fees will be incurred as detailed in Exhibit A for financing transactions, which will require approval prior to initiating any fiancing transaction.

B. Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. Each original invoice furnished shall include the expenses incurred during the preceding month, the cumulative Agreement amount, and the amount remaining on the Agreement. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved, and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If the City disputes any charges or expenses, the City will return the original invoice to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the Services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the contract price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant.

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

SECTION 5 – STANDARD OF PERFORMANCE

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

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's work under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's work within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject work by a timely written explanation, otherwise Consultant's work shall be deemed to have been accepted. City's acceptance shall be conclusive as to such work except with respect to latent defects and fraud. Acceptance of any of Consultant's work by

City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

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

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:
   1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
   2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

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

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 $1,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

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

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials,

employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

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

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

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

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

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

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

SECTION 8 – INDEMNIFICATION

The Consultant shall be responsible for its acts of negligence, and the City shall be responsible for its acts of negligence. The Consultant agrees to indemnify and hold the City harmless from any and all claims, demands, actions and causes of action to the extent caused by the negligent acts of the Consultant, its officers, agents and employees, by reason of the performance of this agreement. This indemnity shall not be construed to require indemnification of others.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

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

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

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

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

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

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have

the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees, caused by or incurred as a result of Consultant's conduct.

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

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

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment,

each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

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

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

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

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

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

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

SECTION 18 – LIMITATION OF LIABILITY

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

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

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

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

To Consultant: Del Rio Advisors, LLC
1325 Country Club Drive
Modesto, CA 95356

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

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

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

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

SECTION 31 – STATUTES OF LIMITATION

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

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name:
Title:

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

EXHIBIT A

Scope of Services

The scope of work shall include but is not limited to:

- Debt Issuance Support – Advise on the structuring, issuance, and management of debt, including bonds (general obligation, revenue, special tax) and other municipal financing options.
- Market Analysis – Provide up-to-date market data, trends, and recommendations regarding the timing and approach to entering the municipal debt markets.Develop and distribute a job analysis questionnaire to each employee as appropriate.
- Bond Sale Management – Advise the City on public offerings or private placements, including assistance with the preparation of official statements, coordination with underwriters, legal counsel, and rating agencies.
- Pricing Services – Actively advise and participate in the pricing process by providing substantial pricing analysis and support, and by advocating on behalf of the City for the best price for the bonds under prevailing market conditions. Outreach to potential investors to increase participation in bidding, if competitive sale.
- Debt Policy Development & Review – Assist in developing and reviewing the City's debt policies, ensuring alignment with best practices and regulations.
- Post-Issuance Compliance – Provide guidance on post-issuance compliance, including arbitrage, tax compliance, and annual reporting.
- Project Financing – Evaluate project financing alternatives and make recommendations, including public-private partnerships, special assessments, or other creative financing solutions.
- Rating Agency Strategy – Prepare presentations and coordinate meetings with rating agencies, helping the City secure and maintain favorable bond ratings.
- Refinancing Opportunities – Continuously monitor the City's outstanding debt portfolio to identify and recommend refinancing opportunities to achieve savings.

Fees

Time and Materials Projects

Team Member	Hourly Rate
Kenneth L. Dieker	$200.00

Financing Transactions

Option One - Public Offering or Private Placement to Institutional Investors

Low	High	Fee [1,2]
$0	$5,000,000	$32,500
$5,000,001	$10,000,000	$42,500
$10,000,001	$20,000,000	$52,500
$20,000,001	$50,000,000	$62,500
>$50,000,000		$72,500

(1) Add to this figure up to a "not-to-exceed" $750 for normal reimbursable expenses.
(2) All fees assume negotiated bond sale; add $5,000 for competitive sale.

Option Two – Direct Placement to Commercial Banks or to Other Direct Lenders

Low	High	Fee [1]
$0	$5,000,000	$27,500
$5,000,001	$10,000,000	$32,500
$10,000,001	$20,000,000	$37,500
$20,000,001	$50,000,000	$42,500
>$50,000,000		$47,500

(1) Add to this figure up to a "not-to-exceed" $750 for normal reimbursable expenses.

City of St. Helena, California
Response to Request for Qualifications ("RFQ")
for
Municipal Advisory Services

Prepared by:

DRALLC
Del Rio Advisors, LLC

November 22, 2024

DRALLC

Del Rio Advisors, LLC

"Independent Registered Municipal Advisor"

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DRALLC
Del Rio Advisors, LLC
"Independent Registered Municipal Advisor"

1. Cover Letter

A cover letter expressing the firm's interest in providing municipal advisory services to the City and summarizing the firm's qualifications.

November 22, 2024

Ms. Mandy Kellogg
Director of Administrative Services
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Dear Ms. Kellogg:

Del Rio Advisors, LLC ("DRALLC") appreciates the opportunity to respond to your Request for Qualifications ("RFQ") to provide Municipal Advisor Services to the City of St. Helena (the "City"). DRALLC was founded in 1991 under the name MuniSoft and incorporated in 2005 as Del Rio Advisors, LLC.

My name is Kenneth L. Dieker, Principal. I am a Series 54 Registered Municipal Advisor Principal and a Series 50 Registered Municipal Advisor Representative. My practice focuses on California public agencies and my clients are primarily California cities.

I have been in public finance for over 37 years with 33 years spent serving as Municipal Advisor. Since 1991, I have completed 722 financing transactions totaling over $6.45 billion. I have completed another 426 projects that can best be classified as time and materials projects. More details on these are included in the body of the RFQ response.

Since 2017, I have worked with the City on various projects including assisting with water and wastewater rate studies, formulation of a plan of finance for the City's water fund, and formulation of a plan of finance to fund capital improvements through the issuance of G.O. bonds. I assisted with the issuance of water refunding bonds, wastewater bond anticipation notes and I am currently assisting the City on a USDA Loan to retire the wastewater bond anticipation notes. I also assisted on the issuance of the first series of water bonds and the issuance of the first series G.O. bonds, both for the City's most recent 5-Year Capital Improvement Program and associated plan of finance. As you know, I have always been ready to assist the City on special projects or advise the City, from time to time, as to other financing matters.

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Del Rio Advisors, LLC
"Independent Registered Municipal Advisor"

Below is a complete listing of the City's outstanding obligations, including obligations not yet listed in the ACFR:

Issue	Purpose	Outstanding (*)	Final Maturity	Call Date	Interest Rate(s)
2023 Installment Sale Agreement (JP Morgan Chase)	Wastewater	$3,390,000	10/01/2038	Any Date On Or After 04/01/27 @ 100%	4.55%
2022 Installment Sale Agreement	Wastewater	$9,362,000	4/1/2025	Any Date @ 100%	Variable
CSCDA Series 2012B	Wastewater	$763,044	10/1/2032	Any Date On Or After 10/1/22 @ 100%	4.00-5.00%
CSCDA Series 2005B	Wastewater	$735,000	10/01/2030	Any Date On Or After 10/1/14 @ 100%	4.375-4.50%
2024 Water Revenue Bond	Water	$10,685,000	10/01/2054	Any Date On Or After 10/1/34 @ 100%	
2019 Loan Agreement (JP Morgan Chase)	Water Refunding	$3,373,900	10/01/2031	Non-Callable	2.62%
CSCDA Series 2012B	Water	$2,746,956	10/1/2032	Any Date On Or After 10/1/22 @ 100%	4.00-5.00%
2022 General Obligation Bonds	Various	$5,175,000	09/01/2052	Any Date On Or After 9/1/32 @ 100%	5.00-5.50%

(*) Balance As of November 2024

The City is currently in the process of paying off the outstanding 2022 Installment Sale Agreement (wastewater) with a long-term loan from the USDA. This is expected to occur by the end of November 2024. The City should continue to monitor refunding the CSCDA Series 2012B (water and wastewater). Unfortunately, the wastewater component is too small ($763k outstanding) to generate meaningful savings. The water component ($2.74mm) is a refunding candidate that we did look at with the most recent issuance of water bonds, but the interest rates at the time were still relatively high, and the savings were not yet meaningful enough to consider moving forward. In the past, the City has considered refunding the CSCDA Series 2005B (wastewater), but the deal is too small ($735k outstanding), and the final amortization (10/1/2030) too short to generate meaningful savings.

DRALLC
Del Rio Advisors, LLC

"Independent Registered Municipal Advisor"

I have the current capacity and ability to proceed promptly. I have reviewed the City's Professional Services Agreement and have no issues with the document. I have no conflicts of interest that could impair my ability to perform the requested work in a timely fashion.

I genuinely appreciate the opportunity to present my credentials. Should you have any questions or need any additional information, please feel free to give me a call at (209) 543-8704 or via email at kdieker@delrioadvisors.com.

Respectfully Submitted,

Kenneth L. Dieker, Principal
Del Rio Advisors, LLC
1325 Country Club Dr.
Modesto, CA 95356
(209) 543-8704 Phone
(209) 480-1862 Mobile
kdieker@delrioadvisors.com

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Del Rio Advisors, LLC
"Independent Registered Municipal Advisor"

2. Firm Overview and Experience

Provide an overview of the firm, including its history, size, and areas of expertise. Highlight experience in providing municipal advisory services, particularly for government entities similar to the City of St. Helena.

Del Rio Advisors, LLC ("DRALLC") was founded in 1991 under the name MuniSoft and incorporated in 2005 as a single-member LLC. The firm is headquartered in Modesto, California. My name is Kenneth L. Dieker, Principal and my practice is focused on California public agencies and my clients are primarily California cities.

I have been in public finance for over 37 years with 33 years spent serving as Municipal Advisor. I got my start in public finance investment banking in 1987 with Rauscher Pierce Refsnes, Inc. (now RBC Capital Markets) where I worked as both a Financial Analyst and Associate. I have a BA from the University of California, Berkeley and an MBA from Oregon State University. I am a Series 54 Registered Municipal Advisor Principal and a Series 50 Municipal Advisor Representative.

I have extensive experience with city clients, very much like the City. I work on all types of financings including, but not limited to, general fund leases (LRBs and COPs), municipal leases (energy projects, fire trucks, ERP software, etc.), general obligation bonds, successor agency bonds, land-secured bonds (CFDs and ADs), water / sewer / solid waste revenue bonds and short-term instruments such as BANs or TRANs.

Since 1991, I have completed 722 financing transactions totaling over $6.45 billion. The table below shows a breakout of the types of financing transactions completed as Municipal Advisor:

Type of Financing	# of Issues	Dollar Amount
Lease / Lease Revenue	39	$506,562,722
Water / Sewer Revenue	82	$2,323,055,906
Assessment District / CFD	119	$1,545,552,680
General Obligation	4	$458,450,000
Tax Allocation / Successor Agency	62	$1,223,293,745
Miscellaneous (*)	416	$396,335,825
Total	**722**	**$6,453,250,878**

(*) Property Assessed Clean Energy ("PACE") Bonds, Pension Obligation Bonds and short-term instruments such as BANs and TRANs

I have completed another 426 projects that can best be classified as time and materials projects involving formulating a plan of finance, planning for debt issuance, pro forma projections, debt service calculations, debt education (staff, City Council and the public), assisting with the formation of CFDs for infrastructure and/or services and assisting with debt management activities such as RFPs for financing team members, bond call calculations, continuing disclosure drafts and filings, rating surveillance and debt-related press / investor inquiries.

Other Highlights

Since March 2011, I have served as the Municipal Advisor to the **City of Stockton** and, since July 2014, I have served as the Independent Registered Municipal Advisor "IRMA" to the City. From February 2012 until February 2015, I served as **Interim Debt Manager for the City and head of the Debt Team during chapter 9 bankruptcy**. The Debt Team was successful in negotiating seven agreements during bankruptcy on over $300 million of General Fund debt. I also testified in trial during the heavily contested confirmation hearing.

From October 2014 to June 2017, I served as a **member of the negotiating team during the City of San Bernardino chapter 9 bankruptcy**. I took part in the negotiations with the three capital markets creditors impacted by the bankruptcy.

Since May 2014, I have served as the Municipal Advisor to the **County of Placer** and, since July 2014, as the IRMA to the County. I am currently assisting the County to administer their mPOWER Placer and mPOWER Pioneer Property Assessed Clean Energy ("PACE") programs. In June 2018, the County sold $35,085,000 Refunding Revenue Bonds, Senior Series 2018 (mPOWER Placer Program), (Green Bonds) to refund the PACE bonds held by the County. This transaction represented the first time PACE assessments had been sold as a public finance transaction. The transaction received an A2 rating from Moody's Investors Service and received bond insurance and a reserve fund surety from Build America Mutual. In December 2018, the transaction was awarded the **"Deal of the Year" by the Bond Buyer in the category of "Non-Traditional Public Finance"**.

Since passage of the 2017 Tax Cuts and Jobs Act, I have completed refunding transactions in advance of call dates that include structures such as **taxable advance refunding, convertible refunding (taxable to tax-exempt) and forward refunding**. I also recently completed **tender option programs** for both the City of Stockton (cash defeasance) on some outstanding water revenue bonds and for the San Joaquin Area Flood Control Agency (refunding) on some outstanding assessment revenue bonds. A tender option program is the purchase of an issuer's bonds in the open market by simply using cash or issuing new bonds to generate the funds to purchase the bonds.

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Over the next several pages please find details on my active clients that are very much like the City. I have included the status of my contract, and a list of transactions completed for each over the last five (5) years.

Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of St. Helena	**2017**	**2018**	**2018, 2019, 2020, 2021, 2022**	**2024 (General), 2027 (G.O.)**
$10,685,000, 2024 Water Revenue Bonds, 8/6/24				
$3,475,000, 2023 Installment Sale Agreement (Sewer), 12/19/23				
$5,255,000, 2022 General Obligation Bonds, 11/30/22				
$9,362,000, Wastewater Installment Sale Agreement (USDA Interim Financing), 3/3/22				
$5,821,000, Water Refunding Loan Agreement, 3/14/19				

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Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Stockton	**2011**	**2012, 2013, 2014, 2015, 2016, 2017**	**2017, 2022**	**2027**
$28,050,000, Wastewater Revenue Refunding Bonds, Series 2024, 9/4/24				
$1,525,000, CFD No. 2019-1 (Cannery Park), Special Tax Bonds, Series 2024, 7/17/24				
$14,020,000, Improvement Area No. 3, CFD No. 2018-2 (Westlake Villages II), Special Tax Bonds, Series 2024, 4/17/24				
$9,180,532, Water Tender Purchase, 9/19/23				
$9,915,000, CFD No. 2019-1 (Cannery Park), Special Tax Bonds, Series 2022, 8/24/22				
$46,800,000, SRF Installment Sale Agreement (RWCFMP No. C-06-8447-110), 12/31/21, Hourly				
$108,000,000, U.S. EPA WIFIA Loan Agreement, 9/30/20, Hourly				
$24,355,000, Parking Revenue Bonds, Series 2020, 2/25/20				
$54,785,000, Water Revenue Refunding Bonds, Series 2019-A (Federally Taxable) (Green Bonds) 12/5/19				
$118,510,000, Wastewater Bond Anticipation Notes, Series 2019, 10/22/19				
$3,134,000, CFD No. 2006-2 (Westlake Villages), Special Tax Bonds, Series 2019 8/13/19				
$9,855,000, CFD No. 2005-1 (Cannery Park), Special Tax Bonds, Series 2019, 7/10/19				

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Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City and County of San Francisco	**2020**	**2022**	**2022, 2024**	**2026 (+2 One Year Options)**
$340,615,000, General Obligation Refunding Bonds, Series 2024-R1, 5/22/24				
$31,190,000, CFD No. 2014-1 (Transbay Transit Center), Special Tax Bonds, Series 2022A, 12/15/22				
$47,380,000, CFD No. 2014-1 (Transbay Transit Center, Special Tax Bonds, Series 2022B (Taxable), 12/15/22				
$33,880,000, CFD No. 2014-1 (Transbay Transit Center, Special Tax Bonds, Series 2021 B (Taxable), 11/3/21				
$102,580,000, Taxable General Obligation Bonds (Affordable Housing, 2016-Preservation and Seismic Safety), Series 2020C, 12/8/20				

Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of West Sacramento	**2010**	**2013**	**2014, 2015, 2016, 2017, 2018, 2019, 2021, 2022**	**2025**
$17,488,578, Special Tax Revenue Bond, Series 2022 (CFD 8 and CFD 9), 12/6/22				
$40,175,000, Water Revenue Refunding Bonds (Federally Taxable Convertible), 7/30/20				
$11,655,000, Assessment Revenue Refunding Bonds, Series 2020 (Federally Taxable), 1/29/20				
$3,645,000, CFD No. 29 (Port Towne Infrastructure), Special Tax Bonds, Series 2019, 9/17/19				

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Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Patterson	**2016**	**2021**	**2021**	**2026**
$10,905,000, CFD No. 2018-1 (Villages of Patterson), Special Tax Bonds, Series 2024, 2/22/24				
$54,370,000, Special Tax Revenue Refunding Bonds, Series 2023 (CFD No. 2001-1), 8/16/23				
$6,800,000, CFD No 2005-1 (West Patterson Business Park), Special Tax Bonds, Series 2021, 12/23/21				
$4,465,000, CFD No. 2018-1 (Villages of Patterson), Special Tax Bonds, Series 2021, 10/27/21				
$7,015,000, Water Revenue Refunding Bonds, Series 2019B (Forward Delivery) 3/3/20				
$9,215,000, Water Revenue Bonds, Series 2019A, 12/24/19				
Bond Call and Debt Service Calculations on Revenue Bonds Issued for CFD No. 2001-1 In Relation to Property Owner Special Tax Prepayments, Hourly				

Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Palm Desert	**2015**	**NA**	**2016, 2018, 2019, 2020, 2021, 2022, 2023, 2024**	**None**
$11,600,000, CFD No. 2021-1 (University Park), Special Tax Bonds, Series 2024, 3/26/24				
$15,200,000, CFD No. 2021-1 (University Park), Special Tax Bonds, Series 2021, 7/28/21				
$5,165,000, CFD No. 2005-1 (University Park), Special Tax Refunding Bonds, Series 2021A, 7/28/21				
$1,602,180, CFD No. 2005-1 (University Park), Subordinate Special Tax Bonds, Series 2021B (Taxable, Tender Option Program), 7/28/21				
$16,400,000, Section 29 Assessment District No. 2004-02 (Limited Obligation Refunding Improvement Bonds, Series 2021, 7/14/21				
Bond Call and Debt Service Calculations on Various PACE bonds Purchased by the General Fund and Successor Agency, Hourly				

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Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Dixon	**2014**	**None**	**2016, 2018, 2020, 2022, 2023**	**2028**
$8,375,000, Improvement Area No. 2, CFD No. 2019-01 (Homestead), Special Tax Bonds, Series 2024, 6/5/24				
$13,875,000, CFD No. 2019-1, IA No. 2 (Homestead), Special Tax Bonds, Series 2023, 5/18/23				
$4,945,000, CFD No. 2015-1 (Valley Glen No. 2), Special Tax Bonds, Series 2022, 7/20/22				
$4,760,000, CFD No. 2019-1, IA No. 1 (Homestead), Special Tax Bonds, Series 2021, 12/22/21				
$14,735,000, CFD No. 2019-1, IA No. 1 (Homestead), Special Tax Bonds, Series 2020, 12/30/20				
$11,005,000, CFD No. 2013-1 (Parklane), Special Tax Bonds, Series 2019, 12/23/19				
$4,970,000, CFD No. 2015-1 (Valley Glen No. 2), Special Tax Bonds, Series 2019, 4/18/19				

Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Brentwood	**2014**	**None**	**2017, 2018, 2021, 2024**	**2025**
$26,855,000, Water Revenue Refunding Bonds, Series 2024, 10/16/24				
$12,324,524, Capital Improvement Refunding Revenue Bonds, Series 2021A, 11/2/21				
$2,125,967, Capital Improvement Refunding Revenue Bonds, Series 2021B (Federally Taxable), 11/2/21				
$32,210,000, Civic Center Project Lease Revenue Refunding Bonds, Series 2019, 4/2/19				

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Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
County of Placer	**2014**	**None**	**2015, 2016, 2018, 2022**	**2027**
$5,195,000, CFD No. 2017-1 (Riolo Vineyards), IA No. 2, Special Tax Bonds, Series 2023, 2/9/23				
$88,830,000, Solid Waste Revenue Bonds, Series 2022A (MRF) (Green Bonds), 9/6/22				
$8,615,000, Solid Waste Revenue Bonds, Series 2022B (Landfill Improvements), 9/6/22				
$69,315,000, North Lake Tahoe Public Financing Authority, 2022 Lease Revenue Bonds (Health and Human Services Center), 6/1/22				
$10,890,000, CFD No. 2017-1 (Riolo Vineyards), IA No. 1, Special Tax Bonds, Series 2021, 12/16/21				
$3,796,077, CFD No. 2001-1 (Dry Creek-West Placer), 2021 Special Tax Refunding Bonds, 6/8/21				
Debt Service and Bond Call Calculations on Various PACE Bonds Purchased Monthly by the Placer County Treasurer-Tax Collector, Hourly				

Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Woodland	**2014**	**None**	**2020**	**2025**
$23,134,477, Wastewater Revenue Bond, Refunding Series 2022 (Federally Taxable Convertible) 5/25/22				
$13,205,000, Water Revenue Refunding Bonds, Series 2021 (Green Bonds), 12/16/21				
$20,845,000, CFD No. 2004-1 (Spring Lake), Special Tax Bonds, Series 2021, 11/4/21				
$21,490,000, CFD No. 2004-1 (Spring Lake), Special Tax Bonds, Series 2019, 1/31/19				

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Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Oakley	**2020**	**2023**	**2022**	**2025**
$10,496,000, Refunding Revenue Bonds, Series 2021, 7/28/21				

Issuer	Original Contract	Original Expiration	Amendments / Extensions	Revised Expiration Date
City of Lemoore	**2016**	**2020**	**2019, 2021**	**2024**
$27,380,000, Water Revenue Bonds, Series 2019, 3/19/19				

I am also under contract with several other public agencies. The contracts are either hourly or transactional or both, as listed.

- San Lorenzo Valley Water District, Transactional
- Lincoln-Sewer Maintenance District 1 Wastewater Authority ("LiSWA"), Hourly and Transactional
- Tahoe-Truckee Sanitation Agency, Hourly
- Capital Southeast Connector JPA, Hourly
- Incline Village General Improvement District (Nevada), Hourly
- Springfield Water and Sewer Commission (Massachusetts), Hourly and Transactional
- Tahoe City Public Utility District, Hourly
- San Joaquin Area Flood Control Agency, Hourly and Transactional
- Port of Stockton, Hourly and Transactional
- California Municipal Finance Authority (CFDs for the City of West Sacramento and Placer County), Transactional
- Pioneer Community Energy Authority (PACE Bonds), Hourly
- City of West Sacramento Enhanced Infrastructure Financing District No. 1 Public Financing Authority, Transactional
- City of West Sacramento Infrastructure Financing District No. 1 (Bridge District Area), Transactional
- Monterey One Water (Sub-Contractor), Hourly
- Heritage Ranch Community Services District (Sub-Contractor), Transactional

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3. Key Personnel

Identify key personnel who will be assigned to the City's account, including their qualifications, relevant experience, and specific roles. Include resumes for each team member.

Kenneth L. Dieker, Principal of Del Rio Advisors, LLC is the sole employee of the firm and plans on doing the work himself. I am a Series 54 Registered Municipal Advisor Principal and a Series 50 Registered Municipal Advisor Representative. I have a BA from the University of California, Berkely and an MBA from Oregon State University. I have been in public finance for over 37 years with 33 years spent serving as Municipal Advisor. Below is a copy of my resume':

Work Experience:

4/91 - Present **Del Rio Advisors, LLC (formerly MuniSoft)**, Modesto, California

Principal: Services include but are not limited to: developing and/or reviewing a plan of finance; establishing and coordinating a financing team; providing technical services (including all related bond math); reviewing and commenting on all legal and disclosure documents; reviewing and making recommendations as to all financing costs; reviewing market conditions and marketability of the bonds; obtaining comparable interest rate scales from recent like issues and reviewing and commenting on continuing disclosure. Other services include debt management activities such rating / insurance surveillance, continuing disclosure event notices and filings, bond call and debt service calculations and marketing internally developed bond sizing software under the name MuniSoft.

9/93 – 9/98 **Linn-Benton Community College**, Albany, Oregon

Instructor: Taught Microsoft Excel, Lotus 1-2-3, Borland Quattro Pro, Borland Paradox, Intuit QuickBooks and Intuit Quicken classes for the Training and Business Development Center (TBDC), a local program of the Small Business Administration.

9/94 - 9/95 **Oregon Coast Community College**, Newport, Oregon
Part-Time Faculty: Taught Fundamentals of Accounting including basic accounting and financial statement analysis.

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9/91 - 6/93 **Oregon State University**, Corvallis, Oregon

Graduate Teaching Assistant: In charge of Hewlett Packard Microcomputing Lab containing 144 networked computers; supervised 15 lab assistants; conducted training in various software packages and provided technical assistance on student assignments.

3/87-9/90 **Rauscher Pierce Refsnes, Inc. (currently RBC Capital Markets)**, San Francisco, California

Associate, Public Finance: Responsible for maintaining firm underwriting and financial advisory relationships. Prepared and presented financing proposals; developed new business with refunding and new issue candidates; managed technical computer systems; developed bond sizing software in Microsoft Excel and Lotus 1-2-3 for use by technical staff and supervised the training and development of Financial Analysts.

Financial Analyst, Public Finance: Technical analysis on various financings including new issues and refundings. Prepared interview and presentation materials; conducted economic and legal research for official statements; prepared responses to requests for proposals; prepared cash flow analyses and detailed financing models.

Education: **Oregon State University**, Corvallis, Oregon
Master of Business Administration (MBA), June 1993
Emphasis: Finance

University of California, Berkeley, California
BA, December 1986
Golf Team: Two-Year Letterman
Alpha Sigma Phi Fraternity: President and Treasurer

Other: Series 54 Registered Municipal Advisor Principal
Series 50 Registered Municipal Advisor Representative
Private Pilot (July 13, 2008, Certificate Number 3350351)

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4. Approach

A detailed description of the firm's approach to providing municipal advisory services, including how the firm will manage the City's needs related to debt issuance, financial planning, and compliance.

While the steps on the next several pages are by no means comprehensive, once a particular task or assignment is identified, it is important to work methodically through the process.

(1) The first step in any work plan is to review all the outstanding documents of the City including the ACFRs, Budgets, 5-year CIP plan, EMMA filings and any other publicly available documents. The intent here is to be prepared before any meeting with staff.
(2) The second step is to meet with the Director of Administrative Services, her staff and department heads to identify any upcoming assignment or financing needs. It is anticipated that this would only require one meeting to accomplish this task.
(3) After the initial meeting and upon identifying a particular assignment or financing, I would provide the City with a list of data needs. For example, if a water or sewer enterprise transaction is proposed, I would prepare the pro forma projections and only request the City complete data, not otherwise publicly available, such as year-to-date projected results. I would make projection assumptions and go over those with staff to confirm their reasonableness. As another example, if a lease transaction is proposed, I would request a list of all City assets that could be the subject of the lease and the insured values of each. I would then go over the list with staff to identify those assets with enough value to at least equal the principal amount of any proposed financing. I would also discuss future financing needs to make sure there are available assets for those financings. I would also look to substitute assets on existing transactions to free up assets as existing transactions are paid down.
(4) I would help to educate staff as to the Debt Limit in the California Constitution and the reason that a particular financing structure is being proposed and any limitations to the proposed structure.
(5) I would collaborate with staff to identify the timeline for any deliverables.
(6) I would be more than willing to have 2x2 meetings or attend City Council workshops to educate the City Council and the public on any debt-related matters.

Competitive versus Negotiated

I have experience with both competitive and negotiated sales. It has been my experience that the recent market turmoil has changed the landscape for credit spreads. The credit rating agencies, insurers and buyers are very diligent in their review of public agency credits including pension and OPEB liabilities, cyber security, flood, wildfire and earthquake risk.

It is so important to utilize revenue matching for General Fund credits and to set specific rate covenants and additional bonds tests (ABTs) for enterprise fund credits. For these reasons, the negotiated versus competitive discussion is specific to the revenue stream, bond covenants and the underlying credit. Each issue must stand alone, and the determination needs to be made, in consultation with staff, as to what type of sale to utilize. If the bond has a story associated with it, I recommend a negotiated sale but if the underlying credit is strong and stable, then competitive sales will still provide the lowest cost of capital.

General Fund Credits ("Revenue Matching")

It has also been my recent experience that General Funds continue to come under pressure from increases in pension and OPEB liabilities. Some are also concerned about how deep and how long any recession may last, creating a situation where reductions in AVs, sales tax and TOT might strain a General Fund budget. Has the City utilized "one-time" measures to plug budget gaps and will the General Fund unrestricted reserves withstand any pressures. It is important to model the internal source of repayment for any obligation such that, even in slow times, the various General Fund resources are not exposed to debt service pressure. This concept of "revenue matching" is an important analytical and policy discussion.

Enterprise Fund Credits

For both water and wastewater credits, it is important to review all parity debt obligations, rate covenants and additional bonds tests. The development of a sound pro forma is a very important tool to analyze the pledged revenues. It is also important to create new covenants, if possible, that allow for more flexibility.

Land-Secured Credits

The housing market continues to be strong in several regions of California and there are many land-secured credits (CFDs or assessments) being issued in this market. Since about 2018, cities have begun to realize that single-family residential does not pay for itself, even when you factor in all the revenue generated by the residents. In 2018, I assisted the City of Stockton in forming a city-wide services CFD that covers all the future residential development areas of the City. Any new development is required to pay for the provision of these services and annexing into the services CFDs allows the City to offset these costs. I am also assisting the City of West Sacramento in developing three services CFDs in the Southport area of the City. I also assisted the City of Dixon in the formation of a city-wide services CFD.

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Debt Database and Refunding Opportunities

One of the first steps to working with the City will be for DRALLC to create a debt database. The debt database helps us to identify the debt profile of the City and to look for refunding opportunities. We take all the information from the various Official Statements, EMMA and the ACFR and the file includes:

- Issue Date
- Payment Dates
- Call Provisions
- Bond Covenants
- Continuing Disclosure Requirements
- Rating(s) / Insurance
- Principal
- Interest
- Periodic Debt Service
- Annual Debt Service
- Fiscal Year Debt Service (if applicable)

The debt database is a useful tool for the City in that staff changes can cause a loss of continuity. The debt database is important for recordkeeping and internal purposes such as continuing disclosure, budgeting and accounting. In addition, DRALLC uses this information to look for refunding opportunities that include full, partial and other structures. We have also internally developed a refunding by maturity software program that calculates the savings on a maturity-by-maturity basis allowing us to look at partial refunding opportunities.

If selected during the RFQ process, I would be more than willing to prepare a more comprehensive work plan as part of contract negotiations. I also know that other projects and tasks may be identified in the future and any work plan may need to be amended from time to time.

Continuing Disclosure, Annual Reporting and Tax Compliance

I will continue to advise and assist the City regarding continuing disclosure obligations and the reporting of material events. I will also, as requested, assist the City regarding annual reporting, arbitrage rebate and other tax compliance procedures.

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5. References

Provide at least three (3) references from municipal clients where the firm has provided similar services. Include the name, title, organization, contact information, and a brief description of the services provided.

City of Stockton, California
Mr. Jay Kapoor
Deputy City Manager / Interim Chief Financial Officer
425 N. El Dorado Street
Stockton, CA 95202
(209) 937-8212, jay.kapoor@stocktonca.gov

Current Independent Registered Municipal Advisor ("IRMA") to the City and a member of the City's Municipal Advisor pool. I serve both transactional and hourly.

City of West Sacramento, California
Ms. Roberta Raper
Director of Finance
1110 West Capitol Avenue
West Sacramento, CA 95691
(916) 617-4509, robertar@cityofwestsacramento.org

Current member of the City's Municipal Advisor pool. I serve both transactional and hourly.

City of Patterson, California
Ms. Jennifer Riedeman, Finance Director
1 Plaza, P.O. Box 667
Patterson, CA 95363
(209) 895-8046, jriedeman@ci.patterson.ca.us

Current Municipal Advisor to the City. I serve both transactional and hourly.

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City of Palm Desert, California
Ms. Veronica Chavez
Finance Director
73-510 Fred Waring Drive
Palm Desert, CA 92260
(760) 776-0611, vchavez@palmdesert.gov

Current Municipal Advisor to the City. I serve both transactional and hourly.

City of Dixon, California
Ms. Kate Zawadzki
Finance Director
600 East A Street
Dixon, CA 95620
(707) 678-7000, x1109, kzawadzki@cityofdixon.us

Current Municipal Advisor to the City. I serve both transactional and hourly.

City of Brentwood, California
Mr. Kerry Breen
City Treasurer / Director of Finance and Information Systems
150 City Park Way
Brentwood, CA 94513
(925) 516-5436, kbreen@brentwoodca.gov

Current Municipal Advisor to the City. I serve transactional.

County of Placer
Mr. Tristan Butcher
Treasurer – Tax Collector
County Finance and Administration Building
2976 Richardson Drive
Auburn, CA 95603
(530) 889-4148, tbutcher@placer.ca.gov

Current Independent Registered Municipal Advisor ("IRMA") to the County. I serve both transactional and hourly.

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City and County of San Francisco, California
Ms. Anna Van Degna
Director, Controller's Office of Public Finance
1 Dr. Carlton B. Goodlett Place
City Hall, Room 336
San Francisco, CA 94102
(415) 554-5956, anna.vandegna@sfgov.org

Current member of the City's Municipal Advisor pool. I serve transactional.

6. Fee Structure

Provide an overview of the firm's fee structure, including hourly rates for personnel and any other costs associated with municipal advisory services. The City understands that fee negotiations will occur with the selected firm, but a general fee proposal is requested as part of the submission.

I have proposed fixed contingent fees for Financing Transactions and an hourly fee for Time and Materials Projects.

Financing Transactions

I propose a fixed contingent fee for a particular transaction dependent on the size and sale type of the issue as listed in the tables on the next page. I will also seek reimbursement for standard expenses such as mileage, lodging or other items spent on behalf of the project. As listed in the following tables, the "not-to-exceed" expense amount is capped by transaction. Both the proposed fees and expenses are contingent upon the successful sale and closing of the transaction. If two or more series are sold simultaneously for a single project, the total par amounts of the transactions combined will be used to calculate the contingent fee and allocated amongst the series. Option Two will apply to any state or federal funding programs such as SRF, USDA or WIFIA.

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Option One - Public Offering or Private Placement to Institutional Investors

Public Offering / Private Placement		
Low	**High**	**Fee [1, 2]**
$0	$5,000,000	$32,500
$5,000,001	$10,000,000	$42,500
$10,000,001	$20,000,000	$52,500
$20,000,001	$50,000,000	$62,500
>$50,000,000		$72,500

(1) Add to this figure up to a "not-to-exceed" $750 for normal reimbursable expenses.
(2) All fees assume negotiated bond sale; add $5,000.00 for competitive sale.

Option Two – Direct Placement to Commercial Banks or to Other Direct Lenders

Direct Placement		
Low	**High**	**Fee [1]**
$0	$5,000,000	$27,500
$5,000,001	$10,000,000	$32,500
$10,000,001	$20,000,000	$37,500
$20,000,001	$50,000,000	$42,500
>$50,000,000		$47,500

(1) Add to this figure up to a "not-to-exceed" $750 for normal reimbursable expenses.

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Time and Materials Projects

In addition, the City may wish to engage on a time and materials basis. Under this arrangement, the firm will be compensated at the hourly rate listed below:

Team Member	Hourly Rate
Kenneth L. Dieker	$200.00

The total hours or dollars available for a particular assignment may be capped at a fixed amount. In addition, I will seek reimbursement for standard expenses such mileage, lodging or other items spent on behalf of the project. Hourly fees and expenses would be billed and payable by the City on a quarterly basis.

7. Legal and Financial Status

Provide information regarding the firm's legal standing, including any current litigation, regulatory actions, or financial conditions that could impact the ability to deliver services.

DRALLC is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"). DRALLC is registered as a single-member LLC with the State of California Secretary of State, has an Employer Identification Number with the Department of the Treasury Internal Revenue Service and has a current business license with the City of St. Helena.

Del Rio Advisors does not have any conflicts of interest, legal or disciplinary events or customer complaints on Form MA or Form MA-I. The forms may be accessed at: www.sec.gov/edgar/searchedgar/companysearch.html. These documents include information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation.

Del Rio Advisors, LLC, is a consulting firm and does not have any financial conditions that could impair the firm's ability to serve as Municipal Advisor to the City.

For more information, please see "Section 8. Required Disclosures".

DRALLC
Del Rio Advisors, LLC
"Independent Registered Municipal Advisor"

8. Required Disclosures

Pursuant to Municipal Securities Rulemaking Board ("MSRB") Rule G-42, on Duties of Non-Solicitor Municipal Advisors, Municipal Advisors are required to make certain written disclosures to clients which include, among other things, any conflicts of interest, legal or disciplinary events and information related to registration and customer complaints of Del Rio Advisors, LLC ("DRALLC") and its associated persons.

Conflicts of Interest

DRALLC represents that in connection with the issuance of municipal securities, it may receive compensation from an Issuer or Obligated Person for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, DRALLC hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest. This conflict of interest will not impair the ability of DRALLC to render unbiased and competent advice or to fulfill its fiduciary duty to the Issuer.

If DRALLC becomes aware of any other potential or actual conflict of interest, it will disclose the detailed information in writing to the Issuer in a timely manner.

Legal or Disciplinary Events

DRALLC does not have any legal events or disciplinary history disclosed on Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. The Issuer may electronically access the most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC. If any material legal or regulatory action is brought against DRALLC, DRALLC will provide complete disclosure to the Issuer in detail allowing the Issuer to evaluate the firm, its management, and personnel.

Registration and Customer Complaints

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- DRALLC is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board.
- Within the Municipal Securities Rulemaking Board ("MSRB") website at www.msrb.org, the Issuer may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	May 27, 2025
FROM:	Eric Janzen, Assistant Public Works Director
SUBJECT:	Consideration and Approval of Resolution Approving a Budget Amendment of $779,498 to fund certain change orders for the Wastewater Treatment and Reclamation Plant Phase 1 Upgrades Project.
RECOMMENDED ACTION:	To adopt "Resolution Approving a Budget Amendment to Fund Certain Change Orders for the Wastewater Treatment and Reclamation Plant Improvement Project".
PREVIOUS COUNCIL ACTION:	On December 14, 2021 per Resolution 2021-162 the City Council authorized execution of a construction contract with Thompson Builders Corporation for the construction of the Wastewater Treatment and Reclamation Plant Phase 1 Upgrades Project.
STATEMENT OF THE PURPOSE:	Consideration and Approval of Resolution Approving a Budget Amendment of $779,498 to fund certain change orders for the Wastewater Treatment and Reclamation Plant Phase 1 Upgrades Project.
FINANCIAL IMPACT:	Approval of the resolution will result in the necessary budget amendment and expenditures of $750,000 and $29,498 totaling $779,498 to Thompson Builders. $779,498 will be transferred from 2022 GO Bond Fund (Fund 421) to Wastewater CIP Fund 773 and paid for from GL Account 773-50-59-3160.

BACKGROUND:

On January 21, 2022, Thompson entered into a written contract with City to construct upgrades to the wastewater treatment plant ("Contract"). The project was entitled the Wastewater Treatment and Reclamation Plant Improvement Project ("Project"). The total amount of the Contract as originally approved is $14,888,590.

During the construction process Thompson submitted Change Order Request ("COR") No. 2, Rev. 4, requesting a change order in the amount of $924,118 to compensate Thompson for sales tax incurred in connection with the project which was not included in Thompson's original bid. Separately, Thompson submitted COR No. 12Ar1 for $29,498 to pay for additional work conducted by Thompson in connection with the project.

The City initially did not agree to the payment of COR No. 2, Rev. 4, and on March 17, 2022, Thompson Builders (TB) issued a Claim (Claim #1) requesting compensation for sales tax paid by TB for the procurement of equipment associated with the Project. The City engaged in extensive discussions and negotiations with Thompson to resolve this claim and ultimately the parties agreed to resolve COR No. 2, Rev. 4 in full through the payment of $750,000 to partially fund the sales tax expenses incurred by Thompson in connection with the Project, and to pay the full amount of $29,498 toward COR 12Ar1.

DISCUSSION:
The additional funding required to pay these change orders is not included in the current budget for this project. Public Works staff requests that Council authorize a budget amendment transferring $779,498 from 2022 GO Bond (GL Account 421) to Account 773-50-59-3160 to fund the full resolution of COR No. 2, Rev. 4 and COR 12Ar1.

ENVIRONMENTAL REVIEW: Exempt

GOAL:

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

DOCUMENTS ATTACHMENTS:

Exhibit A.RESOLUTION.authorization of Budget Adjustment-c1

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION APPROVING A BUDGET AMENDMENT TRANSFERRING $779,498 FROM 2022 GO BOND (GL ACCOUNT 421) TO ACCOUNT 773-50-59-3160 TO FUND CERTAIN CHANGE ORDERS FOR THE WASTEWATER TREATMENT AND RECLAMATION PLAN IMPROVEMENT PROJECT

RECITALS

A. On January 21, 2022, Thompson Builders Corporation (TB) entered into a written contract with City to construct upgrades to the wastewater treatment plant ("Contract"). The project was entitled Wastewater Treatment and Reclamation Plant Improvement ("Project"); and

B. During the construction process TB submitted Change Order Request ("COR") No. 2, Rev. 4, requesting a change order in the amount of $924,118 to compensate Thompson for sales tax incurred in connection with the project which was not included in Thompson's original bid. Separately, Thompson submitted COR No. 12Ar1 for $29,498 to pay for additional work conducted by Thompson in connection with the project; and

C. The City engaged in extensive discussions and negotiations with Thompson to resolve this claim and ultimately the parties agreed to resolve COR No. 2, Rev. 4 in full through the payment of $750,000 to partially fund the sales tax expenses incurred by Thompson in connection with the Project, and to pay the full amount of $29,498 toward COR 12Ar1; and

D. Public Works has identified a funding source to pay these additional costs and requests that Council authorize a budget amendment transferring $779,498 from GO Bond to Account 773-50-59-3160 to fund the costs of the agreed upon change orders.

RESOLUTION

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

1. The City Council hereby approves a budget amendment as follows:

Description	Fund	GL Account	Amount
Transfer to Other Funds – Budget Increase to Expense	2022 GO Bond	421-40-00-28-99	750,000
Transfer to Other Funds – Budget Increase to Expense	2022 GO Bond	421-40-00-28-99	29,498
Operating Transfers In – Budget Increase to Revenue	Wastewater Capital Fund	773-39-98-00-00	779,498
CIP Construction Contracts – Budget Increase to Expense	Wastewater Capital Fund	773-50-59-31-60	779,498

Approved at a Regular Meeting of the St. Helena City Council on May 27, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Erika Opp, Acting City Clerk

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	May 27, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Adopt a Resolution authorizing the execution of a Professional Services Agreement with JSP Automation for the Lift Station Programmable Logic Controller (PLC) Upgrade at the Wastewater Treatment Plant for a total not-to-exceed amount of $68,805, which includes a base bid of $59,830 plus a 15% contingency, and authorize the City Manager to execute the agreement.
RECOMMENDED ACTION:	Approve the recommended action authorizing the City Manager to execute the Professional Services Agreement with JSP Automation for the Lift Station PLC Upgrade and SCADA integration.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Authorization to Execute a Professional Services Agreement with JSP Automation for Lift Station PLC Upgrade at Wastewater Treatment Plant.
FINANCIAL IMPACT:	The total cost of the proposed scope of work, including a 15% contingency, is $68,805. Funds are available within the current fiscal year's approved budget funded from budget line item 571-50-29-2145 Other Contract Services.

BACKGROUND:

The existing PLC system controlling the wastewater treatment plant influent lift station has reached its end of life, resulting in increased maintenance requirements and reduced reliability. A Programmable Logic Controller (PLC) is a specialized digital computer used extensively in industrial automation and control systems. PLCs are designed to manage machinery, processes, and equipment by continuously monitoring inputs from sensors or devices, making logical decisions based on programmed instructions, and controlling outputs to actuators, motors, or other equipment.

JSP Automation has proposed an upgrade to an Allen Bradley CompactLogix PLC, consistent with the technology being installed in the current Wastewater Treatment Plant improvement project. Additionally, the current PLC does not have any SCADA access or tie-in so there is no remote access or alarm notification in the event of an emergency or equipment malfunction.

DISCUSSION:

The project includes:

- Replacement of the existing PLC with an Allen Bradley CompactLogix PLC system.
- Modifications to the SCADA application for improved monitoring and control.
- Technical engineering services, including wiring diagrams, technical data sheets, and bill of materials.
- PLC programming to provide level-based control for three variable frequency drive (VFD) pumps, maintaining wet well level using existing floats and level transmitters.
- SCADA programming enhancements, including updated graphical displays, VFD displays, analog and setpoint displays, as well as equipment runtime and flow totalization.
- Field engineering services comprising site survey, wiring verification, PLC replacement, and startup and commissioning.

BENEFITS TO SERVICE

The PLC upgrade will:

- Significantly improve system reliability and operational efficiency.
- Automate pump controls and monitoring, reducing manual intervention.
- Incorporate alarm systems for early detection of operational anomalies, minimizing response time and risk of environmental impact.
- Enhance overall operational safety and reliability of the lift station.

ALTERNATIVES

If the City Council chooses not to approve this upgrade, the following trade-offs and potential impacts should be considered:

1. Operational Risk and Reliability:
    - Continued use of the aging PLC significantly increases the risk of equipment failure.
    - Potential system downtime could lead to sewage overflow events, environmental damage, regulatory fines, and public health concerns.
2. Manual Intervention and Increased Labor Costs:
    - Without automation and SCADA integration, staff must manually monitor the lift station more frequently, increasing labor costs and diverting staff from other critical tasks.
3. Lack of Alarm and Emergency Notification:
    - The absence of alarm notifications would result in delayed responses during emergencies, potentially exacerbating issues and increasing repair costs.
4. Increased Maintenance and Repair Expenses:
    - Ongoing maintenance of outdated equipment may become costly, with parts becoming scarce and expensive over time.

5. Compliance and Regulatory Risks:
    - An older PLC system may struggle to keep pace with evolving regulatory requirements, potentially placing the city at risk for compliance violations.

In summary, delaying this upgrade would result in higher risks, increased operational expenses, decreased efficiency, and reduced ability to respond proactively to system issues.

Contracting with JSP Automation is recommended as they are currently providing SCADA system services for the Wastewater Treatment Plant MBR facility and possess unique familiarity with our systems. Utilizing JSP Automation for this PLC upgrade allows for seamless integration of both systems, providing economies of scale and justifying a sole source procurement.

ENVIRONMENTAL REVIEW: This is not a CEQA project.

GOAL:

Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 7: Enhance Organizational Effectiveness
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

JSP resolution
PSA JSP SCADA PLC upgrade 04202025
PLC PRP_250314-01_STH

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution Authorizing the Execution Of A Professional Services Agreement With JSP Automation For The Lift Station Programmable Logic Controller (Plc) Upgrade At The Wastewater Treatment Plant For A Total Not-To-Exceed Amount Of $68,805, Which Includes A Base Bid Of $59,830 Plus A 15% Contingency, And Authorize The City Manager To Execute The Agreement.

RECITALS

A) A Programmable Logic Controller (PLC) is a specialized digital computer used extensively in industrial automation and control systems. PLCs are designed to manage machinery, processes, and equipment by continuously monitoring inputs from sensors or devices, making logical decisions based on programmed instructions, and controlling outputs to actuators, motors, or other equipment.

B) The existing PLC system controlling the wastewater lift station has reached its end of life, resulting in increased maintenance requirements and reduced reliability.

C) The current PLC does not have any SCADA access or tie in so there is no remote access or alarm notification in the event of an emergency.

D) JSP Automation has proposed an upgrade to an Allen Bradley CompactLogix PLC, consistent with the technology being installed in the current Wastewater Treatment Plant improvement project.

E) The PLC upgrade will:

   i) Significantly improve system reliability and operational efficiency.

   ii) Automate pump controls and monitoring, reducing manual intervention.

   iii) Incorporate alarm systems for early detection of operational anomalies, minimizing response time and risk of environmental impact.

   iv) Enhance overall operational safety and reliability of the lift station.

   v) Contracting with JSP Automation is recommended as they are currently providing SCADA system services for the Wastewater Treatment Plant MBR facility and possess unique familiarity with our systems achieving economies of scale.

A.

RESOLUTION

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

1. Authorization to Execute a Professional Services Agreement with JSP Automation for Lift Station Programmable Logic Controller Upgrade at Wastewater Treatment Plant the amount of $68,805 for FY 2024/25 paid out of the Wastewater Treatment Fund 571.
2. Funding is as follows:

Description	Fund	GL Account	Amount
Other Contract Services	Wastewater Enterprise	571-50-29-2145	$68,805

Approved at a Regular Meeting of the St. Helena City Council on May 27, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
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 JSP Automation (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as **Lift Station Programmable Logic Controller (PLC) Upgrade at the Wastewater Treatment Plant.**

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

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

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $68,805.00 unless additional compensation is approved in accordance with Section 2. This includes a based bid of $59,830.00 with a 15% contingency for a total not to exceed cost of $68,805.00

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

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

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

SECTION 5 – STANDARD OF PERFORMANCE

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

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

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

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

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

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

E. Primary Coverage. For any claims related to this contract the Consultants insurance coverage shall be primary insurance as respects to City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials,

employees, or volunteers shall be excess of Consultants insurance and shall not contribute with it.

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

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

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

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

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

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

SECTION 8 – INDEMNIFICATION

A. To the fullest extent allowed by law (including without limitation California Civil Code Sections 2782 and 2782.8), as may be applicable, Consultant shall indemnify, defend, and

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

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

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

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

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

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

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

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

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

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

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

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

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

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any Services pursuant to this Agreement shall become the

sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

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

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

A. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is

$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

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

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

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

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

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

SECTION 18 – LIMITATION OF LIABILITY

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

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

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

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

To Consultant: James S Phillips, PE
405 30th Street
Sacramento, CA 95816

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

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

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

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

SECTION 31 – STATUTES OF LIMITATION

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

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name: _____
Title:_____

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

405 30th Street
Sacramento, CA. 95816
Tel: (916) 448-3776
Fax: (916) 448-3778
Email: jspautomation@sbcglobal.net

March 14, 2025

Electrical, Instrumentation and Control Systems

Scope or Work and Cost Proposal

Project Name:	City of Saint Helena - WWTP
Task Item:	Lift Station PLC Upgrade
Prepared By:	James S Phillips, PE

Overview

JSP AUTOMATION (JSP) is pleased to offer our proposal for a PLC upgrade replacement for the above-mentioned project. Our general "Scope of Work" is offered to address the following

- Replace existing PLC with Allen Bradly CompactLogix PLC to match the Wastewater Treatment Plant Project currently under construction
- Modify New SCADA application for Monitoring and Control
- Provide Technical Services (Engineering, Programming and Commissioning Services)

Technical Services

JSP to provide electrical distribution system as proposed by Eaton.

1. Control Engineering to prepare PLC Control Wiring Drawings to include:
    - Wiring Diagrams
    - Technical Data Sheets
    - Bill of Materials

2. PLC Programming Services
    - Program to provide level-based control for 3 VFD pumps to maintain wetwell level. Control based on existing floats and level transmitter.
    - Monitor Up to 3 Flowmeters (Per Discussion)

3. SCADA Programming
    - Provide Graphics Display for Pump Station
    - Provide (3) Equipment VFD Displays to match existing SCADA
    - Provide (4) Analog Displays to match existing
    - Provide Setpoint Displays to match existing
    - Provide Equipment Runtime and Flow Totalization Displays

4. Field Engineering
    - Site Survey and Wiring Verification (8 Hrs.)
    - Replace existing PLC (8 Hrs.)
    - Start-Up and Commissioning (16 Hrs.)

PLC RETROFIT ENCLOSURE

- Allen Bradley (5069 Series Compact Logic PLC)
  - Processor
  - Analog Input (8) Channel
  - Analog Output (4) Channel
  - (2) 16 Channel Input
  - (1) 16 Channel relay Module
- (3) VFD Interface Logic
  - Control Relays, terminal blocks
- Power Supply System
  - 24 VDC Power Supply System
  - Surge Protector
- Local 7" Dedicated HMI (Optional Adder A1)

COST SUMMARY

Task	Description	Cost
1	Engineering Services	$ 7,000.00
2	SCADA and PLC Programming Services (120 Hrs.)	$ 18,600.00
3	Field Instrumentation	$ 0.00
4	PLC Retrofit Panel	$ 29,980.00
5	Field Start-Up and Commissioning	$ 4000.00
6	Training (2 Hrs.)	$ 250.00
	COST	**$59,830.00**
A1	Local 7" HMI Programmed	$ 4,850.00
A2	Submersible Level Transmitter	$ 2,350.00

Conditions:

1. Engineering Service Billed Upon Approved Submittal
2. Panel and Programming Billed on Shipment
3. Field Start-Up Billed at Project Completion
4. Cost Excluding Tax

Exclusions:

1. Level Transmitter (Optional Adder A2)
2. Float Switches
3. Variable Frequency Drives
4. Field Instrumentation
5. UPS
6. Process Taps, Shut-off and Bypass Valves
7. Conduit and Wire
8. Field Installation other than retrofit panel

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department:

DATE:	May 27, 2025
FROM:	Martin Beltran, Finance Manager
SUBJECT:	Second Reading and Proposed Approval of an Ordinance Amending Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code Regarding Changes to Utility Billing Cycle for Water Service and Sewer Service from Bi-Monthly to Monthly Billing, revise the bill due date provisions, and eliminate references to delinquency penalties.
RECOMMENDED ACTION:	Adoption by title only and waive the second reading of the proposed Ordinance amending Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code Regarding Changes to Utility Billing Cycle for Water Service and Sewer Service from Bi-Monthly to Monthly Billing, revise the bill due date provisions, and eliminate references to delinquency penalties.
PREVIOUS COUNCIL ACTION:	The City Council held the first reading at their May 13, 2025, regular City Council meeting and approved the ordinance.
STATEMENT OF THE PURPOSE:	To update the utility billing cycle from bi-monthly to a monthly cycle, revise the bill due date provisions, and eliminate references to delinquency penalties.
FINANCIAL IMPACT:	The estimated annual impact is approximately $45,000 reduction in water revenues and $21,000 in wastewater revenues as a result of eliminating penalties assessed on delinquent bills.

BACKGROUND:

The City currently operates on a bi-monthly utility billing cycle for water and sewer services. Under this system, customers receive bills every two months, with payments due thirty (30) days from the billing date.

In response to customer feedback, industry best practices, and internal operational assessments, staff has evaluated potential changes to streamline billing and enhance customer service. This proposed transition is made possible by the City's Smart meter

replacement project. These meters provide real time water usage data, allowing for more timely billing and better usage monitoring—benefiting both customers and City operations.

The City Council conducted and approved the first reading at the regular City Council meeting of May 13, 2025.

DISCUSSION:
Three recommended changes to Title 13 of the City's Municipal Code are being presented to City Council for consideration.

1. Amendment to change to a monthly billing cycle effective July 1, 2025. It is important to emphasize that this change has a net-zero impact on customer costs as to the amount paid remains the same, but is collected 12 times per year rather than 6 times.
2. Reducing the utility bill due date from 30 to 21 days.
3. Eliminate late penalties and interest charges on delinquent utility bills.

<u>New Billing Cycles</u>
This transition reflects our commitment to excellent customer service. Monthly billing will make understanding and managing your utility charges easier while enabling greater operational efficiency across City departments. In addition, monthly billing provides more timely information about water use and more frequent opportunities to identify and repair household leaks that might otherwise go undetected.

Benefits of monthly billing include:

- Smaller, more manageable payments: Spreading out costs over 12 payments per year instead of six.
- Better budgeting: Consistent payment cycles with other monthly expenses. Your water bill will now arrive at a similar frequency with most other utility bills such as gas and electric, making your monthly budget that much simpler.
- Enhanced clarity: Detailed monthly insights into your water usage through the “Eye on Water” smart meter portal. Monitoring your water use can help you understand consumption habits and manage water costs.
- Real-time tracking: Stay informed about your daily water consumption via the “Eye on Water” smart meter portal. Help promote water conservation by allowing customers to more quickly detect leaks or other increased water use, reducing the possibility of a high water bill.

<u>Due Date Change: 30 Days to 21 Days</u>
Reducing the utility bill due date from 30 days to 21 days aligns more closely with standard industry practices and better supports the transition to a monthly billing cycle. This change encourages timely payment while still offering a reasonable payment window.

The revised billing period will improve alignment of due dates and payments as well as improve billing statement accuracy by allowing ample time for payments to be posted to the accounts. Improved billing accuracy will reduce customer complaints that were previously received when the City billed on a monthly basis due to payments not shown on the billing statement because of the previous overlap of the due date and bill period. Under the revised model, billing statements will more reliably reflect account activity from the previous billing period, helping to provide a clearer view of the customer's account balance.

Past Due Fees

The current provision states that utility bills are due and payable upon presentation and are considered delinquent after thirty (30) days. Upon delinquency, the City is authorized to impose the following enforcement measures:

1. A delinquency penalty of ten percent (10%) of the outstanding amount;
2. An interest charge of one percent (1%) per month, or fraction thereof, on the delinquent balance, calculated from the original delinquency date until paid in full.

The proposed ordinance amendment would eliminate the past due fees and the intent is to:

- Reduce the financial burden on residents who may experience temporary hardship;
- Align with broader statewide efforts to improve equity in utility billing

The City will continue to encourage timely payments and offer structured payment plans to help customers stay current on their account. The City will continue to follow State policies, such as SB 998 (Water Shutoff Protection Act), which emphasizes customer protection.

Customer Transition Plan

In order to provide awareness of the recommended transition to monthly billing, a mailer was sent to all utility bill customers on May 1st and the upcoming May utility bill will include an insert of the planned changes. The City will also utilize the various approaches in its communication to inform all utility customers of the upcoming changes, including direct mail and e-bill notices, updates via the City's Newsletter, website, and social media channels.

Please note there will be a bill in July and August. Under the bi-monthly billing cycle the last bi-monthly bill will be issued mid-July for the period of May 1 - June 30, 2025. Payment will be due 30 days from the issue date of the bill. Customers will receive their first monthly bill mid-August for the period of July 1 to July 31, 2025.

ENVIRONMENTAL REVIEW: N/A

DOCUMENTS ATTACHMENTS:

Attachment A - Redline Ordinance Amending Billing Cycle
Attachment B - Clean Copy Ordinance Amending Billing Cycle
Attachment C - Monthly Utility Rates

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA, CALIFORNIA, AMENDING SECTIONS 13.04.100 AND 13.04.130 OF ARTICLE 1, CHAPTER 13.04, TITLE 13 OF THE ST. HELENA MUNICIPAL CODE AND SECTION 13.20.020, OF CHAPTER 13.20, TITLE 13 OF THE ST. HELENA MUNICIPAL CODE REGARDING CHANGES TO UTILITY BILLING CYCLE FOR WATER SERVICE AND SEWER SERVICE FROM BI-MONTHLY TO MONTHLY BILLING, REVISE THE BILL DUE DATE PROVISIONS, AND ELIMINATE REFERENCES TO DELINQUENCY PENALTIES.

WHEREAS, Chapter 13 (Water Service System) Section 13.04.100.F (Rules and Regulations Generally) of the St. Helena Municipal Code (SHMC) establishes the guidelines for bills for water charges and the billing cycle; and

WHEREAS, Chapter 13.04.130.D (Enforcement—Discontinuance of service upon delinquency) of the SHMC establishes the billing due date, procedures for delinquent water bills, and provisions for the disconnection of water service; and

WHEREAS, SHMC section 13.20.020.C sets forth the billing due date and outlines the procedures for handling delinquent sewer accounts; and

WHEREAS, the City desires to amend SHMC section 13.04.100, 13.04.130, and 13.20.020 to update the utility billing cycle for water service and sewer service from bi-monthly to monthly billing, revise the bill due date provisions, and eliminate references to delinquency penalties. and

WHEREAS, the City Council desires to approve the requested amendments to Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code and Section 13.20.020, of Chapter 13.20, Title 13 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 of Sections 13.04.100 and 13.04.130 of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code.

Sections 13.04.100, subparagraph F and 13.04.130, subparagraph D of Article 1, Chapter 13.04, Title 13 of the St. Helena Municipal Code are hereby amended to read as follows (new language is underlined, deletions are in strikeout):

13.04.100.F. *Bills for Charges*. All bills for water charges will be rendered by the city ~~bi-monthly~~ monthly. All bills shall become due and payable upon presentation and shall be paid at the office of the finance department.

13.04.130.D *Failure to Pay Bill*. Bills are due and payable upon presentation and delinquent after ~~thirty (30)~~ twenty-one (21) days. Upon failure of any consumer billed or the owner of any premises to pay any water service charge prior to the delinquency, the following action or actions shall be taken by the city to enforce such payment after such bill becomes delinquent:

~~1. Impose a penalty for delinquency of ten percent (10%) of the amount then delinquent;~~

~~2. Assess interest in the amount of one percent per month or fraction thereof on the amount delinquent from the date on which the bill remittance first became delinquent until paid;~~

~~3~~. 1. If a payment by a customer has been delinquent for at least sixty (60) days, the city may disconnect the premises from the water system for nonpayment of water bills following proper notice. Water shutoff shall occur consistent with the disconnection of water service for nonpayment policy adopted by a resolution of the city council;

4. 2. Cause an action at law to be brought on behalf of the city against the person responsible for payment of such bill to recover the amount of such bill and the cost of such action including reasonable attorney fees incurred in an amount fixed by the court;

~~5~~. 3. Any person wishing to appeal penalties and interest imposed in this section shall adhere to provisions in accordance with Section 13.04.180, Appeals.

SECTION 3. Amendment of Section 13.20.020 of Chapter 13.20, Title 13 of the St. Helena Municipal Code.

Section 13.20.020, subparagraph C of Chapter 13.20, Title 13 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in strikeout):

C. Failure to Pay Bill. Bills are due and payable upon presentation and delinquent after ~~thirty (30)~~ twenty-one (21) days. Upon failure of any consumer billed or the owner of any premises to pay a sewer charge prior to the delinquency, the following action or actions shall be taken by the city to enforce such payment after such bill becomes delinquent:

~~1. Impose a penalty for delinquency of ten percent (10%) of the amount then delinquent;~~

~~2. Assess interest in the amount of one percent per month or fraction thereof on the amount delinquent from the date on which the bill first became delinquent until paid;~~

~~3.~~1. At the city's election, cause an action at law to be brought on behalf of the city against the person responsible for payment of such bill to recover the amount of such bill and the cost of such action, including reasonable attorney fees incurred in an amount fixed by the court.

4.2. Any person wishing to appeal penalties and interest imposed in this section shall adhere to provisions in accordance with Section 13.04.180, Appeals.

SECTION 4. 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 45. 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 hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

SECTION 6. Effective Date. This ordinance shall take effect and be enforced on July 1, 2025, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the City of St. Helena.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 13th day of May 2025, and was adopted at a regular meeting of the St. Helena City Council on the ____th day of _____, 2025, by the following vote:

Mayor Dohring:	_____
Vice Mayor Deasy:	_____
Councilmember Barak:	_____
Councilmember Spadarotto:	_____
Councilmember Summers:	_____

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

CITY OF ST. HELENA

_____
Erika Opp, Acting City Clerk

I, ERIKA OPP, ACTING CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the _____ day of _____, 2025. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the _____ day of _____, 2025, by the following vote:

Mayor Dohring:	_____
Vice Mayor Deasy:	_____
Councilmember Barak:	_____
Councilmember Spadarotto:	_____
Councilmember Summers:	_____

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13.04.100 Rules and regulations generally.

A. *Right of Access.* Duly authorized representatives of the department shall have the right of access at all reasonable hours to any premises where water from the department's water system is used for the purpose of inspection and examination.

B. *Persons Authorized to Make Connections.* No person other than the duly authorized representatives of the department shall connect the consumer's service to or disconnect the same from the water mains of the department.

C. *Shutoff Valves.* Every water consumer shall install and maintain at his or her own expense a shutoff valve inside the property line at a location accessible in event of emergency.

D. *Permission to Supply Additional Premises.* No person whose premises are supplied with water shall furnish water to other premises, unless he or she shall first make application in writing to the department and secure approval in writing.

E. *Agricultural Use.* Water purchased from the department pursuant to the provisions of this chapter and Chapters 13.08 and 13.12 may not be used for any agricultural purpose except in one of the following conditions:

1. The products or results of such agricultural purpose are consumed or enjoyed solely by or on the premises of the water customer;

2. The water used for an agricultural purpose is recycled from some nonagricultural use by the water customer;

3. The city council has expressly granted permission to the water customer to use water for the agricultural purpose;

4. Water serving the premises has been used for an agricultural purpose during the six months preceding August 9, 1994, in which case only that particular agricultural use may continue and may not be expanded; or

5. Parcels are less than one-half acre in size.

F. *Bills for Charges.* All bills for water charges will be rendered by the city monthly. All bills shall become due and payable upon presentation and shall be paid at the office of the finance department.

G. *Supplemental Rules.* The city council may, by resolution, provide such supplementary rules and regulations as it deems necessary or advisable to accomplish the interest and purposes of this chapter and Chapters 13.08 and 13.12.

H. *Previous Agreements.* None of the provisions of this chapter and Chapters 13.08 and 13.12 shall apply to or in any manner affect any agreement for furnishing water, for extension of water mains or installation or maintenance of water service made before June 10, 1952, and to which the city is a party, but as to such agreements, the provisions and requirements of ordinances and resolutions in force at date of such agreement shall apply and any and all such agreements so made are ratified and confirmed. (Ord. 19-9 § 1 (Exh. A); Ord. 16-13 § 5 (Att. 6); amended by city 4/17/13; Ord. 02-5 § 18; prior code § 18.10)

13.04.130 Enforcement—Discontinuance of service upon delinquency.

A. *Discontinuance of Service to Abate Dangerous Conditions, Waste, Etc.* The city may refuse to furnish water and may discontinue service to any premises where apparatus, appliances or equipment using water is found by the director of public works or designee to be dangerous or unsafe or where the use of water on such premises is found by the director of public works or designee to be detrimental or injurious to the water service furnished by the city to other consumers, or where the director of public works or designee finds that negligent or wasteful use of water exists on any premises which affects the city's water service. The city shall have the right to refuse or discontinue water service to any premises if necessary, to protect itself against fraud or abuse.

B. *Enforcement by Director of Public Works.* The director of public works is charged with the enforcement of all the provisions of this chapter and Chapters 13.08 and 13.12.

C. *Discontinuance for Certain Violations.* In the event of violation, other than nonpayment of water service charges, of any terms of this chapter and Chapters 13.08 and 13.12, the director of public works may disconnect any premises from the water system after first notifying in writing the person causing, allowing or committing such violation, specifying the violation and, if applicable, the time after which, upon the failure of such person to prevent or rectify the violation, the director of public works will exercise his or her authority to disconnect the premises from the water system; provided, that such time shall not be less than five days after the deposit of such notice in the United States Post Office at St. Helena, Napa County, California, addressed to the person to whom notice is given; provided, however, that in the event such violation results in a public hazard or menace, then the director of public works may enter upon the premises without notice and do such things and expend such sums as may be necessary to abate such hazard, and the reasonable value of the things done and the amounts expended in so doing shall be a charge upon the person so in violation.

D. *Failure to Pay Bill.* Bills are due and payable upon presentation and delinquent after twenty-one (21) days. Upon failure of any consumer billed or the owner of any premises to pay any water service charge prior to the delinquency, the following action or actions shall be taken by the city to enforce such payment after such bill becomes delinquent:

1. If a payment by a customer has been delinquent for at least sixty (60) days, the city may disconnect the premises from the water system for nonpayment of water bills following proper notice. Water shutoff shall occur consistent with the disconnection of water service for nonpayment policy adopted by a resolution of the city council;

2. Cause an action at law to be brought on behalf of the city against the person responsible for payment of such bill to recover the amount of such bill and the cost of such action including reasonable attorney fees incurred in an amount fixed by the court;

3. Any person wishing to appeal penalties and interest imposed in this section shall adhere to provisions in accordance with Section 13.04.180, Appeals.

E. *Disconnection of Water Service for Nonpayment Policy.* The city council may adopt, by resolution, a disconnection of water service for nonpayment policy. Such policy may include, but may not be limited to, provisions concerning additional billing procedures, disconnection of service, notification procedures, restoration of service, procedures to contest or appeal a water bill, extensions or other alternative payment arrangements, protections available to qualified low-income customers, procedures for becoming a customer of the city under specified circumstances, and related matters. To the extent a policy adopted pursuant to this section conflicts with any provisions of this chapter, this chapter shall control.

F. *Hardship Agreements.* City finance department may in its discretion offer hardship agreements which create payment plans for delinquent bills. All requests for hardship agreements and payment plans must be submitted in writing. Hardship agreements are approved at the discretion of the finance director based on amount owed and payment history.

G. *Reconnection Fee.* Whenever any premises have been disconnected from the water system for any violation of this chapter or Chapters 13.08 and 13.12, such premises shall not be reconnected to the water system until all delinquent fees, charges, penalties and interest have been paid, together with a reconnection charge as may be set by resolution of the city council.

For customers who demonstrate they are financially unable to pay as provided in the disconnection of water service for nonpayment policy, the reconnection fee shall not exceed fifty dollars ($50.00) during normal operating hours or one hundred fifty dollars ($150.00) during nonoperational hours, which amounts shall be subject to inflation as described in the policy.

H. *Lien for Delinquencies.* In addition and as an alternative to any other remedy for enforcement and collection, all delinquent water service charges, including late charges and interest for nonresidential properties, shall become a lien upon the nonresidential real property upon which water is furnished prior to all other liens, encumbrances or exemptions, other than state and county taxes, and shall have the force and effect of a tax lien. The lien shall continue until it is paid together with the penalties and interest set forth in this section. The lien shall be collected at the same time and in the same manner as ordinary municipal taxes are collected and shall be subject to the same procedure and sale in case of delinquency as provided for ordinary municipal taxes. All acts applicable to levy, collection and enforcement of municipal taxes apply to this lien. (Ord. 20-4 § 1; Ord. 16-13 § 5 (Att. 6); Ord. 02-5 § 18; prior code § 18.13)

13.20.020 Sewer charges.

A. *Charges Imposed.* Owners of property shall pay to the city a charge based on user categories for the connection of the property to the public sewage system in the amounts set forth by council resolution for every month or any fraction thereof. Properties which are susceptible to classification under two or more user categories shall be subject to charges of the higher classification.

B. *Collection and Billing Generally.*

1. Sewer charges to occupants of property not billed for water service by the municipal water department shall be billed directly for such sewer charges at the same time interval as bills for water charges.

2. All other sewer charges shall be collected from the occupants with the charges for water of the municipal water department of the city and shall be billed upon the same bill.

C. *Failure to Pay Bill.* Bills are due and payable upon presentation and delinquent after twenty-one (21) days. Upon failure of any consumer billed or the owner of any premises to pay a sewer charge prior to the delinquency, the following action or actions shall be taken by the city to enforce such payment after such bill becomes delinquent:

1. At the city's election, cause an action at law to be brought on behalf of the city against the person responsible for payment of such bill to recover the amount of such bill and the cost of such action, including reasonable attorney fees incurred in an amount fixed by the court.

2. Any person wishing to appeal penalties and interest imposed in this section shall adhere to provisions in accordance with Section 13.04.180, Appeals.

D. *Delinquencies.* In addition and as an alternative to any other remedy for the enforcement and collection of sewer charges, all delinquent sewer charges shall become a lien upon the real property upon which sewage is furnished or supplied, prior to all other liens, encumbrances or exemptions, other than state and county taxes, and shall have the force and effect of a tax lien, and shall be enforced as follows: on or about September 1st of each year the city clerk shall note the amount of all delinquent sewer charges upon the assessment of such real property as shown upon the assessment roll of the city for the current fiscal year, and shall add the amount of such delinquent sewer charges to the tax assessed against such real property and the amount shall be collected with such taxes in the same manner and at the same time as city taxes, and, if not so paid, the same penalties shall be added as are now, or may thereafter be, added to delinquent taxes, and thereafter the real property upon which it is a lien shall be sold and be subject to redemption in the same manner as real property is now, or may hereafter be, sold for delinquent taxes.

E. *Hardship Agreements.* City finance department may in its discretion offer hardship agreements which create payment plans for delinquent bills. Such agreements are available at the finance

department. All requests for hardship agreements and payment plans must be submitted in writing. Hardship agreements may be approved at the discretion of the finance director based on amount owed and payment history. (Ord. 19-9 § 2 (Exh. B); Ord. 16-13 § 5 (Att. 6); Ord. 11-4 § 3; Ord. 08-1 § 1; Ord. 04-9 § 2; Ord. 00-6 § 2; prior code § 12.3)

Adopted Five-Year Water Rate Schedule – Base Condition Rates

Description	Previous*	Effective 9/1/2023*	Effective 7/1/2024*	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027
Monthly Fixed Charges						
Meter Size						
5/8"	$69.89	$67.75	$73.17	$79.02	$85.35	$92.18
3/4"	$69.89	$67.75	$73.17	$79.02	$85.35	$92.18
SFR 1"	$69.89	$67.75	$73.17	$79.02	$85.35	$92.18
1"	$128.22	$144.35	$155.90	$168.37	$181.84	$196.39
1 1/2"	$225.64	$272.02	$293.79	$317.29	$342.68	$370.09
2"	$324.00	$425.23	$459.25	$495.99	$535.67	$578.52
3"	$654.72	$910.38	$983.21	$1,061.87	$1,146.82	$1,238.57
4"	$1011.98	$1,625.34	$1,755.37	$1,895.80	$2,047.46	$2,211.26
6"	$1981.63	$3,591.47	$3,878.79	$4,189.10	$4,524.23	$4,886.17
Fireline Size						
4"	$13.33	$58.39	$63.06	$68.11	$73.56	$79.45
6"	$38.73	$142.85	$154.28	$166.63	$179.96	$194.36
8"	$82.53	$293.41	$316.88	$342.24	$369.62	$399.19
Volumetric Charges						
All Classes						
Tier 1; 1-6 HCF**	$6.50	$5.99	$6.47	$6.99	$7.55	$8.16
Tier 2; >6-7 HCF**	$7.23	$12.06	$13.03	$14.08	$15.21	$16.43
Tier 3; >8 HCF**		$12.91	$13.95	$15.07	$16.28	$17.59

* Billed Bi-monthly

** HCF: Hundred Cubic Feet = 748.05 Gallons
The allotment in each tier is per connection or residential dwelling unit where master-metered.

Adopted Five-Year Schedule of Water Shortage Surcharges

Drought Rates	Phase I	Phase II	Phase III
9/1/2023			
Tier 1	$0.89	$2.99	$5.97
Tier 2	$1.79	$6.01	$12.02
Tier 3	$1.92	$6.43	$12.87
7/1/2024			
Tier 1	$0.97	$3.23	$6.45
Tier 2	$1.94	$6.50	$12.99
Tier 3	$2.08	$6.95	$13.90
7/1/2025			
Tier 1	$1.05	$3.49	$6.97
Tier 2	$2.10	$7.02	$14.03
Tier 3	$2.25	$7.51	$15.02
7/1/2026			
Tier 1	$1.14	$3.77	$7.53
Tier 2	$2.27	$7.59	$15.16
Tier 3	$2.43	$8.12	$16.23
7/1/2027			
Tier 1	$1.24	$4.08	$8.14
Tier 2	$2.46	$8.20	$16.38
Tier 3	$2.63	$8.77	$17.53

Adopted Five-Year Wastewater Rate Schedule

Description	Previous Rates*	Effective 9/1/2023*	Effective 7/1/2024*	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027
Monthly Charges						
Residential Base Charge	$63.67	$89.63	$93.22	$96.95	$100.83	$104.86
Residential Use Charge (AWC)[1]	$5.58	$9.89	$10.29	$10.71	$11.14	$11.59
Non-Residential Base Charge						
5/8"	$88.34	$125.25	$130.27	$135.48	$140.90	$146.54
1"	$220.86	$283.78	$295.14	$306.95	$319.23	$332.00
1.5"	$441.71	$548.00	$569.92	$592.72	$616.43	$461.09
2"	$706.74	$865.06	$899.66	$935.65	$973.08	$1,012.01
3"	$1,413.49	$1,869.08	$1,943.84	$2,021.60	$2,102.46	$2,186.56
4"	$2,208.57	$3,348.68	$3,482.63	$3,621.94	$3,766.82	$3,917.50
6"	$4,417.14	$7,417.61	$7,714.31	$8,022.89	$8,343.81	$8,677.56
Non-Residential Use Charge (per HCF)[2]						
Car Wash	$3.86	$6.73	$7.00	$7.28	$7.58	$7.89
Religious	$4.29	$7.28	$7.58	$7.89	$8.21	$8.54
Commercial	$5.07	$8.42	$8.76	$9.12	$9.49	$9.87
Groceries and Mortuaries	$13.62	$20.65	$21.48	$22.34	$23.24	$24.17
Laundry	$4.42	$7.46	$7.76	$8.08	$8.41	$8.75
Mixed Retail	$8.52	$13.50	$14.04	$14.61	$15.20	$15.81
Lodging with Food	$10.22	$15.83	$16.47	$17.13	$17.82	$18.54
Lodging without Food	$5.54	$9.00	$9.36	$9.74	$10.13	$10.54
Restaurant	$13.50	$20.30	$21.12	$21.97	$22.85	$23.77
Napa Valley College	$4.22	$7.18	$7.47	$7.77	$8.09	$8.42
Service Station	$5.83	$9.55	$9.94	$10.34	$10.76	$11.20
Winery Pre-Treated	$5.39	$8.87	$9.23	$9.60	$9.99	$10.39
Winery Non-Treated	$23.75	$34.27	$35.65	$37.08	$38.57	$40.12
Schools	$2.10	$7.18	$7.47	$7.77	$8.09	$8.42

* Billed Bi-monthly

[1] AWC: Average Winter Consumption

[2] HCF: Hundred Cubic Feet = 748.05 Gallons

From: Christopher J Warner
To: Public Comment; Erika Opp
Cc: Paul Dohring; Aaron Barak; Mandy Kellogg; Ethan Walsh; Anil Comelo; Martin Beltran
Subject: [External] Comments of Christopher Warner - Agenda Item 10.7, City Council Meeting, May 27, 2025
Date: Friday, May 23, 2025 4:01:45 PM

Comments of Christopher Warner - Agenda Item 10.7, City Council Meeting, May 27, 2025 - Second Reading of Water and Wastewater Billing and Elimination of Interest and Penalties for Non-Payment Ordinance –

I respectfully oppose and ask the Council to reconsider the part of the proposed Water Billing ordinance that would repeal and eliminate any interest or penalties assessed against residential water and wastewater customers for non-payment of bills. Although stated by staff as needed to "improve equity," the elimination is nothing of the sort, because **it effectively incents and grants non-needy water customers interest free loans from other water customers, including needy customers, to avoid payment of their water bills for numerous months,** with the City's only remedy to file a legal action in court to recover the unpaid amounts after ruling on customer appeals of the threatened disconnection of their water service, at likely significant costs to the City. **The permanent elimination of interest and penalties also would remove thousands of dollars available to the City to fund the City's CARE program without needing to use General Funds which increase budget deficits. This use of such water customer penalty assessments, as well as customer interest payment assessments above those assumed in rates, would be consistent with Proposition 218, according to advice from the City attorney.**

I understand the City staff may respond that it trusts our water customers will pay their bills on time, and not take advantage of the City's interest-free and penalty-free loans available to customers who fail to pay on-time when interest and penalty assessments are eliminated. However, **the staff report confirms that the lost revenues to the City from eliminating non-payment interest and penalties would be at least $66,000 a year. And it may be more, once monthly billing is fully implemented** – and how many of those penalized customers are non-low income customers who have no excuse for not paying their bills on time? Full disclosure: I myself have missed the due date on my water bill occasionally and paid penalties and interest, and not because I'm experiencing "temporary hardship" (other than forgetting to pay on time); and not because I am a "needy" customer needing to delay paying my bill for "equity" reasons.

I support moving to monthly water and wastewater billing; it makes sense, both financially and from the perspective of customers who are used to paying monthly bills for all utility services. I also support a reasonable funding level for the CARES program for needy, qualified customers—but paid for not out of General Fund budget deficits, but paid for from other water customers' interest and penalty assessments who don't pay their water bills on time.

Please delete the repeal and elimination of interest and penalty assessments applied to non-paying water customers from the proposed ordinance. In this time of budget deficits and financial risks, please don't invite and encourage well-off water customers to delay or stop paying their water bills with interest-free loans from the City and other water customers.

Chris Warner

1434 Grayson Avenue

415-309-9572

The opinions expressed here are solely personal and my own, and not in my capacity as a volunteer or representative of the City in any capacity.

Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Human Resources

DATE:	May 27, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Public Hearing on Vacancies, Recruitment and Retention Efforts in compliance with Assembly Bill 2561, Government Code Section 3502.3.
RECOMMENDED ACTION:	Receive and file.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to provide a status report regarding the City's vacancies, recruitments, and retention efforts.
FINANCIAL IMPACT:	None.

BACKGROUND:

On January 1, 2025, Assembly Bill 2561 (AB 2561) was enacted into law to address the growing concern of persistent job vacancies in local government, which have had a detrimental impact on the delivery of essential public services and have significantly increased the workload for existing employees. In response to these challenges, AB 2561 introduces new requirements aimed at increasing transparency and promoting more effective workforce planning at the local level.

Specifically, the bill mandates that public agencies, including cities, counties, and special districts, conduct a public hearing at least once per fiscal year to report on the status of job vacancies, as well as recruitment and retention efforts. This hearing must take place before the adoption of the agency’s annual budget and is intended to inform decision-makers and the public about current staffing challenges and progress made in addressing them.

During the public hearing, agencies are required to present data on the number and types of vacant positions, duration of vacancies, and any recruitment and retention strategies being implemented. The agency must also identify any policies, procedures, or operational practices that may be contributing to hiring delays or barriers and propose potential changes to address those obstacles.

In compliance with AB 2561, the City is conducting this public hearing to provide an overview of its staffing challenges and efforts. The presentation is informational and will include an opportunity for the City's recognized employee organizations to share their perspective on vacancies, recruitment, and retention.

DISCUSSION:
Vacancies can arise throughout the year for a variety of reasons, including internal promotions or transfers, retirements, resignations, terminations, or the creation of newly approved positions. When a vacancy occurs, the City's Human Resources Division collaborates closely with the affected department to initiate the recruitment process promptly. This coordinated effort helps minimize operational disruptions, maintain high-quality and efficient service delivery to the community, and limits the reliance on overtime.

In compliance with the new legal obligations under AB2561, the City is reporting on the status of vacancies per bargaining unit ("POA" is Police Officers Association, "SHEA" is St Helena Employees Association, and "SHPFA" is St Helena Professional Firefighters Association) as follows:

Bargaining Unit	**Total Number of Vacancies for July 2024**	**Total Number of Vacancies for December 2024**	**Total Number of Vacancies as of May 27, 2025**
POA	2	2	3
SHEA	5	4	3
SHPFA	0	0	0
Unrepresented	2	2	2
Total Vacancy Rate	**11.1%**	**9.9%**	**9.9%**

If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing. including the following:

1. The total number of vacancies within the bargaining unit; and
2. The number of applicants; and
3. The average number of days to fill positions; and
4. Opportunities to improve compensation and working conditions for employees in the bargaining unit.

During the past fiscal year, no bargaining unit met or exceeded a 20% vacancy of the total authorized full-time positions, therefore, the above section is not applicable. The table below shows a summary of the City's bargaining units with recognized employee organizations, which are all under the 20% vacancy rate.

Bargaining Unit	**July 2024 Vacancy Rate**	**December 2024 Vacancy Rate**	**May 27, 2025 Vacancy Rate**
POA	11.8%	11.8%	17.6%
SHEA	13.9%	10.8%	7.9%

SHPFA	0.0%	0.0%	0.0%
Unrepresented	9.1%	9.5%	10.0%

In addition to reporting the City's vacancy rate, AB 2561 allows the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are currently three (3) represented bargaining units at the City including: St. Helena Police Officers' Association (POA), St. Helena Professional Firefighters Association (SHPFA), and St. Helena Employees Association (SHEA). The Administrative Services Department notified the three (3) bargaining units of the opportunity to present. (Gov. Code § 3502.3(b).)

The City is committed to positive employee engagement and has several programs in place to foster positive employee experiences such as a comprehensive onboarding program, employee engagement and recognition programs, alternative work schedules, potential telework options, and training and professional development opportunities. In addition, the City created a recruitment video to highlight the benefits of working for the City of St. Helena.

During Fiscal Year 2024-25, the City conducted nineteen (19) competitive recruitments to fill a range of full-time vacancies across multiple departments. These vacancies were the result of both pre-existing openings and new separations that occurred during the biennial period. On average, the positions were filled within 90 days from the initial job posting, reflecting the City's continued commitment to streamlining hiring practices, minimizing service disruptions, and attracting qualified talent in a competitive labor market.

AB 2561 also requires public agencies review and identify potential barriers within their policies, procedures, and recruitment practices that may lead to hiring obstacles. In alignment with this directive, City staff continues to assess and enhance its recruitment strategies to expand outreach and improve candidate accessibility. This includes leveraging a broader range of advertising platforms commonly used across both the public and private sectors to attract a more diverse and qualified applicant pool.

Furthermore, the City is preparing to undertake a comprehensive classification and compensation study. This initiative will provide updated market data to evaluate the City's competitiveness in attracting and retaining talent. The study will also include a review of existing job descriptions to ensure they accurately reflect current roles and responsibilities while enhancing their appeal to prospective candidates. These efforts are part of the City's ongoing commitment to modernizing its human resources practices.

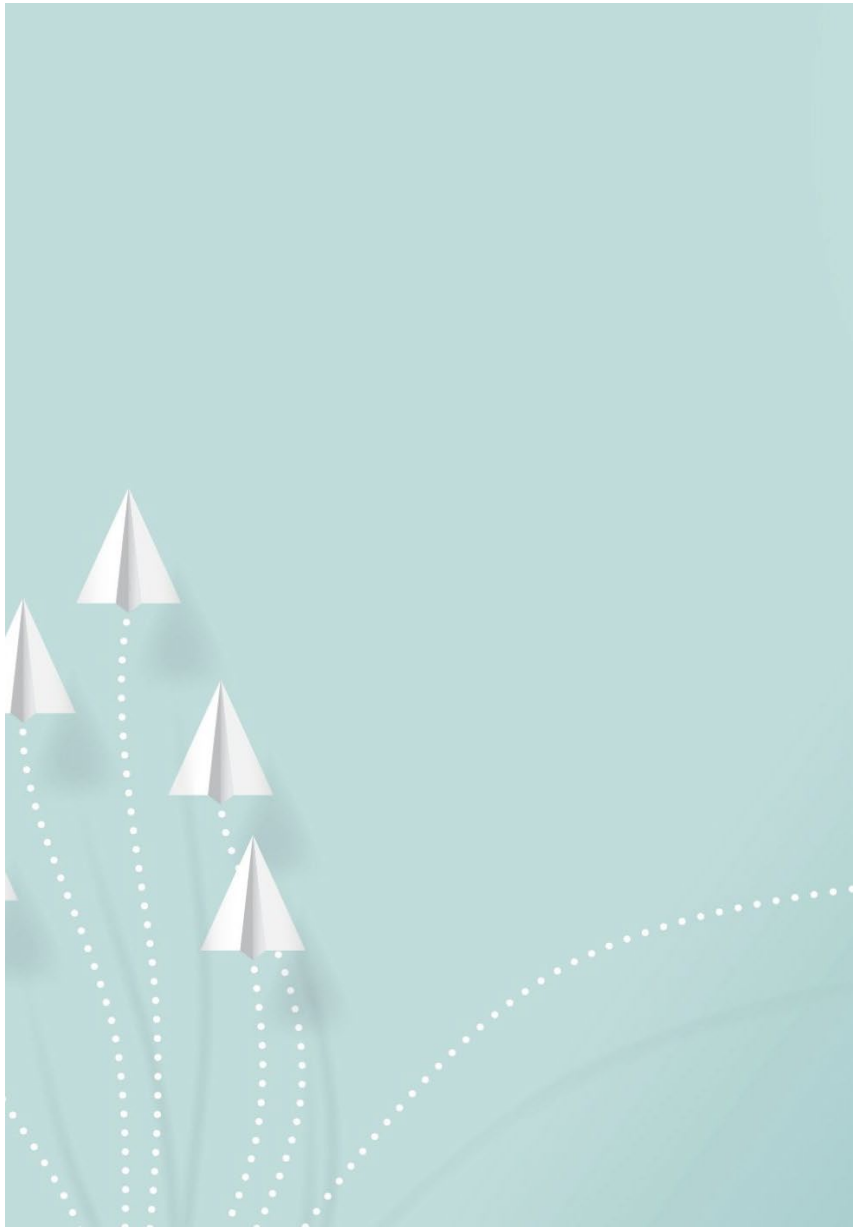
ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 6: Improve Employee Recruitment, Retention, & Morale

Vacancies, Recruitments & Retention Efforts AB 2561 Reporting

MAY 27, 2025



Agenda

1. AB 2561 Summary
2. Workforce Data
3. Vacancy Data
4. Recruitment Efforts

AB 2561 Overview

Effective January 1, 2025, Assembly Bill 2561 requires public agencies assess and address vacancy rates by:

- Track job vacancies
- Present status of vacancies, recruitment, and retention annually, prior to budget adoption
- Identify policies, procedures, and recruitment activities that present obstacles in hiring

Additional requirements may apply if Vacancy rate exceeds 20%

Workforce Data

Total Budget Full-time Positions

- July 1, 2024: 81 positions
- Current: 81 positions

Services Provided:

- Administration
- Community Development
- Fire
- Library
- Parks & Recreation
- Police
- Public Works

FY2024-25 Citywide Vacancy Rate (full-time positions)

FY 2024-25	July 2024	December 2024	May 2025
Number of Vacancies	9	8	8
Number of Budgeted Positions	81	81	81
Vacancy Rate	11.1%	9.9%	9.9%

Bargaining Units

POA – Police Officers Association

SHEA – St. Helena Employees Association

SHPFA – St. Helena Professional Fire

Unrepresented Management

FY2024-25 Vacancy Rate by Bargaining Group (full-time positions)

Bargaining Group	July 2024	December 2024	May 2025
POA	11.8%	11.8%	17.6%
SHEA	13.9%	10.8%	7.9%
SHPFA	0.0%	0.0%	0.0%
Unrepresented	9.1%	9.5%	10.0%

Recruitment Efforts



RECRUITMENT



RETENTION

FY2024-25 Recruitment Metrics

Metric	Total
Recruitments Completed	19
Position Filled	14
Total Current Vacancies	8
Current Active Recruitments	3

Hiring Obstacles

Potential Obstacles:

- Competitive Job Market for Specialized Positions
  - Police Officers
  - Chief Plant Operator
- Affordable Housing vs. Longer Commutes
- Pre-employment Screenings/Background Checks



Hiring Solutions & Retention Approaches

- Hiring Incentives
- Targeted Recruitment Strategies
- Streamline Background Process
- Job Description Review
- Career Development Opportunities
- Employee Recognition Programs
- Positive Work Culture
- Succession Planning

Questions

Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Finance

DATE:	May 27, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Review and Discuss Finance Committee Recommendations.
RECOMMENDED ACTION:	Review and provide directions.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose of this report is to review the Finance Committee recommendations for the FY 2025-26 and FY 2026-27 Biennial Budget.
FINANCIAL IMPACT:	The financial impact is dependent upon if the City Council chooses to implement any of the recommendations provided by the Finance Committee, which would then be included in the FY 2025-26 and FY 2026-24 Proposed Biennial Budget that will be presented on June 10, 2025.

BACKGROUND:

The Finance Committee has been working on a number of topics as directed by city council. A focus area for the committee has been the current budget.

The Finance Committee provided staff and City Council with a list of recommendations a couple of days prior to the meeting on May 13. Since staff had already finalized the staff report a few days earlier and posted the relevant documents as part of the meeting agenda packet, the recommendations were not analyzed in detail. Instead, staff provided the City Council with the list of Finance Committee recommendations and orally described the items with which staff was in agreement. To ensure that the City Council is able to carefully consider each of the recommendations, staff is providing them for consideration.

DISCUSSION:

The following are the budget-related recommendations from the Finance Committee and brief staff responses:

1. Freeze the open City Clerk position and continue operating as we are currently, approximately $200,000.

> **Staff response/analysis:** Agree. Staff is currently consolidating the City Clerk duties into the Program Manager role.

2. Remove the FY26 budgeted funding for election, $90,000.

Staff response/analysis: Agree. This change has already been implemented.

3. Reduce the City Council budget for contributions to what was approved at the same level for FY26 & FY27, approximately zero dollars savings in FY26 and $100,000 FY27.

Staff response/analysis: Agree. Funding levels in this line item have been aligned across both fiscal years.

4. Remove or reduce the undefined City Council “other contract services” budget, approximately $50,000.

Staff response/analysis: Not recommended. Staff believes having the funds available is prudent for efficient operation and if not used will be returned to fund balance at the end of the fiscal year.

5. Remove the Assistant City Manager position from the organizational structure, approximately $300,000.

Staff response/analysis: Agree. Given the city’s fiscal challenges, temporarily freezing this position will generate significant savings and will have a relatively limited negative impact compared to reductions elsewhere in the budget.

6. Remove the City Manager department undefined and noncontracted “other contract services” budget, approximately $50,000.

Staff response/analysis: Not recommended. Staff believes having the funds available is prudent for efficient operation and if not used will be returned to fund balance at the end of the fiscal year.

7. Assuming Council adopts a bifurcated policy of funding vehicles and equipment (including technology) as described in our earlier responses, the IT department budget funding Fund 592 should be reconsidered, approximate reduction $25,000.

Staff response/analysis: Not recommended. Maintaining this allocation allows for timely equipment needs. Unused funds will be returned to the reserves.

8. Reduce Park and Recreation fireworks budget, approximately $45,000.

Staff response/analysis: Partially Agree. Consistent with City Council direction, $30k in contributions are being raised to fund the fireworks. This means that staff

will likely use only about $20k from the line item for the July 4th activities, which is available in the 4th of July fund balance.

9. Remove or reduce the undefined Nondepartmental “other contract services” budget, approximately $50,000.

Staff response/analysis: Not recommended. Staff believes having the funds available is prudent for efficient operation and if not used will be returned to fund balance at the end of the fiscal year.

10. The CARES program funding assistance for low-income water and wastewater customers should be included in the enterprise budgets. As with other utilities, these assistance programs are paid for through rates paid by all rate paying customers. Approximately $85,000.

Staff response/analysis: Not recommended. The City Attorney has indicated that use of enterprise funds may violate Section 6(b) of Proposition 218.

11. Sidewalk rehabilitation sharing should be funded through Measure T/U funds, approximately $50,000.

Staff response/analysis: NVTA has confirmed eligibility under Measure U. The City must update its five-year Measure U project list and obtain NVTA approval.

12. Charge planning customers for credit card fees associated with payments, approximately $25,000.

Staff response/analysis: Not recommended. While there could be significant savings if all credit card users (including payers of Water bills) were included, it will result in customer inconvenience and potential increase in handling costs.

13. Remove the budgeted funds for the additional Napa Valley Vine Trail cost overrun and charge them to the Traffic Mitigation Fund which has a balance in excess of $3 million. This is a new “facility” and mitigates vehicle impact on pedestrians through reduced traffic within our city limits. Approximately $300,000 for FY26 and possibly future years.

Staff response/analysis: Not recommended. The project is not included in the current Development Impact Fee study and is therefore not an eligible expense.

14. Many Northern California jurisdictions facing similar budget shortfalls are looking to salary and benefit modifications to balance their budgets. While the committee supports fair and competitive wage and benefit structures, our city needs to make a comprehensive review of benefits accruing to all staff groups and bargaining units comparatively to our neighboring municipalities and county-wide businesses with which

we compete for staff. We need to introduce the topic to the bargaining groups and implement adjustments over a few years to comparable and still competitive structures. Wages and benefits are 70% of our budget.

> **Staff response/analysis:** Agree. Staff believes that any decision regarding compensation should be grounded in relevant data. To that end, staff supports a class and compensation study and has issued a Request For Proposals to retain a qualified professional.

Additionally, the Finance Committee also recommended that the city withdraw from reserves monies for the following:

Description	Amount
Unfunded Liability Contributions to 115 Trust	500,000
Prefund Major Building Improvements & Betterment	200,000
Prefund Purchased Vehicles & High Cost Long-Live Equipment	100,000
Total	**800,000**

Staff agrees that the city should set aside monies for the above purposes once it has sufficient revenue/reserves to do so. While segregating funds from reserves for the above purposes is helpful, it does not solve the City's fiscal challenges.

ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 1: Strengthen Financial Sustainability

FINANCE COMMITTEE RECOMMENDATIONS FY 2025-26 AND 2026-27 PROPOSED BUDGET

MAY 27, 2025

FINANCE COMMITTEE RECOMMENDATIONS

Description	Budget Impact	Implemented or Recommend
1. Freeze Assistant City Manager	(300,000)	Yes
2. Freeze City Clerk	(200,000)	Yes
3. Remove FY26 Election Expense	(90,000)	Yes
4. Reduce Council Contributions in FY27 to Match FY26	(100,000)	Yes
5. Remove/Reduce Undefined Contract Services – City Council	(50,000)	No
6. Remove/Reduce Undefined Contract Services – City Manager	(50,000)	No
7. Remove/Reduce Undefined Contract Services – Non Department	(50,000)	No

FINANCE COMMITTEE RECOMMENDATIONS

Description	Budget Impact	Implemented or Recommend
8. Reduce Equipment Replacement IT Spending	(25,000)	No
9. Reduce Fireworks Budget	(45,000)	Partial
10. Fund CARES program with Enterprise Funds	(85,000)	Research
11. Fund Sidewalk Rehab Program with Measure U	(50,000)	Yes
12. Charge Planning Customers Credit Card Fees	(25,000)	No
13. Fund Vine Trail Overrun with Traffic Mitigation Fees	(300,000)	Does not Qualify
14. Compensation Analysis	Approx. $60K	Yes/FY25

FINANCE COMMITTEE RECOMMENDATIONS

Description	Budget Impact	Implemented or Recommend
15. Unfunded Liability Contribution to 115 Trust	500,000	No
16. Prefund Major Building Improvements & Betterments	200,000	No
17. Prefund Purchased Vehicles & High Cost Long-live Equipment	100,000	No

QUESTIONS?



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

May 2025

Draft Budget Review FY26 & FY27

The Finance Committee appreciates the reductions in FY '26 and '27 General Fund forecast expenditures discussed by City staff with the Committee, which we estimate could provide as much as $1 million in budget savings for each year compared to the draft budgets shared with our committee.

Based on this progress and the fact that the proposed 2-year forecast General Fund expenditures remain approximately $1-2 million short of expected revenues, we recommend the City staff and Council dig deeper into the proposed expenditures to reduce the deficit further. We recognize that this is a tall order. However, this may spur City staff and Council to be creative or reconsider areas that were once deemed untouchable.

We do find that it would be acceptable for the City to access reserves to pre-fund and set-aside funding of the long-term liability needs on an annual basis for the items discussed in our response to the structural deficit staff report, until such time annual General Fund revenues equal or exceed budgeted operating expense. These one-time uses of reserves should be one-time only, not repeated in future budgets unless on an emergency basis.

The committee has completed a rigorous line-by-line review of all departments presented in the General Fund draft budget as evidenced by our questions presented to staff and their helpful and knowledgeable shared responses. Below we list those items, in the general fund draft budget, we feel deserve full consideration of council during their review of the draft budget that will be presented at Council's May 13, 2025 meeting. The noted amounts are budget savings.

1. Freeze the open City Clerk position and continue operating as we are currently, approximately $200,000.
2. Remove the FY26 budgeted funding for election, $90,000.
3. Reduce the City Council budget for contributions to what was approved at the same level for FY26 & FY27, approximately zero dollars savings in FY26 and $100,000 FY 27.
4. Remove or reduce the undefined City Council "other contract services" budget, approximately $50,000.
5. Remove the Assistant City Manager position from the organizational structure, approximately $300,000.

6. Remove the City Manager department undefined and noncontracted “other contract services” budget, approximately $50,000.
7. Assuming Council adopts a bifurcated policy of funding vehicles and equipment (including technology) as described in our earlier responses, the IT department budget funding FUND 592 should be reconsidered, approximate reduction $25,000.
8. Reduce Park and Recreation fireworks budget, approximately $45,000.
9. Remove or reduce the undefined Nondepartmental “other contract services” budget, approximately $50,000.
10. The CARES program funding assistance for low-income water and waste-water customers should be included in the enterprise budgets. As with other utilities, these assistance programs are paid for through rates paid by all rate paying customers. Approximately $85,000.
11. Sidewalk rehabilitation sharing should be funded through Measure T/U funds, approximately $50,000.
12. Charge planning customers for credit card fees associated with payments, approximately $25,000.
13. Remove the budgeted funds for the additional Napa Valley Vine Trail cost overrun and charge them to the Traffic Mitigation Fund which has a balance in excess of $3 million. This is a new “facility” and mitigates vehicle impact on pedestrians through reduced traffic within our city limits. Approximately $300,000 for FY26 and possibly future years.
14. Many Northern California jurisdictions facing similar budget shortfalls are looking to salary and benefit modifications to balance their budgets. While the committee supports fair and competitive wage and benefit structures, our city needs to make a comprehensive review of benefits accruing to all staff groups and bargaining units comparatively to our neighboring municipalities and county-wide businesses with which we compete for staff. We need to introduce the topic to the bargaining groups and implement adjustments over a few years to comparable and still competitive structures. Wages and benefits are 70% of our budget. If we do not begin the process of controlling our labor and benefits structures, we may never balance our budget. Raw figures suggest there is upwards of $1 million of savings once fully implemented.

Conclusion

The above review suggests there is approximately $1 million of savings the council can act on with potentially more areas to balance the budget.

From:	Mark Smithers
To:	Paul Dohring; Michelle Deasy; Aaron Barak; Kate Spadarotto; Billy Summers
Cc:	Erika Opp
Subject:	[External] Agenda item 12.1 Review and discuss FC recommendations
Date:	Tuesday, May 27, 2025 3:25:00 PM

To our mayor and city council members,

We have not yet had the opportunity to comment on the staff report reviewing the Finance Committee Budget Response. While we are pleased that many of our suggestions were incorporated into the existing budget draft there are a few items we'd like to respond to as follows. These items have been discussed with staff and they will be available to discuss in more detail at today's council meeting.

Item 10 CARES program budget. This budget as we understand has increased to $150,000 in the existing draft. Since the staff report was written, the city attorney has provided support that the CARES program can be funded in the enterprise through non-rate revenues which include penalties and interest income. In FY24 penalties and interest income above amounts contemplated in the rate study were approximately $150,000. Staff is concerned about the uncertain nature of penalties and interest income; however, history can serve as a basis for penalties (adjusted for drought periods) and interest income can be forecasted based on projected cash and equivalents. Even if one wants to lean on the "uncertainty" of penalties, the city should strive to have the CARES program funded by the enterprise by using the penalty and interest income to the greatest extent possible. The solution is to budget for the CARES program in the enterprise (not in the General Fund). If the enterprise comes up short for some reason, a small transfer from the General Fund can fill the gap. Given that this amount will be relatively small, it doesn't really need to be budgeted in the General Fund.

Item 13 NVVT funding budget of $300,000. Our initial thought of using Traffic Mitigation Funds can be used but it requires a rework of the projects includable for Traffic Mitigation Funds. There are two acceptable alternatives which remove or reduce the funding from the FY26 budget. We aren't certain if staff has concluded on the likely correct answer which is that the $300,000 is an expense of FY25. The associated project (the Vine Trail leg from SH to Calistoga) was completed in FY25 and the $300,000 additional funding was approved in FY25, so correct accounting requires the amount to be accrued in FY25. Alternately, the $300,000 could be expensed and paid over a number of years from the $85,000 annual General Fund transfer required for Class I bike trails associated with Measure T/U. We strongly feel that GAAP requires the $300,000 be accrued in FY25 and not expensed or in any way part of the FY 26 spending budget. Either way, two Finance Committee members have offered to talk with the NVVT and are confident the $300,000 can be paid over three to four years.

Items 4, 6, and 9 unidentified contract services of $50,000 each for a total of $150,000. Staff's position is that having the "funds available is prudent for efficient operations." Given that the spending need is not identified and that we are incurring significant deficits for the next two years, the committee feels it is more prudent to not include pre-authorized amounts that have no identified project or need. We think (in these times) it is more prudent that as a need arises a request would be brought to council for discussion which would include whether or not the perceived need is really necessary, in these times. This will result in more transparency to the public and we are aware that transparency is something the council and the city agree on to build trust with the community.

Thank you in advance for considering the Finance Committee's supplemental comments to the staff report.

Mark Smithers on behalf of the Finance Committee

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	May 27, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Approval of a Resolution authorizing the City Manager to execute a three-year Professional Services Agreement with Apex Technology Management for information technology management services in the amount of $250,542 for the first year and $268,542 per year for each subsequent year for a total not-to-exceed of $787,626 over a three-year term.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose of this report is to authorize the City Manager to execute a professional services agreement with Apex Technology Management to provide information technology management services.
FINANCIAL IMPACT:	The total financial impact for the three-year period is $787,626, of which the costs associated with FY 2025-26 and FY 2026-27 were included in the Draft Biennial Budget presented to City Council on May 13, 2025.

BACKGROUND:

As the City's reliance on technology continues to grow, it is critical to ensure that the City's Information Technology (IT) infrastructure is secure, efficient, and professionally managed. Due to the small size of the City's organization, it is necessary to contract out for IT services in order to provide adequate support, ensure timely response to technical issues, and maintain system reliability. The scope and complexity of modern IT operations - including cybersecurity, network management, cloud services, and help desk functions - require specialized expertise and dedicated resources that are not feasible to maintain in-house with current staffing levels.

The City has contracted with MarinIT for IT management services since Fiscal Year 2014-15. While the partnership has provided consistent support over the years, it is best practice to periodically re-evaluate service providers to ensure the City continues to receive high-quality service, competitive pricing, and access to evolving industry best practices. As such, the City issued a Request for Proposals (RFP) on September 24, 2024 to solicit proposals from qualified firms for comprehensive IT managed services.

DISCUSSION:
The City received 10 proposals in response to the RFP. Proposals were evaluated based on experience with municipal clients, technical expertise, cybersecurity protocols, service delivery model, pricing, and overall responsiveness. Following the evaluation process and interviews with the top three candidates, staff recommends Apex Technology Management as the most qualified firm.

Since 1991, Apex has been providing enterprise-class Managed IT and Cybersecurity services to small and mid-size organizations across various industries. Their extensive experience in cybersecurity was a key factor in the City's decision to select their firm, particularly in light of the recent cyberattack the City experienced. Apex demonstrated a strong track record in implementing proactive security measures and conducting risk assessments. Their expertise will be critical in strengthening the City's digital infrastructure, mitigating future risks, and ensuring continuity of operations.

Services provided under the agreement will include the following:

- 24/7 monitoring and support of City systems
- Remote Help Desk services for City staff
- Network infrastructure management and upgrades
- Cybersecurity monitoring and incident response
- Server and cloud services support
- Data backup and disaster recovery
- Strategic IT planning and reporting

The agreement includes a monthly fixed fee for core managed IT services, with provisions for project-based or time-and-materials billing for special initiatives, system enhancements, or upgrades that fall outside of the base scope of services. As part of their proposal, Apex offered a $1,500 monthly discount during the first year of the agreement and waived the one-time onboarding and transition fee of $13,375, in recognition of the City's commitment to a three-year term.

As part of the onboarding process, Apex will conduct a comprehensive needs analysis and solution evaluation, to assess the City's current IT environment, identify potential vulnerabilities, and recommend improvements. Should significant risks or high-priority initiatives be identified, staff may return to the City Council with recommendations for further action based on Apex's findings.

The agreement will take effect on June 1, 2025, to provide a one-month overlap with the City's current IT consultant, ensuring a smoother and more seamless transition of services.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

Resolution - PSA Apex Technology Management IT Services
PSA APEX IT Management Services 2025.05.27
Proposal - Apex IT Management Services

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution authorizing the City Manager to execute a three-year Professional Services Agreement with Apex Technology Management for Information Technology Management Services at in the amount of $250,542 for the first year and $268,542 per year for each subsequent year for a total not-to-exceed $787,626 over a three-year term.

RECITALS

A. On September 24, 2024, a Request for Proposals (RFP) was issued to solicit proposals from qualified firms to provide IT management services; and

B. The City received 10 responses in response to the RFP; and

C. Following an initial evaluation, the top three firms were invited to participate in interviews; and

D. Based on a comprehensive review of qualifications, relevant experience with municipal clients, technical expertise, cybersecurity protocols, service delivery model, pricing, and overall responsiveness, staff recommends the selection Apex Technology Management; and

E. The City desires to enter into a Professional Services Agreement with Apex Technology Management for a three-year term in the amount of $250,542 for the first year and $268,542 per year for each subsequent year for a total not-to-exceed of $787,626 over a three-year period.

RESOLUTION

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

1. Authorize the City Manager to execute a three-year Professional Services Agreement with Apex Technology Management for IT management services in the amount of $250,542 for the first year and $268,542 per year for each subsequent year for a total not-to-exceed of $787,626 over a three-year period.

Approved at a Regular Meeting of the St. Helena City Council on May 27, 2025, by the following vote:

Mayor Paul Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

Council Member Summers:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Erika Opp, Acting City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made and entered into on June 1, 2025 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Apex Technology Management, LLC (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as Information Technology Management Services.

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

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

SECTION 1 – BASIC SERVICES

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

SECTION 2 – ADDITIONAL SERVICES

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

SECTION 3 – TIME FOR COMPLETION

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

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit A, "Compensation" attached hereto and made a part hereof. Total compensation shall not exceed $250,542 for the first year and $268,542 per year for two subsequent years for a total of $787,626 over a three-year term, unless additional compensation is approved in accordance with Section 2.

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

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

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

SECTION 5 – STANDARD OF PERFORMANCE

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

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

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

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

SECTION 7 – INSURANCE REQUIRED

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

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

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:
   1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
   2. Automobile Liability: $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 Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, environmental engineer or other professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance. When Consultant is not a design professional, Consultant shall maintain at least $1,000,000 of professional liability insurance combined single limit for each occurrence, insuring against professional errors and omissions in the Services performed by Consultant under this Agreement, including, without limitation, claims for negligence, misrepresentation, violation of good faith and fair dealing, and inaccurate advise arising out of, resulting from, or in connection with Services performed by Consultant under this Agreement.

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

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

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

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

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

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

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

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

SECTION 8 – INDEMNIFICATION

The Consultant shall be responsible for its acts of negligence, and the City shall be responsible for its acts of negligence. The Consultant agrees to indemnify and hold the City harmless from any and all claims, demands, actions and causes of action to the extent caused by the negligent

acts of the Consultant, its officers, agents and employees, by reason of the performance of this agreement. This indemnity shall not be construed to require indemnification of others.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

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

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

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

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

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

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

C. Consultant understands and acknowledges City maintains an anti-fraud and anti-corruption policy to protect the City, its operations, and its employees from and against financial risks, operational breaches, and unethical, fraudulent and corrupt activities. Consultant represents and warrants that Consultant, its subcontractor(s) / subconsultant(s) and their respective employees providing Services pursuant to the Agreement are (1) in good standing; (2) have not been previously investigated, convicted, or debarred for fraudulent or corrupt activities; (3) will not participate in fraudulent or corrupt activities, and (4) will take steps to ensure that its

employees and subcontractor(s) / subconsultant(s) employees do not participate in any fraudulent or corrupt activities. Consultant acknowledges and agrees further that it has a duty to and will report to City any information or incident(s) about possible fraudulent or corrupt activities Consultant may discover, and will cooperate in any fraud or corruption investigation conducted, with respect to Consultant's service provided pursuant to this Agreement.

SECTION 11 – OWNERSHIP OF DOCUMENTS

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

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing Services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

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

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

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

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

SECTION 13 – SUSPENSION OF WORK

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

SECTION 14 – COMPLIANCE WITH LAW

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

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

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

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

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

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

SECTION 16 – COMPLIANCE WITH CALIFORNIA LABOR CODE REQUIREMENTS

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

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

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

SECTION 17 – AUDIT AND INSPECTION OF RECORDS

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

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

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

SECTION 18 – LIMITATION OF LIABILITY

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

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

SECTION 19 – COOPERATION BY CITY

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

SECTION 20 – NOTICES

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

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

To Consultant: Apex Technology Management, LLC
310 Hemsted Drive, Suite 300
Redding, CA 96002

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

SECTION 21 – TERMINATION

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

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

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

SECTION 22 – ATTORNEYS' FEES

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

SECTION 23 – ENTIRE AGREEMENT

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

SECTION 24 – SUCCESSORS AND ASSIGNS

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

SECTION 25 – CONTINUITY OF PERSONNEL

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

SECTION 26 – DEFAULT

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

SECTION 27 – WAIVER

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

SECTION 28 – LAW TO GOVERN; VENUE

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

SECTION 29 – SEVERABILITY

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

SECTION 30 – THIRD PARTY BENEFICIARIES

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

SECTION 31 – STATUTES OF LIMITATION

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

SECTION 32 – SPECIAL PROVISIONS

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

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

Consultant:

By: _____
Name:
Title:

City:

By: _____
Name: Anil Comelo
Title: City Manager

Approved as to Form:

By: _____
Name: Ethan Walsh
Title: City Attorney

NEWS: Apex honored on 2024 Channel Futures list.

Apex Technology Management
A New Charter Technologies Company

Scope of Work for Total Support Gold - Covered Services:

The following services will be performed by Apex on the covered client servers, workstations and network infrastructure, as described below.

Two (2) days per week of on-site support is included in this agreement. The services below will be performed by both the on-site technician and the Apex remote help desk as needed.

Additional on-site hours beyond the planned 2 days per week and any other out-of-scope hours will be billed at the below discounted hourly rates:

Level 1 Technician:	$120.00	Level 2 Technician	$140.00
Level 3 Technician:	$165.00	Projects Rate:	$165.00

Servers

- Full Server Management
- Server Backup Monitoring (Suitable backup system provided by client. Client responsible for media rotation)
- Unlimited 9x5* Remote Helpdesk Support
- Disaster Recovery
- Server Maintenance
- Event Log Monitoring
- Monitor Drive Space On All Supported Servers
- 24x7 Monitoring Of Server Availability
- 24x7 Monitoring Of Critical Devices & Services
- 24x7 Emergency Support
- Microsoft Operating System Patch Management (Patches, Updates & Service Packs) as needed
- MDR/Anti-Virus Subscription Monitoring, Response, Quarantine & Removal (Client must maintain current subscription)

Network Infrastructure

- Unlimited 9x5* Helpdesk Support
- 24x7 Emergency Support
- Management of Router & Firewall Rules
- Existing Wireless Access Point Configuration & Maintenance
- Virtual Private Network (VPN) & Wide Area Network (WAN) Monitoring
- Key Network Element Configuration Backup

Workstations

- Unlimited 9x5* Helpdesk Support
- 24x7 Emergency Support
- Microsoft Operating System Patch Management (Patches, Updates & Service Packs) as needed
- MDR/Anti-Virus Subscription Monitoring, Response, Quarantine & Removal (Client must maintain current subscription)

Applications

- Microsoft Exchange/365 Management
- Microsoft SQL Server
- Two hours included per month for Application Updates
- Network Application Updates/Upgrades (Anti-virus, Anti-SPAM, Anti-Spyware, Etc.)

End User Support

- Unlimited 9x5* Helpdesk Support
- 24x7 Emergency Support
- Limited Assistance With PDAs, Cell Phones, Mobile Devices, Etc. (Business Apps. Only)
- Remote Access (Work from Home/TeleWorker) Support
- Password resets, account lockout resets, login problem assistance

Network Administration

- Adding, modifying, disabling & deleting users and passwords
- Network Policy Enforcement
- SPAM (junk email) software management, if provided by Apex
- Network & VPN access administration

Security

- 24/7 Firewall monitoring & alerting option
- 24x7 Emergency Support
- Network Policy Enforcement
- MDR/Anti-Virus Subscription Monitoring, Response, Quarantine & Removal (Client must maintain current subscription)
- Security management & Policies
- Apex Security Essentials:
    - MDR – Managed Detection & Response with 24/7 Security Operations Center
    - Multi-factor Authentication
    - Security & Awareness Training with Phish Email Testing
    - Ring Fencing
    - Password Manager
    - Dark Web Monitoring

Best-In-Class Support & Monitoring Tools

- Enterprise level monitoring & reporting
- Flexible, fast & secure remote support
- Trouble-ticket tracking & reporting
- Knowledge base
- Central monitoring/network operations center console

Planning, Budgeting & IT Management

- Assigned Virtual Chief Information Officer (VCIO)
- Monthly executive summary report
- Strategic technology consulting
- Technology planning including lifecycle management
- Technology budgeting
- Disaster recovery planning
- Trouble ticketing
- Problem escalation & resolution
- Assistance with Vendor selection & management
- IT purchasing/procurement
- Warranty management of covered devices
- Create and maintain an inventory of hardware, software and network equipment (reports available upon request)
- Assistance with grant requests
- Monthly management meeting or board meeting participation

Project Work

- Priority access to the Professional Services Team
- Projects that cannot be completed by the on-site support resource will be quoted separately. All equipment, licenses and labor will be detailed in the project proposal and approved separately before work begins.

Other Advantages

- Priority phone access for all calls
- Discounted rates for project work and MACs (moves, adds and changes)
- Proactive Issue Detection And Resolution
- Highest priority response to network issues

* 9x5 refers to the Apex NOC (Network Operations Center) Helpdesk hours of 8:00 am – 5:00 pm M-F, excluding holidays

Cost

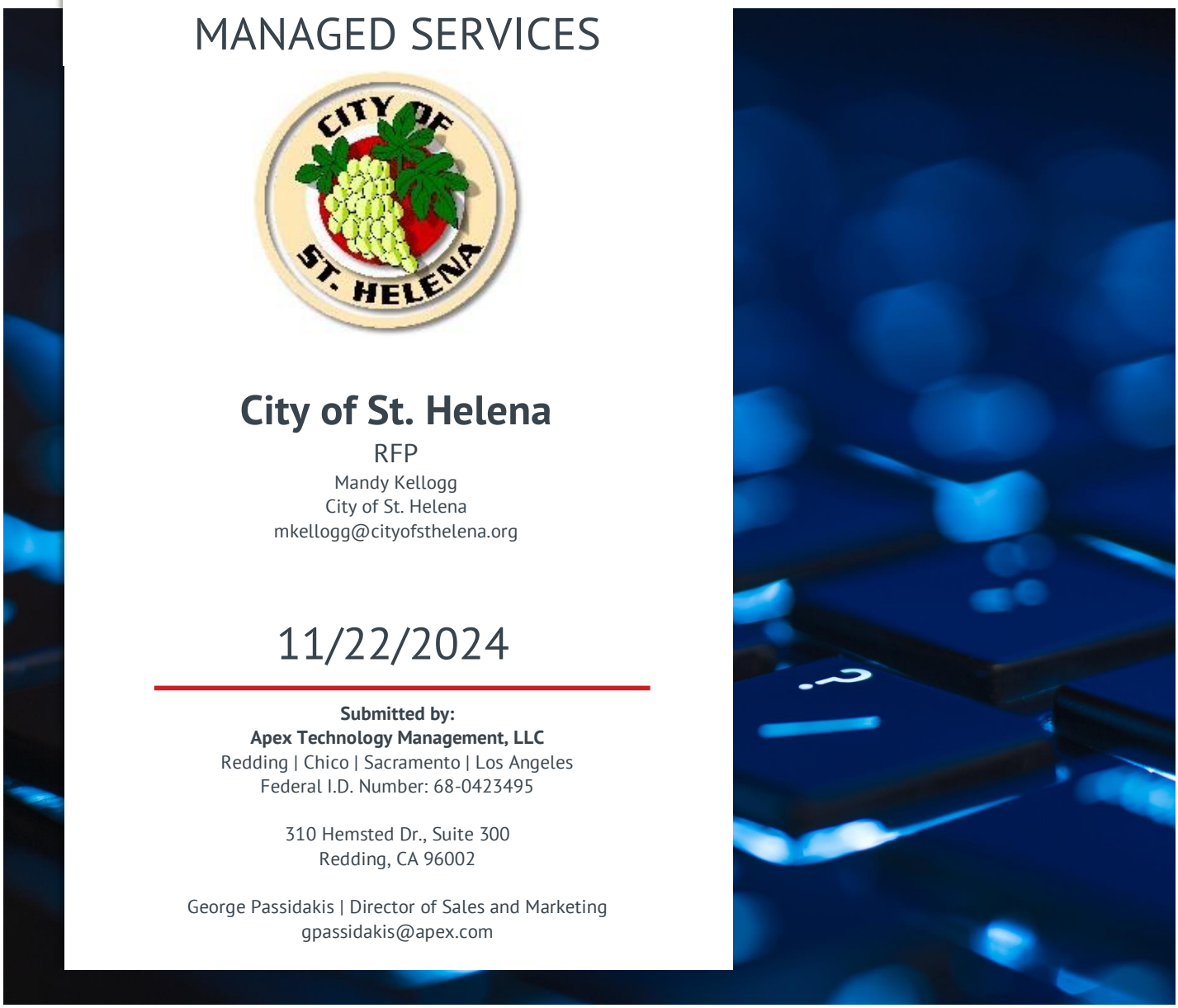
Total Support Gold including on-site support			
Qty	**Description**	**Monthly Price**	**Extended Monthly Price**
	Total Support Managed Services		
1	Base Fee	$435.00	$435.00
10	Servers - Covered under Total Support Gold (device fee)	$256.00	$2,560.00
97	Workstations - Covered under Total Support Gold (device fee)	$81.00	$7,857.00
1	Two-days per week on-site support	$4,270.50	$4,270.50
	Monthly "Total Support" Cost:		$15,122.50
	Other Services Estimated Costs (Monthly)		
107	Apex Security Essentials* - Servers and Workstatons	$16.50	$1,765.50
105	Microsoft 365 Business Premium (Change your Business Standard to Business Premium)*	$23.10	$2,425.50
50	Microsoft 365 Business Basic*	$6.30	$315.00
1	Apex Digital Umbrella Server Backups - ESTIMATED COST	$1,250.00	$1,250.00
1	Server Hosting Service (to transition the Marin IT hosted systems)	$1,500.00	$1,500.00
	Total Other Services Estimated Monthly Cost:		$7,256.00
	Total Estimated Monthly Cost:		$22,378.50
	Discount to aid in transition on Monthly Total Support for Year 1 only:		($1,500.00)
	Net Estimated Total Estimated Monhtly Cost for Year 1 only:		$20,878.50
	One-Time Onboarding and Transition Fee:		$13,375.00
	One-Time Onboarding and Transition Fee - waived for 3-year agreement:		($13,375.00)

Cost reflects the planned Microsoft 5% price increase effective 4/1/2025

Additional on-site hours beyond the planned 2-days per week and any out-of-scope hours will be billed at the below discounted hourly rates	
Level 1 Technician	$120.00 per hour
Level 2 Technician	$140.00 per hour

Apex Technology Management
A New Charter Technologies Company

INFORMATION TECHNOLOGY MANAGED SERVICES



City of St. Helena

RFP

Mandy Kellogg
City of St. Helena
mkellogg@cityofsthelena.org

11/22/2024

Submitted by:
Apex Technology Management, LLC
Redding | Chico | Sacramento | Los Angeles
Federal I.D. Number: 68-0423495

310 Hemsted Dr., Suite 300
Redding, CA 96002

George Passidakis | Director of Sales and Marketing
gpassidakis@apex.com

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Part 1:

Cover Letter/Executive Summary

1

Cover Letter

11/22/2024
Mandy Kellogg
City of St. Helena

Dear Mandy and City staff,

Following this letter, you will find Apex Technology Management's proposal for Total Support Gold Managed IT Services. As a Managed Service Provider leader that has been serving clients for over 32 years, we have built a proven process with remarkable success providing all of the services highlighted in the following pages to numerous clients, including many in our largest vertical space, the Municipal Government and Public Sector space. We are able to provide all of the services set forth in the RFP.

We are dedicated and passionate about our client's success:

- Unique amongst Managed Service Providers, our Public Sector Division is led by former Assistant Chief of Police, Marc Coopwood. Marc's 27+ years of experience working in Municipal Government will lead our relationship with the City.
- 2024 saw the formation of our ***Public Sector Strategic Advisory Council***, composed of former public sector employees, that meets quarterly to help identify, improve and oversee innovative services for our public sector clients. This council is detailed more on page 9 and is unique within the MSP industry.
- Our remote help desk is staffed by 20+ CJIS/CLETS Certified technicians supporting multiple California Police Departments.
- Named 2023 MSP of the Year by Channel Futures.
- Our clients have provided many 5-Star Google reviews. We encourage you to search for "Apex Technology Management" on Google and read the amazing reviews written by our clients.
- We are committed to maintaining a Client-Obsessed company culture. Your success is our mission.
- With 500+ years of combined IT experience and 150+ Industry Certifications, we provide you with the best team to find the best solutions for your organization.
- Our team of over 40 Managed Services Staff and 16 Managed Security Staff will ensure the best possible service for the organization. We will assign the appropriate team members to the organization for day-to-day support.
- Monday – Friday 8:00AM - 5:00 PM help desk operating hours (excluding holidays) with 24/7 emergency support for the servers and staff computers.
- A full suite of additional offensive and defensive Cybersecurity options is available from CYBER74, our Advanced Cybersecurity Division.
- Ongoing strategic partnership with the FBI Cybercrime Division and impactful presentations to organizations such as CIRA, MISAC, SCORE, CSMFO, JPA, the Alliant Board, and numerous municipalities throughout California.

These efforts have earned us the #5 spot nationally among the "Top 100 Government and Education MSPs," a global ranking of #290 in the "Top 500" Global Managed IT Service Providers, and the 2023 "MSP of the Year" award. If St. Helena chooses to partner with Apex for IT managed services, you will have more than just an IT vendor. You will have a trusted partner, friend, and a team whose goal is to make sure that the City is successful for many years to come.

Apex understands the services to be performed and will make a positive commitment to provide the services specified in the RFP within the time frames listed. We will give the City the same level of service that we give all of our clients. This level of service is what we are known for in the industry and can be clearly seen in our references, reviews, testimonials, and extensive history. Based on our history, and expertise with similar organizations, we believe Apex will be the best qualified team to perform this engagement.

Thank you for the opportunity to introduce Apex Technology Management and provide this proposal for Managed IT Services. I look forward to discussing our proposal with you further.

George Passidakis, Director of Sales, and Marketing
gpassidakis@apex.com | 530-248-1015 | www.apex.com
Apex Technology Management (a California Limited Liability Company)
Federal and State Taxpayer Identification Number: 68-0423495
Redding HQ - 310 Hemsted Dr. Suite 300 Redding, CA 96002

Executive Summary

- Former Beverly Hills Assistant Chief of Police, Marc Coopwood leading as VP of Public Sector
- Recently founded a **Public Sector Strategic Advisory Council** with quarterly meetings to enhance public sector service.
- Named one of the Top 5 Managed Service Providers for Government & Education in 2023
- **Named 2023 MSP of the Year by Channel Futures**
- Twenty (20) Technical Staff Team Members with current CJIS and CLETS Security Training
- Specializing in fully Managed IT Services programs for Public Sector entities throughout California
- Operates an Advanced Cybersecurity Division with dedicated team to ensure our clients have the best protection in place.
- Awarded **#290** in the "Top 500" of all Managed IT Service Providers in the world.
- 32 Years in Business, Providing Managed IT Services
- 95+ Managed Service Clients
- 20+ Managed Public Sector Clients
- 24/7 Helpdesk Support
- 5000+ Endpoints Managed
- 4000+ Projects Completed
- 40+ Managed Services Full Time Employees
- 16 Security Services Full Time Employees
- 27 Technical Support
- 16 Administrative, Sales, Marketing, and Finance

Executive Team



Matthew Fristoe
President
(530)248-1007



George Passidakis
Director of Sales & Marketing
(530)248-1015



Tom Grisell
Chief Experience Officer
(530)248-1005



April Hodges
Director of Operations
(530)248-1091

The full team can be found on **page 15.**

Apex Technology Management has provided IT support for numerous Municipal Government entities over its 32+ year history. Some of our current Municipal Government clients include the City of Mt Shasta, City of Fillmore, City of Martinez, City of Clayton, Town of Tiburon, City of Dixon, City of Rio Vista, County of Tehama, City of Red Bluff, City of Lakeport, Shasta Mosquito Vector Control District, Shasta Regional Transportation Agency, Modoc County Transportation Commission, West County Wastewater, Feather River Recreation & Park District, Cordova Recreation & Park District and many others. We provide managed IT service for 100+ organizations (approximately 5,000 endpoints) and provide periodic/project/consultation support for many more.

Addendum Acknowledgement

Apex has received and read Addendum No. 1 released on October 14, 2024.
Apex has received and read Addendum No. 2 released on October 23, 2024.

Signed Addendums can be found on page 38.

Part 2:

Firm Qualifications and Experience

2

About Apex

Since 1991, Apex has been providing enterprise-class Managed IT & Cybersecurity services to small and mid-size organizations across a variety of industries. Passionate about providing best-in-class service to our clients, we are committed to continuously investing in the architecture, design, and security of our technology solutions. Our primary office is located in Redding, California. Our normal business hours are from 8:00AM to 5:00PM PST, ensuring consistent and reliable support for our clients during these times. 24/7 emergency support is also available.



Why Apex

- Recognized as a Top Tier U.S. based Industry Leader in Security, Operational Maturity, Transformation and Satisfaction, Apex has been providing enterprise-class services to small and midsized businesses for over 32 years.
- We are committed to maintaining a Client-Obsessed company culture. Your success is our mission.
- With 500+ years of combined IT experience and 150+ Industry Certifications, we can provide you with the best team to find the appropriate solutions for your organization.
- We answer the phone. It is important to us that our clients talk to real humans every time they call our office. Our California based Help Desk has 24/7 availability for emergencies with local experts.

32
Years in Business

5000+
Endpoints Managed

24/7
Help Desk Support

500+
Years of Combined Industry Experience

3 Years
Ranked in the "Top 5 MSPs for Government and Education" 3-years running

5
Star Google Review Rating

150+
Industry Certifications

4000+
Projects Completed

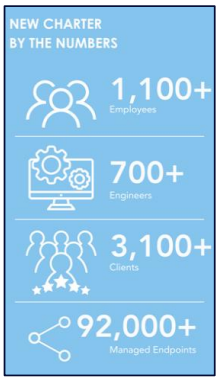
98
Percent: Customer Retention

A New Charter Technologies Company

At New Charter Technologies, we are a family of operating companies coming together to share best practices, resources, and capabilities. Through building this at scale, we will create a caliber of business the IT industry has not yet seen.

We are on a path to being the most respected Pure-Play MSP in North America. We propel our clients into the digital world by harnessing the power of emerging technologies to align technology to their strategic and operational initiatives.

The Launch of New Charter Technologies: New Charter Technologies was born in September of 2019. Four founding partners—PennComp, ActiveCo, **Apex**, and DCG—came together, setting the stage for fast-growth years to follow. The Equity Partnership Model signifies long-term trust, strategy, collaboration, and relationships.



SOLUTIONS AVAILABLE IN HOUSE FROM NEW CHARTER TECHNOLOGIES

New Charter TECHNOLOGIES



Strategic Advisory Council

In evaluating our proposal, the City of St. Helena should consider several key factors that set Apex apart. We have made unprecedented strides in the Managed Service Provider space, particularly with our public sector clients. Our history of supporting municipal clients spans 32 years and we have recently enhanced our public sector programs with significant developments:

- The hiring of our Vice President of Public Sector, Marc Coopwood, former police chief of Beverly Hills. Marc's deep experience in the public sector gives key insights into the challenges faced in the public sector, which we utilize to better serve and educate our clients.
- Our strategic partnerships with the FBI and impactful presentations to organizations such as CIRA, MISAC, SCORE, CSMFO, JPA, the Alliant Board, and numerous municipalities throughout California.
- The establishment of our public Sector Strategic Advisory Council, which meets quarterly to refine our services and address emerging challenges for our public sector clients. The members of this council are all former public sector employees.
- No other MSP we are aware of has this same level of commitment to the public sector.

Marc Coopwood | VP, Public Sector



Marc joined Apex Technology Management in 2021 after serving 27+ years in the Public Sector. His most recent position being the Assistant Chief of Police in Beverly Hills, CA. Through his years of Public Sector experience, Marc brings a unique viewpoint and skillsets which allow us to serve our Municipal Government clients in many ways never seen before in the MSP IT and Cybersecurity space.

Professional Highlights

- Assistant Chief of Police, Beverly Hills (retired)
- Police Captain, City of Sacramento (1994 - 2017)
- President, California Peace Officers' Association (2017 - 2019)
- Master's degree, Emergency Services Administration (CSULB)
- F.B.I. National Academy Graduate (Class #253)
- P.O.S.T. Command College (Class #57)
- Senior Management Institute for Police (Class #63)

George Passidakis | Director of Sales & Marketing



George Passidakis holds an Information Technology degree from California State University, Long Beach and has over 30 years of experience as an Information Technology professional. During his fourteen years at Apex, he has been dedicated to bringing complicated technology down to earth for everyday use, ensuring both new and existing clients get the personal and professional service they deserve. His experience includes founding a custom database applications company, working as an IT consultant and holding a position as Sales IT Manager for Cisco Systems, VMX Inc. and Octel Communications. He also has extensive knowledge of Microsoft technology and other SMB IT products and solutions.

Reina Schwartz | Strategic Advisory Council



Reina Schwartz retired as the City Manager for the City of Clayton, CA in February 2023. In this role she was responsible for implementing City Council policy and overseeing all day-to-day operations.

Prior to coming to Clayton, Ms. Schwartz was the Assistant City Manager for the City of San Pablo, CA. In that role she had primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City including human resources, budgeting, finance, community services, development services, public works, and recreation & senior services; coordinating a variety of cross-department program areas; creating an atmosphere that inspires teamwork and collaboration throughout the organization; and evaluating processes for greater efficiency and effectiveness.
Ms. Schwartz began her public policy career with the California State Legislative Analyst's Office (LAO). During her time at the LAO, she focused on statewide issues affecting the General Fund as well as on state-local governmental relations.

Prior to joining the City of San Pablo, Reina worked for the City of Sacramento for 24 years holding a series of increasingly responsible positions. Her final position with the City of Sacramento was as Director of the Department of General Services, leading more than 370 employees and overseeing a $110 million budget.

Professional Highlights

- Bachelor of Science in Conservation and Resource Studies from University of California, Berkeley
- Master in Public Policy from the John F. Kennedy School of Government at Harvard University

Beth Johnson | Strategic Advisory Council



Beth Johnson has served in law enforcement for 30 years. She began as a Community Service Officer and Police Dispatcher for the Arcata Police Department in 1994 while attending Humboldt State University. During that time, she also became a Firefighter/EMT for the Arcata Volunteer Fire Department. She served at APD and AVFD for five years before becoming a police officer with the Walnut Creek Police Department. She served at WCPD for 21 years rising to the rank of Lieutenant before being hired as the Captain at the Martinez Police Department. Beth was appointed Chief of Police for the Novato Police Department in July of 2022 and retired from full time policing in 2023. She is now an executive consultant and leadership coach for law enforcement organizations.

Professional Highlights

- Bachelor of Science in Criminal Justice Management
- Master in Business Administration with a concentration in Public Administration
- Graduate of the Executive Leadership Institute from Drucker's School of Management – Claremont Graduate University
- Served as the Northern California Associate Member on the California Police Chiefs Association (CPCA) Board of Directors, CPCA Wellness Committee, and CPCA Training Committee.
- Founding member of the Women Leaders in Law Enforcement Foundation (WLLEF) and the WLLEF Mentoring Program

Dana Hollmer | Strategic Advisory Council



Dana Hollmer retired as the Treasurer/Tax Collector after working for Tehama County for 29.5 years. During her time at Tehama County, she was responsible for managing the investment portfolio for the county, schools and special districts and also served as the IT Liaison between the county and their managed service provider. Ms. Hollmer was responsible for collaborating with the service provider and the elected board of supervisors, proposing infrastructure upgrades and coordinating with all general fund departments to allocate resources for both upgrades and ongoing maintenance. Prior to coming to Tehama County Ms. Hollmer was the Vice President/Controller of a regional savings and loan overseeing the accounting department and serving as the technology coordinator for all branches.
Ms. Hollmer has been active in the community serving as the Treasurer for Kiwanis, Treasurer for the local United Way chapter, she served on the site council for the Department of Education and was a member of the FEMA board.

Professional Highlights

- Bachelor of Science in Economics from the University of Illinois
- Holds a Treasury Management Certificate from the University of Southern California and the California Association of Treasurer/Tax Collectors

Certifications

Our technicians hold over 150+ IT industry certifications, including a variety of key specializations:

Microsoft Certs held by Apex Engineers
6 MCP (Microsoft Certified Professionals)
5 MCSA (Microsoft Certified Systems Administrator)
3 MCSA (Microsoft Certified Solutions Associate)
3 MCSE (Microsoft Certified Systems Engineer)
5 MCSE (Microsoft Certified Solutions Expert)
5 MCITP (Microsoft Certified IT Professional)
1 MCDST (Microsoft Certified Desktop Support Tech.)
1 MCT (Microsoft S Certified Technician)
18 MCTS (Microsoft Certified Technology Specialist)

CISCO Certs held by Apex Engineers
6 CCNA (Cisco Certified Network Associate)
3 CCNP (Cisco Certified Network Professional)
1 CCENT (Cisco Certified Entry Network Technician)
1 CCDP (Cisco Certified Design Professional)
1 CCDA (Cisco Certified Design Associate)
1 CTSS (Cisco Technical Sales Specialist)
1 CMNA (Cisco Meraki Network Associate)

Citrix Certs held by Apex Engineers
1 CCE-V (Citrix Certified Engineer – Virtualization)
1 CCEE (Citrix Certified Enterprise Engineer)
4 CCA (Citrix Certified Administrator-XenApp 6.5)

VMware Certs held by Apex Engineers
2 VCP (VMware Certified Professional) 6.5
1 VCT (VMware Certified Technician)
1 VTPA (Virtualization Tech Post-Sales Accreditation)
1 VMware vSphere Systems Design
2 VSP (VMware Sales Professional)

COMPTIA Certs held by Apex Engineers
2 COMPTIA A+, 2 COMPTIA Network+, 2 COMPTIA Security+

OTHER Certifications and/or Training ...
DELL, SonicWALL, Nimble Storage, Veeam, NUANCE/Dragon, 3Com, CJIS / CLETS, CWNT, CISSP, CWSP, CWDP, CWAP, CWNE, CWNT, Office 365, Payment Card Industry (PCI)
CISSP - Certified Information Systems Security Professional
CMMC-AB RPO

Licenses / Authorized Service Provider Partnerships

Apex Technology Management holds authorized service provider status with many industry-leading technology vendors such as:

- Microsoft (Gold Partner)
- Cisco Premier Integrator Partner (including Meraki)
- VMware
- Dell/EMC
- Veeam
- Hewlett-Packard
- SonicWall
- SentinelOne
- And many others

Gold Microsoft Partner

- Gold Cloud Platform
- Gold Cloud Productivity
- Gold Small and Midmarket Cloud Solutions
- Gold Messaging
- Gold Collaboration and Content
- Gold Datacenter
- Gold Project and Portfolio Management
- Gold Application Integration
- Gold Windows and Devices
- Silver Data Analytics
- Silver Application Development
- Silver Enterprise Mobility Management
- Silver Security

Most Significant Engagements

We recommend referring to Part 6 – References on page 33, for detailed information on references and other significant engagements similar to what the City is requesting. This section provides a list of engagements performed in the last five years that are similar in organizational type, size, and complexity to the engagement described in this request for proposal.

Part 3:

Firm Identification and Team

3

Project Team Staffing

There are several key roles within Apex that serve our clients. Our technicians hold over 150+ IT industry certifications, including 47+ Microsoft Certifications, 14+ CISCO Certifications, 6+ Citrix Certifications, 7+ VMware Certifications, 6+ CompTIA Certifications, as well as certifications in DELL, SonicWALL, Nimble Storage, Veeam, NUANCE/Dragon, 3Com, CJIS / CLETS, CWNT, CISSP, CWSP, CWDP, CWAP, CWNE, CWNT, Office 365, Payment Card Industry (PCI), CISSP - Certified Information Systems Security Professional, and CMMC-AB RPO.

IMPORTANT NOTE: If selected, during onboarding, we will determine the specific details of your environment and create a project team with the best qualified staff members from our team of 43 employees. Our goal is to assign staff based on specific technology vendors in use at each client.

Marc Coopwood | VP, Public Sector



Marc joined Apex Technology Management in 2021 after serving 27+ years in the Public Sector. His most recent position being the Assistant Chief of Police in Beverly Hills, CA. Through his years of Public Sector experience, Marc brings a unique viewpoint and skillsets which allow us to serve our Municipal Government clients in many ways never seen before in the MSP IT and Cybersecurity space.

Professional Highlights

- Assistant Chief of Police, Beverly Hills (retired)
- Police Captain, City of Sacramento (1994 - 2017)
- President, California Peace Officers' Association (2017 - 2019)
- Master's degree, Emergency Services Administration (CSULB)
- F.B.I. National Academy Graduate (Class #253)
- P.O.S.T. Command College (Class #57)
- Senior Management Institute for Police (Class #63)

Brent Nosek | Senior Engineer III, Government Team Lead



Brent has worked in the information technology field for over 15 years and has been with Apex for eight of those years. With a Bachelor of Science in Computer Network Management, and a wide range of IT Certifications, he is an expert in IT and client management.

Professional Certifications Include

- Microsoft Certified Solutions Expert: O365, Win Server 2012, Messaging, Productivity, Business Productivity (Server 2012 & Exchange 2016)
- Microsoft Specialist – Designing and Deploying Microsoft Exchange Server 2016
- CCNA – Cisco Certified Network Administration
- SonicWALL – Sales Engineer Accreditation
- MCSA – Microsoft Certified Systems Administrator
- MCP – Microsoft Certified Professional
- MCTS – Microsoft Certified Tech Specialist: windows 8
- CJIS/CLETS certified
- VMware, Hyper-V, VEEAM, Axcient, RDS
- SonicWALL SMA
- Exchange 2007/2010/2013/2016/ O365

David Kamins | Virtual Chief Information Officer (vCIO)



David joined Apex Technology Management in 2021. He has brought over 20+ years of experience in business management. David's primary focus has been on assisting clients with their Digital Transformations and day-to-day IT Management.

Professional Highlights

- 8 years in the Tech Industry for MSP
- Managed the IT for over 50 different organizations

- 20 Government Agency Clients Supported
- Current President Golden Valley Health Centers Foundation
- Current Board Member United Cerebral Palsy of San Joaquin
- Past President Kiwanis Club of Greater Merced

Eric MacArthur | Dispatcher & Supervisor



Eric has been an integral part of our team for over 4.5 years, expertly managing the dispatch and scheduling operations to ensure seamless coordination across all company departments. Eric is responsible for assigning hundreds of cases and onsite tasks each week and utilizing a diverse array of programs to facilitate efficient workflow and communication among teams. With a strong ability to balance numerous tasks and prioritize effectively, Eric ensures that all operational aspects run smoothly, contributing significantly to the overall efficiency and success of our company.

Professional Highlights:

- Over 4.5 years of experience in dispatch and scheduling within the IT sector
- Proficient in utilizing multiple software programs to manage and track cases and onsite tasks
- Coordinates cross-departmental meetings and ensuring timely follow-ups
- Proven track record in optimizing scheduling efficiency and improving case resolution times
- Adept at maintaining clear communication channels between departments and clients to enhance service delivery

Heather Croom | Professional Services Manager - Project Manager



Heather joined Apex in 2024 bringing with her over 17 years of IT Project Management, and 25 years of Business Development and Program Management experience. Heather is responsible for managing our Professional Services Team and acts as our Project Manager.

Professional Highlights

- 17 years of C-level Executive experience
- 17 years of advanced IT experience
- 17 years of managing P&L business units with revenue exceeding $100,000,000
- 17 years in consulting, project management, program management and contract management experience

Sampson Abramenko | Senior Architect

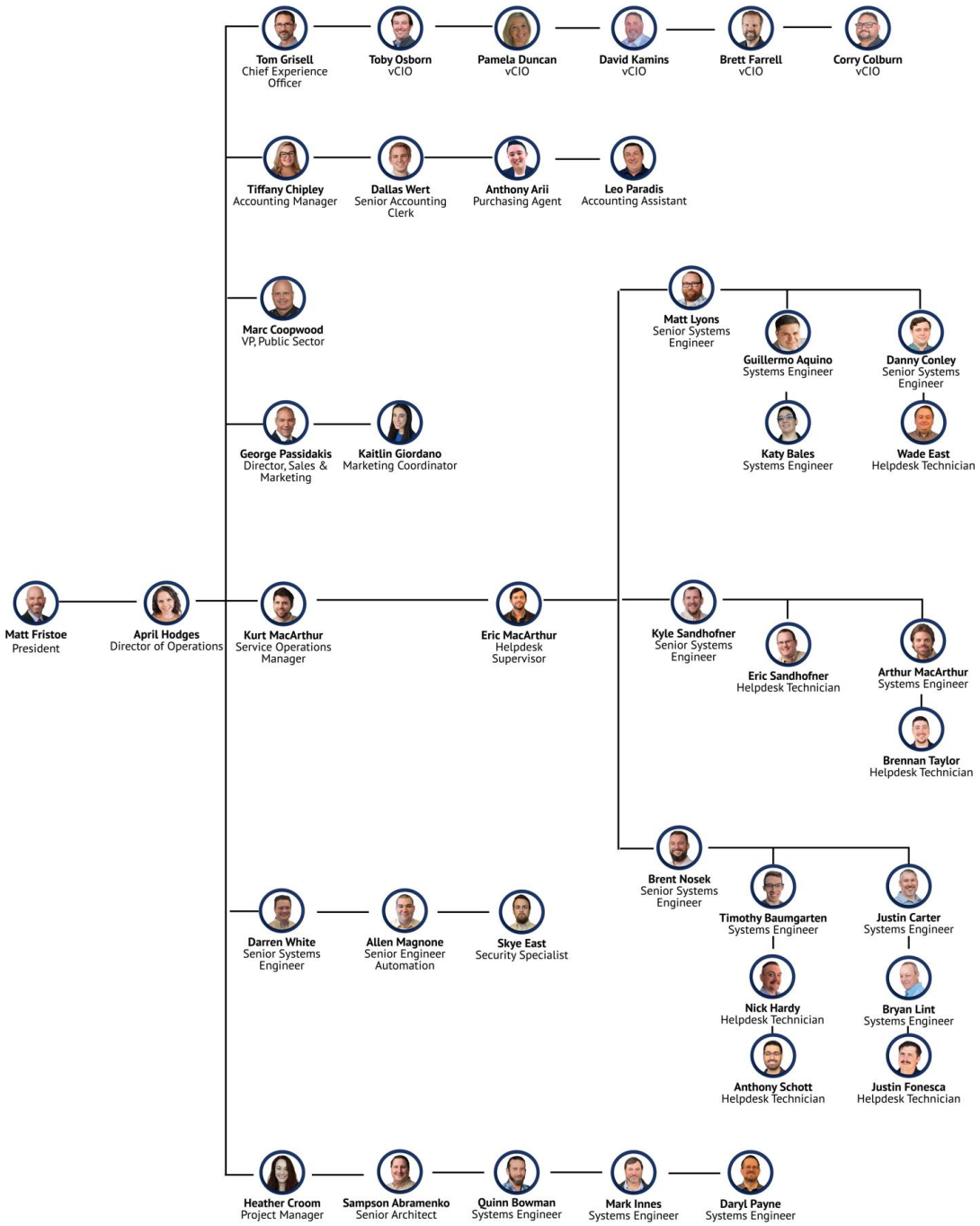


Sampson has worked in the information technology field for over 20 years and has been with Apex for over 14 of those years. With years of experience in the IT field, and a wide range of IT Certifications, he is an expert in network and systems design and engineering.

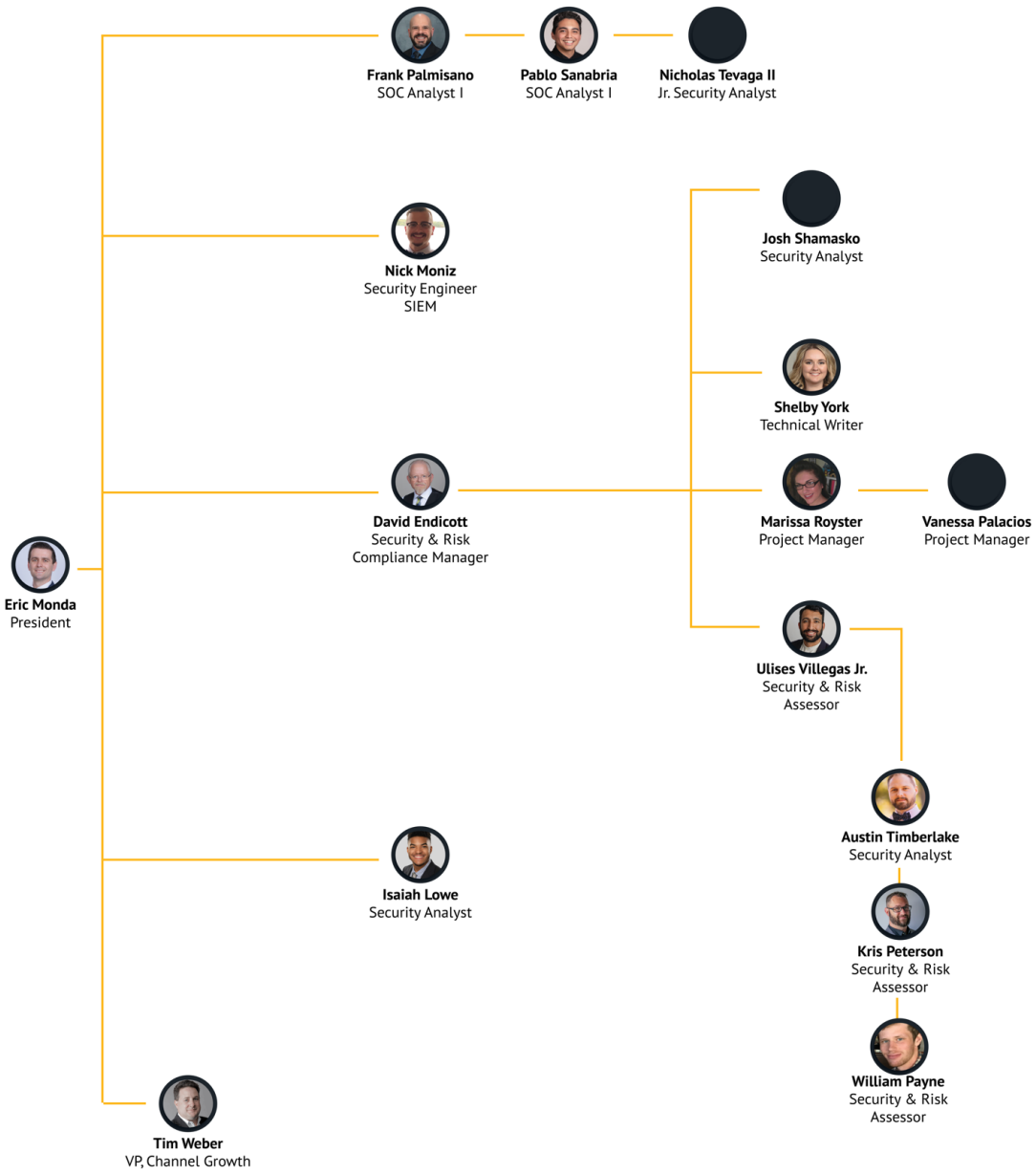
Professional Highlights

- 20+ years as and IT administrator
- 8 years as professional services technician
- 4 years as systems engineer – network and systems design
- CCNA – Cisco Certified Network Associate
- MCTS – Windows 7 Configuration
- Citrix CCA XENApp 6.5
- CJIS / CLETS
- VMware VCP

Managed IT Organizational Structure



Security Team Organizational Structure



Part 4:

Proposed Project Workplan

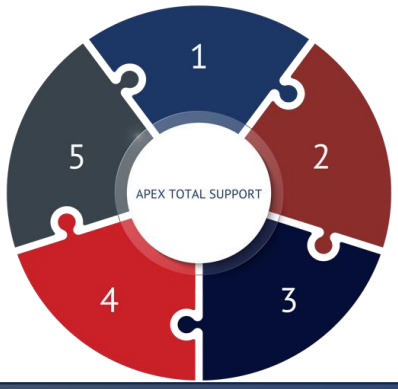
4

Project Approach

Apex understands the services outlined in this RFP and is confident that our services will go above and beyond what is being requested. Municipal Government is our largest vertical market, as evidenced by our "Top 5 Government & Education MSP's" in the nation award, shown on page 11 of the RFP. Apex services over 20 public sector clients and understands the service level requirements of the City of St. Helena. We will give the City the same level of service we are known for in the industry.

Total Support Gold

Based on the information from the RFP, we have determined our Total Support Gold Plan will best serve the City of St. Helena. Our Award-Winning, comprehensive, Managed Services consists of five (5) key elements that all work together to provide the premium service requested in this RFP.



1. **Virtual Chief Information Officer (vCIO)**
2. **Remote IT Monitoring & Management (RMM)**
3. **Remote Help Desk Support**
4. **On-Site Support**
5. **Apex Security Essentials**

Apex's Total Support Gold plan provides unparalleled service via these 5 key elements:

1. **Virtual Chief Information Officer (vCIO)**
   Your vCIO is a strategic-level IT Director, dedicated to your organization's successful use of technology in accomplishing your goals.

2. **Remote IT Monitoring & Management (RMM)**
   Enterprise-level IT support tools allowing us to provide 24/7 proactive monitoring, alerting, and patching of your network.

3. **Remote Help Desk Support**
   Unlimited (in-scope) Remote Help Desk support hours are included in your monthly plan. Apex operates a California-based, full-time, fully staffed Help Desk with Level I, Level II, and Level III technicians.

4. **On-Site Support**
   One Quarterly on-site maintenance visit by your Lead Engineer and vCIO is included with our Total Support Gold plan. They are also available at any time via phone, email, Zoom or Teams. Additional on-site support as needed is available. An onsite support option for 3-days per week is outlined on our pricing proposal. If selected, Apex can negotiate with the City on the best on-site support option to enable effective services at the lowest possible cost.

5. **Apex Security Essentials**
   Apex Security Essentials provides a crucial layer of protection against cyber threats and protects organizations with the tools they need to monitor and manage devices on a network. Endpoint security delivers a critical layer of protection against cyber threats such as malware, viruses, and unauthorized access.

Virtual Chief Information Officer (vCIO)

The Virtual Chief Information Officer is one of the greatest benefits of being a Total Support Client with Apex. The VCIO is a strategic-level IT Director, dedicated to your organization's successful use of technology in accomplishing your goals.

- Strategic IT Planning and Budgeting assistance (5-Year)
- Needs Analysis and Solution Evaluation and Recommendations
- Regular meetings with Management team & Monthly Executive Reports
- Project Planning and Management assistance (together with our full-time Project Manager)
- Relationship Management, Service escalations & personalized care
- IT Policies, Procedures, Standards Development, Procurement and Purchasing
- IT Resource Management (licensing, inventories, warranties, etc.)
- Coordination and Management of third-party technology vendors

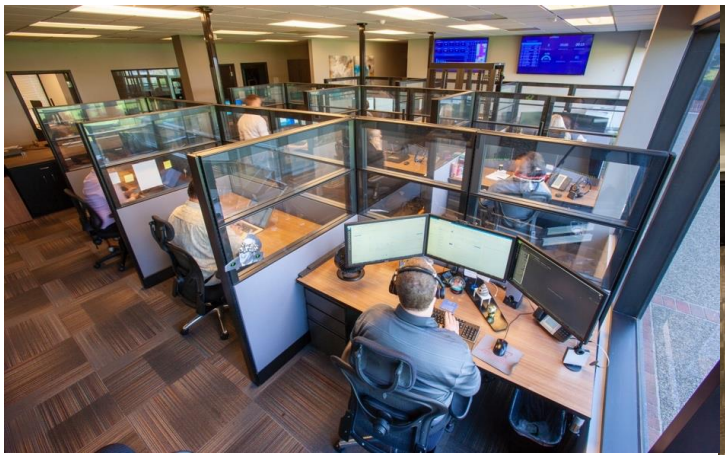
Remote IT Monitoring & Management (RMM)

As highlighted previously, a key aspect of Apex's service is proactive monitoring, alerting, and patching of the client's network. Apex installs a small software agent on the client's supported devices, which monitors over 75 different metrics around the clock. Most IT issues will be automatically detected early by this enterprise-class IT Remote Monitoring & Management (RMM) software. When a monitoring alert is triggered, it automatically generates a Help Desk service ticket in our fully integrated CRM, Ticketing, and IT management software, ConnectWise. The Help Desk then fulfills their role in addressing IT issues (described on the next page). We also manage and apply all Microsoft Operating System patches.

Remote Help Desk Support

- For your direct staff support, Apex Technology Management operates a California-based, full-time, fully staffed Help Desk.
- The Remote Help Desk performs the vast majority of Apex's day-to-day IT support
- The Help Desk has 24/7/365 availability for emergencies. It is fully staffed from 8:00am-5:00pm, Monday-Friday, excluding holidays. Outside of these hours, your calls, emails, and alerts are answered by a LIVE person, and on-call technicians will respond according to issue urgency/priority. Apex serves a wide range of clients that require robust 24/7 support such as Municipal Governments, Public Safety, Non-Profits, and Healthcare.
- Service tickets can be created by phone, email, or Client Web Portal. A Toll-Free Number is Available: 1-800-310-2739
- The technicians log in to the caller's system remotely and address their IT issues. Escalation is available to Level II and Level III technicians and/or on-site technicians as needed.
- Tickets are also automatically created by our monitoring software. Monitoring software-generated tickets are immediately prioritized by our full-time Help Desk scheduling coordinator and assigned to a technician for resolution.
- Using Remote Monitoring and Management software, our Help Desk technicians manage all Microsoft operating system updates and security patches and automate recurring maintenance tasks.
- All Apex technicians fully document all service notes into our ticketing software, ConnectWise. Service tickets are visible in the Client Web Portal and are available for reports or future reference.
- The Help Desk maintains full documentation of the client's network and equipment configurations, inventory, licensing, etc. in the ConnectWise knowledge base—easily accessible when needed.

Using industry-best IT management tools, our technicians can address over 95% of IT issues remotely. For the other 5% of the time, there's On-Site Support





On-Site Support

With Apex's enterprise-class remote Help Desk support in place, the vast majority of the Client's IT needs will be addressed remotely (typically over 95%). However, there are those periodic issues that do require a technician's physical, on-site presence. If a particular IT job requires on-site technician service—Apex, has you covered! Our team will work with City staff to determine if they are able to address the on-site issue. If Apex is needed on-site, a local area Apex technician can be dispatched to take care of the issue.

One Quarterly on-site maintenance visit by your Lead Engineer and vCIO is included with our Total Support Gold plan. They are also available at any time via phone, email, Zoom or Teams. Additional on-site support as needed is available. On-site support beyond the included hours is billable separately from the proposed monthly cost, at our Gold Discounted hourly rates.

An option for the requested 3-days per week on-site is outlined on our pricing page. If this option is selected by the City, this technician would be recruited during the first three months of service and key City staff would be on the interview team to ensure a good fit. If this option is selected, during the initial three-month period, Apex will provide an on-site technician for 1-day per week, with the ability to come on-site for additional hours if an issue cannot be handled remotely. During the initial three-month period, those additional on-site hours would be billed at the discounted Gold rates listed on the pricing page.

If the City desires a different model, we are open to negotiating this and will be flexible in its delivery.

Project Services

Our Total Support plans include the ongoing maintenance and support of your existing IT infrastructure, hardware, software, etc. Any work outside of that (e.g., installation of new/additional/replacement servers, network equipment, software solutions, etc.) would be considered "projects." Projects will be quoted, submitted, approved, and billed separately from the proposed monthly support agreement.
As part of our initial "onboarding" process, Apex technicians will also conduct our own Initial IT assessment of the Client's network. This assessment may provide additional insights to be considered for implementation. Recognizing that budget constraints are normal for public agencies, the VCIO will recommend project solutions that meet your budget constraints, while still maintaining a safe, secure, and stable network that is guided by IT industry best practices.

Customer Satisfaction Surveys

Besides communicating with your vCIO, on-site technician, Help Desk, and other Apex staff, you have some special ways of communicating with Apex about how well we are meeting your needs:

Ticket Surveys: Upon completion of every Apex service ticket, a customer service survey email is emailed to the user who initiated the ticket. These quick, 5-question surveys provide an excellent opportunity for Apex to be held accountable for our service levels by those who matter most—the clients themselves! While the industry average is to receive roughly 3-4% of these surveys back, Apex receives an unprecedented 13% of our surveys back, with an overall client satisfaction score of 99.5%!

Remediation, Stabilization & Transformation

Apex becomes intimately familiar with the Client's organizational culture, mission, values, policies and procedures and we integrate. Our goal is to move away from a "vendor" relationship and become the Client's own IT department. Remediation projects are completed to eliminate any recurring issues and replace aging/at-risk infrastructure. The IT environment is stabilized, secured, and standardized. Opportunities to transform the Client's organization are sought. A longer-term Strategic IT Plan is created that will turn IT into a tool that advances the organizations mission and vision moving into the future.

Support Tracking

Approved City IT staff will have full access to view all tickets submitted by the organization, their status, and can escalate tickets if desired. This is done through a web portal to our ticketing tool **ConnectWise.** Reports are available as needed.

As addressed in the section "Customer Satisfaction Surveys," after each ticket is completed, a survey is sent to the City Staff Member who submitted the ticket rating the professionalism, friendliness, and satisfaction of the experience.

Microsoft/Office 365 Administration

Apex Technology Management is a Microsoft Gold Partner. The majority of Apex Clients use Microsoft 365 or Office 365, and Apex has extensive experience with its' management. Including but not limited to:

- Account & User Management
- Storage Solutions
- Two Factor Authentication
- Security Protocols
- Deployment of Office 365
- Updates and Upgrades
- Migrations

Network Administration

Apex is fully capable of supporting the City network. We have expertise in all aspects of network management, with most of our staff having extensive network certifications. For more information, please see page 11 of the RFP.

Reports

Apex will have reports, statistics, and ticketing portals available to the City at all times. Through our ticketing and monitoring systems, City management will have the ability to access an online portal where they can view all open and historical tickets created by the City, as well as the ability to escalate issues if necessary. Your assigned VCIO is available at all times during normal business hours and will work closely with City staff to ensure they are being serviced properly and to provide management with reports, budgets, and IT updates when requested.

Your VCIO is available to attend management level meetings to review the reports and be available for any questions and discussions surrounding the City environment. We strive to go above and beyond just an IT vendor for the City of St. Helena, we are here as a part of the team.

Service Level Metrics Response Times

Service Response Time *			
Severity / Impact	Initial Telephone Response Time	Begin Remote Remediation	Resolution
High Severity / High Impact	60 Minutes	90 Minutes	1.5 Days
High Severity / Medium Impact	90 Minutes	2 Hours	3 Days
High Severity / Low Impact	4 Hours	8 Hours	2 Weeks
Medium Severity / High Impact	90 Minutes	2 Hours	3 Days
Medium Severity / Medium Impact	2 Hours	5 Hours	1 Week
Medium Severity / Low Impact	8 Hours	1 Week	2 Weeks
Low Severity / High Impact	4 Hours	8 Hours	3 Days
Low Severity / Medium Impact	1 Day	2 Days	2 Weeks
Low Severity / Low Impact	2 Days	1 Week	4 Weeks

*These response times are “Worst Case” maximum guaranteed response times for properly reported issues. Total Support customers always receive the highest priority response, and, in most cases, support is available immediately.

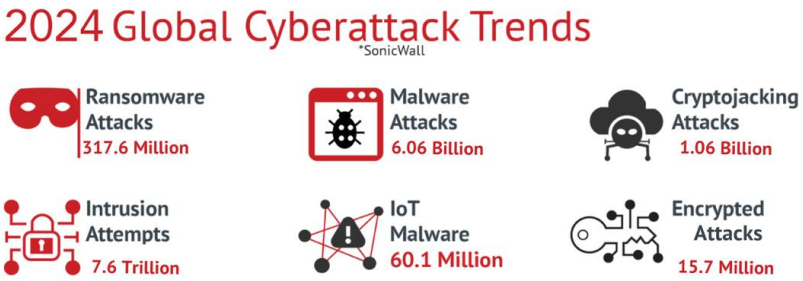
Proposed Project Schedule – Service Delivery

Apex utilizes a formal transition and onboarding process. Our dedicated project manager will oversee all aspects and provide communication to key client stakeholders. Support can begin immediately; but, only after the first 30-60 days will key support systems and documentation be in place to provide the full Total Support Experience.

Estimated Transition Timeline
Information Technology Management and Support Services

Task	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
Transition/Handoff with Outgoing Vendor							
Rollout of Monitoring Agents & Alerts Profile							
IT Assessment & Network Documentation							
Initial VCIO Meeting with Key Stakeholders							
On-Site Technician Orientation to Client IT Network							
Present IT Assessment Findings							
Budget/Approval of IT Remediation Items							
Integration of On-Site Tech into Client Environment							
Apex Orientation							
IT Asset Inventory, Warranties, & Licensing							
Identify & Eliminate Recurring IT Issues							
Begin IT Remediation Projects							
Begin Monthly VCIO Reports							
Initial IT Budget Planning							
Develop IT Budgets							
Implement IT Policies, Procedures and Standards							
Complete Recommended IT Remediation Projects							
Get IT Operations to "Safe, Secure & Stable" State							
Identify Future Transformational IT Opportunities							
Develop Strategic IT Plan							

Security Administration



The need for organizations to protect their information has grown exponentially due to recent developments in the sophistication and frequency of cyber-attacks. At its very core, a security breach strips organizations, customers and employees of their identities, intellectual property, privacy, reputation, and monetary assets. With the increase in data threats and their resulting impacts, there is a demand for tangible reassurance about the security of data from all involved parties.

To address the growing Cybersecurity threat, in 2019, Apex created an Advanced Cybersecurity Division, which has now grown into a national Cybersecurity provider, Cyber74. Cyber74 takes the defense in depth approach so that our clients receive complete and dynamic cybersecurity solutions that are extraordinarily strong and dependable.
As an option, we can offer Managed Cybersecurity services and/or Penetration Testing to safeguard your organization on a day-to-day basis. These Managed Security Services can be used with any MSP as the ultimate level of protection. Below is a high-level overview:

CISO-LED STRATEGIC CYBERSECURITY MANAGEMENT

The annual Cyber74 Risk Assessment formulates your 12-month security roadmap. Your virtual Chief Information Security Officer leads monthly check-ins to assess, update, and drive accountability to your strategic plan.

INCIDENT READINESS

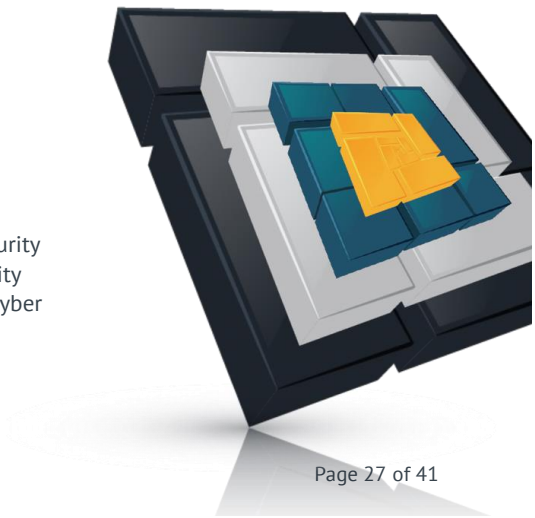
The Cyber74 incident response team is on alert 24/7 to act in the event of a suspicious alert, reported threat, or known breach.

SEVEN VECTORS OF PROTECTION

Network | Human | Cloud | Application Identity | Perimeter | Endpoint
Cyber74 technology, people, and processes layer together to protect seven key functional areas of your organization, provide a multi-layer defense, and uphold the highest standards for information security and cyber liability insurance.

TUNGSTEN CORE SECURITY ENGINE

All elements of Cyber74 protection report into the centralized Tungsten Core Security Engine. Advanced SIEM technology aggregates the most critical data in our Security Operations Center (SOC) where cybersecurity specialists monitor activity in your cyber ecosystem 24/7/365.



Apex Security Essentials - Cybersecurity Management

We understand the importance of protecting your organization's critical data and applications from unauthorized access. That is why we offer Zero Trust Application and Storage Control as part of our Cyber Security Management Services. This approach to security is designed to minimize the risk of data breaches and other cyber threats by ensuring that all access to your organization's applications and data is authorized and authenticated, regardless of where the access request originates.

Our Zero Trust Application and Storage Control solution includes advanced access controls, such as role-based access controls and multifactor authentication, to ensure that only authorized users have access to your organization's critical data and applications. We also provide real-time monitoring and threat detection capabilities to identify and respond to any potential security incidents quickly.

MDR

Managed Detection and Response (MDR) is a critical component of any comprehensive Cyber Security Management Services program. We offer MDR solutions that provide real-time monitoring and threat detection capabilities to protect your organization's endpoints from advanced cyber threats such as malware, ransomware, and phishing attacks.

Our MDR solution utilizes advanced behavioral analytics and machine learning algorithms to identify and respond to potential security incidents in real-time. We also provide proactive threat hunting services to identify and address potential security risks before they can cause any damage to your organization's systems or data.



Multifactor Authentication

Multifactor Authentication is a key element of our Cyber Security Management Services program. This security measure provides an additional layer of protection against unauthorized access to your organization's critical systems and data.

Our Multifactor Authentication solution utilizes technologies such as hardware tokens or utilization of the organization’s current mobile devices to ensure that only authorized users have access to your organization's critical data and applications. We also provide continuous monitoring and reporting capabilities to identify and address potential security risks in real-time.

Security & Awareness Training

We believe that employee training and awareness are critical to the success of any Cyber Security Management Services program. That is why we offer comprehensive security and awareness training programs designed to educate your employees on the latest threats and best practices for protecting your organization's systems and data.

Our training programs cover a wide range of topics, including password management, phishing awareness, social engineering, and data privacy. We also provide ongoing training and support to ensure that your employees remain up to date on the latest threats and best practices.

Password Manager

A secure password policy and protocol is a fundamental component of any Cyber Security Management Services program. We also offer a Password Manager solution that provides secure password storage and management capabilities to help ensure that your organization's critical data and applications are protected against unauthorized access.



Our Password Manager solution utilizes advanced encryption technologies to secure passwords and other sensitive information and provides easy-to-use tools for managing and sharing passwords securely. We also provide ongoing monitoring and reporting capabilities to help identify and address potential security risks in real-time.

Dark Web Monitoring

Dark Web monitoring for businesses is the process of searching for, tracking, and verifying certain information on the dark web. This can be done using a combination of human analysts and specialized software that analyzes data that is harvested in the places on the dark web where information is trafficked.

Our Dark Web Monitoring ensures the greatest amount of protection with 24/7/365 human and machine-powered monitoring of businesses and personal credentials, including domains, IP addresses, and email addresses. At Apex, we use the leading Dark Web Monitoring program which includes comprehensive data, seamless integration into ticketing and CRM platforms, and it deploys in minutes.

Ringfencing

Ringfencing controls what applications are able to do once they are running. By limiting what software can do, ringfencing can reduce the likelihood of an exploit being successful or an attacker. Ringfencing allows you to control how applications can interact with other applications. Under normal operations, all applications permitted on an endpoint or server can access all data that the operating user can access. This means if the application is compromised, the attacker can use the application to steal or encrypt files. Ringfencing allows you to remove file access permissions for applications that do not need access and even remove network or registry permissions.

When you first deploy Ringfencing, your device will automatically be aligned with the default software policies. These policies are then automatically applied to a list of known applications such as Microsoft Office, PowerShell, or Zoom. The aim of the default policies is to provide a baseline level of protection for all endpoints. Each of these policies can easily be manipulated to fit any environment at any time.

Part 5:

Total Cost and Hourly Rates

5

Cost Breakdown:

One-Time Transition and Onboarding Fee: **$ 13,375.00** (one time)

- Evaluation on transition of services from the previous provider
- Initial Network Assessment and Prioritized Remediation Recommendations
- Installation of monitoring agents on all covered devices
- Creating the client's monitoring and alerting profile
- On-site labeling and photo/video network reference documentation
- Documentation of client inventory and system configurations into RMM Tools
- Technical team training and familiarization with client's IT environment
- Includes all travel costs for the onboarding
- ***Apex will waive this fee for a 3-year agreement with the City.***

Total Support Gold – Base Package: **$ 11,352.00/month***

- Assigned Virtual Chief Information Officer and full strategic IT Management Services
- Remote Monitoring and Management (RMM) Tools, 24/7 Monitoring, Patching/Updates
- Unlimited In-Scope Remote Help Desk Support
- One Quarterly on-site maintenance visit by your Lead Engineer and vCIO is included with our Total Support Gold plan. They are also available at any time via phone, email, Zoom or Teams. Additional on-site support as needed is available. With the base package, on-site support beyond the included hours is billable separately from the proposed monthly cost, at our Gold Discounted hourly rates – shown below.

Total Support – Optional on-site support. These costs are added to the Base Package price:

- On-site technician for 1 full day per week **$ 2,700.00/month**
- On-site technician for 3 full days per week **$ 5,589.00/month**
- See the "On-site Support" description on Page 23.

After discussion, if the City desires a different model, we are open to negotiating a suitable solution.

Apex Security Essentials: **$ 1,765.50/month**

- Ring Fencing - Zero Trust
- MDR (Managed Endpoint Detection & Response)
- Multifactor Authentication
- Dark Web Monitoring
- Password Manager
- Security & Awareness Training with Phishing Campaigns

Based on 107 total endpoints. (10 servers and 97 workstations)
Additional endpoints will add $16.50/month each

Gold Discounted Hourly Rates for Out-of-Scope Work and On-Site Work:

- Level 1 Technician: $120.00 Level 2 Technician: $140.00
- Level 3 Technician: $165.00 Projects Rate: $165.00

***Notes:**

- Prices quoted above include up to **Ten (10) Servers** and up **to Ninety-seven (97) staff workstations, laptops and Surface Pro's.** Additional Servers can be added at any time for $256.00 per server/per month. Additional Workstations or Laptops can be added at any time for $81.00 per workstation/per month. During onboarding, the actual number of Servers and Workstations will be determined and reconciled. The monthly Total Support Gold charge will be updated to reflect that.
- Pricing is valid for 120 days from proposal submission date.

Special Projects, Monthly subscriptions and/or Cloud service charges would be billed separately. For example: Office 365, MFA, Email SPAM Filtering, cloud backups etc. Costs for these can be provided if necessary.

Part 6:

References and Significant Engagements

6

References

Reference No. 1		
City of Fillmore 250 Central Avenue Fillmore, CA 93015		Service Began: September 2022
Contact: Erika Herrera-Terriquez, Assistant City Manager	805.946.1712	eherrera@fillmoreca.gov
Description of project work done: The City of Fillmore is on a Total Support Gold Agreement. Since onboarding in 2022, Apex has stabilized the network and now provides the city with 24x7 help desk support. In the first year, Apex completed a number of projects. A SCADA Server Hardware refresh, a Microsoft 365 upgrade, and implementation of advanced security services. Apex is currently completing a project to restructure the entire city network, increasing efficiency, centralization and expanding the city's security posture. The project includes centralized, consolidated hardware (server, switches, firewall) at City Hall, a Microsoft SharePoint deployment and major network improvements.		

Reference No. 2		
City of Rio Vista 1 Main St Rio Vista, CA 94571		Service Began: 2016
Contact: Jennifer Schultz, City Manager	707.374.6510 x. 101	jschultz@ci.rio-vista.ca.us
Description of project work done: Apex manages all IT functions for the City of Rio Vista. In addition to the ongoing IT management, monitoring, help desk support and maintenance, we have completed Server upgrades and migrations and implemented a solid backup and disaster recovery solution to ensure the City's data is secure.		

Reference No. 3		
City of Benicia 250 East L Street Benicia, CA 94510		Service Began: February 2024
Contact: Jeff Tschudi, Finance Director	707.746.4200	jtschudi@ci.benicia.ca.us
Description of project work done: As a relatively new client, the City of Benicia is on a Total Support Gold Plan. Apex Technology Management performed a full Technology Assessment for the City. After completing the Technology Assessment, the City contracted with Apex to provide Co-Managed Services and work with their existing IT team. We have implemented new network switching for the Police Department, Assisted in the implementation of Multi-Factor Authentication and configured the network to support their new RingCentral VOIP phone system. A multi-year IT Roadmap was created during the Technology Assessment that will guide future initiatives.		

Additional references can be provided if requested.

Part 2 of the RFP asked to describe other significant engagements with Municipal Government clients. Below are just a few recent examples that are similar to services and projects that the City of St. Helena is seeking.

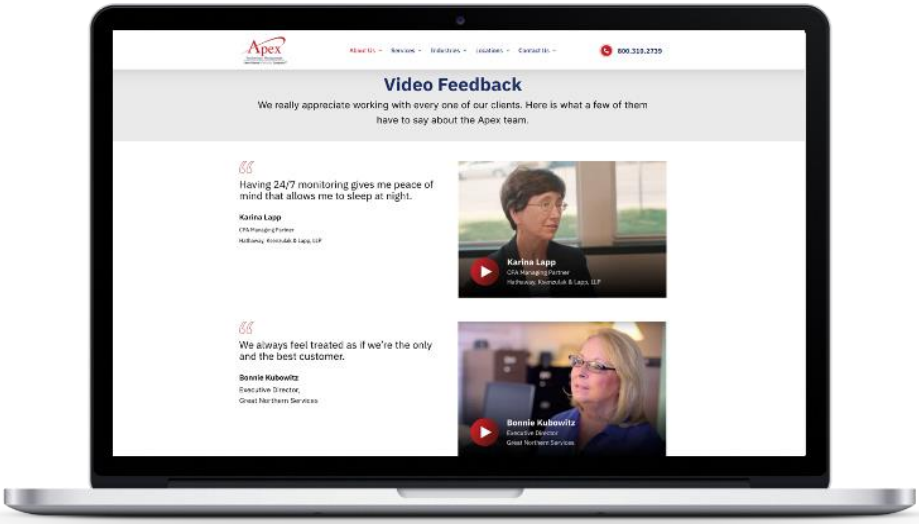
- **City of Lakeport** - SCADA refresh. Re-engineered SACA infrastructure and implemented solution that removed 2 physical hosts, and 6 virtual servers, while providing greater redundancy. The solution also lowered requirements for cooling/power in the server room.
- **City of Willits -** Streamlined point to point wireless network by reducing a radio and running a fiber drop. Also provided greater stability by moving servers from City Hall to PD
- **All government clients** – Providing reliable secure backups via the Apex Digital Umbrella backup and disaster recovery solution. This solution includes an on-premises backup appliance and nightly synchronization to a secure cloud data center. Data is encrypted in all locations and in transit. The solution was designed to be secure from Ransomware and utilizes immutable storage. This storage technology prevents any changes to the most recent backups.
- **Feather River Recreation and Park District**- We are currently in the process of migrating their on-premises server to the Azure cloud domain. This transition is expected to yield significant savings on monthly recurring revenue (MRR) for the client. Additionally, moving to the cloud will provide staff with the flexibility to work productively both in and out of the office, enhancing overall efficiency.
- **Resource Conservation District of Tehama County**- We have successfully transitioned from the traditional desktop and monitor setup to a more flexible laptop and docking station configuration. This upgrade has created a hybrid work environment, allowing staff to work efficiently both in and out of the office. The new setup not only enhances flexibility but also encourages staff to move around the office, fostering increased collaboration and communication among team members.

Apex Technology Management has provided IT support for numerous Municipal Government entities over its 32+ year history. Some of our current Municipal Government clients include the City of Mt Shasta, City of Fillmore, City of Martinez, City of Clayton, Town of Tiburon, City of Dixon, City of Rio Vista, County of Tehama, City of Red Bluff, City of Lakeport, Shasta Mosquito Vector Control District, Shasta Regional Transportation Agency, Modoc County Transportation Commission, West County Wastewater, Feather River Recreation & Park District, Cordova Recreation & Park District and many others. We provide managed IT service for 100+ organizations (approximately 5,000 endpoints) and provide periodic/project/consultation support for many more.

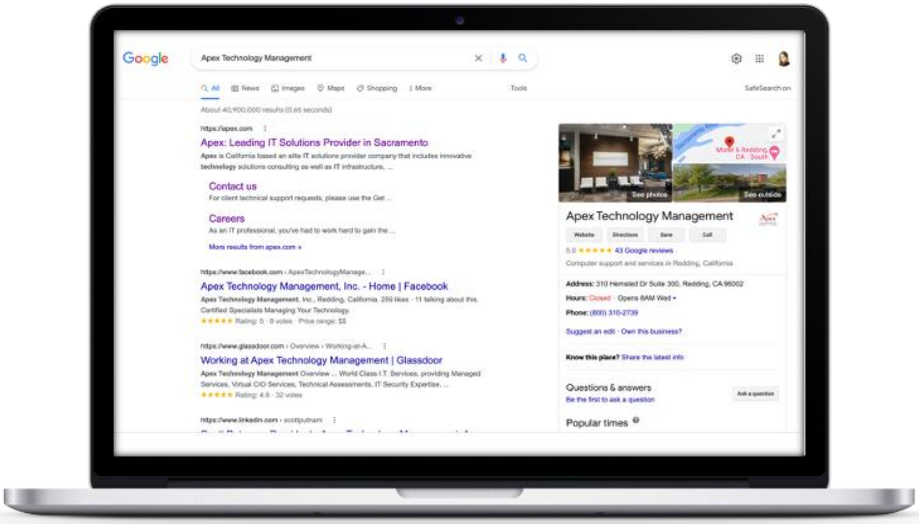
If the evaluation committee for this RFP would like to speak with any of these organizations, please reach out and we can facilitate that quickly.

What Our Clients Say

We are committed to maintaining a Client-Obsessed company culture. Your success is our mission. For additional insight, you can hear what a few of our clients' have to say in these video testimonials at www.apex.com/videofeedback.



Or search for us on Google and read the reviews from client staff members. With over 45 reviews, all of which are 5-stars, it is easy to see how our clients feel about our customer-service-obsessed company culture!



Proposal Summary:



Proposal Summary

It is our sincere belief that Apex Technology Management offers unparalleled IT skill, expertise, and customer service. Apex has the unique blend of training, certifications, skill sets, and real-world Public Sector IT experience to successfully provide the required IT support services the City is seeking. This includes the essential and emergency services that require a 24/7 response.

Our approach includes best-in-the-industry tools, and all the key personnel necessary to ensure the best possible ongoing IT service, and a smooth and successful relationship. Apex will proactively monitor all included servers, workstations, and network devices. This is a proven approach that will result in a robust, enterprise-class, "Corporate IT Department" level of support for a reasonable budget.

Based on the information from the RFP and questions answered, we are confident the City of St. Helena will benefit from the ongoing IT Services managed by our experienced team at Apex. The combination of our VCIO, IT Managed Services, Remote and On-Site Support, and Remote Monitoring & Maintenance will provide you with an enterprise level of IT service. The result of this proposed plan and partnership with Apex Technology Management will be a stable, dependable, and well-performing technology environment that delivers maximum value to the City of St. Helena. Thank you again for reviewing this proposal.

We are grateful for the potential opportunity to serve you, and we look forward to hearing back from you!

Contact Information

George Passidakis
Director of Sales and Marketing
Apex Technology Management
gpassidakis@apex.com
530.248.1015

Addendum Acknowledgement

ADDENDUM NO. 1
to
THE REQUEST FOR PROPOSALS FOR THE

INFORMATION TECHNOLOGY (IT) MANAGEMENT SERVICES

IN THE CITY OF ST. HELENA

DATE:	October 14, 2024
TO:	Prospective Bidders
SUBJECT:	Revision to Q&A Post Date and Bid Submission Due Date
BID DUE DATE	***REVISED*November 15, 2024, at 5:00 PM*REVISED***

This Addendum forms a part of the RFP and Contract Documents and modifies the RFP as described below:

GENERAL

The bid due date is extended to allow time for response to questions regarding the request for proposals. The questions and answers will be posted on the City's website (cityofsthelena.org/rfps) on October 18, 2024. The bid due date is revised to November 15, 2024, at 5:00 PM.

MILESTONE	DATE	TIME
Release RFP	September 24, 2024	9:00AM
Question submittal deadline	October 8, 2024	4:00PM
Questions posted on City website (cityofsthelena.org/rfps)	October 18, 2024	5:00PM
Proposal due date	November 15, 2024	5:00PM
Review and scoring of submittals	Week of November 18th	
Award of Agreement	December 10, 2024	6:00 PM

PLEASE SIGN THIS ADDENDUM IN THE SPACE PROVIDED AND INCLUDE THE SIGNED COPY OF THE ADDENDUM WITH YOUR BID DOCUMENTS. NOTE THAT BID DOCUMENTS SUBMITTED WITHOUT A SIGNED COPY OF THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE AND MAY BE REJECTED.

By: Martin Beltran — 10/14/2024
Martin Beltran, Senior Management Analyst — **Date**

The undersigned has received and read this addendum.

Apex Technology Management — [signature]
Firm — **Signature**

George Passidakis — 10/14/2024
Name (printed) — **Date**

ADDENDUM NO. 2
to
THE REQUEST FOR PROPOSALS FOR THE

INFORMATION TECHNOLOGY (IT) MANAGEMENT SERVICES

IN THE CITY OF ST. HELENA

DATE:	October 23, 2024
TO:	Prospective Bidders
SUBJECT:	Revision to Q&A Post Date, Bid Submission Due Date, and Award of Contract
BID DUE DATE	***REVISED*November 22, 2024, at 5:00 PM*REVISED***

This Addendum forms a part of the RFP and Contract Documents and modifies the RFP as described below:

GENERAL

The bid due date is extended to allow time for response to questions regarding the request for proposals. The questions and answers will be posted on the City's website (cityofsthelena.org/rfps) on October 22, 2024. The bid due date is revised to November 22, 2024, at 5:00 PM.

MILESTONE	DATE	TIME
Release RFP	September 24, 2024	9:00AM
Question submittal deadline	October 8, 2024	4:00PM
Questions posted on City website (cityofsthelena.org/rfps)	October **23**, 2024	5:00PM
Proposal due date	November **22**, 2024	5:00PM
Review and scoring of submittals	Week of **December 2nd**	
Award of Agreement	**January 14, 2025**	6:00 PM

PLEASE SIGN THIS ADDENDUM IN THE SPACE PROVIDED AND INCLUDE THE SIGNED COPY OF THE ADDENDUM WITH YOUR BID DOCUMENTS. NOTE THAT BID DOCUMENTS SUBMITTED WITHOUT A SIGNED COPY OF THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE AND MAY BE REJECTED.

By: Martin Beltran — 10/23/2024
Martin Beltran, Senior Management Analyst — **Date**

The undersigned has received and read this addendum.

Apex Technology Management — **Firm**
George Passidakis — **Name (printed)**
Signature
10/23/2024 — **Date**

Appendix A:

Professional Services Agreement



Agreement for Professional Services and Insurance Requirements

We have reviewed the Agreement for Professional Services and note the following areas that we would like to negotiate with the City:

- **Section 8 – Indemnification**. We would request to negotiate mutual indemnification for both parties.
- **Onboarding fee recoupment**. As indicated on the Part 5 Cost Breakdown, Apex has a one-time onboarding fee that is being waived for a 3-year agreement. As the agreement incudes in Section 21, a Termination "Without Cause" clause, we would like to negotiate an Onboarding Fee recoupment clause if the City terminates the agreement "Without Cause" in the first 12-months of the agreement. Since the onboarding work would have already been done, if the City were to terminate the agreement within the first 12-months of the agreement, the listed Onboarding Fee would become due and payable to Apex.
- **Exhibit A – Scope of Services** – If selected, Apex would like to review the Scope of Services that will be included in the agreement. It was not provided as part of the agreement included with the RFP. Apex agrees to the items listed in Section III of the RFP taken together with the Questions and Answers. We don't foresee any issues but would like to review the final "Exhibit A – Scope of Services" before execution of the agreement.

Apex has reviewed the Insurance Requirements and will be able to furnish the City a Certificate of Insurance with the requested coverages.

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

DATE:	May 27, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Direction Regarding Implementation of the DG Installation at Skate Park.
RECOMMENDED ACTION:	Staff recommends that the City Council direct staff to keep the already installed DG at the Skate Park.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Discuss and provide direction regarding the Skatepark Committee's request to fund and install pavers at the picnic pad area of the Skate Park.
FINANCIAL IMPACT:	This item was unplanned and unbudgeted. Should Council choose to authorize the expenditure it would need approximately $25,000 which would be transferred from an existing budget line item.

BACKGROUND:

In May of 2024 the Skatepark Committee approached staff with a request to reactivate irrigation at the Skate Park. Staff advised that turning on irrigation would likely result in unmanaged weed growth unless paired with a landscape rehabilitation plan. Due to limited operating funds, staff proposed a public-private partnership model to address landscaping improvements at the park.

Following collaborative planning sessions with the Committee, a draft rehabilitation concept was brought to the Parks and Recreation Commission in December 2024. The plan prioritized sustainability and included:

- Introduction of drought-tolerant, low-maintenance plants.
- Repair of ancillary entrances using decomposed granite (DG) or pavers.
- Addition of picnic tables and shaded seating areas.

The Parks and Recreation Commission supported moving forward with this public-private partnership model, the Skatepark Committee present at the meeting also supported the model as drafted, and work began in early 2025. As of this report, staff has completed nearly all agreed-upon elements of the rehabilitation plan using City labor and a limited operating budget.

DISCUSSION:

As part of the landscape rehabilitation, a picnic pad was installed using stabilized decomposed granite in keeping with the scope of work and budget constraints. However, the Skatepark Committee has since expressed preference for pavers over DG citing safety concerns should DG spill over onto the adjacent skate court surface. The Committee has formally requested that the picnic pad be replaced with pavers, a feature they feel better suits the safety and aesthetic qualities of the site.

This proposed change was not included in the original rehabilitation plan or budget. While the proposed plan listed pavers as an option, that was only if existing pavers the city owned were not allocated for other projects. The City does not have any surplus pavers that could be used, and there is no available budget to purchase pavers for this project.

As part of the rehabilitation project, staff has selected decomposed granite (DG) as the surface material for the picnic area, with the addition of a stabilizing binder applied over the top. This binder acts as a glue, creating a firm, compacted surface that minimizes loose material and prevents rocks or dust from being tracked onto the adjacent skatepark. This type of treatment is commonly used on pathways in state parks, public spaces, and local wineries, and has proven effective in maintaining surface integrity. While some concerns have been expressed about the potential safety impact if loose DG were to come into contact with skateboard wheels, staff does not believe this poses a safety risk, especially with the stabilizing treatment in place. Staff supports this solution as both cost-effective and functional, and finds it appropriate for the intended use of the space.

Cost Estimate

To assess feasibility, staff contacted five local vendors for pricing on both materials and installation of pavers at the picnic pad. Quotes received ranged from $22,000 to $39,000 depending on the scope of the excavation, paver type, and installation method.

Collaboration

The skate park rehabilitation has been a model of collaboration between the City and community stakeholders. Staff recognizes the Committee’s desire to enhance the space further but also acknowledges the budget limitations surrounding unplanned improvements. Staff seeks Council direction on how to proceed with this specific request, ensuring the continuation of responsible stewardship of public funds and successful community partnerships.

Options for Council Consideration

1. Direct staff to identify City funds to cover the cost of paver installation. $25,000 (including contingency)

2. Direct staff to proceed to compact and apply the stabilizing material to the existing decomposed granite installation. $0

ENVIRONMENTAL REVIEW: Not a CEQA Project.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

Skate park Rehab Staff Report & Update
Skate Park Proposed Paver Location

City of St. Helena Parks and Recreation Commission

Staff Report

Date: December 11, 2024
To: Parks and Recreation Commission
From: Lesley Milton, Deputy City Manager & Victor Neri, Superintendent Parks & Trees

Subject: Update on Skate Park Rehabilitation Proposal and Request for Prioritization Recommendation

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Background

The Public Works Departments, in collaboration with the Skate Park Committee, recently came together to discuss a proposal for rehabilitating the landscaping at the City's skate park. The focus of this effort is to improve the park's landscape and infrastructure while navigating budgetary constraints and exploring potential funding sources. This report provides an update on the discussions and seeks the Commission's input on prioritizing the skate park rehabilitation as the City's next park project.

Meeting Outcomes

During the meeting, staff and committee members addressed various aspects of the proposed rehabilitation. Discussions on landscape improvements emphasized sustainability, with plans to introduce drought-tolerant plants that require less maintenance and to add shade-providing trees to enhance the park's comfort for users. In terms of infrastructure, the focus was on repairing ancillary entrances with materials such as stabilized decomposed granite or pavers, which would improve both accessibility and aesthetics. Additional seating, including picnic tables, was also proposed to create more welcoming gathering spaces.

Staff proposed incorporating specific drought-tolerant plant species such as Mexican feather grass (*Nassella tenuissima*), yucca flaccida (*Adam's Needle*), and bulbine (*Bulbine frutescens*). These low-maintenance plants align with the overall goal of sustainability. The Skate Park Committee contributed suggestions to enrich the landscaping design. Staff also reported that the skate park's irrigation system has been fully repaired and tested. This achievement lays a solid foundation for the proposed landscaping improvements.

1. **Landscape Rehabilitation:**
    - Introduction of drought-tolerant plants to enhance sustainability and reduce maintenance needs. Integration of specific low-maintenance, drought-tolerant plants such as Mexican feather grass (*Nassella tenuissima*), yucca flaccida (*Adam's Needle*), and bulbine (*Bulbine frutescens*).
    - Potential incorporation of shade-providing trees to improve comfort for park users.
2. **Infrastructure Enhancements:**
    - Repairing the skate park ancillary entrances with stabilized decomposed granite (DG) or pavers for improved accessibility and aesthetics.
    - Installation of additional picnic tables to provide seating and gathering areas for park users.

Budgetary Considerations

The comprehensive rehabilitation plan discussed during the meeting is not currently included in this year's general fund budget. While funding could be proposed in the next fiscal year's budget, it is not guaranteed and timing is an important issue. To address this challenge, a collaborative funding model was explored. The Public Works department discussed the ability to reallocate funds from other projects but it will likely not be sufficient to fund the entire project. The Skate Park Committee expressed willingness to provide financial support, and both staff and the committee committed to identifying additional funding opportunities, such as grants or sponsorships, to help offset costs.

The collaboratively proposed rehabilitation plan costs are outlined below:

Cost for Materials

Irrigation Repair	$ 500	
New Drip Irrigation	$ 600	
Irrigation Timer	$ 150	
Garbage Can Replacement	$	2,100
Plants	$	2,425
Soil amendment	$ 500	
Mulch	$	1,000
Incidentals	$	1,000
Tabel/Bench Repair	$	1,500
Total	$	9,775
*Garbage cans already paid for	**$**	**7,675**

Additional Requested Features

Trees for Shading	$ 800	
Additional Benches/Tables	$	1,500
Entryway Modifications	$	1,000
Total	**$**	**3,300**

Person Hours

5 people, 4 hours per day for 4 weeks		320
Average Hourly Rate $62 w/benefits		
Total Staff Cost	$	20,800.00
Total Materials Cost	$	10,975
Total Cost of the Project	**$**	**31,775.00**

Proposed Next Steps

If the Committee should recommend the Skatepark to be the next park targeted for rehabilitation, staff will move forward with preparing a final detailed design that incorporates all agreed-upon elements, such as tree placement, entrance repairs, and landscaping features and continue to work with the Skate Park Committee regarding the design and collaborative funding model. Total available funding will determine the total scope of the design. Additionally, staff and the committee have agreed that this project should emphasize the community-driven nature of the project, and also agreed to coordinate opportunities for community volunteers to participate in the rehab and planting.

1. **Funding Coordination:**
    - The Parks and Public Works Departments will work with the Skate Park Committee to determine the scope of their financial contributions.
    - Both parties will collaborate to identify additional funding opportunities, such as grants or sponsorships.
2. **Design Finalization:**
    - The Parks Department will draft a detailed design plan incorporating the elements discussed during the meeting, including tree placement, entrance repairs, and landscape improvements.
    - The Skate Park Committee will review and provide feedback on the proposed design.
3. **Approval Process:**
    - A presentation will be prepared for the Parks and Recreation Commission to secure approval for prioritizing the Skate park for the next targeted rehabilitation. This presentation will highlight the collaborative funding model and emphasize the community-driven nature of the project.
4. **Implementation Timeline:**
    - Upon securing approval and funding, the rehabilitation project will be scheduled to begin mid-January and be completed by March of 2025. We anticipate the project will take approximately 6 weeks.

The success of this project relies on the commitments of key stakeholders. Parks and Public Works staff will provide expertise and labor to execute the rehabilitation plan, ensure transparency throughout the process. The Skate Park Committee has committed to seeking financial contributions, offering input on the design, and acting as community advocates to promote the project and secure additional support, including volunteer efforts.

Recommendation

The skate park rehabilitation project offers a significant opportunity to enhance a vital recreational space for the community. By leveraging a collaborative approach to funding and incorporating sustainable design principles, this initiative aims to create a welcoming and functional environment for users of all ages. Staff recommends that the Parks and Recreation Commission support prioritizing the skate park rehabilitation and provide guidance for proceeding with the outlined plan.


360
St Helena Skate Park
Del Britton
Memorial Grove

Skatepark Paver Proposal



City Council Meeting

May 27, 2025

Presented by:

Lesley Milton, Deputy City Manager

Background

In May 2024, the Committee requested irrigation reactivation

Staff proposed a collaborative, public-private rehab model, approved by Parks & Rec Commission

Project prioritized sustainability and low maintenance, with existing budget

*Balancing other park maintenance obligations



Completed Work



Completed Work

Third Entrance Surface

- Request to install pavers instead of DG
- Considerations include safety and aesthetics



Decomposed Granite Decision Points

- No Surplus Pavers Available
- Unbudgeted Project
- Common and Effective Solution in Public Spaces
- Stabilizing Binder Minimizes Loose Material and Dust
- Safe and Cost-Effective

Cost Implications

Staff received three quotes for purchase and installation of pavers: $22,000 – $39,000

Would require reallocation of funds from another line item, or reserves

Decision Points



From:	Pamela Smithers
To:	Paul Dohring; Michelle Deasy; Aaron Barak; Kate Spadarotto; Billy Summers
Cc:	Erika Opp
Subject:	[External] public comment on tonights agenda 5/27/25 Item 13.2 re skatepark
Date:	Tuesday, May 27, 2025 12:03:51 PM

Hi Erika,
Would you please post this to tonight's agenda (skatepark item). Thanks much!
Good morning, Mayor and City Council members,
Thank you for the opportunity to comment on this item on tonight's agenda.
Skatepark supporters advocate for a well maintained and safe skatepark, that is and always has been our overriding goal since it was built over 15 years ago.
To that end, we are not convinced that the DG option is the safest option or the best long-term solution. DG and skateboard trucks do not get along! The pebbles have a way of stopping the wheels in their tracks and throwing the skater off their board. I think this fact is accepted by all, so I will not belabor that point.
There has been talk of sealing the DG but keep in mind that the sealing option will require regular application to keep the DG in place, and staff has repeated over and over their interest in having the least amount of maintenance possible. If the decision is made to seal, we hope staff and Council will commit to regular review of the effort's results to insure the DG stays in place. A sidenote for your consideration is that bicycles have become common at the skatepark and bicycle tires track the DG far onto the skating surface; so, this isn't just some DG right at the entrance. It is being spread throughout the park skating surface.
There have been 3 complaints about the DG since the DG was installed in March (2 on the Grapevine and 1 at the most recent Park and Rec Commission meeting). The Grapevine complaints are no longer on the app (for some reason), but I have a screenshot of one of them if you'd like to see it. Park and Rec staff can also attest to the complaints. This gives us all an indication that the DG isn't safe and puts us all on notice in case, God forbid, there was a serious accident because of the DG. I'm not a lawyer but I do remember learning in my business law class while studying for the CPA exam that knowledge of a potential issue could equal a claim of negligence. The City attorney could speak to this.
Therefore, for the sake of the skaters' safety and the long-term lack of maintenance or legal risk, we believe installation of pavers would be the best long-term solution. We advocated for that. We met with City staff in January to brainstorm ideas, we remember the DG being a staff idea, we brought forth the paver idea, what we are absolutely sure of is that we requested that nothing be used that could "slough off onto the skating surface" to quote Ric Henry.
The $25K option presented Friday was a surprise to us. We don't think the problem warrants or requires that level of expenditure.
We would like to request that this issue get the collaboration it deserves. Mario Traverso recently completed a wildly successful paver installation on Main Street. We should be using his expertise, and possibly the 3 pallets of pavers that have been sitting unused at the Corp Yard for 15 years (per Mario).
Let's put everyone's heads together and solve this in a way that protects the City and the skaters alike, without breaking the bank. Thanks for listening.
Pam Smithers
1819 Vallejo Street, SH
707-696-0530

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

DATE:	May 27, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Discussion and Direction Regarding the Use of Modular Housing Units at the Water and Wastewater Treatment Plants for Staff Housing.
RECOMMENDED ACTION:	Staff recommends that the City Council discuss and provide direction regarding the installation of modular, premanufactured housing units at the Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) to support the recruitment and retention of staff and use Water/Wastewater Enterprise Funds for this purpose.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To create workforce housing and reduce operations cost in the Water and Wastewater enterprises.
FINANCIAL IMPACT:	The total cost of implementation is estimated at $486,000 ($324,000 utilizing Water Funds and $162,000 utilizing General Fund).

BACKGROUND:

The City has had a mobile/manufactured home with living quarters at the Water Treatment Plant (WTP) which was manufactured in 1980. City Records indicate it had been rented at various times between 1989 and 2020 to various water treatment plant operators as employee housing. The City has historically faced challenges in recruiting and retaining certified water and wastewater operators due to:

1. Limited Availability of Certified Operators – Certified personnel are in short supply both regionally and statewide.
2. High Cost of Living in Napa Valley – Housing affordability significantly affects recruitment, particularly for critical operations staff.

These challenges continue to persist in today impacting our workforce climate. To address these challenges, staff has been exploring the feasibility of providing on-site modular housing to replace the dated mobile home and serve as a recruitment and retention incentive. A recent quote indicated that repairs to make this structure habitable would cost approximately $100,000. The City's risk management firm has deemed the structure safe, if specific repairs are completed. Making the existing home not only safe, but an attractive incentive, will cost even more.

DISCUSSION:
Staff is recommending the council consider two different options:

1. Rehabilitate the Existing Modular Home at the WTP for approximately $100,000, providing housing for one staff member, ideally the Chief Plant Operator. Use of the home could be limited to enterprise-funded staff or made available to all City staff, depending on the funding source.
2. Remove and replace the existing trailer home at the WTP with two premanufactured units, offering housing for two staff members. Additionally, staff proposes exploring the installation of one modular unit at the Wastewater Treatment Plant (WWTP), where recruitment for the Chief Plant Operator has been especially difficult. Providing housing may help attract and retain full-time employees, reducing reliance on costly contract operators.

Proposed Housing Details:

- Water Treatment Plant (Crystal Springs Road):
    - Demolish and replace the dilapidated 2-bedroom trailer with two new premanufactured homes.
    - Each unit:
        - <1,000 sq ft
        - 1 bedroom, 1 bathroom, full kitchen
        - Fully electrified, compliant with California electrification mandates
    - Utility connections:
        - Electrical: Existing meter with sub-metering possible
        - Existing leach field viability verification required (may require permitting though Napa County)
        - Foundation: Concrete pad or gravel block (gravel block minimizes permit and surface needs)
- Wastewater Treatment Plant (1 Chaix Lane):
    - Install one modular unit of similar specifications.
    - No need for leach field, can connect directly to city sewer system
    - Electrical infrastructure improvements needed for connection, may be able to connect to existing panel but likely need new connection.

ESTIMATED COSTS AND NECESSARY STEPS:

There are several steps that would be required to prepare each site, acquire the units, place and connect them prior to staff being able to inhabit them. Below we have outlined the general list of major steps that will be required as well as a low and a high estimate of costs. Depending on a variety of factors, including the units selected and site placement, then other costs such as foundations and grading as well as connections, inspections and permitting can be finalized. Overall, below here is a general breakdown of steps and estimated costs.

Site Preparation Costs (Per Unit):

Item	Low Estimate	High Estimate
Site Survey & Permitting	$3,000	$6,000
Foundation (Gravel vs Concrete)	$4,000	$15,000
Utility Connections	$14,000	$31,000
Transportation & Installation	$5,000	$10,000
Final Touches & Inspections	$2,000	$5,000
Total Per Unit	**$28,000**	**$67,000**

Prefabricated Home Cost Options:

- Basic Model: $45,000 – $65,000
- Mid-Range Model: $65,000 – $85,000
- High-End Model: $85,000 – $120,000

Staff recommends that Council consider the long-term durability, sustainability, and overall aesthetic of the modular housing units when selecting the level of investment. Opting for a higher-end model is likely to enhance the appeal of the units to employees and neighbors by ensuring the homes are visually compatible and of lasting quality.

Other Costs:

- Shipping/Delivery: $5,000 – $15,000
- Installation/Permitting: $10,000 – $20,000 (if not included in purchase)

Examples of Sustainable, Pre-fabricated homes:
https://www.greenpoddevelopment.com/waterhaus/
https://s2amarketplace.com/products/haven-tiny-home

Summary of Estimated Costs:

Item	Estimate (Per Unit)
Site Preparation & Permitting	$28,000 - $67,000
Premanufactured Unit Cost	$45,000 - $65,000
Delivery & Installation	$15,000 - $30,000
Total Estimated Cost	**$88,000 - $162,000**

FUNDING OPTIONS:

The funding source selected for this project will determine both the scope of eligible occupants for the proposed housing and compliance with regulatory requirements.

If the City chooses to utilize Water and Wastewater Enterprise Funds, the housing units may be restricted exclusively to staff whose salaries are charged to these enterprise

accounts. This approach is legally permissible, as the housing would directly support the operational needs of the water and wastewater systems, providing essential personnel with on-site accommodations to ensure 24/7 readiness and service continuity.

Alternatively, if the project is funded through the General Fund, the housing may be made available to a broader pool of City employees, not limited to enterprise staff. In this case, the City would need to develop clear policies and procedures for determining eligibility, prioritization, and administration of the housing units to ensure transparency and fairness.

Staff also explored potential state, county, and federal funding sources, such as HOME, CDBG, or LIHTC. However, these programs require compliance with the Fair Housing Act and would not permit the City to limit occupancy to City employees. Housing funded by these sources would need to be open to all income-qualified members of the public and thus may not align with the City's goal of providing workforce housing specifically for City staff.

Given these considerations, staff seeks Council direction on whether to proceed with Enterprise Fund allocations for staff-restricted housing, or to allocate the use of General Funds for this opportunity.

BENEFITS:

Providing modular, premanufactured housing units for staff offers several strategic advantages for the City of St. Helena. Most notably, it directly supports the recruitment and retention of critical certified operators for both the Water and Wastewater Treatment Plants, as well as other positions that are increasingly difficult to fill due to regional labor shortages and the high cost of living in Napa Valley. By offering affordable, on-site housing, the City can make these roles more attractive to prospective employees, particularly those who might otherwise be unable to afford to live locally.

This initiative also addresses broader workforce housing shortages by creating purpose-built accommodations tailored specifically to meet operational needs throughout the City. The presence of staff living on-site ensures that critical facilities can maintain 24/7 operational readiness, improving response times during emergencies, and providing added assurance of continuous service delivery to the community. Additionally, the rental structure creates a revolving fund model, where rental income helps replenish the initial investment, enabling sustainable future projects.

OTHER OPTIONS:

1. **Rehabilitate the existing modular home at the Water Treatment Plant for $100,000.**

Council could opt to repair the existing on-site modular unit, which has been vacant for several years. This would provide housing for one staff member, potentially at a lower initial cost compared to purchasing new units. However, it would limit the housing capacity to a single employee and may not provide the same long-term value or flexibility as installing new, sustainable units.

2. **Direct staff to explore public-private partnerships for workforce housing.** Another alternative would be to initiate discussions with private developers or housing organizations to create workforce housing solutions through partnerships. This could potentially leverage private investment or grant opportunities, but would require additional time for negotiation and planning, and may limit the City's control over occupancy criteria.

NEXT STEPS:

If Council choses to proceed with the housing strategy, staff would initiate a structured implementation plan to move forward with the proposed modular housing project. This will include several critical phases to ensure that the project is executed efficiently, cost-effectively, and in compliance with all applicable regulations:

1. **Proceed with Site Preparations, Permitting, and Vendor Selection**
   Staff will begin detailed site assessments, including surveys and soil analysis, to determine the most suitable foundation type and exact placement of the modular units at both the Water and Wastewater Treatment Plant sites. Staff will also initiate the permitting process and concurrently, staff will engage in a formal procurement process to identify and select qualified modular housing vendors, with an emphasis on cost-effectiveness, sustainability, and compatibility with City needs.
2. **Finalize Utility and Foundation Plans**
   Detailed plans for utility connections—including water, sewer, electrical, and potentially telecommunications—will be developed. These plans will take into account the specific infrastructure conditions at each site. Staff will also finalize foundation design, whether gravel block or concrete pad, based on Council direction and site conditions. Coordination with utility providers will be necessary to ensure timely installation and avoid service disruptions.
3. **Develop Lease Agreements and Housing Policies**
   In parallel with site and construction preparations, staff will draft lease agreements outlining the rental terms, eligibility criteria, and responsibilities of both the City and the tenants. Policies governing the administration of the housing units—including prioritization for occupancy, duration of tenancy, and procedures for rent collection—will be developed to ensure transparency and fairness.
4. **Return to Council with a Formal Budget and Purchasing Authorization**
   Once the vendor has been selected and all costs have been finalized—including unit purchase, delivery, installation, and site preparation—staff will return to the City Council with a comprehensive budget for approval. This will include a

request for formal purchasing authorization, along with a detailed timeline for project implementation and occupancy readiness.

5. **Project Implementation and Monitoring**
   Following Council approval, staff will oversee the installation and connection of the modular units, including all necessary inspections and certifications for habitability. Once operational, staff will monitor occupancy, rental income, and maintenance needs, ensuring the housing units remain an effective recruitment and retention tool over time.

ENVIRONMENTAL REVIEW: This is not a project at this time.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 6: Improve Employee Recruitment, Retention, & Morale
Goal 7: Enhance Organizational Effectiveness

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

DATE:	May 27, 2025
FROM:	Stephanie Killingsworth, Public Works Financial Analyst
SUBJECT:	Consideration and Proposed Approval of a Resolution Adopting the Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30.
RECOMMENDED ACTION:	Staff recommends City Council approve the attached Resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To approve a resolution approving the City of St. Helena Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30; with $14.4 million budgeted for FY2025-26.
FINANCIAL IMPACT:	The City's FY2026-2030 CIP consists of 80 Projects in five divisions totaling approximately $65 million over a five-year period with $14.4 million of the projects appropriated for FY2025-26. All funds and expenditures beyond Fiscal Year 2025-26 have no direct fiscal impact because the CIP is not a financial commitment by City Council, but rather a planning and forecasting tool. It should be noted that while projects are scheduled to be completed during FY26, there may be projects that span beyond the current fiscal year due to a variety of variables including, but not limited to, revenue collection timing and available of project funding (i.e. "cashflow"), development schedule of design/permitting/procurement of professional consultant services, etc.

BACKGROUND:

The Capital Improvement Plan (CIP) is a crucial planning tool used by the City Council and City Staff to manage and prioritize long-term investments in public infrastructure and facilities. The adoption of the CIP only appropriates funding for the current fiscal year. The subsequent fiscal years and project expenses/funding serve as a budgeting and planning tool.

DISCUSSION:

This staff report summarizes the five-year funding strategy to deliver capital improvements to City infrastructure and facilities. The expenditures shown for the first two years of the CIP in Civic, Streets, Water, Wastewater and Stormwater are consistent with the operating budget in fiscal year 2025-26. The subsequent years are subject to change due to more detailed engineering analysis becoming available, City Council direction on project priorities, updates to revenues, and changes in project costs. These variables are the basis of annual update to the Five-Year CIP.

CIP programs and projects are dedicated to maintaining and improving City infrastructure in the five divisions noted above. The attached program (**Attachment 2**) details the project funding by division for the Five-Year CIP.

Prior to presenting the Five-Year Capital Improvement Plan to the City Council, staff shared the draft CIP with the following committees for review and input:

Measure H Oversight Committee - April 1, 2025 - Agenda
Finance Committee - April 17, 2025 - Agenda
Water and Wastewater Advisory Committee - April 24, 2025 - Agenda
Parks and Recreation Commission - May 5, 2025 - Agenda
Active Transportation and Sustainability Committee - May 7, 2025 - Agenda
Planning Commission - May 20, 2025 - Agenda

California Government Code Section 65401 requires that the Planning Commission find that the proposed CIP is consistent with the City's General Plan prior to City Council adoption of the CIP. The Planning Commission made this finding and adopted the corresponding Planning Commission Resolution at its meeting on May 20, 2025.

Throughout the years, many of the projects on the CIP list have been "rolled over" without receiving any updates to costs or project scope. Utilizing the information from the below sources, and other unfunded CIP needs, staff has compiled the proposed CIP.

1. Facilities Condition and Needs Assessment (2017)
2. St. Helena Assets Planning Engagement (SHAPE) Committee (2018)
3. Financing Civic Infrastructure Task Force (2020)
4. Integrated Utility Master Plan (2021)
5. General Obligation Bond Projects (2022)
6. Water/Wastewater Rate Study (2023)
7. Council Adopted Pavement Program (2023)
8. Water Bonds (2024)

The intent of the report is to demonstrate the vast infrastructure needs of the City. The basis of prioritization is based upon project priorities and risk management delineated in related studies (e.g. Integrated Utility Master Plan) and then further modified based

upon funding options (e.g. public sentiment towards significant rate increases, grant funding availability, etc.)

ENVIRONMENTAL REVIEW:
Exempt. Adoption of a plan is not subject to CEQA. It is expected that each project would be subject to CEQA evaluation during project development.

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

DOCUMENTS ATTACHMENTS:

Attachment 1_2025-26 Five-Year CIP Resolution_05_15_2025
Attachment 2_2025-26 Five-Year CIP Document_05152025

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION AUTHORIZING ADOPTING THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP) FOR FISCAL YEARS 2025-26 TO 2029-30; WITH $14.4 MILLION BUDGETED FOR FY2025-26

RECITALS

A. The City of St. Helena has Prepared a Five-Year Capital Improvement Plan (CIP) which sets forth a funding strategy for proposed capital projects; and

B. The CIP is a planning tool that identifies anticipated capital improvements for Fiscal Years 2025-26 to 2029-30; and

C. The CIP also identifies the funding sources to finance the capital improvements proposed to be undertaken in the next five fiscal years and includes recommended time schedules and budget estimates of the various capital improvement projects; and

D. The expenditures shown for the first year of the CIP comprise the Capital Budget starting in Fiscal Year 2025-26, a total of $14.4 million; and

E. Subsequent years are also included in the CIP, although these “future years” are subject to change due to more detailed engineering analysis becoming available, possible changes in project priorities, updates or revisions to anticipated revenues, and/or changes in cost and funding projections; and

F. The CIP is anticipated to be updated annually, as a whole, and amendments may be considered by the City Council at any time; and

G. City Council of the City of St. Helena has designated the City Planning Commission as the planning agency for the City of St. Helena; and

H. State Law requires that designated planning agencies review their agency’s Capital Improvement Plan to ensure compliance with the adopted General Plan; and

I. On May 20, 2025, the Planning Commission, during a regularly scheduled meeting, considered the projects and programs for Fiscal Year 2025-26 in the City’s Capital Improvement Plan and their conformity to the adopted City General Plan; and

J. A majority of the fiscal impact to the CIP have been transferred in prior years and any additional funds have been identified in the proposed operating budget for Fiscal Year 2025-26.

RESOLUTION

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

1. The Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30; with $14.4 million slated for FY2025-26 is hereby adopted.

2. Funding is defined in the Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30 document on the Global Summary page no. 7.

Approved at a Regular Meeting of the St. Helena City Council on May 27, 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

5-YEAR CAPITAL IMPROVEMENT PLAN

CITY OF ST. HELENA, CA

FY 2025-26 TO FY 2029-30

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City of St. Helena FY2025-26 to FY2029-30

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GUIDE TO THE CAPITAL IMPROVEMENT PLAN (CIP)

PURPOSE OF THE CIP

The Capital Improvement Plan (CIP) is a crucial planning tool used by the City Council and City Staff to manage and prioritize long-term investments in public infrastructure and facilities. The adoption of the CIP only appropriates funding for the current fiscal year. The subsequent fiscal years and project expenses/funding serve as a budgeting and planning tool. This guide serves as an introductory section to the CIP document, providing context, purpose, and an overview of how to review the CIP project pages.

WHAT IS A CAPITAL IMPROVEMENT PLAN?

A Capital Improvement Plan is a multi-year roadmap that identifies capital projects, outlines a proposed schedule, and details financing strategies. Capital projects typically include design, construction, significant repairs, or upgrades to city-owned public facilities, roads, utilities, parks, and other public assets. The CIP also includes planning studies and miscellaneous documents that then become the basis of future projects (e.g. R24-01 Streets Master Plan). The CIP enables the City Council & City Staff to plan responsibly, allocate resources effectively, and align with the community's long-term needs and priorities.

PURPOSE OF THE CIP

- Plan for the timely repair, replacement and expansion of public infrastructure.
- Align capital investments with community growth, safety, and regulatory compliance.
- Prioritize projects based on necessity, cost-effectiveness, and community impact.
- Ensure transparency and accountability in the use of public funds.
- Provide a decision-making framework for the City Council.

CIP DEVELOPMENT PROCESS

1. Project Identification
2. Evaluation and Prioritization
3. Financial Planning
4. Approval and Adoption
5. Implementation and Oversight

CONCLUSION

The Capital Improvement Plan (CIP) represents a strategic and transparent investment in the city's future. By aligning infrastructure improvements with community needs and fiscal realities, the CIP ensures responsible stewardship of public resources and supports the overall well-being and growth of the community.

This guide provides an overview of the Capital Improvement Plan for informational purposes. For

detailed information on specific projects or financial data, refer to the respective sections of this document.

GUIDE TO READING A PROJECT PAGE

Each project page in the CIP document provides detailed information to help readers understand the scope, cost and schedule of individual capital improvement projects.

Below is a guide to interpret the information presented:

Repaint Fire Station # 1 (1)

Project No: C20-02

Category Civic (2)

Project Location: 1480 Main Street St. Helena, CA 94574

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 733-5010- (3)

STATUS: Deferred (4)

PRIORITY: Low (5)

PROJECT PURPOSE & DESCRIPTION: (6)

Preserve the structural integrity and enhance the appearance of Fire Station #1 through repainting. Repainting is essential to protect the facility from weather-related damage, prolong the building's lifespan, and maintain a professional and welcoming appearance for both the fire department staff and the public.

PROJECT NOTES: (7)

•Original Schedule: Initially planned for FY2021 but deferred to FY 2027.
•FY23 - Public Works classified this as a non-priority project, delaying progress.
•FY25 - The project's design and construction budgets were adjusted, and the funding source was updated to Fund 420 - General Obligation Bonds, utilizing the available balance from the 2006 bond issuance.
•FY26 - $25,000 programmed in Fire Operating Budget. Remaining funds programmed for FY27.

(8) EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design				10,000				10,000
3160 - Construction Contract			25,000	65,000				90,000
EXPENDITURE TOTALS			25,000	75,000				100,000
FUNDING SOURCES (9)								
101-General Fund			25,000	62,639				87,639
420-Go Bonds				12,361				12,361
FUNDING TOTALS			25,000	75,000				100,000

1. PROJECT TITLE:

The name of the project, providing a concise description of the work being undertaken. It helps identify the project quickly and often indicates the facility or infrastructure involved.

2. PROJECT INFORMATION BOX:
Project No - Unique identification number assigned to the project. The Capital Improvements Plan (CIP) uses a set of abbreviations in the project number:

Abbreviation	Full Description
C	Civic
R	Streets, Stormwater
S	Sewer
W	Water
D	Stormwater

Category - Project Classification (e.g., Civic, Sewer, Water)
Project Location - Physical Location or address of the project site.
Responsible Department - City department overseeing project management.
Project Image - Visual reference of the facility or site involved.

3. EXPENDITURE ACCOUNTS:
Lists the account codes associated with project spending, ensuring transparency in financial tracking. These numbers are built by Fund-Dept-Expenditure Account from Table.

4. STATUS:
Indicates the current status of the project.

5. PRIORITY:
Includes a priority level in order to prioritize projects.

6. PROJECT PURPOSE & DESCRIPTION:
Provides a brief summary of project's intent, scope, and background.

7. PROJECT NOTES:
Contains important remarks regarding project changes, funding source adjustments, schedule updates, and relevant Resolution numbers from City Council action.

8.EXPENDITURES TABLE:
Expenditures – Types of costs (e.g., Design, Construction Contract, etc.).
Exp/Enc as of [Date] – Actual expenditures in the project, as well as any contractual obligations encumbered. The expended and encumbered amount is cumulative since project inception.
Continued Approp. - Funds carried over from prior fiscal years but not yet expended or encumbered. The continued appropriation amount is cumulative since project inception.
Fiscal Year Columns - Planned spending in each fiscal year (i.e. July 1 through June 30).
•The first two fiscal year columns is the amount of funding appropriated for in the bi-annual Adopted Budget.
•Projects that extend beyond the first two fiscal year columns may include future year cost estimates based on project scheduling and projected funding availability. The city has not technically appropriated monies to any projections made beyond the first two fiscal year columns because they are not included in the bi-annual Adopted Budget. Revisions and refinements of project scope, cost estimates, scheduling, and funding may affect the funding needs in outlying fiscal years.
Project Total – Total projected cost of the project.

9. FUNDING SOURCES TABLE:
Details how the project is financed.
Funding sources – Names of funding streams (e.g., General Fund, GO Bonds, etc.)
Amounts by Year – Allocation of funds over the project timeline.
Funding Totals – Sum of all sources to match total project cost.

Global Summary Report

City of St. Helena FY2025-26 to FY2029-30

		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT CATEGORY EXPENDITURES									
1	Civic	641,634	540,300	25,000	75,000				1,281,934
2	Streets	6,194,191	3,367,753	3,681,291	1,994,527	2,079,781	2,170,257	1,957,256	21,445,056
3	Water	8,522,393	8,598,817	7,834,001	16,373,561	6,513,245	16,744,030	2,500,000	67,086,047
4	Wastewater	22,732,185	2,929,337	2,835,600	1,280,099	755,600	255,600		30,788,421
5	Stormwater	798,502	1,174,000						1,972,502
TOTALS		38,888,905	16,610,207	14,375,892	19,723,187	9,348,626	19,169,887	4,457,256	122,573,960
PROJECT FUNDING SOURCES									
101	General Fund	710,655		692,791	665,366	608,781	614,957	321,256	3,613,806
101	General Fund - Measure T/RMRA MOE	293,720	670,673						964,393
225 - 229	Gas Tax	6,895	382,729						389,624
230	Gas Tax - RMRA/SB1	240,039	385,607						625,646
240	Measure T/U	4,258,862	669,914	1,600,500	1,381,800	1,461,000	1,545,300	1,636,000	12,553,376
420	Go Bonds				12,361				12,361
421	Go Bonds	3,297,685	4,147,365	3,733,302	1,664,189	849,011			13,691,552
561	Water Rate Revenues	1,514,439	401,706						1,916,145
571	Wastewater Rate Revenues	2,840,268	151,170		160,099	255,600	255,600		3,662,737
700	Flood Control Funds	95,206	30,000	10,000	10,000	10,000	10,000		165,206
733	Prop 68 Grant		170,000						170,000
733	Civic CIP	62,843							62,843
733	Civic CIP HMGP Funds	302,931							302,931
734	Park Impact Fees	268,560	333,000						601,560
740	Traffic Mitigation Impact Fees	325,374	531,630						857,004
741	Streets Capital Improvement - Grant OBAG III		603,000	603,000					1,206,000
741	LMR Cost Share	330,000	104,200						434,200
741	Streets Capital Improvement - PLBP			500,000					500,000
741	Streets Capital Improvement	348,446							348,446
741	Streets Capital Improvement - Grant TDA III	50,000							50,000
742	Storm Drain Impact Fees	313,496	200,000	200,000					713,496
763	Water Capital Improvement - Bond	5,988,873	6,228,989	6,836,299	13,529,372	5,925,077	1,287,571		39,796,181
763	Water Capital Improvement	510,952	224						511,176
763	Water Capital Improvement - Grant/Interagency Fund		1,600,000	200,000	667,000				2,467,000
764	Water Impact Fees	148,073							148,073
773	Wastewater Capital Improvement - HMGP Funds	1,361,326							1,361,326
773	Wastewater Capital Improvement	2,169,860							2,169,860
773	Wastewater Capital Improvement - Debt	12,739,496							12,739,496
774	Wastewater Impact Fees	710,906							710,906
999	Unidentified				1,633,000	239,157	15,456,459	2,500,000	19,828,616
TOTALS		38,888,905	16,610,207	14,375,892	19,723,187	9,348,626	19,169,887	4,457,256	122,573,960

Category Summary Report
FY2025-26 to FY2029-30
1 - Civic

		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE									
C20-02	Repaint Fire Station # 1			25,000	75,000				100,000
C20-04	Baldwin Park Fence & Pathway Repair	7,750	72,250						80,000
C22-02	Replace Playground Equipment and Fence at Crane Park		250,000						250,000
C22-03	Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation	260,810	5,750						266,560
C23-01	Emergency Back-Up Power - Corp Yard & Crinella Pump Station	373,074	37,300						410,374
C24-01	Parks & Recreation Master Plan		125,000						125,000
C24-02	Trails & Open Space Amenities - Phase 1		50,000						50,000
		641,634	540,300	25,000	75,000				1,281,934
PROJECT FUNDING SOURCES									
101	General Fund			25,000	62,639				87,639
420	Go Bonds				12,361				12,361
571	Wastewater Rate Revenues	7,300	37,300						44,600
733	Prop 68 Grant		170,000						170,000
733	Civic CIP	62,843							62,843
733	Civic CIP HMGP Funds	302,931							302,931
734	Park Impact Fees	268,560	333,000						601,560
		641,634	540,300	25,000	75,000				1,281,934

Repaint Fire Station # 1

Project No: C20-02

Category Civic

Project Location: 1480 Main Street St. Helena, CA 94574

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: Deferred

PRIORITY: Low

PROJECT PURPOSE & DESCRIPTION:
Preserve the structural integrity and enhance the appearance of Fire Station #1 through repainting. Repainting is essential to protect the facility from weather-related damage, prolong the building's lifespan, and maintain a professional and welcoming appearance for both the fire department staff and the public.

PROJECT NOTES:
•Original Schedule: Initially planned for FY2021 but deferred to FY 2027.
•FY23 - Public Works classified this as a non-priority project, delaying progress.
•FY25 - The project's design and construction budgets were adjusted, and the funding source was updated to Fund 420 - General Obligation Bonds, utilizing the available balance from the 2006 bond issuance.
•FY26 - $25,000 programmed in Fire Operating Budget. Remaining funds programmed for FY27.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design				10,000				10,000
3160 - Construction Contract			25,000	65,000				90,000
EXPENDITURE TOTALS			25,000	75,000				100,000
FUNDING SOURCES								
101-General Fund			25,000	62,639				87,639
420-Go Bonds				12,361				12,361
FUNDING TOTALS			25,000	75,000				100,000

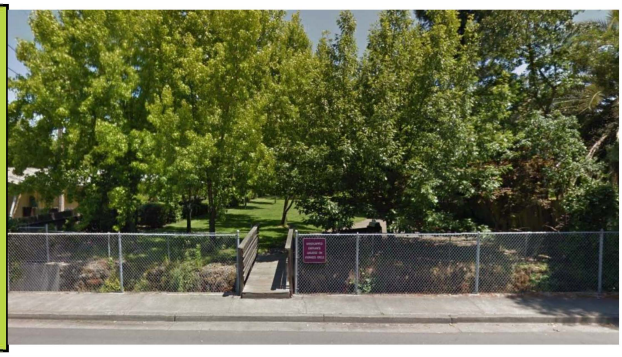
Baldwin Park Fence & Pathway Repair

Project No: C20-04

Category Civic

Project Location: 1591 Spring Street, St. Helena, CA 94574

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: Continuing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Baldwin Park Fence & Pathway Repair project aims to enhance park safety, accessibility, and aesthetics. This project includes the removal and replacement of deteriorated fencing bordering the park, repairs to the pedestrian pathway to improve usability, and minor modifications to the park entrance to enhance visitor access.

PROJECT NOTES:
•FY23 Update: Outstanding project items include sections of fencing where adjacent property owners have declined cost-sharing participation.
•Parks & Recreation (P&R) Commission Direction:
--Proceed with replacing all fencing, including sections adjacent to non-cost-sharing properties, with a bump-out design.
--Maintain the current budget and allow the Ad Hoc Committee to provide further guidance.
•FY24 Update: Scope expanded to include Baldwin Park entryway enhancements.
•FY25 Update: Project continued from FY24 to ensure completion of planned improvements.
•FY26 Update: expect expenditure/project completion FY26Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	7,750	72,250						80,000
EXPENDITURE TOTALS	7,750	72,250						80,000
FUNDING SOURCES								
734-Park Impact Fees	7,750	72,250						80,000
FUNDING TOTALS	7,750	72,250						80,000

Replace Playground Equipment and Fence at Crane Park

Project No: C22-02

Category Civic

Project Location: Crane Park

Responsible Department: Public Works,Community Services



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: On Hold

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
Replacing playground equipment and fencing at Crane Park to enhance safety, accessibility, and recreational opportunities for the community.

PROJECT NOTES:
•FY23 - Grant application was approved, and Public Works began preparing the Request for Proposal (RFP). Per grant guidelines, project completion was required by June 30,2024.
•FY24 - The RFP was issued in May 2023, with the project expected to be delivered by the end of FY24.
•FY25 - The project is currently on hold as funds are being considered for repurposing at an alternative site.
•FY26 - Alternative site improvements subject to Parks & Recreation Master Plan vetting process.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design								0
3160 - Construction Contract		230,000						230,000
3170 - Contingency		20,000						20,000
EXPENDITURE TOTALS		250,000						250,000
FUNDING SOURCES								
733-Prop 68 Grant		170,000						170,000
734-Park Impact Fees		80,000						80,000
FUNDING TOTALS		250,000						250,000

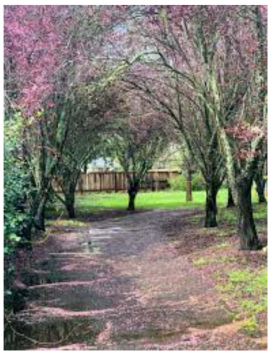
Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation

Project No: C22-03

Category Civic

Project Location: Jacob Meily Park St. Helena

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: In Construction

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Aims to enhance the park's infrastructure by addressing long-standing drainage issues and improving the quality of the playing surface. The project includes conducting a comprehensive site survey to assess drainage conditions, followed by the installation of a new turf and upgrades irrigation systems to ensure sustainable water management and long-term usability. Initially scheduled for an earlier timeframe, the project was deferred by one year due to a declared water emergency.
The project is executed in phases:
•FY23 - Conduct a detailed site survey to evaluate and design necessary drainage improvements.
•FY24 - Implement the construction phase, including installing new turf and upgrading the irrigation system to enhance water efficiency.
•FY25 - Finalize the project with the awarding of the construction contract and execution of planned improvements.

PROJECT NOTES:
•FY23 - Per direction from the Parks & Recreation Commission, the project proceeded with the design phase. The scope of design was expanded to evaluate the feasibility of astroturf vs. natural grass to optimize long-term maintenance and sustainability.
•FY24 - Budget adjustments were made to reallocate fund, maintaining the overall budget while increasing construction costs. A consultant was engaged to develop a topographic survey and grading/irrigation design to guide the project.
•FY25 - The project was authorized for bid per Resolution 2024-095 (June 25,2024), with the bidding process scheduled for FY 2025 Q1 and construction to commence in FY 2025 Q2.
--The construction contract was awarded to Marina Landscape per Resolution 2024-152 (November 12,2024).
•FY26 - Anticipate NOC FY25Q4

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	14,250	5,750						20,000
3160 - Construction Contract	224,000							224,000
3170 - Contingency	22,400							22,400
3180 - CIP Overheads	160							160
EXPENDITURE TOTALS	260,810	5,750						266,560
FUNDING SOURCES								
734-Park Impact Fees	260,810	5,750						266,560
FUNDING TOTALS	260,810	5,750						266,560

Emergency Back-Up Power - Corp Yard & Crinella Pump Station

Project No: C23-01

Category Civic

Project Location: Corporation Yard and Crinella Pump Station

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: Continuing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
This project involves the replacement of outdated emergency generators and associated equipment at the City's Corporation Yard and Crinella Pump Station. The upgrades will enhance generator capacities, ensuring reliable backup power during emergencies and improving overall system resilience. By modernizing critical infrastructure, the project aims to mitigate risks associated with power failures, supporting essential public services and emergency response efforts. Funding for this project is partially provided through the Hazard Mitigation Grant Program (HMGP), secured from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES).

PROJECT NOTES:
•FY25 - A construction contract was awarded through Resolution 2023-093 (July 25,2023).
-Construction is scheduled to begin in FY 2025 Q3 under CIP No. S23-02.
-Additional HMGP funds have been requested to cover a bid overage of $29,825.
•FY26 - Anticipate completion FY26Q1

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	372,998							372,998
3170 - Contingency		37,300						37,300
3180 - CIP Overheads	76							76
EXPENDITURE TOTALS	373,074	37,300						410,374
FUNDING SOURCES								
571-Wastewater Rate Revenues	7,300	37,300						44,600
733-Civic CIP	62,843							62,843
733-Civic CIP HMGP Funds	302,931							302,931
FUNDING TOTALS	373,074	37,300						410,374

Parks & Recreation Master Plan

Project No: C24-01

Category Civic

Project Location: Citywide

Responsible Department: Public Works,Community Services



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: Consultant under contract

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Parks & Recreation Master Plan aims to guide the development, enhancement, and maintenance of the city's parks, open spaces, and recreational facilities. This project aligns with the 2019 General Plan (Chapter 12) and provides a strategic framework for future parkland acquisitions, facility improvements, programming expansions, and community engagement initiatives. The plan will assess current needs and forecast future demand.

PROJECT NOTES:
•FY24 - Scope includes an assessment of existing parks, development of new programming for civic facilities, and expansion of recreation services.
•FY25 - Project continues with further analysis, engagement, and finalization of the master plan recommendations; professional services agreement awarded via Reso 2025-005 on 1/28/25.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		125,000						125,000
EXPENDITURE TOTALS		125,000						125,000
FUNDING SOURCES								
734-Park Impact Fees		125,000						125,000
FUNDING TOTALS		125,000						125,000

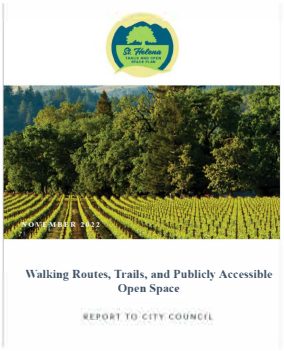
Trails & Open Space Amenities - Phase 1

Project No: C24-02

Category Civic

Project Location: Citywide

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 733-5010-

STATUS: Continuing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Parks & Recreation Commission Ad Hoc Subcommittee on Walking Routes, Trails, and Publicly Accessible Open Space developed a set of findings and recommendations for City Council consideration. Phase 1 of this project focuses on implementing identified improvements that can be executed without requiring additional studies, regulatory processing, permitting, or stakeholder engagement.

PROJECT NOTES:
•FY24 - Allocated preliminary budget for installing signage, fencing, gates, and trail amenities such as benches, to be implemented by City staff.
•FY25 - Project continuation.
•FY26 - Project continuation.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract		50,000						50,000
EXPENDITURE TOTALS		50,000						50,000
FUNDING SOURCES								
734-Park Impact Fees		50,000						50,000
FUNDING TOTALS		50,000						50,000

Category Summary Report
FY2025-26 to FY2029-30
2 - Streets

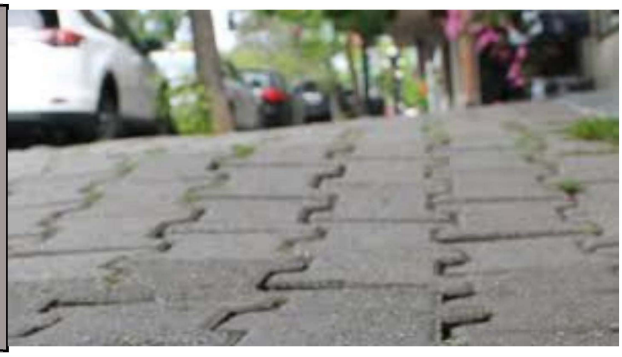
		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE									
R18-81	Downtown Sidewalk Improvements	1,103,963	1,574,314	900,000					3,578,277
R19-04	Sulphur Creek Sediment Removal		10,000	10,000	10,000	10,000	10,000		50,000
R19-05	Grayson and South Crane Rehab	233,095	212,511						445,606
R21-02	Crosswalk Improvements on Main Street/Highway 29 at Pratt Avenue and Elmhurst Avenue	113,471							113,471
R23-01	Signalization Dowdell Lane and Hwy 29		200,000						200,000
R23-02	"HAWK" Pedestrian Hybrid Flashing Beacon for Hwy 29 at Charter Oak		200,000						200,000
R24-01	Streets Master Plan	325,374							325,374
R24-02	Oak Avenue Rehabilitation	151,545	1,018,980	300,000					1,470,525
R24-79	Pavement Restoration FY24 Design/FY 25 Construction	3,356,165	21,948						3,378,113
R25-79	Pavement Restoration FY 25 Design/FY 26 Construction		130,000	1,167,000					1,297,000
R25-81	Downtown Sidewalk Paver Rehabilitation Project	317,328							317,328
R26-01	Bike Paths/Trails - Measure U Equivalent Funds			10,000					10,000
R26-02	Napa Valley Vine Trail - Yountville to St Helena				300,000	300,000	300,000		900,000
R26-03	Measure U Maintenance of Effort			296,791	302,727	308,781	314,957	321,256	1,544,512
R26-04	Spring Street/Highway 29 Intersection Project			500,000					500,000
R26-05	Napa Valley Vine Trail - Calistoga to St. Helena	593,250		361,000					954,250
R26-79	Pavement Restoration FY 26 Design/FY 27 Construction			136,500	1,236,500				1,373,000
R27-79	Pavement Restoration FY 27 Design/FY 28 Construction				145,300	1,307,300			1,452,600
R28-79	Pavement Restoration FY 28 Design/FY 29 Construction					153,700	1,383,300		1,537,000
R29-79	Pavement Restoration FY 29 Design/FY 30 Construction						162,000	1,464,000	1,626,000
R30-79	Pavement Restoration FY 30 Design/FY 31 Construction							172,000	172,000
		6,194,191	3,367,753	3,681,291	1,994,527	2,079,781	2,170,257	1,957,256	21,445,056
PROJECT FUNDING SOURCES									
101	General Fund	657,750		667,791	602,727	608,781	614,957	321,256	3,473,262
101	General Fund - Measure T/RMRA MOE	293,720	670,673						964,393
225-229	Gas Tax		382,729						382,729
230	Gas Tax - RMRA/SB1	240,039	385,607						625,646
240	Measure T/U	4,258,862	669,914	1,600,500	1,381,800	1,461,000	1,545,300	1,636,000	12,553,376
421	Go Bonds	20,000	10,000	300,000					330,000
700	Flood Control Funds		10,000	10,000	10,000	10,000	10,000		50,000
740	Traffic Mitigation Impact Fees	325,374	531,630						857,004

Category Summary Report
FY2025-26 to FY2029-30
2 - Streets

		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
741	LMR Cost Share		104,200						104,200
741	Streets Capital Improvement - Grant OBAG III		603,000	603,000					1,206,000
741	Streets Capital Improvement - PLBP			500,000					500,000
741	Streets Capital Improvement	348,446							348,446
741	Streets Capital Improvement - Grant TDA III	50,000							50,000
		6,194,191	3,367,753	3,681,291	1,994,527	2,079,781	2,170,257	1,957,256	21,445,056

Downtown Sidewalk Improvements

Project No:	**R18-81**
Category	**Streets**
Project Location:	**St. Helena, CA 94574**
Responsible Department:	**Public Works**



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Continuing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
This project, funded through a combination of the One Bay Area Grant (OBAG) III program and local funding sources, is designed to improve pedestrian safety, accessibility, and overall streetscape aesthetics along Main Street, between Mitchell Drive and Pine Street. The project will enhance mobility for all users, particularly those with disabilities, while also integrating traffic-calming measures to improve overall road safety.
Planned Improvements Include:
-Reconstruction of approximately 3,609 linear feet of sidewalk to meet modern safety standards.
-Installation of 17 ADA-compliant curb ramps to ensure accessibility for all pedestrians.
-Implementation of traffic-calming features, such as enhanced crosswalks and curb extensions, to promote safer pedestrian crossings.
-Integration of streetscape improvements, including improved lighting and street furniture where applicable.
The project will be implemented in multiple phases:
-Phase 1A (Pine Street to Adams Street) - Scheduled for construction in FY2025 with completion expected by FY2026.
-Phase 1B (Adams Street to Mitchell Drive) - Design is planned for FY2024, with construction subject to funding availability.
-Future Phases (II & III) - Expected to be implemented over the next five years, contingent on securing additional funding.

PROJECT NOTES:
•Resolution 2018-176 authorized a Professional Services Agreement (PSA) with BKF Engineers for $529,000, later increased by $234,000 for additional design work, funded through FY2020 SB1 and Gas Tax allocations.
•City Council Update (January 28, 2020) – Revised cost estimates:
-Phase I: Estimated at $3.6 million (partially funded). Initial estimates included a $1.4 million loan from the General Fund (pre-COVID-19), with discussions around securing a short-term capital loan.
-Phase II: Estimated at $3.1 million (currently unfunded).
-Phase III: Estimated at $8.4 million (currently unfunded).
•FY21 – Reallocated $100,000 from Project R19-04 to R18-81 to optimize available funding.
•FY23 – Secured funding for Phase II & III design work. However, implementation is anticipated to be five years out, pending additional funding.
•FY24 – Budget includes:
-Phase 1A (Pine to Adams) – Design and construction.
-Phase 1B (Adams to Mitchell) – Design phase initiated.
•FY24 Resolutions:
-Reso 2023-26 (March 28, 2023) and Reso 2023-87 (July 25, 2023) approved additional design funding.
-Reso 2023-126 (September 12, 2023) corrected previous funding allocations and finalized the total design budget.
•FY25 - Anticipated Milestones:
-Bid solicitation (Q2-Q3 FY2025) – Subject to Caltrans approval.
-Creation of CIP No. R25-81 following Reso 2024-088 (June 11, 2024), which authorized bidding for Phase 1B paver repair project.
•FY26 - anticipate construction bid award FY26Q1 w/ construction FY26Q1-Q2

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	1,098,941							1,098,941
3130 - Land & Easements		25,000						25,000
3140 - Legal Services		2,314						2,314
3150 - Construction Management	2,500	75,000	75,000					152,500
3160 - Construction Contract		1,397,000	750,000					2,147,000
3170 - Contingency		75,000	75,000					150,000
3180 - CIP Overheads	2,522							2,522
EXPENDITURE TOTALS	1,103,963	1,574,314	900,000					3,578,277
FUNDING SOURCES								
101-General Fund	64,500							64,500
101-General Fund - Measure T/RMRA MOE	293,720	291,484						585,204
230-Gas Tax - RMRA/SB1	240,039	147,000						387,039
240-Measure T/U	181,579	297,000	297,000					775,579
740-Traffic Mitigation Impact Fees		235,830						235,830
741-Streets Capital Improvement	324,125							324,125
741-Streets Capital Improvement - Grant OBAG III		603,000	603,000					1,206,000
FUNDING TOTALS	1,103,963	1,574,314	900,000					3,578,277

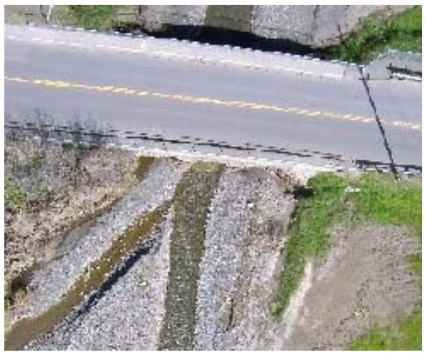
Sulphur Creek Sediment Removal

Project No: R19-04

Category Streets

Project Location: Sulphur Creek beneath bridge structure at Valley View

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
This project aims to mitigate sediment accumulation in Sulphur Creek, particularly beneath the bridge structure at Valley View and within the City-owned creek section near the Public Works Corporation Yard on Charter Oak. The removal of sediment buildup will enhance water flow capacity, reduce flood risks, and improve overall creek maintenance. The City will coordinate permitting and project efforts with private landowners along Sulphur Creek between the Valley View bridge and the City Corporation Yard to ensure a comprehensive approach to sediment management and environmental compliance.

PROJECT NOTES:
•FY25 - This annual project has been reinstated in the Capital Improvement Program (CIP) to facilitate ongoing sediment removal and maintenance in the designed area.
•FY26 - Ongoing annual project.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract		10,000	10,000	10,000	10,000	10,000		50,000
EXPENDITURE TOTALS		10,000	10,000	10,000	10,000	10,000		50,000
FUNDING SOURCES								
700-Flood Control Funds		10,000	10,000	10,000	10,000	10,000		50,000
FUNDING TOTALS		10,000	10,000	10,000	10,000	10,000		50,000

Grayson and South Crane Rehab

Project No: R19-05

Category Streets

Project Location: Grayson and South Crane

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Partial completion

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Grayson and South Crane Rehabilitation Project aims to reconstruct Grayson Avenue and South Crane Avenue to improve roadway conditions, enhance accessibility, and ensure long-term durability. The project includes pavement rehabilitation, sidewalk repairs, and upgrades to curb ramps to comply with ADA standards where applicable.

PROJECT NOTES:
Resolution 2020-36: Professional Services Agreement (PSA) with BKF for design services totaling $175,139.
•FY23 - Project was deferred to FY24 per Public Works (PW) recommendation.
•FY24: Grayson Avenue:
-Transferred to project R23-79 with a revised design budget of $30,000 and a construction budget of $400,000.
-Reso 2023-166 (12/12/23): Expanded design scope and approved additional fees.
-Reso 2024-112 (07/23/24): Accepted completed Grayson Avenue improvements.
•FY25: South Crane Avenue construction scheduled for FY25Q3.
•FY26: South Crane Avenue construction scheduled for FY26Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	233,095							233,095
3160 - Construction Contract		200,000						200,000
3170 - Contingency		12,511						12,511
EXPENDITURE TOTALS	233,095	212,511						445,606
FUNDING SOURCES								
240-Measure T/U	233,095	212,511						445,606
FUNDING TOTALS	233,095	212,511						445,606

Crosswalk Improvements on Main Street/Highway 29 at Pratt Avenue and Elmhurst Avenue

Project No: R21-02

Category Streets

Project Location: Main Street/Highway 29

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Completed

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Crosswalk Improvements Project at Pratt Avenue and Elmhurst Avenue along Main Street/Highway 29 was implemented to enhance pedestrian safety and accessibility at two key intersections. The Project focuses on: upgrading ADA-compliant curb ramps to improve accessibility for all users, enhancing crosswalk markings and signage for greater visibility and pedestrian awareness, supporting safe and active transportation in coordination and local mobility and safety goals.

PROJECT NOTES:
•FY23 - Project delayed; construction budget increased to $200,000 with a 10% contingency.
-Construction scheduled to begin during FY23.
•FY24 - Project completion targeted by August 2023; no additional funding requested.
-Resolution 2023-97 (August 8, 2023): Awarded construction contract; project included under CIP R23-79.
•FY25 - Notice of Completion (NOC) authorized by Council via Resolution 2024-112 on July 23, 2024.
-Project status updated to "Completed."

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	24,321							24,321
3160 - Construction Contract	89,150							89,150
EXPENDITURE TOTALS	113,471							113,471
FUNDING SOURCES								
240-Measure T/U	39,150							39,150
741-Streets Capital Improvement	24,321							24,321
741-Streets Capital Improvement - Grant TDA III	50,000							50,000
FUNDING TOTALS	113,471							113,471

Signalization Dowdell Lane and Hwy 29

Project No: R23-01

Category Streets

Project Location: Dowdell Lane and Hwy 29

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: On Hold

PRIORITY: Low

PROJECT PURPOSE & DESCRIPTION:
The Signalization of Dowdell Lane and Highway 29 project aims to improve traffic flow, safety, and accessibility at the intersection near 1000 Mills Lane. This project is a condition of approval No. 66 for the Long Meadow Ranch (LMR) development and is intended to enhance intersection control through signalization.

PROJECT NOTES:
Farmstead will contribute a 23.3% cost share toward the total project cost.
•FY23: Project initially planned for design only.
•FY24: Design budget was deferred from FY23 to FY24 to align with project funding and planning requirements.
•FY25: Project delayed due to Long Meadow Ranch (LMR) development delays, requiring coordination for revised scheduling and implementation.
•FY26: Project on pause.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		200,000						200,000
EXPENDITURE TOTALS		200,000						200,000
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees		153,400						153,400
741-LMR Cost Share		46,600						46,600
FUNDING TOTALS		200,000						200,000

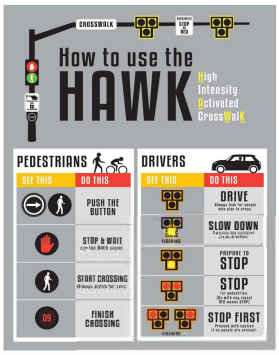
"HAWK" Pedestrian Hybrid Flashing Beacon for Hwy 29 at Charter Oak

Project No: R23-02

Category Streets

Project Location: Hwy 29 at Charter Oak

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: On Hold

PRIORITY: Low

PROJECT PURPOSE & DESCRIPTION:
The High-Intensity Activated Crosswalk (HAWK) Pedestrian Hybrid Beacon project at Highway 29 and Charter Oak aims to enhance pedestrian safety by providing a controlled crossing for pedestrians at this high-traffic location. The project is a mitigation measure for the Long Meadow Ranch (LMR) development at 738 Main Street and is designed to reduce pedestrian hazards, improve visibility, and ensure safer crossings.

PROJECT NOTES:
Resolution #2020-101, Item #48
Long Meadow Ranch (LMR) to contribute 28.8% cost share for the project.
•FY23 - Initial scope included design-only phase.
•FY24 - Design budget was deferred from FY23 to FY24 to align with funding and project timelines.
•FY25 - Project delayed due to Long Meadow Ranch (LMR) development delays, requiring further coordination before implementation.
•FY26 - Project on pause.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		200,000						200,000
EXPENDITURE TOTALS		200,000						200,000
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees		142,400						142,400
741-LMR Cost Share		57,600						57,600
FUNDING TOTALS		200,000						200,000

Streets Master Plan

Project No: **R24-01**

Category **Streets**

Project Location: **Citywide**

Responsible Department: **Public Works**

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Continuing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Streets Master Plan is a comprehensive planning initiative aimed at guiding future roadway improvements. This plan will serve as a strategic framework for improving street infrastructure across the city, addressing traffic management, pedestrian and bicycle safety, and roadway maintenance priorities. This plan is a critical tool for shaping the city's transportation network to accommodate future population growth and evolving mobility needs.

PROJECT NOTES:
•FY24: -The plan consolidates multiple previously developed transportation-related documents to create a unified and forward-thinking strategy.
-Incorporates an updated speed survey, traffic calming strategies, and the development of a growth-related Capital Improvement Program (CIP) as a precursor for a Development Impact Fee update.
-Resolution 2024-028 (Adopted March 12, 2024): Allocated additional funds to project scope.
•FY25: Project anticipated for completion by Q3 of FY25.
-Resolution 2025-015 (Adopted February 25, 2025): Allocated additional funds to project scope to model various street extensions consistent with General Plan Buildout.
•FY26: Project anticipated for completion by FY26Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	325,374							325,374
EXPENDITURE TOTALS	325,374							325,374
FUNDING SOURCES								
740-Traffic Mitigation Impact Fees	325,374							325,374
FUNDING TOTALS	325,374							325,374

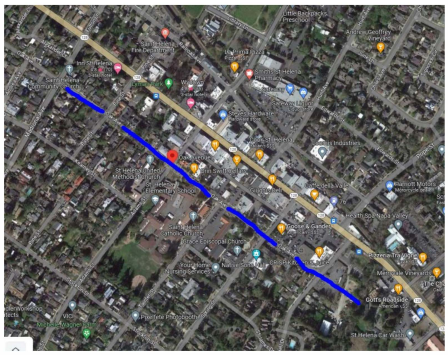
Oak Avenue Rehabilitation

Project No: R24-02

Category Streets

Project Location: Oak Avenue - Madrona to Mitchell

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: In Design

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Oak Avenue Rehabilitation Project aims to enhance roadway infrastructure, improve pedestrian and cyclist safety, and upgrade underground utilities along Oak Avenue from Madrona to Mitchell. The project includes:
•Collaboration with key stakeholders, including the School District, Napa Valley Transportation Authority (NVTA)/Vine Trail, and other local agencies to ensure a coordinated approach to infrastructure improvements.
•Upgrades to underground utilities, including portions of the storm drain and sanitary sewer systems.
•Rehabilitation of pavement, curb, gutter, and sidewalks to improve road conditions and accessibility.

PROJECT NOTES:
•FY24 - Project revived from a 2008 initiative per Resolution 2023-133 (10/10/23).
-Scope includes completing design plans and initiating permitting for stormwater outfall to Sulphur Creek.
-Storm drain rehabilitation partially funded through CIP No. D24-01.
-Sanitary sewer rehabilitation partially funded through CIP No. S24-02.
•FY25 - Design completion expected in FY25 Q3.
-Construction bidding anticipated in FY25 Q4 as a phased project.
-Budget adjustments to reflect updated engineer's estimates.
-Funding sources include General Fund MOE and Gas Tax allocations.
•FY26 - TBD if construction in phases commencing in FY26Q1; subject to funding. $10,000 + $300,000 for sewer rehab.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	151,545	18,455						170,000
3150 - Construction Management		70,525						70,525
3160 - Construction Contract		850,000	300,000					1,150,000
3170 - Contingency		80,000						80,000
EXPENDITURE TOTALS	151,545	1,018,980	300,000					1,470,525
FUNDING SOURCES								
101-General Fund - Measure T/RMRA MOE		379,189						379,189
225-229-Gas Tax		382,729						382,729
230-Gas Tax - RMRA/SB1		238,607						238,607
240-Measure T/U	131,545	8,455						140,000
421-Go Bonds	20,000	10,000	300,000					330,000
FUNDING TOTALS	151,545	1,018,980	300,000					1,470,525

Pavement Restoration FY24 Design/FY 25 Construction

Project No: R24-79

Category Streets

Project Location: St. Helena, CA 94574

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Completed

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY24
--Construction Phase: FY25

PROJECT NOTES:
•FY24 - The City Council adopted the updated street rehabilitation list per Resolution 2023-163 (December 12, 2023). -Budget based upon Measure T projection.
-Design Anticipated in FY25 Q2, bid process expected in Q3.
-Resolution 2024-075 (adopted May 28, 2024): Added funds to the project scope and authorized award of the construction contract.
•FY25 - $449,000 expended as part of the project W21-01; NOC for W21-01 presented at City Council on October 22, 2024.
-Notice of Completion (NOC) for R24-79 presented on November 12, 2024, and the budget reconciled to reflect actual construction costs (see staff report, Exhibit A)
-Project status updated to "Completed."

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	110,352	21,948						132,300
3150 - Construction Management								0
3160 - Construction Contract	2,864,410							2,864,410
3170 - Contingency	381,403							381,403
EXPENDITURE TOTALS	3,356,165	21,948						3,378,113
FUNDING SOURCES								
240-Measure T/U	3,356,165	21,948						3,378,113
FUNDING TOTALS	3,356,165	21,948						3,378,113

Pavement Restoration FY 25 Design/FY 26 Construction

Project No: R25-79

Category Streets

Project Location: Select Streets

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: In Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY25
--Construction Phase: FY26

PROJECT NOTES:
•FY25 - The City Council adopted the updated street rehabilitation list per Resolution 2023-163 (December 12, 2023). -Budget based upon Measure T projection.
-Design Anticipated in FY25 Q2, bid process expected in Q3.
•FY26 - Construction scheduled to begin in FY26 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		130,000						130,000
3150 - Construction Management			130,000					130,000
3160 - Construction Contract			947,000					947,000
3170 - Contingency			90,000					90,000
EXPENDITURE TOTALS		130,000	1,167,000					1,297,000
FUNDING SOURCES								
240-Measure T/U		130,000	1,167,000					1,297,000
FUNDING TOTALS		130,000	1,167,000					1,297,000

Downtown Sidewalk Paver Rehabilitation Project

Project No: R25-81

Category Streets

Project Location: Main St., Between Adams St. & Mitchell Dr.

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Completed

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Downtown Sidewalk Paver Rehabilitation Project focuses on improving pedestrian safety and accessibility along Main Street, between Adams Street and Mitchell Drive. The project aims to eliminate trip hazards by rehabilitating and replacing deteriorated sidewalk pavers, curbs, gutters, and trees where necessary.

PROJECT NOTES:
•FY25 - Project added per City Council direction at the April 9, 2024, City Council meeting.
-Authorized to bid per Resolution 2024-088 on June 11, 2024; construction anticipated to begin in FY25 Q2.
-Notice of completion per Resolution 2025-026 on March 25,2025.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design								0
3150 - Construction Management								0
3160 - Construction Contract	317,328							317,328
3170 - Contingency								0
EXPENDITURE TOTALS	317,328							317,328
FUNDING SOURCES								
240-Measure T/U	317,328							317,328
FUNDING TOTALS	317,328							317,328

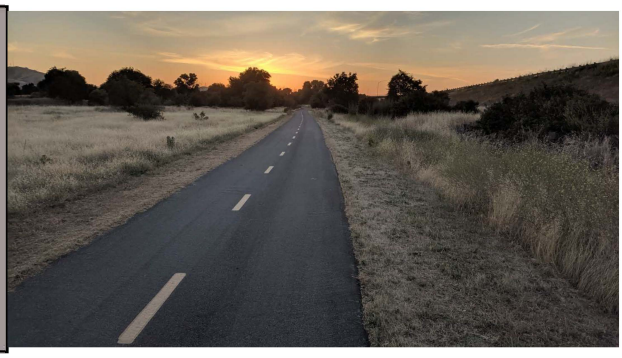
Bike Paths/Trails - Measure U Equivalent Funds

Project No: R26-01

Category Streets

Project Location: Citywide

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bike Paths/Trails - Measure U Equivalent Funds project represents the City's ongoing commitment to support the construction and maintenance of Class I bike and multi-use trails in accordance with countywide transportation sales tax requirements.
Under Measure T, jurisdictions were required to contribute 6.67% of annual Measure T revenues from other eligible sources toward trail infrastructure. With the adoption of Measure U, this requirement has increased to 7.0%
Key components of the project include: -Annual allocation of funds for planning, designing, constructing, or maintaining Class I trail infrastructure. -Use of General Fund, Development Impact Fees, and eligible federal and state grant funds to meet this obligation. -Ensuring compliance with county and regional transportation funding requirements to maintain eligibility for Measure T/U revenues.
This project serves as a financial placeholder and tracking mechanism to support bike/pedestrian improvements throughout the city and Napa County.
Image source: By Ikluft - Own work, CC BY-SA 4.0, https://commons.wikimedia.org/w/index.php?curid=79755503

PROJECT NOTES:
•FY26 - CIP Project R26-01 established to document the City's ongoing obligation to support Class I bike trail infrastructure under the Measure T/U framework.
-A placeholder budget of $10,000 was added to begin capturing eligible funding and future project needs.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
1234 - Placeholder			10,000					10,000
3110 - Design								0
3150 - Construction Management								0
3160 - Construction Contract								0
3170 - Contingency								0
3180 - CIP Overheads								0
EXPENDITURE TOTALS			10,000					10,000
FUNDING SOURCES								
101-General Fund			10,000					10,000
FUNDING TOTALS			10,000					10,000

Napa Valley Vine Trail - Yountville to St Helena

Project No: R26-02
Category Streets
Project Location: Citywide
Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION: The Napa Valley Vine Trail - Yountville to St. Helena project represents the City of St. Helena's financial contribution toward the development and construction of the final segment of the Napa Valley Vine Trail, a regional multi-use path designed to promote alternative transportation. Image credit: https://travelswithelle.com/usa/napa-valley-vine-trail/

PROJECT NOTES:
•FY26 - Project is administered by Napa County Public Works.
-Currently in design and environmental permitting phases.
-General Fund allocations totaling $900,000 (over FY26-FY28) are planned, pending clarification of the City's final cost share and funding source.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
1234 - Placeholder				300,000	300,000	300,000		900,000
3110 - Design								0
3150 - Construction Management								0
3160 - Construction Contract								0
3170 - Contingency								0
3180 - CIP Overheads								0
EXPENDITURE TOTALS				300,000	300,000	300,000		900,000
FUNDING SOURCES								
101-General Fund				300,000	300,000	300,000		900,000
FUNDING TOTALS				300,000	300,000	300,000		900,000

Measure U Maintenance of Effort

Project No: R26-03

Category Streets

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: Operating Budgets

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Measure U Maintenance of Effort (MOE) project is established to track the City's annual compliance with funding obligations required under Measure U, Napa County's transportation sales tax measure. Similar to Measure T, Measure U requires jurisdictions to contribute a minimum percentage of General Fund revenues to local street and road maintenance as a condition of continued eligibility for Measure U funding. Key elements include: -Tracking of City staff time, materials, and contractor expenses related to routine maintenance of public roadways. -Ensuring transparent documentation of MOE expenditures for annual audits and compliance reporting. -Supporting the City's ongoing investment in street maintenance beyond capital improvement projects.
To comply with MOE provisions, jurisdictions must expend: -At least 20% of the most recently audited General Fund revenues in the first year, and at least 20% annual thereafter, with increases not to exceed 2% above the prior year.

PROJECT NOTES:
•FY26 - The initial MOE obligation is based on NVTA-TA Independent Tax Oversight Committee (ITOC) guidance, presented in Agenda Item 8.4 (March 5, 2025).
-Project budgets for FY27-FY30 reflect a 2% annual increase, consistent with Measure U's capped escalation limits.
-The City will use this CIP project to formally track MOE-related expenditures as required under Measure U's reporting framework.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3180 - CIP Overheads			296,791	302,727	308,781	314,957	321,256	1,544,512
EXPENDITURE TOTALS			296,791	302,727	308,781	314,957	321,256	1,544,512
FUNDING SOURCES								
101-General Fund			296,791	302,727	308,781	314,957	321,256	1,544,512
FUNDING TOTALS			296,791	302,727	308,781	314,957	321,256	1,544,512

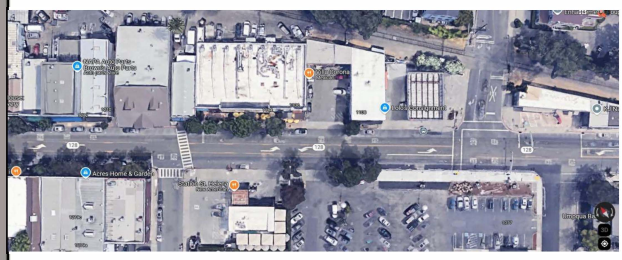
Spring Street/Highway 29 Intersection Project

Project No: R26-04

Category Streets

Project Location: Spring St/Main St (SR29) Intersection

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: In Development

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Spring Street/Highway 29 Intersection Project will rehabilitate the intersection to enhance pedestrian cyclist, and vehicular safety through improved infrastructure and visibility measures. Funded by a $500,000 Highway Safety Improvement Program (HSIP) grant, the project includes the following safety and accessibility enhancements: -Reconfiguration and restoration of pedestrian paths of travel. -Installation of ADA-compliant curb ramps and curb extensions. -Installation of Rectangular Rapid Flashing Beacons (RRFBs) for pedestrian crossings. -High-visibility crosswalks, updated road striping, and traffic signage. -Replacement of sidewalk, curb, and cutter infrastructure.
Photo credit: Google Maps

PROJECT NOTES:
•FY24 - City Council adopted Resolution 2024-022 on February 27, 2024 to: -Accept $500,000 in HSIP grant funding. -Authorize execution of a Funds Transfer Agreement with Caltrans.
•FY26 - Project officially added to the CIP
-City staff to develop design and bid documents with issuance anticipated in FY26 Q1.
-Construction will proceed upon completion of the design and competitive bidding process.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design								0
3150 - Construction Management								0
3160 - Construction Contract			440,000					440,000
3170 - Contingency			40,000					40,000
3180 - CIP Overheads			20,000					20,000
EXPENDITURE TOTALS			500,000					500,000
FUNDING SOURCES								
741-Streets Capital Improvement - PLBP			500,000					500,000
FUNDING TOTALS			500,000					500,000

Napa Valley Vine Trail - Calistoga to St. Helena

Project No: R26-05

Category Streets

Project Location: Calistoga to St. Helena

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Warranty Period

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Napa Valley Vine Trail - Calistoga to St. Helena project represents the City of St. Helena's financial contribution toward the development and construction of the segment of the Napa Valley Vine Trail, a regional multi-use path designed to promote alternative transportation.
Image credit: https://travelswithelle.com/usa/napa-valley-vine-trail/

PROJECT NOTES:
•FY20 - On September 24, 2019, City Council approved Resolution 2019-166, authorizing a funding agreement with NVTA in an amount not to exceed $241,000, including a commitment to help fund future project shortfalls under Section 1(d) of the agreement.
•FY24 - On January, 24 2023, City Council approved Amendment #1, increasing the City's contribution by $79,250 (total: $320,250).
-On March 16, 2023, City Council approved Amendment #2, increasing the City's contribution by $133,000 (total: $453,250).
•FY25 - On March 26, 2024, City Council approved Amendment #3, increasing the City's contribution by $140,000 to a new total not-to-exceed amount of $593,250.
•FY26 - Project is in the warranty phase, with St. Helena's share of FY2025-26 cost overruns totaling $361,000.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	593,250		361,000					954,250
3150 - Construction Management								0
3160 - Construction Contract								0
3170 - Contingency								0
EXPENDITURE TOTALS	593,250		361,000					954,250
FUNDING SOURCES								
101-General Fund	593,250		361,000					954,250
FUNDING TOTALS	593,250		361,000					954,250

Pavement Restoration FY 26 Design/FY 27 Construction

Project No: R26-79

Category Streets

Project Location: Select Streets

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY26
--Construction Phase: FY27

PROJECT NOTES:
•FY24 - The City Council adopted the updated street rehabilitation list per Resolution 2023-163 (December 12, 2023). -Budget based on Measure T projection.
-Design Anticipated in FY26 Q2, bid process expected in Q3.
•FY25 - Construction scheduled to begin in FY27 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design			136,500					136,500
3150 - Construction Management				136,500				136,500
3160 - Construction Contract				1,000,000				1,000,000
3170 - Contingency				100,000				100,000
EXPENDITURE TOTALS			136,500	1,236,500				1,373,000
FUNDING SOURCES								
240-Measure T/U			136,500	1,236,500				1,373,000
FUNDING TOTALS			136,500	1,236,500				1,373,000

Pavement Restoration FY 27 Design/FY 28 Construction

Project No: R27-79

Category Streets

Project Location: Select Streets

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY27
--Construction Phase: FY28

PROJECT NOTES:
•FY24 - The City Council adopted the updated street rehabilitation list per Resolution 2023-163 (December 12,2023). -Budget based on Measure T projection.
-Design Anticipated in FY27 Q2, bid process expected in Q3.
•FY25 - Construction scheduled to begin in FY28 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design				145,300				145,300
3150 - Construction Management					145,300			145,300
3160 - Construction Contract					1,060,000			1,060,000
3170 - Contingency					102,000			102,000
EXPENDITURE TOTALS				145,300	1,307,300			1,452,600
FUNDING SOURCES								
240-Measure T/U				145,300	1,307,300			1,452,600
FUNDING TOTALS				145,300	1,307,300			1,452,600

Pavement Restoration FY 28 Design/FY 29 Construction

Project No: R28-79

Category Streets

Project Location: Select Streets

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY28
--Construction Phase: FY29

PROJECT NOTES:
•FY24 - The City Council adopted the updated sheet rehabilitation list per Resolution 2023-163 (December 12,2023). -Budget based on Measure T projection.
-Design anticipated in FY28 Q2, bid process expected in Q3.
•FY25 - Construction scheduled to begin in FY29 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design					153,700			153,700
3150 - Construction Management						153,700		153,700
3160 - Construction Contract						1,122,010		1,122,010
3170 - Contingency						107,590		107,590
EXPENDITURE TOTALS					153,700	1,383,300		1,537,000
FUNDING SOURCES								
240-Measure T/U					153,700	1,383,300		1,537,000
FUNDING TOTALS					153,700	1,383,300		1,537,000

Pavement Restoration FY 29 Design/FY 30 Construction

Project No: R29-79

Category Streets

Project Location: Select Streets

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY29
--Construction Phase: FY30

PROJECT NOTES:
•FY24 - The City Council adopted the updated sheet rehabilitation list per Resolution 2023-263 (December 12,2023). -Budget based on Measure T projection.
-Design anticipated in FY29 Q2, bid process expected in Q3.
•FY25 - Construction scheduled to begin in FY30 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design						162,000		162,000
3150 - Construction Management							162,000	162,000
3160 - Construction Contract							1,190,000	1,190,000
3170 - Contingency							112,000	112,000
EXPENDITURE TOTALS						162,000	1,464,000	1,626,000
FUNDING SOURCES								
240-Measure T/U						162,000	1,464,000	1,626,000
FUNDING TOTALS						162,000	1,464,000	1,626,000

Pavement Restoration FY 30 Design/FY 31 Construction

Project No: R30-79

Category Streets

Project Location: Select Streets

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Rehabilitate streets citywide by implementing various surface treatments, including slurry seal, micro-surfacing, and asphalt overlays. These treatments will extend pavement life, improve roadway conditions, and enhance safety for motorists, cyclists, and pedestrians.
Key project components include:
•Street rehabilitation across select locations based on priority needs identified in the updated Pavement Management Plan.
•Curb ramp upgrades where necessary to ensure ADA (Americans with Disabilities Act) compliance.
•Utilization of Measure T funding for project implementation.
The project will follow a two-phase approach:
--Design Phase: FY30
--Construction Phase: FY31

PROJECT NOTES:
•FY24 - The City Council adopted the updated sheet rehabilitation list per Resolution 2023-263 (December 12,2023). -Budget based on Measure T projection.
-Design anticipated in FY30 Q2, bid process expected in Q3.
•FY25 - Construction scheduled to begin in FY31 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design							172,000	172,000
3150 - Construction Management								0
3160 - Construction Contract								0
3170 - Contingency								0
EXPENDITURE TOTALS							172,000	172,000
FUNDING SOURCES								
240-Measure T/U							172,000	172,000
FUNDING TOTALS							172,000	172,000

Category Summary Report
FY2025-26 to FY2029-30
3 - Water

	PROJECT TITLE	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
W-101	Tank 2 Rehabilitation	115,684	930,125						1,045,809
W-108	Lower Reservoir Rehab	246,379	224		50,000				296,603
W-109	Bell Canyon Intake Tower Replacement	1,517,142	18,289		5,000,000				6,535,431
W-35	Bell Canyon Reservoir Improvements	29,714	70,286						100,000
W-80	Dwyer Road Booster (Pump Station)		900,000						900,000
W-85	Bell Canyon Valve House Replacement	99,907		475,703					575,610
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	138,073		100,000		3,515,968			3,754,041
W-91	Bell Canyon Creek Flow Measurement								
W18-111	WTP Condition Assessment	289,937							289,937
W18-113	Water System SCADA Improvements	404,344		533,327					937,671
W18-118	Replace Mains <6" in Diameter	5,570	310,136	327,702	338,189	349,011			1,330,608
W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment	100,092							100,092
W21-01	Kearney and Andrea Water Main Replacement	818,540	1,005,645						1,824,185
W24-01	Water Distribution Fire Flow Improvements	254,394	57,762		156,000				468,156
W24-02	Napa Intertie Pump Station (Rutherford) Replacement		2,522,780				10,597,220		13,120,000
W24-03	ArcGIS Infrastructure Development	7,582	45,611						53,193
W24-04	Retrofit/Deploy SMART water meters	2,156,399	103,831	5,000					2,265,230
W24-05	PFAS Sampling Project								
W24-06	Risk and Resilience Assessment Report Implementation		160,965						160,965
W24-07	Cyber-Security Implementation		53,655						53,655
W24-08	Safe Yield Policy & Water Neutrality Policy Update	80,650	69,350						150,000
W24-09	Emergency Repairs to Water Infrastructure to address discolored water	1,067,624	212,070						1,279,694
W24-10	Water System Hydraulic Model Update	199,638	12,562						212,200
W24-11	Bell Canyon Dam DSOD Analysis/Improvements	200,303	150,000	100,000	750,000	2,017,684			3,217,987
W24-12	Disinfection By Products Project		52,500		379,288	391,425			823,213
W25-01	Napa Intertie Pipeline Replacement	446,200		6,092,269					6,538,469
W25-02	Water Treatment Plant Transmission Main Replacement	37,073	1,662,927		7,400,084				9,100,084
W25-03	Water Management Plan	284,573							284,573

Category Summary Report
FY2025-26 to FY2029-30
3 - Water

		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
W25-91	Bell Canyon Creek Flow Measurement		50,000						50,000
W26-01	Water Treatment Plant Microgrid/SCADA Upgrades		100,000	200,000	2,300,000				2,600,000
W26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation	22,575	110,099						132,674
W29-01	Water Treatment Plant (Water Treatment Plant Rehabilitation)						5,900,000	2,500,000	8,400,000
W29-02	PWRR-1 yr 6-10 Water Main Annual Replacement Program Allowance					239,157	246,810		485,967
		8,522,393	8,598,817	7,834,001	16,373,561	6,513,245	16,744,030	2,500,000	67,086,047
PROJECT FUNDING SOURCES									
421	Go Bonds	360,056	367,898	797,702	544,189	349,011			2,418,856
561	Water Rate Revenues	1,514,439	401,706						1,916,145
763	Water Capital Improvement - Bond	5,988,873	6,228,989	6,836,299	13,529,372	5,925,077	1,287,571		39,796,181
763	Water Capital Improvement	510,952	224						511,176
763	Water Capital Improvement - Grant/Interagency Fund		1,600,000	200,000	667,000				2,467,000
764	Water Impact Fees	148,073							148,073
999	Unidentified				1,633,000	239,157	15,456,459	2,500,000	19,828,616
		8,522,393	8,598,817	7,834,001	16,373,561	6,513,245	16,744,030	2,500,000	67,086,047

Tank 2 Rehabilitation

Project No: W-101

Category Water

Project Location: APN 022-420-019

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Tank 2 Rehabilitation Project involves critical maintenance of Tank 2 located at the Lower Reservoir to ensure its structural integrity, water quality performance, and regulatory compliance. This project includes: -Interior sandblasting and coating to restore corrosion protection. -Sanitization and disinfection of the tank to meet public health and drinking water standards. -Improvements that extend the operational lifespan of the tank and protect stored water from contamination.
This rehabilitation was identified as a high-priority need in the Water Rate Study and Integrated Utility Master Plan.

PROJECT NOTES:
•FY24 - Project included in the proposed Water Rate Study, with a scheduled delivery timeline for design and construction.
-Budget reflects updated cost estimates due to escalation.
•FY25 - City issue a Professional Services Agreement (PSA) in FY25 Q1 for design and preparation of construction bid documents.
-Construction tentatively scheduled for FY25 Q2-Q3, pending completion of design and environmental review.
-Exp/Enc expenditures reflect design work completed under the original project between FY16-FY22.
•FY26 - Construction is currently scheduled for FY26 Q2-Q3, based on adjusted delivery timelines and bond funding allocations.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	115,684	61,125						176,809
3150 - Construction Management		118,000						118,000
3160 - Construction Contract		686,000						686,000
3170 - Contingency		65,000						65,000
EXPENDITURE TOTALS	115,684	930,125						1,045,809
FUNDING SOURCES								
763-Water Capital Improvement - Bond	115,684	930,125						1,045,809
FUNDING TOTALS	115,684	930,125						1,045,809

Lower Reservoir Rehab

Project No: W-108

Category Water

Project Location: APN 009-131-013

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Lower Reservoir Rehabilitation Project addresses safety and operational needs at the Lower York Creek Dam in compliance with requirements from the California Division of Safety of Dams (DSOD). The project is focused on improving dam safety and infrastructure reliability through the following key activities: repair of the 12-inch diameter gate in the outlet tower, repair of the 24-inch diameter spillway gate, geotechnical investigation and slope stability analysis to evaluate dam integrity, seismic stability assessment of the intake tower to meet updated safety standards, and surveying and rehabilitation of the 12-inch diameter low-level outlet pipe to restore full operational capacity. This project is essential for maintaining regulatory compliance, ensuring public safety, and extending the life of the City's water storage infrastructure.

PROJECT NOTES:
•Resolution 2019-149 Approved Amendment #1 with Mead & Hunt for design-related services in the amount of $27,000.
•FY24 - Project included in the GO Bond allocation ($620,000 total across multiple water projects):
- W-85 Bell House Valve Replacement - $470,000 (Tranche 2, FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring - $100,000 (Tranche 1, FY24)
- W-108 Lower Reservoir Rehab - $50,000 (Tranche 2, FY27)
•FY25 - Additional budget added in response to a DSOD compliance letter requiring further analysis and corrective actions.
•FY26 - Pending DSOD response/direction.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	246,379	224						246,603
3160 - Construction Contract				45,000				45,000
3170 - Contingency				5,000				5,000
EXPENDITURE TOTALS	246,379	224		50,000				296,603
FUNDING SOURCES								
421-Go Bonds				50,000				50,000
763-Water Capital Improvement	246,379	224						246,603
FUNDING TOTALS	246,379	224		50,000				296,603

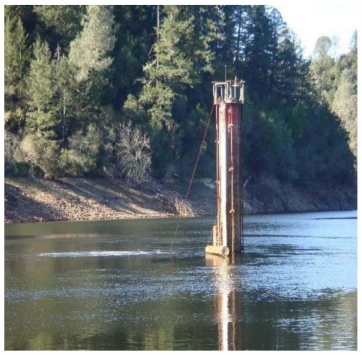
Bell Canyon Intake Tower Replacement

Project No: W-109

Category Water

Project Location: Bell Canyon Reservoir (APN 021-420-019)

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Intake Tower Replacement Program is a critical infrastructure initiative to address compliance requirements issued by the California Department of Water Resources Division of Safety of Dams (DSOD). The existing intake tower at Bell Canyon Reservoir is non-compliant and poses a risk of enforcement action, including permit suspension or revocation. Key components of the project include: -Design and construction of a new intake tower. -Environmental review and permitting. -Construction management and contingency planning to support delivery of a complex, regulatory-driven capital improvement.
Failure to complete the project would jeopardize the City's permitted use of Bell Canyon Reservoir.

PROJECT NOTES:
PW has designated this project as high priority due to the significant regulatory risk.
Debt financing is anticipated, and the project was included in the Utility Rate Study for long-term funding planning.
•FY24 - Project added to CIP and delivery timeline established in the proposed Rate Study.
•FY25 - Resolution 2024-089 (Adopted June 11, 2024) - Added funding to the project scope. Authorized execution of the Professional Services Agreement (PSA) for design. Increased the total project budget from $3.3 million to $6.0 million (pre-06/30/2024 expenses excluded).
-Project is being coordinated with W-85 (Bell House Valve Replacement) for shared construction planning.
•FY26 - Design completion anticipated in FY26 Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	1,317,142							1,317,142
3120 - Environmental/Planning	200,000							200,000
3150 - Construction Management				509,145				509,145
3160 - Construction Contract				4,000,000				4,000,000
3170 - Contingency		18,289		490,855				509,144
EXPENDITURE TOTALS	1,517,142	18,289		5,000,000				6,535,431
FUNDING SOURCES								
561-Water Rate Revenues	290,168							290,168
763-Water Capital Improvement - Bond	1,226,974	18,289		5,000,000				6,245,263
FUNDING TOTALS	1,517,142	18,289		5,000,000				6,535,431

Bell Canyon Reservoir Improvements

Project No: W-35

Category Water

Project Location: 410 Crystal Springs Rd. (APN 021-420-019)

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Nearly complete

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Reservoir Improvements Project focuses on restoring water storage capacity at the Bell Canyon Reservoir through dredging and sediment removal. Over time, sediment accumulation has reduced the reservoir's storage volume, and this project aims to return the facility to its original design capacity.

PROJECT NOTES:
•FY24 - A bathymetric survey was completed, and an analyzation volume of accumulated sediment.
•FY25 - Final capacity analysis and technical report scheduled for completion in FY25 Q3.
•FY26 - The Water Management Plan (CIP No. W25-03) will evaluate the long-term value and priority of improvements at Bell Canyon, including potential dredging or alternative storage enhancements.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	29,714	70,286						100,000
EXPENDITURE TOTALS	29,714	70,286						100,000
FUNDING SOURCES								
561-Water Rate Revenues	29,714	70,286						100,000
FUNDING TOTALS	29,714	70,286						100,000

Dwyer Road Booster (Pump Station)

Project No: W-80

Category Water

Project Location: Between St. Helena, Napa, and Calistoga: Dwyer Rd.

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Delayed; dependent on City of Napa

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Dwyer Road Booster (Pump Station) project is a regional water infrastructure initiative shared between the Cities of St. Helena, Napa, and Calistoga. Located along Dwyer Road, the facility is critical for pumping water northward (up-valley) to ensure consistent system pressure, reliability, and redundancy for all three participating agencies.
The total project cost is estimated at 6 to 7 million, with St. Helena's cost share currently estimated at 10%.

PROJECT NOTES:
City of Napa Agreement C2009 119 and Resolution 2009-109 (September 22, 2009) authorized joint funding for preliminary analysis and design, split equally between Napa, St. Helena, and Calistoga.
City of Napa Agreement C2011 215 (October 4, 2011) confirmed Napa as administrator of design scope and responsibilities. St. Helena and Calistoga agree to support this effort and reimburse Napa according to the cost share allocation included in this agreement. Design funding capped at $270,000 ($90,000 each city unless amended).
City of St. Helena Resolution 2014-23 (April 22, 2014) authorized the City of Napa to apply for grant/loan funds on behalf of the three cities for project delivery.
- A cost share agreement for the construction is not in place. May 18, 2022, PW states the estimated cost is $7,000,000 with a 10% cost share by the City of St. Helena. Additionally, Napa has applied for a grant which, if awarded, would lower the St. Helena contribution.
•FY24 - Construction cost share agreement is still pending. St Helena's placeholder contribution is $900,000, pending grant award and final cost apportionment.
•FY25 - budget continued.
•FY26 - City of Napa is currently advancing design and environmental documentation, contingent upon state/federal funding eligibility.
-Budget carried forward through FY26 to maintain funding availability.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
1234 - Placeholder		900,000						900,000
EXPENDITURE TOTALS		900,000						900,000
FUNDING SOURCES								
763-Water Capital Improvement - Bond		900,000						900,000
FUNDING TOTALS		900,000						900,000

Bell Canyon Valve House Replacement

Project No: W-85

Category Water

Project Location: APN 021-420-019

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell House Valve Replacement Project is a critical safety and infrastructure upgrade mandated by the California Division of Safety of Dams (DSOD). The project involves the replacement of the existing valve at the Bell Canyon Reservoir to ensure the City can safely and effectively control water releases during an emergency. Key elements of the project include: replacing the aging valve system to ensure reliable operation during DSOD-mandated drawdowns, preventing the uncontrolled draining of Bell Canyon Reservoir, which could occur if the existing valved failed to close, and supporting emergency preparedness and compliance with DSOD safety standards.

PROJECT NOTES:
•Project to be bid concurrently with the Intake Tower Improvements project CIP No. W-109.
•Originally estimated for construction in FY22; later identified as a high-priority project per Public Works update on May 17, 2022.
•$49,029.88 in prior recorded labor (pre-FY13) is tracked in Springbrook and excluded from the current budget.
•FY24 -Project included in the GO Bond allocation ($620,000 total across multiple water projects):
- W-85 Bell House Valve Replacement - $470,000 (Tranche 2, FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring - $100,000 (Tranche 1, FY24)
- W-108 Lower Reservoir Rehab - $50,000 (Tranche 2, FY27)
•FY25 - Project advanced to FY26 (from FY27) to address regulatory urgency.
- Funding increases and PSA executed per Resolution 2024-089 adopted June 11, 2024.
•FY26 - anticipate completion of design FY26Q2. Moved funding from FY27 to FY26.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	99,907		25,703					125,610
3150 - Construction Management			30,000					30,000
3160 - Construction Contract			390,000					390,000
3170 - Contingency			30,000					30,000
EXPENDITURE TOTALS	99,907		475,703					575,610
FUNDING SOURCES								
421-Go Bonds			470,000					470,000
763-Water Capital Improvement - Bond	99,907		5,703					105,610
FUNDING TOTALS	99,907		475,703					575,610

Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)

Project No: W-86

Category Water

Project Location: APN 009-131-029 & 019

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Pending

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Spring Mountain Pressure Zone Improvements Project (Holmes Tank Upgrade) aims to improve system pressure, reliability, and operational efficiency by upgrading and integrating the Holmes and Elmhurst water delivery systems in the Spring Mountain area.

PROJECT NOTES:
Original funding not available. The city submitted a MMGP application but later was withdrawn due to ineligibility.
•FY24 - Project scope and schedule were included in the proposed Water Rate Study for project delivery.
•FY25 - Project budget updated to reflect cost escalation identified in the rate study. The need for the project is pending validation via CIP No. W24-10 (Water System Hydraulic Model Update), which will provide updated hydraulic modeling data.
•FY26 - Design funds planned to engage a consultant in FY 26 Q1-Q2 to evaluate upgrade alternatives, such as additional pipe network construction.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	138,073		100,000		246,470			484,543
3150 - Construction Management					435,000			435,000
3160 - Construction Contract					2,500,000			2,500,000
3170 - Contingency					334,498			334,498
EXPENDITURE TOTALS	138,073		100,000		3,515,968			3,754,041
FUNDING SOURCES								
763-Water Capital Improvement - Bond			100,000		3,515,968			3,615,968
764-Water Impact Fees	138,073							138,073
FUNDING TOTALS	138,073		100,000		3,515,968			3,754,041

Bell Canyon Creek Flow Measurement

Project No: W-91

Category Water

Project Location: APN 021-420-019 & 012

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Pending

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Creek Flow Measurement Project is required to establish compliance with DSOD regulations. The project involves the design, permitting, and construction of a flow measurement structure in Bell Canyon Creek, located downstream of the Bell Canyon Reservoir.

PROJECT NOTES:
•FY25 - This project was reinstated after being inactive for several years, it is required by DSOD to meet ongoing operational compliance requirements.
-A new project was created (W25-91) to accurately account for current and future expenditures.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design								0
3160 - Construction Contract								0
EXPENDITURE TOTALS								0
FUNDING SOURCES								
561-Water Rate Revenues								0
FUNDING TOTALS								0

WTP Condition Assessment

Project No: W18-111

Category Water

Project Location: Louis Stralla Water Treatment Plant (APN 021-420-019)

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Nearly complete

PRIORITY: High

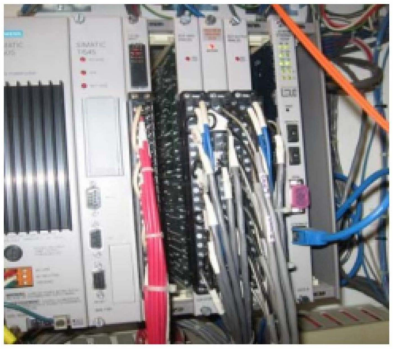
PROJECT PURPOSE & DESCRIPTION:
The Water Treatment Plant (WTP) Condition Assessment is a comprehensive evaluation of the Louis Stralla Water Treatment Plant to identify short-and long-term capital and operational needs. This foundational study will guide future improvements and investment planning to ensure the plant continues to operate reliably, safely, and in compliance with regulatory standards.

PROJECT NOTES:
•FY24 - Project included in the proposed Water Rate Study.
-Resolution 2023-146 adopted by City Council on November 14, 2023, authorized award of the PSA and additional funds to proceed.
•FY25 - Completion of the assessment report is anticipated FY25 Q3.
•FY26 - Final report expected by Fy25 Q4, with development of a formal WTP CIP in FY26 Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	289,937							289,937
EXPENDITURE TOTALS	289,937							289,937
FUNDING SOURCES								
763-Water Capital Improvement - Bond	289,937							289,937
FUNDING TOTALS	289,937							289,937

Water System SCADA Improvements

Project No: W18-113
Category Water
Project Location: Citywide
Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Water System SCADA Improvements Project involves citywide upgrades to the Supervisory Control and Data Aquisition (SCADA) system used to monitor and control the City's water infrastructure. The project focuses on integrating pump stations and treatment components into a centralized platform that enhances real-time system visibility, automation, and remote operations. Key components include: -Power and instrumentation upgrades at critical pump station and water facility sites. -Expansion and integration of SCADA control panels, sensors, and communications infrastructure. -Centralized monitoring to improve system reliability, efficiency, and emergency response.
This project modernizes the City's water system management and supports proactive operations and maintenance practices.

PROJECT NOTES:
•FY23 - Project name updated from "SCADA Improvements - Rutherford & Holmes" to reflect its expanded citywide scope.
•FY24 - Included in the Water Rate Study, with a proposed schedule for project delivery.
-Funding authorized via: -Resolution 2023-154 (November 28, 2023) $154,366; -Resolution 2024-099 (June 25, 2024) $227,578.
•FY25 - SCADA improvements at the WTP expected to be completed by FY25 Q3.
•FY26 - Final systemwide SCADA integration expected to be completed by FY26 Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design			20,000					20,000
3150 - Construction Management			15,000					15,000
3160 - Construction Contract	404,344		440,000					844,344
3170 - Contingency			58,327					58,327
EXPENDITURE TOTALS	404,344		533,327					937,671
FUNDING SOURCES								
763-Water Capital Improvement - Bond	404,344		533,327					937,671
FUNDING TOTALS	404,344		533,327					937,671

Replace Mains <6" in Diameter

Project No: W18-118

Category Water

Project Location: Various locations in St. Helena

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Design/Construction

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Replace Mains <6" in Diameter Project is a multi-year, citywide water infrastructure initiative aimed at replacing undersized water mains (less than 6 inches in diameter) to improve system capacity, fire flow, and water quality. The project is based on priorities outlined in the Integrated Utility Master Plan (IUMP) and is structured as an annual replacement program, delivering one project per year over multiple years.

PROJECT NOTES:
•FY24 - Project scope and delivery plan included in the proposed Rate Study.
- Prioritized water main replacements outlined for Years 1-5 in the Integrated Utility Master Plan.
- Funding included in GO Bond Tranche 2 (FY27) and Tranche 3 (FY30) at $720,000 per tranche to support phased implementation.
•FY26 - Additional segments to be replaced in FY26.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		37,885	39,324	40,583	41,881			159,673
3150 - Construction Management		37,885	39,324	40,583	41,881			159,673
3160 - Construction Contract	5,570	202,795	216,284	223,204	230,348			878,201
3170 - Contingency		31,571	32,770	33,819	34,901			133,061
EXPENDITURE TOTALS	5,570	310,136	327,702	338,189	349,011			1,330,608
FUNDING SOURCES								
421-Go Bonds	5,570	310,136	327,702	338,189	349,011			1,330,608
FUNDING TOTALS	5,570	310,136	327,702	338,189	349,011			1,330,608

Bell Canyon Phreatic Surface Monitoring & Assessment

Project No: W18-120

Category Water

Project Location: APN 021-420-019

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Completed

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Phreatic Surface Monitoring and Assessment project was initiated in response to new safety requirements from the California Division of Safety of Dams (DSOD) following the 2017 Oroville Dam incident. The project involves the installation and assessment of instrumentation to monitor the phreatic (groundwater) surface within the Bell Canyon Dam Structure. This effort contributes to the overall safety and operational integrity of the City's water storage system.

PROJECT NOTES:
•FY24 - Project included in the GO Bond allocation ($620,000 total across multiple water projects):
- W-85 Bell House Valve Replacement - $470,000 (Tranche 2, FY27)
- W18-120 Bell Canyon Phreatic Surface Monitoring - $100,000 (Tranche 1, FY24)
- W-108 Lower Reservoir Rehab - $50,000 (Tranche 2, FY27)
•FY25 - Purchase Orders 15232 (issued August 31,2023) and 15222 (issued February 7, 2024) were executed to fulfill DSOD requirements.
- Project activities are coordinated with CIP No. W24-11 (Bell Canyon DSOD Analysis/Improvements), which includes additional investigations and improvements related to dam safety and monitoring.
•FY26 - Submission of Work Plan for DSOD review completed FY25Q2. Future work to be performed under W24-11.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	99,536							99,536
3180 - CIP Overheads	556							556
EXPENDITURE TOTALS	100,092							100,092
FUNDING SOURCES								
421-Go Bonds	100,092							100,092
FUNDING TOTALS	100,092							100,092

Kearney and Andrea Water Main Replacement

Project No: W21-01

Category Water

Project Location: Kearney and Andrea

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Completed

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Kearney and Andrea Water Main Replacement Project addressed critical infrastructure needs by replacing undersized and aging 4-inch water mains on two key residential streets: -Kearney street, between Hillview Place and Adams Street, and Andrea Avenue, between Kearney Street and Oak Avenue.
The project improves water flow, pressure, and system reliability, while also supporting fire protection needs and reducing the risk of main breaks and service disruptions.
Project scope includes: -Full replacement of existing water mains. -Upgrades to service laterals and valves. -Construction management and inspection.

PROJECT NOTES:
Project was previously on hold (since February 2021) due to exhausted consulting budget.
Final plans were completed by Green Valley Engineering, under contract FY2021-013, which included design, construction documents, and specifications.
•FY 23 - Public Works requested an updated construction estimate and moved construction to FY24, cost estimate was escalated by ~10% from prior planning figures.
•FY24 - Project included in the Fy24 Water Rate Study.
-Construction awarded per Resolution 2024-030 (March 12,2024).
•FY25 - NOC presented to City Council on October 22, 2024.
-Budget was reconciled to reflect actual expenditures, and project is now marked "Completed"

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	52,019	111,716						163,735
3150 - Construction Management		110,339						110,339
3160 - Construction Contract	740,181	606,954						1,347,135
3170 - Contingency	26,340	176,636						202,976
EXPENDITURE TOTALS	818,540	1,005,645						1,824,185
FUNDING SOURCES								
561-Water Rate Revenues	46,283							46,283
763-Water Capital Improvement - Bond	772,257	1,005,645						1,777,902
FUNDING TOTALS	818,540	1,005,645						1,824,185

Water Distribution Fire Flow Improvements

Project No: W24-01

Category Water

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Water Distribution Fire Flow Improvements Project is a multi-phase, citywide initiative to improve fire suppression capabilities by replacing undersized water distribution mains. As recommended in the 2021 Integrated Utility Master Plan (IUMP), the project will replace approximately 4,900 linear feet (0.9 miles) of 6-inch or smaller diameter pipelines with larger-diameter pipes to meet current fire flow standards and support public safety. This project significantly enhances the reliability and performance of the City's water distribution system in support of emergency response and fire protection.

PROJECT NOTES:
•FY24 - $1.5M included in GO Bond funding, with $572,000 pending specific allocation.
- Tranche 1 Projects (FY23/24): PWFF-3 Vintage Ave Loop ($20k), PWFF-6 Crane ($142k), PWFF-8 Pine St ($65k), PWFF-9 Fulton ($85k); in-house design.
- Tranche 2 Projects (FY26/27): PWFF-4 El Bonita ($50k), PWFF-5 Charter Oak ($76k), PWFF-10 6" Hydrant laterals ($15k), PWFF-11 4" Hydrant laterals ($15k).
-Tranche 3 Projects (FY29/30): PWFF-1 Zinfandel ($144k), PWFF-2 Inglewood Ave ($55k), PWFF-7 Spring St ($261k)
•FY25 - Design Professional Services Agreement for Tranche 1 projects authorized per Resolution 2024-037 on March 26,2024.
•FY26 - Development of subsequent phases of PWFF improvements for FY26Q2 construction pending preliminary feedback on Hydraulic Model, W24-10.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	55,692			2,000				57,692
3150 - Construction Management		15,000		5,000				20,000
3160 - Construction Contract	159,078	42,762		141,000				342,840
3170 - Contingency	39,468			8,000				47,468
3180 - CIP Overheads	156							156
EXPENDITURE TOTALS	254,394	57,762		156,000				468,156
FUNDING SOURCES								
421-Go Bonds	254,394	57,762		156,000				468,156
FUNDING TOTALS	254,394	57,762		156,000				468,156

Napa Intertie Pump Station (Rutherford) Replacement

Project No: W24-02

Category Water

Project Location: Rutherford Pump Station, 1851 St Helena Hwy.

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Coordinating with Design Engineer for updated proposal

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Napa Intertie Pump Station (Rutherford) Replacement Project involves the construction of a permanent pump station to replace the existing temporary structure located at 1851 St. Helena Hwy. This facility is a critical water supply asset that supports regional water conveyance between the City of Napa and St. Helena.

PROJECT NOTES:
•FY24 - Project includes design and construction of a permanent pump station to support long-term operations. Total estimated project cost: $13.1M.
-Awarded 1.5M in DWR grant funding through advocacy by Senator Bill Dodd.
•FY25 - Budget updated to reflect escalated construction values and projected Water Bond Funding.
-Reinstituted 50% PG&E cost share for design elements.
-Plan to execute updated PSA in FY25 Q2.
•FY26 - Authorization of full design anticipated in FY25 Q4.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		2,522,780						2,522,780
3150 - Construction Management						637,220		637,220
3160 - Construction Contract						9,000,000		9,000,000
3170 - Contingency						960,000		960,000
EXPENDITURE TOTALS		2,522,780				10,597,220		13,120,000
FUNDING SOURCES								
763-Water Capital Improvement - Bond		1,022,780				1,287,571		2,310,351
763-Water Capital Improvement - Grant/Interagency Fund		1,500,000						1,500,000
999-Unidentified						9,309,649		9,309,649
FUNDING TOTALS		2,522,780				10,597,220		13,120,000

ArcGIS Infrastructure Development

Project No: W24-03
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The ArcGIS Infrastructure Development Project supports the acquisition, setup, and integration of Esri's ArcGIS platform for use in water system mapping, asset management, and long-term capital planning. This project will enable the City to develop a centralized geospatial data system of water infrastructure and support the integration of modern operational tools. Project components include: Purchase and initial configuration of ArcGIS software licenses, data acquisition, digitization, and spatial integration of the City's existing water system records, assets, development of internal dashboards, field apps, and asset management tools. The project is part of a joint implementation effort with the wastewater utility (Project No. S24-03).
This project aligns with the recommendations of the Integrated Utility Master Plan (Chapter 7 & Appendix C) and supports modernization of utility operations.

PROJECT NOTES:
•FY24 - Project included in the Integrated Utility Master Plan, budget is shared with Sewer CIP S24-03.
•FY25 - Budgets updated to reflect escalated costs based on the 2024 Rate Study.
•FY26 - Most baseline data layers have been developed in coordination with hydraulic model consultants.
-Next steps include an in-field validation survey to confirm data accuracy and prepare for mobile deployment and analytics integration.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	7,582	45,611						53,193
EXPENDITURE TOTALS	7,582	45,611						53,193
FUNDING SOURCES								
763-Water Capital Improvement - Bond	7,582	45,611						53,193
FUNDING TOTALS	7,582	45,611						53,193

Retrofit/Deploy SMART water meters

Project No: W24-04

Category Water

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Construction

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Retrofit/Deploy SMART Water Meters Project is a citywide initiative to upgrade all customer water meters with modern SMART meters. These new meters enable real-time upstage monitoring, improve operational efficiency, reduce water loss, and empower customers to manage their consumption proactively. Key project goals include: -Replacement of existing meters with SMART meter technology. -Enabling remote meter reading and leak detection alerts. -Reducing manual meter re-reads and water loss. -Supporting customer transparency through user-accessible consumption data.

PROJECT NOTES:
•FY24 - Project included in the Water Rate Study.
Authorized actions:
-Resolution 2024-056 (May 14, 2024) -Approved SMART meter design.
-Resolution 2024-100 (June 25, 2024) - Authorized meter purchase.
-Resolution 2024-101 (June 25, 2024) - Authorized issuance of RFB for installation.
•FY25 - Contract awarded to Professional Meters, Inc. per Resolution 2025-012 (February 11, 2025).
-Budget updated to reflect escalation in unit costs and accelerated timeline. Construction/installation commenced FY25 Q3. Project acceleration driven by high water loss and high number of re-reads. (24% and 1,000 in July 2024)
•FY26 - Construction and deployments expected to be completed by FY26 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	256,831		5,000					261,831
3150 - Construction Management	152,729							152,729
3160 - Construction Contract	1,673,135	103,831						1,776,966
3170 - Contingency	73,704							73,704
EXPENDITURE TOTALS	2,156,399	103,831	5,000					2,265,230
FUNDING SOURCES								
763-Water Capital Improvement - Bond	2,156,399	103,831	5,000					2,265,230
FUNDING TOTALS	2,156,399	103,831	5,000					2,265,230

PFAS Sampling Project

Project No: W24-05
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Completed

PRIORITY: Low

PROJECT PURPOSE & DESCRIPTION:
The PFAS Sampling Project was initiated to monitor the City's to monitor the City's drinking water for PFAS chemicals (i.e. Teflon® and similar chemicals) in compliance with the EPA's UCMR 5. The City was required to collect and report data on PFAS presence in the water supply to the State of California and the EPA.

PROJECT NOTES:
•FY24 - City selected by EPA to participate in UCMR 5 to conduct sampling monitoring over a 12-month period between 2023 and 2025.
-Sampling and reporting completed.
•FY25 - No further action required, project marked as completed.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design								0
3160 - Construction Contract								0
EXPENDITURE TOTALS								0
FUNDING SOURCES								
763-Water Capital Improvement - Bond								0
FUNDING TOTALS								0

Risk and Resilience Assessment Report Implementation

Project No: W24-06
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Risk and Resilience Assessment Report Implementation Project provides funding to begin implementing recommendations from the City's 2022 report for the water utility. Initial focus areas include: -Evaluating and prioritizing key vulnerabilities and mitigation strategies. -Developing follow-up capital projects or operational changes. -Implementing physical and cyber security enhancements, including surveillance and access control upgrades.

PROJECT NOTES:
•FY24 - Report completed in January 2022. This project was created to begin addressing recommendations through a preliminary implementation budget.
•FY25 - Budget updated to reflect cost escalation based on the Water Rate Study, staff continue scoping individual project elements.
•FY26 - Begin implementing misc. security improvements at water facilities, such as video surveillance, motion sensors, and perimeter control at vulnerable sites.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		160,965						160,965
3160 - Construction Contract								0
EXPENDITURE TOTALS		160,965						160,965
FUNDING SOURCES								
763-Water Capital Improvement - Bond		160,965						160,965
FUNDING TOTALS		160,965						160,965

Cyber-Security Implementation

Project No: W24-07
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Cyber-Security Implementation Project is part of the City's broader effort to strengthen the digital resilience of the water utility, based on findings from the 2022 Risk and Resilience Assessment Report. Specifically, the project will implement recommendations from Appendix A - Cyber Security Assessment, which identified vulnerabilities and best practices to prevent and mitigate cyber threats.
This project is critical to ensuring that the City's SCADA, and business water utility systems are protected from growing cybersecurity threats.

PROJECT NOTES:
•FY24 - Risk and Resilience Assessment completed in January 2022. Initial budget allocated to scope and begin phased implementation.
•FY25 - Budget updated to reflect inflationary adjustments based on the Rate Study.
•FY26 - Begin coordinated installation of cybersecurity measures alongside W24-06 (physical site security improvements).

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		10,000						10,000
3160 - Construction Contract		43,655						43,655
EXPENDITURE TOTALS		53,655						53,655
FUNDING SOURCES								
763-Water Capital Improvement - Bond		53,655						53,655
FUNDING TOTALS		53,655						53,655

Safe Yield Policy & Water Neutrality Policy Update

Project No: W24-08
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Deferred

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Safe Yield Policy & Water Neutrality Policy Update Project is a strategic water planning initiative to review and update two critical policy documents that guide sustainable water resource management and growth in St. Helena.
1. Safe Yield Policy - Evaluates available water supply under current and future climate conditions and establishes thresholds for declaring water shortage stages. The policy/process for declaration of various stages of water emergencies needs to be updated to reflect current climate projections, proposed rates and supply sustainability.
2. Water Neutrality Policy - Ensures that new development does not negatively impact the City's water supply by requiring offsetting measures. This update is required to address current development trends and to provide a more practical application to address a neutral impact to the City's water supply.

PROJECT NOTES:
•FY24 - Existing Safe Yield analysis was over 10 years old, and the Water Neutrality Policy was last dated in 2016. Project is initiated to reflect modernized assumptions, rate structures, and supply sustainability planning.
•FY25 - PSA Executed per Resolution 2023-061 on June 6, 2023. Work on Safe Yield update and Water Neutrality policy began in parallel.
•FY26 - Final Safe Yield document expected FY26 Q1.
-Water neutrality Policy update will follow completion of the Water Management Plan (W25-03) to ensure policy alignment.
-Project status remains "Deferred" until both documents are complete and adopted.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	80,650	69,350						150,000
EXPENDITURE TOTALS	80,650	69,350						150,000
FUNDING SOURCES								
561-Water Rate Revenues	80,650	69,350						150,000
FUNDING TOTALS	80,650	69,350						150,000

Emergency Repairs to Water Infrastructure to address discolored water

Project No: **W24-09**

Category **Water**

Project Location: **Louis Stralla Water Treatment Plant (APN 021-420-019)**

Responsible Department: **Public Works**

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: **Completed**

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
This emergency project was initiated to address water discoloration and aging infrastructure issues at the LSWTP. Repairs were made under emergency declaration (Resolution 2023-016 on August 22, 2023) to ensure continued delivery of safe, high-quality drinking water and to stabilize operations at the facility.
Project scope included: -Rehabilitation of Clear Well and Tank 1A. -Filter bed inspection, surveillance, and partial rehabilitation. -Investigation and cleaning of Clear Well/Tank supply lines. -Pump and motor rehabilitation. -Installation of a high-flow backwash pump to support improved treatment plant performance.

PROJECT NOTES:
•FY24 - Project initiated under Resolution 2023-016 on August 22, 2023 declaring an emergency. Preliminary quotes were used pending equipment disassembly and condition verification.
-Budget was updated per: -Resolution 2023-130 (September 26, 2023); Resolution 2024-003 (October 24, 2023) -Final budget reduction adopted per Resolution 2023-140 (January 9, 2024)
•FY25 - Final component (high-flow backwash pump) installed in FY25 Q3.
-NOC anticipated in FY25 Q4, project marked as completed pending NOC approval.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design								0
3160 - Construction Contract	1,067,624	212,070						1,279,694
EXPENDITURE TOTALS	1,067,624	212,070						1,279,694
FUNDING SOURCES								
561-Water Rate Revenues	1,067,624	212,070						1,279,694
FUNDING TOTALS	1,067,624	212,070						1,279,694

Water System Hydraulic Model Update

Project No: W24-10
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Water System Hydraulic Model Update project involves updating the City's existing water distribution model developed during the 2021 Integrated Utility Mater Plan. The updated model will undergo full calibration and verification to accurately represent system-wide dynamics, including sources and distribution dynamics.

PROJECT NOTES:
•FY24 - Project scope developed to include full model calibration and verification, initiated per Council per Council direction on March 12, 2024.
-PSA authorized per Resolution 2024-032 (March 12, 2024)
•FY25 - Budget adjusted in alignment with the 2024 Water Rate Study projections.
•FY26 - Model completion and final report expected in FY26 Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	199,638	12,562						212,200
3170 - Contingency								0
EXPENDITURE TOTALS	199,638	12,562						212,200
FUNDING SOURCES								
763-Water Capital Improvement - Bond	199,638	12,562						212,200
FUNDING TOTALS	199,638	12,562						212,200

Bell Canyon Dam DSOD Analysis/Improvements

Project No: W24-11

Category Water

Project Location: Bell Canyon Reservoir (APN 021-420-019)

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Pending DSOD Response

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Dam DSOD Analysis/Improvements Project involves the assessment and rehabilitation of the Bell Canyon Dam in compliance with requirements issued by the DSOD. The project includes both the technical evaluation and the construction of physical improvements necessary to address identified seepage and stability concerns.

PROJECT NOTES:
•FY24 - Project added via Resolution 2024-073 (May 28, 2024) this Resolution authorized $175,000 for preliminary DSOD coordination and assessment activities. Funding included in Bond Financing package.
•FY25 - Original proposal presented to City Council included a total design budget of $860,000.
-Workplan submitted to DSOD in FY25 Q2; next steps pending official response. Design and construction phasing to be determined based on DSOD direction and updated engineering evaluations.
FY26 - Anticipated budget includes approximately $3.2m for final design, construction, and contingency, pending regulatory approval.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	200,303	150,000	100,000	533,697				984,000
3160 - Construction Contract				216,303	1,798,697			2,015,000
3170 - Contingency					218,987			218,987
EXPENDITURE TOTALS	200,303	150,000	100,000	750,000	2,017,684			3,217,987
FUNDING SOURCES								
763-Water Capital Improvement - Bond	200,303	150,000	100,000	750,000	2,017,684			3,217,987
FUNDING TOTALS	200,303	150,000	100,000	750,000	2,017,684			3,217,987

Disinfection By Products Project

Project No: W24-12
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Pending

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Disinfection Byproducts (DBP) Project is a citywide initiative to develop and implement strategies to meet regulatory requirements related to disinfection byproducts in the drinking water system. DBPs form when disinfectants react with natural organic matter in water and are regulated due to potential public health risks.

PROJECT NOTES:
•FY25 - New project created with budget values based on escalated Rate Study estimates.
•FY26 - City will issue an RFP/Q for consultant services to evaluate DBP reduction strategies and perform alternatives analysis.
-Begin coordination with DDW for amendment to Permit to Operate, if needed.
-Early consultant work will focus on distribution system profiling and operational changes.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		52,500		90,000				142,500
3150 - Construction Management				30,000	60,000			90,000
3160 - Construction Contract				230,000	310,000			540,000
3170 - Contingency				29,288	21,425			50,713
EXPENDITURE TOTALS		52,500		379,288	391,425			823,213
FUNDING SOURCES								
763-Water Capital Improvement - Bond		52,500		379,288	391,425			823,213
FUNDING TOTALS		52,500		379,288	391,425			823,213

Napa Intertie Pipeline Replacement

Project No: W25-01

Category Water

Project Location: SR29 (Mee Lane to Mitchell Dr)

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: In Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Napa Intertie Pipeline Replacement Project involves the replacement of approximately 19,700 linear feet of aging 12-inch pipeline along the City's critical water transmission route near State Route 29. These replacements will occur from the Rutherford Pump Station (RPS) south of Mee Lane to the Mitchell Drive/Main Street Intersection, Per IUMP Project PWTM-1.

PROJECT NOTES:
•FY24 - Per IUMP Appendix A (Project PWTM-1), pipeline initially scoped for replacement between RPS and SR29/Dowdell Lane.
-PSA executed per Resolution 2024-062 on May 14,2024.
•FY25 - During preliminary design and field investigation, it was confirmed that the pipeline from RPS to Mee Lane was already replaced in 2010. Project limits revised to cover Mee Lane to Mitchell Drive/Main Street Intersection.
-Coordination with Vine Trail project consultant underway to align design near SR29.
•FY26 - Construction is anticipated to begin in FY26.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	446,200							446,200
3150 - Construction Management			592,269					592,269
3160 - Construction Contract			5,000,000					5,000,000
3170 - Contingency			500,000					500,000
EXPENDITURE TOTALS	446,200		6,092,269					6,538,469
FUNDING SOURCES								
763-Water Capital Improvement - Bond	446,200		6,092,269					6,538,469
FUNDING TOTALS	446,200		6,092,269					6,538,469

Water Treatment Plant Transmission Main Replacement

Project No: W25-02
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: RFP/Q for design services

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Water Treatment Plant Transmission Main Replacement Project will replace approximately 16,300 linear feet of aging 14-inch, 18-inch, and 24-inch pipeline that connects the City's WTP to the distribution system. This project is identified as Project PWTM-2 in the 2021 IUMP and is critical to ensuring long-term water delivery reliability and system efficiency.

PROJECT NOTES:
•FY24 - Identified in the IUMP Appendix B (Project PWTM-2) as a high-priority project. Scope includes full replacement of the transmission main segment from Tank 1 downstream to Pratt Avenue.
•FY25 - RFP/Q issued for design services, in a design-build procurement model.
-Budget updated to reflect cost escalation from the Water Rate Study.
•FY26 - Execution of design agreement anticipated in FY26 Q1.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	37,073	962,927						1,000,000
3150 - Construction Management		700,000		300,000				1,000,000
3160 - Construction Contract				6,450,000				6,450,000
3170 - Contingency				650,084				650,084
EXPENDITURE TOTALS	37,073	1,662,927		7,400,084				9,100,084
FUNDING SOURCES								
763-Water Capital Improvement - Bond	37,073	1,662,927		7,400,084				9,100,084
FUNDING TOTALS	37,073	1,662,927		7,400,084				9,100,084

Water Management Plan

Project No: W25-03
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: In development

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Water Management Plan will serve as the City's strategic roadmap for the long-term management of its entire water portfolio, including groundwater, surface water, recycled water, and imported sources. Modeled after an Urban Water Management Plan (UWMP), this plan will guide decisions on supply reliability, conservation, capital investments, and regulatory compliance.

PROJECT NOTES:
•FY25 - New project initiated. Budget includes $232,100 for development of the master plan and $52,473 for analysis of new well feasibility. Plan to execute two PSAs for this work, with City Council authorization targeted for October 8, 2024.
•FY26 - Project completion anticipated in FY26 Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	232,100							232,100
3110 - Design	52,473							52,473
EXPENDITURE TOTALS	284,573							284,573
FUNDING SOURCES								
763-Water Capital Improvement	2,573							2,573
763-Water Capital Improvement	262,000							262,000
763-Water Capital Improvement - Bond	10,000							10,000
764-Water Impact Fees	10,000							10,000
FUNDING TOTALS	284,573							284,573

Bell Canyon Creek Flow Measurement

Project No: W25-91

Category Water

Project Location: APN 021-420-019 & 012

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Pending

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Bell Canyon Creek Flow Measurement project is required to establish compliance with DSOD regulations. The project involves the design, permitting, and construction of a flow measurement structure in Bell Canyon Creek, located downstream of the Bell Canyon Reservoir.

PROJECT NOTES:
•FY25 - Project reinstated after being inactive for several years, it is required by DSOD to meet ongoing operational compliance requirements. This project was created as an offshoot of W-91 to accurately account for expenditures moving forward.
•FY26 - Design paused based upon feasibility as described in 2008 study.
-Incorporation into the Intake Tower Project under review; may shift budget to W-109.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		10,000						10,000
3160 - Construction Contract		40,000						40,000
EXPENDITURE TOTALS		50,000						50,000
FUNDING SOURCES								
561-Water Rate Revenues		50,000						50,000
FUNDING TOTALS		50,000						50,000

Water Treatment Plant Microgrid/SCADA Upgrades

Project No: W26-01

Category Water

Project Location: (APN 021-420-019)

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: In Development

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Water Treatment Plant Microgrid/SCADA Upgrades project will design and construct a resilient microgrid system at the LSWTP, including solar panels, battery energy storage, and supporting SCADA system upgrades. This project is a strategic investment in climate adaption, grid resiliency, and utility modernization.

PROJECT NOTES:
•FY25 - Project awarded federal grant funding through Rep. Mike Thompson's office.
-Staff initiated procurement for a consultant to develop an opinion of probable construction cost and bridging documents for a design-build delivery.
•FY26 - An RFP/Q for design-build services will be developed in FY26 Q1.
-Budget reflects an initial $200,000 in preconstruction efforts and total projected cost of $2.6m.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		100,000	200,000					300,000
3150 - Construction Management				210,000				210,000
3160 - Construction Contract				1,900,000				1,900,000
3170 - Contingency				190,000				190,000
EXPENDITURE TOTALS		100,000	200,000	2,300,000				2,600,000
FUNDING SOURCES								
763-Water Capital Improvement - Grant/Interagency Fund		100,000	200,000	667,000				967,000
999-Unidentified				1,633,000				1,633,000
FUNDING TOTALS		100,000	200,000	2,300,000				2,600,000

Asset Management & Computerized Maintenance & Management System Development/Implementation

Project No: W26-02
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Ongoing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Asset Management & Computerized Maintenance Management System (CMMS) Development/Implementation Project will establish a comprehensive asset management platform for the City's water utility operations.
This project is jointly scoped with Sewer CIP Project No. S26-02 and is part of the IUMP (Chapter 7 & Appendix C) recommendations.

PROJECT NOTES:
•FY24 - Included in the IUMP; Scoped jointly with Sewer CIP S26-02.
•FY25 - Project advanced from FY26 to FY25.
-Resolution 2024-054 adopted May 14, 2024 authorized execution of a multi-year agreement to develop and maintain the CMMS system.
•FY26 - Implementation ongoing.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	22,575	110,099						132,674
EXPENDITURE TOTALS	22,575	110,099						132,674
FUNDING SOURCES								
763-Water Capital Improvement - Bond	22,575	110,099						132,674
FUNDING TOTALS	22,575	110,099						132,674

Water Treatment Plant (Water Treatment Plant Rehabilitation)

Project No: **W29-01**

Category **Water**

Project Location: **Louis Stralla Water Treatment Plant (APN 021-420-019)**

Responsible Department: **Public Works**

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Future

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Water Treatment Plant Rehabilitation Project will implement capital improvements identified in the Water Treatment Plant Condition Assessment (CIP Project No. W18-111). This project represents a major reinvestment in the LSWTP to address structural, mechanical, and operational deficiencies that may affect water quality and treatment reliability.

PROJECT NOTES:
•FY25 - Project includes a placeholder budget pending adoption of the WTP Condition Assessment (CIP Project No. W18-111), Anticipated in FY25 Q4.
-$8.4m = $1.0m design (FY29) + $1.0m Const. Mgmt. (FY29) + $5.8m Constr. (FY30) + $0.6m Cntgncy (FY30)
•FY26 - Final Rehabilitation scope and budget will be established following review of the assessment recommendations.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design						1,000,000		1,000,000
3150 - Construction Management						1,000,000		1,000,000
3160 - Construction Contract						3,900,000	1,900,000	5,800,000
3170 - Contingency							600,000	600,000
EXPENDITURE TOTALS						5,900,000	2,500,000	8,400,000
FUNDING SOURCES								
999-Unidentified						5,900,000	2,500,000	8,400,000
FUNDING TOTALS						5,900,000	2,500,000	8,400,000

PWRR-1 yr 6-10 Water Main Annual Replacement Program Allowance

Project No: W29-02
Category Water
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 763-5030-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The PWRR-1 yr 6-10 Water Main Annual Replacement Program Allowance provides a funding allowance for the systematic replacement of aging and undersized water distribution pipelines across the city. This program implements recommendations from the 2021 IUMP and continues the City's commitment to replacing 1% of water mains per year.

PROJECT NOTES:
•FY25 - Project created to reflect escalated cost estimates from the 2023 Water Rate Study.
-Initial budgets established for FY28 & FY29 based upon escalated budgets from the 2023 Rate Study.
•FY26 - Project remains categorized as Future.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design					20,000	22,000		42,000
3150 - Construction Management					15,000	15,000		30,000
3160 - Construction Contract					190,000	195,000		385,000
3170 - Contingency					14,157	14,810		28,967
EXPENDITURE TOTALS					239,157	246,810		485,967
FUNDING SOURCES								
999-Unidentified					239,157	246,810		485,967
FUNDING TOTALS					239,157	246,810		485,967

Category Summary Report
FY2025-26 to FY2029-30
4 - Wastewater

		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE									
S-52	WWTP Phase 1 Upgrades	18,260,358	68,259	1,700,000					20,028,617
S18-70	Replace 1% of Sewer Mains Annually	22,527		820,000	620,000				1,462,527
S18-71	Crinella Pump Station Upgrades	1,539,989	26,067						1,566,056
S21-01	WWTP Recycled Pipeline and Pump Station	183,572	1,622,687						1,806,259
S23-01	Recycled Water - Crane Park Irrigation Infrastructure	61,200							61,200
S23-02	Emergency Back-Up Power - WWTP	1,779,884	35,506						1,815,390
S24-01	Closed-Circuit Television (CCTV) Inspection Program, Phase I	366,505							366,505
S24-02	High Priority Pipeline Replacement		511,200	255,600		255,600	255,600		1,278,000
S24-03	ArcGIS Infrastructure Development	7,582	45,611						53,193
S24-04	Recycled Water System Master Plan Update	241,698	258,302						500,000
S24-05	Del Campo Court Gravity Main Improvements	246,295	361,705						608,000
S25-01	Flow Monitoring Program			60,000					60,000
S26-01	Model Update and System Analysis				50,000				50,000
S26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation	22,575			110,099				132,674
S27-01	WWTP Pond Cleaning, Decommissioning, and Repurpose				500,000	500,000			1,000,000
		22,732,185	2,929,337	2,835,600	1,280,099	755,600	255,600		30,788,421
PROJECT FUNDING SOURCES									
421	Go Bonds	2,917,629	2,815,467	2,635,600	1,120,000	500,000			9,988,696
571	Wastewater Rate Revenues	2,832,968	113,870		160,099	255,600	255,600		3,618,137
742	Storm Drain Impact Fees			200,000					200,000
773	Wastewater Capital Improvement - HMGP Funds	1,361,326							1,361,326
773	Wastewater Capital Improvement	2,169,860							2,169,860
773	Wastewater Capital Improvement - Debt	12,739,496							12,739,496
774	Wastewater Impact Fees	710,906							710,906
		22,732,185	2,929,337	2,835,600	1,280,099	755,600	255,600		30,788,421

WWTP Phase 1 Upgrades

Project No:	**S-52**
Category	**Wastewater**
Project Location:	**1 Chaix Ln**
Responsible Department:	**Public Works**



EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Construction; delays

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Wastewater Treatment Plant (WWTP) Phase I Upgrades Project was initiated in response to a State Cease and Desist Order requiring the City to bring the plant into regulatory compliance. This major infrastructure initiative includes significant upgrades to the City's wastewater treatment capabilities, as well as site improvements and environmental restoration measures. Key components of the project include: -Progress upgrades to achieve compliance with discharge requirements, levee stabilization and repair to protect facility infrastructure, sludge removal and site restoration to improve long-term operational efficiency, and consolidation of multiple CIP projects into a single delivery scope: S-53, S-62, S-66, and S18-79.
This project is critical for ensuring the City's regulatory compliance, environmental protection, and long-term reliability of wastewater infrastructure.

PROJECT NOTES:
Resolution 2019-40: Approved PSA with HydroScience ($440,000) to serve as Owner's Representative.
Resolution 2020-28: Approved Amendment #1 with Hydroscience for an additional $255,380 (revised total: $695,380)
Legal services costs include private placement debt issuance.
•FY24 - Project was anticipated to be completed by late 2023 / early 2024.
•FY25 - Delays occurred, shifting anticipated project acceptance to FY25 Q3.
•FY26 - Additional delays have pushed final acceptance to FY26 Q1.
-Additional funding required to cover cost overruns associated with extended project duration and construction escalation.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	1,990,196							1,990,196
3120 - Environmental/Planning	125,962							125,962
3140 - Legal Services	86,151							86,151
3150 - Construction Management	1,113,642							1,113,642
3160 - Construction Contract	14,944,407		1,700,000					16,644,407
3170 - Contingency		68,259						68,259
EXPENDITURE TOTALS	18,260,358	68,259	1,700,000					20,028,617
FUNDING SOURCES								
421-Go Bonds			1,700,000					1,700,000
571-Wastewater Rate Revenues	2,640,096	68,259						2,708,355
773-Wastewater Capital Improvement	2,169,860							2,169,860
773-Wastewater Capital Improvement - Debt	12,739,496							12,739,496
774-Wastewater Impact Fees	710,906							710,906
FUNDING TOTALS	18,260,358	68,259	1,700,000					20,028,617

Replace 1% of Sewer Mains Annually

Project No: S18-70

Category Wastewater

Project Location: Various

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Annual Sewer Main Replacement Project is designed to replace the City's sewer mains each year to maintain and upgrade the wastewater collection system. It is anticipated that each fiscal year, a new sewer replacement project will be identified and implemented, prioritizing locations based on condition assessments and system needs.

PROJECT NOTES:
•FY24 - Included in GO Bond Tranche 3 funding totaling $1.240 million, scheduled to begin in FY27.
- High priority areas near water bodies are excluded from this project and will be addressed separately.
•FY25 - Project commencement anticipated in FY27, aligning with funding availability and infrastructure planning.
•FY26 - anticipate review of CCTV/pipe defect rating work completed by FY26Q1 to develop projects for construction in FY27 & FY28 per funding schedule.
-Transfer of $200,000 - Storm Drain Impact Fee's from CIP Project No. D20-01

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	1,445		50,000	50,000				101,445
3150 - Construction Management			70,000	50,000				120,000
3160 - Construction Contract	21,082		630,000	470,000				1,121,082
3170 - Contingency			70,000	50,000				120,000
EXPENDITURE TOTALS	22,527		820,000	620,000				1,462,527
FUNDING SOURCES								
421-Go Bonds			620,000	620,000				1,240,000
571-Wastewater Rate Revenues	22,527							22,527
742-Storm Drain Impact Fees			200,000					200,000
FUNDING TOTALS	22,527		820,000	620,000				1,462,527

Crinella Pump Station Upgrades

Project No: S18-71

Category Wastewater

Project Location: Crinella Neighborhood

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Construction

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Crinella Pump Station Upgrades project is a critical wastewater infrastructure improvement initiative designed to enhance the reliability, efficiency, and environmental performance of the pump station located in the Crinella residential neighborhood. The station pumps raw wastewater to a gravity sewer main on Railroad Avenue, which then directs flow to the City's wastewater treatment plant. A key component includes upgrading the pump station's structure and pumping systems to improve operational efficiency and longevity. This project is a critical investment in the wastewater infrastructure, supporting long-term system reliability and neighborhood quality of life.

PROJECT NOTES:
•FY24 - Project included in GO Bond scope to fund structural and system upgrades.
-Scope includes reimbursing design and construction costs as part of the bond allocation.
-Authorized for bidding per Resolution 2023-122 on September 12, 2023.
•FY25 - Notice of award issued per Resolution 2024-132 on September 24,2024.
•FY26 - anticipate construction completion FY25Q4.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	159,963	1,067						161,030
3150 - Construction Management		25,000						25,000
3160 - Construction Contract	1,200,022							1,200,022
3170 - Contingency	180,004							180,004
EXPENDITURE TOTALS	1,539,989	26,067						1,566,056
FUNDING SOURCES								
421-Go Bonds	1,539,989	26,067						1,566,056
FUNDING TOTALS	1,539,989	26,067						1,566,056

WWTP Recycled Pipeline and Pump Station

Project No: S21-01

Category Wastewater

Project Location: 1 Chaix Ln St. Helena

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Design procurement

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The WWTP Recycled Pipeline and Pump Station Project aims to enhance the distribution of recycled water from the wastewater treatment plant (WWTP) to spray fields and City customers via a mainline connection. This project is a key initiative in expanding recycled water use. It supports the City's long-term sustainability goals by maximizing wastewater reuse and reducing demand on potable water sources.

PROJECT NOTES: •Existing Contract - Contract in place with Hydroscience for design services. $96,153 expended through May 18, 2022; last invoice paid on January 11, 2022.
•FY24 - $1.719M included in GO Bond funding for project implementation.
- Related design funding allocated under S23-01 (Crane Park Irrigation Infrastructure) and S24-04 (Recycled Water Master Plan Update).
•FY25 - Pending execution of contract amendment with Hydroscience for additional design work, including pump station and storage tank(s), per Council action FY25 Q2.
- Appropriated Funding Update: $130,000 spent as part of project W21-01 (NOC for W21-01 presented at CC meeting 10/22/2024), this leaves a balance of $1,550,307 remaining in the Continued Approp. funds as of 10/22/2024.
•FY26 - RFP/Q for existing pump station evaluation FY25Q4 vs. construction of new ps; additionally, ps Total Dynamic Head capacity based upon solutions borne through the Water Management Plan process (W25-03) expected to be completed FY26Q2
-Change in funding of $103,105 from Wastewater Impact Fees to GO Bonds.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	130,170	237,034						367,204
3160 - Construction Contract	52,847	1,366,153						1,419,000
3170 - Contingency		19,500						19,500
3180 - CIP Overheads	555							555
EXPENDITURE TOTALS	183,572	1,622,687						1,806,259
FUNDING SOURCES								
421-Go Bonds	183,572	1,622,687						1,806,259
FUNDING TOTALS	183,572	1,622,687						1,806,259

Recycled Water - Crane Park Irrigation Infrastructure

Project No: S23-01

Category Wastewater

Project Location: WWTP to Crane Park

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Completed

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Recycled Water - Crane Park Irrigation Infrastructure project involved the installation of recycled water piping necessary to connect the City's existing recycled water main to Crane Park's irrigation system. Project objectives included: -Extending recycled water infrastructure from the Grayson Avenue/Valley View intersection to Crane Park's south entrance, enabling future irrigation at Crane Park to use recycled water in alignment with the City's Recycled Water Master Plan (S24-04), supporting commitments outlined in the Long Meadow Ranch (LMR) Development Agreement.

PROJECT NOTES:
Per LMR Development Agreement: The project fulfills recycled water infrastructure obligations related to Crane Park service.
•FY24 - Recycled water main already exists along Grayson Avenue from SR29 to Valley View/Crane.
- Project budget included in the Water/Wastewater Rate Study.
- Evaluated and coordinated with the S24-04 Recycled Water Master Plan to ensure viability.
•FY25 - Pipeline connection from Grayson/Valley View to Crane Park's south entrance was constructed under project R23-79.
- Notice of Completion (NOC) authorized per Resolution 2024-112 on July 23, 2024.
- Included in NOC presented for W21-01 at the City Council meeting on October 22, 2024.
- Project marked as "Completed."

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	61,200							61,200
3170 - Contingency								0
EXPENDITURE TOTALS	61,200							61,200
FUNDING SOURCES								
571-Wastewater Rate Revenues	61,200							61,200
FUNDING TOTALS	61,200							61,200

Emergency Back-Up Power - WWTP

Project No: S23-02

Category Wastewater

Project Location: 1 Chaix Ln St. Helena

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Construction

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Emergency Back-up Power - WWTP project is a critical infrastructure upgrade to ensure operational continuity of the City's wastewater treatment system during power outages or natural disasters. The Project will replace the aging emergency generator, increase generator capacity, and provide reliable back-up power to this essential City facility, enhancing resilience and disaster preparedness.

PROJECT NOTES:
This project is partially funded by the Hazard Mitigation Grant Program (HMGP), with grant funds secured through FEMA and the California Office of Emergency Services (Cal OES).
•FY25 - Construction contract awarded per Resolution 2023-093 on July 25, 2023
- Construction anticipated to begin in FY25 Q3, coordinated with CIP No. C23-01
- Additional HMGP funds requested to cover a $602,390 bid overage.
- Continued Appropriation Notes: $11,500 expended for generator demolition as part of project W21-01 (NOC for W21-01 presented at CC meeting 10/22/2024)
•FY26 - anticipate completion FY25Q4
-Updated funding sources to reflect 25% match from the City & 75% HMGP funds

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	1,585,140	35,506						1,620,646
3170 - Contingency	194,664							194,664
3180 - CIP Overheads	80							80
EXPENDITURE TOTALS	1,779,884	35,506						1,815,390
FUNDING SOURCES								
421-Go Bonds	418,558	35,506						454,064
773-Wastewater Capital Improvement - HMGP Funds	1,361,326							1,361,326
FUNDING TOTALS	1,779,884	35,506						1,815,390

Closed-Circuit Television (CCTV) Inspection Program, Phase I

Project No: S24-01

Category Wastewater

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Nearly complete

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Closed-Circuit Television (CCTV) Inspection Program - Phase I is a citywide wastewater infrastructure evaluation initiative. The project involves the CCTV inspection of approximately 63,000 linear feet of gravity sewer mains in order to: identify pipes in poor condition and those contributing to excessive inflow and infiltration(I/I), assign defect ratings to prioritize repair or replacement needs, differentiate high-priority segments (e.g., pipes near water bodies) from lower-priority segments, and develop a data-driven CIP for future rehabilitation and replacement projects. This project supports long-term asset management and system reliability.

PROJECT NOTES:
•FY24 - Project funded through GO Bond Tranche 1.
- Funding added to project scope and executed a contract for full-system CCTV inspection services per Resolution 2023-99, adopted August 8, 2023.
•FY25 - Project acceptance anticipated in FY25 Q3, following completion of inspection and reporting.
•FY26 - anticipate completion of remaining trunk line CCTV during FY25Q4.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	319,407							319,407
3170 - Contingency	47,098							47,098
EXPENDITURE TOTALS	366,505							366,505
FUNDING SOURCES								
421-Go Bonds	366,505							366,505
FUNDING TOTALS	366,505							366,505

High Priority Pipeline Replacement

Project No: S24-02

Category Wastewater

Project Location: Various

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Ongoing

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The High Priority Pipeline Replacement Project is an annual wastewater infrastructure program targeting the rehabilitation or replacement of gravity sewer pipelines in poor condition and located within 300 feet of water bodies. This program focuses on minimizing environmental risk by addressing potential sources of inflow and infiltration (I&I) in sensitive areas. Key components include: - replacement of approximately 9,500 linear feet of high-risk sewer mains, targeted improvements based on funding availability and assessment outcomes.

PROJECT NOTES:
•FY24 - Project funding established through wastewater rates: $1,278,000 over 5 years ($255,600/year).
•FY25 - Evaluation and prioritization pending completion of CCTV inspections under CIP No. S24-01.
-Professional Services Agreement (PSA) for condition assessment anticipated for execution in FY25 Q3.
•FY26 - CCTV inspection completion anticipated by FY25 Q4.
-Begin project scoping and design for first-phase construction by FY26 Q2.
-Proximity threshold increased from 200' to 300' based on a negotiated draft Settlement Agreement with River Watch of California.
-Change in funding of $511,200 from Wastewater Rate Revenues and $255,600 from 2024 Water Bonds to GO Bonds.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		30,000	15,000		15,000	15,000		75,000
3150 - Construction Management		30,000	15,000		15,000	15,000		75,000
3160 - Construction Contract		410,000	205,000		205,000	205,000		1,025,000
3170 - Contingency		41,200	20,600		20,600	20,600		103,000
EXPENDITURE TOTALS		511,200	255,600		255,600	255,600		1,278,000
FUNDING SOURCES								
421-Go Bonds		511,200	255,600					766,800
571-Wastewater Rate Revenues					255,600	255,600		511,200
FUNDING TOTALS		511,200	255,600		255,600	255,600		1,278,000

ArcGIS Infrastructure Development

Project No: S24-03

Category Wastewater

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Ongoing

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The ArcGIS Infrastructure Development Project supports the acquisition, setup, and integration of Esri's ArcGIS platform for use in wastewater utility mapping, asset management, and long-term planning. This project will enable the City to develop a centralized geospatial data system that enhances decision-making, supports regulatory compliance, and facilities long-term capital planning. Project components include: Purchase and initial configuration of ArcGIS software licenses, data acquisition, digitization, and spatial integration of the City's wastewater infrastructure assets, development of internal dashboards, field apps, and asset management tools, and implemented jointly with the water utility as part of a shared geospatial system (see CIP Project W24-03).
This project aligns with the recommendations of the Integrated Utility Master Plan (Chapter 7 & Appendix C) and supports modernization of utility operations.

PROJECT NOTES:
•FY24 - Budget is shared with Water CIP Project W24-03 for joint system development.
•FY25 - Budgets adjusted to reflect updated (escalated) costs based on W24-03 estimates.
•FY26 - Due to funding constraints, full system development is on pause until sufficient cash flow is available.
-Project status remains "Ongoing," with foundational setup activities completed or deferred based on available resources.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	7,582	45,611						53,193
EXPENDITURE TOTALS	7,582	45,611						53,193
FUNDING SOURCES								
571-Wastewater Rate Revenues	7,582	45,611						53,193
FUNDING TOTALS	7,582	45,611						53,193

Recycled Water System Master Plan Update

Project No: S24-04

Category Wastewater

Project Location: Citywide

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Delayed

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Recycled Water System Master Plan Update aims to develop a comprehensive planning document and capital improvement strategy to expand the City's use of recycled water. The updated plan will identify infrastructure needs, prioritize service areas, evaluate treatment and storage capacities, and provide a roadmap for implementation based on stakeholder engagement and policy objectives. Key plan components include: Assessment of existing and future recycled water demands, evaluation of distribution, treatment, and storage infrastructure, development of a phased capital improvement project, and integration with water policy initiatives, including Water Neutrality and overall water resource planning.

PROJECT NOTES:
•FY24 - Professional Services Agreement (PSA) authorized per Resolution 2023-62 on June 16, 2023.
•FY25 - Project is being coordinated with CIP Project W24-08 to support the development of Water Neutrality in -lieu fee projects.
- Project status marked "Delayed" as it is currently on pause pending completion of CIP W25-03 (Water Management Plan), which will inform potential alternative uses within the City's comprehensive water portfolio.
-Change in funding from only Wastewater Rate Revenues to split with GO Bonds.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	241,698	258,302						500,000
EXPENDITURE TOTALS	241,698	258,302						500,000
FUNDING SOURCES								
421-Go Bonds	162,710	258,302						421,012
571-Wastewater Rate Revenues	78,988							78,988
FUNDING TOTALS	241,698	258,302						500,000

Del Campo Court Gravity Main Improvements

Project No: S24-05

Category Wastewater

Project Location: Del Campo Court

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Evaluation

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Del Campo Court Gravity Main Improvements project will replace deteriorated sections of the wastewater collection system to improve capacity and reliability in the Del Campo Court and Paseo Grand Drive area. This project includes: replacement of approximately 450 linear feet of 15-inch and 18-inch diameter sewer pipeline along Del Campo Court, between Hunt Avenue and Paseo Grand Drive, replacement of approximately 910 linear feet of 18-inch diameter pipeline along Paseo Grand Drive, between Del Campo Court and Los Robles Court. This project is intended to reduce the risk of system failure and improve wastewater conveyance.

PROJECT NOTES:
•FY24 - Project funded through GO Bond Tranche 1.
- Procurement planned during FY24 to initiate project design.
•FY25 - Design and construction management services authorized per Resolution 2024-057 approved May 14, 2024.
- Design work schedule to begin following completion of CCTV inspection under project S24-01.
•FY26 - Upon review of preliminary CCTV inspection, pipe did not warrant complete rehab. Evaluating for reduced scope for construction in FY26Q2.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	246,295							246,295
3150 - Construction Management								0
3160 - Construction Contract		318,904						318,904
3170 - Contingency		42,801						42,801
EXPENDITURE TOTALS	246,295	361,705						608,000
FUNDING SOURCES								
421-Go Bonds	246,295	361,705						608,000
FUNDING TOTALS	246,295	361,705						608,000

Flow Monitoring Program

Project No: S25-01
Category Wastewater
Project Location: Various
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Pending

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Flow Monitoring Program is a temporary data collection initiative designed to quantify inflow and infiltration (I/I) rate within the City's wastewater collection system. The results will provide critical input to prioritize gravity sewer rehabilitation projects and support future hydraulic modeling and capital planning. Key objectives of the program include: installing temporary flow meters throughout key segments of the system, collecting flow data during wet and dry weather conditions to evaluate I/I contributions, supporting the development and calibration of the wastewater system hydraulic model (linked to CIP Project S26-01), and informing future sewer CIP priorities and compliance efforts.
This project is a foundational step in system-wide condition assessment and infrastructure investment planning.

PROJECT NOTES:
•FY24 - Project derived from the Integrated Utility Master Plan (Project WWRR-2).
-Included in the wastewater rate study projections.
•FY25 - Project deferred to FY26 to align with the S26-01 Wastewater Model Update.
•FY26 - Staff will procure flow monitoring equipment in FY25 Q3.
-Installation and data collection to begin in preparation for S26-01 model calibration and system evaluation.
-Change in funding of $60,000 from Wastewater Rate Revenues to GO Bonds.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design			60,000					60,000
3160 - Construction Contract								0
EXPENDITURE TOTALS			60,000					60,000
FUNDING SOURCES								
421-Go Bonds			60,000					60,000
FUNDING TOTALS			60,000					60,000

Model Update and System Analysis

Project No: S26-01
Category Wastewater
Project Location: Various
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Future

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Model Update and System Analysis project will update the City's wastewater collection system hydraulic model using new flow monitoring data. This effort will provide a current and calibrated model that supports capacity analysis, system performance evaluation, and long-range planning. Key project tasks include: calibration of the hydraulic model using data collected from the Flow Monitoring Program (CIP Project S25-01), evaluation of system capacity, identifying bottlenecks, overflow risks, and priority improvements, and establishing a modern tool for CIP planning development review, and regulatory reporting.
This project is essential for maintaining an accurate understanding of system behavior under varying flow conditions and ensuring data-driven investment decisions.

PROJECT NOTES:
•FY24 - Project originated from the Integrated Utility Master Plan (WWRR-4).
-Included in the wastewater rate study projections.
•FY25 - Project to be developed in coordination with CIP Project S25-01 (Flow Monitoring Program), which provides required calibration data.
•FY26 - Plan to issue an RFP for modeling and analysis services in FY26 Q2.
-Modeling work will commence upon receipt of final flow monitoring data.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design				50,000				50,000
EXPENDITURE TOTALS				50,000				50,000
FUNDING SOURCES								
571-Wastewater Rate Revenues				50,000				50,000
FUNDING TOTALS				50,000				50,000

Asset Management & Computerized Maintenance & Management System Development/Implementation

Project No: S26-02
Category Wastewater
Project Location: Citywide
Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Future

PRIORITY: Medium

PROJECT PURPOSE & DESCRIPTION:
The Asset Management & Computerized Maintenance Management System (CMMS) Development/Implementation Project is an initiative to establish a comprehensive, centralized platform for tracking wastewater system assets, managing maintenance activities, and supporting long-term capital planning. Project goals include: conducting a software needs assessment and optimization planning, developing a citywide wastewater asset management program aligned with industry best practices, procuring and implementing a CMMS platform for scheduling, tracking, and documenting maintenance and repair activities, and integrating with existing GIS to improve coordination.
This project is a critical step toward modernizing utility operations, improving asset reliability, and ensuring data-driven decision-making.

PROJECT NOTES:
•FY24 - Project scope included in the Integrated Utility Master Plan (Chapter 7 & Appendix C).
-Project costs are shared with Water CIP Project W26-02.
•FY25 - Delivery retained for FY26 and FY27 due to cash flow considerations.
-Resolution 2024-054 (adopted May 14, 2024 authorized execution of a multi-year agreement to develop and maintain the CMMS system.
•FY26 - May need to defer some expenditures to subsequent fiscal years or identify alternative funding sources to support full implementation.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	22,575			110,099				132,674
EXPENDITURE TOTALS	22,575			110,099				132,674
FUNDING SOURCES								
571-Wastewater Rate Revenues	22,575			110,099				132,674
FUNDING TOTALS	22,575			110,099				132,674

WWTP Pond Cleaning, Decommissioning, and Repurpose

Project No: S27-01

Category Wastewater

Project Location: 1 Chaix Lane

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 773-5059-

STATUS: Future

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
Following the completion of the Wastewater Treatment Plant (WWTP) Phase I Upgrades (CIP Project S-52), this project will address the cleaning, decommissioning, and repurposing of the former treatment ponds at the WWTP site. The project involves sludge removal, potential reconfiguration of pond capacity, and permitting through the State Water Resources Control Board. Key project components include: processing and off-hauling accumulated sludge from the treatment ponds, decommissioning the ponds no longer required for active treatment, evaluating alternative pond uses for I/I peak flow management or recycled water storage, and completing design, environmental permitting, and construction to meet regulatory and operational requirements.

This project ensures proper site closure, environmental protection, and potential valve-added reuse of existing infrastructure.

PROJECT NOTES:
•FY24 - Project included in the wastewater rate study to support long-term planning.
•FY25 - Project may be delayed pending operational review of CIP Project S-52 (WWTP Upgrades) in FY25 W3.
-Continued use of ponds may be needed for influent I/I management or recycled water discharge buffering.
•FY26 - While ponds are still required to accommodate wet-weather I/I surges, reconfigured options will be assessed.
-The accumulated sludge must be processed and removed regardless of future use.
-Plan to develop and issue RFP for design and permitting services in FY26 Q4.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design				150,000	10,000			160,000
3150 - Construction Management				20,000	50,000			70,000
3160 - Construction Contract				300,000	400,000			700,000
3170 - Contingency				30,000	40,000			70,000
EXPENDITURE TOTALS				500,000	500,000			1,000,000
FUNDING SOURCES								
421-Go Bonds				500,000	500,000			1,000,000
FUNDING TOTALS				500,000	500,000			1,000,000

Category Summary Report
FY2025-26 to FY2029-30
5 - Stormwater

		Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT TITLE									
D24-01	Oak Avenue Storm Drain Rehab		1,154,000						1,154,000
R19-03	Sulphur Creek Erosion Repair	95,206	20,000						115,206
R20-01	Mitchell Drive to Sulphur Creek Storm Drain	59,800							59,800
R20-02	Mills Lane Storm Drain Project	643,496							643,496
		798,502	1,174,000						1,972,502
PROJECT FUNDING SOURCES									
101	General Fund	52,905							52,905
225-229	Gas Tax	6,895							6,895
421	Go Bonds		954,000						954,000
700	Flood Control Funds	95,206	20,000						115,206
741	LMR Cost Share	330,000							330,000
742	Storm Drain Impact Fees	313,496	200,000						513,496
		798,502	1,174,000						1,972,502

Oak Avenue Storm Drain Rehab

Project No: D24-01

Category Stormwater

Project Location: Oak Ave from Spring St. to Madrona Ave.

Responsible Department: Public Works

EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Design

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Oak Avenue Storm Drain Rehabilitation Project is a critical update aimed at enhancing stormwater management along Oak Avenue from Spring St. to Madrona Ave. This project will increase storm drain capacity in accordance with the 2021 Integrated Utility Master Plan (IUMP). This project is designed to support long-term infrastructure sustainability and flood mitigation efforts within the city.

PROJECT NOTES:
•FY24 - Identified as IUMP Project No. SD-1A
-Project revived from a 2008 initiative per Resolution 2023-133 (October 10, 2023).
-Scope includes finalizing design plans and initiating the permitting process for stormwater outfall to Sulphur Creek.
-Developed in coordination with CIP No. R24-02 to ensure seamless roadway and storm drain integration.
•FY25 - Design completion expected in FY25 Q3.
-Bidding process anticipated in FY25 Q4 as part of a phased project approach.
-Budget adjustments to be made based on updated engineering estimates.
•FY26 - Design completion FY25Q4; underground construction FY26Q1-Q2
-Transfer of $200,000 - Go Bond Funds to CIP Project No. S18-70

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design		115,000						115,000
3150 - Construction Management		115,000						115,000
3160 - Construction Contract		809,000						809,000
3170 - Contingency		115,000						115,000
EXPENDITURE TOTALS		1,154,000						1,154,000
FUNDING SOURCES								
421-Go Bonds		954,000						954,000
742-Storm Drain Impact Fees		200,000						200,000
FUNDING TOTALS		1,154,000						1,154,000

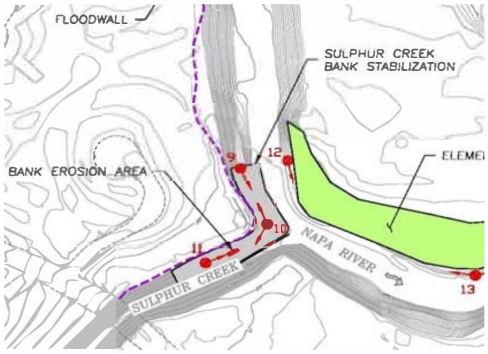
Sulphur Creek Erosion Repair

Project No: R19-03

Category Stormwater

Project Location: St. Helena, CA 94574 - Base of a mature valley oak, approximately 100 feet upstream of the confluenc

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: **Completed**

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Sulphur Creek Erosion Repair Project addresses bank erosion damage sustained during the 2016-2017 storm season. This project is part of the 2017 Flood Control Project's post-construction monitoring and adaptive management program, ensuring long-term stability and environmental compliance. The repairs will be made utilizing funds from the Flood Control Project adaptive management program. This project aims to enhance creek resilience, prevent future erosion, and protect infrastructure and natural habitats.

PROJECT NOTES:
•FY23 - Project completed, pending final review and documentation
•FY24 - Budget allocated for monitoring and reporting requirements to regulatory agencies as part of the post-construction compliance phase.
•FY25 - Budget extended to cover the completion of the monitoring period and facilitate the final project closeout.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	54,277	20,000						74,277
3150 - Construction Management	551							551
3160 - Construction Contract	40,378							40,378
EXPENDITURE TOTALS	95,206	20,000						115,206
FUNDING SOURCES								
700-Flood Control Funds	95,206	20,000						115,206
FUNDING TOTALS	95,206	20,000						115,206

Mitchell Drive to Sulphur Creek Storm Drain

Project No: R20-01

Category Stormwater

Project Location: Mitchell Drive to Sulphur Creek

Responsible Department: Public Works



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: Incorporated into CIP No. D24-01

PRIORITY: High

PROJECT PURPOSE & DESCRIPTION:
The Mitchell Drive to Sulphur Creek Storm Drain Project is a critical infrastructure improvement initiative aimed at enhancing stormwater management and reducing flood risks in the area.
The project includes:
-Replacing the existing storm drainpipe on Mitchell Drive to improve structural integrity and drainage performance.
-Slip-lining a portion of the storm drainpipe from Mitchell Drive to Sulphur Creek, extending the lifespan of aging infrastructure.
This project will enhance stormwater flow capacity, reduce potential roadway flooding, and improve long term infrastructure resilience.

PROJECT NOTES:
•FY25 - Project developed in conjunction with D24-01 (Oak Avenue Storm Drain Rehab) and R24-02 (Oak Avenue Rehabilitation Project) to align stormwater upgrades with ongoing roadway improvements. Design and construction planning to be coordinated with these projects to maximize efficiency and cost-effectiveness.
•FY26 - scheduled to be delivered with D24-01 & R24-02 projects on Oak Ave.; Design completion FY25Q4; underground construction FY26Q1-Q2

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3160 - Construction Contract	59,800							59,800
EXPENDITURE TOTALS	59,800							59,800
FUNDING SOURCES								
101-General Fund	52,905							52,905
225-229-Gas Tax	6,895							6,895
FUNDING TOTALS	59,800							59,800

Mills Lane Storm Drain Project

Project No:	**R20-02**
Category	**Stormwater**
Project Location:	**Mills Lane from State Highway 29 east to the Napa River**
Responsible Department:	**Public Works**



EXPENDITURE ACCOUNTS: 741-5014-

STATUS: On Hold

PRIORITY: Low

PROJECT PURPOSE & DESCRIPTION:
The Mills Lane Storm Drain Project is a longstanding stormwater infrastructure improvement initiative designed to enhance drainage capacity and flood mitigation along Mills Lane, from State Highway 29 east to the Napa River. Originally conceptualized in 1974 and incorporated into various City planning documents, including: the 2000 Master Plan of Drainage, The Storm Drain Impact Fee Plan, The 2005 Highway 29 Specific Plan, and The Program Environmental Impact Report (EIR) (SCH #2001082017) prepared in 2003. This project is a stormwater management investment that will improve drainage along Mills Lane and adjacent areas, enhancing flood resilience and stormwater flow efficiency.

PROJECT NOTES:
•Resolution 2020-26 - Established the project with an initial budget of $200,000.
•Resolution 2020-92 - Increased project budget by $57,357.
•Resolution 2021-21 - Increased project budget by $25,139.
•Resolution 2021-59 - Increased project budget by $27,444.
•2020 Development Agreement with LMR Destinations LLC (LMR):
--The City is responsible for the design and permitting of storm drain improvements.
--LMR is responsible for constructing certain storm drain improvements necessary to extend the storm drain along Mills Lane, La Fata Street, Fountain Street, Grayson Avenue, Main Street (to Charter Oak Ave), and Vidovich Avenue.
--The City will reimburse LMR for 82% of construction costs, using 50% of Transient Occupancy Tax (TOT) revenue from LMR, with an option to use grant funding or other sources if available.
•FY24 - No additional budget appropriated but the project remains open pending the developer's submission of improvement plans.
-Resolution 2024-106 (June 25, 2024): Authorized $330,000 payment to PG&E for power line realignment related to the Farmstead Development Project.
•FY25 - Project currently on hold, pending progress of the Farmstead Development Project.
•FY26 - project remains on hold.

EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	PROJECT TOTAL
3110 - Design	585,015							585,015
3120 - Environmental/Planning	58,481							58,481
EXPENDITURE TOTALS	643,496							643,496
FUNDING SOURCES								
741-LMR Cost Share	330,000							330,000
742-Storm Drain Impact Fees	313,496							313,496
FUNDING TOTALS	643,496							643,496

CITY OF ST. HELENA
5-YEAR
CAPITAL IMPROVEMENT PLAN
ADOPTION
FY25/26-FY29/30

CITY COUNCIL MEETING
MAY 27, 2025

BY: JOSEPH LEACH, PE
DIRECTOR OF PUBLIC WORKS

AGENDA

- OVERVIEW OF CIP
- SOURCE OF PROJECTS
- CIP ADOPTION PROCESS
- PROGRAM HIGHLIGHTS
- FUNDING – UNIDENTIFIED/20 YEAR FUNDING
- QUESTIONS

CIP OVERVIEW
FY25 Adopted vs. FY26 Draft

Change in terms:

- "Total as of 06/30/24" vs. "Exp/Enc as of 2/28/25"
  - Reflects Expended & Unexpended but "Encumbered" (e.g. under contract)

- "Rollover" vs. "Continued Approp."
  - Previously adopted budget - Exp/Enc.

Global Summary Report
City of St. Helena FY2024-25 to FY2028-29

Approved

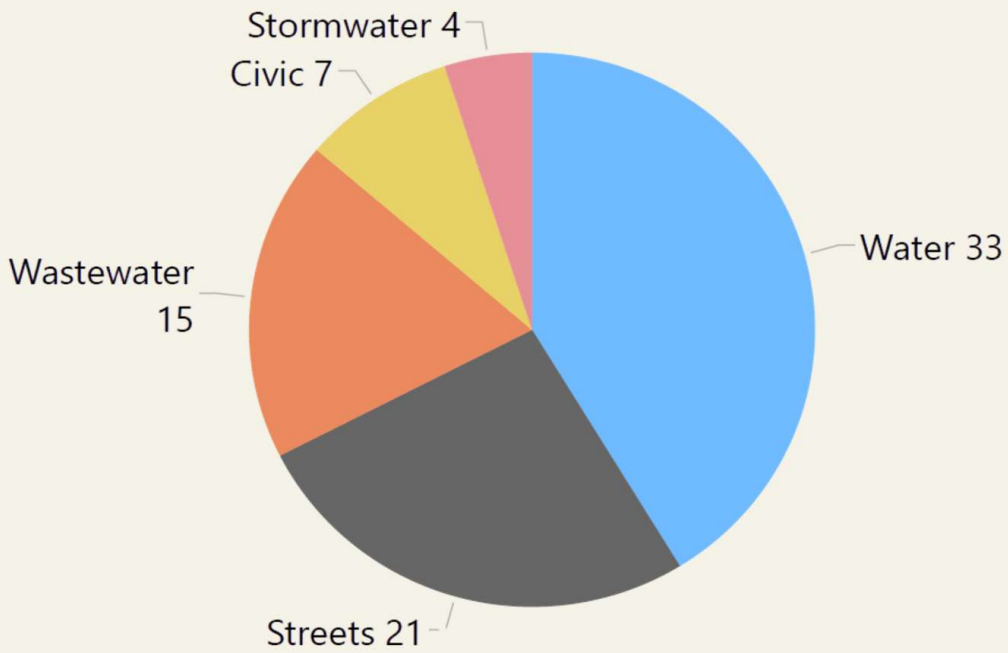
PROJECT CATEGORY EXPENDITURES	Total as of 06/30/24	Rollover to FY25	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
1 Civic	1,899,045	836,557	105,500		100,000			2,941,102
2 Streets	4,253,840	3,749,614	3,956,536	2,213,500	1,391,800	1,471,000	1,555,300	18,591,590
3 Water	2,329,846	6,876,563	8,102,165	22,079,553	5,606,378	2,640,086	11,844,030	59,478,621
4 Wastewater	18,426,804	7,165,930	600,819	415,600	1,435,699	1,375,600		29,420,452
5 Stormwater	467,716	120,786	1,054,000	190,200				1,832,702
TOTALS	27,377,251	18,749,450	13,819,020	24,898,853	8,533,877	5,486,686	13,399,330	112,264,467

Global Summary Report
City of St. Helena FY2025-26 to FY2029-30

Draft

PROJECT CATEGORY EXPENDITURES	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
1 Civic	641,634	540,300	25,000	75,000				1,281,934
2 Streets	6,194,191	3,367,753	3,681,291	1,994,527	2,079,781	2,170,257	1,957,256	21,445,056
3 Water	8,522,393	8,598,817	7,834,001	16,373,561	6,513,245	16,744,030	2,500,000	67,086,047
4 Wastewater	22,732,185	2,929,337	2,835,600	1,280,099	755,600	255,600		30,788,421
5 Stormwater	798,502	1,174,000						1,972,502
TOTALS	38,888,905	16,610,207	14,375,892	19,723,187	9,348,626	19,169,887	4,457,256	122,573,960

CIP OVERVIEW
FY26 – By the Numbers



Project Category	Sum of FY26-30 Only
Civic	100,000
Stormwater	0
Streets	11,883,112
Wastewater	5,126,899
Water	49,959,837
Total	67,069,848

CIP OVERVIEW
FY26 – By the Numbers

Funding Name	Sum of FY26-30 Only
Water Capital Improvement - Bond	27,578,319
Unidentified	19,828,616
Measure T/U	7,624,600
Go Bonds	6,246,502
General Fund	2,903,151
Water Rate Revenues	671,299
Water Capital Improvement - Debt	-
Subtotal	64,852,487
All Remaining	2,222,361
Grand Total	67,074,848

SOURCE OF PROJECTS

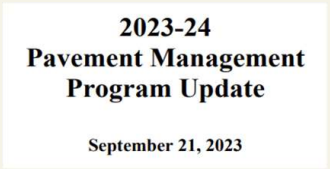
- 2017 Facilities Condition and Needs Assessment
- 2018 SHAPE Committee
- 2020 Financing Civic Infrastructure Task Force
- 2021 Integrated Utility Master plan
- 2022 General Obligation Bond Projects
- 2023 Water/Wastewater Rate Study
- 2023 Council Adopted Pavement Program
- 2024 Water Bond Projects
- Regulatory Requirements (e.g. DSOD, Water Board, etc.)
- Staff Experience
- Napa Countywide Pedestrian Plan
- Napa Countywide Bicycle Plan

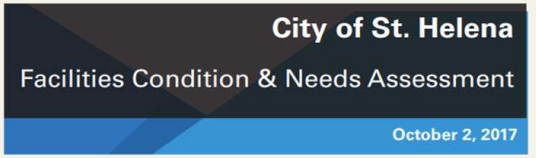


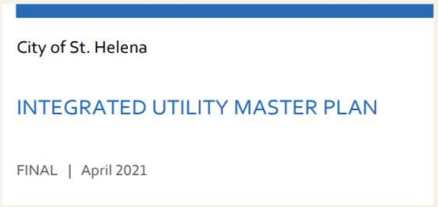














CIP ADOPTION PROCESS

CIP Adoption Schedule		Week Beginning Date													
Orig Date	Task	03/24/25	03/31/25	04/07/25	04/14/25	04/21/25	04/28/25	05/05/25	05/12/25	05/19/25	05/26/25	06/02/25	06/09/25	06/16/25	06/23/25
02/12/25	Final report/presentation posted to website			ALT											
02/18/25	***Finance Cmte (quarterly mtgs starting in Feb 2025)***				***04/17/25***										
02/13/25	Final report/presentation posted website	ALT													
02/19/25	***Measure H Cmte (mtg 2x/year; 3rd Wed Feb & 4th Wed Sep)***		***04/01/25***												
03/05/25	Final report/presentation posted to website			~~ALT~~	ALT										
03/12/25	***Water/Wastewater Advisory Cmte (first mtg in March, mtg every 2 months)***				~~ALT~~	***04/24/25***									
04/14/25	Final report/presentation (Stephanie to Ashley/Dave)				X										
04/21/25	***PRC (mtg 3rd Mondays)***					***04/21/25***	***04/28/25***								
04/29/25	Final report/presentation (Stephanie to Rebecca)						X								
05/07/25	***ATSC (mtg 1st Wednesdays)***							***05/07/25***							
04/23/25	iCompass - complete doc uploaded; MD commence review					X									
04/29/25	Issue notice (Stephanie to Xinia)						***04/30/25***								
05/20/25	***PC GP Conformance (mtg 1st/3rd Tuesdays)***									***05/20/25***					
05/19/25	iCompass - Title deadline								ALT	X					
05/27/25	iCompass - complete doc uploaded; JL commence review									ALT	X				
06/10/25	***CC Adoption (mtg 2nd/4th Tuesdays)***										***05/27/25***		X		***06/24/25***

COMMITTEE OVERVIEW

Measure H Oversight Committee- April 1, 2025

- Chair reminded committee members/staff that the committee's purview is limited to reviewing expenditures and confirming consistency with ordinance.

Finance Committee - April 17, 2025

- Focused primarily on unfunded needs, raised concerns, and offered suggestions for alternative approaches.

Water & Wastewater Advisory Committee - April 24, 2025

- Expressed interest in having greater involvement in project prioritization moving forward.

Parks and Recreation Commission - May 5, 2025

- Commission expressed interest in having more input earlier in the planning process. It was noted that the Parks and Recreation Master Plan will be a helpful tool in guiding future project prioritization.

Active Transportation and Sustainability Committee - May 7, 2025

- The Committee inquired about the methodology used to determine project prioritization.

Planning Commission - May 20, 2025

- Vice Chair Warner moved to add the CIP to consent.
- In future meetings only include revised (i.e. added/changed) projects.

PROGRAM HIGHLIGHTS– CIVIC



COMPLETED

C20-04 | BALDWIN PARK FENCE & PATHWAY REPAIR ($80K)

C22-02 | REPLACE PLAYGROUND EQUIPMENT AND FENCE AT CRANE PARK ($250K)

COMPLETED

UPGRADE IRRIGATION ($224K)

C24-01 | PARKS & RECREATION MASTER PLAN ($125K)

C24-02 | TRAILS & OPEN SPACE AMENITIES - PHASE 1 ($50K)

PROGRAM HIGHLIGHTS
POSSIBLE FUNDING SOURCES - CIVIC

- General Fund
- Park Impact Fees
  - Fund Balance: $574,546*
- Prop 68 Grant
- Development Agreements/Negotiated
- Ballot Measures
  - Parcel Tax
  - Landscape Maintenance District
  - ???



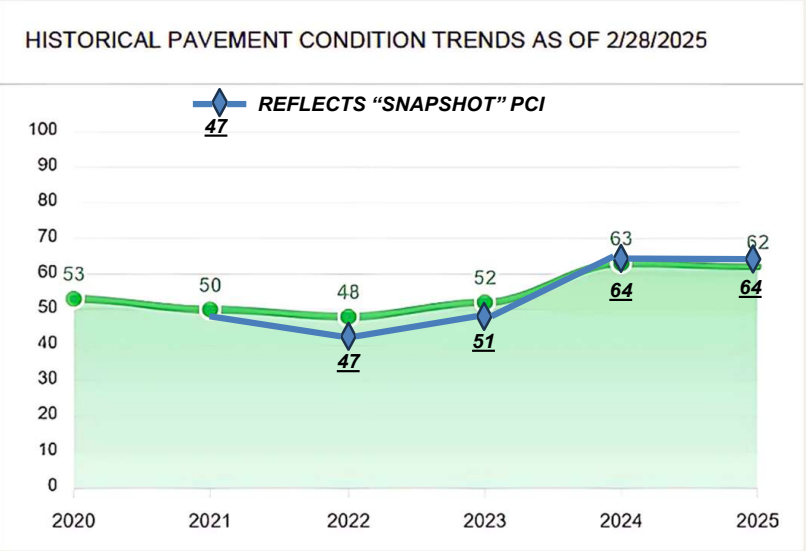
*Estimated Fund Balance at June 30, 2025
per Adopted Operating Budget FY23/24 & 24/25 Budget Page 236

PROGRAM HIGHLIGHTS
PROJECTS OVERVIEW – STREETS & STORMWATER

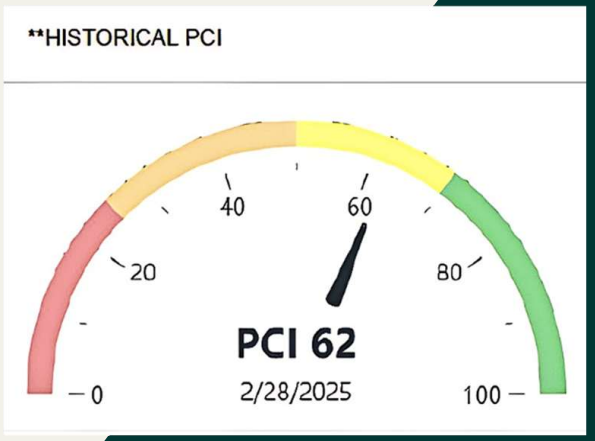
- **Downtown Sidewalk Improvements (R18-81)**
  Anticipated Construction Fall 2025
- **Grayson and South Crane Rehab (R19-05)**
  Construction Late Summer 2025
- **Oak Avenue Rehabilitation (R24-02)/Storm Drain Rehab (D24-01)**
  Utility Portion Summer 2025; Surface Improvements 2026
- **Pavement Restoration FY25 Design/FY26 Construction (R25-79)**
  Construction Summer 2025
- **Spring Street/Highway 29 Intersection Project (R26-04)**
  Construction Fall 2025

PROGRAM HIGHLIGHTS
MEASURE T/U FUNDED
PROGRAM UPDATE-LOOK BEHIND

- 4.1 Miles Paved Since FY24
- 25 ADA Curb Ramps installed since FY24



- PCI Increase from 47 to 64 in 3 Years



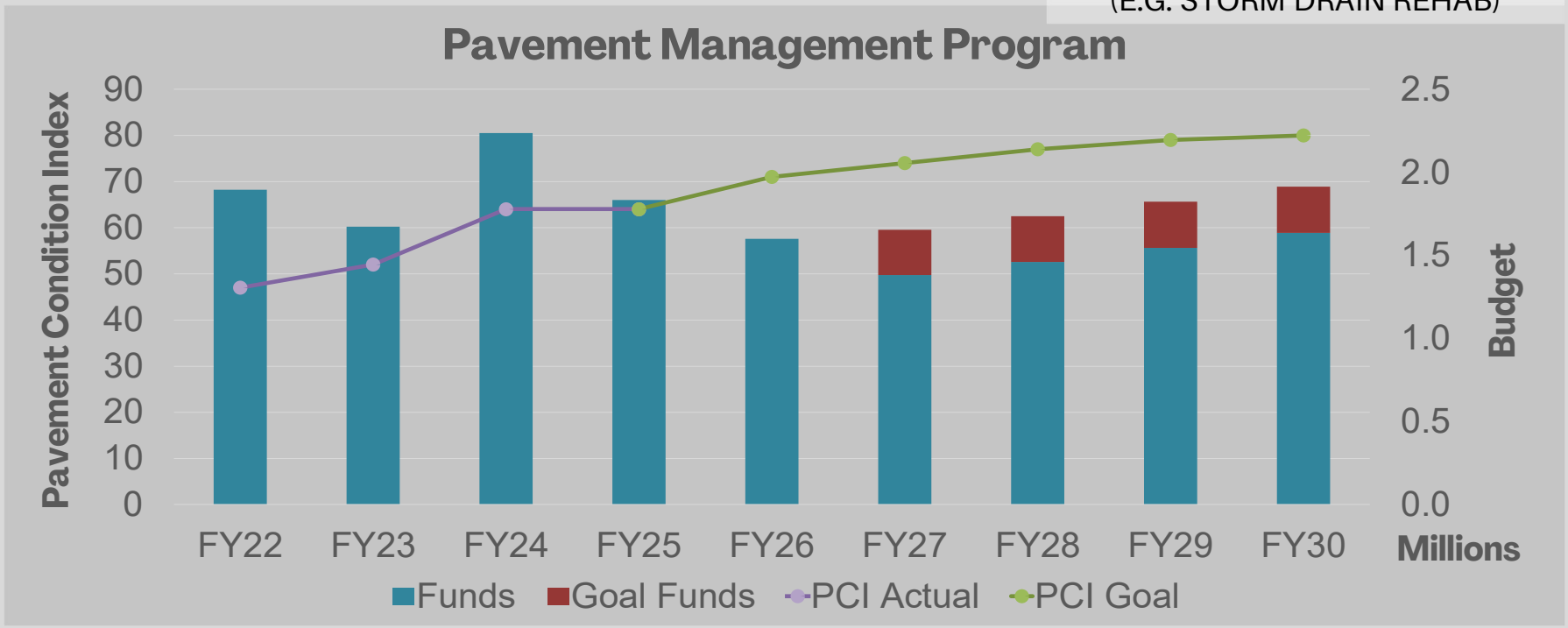
PROGRAM HIGHLIGHTS
MEASURE T/U FUNDED
PROGRAM UPDATE-LOOK AHEAD

Measure T/U Funding		Exp/Enc as of	Continued						
Project Number	Description	2/28/2025	Approp.	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY29-30	Total
Streets Projects									
R18-81	Downtown Sidewalk Improvements	181,579	297,000	297,000					775,579
R19-05	Grayson and South Crane Rehab	233,095	212,511						445,606
R21-02	Crosswalk Improvements on Main Street/Highway 29 at Pratt Avenue and Elmhust Avenue	39,150							39,150
R24-02	Oak Avenue Rehabilitation	131,545	8,455						140,000
R24-79	Pavement Restoration FY24 Design/FY25 Construction	3,356,165	21,948						3,378,113
R25-79	Pavement Restoration FY25 Design/FY26 Construction		130,000	1,167,000					1,297,000
R25-81	Downtown Sidewalk Paver Rehabilitation Project	317,328							317,328
R26-79	Pavement Restoration FY26 Design/FY27 Construction			136,500	1,236,500				1,373,000
R27-79	Pavement Restoration FY27 Design/FY28 Construction				145,300	1,307,300			1,452,600
R28-79	Pavement Restoration FY28 Design/FY29 Construction					153,700	1,383,300		1,537,000
R29-79	Pavement Restoration FY29 Design/FY30 Construction						162,000	1,464,000	1,626,000
R30-79	Pavement Restoration FY30 Design/FY31 Construction							172,000	172,000
TOTAL		**4,258,862**	**669,914**	**1,600,500**	**1,381,800**	**1,461,000**	**1,545,300**	**1,636,000**	**12,553,376**

- **FY25/26 - Maintenance Focused Project, Microsurface, Trench Repairs, Concrete Repairs**
- **FY26/27 - Large Pavement Overlay Project**
- **Oak Avenue Surface Restoration**

PROGRAM HIGHLIGHTS
MEASURE T/U FUNDED PROGRAM UPDATE-LOOK AHEAD

PCI = 70 BY FY26
(AT CURRENT $)
PCI = 80 BY FY30
(NEED +$280K/YR)
TRADE-OFF = NO OTHER
M-U ELIGIBLE PROJECTS
(E.G. STORM DRAIN REHAB)



PROGRAM HIGHLIGHTS
MEASURE H OVERVIEW

SECTION 5. OBJECT AND PURPOSE OF BONDS

The object and purpose of the Bonds is to finance the costs of municipal improvement projects of the City (the "Improvements"), consisting of drinking water system improvements, including but not limited to Bell Canyon Spillway repairs, water main rehabilitation and replacements, valve replacements, Bell Canyon Phreatic Surface Monitoring, lower reservoir rehabilitation, and replacing pipes to increase fire flow, sewer system improvements, including but not limited to replacing pipes and making Crinella Lift Station improvements, stormwater system improvements, including but not limited to replacing pipes, drains, culverts and other components of the system, and recycled water system improvements, including but not limited to providing pump station and pipes to distribute recycled water, all as acquired or constructed by the City to protect local water quality/supply, improve drought resilience, keep sewage, pollution, trash and chemicals from local rivers, creeks and streams, and protect safe, sustainable, local water sources.

- **GENERAL OBLIGATION (GO) BOND FUNDING INITIATIVE**
- **ISSUED IN THREE TRANCHES (TRANCHE 1,2,3)**
- **SUPPORTS LONG-TERM INFRASTRUCTURE PRIORITIES**

PROGRAM HIGHLIGHTS
FUNDING SUMMARY – MEASURE H

GO Bond Funding		1st Tranche	Exp/Enc as		2nd Tranche				3rd Tranche	
Tranche Issuance		5,255,000	of	Continued	5,000,000				8,895,000	
Project Number	Description	FY 23-24	2/28/2025	Approp.	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
Street Projects										
R24-02	Oak Avenue Rehabilitation	-	20,000		-	-	-	-	-	20,000
Water Projects										
W-108	Lower Reservior Rehab	-			-	-	50,000	-	-	50,000
W-85	Bell House Valve Replacement	-			-	470,000	-	-	-	470,000
W18-118	Replace Mains <6" in Diameter	-	5,570	310,136		327,702	338,189	349,011	-	1,330,608
W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment		100,092	464	-	-	-	-	-	100,556
W24-01	Water Distribution Fire Flow Improvements		254,394	57,762		-	156,000	-	-	468,156
Wastewater Projects										
S18-70	Replace 1% of Sewer Mains Annually	-			-	-	620,000	620,000	-	1,240,000
S18-71	Crinella Pump Station Upgrades		1,440,959	26,067		-	-	-	-	1,467,026
S21-01	WWTP Recycled Pipeline & Pump Station		153,402	1,549,752		-	-	-	-	1,703,154
S24-01	Closed-Circuit Television (CCTV) Inspection Program - Phase I		366,505			-	-	-	-	366,505
S24-05	Del Campo Court Gravity Main Improvements		246,295	361,705		-	-	-	-	608,000
Stormwater Projects										
D24-01	Oak Avenue Storm Drain Rehab	-		1,154,000		-	-	-	-	1,154,000
TOTAL		**-**	***2,587,217***	***3,459,886***	**-**	***797,702***	***1,164,189***	***969,011***	**-**	***8,978,005***
Estimated GO Bond Fund Balance at June 30		**5,255,000**			**4,207,897**	**3,410,195**	**2,246,006**	**1,276,995**	**10,171,995**	

PROGRAM HIGHLIGHTS
ADDITIONAL PROJECTS – MEASURE H

GO Bond Funding		1st Tranche	Exp/Enc as of		2nd Tranche				3rd Tranche	
Tranche Issuance		5,255,000		Continued	5,000,000				8,895,000	
Project Number	Description	FY 23-24	2/28/2025	Approp.	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
Street Projects										
TOTAL		**-**	**2,587,217**	**3,459,886**	**-**	**797,702**	**1,164,189**	**969,011**	**-**	**8,978,005**
Estimated GO Bond Fund Balance at June 30		***5,255,000***			***4,207,897***	***3,410,195***	***2,246,006***	***1,276,995***	***10,171,995***	
Alternatives/Options for Consideration										
W29-01	Water Treatment Plant (Water Treatment Plant Rehabilitation)								5,900,000	5,900,000
S-52	WWTP Phase 1 Upgrades ("cash flow" for cost overruns; may be recoverable via Settlement Agreements)					1,700,000				1,700,000
S18-70	Replace 1% of Sewer Mains Annually					620,000		(620,000)		-
S24-02	High Priority Pipeline Replacement (Shift from WW Rate Funded)			511,200		255,600				766,800
S27-01	WWTP Pond Cleaning, Decommissioning, and Repurpose						500,000	500,000		1,000,000
R24-02	Oak Avenue Rehabilitation (Sewer Rehab)					300,000				300,000
TBD	Napa River SD Outfall Rehab/Embankment Stabilization						500,000			500,000
										-
ALTERNATIVE TOTAL			**2,587,217**	**3,971,086**	**-**	**3,673,302**	**2,164,189**	**849,011**	**5,900,000**	**19,144,805**
ALT: Estimated GO Bond Fund Balance at June 30		***5,255,000***			***3,696,697***	***23,395***	***(2,140,794)***	***(2,989,805)***	***5,195***	

PROGRAM HIGHLIGHTS
WASTEWATER RATE FUNDED PROJECTS SHIFTED TO GO BOND

- S24-02 High Priority Pipeline Replacement - $511,200
- S24-04 Recycled Water System Master Plan Update - $421,012
- S25-01 Flow Monitoring Program - $60,000

PROGRAM HIGHLIGHTS
FUNDING SUMMARY – WATER BONDS

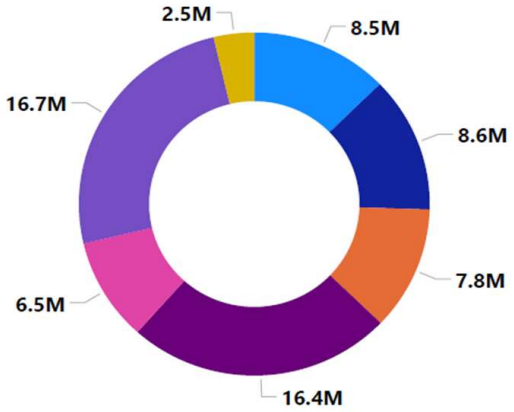
Water Bond Funding		1st Tranche	Exp/Enc as			2nd Tranche		3rd Tranche		
Tranche Issuance		10,500,000	of	Continued	-	23,000,000	-	24,000,000	-	
Project Number	Description	FY24-25	2/28/2025	Approp.	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY29-30	Total
Water Projects										
W-101	Tank 2 Rehabilitation		115,684	930,125						1,045,809
W-109	Bell Canyon Intake Tower Replacement		1,226,974	18,289		5,000,000				6,245,263
W-80	Dwyer Road Booster (Pump Station)			900,000						900,000
W-85	Bell House Valve Replacement		99,907		5,703					105,610
W-86	Spring Mtn Pressure Zone Improvements (Holmes Tank Upgrade)				100,000		3,515,968			3,615,968
W18-111	WTP Condition Assessment		289,937							289,937
W18-113	Water System SCADA Improvements		404,344		533,327					937,671
W21-01	Kearney and Andrea Water Main Replacment		772,257	1,005,645						1,777,902
W24-02	Napa Intertie Pump Station (Rutherford) Replacement			1,022,780				1,287,571		2,310,351
W24-03	ArcGIS Infrastructure Development		7,582	45,611						53,193
W24-04	Retrofit/Deploy SMART Water Meters		2,156,399	103,831						2,260,230
W24-06	Risk and Resilience Assessment Report Implementation			160,965						160,965
W24-07	Cyber-Security Implementation			53,655						53,655
W24-10	Water System Hydraulic Model Update		199,638	12,562						212,200
W24-11	Bell Canyon Dam DSOD Analysis/Improvements		200,303	150,000	100,000	750,000	2,017,684			3,217,987
W24-12	Disinfection By Products Project			52,500		379,288	391,425			823,213
W25-01	Napa Intertie Pipeline Replacement		446,200		6,092,269					6,538,469
W25-02	Water Treatment Plant Transmission Main Replacement		37,073	1,662,927		7,400,084				9,100,084
W25-03	Water Management Plan		10,000							10,000
W26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation		22,575	110,099						132,674
TOTAL			**5,988,873**	**6,228,989**	**6,831,299**	**13,529,372**	**5,925,077**	**1,287,571**		**39,791,181**
Estimated Water Bond Fund Balance at June 30		**10,500,000**			***(8,549,161)***	***921,467***	***(5,003,610)***	***17,708,819***	***17,708,819***	

PROGRAM HIGHLIGHTS
PROJECTS OVERVIEW – WATER

PROJECT TITLE	Project Name
W-101	Tank 2 Rehabilitation
W-108	Lower Reservoir Rehab
W-109	Bell Canyon Intake Tower Replacement
W18-111	WTP Condition Assessment
W18-113	Water System SCADA Improvements
W18-118	Replace Mains <6" in Diameter
W18-120	Bell Canyon Phreatic Surface Monitoring & Assessment
W21-01	Kearney and Andrea Water Main Replacement
W24-01	Water Distribution Fire Flow Improvements
W24-02	Napa Intertie Pump Station (Rutherford) Replacement
W24-03	ArcGIS Infrastructure Development
W24-04	Retrofit/Deploy SMART water meters
W24-05	PFAS Sampling Project
W24-06	Risk and Resilience Assessment Report Implementation
W24-07	Cyber-Security Implementation
W24-08	Safe Yield Policy & Water Neutrality Policy Update
W24-09	Emergency Repairs to Water Infrastructure to address discolored water
W24-10	Water System Hydraulic Model Update
W24-11	Bell Canyon Dam DSOD Analysis/Improvements
W24-12	Disinfection By Products Project
W25-01	Napa Intertie Pipeline Replacement
W25-02	Water Treatment Plant Transmission Main Replacement
W25-03	Water Management Plan
W25-91	Bell Canyon Creek Flow Measurement
W26-01	Water Treatment Plant Microgrid/SCADA Upgrades
W26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation
W29-01	Water Treatment Plant (Water Treatment Plant Rehabilitation)
W29-02	PWRR-1 yr 6-10 Water Main Annual Replacement Program Allowance
W-35	Bell Canyon Reservoir Improvements
W-80	Dwyer Road Booster (Pump Station)
W-85	Bell Canyon Valve House Replacement
W-86	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)
W-91	Bell Canyon Creek Flow Measurement

Category Summary Water

Expenditure Totals



Exp/Enc as of 2/28/2025	8.5M
Continued Approp.	8.6M
FY2025-26	7.8M
FY2026-27	16.4M
FY2027-28	6.5M
FY2028-29	16.7M
FY2029-30	2.5M
Total	67.1M

PROGRAM HIGHLIGHTS
WATER CIP CAPITAL CONTRIBUTION

FY 2025-26 WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 6/30/2025	6,502,789
Estimated Revenues @ 6/30/2026	9,129,344
Estimated Expenses @ 6/30/2026	(8,237,374)
Capital Contribution	(530,281)
Estimated Net Position @ 6/30/2026	**6,864,478**
Operating Reserves	**10 Months**
Estimated Debt Coverage	***1.34***

PROGRAM HIGHLIGHTS
WATER CIP CAPITAL CONTRIBUTION

FY 2026-27 WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 6/30/2024	6,864,478
Estimated Revenues @ 6/30/2025	9,892,941
Estimated Expenses @ 6/30/2025	(8,414,750)
Capital Contribution	(1,330,377)
Estimated Net Position @ 6/30/2025	**7,012,292**
Operating Reserves	**10 Months**
Estimated Debt Coverage	***1.41***

PROGRAM HIGHLIGHTS
WATER CIP CAPITAL CONTRIBUTION

Category Summary Report
FY2025-26 to FY2029-30
3 - Water

PROJECT FUNDING SOURCES									
421	Go Bonds	360,056	367,898	797,702	544,189	349,011			2,418,856
561	Water Rate Revenues	1,514,439	401,706						1,916,145
763	Water Capital Improvement - Bond	5,988,873	6,228,989	6,836,299	13,529,372	5,925,077	1,287,571		39,796,181
763	Water Capital Improvement	510,952	224						511,176
763	Water Capital Improvement - Grant/Interagency Fund		1,600,000	200,000	667,000				2,467,000
764	Water Impact Fees	148,073							148,073
999	Unidentified				1,633,000	239,157	15,456,459	2,500,000	19,828,616
		8,522,393	8,598,817	7,834,001	16,373,561	6,513,245	16,744,030	2,500,000	67,086,047

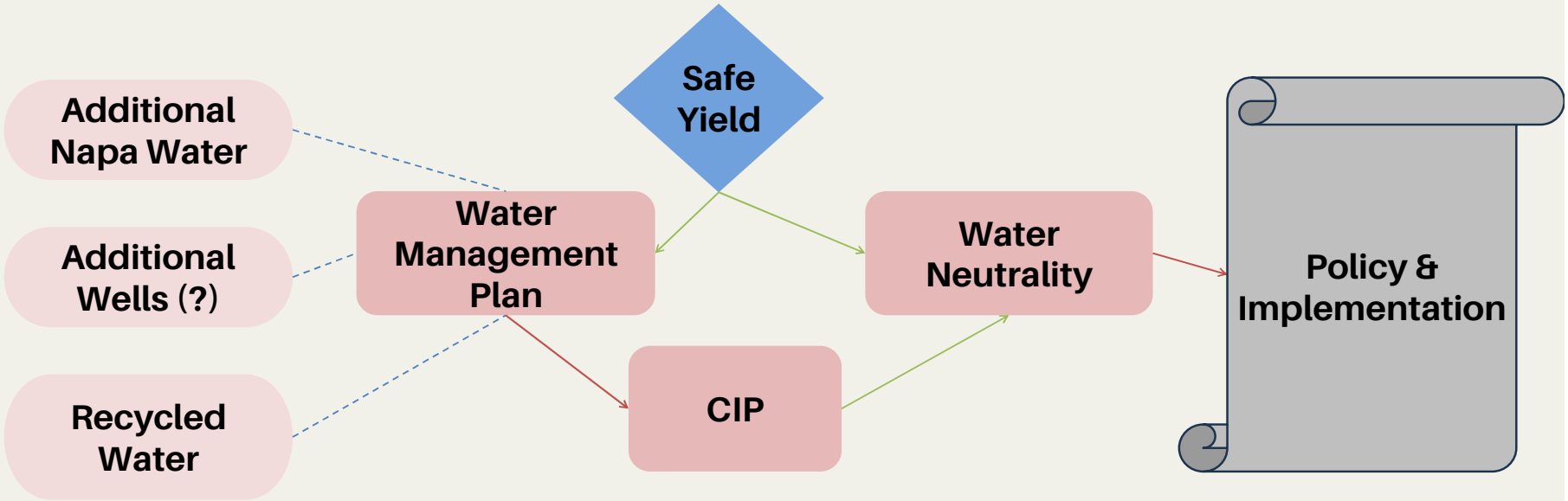
PROGRAM HIGHLIGHTS
WATER CIP SCHEDULE UPDATE

MORAL OF THE STORY:
CIP IS "FLUID"…
- **PROJECTS IN/OUT**
- **PROJECTS DELAYED**

	WATER			
	Planned		Actual	
Year	Number of Projects	Cost	Number of Projects	Cost
2024	5	$ 1,400,000	3	$ 75,000
2025	4	$ 5,390,000	17	$ 3,221,971
2026	2	$ 5,000,000	5	
2027	4	$ 15,789,000	4	
2028	4	$ 3,273,468	3	
2029	0		3	
Totals	19	$ 30,852,468	35	$ 3,296,971

	WATER					
	Rate Study Planned Projects		2026 Planned Projects			
Completion Year	Number of Projects	Planned Cost (Completion year)	Number of Projects	Planned Cost (Completion year)	# Projects Completed	Spent To date
2024	5	$ 1,400,000	0	$ -	3	$ 75,000
2025	4	$ 5,390,000	17	$ -	2	$ 3,221,971
2026	2	$ 5,000,000	5	$ 7,275,044		
2027	4	$ 15,789,000	4	$ 19,000,274		
2028	4	$ 3,273,468	3	$ 8,302,636		
2029	0	$ -	3	$ 13,605,967		
Totals	19	$ 30,852,468	32	$ 48,183,921	5	$ 3,296,971

PROGRAM HIGHLIGHTS
SAFE YIELD & WATER NEUTRALITY



PROGRAM HIGHLIGHTS
PROJECTS OVERVIEW – WATER

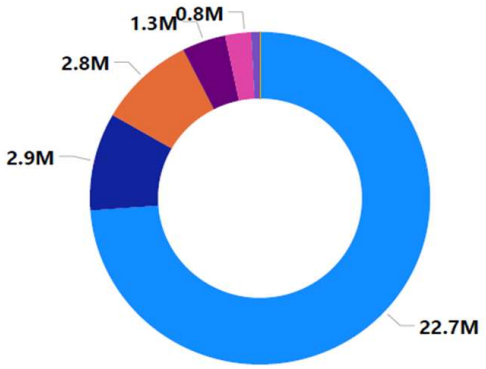
- **Bell Canyon Valve House Replacement (W-85)**
  DSOD Compliance, FY27 Construction
- **Bell Canyon Intake Tower Replacement (W-109)**
  Currently in design/permitting; expect construction FY27
- **Replace Mains <6" (W18-118)**
  Citywide Phased Projects Through FY 30
- **Fire Flow Improvements (W24-01)**
  Multi-Year Program, Improving Fire Flow
- **Napa Intertie Pipeline Replacement (W25-01)**
  Expect construction FY26
- **Tank 2 Rehabilitation (W-101)**
  Currently in design; expected construction FY26Q2-Q3

PROGRAM HIGHLIGHTS
PROJECTS OVERVIEW – WASTEWATER

PROJECT TITLE	Project List
S18-70	Replace 1% of Sewer Mains Annually
S18-71	Crinella Pump Station Upgrades
S21-01	WWTP Recycled Pipeline and Pump Station
S23-01	Recycled Water - Crane Park Irrigation Infrastructure
S23-02	Emergency Back-Up Power - WWTP
S24-01	Closed-Circuit Television (CCTV) Inspection Program, Phase I
S24-02	High Priority Pipeline Replacement
S24-03	ArcGIS Infrastructure Development
S24-04	Recycled Water System Master Plan Update
S24-05	Del Campo Court Gravity Main Improvements
S25-01	Flow Monitoring Program
S26-01	Model Update and System Analysis
S26-02	Asset Management & Computerized Maintenance & Management System Development/Implementation
S27-01	WWTP Pond Cleaning, Decommissioning, and Repurpose
S-52	WWTP Phase 1 Upgrades

Category Summary Wastewater

Expenditure Totals



Exp/Enc as of 2/28/2025	22.7M
Continued Approp.	2.9M
FY2025-26	2.8M
FY2026-27	1.3M
FY2027-28	0.8M
FY2028-29	0.3M
FY2029-30	0
Total	30.8M

PROGRAM HIGHLIGHTS
WASTEWATER CIP CAPITAL CONTRIBUTION

FY 2025-26 WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 6/30/2025	2,035,888
Estimated Revenues @ 6/30/2026	5,746,033
Estimated Expenses @ 6/30/2026	(5,332,877)
Capital Contribution	-
Estimated Net Position @ 6/30/2026	**2,449,044**
Operating Reserves	**5.5 Months**
Estimated Debt Coverage	***1.29***

PROGRAM HIGHLIGHTS
WASTEWATER CIP CAPITAL CONTRIBUTION

FY 2026-27 WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 6/30/2026	2,449,044
Estimated Revenues @ 6/30/2027	5,999,162
Estimated Expenses @ 6/30/2027	(5,427,793)
Capital Contribution	(306,516)
Estimated Net Position @ 6/30/2027	**2,713,897**
Operating Reserves	**6 Months**
Estimated Debt Coverage	***1.31***

PROGRAM HIGHLIGHTS
WASTEWATER CIP CAPITAL CONTRIBUTION

Category Summary Report
FY2025-26 to FY2029-30
4 - Wastewater

PROJECT FUNDING SOURCES								
421	Go Bonds	2,917,629	2,815,467	2,635,600	1,120,000	500,000		9,988,696
571	Wastewater Rate Revenues	2,832,968	113,870		160,099	255,600	255,600	3,618,137
742	Storm Drain Impact Fees			200,000				200,000
773	Wastewater Capital Improvement - HMGP Funds	1,361,326						1,361,326
773	Wastewater Capital Improvement	2,169,860						2,169,860
773	Wastewater Capital Improvement - Debt	12,739,496						12,739,496
774	Wastewater Impact Fees	710,906						710,906
		22,732,185	2,929,337	2,835,600	1,280,099	755,600	255,600	30,788,421

PROGRAM HIGHLIGHTS
PROJECTS OVERVIEW – WASTEWATER

- **Crinella Pump Station (S18-71)**
  Major System Upgrade, FY25-26; construction completion FY26Q1
- **Recycled Pipeline & Pump Station (S21-01)**
  Expanding Recycled Water Use; seeking proposal for retrofit of existing station
- **Annual Sewer Main Replacements (S18-70)**
  $820,000(FY26); $620,000(FY27)
- **High Priority Pipeline Replacement (S24-02)**
  $1.3M Total Project

UNIDENTIFIED FUNDING

TOTAL UNFUNDED = $19.8M



- **Napa Intertie Pump Station (Rutherford) Replacement (W24-02)**
  - $9,309,649 in FY28-29
- **Water Treatment Plant Microgrid/SCADA Upgrades (W26-01)**
  - $1,633,000 in FY28-29
  - Potential use of Water Enterprise Capital Contributions FY26 & FY27
- **Water Treatment Plant Rehabilitation (W29-01)**
  - $5.9M in FY28-29; $2.5M in FY29-30
- **PWRR-1yr 6-10 Water Main Annual Replacement Program Allowance (W29-02)**
  - $239,157 in FY27-28; $246,810 in FY28-29

Water Bond Funding		1st Tranche	Exp/Enc as			2nd Tranche		3rd Tranche		
Tranche Issuance		10,500,000	of	Continued	-	23,000,000	-	24,000,000	-	
Project Number	Description	FY24-25	2/28/2025	Approp.	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY29-30	Total
Water Projects										
TOTAL			5,988,873	6,228,989	6,831,299	13,529,372	5,925,077	1,287,571		39,791,181
Estimated Water Bond Fund Balance at June 30		10,500,000			*(8,549,161)*	*921,467*	*(5,003,610)*	*17,708,819*	*17,708,819*	

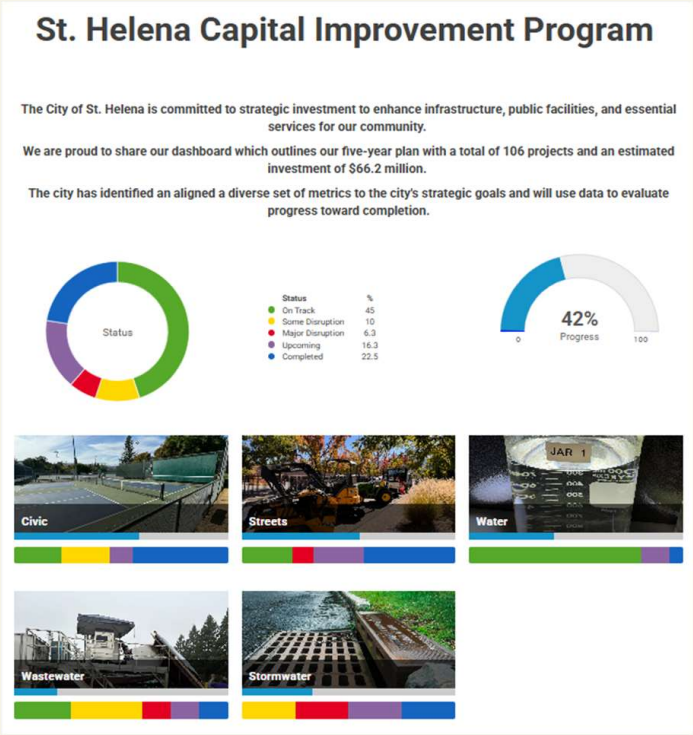
20 YR FUNDING – LONG TERM LOOK AHEAD

CIP SUMMARY CHART (20 YEARS)

CIP	Total Estimated CIP Years 1-5	Total Estimated CIP 20-year	Estimated Shortfall 20-year
Streets	7,228,420	62,840,013	(28,335,847)
Stormwater	1,465,584	17,318,584	(6,477,001)
Civic	4,765,183	11,154,793	(8,245,280)
Water	32,480,867	57,819,117	(500,000)
Wastewater	23,004,000	28,663,900	(222,000)
TOTAL	***68,944,054***	***177,796,407***	***(43,780,128)***

SAME TABLE FROM DRAFT BUDGET PRESENTATION, SLIDE 38 OF 44, 05/13/25

CIP DASHBOARD IS LIVE




FLYOVER OF
PROJECTS

Questions?