City of St. Helena
Regular City Council Meeting
Tuesday, June 10, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

Remote Participation: Marriott Marquis San Diego 333 W. Harbor Dr., San Diego, CA 92101

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. The Mayor may reduce the four minute time limit for all speakers in circumstances where a large number of citizens intend to make public comment.

Public comment **for meetings will be accepted via email to publiccomment@cityofsthelena.org. All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the on-line agenda.**

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at https://sthelena.civicweb.net/portal/.

Page

1. CALL TO ORDER

2. ROLL CALL
   Mayor: Paul Dohring, Vice Mayor: Michelle Deasy, City Council Members: Aaron Barak, Kate Spadarotto, Billy Summers

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF THE AGENDA

5. APPROVAL OF MINUTES
   Estimated start time: 6:05 p.m.

   5.1. Consideration and proposed approval of Regular Meeting Minutes of May 27, 2025. 9 - 17
   Regular City Council - 27 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.

6.1. Public Comment.Ferenc Brunner 19 - 20

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

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: 6:25 p.m.

10.1. Consideration of a Resolution to set a Public Hearing for 6:00 p.m. Tuesday, August 12, 2025, to consider objections to the proposed annexation of the property known as, 945 Main Street, St. Helena, CA (APN 009-263-007), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 152. 21 - 26

CEQA Determination: Not a CEQA project
Prepared By: Rebecca White, Administrative Assistant
Recommendation:
It is recommended City Council approve the Resolution and set a Public Hearing for August 12, 2025, to consider objections to the proposed annexation of the property known as 945 Main Street (APN 009-263-007), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 152.
Staff Report - Pdf

10.2. Adoption of a resolution authorizing execution of a Construction Agreement with MG Masonry Inc., a fully licensed contractor, for the construction of a waste, recycling, and composting enclosure at Crane Park, in an amount not to exceed $41,640. 27 - 66

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Approval for resolution authorizing a Construction Services Agreement with MG Masonry Inc. for Construction of a Waste, Recycling, and Composting Enclosure at Crane Park.
Staff Report - Pdf

10.3. Approve a Resolution authorizing the purchase of additional RF-friendly 67 - 73

Nicor Read-Rite meter box lids from PACE Supply for CIP Project W24-04 Smart Meter Deployment, in an amount not to exceed $48,066.

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Approve the attached Resolution authorizing the purchase of additional RF-friendly Nicor Read-Rite Lids from PACE Supply for CIP Project W24-04 Smart Meter Deployment.
Staff Report - Pdf

10.4. Approval of a resolution authorizing the City Manager to execute a change order with Bobcat of Santa Rosa in the amount of $5,900. This change order accounts for sales tax that was inadvertently omitted from the original agreement. The revised not-to-exceed contract amount is $79,213. 75 - 80

CEQA Determination: Exempt
Prepared By: Carlos Uribe, Assistant Public Works Operations Manager
Recommendation:
Approval of the attached resolution.
Staff Report - Pdf

10.5. Approve a Resolution authorizing the purchase, delivery, and installation of two custom metal utility buildings at the Corporation Yard from Pro Metal Buildings Inc. in an amount not to exceed $33,663, to be funded from existing appropriations. 81 - 94

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Staff recommends approval of the attached resolution.
Staff Report - Pdf

10.6. Resolution of the City Council of the City of St. Helena Authorizing the City Manager to Execute Amendment 02A To Professional Services Agreement with Economy Lock and Key, Inc.; STH Contract No: 2023-018 For Security Associated with the Napa Valley College Tenant Improvement Project (NVC-Ti) for an Additional $15,994 for a Total Not-To-Exceed Amount Of $84,518. 95 - 102

CEQA Determination: Not a CEQA project
Prepared By: Lesley Milton, Deputy City Manager
Recommendation:
Staff recommends Approval of Contract Amendment 02A with Economy Lock & Key Inc. for Fire Department Door Lock Replacement for an additional $15,994.00 and a not to Exceed cost of $84,518.
Staff Report - Pdf

10.7. Consideration and adoption of a resolution authorizing amendment #3 to Professional Services Agreement with Kosmont STH Contract 2023- 103 - 115

050 for Real Estate Advisory Services for an additional $75,000 for a contract amount not to exceed $200,000.

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

11. PUBLIC HEARINGS

Estimated start time: 6:35 p.m.

11.1. Appeal (APP25-002) filed by Caroline Hernandez of Outstanding in the Field and Jorge Hernandez, Property Owner, to uphold the May 20, 2025 approval of the application for a Temporary Use Permit (TUP25-005) in order to allow for the private Andrea Bocelli dinner and entertainment event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district with a maximum attendance of 600 persons and to be held on June 20, 2025. 117 - 237

CEQA Determination: Exempt
Prepared By: Jackie Oneal, Senior Planner
Recommendation:
It is recommended that the City Council:

1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15304(e); and
2. Approve a resolution upholding the Planning Commission's approval of TUP25-005 in order to allow the Andrea Bocelli dinner and entertainment event with up to 600 guests on the Monte Olivos estate located at 2500 Spring Mountain Road.

Staff Report - Pdf
Presentation - Staff
Presentation - Appellant
Public Comment.Edward and Caroline Kuntz
Public Comment.Pamela Samuelson
Public Comment.Terry and Juli Pringle
Public Comment.Michael Haley
Public Comment.Michael Haley 2
Public Comment.Jennifer Haley
Public Comment.Norman Manzer

11.2. Request by Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, for approval of General Plan Amendment (GPA 2025-001) and Zoning Map Amendment (ZMA 2025-001) to change the property's land use designation from Service Commercial to Agriculture and to concurrently rezone the site from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to accommodate the future construction of a single-family home at 1030 Fulton Lane (APN 009-194-005). 239 - 304

CEQA Determination: Exempt
Prepared By: Jackie Oneal, Senior Planner
Recommendation:

1. Find that the proposed changes to General Plan Figure 2.1 and the City's Zoning Map are in compliance with the California Environmental Quality Act pursuant to Section 15303, Class 3; and
2. Adopt the attached resolution approving General Plan Amendment 2025-001 to update General Plan Figure 2.1 to change the General Plan land use designation of the property located at 1030 Fulton Lane from Service Commercial to Agriculture; and
3. Introduce and waive first reading of the attached Ordinance for Zoning Map Amendment ZMA 2025-001 to rezone the property located at 1030 Fulton Lane from Service Commercial to Twenty-Acre Agriculture and incorporate these changes into the General Plan and Zoning Maps.

Staff Report - Pdf
Presentation - Staff
Presentation - Applicant

11.3. Introduce and waive the first reading of an ordinance adding Chapter 8.44 to Title 8 of the St. Helena Municipal Code adopting the Fire Hazard Severity Zones as recommended by CalFire and to provide authorization for fees for the inspection of properties that are sold in high or very high fire hazard severity zones. 305 - 313

CEQA Determination: Exempt
Prepared By: John Sorensen, Fire Chief
Recommendation:
Recommend that the City Council:
1. Introduce and waive the first reading of an ordinance adding Chapter 8.44 to Title 8 of the St. Helena Municipal Code adopting the fire hazard severity zones; and
2. Provide authorization for fees for the inspection of properties that are sold in high or very high fire hazard severity zone.

Staff Report - Pdf

12. OLD BUSINESS

Estimated start time: 8:15 p.m.

12.1. Proposed Approval of a Resolution Adopting the FY 2025-26 and FY 2026-27 Biennial Budget. 315 - 855

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

Staff Report - Pdf
Presentation
Public Comment.St Helena Chamber Board of Directors

13. NEW BUSINESS

Estimated start time: 9:00 p.m.

13.1. Approval of Resolution Authorizing the City Manager to Execute Professional Services Agreement with Matrix Consulting Group for an Efficiency and Business Transformation study in an amount Not-To-Exceed $90,960. 857 - 939

CEQA Determination: Exempt
Prepared By: Andrew Bradley, Program Manager
Recommendation:
Adopt a resolution authorizing the City Manager to execute a professional services agreement with Matrix Consulting Group to conduct the City's Efficiency and Business Transformation Study, in an amount not-to-exceed $90,960.
Staff Report - Efficiency and Transformation Study - 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 24, 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 June 6, 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 27, 2025 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

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

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

1. CALL TO ORDER
Mayor Dohring called the meeting to order at 6:12 p.m.

2. ROLL CALL

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

4. ADOPTION OF THE AGENDA

Council Member Aaron Barak moved to adopt the agenda. 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, and Council Member Kate Spadarotto
NOES: None
ABSENT: Council Member Billy Summers
ABSTAIN: None
RECUSE: None

5. APPROVAL OF MINUTES

5.1 Consideration and proposed approval of Regular Meeting Minutes of May 13, 2025

Council Member Kate Spadarotto moved to approve the Regular Meeting minutes of May 13, 2025. The motion was seconded by Council Member Aaron Barak and on voice vote carried by the following vote:

AYES: Mayor Paul Dohring, Vice Mayor Michelle Deasy, Council Member

Aaron Barak, and Council Member Kate Spadarotto
NOES: None
ABSENT: Council Member Billy Summers
ABSTAIN: None
RECUSE: None

6. PUBLIC FORUM:

No public comment was received.

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

City Attorney Ethan Walsh reported on the Closed Session meeting held May 27, 2025. He noted that with regard to Item 5.1 - Conference with Real Property Negotiators - APN 009-150-006 was inadvertently listed on the agenda and was not part of the discussion. No other reportable action was taken during the Closed Session.

Director of Community Services, Dave Jahns reported that the community met the fundraising goal of $30,000 for the 4th of July fireworks and the efforts are close to $40,000.

8. PRESENTATIONS AND PUBLIC RECOGNITIONS

8.1 Update from Library Board of Trustees Chair, Deborah Claymon Boeschen

Library Board of Trustees Chair, Deborah Claymon Boeschen made report.

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 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.

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.

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

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

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

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

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.

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

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.

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”.

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.

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.

Vice Mayor Michelle Deasy moved to approve items 10.1 through 10.6. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

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

10.7 This item was pulled.

~~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.~~

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 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.

Item was requested to be pulled by Community Member, Chris Warner.

Finance Manager, Martin Beltran and Administrative Services Director, Mandy Kellogg gave brief report on the item.

Public Comment was made by Chris Warner.

Discussion was turned over to Council where it was determined that rather than eliminating penalties entirely, the timeframe for assessing penalties would be extended from 30 days to 60 days after the statement date. City Attorney Walsh advised that implementing this change would require the item to be reintroduced as a Public Hearing. Consequently, the Council elected to adopt the ordinance as currently presented and directed staff to agendize a future item to reinstate penalties with the revised timeline.

Council Member Aaron Barak moved to adopt the recommendation by Staff, with the note that item will be agendized and brought back to Council at a later date to implement penalties. The motion was seconded by Vice Mayor Michelle Deasy and on roll call carried by the following vote:

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

11. PUBLIC HEARINGS

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

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

Administrative Services Director, Mandy Kellogg reported on the item.

Mayor Dohring opened the Public Hearing; no public comments were made.

Discussion was turned over to Council. Item was received and filed.

12. OLD BUSINESS

12.1 Review and Discuss Finance Committee Recommendations.

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

City Manager, Anil Comelo introduced the item. Administrative Services Director, Mandy Kellogg reported on the item.

Mayor Dohring opened public comment; Public comment was received by Mark Smithers and Chris Warner.

Following staff's presentation, the discussion was turned over to Council. Council members asked questions and provided comments. The Council accepted staff's recommendation on all items that were recommended by the Finance Committee.

Regarding the recommendation to fund the CARES program through Enterprise Funds, the Council supported the Finance Committee's proposal to fund the program using penalties and interest earned in the enterprise fund.

Mayor Dohring called for a 10-minute recess at 7:45 P.M.

13. NEW BUSINESS

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 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.

Administrative Services Director, Mandy Kellogg introduced George Passidakis, Director of Sales and Marketing with Apex Technology Management. Mr. Passidakis made presentation on the item.

Mayor Dohring opened Public Comment; no public comment was received.

Discussion was turned over to the Council where questions and comments ensued.

Council Member Kate Spadarotto moved to approve the resolution. The motion

was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

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

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

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.

Deputy City Manager, Lesley Milton reported on the item.

Mayor Dohring opened Public Comment; public comment was received by Stephanie Smithers, Marissa Nokes, Kim Phinney and Gordie Adams.

Discussion was turned over to Council where questions and comments were made.

At 9:00 p.m Mayor Dohring called for a motion to extend meeting until 9:30. Vice Mayor Deasy moved to extend meeting to 9:30 p.m. The motion was seconded by Council Member Aaron Barak and on roll call vote, all were in favor with exception of Council Member Billy Summers who was absent.

Council advised staff to proceed with adding the sealant to the decomposed granite and continue discussion with Skatepark Committee.

13.3 This item was not heard and will be continued to a date uncertain.

~~Discussion and Direction Regarding the Use of Modular Housing Units at the Water and Wastewater Treatment Plants for Staff Housing.~~

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.

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

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

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

At 9:30 p.m. Mayor Dohring called for a motion to extend meeting until 9:45. Vice Mayor Deasy moved to extend meeting to 9:45 p.m. The motion was seconded by Council Member Aaron Barak and on roll call vote, all were in favor with exception of Council Member Billy Summers who was absent.

Mayor Dohring called for Public Comment; public comment was made by Deanna Griffin.

Discussion was turned over to Council where questions and comments were made.

Council Member Aaron Barak moved to approve the resolution adopting the Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

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

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

Mayor Dohring adjourned the meeting at 9:45 p.m.

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Erika Opp, Acting City Clerk

From: Ferenc Brunner
To: Erika Opp; Ferenc Brunner
Subject: [External] Please follow through
Date: Monday, June 9, 2025 3:44:51 PM
Attachments: face-535774_340_Wondersharexyz.png
FB Feri.png

Greetings to the People of St. Helena, City Council, City Management, and all of the people that are dealing with and are responsible for the Economic and Social Development of our community.

The concept of a “Commercial AI Controlled Green House”, growing and providing for our surrounding community.
With a Foundation for our existence, FOOD SAFETY and ORGANIC NUTRITION by locally grown and operated Professionals in that field.
This Concept creates Jobs, Opportunities, and more importantly a Social Connection, So, we reassess our life in This New era of Reality.
Please follow through and take the required steps to arrange a presentation by one of these CGHG and suppliers.

It would be very short sheeted and

erasable, not to make this CGH concept our reality. Make it the way of our life.
Please approach this issue -

The Top 10 Largest Greenhouse Produce Growers in the U.S. - Growing Produce

I communicated this concept to several, many, many people in our community. The comments are all positive-go for it.

Sincerely, Ferenc Brunner

https://ferenc31.wixsite.com/facing-reality
http://ferenc31.wixsite.com/mysite

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	June 10, 2025
FROM:	Rebecca White, Administrative Assistant
SUBJECT:	Consideration of a Resolution to set a Public Hearing for 6:00 p.m. Tuesday, August 12, 2025, to consider objections to the proposed annexation of the property known as, 945 Main Street, St. Helena, CA (APN 009-263-007), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 152.
RECOMMENDED ACTION:	It is recommended City Council approve the Resolution and set a Public Hearing for August 12, 2025, to consider objections to the proposed annexation of the property known as 945 Main Street (APN 009-263-007), into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 152.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	Consideration of a resolution to set a public hearing to consider objections to the proposed annexation into the St. Helena Municipal Sewer District No. 1.
FINANCIAL IMPACT:	None.

BACKGROUND:

Any property that wishes to connect and utilize the sanitary sewer system in the City of St. Helena must be annexed into the Municipal Sewer District No. 1. All applications for annexations shall be approved by the City Council pursuant to the requirements of state law (SHMC § 13.20.040). State law details the requirements for special district annexations in Health and Safety Code Section 4600. City Council approval of the annexation is the formal administrative process to change the property's tax rate area code from septic to sanitary sewer.

The process for a property to be annexed requires that a resolution be adopted ordering a public hearing by an affirmative vote of at least two-thirds of all the members of the City Council (HSC § 4643). The resolution is required to contain the following information and finding:

(a) Describe the boundaries of the territory proposed to be annexed.
(b) Designate the proposed annexation by an appropriate number.
(c) Declare that the area to be annexed to the district will be benefited by such annexation.

(d) Name the time and place for the hearing of objections by any person interested in the proposed annexation, to the inclusion in the district of any land described in the resolution.

Once adopted, the resolution, together with the names of the members of the City Council voting for and against it, must be published for two successive weeks in a newspaper of general circulation and published in the City. The first publication shall not be more than 60 days nor less than 30 days prior to the date fixed for the hearing. Additionally, copies of the resolution shall also be posted in three public places within the area to be annexed not earlier than the 60th day nor later than the 30th day prior to the hearing. Similarly, a copy of the resolution shall also be mailed, postage prepaid, to each person to whom land in the area to be annexed is assessed as such owner is shown on the last equalized county assessment roll, at the address as shown upon the roll, and to each person who has any interest in any land within the area to be annexed whose name and address and a designation of the land in which they are interested is on file in the office of the City Clerk.

At the time established for the public hearing, the City Council will hear and consider any objections to the annexation and exclude any territory which in the Council's opinion will not be benefited by the annexation. After making changes to the boundaries of the area to be annexed, if any, the City Council may then adopt a resolution approving the annexation of the property into the District, which will also require at least four affirmative votes. Upon a determination by the Council that the property will be benefited by the annexation, certified copies of the resolution will then be recorded and filed in the manner and with the same force and effect as provided in Section 4613. Upon recordation of the resolution, the property annexed becomes a part of the District and is subject to all the liabilities and entitled to all the benefits of the District. If the City Council approves the resolution following the public hearing on August 12, 2025, City staff will then process the annexation with Napa County and the State Board of Equalization to change the tax rate area code for the property. Staff will work with the applicant to collect outstanding fees and obtain required encroachment and building permits.

DISCUSSION:
The City of St. Helena Public Works has received an annexation application from the following party:

John Toogood, owner of 945 Main Street, St. Helena, CA (APN 009-263-007), has applied to be annexed into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 152.

The application fees have been collected. The location map for the property is attached. Staff request City Council to consider the applicant's annexation request and order a public hearing to be scheduled for August 12, 2025.

ENVIRONMENTAL REVIEW:
Annexations to the District provide access to the City's sanitary sewer and wastewater treatment facilities. The City is agreeable to the abandonment of the onsite wastewater treatment system (septic system).

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Sustainable Management of Water Resources
Goal 5: Enhance Quality of Life

DOCUMENTS ATTACHMENTS:

Resolution
Exhibit A

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING FOR 6:00 P.M. ON TUESDAY, AUGUST 12, 2025, TO CONSIDER OBJECTIONS TO THE PROPOSED ANNEXATION OF THE PROPERTY KNOWN AS 945 MAIN STREET, ST. HELENA, CA (APN 009-263-007), INTO THE ST. HELENA MUNICIPAL SEWER DISTRICT NO. 1, MSD ANNEXATION NO. 152.

RECITALS

A. The owner of 945 Main Street, St. Helena, CA (APN 009-263-007) has requested annexation into the St. Helena Municipal Sewer District No. 1, MSD No. 152; and

B. The legal boundary for the property to be annexed is provided in Exhibit A.

RESOLUTION

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

1. The City Council declares that the areas to be annexed to the district will be benefited by such annexation.

2. A hearing to consider any objection to the proposed annexation of the property into the City of St. Helena Municipal Sewer District No. 1 is hereby set for Tuesday, August 12, 2025, commencing at 6:00 p.m. or soon thereafter as the matter can be heard, at the Vintage Hall Board Room, 465 Main Street, St. Helena, CA.

3. The City Clerk shall cause a certified copy of this resolution, together with the names of the members of the City Council voting for and against it, to be published once a week for two consecutive weeks in a newspaper of general circulation in accordance with Health and Safety Code Section 4610.

4. The City Clerk shall cause a certified copy of this resolution to be mailed to each person to whom land in the area to be annexed is assessed as such owner as shown on the last county assessment roll in accordance with Health and Safety Code Section 4610.

Approved at a Regular Meeting of the St. Helena City Council on June 10, 2025, by the following vote:

Mayor Dohring:

Vice Mayor Deasy:

Council Member Barak:

Council Member Spadarotto:

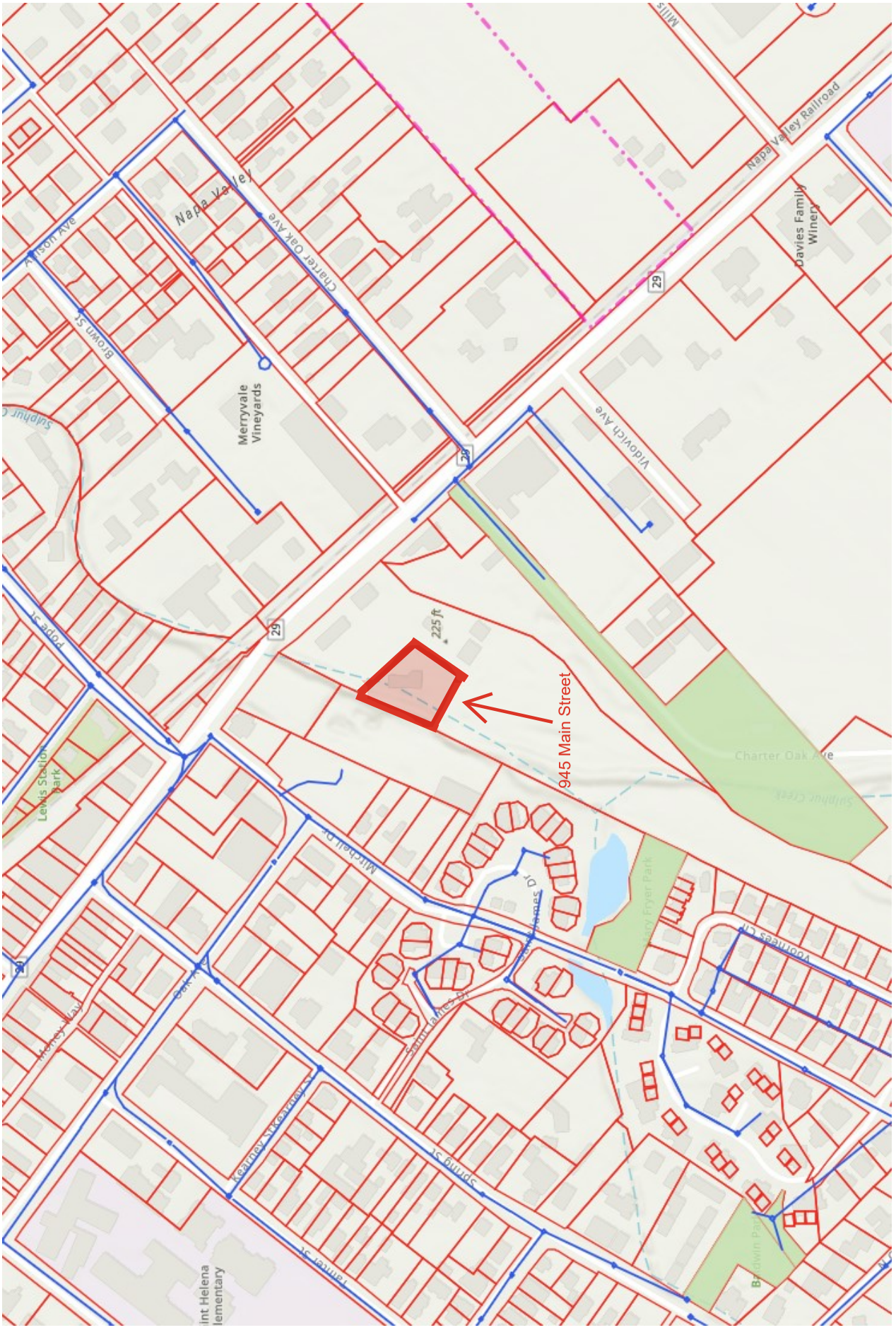
Council Member Summers:

APPROVED:

_____
Paul Jamison Dohring, Mayor

ATTEST:

_____
Erika Opp, Acting City Clerk


945 Main Street
Napa Valley
Charter Oak Ave
Merryvale Vineyards
Napa Valley Railroad
Davies Family Winery
Vidovich Ave
Brown St
Allison Ave
Pope St
Lewis Station Park
Mitchell Dr
Kearney St
Spring St
Tanner St
Charter Oak Ave
225 ft
29

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	June 10, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Adoption of a resolution authorizing execution of a Construction Agreement with MG Masonry Inc., a fully licensed contractor, for the construction of a waste, recycling, and composting enclosure at Crane Park, in an amount not to exceed $41,640.
RECOMMENDED ACTION:	Approval for resolution authorizing a Construction Services Agreement with MG Masonry Inc. for Construction of a Waste, Recycling, and Composting Enclosure at Crane Park.
PREVIOUS COUNCIL ACTION:	• June 11, 2024 City Council authorized acceptance of the grant from Upper Valley Waste Management for $125,000 • June 11, 2024 City Council authorized $103,185 spending on garbage, recycling and composting containers.
STATEMENT OF THE PURPOSE:	To approve an agreement with MG Masonry Inc. to construct a waste, recycling and compost enclosure at Crane Park.
FINANCIAL IMPACT:	The total financial impact is $41,640, of which $21,185 will be reimbursed through the UVWMA grant. The remaining $19,825 will be funded through existing budgeted funds in the General Fund, GL Account 101-50-06-21-45.

BACKGROUND:

In 2021 the City submitted for and received a grant from the Upper Valley Waste Management Agency for the construction of waste and recycling enclosures on Money Way, as part of an effort to activate the alley in the downtown economic district and to attempt to consolidate over 100 independent garbage, recycling and composting containers into consolidated bins in concealed locations. The purpose of the grant was to fund opportunities for waste diversion improvements.

Upon further review of the locations, property ownership and the infrastructure requirements for waste truck service on Money Way, the initial proposal not a feasible plan within the allotted budget. The City has since contacted the grantor, Upper Valley Waste Management Agency, to authorize the use of the grant funds for a different project. Instead of applying the funds to the Money Way Enclosure Project, the revised proposal uses the funds to purchase new waste and recycling containers and, in some

cases, composting containers for all City parks and building a waste enclosure structure at one park to act as a consolidation station for waste materials from all City parks and facilities.

On May 9, staff submitted the revised grant proposal to Steve Lederer, the Agency Manager for the Upper Valley Waste Management Agency, and he indicated that the Agency determined the changes were consistent with the spirt and cost of the previous approval and authorized the City to proceed as outlined.

Staff followed procurement policies and reached out to several different vendors to source the specific approved container style and on June 11th, City Council authorized staff to purchase 108 replacement of cans (including tax & shipping) for a total cost of $103,185.

For the waste enclosure portion of the grant agreement, staff is proposing to build a waste enclosure at Crane Park to house garbage, recycling and composting. Crane Park is the city's largest park, and is the pilot location for our composting program at local parks. This facility currently lacks a designated and secure waste enclosure. The open dumpster area frequently attracts illegal dumping, diminishing the park's aesthetics and creating operational challenges for staff tasked with managing waste and waste diversion.

To address these issues, the City proposes to contract with MG Masonry Inc. to construct a new waste, recycling, and composting enclosure. MG Masonry Inc. is a fully licensed and qualified contractor with experience in similar municipal projects.

The enclosure will comply with Napa County design standards, including stormwater best management practices (BMPs), and will feature:

- Solid masonry construction
- Metal access doors
- A roof structure to limit water intrusion and mitigate stormwater contamination
- Connection to the sanitary sewer for compliant handling of any liquid waste.

This structure will improve waste management at Crane Park and serve as a centralized transfer/consolidation station for waste collected from other City parks.

DISCUSSION:
Benefits of Waste Enclosures

- Reduces illegal dumping: Enclosed, secure spaces deter unauthorized use, cutting down on cleanup costs and staff time.
- Improves park appearance: The structure enhances the visual appeal and orderliness of Crane Park.
- Ensures environmental compliance: Conforms to stormwater BMPs and helps protect local waterways.

- Operational efficiency: Provides a consolidated location for managing waste from Crane Park and other parks, reducing trips and improving workflow.
- Promotes public health & safety: Proper containment reduces exposure to waste, pests, and unsanitary conditions.

Funding Allocation

Staff contacted 5 different vendors to obtain quotes for building the enclosure to design specifications. The lowest responsive bid received was from MG Masonry Inc. for a total of $37,853. The total grant funding available is $125,000 and the City has already incurred costs of $103,185 for the purchase of the waste containers, leaving a budget short fall of $19,825.

The contract amount includes a 10% contingency, with partial funding from a grant provided by Upper Valley Waste Management Agency (UVWMA) and the remaining $19,825 allocated from the Public Works Administration contract services budget.

Alternative Action

Should the City Council choose not to approve the agreement with MG Masonry Inc.:

- The City would forfeit $21,815 of the UVWMA grant, which may not be available again.
- The existing open waste area will continue to experience illegal dumping, operational inefficiencies, and diminished park aesthetics.

Approving the attached Construction Services Agreement with MG Masonry Inc. allows the City to move forward with an important improvement to Crane Park's waste management infrastructure. This project addresses long-standing issues, enhances operational efficiency, and leverages grant funding to reduce City expenses. Staff recommends approval to ensure timely completion and full utilization of grant funds.

ENVIRONMENTAL REVIEW: This is not a CEQA Project.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability

DOCUMENTS ATTACHMENTS:

Resolution Crane Park Encclosures
Est_2025532_from_MG_Masonry_Inc._27600
MG Masonry Construction Contract LM

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSTRUCTION SERVICES AGREEMENT WITH MG MASONRY INC. FOR CONSTRUCTION OF A WASTE, RECYCLING, AND COMPOSTING ENCLOSURE AT CRANE PARK FOR A NOT TO EXCEED COST OF $41,640

RECITALS

A. The City of St. Helena (City) was awarded a $125,000 grant from the Upper Valley Waste Management Agency (UVWMA) in 2021 to fund improvements related to waste diversion;
B. The City Council previously approved the expenditure of $103,185 on the purchase of 108 garbage, recycling, and composting containers as part of the modified project scope;
C. The remaining balance of the grant funds, along with an additional $19,825 from the Public Works Administration contract services budget, will be used for the construction of a waste, recycling, and composting enclosure at Crane Park;
D. Crane Park is the largest park in the City and is the pilot location for park-based composting programs but currently lacks a secure, compliant, and efficient waste management enclosure;
E. Staff conducted a competitive procurement process and selected MG Masonry Inc. as the lowest responsive and responsible bidder, with a proposed cost of $37,853 plus contingency, not to exceed $41,640;
F. The project aligns with City Council Goal 2: Improve Infrastructure & Further Environmental Sustainability and Goal 7: Enhance Organizational Effectiveness.

RESOLUTION

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

1. The City Council hereby authorizes the execution of a Construction Services Agreement with MG Masonry Inc. for the construction of the waste, recycling, and composting enclosure at Crane Park in an amount not to exceed $41,640.
2. The City Manager, or designee, is authorized to take all actions necessary to carry out the terms of this Resolution and to execute all documents necessary to complete the agreement.

Funding is as follows:

Description	Fund	GL Account	Amount
Government Buildings Other Contract Services	General Fund	101-50-06-21-45	$21,815 (To be Reimbursed through Grant)
Government Buildings Other Contract Service	General Fund	101-50-06-21-45	$19,825

Approved at a Regular Meeting of the St. Helena City Council on June 10, 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

Estimate

MG Masonry, Inc.
Lic# 1081159
1415 Fulton Rd.,#205, Ste. 113
Santa Rosa, CA 95403
(707)890-8953 - office

Date	Estimate #
4/21/2025	2025532

Name / Address
Victor Nery Jacob Miller Park Santa Helena CA 94574

Project

DESCRIPTION	Qty	Rate	Total
Masonry Project: Garbage Can Enclosure - Jacobo Miley Park			
Build concrete footing 31 lineal feet x 3 feet wide x 18 inches deep. make ditches, place rebar #5 and pour concrete. Build cmu wall 31 feet long x 6 feet tall (8x8x16 standard gray cmu) One wall 17 feet long and two walls 7 feet long all will be 6 feet tall . Build concrete slab as details on stres concrete apron. we will need more details and structural engineer's drawing to make this correct within the codes. Cost labor and materials $25765.00	1	23,765.00	23,765.00
Build Roof around 20 feet x 10 feet Wood beams 4x8x20 feet, 2-in. x 8-in. x 20 ft Douglas fir #2 Add timberline natural shadow charcoal shingles. Cost for materials and labor $9890.00	1	9,590.00	9,590.00
Build gate as show on epect Gates /pedestrian doors $4898.00	1	4,498.00	4,498.00
Exclusions: The drawings needed for construction and permits. Electric work pluming and landscaping work.			

Thank you for the opportunity to estimate your project

Total $37,853.00

CITY OF ST. HELENA

CONSTRUCTION CONTRACT

CRANE PARK WASTE ENCLOSURE PROJECT

1. PARTIES AND DATE.

This Contract is made and entered into this 10th day of June 2025 by and between the City of St. Helena, a public agency of the State of California ("City") and MG Masonry Inc, a sole proprietorship with its principal place of business at 1415 Fulton Rd.,#205, Ste. 113 Santa Rosa, CA 95403 ("Contractor"). City and Contractor are sometimes individually referred to as "Party" and collectively as "Parties" in this Contract.

2. RECITALS.

2.1 City. City is a public agency organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose.

2.2 Contractor. Contractor desires to perform and assume responsibility for the provision of certain construction services required by the City on the terms and conditions set forth in this Contract. Contractor represents that it is duly licensed and experienced in providing **construction of a waste enclosure at Crane Park in St. Helena** that it and its employees or subcontractors have all necessary licenses and permits to perform the services in the State of California, and that it is familiar with the plans of City. The following license classifications are required for this Project: General Contractor's License.

2.3 Project. City desires to engage Contractor to render such services for the CRANE PARK WASTE ENCLOSURE PROJECT ("Project") as set forth in this Contract.

2.4 Project Documents & Certifications. Contractor has obtained, and delivers concurrently herewith, a performance bond, a payment bond, and all insurance documentation, as required by the Contract.

3. TERMS

3.1 Incorporation of Documents. This Contract includes and hereby incorporates in full by reference the following documents, including all exhibits, drawings, specifications and documents therein, and attachments and addenda thereto:

- Services/Schedule (Exhibit "A")
- Plans and Specifications (Exhibit "B")
- Special Conditions (Exhibit "C")
- Contractor's Certificate Regarding Workers' Compensation (Exhibit "D")
- Public Works Contractor Registration Certification (Exhibit "E")
- Payment Bond (Exhibit "F")
- Fleet Compliance Certification. (Exhibit "G")

3.2 Contractor's Basic Obligation; Scope of Work. Contractor promises and agrees, at its own cost and expense, to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately complete the Project, including all structures and facilities necessary for the Project or described in the

Contract (hereinafter sometimes referred to as the "Work"), for a Total Contract Price as specified pursuant to this Contract. All Work shall be subject to, and performed in accordance with the above referenced documents, as well as the exhibits attached hereto and incorporated herein by reference. The plans and specifications for the Work are further described in Exhibit "B" attached hereto and incorporated herein by this reference. Special Conditions, if any, relating to the Work are described in Exhibit "C" attached hereto and incorporated herein by this reference.

3.2.1 Change in Scope of Work. Any change in the scope of the Work, method of performance, nature of materials or price thereof, or any other matter materially affecting the performance or nature of the Work shall not be paid for or accepted unless such change, addition or deletion is approved in writing by a valid change order executed by the City. Should Contractor request a change order due to unforeseen circumstances affecting the performance of the Work, such request shall be made within five (5) business days of the date such circumstances are discovered or shall waive its right to request a change order due to such circumstances. If the Parties cannot agree on any change in price required by such change in the Work, the City may direct the Contractor to proceed with the performance of the change on a time and materials basis.

3.2.2 Substitutions/"Or Equal". Pursuant to Public Contract Code Section 3400(b), the City may make a finding that designates certain products, things, or services by specific brand or trade name. Unless specifically designated in this Contract, whenever any material, process, or article is indicated or specified by grade, patent, or proprietary name or by name of manufacturer, such Specifications shall be deemed to be used for the purpose of facilitating the description of the material, process or article desired and shall be deemed to be followed by the words "or equal."

Contractor may, unless otherwise stated, offer for substitution any material, process or article which shall be substantially equal or better in every respect to that so indicated or specified in this Contract. However, the City may have adopted certain uniform standards for certain materials, processes and articles. Contractor shall submit requests, together with substantiating data, for substitution of any "or equal" material, process or article no later than thirty-five (35) days after award of the Contract. To facilitate the construction schedule and sequencing, some requests may need to be submitted before thirty-five (35) days after award of Contract. Provisions regarding submission of "or equal" requests shall not in any way authorize an extension of time for performance of this Contract. If a proposed "or equal" substitution request is rejected, Contractor shall be responsible for providing the specified material, process or article. The burden of proof as to the equality of any material, process or article shall rest with Contractor.

The City has the complete and sole discretion to determine if a material, process or article is an "or equal" material, process or article that may be substituted. Data required to substantiate requests for substitutions of an "or equal" material, process or article data shall include a signed affidavit from Contractor stating that, and describing how, the substituted "or equal" material, process or article is equivalent to that specified in every way except as listed on the affidavit. Substantiating data shall include any and all illustrations, specifications, and other relevant data including catalog information which describes the requested substituted "or equal" material, process or article, and substantiates that it is an "or equal" to the material, process or article. The substantiating data must also include information regarding the durability and lifecycle cost of the requested substituted "or equal" material, process or article. Failure to submit all the required substantiating data, including the signed affidavit, to the City in a timely fashion will result in the rejection of the proposed substitution.

Contractor shall bear all of the City's costs associated with the review of substitution requests. Contractor shall be responsible for all costs related to a substituted "or equal" material, process or article. Contractor is directed to the Special Conditions (if any) to review any findings made pursuant to Public Contract Code section 3400.

3.3 Period of Performance.

3.3.1 Contract Time. Contractor shall perform and complete all Work under this Contract within 90 calendar days, beginning the effective date of the Notice to Proceed ("Contract Time"). Contractor shall perform its Work in strict accordance with any completion schedule, construction schedule or project milestones developed by the City. Such schedules or milestones may be included as part of Exhibits "A" or "B" attached hereto, or may be provided separately in writing to Contractor. Contractor agrees that if such Work is not completed within the aforementioned Contract Time and/or pursuant to any such completion schedule, construction schedule or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged and agreed that the City will suffer damage.

3.3.2 Force Majeure. Neither City nor Contractor shall be considered in default of this Contract for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Contract, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; pandemics or epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Contract. Contractor's exclusive remedy in the event of delay covered under this section shall be a non-compensable extension of the Contract Time.

3.3.3 Liquidated Damages. Pursuant to Government Code Section 53069.85, Contractor shall pay to the City as fixed and liquidated damages the sum of Five Hundred ($500) per day for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule or Project milestones established pursuant to the Contract.

3.4 Standard of Performance; Performance of Employees. Contractor shall perform all Work under this Contract in a skillful and workmanlike manner, and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Work. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Work assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Work, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Contract. As provided for in the indemnification provisions of this Contract, Contractor shall perform, at its own cost and expense and without reimbursement from the City, any work necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein. Any employee who is determined by the City to be uncooperative, incompetent, a threat to the safety of persons or the Work, or any employee who fails or refuses to perform the Work in a manner acceptable to the City, shall be promptly removed from the Project by Contractor and shall not be re-employed on the Work.

3.5 Control and Payment of Subordinates; Contractual Relationship. City retains Contractor on an independent contractor basis and Contractor is not an employee of City. Any additional personnel performing the work governed by this Contract on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance under this Contract and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

3.6 City's Basic Obligation. City agrees to engage and does hereby engage Contractor as an independent contractor to furnish all materials and to perform all Work according to the terms and conditions herein contained for the sum set forth above. Except as otherwise provided in the Contract, the City shall pay to Contractor, as full consideration for the satisfactory performance by Contractor of the services and obligations required by this Contract, the below-referenced compensation in accordance with compensation provisions set forth in the Contract.

3.7 Compensation and Payment.

3.7.1 Amount of Compensation. As consideration for performance of the Work required herein, City agrees to pay Contractor the Total Contract Price of **$37,853.00** ("Total Contract Price") provided that such amount shall be subject to adjustment pursuant to the applicable terms of this Contract or written change orders approved and signed in advance by the City.

3.7.2 Payment of Compensation. If the Work is scheduled for completion in thirty (30) or less calendar days, City will arrange for payment of the Total Contract Price upon completion and approval by City of the Work. If the Work is scheduled for completion in more than thirty (30) calendar days, City will pay Contractor on a monthly basis as provided for herein. On or before the fifth (5th) day of each month, Contractor shall submit to the City an itemized application for payment in the format supplied by the City indicating the amount of Work completed since commencement of the Work or since the last progress payment. These applications shall be supported by evidence which is required by this Contract and such other documentation as the City may require. The Contractor shall certify that the Work for which payment is requested has been done and that the materials listed are stored where indicated. Contractor may be required to furnish a detailed schedule of values upon request of the City and in such detail and form as the City shall request, showing the quantities, unit prices, overhead, profit, and all other expenses involved in order to provide a basis for determining the amount of progress payments.

3.7.3 Prompt Payment. City shall review and pay all progress payment requests in accordance with the provisions set forth in Section 20104.50 of the California Public Contract Code. However, no progress payments will be made for Work not completed in accordance with this Contract. Contractor shall comply with all applicable laws, rules and regulations relating to the proper payment of its employees, subcontractors, suppliers or others.

3.7.4 Contract Retentions. From each approved progress estimate, five percent (5%) will be deducted and retained by the City, and the remainder will be paid to Contractor. All Contract retention shall be released and paid to Contractor and subcontractors pursuant to California Public Contract Code Section 7107.

3.7.5 Other Retentions. In addition to Contract retentions, the City may deduct from each progress payment an amount necessary to protect City from loss because of: (1)

liquidated damages which have accrued as of the date of the application for payment; (2) any sums expended by the City in performing any of Contractor's obligations under the Contract which Contractor has failed to perform or has performed inadequately; (3) defective Work not remedied; (4) stop notices as allowed by state law; (5) reasonable doubt that the Work can be completed for the unpaid balance of the Total Contract Price or within the scheduled completion date; (6) unsatisfactory prosecution of the Work by Contractor; (7) unauthorized deviations from the Contract; (8) failure of Contractor to maintain or submit on a timely basis proper and sufficient documentation as required by the Contract or by City during the prosecution of the Work; (9) erroneous or false estimates by Contractor of the value of the Work performed; (10) any sums representing expenses, losses, or damages as determined by the City, incurred by the City for which Contractor is liable under the Contract; and (11) any other sums which the City is entitled to recover from Contractor under the terms of the Contract or pursuant to state law, including Section 1727 of the California Labor Code. The failure by the City to deduct any of these sums from a progress payment shall not constitute a waiver of the City's right to such sums.

3.7.6 Substitutions for Contract Retentions. In accordance with California Public Contract Code Section 22300, the City will permit the substitution of securities for any monies withheld by the City to ensure performance under the Contract. At the request and expense of Contractor, securities equivalent to the amount withheld shall be deposited with the City, or with a state or federally chartered bank in California as the escrow agent, and thereafter the City shall then pay such monies to Contractor as they come due. Upon satisfactory completion of the Contract, the securities shall be returned to Contractor. For purposes of this Section and Section 22300 of the Public Contract Code, the term "satisfactory completion of the contract" shall mean the time the City has issued written final acceptance of the Work and filed a Notice of Completion as required by law and provisions of this Contract. Contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon. The escrow agreement used for the purposes of this Section shall be in the form provided by the City.

3.7.7 Title to Work. As security for partial, progress, or other payments, title to Work for which such payments are made shall pass to the City at the time of payment. To the extent that title has not previously been vested in the City by reason of payments, full title shall pass to the City at delivery of the Work at the destination and time specified in this Contract. Such transferred title shall in each case be good, free and clear from any and all security interests, liens, or other encumbrances. Contractor promises and agrees that it will not pledge, hypothecate, or otherwise encumber the items in any manner that would result in any lien, security interest, charge, or claim upon or against said items. Such transfer of title shall not imply acceptance by the City, nor relieve Contractor from the responsibility to strictly comply with the Contract, and shall not relieve Contractor of responsibility for any loss of or damage to items.

3.7.8 Labor and Material Releases. Contractor shall furnish City with labor and material releases from all subcontractors performing work on, or furnishing materials for, the Work governed by this Contract prior to final payment by City.

3.7.9 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720 et seq., and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. Since the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total

compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Contract upon request. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. Contractor and any subcontractor shall forfeit a penalty of up to $200 per calendar day or portion thereof for each worker paid less than the prevailing wage rates.

3.7.10 Apprenticeable Crafts. When Contractor employs workmen in an apprenticeable craft or trade, Contractor shall comply with the provisions of Section 1777.5 of the California Labor Code with respect to the employment of properly registered apprentices upon public works. The primary responsibility for compliance with said section for all apprenticeable occupations shall be with Contractor. The Contractor or any subcontractor that is determined by the Labor Commissioner to have knowingly violated Section 1777.5 shall forfeit as a civil penalty an amount not exceeding $100 for each full calendar day of noncompliance, or such greater amount as provided by law.

3.7.11 Hours of Work. Contractor is advised that eight (8) hours labor constitutes a legal day's work. Pursuant to Section 1813 of the California Labor Code, Contractor shall forfeit a penalty of $25.00 per worker for each day that each worker is permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week, except when payment for overtime is made at not less than one and one-half (1-1/2) times the basic rate for that worker.

3.7.12 Payroll Records. Contractor and each subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. The payroll records shall be certified and shall be available for inspection at all reasonable hours at the principal office of Contractor in the manner provided in Labor Code section 1776. In the event of noncompliance with the requirements of this section, Contractor shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects such Contractor must comply with this section. Should noncompliance still be evident after such 10-day period, Contractor shall, as a penalty to City, forfeit not more than $100.00 for each calendar day or portion thereof, for each worker, until strict compliance is effectuated. The amount of the forfeiture is to be determined by the Labor Commissioner. A contractor who is found to have violated the provisions of law regarding wages on Public Works with the intent to defraud shall be ineligible to bid on Public Works contracts for a period of one to three years as determined by the Labor Commissioner. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due. The responsibility for compliance with this section is on Contractor. 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.

3.7.13 Contractor and Subcontractor Registration. Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the

Department of Industrial Relations. No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work. Contractor is directed to review, fill out and execute the Public Works Contractor Registration Certification attached hereto as Exhibit "E" prior to contract execution. 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.

3.7.14 Labor Compliance; Stop Orders. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be the Contractor's sole responsibility to evaluate and pay the cost of complying with all labor compliance requirements under this Contract and applicable law. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of Work, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay subject to any applicable liquidated damages and shall not be compensable by the City. Contractor 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 Contractor or any subcontractor.

3.8 Performance of Work; Jobsite Obligations.

3.8.1 Water Quality Management and Compliance.

3.8.1.1 Water Quality Management and Compliance. Contractor shall keep itself and all subcontractors, staff, and employees fully informed of and in compliance with all local, state and federal laws, rules and regulations that may impact, or be implicated by the performance of the Work including, without limitation, all applicable provisions of the Federal Water Pollution Control Act (33 U.S.C. §§ 1300); the California Porter-Cologne Water Quality Control Act (Cal Water Code §§ 13000-14950); local ordinances regulating discharges of storm water; and any and all regulations, policies, or permits issued pursuant to any such authority regulating the discharge of pollutants, as that term is used in the Porter-Cologne Water Quality Control Act, to any ground or surface water in the State.

3.8.1.2 Compliance with the Statewide Construction General Permit. Contractor shall comply with all conditions of the most recent iteration of the National Pollutant Discharge Elimination System General Permit for Storm Water Discharges Associated with Construction Activity, issued by the California State Water Resources Control Board ("Permit"). It shall be Contractor's sole responsibility to file a Notice of Intent and procure coverage under the Permit for all construction activity which results in the disturbance of more than one acre of total land area or which is part of a larger common area of development or sale. Prior to initiating work, Contractor shall be solely responsible for preparing and implementing a Storm Water Pollution Prevention Plan (SWPPP) as required by the Permit. Contractor shall be responsible for procuring, implementing and complying with the provisions of the Permit and the SWPPP, including the standard provisions, and monitoring and reporting requirements as required by the Permit. The Permit requires the SWPPP to be a "living document" that changes as necessary to meet the conditions and requirements of the job site as it progresses through difference phases of construction and is subject to different weather conditions. It shall be Contractor's sole responsibility to update the SWPPP as necessary to address conditions at the project site.

3.8.1.3 Other Water Quality Rules Regulations and Policies. Contractor shall comply with the lawful requirements of any applicable municipality, drainage City, or local agency regarding discharges of storm water to separate storm drain systems or other watercourses under their jurisdiction, including applicable requirements in municipal storm water management programs.

3.8.1.4 Cost of Compliance. Storm, surface, nuisance, or other waters may be encountered at various times during construction of The Work. Therefore, the Contractor, by submitting a Bid, hereby acknowledges that it has investigated the risk arising from such waters, has prepared its Bid accordingly, and assumes any and all risks and liabilities arising therefrom.

3.8.1.5 Liability for Non-Compliance. Failure to comply with the Permit is a violation of federal and state law. Pursuant to the indemnification provisions of this Contract, Contractor hereby agrees to defend, indemnify and hold harmless the City and its officials, officers, employees, volunteers and agents for any alleged violations. In addition, City may seek damages from Contractor for any delay in completing the Work in accordance with the Contract, if such delay is caused by or related to Contractor's failure to comply with the Permit.

3.8.1.6 Reservation of Right to Defend. City reserves the right to defend any enforcement action brought against the City for Contractor's failure to comply with the Permit or any other relevant water quality law, regulation, or policy. Pursuant to the indemnification provisions of this Contract, Contractor hereby agrees to be bound by, and to reimburse the City for the costs (including the City's attorney's fees) associated with, any settlement reached between the City and the relevant enforcement entity.

3.8.1.7 Training. In addition to the standard of performance requirements set forth in paragraph 3.4, Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Work assigned to them without impacting water quality in violation of the laws, regulations and policies described in paragraph 3.8.1. Contractor further warrants that it, its employees and subcontractors will receive adequate training, as determined by City, regarding the requirements of the laws, regulations and policies described in paragraph 3.8.1 as they may relate to the Work provided under this Contract. Upon request, City will provide the Contractor with a list of training programs that meet the requirements of this paragraph.

3.8.2 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out its Work, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the Work and the conditions under which the Work is to be performed. Safety precautions as applicable shall include, but shall not be limited to, adequate life protection and lifesaving equipment; adequate illumination for underground and night operations; instructions in accident prevention for all employees, such as machinery guards, safe walkways, scaffolds, ladders, bridges, gang planks, confined space procedures, trenching and shoring, fall protection and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and adequate facilities for the proper inspection and maintenance of all safety measures. Furthermore, Contractor shall prominently display the names and telephone numbers of at least

two medical doctors practicing in the vicinity of the Project, as well as the telephone number of the local ambulance service, adjacent to all telephones at the Project site.

3.8.3 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Contract or the Work, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Work. If Contractor observes that the drawings or specifications are at variance with any law, rule or regulation, it shall promptly notify the City in writing. Any necessary changes shall be made by written change order. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Contractor shall be solely responsible for all costs arising therefrom. City is a public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Contract to the same extent as though set forth herein and will be complied with. Contractor shall defend, indemnify and hold City, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Contract, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.8.4 Permits and Licenses. Contractor shall be responsible for securing City permits and licenses necessary to perform the Work described herein, including, but not limited to, any required business license. While Contractor will not be charged a fee for any City permits, Contractor shall pay the City's business license fee, if any. Any ineligible contractor or subcontractor pursuant to Labor Code Sections 1777.1 and 1777.7 may not perform work on this Project.

3.8.5 Trenching Work. If the Total Contract Price exceeds $25,000 and if the Work governed by this Contract entails excavation of any trench or trenches five (5) feet or more in depth, Contractor shall comply with all applicable provisions of the California Labor Code, including Section 6705. To this end, Contractor shall submit for City's review and approval a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.

3.8.6 Hazardous Materials and Differing Conditions. As required by California Public Contract Code Section 7104, if this Contract involves digging trenches or other excavations that extend deeper than four (4) feet below the surface, Contractor shall promptly, and prior to disturbance of any conditions, notify City of: (1) any material discovered in excavation that Contractor believes to be a hazardous waste that is required to be removed to a Class I, Class II or Class III disposal site; (2) subsurface or latent physical conditions at the site differing from those indicated by City; and (3) unknown physical conditions of an unusual nature at the site, significantly different from those ordinarily encountered in such contract work. Upon notification, City shall promptly investigate the conditions to determine whether a change order is appropriate. In the event of a dispute, Contractor shall not be excused from any scheduled completion date and shall proceed with all Work to be performed under the Contract, but shall retain all rights provided by the Contract or by law for making protests and resolving the dispute.

3.8.7 Underground Utility Facilities. To the extent required by Section 4215 of the California Government Code, City shall compensate Contractor for the costs of: (1) locating and repairing damage to underground utility facilities not caused by the failure of Contractor to

exercise reasonable care; (2) removing or relocating underground utility facilities not indicated in the construction drawings; and (3) equipment necessarily idled during such work. Contractor shall not be assessed liquidated damages for delay caused by failure of City to provide for removal or relocation of such utility facilities.

3.8.8 Air Quality.

Contractor shall fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the Bay Area Air Quality Management District (Air District) and/or California Air Resources Board (CARB). Although the Air District and CARB limits and requirements are more broad, Contractor shall specifically be aware of their application to "portable equipment", which definition is considered by Air District and CARB to include any item of equipment with a fuel-powered engine.

Contractor shall comply, and shall ensure all subcontractors comply, with all applicable requirements of Title 13, California Code of Regulations Division 3, Chapter 9 and all pending amendments ("Regulation").

Throughout the Project, and for three (3) years thereafter, Contractor shall make available for inspection and copying any and all documents or information associated with Contractor's and any subcontractors' fleet including, without limitation, all Certificates of Reported Compliance, fuel/refueling records, maintenance records, emissions records, and any other information the Contractor is required to produce, keep or maintain pursuant to the Regulation upon two (2) calendar days' notice from the City.

Contractor shall indemnify District against any fines or penalties imposed by Air District, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Contractor, its subcontractors, or others for whom Contractor is responsible under its indemnity obligations provided for in this Agreement.

3.8.9 State Recycling Mandates. Contractor shall comply with State Recycling Mandates. Any recyclable materials/debris collected by the contractor that can be feasibly diverted via reuse or recycling must be hauled by the appropriate handler for reuse or recycling.

3.9 Completion of Work. When Contractor determines that it has completed the Work required herein, Contractor shall so notify City in writing and shall furnish all labor and material releases required by this Contract. City shall thereupon inspect the Work. If the Work is not acceptable to the City, the City shall indicate to Contractor in writing the specific portions or items of Work which are unsatisfactory or incomplete. Once Contractor determines that it has completed the incomplete or unsatisfactory Work, Contractor may request a reinspection by the City. Once the Work is acceptable to City, City shall pay to Contractor the Total Contract Price remaining to be paid, less any amount which City may be authorized or directed by law to retain. Payment of retention proceeds due to Contractor shall be made in accordance with Section 7107 of the California Public Contract Code.

3.10 Claims; Government Code Claim Compliance.

3.10.1 Intent. Effective January 1, 1991, Section 20104 et seq., of the California Public Contract Code prescribes a process utilizing informal conferences, non-binding judicial supervised mediation, and judicial arbitration to resolve disputes on construction claims of $375,000 or less. Effective January 1, 2017, Section 9204 of the Public Contract Code

prescribes a process for negotiation and mediation to resolve disputes on construction claims. The intent of this Section is to implement Sections 20104 et seq. and Section 9204 of the California Public Contract Code. This Section shall be construed to be consistent with said statutes.

3.10.2 Claims. For purposes of this Section, "Claim" means a separate demand by the Contractor, after a change order duly requested in accordance with the terms of this Contract has been denied by the City, for (A) a time extension, (B) payment of money or damages arising from Work done by or on behalf of the Contractor pursuant to the Contract, or (C) an amount the payment of which is disputed by the City. A "Claim" does not include any demand for payment for which the Contractor has failed to provide notice, request a change order, or otherwise failed to follow any procedures contained in the Contract Documents. Claims governed by this Section may not be filed unless and until the Contractor completes all procedures for giving notice of delay or change and for the requesting of a time extension or change order, including but not necessarily limited to the change order procedures contained herein, and Contractor's request for a change has been denied in whole or in part. Claims governed by this Section must be filed no later than fourteen (14) days after a request for change has been denied in whole or in part or after any other event giving rise to the Claim. The Claim shall be submitted in writing to the City and shall include on its first page the following in 16 point capital font: "THIS IS A CLAIM." Furthermore, the claim shall include the documents necessary to substantiate the claim. Nothing in this Section is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims, including all requirements pertaining to compensation or payment for extra Work, disputed Work, and/or changed conditions. Failure to follow such contractual requirements shall bar any claims or subsequent lawsuits for compensation or payment thereon.

3.10.3 Supporting Documentation. The Contractor shall submit all claims in the following format:

3.10.3.1 Summary of claim merit and price, reference Contract Document provisions pursuant to which the claim is made

3.10.3.2 List of documents relating to claim:

(A) Specifications

(B) Drawings

(C) Clarifications (Requests for Information)

(D) Schedules

(E) Other

3.10.3.3 Chronology of events and correspondence

3.10.3.4 Analysis of claim merit

3.10.3.5 Analysis of claim cost

3.10.3.6 Time impact analysis in CPM format

3.10.3.7 If Contractor's claim is based in whole or in part on an allegation of errors or omissions in the Drawings or Specifications for the Project, Contractor shall provide a summary of the percentage of the claim subject to design errors or omissions and shall obtain a certificate of merit in support of the claim of design errors and omissions.

3.10.3.8 Cover letter and certification of validity of the claim, including any claims from subcontractors of any tier, in accordance with Government Code section 12650 *et seq*.

3.10.4 City's Response. Upon receipt of a claim pursuant to this Section, City shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the Contractor a written statement identifying what portion of the claim is disputed and what portion is undisputed. Any payment due on an undisputed portion of the claim will be processed and made within 60 days after the public entity issues its written statement.

3.10.4.1 If City needs approval from its governing body to provide the Contractor a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, City shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the Contractor a written statement identifying the disputed portion and the undisputed portion.

3.10.4.2 Within 30 days of receipt of a claim, City may request in writing additional documentation supporting the claim or relating to defenses or claims City may have against the Contractor. If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of City and the Contractor.

3.10.4.3 City's written response to the claim, as further documented, shall be submitted to the Contractor within 30 days (if the claim is less than $50,000, within 15 days) after receipt of the further documentation, or within a period of time no greater than that taken by the Contractor in producing the additional information or requested documentation, whichever is greater.

3.10.5 Meet and Confer. If the Contractor disputes City's written response, or City fails to respond within the time prescribed, the Contractor may so notify City, in writing, either within 15 days of receipt of City's response or within 15 days of City's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand, City shall schedule a meet and confer conference within 30 days for settlement of the dispute.

3.10.6 Mediation. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, City shall provide the Contractor a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after City issues its written statement. Any disputed portion of the claim, as identified by the Contractor in writing, shall be submitted to nonbinding mediation, with City and the Contractor sharing the associated costs equally. City and Contractor shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing, unless the parties agree to select a mediator at a later time.

3.10.6.1 If the Parties cannot agree upon a mediator, each Party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each Party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator.

3.10.6.2 For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the Parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

3.10.6.3 Unless otherwise agreed to by City and the Contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

3.10.6.4 The mediation shall be held no earlier than the date the Contractor completes the Work or the date that the Contractor last performs Work, whichever is earlier. All unresolved claims shall be considered jointly in a single mediation, unless a new unrelated claim arises after mediation is completed.

3.10.7 Procedures After Mediation. If following the mediation, the claim or any portion remains in dispute, the Contractor must file a claim pursuant to Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the Contractor submits his or her written claim pursuant to subdivision (a) until the time the claim is denied, including any period of time utilized by the meet and confer conference or mediation.

3.10.8 Civil Actions. The following procedures are established for all civil actions filed to resolve claims subject to this Section:

3.10.8.1 Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to non-binding mediation unless waived by mutual stipulation of both parties or unless mediation was held prior to commencement of the action in accordance with Public Contract Code section 9204 and the terms of these procedures.. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court.

3.10.8.2 If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1114.11 of that code. The Civil Discovery Act of 1986 (Article 3 (commencing with Section 2016) of Chapter 3 of Title 3 of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

3.10.8.3 In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, (A) arbitrators shall, when possible, be experienced in construction law, and (B) any party appealing an arbitration award who does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, also pay the attorney's fees on appeal of the other party.

3.10.9 Government Code Claims. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Contractor must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Contractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Contractor shall be barred from bringing and maintaining a valid lawsuit against the City. A Government Code claim must be filed no earlier than the date the work is completed or the date the Contractor last performs work on the Project, whichever occurs first. A Government Code claim shall be inclusive of all unresolved claims unless a new unrelated claim arises after the Government Code claim is submitted.

3.10.10 Non-Waiver. City's failure to respond to a claim from the Contractor within the time periods described in this Section or to otherwise meet the time requirements of this Section shall result in the claim being deemed rejected in its entirety. City's failure to respond shall not waive City's rights to any subsequent procedures for the resolution of disputed claims.

3.11 Loss and Damage. Except as may otherwise be limited by law, Contractor shall be responsible for all loss and damage which may arise out of the nature of the Work agreed to herein, or from the action of the elements, or from any unforeseen difficulties which may arise or be encountered in the prosecution of the Work until the same is fully completed and accepted by City. In the event of damage proximately caused by an Act of God, as defined by Section 7105 of the Public Contract Code, the City may terminate this Contract pursuant to Section 3.17.3; provided, however, that the City needs to provide Contractor with only one (1) day advanced written notice.

3.12 Indemnification.

3.12.1 Scope of Indemnity**.** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the City, its officials, employees, agents and authorized volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's services, the Project or this Contract, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent required by Civil Code section 2782, Contractor's indemnity obligation shall not apply to liability for damages for death or bodily injury to persons, injury to property, or any other loss, damage or expense arising from the sole or active negligence or willful misconduct of the City or the City's agents, servants, or independent contractors who are directly responsible to the City, or for defects in design furnished by those persons.

3.12.2 Additional Indemnity Obligations**.** Contractor shall defend, with counsel of City's choosing and at Contractor's own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against City or its officials, employees,

agents and authorized volunteers. In addition, Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its officials, employees, agents and authorized volunteers as part of any such claim, suit, action or other proceeding. Contractor shall also reimburse City for the cost of any settlement paid by City or its officials, employees, agents and authorized volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Contractor shall reimburse City and its officials, employees, agents and authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City, its officials, employees, agents and authorized volunteers.

3.13 Insurance.

3.13.1 Time for Compliance. Contractor shall not commence Work under this Contract until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Contract for cause.

3.13.2 Minimum Requirements. Contractor shall, at its expense, 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 Contractor, its agents, representatives, employees or subcontractors. Contractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Contract. Such insurance shall meet at least the following minimum levels of coverage:

3.13.2.1 Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01) OR Insurance Services Office Owners and Contractors Protective Liability Coverage Form (CG 00 09 11 88) (coverage for operations of designated contractor); (2) *Automobile Liability:* Insurance Services Office Business Auto Coverage form number CA 00 01, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. Policies shall not contain exclusions contrary to this Contract.

3.13.2.2 Minimum Limits of Insurance. Contractor shall maintain limits no less than: (1) *General Liability:* $2,000,000 per occurrence and $4,000,000 aggregate for bodily injury, personal injury and property damage; (2) *Automobile Liability:* $2,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability:* Workers' compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of $1,000,000 each accident, policy limit bodily injury or disease, and each employee bodily injury or disease. Defense costs shall be available in addition to the limits. Notwithstanding the minimum limits specified herein, any available coverage shall be provided to the parties required to be named as additional insureds pursuant to this Contract.

3.13.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Contractor shall provide endorsements (amendments) on forms supplied or approved by the City to add the following provisions to the insurance policies:

3.13.3.1 General Liability. (1) Such policy shall give the City, its officials, employees, agents and authorized volunteers additional insured status using ISO endorsements CG20 10 10 01 plus CG20 37 10 01, or endorsements providing the exact same coverage, with respect to the Work or operations performed by or on behalf of Contractor, including materials, parts or equipment furnished in connection with such work; (2) all policies shall waive or shall permit Contractor to waive all rights of subrogation which may be obtained by the Contractor or any insurer by virtue of payment of any loss or any coverage provided to any person named as an additional insured pursuant to this Contract, and Contractor agrees to waive all such rights of subrogation; and (3) the insurance coverage shall be primary insurance as respects the City, its officials, employees, agents and authorized volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its officials, employees, agents and authorized volunteers shall be excess of Contractor's insurance and shall not be called upon to contribute with it.

3.13.3.2 Automobile Liability. (1) Such policy shall give the City, its officials, employees, agents and authorized volunteers additional insured status with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by Contractor or for which Contractor is responsible; (2) all policies shall waive or shall permit Contractor to waive all rights of subrogation which may be obtained by the Contractor or any insurer by virtue of payment of any loss or any coverage provided to any person named as an additional insured pursuant to this Contract, and Contractor agrees to waive all such rights of subrogation; and (3) the insurance coverage shall be primary insurance as respects the City, its officials, employees, agents and authorized volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Contractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its officials, employees, agents and authorized volunteers shall be excess of Contractor's insurance and shall not be called upon to contribute with it in any way.

3.13.3.3 Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its officials, employees, agents and authorized volunteers for losses paid under the terms of the insurance policy which arise from work performed by Contractor.

3.13.3.4 All Coverages. Each insurance policy required by this Contract shall be endorsed to state that: (1) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City; and (2) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its officials, employees, agents and authorized volunteers.

3.13.4 Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its officials, employees, agents and authorized volunteers.

3.13.5 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Contractor shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, employees, agents and authorized volunteers; or (2) the Contractor shall procure a bond or other financial guarantee

acceptable to the City guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.13.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A-:VII, licensed to do business in California, and satisfactory to the City. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

3.13.7 Verification of Coverage. Contractor shall furnish City with original certificates of insurance and endorsements effecting coverage required by this Contract on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms supplied or approved by the City. All certificates and endorsements must 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, at any time.

3.13.8 Subcontractors. All subcontractors shall meet the requirements of this Section before commencing Work. Contractor shall furnish separate certificates and endorsements for each subcontractor. Subcontractor policies of General Liability insurance shall name the City, its officials, employees, agents and authorized volunteers as additional insureds using form ISO 20 38 04 13 or endorsements providing the exact same coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein except as otherwise agreed to by the City in writing.

3.13.9 Reporting of Claims. Contractor shall report to the City, in addition to Contractor's insurer, any and all insurance claims submitted by Contractor in connection with the Work under this Contract.

3.14 Bond Requirements.

3.14.1 Payment Bond. If required by law or otherwise specifically requested by City in Exhibit "C" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Contract a Payment Bond in an amount required by the City and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the City.

3.14.2 Performance Bond. If specifically requested by City in Exhibit "C" attached hereto and incorporated herein by reference, Contractor shall execute and provide to City concurrently with this Contract a Performance Bond in an amount required by the City and in a form provided or approved by the City. If such bond is required, no payment will be made to Contractor until the bond has been received and approved by the City.

3.14.3 Bond Provisions. Should, in City's sole opinion, any bond become insufficient or any surety be found to be unsatisfactory, Contractor shall renew or replace the effected bond within (ten) 10 days of receiving notice from City. In the event the surety or Contractor intends to reduce or cancel any required bond, at least thirty (30) days prior written notice shall be given to the City, and Contractor shall post acceptable replacement bonds at least ten (10) days prior to expiration of the original bonds. No further payments shall be deemed due or will be made under this Contract until any replacement bonds required by this Section are accepted by the City. To the extent, if any, that the Total Contract Price is increased in accordance with the Contract, Contractor shall, upon request of the City, cause the amount of the bond to be increased accordingly and shall promptly deliver satisfactory evidence of such

increase to the City. If Contractor fails to furnish any required bond, the City may terminate the Contract for cause.

3.14.4 Surety Qualifications. Only bonds executed by an admitted surety insurer, as defined in California Code of Civil Procedure Section 995.120, shall be accepted. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

3.15 Warranty. Contractor warrants all Work under the Contract (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed and any non-conforming materials incorporated into the Work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one year (or the period of time specified elsewhere in the Contract or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) after the date of final acceptance, Contractor shall within ten (10) days after being notified in writing by the City of any defect in the Work or non-conformance of the Work to the Contract, commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the City in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its defective Work or which becomes damaged in the course of repairing or replacing defective Work. For any Work so corrected, Contractor's obligation hereunder to correct defective Work shall be reinstated for an additional one year period, commencing with the date of acceptance of such corrected Work. Contractor shall perform such tests as the City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the City, regardless of whether or not such warranties and guarantees have been transferred or assigned to the City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the City. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the City, the City shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the City for any expenses incurred hereunder upon demand.

3.16 Employee/Labor Certifications.

3.16.1 Contractor's Labor Certification. By its signature hereunder, Contractor certifies that he is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Work. A certification form for this purpose, which is attached to this Contract as Exhibit "D" and incorporated herein by reference, shall be executed simultaneously with this Contract.

3.16.2 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for

employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

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

3.17 General Provisions.

3.17.1 City's Representative. The City hereby designates Joe Leach, Public Works Director or his or her designee, to act as its representative for the performance of this Contract ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. Contractor shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.17.2 Contractor's Representative. Before starting the Work, Contractor shall submit in writing the name, qualifications and experience of its proposed representative who shall be subject to the review and approval of the City ("'Contractor's Representative"). Following approval by the City, Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Contract. Contractor's Representative shall supervise and direct the Work, using his best skill and attention, and shall be responsible for all construction means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Contract. Contractor's Representative shall devote full time to the Project and either he or his designee, who shall be acceptable to the City, shall be present at the Work site at all times that any Work is in progress and at any time that any employee or subcontractor of Contractor is present at the Work site. Arrangements for responsible supervision, acceptable to the City, shall be made for emergency Work which may be required. Should Contractor desire to change its Contractor's Representative, Contractor shall provide the information specified above and obtain the City's written approval.

3.17.3 Termination. This Contract may be terminated by City at any time, either with our without cause, by giving Contractor three (3) days advance written notice. In the event of termination by City for any reason other than the fault of Contractor, City shall pay Contractor for all Work performed up to that time as provided herein. In the event of breach of the Contract by Contractor, City may terminate the Contract immediately without notice, may reduce payment to Contractor in the amount necessary to offset City's resulting damages, and may pursue any other available recourse against Contractor. Contractor may not terminate this Contract except for cause. In the event this Contract is terminated in whole or in part as provided, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated. Further, if this Contract is terminated as provided, City may require Contractor to provide all finished or unfinished documents, data, diagrams, drawings, materials or other matter prepared or built by Contractor in connection with its performance of this Contract. City shall not be liable for any costs other than the charges or portions thereof which are specified herein. Contractor shall not be entitled to payment for unperformed Work including, without limitation, any overhead and profit on the portion of the Work that is terminated and shall not be entitled to damages or compensation of any kind or nature for termination of Work.

3.17.4 Contract Interpretation. Should any question arise regarding the meaning or import of any of the provisions of this Contract or written or oral instructions from City, the matter shall be referred to City's Representative, whose decision shall be binding upon Contractor.

3.17.5 Anti-Trust Claims. This provision shall be operative if this Contract is applicable to California Public Contract Code Section 7103.5. In entering into this Contract to supply goods, services or materials, Contractor hereby offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time the City tender final payment to Contractor, without further acknowledgment by the Parties.

3.17.6 Notices. All notices hereunder and communications regarding interpretation of the terms of the Contract or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

CONTRACTOR:

MG Masonry, Inc.
1415 Fulton Rd.,#205, Ste. 113 Santa Rosa, CA 95403

CITY:

City of St. Helena
1088 College Avenue
St. Helena, CA 94514

Any notice so given shall be considered received by the other Party three (3) days after deposit in the U.S. Mail as stated above and addressed to the Party at the above address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.17.7 Time of Essence. Time is of the essence in the performance of this Contract.

3.17.8 Assignment Forbidden. Contractor shall not, either voluntarily or by action of law, assign or transfer this Contract or any obligation, right, title or interest assumed by Contractor herein without the prior written consent of City. If Contractor attempts an assignment or transfer of this Contract or any obligation, right, title or interest herein, City may, at its option, terminate and revoke the Contract and shall thereupon be relieved from any and all obligations to Contractor or its assignee or transferee.

3.17.9 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

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

3.17.11 Counterparts. This Contract may be executed in counterparts, each of which shall constitute an original.

3.17.12 Successors. The Parties do for themselves, their heirs, executors, administrators, successors, and assigns agree to the full performance of all of the provisions contained in this Contract.

3.17.13 [Reserved]

3.17.14 Solicitation. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, City shall have the right to terminate this Contract without liability.

3.17.15 Conflict of Interest. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, City shall have the right to rescind this Contract without liability. For the term of this Contract, no official, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Contract, or obtain any present or anticipated material benefit arising therefrom. In addition, Contractor agrees to file, or to cause its employees or subcontractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Work.

3.17.16 Certification of License.

3.17.16.1 Contractor certifies that as of the date of execution of this Contract, Contractor has a current contractor's license of the classification indicated below under Contractor's signature.

3.17.16.2 Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four (4) years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten (10) years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

3.17.17 Authority to Enter Contract. Each Party warrants that the individuals who have signed this Contract have the legal power, right and authority to make this Contract and bind each respective Party.

3.17.18 Entire Contract; Modification. This Contract contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Contract may only be modified by a writing signed by both Parties.

3.17.19 Non-Waiver. None of the provisions of this Contract shall be considered waived by either party, unless such waiver is specifically specified in writing.

3.17.20 City's Right to Employ Other Contractors. City reserves right to employ other contractors in connection with this Project or other projects.

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE FOR CONSTRUCTION CONTRACT
BETWEEN THE CITY OF ST. HELENA
AND MG MASONRY INC.**

IN WITNESS WHEREOF, the Parties have entered into this Contract as of the 10th day of June, 2025.

City of St. Helena	MC Masonry Inc.
By: _____	By: _____
Anil Comelo	
City Manager	Its: Owner
	Printed Name: Mr. Margarito Granados

EXHIBIT "A"

SERVICES / SCHEDULE

PROJECT DESCRIPTION

The Contractor shall furnish all labor, materials, equipment, and incidentals required to construct a new waste enclosure structure at Crane Park. The work includes concrete footings, CMU masonry walls, a concrete slab, a roof structure, and metal gates, per the estimated breakdown provided by the Contractor and subject to applicable building codes and permitting requirements.

DELIVERABLES & REQUIREMENTS

- Contractor shall coordinate with City-designated representatives for staging, inspection, and progress meetings.
- Work must be completed in accordance with applicable building codes and city ordinances.
- Contractor shall secure all permits as required once structural drawings are provided.
- Timeline for completion shall be mutually agreed upon after issuance of Notice to Proceed.

EXHIBIT "B"

PLANS AND SPECIFICATIONS

1. CONCRETE FOOTINGS
- CONSTRUCT FOOTINGS 31 LINEAR FEET TOTAL, 3 FEET WIDE BY 18 INCHES DEEP.
- EXCAVATE DITCHES, PLACE #5 REBAR REINFORCEMENT, AND POUR CONCRETE.

2. CMU MASONRY WALLS
- CONSTRUCT THREE CMU BLOCK WALLS:
  - ONE WALL: 17 FEET LONG X 6 FEET HIGH.
  - TWO RETURN WALLS: EACH 7 FEET LONG X 6 FEET HIGH.
- STANDARD 8X8X16 GRAY CONCRETE MASONRY UNITS (CMU) TO BE USED.
- WALLS TO BE BUILT ON THE NEWLY POURED FOOTINGS.

3. CONCRETE SLAB AND APRON
- CONSTRUCT A CONCRETE SLAB INSIDE THE ENCLOSURE AND APRON OUTSIDE AS REQUIRED FOR FUNCTIONAL WASTE ACCESS.
- SLAB DETAILS TO COMPLY WITH STRUCTURAL ENGINEERING DRAWINGS (TO BE PROVIDED SEPARATELY).
- CONCRETE TO MEET LOCAL STRUCTURAL CODE REQUIREMENTS FOR LOAD-BEARING SURFACES.

4. ROOF STRUCTURE
- CONSTRUCT ROOF APPROXIMATELY 20 FEET X 10 FEET.
- USE 4X8X20 FT AND 2X8X20 FT DOUGLAS FIR #2 WOOD BEAMS.
- INSTALL TIMBERLINE NATURAL SHADOW CHARCOAL ASPHALT SHINGLES.
- ROOF FRAMING TO BE CONSISTENT WITH STANDARD PRACTICES AND SUBMITTED PLANS.

5. GATES AND ACCESS DOORS
- INSTALL STEEL GATES AND PEDESTRIAN ACCESS DOORS AS PER DESIGN.
- FINAL DIMENSIONS AND INSTALLATION DETAILS TO BE REVIEWED AND APPROVED BY CITY STAFF.

EXCLUSIONS
- STRUCTURAL DRAWINGS AND ENGINEERED PLANS (TO BE PROVIDED BY THE CITY).
- ELECTRICAL WORK.
- PLUMBING.
- LANDSCAPING.

EXHIBIT "C"

SPECIAL CONDITIONS

ARTICLE 1. BONDS

Within ten (10) calendar days from the date the Contractor is notified of award of the Contract, the Contractor shall deliver to the City four identical counterparts of Payment Bond on the form supplied by the City and included as Exhibit "F" to the Contract. The surety supplying the bond must be an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, authorized to do business as such in the State of California and satisfactory to the City. The Payment Bond shall be for one hundred percent (100%) of the Total Contract Price.

ARTICLE 2. Reverse Liquidated Damages Due to Unreasonable City Delay.

In compliance with the provisions of California Public Contract Code § 7102, the Contractor will be compensated for damages incurred due to delays in completing the Work due solely to the fault of the City, where such delay is unreasonable under the circumstances and not contemplated by the parties and such delay is not the result of Additional Work. The Contractor and City agree that determining actual damages is impracticable and extremely difficult. As such, the Contractor shall be entitled to the appropriate time extension and to payment of liquidated damages in the sum of $400 per Day of delay in excess of the time specified for the completion of the Work. Such amount shall constitute the only payment allowed and shall necessarily include all overhead (direct or indirect), all profit, all administrative costs, all bond costs, all labor, materials, equipment and rental costs, and any other costs, expenses and fees incurred or sustained as a result of such delay. The Contractor expressly agrees to be limited solely to the liquidated damages for all such delays as defined in this subsection.

EXHIBIT "D"

CERTIFICATION
LABOR CODE - SECTION 1861

I, the undersigned Contractor, am aware of the provisions of Section 3700, et seq., of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I, the undersigned Contractor, agree to and will comply with such provisions before commencing the performance of the Work on this Contract.

MG Masonry Inc.

By: _____
Signature

_____
Name (Print)

_____
Title (Print)

EXHIBIT "E"

PUBLIC WORKS CONTRACTOR REGISTRATION CERTIFICATION

Pursuant to Labor Code sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. See http://www.dir.ca.gov/Public-Works/PublicWorks.html for additional information.

No bid will be accepted nor any contract entered into without proof of the contractor's and subcontractors' current registration with the Department of Industrial Relations to perform public work.

Contractor hereby certifies that it is aware of the registration requirements set forth in Labor Code sections 1725.5 and 1771.1 and is currently registered as a contractor with the Department of Industrial Relations.[1]

Name of Contractor:_____

DIR Registration Number:_____

DIR Registration Expiration:_____

Small Project Exemption: _____ Yes or _____ No

Unless Contractor is exempt pursuant to the small project exemption, Contractor further acknowledges:

- Contractor shall maintain a current DIR registration for the duration of the project.
- Contractor shall include the requirements of Labor Code sections 1725.5 and 1771.1 in its contract with subcontractors and ensure that all subcontractors are registered at the time of bid opening and maintain registration status for the duration of the project.
- Failure to submit this form or comply with any of the above requirements may result in a finding that the bid is non-responsive.

Name of Contractor_____

Signature_____

Name and Title_____

Dated_____

[1] If the Project is exempt from the contractor registration requirements pursuant to the small project exemption under Labor Code Sections 1725.5 and 1771.1, please mark "Yes" in response to "Small Project Exemption."

EXHIBIT “F”

PAYMENT BOND

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS That

WHEREAS, the City of St. Helena (hereinafter designated as the "City"), by action taken or a resolution passed_____, 20____has awarded to MG Masonry Inc. hereinafter designated as the "Principal," a contract for the work described as follows:

_____ (the "Project"); and

WHEREAS, the work to be performed by the Principal is more particularly set forth in the Contract Documents for the Project dated June 10, 2025 ("Contract Documents"), the terms and conditions of which are expressly incorporated by reference; and

WHEREAS, said Principal is required to furnish a bond in connection with said contract; providing that if said Principal or any of its Subcontractors shall fail to pay for any materials, provisions, provender, equipment, or other supplies used in, upon, for or about the performance of the work contracted to be done, or for any work or labor done thereon of any kind, or for amounts due under the Unemployment Insurance Code or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of said Principal and its Subcontractors with respect to such work or labor the Surety on this bond will pay for the same to the extent hereinafter set forth.

NOW THEREFORE, we, the Principal and _____ as Surety, are held and firmly bound unto the City in the penal sum of _____ _____ Dollars ($_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, his or its subcontractors, heirs, executors, administrators, successors or assigns, shall fail to pay any of the persons named in Section 9100 of the Civil Code, fail to pay for any materials, provisions or other supplies, used in, upon, for or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department or Franchise Tax Board from the wages of employees of the contractor and his subcontractors pursuant to Section 18663 of the Revenue and Taxation Code, with respect to such work and labor the Surety or Sureties will pay for the same, in an amount not exceeding the sum herein above specified.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety on this bond shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described, or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement herein above described, nor by any rescission or attempted rescission of the contract, agreement or bond, nor by any conditions

precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the owner or City and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 9100 of the Civil Code, and has not been paid the full amount of his claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned and the provisions of sections 2819 and 2845 of the California Civil Code.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20__.

(Corporate Seal)

_____
Contractor/ Principal

By _____

Title _____

_____
Surety

(Corporate Seal)

By _____
Attorney-in-Fact

Title _____

Signatures of those signing for the Contractor and Surety must be notarized and evidence of corporate authority attached. A Power-of-Attorney authorizing the person signing on behalf of the Surety to do so must be attached hereto.

NOTE: A copy of the Power-of-Attorney authorizing the person signing on behalf of the Surety to do so must be attached hereto.

Notary Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____, 20___, before me, _____, Notary Public, personally

appeared _____, who proved to me on the basis of satisfactory

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public _____

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

CAPACITY CLAIMED BY SIGNER

□ Individual
□ Corporate Officer

_____
Title(s)

□ Partner(s) □ Limited □ General
□ Attorney-In-Fact
□ Trustee(s)
□ Guardian/Conservator
□ Other:

Signer is representing:
Name Of Person(s) Or Entity(ies)

_____
_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
Title or Type of Document

_____
Number of Pages

_____
Date of Document

_____
Signer(s) Other Than Named Above

Exhibit G
Fleet Compliance Certification.

Bidder hereby acknowledges that they have reviewed the California Air Resources Board's policies, rules and regulations and are familiar with the requirements of Title 13, California Code of Regulations, Division 3, Chapter 9, effective on January 1, 2024 (the "Regulation"). Bidder hereby certifies, subject to penalty for perjury, that the option checked below relating to the Bidder's fleet, and/or that of their subcontractor(s) ("Fleet") is true and correct:

- ☐ The Fleet is subject to the requirements of the Regulation, and the appropriate Certificate(s) of Reported Compliance have been attached hereto.

- ☐ The Fleet is exempt from the Regulation under section 2449.1(f)(2), and a signed description of the subject vehicles, and reasoning for exemption has been attached hereto.

- ☐ Bidder and/or their subcontractor is unable to procure R99 or R100 renewable diesel fuel as defined in the Regulation pursuant to section 2449.1(f)(3). Bidder shall keep detailed records describing the normal refueling methods, their attempts to procure renewable diesel fuel and proof that shows they were not able to procure renewable diesel (i.e. third party correspondence or vendor bids).

- ☐ The Fleet is exempt from the requirements of the Regulation pursuant to section 2449(i)(4) because this Project has been deemed an Emergency, as defined under section 2449(c)(18). Bidder shall only operate the exempted vehicles in the emergency situation and records of the exempted vehicles must be maintained, pursuant to section 2449(i)(4).

- ☐ The Fleet does not fall under the Regulation or are otherwise exempted and a detailed reasoning is attached hereto.

Name of Bidder:_____

Signature: _____

Name: _____

Title: _____

Date: _____

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	June 10, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Approve a Resolution authorizing the purchase of additional RF-friendly Nicor Read-Rite meter box lids from PACE Supply for CIP Project W24-04 Smart Meter Deployment, in an amount not to exceed $48,066.
RECOMMENDED ACTION:	Approve the attached Resolution authorizing the purchase of additional RF-friendly Nicor Read-Rite Lids from PACE Supply for CIP Project W24-04 Smart Meter Deployment.
PREVIOUS COUNCIL ACTION:	October 22, 2024: Council adopted Resolution 2024-145 approving the purchase of 760 - B12 and 1,031 - B16 Nicor Read-Rite RF-friendly meter lids from PACE Supply for a total not-to-exceed cost of $123,586.
STATEMENT OF THE PURPOSE:	To authorize the purchase of additional RF-compatible meter box lids related to CIP W24-04 Smart Meter Replacement Project, in alignment with the original scope and communication provided to Council during the October 2024 meeting for the continued deployment to retrofit or replace existing aging infrastructure throughout the City and to complete CIP Project W24-04.
FINANCIAL IMPACT:	The total cost of this purchase is not to exceed $48,066, which includes tax and freight. Funding was previously approved utilizing water revenue bond proceeds, which were allocated to CIP Project W24-04 Smart Meter Deployment. The total approved funding is $1.97 million, of which $1.15 million has been expended or encumbered to date.

BACKGROUND:

The City's Capital Improvement Plan (CIP) includes Project W24-04, the Smart Meter Deployment Project, which aims to modernize St. Helena's water metering infrastructure. The project replaces outdated water meters with state-of-the-art Advanced Metering Infrastructure (AMI), allowing for real-time data transmission over a cellular network. This upgrade improves billing accuracy, enables leak detection, and enhances customer access to consumption data through an online portal.

To support the deployment of AMI meters, the City must also replace incompatible meter box lids. Traditional concrete or cast-iron lids interfere with radio frequency

signals, rendering the new AMI meters ineffective. As such, RF-compatible lids are a critical component of the upgrade.

In October 2024, the Council approved an initial purchase of Nicor Read-Rite lids based on quantities available from a preliminary field assessment. At that time, staff informed Council that additional purchases would be required as remaining meter locations were inspected and measured. This current request represents the follow-up procurement needed to finalize the inventory of lids in preparation for full project deployment.

DISCUSSION:
This request mirrors prior Council-authorized purchases and will ensure continuity in equipment compatibility, inventory availability, and installation timelines.

PACE Supply continues to provide the most competitive pricing for Nicor Read-Rite lids, which are RF-compatible and recommended by Badger Meter for optimal performance with the Orion cellular endpoints. These purchases are being coordinated with the City's project management consultant, Haley & Aldrich, to align with construction schedules and ensure minimal service disruption.

LID PURCHASE SUMMARY:

Purchase Date	Lid Type	Quantity	Cost
October 22, 2024	B12	760	
	B16	1,031	
Total		**1,791**	**$123,586**
May 27, 2025 (Proposed)	B24(18 5/8x17 7/8)	61	
	B3(14 3/8x8 7/8)	3	
	B30(23 1/8x13 3/4)	13	
	B36(30 1/2x17 1/2)	61	
	B65(26 1/4x15)	5	
	B9	107	
	B9B(15 5/16x9 7/8)	41	
	B9C(15 1.2x10 1/8)	12	
	B9X(15 1/2x10 1/8)	95	
	G5	48	
	M25	8	
	M70	2	
	OVAL 10 x 16	32	
Total this Purchase		**488**	**$47,065.80**
Total to Date		**2,279**	**$170,651.8**

PROCUREMENT PROCESS:

Haley & Aldrich, the City's contracted Owner's Representative for the Smart Meter Project, conducted a competitive quote solicitation from multiple distributors, including PACE Supply, Ferguson/Cal-Steam, Hydro-Pro Solutions, and Sigmaco. The City received multiple quotations and determined that PACE Supply offered the lowest responsive quote for Nicor lids, which are recommended by Badger Meter and known for high compatibility with the Orion endpoints.

This purchase continues the use of PACE Supply as a vendor for Nicor lids based on price competitiveness, quality, and previous successful delivery. All procurement procedures comply with the City's purchasing policies.

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

DOCUMENTS ATTACHMENTS:

Resolution Smart Meter Lid Meter Extra Purchase
Pace_Supply_Quote_2404054

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

APPROVE A RESOLUTION AUTHORIZING THE PURCHASE OF ADDITIONAL RF-FRIENDLY NICOR READ-RITE METER BOX LIDS FROM PACE SUPPLY FOR CIP PROJECT W24-04 SMART METER DEPLOYMENT, IN AN AMOUNT NOT TO EXCEED $48,065.90.

RECITALS

A. On June 25, 2024, the City Council approved a resolution authorizing the sole source purchase of SMART Advanced Meter Infrastructure from Badger Meter, Inc. for a not-to-exceed cost of $1,056,966.44 for CIP Project W24-04 Smart Meter Deployment.

B. On October 22, 2024, the City Council authorized the purchase of 760 B12 and 1,031 B16 Nicor Read-Rite, RF-compatible meter box lids from PACE Supply for a not-to-exceed cost of $123,586.00.

C. Due to having only a partial inventory of meters and box sizes done in house prior to the start of the meter project, the City requires additional quantities of meters and lids to fulfill the project needs of the Smart Meter Deployment Project.

D. As part of the construction contract with ProMeters Inc, the construction contractor was tasked to complete the inventory and submit a list of remaining sizes and quantities of lids needed to complete the project.

D. Badger Meter Inc. remains the City's sole source provider for compatible SMART meters, and PACE Supply provided the lowest quote for Nicor lids which are recommended by Badger for use with their Orion Cellular Endpoints.

E. Funding for this purchase is available through previously approved water revenue bond proceeds allocated to CIP Project W24-04.

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. The City Council further authorizes the purchase of additional Nicor Read-Rite RF-friendly meter box lids from PACE Supply for a not-to-exceed amount of $48,065.90.
3. These purchases shall be funded through CIP Project W24-04 using available water revenue bond proceeds.
4. The City Manager, or their designee, is authorized to execute any documents necessary to complete these purchases.
5. Funding is as follows:

Description	Fund	GL Account	Amount
W24-04 project budget	Fund 763	763-50-30-31-60	$48,065.90.

Approved at a Regular Meeting of the St. Helena City Council on June 10, 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

PACE SUPPLY CORP
4569 E. HOME AVENUE
FRESNO CA 93703
559-251-7581

Quote#	2404054
Quote Date	05/29/25
Page#	1

QUOTATION

CITY OF ST HELENA ~ 03435-00
1572 RAILROAD AVE

SAINT HELENA CA 94574

Ship To:

Expiration Date	06/01/25	Requested By	
FOB	ORIGIN	Prepared By	Brad Opitz bopitz@pacesupply.com
Online Quote	2404054	Salesperson	
Job Name			

WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING MATERIAL

Ln#	Part Number	Description	Price	Qty	Unit	Extended Price
		>>> SEGMENT: W-1 - LIDS				
1	NS00256288	B24 NICOR LID Vend Part#:	175.00	61	EA	10675.00
2	NS00256289	B3 NICOR LID Vend Part#:	55.00	3	EA	165.00
3	NS00256292	B30 NICOR LID Vend Part#:	175.00	13	EA	2275.00
4	NS00256294	B36 NICOR LID Vend Part#:	165.00	61	EA	10065.00
5	NS00256295	B65 NICOR LID Vend Part#:	175.00	5	EA	875.00
6	NS00256298	B9B NICOR LID Vend Part#:	65.00	41	EA	2665.00
7	NS00256299	B9C NICOR LID Vend Part#:	65.00	12	EA	780.00
8	NS00256300	B9X NICOR LID Vend Part#:	65.00	95	EA	6175.00
9	CHCG5TBOX	G5 BOX CONCRETE TRAFFIC 10-3/8ID*12	63.85	48	EA	3064.80
10	CHCG5CW	G5 LID CI WATER TRAFFIC BOLT DOWN	47.97	48	EA	2302.56
11	BAM1006443	M25 HR-E 8D ENCODER, US GAL, 6' NICOR CONNECTOR, S# IN ONLY, TORX	121.67	8	EA	973.36
12	BAM1009781	5/8" X 3/4" M25, BRONZE W/BRZ BOTTOM, YOM SERIAL # LID	119.99	8	EA	959.92
13	BAM1008518	M70 HR-E 8D ENCODER, US GAL, 6' NICOR CONNECTOR, S# IN ONLY, TORX	121.67	2	EA	243.34
14	BAM1009766	1" MODEL 70, BRONZE W/BRZ BOTTOM, YOM SERIAL # LID	362.21	2	EA	724.42
15	CHCM10RLMS	M10 O LID CONCRETE READING LID 10*16 SEWER	46.73	32	EA	1495.36
16	NOTE:	BUDGETARY NUMBERS ONLY WILL NEED TO GET ACCURATE				
16						

Subtotal	
Estimated Sales Tax	
Estimated Freight	
Total	

PACE SUPPLY CORP
4569 E. HOME AVENUE
FRESNO CA 93703
559-251-7581

Quote#	2404054
Quote Date	05/29/25
Page#	2

QUOTATION

CITY OF ST HELENA ~ 03435-00
1572 RAILROAD AVE

SAINT HELENA CA 94574

Ship To:

Expiration Date	06/01/25	Requested By	
FOB	ORIGIN	Prepared By	Brad Opitz bopitz@pacesupply.com
Online Quote	2404054	Salesperson	
Job Name			

WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING MATERIAL

Ln#	Part Number	Description	Price	Qty	Unit	Extended Price
17 17	NOTE:	PART NUMBERS AND FINE TUNE PRICING				---------.-- 43438.76

Subtotal	43438.76
Estimated Sales Tax	3627.14
Estimated Freight	
Total	47065.90

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	June 10, 2025
FROM:	Carlos Uribe, Assistant Public Works Operations Manager
SUBJECT:	Approval of a resolution authorizing the City Manager to execute a change order with Bobcat of Santa Rosa in the amount of $5,900. This change order accounts for sales tax that was inadvertently omitted from the original agreement. The revised not-to-exceed contract amount is $79,213.
RECOMMENDED ACTION:	Approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	The Council Adopted Budget for FY 2024-25 included approval of funding for the purchase of a Compact Track Loader. Council approved the purchase of the Compact Track Loader on February 25, 2025.
STATEMENT OF THE PURPOSE:	Approval of a change order in the amount of $5,900 to Bobcat of Santa Rosa for the purchase of a Compact Track Loader.
FINANCIAL IMPACT:	The total financial impact of the purchase is $79,213 which is available in the Council Adopted FY 2024-25 Operating Budget for the Water Treatment Plant Fund 561 for Capital Purchases in GL Account 561-50-34-26-70.

BACKGROUND:

City Council approved the purchase of a Compact Track Loader for the Water Treatment Plant on February 25, 2025, in the amount of $73,312. The Compact Tract Loader is an essential piece of equipment which allows staff to perform periodic backwash operations which is required to remain compliant with the City's Permit to Operate issued by the State Water Resources Control Board Division of Drinking Water.

DISCUSSION:

The initial quote of $73,312 for the Compact Tract Loader did not include applicable sales tax. At the time of the original request of use of funds from City Counci, staff proceeded based on the subtotal amount listed in the vendor's quote, under the assumption that tax was included in the quote. Upon receipt of the final invoice, it was confirmed that sales tax in the amount of $5,900 is due in addition to the previously authorized amount. As a result, the total costs exceed the approved $73,312.

To ensure timely payment and to maintain good standing with the vendor, staff is requesting additional funds to cover the full invoiced amount.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

Bobcat Invoice
Reso Change Order Compact Track Loader

Bobcat.

Doosan Bobcat North America, Inc.
Gwinner, ND 58040
BILLING: (701) 241-8719

BOBCAT REMIT TO:
Doosan Bobcat North America, Inc.
P.O. Box 74007382
Chicago IL 60674-7382

SOLD TO:

Attn: Accounts Payable
CITY OF ST HELENA 3262342
1088 COLLEGE AVE
ST HELENA CA 94574
TAX ID#

SHIP TO:
Total Equipment & Rental of Concord LLC
dba Bobcat of Santa Rosa
3675 SANTA ROSA AVE
SANTA ROSA CA 95407

DELIVER TO:
CITY OF ST HELENA G13259
1405 CHARTER OAK AVE
ST HELENA CA 94574
United States

INVOICE

ORDER TYPE	CUST PO NO.	REFERENCE	ORDER DATE	SHIP DATE	INVOICE DATE	INVOICE NO.	PAGE:
	CITY OF ST HELENA		05-MAR-25	10-APR-25	10-APR-25	4376892	1 of 1

SHIPPED VIA	SALES ORDER	A/R NO.	CUSTOMER NO.
Merge in Transit - West	6430043	3262342	3262342

CURRENCY	TERMS	DUE DATE	POINT AND COUNTRY OF ORIGIN OF SHIPMENT	SALESMAN
USD	Net 60	09-JUN-25	Gwinner, ND 58040 US	

LINE	PART NO.	DESCRIPTION	SERIAL NUM	BOL NO.	SHIP QTY	UNIT PRICE	AMOUNT
1	M0371	T76 T4 Bobcat Compact Track Loader	B4CE38291		1	59240.06	59,240.06
2	M0371-P11-C07	Comfort Package			1	7132.82	7,132.82
7	M0371-R03-C03	High-Flow Hydraulics			1	1906.82	1,906.82
12	M0371-R08-C03	7" Touch Display			1	1226.77	1,226.77
60	99695180-63004	FREIGHT-CTL			1	1675	1,675.00
61	99357	PREP CHARGES - SSL			1	97.5	97.50
62	99357	PREP CHARGES - SSL			1	200	200.00
63	7272680	74" Heavy Duty Bucket		2925079	1	1414.36	1,414.36
64	9961081-63008	DEST. & HDLG FEE-ATTACH			1	116	116.00
65	5000000	PN: 6718007 Bolt-On Cutting Edge, 74"			1	302.85	302.85
					Tax		5,900.48
					Tariff Surcharge		0.00
				Invoice	TOTAL	79,212.66	79,212.66

COMMENTS:
FOR THE SALE TO CITY OF ST HELENA. POC: : Lesley Milton, Lmilton@cityofsthelena.org. ZW

When operated in California, any off - road diesel vehicle may be subject to the California Air Resources Board In - Use Off - Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at https://ww2.arb.ca.gov/our-work/topics/construction-earthmoving-equipment

Model Year 2025

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

APPROVAL OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CHANGE ORDER WITH BOBCAT OF SANTA ROSA IN THE AMOUNT $5,901 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $79,213

RECITALS

A. City Council approved the purchase of a Compact Track Loader for the Water Treatment Plant on February 25, 2025, in the amount of $73,312; and

B. The Compact Tract Loader is an essential piece of equipment which allows staff to perform periodic backwash operations which is required to remain compliant with the City's Permit to Operate issued by the State Water Resources Control Board Division of Drinking Water; and

C. The initial quote of $73,312 for the Compact Tract Loader did not include applicable sales tax; and

D. Upon receipt of the final invoice, it was confirmed that sales tax in the amount of $5,901 is due in addition to the previously authorized amount; and

E. As a result, the total costs exceed the approved amount of $73,312; and

F. To ensure timely payment and to maintain good standing with the vendor, staff is requesting additional funds to cover the full invoiced amount.

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. Approves City Manager to execute a change order with Bobcat of Santa Rosa in the amount of $5,901 for a total not-to-exceed amount of $79,213.

3.Funding is as follows:

Description	Fund	GL Account	Amount
Budget Adjustment-Capital Imp Equipment	Water Enterprise	561-5034-2670	($5,901)
Budget Adjustment-Capital Equipment	Water Enterprise	561-5034-2630	$5,901

Approved at a Regular Meeting of the St. Helena City Council on June,10, 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:	June 10, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Approve a Resolution authorizing the purchase, delivery, and installation of two custom metal utility buildings at the Corporation Yard from Pro Metal Buildings Inc. in an amount not to exceed $33,663, to be funded from existing appropriations.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	The purpose is to approval of purchase of two custom utility buildings from Pro Metal Buildings Inc. for Public Works Corporation Yard to provide storage for essential equipment.
FINANCIAL IMPACT:	The total cost for the two structures, including tax, delivery, and installation, is a not to exceed cost of $33,663. Sufficient funds are available in the Public Works Administration budget. A budget transfer in the amount of $33,663 from 101-5000-2130 (Professional Contracts) to 101-5000-2630 (Capital Equipment) is included to properly account for this purchase. No additional appropriation is required.

BACKGROUND:

The Corporation Yard houses essential vehicles, equipment, and materials critical to the City's daily operations and emergency response capabilities. Existing storage capacity is insufficient to protect all equipment and supplies from exposure to inclement weather and prolonged sun exposure, leading to premature wear, increased maintenance costs, and reduced service life of valuable assets.

As part of a broader effort to improve operational safety, security, and equipment preservation at the Corporation Yard, the City is undertaking a series of capital improvements, including:

- Replacement of perimeter security fencing
- Implementation of drainage and stormwater control measures
- Repaving of the yard surface

DISCUSSION:
The proposed purchase of two custom metal utility buildings from Pro Metal Buildings Inc. will supplement existing storage and allow the Public Works Department to better safeguard its investment in equipment and materials. In addition to asset protection, the new structures will contribute to a safer and more organized work environment for field crews.

Pro Metal Buildings Inc. provided a competitive quote for two prefabricated utility structures tailored to the City's specifications, including installation and delivery. The design and dimensions of the buildings are consistent with current site conditions and planned upgrades. Staff has consulted with the City's Building Official and Fire Marshal and has ensured the structures are compliant with regulations and do not require permits or fire suppression systems.

ENVIRONMENTAL REVIEW: Not a CEQA project.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

Resolution Corp Yard Utility Structures
design-1748547705697384
design-1748547705697384-1

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

APPROVE A RESOLUTION AUTHORIZING THE PURCHASE, DELIVERY, AND INSTALLATION OF TWO CUSTOM UTILITY BUILDINGS AT THE CORPORATION YARD FROM PRO METAL BUILDINGS INC. IN AN AMOUNT NOT TO EXCEED $33,663, TO BE FUNDED FROM EXISTING APPROPRIATIONS.

RECITALS

A. The Corporation Yard is a critical facility that supports daily operations and emergency response by housing essential City vehicles, equipment, and materials.

B. Existing storage at the Corporation Yard is insufficient, exposing equipment and materials to weather-related damage, which reduces service life and increases maintenance costs.

C. The City is implementing a series of capital improvements at the Corporation Yard to improve safety, operational efficiency, and asset preservation.

D. The proposed purchase of two custom utility buildings from Pro Metal Buildings Inc. will enhance storage capacity and help protect valuable equipment from the elements.

E. Pro Metal Buildings Inc. has provided a competitive quote for the design, delivery, and installation of two prefabricated structures tailored to the City's specifications and site conditions, for an amount not to exceed $33,663.

F. Sufficient funding is available in the FY 2025 Public Works Administration budget. A budget transfer is included to properly account for this purchase, and no additional appropriation is required.

RESOLUTION

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

1. The City Council hereby authorizes the purchase, delivery, and installation of two custom utility buildings from Pro Metal Buildings Inc. for the Corporation Yard, in an amount not to exceed $33,663.
2. The City Manager, or their designee, is authorized to execute any and all documents necessary to complete this transaction and implement the project.

3.Funding is as follows:

Description	Fund	GL Account	Amount
Budget Transfer -	General	101-5000-2130	($33,663)

Professional Contracts			
Budget Transfer - Capital Equipment	General	101-5000-2630	$33,663

Approved at a Regular Meeting of the St. Helena City Council on June 10, 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

PRO METAL BUILDINGS

Custom Order - **May 29, 2025**

Pro Metal Buildings
888-536-1585
support@prometalbuildings.com

View Online

Ship To

Name Juan Gonzalez | Order # 1748547705697384
Install Address 1Chaix Lane
City City of St. Helena | State CA | Zip Code 94574
Email jgonzalez@cityofsthelena.gov, kathryn@prometalb.com | Phone # (707) 339-1053 | Mobile #

Building Info	
Style	Straight Line Barn
Roof Overhang	Standard
Roof Style	A-Frame Vertical
Gauge	12-Gauge Framing
Leg Style	Standard
Brace	Standard Brace

Size

36' (Width) x 30' (Frame Length) x 12'/9'/7' (Leg Height)

Colors	
Roof	Barn Red
Trim	Earth Brown
Gable End Siding	Quaker Gray
Side Wall Siding	Quaker Gray

Anchoring & Site Preparation	
Installation Surface	Concrete
How did you find us?	

Description	Qty	Unit Price	Price
Base Price: 12'x30'	1	$3,920.00	$3,920.00
Installation Surface: Concrete	1	-	-
Roof: Barn Red	1	-	-
Trim Colors: Earth Brown	1	-	-
Gable End Siding: Quaker Gray	1	-	-
Side Wall Siding: Quaker Gray	1	-	-
Roof Style: A-Frame Vertical	1	$890.00	$890.00
Roof Pitch: 3/12	1	-	-
Roof Overhang: Standard	1	-	-
Trusses: Standard	1	-	-
Gauge: 12-Gauge Framing	1	-	-
Brace: Standard Brace	1	-	-
Leg Height: 12'	1	$970.00	$970.00
Right Side: Fully Enclosed - Siding: Horizontal	1	$810.00	$810.00
Front End: Gable End - Siding: Horizontal	1	$200.00	$200.00
Side Wall Header (9'x11') - Corner Style: Square (Traditional)	1	$275.00	$275.00
Left Lean			
Base Price: 12'x30'	1	$2,932.50	$2,932.50
Type: Lean only	1	-	-
Roof Style: A-Frame Vertical	1	$890.00	$890.00
Roof Pitch: 3/12	1	-	-
Gauge: 12-Gauge Framing	1	-	-
Brace: Standard Brace	1	-	-

Continued on next page...

Totals	
Subtotal	$19,182.50
+ Exempt (Exempt)	$0.00
Total Order Amount	$19,182.50
- Deposit Amount	$3,452.85
Remaining Due	$15,729.65

Description	Qty	Unit Price	Price
Leg Height: 9' - Extra Truss	1	$1,295.00	$1,295.00
Connection Fee Side to Side	1	$310.00	$310.00
Right Lean			
Base Price: 12'x20'	1	$2,127.50	$2,127.50
Type: Lean only	1	-	-
Roof Style: A-Frame Vertical	1	$620.00	$620.00
Roof Pitch: 3/12	1	-	-
Gauge: 12-Gauge Framing	1	-	-
Brace: Standard Brace	1	-	-
Leg Height: 7' - Extra Truss	1	$607.50	$607.50
Right Side: Fully Enclosed - Siding: Horizontal	1	$365.00	$365.00
Front End: Fully Enclosed - Siding: Horizontal	1	$760.00	$760.00
Back End: Fully Enclosed - Siding: Horizontal	1	$760.00	$760.00
Walk-in Door (36x80)	1	$380.00	$380.00
30W x 30H Windows-SinglePane	3	$275.00	$825.00
Connection Fee Side to Side	1	$245.00	$245.00
Additional Fees			
Standard Panel 29 Gauge	1	-	-

Additional Notes
Notes, Comments, Questions: Juan I hope this is close. I will call in the morning to refine! Kathryn 503 906-1879 EXT 105

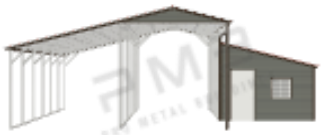
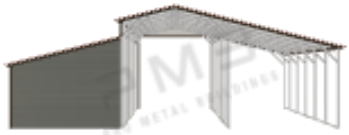
Customer Signature	Date	Desired Delivery Date
Dealer or Manufacturer Signature	**Delivery Notes**	**Delivery Notes**

For Re-Orders or Referrals please call 888-536-1585

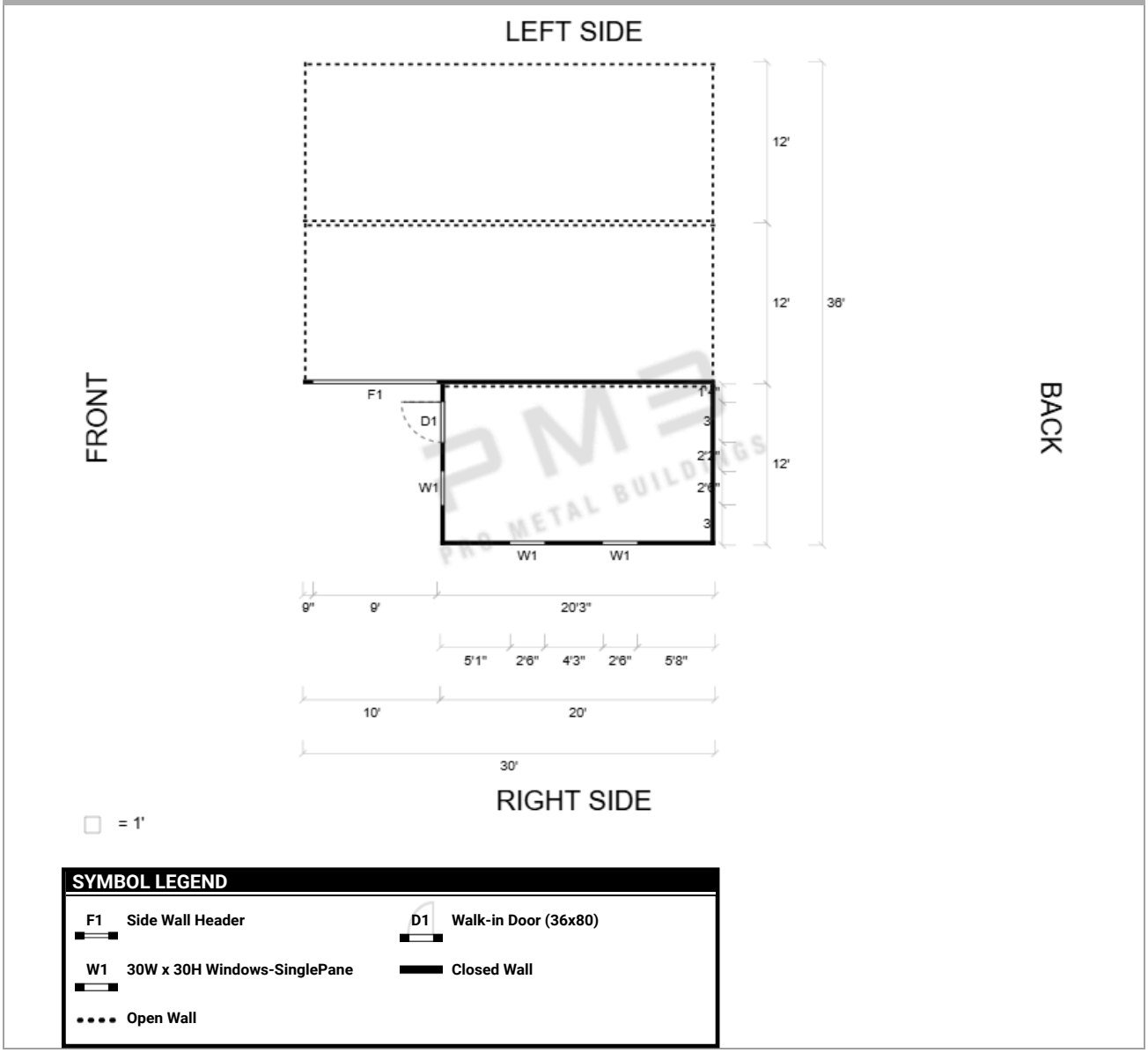
Sales tax is additional if applicable. Installation times vary depending on location. Engineered Drawings and Calculation Drawings are an additional cost, and can be provided at your request. The Engineer may add additional materials once your drawings are complete. If this is the case, you will be responsible for the added material cost. We ask for a 12-18% down payment to start your order, and remaining balance at installation. Please visit our website for color options. We appreciate the opportunity to do business with you.

Important Points
If any of these requirements are not met, there could be additional labor charges, or we may not be able to install*

1. **Site needs to be Level**
2. **Site needs to be Clear**
3. **Installers need 3' Clearance around building site**
4. **Need enough room to safely drive within 30' of install site**
5. **Power/phone lines need to be 10'+ away from install site**
6. **Buildings over 12' Leg Height may require that you provide a forklift on-site for the installers.**

Building Images	
 **Perspective View**	 **Front**
 **Left Side**	 **Right Side**
 **Back**	

Floor Plan



SYMBOL LEGEND

F1	Side Wall Header	D1	Walk-in Door (36x80)
W1	30W x 30H Windows-SinglePane		Closed Wall
	Open Wall		

PRO METAL BUILDINGS

Custom Order - **May 29, 2025**

Pro Metal Buildings
888-536-1585
support@prometalbuildings.com

View Online

Ship To			
Name	Juan Gonzalez	Order #	1748547705697384-1
Install Address	1Chaix Lane		
City	City of St. Helena	State	CA
Zip Code	94574
Email	jgonzalez@cityofsthelena.gov, kathryn@prometalb.com	Phone #	(707) 339-1053
Mobile #			

Building Info	
Style	Straight Line Barn
Roof Overhang	Standard
Roof Style	A-Frame Vertical
Gauge	12-Gauge Framing
Leg Style	Standard
Brace	Standard Brace

Size		
24'	30'	12'/9'
Width	Frame Length	Leg Height

Colors	
Roof	Barn Red
Trim	Earth Brown
Gable End Siding	Quaker Gray
Side Wall Siding	Quaker Gray

Anchoring & Site Preparation	
Installation Surface	Concrete
How did you find us?	

Description	Qty	Unit Price	Price
Base Price: 12'x30'	1	$3,920.00	$3,920.00
Installation Surface: Concrete	1	-	-
Roof: Barn Red	1	-	-
Trim Colors: Earth Brown	1	-	-
Gable End Siding: Quaker Gray	1	-	-
Side Wall Siding: Quaker Gray	1	-	-
Roof Style: A-Frame Vertical	1	$890.00	$890.00
Roof Pitch: 3/12	1	-	-
Roof Overhang: Standard	1	-	-
Trusses: Standard	1	-	-
Gauge: 12-Gauge Framing	1	-	-
Brace: Standard Brace	1	-	-
Leg Height: 12'	1	$970.00	$970.00
Right Side: Top - 8' Panel - Siding: Horizontal - J-Trim: Add J-Trim	1	$585.00	$585.00
Front End: Gable End - Siding: Horizontal - J-Trim: Add J-Trim	1	$200.00	$200.00
Back End: Fully Enclosed - Siding: Horizontal	1	$1,075.00	$1,075.00
Left Lean			
Base Price: 12'x30'	1	$3,920.00	$3,920.00
Type: Lean only	1	-	-
Roof Style: A-Frame Vertical	1	$890.00	$890.00
Roof Pitch: 3/12	1	-	-
Gauge: 12-Gauge Framing	1	-	-
Brace: Standard Brace	1	-	-

Continued on next page...

Totals	
Subtotal	$14,480.00
+ Exempt (Exempt)	$0.00
Total Order Amount	$14,480.00
- Deposit Amount	$2,606.40
Remaining Due	$11,873.60

Description	Qty	Unit Price	Price
Leg Height: 9'	1	$485.00	$485.00
Left Side: Top - 5' Panel - Siding: Horizontal - J-Trim: Add J-Trim	1	$405.00	$405.00
Back End: Fully Enclosed - Siding: Horizontal	1	$830.00	$830.00
Connection Fee Side to Side	1	$310.00	$310.00
Additional Fees			
Standard Panel 29 Gauge	1	-	-

Additional Notes
Notes, Comments, Questions: Juan, I hope this is close. I will call in the morning to refine! Kathryn 503 906-1879 EXT 105

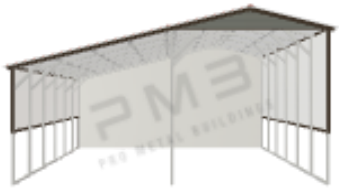
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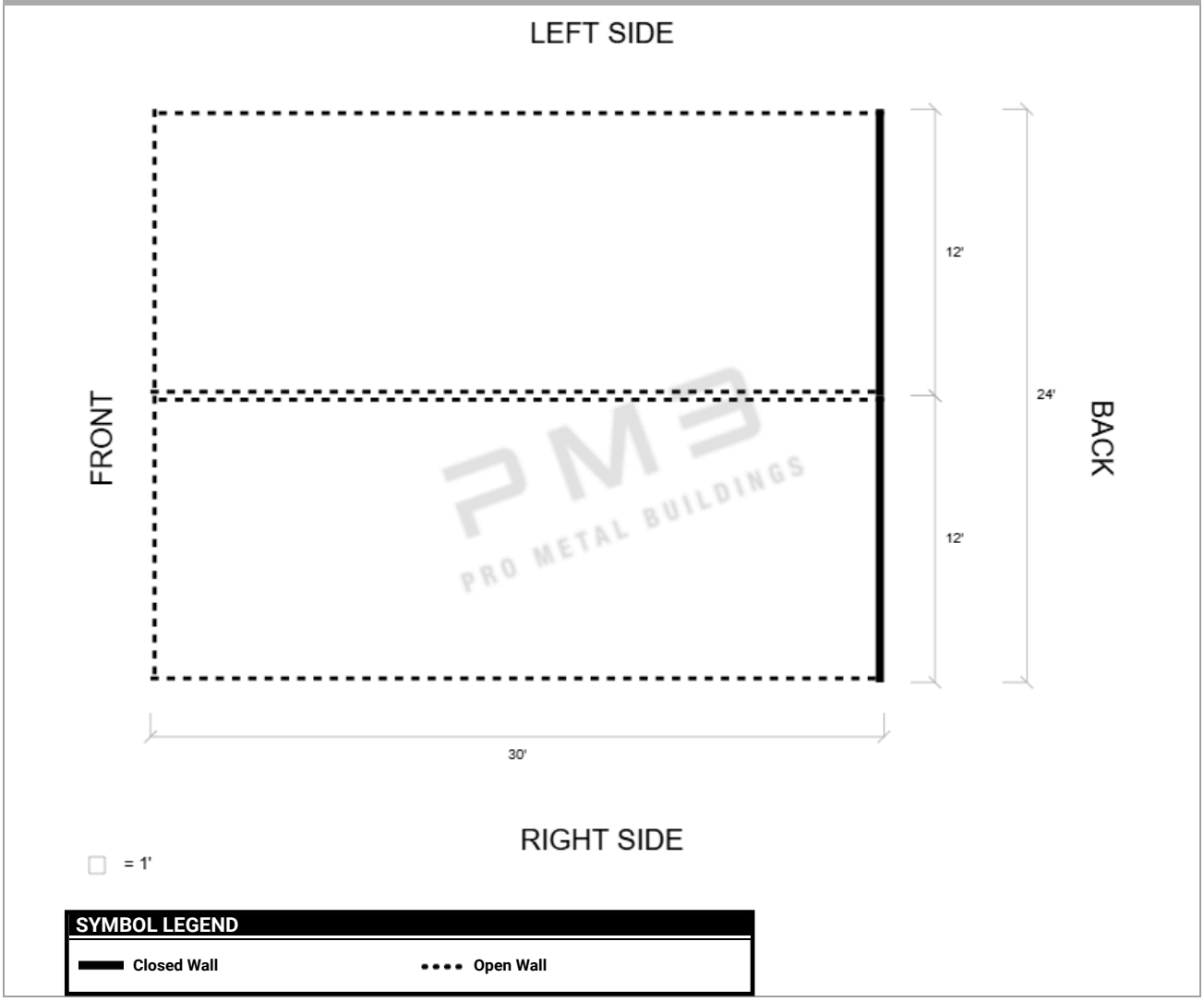
Sales tax is additional if applicable. Installation times vary depending on location. Engineered Drawings and Calculation Drawings are an additional cost, and can be provided at your request. The Engineer may add additional materials once your drawings are complete. If this is the case, you will be responsible for the added material cost. We ask for a 12-18% down payment to start your order, and remaining balance at installation. Please visit our website for color options. We appreciate the opportunity to do business with you.

Important Points
If any of these requirements are not met, there could be additional labor charges, or we may not be able to install*

1. **Site needs to be Level**
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Building Images	
 **Perspective View**	 **Front**
 **Left Side**	 **Right Side**
 **Back**	

Floor Plan


LEFT SIDE
FRONT
BACK
12'
24'
12'
30'
RIGHT SIDE
= 1'
PRO METAL BUILDINGS
SYMBOL LEGEND
Closed Wall
Open Wall

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

DATE:	June 10, 2025
FROM:	Lesley Milton, Deputy City Manager
SUBJECT:	Resolution of the City Council of the City of St. Helena Authorizing the City Manager to Execute Amendment 02A To Professional Services Agreement with Economy Lock and Key, Inc.; STH Contract No: 2023-018 For Security Associated with the Napa Valley College Tenant Improvement Project (NVC-Ti) for an Additional $15,994 for a Total Not-To-Exceed Amount Of $84,518.
RECOMMENDED ACTION:	Staff recommends Approval of Contract Amendment 02A with Economy Lock & Key Inc. for Fire Department Door Lock Replacement for an additional $15,994.00 and a not to Exceed cost of $84,518.
PREVIOUS COUNCIL ACTION:	1. On November 22, 2022, the City of St. Helena and Economy Lock and Key, Inc. entered into an agreement for services associated with the security for the Napa Valley College Tenant Improvement Project (NVC-TI); and 2. On March 3, 2024 the city of St. Helena and Economy Lock and Key amended the agreement budget in the amount of $45,000 because of tasks that required additional efforts, tasks beyond the original scope of service, and to be able to provide a fully electronic lock facility security system for City Hall; The proposed contract for the Fire Department continues the City's phased approach to implementing a consistent and modern access control system across all City-owned facilities.
STATEMENT OF THE PURPOSE:	This action will standardize security infrastructure across City facilities by extending the centralized electronic access control system currently in use at City Hall, the Library, and the Carnegie Building. The new system will enhance operational efficiency, improve building security, and reduce long-term maintenance efforts by enabling remote management of employee access credentials through a secure web portal.
FINANCIAL IMPACT:	Total cost is $15,994, to be funded from Government Buildings Maintenance Fund 101-50-06-21-45. Though

	there is an upfront cost, long-term savings are expected through reduced labor for lock management and enhanced operational control.

BACKGROUND:
The City has invested in a unified electronic access control system at City Hall, the Library, and the Carnegie Building. These systems allow staff access to be remotely managed through a secure web portal. Each user is assigned a unique code or key fob, and access levels can be modified digitally without requiring physical reprogramming at each door.

Currently, the Fire Department remains on a legacy access system that requires individual door programming. This results in significant staff time to administer and creates inconsistencies in access control.

DISCUSSION:
To align with City standards and improve facility security and operational efficiency, staff is proposing to upgrade all door locks at the Fire Department located at 1500 Main Street. The proposed system by Economy Lock & Key Inc. will match existing infrastructure at other civic facilities, including:

- Installation of a central Air Access radio and gateway,
- Networked locks at all key entrances,
- Keypad/reader integration for secure and remote access,
- Connectivity via cellular/LTE with cloud-based access control.

Once installed, this system will allow for centralized, real-time control of door access, enhancing both security and flexibility in operations. The estimate also includes one year of cellular and cloud account service.

The proposed not-to-exceed cost of $15,994 includes all hardware, installation, software integration, and tax.

ENVIRONMENTAL REVIEW: Not a CEQA project.

GOAL:

Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

Resolution Fire Department Door Locks
STH Contract FY2023-018 Economy lock and Key 02A
043025.COSH.AACCSSFD

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT 02A TO PROFESSIONAL SERVICES AGREEMENT WITH ECONOMY LOCK AND KEY, INC.; STH CONTRACT NO: 2023-018 FOR SECURITY ASSOCIATED WITH THE NAPA VALLEY COLLEGE TENANT IMPROVEMENT PROJECT (NVC-TI) FOR AN ADDITIONAL $15,994.00 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $84,517.67

RECITALS

1. On November 22, 2022, the City of St. Helena and Economy Lock and Key, Inc. entered into an agreement for services associated with the security for the Napa Valley College Tenant Improvement Project (NVC-TI); and

2. On March 3, 2024 the city of St. Helena and Economy Lock and Key amended the agreement budget in the amount of $45,000 because of tasks that required additional efforts, tasks beyond the original scope of service, and to be able to provide a fully electronic lock facility security system for City Hall; and

3. The Fire Department located at 1500 Main Street remains on a legacy access system that requires individual programming and manual management.

4. The installation of a new electronic access control system at the Fire Department will bring the facility in line with City standards and enable centralized, web-based control of staff access credentials.

5. The proposed system includes installation of networked locks, keypad and reader integration, an Air Access radio and gateway, and one year of cloud and cellular service.

6. Economy Lock & Key Inc. has submitted a proposal for the complete installation and integration of the system at a cost not to exceed $15,994.00.

7. The total project cost will be funded through the Government Buildings Maintenance Fund 101-5006-2145, with no additional appropriation required.

RESOLUTION

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

1. The City Council hereby authorizes the City Manager to execute Amendment 02A to STH Agreement 2023-018 with Economy Lock & Key Inc. for the installation of an electronic access control system at the Fire Department for an additional $15,994.00 at a total cost not to exceed $84,517.67.

2. The City Manager, or their designee, is further authorized to take all administrative actions necessary to implement and ensure project completion.

1. Funding is as follows:

Description	Fund	GL Account	Amount
FY 25 Budgeted Funds	Fund 101 – Government Buildings	101-5006-2145	$15,994

Approved at a Regular Meeting of the St. Helena City Council on June 10, 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

AMENDMENT NO. 2

FOR PROFESSIONAL SERVICES AGREEMENT WITH ECONOMY LOCK AND KEY, INC.; STH CONTRACT NO: 2023-012 FOR SECURITY ASSOCIATED WITH THE NAPA VALLEY COLLEGE TENANT IMPROVEMENT PROJECT (NVC-TI) FOR AN ADDITIONAL $15,994.00 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $84,517.67.

This Second Amendment to Professional Services Agreement with Economy Lock and Key, Inc. STH Contract: FY 2023-012 dated November 22, 2023 ("Agreement") is made as of this 10th day of June, 2025 by and between the City of St. Helena and Economy Lock and Key, Inc.

RECITALS

A. On November 22, 2022, the City of St. Helena and Economy Lock and Key, Inc. entered into an agreement for services associated with the security for the Napa Valley College Tenant Improvement Project (NVC-TI); and
B. On March 3, 2024 the city of St. Helena and Economy Lock and Key amended the agreement budget in the amount of $45,000 because of tasks that required additional efforts, tasks beyond the original scope of service, and to be able to provide a fully electronic lock facility security system for City Hall;

C. The City of St. Helena and Economy Lock and Key now desire to amend the Agreement for an additional $15,994.00 to complete the additional scope of work upgrading all door locks at the Fire Department located at 1500 main street for a not to exceed total amount of $84,517.67.

AGREEMENT

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

1. Section 4.A. The total compensation that may be paid under the Agreement as set forth in Section 4.A is hereby amended to an amount that shall not exceed $84,517.67.

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

    a. Upgrade all door locks at the Fire Department located at 1500 Main Street. The proposed system by Economy Lock & Key Inc. will match existing infrastructure at other civic facilities, including:
        i. Installation of a central Air Access radio and gateway,
        ii. Networked locks at all key entrances,
        iii. Keypad/reader integration for secure and remote access,
        iv. Connectivity via cellular/LTE with cloud-based access control.
        v. All other terms of the Agreement shall remain in full force and effect.

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

CLIENT FIRST TECHNOLOGIES

Signatures of Authorized Persons:

By:_____

Print Name:_____

Title: _____

APPROVED AS TO FORM:

_____
Ethan Walsh, City Attorney

CITY OF ST HELANA

A Municipal Corporation

_____
Print Name: Anil Comelo
Title: City Manager

_____
Erika Opp
Acting City Clerk

Economy Lock & Key Inc.
2600 Mendocino Avenue Ste C,
Santa Rosa, CA 95403 USA
707-579-3183
License #1078048

BILL TO
CITY OF SAINT HELENA
ATTN: ACCOUNTS PAYABLE 1480 MAIN STREET
ST HELENA, CA 94574 United States

ESTIMATE	ESTIMATE DATE
42282951	Apr 30, 2025

JOB ADDRESS
ST. HELENA FIRE DEPT.
1500 Main St.
St. Helena, CA 94574 United States

Job:

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
ACCESS CONTROL INSTALL	Fire Dept. - Install Air Access radio and gateway. Units will be powered by nearest outlet at installation location. Wire molding may be used to conceal cabling and keep cosmetic appeal. - Install (2) Air Access expander units to increase gateway signal. Units will be powered by nearest outlet at installation location. Wire molding may be used to conceal cabling and keep cosmetic appeal. Main Visitor Entrance - Remove current Trilogy trim and install networked Air Access narrow exit trim. Interior Side Truck Bay Entrance - Install Air Access PDL lever device, key up cylinders as requested, and program. Rear Truck Bay Entrance - Install Air Access PDL lever device, key up cylinders as requested, and program. Front Truck Bay Entrance - Install Air Access PDL lever device, key up cylinders as requested, and program. Gate Side Entrance - Remove current keypad and install new Camden Weigand keypad/reader unit. - Install NetworX panel and flash to Air Access firmware.	1.00	$4,240.00	$4,240.00

ALARM LOCK AIR ACCESS GSM/LTE	ALARM LOCK AIR ACCESS ANNUAL CELLULAR AND CLOUD ACCOUNT SERVICE CHARGE	1.00	$600.00	$600.00

Materials

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
AA-KIT1A	ALARM LOCK AIR ACCESS GSM/LTE RADIO AND GATEWAY KIT	1.00	$650.00	$650.00
ALIME2EXP	TRILOGY NETWORX EXPANDER 2ND GENERATION.	2.00	$320.00	$640.00
NETPDKPAK	TRILOGY NETWORX PANEL WITH TRANSFORMER AND BATTERY ONLY	1.00	$750.00	$750.00
PDL6200	TRILOGY NETWORX CYLINDRICAL LEVER LOCK WITH REQUEST-TO-EXIT, DOOR POSITION SWITCH, READER AND KEYPAD DEVICE. SATIN CHROME FINISH	3.00	$2,095.00	$6,285.00
PDL1300NWET	TRILOGY NETWORX NARROW EXIT DEVICE TRIM WITH READER AND KEYPAD DEVICE. SATIN CHROME FINISH ETNW	1.00	$1,425.00	$1,425.00
CV-550SPKV3	CAMDEN MULTI-FACTOR KEYPAD AND PROX STANDALONE OR WIEGAND INTERFACE DEVICE	1.00	$295.00	$295.00
MISC WIRE AND CONNECTORS	MISC CABLING, WIRE MOLDING, CONNECTORS, MISC INSTALLATION HARDWARE	1.00	$95.00	$95.00

SUB-TOTAL	$14,980.00
SONOMA COUNTY 10%	$1,014.00
TOTAL	$15,994.00

Thank you for choosing Economy Lock & Key Inc.

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Economy Lock & Key Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

Sign here Date

Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

DATE:	June 10, 2025
FROM:	Maya DeRosa, Community Development Director
SUBJECT:	Consideration and adoption of a resolution authorizing amendment #3 to Professional Services Agreement with Kosmont STH Contract 2023-050 for Real Estate Advisory Services for an additional $75,000 for a contract amount not to exceed $200,000.
RECOMMENDED ACTION:	Staff recommends the City Council adopt the attached resolution.
PREVIOUS COUNCIL ACTION:	On December 10, 2024, the City Council approved PSA Amendment #2 for $50,000.
STATEMENT OF THE PURPOSE:	To amend the existing Professional Services Agreement with Kosmont Companies to increase funding by $75,000 allowing professional consulting support in real property negotiations related to the sale of surplus properties and other real estate advisory services.
FINANCIAL IMPACT:	The Financial Impact of the PSA amendment is $75,000, bringing the total contract amount not to exceed $200,000. This will be funded using previously authorized General Fund monies budgeted under account 101-41-00-21-45.

BACKGROUND:

On May 11, 2023 the City entered into a PSA with Kosmont Companies (Attachment B) for real estate strategies and asset management advisory services for a not to exceed cost of $25,000. The original scope of services included the following:

- Provide support to the City with the Surplus Land Act (SLA) process
- Assist with preparation of RFQ/P for selected sites
- Conduct community engagement
- Provide support at City Council meeting(s) related to real estate advice

The City began the SLA process with Kosmont but due to the time intensive nature of this process, the City needed to augment the contract for $50,000 in September 2023 which the City Council approved as PSA #1. The City completed the time intensive SLA process including the RFQ process but expended the budget which resulted in PSA Amendment #2 for an additional $50,000. The City now desires to enter into PSA Amendment #3 as described in more detail below.

DISCUSSION:
The Scope of Services included in this PSA amendment is outlined in Attachment C and is also summarized below:

Tasks:

1. Kosmont will assist City in evaluating preferred developer, project shaping and providing assistance on exclusive negotiations and initial development agreement terms for a hotel on Main St. and residential on Railroad Ave. properties.
2. Kosmont will provide initial project shaping and hotel/residential negotiation assistance with Mr. Castellucci, owner of the Bank of America site.
3. Kosmont will provide market, financial, regulatory and fiscal / community benefit analysis on various projects as needed.
4. Kosmont will prepare cost/benefit analysis of various economic development tools and funding options, such as Tax Increment / Enhanced Infrastructure Financing Districts, Public Private Partnerships, site specific tax revenue sharing, as appropriate.
5. Kosmont will participate in City staff and Council meetings as agreed upon between City and Consultant.
6. Kosmont will also perform real estate and economic development advisory services as mutually agreed upon between the City and Consultant.

Kosmont's assistance with the sale and redevelopment of city owned properties is a critical task in the months ahead as the City looks for new sources of revenue.

ENVIRONMENTAL REVIEW: Not a CEQA project.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 5: Enhance Quality of Life
Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

Attachment 1 Resolution Kosmont PSA Amendment
Attachment 2 Kosmont PSA Amendment 3
Attachment 3 Executed STH Contract FY2023-05-02A - Kosmont - Real Estate Advisory

CITY OF ST. HELENA

RESOLUTION NO 2025-

AMENDMENT #3 FOR PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT COMPANIES FOR ADDITIONAL TASKS RELATED TO REAL ESTATE STRATEGIES AND ASSET MANAGEMENT ADVISORY SERVICES FOR AN ADDITIONAL $75,000 FOR A TOTAL NOT-TO-EXCEED CONTRACT AMOUNT OF $200,000.

RECITALS

A. On May 11, 2023 the city entered into an agreement with Kosmont Companies for real estate strategies and asset management advisory services for a not to exceed cost of $25,000; and

B. Kosmont Companies has assisted the City with the completion of the Surplus Lands Act (SLA) process for two city owned properties and is currently assisting the City to complete the RFQ process in order to select a qualified developer to purchase the assets; and

C. The City has completed key milestones as part of the SLA process yet expended the budget from PSA amendments #1 and #2 and in order to have Kosmont Companies continue as an advisor to assist in real property negotiations to maximize the revenue potential to the City, a budget amendment is necessary; and

D. The City also needs continued assistance with development of real estate strategies and asset management advisory services including economic development tools and potential public private partnership / transaction analysis, negotiation assistance and community benefits, so that the Council and the Community can make the best decision regarding future city properties and uses; and

E. The City of St. Helena and Kosmont Companies now desire to amend the Agreement for an additional $75,000 for a total not-to-exceed contract amount of $200,000 and add additional scope of services.

RESOLUTION

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

1. The City Council hereby authorizes the City Manager to execute Amendment No. 3 to STH Contract FY2023-050 with Kosmont Companies in the amount of $75,000 for a total contract amount not-to-exceed $200,000.
2. Funding is as follows:

Description	Fund	GL Account	Amount
Funds Available in FY 2025-26 Operating Budget	General Fund	101-41-00-21-45	75,000
Total			**75,000**

Approved at a Regular Meeting of the St. Helena City Council on June 10, 2025, by the following vote:

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

APPROVED: ATTEST:

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

AMENDMENT #3
TO PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT COMPANIES; STH CONTRACT NO: 2023-050 FOR REAL ESTATE ADVISORY SERVICES FOR AN ADDITIONAL $75,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF $200,000

This Third Amendment to Professional Services Agreement STH Contract: 2023-050 dated May 11, 2023 (''Agreement'') is made as of this 10th day of June, 2025 by and between the City of St. Helena, a municipal corporation (''City''), and Kosmont Companies. (''Consultant'').

RECITALS

A. On May 11, 2023 the city entered into an agreement with Kosmont Companies for real estate strategies and asset management advisory services for a not to exceed cost of $25,000; and

B. Kosmont Companies has assisted the City with the completion of the Surplus Lands Act (SLA) process for two city owned properties and is currently assisting the City to complete the RFQ process in order to select a qualified developer to purchase the assets; and

C. The City has completed key milestones as part of the SLA process yet expended the budget from PSA amendments #1 and #2 and in order to have Kosmont Companies continue as an advisor to assist in real property negotiations to maximize the revenue potential to the City, a budget amendment is necessary; and

D. The City also needs continued assistance with development of real estate strategies and asset management advisory services including economic development tools and potential public private partnership / transaction analysis, negotiation assistance and community benefits, so that the Council and the Community can make the best decision regarding future city properties and uses; and

E. The City of St. Helena and Kosmont now desire to amend the Agreement for an additional $75,000 and add additional scope of services.(Exhibit A-1)

AGREEMENT

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

1. Section 4A. Compensation and Method of Payment, is amended to read as follows:
“Total compensation shall not exceed $200,000…”

2. Scope of Services. The Scope of Services attached to the Agreement as Exhibit A, is amended to include the additional scope of services attached to this Amendment as Exhibit A-1.

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

Entered as of the day and year first above stated.

CONSULTANT:

Signatures of Authorized Persons:

By: _____

Print Name: Ken K. Hira_____

Title: _President_____

CITY OF ST. HELENA
a Municipal Corporation

By:_____

Print Name: Anil Comelo

Title: City Manager

APPROVED AS TO FORM:

_____
Ethan Walsh, City Attorney

ATTEST:

_____
City Clerk

Attachments:

Exhibit A-1, " Scope of Services"

EXHIBIT A-1 – SCOPE OF SERVICES & COMPENSATION

1) Kosmont will assist City in evaluating preferred developer, project shaping and providing assistance on exclusive negotiations and initial development agreement terms for a hotel on Main St. and residential on Railroad Ave. properties.

2) Kosmont will provide initial project shaping and hotel/residential negotiation assistance with Mr. Castellucci, owner of the Bank of America site.

3) Kosmont will provide market, financial, regulatory and fiscal / community benefit analysis on various projects as needed.

4) Kosmont will prepare cost/benefit analysis of various economic development tools and funding options, such as Tax Increment / Enhanced Infrastructure Financing Districts, Public Private Partnerships, site specific tax revenue sharing, as appropriate.

5) Kosmont will participate in City staff and Council meetings as agreed upon between City and Consultant.

6) Kosmont will also perform real estate and economic development advisory services as mutually agreed upon between the City and Consultant.

Because Tasks 1 through 6 are part of fluid projects, processes and market conditions, compensation is only estimated at $75,000 for professional services (hourly) fees at Consultant's billing rates, as set forth below. Estimated budget for work related to the Main St. and Railroad Ave. properties is $37,500 of the $75,000 budget and is generally associated with Tasks 1, 3, 4 and 5; Kosmont can separately track time related these specific Tasks and properties for accounting and development reimbursement purposes. Future increases in budget will require approval by Client in advance. Budget may be increased by Client at any time.

ATTACHMENT A

Kosmont Companies
2025 Public Agency Fee Schedule

Professional Services

President	$425.00/hour
Senior Vice President/Senior Advisor	$395.00/hour
Vice President	$295.00/hour
Senior Project Analyst	$205.00/hour
Project Analyst/Project Research	$195.00/hour
Assistant Project Analyst/Assistant Project Manager	$165.00/hour
Project Promotion/Graphics/GIS Mapping Services	$ 95.00/hour
Clerical Support	$ 70.00/hour

- **Additional Expenses**

  In addition to professional services (labor fees):

  1) An **administrative fee** for in-house copy, fax, phone, postage costs, digital/technological support and related administrative expenses will be charged, which will be computed at four percent (4.0 %) of monthly Kosmont Companies professional service fees incurred; **plus**
  2) **Out-of-pocket expenditures,** such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
  3) **Project/Market data sources** for support of evaluation and analysis e.g., ESRI, CoStar/STR, IMPLAN and other based on quoted project cost.
  4) If Kosmont retains **Third Party Vendor** for cost estimating, (with Client's advance approval), fees and cost will be billed to Client at 1.1X (times) fees and costs.
  5) Consultant's **attendance or participation at any public meeting,** whether such participation is in person, digital, video and/or telephonic *(e.g., City Council, Planning Commission, Public Agency Board, other)* requested by Client and are beyond those specifically identified in the Scope of Work will be billed at the professional services (hourly) fees as shown on this Attachment A.

- **Charges for Court/Deposition/Expert Witness-Related Appearances**

  Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until December 31, 2025.

STH Contract FY2023-50-2A

AMENDMENT #2
TO PROFESSIONAL SERVICES AGREEMENT WITH KOSMONT COMPANIES; STH CONTRACT NO: 2023-050 FOR REAL ESTATE ADVISORY SERVICES FOR AN ADDITIONAL $50,000 FOR A TOTAL NOT TO EXCEED AMOUNT OF $125,000

This Second Amendment to Professional Services Agreement STH Contract: 2023-050 dated May 11, 2023 ("Agreement") is made as of this 10th day of December, 2024 by and between the City of St. Helena, a municipal corporation ("City"), and Kosmont Companies. ("Consultant").

RECITALS

A. On May 11, 2023 the city entered into an agreement with Kosmont Companies for real estate strategies and asset management advisory services for a not to exceed cost of $25,000; and

B. Kosmont Companies has assisted the City with the completion of the Surplus Lands Act (SLA) process for two city owned properties and is currently assisting the City to complete the RFQ process in order to select a qualified developer to purchase the assets; and

C. The City has completed key milestones as part of the SLA process yet expended the budget from PSA amendment #1 and in order to have Kosmont Companies continue as an advisor to assist in real property negotiations to maximize the revenue potential to the City, a budget amendment is necessary; and

D. The City also needs continued assistance with development of real estate strategies and asset management advisory services including economic development tools and potential public private partnership / transaction analysis, negotiation assistance and community benefits, so that the Council and the Community can make the best decision regarding future city properties and uses; and

E. The City of St. Helena and Kosmont now desire to amend the Agreement for an additional $50,000 and add additional scope of services.(Exhibit A-1)

AGREEMENT

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

1. Section 4A. Compensation and Method of Payment, is amended to read as follows: "Total compensation shall not exceed $125,000..."

2. Scope of Services. The Scope of Services attached to the Agreement as Exhibit A, is amended to include the additional scope of services attached to this Amendment as Exhibit A-1.

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

Entered as of the day and year first above stated.

CONSULTANT: *Signatures of Authorized Persons:*

By: _____

Print Name: Ken K. Hira

Title: _President

CITY OF ST. HELENA
a Municipal Corporation

By: _____

Print Name: Anil Comelo ANIL MITTS

Title: City Manager ACTING CITY MANAGER

APPROVED AS TO FORM:

_____
Ethan Walsh, City Attorney

ATTEST:

_____
City Clerk

Attachments:

Exhibit A-1, " Scope of Services"

EXHIBIT A-1 – SCOPE OF SERVICES & COMPENSATION

The City has identified significant infrastructure and capital improvement priorities such as vehicle circulation, civic uses and workforce housing that could exceed $40 million. Kosmont has participated in City Council member meetings regarding capital needs, potential funding sources and opportunity sites including City owned properties and implementation of the related Surplus Land Act ("SLA") process for the properties located at 1572 & 1574 Railroad Ave and 1480 Main Street (collectively, "Properties"). HCD issued a compliance letter for the Properties on August 6, 2024.

City is seeing developer interest in workforce housing and commercial / hospitality development on the Properties. Accordingly, the City desires Kosmont to further assist with real estate strategies and asset management advisory services including developer Request for Qualifications / Proposals (RFQ/P) , economic development tools and potential public private partnership / transaction analysis, negotiation assistance and community benefits.

Approach to Tasks: The prospective assignment and consulting services that Kosmont will provide will be of a relatively limited scope and duration, and advisory in nature. Kosmont will be making recommendations only, which advise the Client and jurisdictions, including their elected officials, appointed officials, and staff, which they can accept or reject. None of Kosmont's staff will act in a capacity as an elected official, nor appointed official, nor as staff, nor as serving in a "designated" position.

Tasks:

1. Kosmont has prepared an RFQ/P for distribution on October 2, 2024, due on November 12, 2024. Kosmont is assisting City with management of developer responses and will collaborate with City on shaping potential projects on the Properties.

2. Kosmont will assist City in evaluating financial feasibility and fiscal impact of development proposals and in assisting with public private project agreements, including community benefits related to the Properties.

3. Kosmont will prepare cost/benefit analysis of various asset strategy / economic development tool options, such as Public Private Partnerships, Development Agreement, Land Sale/Lease, Tax Increment Financing, as appropriate.

Kosomont will perform as needed real estate and asset management advisory services as mutually agreed upon between the City and Consultant.

Schedule:

Kosmont is prepared to commence work upon receipt of the executed amendment.

Compensation:

Compensation for the above tasks is estimated at an additional $50,000 for professional services (hourly) fees at Consultant's billing, as included below. Future increases in budget will require approval by Client in advance. Budget may be increased by Client at any time.

Consultant anticipates two consolidated rounds of Client comments and revisions on draft work product before Kosmont provides a final version of work product. If necessary, additional rounds of comments and revisions can be accommodated on an hourly basis.

Consultant's attendance or participation at any ***publicly noticed*** meeting, whether such participation is in person, digital, video and/or telephonic *(e.g., City Council, Planning Commission, Public Agency Board, other),* as requested by Client is in addition to compensation for tasks 1 through 4 and will be billed at the professional services (hourly) fees as set forth below.

Services will be invoiced monthly at Consultant's standard billing rates, as set forth below. In addition to professional services (hourly) fees, invoices will include reimbursement for out-of-pocket expenses such as travel and mileage (provided that there shall be no overnight travel without the Client's prior approval and that mileage shall be reimbursed at the current IRS mileage reimbursement rate), professional printing, conference calls, and delivery charges for messenger and overnight packages at actual cost. Unless otherwise agreed to in advance, out-of-area travel, if any, requires advance funding of flights and hotel accommodations.

Consultant will also include in each invoice an administrative services fee to cover in-house copy, fax, telephone and postage costs equal to four percent (4.0%) of Consultant's monthly professional service fees incurred. Any unpaid invoices after 30 days shall accrue interest at the rate of 10% per annum.

kosmont companies since 1956

Kosmont Companies
2025 Public Agency Fee Schedule

Professional Services

Chairman & CEO	$525.00/hour
President	$425.00/hour
Sr. Vice President/Sr. Advisor/Sr. Managing Director	$395.00/hour
Vice President/Project Advisor	$295.00/hour
Senior Project Analyst	$205.00/hour
Project Analyst/Project Research	$195.00/hour
Assistant Project Analyst/Assistant Project Manager	$165.00/hour
Project Promotion/Graphics/GIS Mapping Services	$ 95.00/hour
Clerical Support	$ 80.00/hour

Additional Expenses

In addition to professional services (labor fees):

1) An administrative fee for in-house copy, fax, phone, postage costs, digital/technological support and related administrative expenses will be charged, which will be computed at four percent (4.0 %) of monthly Kosmont Companies professional service fees incurred; plus
2) Out-of-pocket expenditures, such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
3) Project/Market data sources for support of evaluation and analysis e.g., ESRI, Placer.ai, CoStar/STR, IMPLAN, ParcelQuest and other based on quoted project cost.
4) If Kosmont retains Third Party Vendor(s) for Client (with Client's advance approval), fees and cost will be billed to Client at 1.1X (times) fees and costs.
5) Consultant's attendance or participation at any public meeting, whether such participation is in person, digital, video and/or telephonic *(e.g., City Council, Planning Commission, Public Agency Board, other)* requested by Client and are beyond those specifically identified in the Scope of Work will be billed at the professional services (hourly) fees as shown on this Attachment A.

- **Charges for Court/Deposition/Expert Witness-Related Appearances**

  Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until December 31, 2025.

Kosmont Companies
Mailing Address: 1601 N. Sepulveda Blvd., #382
Manhattan Beach, CA 90266
(424) 297-1070
www.kosmont.com
Physical Address: 2301 Rosecrans Ave, Ste. 4140
El Segundo, CA 90245

Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Planning

DATE:	June 10, 2025
FROM:	Jackie Oneal, Senior Planner
SUBJECT:	Appeal (APP25-002) filed by Caroline Hernandez of Outstanding in the Field and Jorge Hernandez, Property Owner, to uphold the May 20, 2025 approval of the application for a Temporary Use Permit (TUP25-005) in order to allow for the private Andrea Bocelli dinner and entertainment event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district with a maximum attendance of 600 persons and to be held on June 20, 2025.
RECOMMENDED ACTION:	It is recommended that the City Council: 1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15304(e); and 2. Approve a resolution upholding the Planning Commission's approval of TUP25-005 in order to allow the Andrea Bocelli dinner and entertainment event with up to 600 guests on the Monte Olivos estate located at 2500 Spring Mountain Road.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To hold an appeal hearing regarding the TUP approval by the Planning Commission on May 20, 2025 in order to uphold the applicant's right to conduct the Andrea Bocelli dinner and entertainment event at the Monte Olivos Estate, 2500 Spring Mountain Road, on June 20, 2025.
FINANCIAL IMPACT:	This request is for an ancillary event to be held in conjunction with the Weekend in Napa Valley event. The proposed events are anticipated to draw thousands of visitors into the Napa Valley. A specific economic impact report has not been generated for economic spending estimates for St. Helena, but countywide, the economic impact is anticipated to be between $18 million and $25 million. A number of local St. Helena hotels are hosting guests for this event. The influx of tourists will likely boost revenues of local serving businesses as well.

BACKGROUND:
On April 8, 2025, Caroline Hernandez submitted an application requesting approval of a Temporary Use Permit to allow for a private, ticketed, Andrea Bocelli dinner event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district to be held on June 20, 2025, with a maximum attendance of 600 persons.

The Planning Commission considered the applicant's request at a meeting held on May 20, 2025, and approved the application 4-0. (See Attachment 2. Planning Commission Staff Report). At that meeting, concerns were expressed by adjacent residents on Spring Mountain Road and the day following the approval, one of the residents contacted the City regarding the process to file an appeal. Per SHMC 17.12, the procedures for appeals requires a 14-day waiting period before the deciding body's decision is final. If an appeal is filed, it must be heard at a regularly scheduled meeting of the City Council. Due to the constrained timing between the Planning Commission's approval and the date of the event, there would not be a feasible way for an appeal hearing to be held prior to the scheduled events. Therefore, if an appeal was filed towards the end of the 14-day appeal period, the granted approval would be suspended until a decision was rendered at the next regularly held City Council meeting, causing the event to be cancelled.

Given that the approved event generated opposition in the form of written public comment to the planning commission and city council, and the high likelihood of an appeal being filed which could cause the event to be cancelled, the applicant has chosen to preemptively file for an appeal to ensure that the City Council has an opportunity to review the application, hear from all interested parties, and make a final decision regarding the request to hold the entertainment event June 20, 2025.

DISCUSSION:

APPELLANT'S GROUNDS FOR APPEAL
On May 22, 2025, the appellant filed an appeal application setting forth the basis for requesting that the City Council uphold the Planning Commission's approval of the TUP on May 20, 2025 (Attachment 3. Appeal Application). As described in the Background section of this staff report, this appeal has been filed in order to preserve the applicant's right to an appeal hearing in order to get a final decision on the issuance of the requested TUP for the Andrea Bocelli dinner and entertainment event to be held at the Monte Olivos Estate at 2500 Spring Mountain Road.

The details of the proposed event are outlined in the attached Planning Commission Staff Report. The approved Conditions of Approval have been integrated into the attached resolution.

PUBLIC COMMENTS AND CONCERN

At the May 20, 2025 Planning Commission meeting, several neighbors spoke in objection of the proposed project, primarily citing concerns related to safety, noise, and potential issues related to ingress and egress. Written public comments submitted to the Planning Commission are attached for the Council's review (See Attachment 4. Written Public Comment).

ENVIRONMENTAL REVIEW:

The project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15304(e), which exempts the minor temporary use of land having negligible or no permanent effects on the environment.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

Attachment 1. Draft City Council Resolution and Conditions of Approval
Attachment 2. Planning Commission Staff Report, 5/20/2025
Attachment 3. Appeal Application
Attachment 4. Written Public Comments
Attachment 5. Updated Written Project Statement
Attachment 6. Updated Traffic Management Plan

CITY OF ST. HELENA

RESOLUTION NO._____

RESOLUTION OF THE CITY OF ST. HELENA CITY COUNCIL UPHOLDING THE PLANNING COMMISSION DECISION TO APPROVE A TEMPORARY USE PERMIT AT 2500 SPRING MOUNTAIN RD (APP25-002) THEREBY APPROVING THE PROJECT

PROPERTY OWNER: Jorge Hernandez et al. Trust **APN:** 009-131-044

Recitals

1. The applicant submitted an application on April 8, 2025 requesting approval of a resolution granting a Temporary Use Permit (TUP) in order to allow for a private, ticketed, Andrea Bocelli dinner event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district to be held on June 20, 2025, with a maximum attendance of 600 persons;
2. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony at a duly noticed public hearing on May 20, 2025 where the TUP was approved 4-0;
3. On May 22, 2025, the appellants filed an appeal to uphold the Planning Commission's approval in accordance with St. Helena Municipal Code (SHMC) Section 17.12; and
4. A public notice was published in the Press Democrat and mailed to residents and occupants within 300 feet of the project site in compliance with State and local law; and
5. The City Council considered the appellant's appeal at a duly noticed public hearing on June 10, 2025, and considered the TUP application in its entirety. The City Council, after reviewing materials provided from the Planning Commission public hearing, as well as considering the staff report and record of the proceedings before the City Council, the written evidence submitted for the Council public hearing, and the testimony and other evidence submitted at the Council public hearing, voted to uphold the Planning Commission's approval of the TUP thereby approving TUP25-005 for the property located at 2500 Spring Mountain Road.

Resolution

Now, therefore, the City of St. Helena City Council resolves as follows, based on substantial evidence in the record:

A. The foregoing recitals are true and correct and are incorporated by reference into this action.

B. To uphold the Planning Commission's approval of a Temporary Use Permit to allow for the Andrea Bocelli dinner and entertainment event on the property located at 2500 Spring Mountain Road in the Twenty-Acre Agriculture zoning district.

C. The City Council hereby finds that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15304(e), which exempts the minor temporary use of land having negligible or no permanent effects on the environment.

D. In accordance with SHMC Section 17.05.110, the City Council makes the following Temporary use Permit findings to support the motion to approve the request:

1. The temporary activity complies with applicable standards identified in Section 17.22.250, Temporary uses *in that the event is held on a site with active agricultural use and the duration of the event is within the prescribed time-limit standards;* and

2. Maintenance or operation of the temporary activity would not be detrimental to the public health, safety, or welfare of persons residing or working in the neighborhood of the proposed temporary activity *in that the applicant has provided sufficient documentation that demonstrates that the event has adequate safety and welfare protocols in place including a traffic management plan and will have medical and security staff on site. Further, the City of St. Helena Police, Fire, Public Works, and Building Departments have reviewed the application materials and have provided Conditions of Approval as needed.*

Planning Department Conditions of Approval

E. In approving the appeal, the City Council approves a Temporary Use Permit for the above-described project with the following conditions of approval. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance including, without limitation, the applicant shall demonstrate in the field to the satisfaction of the City and the City's Fire and Police departments, that the applicant can implement an adequate emergency wildfire and evacuation response.
2. Operations shall be in compliance with application materials, site plan, and the written project statement submitted and reviewed by the Planning Commission on May 20, 2025, except as modified herein. This approval is limited to and must be consistent with those activities described in the submitted Written Statement which outlines the details of the event operations.
3. The applicant is responsible for ensuring compliance with the Traffic Management Plan and all agreed upon off-site parking and circulation arrangements. There shall

be no guest/patron parking onsite and all guests are to arrive and depart via shuttles departing from Charles Krug Winery.

4. This permit is valid for a single-day event to take place on June 20, 2025, to be held from the hours of 4:30 p.m. to 10:00 p.m., with a maximum of 600 guests. All guests must be off site by 11 p.m.

5. Staff and vendors are permitted on-site from Wednesday June 18, 2025, to Sunday June 22, 2025, as specified in the written statement. Should the event need to be rescheduled, it is the applicant's responsibility to formally request a modification of this approval in writing to be considered by the Planning Commission.

6. Live entertainment must conclude by 9:30 p.m. Ambient music not to exceed the 35 dBA is permitted from 9:30 p.m. to 10:00 p.m. The applicant must utilize on-site decibel monitoring during the event to ensure that the sound levels are within the ranges as indicated in the submitted Noise Study.

7. The City reserves the right to request a day-of inspection to verify that all the required components are implemented as outlined in this approval. The City reserves the right to cancel or reschedule the event if it determines the event presents a current, unacceptable public safety risk or due to an act of God.

8. The applicant must notify the immediate neighbors regarding the details of the upcoming event (staff will provide a list of addresses) on their own letterhead. The envelope must be postmarked no later than June 11th. Details shall include the date, time, and duration of the event as well as notes regarding any potential disturbances (traffic, noise, etc.) and include the non-emergency police department number for reference. The notice must be consistent with the conditions of approval as set forth in this resolution. A draft of the notice shall be reviewed by staff prior to mailing to the identified residents.

9. If any commercial vendors are involved in the event, they must secure a business license from the finance department pursuant to SMC Title 5, Business Licenses and Regulations.

10. A license from the California Department of Alcoholic Beverage Control (ABC) must be obtained to serve alcohol at the event. The applicant is required to submit evidence that the appropriate licenses have been obtained no later than one week prior to the approved event.

11. All food vendors/caterers must acquire the necessary permits from the Napa County Department of Environmental Health. The applicant is required to submit evidence that the appropriate permits have been obtained no later than one week prior to the approved event.

12. Each site occupied by a temporary activity shall be cleaned of debris, litter, or any other evidence of the temporary activity upon completion or removal of the activity and shall thereafter be used in compliance with the provisions of this zoning code.

13. Extensions of Temporary Use Permits Prohibited. The term of a temporary use permit may not be extended. Applicants for activities that would exceed the allowed terms identified in Section 17.22.250(D) shall file for a conditional use permit, rather than a temporary use permit, in compliance with Section 17.05.020, Conditional use permit (CUP), and all other applicable zoning standards.

14. Required Lapse of Time for Temporary Use Permits. Except for seasonal sales lots, a minimum of thirty (30) days shall pass between the expiration of a temporary use permit and the issuance of a new and similar temporary use permit for the same property, or the actual removal of the materials and structures associated with the former activity, whichever last occurs.
15. This discretionary approval takes effect the day following the expiration of the appeal period if no appeal is filed or the day following the denial of an appeal.
16. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than the initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.
17. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents, officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.
18. Provided they are in general compliance with this approval, minor modifications may be approved by the Community Development Director.
19. The only permitted temporary signage is that as shown on the Traffic Management Egress Plan. All temporary signage must be removed at the conclusion of the event.

20. Any qualifying violation of the conditions of approval, the city's Municipal Code, or any law which results from any activities on the subject property may result in revocation of this temporary use permit in compliance with city authorities.

21. The Noise Permit issued by the City may be revoked should there be complaints received regarding the noise generated.

22. Within three weeks following the conclusion of the event, the applicant shall solicit feedback from the neighbors by sending a mailer/survey to the immediate

neighbors (staff will provide a list of addresses) and submit a complete a report detailing the outcome of the event operations which includes the feedback from the neighbors. The report shall be submitted to the Community Development Director.

23. The applicant shall obtain Commercial General Liability insurance for the event or provide proof that applicant's regular Commercial General Liability Insurance covers the event. In either case, such insurance shall provide for at least $5,000,000 of coverage in the aggregate, at least $$2,000,000 per claim, and shall list the City as an additional insured. Proof of such coverage shall be provided to the City in the form of a certificate of insurance and an endorsement listing the City as an additional insured no less than fifteen (15) calendar days prior to the event.

Public Works Department Conditions of Approval

24. If any work occurs within the public right-of-way, an Encroachment Permit is required. Encroachment Permits will not be issued prior to the approval of the Improvement Plans.

25. All streets, curbs, gutters, sidewalks, or other public facilities damaged in association with this Project shall be the responsibility of the Applicant and shall be repaired to the satisfaction of the City at the Applicant's expense.

Building Department Conditions of Approval

26. A building permit is required for the temporary stage and associated lighting scaffolding/towers. Please submit a building permit application, site plan, engineered plans/calculations for temporary stage and lighting towers designed in accordance with 1609 California Building Code. Permit application and required plans must be submitted by June 9, 2025, to assure sufficient review timeline. A site inspection will be required after installation of the temporary stage and lighting, prior to the event. Plan review fees are due at the time of submittal.

27. Tents, including pop-up tents, that are larger than 120 square feet require a tent permit (See 3103.1.2, California Building Code). Tent permit application and required plans must be submitted by June 9, 2025, to assure sufficient review timeline. A site inspection will be required after installation of the tents, prior to the event. Plan review fees are due at the time of submittal.

Fire Department Conditions of Approval

28. Any future plans submitted for building permit shall exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.

29. No cooking or open flames are permitted under tented areas.

30. Heat and fuel sources for cooking equipment must have a clearance of 6 feet from any combustible material including, but not limited to, vegetation, wooden fences/structures etc.

31. Provide a clear staging area for fire department vehicle access near any and all exits/entrances to the property.

32. Arrange for professional emergency medical care to be on site for the event. AMR ambulance or comparable service is acceptable.

33. Engine company shall inspect the staging areas and the Fire Inspector shall inspect the cooking sites after they have been setup, but before the event begins.

34. The applicant is required to reimburse the City for all Fire Department expenses associated with the event.

Police Department Conditions of Approval

35. The applicant is required to reimburse the City for all Law Enforcement expenses associated with the event.

I HEREBY CERTIFY that the foregoing appeal of the Planning Commission approval of TUP25-005 was duly and regularly upheld by the City Council of the City of St. Helena at a regular meeting on June 10, 2025, by the following roll call vote:

Mayor Paul Dohring:

Vice Mayor Michelle Deasy:

Council Member Aaron Barak:

Council Member Kate Spadarotto:

Council Member Billy Summers:

APPROVED:

Paul Dohring, Mayor

ATTEST:

Erika Opp, Deputy City Clerk

PLANNING COMMISSION REPORT

Planning Commission Meeting of May 20, 2025

FILE NUMBER: TUP25-005

SUBJECT: Request by Caroline Hernandez to approve a Temporary Use Permit for the private, ticketed, Andrea Bocelli dinner and entertainment event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district, to be held on June 20, 2025, with a maximum attendance of 600 persons.

PREPARED BY: Jackie Oneal, Senior Planner

REVIEWED BY: Maya DeRosa, Community Development Director

APPROVED BY: Maya DeRosa, Community Development Director

APPLICATION FILED:04/08/25 **ACCEPTED AS COMPLETE:**05/05/25

LOCATION OF PROPERTY: 2500 Spring Mountain Road

APN: 009-131-044

GENERAL PLAN/ZONING: Agriculture/Twenty-Acre Agriculture

APPLICANT: Caroline Hernandez, Outstanding in the Field **PHONE:** 707-710-0039

BACKGROUND

On April 8, 2025, Caroline Hernandez submitted an application requesting approval of a Temporary Use Permit to allow for a private, ticketed, Andrea Bocelli dinner event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district to be held on June 20, 2025, with a maximum attendance of 600 persons.

The St. Helena Municipal Code includes a provision (SHMC 17.22.250 (D)(1)) that allows the Community Development Director to refer a TUP application to the Planning Commission when there are factors such as events with attendance over 400 persons. After learning about the proposed event featuring celebrity musician Andrea Bocelli and the high attendance projections, the Community Director advised the applicant that the request would be referred to the Planning Commission for consideration which is the subject of this staff report. In February 2025, Staff administratively approved one TUP for an unrelated, music and dinner event held on the site.

The project site is located in the north western portion of St. Helena with a portion of the site fronting along Main Street. Spring Mountain Road is located south of the site and access to the site is provided by Bieber Road, a private road that serves this site and other residences in the immediate vicinity. The property is developed with a single-family residence and associated accessory structures and an agricultural barn complex that was approved for use as a commercial agricultural olive oil press, processing, and storage facility in 2014. There is an olive grove on the site with the remaining undeveloped area containing wooded slopes around the perimeter

Uses to the north (within the unincorporated portion of the County), west and south consist of large, agriculturally zoned parcels, some developed with estate homes and wineries. The Culinary Institute of America's Greystone campus is located to the south and east of the site with agricultural uses located to the immediate east, on the west side of Main Street (SR 29).

PROJECT DESCRIPTION

OVERVIEW

Caroline Hernandez (Outstanding in the Field) has requested approval of a temporary use permit to host a one-day, ticketed event to consist of a seated dinner with live entertainment by Andrea Bocelli accompanied by classical instruments (piano, viola, violin, cello, and flute). The concert would be held on Friday, June 20, 2025 with expected attendance not to exceed 600 guests who would be on-site from 4:30 p.m. to 10 p.m. Live entertainment would end at 9:30 PM with light, ambient music to follow until the conclusion of the event. Staff and vendors would be on-site to set-up/break-down from Wednesday, June 18, 2025 to Sunday June 22, 2025 from 10 a.m. to 5 p.m. each day, with the exception of the day of the event, when staff and vendors will be onsite from 8 a.m. to 12 a.m.

TRANSPORTATION

All guest arrivals and departures will be facilitated using small motor coaches operating between Charles Krug Winery and 2500 Spring Mountain. Guests will park at Charles Krug Winery, arriving via private vehicle or rideshare service. Charles Krug Winery has agreed to serve exclusively as the designated parking and transportation hub for the event.

Parking personnel will be deployed on-site at Charles Krug Winery to manage traffic flow, direct vehicles, and assist guests during arrival and departure. Guests will be

transported on 13 mini-coach buses each with a capacity of 27-35 passengers. Passengers will be transported in two waves beginning at 4:30 p.m. from the Charles Krug Winery to the event via Spring Mountain Road. On-site staff will coordinate traffic management to ensure smooth ingress and egress at the event as well as assist with local traffic. At the event's conclusion, motor coaches will return guests to Charles Krug Winery for pickup and departure with the final departure estimated at 10:00 pm.

No patron parking will be permitted at the 2500 Spring Mountain Road site. On-site parking will be limited and restricted to essential working personnel only.

KITCHENS & TENTING

The event will utilize pop up tents, but there will be no other tenting involved. Three kitchens will be stationed onsite, each utilizing propane and wood-fired cooking equipment, consisting of convection ovens, grills, fryers, griddles, and six-burner stove ovens. No heated cooking equipment will be used under the tenting. The Commission will note that the submitted written statement incorrectly states that tents under 400 square feet will not require a building permit. A Condition of Approval requires a building permit for any tent larger that 120 square feet.

RESTROOMS AND SANITATION

There will be three self-contained restroom trailers from United Site Services available onsite; one ten-stall public restroom trailer, one eight-stall ADA accessible public restroom trailer, and one four-stall staff-only restroom trailer.

STAGES

A temporary 40 ft. x 20 ft. stage will be erected along with two, approximately 22 foot tall scaffolds on each side of the stage which will be used to hold audio and lighting equipment. A Condition of Approval states that a building permit will be required for these temporary structures.

LIGHTING

Dining tables will be lit with string lights down the length of each table. These string lightings will be powered by power drops from generators. Guest pathways will be lit by eight foot tall pin spots connected to property's grid power and battery-powered up lights. Shuttle drop-off areas will be lit by pin spots connected to property's grid power. Kitchens will be lit by both battery powered stand lights and rented lighting, connected to property's grid power & power drops from generators. Two light towers connected to generators will be utilized for back of house and breakdown purposes.

SITE MODIFICATIONS

There will be no modifications to any existing buildings or any other permanent site modifications. Generators will be places on-site to supplement the existing power grid and temporary fencing will be anchored to the ground with sandbags.

SECURITY, FIRST AID, AND EMERGENCY PLAN

An on-site paramedic and ambulance will be present, managed by Rock Medicine. The medical services will be equipped with first aid supplies and basic life support, to respond to any medical needs during the event's duration. Additionally, security guards will be deployed to oversee guest safety, assist with crowd management, manage emergencies, and monitor the overall security of the event space. Weather conditions will be actively monitored through a professional meteorological service to ensure timely awareness of any developing hazards.

Event staff will be trained on emergency protocols and will communicate via radio or mobile phone to coordinate efficient and safe responses. Two points of ingress and egress will remain accessible to provide alternative access routes in the event of an emergency. In the event of inclement weather, guests will be directed to shelter in place. In the case of a need for evacuation, the motor coaches staged on-site during the event will be utilized for transportation.

ANALYSIS

CEQA

Staff has conducted the required analysis and concluded that the project is categorically exempt from the requirements of CEQA, pursuant to CEQA Guidelines Section 15304(e), which exempts the minor temporary use of land having negligible or no permanent effects on the environment.

St. Helena Municipal Code (SHMC) 17.05.110 establishes that the purpose of a Temporary Use Permit (TUP) is to provide procedures for short-term activities and uses on privately or publicly owned property with appropriate regulations so that such activities will be compatible with the surrounding areas. A TUP may only be approved after the the deciding body has made the following findings:

1. The temporary activity complies with applicable standards identified in Section 17.22.250, Temporary uses; and
2. Maintenance or operation of the temporary activity would not be detrimental to the public health, safety, or welfare of persons residing or working in the neighborhood of the proposed temporary activity.

Staff Response: SHMC Section 17.22.250(B) establishes that that short term activities listed in 17.22.250(D) may be allowed via application and approval of a Temporary Use Permit (TUP). Such temporary allowed activities include events such as food and outdoor entertainment events on nonresidential properties when such activities do not exceed fourteen consecutive days or six two-day weekends. While there is an existing single-family residence on the property, the site maintains an active agricultural use and the nature of the one-day event meets the required Code Standards.

Staff finds that the documentation submitted by the applicant clearly demonstrates that the proposed event will not be detrimental to the public health, safety, or welfare of those persons residing or working in the vicinity of the site. The applicant has submitted a detailed ingress and egress plan, traffic management plan, and will have safety, medical, and security staff on-site. Further, the application materials have been reviewed and approved by St. Helena Police, Fire, Building, and Public Works departments.

St. Helena, California, prioritizes the protection of its rural and small-town character by managing environmental noise to preserve quality of life and public health. As outlined in the Public Health, Safety, and Noise Element of the General Plan, the city identifies key noise sources, sensitive land uses, and quantifiable standards to guide land use planning and noise mitigation efforts.

Given that the location of the event is within a zoning district that allows residential uses with known residences within a mile of the event location, staff required the applicant to submit a noise study to confirm that the proposal would not create disturbances to any sensitive receptors. The submitted study was prepared using the standard methodology for calculating outdoor sound propagation and has been peer-reviewed by a Board Certified Institute of Noise Control Engineer, Luke Saxelby. Figure 1 of the study indicated that approximately eight residences located approximately .25 to .50 miles from the event site may experience noise levels between 40-55 dBA during the duration of the event. As such, the applicants have obtained a Noise Permit from the St. Helena Police Departments. The Conditions of Approval for the Noise Permit include noticing nearby residents and on-site decibel monitoring and have been incorporated into the attached resolution. The study verifies that there will not be any perceptible disturbance to residences beyond .50 miles as the sound levels are expected to attenuate at 40 dBA or below at that distance.

ISSUES

Staff has not identified any outstanding issues related to this application that require additional discussion.

CORRESPONDENCE

At the time of agenda publication, staff had not received any correspondence related to this application.

STAFF RECOMMENDATION

For the reasons described above, staff recommends that the Planning Commission:

1. Determine that the project is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines Section 15304(e), which

exempts the minor temporary use of land having negligible or no permanent effects on the environment.

2. Adopt the attached Resolution approving TUP25-005 to allow for the private, ticketed, Andrea Bocelli dinner and entertainment event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district, to be held on June 20, 2025, with a maximum attendance of 600 persons, subject to the Conditions of Approval enumerated therein.

ATTACHMENTS

Attachment 1. Written Project Statement
Attachment 2. Aerial Site Plan
Attachment 3. Peer Reviewed Noise Study
Attachment 4. Traffic Management Plan
Attachment 5. Off-Site Parking Agreement (Krug)
Attachment 6. Traffic Management Egress Plan
Attachment 7. Monte Olivos Primary and Secondary Entrances and Exits
Attachment 8. Proposed Fire Department Staging Areas
Attachment 9. Stage and Tent Aerial Site Plan
Attachment 10. Dinner Kitchen Layout
Attachment 11. Reception Kitchen Layout
Attachment 12. Planning Commission Draft Resolution

Written Statement

OVERVIEW

This event will take place at Monte Olivos (25000 Spring Mountain Rd) on Friday, June 20th 2025. The event will consist of a concert by Andrea Bocelli, occurring during a seated family style dinner served by Outstanding in the Field. We are expecting 600 guests, who will be onsite from 4:30pm-10:00pm. Entertainment to end at 9:30pm per permitting requirements, light ambient music to follow from 9:30pm-10:00pm.

TRANSPORTATION

All guest arrivals and departures will be facilitated using small motorcoaches operating between Charles Krug Winery and Monte Olivios. Guests will park at Charles Krug Winery, arriving via private vehicle or rideshare/livery service. Beginning at 4:30 PM, motorcoaches will transport guests from the winery to the event via Spring Mountain Road.

No patron parking will be permitted at Monte Olivos. Parking at Monte Olivos will be limited and restricted to essential working personnel only.

Charles Krug Winery will serve exclusively as the designated parking and transportation hub for the event. Parking personnel will be deployed on-site to manage traffic flow, direct vehicles, and assist guests during arrival and departure.

Staff will also be strategically stationed at Monte Olivos to coordinate the timely dispatch and arrival of coaches, ensuring smooth ingress and egress at the event site as well as assist with local traffic. Once all guests have been transported to Monte Olivios, motorcoaches will stage in preparation for return service.

After the event, shuttles will begin to return guests to Charles Krug Winery starting at 9:30pm. Final departure estimated for 10:00 pm.

KITCHENS & TENTING

We will be using pop up tents, but there will be no other tenting involved. We will be building three kitchens onsite under the pop tents. The kitchens will utilize propane and wood-fired cooking equipment, consisting of convection ovens, grills, fryers, griddles, and 6-burner stove ovens. No heated cooking equipment will be used under the tenting.

MODIFICATIONS

There will be no modifications to any existing buildings.

There will be generators used onsite to supplement the existing power grid.

There will be some 6’ x 8’ redwood fencing segments to be used to mask back of house areas, but the segments will be anchored to the ground by sandbags. They will not be staked or semi-permanately installed.

STAR WAGON
There will be a “Star Wagon” on property, to be used by Andrea Bocelli and his family. This trailer will fully self-sufficient, with its own water.

RESTROOMS
There will be three restroom trailers from United Site Services (permitted in Napa County) available onsite:

1. 10 stall restroom trailer
2. 8 stall ADA restroom trailer
3. 4 stall restroom trailer (used for staff only)

LIGHTING
The dining tables will be lit with string lights down the length of each table. These string lightings will be powered by power drops from generators.

Guest pathways will be lit by 8’ height pin spots (connected to property’s grid power) and battery-powered uplights.

Shuttle drop off areas will be lit by pin spots (connected to property’s grid power).

Kitchens will be lit by both battery powered stand lights and rented lighting–high bay and clip on lights (connected to property’s grid power & power drops from generators).

Two light towers will be utilized for BOH / breakdown purposes (connected to generators).

Key Contacts for Inspection
Outstanding in the Field - food & beverage service
Planning & Permitting
Caroline Hernandez, Outstanding in the Field - 415-260-8979

Health & Fire Inspections
Seth Heitzenrater, Outstanding in the Field - 215-485-7738

100x Hospitality - entertainment & transportation
Andrew Clements - Producer 724.875.1522
Elliott Little - Technical Director 608.201.7337
Mike Medvin - Operations 215.237.6365
Randi Nall- Associate Producer 251.809.5293
David Nelson - Project Manager +52.984.186.6962

Set Up & Breakdown Plan

Wednesday, June 18th (10am-5pm)
Event rentals delivered
Restroom trailers delivered
Staging installed

Thursday, June 19th (10am-5pm)
All back of house areas assembled
Dining tables and chairs set up
Lighting installed

Friday, June 20th (8am-12am)
Final event set up
All vendors arrive for service
Event occurs from 4:30pm-10:00pm

Saturday, June 21st (10am-5pm)
Staging, lighting, and event rentals broken down and removed from property

Sunday, June 22nd (10am-5pm)
Staging, lighting, and event rentals broken down and removed from property
All vendors full off of property by end of day

Security, First Aid, & Emergency Plan

An on-site Emergency Medical Technician (EMT) will be present, equipped with first aid supplies and basic life support, to respond to any medical needs during the event's duration. Additionally, the appropriate number of security guards will be deployed to oversee guest safety, assist with crowd management, manage emergencies, and monitor the overall security of the event space.

Weather conditions will be actively monitored through a professional meteorological service to ensure timely awareness of any developing hazards.

Monte Olivos will maintain emergency access points on both sides of the property to provide alternative ingress and egress in the event of an emergency. Event staff will be trained on emergency protocols and will communicate via radio or mobile phone to coordinate an efficient and safe response.

Inclement Weather Plan

To ensure the safety and comfort of all attendees, weather conditions will be continuously monitored through a professional meteorological service. This allows the event team to respond quickly to any developing weather concerns.

In the event of inclement weather, guests and staff will be directed to shelter within the two large covered structures on-site. If additional shelter is required, motorcoaches will be available as backup protected spaces. These coaches will also be staged and ready to return patrons to Charles Krug Winery if early evacuation becomes necessary.

Tent Sizes

All tenting will be under 400sqft and thus will not require permitting.

Total Number of Staff & Vendors

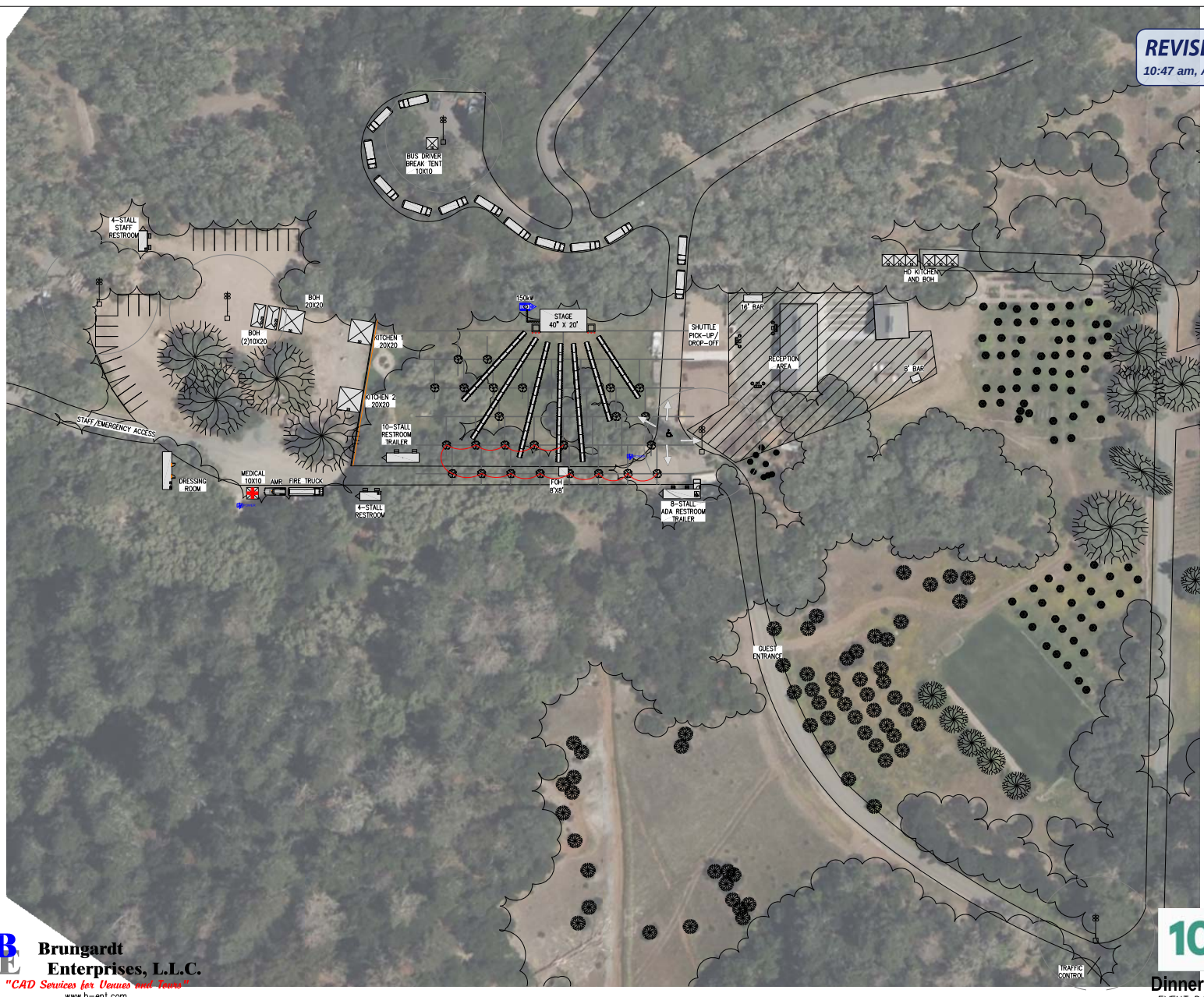
Wednesday, June 18th (10am-5pm)
55 staff & vendors onsite throughout the course of the day

Thursday, June 19th (10am-5pm)
53 staff & vendors onsite throughout the course of the day

Friday, June 20th (8am-12am)
128 staff & vendors onsite throughout the course of the day

Saturday, June 21st (10am-5pm)
55 staff & vendors onsite throughout the course of the day

Sunday, June 22nd (10am-5pm)
20 staff & vendors onsite throughout the course of the day


REVISED
10:47 am, Apr 28, 2025
4-STALL STAFF RESTROOM
BUS DRIVER BREAK TENT 10X10
BOH 20X20
BOH (2)10X20
KITCHEN 1 20X20
KITCHEN 2 20X20
150kW
STAGE 40' X 20'
SHUTTLE PICK-UP / DROP-OFF
16' BAR
RECEPTION AREA
8' BAR
HD KITCHEN AND BOH
STAFF/EMERGENCY ACCESS
10-STALL RESTROOM TRAILER
DRESSING ROOM
MEDICAL 10X10
AMR
FIRE TRUCK
4-STALL RESTROOM
FOH 8'X8'
8-STALL ADA RESTROOM TRAILER
GUEST ENTRANCE
TRAFFIC CONTROL
Brungardt Enterprises, L.L.C.
"CAD Services for Venues and Tents"
www.b-ent.com
(888) 740-2223
Date: April 25, 2025
File: < MONTE OLIVIOS - 04-25-25.DWG >
Monte Olivios
100%
Dinner at Bocelli's
EVENT DATE: 00-00-00
REV. DATE: 04-25-25

May 5, 2025

Jonathan Fordin
100x Hospitality
jon@100xhospitality.com

Subject: **Acoustical Peer Review for the "A Dinner at Bocelli's" Event – Monte Olivos, St. Helena, California**

Dear Mr. Fordin:

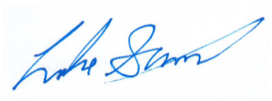
Saxelby Acoustics has reviewed the noise study prepared by RSC Audio Engineering LLC[1] which has been included here as **Attachment 1**. The following outlines the study and our review of the methods and conclusions.

The study uses the NoizCalc 4.0 module within SoundPLAN to calculate the noise emissions of the proposed concert event. Noise levels are mapped according to ISO 9316-2 which is the worldwide leading methodology for calculating and mapping outdoor sound propagation. The calculated operating level of up to 90-95 dBA at 120 feet from the sound source is reasonable for a concert of this size. We concur that a median level of around 90 dBA is a realistic for this type of event. The mapped noise levels for the project as shown on Figures 1 and 2 are in line with what we would expect to see for the assumed source levels. In our experience the levels predicted using SoundPLAN tend to be conservative for events of this nature, especially at distances beyond around 1,000 feet. We concur that sound levels at or below 40 dBA, beyond ½ mile are likely to become barely perceptible or inaudible.

We hope this peer review is helpful. Please don't hesitate to contact me with any additional questions or comments.

Sincerely,

Saxelby Acoustics LLC





Luke Saxelby, INCE Bd. Cert.
Principal Consultant
Board Certified, Institute of Noise Control Engineering

[1] *Noise Study for A Dinner at Bocelli's Monte Olivos Location*. RSC Audio Engineering, LLC. May 1, 2025.

(916) 760-8821
www.SaxNoise.com | Luke@SaxNoise.com
915 Highland Pointe Drive, Suite 250
Roseville, CA 95678

SAXELBY ACOUSTICS
Acoustics · Noise · Vibration

Attachment 1: Noise Study

Noise Study for A Dinner at Bocelli's

Monte Olivos Location

Client: 100x Hospitality

Contact: Jonathan Fordin

Date: May 1, 2025

Created By: RSC Audio Engineering. LLC

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RSC Audio Engineering, LLC 2025

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I. Introduction

The primary objective of this noise study is to evaluate the potential noise levels at various receptors specifically the nearest receptors to the event site. Local authorities have requested a detailed prediction of sound levels at these receptors to ensure that the event complies with applicable noise ordinances and does not cause disruptions to the surrounding area. The study will focus on calculating predicted SPLs based on the sound source at a reference position located 120 feet from the performance area.

A. Event Information

Name Of Event:	Dinner At Bocellis
Date:	Friday June 20, 2025
Location:	Monte Olivos – St. Helena, CA
Operation Hours:	**Saturday:** 6PM-9:59PM (Hard Curfew)
Noise Source:	1 open-air outdoor stages – Broadband, Instruments: Piano, 2 Violins, 1 Viola, 1 Cello, Vocalists
Receptors:	Adjacent neighbors

B. Sound Source

The sound source for the event will primarily consist of a small string quartet with sound amplification provided through a high-quality sound system. This study aims to predict and assess SPL produced by orchestral performance, specifically focusing on the potential impact of these sound levels on the nearby community.

II. Definitions

Decibel (dB): A unit measuring the intensity of sound. The decibel scale is logarithmic, meaning a 10 dB increase represents a tenfold increase in intensity.

A-Weighting (dBA): A frequency weighting that approximates the human ear's sensitivity to different frequencies, commonly used in environmental noise assessments.

A-Weighted Equivalent Continuous Sound Level (LAeq): The average sound level over a specified period, accounting for varying noise levels.

Sound Pressure Level (SPL): The pressure variation, relative to a reference value, caused by a sound wave, typically measured in decibels.

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Front-Of-House (FOH) – Sound system control area and sound level reference point.

III. Local Noise Overview

Typical ambient noise levels in St. Helena, California particularly in areas with traffic or commercial activity, can raise the ambient noise floor above these limits. For example, traffic noise along major roads can range from 55 dBA to 70 dBA during peak hours, depending on the volume of vehicles. In more commercial or industrial zones, ambient noise levels can exceed 65 dBA due to the combined effect of vehicle traffic, equipment operation, and other sources of noise. Furthermore, common gardening equipment, such as lawn mowers, leaf blowers, and hedge trimmers, can significantly raise ambient noise levels, often exceeding 85 dBA, which may contribute to overall noise disturbance in residential areas, particularly when used for extended periods.

St. Helena, California, prioritizes the protection of its rural and small-town character by managing environmental noise to preserve quality of life and public health. As outlined in the *Public Health, Safety, and Noise Element* of the General Plan, the city identifies key noise sources, sensitive land uses, and quantifiable standards to guide land use planning and noise mitigation efforts.

The City has established maximum allowable LAeq thresholds for intrusive noise across specific time periods. These standards are designed to protect the most sensitive receptors—primarily residential areas—and represent the maximum ambient levels considered acceptable to avoid adverse impacts on homes and other noise-sensitive land uses:

- **Daytime (7:00 a.m. – 7:00 p.m.):** 45 dBA LAeq
- **Evening (7:00 p.m. – 10:00 p.m.):** 40 dBA LAeq
- **Nighttime (10:00 p.m. – 7:00 a.m.):** 35 dBA LAeq

Any proposed project or activity producing noise above these levels at a noise-sensitive receptor is considered potentially significant and may require mitigation.

IV. Methodology

This noise study utilizes predictive modeling to assess the potential SPL at various receptors surrounding the outdoor orchestral music event. The methodology incorporates the following key components:

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A. Software and Model

Software: NoizCalc 4.0 (SoundPLAN) a noise prediction software specifically designed for use with D&B Audiotechnik manufactured sound systems, was used to generate noise predictions for the event.

Model: The ISO 9316-2:1996 calculation model was employed to account for sound propagation, including environmental factors such as temperature and humidity. This model is recognized for its reliability in predicting outdoor sound levels and is widely used in environmental noise assessments.

B. Sound Levels at Reference Position During Musical Event

SPL predictions were made based on measurements taken at a FOH position located 120 feet from the sound source. Two reference SPL values were generated:

- 95 dBA (Maximum prediction) – Should not exceed this maximum amount
- 90 dBA (Medium prediction) – This is the average prediction amount

The 90dBA prediction was conducted to provide a realistic representation of the event's loudest expected sustained level while remaining consistent with modern sound engineering practices for open-air concerts. However, given that the event will feature a small orchestral group, overall sound levels are expected to be lower than those of amplified or large ensemble performances ensuring alignment with the City of St. Helena's noise standards and minimizing the potential for exceedance at the nearest residential receptors. Based on the prediction conducted at 95 dBA, consistent sound levels at or above 95 dBA should be avoided. Predictions for this SPL can be found in Appendix A.

C. Speaker Manufacturer Consideration

Although a different speaker manufacturer may be used for the actual event, the model was created using a comparable speaker driver size and output to ensure that the predictions remain accurate. The selected speaker model for the predictions has a similar output capacity and dispersion characteristics, ensuring that the sound levels predicted here are representative of the actual event's sound system performance.

D. Environmental Considerations

Historical data on temperature and humidity were incorporated into the predictions to simulate real-world conditions. These factors influence sound propagation and were factored into the ISO 9316-2:1996 calculations to provide accurate estimates of SPL at various receptor locations.

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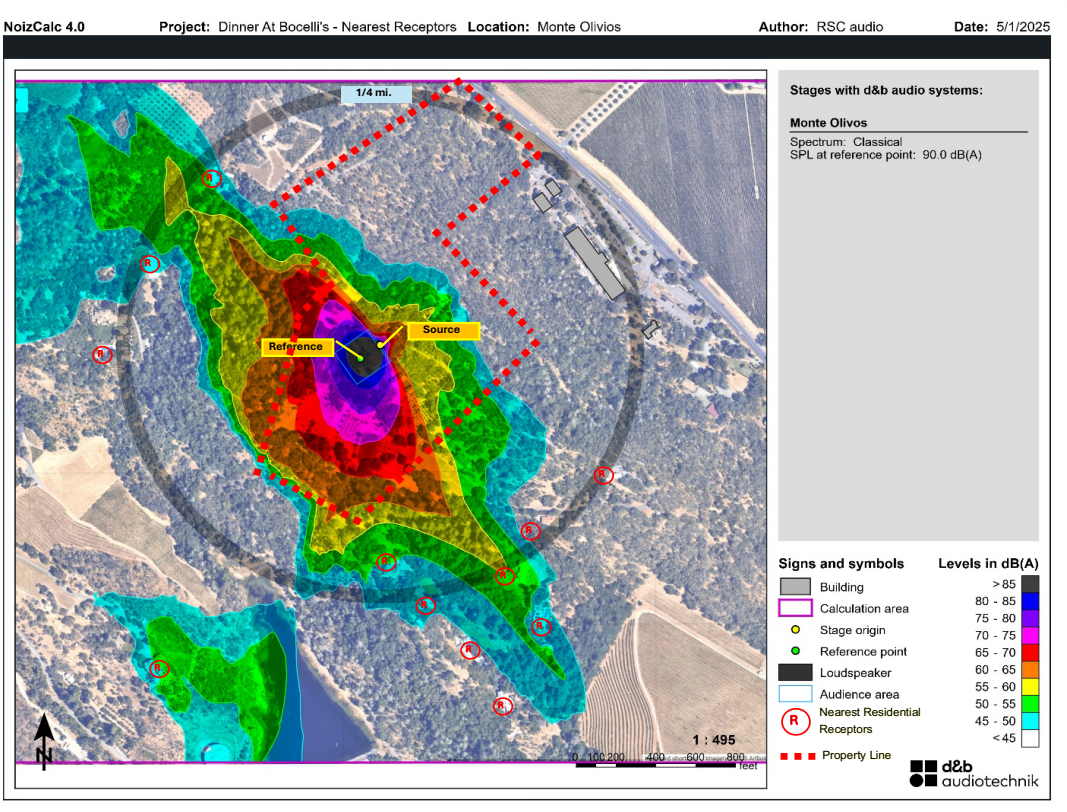
V. Sound Level Predictions During the Musical Event

A. Noise Level - Nearest Receptors

Based on a maximum FOH SPL of 90 dBA, receptors located beyond ½ mile are predicted to experience sound pressure levels at or below 40 dBA, aligning with the City of St. Helena's evening LAeq threshold for intrusive noise. Because the event is scheduled to conclude by 10:00 p.m., all sound activity will cease before the City's more restrictive nighttime threshold of 35 dBA takes effect. The SPL levels represented in these figures, are based on the instrumental ensemble consisting of 1 Piano, 2 Violins, 1 Viola, 1 Cello and Vocalists.

Figure 1 – Noise Prediction at the nearest sensitive receptors @ source SPL of 90 dBA

Source = Stage/Speakers, Reference = FOH (Sound Board measurements). Instruments Piano, 2 Violins, 1 Viola, 1 Cello, Vocalists



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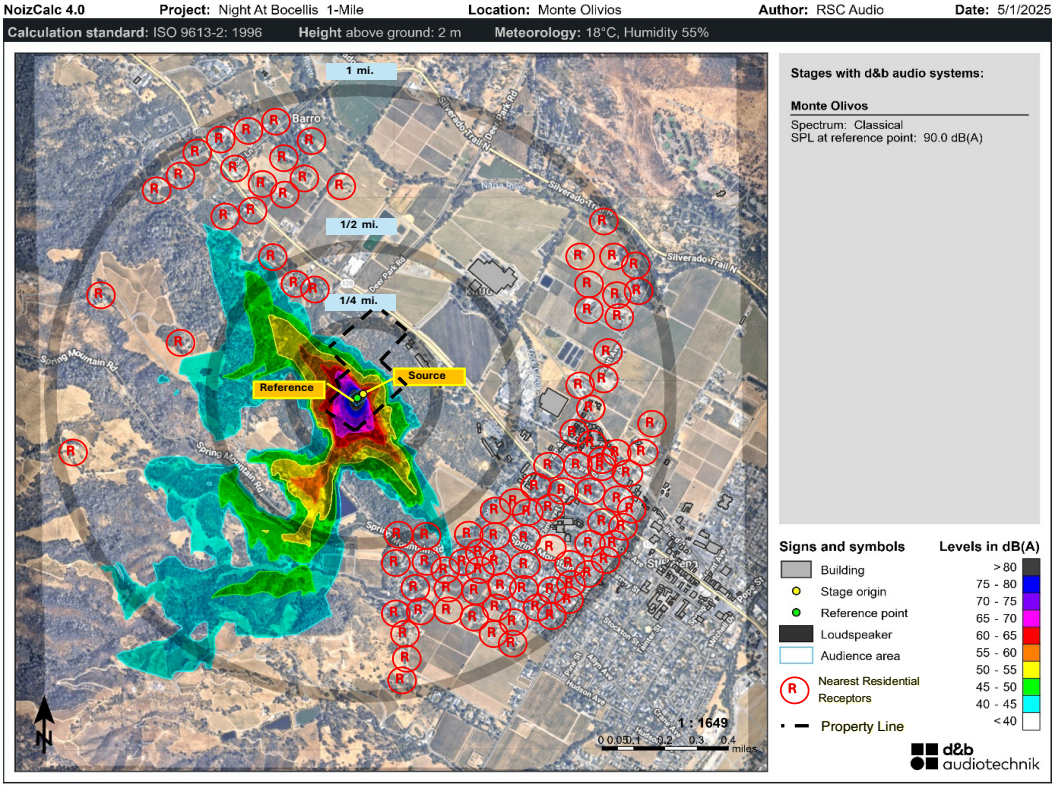
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B. Noise Level – 1 mile

Receptors located beyond ½ mile from the event site are expected to experience sound levels at or below 40 dBA. Noise propagating from the event is anticipated to become barely perceptible or inaudible beyond ½ mile, particularly in the more densely populated areas of the city. The below chart shows the anticipated levels of the 5 main instruments at the ¼ mile, ½ mile and 1 mile radius of the site.

Figure 2 - Noise Prediction at 1-mile @ source SPL 90 dBA

Source = Stage/Speakers, Reference = FOH (Sound Board measurements). Instruments Piano, 2 Violins, 1 Viola, 1 Cello, Vocalists



VI. Conclusion

Based on propagation modeling, sound levels are expected to attenuate to 40 dBA or below at distances of ½ mile or more from the source, aligning with the City of St. Helena's 40 dBA

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evening LAeq threshold for intrusive noise. As the event concludes by 10:00 p.m., it avoids overlapping with the City's more restrictive 35 dBA nighttime standard.
Environmental conditions such as terrain and elevation differences were considered in the modeling. Some of the nearest residential receptors are located at higher elevations relative to the performance area, which may reduce natural ground attenuation and result in slightly elevated received levels. However, modeling suggests that even with these topographic factors, receptors beyond 1/2 mile remain within compliance. The predicted sound field is not expected to cause significant exceedance of local noise standards, and no additional mitigation is deemed necessary.

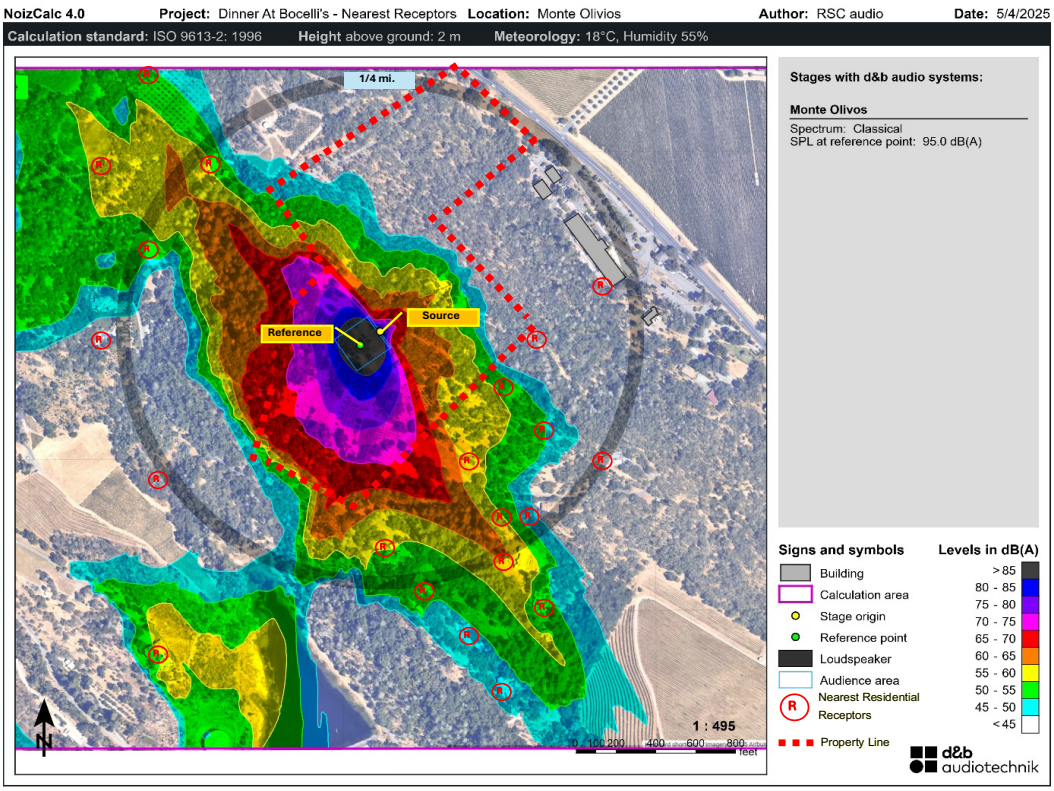
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VII. Appendix A. – Additional Noise Predictions

Figure 3 – Nearest Receptors with Sound Source of 95 dBA

Source = Stage/Speakers, Reference = FOH (Sound Board measurements). Instruments Piano, 2 Violins, 1 Viola, 1 Cello, Vocalists

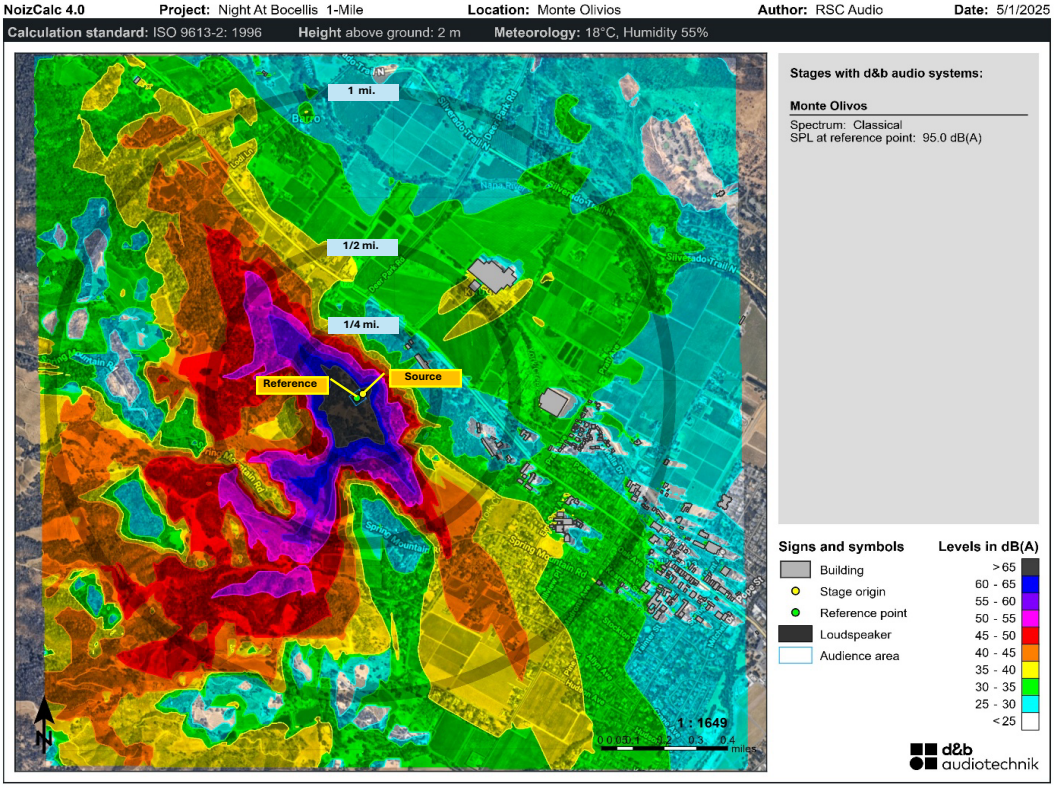


The information in this document is intended solely for the designated recipient(s) and may contain confidential and/or privileged material. Unauthorized review, retransmission, dissemination, modification, copying, or any action taken based on this information by anyone other than the intended recipient is prohibited.

RSC Audio Engineering, LLC 2025

Figure 4 – Noise Prediction at 1 mile – 95 dBA

Source = Stage/Speakers, Reference = FOH (Sound Board measurements). Instruments Piano, 2 Violins, 1 Viola, 1 Cello, Vocalists



The information in this document is intended solely for the designated recipient(s) and may contain confidential and/or privileged material. Unauthorized review, retransmission, dissemination, modification, copying, or any action taken based on this information by anyone other than the intended recipient is prohibited.

RSC Audio Engineering, LLC 2025

Dinner at Bocelli's

Transportation Management Plan (TMP)

Event Overview

Event Name: Dinner at Bocelli's

Date: Friday, June 20th

Time: 3:00 PM – 11:00 PM

Venue: Monte Olivios Estate, St. Helena, Napa County

Expected Attendance: 600 guests

Transportation Narrative

All guest arrivals and departures will be managed through Charles Krug Winery, which will serve as the central hub for parking and loading. At full capacity, approximately 600 guests will be transported to the off-site venue using 13 mini-coaches, each with a seating capacity of 27-35 passengers per wave. Parking availability at Krug exceeds 1000 spaces.

To minimize congestion and avoid two-way traffic conflicts, guests will be transported in two pre-assigned groups of 300 passengers. The first departure is tentatively scheduled for 4:30 PM, followed by a second departure at 5:00 PM. Coaches will follow a predetermined routing plan to ensure efficient ingress. Each mini-coach measures on average 25 feet by 7 feet, allowing for maneuverability along narrow access roads. If guests arrive late or outside of their scheduled departure time, one passenger van will be available to transport guests to Monte Olivios. All 13 buses will be staged at Monte Olivios after the 5:00 pm departure and will be available as needed.

We propose law enforcement deployment along Spring Valley Road from 3:00 PM to 11:15 PM to assist with traffic flow and event access control. In addition, we plan to deploy professional flaggers at both Spring Mountain Road and the entrance to Monte Olivios. These traffic personnel will help manage the two-way flow and support staff and production arrivals, maintaining safety along the narrow access routes throughout the event. They will also be able to clear the road if needed in an emergency situation.

Upon arrival at Monte Olivios, buses will drop off passengers and stage within the property to await the return trip. Return transportation will be similarly organized into two groups, with scheduled departures at 9:30 PM and 10:00 PM. An ADA-compliant vehicle will be available for guests with special needs throughout the evening. Also, accommodations will be made for guests who leave early.

Traffic Management Personnel

Refer to Appendix A for the Monte Olivios TMP Egress Plan, which outlines road signage, traffic flow, and staging logistics.

- Proposed law enforcement deployment: Spring Valley Road, 3:00 PM – 11:15 PM

- Flaggers:

  - Spring Mountain Road (intersection control)

  - Monte Olivios entrance (arrival coordination and safety)

  - Flaggers will mitigate traffic impacts for residents and maintain clear access for emergency response vehicles.

  - All flaggers will utilize two-way radio communication for real-time coordination and incident response.

Shuttle Operations

- Departure Waves: 4:30 PM and 5:05 PM from Charles Krug

- Return Waves: 9:30 PM and 10:00 PM from Monte Olivios

- Capacity: 13 mini-coaches, ~27-35 passengers each

- ADA transport: Available and on-call throughout the event

Parking & Access Summary

- Guest Parking: Charles Krug Winery only

- The majority of event staff will also park at Charles Krug Winery and be transported to Monte Olivios via shuttle

- No patron parking permitted at Monte Olivios

- Monte Olivios access restricted to essential working personnel

- Bus staging permitted on-site at Monte Olivios

Contingency Planning

- Accommodations will be made for early departures

- Route adjustments are available in collaboration with law enforcement if needed

Conclusion

This Transportation Management Plan aims to support guest safety, minimize local traffic impact, and ensure a seamless experience for all event attendees and staff. We welcome collaboration with local stakeholders to finalize and effectively implement the plan.

Appendix A

Monte Olivios TMP Egress Plan – View Online: MONTI OLIVIOS TMP EGRESS PLAN R0.1 (1).pdfprepared by C. McEndree PE, dated April 17, 2025. This diagram provides scale mapping of road signage placement, bus staging, ingress/egress flow, and key intersections for flagger and enforcement deployment.

Appendix B

Charles Krug Winery Parking Lot Map - View Online:

Krug - 04-23-25 Parking .pdf

Prepared by 100x Hospitality, dated April 23, 2025. This diagram details available parking spaces at Charles Krug Winery.

RECEIVED
By XGamero at 10:47 am, Apr 28, 2025

C. MONDAVI & FAMILY
FAMILY OWNED *and* OPERATED *for* FIVE GENERATIONS

April 24, 2025

To Whom It May Concern:

This letter serves as authorization for parking on the Charles Krug Winery property on Friday, June 20th, 2025, in conjunction with the Andrew Bocelli Dinner event at Monte Olivios.

Parking is permitted for up to 750 vehicles within designated areas of the property. All event-related parking must be managed in accordance with local regulations and winery policies to ensure safety, accessibility, and minimàl disruption to regular operations.

Please ensure all attendees and vendors comply with Charles Krug's parking agreement submitted to 100X Hospitality on April 24, 2025.

If you require any additional details or have further inquiries, please feel free to reach out to me at 707.967.2213.

Sincerely,

A.J. Perez

Director of EHS & Facilities

REVISED
10:48 am, Apr 28, 2025

MATCHLINE A-A

W1-6R

4.

10 ft

2.

C9A

ONE LANE ROAD AHEAD

W20-4

SPECIAL EVENT AHEAD

SC5

25 ft

24 ft

8 ft TYP

12 ft

10 ft

100 ft

Private Rd (10 MPH)

Spring Mountain Rd (25 MPH)

10 ft

10 ft

Dean York Ln (25 MPH)

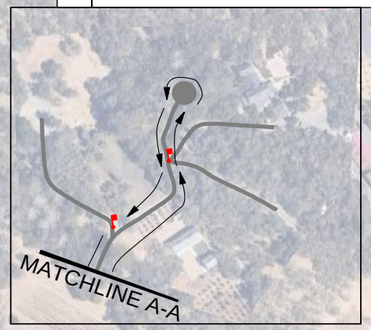
Spring Mountain Ct (25 MPH)

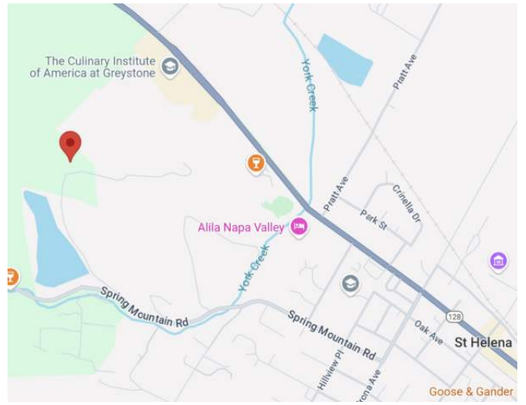
32 ft

Elmhurst Ave (25 MPH)

NOTES

1. ALL SIGNS AND DEVICES SHALL BE IMPLEMENTED TO THE LATEST MUTCD AND CITY STANDARD.
2. POLICE OFFICER TO BE STATIONED HERE.
3. NO OUTSIDE VEHICLES ARE EXPECTED TO THE EVENT, STAFF AND SHUTTLES ARETHE ONLY VEHICLES ANTICPATED. ALL STAFF AND DRIVERS WILL BE INFORMED OF THE INGRESS AND EGRESS PLAN PRIOR TO EVENT.
4. FLAGGERS TO CONTROL TRAFFIC TO MITIGATE ONE LANE ROAD VEHICLE CONLFICT. SHUTTLES TO BE STOPPED WITH NORT AREA UNTIL EGRESS IS CLEAR.





VICINITY MAP
N.T.S.

REV.	DATE	DESCRIPTION	BY
0	04/17/25	INITIAL SUBMITTAL	CM

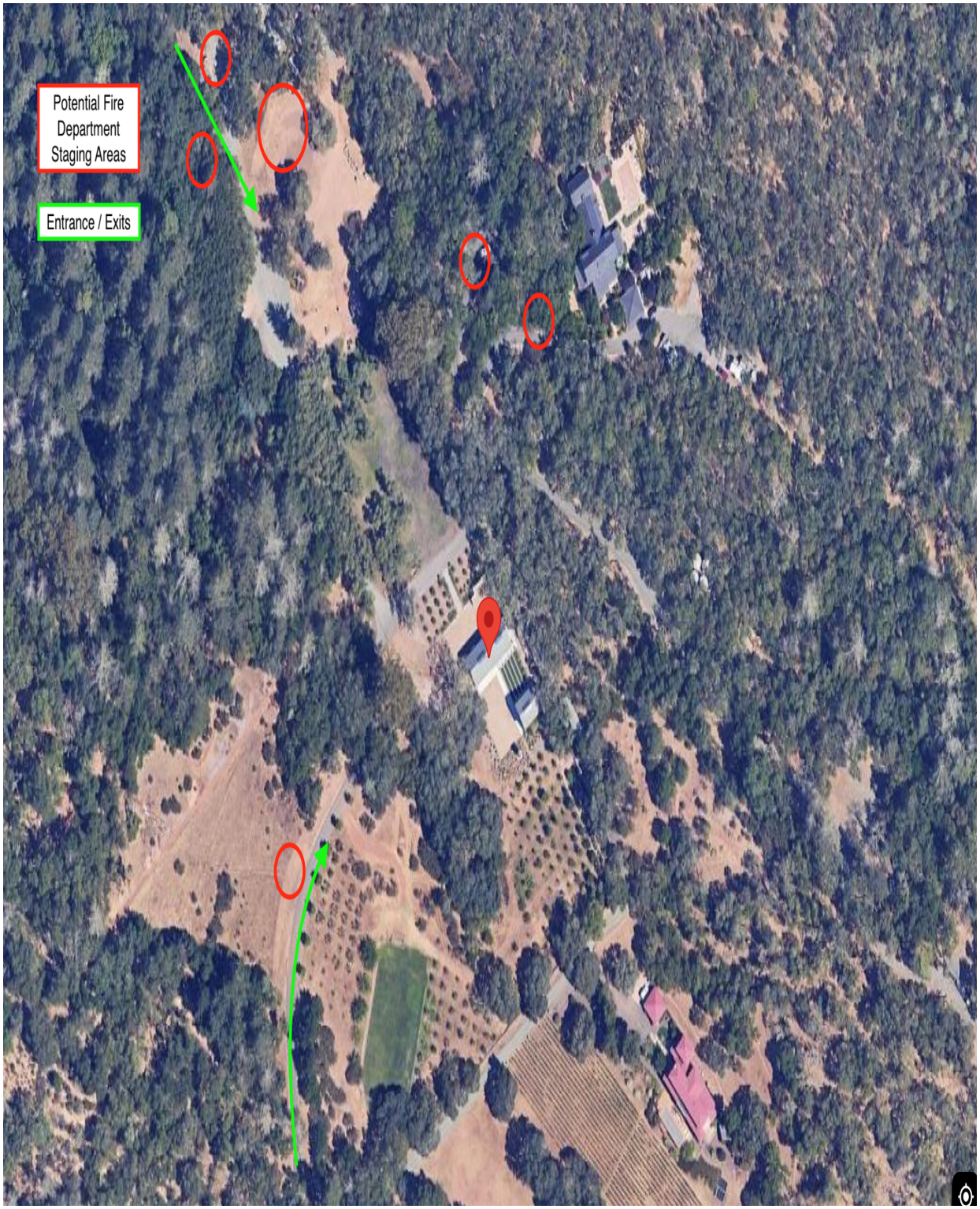
BOCELLI MONTI OLIVIOS EVENT
2500 SPRING MOUNTAIN ROAD ST HELENA CA

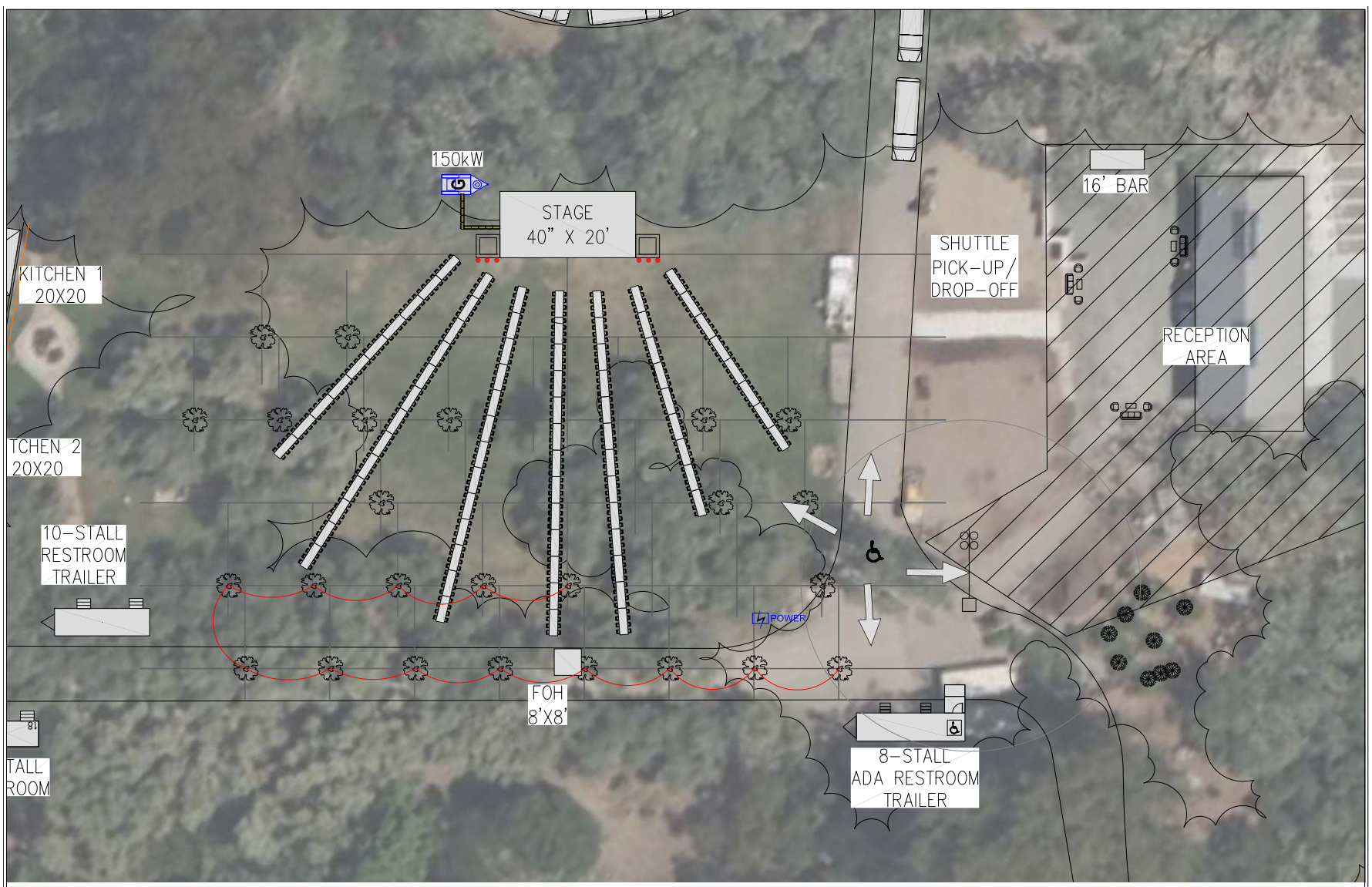
Plan Scale
1 : 3600 (1" = 300')

COMPASS: N

DESIGNED BY: C MCENDREE	DATE: 04/17/25	PAGE: 01	OF: 01
CHECKED BY:	DATE:		
DRAWN BY:	DATE:		


Monte Olivos
Staff Entrance
Staff entrance
Secondary Entrance / Exit Road
128
The Culinary Institute
of America at Greystone
Main Entrance / Exit Road
Layers
Google


Potential Fire Department Staging Areas
Entrance / Exits



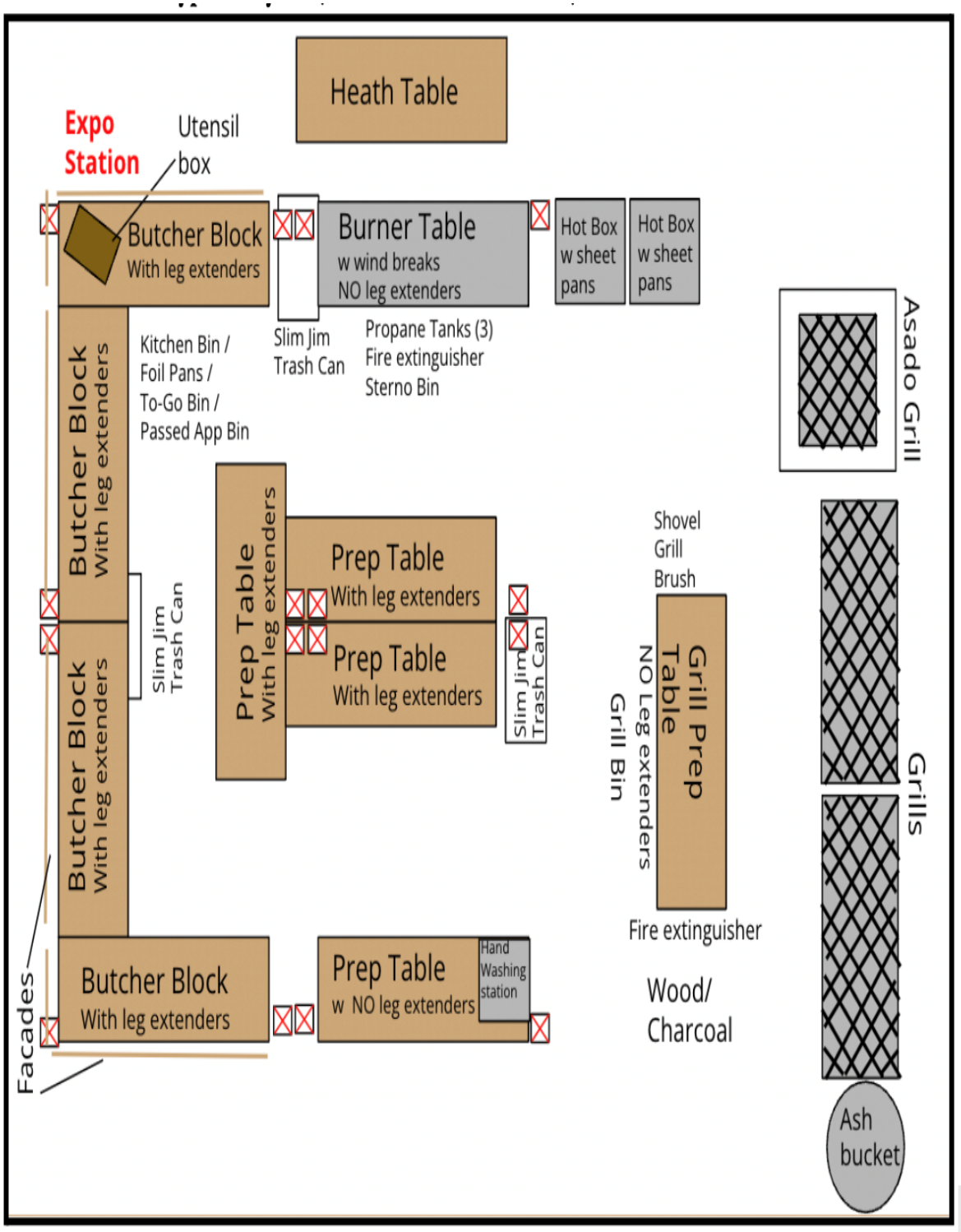
Brungardt Enterprises, L.L.C.
"CAD Services for Venues and Tours"
www.b-ent.com
(888) 740-2223

Date: April 25, 2025 File: < MONTE OLIVIOS - 04-25-25.DWG >

Monte Olivios

100%

Dinner at Bocelli's
EVENT DATE: 00-00-00
REV. DATE: 04-25-25


Heath Table
Expo Station
Utensil box
Butcher Block
With leg extenders
Burner Table
w wind breaks
NO leg extenders
Hot Box w sheet pans
Hot Box w sheet pans
Asado Grill
Kitchen Bin /
Foil Pans /
To-Go Bin /
Passed App Bin
Slim Jim Trash Can
Propane Tanks (3)
Fire extinguisher
Sterno Bin
Butcher Block
With leg extenders
Prep Table
With leg extenders
Prep Table
With leg extenders
Prep Table
With leg extenders
Slim Jim Trash Can
Slim Jim Trash Can
Shovel
Grill
Brush
Grill Prep Table
NO Leg extenders
Grill Bin
Grills
Butcher Block
With leg extenders
Prep Table
w NO leg extenders
Hand Washing station
Fire extinguisher
Wood/
Charcoal
Facades
Ash bucket

REVISED
10:45 am, Apr 28, 2025

prismm

CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2025-_____

GRANTING TEMPORARY USE PERMIT APPROVAL FOR ANDREA BOCELLI DINNER AND CONCERT TO 2500 SPRING MOUNTAIN RD. (File No. TUP25-005)

PROPERTY OWNER: Jorge Hernandez **APN:** 009-131-044

Recitals

1. The applicant, Caroline Hernandez, Outstanding in the Field, has requested adoption of a resolution approving a Temporary Use Permit in order to allow for a private, ticketed, Andrea Bocelli dinner event to be held the Monte Olivos estate, located at 2500 Spring Mountain Road, St. Helena, within the Twenty-Acre Agriculture zoning district to be held on June 20, 2025, with a maximum attendance of 600 persons.
2. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and
3. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on May 20, 2025; and
4. Now, therefore let it be found that the Planning Commission approves the Temporary Use Permit thereby authorizing the use contained in said application based on the findings below and subject to the conditions of approval enumerated herein.

Resolution

A. In making the findings in this Resolution, the Planning Commission relied upon and hereby incorporates by reference all of the documents referenced in this Resolution and the associated staff reports, City files for this matter, correspondence, presentations and other materials.

B. The Planning Commission hereby finds that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15304(e), which exempts the minor temporary use of land having negligible or no permanent effects on the environment.

C. In accordance with SHMC Section 17.05.110, the Planning Commission makes the following Temporary Use Permit findings to support the motion to approve the request:

   1. The temporary activity complies with applicable standards identified in Section 17.22.250, Temporary uses *in that the event is held on a site with active agricultural use and the duration of the event is within the prescribed time-limit standards*; and

2. Maintenance or operation of the temporary activity would not be detrimental to the public health, safety, or welfare of persons residing or working in the neighborhood of the proposed temporary activity *in that the applicant has provided sufficient documentation that demonstrates that the event has adequate safety and welfare protocols in place including a traffic management plan and will have medical and security staff on site. Further, the City of St. Helena Police, Fire, Public Works, and Building Departments have reviewed the application materials and have provided Conditions of Approval as needed*.

Planning Department Conditions of Approval

D. The Planning Commission approves a Temporary Use Permit for the above-described project with the following conditions of approval. Failure to comply may result in the immediate revocation of the permit. The conditions noted below are particularly pertinent to this permit and shall not be construed to permit violation of other laws and policies not so listed.

1. The project shall be in conformance with all city ordinances, rules, regulations and policies in effect at the time of issuance.
2. Operations shall be in compliance with application materials, site plan, and the written project statement submitted and reviewed by the Planning Commission on May 20, 2025, except as modified herein. This approval is limited to and must be consistent with those activities described in the submitted Written Statement which outlines the details of the event operations.
3. The applicant is responsible for ensuring compliance with the Traffic Management Plan and all agreed upon off-site parking and circulation arrangements. There shall be no guest/patron parking onsite and all guests are to arrive and depart via shuttles departing from Charles Krug Winery.
4. This permit is valid for a single-day event to take place on June 20, 2025, to be held from the hours of 4:30 p.m. to 10:00 p.m., with a maximum of 600 guests. All guests must be off site by 11 p.m.
5. Staff and vendors are permitted on-site from Wednesday June 18, 2025, to Sunday June 22, 2025, as specified in the written statement. Should the event need to be rescheduled, it is the applicant's responsibility to formally request a modification of this approval in writing to be considered by the Planning Commission.
6. Live entertainment must conclude by 9:30 p.m. Ambient music not to exceed the 35 dBA is permitted from 9:30 p.m. to 10:00 p.m. The applicant must utilize on-site decibel monitoring during the event to ensure that the sound levels are within the ranges as indicated in the submitted Noise Study.
7. The City reserves the right to request a day-of inspection to verify that all the required components are implemented as outlined in this approval.
8. The applicant must notify the immediate neighbors regarding the details of the upcoming event (staff will provide a list of addresses) on their own letterhead. The

envelope must be postmarked no later than June 9th. Details shall include the date, time, and duration of the event as well as notes regarding any potential disturbances (traffic, noise, etc.) and include the non-emergency police department number for reference. The notice must be consistent with the conditions of approval as set forth in this resolution. A draft of the notice shall be reviewed by staff prior to mailing to the identified residents.

9. If any commercial vendors are involved in the event, they must secure a business license from the finance department pursuant to SMC Title 5, Business Licenses and Regulations.

10. A license from the California Department of Alcoholic Beverage Control (ABC) must be obtained to serve alcohol at the event. The applicant is required to submit evidence that the appropriate licenses have been obtained no later than one week prior to the approved event.

11. All food vendors/caterers must acquire the necessary permits from the Napa County Department of Environmental Health. The applicant is required to submit evidence that the appropriate permits have been obtained no later than one week prior to the approved event.

12. Each site occupied by a temporary activity shall be cleaned of debris, litter, or any other evidence of the temporary activity upon completion or removal of the activity and shall thereafter be used in compliance with the provisions of this zoning code.

13. Extensions of Temporary Use Permits Prohibited. The term of a temporary use permit may not be extended. Applicants for activities that would exceed the allowed terms identified in Section 17.22.250(D) shall file for a conditional use permit, rather than a temporary use permit, in compliance with Section 17.05.020, Conditional use permit (CUP), and all other applicable zoning standards.

14. Required Lapse of Time for Temporary Use Permits. Except for seasonal sales lots, a minimum of thirty (30) days shall pass between the expiration of a temporary use permit and the issuance of a new and similar temporary use permit for the same property, or the actual removal of the materials and structures associated with the former activity, whichever last occurs.

15. This discretionary approval takes effect the day following the expiration of the appeal period if no appeal is filed or the day following the denial of an appeal.

16. Compliance with all permit conditions shall occur in accordance with specific regulations but in all cases no later than the initiation of use unless another time is set by law or by this approval. Occupancy or final inspection of a project may be withheld if all conditions, including payment of fees for services rendered by the City, are not met.

17. In any action or proceeding to attack, challenge, invalidate, set aside, void or annul the City's approval of applicant's Project, in whole or in part, applicant shall defend, at its own expense and without any cost to the City, and with counsel acceptable to the City, and shall fully and completely indemnify and hold the City, its agents,

officers, and employees harmless from and against any and all claims, causes of action, damages, costs, attorney's fees and liability of any kind, so long as the City reasonably promptly notifies the applicant of any such claim, action, or proceedings and the City cooperates fully in the defense of the action or proceedings.

18. Provided they are in general compliance with this approval, minor modifications may be approved by the Community Development Director.
19. The only permitted temporary signage is that as shown on the Traffic Management Egress Plan. All temporary signage must be removed at the conclusion of the event.
20. Any qualifying violation of the conditions of approval, the city's Municipal Code, or any law which results from any activities on the subject property may result in revocation of this temporary use permit in compliance with city authorities.
21. The Noise Permit issued by the City may be revoked should there be complaints received regarding the noise generated.

Public Works Department Conditions of Approval

22. If any work occurs within the public right-of-way, an Encroachment Permit is required. Encroachment Permits will not be issued prior to the approval of the Improvement Plans.
23. All streets, curbs, gutters, sidewalks, or other public facilities damaged in association with this Project shall be the responsibility of the Applicant and shall be repaired to the satisfaction of the City at the Applicant's expense.

Building Department Conditions of Approval

24. A building permit is required for the temporary stage and associated lighting scaffolding/towers. Please submit a building permit application, site plan, engineered plans/calculations for temporary stage and lighting towers designed in accordance with 1609 California Building Code. Permit application and required plans must be submitted by June 9, 2025, to assure sufficient review timeline. A site inspection will be required after installation of the temporary stage and lighting, prior to the event. Plan review fees are due at the time of submittal.
25. Tents, including pop-up tents, that are larger than 120 square feet require a tent permit (See 3103.1.2, California Building Code). Tent permit application and required plans must be submitted by June 9, 2025, to assure sufficient review timeline. A site inspection will be required after installation of the tents, prior to the event. Plan review fees are due at the time of submittal.

Fire Department Conditions of Approval

26. Any future plans submitted for building permit shall exhibit compliance with the current St. Helena Fire Code, as adopted and codified in St. Helena Municipal Code Chapter 15.36.

27. No cooking or open flames are permitted under tented areas.

28. Heat and fuel sources for cooking equipment must have a clearance of 6 feet from any combustible material including, but not limited to, vegetation, wooden fences/structures etc.

29. Provide a clear staging area for fire department vehicle access near any and all exits/entrances to the property.

30. Arrange for professional emergency medical care to be on site for the event. AMR ambulance or comparable service is acceptable.

31. Engine company shall inspect the staging areas and the Fire Inspector shall inspect the cooking sites after they have been setup, but before the event begins.

32. The applicant is required to reimburse the City for all Fire Department expenses associated with the event.

Police Department Conditions of Approval

33. The applicant is required to reimburse the City for all Law Enforcement expenses associated with the event.

I HEREBY CERTIFY that the foregoing temporary use permit application was duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on May 20, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

John Ponte
Chair, Planning Commission

ATTEST:

Maya DeRosa, AICP
Community Development Director

RECEIVED
By XGamero at 2:13 pm, May 22, 2025

APPEAL APPLICATION

Community Development Department
Planning Division
1088 College Ave.
St. Helena, CA 94574
(707) 968-2659

FILE NUMBER APP25-002

For additional information, zoning, forms & documents please visit us on the web at: www.cityofsthelena.gov

PLEASE TYPE OR PRINT

Project Name Outstanding in the Field - Bocelli Dinner

Project Site Address 2500 Spring Mountain Rd. St Helena CA 94574

APN 009 — 131 — 044 **Additional APN** ____ — ____ — ____

APPELLANT INFORMATION

Name Caroline Hernandez
Address P.O. Box 2413
City Santa Cruz
State CA **Zip** 95063
Phone 415-260-8979
Email caroline@outstandinginthefield.co

APPELLANT INFORMATION

Name Jorge Hernandez. Trustees of the H
Address 2500 Spring Mountain Rd
City St. Helena
State CA **Zip** 94574
Phone 707-710-0039
Email chris@museionnapa.com

NOTE: Additional appellant(s) information (name, address, phone number, email, and signature) shall be attached to the application.

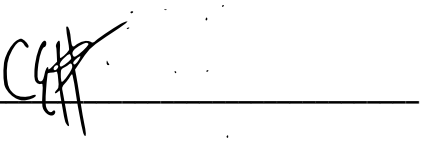
OFFICE USE ONLY

Related files TUP25-005
General Plan Woodlands & Watershed **Zoning** A-20
Application Fee $ 3,000 **Public Hearing / Mailing $** 600.00
Total Fees Received $ 3,600 **Received by** Xinia G.- Permit Technician III

Staff Notes:

Revised 5/23/23

I, Caroline Hernandez, hereby file this application for an appeal and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolution(s), or as they may be amended from time to time.

Date: 5/21/25 **Appellant's Signature:** 

Date: 5/21/25 **Appellant's Signature:** 

Date:_____ **Appellant's Signature:**_____

PROCESSING FEES:

☑ Appeal	$3,000
☑ Public Hearing Notice	$600

REQUIREMENTS FOR A COMPLETE APPEAL APPLICATION:

The following list is not exhaustive, some applications may require additional information. Consult with a planning staff member to determine whether additional materials are required for your appeal. ***NOTE:*** *Please submit appeal application to the Planning Division.*

Use the space below and/or attach separate sheets.

☑ **ACTION** being appealed, including the name of the commission or board and date the action was taken:
Upholding Approval of TUP25-005 made by the City of St. Helena Planning Commission on May 20 2025

☑ **ACTION** requested by appellant:
Request that the City Council uphold the Planning Commission's Approval of TUP25-005

☑ **REASON** for appeal:
While we are satisfied with the decision of the PC and all conditions of approval, we are concerned with the provisions of title 17.12 of the SH unicode. Due to the strict provision of the Code, there is a potential that the granted approval could potentially be subject to a defacto denial. Given these circumstances, I have chosen to preemptively file for an appeal to ensure that the City Council has an opportunity to review the application, hear from all interested parties, and make a final decision regarding the outcome of my request to hold the dinner and entertainment event at 2500 Spring Mountain Rd. on June 20, 2025, as so approved by the Planning Commission on May 20, 2025

Chapter 17.12 PROCEDURES FOR APPEAL

A. Filing an Appeal. Any applicant or other interested person dissatisfied with any action taken under this title may appeal such action and decision, in compliance with the following provisions:

1. Appeals from the decision of the community development director or any other administrative official in taking any of the actions authorized by this title shall be made to the planning commission through the community development director, unless otherwise indicated.

2. Appeals from the decision of the planning commission in taking any of the actions authorized by this title shall be made to the city council through the city clerk.

B. Fourteen (14) Day Appeal Period.

1. All appeals shall be made in writing and be accompanied by the appropriate fee, in accordance with the provisions of Section 17.04.030, Fees, unless otherwise indicated.

2. Appeals must be received by the community development director or city clerk not later than fourteen (14) calendar days following the date of action from which such appeal is being taken. If the fourteenth calendar day is a weekend or a city holiday, the deadline will be extended to the next working day of the city.

3. No appeal is allowed or shall be heard, and the decision shall be final, after the lapse of the fourteen (14) day appeal period.

4. The appeal period shall commence the day following the date of action or decision.

C. Appeal Letter. The letter of appeal must state:

1. The specific action being appealed;

2. The action which the appellant requests the planning commission or city council to take;

3. The reason for the appeal; and

4. The name, address, and telephone number of the appellant or contact person if there are multiple appellants.

D. Appeal Review. Within three working days of receipt of the appeal, the community development director or city clerk shall examine the appeal and, if it is found to be incomplete, return it by certified mail to the appellant for revision. Appellant shall have five working days to file an amended appeal. Upon failure to file an amended appeal within the five days, the appeal shall be deemed withdrawn.

E. Receipt of Appeal. The receipt of a written appeal shall stay all actions or put all permits or other discretionary approvals that may have been granted in suspension, pending the effective date of the approval authority hearing the appeal.

F. Motion for Appeal.

1. The planning commission or the city council may, by motion adopted by majority vote, initiate an appeal on that approval authority body's behalf. A motion for appeal must be passed within fourteen (14) days following rendering of the decision appealed; provided, however, that if no regularly scheduled meeting of the planning commission or city council occurs within such fourteen (14) day time period, the time for such appeal shall be extended through the date of the next succeeding regularly scheduled meeting. No grounds for appeal need be stated nor must a letter of appeal be submitted.

2. Appeals shall be scheduled for the earliest regular meeting of the hearing body, not less than ten (10) days or more than sixty (60) days after the date of filing a complete appeal application or passing a motion for appeal, consistent with the agenda preparation procedures and schedule of the hearing body.

3. All appeals shall be considered in a public hearing if a public hearing was required for the decision appealed, consistent with the procedures set forth in Chapter 17.04, Common Procedures. All approval authorities hearing appeals shall consider the project in its entirety, or de novo. The planning commission or the city council may affirm, reverse, or modify the decision appealed as deemed just and equitable, provided such action is not contrary to any provisions set forth in this title.

Comment to SH Planning Commission

I'm Michael Haley and I live with my wife Jennifer at 2490 Spring Mountain Road, next door to the property requesting the temporary use permit.

I'll start with my conclusion, that it is clearly inappropriate and unsafe to have this large of concert events taking place in a residential neighborhood like this. I'll explain.

I first became aware of the large concert events taking place there several weeks ago when I needed to run out quickly to do something and I was blocked on the driveway—my own driveway—and was not allowed to go down it by someone I did not know who told me to wait. I waited a little while then said to heck with it, this is my driveway and just went. They got mad at me but at that point I didn't care. I had no idea what was going on.

This is a long narrow one lane driveway through a hill side, with a steep drop on one side and an uphill on the other, and cars approaching from opposite directions often have to back up to one of several turn outs just to get by each other. It serves nine homes in this little neighborhood, and just with that level of traffic I have had several near misses on accidents as there are several blind curves and you have to go slowly to be safe.

I see from the staff report that a total of 13 rather large buses are going to be taking people up here and back, over a period of about an hour and a half. No one will be able to get past those buses without stopping and back up to a turn out if they are encountered directly. If there was an emergency and everyone had to leave, ie a wildfire, all it would take is one or two cars going inadvertently in the opposite direction to jam up the whole road. It wouldn't matter if there were police and fire, they would be stuck too. It's a really dangerous situation.

Last year, I believe it was around September, very loud music was playing at what I thought was my neighbors house, it happened three Saturdays within a month. I thought they were having a house party so I just let it go but decided I would go and talk to them if it happened again, then they all disappeared and have been gone all winter. Neither of them, 2500 and what I understand is a guest house next to it, have been occupied since last fall for all appearances and I pass by daily.

The music was so loud that we could hear it in our house even with noise cancelling head phones on, every couple seconds a bass sound that vibrated our windows. This lasted for six hours each time.

I believe that the ag zoning they are using to justify this level of event is is being misused and applied inappropriately.

My wife's family were farmers in Napa County from the 1870's and she inherited a vineyard/farmland south of Yountville where we lived for many years. I managed our wine grape growing operation through 14 harvests on about 100 acres of vineyard, working together with her brother next door who had about 140 acres. We decided to sell our property in 2015 and retire, and I have only recently, less than a year ago, moved to St. Helena.

I was a member of the General Plan Steering Committee that produced the current General Plan during the years 2005 to 2008. I also had input to the update of the Winery Definition Ordinance that took place around 2009-10 to my recollection.

My impression of the justification for permitting these large concert events at 2500 Spring Mountain is that it is zoned A 20, which allows for accessory uses for ag land. In simple terms.

I am not familiar with all the thinking and applications of the laws in St. Helena, but I can tell you that in the debates that went on over the WDO and the resulting code that came forth, an accessory use is not the main use of a property. It's an accessory. The main use is supposed to be agriculture.

It was done so the wineries, which are producing large volumes of wine, could sell their wine. Events are done to sell wine, and as you all probably well know, they are limited and are permitted with very specific rules, winery by winery, as to number of visitors, hours, number of events, down to number of allowed parking spaces, and etc. The smaller the winery, the more limited the events and numbers allowed.

The large events taking place at 2500 Spring Mt. are hardly an accessory use, they appear to be the main use. It appears from their literature that they are doing weddings, large concerts, and they advertise for others to contract to use their space for events.

I live next door, and I see a small, less than one acre, vineyard on what I believe is the guest house. They say they have olive trees, but I see no signs that any farming is being done, but if so it is minimal. No one in and out of the place all winter and right through the time when Olive trees should be harvested, no signs of any farming, trucks, bins of olives, nothing.

We had 300 Olive trees in our vineyard near Yountville and harvest takes place in the late fall and is very labor intensive. But perhaps they are doing more ag than I know, but in any case their production is obviously small and in no way justifies the large events they are doing as an accessory use.

If they really were harvesting and bottling olive oil and they had events for people to come in and taste their olive oil, perhaps with some food, that would be my concept of an appropriate accessory use for that kind of ag. Not big rock concerts where I doubt very much they are handing out olive oil to the crowd for the hope of future sales.

County rules are not the same as Saint Helena rules, but if you are going to use the word accessory, then I think it needs to be accessory, and not the main use of the property, which is clearly not the case here. From their advertising it appears they are offering to rent the property to outside parties to put on concerts or other events. This is totally inappropriate for a residential neighborhood even under ag accessory rules.

I see that St. Helena has a winery definition ordinance that states that events are only for large wineries. I copied this from the code:

""*Winery visitor center*" means a day use area including tour and tasting facilities, retail sales of wines and wine-related items, catering shops, cafes, restaurants, delicatessens, and drinking places. Must be conducted within structures specifically designated for such uses. Winery visitor centers are an accessory use to a large winery. (Ord. 23-4 § 5 (Exh. A))"

These are very large and intrusive events not at anything even approximating a large winery.

Thank you for considering my opinion, I realize that I may lose on this issue, and I would at least appreciate the following considerations:

1. Please notify us of upcoming events as soon as possible so we can make plans to manage our response.
2. There needs to be some kind of noise limit. In the noise study done for the June 20 event, at our house it will be 96db, according to my conversation with the planner at your office. That is an ear damaging level of noise.
3. There needs to be a limit on how many events take place per year, and I would add on the number of participants. During fire season if, admittedly the low probability event happens of a wildfire, no one will get out of there safely no matter how many firefighters and police you have on duty.

Michael and Jennifer Haley

2490 Spring Mountain Rd.

From:	Juli Pringle
To:	Public Comment
Cc:	Planning Commission; Contact City Council
Subject:	[External] Proposed event 2500 Spring Mountain Road
Date:	Sunday, May 18, 2025 3:59:42 PM

Good Afternoon,

We are writing of our concerns about events at the residence 2500 Spring Mountain Road. As neighbors we received a letter informing us of a concert coming on June 20th with 600 guests attending. It is stated that the attendees will be bused in and out of the event. While this is certainly an inconvenience for us as residents our concern lies with future events planned as 2500 Spring Mountain Road is being advertised as an event space for sale

We have endured previous events that we were not notified of last year including concerts and loud music. It was impossible to enjoy being in your own yard in the evening.

Our questions to you all are as follows:

With an event with 600 guests how many total persons are going to be shuttling back and forth? Vendors for catering, lighting, sound, security etc.?
Is our road safe for these shuttle buses and residential traffic? It is a single lane road and we would venture to say that in the case of emergency the neighborhood could not get out with this many people. There is no two way traffic on our road, period.
How many events are allowed per year assuming that this is legal? Would they all require a Temporary Use Permit? As we have stated we have not been notified of any previous events although they are occurring.
Planning Department conditions of approval for this event number 7 states "the city reserves the right to request a day of inspection to verify that all required components are implemented as outlined in this approval." We strongly recommend and request that the city follows through with this day of inspection.
Who do we call if there is an issue with this or future events? On a weekend? Police? Fire?

We do not object to a truly one time event but we do object to the property being used as an ongoing event center. We believe the City needs to guard against the abuse of the Temporary Use Permit to effectively change the zoning. The use of the website Distinct Locations offering up the property for all sorts of events is very disconcerting. We have a quiet rural neighborhood and do not believe that an event center is appropriate for this location.

Thank you for your consideration.

Sincerely,

Terry and Juli Pringle
2484 Spring Mountain Road
St Helena, CA 94574
(707) 337-6362

From: ladybuglane@napablogger.com
To: Public Comment
Subject: [External] Public comment- CODE A20 usage at Monte Olivos, 2500 Spring Mountain Rd.
Date: Tuesday, May 20, 2025 1:29:46 PM

Jennifer Haley
2490 Spring Mountain Rd
Saint Helena, CA 94574

RE: Commercial Events at 2500 Spring Mountain Rd, Saint Helena, CA (Monte Olivos private estate residence)

Dear City of Saint Helena Planning Department,

I am a Napa native. My husband and I just bought our home in a very smally neighborhood on Spring Mountain Rd last summer. The reason we bought it, was for the peacefulness and the beauty of living in the foothills of the Napa Valley. Last year, when we began hearing loud concerts at the Monte Olivos private estate, I just thought the family was having extravagant family parties to celebrate birthdays or something. It wasn't until this year, when Monte Olivos held a large country music concert, which was blocking the one lane road leading our neighborhood and home, that I began to wonder what was actually going on there. I began to check the internet for events on that property. I discovered Monte Olivos was clearly advertising their private estate for commercial wedding and event venues, including concerts for profit. The following are links I found that state large commercial events for profit are being held and advertised.

Ensemble — LITV This link explains what the Ensemble company is, along with its promotion of Live in the Vineyard events, one of which was the country music concert at the Monte Olivos

private estate.

Ensemble — LITV This is a link is the "thank you" announcement written by the owners of Monte Olivos private estate.

Monte Olivos Estate — Distinct Locations Event Venues This link is about the company which promotes weddings and all kinds of venues. One of the distinct locations being

advertised is the Monte Olivos private estate.

Events — Grove 45 Olive Oil This is a link if you will flip through the pages for Grove 45 and Museion, you will see the advertisement for corporate and private events at
the Monte Olivos private
estate.

My concerns as a full-time resident in our very small neighborhood, which adjoins the Monte Olivos private estate at 2500 Spring Mountain Rd are;

- All our neighbors including myself share the curving one lane road leading to our driveways. It is difficult as it is when two vehicles need to figure out how to get past each other, let alone a large event driving on this road. If there is an emergency for one of the residences that they have to get down the hill or emergency staff needs to come up the hill during one of Monte Olivos' events, it is going to be extremely difficult if not impossible. In my opinion I do not see how a fire engine would be able to get up to the residences where we live on Spring Mountain Road, if there are event vehicles sharing the road at the same time.
- When these events have been held at Monte Olivos, and for the upcoming large events one of which is going to be having 600 people attending this year, we haven't been given any notice when these events are being planned. As a resident of the neighborhood, we could be planning a special family celebration like a small family engagement party, and then find out when our guests can't drive up or down the shared Spring Mountain Rd, because of a large Monte Olivos event we weren't aware of.
- Noise levels. Two of the Monte Olivos concerts last year were so loud, the base sound permeated inside our home even with our doors and windows closed, and I was using headphones.
- I understand the City of Saint Helena has added a new zoning code, A20, and understandably the details of the definition of this new zoning needs to be reviewed to work out the problems it can also bring. Napa County found it necessary to do the same when it was developing its allowed uses and disallowed use.
- It is my opinion the Monte Olivos private estate commercial events for profit such as the concerts, corporate events and weddings, are not appropriate for our very private neighborhood. The Monte Olivos was

approved by Spring Mountain residences and the City of Saint Helena as a private estate.

- The safety issues of living in a very secluded, small and wealthy neighborhood. We feel very safe up here, but with as many of the public and working staff that now is aware of our neighborhood with these large events, it naturally creates the uncertainty we didn't feel before about the potential for criminal behavior.
- It is my opinion that due to these commercial venues for weddings and concerts, etc., that the real estate value for the homes in our small neighborhood will deteriorate due to the loud noise factors these events create. If we had known before we bought our home here last year, these large and loud events were happening as a business, we would have changed our minds about buying up here.
- When Napa County residence receive their property bills, and when a person buys a home within the Napa Valley, there is always the reminder statement, about the Right-To-Farm law. I do believe there should be a similar statement on behalf of the new Code A20, so that people thinking of buying property next to, or close to an existing A20 use property have the right to know. That said, I do not feel that a property with a Code A20 use, such as the Monte Olivos private estate property, should be allowed cart blanche by the City of Saint Helena.

Thank you taking the time to understand my personal concerns, and my concerns for our neighborhood.
Sincerely,
Jennifer Haley

Dinner at Bocelli's

Transportation Management Plan (TMP)

Event Overview

Event Name: Dinner at Bocelli's

Date: Friday, June 20th

Time: 3:00 PM – 11:00 PM

Venue: Monte Olivos Estate, St. Helena, Napa County

Expected Attendance: 600 guests

Transportation Narrative

All guest arrivals and departures will be managed through Charles Krug Winery, which will serve as the central hub for parking and loading. At full capacity, approximately 600 guests will be transported to the off-site venue using 9 mini-coaches, each with a seating capacity of 27-35 passengers per wave with the addition of 13 sprinter vans, each with a seating capacity of 14 passenger. In addition to these vehicles there will be an ADA accessible van with a capacity of 10 passengers. Parking availability at Krug exceeds 1000 spaces.

Based on feedback from the neighboring community, we have added additional vehicles, Sprinter vans, which will be able to utilize the front driveway off of Highway 29 if approved by local authorities. These vehicles are approximately 20ft long. This change could significantly reduce the traffic on Spring Mountain Road on the evening of the event. Coaches will follow a predetermined routing plan to ensure efficient ingress. Each mini-coach measures on average 25 feet allowing for maneuverability along narrow access roads. If guests arrive late or outside of their departure time, a sprinter van will be available to transport guests to Monte Olivos. All vehicles will remain staged on property at Monte Olivos through the end of the event in case of emergency.

We propose law enforcement deployment along Spring Valley Road from 3:00 PM to 11:15 PM to assist with traffic flow and event access control. In addition, we plan to deploy professional flaggers at both Spring Mountain Road and the entrance to Monte Olivios. These traffic personnel will help manage the two-way flow and support staff and production arrivals, maintaining safety along the narrow access routes throughout the event. They will also be able to clear the road if needed in an emergency situation.

Upon arrival at Monte Olivios, buses will drop off passengers and stage within the property to await the return trip. Return transportation will be similarly organized into two groups, with scheduled departures at 9:30 PM and 10:00 PM. An ADA-compliant vehicle will be

available for guests with special needs throughout the evening. Also, accommodations will be made for guests who leave early.

Traffic Management Personnel

Refer to Appendix A for the Monte Olivios TMP Egress Plan, which outlines road signage, traffic flow, and staging logistics.

- Proposed law enforcement deployment: Spring Valley Road, 3:00 PM – 11:15 PM

- Flaggers:

  - Spring Mountain Road (intersection control)

  - Monte Olivos entrance (arrival coordination and safety)

  - Flaggers will mitigate traffic impacts for residents and maintain clear access for emergency response vehicles.

  - All flaggers will utilize two-way radio communication for real-time coordination and incident response.

Shuttle Operations

- Departure: Starting at 4:30 PM from Charles Krug

- Return Waves: 9:30 PM and 10:00 PM from Monte Olivios

- Vehicles: 9 Minicoaches, 13 Sprinter Vans

- ADA transport: Available and on-call throughout the event

Parking & Access Summary

- Guest Parking: Charles Krug Winery only

- The majority of event staff will also park at Charles Krug Winery and be transported to Monte Olivos via shuttle

- No patron parking permitted at Monte Olivios

- Monte Olivos access restricted to essential working personnel

- Bus staging permitted on-site at Monte Olivios

Contingency Planning

- Accommodations will be made for early departures

- Route adjustments are available in collaboration with law enforcement if needed

Conclusion

This Transportation Management Plan aims to support guest safety, minimize local traffic impact, and ensure a seamless experience for all event attendees and staff. We welcome collaboration with local stakeholders to finalize and effectively implement the plan.

Appendix A

Monte Olivios TMP Egress Plan – View Online:

MONTI OLIVIOS TMP EGRESS PLAN R0.1 (1).pdf prepared by C. McEndree PE, dated April 17, 2025. This diagram provides scale mapping of road signage placement, bus staging, ingress/egress flow, and key intersections for flagger and enforcement deployment.

Appendix B

Charles Krug Winery Parking Lot Map - View Online:

Krug - 04-23-25 Parking .pdf

Prepared by 100x Hospitality, dated April 23, 2025. This diagram details available parking spaces at Charles Krug Winery.

Written Statement

OVERVIEW

This event will take place at Monte Olivos (25000 Spring Mountain Rd) on Friday, June 20th 2025. The event will consist of a concert by Andrea Bocelli, occurring during a seated family style dinner served by Outstanding in the Field. We are expecting 600 guests, who will be onsite from 4:30pm-10:00pm. Entertainment to end at 9:30pm per permitting requirements, light ambient music to follow from 9:30pm-10:00pm.

TRANSPORTATION

All guest arrivals and departures will be facilitated using small motorcoaches operating between Charles Krug Winery and Monte Olivios. Guests will park at Charles Krug Winery, arriving via private vehicle or rideshare/livery service. Beginning at 4:30 PM, motorcoaches will transport guests from the winery to the event via Spring Mountain Road.

No patron parking will be permitted at Monte Olivos. Parking at Monte Olivos will be limited and restricted to essential working personnel only.

Charles Krug Winery will serve exclusively as the designated parking and transportation hub for the event. Parking personnel will be deployed on-site to manage traffic flow, direct vehicles, and assist guests during arrival and departure.

Staff will also be strategically stationed at Monte Olivos to coordinate the timely dispatch and arrival of coaches, ensuring smooth ingress and egress at the event site as well as assist with local traffic. Once all guests have been transported to Monte Olivios, motorcoaches will stage in preparation for return service.

After the event, shuttles will begin to return guests to Charles Krug Winery starting at 9:30pm. Final departure estimated for 10:00 pm.

KITCHENS & TENTING

We will be using pop up tents, but there will be no other tenting involved. We will be building three kitchens onsite under the pop tents. The kitchens will utilize propane and wood-fired cooking equipment, consisting of convection ovens, grills, fryers, griddles, and 6-burner stove ovens. No heated cooking equipment will be used under the tenting.

MODIFICATIONS

There will be no modifications to any existing buildings.

There will be generators used onsite to supplement the existing power grid.

There will be some 6’ x 8’ redwood fencing segments to be used to mask back of house areas, but the segments will be anchored to the ground by sandbags. They will not be staked or semi-permanately installed.

STAR WAGON
There will be a “Star Wagon” on property, to be used by Andrea Bocelli and his family. This trailer will fully self-sufficient, with its own water.

RESTROOMS
There will be three restroom trailers from United Site Services (permitted in Napa County) available onsite:

1. 10 stall restroom trailer
2. 8 stall ADA restroom trailer
3. 4 stall restroom trailer
4. 4 stall restroom trailer (used for staff only)

LIGHTING
The dining tables will be lit with string lights down the length of each table. These string lightings will be powered by power drops from generators.

Guest pathways will be lit by 8’ height pin spots (connected to property’s grid power) and battery-powered uplights.

Shuttle drop off areas will be lit by pin spots (connected to property’s grid power).

Kitchens will be lit by both battery powered stand lights and rented lighting–high bay and clip on lights (connected to property’s grid power & power drops from generators).

Two light towers will be utilized for BOH / breakdown purposes (connected to generators).

Key Contacts for Inspection
Outstanding in the Field - food & beverage service
Planning & Permitting
Caroline Hernandez, Outstanding in the Field - 415-260-8979

Health & Fire Inspections
Seth Heitzenrater, Outstanding in the Field - 215-485-7738

100x Hospitality - entertainment & transportation
Andrew Clements - Producer 724.875.1522
Elliott Little - Technical Director 608.201.7337
Mike Medvin - Operations 215.237.6365
Randi Nall- Associate Producer 251.809.5293
David Nelson - Project Manager +52.984.186.6962

Set Up & Breakdown Plan

Wednesday, June 18th (10am-5pm)
Event rentals delivered
Restroom trailers delivered
Staging installed

Thursday, June 19th (10am-5pm)
All back of house areas assembled
Dining tables and chairs set up
Lighting installed

Friday, June 20th (8am-12am)
Final event set up
All vendors arrive for service
Event occurs from 4:30pm-10:00pm

Saturday, June 21st (10am-5pm)
Staging, lighting, and event rentals broken down and removed from property

Sunday, June 22nd (10am-5pm)
Staging, lighting, and event rentals broken down and removed from property

Monday, June 23rd (10am-5pm)
Waste receptacles and restroom trailers removed from property
All vendors full off of property by end of day

Security, First Aid, & Emergency Plan

An on-site Emergency Medical Technician (EMT) will be present, equipped with first aid supplies and basic life support, to respond to any medical needs during the event's duration. Additionally, the appropriate number of security guards will be deployed to oversee guest safety, assist with crowd management, manage emergencies, and monitor the overall security of the event space.

Weather conditions will be actively monitored through a professional meteorological service to ensure timely awareness of any developing hazards.

Monte Olivos will maintain emergency access points on both sides of the property to provide alternative ingress and egress in the event of an emergency. Event staff will be trained on emergency protocols and will communicate via radio or mobile phone to coordinate an efficient and safe response.

Inclement Weather Plan

To ensure the safety and comfort of all attendees, weather conditions will be continuously monitored through a professional meteorological service. This allows the event team to respond quickly to any developing weather concerns.

In the event of inclement weather, guests and staff will be directed to shelter within the two large covered structures on-site. If additional shelter is required, motorcoaches will be available as backup protected spaces. These coaches will also be staged and ready to return patrons to Charles Krug Winery if early evacuation becomes necessary.

Tent Sizes

RECEPTION KITCHEN TENT
(4) 10’x10’x10’ Qwik Top U/W
(16) THD Stake 1”x42” Double Head
(4) Tent Fire Extinguisher ABC

FIELD KITCHEN TENT 1
(1) 20’x20’x10’ Qwik Top U/W
(8) THD Stake 1”x42” Double Head
(1) Tent Fire Extinguisher ABC

FIELD KITCHEN TENT 2
(1) 20’x20’x10’ Qwik Top U/W
(8) THD Stake 1”x42” Double Head
(1) Tent Fire Extinguisher ABC

SCULLERY TENT
(1) 20’x20’x10’ Qwik Top U/W
(8) THD Stake 1”x42” Double Head
(1) Tent Fire Extinguisher ABC

STAFF & VENDOR TENTS
(2) 10’x20’x10’ Qwik Top U/W
(2) Tent Fire Extinguisher ABC

STAGE LEFT TENT
(1) 10’x20’x10’ Qwik Top U/W
(6) THD Stake 1”x42” Double Head

(2) (AZT) Sidewall 10’Hx20’W U/W
(2) (AZT) Sidewall 10’Hx10’W U/W
(1) Door Exit Slider 10’
(1) Tent Fire Extinguisher ABC
(15) Sub-Floor, Black Poly Lay Down 4’x4’

STAGE RIGHT TENT
(1) 10’x20’x10’ Qwik Top U/W
(6) THD Stake 1”x42” Double Head
(2) (AZT) Sidewall 10’Hx20’W U/W
(2) (AZT) Sidewall 10’Hx10’W U/W
(1) Door Exit Slider 10’
(1) Tent Fire Extinguisher ABC
(15) Sub-Floor, Black Poly Lay Down 4’x4’

FRONT OF HOUSE TENT
(1) 10’x20’x10’ Qwik Top U/W
(6) THD Stake 1”x42” Double Head
(2) (AZT) Sidewall 10’Hx20’W U/W
(1) Door Exit Slider 10’
(1) Tent Fire Extinguisher ABC
(15) Sub-Floor, Black Poly Lay Down 4’x4’

Total Number of Staff & Vendors

Wednesday, June 18th (10am-5pm)
55 staff & vendors onsite throughout the course of the day

Thursday, June 19th (10am-5pm)
53 staff & vendors onsite throughout the course of the day

Friday, June 20th (8am-12am)
128 staff & vendors onsite throughout the course of the day

Saturday, June 21st (10am-5pm)
55 staff & vendors onsite throughout the course of the day

Sunday, June 22nd (10am-5pm)
20 staff & vendors onsite throughout the course of the day

Monday, June 23rd (10am-5pm)
4 vendors onsite throughout the course of the day

City of St. Helena
City Council

Project: 2500 Spring Mountain Rd.

Temporary Use Permit TUP25-005 /Appeal APP25-002

Staff: Jackie Oneal

Community Development Department

June 10, 2025

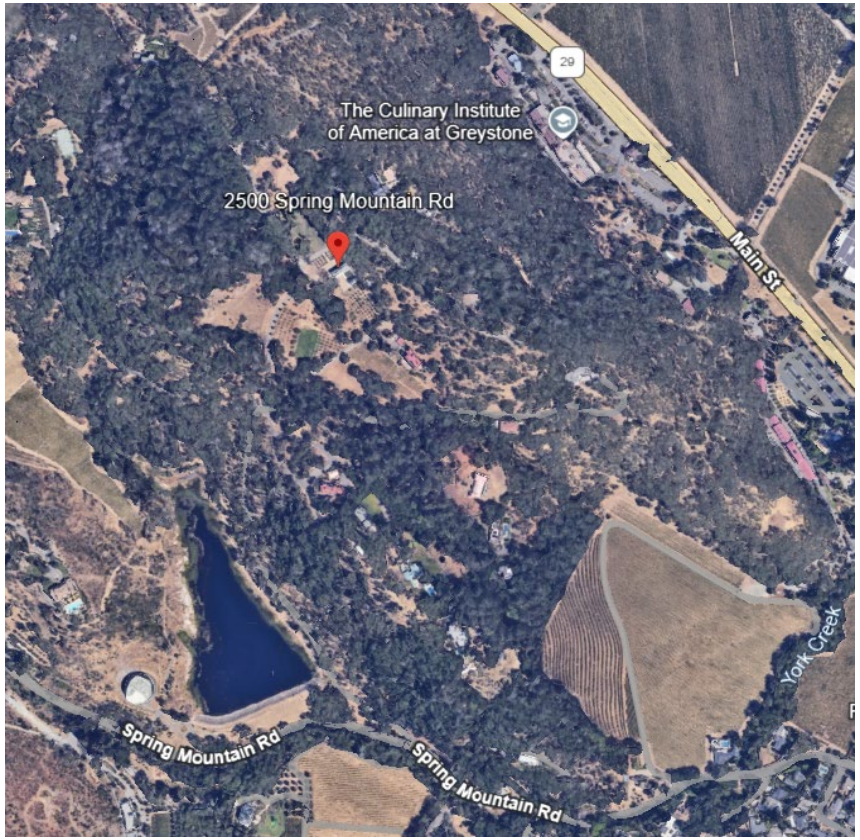
May 22, 2025, Appeal Application Filed

- Per SHMC 17.12, appeals procedures require a 14-day waiting period before a deciding body's decision is final
- Appeals must be held at a regularly scheduled meeting
- When an appeal is filed, any pending decision is suspended
- Due to the constrained timing between the PC approval and the date of the event, the applicants chose to preemptively file an appeal requesting to uphold the PC approval

Temporary Use Permits

- St. Helena Municipal Code (SHMC) 17.05.110 establishes that the purpose of a Temporary Use Permit (TUP) is to provide procedures for short-term activities and uses on privately or publicly owned property with appropriate regulations so that such activities will be compatible with the surrounding areas.
- Pursuant to SHMC 17.22.250 (D)(1), the Community Development Director may refer a TUP application to the Planning Commission when there are factors such as events with attendance over 400 persons.
- In February 2025, staff administratively approved one TUP for an unrelated, music and dinner event held on the site, Live in the Vineyard Goes Country. Staff did not receive any complaints about the event at the time it was held.

Aerial View
2500 Spring Mountain Rd.





Background

- The property is developed with a single-family residence and associated accessory structures and an agricultural barn complex that was approved for use as a commercial agricultural olive oil press, processing, and storage facility in 2014
- A-20 zoning does not permit event centers as a by-right or conditional use
- 5/19/25 - Staff met with a representative of the property to discuss event history
- 5/27/25 - Staff issued a courtesy notice letter informing that event centers are not permitted in the zoning district and to cease all event activities, except for the approved June 20 Bocelli Dinner event.

Project Description

- Temporary Use Permit application to allow for a private, ticketed, dinner and music event, within the Twenty-Acre Agriculture zoning district on June 20, 2025, with a maximum attendance of 600 persons.
- Guests would be on-site from approximately 4:30 to 10:00 p.m. with live entertainment scheduled to end at 9:30.
- Staff and vendors would be on-site to set-up/break-down from Wednesday, 6/18/25 - 6/23/25 from 10 a.m. to 5 p.m., with the exception of the day of the event, when staff and vendors will be onsite from 8 a.m. to 12 a.m.

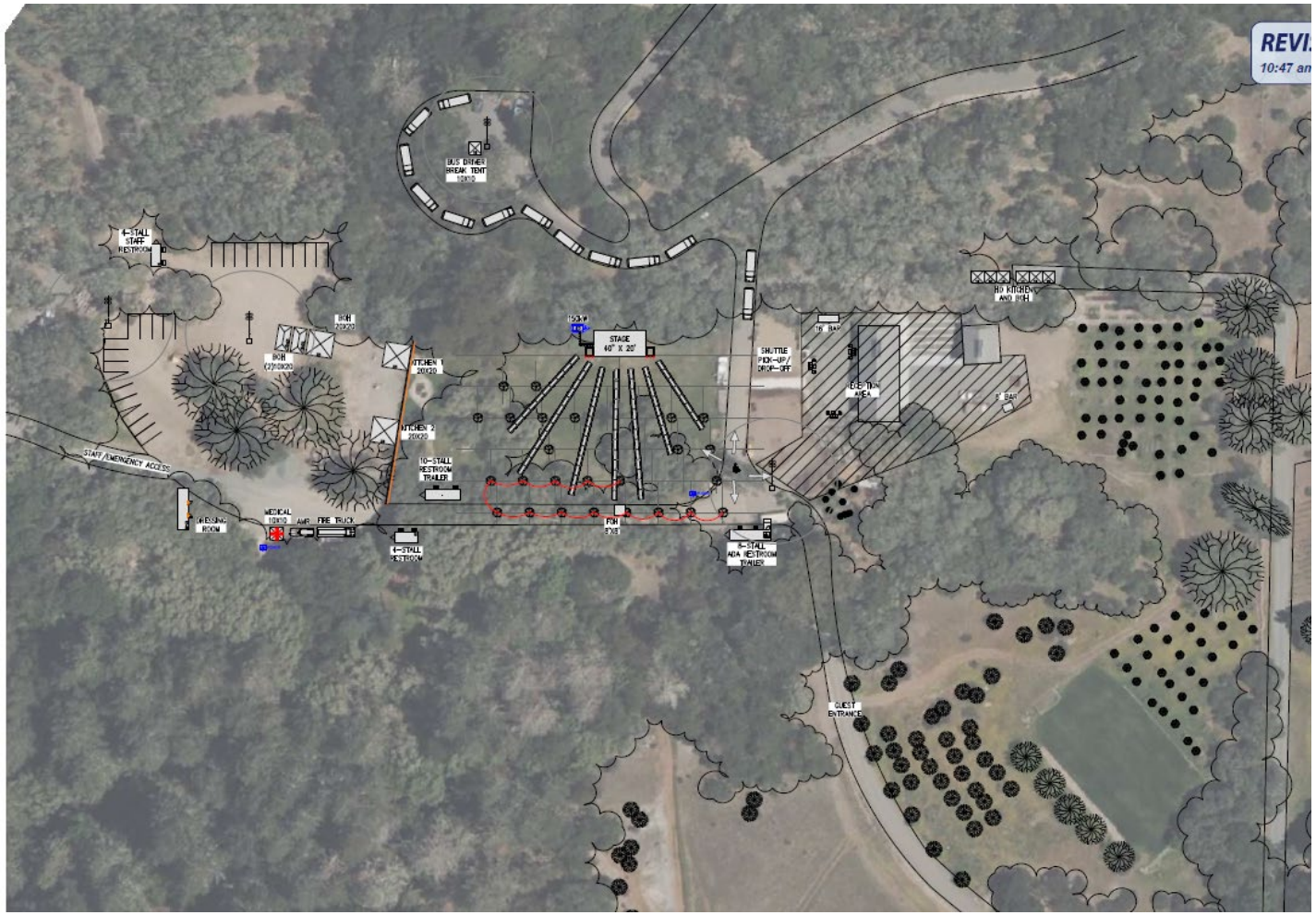
Project Description cont.

- Guests will park at Charles Krug Winery and be transported via 13 mini-coach buses each with a capacity of 27-35 passengers.
- Passengers will be transported in two waves beginning at 4:30 p.m. with return transportation from 9:30 to 10:00 p.m.
- On-site parking limited to essential personnel, no guests to be parked at 2500 Spring Mountain.

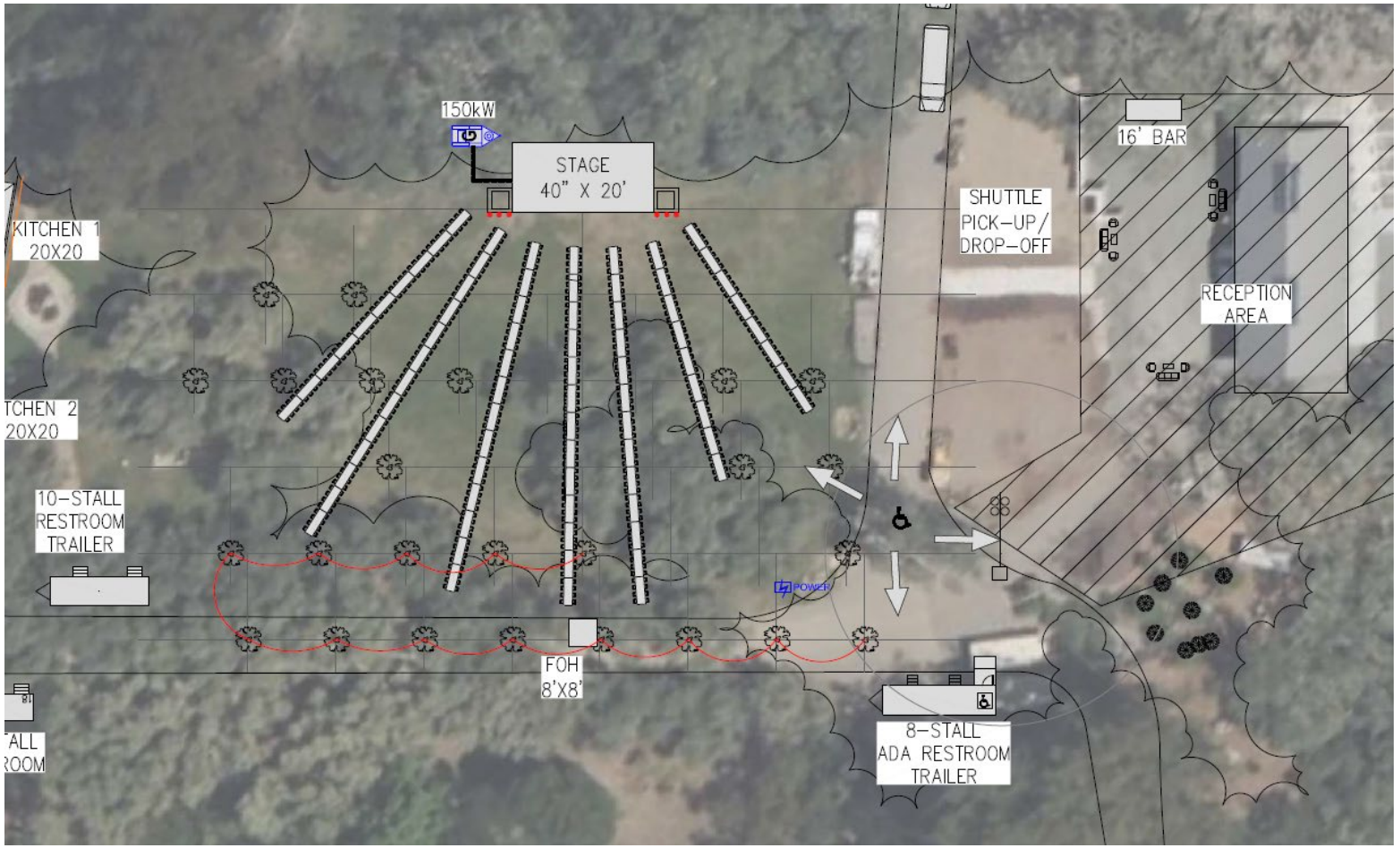
May 20, 2025, Planning Commission

- Planning Commission voted to conditionally approved the TUP application 4-0 (1 commissioner absent)
- Public Comments generally related to concerns about safety, ingress and egress, and concerns related to the ongoing use of the site as an unpermitted event center
- City staff, including Police and Fire, were available to respond to questions
- At the meeting, the TUP Ordinance was discussed generally. Staff and PC agreed that the ordinance needs to be strengthened and will be working with the City Attorney to bring forward a Zoning Amendment for the TUP regulations

Event Aerial Site Plan



Event Aerial Stage and Seating Plan



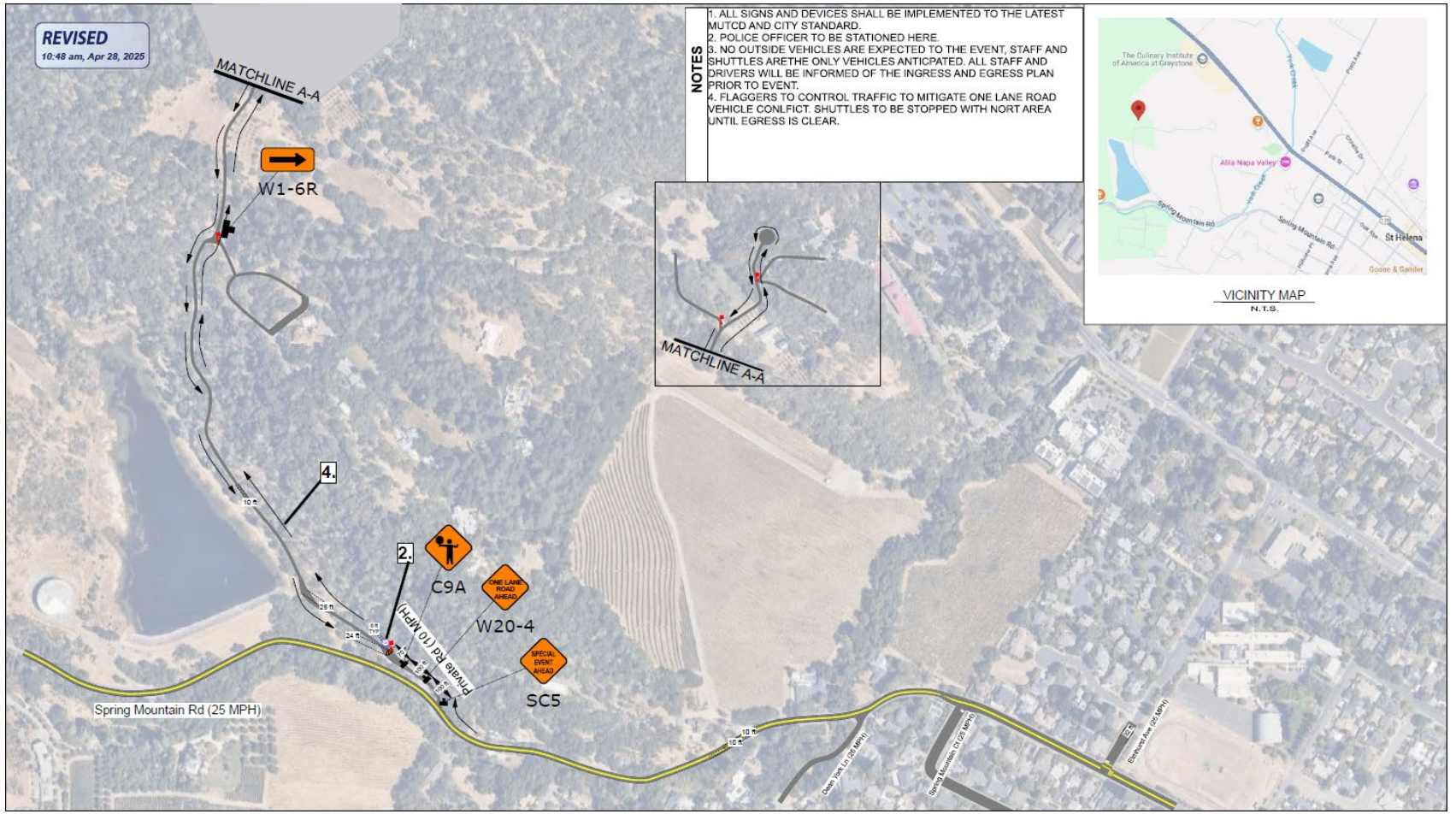
Noise

The City has established maximum allowable thresholds for intrusive noise across specific time periods. These standards are designed to protect the most sensitive receptors—primarily residential areas—and represent the maximum ambient levels considered acceptable to avoid adverse impacts on homes and other noise-sensitive land uses:

- Daytime (7:00 a.m. – 7:00 p.m.): 45 dBA
- Evening (7:00 p.m. – 10:00 p.m.): 40 dBA
- Nighttime (10:00 p.m. – 7:00 a.m.): 35 dBA

St. Helena Police Department issued a Noise Permit to exceed these levels in the day and evening, but not after 10 P.M.

Traffic Management



Safety/Emergency

- On-site paramedic and ambulance (Rock Medicine/AMR)
- Security Guards On-Site
- Weather Monitoring
- Staged motor coaches in the event of emergency evacuation
- 2 PD Officers on-site
- Building and Fire Dept. Pre-event site inspections



Analysis

Project is categorically exempt from the requirements of CEQA, pursuant to CEQA Guidelines Section 15304(e), which exempts the minor temporary use of land having negligible or no permanent effects on the environment.

A TUP may only be approved after the deciding body has made the following findings:

1. The temporary activity complies with applicable standards identified in Section 17.22.250, Temporary uses; and
2. Maintenance or operation of the temporary activity would not be detrimental to the public health, safety, or welfare of persons residing or working in the neighborhood of the proposed temporary activity.

Recommendation

1. Determine that the project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15304(e); and
2. Approve a resolution upholding the Planning Commission's approval of TUP25-005 in order to allow the Andrea Bocelli dinner and entertainment event with up to 600 guests on the Monte Olivos estate located at 2500 Spring Mountain Road.

Questions?

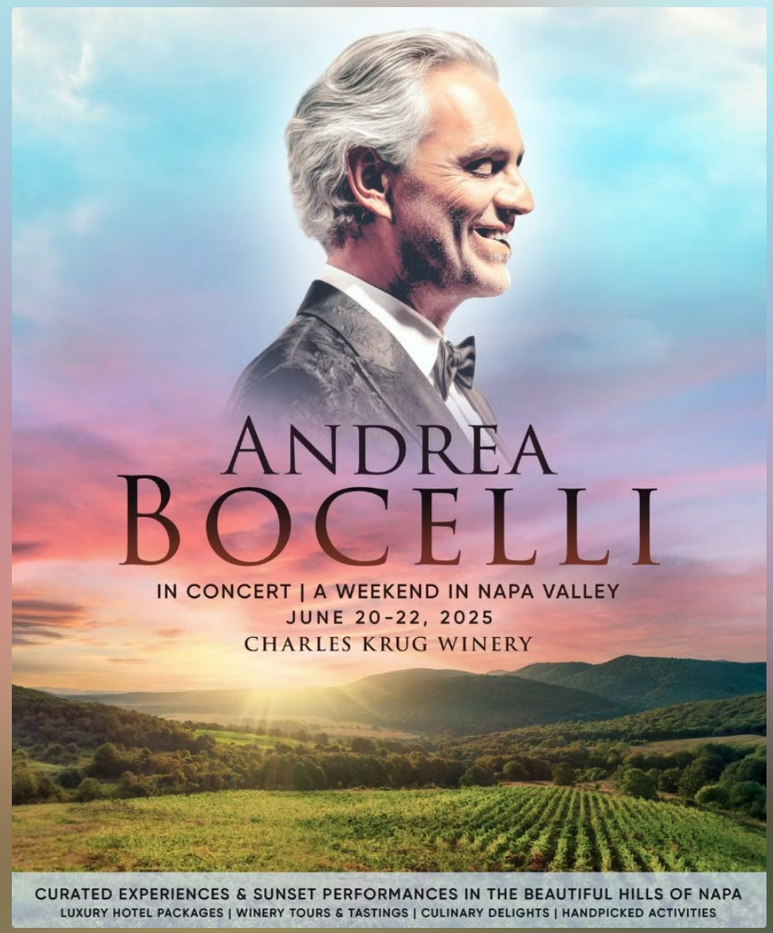
Dinner at the Bocelli's

Experience a magical weekend in Napa Valley featuring the world-renowned tenor, Andrea Bocelli. Indulge in fine wines, gourmet cuisine, and unforgettable performances in breathtaking vineyard settings.

Event Date: June 20th, 2025

Event Location: Monte Olivos 2500 Spring Mtn RD, Saint Helena CA

AC **by Andrew Clements**





Executive Summary

Event Overview

- Attendance
- Hours of Operation
- Food Program
- Run Of Show (Schedule)

Key Event Details

- Event Map
- Parking and Traffic
- Noise Study
- Emergency Evacuation



Dinner at Bocelli's Overview

Attendees

Total Guests: 600 person dinner, with intermittent musical performances

Hours of Operation

Event Doors Open: 4:45 PM (shuttle transportation begins at 4:30pm)

Food Experience: 6:00 PM - 8:30 PM

Musical Performances: Intermittent from 6:15 PM-9:30 PM

Food and Beverage

- Food curated by renowned **St. Helena** Chef **Elliot Bell from Charlies**
- Wine experience featuring local wines & Bocelli Family Wines

Run of Show

- 6:15 PM - 6:20 PM First Act (5 minutes)
- 6:20 PM - 7:15 PM Intermission (55 minutes)
- 7:15 PM - 7:20 PM Second Act (5 minutes)
- 7:20 PM - 7:55 PM Intermission (35 minutes)
- 7:55 PM - 8:00 PM Third Act (5 minutes)
- 8:00 PM - 8:10 PM ABF Speeches (10 minutes)
- 8:10 PM - 8:50 PM Intermission (40 minutes)
- 8:50 PM - 8:55 PM Auction Intro (5 minutes)
- 8:55 PM - 9:05 PM Fourth Act (10 minutes)
- 9:05 PM - 9:15 PM Guitar Auction (10 minutes)
- 9:15 PM - 9:30 PM Final Act (15 minutes)



Event Operations

Event Maps

Global Map, Dinner & Show Map

Parking and Traffic

Parking at Charles Krug Winery, Shuttles to and From the Event Site

Emergency Management

Evacuation Plan, Fire Safety

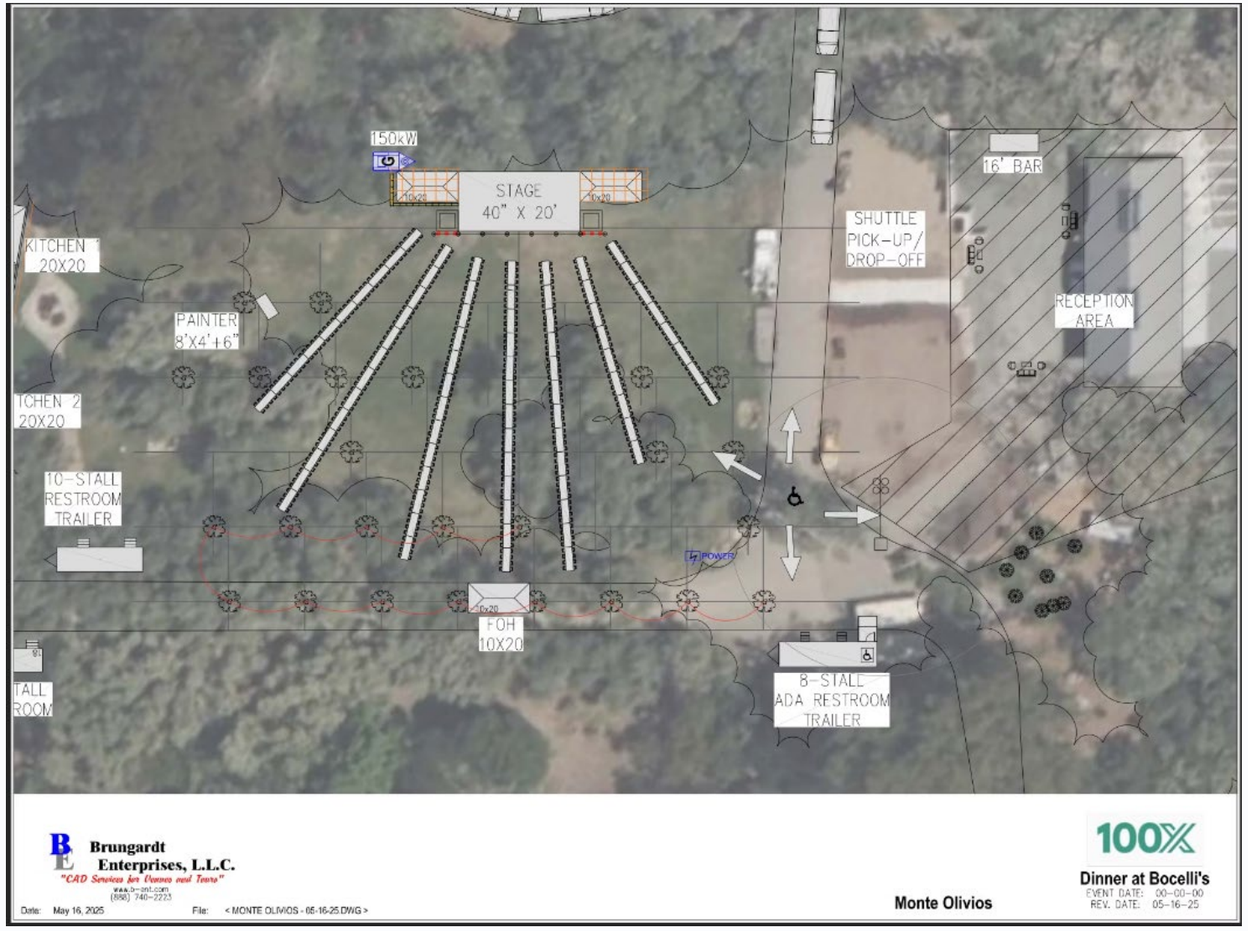
Noise Study

Noise Predictions and Conclusions

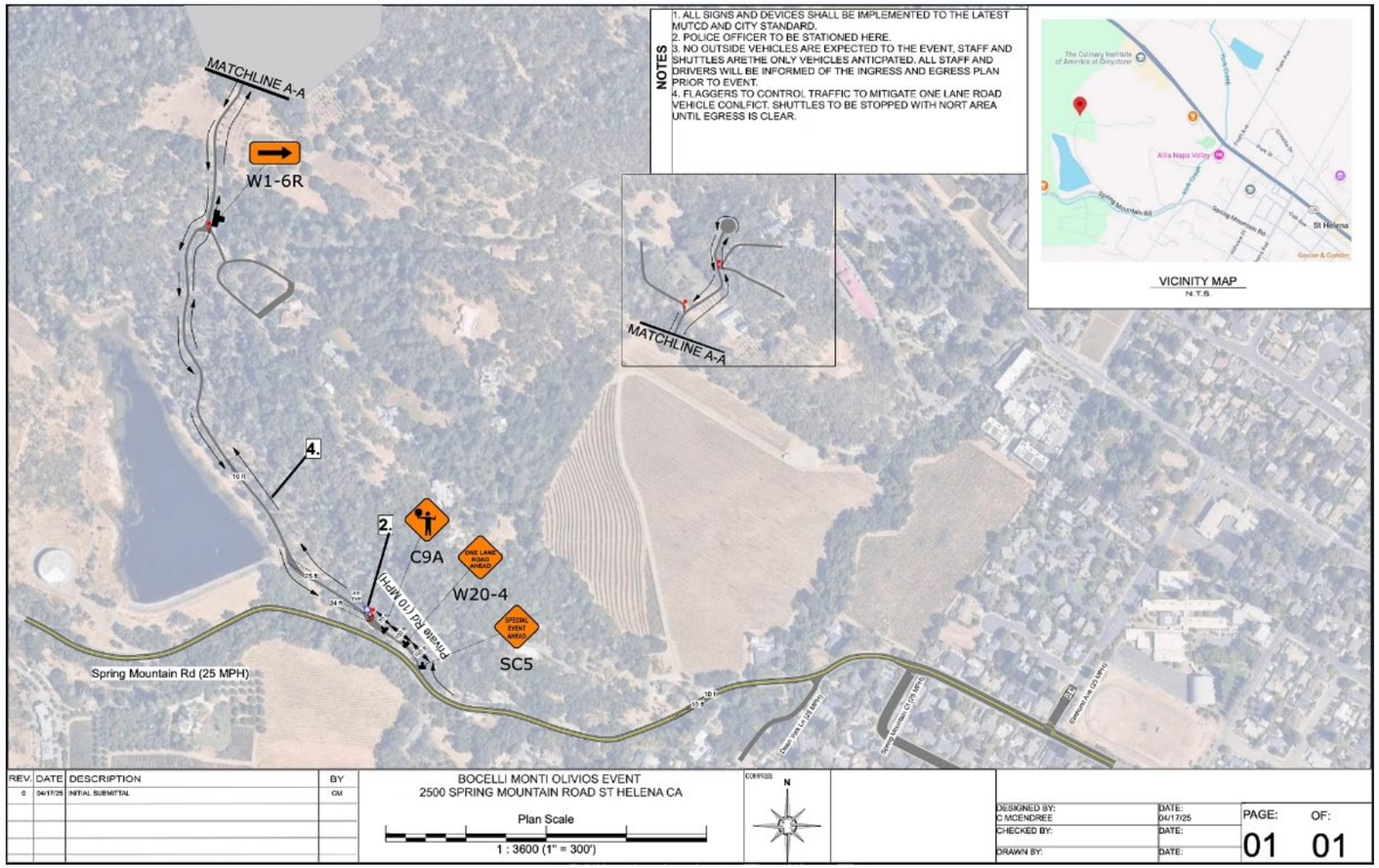
Global Site Map



Dinner & A Show Map



Traffic Management Plan



Emergency Management

On-Site Medical Management: Rock Medicine providing comprehensive on-site medical services, supported by a local ambulance company (AMR)

Medical Locations: A dedicate EMT team by Rockmed will be onsite

Fire Safety: Event site has a fully operating Fire Truck stationed onsite and operable during all event hours

Emergency Exits: Clearly marked emergency exits with ample signage throughout the venue including an emergency exit out of the property that can be used for Ambulances and CalFire in case of forest fire.

Emergency Busing: 13 Sprinter Van and 9 Minibuses will be staged onsite that can be used in an emergency with enough room to hold. Total capacity of 610 passengers in an emergency scenario.

Emergency Messaging: Pre-recorded emergency messages and live announcements ("VOG") from the Front of House for clear and timely communication

Simplified, Evacuation/Emergency Plan

Purpose: This Emergency Operations Plan outlines procedures to protect the safety of all guests and staff at Dinner at Bocelli's in the event of severe weather, life-safety threats, or other emergencies.

Emergency Monitoring: A professional meteorologist will provide continuous weather monitoring throughout the event. This service supports real-time decision-making regarding shelter-in-place or evacuation actions as needed.

Shelter-in-Place Procedures: If evacuation is not immediately possible or needed, guests and staff will shelter on-site at Monte Olivos:

- 2 large Permanent indoor structures on the property,

Guests will remain sheltered until the threat has passed or emergency officials provide further instructions.

Evacuation Procedures: If a full evacuation is required, the following transportation resources are available:

- 13 Pre-staged Sprinter vans
    - 15 Passengers per van
- 9 Minibuses
    - 27- 35 seated passengers per bus
    - 15 additional standing passengers per bus in life-safety emergencies
- An additional ADA accessible van
    - 10 Passangers
- Additional 15 passenger vans on standby

Total evacuation capacity: 610+ people

Because all buses can be staged and loaded at once, evacuation from site can begin in approximately 10 minutes with orderly boarding. Note: Buses are reserved for emergency evacuation only and will not be used to relocate guests unless a full evacuation is ordered.

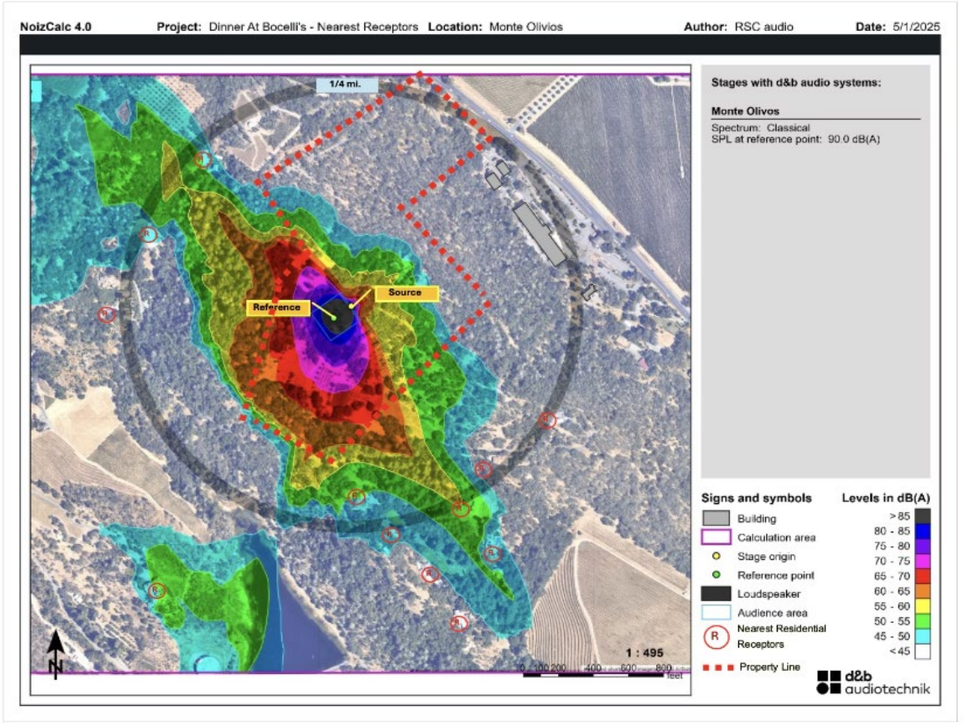
Fire Safety: Monte Olivos maintains a permanent on-site fire truck to support immediate fire response capabilities on the property until local emergency services arrive.

Noise Study

Noise Prediction at Parcel Perimeter & Nearest Sensitive Receptors at SPL 90dBa

Figure 1 – Noise Prediction at the nearest sensitive receptors @ source SPL of 90 dBA

Source = Stage/Speakers, **Reference** = FOH (Sound Board measurements). Instruments Piano, 2 Violins, 1 Viola, 1 Cello, Vocalists



Prepared by: RSC Audio Engineering, Peer Reviewed by Saxelby Acoustics and stamped with the *Institute of Noise Control Engineering Certification*

Noise Study Conclusion:

Key Findings

• At ½ **mile or more**, sound levels drop to **40 dBA or below**, aligning with the city's **evening noise threshold (7–10 PM)**.

• **Event ends by 9:30 PM**, avoiding conflict with the stricter **nighttime threshold of 35 dBA**.

• **No mitigation necessary**, as modeling shows all predicted levels stay within ordinance limits even with elevated terrain near some homes. However, as a precautionary measure with homes so close to the event site, a noise permit has been received from the Chief of Policy Chris Hartley for the event.

Peer Review Assurance

• Modeling conducted using **SoundPLAN NoizCalc 4.0** and ISO 9316-2 standards.

• Reviewed and validated by **Saxelby Acoustics**, who concur that sound levels will be **barely perceptible or inaudible** beyond ½ mile.

The Dinner at Bocelli's gala event will operate comfortably within the City's noise standards and is not expected to cause disruption to surrounding neighbors or the broader St. Helena community.

From:	Edward Kuntz
To:	Michelle Deasy; pdoring@cityofsthelena.gov; abarack@cityofsthene.gov; kspadarotto@cityofsthelena.go; City Manager
Cc:	Jackie Oneal; eopp@cityofsthelena.go
Subject:	[External] 2500 Spring Mountain Road
Date:	Monday, June 2, 2025 9:24:13 PM
Attachments:	Document_2025-06-02_210400.pdf

The attached document is submitted to the City Council of Saint Helena to object to the Temporary Use Permit granted by the Planning Commission.

We would otherwise be present at the Council meeting to state our objections but cannot attend because of previously scheduled travel.

We ask that the City Council consider the points set forth in the document in its deliberations regarding this matter.

Thank you, Caroline and Edward Kuntz 2488 Spring Mountain Road.

1. No other issue (ie safety , fire, environment) should have been considered by the Planning Commission.... This is an illegal activity n violation of the zoning code and the Temporary Use Permit process is being abused by the applicant.

2. There is clearly a history in the past of the residential property being used for commercial purposes in violation of the City Code. This is a continuation of the past wrongful activity and commercial use and the grant of the permit would encourage further wrongful activity in the future.

3. The Temporary Use Permit process was never intended for this purpose but rather for unique and somewhat new tryouts by Saint Helena businesses. This was clearly stated by the head of the Planning Commission in his public comments at the hearing.

4. The residential property has been listed and advertised on a commercial website as a venue for parties and events and apparently only removed from the commercial website on the day of the Planning Commission hearing.

5. The applicant has misused and abused the Saint Helena Code and, although there is some language in the decision of the Planning Commission which refers to this being a one time exceptional decision and not binding in the future, there is nothing to stop the applicant from attempting to use the Temporary Use Permit on a serial and ongoing basis for future commercial purposes, large events and dinners and parties.

6 If this Temporary Use Permit is granted, the City would be fostering further abuse of the process clearly to the detriment of the majority of the residents who are in opposition to this event.

7. The applicant and the property owner never answered questions as to their commercial motives for this or any other past event. Are they getting a fee or other consideration for use of the property. What are their plans for further use of the property? The Council should have a definitive answer to these questions prior to rendering a final decision. These questions and other unknowns should be answered by the property owner directly and not by the commercial event planning firm who filed the Temporary Use Permit and the appeal.

8 The City Council is being put in a timing bind by the dilatory filing of the Temporary Use Permit and the time pressure being applied by the applicant appealing its own favorable decision. If the applicant had filed a number of months ago, this could have been handled without undue timing pressure on City Council.

9.The better course of action and the " neighborly and Saint Helena way " would have been for the property owner to have had an informal meeting with the neighbors explaining the nature of the event , promising that it is truly a one time exception and by doing so working things out in an amicable way.

9. Some years ago when the he purchased the land, the property owner entered into a written agreement with the neighbors at that time agreeing to limit its use and to assure it was only going to be used for residential purposes. The property owners actions here and in the past clearly violate the trems and spirit of that agreement.

From:	Pam Samuelson
To:	Aaron Barak; Michelle Deasy; Kate Spadarotto; Billy Summers; Paul Dohring; City Manager
Cc:	Bob Glushko; Pam Samuelson; michael@napablogger.com
Subject:	[External] upcoming city council meeting about 2500 Spring Mtn Road events
Date:	Thursday, June 5, 2025 9:50:52 AM

Bob Glushko and I have lived at 2494 Spring Mountain Road since March 2002. One of the many joys of living in this part of St Helena has been how blessedly quiet and bucolic our property and neighborhood have been--at least until Mr. Hernandez has turned 2500 Spring Mountain Road into an event facility attracting large crowds and blasting out music that can be heard throughout the neighborhood. I write to you now to join in the opposition to the use of what Mr. Hernandez agreed was to be a residential property into an event venue. We all agree that the noise, congestion of our private road, and the fire danger presented by these events are obnoxious and should not be tolerated by the City of St Helena.

In the fall of 2020 the Spring Mountain Road fire came perilously close to our properties. We were saved by the irrigation pond and by some residents defying evacuation orders to wet down roofs and put out spot fires. Since then, the neighbors agreed to pool resources and thin out the woods to reduce the risk of fire. I miss the more wooded feel of the pre-fire neighborhood, but cleaning the woods as much as possible was the sound idea. Even so we were unable to renew our long-time fire insurance policy this year because insurance companies thought that the neighborhood was too risky to insure. Michael Haley is not the only person in the neighborhood to have experienced loss of insurance coverage. This is an extra reason to be concerned about the Hernandez property being used as a high end event facility. All it would take is one person smoking a cigarette and dropping it to the ground or throwing it into the woods to start a massive fire if the wind picks it up. This would put not only all of the attendees at the Hernandez property at risk, but also all of the houses and their residents at risk too. And we may not be able to get out because of traffic being clogged up on our private road.

Please rescind the temporary permit that Mr. Hernandez has obtained or at least limit it to a one-time use. And only a one-time use.

Others in the neighborhood have asked Mr. Hernandez to be a good neighbor and simply desist from hosting other events. This has not proven successful. Indeed, it seems that he has doubled down on his insistence on being able to use his property in this way. Please don't let him get away with this. It's just not safe.

--
Pamela Samuelson
Richard M. Sherman Distinguished Professor of Law
Berkeley Law School
Berkeley CA 94720-7200
(o) 510-642-6775
Director, Berkeley Center for Law & Technology Co-Founder, Authors Alliance

From: Juli Pringle
To: Michelle Deasy
Cc: pdoring@cityofsthelena.gov; Aaron Barak; Kate Spadarotto; Billy Summers; City Manager; Paul Dohring
Subject: Re: [External] Proposed event 2500 Spring Mountain Road
Date: Monday, June 2, 2025 4:30:57 PM

To our City of St Helena Council members and our City Manager,

We are writing again to bring your attention to the matter of our neighbor at 2500 Spring Mountain Road hosting major events. It is the property of Monte Olivios LLC. At the planning commission meeting on May 20th the commissioners asked the daughter of the owner how the property was held in terms of insurance. She said the property was a trust but it is clearly listed as an LLC. She also said that the advertisement for the property with an event planning website was an error. We believe that the Monte Olivios property was taken off of the site however Grove 45 is still being advertised on the Distinct Properties site and the two entities are affiliated.

The property at 2500 Spring Mountain Road is listed as a single family residential in the tax files. It is also zoned A 20. As we have stated in previous correspondence there are future events on the calendar as of today. We are not notified of any of the events past or future except the Boccelli concert on June 20. Is it acceptable to hold these events and block the access of the residents for the accommodation of the guests?

As neighbors we are very concerned for fire safety of all of the residents on our small street. We have a one lane road to access all of our properties. In the event of an emergency it will be virtually impossible to evacuate a large event (or even a medium size of say 200) with the limitations of the road, let alone all of us residents. We are perplexed at Public Works and St Helena Fire signing off on any event with the limitations of the road. The road can be hazardous just driving in and out with the residential traffic and we do not feel safe with an added few hundred people.

How can it legally be possible for a residential property to hold events with hundreds of guests, multiple times without any consideration of the logistics of the neighborhood and/or road access? Or without any conditions as there seems to be with the Boccelli event? How many events are acceptable under the law if this is permissible? There have already been multiple events this year and there are at least 4 more events currently on the calendar we could find online.

We would greatly appreciate your consideration and attention to this matter.

Respectfully,

Terry and Juli Pringle

> On May 21, 2025, at 12:01 PM, Juli Pringle <terryandjulipringle@icloud.com> wrote:
>
> Hi Michelle,
>
> Thank you for getting back to me. The property at 2500 Spring Mountain Road is within city limits. We attended a planning commission meeting last night where the issue was discussed. This is the property of Monte Olivos LLC. They have been having events for the past year and we found out last night that if the event is 400 attendees or less they do not need a TPU. The issue for us as neighbors is not only the size of the events we have endured but the safety

of the neighborhood. We have a one way access road to all of the properties. This is the first time we have been notified of the upcoming event simply due to the size.
We did not intend to live in an area with an event center and neither did our neighbors. It is actively being marketed as an event center and future events are currently scheduled. It is totally inappropriate for this neighborhood due to limited access and safety concerns it raises.
We are in the high fire danger zone per Cal Fire map.
We would appreciate your attention to this matter.

Thank you very much,

Terry and Juli Pringle

> On May 20, 2025, at 9:46 PM, Michelle Deasy <mdeasy@cityofsthelena.gov> wrote:
>
> Hi Juli,
>
> Apologies for the slow response. I am trying to get up-to-speed on this matter. I wanted to ask, is it the case that 2500 Spring Mountain Road is JUST outside of city limits? I am trying to understand where the permit lies.
>
> Michelle
>
> Get Outlook for Android
>
> ---
>
> **From:** Juli Pringle <terryandjulipringle@icloud.com>
> **Sent:** Sunday, May 18, 2025 4:10:37 PM
> **To:** Paul Dohring <pdohring@cityofsthelena.gov>; abarak@cityofsthelena.ogov <abarak@cityofsthelena.ogov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>; Public Comment <publiccomment@cityofsthelena.gov>
> **Cc:** City Manager <citymanager@cityofsthelena.gov>; Planning Commission <PlanningCommission@cityofsthelena.gov>; Contact City Council <Contactcitycouncil@cityofsthelena.gov>
> **Subject:** Re: [External] Proposed event 2500 Spring Mountain Road
>
> > On May 18, 2025, at 3:59 PM, Juli Pringle <terryandjulipringle@icloud.com> wrote:
> >
> > **Good Afternoon,**

We are writing of our concerns about events at the residence 2500 Spring Mountain Road. As neighbors we received a letter informing us of a concert coming on June 20th with 600 guests attending. It is stated that the attendees will be bused in and out of the event. While this is certainly an inconvenience for us as residents our concern lies with future events planned as 2500 Spring Mountain Road is being advertised as an event space for sale

We have endured previous events that we were not notified of last year including concerts and loud music. It was impossible to enjoy being in your own yard in the evening.

Our questions to you all are as follows:

With an event with 600 guests how many total persons are going to be shuttling back and forth? Vendors for catering, lighting, sound, security etc.?
Is our road safe for these shuttle buses and residential traffic? It is a single lane road and we would venture to say that in the case of emergency the neighborhood could not get out with this many people. There is no two way traffic on our road, period.
How many events are allowed per year assuming that this is legal? Would they all require a Temporary Use Permit? As we have stated we have not been notified of any previous events although they are occurring.
Planning Department conditions of approval for this event number 7 states "the city reserves the right to request a day of inspection to verify that all required components are implemented as outlined in this approval." We strongly recommend and request that the city follows through with this day of inspection.
Who do we call if there is an issue with this or future events? On a weekend? Police? Fire?

We do not object to a truly one time event but we do object to the property being used as an ongoing event center. We believe the City needs to guard against the abuse of the Temporary Use Permit to effectively change the zoning. The use of the website Distinct Locations offering up the property for all sorts of events is very disconcerting. We have a quiet rural neighborhood and do not believe that an event center is appropriate for this location.

Thank you for your consideration.

Sincerely,

Terry and Juli Pringle
2484 Spring Mountain Road
St Helena, CA 94574
(707) 337-6362

Comment to City Council on 2500 Spring Mt. Rd.

I'm very concerned about the event center that has been built in my neighborhood, in fact next door to my house, at 2500 Spring Mt. Rd. If I had known I had been moving in next door to an event center I would never have bought this house. I believe that it's existence has damaged the sale value of all our homes in this neighborhood. Who is going to spend millions on a house to sit and listen to your neighbors loud music? Not me, but here I am.

Last year there were three events there in one month, on Saturdays where some kind of loud techno/hip hop music went on for six hours each time. I thought my neighbors were just having loud parties that I intended to speak to them about after the last one, but then they disappeared. They have not been back since then, about September last year, and are not there now.

However, about 4-5 weeks ago I was heading out to do something and was stopped on my own driveway and not allowed to pass. I was told to pull over by a young man standing out there. I needed to get somewhere soon, and waited a little while and then said, to hell with this it's my driveway, and went on without permission. He yelled at me to stop and I ignored him.

I then soon encountered a bus coming up the driveway and the driver stopped, seeing that there was no way around my Jeep. He had this mad look on his face, angry because I was not following orders. I managed to get around him by going off road.

I returned home in about 30 minutes and I stopped by the young man who was still directing traffic on my driveway and asked him what was going on. He excitedly said there was a big country music concert indicating my neighbors place. I said it would be nice if they warned us this was happening, showing obvious disgust. I figured he would tell the neighbors and I would soon hear from them. Good.

What I have learned in the meantime is that despite that property being zoned as "predominately residential" those neighbors have surreptitiously built an event center consisting of an outdoor amphitheater, two high end looking barns they refer in to in advertising as "party barns", that the country music festival had 450 attendees, that future events are being advertised and tickets sold on line. I have included snap shots of the web sites for some of this for your perusal. They also appear to be high volume events, both attendance and loud music.

At the time in 2014 when the 2500 owners got a general plan amendment for the property, the other use besides the "predominantly residential" was understood to be agricultural—not a series of major concert events.

In any case, I did not hear from my neighbors as expected, another neighbor like myself who is upset about this emailed the owner, and I understand he complained that he did some weed whipping and bought two smoke alarms for the neighborhood and feels we are being unfair to him for protesting his activities. After all he has done for us.

He mentioned that he has not been there in a year and a half and it also appears from his families attendance at the planning commission meeting as well as their advertising that they do not use this place as a home site, and they are farming the events out to third parties to manage and also selling the space to other vendors to use as an event center. There is no sign of any farming or agriculture going on there either, it's been dead space since last September. If that is a pretext for events it ought to be checked.

They have never so much as forewarned any of the neighbors that this was going on. Didn't bother to connect after my complaints or after the planning commission.

And I haven't even gotten to the most important issue yet, which is the extreme fire hazard that is imposed by these events.

The neighborhood is a fire trap to begin with, we share a long, reportedly .7 mile single lane driveway to get back in here, and that itself runs off a narrow and curvy Spring Mt. Rd. It was my biggest concern when I bought the house because you cannot pass someone you run into going the opposite direction without either going off the road, which you can only do in spots, or often both cars stop and then someone has to back up into one of several turn outs built along the way to let the other one by. I have been involved in several near misses as there are also several blind curves and merging driveways with limited side views.

One one side of the drive is a steep hill, the other a downhill with numerous trees right along the side of the road. See attached photos, one measured at about 11ft across, the other about 12ft.

In short, it is not a road you want to be down if a fire starts, it could quickly turn into gridlock, particularly if there were 600 people who needed to get out all at once in an urgent situation.

I could not get fire insurance when I bought my house last year, that is how high risk it is. Uninsurable, and I had to get the default state FAIR plan which has high limits on coverage and a high price. I don't know how they could possibly get insurance for using this residence as an event center, or how it is even feasible that this could be safe for large events like they are doing and planning in the future.

I was informed by our planning department that our city attorney said it was legal for them to do these events, and by a planning commissioner that they could do 12 a year, which will all be in the summer as it is an outdoor theater.

If this is true there is something seriously wrong with our temporary use permit law. It needs to be changed. This location is entirely inappropriate for events, even smaller events.

Thank you for considering my opinion,

Michael Haley

2490 Spring Mountain Road





A. The City council determines that project is exempt pursuant to the following statutory exemptions. Section 15303, Class 3 Exemption. This section exempts the construction and location of limited numbers of new structures. The numbers of structures described in this section are the maximum allowable on any legal parcel or to be associated with a project within a two-year period. Section 15304 Class 4. This section exempts projects that include minor alterations to landforms as well as a Section 15305 Class 5. This section exempts minor alterations to land use regulations such as lot line adjustments.

B. The City council makes the following Use Permit findings, contained in Zoning Ordinance Section 27.439, to support the motion to recommend City Council of a Use Permit Amendment to allow the proposed improvements on the subject parcels:

1. *That the predominant use of the site will be for dwellings, including a guest house and a guest cottage. These will not generate significant quantities of odor, fumes, light, glare or radiation over and above what could be anticipated for normal dwellings. The proposed septic system and leach field will be sited in the northern portion of the site away from residences on adjacent lots.*
2. *That the proposed uses on the site will be predominantly residential. A recommended condition of approval will require review of mechanical plans by a qualified acoustic consultant to ensure consistency with the City's exterior noise exposure levels.*
3. *That anticipated normal traffic to the proposed dwelling will be generally consistent with normal trip generation associated with the main dwelling and two smaller residences.*
4. *That water and [illegible] will be provided [illegible]*

To: City Council and Planning Dept. re: 2500 Spring Mountain Rd.

I apologize for writing yet another long comment, however as I am just gradually learning about the TUP and A 20 zoning, along with other city zoning codes, I am seeing more problems that need to be addressed.

Point 1. In general, it appears from reading the TUP ordinance that just about anything can be done under a TUP. One could even have an event at their home without a TUP at all.

I could build a stage in my back yard, host a loud party with 399 participants, have audio up to 45 db, which could be heard by the local middle school which is within ear shot of my back yard. If I only had 399 participants, it appears that I would not even need a TUP. This does not seem right to me.

Monte Olivos has been hosting large events on their residential property for two years or more. We cannot find any record of them getting TUP's on line before this year. Does this not require a CUP?

Point 2. If this is being permitted under A 20 zoning, section 17.19.40 number 8 states that:

"8. New roads/common drives/**driveways** must be maintained so as to guarantee all of the following:

a. **Safe two-way year-round passage of emergency** vehicles, as defined in St. Helena access road standards, as adopted by the city council."

That says **TWO WAY**. This road is a one way road no matter how you frame it, and it appears to me that the city is violating it's own code in authorizing this event. The fire dept has said they can't get their full size trucks up this road to my recollection.

Point 3. Also under purpose and applicability of the A 20 zone, it says the following:

"Twenty-Acre Agriculture (A-20). The A-20 zone is intended to provide for agricultural and residential uses. The purpose of the A-20 district is to preserve agricultural land uses and…. "

These events have little or nothing to do with agriculture. This site is neither agricultural or residential in my observation. As I have stated before, having been a farmer for a long time myself, including growing Olive Trees, there has been zero visible evidence of any farming going on. I think at the least if you are going to permit events based on that it should at least be

checked out. The owner stated he has not been there in a year and a half, it is only being used for events.

Point 3. In the staff report for the planning commission meeting that happened on May 20, after listing the legal noise limits in St Helena code, there is this statement:

St. Helena Police Department issued a Noise Permit to exceed these levels in the day and evening

Why is my question? The people most subject to the noise are myself and my immediate neighbors. No one asked us about it. This seems arbitrary to me.

Point 4. My wife came across an old article in the St. Helena Star, Jan 31, 2013, about 2500's application for a well. It was not allowed in St. Helena at that time to dig a well at that location. With some trepidation the city council did grant it. I quote relevant passages from the article, link below.

Council allows new home to use groundwater from well | News | napavalleyregister.com

"For the first time since enacting a policy requiring most new homes to use the city water system, the St. Helena City Council agreed Jan. 22 to let a new house use groundwater.

The ordinance, enacted last year, was designed to protect the underground aquifer and provide financial stability for the city's water enterprise. However, councilmembers ruled that a new home qualifies for an exemption from the ordinance.

A single-family home is proposed at 2500 Spring Mountain Road. Despite the address, the property is actually the site of the old Spring Mountain Estates project, an ill-fated 10-unit subdivision plan that faced withering criticism in 2011 and was eventually abandoned.

The property's new owners, the Hernandez Family Trust, plan to build a single home, which is allowed under the Woodlands & Watershed

zoning designation. The private Bieber Road would provide primary access to the house.

The council voted 4-0 to approve the exemption allowing the new house to use an existing well.

Councilmembers were primarily concerned about the potential for future development on the property, which contains two parcels. The property owners' representative, Matthew Tippell, said they have no plans to develop the site further."

So now they are doing what the council feared, expanding the use of the property and the well to a commercial level. We wanted a well and we can't do that. We live next door. How is this ok? It's not.

Thank you for considering my further opinion. I am not a land use attorney and I may have gotten some of this wrong. I am confused as to when a TUP applies or when the General Plan designation of Ag applies. Do they both apply? They seem to have different rules.

Michael Haley

2490 Spring Mountain Rd.

Jennifer Haley
2409 Spring Mountain Rd
St. Helena, CA 94574

June 5, 2025

RE: Commercial Events at 2500 Spring Mountain Rd, Saint Helena, CA (Monte Olivos private estate residence)

Dear Saint Helena City Council,

I am a Napa native. My husband and I just bought a home in a quiet neighborhood on Spring Mountain Rd last summer. The reason we bought it, was for the peacefulness and the beauty of living in the foothills of the Napa Valley as full-time residents. Last year, when we began hearing loud concerts at the Monte Olivos private estate, I just thought the family was having extravagant family parties to celebrate birthdays or something, even though we could hear loud music and the sound of large crowds roaring throughout the festivities. It wasn't until April this year, when the Monte Olivos private estate residence at 2500 Spring Mountain Rd, *(the road is also known as the old Bieber Rd),* held a large country music concert, that I began to wonder what was actually going on at that property. That day, my husband was trying to drive out but an event shuttle was blocking our driveway to leave.

I began to check the internet for events on that property. To my shock, I discovered Monte Olivos was specifically advertising their private estate for commercial wedding and event venues, including concerts. It is interesting to note that prior to the City of St Helena Planning Commissions meeting in May, links advertising this property for event venues were active. Following the most recent discussion regarding the upcoming Dinner At Bocelli's event at Monte Olivos estate during that meeting, many of the links are no longer active. The following are links displaying sone of the past and upcoming events at that property.

COUNTRY MUSIC CONCERT EVENT-AT 2500 SPRING MOUNTAIN RD.

Ensemble — LITV This link explains what the Ensemble company is, along with its promotion of Live in the Vineyard events, one of which was the country music concert at the Monte Olivos

private estate on 2500 Spring Mountain Rd. See attachment: 2500 Thank You, for the Monte Olivos' thank you letter that was on the Ensemble's website for the country music festival held
at that estate.
My understanding at the Planning Commission's meeting, the commissioners were not aware of this concert taking place because they had not received a TUP application for it. The Monte
Olivos commercial event planners for the event stated the event had an audience of 450 people.
LITVGC 2025 Main Events Itinerary — LITV This is a link to the April country music event (see Welcome Reception section)

DISTINCTIVE LOCATIONS EVENT VENUE COMPANY- FOR 2500 SPRING MOUNTAIN RD PROPERTY

Prior to the Planning Commissions meeting, the Monte Olivos private estate was being heavily advertised as one of Distinctive Locations venues locations. Showing previous event photos of
the event with the barns, amphitheater, large dining outdoor venues, etc. Clearly this property sole's purpose has changed from the original agreement with the city and residents of St
Helena into a for-profit event center for rent.
Since the Planning Commission's meeting, Monte Olivos LLC has taken down all the ads for the rental of this property, and replaced them with ads for its Grove 45 business, located in
Calistoga.

DINNER AT BOCELLI'S EVENT

Info - A Weekend in Napa This is a link for buying tickets to the Dinner at Bocelli's taking place at 2500 Spring Mountain Rd. As you scroll down, you will see the event's prohibited and
allowed list. Smoking is not mentioned as being prohibited at this event. I can't imagine how with an event for 600 ticket holders plus a busy staff, they can keep an eye on anyone wondering
more into the woods to smoke something. Our very small neighborhood and the one lane road through it, which includes the 2500 property, is in a high fire zone. With 600 people in attendance at this event plus staff, I just can't imagine how an event as big as this can be approved. In the case of a fire or fire threat, it would create an emergency on

top of an already existing emergency, trying to evacuate those 600+ off the hill and down the one lane road, as more emergency vehicles are trying to drive up. As the residents of
this small neighborhood, most likely, we would be a second thought within the commotion, if a thought at all.
As a resident of this neighborhood, insurance companies won't provide insurance for this location. We ended up only finding insurance through the CA FAIR PLAN. But my point is,
why is our neighborhood being put at risk by the commercial events being held at the 2500 Spring Mountain Rd property?
The 2500 private estate residence was explained by the family's daughter who was present, the estate was owned by the Monte Olivos LLC. When asked about their insurance, she thought
they had $3 million in home owner's insurance. The representative of the event company stated their company had $5 million in insurance, plus event cancellation insurance. Given the
Bocelli event will have 600 paying attendees, the Planning Commission stated the city should buy more insurance to protect itself for this event. It seems to me, since this venue is a money
maker for the producers of this event, that the city's insurance costs should be reimbursed by those creating and providing the property for the event. I would also put into question, if the
homeowner's property insurance company knows about this event, the events they held in the past, and events planned for the future. Which comes back to the point of who will actually
be responsible, and can be held responsible for the risks taken for these events.

VINTNER'S LUNCHEON AT MONTE OLIVOS ESTATE

Vintner's Luncheon at Monte Olivos Estate this is another event coming up at 2500 Spring Mountain Rd. Again, this just seems like the property is being used as an event center for another
kind of for-profit event center, other than what this property was intended for, and for which the other residents in our small neighborhood were assured of as part of the city's approval for
the Monte Olivos estate as a private residence only.

OLE HEALTH FOUNDATION EVENT AT MONTE OLIVOS

OLE HEALTH FOUNDATION ANNOUNCES PLANS FOR ANNUAL VIDA OLE! EVENT, SEPTEMBER 18-20, 2025 — Foundation | CommuniCare+OLE This is another event being held at 2500 Spring
Mountain Rd. as stated in the ad, "A collection of the Up Valley region's most sought-after restaurants and wineries will kick off the evening by tantalizing our guests at the Sip and Savor
Reception. The vintages (and Tequila) will flow as we move to a gourmet three course dinner. As the sun sets, the live auction will dazzle with its collection of trips, wine collections,…The
after party will feature even more to celebrate, with bites, drinks and dancing. Again, I can't imagine how anyone can keep an eye on someone wondering off to smoke something during such a party atmosphere.

My concerns as a full-time resident in our very small neighborhood, which adjoins the Monte Olivos private estate at 2500 Spring Mountain Rd are:

- All our neighbors including myself share the curving one lane road leading to our driveways. It is difficult as it is when two vehicles need to figure out how to get past each other, let alone a large event driving on this road. If there is an emergency for one of the residents that they have to get down the hill, or emergency staff needs to come up the hill during one of Monte Olivos' events, it is going to be extremely difficult if not impossible. In my opinion I do not see how a fire engine would be able to get up to the residences to fully protect all of us.
- When these events have been held at Monte Olivos, and for the upcoming large events one of which is going to be having 600 people attending this year, none of the residents in our neighborhood have been given any notice when these events are being planned. As a resident of the neighborhood, we could be planning a special family celebration like a small family engagement party, and then only find out when our guests can't drive up or down the shared Spring Mountain Rd, because of a large Monte Olivos event we weren't aware of.
  It should be mentioned, there is a legality written into the permitting process, that when someone is having any event similar to the ones mentioned above, that the property owner out of courtesy and due diligence, should be contacting their neighbors to let them know in advance such events will be taking place. This has never happened once with any of the events Monte Olivos has held in the past, nor the ones they've scheduled in the future. Even with the Planning Commissioners reminding

Monte Olivos about this, none of our neighbors have received any notice of these events.

- Noise levels. Two of the Monte Olivos concerts last year were so loud, the base sound permeated inside our home even with our doors and windows closed, and I was using headphones.
- It is my opinion the Monte Olivos private estate commercial events for-profit such as the concerts and dinners, corporate events and weddings, are not appropriate for our very private neighborhood. The Monte Olivos was approved by Spring Mountain residences and the City of Saint Helena as a private estate in 2014. There was a written agreement at that time, the 2500 Spring Mountain Rd private estate residence would remain as a residence only.
- The safety issues of living in a very secluded, small and wealthy neighborhood: We feel very safe up here, but with as many of the public and working staff that we now is aware of attending these events, it naturally creates the uncertainty we didn't feel before about the potential for criminal behavior.
- It is my opinion that due to these commercial venues for weddings and concerts, etc., that the real estate value for the homes in our small neighborhood will deteriorate due to the loud noise factors and the traffic these events create. If we had known before we bought our home here last year, these large and loud events were happening as a business, we would have changed our minds about buying up here.
- When Napa County residences receive their property bills, and when a person buys a home within the Napa Valley, there is always the reminder statement, about the Right-To-Farm law. I do believe there should be a similar statement on behalf of the new Code A20, so that people thinking of buying property next to, or close to an existing A20 use property have the right to know. That said, I do not feel that a property with a Code A20 use, such as the Monte Olivos private estate property, should be allowed cart blanche by the City of Saint Helena to hold large events.
- My concern is also for the larger picture and the future of St Helena. There are layers and layers to the entertainment companies who use the Napa Valley for their enterprises that don't live here. The more I dug into this, including the events at 2500 Spring Mountain Rd, some of these companies are international entertainment companies, but then there is often the national entertainment industry who are layered in for their enterprises. St

Helena and the Napa Valley are headed away from the heart of what has always made this valley so special, into a vast and loud entertainment industry as a new and entitled industry as huge as the wine industry here has become.

- I understand the City of Saint Helena has added a new zoning code, A20, and understandably the details of the definition of this new zoning needs to be reviewed to work out the problems it can also bring. Napa County found it necessary to do the same when it was developing its allowed uses and disallowed use.
- I would suggest it would be a good idea for members of the City Council to drive up our neighborhood road, so you can see for yourselves why these venues at Monte Olivos are unreasonable.

Thank you taking the time to understand my personal concerns, and my concerns for our neighborhood and the future of our neighborhood.
Sincerely,
Jennifer Haley

From: Norman Manzer
To: Paul Dohring; Michelle Deasy; Aaron Barak; Kate Spadarotto; Billy Summers; City Clerk
Subject: [External] Krug Bocelli Concert/Bocelli Dinner
Date: Monday, June 9, 2025 11:06:09 PM

Hello Mayor Dohring and Council members,

The Bocelli concerts have the potential to be sensational – and yet, if our local history repeats itself in the wake of the Charles Krug/Blue Note Jazz Festival of 2022, our little town could again have a "Nightmare and a disaster" (a quote from Chief Hartley) " on its hands. The problems with the Jazz Festival fiasco is a failure by City Hall to have a legitimate procedure to handle events like this. In spite of the more than doubling of our town's population for that three-day July 20-21-22, 2022 festival (6,000 daily attendees, plus performers, staff, and caterers), it was approved at Staff level without referral to the Planning Commission or City Council. According to former City Planning employee, Aaron Hecock, when a Temporary Use Permit (TUP) is submitted, it is approved routinely within 7-10 days, and there is no system that has the City inform anyone of the TUP request or approval. Not even the City Council. Fortunately for this Bocelli event, it was referred to the Planning Commision, and now to the Council.

I won't go into the litany of non-compliance, non-performance by Charles Krug/Blue Note, but none of the No Parking signs promised for Deer Park Road and Silverado Trail were ever posted by the promoter, even though the event started on a normal Friday workday where City Staff should have begun an overview of compliance but did not. Following the gawd-awful event, I spoke with TUP Technician Xinia Gamero and asked, "How many city staff were present to oversee the Jazz Festival event? "She replied, "There were none. We are short staffed." The City has no idea how many patrons attended – 7,000; 8,000; or more? There was no post-event report required by the City, so most everything is questionable.

The Krug/Blue Note proposal stated there would be 200 Security personnel on duty at all times, yet Chief Hartley said that the promoter told him during the event that they had 70 Security on duty.

The Bocelli event at Krug will seat 4,500 per night. How will parking be handled for the Bocelli event? A limited number of parking spaces are being provided via Krug's main entrance to VIP and Preferred guests. Perhaps you

have noticed that Krug has removed all of the vines on the approximately 25 acres at the corner of Main Street and Deer Park Road to provide parking for 1,000 cars in their newly created dirt parking lot. The only parking entrance is that narrow gate on Deer Park Road that the County has granted a permit for entry/exit to the parking lot. Mind you, there will be 4,500 attendees for each night with a limited number of VIPs at Preferred parking, but the remaining crowd of 4,000(?) will all try to park in those newly created 1,000 parking spaces. Will all of those 4,000 be riding four to a vehicle? Where will the overflow cars park?

When those well-dressed guests arrive in their beautiful clothes and see that former vineyard, dirt parking lot, might they choose a better option of Deer Park Road, Pratt Ave, Park Street, and walk in without slogging through a dirt field on foot in their Gucci shoes? In spite of the CHP being under contract to control traffic, NO requirements have been made to eliminate the potential traffic fiasco for those clogging Deer Park and other roads. Yikes!!!

Presumably the CHP will perform as hoped for, but it is still foreseeable that our own SHPD will have to respond to help as they did in 2022 for that prior Krug big event. Chief Hartley stated then that each shift normally has two officers on duty, but he had scheduled three per shift for the Jazz Festival as an extra safety measure. When I asked if the City billed Krug/Blue Note for the SHPD services, he replied, “We did not.”

> When the Jazz Festival performers ignored the 10pm noise curfew and people began calling the SHPD Dispatcher, they were told that all three police officers were tied down at the Main Street entrance with traffic problems and could not respond to enforcing the 10pm noise requirement of the TUP. It was later reported that the Promoter ignored that curfew because the entertainers stated that if their sound system was shut off, they would never return.
>
> For starters, shouldn’t City Staff be present from beginning to the end of each day’s performance? Without that supervision, pray tell what lies ahead. Another Jazz Festival fiasco?
>
> And what about the Monte Olivos Bocelli dinner performance for 600 patrons at $3,000/seat plus $271.08 in fees? That event is set for one night, July 20, but the permit application mentions the two days of setup

and two days of teardown – all of which make the one-lane driveway serving eight other residences unusable for those other families. How can this be? Our Planning Commissioners all expressed their concern for such a huge commercial event in that residential setting, and yet they voted to approve that TUP. In spite of the Planning Commision's permit stating that the City reserves the right to terminate the Monte Olivos TUP, would you dare consider doing that with 600 guests paying a total of $1,963,080 for dinner alone?

Let me close by saying thank you for serving on the Council. It is not an easy job. Norm Manzer, St Helena

Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Planning

DATE:	June 10, 2025
FROM:	Jackie Oneal, Senior Planner
SUBJECT:	Request by Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, for approval of General Plan Amendment (GPA 2025-001) and Zoning Map Amendment (ZMA 2025-001) to change the property's land use designation from Service Commercial to Agriculture and to concurrently rezone the site from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to accommodate the future construction of a single-family home at 1030 Fulton Lane (APN 009-194-005).
RECOMMENDED ACTION:	1. Find that the proposed changes to General Plan Figure 2.1 and the City's Zoning Map are in compliance with the California Environmental Quality Act pursuant to Section 15303, Class 3; and 2. Adopt the attached resolution approving General Plan Amendment 2025-001 to update General Plan Figure 2.1 to change the General Plan land use designation of the property located at 1030 Fulton Lane from Service Commercial to Agriculture; and 3. Introduce and waive first reading of the attached Ordinance for Zoning Map Amendment ZMA 2025-001 to rezone the property located at 1030 Fulton Lane from Service Commercial to Twenty-Acre Agriculture and incorporate these changes into the General Plan and Zoning Maps.
PREVIOUS COUNCIL ACTION:	On August 5, 2024, the applicant submitted a General Plan Amendment application to the City regarding a request to change the General Plan designation on the subject parcel. On September 10, 2024, the City Council conducted a preliminary review of the proposal to amend the General Plan designation from Service Commercial to Agriculture (see Attachment 1. Staff Report).
STATEMENT OF THE PURPOSE:	City Council review and decision for General Plan and Zoning Map Amendment requests, recommended for approval by the Planning Commission.
FINANCIAL IMPACT:	No financial impact is anticipated as the applicant's application fees are in the form of a deposit account.

BACKGROUND:

The subject property at 1030 Fulton Lane, located east of the railroad tracks and north of Fulton lane, is approximately 39,092 square feet (.89 acres) and is surrounded by agriculturally designated parcels on three sides. The property has a General Plan land use and zoning designation of Service Commercial (SC) and is located within the Urban Limit Line. The parcel is the only commercially zoned property north of Fulton Lane and east of the railroad tracks and has remained vacant since 2010, when a demolition permit was issued to completely demolish a substandard warehouse structure. The site has been designated for commercial uses since the adoption of the 1975 General Plan and has been utilized for various legal non-conforming and conforming uses over the decades including tire shop, woodworking and cabinetry, farm equipment storage, upholstery, and a dance studio, however the site has been under-utilized since the 2010 demolition of the warehouse structure. In 2019, the Planning Commission approved a Design Review request that allowed for the construction of two, two-story office buildings (one approximately 7,350 square feet and the other approximately 3,150 square feet), however, the approval expired and the project never proceeded to construction.

The applicant has submitted for General Plan Amendment (GPA) and Zoning Map Amendment (ZMA) applications to change the property's land use designation from Service Commercial to Agriculture and, accordingly, its zoning from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to accommodate the future construction of a single-family home. Approval of the requests would result in modifications to the General Plan Land Use Diagram (General Plan Figure 2.1), and the City of St. Helena Zoning Map. No development would directly occur as a result of this request. The applicant would have to file a Design Review application for Planning Commission approval prior to proceeding with a building permit.

On May 20, 2025, the Planning Commission considered the requests at a duly noticed public hearing and adopted a resolution recommending that the City Council approve both requests. Please refer to the attached Planning Commission staff report for a detailed analysis of both General Plan and zoning consistency analysis (See Attachment 4).

This step is required by St. Helena Municipal Code (SHMC) Section 17.06.030(B), which specifies that complete applications received for a proposed General Plan Amendment shall be first presented to the City Council. The Council authorized the processing of the application and referred the matter to the Planning Commission (Attachment 3. Resolution 2024-131).

DISCUSSION:

The City includes a number of A-20 parcels that as a result of land divisions into smaller parcels and residential development, no longer serve as active agriculture uses. Accordingly, the zoning code provides development standards for A-20 parcels less than 2 acres in size, which references utilizing the development standards for LR-1A zoning. These would be the applicable regulations that would direct the future development of this subject parcel should the GPA and rezoning be approved.

During the May 20, 2025, Planning Commission meeting the Commission raised concerns regarding the creation of an A-20 parcel within the Urban Limit Line and potential conflicts with the General Plan. Specifically, Chair Ponte commented that due to the smaller size of the parcel, a more straightforward approach would be to zone the parcel as LR-1A (Low Density Residential) and also change the General Plan to Low Density Residential however, Staff pointed out that doing so would be considered spot zoning, where there is a lack of continuous zoning among adjacent parcels. The Commission ultimately recommended approval (4-0) of the GPA and zoning amendment as submitted and added that the City Council at a future time study the Fulton Lane corridor and smaller A-20 parcels as a future area to consider updating the land use designation to Low Density Residential.

ENVIRONMENTAL REVIEW:
Staff has conducted the required analysis and concluded that the project is categorically exempt from the requirements of CEQA, pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures) of the CEQA Guidelines. Per the City Attorney, this exemption is appropriate because the general plan amendment and rezoning would permit a single-family residence to be developed on the property. In order to avoid piecemealing, which is prohibited under CEQA, applicant shall utilize the same exemption if and when future development is proposed.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

Attachment 1. Draft Resolution (GPA 2025-001)
Attachment 2. Draft Resolution (ZMA 2025-001)
Attachment 3. City Council Resolution 2024-131
Attachment 4. Planning Commission Staff Report, 5/20/2025

CITY OF ST. HELENA

RESOLUTION NO._____

RESOLUTION OF THE CITY OF ST. HELENA CITY COUNCIL GRANTING APPROVAL OF GENERAL PLAN AMENDMENT(GPA2025-001) TO CHANGE THE LAND USE DESIGNATION FROM SERVICE COMMERCIAL TO AGRICULTURE FOR THE PROPERTY LOCATED AT 1030 FULTON LANE (APN 009-194-005)

PROPERTY OWNER: FULTON JUNCTION PARTNERS, LLC **APN:**009-194-005

Recitals

1. On September 10, 2024, the City Council authorized a General Plan Amendment application (PL24-043) to change the land use designation from Service Commercial to Agriculture to be processed and referred to the Planning Commission for the subject parcel located at 1030 Fulton Lane; and
2. On August 5, 2024, The Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, filed an application to request a General Plan Amendment (GPA2025-001) to the property's land use designation from Service Commercial to Agriculture.
3. On August 5, 2024, The Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, filed an application to request a Zoning Map Amendment (ZMA2025-001) to rezone the property from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to be consistent with the amended General Plan Land Use designation.
4. The proposed change in the General Plan allow for the site to accommodate residential uses and incrementally help the City achieve its Regional Housing Needs; and
5. The proposed project is exempt from the California Environmental Quality Act pursuant to Section 15303, Class 3, of the CEQA Guidelines; and
6. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony at a duly noticed public hearing on May 20, 2025 and made a recommendation to approve the requests 4-0; and
7. A public notice was published in the Press Democrat and mailed to residents; and
8. The City Council considered the General Plan Amendment request in its entirety at a duly noticed public hearing on June 10, 2025. After reviewing materials provided from the Planning Commission public hearing, as well as considering the staff report and record of the proceedings before the City Council, the written evidence submitted for the Council public hearing, and the testimony and other evidence submitted at the Council public hearing, voted to approve the request as described in the title of the resolution.

Resolution

A. Now, therefore, the City of St. Helena City Council resolves as follows, based on substantial evidence in the record:

1. The foregoing recitals are true and correct and are incorporated by reference into this action.
2. The City Council hereby finds that the project is exempt from the requirements of CEQA pursuant to Section 15303, Class 3, of the CEQA Guidelines.
3. The City Council has considered the following guidelines as identified in St. Helena Municipal Code Section 17.06.050 to support the motion to recommend approval of the General Plan Amendment:
    a. To allow for consideration of elements not initially considered at the time of approval of the general plan;
    b. To reflect changes in goals, policy, physical, social, or economic conditions;
    c. To acknowledge when, due to naturally occurring physical constraints or changes, the anticipated land usage per the General Plan is no longer feasible;
    d. To take into consideration the consistency of the proposed amendment with the goals, policies and programs of the General Plan, adopted Planning Commission (where applicable) and other existing city policies;
    e. When considering the reduction of residential density, ensure compliance with California Government Code Section 65863 by either finding that the remaining sites identified in the housing element are adequate to accommodate the city's share of the regional housing need or by identifying sufficient additional, adequate, and available sites with an equal or greater density so that there is no net loss in residential density; and
    f. To ensure that there is no net loss of potential housing units.
4. The City Council approves an amendment of the General Plan (GPA2025-001) to change the land use designation of the subject property located at 1030 Fulton Lane from Service Commercial to Agriculture as shown on Attachment 1. Attachment 1 is hereby incorporated by reference into this Resolution.

I HEREBY CERTIFY that the foregoing General Plan and Zoning Map Amendment applications were duly and regularly approved by the City Council of the City of St. Helena at a regular meeting on June 10, 2025, by the following roll call vote:

Mayor Paul Dohring:

Vice Mayor Michelle Deasy:

Council Member Aaron Barak:

Council Member Kate Spadarotto:

Council Member Billy Summers:

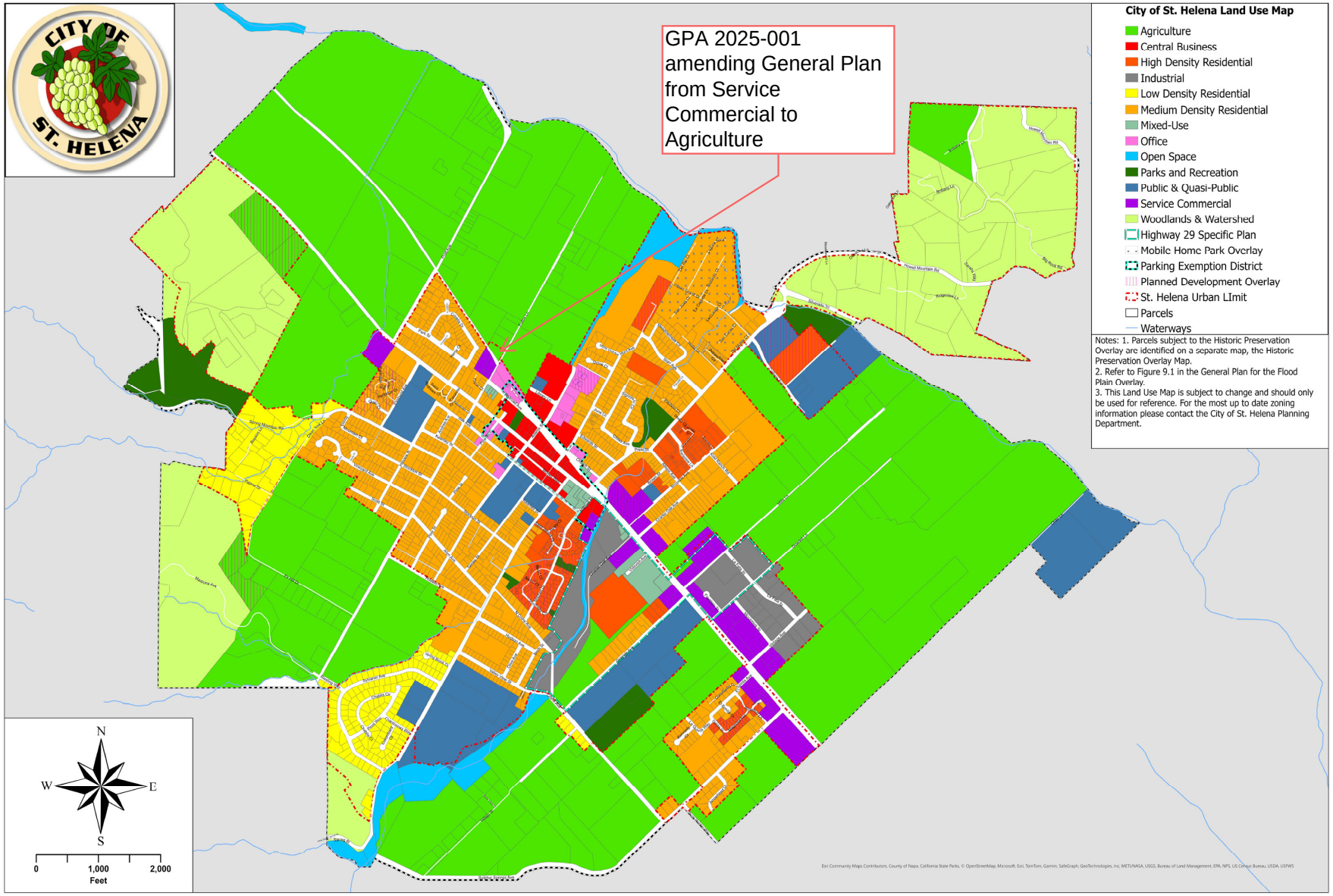
APPROVED: ATTEST:

Paul Dohring, Mayor Erika Opp, Deputy City Clerk

Attachments

1. Proposed General Plan Land Use Diagram (Figure 2.1 in the 2040 General Plan)

Attachment 1. Proposed General Plan Land Use Diagram (Figure 2.1)



CITY OF ST. HELENA

ORDINANCE NO. ___

AN ORDINANCE OF THE CITY OF ST. HELENA CITY COUNCIL AMENDING THE ZONING MAP TO CHANGE THE ZONING DESIGNATION FOR THE PROPERTY LOCATED AT 1030 FULTON LANE (APN 009-194-005) FROM SERVICE COMMERCIAL TO TWENTY-ACRE AGRICULTURE AND FINDING THE ACTION TO BE TO BE CATEGORICALLY EXEMPT FROM CEQA UNDER PURSUANT TO SECTION 15303 OF THE CEQA GUIDELINES

WHEREAS, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

WHEREAS, on October 24, 2023, the City of St. Helena, California ("City") adopted Ordinance 2023-4 amending Title 17 (Zoning) of the St. Helena Municipal Code and amending the Zoning Map in order to be consistent with the General Plan Land Use Map; and

WHEREAS, on September 10, 2024, the City Council authorized a General Plan Amendment application (PL24-043) to change the land use designation from Service Commercial to Agriculture to be processed and referred to the Planning Commission for the subject parcel located at 1030 Fulton Lane; and

WHEREAS, on August 5, 2024, The Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, filed an application to request a General Plan Amendment (GPA2025-001) to the property's land use designation from Service Commercial to Agriculture.

WHEREAS, on August 5, 2024, The Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, filed an application to request a Zoning Map Amendment (ZMA2025-001) to rezone the property from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to be consistent with the amended General Plan Land Use designation.

WHEREAS, the proposed change in the General Plan and zoning designations will allow for the site to accommodate residential uses and incrementally help the City achieve its Regional Housing Needs; and

WHEREAS, the Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony at a duly noticed public hearing on May 20, 2025, and made a recommendation to approve the requests 4-0; and

WHEREAS, the City gave public notice of the public hearing for the proposed ordinance by publishing in the Press Democrat and mailed notices to residents; and

WHEREAS, the City Council considered the GPA in its entirety at a duly noticed public hearing on June 10, 2025. After reviewing materials provided from the Planning Commission public hearing, as well as considering the staff report and record of the proceedings before the City Council, the written evidence submitted for the Council public hearing, and the testimony and other evidence submitted at the Council public hearing, voted to approve the GPA request as described in the title of the resolution introduced at the June 10, 2025 meeting and in the title of this Ordinance; and

WHEREAS, the City Council desires to approve the request to amend the Zoning Map to be consistent with the amended General Plan Land Use designation described in the previous recital.

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. Findings. The City Council has considered the following guidelines as identified in St. Helena Municipal Code Section 17.07.070 to support the motion to recommend approval of the Zoning Map Amendment:

a. To take into consideration the consistency of the proposed amendment with the goals, policies and programs of the general plan, adopted planning commission (where applicable) and other existing city policies;

b. When considering the reduction of residential density, ensure compliance with California Government Code Section 65863 by either finding that the remaining sites identified in the housing element are adequate to accommodate the city's share of the regional housing need or by identifying sufficient additional, adequate, and available sites with an equal or greater density so that there is no net loss in residential density;

c. To ensure that there is no net loss of potential housing units.

Section 3. 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 finds that, pursuant to section 15303 of the CEQA Guidelines, the amendment to the Zoning Map is categorically exempt.

Section 4. General Plan Consistency. Based on the entire record before the Planning Commission, and all written and oral evidence presented, the City Council hereby finds that the proposed ordinance is consistent with the City's adopted General Plan. The proposed ordinance does not otherwise conflict with any of the General Plan's goals or policies.`

Section 5. Zoning Map Amendment. The City Council hereby recommends adoption of the amended zoning map in the form attached hereto as Exhibit A, which is collectively incorporated herein by this reference in order to be consistent with the General Plan Land Use Map.

Section 6. 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 7. Effective Date. This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 10th day of June 2025 and was adopted at a regular meeting of the St. Helena City Council on the __ day of ____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

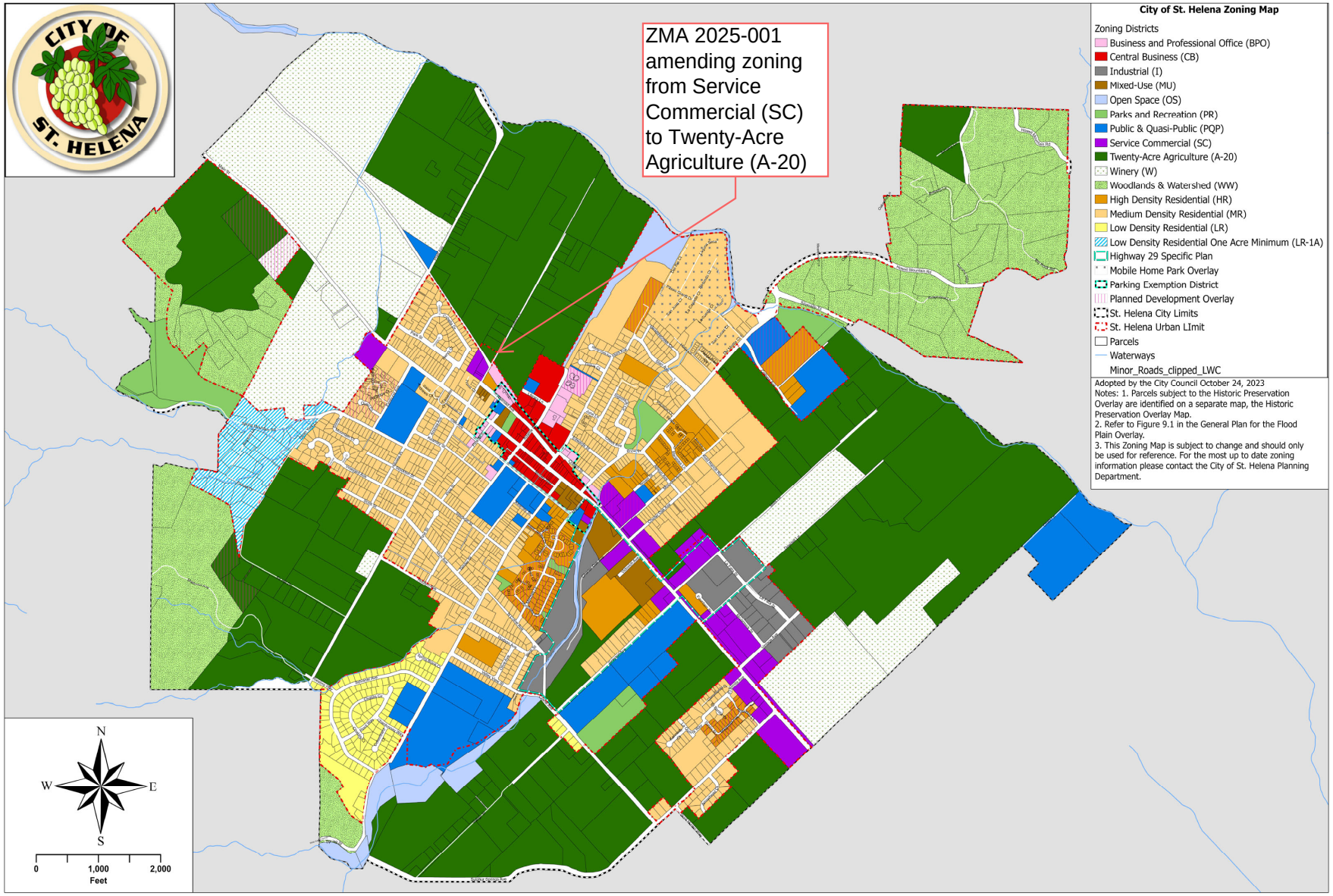
ATTEST:_____ APPROVED:_____

Erika Opp, Administrative Analyst Paul Dohring, Mayor

Attachments:

Exhibit A. Amended Zoning Map

Exhibit A. Amended Zoning Map



CITY OF ST. HELENA

RESOLUTION NO. 2024-131

Resolution of the City Council of the City of St. Helena authorizing General Plan Amendment application (#PL24-043) for 1030 Fulton Lane in the City of St. Helena to be processed and referred to the Planning Commission for consideration.

WHEREAS, The applicant, Fulton Junction Partners LLC submitted a General Plan Amendment application on August 5, 2024; and

WHEREAS, pursuant to St. Helena Municipal Code (SHMC) Section 17.06.030(B), complete applications received for a General Plan Amendment shall be presented to the City Council for preliminary review at the Council's first regularly scheduled meetings in March and September of each year; and

WHEREAS, following the review, the City Council, at its discretion, may order the application to be further processed or may direct staff to cease processing the application; and

WHEREAS, any authorization to proceed does not imply in any way ultimate approval or disapproval of an application; and

WHEREAS, if the City Council authorizes the application to be processed, it shall refer the matter to the Planning Commission, which shall hold public hearings pursuant to state law after the necessary environmental review process and staff analysis have been completed.

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

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

SECTION 2. To Authorize the General Plan Amendment application for 1030 Fulton Lane in the City of St. Helena to be processed and referred to the Planning Commission for consideration.

Approved at a Regular Meeting of the St. Helena City Council on September 10, 2024, by the following vote:

Mayor Dohring:	**NO**
Vice Mayor Hall:	**YES**
Council Member Chouteau:	**YES**
Council Member Kenealy:	**YES**
Council Member Summers:	**YES**

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA
Incorporated March 24, 1878
Re-incorporated May 14, 1889
STATE OF CALIFORNIA

PLANNING COMMISSION REPORT

Planning Commission Meeting of May 20, 2025

FILE NUMBER: GPA 2025-001 & ZMA 2025-001

SUBJECT: Request by Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, for approval of General Plan Amendment (GPA) and Zoning Map Amendment (ZMA) to change the property's land use designation from Service Commercial to Agriculture and to subsequently rezone the site from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to accommodate the future construction of a single-family home at 1030 Fulton Lane (APN 009-194-005).

REVIEWED BY: Maya DeRosa, Community Development Director

APPROVED BY: Maya DeRosa, Community Development Director

APPLICATION FILED:02/12/25 **ACCEPTED AS COMPLETE:**03/12/25

LOCATION OF PROPERTY: 1030 Fulton Lane

APN: 009-194-005

GENERAL PLAN/ZONING: Service Commercial (SC)

APPLICANT: Brodie Group

BACKGROUND

The subject property at 1030 Fulton Lane, located east of the railroad tracks and north of Fulton lane, is approximately 39,092 square feet (sf) and is surrounded by agriculturally designated parcels on three sides. The property has a General Plan land use and zoning designation of Service Commercial (SC) and is located within the Urban Limit Line. The parcel is the only commercially zoned property north of Fulton Lane and east of the railroad tracks and has remained vacant since 2010, when a demolition permit was issued to completely demolish a substandard warehouse structure. The site has been designated for commercial uses since the adoption of the 1975 General Plan and has been utilized for various legal non-conforming and conforming uses over the

decades including tire shop, woodworking and cabinetry, farm equipment storage, upholstery, and a dance studio, however the site has been under-utilized since the 2010 demolition of the warehouse structure. In 2019, the Planning Commission approved a Design Review request that allowed for the construction of two, two-story office buildings (one approximately 7,350 square feet and the other approximately 3,150 square feet), but the project never proceeded to construction.

On September 10, 2024, the City Council conducted a preliminary review of the proposal to amend the General Plan designation from Service Commercial to Agriculture (see Attachment 1. Staff Report) as required by St. Helena Municipal Code (SHMC) Section 17.06.030(B), which specifies that complete applications received for a proposed General Plan Amendment shall be first presented to the City Council. The Council authorized the processing of the application and referred the matter to the Planning Commission (Attachment 2. Resolution 2024-131).

PROJECT DESCRIPTION

The applicant has submitted for General Plan Amendment (GPA) and Zoning Map Amendment (ZMA) applications to change the property's land use designation from Service Commercial to Agriculture and, accordingly, its zoning from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to accommodate the future construction of a single-family home.

Approval of the requests would result in modifications to the General Plan Land Use Diagram (Figure 2.1), and the City of St. Helena Zoning Map.

ANALYSIS

CEQA

Staff has conducted the required analysis and concluded that the project is categorically exempt from the requirements of CEQA, pursuant to Section 15303, Class 3 (New Construction or Conversion of Small Structures) of the CEQA Guidelines. Per the City Attorney, this exemption is appropriate because the general plan amendment and rezoning would permit a single-family residence to be developed on the property. In order to avoid piecemealing, which is prohibited under CEQA, applicant shall utilize the same exemption if and when future development is proposed.

GENERAL PLAN AMENDMENT REQUEST

The subject property currently has a General Plan land use of Service Commercial (SC). The SC land use designation is intended to provide for service and retail uses, restaurants, service stations, hotels, motels, public and quasi-public uses and similar and compatible uses. The designation is intended primarily for service and retail uses that are automobile-oriented or whose operational characteristics and space needs are not considered appropriate for the Central Business District. The intent is for the SC land use designation to be primarily local resident-serving in character. Strictly tourist-serving retail uses are prohibited within this designation.

The applicant has requested an amendment to the General Plan land use designation to allow for the site to be re-designated as "Agriculture", which includes agricultural and winery uses with restricted single-family residential and public/quasi-public uses. Approval of the request would ensure that site's land use designation would be consistent with the amended General Plan, as required by State law, and would also allow the applicant to construct a single-family residence, which is not an allowed use under the current SC designation. Designating the site as Agriculture would create consistency with the land use designations of the surrounding parcels located along Fulton Avenue to the east of the railroad tracks, all of which are currently under the Agriculture land use designation.

The AG land use designation includes agricultural and winery uses with restricted single family residential and public/quasi-public uses. This designation applies to large areas of the valley floor that surround the city's urban core. With the exception of hillside areas designated Woodlands and Watershed (WW), all lands outside the Urban Limit Line are designated AG regardless of their size or actual use.

Although the Agricultural land use designation establishes a minimum parcel size of 5-40 acres, the lot is an existing lot and would not create new parcels inconsistent with the already established lot density. Due to the lot creation development pattern, it is common to find existing parcels less than 5 acres in the Agricultural land use designation, especially along Fulton Lane and Pratt Avenue. The City's Zoning Code addresses this variation in parcels sizes through its development standards based upon lot size. For example, A-20 zoned lots lots less than two acres in size are subject to the LR-1A district development standards. An agriculture land use designation and zoning district with a low-density residential use is more environmentally sensitive than a commercial parcel.

Per St. Helena Municipal Code (SHMC) Section 17.06.050, in reviewing requests for General Plan amendments, the Planning Commission shall consider the following:

> A. Allow for consideration of elements not initially considered at the time of approval of the general plan;
>
> *Staff response: When the City adopted its first comprehensive General Plan in 1975, the subject site, as well as surrounding parcels to the north and east, were designated for commercial uses. The 1993 General Plan update changed the land use designation for the surrounding sites to the north and east to agriculture, however the subject site at 1030 Fulton was still being actively utilized for commercial or other legal non-conforming quasi-industrial uses at that time, and the land use designation remained Service Commercial. In 2019, the City adopted the current iteration of the General Plan. Despite many years of the site sitting vacant, a wine warehousing project had been recently approved in 2018 and staff would not have had a reason to recommend rezoning the site at that time. As such, the site remained under the Service Commercial land use designation in the 2040 General Plan Update.*

However, the approved wine warehouse project was never constructed and the site has been largely vacant and underutilized for at least 15 years. Staff believes that these conditions were not foreseeable at the time of the last Comprehensive General Plan update and should be considered as reasonable evidence that the current commercial land use designation is no longer feasible for the site.

B. Reflect changes in goals, policy, physical, social, or economic conditions;

Staff Response: The Commission should consider the fact that the site has been significantly under utilized for decades which presumably points to poor conditions for the success of the types of uses allowed under the existing land use designation.

C. Acknowledge when, due to naturally occurring physical constraints or changes, the anticipated land usage per the General Plan is no longer feasible;

N/A

D. Take into consideration the consistency of the proposed amendment with the goals, policies and programs of the General Plan, adopted Planning Commission (where applicable) and other existing city policies;

Staff response: The 2040 General Plan and Housing Element Update clearly identify goals related to increasing the housing stock while limiting development outside of the Urban Limit Line. Changing the land use designation to one which will allow for residential development is in alignment with those goals. Further, approving the request would specifically correspond to the following 2040 General Plan and Housing Element Policies:

> *LU1.2 Allow urban development to occur only within the Urban Limit Line*
> *LU1.4 In order to minimize and postpose the need for expansion of the Urban Limit Line, encourage infill development within currently developed areas*
> *HE1.4 Remove governmental constraints to housing*

E. When considering the reduction of residential density, ensure compliance with California Government Code Section 65863 by either finding that the remaining sites identified in the housing element are adequate to accommodate the city's share of the regional housing need or by identifying sufficient additional, adequate, and available sites with an equal or greater density so that there is no net loss in residential density;

Staff Response: Designating the site as "Agriculture" instead of Service Commercial will allow for residential use by right on the site and increase potential housing numbers in the RHNA.

F. Ensure that there is no net loss of potential housing units.

Staff Response: There would be no net loss to potential housing, as there are no allowed residential uses under the existing "Service Commercial" land use designation.

ZONING MAP AMENDMENT REQUEST

Rezoning the site to A-20 is required to be consistent with the agricultural land use designation, however, because the subject parcel is less than two-acres in size, the Low Density One-Acre Minimum (LR-1A) development and design standards would apply (opposed to the A-20 standards). The LR-1A standards allow for the construction of a single-family home; so while the property would have agricultural General Plan and zoning designations, due to the property's size, it would likely not accommodate active agricultural uses.

Per St. Helena Municipal Code (SHMC) Section 17.07.070, in reviewing requests for amendments to the zoning map, the Planning Commission shall consider the following:

A. Take into consideration the consistency of the proposed amendment with the goals, policies and programs of the general plan, adopted planning commission (where applicable) and other existing city policies;

Staff response: The 2040 General Plan and Housing Element Update clearly identify goals related to increasing the housing stock while limiting development outside of the Urban Limit Line. Changing the land use designation to one which will allow for residential development is in alignment with those goals. Further, approving the request would specifically correspond to the following 2040 General Plan and Housing Element Policies:

LU1.2 Allow urban development to occur only within the Urban Limit Line
LU1.4 In order to minimize and postpose the need for expansion of the Urban Limit Line, encourage infill development within currently developed areas
HE1.4 Remove governmental constraints to housing

B. When considering the reduction of residential density, ensure compliance with California Government Code Section 65863 by either finding that the remaining sites identified in the housing element are adequate to accommodate the city's share of the regional housing need or by identifying sufficient additional, adequate, and available sites with an equal or greater density so that there is no net loss in residential density;

Staff Response: Rezoning the site to Twenty-Acre Agriculture instead of Service Commercial will allow for residential use by right on the site and increase potential housing numbers in the RHNA.

C. Ensure that there is no net loss of potential housing units.

Staff Response: There would be no net loss to potential housing, as there are no allowed residential uses under the existing "Service Commercial" zoning designation.

Staff believes the proposed Zoning Map Amendment request is appropriate to ensure consistency between the General Plan (assuming the amendment is approved) and will be consistent with the purpose and intent of the A-20 District.

WATER NEUTRALITY

Future development of the project site would be subject to the City's Water Neutrality requirements. However, the approval of the requested General Plan Amendment and subsequent rezoning do not require water neutrality report or analysis. A condition of approval states that any future development will require a floor plan and water neutrality report with the design review application.

ISSUES

Staff has not identified any outstanding issues related to this application that require additional discussion.

CORRESPONDENCE

At the time of agenda publication, staff had not received any correspondence related to this application.

STAFF RECOMMENDATION

Staff recommends that the Planning Commission adopt the attached resolution recommending that the St. Helena City Council:

1. Find that the proposed changes to General Plan Figure 2.1 and the City's Zoning Map are in compliance with the California Environmental Quality Act pursuant to Section 15303, Class 3; and
2. Adopt an Ordinance approving General Plan Amendment 2025-001 to update General Plan Figure 2.1 to change the General Plan land use designation of the property located at 1030 Fulton Lane from Service Commercial to Agriculture and Adopt Zoning Map Amendment ZMA 2025-001 to rezone the property located at 1030 Fulton Lane from Service Commercial to Twenty-Acre Agriculture and incorporate these changes into the General Plan and Zoning Maps.

ATTACHMENTS

Attachment 1. Staff Report to City Council, September 10, 2024
Attachment 2. City Council Resolution No. 2024-131
Attachment 3. Applicant's Written Project Statement
Attachment 4. Existing Site Plan - 1030 Fulton Lane

Attachment 5. Conceptual Site Plan - 1030 Fulton Lane
Attachment 6. Draft Planning Commission Resolution

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Planning

DATE:	September 10, 2024
FROM:	Aaron Hecock, Senior Planner
SUBJECT:	Request by Fulton Junction Partners LLC for preliminary review of a proposed General Plan Amendment for the property located at 1030 Fulton Lane (APN 009-194-005).
RECOMMENDED ACTION:	The City Council should review the proposed General Plan Amendment application and either: 1. Authorize the application to be processed, referring the matter to the Planning Commission or 2. Direct staff to cease processing the application pursuant to St. Helena Municipal Code Chapter 17.06.
PREVIOUS COUNCIL ACTION:	N/A
STATEMENT OF THE PURPOSE:	City Council review and consideration of the proposed General Plan Amendment application.
FINANCIAL IMPACT:	No financial impact is anticipated as the applicant's application fees are in the form of a deposit account and they will be required to pay the cost of a CEQA consultant.

BACKGROUND:

The subject property at 1030 Fulton Lane is approximately 39,092 square feet (sf) and is located east of the railroad tracks and north of Fulton Lane. The property has a General Plan land use and zoning designation of Service Commercial (SC). The SC zone is intended to provide for service and retail uses, restaurants, service stations, hotels, motels, public and quasi-public uses and similar and compatible uses. The designation is intended primarily for service and retail uses that are automobile-oriented or whose operational characteristics and space needs are not considered appropriate for the Central Business District. The intent is for the SC Zone to be primarily local resident-serving in character. Strictly tourist serving retail uses are prohibited within this designation. The parcel is the only commercially zoned property north of Fulton Lane and east of the railroad tracks and has remained vacant for over a decade; it is surrounded by agriculturally designated parcels on three sides.

DISCUSSION:

The applicant has submitted a General Plan Amendment (GPA) application to change the property's land use designation from SC to Agriculture (AG) to accommodate the future construction of a single-family home. The AG land use designation includes

agricultural and winery uses with restricted single family residential and public/quasi-public uses. This designation applies to large areas of the valley floor that surround the city's urban core. With the exception of hillside areas designated Woodlands and Watershed (WW), all lands outside the Urban Limit Line are designated AG regardless of their size or actual use.

Pursuant to St. Helena Municipal Code (SHMC) Section 17.06.030(B), complete applications received for a General Plan Amendment shall be presented to the City Council for preliminary review at the Council's first regularly scheduled meetings in March and September of each year. Following the review, the City Council, at its discretion, may order the application to be further processed or may direct staff to cease processing the application. Any authorization to proceed does not imply in any way ultimate approval or disapproval of an application.

1. If the City Council authorizes the application to be processed, it shall refer the matter to the Planning Commission, which shall hold public hearings pursuant to state law after the necessary environmental review process and staff analysis have been completed.
2. In the event the City Council directs staff to cease processing the application, a new application for a General Plan amendment involving substantially the same request for a parcel or area shall not be reviewed by the City Council for at least one year after such direction.

Should the Council authorize the GPA application to be processed, the applicant will also be required to submit applications for rezoning the property to Twenty-Acre Agriculture (A-20) and major design review for construction of the new single-family home. While the property would require a rezone to A-20 to be consistent with the agricultural land use designation, because the subject parcel is less than two-acres in size, the Low Density One-Acre Minimum (LR-1A) zoning standards would apply (opposed to the A-20 standards). The LR-1A standards allow for the construction of a single-family home; so while the property would have agricultural General Plan and zoning designations, due to the property's size, it would likely not accommodate active agricultural uses.

ENVIRONMENTAL REVIEW: Should the Council authorize the application to be processed, the applicant will be required to pay the cost for a qualified CEQA consultant to prepare the requisite documentation.

GOAL:

Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

Resolution

General Plan Map
1030 Futon Assessors Map
Aerial View
Project Narrative
Site Plan

CITY OF ST. HELENA

RESOLUTION NO. 2024-

Resolution of the City Council of the City of St. Helena authorizing General Plan Amendment application (#PL24-043) for 1030 Fulton Lane in the City of St. Helena to be processed and referred to the Planning Commission for consideration.

WHEREAS, The applicant, Fulton Junction Partners LLC submitted a General Plan Amendment application on August 5, 2024; and

WHEREAS, pursuant to St. Helena Municipal Code (SHMC) Section 17.06.030(B), complete applications received for a General Plan Amendment shall be presented to the City Council for preliminary review at the Council's first regularly scheduled meetings in March and September of each year; and

WHEREAS, following the review, the City Council, at its discretion, may order the application to be further processed or may direct staff to cease processing the application; and

WHEREAS, any authorization to proceed does not imply in any way ultimate approval or disapproval of an application; and

WHEREAS, if the City Council authorizes the application to be processed, it shall refer the matter to the Planning Commission, which shall hold public hearings pursuant to state law after the necessary environmental review process and staff analysis have been completed.

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

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

SECTION 2. To Authorize the General Plan Amendment application for 1030 Fulton Lane in the City of St. Helena to be processed and referred to the Planning Commission for consideration.

Approved at a Regular Meeting of the St. Helena City Council on September 10, 2024, by the following vote:

Mayor Paul Dohring: _____

Vice Mayor Eric Hall: _____

Council Member Anna Chouteau: _____

Council Member Patrick Kenealy: _____

Council Member Billy Summers: _____

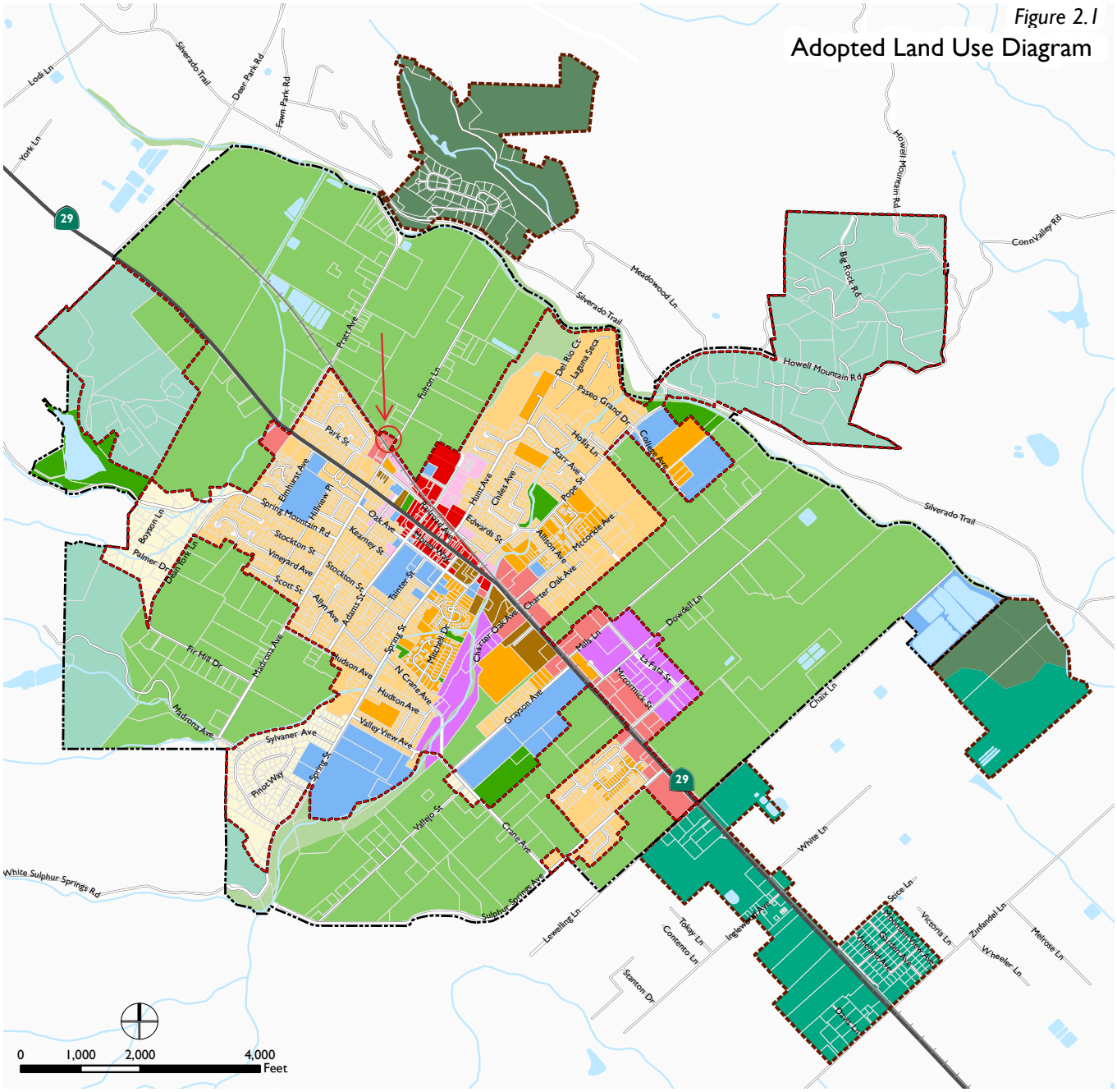
APPROVED: ATTEST:

_____ _____

Paul Jamison Dohring, Mayor Cindy Tzafopoulos, City Clerk

Figure 2.1

Adopted Land Use Diagram



Data Source: City of St. Helena, 2018; Napa County, 2018; Dyett & Bhatia, 2018, updated 2024.

St. Helena General Plan

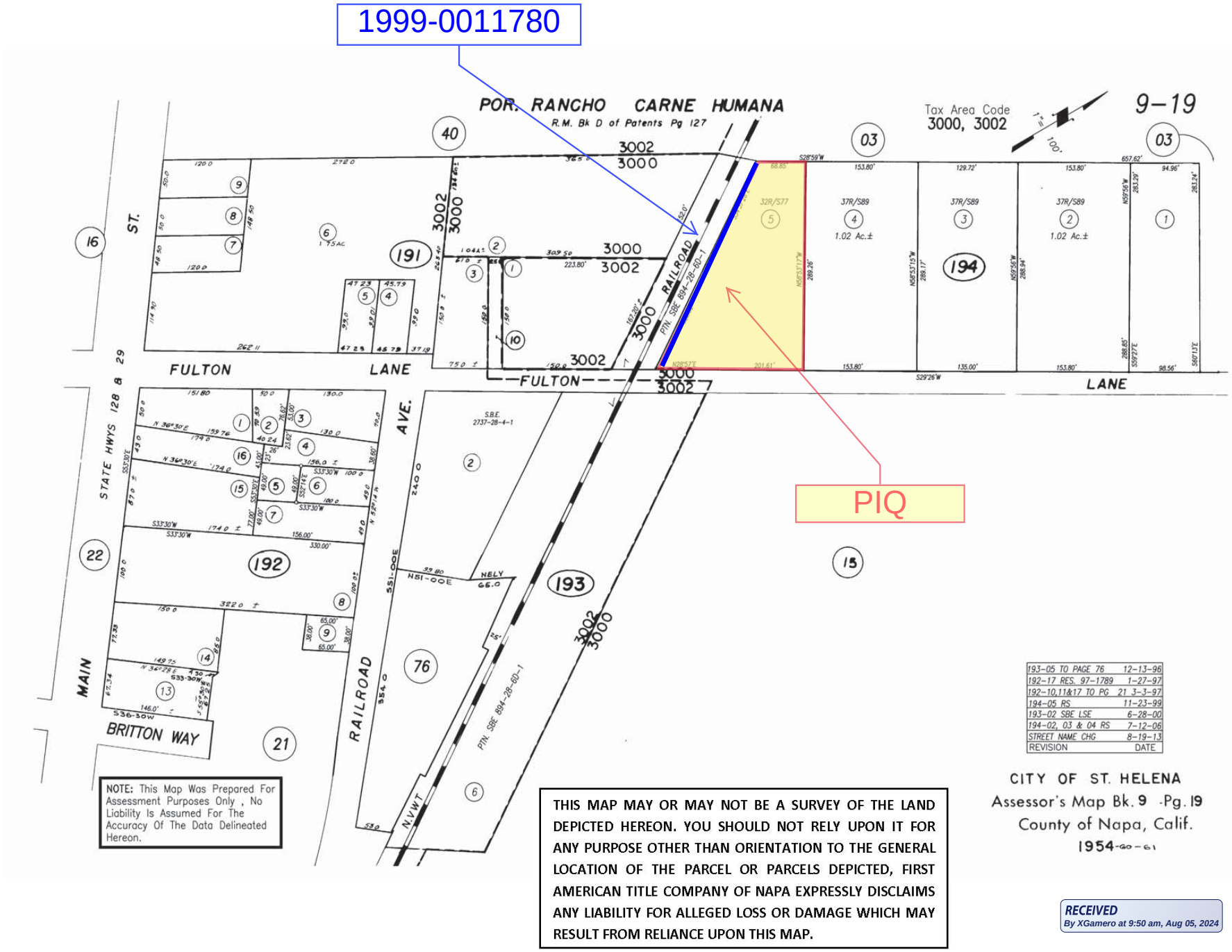
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Central Business
- Service Commercial
- Mixed-Use
- Office
- Industrial
- Public and Quasi-Public
- Parks and Recreation
- Agriculture
- Open Space
- Woodlands and Watershed

Napa County General Plan

- Agricultural Resource
- Agriculture, Watershed and Open Space

- Railroad
- Water Features
- Urban Limit Line
- Study Areas
- City of St. Helena

GENERAL PLAN UPDATE
City of St. Helena


1999-0011780
POR. RANCHO CARNE HUMANA
R.M. Bk D of Patents Pg 127
Tax Area Code
3000, 3002
9–19
PIQ
FULTON LANE
STATE HWYS 128 & 29
MAIN ST.
BRITTON WAY
RAILROAD AVE.
PTN. SBE 894-28-6D-1
NOTE: This Map Was Prepared For Assessment Purposes Only , No Liability Is Assumed For The Accuracy Of The Data Delineated Hereon.
THIS MAP MAY OR MAY NOT BE A SURVEY OF THE LAND DEPICTED HEREON. YOU SHOULD NOT RELY UPON IT FOR ANY PURPOSE OTHER THAN ORIENTATION TO THE GENERAL LOCATION OF THE PARCEL OR PARCELS DEPICTED, FIRST AMERICAN TITLE COMPANY OF NAPA EXPRESSLY DISCLAIMS ANY LIABILITY FOR ALLEGED LOSS OR DAMAGE WHICH MAY RESULT FROM RELIANCE UPON THIS MAP.
193-05 TO PAGE 76 12-13-96
192-17 RES. 97-1789 1-27-97
192-10,11&17 TO PG 21 3-3-97
194-05 RS 11-23-99
193-02 SBE LSE 6-28-00
194-02, 03 & 04 RS 7-12-06
STREET NAME CHG 8-19-13
REVISION DATE
CITY OF ST. HELENA
Assessor's Map Bk. 9 Pg. 19
County of Napa, Calif.
1954
RECEIVED
By XGamero at 9:50 am, Aug 05, 2024

Google Maps 1030 Fulton Ln



Imagery ©2024 Maxar Technologies, Map data ©2024 50 ft

RECEIVED
By XGamero at 9:49 am, Aug 05, 2024

BRODIE

City of St Helena
% Mayor Dohring and Members of the City Council
1088 College Avenue
St. Helena, CA 94574
(707) 968-2659

Re: **1030 Fulton Lane - General Plan Amendment Request**

APN: 009-194-005

Mr. Mayor and Members of the City Council,

My client, Fulton Junction Partners LLC, the property owner ("Owner"), acquired the above referenced property. The Owner acquired the property with the goal of improving the vacant parcel to create a vibrant and more aesthetically pleasing environment consistent with the surrounding neighborhood. To meet this goal, a general plan amendment application is being filed requesting to designate the referenced property within the Agriculture General Plan land use designation consistent with the provisions of Chapter 17.06 of the City of St. Helena zoning code.

The property is on the northern side of Fulton Lane north of the railroad, which intersects the community creating a distinct transition line between the downtown and the agricultural lands to the north. The property is surrounded on three sides by parcels designated "Agriculture" and currently developed with a mixture of residential and agricultural uses.

Subsequent to the demolition of the pre-existing warehouse structure in 2010, the property has been underutilized, mostly vacant and has created a disconnect or interruption in flow as one travels northerly on Fulton Lane. In 2018, a wine storage project was approved but never proceeded to construction. The redesignation of the property to a land use designation of Agriculture provides a great opportunity to create a more cohesive land use/development pattern for this segment of Fulton Lane.

The 39,092 square foot parcel is currently located within a Service Commercial General Plan land use designation, is zoned Service Commercial and located within the Urban Limit Line. The pre-existing structure and uses on the property predated the City's land use planning efforts. As such, the land use designation and reciprocating zoning were enacted consistent with the pre-existing uses rather than to establish a forward-thinking land use consistent with the predominance of agriculture and residential uses in this quadrant of the City.

With the demolition of the pre-existing structure and change in ownership, there is an

opportunity to amend the general plan land use designation to be in keeping with the overall policy direction of the General Plan by retaining the predominance of agriculturally designated lands in this area of the community and preventing the encroachment of commercial development north of the railroad. To help the City achieve its objectives and create neighborhood land use consistency, the owner is requesting that the City Council consider and direct the review of a general plan amendment at its first regularly scheduled meetings in September, if not before, to designate the property Agriculture.

The General Plan currently designates the property for Service Commercial uses. The Service Commercial designation provides for service and retail uses, restaurants, service stations, motels, public and quasi-public uses, and similar and compatible uses. The designation is intended primarily for service and retail uses that are automobile-oriented. The intent is for the Service Commercial district to be primarily local residents serving in character. It is our belief that the majority of these aforementioned uses and the intensity of development allowed in the Service Commercial land use designation is not appropriate for this parcel. The city also recently contemplated the parcel as an opportunity site for housing, but it was rejected due to its size. Instead, designating the parcel with an Agricultural designation is more appropriate and would be consistent with the policy direction of the General Plan.

Although the Agricultural land use designation establishes a minimum parcel size of 5-40 acres, the lot is an existing lot and would not create new parcels inconsistent with the already established lot density. Due to the lot creation development pattern, it is common to find existing parcels less than 5 acres in the Agricultural land use designation, especially along Fulton Lane and Pratt Avenue. The City's Zoning Code addresses this variation in parcels sizes through its development standards based upon lot size. For example, lots less than two acres in size are subject to the LR-1A district development standards.

Applying the Agricultural land use designation on this property would further the land use policies of the General Plan. The Agricultural land use designation would allow agricultural use(s) on the parcel consistent with the prevailing agricultural uses in the northern quadrant of the city east of the railroad tracks, furthering Policy LU5.1 of the Land Use and Growth Management Element. The redesignation reduces the encroachment of non-agricultural land use designations into the periphery of the city.

The General Plan indicates that the Agriculture land use designation includes agricultural and winery uses with restricted single family residential and public/quasi-public uses. The owner intends to develop a single-family residence, detached garage and ADU on the property consistent with agricultural land use designation and the prevailing development in the area.

A schematic site plan is included to provide the city with a conceptual site design. Upon the City Council ordering the general plan amendment application to be further processed, a rezone request and design review application would be subsequently filed, to be processed concurrently with the general plan amendment application. The Planning Commission would then consider a recommendation to the City Council related to the general plan amendment and rezone. The Planning Commission would also consider approval of the design review conditioned upon the City Council amending the general plan and rezoning the parcel.

As such and as a first step in this process, I respectfully request the City Council's consideration and direction to staff to further process the general plan amendment request together with the rezone and design review.

Sincerely,



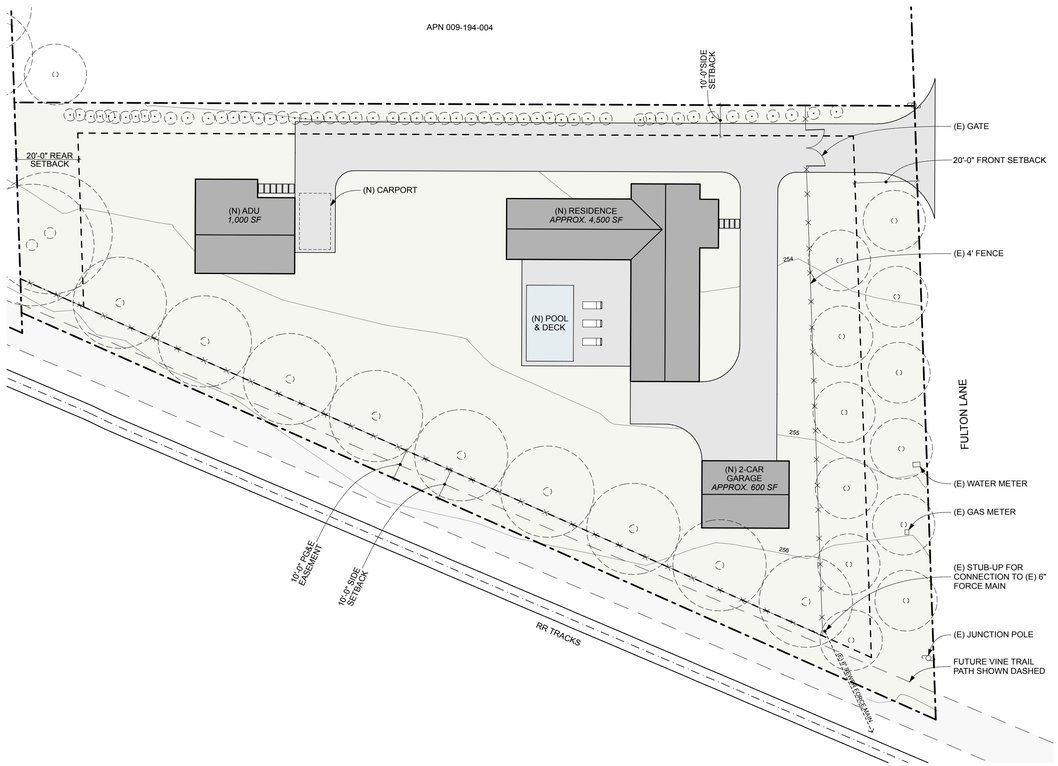
Erik V. Lundquist
Principal, Land Use Planning & Permitting

Brodie, Inc
480 Gate 5 Road, Suite 100
Sausalito, CA 94965
D: (707) 888- 6386

RECEIVED
By XGamero at 9:49 am, Aug 05, 2024

WALKER
WARNER
ARCHITECTS

353 Folsom Street
San Francisco, California 94105
415.318.8900
www.walkerwarner.com



NOTES - SITE PLAN:

1. EXISTING CONTOURS ARE SHOWN. S.C.D. FOR PROPOSED FINISH GRADING

LEGEND - SITE PLAN:

- PROPERTY LINE
- SETBACK LINE
- PG&E EASEMENT
- EXISTING CONTOURS
- (E) FENCE
- (E) STRUCTURES
- (N) STRUCTURES
- (N) HARDSCAPE
- (E) TREE TO REMAIN

1 A1.0 SITE PLAN
SCALE: 1" = 20'

A P N : 0 0 9 - 1 9 4 - 0 0 5

1030 FULTON LOT

1030 FULTON LANE,
ST HELENA, CA 94574

LICENSED ARCHITECT
BROOKS WALKER III
No. C-18892
REN. 6/30/25
STATE OF CALIFORNIA

ISSUED:
2024-04-04 GENERAL PLAN AMENDMENT

SITE PLAN

SCALE : AS NOTED

JOB NUMBER : 202016

SHEET : **A1.0**

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CITY OF ST. HELENA

RESOLUTION NO. 2024-131

Resolution of the City Council of the City of St. Helena authorizing General Plan Amendment application (#PL24-043) for 1030 Fulton Lane in the City of St. Helena to be processed and referred to the Planning Commission for consideration.

WHEREAS, The applicant, Fulton Junction Partners LLC submitted a General Plan Amendment application on August 5, 2024; and

WHEREAS, pursuant to St. Helena Municipal Code (SHMC) Section 17.06.030(B), complete applications received for a General Plan Amendment shall be presented to the City Council for preliminary review at the Council's first regularly scheduled meetings in March and September of each year; and

WHEREAS, following the review, the City Council, at its discretion, may order the application to be further processed or may direct staff to cease processing the application; and

WHEREAS, any authorization to proceed does not imply in any way ultimate approval or disapproval of an application; and

WHEREAS, if the City Council authorizes the application to be processed, it shall refer the matter to the Planning Commission, which shall hold public hearings pursuant to state law after the necessary environmental review process and staff analysis have been completed.

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

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

SECTION 2. To Authorize the General Plan Amendment application for 1030 Fulton Lane in the City of St. Helena to be processed and referred to the Planning Commission for consideration.

Approved at a Regular Meeting of the St. Helena City Council on September 10, 2024, by the following vote:

Mayor Dohring:	**NO**
Vice Mayor Hall:	**YES**
Council Member Chouteau:	**YES**
Council Member Kenealy:	**YES**
Council Member Summers:	**YES**

APPROVED:

Paul Jamison Dohring, Mayor

ATTEST:

Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA
Incorporated March 24, 1878
Re-incorporated May 14, 1889
STATE OF CALIFORNIA

RECEIVED
By XGamero at 1:43 pm, Feb 12, 2025

ALPINE BRODIE

January 31, 2025

City of St Helena
% Mayor Dohring and Members of the City Council
1088 College Avenue
St. Helena, CA 94574
(707) 968-2659

Re: **1030 Fulton Lane - General Plan Amendment and Rezone Request**

APN: 009-194-005

Mr. Mayor and Members of the City Council,

My client, Fulton Junction Partners LLC, the property owner ("Owner"), acquired the above referenced property with the goal of improving the vacant parcel to create a vibrant and more aesthetically pleasing environment consistent with the surrounding neighborhood. To meet this goal, we are filing a general plan amendment and rezoning application requesting to change the property's General Plan designation from Service Commercial to Agricultural and, accordingly, its zoning from Service Commercial to Twenty-Acre Agriculture (A-20), consistent with the provisions of Chapter 17.06 of the City of St. Helena zoning.

The property is on the northern side of Fulton Lane north of the railroad, which intersects the community creating a distinct transition line between the downtown and the agricultural lands to the north. The property is surrounded on three sides by parcels designated "Agriculture" and currently developed with a mixture of residential and agricultural uses.

Since the demolition of an old warehouse structure in 2010, the property has been underutilized, mostly vacant and has created a disconnect or interruption in flow as one travels northerly on Fulton Lane. In 2018, a wine storage project was approved, but never proceeded to construction. The redesignation/rezone of the property to a land use designation and zoning district of Agriculture provides a great opportunity to create a more cohesive land use and development pattern for this segment of Fulton Lane.

The 39,092 square foot parcel is currently located within a Service Commercial General Plan land use designation, is zoned Service Commercial and located within the Urban Limit Line. The pre-existing warehouse structure and uses on the property predated the City's land use planning efforts. As such, the land use designation and associated zoning were enacted consistent with the pre-existing uses rather than to establish a forward-thinking land use

consistent with the predominance of agriculture and residential uses in this quadrant of the City.

With the demolition of the warehouse and change in ownership, there is an opportunity to amend the general plan land use designation and rezone the property in keeping with the overall policy direction of the General Plan by retaining the predominance of agriculturally designated lands in this area of the community and preventing the encroachment of commercial development north of the railroad. To help the City achieve its objectives and create neighborhood land use consistency, the owner is requesting that the Planning Commission consider, as directed by the City Council at its meeting on September 10, 2025, and recommend to the City Council consider approval of the requested general plan amendment and rezone.

The Service Commercial General Plan designation provides for service and retail uses, restaurants, service stations, motels, public and quasi-public uses, and similar and compatible uses. The designation is intended primarily for service and retail uses that are automobile-oriented. The intent is for the Service Commercial district to be primarily local residents serving in character. It is our belief that the majority of these aforementioned uses and the intensity of development allowed in the Service Commercial land use designation is not appropriate for this parcel. The City also recently contemplated the parcel as an opportunity site for housing, but it was rejected due to its size. Instead, designating the parcel with an Agricultural designation is more appropriate and would be consistent with the overall policy direction of the General Plan.

Although the Agricultural land use designation establishes a minimum parcel size of 5-40 acres, the lot is an existing lot and would not create new parcels inconsistent with the already established lot density. Due to the lot creation development pattern, it is common to find existing parcels less than 5 acres in the Agricultural land use designation, especially along Fulton Lane and Pratt Avenue. The City's Zoning Code addresses this variation in parcels sizes through its development standards based upon lot size. For example, lots less than two acres in size are subject to the LR-1A district development standards. An agriculture land use designation and zoning district with a low-density residential use is more environmentally sensitive than a commercial parcel.

Applying the Agricultural land use designation and associated agricultural zone on this property would further the land use policies of the General Plan. The Agricultural land use designation and zone would allow agricultural use(s) and residential usage on the parcel consistent with the prevailing agricultural uses in the northern quadrant of the city east of the

railroad tracks, furthering Policy LU5.1 of the Land Use and Growth Management Element. The redesignation reduces the encroachment of non-agricultural land use designations into the periphery of the city.

The General Plan indicates that the Agriculture land use designation includes agricultural and winery uses with restricted single family residential and public/quasi-public uses. The owner intends to develop a single-family residence, detached garage and ADU on the property consistent with agricultural land use designation and the prevailing development in the area.

A schematic site plan is included to provide the city with a conceptual site design. Upon the City Council's approval of the general plan amendment and rezone, a subsequent design review application would be filed. The Planning Commission would then consider approval of the design review. Until such time, the property will remain vacant as a newly designated and zone agricultural parcel, as indicated in the attached exhibit.

As such, I respectfully request the Planning Commission and City Council's consideration of the general plan amendment and rezone requests.

Sincerely,

Erik V. Lundquist
Principal, Land Use Planning & Permitting

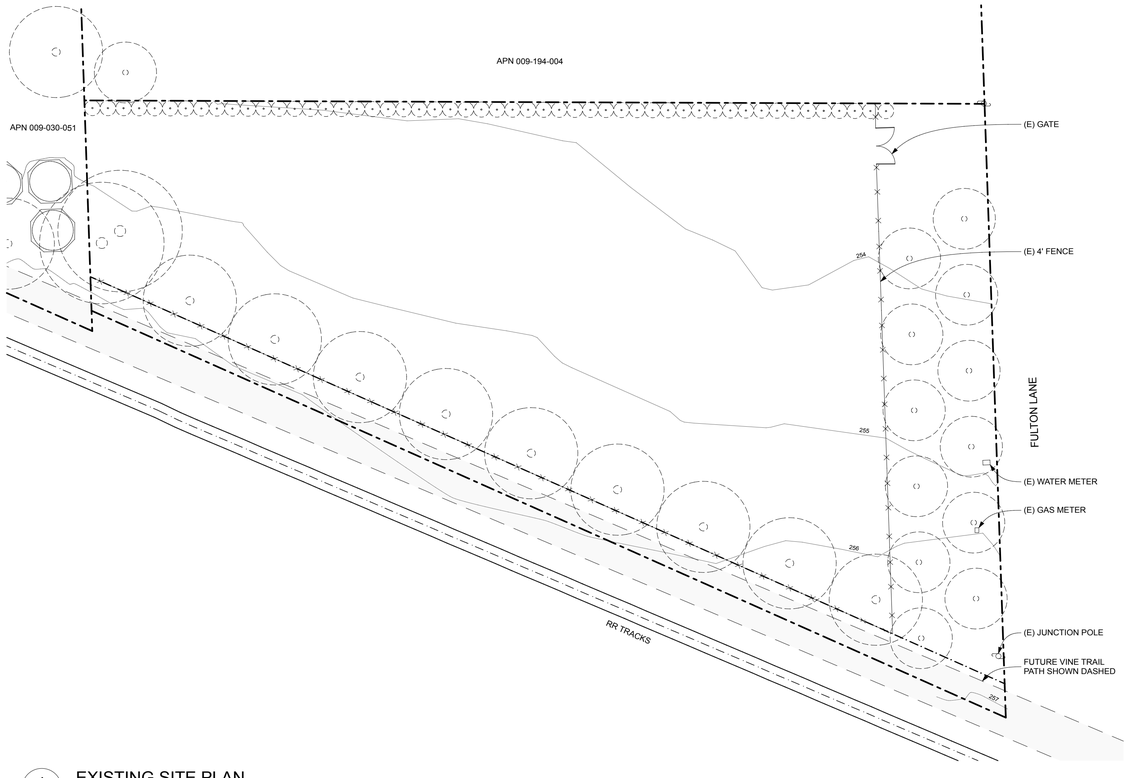
Brodie, Inc
480 Gate 5 Road, Suite 100
Sausalito, CA 94965
D: (707) 888- 6386

Encl: Existing Site Plan
Conceptual Site Plan

RECEIVED
By XGamero at 1:44 pm, Feb 12, 2025

WALKER
WARNER
ARCHITECTS

353 Folsom Street
San Francisco, California 94105
415.318.8900
www.walkerwarner.com



1 A1.0 EXISTING SITE PLAN
SCALE: 1" = 20'

LEGEND - SITE PLAN:

- PROPERTY LINE
- PG&E EASEMENT
- EXISTING CONTOURS
- (E) FENCE
- (E) TREE TO REMAIN

APN: 009-194-005

1030 FULTON LOT

1030 FULTON LANE,
ST HELENA, CA 94574

ISSUED:
2025-01-07 GENERAL PLAN AMENDMENT

EXISTING SITE PLAN

SCALE : AS NOTED

JOB NUMBER : 202016

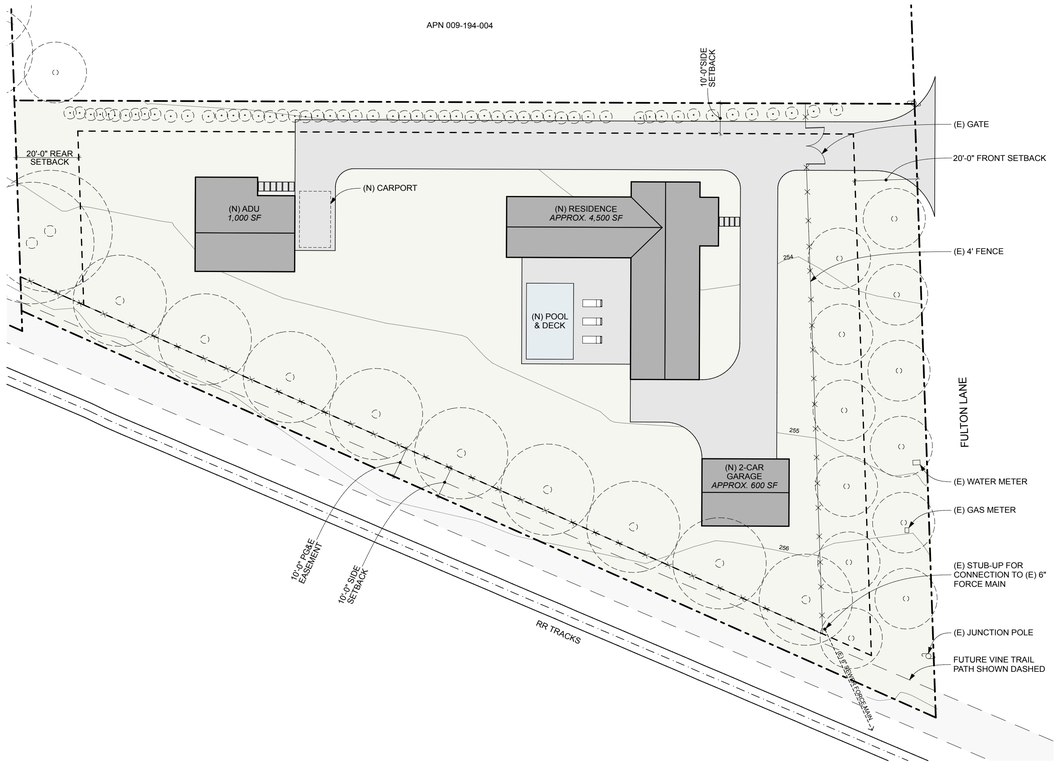
SHEET : **A1.0**

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RECEIVED
By XGamero at 1:43 pm, Feb 12, 2025

WALKER
WARNER
ARCHITECTS

353 Folsom Street
San Francisco, California 94105
415.318.8900
www.walkerwarner.com



NOTES - SITE PLAN:

1. EXISTING CONTOURS ARE SHOWN. S.C.D. FOR PROPOSED FINISH GRADING

LEGEND - SITE PLAN:

- PROPERTY LINE
- SETBACK LINE
- PG&E EASEMENT
- EXISTING CONTOURS
- (E) FENCE
- (E) STRUCTURES
- (N) STRUCTURES
- (N) HARDSCAPE
- (E) TREE TO REMAIN

1 A1.0 SITE PLAN
SCALE: 1" = 20'

A P N : 0 0 9 - 1 9 4 - 0 0 5

1030 FULTON LOT

1030 FULTON LANE,
ST HELENA, CA 94574

LICENSED ARCHITECT
BROOKS WALKER III
No. C-18892
REN. 6/30/25
STATE OF CALIFORNIA

ISSUED:
2024-04-04 GENERAL PLAN AMENDMENT

SITE PLAN

SCALE : AS NOTED

JOB NUMBER : 202016

SHEET : **A1.0**

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CITY OF ST. HELENA PLANNING COMMISSION

RESOLUTION NO. PC2025-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF ST. HELENA RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE APPROVING A GENERAL PLAN AMENDMENT(GPA2025-001) TO CHANGE THE LAND USE DESIGNATION FROM SERVICE COMMERCIAL TO AGRICULTURE AND A ZONING MAP AMENDMENT (ZMA2025-001) TO CHANGE THE ZONING DESIGNATION FROM SERVICE COMMERCIAL TO TWENTY-ACRE AGRICULTURE FOR THE PROPERTY LOCATED AT 1030 FULTON LANE (APN 009-194-005)

PROPERTY OWNER: FULTON JUNCTION PARTNERS, LLC **APN:** 009-194-005

Recitals

1. On September 10, 2024, the City Council authorized a General Plan Amendment application (PL24-043) to change the land use designation from Service Commercial to Agriculture be processed and referred to the Planning Commission for the subject parcel located at 1030 Fulton Lane; and
2. On August 5, 2024, The Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, filed an application to request a General Plan Amendment (GPA2025-001) to the property's land use designation from Service Commercial to Agriculture.
3. On August 5, 2024, The Brodie Group on behalf of the property owners, Fulton Junction Partners LLC, filed an application to request a Zoning Map Amendment (ZMA2025-001) to rezone the property from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to be consistent with the amended General Plan Land Use designation.
4. The proposed change in the General Plan and zoning designations will allow for the site to accommodate residential uses and incrementally help the City achieve its Regional Housing Needs; and
5. The proposed project is exempt from the California Environmental Quality Act pursuant to Section 15303, Class 3, of the CEQA Guidelines
6. A public notice was published in the Napa Valley Register and mailed to residents and occupants within 300 feet of the project site in compliance with state and local law; and
7. The Planning Commission of the City of St. Helena, State of California, considered the project, staff report, and all testimony, written and spoken, at a duly noticed public hearing on May 20, 2025.

Resolution

A. Now, therefore, the City of St. Helena Planning Commission resolves as follows, based on substantial evidence in the record:

   1. The foregoing recitals are true and correct and are incorporated by reference into this action.

2. In making the recommendation in this Resolution, the St. Helena Planning Commission relied upon and hereby incorporates by reference all the documents referenced in this Resolution and the associated staff reports, City files for this matter, correspondence, presentations, and other materials.
3. The Planning Commission hereby finds that this project is exempt from the requirements of CEQA pursuant to CEQA Guidelines Section 15303, Class 3, (New Construction or Conversion of Small Structures).
4. The Planning Commission has considered the following guidelines as identified in St. Helena Municipal Code Section 17.06.050 to support the motion to recommend approval of the General Plan Amendment:
    a. To allow for consideration of elements not initially considered at the time of approval of the general plan;
    b. To reflect changes in goals, policy, physical, social, or economic conditions;
    c. To acknowledge when, due to naturally occurring physical constraints or changes, the anticipated land usage per the General Plan is no longer feasible;
    d. To take into consideration the consistency of the proposed amendment with the goals, policies and programs of the General Plan, adopted Planning Commission (where applicable) and other existing city policies;
    e. When considering the reduction of residential density, ensure compliance with California Government Code Section 65863 by either finding that the remaining sites identified in the housing element are adequate to accommodate the city's share of the regional housing need or by identifying sufficient additional, adequate, and available sites with an equal or greater density so that there is no net loss in residential density; and
    f. To ensure that there is no net loss of potential housing units.
5. The St. Helena Planning Commission has considered the following guidelines as identified in St. Helena Municipal Code Section 17.07.070 to support the motion to recommend approval of the Zoning Map Amendment:
    a. To take into consideration the consistency of the proposed amendment with the goals, policies and programs of the general plan, adopted planning commission (where applicable) and other existing city policies;
    b. When considering the reduction of residential density, ensure compliance with California Government Code Section 65863 by either finding that the remaining sites identified in the housing element are adequate to accommodate the city's share of the regional housing need or by identifying sufficient additional, adequate, and available sites with an equal or greater density so that there is no net loss in residential density;
    c. To ensure that there is no net loss of potential housing units.
6. The Planning Commission hereby recommends the City Council approve an amendment of the General Plan (GPA2025-001) to change the land use

designation of the subject property located at 1030 Fulton Lane from Service Commercial to Agriculture as shown on Attachment 1. Attachment 1 is hereby incorporated by reference into this Resolution.

7. The Planning Commission hereby recommends City Council approve an amendment to the Zoning Map (ZMA2025-001) to change the zoning designation of the subject property located at 1030 Fulton Lane from Service Commercial (SC) to Twenty-Acre Agriculture(A-20) as shown on Attachment 2. Attachment 2 is hereby incorporated by reference into this Resolution.

I HEREBY CERTIFY that the foregoing General Plan and Zoning Map Amendment applications were duly and regularly approved by the Planning Commission of the City of St. Helena at a regular meeting of said Planning Commission held on May 20, 2025, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

John Ponte
Chair, Planning Commission

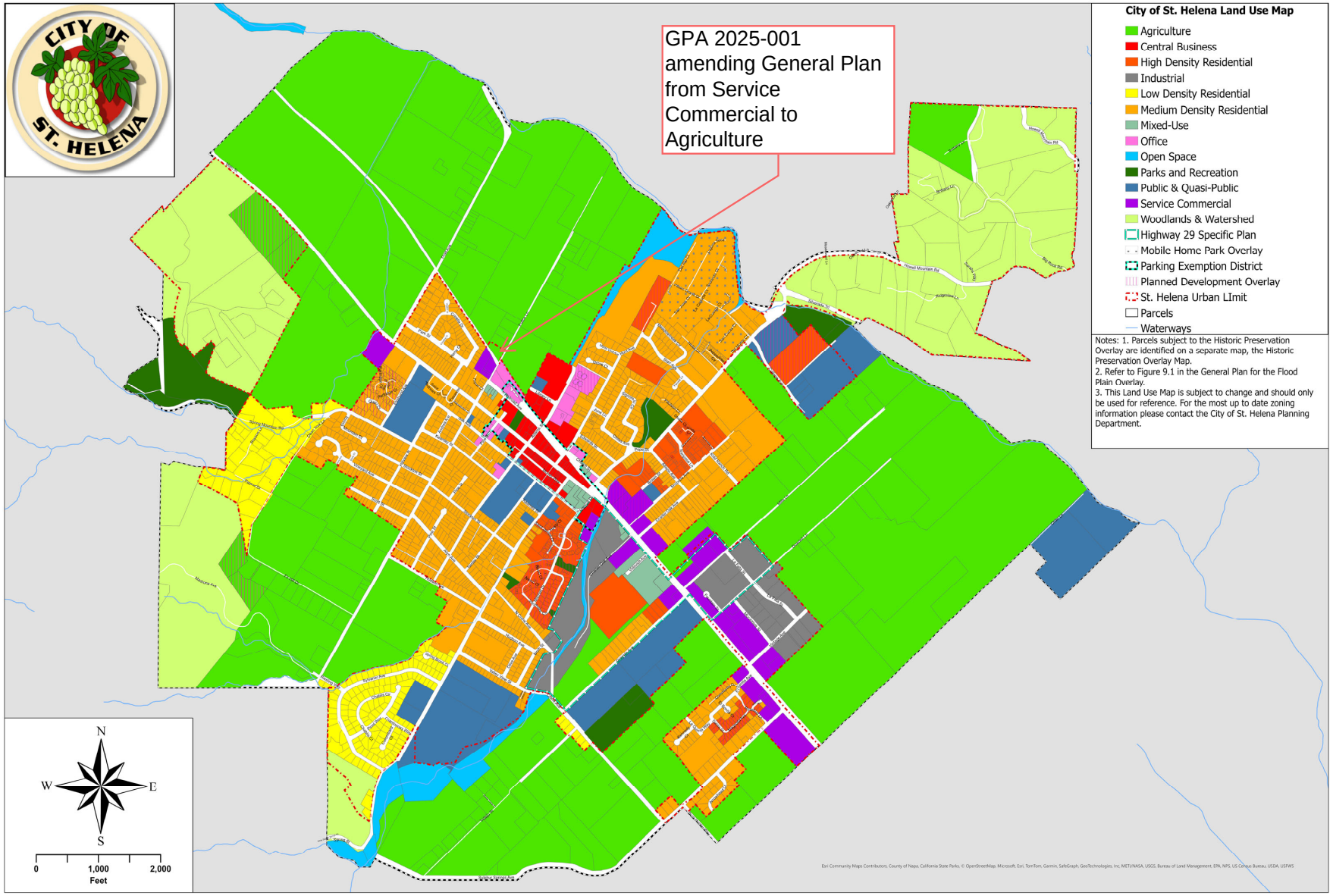
ATTEST:

Maya DeRosa, AICP
Community Development Director

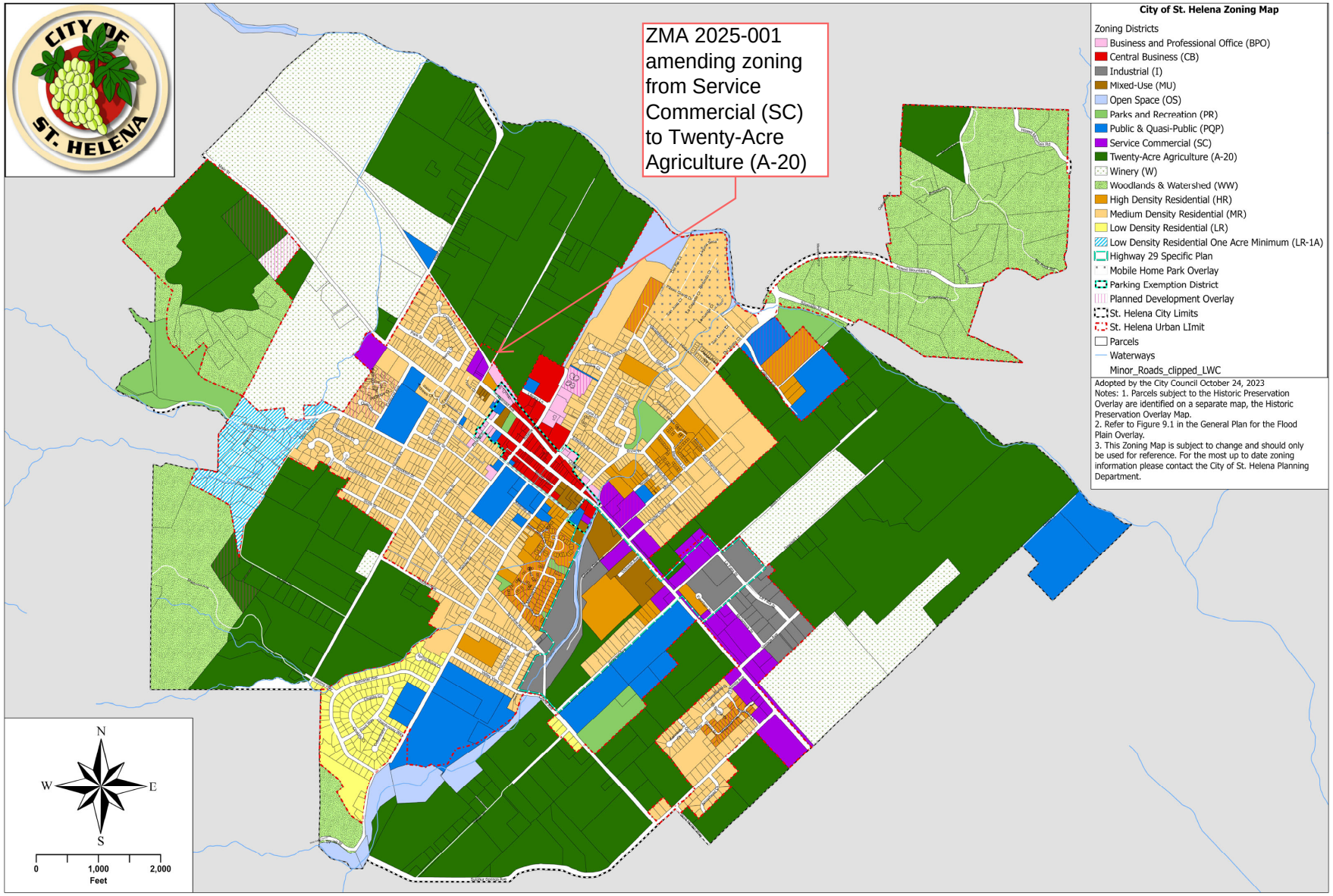
Attachments

1. Proposed General Plan Land Use Diagram (Figure 2.1 in the 2040 General Plan)
2. Proposed St. Helena Zoning Map

Attachment 1. Proposed General Plan Land Use Diagram (Figure 2.1)



Attachment 2. Proposed Zoning Map



City of St. Helena
City Council

Project: 1030 Fulton Lane General Plan and Zoning Map Amendment; GPA 25-001, ZMA 25-001.

Staff: Jackie Oneal

Community Development Department

June 10, 2025

Project Description

- General Plan Amendment (GPA) and Zoning Map Amendment (ZMA) applications to change the property's land use designation from Service Commercial to Agriculture and, accordingly, its zoning from Service Commercial (SC) to Twenty-Acre Agriculture (A-20) to accommodate the future construction of a single-family home.
- Planning Commission considered the GPA and Zoning Map Amendment requests on May 20, 2025.
- Approval of the requests would result in modifications to the General Plan Land Use Diagram (Figure 2.1), and the City of St. Helena Zoning Map.

Background

- The ~39,092 square foot property has a General Plan land use and zoning designation of Service Commercial (SC) and is located within the Urban Limit Line.
- The parcel is the only commercially zoned property north of Fulton Lane and east of the railroad tracks. Site has been vacant since 2010.
- The site has been designated for commercial uses since the adoption of the 1975 General Plan and has been utilized for various legal non-conforming and conforming uses over the decades.
- In 2019, the Planning Commission approved a Design Review request that allowed for the construction of two, two-story office buildings (one approximately 7,350 square feet and the other approximately 3,150 square feet), but the project never proceeded to construction.

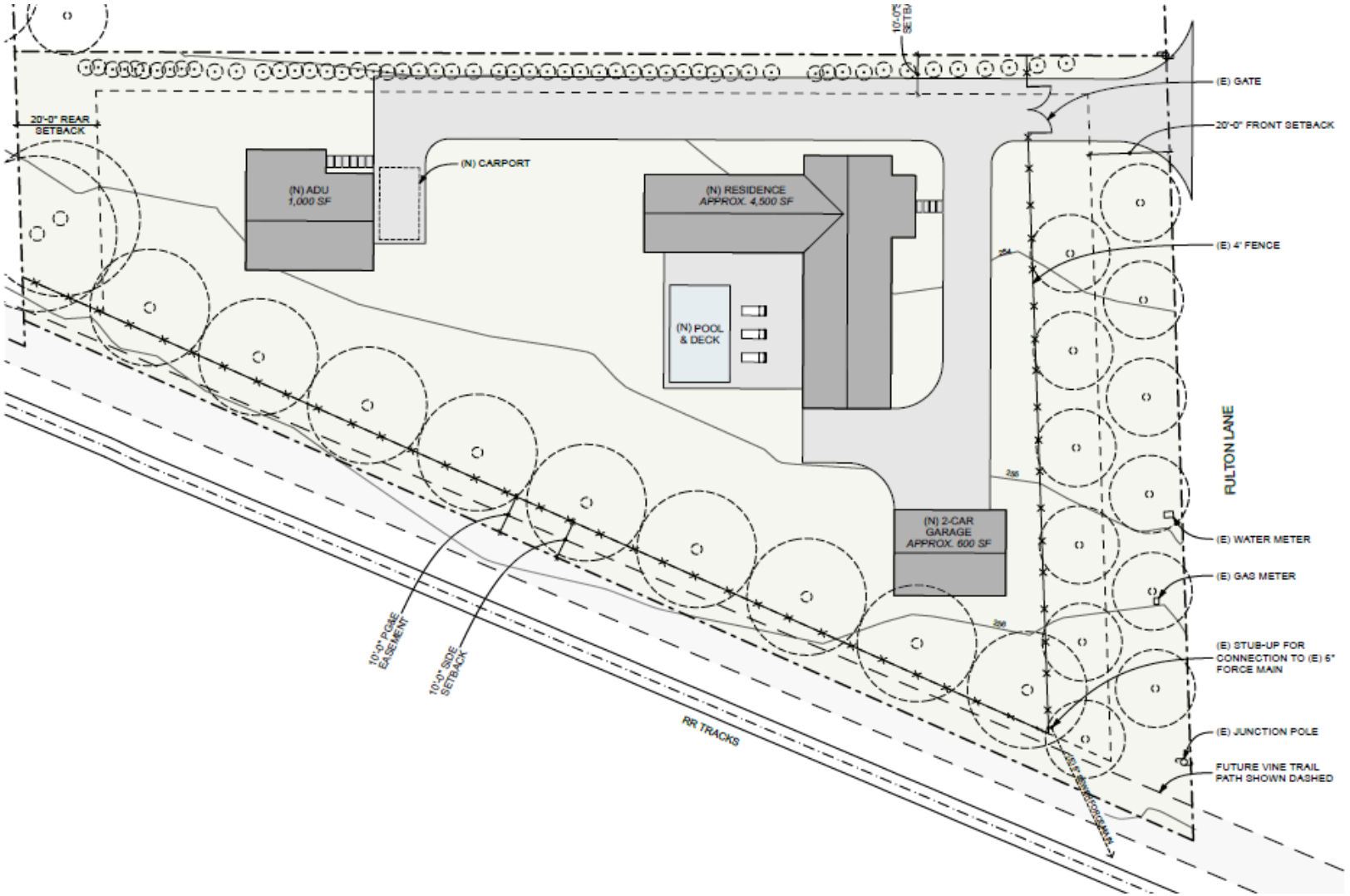
Background

- On September 10, 2024, the City Council considered a request by the applicant to for preliminary review to amend the General Plan designation from Service Commercial to Agriculture, which was recommended for referral to Planning Commission.
- On May 20, 2025, the Planning Commission considered the requests and adopted a resolution recommending the City Council approve both requests.
- At the May 20, 2025, meeting, the Planning Commission raised concerns about creating an A-20 parcel within the Urban Limit Line and requested that a topic for future consideration be that the City Council direct the study of the land use designations of smaller-sized A-20 sites in the City including those along the Fulton Lane corridor to be considered as Low Density Residential.

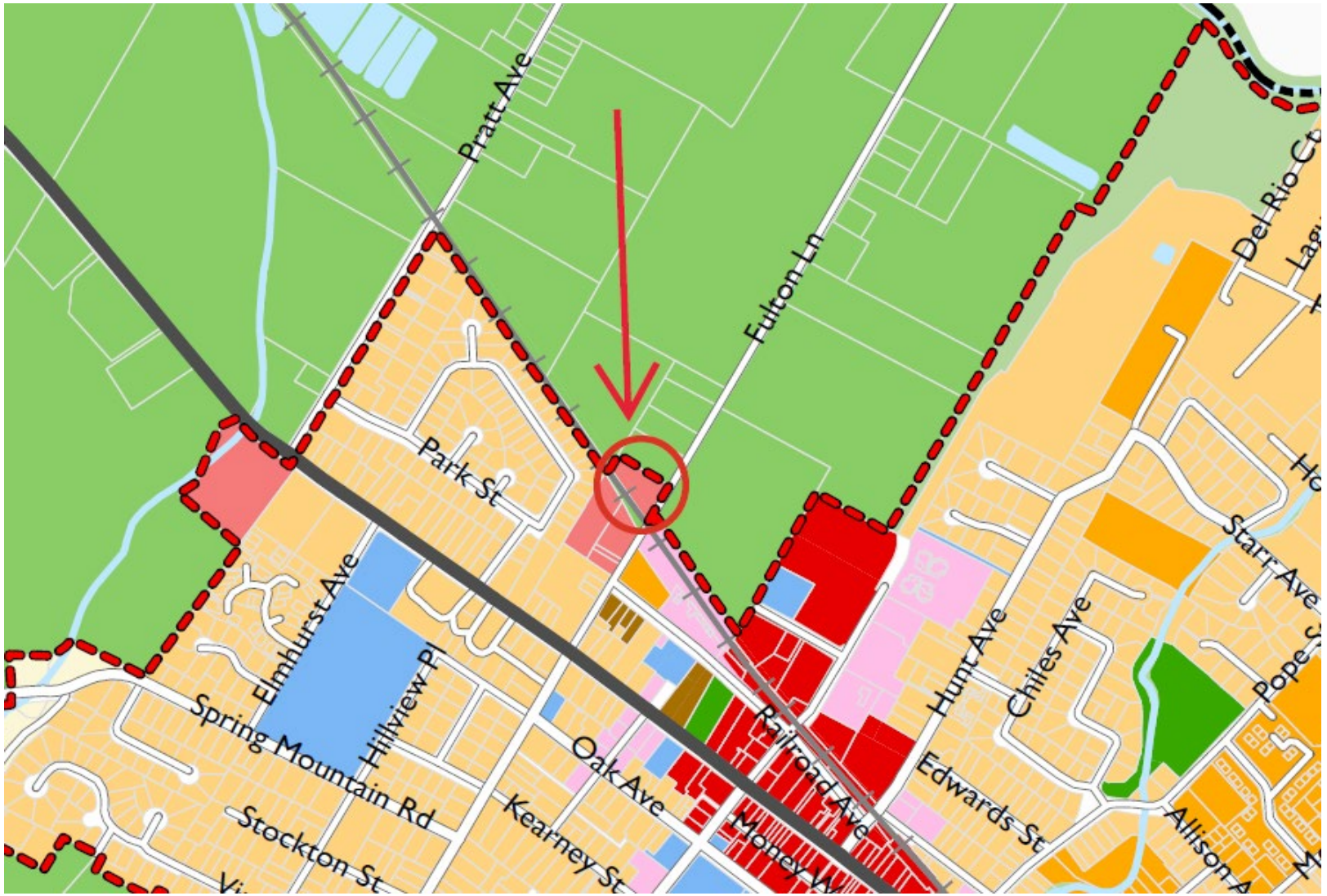
Aerial View


Railroad Tracks
Fulton Lane
Crinella Dr
Fulton Ln
Park St
Crinella Ct

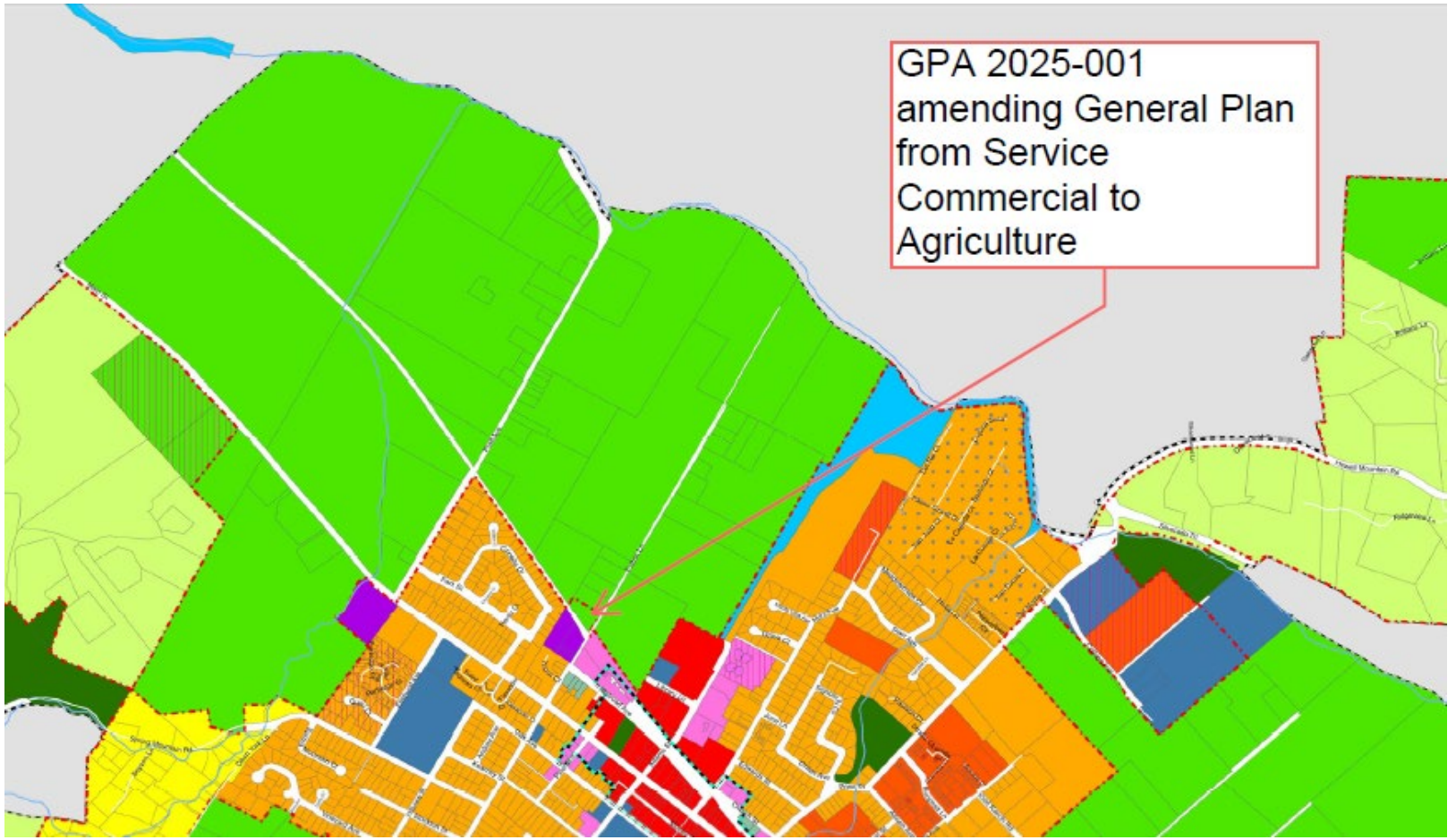
Conceptual Site Plan (Not a part of this request)



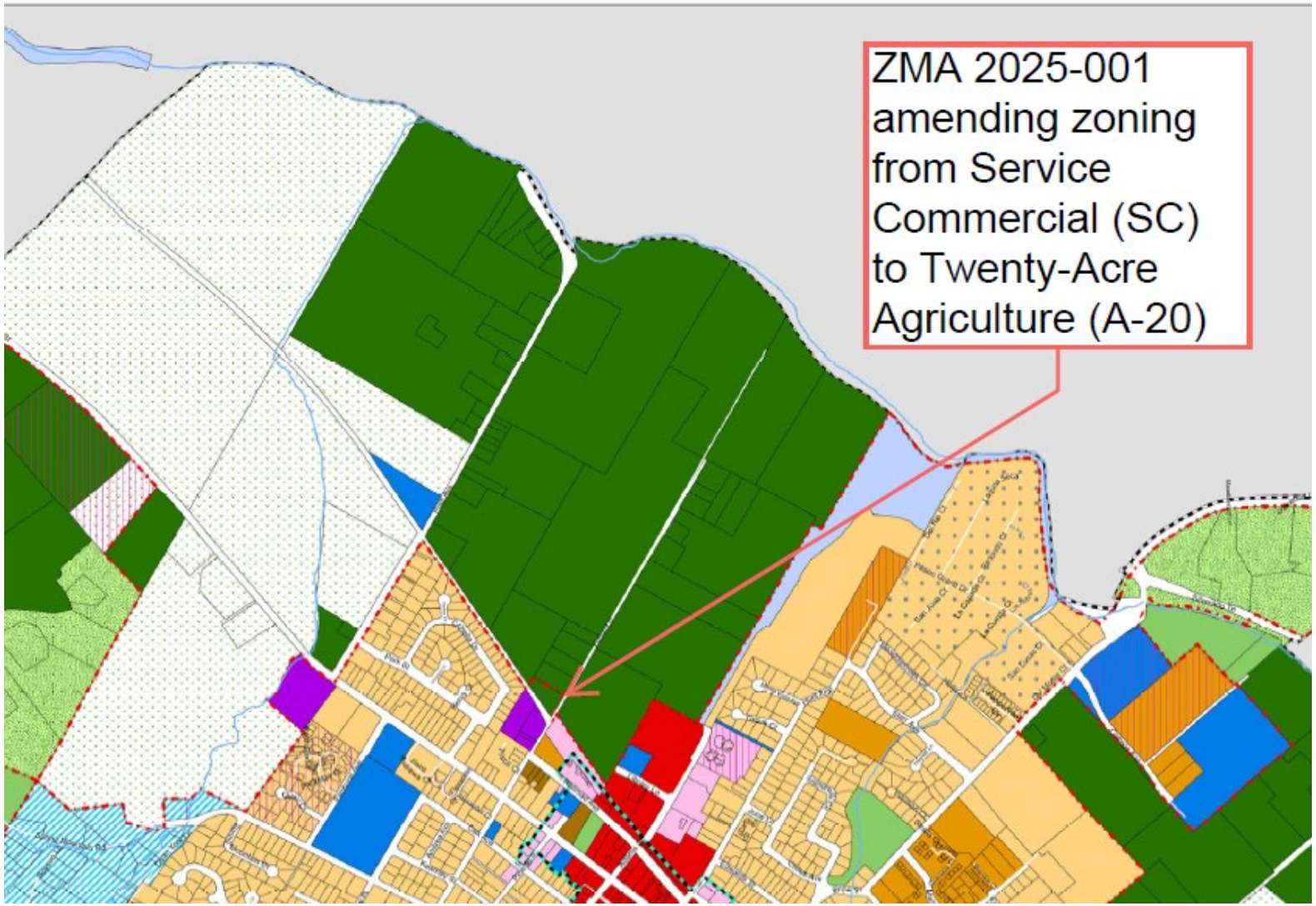
Current General Plan Map



Proposed General Plan Map



Proposed Zoning Map



Analysis

- Categorically exempt from the requirements of CEQA, Section 15303, Class 3 (New Construction or Conversion of Small Structures).
- Designating the site as Agriculture would create consistency with the land use designations of the surrounding parcels located along Fulton Avenue to the east of the railroad tracks.
- Rezoning the site to A-20 is required to be consistent with the agricultural land use designation, however, because the subject parcel is less than two-acres in size, the Low Density One-Acre Minimum (LR-1A) development and design standards would apply.
- The LR-1A standards allow for the construction of a single-family home.

Recommendation

1. Find that the proposed changes to General Plan Figure 2.1 and the City's Zoning Map are in compliance with the California Environmental Quality Act pursuant to Section 15303, Class 3; and
2. Adopt the attached resolution approving General Plan Amendment (GPA 2025-001) to update General Plan Figure 2.1 to change the General Plan land use designation of the property located at 1030 Fulton Lane from Service Commercial to Agriculture; and
3. Introduce and waive first reading of the attached Ordinance for Zoning Map Amendment (ZMA 2025-001) to rezone the property located at 1030 Fulton Lane from Service Commercial to Twenty-Acre Agriculture and incorporate these changes into the General Plan and Zoning Maps.

Questions?

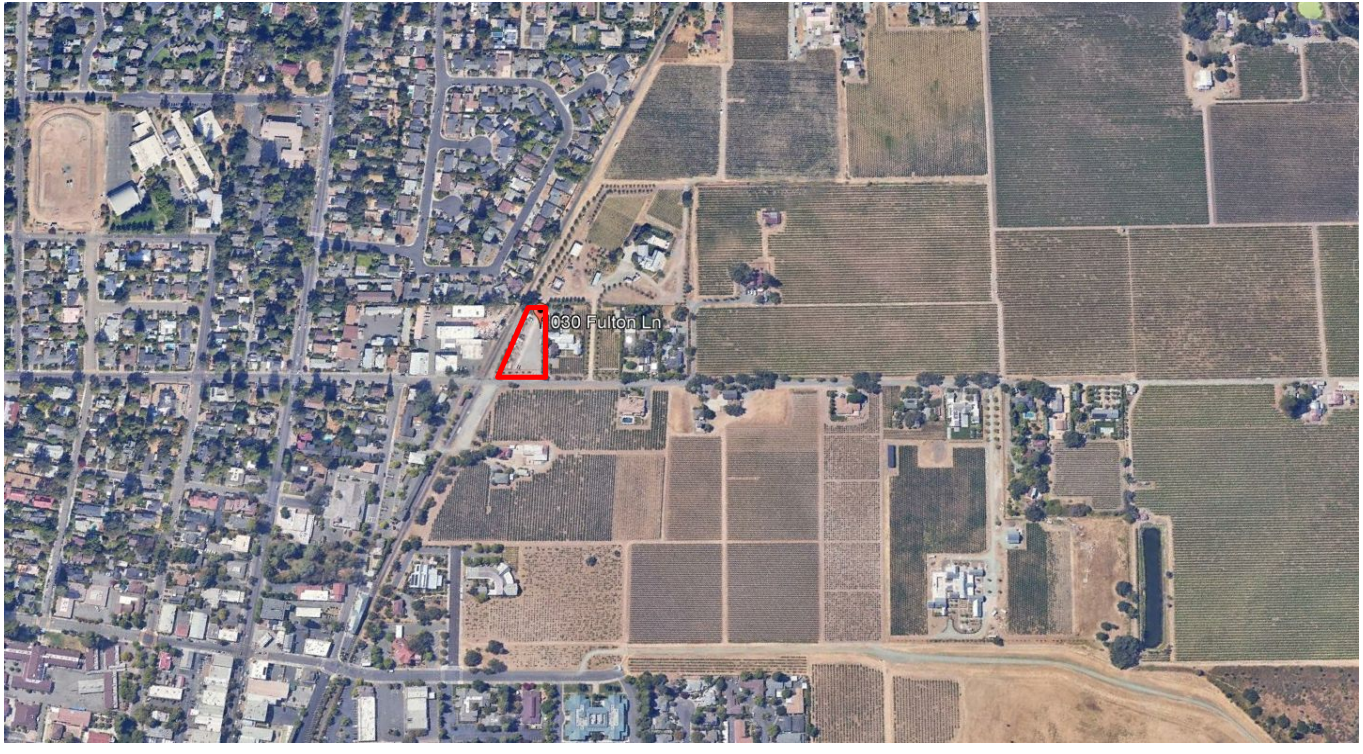
1030 FULTON LANE

GENERAL PLAN AMENDMENT & REZONE REQUEST

June 10, 2025

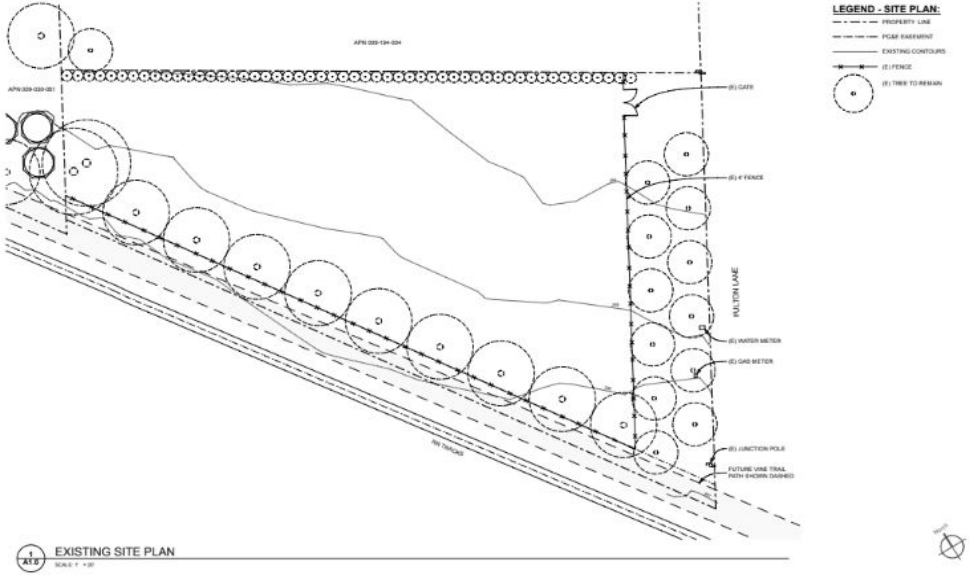
1030 FULTON LANE

06.10.2025



1030 FULTON LANE

39,092 square foot vacant parcel



GENERAL PLAN AMENDMENT PROCESS, CHAPTER 17.06

- Initiated by agent on behalf of Owner
- Preliminary review and authorization from City Council
- Refer the matter to Planning Commission for public hearing
- Planning Commission recommendation to City Council

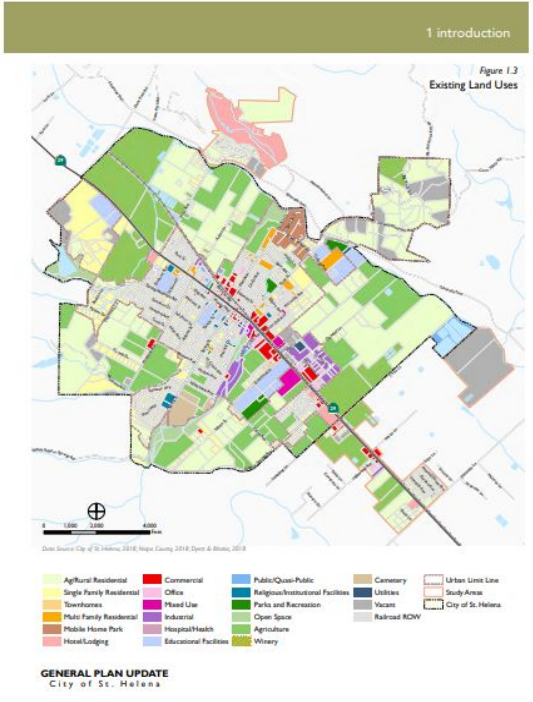
PRELIMINARY REVIEW BY CITY COUNCIL OCCURRED ON SEPTEMBER 10, 2024

- City Council Action authorized the application and provided direction to refer the matter to the Planning Commission for a recommendation.

COMPANION REZONE APPLICATION FILED FEBRUARY 11, 2025

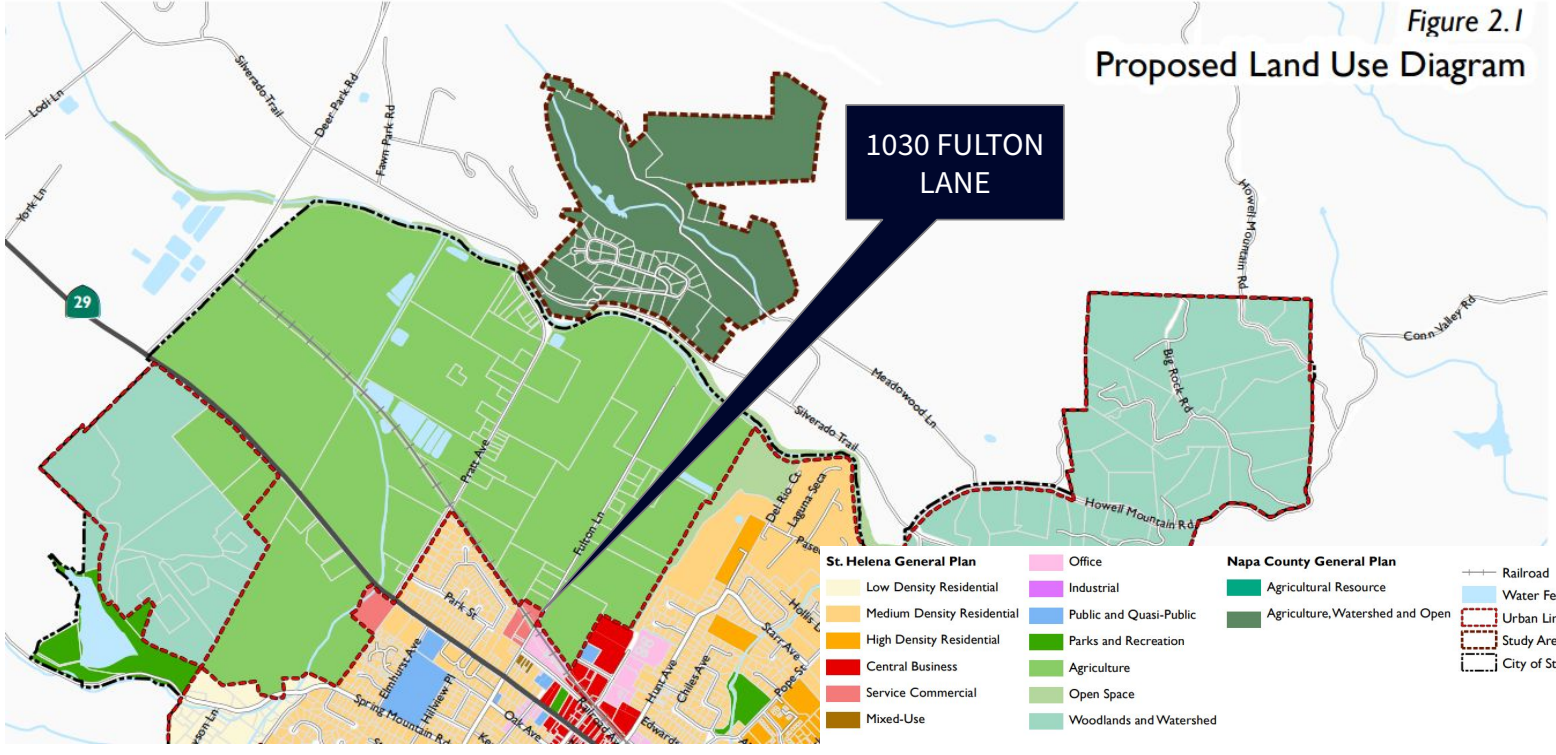
UNANIMOUS PLANNING COMMISSION SUPPORTING RECOMMENDATION MAY 20, 2025

LAND USES IN THE VICINITY





EXISTING LAND USE DESIGNATION



GENERAL PLAN AMENDMENT REQUEST

EXISTING

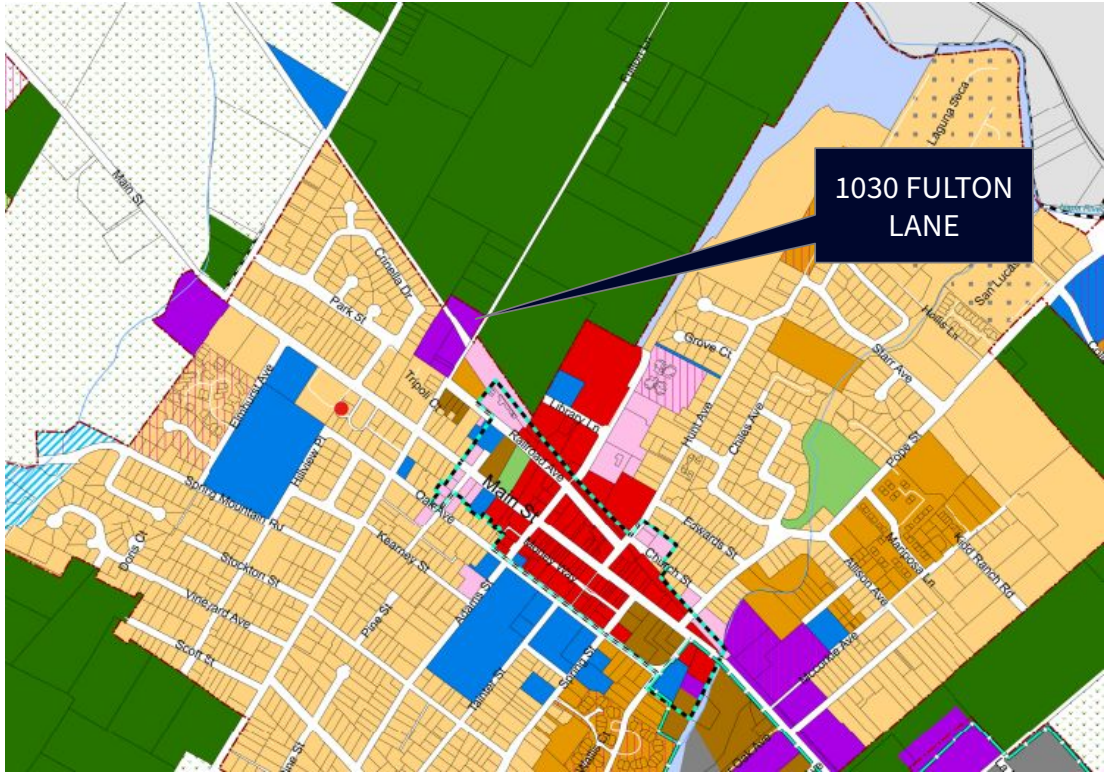
- Service Commercial (SC) General Plan land use designation
- Service Commercial Zone and located within the Urban Limit Line
- Pre-existing structure demolished in 2010 resulted in district establishment
- Intensity of uses allowed in SC Zone is not appropriate on property

PROPOSED

- Agriculture General Plan Land Use Designation
- Agricultural and residential uses are prevailing uses in northern quadrant
- Reduces encroachment of non-agricultural land use designations into the periphery of the City
- A-20 District (Rezone) consistent with General Plan
- New SFD, ADU and Garage (Subsequent Design Review)

EXISTING ZONING DISTRICT

06.10.2025



City of St. Helena Zoning Map

Zoning Districts

- Business and Professional Office (BPO)
- Central Business (CB)
- Industrial (I)
- Mixed-Use (MU)
- Open Space (OS)
- Parks and Recreation (PR)
- Public & Quasi-Public (PQP)
- Service Commercial (SC)
- Twenty-Acre Agriculture (A-20)
- Winery (W)
- Woodlands & Watershed (WW)
- High Density Residential (HR)
- Medium Density Residential (MR)
- Low Density Residential (LR)
- Low Density Residential One Acre Minimum (LR-1A)
- Highway 29 Specific Plan
- Mobile Home Park Overlay
- Parking Exemption District
- Planned Development Overlay
- St. Helena City Limits
- St. Helena Urban Limit
- Parcels
- Waterways

Revised May 14, 2024 and adopted by City Council.
Adopted by the City Council October 24, 2023.
Notes: 1. Parcels subject to the Historic Preservation Overlay are identified on a separate map, the Historic Preservation Overlay Map.
2. Refer to Figure 9.1 in the General Plan for the Flood Plain Overlay.
3. This Zoning Map is subject to change and should only be used for reference. For the most up to date zoning information please contact the City of St. Helena Planning Department.

ZONING MAP AMENDMENT (REZONE)

EXISTING

- Service Commercial (SC) Zoning District
- Consistent with existing General Plan Designation
- Service Commercial Zone and located within the Urban Limit Line
- Service and retail uses, restaurants, service stations, hotels, motels, public and quasi-public uses and similar and compatible uses.
- Primarily automobile-oriented and local resident-serving in character.

PROPOSED

- A-20 Zoning District, consistent with the predominance of agriculture and residential uses in this quadrant.
- Consistent with General Plan upon amendment
- Intended to provide for agricultural and residential uses.
- The purpose of the A-20 district is to preserve agricultural land uses and provide for future orderly development.
- Restricts the density of residential use and promotes the preservation of agricultural land use.
- The lot is an existing lot and would not create new parcels inconsistent with the already established lot density.

REQUESTED COUNCIL ACTION

- Respectfully, we request the City Council’s Approval
- Find that the requests are in the public’s interest to protect the continuity and cohesiveness of agricultural land uses on the east side of the railroad.
- Find that the requests further intended purpose of the general plan retaining the predominance of agriculture and residential developments in this quadrant of the City.
- Designates the land uses with an eye toward the future and the City's goals rather than past uses.

Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Fire

DATE:	June 10, 2025
FROM:	John Sorensen, Fire Chief
SUBJECT:	Introduce and waive the first reading of an ordinance adding Chapter 8.44 to Title 8 of the St. Helena Municipal Code adopting the Fire Hazard Severity Zones as recommended by CalFire and to provide authorization for fees for the inspection of properties that are sold in high or very high fire hazard severity zones.
RECOMMENDED ACTION:	Recommend that the City Council: 1. Introduce and waive the first reading of an ordinance adding Chapter 8.44 to Title 8 of the St. Helena Municipal Code adopting the fire hazard severity zones; and 2. Provide authorization for fees for the inspection of properties that are sold in high or very high fire hazard severity zone.
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE PURPOSE:	To adopt and ordinance to designate Fire Hazard Severity Zones.
FINANCIAL IMPACT:	The future financial impact is unknown. Many staff hours will be required for inspection and code enforcement activities in the High and Very High Fire Hazard Severity Zones.

BACKGROUND:

In September 2021, Senate Bill 63 was approved by Governor Newsom. Senate Bill 63 included an act to amend California Government Code Section 51178. The amendment was effective on January 1, 2022, and directed the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones (FHSZ) based on consistent statewide criteria and the severity of the fire hazard that is expected to prevail in those areas. In addition, moderate, high, and very high FHSZs are based on fuel loading, slope, fire weather, and other relevant factors that have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

In September 2022, Assembly Bill 211 was approved by Governor Newsom. Assembly Bill 211 amended California Government Code Section 51179 and requires local agencies to designate, by ordinance, moderate, high, and very high FHSZ's within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178. It amended California Government Code Section 51179 and requires local

agencies to designate, by ordinance, moderate, high, and very high FHSZ's within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.

In February 2025, the Office of the State Fire Marshal released the FHSZs in Local Responsibility Area map for review. The map is attached to this staff report and identifies moderate, high, and very high FHSZs within the City of St. Helena. The Office of the State Fire Marshal developed the Area map for review.

DISCUSSION:

Fire Hazard Severity Zones Map

The Office of the State Fire Marshal developed the recommended City of St. Helena FHSZ Map using a science-based and field-tested model that assigns a hazard score based on the factors that influence fire likelihood and fire behavior. The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. Many factors are considered, such as fire history, existing and potential fuel (natural vegetation), predicted flame length, blowing embers, terrain, and typical fire weather for an area.

California's updated FHSZ maps classify areas into Moderate, High, and Very High hazard levels based on factors like terrain, vegetation, fire history, and climate conditions. These classifications have different impacts depending on the zone classification. Below is a breakdown of what each zone means for developers and/or residents:

<u>Moderate FHSZ</u>

- Disclosure of the FHSZ classification required at time of sale

<u>High FHSZ</u>

- New construction will be required to adhere to Wildland-Urban Interface (WUI) standards of the California Building Code (effective January 1, 2026)
- Disclosure of the FHSZ classification required at the time of sale

<u>Very High FHSZ</u>

- Increased CEQA review requirements for projects
- New subdivisions in to be designed with multiple evacuation routes to ensure safe egress during a wildfire
- Subdivisions in very high FHSZ may need to include built-in fuel breaks to slow the spread of a wildfire
- Subdivisions in very high FHSZ must include provisions for defensible space, requiring vegetation clearance within a specific distance of structures
- New construction and renovations in designated zones must adhere to WUI Chapter 7-A standards of the California Building Code.
- Homeowners in very high FHSZ must maintain defensible space around their homes, requiring clearing/maintaining of vegetation within a 100-foot radius (or to the property line).
- Disclosure of the FHSZ classification required at time of sale

The FHSZ Map was created by CAL FIRE under the direction of the State Fire Marshal without the local jurisdictional input or influence. Under California Government Code Section 51179(b)(3), "A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency." In other words, local agencies are not permitted to decrease or remove areas from the CAL FIRE recommended fire hazard severity zone map, but they may designate areas as a higher hazard than what the CAL FIRE map indicates. The proposed ordinance seeks to adopt the CAL FIRE map for the City of St. Helena FHSZ without any changes.

Inspection Fees

If the City is requested or required to conduct any inspections of real property located in High or Very High-Risk Hazard Severity Zones, the City may charge a fee for such inspections. The City Council shall set and update the fee by resolution as a separate action item.

ENVIRONMENTAL REVIEW:
This Ordinance is not subject to the California Environmental Quality Act (“CEQA”), pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

GOAL:

Goal 2: Improve Infrastructure & Further Environmental Sustainability
Miscellaneous/Other

DOCUMENTS ATTACHMENTS:

ST HELENA - Ordinance Adopting High Fire Severity Zone Map-c1 BBK
EXHIBIT A -FHSZ_City_LRA_MAP StHelena

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA ADDING CHAPTER 8.44 TO TITLE 8 OF THE ST. HELENA MUNICIPAL CODE ADOPTING THE FIRE HAZARD SEVERITY ZONES AS RECOMMENDED BY CALFIRE AND TO PROVIDE AUTHORIZATION FOR FEES FOR THE INSPECTION OF PROPERTIES THAT ARE SOLD IN HIGH OR VERY HIGH FIRE HAZARD SEVERITY ZONE

WHEREAS, the Legislature has declared in Government Code section 51175, subdivision (a), that: fires are extremely costly, not only to property owners and residents, but also to local agencies; fires pose a serious threat to preservation of public peace, health and safety; it is necessary for cities, counties, special districts, state agencies and federal agencies to work together to bring raging fires under control; and preventative measures are needed to ensure preservation of the public peace, health and safety; and

WHEREAS, the Legislature has declared in Government Code section 51175, subdivision (b), that prevention of fires is not a municipal affair, but instead is a matter of statewide concern; and

WHEREAS, Government Code section 51175 et seq. authorizes the California Department of Forestry and Fire Protection ("CALFIRE") to recommend Fire Hazard Severity Zones in the City of St. Helena ("City"); and

WHEREAS, pursuant to Government Code section 51179, the State Fire Marshal has published maps depicting areas designated as Moderate, High, and Very High Fire Hazard Severity Zones, has recommended that local agencies adopt these zones through local ordinance and Government Code section 51179, subdivision (a) requires the City to designate by ordinance Moderate, High, and Very High Fire Hazard Severity Zones in its jurisdiction within 120 days after receiving recommendations from CALFIRE; and

WHEREAS, the City received from CALFIRE a map titled the "City of St. Helena – Napa County Local Responsibility Area Fire Hazard Severity Zones" dated February 24, 2025 ("CALFIRE MAP"), attached hereto as Exhibit "A"; and

WHEREAS, the Fire Chief has reviewed the map and believes it accurately represents the Moderate, High, and Very High Fire Severity Zones within the City and the City desires to adopt the map; and

WHEREAS, pursuant to Government Code Section 51179, subdivision (e), CALFIRE has prepared a model ordinance that among other things, allows a fire chief to designate Moderate, High, and Very High Fire Hazard Severity Zones and requires building officials to enforce provisions of Title 24 California Code of Regulations, California Building Code, Part 2, Chapter 7A, in all Fire Hazard Severity Zones; and

WHEREAS, pursuant to Government Code section 51181, the State Fire Marshal is required to periodically review areas in the state identified as Very High Fire Hazard

Severity Zones, and, as necessary, make recommendations on revisions to said zones; and

WHEREAS, the Legislature enacted Section 1102.19 of the Civil Code requiring either, on or after July 1, 2021, any seller of any real property located in a High or Very High Risk Fire Hazard Severity Zone to provide a disclosure notice to any buyer of any real property stating the property is in compliance with a local vegetation management ordinance or for any buyer of real property to obtain said documentation when any seller of real property fails to provide the same; and

WHEREAS, Article XI, Section 7 of the California Constitution permits a City to make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with the general laws, including imposing reasonable fees for services provided by the City.

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

SECTION 1. Recitals. The above recitals are true and correct and hereby incorporated into this Ordinance.

SECTION 2. Amendment. Chapter 8.44 is hereby added to the City of St. Helena Municipal Code as follows:

§ 8.44.010 Fire Hazard Severity Zones:

The City of St. Helena – Napa County Local Responsibility Area Fire Hazard Severity Zones (CALFIRE Map February 24, 2025) is hereby adopted by the City for the purposes of identifying Moderate, High, and Very High Risk Areas within the Fire Hazard Severity Zones and for application of the provisions of Chapter 7A of the California Building Code, Materials and Construction Methods for Exterior Wildfire Exposure.

§ 8.44.020 Inspection Fees for Real Properties in High or Very High Risk Hazard Severity Zone:

If the City is requested or required to conduct any inspections of real property located in High or Very High Risk Hazard Severity Zones, the City may charge a fee for such inspections. The City Council shall set and update the fee by resolution.

SECTION 3. Maps. Pursuant Section 2 of this Ordinance, the map attached as Exhibit A is hereby adopted.

SECTION 4. Posting. The City shall post a notice at the office of the Napa County Recorder, Napa County Assessor, and Napa County Planning Agency identifying the

location of the Moderate, High, and Very High Fire Hazard Severity Zones in the CALFIRE MAP adopted pursuant to this Ordinance.

SECTION 5. Transmittal. The City shall transmit a copy of this Ordinance to the State Board of Forestry and Fire Protection within 30 days of adoption.

SECTION 6. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase added by this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portion of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases are declared unconstitutional, invalid or ineffective.

Section 7. CEQA. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA"), pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 8. Publication. The City Clerk shall certify to the adoption of this Ordinance and shall publish or post the Ordinance in accordance with California Government Code section 36933.

Section 9. Effective Date. This Ordinance shall take effect thirty (30) days from and after the date of its final passage and adoption.

INTRODUCED on June 10, 2025, and **PASSED AND ADOPTED** by the City Council of the City of St. Helena on _____, 2025, by the following vote:

Mayor Dohring: ____
Councilmember Barak: ____
Councilmember Deasy: ____
Councilmember Spadarotto: ____
Councilmember Summers: ____

APPROVED:

_____
Paul Jamison Dohring, Mayor

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ATTEST:

_____
Erika Opp, Deputy City Clerk
CITY OF ST. HELENA

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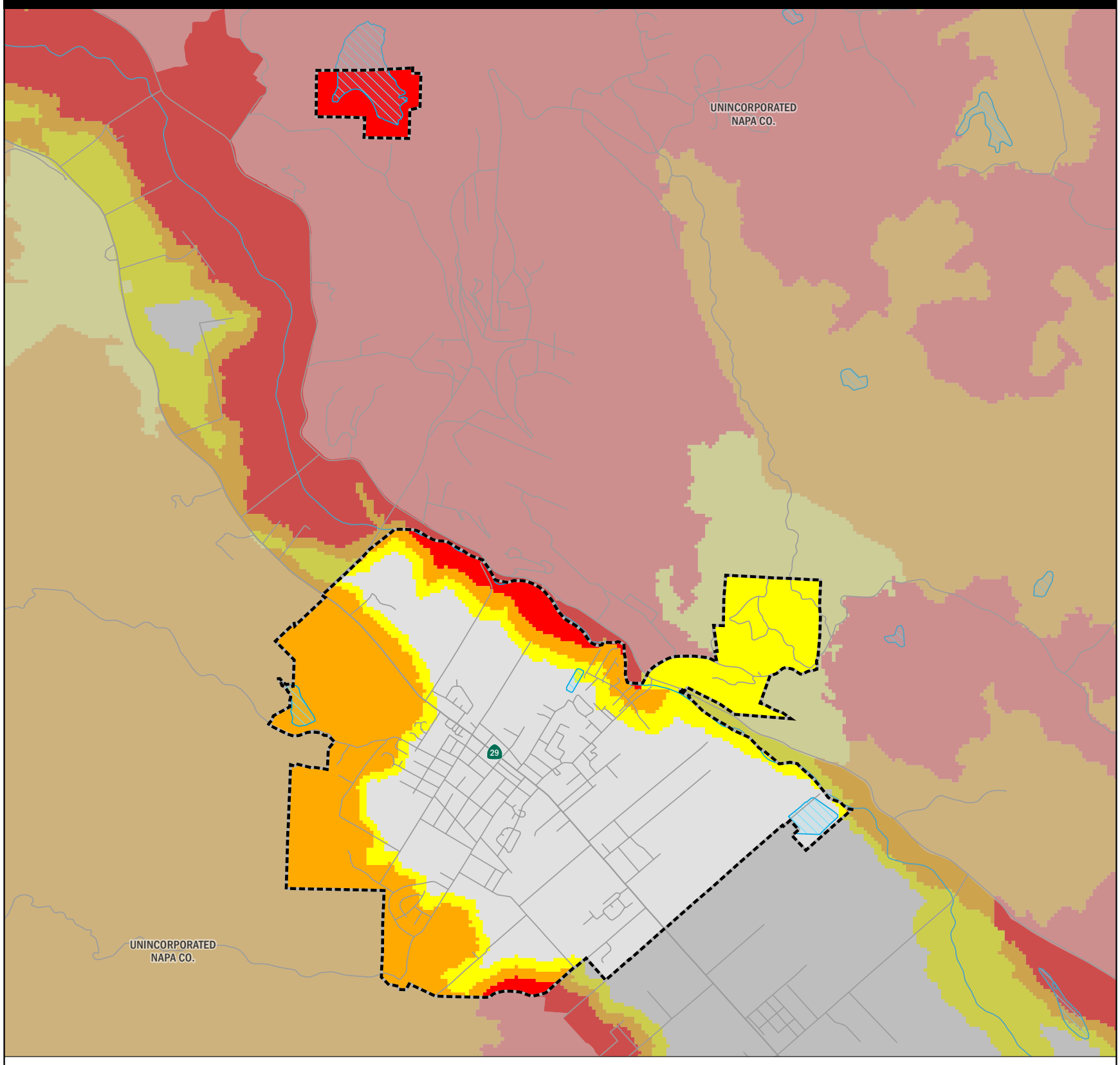
EXHIBIT A FIRE HAZARD SEVERITY ZONES

CITY OF ST. HELENA – NAPA COUNTY

Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

February 24, 2025





Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High Moderate

Mi 0 1
Km 0 1 2

Projection: NAD 83 California Teale Albers
Scale: 1:36,000 at 11" x 17"

Incorporated City Waterbody

Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)

Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Finance

DATE:	June 10, 2025
FROM:	Mandy Kellogg, Administrative Services Director
SUBJECT:	Proposed Approval of a Resolution Adopting the FY 2025-26 and FY 2026-27 Biennial Budget.
RECOMMENDED ACTION:	Staff recommends approval of the attached resolution.
PREVIOUS COUNCIL ACTION:	May 13, 2025 - Presentation of the Draft FY 2025-26 and FY 2026-27 Draft Biennial Budget. May 27,2025 - Approval of a Resolution Adopting the Five-Year Capital Improvement Plan for Fiscal Years 2025-26 to 2029-30.
STATEMENT OF THE PURPOSE:	The purpose is to approve a resolution adopting the FY 2026-26 and FY 2026-27 Biennial Operating and Capital Improvement Budget document.
FINANCIAL IMPACT:	Fiscal impacts are described throughout the report and in the FY 2025-26 and 2026-27 Biennial Operating and Capital Improvement Budget document (Attachment 2).

BACKGROUND:

Preparation of the FY 2025-26 and FY 2026-27 Biennial Operating Budget began in January 2025 and is a culmination of input from the City Council, Executive Staff, and Department Staff.

Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget submitted to the City Council with adoption no later than June 30th.

The following is a brief summary of the formation of the budget document.

FY 2025-26 and 2026-27 Budget Development:

During budget development process, staff was guided by the following considerations:

1. Alignment with City Council Goals:
    a. Strengthen Fiscal Resilience
    b. Improve Infrastructure & Further Environmental Sustainability
    c. Pursue Water Security & Prudent Management of Water Resources
    d. Provide Effective Community Information & Opportunities for Engagement
    e. Enhance Quality of Life

   f. Improve Employee Recruitment, Retention, & Morale
   g. Optimize Organizational Effectiveness
   h. Implement Capital Improvement Plan (CIP) Projects
2. Alignment with staff workplan tied to City Council Goals
3. Conservative Revenue Assumptions
4. Insurance cost increases
5. Labor cost increases
6. One-time vs. reoccurring costs

February 25, 2025 - Staff presented the FY 2023-24 Audited Financials and the FY 2024-25 Mid-Year Budget Report. The presentation focused related to the audited financials showed a gain of $1.2 million to the General Fund balance as a result of revenues received compared to actual expenditures. Based on the performance during FY 2023-24 the General Fund Reserves grew to $15.2 million as of June 30, 2024. Staff then presented the FY 2024-25 Mid-Year Budget which showed a revenue increase of over $360,000 from the FY 2024-25 Adopted Budget. In addition, there were several unanticipated expenses that resulted in an additional expenditure request of $389,000, resulting in an overall use of General Fund Reserves in the amount of $4.6 million. Of the $4.6 million in reserve use, $1.8 million reflects expenses carried over from FY 2023-24. These costs were budgeted and encumbered during that fiscal year but were not spent by June 30, 2024.

April 22, 2025 - On February 28th the Non-Profit Grant Application period ended. City staff received 25 applications for a total of $268,709 in funding requests. Per the Non-Profit Grant Policy, applications were reviewed for completeness and all applications were presented for funding recommendations to the council committee. On April 22nd the City Council approved $74,948 in Non-Profit funding for community enrichments programs for FY 2025-26. This is a reduction in the funding level for non-profits which historically has been $125,000. In addition, City Council approved three-year agreements for programmatic expenses for Boys and Girls Club, Rianda House Senior Center, and UpValley Family Centers. The agreements authorize $30,000 per year (unchanged from previous years) to each organization for a total of $90,000 authorized in FY 2025-26 and an additional $90,000 in FY 2026-27.

May 13, 2025 - City staff presented the FY 2025-26 and FY 2026-27 Draft Budget to the City Council for consideration. In submitting budget requests, department heads have included most one-time costs in their FY 2025-26 requests and the FY 2026-27 requests were primarily based on nominal escalators. Any additional one-time expenditure requests made by departments beyond what was requested in FY 2023-24 will be brought to City Council during either the mid-year or mid-cycle reports for consideration.

DISCUSSION:
The FY 2025-26 and FY 2026-27 Proposed Budget takes into consideration the City Council goals, budget priorities, and strategies as listed in the Background section of this report. The budget document provides detailed projected revenues and provides

detailed projected expenditures for each department and fund. After receiving feedback from the City Council, staff prepared the final budget utilizing the escalators outlined in Table 2.

In submitting budget requests, department heads have included most one-time costs in their FY 2025-26 requests and the FY 2026-27 requests were primarily based off of nominal escalators. Any additional one-time expenditure requests made by departments beyond what was requested in FY 2026-27 will be brought to City Council during either the mid-year or mid-cycle reports for consideration.

Table 1 - FY 2025-26 and FY 2026-27 Escalators

Category	FY 2025-26 % Change	FY 2026-27 % Change
Revenues		
Property Tax	4.5%	4.5%
Sales Tax (1)	-0.9%	1.0%
Transient Occupancy Tax	3.0%	2.0%
Other Revenues	4.0%	3.8%
Expenses		
Salaries & Benefits	3.2%	3.0%
Health Insurance	4.5%	7.0%
CalPERS Unfunded Liability	17.2%	3.0%
Services and Supplies	-18.7%	2.0%
Maintenance	-14.5%	4.0%
Insurance	18.8%	10.0%

(1) Based on the projections from Avenue Insights & Analytics.

Indirect Cost Allocation Plan Summary

The City engaged Clear Source Financial Consulting to develop an Indirect Cost Allocation Plan aimed at improving transparency and equity in how administrative costs are distributed. The plan establishes an interfund service charge to the utility enterprise funds (i.e. Water and Wastewater) to reimburse the General Fund for centralized oversight, management, and other unbilled support services.

Clear Source presented the following key recommendations:

- Replace the current direct allocations from General Fund administrative departments (City Council, City Manager, City Clerk, Finance/Admin, Human Resources) with a single, consolidated interfund service charge to the Water and Wastewater funds, as determined by the Cost Allocation Plan.
- Continue direct allocation of Public Works personnel from Administration and other operational divisions, based on annual assessment of individual job duties.
- Maintain direct charging for additional specific costs incurred by the City, such as legal services, IT support, and building maintenance, when those costs are clearly tracked or invoiced.

Preliminary results reveal a shift in cost burden: contributions from the utility funds toward administrative overhead will decrease, increasing the General Fund's share by $218,384. These recommendations are reflected into the Proposed FY 2025-26 and 2026-27 budgets. While the updated methodology increases General Fund salary and benefit costs for the identified departments, this is offset by the maximum allowable interfund transfers from the Water and Wastewater funds as calculated in the plan which are reflected in the General Fund revenues.

General Fund Revenues

The proposed FY 2026 General Fund Revenues is estimated at $20.61 million and is broken down as follows:

- Property Tax (35%) $7.32 million
- Sales Tax (26%) $5.38 million
- Transient Occupancy Tax (20%) $4.18 million
- Other Revenue (19%) $3.90 million

Expenses

City Council and staff recognize that maintaining a healthy fund balance is critical to preserving the City's long-term financial integrity. Unanticipated needs, demands, and opportunities will inevitably arise over the next 12 months, and it is fiscally prudent to ensure adequate reserves are in place to respond effectively. In addition, with growing economic uncertainty and the potential for a recession, sustaining strong reserves positions the City to navigate potential revenue shortfalls or increased service demands without compromising essential operations or long-term fiscal stability. The recommendations below have taken into consideration the following:

- Council's interest in maintaining a reserve fund balance greater than 30%;
- Maintaining conservative revenue and expense projections; and
- Reducing overall expenditures by 5%.

The following budget reductions were made to reduce the impact on the General Fund reserves:

Table 2 - FY 2026 Budget Reductions

Description	Amount
Contract Services	655,407
Personnel Reductions	530,076
Transfer from General Fund to Street Capital (Measure U MOE)	379,189
Transfer from General Fund to Equipment Replacement	100,000
Chamber Contribution (1)	50,000
Election Expense	90,000
Non-Profit Grant Contributions	45,000

Transfer from General Fund to 4th of July Fund	40,000
Total Budget Reductions	**1,889,672**

(1)Reduction has been reduced by $50,000 since it was last presented to City Council on May 13, 2025

It should be noted that the above reductions are offset by various increases, thus there is a lower net reduction in expenses. Below are some examples of adjustments and increases that off-set the above reductions totaling approximately $762,045.

- $218,000 shifting administrative salaries to GF from cost allocation plan.
- $192,569 increase in mandatory unfunded liability payment.
- $119,775 increase in workers compensation insurance.
- $106,000 increase in Police Department for Dispatch Services contract with the City of Calistoga.
- $82,417 increase in other insurances (property, general liability, and difference in condition).
- $43,284 increase in personnel costs for 25% share of School Resource Officer - St. Helena Unified School District has agreed to reimburse the City for the remaining 75% share.

The FY26 Proposed Budget includes the following one-time expenditures:

Table 3 - One-time Expenditures

Department	Description	Amount
Community Development	Surplus Property Negotiations	25,000
Library	Internet Equipment	3,000
Parks & Recreation	Sesquicentennial Activities	50,000
Fire Department	Paint One Side of Fire Department Building	25,000
Government Buildings	Library HVAC Pump	10,400
Government Buildings	Fire Department Electrical Repairs	10,000
Storm Drains	Pipeline Inspection Device	13,000
Total One-time Requests		**176,400**

Notable changes that have been made to the Proposed Budget since it was last presented to City Council on May 13, 2025 are included in the chart below:

Table 4 - Adjustments to Draft Budget

Description	FY 2025-26	FY 2026-27
Revenues		
Sales Tax	257,946	277,729
Contributions from Government	159,630	164,419
Expenses		
Increase Chamber Contribution	50,000	50,000
Move Sidewalk Program to Measure T/U	(50,000)	(50,000)

School Resource Officer	212,830	219,223
Dispatch Services Contract	716,371	716,371
Dispatch Personnel & Ancillary Costs	(610,375)	(610,375)
Record Liability for Vine Trail St. Helena to Calistoga Amendment in FY 2024-25 (1)	(350,000)	-
Vine Trail - St. Helena to Yountville Cost Share per May 27, 2025 Adopted CIP	-	300,000
Total Adjustments to Proposed Budget	448,750	(183,071)

(1) This action reduces the June 30, 2025 Unassigned Fund Balance by $350,000, but the funds have not yet been authorized for payment.

Below is an updated General Fund Balance for FY 2025-26 and FY 2026-27including the adjustments detailed above:

Table 5 - Updated FY 2025-26 General Fund Balance with Additional Staff Recommendations

Fund Balance %			
Estimated Ending Fund Balance 6/30/2025		10,915,126	
Estimated Revenues @ 6/30/2026	20,771,956		
Estimated Expenses @ 6/30/2026	22,183,691		
Revenues Less Expenses	(1,411,735)		
Estimated Unassigned Fund Balance/Net Position @ 6/30/2026		**9,503,391**	**42.8%**

Table 6 - Updated FY 2026-27 General Fund Balance with Additional Staff Recommendations

Fund Balance %			
Estimated Ending Fund Balance 6/30/2026		9,503,391	
Estimated Revenues @ 6/30/2027	21,402,954		
Estimated Expenses @ 6/30/2027	23,021,620		
Revenue Less Expenses	(1,618,666)		
Estimated Unassigned Fund Balance/Net Position @ 6/30/2027		**7,884,725**	**34.2%**

The Estimated Fund Balance percentage is based on the Estimated Fund Balance divided by the total Expenses.

Water and Wastewater Funds

Revenues Water and Wastewater FY 2026 proposed revenues are projected at $9.13 million for water and $5.75 million for wastewater. The proposed water revenues include a 16% reduction from the projections included in the 2023 Rate Study, which was adopted on May 9, 2023, to account for the decline in the baseline water usage. The

rate study assumed an annual baseline water usage of 1,300-acre feet, however actual annual usage is closer to 1,100-acre feet.

Expenses FY 2026 proposed expenses include increases from FY 2025 as follows:

- Base Salary - 3% inflation-based COLA.
- Benefits - 4.5% increase in healthcare premiums.
- Unfunded Liability - 17.2% increase.
- Insurance - 20% and 15% increase to General Liability and Property Insurance, respectively.
- Utilities - 16.1% increase which is primarily attributed to higher electricity costs at the Wastewater Treatment plant.

Similar to the General Fund, several budget reductions were made to the Water and Wastewater budgets, which include the following:

Table 7 - FY 2025-26 Budget Reductions

Description	**Amount**
Contract Services	311,047
Personnel Costs	115,500
Total Budget Reductions	**426,547**

The FY 2025-26 Proposed Budget includes the below one-time expenditures:

Table 8 - One-time Expenditures

Department	**Description**	**Amount**
Water Distribution	Jackhammer for Excavator	7,000
Water Distribution	Vibratory Plate Attachment	7,000
Water Distribution	Valve/Hydrant Gate Valve	7,000
Wastewater Collections	Portable Cement Mixer	3,500
Wastewater Collections	Flow Monitoring Device	10,000
Wastewater Collections	Hose Trailer, Reel and Hose	10,000
Wastewater Treatment	Repair Three Aerators	26,000
Wastewater Treatment	Pavement at WWTP Facility	50,000
Total One-time Requests		**120,500**

CARES Utility Subsidy Program Funding Update

As presented in the May 13, 2025 Budget Presentation to City Council and further detailed in the May 27, 2025 Finance Committee Recommendation Report, a key update has been made to the funding structure of the CARES Utility Subsidy Program, which provides financial assistance to eligible utility customers. Per City Council direction, total program funding has been increased from $85,000 to $150,000. The original $85,000 remains budgeted in the General Fund, while the additional $65,000 is now allocated from the Water and Wastewater Enterprise Funds.

To comply with Proposition 218, only specific revenue sources—late payment penalty revenues and investment earnings—collected in excess of amounts projected in the 2023 Water and Wastewater Rate Study will be used to support the additional $65,000. The following table outlines the programmed revenue estimates from the rate study:

Table 9 - 2023 Water and Wastewater Rate Study Revenues

Description	FY 2025-26	FY 2026-27
Water Enterprise		
Finance Charges	18,000	18,000
Investment Earnings	57,362	71,696
Wastewater Enterprise		
Finance Charges	-	-
Investment Earnings	34,477	35,916

If the actual revenues from these sources exceed the amounts shown above and surpass the $65,000 threshold, the General Fund contribution will be reduced accordingly. Conversely, if the collected revenues fall short, the General Fund will cover the difference to ensure the program remains fully funded.

Table 10 - Updated FY 2025-26 Water Fund Balance with Additional Staff Recommendations

			Operating Reserve
Estimated Ending Fund Balance 6/30/2025		6,502,789	
Estimated Revenues @ 6/30/2026	9,129,344		
Estimated Expenses @ 6/30/2026	(8,129,776)		
Revenues Less Expenses	999,568		
Reserved for Capital Contribution	(637,879)		
Estimated Fund Balance/Operating Reserve @ 6/30/2026		**6,864,478**	**10 Months**
Estimated Debt Coverage			*1.36*

Table 11 - Updated FY 2026-27 Water Fund Balance with Additional Staff Recommendations

			Operating Reserve
Estimated Ending Fund Balance 6/30/2026		6,864,478	
Estimated Revenues @ 6/30/2027	9,892,941		
Estimated Expenses @ 6/30/2027	(8,300,633)		
Revenues Less Expenses	1,592,308		
Reserved for Capital Contribution	(1,444,494)		
Estimated Fund Balance/Operating Reserve @ 6/30/2027		**7,012,292**	**10 Months**

Estimated Debt Coverage	*1.43*

Table 12 - Updated FY 2025-26 Wastewater Fund Balance with Additional Staff Recommendations

			Operating Reserve
Estimated Ending Fund Balance 6/30/2025		2,035,888	
Estimated Revenues @ 6/30/2026	5,746,033		
Estimated Expenses @ 6/30/2026	(5,290,625)		
Revenues Less Expenses	455,408		
Reserved for Capital Contribution	-		
Estimated Fund Balance/Operating Reserve @ 6/30/2026		**2,491,296**	**5.7 Months**
Estimated Debt Coverage			*1.30*

Table 13 - Updated FY 2026-27 Wastewater Fund Balance with Additional Staff Recommendations

			Operating Reserve
Estimated Ending Fund Balance 6/30/2026		2,491,296	
Estimated Revenues @ 6/30/2027	5,999,162		
Estimated Expenses @ 6/30/2027	(5,529,559)		
Revenues Less Expenses	469,603		
Reserved for Capital Contribution	(198,000)		
Estimated Fund Balance/Operating Reserve @ 6/30/2026		**2,762,899**	**6 Months**
Estimated Debt Coverage			*1.33*

Concluding Remarks

The City continues to experience persistent budget shortfalls caused by expenditures increasing much faster than revenue growth. As a result, staff has proposed thoughtful budget cuts in an effort to narrow the gap. Despite the significant cuts of approximately 8.1% ($1.89 million) in year one of the two-year biennial budget cycle, reserves will need to be used to balance the budget in each year. While difficult choices are being made, the City must contend with significant capital infrastructure needs, despite having limited and often insufficient funding and staffing resources to address them. City Council, staff, and the community need to grasp with the magnitude and persistent nature of these challenges and recognize that successful project management and delivery must be realistic, strategic, and focused on prioritizing the most critical needs. Therefore, until stable revenue sources can be created, expectations will need to be modulated.

ENVIRONMENTAL REVIEW: None.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 5: Enhance Quality of Life
Goal 6: Improve Employee Recruitment, Retention, & Morale

DOCUMENTS ATTACHMENTS:

Resolution Approving Biennial Budget for FY26 and FY27
FY 26 and FY 27 Proposed Budget

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution Authorizing Adoption of Biennial Budget for the City of St. Helena for Fiscal Years 2025-26 and 2026-27.

RECITALS

A. The City is required to adopt estimates of revenues and expenditures on a fiscal year basis; and

B. Per Municipal Code 2.12.060.B.9, the City Manager supervises the preparation of a detailed, proposed municipal budget and submit to the Council each year; and

C. On May 13, 2025, staff presented a FY 2025-26 and FY 2026-27 General Fund, Water Enterprise Fund, and Wastewater Enterprise Fund preliminary forecast to the City Council, which included the proposed revenues and expenses; and

D. The preliminary forecast showed an excess of expenses of revenues requiring use of reserves to provide a balanced budget and escalators for FY 2026-27 revenues and expenses, which would also require use of reserves; and

E. On May 23, 2025, City Council provided additional feedback to City staff to utilize reserves to balance the budget and to coordinate with the Chamber of Commerce to include funding for marketing and community collaborations in the FY 2025-26 and 2026-27 budget; and

F. On May 20, 2025, in accordance with California Government Code Section 65401, the Planning Commission found the proposed Capital Improvement Program is consistent with the City's General Plan; and

G. Based on City Council direction, staff revised the draft budget further taking into consideration City Council goals, City Council discussion, and the operational needs of the City; and

H. These revisions included providing additional funding for the Chamber of Commerce, increasing funding for the CARES program, and inclusion of a cost share for a School Resource Officer; and

I. On June 10, 2025, staff determined the appropriations needed for Fiscal Year 2025-26 and 2026-27 and prepared a Proposed Budget for City Council Review which includes recommended funding for Non-Profit organizations; and

J. The City of St. Helena shall submit its budget document to the Government Finance Officers Association "Distinguished Budget Presentation Award"; and

K. It is City practice, at the end of each fiscal year, to appropriate all available fund balances to a reserve in each fund in accordance with Generally Accepted Accounting Principles (GAAP); and

L. The City provides a policy for subsequent modification of such appropriations.

RESOLUTION

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

1. Revenue estimates and appropriations by fund and department are shown in “Exhibit A”, a copy of which is attached and hereby made part of this Resolution, is hereby adopted.
2. Any remaining Capital fund projects and encumbrances will be rolled into the next fiscal year.
3. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
4. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund.
5. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefore may modify this policy at any time. The total appropriations in any fund may not be increased except by the City Council.
6. All changes in appropriations will be authorized on a “Budget Adjustment Form.” All increases in appropriations will be authorized by Council.
7. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the Municipal Code.

BE IT FURTHER RESOLVED as follows:

1. All available fund balances as of June 30th for each fiscal year in the biennial budget, as determined upon completion of the annual audit, are appropriated in a reserve in each fund in accordance with GAAP;

2. The City Manager and Administrative Services Director are authorized to make changes to the budget document that enhance the presentation of the document in such a way to meet the criteria set forth by the Government Finance Officers Association “Distinguished Budget Presentation Award” but shall not make any material changes to budget appropriations approved by the City Council; and

3. Deficits in available fund balances are adjusted by an appropriation from the existing reserves.

Approved at a Regular Meeting of the St. Helena City Council on June 10, 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

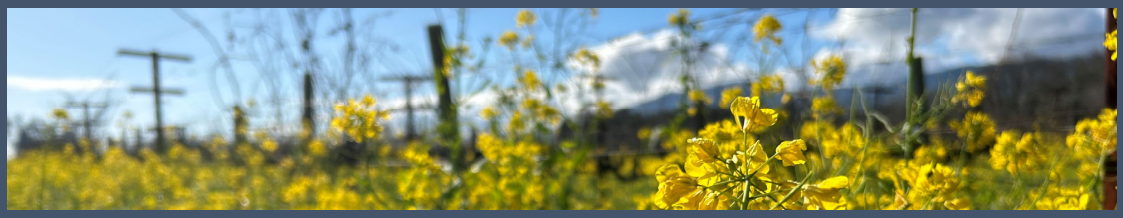
CITY OF ST. HELENA
PROPOSED OPERATING BUDGET
FISCAL YEAR 2026 & 2027

Mayor | Paul Dohring
Vice Mayor | Michelle Deasy
Council Member | Aaron Barak
Council Member | Kate Spadarotto
Council Member | Billy Summers



www.cityofsthelena.org | 1088 College Avenue | St. Helena, CA 94574

Introductory Section



City of St. Helena, *California*

Budget for Fiscal Years 2025-26 and 2026-27

CITY COUNCIL



Paul Dohring

Mayor



Michelle Deasy

Vice Mayor



Aaron Barak

Council Member



Kate Spadarotto

Council Member



Billy Summers

Council Member

City of St. Helena, *California*

Budget for Fiscal Years 2025-26 and 2026-27

CITY ADMINISTRATION



Anil Comelo
City Manager



Ethan Walsh
City Attorney

Administrative Staff

Andrew Bradley, *Acting City Clerk*

Mandy Kellogg, *Administrative Services Director*

Maya DeRosa, Community Development Director

Dave Jahns, *Community Services Director*

Lesley Milton, *Deputy City Manager*

John Sorensen, *Fire Chief*

Christopher Hartley, *Police Chief*

Joseph Leach, *Public Works Director/City Engineer*

City of St. Helena, *California*
Budget for Fiscal Years 2025-26 and 2026-27
Boards and Commissions

Active Transportation & Sustainability Committee
Jeff Farmer, *Chair*
John Zimmerman, *Vice Chair*
Shannon Nolan
Richard Seiferheld
Glenn Smith
Emma Leggat, *Alternate*
Tony Rabin, *Alternate*

Board of Library Trustees
Deborah Boeschen, *Chair*
Gillian Casey, *Vice Chair*
Courtenay Fletcher
Jonathan Furuta
Dana Johnson
Juana Navarro
Jack Stuart

Finance Committee
Mark Smithers, *Chair*
Garry Rose, *Vice Chair*
Arlene Corsetti
Gregg Dawley
Richard Garber
George Schisler
Christopher Warner

City of St. Helena, *California*
Budget for Fiscal Years 2025-26 and 2026-27
Boards and Commissions, *Continued*

Parks & Recreation Commission
Doug Boeschen, *Chair*
Jim Anderson, *Vice Chair*
Courtney Andrain
Stephanie Smithers
John Thompson

Planning Commission
John Ponte, *Chair*
Christopher Warner, *Vice Chair*
Autumn Anderson
Sue Furdek
Hector Lopez

Water & Wastewater Advisory Committee
Brent Randol, *Chair*
Garry Rose, *Vice Chair*
Jay Kouba
Mario Trinchero
Peter White
Carl Myers, *Alternate*



City of St. Helena

Budget Message

June 5, 2025

Honorable Mayor and Members of the City Council,

I am pleased to present to you the Biennial Operating Budget for Fiscal Years (FY) 2025-26 and FY 2026-27 and the FY 2025-26 Capital Budget for the City of St. Helena.

This document outlines a proposed budget balancing strategy that addresses the community's immediate service needs, while positioning St. Helena to enhance delivery of projects and services in the coming years. As such, it represents a responsible spending plan for the upcoming fiscal year and considers City Council's Goals, economic outlook, existing and future financial commitments, multi-year capital planning, and investing available resources in strategic priorities.

Budget Balancing Strategy

- Thoughtful reduction of about $1.89 million in expenses
- Labor cost increase limited to inflation factor of 3%
- Defunding two executive level positions
- Use of approximately $1.4 million in reserves

The Proposed Budget, which includes a total of $1.89 million (8.1%) in budget cuts, reflects our current fiscal reality because of continued resource limitations. I hasten to add that while staff will strive to minimize impacts on residents, the budget cuts will inevitably impact service delivery and maintenance of City assets. Therefore, the City's long-term fiscal health must be addressed through more sustainable approaches to the community's service priorities. In that regard, the outcome of proposed hotel developments and potential tax measure(s) will determine whether the City can meet community expectations and/or address the need for infrastructure improvements. The proposed budget also provides an opportunity to advance public discussions on how to most effectively fund City services.

This comprehensive budget for all funds is intended to serve as a policy document, a financial plan, a communications device, and an operations guide. As with the prior year budget, this annual financial plan implements the City Council's goals and strategic priorities for the efficient delivery of community services. Moreover, the City's goals and objectives are aligned with both the City of St. Helena's Vision and Mission.

The City Council goals are as follows:

- **Goal 1:** Strengthen Fiscal Resilience
- **Goal 2:** Improve Infrastructure & Further Environmental Sustainability
- **Goal 3:** Pursue Water Security & Prudent Management of Water Resources
- **Goal 4:** Provide Effective Community Information & Opportunities for Engagement
- **Goal 5:** Enhance Quality of Life
- **Goal 6:** Improve Employee Recruitment, Retention, & Morale
- **Goal 7:** Optimize Organizational Effectiveness
- **Goal 8:** Implement Capital Improvement Plans (CIP) Projects

With General Fund (GF) revenues and expenditures for the first of the two years, estimated to be approximately $22,183,691 and $23,021,620 respectively, the proposed budget anticipates the use of approximately $1.4 million from reserves to balance the budget.

FY 2025-26 General Fund Estimated Net Position	
Estimated Unassigned Ending Fund Balance @ 6/30/2025	10,915,126
Estimated Revenue @ 6/30/2026	20,771,956
Estimated Expense @ 6/30/2026	(22,183,691)
Excess of Revenues over Expenditures	(1,411,735)
Estimated Unassigned Ending Fund Balance @ 6/30/2026	**9,503,391**
Percent of Expenses Based on Total Net Position	**42.8%**

FY 2026-27 General Fund Estimated Net Position	
Estimated Unassigned Ending Fund Balance @ 6/30/2026	9,503,391
Estimated Revenue @ 6/30/2027	21,402,954
Estimated Expense @ 6/30/2027	(23,021,620)
Excess of Revenues over Expenditures	(1,618,666)
Estimated Unassigned Ending Fund Balance @ 6/30/2027	**7,884,725**
Percent of Expenses Based on Total Net Position	**34.2%**

The FY 2026-27 projections are above, and it is anticipated that approximately $1.6 million will need to be withdrawn from reserves to balance the second-year budget. With these projected withdrawals, it is estimated that on July 1, 2026, the General Fund reserve will be 42.8% and drop to 34.2% on July 1, 2027; and while the balances for both years are above the Council policy of 30%, continued withdrawals from reserves would be imprudent. It is imperative therefore that the City explore alternate revenue stream(s) to fund services to the community and maintain City assets.

Budget Drivers

The City continues, like other public and private organizations throughout the nation, to be impacted by significant recruitment and retention challenges. The largest driver for expenditures in the proposed budget, not surprisingly, is the cost of employee compensation, especially compensation increases. To minimize the impact of such increases, the budget balancing strategy calls for an inflation adjustment of 3% (average inflation in 2024) which while keeping City employees well below the median for the market of similarly classified positions in competing jurisdictions, will enable the City to manage its expenditures. In addition to the staffing cost increase, there is a projected increase to general liability insurance of 20% and 15% increase to property insurance.

Proposed Budget

The proposed General Fund baseline operating budget totals $22.2 million in FY 2025-26 and $23.0 million in FY 2026-27. The FY 2025-26 General Fund budget is a 6.5% decrease over FY 2024-25 adjusted budget, and the FY 2026-27 General Fund budget is a 3.8% increase over FY 2025-26. In accordance with the

direction of the City Council, this budget represents a spending plan that balances providing services to residents, businesses, and visitors within the limits of available resources. The City Council Goals/Priorities adopted on May 9, 2023, were a key consideration during development of this budget.

Budget Overview

It must be noted and reiterated that while the City has a stable financial position. in the future the City must account for significant infrastructure/deferred maintenance costs, employee recruitment and retention challenges, as well as the potential for a recession. These challenges will require a modulated approach to address projected deficits and significant budget demands. While the City will need to grapple with the ongoing deficit, there are exciting opportunities/occurrences on the horizon that will improve the City's long-term wellbeing and financial position. They are consistent with City Council goals and are listed below:

1. Sale of City Properties – The City received strong responses to its Request For Proposals (RFP) to sell two City properties. Staff is currently working with a finalist and will bring to City Council on June 24, 2025, an Exclusive Negotiation Agreement (ENA) which will describe the key terms for the sale of the two properties. A hotel has been proposed for the Main Street site and will generate approximately $1.5 million each year once it is built in approximately FY 2030. Additionally, the sale will create housing (on the Railroad site) and provide a one-time cash infusion likely in FY 2027 which can be allocated towards several needs including reducing long-term debt such as the pension obligation.

2. The relocation of City Hall and Police Department to the Napa Valley College (NVC) site, has provided the community and staff with a more functional and better environment to receive and provide services. The City may have an opportunity to purchase or enter into a long-term lease of the NVC property. If the City is able to establish City Hall at the NVC site for the long-term, it opens the opportunity to envision other uses for some of the underutilized City properties. Potential uses include housing, hospitality, and/or retail which could generate additional one-time and/or ongoing revenue.

3. During the last two years, staff has been diligently working on the design and RFP processes related to several CIP projects. Over the next two years, many of those projects will be delivered (i.e. constructed) including several critical water-wastewater infrastructure projects. These include Napa Intertie Transmission Main Replacement, Bell Canyon Intake Tower Rehabilitation, Tank 2 Rehabilitation, and a number of pipeline rehabilitation projects for both the water distribution system and sewer collection system.

4. Since November 2023, staff has been investigating solutions to the discolored water challenge that has plagued the City for several decades. Staff track the incidents of discolored water as reported by residents, which is part of the comprehensive data collection process to ascertain trends. For the first time in the 30 plus years of history of the discolored water, staff is determined to minimize, and eventually eliminate, these occurrences. In collaboration with the State's Division of Drinking Water and water treatment professionals since the beginning of 2025, staff has made changes to the water treatment processes to better manage the sources of discoloration, i.e. iron and

manganese, in the source water. Additionally, staff has implemented a rigorous water quality sampling/testing program to track those minerals throughout the system. While it is anticipated that incidents of discolored water will occur this year (e.g. residual minerals in the pipes, "breakthrough" minerals getting through the treatment process, minerals in customer's plumbing, etc.), we are committed to a higher level of communication with customers on the nature of each complaint and both short- and long-term strategies to address the seasonal discolored water.

Below is a brief summary of the formation of the FY 2025-26 and FY 2026-27 Budget document.

FY 2025-26 & FY 2026-27 Budget Development

During the budget development process, staff was guided by the following considerations:

- Alignment with City Council Goals
- Conservative Revenue Assumptions
- Insurance Cost Increases
- One-time vs. reoccurring costs

Key Points

Noteworthy aspects of the proposed budget are as follows:

- Proposed FY 2025-26 General Fund Revenues is estimated at $20.61 million and is broken down as follows:
  - Property Tax (35%) - $7.32 million
  - Sales Tax (26%) - $5.38 million
  - Transient Occupancy Tax (20%) - $4.18 million
  - Other Revenue (19%) - $3.90 million

- Proposed General Fund Expenses are estimated at $22.18 million, which includes $176,000 in one-time expenses.
- Expenditure cuts totaling over $1.89 million (8.1%) have been proposed.
- The General Fund operating budget for FY 2025-26 FY 2026-27 have been balanced using $1.4 million and $1.6 million respectively in withdrawals from reserves; ending the second year with a net fund balance of approximately 34% in compliance with the 30% City Council reserve policy.
- The Proposed Budget includes $75,000 in Nonprofit Grant Awards ($45,000 less than the historic amount of $120,000) and $125,000 in funding for the Chamber of Commerce ($50,000 than current fiscal year.
- Allocations totaling $90,000 for existing nonprofit grant agreements which include: Boys & Girls Club, Rianda House, and UpValley Family Centers in the amount of $30,000 each.
- Several unfunded needs exist, including but not limited to:
  - Corporation Yard Flood Hazard Mitigation
  - New roadways and bridges
  - Walking trails
  - Competitive compensation for employees
  - Cost of a permanent City Hall
- The proposed budget includes freezing 1 FTE as Assistant City Manager, freezing 1 FTE as City Clerk, and temporarily underfunding a Management Analyst as an Accounting Technician.

General Information

Capital Improvement Plan
The City adopts a 5-year Capital Improvement Plan (CIP) to plan and program resources necessary for the acquisition, design, and/or construction of significant City projects. The CIP projects repair or develop community infrastructure or meet community needs, provide facilities to support City operations, and support City Council priorities.

A capital project is considered a one-time expenditure but often the projects take multiple years to deliver and fully fund. While plans are developed for at least a 20-year horizon, funding for the projects within the CIP is approved by Council annually as part of the budget approval, or project funding can be approved by a separate City Council action when funding adjustments are necessary outside the normal budget cycle. The Proposed Budget includes a CIP for the next five-year period with capital projects totaling $67.07 million. Of this amount, $14.42 million is budgeted in FY 2025-26.

Acknowledgements

I would like to thank the Mayor and City Council for your leadership. Preparing the City's annual financial plan is a shared effort involving to a large extend the City executive team and City Council. The City Council has played a critical role in establishing and prioritizing organizational goals and objectives. I have seen first-hand the amount of time, care, and personal sacrifice each of you makes for the benefit of the community. The St. Helena community should be proud of your leadership and commitment to service. I am also profoundly thankful for our highly motivated Executive Leadership Team and the entire staff of the City for their commitment to providing outstanding services to our community.

For the budget process I want to acknowledge the hard work, technical expertise, and incalculable number of hours worked by Administrative Services Director, Mandy Kellogg to create this document and all the analysis that went into it. Simultaneously, Director Kellogg also served as the point person for labor negotiations with the City's three bargaining groups and as the staff liaison to the Finance Committee - which was hugely time-consuming. Her dedication and diligence has been unbelievable. I also want to acknowledge the important contributions of Erika Opp, Martin Beltran, Stephanie Killingsworth, and Ciara Caouette. This year, we have also performed considerable amount of work related to long-range financial planning; in this regard, I would be remiss if I did not acknowledge the huge amount of analysis performed by former Assistant City Manager, Dr. April Mitts with the guidance of a couple of residents including former Council Member Kenealy and former Vice Mayor Hall.

Respectfully submitted,



Anil Comelo
City Manager

READERS GUIDE TO THE BUDGET

The purpose of the City of St. Helena's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the next two fiscal years. It also represents the official organization plan by which City policies, priorities, and programs are implemented. It provides a means to communicate to the residents, businesses, and employees how the City's financial resources are used to provide services to the community. The budget includes both the operating costs to manage the City and the Capital Improvement Projects (CIP) that the City plans to undertake during the next five fiscal years.

A BRIEF OVERVIEW

Location

The City of St. Helena is located in the center of heart of the Napa Valley, 65 miles north of San Francisco. St. Helena is bisected by the Sulphur and York Creeks that are year-round tributaries of the Napa River, which lies along the eastern border of the City. St. Helena is also bounded to the wet and east by the Howell and Mayacamas Mountains, respectively. St. Helena serves as the regional economic and social anchor for the nearby unincorporated communities of Angwin and Deer Park as well as a commercial development near the intersection of Zinfandel Lane and State Highway 29.

History

The community of St. Helena began developing into a commercial center for nearby farmers and ranchers in the 1830s as a result of a land grant from Mexico to General Mariano Vallejo. By the 1860s, the Napa Valley Railroad Company, precursor to future branches of the Central Pacific Railroad and Southern Pacific Railroad Companies, was extended north from Napa to include stops in Yountville, Oakville, Rutherford, and St. Helena. The arrival of the railroad coincided with the expansion of St. Helena's commercial base as nearby vineyards began to flourish leading to the creation of a business district along Main Street.

St. Helena's emergence as a commercial center in the Napa Valley led to its incorporation as a City on March 24, 1876 and reincorporated on May 14, 1889. St. Helena's incorporation was the first in Napa County and helped facilitate continued commercial and residential growth in the City over the next several decades.

Growth and development in St. Helena became stagnant beginning in the 1920s following the enactment of Prohibition. In 1930, the United States Census estimated St. Helena' population at 1,582. St. Helena's population grew modestly over the next few decades reaching 3,193 by 1970. It was between 1970 and 1980 when St. Helena experienced its most significant period of growth as its population increased by over half to 4,898 by 1980. According to United States Census Bureau reports, the population is estimated to be 6,105.

The City from its inception has served as a rural agricultural center and, over the years, has become an important business center for the wine industry. As a result of the thriving wine industry, and the area's scenic qualities, the City receives many visitors each year. The City strives

embrace and maintain its historic, small-town character, beautiful national environment, and high quality of life.

Demographics

According to the U.S. Census Bureau, the City of St. Helena has an estimated population of 5,272 people and covers approximately 5 square miles. St. Helena is 70.8% White alone, 25.8% Hispanic or Latino, 0.7% Black or African American, 1.4% Asian, and 11.1% Two or More Races. The median home price in St. Helena is $1.96 with 66.6% of housing being owner occupied.

Local Economy

The City of St. Helena's local economy remains closely tied to the wine industry, with the broader Napa County economy heavily supported by the hospitality sector—the region's largest employer. However, statewide sales tax projections have been revised downward in response to economic indicators affecting core revenue-generating industries, including tourism, transportation, and construction.

St. Helena is particularly vulnerable due to its reliance on high-end tourism and luxury consumer spending. Over 50% of the City's total sales tax revenue is derived from food products, with wineries accounting for nearly 46% of that share. A strong U.S. dollar has deterred international visitors by making travel to Napa Valley more expensive, while domestic consumers have become more cautious in their discretionary spending amid inflationary pressures and economic uncertainty. Boutique hotels, fine dining, and wine tasting venues have reported softer demand, resulting in weaker taxable sales.

Beyond tourism, the transportation and construction sectors are also underperforming. High interest rates, cost escalations, and project delays have stalled development, while rising fuel costs and regulatory shifts—such as increased EV adoption and stricter emissions standards—are putting financial pressure on local businesses. Uncertainty surrounding state and federal policies has further dampened investment in these sectors.

At the household level, rising costs in essential areas—particularly housing, healthcare, and insurance—are limiting disposable income and shifting consumer spending away from non-essential goods and services. While inflation in food and dining moderated in 2023, previously elevated rates in 2022 temporarily boosted sales tax revenues. With inflation now tapering, this effect is diminishing, further tempering revenue expectations.

Given the convergence of these factors, a more conservative approach to sales tax forecasting is warranted to ensure continued fiscal prudence and long-term budgetary stability for the City.
According to the U.S. Bureau of Labor Statistics, Napa County had an unemployment rate of 4.3% in February 2025, which is the same as the previous year (February 2024). Comparatively, California has an unemployment rate of 5.4%, and 4.1% for the nation for the same period.

St. Helena's largest sales tax drivers are Property Tax, Sales Tax, and Transient Occupancy Tax (TOT) which typically accounts for 88% of all General Fund revenues. The top ten principal

property tax payers are: Treasury Wine Estates, Spring Mountain Hotel LLC, Sutter Home, C. Mondavi and Sons, Palmer City-Core, US Viticulture Farmland LLC, Castellucci Antonio & Rita TR, Schoendorf, Joseph & Nancy, Duckhorn Wine Company, and Madrona Estate Vineyard LLC.

Sales tax receipts are divided into 6 categories and noted below.

General Retail
Clothing
Furniture
Appliances
Drug Store
Florist
Misc. Retail

Miscellaneous
Health
Government

Food Products
Restaurants
Food Markets
Liquor Stores
Wineries
Tasting Rooms

Transportation
Auto Parts
Auto Sales
Service Stations

Construction
Bldg. Materials

Business to Business
Office Equipment
Business Services
Chemical Products
Heavy/Light Industry
Leasing

Historically Food Products has been the driver for sales tax followed by General Retail, Transportation, Construction, Business to Business, and Miscellaneous. The top 25 sales tax generators as of June 30, 2024 (in alphabetical order) are:

Azteca Market
Brown's Auto Parts
Central Valley Builders Supply
Culinary Institute of America
Elyse Walker
Farmstead Restaurant
Goose & Gander
Gott's Roadside
Harlan Estate Winery
Harvest Table
Los Alcobas
Martin Design
Merryvale Vineyards
Napa Valley AG Supply
Napa Valley Petroleum
OK Tire Store
One True Vine
Safeway Stores
Sager Ford
Shamrock Building
Sunshine Foods
The Charter Oak Restaurant
Tra Vigne Restaurant
Tre Posti Catering
Treasury Wine Estates

FORM OF GOVERNMENT

The City is a General Law city and operates under the Council-Manager form of government. Decision-making authority under this system is equally distributed among a five-member City Council that includes a directly elected mayor. Elections are conducted by general vote; the Mayor serves a two-year term while the four Council Members serve staggered four-year terms. Key duties of the City Council include making policies, adopting an annual budget, enacting ordinances, appointing committee members, and hiring the City Manager.

READERS GUIDE TO THE BUDGET

The St. Helena City Council meetings are conducted on the second and fourth Tuesdays of each month beginning at 6:00 p.m. and are typically held in the Vintage Hall Board Room at the St. Helena High School, located at 465 Main Street. Meetings are open to the public and are also broadcast on local public access television. Council agendas and minutes are posted at City Hall, 1088 College Avenue, and are made available on the City's website, www.cityofsthelena.gov.

BUDGET ORGANIZATION

As indicated in the Table of Contents, the City of St. Helena's budget document consists of several sections. A corresponding title page divides each section.

Introductory Section

City Council, Administrative Team, and Boards/Commissions/Committees provides a summary of the City Council members executive staff, and lists the various Boards, Commissions, and Committees in St. Helena.

The City Manager's Budget Message to the City Council highlights key priorities and issues for the upcoming budget year as well as provides an overview of significant budgetary items and trends for the City as a whole.

Budget Adoption Resolution provides a copy of the budget resolution adopting the FY 2025-26 and 2026-27 Operations Budget.

The Reader's Guide to the Budget provides the reader with a brief overview and introduction to the City of St. Helena as well as an explanation on how to understand, read, and use this Budget document.

Fund Balance Summary provides an easy-to-read overview of the City's expenditures/expenses and revenues for each of the City's funds.

Schedule of Transfers provides a summary of all transfers authorized in the adopted budget by fund.

Description of Revenue Sources provides five-year historical trends for the General Fund and Enterprise Funds.

Allocation of City Positions provides a summary of staffing positions by department.

Organization Chart provides a summary of the organization of the City as a whole.

READERS GUIDE TO THE BUDGET

General Fund provides an overview of General Fund revenues and expenditures, five-year historical data for each General Fund funding source, General Fund expenditure summary by department, and a summary of the net position for the General Fund.

Administrative Departments provides details on the City Council, City Administration (City Manager and City Clerk), Administrative Services (Finance, Human Resources, and Information Technology), Attorney, Planning, and Non-Departmental budgets.

Community Services provides details on the Library and Parks & Recreation budgets.

Public Safety provides details on the Fire and Police budgets.

Public Works provides details on the Public Works Administration, Government Buildings, Storm Drains, Streets, Trees, Parks, and City Garage budgets.

Water Fund provides details on the Water Distribution and Water Treatment budgets.

Wastewater Fund provides details on the Wastewater Collection and Wastewater Treatment budgets.

Capital Improvement Plan (CIP) provides a summary of the City Council adopted 5-year CIP. The CIP functions as a budgeting and planning tool which supports actual appropriates that are made through the budget adoption process. The City's FY 2025-26 and 2026-27 CIP consists of 31 projects in five divisions totaling approximately $34.09 million. Majority of the total CIP budget is for critical Water CIP projects that were included in the recently completed Water and Wastewater Rate Study.

Other Funds provides a summary of the debt service funds, permanent funds, and special revenue funds.

Appendix provides supplementary information including City Financial Policies, City Council Goals and Work Plan, City's Vision and Mission Statements, a summary of Budget increases from the prior fiscal year and their relation to City Council Goals, and the City's "add back" is for City Council prioritization if additional General Fund resources become available.

BUDGET IMPLEMENTATION, TRANSFERS, AND CONTROL

Upon adoption of the budget by the City Council, the responsibility of implementing each department's budget lies with each Department Head, with oversight by the Director of Administrative Services and ultimate responsibility resting with the City Manager. Department Heads are expected to operate their departments within the appropriations established in the budget.

READERS GUIDE TO THE BUDGET

This budget is arranged by department, fund, and function. The level of budgetary control is established at the fund level. Department Heads may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay. The City Manager may transfer appropriations between departments so long as total appropriations are not increased within a fund. The City Council has the overriding authority to control the use of revenues and the appropriations of funds and therefor may modify this policy at any time. The total appropriations in any fund may not be increase except by the City Council.

All changes in appropriations will be authorized on a "Budget Adjustment Form" and all increases in appropriations will be authorized by Council. Any expenditure must be made in accordance with Title 3, Chapter 3.04 of the St. Helena Municipal Code.

The budget is reviewed and presented to City Council on a quarterly basis with a more extensive mid-year budget review. During the quarterly budget review by City Council, consideration is given to necessary adjustments for new programs, projects, and other adjustments to ensure that expenditures and revenues are in line with the budgeted projections.

A carefully designed system of internal accounting and budgetary controls is used to ensure that revenues and expenditures/expenses are tracked and used as intended. These controls are designed to provide reasonable, but not necessarily absolute, assurance with respect to the reliability of financial and budgetary records for use in the preparation of financial statements, as well as accountability for all City assets. At the end of each fiscal year-end, all operating budget appropriations lapse. City Council adopted finance policies can be accessed at: https://www.cityofsthelena.org/bc-citycouncil/page/council-adopted-policies.

BUDGETARY BASIS OF ACCOUNTING

The City of St. Helena's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP), using the modified accrual basis of accounting. Under this method of accounting, revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the current fiscal period, while expenditures are recognized in the accounting period in which the liability is incurred. Budgets for proprietary funds are prepared on a full accrual basis where revenues are recognized when earned, and expenses are recognized when they are incurred. Each of the City's funds is considered a separate accounting entity with a self-balancing set of accounts that records assets, liabilities, fund equity, revenue, and expenditures/expenses. Funds are established and segregated for the purpose of recording specific programs or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The General Fund accounts for all the general revenue of the City not specifically levied or collected for other City funds and for

expenditures related to rendering the general services provided by the City. Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditures for a particular purpose. The Capital Improvement Project Funds are used to account for the acquisition or construction and improvement of major capital projects. Internal Service Funds (Garage Fund) are used to account for the financing of services provided by one department to other departments of the government, on a cost reimbursement basis. Enterprise Funds (Water and Wastewater) are used to account for revenues and expenses related specifically to those enterprises. The budget is prepared on a line-item basis by department and fund.

FINANCIAL REPORTS – Top 4

Annual Comprehensive Financial Report: The Annual Annual Financial Report (ACFR) is a detailed report that covers the financial statements for the City prepared by an independent auditor in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Government Accounting Standards Board (GASB). The ACFR utilizes the same basis of accounting, modified accrual for the General Funds and full accrual for proprietary funds, as the annual budgeting document. The Annual Comprehensive Financial Report consists of three sections: Introductory, Financial, and Statistical. The Introductory section orients and guides the reader through the report. The Financial section presents the City's basic financial statements as well as notes to the statements and the independent auditor's report. The Statistical section provides additional financial and statistical data, including data about financial trends that may better inform the reader about the City's activities. The City received the prestigious "Award of Financial Reporting Achievement" award presented by GFOA for the FY 2023-24 Comprehensive Annual Financial Report.

Long Range Financial Forecast (LRFF): The LRFF is prepared annually and provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.

Popular Annual Financial Report (PAFR): The PAFR extracts information from the ACFR to produce a high-quality report specifically designed to be readily accessible and easily understandable to the general public and other parties without a background in public finance. The City received the "Award for Outstanding Achievement in Popular Annual Financial Reporting" presented by GFOA for the FY 2019-20 Comprehensive Annual Financial Report.

Three-Year Goals and Work Plan: The City's three-year goals and work plan is a detailed planning document developed as a blueprint for the City's future. The plan defines the City Council's goals

and defines a specific work plan to achieve each goal. The goals and work plan are updated and published periodically.

All financial reports can be found on the City's website at:
https://www.cityofsthelena.org/finance/page/financial-reports.

GLOSSARY OF COMMON BUDGET AND FINANCIAL TERMS

ACCOUNT	Financial reporting unit for budget, management, or accounting purposes.
ACCOUNTS PAYABLE	The amounts owed to others for goods and services received.
ACCOUNTS RECEIVABLE	Amounts due from others for goods furnished and services received.
ACCRUAL BASIS	The basis whereby transactions and events are recognized when they occur, regardless of when cash is received or paid.
ACTUAL PRIOR YEAR	Actual amounts for the fiscal year preceding the current fiscal year which precedes the budget fiscal year.
ALLOCATION	Component of an appropriation earmarking expenditures for a specific purpose and/or level of organization.
ALLOTMENT	That portion of an appropriation which may be encumbered to spent during a specified period.
AMORITIZATION	Payment of a debt by regular intervals over a specific period of time.
APPROPRIATIONS	An authorization by a legislative body (e.g. City Council) that provides legal permission to make expenditures and incur obligations for specific purposes.[1]
ASSET	Resources owned or held by a government which have monetary value.
ASSESSED VALUATION	Official government value placed upon real estate or other property as a basis for levying taxes.
BOND	A written promise to pay a specific amount of money at a specific date in the future together with a periodic interest as a special rate. Two types are used: General Obligation and Revenue.
BOND INDEBTEDNESS	Outstanding debt by issues of bonds which is repaid by ad valorem or other revenue.
BUDGET AMENDMENT	A procedure authorized by some City Councils that allows Department Heads to make adjustments to expenditures within their own department and allow the City Manager to make adjustments to expenditures within or between departmental budgets by revising budget appropriations. **Note:** City Council approval is always required for additional appropriations from a fund balance or new revenues sources.

[1] "Appropriations subject to limitation," for purposes of each agency's Gann limit, means "any authorization to expend during a fiscal years the proceeds of taxes levied by or for that agency and the proceeds of state subventions to that agency." Cal. Const. Art. XIIIB, section 8(b).

READERS GUIDE TO THE BUDGET

BUDGET DEFICIT	Amount by which the government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.
CAPITAL EXPENDITURE	The amounts spent for assets that will be used for more than one year. See CAPITAL IMPROVEMENT PROGRAM AND CAPITALIZATION THRESHOLD.
CAPITAL IMPROVEMENT PROGRAM	Annual appropriations in a City's budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are often multi-year projects that require funding beyond the one-year periods of the annual budget.
CAPITALIZATION THRESHOLD	The dollar value at which government elects to capitalize tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.
DEBT SERVICE	The payment of principal and interest on borrowed funds such as bonds.
DEBT SERVICE FUND	A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Sometimes a debt service fund is referred to as a sinking fund. Debt financing is most commonly used to address temporary short-term cash flow problems and to provide funding for improvements with long lives. Borrowing long-term for operational or short-term capital needs is not advised.[2]
ENCUMBRANCE	Prior to actual spending, an obligation charged against a budget indicating that a commitment has been made or an order placed for goods and services not yet received or paid for. After an encumbrance has been made, the money is not then available for other transactions.
EQUITY FUNDING	Funding is accomplished with available resources, and does not include leveraged resources. Project funding is dictated by the availability of cash.
EXPENDITURE	A decrease in net financial resources. Expenditures include current operating expenses that require the current or future use of net current assets, debt service and capital outlays.
EXPENSE	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
FIDUCIARY FUNDS	Trust and Agency funds.

[2] Be aware that Article XVI, section 18 of the California Constitution prohibits a City from borrowing more money than it can repay in a single fiscal year from its general fund without a two-thirds vote of the electorate. Common exceptions to this borrowing restriction are the special fund doctrine; and the lease purchase agreement.

READERS GUIDE TO THE BUDGET

FISCAL POLICY	A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal Policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.
FISCAL YEAR	The 12-month period used by the City of St. Helena begins with July 1, and ends with June 30 of the designated fiscal year (i.e., FY 2019-20 ends on June 30, 2020).
FIXED ASSETS	Assets of long-term character which are intended to be held or used for more than one fiscal year. Examples are land, buildings, machinery, and furniture.
FORCE ACCOUNT	Construction of maintenance activities performed by the City's own personnel, rather than by outside labor.
FULL-TIME EQUIVALENT (FTE)	Number of positions calculated on the basis that one FTE equates to a 40-hour workweek for twelve months. For example, two part-time positions working 20 hours for twelve months also equals one FTE.
FUNCTION	Group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or major service.
FUND	A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities or balances, and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.
FUND BALANCE	A term used to express the excess of assets over liabilities (equity). It also represents the accumulated net resources of a fund available for reservation, designation, or for appropriation.
GENERAL FUND	General operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.
GENERAL OBLIGATION BONDS	Bonds where the City pledges its full faith and credit to the replacement of bonds. These bonds are secured by the General Fund of the City.
GOVERNMENTAL FUNDS	General, Special Revenue, Debt Service, and Capital Projects funds.
GRANTS	Contributions of cash or other assets from another governmental agency (usually) to be expended or used for a specified purpose, activity or facility.
LEASE PURCHASE	Contractual Agreements which are termed leases, but whose lease amount is applied to the purchase.
LONG TERM DEBT	Debt with a maturity of more than one year after the date of the issue.
OPERATING DEFICIT	The excess of operating expenditures over operating revenues.
OPERATING SURPLUS	The excess of operating revenues over operating expenditures.

READERS GUIDE TO THE BUDGET

ORDINANCE	A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the City.
RESERVES	Accumulated funds legally restricted or otherwise designated by a City Council for specific purposes.
RESOLUTION	A special or temporary order of the City Council requiring less formality than an ordinance.
REVENUES	Total amount of income received, earned, or otherwise available for appropriation.
SURPLUS	An excess of revenues over expenditures.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common good.
TRANSFERS	Payments from one fund to another ideally for work on services provided, or to cover operating expense shortfalls.
USER FEES	Payments of charges for direct receipt of a public service by the party benefiting from the service.

READERS GUIDE TO THE BUDGET

ACRONYMS

AV	Audio Visual
AWWA	American Water Works Association
BMP	Best Management Practices
CAFR	Comprehensive Annual Finance Report
CCAC	City Clerk Association of California
CCC	California Conservation Crews
CCR	Consumer Confidence Report
CDBG	Community Development Block Grant
CEQA	California Environmental Quality Act
CIP	Capital Improvement Project
CLA	California Library Association
CLETS	California Law Enforcement Telecommunications System
CLSA	California Library Services Act
COPS	Citizen's Options for Public Safety
CSL	California State Library
CSO	Community Services Officer
CSMFO	California Society of Municipal Finance Officers
DARE	Drug Abuse Resistance Education
DBP	Disinfection By-Products
DMV	Department of Motor Vehicles
DPW	Department of Public Works
EAP	Employee Assistance Program
EIR	Environmental Impact Review

EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Education Review Augmentation Fund
FEMA	Federal Emergency Management Agency
FF	Firefighter
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GAAS	Generally Accepted Auditing Standards
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
GO	General Obligation
HDPE	High-Density Polyethylene Pipe
HSP	High Service Pump
HVAC	Heating & Air Conditioning
ICMA	International City/County Management Association
IT	Information Technology
LAFCO	Local Agency Formation Commission
LSWTP	Louis Stralla Water Treatment Plant
MDC	Mobile Data Center
MGD	Million Gallons per Day
MSD	Metropolitan Sewer District
MTC	Metropolitan Transportation Commission

NBC	North Bay Cooperative Library System
NCTPA	Napa County Transportation Planning Agency
NFPA	National Fire Protection Association
NLS	Northnet Library System
NSIB	Napa Special Investigation Bureau
OCLC	Online Computer Library Center, Inc.
OES	Office of Emergency Services
PERS	Public Employees Retirement System
PLF	Public Library Foundation
POF	Police Officers Foundation
REMIF	Redwood Empire Municipal Insurance Fund
RIMS	Records Integrated Management System
RLS	Robert Louis Stevenson Middle School
RWQCB	Regional Water Quality Control Board
SBW	Stonebridge Well
SCADA	Supervising Control and Data Acquisition
SCBA	Self-Contained Breathing Apparatus
SNAP	Solano & Napa Partners
SWRCB	State Water Resource Control Board
TID	Tourism Improvement District
TOT	Transient Occupancy Tax
VFD	Variable Frequency Drive
WTP	Water Treatment Plant
WWTP	Waste Water Treatment Plant

READERS GUIDE TO THE BUDGET

Funds

101 *GENERAL FUND*: The primary reporting vehicle for current government revenues and operations, this fund accounts for all financial resources not required by law or City Council actions to be accounted for in another fund.

209 *HOME GRANT:* This fund is used for expenditures and grant reimbursements through the HOME Investments Partnership Program from the State of California Department of Housing and Community Development for owner-occupied residential rehabilitation program to assist low-income homeowners who's primary residences are in need of repairs. This program is referred to as the, "HOME Grant." The City of St. Helena has an agreement with the Housing Authority of the City of Napa for the administration of this grant.

211 ENVIRONMENTAL PROTECTION AGENCY GRANT (EPAG): This fund is used for expenditures and grant reimbursements for Environmental Protection Agency Grant (EPAG) funded programs or projects.

212 DEPARTMENT OF HOMELAND SECURITY (DHSG): This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

213 *GANG VIOLENCE SUPRESSION GRANT:* This fund is used for expenditures and grant reimbursements for gang violence suppression.

216 *PUBLIC SAFETY IMPACT FEES*: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

218 *PUBLIC LIBRARY FOUNDATION*: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

219 *CLSA LIBRARY RESTORATION:* This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

222 *PARK DEVELOPMENT:* A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

223 *SKATE PARK LIGHTING*: This fund is used to account for donations and is used to fund the expenses incurred in maintaining the Skate Park lights.

***224 PUBLIC SAFETY (COPS)*:** A special revenue fund used to account for transactions related to supporting front line police officers.

225 *STATE GAS TAX 2105*: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

226 *STATE GAS TAX 2106*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

227 *STATE GAS TAX 2107*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

228 *STATE GAS TAX 2107.5*: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

229 *STATE GAS TAX 2103*: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the “fuel tax swap of 2010.” Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

230 *RMRA:* Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

235 *MEASURE A:* This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018.

237 *EMERGENCY FLOOD RELIEF:* This fund is for allocations for disaster assistance relating to flood damage.

238 *TRAINING DEVELOPMENT*: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

240 *MEASURE T*: At the General Election held on November 6, 2012, the voters of Napa County approved a ½-cent sales tax increase known as Measure T, which was implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including, but not limited to: sidewalks, curbs and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

241 *MEASURE T CLASS I TRAILS*: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countywide Bicycle Plan.

277 *PROP 56 GRANT*: This fund is used to account for expenditures and reimbursements related to the Tobacco Grant Program, which provides funding to promote a healthier California by reducing illegal sales and marketing of cigarettes and tobacco products to minors.

278 *BSCC GRANT*: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

279 *ASSET FORFEITURE*: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

280 *COMMUNITY ACTIVITY FUND*: This fund is used to account for donations received to be used towards youth community activities within the community**.** Activities include the Teen Center. Beginning in FY 2019, this fund is no longer active and activity is accounted for in the General Fund Recreation budget.

283 *TREE CITY USA*: This fund was established in fiscal year 1996/97 to account for expenditures related to the maintenance and planting of trees located on City right of ways and in parks within the City. The City is seeking a designation from the Arbor Foundation for this effort. Revenue sources include General Fund transfers and private donations.

286 *BOCCE BALL LEAGUE:* This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

287 *HARVEST FESTIVAL*: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

288 *FOURTH OF JULY*: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

289 *RECREATION PROGRAMS*: Used to account for revenues from registration fees or other income from recreation programs and funding the expenses incurred in providing those programs. Council established this fund to monitor the ability of the recreation programs to be self-sustaining excluding costs associated with the Recreation Director. Beginning in FY 2021, this fund is no longer active and activity is accounted for in the General Fund Recreation budget.

290 *TOURISM IMPROVEMENT DISTRICT (TID)*: The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

291 *SB-1186 STATE FEES:* Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewal fee for, (1) the purpose of increasing disability access and compliance with construction-related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. This fee sunsets on December 31, 2018.

295 *N.O.A.A.:* This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

329 *STABO TRUST:* This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

375 *MADELINE MURRAY TRUST FUND:* The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

380 *FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY*: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

381 *RYAN LIBRARY TRUST*: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

382 *MARTIN ESTATE TRUST*: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

384 *TWEED TRUST – ENHANCEMENT DISTRIBUTION:* A trust established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. This fund is the expendable annual 4% distribution from the Tweed Enhancement Account of the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building. All funding requests are approved by the Library Board of Trustees and the City Council.

420 *FIRE STATION BONDS*: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

421 *GO BONDS (MEASURE H)*: The object and purpose of the Bonds is to finance the costs of the 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.

443 *SOUTH S.H. DRAINAGE ASSESSMENT*: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

561 *WATER ENTERPRISE*: This fund is used to account for the costs of providing water services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

571 *SEWER ENTERPRISE*: This fund is used to account for the costs of providing sewer services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

582 *CITY GARAGE*: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

592 *EQUIPMENT REPLACEMENT*: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

593 *FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT*: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

700 *FLOOD CONTROL CAPITAL RESERVE:* his fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

713 *CIVIC IMPACT*: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

733 *CIVIC CIP:* This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

734 *PARK IMPACT*: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

740 *TRAFFIC MITIGATION IMPACT*: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

741 *STREETS CIP:* This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

742 *STORM DRAIN IMPROVEMENT*: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

744 *HOUSING IMPACT FEES*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City. Beginning in FY 2019, this fund is no longer active and activity is accounted for in Fund 751 Affordable Housing.

745 *PARKING IN-LIEU*: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

751 *AFFORDABLE HOUSING*: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

752: *MEASURE E*: Measure E went into effect on January 1, 2019, increasing the Transient Occupancy Tax from 12 to 13 percent to fund workforce housing. The additional 1% is placed in this fund and all revenues are restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve, and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

763 *WATER CIP:* This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

764 *WATER IMPACT*: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

773 *WASTEWATER CIP:* This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

774 *WASTEWATER IMPACT*: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2025/2026

	ESTIMATED 6/30/2025 FUND BALANCE*	ADOPTED 2026 REVENUES	ADOPTED 2026 EXPENDITURES	PROJECTED 6/30/2026 ENDING BALANCE*
FUND 101, GENERAL FUND	10,915,126	20,771,956		
Non-Departmental			1,584,261	
City Council			490,118	
City Manager/Clerk			1,111,941	
Finance/Human Resources/IT			1,835,517	
City Attorney			425,000	
Planning/Building			1,562,616	
Library			1,067,176	
Recreation			1,337,011	
Fire			3,133,755	
Police			5,132,103	
Public Works			4,504,193	
TOTAL GENERAL FUND	**$ 10,915,126**	**$ 20,771,956**	**$ 22,183,691**	**$ 9,503,391**
OTHER FUNDS				
Fund 209, HOME Grant	185,957	25,000	25,000	185,957
Fund 212, Department of Homeland Security	327	400	400	327
Fund 213, Gang Violence Suppression Grant	3,783	5	-	3,788
Fund 216, Public Safety Impact Fees	648,354	28,000	-	676,354
Fund 218, Public Library Foundation	22	-	-	22
Fund 219, CLSA Library Restoration	1,910	-	-	1,910
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	500,353	181,000	169,764	511,589
Fund 225, State Gas Tax 2105	30,733	34,334	-	65,067
Fund 226, State Gas Tax 2106	22,247	20,724	-	42,971
Fund 227, State Gas Tax 2107	102,886	49,105	13,000	138,991
Fund 228, State Gas Tax 2107.5	29,693	2,200	-	31,893
Fund 229, State Gas Tax 2103	204,444	51,933	-	256,377
Fund 230, Road Maint & Rehab Account	131,140	137,745	-	268,885
Fund 235, Measure A	32,225	150	-	32,375
Fund 237, Emergency Flood Relief	165,042	2,000	-	167,042
Fund 238, Training Development	20,605	6,300	8,320	18,585
Fund 240, Measure T	4,172,089	1,750,400	1,600,500	4,321,989
Fund 241, Measure T Class 1 Trails	16,129	85,100	-	101,229
Fund 278, BSCC Grant	2,660	30	-	2,690
Fund 279, Asset Forfeiture	57,441	650	6,760	51,331
Fund 286, Bocce Ball	31,866	45,000	66,199	10,667
Fund 287, Harvest Festival	(12,263)	25,381	22,410	(9,292)
Fund 288, Fourth of July	46,185	35,000	23,475	57,710
Fund 290, Tourism Improvement District	47,179	682,437	681,969	47,647
Fund 291, SB-1186 State Fees	26,062	6,800	5,200	27,662

	ESTIMATED 6/30/2025 FUND BALANCE*	ADOPTED 2026 REVENUES	ADOPTED 2026 EXPENDITURES	PROJECTED 6/30/2026 ENDING BALANCE*
Fund 295, N.O.A.A.	2,779	35	-	2,814
Fund 329, Stabo Trust	38,321	500	-	38,821
Fund 375, Murray Ex Trust	17,761	2,400	-	20,161
Fund 380, Friends and Foundation	63,254	145,600	150,000	58,854
Fund 381, Ryan Library Trust	12,471	260	-	12,731
Fund 382, Martin Library Trust	20,794	400	936	20,258
Fund 384, Tweed Trust Enhancement Dist.	738,860	9,500	52,000	696,360
Fund 420, Fire Station GO Bonds	12,840	-	-	12,840
Fund 443, South St. Helena Drainage	30,926	338	-	31,264
Fund 561, Water Enterprise	6,502,789	9,129,344	8,767,655	6,864,478
Fund 571, Sewer Enterprise	2,035,888	5,746,033	5,290,625	2,491,296
Fund 582, Garage	(133,184)	392,032	392,355	(133,507)
Fund 592, Equipment Replacement	861,384	100,000	27,660	933,724
Fund 593, Fire Capital Equipment Replacement	242,141	-	41,600	200,541
TOTAL OTHER FUNDS	**$ 16,914,317**	**$ 18,696,136**	**$ 17,345,828**	**$ 18,264,625**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	292,510	4,500	60,000	237,010
Fund 713, Civic Improvement Impact Fees	880,415	26,000	-	906,415
Fund 733, Civic Capital Improvement	136,888	-	-	136,888
Fund 734, Park Impact Fees	729,417	25,000	74,714	679,703
Fund 740, Traffic Mitigation Impact Fees	2,921,899	50,000	-	2,971,899
Fund 741, Streets Capital Improvement	702,490	2,817,700	3,013,500	506,690
Fund 742, Storm Drain Impact Fees	865,571	19,800	200,000	685,371
Fund 745, Parking In-Lieu	609,945	8,200	-	618,145
Fund 751, Affordable Housing	2,404,218	69,907	26,000	2,448,125
Fund 752, Measure E	636,312	322,504	100,000	858,816
Fund 763, Water Capital Improvement	795,052	7,834,001	7,834,001	795,052
Fund 764, Water Impact Fees	446,371	20,650	-	467,021
Fund 773, Wastewater Capital Improvement	(3,098,596)	-	187,326	(3,285,922)
Fund 774, Wastewater Impact Fees	(661,443)	10,835	5,000	(655,608)
TOTAL CAPITAL FUNDS	**$ 7,661,049**	**$ 11,209,097**	**$ 11,500,541**	**$ 7,369,604**
TOTAL ALL FUNDS	***$ 35,490,492***	***$ 50,677,189***	***$ 51,030,060***	***$ 35,137,620***

Estimated Balances are Unassigned Fund Balance.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2026/2027

	ESTIMATED 6/30/2026 FUND BALANCE*	ADOPTED 2027 REVENUES	ADOPTED 2027 EXPENDITURES	PROJECTED 6/30/2027 ENDING BALANCE*
FUND 101, GENERAL FUND	9,503,391	21,402,954		
Non-Departmental			1,871,033	
City Council			502,726	
City Manager/Clerk			1,197,851	
Finance/Human Resources/IT			1,911,145	
City Attorney			435,500	
Planning/Building			1,548,192	
Library			1,100,872	
Recreation			1,322,029	
Fire			3,218,381	
Police			5,288,132	
Public Works			4,625,760	
TOTAL GENERAL FUND	**$ 9,503,391**	**$ 21,402,954**	**$ 23,021,620**	**$ 7,884,725**
OTHER FUNDS				
Fund 209, HOME Grant	185,957	25,000	25,000	185,957
Fund 212, Department of Homeland Security	327	416	416	327
Fund 213, Gang Violence Suppression Grant	3,788	5	-	3,793
Fund 216, Public Safety Impact Fees	676,354	28,500	-	704,854
Fund 218, Public Library Foundation	22	-	-	22
Fund 219, CLSA Library Restoration	1,910	-	-	1,910
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	511,589	186,120	176,355	521,354
Fund 225, State Gas Tax 2105	65,067	37,471	-	102,538
Fund 226, State Gas Tax 2106	42,971	22,295	-	65,265
Fund 227, State Gas Tax 2107	138,991	47,306	13,000	173,297
Fund 228, State Gas Tax 2107.5	31,893	2,200	-	34,093
Fund 229, State Gas Tax 2103	256,377	58,207	-	314,584
Fund 230, Road Maint & Rehab Account	268,885	137,672	-	406,558
Fund 235, Measure A	32,375	150	-	32,525
Fund 237, Emergency Flood Relief	167,042	2,000	-	169,042
Fund 238, Training Development	18,585	6,800	8,653	16,732
Fund 240, Measure T	4,321,989	1,817,816	1,381,800	4,758,005
Fund 241, Measure T Class 1 Trails	101,229	300,100	300,000	101,329
Fund 278, BSCC Grant	2,690	30	-	2,720
Fund 279, Asset Forfeiture	51,331	650	7,030	44,951
Fund 286, Bocce Ball	10,667	45,000	68,093	(12,426)
Fund 287, Harvest Festival	(9,292)	25,381	23,306	(7,217)
Fund 288, Fourth of July	57,710	-	23,475	34,235
Fund 290, Tourism Improvement District	47,647	795,391	716,068	126,970
Fund 291, SB-1186 State Fees	27,662	6,800	5,200	29,262

	ESTIMATED 6/30/2026 FUND BALANCE*	ADOPTED 2027 REVENUES	ADOPTED 2027 EXPENDITURES	PROJECTED 6/30/2027 ENDING BALANCE*
Fund 295, N.O.A.A.	2,814	35	-	2,849
Fund 329, Stabo Trust	38,821	500	-	39,321
Fund 375, Murray Ex Trust	20,161	2,400	-	22,561
Fund 380, Friends and Foundation	58,854	145,600	150,000	54,454
Fund 381, Ryan Library Trust	12,731	260	-	12,991
Fund 382, Martin Library Trust	20,258	400	936	19,722
Fund 384, Tweed Trust Enhancement Dist.	696,360	9,000	52,000	653,360
Fund 420, Fire Station GO Bonds	12,840	-	12,361	479
Fund 443, South St. Helena Drainage	31,264	338	-	31,602
Fund 561, Water Enterprise	6,864,478	9,892,941	9,745,127	7,012,292
Fund 571, Sewer Enterprise	2,491,296	5,999,162	5,727,559	2,762,899
Fund 582, Garage	(133,507)	408,622	408,072	(132,957)
Fund 592, Equipment Replacement	933,724	100,000	27,660	1,006,064
Fund 593, Fire Capital Equipment Replacement	200,541	-	43,264	157,277
TOTAL OTHER FUNDS	**$ 18,264,625**	**$ 20,104,568**	**$ 18,915,375**	**$ 19,453,818**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	237,010	4,500	60,000	181,510
Fund 713, Civic Improvement Impact Fees	906,415	26,000	-	932,415
Fund 733, Civic Capital Improvement	136,888	-	-	136,888
Fund 734, Park Impact Fees	679,703	23,000	-	702,703
Fund 740, Traffic Mitigation Impact Fees	2,971,899	52,000	-	3,023,899
Fund 741, Streets Capital Improvement	506,690	1,391,800	1,391,800	506,690
Fund 742, Storm Drain Impact Fees	685,371	19,800	-	705,171
Fund 745, Parking In-Lieu	618,145	8,200	-	626,345
Fund 751, Affordable Housing	2,448,125	69,907	26,000	2,492,032
Fund 752, Measure E	858,816	328,684	-	1,187,500
Fund 763, Water Capital Improvement	795,052	16,373,561	16,373,561	795,052
Fund 764, Water Impact Fees	467,021	20,650	-	487,671
Fund 773, Wastewater Capital Improvement	(3,285,922)	-	187,326	(3,473,248)
Fund 774, Wastewater Impact Fees	(655,608)	10,835	5,200	(649,973)
TOTAL CAPITAL FUNDS	**$ 7,369,604**	**$ 18,328,937**	**$ 18,043,887**	**$ 7,654,654**
TOTAL ALL FUNDS	***$ 35,137,620***	***$ 59,836,459***	***$ 59,980,882***	***$ 34,993,197***

Estimated Balances are Unassigned Fund Balance.

SCHEDULE OF TRANSFERS
Fiscal Year 2025/2026

#	FROM:	TO:	DESCRIPTION	AMOUNT
FROM: GENERAL FUND				
1	101	241	Streets CIP - Measure T/U Class 1 Trails	85,000
2	101	287	Harvest Festival	33,100
			TOTAL TRANSFERS FROM GENERAL FUND	**118,100**
FROM: MEASURE T [(1)]				
9	240	741	Streets CIP	1,600,500
			TOTAL TRANSFERS FROM MEASURE T FUND [(1)]	**1,600,500**
FROM: TID				
10	290	101	TID Assessment Admin Fee	6,820
			TOTAL TRANSFERS FROM TID FUND	**6,820**
FROM: 2022 GO Bonds				
11	421	741	Streets CIP	300,000
11	421	763	Water CIP	797,702
11	421	773	Wastewater CIP	2,635,600
			TOTAL TRANSFERS FROM	**3,733,302**
FROM: WATER ENTERPRISE FUND				
12	561	101	General Fund Utility Interfund Charge	822,825
			TOTAL TRANSFERS FROM WATER ENTERPRISE FUND	**822,825**
FROM: WASTEWATER ENTERPRISE FUND				
13	571	101	General Fund Utility Interfund Charge	657,737
			TOTAL TRANSFERS FROM WASTEWATER ENTERPRISE FUND	**657,737**
FROM: FLOOD CONTROL FUND				
14	700	741	Stormwater CIP	10,000
			TOTAL TRANSFERS FROM FLOOD CONTROL FUND	**10,000**
FROM: STORM DRAIN IMPROVEMENT FUND				
15	742	741	Stormwater CIP	200,000
			TOTAL TRANSFERS FROM STORM DRAIN IMRPROVEMENT FUND	**200,000**

TOTAL TRANSFERS **7,149,284**

[(1)] Transfers may decrease based on total activity at year end

SCHEDULE OF TRANSFERS
Fiscal Year 2025/2026

SUMMARY TRANSFERS OUT:			
General Fund	101	=	118,100
Measure T	240	=	1,600,500
TID	290	=	6,820
2022 GO Bonds	421	=	3,733,302
Water Enterprise Fund	561	=	822,825
Wastewater Enterprise Fund	571	=	657,737
Flood Control	700	=	10,000
Storm Drain Improvement Fund	742	=	200,000
		TOTALS:	**7,149,284**

SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	1,487,382
Harvest Festival	287	=	33,100
Subtotal Operations			**1,520,482**
CAPITAL			
Measure T Class 1 Trails	241	=	85,000
Streets CIP	741	=	2,110,500
Water CIP	763	=	797,702
Wastewater CIP	773	=	2,635,600
Subtotal Capital			**5,628,802**
		TOTALS:	**7,149,284**

SCHEDULE OF TRANSFERS
Fiscal Year 2026/2027

#	FROM:	TO:	DESCRIPTION	AMOUNT
FROM: GENERAL FUND				
1	101	741	Streets CIP - Measure T/U Class 1 Trails	300,000
2	101	287	Harvest Festival	33,100
			TOTAL TRANSFERS FROM GENERAL FUND	**333,100**
FROM: MEASURE T [(1)]				
13	240	741	Streets CIP	1,381,800
			TOTAL TRANSFERS FROM MEASURE T FUND [(1)]	**1,381,800**
FROM: TID				
16	290	101	TID Assessment Admin Fee	7,161
			TOTAL TRANSFERS FROM TID FUND	**7,161**
FROM: 1996 GO BONDS				
11	420	733	Civic CIP	12,361
			TOTAL TRANSFERS FROM 1996 GO BONDS FUND	**12,361**
FROM: 2022 GO BONDS				
11	421	763	Water CIP	544,189
11	421	773	Wastewater CIP	1,120,000
			TOTAL TRANSFERS FROM 2022 GO BONDS FUND	**1,664,189**
FROM: WATER ENTERPRISE FUND				
12	561	101	General Fund Utility Interfund Charge	822,825
			TOTAL TRANSFERS FROM WATER ENTERPRISE FUND	**822,825**
FROM: WASTEWATER ENTERPRISE FUND				
13	571	101	General Fund Utility Interfund Charge	657,737
14	571	773	Wastewater CIP	160,099
			TOTAL TRANSFERS FROM WASTEWATER ENTERPRISE FUND	**817,836**
FROM: FLOOD CONTROL FUND				
15	700	741	Stormwater CIP	10,000
			TOTAL TRANSFERS FROM FLOOD CONTROL FUND	**10,000**

TOTAL TRANSFERS **5,049,272**

[(1)] Transfers may decrease based on total activity at year end

SCHEDULE OF TRANSFERS
Fiscal Year 2026/2027

SUMMARY TRANSFERS OUT:			
General Fund	101	=	333,100
Measure T	240	=	1,381,800
TID	290	=	7,161
1996 GO Bonds	420	=	12,361
2022 GO Bonds	421	=	1,664,189
Water Enterprise Fund	561	=	822,825
Wastewater Enterprise Fund	571	=	817,836
Flood Control	700	=	10,000
		TOTALS:	**5,049,272**

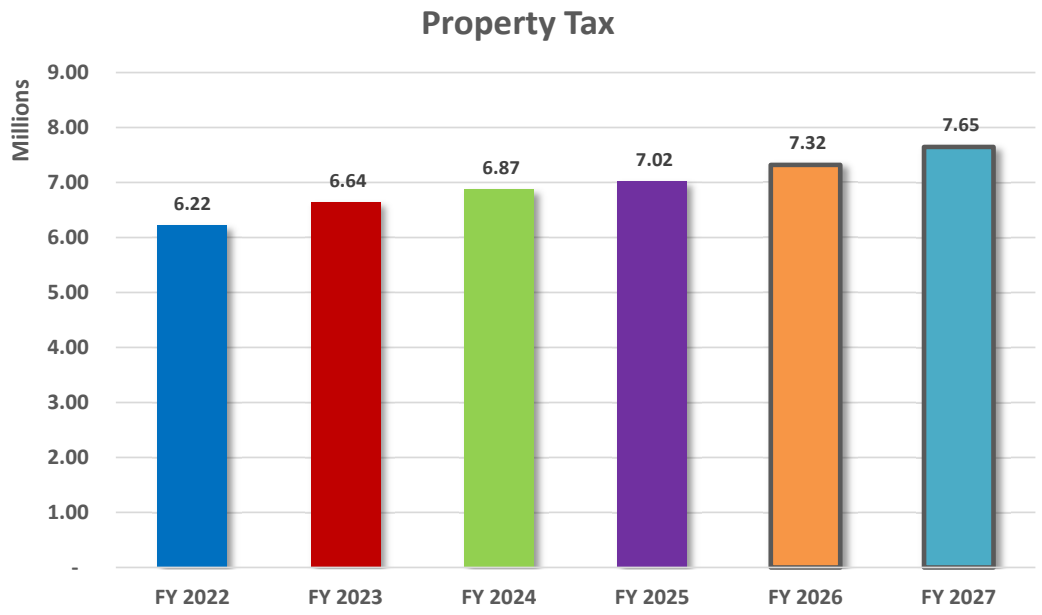
SUMMARY TRANSFERS IN:			
OPERATIONS			
General Fund	101	=	1,487,723
Harvest Festival	287	=	33,100
Subtotal Operations			**1,520,823**
CAPITAL			
Civic CIP	733	=	12,361
Streets CIP	741	=	1,391,800
Water CIP	763	=	544,189
Wastewater CIP	773	=	1,280,099
Subtotal Capital			**3,528,449**
		TOTALS:	**5,049,272**

CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES

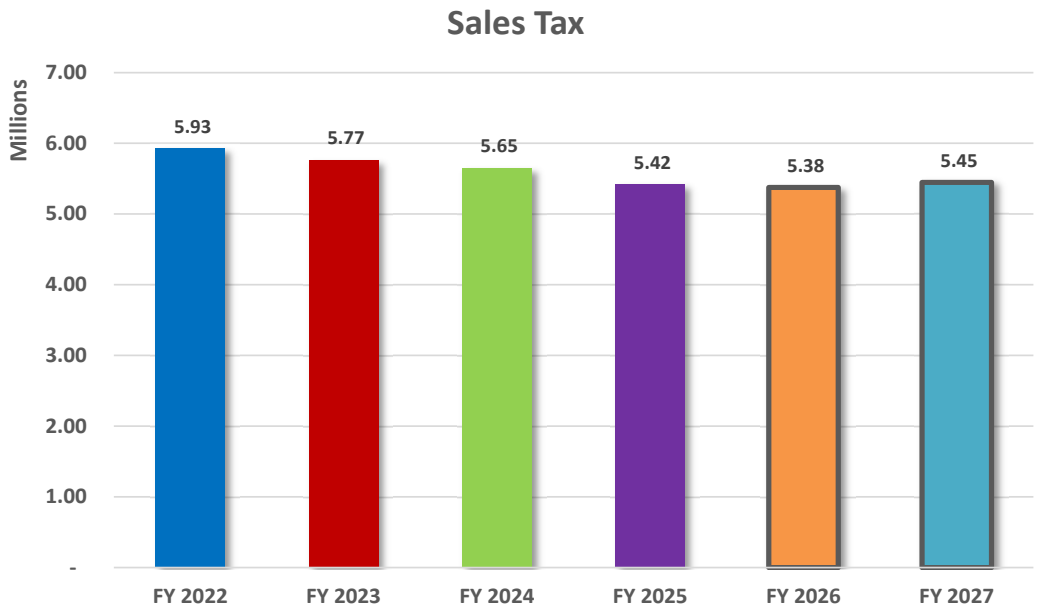
FISCAL YEAR 2025-26 AND 2026-27

GENERAL FUND

Property Taxes - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2025-26 a growth factor of 4.5% has been applied. The growth factor has been applied to the FY 2024-25 adjusted budget, which was budgeted based on historical average. An additional growth factor of 4.5% has been applied to the FY 2026-27 estimated revenue. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax, Real Property Transfer Tax, and In Lieu VLF.

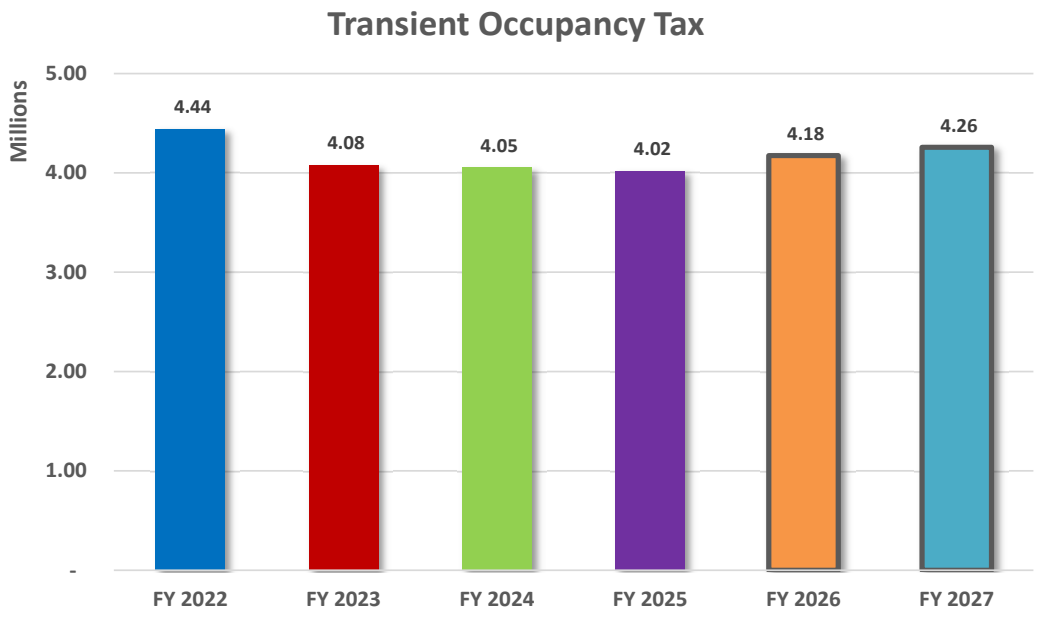


Sales Tax and Sales Tax in Lieu - The City receives 1.5% of retail sales made within the City limits. Sales tax in St. Helena is derived from a diversity of commercial operations such as wineries, tasting rooms, retail shops, restaurants, building supply, and car dealers. FY 2025-26 estimates for sales tax are based on the most likely model presented by Avenue Insights & Analytics, the City's sales tax consultant, and FY 2026-27 estimate are also based on the most likely model.

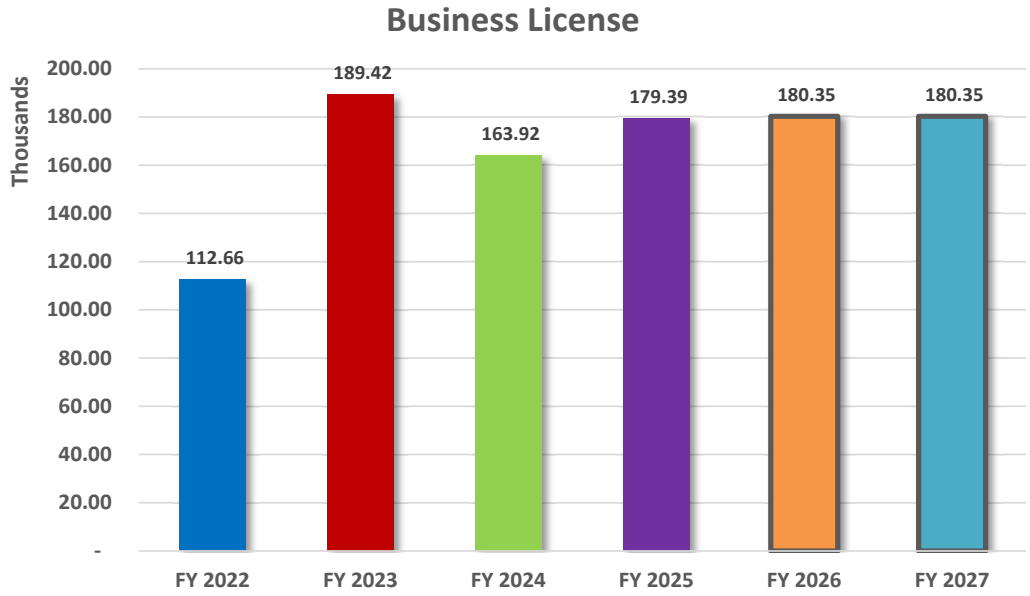


Transient Occupancy Tax – The City has a tax rate of 13% on all overnight stays when occupying a room, rooms, or other living space in a hotel, inn, tourist home or house, motel, or other lodging if the stay is for a period of 31 days or less. The tax is paid by the guests staying at these accommodations. 1% of the Tax Rate is for Measure E, which is restricted to affordable and workforce housing services and program activities to increase, improve and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

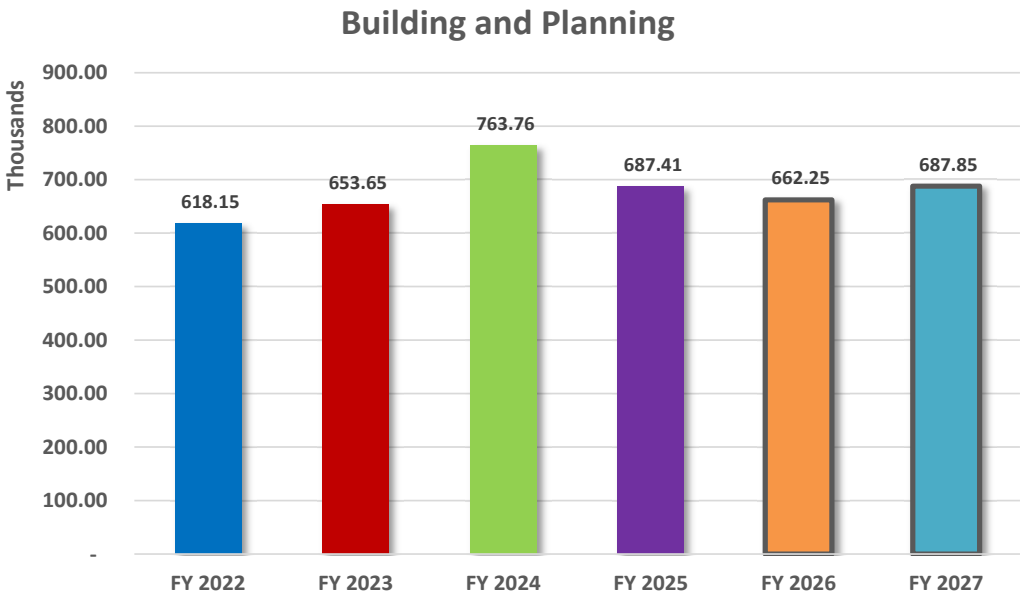
Because Measure E restricts the use of tax revenue from the 1% increase to programs and services for affordable and workforce housing, it is a "special tax." All revenues are placed in a separate account and are not included in the chart below, which is related to General Fund only.



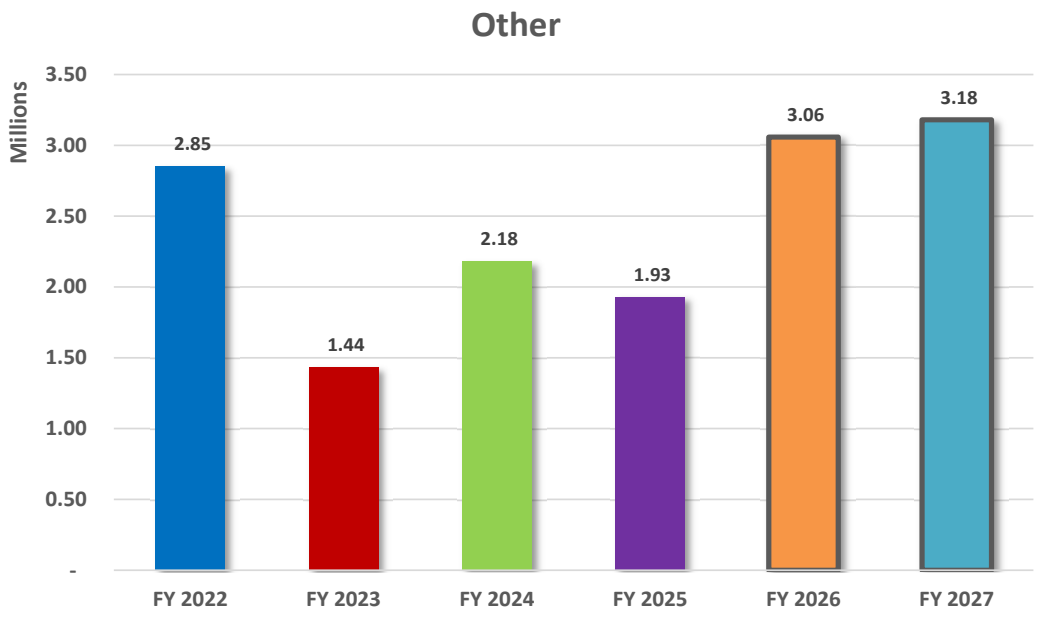
Business License Tax - This revenue is generated by a license tax paid by all businesses operating within the City. Revenues are projected to remain flat for FY 2025-26 and FY 2026-27.



Building & Planning Revenue - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees.

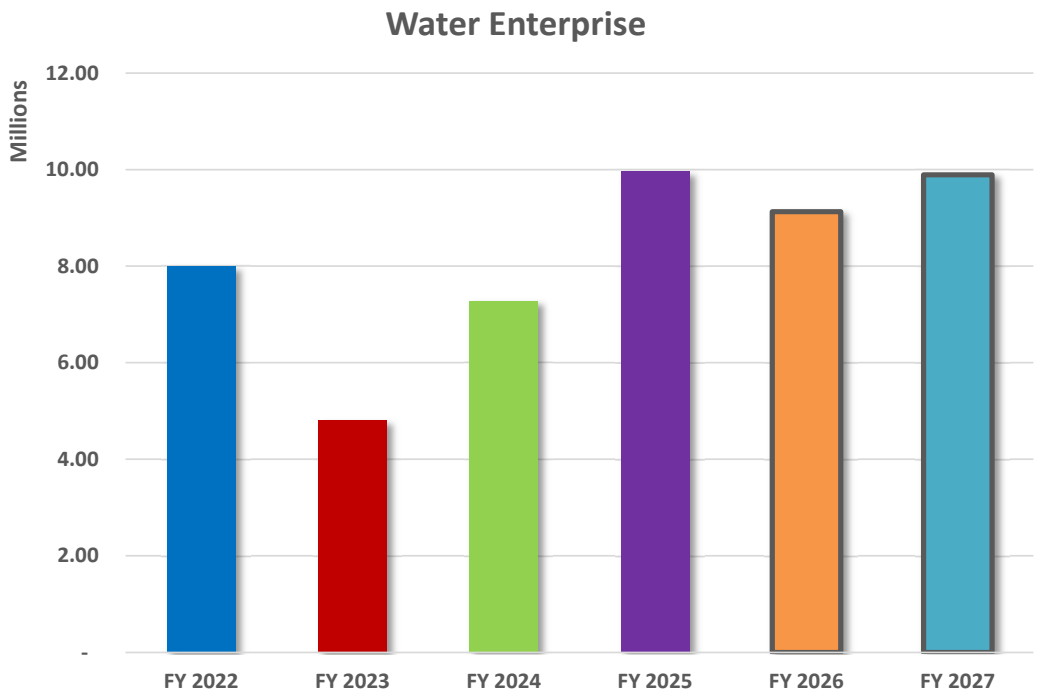


Other - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues. The significant increase in the FY 2020-21 and FY 2021-22 revenues received is due to Emergency Relief related to reimbursements for expenses incurred by the LNU Lightning Complex Fire and Glass Fire.

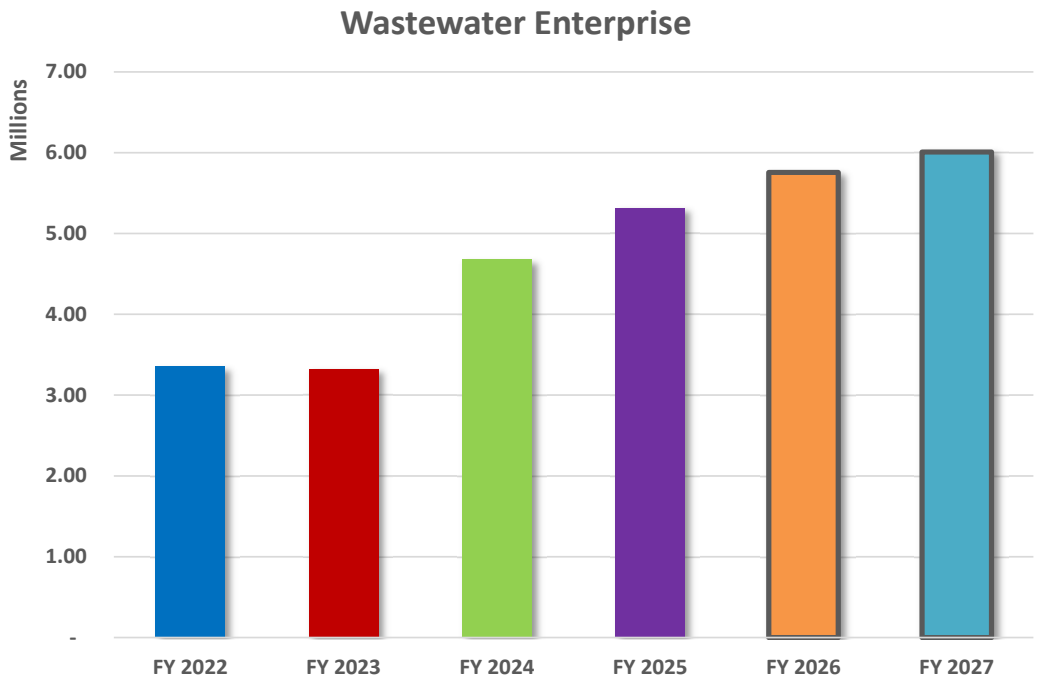


ENTERPRISE FUNDS

Water Enterprise Service Charges - Revenues charged to users of the municipal sewer system. The City engaged Raftelis to conduct a Water and Wastewater Rate Study in FY 2021-22. The new rates were implemented in September 2023 and the next rate increase in the amount of 8% is scheduled for July 1, 2025. An additional rate increase of 8% is scheduled for July 1, 2026. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



Wastewater (Sewer) Enterprise Service Charges - Revenues charged to users of the municipal sewer system. The City engaged Raftelis to conduct a Water and Wastewater Rate Study in FY 2021-22. The new rates were implemented in September 2023 and the next rate increase in the amount of 4% is scheduled for July 1, 2025. An additional rate increase of 4% is scheduled for July 1, 2026. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.

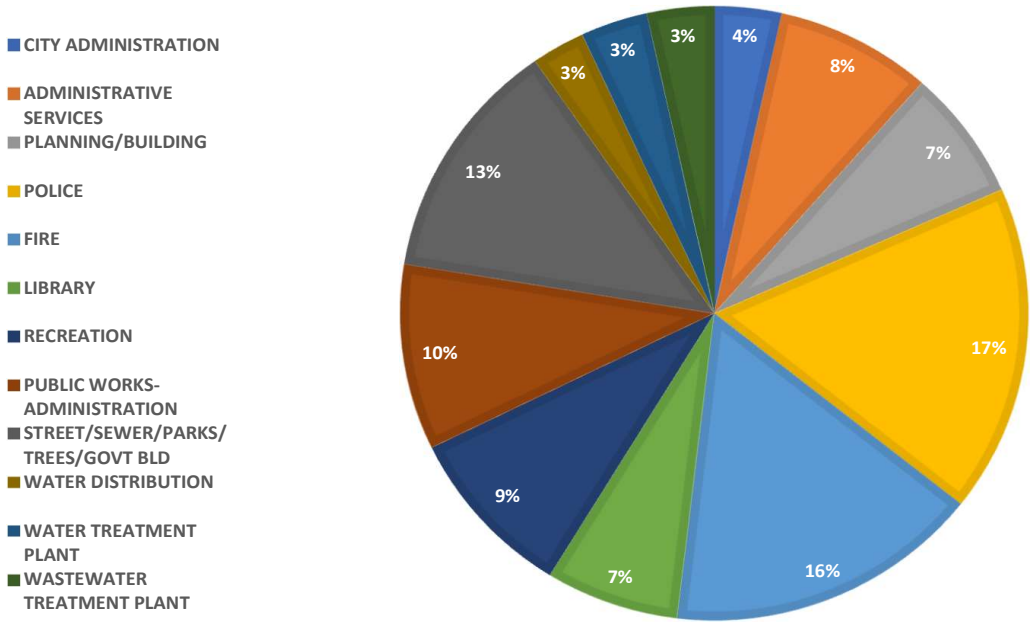


CITY OF ST. HELENA
ALLOCATION OF CITY POSITIONS
Fiscal Year 2025-26 and 2026-27

STAFF OVERVIEW

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 49.1% of the total operational budget; amounting to $17.6 million (including Unfunded Liability for PERS). The following graph identifies full-time equivalent (FTE) positions by department.

Authorized positions for fiscal year 2025-26 and 2026-27 are 90.95 FTE's. Part-time positions make up 12.95 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

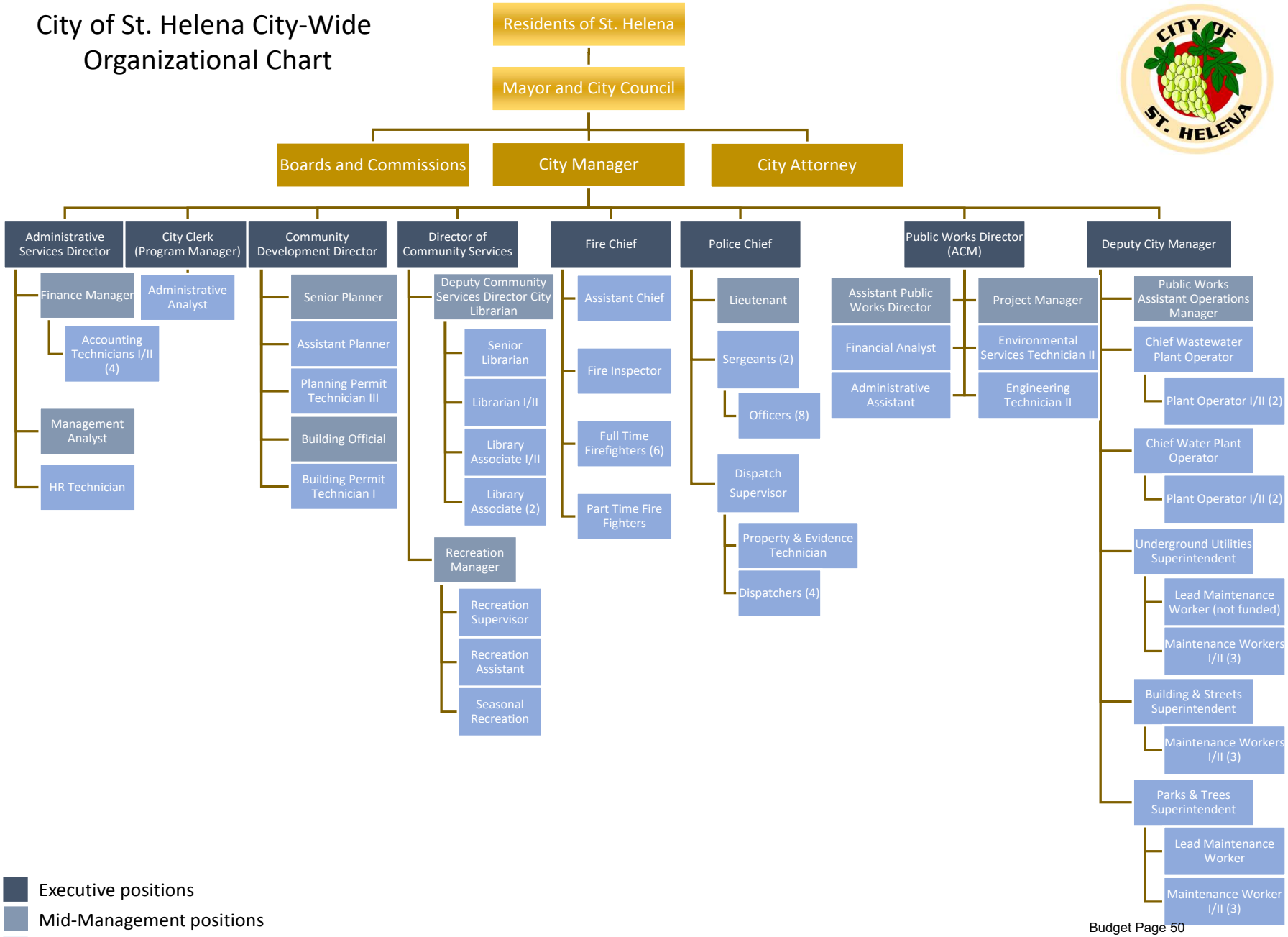
DEPARTMENTS	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	*CURRENT +/-*
CITY ADMINISTRATION	4.00	5.00	6.00	4.00	3.00	3.00	(1.00)
ADMINISTRATIVE SERVICES	7.00	8.00	7.00	7.00	7.00	7.00	0.00
PLANNING/BUILDING	5.00	5.00	5.00	6.00	6.00	6.00	0.00
POLICE	17.75	18.75	18.75	19.00	15.00	15.00	(4.00)
FIRE	10.15	14.12	14.12	14.12	14.12	14.12	0.00
LIBRARY	6.95	5.98	5.98	5.98	5.98	5.98	0.00
RECREATION	6.85	7.85	7.85	8.85	7.85	7.85	(1.00)
PUBLIC WORKS-ADMINISTRATION	6.50	9.50	8.50	8.50	8.50	8.50	0.00
STREET/SEWER/PARKS/TREES/GOVT BLD	9.50	9.90	11.60	11.60	11.10	11.10	(0.50)
WATER DISTRIBUTION	3.00	3.00	2.90	2.90	2.40	2.40	(0.50)
WATER TREATMENT PLANT	3.00	2.30	3.00	3.00	3.00	3.00	0.00
WASTEWATER TREATMENT PLANT	3.00	2.30	3.00	3.00	3.00	3.00	0.00
TOTAL FTE'S	**82.70**	**91.70**	**93.70**	**93.95**	**86.95**	**86.95**	**(7.00)**

CITY OF ST. HELENA
STAFFING SUMMARY
Fiscal Year 2025-26 and 2026-27

FY 2025-26 and 2026-27 Reallocation of Positions			
Department	**Position**	**Reallocated FTE's**	**Comments**
Community Services	Program Manager	(1.0)	Funding reallocated to City Administration
City Administration	City Clerk (Program Manager)	1.0	Program Manager to assume City Clerk duties
Reallocation Totals		**-**	

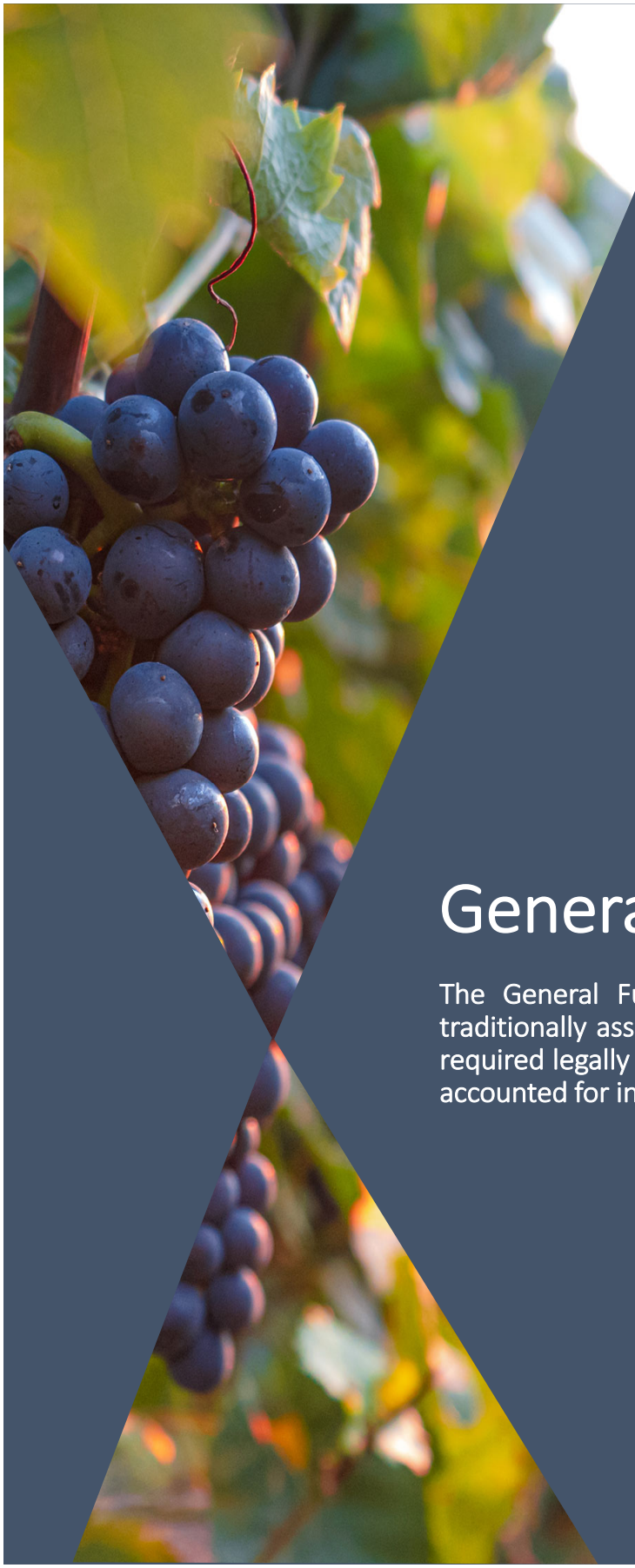
FY 2025-26 and 2026-27 Changes to Staffing Levels			
Department	**Position**	**Change in FTE's**	**Comments**
City Administration	Assistant City Manager	(1.0)	Freeze position in FY 2025-26 and 2026-27
City Administration	City Clerk	(1.0)	Freeze position in FY 2025-26 and 2026-27
Police Department	Dispatcher	(4.0)	Dispatch Services moved to the City of Calistoga
Public Works Underground Utilities	Lead Maintenance Worker	(1.0)	Freeze position in FY 2025-26 and 2026-28
Total Positions		**(7.0)**	

City of St. Helena City-Wide Organizational Chart



Executive positions
Mid-Management positions
Non-Management positions

Budget Page 50

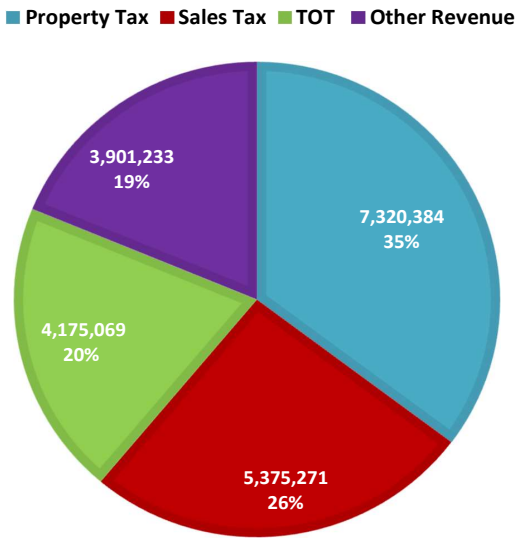


General Fund

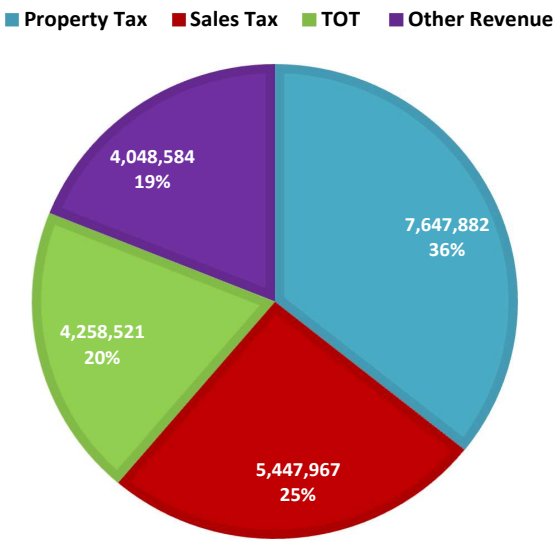
The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

CITY OF ST. HELENA
GENERAL FUND REVENUES

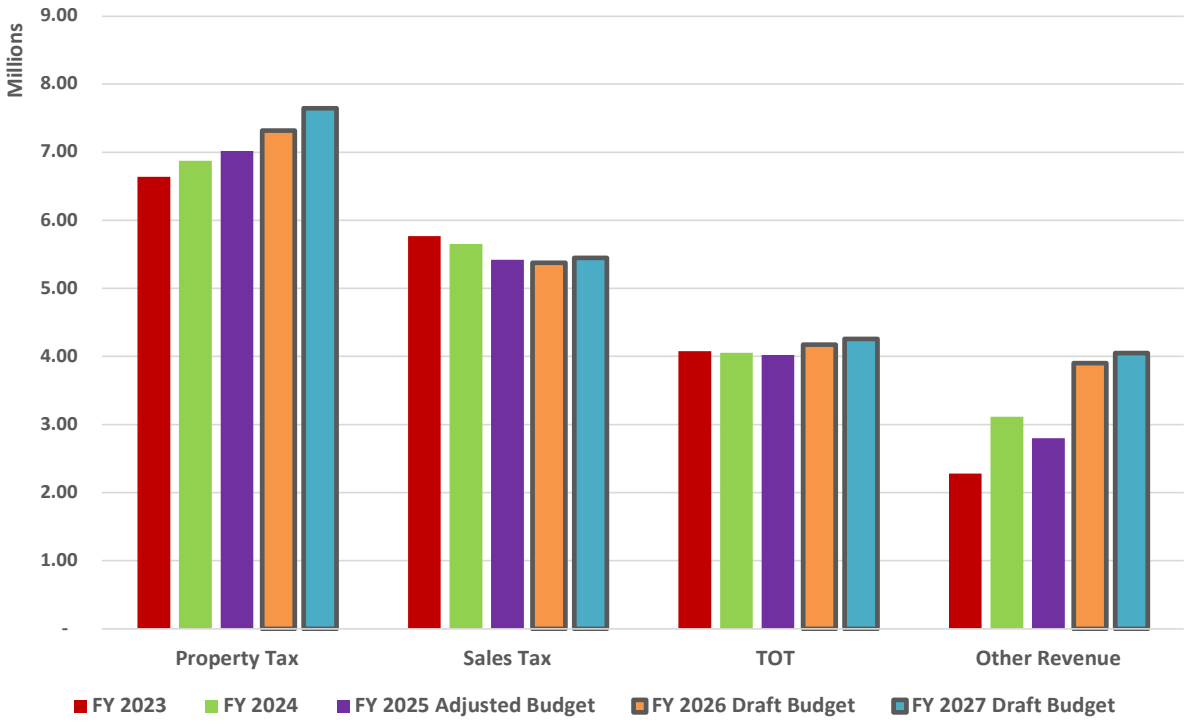
FY 2025-26 $20,771,956



FY 2025-26 $21,402,954

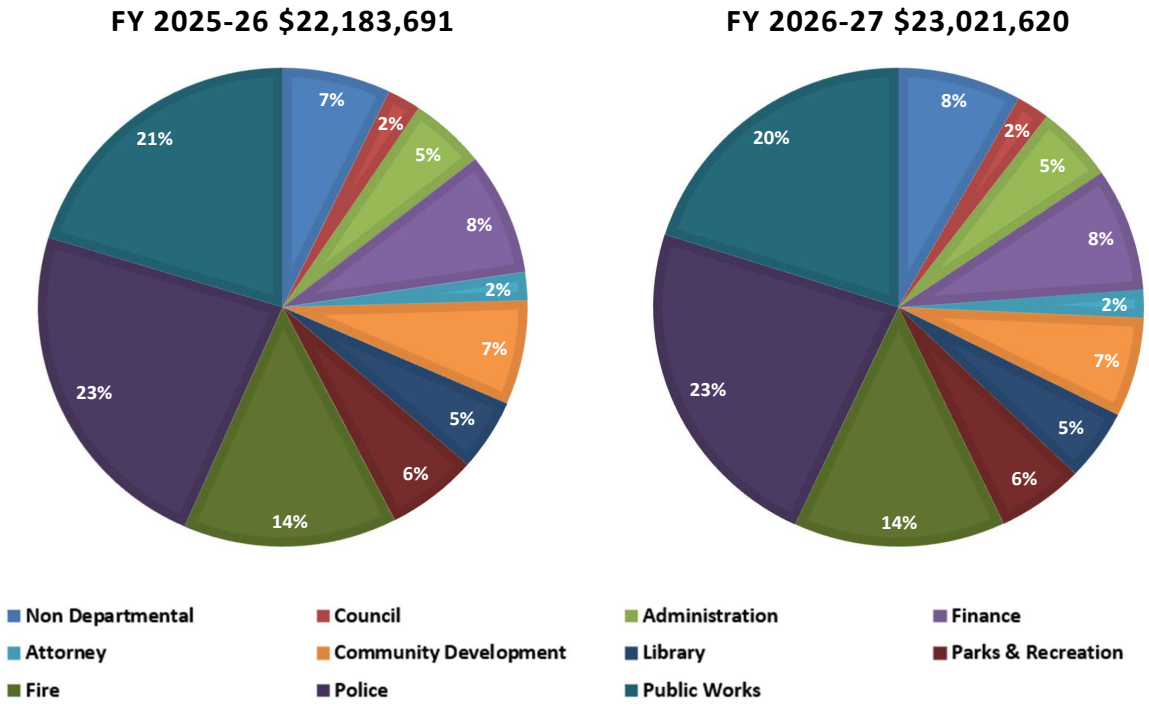


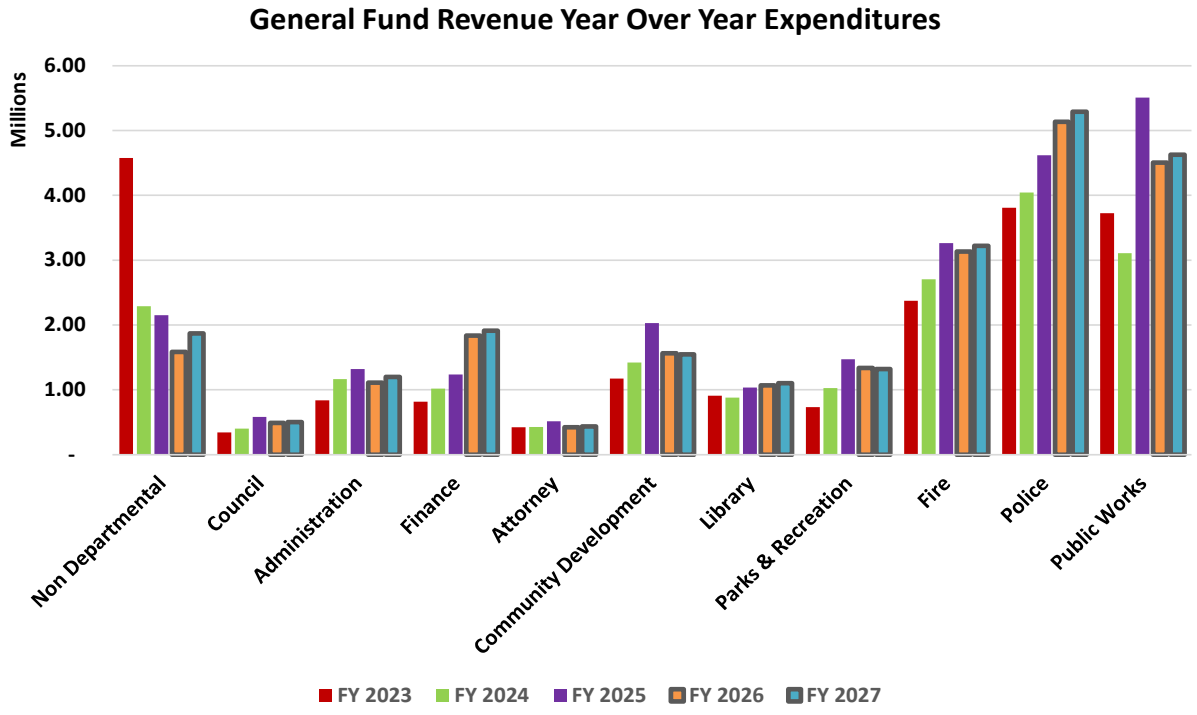
FY 2025-26 and 2026-27 General Fund Revenue Comparison



Budget Page 52

CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES BY DEPARTMENT





Budget Page 53

General Fund Revenues

Account	Description	Actual 2021	Actual 2022	Actual FY 2023	Actual FY 2024	Adjusted FY 2025	Proposed FY 2026	Proposed FY 2027
Property Taxes								
101-30-10-00-00	Property Tax-Secured	4,491,375	4,557,240	4,845,720	5,153,320	5,286,600	5,524,497	5,773,099
101-30-11-00-00	ERAF Shift to State	465,733	496,468	577,641	434,928	417,126	435,897	455,512
101-30-20-00-00	Property Tax-Unsecured	22,927	145,360	151,958	167,382	175,156	183,038	191,275
101-30-30-00-00	Prior Year Property Tax	4,323	9,361	192	274	1,775	300	500
101-30-90-00-00	Real Property Transfer Tax	171,689	154,175	153,359	146,307	161,113	155,000	160,000
101-32-05-00-00	In Lieu VLF	810,122	841,911	897,205	957,067	964,260	1,007,652	1,052,996
101-32-20-00-00	Homeowner Property Tax	12,492	14,983	14,803	14,362	14,195	14,000	14,500
Property Taxes		**5,978,661**	**6,219,497**	**6,640,879**	**6,873,640**	**7,020,226**	**7,320,384**	**7,647,882**
Sales Tax								
101-30-40-00-00	Retail Sales/Use Tax	2,945,506	3,620,282	3,584,494	3,534,189	3,355,951	3,326,182	3,358,939
101-30-42-00-00	Public Safety Sales Tax	69,493	76,783	82,610	91,100	84,315	86,676	89,103
101-30-44-00-00	Measure D	1,723,186	2,232,251	2,099,644	2,027,714	1,980,646	1,962,413	1,999,925
Sales Tax		**4,738,185**	**5,929,316**	**5,766,748**	**5,653,003**	**5,420,912**	**5,375,271**	**5,447,967**
Transient Occupancy Taxes								
101-30-50-00-00	Transient Occupancy Tax	1,558,565	4,434,291	4,070,799	4,051,038	4,011,583	4,172,569	4,256,021
101-30-51-00-00	Transient Tax Penalty	15,689	10,463	7,525	2,291	9,488	2,500	2,500
Transient Occupancy Taxes		**1,574,254**	**4,444,754**	**4,078,324**	**4,053,329**	**4,021,071**	**4,175,069**	**4,258,521**
Other Taxes								
101-30-60-00-00	Franchise Tax	210,659	278,659	459,034	641,451	588,224	611,753	636,223
Other Taxes		**210,659**	**278,659**	**459,034**	**641,451**	**588,224**	**611,753**	**636,223**
Charges for Service								
101-30-61-00-00	Comcast PEG Access Fees	21,994	23,195	22,962	22,365	23,400	23,000	23,000
101-30-75-00-00	Fire Inspection Fees	1,375	-	-	-	-	-	-
101-31-23-00-00	Other Fire Fees	2,850	5,350	-	-	-	-	-
101-33-30-00-00	Sales Of Maps/Publications	108	11	-	-	156	-	-
101-33-50-00-00	Police Services	7,002	53,324	21,244	19,536	26,000	25,000	25,000
101-33-60-00-00	Administrative Fees	-	75	-	-	-	-	-
101-33-70-00-00	Planning Fees	6,000	-	-	-	-	-	-
101-33-80-00-00	Engineering Fees	-	75	-	150	-	-	-
Charges for Service		**39,329**	**82,029**	**44,206**	**42,051**	**49,556**	**48,000**	**48,000**
Fines and Forfeits								
101-31-40-00-00	Vehicle Code Fines	24,974	68,562	53,777	29,176	39,416	40,993	42,632
101-31-50-00-00	Other Police Fines	8,917	26,483	19,916	13,112	26,000	15,000	15,600
101-31-55-00-00	A/R Late Penalty	144	276	2,002	1,942	520	520	520
101-33-63-00-00	Civil Penalties	-	-	-	-	-	-	-
101-33-85-00-00	Public Works Violation	-	-	-	-	-	-	-
101-34-20-00-00	Library Fines & Fees	-	-	-	12	-	-	-
Fines and Forfeits		**34,035**	**95,321**	**75,695**	**44,242**	**65,936**	**56,513**	**58,752**
Licenses and Permits								
101-30-70-00-00	Application & Permit Fees	3,375	1,375	11,650	2,825	2,000	2,000	2,000
101-30-80-00-00	Business License	149,069	112,534	189,072	163,777	179,044	180,000	180,000
101-30-81-00-00	Business License Penalty	619	129	347	146	350	350	350
101-31-20-00-00	Building Permits	587,287	504,179	492,736	594,940	500,000	520,000	540,800
101-33-15-00-00	Short Term Rental Permit	20,250	33,750	18,000	20,250	20,250	20,250	20,250
101-33-74-00-00	Planning App & Permit Fees	111,100	78,838	131,265	145,750	165,000	120,000	124,800
101-33-84-00-00	Public Works App & Permit Fees	54,300	58,350	62,975	63,175	61,450	40,000	41,600
101-33-86-00-00	Well Permit Fee	-	1,300	650	-	1,300	1,200	1,200
Licenses and Permits		**926,000**	**790,456**	**906,694**	**990,863**	**929,394**	**883,800**	**911,000**
Development Fees								
101-33-81-00-00	Public Works Land & Dev Fees	20,800	13,600	7,200	9,600	7,500	7,500	9,984
Development Fees		**20,800**	**13,600**	**7,200**	**9,600**	**7,500**	**7,500**	**9,984**

General Fund Revenues

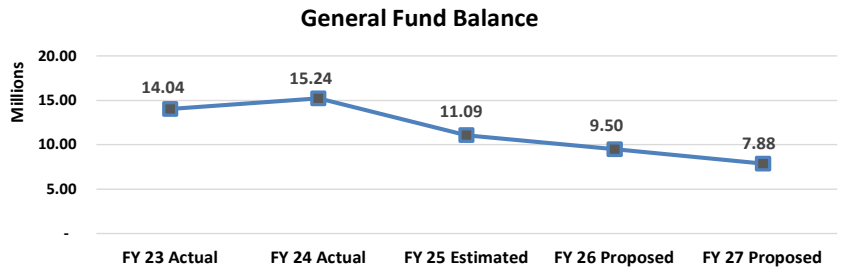
Account	Description	Actual 2021	Actual 2022	Actual FY 2023	Actual FY 2024	Adjusted FY 2025	Proposed FY 2026	Proposed FY 2027
Intergovernmental								
101-32-10-00-00	Motor Vehicle In-Lieu	-	-	-	-	-	-	-
101-32-70-00-00	County Fire Contract	48,855	48,855	48,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	952,591	1,152,059	70,951	129,242	266,600	-	-
101-34-61-49-00	Contrib from Gov - Police	-	8,660	-	-	-	-	-
101-34-71-00-00	Reimb State Mandated Costs	5,489	-	2,240	84,000	5,000	5,000	5,000
101-34-73-00-00	Other State Revenue	13	-	-	160,461	-	-	-
101-34-75-00-00	Restitution	26	-	-	-	-	-	-
101-36-80-00-00	Library Abatement	5,522	3,652	5,051	4,257	5,051	5,000	5,000
101-38-70-00-00	Allocation from Other Agency	-	-	-	-	-	-	-
Intergovernmental		**1,012,496**	**1,213,226**	**127,097**	**426,815**	**325,506**	**58,855**	**58,855**
Interest and Rents								
101-31-70-00-00	Investment Earnings	(97,343)	(329,259)	134,243	388,380	260,000	250,000	250,000
101-34-76-00-00	Cash Overage/Shortage	-	52	(31)	-	-	-	-
101-31-75-00-00	Interest Income	-	133	317	811	-	-	-
101-36-10-00-00	Rental Income	79,904	97,272	108,758	71,724	37,360	40,000	40,000
101-36-12-00-00	Rec Programs Facility Rental	-	-	-	-	-	-	-
101-36-11-00-00	Tennis Court Rentals	-	225	14,568	-	225	-	-
Interest and Rents		**(17,438)**	**(231,577)**	**257,855**	**460,915**	**297,585**	**290,000**	**290,000**
Miscellaneous								
101-33-20-00-00	Legal Cost Recovery	-	-	-	-	-	-	-
101-33-21-00-00	Storm Drain Cost Recovery	-	-	-	-	-	-	-
101-33-40-00-00	Other Filing/Certification Fee	-		-	-	-	-	-
101-34-21-00-00	Library Revenue	-	-	-	-	-	-	-
101-34-22-00-00	Library Copies	-	1,504	2,146	2,110	1,500	2,000	2,000
101-34-23-00-00	Library Lost Material	-	382	298	307	300	300	300
101-34-24-00-00	Library Room Rental	-		38	25	-	-	-
101-34-31-00-00	Donations	-	1,000	-	-	2,500	-	-
101-34-31-48-00	Donations - Fire Department	4,000	-	6,200	15,500	5,500	-	-
101-34-31-49-00	Donations - Police Department	1,500	-	2,576	-	-	-	-
101-34-51-00-00	Sale of Capital Assets	633	6,687	-	404	16,750	500	500
101-34-60-00-00	Contributions from non-govt	-	-	-	-	-	-	-
101-34-61-00-00	Contributions from Government	1,058,502	1,041,554	-	168,061	-	159,630	164,419
101-34-61-46-00	Contributions from Gov - Library	500	1,000	-	-	-	-	-
101-34-70-00-00	Other Revenue	39,123	99,863	29,936	133,083	120,000	120,000	124,800
101-34-70-22-47	Other Revenue - Jingle	-	-	-	-	-	-	-
101-34-70-47-00	Other Revenue - Recreation	123,996	186,522	188,160	170,929	160,000	175,000	182,000
101-34-70-47-01	Other Revenue	-	-	-	-	-	-	-
101-34-74-00-00	Insurance Refund	-	-	-	-	-	-	-
101-39-98-00-00	Operating Transfers In	834,123	4,486	172,715	6,066	226,934	1,487,382	1,561,751
Miscellaneous		**2,062,376**	**1,342,998**	**402,068**	**496,485**	**533,484**	**1,944,812**	**2,035,770**
TOTALS		**16,579,356**	**20,178,279**	**18,765,800**	**19,692,394**	**19,259,393**	**20,771,956**	**21,402,954**

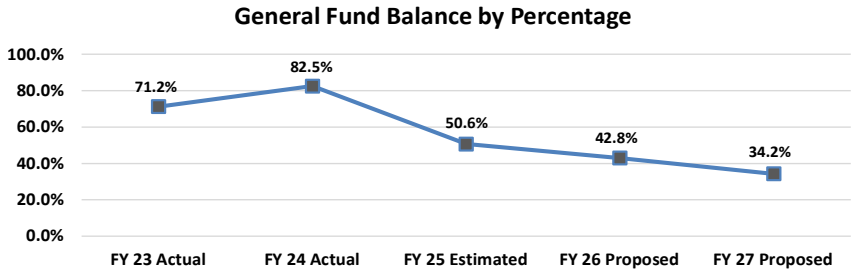
General Fund Summary

General Fund Department Summary						
Account	**Department**	**FY 2023**	**FY 2024**	**FY 2025**	**FY 2026**	**FY 2027**
4000	Non Departmental	4,573,169	2,288,889	2,150,224	1,584,261	1,871,033
4100	Council	343,948	403,691	583,538	490,118	502,726
4200	Administration	838,234	1,166,560	1,319,179	1,111,941	1,197,851
4300	Finance	817,713	1,017,413	1,235,363	1,835,517	1,911,145
4400	Attorney	424,361	428,729	515,840	425,000	435,500
4500	Community Development	1,173,459	1,419,536	2,030,608	1,562,616	1,548,192
4600	Library	908,442	880,855	1,034,589	1,067,176	1,100,871
4700	Parks & Recreation	732,889	1,027,465	1,472,578	1,337,011	1,322,029
4800	Fire	2,375,287	2,704,620	3,262,985	3,133,755	3,218,381
4900	Police	3,808,997	4,042,619	4,617,495	5,132,103	5,288,132
5000	Public Works	3,723,287	3,105,595	5,505,093	4,504,193	4,625,760
Grand Totals		**19,719,785**	**18,485,973**	**23,727,492**	**22,183,691**	**23,021,620**

FY 2025-26 General Fund Estimated Net Position	
Estimated Unassigned Ending Fund Balance @ 6/30/2025	10,915,126
Estimated Revenue @ 6/30/2026	20,771,956
Estimated Expense @ 6/30/2026	(22,183,691)
Excess of Revenues over Expenditures	(1,411,735)
Estimated Unassigned Ending Fund Balance @ 6/30/2026	**9,503,391**
Percent of Expenses Based on Total Net Position	**42.8%**

FY 2026-27 General Fund Estimated Net Position	
Estimated Unassigned Ending Fund Balance @ 6/30/2026	9,503,391
Estimated Revenue @ 6/30/2027	21,402,954
Estimated Expense @ 6/30/2027	(23,021,620)
Excess of Revenues over Expenditures	(1,618,666)
Estimated Unassigned Ending Fund Balance @ 6/30/2027	**7,884,725**
Percent of Expenses Based on Total Net Position	**34.2%**

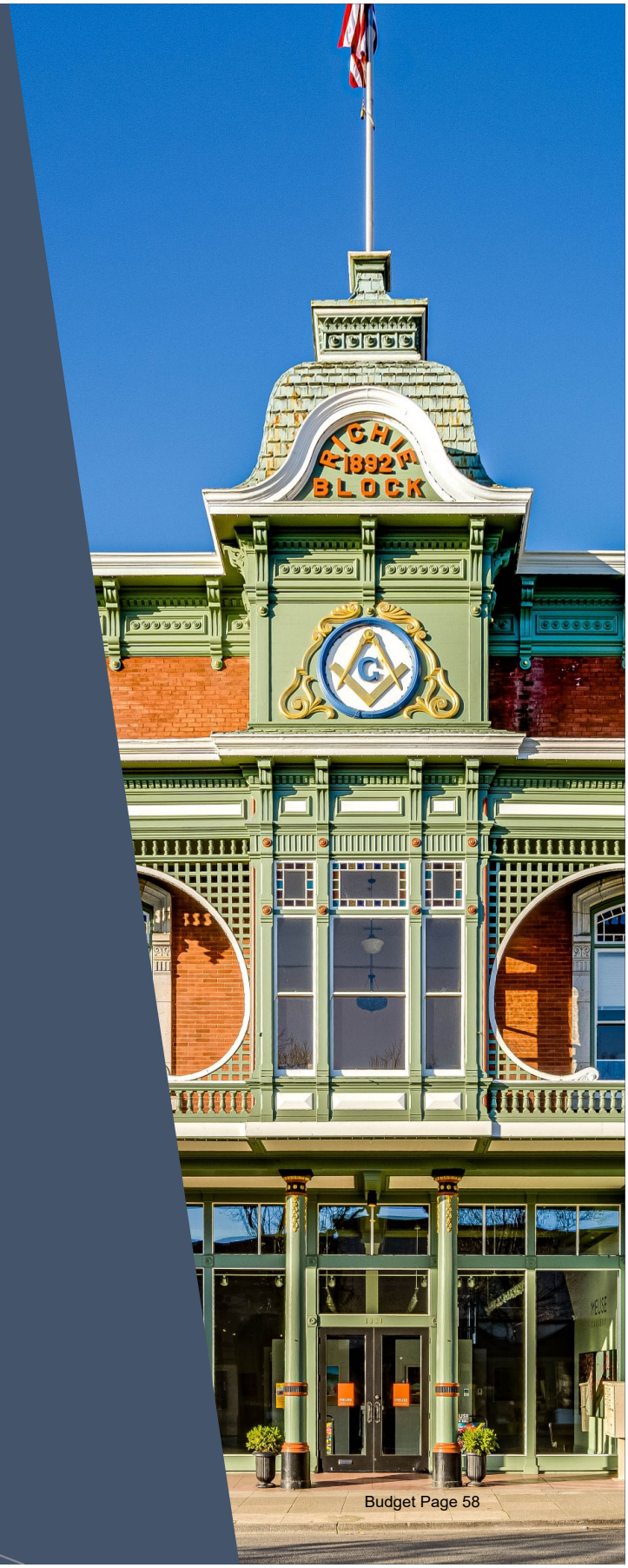






Administrative Departments

City Council





City Council

Paul Dohring, *Mayor*
Michell Deasy, *Vice Mayor*
Aaron Barak, *Council Member*
Kate Spadarotto, *Council Member*
Billy Summers, *Council Member*

City Council (4100)
Budget 2025-26 and 2026-27

Purpose

The City Council is the governing body of the City of St. Helena and has the power to make and enforce all laws related to municipal affairs, subject only to the limitation of the City Code and the State Constitution. The Council is responsible for the formulation of policy, enactment for legislation, control of revenues, and the appropriation of funds.

Vision Statement

St. Helena strives to be a diverse, inclusive, family-friendly, economically and environmentally sustainable community which prudently manages all of its resources, continues to improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities, and cherishes its historic, small-town character, beautiful natural environment, and high quality of life.

City Council Goals

Goal 1: Strengthen Fiscal Resilience
Goal 2: Improve Infrastructure & Further Environmental Sustainability
Goal 3: Pursue Water Security & Prudent Management of Water Resources
Goal 4: Provide Effective Community Information & Opportunities for Engagement
Goal 5: Enhance Quality of Life
Goal 6: Improve Employee Recruitment, Retention, & Morale
Goal 7: Optimize Organizational Effectiveness
Goal 8: Implement Capital Improvement Plans (CIP) Projects

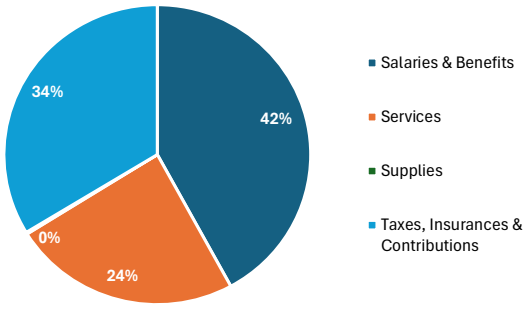
City Council

Expenses by Fund and Category

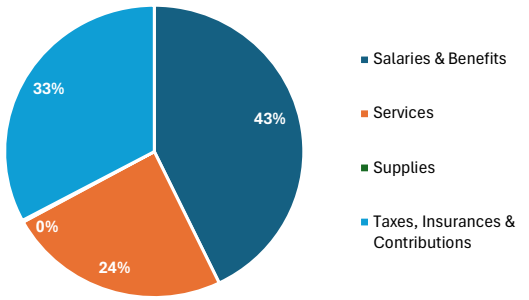
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	343,948	403,691	583,538	490,118	502,726
561	Water Enterprise	17,099	21,300	30,783	-	-
571	Sewer Enterprise	17,098	21,299	30,783	-	-
752	Measure E	-	-	10,700	-	-
Grand Total		**378,146**	**446,291**	**655,805**	**490,118**	**502,726**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
41	***Council***					
00	*Administration*					
20	Salaries & Benefits	113,990	141,998	204,497	206,118	215,450
21	Services	64,994	66,693	229,568	118,000	121,236
22	Supplies	2,405	920	1,040	1,000	1,040
24	Taxes, Insurances & Contributions	196,756	236,679	220,700	165,000	165,000
Grand Total		**378,146**	**446,291**	**655,805**	**490,118**	**502,726**

FY 26 Expenses by Category



FY 27 Expenses by Category



City Council Budget - 4100

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
41	**Council**					
101-41-00-20-20	Temp/Part Time	12,705	12,266	29,971	63,600	63,600
101-41-00-20-40	FICA/Medicare	1,125	1,082	2,185	5,141	5,141
101-41-00-20-55	Health Insurance	63,595	83,174	106,374	133,309	142,641
101-41-00-20-75	Deferred Comp	2,369	2,877	4,400	4,068	4,068
20	**Salaries & Benefits**	**79,793**	**99,398**	**142,930**	**206,118**	**215,450**
101-41-00-21-10	Communications	4,056	2,571	3,016	3,000	3,000
101-41-00-21-15	Postage	182	264	104	100	100
101-41-00-21-40	Professional Fees	19,730	15,000	39,005	34,000	34,000
101-41-00-21-45	Other Contract Services	-	21,229	164,251	59,000	61,360
101-41-00-21-53	Memberships & Publications	5,249	8,841	7,072	6,900	7,176
101-41-00-21-55	Training & Conference	35,776	18,789	16,120	15,000	15,600
21	**Services**	**64,994**	**66,693**	**229,568**	**118,000**	**121,236**
101-41-00-22-13	Office Supplies	35	817	520	500	520
101-41-00-22-15	Special Department Supplies	2,371	103	520	500	520
22	**Supplies**	**2,405**	**920**	**1,040**	**1,000**	**1,040**
101-41-00-24-05	Contributions	196,756	236,679	210,000	165,000	165,000
24	**Taxes, Insurances & Contributions**	**196,756**	**236,679**	**210,000**	**165,000**	**165,000**
00	**Administration**	**343,948**	**403,691**	**583,538**	**490,118**	**502,726**
561	**Water Enterprise**					
41	**Council**					
561-41-00-20-20	Temp/Part Time	2,723	2,629	6,578	-	-
561-41-00-20-40	FICA/Medicare	241	232	468	-	-
561-41-00-20-55	Health Insurance	13,628	17,823	22,794	-	-
561-41-00-20-75	Deferred Comp	508	616	943	-	-
20	**Salaries & Benefits**	**17,099**	**21,300**	**30,783**	**-**	**-**
00	**Administration**	**17,099**	**21,300**	**30,783**	**-**	**-**
571	**Sewer Enterprise**					
41	**Council**					
571-41-00-20-20	Temp/Part Time	2,723	2,629	6,578	-	-
571-41-00-20-40	FICA/Medicare	241	232	468	-	-
571-41-00-20-55	Health Insurance	13,628	17,823	22,794	-	-
571-41-00-20-75	Deferred Comp	507	616	943	-	-
20	**Salaries & Benefits**	**17,098**	**21,299**	**30,783**	**-**	**-**
00	**Administration**	**17,098**	**21,299**	**30,783**	**-**	**-**
752	**Measure E**					
41	**Council**					
752-41-00-24-05	Contributions	-	-	10,700	-	-
24	**Taxes, Insurances & Contributions**	**-**	**-**	**10,700**	**-**	**-**
00	**Administration**	**-**	**-**	**10,700**	**-**	**-**
Grand Total		**378,146**	**446,291**	**655,805**	**490,118**	**502,726**

CITY COUNCIL BUDGET - 4100
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Professional Fees	*2140*	*101*	
Community Meetings - Cameo		4,000	4,000
City Council - Governance		10,000	10,000
Planning Commission - Governance		3,000	3,000
Notary Services		2,000	2,000
Miscellaneous Services		15,000	15,000
TOTAL - Professional Fees	***2140***	***$ 34,000***	***$ 34,000***
Other Contract Services	*2145*	*101*	
Climate Action Committee JPA		9,000	9,000
Miscellaneous Contracts		50,000	50,000
TOTAL - Other Contract Services	***2140***	***$ 59,000***	***$ 59,000***
Memberships & Publications	*2153*	*101*	
League of California Cities Annual Dues		5,000	5,000
League of Ca Cities North Bay Dues		400	400
NCLOG Annual Dues		500	500
Miscellaneous		1,000	1,000
TOTAL - Memberships & Publications	***2153***	***$ 6,900***	***$ 6,900***
Training and Conferences	*2155*	*101*	
NCLOG Meetings		3,000	3,000
League of California Cities		7,000	7,000
Boards, Commissions, Committees Appreciation		5,000	5,000
TOTAL - Training and Conferences	***2155***	***$ 15,000***	***$ 15,000***
Contributions	*2405*	*101*	
Community Enrichment Grants			
Community Non-Profit		75,000	75,000
Programmatic Grants			
Boys & Girls Clubs of St. Helena & Calistoga		30,000	30,000
Rianda House Senior Activity Center		30,000	30,000
Up Valley Family Centers		30,000	30,000
TOTAL - Contributions	***2405***	***$ 165,000***	***$ 165,000***

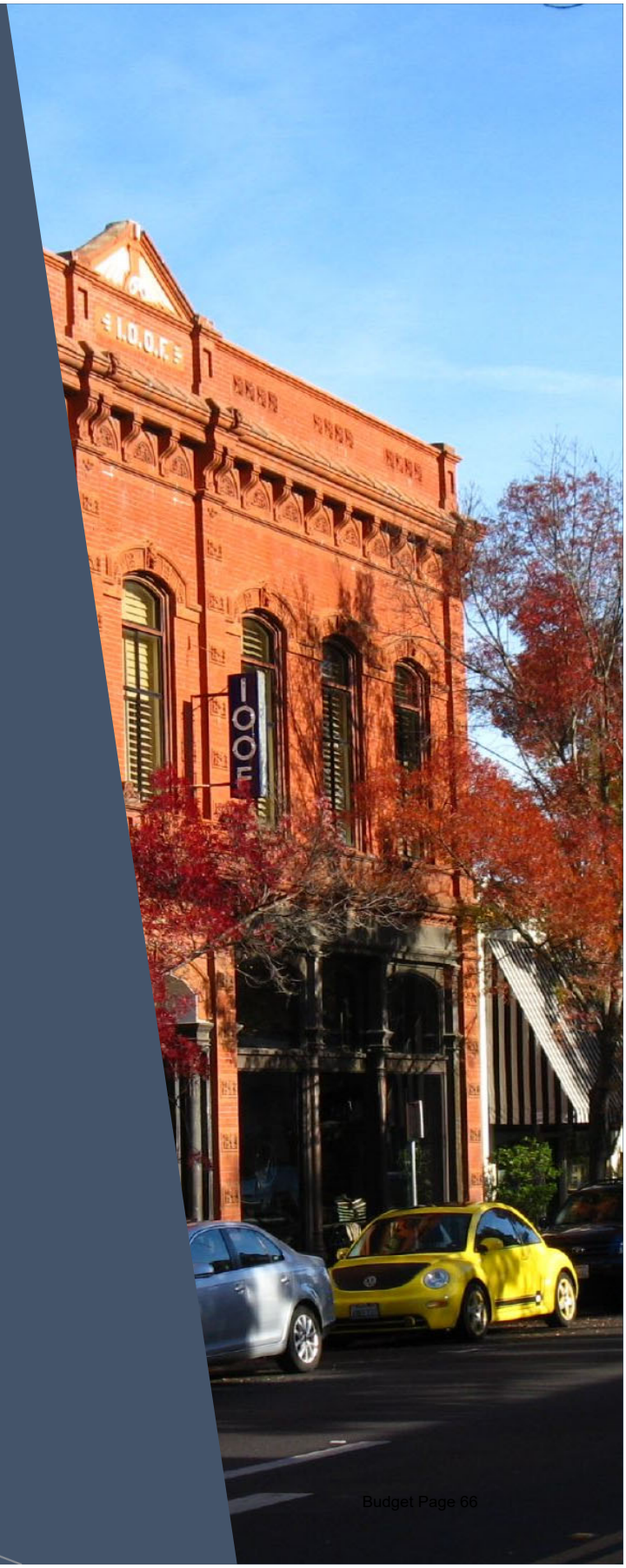
CITY COUNCIL BUDGET - 4100
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Professional Fees	*2140*	*101*	
Community Meetings - Cameo		4,000	4,000
City Council - Governance		10,000	10,000
Planning Commission - Governance		3,000	3,000
Notary Services		2,000	2,000
Miscellaneous Services		15,000	15,000
TOTAL - Professional Fees	***2140***	***$ 34,000***	***$ 34,000***
Other Contract Services	*2145*	*101*	
Climate Action Committee JPA		9,360	9,360
Miscellaneous Contracts		52,000	52,000
TOTAL - Other Contract Services	***2140***	***$ 61,360***	***$ 61,360***
Memberships & Publications	*2153*	*101*	
League of California Cities Annual Dues		5,200	5,200
League of Ca Cities North Bay Dues		416	416
NCLOG Annual Dues		520	520
Miscellaneous		1,040	1,040
TOTAL - Memberships & Publications	***2153***	***$ 7,176***	***$ 7,176***
Training and Conferences	*2155*	*101*	
NCLOG Meetings		3,120	3,120
League of California Cities		7,280	7,280
Boards, Commissions, Committees Appreciation		5,200	5,200
TOTAL - Training and Conferences	***2155***	***$ 15,600***	***$ 15,600***
Contributions	*2405*	*101*	
Community Enrichment Grants			
Community Non-Profit		75,000	75,000
Programmatic Grants			
Boys & Girls Clubs of St. Helena & Calistoga		30,000	30,000
Rianda House Senior Activity Center		30,000	30,000
Up Valley Family Centers		30,000	30,000
TOTAL - Contributions	***2405***	***$ 165,000***	***$ 165,000***

Administration



Office of the City Manager



Office of the City Manager Organizational Chart



Department Codes:
4200 – City Manager
4210 – City Clerk
4212 – Communications

Office of the City Manager (4200)

Budget 2025-26 and 2026-27

Purpose

The City Manager is responsible for providing general administrative management of the City; acting as a liaison between the City Council and Staff; carrying out, on behalf of the City Council, its policies, rules, regulations and laws; overseeing the delivery of public service; reviewing and approving staff reports for Council meetings.

The City Manager serves as the administrative head of the City of St. Helena overseeing the general administrative management of the City. The City Manager is responsible for implementing policies, rules, regulations and laws adopted by the City Council and for the overall management of the City's approximately 100 employees. City Management staff, including the Assistant City Manager, Administrative Services Director, Police Chief, Public Works Director, Community Development Director, Library Director, Recreation Director, and the Assistant to the City Manager report to the City Manager, who in turn reports directly to the elected Mayor and City Council.



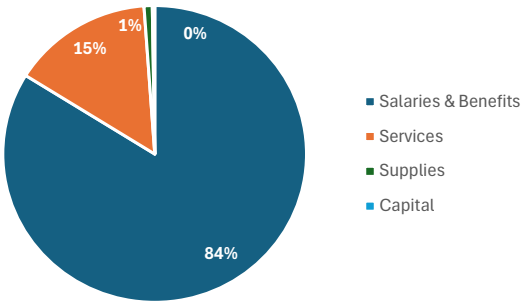
City Manager

Expenses by Fund and Category

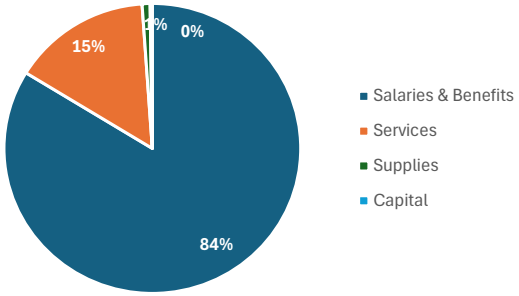
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	540,611	836,595	930,609	624,063	643,256
561	Water Enterprise	199,694	314,117	313,156	-	-
571	Sewer Enterprise	135,666	211,333	203,999	-	-
Grand Total		**875,970**	**1,362,045**	**1,447,763**	**624,063**	**643,256**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
42	***City Manager***					
20	Salaries & Benefits	739,727	1,148,459	1,106,493	523,313	538,676
21	Services	129,326	211,696	329,801	93,750	97,500
22	Supplies	6,332	283	8,320	5,500	5,580
26	Capital	585	1,608	3,150	1,500	1,500
Grand Total		**875,970**	**1,362,045**	**1,447,763**	**624,063**	**643,256**

FY 26 Expenses by Category



FY 27 Expenses by Category



City Manager Budget - 4200

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
42	**Administration**					
101-42-00-20-10	Salary-Regular	269,035	426,791	400,593	316,954	326,463
101-42-00-20-40	FICA/Medicare	19,687	31,999	26,399	26,016	26,796
101-42-00-20-45	Employer PERS	16,380	31,092	32,636	28,209	29,055
101-42-00-20-47	PERS Unfunded Liability	33,079	29,640	32,842	37,006	38,116
101-42-00-20-55	Health Insurance	21,684	48,379	50,107	34,023	36,405
101-42-00-20-61	Workers Comp	7,853	11,016	10,465	6,217	6,839
101-42-00-20-65	SDI	2,434	3,919	3,567	3,803	3,917
101-42-00-20-75	Deferred Comp	9,911	28,234	10,295	35,085	35,085
101-42-00-20-85	Auto Allowance	4,887	7,200	7,434	6,000	6,000
101-42-00-20-97	Housing Allowance	20,000	5,000	15,000	30,000	30,000
20	**Salaries & Benefits**	**404,950**	**623,269**	**589,338**	**523,313**	**538,676**
101-42-00-21-10	Communications	6,722	11,812	10,400	8,000	8,320
101-42-00-21-15	Postage	162	23	520	250	260
101-42-00-21-45	Other Contract Services	97,355	182,130	274,589	78,500	81,640
101-42-00-21-53	Memberships & Publications	4,422	4,139	7,332	2,000	2,080
101-42-00-21-55	Training & Conference	20,665	13,332	36,960	5,000	5,200
21	**Services**	**129,326**	**211,436**	**329,801**	**93,750**	**97,500**
101-42-00-22-12	Computer Equipment	2,394	(1,085)	4,160	3,500	3,500
101-42-00-22-13	Office Supplies	199	11	1,040	500	520
101-42-00-22-15	Special Department Supplies	3,157	1,357	3,120	1,500	1,560
22	**Supplies**	**5,750**	**283**	**8,320**	**5,500**	**5,580**
101-42-00-26-40	Furniture & Fixtures	585	1,608	3,150	1,500	1,500
26	**Capital**	**585**	**1,608**	**3,150**	**1,500**	**1,500**
00	**Administration**	**540,611**	**836,595**	**930,609**	**624,063**	**643,256**
561	**Water Enterprise**					
42	**Administration**					
561-42-00-20-10	Salary-Regular	137,297	202,271	215,257	-	-
561-42-00-20-40	FICA/Medicare	10,088	15,639	13,406	-	-
561-42-00-20-45	Employer PERS	8,502	15,251	17,074	-	-
561-42-00-20-47	PERS Unfunded Liability	18,468	15,549	17,182	-	-
561-42-00-20-55	Health Insurance	11,435	23,040	24,708	-	-
561-42-00-20-61	Workers Comp	4,139	5,508	5,232	-	-
561-42-00-20-65	SDI	1,247	1,904	1,794	-	-
561-42-00-20-75	Deferred Comp	5,606	16,193	5,597	-	-
561-42-00-20-85	Auto Allowance	2,594	3,600	3,906	-	-
561-42-00-20-97	Housing Allowance	-	15,000	9,000	-	-
20	**Salaries & Benefits**	**199,375**	**313,955**	**313,156**	**-**	**-**
561-42-00-21-55	Training & Conference	-	163	-	-	-
21	**Services**	**-**	**163**	**-**	**-**	**-**
561-42-00-22-15	Special Department Supplies	318	-	-	-	-
22	**Supplies**	**318**	**-**	**-**	**-**	**-**
00	**Administration**	**199,694**	**314,117**	**313,156**	**-**	**-**
571	**Sewer Enterprise**					
42	**Administration**					
571-42-00-20-10	Salary-Regular	93,960	137,605	141,059	-	-
571-42-00-20-40	FICA/Medicare	6,852	10,540	8,569	-	-

City Manager Budget - 4200

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571-42-00-20-45	Employer PERS	5,758	10,133	11,003	-	-
571-42-00-20-47	PERS Unfunded Liability	12,103	10,027	11,073	-	-
571-42-00-20-55	Health Insurance	7,698	14,949	15,660	-	-
571-42-00-20-61	Workers Comp	2,673	3,505	3,330	-	-
571-42-00-20-65	SDI	842	1,280	1,143	-	-
571-42-00-20-75	Deferred Comp	3,763	10,796	3,642	-	-
571-42-00-20-85	Auto Allowance	1,752	2,400	2,520	-	-
571-42-00-20-97	Housing Allowance	-	10,000	6,000	-	-
20	**Salaries & Benefits**	**135,402**	**211,235**	**203,999**	**-**	**-**
571-42-00-21-55	Training & Conference	-	98	-	-	-
21	**Services**	**-**	**98**	**-**	**-**	**-**
571-42-00-22-15	Special Department Supplies	264	-	-	-	-
22	**Supplies**	**264**	**-**	**-**	**-**	**-**
00	**Administration**	**135,666**	**211,333**	**203,999**	**-**	**-**
Grand Total		**875,970**	**1,362,045**	**1,447,763**	**624,063**	**643,256**

CITY MANAGER BUDGET - 4200
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Flashvote		8,000			8,000
Envisio Software		13,500			13,500
Miscellaneous Contracts		50,000	-	-	50,000
MM/Executive Trainings		7,000			7,000
TOTAL - Other Contract Services	***2145***	***$ 78,500***	***$ -***	***$ -***	***$ 78,500***
Memberships & Publications	*2153*	*101*	*561*	571	
CCMF		500	-	-	500
ICMA		1,500	-	-	1,500
TOTAL - Memberships & Publications	***2153***	***$ 2,000***	***$ -***	***$ -***	***$ 2,000***
Training and Conferences	*2155*	*101*	*561*	571	
Conferences		5,000	-	-	5,000
TOTAL - Training and Conferences	***2155***	***$ 5,000***	***$ -***	***$ -***	***$ 5,000***

CITY MANAGER BUDGET - 4200
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	571	
Flashvote		8,320			8,320
Envisio Software		14,040			14,040
Miscellaneous Contracts		52,000	-	-	52,000
MM/Executive Trainings		7,280			7,280
TOTAL - Other Contract Services	***2145***	***$ 81,640***	***$ -***	***$ -***	***$ 81,640***
Memberships & Publications	*2153*	*101*	*561*	571	
CCMF		520	-	-	520
ICMA		1,560	-	-	1,560
TOTAL - Memberships & Publications	***2153***	***$ 2,080***	***$ -***	***$ -***	***$ 2,080***
Training and Conferences	*2155*	*101*	*561*	571	
Conferences		5,200	-	-	5,200
TOTAL - Training and Conferences	***2155***	***$ 5,200***	***$ -***	***$ -***	***$ 5,200***

City Clerk & Communications



City Clerk & Communications (4210)

Budget 2025-26 and 2026-27

Purpose

The City Clerk is responsible for the preparation of Council Agendas, Brown Act compliance, records management, Fair Political Practices Commission (FPPC) reporting requirements, and assistance to the City Council.

The City Clerk serves as a resource to the community, to provide the highest level of customer service to the City Council, City staff and the general public. The City Clerk ensures that the legislative process is transparent and accessible and, is the custodian of records and Official Seal for the City, accurate record documentation and information. The City Clerk is also responsible for administering the election process, managing the Fair Political Practice Commission's campaign finance disclosure filings and Statements of Economic Interests, coordinating public records requests, and acting as the primary liaison to the City-Appointed Commissions and Committees.



City Clerk & Communications (4210)

Budget 2025-26 and 2026-27

Goals

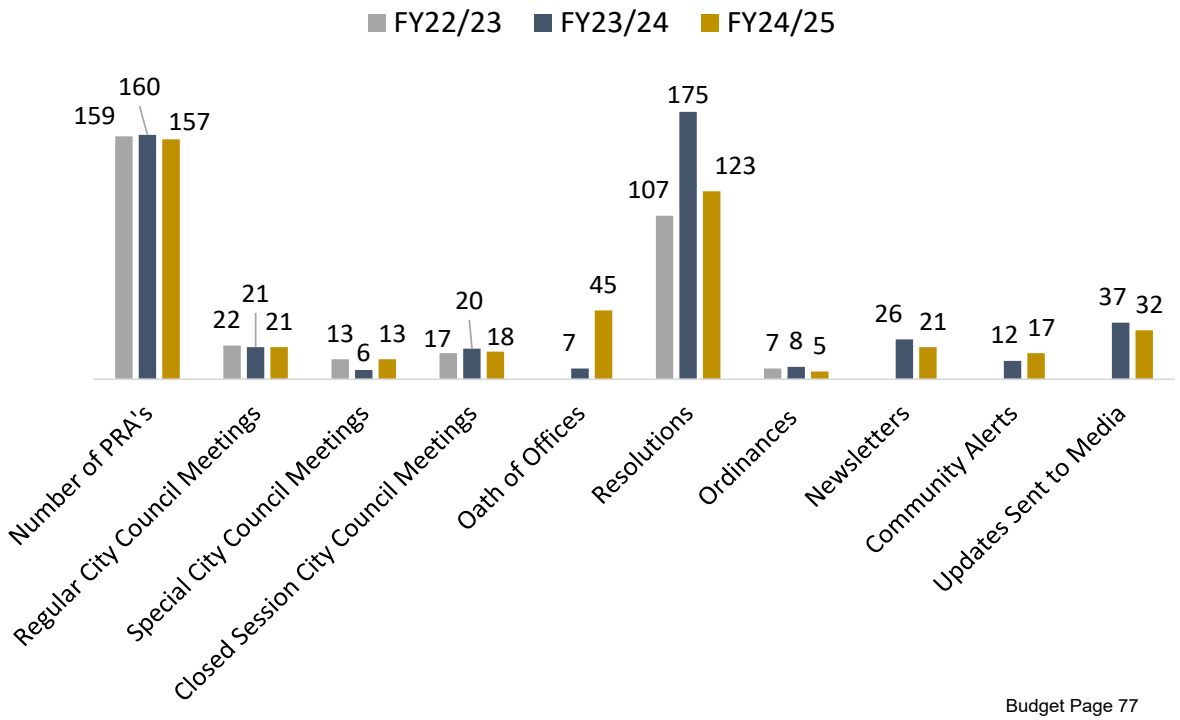
- Updates to the Municipal Code in collaboration with the City Attorney's Office
- Review internal processes to become more efficient
- Continue to communicate with the community through City Newsletter, Community Alerts, St. Helena Star/traditional media, social media
    - Newsletter – 26 editions per year (every other week)
    - Social Media – minimum one post per week in English/Spanish
    - Additional outreach to community is as needed based on news items and communications needs.
- Increase staff skill level and obtain credentials as appropriate
- Plan for elections and ballot measure(s) in November 2026
- Expansion and refinement of the Laserfiche system (city's records repository)



City Clerk & Communications (4210)
Budget 2025-26 and 2026-27

Accomplishments

- Successfully filled two City Council vacancies – one in FY2023-24 and another in FY2024-25.
- Successfully recruited candidates to fill open positions on Boards and Commissions with the assistance of the Program Manager
- Effectively administered the November 2024 election, including the successful execution of ballot measures.
- Bi-weekly City Newsletter and emailed Community Alerts
- Press Releases, Community Alerts, Op-Eds Sent to Media
- Launch of new city website on February 14, 2024
- Transition from .org to .gov on October 1, 2024
- Historical building and catalog – collaboration with Historical Society and Chamber of Commerce
    - Launched on website and with flyers for storefronts, August 1, 2024
- Restarted translated social media posts in March 2025 (had stopped after Tripepi Smith contact ended)



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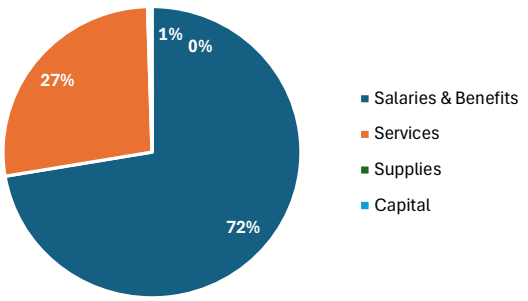
City Clerk

Expenses by Fund and Category

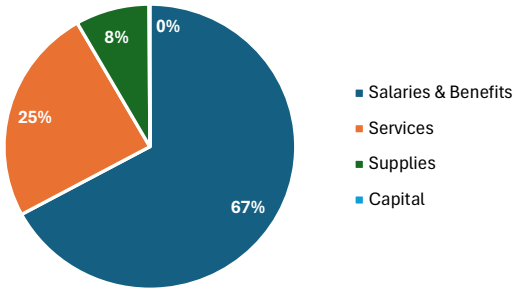
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	296,826	329,846	403,570	568,278	634,997
561	Water Enterprise	53,555	60,170	67,224	-	-
571	Sewer Enterprise	44,961	44,825	49,794	-	-
Grand Total		**395,341**	**434,840**	**520,588**	**568,278**	**634,997**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
42	***Administration***					
20	Salaries & Benefits	277,278	367,214	401,537	411,198	426,078
21	Services	67,837	58,113	56,030	154,505	156,277
22	Supplies	50,226	8,531	62,496	2,050	52,116
26	Capital	-	982	525	525	525
Grand Total		**395,341**	**434,840**	**520,588**	**568,278**	**634,997**

FY 26 Expenses by Category



FY 27 Expenses by Category



City Clerk Budget - 4210

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
42	**Administration**					
101-42-10-20-10	Salary-Regular	138,277	183,361	201,570	277,841	286,176
101-42-10-20-30	Overtime	228	208	-	-	-
101-42-10-20-40	FICA/Medicare	10,739	14,164	14,757	21,507	22,152
101-42-10-20-45	Employer PERS	10,224	15,063	17,330	19,009	19,579
101-42-10-20-47	PERS Unfunded Liability	16,885	15,750	17,440	24,936	25,684
101-42-10-20-55	Health Insurance	24,693	36,639	38,861	46,262	49,500
101-42-10-20-61	Workers Comp	7,809	7,511	7,135	12,433	13,676
101-42-10-20-65	SDI	1,373	1,860	2,095	3,334	3,434
101-42-10-20-75	Deferred Comp	1,976	2,048	2,599	3,476	3,476
101-42-10-20-85	Auto Allowance	1,874	1,920	2,016	2,400	2,400
20	**Salaries & Benefits**	**214,078**	**278,524**	**303,802**	**411,198**	**426,078**
101-42-10-21-05	Advertising	2,559	13,899	6,032	20,000	20,000
101-42-10-21-34	MuniCode Update	-	-	-	12,000	12,000
101-42-10-21-45	Other Contract Services	27,157	20,553	19,275	32,055	33,337
101-42-10-21-53	Memberships & Publications	567	2,100	4,160	3,250	3,380
101-42-10-21-55	Training & Conference	2,238	5,258	7,280	7,200	7,560
21	**Services**	**32,521**	**41,809**	**36,747**	**74,505**	**76,277**
101-42-10-22-12	Computer Equipment	-	1,302	-	-	-
101-42-10-22-13	Office Supplies	1,093	1,136	1,040	900	936
101-42-10-22-14	Election Expense	44,837	5,168	60,000	-	50,000
101-42-10-22-15	Special Department Supplies	4,296	924	1,456	750	780
22	**Supplies**	**50,226**	**8,531**	**62,496**	**1,650**	**51,716**
101-42-10-26-40	Furniture & Fixtures	-	982	525	525	525
26	**Capital**	**-**	**982**	**525**	**525**	**525**
10	**City Clerk**	**296,826**	**329,846**	**403,570**	**487,878**	**554,597**
42	**Communications**					
101-42-12-21-45	Other Contract Services	-	80,232	60,000	60,000	60,000
101-42-12-21-46	Website Support	-	23,133	20,800	20,000	20,000
21	**Services**	**-**	**103,364**	**80,800**	**80,000**	**80,000**
101-42-12-22-48	Citizen Academy	-	319	10,400	400	400
		-	**319**	**10,400**	**400**	**400**
12	**Communications**	**-**	**103,684**	**91,200**	**80,400**	**80,400**

City Clerk Budget - 4210

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561	**Water Enterprise**					
42	**Administration**					
561-42-10-20-10	Salary-Regular	22,193	33,638	37,824	-	-
561-42-10-20-30	Overtime	65	59	-	-	-
561-42-10-20-40	FICA/Medicare	1,721	2,589	2,685	-	-
561-42-10-20-45	Employer PERS	1,596	2,598	3,159	-	-
561-42-10-20-47	PERS Unfunded Liability	2,931	2,903	3,180	-	-
561-42-10-20-55	Health Insurance	4,707	7,838	8,270	-	-
561-42-10-20-61	Workers Comp	1,562	1,502	1,427	-	-
561-42-10-20-65	SDI	217	340	382	-	-
561-42-10-20-75	Deferred Comp	250	262	402	-	-
561-42-10-20-85	Auto Allowance	234	240	252	-	-
20	**Salaries & Benefits**	**35,474**	**51,969**	**57,581**	**-**	**-**
561-42-10-21-45	Other Contract Services	18,014	7,908	8,738	-	-
561-42-10-21-55	Training & Conference	67	293	905	-	-
21	**Services**	**18,081**	**8,201**	**9,643**	**-**	**-**
10	**City Clerk**	**53,555**	**60,170**	**67,224**	**-**	**-**
571	**Sewer Enterprise**					
42	**Administration**					
571-42-10-20-10	Salary-Regular	17,829	24,111	26,600	-	-
571-42-10-20-30	Overtime	33	30	-	-	-
571-42-10-20-40	FICA/Medicare	1,384	1,861	1,938	-	-
571-42-10-20-45	Employer PERS	1,313	1,962	2,276	-	-
571-42-10-20-47	PERS Unfunded Liability	2,202	2,073	2,291	-	-
571-42-10-20-55	Health Insurance	3,265	4,942	5,236	-	-
571-42-10-20-61	Workers Comp	1,041	1,001	951	-	-
571-42-10-20-65	SDI	177	244	275	-	-
571-42-10-20-75	Deferred Comp	247	257	334	-	-
571-42-10-20-85	Auto Allowance	234	240	252	-	-
20	**Salaries & Benefits**	**27,725**	**36,721**	**40,154**	**-**	**-**
571-42-10-21-45	Other Contract Services	17,168	7,908	8,735	-	-
571-42-10-21-55	Training & Conference	67	195	905	-	-
21	**Services**	**17,235**	**8,103**	**9,640**	**-**	**-**
10	**City Clerk**	**44,961**	**44,825**	**49,794**	**-**	**-**
Grand Total		**395,341**	**538,524**	**611,788**	**568,278**	**634,997**

CITY CLERK BUDGET - 4210
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source and Amount Per Funding Source	Total Budgeted
Advertising	*2105*	*101*	
Legal/Public Hearing Notices		20,000	20,000
TOTAL - Advertising	***2105***	***$ 20,000***	***$ 20,000***
Other Contract Services	*2145*	*101*	
NetFile - Campaign Documents		3,750	3,750
Diligent (iCompass) Additional Trackers Meeting Tracker		830	830
Diligent (iCompass) Meeting Manager Pro Package Subscription (80/10/10)		5,240	5,240
Diligent (iCompass) VMHD for iCompass powered by BoxCast (80/10/10)		8,380	8,380
Diligent (iCompass) Board Manager Package Subscription (80/10/10)		4,525	4,525
iCompass PRA Module Annual Renewal		690	690
ECS - Laserfiche Cloud City Site License		3,420	3,420
ECS - Gold Priority Annual Support		5,220	5,220
TOTAL - Other Contract Services	***2145***	***$ 32,055***	***$ 32,055***
Memberships & Publications	*2153*	*101*	
IIMC ($200 per member)		400	400
CCAC ($250 per member)		500	500
MMANC ($100 per member)		200	200
CalPIO ($300 per member)		300	300
ARMA ($200 per member)		400	400
County of Napa Official Records Index and Document Images (split with PW Admin and Planning)		1,450	1,450
TOTAL - Memberships & Publications	***2153***	***$ 3,250***	***$ 3,250***
Training & Conference	*2155*	*101*	

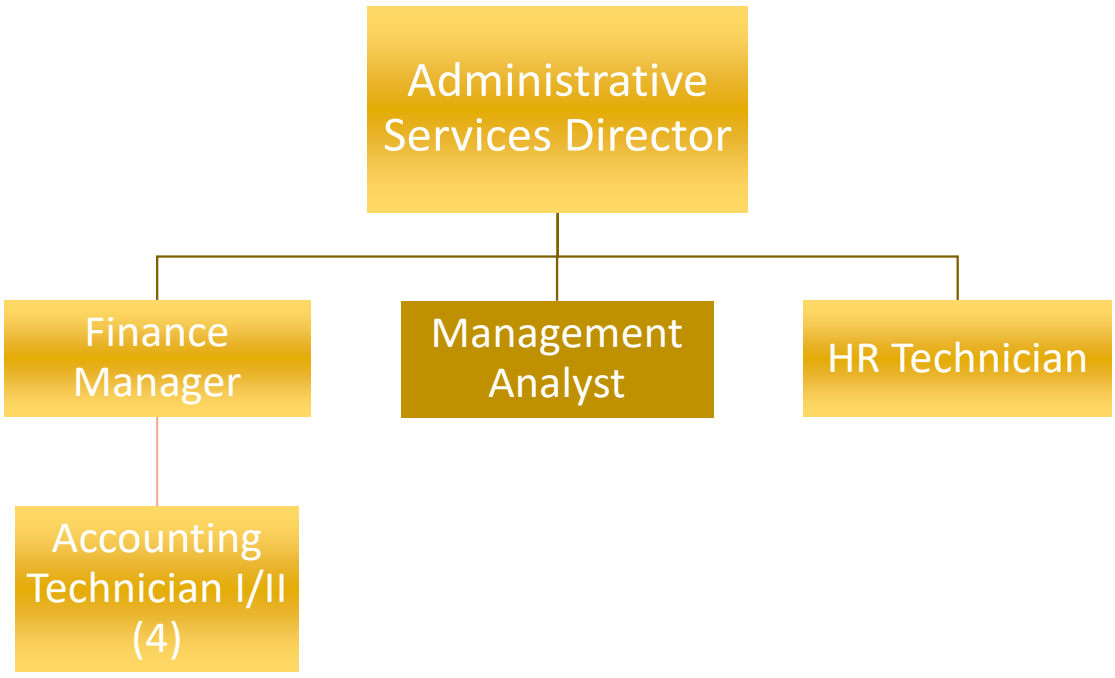
CITY CLERK BUDGET - 4210
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source and Amount Per Funding Source	Total Budgeted
Advertising	*2105*	*101*	
Legal/Public Hearing Notices		20,000	20,000
TOTAL - Advertising	***2105***	***$ 20,000***	***$ 20,000***
Other Contract Services	*2145*	*101*	
NetFile - Campaign Documents		3,900	3,900
Diligent (iCompass) Additional Trackers Meeting Tracker		863	863
Diligent (iCompass) Meeting Manager Pro Package Subscription (80/10/10)		5,450	5,450
Diligent (iCompass) VMHD for iCompass powered by BoxCast (80/10/10)		8,715	8,715
Diligent (iCompass) Board Manager Package Subscription (80/10/10)		4,706	4,706
iCompass PRA Module Annual Renewal		718	718
ECS - Laserfiche Cloud City Site License		3,557	3,557
ECS - Gold Priority Annual Support		5,429	5,429
TOTAL - Other Contract Services	***2145***	***$ 33,337***	***$ 33,337***
Memberships & Publications	*2153*	*101*	
IIMC ($200 per member)		416	416
CCAC ($250 per member)		520	520
MMANC ($100 per member)		208	208
CalPIO ($300 per member)		312	312
ARMA ($200 per member)		416	416
County of Napa Official Records Index and Document Images (split with PW Admin and Planning)		1,508	1,508
TOTAL - Memberships & Publications	***2153***	***$ 3,380***	***$ 3,380***
Training & Conference	*2155*	*101*	

Administrative Services Department



Administration Services Department Organizational Chart



Temporarily underfilled as Accounting Technician

Department Codes:
4300 – Finance
4310 – Human Resources
4320 - Information Technology

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Administrative Services Department

Finance Division



Finance Division (4300)
Budget 2025-26 and 2026-27

Purpose

The Finance Department is responsible for providing financial management of all City Funds, grants management, and administering internal service functions for all departments. Major activities include: maintaining the City's investment program and providing necessary financing for capital needs; preparing management and financial analysis reports; developing the Annual Budget; grant contract review, verification of grant reimbursements, and audit closeout; monitoring legislation affecting finances of the City; monitoring the City's risk management needs; administration of the Business License Ordinance; and maintenance & collection of the City's Transient Occupancy Tax (TOT).

Other activities include billing and collection services for City water and sewer utilities, business licenses, parking citations, miscellaneous receivables, and purchasing services.



Finance Division (4300)
Budget 2025-26 and 2026-27

Goals

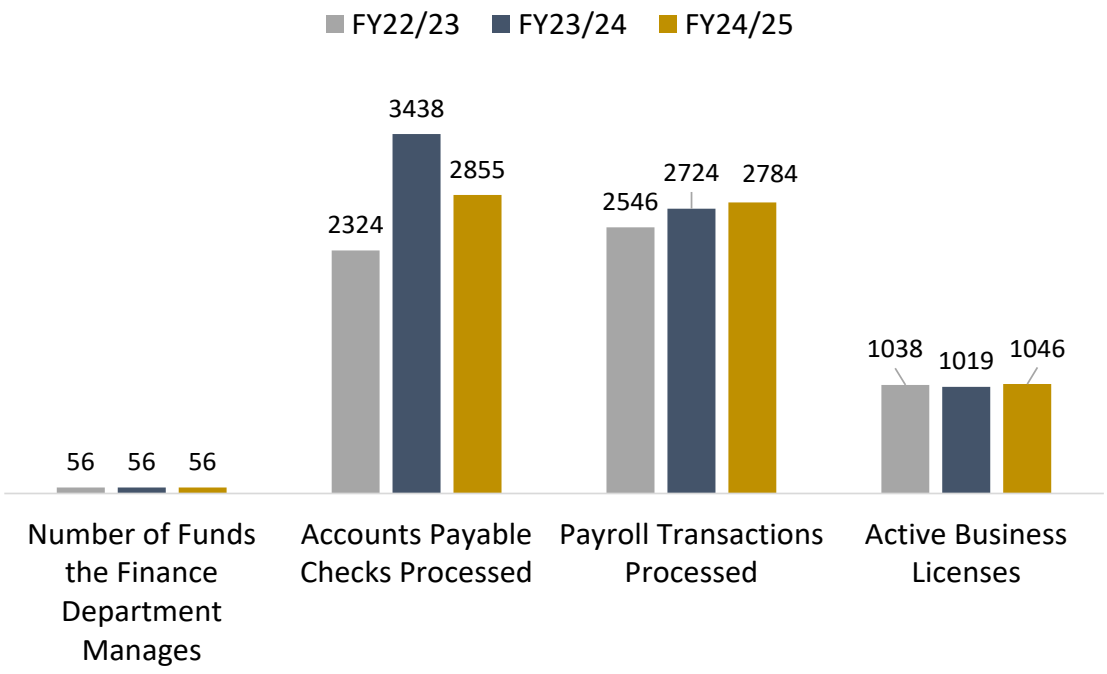
- Enhance Financial Transparency & Reporting:
  - Implement interactive online dashboards for budget vs. actuals.
  - Publish quarterly financial reports for internal and public use.
  - Review and update financial policies and procedures for clarity and compliance.
- Strengthen long-term financial planning by updating the City's long-range financial forecast to incorporate economic trends, pension liabilities, and infrastructure needs.
- Explore and pursue new grant funding or alternative revenue sources.
- Ensure timely year-end closing procedures and preparation of the Annual Comprehensive Financial Report (ACFR).
- Support Workforce Development & Retention:
  - Develop and implement a finance staff training and succession plan.
  - Encourage professional development by supporting staff in obtaining certifications (e.g., CPFO, GFOA Budget Analyst Certification).
  - Cross-train team members to build internal capacity and reduce key-person risk.



Finance Division (4300)
Budget 2025-26 and 2026-27

Accomplishments

- Successfully completed a comprehensive User Fee Study, resulting in the adoption and implementation of updated fee structures that better reflect the true cost of service delivery and enhance revenue sustainability.
- Led the Development Impact Fee Study and the Affordable Housing Commercial Linkage Fee Study to completion, culminating in City Council adoption and implementation of revised impact fees. These updates ensure that new development contributes appropriately to public infrastructure and affordable housing needs, supporting long-term fiscal and community development goals.



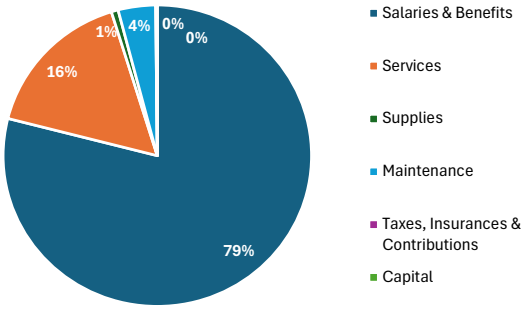
Finance

Expenses by Fund and Category

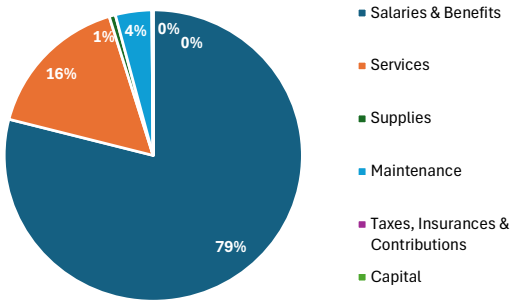
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	485,062	641,951	701,694	1,341,084	1,390,003
210	Community Dev Block Grant	8,494	155,491	-	-	-
561	Water Enterprise	461,297	431,477	551,163	44,950	46,728
571	Sewer Enterprise	411,576	354,212	425,325	46,400	48,158
742	Storm Drain Improvement	-	25,000	-	-	-
751	Affordable Housing	-	-	10,560	-	-
Grand Total		**1,366,429**	**1,608,131**	**1,688,741**	**1,432,434**	**1,484,889**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
43	***Finance***					
00	*Administration*					
20	Salaries & Benefits	743,809	1,052,076	1,156,691	1,131,154	1,173,036
21	Services	544,326	483,198	459,413	232,610	240,994
22	Supplies	18,847	5,550	14,768	10,000	10,000
23	Maintenance	57,521	65,356	54,250	56,220	58,409
24	Taxes, Insurances & Contributions	1,927	1,950	2,675	1,950	1,950
26	Capital	-	-	945	500	500
Grand Total		**1,366,429**	**1,608,131**	**1,688,741**	**1,432,434**	**1,484,889**

FY 26 Expenses by Category



FY 27 Expenses by Category



Finance Budget - 4300

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
43	**Finance**					
101-43-00-20-10	Salary-Regular	198,829	307,671	332,809	716,489	737,984
101-43-00-20-30	Overtime	232	65	1,050	3,000	3,000
101-43-00-20-40	FICA/Medicare	15,111	23,024	22,994	52,148	53,712
101-43-00-20-45	Employer PERS	15,611	26,770	29,077	64,182	66,107
101-43-00-20-47	PERS Unfunded Liability	33,989	26,560	29,260	84,196	86,722
101-43-00-20-55	Health Insurance	40,748	61,010	62,222	148,319	158,701
101-43-00-20-61	Workers Comp	11,705	11,717	11,131	37,300	41,030
101-43-00-20-65	SDI	1,971	2,991	3,213	8,643	8,902
101-43-00-20-75	Deferred Comp	2,216	3,545	4,643	9,677	9,677
101-43-00-20-85	Auto Allowance	1,878	3,522	3,906	7,200	7,200
20	**Salaries & Benefits**	**322,291**	**466,875**	**500,305**	**1,131,154**	**1,173,036**
101-43-00-21-10	Communications	1,030	1,705	2,600	4,500	4,680
101-43-00-21-15	Postage	1,948	5,340	5,200	6,500	6,760
101-43-00-21-30	Professional Contracts	32,152	39,281	21,840	1,000	1,000
101-43-00-21-42	Banking Fees	29,935	35,756	28,080	37,000	38,480
101-43-00-21-45	Other Contract Services	68,720	71,234	112,909	92,520	95,821
101-43-00-21-53	Memberships & Publications	333	755	1,978	3,290	3,422
101-43-00-21-55	Training & Conference	2,520	2,498	6,864	12,000	12,000
21	**Services**	**136,638**	**156,569**	**179,471**	**156,810**	**162,162**
101-43-00-22-12	Computer Equipment	5,713	-	-	-	-
101-43-00-22-13	Office Supplies	203	21	1,040	1,000	1,000
101-43-00-22-15	Special Department Supplies	3,312	1,941	3,120	8,000	8,000
22	**Supplies**	**9,228**	**1,962**	**4,160**	**9,000**	**9,000**
101-43-00-23-11	Maint Office Equip	1,114	-	1,560	1,500	1,500
101-43-00-23-35	Software Maintenance	15,792	16,544	15,673	42,120	43,805
23	**Maintenance**	**16,906**	**16,544**	**17,233**	**43,620**	**45,305**
101-43-00-26-40	Furniture & Fixtures	-	-	525	500	500
26	**Capital**	**-**	**-**	**525**	**500**	**500**
00	**Administration**	**485,062**	**641,951**	**701,694**	**1,341,084**	**1,390,003**
210	**Community Dev Block Grant**					
43	**Finance**					
210-43-00-21-46	CDBG CV2 - Utility Asst Grant	8,494	99,864	-	-	-
210-43-00-21-47	CDBG Public Services Grant	-	54,052	-	-	-
210-43-00-21-48	CDBG CV2 - Utility Asst Grant	-	1,575	-	-	-
21	**Services**	**8,494**	**155,491**	**-**	**-**	**-**
00	**Administration**	**8,494**	**155,491**	**-**	**-**	**-**
561	**Water Enterprise**					
43	**Finance**					
561-43-00-20-10	Salary-Regular	141,351	214,901	254,344	-	-
561-43-00-20-30	Overtime	230	65	1,050	-	-
561-43-00-20-40	FICA/Medicare	10,708	16,083	17,530	-	-
561-43-00-20-45	Employer PERS	10,760	18,068	19,553	-	-
561-43-00-20-47	PERS Unfunded Liability	23,896	17,964	19,676	-	-

Finance Budget - 4300

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561-43-00-20-55	Health Insurance	32,896	46,889	58,234	-	-
561-43-00-20-61	Workers Comp	10,803	10,665	10,133	-	-
561-43-00-20-65	SDI	1,390	2,092	2,468	-	-
561-43-00-20-75	Deferred Comp	1,503	2,384	3,131	-	-
561-43-00-20-85	Auto Allowance	1,071	2,113	2,142	-	-
20	**Salaries & Benefits**	**234,608**	**331,223**	**388,260**	**-**	**-**
561-43-00-21-10	Communications	847	1,130	2,184	-	-
561-43-00-21-15	Postage	3,838	103	10,712	-	-
561-43-00-21-30	Professional Contracts	5,284	5,345	10,400	-	-
561-43-00-21-42	Banking Fees	30,888	31,383	31,200	34,000	35,360
561-43-00-21-44	Online Transaction Fee	-	-	3,640	3,500	3,640
561-43-00-21-45	Other Contract Services	158,029	34,825	73,809	650	676
561-43-00-21-53	Memberships & Publications	255	436	1,682	-	-
561-43-00-21-55	Training & Conference	2,429	883	4,992	-	-
21	**Services**	**201,570**	**74,106**	**138,618**	**38,150**	**39,676**
561-43-00-22-13	Office Supplies	203	64	884	-	-
561-43-00-22-15	Special Department Supplies	4,609	1,678	4,680	500	500
22	**Supplies**	**4,812**	**1,742**	**5,564**	**500**	**500**
561-43-00-23-35	Software Maintenance	20,308	24,406	18,510	6,300	6,552
23	**Maintenance**	**20,308**	**24,406**	**18,510**	**6,300**	**6,552**
561-43-00-26-40	Furniture & Fixtures	-	-	210	-	-
26	**Capital**	**-**	**-**	**210**	**-**	**-**
00	**Administration**	**461,297**	**431,477**	**551,163**	**44,950**	**46,728**
571	**Sewer Enterprise**					
43	**Finance**					
571-43-00-20-10	Salary-Regular	114,103	164,493	173,970	-	-
571-43-00-20-30	Overtime	205	56	1,050	-	-
571-43-00-20-40	FICA/Medicare	8,632	12,313	11,882	-	-
571-43-00-20-45	Employer PERS	8,418	13,458	13,633	-	-
571-43-00-20-47	PERS Unfunded Liability	16,554	12,580	13,720	-	-
571-43-00-20-55	Health Insurance	28,172	38,627	41,182	-	-
571-43-00-20-61	Workers Comp	7,775	7,661	7,278	-	-
571-43-00-20-65	SDI	1,121	1,604	1,670	-	-
571-43-00-20-75	Deferred Comp	1,195	1,778	2,229	-	-
571-43-00-20-85	Auto Allowance	737	1,409	1,512	-	-
20	**Salaries & Benefits**	**186,910**	**253,978**	**268,125**	**-**	**-**
571-43-00-21-10	Communications	701	1,131	1,872	-	-
571-43-00-21-15	Postage	3,783	103	5,697	-	-
571-43-00-21-30	Professional Contracts	5,011	4,866	10,400	-	-
571-43-00-21-42	Banking Fees	30,888	31,383	31,200	34,000	35,360
571-43-00-21-44	Online Transaction Fee	-	-	3,120	3,000	3,120
571-43-00-21-45	Other Contract Services	154,630	33,567	73,808	650	676
571-43-00-21-53	Memberships & Publications	213	368	1,442	-	-
571-43-00-21-55	Training & Conference	2,398	614	3,224	-	-
21	**Services**	**197,624**	**72,032**	**130,763**	**37,650**	**39,156**

Finance Budget - 4300

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571-43-00-22-13	Office Supplies	203	168	884	-	-
571-43-00-22-15	Special Department Supplies	4,605	1,678	4,160	500	500
22	**Supplies**	**4,807**	**1,846**	**5,044**	**500**	**500**
571-43-00-23-15	Maint Machine/Equipment	-	-	-	-	-
571-43-00-23-35	Software Maintenance	20,308	24,406	18,507	6,300	6,552
23	**Maintenance**	**20,308**	**24,406**	**18,507**	**6,300**	**6,552**
571-43-00-24-25	Taxes & Other Charges	1,927	1,950	2,675	1,950	1,950
24	**Taxes, Insurances & Contributions**	**1,927**	**1,950**	**2,675**	**1,950**	**1,950**
571-43-00-26-40	Furniture & Fixtures	-	-	210	-	-
26	**Capital**	**-**	**-**	**210**	**-**	**-**
00	**Administration**	**411,576**	**354,212**	**425,325**	**46,400**	**48,158**
742	**Storm Drain Improvement**					
43	**Finance**					
742-43-00-21-45	Other Contract Services	-	25,000	-	-	-
21	**Services**	**-**	**25,000**	**-**	**-**	**-**
00	**Administration**	**-**	**25,000**	**-**	**-**	**-**
752	**Affordable Housing**					
43	**Finance**					
752-43-00-21-45	Other Contract Services	-	-	10,560	-	-
21	**Services**	**-**	**-**	**10,560**	**-**	**-**
00	**Administration**	**-**	**-**	**10,560**	**-**	**-**
Grand Total		**1,366,429**	**1,608,131**	**1,688,741**	**1,432,434**	**1,484,889**

FINANCE - 4300
FY26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Professional Contracts	*2130*	*101*	*561*	*571*	
CalPERS Social Security Program		1,000	-	-	1,000
TOTAL - Professional Contracts	***2130***	***$ 1,000***	***$ -***	***$ -***	***$ 1,000***
Other Contract Services	*2145*	*101*	*561*	*571*	
Annual Audit Services		50,000	-	-	50,000
Breeze Software		700	650	650	2,000
PERS Reports		3,000	-	-	3,000
California Municipal Statistic (Financial Statement Stats)		2,210	-	-	2,210
AK&Co (Reimbursement Claims)		2,250	-	-	2,250
Muniservices (Sales Tax Audit and Reports)		9,360	-	-	9,360
Municipal Advisor		10,000	-	-	10,000
Online AP Module		15,000	-	-	15,000
TOTAL - Other Contract Services	***2145***	***$ 92,520***	***$ 650***	***$ 650***	***$ 93,820***
Memberships & Publications	*2153*	*101*	*561*	*571*	
GFOA (5)		920	-	-	920
GFOA Award		1,055	-	-	1,055
CSMFO (6)		630	-	-	630
MMANC (3)		285	-	-	285
ICMA (2)		400	-	-	400
TOTAL - Memberships & Publications	***2153***	***$ 3,290***	***$ -***	***$ -***	**$ 3,290**
Training and Conferences	*2155*	*101*	*561*	*571*	
CSMFO		3,000	-	-	3,000
GFOA		5,000	-	-	5,000
ICMA		2,500	-	-	2,500
Accounting Training		1,500	-	-	1,500
TOTAL - Training and Conferences	***2153***	***$ 12,000***	***$ -***	***$ -***	**$ 12,000**
Special Department Supplies	*2215*	*101*	*561*	*571*	
Forms		8,000	500	500	9,000
TOTAL - Special Department Supplies	***2215***	***$ 8,000***	***$ 500***	***$ 500***	***$ 9,000***
Software Maintenance	*2335*	*101*	*561*	*571*	
Springbrook - Accounts Receivable		2,400	-	-	2,400
Springbrook - Finance Suite		14,000	-	-	14,000
Springbrook - Utility Billing		-	5,300	5,300	10,600
Springbrook - Fixed Assets		3,600	-	-	3,600
Springbrook - Human Resources Mgmt.		6,000	-	-	6,000

FINANCE - 4300
FY26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Springbrook - Licenses and Permits		3,400	-	-	3,400
Springbrook - Payroll		6,000	-	-	6,000
Springbrook - Project Management		3,360	-	-	3,360
Springbrook - Purchase Orders		3,360	-	-	3,360
Springbrook - CivicPay Online		-	1,000	1,000	2,000
TOTAL - Software Maintenance	***2335***	***$ 42,120***	***$ 6,300***	***$ 6,300***	***$ 54,720***
Furniture & Fixtures	*2640*	*101*	*561*	*571*	
Finance Misc.		500	-	-	500
TOTAL - Furniture & Fixtures	***2640***	***$ 500***	***$ -***	***$ -***	***$ 500***

FINANCE - 4300
FY27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Professional Contracts	*2130*	*101*	*561*	*571*	
CalPERS Social Security Program		1,000	-	-	1,000
TOTAL - Professional Contracts	***2130***	***$ 1,000***	***$ -***	***$ -***	***$ 1,000***
Other Contract Services	*2145*	*101*	*561*	*571*	
Annual Audit Services		52,000	-	-	52,000
Breeze Software		728	676	676	2,080
PERS Reports		3,120	-	-	3,120
California Municipal Statistic (Financial Statement Stats)		2,298	-	-	2,298
AK&Co (Reimbursement Claims)		2,340	-	-	2,340
Muniservices (Sales Tax Audit and Reports)		9,734	-	-	9,734
Municipal Advisor		10,000	-	-	10,000
Online AP Module		15,600	-	-	15,600
TOTAL - Other Contract Services	***2145***	***$ 95,821***	***$ 676***	***$ 676***	***$ 97,173***
Memberships & Publications	*2153*	*101*	*561*	*571*	
GFOA (5)		957	-	-	957
GFOA Award		1,097	-	-	1,097
CSMFO (6)		655	-	-	655
MMANC (3)		296	-	-	296
ICMA (2)		416	-	-	416
TOTAL - Memberships & Publications	***2153***	***$ 3,422***	***$ -***	***$ -***	***$ 3,422***
Training and Conferences	*2155*	*101*	*561*	*571*	
CSMFO		3,000	-	-	3,000
GFOA		5,000	-	-	5,000
ICMA		2,500	-	-	2,500
Accounting Training		1,500	-	-	1,500
TOTAL - Training and Conferences	***2153***	***$ 12,000***	***$ -***	***$ -***	***$ 12,000***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Forms		8,000	500	500	9,000
TOTAL - Special Department Supplies	***2215***	***$ 8,000***	***$ 500***	***$ 500***	***$ 9,000***
Software Maintenance	*2335*	*101*	*561*	*571*	
Springbrook - Accounts Receivable		2,496	-	-	2,496
Springbrook - Finance Suite		14,560	-	-	14,560
Springbrook - Utility Billing		-	5,512	5,512	11,024
Springbrook - Fixed Assets		3,744	-	-	3,744
Springbrook - Human Resources Mgmt.		6,240	-	-	6,240

FINANCE - 4300
FY27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Springbrook - Licenses and Permits		3,536	-	-	3,536
Springbrook - Payroll		6,240	-	-	6,240
Springbrook - Project Management		3,494	-	-	3,494
Springbrook - Purchase Orders		3,494	-	-	3,494
Springbrook - CivicPay Online		-	1,040	1,040	2,080
TOTAL - Software Maintenance	***2335***	***$ 43,805***	***$ 6,552***	***$ 6,552***	***$ 56,909***
Furniture & Fixtures	*2640*	*101*	*561*	*571*	
Finance Misc.		500	-	-	500
TOTAL - Furniture & Fixtures	***2640***	***$ 500***	***$ -***	***$ -***	***$ 500***

Administrative Services Department

Human Resources Division



Human Resources Division (4310)

Budget 2025-26 and 2026-27

Purpose

Human Resources is responsible for the recruitment of new employees, benefits, training, retirement, as well as managing Risk Management services for the City. The City of St. Helena employs over 100 full-time and part-time employees. Our mission is to serve our community and attract and retain a strong workforce committed to serving the public. We provide a wide variety of positions from Police Officers to Librarians, Plant Operators and Administrative Assistants to Engineers. The City offers many challenging and fulling positions in one of the most beautiful communities in the world.



Human Resources Division (4310)

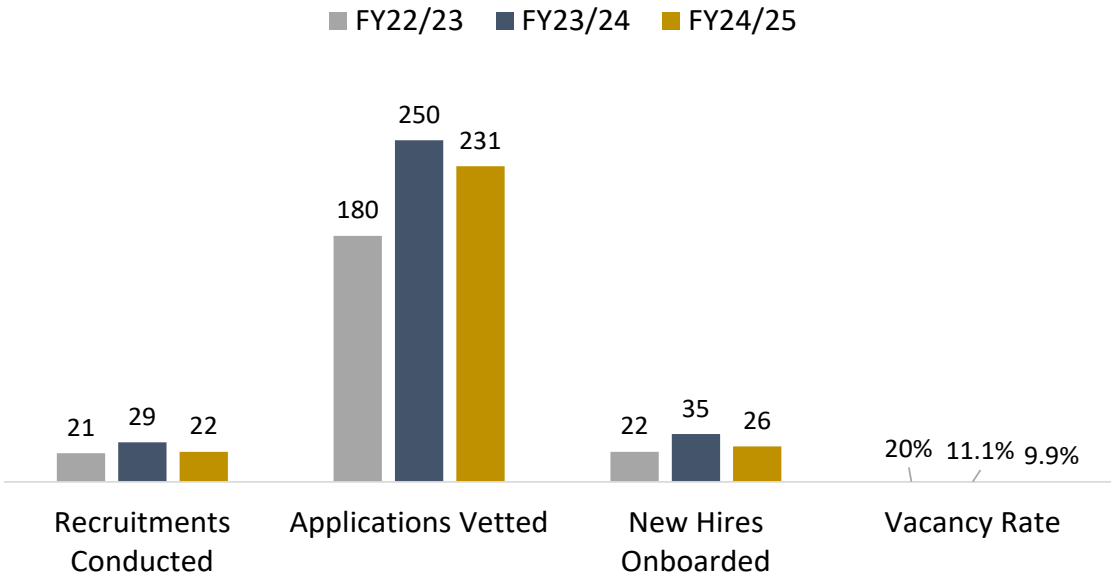
Budget 2025-26 and 2026-27

Goals

- Establish City internal Intranet for a centralized platform for employees to access company resources, share information, and collaborate.
- Enhance the City's training program to improve employee satisfaction and retention by implementing trainings and programs based on employee feedback.

Accomplishments

- Vacancy Rate went from 20% in FY 2023 to 9.9% at the end of FY 2025.
- Successfully transitioned recruitment and on/off-boarding processes to the NeoGov platform, enabling fully electronic and streamlined workflows for all related activities.
- Collaborated with multiple local jurisdictions to develop a regional partnership dedicated to establishing Regional Academies focused on skill enhancement and professional development.



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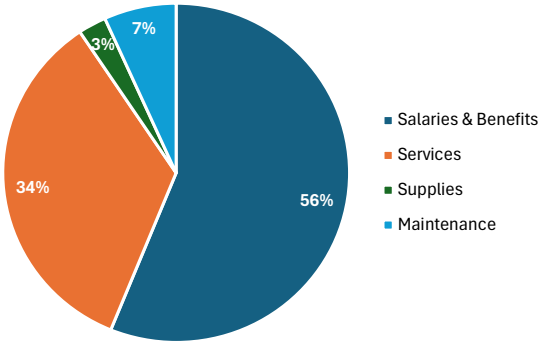
Human Resources

Expenses by Fund and Category

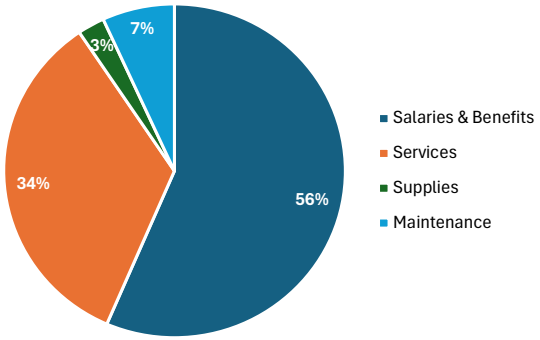
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	171,605	158,853	245,098	276,458	283,287
561	Water Enterprise	57,583	67,029	71,502	-	-
571	Sewer Enterprise	41,532	28,476	62,456	-	-
Grand Total		**270,720**	**254,358**	**379,056**	**276,458**	**283,287**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
43	***Human Resources***					
20	Salaries & Benefits	84,027	88,054	121,291	155,238	160,041
21	Services	168,464	145,910	214,148	95,320	96,600
22	Supplies	1,986	7,336	23,192	7,250	7,250
23	Maintenance	16,243	13,058	20,426	18,650	19,396
Grand Total		**270,720**	**254,358**	**379,056**	**276,458**	**283,287**

FY 26 Expenses by Category



FY 27 Expenses by Category



General Ledger

Human Resources Budget - 4310

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
43	**Finance**					
101-43-10-20-10	Salary Regular	27,203	28,504	51,981	88,646	91,305
101-43-10-20-20	Temp/Part Time	-	16,289	-	25,000	25,000
101-43-10-20-30	Overtime	-	90	-	-	-
101-43-10-20-40	FICA/Medicare	2,096	3,448	5,264	6,850	7,056
101-43-10-20-45	Employer PERS	1,689	1,906	5,310	6,170	6,355
101-43-10-20-47	PERS Unfunded Liability	14,487	5,855	3,928	8,094	8,337
101-43-10-20-55	Health Insurance	1,914	3,525	8,062	12,238	13,095
101-43-10-20-61	Workers Comp	6,768	3,255	3,092	6,217	6,839
101-43-10-20-65	SDI	249	312	753	1,064	1,096
101-43-10-20-75	Deferred Comp	212	222	449	959	959
20	**Salaries & Benefits**	**54,617**	**63,405**	**78,839**	**155,238**	**160,041**
101-43-10-21-05	Advertising	1,014	719	5,200	1,500	1,500
101-43-10-21-15	Postage	-	49	-	-	-
101-43-10-21-45	Other Contract Services	90,441	64,689	120,275	60,000	60,000
101-43-10-21-53	Memberships & Publications	3,625	3,591	1,711	2,220	2,220
101-43-10-21-55	Training & Conference	3,725	4,838	8,060	19,600	20,400
101-43-10-21-56	Admin Recruitment	9,621	8,485	7,800	12,000	12,480
21	**Services**	**108,426**	**82,372**	**143,046**	**95,320**	**96,600**
101-43-10-22-13	Office Supplies	-	174	832	750	750
101-43-10-22-15	Special Department Supplies	1,542	6,374	10,400	6,500	6,500
22	**Supplies**	**1,542**	**6,547**	**11,232**	**7,250**	**7,250**
101-43-10-23-35	Software Maintenance	7,021	6,529	11,981	18,650	19,396
23	**Maintenance**	**7,021**	**6,529**	**11,981**	**18,650**	**19,396**
10	**Human Resources**	**171,605**	**158,853**	**245,098**	**276,458**	**283,287**
561	**Water Enterprise**					
43	**Finance**					
561-43-10-20-10	Salary Regular	8,370	8,771	16,632	-	-
561-43-10-20-40	FICA/Medicare	645	676	1,462	-	-
561-43-10-20-45	Employer PERS	520	587	1,152	-	-
561-43-10-20-47	PERS Unfunded Liability	4,458	1,802	1,209	-	-
561-43-10-20-55	Health Insurance	589	1,085	2,481	-	-
561-43-10-20-61	Workers Comp	2,082	1,001	951	-	-
561-43-10-20-65	SDI	77	96	231	-	-
561-43-10-20-75	Deferred Comp	65	68	139	-	-
20	**Salaries & Benefits**	**16,806**	**14,086**	**24,257**	**-**	**-**
561-43-10-21-05	Advertising	-	-	2,600	-	-
561-43-10-21-45	Other Contract Services	23,667	15,428	23,886	-	-
561-43-10-21-55	Training & Conference	728	1,473	6,656	-	-
561-43-10-21-56	Admin Recruitment	11,547	32,414	3,900	-	-
21	**Services**	**35,942**	**49,314**	**37,042**	**-**	**-**
561-43-10-22-13	Office Supplies	-	23	260	-	-
561-43-10-22-15	Special Department Supplies	224	341	5,720	-	-

Human Resources Budget - 4310

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
22	**Supplies**	**224**	**365**	**5,980**	**-**	**-**
561-43-10-23-35	Software Maintenance	4,611	3,264	4,222	-	-
23	**Maintenance**	**4,611**	**3,264**	**4,222**	**-**	**-**
10	**Human Resources**	**57,583**	**67,029**	**71,502**	**-**	**-**
571	**Sewer Enterprise**					
43	**Finance**					
571-43-10-20-10	Salary Regular	6,278	6,578	12,474	-	-
571-43-10-20-40	FICA/Medicare	484	507	1,105	-	-
571-43-10-20-45	Employer PERS	390	440	858	-	-
571-43-10-20-47	PERS Unfunded Liability	3,343	1,351	906	-	-
571-43-10-20-55	Health Insurance	441	814	1,860	-	-
571-43-10-20-61	Workers Comp	1,562	751	714	-	-
571-43-10-20-65	SDI	57	72	173	-	-
571-43-10-20-75	Deferred Comp	49	51	104	-	-
20	**Salaries & Benefits**	**12,604**	**10,563**	**18,194**	**-**	**-**
571-43-10-21-05	Advertising	-	-	2,600	-	-
571-43-10-21-45	Other Contract Services	18,000	12,201	20,904	-	-
571-43-10-21-55	Training & Conference	728	1,192	6,656	-	-
571-43-10-21-56	Admin Recruitment	5,368	831	3,900	-	-
21	**Services**	**24,096**	**14,224**	**34,060**	**-**	**-**
571-43-10-22-13	Office Supplies	-	23	260	-	-
571-43-10-22-15	Special Department Supplies	221	401	5,720	-	-
22	**Supplies**	**221**	**424**	**5,980**	**-**	**-**
571-43-10-23-35	Software Maintenance	4,611	3,264	4,222	-	-
23	**Maintenance**	**4,611**	**3,264**	**4,222**	**-**	**-**
10	**Human Resources**	**41,532**	**28,476**	**62,456**	**-**	**-**
Grand Total		**270,720**	**254,358**	**379,056**	**276,458**	**283,287**

HUMAN RESOURCES 4310
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Advertising	*2105*	*101*	*561*	571	
Recruitment Advertising		1,500	-	-	1,500
TOTAL - Advertising	***2105***	***$ 1,500***	***$ -***	***$ -***	***$ 1,500***
Other Contract Services	*2145*	*101*	*561*	571	
Labor Relations		60,000	-	-	60,000
TOTAL - Other Contract Services	***2153***	***$ 60,000***	***$ -***	***$ -***	**$ 60,000**
Memberships & Publications	*2153*	*101*	*561*	571	
CalPELRA (HR)		1,170	-	-	1,170
CalChamber		1,050	-	-	1,050
TOTAL - Memberships & Publications	***2153***	***$ 2,220***	***$ -***	***$ -***	**$ 2,220**
Training and Conferences	*2155*	*101*	*561*	571	
Labor, Continuing Education		200	-	-	200
Liebert Cassidy (HR)		300	-	-	300
Regional Leadership Training		16,100	-	-	16,100
Human Resource Training		3,000	-	-	3,000
TOTAL - Training and Conferences	***2155***	***$ 19,600***	***$ -***	***$ -***	**$ 19,600**
Admin Recruitment	*2156*	*101*	*561*	571	
Background Checks and Physicals		12,000	-	-	12,000
TOTAL - Admin Recruitment	***2156***	***$ 12,000***	***$ -***	***$ -***	***$ 12,000***
Special Department Supplies	*2215*	*101*	*561*	571	
Employee Apparel		2,000	-	-	2,000
Ergonomic		4,500	-	-	4,500
TOTAL - Special Department Supplies	***2215***	***$ 6,500***	***$ -***	***$ -***	$ 6,500
Software Maintenance	*2335*	*101*	*561*	571	
NeoGov Performance Evaluation Software		8,250	-	-	8,250
NeoGov Recruitment Software		10,400	-	-	10,400
TOTAL - Software Maintenance	***2335***	***$ 18,650***	***$ -***	***$ -***	**$ 18,650**

HUMAN RESOURCES 4310
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Advertising	*2105*	*101*	*561*	571	
Recruitment Advertising		1,500	-	-	1,500
TOTAL - Advertising	***2105***	***$ 1,500***	***$ -***	***$ -***	***$ 1,500***
Other Contract Services	*2145*	*101*	*561*	571	
Labor Relations		60,000	-	-	60,000
TOTAL - Other Contract Services	***2153***	***$ 60,000***	***$ -***	***$ -***	**$ 60,000**
Memberships & Publications	*2153*	*101*	*561*	571	
CalPELRA (HR)		1,170	-	-	1,170
CalChamber		1,050	-	-	1,050
TOTAL - Memberships & Publications	***2153***	***$ 2,220***	***$ -***	***$ -***	**$ 2,220**
Training and Conferences	*2155*	*101*	*561*	571	
Labor, Continuing Education		208	-	-	208
Liebert Cassidy (HR)		312	-	-	312
Regional Leadership Training		16,760	-	-	16,760
Human Resource Training		3,120	-	-	3,120
TOTAL - Training and Conferences	***2155***	***$ 20,400***	***$ -***	***$ -***	**$ 20,400**
Admin Recruitment	*2156*	*101*	*561*	571	
Background Checks and Physicals		12,480	-	-	12,480
TOTAL - Admin Recruitment	***2156***	***$ 12,480***	***$ -***	***$ -***	***$ 12,480***
Special Department Supplies	*2215*	*101*	*561*	571	
Employee Apparel		2,000	-	-	2,000
Ergonomic		4,500	-	-	4,500
TOTAL - Special Department Supplies	***2215***	***$ 6,500***	***$ -***	***$ -***	$ 6,500
Software Maintenance	*2335*	*101*	*561*	571	
NeoGov Performance Evaluation Software		8,580	-	-	8,580
NeoGov Recruitment Software		10,816	-	-	10,816
TOTAL - Software Maintenance	***2335***	***$ 19,396***	***$ -***	***$ -***	**$ 19,396**

Administrative Services Department

Information Technology Division



Information Technology Division (4320)

Budget 2025-26 and 2026-27

Purpose

The Information Technology (IT) Division is to deliver secure, reliable, and innovative technology solutions that support the City's mission to serve its residents, businesses, and visitors. The division is committed to enhancing operational efficiency, enabling data-driven decision-making, and ensuring the integrity and accessibility of digital services across all departments. Through strategic planning, responsive support, and forward-thinking infrastructure, the IT Division empowers the City to meet current needs and future challenges in a rapidly evolving technological landscape.



Information Technology Division (4320)
Budget 2025-26 and 2026-27

Goals

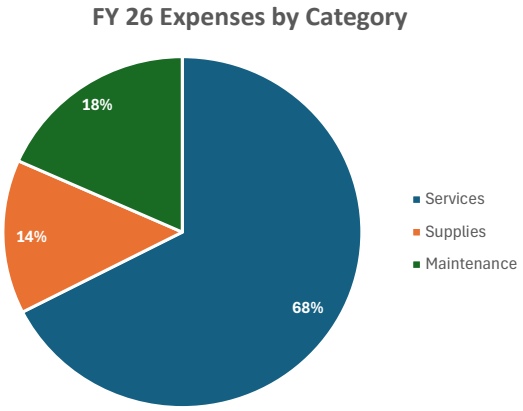
- Improve IT Management:
  - Complete a comprehensive Technology Assessment
  - 5-year technology budget and strategic plan
  - Implement “Lifecycle Management” for IT equipment
  - Evaluate areas that can be consolidated to reduce cost
- Migrate services to the cloud:
  - Reduce local equipment and storage costs
  - Enable increased collaboration using advanced Microsoft 365 capabilities
  - Improve access for remote or traveling staff
- Improve the Security Posture of the City:
  - Implement secure Password Management for staff
  - Implement a Zero-trust architecture for execution of unknown applications
  - Implement Multi-Factor Authentication
  - Monitor the Dark Web for any St. Helena information that may be posted
  - Implement key advanced security features of the upgraded Microsoft 365 subscription such as Conditional Access and Data Loss Prevention. (DLP)
  - Adopt mobile device management solution
- Training and Productivity for Staff:
  - Improve Cybersecurity awareness and knowledge for all staff with regular Security & Awareness Training
  - Increase staff productivity and collaboration with common office applications using online, self-paced training modules
  - Explore the secure use of AI within the City

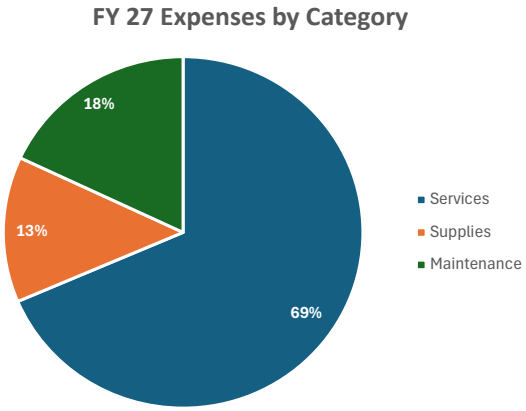
Information Technology

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	161,046	216,610	288,571	217,975	237,854
561	Water Enterprise	32,465	42,452	62,398	52,555	52,965
571	Sewer Enterprise	21,692	26,940	46,028	32,170	32,469
592	Equipment Replacement Fund	34,401	40,324	45,680	50,000	50,000
Grand Total		**249,604**	**326,326**	**442,677**	**352,700**	**373,288**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
43	***Information Technology***					
21	Services	165,439	195,749	232,271	238,000	256,000
22	Supplies	45,304	54,872	109,313	50,000	50,000
23	Maintenance	38,860	75,704	101,094	64,700	67,288
Grand Total		**249,604**	**326,326**	**442,677**	**352,700**	**373,288**





Information Technology Budget - 4320

Account Number	Description	FY 23 Actuals	FY 24 Actuals	FY 25 Budgeted	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
43	**Information Technology**					
101-43-20-21-30	Professional Contracts	123,741	146,895	175,147	167,000	185,000
101-43-20-21-46	Website Support	143	111	4,160	4,000	4,000
21	**Services**	**123,884**	**147,006**	**179,307**	**171,000**	**189,000**
101-43-20-22-12	Computer Equipment	10,144	11,849	34,605	-	-
101-43-20-22-15	Special Department Supplies	21	-	-	-	-
22	**Supplies**	**10,165**	**11,849**	**34,605**	**-**	**-**
101-43-20-23-35	Software Maintenance	26,996	57,755	74,659	46,975	48,854
23	**Maintenance**	**26,996**	**57,755**	**74,659**	**46,975**	**48,854**
20	**Information Technology**	**161,046**	**216,610**	**288,571**	**217,975**	**237,854**
561	**Water Enterprise**					
43	**Information Technology**					
561-43-20-21-30	Professional Contracts	25,290	29,384	32,104	42,300	42,300
21	**Services**	**25,290**	**29,384**	**32,104**	**42,300**	**42,300**
561-43-20-22-12	Computer Equipment	488	1,637	15,242	-	-
22	**Supplies**	**488**	**1,637**	**15,242**	**-**	**-**
561-43-20-23-35	Software Maintenance	6,687	11,432	15,053	10,255	10,665
23	**Maintenance**	**6,687**	**11,432**	**15,053**	**10,255**	**10,665**
20	**Information Technology**	**32,465**	**42,452**	**62,398**	**52,555**	**52,965**
571	**Sewer Enterprise**					
43	**Information Technology**					
571-43-20-21-30	Professional Contracts	16,264	19,360	20,860	24,700	24,700
21	**Services**	**16,264**	**19,360**	**20,860**	**24,700**	**24,700**
571-43-20-22-12	Computer Equipment	250	1,062	13,787	-	-
22	**Supplies**	**250**	**1,062**	**13,787**	**-**	**-**
571-43-20-23-35	Software Maintenance	5,177	6,518	11,382	7,470	7,769
23	**Maintenance**	**5,177**	**6,518**	**11,382**	**7,470**	**7,769**
20	**Information Technology**	**21,692**	**26,940**	**46,028**	**32,170**	**32,469**
592	**Equipment Replacement Fund**					
43	**Finance**					
592-43-20-22-12	Computer Equipment	34,401	40,324	45,680	50,000	50,000
22	**Supplies**	**34,401**	**40,324**	**45,680**	**50,000**	**50,000**
20	**Information Technology**	**34,401**	**40,324**	**45,680**	**50,000**	**50,000**
Grand Total		**249,604**	**326,326**	**442,677**	**352,700**	**373,288**

INFORMATION TECHNOLOGY - 4320
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Professional Contracts	*2130*	*101*	*561*	571	592	
Annual Support Contract		122,600	24,600	18,000	-	165,200
Security Essentials		15,900	3,200	2,200	-	21,300
Digital Umbrella Server Backups		15,000	11,500	2,500	-	29,000
Server Hosting Service		13,500	3,000	2,000	-	18,500
TOTAL - Professional Contracts	***2130***	***$ 167,000***	***$ 42,300***	***$ 24,700***	***$ -***	***$ 234,000***
Website Support	*2146*	*101*	*561*	571	592	
Domain and Website Hosting		4,000	-	-		4,000
TOTAL - Website Support	***2146***	***$ 4,000***	***$ -***	***$ -***		***$ 4,000***
Computer Equipment	*2212*	*101*	*561*	571	592	
Misc Equipment Replacement		-	-	-	50,000	50,000
TOTAL - Computer Equipment	***2212***	***$ -***	***$ -***	***$ -***	***$ 50,000***	***$ -***
Software Maintenance	*2335*	*101*	*561*	571	592	
Microsoft Office 365 Annual Subscription		24,700	5,000	3,300		33,000
Cisco - Extended Warranties		6,375	1,275	850		8,500
Qualys Multi-Point Intrusion License		1,875	375	250		2,500
Misc. IT Software		4,000	1,000	1,000		6,000
MS Project (PW)		1,000	1,000	1,000		3,000
Adobe Licensing		8,500	1,500	1,000		11,000
L-Fiche Server Licensing		525	105	70		700
TOTAL - Software Maintenance	***2335***	***$ 46,975***	***$ 10,255***	***$ 7,470***		**$ 64,700**

INFORMATION TECHNOLOGY - 4320
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Professional Contracts	*2130*	*101*	*561*	571	592	
Annual Support Contract		140,600	24,600	18,000	-	183,200
Security Essentials		15,900	3,200	2,200	-	21,300
Digital Umbrella Server Backups		15,000	11,500	2,500	-	29,000
Server Hosting Service		13,500	3,000	2,000	-	18,500
TOTAL - Professional Contracts	***2130***	***$ 185,000***	***$ 42,300***	***$ 24,700***	***$ -***	***$ 252,000***
Website Support	*2146*	*101*	*561*	571	592	
Domain and Website Hosting		4,000	-	-		4,000
TOTAL - Website Support	***2146***	***$ 4,000***	***$ -***	***$ -***		***$ 4,000***
Computer Equipment	*2212*	*101*	*561*	571	592	
Misc Equipment Replacement		-	-	-	50,000	50,000
TOTAL - Computer Equipment	***2212***	***$ -***	***$ -***	***$ -***	***$ 50,000***	***$ -***
Software Maintenance	*2335*	*101*	*561*	571	592	
Microsoft Office 365 Annual Subscription		25,688	5,200	3,432		34,320
Cisco - Extended Warranties		6,630	1,326	884		8,840
Qualys Multi-Point Intrusion License		1,950	390	260		2,600
Misc. IT Software		4,160	1,040	1,040		6,240
MS Project (PW)		1,040	1,040	1,040		3,120
Adobe Licensing		8,840	1,560	1,040		11,440
L-Fiche Server Licensing		546	109	73		728
TOTAL - Software Maintenance	***2335***	***$ 48,854***	***$ 10,665***	***$ 7,769***		***$ 67,288***

City Attorney



City Attorney (4400)
Budget 2025-26 and 2026-27

Purpose

The City of St. Helena contracts with the law firm of Best Best & Krieger LLP for its City Attorney services. Ethan Walsh is the City Attorney. The City Attorney, who is appointed by the City Council, is responsible for providing legal advice to the City Council and Staff in carrying out the duties of City government. The City Attorney's duties include framing and reviewing City ordinances, resolutions and agreements, advising on all areas of law affecting the City's operations, and representing the City in litigation and in the enforcement of City ordinances and State laws affecting the City. The City Attorney's client is the City of St. Helena, as represented by the City Council and City Manager, and not members of the public.

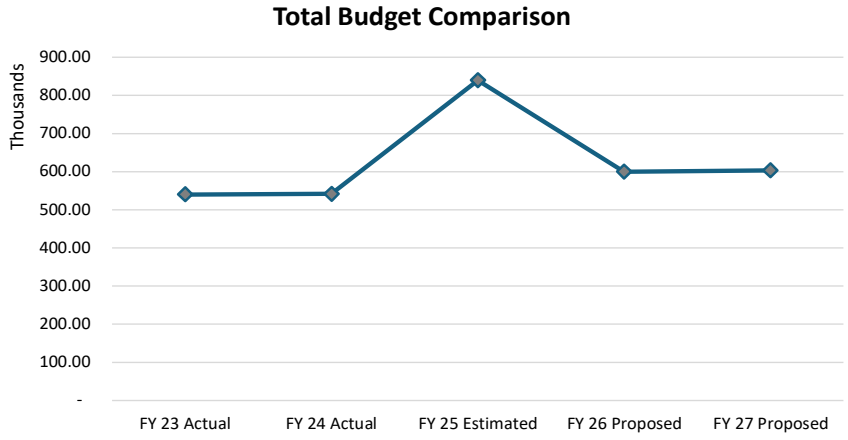


Attorney

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	424,361	428,729	515,840	425,000	435,500
561	Water Enterprise	87,520	35,993	165,880	100,000	101,500
571	Sewer Enterprise	28,212	27,637	131,560	50,000	40,600
751	Affordable Housing	-	49,414	26,000	25,000	25,750
Grand Total		**540,093**	**541,772**	**839,280**	**600,000**	**603,350**

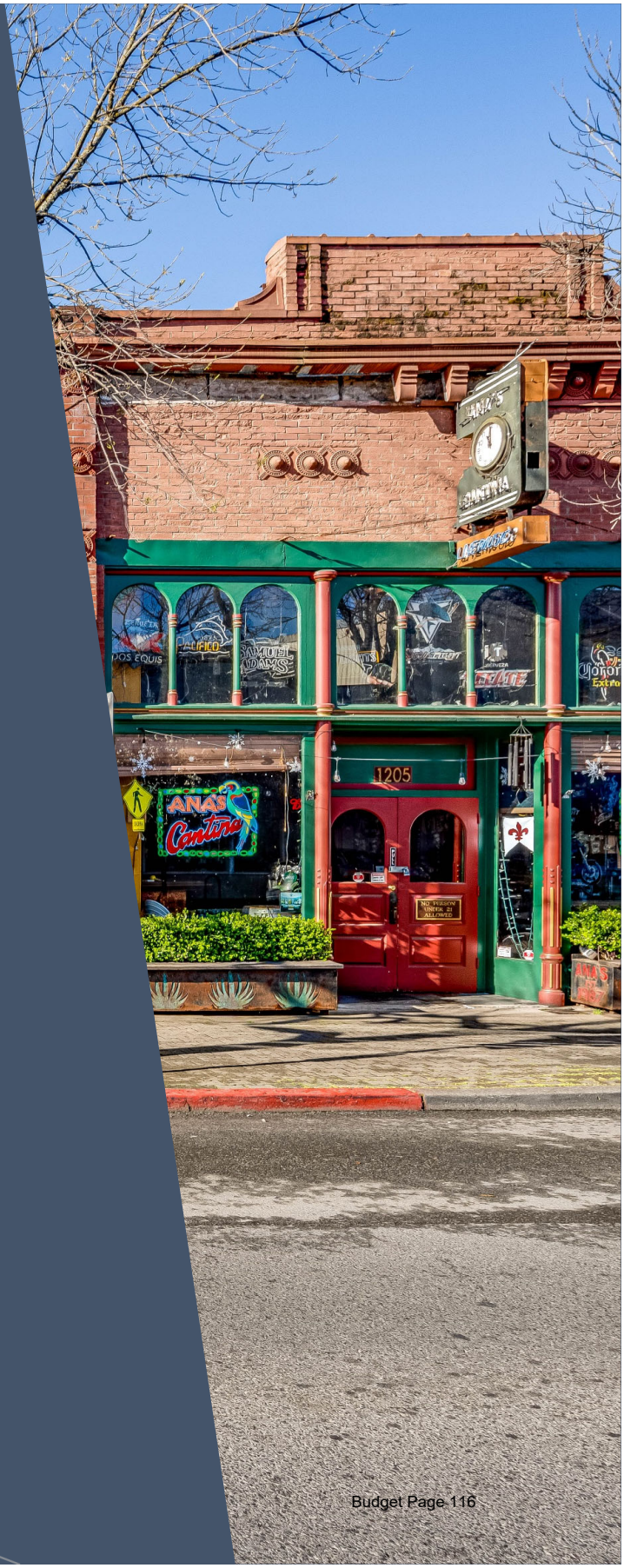
Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
44	*Attorney*					
21	Services	540,093	541,772	839,280	600,000	603,350
Grand Total		**540,093**	**541,772**	**839,280**	**600,000**	**603,350**



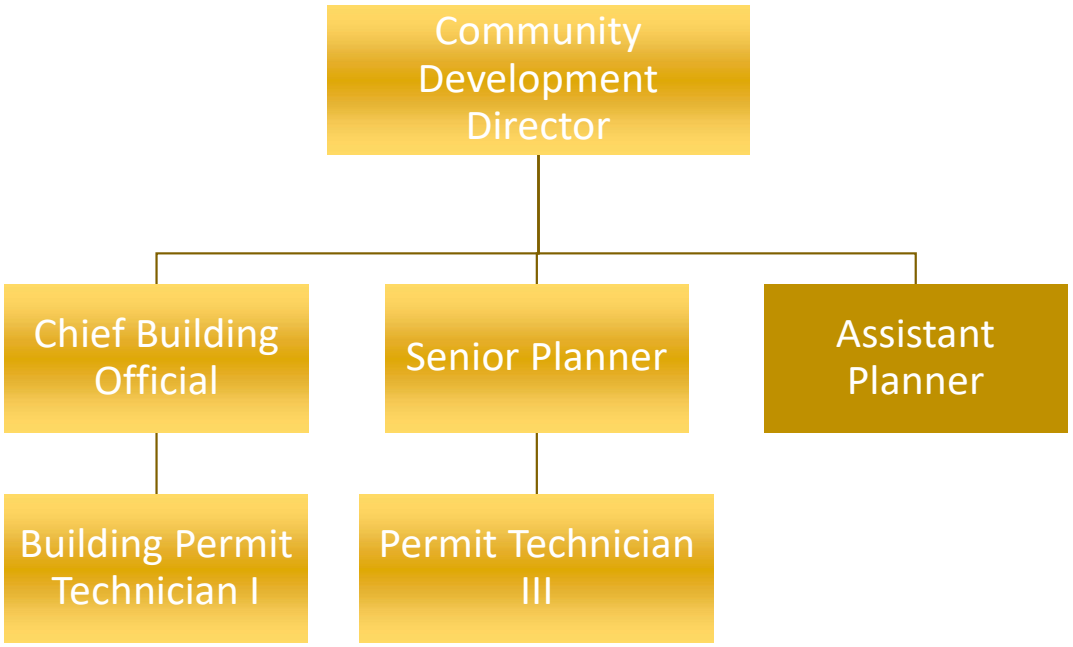
Attorney Budget - 4400

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
101-44-00-21-30	Professional Contracts	294,481	314,249	308,000	350,000	360,500
101-44-00-21-32	Litigation Cost	129,880	114,480	170,400	50,000	50,000
101-44-00-21-33	Contract Billable Services	-	-	37,440	25,000	25,000
21	**Services**	**424,361**	**428,729**	**515,840**	**425,000**	**435,500**
44	**Attorney**	**424,361**	**428,729**	**515,840**	**425,000**	**435,500**
561	**Water Enterprise**					
561-44-00-21-30	Professional Contracts	47,703	35,769	61,880	50,000	51,500
561-44-00-21-32	Litigation Cost	39,817	224	104,000	50,000	50,000
21	**Services**	**87,520**	**35,993**	**165,880**	**100,000**	**101,500**
44	**Attorney**	**87,520**	**35,993**	**165,880**	**100,000**	**101,500**
571	**Sewer Enterprise**					
571-44-00-21-30	Professional Contracts	28,212	27,637	11,960	20,000	20,600
571-44-00-21-32	Litigation Cost	-	-	119,600	30,000	20,000
571-44-00-21-45	Other Contract Services	-	-	-	-	-
21	**Services**	**28,212**	**27,637**	**131,560**	**50,000**	**40,600**
44	**Attorney**	**28,212**	**27,637**	**131,560**	**50,000**	**40,600**
751	**Affordable Housing**					
751-44-00-21-30	Professional Contracts	-	49,414	26,000	25,000	25,750
21	**Services**	**-**	**49,414**	**26,000**	**25,000**	**25,750**
44	**Attorney**	**-**	**49,414**	**26,000**	**25,000**	**25,750**
Grand Total		**540,093**	**541,772**	**839,280**	**600,000**	**603,350**

Community Development



Community Development Organizational Chart



Assistant Planner position vacant until 1 July 2025

Department Codes:
4500 – Community Development

Budget Page 117

Community Development (4500)

Budget 2025-26 and 2026-27

Purpose

The core services provided by the Planning and Building Department are implementation, enforcement, and updates related to the City's General Plan, the City Zoning and City Building Codes. The overarching goal is to maintain and improve the quality of the community and environment. Additionally, this department reviews project plans for consistency with local, state, and federal laws as well as actions taken by the City Council and Planning Commission. The department provides planning and development review services, environmental review to ensure compliance with the California Environmental Quality Act, serves as the City's Housing Administrator, provides building permit plan check and field inspection, and Code Enforcement. (Including Short Term Rental enforcement).







Community Development (4500)

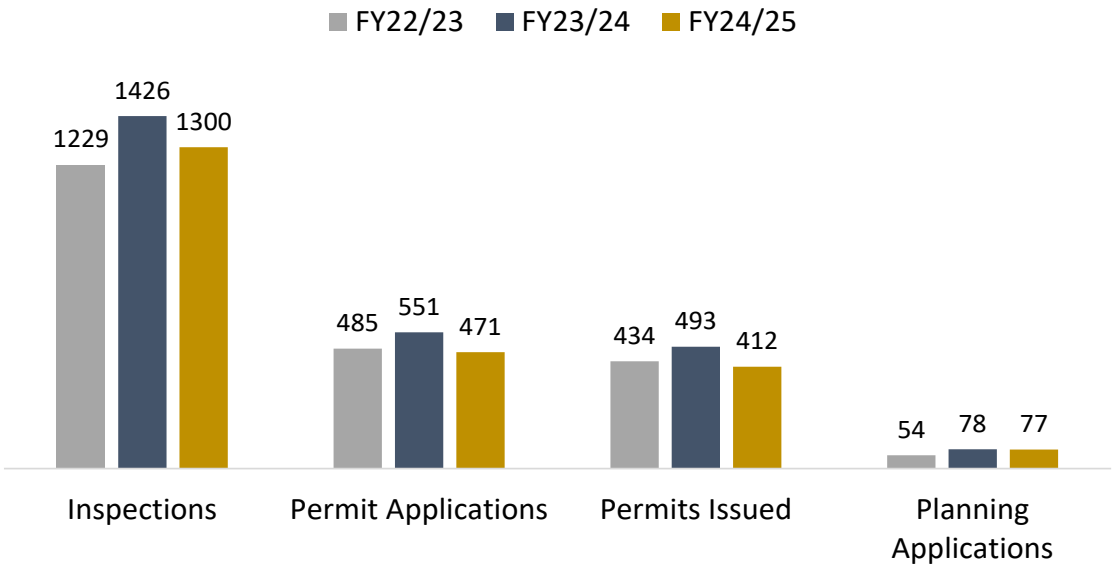
Budget 2025-26 and 2026-27

Goals

- Go live with ETRAKIT online permitting software
- Continuous improvement for enhancing process to be business friendly City
- Redevelopment of 1480 Main Street and 1572-1574 Railroad Avenue
- Host Housing Laws public meeting to facilitate community awareness

Accomplishments

- Housing Element recertification & Zoning Map Amendments
- Green energy permit sale
- Downtown Specific Plan kickoff & preliminary meetings
- Complete SLA process & RFQ for 2 city-owned properties
- Streamlined permit process for certain projects
- Completed amendments to ADU ordinance
- Annual Housing Element Progress Report was submitted to and accepted by the California Department of Housing and Community Development (HCD)
- Completed Annual Planning Commission Governance Training



Budget Page 119

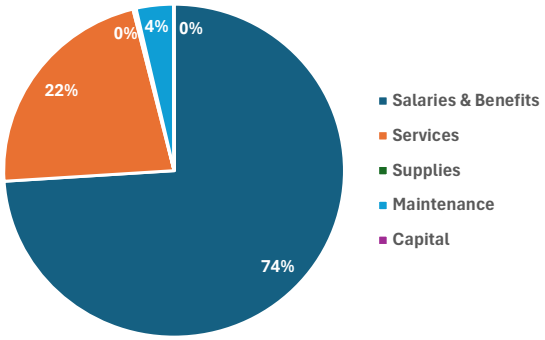
Community Development

Expenses by Fund and Category

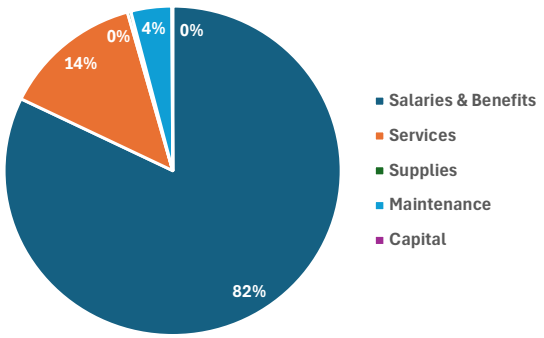
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	1,173,459	1,419,536	2,030,608	1,562,616	1,548,192
209	HOME Grant	4,210	81	26,000	25,000	25,000
291	SB-1186 State Fees	550	-	5,200	5,200	5,200
745	Parking In-Lieu	-	-	113,200	-	-
751	Affordable Housing	29,915	-	5,060	5,000	5,000
752	Measure E	-	-	-	100,000	-
Grand Total		**1,208,135**	**1,419,617**	**2,180,068**	**1,697,816**	**1,583,392**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
45	***Planning/Building***					
20	Salaries & Benefits	920,659	995,657	1,080,376	1,256,078	1,301,595
21	Services	244,487	331,361	946,644	375,684	213,348
22	Supplies	4,115	2,911	5,512	5,200	5,200
23	Maintenance	33,205	84,451	127,089	59,854	62,249
26	Capital	5,669	5,237	20,448	1,000	1,000
Grand Total		**1,208,135**	**1,419,617**	**2,180,068**	**1,697,816**	**1,583,392**

FY 26 Expenses by Category



FY 27 Expenses by Category



Community Development Budget - 4500

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
45	**Community Development**					
101-45-00-20-10	Salary-Regular	618,901	689,606	745,162	828,800	853,664
101-45-00-20-20	Temp/Part Time	6,000	5,900	6,300	6,000	6,000
101-45-00-20-30	Overtime	1,693	1,036	1,050	1,000	1,030
101-45-00-20-40	FICA/Medicare	46,434	50,688	50,286	61,103	62,936
101-45-00-20-45	Employer PERS	37,048	41,752	51,085	63,141	65,035
101-45-00-20-47	PERS Unfunded Liability	58,748	46,101	51,408	82,830	85,315
101-45-00-20-55	Health Insurance	99,125	108,041	123,346	148,319	158,701
101-45-00-20-61	Workers Comp	31,236	30,043	28,541	37,300	41,030
101-45-00-20-65	SDI	5,884	6,483	6,328	9,958	10,257
101-45-00-20-75	Deferred Comp	8,559	8,805	9,311	10,427	10,427
101-45-00-20-85	Auto Allowance	7,029	7,200	7,560	7,200	7,200
20	**Salaries & Benefits**	**920,659**	**995,657**	**1,080,376**	**1,256,078**	**1,301,595**
101-45-00-21-05	Advertising	9,537	5,129	5,200	5,200	5,408
101-45-00-21-10	Communications	2,291	4,525	3,328	4,500	4,680
101-45-00-21-11	Other Contract Services	-	54,923	445,077	-	-
101-45-00-21-15	Postage	2,005	597	1,248	1,200	1,248
101-45-00-21-30	Professional Contracts	42,179	83,784	39,304	12,500	12,500
101-45-00-21-33	Contract Billable Services	-	-	1,664	1,664	1,664
101-45-00-21-39	Other Contract Services - CE	805	-	8,296	18,720	18,720
101-45-00-21-42	Banking Fees	-	-	25,500	25,500	26,520
101-45-00-21-45	Other Contract Services	120,356	113,187	210,846	115,000	50,000
101-45-00-21-47	Other Contract Services - Bldg	13,080	12,719	26,000	26,000	26,000
101-45-00-21-53	Memberships & Publications	5,673	4,382	8,466	8,400	8,736
101-45-00-21-55	Training & Conference	8,575	8,517	22,256	21,800	22,672
21	**Services**	**204,501**	**287,763**	**797,184**	**240,484**	**178,148**
101-45-00-22-13	Office Supplies	2,366	2,343	2,600	2,600	2,600
101-45-00-22-15	Special Department Supplies	1,748	568	2,912	2,600	2,600
22	**Supplies**	**4,115**	**2,911**	**5,512**	**5,200**	**5,200**
101-45-00-23-11	Maint Office Equip	-	-	520	520	520
101-45-00-23-35	Software Maintenance	25,668	76,033	117,814	50,000	52,000
101-45-00-23-50	Vehicle Alloc Expense	7,538	8,418	8,755	9,334	9,729
23	**Maintenance**	**33,205**	**84,451**	**127,089**	**59,854**	**62,249**
101-45-00-26-30	Capital Equipment	5,669	4,289	16,248	-	-
101-45-00-26-40	Furniture & Fixtures	-	948	4,200	1,000	1,000
26	**Capital**	**5,669**	**5,237**	**20,448**	**1,000**	**1,000**
00	**Administration**	**1,168,150**	**1,376,019**	**2,030,608**	**1,562,616**	**1,548,192**
101-45-10-21-30	Professional Contracts	5,310	43,517	-	-	-
21	**Services**	**5,310**	**43,517**	**-**	**-**	**-**
10	**Administration**	**5,310**	**43,517**	**-**	**-**	**-**
209	**HOME Grant**					
45	**Community Development**					
209-45-00-21-22	Administrative Fees	4,210	81	26,000	25,000	25,000
21	**Services**	**4,210**	**81**	**26,000**	**25,000**	**25,000**
00	**Administration**	**4,210**	**81**	**26,000**	**25,000**	**25,000**

291	**SB-1186 State Fees**					
45	**Community Development**					
291-45-00-21-55	CASp Certification & Training	550	-	5,200	5,200	5,200
21	**Services**	**550**	**-**	**5,200**	**5,200**	**5,200**
00	**Administration**	**550**	**-**	**5,200**	**5,200**	**5,200**
745	**Parking In-Lieu**					
45	**Community Development**					
745-45-00-21-45	Other Contract Services	-	-	113,200	-	-
21	**Services**	**-**	**-**	**113,200**	**-**	**-**
00	**Administration**	**-**	**-**	**113,200**	**-**	**-**
751	**Affordable Housing**					
45	**Community Development**					
751-45-00-21-45	Other Contract Services	29,915	-	5,060	5,000	5,000
21	**Services**	**29,915**	**-**	**5,060**	**5,000**	**5,000**
00	**Administration**	**29,915**	**-**	**5,060**	**5,000**	**5,000**
752	**Measure E**					
45	**Community Development**					
752-45-00-21-45	Other Contract Services	-	-	-	100,000	-
21	**Services**	**-**	**-**	**-**	**100,000**	**-**
00	**Administration**	**-**	**-**	**-**	**100,000**	**-**
Grand Total		**1,208,135**	**1,419,617**	**2,180,068**	**1,697,816**	**1,583,392**

BUILDING AND PLANNING - 4500
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted	One-time Expense
Temporary Part-Time	*2020*	*101*		
Planning Commissioner Stipends		6,000	6,000	-
TOTAL - Temporary Part-Time	***2020***	***$ 6,000***	***$ 6,000***	***$ -***
Advertising	*2105*	*101*		
Public Hearing Notices		5,200	5,200	-
TOTAL - Advertising	***2105***	***$ 5,200***	***$ 5,200***	***$ -***
Professional Contracts	*2130*	*101*		
Investigator STR Enforcement		12,500	12,500	-
TOTAL - Professional Contracts	***2130***	***$ 12,500***	***$ 12,500***	***$ -***
Other Contract Services- Code Enforcement	*2139*	*101*		
Building Plan Check and Building Inspections*		18,720	18,720	-
TOTAL - Other Contract Services	***2139***	***$ 18,720***	***$ 18,720***	***$ -***
Other Contract Services - Planning	*2145*	*101*		
Planning Services*		50,000	50,000	-
Surplus Property Negotiations		65,000	65,000	65,000
TOTAL - Other Contract Services	***2145***	***$ 115,000***	***$ 115,000***	***$ 65,000***
Other Contract Services- Building	*2147*	*101*		
Building Plan Check and Building Inspections*		26,000	26,000	-
TOTAL - Other Contract Services	***2147***	***$ 26,000***	***$ 26,000***	***$ -***
Memberships & Publications	*2153*	*101*		
APA and AICP Dues		1,200	1,200	-
Updated Codes		2,100	2,100	-
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		3,100	3,100	-
Supplementary Code/Guide Books		500	500	-
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,500	1,500	-
TOTAL - Memberships & Publications	***2153***	***$ 8,400***	***$ 8,400***	***$ -***

BUILDING AND PLANNING - 4500 EXPENSE DETAIL - FY26				
Description	**Object Code**	**Funding Source**	**Total Budgeted**	**One-time Expense**
Training and Conferences	*2155*	*101*		
Planning Commissioners and Staff		10,000	10,000	-
APA California Conference (Senior Planner, Planning Technician III and Planning Director)		6,300	6,300	-
Miscellaneous Staff Training		3,100	3,100	-
Plan Check/Inspection Training and Materials		2,400	2,400	-
TOTAL - Training and Conferences	***2155***	***$ 21,800***	***$ 21,800***	**$ -**
Software Maintenance	*2335*	*101*		
Permiting Software		50,000	50,000	-
TOTAL - Software Maintenance	***2335***	***$ 50,000***	**50,000**	**$ -**
SB-1186 STATE FEES - 291				
Training and Conferences	*2155*	*291*		
CASP Certification and Training		5,200	5,200	-
TOTAL - Training and Conferences	***2155***	***$ 5,200***	***$ 5,200***	**$ -**
Measure E (Affordable Housing) - 752				
Other Contract Services	*2145*	*291*		
Affordable Housing Study		100,000	100,000	100,000
TOTAL - Other Contract Services	***2145***	***$ 100,000***	***$ 100,000***	**$ 100,000**
TOTAL - One time Expenses				***$ 165,000***

BUILDING AND PLANNING - 4500
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Temporary Part-Time	*2020*	*101*	
Planning Commissioner Stipends		6,000	6,000
TOTAL - Temporary Part-Time	***2020***	***$ 6,000***	***$ 6,000***
Advertising	*2105*	*101*	
Public Hearing Notices		5,408	5,408
TOTAL - Advertising	***2105***	***$ 5,408***	***$ 5,408***
Professional Contracts	*2130*	*101*	
Investigator STR Enforcement		12,500	12,500
TOTAL - Professional Contracts	***2130***	***$ 12,500***	***$ 12,500***
Other Contract Services- Code Enforcement	*2139*	*101*	
Building Plan Check and Building Inspections*		18,720	18,720
TOTAL - Other Contract Services	***2139***	***$ 18,720***	***$ 18,720***
Other Contract Services - Planning	*2145*	*101*	
Planning Services*		50,000	50,000
TOTAL - Other Contract Services	***2145***	***$ 50,000***	***$ 50,000***
Other Contract Services- Building	*2147*	*101*	
Building Plan Check and Building Inspections*		26,000	26,000
TOTAL - Other Contract Services	***2147***	***$ 26,000***	***$ 26,000***
Memberships & Publications	*2153*	*101*	
APA and AICP Dues		1,248	1,248
Updated Codes		2,184	2,184
Membership/Subscriptions (ICC, ENR, NFPA, Building Codes, Planning & Building Codes)		3,224	3,224
Supplementary Code/Guide Books		520	520
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		1,560	1,560
TOTAL - Memberships & Publications	***2153***	***$ 8,736***	***$ 8,736***

BUILDING AND PLANNING - 4500
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Training and Conferences	*2155*	*101*	
Planning Commissioners and Staff		10,400	10,400
APA California Conference (Senior Planner, Planning Technician III and Planning Director)		6,552	6,552
Miscellaneous Staff Training		3,224	3,224
Plan Check/Inspection Training and Materials		2,496	2,496
TOTAL - Training and Conferences	***2155***	***$ 22,672***	***$ 22,672***
Software Maintenance	*2335*	*101*	
Permiting Software		52,000	52,000
TOTAL - Software Maintenance	***2335***	***$ 52,000***	**52,000**

SB-1186 STATE FEES - 291

Training and Conferences	*2155*	*291*	
CASP Certification and Training		5,200	5,200
TOTAL - Training and Conferences	***2155***	***$ 5,200***	***$ 5,200***

Non-Departmental



Non-Departmental (4000)

Budget 2025-26 and 2026-27

Purpose

The Purpose of the Non-Departmental categorization is to accommodate those costs not easily associated with a particular cost center and to more easily monitor certain expendable costs for savings and control purposes. Liability Insurance, contributions, debt service, and general office supplies are types of expenses accounted for here.



Non-Departmental

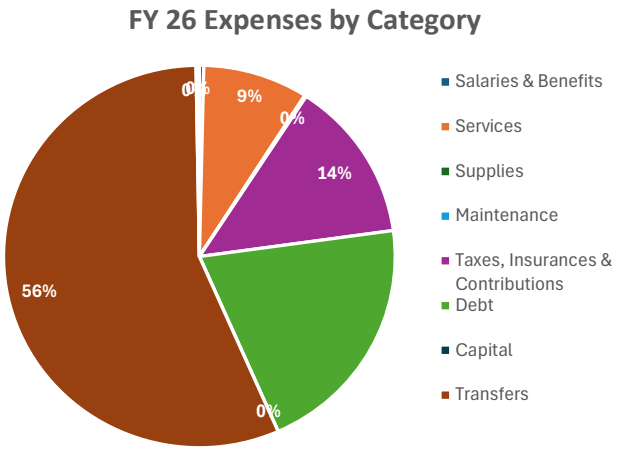
Expenses by Fund and Category

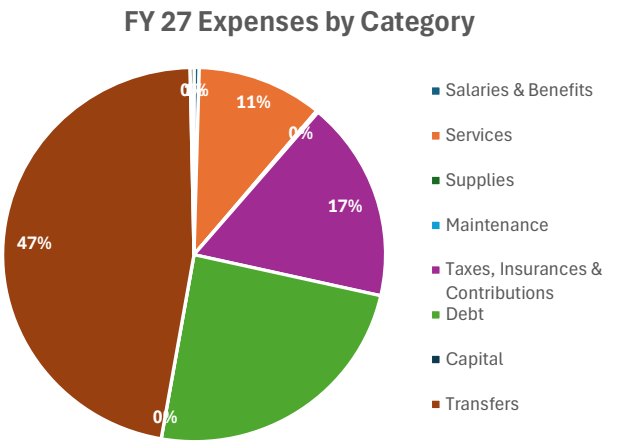
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	4,573,169	2,288,889	2,150,224	1,584,261	1,871,033
216	Public Safety Impact	-	94,182	-	-	-
225	State Gas Tax 2105	30,964	-	-	-	-
226	State Gas Tax 2106	57,152	-	21,506	-	-
227	State Gas Tax 2107	21,042	-	-	-	-
228	State Gas Tax 21075	-	-	2,020	-	-
229	State Gas Tax 2103	-	-	54,585	-	-
230	RMRA	122,427	-	136,172	-	-
240	Measure T	706,719	1,638,693	1,232,500	1,600,500	1,381,800
290	Tourism Improvement District	632,245	626,300	794,923	681,969	716,068
420	1996 GO Bonds	(479)	-	-	-	12,361
421	2022 GO Bonds	269,659	269,899	-	4,082,340	2,013,552
561	Water Enterprise	1,195,701	2,444,451	1,774,747	2,618,238	2,648,715
571	Sewer Enterprise	4,131,307	11,372,997	1,117,920	1,915,428	2,109,488
572	Wastewater Bond	25,418	-	-	-	-
581	Insurance Benefit Fund	2,176	5,062	-	-	-
582	Internal Service Garage Fund	26,333	87,293	-	-	-
592	Equipment Replacement Fund	153,493	127,423	73,927	-	-
593	Fire Equipment Replacement	-	811,911	-	-	-
700	Flood Control Capital	6,182	9,214	-	10,000	10,000
734	Park Impact	-	311,196	-	-	-
740	Traffic Mitigation Impact	-	6,772	-	-	-
742	Storm Drain Improvement	4,906	-	-	200,000	-
751	Affordable Housing	13,598	10,800	-	-	-
763	Water Capital Project	172,290	21,961	-	-	-
764	Water Impact	6,398	-	-	-	-
774	Sewer Impact	669,435	41,294	-	-	-
Grand Total		**12,820,134**	**20,168,338**	**7,358,525**	**12,692,736**	**10,763,017**

Non-Departmental

Expenses by Fund and Category

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
40	***Non Departmental***					
20	Salaries & Benefits	(197,860)	123,206	(447,500)	45,500	45,500
21	Services	3,419,559	1,478,061	1,556,552	1,103,475	1,144,164
22	Supplies	184,085	77,113	79,568	18,200	18,488
23	Maintenance	169,923	14,325	1,560	500	500
24	Taxes, Insurances & Contributions	1,159,192	1,271,431	1,515,124	1,728,555	1,862,602
25	Debt	605,927	1,158,687	2,167,846	2,613,022	2,606,923
26	Capital	-	5,648	10,496	-	-
29	Transfers	7,452,685	16,009,755	2,410,399	7,149,284	5,049,272
61	PEG access costs	26,622	30,113	64,480	34,200	35,568
Grand Total		**12,820,134**	**20,168,338**	**7,358,525**	**12,692,736**	**10,763,017**





Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
40	**Non Departmental**					
101-40-00-20-07	Vacancy Factor	-	-	(375,106)	-	-
101-40-00-20-08	Post-Employment Disbursement	48,433	-	-	-	-
101-40-00-20-15	Pay for Performance	-	-	43,000	32,000	32,000
101-40-00-20-20	Temp/Part Time	-	(17)	-	-	-
101-40-00-20-40	FICA/Medicare	3,705	-	-	-	-
101-40-00-20-47	PERS Unfunded Liability	272,948	-	-	-	-
101-40-00-20-55	Health Insurance	1,591	-	-	-	-
101-40-00-20-65	SDI	436	-	-	-	-
101-40-00-20-71	Unemployment	10,818	2,265	-	-	-
101-40-00-20-89	Charity Event Reimbursement	1,222	1,502	13,500	13,500	13,500
20	**Salaries & Benefits**	**339,151**	**3,750**	**(318,606)**	**45,500**	**45,500**
101-40-00-21-10	Communications	7,194	30,172	6,240	38,800	40,352
101-40-00-21-15	Postage	684	926	1,040	1,600	1,664
101-40-00-21-27	Equipment Lease Exp	7,967	8,462	10,400	20,000	20,800
101-40-00-21-30	Professional Contracts	888	2,461	15,600	-	-
101-40-00-21-31	Litigation Settlement	50,000	-	-	-	-
101-40-00-21-34	Muni Code Update	3,230	-	3,120	-	-
101-40-00-21-40	Professional Fees	3,335	5,816	8,320	6,000	6,240
101-40-00-21-43	Penalties And Fines	9,627	2,174	5,200	5,000	5,200
101-40-00-21-45	Other Contract Services	1,950,907	339,865	412,338	98,300	102,232
101-40-00-21-52	Facility Rental	238,444	219,718	239,060	239,556	239,556
101-40-00-21-53	Memberships & Publications	3,324	4,796	3,016	3,570	3,713
101-40-00-21-55	Training & Conference	262	2,000	-	-	-
21	**Services**	**2,275,862**	**616,389**	**704,334**	**412,826**	**419,757**
101-40-00-22-07	Copies	3,950	2,766	5,200	3,700	3,848
101-40-00-22-13	Office Supplies	374	1,956	3,016	4,000	4,000
101-40-00-22-15	Special Department Supplies	15,573	2,188	1,560	3,500	3,640
101-40-00-22-16	COVID-19	14,058	-	-	-	-
101-40-00-22-17	Glass Fire	4,370	-	-	-	-
101-40-00-22-18	Employee Appreciation	7,016	1,576	10,400	7,000	7,000
22	**Supplies**	**45,342**	**8,487**	**20,176**	**18,200**	**18,488**
101-40-00-23-11	Maint Office Equip	-	-	1,560	500	500
101-40-00-23-35	Software Maintenance	3,945	14,325	-	-	-
23	**Maintenance**	**3,945**	**14,325**	**1,560**	**500**	**500**
101-40-00-24-05	Contributions	80,754	210,732	238,465	255,650	261,556
101-40-00-24-07	Chamber of Commerce	325,000	175,000	175,000	125,000	125,000
101-40-00-24-08	Leak Adjustment Contribution	-	-	9,630	-	-
101-40-00-24-24	Uncollectable Debt	-	20,110	-	-	-
101-40-00-24-25	Taxes & Other Charges	536	98	6,420	1,500	1,500
101-40-00-24-45	REMIF/Block Party Insurance	358,252	392,858	482,316	572,785	630,064
24	**Taxes, Insurances & Contributions**	**764,542**	**798,798**	**911,831**	**954,935**	**1,018,120**
101-40-00-29-99	Transfer to other Funds	1,052,939	753,864	736,439	118,100	333,100
29	**Transfers**	**1,052,939**	**753,864**	**736,439**	**118,100**	**333,100**
101-40-00-61-00	PEG access costs	26,622	30,113	64,480	34,200	35,568
61	**PEG access costs**	**26,622**	**30,113**	**64,480**	**34,200**	**35,568**
00	**Administration**	**4,508,403**	**2,225,726**	**2,120,214**	**1,584,261**	**1,871,033**

Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101-40-45-25-05	Retire Principal	61,284	61,225	29,615	-	-
101-40-45-25-15	Interest Expense	3,482	1,939	395	-	-
25	**Debt**	**64,766**	**63,163**	**30,010**	**-**	**-**
45	**Debt**	**64,766**	**63,163**	**30,010**	**-**	**-**
216	**Public Safety Impact**					
40	**Non Departmental**					
216-40-00-29-99	Transfer to other Funds	-	94,182	-	-	-
29	**Transfers**	**-**	**94,182**	**-**	**-**	**-**
00	**Administration**	**-**	**94,182**	**-**	**-**	**-**
225	**State Gas Tax 2105**					
40	**Non Departmental**					
225-40-00-29-99	Transfer to other Funds	30,964	-	-	-	-
29	**Transfers**	**30,964**	**-**	**-**	**-**	**-**
00	**Administration**	**30,964**	**-**	**-**	**-**	**-**
226	**State Gas Tax 2106**					
40	**Non Departmental**					
226-40-00-29-99	Transfer to other Funds	57,152	-	21,506	-	-
29	**Transfers**	**57,152**	**-**	**21,506**	**-**	**-**
00	**Administration**	**57,152**	**-**	**21,506**	**-**	**-**
227	**State Gas Tax 2107**					
40	**Non Departmental**					
227-40-00-29-99	Transfer to other Funds	21,042	-	-	-	-
29	**Transfers**	**21,042**	**-**	**-**	**-**	**-**
00	**Administration**	**21,042**	**-**	**-**	**-**	**-**
228	**State Gas Tax 21075**					
40	**Non Departmental**					
228-40-00-29-99	Transfer to other Funds	-	-	2,020	-	-
29	**Transfers**	**-**	**-**	**2,020**	**-**	**-**
00	**Administration**	**-**	**-**	**2,020**	**-**	**-**
229	**State Gas Tax 2103**					
40	**Non Departmental**					
229-40-00-29-99	Transfer to other Funds	-	-	54,585	-	-
29	**Transfers**	**-**	**-**	**54,585**	**-**	**-**
00	**Administration**	**-**	**-**	**54,585**	**-**	**-**
230	**RMRA**					
40	**Non Departmental**					
230-40-00-29-99	Transfer to Other Funds	122,427	-	136,172	-	-
29	**Transfers**	**122,427**	**-**	**136,172**	**-**	**-**
00	**Administration**	**122,427**	**-**	**136,172**	**-**	**-**

Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
240	**Measure T**					
40	**Non Departmental**					
240-40-00-29-99	Transfer to Other Funds	706,719	1,638,693	1,232,500	1,600,500	1,381,800
29	**Transfers**	**706,719**	**1,638,693**	**1,232,500**	**1,600,500**	**1,381,800**
00	**Administration**	**706,719**	**1,638,693**	**1,232,500**	**1,600,500**	**1,381,800**
290	**Tourism Improvement District**					
40	**Non Departmental**					
290-40-00-21-41	County Share of TID	468,850	463,104	630,891	504,657	529,890
290-40-00-21-49	Local Share of TID	158,395	157,130	157,723	170,492	179,017
21	**Services**	**627,246**	**620,234**	**788,614**	**675,149**	**708,907**
290-40-00-29-99	Transfer to other Funds	4,999	6,066	6,309	6,820	7,161
29	**Transfers**	**4,999**	**6,066**	**6,309**	**6,820**	**7,161**
00	**Administration**	**632,245**	**626,300**	**794,923**	**681,969**	**716,068**
420	**1996 GO Bonds**					
40	**Non Departmental**					
420-40-00-28-99	Transfer to Other Funds	-	-	-	-	12,361
29	**Transfers**	**-**	**-**	**-**	**-**	**12,361**
00	**Administration**	**-**	**-**	**-**	**-**	**12,361**
420-40-45-25-15	Interest Expense	(479)	-	-	-	-
25	**Debt**	**(479)**	**-**	**-**	**-**	**-**
45	**Debt**	**(479)**	**-**	**-**	**-**	**-**
421	**2022 GO Bonds**					
40	**Non Departmental**					
421-40-00-28-99	Transfer to Other Funds	-	-	-	3,733,302	1,664,189
29	**Transfers**	**-**	**-**	**-**	**3,733,302**	**1,664,189**
00	**Administration**	**-**	**-**	**-**	**3,733,302**	**1,664,189**
421-40-45-21-30	Professional Fees	201,804	3,950	-	-	-
21	**Services**	**201,804**	**3,950**	**-**	**-**	**-**
421-40-45-25-05	Retire Principal	-	-	-	85,000	90,000
421-40-45-25-15	Interest Expense	67,855	265,949	-	264,038	259,363
25	**Debt**	**67,855**	**265,949**	**-**	**349,038**	**349,363**
45	**Debt**	**269,659**	**269,899**	**-**	**349,038**	**349,363**
561	**Water Enterprise**					
40	**Non Departmental**					
561-40-00-20-07	Vacancy Factor	-	-	(73,842)	-	-
561-40-00-20-45	Pension Expense	(303,135)	85,784	-	-	-
561-40-00-20-47	PERS Unfunded Liability	54,590	-	-	-	-
20	**Salaries & Benefits**	**(248,546)**	**85,784**	**(73,842)**	**-**	**-**

Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561-40-00-21-10	Communications	1,788	3,391	2,080	-	-
561-40-00-21-15	Postage	169	281	260	-	-
561-40-00-21-27	Equipment Lease Exp	5,698	5,546	8,736	-	-
561-40-00-21-31	Litigation Settlement	100,000	100,000	-	-	-
561-40-00-21-40	Professional Fees	-	1,112	-	-	-
561-40-00-21-45	Other Contract Services	-	-	2,490	-	-
21	**Services**	**107,654**	**110,330**	**13,566**	**-**	**-**
561-40-00-22-07	Copies	2,436	1,386	2,600	-	-
561-40-00-22-13	Office Supplies	247	985	5,928	-	-
561-40-00-22-15	Special Department Supplies	1,868	511	1,560	-	-
22	**Supplies**	**4,550**	**2,882**	**10,088**	**-**	**-**
561-40-00-24-05	Contributions - CARES Program	-	-	-	32,500	32,500
561-40-00-24-24	Uncollectable Debt	-	(50)	-	-	-
561-40-00-24-45	REMIF/Block Party Insurance	190,676	231,105	301,646	354,310	389,741
24	**Taxes, Insurances & Contributions**	**190,676**	**231,055**	**301,646**	**386,810**	**422,241**
561-40-00-29-99	Transfer to other Funds	-	879,641	220,868	822,825	822,825
29	**Transfers**	**-**	**879,641**	**220,868**	**822,825**	**822,825**
00	**Administration**	**54,335**	**1,309,692**	**472,326**	**1,209,635**	**1,245,066**
561-40-10-29-40	Depreciation Expense	857,694	869,177	-	-	-
29	**Transfers**	**857,694**	**869,177**	**-**	**-**	**-**
10	**Water Enterprise**	**857,694**	**869,177**	**-**	**-**	**-**
561-40-45-21-40	Professional Fees	4,534	3,125	10,400	8,000	8,000
21	**Services**	**4,534**	**3,125**	**10,400**	**8,000**	**8,000**
561-40-45-25-05	Retire Principal	-	-	717,539	739,678	761,217
561-40-45-25-15	Interest Expense	279,138	262,457	574,482	660,925	634,432
25	**Debt**	**279,138**	**262,457**	**1,292,021**	**1,400,603**	**1,395,649**
45	**Debt**	**283,672**	**265,582**	**1,302,421**	**1,408,603**	**1,403,649**
571	**Sewer Enterprise**					
40	**Non Departmental**					
571-40-00-20-07	Vacancy Factor	-	-	(55,052)	-	-
571-40-00-20-45	Pension Expense	(327,035)	28,609	-	-	-
571-40-00-20-47	PERS Unfunded Liability	36,393	-	-	-	-
20	**Salaries & Benefits**	**(290,642)**	**28,609**	**(55,052)**	**-**	**-**
571-40-00-21-10	Communication	1,788	3,401	2,080	-	-
571-40-00-21-15	Postage	169	281	260	-	-
571-40-00-21-27	Equipment Lease Exp	5,905	5,546	6,760	-	-
571-40-00-21-40	Professional Fees	-	1,018	-	-	-
571-40-00-21-45	Other Contract Services	-	-	2,371	-	-
21	**Services**	**7,862**	**10,247**	**11,471**	**-**	**-**
571-40-00-22-07	Copies	2,228	1,386	3,640	-	-
571-40-00-22-13	Office Supplies	247	881	2,600	-	-
571-40-00-22-15	Special Department Supplies	1,800	511	1,560	-	-
22	**Supplies**	**4,275**	**2,778**	**7,800**	**-**	**-**

Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571-40-00-24-05	Contributions - CARES Program	-	-	-	32,500	32,500
571-40-00-24-45	REMIF/Block Party Insurance	190,377	230,777	301,646	354,310	389,741
24	**Taxes, Insurances & Contributions**	**190,377**	**230,777**	**301,646**	**386,810**	**422,241**
571-40-00-29-99	Transfer to other Funds	3,717,052	10,277,667	-	657,737	817,836
29	**Transfers**	**3,717,052**	**10,277,667**	**-**	**657,737**	**817,836**
00	**Administration**	**3,628,924**	**10,550,078**	**265,866**	**1,044,547**	**1,240,077**
571-40-10-29-40	Depreciation Expense	293,601	151,981	-	-	-
29	**Transfers**	**293,601**	**151,981**	**-**	**-**	**-**
10	**Sewer Enterprise**	**293,601**	**151,981**	**-**	**-**	**-**
571-40-45-21-40	Professional Fees	14,133	6,315	6,240	7,500	7,500
571-40-45-21-41	Cost of Issuance	-	97,504	-	-	-
21	**Services**	**14,133**	**103,819**	**6,240**	**7,500**	**7,500**
571-40-45-25-05	Retire Principal	-	-	775,781	442,131	454,391
571-40-45-25-15	Interest Expense	194,648	567,118	70,034	421,250	407,520
25	**Debt**	**194,648**	**567,118**	**845,815**	**863,381**	**861,911**
45	**Debt**	**208,781**	**670,937**	**852,055**	**870,881**	**869,411**
572	**Wastewater Bond**					
40	**Non Departmental**					
572-40-00-29-99	Transfer to other Funds	25,418	-	-	-	-
29	**Transfers**	**25,418**	**-**	**-**	**-**	**-**
00	**Administration**	**25,418**	**-**	**-**	**-**	**-**
581	**Insurance Benefit Fund**					
40	**Non Departmental**					
581-40-00-20-55	Health Insurance	2,176	5,062	-	-	-
20	**Salaries & Benefits**	**2,176**	**5,062**	**-**	**-**	**-**
00	**Administration**	**2,176**	**5,062**	**-**	**-**	**-**
582	**Internal Service Garage Fund**					
40	**Non Departmental**					
582-40-00-29-20	Fixed Asset Adjustments	(65,975)	-	-	-	-
582-40-00-29-99	Transfer to Other Funds	-	-	-	-	-
29	**Transfers**	**(65,975)**	**-**	**-**	**-**	**-**
00	**Administration**	**(65,975)**	**-**	**-**	**-**	**-**
582-40-10-29-40	Depreciation Expense	92,308	87,293	-	-	-
29	**Transfers**	**92,308**	**87,293**	**-**	**-**	**-**
10	**Internal Service Garage Fund**	**92,308**	**87,293**	**-**	**-**	**-**

Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
592	**Equipment Replacement Fund**					
40	**Non Departmental**					
592-40-00-21-30	Professional Contracts	-	-	-	-	-
592-40-00-21-45	Other Contract Services	142,268	9,966	21,927	-	-
21	**Services**	**142,268**	**9,966**	**21,927**	**-**	**-**
592-40-00-22-12	Computer Equipment	11,225	62,966	41,504	-	-
22	**Supplies**	**11,225**	**62,966**	**41,504**	**-**	**-**
592-40-00-26-30	Captial Equipment	-	5,648	10,496	-	-
26	**Capital**	**-**	**5,648**	**10,496**	**-**	**-**
592-40-00-29-99	Transfer to other Funds	-	48,843	-	-	-
29	**Transfers**	**-**	**48,843**	**-**	**-**	**-**
00	**Administration**	**153,493**	**127,423**	**73,927**	**-**	**-**
593	**Fire Equipment Replacement**					
40	**Non Departmental**					
593-40-00-29-99	Transfer to other Funds	-	811,911	-	-	-
29	**Transfers**	**-**	**811,911**	**-**	**-**	**-**
00	**Administration**	**-**	**811,911**	**-**	**-**	**-**
700	**Flood Control Capital**					
40	**Non Departmental**					
700-40-00-29-99	Transfer to other Funds	6,182	9,214	-	10,000	10,000
29	**Transfers**	**6,182**	**9,214**	**-**	**10,000**	**10,000**
00	**Administration**	**6,182**	**9,214**	**-**	**10,000**	**10,000**
734	**Park Impact**					
40	**Non Departmental**					
734-40-00-29-99	Transfer to other Funds	-	311,196	-	-	-
29	**Transfers**	**-**	**311,196**	**-**	**-**	**-**
00	**Administration**	**-**	**311,196**	**-**	**-**	**-**
740	**Traffic Mitigation Impact**					
40	**Non Departmental**					
740-40-00-29-99	Transfer to other Funds	-	6,772	-	-	-
29	**Transfers**	**-**	**6,772**	**-**	**-**	**-**
00	**Administration**	**-**	**6,772**	**-**	**-**	**-**
742	**Storm Drain Improvement**					
40	**Non Departmental**					
742-40-00-29-99	Transfer to other Funds	4,906	-	-	200,000	-
29	**Transfers**	**4,906**	**-**	**-**	**200,000**	**-**
00	**Administration**	**4,906**	**-**	**-**	**200,000**	**-**

Non Department Budget - 4000

Account Number	Description	FY 23 Actual	FY 24 Acutal	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
751	**Affordable Housing**					
40	**Non Departmental**					
751-40-00-24-10	Turley Flats Contribution	9,998	-	-	-	-
751-40-00-24-12	963 Pope Street OTSH	3,600	10,800	-	-	-
24	**Taxes, Insurances & Contributions**	**13,598**	**10,800**	**-**	**-**	**-**
00	**Administration**	**13,598**	**10,800**	**-**	**-**	**-**
763	**Water Capital Project**					
40	**Non Departmental**					
763-40-00-29-99	Transfer to other Funds	172,290	21,961	-	-	-
29	**Transfers**	**172,290**	**21,961**	**-**	**-**	**-**
00	**Administration**	**172,290**	**21,961**	**-**	**-**	**-**
764	**Water Impact**					
40	**Non Departmental**					
764-40-00-29-99	Transfer to other Funds	6,398	-	-	-	-
29	**Transfers**	**6,398**	**-**	**-**	**-**	**-**
00	**Administration**	**6,398**	**-**	**-**	**-**	**-**
774	**Sewer Impact**					
40	**Non Departmental**					
774-40-00-29-99	Transfer to other Funds	669,435	41,294	-	-	-
29	**Transfers**	**669,435**	**41,294**	**-**	**-**	**-**
00	**Administration**	**669,435**	**41,294**	**-**	**-**	**-**
Grand Total		**12,820,134**	**20,168,338**	**7,358,525**	**12,692,736**	**10,763,017**

NON-DEPARTMENTAL - 4000
FY26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Equipment Lease	*2127*	*101*	*561*	*571*	
Copiers		20,000	-	-	20,000
TOTAL - Equipment Lease	***2127***	***$ 20,000***	***$ -***	***$ -***	***$ 20,000***
Professional Fees	*2140*	*101*	*561*	*571*	
Fingerprinting - reimbursed		6,000	-	-	6,000
TOTAL - Professional Fees	***2140***	***$ 6,000***	***$ -***	***$ -***	***$ 6,000***
Other Contract Services	*2145*	*101*	*561*	*571*	
Napa County ITS (GIS)		1,200	-	-	1,200
NVTA - JPA Membership		11,400	-	-	11,400
NVTA - Annual Capital Contribution		5,000	-	-	5,000
Fair Housing Napa Valley		25,000	-	-	25,000
Fair Housing Napa Valley - Annual Presentation		1,500	-	-	1,500
Offsite Record Storage		2,400	-	-	2,400
Panic Buttons Quarterly Fees		1,800	-	-	1,800
Miscellaneous Contracts		50,000	-	-	50,000
TOTAL - Other Contract Services	***2145***	***$ 98,300***	***$ -***	***$ -***	***$ 98,300***
Facility Rentals	*2152*	*101*	*561*	*571*	
Vintage Hall		13,500	-	-	13,500
Napa Valley College		226,056	-	-	226,056
TOTAL - Facility Rentals	***2153***	***$ 239,556***	***$ -***	***$ -***	***$ 239,556***
Memberships & Publications	*2153*	*101*	*561*	*571*	
BMI		450	-	-	450
ABAG		3,120	-	-	3,120
TOTAL - Memberships & Publications	***2153***	***$ 3,570***	***$ -***	***$ -***	**$ 3,570**
Copies	*2207*	*101*	*561*	*571*	
Administration (includes large format)		3,700	-	-	3,700
TOTAL - Copies	***2207***	***$ 3,700***	***$ -***	**$ -**	**$ 3,700**
Special Department Supplies	*2215*	*101*	*561*	*571*	
Misc. Supplies		3,500	-	-	3,500
TOTAL - Special Department Supplies	***2215***	***$ 3,500***	***$ -***	***$ -***	***$ 3,500***

NON-DEPARTMENTAL - 4000
FY26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Contributions	*2405*	*101*	*561*	*571*	
Housing Authority (Housing Services)		62,350	-	-	62,350
NVTA (Fare Box Match)		57,300	-	-	57,300
LAFCO		28,000	-	-	28,000
Leadership Napa Valley		3,000	-	-	3,000
CARES Programs		85,000	32,500	32,500	150,000
Leak Adjustment Programs		20,000	-	-	20,000
TOTAL - Contributions	***2405***	***$ 255,650***	***$ 32,500***	***$ 32,500***	***$ 320,650***
REMIF/Block Party Insurance	*2445*	*101*	*561*	*571*	
General Liability Insurance		318,202	202,492	202,492	723,186
Property		150,839	95,988	95,988	342,815
Pollution		1,424	906	906	3,236
Cyber		6,128	3,900	3,900	13,928
Crime		6,026	3,835	3,835	13,696
Difference In Condition (Earthquake and Flood)		64,584	41,099	41,099	146,782
DOT Random Drug and Alcohol Testing		330	210	210	750
Deadly Weapons		554	-	-	554
Workers Comp Deductible		11,000	-	-	11,000
Liability Deductibles		9,240	5,880	5,880	21,000
Employee Assistance Plan (EAP)		4,458	-	-	4,458
TOTAL - REMIF/Block Party Insurance	***2445***	***$ 572,785***	***$ 354,310***	***$ 354,310***	***$ 1,281,405***

Transfers to Other Funds					
Transfer to Other Funds	*2999*		*Fund 101 - General Fund*		
Measure T/U Class 1 Trails 6.67% Contribution				85,000	85,000
Harvest Festival - Fund 287				33,100	33,100
TOTAL - General Fund Transfers to Other Funds		***$***		***118,100***	***$ 118,100***
Transfer to Other Funds	*2999*		*Fund 240 - Measure T/U*		
Transfer to Street CIP				1,600,500	1,600,500
TOTAL - Measure T/U Transfers to Other Funds		***$***		***1,600,500***	***$ 1,600,500***
Transfer to Other Funds	*2999*		*Fund 290 - TID Assessment*		
Transfer to General Fund				6,820	6,820
TOTAL - TIS Assessment Transfers to Other Funds		***$***		***6,820***	***$ 6,820***

NON-DEPARTMENTAL - 4000
FY26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source	Total Budgeted
Transfer to Other Funds	*2999*	*Fund 421 - GO Bonds*	
Transfer to Street CIP		300,000	300,000
Transfer to Water CIP		797,702	797,702
Transfer to Wastewater CIP		2,635,600	2,635,600
TOTAL - GO Bonds Transfers to Other Funds		***3,733,302***	***$ 3,733,302***
Transfer to Other Funds	*2999*	*Fund 561 - Water Enterprise*	
General Fund Utility Interfund Charge		822,825	822,825
TOTAL - Water Transfers to Other Funds		***822,825***	***$ 822,825***
Transfer to Other Funds	*2999*	*Fund 571 - Wastewater Enterprise*	
General Fund Utility Interfund Charge		657,737	657,737
TOTAL - Wastewater Transfers to Other Funds		***657,737***	***$ 657,737***
Transfer to Other Funds	*2999*	*Fund 700 - Flood Control*	
Transfer to Stormwater CIP		10,000	10,000
TOTAL - Flood Control Transfers to Other Funds		***10,000***	***$ 10,000***
Transfer to Other Funds	*2999*	*Fund 742 - Storm Drains*	
Transfer to Street CIP		200,000	200,000
TOTAL - Storm Drains Transfers to Other Funds		***200,000***	***$ 200,000***

PEG Access Costs	*6100*	*101*	*561*	*571*	
PEG Pass Through from Comcast		23,000	-	-	$ 23,000
City Council/Planning Commission Regular Meetings		11,200	-	-	$ 11,200
TOTAL - PEG Access Costs		***$ 34,200***	***$ -***	***$ -***	***$ 34,200***

421 - GO Bond Debt Service (4045)

Retire Principal (4045)	*2505*	*Fund 421 - GO Bonds*	
GO Bond		85,000	85,000
TOTAL - Retire Principal	***2505***	**85,000**	***$ 85,000***
Interest Expense (4045)	*2515*	*Fund 421 - GO Bonds*	
GO Bond		264,038	264,038
TOTAL - Interest Expense	***2515***	**264,038**	***$ 264,038***

NON-DEPARTMENTAL - 4000
FY26 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source		Total Budgeted
561 - Water Debt Service (4045)				
Professional Fees (4045)	*2140*	*Fund 561 - Water Enterprise*		
		8,000		8,000
TOTAL - Professional Fees	***2140***	**8,000**	***$***	***8,000***
Retire Principal (4045)	*2505*	*Fund 561 - Water Enterprise*		
Chase -Loan Agreement		446,200		446,200
Water/Wastewater Bond 2012B		293,478		293,478
Water Bond 2024		-		-
TOTAL - Retire Principal	***2505***	**739,678**	***$***	***739,678***
Interest Expense (4045)	*2515*	*Fund 561 - Water Enterprise*		
Chase -Loan Agreement		82,551		82,551
Water/Wastewater Bond 2012B		119,074		119,074
Water Bond 2024		459,300		459,300
TOTAL - Interest Expense	***2515***	**660,925**	**$**	**660,925**
571 - Waste Water Debt Service (4045)				
Professional Fees (4045)	*2140*	*Fund 571 - Wastewater Enterprise*		
		7,500		7,500
TOTAL - Professional Fees	***2140***	**7,500**	***$***	***7,500***
Retire Principal (4045)	*2505*	*Fund 571 - Wastewater Enterprise*		
Wastewater Revenue Bond 2005B		110,000		110,000
Water/Wastewater Bond 2012B		81,522		81,522
2023 Installment Agreement		103,000		103,000
USDA Loan		147,609		147,609
TOTAL - Retire Principal	***2505***	**442,131**	**$**	**442,131**
Interest Expense (4045)	*2515*	*Fund 571 - Wastewater Enterprise*		
Wastewater Revenue Bond 2005B		29,750		29,750
Water/Wastewater Bond 2012B		33,076		33,076
2023 Installment Agreement		150,810		150,810
USDA Loan		207,614		207,614
TOTAL - Interest Expense	***2515***	**421,250**	**$**	**421,250**

NON-DEPARTMENTAL - 4000
FY27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Equipment Lease	*2127*	*101*	*561*	*571*	
Copiers		20,800	-	-	20,800
TOTAL - Equipment Lease	***2127***	***$ 20,800***	***$ -***	***$ -***	***$ 20,800***
Professional Fees	*2140*	*101*	*561*	*571*	
Fingerprinting - reimbursed		6,240	-	-	6,240
TOTAL - Professional Fees	***2140***	***$ 6,240***	***$ -***	***$ -***	***$ 6,240***
Other Contract Services	*2145*	*101*	*561*	*571*	
Napa County ITS (GIS)		1,248	-	-	1,248
NVTA - JPA Membership		11,856	-	-	11,856
NVTA - Annual Capital Contribution		5,200	-	-	5,200
Fair Housing Napa Valley		26,000	-	-	26,000
Fair Housing Napa Valley - Annual Presentation		1,560	-	-	1,560
Offsite Record Storage		2,496	-	-	2,496
Panic Buttons Quarterly Fees		1,872	-	-	1,872
Miscellaneous Contracts		52,000	-	-	52,000
TOTAL - Other Contract Services	***2145***	***$ 102,232***	***$ -***	***$ -***	***$ 102,232***
Facility Rentals	*2152*	*101*	*561*	*571*	
Vintage Hall		13,500	-	-	13,500
Napa Valley College		226,056	-	-	226,056
TOTAL - Facility Rentals	***2153***	***$ 239,556***	***$ -***	***$ -***	***$ 239,556***
Memberships & Publications	*2153*	*101*	*561*	*571*	
BMI		468	-	-	468
ABAG		3,245	-	-	3,245
TOTAL - Memberships & Publications	***2153***	***$ 3,713***	***$ -***	***$ -***	**$ 3,713**
Copies	*2207*	*101*	*561*	*571*	
Administration (includes large format)		3,848	-	-	3,848
TOTAL - Copies	***2207***	***$ 3,848***	***$ -***	**$ -**	**$ 3,848**
Special Department Supplies	*2215*	*101*	*561*	*571*	
Misc. Supplies		3,640	-	-	3,640
TOTAL - Special Department Supplies	***2215***	***$ 3,640***	***$ -***	***$ -***	***$ 3,640***

NON-DEPARTMENTAL - 4000
FY27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Contributions	*2405*	*101*	*561*	*571*	
Housing Authority (Housing Services)		64,844	-	-	64,844
NVTA (Fare Box Match)		59,592	-	-	59,592
LAFCO		29,120	-	-	29,120
Leadership Napa Valley		3,000	-	-	3,000
CARES Programs		85,000	32,500	32,500	150,000
Leak Adjustment Programs		20,000	-	-	20,000
TOTAL - Contributions	***2405***	***$ 261,556***	***$ 32,500***	***$ 32,500***	***$ 326,556***
REMIF/Block Party Insurance	*2445*	*101*	*561*	*571*	
General Liability Insurance		350,022	222,741	222,741	795,505
Property		165,923	105,587	105,587	377,097
Pollution		1,566	997	997	3,560
Cyber		6,741	4,290	4,290	15,321
Crime		6,629	4,219	4,219	15,066
Difference In Condition (Earthquake and Flood)		71,042	45,209	45,209	161,460
DOT Random Drug and Alcohol Testing		363	231	231	825
Deadly Weapons		609	-	-	609
Workers Comp Deductible		12,100	-	-	12,100
Liability Deductibles		10,164	6,468	6,468	23,100
Employee Assistance Plan (EAP)		4,904	-	-	4,904
TOTAL - REMIF/Block Party Insurance	***2445***	***$ 630,064***	***$ 389,741***	***$ 389,741***	***$ 1,409,546***

Transfers to Other Funds				
Transfer to Other Funds	*2999*	*Fund 101 - General Fund*		
Measure T/U Class 1 Trails 6.67% Contribution			300,000	300,000
Harvest Festival - Fund 287			33,100	33,100
TOTAL - General Fund Transfers to Other Funds	***$***		***333,100***	***$ 333,100***
Transfer to Other Funds	*2999*	*Fund 240 - Measure T/U*		
Transfer to Street CIP			1,381,800	1,381,800
TOTAL - Measure T/U Transfers to Other Funds	***$***		***1,381,800***	***$ 1,381,800***
Transfer to Other Funds	*2999*	*Fund 290 - TID Assessment*		
Transfer to General Fund			7,161	7,161
TOTAL - TIS Assessment Transfers to Other Funds	***$***		***7,161***	***$ 7,161***

NON-DEPARTMENTAL - 4000
FY27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source	Total Budgeted
Transfer to Other Funds	*2999*	*Fund 420 - 1996 GO Bonds*	
Transfer to Civic CIP		12,361	12,361
TOTAL - 1996 GO Bonds Transfers to Other Funds		***$ 12,361***	***$ 12,361***
Transfer to Other Funds	*2999*	*Fund 421 - GO Bonds*	
Transfer to Water CIP		544,189	544,189
Transfer to Wastewater CIP		1,120,000	1,120,000
TOTAL - GO Bonds Transfers to Other Funds		***$ 1,664,189***	***$ 1,664,189***
Transfer to Other Funds	*2999*	*Fund 561 - Water Enterprise*	
General Fund Utility Interfund Charge		822,825	822,825
TOTAL - Water Transfers to Other Funds		***$ 822,825***	***$ 822,825***
Transfer to Other Funds	*2999*	*Fund 571 - Wastewater Enterprise*	
General Fund Utility Interfund Charge		657,737	657,737
Transfer to Wastewater CIP		160,099	160,099
TOTAL - Wastewater Transfers to Other Funds		***$ 817,836***	***$ 817,836***
Transfer to Other Funds	*2999*	*Fund 700 - Flood Control*	
Transfer to Stormwater CIP		10,000	10,000
TOTAL - Flood Control Transfers to Other Funds		***$ 10,000***	***$ 10,000***

PEG Access Costs	*6100*	*101*	*561*	*571*	
PEG Pass Through from Comcast		23,920	-	-	$ 23,920
City Council/Planning Commission Regular Meetings		11,648	-	-	$ 11,648
TOTAL - PEG Access Costs		***$ 35,568***	***$ -***	***$ -***	***$ 35,568***

421 - GO Bond Debt Service (4045)

Retire Principal (4045)	2505	*Fund 421 - GO Bonds*	
GO Bond		90,000	90,000
TOTAL - Retire Principal	***2505***	***$ 90,000***	***$ 90,000***
Interest Expense (4045)	2515	*Fund 421 - GO Bonds*	
GO Bond		259,363	259,363
TOTAL - Interest Expense	***2515***	***$ 259,363***	***$ 259,363***

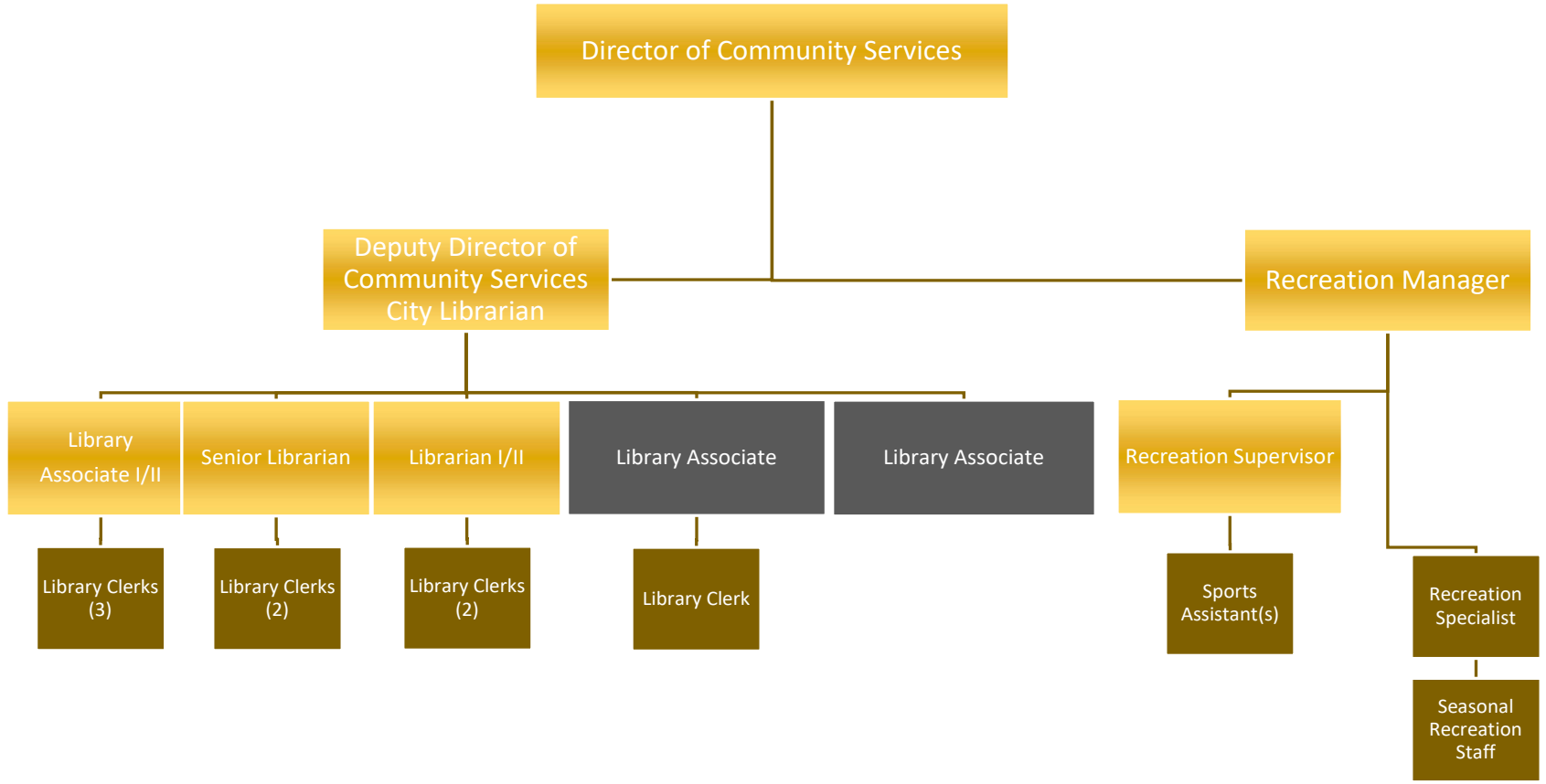
NON-DEPARTMENTAL - 4000
FY27 EXPENSE DETAIL

Description	Object Code	Funding Source and Amount Per Funding Source		Total Budgeted
561 - Water Debt Service (4045)				
Professional Fees (4045)	2140	*Fund 561 - Water Enterprise*		
		8,000		8,000
TOTAL - Professional Fees	***2140***	**8,000**	***$***	***8,000***
Retire Principal (4045)	2505	*Fund 561 - Water Enterprise*		
Chase -Loan Agreement		456,000		456,000
Water/Wastewater Bond 2012B		305,217		305,217
Water Bond 2024		-		-
TOTAL - Retire Principal	***2505***	**761,217**	***$***	***761,217***
Interest Expense (4045)	2515	*Fund 561 - Water Enterprise*		
Chase -Loan Agreement		70,732		70,732
Water/Wastewater Bond 2012B		104,400		104,400
Water Bond 2024		459,300		459,300
TOTAL - Interest Expense	***2515***	**634,432**	**$**	**634,432**
571 - Waste Water Debt Service (4045)				
Professional Fees (4045)	2140	*Fund 571 - Wastewater Enterprise*		
		7,500		7,500
TOTAL - Professional Fees	***2140***	**7,500**	***$***	***7,500***
Retire Principal (4045)	2505	*Fund 571 - Wastewater Enterprise*		
Wastewater Revenue Bond 2005B		115,000		115,000
Water/Wastewater Bond 2012B		84,783		84,783
2023 Installment Agreement		107,000		107,000
USDA Loan		147,609		147,609
TOTAL - Retire Principal	***2505***	**454,392**	**$**	**454,392**
Interest Expense (4045)	2515	*Fund 571 - Wastewater Enterprise*		
Wastewater Revenue Bond 2005B		24,828		24,828
Water/Wastewater Bond 2012B		29,000		29,000
2023 Installment Agreement		146,078		146,078
USDA Loan		207,614		207,614
TOTAL - Interest Expense	***2515***	**407,520**	**$**	**407,520**



Community Services

Community Services Organizational Chart



Budget Page 147

Library



Budget Page 148

Library (4600)
Budget 2025-26 and 2026-27

Purpose

The St. Helena Public Library is a resource for people in their daily lives as they grow, learn, and challenge themselves at every single stage of life and personal development. We strive to provide resources, space, and opportunities for civic engagement, as well as gateways to education, learning experiences, and enrichment.

Our mission is to 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.

Our goal is to continue to achieve the best in library services by managing our resources wisely, preparing for the future, and being responsive to the changing landscape of the community we serve.



Library (4600)
Budget 2025-26 and 2026-27

Goals

- Provide updated job duties and titles for existing Library staff.
- Clarify use of social media and schedule for posts.
- Collaborate with Parks & Recreation staff to evaluate opportunities for cross-divisional collaboration and plan two new programs/events.
- Work with Library staff to implement changes that positively impact services and library user experience.
- Further develop partnerships with community organizations to ensure effective and comprehensive delivery of services.





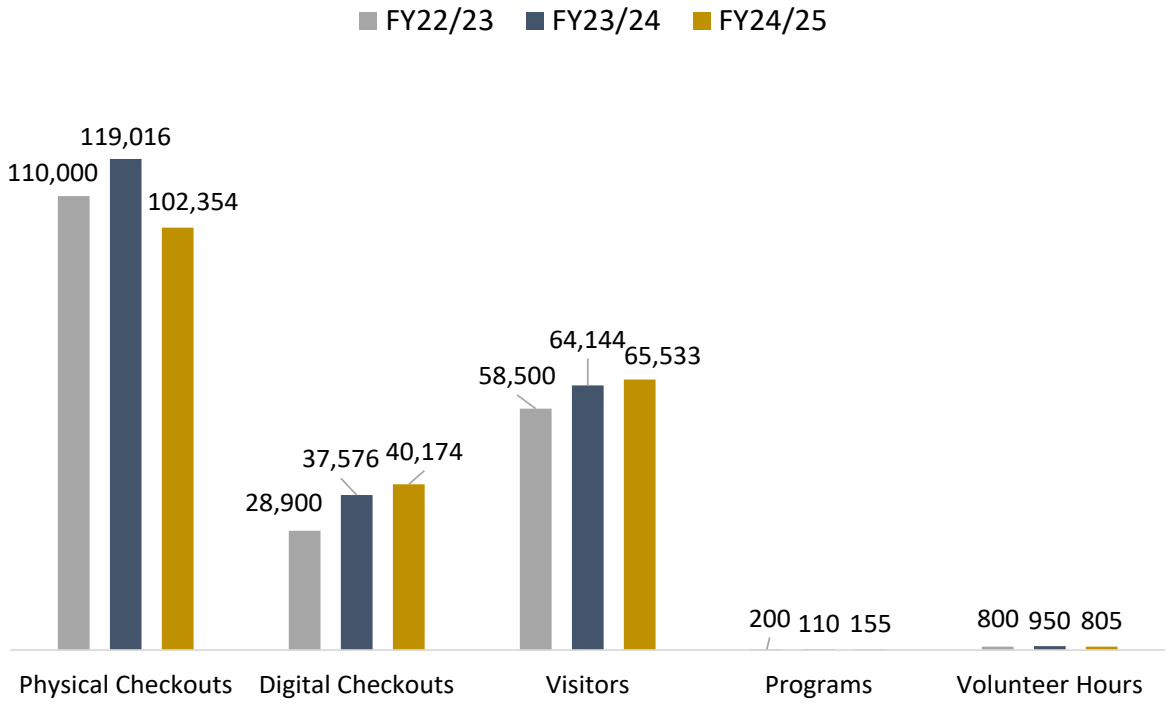




Library (4600)
Budget 2025-26 and 2026-27

Accomplishments

- Implementation of WhoFi (room reservation system, wifi tracking)
- Introduction of Palace Project (e-book provider)
- Completed Radio Frequency Identification (RFID) tagging project
- Formalized policies, procedures, and staff orientation
- Worked with the Library Board of Trustees to implement a pilot program for a Youth Advisory Board Member.

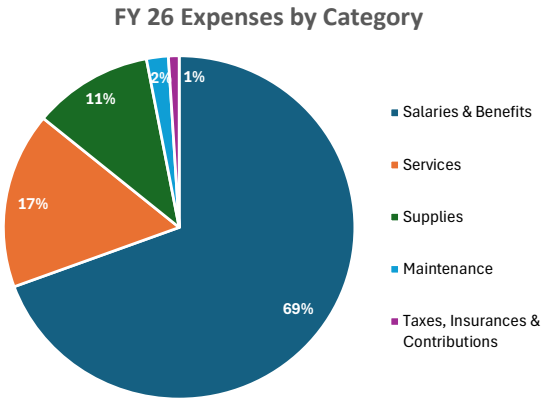


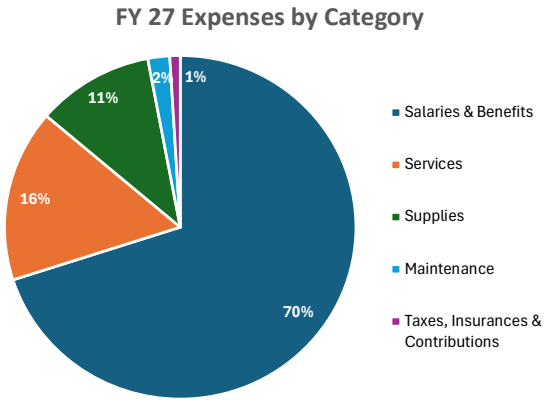
Library

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	908,442	880,855	1,034,589	1,067,176	1,100,871
218	Public Library Foundation	-	1,299	1,365	-	-
219	CLSA State Library Grant	-	-	1,404	-	-
380	Friends and Foundation	134,393	128,715	160,203	150,000	150,000
382	Martin Estate Trust	800	800	936	936	936
384	Tweed Trust	33,996	50,391	52,000	52,000	52,000
Grand Total		**1,077,630**	**1,062,059**	**1,250,498**	**1,270,112**	**1,303,807**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
46	***Library***					
20	Salaries & Benefits	776,036	764,863	873,429	881,483	913,262
21	Services	167,289	161,123	196,406	210,093	210,881
22	Supplies	121,050	127,836	146,900	140,500	141,128
23	Maintenance	1,184	4,932	19,236	25,536	26,036
24	Taxes, Insurances & Contributions	12,072	-	13,161	12,500	12,500
Grand Total		**1,077,630**	**1,058,754**	**1,249,133**	**1,270,112**	**1,303,807**





Library Budget - 4600

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
46	**Library**					
101-46-00-20-10	Salary-Regular	402,091	409,481	442,011	423,151	435,846
101-46-00-20-20	Temp/Part Time	56,929	56,206	73,387	74,144	76,368
101-46-00-20-30	Overtime	1,359	1,219	-	3,500	3,500
101-46-00-20-37	Holiday Pay	955	1,150	2,669	2,840	2,925
101-46-00-20-40	FICA/Medicare	34,808	35,214	38,391	39,273	40,451
101-46-00-20-45	Employer PERS	35,189	30,144	45,116	37,152	38,267
101-46-00-20-47	PERS Unfunded Liability	50,248	41,939	45,401	48,737	50,199
101-46-00-20-55	Health Insurance	88,623	83,977	107,896	130,744	139,896
101-46-00-20-61	Workers Comp	38,986	36,707	34,872	37,156	40,872
101-46-00-20-65	SDI	3,909	3,142	4,318	5,078	5,230
101-46-00-20-75	Deferred Comp	3,771	2,324	7,141	8,301	8,301
101-46-00-20-85	Auto Allowance	2,343	1,357	2,520	2,400	2,400
101-46-00-20-96	Education Reimbursement	-	-	-	1,500	1,500
20	**Salaries & Benefits**	**719,211**	**702,859**	**803,722**	**813,976**	**845,755**
101-46-00-21-10	Communications	5,348	4,198	11,960	9,500	6,760
101-46-00-21-15	Postage	47	9	520	500	500
101-46-00-21-22	Utilities	61,654	43,252	83,200	70,000	70,000
101-46-00-21-27	Equipment Lease Exp	5,552	6,122	10,400	10,000	10,400
101-46-00-21-43	Penalties And Fines	45	-	-	-	-
101-46-00-21-45	Other Contract Services	91,104	100,883	80,830	110,000	113,128
101-46-00-21-53	Memberships & Publications	-	-	-	1,000	1,000
101-46-00-21-55	Training & Conference	1,322	4,565	7,000	7,000	7,000
21	**Services**	**165,072**	**159,029**	**193,910**	**208,000**	**208,788**
101-46-00-22-07	Copies	2,790	2,445	3,120	3,000	3,120
101-46-00-22-12	Computer Equipment	5,905	3,934	4,576	5,000	5,200
101-46-00-22-13	Office Supplies	1,204	1,451	1,560	1,500	1,560
101-46-00-22-15	Special Department Supplies	1,803	5,183	6,240	6,200	6,448
101-46-00-22-16	Library Materials	-	-	-	2,400	2,400
101-46-00-22-17	Library Programming	-	-	-	5,600	5,600
22	**Supplies**	**11,703**	**13,014**	**15,496**	**23,700**	**24,328**
101-46-00-23-11	Maint Office Equip	-	-	-	-	-
101-46-00-23-35	Software Maintenance	384	3,947	8,300	9,000	9,500
23	**Maintenance**	**384**	**3,947**	**8,300**	**9,000**	**9,500**
101-46-00-24-25	Taxes & Other Charges	12,072	-	13,161	12,500	12,500
24	**Taxes, Insurances & Contributions**	**12,072**	**-**	**13,161**	**12,500**	**12,500**
101-46-00-26-40	Furniture & Fixtures	-	2,006	-	-	-
26	**Capital**	**-**	**2,006**	**-**	**-**	**-**
00	**Administration**	**908,442**	**880,855**	**1,034,589**	**1,067,176**	**1,100,871**
218	**Public Library Foundation**					
46	**Library**					
218-46-00-26-40	Furniture & Fixtures	-	1,299	1,365	-	-
26	**Capital**	**-**	**1,299**	**1,365**	**-**	**-**
00	**Administration**	**-**	**1,299**	**1,365**	**-**	**-**

Library Budget - 4600

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
219	**CLSA State Library Grant**					
46	**Library**					
219-46-00-22-12	Computer Equipment	-	-	1,404	-	-
22	**Supplies**	**-**	**-**	**1,404**	**-**	**-**
00	**Administration**	**-**	**-**	**1,404**	**-**	**-**
380	**Friends and Foundation**					
46	**Library**					
380-46-00-20-20	Temp/Part Time	50,274	55,186	61,665	60,000	60,000
380-46-00-20-30	Overtime	-	18	-	-	-
380-46-00-20-37	Holiday Pay	2,402	2,324	3,088	2,710	2,710
380-46-00-20-40	FICA/Medicare	4,148	4,477	4,954	4,797	4,797
20	**Salaries & Benefits**	**56,825**	**62,004**	**69,707**	**67,507**	**67,507**
380-46-00-21-10	Communications	2,216	2,094	2,496	2,093	2,093
21	**Services**	**2,216**	**2,094**	**2,496**	**2,093**	**2,093**
380-46-00-22-15	Special Department Supplies	-	-	-	-	-
380-46-00-22-16	Library Materials	60,482	55,950	62,400	60,400	60,400
380-46-00-22-40	Programming	14,869	7,472	15,600	-	-
380-46-00-22-41	Youth Programs	-	1,195	-	5,000	5,000
380-46-00-22-42	Spanish Language Programs	-	-	-	2,500	2,500
380-46-00-22-43	Adult Programs	-	-	-	2,500	2,500
22	**Supplies**	**75,351**	**64,617**	**78,000**	**70,400**	**70,400**
380-46-00-23-35	Library Databases	-	-	10,000	10,000	10,000
23	**Maintenance**	**-**	**-**	**10,000**	**10,000**	**10,000**
00	**Administration**	**134,393**	**128,715**	**160,203**	**150,000**	**150,000**
382	**Martin Estate Trust**					
46	**Library**					
382-46-00-23-35	Software Maintenance	800	800	936	936	936
23	**Maintenance**	**800**	**800**	**936**	**936**	**936**
00	**Administration**	**800**	**800**	**936**	**936**	**936**
384	**Tweed Trust**					
46	**Library**					
384-46-00-22-15	Special Department Supplies	4,606	-	-	-	-
384-46-00-22-16	Library Materials	29,390	50,206	52,000	52,000	52,000
22	**Supplies**	**33,996**	**50,206**	**52,000**	**52,000**	**52,000**
384-46-00-23-35	Software Maintenance	-	185	-	-	-
23	**Maintenance**	**-**	**185**	**-**	**-**	**-**
00	**Administration**	**33,996**	**50,391**	**52,000**	**52,000**	**52,000**
Grand Total		**1,077,630**	**1,062,059**	**1,250,498**	**1,270,112**	**1,303,807**

LIBRARY - 4600
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted	One time Expenses
Communications	*2110*	*101*	*380*		
Telephones		*500*	-	500	-
ICOE (Broadband Fees)		*6,000*	-	6,000	-
Verizon (Hotspots)		*-*	*2,496*	2,496	-
Internet Equipment Service Agreement		*3,000*	-	3,000	3,000
TOTAL - Communications	***2110***	***$ 9,500***	***$ 2,496***	***$ 11,996***	***$ 3,000***
Equipment Lease	*2127*	*101*	*380*		
Copiers		*10,000*	-	10,000	-
TOTAL - Equipment Lease	***2127***	***$ 10,000***	***$ -***	***$ 10,000***	***$ -***
Other Contract Services	*2145*	*101*	*380*		
Integrated Library System MOU		*36,400*	-	36,400	-
NorthNet Cooperative		*21,000*	-	21,000	-
OCLC On-Line cataloging		*3,500*	-	3,500	-
ADT (EverOn - Security System)		*4,700*	-	4,700	-
STACKS Website		*6,000*	-	6,000	-
Self-Charge Licensing		*3,000*	-	3,000	-
myLIBRO app (ConverSight)		*2,000*	-	2,000	-
LibraryAware (NextReads/Emails)		*1,600*	-	1,600	-
Integrated Library Services		*31,800*	-	31,800	
TOTAL - Other Contract Services	***2145***	***$ 110,000***	***$ -***	***$ 110,000***	***$ -***
Training & Conference	*2155*	*101*	*380*		
Conferences		*6,000*	-	6,000	-
Memberships		*1,000*	-	1,000	-
TOTAL - Training & Conference	***2155***	***$ 7,000***	***$ -***	***$ 7,000***	***$ -***
Computer Equipment	*2212*	*101*	*380*		
GoPrint Software		*936*	-	936	-
Userful/Public Computer Software		*4,064*	-	4,064	-
TOTAL - Computer Equipment	***2212***	***$ 5,000***	***$ -***	***$ 5,000***	***$ -***
Special Department Supplies	*2215*	*101*	*384*		
Supplies for Processing Material (Labels, cases, barcodes, etc.)		*4,100*		4,100	-
Library Cards		*2,100*	-	2,100	-
TOTAL - Special Department Supplies	***2215***	***$ 6,200***	***$ -***	***$ 6,200***	***$ -***

LIBRARY - 4600
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted	One time Expenses
Library Materials	*2216*	*380*	*384*		
Print, Audiovisual, Digital Content		*60,400*	*13,520*	73,920	-
Streaming Services (Kanopy, HOOPLA)			*38,480*	38,480	-
TOTAL - Library Materials	***2216***	***$ 60,400***	***$ 52,000***	***$ 112,400***	***$ -***
Copies	*2207*	*101*	*380*		
Copies made with leased copiers		*3,000*	-	3,000	-
TOTAL - Copies	***2207***	***$ 3,000***	***$ -***	***$ 3,000***	***$ -***
Software Maintenance	*2335*	*101*	*382*		
Califa Group (Various Databases)		*4,000*	-	4,000	-
Brainfuse (Homework Database)		*5,000*	-	5,000	-
St. Helena Star Digital		-	*936*	936	-
TOTAL - Software Maintenance	***2335***	***$ 9,000***	***$ 936***	***$ 9,936***	***$ -***
TOTAL - One time Expenses					***$ 3,000***

LIBRARY - 4600
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Communications	*2110*	*101*	*380*	
Telephones		*500*	-	500
ICOE (Broadband Fees)		*6,000*	-	6,000
Verizon (Hotspots)		-	*2,496*	2,496
TOTAL - Communications	***2110***	***$ 6,500***	***$ 2,496***	***$ 8,996***
Equipment Lease	*2127*	*101*	*380*	
Copiers		*10,400*	-	10,400
TOTAL - Equipment Lease	***2127***	***$ 10,400***	***$ -***	***$ 10,400***
Other Contract Services	*2145*	*101*	*380*	
Integrated Library System MOU		*37,856*	-	37,856
NorthNet Cooperative		*21,840*	-	21,840
OCLC On-Line cataloging		*3,640*	-	3,640
ADT (EverOn - Security System)		*4,888*	-	4,888
STACKS Website		*6,240*	-	6,240
Self-Charge Licensing		*3,120*	-	3,120
myLIBRO app (ConverSight)		*2,080*	-	2,080
LibraryAware (NextReads/Emails)		*1,664*	-	1,664
Integrated Library Services		*31,800*	-	31,800
TOTAL - Other Contract Services	***2145***	***$ 113,128***	***$ -***	***$ 113,128***
Training & Conference	*2155*	*101*	*380*	
Conferences		*6,000*	-	6,000
Memberships		*1,000*	-	1,000
TOTAL - Training & Conference	***2155***	***$ 7,000***	***$ -***	***$ 7,000***
Computer Equipment	*2212*	*101*	*380*	
GoPrint Software		*973*	-	936
Userful/Public Computer Software		*4,227*	-	4,227
TOTAL - Computer Equipment	***2212***	***$ 5,200***	***$ -***	***$ 5,163***
Special Department Supplies	*2215*	*101*	*384*	
Supplies for Processing Material (Labels, cases, barcodes, etc.)		*4,300*		4,300
Library Cards		*2,148*	-	2,148
TOTAL - Special Department Supplies	***2215***	***$ 6,448***	***$ -***	***$ 6,448***

LIBRARY - 4600
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source		Total Budgeted
Library Materials	*2216*	*380*	*384*	
Print, Audiovisual, Digital Content		*60,400*	*13,520*	73,920
Streaming Services (Kanopy, HOOPLA)			*38,480*	38,480
TOTAL - Library Materials	***2216***	***$ 60,400***	***$ 52,000***	***$ 112,400***
Copies	*2207*	*101*	*380*	
Copies made with leased copiers		*3,120*	-	3,120
TOTAL - Copies	***2207***	***$ 3,120***	***$ -***	***$ 3,120***
Software Maintenance	*2335*	*101*	*382*	
Califa Group (Various Databases)		*4,160*	-	4,160
Brainfuse (Homework Database)		*5,200*	-	5,200
St. Helena Star Digital		-	*936*	936
TOTAL - Software Maintenance	***2335***	***$ 9,360***	***$ 936***	***$ 10,296***
TOTAL - One time Expenses				

Parks & Recreation



Parks & Recreation (4728)
Budget 2025-26 and 2026-27

Purpose

The Parks and Recreation Division provides youth and adult sports, community classes, after-school and enrichment programs, summer and school-break camps, and leads arts & cultural initiatives. The division hosts special events such as the 4th of July, Hometown Harvest Festival, Community Soccer Night, and the summer concert series. City recreation facilities include indoor spaces (Carnegie Building, Redwood Room, Valley Oak Building) and parks, such as Crane Park which features a skate park, tennis/pickleball courts, and bocce courts , Jacob Meily Park, Lyman Park, and Wappo Park. The staff team works in partnership with community organizations to deliver additional programming and events and the Community Services Director serves as staff liaison to the Parks & Recreation Commission.



Parks & Recreation (4728)
Budget 2025-26 and 2026-27

Goals

- Increase partnerships and collaborations (UpValley Family Centers, Rianda House, Boys and Girls Club, School Districts, etc.)
- Increase art in public spaces and arts & cultural programming
- Development and implementation of teen/young adult programming
- Increased program offerings in the areas of STEAM and Outdoor/Environmental Recreation
- More robust and impactful volunteer program
- Completion of a comprehensive Parks and Recreation Master Plan
- Work in collaboration with the community to implement a Sesquicentennial Celebration in 2026





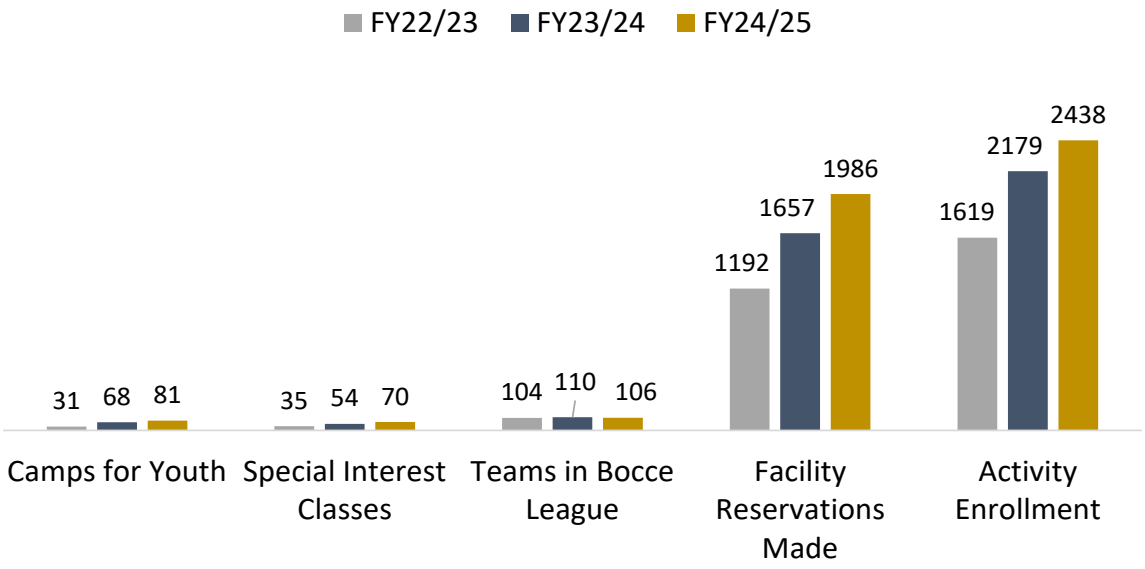




Parks & Recreation (4728)
Budget 2025-26 and 2026-27

Accomplishments

- Implementation of new online registration & reservation software
- Increased special events (expanded summer concerts, community soccer night, pickleball tournament, community swim nights, movie nights, holiday events, etc.)
- Increased community access to school district facilities
- Launch of recreation-based volunteer program & volunteer of the year award
- Creation of Public Art Installation and Donation policy
- Addition of pickleball courts; updated LED lighting at Crane Park
- 30% increase in youth sports programs, 87% increase in summer camp participation since 2022
- Launched an adult basketball and youth volleyball league; Expanded youth soccer to include U-10 and U-12 divisions to provide players and families a more consistent registration and scheduling experience.

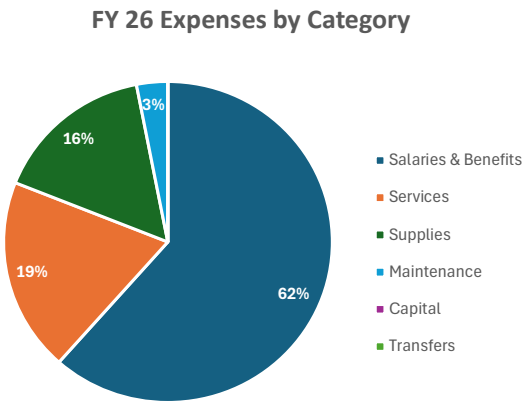


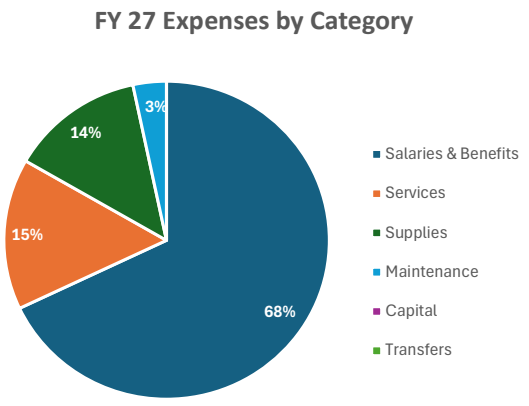
Parks & Recreation

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	732,889	1,027,321	1,472,578	1,256,611	1,241,630
286	Bocce Ball	42,621	47,464	70,711	66,199	68,029
287	Harvest Festival	17,217	24,355	20,904	22,410	23,306
288	Fourth of July	15,141	59,083	55,640	23,475	23,475
289	Recreation Program	36,050	(1,280)	-	-	-
734	Park Impact	-	-	-	74,714	-
Grand Total		**843,917**	**1,156,943**	**1,619,833**	**1,443,409**	**1,356,440**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
47	***Parks & Recreation***					
20	Salaries & Benefits	527,587	710,125	964,054	888,018	921,946
21	Services	183,328	295,478	315,728	281,338	208,259
22	Supplies	80,560	130,218	200,542	229,885	181,177
23	Maintenance	16,394	21,123	39,509	44,168	45,058
26	Capital	-	-	100,000	-	-
29	Transfers	36,050	-	-	-	-
Grand Total		**843,917**	**1,156,944**	**1,619,833**	**1,443,409**	**1,356,440**





Parks and Recreation Budget - 4728 and 4740

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
47	**Parks & Recreation**					
101-47-28-20-10	Salary-Regular	131,062	157,776	173,038	184,420	189,953
101-47-28-20-20	Temp/Part Time	26,739	12,355	-	-	-
101-47-28-20-30	Overtime	2,483	627	-	-	-
101-47-28-20-40	FICA/Medicare	12,380	13,135	13,237	12,533	12,909
101-47-28-20-45	Employer PERS	10,320	13,606	14,950	16,948	17,456
101-47-28-20-47	PERS Unfunded Liability	14,642	13,715	15,044	22,233	22,900
101-47-28-20-55	Health Insurance	23,291	26,063	29,534	30,621	32,764
101-47-28-20-61	Workers Comp	4,685	4,506	12,982	5,595	6,155
101-47-28-20-65	SDI	1,325	1,539	2,076	2,213	2,279
101-47-28-20-75	Deferred Comp	2,201	2,260	207	2,357	2,357
101-47-28-20-85	Auto Allowance	2,109	2,160	2,268	2,160	2,160
20	**Salaries & Benefits**	**231,236**	**247,743**	**263,336**	**279,080**	**288,933**
101-47-28-21-05	Advertising	96	20	312	300	300
101-47-28-21-10	Communications	2,423	3,467	6,760	6,760	6,760
101-47-28-21-15	Postage	9	-	104	104	104
101-47-28-21-30	Professional Contracts	1,646	2,858	4,680	12,500	12,500
101-47-28-21-42	Banking Fees	7,483	5,909	5,200	6,000	6,000
101-47-28-21-44	Online Transaction Fee	2,573	864	52	50	50
101-47-28-21-45	Other Contract Services	605	240	-	-	-
101-47-28-21-53	Memberships & Publications	226	867	1,560	1,560	1,560
101-47-28-21-55	Training & Conference	3,554	4,647	3,640	3,750	4,025
101-47-28-21-60	Other Travel	-	-	104	-	-
21	**Services**	**18,615**	**18,872**	**22,412**	**31,024**	**31,299**
101-47-28-22-12	Office Equipment	2,415	272	3,120	3,120	3,120
101-47-28-22-13	Office Supplies	2,494	2,423	6,080	6,500	6,500
101-47-28-22-15	Special Department Supplies	2,729	2,450	780	-	-
101-47-28-22-46	Summer Concerts	10,526	39,166	45,760	44,540	44,540
101-47-28-22-47	Holiday Events	11	7,015	7,280	7,500	7,500
22	**Supplies**	**18,174**	**51,326**	**63,020**	**61,660**	**61,660**
101-47-28-23-20	Misc. Park Enhancements	35	76	2,600	7,500	7,500
101-47-28-23-35	Software Maintenance	-	402	9,000	8,000	8,500
23	**Maintenance**	**35**	**478**	**11,600**	**15,500**	**16,000**
101-47-28-26-40	Furniture & Fixtures	-	-	100,000	-	-
26	**Capital**	**-**	**-**	**100,000**	**-**	**-**
28	**Recreation**	**268,059**	**318,420**	**460,368**	**387,264**	**397,892**
101-47-40-20-10	Salary-Regular	119,523	195,287	339,212	235,528	242,594
101-47-40-20-20	Temp/Part Time	61,736	82,788	111,007	124,524	128,260
101-47-40-20-30	Overtime	8,044	8,901	1,680	7,500	7,725
101-47-40-20-37	Holiday Pay	930	1,667	2,108	2,280	2,348
101-47-40-20-40	FICA/Medicare	14,562	22,110	36,540	28,457	29,311
101-47-40-20-45	Employer PERS	9,136	17,710	29,029	16,780	17,283
101-47-40-20-47	PERS Unfunded Liability	10,144	15,420	27,280	22,012	22,672
101-47-40-20-55	Health Insurance	13,928	47,929	68,913	73,250	78,378
101-47-40-20-61	Workers Comp	20,642	20,635	23,516	39,165	43,082
101-47-40-20-65	SDI	1,203	2,025	4,078	2,916	3,003
101-47-40-20-75	Deferred Comp	194	248	2,189	3,543	3,543
101-47-40-20-85	Auto Allowance	117	220	2,020	2,520	2,520
20	**Salaries & Benefits**	**260,159**	**414,938**	**647,572**	**558,475**	**580,719**
101-47-40-21-05	Advertising	688	113	1,040	700	700

Parks and Recreation Budget - 4728 and 4740

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101-47-40-21-10	Communications	16,792	6,452	7,140	7,000	7,280
101-47-40-21-15	Postage	179	4	104	100	100
101-47-40-21-22	Utilities	915	933	1,404	1,404	1,460
101-47-40-21-40	Professional Fees	-	-	624	600	600
101-47-40-21-42	Banking Fees	-	-	1,040	1,000	1,040
101-47-40-21-44	Online Transaction Fee	-	-	520	500	520
101-47-40-21-45	Other Contract Services	117,272	101,825	125,306	122,000	122,000
101-47-40-21-52	Facility Rental	13,003	13,180	24,960	24,000	24,960
101-47-40-21-55	Training & Conference	2,386	438	624	600	600
101-47-40-21-60	Other Travel	-	463	780	750	750
21	**Services**	**151,235**	**123,408**	**163,542**	**158,654**	**160,010**
101-47-40-22-11	Fingerprinting	-	-	312	-	-
101-47-40-22-12	Computer Equipment	1,697	-	-	-	-
101-47-40-22-13	Office Supplies	455	641	520	-	-
101-47-40-22-15	Special Department Supplies	15,702	15,448	23,122	70,500	20,500
101-47-40-22-41	Supplies - Summer Camp	1,306	2,302	5,200	6,000	6,000
101-47-40-22-42	Supplies for sports programs	17,856	27,826	19,552	22,050	22,050
101-47-40-22-43	Transportation	-	-	12,480	10,000	10,000
101-47-40-22-45	Enrichment Program	1,250	(778)	31,200	25,000	25,000
22	**Supplies**	**38,266**	**45,439**	**92,386**	**133,550**	**83,550**
101-47-40-23-50	Vehicle Alloc Expense	15,168	20,152	17,509	18,668	19,458
23	**Maintenance**	**15,168**	**20,152**	**17,509**	**18,668**	**19,458**
40	**Recreation**	**464,829**	**603,938**	**921,009**	**869,347**	**843,737**
286	**Bocce Ball**					
47	**Parks & Recreation**					
286-47-28-20-10	Salary-Regular	7,600	8,765	9,471	10,246	10,553
286-47-28-20-20	Temp/Part Time	18,395	26,801	31,868	27,987	28,827
286-47-28-20-37	Holiday Pay	-	416	-	1,060	1,092
286-47-28-20-40	FICA/Medicare	2,042	2,759	3,049	2,918	3,006
286-47-28-20-45	Employer PERS	714	903	831	1,015	1,045
286-47-28-20-47	PERS Unfunded Liability	813	762	836	1,332	1,372
286-47-28-20-55	Health Insurance	1,323	1,448	1,888	2,112	2,260
286-47-28-20-61	Workers Comp	4,990	5,258	4,995	3,419	3,761
286-47-28-20-65	SDI	76	85	71	123	127
286-47-28-20-75	Deferred Comp	123	126	12	131	131
286-47-28-20-85	Auto Allowance	117	120	126	120	120
20	**Salaries & Benefits**	**36,192**	**47,443**	**53,146**	**50,463**	**52,293**
286-47-28-21-05	Advertising	-	-	156	150	150
286-47-28-21-42	Banking Fees	1,066	108	1,040	1,040	1,040
286-47-28-21-44	Online Transaction Fee	264	59	146	146	146
286-47-28-21-45	Other Contract Services	-	-	208	-	-
21	**Services**	**1,330**	**168**	**1,550**	**1,336**	**1,336**

Parks and Recreation Budget - 4728 and 4740

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
286-47-28-22-13	Office Supplies	-	-	416	400	400
286-47-28-22-15	Special Department Supplies	3,908	(640)	5,200	4,000	4,000
22	**Supplies**	**3,908**	**(640)**	**5,616**	**4,400**	**4,400**
286-47-28-23-30	Maint Building/Grounds	1,191	493	10,400	10,000	10,000
23	**Maintenance**	**1,191**	**493**	**10,400**	**10,000**	**10,000**
28	**Recreation**	**42,621**	**47,464**	**70,711**	**66,199**	**68,029**
287	**Harvest Festival**					
47	**Parks & Recreation**					
287-47-28-21-42	Banking Fees	51	110	104	110	114
21	**Services**	**51**	**110**	**104**	**110**	**114**
287-47-28-22-15	Special Department Supplies	17,166	24,245	20,800	22,300	23,192
22	**Supplies**	**17,166**	**24,245**	**20,800**	**22,300**	**23,192**
28	**Recreation**	**17,217**	**24,355**	**20,904**	**22,410**	**23,306**
288	**Fourth of July**					
47	**Parks & Recreation**					
288-47-28-21-42	Banking Fees	-	-	520	-	-
288-47-28-21-45	Other Contract Services	12,096	49,555	46,800	15,500	15,500
21	**Services**	**12,096**	**49,555**	**47,320**	**15,500**	**15,500**
288-47-28-22-15	Special Department Supplies	3,045	9,528	8,320	7,975	7,975
22	**Supplies**	**3,045**	**9,528**	**8,320**	**7,975**	**7,975**
28	**Recreation**	**15,141**	**59,083**	**55,640**	**23,475**	**23,475**
289	**Recreation Program**					
47	**Parks & Recreation**					
289-47-28-29-99	Transfer to Other Funds	36,050	-	-	-	-
22	**Transfers**	**36,050**	**-**	**-**	**-**	**-**
28	**Recreation**	**36,050**	**-**	**-**	**-**	**-**
734	**Park Impact**					
47	**Parks & Recreation**					
734-47-28-21-45	Other Contract Services	-	-	-	74,714	-
21	**Services**	**-**	**-**	**-**	**74,714**	**-**
28	**Recreation**	**-**	**-**	**-**	**74,714**	**-**
Grand Total		**843,917**	**1,053,260**	**1,528,632**	**1,443,409**	**1,356,440**

PARKS & RECREATION - 4728/4740
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted	One Time Expenses
Recreation Program - 4728				
Professional Contracts	*2130*	*101*		
Tree lighting ceremony (lighting, snow machine, stage, etc.)		5,000	5,000	-
Holiday décor install		2,500	2,500	-
Event stage, lighting, professional services		5,000	5,000	-
TOTAL - Professional Contracts	***2130***	***$ 12,500***	***$ 12,500***	***$ -***
Memberships & Publications	*2153*	*101*		
CPRS (4 employees)		560	560	-
USTA		90	90	-
Miscellaneous Memberships		910	910	-
TOTAL - Memberships & Publications	***2153***	***$ 1,560***	***$ 1,560***	***$ -***
Software Maintenance	*2335*	*101*		
CivicRec Annual Fee		8,000	8,000	-
TOTAL - Software Maintenance	***2335***	***$ 8,000***	***$ 8,000***	***$ -***
Recreation Program - 4740				
Professional Fees	*2140*	*101*		
Staff certifications		600	600	-
TOTAL - Professional Fees	***2140***	***$ 600***	***$ 600***	***$ -***
Other Contract Services	*2145*	*101*		
Afterschool Instructors		48,000	50,000	-
Program Contracts- Sports, Aquatics		11,000	10,306	-
Camp Contracts		63,000	65,000	-
TOTAL - Other Contract Services	***2145***	***$ 122,000***	***$ 125,306***	***$ -***
Facility Rental	*2152*	*101*		
School District & Community Rentals- Gym, Fields, Halls,etc.		24,000	24,000	-
TOTAL - Facility Rental	***2152***	***$ 24,000***	***$ 24,000***	***$ -***
Training and Conferences	*2155*	*101*		
CPRS - Summer Staff Training		600	600	-
TOTAL - Training and Conferences	***2155***	***$ 600***	***$ 600***	***$ -***

PARKS & RECREATION - 4728/4740
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted	One Time Expenses
Other Travel	*2160*	*101*		
Fuel		750	750	-
TOTAL - Other Travel	***2160***	***$ 750***	***$ 750***	***$ -***
Special Department Supplies	*2215*	*101*		
Direct Special Event Supplies		12,000	12,000	-
Equipment		5,000	5,000	-
Merchandise/Giveaways		3,500	3,500	-
Sesquicentennial Event		50,000	50,000	
TOTAL - Special Department Supplies	***2215***	***$ 70,500***	***$ 70,500***	***$ -***
Supplies for Sports Programs	*2242*	*101*		
Soccer Jerseys/Equipment		8,000	8,000	-
Baseball Jerseys/Equipment		3,500	3,500	-
Basketball Jerseys/Equipment		2,750	2,750	-
Adult Basketball Jerseys/Equipment		1,600	1,600	-
Men's League Softball		2,700	2,700	-
Volleyball Jerseys/Equipment		2,900	2,900	-
Pickleball Supplies		600	600	-
TOTAL - Supplies for Sports Programs	***2242***	***$ 22,050***	***$ 22,050***	***$ -***
Transportation	*2243*	*101*		
Community Trips		7,000	7,000	-
Camp Field Trips		3,000	3,000	-
TOTAL - Professional Services	***2243***	***$ 10,000***	***$ 10,000***	***$ -***
Summer Camps	*2241*	*101*		
Supplies		$ 3,500	$ 3,500	-
Improvements to camp site		$ 2,500	$ 2,500	-
TOTAL- Summer Camps	**2241**	***$ 6,000***	***$ 6,000***	***$ -***
Bocce Ball - 286				
Special Department Supplies	*2215*	*286*		
Bocce Balls, Equipment		4,000	4,000	-
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***	***$ -***
Maint Building/Grounds	*2330*	*286*		
Court Repairs (Replacing Boards and Drainage)		10,000	10,000	-
TOTAL - Maint Building/Grounds	***2330***	***$ 10,000***	***$ 10,000***	***$ -***

PARKS & RECREATION - 4728/4740
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted	One Time Expenses
Harvest Festival - 287				
Special Department Supplies	*2215*	*287*		
Bathrooms		3,000	3,000	-
Interactive Activities		5,000	5,000	-
Banners		1,150	1,150	-
Supplies		1,500	1,500	-
Advertising		1,000	1,000	-
Bands/Sound		7,000	7,000	-
Miscellaneous		2,500	2,500	-
Marketing Supplies		1,150	1,150	-
TOTAL - Special Department Supplies	***2215***	***$ 22,300***	***$ 22,300***	***$ -***
4th of July - 288				
Other Contract Services	*2145*	*288*		
Fireworks Contract		10,000	10,000	-
Security Contract		5,500	5,500	-
TOTAL - Special Department Supplies	***2215***	***$ 15,500***	***$ 15,500***	***$ -***
Special Department Supplies	*2215*	*288*		
Bands		2,250	2,250	-
Banners/Advertising		1,000	1,000	-
Interactive Elements		4,350	4,350	-
Supplies		750	750	-
Bathrooms		1,200	1,200	-
TOTAL - Special Department Supplies	***2215***	***$ 9,550***	***$ 9,550***	***$ -***
Park Impact Fee - 4728				
Other Contract Services	*2145*	*734*		
Parks & Recreation Master Plan		74,714	74,714	74,714
TOTAL - Other Contract Services	***2145***	***$ 74,714***	***$ 74,714***	***$ 74,714***
One Time Expenses				***$ 74,714***

PARKS & RECREATION - 4728/4740
FY 27 EXPENSE DETAIL

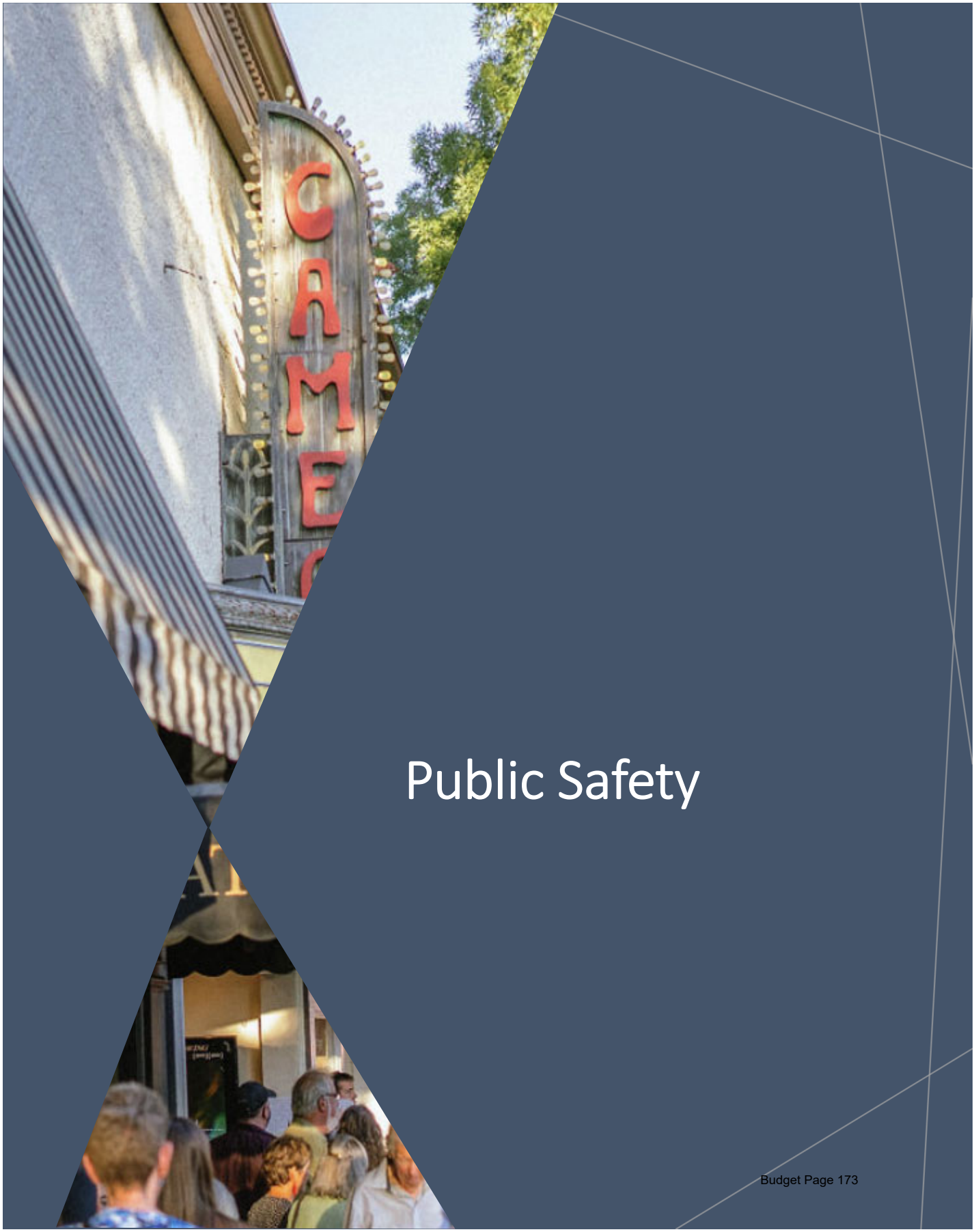
Description	Object Code	Funding Source	Total Budgeted
Recreation Program - 4728			
Professional Contracts	*2130*	*101*	
Tree lighting ceremony (lighting, snow machine, stage, etc.)		5,000	5,000
Holiday décor install		2,500	2,500
Event stage, lighting, professional services		5,000	5,000
TOTAL - Professional Contracts	***2130***	***$ 12,500***	***$ 12,500***
Memberships & Publications	*2153*	*101*	
CPRS (4 employees)		560	560
USTA		90	90
Miscellaneous Memberships		910	910
TOTAL - Memberships & Publications	***2153***	***$ 1,560***	***$ 1,560***
Software Maintenance	*2335*	*101*	
CivicRec Annual Fee		8,500	8,500
TOTAL - Software Maintenance	***2335***	***$ 8,500***	***$ 8,500***
Recreation Program - 4740			
Professional Fees	*2140*	*101*	
Staff certifications		600	600
TOTAL - Professional Fees	***2140***	***$ 600***	***$ 600***
Other Contract Services	*2145*	*101*	
Afterschool Instructors		48,000	48,000
Program Contracts- Sports, Aquatics		11,000	11,000
Camp Contracts		63,000	63,000
TOTAL - Other Contract Services	***2145***	***$ 122,000***	***$ 122,000***
Facility Rental	*2152*	*101*	
School District & Community Rentals- Gym, Fields, Halls,etc.		24,960	24,960
TOTAL - Facility Rental	***2152***	***$ 24,960***	***$ 24,960***
Training and Conferences	*2155*	*101*	
CPRS - Summer Staff Training		600	600
TOTAL - Training and Conferences	***2155***	***$ 600***	***$ 600***

PARKS & RECREATION - 4728/4740
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Other Travel	*2160*	*101*	
Fuel		750	750
TOTAL - Other Travel	***2160***	***$ 750***	***$ 750***
Special Department Supplies	*2215*	*101*	
Direct Special Event Supplies		12,000	12,000
Equipment		5,000	5,000
Merchandise/Giveaways		3,500	3,500
TOTAL - Special Department Supplies	***2215***	***$ 20,500***	***$ 20,500***
Supplies for Sports Programs	*2242*	*101*	
Soccer Jerseys/Equipment		8,000	8,000
Baseball Jerseys/Equipment		3,500	3,500
Basketball Jerseys/Equipment		2,750	2,750
Adult Basketball Jerseys/Equipment		1,600	1,600
Men's League Softball		2,700	2,700
Volleyball Jerseys/Equipment		2,900	2,900
Pickleball Supplies		600	600
TOTAL - Supplies for Sports Programs	***2242***	***$ 22,050***	***$ 22,050***
Transportation	*2243*	*101*	
Community Trips		7,000	7,000
Camp Field Trips		3,000	3,000
TOTAL - Professional Services	***2243***	***$ 10,000***	***$ 10,000***
Summer Camps	*2241*	*101*	
Supplies		$ 3,500	$ 3,500
Improvements to camp site		$ 2,500	$ 2,500
TOTAL- Summer Camps	**2241**	***$ 6,000***	***$ 6,000***
Bocce Ball - 286			
Special Department Supplies	*2215*	*286*	
Bocce Balls, Equipment		4,000	4,000
TOTAL - Special Department Supplies	***2215***	***$ 4,000***	***$ 4,000***
Maint Building/Grounds	*2330*	*286*	
Court Repairs (Replacing Boards and Drainage)		10,000	10,000
TOTAL - Maint Building/Grounds	***2330***	***$ 10,000***	***$ 10,000***

PARKS & RECREATION - 4728/4740
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Harvest Festival - 287			
Special Department Supplies	*2215*	*287*	
Bathrooms		3,120	3,120
Interactive Activities		5,200	5,200
Banners		1,196	1,196
Supplies		1,560	1,560
Advertising		1,040	1,040
Bands/Sound		7,280	7,280
Miscellaneous		2,600	2,600
Marketing Supplies		1,196	1,196
TOTAL - Special Department Supplies	***2215***	***$ 23,192***	***$ 23,192***
4th of July - 288			
Other Contract Services	*2145*	*288*	
Fireworks Contract		10,000	10,000
Security Contract		5,500	5,500
TOTAL - Special Department Supplies	***2215***	***$ 15,500***	***$ 15,500***
Special Department Supplies	*2215*	*288*	
Bands		2,250	2,250
Banners/Advertising		1,000	1,000
Interactive Elements		4,350	4,350
Supplies		750	750
Bathrooms		1,200	1,200
TOTAL - Special Department Supplies	***2215***	***$ 9,550***	***$ 9,550***

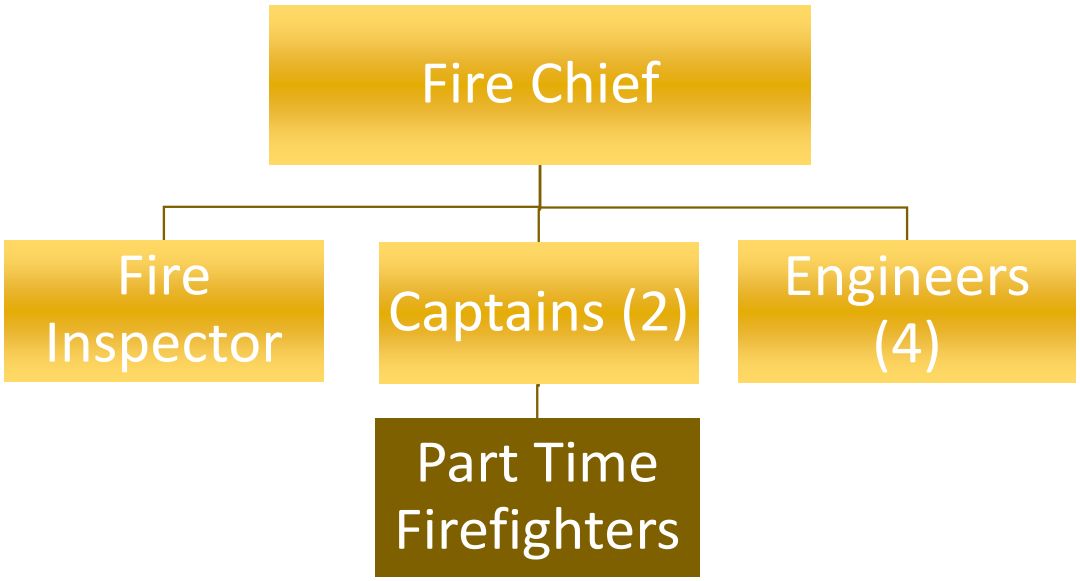


Public Safety

Fire Department



Fire Department Organizational Chart



Part time positions

Department Codes:
4800 – Fire Department

Budget Page 175

Fire Department (4800)

Budget 2025-26 and 2026-27

Purpose

It is the mission of the members of the St. Helena Fire Department to provide efficient and cost effective services, including: fire protection (prevention and suppression); public life safety education; emergency medical and rescue services; respond to natural and man-made disasters; and respond to incidents involving hazardous materials. The Department provides for the safety of the members of the Fire Department and serves the interest of the residents of the City of St. Helena and the surrounding area.









Fire Department (4800)

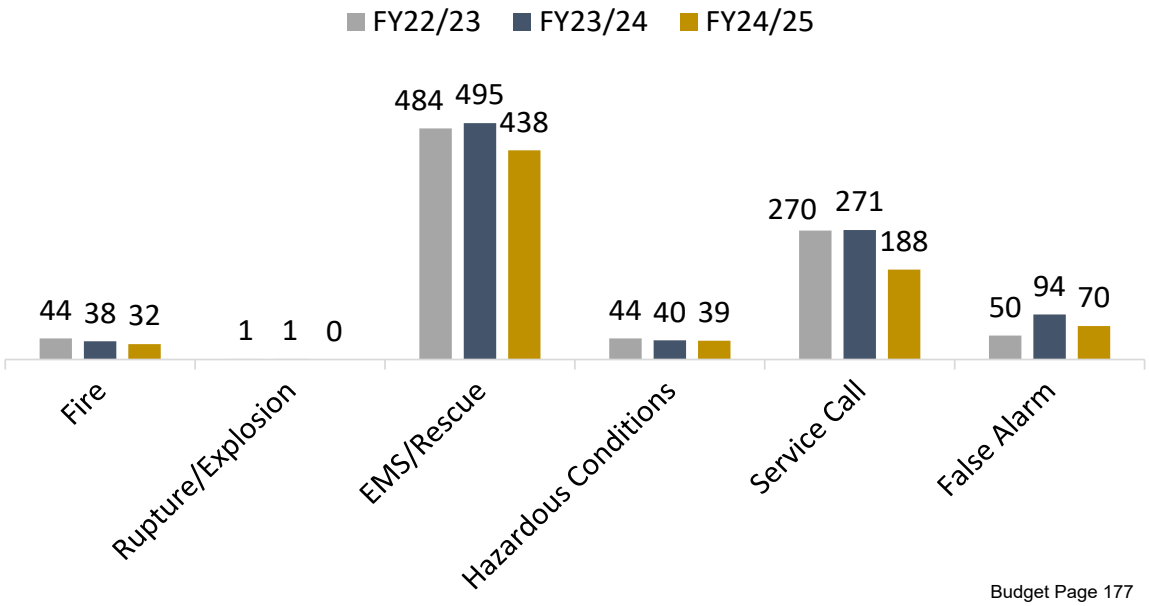
Budget 2025-26 and 2026-27

Goals

- Implementation of new training program
  - Estimated 5,500+ hours of training projected in CY 2025
- Continue education of students in hand only CPR
  - Expand hands-only CPR training to the public
- Improve fire safety in the wildland and urban areas of St. Helena

Accomplishments

- Developed & initiated training plan in compliance with state, fire, and OSHA requirements
- Placed new Type 1 engine in service – total costs $865,000. Paid for by the Firefighters Association & Engine Replacement Fund
- Placed in service a new electric vehicle used for in-town inspections & projects
- Worked with Firewise for hazard mitigation & defensible space inspections
- Annual Gingerbread House building: co-hosted by Parks & Recreation, & UpValley Family Center. 100% funded by the Firefighters Association



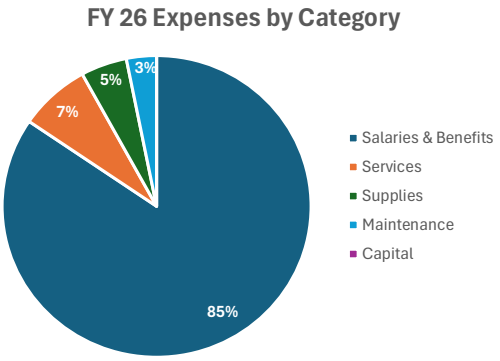
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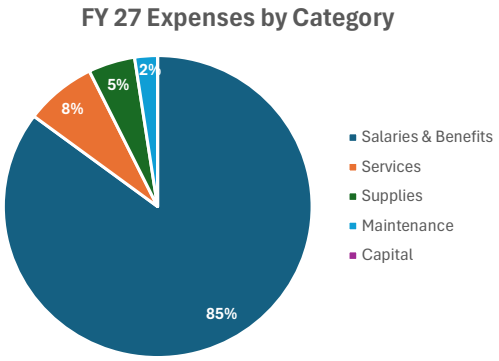
Fire

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	2,375,287	2,704,620	2,996,385	3,133,755	3,218,379
593	Fire Equipment Replacement	-	30,674	41,600	41,600	43,264
Grand Total		**2,375,287**	**2,735,295**	**3,037,985**	**3,175,355**	**3,261,643**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
48	***Fire***					
20	Salaries & Benefits	2,133,903	2,422,405	2,630,069	2,684,125	2,779,530
21	Services	119,835	138,435	175,160	237,474	244,357
22	Supplies	89,378	113,994	162,376	153,226	159,505
23	Maintenance	31,955	60,461	70,380	100,530	78,251
26	Capital	215	-	-	-	-
Grand Total		**2,375,287**	**2,735,295**	**3,037,985**	**3,175,355**	**3,261,643**





Fire Budget - 4800

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
48	**Fire**					
101-48-00-20-10	Salary-Regular	879,696	996,117	1,099,191	1,149,733	1,184,225
101-48-00-20-20	Temp/Part Time	442,780	427,252	534,613	473,137	487,331
101-48-00-20-24	Strike Team Salary	66,942	59,443	-	-	-
101-48-00-20-25	Standby	300	-	3,308	3,150	3,245
101-48-00-20-30	Overtime	148,332	248,785	180,600	180,000	185,400
101-48-00-20-37	Holiday Pay	39,074	43,065	59,233	60,674	62,494
101-48-00-20-40	FICA/Medicare	116,837	143,926	144,656	141,914	146,171
101-48-00-20-45	Employer PERS	126,508	143,233	166,101	170,634	175,753
101-48-00-20-47	PERS Unfunded Liability	52,225	68,306	121,791	161,724	166,576
101-48-00-20-50	Employee PERS	3,929	4,051	-	-	-
101-48-00-20-55	Health Insurance	174,011	194,783	219,718	228,385	244,372
101-48-00-20-61	Workers Comp	70,853	73,399	77,038	87,750	96,525
101-48-00-20-65	SDI	8,754	10,322	12,193	13,797	14,211
101-48-00-20-75	Deferred Comp	1,037	1,200	1,127	3,227	3,227
101-48-00-20-95	Uniform Allowance	2,625	8,523	10,500	10,000	10,000
20	**Salaries & Benefits**	**2,133,903**	**2,422,405**	**2,630,069**	**2,684,125**	**2,779,530**
101-48-00-21-10	Communications	16,304	20,707	15,080	17,080	17,763
101-48-00-21-15	Postage	170	54	520	520	541
101-48-00-21-22	Utilities	45,282	39,144	41,600	43,264	44,995
101-48-00-21-30	Professional Contracts	4,929	1,901	5,200	5,200	5,408
101-48-00-21-40	Professional Fees	180	-	-	-	-
101-48-00-21-45	Other Contract Services	5,250	(6,202)	6,760	69,160	69,160
101-48-00-21-53	Memberships & Publications	180	(79)	2,600	2,600	2,704
101-48-00-21-54	CAL Fire Dispatch Contract	35,853	78,948	81,040	81,040	84,282
101-48-00-21-55	Training & Conference	9,198	454	18,720	14,970	15,719
101-48-00-21-70	Fire Prevention Education	2,490	3,508	3,640	3,640	3,786
21	**Services**	**119,835**	**138,435**	**175,160**	**237,474**	**244,357**
101-48-00-22-12	Computer Equipment	1,680	1,302	-	-	-
101-48-00-22-13	Office Supplies	2,169	1,501	1,040	1,040	1,082
101-48-00-22-15	Special Department Supplies	31,007	28,425	31,200	31,200	32,448
101-48-00-22-17	Field Supplies	7,813	2,525	13,000	9,250	9,770
101-48-00-22-25	Fuel/Oil	12,646	14,504	23,400	18,000	18,720
101-48-00-22-26	Outside Vehicle Maint	24,492	26,586	46,936	46,936	48,814
101-48-00-22-28	Vehicle Parts	9,572	8,477	5,200	5,200	5,408
22	**Supplies**	**89,378**	**83,320**	**120,776**	**111,626**	**116,241**
101-48-00-23-15	Maint Machine/Equipment	14,095	17,286	18,200	18,200	18,928
101-48-00-23-30	Maint Buildings/Grounds	4,849	19,719	26,180	51,180	27,227
101-48-00-23-35	Software Maintenance	13,011	23,456	26,000	31,150	32,096
23	**Maintenance**	**31,955**	**60,461**	**70,380**	**100,530**	**78,251**
101-48-00-26-40	Furniture & Fixtures	215	-	-	-	-
26	**Capital**	**215**	**-**	**-**	**-**	**-**
00	**Administration**	**2,375,287**	**2,704,620**	**2,996,385**	**3,133,755**	**3,218,379**
593	**Fire Equipment Replacement**					
48	**Fire**					
593-48-00-22-15	Special Department Supplies	-	30,674	41,600	41,600	43,264
22	**Supplies**	**-**	**30,674**	**41,600**	**41,600**	**43,264**
00	**Administration**	**-**	**30,674**	**41,600**	**41,600**	**43,264**
Grand Total		**2,375,287**	**2,735,295**	**3,037,985**	**3,175,355**	**3,261,643**

FIRE - 4800
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted	One-time Expense
Communications	*2110*	*101*		
Cell, Satellite Phones, Comcast		15,080	15,080	
Starlink, EOC Comm.		2,000	2,000	
TOTAL - Communications	***2110***	***$ 17,080***	**$ 17,080**	**$ -**
Professional Contracts	*2130*	*101*		
Physicals		*3,328*	3,328	
Medical Cache Annual Fee		*520*	520	
Training Ground Annual Fee		*520*	520	
EMS Region Fee		*520*	520	
Fire Safety House Annual Fee		*312*	312	
TOTAL - Professional Contracts	***2130***	***$ 5,200***	**$ 5,200**	**$ -**
Other Contract Services	*2145*	*101*		
Adapt Management - VFLSA		6,760	6,760	
Weed Abatement contractor (3 year contract)		62,400	62,400	
TOTAL - Other Contract Services	***2145***	***$ 69,160***	**$ 69,160**	**$ -**
Memberships & Publications	*2153*	*101*		
Ca. State Firefighters Association		2,600	2,600	
TOTAL - Memberships & Publications	***2153***	***$ 2,600***	**$ 2,600**	**$ -**
Training and Conferences	*2155*	*101*		
Misc. Education & Training		14,970	14,970	
TOTAL - Training and Conferences	***2155***	***$ 14,970***	**$ 14,970**	**$ -**
Fire Prevention Education	*2170*	*101*		
Weed Abatement (Outreach)		1,820	1,820	
Kiddie Tours (Supplies)		1,820	1,820	
TOTAL - Fire Prevention Education	***2170***	***$ 3,640***	**$ 3,640**	**$ -**
Special Department Supplies	*2215*	*101*		
Annual Supplies		14,560	14,560	
SCBA		15,600	15,600	
Class "A" Foam		1,040	1,040	
TOTAL - Special Department Supplies	***2215***	***$ 31,200***	**$ 31,200**	**$ -**
Field Supplies	*2217*	*101*		
Disposable Medical Supplies		9,250	9,250	
TOTAL - Field Supplies	***2217***	***$ 9,250***	**$ 9,250**	**$ -**

FIRE - 4800
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted	One-time Expense
Machinery & Equipment Maintenance	*2315*	*101*		
SCBA Testing & Maintenance		5,460	5,460	
Truck Maintenance		3,380	3,380	
Replacement Tires		3,380	3,380	
Ladder Testing		1,300	1,300	
Extrication Tool Annual Maintenance		2,340	2,340	
Refrigerator/Stove Service		2,340	2,340	
TOTAL - Machine & Equipment Maintenance	***2315***	***$ 18,200***	**$ 18,200**	**$ -**
Buildings & Grounds Maintenance	*2330*	*101*		
Ongoing Fire Station Maintenance		26,180	26,180	
Paint One Side of Fire Station		25,000	25,000	25,000
TOTAL - Buildings & Grounds Maintenance	***2335***	***$ 51,180***	**$ 51,180**	**$ 25,000**
Software Maintenance	*2335*	*101*		
Tablet Command		7,500	7,500	
ImageTrend - Incident Reporting & Inspections		11,400	11,400	
Active 911		750	750	
CAD Paging Services and Incident Reporting Software		11,500	11,500	
TOTAL - Software Maintenance	***2335***	***$ 31,150***	**$ 31,150**	**$ -**

Equipment Replacement Fund - 593

Special Department Supplies	*2215*	*593*		
Personal Protective Equipment (PPE)		20,800	20,800	
Tools		15,600	15,600	
Radio Repair/Replacement		5,200	5,200	
TOTAL - Special Department Supplies	***2215***	***$ 41,600***	**$ 41,600**	**$ -**

TOTAL - One time Expenses ***$ 25,000***

FIRE - 4800
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Communications	*2110*	*101*	
Cell, Satellite Phones, Comcast		15,683	15,683
Starlink, EOC Comm.		2,080	2,080
TOTAL - Communications	***2110***	***$ 17,763***	**$ 17,763**
Professional Contracts	*2130*	*101*	
Physicals		*3,461*	3,461
Medical Cache Annual Fee		*541*	541
Training Ground Annual Fee		*541*	541
EMS Region Fee		*541*	541
Fire Safety House Annual Fee		*324*	324
TOTAL - Professional Contracts	***2130***	***$ 5,408***	**$ 5,408**
Other Contract Services	*2145*	*101*	
Adapt Management - VFLSA		6,760	6,760
Weed Abatement contractor (3 year contract)		62,400	62,400
TOTAL - Other Contract Services	***2145***	***$ 69,160***	**$ 69,160**
Memberships & Publications	*2153*	*101*	
Ca. State Firefighters Association		2,704	2,704
TOTAL - Memberships & Publications	***2153***	***$ 2,704***	**$ 2,704**
Training and Conferences	*2155*	*101*	
Misc. Education & Training		15,719	15,719
TOTAL - Training and Conferences	***2155***	***$ 15,719***	**$ 15,719**
Fire Prevention Education	*2170*	*101*	
Weed Abatement (Outreach)		1,893	1,893
Kiddie Tours (Supplies)		1,893	1,893
TOTAL - Fire Prevention Education	***2170***	***$ 3,786***	**$ 3,786**
Special Department Supplies	*2215*	*101*	
Annual Supplies		15,142	15,142
SCBA		16,224	16,224
Class "A" Foam		1,082	1,082
TOTAL - Special Department Supplies	***2215***	***$ 32,448***	**$ 32,448**
Field Supplies	*2217*	*101*	
Disposable Medical Supplies		9,770	9,770
TOTAL - Field Supplies	***2217***	***$ 9,770***	**$ 9,770**

FIRE - 4800
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Machinery & Equipment Maintenance	*2315*	*101*	
SCBA Testing & Maintenance		5,678	5,678
Truck Maintenance		3,515	3,515
Replacement Tires		3,515	3,515
Ladder Testing		1,352	1,352
Extrication Tool Annual Maintenance		2,434	2,434
Refrigerator/Stove Service		2,434	2,434
TOTAL - Machine & Equipment Maintenance	***2315***	***$ 18,928***	**$ 18,928**
Buildings & Grounds Maintenance	*2330*	*101*	
Ongoing Fire Station Maintenance		27,227	27,227
TOTAL - Buildings & Grounds Maintenance	***2335***	***$ 27,227***	**$ 27,227**
Software Maintenance	*2335*	*101*	
Tablet Command		7,500	7,500
ImageTrend - Incident Reporting & Inspections		11,856	11,856
Active 911		780	780
CAD Paging Services and Incident Reporting Software		11,960	11,960
TOTAL - Software Maintenance	***2335***	***$ 32,096***	**$ 32,096**

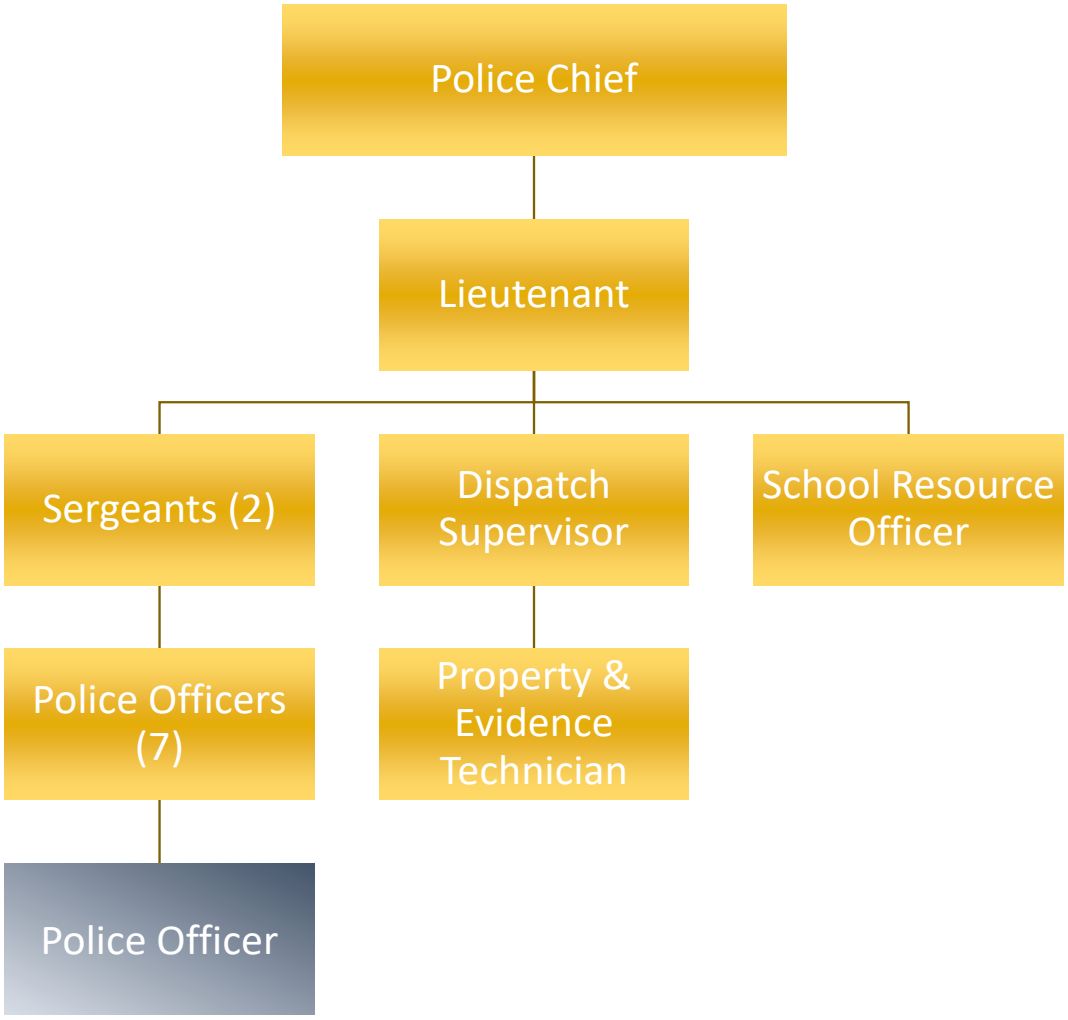
Equipment Replacement Fund - 593

Special Department Supplies	*2215*	*593*	
Personal Protective Equipment (PPE)		21,632	21,632
Tools		16,224	16,224
Radio Repair/Replacement		5,408	5,408
TOTAL - Special Department Supplies	***2215***	***$ 43,264***	**$ 43,264**

Police Department



Police Department Organizational Chart



Frozen position temporarily funded for FY25/26 & FY26/27

Department Codes:
4900 – Police Department

Budget Page 185

Police Department (4900)
Budget 2025-26 and 2026-27

Purpose

The Police Department is responsible for protection of life and property, the maintenance of order, the control and prevention of crime, and the enforcement of vehicle laws and regulations. The department is to carry out its responsibilities in a prudent and fair manner respecting individual dignity regardless of age, sex, social status, ethnic group, or creed. The Police Department, in its ongoing effort to alleviate crime problems in St. Helena, will be flexible and innovative in attempts to find superior methods of serving the populace.







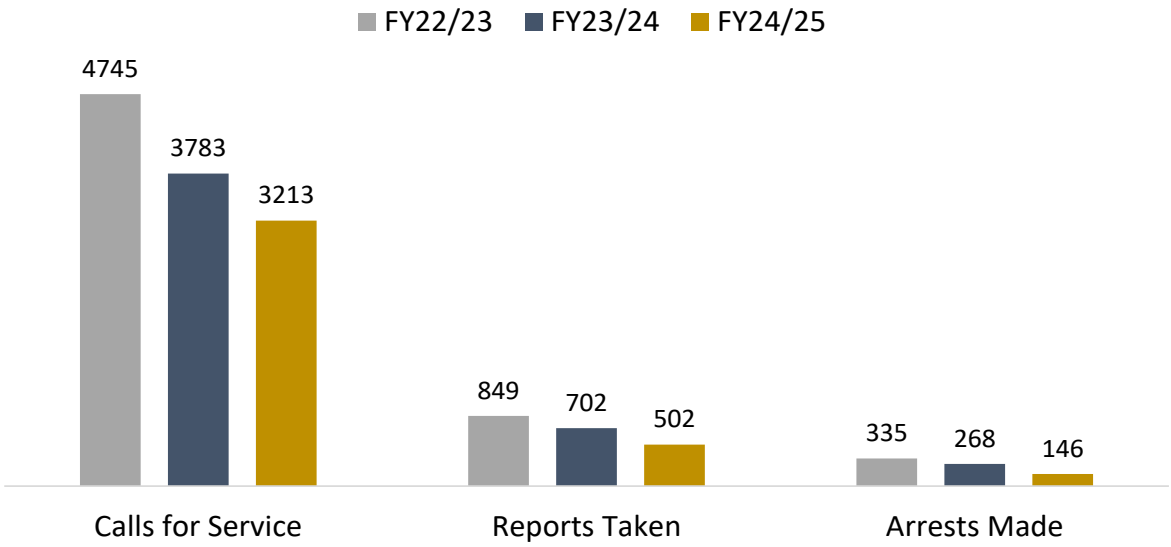
Police Department (4900)
Budget 2025-26 and 2026-27

Goals

- Develop Succession Plan
- Define and prioritize Community expectations of Police Department
- Continue School Resource Officer Program
- Recruit and Hire quality and qualified personnel to maintain staffing levels

Accomplishments

- Established animal control service contract with WeCare
- Awarded three separate grants
- Cannabis DUI Enforcement - $100,000
- DOJ Officer Grant – Approx. $100,000 per year for 3 years
- Body Worn Camera Grant - $120,000
- Implemented LEFTA training program for Officers Field Training performance and evaluation
- Awarded Silver Medal from Lexipol for 2nd year in a row
- Completed citywide emergency evacuation drills

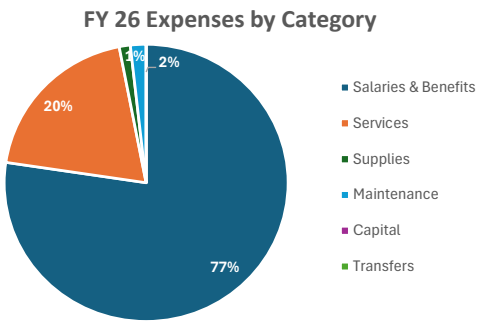


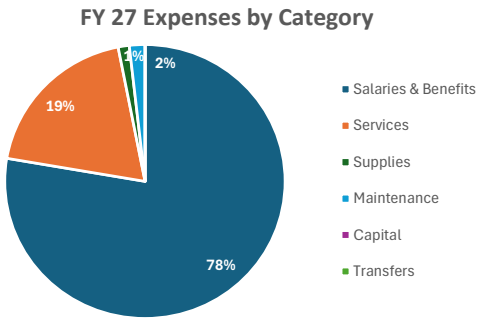
Police

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	3,808,997	4,042,619	4,617,494	5,112,946	5,268,975
212	DUI Grant	-	84,309	416	400	416
224	Public Safety (COPS)	96,166	95,079	168,936	169,764	176,355
238	Training Development Fund	7,224	4,823	8,320	8,320	8,653
277	Prop 56 Grant	-	83,693	197,285	-	-
279	Asset Forfeit	600	4,470	6,760	6,760	7,030
375	Murray Ex Trust	-	-	7,739	-	-
592	Equipment Replacement Fund	90,406	6,464	9,983	-	-
Grand Total		**4,003,393**	**4,321,457**	**5,016,933**	**5,298,190**	**5,461,429**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
49	***Police***					
20	Salaries & Benefits	3,603,837	3,871,073	4,496,436	4,098,989	4,244,377
21	Services	198,022	246,643	325,401	1,038,150	1,049,553
22	Supplies	35,277	28,819	87,090	67,460	69,958
23	Maintenance	75,379	84,179	88,586	93,341	97,291
26	Capital	90,878	21,666	19,420	250	250
29	Transfers	-	69,077	-	-	-
Grand Total		**4,003,393**	**4,321,457**	**5,016,933**	**5,298,190**	**5,461,429**





Police Budget - 4900

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
49	**Police**					
101-49-00-20-10	Salary-Regular	1,713,578	1,715,663	2,188,961	2,025,203	2,085,959
101-49-00-20-30	Overtime	407,207	465,983	315,000	300,000	309,000
101-49-00-20-37	Holiday Pay	61,154	67,240	77,942	70,603	72,721
101-49-00-20-40	FICA/Medicare	162,058	165,859	190,332	181,784	187,238
101-49-00-20-45	Employer PERS	285,079	321,640	377,158	358,851	369,617
101-49-00-20-47	PERS Unfunded Liability	378,833	355,936	435,784	505,630	520,799
101-49-00-20-50	Employee PERS	-	(7)	-	-	-
101-49-00-20-55	Health Insurance	398,224	424,719	515,030	433,791	464,156
101-49-00-20-61	Workers Comp	146,658	220,570	141,557	148,872	163,759
101-49-00-20-65	SDI	20,887	21,521	28,016	29,110	29,983
101-49-00-20-75	Deferred Comp	5,662	5,831	5,971	17,495	17,495
101-49-00-20-85	Auto Allowance	2,343	2,400	2,400	2,400	2,400
101-49-00-20-95	Uniform Allowance	19,205	18,356	21,000	18,250	18,250
101-49-00-20-96	Education Reimbursement	2,949	1,667	-	7,000	3,000
20	**Salaries & Benefits**	**3,603,837**	**3,787,379**	**4,299,151**	**4,098,989**	**4,244,377**
101-49-00-21-05	Advertising	-	-	-	-	-
101-49-00-21-10	Communications	17,816	21,853	23,920	23,370	24,305
101-49-00-21-15	Postage	1,560	809	1,560	1,560	1,622
101-49-00-21-27	Equipment Lease Exp	3,289	2,787	3,640	3,640	3,786
101-49-00-21-30	Professional Contracts	30,309	30,028	31,200	31,200	31,200
101-49-00-21-40	Professional Fees	-	9,508	10,400	8,400	8,736
101-49-00-21-45	Other Contract Services	59,557	94,145	116,789	832,960	837,624
101-49-00-21-53	Memberships & Publications	1,399	2,054	3,536	3,536	3,536
101-49-00-21-55	Training & Conference	1,808	3,253	3,900	2,000	2,000
101-49-00-21-60	Other Travel	118	-	-	-	-
21	**Services**	**115,857**	**164,437**	**194,945**	**906,666**	**912,809**
101-49-00-22-07	Copies	811	292	2,392	1,000	1,040
101-49-00-22-08	Police Dept Youth Activity	1,859	-	2,080	2,000	2,080
101-49-00-22-12	Computer Equipment	1,462	1,070	2,080	2,000	2,080
101-49-00-22-13	Office Supplies	2,332	1,905	3,120	3,000	3,120
101-49-00-22-15	Special Department Supplies	6,989	3,295	5,720	5,700	5,928
101-49-00-22-17	Field Supplies	-	63	-	-	-
22	**Supplies**	**13,452**	**6,624**	**15,392**	**13,700**	**14,248**
101-49-00-23-35	Software Maintenance	-	-	1,040	-	-
101-49-00-23-50	Vehicle Alloc Expense	75,379	84,179	87,546	93,341	97,291
23	**Maintenance**	**75,379**	**84,179**	**88,586**	**93,341**	**97,291**
101-49-00-26-30	Capital Equipment	473	-	-	-	-
101-49-00-26-40	Furniture & Fixtures	-	-	263	250	250
26	**Capital**	**473**	**-**	**263**	**250**	**250**
00	**Administration**	**3,808,997**	**4,042,619**	**4,598,337**	**5,112,946**	**5,268,975**
101-49-P0-26-49	DOJ Grant Expense	-	-	19,157	-	-
26	**Capital**	**-**	**-**	**19,157**	**-**	**-**
P0	**Grants**	**-**	**-**	**19,157**	**-**	**-**

Police Budget - 4900

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
212	**DUI Grant**					
49	**Police**					
212-49-00-22-15	Special Department Supplies	-	30	416	400	416
22	**Supplies**	**-**	**30**	**416**	**400**	**416**
212-49-00-26-30	Capital Equipment	-	15,202	-	-	-
26	**Capital**	**-**	**15,202**	**-**	**-**	**-**
212-49-00-29-99	Transfer to Other Funds	-	69,077	-	-	-
29	**Transfers**	**-**	**69,077**	**-**	**-**	**-**
00	**Administration**	**-**	**84,309**	**416**	**400**	**416**
224	**Public Safety (COPS)**					
49	**Police**					
224-49-00-21-30	Professional Contracts	65,324	70,160	106,536	107,564	111,867
224-49-00-21-45	Other Contract Services	-	3,626	5,200	5,200	5,408
224-49-00-21-55	Training & Conference	9,617	3,597	10,400	10,400	10,816
21	**Services**	**74,941**	**77,383**	**122,136**	**123,164**	**128,091**
224-49-00-22-12	Computer Equipment	-	-	5,200	5,000	5,000
224-49-00-22-15	Special Department Supplies	13,520	3,051	10,400	10,400	10,816
224-49-00-22-17	Field Supplies	7,706	14,644	31,200	31,200	32,448
22	**Supplies**	**21,225**	**17,696**	**46,800**	**46,600**	**48,264**
00	**Administration**	**96,166**	**95,079**	**168,936**	**169,764**	**176,355**
238	**Training Development Fund**					
49	**Police**					
238-49-00-21-55	Training & Conference	7,224	4,823	8,320	8,320	8,653
21	**Services**	**7,224**	**4,823**	**8,320**	**8,320**	**8,653**
00	**Administration**	**7,224**	**4,823**	**8,320**	**8,320**	**8,653**
277	**Prop 56 Grant**					
49	**Police**					
277-49-00-20-10	Salary-Regular	-	49,461	124,621	-	-
277-49-00-20-30	Overtime	-	4,533	-	-	-
277-49-00-20-37	Holiday Pay	-	1,823	5,327	-	-
277-49-00-20-40	FICA/Medicare	-	4,131	9,620	-	-
277-49-00-20-45	Employer PERS	-	6,697	17,204	-	-
277-49-00-20-55	Health Insurance	-	14,595	37,755	-	-
277-49-00-20-61	Workers Comp	-	1,486	-	-	-
277-49-00-20-65	SDI	-	486	1,383	-	-
277-49-00-20-75	Deferred Comp	-	19	62	-	-
277-49-00-20-95	Police Dept Uniform	-	463	1,313	-	-
20	**Salaries & Benefits**	**-**	**83,693**	**197,285**	**-**	**-**
00	**Administration**	**-**	**83,693**	**197,285**	**-**	**-**

Police Budget - 4900

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
278	**BSCC Grant**					
49	**Police**					
279-49-00-22-15	Special Department Supplies	600	4,470	6,760	6,760	7,030
22	**Supplies**	**600**	**4,470**	**6,760**	**6,760**	**7,030**
00	**Administration**	**600**	**4,470**	**6,760**	**6,760**	**7,030**
375	**Murray Ex Trust**					
49	**Police**					
375-49-00-22-15	Special Department Supplies	-	-	7,739	-	-
22	**Supplies**	**-**	**-**	**7,739**	**-**	**-**
00	**Administration**	**-**	**-**	**7,739**	**-**	**-**
592	**Equipment Replacement Fund**					
49	**Police**					
592-49-00-22-15	Special Department Supplies	-	-	9,983	-	-
22	**Supplies**	**-**	**-**	**9,983**	**-**	**-**
592-49-00-26-30	Capital Equipment	90,406	6,464	-	-	-
26	**Capital**	**90,406**	**6,464**	**-**	**-**	**-**
00	**Administration**	**90,406**	**6,464**	**9,983**	**-**	**-**
Grand Total		**4,003,393**	**4,321,457**	**5,016,933**	**5,298,190**	**5,461,429**

POLICE - 4900
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Contract Services	*2130*	*101*	
Up Valley Family Center		*31,200*	31,200
TOTAL - Professional Contract Services	***2130***	***$ 31,200***	***$ 31,200***
Professional Fees	*2140*	*101*	
Pre-Employment Psychological, Medical, and Other Related Services		*4,200*	4,200
Third Party Investigations		*4,200*	4,200
TOTAL - Professional Fees	***2140***	***$ 8,400***	***$ 8,400***
Other Contract Services	*2145*	*101*	
Dispact Services Contract - City of Calistoga		716,371	716,371
Nixle		6,864	6,864
WCAL		2,600	2,600
SANE/SART		2,600	2,600
St. Helena Car Wash		1,248	1,248
RIMS		19,968	19,968
Body Camera Program		8,320	8,320
LEFTA Program		1,664	1,664
Fast Track		312	312
We Care Animal Control Services		15,000	15,000
Locker Room Modular Rental		58,013	58,013
TOTAL - Other Contract Services	***2145***	***$ 832,960***	***$ 832,960***
Memberships & Publications	*2153*	*101*	
Cal Chiefs		1,248	1,248
IACP		312	312
CPOA		520	520
CAPE		104	104
NAFBI		312	312
Swat/Firearm		208	208
Subscriptions		208	208
CAL PELRA		624	624
TOTAL - Memberships & Publications	***2153***	***$ 3,536***	**$ 3,536**
Training & Conference	*2155*	*101*	
CAL PELRA		*2,000*	2,000
TOTAL - Training & Conference	***2155***	***$ 2,000***	***$ 2,000***

POLICE - 4900
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Special Department Supplies	*2215*	*101*	
Senior Volunteer Program Supplies		*3,100*	3,100
Miscellaneous		*2,600*	2,600
TOTAL - Special Department Supplies	***2215***	***$ 5,700***	***$ 5,700***

Public Safety (COPS) - 224

Professional Contract Services	*2130*	*224*	
NSIB Contract		*64,000*	64,000
County Communication Services		*1,040*	1,040
Live Scan Contract		*8,320*	8,320
Lexipol		*5,500*	5,500
Data Ticket Contract		*1,248*	1,248
CJ's K9 Training Contract		*6,240*	6,000
Animal Medical Service		*3,120*	3,120
Booking Fees		*1,560*	1,560
CLETS Access		*3,224*	3,224
Critical Reach		*312*	312
ALPR Contract		*13,000*	13,000
TOTAL - Professional Contract Services	***2130***	***$ 107,564***	**$ 107,564**
Other Contract Services	*2145*	*224*	
RIMS Dispatch Updates		*2,600*	2,600
Interview Software Maintenance Contract		*2,600*	2,600
TOTAL - Other Contract Services	***2145***	***$ 5,200***	***$ 5,200***
Training and Conferences	*2155*	*224*	
POST Training		2,600	2,600
Domain Specific Conferences		5,200	5,200
Miscellaneous Conferences		2,600	2,600
TOTAL - Training and Conferences	***2155***	***$ 10,400***	***$ 10,400***
Computer Equipment	*2212*	*224*	
Cameras		*5,000*	5,000
TOTAL - Other Contract Services	***2212***	***$ 5,000***	***$ 5,000***

POLICE - 4900
FY 26 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Special Department Supplies	*2215*	*224*	
Reporting Writing License/Software Upgrades		3,120	3,120
Radar Units		5,200	5,200
Defibulator Maintenance		2,080	2,000
TOTAL - Special Department Supplies	***2215***	***$ 10,400***	**$ 10,400**
Field Supplies	*2217*	*224*	
Notebooks, Recording Devices		1,560	1,560
Narcotic Kits, PAZ Devices, Flashlights, & Chargers		2,600	2,600
Ticket Books		3,120	3,120
Flares, Gloves, First Aid, Batteries, Etc.		5,200	5,000
Ammunition		5,200	5,000
Firearm/Rifle Replacement		5,200	5,000
Portable Radio Repair & Replacement		1,040	1,040
Simunitions		3,120	3,120
Bullet Proof Vest Replacement		4,160	4,160
TOTAL - Field Supplies	***2217***	***$ 31,200***	**$ 31,200**

Training Development Fund - 238

POST Reimbursable Training	*2155*	*238*	
Training		8,320	8,320
TOTAL - Post Reimburseable Training	***2155***	***$ 8,320***	***$ 8,320***

Asset Forfeiture Fund - 279

Special Department Supplies	*2215*	*279*	
Tasers and Cartridges		5,200	5,200
Drug Education Prevention Supplies		1,560	1,560
TOTAL - Special Department Supplies	***2215***	***$ 6,760***	**$ 6,760**

POLICE - 4900
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Professional Contract Services	*2130*	*101*	
Up Valley Family Center		*31,200*	31,200
TOTAL - Professional Contract Services	***2130***	***$ 31,200***	***$ 31,200***
Professional Fees	*2140*	*101*	
Pre-Employment Psychological, Medical, and Other Related Services		*4,360*	4,360
Third Party Investigations		*4,376*	4,376
TOTAL - Professional Fees	***2140***	***$ 8,736***	***$ 8,736***
Other Contract Services	*2145*	*101*	
Dispact Services Contract - City of Calistoga		716,371	716,371
Nixle		7,139	7,139
WCAL		2,704	2,704
SANE/SART		2,704	2,704
St. Helena Car Wash		1,298	1,298
RIMS		20,767	20,767
Body Camera Program		8,653	8,653
LEFTA Program		1,731	1,731
Fast Track		324	324
We Care Animal Control Services		15,600	15,600
Locker Room Modular Rental		60,334	60,334
TOTAL - Other Contract Services	***2145***	***$ 837,624***	***$ 837,624***
Memberships & Publications	*2153*	*101*	
Cal Chiefs		1,248	1,248
IACP		312	312
CPOA		520	520
CAPE		104	104
NAFBI		312	312
Swat/Firearm		208	208
Subscriptions		208	208
CAL PELRA		624	624
TOTAL - Memberships & Publications	***2153***	***$ 3,536***	**$ 3,536**
Training & Conference	*2155*	*101*	
CAL PELRA		*2,000*	2,000
TOTAL - Training & Conference	***2155***	***$ 2,000***	***$ 2,000***

POLICE - 4900
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Special Department Supplies	*2215*	*101*	
Senior Volunteer Program Supplies		*3,224*	3,224
Miscellaneous		*2,704*	2,704
TOTAL - Special Department Supplies	***2215***	***$ 5,928***	***$ 5,928***

Public Safety (COPS) - 224

Professional Contract Services	*2130*	*224*	
NSIB Contract		*66,560*	66,560
County Communication Services		*1,082*	1,082
Live Scan Contract		*8,653*	8,653
Lexipol		*5,720*	5,720
Data Ticket Contract		*1,298*	1,298
CJ's K9 Training Contract		*6,490*	6,000
Animal Medical Service		*3,245*	3,245
Booking Fees		*1,622*	1,622
CLETS Access		*3,353*	3,353
Critical Reach		*324*	324
ALPR Contract		*13,520*	13,520
TOTAL - Professional Contract Services	***2130***	***$ 111,867***	***$ 111,867***
Other Contract Services	*2145*	*224*	
RIMS Dispatch Updates		*2,704*	2,704
Interview Software Maintenance Contract		*2,704*	2,704
TOTAL - Other Contract Services	***2145***	***$ 5,408***	***$ 5,408***
Training and Conferences	*2155*	*224*	
POST Training		2,704	2,704
Domain Specific Conferences		5,408	5,408
Miscellaneous Conferences		2,704	2,704
TOTAL - Training and Conferences	***2155***	***$ 10,816***	***$ 10,816***
Computer Equipment	*2212*	*224*	
Cameras		*5,000*	5,000
TOTAL - Other Contract Services	***2212***	***$ 5,000***	***$ 5,000***
Special Department Supplies	*2215*	*224*	
Reporting Writing License/Software Upgrades		3,245	3,245
Radar Units		5,408	5,408
Defibulator Maintenance		2,163	2,000
TOTAL - Special Department Supplies	***2215***	***$ 10,816***	**$ 10,816**

POLICE - 4900
FY 27 EXPENSE DETAIL

Description	Object Code	Funding Source	Total Budgeted
Field Supplies	*2217*	*224*	
Notebooks, Recording Devices		1,622	1,622
Narcotic Kits, PAZ Devices, Flashlights, & Chargers		2,704	2,704
Ticket Books		3,245	3,245
Flares, Gloves, First Aid, Batteries, Etc.		5,408	5,000
Ammunition		5,408	5,000
Firearm/Rifle Replacement		5,408	5,000
Portable Radio Repair & Replacement		1,082	1,082
Simunitions		3,245	3,245
Bullet Proof Vest Replacement		4,326	4,326
TOTAL - Field Supplies	***2217***	***$ 32,448***	**$ 32,448**

Training Development Fund - 238

POST Reimbursable Training	*2155*	*238*	
Training		8,653	8,653
TOTAL - Post Reimburseable Training	***2155***	***$ 8,653***	***$ 8,653***

Asset Forfeiture Fund - 279

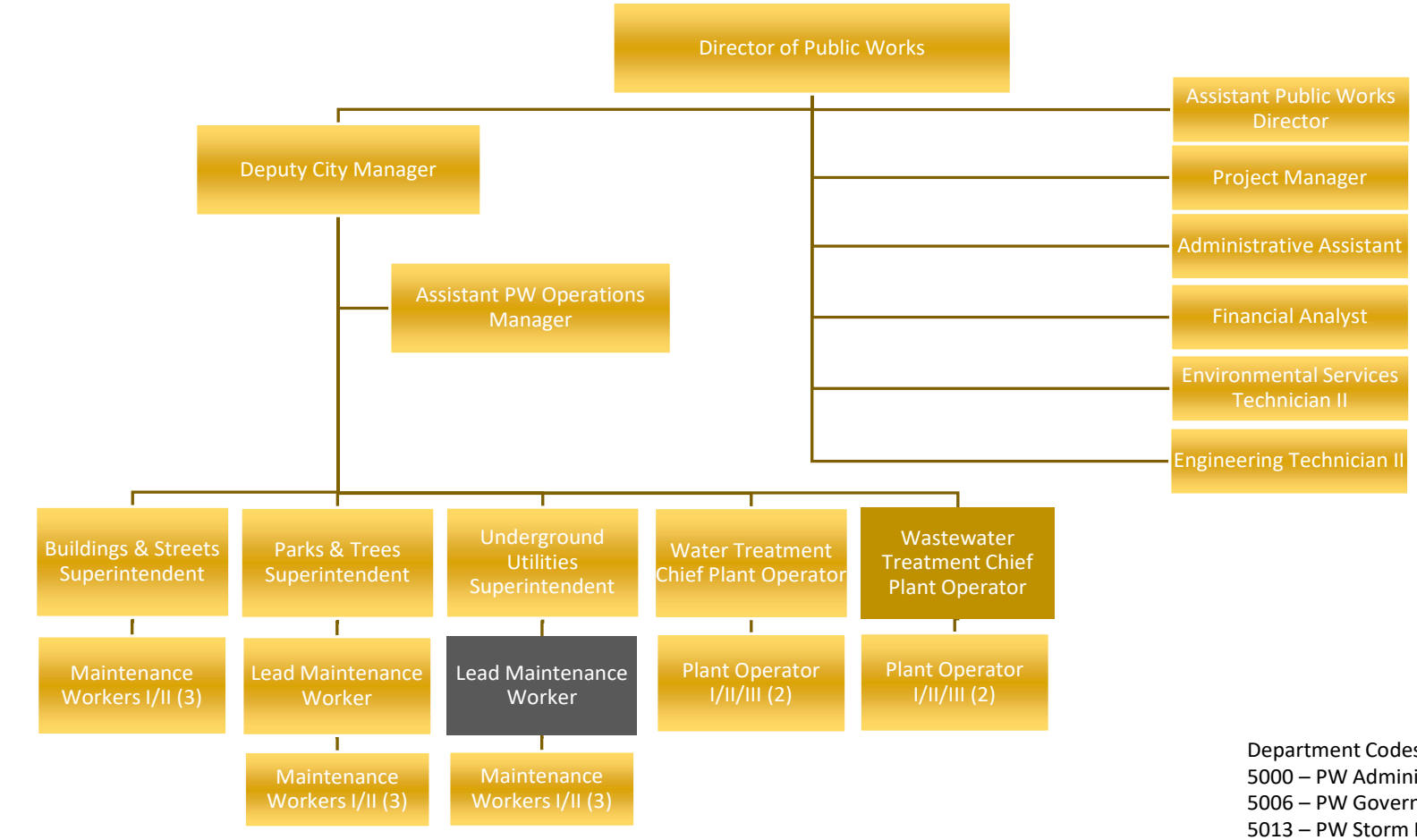
Special Department Supplies	*2215*	*279*	
Tasers and Cartridges		5,408	5,408
Drug Education Prevention Supplies		1,622	1,622
TOTAL - Special Department Supplies	***2215***	***$ 7,030***	**$ 7,030**



Public Works

Budget Page 198

Public Works Organizational Chart



Frozen position

Vacant - Actively recruiting position

Department Codes:
5000 – PW Administration
5006 – PW Government Buildings
5013 – PW Storm Drains
5015 – PW Streets
5026 – PW Tree City
5027 – PW Parks
5037 – PW City Garage

Public Works Administration



Public Works Administration (5000)

Budget 2025-26 and 2026-27

Purpose

Department of Public Works (DPW) Administration manages the operating divisions of Public Works and provides the services of the City Engineer, Property Officer, Floodplain Administrator, City Surveyor, Stormwater Program Coordinator, and Water Use Efficiency Office.





Public Works Administration (5000)

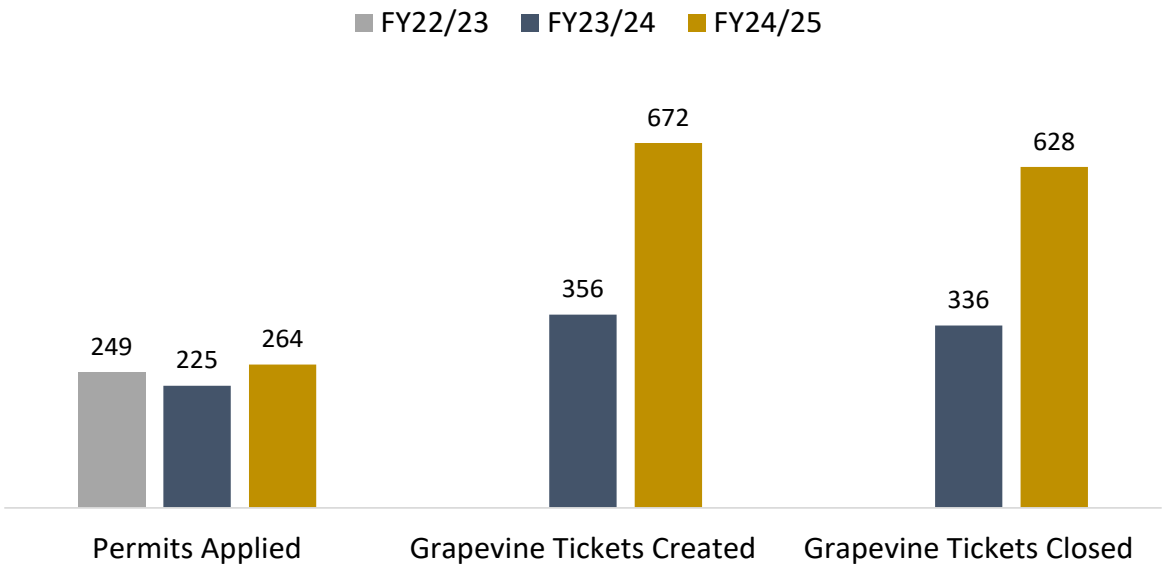
Budget 2025-26 and 2026-27

Goals

- Staff development within all divisions
  - Safey training, professional, department specific
- PW facility improvements
  - Movement of Records, fence replacement, paving and drainage repair, extra equipment storage building
- Digital record repository clean up

Accomplishments

- Processed significant development projects including Hunter Subdivision, Fountain Street affordable housing development, Adams Street Hotel, Spring Street housing development
- Provided critical technical review of the Krug Development ballot initiative
- Facilitated significant progress on the most aggressive CIP in city history



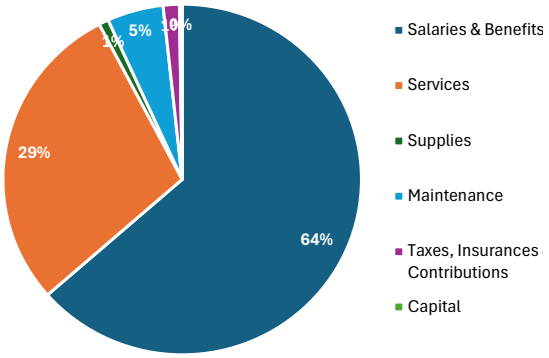
Public Works Administration

Expenses by Fund and Category

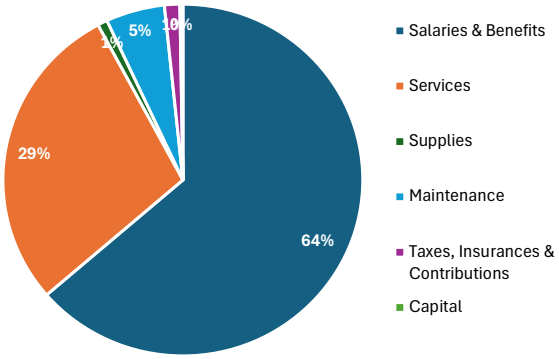
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	1,677,512	787,810	1,434,984	1,175,173	1,212,935
240	Measure T/U	-	-	-	50,000	50,000
241	Measure T/U - Class I Trails	285,597	183,000	90,000	-	-
561	Water Enterprise	673,902	678,447	1,588,798	1,103,863	1,144,987
571	Sewer Enterprise	483,299	406,035	839,760	784,852	815,113
713	Civic Impact	2,027	991	-	-	-
Grand Total		**3,122,336**	**2,056,283**	**3,953,542**	**3,113,888**	**3,223,035**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
00	*Administration*					
20	Salaries & Benefits	1,469,920	1,292,026	1,904,335	1,978,767	2,051,777
21	Services	497,553	485,586	1,935,361	896,651	919,668
22	Supplies	20,938	21,599	29,955	27,428	28,527
23	Maintenance	25,164	25,554	31,616	158,002	170,023
24	Taxes, Insurances & Contributions	52,883	52,994	40,660	45,000	45,000
26	Capital	5,879	6,620	11,615	8,040	8,040
29	Transfers	1,050,000	171,904	-	-	-
Grand Total		**3,122,336**	**2,056,283**	**3,953,542**	**3,113,888**	**3,223,035**

FY 26 Expenses by Category



FY 27 Expenses by Category



Public Works Administration Budget - 5000

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-00-20-10	Salary-Regular	356,015	302,562	588,051	494,850	509,696
101-50-00-20-30	Overtime	417	126	788	750	773
101-50-00-20-40	FICA/Medicare	26,534	22,305	30,855	34,296	35,325
101-50-00-20-45	Employer PERS	22,721	22,347	37,184	38,111	39,254
101-50-00-20-47	PERS Unfunded Liability	45,201	33,748	37,418	49,401	50,883
101-50-00-20-50	Employee PERS	-	46	-	-	-
101-50-00-20-55	Health Insurance	42,768	44,532	76,311	98,632	105,536
101-50-00-20-61	Workers Comp	17,198	15,222	14,461	19,893	21,882
101-50-00-20-65	SDI	3,403	2,901	3,995	5,947	6,125
101-50-00-20-75	Deferred Comp	4,691	3,908	5,609	5,595	5,595
101-50-00-20-85	Auto Allowance	2,577	2,400	4,284	3,840	3,840
20	**Salaries & Benefits**	**521,525**	**450,097**	**798,956**	**751,315**	**778,909**
101-50-00-21-05	Advertising	-	-	520	520	541
101-50-00-21-10	Communications	1,697	4,170	3,886	3,886	4,041
101-50-00-21-15	Postage	242	1,287	624	624	649
101-50-00-21-27	Equipment Lease Exp	2,369	1,804	1,872	3,600	3,744
101-50-00-21-30	Professional Contracts	14,072	84,592	496,255	200,000	208,000
101-50-00-21-40	Professional Fees	2,330	(2,014)	-	-	-
101-50-00-21-45	Other Contract Services	42,340	24,211	34,835	8,115	8,440
101-50-00-21-50	Rebates	6,150	4,266	26,000	76,000	76,000
101-50-00-21-53	Memberships & Publications	1,966	1,489	3,241	11,103	3,695
101-50-00-21-55	Training & Conference	1,747	1,751	14,740	14,000	14,560
21	**Services**	**72,912**	**121,554**	**581,972**	**317,848**	**319,670**
101-50-00-22-07	Copies	2,107	2,338	1,768	1,768	1,839
101-50-00-22-12	Computer Equipment	748	2,410	5,200	5,200	5,408
101-50-00-22-13	Office Supplies	476	936	1,040	1,040	1,082
101-50-00-22-15	Special Department Supplies	4,043	10,326	9,275	9,000	9,360
22	**Supplies**	**7,373**	**16,010**	**17,283**	**17,008**	**17,689**
101-50-00-23-35	Software Maintenance	850	140	3,933	58,000	64,480
101-50-00-23-50	Vehicle Alloc Expense	22,614	25,254	26,264	28,002	29,187
23	**Maintenance**	**23,464**	**25,394**	**30,197**	**86,002**	**93,667**
101-50-00-24-25	Taxes & Other Charges	278	422	-	-	-
24	**Taxes, Insurances & Contributions**	**278**	**422**	**-**	**-**	**-**
101-50-00-26-30	Capital Equipment	1,960	2,095	5,000	2,500	2,500
101-50-00-26-40	Furniture & Fixtures	-	334	1,575	500	500
26	**Capital**	**1,960**	**2,429**	**6,575**	**3,000**	**3,000**
101-50-00-29-99	Transfer to other Funds	1,050,000	171,904	-	-	-
29	**Transfers**	**1,050,000**	**171,904**	**-**	**-**	**-**
00	**Administration**	**1,677,512**	**787,810**	**1,434,984**	**1,175,173**	**1,212,935**

Public Works Administration Budget - 5000

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
240	**Measure T/U**					
50	**Public Works**					
240-50-00-21-45	240 - Measure T/U	-	-	-	50,000	50,000
21	**Services**	**-**	**-**	**-**	**50,000**	**50,000**
00	**Administration**	**-**	**-**	**-**	**50,000**	**50,000**
241	**Measure T/U - Class I Trails**					
50	**Public Works**					
241-50-00-21-45	241 - Measure T/U - Class I Trails	285,597	183,000	90,000	-	-
21	**Services**	**285,597**	**183,000**	**90,000**	**-**	**-**
00	**Administration**	**285,597**	**183,000**	**90,000**	**-**	**-**
561	**Water Enterprise**					
50	**Public Works**					
561-50-00-20-10	Salary-Regular	357,245	311,949	408,303	427,423	440,246
561-50-00-20-30	Overtime	275	76	473	450	464
561-50-00-20-40	FICA/Medicare	26,625	22,944	25,326	30,661	31,581
561-50-00-20-45	Employer PERS	23,684	24,205	30,186	34,715	35,756
561-50-00-20-47	PERS Unfunded Liability	37,524	27,654	30,377	44,999	46,349
561-50-00-20-55	Health Insurance	52,807	56,182	82,789	92,499	98,974
561-50-00-20-61	Workers Comp	13,831	13,670	12,986	18,339	20,173
561-50-00-20-65	SDI	3,417	2,988	3,424	5,129	5,283
561-50-00-20-75	Deferred Comp	4,539	3,639	4,173	5,083	5,083
561-50-00-20-85	Auto Allowance	2,109	1,756	2,520	3,720	3,720
20	**Salaries & Benefits**	**522,056**	**465,062**	**600,557**	**663,018**	**687,628**
561-50-00-21-05	Advertising	-	-	1,560	1,560	1,622
561-50-00-21-10	Communications	1,425	2,811	5,642	5,642	5,868
561-50-00-21-15	Postage	242	1,347	624	624	649
561-50-00-21-27	Equipment Lease Exp	2,369	1,804	1,768	3,600	3,744
561-50-00-21-30	Professional Contracts	43,443	84,254	398,521	150,000	156,000
561-50-00-21-43	Penalties and Fines	-	-	31,200	31,200	32,448
561-50-00-21-45	Other Contract Services	7,250	44,750	323,243	6,827	7,142
561-50-00-21-50	Water Use Efficiency Program	32,027	15,781	157,730	132,000	137,280
561-50-00-21-53	Memberships & Publications	3,324	3,263	3,098	3,240	3,370
561-50-00-21-55	Training & Conference	884	1,771	14,740	14,000	14,560
21	**Services**	**90,965**	**155,781**	**938,127**	**348,693**	**362,683**
561-50-00-22-07	Copies	2,099	2,337	1,768	1,768	1,839
561-50-00-22-12	Computer Equipment	558	-	-	-	-
561-50-00-22-13	Office Supplies	52	42	364	364	379
561-50-00-22-15	Special Department Supplies	2,758	479	4,092	3,000	3,120
22	**Supplies**	**5,466**	**2,858**	**6,224**	**5,132**	**5,338**
561-50-00-23-35	Software Maintenance	850	80	709	39,500	41,818
23	**Maintenance**	**850**	**80**	**709**	**39,500**	**41,818**
561-50-00-24-25	Taxes & Other Charges	52,605	52,572	40,660	45,000	45,000
24	**Taxes, Insurances & Contributions**	**52,605**	**52,572**	**40,660**	**45,000**	**45,000**

Public Works Administration Budget - 5000

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561-50-00-26-30	Capital Equipment	1,960	2,095	2,520	2,520	2,520
26	**Capital**	**1,960**	**2,095**	**2,520**	**2,520**	**2,520**
00	**Administration**	**673,902**	**678,447**	**1,588,798**	**1,103,863**	**1,144,987**
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-00-20-10	Salary-Regular	289,562	255,470	362,312	364,852	375,798
571-50-00-20-30	Overtime	224	50	315	300	309
571-50-00-20-40	FICA/Medicare	21,470	18,634	19,581	25,821	26,596
571-50-00-20-45	Employer PERS	19,305	20,454	24,751	30,360	31,271
571-50-00-20-47	PERS Unfunded Liability	34,820	22,539	24,907	39,354	40,535
571-50-00-20-55	Health Insurance	40,625	42,733	55,073	77,042	82,435
571-50-00-20-61	Workers Comp	12,269	9,664	9,181	14,609	16,070
571-50-00-20-65	SDI	2,745	2,416	2,605	4,378	4,509
571-50-00-20-75	Deferred Comp	3,677	3,182	3,576	4,478	4,478
571-50-00-20-85	Auto Allowance	1,640	1,724	2,520	3,240	3,240
20	**Salaries & Benefits**	**426,338**	**376,868**	**504,822**	**564,434**	**585,240**
571-50-00-21-10	Communications	1,444	2,811	3,120	3,120	3,245
571-50-00-21-15	Postage	242	-	624	624	649
571-50-00-21-27	Equipment Lease Exp	2,369	1,804	1,768	3,600	3,744
571-50-00-21-30	Professional Contracts	34,682	4,154	294,974	150,000	156,000
571-50-00-21-45	Other Contract Services	5,522	12,456	8,428	5,618	5,843
571-50-00-21-53	Memberships & Publications	1,548	1,283	2,991	3,148	3,274
571-50-00-21-55	Training & Conference	246	1,752	13,356	14,000	14,560
21	**Services**	**46,052**	**24,260**	**325,261**	**180,110**	**187,315**
571-50-00-22-07	Copies	2,099	2,337	1,768	1,768	1,839
571-50-00-22-12	Computer Equipment	558	-	-	-	-
571-50-00-22-13	Office Supplies	205	-	520	520	541
571-50-00-22-15	Special Department Supplies	5,237	395	4,160	3,000	3,120
22	**Supplies**	**8,099**	**2,732**	**6,448**	**5,288**	**5,500**
571-50-00-23-35	Software Maintenance	850	80	709	32,500	34,538
23	**Maintenance**	**850**	**80**	**709**	**32,500**	**34,538**
571-50-00-26-30	Capital Equipment	1,960	2,095	2,520	2,520	2,520
26	**Capital**	**1,960**	**2,095**	**2,520**	**2,520**	**2,520**
00	**Administration**	**483,299**	**406,035**	**839,760**	**784,852**	**815,113**
713	**Civic Impact**					
50	**Public Works**					
713-50-00-21-45	Other Contract Services	2,027	991	-	-	-
21	**Services**	**2,027**	**991**	**-**	**-**	**-**
00	**Administration**	**2,027**	**991**	**-**	**-**	**-**
Grand Total		**3,122,336**	**2,056,283**	**3,953,542**	**3,113,888**	**3,223,035**

PUBLIC WORKS ADMIN BUDGET - 5000
EXPENSE SUMMARY - FY26

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Equipment Lease	*2127*	*101*	*240*	*561*	571	
Copiers		3,600	-	3,600	3,600	10,800
TOTAL - Equipment Lease	***2127***	***$ 3,600***	***$ -***	***$ 3,600***	***$ 3,600***	**10,800**
Professional Contracts	*2130*	*101*	*240*	*561*	*571*	
Plan Check/Design Review/Map Check		85,000	-	50,000	40,000	175,000
Traffic Engineering Support		40,000	-	-	-	40,000
Wastewater Permit Reporting		-	-	-	85,000	85,000
On-Call Engineering Support Services		75,000	-	35,000	25,000	135,000
Upper York Creek Dam Monitoring & Maintenance		-	-	65,000	-	65,000
TOTAL - Professional Contracts	***2130***	***$ 200,000***	***$ -***	***$ 150,000***	***$ 150,000***	***$ 500,000***
Other Contract Services	*2145*	*101*	*240*	*561*	*571*	
Corporation Yard Trailer Rental		6,448	-	5,200	3,952	15,600
Underground Service Alerts		1,667	-	1,627	1,666	4,960
TOTAL - Other Contract Services	***2145***	***$ 8,115***	***$ -***	***$ 6,827***	***$ 5,618***	***$ 20,560***
Water Use Efficiency/Rebate Program	*2150*	*101*	*240*	*561*	*571*	
Leaf Blower Rebates		*26,000*	-	-	-	26,000
Implement Water Saving Programs		-	-	*52,000*	-	52,000
Grey Water Systems		-	-	*30,000*	-	30,000
Water Filter Rebate		-	-	*50,000*	-	50,000
Sidewalk Cost Sharing Program *New		-	*50,000*	-	-	50,000
Fence Sharing Program *New		*50,000*	-	-	-	50,000
TOTAL - Water Use Efficiency Program	***2150***	***$ 76,000***	***$ 50,000***	***$ 132,000***	***$ -***	***$ 258,000***
Memberships & Publications	*2153*	*101*	*240*	*561*	*571*	
MMANC (5)		130	-	130	130	390
APWA Membership (4)		287	-	287	286	860
APWA Certification		7,550	-	-	-	7,550
ICMA (2)		500	-	250	250	1,000
ASCE		121	-	120	120	360
WEF		-	-	-	150	150
AWWA Membership (agency)		-	-	500	-	500
BACWA Membership (agency)		-	-	1,250	1,250	2,500
License Renewals		208	-	416	156	780
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		2,020	-	-	-	2,020
Notary		287	-	287	286	860
Miscellaneous		-	-	-	520	520
TOTAL - Memberships & Publications	***2153***	***$ 11,103***	***$ -***	***$ 3,240***	***$ 3,148***	***$ 17,490***
Training and Conferences	*2155*	*101*	*240*	*561*	*571*	
Miscellaneous Training		14,000	-	14,000	14,000	42,000
TOTAL - Training and Conferences	***2155***	***$ 14,000***	***$ -***	***$ 14,000***	***$ 14,000***	***$ 42,000***

PUBLIC WORKS ADMIN BUDGET - 5000
EXPENSE SUMMARY - FY26

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Special Department Supplies	*2215*	101	240	561	571	
Miscellaneous Department Supplies		5,300	-	2,000	2,000	9,300
Public Education Items (Community Forums, Harvest, Ribbon Cuttings, PW Week)		3,700	-	1,000	1,000	5,700
TOTAL - Special Department Supplies		**$ 9,000**	**$ -**	**$ 3,000**	**$ 3,000**	**$ 15,000**
Software Subcription Services	*2335*	*101*	*240*	*561*	*571*	
Computerized Asset Management (Annual Fee)		25,000	-	25,000	25,000	75,000
Esri/Arc GIS		10,000	-	5,000	5,000	20,000
See Click Fix		3,000	-	1,500	500	5,000
Bluebeam		10,000	-	-	-	10,000
FOG BMP Software		-	-	5,000	-	5,000
Envisio		10,000	-	3,000	2,000	15,000
TOTAL - Software Subcription Services		***$ 58,000***	***$ -***	***$ 39,500***	***$ 32,500***	**$ 130,000**
Taxes & Other Charges	*2425*	*101*	*240*	*561*	*571*	
Bell Canyon, St. Helena Lower Dam Fees		-	-	*45,000*	-	45,000
TOTAL - Taxes and Other Charges	***2425***	***$ -***	***$ -***	***$ 45,000***	***$ -***	***$ 45,000***
Capital Equipment	*2630*	*101*		*561*	*571*	
Vehicle Lease - Public Works Vehicle #1 Lease Began FY 19		*2,500*	-	*2,520*	*2,520*	7,540
TOTAL - Capital Equipment	***2630***	***$ 2,500***	***$ -***	***$ 2,520***	***$ 2,520***	***$ 7,540***

PUBLIC WORKS ADMIN BUDGET - 5000
EXPENSE SUMMARY - FY27

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Equipment Lease	*2127*	*101*	*240*	*561*	571	
Copiers		3,744	-	3,744	3,744	11,232
TOTAL - Equipment Lease	***2127***	***$ 3,744***	***$ -***	***$ 3,744***	***$ 3,744***	**11,232**
Professional Contracts	*2130*	*101*	*240*	*561*	*571*	
Plan Check/Design Review/Map Check		85,000	-	50,000	40,000	175,000
Traffic Engineering Support		40,000	-	-	-	40,000
Wastewater Permit Reporting		-	-	-	85,000	85,000
On-Call Engineering Support Services		83,000	-	41,000	31,000	155,000
Upper York Creek Dam Monitoring & Maintenance		-	-	65,000	-	65,000
TOTAL - Professional Contracts	***2130***	***$ 208,000***	***$ -***	***$ 156,000***	***$ 156,000***	**$ 520,000**
Other Contract Services	*2145*	*101*	*240*	*561*	*571*	
Corporation Yard Trailer Rental		6,706	-	5,410	4,110	16,226
Underground Service Alerts		1,734	-	1,732	1,733	5,198
TOTAL - Other Contract Services	***2145***	***$ 8,440***	***$ -***	***$ 7,142***	***$ 5,843***	***$ 21,424***
Water Use Efficiency/Rebate Program	*2150*	*101*	*240*	*561*	*571*	
Leaf Blower Rebates		*26,000*	-	-	-	26,000
Implement water saving programs		-	-	*54,080*	-	54,080
Grey Water Systems		-	-	*31,200*	-	31,200
Water Filter Rebate			-	*52,000*		52,000
Sidewalk cost sharing program *New		-	*50,000*			50,000
Fence Sharing program *New		*50,000*	-			50,000
TOTAL - Water Use Efficiency Program	***2150***	***$ 76,000***	***$ 50,000***	***$ 137,280***	***$ -***	***$ 263,280***
Memberships & Publications	*2153*	*101*	*240*	*561*	*571*	
MMANC (5)		150	-	135	135	420
APWA Membership (4)		300	-	300	297	897
ICMA (2)		500	-	260	260	1,020
ASCE		150	-	125	124	399
WEF		-	-	-	156	156
AWWA Membership (agency)		-	-	520	-	520
BACWA Membership (agency)		-	-	1,300	1,300	2,600
License Renewals		208	-	443	162	813
County of Napa Official Records Index and Document Images (split with CM, Planning, and Public Works)		2,100	-	-	-	2,100
Notary		287	-	287	297	871
Miscellaneous		-	-	-	541	541
TOTAL - Memberships & Publications	***2153***	***$ 3,695***	***$ -***	***$ 3,370***	***$ 3,274***	***$ 10,339***
Training and Conferences	*2155*	*101*	*240*	*561*	*571*	
Miscellaneous Training		14,560	-	14,560	14,560	43,680
TOTAL - Training and Conferences	***2155***	***$ 14,560***	***$ -***	***$ 14,560***	***$ 14,560***	**$ 43,680**

PUBLIC WORKS ADMIN BUDGET - 5000
EXPENSE SUMMARY - FY27

Description	Object Code	Funding Source and Amount Per Funding Source				Total Budgeted
Special Department Supplies	*2215*	101	240	561	571	
Miscelaneious Department Supplies		5,300	-	2,000	2,000	9,300
Public Education Items (Community Forums, Harvest, Ribbon Cuttings, PW Week)		4,060	-	1,120	1,120	6,300
TOTAL - Special Department Supplies		**$ 9,360**	**$ -**	**$ 3,120**	**$ 3,120**	**$ 15,600**
Software Subcription Services	*2335*		*240*			
Computerized Asset Management (Annual Fee)		27,850	-	26,500	26,500	80,850
Esri/Arc GIS		11,100	-	5,300	5,300	21,700
See Click Fix		3,330	-	1,590	530	5,450
Bluebeam		11,100	-	-	-	11,100
FOG BMP Software		-	-	5,300	-	5,300
Envisio		11,100	-	3,128	2,208	16,436
TOTAL - Software Subcription Services		***$ 64,480***	***$ -***	***$ 41,818***	***$ 34,538***	**$ 140,836**
Taxes & Other Charges	*2425*	*101*	*240*	*561*	*571*	
Bell Canyon, St. Helena Lower Dam Fees		-	-	*45,000*	-	45,000
TOTAL - Taxes and Other Charges	***2425***	***$ -***	***$ -***	***$ 45,000***	***$ -***	***$ 45,000***
Capital Equipment	*2630*	*101*		*561*	*571*	
Vehicle Lease - Public Works Vehicle #1 Lease Began FY 19		*2,500*	-	*2,520*	*2,520*	7,540
TOTAL - Capital Equipment	***2630***	***$ 2,500***	***$ -***	***$ 2,520***	***$ 2,520***	***$ 7,540***

Public Works
Government Buildings



Public Works Government Buildings (5006)

Budget 2025-26 and 2026-27

Purpose

The Government Buildings/Grounds Division of the Department of Public Works is funded by the General Fund and its budget accounts for the total costs of managing and providing maintenance (plumbing, electrical, carpentry, lock smith work, etc.) and custodial services to City buildings (approximately 65,000 square feet). The Division is also responsible for managing supply orders and deliveries, inspection and maintenance of oil recycling area, handicapped lifts, e-waste collection and recycling, and fire extinguisher service. This division's budget includes, utilities, janitorial costs, air conditioning/heating repairs, and maintenance services.



Public Works Government Buildings (5006)

Budget 2025-26 and 2026-27

Goals

- Complete a full building condition assessment & prioritized project list
- All city buildings to be compliant with AED devices
- Assessment of solar and vehicle charging options at City buildings
- Facilitate the Request for Proposals for City Energy Facility Assessment
- Public Works Corporation Yard facility improvements and organizational modifications for efficiency & security of operations
- Crane park bathroom rehabilitation
- Identification of a new vendor for casting of electrolier components
- Fence repairs
- Carnegie repairs: Automate doors, weatherproof exterior, and replace eves

Accomplishments

- Completion of 137 building and facility Grapevine maintenance requests
- Replacement of floor at Water Treatment Plant due to flooding
- Contracting HVAC for preventative and routine maintenance
- Completion of 6 repair projects at the Fire Department
- Additional exterior safety lights, bathroom repairs, window replacements in museum/gym, replacement and upgrade of interior sconces
- Library lighting retrofit to LED upgrade project (exterior/interior))
- Installation of attic door for HVAC access over Library circulation desk
- Elevator shaft repair project at Carnegie





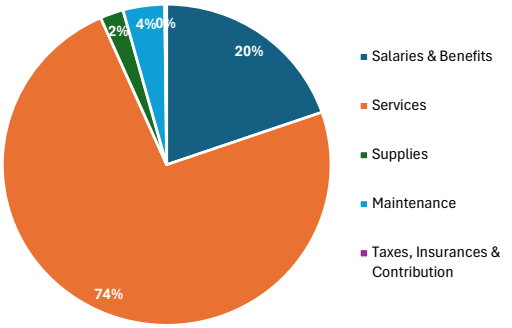
Government Buildings

Expenses by Fund and Category

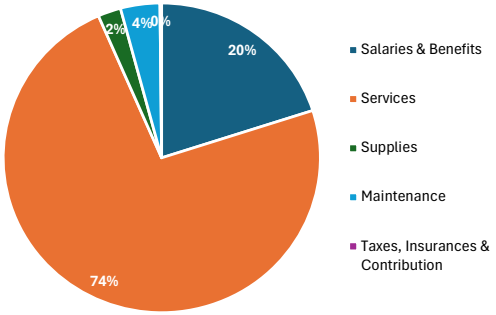
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	541,378	584,770	863,285	807,530	824,217
561	Water Enterprise	-	8,329	50,960	34,800	34,800
571	Sewer Enterprise	-	-	14,560	36,100	36,100
Grand Total		**541,378**	**593,099**	**928,805**	**878,430**	**895,117**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	117,263	129,772	114,224	173,017	179,641
21	Services	388,399	425,360	720,414	647,692	656,950
22	Supplies	20,107	17,906	21,843	20,116	20,921
23	Maintenance	15,231	18,759	70,720	36,000	36,000
24	Taxes, Insurances & Contribution	378	1,302	1,605	1,605	1,605
Grand Total		**541,378**	**593,099**	**928,805**	**878,430**	**895,117**

FY 26 Expenses by Category



FY 27 Expenses by Category



Govt Buildings Budget - 5006

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-06-20-10	Salary-Regular	70,269	74,887	62,099	106,205	109,391
101-50-06-20-25	Standby	819	778	-	-	-
101-50-06-20-30	Overtime	4,473	5,341	-	-	-
101-50-06-20-40	FICA/Medicare	5,956	6,548	7,121	7,800	8,034
101-50-06-20-45	Employer PERS	5,509	6,432	7,817	9,669	9,959
101-50-06-20-47	PERS Unfunded Liability	8,528	7,223	7,867	12,685	13,066
101-50-06-20-55	Health Insurance	14,335	18,296	22,411	28,541	30,539
101-50-06-20-61	Workers Comp	5,254	8,006	3,805	4,973	5,470
101-50-06-20-65	SDI	777	859	1,013	1,274	1,312
101-50-06-20-75	Deferred Comp	876	922	1,082	1,390	1,390
101-50-06-20-85	Auto Allowance	469	480	1,008	480	480
20	**Salaries & Benefits**	**117,263**	**129,772**	**114,224**	**173,017**	**179,641**
101-50-06-21-10	Communications	43,323	40,436	26,572	26,572	27,635
101-50-06-21-22	Utilities	190,418	183,874	187,200	196,560	204,422
101-50-06-21-25	Equipment Rental	-	481	8,320	8,320	8,653
101-50-06-21-45	Other Contract Services	154,658	200,569	466,082	352,300	352,300
101-50-06-21-55	Training & Conference	-	-	1,040	1,040	1,040
21	**Services**	**388,399**	**425,360**	**689,214**	**584,792**	**594,050**
101-50-06-22-13	Office Supplies	53	162	-	-	-
101-50-06-22-15	Special Department Supplies	20,054	17,744	21,427	19,700	20,488
101-50-06-22-20	Small Tools	-	-	416	416	433
22	**Supplies**	**20,107**	**17,906**	**21,843**	**20,116**	**20,921**
101-50-06-23-12	Maintenance Supplies	148	563	-	-	-
101-50-06-23-15	Maint Machine/Equipment	-	2,327	-	-	-
101-50-06-23-30	Maint Buildings/Grounds	15,083	7,541	36,400	28,000	28,000
23	**Maintenance**	**15,231**	**10,430**	**36,400**	**28,000**	**28,000**
101-50-06-24-25	Taxes & Other Charges	378	1,302	1,605	1,605	1,605
24	**Taxes, Insurances & Contributions**	**378**	**1,302**	**1,605**	**1,605**	**1,605**
06	**Public Buildings**	**541,378**	**584,770**	**863,285**	**807,530**	**824,217**
561	**Water Enterprise**					
50	**Public Works**					
561-50-06-21-45	Other Contract Services	-	-	20,800	30,800	30,800
21	**Services**	**-**	**-**	**20,800**	**30,800**	**30,800**
561-50-06-23-30	Maint Buildings/Grounds	-	8,329	30,160	4,000	4,000
23	**Maintenance**	**-**	**8,329**	**30,160**	**4,000**	**4,000**
06	**Public Buildings**	**-**	**8,329**	**50,960**	**34,800**	**34,800**

Govt Buildings Budget - 5006

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-06-21-45	Other Contract Services	-	-	10,400	32,100	32,100
21	**Services**	**-**	**-**	**10,400**	**32,100**	**32,100**
571-50-06-23-30	Maint Buildings/Grounds	-	-	4,160	4,000	4,000
23	**Maintenance**	**-**	**-**	**4,160**	**4,000**	**4,000**
06	**Public Buildings**	**-**	**-**	**14,560**	**36,100**	**36,100**
Grand Total		**541,378**	**593,099**	**928,805**	**878,430**	**895,117**

GOVERNMENT BUILDINGS - 5006
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	*571*	
Custodial		66,300	-	11,700	78,000
Annual Deep Cleaning of Govt Buildings		10,400	-	-	10,400
Pest Control		31,200	-	-	31,200
Elevator Service - Carnegie		16,120	-	-	16,120
Elevator Service - Library		15,080	-	-	15,080
Napa Fire Equipment Service Replace Fire Extinguishers		10,400	-	-	10,400
Alarm Services		10,400	-	-	10,400
Library HVAC Pump Maintenance		10,400	-	-	10,400
HVAC Maintenance		62,400	5,200	5,200	72,800
Generator Maintenance/Emergency Repair		31,200	15,600	5,200	52,000
Miscellaneous Maintenance		26,000	5,000	5,000	36,000
Miscellaneous Repairs to Buildings		52,400	5,000	5,000	62,400
FD Electrical Repairs		10,000	-	-	10,000
TOTAL - Other Contract Services	***2145***	***$ 352,300***	***$ 30,800***	***$ 32,100***	***$ 415,200***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Paper Goods		3,120	-	-	3,120
Paint & Hardware		2,600	-	-	2,600
First Aid Supplies		1,560	-	-	1,560
Lighting Retrofit to LED Fixtures		5,500	-	-	5,500
Other Miscellaneous Supplies		6,920	-	-	6,920
TOTAL - Special Department Supplies	***2215***	***$ 19,700***	***$ -***	***$ -***	***$ 19,700***
Maintenance Buildings and Grounds	*2330*	*101*	*561*	*571*	
General Repairs to Buildings		28,000	4,000	4,000	36,000
Total - Maintenenace Buildings & Grounds	***2330***	***$ 28,000***	***$ 4,000***	***$ 4,000***	***$ 36,000***

GOVERNMENT BUILDINGS - 5006
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Other Contract Services	*2145*	*101*	*561*	*571*	
Custodial		66,300	-	11,700	78,000
Annual Deep Cleaning of Govt Buildings		10,400	-	-	10,400
Pest Control		31,200	-	-	31,200
Elevator Service - Carnegie		16,120	-	-	16,120
Elevator Service - Library		15,080	-	-	15,080
Napa Fire Equipment Service Replace Fire Extinguishers		10,400	-	-	10,400
Alarm Services		10,400	-	-	10,400
Library HVAC Pump Maintenance		10,400	-	-	10,400
HVAC Maintenance		62,400	5,200	5,200	72,800
Generator Maintenance/Emergency Repair		31,200	15,600	5,200	52,000
Miscellaneous Maintenance		26,000	5,000	5,000	36,000
Miscellaneous Repairs to Buildings		52,400	5,000	5,000	62,400
FD Electrical Repairs		10,000	-	-	10,000
TOTAL - Other Contract Services	***2145***	***$ 352,300***	***$ 30,800***	***$ 32,100***	***$ 415,200***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Paper Goods		3,245	-	-	3,245
Paint & Hardware		2,704	-	-	2,704
First Aid Supplies		1,622	-	-	1,622
Lighting Retrofit to LED Fixtures		5,720	-	-	5,720
Other Miscellaneous Supplies		7,197	-	-	7,197
TOTAL - Special Department Supplies	***2215***	***$ 20,488***	***$ -***	***$ -***	***$ 20,488***
Maintenance Buildings and Grounds	*2330*	*101*	*561*	*571*	
General Repairs to Buildings		28,000	4,000	4,000	36,000
Total - Maintenenace Buildings & Grounds	***2330***	***$ 28,000***	***$ 4,000***	***$ 4,000***	***$ 36,000***

Public Works
Storm Drains



Budget Page 219

Public Works Storm Drains (5013)

Budget 2025-26 and 2026-27

Purpose

The purpose of the Storm Drains/Storm Water Division is to operate, maintain and improve drainage and flood control facilities.

Goals

- Complete a system-wide storm drain inventory and evaluation
- Development of a system-wide quarterly DI (Drainage Inlet) evaluation and repair plan
- Provide all required training opportunities for UU operators to achieve stormwater certification from American Public Works Association
- Increase public education and enforcement regarding stormwater contamination of sanitary sewer (unclear).

Accomplishments

- Maintained system so only localized/intersection flooding downtown during significant rain events.
- Coordinated with Napa Co. Flood Control District to perform Napa River bank stabilization near WWTP.



Budget Page 220

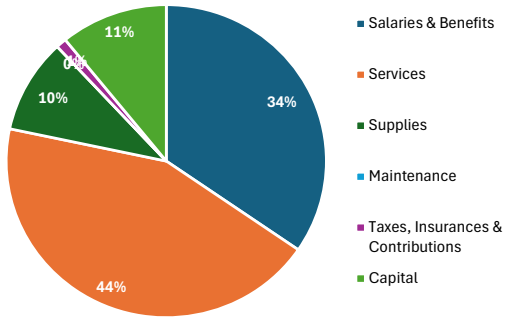
Storm Drains

Expenses by Fund and Category

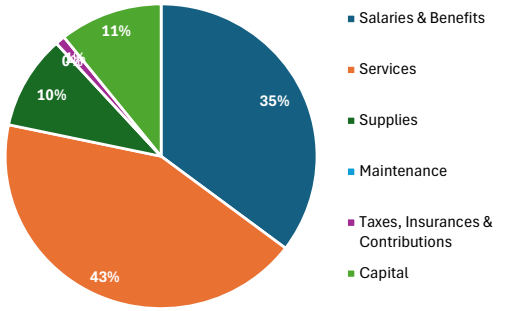
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
101	General Fund	223,003	206,797	497,622	428,002	436,340
700	Flood Control Capital	3,790	95,404	53,178	50,000	50,000
Grand Total		**226,793**	**302,200**	**550,800**	**478,002**	**486,340**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	90,898	103,818	101,461	165,242	171,714
21	Services	84,951	167,327	223,466	209,120	209,120
22	Supplies	42,494	12,506	56,160	46,640	48,506
23	Maintenance	1,399	10,903	-	-	-
24	Taxes, Insurances & Contributions	9	-	4,922	5,000	5,000
26	Capital	7,042	7,646	164,790	52,000	52,000
Grand Total		**226,793**	**302,200**	**550,800**	**478,002**	**486,340**

FY 26 Expenses by Category



FY 27 Expenses by Category



Storm Drains Budget - 5013

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-13-20-10	Salary-Regular	37,304	38,661	44,208	91,206	93,942
101-50-13-20-25	Standby	1,637	1,556	4,050	3,857	3,857
101-50-13-20-30	Overtime	19,459	18,792	8,925	8,500	8,755
101-50-13-20-40	FICA/Medicare	4,721	5,185	5,710	7,991	8,231
101-50-13-20-45	Employer PERS	2,610	3,148	4,401	6,348	6,538
101-50-13-20-47	PERS Unfunded Liability	4,322	4,140	4,429	8,327	8,577
101-50-13-20-55	Health Insurance	13,615	19,277	24,565	30,594	32,736
101-50-13-20-61	Workers Comp	6,343	12,007	3,805	6,217	6,839
101-50-13-20-65	SDI	618	680	816	1,243	1,280
101-50-13-20-75	Deferred Comp	270	373	553	959	959
20	**Salaries & Benefits**	**90,898**	**103,818**	**101,461**	**165,242**	**171,714**
101-50-13-21-25	Equipment Rental	22,013	866	17,680	17,680	17,680
101-50-13-21-45	Other Contract Services	52,081	71,058	134,929	123,760	123,760
101-50-13-21-48	Government Fees	7,067	-	17,680	17,680	17,680
21	**Services**	**81,161**	**71,924**	**170,289**	**159,120**	**159,120**
101-50-13-22-13	Office Supplies	32	68	-	-	-
101-50-13-22-15	Special Department Supplies	42,461	12,437	56,160	46,640	48,506
22	**Supplies**	**42,494**	**12,506**	**56,160**	**46,640**	**48,506**
101-50-13-23-15	Maint Machine/Equipment	1,399	10,903	-	-	-
23	**Maintenance**	**1,399**	**10,903**	**-**	**-**	**-**
101-50-13-24-25	Taxes & Other Charges	9	-	4,922	5,000	5,000
24	**Taxes, Insurances & Contribution**	**9**	**-**	**4,922**	**5,000**	**5,000**
101-50-13-26-30	Capital Equipment	7,042	7,646	164,790	52,000	52,000
26	**Capital**	**7,042**	**7,646**	**164,790**	**52,000**	**52,000**
13	**Stormwater**	**223,003**	**206,797**	**497,622**	**428,002**	**436,340**
700	**Flood Control Capital**					
50	**Public Works**					
700-50-13-21-38	Conservation Maintenance	3,790	95,404	53,178	50,000	50,000
21	**Services**	**3,790**	**95,404**	**53,178**	**50,000**	**50,000**
13	**Stormwater**	**3,790**	**95,404**	**53,178**	**50,000**	**50,000**
Grand Total		**226,793**	**302,200**	**550,800**	**478,002**	**486,340**

STORM DRAINS - 5013
EXPENSE SUMMARY - FY26

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*101*	
Clearing Valleyview Bridget Culverts		2,080	2,080
Sediment Removal		10,400	10,400
Duck Pond - Mitchell/North		5,200	5,200
TOTAL - Equipment Rental	***2125***	***$ 17,680***	***$ 17,680***
Other Contract Services	*2145*	*101*	
Mitchell Avenue - Duck Pond		10,400	10,400
Stormwater JPA		41,600	41,600
Stormwater Inspection		15,600	15,600
Stormwater Phase II Trash Assessment		15,600	15,600
Save For Other		26,000	26,000
Storm Outfall & Flood Conveyance Maintenance		14,560	14,560
TOTAL - Other Contract Services	***2145***	***$ 123,760***	***$ 123,760***
Government Fees	*2148*	*101*	
SWRCB MS4 Permit		7,280	7,280
CDFW Permit/Annual Maintenance Fee		10,400	10,400
TOTAL - Government Fees	***2148***	***$ 17,680***	***$ 17,680***
Special Department Supplies	*2215*	*101*	
Flow Monitor/Data Collection		11,440	11,440
Stormwater Supplies (Sweeper, Brooms, Trench Debris, Grubbing, Hauling, D.I. Inlets, Rims and Covers)		5,200	5,200
Repair/Maintenance Supplies		30,000	30,000
TOTAL - Special Department Supplies	***2215***	***$ 46,640***	***$ 46,640***
Capital Equipment	*2630*	*101*	
Misc. Capital Equipment		39,000	39,000
Pipeline Inspection device (Milwaulkee2974-22M18)		13,000	13,000
TOTAL - Capital Equipment	***2630***	***$ 52,000***	***$ 52,000***

STORM DRAINS - 5013
EXPENSE SUMMARY - FY27

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*101*	
Clearing Valleyview Bridget Culverts		2,080	2,080
Sediment Removal		10,400	10,400
Duck Pond - Mitchell/North		5,200	5,200
TOTAL - Equipment Rental	***2125***	***$ 17,680***	***$ 17,680***
Other Contract Services	*2145*	*101*	
Mitchell Avenue - Duck Pond		10,400	10,400
Stormwater JPA		41,600	41,600
Stormwater Inspection		15,600	15,600
Stormwater Phase II Trash Assessment		15,600	15,600
Save For Other		26,000	26,000
Storm Outfall & Flood Conveyance Maintenance		14,560	14,560
TOTAL - Other Contract Services	***2145***	***$ 123,760***	***$ 123,760***
Government Fees	*2148*	*101*	
SWRCB MS4 Permit		7,280	7,280
CDFW Permit/Annual Maintenance Fee		10,400	10,400
TOTAL - Government Fees	***2148***	***$ 17,680***	***$ 17,680***
Special Department Supplies	*2215*	*101*	
Flow Monitor/Data Collection		11,898	11,898
Stormwater Supplies (Sweeper, Brooms, Trench Debris, Grubbing, Hauling, D.I. Inlets, Rims and Covers)		5,408	5,408
Repair/Maintenance Supplies		31,200	31,200
TOTAL - Special Department Supplies	***2215***	***$ 48,506***	***$ 48,506***
Capital Equipment	*2630*	*101*	
Misc. Capital Equipment		39,000	39,000
Pipeline Inspection device (Milwaulkee2974-22M18)		13,000	13,000
TOTAL - Capital Equipment	***2630***	***$ 52,000***	***$ 52,000***

Public Works
Streets



Public Works Streets (5015)

Budget 2025-26 and 2026-27

Purpose

The Streets Maintenance/Operation Division is responsible for maintaining City streets in a safe and accessible condition with proper and adequate street signage; striping and painting of curbs; sweeping of all City streets and Main Street sidewalks; routine pavement, sidewalk, and curb repairs; maintenance of traffic structures; street lighting; vegetation removal; and cleanup of spills and discharges.

Goals

- Program an additional 100 sign replacements citywide
- Perform park pathway repairs at four locations, in house at city parks
- Inventory and program a red curb repainting program
- Address vine trail signage and safety of intersection at 29 and Pratt
- All staff to be MUTCD Traffic Control Certified by December 2025
- 1200 linear feet of striping in school and residential zone 3



Public Works Streets (5015)
Budget 2025-26 and 2026-27

Accomplishments

- Replaced 100 signs citywide according to sign replacement assessment
- Filled 250 potholes since January 1, 2025
- Repaired paved pathway at Miley park – training for other park pathway repairs
- Training and implementation of new crack sealing program for pavement management
- 1200 linear feet of curb painting , markings and striping in school and residential zone 2









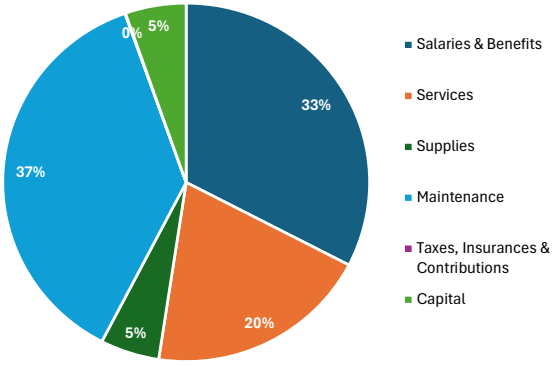
Streets

Expenses by Fund and Category

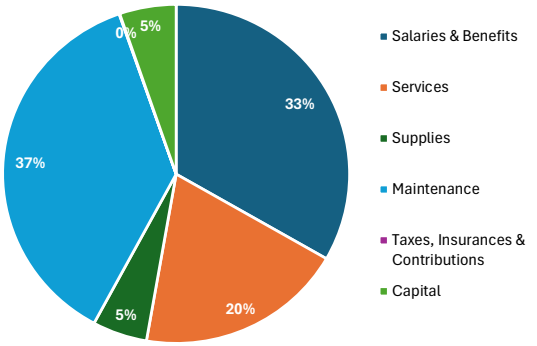
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	419,179	450,854	757,362	626,420	638,884
561	Water Enterprise	329	494	34,736	27,500	27,500
571	Sewer Enterprise	-	-	34,736	27,500	27,500
Grand Total		**419,508**	**451,348**	**826,834**	**681,420**	**693,884**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	123,189	143,418	218,396	222,340	231,249
21	Services	91,148	75,748	179,369	134,790	134,790
22	Supplies	39,327	65,283	46,882	35,430	35,430
23	Maintenance	126,459	140,471	253,303	251,927	255,482
24	Taxes, Insurances & Contributions	47	49	321	321	321
26	Capital	39,339	26,378	128,561	36,612	36,612
Grand Total		**419,508**	**451,348**	**826,834**	**681,420**	**693,884**

FY 26 Expenses by Category



FY 27 Expenses by Category



Streets Budget - 5015

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-15-20-10	Salary-Regular	60,440	65,515	133,023	125,663	129,433
101-50-15-20-25	Standby	2,445	3,033	4,050	3,857	3,973
101-50-15-20-30	Overtime	11,756	15,100	8,925	8,500	8,755
101-50-15-20-40	FICA/Medicare	5,828	6,740	9,255	10,655	10,975
101-50-15-20-45	Employer PERS	3,829	4,640	7,716	8,746	9,008
101-50-15-20-47	PERS Unfunded Liability	8,307	7,259	7,764	11,473	11,817
101-50-15-20-55	Health Insurance	17,374	22,273	36,404	41,745	44,667
101-50-15-20-61	Workers Comp	12,069	17,515	9,038	8,703	9,573
101-50-15-20-65	SDI	765	887	1,322	1,656	1,706
101-50-15-20-75	Deferred Comp	378	457	899	1,342	1,342
20	**Salaries & Benefits**	**123,189**	**143,418**	**218,396**	**222,340**	**231,249**
101-50-15-21-10	Communications	859	2,626	2,600	2,600	2,600
101-50-15-21-22	Utilities	73,808	49,671	84,240	84,240	84,240
101-50-15-21-25	Equipment Rental	1,361	708	2,808	2,500	2,500
101-50-15-21-45	Other Contract Services	15,061	20,852	83,481	40,000	40,000
101-50-15-21-53	Memberships & Publications	-	-	1,040	950	950
101-50-15-21-55	Training & Conference	60	1,891	5,200	4,500	4,500
21	**Services**	**91,148**	**75,748**	**179,369**	**134,790**	**134,790**
101-50-15-22-07	Copies	-	11	-	-	-
101-50-15-22-12	Computer Equipment	-	13,363	-	-	-
101-50-15-22-13	Office Supplies	15	281	260	260	260
101-50-15-22-15	Special Department Supplies	39,312	51,628	43,502	32,050	32,050
101-50-15-22-20	Small Tools	-	-	3,120	3,120	3,120
22	**Supplies**	**39,327**	**65,283**	**46,882**	**35,430**	**35,430**
101-50-15-23-12	Maintenance Supplies	28,590	24,981	63,440	67,600	67,600
101-50-15-23-15	Maint Machine/Equipment	29,602	39,235	41,600	45,320	45,320
101-50-15-23-30	Maint Buildings/Grounds	98	-	-	-	-
101-50-15-23-50	Vehicle Alloc Expense	67,841	75,761	78,791	84,007	87,562
23	**Maintenance**	**126,130**	**139,977**	**183,831**	**196,927**	**200,482**
101-50-15-24-25	Taxes & Other Charges	47	49	321	321	321
24	**Taxes, Insurances & Contribution**	**47**	**49**	**321**	**321**	**321**
101-50-15-26-30	Capital Equipment	39,339	26,378	128,561	36,612	36,612
26	**Capital**	**39,339**	**26,378**	**128,561**	**36,612**	**36,612**
15	**Street Maintenance**	**419,179**	**450,854**	**757,362**	**626,420**	**638,884**
561	**Water Enterprise**					
50	**Public Works**					
561-50-15-23-12	Maintenance Supplies	329	494	26,000	21,500	21,500
561-50-15-23-15	Maint Machine Equip	-	-	8,736	6,000	6,000
23	**Maintenance**	**329**	**494**	**34,736**	**27,500**	**27,500**
15	**Street Maintenance**	**329**	**494**	**34,736**	**27,500**	**27,500**

Streets Budget - 5015

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-15-23-12	Maintenance Supplies	-	-	26,000	21,500	21,500
571-50-15-23-15	Maint Machine Equip	-	-	8,736	6,000	6,000
23	**Maintenance**	**-**	**-**	**34,736**	**27,500**	**27,500**
15	**Street Maintenance**	**-**	**-**	**34,736**	**27,500**	**27,500**
Grand Total		**419,508**	**451,348**	**826,834**	**681,420**	**693,884**

STREETS - 5015
EXPENSE SUMMARY - FY26

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Equipment Rental	*2125*	*101*	*561*	*571*	
Miscellaneous Rentals		2,500	-	-	2,500
TOTAL - Equipment Rental	***2125***	***$ 2,500***	***$ -***	***$ -***	***$ 2,500***
Other Contract Services	*2145*	*101*	*561*	*571*	
Incidents and Accidents		40,000	-	-	40,000
TOTAL - Other Contract Services	***2145***	***$ 40,000***	***$ -***	***$ -***	***$ 40,000***
Memberships & Publications	*2153*	*101*	*561*	*571*	
Books & Membership Fees		250	-	-	250
Misc. Memberships		700	-	-	700
TOTAL - Memberships & Publications	***2153***	***$ 950***	***$ -***	***$ -***	***$ 950***
Training & Conference	*2155*	*101*	*561*	*571*	
CEU		1,500	-	-	1,500
Misc. Trainings		3,000	-	-	3,000
TOTAL - Training & Conference	***2155***	***$ 4,500***	***$ -***	***$ -***	***$ 4,500***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Signs		8,000	-	-	8,000
Uniforms/Boots		18,500	-	-	18,500
Cones		2,000	-	-	2,000
Miscellaneous Supplies		2,000	-	-	2,000
Barricades		1,000	-	-	1,000
Raingear		550	-	-	550
TOTAL - Special Department Supplies	***2215***	***$ 32,050***	***$ -***	***$ -***	***$ 32,050***
Maintenance Supplies	*2312*	*101*	*561*	*571*	
Asphalt		17,000	21,500	21,500	60,000
Sand and Sand Bags		4,160	-	-	4,160
Paint/Thermo		25,000	-	-	25,000
Other Maintenance Supplies		3,120	-	-	3,120
Shale		4,160	-	-	4,160
Cold Mix		4,160	-	-	4,160
Crack Sealer material		10,000			10,000
TOTAL - Maintenance Supplies	***2312***	***$ 67,600***	***$ 21,500***	***$ 21,500***	***$ 110,600***

STREETS - 5015
EXPENSE SUMMARY - FY26

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Maintenance Machinery & Equipment	*2315*	*101*	*561*	*571*	
Gutter Brooms, Curtains, Saw Blades, etc.		8,320	-	-	8,320
Maintenance of Elgin & Sentinel Sweepers		12,000	-	-	12,000
Large Equip. Repair and Maintenance		25,000	6,000	6,000	37,000
TOTAL - Machine Maintenance & Equipment	***2315***	***$ 45,320***	***$ 6,000***	***$ 6,000***	***$ 57,320***
Capital Equipment	*2630*	*101*	*561*	*571*	
Lease - Vehicle 208, costs split with WW Collection - $150,000 for 5 years @ 5%		36,612	-	-	36,612
TOTAL - Capital Equipment	***2630***	***$ 36,612***	***$ -***	***$ -***	***$ 36,612***

STREETS - 5015
EXPENSE SUMMARY - FY27

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Equipment Rental	*2125*	*101*	*561*	*571*	
Miscellaneous Rentals		2,500	-	-	2,500
TOTAL - Equipment Rental	***2125***	***$ 2,500***	***$ -***	***$ -***	***$ 2,500***
Other Contract Services	*2145*	*101*	*561*	*571*	
Incidents and Accidents		40,000	-	-	40,000
TOTAL - Other Contract Services	***2145***	***$ 40,000***	***$ -***	***$ -***	***$ 40,000***
Memberships & Publications	*2153*	*101*	*561*	*571*	
Books & Membership Fees		250	-	-	250
Misc. Memberships		700	-	-	700
TOTAL - Memberships & Publications	***2153***	***$ 950***	***$ -***	***$ -***	***$ 950***
Training & Conference	*2155*	*101*	*561*	*571*	
CEU		1,500	-	-	1,500
Misc. Trainings		3,000	-	-	3,000
TOTAL - Training & Conference	***2155***	***$ 4,500***	***$ -***	***$ -***	***$ 4,500***
Special Department Supplies	*2215*	*101*	*561*	*571*	
Signs		8,000	-	-	8,000
Uniforms/Boots		18,500	-	-	18,500
Cones		2,000	-	-	2,000
Miscellaneous Supplies		2,000	-	-	2,000
Barricades		1,000	-	-	1,000
Raingear		550	-	-	550
TOTAL - Special Department Supplies	***2215***	***$ 32,050***	***$ -***	***$ -***	***$ 32,050***
Maintenance Supplies	*2312*	*101*	*561*	*571*	
Asphalt		17,000	21,500	21,500	60,000
Sand and Sand Bags		4,160	-	-	4,160
Paint/Thermo		25,000	-	-	25,000
Other Maintenance Supplies		3,120	-	-	3,120
Shale		4,160	-	-	4,160
Cold Mix		4,160	-	-	4,160
Crack Sealer material		10,000			10,000
TOTAL - Maintenance Supplies	***2312***	***$ 67,600***	***$ 21,500***	***$ 21,500***	***$ 110,600***

STREETS - 5015
EXPENSE SUMMARY - FY27

Description	Object Code	Funding Source and Amount Per Funding Source			Total Budgeted
Maintenance Machinery & Equipment	*2315*	*101*	*561*	*571*	
Gutter Brooms, Curtains, Saw Blades, etc.		8,320	-	-	8,320
Maintenance of Elgin & Sentinel Sweepers		12,000	-	-	12,000
Large Equip. Repair and Maintenance		25,000	6,000	6,000	37,000
TOTAL - Machine Maintenance & Equipment	***2315***	***$ 45,320***	***$ 6,000***	***$ 6,000***	***$ 57,320***
Capital Equipment	*2630*	*101*	*561*	*571*	
Lease - Vehicle 208, costs split with WW Collection - $150,000 for 5 years @ 5%		36,612	-	-	36,612
TOTAL - Capital Equipment	***2630***	***$ 36,612***	***$ -***	***$ -***	***$ 36,612***

Public Works
Tree City



Public Works Tree City (5026)

Budget 2025-26 and 2026-27

Purpose

Tree City USA is a division of the Public Works Department under direct supervision of the Parks Supervisor. This Division is responsible for the maintenance of all trees contained in City owned parks, along Main Street and the 15 Heritage Trees in public rights-of-way. Division activities include the planting of new trees, oversight of major pruning projects, minor pruning, and pesticide applications. The division also conducts inspections for tree permits and City approvals involving tree issues.

Goals

- Staff development: encourage staff to achieve certification of Arborist and Certified Pesticide Applicator
- Creation of a city-wide tree inventory and assessment (in-house) including a documented preventative, proactive tree maintenance program



Public Works Tree City (5026)
Budget 2025-26 and 2026-27

Accomplishments

- Rehabilitated the landscaping at Jacob Meily, Mennen, Library, Carnegie Building and City Skatepark
- Elm Tunnel Replanting of 29 trees on East side of 29 in collaboration with Caltrans
- Fire Fuel abatement and tree limbing on Spring Mountain road and Lower Reservoir







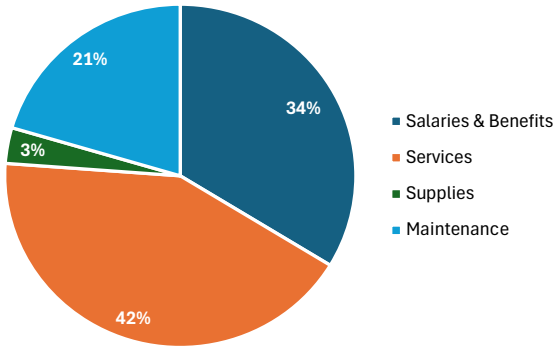
Tree City

Expenses by Fund and Category

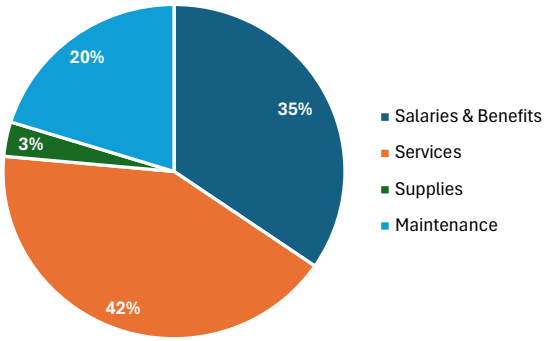
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	57,508	175,222	251,121	293,211	297,053
283	Tree City USA	131,666	-	-	-	-
Grand Total		**189,175**	**175,222**	**251,121**	**293,211**	**297,053**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	20,891	22,777	23,877	98,859	102,701
21	Services	23,827	131,555	171,812	124,472	124,472
22	Supplies	644	5,839	9,880	9,880	9,880
23	Maintenance	12,148	15,051	45,552	60,000	60,000
29	Transfers	131,666	-	-	-	-
Grand Total		**189,175**	**175,222**	**251,121**	**293,211**	**297,053**

FY 26 Expenses by Category



FY 27 Expenses by Category



Tree City Budget - 5026

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-26-20-10	Salary-Regular	12,616	13,884	14,534	60,262	62,070
101-50-26-20-40	FICA/Medicare	983	1,057	1,116	4,663	4,803
101-50-26-20-45	Employer PERS	1,249	1,593	1,645	5,370	5,531
101-50-26-20-47	PERS Unfunded Liability	1,785	1,509	1,656	7,045	7,256
101-50-26-20-55	Health Insurance	3,129	3,604	3,776	16,095	17,222
101-50-26-20-61	Workers Comp	521	501	476	3,730	4,103
101-50-26-20-65	SDI	128	139	158	723	745
101-50-26-20-75	Deferred Comp	244	251	265	731	731
101-50-26-20-85	Auto Allowance	234	240	252	240	240
20	**Salaries & Benefits**	**20,891**	**22,777**	**23,877**	**98,859**	**102,701**
101-50-26-21-36	Tree City USA	5,682	12,048	17,472	30,600	30,600
101-50-26-21-37	Heritage Trees	-	10,000	10,400	10,400	10,400
101-50-26-21-45	Other Contract Services	17,334	107,124	136,868	76,400	76,400
101-50-26-21-53	Memberships & Publications	185	185	1,040	1,040	1,040
101-50-26-21-55	Training & Conference	625	2,198	4,992	4,992	4,992
101-50-26-21-57	Certifications	-	-	1,040	1,040	1,040
21	**Services**	**23,827**	**131,555**	**171,812**	**124,472**	**124,472**
101-50-26-22-15	Special Department Supplies	260	3,306	5,200	5,200	5,200
101-50-26-22-20	Small Tools	383	2,533	4,680	4,680	4,680
22	**Supplies**	**644**	**5,839**	**9,880**	**9,880**	**9,880**
101-50-26-23-30	Maint Buildings/Grounds	12,148	15,051	45,552	60,000	60,000
23	**Maintenance**	**12,148**	**15,051**	**45,552**	**60,000**	**60,000**
26	**Tree City USA**	**57,508**	**175,222**	**251,121**	**293,211**	**297,053**
283-50-26-29-99	Transfer to other Funds	131,666	-	-	-	-
29	**Transfers**	**131,666**	**-**	**-**	**-**	**-**
26	**Tree City USA**	**131,666**	**-**	**-**	**-**	**-**
Grand Total		**189,175**	**175,222**	**251,121**	**293,211**	**297,053**

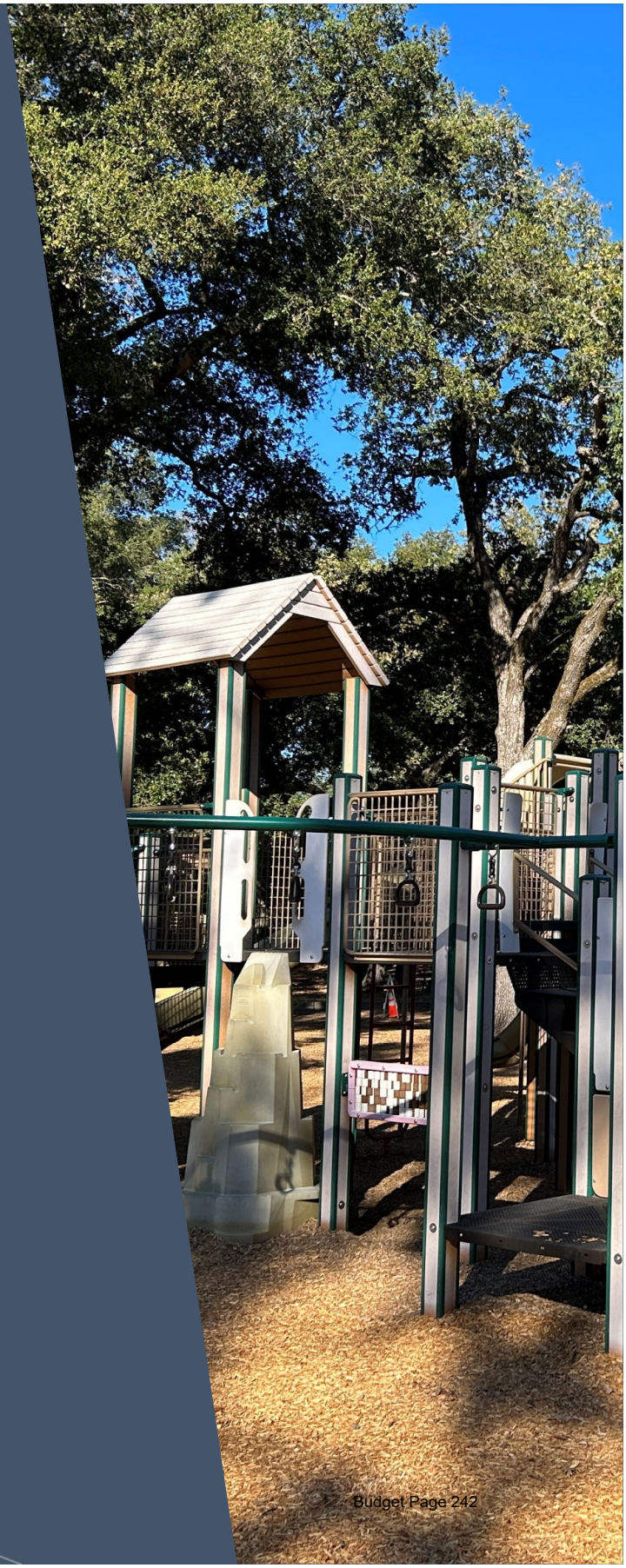
TREE CITY BUDGET - 5026
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Tree City USA	*2136*	*101*	
Trees and Materials for Off Main (Tree Replantings)		1,872	15,000
Emergency Tree Work		15,600	15,600
TOTAL - Tree City USA	***2136***	***$ 30,600***	***$ 30,600***
Heritage Trees	*2137*	*101*	
Emergency Tree Work on Heritage Trees		10,400	10,400
TOTAL - Heritage Trees	***2137***	***$ 10,400***	***$ 10,400***
Other Contract Services	*2145*	*101*	
Annual Tree Maintenance Cycle		36,400	36,400
Additional Tree Maintenance		40,000	40,000
TOTAL - Other Contract Services	***2145***	***$ 76,400***	**76,400**
Memberships & Publications	*2153*	*101*	
ISA		728	728
WC ISA		312	312
TOTAL - Memberships & Publications	***2153***	***$ 1,040***	***$ 1,040***
Training & Conferences	*2155*	*101*	
Arborist CEUs		1,560	1,560
Arborist Prep Course		2,340	2,340
Arborist Certificate Test		1,092	1,092
TOTAL - Training & Conferences	***2155***	***$ 4,992***	***$ 4,992***
Certifications	*2157*	*101*	
Miscellaneous Certifications		1,040	1,040
TOTAL - Certifications	***2157***	***$ 1,040***	***$ 1,040***
Special Department Supplies	*2215*	*101*	
Soils, Fertilizers, Pesticides		5,200	5,200
TOTAL - Special Department Supplies	***2215***	***$ 5,200***	***$ 5,200***
Maintenance Buildings/Grounds	*2330*	*101*	
Preventative Maintenance		40,000	40,000
MOB Remediation		20,000	20,000
TOTAL - Maintenance Buildings/Grounds	***2330***	**$ 60,000**	**$ 60,000**

TREE CITY BUDGET - 5026
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Tree City USA	*2136*	*101*	
Trees and Materials for Off Main (Tree Replantings)		1,872	15,000
Emergency Tree Work		15,600	15,600
TOTAL - Tree City USA	***2136***	***$ 30,600***	***$ 30,600***
Heritage Trees	*2137*	*101*	
Emergency Tree Work on Heritage Trees		10,400	10,400
TOTAL - Heritage Trees	***2137***	***$ 10,400***	***$ 10,400***
Other Contract Services	*2145*	*101*	
Annual Tree Maintenance Cycle		36,400	36,400
Additional Tree Maintenance		40,000	40,000
TOTAL - Other Contract Services	***2145***	***$ 76,400***	**76,400**
Memberships & Publications	*2153*	*101*	
ISA		728	728
WC ISA		312	312
TOTAL - Memberships & Publications	***2153***	***$ 1,040***	***$ 1,040***
Training & Conferences	*2155*	*101*	
Arborist CEUs		1,560	1,560
Arborist Prep Course		2,340	2,340
Arborist Certificate Test		1,092	1,092
TOTAL - Training & Conferences	***2155***	***$ 4,992***	***$ 4,992***
Certifications	*2157*	*101*	
Miscellaneous Certifications		1,040	1,040
TOTAL - Certifications	***2157***	***$ 1,040***	***$ 1,040***
Special Department Supplies	*2215*	*101*	
Soils, Fertilizers, Pesticides		5,200	5,200
TOTAL - Special Department Supplies	***2215***	***$ 5,200***	***$ 5,200***
Maintenance Buildings/Grounds	*2330*	*101*	
Preventative Maintenance		40,000	40,000
MOB Remediation		20,000	20,000
TOTAL - Maintenance Buildings/Grounds	***2330***	**$ 60,000**	**$ 60,000**

Public Works
Parks



Public Works Parks (5027)

Budget 2025-26 and 2026-27

Purpose

The Parks Division of the Public Works Department maintains ten parks, four pathways, street trees, benches, and parking lots. In addition, this Division maintains the landscaping around five government buildings, is responsible for herbicide applications around all City facilities and roadsides (approximately forty acres), and assists the general public with water conservation measures during drought periods. This Division provides maintenance labor for Tree City U.S.A.

Goals

- Staff development: encourage staff to achieve Certified Playground Inspector certification
- Work with Parks team to increase skill set in landscaping and general carpentry
- Install all remaining waste, recycling and compost containers
- Initiate pilot composting program at Crane Park
- Find funding to replace dilapidated fences at City parks
- Irrigation system repairs and upgrades at city parks for increased water efficiency



Public Works Parks (5027)
Budget 2025-26 and 2026-27

Accomplishments

- Worked with Recreation department to develop and had Parks and Recreation Commission approve a prioritized park rehabilitation strategy to improve the condition of all parks.
- Rehabilitated the infrastructure at Jacob Meily, Mennen, Library, Carnegie Building and City Skatepark
- Miley park field, park and bathroom rehabilitation
- Installation of new garbage and recycling cans at various city parks
- New signage and structure at Wappo Park entrance







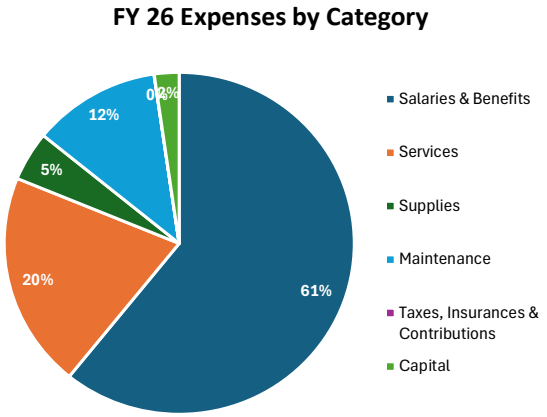
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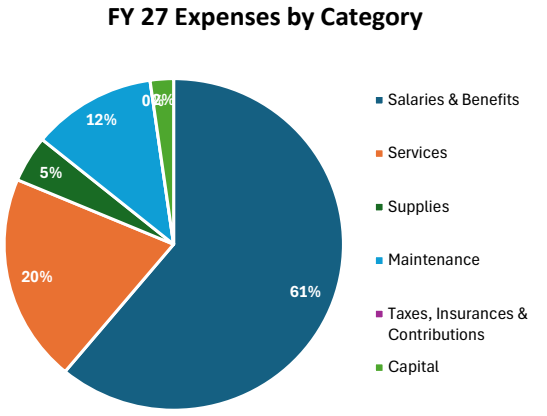
Parks

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	General Fund	804,706	900,143	1,611,832	1,172,943	1,215,349
592	Equipment Replacement Fund	41,933	-	550,000	27,660	27,660
Grand Total		**846,639**	**900,143**	**2,161,832**	**1,200,603**	**1,243,009**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	433,343	490,975	776,426	730,093	759,085
21	Services	167,271	204,146	420,865	244,580	252,209
22	Supplies	59,513	61,331	58,760	56,160	56,160
23	Maintenance	144,556	143,666	351,367	141,910	147,695
24	Taxes, Insurances & Contributions	23	25	214	200	200
26	Capital	41,933	-	554,200	27,660	27,660
Grand Total		**846,639**	**900,143**	**2,161,832**	**1,200,603**	**1,243,009**





Parks Budget - 5027

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
101	**General Fund**					
50	**Public Works**					
101-50-27-20-10	Salary-Regular	219,096	269,326	480,000	440,715	453,936
101-50-27-20-25	Standby	7,965	4,886	4,050	3,857	3,973
101-50-27-20-30	Overtime	13,924	13,024	3,316	3,158	3,253
101-50-27-20-40	FICA/Medicare	19,970	22,985	34,497	34,589	35,627
101-50-27-20-45	Employer PERS	20,431	21,644	40,982	34,744	35,786
101-50-27-20-47	PERS Unfunded Liability	36,130	38,552	41,240	45,036	46,387
101-50-27-20-55	Health Insurance	68,602	81,679	140,174	127,462	136,384
101-50-27-20-61	Workers Comp	43,305	34,346	23,785	30,462	33,508
101-50-27-20-65	SDI	2,579	3,007	4,926	5,373	5,534
101-50-27-20-75	Deferred Comp	1,341	1,280	3,458	4,697	4,697
101-50-27-20-95	Uniform Allowance	-	247	-	-	-
20	**Salaries & Benefits**	**433,343**	**490,975**	**776,426**	**730,093**	**759,086**
101-50-27-21-10	Communications	1,260	2,744	3,640	3,640	3,640
101-50-27-21-22	Utilities	131,992	105,264	135,720	135,720	141,149
101-50-27-21-25	Equipment Rental	1,361	1,331	31,200	15,000	15,600
101-50-27-21-30	Professional Contracts	27,058	24,742	52,000	40,000	41,600
101-50-27-21-45	Other Contract Services	5,025	64,947	189,673	41,600	41,600
101-50-27-21-53	Memberships & Publications	120	215	1,040	1,040	1,040
101-50-27-21-55	Training & Conference	456	4,902	7,280	7,280	7,280
101-50-27-21-60	Other Travel	-	-	312	300	300
21	**Services**	**167,271**	**204,146**	**420,865**	**244,580**	**252,209**
101-50-27-22-13	Office Supplies	196	193	780	500	500
101-50-27-22-15	Special Department Supplies	59,317	61,138	56,732	54,660	54,660
101-50-27-22-20	Small Tools	-	-	1,248	1,000	1,000
22	**Supplies**	**59,513**	**61,331**	**58,760**	**56,160**	**56,160**
101-50-27-23-12	Maintenance Supplies	9	193	-	-	-
101-50-27-23-15	Maint Machine/Equipment	16,132	7,204	36,400	20,000	20,800
101-50-27-23-30	Maint Buildings/Grounds	90,726	94,179	271,194	75,240	78,250
101-50-27-23-50	Vehicle Alloc Expense	37,689	42,089	43,773	46,670	48,645
23	**Maintenance**	**144,556**	**143,666**	**351,367**	**141,910**	**147,695**
101-50-27-24-25	Taxes & Other Charges	23	25	214	200	200
24	**Taxes, Insurances & Contributions**	**23**	**25**	**214**	**200**	**200**
101-50-27-26-70	Capital Imp Equipment	-	-	4,200	-	-
26	**Capital**	**-**	**-**	**4,200**	**-**	**-**
27	**Parks Maintenance**	**804,706**	**900,143**	**1,611,832**	**1,172,943**	**1,215,350**
592	**Equipment Replacement Fund**					
50	**Public Works**					
592-50-27-26-30	Capital Equipment	41,933	-	550,000	27,660	27,660
26	**Capital**	**41,933**	**-**	**550,000**	**27,660**	**27,660**
27	**Parks Maintenance**	**41,933**	**-**	**550,000**	**27,660**	**27,660**
Grand Total		**846,639**	**900,143**	**2,161,832**	**1,043,784**	**1,183,625**

PARKS BUDGET - 5027
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Equipment Rentals	*2125*	*101*	
Rentals for Equipment (Not Owned by the City) (Stump Grinder, Aerator, Skid Steer, Zipper for Path Repair, Tree Equipment)		15,000	15,000
TOTAL - Equipment Rentals	***2125***	***$ 15,000***	***$ 15,000***
Professional Contracts	*2130*	*101*	
Holiday Lighting & Decorating		40,000	40,000
TOTAL - Professional Contracts	***2130***	***$ 40,000***	***$ 40,000***
Other Contract Services	*2145*	*101*	
Seasonal Staff (Workers.com)		41,600	41,600
TOTAL - Other Contract Services	***2145***	***$ 41,600***	***$ 41,600***
Memberships & Publications	*2153*	*101*	
PAPA Membership		582	582
DPR Certificates		250	250
NRPA		208	208
TOTAL - Memberships & Publications	***2153***	***$ 1,040***	***$ 1,040***
Training & Conferences	*2155*	*101*	
CPSI Course & Exam (Hotel/Travel)		4,113	4,113
PAPA CEUs		1,040	1,040
DPR Test Prep and Exam		1,420	1,420
Misc. Training and Seminars		707	707
TOTAL - Training & Conferences	***2155***	***$ 7,280***	***$ 7,280***
Special Department Supplies	*2215*	*101*	
Standard Supplies (Toilet Paper, Towels, Cleaners, etc.)		13,520	13,520
Misc. Supplies (Fertilizer, Irrigation Parts, etc.)		12,584	12,584
Uniforms and Boots		23,556	23,556
Equipment Replacement		5,000	5,000
TOTAL - Special Department Supplies	***2215***	***$ 54,660***	***$ 54,660***

PARKS BUDGET - 5027
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Maintenance Machine & Equipment	*2315*	*101*	
Repairs to Major Equipment		20,000	20,000
TOTAL - Maintenance Machine & Equip.	***2315***	***$ 20,000***	***$ 20,000***
Buildings and Grounds Maintenance	*2330*	*101*	
Accidents/Incidents		2,600	2,600
Mulch		26,000	26,000
Fibar for Playgrounds		10,400	10,400
Irrigation Repairs		6,240	6,240
Materials & Landscaping for Park Rehab Projects		15,000	15,000
Park Pathway Rehabilitation		15,000	15,000
Total - Building Maintenance and Grounds		***$ 75,240***	***$ 75,240***
Capital Equipment	*2630*	*101*	
Lease of Two F150 Hybrid Trucks		27,660	27,660
TOTAL - Capital Equipment		***$ 27,660***	***$ 27,660***

PARKS BUDGET - 5027
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Equipment Rentals	*2125*	*101*	
Rentals for Equipment (Not Owned by the City) (Stump Grinder, Aerator, Skid Steer, Zipper for Path Repair, Tree Equipment)		15,600	15,600
TOTAL - Equipment Rentals	***2125***	***$ 15,600***	***$ 15,600***
Professional Contracts	*2130*	*101*	
Holiday Lighting & Decorating		41,600	41,600
TOTAL - Professional Contracts	***2130***	***$ 41,600***	***$ 41,600***
Other Contract Services	*2145*	*101*	
Seasonal Staff (Workers.com)		41,600	41,600
TOTAL - Other Contract Services	***2145***	***$ 41,600***	***$ 41,600***
Memberships & Publications	*2153*	*101*	
PAPA Membership		582	582
DPR Certificates		250	250
NRPA		208	208
TOTAL - Memberships & Publications	***2153***	***$ 1,040***	***$ 1,040***
Training & Conferences	*2155*	*101*	
CPSI Course & Exam (Hotel/Travel)		4,113	4,113
PAPA CEUs		1,040	1,040
DPR Test Prep and Exam		1,420	1,420
Misc. Training and Seminars		707	707
TOTAL - Training & Conferences	***2155***	***$ 7,280***	***$ 7,280***
Special Department Supplies	*2215*	*101*	
Standard Supplies (Toilet Paper, Towels, Cleaners, etc.)		13,520	13,520
Misc. Supplies (Fertilizer, Irrigation Parts, etc.)		12,584	12,584
Uniforms and Boots		23,556	23,556
Equipment Replacement		5,000	5,000
TOTAL - Special Department Supplies	***2215***	***$ 54,660***	***$ 54,660***

PARKS BUDGET - 5027
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Maintenance Machine & Equipment	*2315*	*101*	
Repairs to Major Equipment		20,800	20,800
TOTAL - Maintenance Machine & Equip.	***2315***	***$ 20,800***	***$ 20,800***
Buildings and Grounds Maintenance	*2330*	*101*	
Accidents/Incidents		3,250	3,250
Mulch		26,000	26,000
Fibar for Playgrounds		11,000	11,000
Irrigation Repairs		7,000	7,000
Materials & Landscaping for Park Rehab Projects		15,500	15,500
Park Pathway Rehabilitation		15,500	15,500
Total - Building Maintenance and Grounds		***$ 78,250***	***$ 78,250***
Capital Equipment	*2630*	*101*	
Lease of Two F150 Hybrid Trucks		27,660	27,660
TOTAL - Capital Equipment		***$ 27,660***	***$ 27,660***

Public Works City Garage



Public Works City Garage (5037)

Budget 2025-26 and 2026-27

Purpose

The City Garage Division of the Public Works Department is an internal service fund designed to account for the total costs of maintaining a fleet of 40+ vehicles and other equipment owned by the City. Costs are allocated to the various user departments based on time and materials within those departments. The Division strives to provide timely, efficient, and cost-effective maintenance and repairs on City owned vehicles. The City Garage also records and maintains all fleet maintenance records, specifies repair parts and replacement vehicles, and handles all aspects of fleet management for the City excluding Fire Department vehicles.



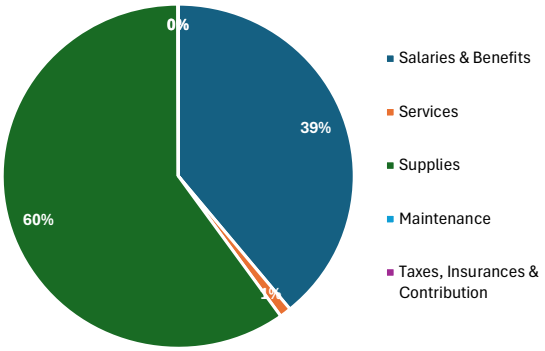
City Garage

Expenses by Fund and Category

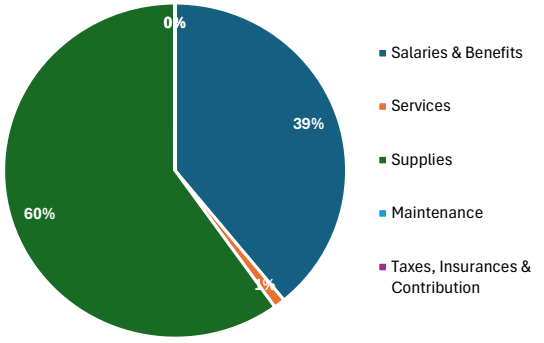
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
582	Internal Service Garage Fund	368,937	393,455	410,036	392,355	408,072
Grand Total		**368,937**	**393,455**	**410,036**	**392,355**	**408,072**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	113,463	137,695	139,425	153,235	159,403
21	Services	2,175	920	4,160	4,160	4,325
22	Supplies	253,225	254,840	266,344	234,850	244,229
23	Maintenance	74	-	-	-	-
24	Taxes, Insurances & Contribution	-	-	107	110	115
Grand Total		**368,937**	**393,455**	**410,036**	**392,355**	**408,072**

FY 26 Expenses by Category



FY 27 Expenses by Category



Garage Budget - 5037

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
582	**Internal Service Garage Fund**					
50	**Public Works**					
582-50-37-20-10	Salary-Regular	55,955	58,455	70,879	88,444	91,097
582-50-37-20-25	Standby	2,456	2,333	4,050	3,857	3,973
582-50-37-20-30	Overtime	13,416	16,025	2,100	2,000	2,060
582-50-37-20-40	FICA/Medicare	5,876	6,847	7,546	7,283	7,501
582-50-37-20-45	Employer PERS	3,915	4,722	6,600	6,156	6,341
582-50-37-20-47	PERS Unfunded Liability	6,483	6,210	6,643	8,075	8,317
582-50-37-20-55	Health Insurance	17,810	26,645	36,847	29,112	31,150
582-50-37-20-61	Workers Comp	6,390	15,006	2,854	6,217	6,839
582-50-37-20-65	SDI	767	900	1,077	1,132	1,166
582-50-37-20-75	Deferred Comp	396	551	830	959	959
20	**Salaries & Benefits**	**113,463**	**137,695**	**139,425**	**153,235**	**159,403**
582-50-37-21-45	Other Contract Services	2,175	920	4,160	4,160	4,325
21	**Services**	**2,175**	**920**	**4,160**	**4,160**	**4,325**
582-50-37-22-13	Office Supplies	-	-	104	100	105
582-50-37-22-15	Special Department Supplies	1,048	2,441	2,600	2,600	2,700
582-50-37-22-20	Small Tools	997	-	1,560	1,550	1,600
582-50-37-22-25	Fuel/Oil	149,844	158,790	124,800	124,800	129,792
582-50-37-22-26	Outside Vehicle Maint	98,254	89,374	130,000	95,600	99,424
582-50-37-22-28	Vehicle Parts	3,082	4,235	7,280	10,200	10,608
22	**Supplies**	**253,225**	**254,840**	**266,344**	**234,850**	**244,229**
582-50-37-23-15	Maint Machine/Equipment	74	-	-	-	-
23	**Maintenance**	**74**	**-**	**-**	**-**	**-**
582-50-37-24-25	Taxes and Other Charges	-	-	107	110	115
24	**Taxes, Insurances & Contribution**	**-**	**-**	**107**	**110**	**115**
37	**City Garage**	**368,937**	**393,455**	**410,036**	**392,355**	**408,072**
Grand Total		**368,937**	**393,455**	**410,036**	**392,355**	**408,072**

GARAGE BUDGET - 5037
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*582*	
Enterprise Fleet Management		4,160	4,160
TOTAL - Other Contract Services	***2145***	***$ 4,160***	***$ 4,160***
Special Department Supplies	*2215*	*582*	
Restock Garage Supplies and Essentials for Ongoing Fleet Service. Setup of New Vehicle and Equipment Added Into Fleet		2,600	2,600
TOTAL - Special Department Supplies	***2215***	***$ 2,600***	***$ 2,600***
Small Tools	*2220*	*582*	
Welding Gas/Supplies		310	310
Auto Part Specialty Tools		830	830
Misc. Specialty Tools		310	310
Misc. Auto Parts		100	100
TOTAL - Small Tools	***2220***	***$ 1,550***	***$ 1,550***
Vehicle Maintenance - Outside	*2226*	*582*	
Misc. Auto Repairs		70,000	70,000
90 Day Inspections		10,000	10,000
Alignment, Wheel Balancing, Installs		5,200	5,200
General Equipment Repair		5,200	5,200
Smog/Emission Checks		5,200	5,200
TOTAL - Vehicle Maintenance - Outside	***2226***	***$ 95,600***	***$ 95,600***
Vehicles Parts & Supplies	*2228*	*582*	
Tires		5,000	5,000
Misc. Auto Parts		1,560	1,560
Batteries		1,040	1,040
Chemicals		520	520
Police Department Tires		2,080	2,080
Outfit Vehicles		-	
TOTAL - Vehicles Parts & Supplies	***2228***	***$ 10,200***	***$ 10,200***
Taxes and Other Charges	*2425*	*582*	
DMV Renewal Fees		110	110
TOTAL - Taxes and Other Charges	***2425***	***$ 110***	***$ 110***

GARAGE BUDGET - 5037
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Other Contract Services	*2145*	*582*	
Enterprise Fleet Management		4,325	4,325
TOTAL - Other Contract Services	***2145***	***$ 4,325***	***$ 4,325***
Special Department Supplies	*2215*	*582*	
Restock Garage Supplies and Essentials for Ongoing Fleet Service. Setup of New Vehicle and Equipment Added Into Fleet		2,700	2,700
TOTAL - Special Department Supplies	***2215***	***$ 2,700***	***$ 2,700***
Small Tools	*2220*	*582*	
Welding Gas/Supplies		320	320
Auto Part Specialty Tools		840	840
Misc. Specialty Tools		320	320
Misc. Auto Parts		120	120
TOTAL - Small Tools	***2220***	***$ 1,600***	***$ 1,600***
Vehicle Maintenance - Outside	*2226*	*582*	
Misc. Auto Repairs		72,800	72,800
90 Day Inspections		10,400	10,400
Alignment, Wheel Balancing, Installs		5,405	5,405
General Equipment Repair		5,405	5,405
Smog/Emission Checks		5,414	5,414
TOTAL - Vehicle Maintenance - Outside	***2226***	***$ 99,424***	***$ 99,424***
Vehicles Parts & Supplies	*2228*	*582*	
Tires		5,200	5,200
Misc. Auto Parts		1,620	1,620
Batteries		1,085	1,085
Chemicals		540	540
Police Department Tires		2,163	2,163
Outfit Vehicles		-	-
TOTAL - Vehicles Parts & Supplies	***2228***	***$ 10,608***	***$ 10,608***
Taxes and Other Charges	*2425*	*582*	
DMV Renewal Fees		115	115
TOTAL - Taxes and Other Charges	***2425***	***$ 115***	***$ 115***

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

Fiscal Year 2025/2026

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-47-40-23-50	Recreation	2	4.76%	18,668
101-45-00-23-50	Building Inspector	1	2.38%	9,334
101-49-00-23-50	Police	10	23.81%	93,341
101-50-00-23-50	P/W Admin	3	7.14%	28,002
101-50-15-23-50	P/W-Streets O&M	9	21.43%	84,007
101-50-27-23-50	Parks	5	11.90%	46,670
561-50-31-23-50	P/W-Water Distribution	5	11.90%	46,670
561-50-34-23-50	P/W-Water Plant	3	7.14%	28,002
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	9,334
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	28,002
TOTALS**		42	100.00%	$ 392,032
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.

CITY OF ST. HELENA

G A R A G E C O S T A L L O C A T I O N

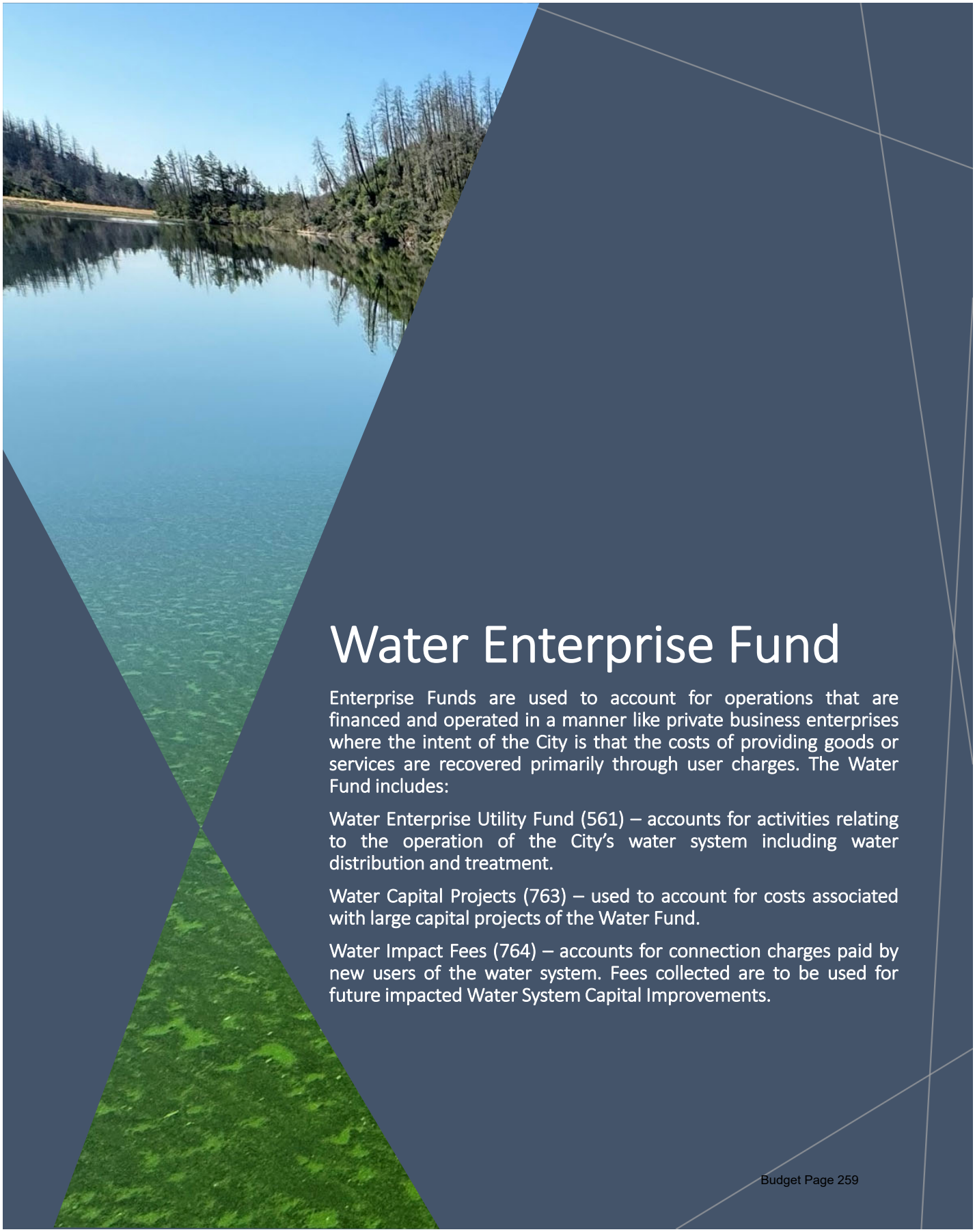
Fiscal Year 2026/2027

Description :

A Garage Cost Allocation is charged to all departments which have vehicles maintained at the City Garage. Costs include gas, oil, parts, and repairs to the city's fleet which consists of 44 vehicles and trucks.

DEPARTMENT NUMBER	DEPARTMENT TITLE	# OF VEHICLES	FUNDING %	ANNUAL ALLOCATION
101-47-40-23-50	Recreation	2	4.76%	19,458
101-45-00-23-50	Building Inspector	1	2.38%	9,729
101-49-00-23-50	Police	10	23.81%	97,291
101-50-00-23-50	P/W Admin	3	7.14%	29,187
101-50-15-23-50	P/W-Streets O&M	9	21.43%	87,562
101-50-27-23-50	Parks	5	11.90%	48,645
561-50-31-23-50	P/W-Water Distribution	5	11.90%	48,645
561-50-34-23-50	P/W-Water Plant	3	7.14%	29,187
571-50-20-23-50	P/W-Wastewater O&M	1	2.38%	9,729
571-50-29-23-50	P/W-Wastewater Plant	3	7.14%	29,187
TOTALS**		42	100.00%	$ 408,622
582-50-37-23-50	P/W-City Garage*	2	4.76%	0

*Cost of the 2 City Garage vehicles are allocated to the departments outside of City Garage that hold the other 42 vehicles.



Water Enterprise Fund

Enterprise Funds are used to account for operations that are financed and operated in a manner like private business enterprises where the intent of the City is that the costs of providing goods or services are recovered primarily through user charges. The Water Fund includes:

Water Enterprise Utility Fund (561) – accounts for activities relating to the operation of the City's water system including water distribution and treatment.

Water Capital Projects (763) – used to account for costs associated with large capital projects of the Water Fund.

Water Impact Fees (764) – accounts for connection charges paid by new users of the water system. Fees collected are to be used for future impacted Water System Capital Improvements.

Water (5031, 5034)
Budget 2025-26 and 2026-27

Purpose

Water Distribution (5031) - The Water Distribution Division is responsible for the distribution portion of the water system, providing water to users at all times at pressures and quantities required. This Division has one Supervisor, one Lead worker, and two maintenance workers that maintain all water distribution piping and facilities within the system. The Water Distribution Division also performs all meter readings, provides customer service, responds to complaints and requests, performs fire hydrant maintenance, water leak repairs, as well as enforcement of the Cross-Connection control ordinance. Funding for this Division comes from water user fees, and connection fees, or impact fees.

Water Treatment (5034) - The Water Treatment Division in the Public Works Department is contained within the Water Enterprise Fund. This Division provides water from Bell Canyon Reservoir, the Stonebridge Wells, and outside sources as necessary. It is staffed by three State licensed water treatment operators, two of which are also licensed in wastewater treatment and provide standby operation of the Wastewater Treatment Plant. This Division is responsible for monthly, quarterly, and annual monitoring of all water quality aspects of the system. The treatment plant annually produces more than 500 million gallons of potable water in conformance with State water quality standards.
Funding for this division comes primarily from impact and user fees.

Water (5031, 5034)
Budget 2025-26 and 2026-27

Goals

- Address Seasonal Iron and Manganese Challenges
- Completion of the Treatment Plant Condition Assessment
- Adopted additional processes for data collection, record keeping and expanded water quality testing
- Staff training and development to have all operators achieve next level certification
- Draft, publish an RFP and execute a contract for a 5 year sanitary survey
- Hydrant replacement strategy, replace approximately 10%
- Draft, publish an RFP and execute a contract for a distribution system condition assessment

Accomplishments

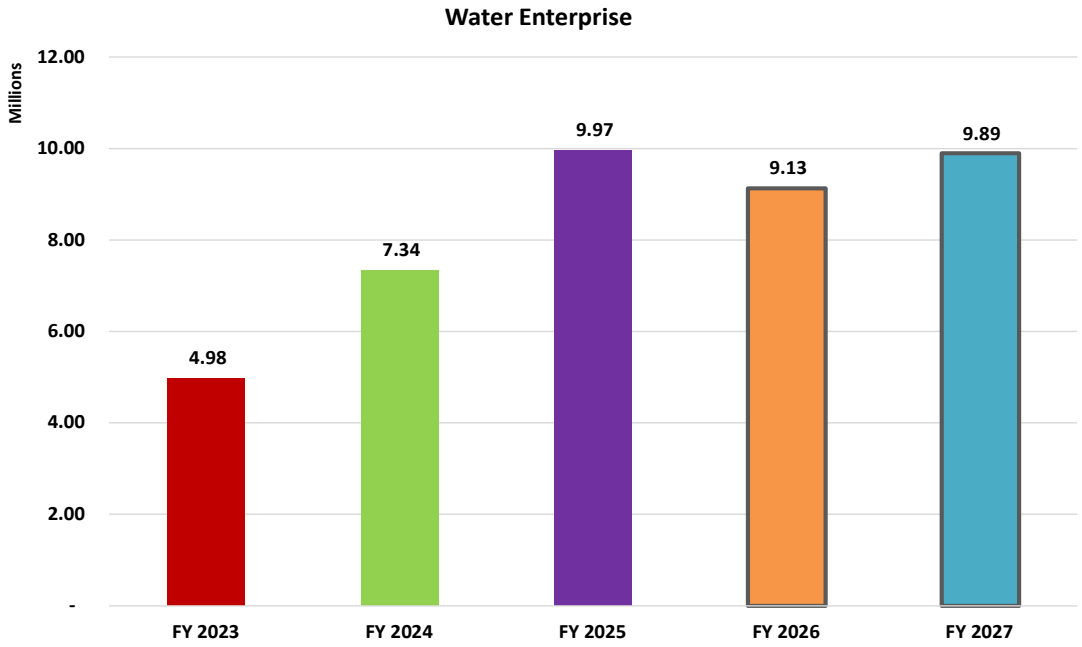
- Completion of water infrastructure improvements to include filter media rehabilitation, flow monitor and valve installations
- Advancement of SCADA & System Control Enhancements at Water Treatment Plant
- Completion of the tri-annual permit with the State Division of Drinking Water
- Cross-Agency Coordination & Community Engagement
- Initiation of the SMART water meter replacement project
- In house valve replacement project
- XX Leak repairs on distribution lines





Water Fund Estimated Reveneus FY 2025-26 and FY 2026-27

Water Enterprise		Actual	Actual	Adjusted	Proposed	Proposed
Account Number	Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
561-31-70-00-00	Investment Earnings	36,271	84,288	52,000	57,362	71,696
561-33-83-00-00	Raw Water Permit Fees	450	450	416	750	813
561-33-85-00-00	Water Conservation Fines	(100)	-	-	-	-
561-34-70-00-00	Other Revenue	2,402	18,421	3,120	34,150	37,006
561-34-71-00-00	Water Emergency Penalties	(1,061,155)	(135,743)	-	-	-
561-38-10-00-00	Water Revenue	422	95	723	750	813
561-38-10-00-01	Residential-Inside CL	2,749,444	3,196,330	4,689,611	4,056,082	4,381,874
561-38-10-00-50	Residential-Outside CL	278,140	277,267	476,862	350,000	379,275
561-38-10-01-00	Multi-Dwelling-Inside CL	682,409	745,520	1,149,201	875,000	948,187
561-38-10-01-50	Multi Dwelling-Outside CL	4,384	4,819	7,389	6,250	6,773
561-38-10-10-00	General Commercial-Inside CL	1,851,858	2,585,893	3,277,581	3,350,000	3,630,201
561-38-10-17-00	Landscape Meter	142,981	245,539	233,066	250,000	270,911
561-38-10-99-10	Fire Service-Inside CL	47,310	124,062	81,259	150,000	162,546
561-38-10-99-20	Fire Service-Outside CL	11,092	35,138	18,999	40,000	43,346
561-38-10-99-50	Finance Charges	88,252	95,005	18,000	-	-
561-38-60-00-00	Water Meter Install Fee	6,822	5,154	5,500	6,000	6,502
561-38-70-00-00	CARE Subsidy	(30,352)	-	(47,000)	(47,000)	(47,000)
561-39-98-00-00	Operating Transfers In	172,290	57,540	-	-	-
TOTALS		**4,982,922**	**7,339,775**	**9,966,726**	**9,129,344**	**9,892,943**



BUDGET EXPENSES WATER ENTERPRISE

WATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS						
Department	**Description**	**FY 23 Actual**	**FY 24 Actual**	**FY 25 Estimated**	**FY 26 Proposed**	**FY 27 Proposed**
4000	Non Departmental	1,195,701	2,444,451	1,774,747	2,618,238	2,648,715
4100	Council	17,099	21,300	30,783	-	-
4200	Administration	253,400	374,287	371,379	-	-
4300	Administrative Services	551,345	540,958	685,063	97,505	99,693
4400	Attorney	87,520	35,993	165,880	100,000	101,500
5000	Public Works Admin	501,612	682,004	1,588,799	1,103,863	1,144,988
5006	Government Buildings	-	8,329	50,960	34,800	34,800
5015	Streets	329	494	34,736	27,500	27,500
Grand Total		**2,607,006**	**4,107,815**	**4,702,348**	**3,981,906**	**4,057,196**

WATER FUND - DISTRIBUTION AND TREATMENT						
Department	**Description**	**FY 23 Actual**	**FY 24 Actual**	**FY 25 Estimated**	**FY 26 Proposed**	**FY 27 Proposed**
5031	Distribution	696,061	688,766	1,195,364	914,877	914,266
5034	Water Treatment	3,840,523	3,701,264	3,718,620	3,232,993	3,329,171
Grand Total		**4,536,584**	**4,390,030**	**4,913,984**	**4,147,870**	**4,243,437**

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	(8,129,776)
Capital Contribution	(637,879)
Estimated Net Position @ 6/30/2026	**6,864,478**
Operating Reserves	**10 Months**
Estimated Debt Coverage	***1.36***

FY 2026-27 WATER FUND ESTIMATED FUND BALANCE	561 ONLY
Estimated Ending Fund Balance @ 6/30/2026	6,864,478
Estimated Revenues @ 6/30/2027	9,892,941
Estimated Expenses @ 6/30/2027	(8,300,633)
Capital Contribution	(1,444,494)
Estimated Net Position @ 6/30/2027	**7,012,292**
Operating Reserves	**10 Months**
Estimated Debt Coverage	***1.43***

Water Distribution



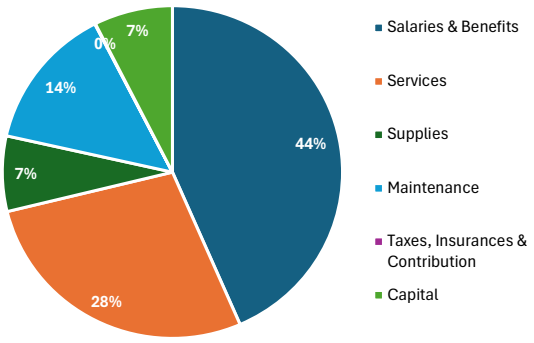
Water Distribution

Expenses by Fund and Category

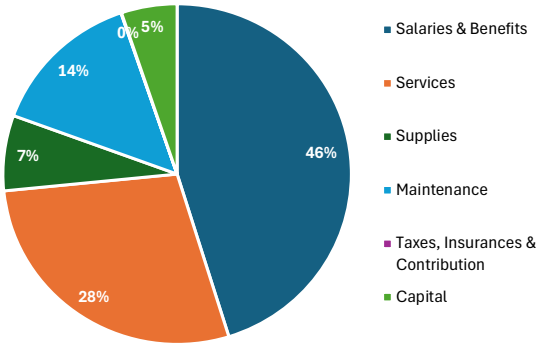
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561	Water Enterprise	696,061	688,766	1,195,364	914,877	914,266
Grand Total		**696,061**	**688,766**	**1,195,364**	**914,877**	**914,266**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	312,444	325,295	478,816	397,816	413,284
21	Services	206,332	197,173	401,236	253,409	257,855
22	Supplies	34,645	50,466	101,265	66,980	65,480
23	Maintenance	128,555	100,540	124,893	127,790	129,765
24	Taxes, Insurances & Contribution	-	-	535	500	500
26	Capital	14,084	15,292	88,620	68,382	47,382
Grand Total		**696,061**	**688,766**	**1,195,364**	**914,877**	**914,266**

FY 26 Expenses by Category



FY 27 Expenses by Category



Water Distribution Budget - 5031

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561	**Water Enterprise**					
50	**Public Works**					
561-50-31-20-10	Salary-Regular	129,881	182,322	309,476	232,472	239,446
561-50-31-20-20	Temp/Part Time	67,358	-	-	-	-
561-50-31-20-25	Standby	4,845	8,901	4,050	9,000	9,000
561-50-31-20-30	Overtime	16,864	32,307	12,233	11,650	12,000
561-50-31-20-40	FICA/Medicare	11,463	15,631	22,529	18,294	18,843
561-50-31-20-45	Employer PERS	7,300	10,793	19,903	15,414	15,876
561-50-31-20-47	PERS Unfunded Liability	23,921	18,723	20,029	20,221	20,828
561-50-31-20-55	Health Insurance	32,997	38,698	71,034	70,700	75,649
561-50-31-20-61	Workers Comp	15,618	15,022	14,271	14,920	16,412
561-50-31-20-65	SDI	1,514	2,078	3,218	2,844	2,929
561-50-31-20-75	Deferred Comp	682	824	2,075	2,301	2,301
20	**Salaries & Benefits**	**312,444**	**325,295**	**478,816**	**397,816**	**413,284**
561-50-31-21-10	Communications	3,573	3,394	4,784	4,000	4,000
561-50-31-21-15	Postage	20	-	-	-	-
561-50-31-21-22	Utilities	134,055	117,622	135,720	141,149	146,795
561-50-31-21-25	Equipment Rental	4,180	18,518	23,920	7,000	7,000
561-50-31-21-45	Other Contract Services	60,285	51,928	222,772	92,200	92,200
561-50-31-21-53	Memberships & Publications	-	235	520	500	500
561-50-31-21-55	Training & Conference	3,792	5,385	10,400	6,560	5,360
561-50-31-21-57	Certifications	240	-	2,600	1,500	1,500
561-50-31-21-60	Other Travel	188	90	520	500	500
21	**Services**	**206,332**	**197,173**	**401,236**	**253,409**	**257,855**
561-50-31-22-12	Computer Equipment	281	-	-	-	-
561-50-31-22-13	Office Supplies	53	178	520	500	500
561-50-31-22-15	Special Department Supplies	24,652	17,800	28,080	28,250	24,950
561-50-31-22-19	Meters/Hydrants	8,592	26,769	35,902	24,000	24,000
561-50-31-22-20	Small Tools	919	4,140	5,200	6,730	8,530
561-50-31-22-35	Process Chemicals	-	287	26,363	5,000	5,000
561-50-31-22-37	Lab Supplies	147	1,292	5,200	2,500	2,500
22	**Supplies**	**34,645**	**50,466**	**101,265**	**66,980**	**65,480**
561-50-31-23-12	Maintenance Supplies	45,533	48,483	62,400	62,400	62,400
561-50-31-23-15	Maint Machine/Equipment	18,699	8,362	18,720	18,720	18,720
561-50-31-23-30	Maint Buildings/Grounds	-	1,607	-	-	-
561-50-31-23-50	Vehicle Alloc Expense	64,323	42,089	43,773	46,670	48,645
23	**Maintenance**	**128,555**	**100,540**	**124,893**	**127,790**	**129,765**
561-50-31-24-25	Taxes & Other Charges	-	-	535	500	500
24	**Taxes, Insurances & Contributions**	**-**	**-**	**535**	**500**	**500**
561-50-31-26-30	Capital Equipment	14,084	15,292	88,620	68,382	47,382
26	**Capital**	**14,084**	**15,292**	**88,620**	**68,382**	**47,382**
31	**Water Distribution**	**696,061**	**688,766**	**1,195,364**	**914,877**	**914,266**
Grand Total		**696,061**	**688,766**	**1,195,364**	**914,877**	**914,266**

WATER DISTRIBUTION BUDGET - 5031
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Equipment Rentals	*2125*	*561*	
Various rentals		$ 7,000	$ 7,000
TOTAL - Equipment Rentals		**$ 7,000**	**$ 7,000**
Other Contract Services	*2145*	*561*	
MVP Repair Services		*10,400*	10,400
Generator Maintenace & Annual Testing		*10,400*	10,400
Annual Water Tests		*5,200*	5,200
PLC Water Pressure Trending		*5,200*	5,200
Pump Service Contract/Repairs		*26,000*	26,000
Emergency Water Main Repairs		*35,000*	35,000
TOTAL - Other Contract Services	***2145***	***$ 92,200***	***$ 92,200***
Membership and Publications	*2153*	*561*	
Miscellaneous Memberships & Publications		500	500
TOTAL - Membership & Publications	***2153***	***$ 500***	***$ 500***
Training and Conferences	*2155*	*561*	
Pump Class and Misc. Training		1,560	1,560
BackFlow Class and Misc. Training		1,500	1,500
Supervisor Seminar and Misc. Training		2,500	2,500
Misc. Training		1,000	1,000
TOTAL - Training and Conferences	***2155***	***$ 6,560***	***$ 6,560***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*561*	
Uniforms		6,250	6,250
Rain Gear		1,000	1,000
Boots		1,500	1,500
Miscellaneous Expenses		11,200	11,200
Safety Gear		650	650
Data Loggers/Ground Water Monitoring		4,350	4,350
Dechlorinaiting Diffuser		2,500	2,500
Brass Fittings for Hydrant Gate valves		800	800
TOTAL - Special Department Supplies	***2215***	***$ 28,250***	***$ 28,250***

WATER DISTRIBUTION BUDGET - 5031
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Water Meter/Hydrants	*2219*	*561*	
Fire Hydrants and Water Meters (as needed)		24,000	24,000
TOTAL - Equipment Rental	***2219***	***$ 24,000***	***$ 24,000***
Small Tools	*2220*	*561*	
Misc. Operation Tools		3,120	3,120
Balloon Diffused Lights with Tripod		3,610	3,610
TOTAL - Small Tools	***2220***	***$ 6,730***	***$ 6,730***
Maintenance Supplies	*2312*	*561*	
Service Repair Parts		20,800	20,800
Road Surface Materials		5,200	5,200
Machined Parts		2,080	2,080
Cones/Signs/Barricades		2,080	2,080
Land Fill Fees		11,440	11,440
Oxygen and Acetylane Gas		3,120	3,120
Bacteria Lab Tests		3,120	3,120
De-Chlorination Tabs		2,080	2,080
Water Diffuser Supplies		2,080	2,080
Emergency Repair Supplies		10,400	10,400
TOTAL - Maintenance Supplies	***2312***	***$ 62,400***	***$ 62,400***
Machinery & Equipment Maintenance	*2315*	*561*	
Maintenance		16,640	16,640
ERS Annual Filter Inspection (stonebridge)		2,080	2,080
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 18,720***	***$ 18,720***
Capital Equipment	*2630*	*561*	
Jackhammer attachment for excavator		7,000	7,000
Viberplate attachment		7,000	7,000
Valve/Hydrant gate valve exercicser		7,000	7,000
Lease of Vehicles Split between collections		47,382	47,382
TOTAL - Capital Equipment	***2630***	***$ 68,382***	***$ 68,382***

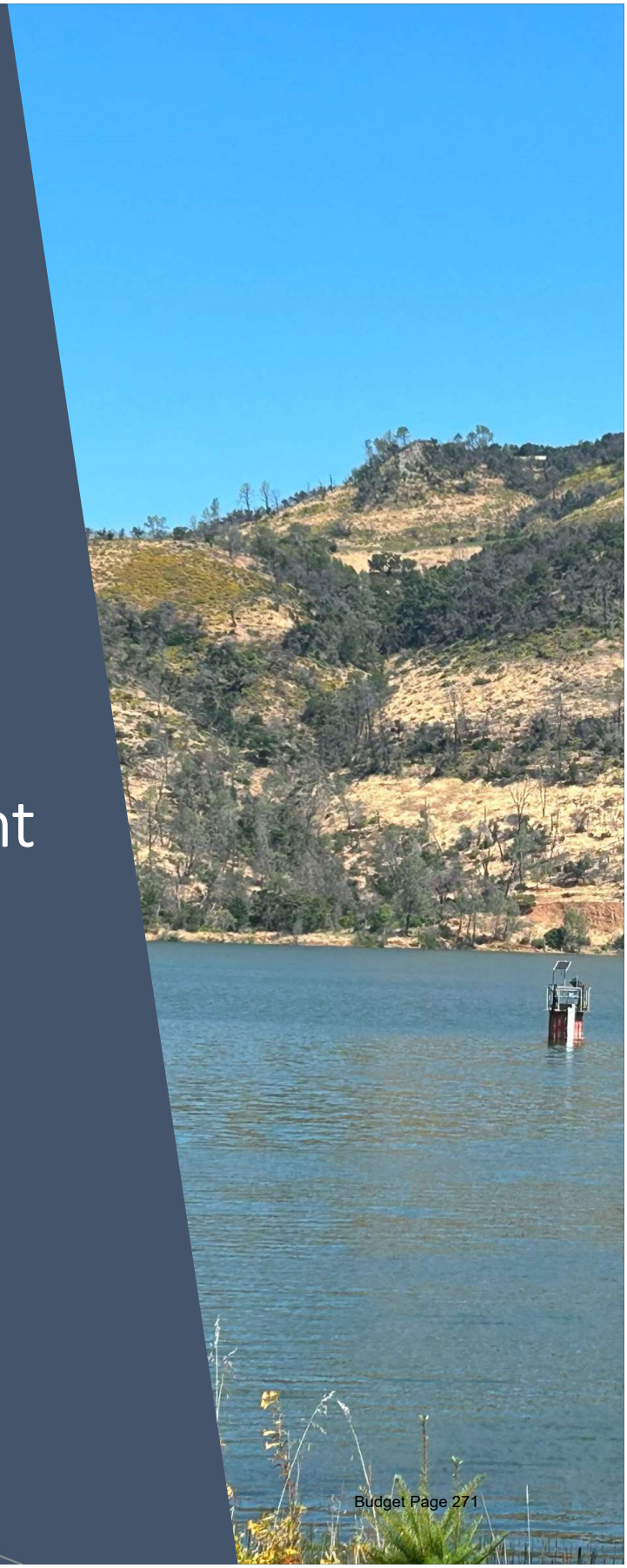
WATER DISTRIBUTION BUDGET - 5031
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Equipment Rentals	*2125*	*561*	
Various rentals		$ 7,000	$ 7,000
TOTAL - Equipment Rentals		**$ 7,000**	**$ 7,000**
Other Contract Services	*2145*	*561*	
MVP Repair Services		*10,400*	10,400
Generator Maintenace & Annual Testing		*10,400*	10,400
Annual Water Tests		*5,200*	5,200
PLC Water Pressure Trending		*5,200*	5,200
Pump Service Contract/Repairs		*26,000*	26,000
Emergency Water Main Repairs		*35,000*	35,000
TOTAL - Other Contract Services	***2145***	***$ 92,200***	***$ 92,200***
Membership and Publications	*2153*	*561*	
Miscellaneous Memberships & Publications		500	500
TOTAL - Membership & Publications	***2153***	***$ 500***	***$ 500***
Training and Conferences	*2155*	*561*	
Pump Class and Misc. Training		1,560	1,560
BackFlow Class and Misc. Training		1,500	1,500
Supervisor Seminar and Misc. Training		1,300	1,300
Misc. Training		1,000	1,000
TOTAL - Training and Conferences	***2155***	***$ 5,360***	***$ 5,360***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,500	1,500
TOTAL - Certifications	***2157***	***$ 1,500***	***$ 1,500***
Special Department Supplies	*2215*	*561*	
Uniforms		6,250	6,250
Rain Gear		1,000	1,000
Boots		1,500	1,500
Miscellaneous Expenses		7,900	7,900
Safety Gear		650	650
Data Loggers/Ground Water Monitoring		4,350	4,350
Dechlorinaiting Diffuser		2,500	2,500
Brass Fittings for Hydrant Gate valves		800	800
TOTAL - Special Department Supplies	***2215***	***$ 24,950***	***$ 24,950***

WATER DISTRIBUTION BUDGET - 5031
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Water Meter/Hydrants	*2219*	*561*	
Fire Hydrants and Water Meters (as needed)		24,000	24,000
TOTAL - Equipment Rental	***2219***	***$ 24,000***	***$ 24,000***
Small Tools	*2220*	*561*	
Misc. Operation Tools		4,530	4,530
Balloon Diffused Lights with Tripod		4,000	4,000
TOTAL - Small Tools	***2220***	***$ 8,530***	***$ 8,530***
Maintenance Supplies	*2312*	*561*	
Service Repair Parts		20,800	20,800
Road Surface Materials		5,200	5,200
Machined Parts		2,080	2,080
Cones/Signs/Barricades		2,080	2,080
Land Fill Fees		11,440	11,440
Oxygen and Acetylane Gas		3,120	3,120
Bacteria Lab Tests		3,120	3,120
De-Chlorination Tabs		2,080	2,080
Water Diffuser Supplies		2,080	2,080
Emergency Repair Supplies		10,400	10,400
TOTAL - Maintenance Supplies	***2312***	***$ 62,400***	***$ 62,400***
Machinery & Equipment Maintenance	*2315*	*561*	
Maintenance		16,640	16,640
ERS Annual Filter Inspection (stonebridge)		2,080	2,080
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 18,720***	***$ 18,720***
Capital Equipment	*2630*	*561*	
Lease of Vehicles Split between collections		47,382	47,382
TOTAL - Capital Equipment	***2630***	***$ 47,382***	***$ 47,382***

Water Treatment



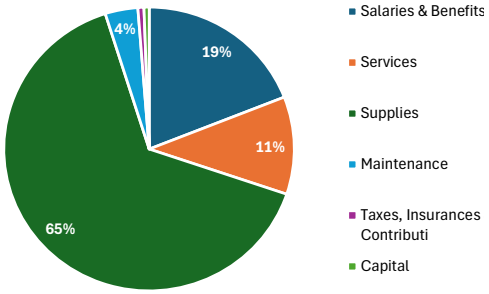
Water Treatment

Expenses by Fund and Category

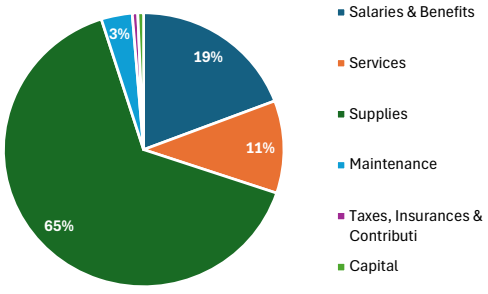
Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 26 Proposed
561	Water Enterprise	3,840,523	3,701,264	3,718,620	3,232,993	3,329,171
Grand Total		**3,840,523**	**3,701,264**	**3,718,620**	**3,232,993**	**3,329,171**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	1,599,485	543,539	612,703	615,894	639,204
21	Services	289,164	1,214,339	606,402	359,170	364,220
22	Supplies	1,828,113	1,818,522	2,035,447	2,100,365	2,162,758
23	Maintenance	95,335	91,188	129,016	117,954	119,139
24	Taxes, Insurances & Contrit	20,884	27,217	21,400	21,400	21,400
26	Capital	7,542	6,459	313,652	18,210	22,450
Grand Total		**3,840,523**	**3,701,264**	**3,718,620**	**3,232,993**	**3,329,171**

FY 26 Expenses by Category



FY 27 Expenses by Category



Water Treatment Budget - 5034

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
561	**Water Enterprise**					
50	**Public Works**					
561-50-34-20-10	Salary-Regular	162,845	266,188	348,750	382,764	394,247
561-50-34-20-20	Temp/Part Time	1,293,291	67,170	-	-	-
561-50-34-20-25	Standby	15,659	20,114	8,747	8,330	8,580
561-50-34-20-30	Overtime	20,763	24,990	17,267	16,445	16,938
561-50-34-20-40	FICA/Medicare	15,438	24,232	31,978	30,963	31,892
561-50-34-20-45	Employer PERS	8,987	15,542	32,267	26,258	27,046
561-50-34-20-47	PERS Unfunded Liability	20,156	30,354	32,471	34,446	35,479
561-50-34-20-50	Employee PERS	-	(18)	-	-	-
561-50-34-20-55	Health Insurance	44,809	68,964	118,125	90,338	96,662
561-50-34-20-61	Workers Comp	14,537	21,025	16,173	18,650	20,515
561-50-34-20-65	SDI	1,945	3,177	4,575	4,824	4,969
561-50-34-20-75	Deferred Comp	1,056	1,514	2,351	2,876	2,876
561-50-34-20-95	Uniform Allowance	-	288	-	-	-
20	**Salaries & Benefits**	**1,599,485**	**543,539**	**612,703**	**615,894**	**639,204**
561-50-34-21-10	Communications	9,688	13,325	15,600	16,250	16,900
561-50-34-21-22	Utilities	64,294	98,834	109,200	110,000	114,400
561-50-34-21-25	Equipment Rental	50,780	99,089	22,197	5,200	5,200
561-50-34-21-43	Penalties and Fines	-	20	-	-	-
561-50-34-21-45	Other Contract Services	160,786	1,000,703	450,044	218,600	218,600
561-50-34-21-53	Memberships & Publications	1,687	1,195	1,560	1,560	1,560
561-50-34-21-55	Training & Conference	1,776	1,173	6,240	6,000	6,000
561-50-34-21-57	Certifications	155	-	1,560	1,560	1,560
21	**Services**	**289,164**	**1,214,339**	**606,402**	**359,170**	**364,220**
561-50-34-22-12	Computer Equipment	-	643	15,600	15,600	15,600
561-50-34-22-13	Office Supplies	683	232	520	520	520
561-50-34-22-15	Special Department Supplies	19,525	9,211	20,800	18,200	18,200
561-50-34-22-20	Small Tools	2,959	1,535	2,600	2,600	2,600
561-50-34-22-25	Fuel/Oil	6,667	2,731	5,200	5,200	5,200
561-50-34-22-32	Purchase Water	1,683,300	1,671,320	1,785,248	1,884,725	1,941,423
561-50-34-22-35	Process Chemicals	82,740	105,002	174,279	142,320	148,015
561-50-34-22-37	Lab Supplies	32,239	27,849	31,200	31,200	31,200
22	**Supplies**	**1,828,113**	**1,818,522**	**2,035,447**	**2,100,365**	**2,162,758**
561-50-34-23-11	Maint Office Equip	3,929	34	3,612	8,112	8,112
561-50-34-23-12	Maintenance Supplies	10,310	8,286	6,240	6,240	6,240
561-50-34-23-15	Maint Machine/Equipment	41,808	47,561	72,800	60,000	60,000
561-50-34-23-30	Maint Buildings/Grounds	10,009	10,053	20,100	15,600	15,600
561-50-34-23-35	Software Maintenance	1,013	-	-	-	-
561-50-34-23-50	Vehicle Alloc Expense	28,266	25,254	26,264	28,002	29,187
23	**Maintenance**	**95,335**	**91,188**	**129,016**	**117,954**	**119,139**
561-50-34-24-25	Taxes & Other Charges	20,884	27,217	21,400	21,400	21,400
24	**Taxes, Insurances & Contributions**	**20,884**	**27,217**	**21,400**	**21,400**	**21,400**
561-50-34-26-30	Capital Equipment	7,542	6,459	116,165	18,210	22,450
561-50-34-26-70	Capital Imp Equipment	-	-	197,487	-	-
26	**Capital**	**7,542**	**6,459**	**313,652**	**18,210**	**22,450**
Grand Total		**3,840,523**	**3,701,264**	**3,718,620**	**3,232,993**	**3,329,171**

WATER TREATMENT BUDGET - 5034
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source and Amount Per Funding Source	Total Budgeted
Equipment Rental	*2125*	*561*	
Various Tools (Hand tools, Hilti)		5,200	5,200
TOTAL - Equipment Rental	***2125***	***$ 5,200***	***$ 5,200***
Other Contract Services	*2145*	*561*	
Water Testing		35,000	35,000
Contract Crews for Spillway and Dam Maintenance		20,800	20,800
ERS Filter Surveillance		10,400	10,400
PLC Water Pressure Trending		5,000	5,000
Generator Maintenance		5,200	5,200
Annual Tank Cleaning & Inspection		25,000	25,000
HACH Instrumentation Calibration		15,000	15,000
Caltest and Alpha labs Sampling		50,000	50,000
Win911 Alarm Subscription		2,000	2,000
Tesltar Annual SCADA Maintenance Agreement		40,000	40,000
Pest control at WTP & Stonebridge		5,000	5,000
Uniforms and Rain Gear		5,200	5,200
TOTAL - Other Contract Services	***2145***	***$ 218,600***	***$ 218,600***
Memberships & Publications	*2153*	*561*	
Operator Certification		1,560	1,560
TOTAL - Memberships & Publications	***2153***	***$ 1,560***	***$ 1,560***
Training and Conferences	*2155*	*561*	
Miscellaneous Training		6,000	6,000
TOTAL - Training and Conferences	***2155***	***$ 6,000***	***$ 6,000***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,560	1,560
TOTAL - Certifications	***2157***	***$ 1,560***	***$ 1,560***

WATER TREATMENT BUDGET - 5034
EXPENSE DETAIL - FY26

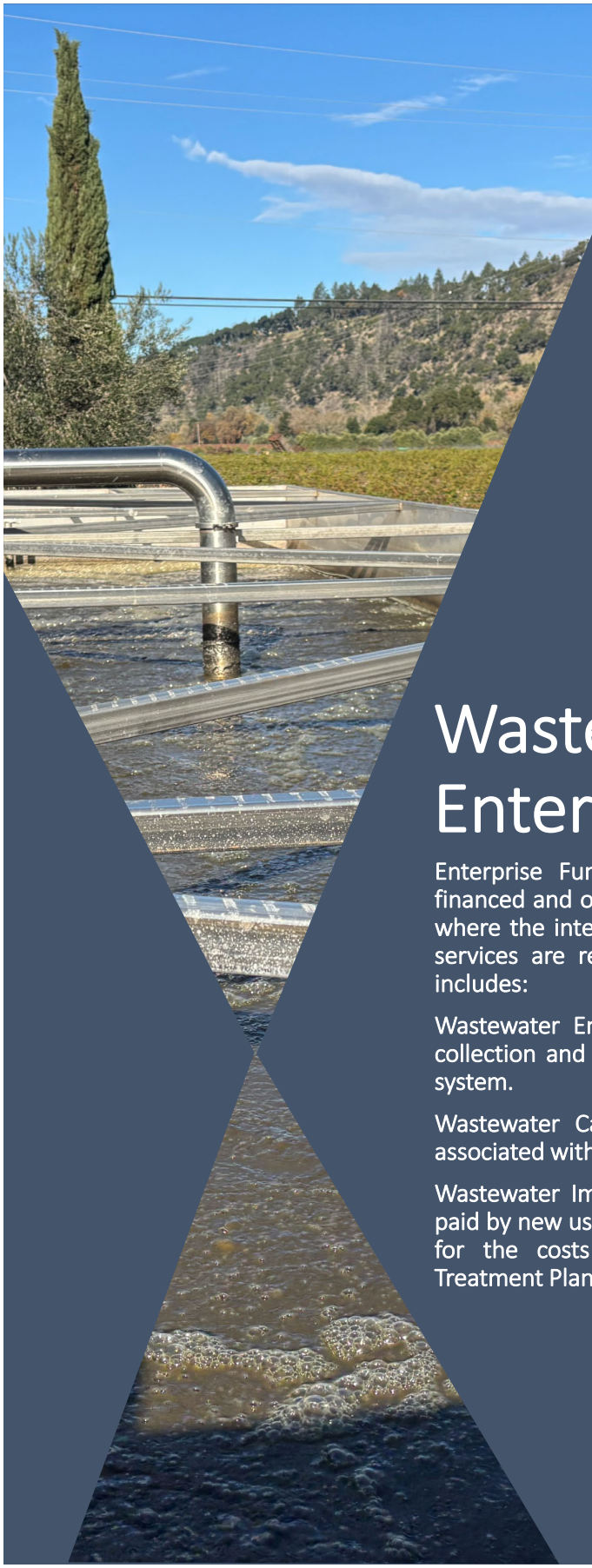
Description	Object Code	Funding Source and Amount Per Funding Source		Total Budgeted
Special Department Supplies	*2215*	*561*		
Safety Equipment, Boots, Other			10,400	10,400
Data Loggers/Ground Water Monitoring			2,600	2,600
Misc. Supplies			5,200	5,200
TOTAL - Special Department Supplies	***2215***	***$***	***18,200***	***$ 18,200***
Process Chemicals	*2235*	*561*		
Alum			11,440	11,440
Copper Sulfate			11,440	11,440
NaOH			10,450	10,450
NaOCl			11,000	11,000
Non-Ionic Polymer			2,300	2,300
Ascorbic Acid			550	550
NaMNO4			8,000	8,000
PO4			4,600	4,600
Activated Carbon			40,040	40,040
Stonebridge Wells			27,500	27,500
Ferric			15,000	15,000
TOTAL - Process Chemicals	***2235***	***$***	***142,320***	***$ 142,320***
Machinery & Equipment Maintenance	*2315*	*561*		
Annual Maintenance & Machine Service			60,000	60,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$***	***60,000***	***$ 60,000***
Taxes and Other Charges	*2425*	*561*		
CDPH System Fees			20,000	20,000
BAAQMD Generator Permit Fee			1,400	1,400
TOTAL - Taxes and Other Charges	***2524***	***$***	***21,400***	***$ 21,400***
Capital Equipment	*2630*	*561*		
Vehicle Lease - Entered Into In FY 19			6,930	6,930
Lease for F150			11,280	11,280
TOTAL - Capital Equipment	***2630***	***$***	***18,210***	***$ 18,210***

WATER TREATMENT BUDGET - 5034
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source and Amount Per Funding Source	Total Budgeted
Equipment Rental	*2125*	*561*	
Various Tools (Hand tools, Hilti)		5,200	5,200
TOTAL - Equipment Rental	***2125***	***$ 5,200***	***$ 5,200***
Other Contract Services	*2145*	*561*	
Water Testing		35,000	35,000
Contract Crews for Spillway and Dam Maintenance		20,800	20,800
ERS Filter Surveillance		10,400	10,400
PLC Water Pressure Trending		5,000	5,200
Generator Maintenance		5,200	5,200
Annual Tank Cleaning & Inspection		25,000	25,000
HACH Instrumentation Calibration		15,000	15,000
Caltest and Alpha labs Sampling		50,000	50,000
Win911 Alarm Subscription		2,000	2,000
Tesltar Annual SCADA Maintenance Agreement		40,000	40,000
Pest control at WTP & Stonebridge		5,000	5,000
Uniforms and Rain Gear		5,200	5,200
TOTAL - Other Contract Services	***2145***	***$ 218,600***	***$ 218,800***
Memberships & Publications	*2153*	*561*	
Operator Certification		1,560	1,560
TOTAL - Memberships & Publications	***2153***	***$ 1,560***	***$ 1,560***
Training and Conferences	*2155*	*561*	
Miscellaneous Training		6,000	6,000
TOTAL - Training and Conferences	***2155***	***$ 6,000***	***$ 6,000***
Certifications	*2157*	*561*	
Miscellaneous Certifications		1,560	1,560
TOTAL - Certifications	***2157***	***$ 1,560***	***$ 1,560***

WATER TREATMENT BUDGET - 5034
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source and Amount Per Funding Source		Total Budgeted
Special Department Supplies	*2215*	*561*		
Safety Equipment, Boots, Other			10,400	10,400
Data Loggers/Ground Water Monitoring			2,600	2,600
Misc. Supplies			5,200	5,200
TOTAL - Special Department Supplies	***2215***	***$***	***18,200***	***$ 18,200***
Process Chemicals	*2235*	*561*		
Alum			11,900	11,900
Copper Sulfate			11,900	11,900
NaOH			10,870	10,870
NaOCl			11,440	11,440
Non-Ionic Polymer			2,390	2,390
Ascorbic Acid			570	570
NaMNO4			8,320	8,320
PO4			4,785	4,785
Activated Carbon			41,640	41,640
Stonebridge Wells			28,600	28,600
Ferric			15,600	15,600
TOTAL - Process Chemicals	***2235***	***$***	***148,015***	***$ 148,015***
Machinery & Equipment Maintenance	*2315*	*561*		
Annual Maintenance & Machine Service			60,000	60,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$***	***60,000***	***$ 60,000***
Taxes and Other Charges	*2425*	*561*		
CDPH System Fees			20,000	20,000
BAAQMD Generator Permit Fee			1,400	1,400
TOTAL - Taxes and Other Charges	***2524***	***$***	***21,400***	***$ 21,400***
Capital Equipment	*2630*	*561*		
Vehicle Lease - Entered Into In FY 19			6,930	6,930
Lease for F150			15,520	15,520
TOTAL - Capital Equipment	***2630***	***$***	***22,450***	***$ 22,450***



Wastewater Enterprise Fund

Enterprise Funds are used to account for operations that are financed and operated in a manner like private business enterprises where the intent of the City is that the costs of providing goods & services are recovered primarily through user charges. The fund includes:

Wastewater Enterprise Utility Fund (571) – accounts for sewage collection and treatment activities associated with the City's water system.

Wastewater Capital Projects (773) – used to account for costs associated with large capital projects of the sewer fund.

Wastewater Impact Fees (774) – accounts for connection charges paid by new users of the sewer system. Fees collected are to be used for the costs of constructing and improving the Wastewater Treatment Plant and Sewer Collection System only

Wastewater (5020, 5029)
Budget 2025-26 and 2026-27

Purpose

Wastewater Collection (5020) - The Wastewater Collection (Sewer) Division of the Public Works Department operates and maintains the wastewater collection system and related equipment throughout the City. Staffing and equipment for this Division has historically been shared with Streets and Storm Drains. An ongoing maintenance program includes sewer main and lateral lining to reduce root maintenance and infiltration/inflow to the system. The user fees from Sewer Enterprise Fund provide the Division's funding. Capital improvements are described and funded separately.

Wastewater Treatment (5029) - The Wastewater Treatment Plant Division in the Public Works Department is responsible for the treatment and disposition of the City's wastewater. During the dry season, the Wastewater Treatment Plant treats an average of approximately 0.4 million gallons per day (MGD). Peak winter flows exceed 3 MGD. The facility is operated by three State certified wastewater treatment operators with additional staffing from cross-certified Water Treatment Plant personnel.

The Budget Unit is primarily funded by wastewater user fees.



Wastewater (5020, 5029)

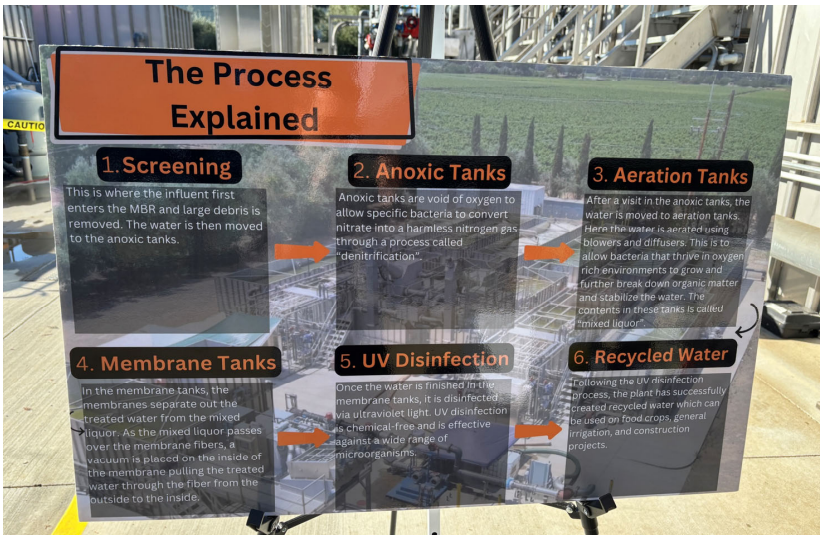
Budget 2025-26 and 2026-27

Goals

- Completion of the performance testing period for the new MBR Facility
- Collaboration with Engineering & Underground Utilities to facilitate significant project repairs on high priority collection mains to reduce I&I by 10%
- Ability to conduct portion of collection system repairs inhouse for staff development
- Initiation of the flow monitoring program
- Activation of the asset management system for streamlined maintenance tracking and enhances real-time decision-making
- Identification of products used in the local region/industry that impact the MBR Facility (Quaternary ammonium compounds (QUATs)) and explore potential regulation pathway

Accomplishments

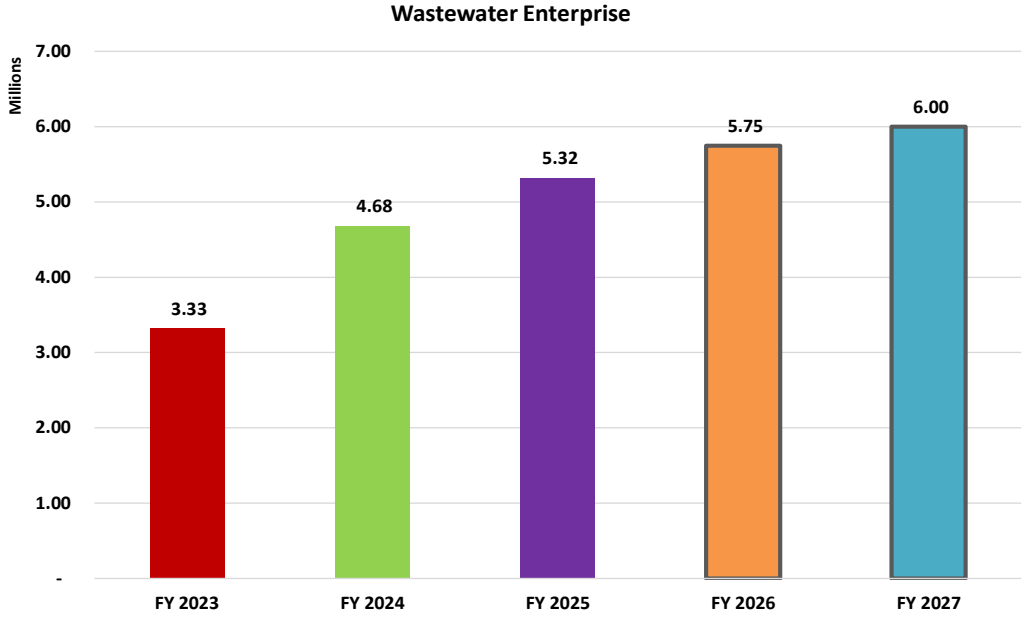
- Continued engagement with regulators/general contractor to finalize WWTP Upgrades Project.
- Reduced historic blockages that resulted in elimination of Sanitary Sewer Overflow in Vineyard Valley.
- Installation of permanent generator at the facility



Budget Page 280

Wastewater Fund Extimated Reveneus FY 2025-26 and FY 2026-27

Wastewater Enterprise		Actual	Actual	Adjusted	Proposed	Proposed
Account Number	Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
571-31-70-00-00	Investment Earnings	3,087	39,069	31,200	34,477	35,916
571-34-70-00-00	Other Revenue	9,600	550	9,984	2,900	2,900
571-34-80-00-00	Annexation Fees	4,000	9,200	-	-	-
571-35-00-00-00	Residential	1,507,863	2,011,347	2,370,060	2,544,140	2,654,751
571-35-00-01-00	Multiple Dwelling	239,631	407,793	366,870	454,742	474,775
571-35-00-03-00	Laundromat	14,020	23,208	24,016	26,184	27,337
571-35-00-10-00	General Commercial	1,247,938	1,649,105	1,949,048	2,100,000	2,192,512
571-35-00-11-00	Restaurants	99,819	165,155	154,601	186,392	194,603
571-35-00-12-00	Service Station	2,210	3,703	3,492	5,805	6,061
571-35-00-14-00	Motels-No Food Service	121,876	160,143	205,277	211,389	220,701
571-35-00-15-00	Supermarkets	12,476	20,650	19,909	45,000	46,982
571-35-00-18-00	Mixed Retial-Plus Food Service	17,432	26,641	26,117	29,038	30,317
571-35-00-20-00	Industrial	21,375	36,188	34,086	65,000	67,863
571-35-00-30-00	Libraries & Schools	22,248	61,385	35,370	75,000	78,304
571-35-00-60-60	Car Wash	1,540	1,616	2,342	2,616	2,731
571-38-10-99-50	Finance Charges	20,051	64,208	9,500	-	-
571-38-65-00-00	Sewer Connection Fee	2,600	2,600	1,352	1,350	1,409
571-38-70-00-00	CARE Subsidy	(20,993)	-	(20,100)	(38,000)	(38,000)
571-39-98-00-00	Operating Transfers In	-	-	97,875	-	-
TOTALS		**3,326,773**	**4,682,563**	**5,320,999**	**5,746,033**	**5,999,162**



BUDGET EXPENSES WASTEWATER ENTERPRISE

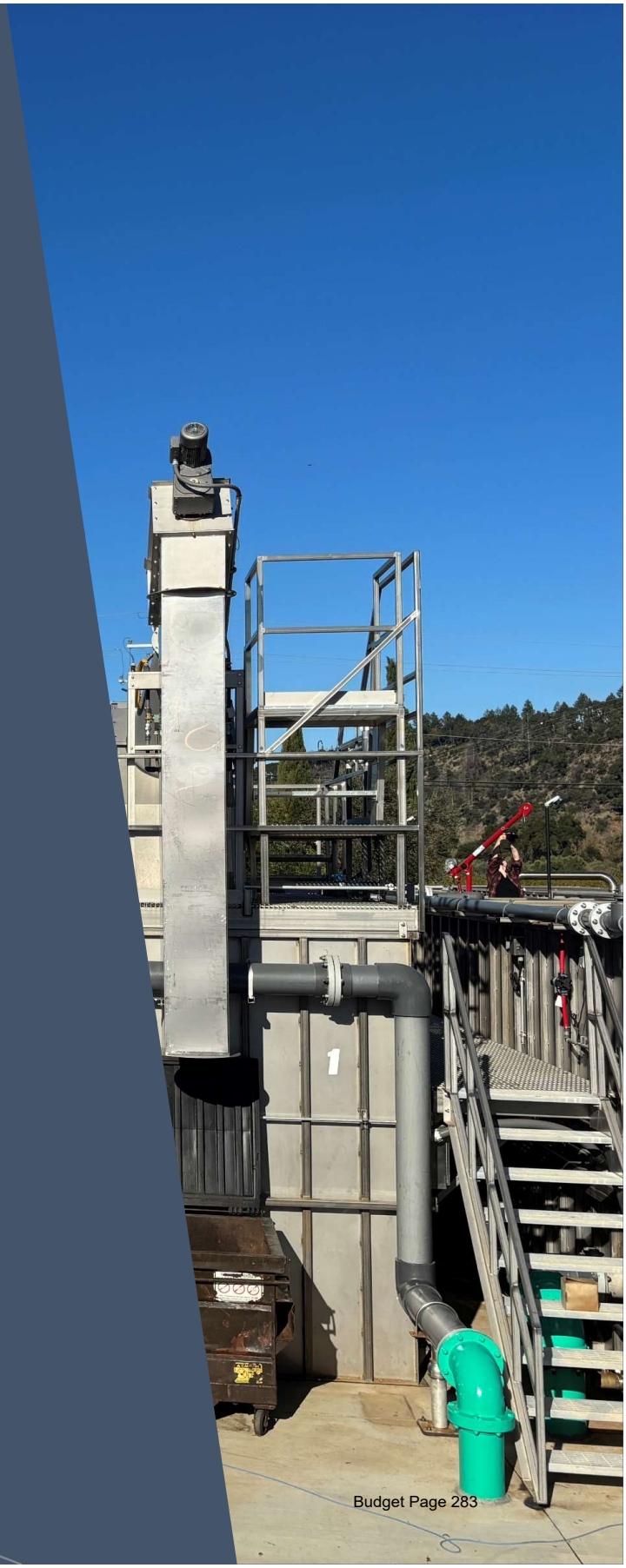
WASTEWATER FUND - BUDGET ITEMS PREVIOUSLY ACCOUNTED FOR IN INDIVIDUAL DEPARTMENT BUDGETS						
Department	**Description**	**FY 23 Actual**	**FY 24 Actual**	**FY 25 Estimated**	**FY 26 Proposed**	**FY 27 Proposed**
4000	Non Departmental	4,131,307	11,372,997	1,117,920	1,915,428	2,109,488
4100	Council	17,098	21,299	30,783	-	-
4200	Administration	180,778	256,440	251,863	-	-
4300	Administrative Services	474,799	409,628	533,809	78,570	80,627
4400	Attorney	28,212	27,637	131,560	50,000	40,600
5000	Public Works Admin	483,298	406,036	839,760	784,852	815,114
5006	Government Buildings	-	-	14,560	36,100	36,100
5015	Streets	-	-	34,736	27,500	27,500
Grand Total		**5,315,492**	**12,494,037**	**2,954,991**	**2,892,450**	**3,109,429**

WASTEWATER FUND - COLLECTIONS AND TREATMENT						
Department	**Description**	**FY 23 Actual**	**FY 24 Actual**	**FY 25 Estimated**	**FY 26 Proposed**	**FY 27 Proposed**
5020	Collections	248,281	259,412	1,012,537	535,078	523,936
5029	Water Treatment	1,320,219	1,649,169	2,396,138	1,863,097	1,896,194
Grand Total		**1,568,500**	**1,908,581**	**3,408,675**	**2,398,175**	**2,420,130**

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	(5,290,625)
Capital Contribution	-
Estimated Net Position @ 6/30/2026	**2,491,296**
Operating Reserves	**5.7 Months**
Estimated Debt Coverage	***1.30***

FY 2026-27 WASTEWATER FUND ESTIMATED FUND BALANCE	571 ONLY
Estimated Ending Fund Balance @ 6/30/2026	2,491,296
Estimated Revenues @ 6/30/2027	5,999,162
Estimated Expenses @ 6/30/2027	(5,529,559)
Capital Contribution	(198,000)
Estimated Net Position @ 6/30/2027	**2,762,899**
Operating Reserves	**6 Months**
Estimated Debt Coverage	***1.33***

Wastewater Collections

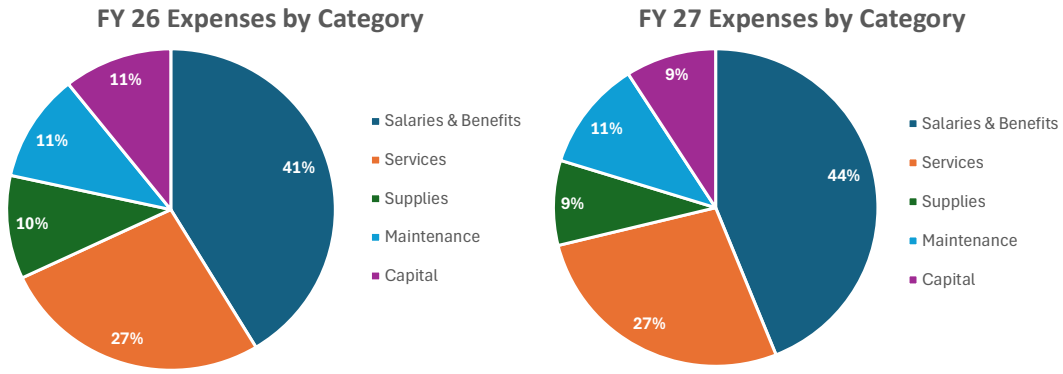


Wastewater Collections

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571	Sewer Enterprise	248,281	259,412	1,012,537	535,078	523,936
Grand Total		**248,281**	**259,412**	**1,012,537**	**535,078**	**523,936**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	121,369	152,706	261,504	221,286	230,223
21	Services	90,493	50,415	306,021	142,660	142,660
22	Supplies	3,471	6,790	39,416	55,736	45,262
23	Maintenance	18,864	34,209	73,755	58,014	58,409
26	Capital	14,084	15,292	331,841	57,382	47,382
Grand Total		**248,281**	**259,412**	**1,012,537**	**535,078**	**523,936**



Wastewater Collection Budget - 5020

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-20-20-10	Salary-Regular	63,772	81,219	177,869	128,425	132,278
571-50-20-20-25	Standby	2,423	4,451	4,050	3,857	3,973
571-50-20-20-30	Overtime	8,432	16,153	3,150	3,000	3,090
571-50-20-20-40	FICA/Medicare	5,730	7,816	11,189	10,445	10,758
571-50-20-20-45	Employer PERS	3,649	5,396	9,949	8,938	9,206
571-50-20-20-47	PERS Unfunded Liability	11,957	9,359	10,012	11,726	12,078
571-50-20-20-55	Health Insurance	16,499	19,349	35,516	43,227	46,253
571-50-20-20-61	Workers Comp	7,809	7,511	7,135	8,703	9,573
571-50-20-20-65	SDI	757	1,039	1,598	1,623	1,672
571-50-20-20-75	Deferred Comp	341	412	1,037	1,342	1,342
20	**Salaries & Benefits**	**121,369**	**152,706**	**261,504**	**221,286**	**230,223**
571-50-20-21-10	Communications	323	1,797	416	500	500
571-50-20-21-22	Utilities	4,868	2,849	5,200	5,200	5,200
571-50-20-21-25	Equipment Rental	33,435	34,621	93,268	25,000	25,000
571-50-20-21-45	Other Contract Services	47,178	4,484	191,017	100,000	100,000
571-50-20-21-53	Memberships & Publications	3,502	3,286	5,200	3,360	3,360
571-50-20-21-55	Training & Conference	966	3,377	8,320	6,000	6,000
571-50-20-21-57	Certifications	221	-	2,600	2,600	2,600
21	**Services**	**90,493**	**50,415**	**306,021**	**142,660**	**142,660**
571-50-20-22-13	Office Supplies	65	175	104	104	104
571-50-20-22-15	Special Department Supplies	3,222	6,615	36,400	52,720	42,246
571-50-20-22-20	Small Tools	183	-	2,912	2,912	2,912
22	**Supplies**	**3,471**	**6,790**	**39,416**	**55,736**	**45,262**
571-50-20-23-12	Maintenance Supplies	3,598	8,228	26,000	26,000	26,000
571-50-20-23-15	Maint Machine/Equipment	7,728	17,563	39,000	22,680	22,680
571-50-20-23-50	Vehicle Alloc Expense	7,538	8,418	8,755	9,334	9,729
23	**Maintenance**	**18,864**	**34,209**	**73,755**	**58,014**	**58,409**
571-50-20-26-30	Capital Equipment	14,084	15,292	331,841	57,382	47,382
26	**Capital**	**14,084**	**15,292**	**331,841**	**57,382**	**47,382**
20	**Sewer Collections**	**248,281**	**259,412**	**1,012,537**	**535,078**	**523,936**
Grand Total		**248,281**	**259,412**	**1,012,537**	**535,078**	**523,936**

WASTEWATER COLLECTION BUDGET - 5020
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental Costs	*2125*	*571*	
Various Rentals		25,000	25,000
TOTAL -Rental Costs	***2125***	***$ 25,000***	***$ 25,000***
Other Contract Services	*2145*	*571*	
Sewer Collection System Repairs		100,000	100,000
TOTAL -Other Contract Services	***2145***	***$ 100,000***	***$ 100,000***
Memberships & Publications	*2153*	*571*	
Books		500	500
CWEA Exam and 1 year membership		1,300	1,300
CWEA Membership, E-8, E-11, E-6		1,560	1,560
TOTAL - Memberships & Publications	***2153***	***$ 3,360***	***$ 3,360***
Training & Conference	*2155*	*571*	
Operator Training		3,000	3,000
Certification CEU's		3,000	3,000
TOTAL - Training & Conference	***2155***	***$ 6,000***	***$ 6,000***
Certifications	*2157*	*571*	
Miscellaneous Certifications		2,600	2,600
TOTAL - Certifications	***2157***	***$ 2,600***	***$ 2,600***
Special Department Supplies	*2215*	*571*	
Nozzles & Hooks		1,040	1,040
Uniforms		19,760	19,760
Trench Restore		520	520
Drill Bits		520	520
Signs		300	300
Boots		2,080	2,080
Portable Cement Mixer		3,500	3,500
Flow Monitoring Devices		10,000	10,000
Sewer Repair Supplies		15,000	15,000
TOTAL - Special Department Supplies	***2215***	***$ 52,720***	***$ 52,720***
Maintenance Supplies	*2312*	*571*	
Pipe, Gravel, Fittings, etc.		26,000	26,000
TOTAL - Maintenance Supplies	***2312***	***$ 26,000***	***$ 26,000***

WASTEWATER COLLECTION BUDGET - 5020
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Machinery & Equipment Maintenance	*2315*	*571*	
Maintenance as Needed		5,000	5,000
Maintenance of Vactor Truck		17,680	17,680
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 22,680***	***$ 22,680***
Capital Equipment	*2630*	*571*	
Lease of Vehicles Split between collections		47,382	47,382
Hose Trailer, Reel and Hose		10,000	10,000
TOTAL - Capital Equipment	***2630***	***$ 57,382***	***$ 57,382***

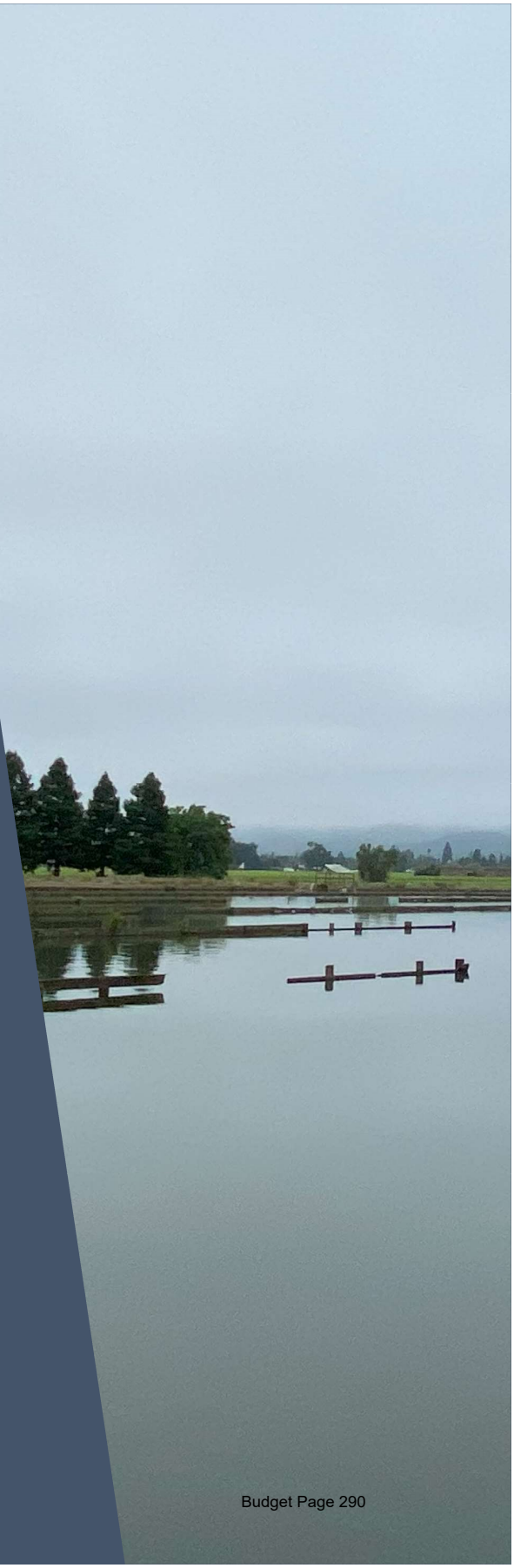
WASTEWATER COLLECTION BUDGET - 5020
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental Costs	*2125*	*571*	
Various Rentals		25,000	25,000
TOTAL -Rental Costs	***2125***	***$ 25,000***	***$ 25,000***
Other Contract Services	*2145*	*571*	
Sewer Collection System Repairs		100,000	100,000
TOTAL -Other Contract Services	***2145***	***$ 100,000***	***$ 100,000***
Memberships & Publications	*2153*	*571*	
Books		500	500
CWEA Exam and 1 year membership		1,300	1,300
CWEA Membership, E-8, E-11, E-6		1,560	1,560
TOTAL - Memberships & Publications	***2153***	***$ 3,360***	***$ 3,360***
Training & Conference	*2155*	*571*	
Operator Training		3,000	3,000
Certification CEU's		3,000	3,000
TOTAL - Training & Conference	***2155***	***$ 6,000***	***$ 6,000***
Certifications	*2157*	*571*	
Miscellaneous Certifications		2,600	2,600
TOTAL - Certifications	***2157***	***$ 2,600***	***$ 2,600***
Special Department Supplies	*2215*	*571*	
Nozzles & Hooks		1,040	1,040
Uniforms		19,286	19,286
Trench Restore		520	520
Drill Bits		520	520
Signs		300	300
Boots		2,080	2,080
Portable Cement Mixer		3,500	3,500
Sewer Repair Supplies		15,000	15,000
TOTAL - Special Department Supplies	***2215***	***$ 42,246***	***$ 42,246***
Maintenance Supplies	*2312*	*571*	
Pipe, Gravel, Fittings, etc.		26,000	26,000
TOTAL - Maintenance Supplies	***2312***	***$ 26,000***	***$ 26,000***

WASTEWATER COLLECTION BUDGET - 5020
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Machinery & Equipment Maintenance	*2315*	*571*	
Maintenance as Needed		5,000	5,000
Maintenance of Vactor Truck		17,680	17,680
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 22,680***	***$ 22,680***
Capital Equipment	*2630*	*571*	
Lease of Vehicles Split between collections		47,382	47,382
TOTAL - Capital Equipment	***2630***	***$ 47,382***	***$ 47,382***

Wastewater Treatment

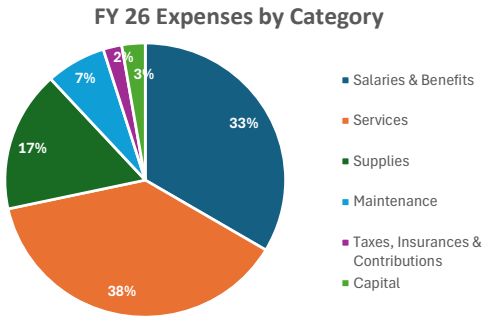


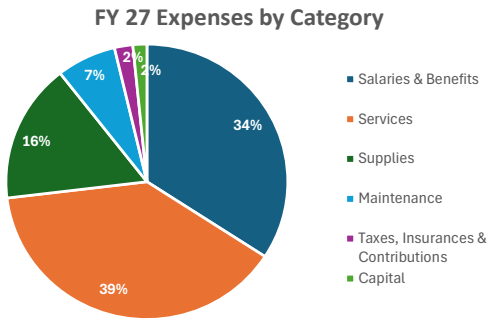
Wastewater Treatment

Expenses by Fund and Category

Fund	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571	Sewer Enterprise	1,320,219	1,649,169	2,396,138	1,863,097	1,896,194
Grand Total		**1,320,219**	**1,649,169**	**2,396,138**	**1,863,097**	**1,896,194**

Object Code	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
50	***Public Works***					
20	Salaries & Benefits	732,309	393,935	593,339	624,395	647,465
21	Services	433,803	895,101	1,195,260	710,250	738,772
22	Supplies	53,122	144,029	374,445	309,250	309,570
23	Maintenance	93,814	153,939	143,164	129,202	130,387
24	Taxes, Insurances & Contributions	7,170	39,219	23,540	40,000	40,000
26	Capital	-	22,947	66,389	50,000	30,000
Grand Total		**1,320,219**	**1,649,169**	**2,396,138**	**1,863,097**	**1,896,194**





Wastewater Treatment Budget - 5029

Account Number	Description	FY 23 Actual	FY 24 Actual	FY 25 Estimated	FY 26 Proposed	FY 27 Proposed
571	**Sewer Enterprise**					
50	**Public Works**					
571-50-29-20-10	Salary-Regular	111,709	193,103	355,329	366,690	377,691
571-50-29-20-20	Temp/Part Time	474,207	-	-	-	-
571-50-29-20-25	Standby	12,498	21,982	8,747	25,000	25,000
571-50-29-20-30	Overtime	10,256	39,052	14,175	13,500	13,905
571-50-29-20-40	FICA/Medicare	12,244	18,881	31,777	29,928	30,826
571-50-29-20-45	Employer PERS	8,435	12,524	29,687	28,708	29,569
571-50-29-20-47	PERS Unfunded Liability	17,696	27,927	29,874	37,660	38,790
571-50-29-20-55	Health Insurance	45,923	55,997	100,682	96,721	103,491
571-50-29-20-61	Workers Comp	36,473	21,025	16,173	18,650	20,515
571-50-29-20-65	SDI	1,583	2,511	4,545	4,662	4,802
571-50-29-20-75	Deferred Comp	1,286	935	2,351	2,876	2,876
20	**Salaries & Benefits**	**732,309**	**393,935**	**593,339**	**624,395**	**647,465**
571-50-29-21-10	Communications	2,047	3,048	4,160	3,500	3,640
571-50-29-21-15	Postage	13	-	52	50	52
571-50-29-21-22	Utilities	158,170	117,301	148,720	300,000	312,000
571-50-29-21-25	Equipment Rental	55,430	173,838	206,618	26,000	26,000
571-50-29-21-43	Fines & Penalties	147,000	947	-	-	-
571-50-29-21-45	Other Contract Services	70,141	597,848	827,390	372,700	389,080
571-50-29-21-53	Memberships & Publications	452	-	1,560	1,000	1,000
571-50-29-21-55	Training & Conference	550	1,457	5,200	5,000	5,000
571-50-29-21-57	Certifications	-	-	1,560	2,000	2,000
571-50-29-21-60	Other Travel	-	662	-	-	-
21	**Services**	**433,803**	**895,101**	**1,195,260**	**710,250**	**738,772**
571-50-29-22-12	Computer Equipment	-	50	-	-	-
571-50-29-22-13	Office Supplies	546	1,076	520	550	550
571-50-29-22-15	Special Department Supplies	10,243	17,108	23,120	18,100	18,100
571-50-29-22-20	Small Tools	385	2,695	2,600	2,600	2,600
571-50-29-22-25	Fuel/Oil	5,946	3,748	10,400	8,000	8,320
571-50-29-22-35	Process Chemicals	34,693	103,328	284,740	230,000	230,000
571-50-29-22-37	Lab Supplies	1,310	16,024	53,065	50,000	50,000
22	**Supplies**	**53,122**	**144,029**	**374,445**	**309,250**	**309,570**
571-50-29-23-12	Maintenance Supplies	16,040	47,390	31,200	31,200	31,200
571-50-29-23-15	Maint Machine/Equipment	32,352	43,215	41,500	26,000	26,000
571-50-29-23-30	Maint Buildings/Grounds	22,809	35,025	44,200	44,000	44,000
571-50-29-23-50	Vehicle Alloc Expense	22,614	28,308	26,264	28,002	29,187
23	**Maintenance**	**93,814**	**153,939**	**143,164**	**129,202**	**130,387**
571-50-29-24-25	Taxes & Other Charges	7,170	39,219	23,540	40,000	40,000
24	**Taxes, Insurances & Contribution**	**7,170**	**39,219**	**23,540**	**40,000**	**40,000**
571-50-29-26-30	Capital Equipment	-	22,947	66,389	50,000	30,000
26	**Capital**	**-**	**22,947**	**66,389**	**50,000**	**30,000**
29	**Sewer Maintenance Operations**	**1,320,219**	**1,649,169**	**2,396,138**	**1,863,097**	**1,896,194**
Grand Total		**1,320,219**	**1,649,169**	**2,396,138**	**1,863,097**	**1,896,194**

WASTEWATER TREATMENT BUDGET - 5029
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*571*	
Misc. Equipment Rental		26,000	26,000
TOTAL - Equipment Rental	***2125***	***$ 26,000***	**$ 26,000**
Other Contract Services	*2145*	*571*	
MBR Start Up Maintenance		52,000	52,000
Irrigation, Facility, & Telemetry Repairs		38,480	38,480
Generator Maintenace & Annual Testing		3,120	3,120
OTS Contract		127,600	127,600
Clark Pest Control		500	500
SCADA Maintenance Contract		50,000	50,000
Water Delivery Service		1,000	1,000
Hauling Sludge (Bi-product of MBR Process)		100,000	100,000
TOTAL - Other Contract Services	***2145***	***$ 372,700***	***$ 372,700***
Memberships & Publications	*2153*	*571*	
SRBC or other association		1,000	1,000
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ 1,000***
Training and Conferences	*2155*	*571*	
Miscellaneous Training		5,000	5,000
TOTAL - Training and Conferences	***2155***	***$ 5,000***	***$ 5,000***
Certifications	*2157*	*571*	
SWRCB Exams		1,000	1,000
Wastewater Certifications		1,000	1,000
TOTAL - Certifications	***2157***	***$ 2,000***	***$ 2,000***
Special Department Supplies	*2215*	*571*	
Miscellaneous Department Supplies & Safety Equipment - Gas Monitor, Load Testing Cert., Potable Water, Drinking Water		15,000	15,000
Uniform Service		3,100	3,100
TOTAL - Special Department Supplies	***2215***	***$ 18,100***	***$ 18,100***

WASTEWATER TREATMENT BUDGET - 5029
EXPENSE DETAIL - FY26

Description	Object Code	Funding Source	Total Budgeted
Small Tools	*2220*	*571*	
Miscellaneous Tools - Wrenches, Pliers, Consumables Such as Drill Bits, Saw Blades, and Grinding Wheels		2,600	2,600
TOTAL - Small Tools	***2220***	***$ 2,600***	***$ 2,600***
Process Chemicals	*2235*	*571*	
Various Chemicals to Treat Waste		230,000	230,000
TOTAL - Process Chemicals	***2235***	***$ 230,000***	***$ 230,000***
Lab Supplies	*2237*	*571*	
General Equipment and Supplies		25,000	25,000
Sample/Monitoring Ground Water		25,000	25,000
TOTAL - Lab Supplies	***2237***	***$ 50,000***	***$ 50,000***
Maintenance Supplies	*2312*	*571*	
Other General Maintenance & Repairs		31,200	31,200
TOTAL - Maintenance Supplies	***2312***	***$ 31,200***	***$ 31,200***
Machinery & Equipment Maintenance	*2315*	*571*	
Repair of 3 Aerators		26,000	26,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 26,000***	***$ 26,000***
Capital Equipment	*2630*	*571*	
Pavement of Facility During Next Round of CIP Pavement		50,000	50,000
TOTAL - Capital Equipment	***2630***	***$ 50,000***	***$ 50,000***

WASTEWATER TREATMENT BUDGET - 5029
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Equipment Rental	*2125*	*571*	
Misc. Equipment Rental		26,000	26,000
TOTAL - Equipment Rental	***2125***	***$ 26,000***	**$ 26,000**
Other Contract Services	*2145*	*571*	
MBR Start Up Maintenance		54,080	54,080
Irrigation, Facility, & Telemetry Repairs		40,500	40,500
Generator Maintenace & Annual Testing		4,000	4,000
OTS Contract		132,880	132,880
Clark Pest Control		520	520
SCADA Maintenance Contract		52,000	52,000
Water Delivery Service		1,100	1,100
Hauling Sludge (Bi-product of MBR Process)		104,000	104,000
TOTAL - Other Contract Services	***2145***	***$ 389,080***	***$ 389,080***
Memberships & Publications	*2153*	*571*	
SRBC or other association		1,000	1,000
TOTAL - Memberships & Publications	***2153***	***$ 1,000***	***$ 1,000***
Training and Conferences	*2155*	*571*	
Miscellaneous Training		5,000	5,000
TOTAL - Training and Conferences	***2155***	***$ 5,000***	***$ 5,000***
Certifications	*2157*	*571*	
SWRCB Exams		1,000	1,000
Wastewater Certifications		1,000	1,000
TOTAL - Certifications	***2157***	***$ 2,000***	***$ 2,000***
Special Department Supplies	*2215*	*571*	
Miscellaneous Department Supplies & Safety Equipment - Gas Monitor, Load Testing Cert., Potable Water, Drinking Water		15,000	15,000
Uniform Service		3,100	3,100
TOTAL - Special Department Supplies	***2215***	***$ 18,100***	***$ 18,100***

WASTEWATER TREATMENT BUDGET - 5029
EXPENSE DETAIL - FY27

Description	Object Code	Funding Source	Total Budgeted
Small Tools	*2220*	*571*	
Miscellaneous Tools - Wrenches, Pliers, Consumables such as Drill Bits, Saw Blades, and Grinding Wheels		2,600	2,600
TOTAL - Small Tools	***2220***	***$ 2,600***	***$ 2,600***
Process Chemicals	*2235*	*571*	
Various Chemicals to Treat Waste		230,000	230,000
TOTAL - Process Chemicals	***2235***	***$ 230,000***	***$ 230,000***
Lab Supplies	*2237*	*571*	
General Equipment and Supplies		25,000	25,000
Sample/Monitoring Ground Water		25,000	25,000
TOTAL - Lab Supplies	***2237***	***$ 50,000***	***$ 50,000***
Maintenance Supplies	*2312*	*571*	
Other General Maintenance & Repairs		31,200	31,200
TOTAL - Maintenance Supplies	***2312***	***$ 31,200***	***$ 31,200***
Machinery & Equipment Maintenance	*2315*	*571*	
Repair of 3 Aerators		26,000	26,000
TOTAL - Machinery & Equipment Maintenance	***2315***	***$ 26,000***	***$ 26,000***
Capital Equipment	*2630*	*571*	
Purchase of New Aerator		30,000	30,000
TOTAL - Capital Equipment	***2630***	***$ 30,000***	***$ 30,000***



Other Funds

Debt Service Funds: Debt service funds are used to accumulate resources for the repayment of general long term obligations. The 1996 GO Bond Fund is used to account for a special voter approved tax to repay the fire station bonds. The St. Helena Drainage Fund is used to accumulate funds to pay for the public benefit portion of certain storm drainage improvements.

Permanent Funds: Permanent funds are used to report resources that are restricted to the extent that earnings, and non-principal, may be used to support City programs. Both Martin and Ryan Funds are trust funds wherein the income from the funds can be used to support the City's library book collection.

Special Revenue Funds: Special revenue funds are used to account for specific revenue sources that are legally restricted to expenditure for particular purposes.

CITY OF ST. HELENA

Fund 209 - HOME Grant

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 29,720**	**$ 80,530**	**$ 80,807**	**$ 80,807**	**$ 185,957**	**$ 185,957**	
HOME - Revenues								
Investment Earnings		103	359	52	150	-	-	**0.00%**
Grant		54,917	-	-	130,000	25,000	25,000	0.00%
Transfers In		-	-	-	-	-	-	0.00%
Total Revenues		**$ 55,020**	**$ 359**	**$ 52**	**$ 130,150**	**$ 25,000**	**$ 25,000**	**0.00%**
HOME - Expenditures								
Totals by category								
Services		4,210	81	26,000	25,000	25,000	25,000	0.00%
Total Expenditures		**$ 4,210**	**$ 81**	**$ 26,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**0.00%**
Surplus/(Deficit)		$ 50,810	$ 278	$ (25,948)	$ 105,150	$ -	$ -	
Expenditures								
Planning								
21	**Services**	4,210	81	26,000	130,000	25,000	25,000	0.00%
		4,210	**81**	**26,000**	**130,000**	**25,000**	**25,000**	**0.00%**
Total Expenditures		**$ 4,210**	**$ 81**	**$ 26,000**	**$ 130,000**	**$ 25,000**	**$ 25,000**	**0.00%**
Estimated Fund Balance at June 30, 2025 & 2026						***$ 185,957***	***$ 185,957***	

209 HOME GRANT: This fund is used for expenditures and grant reimbursements through the HOME Investments Partnership Program from the State of California Department of Housing and Community Development for owner-occupied residential rehabiliation program to assist low-income homeowners whos primary residences are in need of repairs. This program is referred to as the, "Home Grant." The City of St. Helena has an agreement with the Housing Authorigy of the City of Napa for the administration of this grant.

**** The Estimated Fund Balance includes and unavailable Long Term Receivable of $587,929 in Loans Due from Home Owners.***

CITY OF ST. HELENA

Fund 212 - Department of Homeland Security (DHSG)

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 327**	**$ 327**	**$ 327**	**$ 327**	**$ 327**	**$ 327**	
DHSG - Revenues							
Grant	-	-	420	400	400	416	-4.76%
Transfers In	-	-	-	-	-	-	0.00%
Total DHSG Revenues	**$ -**	**$ -**	**$ 420**	**$ 400**	**$ 400**	**$ 416**	**0.00%**
DHSG - Expenditures							
Totals by category							
Supplies	-	-	416	400	400	416	0.00%
Total DHSG Expenditures	**$ -**	**$ -**	**$ 416**	**$ 400**	**$ 400**	**$ 416**	**0.00%**
DHSG Surplus/(Deficit)	$ -	$ -	$ 4	$ -	$ -	$ -	
DHSG Expenditures							
Police Department							
21 **Services**	-		416	400	400	416	0.00%
							0.00%
Total Expenditures	**$ -**	**$ -**	**$ 416**	**$ 400**	**$ 400**	**$ 416**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 327***	***$ 327***	

212 DEPARTMENT OF HOMELAND SECURITY GRANT: This fund is used for expenditures and grant reimbursements for Department of Homeland Security Grant (DHSG) funded programs or projects.

CITY OF ST. HELENA

Fund 213 - Gang Violence Suppression Grant

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 23,687**	**$ 38,731**	**$ 3,778**	**$ 3,778**	**$ 3,783**	**$ 3,788**	
DHSG - Revenues							
Investment Earnings	44	395	5	5	5	5	100.00%
Grant	15,000	48,961	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Gang Violence Suppression Revenues	**$ 15,044**	**$ 49,356**	**$ 5**	**$ 5**	**$ 5**	**$ 5**	**0.00%**
DHSG - Expenditures							
Totals by category							
Supplies	-	84,309	-	-	-	-	0.00%
Total Gang Violence Suppression Expenditures	**$ -**	**$ 84,309**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Gang Violence Suppression Surplus/(Deficit)	$ 15,044	$ (34,953)	$ 5	$ 5	$ 5	$ 5	
Gang Violence Suppression Expenditures							
Police Department							
26 **Capital**	-	84,309	-	-	-	-	0.00%
	-	**84,309**	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ 84,309**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 3,788***	***$ 3,793***	

213 GANG VIOLENCE SUPPRESSION GRANT: This fund is used for expenditures and grant reimbursements for gang violence suppression.

CITY OF ST. HELENA

Fund 216 - Public Safety Impact Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 616,390**	**$ 652,264**	**$ 633,968**	**$ 633,968**	**$ 648,354**	**$ 676,354**	
Public Safety Impact Fees - Revenues							
Investment Earnings	2,998	8,010	4,680	4,700	8,000	8,500	70.94%
Public Safety Impact	32,876	67,876	26,000	15,000	20,000	20,000	-23.08%
Other Revenue	-	-	-	-	-	-	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Public Safety Impact Fees Revenues	**$ 35,874**	**$ 75,886**	**$ 30,680**	**$ 19,700**	**$ 28,000**	**$ 28,500**	**-8.74%**
Public Safety Impact Fees - Expenditures							
Totals by category							
Services	-	-	-	5,314	-	-	0.00%
Transfers	-	94,182	-	-	-	-	0.00%
Total Public Safety Impact Fees Expenditures	**$ -**	**$ 94,182**	**$ -**	**$ 5,314**	**$ -**	**$ -**	**0.00%**
Public Safety Impact Fees Surplus/(Deficit)	$ 35,874	$ (18,296)	$ 30,680	$ 14,386	$ 28,000	$ 28,500	
Public Safety Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	-	94,182	-	-	-	-	0.00%
	-	**94,182**	**-**	**-**	**-**	**-**	**0.00%**
Finance							
21 **Services**		-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Public Works							
21 **Services**	-	-	-	5,314	-	-	0.00%
	-	**-**	**-**	**5,314**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ 94,182**	**$ -**	**$ 5,314**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 676,354***	***$ 704,854***	

216 PUBLIC SAFETY IMPACT FEES: Section 22.5 of the City Code establishes this fund to accumulate revenues from fees on building permits to be used solely for equipment and facilities' costs for Police and the Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

**Fund Balances reflects a Notes Receivable for $61,333.*

CITY OF ST. HELENA

Fund 218 - Public Library Foundation Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,308**	**$ 1,315**	**$ 59**	**$ 59**	**$ 22**	**$ 22**	
Public Library Foundation - Revenues							
Investment Earnings	7	13	5	-	-	-	-100.00%
Donations	-	30	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Total Public Library Foundation Revenues	**$ 7**	**$ 43**	**$ 5**	**$ -**	**$ -**	**$ -**	**100.00%**
Public Library Foundation - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	-	0.00%
Capital	-	1,299	-	37	-	-	0.00%
Total Public Library Foundation Expenditures	**$ -**	**$ 1,299**	**$ -**	**$ 37**	**$ -**	**$ -**	**0.00%**
Public Library Foundation Surplus/(Deficit)	7	(1,256)	5	(37)	-	-	
Public Library Foundation Expenditures by Department							
Library							
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-	-	-	0.00%
26 **Capital**	-	1,299	-	37	-	-	0.00%
	-	**1,299**	**-**	**37**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ 1,299**	**$ -**	**$ 37**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 22***	***$ 22***	

218 PUBLIC LIBRARY FOUNDATION: This fund is used to account for State Aid for libraries and related expense account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 219 - California Library Services Act Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,876**	**$ 1,886**	**$ 1,910**	**$ 1,910**	**$ 1,910**	**$ 1,910**	
California Library Services Act - Revenues							
Investment Earnings	10	25	5	-	-	-	-100.00%
Allocation from Other Agency	-	-	-	-	-	-	0.00%
Total California Library Services Act Revenues	**$ 10**	**$ 25**	**$ 5**	**$ -**	**$ -**	**$ -**	**-100.00%**
California Library Services Act - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Supplies	-	-	-	-	-	-	0.00%
Maintenance	-	-	-	-	-	-	0.00%
Capital	-	-	-	-	-	-	0.00%
Total California Library Services Act Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
California Library Services Act Surplus/(Deficit)	10	25	5	-	-	-	
California Library Services Act Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	
Library							
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	-	-	-	-		-	0.00%
23 **Maintenance**	-	-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 1,910***	***$ 1,910***	

219 CLSA LIBRARY RESTORATION: This fund was established as a special revenue fund to account for proceeds from the State of California under the California Library Services Act and related expenditures.

CITY OF ST. HELENA

Fund 222 - Park Bond Act Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	$ 222	$ 222	$ 222	$ 222	$ 222	$ 222	
Park Bond Act - Revenues							
Investment Earnings		-	-	-	-	-	0.00%
Contributions form Non-Government	-	-	-	-	-	-	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Total Park Bond Act Revenues	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Park Bond Act - Expenditures							
Totals by category							
Transfers	-	-	-	-	-	-	0.00%
Total Park Bond Act Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Park Bond Act Surplus/(Deficit)	-	-		-	-		
Park Bond Act Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	
Total Expenditures	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 222***	***$ 222***	

222 PARK DEVELOPMENT: A special revenue fund for Ballpark State Grant, Proposition 12 Park per capita funding, other park grants, and park donations. These funds are restricted for park improvements and development.

CITY OF ST. HELENA

Fund 224 - COPS Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 300,951**	**$ 372,095**	**$ 469,289**	**$ 469,289**	**$ 500,353**	**$ 511,589**	
COPS - Revenues								
Investment Earnings		2,039	6,113	1,612	5,000	6,000	6,120	272.21%
Other		-	-	-	-	-	-	0.00%
Allocation from Other Agency		165,271	186,159	150,000	195,000	175,000	180,000	16.67%
Total COPS Revenues		**$ 167,310**	**$ 192,272**	**$ 151,612**	**$ 200,000**	**$ 181,000**	**$ 186,120**	**-5.86%**
COPS - Expenditures								
Totals by category								
Services		74,941	77,383	122,136	122,136	123,164	128,091	0.84%
Supplies		21,225	17,696	46,800	46,800	46,600	48,264	-0.43%
Capital		-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total COPS Expenditures		**$ 96,166**	**$ 95,079**	**$ 168,936**	**$ 168,936**	**$ 169,764**	**$ 176,355**	**0.49%**
COPS Surplus/(Deficit)		71,144	97,193	(17,324)	31,064	11,236	9,765	
COPS Expenditures by Department								
Non Department								
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	-	-	-	-	-	**0.00%**
Police								
20	**Salaries & Benefits**		-	-	-	-	-	0.00%
21	**Services**	74,941	77,383	122,136	122,136	123,164	128,091	0.84%
22	**Supplies**	21,225	17,696	46,800	46,800	46,600	48,264	-0.43%
26	**Capital**		-	-	-	-	-	0.00%
		96,166	**95,079**	**168,936**	**168,936**	**169,764**	**176,355**	**0.49%**
Total Expenditures		**$ 96,166**	**$ 95,079**	**$ 168,936**	**$ 168,936**	**$ 169,764**	**$ 176,355**	**0.49%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 511,589***	***$ 521,354***	

224 PUBLIC SAFETY (COPS): A special revenue fund used to account for transactions related to supporting front line police officers.

CITY OF ST. HELENA

Fund 225 - State Gas Tax 2105 Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ -**	**$ 186**	**$ 30,608**	**$ 30,608**	**$ 30,733**	**$ 65,067**	
State Gas Tax 2105 - Revenues							
Investment Earnings	104	244	52	125	250	250	380.77%
Gas Tax 2105	31,046	30,178	37,221	37,800	34,084	37,221	-8.43%
Total State Gas Tax 2105 Revenues	**$ 31,150**	**$ 30,422**	**$ 37,273**	**$ 37,925**	**$ 34,334**	**$ 37,471**	**12.86%**
State Gas Tax 2105 - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Transfers	30,964	-	36,147	37,800	-	-	0.00%
Total State Gas Tax 2105 Expenditures	**$ 30,964**	**$ -**	**$ 36,147**	**$ 37,800**	**$ -**	**$ -**	**0.00%**
State Gas Tax 2105 Surplus/(Deficit)	186	30,422	1,126	125	34,334	37,471	
State Gas Tax 2105 Expenditures by Department							
Non Department							
29 **Transfers**	30,964	-	36,147	37,800	-	-	0.00%
	30,964	**-**	**36,147**	**37,800**	**-**	**-**	**0.00%**
Public Works Gas Tax							
21 **Services**		-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ 30,964**	**$ -**	**$ 36,147**	**$ 37,800**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 65,067***	***$ 102,538***	

225 STATE GAS TAX 2105: This fund is used to account for proceeds and expenditures of revenue received as a result of Proposition 111. Funds are restricted for use in the same manner as Section 2106/07. In addition, Proposition 111 established a "Maintenance of Effort" provision requiring cities to continue to provide matching street related expenditures from the General Fund equal to the average amount expended over the past 3 years.

CITY OF ST. HELENA

Fund 226 - State Gas Tax 2106 Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 39,210**	**$ 1,665**	**$ 39,360**	**$ 22,147**	**$ 22,247**	**$ 42,971**	
State Gas Tax 2106 - Revenues							
Investment Earnings	259	150	52	100	150	150	188.46%
Gas Tax 2106	19,348	20,332	22,145	21,664	20,574	22,145	-7.09%
Total State Gas Tax 2106 Revenues	**$ 19,607**	**$ 20,482**	**$ 22,197**	**$ 21,764**	**$ 20,724**	**$ 22,295**	**-6.63%**
State Gas Tax 2106 - Expenditures							
Totals by category							
Transfers	57,152	-	21,506	21,664	-	-	0.00%
Total State Gas Tax 2106 Expenditures	**$ 57,152**	**$ -**	**$ 21,506**	**$ 21,664**	**$ -**	**$ -**	**0.00%**
State Gas Tax 2106 Surplus/(Deficit)	(37,545)	20,482		100	20,724	22,295	
State Gas Tax 2106 Expenditures by Department							
Non Department							
29 **Transfers**	57,152	-	21,506	21,664			0.00%
	57,152	-	**21,506**	**21,664**	-	-	**0.00%**
Total Expenditures	**$ 57,152**	**$ -**	**$ 21,506**	**$ 21,664**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 42,971***	***$ 65,265***	

226 STATE GAS TAX 2106: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2106. Apportionments are based on vehicle registration, assessed valuation, and population. Funds are restricted to any street or road purpose that include: construction, maintenance and allocated overhead related to streets, roads, bridges, culverts, curbs, gutters, sidewalks, traffic signals, right-of-way landscaping, traffic signs, bike paths adjacent to streets and roads.

CITY OF ST. HELENA

Fund 227 - State Gas Tax 2107 Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,000**	**$ 14,706**	**$ 59,796**	**$ 59,796**	**$ 102,886**	**$ 138,991**	
State Gas Tax 2107 - Revenues								
Investment Earnings		971	10,305	2,600	2,500	2,600	2,600	0.00%
Gas Tax 2107		42,311	44,785	44,706	51,590	46,505	44,706	4.02%
Total State Gas Tax 2107 Revenues		**$ 43,282**	**$ 55,091**	**$ 47,306**	**$ 54,090**	**$ 49,105**	**$ 47,306**	**3.80%**
State Gas Tax 2107 - Expenditures								
Totals by category								
Services		9,533	10,002	13,000	11,000	13,000	13,000	0.00%
Transfers		21,042	-	-	-	-	-	0.00%
Total State Gas Tax 2107 Expenditures		**$ 30,576**	**$ 10,002**	**$ 13,000**	**$ 11,000**	**$ 13,000**	**$ 13,000**	**0.00%**
State Gas Tax 2107 Surplus/(Deficit)		12,706	45,089	34,306	43,090	36,105	34,306	
State Gas Tax 2107 Expenditures by Department								
Non Department								
29	**Transfers**	21,042	-	-	-			0.00%
		21,042	**-**	**-**	**-**	**-**	**-**	**0.00%**
Public Works Gas Tax								
21	**Services**	9,533	10,002	13,000	11,000	13,000	13,000	0.00%
		9,533	**10,002**	**13,000**	**11,000**	**13,000**	**13,000**	**0.00%**
Total Expenditures		**$ 30,576**	**$ 10,002**	**$ 13,000**	**$ 11,000**	**$ 13,000**	**$ 13,000**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 138,991***	***$ 173,297***	

227 STATE GAS TAX 2107: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highways Code Section 2107. Apportionments are based on population. Uses of funds are the same as those listed for fund 225.

CITY OF ST. HELENA

Fund 228 - State Gas Tax 2107.5 Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 10,593**	**$ 12,658**	**$ 14,847**	**$ 14,847**	**$ 29,693**	**$ 31,893**	
State Gas Tax 2107.5 - Revenues							
Investment Earnings	65	189	52	14,847	200	200	284.62%
Gas Tax 2107.5	2,000	2,000	2,080	2,000	2,000	2,000	-3.85%
Total State Gas Tax 2107.5 Revenues	**$ 2,065**	**$ 2,189**	**$ 2,132**	**$ 16,847**	**$ 2,200**	**$ 2,200**	**3.19%**
State Gas Tax 2107.5 - Expenditures							
Totals by category							
Transfers	-	-	2,020	2,000	-	-	0.00%
Total State Gas Tax 2107.5 Expenditures	**$ -**	**$ -**	**$ 2,020**	**$ 2,000**	**$ -**	**$ -**	**0.00%**
State Gas Tax 2107.5 Surplus/(Deficit)	2,065	2,189	112	14,847	2,200	2,200	
State Gas Tax 2107.5 Expenditures by Department							
Non Department							
29 **Transfers**	-	-	2,020	2,000			0.00%
	-	**-**	**2,020**	**2,000**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 2,020**	**$ 2,000**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 31,893***	***$ 34,093***	

228 STATE GAS TAX 2107.5: This fund is used to account for proceeds and expenditures of gas tax revenue received under the California Streets and Highway Code Section 2107.5. Apportionments are based on population. Funds are restricted for use in covering the costs of street related engineering and administrative expenses. Cities with a population of less than 10,000 may use these funds for acquisition of rights-of-way and construction of its street system.

CITY OF ST. HELENA

Fund 229 - State Gas Tax 2103 Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 106,878**	**$ 152,018**	**$ 203,944**	**$ 203,944**	**$ 204,444**	**$ 256,377**	
State Gas Tax 2103 - Revenues							
Investment Earnings	690	2,313	520	500	2,000	2,000	284.62%
Gas Tax 2103	44,451	49,613	56,207	54,560	49,933	56,207	-11.16%
Total State Gas Tax 2103 Revenues	**$ 45,140**	**$ 51,926**	**$ 56,727**	**$ 55,060**	**$ 51,933**	**$ 58,207**	**-8.45%**
State Gas Tax 2103 - Expenditures							
Totals by category							
Transfers	-	-	54,585	54,560	-	-	0.00%
Total State Gas Tax 2103 Expenditures	**$ -**	**$ -**	**$ 54,585**	**$ 54,560**	**$ -**	**$ -**	**0.00%**
State Gas Tax 2103 Surplus/(Deficit)	$ 45,140	$ 51,926	$ 2,142	$ 500	$ 51,933	$ 58,207	
State Gas Tax 2103 Expenditures by Department							
Non Department							
29 **Transfers**	-		54,585	54,560			0.00%
	-	**-**	**54,585**	**54,560**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 54,585**	**$ 54,560**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 256,377***	***$ 314,584***	

229 STATE GAS TAX 2103: Section 2103 was added beginning with the 2010-11 fiscal year to allocate funds from a new motor vehicle fuel excise tax that replaces previous city and county allocations from the Proposition 42 sales tax on gasoline. This is the change known as the "fuel tax swap of 2010." Section 2103 funds are allocated to cities and counties on a per capita basis. Funds must be used for street and highway pavement maintenance, rehabilitation, reconstruction and storm damage repair. For Proposition 42 purposes, maintenance means patching, overlay, and sealing. Reconstruction includes overlay, sealing, or widening of the roadway to bring the roadway width to the desirable minimum pavement width consistent with accepted design standards for local streets and roads. However, widening of a roadway does not include widening for increasing the traffic capacity of a street or road.

CITY OF ST. HELENA

Fund 230 - RMRA Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,419**	**$ 2,116**	**$ 130,690**	**$ 130,690**	**$ 131,140**	**$ 268,885**	
RMRA - Revenues							
Investment Earnings	404	1,004	468	450	1,500	1,500	220.51%
State Loan Repayment	-	-	-	-	-	-	100.00%
Contributions from Government	121,720	127,570	136,172	138,364	136,245	136,172	0.05%
Total RMRA Revenues	**$ 122,124**	**$ 128,575**	**$ 136,640**	**$ 138,814**	**$ 137,745**	**$ 137,672**	**100.00%**
RMRA - Expenditures							
Totals by category							
Transfers	122,427	-	136,172	138,364	-	-	0.00%
Total RMRA Expenditures	**$ 122,427**	**$ -**	**$ 136,172**	**$ 138,364**	**$ -**	**$ -**	**0.00%**
RMRA Surplus/(Deficit)	$ (303)	$ 128,575	$ 468	$ 450	$ 137,745	$ 137,672	
RMRA Expenditures by Department							
Non Department							
29 **Transfers**	122,427	-	136,172	138,364	-	-	0.00%
	122,427	-	**136,172**	**138,364**	-	-	**0.00%**
Total Expenditures	**$ 122,427**	**$ -**	**$ 136,172**	**$ 138,364**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 268,885***	***$ 406,558***	

230 RMRA: Section RMRA was added beginning with the 2017-18 fiscal year which includes funds from the following taxes enacted by the Road Repair and Accountability Act of 2017: the 12 cent gasoline excise tax, 20 cent diesel fuel excise tax, transportation improvement fees and transportation loan repayments.

CITY OF ST. HELENA

Fund 235 - Measure A Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 43,300**	**$ 45,788**	**$ 46,385**	**$ 46,385**	**$ 32,225**	**$ 32,375**	
Measure A - Revenues								
Investment Earnings		235	596	104	250	150	150	0.00%
Revenue from County		2,253		-	-	-	-	0.00%
Total Measure A Revenues		**$ 2,488**	**$ 596**	**$ 104**	**$ 250**	**$ 150**	**$ 150**	**0.00%**
Measure A - Expenditures								
Totals by category								
Services		-	-	15,600	14,410	-	-	0.00%
Debt		-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total Measure A Expenditures		**$ -**	**$ -**	**$ 15,600**	**$ 14,410**	**$ -**	**$ -**	**0.00%**
Measure A Surplus/(Deficit)		2,488	596	(15,496)	(14,160)	150	150	
Measure A Expenditures by Department								
Non Department								
25	**Debt**	-	-		-	-		0.00%
29	**Transfers**	-	-		-	-		0.00%
		-	**-**		**-**	**-**		0.00%
Finance								
21	**Services**	-	-	15,600	14,410	-	-	0.00%
		-	**-**	**15,600**	**14,410**	**-**	**-**	**0.00%**
Total Expenditures		**$ -**	**$ -**	**$ 15,600**	**$ 14,410**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 32,375***	***$ 32,525***	

235 MEASURE A: This fund is used to account for proceeds received under Measure A, the countywide flood management plan. This Ordinance imposed a one-half of one percent transaction and use tax in the County and established a Flood Protection and Watershed Improvement Expenditure Plan. Any amendments to the use of this tax as established by the Joint Powers Agreement, resolution 98-118 shall be recommended to the Napa County Flood Control, Water Conservation District, Financial Oversight Committee and the Technical Review Committee for approval. This Tax is scheduled to expire in 2018

CITY OF ST. HELENA

Fund 237 - Emergency Flood Relief Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 173,939**	**$ 174,840**	**$ 177,117**	**$ 177,117**	**$ 165,042**	**$ 167,042**	
Emergency Flood Relief - Revenues							
Investment Earnings	901	2,277	1,872	1,872	2,000	2,000	0.00%
Contributions from Government	-	-	-	-	-	-	0.00%
Insurance Refund			-	-	-	-	0.00%
Total Emergency Flood Relief Revenues	**$ 901**	**$ 2,277**	**$ 1,872**	**$ 1,872**	**$ 2,000**	**$ 2,000**	**0.00%**
Emergency Flood Relief - Expenditures							
Totals by category							
Services	-	-	-	13,946	-	-	
Transfers	-	-	-	-	-	-	0.00%
Total Emergency Flood Relief Expenditures	**$ -**	**$ -**	**$ -**	**$ 13,946**	**$ -**	**$ -**	**0.00%**
Emergency Flood Relief Surplus/(Deficit)	901	2,277	1,872	(12,074)	2,000	2,000	
Emergency Flood Relief Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Public Works							
21 **Services**	-	-	-	13,946	-	-	0.00%
	-	**-**	**-**	**13,946**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 13,946**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 167,042***	***$ 169,042***	

237 EMERGENCY FLOOD RELIEF: This fund is for allocations for disaster assistance relating to flood damage.

CITY OF ST. HELENA

Fund 238 - Training Development Fund Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 24,555**	**$ 27,285**	**$ 24,855**	**$ 24,855**	**$ 20,605**	**$ 18,585**	
Training Development Fund - Revenues							
Post Reimbursement	9,825	2,085	8,000	3,500	6,000	6,500	-25.00%
Investment Earnings	129	308	208	250	300	300	44.23%
Other Revenue	-	-	-	-	-	-	0.00%
Total Training Development Fund Revenues	**$ 9,954**	**$ 2,393**	**$ 8,208**	**$ 3,750**	**$ 6,300**	**$ 6,800**	**-23.25%**
Training Development Fund - Expenditures							
Totals by category							
Services	7,224	4,823	8,320	8,000	8,320	8,653	0.00%
Total Training Development Fund Expenditures	**$ 7,224**	**$ 4,823**	**$ 8,320**	**$ 8,000**	**$ 8,320**	**$ 8,653**	**0.00%**
Training Development Fund Surplus/(Deficit)	2,730	(2,430)	(112)	(4,250)	(2,020)	(1,853)	
Training Development Fund Expenditures by Department							
Police							
21 **Services**	7,224	4,823	8,320	8,000	8,320	8,653	0.00%
22 **Supplies**	-	-		-	-		0.00%
	7,224	**4,823**	**8,320**	**8,000**	**8,320**	**8,653**	**0.00%**
Total Expenditures	**$ 7,224**	**$ 4,823**	**$ 8,320**	**$ 8,000**	**$ 8,320**	**$ 8,653**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 18,585***	***$ 16,732***	

238 TRAINING DEVELOPMENT: This fund was established to account for proceeds from the Police Officers Standards and Training fund to cover the costs of Police officer's training. Proceeds come in the form of reimbursements.

CITY OF ST. HELENA

Fund 240 - Measure T

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,776,487**	**$ 3,609,139**	**$ 3,509,273**	**$ 3,509,273**	**$ 4,172,089**	**$ 4,321,989**	
Measure T - Revenues								
Investment Earnings		18,392	58,248	10,400	60,000	65,000	65,000	100.00%
Transfers In		-	-		-	-		
Contributions from Governments		1,520,979	1,480,579	1,675,000	1,498,102	1,685,400	1,752,816	0.62%
Total Measure T Revenues		**$ 1,539,371**	**$ 1,538,826**	**$ 1,685,400**	**$ 1,558,102**	**$ 1,750,400**	**$ 1,817,816**	**100.00%**
Measure T - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	0.00%
Transfer to other funds		706,719	1,638,693	1,232,500	895,286	1,600,500	1,381,800	100.00%
Total Measure T Expenditures		**$ 706,719**	**$ 1,638,693**	**$ 1,232,500**	**$ 895,286**	**$ 1,600,500**	**$ 1,381,800**	**100.00%**
Measure T Surplus/(Deficit)		832,653	(99,866)	452,900	662,816	149,900	436,016	
Measure T Expenditures by Department								
Public Works								
21	**Services**	-	-	-	-	-	-	0.00%
29	**Transfers**	706,719	1,638,693	1,232,500	895,286	1,600,500	1,381,800	-2.33%
				1,232,500	**895,286**	**1,600,500**	**1,381,800**	**100.00%**
Total Expenditures		**$ 706,719**	**$ 1,638,693**	**$ 1,232,500**	**$ 895,286**	**$ 1,600,500**	**$ 1,381,800**	**100.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 4,321,989***	***$ 4,758,005***	

240 Measure T: At the General Elecetion held on November 6, 2012, the voters of Napa County approved a 1/2-cent sales tax increase known as Measure T, which is to be implemented on July 1, 2018. Measure T funding is to be used for maintenance, reconstruction, and/or rehabilitation of streets, roads, and transportation infrastructure within the public right-of-way including but not limited to: sidewalks, curb and gutters, curb ramps, lighting, traffic signage, striping, and local roadway drainage.

CITY OF ST. HELENA

Fund 241 - Measure T Class I Trails

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 285,597**	**$ 85,950**	**$ 54,569**	**$ 54,569**	**$ 16,129**	**$ 101,229**	
Measure T Class I Trails - Revenues							
Investment Earnings	950	1,619	1,560	1,560	100	100	100.00%
Operating Transfer In	85,000	100,000	100,000	100,000	85,000	300,000	0.00%
Total Measure T Class I Trails Revenues	**$ 85,950**	**$ 101,619**	**$ 101,560**	**$ 101,560**	**$ 85,100**	**$ 300,100**	**100.00%**
Measure T Class I Trails - Expenditures							
Totals by category							
Services	285,597	133,000	140,000	140,000	-	300,000	100.00%
Total Measure T Class I Trails Expenditures	**$ 285,597**	**$ 133,000**	**$ 140,000**	**$ 140,000**	**$ -**	**$ 300,000**	**100.00%**
Measure T Class I Trails Surplus/(Deficit)	(199,647)	(31,381)	(38,440)	(38,440)	85,100	100	
Measure T Class I Trails Expenditures by Department							
Public Works							
21 **Services**	285,597	133,000	140,000	140,000	-	300,000	0.00%
	285,597	**133,000**	**140,000**	**140,000**	**-**	**300,000**	**100.00%**
Total Expenditures	**$ 285,597**	**$ 133,000**	**$ 140,000**	**$ 140,000**	**$ -**	**$ 300,000**	**100.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 101,229***	***$ 101,329***	

241 Measure T Class I Trails: This funding is a match from the City that is required in order to receive Measure T funding. Each year the City must dedicate the appropriate funds equal to 6.67% of Measure T revenues earned that year, which will be used for Class 1 Bike Facility projects identified in the adopted Countwide Bicycle Plan.

CITY OF ST. HELENA

Fund 278 - BSCC GRANT (BSCCG)

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 2,583**	**$ 2,596**	**$ 2,630**	**$ 2,630**	**$ 2,660**	**$ 2,690**	
BSCC Grant - Revenues								
Investment Earnings		13	34	21	30	30	30	100.00%
Grant		-	-	-	-	-	-	0.00%
Total BSCC Grant Revenues		**$ 13**	**$ 34**	**$ 21**	**$ 30**	**$ 30**	**$ 30**	**100.00%**
BSCC Grant - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	100.00%
Capital		-	-	-	-	-	-	0.00%
Total BSCC Grant Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
BSCC Grant Surplus/(Deficit)		13	34	21	30	30	30	
BSCC Grant Expenditures by Department								
Police								
21	**Services**	-	-	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
		-	-	-	-	-	-	**100.00%**
Total Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**100.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 2,690***	***$ 2,720***	

278 BSCC GRANT: This funding was approved by the State of CA to assist with compliance checks and enforcement efforts of those diverted from the state prison system. The St. Helena Police Department will use these funds to address crime impacts in the community, strengthen the relationship between law enforcement and the community, create greater transparency for the organization, and implement best practices for law enforcement.

CITY OF ST. HELENA

Fund 279 - Asset Forfeiture Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 50,193**	**$ 49,851**	**$ 63,491**	**$ 63,491**	**$ 57,441**	**$ 51,331**	
Asset Forfeiture - Revenues							
Investment Earnings	257	664	468	450	650	650	38.89%
Asset Forfeiture	-	17,446	-	-	-	-	#DIV/0!
Total Asset Forfeiture Revenues	**$ 257**	**$ 18,110**	**$ 468**	**$ 450**	**$ 650**	**$ 650**	**38.89%**
Asset Forfeiture - Expenditures							
Totals by category							
Services	-	-		-	-		0.00%
Supplies	600	4,470	6,760	6,500	6,760	7,030	0.00%
Total Asset Forfeiture Expenditures	**$ 600**	**$ 4,470**	**$ 6,760**	**$ 6,500**	**$ 6,760**	**$ 7,030**	**0.00%**
Asset Forfeiture Surplus/(Deficit)	(342)	13,640	(6,292)	(6,050)	(6,110)	(6,380)	
Asset Forfeiture Expenditures by Department							
Police							
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	600	4,470	6,760	6,500	6,760	7,030	0.00%
	600	**4,470**	**6,760**	**6,500**	**6,760**	**7,030**	**0.00%**
Total Expenditures	**$ 600**	**$ 4,470**	**$ 6,760**	**$ 6,500**	**$ 6,760**	**$ 7,030**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 51,331***	***$ 44,951***	

279 ASSET FORFEITURE: A special revenue fund for monies from adjudicated crime cases restricted for public safety purposes.

CITY OF ST. HELENA

Fund 286 - Bocce Ball Fund Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 63,885**	**$ 58,214**	**$ 46,525**	**$ 46,525**	**$ 31,866**	**$ 10,667**	
Bocce Ball Fund - Revenues								
Recreation Registration		36,950	37,055	40,500	40,500	45,000	45,000	11.11%
Contributions from Non-Government			-	-	-	-	-	0.00%
Other		-	-	-	-	-	-	0.00%
Total Bocce Ball Fund Revenues		**$ 36,950**	**$ 37,055**	**$ 40,500**	**$ 40,500**	**$ 45,000**	**$ 45,000**	**11.11%**
Bocce Ball Fund - Expenditures								
Totals by category								
Salaries & Benefits		36,192	47,443	52,802	47,769	50,463	52,357	-4.43%
Services		1,330	168	1,550	1,490	1,336	1,336	-13.78%
Supplies		3,908	640	5,616	4,400	4,400	4,400	-21.65%
Maintenance		1,191	493	10,400	1,500	10,000	10,000	-3.85%
Transfers		-	-	-	-	-	-	0.00%
Total Bocce Ball Fund Expenditures		**$ 42,621**	**$ 48,743**	**$ 70,367**	**$ 55,159**	**$ 66,199**	**$ 68,093**	**35.81%**
Bocce Ball Fund Surplus/(Deficit)		(5,671)	(11,688)	(29,867)	(14,659)	(21,199)	(23,093)	
Bocce Ball Fund Expenditures by Department								
Recreation								
20	**Salaries & Benefits**	36,192	47,443	52,802	47,769	50,463	52,357	-4.43%
21	**Services**	1,330	168	1,550	1,490	1,336	1,336	-13.78%
22	**Supplies**	3,908	640	5,616	4,400	4,400	4,400	-21.65%
23	**Maintenance**	1,191	493	10,400	1,500	10,000	10,000	-3.85%
29	**Transfers**	-	-		-	-		
		42,621	**48,743**	**70,367**	**55,159**	**66,199**	**68,093**	**-5.92%**
Total Expenditures		**$ 42,621**	**$ 48,743**	**$ 70,367**	**$ 55,159**	**$ 66,199**	**$ 68,093**	**-5.92%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 10,667***	***$ (12,426)***	

286 BOCCE BALL LEAGUE: This fund is used to account for the costs of running Bocce league services to the general public on a continuing basis. The intent is to recover costs through user charges and fees. The fund, therefore, is operated in a manner similar to a private business enterprise.

CITY OF ST. HELENA

Fund 287 - Harvest Festival

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 9,953**	**$ (6,613)**	**$ (6,333)**	**$ (6,333)**	**$ (12,263)**	**$ (9,292)**	
Harvest Festival - Revenues							
Registrations	-	-	5,850	-	-	-	0.00%
Operating Tfr In	-	19,375	19,375	19,375	19,375	19,375	
Donations	-	-	-	-	-	-	0.00%
Per Parade Registrations Fee	150	-	156	10	156	156	100.00%
Vendor/NonProfit Fees	500	5,260	-	490	5,850	5,850	0.00%
Total Harvest Festival Revenues	**$ 650**	**$ 24,635**	**$ 25,381**	**$ 19,875**	**$ 25,381**	**$ 25,381**	**1.19%**
Harvest Festival - Expenditures							
Totals by category							
Services	51	110	104	104	110	114	5.77%
Supplies	17,165	24,245	20,800	25,700	22,300	23,192	7.21%
Total Harvest Festival Expenditures	**$ 17,217**	**$ 24,355**	**$ 20,904**	**$ 25,804**	**$ 22,410**	**$ 23,306**	**7.20%**
Harvest Festival Surplus/(Deficit)	(16,567)	280	4,477	(5,929)	2,971	2,075	
Harvest Festival Expenditures by Department							
Recreation							
21 **Services**	51	110	104	104	110	114	5.77%
22 **Supplies**	17,165	24,245	20,800	25,700	22,300	23,192	7.21%
	17,217	**24,355**	**20,904**	**25,804**	**22,410**	**23,306**	**7.20%**
Total Expenditures	**$ 17,217**	**$ 24,355**	**$ 20,904**	**$ 25,804**	**$ 22,410**	**$ 23,306**	**7.20%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ (9,292)***	***$ (7,217)***	

287 HARVEST FESTIVAL: This fund is used to account for revenues from registration fees and donations and is used to fund the expenses incurred in administering the Harvest Festival.

CITY OF ST. HELENA

Fund 288 - Fourth of July

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 23,202**	**$ 48,895**	**$ 34,272**	**$ 34,272**	**$ 46,185**	**$ 57,710**	
Fourth of July - Revenues								
Donations		833	4,460	-	3,000	35,000	-	0.00%
Transfers In		40,000	40,000	40,000	40,000	-	-	100.00%
Total Fourth of July Revenues		**$ 40,833**	**$ 44,460**	**$ 40,000**	**$ 43,000**	**$ 35,000**	**$ -**	**-12.50%**
Fourth of July - Expenditures								
Totals by category								
Services		12,096	49,555	47,320	24,150	15,500	15,500	0.00%
Supplies		3,045	9,528	8,320	6,937	7,975	7,975	-4.15%
Total Fourth of July Expenditures		**$ 15,141**	**$ 59,083**	**$ 55,640**	**$ 31,087**	**$ 23,475**	**$ 23,475**	**-57.81%**
Fourth of July Surplus/(Deficit)		25,692	(14,623)	(15,640)	11,914	11,525	(23,475)	
Fourth of July Expenditures by Department								
Recreation								
21	**Services**	12,096	49,555	47,320	24,150	15,500	15,500	0.00%
22	**Supplies**	3,045	9,528	8,320	6,937	7,975	7,975	-4.15%
		15,141	**59,083**	**55,640**	**31,087**	**23,475**	**23,475**	**-57.81%**
Total Expenditures		**$ 15,141**	**$ 59,083**	**$ 55,640**	**$ 31,087**	**$ 23,475**	**$ 23,475**	**-57.81%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 57,710***	***$ 34,235***	

288 FOURTH OF JULY: This fund is used to account for donations and is used to fund the expenses incurred in administering the Fourth of July fireworks show.

CITY OF ST. HELENA

Fund 290 - Tourism Improvement District Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 5,725**	**$ 25,625**	**$ 46,729**	**$ 46,729**	**$ 47,179**	**$ 47,647**	
Tourism Improvement District - Revenues							
Investment Earnings	710	1,578	468	450	468	468	0.00%
TID City Admin	25,265	12,490	6,309	4,999	6,820	6,309	8.11%
TID Assessment - District	468,046	473,414	630,891	407,816	504,657	630,891	-20.01%
TID Assessment - Local	158,124	159,924	157,723	137,776	170,492	157,723	8.10%
Total Tourism Improvement District Revenues	**$ 652,144**	**$ 647,405**	**$ 795,391**	**$ 551,041**	**$ 682,437**	**$ 795,391**	**-14.20%**
Tourism Improvement District - Expenditures							
Totals by category							
Services	627,246	620,234	788,614	545,592	675,149	708,907	-14.39%
Supplies	-	-	-	-	-	-	0.00%
Transfers	4,999	6,066	6,309	4,999	6,820	7,161	8.11%
Total Tourism Improvement District Expenditures	**$ 632,245**	**$ 626,300**	**$ 794,923**	**$ 550,591**	**$ 681,969**	**$ 716,068**	**8.89%**
Tourism Improvement District Surplus/(Deficit)	19,900	21,104	468	450	468	79,323	
Tourism Improvement District Expenditures by Department							
Non Department							
21 **Services**	627,246	620,234	788,614	545,592	675,149	708,907	-14.39%
22 **Supplies**	-	-	-	-	-	-	0.00%
29 **Transfers**	4,999	6,066	6,309	4,999	6,820	7,161	8.11%
	632,245	**626,300**	**794,923**	**550,591**	**681,969**	**716,068**	**-14.21%**
Total Expenditures	**$ 632,245**	**$ 626,300**	**$ 794,923**	**$ 550,591**	**$ 681,969**	**$ 716,068**	**-14.21%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 47,647***	***$ 126,970***	

290 TOURISM IMPROVEMENT DISTRICT (TID): The Napa Valley Tourism Improvement District was created in 2010 and is funded through an assessment on hotel room nights implemented and collected by lodging businesses throughout Napa Valley. The intent of the assessment is to support local activities and products that promote, support and enhance locally based tourism and hospitality efforts. Revenue is currently 2% of taxable room rent. These funds are directed by the Tourism Board created by the County MOU.

CITY OF ST. HELENA

Fund 291- SB 1186 State Fees

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 225-26 Proposed	FY 26-27 Proposed	FY 225-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 13,049**	**$ 13,737**	**$ 14,142**	**$ 14,142**	**$ 26,062**	**$ 38,062**	
SB1186 State Fees + Revenues							
Investment Earnings	138	404	125	120	100	100	180.13%
Other Revenue	-	-	104	100	-	-	100.00%
Other State Revenue	-	-	6,760	6,700	6,700	6,700	199.11%
Total SB1186 State Fees Revenues	**$ 138**	**$ 404**	**$ 6,989**	**$ 6,920**	**$ 6,800**	**$ 6,800**	**197.30%**
SB1186 State Fees + Expenditures							
Totals by category							
Services	550	-	5,200	5,000	5,200	5,200	0.00%
Transfer to Other Funds	-	-	-	-	-	-	0.00%
Total SB1186 State Fees Expenditures	**$ 550**	**$ -**	**$ 5,200**	**$ 5,000**	**$ 5,200**	**$ 5,200**	**0.00%**
SB1186 State Fees Surplus/(Deficit)	688	404	12,189	11,920	12,000	12,000	
SB1186 State Fees Expenditures by Department							
Non Department							
29 **Transfers**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Planning							
21 **Services**	550	-	5,200	5,000	5,200	5,200	0.00%
	550	**-**	**5,200**	**5,000**	**5,200**	**5,200**	**0.00%**
Total Expenditures	**$ 550**	**$ -**	**$ 5,200**	**$ 5,000**	**$ 5,200**	**$ 5,200**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 38,062***	***$ 50,062***	

291 SB+1186 STATE FEES: Effective January 1, 2013 an additional state fee of $1 was added to the business license application and renewel fee for, (1) the purpose of increasing disability access and compliance with construction+related accessibility requirements, and (2) developing educational resources for businesses to facilitate compliance with federal and state disability laws. Effective January 1, 2019, the fee was increased to $4.

CITY OF ST. HELENA

Fund 295 - N.O.A.A.

	FY 22-23 Actual	FY 23- 24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,704**	**$ 2,718**	**$ 2,754**	**$ 2,754**	**$ 2,779**	**$ 2,814**	
N.O.A.A. - Revenues							
Investment Earnings	14	35	26	25	35	35	34.62%
Government Contribution	-	-	-	-	-	-	0.00%
Total N.O.A.A. Revenues	**$ 14**	**$ 35**	**$ 26**	**$ 25**	**$ 35**	**$ 35**	**0.00%**
N.O.A.A. - Expenditures							
Totals by category							
Contracts	-	-	-	-	-	-	0.00%
Total N.O.A.A. Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
N.O.A.A. Surplus/(Deficit)	14	35	26	25	35	35	
N.O.A.A. Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 2,814***	***$ 2,849***	

295 N.O.A.A.: This fund is used to account for monies used toward the compensation and mitigation project known as the Northern Napa River Tributary Stream Surveys.

CITY OF ST. HELENA

Fund 329 - Stabo Trust

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 37,241**	**$ 37,434**	**$ 37,921**	**$ 37,921**	**$ 38,321**	**$ 38,821**	
Stabo Trust - Revenues							
Investment Earnings	193	488	312	400	500	500	60.26%
Total Stabo Trust Revenues	**$ 193**	**$ 488**	**$ 312**	**$ 400**	**$ 500**	**$ 500**	**60.26%**
Stabo Trust - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Total Stabo Trust Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Stabo Trust Surplus/(Deficit)	193	488	312	400	500	500	
Stabo Trust Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 38,821***	***$ 39,321***	

329 STABO TRUST: This fund is used to account for proceeds and expenditures toward the upkeep of Stabo Park located on Hunt Avenue.

CITY OF ST. HELENA

Fund 375 - Murray Trust

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 18,588**	**$ 20,813**	**$ 23,245**	**$ 23,245**	**$ 17,761**	**$ 20,161**	
Murray Trust - Revenues							
Investment Earnings	101	282	104	104	300	300	188.46%
Other Revenue	2,124	2,150	2,028	2,150	2,100	2,100	**-2.33%**
Total Murray Trust Revenues	**$ 2,225**	**$ 2,432**	**$ 2,132**	**$ 2,254**	**$ 2,400**	**$ 2,400**	**0.00%**
Murray Trust - Expenditures							
Totals by category							
Services	-	-	7,739	7,739	-	-	0.00%
Total Murray Trust Expenditures	**$ -**	**$ -**	**$ 7,739**	**$ 7,739**	**$ -**	**$ -**	**0.00%**
Murray Trust Surplus/(Deficit)	2,225	2,432	(5,607)	(5,485)	2,400	2,400	
Murray Trust Expenditures by Department							
Police							
22 **Supplies**	-	-	7,739	7,739			0.00%
	-	**-**	**7,739**	**7,739**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 7,739**	**$ 7,739**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 20,161***	***$ 22,561***	

375 MADELINE MURRAY TRUST FUND: The proceeds from a non-expendable trust established in 2000 as a bequest from the Madeline Murray, through the Madeline Murray and Bertha Tranah Foundation. The funds are to be used for new equipment purchases for the Police Department. The Fire Department also receives funding from the Madeline Murray and Bertha Tranah Foundation but it is given directly to the St. Helena Volunteer Fire Department, a non-profit organization.

CITY OF ST. HELENA

Fund 380 - Friends and Foundation

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 47,199**	**$ 52,806**	**$ 65,142**	**$ 65,142**	**$ 63,254**	**$ 58,854**	
Friends and Foundation - Revenues							
Investment Earnings	-	-	-	-	-	-	0.00%
Donations		1,050	-	-	-	-	0.00%
Other Revenue	140,000	140,000	145,600	140,000	145,600	145,600	0.00%
Total Friends and Foundation Revenues	**$ 140,000**	**$ 141,050**	**$ 145,600**	**$ 140,000**	**$ 145,600**	**$ 145,600**	**3.23%**
Friends and Foundation - Expenditures							
Totals by category							
Salaries & Benefits	56,825	62,004	69,707	66,388	67,507	67,507	-3.16%
Services	2,216	2,094	2,496	-	2,093	2,093	0.00%
Supplies	75,351	64,617	78,000	75,500	70,400	70,400	-9.74%
Maintenance	-	-	10,000	-	10,000	10,000	0.00%
Total Friends and Foundation Expenditures	**$ 134,393**	**$ 128,715**	**$ 150,203**	**$ 141,888**	**$ 150,000**	**$ 150,000**	**-0.14%**
Friends and Foundation Surplus/(Deficit)	5,607	12,336	(4,603)	(1,888)	(4,400)	(4,400)	
Friends and Foundation Expenditures by Department							
Library							
20 **Salaries & Benefits**	56,825	62,004	69,707	66,388	67,507	67,507	-3.16%
21 **Services**	2,216	2,094	2,496	-	2,093	2,093	0.00%
22 **Supplies**	75,351	64,617	78,000	75,500	70,400	70,400	-9.74%
23 **Maintenance**			10,000		10,000	10,000	0.00%
24 **Taxes, Insurance & Contributions**		-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	-	0.00%
	134,393	**128,715**	**160,203**	**141,888**	**150,000**	**150,000**	**-6.37%**
Total Expenditures	**$ 134,393**	**$ 128,715**	**$ 160,203**	**$ 141,888**	**$ 150,000**	**$ 150,000**	**-6.37%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 58,854***	***$ 54,454***	

380 FRIENDS & FOUNDATION, ST. HELENA PUBLIC LIBRARY: This fund is used to account for grant monies to the St. Helena Public Library from the 501(c)(3) support organization FFSHPL and related expenditures.

CITY OF ST. HELENA

Fund 381 - Ryan Trust Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 12,219**	**$ 12,012**	**$ 12,221**	**$ 12,221**	**$ 12,471**	**$ 12,731**	
Ryan Trust - Revenues								
Investment Earnings		(207)	209	260	250	260	260	0.00%
Total Ryan Trust Revenues		**$ (207)**	**$ 209**	**$ 260**	**$ 250**	**$ 260**	**$ 260**	**0.00%**
Ryan Trust - Expenditures								
Totals by category								
Supplies		-	-	-	-	-	-	0.00%
Maintenance		-	-	-	-	-	-	0.00%
Total Ryan Trust Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Ryan Trust Surplus/(Deficit)		(207)	209	260	250	260	260	
Ryan Trust Expenditures by Department								
Library								
22	**Supplies**	-	-		-	-		0.00%
23	**Maintenance**	-	-	-	-	-	-	0.00%
		-	-	-	-	-	-	**0.00%**
Total Expenditures		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 12,731***	***$ 12,991***	

381 RYAN LIBRARY TRUST: A non-expendable trust established in 1941 as a bequest from the estate of John Joseph Ryan. Only earnings on investments may be appropriated for library expenditures. Expenditures are restricted to any and all costs of maintaining the library. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 382 - Martin Trust Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 22,488**	**$ 21,441**	**$ 21,044**	**$ 21,044**	**$ 20,794**	**$ 20,258**	
Martin Trust - Revenues								
Investment Earnings		(248)	404	468	450	400	400	-14.53%
Total Martin Trust Revenues		**$ (248)**	**$ 404**	**$ 468**	**$ 450**	**$ 400**	**$ 400**	**-14.53%**
Martin Trust - Expenditures								
Totals by category								
Services		-	-	-	-	-	-	0.00%
Supplies		-	-	-	-	-	-	0.00%
Maintenance		800	800	936	700	936	936	0
Total Martin Trust Expenditures		**$ 800**	**$ 800**	**$ 936**	**$ 700**	**$ 936**	**$ 936**	**0.00%**
Martin Trust Surplus/(Deficit)		(1,048)	(396)	(468)	(250)	(536)	(536)	
Martin Trust Expenditures by Department								
Library								
21	**Services**		-	-	-	-	-	0.00%
22	**Supplies**	-	-	-	-	-	-	0.00%
23	**Maintenance**	800	800	936	700	936	936	0.00%
		800	**800**	**936**	**700**	**936**	**936**	**0.00%**
Total Expenditures		**$ 800**	**$ 800**	**$ 936**	**$ 700**	**$ 936**	**$ 936**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 20,258***	***$ 19,722***	

382 MARTIN ESTATE TRUST: This is a non-expendable trust established in 1968 as a bequest from the estate of Leo H. Martin. Only earnings on investments may be appropriated for library expenses. These expenses are limited to extending, improving and enlarging the selection of books on California and Napa County History. The fund represents the earnings on investments that are available for expenditure. The non-expendable principal is held separately.

CITY OF ST. HELENA

Fund 384 - Tweed Trust Enhancement Distribution Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 797,162**	**$ 767,192**	**$ 726,530**	**$ 726,530**	**$ 738,860**	**$ 696,360**	
Tweed Trust - Revenues							
Investment Earnings	4,026	9,729	6,760	6,760	9,500	9,000	40.53%
Donations	-	-		-	-		0.00%
Rental Income	-	-	57,570	57,570	-	-	-100.00%
Transfers In	-	-		-	-		0.00%
Total Tweed Trust Revenues	**$ 4,026**	**$ 9,729**	**$ 64,330**	**$ 64,330**	**$ 9,500**	**$ 9,000**	**-85.23%**
Tweed Trust - Expenditures							
Totals by category							
Supplies	33,996	50,391	52,000	52,000	52,000	52,000	0.00%
Total Tweed Trust Expenditures	**$ 33,996**	**$ 50,391**	**$ 52,000**	**$ 52,000**	**$ 52,000**	**$ 52,000**	**0.00%**
Tweed Trust Surplus/(Deficit)	(29,970)	(40,662)	12,330	12,330	(42,500)	(43,000)	
Tweed Trust Expenditures by Department							
Library							
20 **Salaries & Benefits**	-	-	-	-	-	-	0.00%
21 **Services**	-	-	-	-	-	-	0.00%
22 **Supplies**	33,996	50,391	52,000	52,000	52,000	52,000	0.00%
23 **Maintenance**	-	-	-	-	-	-	0.00%
24 **Taxes, Insurances & Contributions**	-	-	-	-	-	-	0.00%
26 **Capital**	-	-	-	-	-	-	0.00%
29 **Transfers**	-	-	-	-	-	-	0.00%
	33,996	**50,391**	**52,000**	**52,000**	**52,000**	**52,000**	**0.00%**
Total Expenditures	**$ 33,996**	**$ 50,391**	**$ 52,000**	**$ 52,000**	**$ 52,000**	**$ 52,000**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 696,360***	***$ 653,360***	

384 TWEED TRUST – Established in 2000 as a bequest from Dorothy L. Tweed and governed by the Wood Endowment administrative framework. All funding requests are approved by the Library Board of Trustees and the City Council.

ENHANCEMENT DISTRIBUTION: This fund allows for an expendable annual 4% distribution from the net fair market value of assets. Funds are to benefit the library and provide support to enhance and enrich basic library services and to enhance the interior of the building.

CONSTRUCTION: Up to twenty percent (20%) of principal is reserved for building construction.

ENHANCEMENT: This is the non-expendable 80% allocation of principal, from which the 4% annual distribution of interest is drawn for Fund 384.

CITY OF ST. HELENA

Fund 420 - 1996 GO Bonds Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 12,361**	**$ 12,840**	**$ 12,840**	**$ 12,840**	**$ 12,840**	**$ 12,840**	
1996 GO Bonds - Revenues							
Property Tax	-	-	-	-	-	-	0.00%
Investment Earnings	479	-	-	-	-	-	0.00%
Homeowner Property Tax	-	-	-	-	-	-	0.00%
Total 1996 GO Bonds Revenues	**$ 479**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
1996 GO Bonds - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	12,361	0.00%
Total 1996 GO Bonds Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,361**	**0.00%**
1996 GO Bonds Surplus/(Deficit)	479	-	-	-	-	(12,361)	
1996 GO Bonds Expenditures by Department							
Non Department							
21 **Services**	-	-	-	-	-	-	0.00%
29 **Transfers**	-	-	-	-	-	12,361	0.00%
	-	**-**	**-**	**-**	**-**	**12,361**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,361**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 12,840***	***$ 479***	

420 FIRE STATION BONDS: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.

CITY OF ST. HELENA

Fund 443 - South St. Helena Drainage Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 30,052**	**$ 30,208**	**$ 30,601**	**$ 30,601**	**$ 30,926**	**$ 31,264**	
South St. Helena Drainage - Revenues							
Investment Earnings	156	393	338	325	338	338	0.00%
Storm Drain Reimbursement	-	-	-	-	-	-	0.00%
Total South St. Helena Drainage Revenues	**$ 156**	**$ 393**	**$ 338**	**$ 325**	**$ 338**	**$ 338**	**0.00%**
South St. Helena Drainage - Expenditures							
Totals by category							
	-	-	-	-	-	-	0.00%
Total South St. Helena Drainage Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
South St. Helena Drainage Surplus/(Deficit)	156	393	338	325	338	338	
South St. Helena Drainage Expenditures by Department							
	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	**0.00%**
Total Expenditures	**$ -**	**$ -**		**$ -**	**$ -**		**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 31,264***	***$ 31,602***	

443 SOUTH S.H. DRAINAGE ASSESSMENT: Fund established to account for a Subdivision Reimbursement Agreement wherein a developer installed an oversized storm drain improvement and the City by ordinance 89-11 set up the South St. Helena Drainage Improvement Benefit Zone to assess property owners benefiting from the improvement to pay the costs associated with the storm drain. As fees are collected, they are remitted to the developer less 1.5% for City administrative costs.

CITY OF ST. HELENA

Fund 582 - City Garage Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 44,262**	**$ (8,085)**	**$ (133,183)**	**$ (133,183)**	**$ (133,184)**	**$ (133,507)**	
City Garage - Revenues							
Investment Earnings			-	-	-	-	100.00%
Charges for Services	316,590	353,550	367,692	316,590	392,032	408,622	6.62%
Operating Transfers In	-	-	-	-	-	-	0.00%
Total City Garage Revenues	**$ 316,590**	**$ 353,550**	**$ 367,692**	**$ 316,590**	**$ 392,032**	**$ 408,622**	**6.62%**
City Garage - Expenditures							
Totals by category							
Salaries & Benefits	113,463	135,595	160,286	113,390	153,235	159,403	-4.40%
Services	2,175	920	4,160	4,000	4,160	4,325	0.00%
Supplies	253,225	254,840	240,344	199,100	234,850	244,229	-2.29%
Maintenance	74	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions	-	-	107	100	110	115	100.00%
Capital Equipment	-	-	-	-	-		0.00%
Transfer	-	87,293	-	-	-		0
Total City Garage Expenditures	**$ 368,937**	**$ 478,648**	**$ 404,897**	**$ 316,591**	**$ 392,355**	**$ 408,072**	**-3.10%**
City Garage Surplus/(Deficit)	(52,347)	(125,098)	(37,205)	(1)	(323)	550	
City Garage Expenditures by Department							
Public Works Garage							
20 **Salaries & Benefits**	113,463	135,595	160,286	113,390	153,235	159,403	-4.40%
21 **Services**	2,175	920	4,160	4,000	4,160	4,325	0.00%
22 **Supplies**	253,225	254,840	240,344	199,100	234,850	244,229	-2.29%
23 **Maintenance**	74			-	-		0.00%
24 **Taxes, Insurance & Contributions**		-	107	100	110	115	100.00%
26 **Capital**	-	-		-	-		0.00%
29 **Transfers**	-	87,293					
	368,937	**478,648**	**404,897**	**316,590**	**392,355**	**408,072**	**-18.03%**
Total Expenditures	**$ 368,937**	**$ 478,648**	**$ 404,897**	**$ 316,590**	**$ 392,355**	**$ 408,072**	**-3.10%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ (133,507)***	***$ (132,957)***	

582 CITY GARAGE: This Internal Service Fund is designed to account for the total costs of maintaining the fleet of vehicles and automotive equipment owned by the city. Costs are allocated to the various user departments based on time and materials used within those user departments.

CITY OF ST. HELENA

Fund 592 - Equipment Replacement Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 268,925**	**$ 957,262**	**$ 895,652**	**$ 895,652**	**$ 861,384**	**$ 883,724**	
Equipment Replacement - Revenues								
Contributions		-	-	-	-	-	-	0.00%
Investment Earnings		569	12,600	-	-	-	-	0.00%
Operating Transfers In		1,008,000	100,000	100,000	100,000	100,000	100,000	0.00%
Total Equipment Replacement Revenues		**$ 1,008,569**	**$ 112,600**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**0.00%**
Equipment Replacement- Expenditures								
Totals by category								
Services		142,268	9,966	-	350	-	-	100.00%
Supplies		45,626	103,290	103,583	17,178	50,000	50,000	-51.73%
Capital		132,339	12,112	-	116,739	27,660	27,660	100.00%
Transfer to Other Funds		-	48,843	-	-	-	-	0.00%
Total Equipment Replacement Expenditures		**$ 320,232**	**$ 174,211**	**$ 103,583**	**$ 134,268**	**$ 77,660**	**$ 77,660**	**-25.03%**
Equipment Replacement Surplus/(Deficit)		688,337	(61,611)	(3,583)	(34,268)	22,340	22,340	
Equipment Replacement Expenditures by Department								
Non Department								
21	**Services**	142,268	9,966	-	350	-	-	100.00%
22	**Supplies**	45,626	62,966	103,583	2,272	-	-	-100.00%
26	**Capital**	-	5,648	-	10,496	-	-	0.00%
29	**Transfers to Other Funds**	-	48,843	-	-	-	-	0.00%
		187,894	**127,423**	**103,583**	**13,118**	**-**	**-**	**-100.00%**
IT								
26	**Supplies**	-	40,324	-	14,906	50,000	50,000	100.00%
		-	**40,324**	**-**	**14,906**	**50,000**	**50,000**	**100.00%**
Police								
26	**Capital**	90,406	6,464	-	16,046	27,660	27,660	100.00%
		90,406	**6,464**	**-**	**16,046**	**27,660**	**27,660**	**100.00%**
Parks & Trees								
26	**Capital**	41,933	-	-	90,197	-	-	0.00%
		41,933	**-**	**-**	**90,197**	**-**	**-**	**0.00%**
Total Expenditures		**$ 320,232**	**$ 174,211**	**$ 103,583**	**$ 134,268**	**$ 27,660**	**$ 27,660**	**-73.30%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 883,724***	***$ 906,064***	

592 EQUIPMENT REPLACEMENT: This Internal Service Fund is designed to account for the total costs and set aside funds for future replacement costs of equipment. This includes vehicles, computers and other equipment as identified. As equipment is identified, user departments will be allocated costs based on estimated costs of replacement.

CITY OF ST. HELENA

Fund 593 - Fire Department Capital Equipment Replacement Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 148,438**	**$ 159,362**	**$ 261,577**	**$ 261,577**	**$ 242,141**	**$ 200,541**	
Equipment Replacement - Revenues							
Emergency Relief	10,924	26,162	-	-	-	-	0.00%
Investment Earnings	-	2,045	-	-	-	-	0.00%
Donations	-	500	-	-	-	-	0.00%
Sale of Capital Assets	-	10,000	-	-	-	-	0.00%
Operating Transfers In	-	94,182	-	-	-	-	0.00%
Total Equipment Replacement Revenues	**$ 10,924**	**$ 132,889**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Equipment Replacement- Expenditures							
Totals by category							
Services	-	30,674	-	-	-	-	0.00%
Supplies	-	-	41,600	19,435	41,600	43,264	0.00%
Capital	-	-	-	-	-	-	0.00%
Transfer to other funds	-	-	-	-	-	-	0.00%
Total Equipment Replacement Expenditures	**$ -**	**$ 30,674**	**$ 41,600**	**$ 19,435**	**$ 41,600**	**$ 43,264**	**0.00%**
Equipment Replacement Surplus/(Deficit)	10,924	102,215	(41,600)	(19,435)	(41,600)	(43,264)	
Equipment Replacement Expenditures by Department							
Fire							
21 **Services**	-	30,674	-	-	-	-	0.00%
22 **Supplies**	-	-	41,600	19,435	41,600	43,264	0.00%
26 **Capital**	-	-	-	-	-	-	0.00%
29 **Transfer to Other Funds**	-	-	-	-	-	-	0.00%
	-	**30,674**	**41,600**	**19,435**	**41,600**	**43,264**	**0.00%**
Total Expenditures	**$ -**	**$ 30,674**	**$ 41,600**	**$ 19,435**	**$ 41,600**	**$ 43,264**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 200,541***	***$ 157,277***	

593 EQUIPMENT REPLACEMENT: This Fund is designated to account for funds set aside for future replacement costs and maintenance costs of Fire Department equipment. Funds included are received from Fire Department Strike Team Revenues received for use of fire apparatuses and equipment during Strike Teams Incidents.

CITY OF ST. HELENA

Fund 700 - Flood Control Capital Reserve Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 193,222**	**$ 422,278**	**$ 322,462**	**$ 322,462**	**$ 292,510**	**$ 237,010**	
Flood Control Capital Reserve - Revenues							
Investment Earnings	1,880	4,802	1,248	1,248	4,500	4,500	260.58%
Contributions from Government	237,148	-	-	-	-	-	0.00%
Transfers From Other Funds	-	-	-	-	-	-	0.00%
Total Flood Control Capital Reserve Revenues	**$ 239,028**	**$ 4,802**	**$ 1,248**	**$ 1,248**	**$ 4,500**	**$ 4,500**	**260.58%**
Civic Impact Fees - Expenditures							
Totals by category							
Transfers	6,182	9,214	-	-	10,000	10,000	0.00%
Contracts	3,790	95,404	31,200	31,200	50,000	50,000	0.00%
Transfer to other funds				-	-		0
Total Flood Control Capital Reserve Expenditures	**$ 9,972**	**$ 104,618**	**$ 31,200**	**$ 31,200**	**$ 60,000**	**$ 60,000**	**0.00%**
Flood Control Capital Reserve Surplus/(Deficit)	229,056	(99,816)	(29,952)	(29,952)	(55,500)	(55,500)	
Flood Control Capital Reserve Expenditures by Department							
Non Department							
29 Transfers	6,182	9,214	-	-	10,000	10,000	0.00%
	6,182	**9,214**	**-**	**-**	**10,000**	**10,000**	**0.00%**
Public Works							
21 Contracts	3,790	95,404	31,200	31,200	50,000	50,000	**0.00%**
	3,790	**95,404**	**31,200**	**31,200**	**50,000**	**50,000**	**0.00%**
Total Expenditures	**$ 9,972**	**$ 104,618**	**$ 31,200**	**$ 31,200**	**$ 60,000**	**$ 60,000**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 237,010***	***$ 181,510***	

700 Flood Control Capital Reserve: This fund is used for the expansion, major repair or replacement of the flood control facilities located near Vineyard Valley Mobile Home Park. This fund is required to be in effect for the term of the City's State Revolving Loan, which is currently through 2028.

CITY OF ST. HELENA

Fund 713 - Civic Impact Fees Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		$ 716,815	$ 778,177	$ 857,057	$ 857,057	$ 880,415	$ 906,415	
Civic Impact Fees - Revenues								
Investment Earnings		4,210	11,006	6,240	6,000	11,000	11,000	76.28%
Civic Impact Fees		59,179	67,874	26,000	20,000	15,000	15,000	-42.31%
Total Civic Impact Fees Revenues		$ 63,389	$ 78,880	$ 32,240	$ 26,000	$ 26,000	$ 26,000	**-67.04%**
Civic Impact Fees - Expenditures								
Totals by category								
Services		2,027	-	-	2,642	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total Civic Impact Fees Expenditures		$ 2,027	$ -	$ -	$ 2,642	$ -	$ -	**0.00%**
Civic Impact Fees Surplus/(Deficit)		61,362	78,880	32,240	23,358	26,000	26,000	
Civic Impact Fees Expenditures by Department								
Non Department								
21	**Services**	-	-	-	1,885	-	-	
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	**-**	**-**	**1,885**	**-**	**-**	**0.00%**
Finance								
21	**Services**			-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Planning								
21	**Services**		-	-	364	-	-	0.00%
		-	**-**	**-**	**364**	**-**	**-**	**0.00%**
Parks & Recreation								
21	**Services**	2,027	991	-	-	-	-	100.00%
		2,027	**991**	**-**	**-**	**-**	**-**	**100.00%**
Public Works								
21	**Services**		-	-	393	-	-	100.00%
		-	**-**	**-**	**393**	**-**	**-**	**100.00%**
Total Expenditures		$ 2,027	$ 991	$ -	$ 2,642	$ -	$ -	**#DIV/0!**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 906,415***	***$ 932,415***	

713 CIVIC IMPACT: This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

CITY OF ST. HELENA

Fund 733 - Civic Capital Improvement Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		$ 444,611	$ 410,540	$ 354,227	$ 354,227	$ 136,888	$ 136,888	
Civic Capital Fees - Revenues								
HMGP Revenue		-	129,805	-	58,905	-	-	0.00%
Operating Transfers In		40,750	311,196	-		-	-	0.00%
Total Civic Capital Improvement Revenues		$ 40,750	$ 441,001	$ -	$ 58,905	$ -	$ -	0.00%
Civic Capital - Expenditures								
Totals by category								
Services		74,821	497,315	105,500	276,243	-	-	-100.00%
Transfers		-	-	-	-	-	-	0.00%
Total Civic Capital Improvement Expenditures		$ 74,821	$ 497,315	$ 105,500	$ 276,243	$ -	$ -	0.00%
Civic Capital Improvement Surplus/(Deficit)		(34,071)	(56,314)	(105,500)	(217,338)	-	-	
Civic Capital Improvement Expenditures by Department								
Non Department								
21	**Services**	-	-	-		-	-	
29	**Transfers**	-	-	-	-	-	-	0.00%
		-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Fire								
21	**Services**	**-**	**-**	**-**	**-**	**-**	**-**	**100.00%**
		-	**-**	**-**	**-**	**-**	**-**	**100.00%**
Public Works								
21	**Services**	74,821	497,315	105,500	276,243			**100.00%**
		74,821	**497,315**	**105,500**	**276,243**	**-**	**-**	**100.00%**
Total Expenditures		$ 74,821	$ 497,315	$ 105,500	$ 276,243	$ -	$ -	-100.00%
Estimated Fund Balance at June 30, 2026 & 2027						***$ 136,888***	***$ 136,888***	

733 CIVIC CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Civic Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 734 - Park Impact Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 1,087,885**	**$ 1,303,461**	**$ 1,200,756**	**$ 1,287,076**	**$ 729,417**	**$ 679,703**	
Park Impact Fees - Revenues							
Investment Earnings	6,593	17,863	8,320	8,000	10,000	8,000	20.19%
Park Impact Fees	208,983	190,628	78,000	75,000	15,000	15,000	-80.77%
Total Park Impact Fees Revenues	**$ 215,576**	**$ 208,491**	**$ 86,320**	**$ 83,000**	**$ 25,000**	**$ 23,000**	**-71.04%**
Park Impact Fees - Expenditures							
Totals by category							
Services	-	-	-	125,000	74,714	-	0.00%
Transfer to other funds	-	311,196	-	515,659	-	-	0
Total Park Impact Fees Expenditures	**$ -**	**$ 311,196**	**$ -**	**$ 640,659**	**$ 74,714**	**$ -**	**0.00%**
Park Impact Fees Surplus/(Deficit)	215,576	(102,705)	86,320	(557,659)	(49,714)	23,000	
Park Impact Fees Expenditures by Department							
Parks & Recreation							
21 **Services**	-	-	-	125,000	74,714	-	100.00%
	-	**-**	**-**	**125,000**	**74,714**	**-**	**100.00%**
Public Works							
21 **Services**	-	-		-	-		0.00%
99 **Transfers Out**		-		515,659	-		
	-	**-**	**-**	**515,659**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 640,659**	**$ 74,714**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 679,703***	***$ 702,703***	

734 PARK IMPACT: This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

CITY OF ST. HELENA

Fund 740 - Traffic Mitigation Impact Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 2,716,013**	**$ 2,786,970**	**$ 2,856,899**	**$ 2,856,899**	**$ 2,921,899**	**$ 2,971,899**	
Traffic Mitigation Impact Fees - Revenues							
Investment Earnings	14,547	37,035	26,000	25,000	40,000	42,000	53.85%
Transfers In	-	-	-	-	-	-	0.00%
Traffic Mitigation Impact Fees	56,410	32,894	41,600	40,000	10,000	10,000	-75.96%
Total Traffic Mitigation Impact Fees Revenues	**$ 70,957**	**$ 69,929**	**$ 67,600**	**$ 65,000**	**$ 50,000**	**$ 52,000**	**-26.04%**
Traffic Mitigation Impact Fees - Expenditures							
Totals by category							
Services	-	-	-	-	-	-	0.00%
Transfers	-	-	-	-	-	-	0.00%
Total Traffic Mitigation Impact Fees Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Traffic Mitigation Impact Fees Surplus/(Deficit)	70,957	69,929	67,600	65,000	50,000	52,000	
Traffic Mitigation Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**		-	-	-	-	-	0.00%
	-	**6,772**	**-**	**-**	**-**	**-**	**0.00%**
Finance							
21 **Services**	-	-	-	-	-	-	0.00%
	-	**-**	**-**	**-**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ 6,772**	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 2,971,899***	***$ 3,023,899***	

740 TRAFFIC MITIGATION IMPACT: This fund is used to accumulate funds from new or proposed development to finance circulation improvements to reduce the impacts of traffic generated by new development within the City.

CITY OF ST. HELENA

Fund 741 - Streets Capital Improvement Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 557,346**	**$ 1,037,415**	**$ 662,281**	**$ 662,281**	**$ 702,490**	**$ 506,690**	
Streets Capital - Revenues								
TDA Grant Funds		-	-	-	-	-	-	0.00%
Grants		-	-	-	-	1,207,200	-	
HSIP Grant		20,423	64,782	-	381,010	-	-	
Operating Transfers In		1,878,581	2,149,168	1,877,392	2,161,280	1,610,500	1,391,800	-14.22%
Total Streets Capital Improvement Revenues		**$ 1,899,004**	**$ 2,213,950**	**$ 1,877,392**	**$ 2,542,290**	**$ 2,817,700**	**$ 1,391,800**	**27.27%**
Streets Capital - Expenditures								
Totals by category								
Services		1,418,935	2,589,084	3,186,500	2,502,081	3,013,500	1,391,800	-5.43%
Transfers		-	-	-	-	-	-	0.00%
Total Streets Capital Improvement Expenditures		**$ 1,418,935**	**$ 2,589,084**	**$ 3,186,500**	**$ 2,502,081**	**$ 3,013,500**	**$ 1,391,800**	**0.00%**
Streets Capital Improvement Surplus/(Deficit)		480,069	(375,134)	(1,309,108)	40,209	(195,800)	-	
Streets Capital Improvement Expenditures by Department								
Non Department								
21	**Services**	1,418,935	-	-	-	-	-	
29	**Transfers**	-	-	-	-	-	-	0.00%
		1,418,935	**-**	**-**	**-**	**-**	**-**	**0.00%**
Public Works								
21	**Services**	-	2,589,084	3,186,500	2,502,081	3,013,500	1,391,800	100.00%
		-	**2,589,084**	**3,186,500**	**2,502,081**	**3,013,500**	**1,391,800**	**100.00%**
Total Expenditures		**$ 1,418,935**	**$ 2,589,084**	**$ 3,186,500**	**$ 2,502,081**	**$ 3,013,500**	**$ 1,391,800**	**-5.43%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 506,690***	***$ 506,690***	

**** FY22 Streets CIP currently has $4.6 million in unidentified funding.***

741 STREETS CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Streets Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 742 - Storm Drain Impact Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 790,009**	**$ 819,596**	**$ 843,571**	**$ 843,571**	**$ 865,571**	**$ 685,371**	
Storm Drain Impact Fees - Revenues							
Investment Earnings	3,817	9,710	7,280	7,000	9,800	9,800	34.62%
Storm Drain Impact Fees	30,676	39,266	15,600	15,000	10,000	10,000	-35.90%
Operating Transfers In	-	-	-	-	-	-	0.00%
Total Storm Drain Impact Fees Revenues	**$ 34,493**	**$ 48,976**	**$ 22,880**	**$ 22,000**	**$ 19,800**	**$ 19,800**	**-13.46%**
Storm Drain Impact Fees - Expenditures							
Totals by category							
Services	-	25,000	-	-	-	-	0.00%
Transfers	4,906	-	-	-	200,000	-	0.00%
Total Storm Drain Impact Fees Expenditures	**$ 4,906**	**$ 25,000**	**$ -**	**$ -**	**$ 200,000**	**$ -**	**#DIV/0!**
Storm Drain Impact Fees Surplus/(Deficit)	29,587	23,976		22,000	(180,200)		
Storm Drain Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	4,906		-	-	200,000	-	0.00%
	4,906	-	-	-	**200,000**	-	**0.00%**
Finance							
21 **Services**		**25,000**	-	-	-	-	**0.00%**
	-	**25,000**	-	-	-	-	**0.00%**
Total Expenditures	**$ 4,906**	**$ 25,000**	**$ -**	**$ -**	**$ 200,000**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027			***$ 758,395***		***$ 685,371***	***$ 685,371***	

742 STORM DRAIN IMPROVEMENT: This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

CITY OF ST. HELENA

Fund 745 - Parking In-Lieu Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 22-23 Estimated Year End	FY 23-24 Proposed	FY 24-25 Proposed	FY 23-24 Budget % Change
Beginning Fund Balance (July 1)	**$ 653,014**	**$ 656,397**	**$ 664,945**	**$ 664,945**	**$ 609,945**	**$ 618,145**	
Parking In-Lieu Fees - Revenues							
Investment Earnings	3,382	8,548	5,200	5,000	8,200	8,200	57.69%
Parking In-Lieu Fees	-	-	-	-	-	-	0.00%
Total Parking In-Lieu Fees Revenues	**$ 3,382**	**$ 8,548**	**$ 5,200**	**$ 5,000**	**$ 8,200**	**$ 8,200**	**57.69%**
Parking In-Lieu Fees - Expenditures							
Totals by category							
Services	-	-	83,200	60,000	-	-	0.00%
Total Parking In-Lieu Fees Expenditures	**$ -**	**$ -**	**$ 83,200**	**$ 60,000**	**$ -**	**$ -**	**0.00%**
Parking In-Lieu Fees Surplus/(Deficit)	3,382	8,548	(78,000)	(55,000)	8,200	8,200	
Parking In-Lieu Fees Expenditures by Department							
City Attorney							
21 **Services**	-	-	-	-	-	-	0.00%
Planning			-		-	-	
21 **Services**	-	-	83,200	60,000			
	-	**-**	**83,200**	**60,000**	**-**	**-**	**0.00%**
Total Expenditures	**$ -**	**$ -**	**$ 83,200**	**$ 60,000**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 618,145***	***$ 626,345***	

745 PARKING IN-LIEU: This fund is used to accumulate funds from new or proposed development to pay for all or a portion of the costs associate with providing new parking facilities in the City.

CITY OF ST. HELENA

Fund 751 - Affordable Housing Fees Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 1,660,132**	**$ 1,832,990**	**$ 2,363,923**	**$ 2,363,923**	**$ 2,404,218**	**$ 2,448,125**	
Affordable Housing Fees - Revenues								
Investment Earnings		2,564	7,157	5,200	5,000	7,200	7,200	38.46%
Affordable Housing Fees		212,358	583,991	62,400	60,000	62,400	62,400	0.00%
Other Revenue		1,449	-	307	295	307	307	0.00%
Contributions from Government		-	-	-	-	-	-	0.00%
Total Affordable Housing Fees Revenues		**$ 216,371**	**$ 591,148**	**$ 67,907**	**$ 65,295**	**$ 69,907**	**$ 69,907**	**2.94%**
Affordable Housing Fees - Expenditures								
Totals by category								
Services		29,915	49,414	26,000	25,000	26,000	26,000	0.00%
Supplies		-	-	-	-	-	-	0.00%
Taxes, Insurance & Contributions		13,598	10,800	-	-	-	-	0.00%
Capital		-	-	-	-	-	-	0.00%
Transfers		-	-	-	-	-	-	0.00%
Total Affordable Housing Fees Expenditures		**$ 43,513**	**$ 60,214**	**$ 26,000**	**$ 25,000**	**$ 26,000**	**$ 26,000**	**0.00%**
Affordable Housing Fees Surplus/(Deficit)		172,858	530,933	41,907	40,295	43,907	43,907	
Affordable Housing Fees Expenditures by Department								
Non Department								
21	**Services**		-	-		-	-	0.00%
22	**Supplies**	-	-	-	-	-	-	0.00%
24	**Taxes, Insurance & Contributions**	13,598	10,800	-	-	-	-	0.00%
26	**Capital**	-	-	-	-	-	-	0.00%
29	**Transfers**	-	-	-	-	-	-	0.00%
		13,598	**10,800**	**-**	**-**	**-**	**-**	**0.00%**
City Council								
24	**Taxes, Insurance & Contributions**	-	-	-	-	-	-	100.00%
		-	-	-	-	-	-	100.00%
City Attorney								
21	**Services**		49,414	26,000	25,000	26,000	26,000	0.00%
22	**Supplies**		-	-	-	-	-	0.00%
		-	**49,414**	**26,000**	**25,000**	**26,000**	**26,000**	0.00%
Planning & Building								
21	**Services**	29,915	-	-	-	-	-	0.00%
		29,915	-	-	-	-	-	100.00%
Total Expenditures		**$ 43,513**	**$ 60,214**	**$ 26,000**	**$ 25,000**	**$ 26,000**	**$ 26,000**	**0.00%**

Estimated Fund Balance at June 30, 2026 & 2027 $ 1,778,054 ***$ 2,448,125 $ 2,492,032***

****Current revenue projections are based on projected FY23 development activity and may flucuate.***

751 AFFORDABLE HOUSING: This fund is used to accumulate funds from new or proposed development in order to defray the costs of providing affordable housing in the City.

**** The Estimated Fund Balance includes and unavailable Long Term Receivables of $1,249,684 in Loans and Interest.***

CITY OF ST. HELENA

Fund 752 - Measure E Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 329,062**	**$ 340,446**	**$ 358,594**	**$ 358,594**	**$ 636,312**	**$ 858,816**	
Measure E - Revenues							
Investment Earnings	4,157	11,867	2,080	2,000	12,000	12,000	0.00%
Transient Tax Penalty	7,227	6,281	-	-	1,500	1,500	0.00%
1% Assessment			300,004	285,718	309,004	315,184	3.00%
Total Measure E Revenues	**$ 11,384**	**$ 18,148**	**$ 302,084**	**$ 287,718**	**$ 322,504**	**$ 328,684**	**6.76%**
Measure E - Expenditures							
Totals by category							
Services	-	-	-	-	100,000	-	0.00%
Taxes, Insurance & Contributions	-	-	-	10,000	-	-	0.00%
Total Measure E Expenditures	**$ -**	**$ -**	**$ -**	**$ 10,000**	**$ 100,000**	**$ -**	**0.00%**
Measure E Surplus/(Deficit)	11,384	18,148	302,084	277,718	222,504	328,684	
Measure E Expenditures by Department							
City Council							
24 **Taxes, Insurance & Contributions**	-		-	10,000	-	-	0.00%
	-	-	-	**10,000**	-	-	**0.00%**
Planning & Building							
21 **Services**		-	-	-	100,000	-	0.00%
	-	-	-	-	100,000	-	0.00%
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ 10,000**	**$ 100,000**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027					***$ 858,816***	***$ 1,187,500***	

752 MEASURE E: All revenues from the increase would be restricted to programs and services for affordable and workforce housing. Affordable and workforce housing services and programs funded from Measure E include activities to increase, improve and preserve the City's supply of rental and for-sale housing for households earning up to 120% of area median income.

**** The Estimated Fund Balance includes and unavailable Long Term Receivable of $160,000 for an Affordable Housing Loan.***

CITY OF ST. HELENA

Fund 763 - Water Capital Improvement Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ 152,578**	**$ (19,713)**	**$ (1,106,948)**	**$ (1,106,948)**	**$ 795,052**	**$ 795,052**	
Water Capital - Revenues								
Contributions from Government			2,411,278	9,524,923	-			0.00%
Operating Transfers In			879,641	-	2,802,000	7,834,001	16,373,561	0.00%
Total Water Capital Improvement Revenues		**$ -**	**$ 3,290,919**	**$ 9,524,923**	**$ 2,802,000**	**$ 7,834,001**	**$ 16,373,561**	**138.05%**
Water Capital - Expenditures								
Totals by category								
Services			4,356,192	9,524,923	900,000	7,834,001	16,373,561	-17.75%
Transfers		172,290	21,961	-	-	-	-	0.00%
Total Water Capital Improvement Expenditures		**$ 172,290**	**$ 4,378,154**	**$ 9,524,923**	**$ 900,000**	**$ 7,834,001**	**$ 16,373,561**	**0.00%**
Water Capital Improvement Surplus/(Deficit)		(172,290)	(1,087,235)	(0)	1,902,000	-	-	
Water Capital Improvement Expenditures by Department								
Non Department								
21	**Services**	-	-	-	-	7,834,001	16,373,561	
29	**Transfers**	172,290	21,961	-	-	-	-	0.00%
		172,290	**21,961**	**-**	**-**	**7,834,001**	**16,373,561**	**0.00%**
Public Works								
21	**Services**	1,350,725	4,356,192	9,524,923	900,000			**100.00%**
		1,350,725	**4,356,192**	**9,524,923**	**900,000**	**-**	**-**	**100.00%**
Total Expenditures		**$ 1,523,015**	**$ 4,378,154**	**$ 9,524,923**	**$ 900,000**	**$ 7,834,001**	**$ 16,373,561**	**-17.75%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ 795,052***	***$ 795,052***	

763 WATER CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Water Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 764 - Water Impact Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$ 318,715**	**$ 361,938**	**$ 428,667**	**$ 428,667**	**$ 446,371**	**$ 467,021**	
Water Impact Fees - Revenues							
Investment Earnings	2,130	5,567	4,160	4,000	5,500	5,500	32.21%
Other Revenue	18,701	20,178	-	-	-	-	0.00%
Water Impact Fees	35,528	40,984	15,150	15,000	15,150	15,150	0.00%
Transfers In	-	-	-	-	-	-	0.00%
Total Water Impact Fees Revenues	**$ 56,359**	**$ 66,729**	**$ 19,310**	**$ 19,000**	**$ 20,650**	**$ 20,650**	**6.94%**
Water Impact Fees - Expenditures							
Totals by category							
Transfers	6,398	-	-	-	-	-	0.00%
Services	6,739	-	-	1,296	-	-	0.00%
Total Water Impact Fees Expenditures	**$ 13,137**	**$ -**	**$ -**	**$ 1,296**	**$ -**	**$ -**	**0.00%**
Water Impact Fees Surplus/(Deficit)	43,223	66,729	19,310	17,704	20,650	20,650	
Water Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	6,398	-	-	-	-	-	0.00%
	6,398	**-**	**-**	**-**	**-**	**-**	**0.00%**
Finance							
21 **Services**			5,200	1,296			0.00%
	-	**-**	**5,200**	**1,296**	**-**	**-**	**0.00%**
Total Expenditures	**$ 6,398**	**$ -**	**$ 5,200**	**$ 1,296**	**$ -**	**$ -**	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027			***$ 445,314***		***$ 467,021***	***$ 487,671***	

764 WATER IMPACT: This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

CITY OF ST. HELENA

Fund 773 - Wastewater Capital Improvement Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 6-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		**$ (2,613,973)**	**$ 7,440,708**	**$ (0)**	**$ (0)**	**$ (3,098,596)**	**$ (3,285,922)**	
Wastewater Capital - Revenues								
Contributions from Government		5,852,391	-	-	-	-	-	0.00%
Debt Service		-	-	-	-	-	-	0.00%
Operating Transfers In		4,418,303	-	561,750	561,750			-100.00%
Total Wastewater Capital Improvement Revenues		**$ 10,270,694**	**$ -**	**$ 512,000**	**$ 561,750**	**$ -**	**$ -**	**0.00%**
Wastewater Capital - Expenditures								
Totals by category								
Services		216,013	-	511,678	3,660,346	187,326	187,326	-63.39%
Transfers		-	7,440,708	-	-	-	-	0.00%
Total Wastewater Capital Improvement Expenditures		**$ 216,013**	**$ 7,440,708**	**$ 511,678**	**$ 3,660,346**	**$ 187,326**	**$ 187,326**	**0.00%**
Wastewater Capital Improvement Surplus/(Deficit)		10,054,681	(7,440,708)	322	(3,098,596)	(187,326)	(187,326)	
Wastewater Capital Improvement Expenditures by Department								
Non Department								
21	**Services**		-	-	-	-	-	
29	**Transfers**	-	7,440,708	-	-	-	-	0.00%
		-	**7,440,708**	**-**	**-**	**-**	**-**	**0.00%**
Public Works								
21	**Services**		**-**	**511,678**	**3,660,346**	**187,326**	**187,326**	**-63.39%**
		-	**-**	**511,678**	**3,660,346**	**187,326**	**187,326**	**-63.39%**
Total Expenditures		**$ -**	**$ 7,440,708**	**$ 511,678**	**$ 3,660,346**	**$ 187,326**	**$ 187,326**	**-63.39%**

Estimated Fund Balance at June 30, 2026 & 2027 ***$ (3,285,922) $ (3,473,248)***

****Additional Funds will be approved Operating Transfers In from Wastewater Operations and General Fund as the Wastewater Treatment Plant Project progresses.***

763 WASTEWATER CAPITAL IMPROVEMENT: This fund is used to account for transactions as they relate to Wastewater Capital Improvement Projects (CIP).

CITY OF ST. HELENA

Fund 774 - Wastewater Impact Fees Budget Worksheet

	FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)	**$658,774**	**$658,774**	**($1,101)**	**($1,101)**	**($661,443)**	**($649,525)**	
Wastewater Impact Fees - Revenues							
Investment Earnings	2,184	175	7,800	7,500	7,800	7,800	-3.85%
Other Revenue	0	3,336	3,035	2,918	3,035	3,035	0.00%
Wastewater Impact Fees	8,743	41,295	0	6,500	0	0	#DIV/0!
Total Wastewater Impact Fees Revenues	**$10,927**	**$44,806**	**$10,835**	**$16,918**	**$10,835**	**$10,835**	**56.14%**
Wastewater Impact Fees - Expenditures							
Totals by category							
Services	0	0	5,200	0	5,000	5,200	0.00%
Capital Equipment	0	0	0	0	0	0	0.00%
Transfer to other funds	669,435	41,294	0	677,260	0	0	0.00%
Total Wastewater Impact Fees Expenditures	**$669,435**	**$41,294**	**$5,200**	**$677,260**	**$5,000**	**$5,200**	**-3.85%**
Wastewater Impact Fees Surplus/(Deficit)	-658,508	3,512	5,635	-660,342	11,918	5,635	
Wastewater Impact Fees Expenditures by Department							
Non Department							
29 **Transfers**	669,435	41,294	-	677,260	-	-	0.00%
	669,435	**41,294**	-	**677,260**	-	-	**0.00%**
Finance							
21 **Services**	0		5,200	-			0.00%
	0	-	**5,200**	-	**5,000**	**5,200**	
Public Works							
26 **Capital**	0	-	-	-	-	-	0.00%
	0	-	-	-	-	-	**0.00%**
Total Expenditures	**$669,435**	**$41,294**	**$5,200**	**$677,260**	**$5,000**	**$5,200**	**-3.85%**
Estimated Fund Balance at June 30, 2026& 2027					***($649,525)***	***($643,890)***	

774 WASTEWATER IMPACT: This fund was established to account for the costs of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2025/2026

	ESTIMATED 6/30/2025 FUND BALANCE*	ADOPTED 2026 REVENUES	ADOPTED 2026 EXPENDITURES	PROJECTED 6/30/2026 ENDING BALANCE*
FUND 101, GENERAL FUND	10,915,126	20,771,956		
Non-Departmental			1,584,261	
City Council			490,118	
City Manager/Clerk			1,111,941	
Finance/Human Resources/IT			1,835,517	
City Attorney			425,000	
Planning/Building			1,562,616	
Library			1,067,176	
Recreation			1,337,011	
Fire			3,133,755	
Police			5,132,103	
Public Works			4,504,193	
TOTAL GENERAL FUND	**$ 10,915,126**	**$ 20,771,956**	**$ 22,183,691**	**$ 9,503,391**
OTHER FUNDS				
Fund 209, HOME Grant	185,957	25,000	25,000	185,957
Fund 212, Department of Homeland Security	327	400	400	327
Fund 213, Gang Violence Suppression Grant	3,783	5	-	3,788
Fund 216, Public Safety Impact Fees	648,354	28,000	-	676,354
Fund 218, Public Library Foundation	22	-	-	22
Fund 219, CLSA Library Restoration	1,910	-	-	1,910
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	500,353	181,000	169,764	511,589
Fund 225, State Gas Tax 2105	30,733	34,334	-	65,067
Fund 226, State Gas Tax 2106	22,247	20,724	-	42,971
Fund 227, State Gas Tax 2107	102,886	49,105	13,000	138,991
Fund 228, State Gas Tax 2107.5	29,693	2,200	-	31,893
Fund 229, State Gas Tax 2103	204,444	51,933	-	256,377
Fund 230, Road Maint & Rehab Account	131,140	137,745	-	268,885
Fund 235, Measure A	32,225	150	-	32,375
Fund 237, Emergency Flood Relief	165,042	2,000	-	167,042
Fund 238, Training Development	20,605	6,300	8,320	18,585
Fund 240, Measure T	4,172,089	1,750,400	1,600,500	4,321,989
Fund 241, Measure T Class 1 Trails	16,129	85,100	-	101,229
Fund 278, BSCC Grant	2,660	30	-	2,690
Fund 279, Asset Forfeiture	57,441	650	6,760	51,331
Fund 286, Bocce Ball	31,866	45,000	66,199	10,667
Fund 287, Harvest Festival	(12,263)	25,381	22,410	(9,292)
Fund 288, Fourth of July	46,185	35,000	23,475	57,710
Fund 290, Tourism Improvement District	47,179	682,437	681,969	47,647
Fund 291, SB-1186 State Fees	26,062	6,800	5,200	27,662

	ESTIMATED 6/30/2025 FUND BALANCE*	ADOPTED 2026 REVENUES	ADOPTED 2026 EXPENDITURES	PROJECTED 6/30/2026 ENDING BALANCE*
Fund 295, N.O.A.A.	2,779	35	-	2,814
Fund 329, Stabo Trust	38,321	500	-	38,821
Fund 375, Murray Ex Trust	17,761	2,400	-	20,161
Fund 380, Friends and Foundation	63,254	145,600	150,000	58,854
Fund 381, Ryan Library Trust	12,471	260	-	12,731
Fund 382, Martin Library Trust	20,794	400	936	20,258
Fund 384, Tweed Trust Enhancement Dist.	738,860	9,500	52,000	696,360
Fund 420, Fire Station GO Bonds	12,840	-	-	12,840
Fund 443, South St. Helena Drainage	30,926	338	-	31,264
Fund 561, Water Enterprise	6,502,789	9,129,344	8,767,655	6,864,478
Fund 571, Sewer Enterprise	2,035,888	5,746,033	5,290,625	2,491,296
Fund 582, Garage	(133,184)	392,032	392,355	(133,507)
Fund 592, Equipment Replacement	861,384	100,000	27,660	933,724
Fund 593, Fire Capital Equipment Replacement	242,141	-	41,600	200,541
TOTAL OTHER FUNDS	**$ 16,914,317**	**$ 18,696,136**	**$ 17,345,828**	**$ 18,264,625**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	292,510	4,500	60,000	237,010
Fund 713, Civic Improvement Impact Fees	880,415	26,000	-	906,415
Fund 733, Civic Capital Improvement	136,888	-	-	136,888
Fund 734, Park Impact Fees	729,417	25,000	74,714	679,703
Fund 740, Traffic Mitigation Impact Fees	2,921,899	50,000	-	2,971,899
Fund 741, Streets Capital Improvement	702,490	2,817,700	3,013,500	506,690
Fund 742, Storm Drain Impact Fees	865,571	19,800	200,000	685,371
Fund 745, Parking In-Lieu	609,945	8,200	-	618,145
Fund 751, Affordable Housing	2,404,218	69,907	26,000	2,448,125
Fund 752, Measure E	636,312	322,504	100,000	858,816
Fund 763, Water Capital Improvement	795,052	7,834,001	7,834,001	795,052
Fund 764, Water Impact Fees	446,371	20,650	-	467,021
Fund 773, Wastewater Capital Improvement	(3,098,596)	-	187,326	(3,285,922)
Fund 774, Wastewater Impact Fees	(661,443)	10,835	5,000	(655,608)
TOTAL CAPITAL FUNDS	**$ 7,661,049**	**$ 11,209,097**	**$ 11,500,541**	**$ 7,369,604**
TOTAL ALL FUNDS	***$ 35,490,492***	***$ 50,677,189***	***$ 51,030,060***	***$ 35,137,620***

Estimated Balances are Unassigned Fund Balance.

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2026/2027

	ESTIMATED 6/30/2026 FUND BALANCE*	ADOPTED 2027 REVENUES	ADOPTED 2027 EXPENDITURES	PROJECTED 6/30/2027 ENDING BALANCE*
FUND 101, GENERAL FUND	9,503,391	21,402,954		
Non-Departmental			1,871,033	
City Council			502,726	
City Manager/Clerk			1,197,851	
Finance/Human Resources/IT			1,911,145	
City Attorney			435,500	
Planning/Building			1,548,192	
Library			1,100,872	
Recreation			1,322,029	
Fire			3,218,381	
Police			5,288,132	
Public Works			4,625,760	
TOTAL GENERAL FUND	**$ 9,503,391**	**$ 21,402,954**	**$ 23,021,620**	**$ 7,884,725**
OTHER FUNDS				
Fund 209, HOME Grant	185,957	25,000	25,000	185,957
Fund 212, Department of Homeland Security	327	416	416	327
Fund 213, Gang Violence Suppression Grant	3,788	5	-	3,793
Fund 216, Public Safety Impact Fees	676,354	28,500	-	704,854
Fund 218, Public Library Foundation	22	-	-	22
Fund 219, CLSA Library Restoration	1,910	-	-	1,910
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	511,589	186,120	176,355	521,354
Fund 225, State Gas Tax 2105	65,067	37,471	-	102,538
Fund 226, State Gas Tax 2106	42,971	22,295	-	65,265
Fund 227, State Gas Tax 2107	138,991	47,306	13,000	173,297
Fund 228, State Gas Tax 2107.5	31,893	2,200	-	34,093
Fund 229, State Gas Tax 2103	256,377	58,207	-	314,584
Fund 230, Road Maint & Rehab Account	268,885	137,672	-	406,558
Fund 235, Measure A	32,375	150	-	32,525
Fund 237, Emergency Flood Relief	167,042	2,000	-	169,042
Fund 238, Training Development	18,585	6,800	8,653	16,732
Fund 240, Measure T	4,321,989	1,817,816	1,381,800	4,758,005
Fund 241, Measure T Class 1 Trails	101,229	300,100	300,000	101,329
Fund 278, BSCC Grant	2,690	30	-	2,720
Fund 279, Asset Forfeiture	51,331	650	7,030	44,951
Fund 286, Bocce Ball	10,667	45,000	68,093	(12,426)
Fund 287, Harvest Festival	(9,292)	25,381	23,306	(7,217)
Fund 288, Fourth of July	57,710	-	23,475	34,235
Fund 290, Tourism Improvement District	47,647	795,391	716,068	126,970
Fund 291, SB-1186 State Fees	27,662	6,800	5,200	29,262

	ESTIMATED 6/30/2026 FUND BALANCE*	ADOPTED 2027 REVENUES	ADOPTED 2027 EXPENDITURES	PROJECTED 6/30/2027 ENDING BALANCE*
Fund 295, N.O.A.A.	2,814	35	-	2,849
Fund 329, Stabo Trust	38,821	500	-	39,321
Fund 375, Murray Ex Trust	20,161	2,400	-	22,561
Fund 380, Friends and Foundation	58,854	145,600	150,000	54,454
Fund 381, Ryan Library Trust	12,731	260	-	12,991
Fund 382, Martin Library Trust	20,258	400	936	19,722
Fund 384, Tweed Trust Enhancement Dist.	696,360	9,000	52,000	653,360
Fund 420, Fire Station GO Bonds	12,840	-	12,361	479
Fund 443, South St. Helena Drainage	31,264	338	-	31,602
Fund 561, Water Enterprise	6,864,478	9,892,941	9,745,127	7,012,292
Fund 571, Sewer Enterprise	2,491,296	5,999,162	5,727,559	2,762,899
Fund 582, Garage	(133,507)	408,622	408,072	(132,957)
Fund 592, Equipment Replacement	933,724	100,000	27,660	1,006,064
Fund 593, Fire Capital Equipment Replacement	200,541	-	43,264	157,277
TOTAL OTHER FUNDS	**$ 18,264,625**	**$ 20,104,568**	**$ 18,915,375**	**$ 19,453,818**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	237,010	4,500	60,000	181,510
Fund 713, Civic Improvement Impact Fees	906,415	26,000	-	932,415
Fund 733, Civic Capital Improvement	136,888	-	-	136,888
Fund 734, Park Impact Fees	679,703	23,000	-	702,703
Fund 740, Traffic Mitigation Impact Fees	2,971,899	52,000	-	3,023,899
Fund 741, Streets Capital Improvement	506,690	1,391,800	1,391,800	506,690
Fund 742, Storm Drain Impact Fees	685,371	19,800	-	705,171
Fund 745, Parking In-Lieu	618,145	8,200	-	626,345
Fund 751, Affordable Housing	2,448,125	69,907	26,000	2,492,032
Fund 752, Measure E	858,816	328,684	-	1,187,500
Fund 763, Water Capital Improvement	795,052	16,373,561	16,373,561	795,052
Fund 764, Water Impact Fees	467,021	20,650	-	487,671
Fund 773, Wastewater Capital Improvement	(3,285,922)	-	187,326	(3,473,248)
Fund 774, Wastewater Impact Fees	(655,608)	10,835	5,200	(649,973)
TOTAL CAPITAL FUNDS	**$ 7,369,604**	**$ 18,328,937**	**$ 18,043,887**	**$ 7,654,654**
TOTAL ALL FUNDS	***$ 35,137,620***	***$ 59,836,459***	***$ 59,980,882***	***$ 34,993,197***

Estimated Balances are Unassigned Fund Balance.

CITY OF ST. HELENA

Fund 421 - GO Bonds Budget Worksheet

		FY 22-23 Actual	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Estimated Year End	FY 25-26 Proposed	FY 26-27 Proposed	FY 25-26 Budget % Change
Beginning Fund Balance (July 1)		$ -	$ -	$ (25,561)	$ (25,561)	$ (25,561)	$ (25,561)	
1996 GO Bonds - Revenues								
Property Tax		-	-	-	-	-	-	0.00%
Investment Earnings		-	-	-	-	-	-	0.00%
Homeowner Property Tax		-	-	723,257	-	-	-	0.00%
Total 1996 GO Bonds Revenues		$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
1996 GO Bonds - Expenditures								
Totals by category								
Services		-	3,950	-	-	-	-	0.00%
Debt		-	21,611	-	-	-	-	
Transfers		-	-	862,838	-	-	12,361	0.00%
Total 1996 GO Bonds Expenditures		$ -	$ 25,561	$ 862,838	$ -	$ -	$ 12,361	**0.00%**
1996 GO Bonds Surplus/(Deficit)		-	(25,561)	(862,838)	-	-	(12,361)	
1996 GO Bonds Expenditures by Department								
Non Department								
21	**Services**	-	3,950	-	-	-	-	0.00%
25	**Debt**	-	21,611					
29	**Transfers**	-	-	862,838	-	-	12,361	0.00%
		-	**25,561**	**-**	**-**	**-**	**12,361**	**0.00%**
Total Expenditures		$ -	$ 25,561	$ -	$ -	$ -	$ 12,361	**0.00%**
Estimated Fund Balance at June 30, 2026 & 2027						***$ (25,561)***	***$ (37,922)***	

420 FIRE STATION BONDS: Long-term debt associated with the issuance of the 1996 Fire Station Bonds is accounted for here. The bonds, bearing interest from 5.0% to 6.75% are payable January 1 and July 1 of each year through the year 2016. Principle matures each July 1 at $65,000 to $175,000 from 1998 through 2016. Debt service is financed through property tax assessments on all property within the City. Rates are established annually by the City Council and must be certified to Napa County Auditor/Controller by August 15 of each year.



Capital Improvement Plan

Budget Page 355

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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Global Summary: Total Category Expenditures / Total Funding Sources

1 - Civic

Project #	Project
C20-02	Repaint Fire Station # 1
C20-04	Baldwin Park Fence & Pathway Repair
C22-02	Replace Playground Equipment and Fence at Crane Park
C22-03	Jacob Meily Park Drainage Site Survey and Installation of New Turf and Upgrade Irrigation
C23-01	Emergency Back-Up Power - Corp Yard & Crinella Pump Station
C24-01	Parks & Recreation Master Plan
C24-02	Trails & Open Space Amenities - Phase 1

2 - Streets

Project #	Project
R18-81	Downtown Sidewalk Improvements
R19-04	Sulphur Creek Sediment Removal
R19-05	Grayson and South Crane Rehab
R21-02	Crosswalk Improvements on Main Street/Highway 29 at Pratt Avenue and Elmhurst Avenue
R23-01	Signalization Dowdell Lane and Hwy 29
R23-02	"HAWK" Pedestrian Hybrid Flashing Beacon for Hwy 29 at Charter Oak
R24-01	Streets Master Plan
R24-02	Oak Avenue Rehabilitation
R24-79	Pavement Restoration FY24 Design/FY 25 Construction
R25-79	Pavement Restoration FY 25 Design/FY 26 Construction
R25-81	Downtown Sidewalk Paver Rehabilitation Project
R26-01	Bike Paths/Trails - Measure U Equivalent Funds
R26-02	Napa Valley Vine Trail - Yountville to St Helena
R26-03	Measure U Maintenance of Effort
R26-04	Spring Street/Highway 29 Intersection Project
R26-05	Napa Valley Vine Trail - Calistoga to St. Helena
R26-79	Pavement Restoration FY 26 Design/FY 27 Construction
R27-79	Pavement Restoration FY 27 Design/FY 28 Construction
R28-79	Pavement Restoration FY 28 Design/FY 29 Construction
R29-79	Pavement Restoration FY 29 Design/FY 30 Construction
R30-79	Pavement Restoration FY 30 Design/FY 31 Construction

3 - Water

Project #	Project
W-101	Tank 2 Rehabilitation
W-108	Lower Reservoir Rehab
W-109	Bell Canyon Intake Tower Replacement
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
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

4 - Wastewater

Project #	Project
S-52	WWTP Phase 1 Upgrades
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

5 - Stormwater

Project #	Project
D24-01	Oak Avenue Storm Drain Rehab
R19-03	Sulphur Creek Erosion Repair
R20-01	Mitchell Drive to Sulphur Creek Storm Drain
R20-02	Mills Lane Storm Drain Project

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

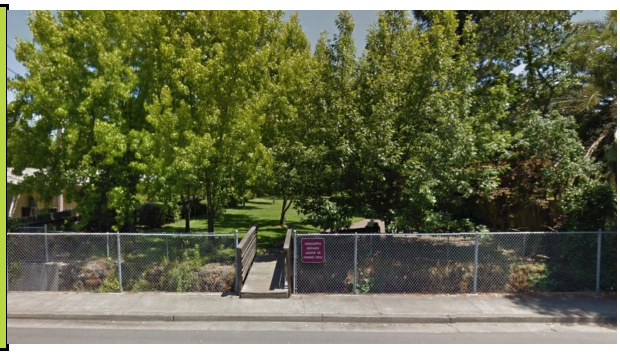
Baldwin Park Fence & Pathway Repair

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

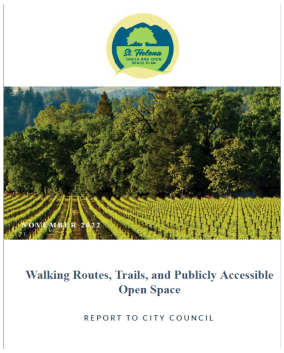
Trails & Open Space Amenities - Phase 1

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

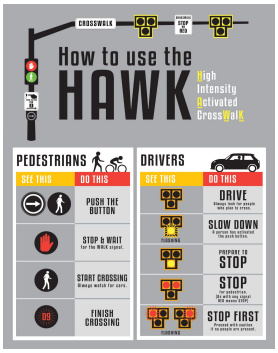
"HAWK" Pedestrian Hybrid Flashing Beacon for Hwy 29 at Charter Oak

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

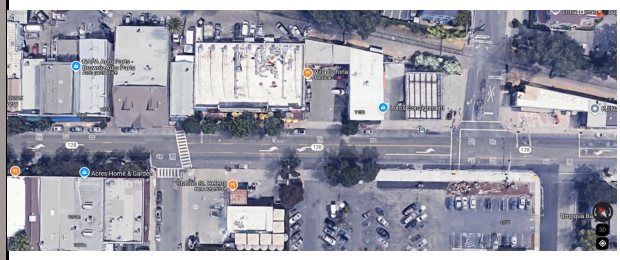
Spring Street/Highway 29 Intersection Project

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

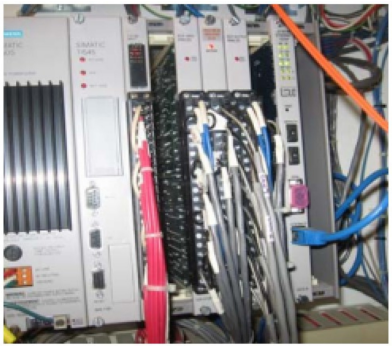
PROJECT PURPOSE & DESCRIPTION:
The Water Treatment Plant (WTP) Condition Assessment is a comprehensive evaluation of the Louis Stralla Water Treatment Plant to identify short-and long-term capital and operational needs. This foundational study will guide future improvements and investment planning to 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.
-RESO 2025-047 approved GO Bonds to fund Change Orders in total of $779,498.
•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

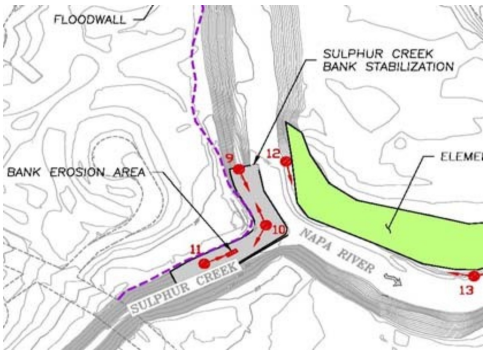
Sulphur Creek Erosion Repair

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-

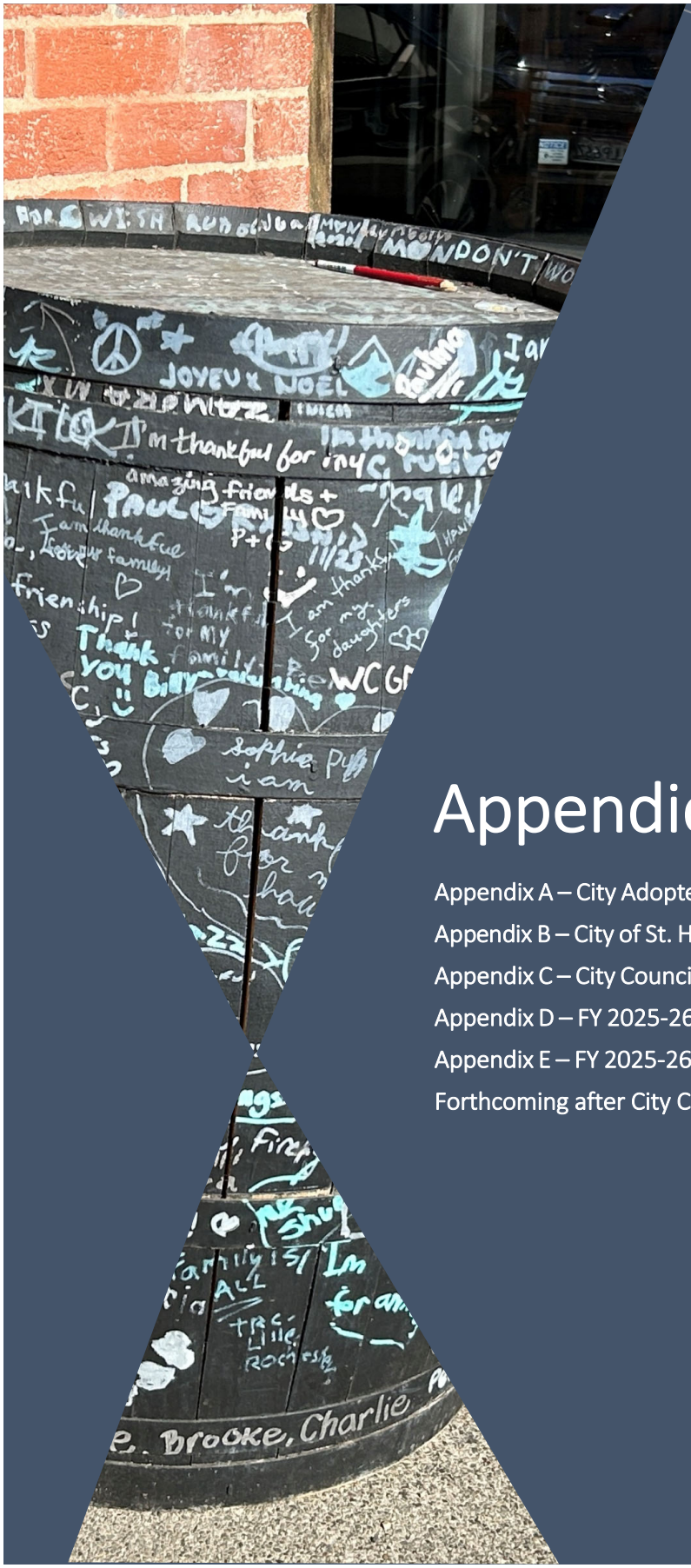
STATUS: On Hold

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



Appendices

Appendix A – City Adopted Financial Policies

Appendix B – City of St. Helena Vision and Mission Statement

Appendix C – City Council Goals and Objectives

Appendix D – FY 2025-26 and 2026-27 Budget Calendar

Appendix E – FY 2025-26 GANN Appropriations Limit - Forthcoming after City Council Adoption

APPENDIX A
FINANCIAL POLICIES

SUMMARY OF POLICIES

The City Council of the City of St. Helena has adopted several financial policies, these policies are included in the summary table below. All financial policies can be accessed through the City's website at: https://www.cityofsthelena.org/finance/page/policies. The City's Financial Policy P-FI-0016 is include in Appendix A. All financial policies are reviewed and updated as necessary.

POLICY NUMBER	POLICY TITLE
P-FI-0001	Sale of City Surplus Property or Partial Interests in City Real Property
P-FI-0002	Investment Policy
P-FI-0003	Non-Profit Funding Policy
P-FI-0004	Capital Asset and Depreciation Policy
P-FI-0005	Water Leak Adjustment Policy
P-FI-0006	Unclaimed Check Policy
P-FI-0007	Grant Application and Management Policy
P-FI-0008	Business Subsidy Policy
P-FI-0009	Low Income Water and Wastewater Program Policy
P-FI-0010	Purchasing Policy
P-FI-0011	Annual Budget Adoption Resolution
P-FI-0012	City Procurement Card Policy
P-FI-0013	Fraud Prevention and Detection Policy
P-FI-0014	Accounts Payable Payment Processing Policy
P-FI-0015	Fuel Card Policy
P-FI-0016	Financial Policy
P-FI-0017	Cash Controls Policy
P-FI-0019	Disconnection of Water Service for Nonpayment
P-FI-0020	Donation Policy
P-FI-0021	Sale of Surplus Equipment, Supplies, and Property

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Title: **Financial Policy**		**Policy #**	P-FI-0016
		Revision #	Revision #4
		Implementation Date	2018-11-28
		Last Update Date	2022-06-28
Approval by City Council	May 23, 2023	**Date Approved**	2023-06-23

I. Purpose, Overview and Scope of this Policy

This document establishes policies of overall financial management, budget development, and fiscal administration for the City of St. Helena. Included herein are statements and principles designed to guide the City in maintaining its financial stability and delivering high-quality services to the public.

Formally adopted financial policies assist elected officials and City staff in the development of fiscal management practices, save time, and provide structure for financial decisions, promote public confidence, enhance transparency, and provide continuity over time. These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient public services.

This document provides a structured, central repository for a variety of fiscal policies which are organized into the following categories:

A. General Financial Principles
B. Annual Operating Budget Policy
C. Capital Improvement Program
D. Revenues
E. Expenditures
F. Cash Management
G. Debt Management
H. Fund Definitions
I. Fund Balance Classifications
J. Fund Balance Levels
K. Reserve Funds
L. Interfund Loans
M. Financial Reporting
N. Review and Update

II. Authority

Updates to this policy require City Council approval.

III. Policy

A. General Financial Principles

It is the overall policy of the City of St. Helena to build upon a sound conceptual framework to:

1. Manage its financial resources in a responsible and prudent manner.
2. Provide financial information in a relevant, thorough and timely manner, and in a format that effectively communicates financial status to the Council, citizens, and City employees.
3. Establish and maintain prudent fund balance levels.
4. Maintain financial reporting in compliance with current governmental accounting standards.
5. Promote and implement a relevant and strong system of internal financial controls to manage significant risks and monitor the reliability and integrity of financial and operating reporting.
6. Promote constructive and proactive financial decision making that includes, and is responsive to, citizens input and guidance.
7. Integrate long-term operating and capital resources planning into the annual budget process.
8. Allow for uncertainties and maintain a posture of financial flexibility.
9. Develop programs in a manner that support the City's long-term ability to cover costs and provide the level and quality of service expected by its citizens.
10. Manage debt responsibly.
11. Establish and implement investment policies in accordance with City code and State law.

B. Annual Operating Budget Policy

1. Adoption of Operating Budget

a. In accordance with the St. Helena Municipal Code the operating budget is prepared on a biennial budget cycle which passes a two-year spending plan but continues to appropriate funds on an annual basis (a "rolling" biennial budget). Within this budget, City Council approves funds for two years with staff providing City Council mid-year budget reports and a mid-cycle report to update revenues and expenses as necessary.
b. The biennial operating budget will be adopted by the City Council no later than June 30th of each budget year. The budget will include appropriations that provide expenditure authority to public officials responsible for operating their respective departments to fulfill obligations to provide public services as delegated by the City Council.
c. Funds may not be expended for a new fiscal year until the budget for that fiscal year has been adopted by City Council or special provisions have been adopted by the City Council.
d. The budget presented must be balanced, which is when total projected expenditures do not exceed total estimated revenues. If projected expenditures exceed total estimated revenues, City Council may approve a planned use of accumulated fund balances in prior years for inclusion in the budget.
e. A 10-year Financial Forecast (Long Range Financial Forecast) shall be prepared annually projecting revenues and expenditures for the General Fund. This forecast shall be used as a planning tool in developing the operating budget. One-time revenue sources are not to be relied upon to fund on-going operations.

2. Controlling and Adjusting the Biennial Budget
   a. The City structures and controls its budget by use of the following funds:
      i. General Fund - is the primary operating fund of the City. It accounts for the receipt of property tax, general sales tax, transient occupancy tax, and other general revenues available to finance City operations. The General Fund accounts for all revenues and expenditures that do not fit the criteria to be accounted for in other funds with external restrictions imposed by their respective financing sources.
      ii. Special Funds - account for resources externally restricted for use by their respective funding sources, such as grant programs financed by the State and Federal governments.
      iii. Enterprise Funds - account for water and wastewater systems, and may be used for fee-based programs if the intention is to recoup almost all City costs through fees or other charges.

iv. Internal Service Funds - account for centralized service costs (such as vehicle services made available to all operating departments). Charges from the internal service funds appear as an expenditure in the user department, and as revenue in the central service department.

b. The City's budget is controlled at the fund level by the City Council.
   i. The City Council, as representatives of the public, is the sole authority for creating or increasing expenditure appropriations within a fund. The City Council is also the exclusive authority for approving changes in revenue estimates with funds.

c. Department Directors will be held directly responsible and accountable for their budgets as originally adopted by the City Council or as thereafter revised in accordance with this policy. The level of expenditure control for departments is at the departmental level.

d. Departments that operate programs among different funds are limited to the appropriation levels within any one fund. This policy also describes the level of authority needed to amend the adopted budget.

3. Transfers and revisions to the adopted budget:
   a. The City Council approves:
      i. All increases in appropriations within a fund.
      ii. All transfers of appropriations between funds.
      iii. All decreases in appropriations, with the exception that the City Manager may direct Department Directors to suspend expenditures pending Council consideration of decreases in appropriations needed to respond to fiscal emergency.
   b. The City Manager approves:
      i. The City Manager may make budget transfers between departments or programs as long as those changes do not increase overall appropriations within any one given fund. Transfers between funds, overall increases in fund appropriations, and overall increases in project budgets can only be made through City Council action.
   c. Department Directors may authorize the transfer of appropriations within a department, except transfers: (1) that would purport an increase in the number of regular personnel, and (2) that would decrease appropriations for capital outlay.
   d. Finance Department:
      i. The Finance Department is responsible for providing forms and instructions for requesting appropriation adjustments, and for analyzing and recommending adjustments to the City Manager.

The Finance Department will record approved budgets and adjustments into the City's financial system.

ii. The Finance Department will ensure that the City's Annual Comprehensive Financial Report (ACFR) includes a comparison of actual expenditures against the final budget, as amended and adjusted under the authorities of this policy.

4. Operating expenditure appropriations not spent during the fiscal year lapse at year-end, except for:
    a. Encumbrances or commitments, as in the form of finalized purchase orders made during the fiscal year that have not been completed at year-end.
    b. Appropriations for capital improvement projects and ongoing grants with a life-cycle beyond one year.

5. Governmental funds use the modified accrual basis of accounting while proprietary and fiduciary fund types are budgeted on a full accrual basis of accounting. The ACFR presents City's finances on a Generally Accepted Accounting Principles (GAAP) basis and the City's budget is prepared in conformance with these standards.

6. The City's budget must comply with the annual determination of the City's appropriations limit (GANN Limit) calculated in accordance with Article XIIB of the Constitution of the State of California and the City shall adopt an annual resolution to this effect.

C. Capital Improvement Program

1. The City will develop and maintain a comprehensive capital improvement project list. As part of the list, the City will develop and maintain a five-year Capital Improvement Program (CIP) to be updated annually for authorization to spend in the upcoming fiscal year. The CIP should reflect the current and changing needs of the community as well as enhance the community's quality of life.
    a. Note: The five-year CIP is not a budget commitment, and its acceptance by City Council does not provide officials the authority to spend. The plan is an expression of recognized needs, and a tool for use in budgeting.

2. All projects within the CIP are to be tracked systematically and reports should clearly indicate funding provided, expenditures incurred, and required future

funding by project. Each project on the 5-year CIP list should include the following:

a. Name of project
b. Brief description of project
c. Project Phases (e.g. design, construction, construction management, etc.)
d. CIP Category (Civic, Streets, Stormwater, Water, Wastewater)
e. CIP Number
f. Annual cost estimates
g. Source of funds
h. Unfunded CIP needs

3. CIP cost and project estimates should be updated and presented to the City Council every six months. Estimated annual costs over the lifetime of each project on the list will be refreshed every six months with this data being used as part of the Long-Range Financial Forecast.

4. In addition to the 5-year CIP list, the City will maintain a 30-year project list to better plan for long-term capital needs. This list will be updated on a biennial basis during odd years (opposite of the biennial budget cycle). This update will account for change in priorities based upon regulatory compliance, infrastructure needs, funding availability, and cost estimates. Updated costs over the lifetime of each project will be used as part of the Long-Range Financial Forecast

5. Capital improvements that specifically benefit a select group of users and/or are fee-for-service based are to be financed/funded through user fees, service charges, special assessments and taxes, or development impact fees.

6. Funding and Financing
   a. Funding refers to the stream of public agency revenue that pays for or offsets the cost of an asset or service or supports repayment of debt that finances the asset.
   b. Financing refers to the method of paying for an asset or service, including debt financing.

7. A Capital improvement budget should systematically identify potential funding sources and financing options and match those resources to the capital needs identified in the Capital Improvement Program. It should also identify which capital needs the agency will fund, when it will fund them, and from what resource.

8. Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Wastewater) are to be financed/funded through the service fees generated within that operation and fund, except in the event the voters of the City approve taxes or assessments for the purpose of financing and/or funding such capital improvements, in which case revenues from the voter approved taxes or assessments may also be used to finance and/or fund those capital improvements. Fees charged for enterprise operations should be supported by periodic updates to the rate study prepared for those fees in accordance the California Constitution and all applicable laws.
    a. Notwithstanding the above paragraph, the city recognizes there may be emergency situations where enterprise operation capital improvements may need additional funding outside of the service fee structure, which may include direct borrowing and issuance of revenue bonds, and outside voter authorized initiatives. For the completion of critical enterprise capital projects, City Council may authorize use of General Fund unassigned fund balance in the following situations:
        i. Life and safety emergencies
        ii. Project completion is required (via mandate, cease and desist order, etc) and the current rate structure does not support the full cost to complete project.

9. The following shall be taken into consideration when using General Fund unassigned fund balance that specifically benefits a fee-for-service enterprise operation:
    a. The City Council shall find that an emergency or extraordinary need exists to justify the use of these funds. Funds shall be appropriated only after the City Manager and Administrative Services Director have prepared and presented to the City Council an analysis of the emergency or extraordinary need that addressed the nature of the proposed expenditure(s) and any associated revenue requirements in subsequent years.
    b. Use of fund balance does not cause the General Fund to fall below the reserve level identified in Section III.J.1.
        i. If situation arises where reserve level may/will fall below the level identified in Section III.J.1., the City Manager and Administrative Services Director shall provide a funding plan to the City Council, including proposed source(s) of funding and a timeline to bring the balance of the General Fund reserve to the level identified in Section III.J.1.

c. Although use of unassigned General Fund monies are considered unrestricted and may be used for any municipal purpose, the use of unassigned fund balance to an enterprise fund will normally be considered an interfund loan (see Section III.L) unless Council otherwise finds and documents an exigent need.

10. Transfers of resources to the CIP fund will be evaluated on an annual basis dependent upon the existence of available surplus dollars.

11. The City should strive to maximize the use of capital grants and State assistance in funding capital improvements before utilizing general revenue sources.

12. Funding Capital Improvements

The CIP uses a variety of funding sources to support projects. This section outlines some of the more common municipal funding sources used for funding capital improvements.

a. Pay-as-you Go (Cash or Pay-Go)

Debt financing is not always the most cost-effective way to purchase assets. Many times, the costs of interest and financing outweigh the costs of paying with cash, if that is an option. Pay-GO avoids these additional costs, but the agency must pay the full cost of the asset at the outset. Improvements typically made through the Pay-Go program tend to be smaller in scale and/or short-term improvements. Additionally Pay-Go can be used to provide an additional funding source and offset long-term borrowing and used in conjunction with borrowing.

b. Long-Term Financing Methods

i. General Obligation Bonds (GO Bond)

- Permissible Projects – Acquisition and improvement of public property and facilities.
- Approval Procedure – Issuer resolution and ordinance; two-thirds voter approval.
- Source of Repayment – Ad Valorem property taxes paid by owners of taxable property in the jurisdiction.

ii. Special Assessment Bonds

- Permissible Projects – Acquisition of property and improvement of infrastructure and additional facilities of benefit to the property that is charged.
- Approval Procedure – Engineers report, weighted majority protect procedure.

- Source of Repayment – Assessments on the property/fees limited special benefit to the property that is being charged.

iii. Special Tax (e.g. Mello-Roos) Bonds
- Permissible Projects – Acquisition and improvement of public property and facilities.
- Approval Procedure – Two-thirds voter approval or – where there are fewer than 12 registered voters – by landowners in the proportion to land owned within the Community Facilities District.
- Source of Repayment – Special tax on property within community facilities district.

iv. Certificates of Participation
- Permissible Projects – Unrestricted use.
- Approval Procedure – Resolution of governing board approving lease or installment agreement.
- Source of Repayment – Lease or installment sale agreement paid from General Fund (lease) or special/enterprise (installment sale) revenues.

v. Revenue Bonds
- Permissible Projects – Acquisition and improvement of revenue-producing public property and facilities.
- Approval Procedure – Issuer resolution and in some instances public vote.
- Source of Repayment – Service charges and other fees paid by users of project or services.

vi. Mark-Roos JPA Bonds
- Permissible Projects – Acquisition and improvement of public property, facilities, and/or equipment.
- Approval Procedure – Resolution of governing boards of JPA and participating entities.
- Source of Repayment – Taxes, user fees, lease or installment payments, from local agencies to JPA.

c. Development Impact Fees
Development Impact Fees are collected to mitigate the impact of new development in the community. The amount of the impact fee collected is based on a portion of the financing needed for identified public facilities. Property being developed is assessed the fee(s) at the time the building permit is issued.

d. Donations and Developer Funding

Projects may be funded by contributions and/or donations from private sources such as residents, developers, private organizations, and businesses. Contributions by developers and vendors may be reimbursed with City funds in future years through mechanisms such as a development agreement.

e. Enterprise Funds
Enterprise Funds account for specific services that are funded directly by fees and charges to users. These funds are intended to be fully self-supporting and are not typically subsidized by any general revenue or taxes. Within each Enterprise Fund, budgets are developed which are sufficient to fund current year operations and maintenance expense, as well as provide for current and future years' upgrade, replacement, and expansion-related capital construction requirements.

f. Grants
Some projects are entirely or partially funded by grants and reimbursements from the State and federal government and other agencies. The receipts of certain grants and reimbursements typically follow the award of contracts.

D. Revenues

1. The City will strive to maintain a diversified and stable revenue base to minimize the impact of economic fluctuation.

2. The City will seek out, apply for, and effectively administer Federal, State, and other grants that address the City's current operating and capital priorities in accordance with P-FI-0007 – Grant Application and Management Policy.

3. The City will pursue revenue collection and auditing to assure that funds due to the City are accurately received in a timely manner.

4. Use of one-time revenues for ongoing expenditures is discouraged. Unpredictable revenues, such as excess ERAF, are budgeted conservatively and any amount collected in excess of the budget is generally carried forward in the fund balance.

5. The City will seek reimbursement for State mandated costs whenever possible.

6. The City will adopt user fees with appropriate levels of cost recovery.

7. User fee studies should be performed and updated every five years to ensure the proper balance of costs and service charges. The City should strive to cover

the full cost of providing non-tax and discretionary fee-based service operations except to the extent that City Council approves defined subsidy levels by program area.

8. Operating departments are to review public services to identify and determine those appropriate for fee collection. Recommendations for new fees are to be presented to the City Council for adoption to ensure fees reflect all direct and reasonable indirect costs of providing such services.

9. Enterprise operations, in general, are intended to be self-supporting.

E. Expenditures

1. Expenditures are to be budgeted and controlled so as to not exceed estimated revenues plus the approved and planned use of fund balances accumulated in prior years.

2. The City will conduct a mid-year financial status review to determine if projected revenues and expenditures meet target levels. If an operating deficit is projected at year-end, the City should evaluate the need for immediate corrective and/or mitigating actions, including operating or capital expenditure reductions and/or activate the use of established contingency balances. The deferral of essential and scheduled operational expenditures into the following fiscal year or the use of short-term loans and transfers to balance the budget should be avoided.

3. The City implements a formal purchasing system, principles, and guidelines to ensure that expenditure levels are monitored throughout the course of any fiscal year.

F. Cash Management

1. Annually the City's Investment Policy P-FI-0002 is reviewed and presented to City Council for adoption.

2. Investments for the City are reported at fair value (generally based on quoted market prices). The State Treasurer's Investment Pool and California Asset Management Program (CAMP) operate in accordance with appropriate state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

G. Debt Management

1. The types of debt appropriate for the City include the following: general obligation bonds, bond or grant anticipation notes, lease revenue bonds, certificates of participation and lease-purchase transactions, other revenue bonds and certificates of participation, land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes, and tax increment financing to the extent permitted under state law. The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this policy.

2. The City should plan the use of debt in a manner that sustains financial payments at manageable levels.

3. The City will strive to integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of public purposes. Normal wear and tear, upkeep and maintenance of its infrastructure and facilities should be paid from available operating revenues so as to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

4. The purposes for which long term debt may be appropriate include the following: (i) the project to be financed is necessary to provide basic services, (ii) the project to be financed will provide benefit to constituents over multiple years, (iii) total debt does not constitute an unreasonable burden to the City or its taxpayers and ratepayers, (iv) the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring. The City will not issue long-term debt to fund current operations and will seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures. Debt financing should only be used for long-term capital improvement projects with a useful life exceeding the term of the financing and for which the project revenues or specific identified revenue sources are sufficient to service the long-term debt. Debt Financing can be used if the cost of financing is favorable as compared to the use of City investment holdings over the financing term.

5. It is a policy goal of the Issuer to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the

highest practical credit ratings (if applicable) and the lowest practical borrowing costs. The City will seek to maintain a high credit rating through sound financial practices as a basis for minimizing borrowing costs.

6. Internal control procedures shall include monitoring all forms of debt annually in conjunction with the budget preparation process and report concerns and remedies, if necessary, to the City Council, to ensure that proceeds of debt will be directed to the intended use.

7. The City will diligently comply with and monitor compliance with all bond covenants.
8. The City will cause to be prepared and will timely post to the Electronic Municipal Market Access database (EMMA) all required annual continuing disclosures and, if needed, any material event notices.

9. The City will monitor all debt obligations for ongoing tax compliance and arbitrage reporting.

10. The City will not incur general obligation indebtedness for public improvements which exceed in aggregate 15% of the assessed value of all real and personal property of the City as specified in the California Government Code Section 43605.

11. The City will maintain a minimum net revenue coverage ratio for the Water and Wastewater funds (all annual revenues remaining after operating and maintenance expenses, net of pass-through grants, to annual debt service requirements net of excess appropriations required for variable rate debt) as required by each funding source.

H. Fund Definitions

1. Governmental Fund Type Definitions
   Governmental fund types include the General Fund, special revenue funds, capital projects funds, debt service funds, and permanent funds. The Governmental Accounting Standards Board (GASB) has clarified the definitions of these funds as follows:
   a. General Fund – The General Fund should be used to account for and report all financial resources not accounted for and reported in another fund.
   b. Special Revenue Funds – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt

service or capital projects. The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund. Other resources (investment earnings and transfers from other funds, for example) also may be reported in the fund if those resources are restricted, committed, or assigned to the specific purpose of the fund. Governments should discontinue reporting a special revenue fund, and instead report the fund's remaining resources in the general fund, if the government no longer expects that a substantial portion of the inflows will derive from restricted or committed revenue sources.

c. Capital Projects Funds – Capital projects funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. Capital projects funds exclude those types of capital-related outflows financed by proprietary funds or for assets that will be held in trust for individuals, private organizations, or other governments.
d. Debt Service Funds – Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest, even if it is being accumulated for further years' payments. Debt service funds should be used to report resources if legally mandated.
e. Permanent Funds – Permanent funds should be used to account for and report resources that are restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs. Permanent funds do not include private-purpose trust funds, which should be used to report situations in which the government is required to use the principal or earnings for the benefit of individuals, private organizations, or other governments.

2. Proprietary Fund Type Definitions
   Proprietary fund types include enterprise funds and internal service funds. GASB has clarified the definitions of these funds as follows:
   a. Enterprise Funds – GAAP provide that enterprise funds may be used to report any activity for which a fee is charged to external users for goods or services. Furthermore, a given activity must be accounted for in an enterprise fund if it meets any of the following criteria (in the context of its principal revenue sources):
      i. There is outstanding debt that is backed solely by fees and charges;

ii. Laws or regulations require that fees and charges be set to recover costs, including capital costs (depreciation or debt service); or

iii. There is a pricing policy that fees and charges be set to recover costs, including capital costs (depreciation or debt service).

b. Internal Service Funds – Internal service funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

3. Fiduciary Fund Type Definitions
Generally Accepted Accounting Principles (GAAP) require fiduciary funds to report assets held in trustee or agency capacity for others cannot be used to support the government's own programs. Fiduciary funds, as reported in GAAP financial statements, never should include resources that can be used to support the government's own programs. Within the fiduciary funds category, funds that involve a trust agreement that affects the degree of management involvement and the length of time that the resources are held are distinguished from funds that involve only the receipt, temporary investment and remittance of fiduciary resources. Fiduciary fund types include pension, investment trust funds, private-purpose trust funds, and agency funds.

a. Pension Funds – Used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, or other postemployment benefit plans, or other employee benefit plans.

b. Investment Trust Funds – Used to report the external portion of investment pools reported by the sponsoring government.

c. Private-purpose Trust Funds – Used to report all other trust arrangements under which principal and income benefit individuals, private organizations, or other governments.

d. Agency Funds – Used to report resources held by the reporting government in a purely custodial capacity.

I. Fund Balance Classifications

1. Governmental Fund Balances

a. Fund balance is defined as the difference between assets and liabilities and in Governmental funds is reported as fund balance. GASB No. 54 classified fund balances into the following categories:

i. Nonspendable: The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required

to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale.

ii. Restricted: The restricted portion of fund balance is restricted to specific purposes. Examples are Gas Tax revenues and grant proceeds.

iii. Committed: The committed portion of fund balance is constrained by the limitations imposed through formal City Council action. Only formal City Council action can remove or modify a previously committed account.

iv. Assigned: The assigned portion of fund balance is established for intended use by either the City Council or its designee, such as the City Manager. No formal City Council action is needed to remove the intended use. GAAP required reserves, such as the Other Post-Employment Benefits (OPEB) reserve, belong to this category.

v. Unassigned: The unassigned portion of fund balance is that remaining after the non-spendable, the restricted, the committed, and the assigned fund balances are identified and recorded.

The City of St. Helena will use GASB's definitions of fund balance for the annual ACFR and for all other financial reporting. For all financial planning purposes, the term Net Position or Fund Balance will be used and will include any portion of the fund balance that is available for appropriation.

<u>Preferred order of use of governmental fund balances:</u>
The City shall strive to use the most restricted fund balances prior to utilizing those that are less restricted. The following order of use reflects this guideline:

a. Non-spendable (if funds become spendable)
b. Restricted
c. Committed
d. Assigned
e. Unassigned

2. Proprietary and Fiduciary Fund Balances (Net Position)
   a. Fund balance is defined as the difference between assets and liabilities and in Proprietary and Fiduciary fund is reported as net position. GASB No. 63 classified reporting of net position into the following categories:

i. Net Investment in Capital Assets: The net investment in capital assets component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

ii. Restricted for Capital Projects: The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets. Generally, a liability relates to restricted assets if the asset results from a resource flow that also results in the recognition of a liability or if the liability will be liquidated with restricted assets reported.

iii. Unrestricted: The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

J. Fund Balance Levels

The City of St. Helena has enacted the Fund Balance policies in an effort to ensure financial security through the maintenance of a healthy fund contingency balance that guides the creation, maintenance, and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

Balances for each of the areas below will be reported to City Council when a use of fund balance is being recommended, during mid-year and mid-cycle budget report, and on an annual basis in conjunction with the audited financials.

1. General Fund

   The City's fiscal goal is to maintain annual expenditure increases at a sustainable growth rate, and to limit expenditures to anticipated revenues in order to maintain a balanced budget. The Council's directed target is to maintain an unassigned fund balance of thirty percent (30%) of annual operating expenditures for the fiscal year.

   a. Computing General Fund Unassigned Fund Balance Percentage

      The City's minimum funding target for General Fund Unassigned Fund Balance is set to 30% of the General Fund annual operating expenditure,

less significant one-time revenues and expenditures. Examples include, but are not limited to: strike teams (revenues and expenditures), FEMA reimbursements, grant funding, and large capital purchases. The General Fund is described as Fund 101 only. One-time revenues and expenditures will be separately identified for tracking purposes.

b. Use of General Fund Unassigned Fund Balance
Use of General Fund Unassigned Fund Balance will only be used in extraordinary circumstances, upon the satisfaction of one of the following "economic triggers" and with the majority vote of the City Council (via resolution and through the adopted budget and/or fiscal update):

- State take-away of significant revenue
- Large drop in Property Taxes
- Major business closures (sales tax impact)
- Large, unexpected drop in Sales or Transient Occupancy taxes or other primary revenues due to severe recession

Use of General Fund Unassigned Fund Balance below the 30% reserve provides for a transition period, giving the City adequate time to realign its operating costs with available resources, while minimizing service impacts. In the event unassigned fund balance is used, the staff will develop a one (1) to five (5) year reserve replenishment plan to meet the minimum 30% fund balance level.

2. Unassigned Operating Reserve
These balances are hereby defined as unassigned by the City Council to allow the City to weather unpredicted cyclical and rapid downturns in the economy. These funds would be available for use in such conditions to mitigate negative economic fiscal impacts or State takeaways and can be activated within any one budget cycle through Council action. An economic downturn would entail a projected and/or sudden drop in core revenues (major tax and service revenue loss) of equal to or greater than 10% (including the impact of inflation) and/or a change in economic parameters (such as interest rates, debt service rates, pension and health rates) that cause a material change in expenditures of 10% or more, or the occurrence of a local natural disaster or unexpected financial claim requiring the immediate use of cash balances.

3. Use of Year-End Fund Balance in Excess of Targeted Reserves
Fund balance is a measurement of available financial resources. The Council recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City. The City goal is to use fund

balance as a source to finance one-time investments, reserves, and/or commitments. As a one-time financing source, any unbudgeted year-end fund balance will be used for nonrecurring expenditures and only after the yearly audit and confirmation of the General Fund's fund balance. At the end of each fiscal year, the Finance Division reports on the audited year-end financial results. Should actual General Fund revenues exceed expenditures and encumbrances, a year-end operating surplus shall be reported. Any year-end surplus that results in the General Fund fund balance exceeding the 30% fund balance target required by the policy shall be available for allocation. Division of the surplus balance shall be recommended to the City Council by the City Manager or designee based on the most critical needs at that time. Priority of allocation shall be the following, subject to Council approval:

- Imminent liability
- Offset projected future deficits
- Loan repayment acceleration
- Fund PERS unfunded liabilities
- One-time funding, non-recurring needs
- Capital assets and infrastructure

4. Water and Wastewater Operating Fund Balances
   The City should maintain balances in the Water and Wastewater Funds at a level sufficient to accommodate operating and capital needs. City Council's directed target for the Water Fund is 10-14 months (83%-106%) of annual operating expenditures in cash and the Wastewater Fund 6-8 months (50%-67%) of annual operating expenditures in cash. These amounts include cash balances in the Water and Wastewater Capital Improvement Project Funds. Multi-year fee studies for these funds should be updated periodically as a basis for defining the revenue sources necessary to maintain system infrastructure and required service levels. As a result of the periodic fee or master plan studies, adjustments to user charges may be necessary to maintain recommended fund balance levels.

K. Reserve Funds

Saving for future projects, acquisitions and other allowable purposes is an important planning consideration for local governments. Reserve funds provide a mechanism for legally saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability by reducing reliance on indebtedness to finance capital projects and acquisitions. In uncertain economic times, reserve funds can also provide officials with a welcomed budgetary option that can help mitigate the need to cut services or to raise taxes. In good times, money not needed for current purposes can often be set aside in reserves

for future use. Expenditures from specific capital reserve funds can only be made upon authorization by the City Council.

Reserve funds may generally be funded with:

c. Budgetary appropriations
d. Revenues not required by law to be paid into any other fund or account.

1. Capital Reserve Fund
   Building, facilities, and infrastructure supported by the General Fund shall have a replacement reserve fund established and maintained to provide for the timely replacement of City owned fixed assets. The balance is hereby defined as assigned by the City Council to allow the City to maintain an infrastructure reserve with a target balance equivalent to the projected annual cost of the first year Capital Improvement Plan fund expenditures.

2. Equipment, Technology, & Vehicle Replacement Reserve Fund
   The balance is hereby defined as assigned by the City Council to allow the City to set aside an appropriate amount of money to property fund equipment, technology, and vehicle replacement. The City shall develop a vehicle, technology, and equipment replacement schedule and shall set aside funding annually in this reserve based on this schedule.

3. Employee Benefit Accrued Liability Reserve Fund
   To be used to pay for any accrued "employee benefit" due an employee on termination of the employee's service with the City. The City's policy permits employees to accumulate earned but unused vacation and sick leave benefits which are eligible for payment upon separation from service. While the sick leave benefit is no longer available to the newly hired, legacy retiring employees have the option of applying 100% of their unused sick leave accrued towards the payment of continuation insurance premiums, to the extent allowed by law. The City should set aside funding annually in this reserve to match the current liabilities.

L. Interfund Loans

Interfund loans are the lending of cash from one City fund to another for a specific purpose and with a requirement of repayment. Interfund loans are typically short-term in nature and constitute the allocation of cash between individual funds for working capital purposes.

Interfund loans are temporary borrowing of cash and may be made for the following reasons:

- To offset timing differences in cash flow.
- To offset timing differences between expenditures and reimbursements, typically associated with grant funding.
- To provide funds for interim financing in conjunction with obtaining long-term financing.
- For short-term borrowing in place of external financing.

Interfund loans are not to be used to solve ongoing structural budget issues or hindering the accomplishment of any function or project for which the lending fund was established. Interfund loans are not to be used from fiscal year to fiscal year as a financing strategy. If a fund has a negative cash balance, a plan for reaching positive cash balance must be presented to City Council. A negative cash balance must be addressed in the fiscal year that the fund reaches negative cash.

Interfund loan monies may only be used for the purpose identified in the authorizing resolution. Appropriate accounting records will be maintained to reflect the balance of loans in every fund affected by such transactions. A summary of all outstanding interfund loans will be included in the Annual Comprehensive Financial Report (ACFR).

1. Interfund Loan Terms
    a. Repayment of an interfund loan shall be within the same fiscal year, unless otherwise stated in the Council Resolution.
    b. When required by the lending fund's restrictions or regulations, interest will be paid by the borrowing fund to the lending fund, during the time the loan is outstanding.
    c. The Council must approve interfund loans by resolution. Council approval and the resolution will include the following terms of the loan:
        i. Purpose of Interfund Loan
        ii. Identification of the source fund
            1. Availability of unrestricted funds in the source fund
            2. Review of multi-year plans for use of source fund cash
            3. Analysis of legal or contractual restrictions
        iii. Repayment of Interfund Loan
            1. Repayment must have a payment source and funding stream
            2. Specific repayment schedule
            3. Interest imposed at a rate equal to at lease investment earnings if loan did not occur (see Section III.K.2)
        iv. Other Considerations
            1. Feasibility of repayment

2. Interfund Loan Interest
   The following guidelines should be used in establishing the rate of interest:

   a. Not lower than the "opportunity cost" if the funds were otherwise invested, such as the Local Agency Investment Fune (LAIF) or the California Asset Management Program (CAMP) pooled interest rate.
   b. Treasury yields or short-term bond yields for a similar term.
   c. Not higher than the external rate available to the City.

   Interest is not required in the following circumstances:
   a. The borrowing fund has no independent source of revenue other than the lending fund; or
   b. The borrowing fund is normally funded by the lending fund; or
   c. The lending fund is the General Fund, which, being unrestricted, can loan interest-free, except to a proprietary fund (i.e., enterprise funds such as water and wastewater).

M. Financial Reporting

Budget decisions are of primary concern for the City Council, City Management, the public, and various stakeholders. When considering the budget, staff presents updated projections for revenues and expenditures/expenses and the reports indicate whether prior estimates are tracking with the approved budget. Additionally, the external annual financial reporting for local governments involves producing the Annual Comprehensive Financial Report (ACFR) which is audited and produced by an independent, third party CPA/auditor. Throughout the year, the following reports are to be presented to City Council.

1. The City's accounting and financial reports are to be maintained in conformance with GAAP.

2. Long Range Financial Forecast
   a. A Long Range Financial Forecast (LRFF) for the City's General Fund will be presented to City Council annually.
   b. The LRFF provides a current and long-range financial assessment of revenues, expenditures, fund balance, and emergency reserves. The primary objective is to provide the City Council and the community with a financial forecast and identify any significant issues that may need to be addressed in the annual budget development process.
   c. The LRFF will consist of a baseline forecast, a recession forecast, and any other forecasts deemed necessary.
   d. The LRFF is a ten-year forecast.
   e. The LRFF will be updated as necessary throughout the fiscal year.

3. Internal Financial Reporting
    a. Internal financial reports help City Council, the public, and management to monitor budgetary compliance on a timely basis.
    b. Internal financial reports often provide more detail on individual departments than does general purpose external financial reporting (Section 4 below) and does not require an independent auditor review and audit.
    c. Internal financial reporting for all funds are to be issued on a periodic and timely basis – no less than semi-annually and no more than 45 days after the close of the period. The report will provide detailed information for the General, Water, and Wastewater Funds and summary information for all funds will be included as attachments to the report. The report will include a summary of all checks over $50,000 issued during that interval.
    d. A mid-cycle report will be provided by June of each non-biennial budget cycle. This report will provide detailed information for the General, Water, and Wastewater Funds and summary information for all funds will be included as attachments to the report. Updates to revenues and expenses will be provided and recommended to City Council as necessary.
    e. An end of the fiscal year unaudited report will be issued no more than 60 days after the close of Q4 with end of year estimates for revenues and expenditures/expenses for all funds.
    f. Periodic reports will compare the adopted budget (Original Budget), adjusted budget (Final Budget), and the year-to-date actuals (Actual Amounts).

4. External Financial Reporting - Annual Comprehensive Financial Report (ACFR)
    a. An annual financial audit will be performed by an independent public accounting firm familiar with municipal government activities. The independent auditor will issue an audit opinion to be included in the City's Annual Comprehensive Financial Report (ACFR). Additionally, the ACFR and Independent Auditor's Report on Internal Control over Financial Reporting and Compliance will be presented to the City Council.
    b. The ACFR is a set of financial statements for a state, municipality, or other governmental entity that comply with the accounting requirements established by the Governmental Accounting Standards Board (GASB).

c. In addition to the General, Water, and Wastewater Funds, the City also accounts for activities in approximately 70 special revenue funds that account for monies received from external parties with restrictions on their respective uses. The audit process ensures that the purposes of the various funds were carried out and the relative authorities to spend were honored.
d. The external auditor prepares financial reports for each fund based on the requirements of the funding source and once all funds are audited, they are accounted for in the financial statements, combining schedules, and notes to the financial statements.
e. Unless extraneous circumstances occur, the City will rotate audit service providers every five years. If an auditor is being retained for longer than five years, the reason must be included in a staff report to City Council at the time of the contract execution or renewal.
f. The ACFR will be completed no later than December 31st following the close of the fiscal year.
g. The City is encouraged to submit the Annual ACFR to State and/or national government finance professional organizations (Governmental Finance Officers' Association's Certification of Achievement for Excellence in Financial Reporting, California Society of Municipal Finance Officers ACFR Award) for independent review and evaluation.

N. Review and Update

This financial policy will be reviewed periodically and updated, if necessary, to reflect any changing requirements.

City of St. Helena

Vision Statement

The City of St. Helena will strive to be economically sustainable, and continue to be family-friendly, diverse and safe community which prudently manages its financial and human resources, continues to upkeep and improve its infrastructure, ensures its water security, provides a full range of housing, business, cultural and recreational opportunities and embraces and retains its historic, small-town character, beautiful natural environment and high quality of life.

Mission Statement

The City of St. Helena is dedicated to serving the needs and desires of our citizens by:

- Maintaining and improving our short and long-term economic sustainability
- Offering excellent professional services to all customers
- Establishing, improving and maintaining City infrastructure
- Maintaining and encouraging an environmentally sustainable community
- Preserving and embracing the historic, small-town, rural character of St Helena.
- Expanding and improving recreational services and facilities and cultural opportunities
- Encouraging a wide range of innovative, well-designed housing available for residents of all ages and income levels
- Facilitating full civic participation and ongoing communication
- Strengthening partnerships with the private, non-profit and public sectors

Vision and Mission Statements adopted by the City of St. Helena City Council on April 12, 2016, Resolution No. 2016-47.

Goal Summary Report - All By Goal

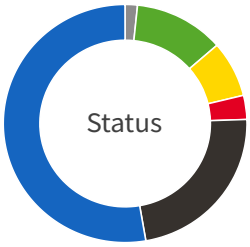
City Council Goals FY24-26

Current Reporting Date: May 07, 2025 - May 20, 2025

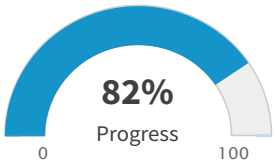
Report Created On: May 09, 2025

8	188
Goal	Strategy

Overall Summary



	%
Status Pending	1.6
On Track	12.0
Some Disruption	7.6
Major Disruption	3.3
Discontinued	22.8
Completed	52.7



Goal Summary Report - All By Goal

City Council Goals FY24-26
Report Created On: May 09, 2025

Report Legend **Priority** No Update Overdue

Plan Label And Number	Description	Tags	Progress
Goal 1	Strengthen Fiscal Resilience		89%
Strategy 1.1	Bring to City Council for approval a Long Range Financial Plan	Identified by Council 1/27/25	100%
Strategy 1.2	Identify potential or beneficial shared services and potential cost savings and present to the City Council feasible agreements for approval.	Identified by Council 1/27/25	67%
Strategy 1.3	Complete an Impact Fee Study and User Fee Study (including inclusionary fees and housing fees) and present to the City Council for adoption.		100%
Strategy 1.4	Develop Economic Development Plan	Removed - Not a Priority Project	
Strategy 1.5	Downtown Specific Plan and EIR	Identified by Council 1/27/25	21%
Strategy 1.6	Develop a business continuity strategy to be facilitated during the downtown sidewalk improvement construction.	Removed - No Longer Relevant	
Strategy 1.7	Develop business assistance program		100%
Strategy 1.8	Develop Façade Grant and Tenant Improvement Plan		100%
Strategy 1.9	Real Property Transfer Tax Ballot Research	NEW FY 24	100%
Strategy 1.10	Establish a Finance Committee	NEW FY 25	100%
Strategy 1.11	Research and Establish Section 115 Trust for Unfunded Pension Liability	Identified by Council 1/27/25	100%
Strategy 1.12	Develop Marketing Strategy to Spotlight Local Businesses and Target Prospective Tenants	Identified by Council 1/27/25 Removed - No Longer Relevant	100%
Goal 2	Improve Infrastructure & Further Environmental Sustainability		76%
Strategy 2.1	Adoption of plans to address walkability and bikeability within the City's streets network.	Community Development Public Works Removed - Not a Priority Project	
Strategy 2.2	Presentation of additional preferred Vine Trail route options as recommended by NVTA		100%
Strategy 2.3	Review of Financial and CIP Policies		100%
Strategy 2.4	Explore limits on City's capacity to provide water to City residents beyond the existing RHNA cycle.		25%
Strategy 2.5	Compile 20-year CIP project list		100%
Strategy 2.6	Create CIP Portal		100%
Strategy 2.7	Research and explore options for solar or alternative energy for City facilities and present options to City Manager		5%
Strategy 2.8	Expansion of Alternative Fuel Fleet Options		30%

Plan Label And Number	Description	Tags	Progress
Strategy 2.9	Research and identify opportunities to expand EV Charging Infrastructure		100%
Strategy 2.10	Expansion of EV Charging Stations		100%
Strategy 2.11	Update and File Discharge Permit for the Wastewater Treatment Plant		20%
Strategy 2.12	Update City's Sanitary Sewer Master Plan (SSMP)		100%
Strategy 2.13	Update the City's Fats, Oils, & Grease Inspection & Permitting Program		100%
Strategy 2.14	Create a Recycled Water Master Plan	Removed - Duplicate	
Strategy 2.15	Create an analysis on options to expand the uses of water from the new Wastewater Treatment Plant	Removed - Duplicate	
Strategy 2.16	Develop local Roadway Safety Plan for presentation to City Council		100%
Strategy 2.17	Update Streets Master Plan		50%
Strategy 2.18	Launch and complete pilot traffic calming program		80%
Strategy 2.19	Vehicle Miles Traveled Ordinance Update		100%
Strategy 2.20	Traffic Mitigation - Spring Mountain Road, Pratt, Madrona, and Crane		50%
Strategy 2.21	Develop set of design standards for sides of roads	Removed - Duplicate	
Strategy 2.22	Study of the City's circulation and analyze possible road extension/continuance.	Removed - Duplicate	
Strategy 2.23	Determine cost estimate and explore funding mechanisms of a new Adams Street bridge across the Napa River.	Removed - Not a Priority Project	
Strategy 2.24	Extend Oak Avenue to Charter Oak - Build a constraints analysis		20%
Strategy 2.25	Measure H GO Bond Phase II and Phase III Timeline Development		100%
Strategy 2.26	Explore options for the creation of a storm drain enterprise.		5%
Strategy 2.27	Analyze a strategy for cost recovery options for Development Projects, Encroachment Permits, and Capital Improvement Plan Projects		80%
Strategy 2.28	Finalize 2019 Standard Details/Design Standards		50%
Strategy 2.29	Integrate Capital Improvement Plan project deliveries.		100%
Strategy 2.30	Identify funding for Hunt's Grove Parking Lot		100%
Strategy 2.31	Explore pedestrian activation of Money Way beginning with garbage/recycling consolidation		100%
Strategy 2.32	Develop Implementation of Climate Action Plan Initiative	Removed - Not a Priority Project	
Strategy 2.33	Explore incentives to encourage environmentally friendly actions.		100%
Strategy 2.34	Earth Day Event/Tree Planting at the City's Urban Forest	Removed - Not a Priority Project	
Strategy 2.35	Work with Napa RCD/Million Trees for tree replacement		0%
Strategy 2.36	Find suitable location for Pollinator Garden	Removed - Not a Priority Project	

Plan Label And Number	Description	Tags	Progress
Strategy 2.37	Encourage participation in MCE Deep Green Program and Establish Community-wide Goals		100%
Strategy 2.38	Parking Study Recommendations within the Downtown Specific Plan	Removed - Duplicate	
Strategy 2.39	Upper Valley Energy Resilience Program	Removed - Duplicate	
Strategy 2.40	Implement Riverwatch Settlement Requirements		100%
Strategy 2.41	Assess the adopted housing element and develop an analysis of necessary infrastructure		100%
Strategy 2.42	Adoption of regulations to prohibit new permits for gas stations.	NEW FY 24	100%
Strategy 2.43	Engage a consultant to assist with processing 1480 Main Street and 1572 Railroad Avenue in compliance with the Surplus Lands Act.	Identified by Council 1/27/25 NEW FY 24	100%
Strategy 2.44	Climate Change and Solar Permit Sale	NEW FY 24	100%
Strategy 2.45	Install additional EV Chargers at City Hall (1088 College)	NEW FY 24	100%
Strategy 2.46	Address Discolored Water in Water Distribution System	Identified by Council 1/27/25 NEW FY 24	25%
Strategy 2.47	Create GIS Utilities Infrastructure		70%
Strategy 2.48	Exploration of UpValley Biomass Facility	NEW FY 25 Removed - Not a Priority Project	
Strategy 2.49	Prepare and Submit Implementation Schedule (14 CCR Sections 18992.1(d) and 18992.2(c))	NEW FY 25	100%
Strategy 2.50	Analyze the Suitability of Artificial Turf at City Parks.	Removed - Duplicate	
Strategy 2.51	Identify Funding Gaps Preventing Execution of Infrastructure Projects	Removed - Duplicate	
Strategy 2.52	Explore E-Bike Grants	Identified by Council 1/27/25 Removed - Not a Priority Project	
Strategy 2.53	Retain Consultant for Recommendations of the Parking Study contained within the Downtown Specific Plan	Removed - Duplicate	
Strategy 2.54	Review EMG Facilities Assessment	Removed - Duplicate	
Goal 3	Pursue Water Security & Prudent Management of Water Resources		46%
Strategy 3.1	Update Water Neutrality Policy and Safe Yield Analysis		0%
Strategy 3.2	Update Carpenter Agreement	Legal	95%
Strategy 3.3	Develop Compliance Program for Permits Requiring Water Neutrality		10%
Strategy 3.4	Review existing water resources and make recommendations to City Council.	Identified by Council 1/27/25 Removed - Duplicate	
Strategy 3.5	Review current water allocations during water emergencies and present to Council a report including any recommended changes.		10%
Strategy 3.6	Review Current Phase II and Phase III Water Penalty Structure and Make Recommendations to City Council for Consideration		0%

Plan Label And Number	Description	Tags	Progress
Strategy 3.7	Review existing Water Conservation Programs		60%
Strategy 3.8	Evaluate and Review all Current City Water Resources and Analyze Possible New Water Sources	Identified by Council 1/27/25 Removed - Duplicate	
Strategy 3.9	Review 2022 Risk and Resilience Assessment Report, draft schedule and estimated costs.		50%
Strategy 3.10	Develop Recycled/Reclaimed Water Master Plan		30%
Strategy 3.11	Establish Water and Wastewater Advisory Board Exploratory Committee	NEW FY 24	100%
Strategy 3.12	Establishment of a Water/Wastewater Advisory Committee	NEW FY 25	100%
Goal 4	Provide Effective Community Information & Opportunities for Engagement		96%
Strategy 4.1	Develop minimum of 5 Informational Videos	Excellence in Customer Service D...	100%
Strategy 4.2	Update City's Website	Excellence in Customer Service D...	100%
Strategy 4.3	Develop process to update City's website quarterly with current CIP status.	Excellence in Customer Service D...	100%
Strategy 4.4	Conduct a minimum of 5 community presentations	Excellence in Customer Service D...	100%
Strategy 4.5	Implement a mobile-based application for tracking requests and concerns	Excellence in Customer Service D...	100%
Strategy 4.6	Create outreach materials highlighting use of new technologies for better customer service	Excellence in Customer Service D...	100%
Strategy 4.7	Create a FAQ Document for the City's website	Excellence in Customer Service D...	100%
Strategy 4.8	Update City Phone Tree	Excellence in Customer Service D...	100%
Strategy 4.9	Develop comprehensive Promotional Plan designed to highlight the successes in St. Helena and encourage more business investment.	Excellence in Customer Service D...	100%
Strategy 4.10	Develop a communication plan providing CIP updates	Excellence in Customer Service D...	100%
Strategy 4.11	Develop and Facilitate Citizens Academy		100%
Strategy 4.12	Facilitate at least 1 evacuation drill for each large complex within the City		100%
Strategy 4.13	Facilitate at least 1 evacuation drill - Zone Haven Quadrant #1.		100%
Strategy 4.14	Facilitate at least 1 evacuation drill - Zone Haven Quadrant #2.		100%
Strategy 4.15	Facilitate at least 1 evacuation drill - Zone Haven Quadrant #3		100%
Strategy 4.16	Facilitate at least 1 evacuation drill - Zone Haven Quadrant #4		100%
Strategy 4.17	Conduct 2 Community Surveys (FY 23 and FY 25)	Excellence in Customer Service D...	100%
Strategy 4.18	Incorporate Budget Performance Measures into Bi-Annual Budget.		100%

Plan Label And Number	Description	Tags	Progress
Strategy 4.19	Develop Style Guide.	Excellence in Customer Service D...	100%
Strategy 4.20	Citywide Branding		5%
Strategy 4.21	Implement new Parks & Recreation Registration and Reservation Software.	Excellence in Customer Service D...	100%
Strategy 4.22	Work with the St. Helena Historical Society to create and publish a St. Helena Historic Walking Tour Guide	NEW FY 24	100%
Strategy 4.23	Develop a Visibility Triangle Public Education and Enforcement Program.	NEW FY 24	100%
Strategy 4.24	Provide Public Information about Substance Abuse	NEW FY 24	100%
Strategy 4.25	Develop Communications Plan	Excellence in Customer Service D... Identified by Council 1/27/25	100%
Goal 5	Enhance Quality of Life		82%
Strategy 5.1	Present strategic objectives list to City Council on a regular basis.		100%
Strategy 5.2	City Council review Development Agreement for a Pending Hotel Project.	Identified by Council 1/27/25	1%
Strategy 5.3	Implement the housing element of the General Plan.		30%
Strategy 5.4	Address Workforce Housing through Policy Actions		100%
Strategy 5.5	Incorporate Policies Policies and AB314 (military weapons) into the Police Departments Annual Report to the City Council.		100%
Strategy 5.6	Develop and implement public outreach and education about Gun Safety.		100%
Strategy 5.7	Implementation of program through the FEMA Hazard Mitigation Grant		90%
Strategy 5.8	Fire Department Host a Hazard Mitigation Community Workshop for Wildland Urban Interface Areas of St. Helena.		100%
Strategy 5.9	Support and Provide Advice to the Fire Safe Council - review the submission of certification as a "Fire Safe Community"		100%
Strategy 5.10	Review Compliance with the Hazard Mitigation Plan and Identify a List of Areas to Monitor, Resources Needed, and		100%
Strategy 5.11	Design and Lead an Annual Emergency Operations Center Table Top Exercise		100%
Strategy 5.12	Utilize Prop 67 Grant Funds for Park Enhancements	Community Development	20%
Strategy 5.13	Convert Tennis Court to Pickleball Court at Crane Park		100%
Strategy 5.14	Develop a Volunteer Program		100%
Strategy 5.15	Create Intake and Tracking Process for New and Ongoing Volunteers.		100%
Strategy 5.16	Host Park Beautification Opportunities.		100%
Strategy 5.17	Facilitate the Establishment a Non-Profit St. Helena Community Foundation		100%

Plan Label And Number	Description	Tags	Progress
Strategy 5.18	Synthesize Stakeholder Housing Recommendations and Make Recommendations to City Council		100%
Strategy 5.19	Explore Feasibility of Offering Community Wi-fi	Removed - Not a Priority Project	
Strategy 5.20	Explore Opportunities for Increase Facility Access and Formal Use Agreement with SHUSD.		100%
Strategy 5.21	Create a Public Art Policy with Funding Mechanism(s)		80%
Strategy 5.22	Prepare a Comprehensive Strategy to Further Future Arts and Cultural Programming Events.	Removed - Not a Priority Project	
Strategy 5.23	Public Art Donation and Installation Pilot Program	NEW FY 24	100%
Strategy 5.24	Enhance Programs and Events	Identified by Council 1/27/25	100%
Strategy 5.25	Explore New Opportunities for Teen and Young Adult Programs.		100%
Strategy 5.26	Increase Participation, Access, and Inclusion of our Latinx Community.		100%
Strategy 5.27	Increase Services and Programming for Spanish Speaking Residents.		
Strategy 5.28	Identify Opportunities for Outdoor Recreation Activities.	Identified by Council 1/27/25	75%
Strategy 5.29	Complete Phase I of the Citywide Active Transportation Plan/Safe Routes to School Plan.		80%
Strategy 5.30	Complete Phase II - Citywide Active Transportation Plan/Safe Routes to School Plan.		10%
Strategy 5.31	Review and Updated the Draft Open Space and Trails Master Plan.	Community Development Community Services Identified by Council 1/27/25 Public Works	80%
Strategy 5.32	Develop Sidewalk Maintenance and Repair Program for Council Consideration.		90%
Strategy 5.33	Identify a way to collaborate with the St. Helena Historical Society to Recognize the historical significance of the Chinese in St. Helena.		100%
Strategy 5.34	Zoning Code Update		100%
Strategy 5.35	Parks and Recreation Master Plan	Identified by Council 1/27/25	30%
Strategy 5.36	Leaf Blower Violation Reporting	NEW FY 24	100%
Strategy 5.37	Identify Opportunities for a New Community Venue	Removed - Duplicate	
Strategy 5.38	Retain Consultant to Identify Possible Funding Mechanisms for a Performing Arts Venue	Removed - Not a Priority Project	
Strategy 5.39	Develop "This is St. Helena" Campaign	Removed - Not a Priority Project	
Strategy 5.40	Develop City Employee Housing Plan that will Include Strategies to Develop Additional Housing.		0%
Strategy 5.41	Promote Gun Safety and Outreach	Removed - Duplicate	
Strategy 5.42	Age Friendly Designation	Removed - Not a Priority Project	

Plan Label And Number	Description	Tags	Progress
Strategy 5.43	Update Housing White Paper	Removed - Not a Priority Project	
Strategy 5.44	Develop a List of Community Volunteers	Removed - Duplicate	
Strategy 5.45	Present to Community Groups Opportunities for Beautification Projects.	Removed - Duplicate	
Strategy 5.46	Research Opportunities and Challenges of Cannabis Distribution.	Removed - Not a Priority Project	
Strategy 5.47	Discuss Options for Creating a Downtown Plaza Area	Removed - Not a Priority Project	
Strategy 5.48	Development of a Downtown Gateway and Wayfinding Program	Removed - Not a Priority Project	
Strategy 5.49	Recommendations for Wayfinding Signage including Historical Markers.	Removed - Duplicate	
Goal 6	Improve Employee Recruitment, Retention, & Morale		86%
Strategy 6.1	Provide market Based Competitive Compensations	Identified by Council 1/27/25	100%
Strategy 6.2	Research Options for a Pay for Performance Program.		100%
Strategy 6.3	Develop a Series of Five Public Promotional Videos to Highlight St. Helena as a Great Place to Work.		100%
Strategy 6.4	Explore Employee Housing Stipend or Options.	Identified by Council 1/27/25	40%
Strategy 6.5	Explore Compensation Structure to Enhance Recruitment and Retention.	Identified by Council 1/27/25	100%
Strategy 6.6	Develop Employee Recruitment and Retention Strategy.	Removed - Not a Priority Project	
Strategy 6.7	Employee Cross Training and Skill Expansion Program.	Removed - Not a Priority Project	
Strategy 6.8	Develop Succession Plan	Removed - Not a Priority Project	
Strategy 6.9	Updated Performance Appraisal Program		75%
Goal 7	Optimize Organizational Effectiveness		89%
Strategy 7.1	Implement NeoGov Software Modules		100%
Strategy 7.2	Review Current Contract for IT Services.		95%
Strategy 7.3	Review of Current Software and Identify Training Opportunities.	Excellence in Customer Service D...	100%
Strategy 7.4	Develop a Training and Development Program	Excellence in Customer Service D...	100%
Strategy 7.5	Update City's Procurement Policies	Removed - Not a Priority Project	
Strategy 7.6	Institute a 2-year budget cycle.		100%
Strategy 7.7	Develop Internship Program		100%
Strategy 7.8	Commence Discussions with Napa Valley College for Potential Purchase of 1088 College Avenue		0%
Strategy 7.9	Identify Areas to Improve Performance, Speed, and Overall Efficiency.	Excellence in Customer Service D...	100%
Strategy 7.10	Customer Service Improvements	Excellence in Customer Service D...	100%

Plan Label And Number	Description	Tags	Progress
Strategy 7.11	Ongoing Update of Workplan Status Items	Excellence in Customer Service D...	100%
Strategy 7.12	Develop City Council Member Orientation and Onboarding Process	NEW FY 24	100%
Strategy 7.13	Staff Report and Agenda Re-formatting	NEW FY 24	100%
Strategy 7.14	Present Strategy to City Council for New Community Services Department	NEW FY 24	100%
Strategy 7.15	Implement New Online Permitting Software	Excellence in Customer Service D...	89%
Strategy 7.16	Develop New "Express Lane" Approvals for Routine Permits.	Excellence in Customer Service D...	100%
Strategy 7.17	Review and Update Library Technology Policy.		100%
Strategy 7.18	Purchase and Install Infrastructure for State and Federal DOJ Compliance.		90%
Strategy 7.19	Explore Shared/Consolidation of Dispatch Services.	Identified by Council 1/27/25	100%
Strategy 7.20	Update Public Works Standards	Removed - Duplicate	
Strategy 7.21	Encroachment Permit Process Improvement	NEW FY 25	10%
Strategy 7.22	Improve Internal Department Coordination	City Manager Excellence in Customer Service D... Removed - Duplicate	
Goal 8	Goal 8 - Capital Improvement Plan	Public Works	45%
Strategy 8.1	Civic	Public Works	
Strategy 8.2	Streets	Public Works	
Strategy 8.3	Water	Public Works	45%
Strategy 8.4	Wastewater	Public Works	
Strategy 8.5	Stormwater	Public Works	

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2025-26 and 2026-27				
Date	**Day**	**Duration**	**Item**	**Completed**
January 6, 2025	Tuesday		Non-Profit grant application posted and available to applicants	✓
February 28, 2025	Friday	1 day	Non-Profit grant applications due	✓
February 28, 2025	Friday	1 Day	Department Heads submit budget requests to Finance Division	✓
March 3 - March 7, 2025		5 working days	Finance Division compiles budget requests for review	✓
March 3 - 14, 2025		10 working days	Finance Division reviews Non-Profit grant applications for eligibility	✓
March 10 - 21, 2025		10 working days	City Manager, Administrative Services Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	✓
March 24, 2025	Friday	1 Day	Non-Profit grant applications presented to City Council working group (Mayor and Vice-Mayor) for review	✓
March 28, 2025	Friday	1 Day	Administrative Services Director submits Draft Budget to Finance Committee	✓
April 3, 2025	Thursday	Finance Committee Meeting	Cost Allocation Presentation to Finance Committee	✓
April 10, 2025	Thursday	Finance Committee Meeting	Finance Committee Meeting - Structural Deficit & Potential Revenue Review	✓
April 17, 2025	Thursday	Finance Committee Meeting	Finance Committee Meeting - Review Draft Budget	✓
April 21 - May 2, 2025		10 working days	Finance Division prepares Budget Presentation for City Council	✓
May 8, 2025	Thursday	Finance Committee Meeting	Finance Committee Meeting - Draft Budget Recommendations	✓
May 12, 2025	Monday	Community Meeting	Community Budget Presentation at the Cameo	✓
May 13, 2025	Tuesday	City Council Meeting	Non-Profit summaries presented to City Council for consideration and award Presentation of Draft FY 2025-26 and 2026-27 Budget to City Council	✓
May 22, 2025	Thursday	Finance Committee Meeting	Finance Committee Meeting - Budget Recommendations	✓
June 3, 2025	Tuesday	Planning Commission Meeting	5-year CIP Project list presented to Planning Commission for consistency with the City's General Plan.	✓
June 10, 2025	Tuesday	City Council Meeting	Presentation and Adoption of Two-Year Budget Presentation and Proposed Adoption of 5-year CIP Project list	
July 1, 2025			Finance Division prepares final Operation & Maintenance Budget for distribution	

FISCAL YEAR 2025-2026 AND 2026-2027 PRELIMINARY BUDGET PRESENTATION

ANIL COMELO, CITY MANAGER

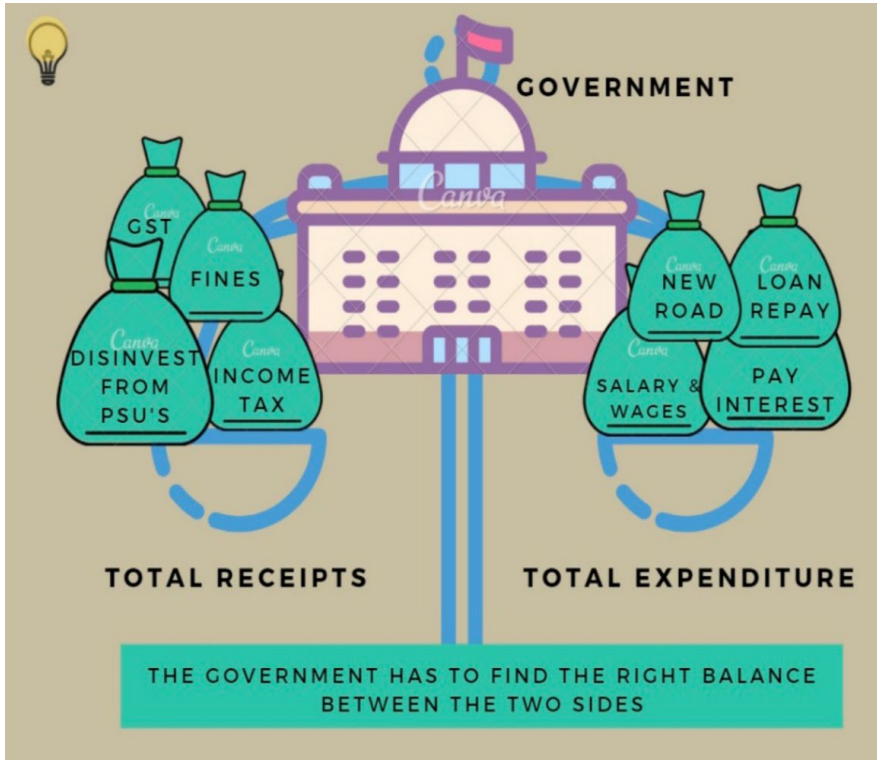
MANDY KELLOGG, ADMINISTRATIVE SERVICES DIRECTOR

JUNE 10, 2025



OVERVIEW

- City finances stable but stressed
- Revenues grow, and expenses outpace
- Adequate reserves & fiscal prudence needs to continue
- Investments needed: infrastructure, parks, City facilities, roads, & amenities
- Need competent, stable, staffing to achieve goals and provide quality services



CITY COUNCIL GOALS

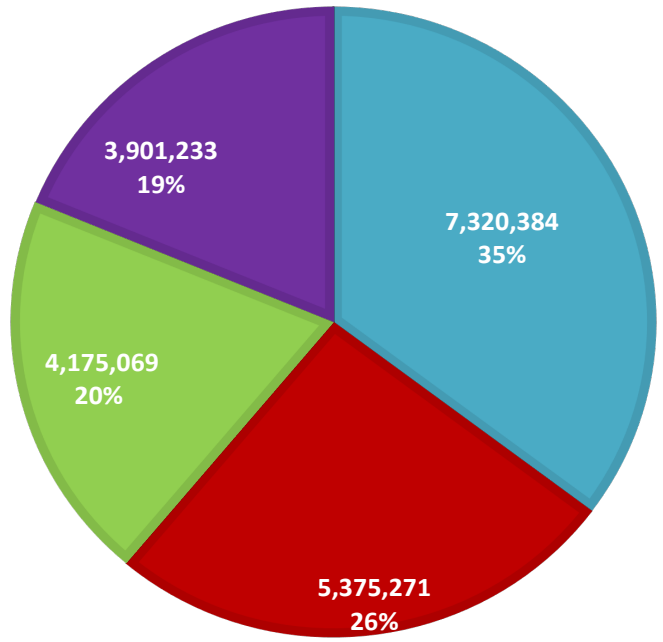


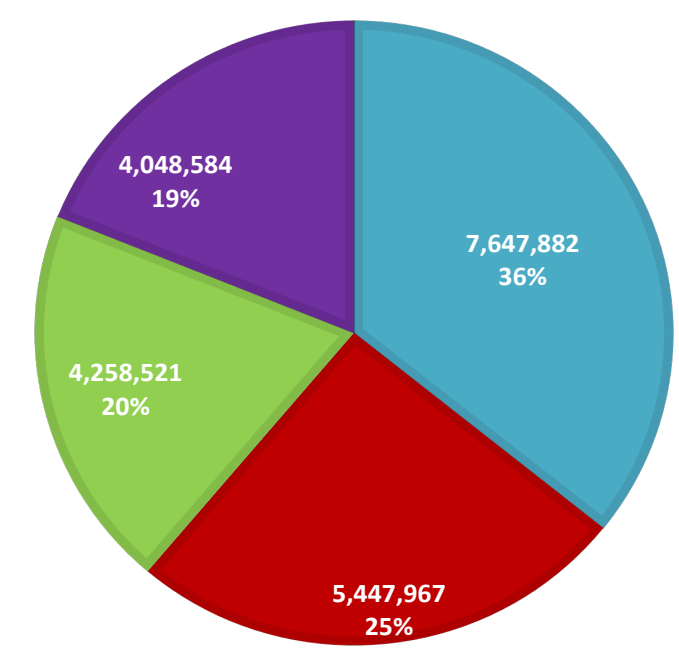
- Goal 1 – Strengthen Fiscal Resilience
- Goal 2 – Improve Infrastructure & Further Environmental Sustainability
- Goal 3 – Pursue Water Security & Prudent Management of Water Resources
- Goal 4 – Provide Effective Community Information & Opportunities for Engagement
- Goal 5 – Enhance Quality of Life
- Goal 6 – Improve Employee Recruitment, Retention, & Morale
- Goal 7 – Optimize Organizational Effectiveness
- Goal 8 – Implement Capital Improvement Plans (CIP) Projects

IMPORTANT PROJECTS AND INITIATIVES

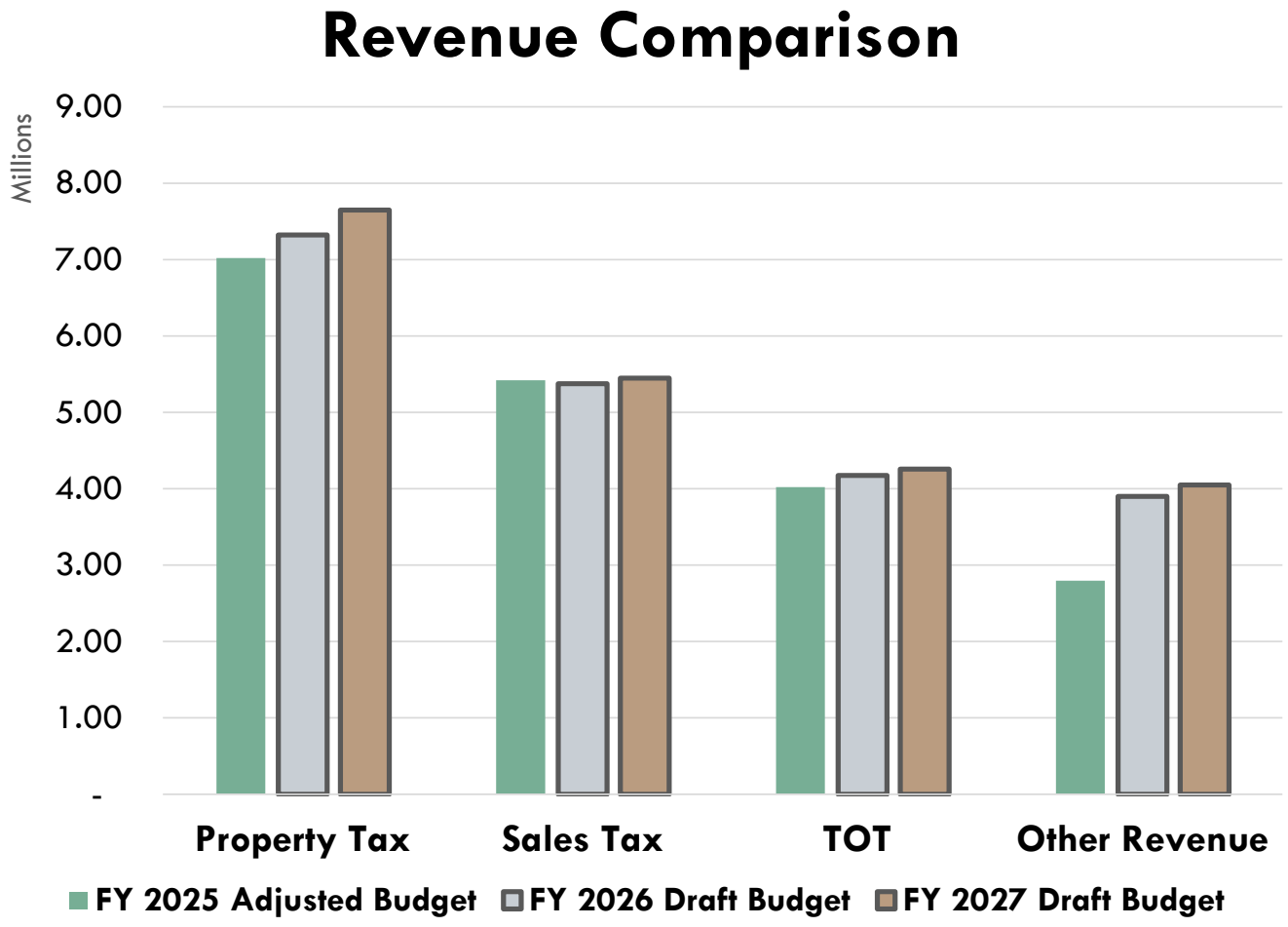
- Streets Masterplan
- Parks Masterplan
- Downtown Specific Plan
- Discolored Water Mitigation/Elimination
- Municipal Service Review
- Sale of City Properties
- 5-Year CIP Planning - $70 Million







FY 2025-26 AND FY 2026-27 GENERAL FUND REVENUES



GENERAL FUND REVENUES

EXPENDITURE DRIVERS



Expense	% Increase
General Liability Insurance	20.0%
Health Insurance	4.0%
Property Insurance	15.0%
Unfunded Liabilities	17.2%
Utilities	16.1%
Workers Compensation	10.0%

PENSION LIABILITY

Fiscal Year	Required Payments	Discretionary Payments	Unfunded Valuation	% Funded
2019-20	1,015,301	260,224	12,481,104	70.4%
2020-21	907,933	121,213	12,982,001	70.6%
2021-22	1,032,213	405,468	13,677,486	69.7%
2022-23	943,733	360,634	9,402,858	79.4%
2023-24	919,430	-	15,444,121	71.8%
2024-25	1,128,017	-	16,254,091	71.9%

- *June 30, 2024 Annual Valuation will be released in August 2025.*

GENERAL FUND EXPENDITURES VS. REVENUES

General Fund Budget	FY 2025-26	FY 2026-27
Proposed Revenues	20,771,956	21,402,954
Proposed Expenses	22,183,691	23,021,620
Difference*	(1,411,735)	(1,618,666)

- Use of Reserves to Balance the Budget

BUDGET BALANCING STRATEGY

- Thoughtful reduction -$1.89 million
- Labor cost 3.2%
- Freeze two executive level positions
- Use of approximately $1.4 million in reserves



GENERAL FUND ADJUSTMENTS TO DRAFT BUDGET

Description	FY 2025-26	FY 2026-27
Revenues		
Sales Tax	257,946	277,729
Contributions from Government	159,630	164,419
Expenses		
Increase in Chamber Contribution	50,000	50,000
Move Sidewalk Program to Measure T/U	(50,000)	(50,000)
School Resource Officer	212,830	219,223
Dispatch Services Contract	716,371	716,371
Dispatch Personnel & Ancillary Costs	(610,375)	(610,375)
Record Vine Trail Liability in FY 2024-25	(350,000)	-
Vine Trail – St. Helena to Yountville Cost Share per May 27, 2025 Adopted CIP	-	300,000
Net Adjustments	**448,750**	**(183,071)**

BUDGET CUTS



Description	Amount
Contract Services	655,407
Personnel Reductions	530,076
Transfer from GF to Street Capital (Measure U MOE)	379,189
Transfer from GF to Equipment Replacement	100,000
Election Expense	90,000
Chamber Contribution	50,000
Non-Profit Grant Contributions	45,000
Transfer from General Fund to 4th of July Fund	40,000
Total Budget Reductions	**1,889,672**

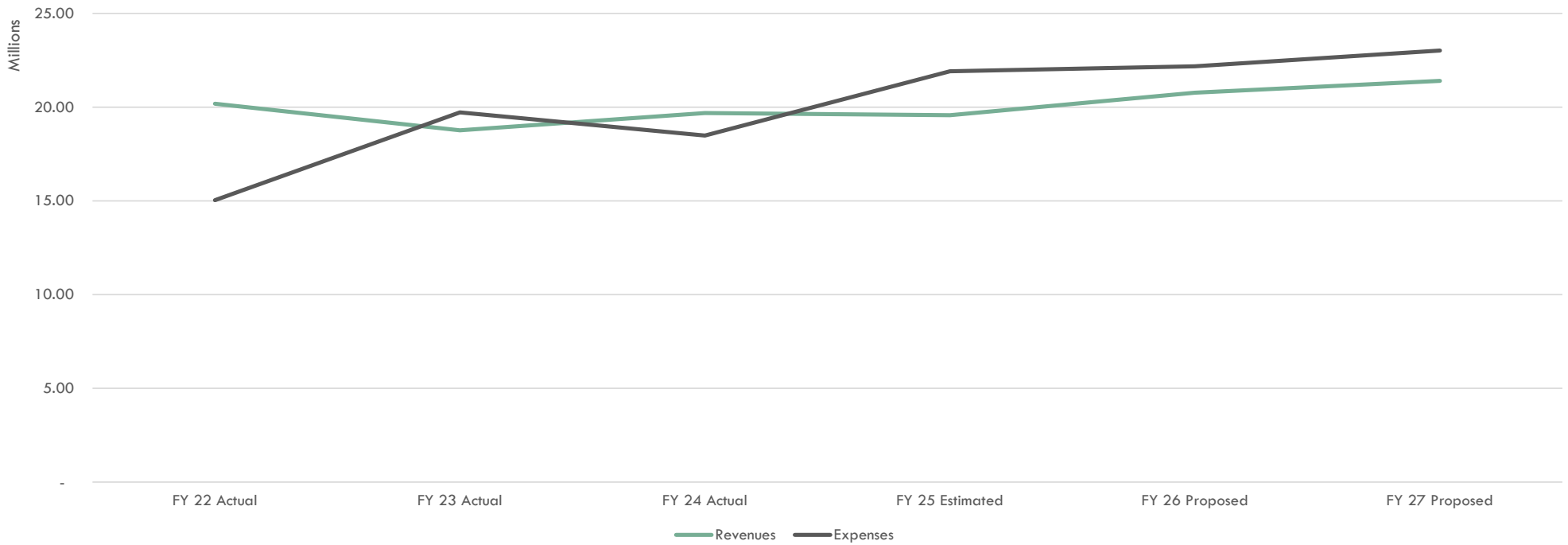
GENERAL FUND ESTIMATED NET POSITION – AS OF JUNE 30, 2026

Description	FY26	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/30/25		10,915,126	
Estimated Revenues @ 6/30/26	20,771,956		
Estimated Expenses @ 6/30/26	(22,183,691)		
Excess of Revenues over Expenditures		(1,411,735)	
Estimated Unassigned Fund Balance @ 6/30/26		9,503,391	
Estimated Unassigned Net Position			42.8%

GENERAL FUND ESTIMATED NET POSITION – AS OF JUNE 30, 2027

Description	FY27	Fund Balance	Reserve %
Estimated Unassigned Fund Balance @ 6/20/26		9,503,391	
Estimated Revenues @ 6/30/27	21,402,954		
Estimated Expenses @ 6/30/27	(23,021,620)		
Excess of Revenues over Expenditures		(1,618,666)	
Estimated Unassigned Fund Balance @ 6/30/27		7,884,725	
Estimated Unassigned Net Position			34.2%

GENERAL FUND REVENUES/EXPENSES

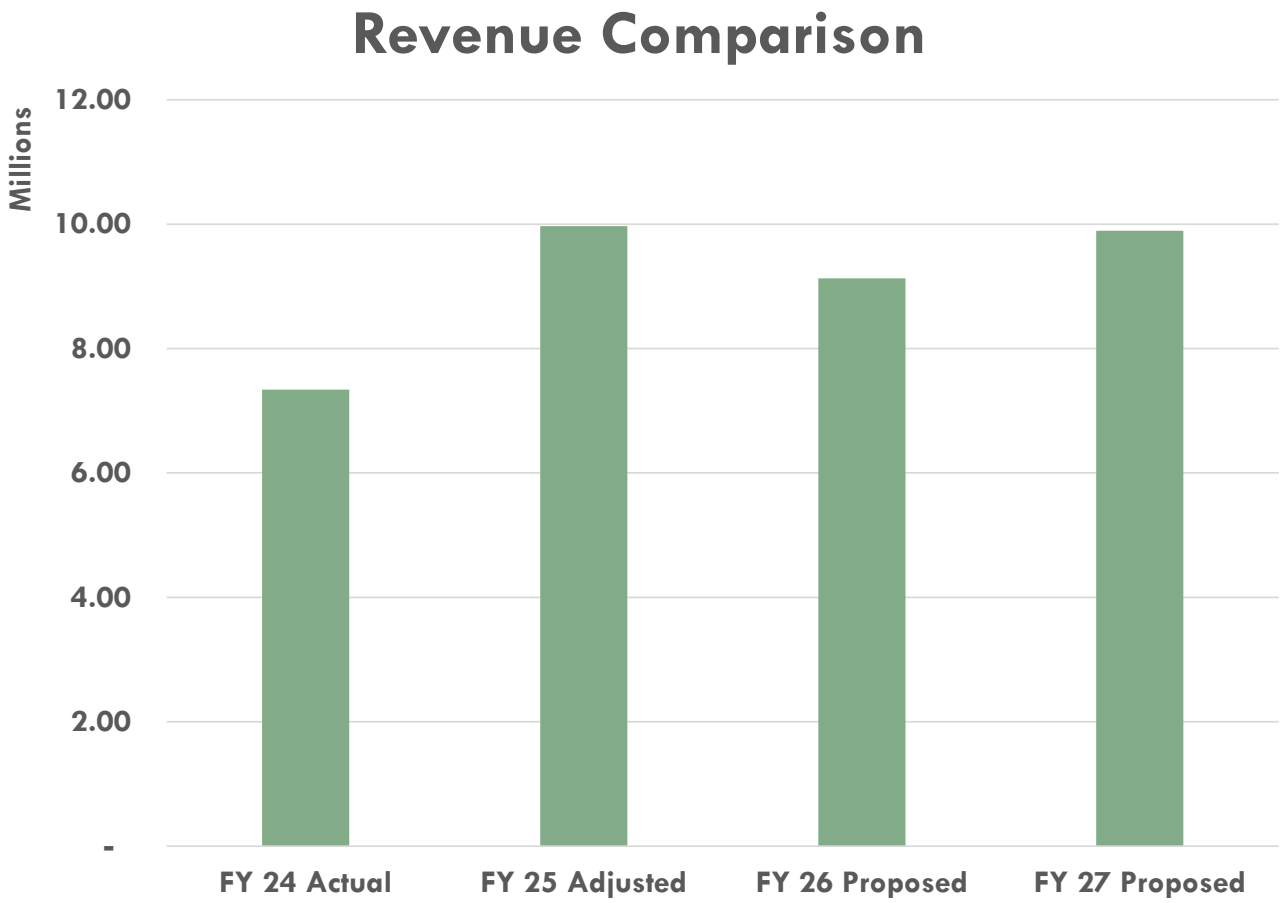


GRANT AWARDS IN THE LAST 4 YEARS - $6,889,885

Fiscal Year	Grants Received
2020-21	$1,588,844
2021-22	$962,435
2022-23	$3,162,051
2023-24	$1,176,555



WATER OPERATING FUND



WATER FUND REVENUES

WATER OPERATING FUND EXPENSES BY DEPARTMENT

Department	FY 25 Adjusted	FY 26 Proposed	FY 27 Proposed	% of Budget
Administration	371,379	-	-	0%
Administrative Services	685,063	97,505	99,693	1%
Attorney	165,880	100,000	101,500	1%
Public Works	6,588,479	5,314,033	5,450,725	66%
Non-Department*	1,774,747	2,618,235	2,648,715	32%
Council	30,783	-	-	0%
TOTAL	***9,616,332***	***8,129,776***	***8,300,633***	

WATER OPERATIONS FUND ESTIMATED NET POSITION

Description	FY26	Fund Balance	Operating Reserve
Estimated Unassigned Fund Balance @ 6/20/25		6,502,489	
Estimated Revenues @ 6/30/26	9,129,344		
Estimated Expenses @ 6/30/26	(8,129,776)		
Reserved for Capital Contribution	(637,879)		
Net Difference		361,389	
Estimated Unassigned Fund Balance @ 6/30/26		6,864,478	10 Months
Estimated Debt Coverage			*1.36*

WATER OPERATIONS FUND ESTIMATED NET POSITION

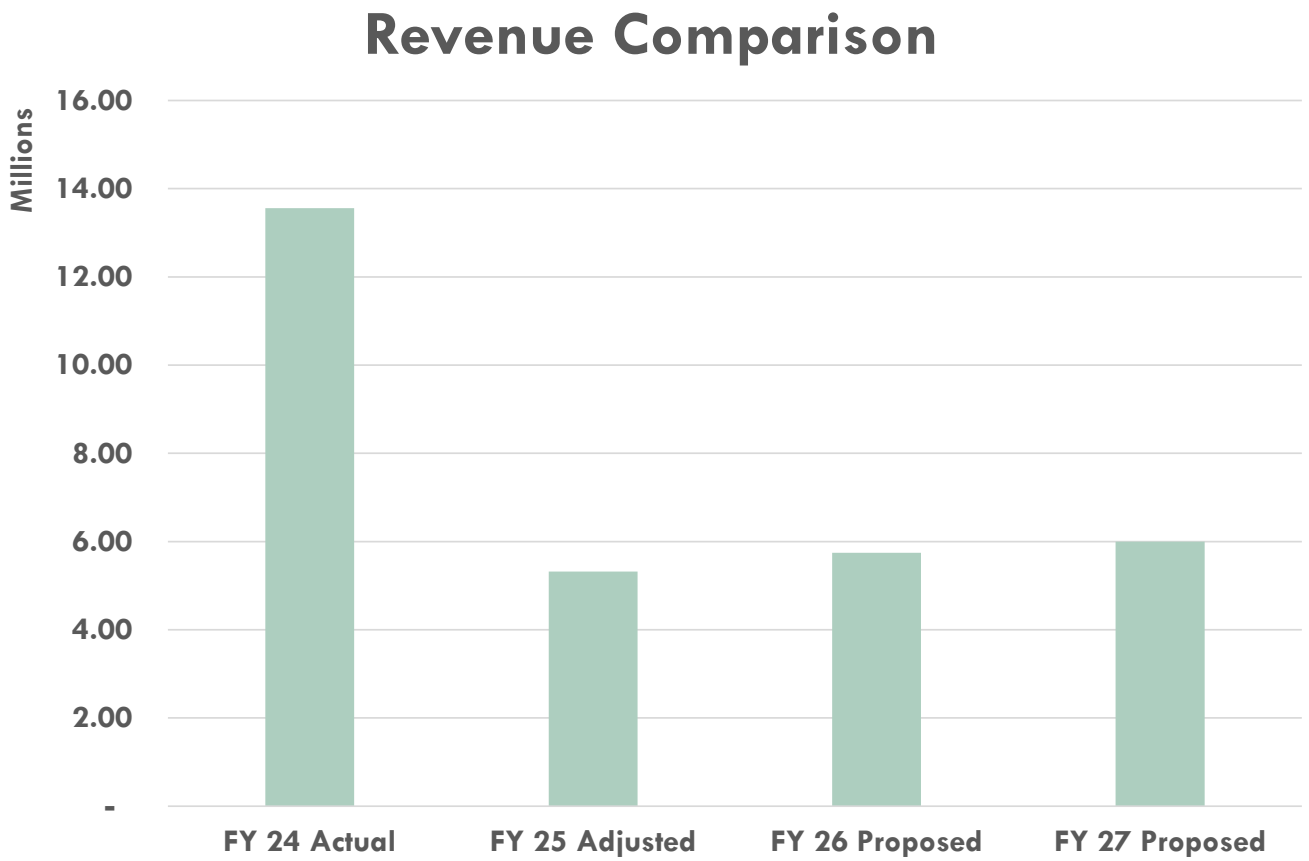
Description	FY27	Fund Balance	Operating Reserve
Estimated Unassigned Fund Balance @ 6/20/26		6,864,478	
Estimated Revenues @ 6/30/27	9,892,941		
Estimated Expenses @ 6/30/27	(8,300,633)		
Reserved for Capital Contribution	(1,444,494)		
Net Difference		147,814	
Estimated Unassigned Fund Balance @ 6/30/27		7,012,292	10 Months
Estimated Debt Coverage			*1.43*

CIP BEING DELIVERED IN FY 2025-26 - $14.4 MILLION

- Napa Intertie Transmission Main Replacement
- Bell Canyon Intake Tower Rehabilitation
- System-wide pipeline improvements



WASTEWATER OPERATING FUND



WASTEWATER FUND REVENUES

WASTEWATER OPERATING FUND EXPENSES BY DEPARTMENT

Department	FY 25 Adjusted	FY 26 Proposed	FY 27 Proposed	% of Budget
Administration	251,863	-	-	0%
Administrative Services	533,809	78,570	80,627	2%
Attorney	131,560	50,000	40,600	1%
Public Works	4,297,731	3,246,627	3,298,844	61%
Non-Department*	1,117,920	1,915,428	2,109,488	36%
Council	30,783	-	-	0%
TOTAL	***4,276,109***	***5,290,625***	***5,529,559***	

WASTEWATER OPERATIONS FUND ESTIMATED NET POSITION

Description	FY26	Fund Balance	Operating Reserve
Estimated Unassigned Fund Balance @ 6/20/25		2,035,888	
Estimated Revenues @ 6/30/26	5,746,033		
Estimated Expenses @ 6/30/26	(5,290,625)		
Reserved for Capital Contribution	-		
Net Difference		455,408	
Estimated Unassigned Fund Balance @ 6/30/26		2,491,296	5.7 Months
Estimated Debt Coverage			*1.30*

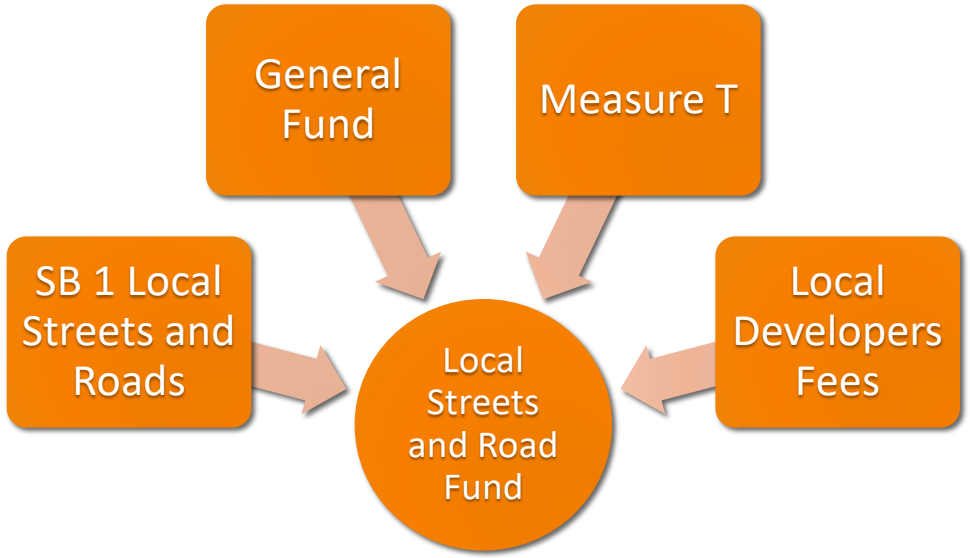
WASTEWATER OPERATIONS FUND ESTIMATED NET POSITION

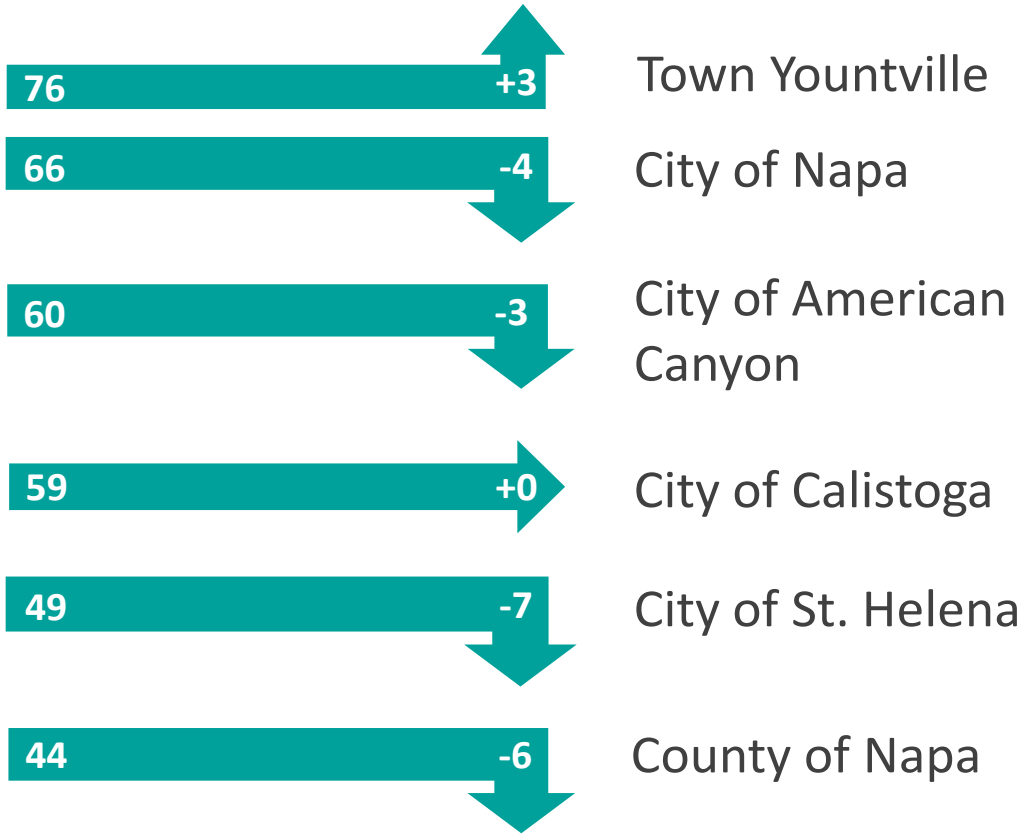
Description	FY26	Fund Balance	Operating Reserve
Estimated Unassigned Fund Balance @ 6/20/26		2,491,296	
Estimated Revenues @ 6/30/27	5,999,162		
Estimated Expenses @ 6/30/27	(5,529,559)		
Reserved for Capital Contribution	(198,000)		
Net Difference		271,603	
Estimated Unassigned Fund Balance @ 6/30/27		2,762,899	6 Months
Estimated Debt Coverage			*1.33*



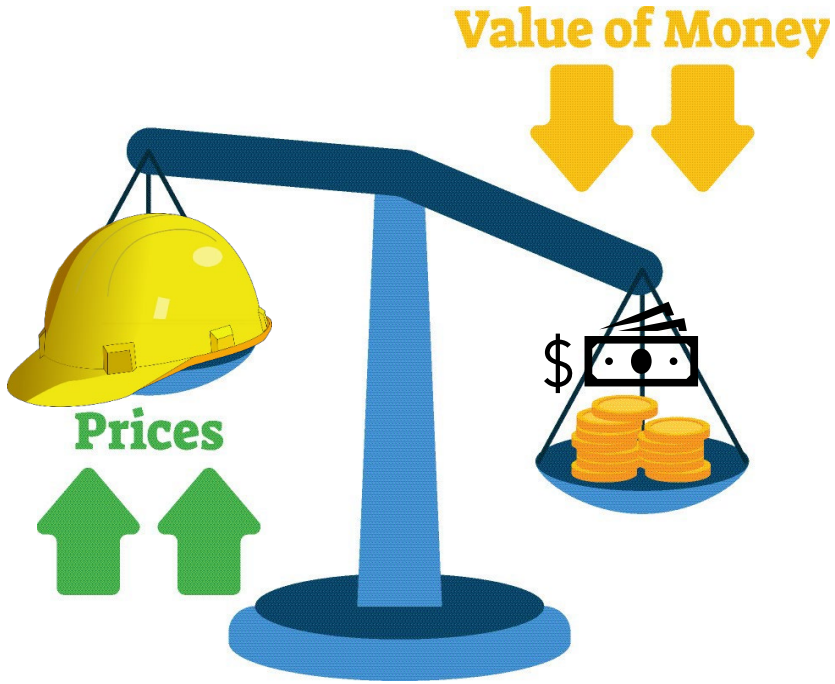
CAPITAL IMPROVEMENT PROGRAMS

II. Defining the Need- PCI from 2018 to 2020

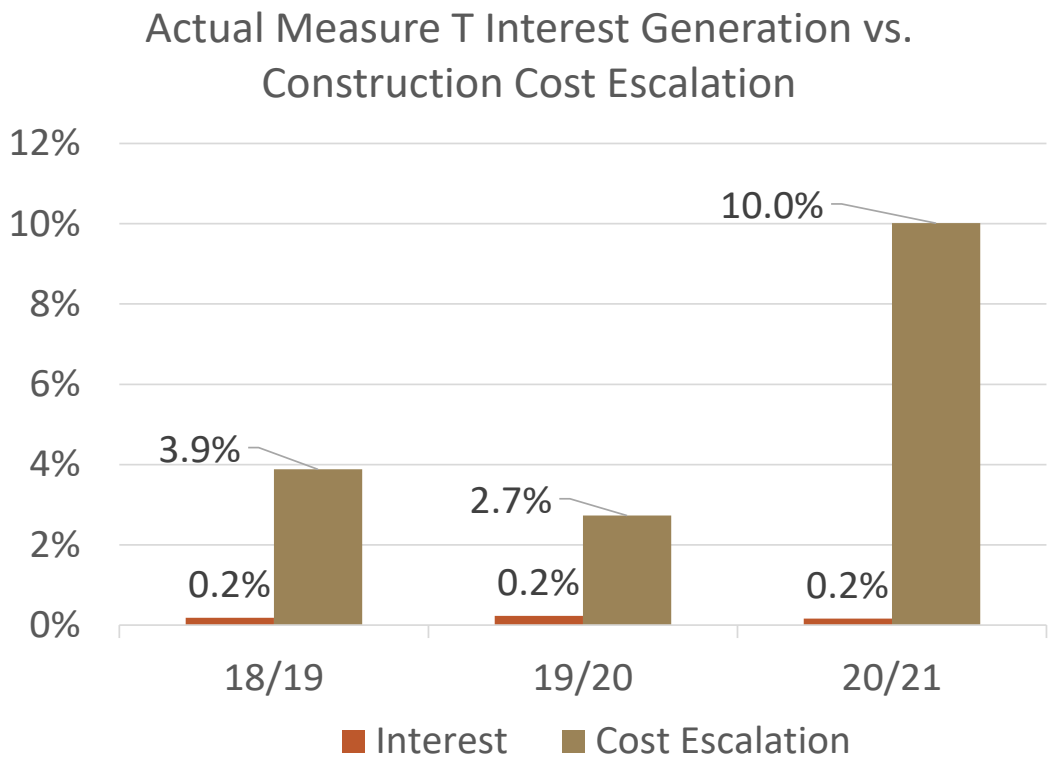




II. Defining the Need- Cost Escalation



= Negative Return on Investment



BUDGET STABILIZATION

- Support economic development and building of hotels
- Support new stable revenue stream(s)
- Invest in technology, business transformation, and organizational development
- Explore shared services and efficiency opportunities
- Finance Committee Assistance
  - Determine amount of annual deficit
  - Appraise Cost Allocation study
  - Provide input to Class & Comp study
  - Evaluate new revenue options
  - Make recommendation on revenue option(s)



SUMMARY

- City finances stable but stressed
- Good progress on CIP – particularly roads and water system
- Focus on Discolored Water phenomenon
- Opportunities with sale of city properties
- Important community choices - revenue



- Executive Team
- Erika Opp,
- Martin Beltran, and
- Ciara Caouette
- Mandy Kellogg



QUESTIONS?



ST. HELENA
CHAMBER OF COMMERCE

Dear Councilmembers,

On behalf of the St. Helena Chamber of Commerce Board of Directors, we are writing to provide a critical update on the ongoing contract discussions with the City.

On Monday, June 2, the Chamber submitted a formal response to the City's latest counteroffer—an offer that mirrored the proposal presented during the May 13 Council meeting. Per Council's direction at that meeting, the Chamber entered into continued negotiations in good faith, especially after hearing strong public support for maintaining the City's contribution at $175,000. As you know, there were 150 letters signed for support of this. Unfortunately, the counteroffer remained unchanged. This was disappointing.

For the record, prior to the May 13 council meeting, the Chamber voluntarily proposed a $25,000 reduction to demonstrate goodwill and sensitivity to the City's financial situation. That offer was declined, and we were told to accept a $50,000 reduction or face a proposal of $100,000 reduction instead. This occurred in the last council meeting.

In response, the Chamber submitted a detailed letter to the City outlining our position:

- The Chamber continues to manage the City's Welcome Center in good faith—a responsibility we assumed years ago at the City's request as a partnership. We split the cost. The Chamber implements the operations.
- While the lease for the Welcome Center is in the Chamber's name, it was entered into with the clear mutual understanding that the City would share equally in the investment.
- Visit Napa Valley contributes $30,000 annually to help with Welcome Center costs, and the remaining balance is split between the City and the Chamber.

At this point, with such a drastic financial proposed cut, we are no longer discussing a broader destination marketing contract. Rather, we are negotiating terms for the Chamber to continue operating the City's Welcome Center. Given the City's financial position, we respectfully proposed the following to the City Manager:

- **Annual Contribution:** Reduce the City's funding from $175,000 to $160,000 for the remaining two years of the Welcome Center lease—consistent with our prior verbal agreement. Should this be approved, the Chamber will fully fund the installation of the holiday Wine Barrel Tree without additional City support.
- **Optional Add-On Initiatives (City-Funded):**

- **$XXXXX+** – Co-funding the Wine Barrel Tree (if the City wishes to contribute).
- **$XXXXX+** – Destination marketing campaigns focused exclusively on hotels within City limits, aligning with TOT priorities. We will no longer include the one previously advertised property located outside city limits.

We also respectfully requested that the City update the name of the budget line item currently labeled "Chamber of Commerce Funding" to "Destination Marketing / City Welcome Center." This clarification more accurately reflects the City's financial support of a public-facing visitor resource, not simply a contribution to the Chamber. Updating the description would provide better clarity to the public. The city is not funding the Chamber. The city is helping to fund a City Welcome Center at this level of contribution with the Chamber's operational and financial support.

We believe our response honors the mutual commitment to the Welcome Center that was made prior to current City leaders' tenure. With two years remaining on our lease, honoring this verbal agreement is critical to sustaining services that benefit our local businesses and visitors.

Following our written response, we met with the City Manager on June 5. While we appreciated the opportunity, the conversation felt one-sided. The Chamber remains willing to compromise, but we are discouraged by the apparent dismissal of long-standing commitments and the time invested in negotiations that we will have to repeat in less than a year. This cycle hampers long-term planning and strains all parties involved.

Current Proposal from the City Manager:

- A one-year contract for FY 25–26 at $125,000.
- The expectation that the Chamber will fundraise to cover the holiday Wine Barrel Tree. We went into the meeting with the understanding both parties would work to raise funds for the tree. We were told NO by the City Manager.

In this scenario, the entire $125,000 would be directed solely to the City's share of Welcome Center operations. Other destination marketing would be fully funded by the Chamber (which is how it has mainly been the last 2 years with your previous cut). If Council supports this option, it is critical to understand:

1. The Chamber would absorb the $35,000 gap between the City's proposed contribution and the actual Welcome Center costs.
2. The Chamber cannot guarantee the Wine Barrel Tree's installation under these conditions. In the last two years, the Chamber was able to successfully install the tree, but now, having to cover more of the costs of the City Welcome Center, it may not be possible.
3. The Chamber was informed by the City Manager that the City would not participate in fundraising efforts for the Wine Barrel Tree.

4. The City will not -approve the clarification of the budget line item language, as requested.

This represents a significant decrease in the City's investment in its own Welcome Center. Without further fundraising support, the Wine Barrel Tree—a beloved tradition—may not be feasible this year. Historically, the Chamber has been proud to partner with the City to fund this project. However, the last two years, with the previous funding cut from the City, the City removed their holiday contribution and the Chamber paid for the tree. We are happy to fund this project, but we must reevaluate in light of the proposed cuts. It is also unreasonable to ask the business community to shoulder the cost again, as they partnered on sponsorships last year to help make it happen. The business community is hurting with tourism down. They need our support. We are committed to doing our best with limited funding. Maintaining a robust marketing strategy must remain our top priority for the benefit of local businesses, residents, and the City itself. Accomplishing this with diminished funding is increasingly difficult.

It's important to note that the Chamber is currently stretched beyond its financial capacity and has been forced to draw from our destination marketing budget to cover shared costs. This is not sustainable. Our destination marketing budget is essential for driving Transient Occupancy Tax (TOT) revenue through targeted advertising campaigns, and continued diversion of these funds puts that critical revenue at risk. We will not be able to do this much longer. We need to reevaluate this "partnership".

Lastly—and most importantly—during our June 5 meeting with the City Manager, we were informed that the June 10 Council meeting would not include specifics of the contract due to timing (that it was "too late" - exact words), and that detailed discussion would take place at the June 24 meeting. We were told that the 24th would be our opportunity to speak directly with Council to go over details of the contract and could do a presentation. While that may still be true, the reality is that the budget is scheduled for approval June 10th, and this is also a critical time for Council to hear from us. When we saw the revised funding amounts listed on the June 10 agenda and noticed the line item included without prior notice, it felt disingenuous. It was NOT too late. This inconsistency has created confusion and gives the appearance of a lack of transparency—something we are working hard to avoid.

We remain eager for genuine collaboration with Council and hope today's meeting provides the opportunity to engage with you directly—the decision-makers—before any final decisions are made. Thank you for your continued partnership. We welcome the chance to find a solution that reflects our shared commitment to the success of the Welcome Center and the greater St. Helena community.

Warm regards,
The St. Helena Chamber of Commerce Board of Directors

Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

DATE:	June 10, 2025
FROM:	Andrew Bradley, Program Manager
SUBJECT:	Approval of Resolution Authorizing the City Manager to Execute Professional Services Agreement with Matrix Consulting Group for an Efficiency and Business Transformation study in an amount Not-To-Exceed $90,960.
RECOMMENDED ACTION:	Adopt a resolution authorizing the City Manager to execute a professional services agreement with Matrix Consulting Group to conduct the City's Efficiency and Business Transformation Study, in an amount not-to-exceed $90,960.
PREVIOUS COUNCIL ACTION:	On January 14, 2025, Council Member Barak proposed, and the City Council supported an agendized discussion to reduce costs through optimization and modernization. On January 28, 2025, the City Council was presented with a staff report listing actions staff had already undertaken to enhance efficiency and improve processes, as well, staff recommended that the city utilize the services of a consultant to explore additional opportunities for efficiency and business transformation. https://sthelena.civicweb.net/document/265031
STATEMENT OF THE PURPOSE:	The purpose of this item is to authorize the City Manager to execute a professional services agreement with Matrix Consulting Group to conduct a citywide Efficiency and Business Transformation Study.
FINANCIAL IMPACT:	The total financial impact is $90,960, which is available in the existing General Fund budget in GL Account 101-42-00-21-45.

BACKGROUND:

The City of St. Helena released a Request for Proposals (RFP) on March 28, 2025 seeking qualified consultants to conduct an Efficiency and Business Transformation Study. The objective of this initiative is to assess internal business processes, identify opportunities to improve service delivery, enhance the resident experience, reduce inefficiencies, and evaluate staffing, technology use, and organizational structure across all non-public safety departments. The outcome will be a strategic roadmap for

modernizing service delivery, improving customer experience, and ensuring the effective and efficient use of City resources.

The study is a key priority for aligning resources with community expectations and fiscal realities, particularly as the City continues to address long-term fiscal sustainability.

DISCUSSION:
The City received seven (7) proposals by the submission deadline of April 25, 2025. A review panel composed of staff and Council-appointed evaluators assessed the written proposals using criteria outlined in the RFP, including:

- Relevant experience and qualifications
- Understanding of project scope
- Proposed methodology and approach
- Value and cost-effectiveness
- Clarity of deliverables and timeline

Following the initial evaluation, three (3) finalist firms were invited to participate in panel interviews conducted on May 22 and May 28. Interview questions focused on the firm's approach to organizational analysis, technology assessment, and capacity to deliver actionable recommendations suited to a small, full-service city like St. Helena.

After a thorough evaluation process, the panel unanimously recommended Matrix Consulting Group for contract award based on the following strengths:

- Demonstrated success conducting transformation studies in similar-sized municipalities
- A thoughtful and phased methodology that balances efficiency, service quality, and fiscal discipline
- A well-qualified, multidisciplinary team with expertise in municipal operations, organizational development, and digital modernization
- Strong references and evidence of measurable outcomes in past projects

Pending Council approval, the selected consultant will begin work on July 1, 2025, with preliminary findings expected in late 2025 or early 2026.

ENVIRONMENTAL REVIEW:
None.

GOAL:

Goal 1: Strengthen Financial Sustainability
Goal 7: Enhance Organizational Effectiveness

DOCUMENTS ATTACHMENTS:

Matrix Group_ St. Helena eProposal_MatrixCG
RFP - Efficiency and Business Transformation FINAL 03.27.25

2024 Template Professional Services Agreement - Efficiency and Business Transformation Study Matrix Consulting Group - signed
Resolution - PSA Matrix Consulting Group for Efficiency and Transformation Study

PROPOSAL TO CONDUCT AN EFFICIENCY AND BUSINESS TRANSFORMATION STUDY

APRIL 25, 2025

ST. HELENA, CALIFORNIA

MATRIX
CONSULTING GROUP

MATRIX CONSULTING GROUP

Erika Opp, Administrative Analyst
City of St. Helena
1088 College Avenue
St. Helena, CA 94574

Dear Ms. Opp:

Matrix Consulting Group, Ltd. is pleased to present this proposal to conduct a comprehensive efficiency study across all non-public safety departments for the City of St. Helena. Our proposal is based on our review of the RFP and our prior experience providing similar consulting services in California and throughout the country. We offer public organizations comprehensive assessments to align services, technology, and organizational structure, resulting in easier and more efficient ways for residents to access services and conduct business with the City.

Our qualifications to work with the City on this project include:

- **A Focus on Local Government Consulting:** Our market and service focus is assisting public sector entities, primarily local governments, with operational, organizational, staffing, and efficiency assessments.
- **Extensive Experience in California and Nationally:** Since our incorporation in 2003, the firm has conducted over 100 organization-wide and 1,800 studies of individual local government departments. We have conducted hundreds of studies for clients throughout California. Current and recent clients include Napa and Napa County, Calistoga, Sonoma, Sonoma County, and Santa Rosa.
- **Tailored Services to Meet Your Unique Organizational Needs:** We understand that each municipal organization has a unique organizational culture, service portfolio, and expectations regarding service levels. As a result, we develop a highly customized approach to providing services to each client designed to support and advance your goals and objectives.
- **A Highly Experienced Analytical Team**: We have proposed a team that includes members who have previously served in local government in executive management roles and career consultants with experience performing dozens of similar efficiency studies for local government.

As the firm's President, I am authorized to represent the firm contractually and execute any service agreement. I can be reached at the address and phone number below, or at apennington@matrixcg.net.

ALAN D. PENNINGTON
President, Matrix Consulting Group, Ltd.

MATRIX CONSULTING GROUP
1875 S Grant Street, Suite 960
San Mateo, CA 94402
650-858-0507

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FIRM BACKGROUND AND EXPERIENCE

This section of our proposal provides an overview of our firm's history, service areas, and experience.

ABOUT MATRIX CONSULTING GROUP, LTD.

Matrix Consulting Group, Ltd. is a management consulting firm that provides quality analytical, evaluation, support, and training assistance to public sector entities. Our firm is summarized as follows:

- We were incorporated in 2003 in the State of California. Our headquarters are in San Mateo with a satellite office in Irvine. We have regional offices in Charlotte (NC), Dallas (TX), Edwardsville (IL), the Tampa (FL) area, Portland (OR), and Nova Scotia, Canada.
- Since our founding, we have worked with over 1,800 public sector entities, evaluating the effectiveness of organizational structures, streamlining business processes to increase efficiency, evaluating service delivery approaches, ensuring function alignment for enhanced interdepartmental collaboration, and developing appropriate resources and staffing allocations.
- We employ 31 full-time and seven part-time highly experienced management consultants who specialize in public sector management consulting. We have subject matter experts in virtually all major functional areas of operations, including administrative, public works, planning and building services, community services, and other non-safety functions.

SERVICE AREAS

Our firm provides a full range of services to public sector organizations. The following table outlines the core services provided by our firm:

Law Enforcement
Staffing analysis
Patrol scheduling and deployment
Patrol beat redesign
Community policing
Management studies
Amalgamation feasibility
Contract compliance audits
Overtime audits
Projections and growth impact

Fire and EMS
Master and strategic plans
Station location planning
Staffing analysis
Scheduling and deployment
Standard of coverage
Amalgamation feasibility
Management studies
Contract compliance audits

Financial Services
Cost allocation plans
Cost of services
User fees
Development impact / Nexus
Billable/hourly rates

Community Development
Permit streamlining
Organization and staffing
Permitting software decisions
Customer service

Administrative
Organizational assessments
Staffing analysis
Strategic planning
Shared services analysis
Compliance audits
Information technology
Process improvement

Fleet Management
Utilization reviews
Fleet replacement planning
Fleet asset management
Maintenance operations
Sustainability
Technology

Parks, Recreation and Libraries
Master and strategic planning
Staffing and program analysis
Customer service
Park condition assessments

Citywide and Countywide
Organizational assessments
Strategic planning
Staffing analysis
Management analysis
Customer service
Shared services

Emergency Communications
Staffing analysis
Consolidation feasibility
Implementation assistance
Implementation assistance

Public Works and Utilities
Organizational assessments
Staffing analysis
Infrastructure assessments
Sustainability

Higher Education
Administrative services
Campus security
Organization and staffing
University-city contract services

RELEVANT EXPERIENCE

Since 2003, we have conducted over 100 organization-wide assessments and over 1,800 departmental studies. Examples of relevant projects are listed below.

ORGANIZATION-WIDE ASSESSMENTS

Representative clients include:

Albuquerque, New Mexico
Augusta, Georgia
Barstow, California
Brattleboro, Vermont
Coventry, Rhode Island
Corp. for Public Broadcasting
DeKalb County, Georgia
Dunedin, Florida
Deltona, Florida
Franklin Township, New Jersey
Grand County, Utah
Gulf Shores, Alabama
Half Moon Bay, California
Jefferson City, Missouri
Joplin, Missouri
Monroe County, Michigan
Montgomery County, Maryland
Monrovia, California
Mount Lebanon, Pennsylvania
Orland Park, Illinois
Orting, Washington
Palos Verdes Estates, California
Portage, Michigan
Rancho Mirage, California
Rancho Palos Verdes, California
Roseville, California
Salt Lake County, Utah
Schertz, Texas
St. Cloud, Florida
Sunnyvale, California
Takoma Park, Maryland
Tigard, Oregon
Vermont Secretary of State

Details about any project listed above are available upon request.

We are currently conducting similar business process and efficiency studies in El Monte and Oceanside (CA), Fort Collins (CO), and Redmond (WA).

DEPARTMENT-SPECIFIC STUDIES

As noted above, in addition to our numerous organization-wide studies, the firm and project team have conducted 1,800 stand-alone studies of specific local government functions focused on developing efficient service delivery models. Representative projects in major service areas are listed below, with many in California.

Functional Area	Client	Functional Area	Client
Administrative Services	Irvine (CA) Milpitas (CA) Montgomery County (MD)	**Information Technology**	Brea (CA) Riverside (CA) Salt Lake City (UT)
Community Development	Redwood City (CA) Riverside (CA) Santa Rosa (CA)	**Parks and Recreation**	Bellflower (CA) Milpitas (CA) Seattle (WA)

Functional Area	Client	Functional Area	Client
Finance / Purchasing	Albany (CA) Greeley (CO) Pasadena (CA)	**Public Works / Fleet / Utilities**	Stockton (CA) Vacaville (CA) West Sacramento (CA)
Human Resources	Palo Alto (CA) Riverside (CA) San Joaquin Rail Auth. (CA)	**City Clerk/ City Attorney**	San Clemente (CA) San Luis Obispo (CA) Santa Monica (CA)

These are representative examples of our experience working in select service areas. Details about any project listed above are available upon request.

APPROACH AND METHODOLOGY

This section of the proposal provides an overview of our project understanding, approach to providing consulting services, and a proposed task plan.

PROJECT UNDERSTANDING

St. Helena is undertaking this assessment to proactively evaluate its processes and technology utilization and align service levels and resource needs. This study is intended to ensure that the City's current business processes are efficient and effective and that staff are equipped with appropriate technology to provide a high level of service to the community. The outcome of this engagement will be improved service access for residents and the business community.

This study will develop a strategic plan for the City to holistically identify workforce and technology needs, align service expectations and staffing resources, and enhance internal and external service delivery approaches. The study's results will guide operational and organizational improvements in the near and long term. A comprehensive review of the City's service delivery model, processes, technology, service optimization, and cost reduction (where applicable) will be identified. The goal of this study is to identify opportunities for enhanced efficiencies while maintaining a desired service level.

SERVICE DELIVERY PHILOSOPHY

Our philosophy in providing consulting services is to provide a customized approach to address our clients' unique issues and needs in a fact-based manner, utilizing our proven methodologies and analytical approaches, as summarized in the following graphic:

1. A principal of the firm is involved in every aspect of each study. For this engagement, Aaron Baggarly, AICP, will serve as the project manager.
2. We approach our projects by gaining a firm grounding in formal and fact-based analytical methodologies.
3. Our projects are characterized by extensive input and interaction between the consultants and our clients' staff, management, and policy makers.
4. We recognize that successfully serving clients requires more than simply providing the right answers. We provide practical solutions for implemention.
5. We engage regularly with our clients to ensure that the project remains on time, the schedule is maintained, and we are accessible when needed.

Our place in the government consulting industry is based on our experience, analytical, and inclusive approaches.

PROJECT MANAGEMENT AND QUALITY CONTROL

We strongly believe in effectively managing each consulting engagement and utilizing formal project management techniques in our studies. These techniques include:

- Use **project management software** to create timelines, track utilization, and communicate.
- Expectations and results of the project team and clients are managed weekly by developing and utilizing **formal project schedules and reporting tools**.
- All project work activities are defined in advance and tied to each project team member, deliverables, schedule, and budget.
- The project manager and lead analysts develop general and **project-specific data collection plans and interview guides** for all our staff.
- At project initiation, we will establish a series of **progress meetings** with the project steering committee and other key stakeholders as needed to review interim deliverables and findings as they are developed. This collaborative approach throughout the engagement ensures that there are no surprises and works to maximize buy-in at all levels.
- The **project manager designs and personally reviews all interim and final products** before they are delivered to the client.

These project management approaches have resulted in all our projects being delivered at a high level of quality and on time. All our projects are completed within budget – we have **never** asked for additional

budget to complete the proposed scope of work. We are known for the depth and insight of our analysis and our client responsiveness.

TASK PLAN

The following task plan summarizes the proposed approach to providing services to St. Helena on this engagement.

TASK 1: INITIATE THE PROJECT AND DEVELOP A CURRENT STATE PROFILE.

To fully provide services to the City, we need to quickly develop an understanding of the key issues impacting and shaping service requirements for the community and an in-depth knowledge of the current organizational structures, staffing allocations, and service delivery approaches in place. To fully develop our understanding, we will accomplish the following work steps, among others:

- Meet with the City Manager to discuss the project, initiate and refine specific project tasks, and establish a schedule for the engagement.
- Conduct individual interviews with City Council members, if desired, to identify the challenges facing the City and to understand established priorities.
- Interview department heads and division managers to gain insight into the organization's existing plans and key organizational and operational issues facing each functional area. The purpose is to understand the current processes, service levels, staffing, and organizational issues.
- Review available information, including mission statements, budgets, workload data, job descriptions, SOPs, and other documents that provide insight into each department's service delivery approaches, key performance indicators, regulatory constraints, and operational practices.
- Understand staffing and responsibilities in each function. Document staffing trends and identify gaps, if any, in key service areas and skill sets.
- Develop an understanding of the scope of the programs and services for each department/division under review, including historical, current, and projected workloads, resource allocation, and service levels for each department/division to be reviewed.
- Classify each current service provided and associated service levels as either a core/required service (one that the City is required to perform by regulation or ordinance) or a discretionary service. This documentation will be utilized in future analytical tasks to develop alternatives.
- Develop process diagrams and workflows for major processes to document the existing approaches currently in place.
- Document the major software and technology employed throughout the City and develop an understanding of the current utilization levels.

Once these efforts have concluded, the project team will develop a current state profile.

TASK RESULT

The project team will develop a current state profile of the staffing, workload, performance goals, operations, and organizational structures of the departments reviewed.

TASK 2: EMPLOYEE SURVEY

The project team believes that gathering input from all employees in studies focusing on developing the organization's future state is essential. This approach also increases staff buy-in for the engagement. Input obtained through interviews will be supplemented through an online anonymous survey to give everyone in the departments included in the scope of this study the opportunity to participate. The survey will be conducted electronically using SurveyMonkey, distributed to all employees within the functional areas under review, and designed to ensure the anonymity of all respondents.

The use of an employee survey would enable the project team to develop an understanding of the current organizational culture, communications, level of support provided by internal service functions, level of interaction between departments, workplace attitudes, opportunities for alternative service delivery approaches, potential necessary staffing modifications, and changes in technology, tools or processes that would increase the efficiency and effectiveness of staff work efforts. This survey would also solicit input regarding functions that collaborate frequently and depend on other departments for service delivery to understand inter-departmental coordination issues and the potential for realignment or reallocation of tasks for efficiency.

The results will be tabulated into an analysis that examines key findings and differences in perception among different groups.

TASK RESULT

An anonymous online employee survey will be distributed to employees, offering everyone the opportunity to provide input to the study. The responses will be tabulated, and the key findings and conclusions will be summarized in an analytical report.

TASK 3: SERVICE DELIVERY AND EFFICIENCY IMPROVEMENTS

To address the challenge of sustaining fiscal responsibility while maintaining high service levels, the City must implement strategic measures focusing on efficiency and effectiveness. This task aims to evaluate different methods of service delivery and service levels to identify potential efficiencies and improvements, as well as any associated cost savings these changes may bring.

Areas to be assessed during this task include the following:

ADEQUACY OF WORK PRACTICES

They analysis will focus on identification of opportunities to streamline work practices to increase utilization levels and/or reduce staffing requirements. Through the analysis of major work practices, the consulting team will determine:

- The frequency of various work tasks now performed is necessary or can be reduced.
- Opportunities to streamline work practices to increase utilization, enhance operational efficiency, and/or reduce staffing requirements.
- The skill mix for positions can be improved.

The project team will develop ‘as is’ and recommended 'to be' process diagrams that show how changes in procedures or work practices could be implemented to increase efficiency, reduce bottlenecks, enhance technology utilization and streamline operations.

SERVICE LEVELS

Develop recommended service level options for each function that reflect a base (or required service level), the existing service level (if different) and a best practices service level (if one is supported by industry standards) and/or an enhanced service level. These service levels will show the resources and/or staffing requirements necessary to support each service level.

The project team will provide a recommended service level, based on analysis, suitable for the City based on unique service needs of the community and financial resources available.

SERVICE DELIVERY APPROACH

Develop a summary of the current approach utilized to provide services (in-house, contracted, shared service, privatization) and any alternatives in the local market for providing the service in an alternative manner.

The analysis will also include an assessment of the operational efficiency and cost-effectiveness of alternative approaches under consideration. This analysis will also take responsiveness and level of service considerations.

KEY PERFORMANCE INDICATORS

Recommended performance indicators for the function under review. Where feasible, the recommended indicators will focus on the service's outcomes rather than outputs to provide more meaningful context and usability.

USE OF TECHNOLOGY

Identify whether appropriate technology is in place to support service delivery and whether existing technology is being effective and fully utilized. This review will build upon the technology inventory developed in Task 1 and will analyze whether there are duplicative systems in place across departments, whether the ERP and available modules are fully implemented and any gaps that exist in technology needs.

We will highlight functionality of current technology that is not utilized, or not fully utilized, that should be implemented to further automate processes to increase efficiency and reduce manual processing. Where gaps exist, we will recommend specific types of software or technology to address the gap and highlight the service impacts from implementation.

This analysis will lead to recommendations to streamline services and provide direction on the most effective method of delivering services.

TASK RESULT

The project team will develop an interim report that provides opportunities to realign services or service delivery, establish key performance indicators, and enhance the use of technology in the functional areas.

TASK 3: ORGANIZATIONAL STRUCTURE AND STAFFING ANALYSIS

This work task will analyze the staffing and organizational needs for the departments included in this study. The project team will review each department's current workload and service level expectations and identify the staffing needs (in-house and contracted). The analysis in this task will include the following elements:

WORKLOAD AND STAFFING ANALYSIS

Analyze current workload and apply industry benchmarks and time requirements to identify the staffing resources to meet service level expectations.

Review current staffing allocation to align appropriate employee classifications to the work activity). This will include full and part time positions.

Will staffing allocations need to be adjusted for future needs?

What additional staffing is required to implement desired programs or services (such as an enhanced strategic planning, communication, and organizational culture focus)?

ORGANIZATIONAL RESPONSIBILITY AND STRUCTURE

Are services/functions appropriately located in the organization, or should restructuring occur to increase collaboration and service delivery?

Are there gaps or overlapping or duplicated services?

Is the organizational structure too "tiered" or too "flat" in management staffing?

Are functions placed too high or too low in terms of their importance?

SPANS OF CONTROL

Are spans of control for executive, management, supervisory, and lead personnel appropriate, or should they be modified?

Are there any modifications needed in operational practices, technology, or other service delivery methods to implement the proposed span of control?

This task will result in developing a workload and staffing analysis and recommending an organizational structure to ensure consistency and enhance service throughout the city. Preliminary recommendations will be provided to the City's project steering committee for review.

TASK RESULT

The project team will develop an interim report that provides a comprehensive analysis of the organizational, management, and staffing needs of the departments under review.

TASK 4: FISCAL EFFICIENCY REVIEW

In this task, the project team will build upon the analysis, findings, and recommendations made in Tasks 2 and 3. The project team will review the following areas to identify potential cost saving measures:

- Review approaches to the City's budgeting process to identify opportunities for improvement and alignment with best practices.
- Evaluate past revenue and expenditure trends.
- Cost recovery levels for services that can charge fees, the City's policies for fees, additional fees that are possible, and the fees for those in place.
- Analyze approaches to asset planning and management.

The project team will conduct a fiscal analysis of each recommendation to supplement the subtasks listed above. This analysis will include identifying one-time and recurring costs/savings.

After this task, the project team will provide a fiscal efficiency review of current approaches and the financial impact of each recommendation.

TASK RESULT

A comprehensive fiscal efficiency analysis for current approaches, policies, and processes and identification of the fiscal impact of each study recommendation.

TASK 5: DRAFT AND FINAL REPORTS AND IMPLEMENTATION PLAN

The draft report combines the analytical steps and interim deliverables into one document, including recommendations for each department covered in the study. The recommendations made as part of the study must be specific, measurable, prioritized, and associated with a detailed and comprehensive timeline for implementation. We provide a detailed implementation as part of all our studies.

The draft and final report will include the following elements:

- An **executive summary** that summarizes the major findings of the study.
- A description of the study **methodology**.
- A detailed evaluation of each function under review with **clear recommendations** regarding:
    - Staffing and operations
    - Process improvement
    - Technology utilization
    - Financial efficiency
- A **detailed implementation plan** that the City can use to guide organizational changes over the foreseeable future. The implementation plan will assign each recommendation a priority, timeline, and champion (lead entity). A fiscal analysis will be completed for each recommendation to identify the savings or costs associated with each recommendation. The implementation plan will provide a roadmap to the organization's transformation.

The draft report will be reviewed with the project steering committee and any key stakeholders identified throughout the study. Once this review is completed, the project team will review all comments received, edit and finalize the report, and present the final report to the City leadership team and elected officials.

TASK RESULT

The project team will develop a draft final report that builds upon all interim deliverables to provide a comprehensive analysis of the organization and a plan for implementation. Following a process of review and revisions, we will be available to present to the City.

SCHEDULE AND DELIVERABLES

We propose to conduct this study over months, as outlined in the following table.

Task	July	Aug	Sep	Oct	Nov
1. Current State Profile					
2. Service Delivery Evaluation					
3. Organizational Structure and Staffing Analysis					
4. Fiscal Efficiency Review					
5. Report and Implementation Plan					

We can begin work within two (2) weeks of a notice to proceed. This timeline can be adjusted based on City staff priorities, preferences, and availability.

TEAM AND QUALIFICATIONS

We are proposing a highly qualified team of consultants, all of whom are full-time employees of Matrix Consulting Group. The chart below shows the reporting structure and roles.



The following table summarizes the areas of expertise for each team member, with resumes following.

Employee / Title	Primary Area(s) of Expertise
Aaron Baggarly, Vice President	Building, Planning, Code Enforcement
David Branch, Senior Manager	Administrative Services, City Clerk
Chas Jordan, Manager	Public Works, Parks & Recreation, Asset Management
Allyson Brekke, Manager	Community and Economic Development, Housing
Amy Mabey, Manager	City Manager, Finance/Utility Billing, HR
William Haight, Senior Consultant	Information Technology
Joe McDonald, Senior Consultant	HR, Community Services, Process Improvement
Megan Young, Senior Consultant	Community Services, Parks & Recreation, Public Works
Jaymee Westover, Senior Consultant	Cost of Service, User Fees, Finance



AARON BAGGARLY, AICP
Vice President – Project Manager

Aaron Baggarly is the lead analyst on development review, permitting, and inspection related engagements. Prior to joining the firm, he was the Planning and Development Director in Stillwater, Oklahoma.

- Completed over 50 studies for municipal development operations, including: analysis of planning, building, and code enforcement, organizational review, and process evaluation and reengineering.
- Performed data and workload analysis, needs assessments, visioning, organizational and staffing assessments, public engagement, and best management practices evaluation.
- Serves as Chair of his local Board of Adjustment.

EXPERIENCE HIGHLIGHTS:

ST. PETERSBURG: MANAGEMENT EVALUATION OF THE DEVELOPMENT SERVICES DEPAETMENT

Aaron led the firm's comprehensive evaluation of the City's development review and permitting operations. Key recommendations focused on:

- Identified technology improvements to streamline the customer portal, internal workflows, and roles in the permit review process.
- Align staffing resources to meet service level goals.

CLEARWATER, FL: DEVELOPMENT BUSINESS PROCESS REVIEW

Aaron was the lead analyst for this study which analyzed the City's development service processes. Key study findings included:

- Identified process improvements focused on quality review and maintaining a high performance goals for reviewing applications.
- Identify technology improvements to provide a more predictable permitting process.

RELEVANT CLIENTS:

CA Downey
CA Menlo Park
CA Milpitas
CA Redondo Beach
CA Redwood City
FL Bradenton
FL Clearwater
FL Miami Beach
FL St. Petersburg
FL ToHo Water Auth
MA Boston
NC Raleigh
NC Rowan County
OR Forest Groves
TX Dallas
TX Fort Worth
TX Flower Mound
TX Prosper
TN Knoxville
VA Blacksburg
VA Stafford County
WA Richland

YEARS OF EXPERIENCE:

18

EDUCATION:

BS, Appalachian State University, Community and Regional Planning, Minor in GIS.

PROFESSIONAL ASSOCIATION:

American Institute of Certified Planners (AICP)

American Planning Association



CHAS JORDAN, MPA, FMP, PWE, ENV SP
Manager

Chas Jordan serves as a project manager and a project consultant on projects dealing with public works, facilities, fleet management, utilities, parks and recreation and administrative functions.

Prior to joining Matrix, Chas served as an Assistant Public Works Director and Public Works Administrative Manager in Florida. His consulting expertise includes:

- Major construction project management and systems review.
- Maintenance planning and coordination.
- Process studies within public activities, organizational review, and process evaluation and reengineering.
- Work Order technology implementation to improve workflow and management, integration strategies and employee training.
- Management and soft skills development and training.
- Financial analysis, rate setting, and long-term capital planning.
- Fleet asset management and equipment replacement.
- Facilities capital project management and long-term planning.

EXPERIENCE HIGHLIGHTS:

ADDISON, TX: ASSESSMENT OF GENERAL SERVICES DEPT.

- Served as lead analyst and project manager to review the General Services Department (Facilities and Fleet Management)
- Reviewed maintenance standards and needed staffing resources.
- Recommended Organizational and Staffing Improvements to meet Service Level Expectations.

MIAMI BEACH, FL: FLEET AND FACILITIES ASSESSMENTS

- Served as project manager on an assessment of the organization and staffing of the City's Facilities Management Division.
- Served as a fleet analyst on an assessment of the utilization and replacement of the City's vehicle fleet.

RELEVANT CLIENTS:

CA Bellflower
CA Brentwood
CA EBRPD
CA La Mesa
CA Long Beach
CA Moreno Valley
CA Port of LA
CA SDCWA
CA Stockton
CA Vacaville
CO Fort Collins
FL Bradenton
FL Miami Beach
FL Palmetto Bay
FL Seminole Tribe
FL St. Johns Co.
FL St. Petersburg
MA Lowell
MO Jefferson City
MO Lees Summit
OH Cincinnati
OR Washington Co.
SC Columbia
TX Addison
VT Burlington
WY Laramie

YEARS OF EXPERIENCE:

18

EDUCATION:

MPA, University of North Florida

BA, University of North Florida

PROFESSIONAL ASSOCIATIONS:

American Public Works Association (APWA)

Solid Waste Association of North America (SWANA)

National Recreation and Parks Association



ALLYSON BREKKE, AICP
Manager

Allyson Brekke focuses on the Community Development Services practice area, with specialty knowledge in Cultural Resources and Historic Preservation, Economic Development, and Town and Gown Relations. Prior to joining the firm, Allyson served as Deputy Planning Director for Gallatin County, MT where she initiated a comprehensive housing study and the Director of Community and Economic Development for Port Angeles, WA where she helped City Council to adopt the City's two-year strategic plan. Her experience includes:

- Strategic planning, capital plan updates, budget/work plan development, development review efficiencies and analysis.
- Long-range planning efforts for environmental protection, comprehensive plans and housing needs.
- Organization and operation development and coordination of intergovernmental policies, programs, and operations.
- Community outreach facilitation and neighborhood planning.

EXPERIENCE HIGHLIGHTS:

REDONDO BEACH, CA: EVALUATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT

Allyson served as the senior analyst on this evaluation of the City's Community Development Department, which focused on creating more predictable entitlement and permitting processes, aligning staffing resources and workload, and transitioning to new development review software, online application submittal, and digital plan review.

JEFFERSON CITY, MO: CITY ORGANIZATIONAL REVIEW AND STAFFING ASSESSMENT

Allyson served as a senior analyst on this study and focused her operational and staffing analysis on the Planning and Protective Services Department to help identify different strategies in grant administration and staff needs for regional community planning efforts.

RELEVANT CLIENTS:

CA El Monte
CA Escondido
CA Piedmont
CA Redondo Beach
IL Champaign
MA Boston
MI Royal Oak
MO Jefferson City
NC Raleigh
NJ Paterson
SC Columbia
TX Prosper
VT Burlington

YEARS OF EXPERIENCE:

21

EDUCATION:

MCP, University of Pennsylvania, City Planning

BA, University of Mary Washington, Historic Preservation

PROFESSIONAL ASSOCIATION:

American Institute of Certified Planners (AICP)

Graduate of Northwest Women's Leadership Academy

Study Certificate in Town and Gown Relations



DAVID BRANCH
Senior Manager

David Branch has served as a lead analyst and project manager on a wide range of government studies covering a variety of county and municipal functions. Relevant experience highlights include:

- Completed over 120 studies for local government entities, including numerous departmental and development review assessments.
- Analysis focuses on workload and staffing, organizational structure, asset management, and process improvement using recognized best practices, quantitative metrics, modeling and developing implementation solutions.

EXPERIENCE HIGHLIGHTS:

SANTA BARBARA, CA: FLEET OPERATIONAL REVIEW

This review focused on the City's fleet utilization, replacement planning, maintenance, technology use, and sustainability plan.

- Conducted full utilization review of the fleet, identifying assets for replacement, and developed a ten-year replacement plan to cost-effectively update the fleet.
- Recommended steps to achieve compliance with upcoming CA state regulations and the City's own established goal of reaching full carbon neutrality by 2035.

TIGARD, OREGON: CITYWIDE STAFFING AND ORGANIZATIONAL ASSESSMENT

David served as an analyst in this citywide performance audit and operational review, with a focus on the Community Development Department. The study examined the department's performance measures, staffing, organizational structure, and use of technology. Recommendations focused on process improvement, aligning staffing levels with service level goals, technology improvements to streamline processes, and enhanced customer service.

RELEVANT CLIENTS:

AZ Buckeye
CA El Segundo
CA Fresno
CA Milpitas
CA Redlands
CA Riverside
CO Aurora
CO Westminster
FL Coral Gables
FL Fort Myers
FL Kissimmee
GA DeKalb County
IL Chatham
IL Tinley Park
NC Rowan County
NY Albany
OR Tigard
TX Dallas
TX Flower Mound

YEARS OF EXPERIENCE:

13

EDUCATION:

BS, University of Southern California; Policy, Management, and Planning

MPA, California State University, Fullerton

PROFESSIONAL ASSOCIATIONS:

American Public Works Association (APWA)

Association of Public Safety Communications Officials (APCO)



AMY SUE MABEY, MPA

Manager

Amy Mabey is an analyst with extensive experience in public administration, policy analysis, community development, public outreach, and emergency management. She combines leadership and strategic insight in her approach as a consultant. Her experience in large and small municipalities provides a multi-faceted understanding of city governance, resource allocation, and community engagement.

EXPERIENCE HIGHLIGHTS:

PLEASANT VIEW, UT: CITY ADMINISTRATOR

- **Municipal Operations & Leadership.** Administered all city operations, including budgeting, development, engineering, finance, justice court, planning, police, public works, and recreation, in alignment with the directives of the Mayor and City Council.
- **Personnel Policy Update.** Led committee review, rewrite, and updates to the city's personnel policies, ensuring legal compliance, best practices, and meeting the evolving needs of city staff/operations.
- **Staff Training & Development.** Designed and implemented a staff training program to enhance employee skills, encourage unity, and ensure compliance with city policies.

OGDEN, UT: POLICY ANALYST AND COMMUNICATION MANAGER

- **Policy and Budget Analysis.** Provided extensive review and analysis of ordinance amendments along with assisting in development of proactive legislation.
- **Technology Transitions.** Coordinated transition to paperless processes and initiated use of social media – drafting and implementing policy solutions to enhance efficiency, accessibility, and transparency while considering budget, staffing and legal limitations.

YEARS OF EXPERIENCE:

15

EDUCATION:

MPA, University of Utah

Emphasis in Local Government Management and Major Research Project for Civility in Government

BS, Utah State University Political Science

University research contributor for the costs and services of local government

PROFESSIONAL ASSOCIATIONS:

Utah City and County Management Association (UCMA)

Member and Board Member

Utah League of Cities and Towns (ULCT)

Member and Legislative Policy Committee Voting Member

International City Management Association (ICMA)

CERTIFICATIONS:

Emergency Management Institute (EMI)

Advanced Public Information Officer

All Hazards Emergency Management Trainer



JOE MCDONALD, PSHRA-CP
Senior Consultant

Joe McDonald works in our General Consulting practice and has served as an analyst on several engagements with focuses on administrative services, community development, and public works. Joe specializes in employee/community engagement efforts, data and staffing analyses, process optimization, and technical documentation development.

EXPERIENCE HIGHLIGHTS:

CLEARWATER, FL: BUSINESS PROCESS STUDY

Joe served as an analyst on this study of the City's development review business processes. As part of this engagement, Joe administered and analyzed both community and employee surveys, moderated focus group meetings with stakeholders, developed process documentation, and conducted a staffing analysis to align the City's resources with its desired performance goals related to community development.

THOUSAND OAKS, CA: PROCESS OPTIMIZATION STUDY

Joe served as an analyst on this evaluation of the City's community development (e.g., planning, permitting) functions. The goal of the study was to document and optimize development review and permitting processes for successful implementation into the City's recently acquired development review software system.

MIAMI BEACH, FL: FACILITIES ASSESSMENT

Joe provided analytical support as part of this engagement focused on assessing the City's facilities maintenance functions. Joe conducted data analysis on the City's resources allocated to this function using an internally developed staffing model and assisted in the development of future personnel requirements that allow the division to provide more efficient and effective services.

RELEVANT CLIENTS:

CA Rocklin
CA San Dimas
CA EBRPD
CA SDCWA
CA Thousand Oaks
CO Greeley
FL Bradenton
FL Clearwater
FL Dunedin
FL Miami Beach
FL Palmetto Bay
FL Seminole Tribe
FL St. Johns Co.
FL St. Petersburg
TX Addison
TX Prosper
TN Knoxville
VT Burlington
WA Issaquah
WA Snohomish Co.

YEARS OF EXPERIENCE:

4

EDUCATION:

BA – Professional and Technical Communications – University of South Florida

PROFESSIONAL ASSOCIATIONS:

Public Sector HR Association (PSHRA)

American Society for Public Administration (ASPA)



MEGAN YOUNG
Senior Consultant

Megan Young brings more than twelve years of experience working with local and regional governments. Prior to joining Matrix, Megan served as Assistant to the City Manager, Parks and Grounds Administrator, and Public Works Operation Analyst in various organizations in South Carolina. Relevant experience includes:

- Maintenance management, including maintenance standards, asset and amenity management, and levels of service.
- Public Works operations, staffing, and capital improvement budgeting.
- Organizational and staffing assessments, operational assessments, and best management practices evaluation and implementation.

EXPERIENCE HIGHLIGHTS:

VACAVILLE, CA: PARKS AND RECREATION

Megan served as lead analyst on this project focusing on programming analysis and recommendations for future expansion. The study also evaluated staffing for current needs and future growth.

EAST BAY REGIONAL PARK DISTRICT, CA: RESOURCE ALLOCATION STUDY

Megan served as the lead analyst on the review of resource allocation and staffing methodology. The study evaluated the operations, staffing, and organization of the Park Operations Department, which includes Park Maintenance, Maintenance & Skilled Trades, and Interpretive & Recreation Services.

ROYAK OAK, MI: PUBLIC SERVICES ORGANIZATIONAL ANALYSIS

Megan served as the lead analyst on the City's comprehensive review of the Public Services Department. The study evaluated the operations, staffing, and organization of the Department, which includes wastewater, stormwater, streets, fleet, and facilities.

RELEVANT CLIENTS:

CA Bellflower
CA EBRPD
CA San Carlos
CA Vacaville
FL Palmetto Bay
MI Royal Oak

YEARS OF EXPERIENCE:

12

EDUCATION:

BA, Intercultural Studies for Business and Spanish, Wofford College

MPA, Clemson University

TRAINING & CERTIFICATIONS:

Project Management Professional: 2020, 2023, Project Management Institute

Certified Park and Recreation Professional: 2020, 2023, National Recreation and Parks Association

Certified Landscape Professional: 2020, Clemson University



JAYMEE WESTOVER, CGFM

Senior Consultant

Jaymee Westover is an analyst in the Financial Services group. She works primarily on cost allocations plan, user fee, development impact fee, and cost-of-service engagements.

Jaymee's relevant experience includes:

- Over 20 cost-of-service and cost allocation studies for clients across the United States.
- Financial data analysis, including narrative analysis; comparative studies; and legal and regulatory compliance.

EXPERIENCE HIGHLIGHTS:

THOUSAND OAKS, CA: COST ALLOCATION PLAN AND FEE STUDY

Jaymee supported senior staff in collecting and analyzing data for both a cost allocation plan and a fee study, including estimates of effort. She also input information into fee models to develop hourly rates and clarify the cost of providing selected services for the City. As part of this effort, she researched legal restrictions on specified fees to ensure compliance.

PORT OF LOS ANGELES, CA: FINANCIAL CONTRACT AUDIT

As part of the on-call services agreement with the Port of Los Angeles, Jaymee is serving as the financial analyst in reviewing current contracts for compliance with financial reporting requirements. This includes reviewing current financial reporting requirements, their applicability, and compliance of port contractor and users. Recommendations focused on improving contract performance measures, reporting requirements, and financial incentives/penalties.

CHARLOTTE, NC: COST ALLOCATION PLAN

Jaymee served as a project analyst on this engagement. She participated in interviews to understand client needs and collect relevant metrics. She worked with the project team to input data into an internally developed cost allocation model and develop an OMB-Compliant Cost Allocation Plan for the City.

RELEVANT CLIENTS:

AK Juneau
AZ Scottsdale
CA Banning
CA Butte Co.
CA Elk Grove
CA Monterey Co.
CA Orange
CA Palo Alto
CA Piedmont
CA Port of LA
CA Poway
CA Santa Clara Co.
CA Sonoma
CA Thousand Oaks
FL Alachua Co.
FL Miami Beach
FL Osceola Co.
HI Maui Co.
NC Charlotte
TX Dallas

YEARS OF EXPERIENCE:

4

EDUCATION:

B.A., Vanderbilt University, Political Science

M.A., University of Tennessee – Knoxville, Public Policy and Administration

PROFESSIONAL ASSOCIATIONS:

Association of Governmental Accountants (AGA)



WILLIAM HAIGHT

Technical Advisor

BIOGRAPHY:

William "Bill" Haight is an IT Analyst/Technical Advisor with our firm and provides a wide array of information technology background and support. William Haight is an experienced information technology manager and analyst. Mr. Haight has over 30 years of experience working in the public sector at the federal, county, and municipal level specializing in IT strategies, organizational structure, and application design and development.

Most recently, Mr. Haight served as the Director of Cloud Business for SunGard Public Sector, (now CentralSquare Technologies), where he led a team working with local governments in migrating their systems to the cloud. Prior to this, he served as Chief Information Officer for the City of Salt Lake City, UT. Notable accomplishments include:

- Established Division of Innovation and Transformation to bring more creative and cutting-edge technologies to bear on social, civic, and operational challenges.
- Established Open Data Policies and Procedures for the City with the goals of increasing transparency and trust in government and decrease the number of governmental records requests.
- Implemented formal IT governance to Salt Lake City's IT Dept.
- Developed and administered the City's Information Technology Master Plan and Strategic Master Plan

EXPERIENCE HIGHLIGHTS:

RIVERSIDE, CA: IT DEPARTMENT REVIEW

Bill served as the lead analyst in this comprehensive assessment of the City's Information Technology Department which developed a new organizational structure and staffing allocations to align resources with service demands. Additionally, he evaluated technology infrastructure and deployment and made recommendations to enhance technology utilization, enhance software implementation practices, and increase oversight and training of decentralized systems.

RELEVANT CLIENTS:

CA Riverside
MO Lee's Summit

YEARS OF EXPERIENCE:

30

EDUCATION:

Western Governors University, studied Business Administration and Management

Mountainwest College, Associates, Systems Program

COST

The following table outlines the hours by task and employee classification. We propose to complete this efficiency and business transformation study for a fixed price of $96,500.

Task	Vice President	Senior Manager/ Manager	Senior Consultant	Total Hours	Total Cost
1. Current State Profile	20	32	32	84	$16,160
2. Employee Input	4	12	16	32	$5,880
3. Service Delivery Evaluation	12	56	56	124	$22,760
4. Org Structure and Staffing Analysis	8	40	40	88	$16,120
5. Fiscal Efficiency Review	8	24	40	72	$13,080
6. Report and Implementation Plan	16	40	40	96	$18,040
Total Hours	**68**	**204**	**224**	**496**	
Hourly Rate	$240	$190	$165		
Total Professional Fees	**$16,320**	**$38,760**	**$36,960**		**$92,0400**
Travel Expenses					$4,460
Total Project Cost					**$96,500**

We typically bill monthly for actual time and expenses incurred. Additionally, we are willing to tailor the scope of our services to fit within the City's needs, ensuring that we deliver the most value without compromising the quality and objectives of the project.

REFERENCES

The following table provides references for similar projects completed by the project team.

ROCKLIN, CA

Development Review Organizational Assessment

Elizabeth Sorg,
Management Analyst

(916) 625-5582
elizabeth.sorg@rocklin.ca.us

Rocklin commissioned this organizational assessment of the Community Development and Public Services Departments to identify operational efficiencies, process modifications, staffing needs, and an appropriate organizational structure for the planning, building, engineering, and transportation functions. Key tasks included the diagramming of existing processes, review of existing workload and corresponding staffing levels, technology utilization analysis, and organizational structure assessment.

Key recommendations for this study were: fully implement a new permitting software system and electronic review platforms, complete a comprehensive assessment of the zoning code (currently underway) and update the code to align with current development trends, transition to an in house City Engineer, move the Public Services Engineers to Community Development and under the supervision of the City Engineer, contract for environmental review, establish performance metrics, and reclassify Office Assistants and Permit Technician staff to better align with primary duties performed.

SANTA ROSA, CA

Development Review Strategic Plan

Serena Lienau,
Administrative Services Officer

(707) 543-3457
slienau@srcity.org

Santa Rosa undertook this strategic planning effort to conduct a comprehensive analysis of the City's development review process and to align the various teams involved with a single vision. There are a total five departments/divisions involved in the City's development review, permitting, and inspection processes that run autonomously to provide services to the Community.

As part of this strategic plan development, the Matrix team conducted several focus groups and workshops with leadership and employees within the development review teams. This included an all-hands-on deck strength, weakness, opportunities, and challenges (SWOC) workshop.

This workshop was immediately after a major leadership change within the organization and an emotional time for all staff. This workshop was very productive and identified the strengths and improvement opportunities for the organization and outlined a path forward. Also, draft mission and vision statements were developed through a workshop and subsequent survey.

TAKOMA PARK, MD

Organizational Assessment

Jamal Fox, Former City Manager, now Deputy Director, OR Dept. of Veteran's Affairs

(503) 373-2383
jamal.t.fox@odva.oregon.gov

This study was a comprehensive organizational assessment covering all City departments including organizational structure, operational practices and staffing requirements. A key and relevant methodology utilized in this study was conducting the evaluation to align with previously adopted City plans and studies and to integrate the Council's desire for highly inclusive programs and services to meet the diverse needs and expectations of the community.

Key recommendations included restructuring of administration function, implementation of a more integrated budgeting and operational planning process including the development of annual work plans to enable the organization to align City Council expectations with allocated resources.

Additionally, department specific recommendations were developed to increase operational efficiency, adjust staffing requirements and align with community expectations.

JEFFERSON CITY, MO

Organizational and Staffing Optimization Assessment

Brian Crane, City Administrator

(573) 634-6410
Bcrane@jeffersoncitymo.gov

Matrix Consulting Group completed a comprehensive organizational structure and staffing optimization review for the City of Jefferson City, Missouri. This assessment evaluated overall organizational structure and staffing requirements to provide services to residents.

Key recommendations included creation of an Administrative Services Department – combining Finance, IT and Human Resources; recommendation for charter modifications to enable conversion of the City Administrator to a City Manager position, establishing Parks & Recreation Director as department head reporting to City Administrator versus independent Board; and converting City Prosecutor position from an elected position to an appointed position within the City Attorney Office. Additional recommendations included establishment of a dedicated grants function and staffing adjustments throughout all departments to align with service expectations and workloads.

Additional details and/or references are available upon request.



REQUEST FOR PROPOSALS:

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Efficiency and Business Transformation Study

DATE ISSUED: Friday, March 28, 2025

DATE DUE: Friday, April 25, 2025, 5PM

CONTACT: Erika Opp, Administrative Analyst

eopp@cityofsthelena.gov

The City is only accepting proposals electronically via email to eopp@cityofsthelena.gov

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EXHIBITS

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Exhibit B: City of St. Helena Professional Services Agreement

I. INTRODUCTION

The City of St. Helena, California is located in the center of the world-famous wine growing Napa Valley, 65 miles north of San Francisco. The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876 and reincorporated on May 14, 1889.

The City, from its inception, has served as a rural agricultural center and over the years, has experienced growth and development of the wine industry. The City receives many visitors due to the wine industry and the area's scenic qualities and history. The City's goal is to maintain a small-town atmosphere and to provide high quality services to its residents.

The official population of the City of St. Helena as of 2021 is 6,070 (CA Department of Finance). St. Helena is a full-service city employing 93.7 full-time equivalent employees and encompasses an area of four-square miles. The City's FY 2024-25 General Fund Budget is approximately $22 million.

II. GENERAL INFORMATION

OBJECTIVE

The City is seeking proposals from qualified consulting firms to conduct an Efficiency and Business Transformation Study. The objective of this study is to assess current business processes, identify inefficiencies, and recommend strategies for improvement and transformation. The recommendations might entail changes in its organizational structure to enhance service delivery and/or reduce costs and optimize resources based on how St. Helena residents interact with the City.

The goal is to align City services, technology, and organizational structure in a way that makes it easier and more efficient for residents to access services and conduct business with the City.

The study will exclude public safety services (e.g., police and fire) and instead focus on administrative, public works, planning and building services, and other non-safety functions.

The findings will inform the City's strategic approach to workforce planning, resource allocation, and service delivery improvements, ensuring that residents and businesses can more efficiently interact with the City.

A single firm may provide an RFP for all services or a team of independent consultants or small firms may submit proposals for a specific area of expertise (e.g. a process improvement specialist + a municipal finance consultant + a technology strategist).

III. SCOPE OF WORK

The selected Consultant will work with assigned City staff to conduct a comprehensive efficiency study across all non-public safety City departments. The Consultant will be responsible for:

- Conducting a comprehensive assessment of existing operations including:

  - Organizational structure and staffing component
  - Process improvements & efficiency potential
  - Cost savings potential
  - Technology utilization and modernization
- Identifying inefficiencies, redundancies, and process bottlenecks.
- Developing a comprehensive set of recommendations to improve operational efficiency, enhance service delivery, reduce costs, and/or optimize resource allocation.
- Presenting recommendations to the City Council.

IV. DELIVERABLES

The Consultant shall provide the following deliverables:

1. **Final Report** summarizing a menu of strategies to achieve efficiency and business transformation. The report shall present findings, recommendations, and potential for further inquiry emphasizing measurable outcomes such as: service delivery improvements, speed of transactions, and clear cost savings targets that align with the mission of making it easier for residents to interact/do business with the City. The final report should include (as applicable):
   a. **Staffing and Operational Analysis** with proposed restructuring and efficiency recommendations.
   b. **Process Improvement Recommendations** identifying specific inefficiencies.
   c. **Technology Utilization Assessment** with recommendations for automation and digital integration.
   d. **Financial Efficiency Review** outlining cost-saving measures and budgetary adjustments.

V. SCHEDULE

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

Responses are due no later than
FRIDAY, APRIL 25, 2025 AT 5:00 PM
Responses received after this date and time will not be considered.

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

MILESTONE	DATE	TIME
Release RFP	March 28, 2025	10:00AM
Proposal due date	April 25, 2025	5:00PM
Review and scoring of submittals & conduct interviews	Week of May 16	
Award of Agreement	May 27, 2025	6:00 PM
Project Begins	July 1, 2025	

Project Concludes	TBD

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

VI. PROPOSAL SUBMISSION REQUIREMENTS

If interested in this RFP, please notify Erika Opp by email at eopp@cityofsthelena.gov so you may be added to the notification list for addendums. Failure to notify could result in missing important and required information and could result in disqualification.

Interested firms should submit a proposal that includes:

- Firm background and relevant experience.
- Approach and methodology for conducting the study.
- Detailed project timeline and deliverables.
- Team composition and qualifications.
- Total costs including fee structure.
- References from past clients with similar projects.

All submittals must be received by 5:00 PM on April 25, 2025 via e-mail as follows:

1. Submittals must be e-mailed to: eopp@cityofsthelena.gov
2. Subject line of e-mail must read: **RFP – Efficiency and Business Transformation**
3. The submittals shall be in PDF format with search capability to endure readability and compatibility. All submitted material will be retained by the City of St. Helena and considered public information.

It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals will not be considered.

VII. EVALUATION PROCESS

The proposals will be reviewed by a committee selected by the City Manager and may include members of the City Council. Proposers may be required to make oral presentation as a supplement to their proposals. The virtual presentation would only be held subsequent to the receipt of the proposals and will be part of the evaluation/interview process to determine the qualifications of the firm. .

Evaluation considerations may include, by way of illustration and not by limitation, the following:

a. Responsiveness of the proposal in clearly stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.
b. Consultant's experience in conducting similar studies.
c. Technical experience and professional qualifications of the team. The number and expertise of key and supervisory personnel who will directly participate in the requested services.
d. Cost-effectiveness and value for investment. Although a significant factor, cost will not be the primary factor in the selection of a firm. Since the City is cost conscious, proposals which provide options to perform the work in phases are welcome.
e. References and past performance.

VIII. PROPOSAL TERMS AND CONDITIONS

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

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

3. **DESIGNATED CONTACT**
   For the purposes of this RFP, the Acting City Clerk is designated as the contact person. Any questions concerning the scope of work and the selection process shall be directed to Erika Opp at eopp@cityofsthelena.gov. Any and all questions and responses concerning this RFP will only be accepted in writing, via email. All questions must be received by April 11, 2025 by 5:00PM.

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

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

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

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

7. **PRODUCT OWNERSHIP**
   Any documents resulting from the contract will be the property of the City.

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

9. **CAUSES FOR DISQUALIFICATION**
   Any of the following may be considered cause to disqualify a proponent without further consideration:

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

IX. Exhibit A – Addendum

It is anticipated the Efficiency and Business Transformation project may require multiple phases. The initial phase is the response to this RFP and other subsequent phases may include, but is not limited to the development of:

1. Comparative benchmarking analysis with cities of similar size and service levels to identify best practices in operational efficiency.
2. Roadmap for business transformation, including technology and workflow enhancements.
3. Implementation plan detailing prioritized actions and estimated cost savings.
4. Implementation support and for change management.

X. Exhibit B – City of St. Helena Professional Services Agreement

CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
[Insert project name]

This Agreement is made and entered into as of _____, 20____ by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and [***INSERT NAME***], a [***INSERT TYPE OF ENTITY - CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR OTHER LEGAL ENTITY***] with its principal place of business at [***INSERT ADDRESS***] (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

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

_____
(hereinafter referred to as "the Project").

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

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

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the City with the services described in the Scope of Services attached hereto as Exhibit "A." **[Alternatively, Scope of Services can be included here and all subsequent exhibits renumbered accordingly.]**

2. Compensation.

a. Subject to paragraph 2(b) below, the City shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B." **[Alternatively, Schedule of Charges may be included here and all subsequent exhibits renumbered accordingly.]**

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

3. Additional Work.

If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both Parties before performance of such services, or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

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

5. **[Insert** Term or Time of Performance**]**.

[If engaging the Consultant for a particular term, use the following provision]

The term of this Agreement shall be from **[Insert start date]** to **[Insert end date]**, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). **[If the City has specific milestones or timelines for performance, please input those requirements in the "Activity Schedule" attached as Exhibit C, otherwise delete Exhibit C.]** The Notice to Proceed shall set forth the date of commencement of work.

[If engaging the Consultant to perform a discrete task with a specified deadline, use the following provision]

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). Consultant shall complete the services required hereunder within **[Insert number of calendar days for performance of the services – if more detail is required attach "Activity Schedule" as Exhibit C, otherwise delete Exhibit C.]** The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

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

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party

describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

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

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

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

8. Standard of Care; Performance of Employees

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

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

9. Assignment and Subcontracting

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

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of City. No employee or agent of Consultant shall become an employee of City. The work to be performed

shall be in accordance with the work described in this Agreement, subject to such directions and amendments from City as herein provided.

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

a. Commercial General Liability

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

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

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

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

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

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

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

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

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and

property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.

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

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

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

c. Workers' Compensation/Employer's Liability

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

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

d. Professional Liability (Errors and Omissions)

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

e. Minimum Policy Limits Required

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

Combined Single Limit

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

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

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

f. Evidence Required

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

g. Policy Provisions Required

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

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

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

policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

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

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

h. Qualifying Insurers

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

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

i. Additional Insurance Provisions

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

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

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

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

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

12. Indemnification.

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

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

13. California Labor Code Requirements.

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

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

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

14. Safety.

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

15. Verification of Employment Eligibility.

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

16. INTENTIONALLY DELETED

17. Laws and Venue.

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

18. Termination or Abandonment

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

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

19. Ownership of Documents and Confidential Information.

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

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

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

20. Organization

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

21. Limitation of Agreement.

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

22. Notice

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

CITY:	CONSULTANT:
City of St. Helena	[***INSERT NAME, ADDRESS & CONTACT PERSON***]
[City Address]	
Attn: [***INSERT NAME & DEPARTMENT***]	

and shall be effective upon receipt thereof.

23. Third Party Rights

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

24. Equal Opportunity Employment.

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

25. Entire Agreement

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

26. Severability

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

27. Successors and Assigns

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

28. Non-Waiver

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

29. Time of Essence

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

30. City's Right to Employ Other Consultants

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

31. Prohibited Interests

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

32. Federal Requirements [***INCLUDE THIS SECTION ONLY IF APPLICABLE; DELETE OTHERWISE AND DELETE ASSOCIATED EXHIBIT. YOU MAY ALSO NEED TO INCLUDE SOME INFORMATION IN THE RFP DUE TO FEDERAL FUNDING GUIDELINES. CONSULT LEGAL COUNSEL IF NECESSARY***]

When funding for the services is provided, in whole or in part, by an agency of the federal government, Consultant shall also fully and adequately comply with the provisions included in Exhibit "D" (Federal Requirements) attached hereto and incorporated herein by reference ("Federal Requirements"). With respect to any conflict between such Federal Requirements and the terms of this Agreement and/or the provisions of state law, the more stringent requirement shall control.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF ST. HELENA AND [*INSERT CONSULTANT NAME***]**

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

CITY OF ST. HELENA

By: _____
Anil Comelo
City Manager

[**CONSULTANT'S NAME**]

By: _____
Its: _____

Printed Name: _____

ATTEST:

By: _____
[INSERT TITLE]

EXHIBIT A

Scope of Services

EXHIBIT B

Schedule of Charges/Payments

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

EXHIBIT C

Activity Schedule

EXHIBIT D

Federal Requirements

[DELETE EXHIBIT IF NOT APPLICABLE]

CITY OF ST. HELENA
PROFESSIONAL SERVICES AGREEMENT
Efficiency and Business Transformation Study

This Agreement is made and entered into as of June 3, 2025 by and between the City of St. Helena, a public agency organized and operating under the laws of the State of California ("City"), and Matrix Consulting Group, a LTD with its principal place of business at 1875 South Grant Street Suite 960, San Mateo, CA 94402 (hereinafter referred to as "Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

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

Efficiency and Business Transformation Study (hereinafter referred to as "the Project").

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

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

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

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

2. Compensation.

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

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of $90,960. This amount is to cover all printing and related costs, and the City will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

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

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

4. Maintenance of Records.

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

5. Time of Performance.

The term of this Agreement shall be from **July 1, 2025,** to **February 28, 2026**, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed ("Notice to Proceed"). The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

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

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

7. Compliance with Law.

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

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

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

8. Standard of Care; Performance of Employees

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

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

9. Assignment and Subcontracting

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

10. Independent Contractor

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

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

a. Commercial General Liability

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

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

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

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

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

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

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

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

b. Automobile Liability

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

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

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

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

c. Workers' Compensation/Employer's Liability

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

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

d. Professional Liability (Errors and Omissions)

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

e. Minimum Policy Limits Required

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

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

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

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

f. Evidence Required

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

g. Policy Provisions Required

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

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

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

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

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

h. Qualifying Insurers

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

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

i. Additional Insurance Provisions

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

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

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

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

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

12. Indemnification.

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

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

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

13. California Labor Code Requirements.

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

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

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

14. Safety.

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

15. Verification of Employment Eligibility.

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

16. INTENTIONALLY DELETED

17. Laws and Venue.

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

18. Termination or Abandonment

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

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

19. Ownership of Documents and Confidential Information.

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

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

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

20. Organization

Consultant shall assign Aaron Baggarly, AICP as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City.

21. Limitation of Agreement.

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

22. Notice

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

CITY:	CONSULTANT:
City of St. Helena	Alan D. Pennington, President
1088 College Avenue, St. Helena, CA 94574	Matrix Consulting Group Ltd.
Attn: Anil Comelo, City Manager	1875 S. Grant Street, Suite 960
	San Mateo, CA 94402

and shall be effective upon receipt thereof.

23. Third Party Rights

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

24. Equal Opportunity Employment.

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

25. Entire Agreement

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

26. Severability

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

27. Successors and Assigns

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

28. Non-Waiver

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

29. Time of Essence

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

30. City’s Right to Employ Other Consultants

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

31. Prohibited Interests

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

[SIGNATURES ON FOLLOWING PAGE]

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

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

CITY OF ST. HELENA

By: _____
Anil Comelo
City Manager

Matrix Consulting Group

By: Alan D. Pennington
Its: President

Printed Name: Alan D. Pennington

APPROVED AS TO FORM:

By: _____
Ethan Walsh, City Attorney

ATTEST:

By: _____
City Clerk

EXHIBIT A

Scope of Services

TASK 1: INITIATE THE PROJECT AND DEVELOP A CURRENT STATE PROFILE.

~~**TASK 2: EMPLOYEE SURVEY**~~ **(REMOVED, results from City Employee Survey shared)**

TASK 2: SERVICE DELIVERY AND EFFICIENCY IMPROVEMENTS

TASK 3: ORGANIZATIONAL STRUCTURE AND STAFFING ANALYSIS

TASK 4: FISCAL EFFICIENCY REVIEW

TASK 5: DRAFT AND FINAL REPORTS AND IMPLEMENTATION PLAN

EXHIBIT B

Schedule of Charges/Payments

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

TASK 1: CURRENT STATE PROFILE - $16,160

~~**TASK 2: EMPLOYEE SURVEY - $5,880**~~ **(REMOVED, results from City Employee Survey shared)**

TASK 2: SERVICE DELIVERY AND EFFICIENCY IMPROVEMENTS - $22,760

TASK 3: ORGANIZATIONAL STRUCTURE AND STAFFING ANALYSIS - $16,120

TASK 4: FISCAL EFFICIENCY REVIEW - $13,080

TASK 5: DRAFT AND FINAL REPORTS AND IMPLEMENTATION PLAN - $18,040

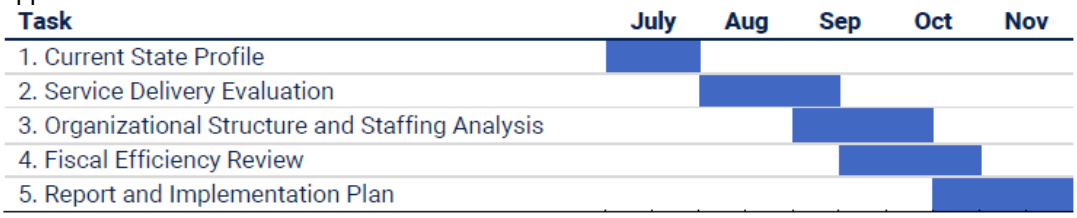
Travel Expenses: up to $4,460

Total Project Cost: up to $90,960

EXHIBIT C

Activity Schedule

Approximate Schedule:



2024 Template Professional Services Agreement - Efficiency and Business Transformation Study Matrix Consulting Group

Final Audit Report 2025-06-03

Created:	2025-06-03
By:	Andrew Bradley (abradley@cityofsthelena.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9m1x78xcZ1PBSQw6IbSK_touH9stbjrk

"2024 Template Professional Services Agreement - Efficiency and Business Transformation Study Matrix Consulting Group" History

Document created by Andrew Bradley (abradley@cityofsthelena.org)
2025-06-03 - 8:33:31 PM GMT

Document emailed to Alan D. Pennington (apennington@matrixcg.net) for signature
2025-06-03 - 8:33:36 PM GMT

Email viewed by Alan D. Pennington (apennington@matrixcg.net)
2025-06-03 - 8:52:20 PM GMT

Document e-signed by Alan D. Pennington (apennington@matrixcg.net)
Signature Date: 2025-06-03 - 8:52:50 PM GMT - Time Source: server

Agreement completed.
2025-06-03 - 8:52:50 PM GMT

Adobe Acrobat Sign

CITY OF ST. HELENA

RESOLUTION NO. 2025-__

Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Matrix Consulting Group to perform an Efficiency and Transformation Study for a total contract amount not-to-exceed $90,960, with an option to extend for two additional years.

RECITALS

A. On March 28, 2025, a Request for Proposals (RFP) was issued to solicit proposals from qualified firms to conduct an Efficiency and Transformation Study; and

B. The City received seven 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, proposed pricing, and overall approach, staff recommends the selection Matrix Consulting Group; and

E. The City desires to hire a Consultant to perform an Efficiency and Transformation Study not to exceed $90,960.

RESOLUTION

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

1. Authorize the City Manager to execute a Professional Services Agreement with Matrix Consulting Group for an Efficiency and Business Transformation Study for a total contract amount not-to-exceed $96,960.

2. Funding is as follows:

Description	Fund	GL Account	Amount
FY 25-26 Operating Budget	General Fund	101-42-00-21-45	96,960
Total Not-To-Exceed			**96,960**

Approved at a Regular Meeting of the St. Helena City Council on June 10, 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

Efficiency and Business Transformation Study

June 10, 2025

Background

- **January 14, 2025**
  - Council Member Barak proposed an agendized discussion to reduce costs through optimization and modernization
  - City Council supported adding to a future agenda
- **January 28, 2025**
  - Staff Report was presented listing actions staff has already undertaken to enhance efficiency and improve processes
  - Recommended City utilize services of a consult to improve efficiency and business transformation

RFP Process

- **Released on March 28, 2025**
- **Deadline to submit was April 25, 2025**
- **7 Responses**
  - Blackberg Group
  - Business Management Associates (BMA)
  - Gunter Consulting Inc.
  - Matrix Consulting Group
  - NiVack Group
  - PeopleOps Plus
  - Raftelis

Review Criteria

- Relevant Experience and Qualifications
- Understanding of Project Scope
- Proposed Methodology and Approach
- Value and Cost-Effectiveness
- Clarity of Deliverables and Timeline

Interviews

- **Each firm was scored and top three were interviewed via Zoom/Microsoft Teams**
- **Interviews took place on May 22 and May 28 with:**
  - Blackberg Group
  - Matrix Consulting Group
  - NiVack Group
- **Interview questions focused on:**
  - Organizational Analysis
  - Technology Assessment
  - Capacity to Deliver Actionable Recommendations Suited to a Small, Full-Service City Like St. Helena.

Decision

- **After a thorough evaluation process, the panel unanimously recommended Matrix Consulting Group for contract award based on the following strengths:**
  - Demonstrated success conducting transformation studies in similar-sized municipalities
  - A thoughtful and phased methodology that balances efficiency, service quality, and fiscal discipline
  - A well-qualified, multidisciplinary team with expertise in municipal operations, organizational development, and digital modernization
  - Strong references and evidence of measurable outcomes in past projects

Project Timeline

- **July 1, 2025**
  - Work Begins
  - Phased Approach:
    - Current State Profile (July)
    - Service Delivery Evaluation (August & September)
    - Organization Structure and Staffing Analysis (September & October)
    - Fiscal Efficiency Review (September & October)
    - Report and Implementation Plan (October to January)
- **Late 2025 or Early 2026**
  - Preliminary Findings Delivered to City Manager and City Council