



**City of St. Helena**  
**Regular City Council Meeting**  
**Tuesday, December 9, 2025 @ 6:00 PM**  
**Vintage Hall Board Room - Second Floor**  
**465 Main Street, St. Helena**

**PLEASE NOTE:** Any person who wishes to speak regarding an item on the agenda or make a comment under the "Public Forum" portion of the agenda may do so, but please observe the time limit of four minutes.

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

*Public comment* for City Council meetings will be accepted via email to [publiccomment@cityofsthelelena.gov](mailto:publiccomment@cityofsthelelena.gov). All public comments must be received three hours prior to the meeting. All other public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing [cityclerk@cityofsthelelena.gov](mailto:cityclerk@cityofsthelelena.gov).

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

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a [cityclerk@cityofsthelelena.gov](mailto:cityclerk@cityofsthelelena.gov).

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en <https://sthelelena.civicweb.net/portal/>.

Page

1. CALL TO ORDER
2. ROLL CALL  
Mayor: Paul Dohring, City Council Members: Aaron Barak, Michelle Deasy, Kate Spadarotto, Billy Summers
3. PLEDGE OF ALLEGIANCE
4. ADOPTION OF THE AGENDA
5. APPROVAL OF THE MINUTES

Estimated start time: 6:05 p.m.

- 5.1. Consideration and proposed approval of the Special City Council Meeting minutes of November 18, 2025 and the Regular Meeting Minutes of November 25, 2025. 11 - 27

[Special City Council - 18 Nov 2025 Amended - Minutes](#)  
[Regular City Council - 25 Nov 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 - Michelle Covell](#)  
[Public Comment - Caitlin Walter](#)  
[Public Comment - Kelly Wheaton](#)  
[Public Comment - Joshua Parke](#)

29 - 38

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

- 8.1. Arbor Day Proclamation 2025

39 - 40

CEQA Determination: Exempt

Prepared By: Rebecca White, Administrative Assistant

[Staff Report - Arbor Day Proclamation - Pdf](#)

9. STAFF BRIEFING

- 9.1. Status Report on the Local Agency Formation Commission (LAFCO) of Napa County Municipal Service Review (MSR) process

10. CONSENT ITEMS

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

Estimated start time: 6:40 p.m.

- 10.1. Receive and File FY 2024-25 Annual AB 1600 Report on Development Impact Fees.

41 - 51

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Receive and file Annual AB 1600 Development Fee Report for Fiscal



Year Ending June 30, 2025.

[Staff Report - FY 2024-25 AB 1600 Report - Pdf](#)

- 10.2. Adoption of a resolution certifying the Measure T Maintenance of Effort (MOE) for Fiscal Year 2024-25 and a resolution certifying of 6.67% Equivalent Fund expenditures for Fiscal Year 2024-25 under Measure T Program. 53 - 61

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Staff recommends approval of the attached resolutions.

[Staff Report - Measure T MOE Certification - Pdf](#)

- 10.3. Consideration and Adoption of a Resolution (1) Authorizing the hiring no more than two part-time, fixed-term staff to augment the Public Works Department staff to deliver a number of Capital and Operational improvement projects; (2) Rescinding Resolution 2025-117 authorizing execution of an agreement for services with Haley Aldrich, Inc.; and (3) Authorizing use of previously appropriated funds in the Capital Improvement Plan or the Public Works Operations budget for the cost of such employees. 63 - 93

CEQA Determination: Exempt

Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer

Recommendation:

Adoption of the Resolution.

[Staff Report - Authorize hiring of PT Staff for PW Project Delivery - Pdf](#)

- 10.4. Waiver of second reading and adoption of an Ordinance approving Zoning Ordinance Amendment (ZOA 2025-002) to amend Section 17.16.030, end note 5 and Section 17.35.050(A) of the St. Helena Municipal Code regarding excluding covered porches and similar structures from gross floor area. 95 - 104

CEQA Determination: Exempt

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and

2. Introduction and waive the first reading of a proposed ordinance (ZOA2025-002) amending Section 17.16.030, end note 5 and Section 17.35.050(A) of the of the St. Helena Municipal Code.

[Staff Report - Second Reading of Zoning Ordinance Amendment \(ZOA 2025-002\) pertaining to excluding covered porches from gross floor area - Pdf](#)

- 10.5. Consideration of Reappointment of Brian Cramer to the Napa County Mosquito Abatement District 105 - 107

CEQA Determination: Not a CEQA project

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Adopt resolution to reappointment of Brian Cramer to the Napa County Mosquito Abatement District Committee.

[Staff Report - Reappointment of Brian Cramer to Napa County Mosquito Abatement District - Pdf](#)

- 10.6. Consideration and proposed adoption of a Resolution (1) Awarding the Tank 2 Rehabilitation Project to Cal Sierra Construction Inc. in the amount of \$1,168,500; (2) Authorizing the City Manager to execute the Construction Contract with Cal Sierra Construction Inc; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 15% of the Contract price; and (4) Authorize the Recommended Budget Amendments/Transfers. 109 - 115

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Mario Traverso, Project Manager

Recommendation:

Approve the Resolution

[Staff Report - W-101 Tank 2 Rehabilitation Project Contract Award - Pdf](#)

- 10.7. Consideration and Approval of a Resolution Creating Capital Improvement Project W26-03 Water Treatment Plant Modular Housing and Authorizing Associated Budget Adjustments. 117 - 121

CEQA Determination: Exempt

Prepared By: Mario Traverso, Project Manager

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - Capital Improvement Project Creation - W26-03 WTP Modular Housing - Pdf](#)

- 10.8. Approval of a Resolution Authorizing Recruitment for a Director of Community Development. 123 - 127

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - Authorization to Recruit - Pdf](#)

## 11. PUBLIC HEARINGS

Estimated start time: 6:50 p.m.

- 11.1. \*\*THIS ITEM WILL BE MOVED TO A DATE CERTAIN OF JANUARY 13, 2026\*\*

1. Triannual California Building Standards Code Adoption Modifying Chapter 15 of the St Helena Municipal Code.
  - a. First reading and proposed adoption of the Ordinance titled "Amendments to St. Helena Municipal Code Title 15 Buildings

and Construction, Adopt and Amend in full the 2025 California Building Standards Code, Title 24

- 11.2. Introduction and waiver of first reading of an ordinance amending Sections 17.22.050 (Alcoholic Beverage Sales) and 17.16.030 (B) (Residential Development Standards - Residential Zoning Districts Table, Endnote 5a), of the St. Helena Municipal Code to correct clerical errors and inaccurate references. 129 - 147

CEQA Determination: Exempt

Prepared By: Jackie Oneal, Senior Planner

Recommendation:

Introduce and waive the first reading of the proposed Ordinance of the City Council of the City of St. Helena amending Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code (ZOA 25-005) and find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3).

[Staff Report - Consideration and Proposed Approval of a Resolution to adopt an ordinance amending Sections 17.22.050 \(Alcoholic Beverage Sales\) and 17 - Pdf Presentation](#)

- 11.3. Introduce and waive first reading an Ordinance, amending Chapter 3.04 of the Municipal Code Purchasing of Supplies, Equipment and Services, and Procedures for Public Works Projects to update the City Manager's signing authority and add a new section providing Authority to Adopt Implementing Regulations and Administrative Policies. 149 - 177

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Introduce and waive first reading of an Ordinance of the City Council amending sections 3.04.050.1, 3.04.120, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 and 3.04.340 of Chapter 3.04 of Title 3 of the St. Helena Municipal Code regarding the City Manager's authority to approve certain supplies, equipment, and public works up to a certain monetary value.

[Staff Report - Purchasing Policy Update - Pdf](#)  
[Staff Report - Purchasing Policy Update - Html Presentation](#)  
[St. Helena Municipal Code Chapter 3.04-c1](#)

## 12. OLD BUSINESS

Estimated start time: 7:25 p.m.

- 12.1. Adopt a Resolution authorizing existing water customers in the Magnolia Oaks Subdivision to connect to their potable water service for irrigation purposes. 179 - 200

CEQA Determination: Exempt

Prepared By: Eric Janzen, Assistant Public Works Director

Recommendation:  
Approve the Resolution.

[Staff Report - Magnolia Oaks irrigation connection to City Water - Pdf Presentation](#)

[Public Comment - Kelly Wheaton](#)

- 12.2. Parks, Recreation & Trails Master Plan Preliminary Recommendations 201 - 321

CEQA Determination: Not a CEQA project

Prepared By: Mara Strickler, City Librarian

Recommendation:

Provide feedback regarding key findings and preliminary recommendations presented by BluePoint Planning for final draft of the Parks, Recreation and Trails Master Plan.

[Staff Report - BluePoint Planning / Parks and Recreation Master Plan Preliminary Recommendations - Pdf Presentation](#)

### 13. NEW BUSINESS

Estimated start time: 7:50 p.m.

- 13.1. Consideration and Adoption of a Resolution approving the Pavement Management Plan and approving the Measure U 5-Year List of Projects 323 - 333

CEQA Determination: Exempt

Prepared By: Mario Traverso, Project Manager

Recommendation:

Staff recommends approval of the attached Resolution.

[Staff Report - 5 Year Pavement Management Plan / 5 Year Measure U List - Pdf](#)

- 13.2. Consideration of a Resolution authorizing \$25,000 of Hardship Assistance Funding for Backflow Prevention Installation Requirements Following Detection Through Smart Water Meters. 335 - 342

CEQA Determination: Not a CEQA project

Prepared By: Ian Dale, Environmental Services Tech

Recommendation:

Approve the attached resolution.

[Staff Report - Hardship Funding for Backflow Prevention Devices following Detection of reverse flow through Smart Water Meters. - Pdf Public Comment - Kelly Wheaton](#)

- 13.3. Consideration and Adoption of a Resolution Authorizing the City Manager to Enter into a Lease-Purchase Agreement with Enterprise Fleet Management to lease Nine (9) New Operations Vehicles for the Public Works and Community Services Departments and Purchase One (1) New Operations Vehicle for Public Works for a total Not-to-Exceed Amount of \$463,794, Including a 2% Contingency, and to Lease Comparable Vehicles if the Specified Models are Unavailable. 343 - 379

CEQA Determination: Exempt

Prepared By: Carlos Uribe, Assistant Public Works Operations Manager

Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - Lease and Purchase of Replacement Vehicles for Public Works and Community Services Departments - Pdf Presentation](#)

[Public Comment - Lana Ivanoff](#)

[Public Comment - Kelly Wheaton](#)

[Public Comment - Leslie and Darcy Dunlap](#)

[Public Comment - Norm Manzer](#)

[Public Comment - Tom Belt](#)

- 13.4. Consideration of a Resolution: 1) Approving a First Amendment to the Employment Agreement with City Manager Anil Comelo effective July 20, 2025, and 2) Approving the Publicly Available Pay Schedule in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for Executive Management. 381 - 387

CEQA Determination: Not a CEQA project

Prepared By: Ethan Walsh, City Attorney

Recommendation:

Staff recommends approval of the attached resolution.

[Staff Report - City Manager Employment Agreement - Pdf](#)

- 13.5. 2026 City Council Meeting Calendar 389 - 391

CEQA Determination: Not a CEQA project

Prepared By: Andrew Bradley, Program Manager

Recommendation:

Review the 2026 calendar and provide direction in regards to City Council meeting dates.

[Staff Report - 2026 City Council Meeting Calendar - Pdf](#)

14. CITY COUNCIL REPORTS:

- 14.1. A. Association of Bay Area Governments (ABAG) - Executive Board
- B. Association of Bay Area Governments (ABAG) - General Assembly
- C. Napa Valley Tourism Corporation (Umbrella for Napa County)
- D. League of California Cities – North Bay Division
- E. Napa County City Selection Committee
- F. Napa County Flood Control and Water Conservation District
- G. Napa County Local Agency Formation Commission (LAFCO)

H. Napa Valley Transportation Authority (NVTa)

I. Napa County Watershed Information Center & Conservancy (WICC)

J. Upper Valley Waste Management Agency

K. Napa County Groundwater Sustainability Plan Advisory Committee

L. Napa County Regional Climate Action Committee

M. Council Ad Hoc and Standing Committee Reports

15. ADJOURNMENT

The next Regular City Council meeting is scheduled for January 13, 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 December 5, 2025.

Andrew Bradley, City Clerk

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

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1088 College Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.





**MINUTES**  
**City of St. Helena**  
**Special City Council Meeting**  
**Tuesday, November 18, 2025 @ 6:00 PM**  
**Vintage Hall Board Room - Second Floor**  
**465 Main Street, St. Helena**

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

**Absent:**

**1. CALL TO ORDER**

Mayor Dohring called the meeting to order at 6:04 p.m.

**2. PLEDGE OF ALLEGIANCE**

Mayor Dohring led the Pledge of Allegiance.

**3. ROLL CALL**

**4. ADOPTION OF THE AGENDA**

City Clerk, Andrew Bradley noted that Item 10.3 will be continued to a date uncertain and Item 10.4 had been rescheduled prior to the meeting to a date certain of November 25, 2025.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

**5. PUBLIC FORUM:**

Public Comment was received by Michelle Covell and Tom Belt

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

City Attorney, Ethan Walsh reported that there was no reportable action from the October 18, 2025, Special Closed Session meeting.

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**7. PRESENTATIONS AND PUBLIC RECOGNITIONS**

None.

**8. STAFF BRIEFING**

None.

**9. CONSENT ITEMS:**

- 9.1 Consideration and proposed approval of a resolution approving the Parcel Map for 1360/1370 Main Street and authorizing the City Clerk to record the Map.

CEQA Determination: Exempt

Prepared By: Eric Janzen, Assistant Public Works Director

Recommendation:

Approve the attached resolution.

- 9.2 Consideration and Adoption of a Resolution approving a Professional Services Agreement with Raney Planning & Management, Inc. for preparation of Environmental Documents for the Adams Street Hotel & Residences Project in an Amount Not-to-Exceed \$240,172.

CEQA Determination: Not a CEQA project

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Staff recommends that the City Council adopt a Resolution approving a Professional Services Agreement with Raney Planning & Management, Inc. for preparation of Environmental Documents for the Adams Street Hotel & Residences Project in an Amount Not-to-Exceed \$240,172.

- 9.3 Consideration and Proposal Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Acoustics Group Inc. for a Vibration Investigation and Survey at the Wastewater Treatment Plant Membrane Bioreactor Facility in an amount not-to-exceed \$13,500.

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

- 9.4 Consideration of a Resolution to set a Public Hearing for 6:00p.m. Tuesday, January 13, 2026, to consider objections to the proposed annexation of the property known as 1380 El Bonita Avenue, St. Helena, CA (APN 009-432-001), into the St. Helena Municipal Sewer District No. 1 MSD Annexation No. 153.

CEQA Determination: Not a CEQA project

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Prepared By: Rebecca White, Administrative Assistant

Recommendation:

Staff request City Council to adopt a resolution to consider the applicant's request and order a public hearing to be scheduled for January 13, 2026.

- 9.5 Consideration and Proposed Adoption of a Resolution Authorizing Amendment No. 1 for the First One-Year Extension (of up to Four) to Alsco Uniform Services, Inc. Professional Services Agreement for Public Works Staff Uniform Services.

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

- 9.6 Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute a Professional Service Agreement with Coastland Civil Engineering, LLP for Construction Inspection Services for the D24-01 Oak Avenue Utility Rehabilitation Project in an amount not to exceed \$100,000.

CEQA Determination: Not a CEQA project

Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

- 9.7 Consideration and proposed adoption of a Resolution (1) Awarding the Downtown St. Helena Pedestrian Improvements Project (R18-81) to Ghilotti Construction in the amount of \$1,729,541; (2) Authorizing the City Manager to execute the Construction Contract with Ghilotti Construction; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 10% of the Contract price; (4) Authorizing the Director of Public Works to file the CEQA Notice of Exemption with the County of Napa and (5) Authorize the Recommended Budget Amendments/Transfers.

CEQA Determination: Exempt

Prepared By: Eric Janzen, Assistant Public Works Director

Recommendation:

Staff recommends approval of the attached resolution.

Council Member Aaron Barak moved to approve the consent calendar. The motion was seconded by Council Member Kate Spadarotto and on voice vote carried by the following vote:

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

NOES: None

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ABSENT: None  
ABSTAIN: None  
RECUSE: None

**10. PUBLIC HEARINGS:**

- 10.1 Reed Woodson (270 Pratt Avenue) Short-Term Rental (STR) Tourism Occupancy Tax (TOT) Appeal.

CEQA Determination: Not a CEQA project  
Prepared By: Andrew Bradley, Program Manager  
Recommendation:  
Staff recommends City Council conduct a hearing, deny the claim, and uphold the ruling of the Hearing Officer dated October 10, 2025.

City Attorney, Ethan Walsh introduced the item and outlined the procedure for the appeal hearing.

Mayor Dohring opened the public hearing and provided the appellant, Mr. Reed Woodson, an opportunity to present his case. Mr. Woodson did not appear for the hearing.

Aaron Chandler, Attorney and Deputy Director of Municipal Code Enforcement for the law firm BBK presented on behalf of the City.

Mayor Dohring opened up public comment; no public comment was received.

The matter was turned over to the Council for discussion, during which questions and comments were made.

Council Member Aaron Barak moved to approve staff's recommendation, upholding the ruling of the Hearing Officer dated October 10, 2025. The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

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

NOES: None  
ABSENT: None  
ABSTAIN: None  
RECUSE: None

- 10.2 Introduction and waive the first reading of a proposed ordinance to approve and adopt Zoning Ordinance Amendment (ZOA 2025-002) to amend Section

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17.16.030, end note 5 and Section 17.35.050(A) of the St. Helena Municipal Code.

CEQA Determination: CEQA; further, even if deemed a “project” subject to CEQA, exempt from CEQA under the common sense exemption set forth in Section 15061 (b)(3), in that it can be seen with certainty that the proposed action will have no impact on the environment.

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and
2. Introduction and waive the first reading of a proposed ordinance (ZOA2025-002) amending Section 17.16.030, end note 5 and Section 17.35.050(A) of the of the St. Helena Municipal Code.

Community Development Director Maya DeRosa provided a brief presentation on the item, noting a clerical error in the staff report referencing the ZOA year as 2015, which should have been 2025.

Mayor Dohring opened the Public Hearing. A public comment was received by Michelle Covell.

The discussion was turned over to the Council; no comments or questions were offered.

Council Member Aaron Barak moved to approve staff's recommendation with the amendment noted by Director DeRosa fixing the clerical error. 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, Council Member Kate Spadarotto, and Council Member Billy Summers

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 10.3 This item was move to a date uncertain.

~~Introduction and waiver of first Reading of an Ordinance Amending City of St. Helena Municipal Code Section 2.12.060 of Chapter 2.12 and Chapter 2.24 Regarding the Powers and Duties of the City Manager and Department Heads, a Title Change from Director of Finance to Director of Administrative Services and removing the City Manager's Authority to Assume the Duties of the Treasurer.~~

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CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

Recommendation:

Introduce and waive the first reading of an Ordinance of the City Council amending Municipal Code Chapters 2.12 and 2.24 to reassign treasurer duties, in addition to retitling Director of Finance to Director of Administrative Services.

10.4 **\*\*THIS ITEM WILL BE MOVED TO A DATE CERTAIN OF NOVEMBER 25, 2025\*\***

~~Introduction and waive the first reading of a proposed ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the regulations for Short Term Rentals.~~

**11. OLD BUSINESS:**

11.1 Consideration of a resolution declaring City owned Adams Street parcel to be surplus land under the Surplus Land Act (SLA).

CEQA Determination: Not a CEQA project

Prepared By: Maya DeRosa, Community Development Director

Recommendation:

Approve a resolution declaring the City owned parcel on Adams Street (A.P.N. 009-150-006) surplus land under the Surplus Land Act (SLA).

City Manager, Anil Comelo introduced the item, followed by a presentation from Community Development Director Maya DeRosa.

Mayor Dohring opened public comment. Public comments were provided by Garry Rose, Mark Smithers, Kelly Wheaton, Michael Haley, Michelle Covell, Tim Hall, Oliver Caldwell, Jennifer Haley, Tom Belt, Charles Covell, Mary Stephenson, and Steve Goldfarb.

The discussion was turned over to the Council during which comments and questions ensued.

Council Member Aaron Barak moved to approve resolution declaring the City owned property on Adams Street (A.P.N. 009-150-006) surplus land under the Surplus Land Act (SLA). The motion was seconded by Council Member Kate Spadarotto and on roll call carried by the following vote:

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

NOES: Vice Mayor Michelle Deasy

ABSENT: None

ABSTAIN: None

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RECUSE: None

Mayor Dohring called for a 10-minute recess at 8:17 p.m. The Council meeting resumed at 8:27 p.m.

**12. NEW BUSINESS:**

- 12.1 Consider and adopt a Resolution (1) Authorizing the City Manager, or his Designee, to execute a "Settlement Agreement" with the California Regional Water Quality Control Board, San Francisco Bay Area Region; (2) Acknowledging the accumulation of \$378,000 in fines due to regulated effluent parameter exceedances; (3) Authorizing the creation of Capital Improvement Plan (CIP) Project No. S26-05 with denoted funding in partial fulfillment of the Order; and (4) Authorizing the expenditure of \$181,500 from GL 571-5000-2425; and (5) Authorizing corresponding budget adjustments to appropriate funding for this action.

CEQA Determination: Exempt

Prepared By: Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer, Stephanie Killingsworth, Public Works Financial Analyst  
Recommendation:

Adopt the related resolution.

Assistant City Manager/Director of Public Works, Joseph Leach provided a presentation on the item.

Mayor Dohring opened public comment; no public comments were received.

The discussion was turned over to the Council for deliberation; no questions or comments were offered.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 12.2 Adopt a Resolution authorizing existing water customers in the Magnolia Oaks Subdivision to connect to their potable water service for irrigation purposes.



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CEQA Determination: Exempt  
Prepared By: Eric Janzen, Assistant Public Works Director  
Recommendation:  
Adopt the resolution.

Assistant City Manager/Director of Public Works, Joseph Leach provided a presentation on the item.

Mayor Dohring opened the Public Comment. Comments were received by Kelly Wheaton, Judy Wile and Celeste Neeley.

The discussion was then turned over to the Council for deliberation.

Vice Mayor Deasy moved to extend the meeting to 9:15 p.m. The motion was seconded by Council Member Spadarotto and carried on a voice vote.

Mayor Dohring reopened public comment, and additional comments were provided by Celeste Neeley.

By consensus, the Council chose to continue the item to December 9, 2025, with a request for additional information in order to determine appropriate future charges (if needed).

**13. CITY COUNCIL REPORTS:**

Council Member Barak provided brief report on the Finance Committee. Vice Mayor Deasy provided an update on the Water and Wastewater Advisory Committee.

- 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)

Special City Council  
November 18, 2025

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

**14. ADJOURNMENT**

Mayor Dohring adjourned the meeting at 9:04 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk



**MINUTES**  
**City of St. Helena**  
**Regular City Council Meeting**  
**Tuesday, November 25, 2025 @ 6:00 PM**  
**Vintage Hall Board Room - Second Floor**  
**465 Main Street, St. Helena**

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

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

**Absent:**

**1. CALL TO ORDER**

Mayor Dohring called the meeting to order at 6:02 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 roll call carried by the following vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

**5. ADOPTION OF MINUTES**

- 5.1 Consideration and proposed approval of Regular Meeting Minutes of October 28, 2025, and the Special City Council Meeting minutes of November 10, 2025.

Council Member Kate Spadarotto moved to adopt the Regular Meeting Minutes of October 28, 2025, and the Special Meeting Minutes of November 10, 2025. The motion was seconded by Council Member Aaron Barak and on roll call carried by the following vote:

Regular City Council  
November 25, 2025

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

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

**6. PUBLIC FORUM:**

None.

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

Assistant City Manager/Public Works Director Joe Leach provided brief updates on the Oak Avenue Utility Rehabilitation Project and on the letters recently sent regarding the installation of backflow devices.

Interim Director of Community Services Ashley Sylvester announced the annual Barrel Tree lightning event, scheduled for November 26.

**8. PRESENTATIONS AND PUBLIC RECOGNITIONS**

**9. STAFF BRIEFING**

9.1 2025 Harvest Festival FlashVote Survey Results

CEQA Determination: Not a CEQA project

Prepared By: Ashley Sylvester, Recreation Manager

Interim Director of Community Services, Ashley Sylvester provided presentation on the item.

**10. CONSENT ITEMS**

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

10.1 Consideration and Proposed Adoption of a Resolution Accepting the Work and Directing the Filing of the Notice of Completion for the Hazard Mitigation Grant Emergency Backup Power Project.

CEQA Determination: Exempt

Prepared By: Mario Traverso, Project Manager

Recommendation:

Staff Recommends Approval of the attached Resolution.

Regular City Council  
November 25, 2025

10.2 Water Supply and Forecasting - October 2025

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

10.3 Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute Amendment No. 2 in the amount of \$50,000 to increase the Professional Services Agreement with Summit Engineering Inc. for a total not-to-exceed amount of \$199,500, for Construction Engineering Services for the D24-01 Oak Avenue Utility Rehabilitation Project.

CEQA Determination: Exempt  
Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst  
Recommendation:  
Staff recommends approval of the attached Resolution.

10.4 Consideration and Proposed Approval of a Resolution Authorizing a Professional Services Agreement with Coastland Civil Engineering, LLP for Design Services for the Spring Street/Highway 29 Intersection Project CIP No. R26-04 in an Amount Not-to-Exceed \$58,310.

CEQA Determination: Not a CEQA project  
Prepared By: Mario Traverso, Project Manager, Stephanie Killingsworth, Public Works Financial Analyst  
Recommendation:  
Staff recommends approval of the attached Resolution.

10.5 Resolution Authorizing the City Manager to Approve Expenditures in the Amount of \$20,752 for Services Related to the Installation of a New City Hall server and Data Center Relocation.

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

10.6 Resolution Authorizing Extending the Red Zone on a Portion of Main Street at the Intersection of Main Street and Elmhurst Avenue, Updating the City's List of Red Zones, and Rescinding Resolution 2025-115.

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

Regular City Council  
November 25, 2025

Approve the request to extend a section of red curb on the east side of Main Street near the Elmhurst Avenue intersection by an additional 26 feet.

- 10.7 Consideration and Proposed Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Sherwood Design Engineers for Civil Engineering Services for the Mills Lane and Highway 29 Improvements Project in an amount not-to-exceed \$91,000 and Establishing Capital Improvement Plan Project No. R26-06 - Mills Lane Realignment and Intersection Improvements.

CEQA Determination: Not a CEQA project

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

- 10.8 Consider and adopt a Resolution updating the City of St. Helena Design and Construction Standards

CEQA Determination: Exempt

Prepared By: Jose Calderon, Engineering Technician II, Mario Traverso, Project Manager

Recommendation:

Approve the resolution.

- 10.9 Consideration and Proposed Adoption of a Resolution Authorizing a Budget Amendment to Appropriate Water Enterprise Fund Balance for the Stonebridge Well Filter Media Replacement with ERS Industrial Services, Inc. increasing appropriations by \$190,590 using Water Enterprise Fund Balance.

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

- 10.10 Consideration and Proposal Approval of Resolutions Authorizing (1) Payment to Larry Walker Associates for Past Wastewater and Groundwater Regulatory Work Efforts in the amount of \$191,209 and Authorizing the Necessary Budget Amendments; and (2) the City Manager to Execute a Professional Services Agreement with Larry Walker Associates for a New Scope of Services and Funding Authorization for Wastewater Regulatory Assistance through June 30, 2027 for a total not-to-exceed \$160,700.

CEQA Determination: Exempt

Prepared By: Stephanie Killingsworth, Public Works Financial Analyst

Recommendation:

Staff recommends approval of the attached Resolution.

Regular City Council  
November 25, 2025

- 10.11 Consideration and Approval of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Hach Company for the 2026 Service Partnership at the Water Treatment Plant for an Amount Not-to-Exceed \$18,872.

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

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

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

## **11. PUBLIC HEARINGS**

- 11.1 Introduction and waive the first reading of a proposed ordinance amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code pertaining to the enforcement regulations for Short-Term Rentals.

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

1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and
2. Introduction and waive the first reading of a proposed ordinance (ZOA 25-004) amending Sections 1.12.200, 17.05.100, 17.32.010, and 17.32.020 of the St. Helena Municipal Code.

City Attorney Ethan Walsh reported on the item.

Mayor Dohring opened public hearing; no public comment was received.

The discussion was turned over to the Council for deliberation.



Regular City Council  
November 25, 2025

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

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

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

**12. OLD BUSINESS**

**13. NEW BUSINESS**

**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

Regular City Council  
November 25, 2025

Council Member Summers shared about a recent traffic accident and the impact it had.

**15. ADJOURNMENT**

Mayor Dohring adjourned the meeting at 6:44 p.m.

**CHALLENGING DECISIONS OF CITY ENTITIES**

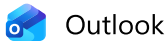
**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk





public comment for public forum on city council

**From** Michelle Covell <michelle@covellarchitects.com>  
**Date** Wed 12/3/2025 4:33 PM  
**To** Michelle Covell <michelle@covellarchitects.com>; Public Comment <publiccomment@cityofsthelena.gov>; Andrew Bradley <abradley@cityofsthelena.gov>

Dear City council,

Please put this on a future agenda, or on multiple agendas.

Sincerely,  
Michelle Liu Covell  
Resident  
25.12.3

**City Council Goals**

[View the current status of the FY 2024 - 2026 Goals and Objectives](#)

[View the Interactive Capital Improvement Plans \(CIP\) Dashboard](#)

During the May 9, 2023 (PDF), City Council meeting, the City Council established the following 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](#)

Staff has worked to operationalize this list of 8 goals into over 200 objectives. You can find the original [list of objectives here \(PDF\)](#) adopted June 6, 2023.

**Request to Place Agenda Items for Discussion**

I would like to request to place the following discussion items on a future agenda. My intention is to support the City’s stated goals around public health and safety, infrastructure sustainability, and community engagement, and to provide an opportunity for thoughtful, transparent analysis as development continues in St. Helena.

**Health & Safety Standards in City Planning and Growth Management**

I would like to request a broader discussion of how the Planning Department is evaluating and pursuing **public health and safety objectives** in connection with development projects, growth management, and the City’s long-term sustainability—particularly relating to water security and emergency preparedness. “Health” and “safety” are both broad concepts, but they are central to effective municipal planning. I believe it would be valuable for the City to identify and study:

- What **measurable health standards and metrics** the City uses—or could use—to evaluate development impacts
- What **“health”** means specifically in the context of St. Helena and how future growth aligns with those values.

On the **safety** side, I appreciate the thorough work previously done regarding visibility triangle corners by police and fire departments. I would welcome discussion of **additional safety considerations at the city-planning scale**,

including but not limited to:

- **Emergency evacuation capacity**, using principles similar to building code life-safety analysis (occupant loads, exit widths, exit count, dead-end travel limits). We have to do this for exiting buildings, I think we need to do this for exiting Cities, as well as cities in landscapes that have limited exits.
- A citywide analysis of **evacuation routes and cumulative exiting capacity** during a full-scale emergency.
- Whether the existing street network and valley roadway systems can safely accommodate our current population during evacuation and how that capacity changes as additional housing is built.
- Identification of thresholds where **future growth may require additional mitigation or new exit infrastructure**.
- Regional coordination throughout Napa Valley for evacuation planning, learning from recent wildfire evacuation events like LA/Palisades where congestion created life-threatening conditions.

#### **Community Engagement – Processes and Accountability**

In alignment with **Goal 4: “Provide effective community information and opportunities for engagement,”** I request an agenda discussion to clarify:

The recent City newsletter included the statement:

“While there is no requirement for the City Council or staff to address specific public comments during a meeting... a response in the moment is not expected.”

This raises an important follow-up question:

If there is no requirement to address public input during or after meetings, how does the City define meaningful engagement?

Since engagement is defined as:

“A two-way process of collaborative and intentional interaction between residents and local government to improve a community and its decision-making,”

it seems appropriate to discuss how this principle is implemented in practice and what improvements could strengthen public trust and participation.

#### **Infrastructure & Environmental Sustainability**

In support of **Goal 2: “Improve infrastructure and further environmental sustainability,”** I request an agenda discussion on:

##### **Water Sustainability**

- An overview of the **Water Neutrality Policy** as it relates to projected population growth from the Housing Element and RHNA requirements.
- Current and future **water supply capacity**, distribution infrastructure needs, and contingency planning during drought or emergency periods.
- How the City ensures equitable access to quality water service for all residents.

##### **Power Reliability & Emergency Resilience**

- Any infrastructure upgrades planned to support resiliency during emergencies.

#### **Quality of Life**

In alignment with **Goal 5: “Enhance quality of life,”** I would welcome a discussion to better understand:

- How the City currently defines the baseline “quality of life” for residents.
- What indicators the City tracks to measure this.
- What specific strategies or initiatives are underway or planned to protect and enhance the unique character, livability, and well-being of St. Helena as growth continues.

These agenda items are intended to support transparent, data-driven planning that ensures future development aligns with the community’s long-term health, safety, sustainability, and livability goals.

I appreciate the opportunity to raise these questions and would value the City’s engagement on these critical topics.

**Michelle Liu Covell**

Architect, Partner, Director of Operations, LEED AP  
707.968.9280

**COVELL ARCHITECTS**

1407 Main St. Suite 102 Saint Helena, CA 94574  
[www.covellarchitects.com](http://www.covellarchitects.com)





Outlook

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## Support of comment 6.1

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**From** Caitlin Walter <cait.m.walter@gmail.com>

**Date** Sun 12/7/2025 10:04 PM

**To** Public Comment <publiccomment@cityofsthelena.gov>

Hello-

I am putting in a public comment for the public forum. I have read public comment 6.1 written by Michelle Covelle and agree with it.

Best,

Caitlin







Outlook

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**Good Morning Andrew**

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**From** Kelly Wheaton <a4est42@gmail.com>

**Date** Mon 12/8/2025 7:08 AM

**To** Public Comment <publiccomment@cityofsthelena.gov>

Andrew,

Another one for you. Many thanks. This is a general public Comment but also relevant to 13.3

Dear City Councilmembers,

I respectfully ask that all expenditures above \$100k be sent to the Finance and/or Water and Wastewater Committees (if relevant) for their review and input. The Council appointed these committees so that they could make better, more informed decisions.

Specifically the Water and Wastewater Committees have reviewed all CIPs and prioritized them so as the most critical items get funded first. Along comes Public Works requesting over \$400k for NON-CRITICAL vehicle expenditures. This needs review, not another rubber stamp.

If the City Council intends to place a measure on the ballot asking for more money, the council needs to show they have the backbone to say NO to spiraling costs! You will have no credibility if it is business as usual.

Sincerely,  
Kelly Wheaton  
1335 Inglewood Ave



12.09.25

Members of the City Council,

General comments regarding tonight's agenda.

The staff report regarding the change of zoning code and the events that occurred does not reflect the actual events and actions around the issue.

At a base level two misdemeanors were committed by city staff related to this item:

-One by Planning Director Maya Derosa in illegally changing the zoning code. This act has been confirmed by the city attorney, and no action or acknowledgment has occurred. If this item is discussed and a response of clerical error is brought up as reasoning this is also false and has been disputed by the city attorney.

There are many more changes to the zoning code that were made illegally. An accurate accounting of this needs to occur. There are two other items on the agenda tonight alone that are results of the poor authorship and conflicts with the general plan of the zoning code. These will continue to occur until the base issue is resolved.

Yes there is a meeting on Dec.16th to discuss the zoning code with the community. This is a completely separate act and in no way addresses the issue at hand and the illegality of the changes that have been made.

In finding a replacement for the position I would encourage you to hire an interim director until the base issues can be discovered and resolved. A permanent hire should be able to come in with clear eyes and clean on ramp for potentiality. Lots of messes to clean up currently.

-The second misdemeanor was committed by city manager Anil Comelo in filing a false police report. Even if directed by the city attorney to file the report it doesn't change the fact that a false report was filed. This needs to be investigated and addressed.

Our police force in this town is one of our greatest assets and their involvement in the community is critical to keeping us in the lifestyle we enjoy. They should be treated as such, not used for personal agendas.

Council member Barak has said he was the only one to vote to investigate after this issue came to light. This needs to be brought up again and covered with the level of seriousness it deserves. Silence on this simply obfuscates the matter but by no means makes it go away.

Regarding change in compensation to the city managers salary package:

Keeping an individual under employ out of fear of not having another option or under the guise of getting work done does not solve issues. Frankly there are many who work hard without accomplishing hard work. After the letters regarding Mr Comelo's relationship with the public

were brought to light a few members of the community came to his defense. I stand by my statement that this defense is wonderful, and Anil needs support just like anyone else, this unfortunately does not change facts. I welcome anyone to discuss the negative impacts of the current leadership structure. There are prescient examples for all who spoke at the meeting that night.

The math presented of the expense around the effects of the reduction of a salary bump to 3% from 7% does not accurately take into account the pension impact of a base salary increase of 40K. There is no calculation of long term impact in the staff report, why not? If the CM receives a base salary increase of 40K tonight and resigns tomorrow his base salary calc for his pension is 40k more, where as if he keeps the 40k as housing allowance and FICA payment they do not.

Why now?

What's the long term cost?

How much did it cost for the city attorney to draft the staff report item?

Is the city manager doing a good job?

Some think yes, some think no.

Where is the efficiency report that was requested by council member Barak and has been paid for? Rumors around town have it at a 1 out of 5. It would be great to see some facts. Is the city being run well, or is it being run poorly? Ethics of conduct aside this would certainly help those in the community who feel one way or another to have some information based on critical assessment.

Let's get some answers and some accountability. For all you know you may be running with weights and accomplishing little when you could be running full speed and accomplishing much more.

Thank you.

Sincerely,

Joshua Parke



## Agenda Report to the City Council

Agenda Section: PRESENTATIONS AND PUBLIC RECOGNITIONS

Department: Public Works

|                                  |                                         |
|----------------------------------|-----------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                        |
| <b>FROM:</b>                     | Rebecca White, Administrative Assistant |
| <b>SUBJECT:</b>                  | Arbor Day Proclamation 2025             |
| <b>RECOMMENDED ACTION:</b>       |                                         |
| <b>PREVIOUS COUNCIL ACTION:</b>  |                                         |
| <b>STATEMENT OF THE PURPOSE:</b> |                                         |
| <b>FINANCIAL IMPACT:</b>         |                                         |

### DOCUMENTS ATTACHMENTS:

[Arbor Day Proclamation 2025](#)

## City of St. Helena PROCLAMATION

### ARBOR DAY

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal, and

**WHEREAS**, the City of St. Helena has been recognized as a Tree City USA by The National Arbor Day Foundation for 26 years and desires to continue its tree-planting practices

**NOW, THEREFORE, LET IT BE RESOLVED**, that I, Paul Dohring, Mayor of the City of St. Helena, along with the St. Helena City Council, declares the 9th day of December 2025, as Arbor Day and will be holding tree plantings in recognition of Arbor Day for the purpose of expressing our support for efforts to protect our trees and woodlands.

Dated: December 9, 2025

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Paul Dohring, Mayor  
City of St. Helena



## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Finance

|                                  |                                                                                                                    |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                   |
| <b>FROM:</b>                     | Mandy Kellogg, Administrative Services Director                                                                    |
| <b>SUBJECT:</b>                  | Receive and File FY 2024-25 Annual AB 1600 Report on Development Impact Fees.                                      |
| <b>RECOMMENDED ACTION:</b>       | Receive and file Annual AB 1600 Development Fee Report for Fiscal Year Ending June 30, 2025.                       |
| <b>PREVIOUS COUNCIL ACTION:</b>  | None.                                                                                                              |
| <b>STATEMENT OF THE PURPOSE:</b> | The purpose of this report is to publicly provide the FY 2024-25 Annual AB 1600 Report on Development Impact Fees. |
| <b>FINANCIAL IMPACT:</b>         | None.                                                                                                              |

### BACKGROUND:

Cities and counties often charge fees on new development to fund public improvements to mitigate the impact of development activity. These fees are commonly known as development impact fees and are generally collected at the time building permits are issued for residential and commercial construction. Impact fees are established by ordinance and as required by law, these fees are segregated from the General Fund and accounted for in special revenue funds.

In 1989, the State Legislature passed Assembly Bill 1600 (AB 1600), which added Sections 66000 et seq. to the California Government Code, commonly known as the Mitigation Fee Act. Under AB 1600 the City is required to make available to the public a report on development impact fees. The report must be made available within 180 days of the close of the fiscal year.

This Report Provides: Descriptions of each Development Impact Fee, Amount of the Fee, Beginning and Ending Balances of each Impact Fee Account, Identification of Public Improvements in which Fees were Expended, Schedule for Commencement of Certain Public Improvements to be Funded with Impact Fees, Description of any Interfund Transfer or Loan, and the Amount of Refunds Paid, if any, from Development Impact Fees.

### DISCUSSION:

The Annual AB 1600 Development Fee Report for Fiscal Year Ending June 30, 2025 was made available to the public on October 24, 2025 (Attachment 1).



Per Section 66006(b)(1) of the California Government Code the annual report must include the following specific reporting requirements:

1. A brief description of the type of development impact fee in the account/fund;
2. The amount of the fee;
3. Beginning and ending balances of the account/fund, the amount of fees collected, and the interest earned;
4. An identification of each public improvement on which fees were expended together with the amount of such expenditures;
5. Information regarding the schedule for commencement of certain public improvements to be funded with development fees;
6. A description of any interfund transfer or loan; and
7. The amount of refunds paid, if any, from a particular fund.

The City of St. Helena development fees covered by AB 1600, and documented in Attachment 1, include the following:

1. Public Safety Impact Fees (pages 1 and 2 of report)
2. Civic Improvement Impact Fees (pages 1 and 3 of report)
3. Park Improvement Impact Fees (pages 1 and 4 of report)
4. Traffic Mitigation Impact Fees (pages 1 and 5 of report)
5. Storm Drain Improvement Impact Fees (pages 1 and 6 of report)
6. Affordable Housing Impact Fees (pages 1 and 7 of report)
7. Water Impact Fees (pages 1 and 8 of report)
8. Sewer Impact Fees (pages 1 and 9 of report)

**ENVIRONMENTAL REVIEW:**

None.

**GOAL:**

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Attachment 1 - FY 2024-25 AB 1600 Report](#)



**City of St. Helena**  
AB1600 Annual Report  
Development Impact Fees  
Fiscal Year Ended June 30, 2025

Government Code Section 66006 requires local agencies to submit an annual report detailing the status of development impact fees. The annual report must be made available to the public within 180 days of the close of the fiscal year and be presented to the public agency (City Council) at a regularly scheduled public meeting no sooner than 15 days after the report is made available to the public.

This report summarizes the following information for each of the development impact fee programs:

- A brief description of the fee program
- A schedule of fees
- A schedule of projects
- Expenditures by project
- Five-year historical collection and expenditure schedule

The table below shows the activity for each impact fee fund for the fiscal year 2024-2025:

|                                                         | <b>Public Safety<br/>Impact</b><br>Fund 216 | <b>Civic<br/>Improvement<br/>Impact</b><br>Fund 713 | <b>Park Impact</b><br>Fund 734 | <b>Traffic<br/>Mitigation<br/>Impact</b><br>Fund 740 | <b>Storm Drain<br/>Improvement</b><br>Fund 742 | <b>Affordable<br/>Housing</b><br>Fund 751 | <b>Water Impact</b><br>Fund 764 | <b>Sewer Impact</b><br>Fund 774 |
|---------------------------------------------------------|---------------------------------------------|-----------------------------------------------------|--------------------------------|------------------------------------------------------|------------------------------------------------|-------------------------------------------|---------------------------------|---------------------------------|
| Beginning Balance, 7/1/24                               | \$ 572,634                                  | \$ 900,526                                          | \$ 1,200,756                   | \$ 2,892,700                                         | \$ 767,148                                     | \$ 925,204                                | \$ 457,070                      | \$ 1,321                        |
| Long-term Receivable                                    | \$ 61,333                                   | \$ -                                                | \$ -                           | \$ -                                                 | \$ -                                           | 1,527,494                                 | 902,249                         | 173,241                         |
| <b>REVENUE</b>                                          |                                             |                                                     |                                |                                                      |                                                |                                           |                                 |                                 |
| Interest Earnings                                       | 11,515                                      | 17,963                                              | 23,916                         | 57,607                                               | 15,349                                         | 17,982                                    | 9,170                           | 83                              |
| Fees Collected                                          | 14,480                                      | 8,128                                               | 3,460                          | 4,429                                                | 9,185                                          | 57,889                                    | 74                              | 3,049                           |
| Miscellaneous Revenues                                  | -                                           | -                                                   | -                              | -                                                    | -                                              | 18,931                                    | 6,835                           | 1,218                           |
| Operating Transfers In                                  | -                                           | -                                                   | -                              | -                                                    | -                                              | -                                         | -                               | -                               |
| <b>TOTAL</b>                                            | <b>25,996</b>                               | <b>26,091</b>                                       | <b>27,376</b>                  | <b>62,036</b>                                        | <b>24,534</b>                                  | <b>94,802</b>                             | <b>16,079</b>                   | <b>4,351</b>                    |
| <b>EXPENSE/EXPENDITURES</b>                             |                                             |                                                     |                                |                                                      |                                                |                                           |                                 |                                 |
| Non Departmental Expense                                | 5,314                                       | 5,599                                               | -                              | -                                                    | 2,462                                          | 29,440                                    | -                               | -                               |
| Transfer to Other Funds*                                | -                                           | -                                                   | 253,271                        | -                                                    | -                                              | -                                         | 10,000                          | -                               |
| <b>TOTAL</b>                                            | <b>5,314</b>                                | <b>5,599</b>                                        | <b>253,271</b>                 | <b>-</b>                                             | <b>2,462</b>                                   | <b>29,440</b>                             | <b>10,000</b>                   | <b>-</b>                        |
| Excess Revenue<br>Over/(Under)<br>Expenses/Expenditures | 20,682                                      | 20,492                                              | (225,895)                      | 62,036                                               | 22,072                                         | 65,362                                    | 6,079                           | 4,351                           |
| Ending Balance, 6/30/25                                 | 654,648                                     | 921,018                                             | 974,860                        | 2,954,736                                            | 789,220                                        | 2,518,061                                 | 1,365,398                       | 178,913                         |

\*See 5-year CIP adopted by City Council on September 24, 2024.

The City of St. Helena has eight (8) impact fee funds: Public Safety Impact, Civic Improvement Impact, Park Impact, Traffic Mitigation Impact, Storm Drian Improvement, Affordable Housing, Water Impact, and Sewer Impact. Each fee is accounted for in a separate fund within the records of the City of St. Helena.

The following pages discuss each fund in more detail and include a revenue and expenditure summary from 7/1/24 - 6/30/25.



**City of St. Helena**  
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Development Impact Fees  
Fiscal Year Ended June 30, 2025

## Public Safety Impact Fee - Fund 216

### Description of 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 the Police and Fire Departments. Vehicles, capital equipment, and building improvements are approved uses.

### Fee Schedule

| Category         | Fee |      | Basis       |
|------------------|-----|------|-------------|
| Residential Unit | \$  | 1.32 | Square foot |
| Multifamily Unit | \$  | 1.32 | Square foot |
| Commercial       | \$  | 1.32 | Square foot |
| Office           | \$  | 2.03 | Square foot |
| Industrial       | \$  | 0.72 | Square foot |
| Hotel Room       | \$  | 1.39 | Square foot |

### Scheduled Projects

| Project | Anticipated Construction Start | Estimated 5-year Project Costs | Total Impact Fees |
|---------|--------------------------------|--------------------------------|-------------------|
|         |                                |                                |                   |

### Expenditure by Project

| Project | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|---------|-------------------------|----------------------------------------------------------|
|         | \$ -                    | 0.0%                                                     |

### 5-Year Collection and Expenditure Schedule

|                                        | FY 24/2025     | FY 23/2024     | FY 22/2023     | FY 21/2022     | FY 20/2021     |
|----------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Beginning Fund Balance                 | 633,967        | 652,263        | 616,389        | 596,079        | 582,770        |
| Revenues                               |                |                |                |                |                |
| Interest Earnings                      | 11,515         | 8,010          | 2,998          | 1,257          | 3,522          |
| Impact Fees                            | 14,480         | 67,876         | 32,876         | 19,863         | 16,527         |
| Operating Transfers In                 | -              | -              | -              | -              | -              |
| Total Revenues                         | \$ 25,996      | \$ 75,886      | \$ 35,874      | \$ 21,120      | \$ 20,049      |
| Expenditures                           |                |                |                |                |                |
| Development Impact Fee Study           | -              | -              | -              | 811            | 6,740          |
| Permit Refund                          | 5,314          | -              | -              | -              | -              |
| Type 1 Fire Engine                     | -              | 94,182         | -              | -              | -              |
| Total Expenditures                     | \$ 5,314       | \$ 94,182      | \$ -           | \$ 811         | \$ 6,740       |
| Revenues over (less than) expenditures | 20,682         | (18,296)       | 35,874         | 20,309         | 13,309         |
| <b>Fund Balance, June 30</b>           | <b>654,648</b> | <b>633,967</b> | <b>652,263</b> | <b>616,389</b> | <b>596,079</b> |



**City of St. Helena**  
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Development Impact Fees  
Fiscal Year Ended June 30, 2025

### Civic Improvement Impact Fee - Fund 713

#### Description of Fees

This fund is used to accumulate restricted funds from new development's proportionate share of the depreciated replacement of cost of a range of facility types including City Hall, corporation yard facilities, as well as library and recreation facilities.

#### Fee Schedule

| Category         | Fee     | Basis       |
|------------------|---------|-------------|
| Residential Unit | \$ 1.62 | Square foot |
| Multifamily Unit | \$ 1.62 | Square foot |
| Commercial       | \$ 1.62 | Square foot |
| Office           | \$ 2.50 | Square foot |
| Industrial       | \$ 0.88 | Square foot |
| Hotel Room       | \$ 1.72 | Square foot |

#### Scheduled Projects

| Project | Anticipated Construction Start | Estimated 5-year Project Costs | Total Impact Fees |
|---------|--------------------------------|--------------------------------|-------------------|
|         |                                |                                |                   |

#### Expenditure by Project

| Project | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|---------|-------------------------|----------------------------------------------------------|
|         | \$ -                    | 0.0%                                                     |

#### 5-Year Collection and Expenditure Schedule

|                                           | FY 24/2025     | FY 23/2024     | FY 22/2023     | FY 21/2022     | FY 20/2021     |
|-------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Beginning Fund Balance                    | 900,526        | 822,974        | 761,864        | 733,323        | 716,815        |
| Revenues                                  |                |                |                |                |                |
| Interest Earnings                         | 17,963         | 11,006         | 4,210          | 1,726          | 4,828          |
| Impact Fees                               | 8,128          | 67,874         | 59,179         | 29,314         | 19,879         |
| Operating Transfers In                    | -              | -              | -              | -              | -              |
| Total Revenues                            | \$ 26,091      | \$ 78,880      | \$ 63,389      | \$ 31,040      | \$ 24,707      |
| Expenditures                              |                |                |                |                |                |
| Corporation Yard Trailer Rental           | -              | 1,328          | 2,279          | 1,732          | 1,681          |
| Development Impact Fee Study              | -              | -              | -              | 768            | 6,518          |
| Permit Refund                             | 5,599          | -              | -              | -              | -              |
| Phase I - Feasibility and Visioning Study | -              | -              | -              | -              | -              |
| Total Expenditures                        | \$ 5,599       | \$ 1,328       | \$ 2,279       | \$ 2,499       | \$ 8,199       |
| Revenues over (less than) expenditures    | 20,492         | 77,552         | 61,110         | 28,541         | 16,508         |
| <b>Fund Balance, June 30</b>              | <b>921,018</b> | <b>900,526</b> | <b>822,974</b> | <b>761,864</b> | <b>733,323</b> |



**City of St. Helena**  
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Development Impact Fees  
Fiscal Year Ended June 30, 2025

## Park Impact Fee - Fund 734

### Description of Fees

This fund is used to accumulate funds from new or proposed residential development solely for park land acquisition and park improvements.

### Fee Schedule

| Category         | Fee     | Basis       |
|------------------|---------|-------------|
| Residential Unit | \$ 3.83 | Square foot |
| Multifamily Unit | \$ 3.83 | Square foot |

### Scheduled Projects

| Project                                        | Anticipated Construction Start | Estimated 5-year Project Costs | Total Impact Fees |
|------------------------------------------------|--------------------------------|--------------------------------|-------------------|
| C20-04 Baldwin Park Fence & Pathway            | FY 23/24                       | \$ 80,000                      | \$ 80,000         |
| C22-02 Crane Park Playground Equipment         | FY 23/24                       | \$ 250,000                     | \$ 80,000         |
| C22-03 Jacob Meily Park Upgrades               | FY 23/24                       | \$ 266,560                     | \$ 266,560        |
| C24-01 Parks & Recreation Master Plan          | FY 23/24                       | \$ 125,000                     | \$ 125,000        |
| C24-02 Trails & Open Space Amenities - Phase I | FY 24/25                       | \$ 50,000                      | \$ 50,000         |

### Expenditure by Project

| Project                                        | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|------------------------------------------------|-------------------------|----------------------------------------------------------|
| C20-04 Baldwin Park Fence & Pathway            | \$ -                    | 100.0%                                                   |
| C22-02 Crane Park Playground Equipment         | \$ -                    | 32.0%                                                    |
| C22-03 Jacob Meily Park Upgrades               | \$ 199,083              | 100.0%                                                   |
| C24-01 Parks & Recreation Master Plan          | \$ -                    | 100.0%                                                   |
| C24-02 Trails & Open Space Amenities - Phase I | \$ -                    | 100.0%                                                   |

### 5-Year Collection and Expenditure Schedule

|                                                   | FY 24/2025 | FY 23/2024 | FY 22/2023 | FY 21/2022 | FY 20/2021 |
|---------------------------------------------------|------------|------------|------------|------------|------------|
| Beginning Fund Balance                            | 1,200,756  | 1,303,461  | 1,087,885  | 987,542    | 979,598    |
| Revenues                                          |            |            |            |            |            |
| Interest Earnings                                 | 23,916     | 17,863     | 6,593      | 2,371      | 6,647      |
| Impact Fees                                       | 3,460      | 190,628    | 208,983    | 97,973     | 54,379     |
| Operating Transfers In                            | -          | -          | -          | -          | -          |
| Total Revenues                                    | \$ 27,376  | \$ 208,491 | \$ 215,576 | \$ 100,343 | \$ 61,025  |
| Expenditures                                      |            |            |            |            |            |
| Other Contract Services (Parks & Rec Master Plan) | 54,188     | -          | -          | -          | -          |
| C19-02 Crane Park Tennis Courts                   | -          | -          | -          | -          | 26,149     |
| C19-03 Crane Park Lighting Improvements           | -          | 297,622    | -          | -          | 24,508     |
| C20-03 Skate Park Improvements                    | -          | -          | -          | -          | 2,425      |
| C22-03 Jacob Meily Park Upgrades                  | 199,083    | 13,574     | -          | -          | -          |
| Total Expenditures                                | \$ 253,271 | \$ 311,196 | \$ -       | \$ -       | \$ 53,082  |
| Revenues over (less than) expenditures            | (225,895)  | (102,705)  | 215,576    | 100,343    | 7,944      |
| Fund Balance, June 30                             | 974,860    | 1,200,756  | 1,303,461  | 1,087,885  | 987,542    |



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## Traffic Mitigation Impact Fee - Fund 740

### Description of Fees

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.

### Fee Schedule

| Category         | Fee     | Basis       |
|------------------|---------|-------------|
| Residential Unit | \$ 0.82 | Square foot |
| Multifamily Unit | \$ 0.82 | Square foot |
| Commercial       | \$ 5.19 | Square foot |
| Office           | \$ 4.13 | Square foot |
| Industrial       | \$ 2.47 | Square foot |
| Hotel Room       | \$ 5.55 | Square foot |

### Scheduled Projects

| Project                    | Anticipated Construction Start | Estimated 5-year Project Costs | Total Impact Fees |
|----------------------------|--------------------------------|--------------------------------|-------------------|
| R24-01 Streets Master Plan | FY 23/24                       | \$ 229,946                     | \$ 229,946        |

### Expenditure by Project

| Project                    | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|----------------------------|-------------------------|----------------------------------------------------------|
| R24-01 Streets Master Plan | \$ 124,049              | 100.0%                                                   |

### 5-Year Collection and Expenditure Schedule

|                                        | FY 24/2025       | FY 23/2024       | FY 22/2023       | FY 21/2022       | FY 20/2021       |
|----------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Beginning Fund Balance                 | 2,892,700        | 2,829,543        | 2,758,586        | 2,719,290        | 2,715,793        |
| Revenues                               |                  |                  |                  |                  |                  |
| Interest Earnings                      | 57,607           | 37,035           | 14,547           | 6,339            | 18,312           |
| Impact Fees                            | 4,429            | 32,894           | 56,410           | 33,989           | 33,414           |
| Operating Transfers In                 | -                | -                | -                | -                | -                |
| Total Revenues                         | \$ 62,036        | \$ 69,929        | \$ 70,957        | \$ 40,328        | \$ 51,726        |
| Expenditures                           |                  |                  |                  |                  |                  |
| R20-02 Mills Lane Storm Drain Project  | -                | -                | -                | -                | 41,711           |
| R24-01 Streets Master Plan             | 124,049          | 6,772            | -                | -                | -                |
| Development Impact Fee Study           | -                | -                | -                | 1,032            | 6,518            |
| Total Expenditures                     | \$ 124,049       | \$ 6,772         | \$ -             | \$ 1,032         | \$ 48,229        |
| Revenues over (less than) expenditures | (62,014)         | 63,157           | 70,957           | 39,296           | 3,497            |
| <b>Fund Balance, June 30</b>           | <b>2,830,686</b> | <b>2,892,700</b> | <b>2,829,543</b> | <b>2,758,586</b> | <b>2,719,290</b> |



**City of St. Helena**  
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Development Impact Fees  
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## Storm Drain Improvements Impact Fee - Fund 742

### Description of Fees

This fund is used to accumulate funds from new development's proportionate share of planned drainage system improvements.

### Fee Schedule

| Category         | Fee     | Basis       |
|------------------|---------|-------------|
| Residential Unit | \$ 0.62 | Square foot |
| Multifamily Unit | \$ 0.62 | Square foot |
| Commercial       | \$ 1.93 | Square foot |
| Office           | \$ 1.60 | Square foot |
| Industrial       | \$ 1.93 | Square foot |
| Hotel Room       | \$ 2.68 | Square foot |

### Scheduled Projects

| Project                               | Anticipated Construction | Estimated 5-year Project | Total Impact Fees |
|---------------------------------------|--------------------------|--------------------------|-------------------|
| R20-02 Mills Lane Storm Drain Project | FY 23/24                 | \$ 313,496               | \$ 313,496        |

### Expenditure by Project

| Project                               | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|---------------------------------------|-------------------------|----------------------------------------------------------|
| R20-02 Mills Lane Storm Drain Project | \$ -                    | 100.0%                                                   |

### 5-Year Collection and Expenditure Schedule

|                                        | FY 24/2025     | FY 23/2024     | FY 22/2023     | FY 21/2022     | FY 20/2021     |
|----------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Beginning Fund Balance                 | 767,148        | 743,172        | 713,586        | 798,601        | 790,010        |
| Revenues                               |                |                |                |                |                |
| Interest Earnings                      | 15,349         | 9,710          | 3,817          | 1,867          | 5,311          |
| Impact Fees                            | 9,185          | 39,266         | 30,676         | 15,974         | 9,797          |
| Operating Transfers In                 | -              | -              | -              | -              | -              |
| Total Revenues                         | \$ 24,534      | \$ 48,976      | \$ 34,493      | \$ 17,840      | \$ 15,109      |
| Expenditures                           |                |                |                |                |                |
| R20-02 Mills Lane Storm Drain Project  | -              | -              | 4,906          | 101,824        | -              |
| Drain Pipe Replacement                 | -              | 25,000         | -              | -              | -              |
| Development Impact Fee Study           | -              | -              | -              | 1,032          | 6,518          |
| Permit Refund                          | 2,462          | -              | -              | -              | -              |
| Total Expenditures                     | \$ 2,462       | \$ 25,000      | \$ 4,906       | \$ 102,855     | \$ 6,518       |
| Revenues over (less than) expenditures | 22,072         | 23,976         | 29,587         | (85,015)       | 8,591          |
| <b>Fund Balance, June 30</b>           | <b>789,220</b> | <b>767,148</b> | <b>743,172</b> | <b>713,586</b> | <b>798,601</b> |



**City of St. Helena**  
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Development Impact Fees  
Fiscal Year Ended June 30, 2025

## Affordable Housing Fee - Fund 751

### Description of 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.

### Fee Schedule

| Category         | Fee          | Basis       |
|------------------|--------------|-------------|
| Residential Unit | \$ 14.00     | Square foot |
| Multifamily Unit | \$ 14.00     | Square foot |
| Commercial       | \$ 20.00     | Square foot |
| Office           | \$ 18.00     | Square foot |
| Industrial       | \$ 7.00      | Square foot |
| Hotel Room       | \$ 28,000.00 | Per room    |

### Scheduled Projects

| Project | Anticipated Construction | Estimated 5-year Project | Total Impact Fees |
|---------|--------------------------|--------------------------|-------------------|
|         |                          |                          |                   |

### Expenditure by Project

| Project | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|---------|-------------------------|----------------------------------------------------------|
|         |                         |                                                          |

### 5-Year Collection and Expenditure Schedule

|                                        | FY 24/2025 | FY 23/2024 | FY 22/2023 | FY 21/2022   | FY 20/2021   |
|----------------------------------------|------------|------------|------------|--------------|--------------|
| Beginning Fund Balance                 | 2,452,699  | 1,921,488  | 1,718,201  | 349,852      | 1,855,057    |
| Revenues                               |            |            |            |              |              |
| Interest Earnings                      | 17,982     | 7,515      | 2,668      | 709          | 3,254        |
| Impact Fees                            | 57,889     | 583,991    | 212,358    | 2,226        | 106,784      |
| HOME Grant Revenues                    | -          | -          | 6,324      | -            | -            |
| Contributions from Government          | 18,870     | -          | 14,811     | 1,429,111    | -            |
| Other Revenue                          | -          | -          | -          | 60,000       | -            |
| Annual Monitoring Fees                 | 61         | -          | 1,449      | 4,582        | 295          |
| Operating Transfers In                 | -          | -          | -          | -            | -            |
| Total Revenues                         | \$ 94,802  | \$ 591,506 | \$ 237,609 | \$ 1,496,628 | \$ 110,333   |
| Expenditures                           |            |            |            |              |              |
| 723 Hunt Avenue Acquisition Project    | -          | -          | -          | 23,676       | 1,400,565    |
| Turley Flats Project                   | -          | -          | 9,998      | 4,469        | 185,884      |
| HOME Administrative Fees               | -          | 81         | 2,832      | 13,221       | 4,075        |
| 963 Pope Street OTSH                   | -          | 10,800     | 3,600      | 8,400        | -            |
| Brenkle Court Project                  | -          | -          | -          | (40)         | -            |
| Development Impact Fee Study           | 3,644      | -          | -          | 6,045        | -            |
| Affordable Housing Legal Fees          | 25,796     | 49,414     | -          | 3,297        | 10,129       |
| Housing Element Update                 | -          | -          | 17,893     | 69,210       | 14,887       |
| Non-Profit Grant Contribution          | -          | -          | -          | -            | -            |
| Total Expenditures                     | \$ 29,440  | \$ 60,295  | \$ 34,323  | \$ 128,278   | \$ 1,615,539 |
| Revenues over (less than) expenditures | 65,362     | 531,211    | 203,286    | 1,368,350    | (1,505,206)  |
| Fund Balance, June 30                  | 2,518,061  | 2,452,699  | 1,921,488  | 1,718,201    | 349,852      |





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 Fiscal Year Ended June 30, 2025

## Water Impact Fee - Fund 764

### Description of Fees

This fund is used to accumulate funds from new or proposed development to pay for water system capital improvements needed to support new development.

### Fee Schedule

| Category         | Fee     | Basis       |
|------------------|---------|-------------|
| Residential Unit | \$ 1.43 | Square foot |
| Multifamily Unit | \$ 1.43 | Square foot |
| Commercial       | \$ 0.87 | Square foot |
| Office           | \$ 0.74 | Square foot |
| Industrial       | \$ 0.74 | Square foot |
| Hotel Room       | \$ 2.44 | Square foot |

### Scheduled Projects

| Project                                 | Anticipated Construction | Estimated 5-year Project | Total Impact Fees |
|-----------------------------------------|--------------------------|--------------------------|-------------------|
| W25-03 Water Management Plan            | FY 24/25                 | \$ 282,000               | \$ 10,000         |
| S21-01 WWTP Recycled Pipeline & Station | FY 21/22                 | \$ 1,805,704             | \$ 102,550        |

### Expenditure by Project

| Project                                 | FY 2024-25 Expenditures | Estimated % of Total Project Funded with Development Fee |
|-----------------------------------------|-------------------------|----------------------------------------------------------|
| W25-03 Water Management Plan            | \$ 148,848              | 3.5%                                                     |
| S21-01 WWTP Recycled Pipeline & Station | \$ 7,117                | 5.7%                                                     |

### 5-Year Collection and Expenditure Schedule

|                                         | FY 24/2025       | FY 23/2024       | FY 22/2023       | FY 21/2022       | FY 20/2021       |
|-----------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Beginning Fund Balance                  | 1,359,319        | 1,292,590        | 1,245,628        | 1,206,098        | 1,175,854        |
| Revenues                                |                  |                  |                  |                  |                  |
| Interest Earnings                       | 9,170            | 5,567            | 2,130            | 862              | 2,360            |
| Impact Fees                             | 74               | 40,984           | 32,528           | 21,158           | 16,238           |
| Miscellaneous Revenues                  | 6,835            | 20,178           | 18,701           | 18,542           | 18,164           |
| Operating Transfers In                  | -                | -                | -                | -                | -                |
| Total Revenues                          | \$ 16,079        | \$ 66,729        | \$ 53,359        | \$ 40,562        | \$ 36,762        |
| Expenditures                            |                  |                  |                  |                  |                  |
| W25-03 Water Management Plan            | 10,000           | -                | -                | -                | -                |
| S21-01 WWTP Recycled Pipeline & Station | -                | -                | 6,398            | -                | -                |
| Development Impact Fee Study            | -                | -                | -                | 1,032            | 6,518            |
| Total Expenditures                      | \$ 10,000        | \$ -             | \$ 6,398         | \$ 1,032         | \$ 6,518         |
| Revenues over (less than) expenditures  | 6,079            | 66,729           | 46,962           | 39,530           | 30,244           |
| <b>Fund Balance, June 30</b>            | <b>1,365,398</b> | <b>1,359,319</b> | <b>1,292,590</b> | <b>1,245,628</b> | <b>1,206,098</b> |



**City of St. Helena**  
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Fiscal Year Ended June 30, 2025

## Wastewater Impact Fee - Fund 774

### Description of Fees

This fund is used to account for the cost of constructing and improving the wastewater treatment plant and sewer collection system in order to support new development.

### Fee Schedule

| Category         | Fee     | Basis       |
|------------------|---------|-------------|
| Residential Unit | \$ 1.59 | Square foot |
| Multifamily Unit | \$ 1.59 | Square foot |
| Commercial       | \$ 1.90 | Square foot |
| Office           | \$ 1.89 | Square foot |
| Industrial       | \$ 1.67 | Square foot |
| Hotel Room       | \$ 5.59 | Square foot |

### Scheduled Projects

| Project                      | Anticipated Construction | Estimated 5-year Project | Total Impact Fees |
|------------------------------|--------------------------|--------------------------|-------------------|
| S00-52 WWTP Phase 1 Upgrades | FY 20/21                 | \$ 18,815,827            | \$ 710,729        |

### Expenditure by Project

| Project                      | FY 2024-25 Expenditures | Estimated % of Total Project Funded |
|------------------------------|-------------------------|-------------------------------------|
| S00-52 WWTP Phase 1 Upgrades | \$ -                    | 3.8%                                |

### 5-Year Collection and Expenditure Schedule

|                                        | FY 24/2025     | FY 23/2024     | FY 22/2023     | FY 21/2022     | FY 20/2021     |
|----------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Beginning Fund Balance                 | 174,562        | 171,050        | 826,640        | 817,331        | 810,352        |
| Revenues                               |                |                |                |                |                |
| Interest Earnings                      | 83             | 175            | 2,184          | 1,517          | 4,342          |
| Impact Fees                            | 3,049          | 3,336          | 8,743          | 5,904          | 6,237          |
| Miscellaneous Revenues                 | 1,218          | 41,295         | 2,918          | 2,918          | 2,918          |
| Operating Transfers In                 | -              | -              | -              | -              | -              |
| Total Revenues                         | \$ 4,351       | \$ 44,806      | \$ 13,845      | \$ 10,340      | \$ 13,497      |
| Expenditures                           |                |                |                |                |                |
| S00-52 WWTP Phase 1 Upgrades           | -              | 41,294         | 669,435        | -              | -              |
| Development Impact Fee Study           | -              | -              | -              | 1,032          | 6,518          |
| Total Expenditures                     | \$ -           | \$ 41,294      | \$ 669,435     | \$ 1,032       | \$ 6,518       |
| Revenues over (less than) expenditures | 4,351          | 3,512          | (655,590)      | 9,308          | 6,979          |
| <b>Fund Balance, June 30</b>           | <b>178,913</b> | <b>174,562</b> | <b>171,050</b> | <b>826,640</b> | <b>817,331</b> |





## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Finance

|                                  |                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                         |
| <b>FROM:</b>                     | Mandy Kellogg, Administrative Services Director                                                                                                                                                                          |
| <b>SUBJECT:</b>                  | Adoption of a resolution certifying the Measure T Maintenance of Effort (MOE) for Fiscal Year 2024-25 and a resolution certifying of 6.67% Equivalent Fund expenditures for Fiscal Year 2024-25 under Measure T Program. |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approval of the attached resolutions.                                                                                                                                                                   |
| <b>PREVIOUS COUNCIL ACTION:</b>  | None.                                                                                                                                                                                                                    |
| <b>STATEMENT OF THE PURPOSE:</b> | The purpose is to certify the Measure T Maintenance of Effort (MOE) for Fiscal Year 2024-25 and the 6.67% Equivalent Fund expenditures for Fiscal Year 2024-25 under the regulations of the Measure T Program.           |
| <b>FINANCIAL IMPACT:</b>         | There is no financial impact associated with this report.                                                                                                                                                                |

### BACKGROUND:

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, the Napa Countywide Road Maintenance Act of 2012. The sales tax is being implemented by the Napa Valley Transportation Authority - Taxing Authority ("NVTA-TA"), and the tax proceeds are allocated among all local agencies within the County.

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. Measure T is intended to supplement, not supplant or replace, the City's existing local general fund revenues being used for transportation infrastructure maintenance.

As part of the Ordinance, all agencies must collectively commit non-Measure T funds towards Class I Bicycle Facilities equivalent to 6.67% of the estimated total revenue of Measure T. Qualifying funding sources for 6.67% Equivalent Fund projects must be from either local general funds or formula specific funds.

On March 16, 2022, NVTA-TA adopted an amended Master Funding Agreement. The amended Master Funding Agreement repealed and replaced the original 2018 Master Funding Agreement and required approval from City Council. On July 26, 2022, City

Council approved the amended Measure T Master Funding Agreement. This revision resulted in an additional yearly resolution for the term of the Measure T program, which ended on June 30, 2025 and was replaced by the Measure U program.

By January 31, 2026, the City must provide a copy of the Equivalent Fund Class I Bicycle Facilities Expenditure Resolution approved by the City's governing body, along with backup documentation, showing the qualifying funding spent on Class I Bicycle Facilities for the prior fiscal year. The resolution will certify applicable expenditures for Fiscal Year 2024-25 and be used by NVT-A-TA in the tracking the program participants' collective contribution towards the required Class I Facility spending over the term of the Measure T program.

#### **DISCUSSION:**

On February 13, 2018, City Council established the City's Maintenance of Effort (MOE) at \$379,189, which is a calculation of the average maintenance of effort for the FY 2007/2008, FY 2008/2009 and FY 2009/2010 as required by the Measure T Ordinance. Each year going forward, the City is required to certify that it has met the MOE obligation for the prior fiscal year (Attachment A).

For the Fiscal Year 2024-25, the City's MOE of \$379,189 was met with expenses to Streets Capital Projects R18-0081 Downtown Sidewalk Improvements and R24-0079 Pavement Restoration.

Maintenance of Effort expenses are as follows:

| <b>Measure T MOE Certification</b> |                                |                                |
|------------------------------------|--------------------------------|--------------------------------|
| <b>Project</b>                     | <b>Description</b>             | <b>FY 2024/25 Expenditures</b> |
| R18-0081                           | Downtown Sidewalk Improvements | 20,220                         |
| R24-0079                           | Pavement Restoration           | 358,969                        |
| <b>Total</b>                       |                                | <b>\$379,189</b>               |

The table below provides a summary of the 6.67% Equivalent expenditures and the sources of funding:

| <b>Class I Bicycle Facilities Expenditures Certification</b> |                       |               |
|--------------------------------------------------------------|-----------------------|---------------|
| <b>Fiscal Year</b>                                           | <b>Funding Source</b> | <b>Amount</b> |
| 2024-25                                                      | General Fund          | \$100,000     |

#### **ENVIRONMENTAL REVIEW:**

None.

#### **GOAL:**

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Resolution FY25 Measure T MOE Certification](#)

[MOE Certification Form FY25](#)

[Resolution Measure T Certification of Equivalent Fund Expenditures](#)

[Exhibit A - List of Equivalent Funds for Class I Trails](#)

## **CITY OF ST. HELENA**

### **RESOLUTION No. 2025-**

**Adoption of a resolution certifying the Measure T Maintenance of Effort (MOE) for Fiscal Year 2025 of 379,189.**

#### **RECITALS**

- A. On November 6, 2012, the voters of Napa County passed the Napa Countywide Road Maintenance Act, also known as Measure T, which imposes a half cent transaction and use (sales) tax to provide supplemental funding for road maintenance as detailed in the Measure T Expenditure Plan; and
- B. The Napa Valley Transportation Authority – Taxing Authority (“NVTa-TA”) is the designated agency that administers and oversees the Measure T revenues; and
- C. The City of St. Helena is an eligible recipient of Measure T funds; and
- D. The tax proceeds will be used by the City to pay for the projects outlined in the Measure T Expenditure Plan allocated to the County of Napa and the cities and town within Napa County (“Local Agencies”) as set forth in Measure T; and
- E. Under the Measure T Expenditure Plan, Measure T funds are provided to the Local Agencies to be used for streets and roads projects as defined in the Measure; and
- F. The City of St. Helena has entered into a Master Agreement with NVTa that outlines procedures for Measure T expenditures; and
- G. The City of St. Helena shall determine and certify to NVTa-TA the average maintenance of effort amount for Fiscal Years 2007-08, 2008-09, and 2009-10, consistent with the criteria set forth in Section 9 of Ordinance No. 2012-01, including a memorandum detailing the supporting financial documentation and methodology utilized to calculate the average fiscal year street and roads; and
- H. On February 13, 2018, the City Council adopted Resolution 2018-16, which established the average Maintenance of Effort of \$379,189; and
- I. By January 31<sup>st</sup> each calendar year, the City of St. Helena must certify to and provide NVTa-TA a copy of supporting documentation as well as a Resolution approved by the governing body of the City of St. Helena, including backup documentation that demonstrates that the Maintenance of Effort was met the prior fiscal year; and
- J. Measure T Project(s) will comply with the requirements under the California Environmental Quality Act (California Code Sections 21000 *et seq.*; as implemented through California Regulations Title 14, Chapter 3, Sections 15000 *et seq.*).

## RESOLUTION

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

1. The Recitals set forth above are true and correct and are incorporated herein;  
and
2. The City Council hereby determines and certifies that:

- (a) the Maintenance of Effort ("MOE") for the City of St. Helena for Fiscal Year 2024/2025 is \$379,189, as described:

| Measure T MOE Certification             |                |
|-----------------------------------------|----------------|
| Project                                 | FY 2024/25     |
| R18-0081 Downtown Sidewalk Improvements | 20,220         |
| R24-0079 Pavement Restoration           | 358,969        |
| <b>Total Expended</b>                   | <b>379,189</b> |

- (b) For Fiscal Year 2024/2025, the City of St. Helena met its obligation for an MOE at least \$379,189 as set forth in Resolution 2018-16; and
    - (c) The City of St. Helena will meet its MOE obligation under the new Measure U Ordinance that became effective July 1, 2025 in the amount of 20% of the City's most recent audited year local streets and roads sales tax revenue in local general fund revenues for Local Streets and Roads Maintenance; and

3. This Resolution shall take effect immediately upon adoption.

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

Mayor Dohring: \_\_\_\_\_  
 Vice Mayor Deasy: \_\_\_\_\_  
 Councilmember Barak: \_\_\_\_\_  
 Councilmember Spadarotto: \_\_\_\_\_  
 Councilmember Summers: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
 Paul Jamison Dohring, Mayor

ATTEST:

\_\_\_\_\_  
 Andrew Bradley, City Clerk



City/County/Town of St. Helena  
Measure T Maintenance of Effort (MOE) Certification for  
Fiscal Year 2025-2024

|                                        |                       |
|----------------------------------------|-----------------------|
| NVTA-TA Approved MOE                   | <u>\$379,189.00</u>   |
| MOE Amount Certified for FY 2025-24    | <u>\$379,189.00</u>   |
| Measure T funds Received in FY 2025-24 | <u>\$1,477,474.18</u> |
| Measure T funds Expended in FY 2025-24 | <u>\$2,482,510.73</u> |
| Measure T funds Balance in Account     | <u>\$2,577,546.92</u> |

## **CITY OF ST. HELENA**

### **RESOLUTION No. 2025-**

#### **Adoption of a Resolution Approving Certification of Equivalent Fund Expenditures Under Measure T Program**

##### **RECITALS**

- A. On November 6, 2012, the voters of Napa County passed the Napa Countywide Road Maintenance Act, also known as Measure T, which imposes a half cent transaction and use (sales) tax to provide supplemental funding for road maintenance as detailed in the Measure T Expenditure Plan; and
- B. The Napa Valley Transportation Authority – Taxing Authority (“NVTA-TA”) is the designated agency that administers and oversees the Measure T revenues; and
- C. The City of St. Helena is an eligible recipient of Measure T funds; and
- D. The tax proceeds will be used by the City to pay for the projects outlined in the Measure T Expenditure Plan allocated to the County of Napa and the cities and town within Napa County (“Local Agencies”) as set forth in Measure T; and
- E. Under the Measure T Expenditure Plan, Measure T funds are provided to the Local Agencies to be used for streets and roads projects as defined in the Measure; and
- F. The City of St. Helena has entered into a Master Agreement, as amended, with NVTA that outlines procedures for Measure T expenditures; and
- G. The City of St. Helena shall determine and certify to NVTA-TA the annual spending towards qualifying Class I Bicycle Facilities, consistent with the criteria set forth in Section 3 B of Ordinance No. 2012-01, including a memorandum detailing the supporting financial documentation and the methodology utilized to calculate the total spending and funding source; and
- H. The amount set forth in Exhibit “A” will be deemed the “Equivalent Fund Spending for Class I Bicycle Facilities” of the City of St. Helena, which must be maintained annually throughout the term of the Measure from the General Fund of the City of St. Helena; and
- I. By January 31st each calendar year, the City of St. Helena must certify to and provide NVTA-TA a copy of supporting documentation as well as a Resolution approved by the governing body of the City of St. Helena, including backup documentation, demonstrating that the Equivalent Fund Class I Bicycle Facilities spending occurred during the prior fiscal year; and
- J. Measure T Project(s) will comply with the requirements under the California Environmental Quality Act (California Code Sections 21000 *et seq.*; as implemented through California Regulations Title 14, Chapter 3, Sections 15000 *et seq.*).

**RESOLUTION**

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

1. The City Council hereby adopts the Equivalent Fund Class I Bicycle Facilities expenditures amount as set forth in Exhibit "A," and authorizes the Public Works Director or designee to file the amount with NVT-A-TA.

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Dohring, Mayor

\_\_\_\_\_  
Cindy Tzafopoulos, City Clerk

## EXHIBIT A

*Tracking of Equivalent funds for Class I Trails*

| <b>Fiscal Year</b>                         | <b>Funding Source</b>                             | <b>Amount</b>  |
|--------------------------------------------|---------------------------------------------------|----------------|
| 2018-19                                    | General Fund - Transferred to Fund 241            | 80,400         |
| 2018-19                                    | General Fund - Resolution 2019-116 for Vine Trail | 19,250         |
| 2019-20                                    | General Fund Transferred to Fund 241              | 85,000         |
| 2020-21                                    | General Fund Transferred to Fund 241              | 31,000         |
| 2021-22                                    | General Fund Transferred to Fund 241              | 85,000         |
| 2022-23                                    | General Fund - Resolution 2023-10 for Vine Trail  | 15,403         |
| 2022-23                                    | General Fund Transferred to Fund 241              | 85,000         |
| 2023-24                                    | General Fund Transferred to Fund 241              | 100,000        |
| 2024-25                                    | General Fund Transferred to Fund 241              | 100,000        |
| <b>Total Class I Trails Contributuions</b> |                                                   | <b>601,053</b> |





## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>FROM:</b>                     | Joseph Leach, Assistant City Manager/Director of Public Works/City Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SUBJECT:</b>                  | Consideration and Adoption of a Resolution (1) Authorizing the hiring no more than two part-time, fixed-term staff to augment the Public Works Department staff to deliver a number of Capital and Operational improvement projects; (2) Rescinding Resolution 2025-117 authorizing execution of an agreement for services with Haley Aldrich, Inc.; and (3) Authorizing use of previously appropriated funds in the Capital Improvement Plan or the Public Works Operations budget for the cost of such employees. |
| <b>RECOMMENDED ACTION:</b>       | Adoption of the Resolution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>PREVIOUS COUNCIL ACTION:</b>  | Resolution 2025-050, adopted on May 27, 2025, adopting the FY26-30 Capital Improvement Plan.<br>Resolution 2025-117, adopted on October 14, 2025, authorizing the City Manager to execute a number of project-related Professional Services Agreements with Haley Aldrich.                                                                                                                                                                                                                                          |
| <b>STATEMENT OF THE PURPOSE:</b> | Seeking authorization for additional staffing augmentation and project management resources, through part-time city-employed staff, to assist with project delivery.                                                                                                                                                                                                                                                                                                                                                |
| <b>FINANCIAL IMPACT:</b>         | No additional General Fund monies will be utilized to fund this action. Costs associated with this endeavor will be coded to the appropriate Capital Improvement Plan (CIP) projects, and salary savings resulting from the vacancy of the Deputy City Manager (PW Water and Wastewater Operations) position will support these expenditures.                                                                                                                                                                       |

### BACKGROUND:

The City has adopted a number of financing mechanisms (e.g. General Obligation Bonds, Water & Wastewater User Rate Increases, authorization to issue bonds for financing, etc.) since June 2022 to finance an extensive Capital Improvement Plan of a number of deferred maintenance and long-standing projects.

As detailed in the October 14, 2025, staff report (Attached), staff had originally engaged Haley Aldrich, Inc. to provide "owner's representative" services for a number of Capital Improvement Plan projects and several Operational Capital Projects. Since the

authorization of that action, staff has determined that Haley Aldrich is no longer the "right fit" for the services needed by the City.

**DISCUSSION:**

The City is seeking authorization to hire two temporary part-time project managers to take on certain projects in implementation of the CIP. The City has identified potential candidates that could take on this responsibility in short order. City staff plans on bringing forward separate professional services agreements at the January meeting for additional consultants to conduct certain project management/construction management services that staff previously anticipated would be handled by Hadley Aldrich.

**Additional Financial Impact Details:**

The expected total financial impact for FY26 is \$160,000 and for FY27 is \$200,000. This impact assumes an average of 30 hours/week for the two part-time staff. It should be noted that the "lopsided" budget between fiscal years is based upon each staff member not exceeding 1,000 hours in a fiscal year.

**ENVIRONMENTAL REVIEW:**

Not a project. Each project, as appropriate, will provide its applicable environmental review and determination during the development of the project.

**GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability  
Goal 3: Pursue Water Security & Sustainable Management of Water Resources  
Goal 5: Enhance Quality of Life  
Goal 7: Enhance Organizational Effectiveness  
Goal 8: Implement Capital Improvement Plans (CIP) Projects Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Resolution PT Staff 120925-c1 v1](#)  
[Reso 2025-117 w Staff Report 101425](#)

**CITY OF ST. HELENA**

**RESOLUTION NO. 2025-\_\_**

**RESOLUTION (1) AUTHORIZING THE HIRING OF NO MORE THAN TWO PART-TIME, TEMPORARY STAFF TO AUGMENT THE PUBLIC WORKS DEPARTMENT STAFF; (2) RESCINDING RESOLUTION 2025-117 AUTHORIZING EXECUTION OF AN AGREEMENT FOR SERVICES WITH HALEY ALDRICH, INC.; AND (3) AUTHORIZING USE OF PREVIOUSLY APPROPRIATED FUNDS IN THE PUBLIC WORKS OPERATIONS BUDGET.**

**RECITALS**

- A. The City has a need for additional resources to develop and deliver the City's Capital Improvement Plan; and
- B. The City Council adopted Resolution 2025-117 authorizing execution of certain Professional Services Agreements with Haley Aldrich, Inc. to perform certain professional services in furtherance of the Capital Improvement Plan; and
- C. The City has not yet entered into said agreements with Haley Aldrich, Inc., and has determined that it no longer wishes to enter into those Agreements; and
- D. The City desires to hire two part-time, temporary project managers in the Public Works Department to carry out and implement certain projects in furtherance of the CIP; and
- E. The temporary, part-time staff will offer strategic support, ensure continuity, and assist the City with meeting key deadlines while maintaining oversight and alignment with City policies and procedures.

**RESOLUTION**

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

1. Resolution 2025-117 is hereby rescinded and of no further force or effect.
2. The City Council hereby authorizes the hiring of two part-time, temporary project managers (Class Code MAProMgr) to assist with implementation of Department tasks and responsibilities.



3. Authorizes the appropriation of non-General Fund funds previously allocated to Capital Projects or Public Works operational budget not to exceed \$160,000 in FY26 and \$180,000 in FY27.

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk



## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | October 14, 2025                                                                                                                                                                                                                                                                                                                                    |
| <b>FROM:</b>                     | Rebecca White, Administrative Assistant                                                                                                                                                                                                                                                                                                             |
| <b>SUBJECT:</b>                  | Adopt a Resolution authorizing the City Manager to execute Professional Services Agreements with Haley & Aldrich, Inc. for Owner's Representative Services for Capital Improvement Program projects and Staff Augmentation Services in support of general engineering, operations, capital improvement plan and special support.                    |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approving the attached resolution.                                                                                                                                                                                                                                                                                                 |
| <b>PREVIOUS COUNCIL ACTION:</b>  | None.                                                                                                                                                                                                                                                                                                                                               |
| <b>STATEMENT OF THE PURPOSE:</b> | Award Professional Services Agreements to Haley & Aldrich, Inc. to provide Owner's Representative Services for Capital Improvement Plan projects and Staff Augmentation Services to support general engineering, operations, capital improvement plan, and special projects.                                                                        |
| <b>FINANCIAL IMPACT:</b>         | The total not-to-exceed amount for Owner's Representative Services for all fourteen CIP projects and Staff Augmentation Services related to general engineering, operations, capital improvement plan, and special projects support is \$394,860 from various funding sources. See the table in the section below for the full financial breakdown. |

### BACKGROUND:

The City Council established the Water and Wastewater Advisory Committee (W/WW AC) on January 14, 2025, on a 24-month trial period, and charged the committee with providing technical assistance, advising on long-term needs, and developing plans for Water and Wastewater Enterprises.

At the August 28, 2025, W/WW AC meeting, City Staff presented Agenda Item 7.3 titled "Discussion and Consideration of Either Supporting Staff Seeking Council Authorization for Owner's Representative Services for Delivery of Several Capital Improvement Projects OR Reprioritize (i.e. defer delivery) Various Projects and Determine Options for Delivery". The Committee discussed the item and provided feedback, raising several key considerations related to project costs, staffing capacity, and the need for clear prioritization in project delivery.

### **1. Concerns About Proposal Valuation per Project**

The committee voiced that the proposal valuation per project provided by Haley & Aldrich, Inc was insufficient, and concern was expressed about the low cost associated with the corresponding proposals. Staff clarified that the proposed budgets and their corresponding scope exclude Construction Management/Inspection Services, which will be developed and executed as agreement amendments concurrent with the award of projects for construction.

### **2. Manageability of the Total Number of CIP Projects**

The committee expressed appreciation for the efforts of staff and acknowledged that the volume and overall valuation of Capital Improvement Program (CIP) projects currently being managed by the Public Works Department may exceed what is reasonably manageable. The Committee emphasized need for a more structured prioritization process to ensure projects are developed and delivered in a timely and effective manner.

In response, staff noted that several projects are subject to firm deadlines, including those tied to General Obligation Bond funding and regulatory mandates. The W/WW AC had previously established a subcommittee titled "Capital Project Prioritization", and staff will continue to work collaboratively with the Committee to refine prioritization strategies and align resources with project urgency.

In summary, the Committee generally agreed that without Owner's Representative Services, several projects would likely be deferred or delayed. There was overall support to proceed with select projects that are subject to time-sensitive constraints, provided those projects are prioritized appropriately.

Subsequent to the August 28, 2025, W/WW AC Meeting, the same topic was brought before the City Council on September 9, 2025. Based on Council direction, staff is now returning to seek formal authorization to enter into contractual agreements with Haley & Aldrich, Inc. to provide Owner's Representative Services and Staff Augmentation Services to support timely delivery of critical CIP projects.

### **DISCUSSION:**

Given that the City currently maintains an active contract with Haley & Aldrich, Inc, and that the firm consistently demonstrates a strong understanding of City procedures, including the preparation of staff reports and contract management, staff determined it would be prudent to engage them for potential Owner's Representative services. As such, staff requested detailed proposals from Haley & Aldrich, Inc for each of the project scopes outlined below. Full proposals for each project are attached to this report.

#### **CIP Project No. W-101, Tank #2 Rehabilitation - \$17,172**

Oversee engineering firm to finalize Bid Documents, administer process through Request for Bids (RFB) issuance, Bid Evaluation and Construction Award.

#### **CIP Project No. W18-113, Water System SCADA Improvements - \$30,729**

Evaluation staff-developed Request For Proposals, administer process through RFB issuance, Bid Evaluation and Construction Award. Provide administrative interface between SCADA Integrator and staff.

**CIP Project No. W24-02, Napa Intertie Pump Station (Rutherford) Replacement - \$10,620**

Oversee design services consultant through development of PS&E and provide peer review services.

**CIP Project No. W25-01, Napa Intertie Pipeline Replacement - \$31,404**

Oversee design services consultant through final PS&E, administer process through RFB issuance, Bid Evaluation and Construction Award.

**CIP Project No. W25-02, Water Treatment Plant Transmission Main Replacement - \$96,135**

Oversee design services consultant through development of PS&E, administer process through RFB issuance, Bid Evaluation and Construction Award.

**CIP Project No. S18-70, Replace 1% of Sewer Mains Annually - \$24,400**

Evaluate CCTV and defect reports for development of 5-year rehabilitation and replacement scope of improvements.

**CIP Project No. S24-02 High Priority Sewer Line Replacement - \$24,400**

Evaluate CCTV and defect reports for development of 5-year rehabilitation and replacement scope of improvements.

**CIP Project No. R24-01, Streets Master Plan - \$14,050**

Assist with the finalization, adoption, and operationalization of the Streets Master Plan.

**CIP Project No. W18-111, Water Treatment Plant Condition Assessment - \$8,430**

Provide oversight and support for the completion and operationalization of the Water Treatment Plant Condition Assessment project.

**CIP Project No. W26-XX, Water Treatment Plant Modular Homes Project - \$16,860**

Provide comprehensive project management services for the acquisition and installation of two modular homes at the Water Treatment Plant. *\*This project has not yet been incorporated into the approved Capital Improvement Program; the scope of work includes supporting the process to advance it through CIP approval.*

**CIP Project Nos. W26-02 & S26-02, Mobile MMS Asset Management System Implementation - \$25,290**

Support the full deployment of the City's Mobile Maintenance Management System to enhance asset management, preventative maintenance, and operational efficiency.

**CIP Project Nos. W24-06 & W24-07, Water System Risk and Resilience Assessment Report Implementation and Cyber-Security Implementation - \$11,240**

Assist the City Public Works Department with procurement and delivery of these two vital projects.

**General Engineering, Operations, Capital Improvement Plan & Special Project Support (proposed time primarily spent on delivery of Water Utility Operations Capital Projects) - \$63,225**

Provide ongoing facilitation, technical review, and coordination support for Public Works Department projects, including capital improvement initiatives, regulatory compliance, and operational needs, that require an Owner's Representative structure.

The funding breakdown is supplied in the table below:

| <b>Project</b>                                             | <b>Fund</b>                            | <b>GL Account</b> | <b>Amount</b> |
|------------------------------------------------------------|----------------------------------------|-------------------|---------------|
| W-101 Tank #2 Rehabilitation                               | 763 - Water Capital Improvement - Bond | 763-50-30-31-10   | \$17,172      |
| W18-113 Water System SCADA Improvements                    | 763 - Water Capital Improvement - Bond | 763-50-30-31-10   | \$30,729      |
| W24-02 Napa Intertie Pump Station (Rutherford Replacement) | 763 - Water Capital Improvement - Bond | 763-50-30-31-10   | \$10,620      |
| W25-01 Napa Intertie Pipeline Replacement                  | 763 - Water Capital Improvement - Bond | 763-50-30-31-10   | \$31,404      |
| W25-02 Water Treatment Plant Transmission Main             | 763 - Water Capital Improvement - Bond | 763-50-30-31-10   | \$96,135      |
| S18-70 Replace 1% of Sewer Mains Annually                  | 421 - GO Bonds                         | 773-50-59-31-10   | \$24,400      |
| S24-02 High Priority Sewer Line Replacement                | 421 - GO Bonds                         | 773-50-59-31-10   | \$24,400      |
| R24-01 Streets Master Plan                                 | 740 - Traffic Mitigation Impact Fees   | 741-50-14-31-10   | \$14,050      |
| W18-111 Water Treatment Plant                              | 763 - Water Capital Improvement -      | 763-50-30-31-10   | \$8,430       |

| Condition Assessment                                                     | Bond                                   |                 |          |
|--------------------------------------------------------------------------|----------------------------------------|-----------------|----------|
| *W26-XX WTP Modular Homes Project                                        | 561 - Water Enterprise                 | 561-50-34-21-45 | \$16,860 |
| W26-02 Mobile MMS                                                        | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$12,645 |
| S26-02 Mobile MMS                                                        | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$12,645 |
| W24-06 Water System Risk and Resilience Assessment Report Implementation | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$5,620  |
| W24-07 Cyber-Security Implementation                                     | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$5,620  |
| General Engineering, Capital Improvement Plan & Special Project Support  | 561 - Water Enterprise                 | 561-50-00-21-30 | \$84,130 |

These proposals represent strategic support for a set of time-sensitive and high-priority CIP projects, of which are driven by regulatory mandates, aging infrastructure, or critical operational needs. By utilizing Haley & Aldrich, Inc. to provide Owner's Representative and Staff Augmentation Services, the City will benefit from continuity, technical expertise, and expedited project delivery while maintaining oversight and ensuring alignment with City procedures. This approach strikes a balance between addressing the Committee's concerns regarding project prioritization and capacity and meeting key deadlines that would otherwise be at risk without supplemental support. Accordingly, staff recommends proceeding with the proposed Owner's Representative/Staff Augmentation services to support the timely and efficient delivery of these essential projects.

**ENVIRONMENTAL REVIEW:** None.

**GOAL:**

Goal 1: Strengthen Financial Sustainability

Goal 2: Improve Infrastructure & Further Environmental Sustainability

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

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

**DOCUMENTS ATTACHMENTS:**

[W-101 HA Proposal](#)

[W18-113 HA Proposal](#)

[W24-02 HA Proposal](#)

[W25-01 HA Proposal](#)

[W25-02 HA Proposal](#)

[S18-70 HA Proposal](#)

[S24-02 HA Proposal](#)

[Owner's Rep/Staff Augmentation Services HA Proposal  
Resolution](#)



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Walnut Creek, CA 94596  
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salman@haleyaldrich.com

September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services  
CIP Project No. W101, Tank #2 Rehabilitation**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. W101, Tank #2 Rehabilitation - \$940,000. Construction Cost**

#### **SCOPE OF SERVICES**

As the Owners' Representative during the design and project approvals phase, we will serve as the city's liaison between project stakeholders and all design, engineering, and regulatory teams. Our responsibilities will include facilitating the work of **Oscar-Larson** who provides professional engineering services and preparing design, bid and construction documents. Haley & Aldrich will oversee the design process, construction bidding and contract award augmenting city staff. Additionally, Haley & Aldrich will coordinate project communications and ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. We will act as extension of city's staff to bring about timely decision-making, track issues and resolutions, and support public agency approvals. Additionally, we will represent ownership in meetings with municipal, county, and state authorities, proactively flagging risks and monitoring progress against milestone dates. Our engagement will ensure stakeholder alignment, transparent reporting, and elevated project outcomes. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

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**ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$ 17,172 which is based on the following estimated hours:

Senior Technical Expert: 48 hours  
Project Manager: 4 hours

**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

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Should we become aware of a condition that could require a change to our scope of work and level of effort, we will notify you immediately in order to come to an agreed upon resolution.

We trust that this proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions or concerns.

Thank you,

A handwritten signature in blue ink, reading "Scott Alman".

Scott Alman, P.E.  
Principal Engineer



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September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services  
CIP Project No. W18-113, SCADA - \$300,000**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. W18-113, SCADA - \$300,000. Construction Cost**

#### **SCOPE OF SERVICES**

As the Owners' Representative during the design and project approvals phase, we will serve as the city's liaison between project stakeholders and all design, engineering, and regulatory teams. Our responsibilities will include facilitating the selection of a qualified engineering design firm, who will be providing professional engineering services and preparing design, bid, and construction documents. We understand that the city has prepared an RFP for solicitation of proposals from qualified firms that will be used in this process. Haley & Aldrich will oversee the entire design process, construction bidding and contract award augmenting city staff. Additionally, Haley & Aldrich will coordinate project communications and ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. We will act as extension of city's staff to bring about timely decision-making, track issues and resolutions, and support public agency approvals. Additionally, we will represent ownership in meetings with municipal, county, and state authorities, proactively flagging risks and monitoring progress against milestone dates. Our engagement will ensure stakeholder alignment, transparent reporting, and elevated project outcomes. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

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**ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$ 30,729 which is based on the following estimated hours:

Senior Technical Expert: 86 hours  
Project Manager: 7 hours

**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

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We trust that this proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions or concerns.

Thank you,

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Scott Alman, P.E.  
Principal Engineer



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September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services CIP  
Project No. W24-02, Rutherford Pump Station**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. W24-02, Rutherford Pump Station - \$100,000 Engineering, Construction cost TBD**

#### **SCOPE OF SERVICES**

As the Owners' Representative during the design and project approvals phase, we will serve as the city's liaison between project stakeholders and all design, engineering, and regulatory teams. Our responsibilities will include facilitating the work of **Oscar-Larson** who provides professional engineering services and preparing design, bid and construction documents. Haley & Aldrich will oversee the design process, construction bidding and contract award augmenting city staff. Additionally, Haley & Aldrich will coordinate project communications and ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. We will act as extension of city's staff to bring about timely decision-making, track issues and resolutions, and support public agency approvals. Additionally, we will represent ownership in meetings with municipal, county, and state authorities, proactively flagging risks and monitoring progress against milestone dates. Our engagement will ensure stakeholder alignment, transparent reporting, and elevated project outcomes. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

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**ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$ 10,620 which is based on the following estimated hours:

Senior Technical Expert: 30 hours  
Project Manager: 2 hours

**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

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Should we become aware of a condition that could require a change to our scope of work and level of effort, we will notify you immediately in order to come to an agreed upon resolution.

We trust that this proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions or concerns.

Thank you,

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Scott Alman, P.E.  
Principal Engineer



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September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services  
CIP Project No. W25-01, Napa Intertie Pipeline Replacement**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. W25-01, Napa Intertie Pipeline Replacement - \$2,286,000. Construction Cost**

#### **SCOPE OF SERVICES**

As the Owners' Representative during the design and project approvals phase, we will serve as the city's liaison between project stakeholders and all design, engineering, and regulatory teams. Our responsibilities will include facilitating the work of **Kimley-Horn** who provides professional engineering services, and preparing design, bid and construction documents. Haley & Aldrich will oversee the entire design process, construction bidding and contract award augmenting city staff. Additionally, Haley & Aldrich will coordinate project communications and ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. We will act as extension of city's staff to bring about timely decision-making, track issues and resolutions, and support public agency approvals. Additionally, we will represent ownership in meetings with municipal, county, and state authorities, proactively flagging risks and monitoring progress against milestone dates. Our engagement will ensure stakeholder alignment, transparent reporting, and elevated project outcomes. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

#### **ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$ 31,404 which is based on the following estimated hours:

Senior Technical Expert: 86 hours  
Project Manager: 10 hours

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**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

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Should we become aware of a condition that could require a change to our scope of work and level of effort, we will notify you immediately in order to come to an agreed upon resolution.

We trust that this proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions or concerns.

Thank you,

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Scott Alman, P.E.  
Principal Engineer



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September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services  
CIP Project No. W25-02, Water Treatment Plant Transmission Main Replacement**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. W25-02, Water Treatment Plant Transmission Main Replacement - \$3,181,000.  
Construction Cost**

#### **SCOPE OF SERVICES**

As the Owners' Representative during the design and project approvals phase, we will serve as the city's liaison between project stakeholders and all design, engineering, and regulatory teams. Our responsibilities will include facilitating the selection of a qualified engineering design firm, who will be providing professional engineering services and preparing design, bid, and construction documents. We understand that the city has prepared an RFP for solicitation of proposals from qualified firms that will be used in this process. Haley & Aldrich will oversee the entire design process, construction bidding and contract award augmenting city staff. Additionally, Haley & Aldrich will coordinate project communications and ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. We will act as extension of city's staff to bring about timely decision-making, track issues and resolutions, and support public agency approvals. Additionally, we will represent ownership in meetings with municipal, county, and state authorities, proactively flagging risks and monitoring progress against milestone dates. Our engagement will ensure stakeholder alignment, transparent reporting, and elevated project outcomes. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

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**ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$ 96,135 which is based on the following estimated hours:

Senior Technical Expert: 265 hours  
Project Manager: 28 hours

**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

The cost projections included in this proposal are for budgetary purposes only. The City of St. Helena will be notified in the event that the actual billings appear to be on a pace that may exceed the initial cost projections.

Should we become aware of a condition that could require a change to our scope of work and level of effort, we will notify you immediately in order to come to an agreed upon resolution.

We trust that this proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions or concerns.

Thank you,

A handwritten signature in blue ink that reads "Scott Alman".

Scott Alman, P.E.  
Principal Engineer



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September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services  
CIP Project No. S18-70, (1%) Annual Sewer Line Replacement**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. S18-70, (1%) Annual Sewer Line Replacement - \$520,000. Per year Construction Cost**

#### **SCOPE OF SERVICES**

Our responsibilities will include analysis of the sewer inspection logs and facilitating the selection of appropriate segments of the sewer line that meet city's criteria for the annual sewer replacement program. Additionally, we will prepare a 5-year program that will be included into the city's CIP that determines which sewer lines will be addressed in each of the 5 annual projects. Haley & Aldrich will ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

#### **ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$24,400 which is based on the following estimated hours:

Principal: 24 hours

Project Professional: 80 hours

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**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

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We trust that this proposal is acceptable to the city. Please reach out to me on 925.393.3092 cell, 925.433.2321 Teams, or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions or concerns.

Thank you,

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Scott Alman, P.E.  
Principal Engineer



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September 29, 2025

Mr. Joseph Leach, PE, Assistant City Manager/Director  
City of St. Helena  
Public Works Department  
1088 College Avenue  
St. Helena, CA 94574

**Subject: Proposal for professional engineering services  
CIP Project No. S24-02 High Priority Sewer Line Replacement**

Dear Joe,

Haley & Aldrich, Inc. (Haley & Aldrich) submits this proposal to provide professional engineering services on a time and materials, not-to-exceed, basis as the City's owner's representative to provide project ownership and management of the following project:

**CIP Project No. S24-02 High Priority Sewer Line Replacement - \$225,000. Per year Construction**

#### **SCOPE OF SERVICES**

Our responsibilities will include analysis of the sewer inspection logs and facilitating the selection of appropriate segments of the sewer line that meet city's criteria for the annual sewer replacement program. Additionally, we will prepare a 5-year program that will be included into the city's CIP that determines which sewer lines will be addressed in each of the 5 annual projects. Haley & Aldrich will ensure the city's vision, budget, and schedule are upheld throughout the project. We will review and comment on all design submittals, verify compliance with city requirements, and advocate for best practices in sustainability, constructability, and value engineering. Our team will also prepare and draft council reports, Council resolutions for taking construction award to council, shepherding the contract and bonds through execution, and including issuance of notice to proceed letter.

#### **ESTIMATED FEE**

Time & Material with Not to Exceed budget of \$24,400 which is based on the following estimated hours:

Principal: 24 hours

Project Professional: 80 hours

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**ADJUSTMENT TO INVOLVEMENT AND BUDGET**

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Scott Alman, P.E.  
Principal Engineer



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October 06, 2025

Joe Leach, PE, Assistant City Manager/Director  
Public Works Department  
City of St. Helena  
1088 College Avenue  
St. Helena, CA 94574

Subject: **PROPOSAL- Owner's Representative/Staff Augmentation Services**

Dear Joe,

Thank you for inviting Haley & Aldrich, Inc. (Haley & Aldrich) to submit this proposal to provide owner's representative – staff augmentation services to the City of St. Helena, on a time and materials, not-to-exceed, basis for up to five hundred and forty-five (545) hours, fifty (50) hours of contingency time at an hourly rate of \$281.00 per hour, and up to \$6,855 in oversight and project management cost over a twenty-six (26) week period. Haley & Aldrich proposes a former City of St Helena employee, Ms. Lesley Milton, to provide these services for the City of St. Helena. Ms. Milton will provide these services remotely and will not be physically on-site at a city facility.

**The proposed scope of services is as follows:**

**1. General Engineering, Operations, Capital Improvement Plan & Special Project Support (Proposed time primarily spent on delivery of Water Utility Operations Capital Projects)**

Provide ongoing facilitation, technical review, and coordination support for Public Works Department projects—including capital improvement initiatives, regulatory compliance, and operational needs—that require an Owner's Representative structure. Support may include, but is not limited to:

- Acting as liaison between City staff, consultants, and contractors to ensure alignment and continuity of efforts.
- Facilitating scope development, document coordination, and procurement processes.
- Preparing and reviewing staff reports, council/committee presentations, and technical memoranda.
- Overseeing project budgets, monitoring expenditures and review/recommend for payment of vendor invoices by staff.
- Coordinating public and stakeholder outreach, ensuring input is documented and incorporated.
- Providing strategic input on policy, operational practices, and long-term planning to advance organizational performance and service delivery.
- Flexibility to take on additional projects and emerging priorities as directed by the Assistant City Manager/Public Works Director or City Manager.

**Duration: 225 hours, Budget: \$63,225**

**2. Streets Master Plan Capital Project (CIP No. R24-01)**

Assist with the finalization, adoption, and operationalization of the Streets Master Plan capital project. Services will include:

- Facilitating the contracted consultant team through final edits and deliverables.

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- Coordinating comprehensive review by internal stakeholders and partner agencies.
- Overseeing incorporation of technical and community-driven feedback into the final document.
- Designing and supporting public outreach activities to communicate project goals and outcomes.
- Preparing staff reports and presentations for City Council review and adoption.
- Developing an implementation framework to transition the plan from policy to practice.

**Duration: 50 hours, Budget: \$14,050**

### **3. Water Treatment Plant Condition Assessment Capital Project (CIP No. W18-111)**

Provide oversight and support for the completion and operationalization of the Water Treatment Plant Condition Assessment project. Services include:

- Final technical review of the consultant-prepared assessment.
- Coordinating routing of the draft and final documents to stakeholders, including staff, regulatory agencies, and disclosable portions to elected officials and committees.
- Facilitating the approval process, including council or committee level presentations.
- Assisting staff with plan development for prioritization, funding identification, and integration into the Capital Improvement Program.

**Duration: 30 hours, Budget: \$8,430**

### **4. Water Treatment Plant– Modular Homes Project (CIP No. W26-XX)**

Provide comprehensive project management services for the acquisition and installation of two modular homes at the Water Treatment Plant. Services include:

- Development of a complete project plan and schedule, including milestones and decision points.
- Preparation and/or oversight of site plans and utility connection design.
- Assistance with design selection, procurement documentation, and bid/quote evaluations.
- Coordination with regulatory agencies to ensure compliance with permitting and siting requirements.
- Oversight of delivery, installation, and project closeout documentation.
- Stakeholder communication and updates to City leadership throughout the process.

**Duration: 60 hours, Fee: \$16,860**

### **5. Mobile MMS Asset Management System Implementation (CIP Nos. W26-02 & S26-02)**

Support the full deployment of the City's Mobile Maintenance Management System (MMS) to enhance asset management, preventive maintenance, and operational efficiency. Services include:

- Importing and validating asset inventory data.
- Developing asset numbering conventions and cross-referencing with existing systems.
- Establishing preventive maintenance (PM) schedules across divisions.
- Designing and refining work order templates, routing structures, and reporting outputs.
- Conducting staff training and creating user documentation.
- Providing troubleshooting support during initial implementation and system adoption.

**Duration: 90 hours, Budget: \$25,290 (split equally between the two projects)**

### **6. Water System Risk and Resilience Assessment Report Implementation (CIP No. W24-06) & Cyber-Security Implementation (CIP No. W24-07)**

Assist the City Public Works Department procurement and delivery of these two vital projects delineated in the adopted 5-year CIP including:

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- Develop preliminary scoping under consultation with the City's IT provider, SCADA integrator and Water Treatment and Utilities Divisions staff.
- Manage delivery of project from inception to commissioning, including procurement (i.e. RFP/Staff Report) for design/build vendor/integrator, coordination of inspections/testing, project closeout and staff report development for project acceptance.
- Review and recommend approval of vendor invoices for City payment.

**Duration: 40 hours, Budget: \$11,240 (split between the two CIP projects)**

**Total Project Budget:**

| Item No. | Scope                                      | Hours      | Hrly Rate | Budget            | GL/CIP No.       |
|----------|--------------------------------------------|------------|-----------|-------------------|------------------|
| 1        | General PW Ops Project Support             | 225        | \$ 281.00 | \$ 63,225         | PW Admin - Water |
| 2        | Streets Master Plan                        | 50         | \$ 281.00 | \$ 14,050         | R24-01           |
| 3        | Water Treatment Plant Condition Assessment | 30         | \$ 281.00 | \$ 8,430          | W18-111          |
| 4        | Water Treatment Plant Mod Housing          | 60         | \$ 281.00 | \$ 16,860         | W26-XX           |
| 5        | Mobile MMS                                 | 90         | \$ 281.00 | \$ 25,290         | W26-02/S26-02    |
| 6        | Risk/Resilience & Cyber-Security           | 40         | \$ 281.00 | \$ 11,240         | W24-06/W24-07    |
|          | Contingency                                | 50         | \$ 281.00 | \$ 14,050         | PW Admin - Water |
|          | Oversight/Project Management               | -          | \$ -      | \$ 6,855          | PW Admin - Water |
|          | <b>Total</b>                               | <b>545</b> |           | <b>\$ 160,000</b> |                  |

**Proposed delivery schedule:**

Haley & Aldrich is ready to enlist Lesley Milton for this assignment upon receipt of a fully executed contract with accompanying Notice to Proceed. Haley & Aldrich believes that these services can begin on November 1<sup>st</sup>, 2025. Services will be provided at approximately twenty (20) hours per week for an approximate twenty-six (26) week duration.

**Services Fee:**

The proposed fee to provide these services on a time-and-materials, not-to-exceed, basis is \$160,000 as delineated above.

Please reach out to me on 925.393.3092 or [salman@haleyaldrich.com](mailto:salman@haleyaldrich.com) with any questions regarding this proposal.

Thank you, Joe.

Scott D. Alman, P.E.  
Principal Engineer

Ronaldo Longoria, PE  
Project Manager

[www.haleyaldrich.com](http://www.haleyaldrich.com)



**CITY OF ST. HELENA**  
**RESOLUTION NO. 2025-117**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE  
PROFESSIONAL SERVICES AGREEMENTS WITH HALEY &  
ALDRICH, INC. FOR OWNER'S REPRESENTATIVE SERVICES AND  
STAFF AUGMENTATION SERVICES TO SUPPORT THE DELIVERY  
OF CRITICAL CAPITAL IMPROVEMENT PROGRAM PROJECTS.**

**RECITALS**

- A. The City Council established the Water and Wastewater Advisory Committee (W/WW AC) on January 14, 2025, for a 24-month trial period to provide technical assistance and advise on the development and delivery of Water and Wastewater Capital Improvement Program (CiP) Projects; and
- B. At its August 28, 2025, meeting, the W/WW AC discussed the need for Owner's Representative Services and expressed general support for their use to ensure timely delivery of high-priority CIP projects; and
- C. The City Council, at its September 9, 2025, meeting, directed staff to pursue retaining an Owner's Representative to help manage high priority CIP projects; and
- D. Haley & Aldrich, Inc. currently holds an active contract with the City and has demonstrated a strong understanding of City procedures; and
- E. City staff requested and received detailed proposals from Haley & Aldrich, Inc. for Owner's Representative Services in support of the following CIP projects:
- W-101 - Tank #2 Rehabilitation
  - W18-113 – Water System SCADA Improvements
  - W24-02 – Napa Intertie Pump Station (Rutherford) Replacement
  - W25-01 – Napa Intertie Pipeline Replacement
  - W25-02 – Water Treatment Plant Transmission Main Replacement
  - S18-70 – Replace 1% of Sewer Mains Annually
  - S24-02 – High Priority Sewer Line Replacement
  - R24-01 – Streets Master Plan
  - W18-111 – Water Treatment Plant Condition Assessment
  - W26-XX – Water Treatment Plant Modular Homes
  - W26-02 – Mobile MMS Asset Management System Implementation

- S26-02 – Mobile MMS Asset Management System Implementation
- W24-06 – Water System Risk and Resilience Assessment Report Implementation
- W24-07 – Cyber-Security Implementation; and

F. In addition to project-specific support, City staff also requested Staff Augmentation Services from Haley & Aldrich, Inc. for general engineering, operations, capital improvement plan, and special support, with a primary focus on enhancing the delivery of Water Utility Operations CIP projects; and

G. These projects represent time-sensitive and critical needs due to regulatory mandates, infrastructure conditions, or operational priorities; and

H. The use of Haley & Aldrich, Inc. to provide Owner's Representative and Staff Augmentation Services will offer strategic support, ensure continuity, and help the City meet key deadlines while maintaining oversight and alignment with City policies and procedures.

## RESOLUTION

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

1. Authorizes the City Manager to enter into Professional Services Agreements with Haley & Aldrich, Inc. for Owner's Representative Services for each of the following projects:
  - W-101 - Tank #2 Rehabilitation for a not-to-exceed amount of \$17, 172.
  - W18-113 – Water System SCADA Improvements for a not-to-exceed amount of \$30, 729.
  - W24-02 – Napa Intertie Pump Station (Rutherford) Replacement for a not-to-exceed amount of \$10,620.
  - W25-01 – Napa Intertie Pipeline Replacement for a not-to-exceed amount of \$31, 404.
  - W25-02 – Water Treatment Plant Transmission Main Replacement for a not-to-exceed amount of \$96, 135.
  - S18-70 – Replace 1% of Sewer Mains Annually for a not-to-exceed amount of \$24, 400.
  - S24-02 – High Priority Sewer Line Replacement \$24, 400.
2. Authorizes the City Manager to enter into a Professional Services Agreement with Haley & Aldrich, Inc. for a total not-to-exceed amount of \$160,000, including contingency and oversight/project management, for Owner's Representative/Staff Augmentation Services to support:

- General Engineering, Operations, Capital Improvement Plan, and Special Project Support
- R24-01 – Streets Master Plan
- W18-111 – Water Treatment Plant Condition Assessment
- W26-XX – Water Treatment Plant Modular Homes Project
- W26-02 – Mobile MMS Asset Management System Implementation
- S26-02 – Mobile MMS Asset Management System Implementation
- W24-06 – Water System Risk and Resilience Assessment Report Implementation
- W24-07 – Cyber-Security Implementation

3. Funding is as follows:

| Description                                                | Fund                                   | GL Account      | Amount    |
|------------------------------------------------------------|----------------------------------------|-----------------|-----------|
| W-101 Tank #2 Rehabilitation                               | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$17, 172 |
| W18-113 Water System SCADA Improvements                    | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$30,729  |
| W24-02 Napa Intertie Pump Station (Rutherford Replacement) | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$10,620  |
| W25-01 Napa Intertie Pipeline Replacement                  | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$31,404  |
| W25-02 Water Treatment Plant Transmission Main             | 763 - Water Capital Improvement - Bond | 763-50-30-31-10 | \$96,135  |
| S18-70 Replace 1% of Sewer Mains Annually                  | 421 - GO Bonds                         | 773-50-59-31-10 | \$24,400  |
| S24-02 High Priority Sewer Line Replacement                | 421 - GO Bonds                         | 773-50-59-31-10 | \$24,400  |
| R24-01 Streets Master Plan                                 | 740 – Traffic Mitigation Impact Fees   | 740-50-14-31-10 | 14,050    |
| W18-111 Water Treatment Plant Condition Assessment         | 763 – Water Capital Improvement – Bond | 763-50-30-31-10 | \$8,430   |
| W26-XX WTP Modular Homes Project                           | 561 – Water Enterprise                 | 561-50-34-21-45 | \$16,860  |

|                                                                          |                                               |                 |          |
|--------------------------------------------------------------------------|-----------------------------------------------|-----------------|----------|
| W26-02 Mobile MMS                                                        | <b>763 - Water Capital Improvement - Bond</b> | 763-50-30-31-10 | \$12,645 |
| S26-02 Mobile MMS                                                        | 763 - Water Capital Improvement - Bond        | 763-50-30-31-10 | \$12,645 |
| W24-06 Water System Risk and Resilience Assessment Report Implementation | 763 - Water Capital Improvement - Bond        | 763-50-30-31-10 | \$5,620  |
| W24-07 Cyber-Security Implementation                                     | 763 - Water Capital Improvement - Bond        | 763-50-30-31-10 | \$5,620  |
| General Engineering, Capital Improvement Plan & Special Project Support  | 561 – Water Enterprise                        | 561-50-00-21-30 | \$84,130 |

Approved at a Regular Meeting of the St. Helena City Council on October 14, 2025, by the following vote:

**Mayor Dohring: ABSENT**  
**Vice Mayor Deasy: YES**  
**Council Member Barak: YES**  
**Council Member Spadarotto: YES**  
**Council Member Summers: YES**

APPROVED:



Paul Jamison Dohring, Mayor

ATTEST:



Andrew Bradley, City Clerk







## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Planning

|                                  |                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                     |
| <b>FROM:</b>                     | Maya DeRosa, Community Development Director                                                                                                                                                                                                                                                                                                          |
| <b>SUBJECT:</b>                  | Waiver of second reading and adoption of an Ordinance approving Zoning Ordinance Amendment (ZOA 2025-002) to amend Section 17.16.030, end note 5 and Section 17.35.050(A) of the St. Helena Municipal Code regarding excluding covered porches and similar structures from gross floor area.                                                         |
| <b>RECOMMENDED ACTION:</b>       | 1. Find that the proposed changes to Chapters 1.12, 17.05, and 17.32 of the St. Helena Municipal Code are exempt from CEQA Guideline 15061 (b)(3); and<br>2. Introduction and waive the first reading of a proposed ordinance (ZOA2025-002) amending Section 17.16.030, end note 5 and Section 17.35.050(A) of the of the St. Helena Municipal Code. |
| <b>PREVIOUS COUNCIL ACTION:</b>  | On July 22, 2025, the City Council had a policy discussion on the topic and directed staff to prepare an ordinance amendment which excludes covered porches from gross floor area. On November 18, 2025, the City Council approved the first reading of the ordinance amendment.                                                                     |
| <b>STATEMENT OF THE PURPOSE:</b> | To amend the zoning ordinance to clarify that covered porches, balconies and similar structures do not count towards gross floor area                                                                                                                                                                                                                |
| <b>FINANCIAL IMPACT:</b>         | There is no direct fiscal impact as a result of adoption of this zoning ordinance amendment.                                                                                                                                                                                                                                                         |

### BACKGROUND:

In 2020, the City of St. Helena initiated a General Plan implementation action and began a three-year process of completing a comprehensive update to the City's zoning code. The process involved the formation of a zoning code subcommittee, numerous public meetings and discussions, culminating in the adoption of the comprehensive zoning code update on October 23, 2023.

During the process of developing the code update, the City's planning consultant, Lisa Wise Consulting ("LWC"), conducted stakeholder interviews to gather insight and perspective. In its summary of those interviews, LWC indicated that stakeholders discussed, among other things, "observations about new residential builds that are out of context with neighborhood scale and mass; [and] the need for reduction in allowable floor area ratio (FAR). (City of St. Helena Zoning Code Update Recommendations

Memo and Annotated Outline (June 26, 2020), p. 4.) In partial response to these observations, LWC recommended deleting the floor area ratio standards in the code for residential districts and instead establishing a maximum building gross floor area for single family residences on a range of lot sizes, which resulted in a slightly reduced allowable floor area for single family homes in residential districts.

The Zoning Code, as amended, establishes the “maximum gross floor area” that may be developed on lots within the LR-1A, LR and MR residential districts (these are the City’s single family residential districts). The maximum gross floor area, based on lot size, is set forth in End Note 4 to Section 17.16.030 of the Zoning Code (for the MR District) and Table 17.16.030(C), also in Section 17.16.030 (for the LR-1A and LR Districts). End Note 5 to Section 17.16.030 includes “additional standards” that apply within the residential zoning districts, and as part of those “additional standards”, End Note 5 declares that certain buildings and structures are “exempt from max. building gross floor area,” including “[a] balcony, porch, deck or other structure that is unenclosed on at least three sides.” (Zoning Code sec. 17.16.030, End Note 5(b)(iv).) Section 17.16.030, including End Note 5, and all proposed ordinance amendments are included in the attached ordinance.

The manner in which “floor area” is measured is set forth in Zoning Code Chapter 17.34, “Rules of Measurement”. Section 17.34.050 declares that “[t]he floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings.” Section 17.34.050 goes on to list certain areas that are included and excluded from the calculation of floor area. Amongst the areas that are included in the gross floor area are: “In cases where no walls exist, the area covered by the roof excluding two feet on each side of a standard roof projection.” (Zoning Ordinance Section 17.34.050(A)(1)(b) [emphasis added].) Section 17.34.050 is attached to this staff report as Attachment No. 2. Therefore, on the one hand, all areas covered by a roof (excluding a standard roof projection) are included within the calculation of gross floor area, but on the other hand under Section 17.16.030, End Note 5, balconies, porches, decks or other structure that are unenclosed on at least three sides are excluded from the calculation of gross floor area.

A few weeks following adoption of the Zoning Code update by City Council, while staff was preparing the final code changes to the code publisher, City staff raised questions regarding whether covered balconies, porches, decks would be counted toward gross floor area, given the language in the Rules of Measurement stating that all covered areas are counted toward gross floor area. The representative from LWC believed the intent of the City, based on the language in the Rules of Measurement, was to include all areas covered by a roof within the calculation of gross floor area, and the City should make a clarifying change to End Note 5 to add the word “uncovered” to End Note 5, to declare that areas that are excluded from the calculation of gross floor area include “an uncovered balcony, porch, deck or other structure that is unenclosed on at least three sides.” The LWC representative viewed this as a change to correct a clerical error that would have no substantive impact on the Code. As a result, the word “uncovered” was

added to End Note 5. Staff also included an edit to Section 17.34.050(A)(2)(f) to state that uncovered balconies, porches, patios and decks were to be excluded from the calculation of floor area, in an effort to be consistent with the change to End Note 5. These changes were made after the adoption of the code, and not part of a formal Council adoption, based on the logic that they were clerical, clarifying edits.

In the fall of 2024, while working with the City to process a Design Review application for a proposed project, Dan Hale noted the change to End Note 5 between the Code adopted in October 2023 and version available online and at City Hall. The City received a letter from an attorney representing Mr. Hale questioning the inclusion of these changes in the code and asking that they be removed from the code if they were inadvertently included. The City Attorney responded to Mr. Hale's attorney, acknowledging that the changes to End Note 5 and Section 17.34.050(A)(2)(f) should not have been made without a corresponding ordinance approved by Council, and stated that the referenced changes would be removed from the Zoning Code. However, the City Attorney also indicated that these two changes were intended to be clarifying, and were consistent with the Zoning Code's treatment of covered patios as it was adopted in October 2023. This position that the changes were intended to be clarifying was based on City staff (and the City Attorney's) position that the language in the Rules of Measurement requiring that all areas covered by a roof are part of the "gross floor area" was intended to be controlling, and the exemption in End Note 5 was intended to be limited to uncovered balconies, porches, decks and similar structures, and would not change the overarching rule set forth in the rules of measurement. The City Attorney indicated that an ordinance formally amending End Note 5 and Section 17.34.050(A)(2)(f) would come forward at a later date.

City staff did move forward with an ordinance that would add "uncovered" to End Note 5, and make an edit to Section 17.34.050(A)(2)(f) to state that uncovered balconies, porches, patios and decks were to be excluded from the calculation of floor area. The Planning Commission recommended by a 4-0 vote on April 15, 2025 to approve the proposed ordinance. The proposed ordinance was scheduled to be heard by the Council on May 13, 2025, but following extensive written public comment, City staff decided to pull the item to engage in more discussions with interested stakeholders before bringing an item forward.

The City Attorney engaged in discussions with interested members of the community. Following these discussions and further review of the Zoning Code language, the City Attorney changed his opinion, determining that the most logical interpretation of the current code language is that the exemption for patios, porches and decks in End Note 5 is intended to apply specifically to covered patios, porches, decks and similar structures that are unenclosed on three sides. The City's Attorney's updated position is laid out in more detail in the memo included as Attachment No. 3.

Given the level of confusion this language has caused, the City Attorney brought a discussion item to the City Council on July 22, 2025 to request policy direction for making clarifying amendments to the Zoning Code, so it is clear whether or not covered



patios, porches, decks and similar structures should be included in the calculation of gross floor area. Some of the background provided to the City Council in favor of why covered porches should be excluded from floor area included:

Covered patios and porches are consistent with the character of St. Helena, and including them as part of gross floor area discourages their use, because homeowners are forced to choose between covered outdoor area and interior living space.

- Covered patios, etc. should be encouraged because they help with natural cooling of the interior of homes, and provide for shaded outdoor areas, which are particularly beneficial in light of increasing temperatures due to climate change.
- This is a change from the City's historic treatment of covered patios, etc., and as a result some existing homes will become legal nonconforming uses if the home, inclusive of the covered outdoor areas, now exceed the maximum gross floor area. As a result, those homes will not be able to expand unless the owners comply with the new gross floor area limits.
- This will further restrict existing homeowners' ability to add on to their homes to address a change in life circumstance (e.g., having additional children, taking in an elderly parent) if they have covered outdoor areas.

At that meeting the City Council unanimously directed the City Attorney to prepare an ordinance for consideration by the Planning Commission and Council that would exclude covered patios, porches and decks in the calculation of gross floor area. This Zoning Ordinance Amendment reflects the direction provided.

On October 21, 2025, the Planning Commission unanimously approved (4-0) a recommendation that the City Council approve an ordinance amending the zoning ordinance pertaining to excluding covered porches, patios and decks in the calculation of gross floor area.

On November 18, 2025 the City Council unanimously approved the proposed zoning ordinance amendment. Before the ordinance can become finalized it must have a second reading which is the purpose of this item.

#### **DISCUSSION:**

Staff finds that the proposed amendments bring internal consistency to the code both within the residential development standards Chapter and also in the Rules of Measurement Chapter.

#### 17.16.030 Endnote 5 (b)(iv):

The proposed change to the residential development standards table adds the words "whether covered or uncovered" and deletes "that is unclosed on at least three sides."

The deletion of the above phrase makes the code easier to interpret and is less restrictive.

17.34.050 A (1)(b):

The deletion of section (b) makes clear that the “floor area” used to determine maximum gross floor area for residential uses does not include outdoor covered spaces, such as porches, covered patios, and similar outdoor spaces. This is consistent with the direction received from Council.

17.34.050(A)(2)(e), (f) and (g):

The deletion of subsections e, f and g from Section 17.34.050(A)(2), which lists the areas that are excluded from the definition of “floor area” as shown below and also in the attached redline ordinance is recommended as well. This language is unnecessary since the calculation of “floor area” is only used for residential uses, and each of the areas in these deleted subsection would only exist in non-residential buildings. Additionally, each of the described areas are outside covered areas, and if Section 17.34.050(A) is amended to make clear that only interior areas are included in floor area, it is not necessary to include these subsections in the code.

~~e. In nonresidential buildings, areas used for off-street parking spaces or loading spaces, driveways, and maneuvering aisles that are located below the finished grade of the property.~~

~~f. Arcades, porticoes, and similar open areas that are located at or near street level and are accessible to the general public but are not designed or used as sales, display, storage, service, or production areas.~~

~~g. Outside areas used for sales and/or display (e.g., plant nurseries, building materials, auto sales, wine production, etc.).~~

Clarifying Changes to Section 17.34.050(A):

In addition to the more substantive edits discussed above, staff is recommending a few minor clarifying changes to Section 17.34.050(A). In Subsections 17.34.050(A)(1) and (2), staff is recommending to revised the headings to indicate each subsection includes items included and excluded from “Floor Area Measurement”, so that the language is consistent with the heading in Subsection 17.34.050(A).

Secondly, Section 17.34.050(A)(1)(d) currently declares that “All floors of enclosed stairways, stairwells or elevator shafts” are included in floor area measurement, but Section 17.34.050(A)(2)(d) declares that “[i]n the case of a multistory building that has covered or enclosed stairways, stairwells or elevator shafts, the horizontal area of such features shall be counted only once at the floor level of their greatest area of horizontal extent.” In other words, Section 17.34.050(A)(1)(d) states that all floors of these areas are included in floor area measurement, but Section 17.34.050(A)(2)(d) states that only the ground floor of these areas are included in floor area measurement. After reviewing this section, staff believes it would be more clear to move the language in Section

17.34.050(A)(2)(d) to the list of areas that are included in floor area measurement. This is a non-substantive change, but hopefully will make the requirements more clear for the user.

**ENVIRONMENTAL REVIEW:** Pursuant to CEQA Guidelines Section 15061(b) (3), the project will not have a significant impact on the environment and is exempt from CEQA.

**GOAL:**

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Ordinance - porches and floor area-FINAL](#)

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA  
AMENDING SECTION 17.16.030 END NOTE 5 AND SECTION 17.34.050(A) OF  
TITLE 17 OF THE ST. HELENA MUNICIPAL CODE REGARDING CALCULATION  
OF FLOOR AREA**

**WHEREAS**, Title 17 of the St. Helena Municipal Code (SHMC) includes development standards and also rules of measurement for calculating gross floor area; and

**WHEREAS**, SHMC section 17.34.050(A) establishes parameters for what is included and excluded in the floor area calculation for residential uses in the City; and

**WHEREAS**, End Note 5 of SHMC Section 17.16.030 (Development Standards) currently states balconies, porches and decks are exempt from inclusion in the calculation of gross floor area; and

**WHEREAS**, the City Council conducted a policy discussion on whether covered balconies, porches, decks or similar structures should count towards floor area on July 22, 2025, and received input from City staff and members of the public; and

**WHEREAS**, in response to that policy discussion, the City desires to amend SHMC Section 17.16.030, End Note 5 and Section 17.34.050, to ensure internal code consistency and clarify that covered balconies, porches, decks and similar structures are not included in the calculation of residential gross floor area and make certain other minor clarifying changes to the these sections; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing at a Regular Meeting on October 21, 2025, on the proposed Ordinance during which public hearing the Planning Commission received comments from City staff and members of the general public and recommended approval to the City Council through Resolution No. \_\_\_\_; and

**WHEREAS**, the City Council held a duly noticed public hearing on November 18, 2025 on the proposed Ordinance, during which public hearing the City Council received comments from City staff and members of the public; and

**WHEREAS**, the City Council desires to approve the requested amendments to Section 17.16.030 End Note 5 of Chapter 17.16 (Development Standards- Residential Districts) and amending Chapter 17.34.050 A of the St. Helena Municipal Code through approval of this Ordinance.

**NOW, THEREFORE**, the City Council of the City of St. Helena does hereby ordain as follows:

**Section 1. Recitals.** The above recitals are incorporated as though set forth in this section.

**Section 2. Amendment to Section 17.16.030.** Section 17.16.030, End Note 5 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

**Endnote 5** The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased by four hundred (400) sf for construction of an ADU.
- b. The following buildings and areas are exempt from max. building gross floor area:
  - i. One covered parking space with a max. floor area of two hundred (200) sf;
  - ii. Nonhabitable accessory buildings with a max. floor area of one hundred twenty (120) sf;
  - iii. A nonhabitable basement or attic; and
  - iv. A balcony, porch, deck, or other similar structure, whether covered or uncovered that is unenclosed on at least three sides.

**Section 3. Amendment to Section 17.34.050.** Section 17.16.050 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

A. Areas Included in Floor Area Measurement. The floor area is measured as the sum of the gross horizontal floor areas of a building measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings. Areas included and excluded from floor area are listed below.

1. Included in Floor Area ~~Calculation~~ Measurement.
  - a. All habitable space (as defined in the building code) that is below the roof and within the outer surface of the main walls of principal or accessory buildings or the centerlines of party walls separating such buildings or portions thereof.
  - ~~b. In cases where no walls exist, the area covered by the roof excluding two feet on each side of the structure for a standard roof projection.~~
  - b.e. Interior walkways or corridors, interior courtyards, walkways, paseos, or corridors covered by a roof or skylight.
  - c.d. All floors of enclosed stairways, stairwells or elevator shafts. In the case of a multistory building that has covered or enclosed stairways, stairwells or elevator shafts, the horizontal area of such features shall be counted only once at the floor level of their greatest area of horizontal extent.
2. Excluded From Floor Area Measurement.
  - a. Mechanical, electrical, and communication equipment rooms that do not exceed two percent of the building's gross floor area.
  - b. Bay windows or other architectural projections where the vertical distance between the lowest surface of the projection and the finished floor is thirty (30) inches or greater.
  - c. Any areas that satisfy the landscape and open space base zone

requirements.

~~d. In the case of a multistory building that has covered or enclosed stairways, stairwells or elevator shafts, the horizontal area of such features shall be counted only once at the floor level of their greatest area of horizontal extent.~~

~~e. In nonresidential buildings, areas used for off-street parking spaces or loading spaces, driveways, and maneuvering aisles that are located below the finished grade of the property.~~

~~f. Arcades, porticoes, and similar open areas that are located at or near street level and are accessible to the general public but are not designed or used as sales, display, storage, service, or production areas.~~

~~g. Outside areas used for sales and/or display (e.g., plant nurseries, building materials, auto sales, wine production, etc.).~~

~~d.h. A building or structure consisting of nonusable floor space such as a garage, carport, or storage shed.~~

~~e.i. Unfinished attics, crawlspaces, and basements shall not be included unless converted and finished as usable floor space.~~

**Severability.** If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council would have passed this ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

**Section 4. CEQA.** This ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines (the Guidelines), and the environmental regulations of the City. The City Council hereby finds that this ordinance is exempt from review under CEQA under Section 15061(b)(3) of the State CEQA Guidelines because it can be seen with certainty that the provisions contained herein would not have the potential for causing a significant effect on the environment.

**Section 5. Effective Date.** This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the City Council at a second reading and shall be posted and published in accordance with the California Government Code.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the 18<sup>th</sup> day of November, 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: \_\_\_\_\_  
Andrew Bradley, City Clerk

APPROVED: \_\_\_\_\_  
Paul Jamison Dohring, Mayor



## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Administration

|                                  |                                                                                                                                                                     |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                    |
| <b>FROM:</b>                     | Andrew Bradley, Program Manager                                                                                                                                     |
| <b>SUBJECT:</b>                  | Consideration of Reappointment of Brian Cramer to the Napa County Mosquito Abatement District                                                                       |
| <b>RECOMMENDED ACTION:</b>       | Adopt resolution to reappointment of Brian Cramer to the Napa County Mosquito Abatement District Committee.                                                         |
| <b>PREVIOUS COUNCIL ACTION:</b>  | The City Council previously reappointed Brian Cramer on November 9, 2021, to the Napa County Mosquito Abatement District. He was originally appointed in July 2015. |
| <b>STATEMENT OF THE PURPOSE:</b> | Reappoint Brian Cramer as St. Helena's representative to the Napa County Mosquito Abatement District.                                                               |
| <b>FINANCIAL IMPACT:</b>         | No fiscal impact                                                                                                                                                    |

### BACKGROUND:

Napa County Mosquito Abatement District Manager Wesley Maffei has formally requested (see attachment) the City Council consider reappointment of Brian Cramer to the Napa County Mosquito Abatement District Committee. Mr. Cramer's term will expire December 31, 2025, he has been the St. Helena representative since July 14, 2015.

### DISCUSSION:

Staff recommends City Council consider reappointment of Brian Cramer to the Napa County Mosquito Abatement District Committee to a term expiring December 31, 2029.

Should Council decide not to appoint an applicant, staff will advertise for the position to fill the vacancy.

**ENVIRONMENTAL REVIEW:** No fiscal impact.

### GOAL:

Goal 5: Enhance Quality of Life

### DOCUMENTS ATTACHMENTS:

[St Helena Rep Letter 11212025](#)

[Resolution Reappointing Brian Cramer to the Napa County Mosquito Abatement District](#)



## *Napa County Mosquito Abatement District*

*P.O. Box 10053, American Canyon, CA 94503*

WESLEY A. MAFFEI  
Manager

Phone (707) 553-9610  
Fax (707) 553-9611  
[www.napamosquito.org](http://www.napamosquito.org)

November 21, 2025

Mr. Andrew Bradley, City Clerk  
City of St. Helena  
1480 Main Street  
St. Helena, CA 94574

Dear Mr. Bradley:

Mr. Brian Cramer's term of office as representative for the City of St. Helena on the Napa County Mosquito Abatement District Board of Trustees will be expiring on December 31, 2025.

Mr. Cramer's business connections, innovative ideas, and fiscal acumen have been a valuable addition and asset to the District. His service on ad hoc committees and attendance and active participation at Board meetings has also been exceptional.

I would like to ask that Mr. Cramer be re-appointed to serve as your representative to the Napa County Mosquito Abatement District Board of Trustees for a four-year term starting January 1, 2026. *Please be advised that appointed trustees serve without compensation (Health and Safety Code §2030(a)).*

I would appreciate a response from you as to the action taken by the City Council **prior** to January 1, 2026.

Thank you for your cooperation on this matter.

Sincerely,



Wesley A. Maffei  
Manager

cc: Brian Cramer

### BOARD OF TRUSTEES

SHELBY VALENTINE  
Calistoga  
President

FRANK CABRAL  
County of Napa  
Acting President

BRIAN CRAMER  
St. Helena  
Secretary

PATRICK GORMAN  
Napa

VACANT  
Town of Yountville

DEBORAH MAFFE  
American Canyon  
Acting Secretary

**CITY OF ST. HELENA**

**RESOLUTION NO. 2025-**

**Reappointment of Brian Cramer to Napa County  
Mosquito Abatement District Committee**

**RECITALS**

- A. The Napa County Mosquito Abatement District Committee St. Helena representative's term of office will expire on December 31, 2025;
- B. Napa County Mosquito Abatement District Manager Wesley Maffei has formally requested the City Council consider reappointment of Brian Cramer to the Napa County Mosquito Abatement District Committee.

**RESOLUTION**

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

**Napa County Mosquito Abatement District Committee**

- 1. Reappointment of Brian Cramer to the Napa County Mosquito Abatement District with a term expiring on December 31, 2029.

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:    ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk





## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>FROM:</b>                     | Mario Traverso, Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>SUBJECT:</b>                  | Consideration and proposed adoption of a Resolution (1) Awarding the Tank 2 Rehabilitation Project to Cal Sierra Construction Inc. in the amount of \$1,168,500; (2) Authorizing the City Manager to execute the Construction Contract with Cal Sierra Construction Inc; (3) Authorizing the Director of Public Works to approve Change Orders not-to-exceed 15% of the Contract price; and (4) Authorize the Recommended Budget Amendments/Transfers. |
| <b>RECOMMENDED ACTION:</b>       | Approve the Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>PREVIOUS COUNCIL ACTION:</b>  | The W-101 Tank 2 Rehabilitation Project is included in the City's FY 2024-2028 CIP which was approved by City Council on June 13, 2023, the FY 2025-2029 CIP adopted by City Council on September 24, 2024 and the FY 2026-30 CIP adopted by City Council on May 27, 2025. Resolution 2025-121 was adopted by City Council on October 14, 2025 approving the plans and authorizing issuance of Request for Bids.                                       |
| <b>STATEMENT OF THE PURPOSE:</b> | To award construction of the W-101 Tank 2 Rehabilitation Project to Cal Sierra Construction Inc. in accordance with the City's approved Capital Improvement Plan (CIP).                                                                                                                                                                                                                                                                                |
| <b>FINANCIAL IMPACT:</b>         | <p>The financial impact of this award and construction contract is \$1,168,500 in addition to possible change orders in the amount of \$175,275.</p> <p>The CIP Project W-101 includes \$869,000 in previously authorized Water Revenue Bond funding. To fully fund the construction phase and contingency, staff recommends increasing the use of Water Revenue Bonds by an additional \$534,775.</p>                                                 |

### BACKGROUND:

A significant component of the City's drinking water distribution system are two large tanks which store treated water from the water treatment plant. *Tank 1* can store 1 million gallons of water and is located at the water treatment plant property. *Tank 2* can store 2.7 million gallons of water and is located near the lower reservoir on Spring

Mountain Road. Together these tanks provide both storage and pressure for the City's water distribution system.

Tank 2 has been in service since 1992. In 2019 a Capital Improvement Project was developed to refurbish the tank. The refurbishment consists of draining the tank, cleaning and recoating the interior lining and exterior coating, replacing screens, replacing the corrosion protection system and upgrading the ventilation system. The project was resurrected by staff in 2024, and plans were recently completed by Oscar Larsen & Associates Consulting Engineers from Eureka, CA.

**DISCUSSION:**

A notice inviting bids was posted to the City of St. Helena's website and distributed to area construction plan rooms and exchanges on November 14, 2025. Bids were opened publicly at City Hall on December 5, 2025.

The bid results are as follows:

|                                      |                |
|--------------------------------------|----------------|
| Cal Sierra Construction Inc.         | \$1,168,500.00 |
| Champion Painting Specialty Services | \$1,194,309.97 |
| Euro Style Management                | \$1,423,000.00 |
| AMP United LLC                       | \$1,443,000.00 |
| Resource Development Company, LLC    | \$1,602,550.00 |
| Polytech Industrial Incorporation    | \$1,827,922.00 |
| F.D. Thomas Inc.                     | \$1,978,458.00 |

Engineers Estimate: \$1,200,000

City Staff reviewed all bids and finds Cal Sierra Construction Inc. to be the lowest responsible and responsive bidder. Cal Sierra Construction Inc. holds a valid Class C33 Contractor's License, No. 396934, with no enforcement actions listed. Their license expires 12/31/2026. Cal Sierra Construction Inc. has performed numerous similar projects for municipal water systems. City Staff has determined that Cal Sierra Construction Inc. satisfies the bidding requirements for the project and their licensing qualifies them to complete the project.

Once awarded, the project will begin mid-December with the expectation that the tank is operational by March 1, 2026.

**ENVIRONMENTAL REVIEW:** None

**GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability

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

Goal 5: Enhance Quality of Life

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

**DOCUMENTS ATTACHMENTS:**

[Bid Tabulation - Tank 2 Project](#)

[W-101 CIP Page](#)

[Resolution Awarding Contract 1](#)

| BID RESULTS                       |                                |      |          |                     |                |                                   |                |                |                |                              |                |                                     |                |                       |                |                  |                |                                   |                |
|-----------------------------------|--------------------------------|------|----------|---------------------|----------------|-----------------------------------|----------------|----------------|----------------|------------------------------|----------------|-------------------------------------|----------------|-----------------------|----------------|------------------|----------------|-----------------------------------|----------------|
| Tank 2 Rehabilitation Project     |                                |      |          |                     |                |                                   |                |                |                |                              |                |                                     |                |                       |                |                  |                |                                   |                |
|                                   |                                |      |          | Engineer's Estimate |                | Polytech Industrial Incorporation |                | AMP United LLC |                | Cal Sierra Construction Inc. |                | Champion Panting Specialty Services |                | Euro Style Management |                | F.D. Thomas Inc. |                | Resource Development Company, LLC |                |
| Bid Opening: December 5 2025 10AM |                                |      |          |                     |                |                                   |                |                |                |                              |                |                                     |                |                       |                |                  |                |                                   |                |
| Mario Traverso                    |                                |      |          |                     |                |                                   |                |                |                |                              |                |                                     |                |                       |                |                  |                |                                   |                |
|                                   | DESCRIPTION                    | UNIT | QUANTITY | UNIT COST, \$       | ITEM TOTAL, \$ | UNIT COST, \$                     | ITEM TOTAL, \$ | UNIT COST, \$  | ITEM TOTAL, \$ | UNIT COST, \$                | ITEM TOTAL, \$ | UNIT COST, \$                       | ITEM TOTAL, \$ | UNIT COST, \$         | ITEM TOTAL, \$ | UNIT COST, \$    | ITEM TOTAL, \$ | UNIT COST, \$                     | ITEM TOTAL, \$ |
| Bid Schedule                      |                                |      |          |                     |                |                                   |                |                |                |                              |                |                                     |                |                       |                |                  |                |                                   |                |
| 1                                 | Mobilization                   | 1    | LS       |                     |                | \$199,792                         | \$199,792      | \$100,000      | \$100,000      | \$110,000.00                 | \$110,000.00   | \$37,754.51                         | \$37,754.51    | \$50,000.00           | \$50,000.00    | \$60,220.00      | \$60,220.00    | \$65,000.00                       | \$65,000.00    |
| 2                                 | Work Schedule                  | 1    | LS       |                     |                | \$2,500                           | \$2,500        | \$15,000       | \$15,000       | \$15,000.00                  | \$15,000.00    | \$1,468.46                          | \$1,468.46     | \$2,000.00            | \$2,000.00     | \$750.00         | \$750.00       | \$15,000.00                       | \$15,000.00    |
| 3                                 | Construction Pollution Control | 1    | LS       |                     |                | \$3,000                           | \$3,000        | \$6,500        | \$6,500        | \$10,000.00                  | \$10,000.00    | \$5,670.00                          | \$5,670.00     | \$3,500.00            | \$3,500.00     | \$17,362.00      | \$17,362.00    | \$28,800.00                       | \$28,800.00    |
| 4                                 | Interior Coating               |      | 1 LS     |                     |                | \$1,134,965                       | \$1,134,965    | \$845,000      | \$845,000      | \$720,000.00                 | \$720,000.00   | \$763,822.90                        | \$763,822.90   | \$1,056,000.00        | \$1,056,000.00 | \$1,018,188.00   | \$1,018,188.00 | \$934,000.00                      | \$934,000.00   |
| 5                                 | Exterior Coating               | 1    | LS       |                     |                | \$330,711                         | \$330,711      | \$395,000      | \$395,000      | \$226,000.00                 | \$226,000.00   | \$234,349.28                        | \$234,349.28   | \$212,000.00          | \$212,000.00   | \$707,489.00     | \$707,489.00   | \$415,000.00                      | \$415,000.00   |
| 6                                 | Tank Disinfection and Testing  | 1    | LS       |                     |                | \$22,358                          | \$22,358       | \$10,000       | \$10,000       | \$10,000.00                  | \$10,000.00    | \$5,873.86                          | \$5,873.86     | \$7,000.00            | \$7,000.00     | \$17,205.00      | \$17,205.00    | \$10,500.00                       | \$10,500.00    |
| 7                                 | Manway                         | 1    | LS       |                     |                | \$26,565                          | \$26,565       | \$15,000       | \$15,000       | \$15,000.00                  | \$15,000.00    | \$72,450.00                         | \$72,450.00    | \$35,000.00           | \$35,000.00    | \$40,286.00      | \$40,286.00    | \$11,500.00                       | \$11,500.00    |
| 8                                 | Vents                          | 1    | LS       |                     |                | \$1,800                           | \$1,800        | \$4,000        | \$4,000        | \$9,000.00                   | \$9,000.00     | \$1,575.00                          | \$1,575.00     | \$1,500.00            | \$1,500.00     | \$21,809.00      | \$21,809.00    | \$20,300.00                       | \$20,300.00    |
| 9                                 | Install Retaining Structure    | 1    | LS       |                     |                | \$44,178                          | \$44,178       | \$12,500       | \$12,500       | \$30,000.00                  | \$30,000.00    | \$26,250.00                         | \$26,250.00    | \$20,000.00           | \$20,000.00    | \$20,647.00      | \$20,647.00    | \$29,900.00                       | \$29,900.00    |
| 10                                | Tank Overflow Outlet           | 1    | LS       |                     |                | \$14,160                          | \$14,160       | \$18,750       | \$18,750       | \$10,000.00                  | \$10,000.00    | \$12,390.00                         | \$12,390.00    | \$2,500.00            | \$2,500.00     | \$35,587.00      | \$35,587.00    | \$10,200.00                       | \$10,200.00    |
| 11                                | Cathodic Protection            | 1    | LS       |                     |                | \$46,393                          | \$46,393       | \$18,125       | \$18,125       | \$10,500.00                  | \$10,500.00    | \$31,237.50                         | \$31,237.50    | \$32,000.00           | \$32,000.00    | \$34,900.00      | \$34,900.00    | \$57,600.00                       | \$57,600.00    |
| 12                                | Guy Wire Replacement           |      | 1 LS     |                     |                | \$1,500                           | \$1,500        | \$3,125        | \$3,125        | \$3,000.00                   | \$3,000.00     | \$1,468.46                          | \$1,468.46     | \$1,500.00            | \$1,500.00     | \$4,015.00       | \$4,015.00     | \$4,750.00                        | \$4,750.00     |
| BASE BID                          |                                |      |          |                     | \$1,200,000.00 |                                   | \$1,827,922.10 |                | \$1,443,000.00 |                              | \$1,168,500.00 |                                     | \$1,194,309.97 | \$1,423,000.00        | \$1,423,000.00 | \$1,978,458.00   | \$1,978,458.00 | \$1,602,550.00                    | \$1,602,550.00 |

FY 26 thru FY 30

**Capital Improvement Plan**

St Helena, CA



Project # W-101  
Project Name Tank 2 Rehabilitation

|                    |             |                  |                 |
|--------------------|-------------|------------------|-----------------|
| Total Project Cost | \$1,580,584 | Department       | Public Works    |
| Category           | Water       | Priority         | High            |
| Status             | Design      | Project Location | APN 022-420-019 |

**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.

**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                   | Prior            | FY 26          | FY 27    | FY 28    | FY 29    | FY 30    | Future   | Total            |
|--------------------------------|------------------|----------------|----------|----------|----------|----------|----------|------------------|
| 3160 - Construction Contract   | 686,000          | 482,500        | 0        | 0        | 0        | 0        | 0        | 1,168,500        |
| 3170 - Contingency             | 65,000           | 110,275        | 0        | 0        | 0        | 0        | 0        | 175,275          |
| 3110 - Design                  | 176,809          | 0              | 0        | 0        | 0        | 0        | 0        | 176,809          |
| 3150 - Construction Management | 118,000          | -58,000        | 0        | 0        | 0        | 0        | 0        | 60,000           |
| <b>Total</b>                   | <b>1,045,809</b> | <b>534,775</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1,580,584</b> |

| Funding Sources                      | Prior            | FY 26          | FY 27    | FY 28    | FY 29    | FY 30    | Future   | Total            |
|--------------------------------------|------------------|----------------|----------|----------|----------|----------|----------|------------------|
| 763-Water Capital Improvement - Bond | 1,045,809        | 534,775        | 0        | 0        | 0        | 0        | 0        | 1,580,584        |
| <b>Total</b>                         | <b>1,045,809</b> | <b>534,775</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1,580,584</b> |



**CITY OF ST. HELENA**

**RESOLUTION NO. 2025-\_\_**

**RESOLUTION AWARDING THE CONSTRUCTION CONTRACT FOR  
W-101 Tank 2 REHABILITATION PROJECT TO CAL SIERRA  
CONSTRUCTION INC., AUTHORIZING RELATED ACTIONS, AND  
APPROVING BUDGET AMENDMENTS**

**RECITALS**

- A. On October 14, 2025 the City Council adopted Resolution 2025-121, approving the plans and specifications and authorizing the solicitation of bids for the Tank 2 Rehabilitation Project; and
- B. On November 14, 2025 a Notice Inviting Bids for the Tank 2 Rehabilitation Project was posted and, on December 5, 2025, seven (7) bids were received and publicly opened; and
- C. Cal Sierra Construction Inc. of Carmichael, California submitted the lowest responsive and responsible bid in the amount of \$1,168,500.00; and
- D. A budget reallocation is necessary to properly allocate funding for the projects identified in the Capital Improvement Plan (CIP); and
- E. The project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Class 1 Existing Facilities.

**RESOLUTION**

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

1. Awards the construction contract for the Tank 2 Rehabilitation Project to Cal Sierra Construction Inc. in an amount not-to-exceed \$1,168,500.00; and
2. Authorizes the City Manager to execute the construction contract with Cal Sierra Construction Inc.; and
3. Authorizes the Director of Public Works to approve construction change orders not to exceed 15%; and
4. Budget Amendments are as follows:

| <b>Description</b>               | <b>Fund</b>                 | <b>GL Account</b> | <b>Amount</b> |
|----------------------------------|-----------------------------|-------------------|---------------|
| W-101<br>Construction Management | 763 – Water<br>Revenue Bond | 763-50-30-31-50   | (\$58,000)    |
| W-101<br>Construction Contract   | 763 – Water<br>Revenue Bond | 763-50-30-31-60   | \$482,500     |
| W-101<br>Contingency             | 763 – Water<br>Revenue Bond | 763-50-30-31-70   | \$110,275     |

5. Funding is as follows:

| <b>Description</b>               | <b>Fund</b>                 | <b>GL Account</b> | <b>Amount</b> |
|----------------------------------|-----------------------------|-------------------|---------------|
| W-101<br>Construction Management | 763 – Water<br>Revenue Bond | 763-50-30-31-50   | \$60,000      |
| W-101<br>Construction Contract   | 763 – Water<br>Revenue Bond | 763-50-30-31-60   | \$1,168,500   |
| W-101<br>Contingency             | 763 – Water<br>Revenue Bond | 763-50-30-31-70   | \$175,275     |

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk





## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Public Works

|                                  |                                                                                                                                                                             |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                            |
| <b>FROM:</b>                     | Mario Traverso, Project Manager                                                                                                                                             |
| <b>SUBJECT:</b>                  | Consideration and Approval of a Resolution Creating Capital Improvement Project W26-03 Water Treatment Plant Modular Housing and Authorizing Associated Budget Adjustments. |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approval of the attached Resolution.                                                                                                                       |
| <b>PREVIOUS COUNCIL ACTION:</b>  | New Business Item at the June 24, 2025 City Council Meeting. Staff presentation, discussion and direction.                                                                  |
| <b>STATEMENT OF THE PURPOSE:</b> | Requesting approval for the creation of the W26-03 Water Treatment Plant Modular Housing into the CIP in accordance with Council direction.                                 |
| <b>FINANCIAL IMPACT:</b>         | The total financial impact Staff is \$150,000, which will be funded by the Water Enterprise fund balance.                                                                   |

### BACKGROUND:

The City's water treatment facility, located at 410 Crystal Springs Road, includes one modular residence which has been historically occupied by the plant operations staff including the Chief Plant Operator. The residence was continuously utilized by treatment plant staff until 2020 but has since been permanently vacated.

In early 2025, Staff initiated an evaluation of the residence in efforts to consider future use by current staff. An inspection report indicated that the residence, originally constructed in 1980, requires repairs of approximately \$100,000 to make the structure habitable.

On June 24, 2025, a new business item was brought before City Council to discuss and provide direction regarding the future of staff accessible housing at City facilities. City Council directed Staff to pursue the replacement of the structure at the Water Treatment Plant.

### DISCUSSION:

Staff is requesting City Council approval for the creation of a project and inclusion in the CIP. The project shall be titled *W26-03 Water Treatment Plant Modular Housing*. Staff is requesting a budget transfer of \$150,000 from the Water Enterprise Fund Balance to fund the project.

Following approval of the project, Staff will pursue demolition and removal of the existing structure, septic design, permitting and procurement of a new similar structure as discussed in the June 24 presentation. Staff has identified cost saving strategies including in-house septic design, in-house permit preparation and submission and structure removal, with anticipated completion by March 2026.

**ENVIRONMENTAL REVIEW:** None.

**GOAL:**

Goal 1: Strengthen Financial Sustainability

Goal 6: Improve Employee Recruitment, Retention, & Morale

Goal 7: Enhance Organizational Effectiveness

**DOCUMENTS ATTACHMENTS:**

[W26-03 CIP ResolutionV1](#)

[W26-03 CIP Page](#)

**CITY OF ST. HELENA**

**RESOLUTION NO. 2025-\_\_**

**RESOLUTION AUTHORIZING CREATING CAPITAL  
IMPROVEMENT PROJECT W26-03 WATER TREATMENT PLANT  
MODULAR HOUSING AND AUTHORIZING A TRANSFER IN THE  
AMOUNT OF \$150,000 FROM WATER ENTERPRISE FUND 561 TO  
WATER CAPITAL FUND 763 AND ASSOCIATED BUDGET  
ADJUSTMENTS.**

**RECITALS**

- A. Historically, the City of St. Helena maintained a modular residence at the water treatment plant facility; and
- B. The residence was made available to operations staff and occupied between 1980 and 2020, which allowed for staff to be onsite and accessible to readily respond to plant operation needs; and
- C. The residence was vacated in 2020 and has since been unused and fallen into disrepair; and
- D. On June 24, 2025 City Council directed Staff to pursue replacement of the residence; and
- E. Staff is requesting approval for the creation of capital project W26-03 to be titled Water Treatment Plant Modular Housing; and
- F. Establishing a budget of \$150,000 to be funded from Water Enterprise Fund Balance and authorizing a budget transfer from Water Enterprise Fund 561 to Water Capital Fund 763.

**RESOLUTION**

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

1. Authorizes creating Capital Improvement Project W26-03 Water Treatment Plant Modular Housing; and
2. Approves a budget of \$150,000 to be funded from the Water Enterprise Fund.

3. Approves a budget transfer from Water Enterprise Fund 561 to Water Capital Fund 763 in the amount of \$150,000.

4. Budget Amendments & Funding are as follows:

| Description                  | Fund/Funding Source    | Expense GL Account | Amount    |
|------------------------------|------------------------|--------------------|-----------|
| Transfer to Other Funds      | 561 – Water Enterprise | 561-40-00-29-99    | \$150,000 |
| Operating Transfers In       | 763 – Water CIP        | 763-39-98-00-00    | \$150,000 |
| W26-03 Design                | 561 – Water Enterprise | 763-50-30-31-10    | \$20,000  |
| W26-03 Construction Contract | 561 – Water Enterprise | 763-50-30-31-60    | \$130,000 |

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk

FY 26 thru FY 30

**Capital Improvement Plan**

St Helena, CA

Project # W26-03  
 Project Name Water Treatment Plant Modular Homes

|                     |             |                  |                       |
|---------------------|-------------|------------------|-----------------------|
| Total Project Cost  | \$150,000   | Department       | Public Works          |
| Category            | Water       | Priority         | High                  |
| Status              | Not Started | Project Location | Water Treatment Plant |
| Expenditure Account | 763-5030-   |                  |                       |

**Description**

This project replaces the deteriorated modular residence located at the City's Water Treatment Plant at 410 Crystal Springs Road. The structure, originally installed in 1980, historically provided onsite housing for plant operations staff, enabling repaid response to system alarms, after-hours operational issues, and emergency events. The residence was vacated in 2020 and is no longer habitable due to significant structural and mechanical deficiencies.

The project includes demolition and removal of the existing unit, design and installation of a replacement modular housing structure, and associated site improvements such as septic system design, utility connections, and required permitting. Public Works staff will perform portions of the design, permitting, and demolition work in-house to reduce costs.

Reestablishing onsite housing at the Water Treatment Plant supports operational resiliency, improves emergency response capabilities, and enhances recruitment and retention for certified operators. The replacement housing is anticipated to be procured and installed by March 2026.

**Notes**

FY25 - Staff Presentation and discussion was completed at the City Council meeting on June 24, 2025.

FY26 - Creation of CIP Project presented to City Council on December 9, 2025.

| <b>Expenditures</b>          | <b>Prior</b> | <b>FY 26</b>   | <b>FY 27</b> | <b>FY 28</b> | <b>FY 29</b> | <b>FY 30</b> | <b>Future</b> | <b>Total</b>   |
|------------------------------|--------------|----------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 3160 - Construction Contract | 0            | 130,000        | 0            | 0            | 0            | 0            | 0             | 130,000        |
| 3110 - Design                | 0            | 20,000         | 0            | 0            | 0            | 0            | 0             | 20,000         |
| <b>Total</b>                 | <b>0</b>     | <b>150,000</b> | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>      | <b>150,000</b> |

| <b>Funding Sources</b>  | <b>Prior</b> | <b>FY 26</b>   | <b>FY 27</b> | <b>FY 28</b> | <b>FY 29</b> | <b>FY 30</b> | <b>Future</b> | <b>Total</b>   |
|-------------------------|--------------|----------------|--------------|--------------|--------------|--------------|---------------|----------------|
| 561-Water Rate Revenues | 0            | 150,000        | 0            | 0            | 0            | 0            | 0             | 150,000        |
| <b>Total</b>            | <b>0</b>     | <b>150,000</b> | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>     | <b>0</b>      | <b>150,000</b> |







## Agenda Report to the City Council

Agenda Section: CONSENT ITEMS

Department: Human Resources

|                                  |                                                                                                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                      |
| <b>FROM:</b>                     | Mandy Kellogg, Administrative Services Director                                                                                                       |
| <b>SUBJECT:</b>                  | Approval of a Resolution Authorizing Recruitment for a Director of Community Development.                                                             |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approval of the attached resolution.                                                                                                 |
| <b>PREVIOUS COUNCIL ACTION:</b>  | March 11, 2025 - Hiring Freeze on all Vacant Positions.                                                                                               |
| <b>STATEMENT OF THE PURPOSE:</b> | The purpose is to receive authorization to recruit for a vacant position that provides necessary services to the City's operations.                   |
| <b>FINANCIAL IMPACT:</b>         | Funding for the position was previously approved in the FY 2025-26 and FY 2026-27 Biennial Budget, therefore there is no additional financial impact. |

### BACKGROUND:

On January 28, 2025, Council Member Barak requested an item be placed on a future agenda to discuss and consider issuing a temporary freeze on all new hires, salary increases not contractually obligated, reclassifications, and discretionary spending until the City's financial situation is clarified, and sustainable funding solutions are in place to address the deficits.

Additionally, proposing that the City Council would retain authority to approve exceptions on a case-by case basis when such actions are deemed critical for public safety, legal compliance or liability, or other urgent needs at the council's discretion where delaying action would result in significant harm to the City or its residents.

On March 11, 2025, staff prepared a staff report and presentation addressing Council Member Barak's January 28, 2025 request and made recommendations based on existing vacancies at the time of the report. City Council adopted recommendations outlined in the Staff Report 12.3, subject to a meet and confer with represented employee bargaining groups, while incorporating the core provisions of the original motion, instituting a temporary hiring freeze as follows:

1. A temporary freeze on all new hires, except for positions recommended for immediate hiring in the staff report.
2. All other vacant positions will remain frozen unless the Council approves an exception based on clear justification.

**DISCUSSION:**

The City has received notice of the Director of Community Development's intent to retire, which will create the need to initiate a recruitment process to fill this key executive position.

The Director of Community Development is a critical executive-level position responsible for overseeing and shaping the City's long-term growth, regulatory compliance, and daily development services. This role provides supervisory, administrative, and technical leadership in the development, implementation, and continuous review of the City's advance planning efforts, current planning activities, building functions, and housing policy initiatives. The Director ensures the proper interpretation and consistent application of the General Plan, Zoning Ordinance, and all related state and local land-use regulations.

Given the pace of state housing legislation, development activity, and the City's ongoing efforts to modernize planning processes and address affordable housing, economic development, and infrastructure needs, leaving this position vacant poses substantial operational, legal, and strategic risks. The Director of Community Development is essential to:

- Maintaining compliance with state planning, zoning, housing, and building mandates
- Managing complex development applications and preventing processing delays
- Providing stable leadership and supervision for Planning and Building staff
- Advancing Council priorities, including affordable housing, economic development, climate and resilience planning, and community engagement
- Ensuring coordinated planning efforts across City departments and regional partners
- Safeguarding the City against legal exposure, inconsistencies in code interpretation, and delays in mandatory reporting

For these reasons, promptly filling the Director of Community Development vacancy is vital to sustaining the City's development services, meeting state regulatory obligations, supporting economic activity, and ensuring that the community's long-term planning and housing needs continue to move forward without disruption.

**ENVIRONMENTAL REVIEW:**

None.

**GOAL:**

Goal 7: Enhance Organizational Effectiveness

**DOCUMENTS ATTACHMENTS:**

[Resolution Recruitment Authorization](#)

**CITY OF ST. HELENA**

**RESOLUTION No. 2025 -**

**Resolution authorizing recruitment for a Director of  
Community Development.**

**RECITALS**

- A. On January 28, 2025, Council Member Barak requested an item be placed on a future agenda to discuss and consider issuing a temporary freeze on all new hires; and
- B. Additionally, proposing that the City Council would retain authority to approve exceptions on a case-by-case basis when such actions are deemed critical for public safety, legal compliance or liability or other urgent needs at the council's discretion where delaying action would result in significant harm to the City or its residents; and
- C. On March 11, 2025 City Council adopted the hiring freeze placing a temporary hiring freeze on all new hires and all other vacant positions will remain frozen unless Council approves an exception based on clear justification; and
- D. Since March 11, 2025, several positions have become vacant or will be vacant in the near future; and
- E. The City has received notice of the Director of Community Development's intent to retire, which creates the need to initiate a recruitment process to fill this key executive position; and
- F. In order to meet day-to-day operational needs, staff requested authorization to recruit for this critical position.

**RESOLUTION**

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

- 1. Authorizes the City Manager to direct staff to recruit for for a Director of Community Development.

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

**Mayor Dohring:** \_\_\_\_\_

**Vice Mayor Deasy:** \_\_\_\_\_

**Councilmember Barak:** \_\_\_\_\_  
**Councilmember Spadarotto:** \_\_\_\_\_  
**Councilmember Summers:** \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk





## Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Planning

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                               |
| <b>FROM:</b>                     | Jackie Oneal, Senior Planner                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SUBJECT:</b>                  | Introduction and waiver of first reading of an ordinance amending Sections 17.22.050 (Alcoholic Beverage Sales) and 17.16.030 (B) (Residential Development Standards - Residential Zoning Districts Table, Endnote 5a), of the St. Helena Municipal Code to correct clerical errors and inaccurate references.                                                                                 |
| <b>RECOMMENDED ACTION:</b>       | Introduce and waive the first reading of the proposed Ordinance of the City Council of the City of St. Helena amending Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code (ZOA 25-005) and find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3). |
| <b>PREVIOUS COUNCIL ACTION:</b>  | N/A                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>STATEMENT OF THE PURPOSE:</b> | The purpose of this item is to correct inconsistencies within the Zoning Code and align City regulations with current State law. Specifically, the ordinance removes the 1,000-foot fixed buffer for alcohol-related uses and updates the accessory dwelling unit (ADU) exemption from 400 to 800 square feet to reflect Government Code 65852.2.                                              |
| <b>FINANCIAL IMPACT:</b>         | There is no financial impact associated with this report.                                                                                                                                                                                                                                                                                                                                      |

### BACKGROUND:

During review of potential reuse of the former A&W property, staff identified that the 1,000-foot separation standard for alcohol sales from parks, schools, and similar uses effectively prohibited such businesses in most commercial districts. This buffer was introduced in the 2023 comprehensive code update but has since proven overly restrictive given the City's proximity of schools to the downtown and Highway 29 corridors.

Separately, when the City adopted its updated ADU ordinance earlier this year, the related correction to the Residential Development Standards Table 17.16.030(B) was inadvertently omitted.

### Planning Commission Recommendation



At its meeting of November 4, 2025, the Planning Commission held a duly noticed public hearing and voted to recommend that the City Council adopt the ordinance with minor clarifying edits. Specifically, the Commission recommended:

1. Finding the proposed amendments to be exempt from CEQA under Guidelines 15061(b)(3);
2. Amending the Findings section of SHMC 17.22.050(F) to:
  - Replace the phrase “liquor is” with “alcoholic beverages are”; and
  - Add a new Finding 7: “Distance of the proposed establishment from public/private schools, nursery schools, preschools, and daycare facilities.”
3. Recommending that the City Council adopt Ordinance No. ZOA 25-005, amending Sections 17.22.050 and 17.16.030(B), Endnote 5a of the St. Helena Municipal Code.

The motion was made by Chair Christopher Warner, seconded by Commissioner Autumn Anderson, and Motion carried 4–0.

#### **DISCUSSION:**

Staff finds that the proposed amendments bring internal consistency to the Municipal Code, improving alignment both within the Residential Zoning Districts chapter and the Specific to Uses chapter. The ordinance also ensures compliance with current State ADU law and restores flexibility for commercial land uses.

#### Alcoholic Beverage Sales Amendment

Section 17.22.050 currently prohibits alcohol-related uses within 1,000 feet of a park, school, preschool, or recovery facility, effectively eliminating viable locations for such uses throughout the City’s commercial districts. The proposed amendment eliminates this fixed buffer and adds a new discretionary finding requiring the decision-maker to consider the distance of a proposed establishment from sensitive uses when reviewing a Conditional or Minor Use Permit (see attached Draft Ordinance).

All alcohol-related uses would remain subject to existing Conditional Use Permit (CUP) or Minor Use Permit (MUP) requirements, including public notice, Police Department review, and a public hearing. These processes ensure that each application is reviewed for compatibility with surrounding uses and potential impacts on health, safety, and welfare.

In addition to the City’s review process, the California Department of Alcoholic Beverage Control (ABC) regulates the licensing of all alcohol establishments and provides notice to schools within 600 feet of a proposed site. ABC may deny a license if evidence shows that its operation would be contrary to public welfare or morals. Together, the State and local permitting frameworks provide multiple layers of oversight and public input.

#### Accessory Dwelling Unit (ADU) Correction

The correction to Table 17.16.030(B), Footnote 5a updates the ADU exemption from 400 to 800 square feet to match Government Code 65852.2 and the City's adopted ADU ordinance. The change ensures internal consistency across the Municipal Code and clarifies for applicants that up to 800 square feet of ADU floor area may be added to the maximum building area otherwise allowed. This update is administrative in nature and does not expand development potential beyond what State law already mandates.

**ENVIRONMENTAL REVIEW:**

Pursuant to CEQA Guidelines Section 15061(b)(3), the project will not have a significant impact on the environment and is exempt from CEQA.

**GOAL:**

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[1. Draft Ordinance Revisions ZOA 25-005](#)

**ORDINANCE NO. \_\_\_\_**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
ST. HELENA AMENDING SECTIONS 17.22.050 (ALCOHOL BEVERAGE SALES) AND  
17.16.030 (B), ENDNOTE 5a OF THE CITY OF ST. HELENA MUNICIPAL CODE (ZOA 25-  
005)**

**WHEREAS**, the City of St. Helena, California ("City") is a municipal corporation, duly organized under the constitution and laws of the State of California; and

**WHEREAS**, the City desires to amend Sections 17.22.050, AND 17.16.030 (B), footnote 5a, of the St. Helena Municipal Code ("SHMC"); and

**WHEREAS**, staff and the City Attorney prepared the proposed ordinance, including the proposed language, and any additional information and documents deemed necessary for the City Council to take action; and

**WHEREAS**, on November 4, 2025, the Planning Commission held a duly-noticed public hearing and considered the staff report, recommendations by staff, and public testimony concerning the proposed ordinance and municipal code amendments, and by a vote of 4-0, adopted Resolution No. PC2025-016 recommending that the City Council adopt the proposed ordinance and finding that no environmental review is required under CEQA; and

**WHEREAS**, the City gave public notice of the public hearing before the City Council for the proposed ordinance by publishing in the Napa Valley Register in accordance with applicable law; and

**WHEREAS**, on December 9, 2025, the City Council held a duly-noticed public hearing and considered the staff report, recommendation by the Planning Commission, recommendation by staff, and public testimony concerning the proposed ordinance; and

**WHEREAS**, all other legal prerequisites to the adoption of this ordinance have occurred.

**NOW, THEREFORE**, The City Council of the City of St. Helena does hereby ordain as follows:

**Section 1: Recitals**

The Recitals set forth above are true and correct and are incorporated into this Ordinance.

**Section 2: Amendment to SHMC Section 17.22.050**

Section 17.22.050 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

**17.22.050 Alcohol Beverage Sales.**

- A. Purpose. Establishments that serve alcoholic beverages receive special attention from the City because of their potential to create problems, such as littering, loitering, public intoxication and disturbances. All establishments selling alcoholic beverages are reviewed by the City.
- B. Permits Required.
  - 1. Conditional Use Permit. A Conditional Use Permit must be obtained for all bars, brewpubs, micro-breweries, micro-distilleries, and wine-tasting rooms.
  - 2. Minor Use Permit. A Minor Use Permit must be obtained for full-service restaurants.
- C. Hours of Operation. Hours of operation shall be limited to the time period between 6:00 AM and 2:00 AM.
- ~~D. Location. The establishment shall not be located within 1,000 feet of the following:~~
  - ~~1. A public park, playground, recreational area that is immediately adjacent to a public park, or youth facility, including a nursery school, preschool, or day care facility;~~
  - ~~2. A public or private State-licensed or accredited school; or~~
  - ~~3. An alcohol or other drug abuse recovery or treatment facility.~~
- D.E.** Lighting. The exterior of the establishment, including adjacent public sidewalks and parking areas, shall be illuminated during all hours of darkness during which the establishment is open such that:
  - 1. Persons standing in those areas at night are identifiable; and
  - 2. Required illumination is placed and shielded in a way that minimizes interference with the neighboring residences.
- ~~**E.F.**~~ Findings. In evaluating a use permit application for any commercial establishment where ~~liquor is~~ alcoholic beverages are served, the Review Approval Authority shall take into consideration the following:
  - 1. Comments from the Police Department;
  - 2. Appropriateness of automobile and/or bicycle parking;

3. **Potential for loitering;**
4. **Distance of the proposed establishment from other establishments;**
5. **Distance from areas used and zoned for residential use; and**
6. **Appropriateness of annual review of use permit.**
7. **Distance of the proposed establishment from public/private schools, nursery schools, preschools, and daycare facilities.**

**Section 3: Amendment to SHMC Section 17.16.030 (B)**

Section 17.16.030 (B) Endnote 5 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

**Endnote 5** The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased by up to four eight hundred (4800) sf for construction of an ADU. ( See Section 17.22.030)
- b. The following buildings and areas are exempt from max. building gross floor area:
  - i. One covered parking space with a max. floor area of two hundred (200) sf;
  - ii. Nonhabitable accessory buildings with a max. floor area of one hundred twenty (120) sf;
  - iii. A nonhabitable basement or attic; and
  - iv. A balcony, porch, deck, or similar structure, whether covered or uncovered.

**Section 4: Severability.**

If any section, subsection, phrase, or clause of this Ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

**Section 6: CEQA.**

This Ordinance was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines (the "Guidelines"), and the environmental regulations of the City. The City Council hereby finds that

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

**Section 7: Notice and Effective Date.**

This Ordinance was duly noticed to the public. 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 9th day of December 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:**

**APPROVED      ATTEST**

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk





# City of St. Helena City Council December 9, 2025

Project: Zoning Ordinance Amendment (ZOA 25-005) to update:

**Section 17.22.050** - Alcoholic Beverage Sales

**Section 17.16.030(B) Endnote 5a** - ADU building area allowance

Staff: Jackie Oneal

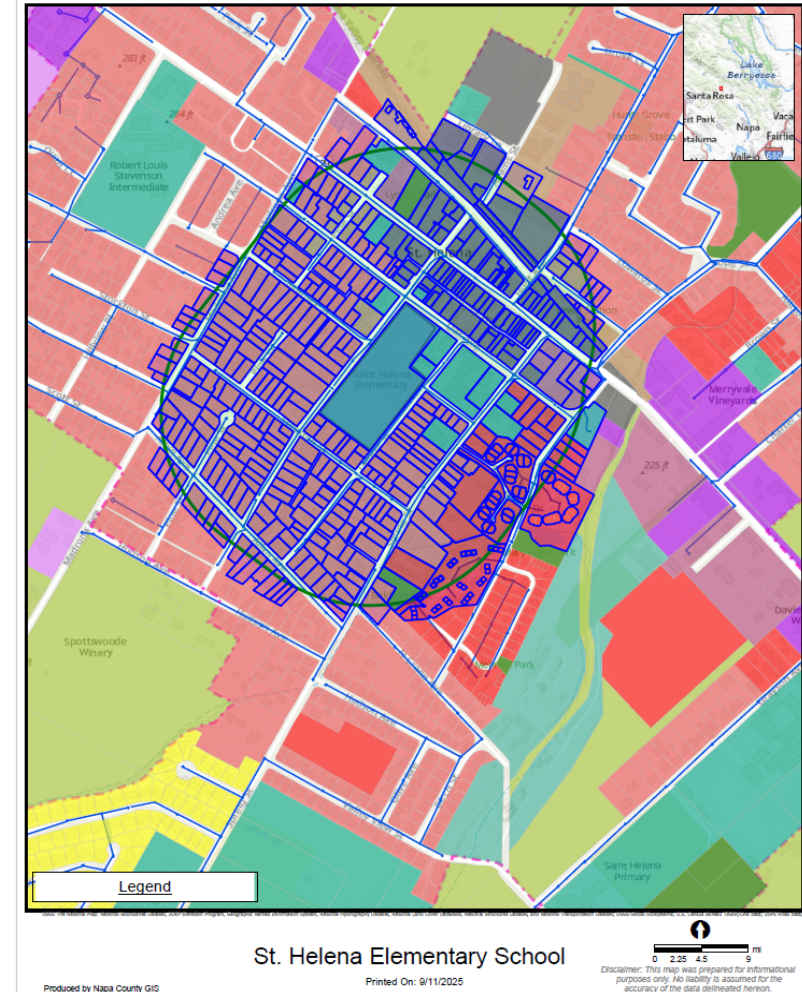
Community Development Department





# Alcoholic Beverage Sales Background/ Purpose

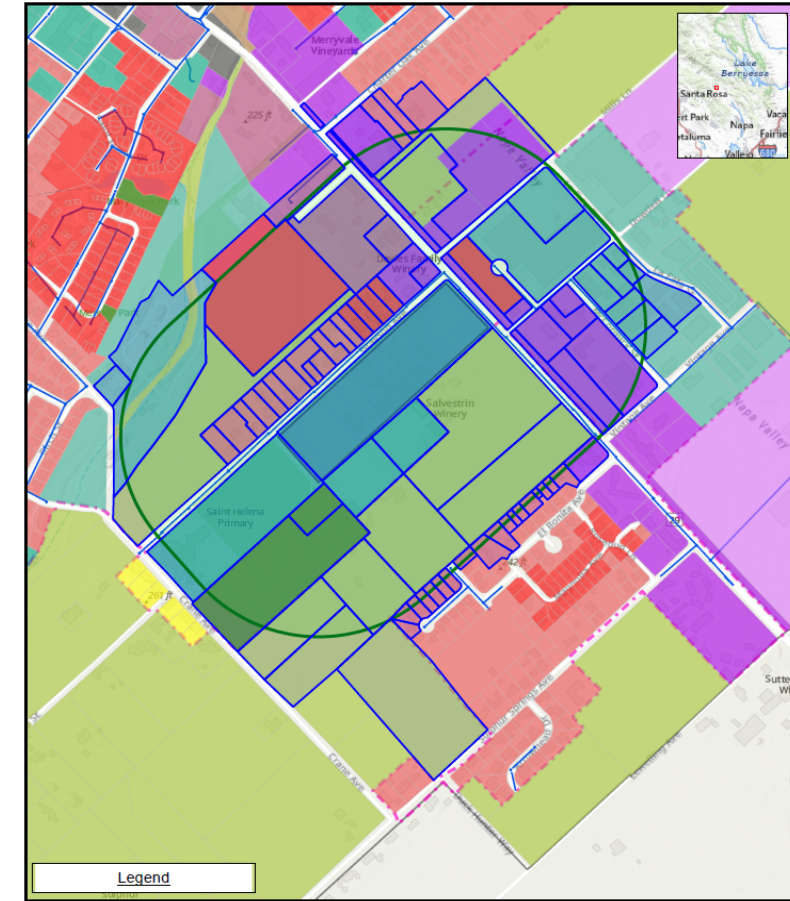
- Current 1,000-foot buffer from schools prohibits alcohol sales in nearly all commercial areas, including downtown
- Standard was added in 2023 as part of comprehensive Code update without clear analysis of its practical effect on the City's built environment
- Previous code had no fixed distance standard, but required findings addressing proximity to schools
- Amendment would correct existing nonconformities and restore reasonable flexibility while preserving discretionary review and public noticing





# Alcoholic Beverage Sales Proposed Amendment

- Deletes: 1,000-foot location prohibition
- Adds: New finding under §17.22.050(F)(7):
  - “Distance of the proposed establishment from public/private schools, nursery schools, preschools and daycare facilities”
- Keeps existing CUP/MUP findings for compatibility, health, and safety
- New alcohol uses that require a CUP will continue to be subject to Public Hearings
- Does not change enforcement, hours of operation, or ABC licensing requirements



St. Helena High School

Produced by Napa County GIS

Printed On: 9/11/2025

0 2.25 4.5 9 mi  
Disclaimer: This map was prepared for informational purposes only. No liability is assumed for the accuracy of the data delineated hereon.



# Alcoholic Beverage Sales State and Local Regulations

- CA Department of Alcoholic Beverage Control (ABC) already requires notification of property owners within 600 feet when a new license is sought
- The City's Use Permit process (CUP/MUP) adds a local layer of discretionary review:
  - Staff and Police Department review
  - Public notice to surrounding properties per SHMC requirements
  - Public hearing before the Planning Commission (CUP)
- Combined, these procedures ensure opportunities for public comment and case-by-case analysis

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

## PUBLIC NOTICE OF APPLICATION TO SELL ALCOHOLIC BEVERAGES

APPLICANT Whiskeytown Tap House LLC  
TYPE OF LICENSE On Sale General Eating Place  
BUSINESS NAME Whiskeytown Tap House  
ADDRESS OF PREMISES 3658 & 3657 Eureka Way, Redding, Ca 96001  
APPLICANT HAS FILED FOR: NEW LICENSE PREMISES TO PREMISES TRANSFER/PERSON TO PERSON LICENSE TYPE CHANGE  
CHANGE IN LICENSE PRIVILEGES

IF A VERIFIED PROTEST IS TO BE MADE AGAINST THIS APPLICATION, IT MUST BE RECEIVED BY ANY OFFICE OF THE DEPARTMENT OR DEPARTMENTAL HEADQUARTERS, 3927 LENHANE DRIVE, SUITE 100, SACRAMENTO 95834, WITHIN 30 DAYS OF DATE POSTED. PROTESTS MUST BE VERIFIED. FURTHER INFORMATION REGARDING THIS APPLICATION AND VERIFICATION FORMS MAY BE OBTAINED AT

6-23-25  
DATE POSTED

PREMISES ARE (NOT-NOW) (ALREADY) LICENSED TO SELL ALCOHOLIC BEVERAGES.

**WARNING**  
Keep persons who intentionally deliver, deliver, store, leave or otherwise use alcoholic beverages in violation of the law or regulations of the Department of Alcoholic Beverage Control.



# **Alcoholic Beverage Sales**

## **Staff Justification for Approving**

- Amendment does not remove City oversight; every alcohol-related use still requires a CUP or MUP
- Public noticing and ABC licensing still ensure multiple layers of review
- The proposed finding ensures distance from schools remains a required consideration
- The goal is to correct an unintended blanket prohibition
- CEQA exemption: §15061(b)(3) – no potential for significant effect
- Consistent with the General Plan's land use and economic sustainability goals





## Recommended Redline Changes

Section 17.22.050 (Alcohol Beverage Sales) of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in strikeout):

- A. Purpose. Establishments that serve alcoholic beverages receive special attention from the City because of their potential to create problems, such as littering, loitering, public intoxication and disturbances. All establishments selling alcoholic beverages are reviewed by the City.
- B. Permits Required.
  - 1. Conditional Use Permit. A Conditional Use Permit must be obtained for all bars, brewpubs, micro-breweries, micro-distilleries, and wine-tasting rooms.
  - 2. Minor Use Permit. A Minor Use Permit must be obtained for full-service restaurants.
- C. Hours of Operation. Hours of operation shall be limited to the time period between 6:00 AM and 2:00 AM.
- ~~D. Location. The establishment shall not be located within 1,000 feet of the following:~~
  - ~~1. A public park, playground, recreational area that is immediately adjacent to a public park, or youth facility, including a nursery school, preschool, or day care facility;~~
  - ~~2. A public or private State-licensed or accredited school; or~~
  - ~~3. An alcohol or other drug abuse recovery or treatment facility.~~

(Continued on next slide)



Section 17.22.050 (Alcohol Beverage Sales) of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in strikeout):

~~D. E.~~ Lighting. The exterior of the establishment, including adjacent public sidewalks and parking areas, shall be illuminated during all hours of darkness during which the establishment is open such that:

1. Persons standing in those areas at night are identifiable; and
2. Required illumination is placed and shielded in a way that minimizes interference with the neighboring residences.

~~E. F.~~ Findings. In evaluating a use permit application for any commercial establishment where ~~liquor is~~ alcoholic beverages are served, the Review Approval Authority shall take into consideration the following:

1. Comments from the Police Department;
2. Appropriateness of automobile and/or bicycle parking;
3. Potential for loitering;
4. Distance of the proposed establishment from other establishments;
5. Distance from areas used and zoned for residential use; and
6. Appropriateness of annual review of use permit.
7. Distance of the proposed establishment from public/private schools, nursery schools, preschools, and daycare facilities.



# Residential Development Standards Table

## Background/Purpose

- Correct outdated table note in SHMC 17.16.030(B), endnote 5a
- Table incorrectly references a 400 sq ft ADU allowance
- Conflicts with State-mandated minimum 800 sq ft allowance
- Maintain consistency between Residential Development Standards and ADU Ordinance

## Proposed Correction

- Update Endnote 5a to read:
  - “Maximum building gross floor area may be increased by up to 800 sq ft for an ADU.”
- Administrative cleanup only, no change to policy or development limits



## Recommended Redline Changes

Section 17.16.030 (B) Endnote 5 of the St. Helena Municipal Code is hereby amended to read as follows (new language is underlined, deletions are in strikeout):

Endnote 5 - The following additional standards apply for existing development and new construction in the LR-1A, LR, MR, and HR zoning districts:

- a. The max. building gross floor area may be increased ~~by~~ up to four ~~eight~~ hundred (~~400-800~~) sf for construction of an ADU. (See Section 17.22.030)
- b. The following buildings and areas are exempt from max. building gross floor area:
  - i. One covered parking space with a max. floor area of two hundred (200) sf;
  - ii. Nonhabitable accessory buildings with a max. floor area of one hundred twenty (120) sf;
  - iii. A nonhabitable basement or attic; and
  - iv. A balcony, porch, deck, or similar structure, whether covered or uncovered.





# Recommendation

Introduce and waive the first reading of a proposed ordinance to:

1. Find the proposed amendments exempt from the California Environmental Quality Act (CEQA) pursuant to Guidelines Section 15061(b)(3) ; and
2. Approve and adopt Zoning Ordinance Amendment ZOA 25-005 to amend Sections 17.22.050 (Alcohol Beverage Sales) and 17.16.030(B), endnote 5a of the City of St. Helena Municipal Code.



# Questions?





## Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Finance

|                                  |                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FROM:</b>                     | Mandy Kellogg, Administrative Services Director                                                                                                                                                                                                                                                                                                                                   |
| <b>SUBJECT:</b>                  | Introduce and waive first reading an Ordinance, amending Chapter 3.04 of the Municipal Code Purchasing of Supplies, Equipment and Services, and Procedures for Public Works Projects to update the City Manager's signing authority and add a new section providing Authority to Adopt Implementing Regulations and Administrative Policies.                                      |
| <b>RECOMMENDED ACTION:</b>       | Introduce and waive first reading of an Ordinance of the City Council amending sections 3.04.050.1, 3.04.120, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 and 3.04.340 of Chapter 3.04 of Title 3 of the St. Helena Municipal Code regarding the City Manager's authority to approve certain supplies, equipment, and public works up to a certain monetary value. |
| <b>PREVIOUS COUNCIL ACTION:</b>  | Purchasing Authority was last updated on November 24, 2015.                                                                                                                                                                                                                                                                                                                       |
| <b>STATEMENT OF THE PURPOSE:</b> | Streamline purchasing process in response to previous City Council direction.                                                                                                                                                                                                                                                                                                     |
| <b>FINANCIAL IMPACT:</b>         | None.                                                                                                                                                                                                                                                                                                                                                                             |

### BACKGROUND:

St. Helena Municipal Code (SHMC) Chapter 3.04 Purchase of Supplies, Equipment and Services and Procedures for Public Works Projects establishes the City's purchasing system, including bid procedures and contract award thresholds, which may be updated periodically based on inflation or recommendation to ensure the purchasing process remains efficient. Section 3.04 as it relates to the purchasing authority was last updated in 2015, when the City council increased administrative approval authority for purchases of supplies, equipment, and services from \$10,000 to \$25,000.

The 2015 update made the City's procurement process more efficient by decreasing the time and costs associated with small dollar purchases and enabled the City Council to focus on policymaking.

### DISCUSSION:

In the 10 years since SHMC Section 3.04 was updated, the costs of all goods and services have risen significantly. This has increased the number of contracts and purchases that require City Council action. Higher inflation since the pandemic has

dramatically eroded purchasing power, requiring limited staff resources to be spent on preparing agenda reports for minor purchases that previously could have been approved administratively.

The City recently conducted a survey of neighboring agencies within Napa and Sonoma Counties to assess City Manager purchasing authority levels. The table below provides a comparative summary of the survey results.

| <b>Agency</b>        | <b>Purchasing Authority</b> |
|----------------------|-----------------------------|
| <b>Napa County</b>   |                             |
| American Canyon      | 100,000                     |
| Calistoga            | 30,000                      |
| Napa                 | 125,000                     |
| <i>St. Helena</i>    | <i>25,000</i>               |
| Yountville           | 45,000                      |
| <b>Sonoma County</b> |                             |
| Bodega               | 50,000                      |
| Cloverdale           | 50,000                      |
| Cotati               | 25,000                      |
| Geyserville          | 50,000                      |
| Guerneville          | 50,000                      |
| Healdsburg           | 50,000                      |
| Rohnert Park         | 100,000                     |
| Santa Rosa           | 100,000                     |
| Sebastopol           | 50,000                      |
| Sonoma               | 25,000                      |
| Windsor              | 50,000                      |
| <b>Marin County</b>  |                             |
| Belvedere            | 75,000                      |
| Corte Madera         | 75,000                      |
| Fairfax              | 200,000                     |
| Larkspur             | 60,000                      |
| Novato               | 50,000                      |
| San Anselmo          | 50,000                      |
| San Rafael           | 50,000                      |
| Sausalito            | 75,000                      |
| Tiburon              | 60,000                      |
| <b>Solano County</b> |                             |
| Benicia              | 100,000                     |
| Vallejo              | 100,000                     |
| Fairfield            | 100,000                     |
| Dixon                | 25,000                      |

|           |         |
|-----------|---------|
| Vacaville | 100,000 |
|-----------|---------|

As the data above shows, only 2 other cities, out of the 30 listed above have a signing authority of \$25,000 or less and the average authority is \$68,000. In addition to surveying other cities, the recommendation to update the City Manager's administrative purchasing authority is based on several factors:

- The previous City Council had requested staff to bring back an item to City Council to increase certain purchasing thresholds to improve operational efficiencies.
- Inflationary Adjustments. Consumer Price Index (CPI) is the most widely recognized measure of inflation. Between 2015 and 2025, the Bay Area CPI (as published by the U.S. Bureau of Labor Statistics for the San Francisco-Oakland-Hayward region) increased by approximately 37 percent, meaning that a \$25,000 purchase in 2015 is now equivalent to \$34,250 in 2025.
- Growth in the City's budget. In FY 2015, the General Fund operating budget was \$9.4 million. In FY 2025-26, it has increased 139% to 22.2 million. In FY 2015, \$25,000 represented 0.27 percent of the General Fund operating budget. In 2025, \$25,000 represents 0.11 percent of the General Fund operating budget, while \$60,000 represents 0.27 percent of the General Fund operating budget.
- The volume of contracts that require City Council consideration. The City Council has considered 42 contracts and purchases in FY 2025. 16 (38%) were less than \$60,000 and 22 (52%) were more than \$60,000. 100% of these purchases were approved by the City council.
- The recommended administrative approval threshold updated would free up approximately 128 hours of staff time a year.

The recommended amount is also consistent with the limit established in St. Helena Municipal Code Section 3.04.020 regarding uniform construction contracts.

Additionally, it is common for departments to bring notable matters to the City Council for consideration even when the contract/purchase is below the established signing authority and that practice will continue with the recommended update.

Below is a summary of the recommended updates.

1. The threshold for administrative approval for agreements set at \$60,000.
2. The \$60,000 is updated every five years based on CPI and rounded to the nearest \$5,000.

No other changes are recommended to the purchasing system or policies, and all other requirements of Chapter 3.04 remain in effect. This action will rescind the Council's March 11, 2025 adjustment to the City Manager's signing authority (which had temporarily lowered the signing authority to \$10,000) and establish a new authorization level.

Streamlining the approval process for lower-value contracts will enhance operational efficiency by reducing administrative tasks and allow staff to direct time and attention on delivering services and projects. There is no direct budget impact associated with this recommendation.

**ENVIRONMENTAL REVIEW:**

None.

**GOAL:**

Goal 1: Strengthen Financial Sustainability

Goal 7: Enhance Organizational Effectiveness

**DOCUMENTS ATTACHMENTS:**

[St. Helena Municipal Code Chapter 3.04-c1](#)

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AMENDING SECTIONS 3.04.050.1, 3.04.100, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 AND 3.04.340 OF CHAPTER 3.04 OF TITLE 3 OF THE ST. HELENA MUNICIPAL CODE REGARDING THE CITY MANAGER'S AUTHORITY TO APPROVE CERTAIN SUPPLIES, EQUIPMENT, AND PUBLIC WORKS UP TO A CERTAIN MONETARY VALUE**

**WHEREAS**, the City of St. Helena's ("City") Purchasing Ordinance provides the City Manager to have the authority to purchase certain equipment, supplies, and public works up to a certain monetary value without needing to obtain the City Council's approval; and

**WHEREAS**, state law and the California Constitution permits the City to adopt all local, police, sanitary, and other ordinances and regulations not in conflict with general law; and

**WHEREAS**, City has determined that an increase in the preset spending limits provided to the City Manager for the purchase of certain equipment, supplies, and public works will improve the efficiency of local governmental operations by providing the City Manager more flexibility in the procurement of certain equipment, supplies, and public works.

**NOW, THEREFORE**, the City Council of the City of St. Helena does ordain as follows:

**Section 1:** The Recitals set forth above are true and correct and are incorporated by reference into this Ordinance.

**Section 2:** Amendment.

Sections 3.04.050.1, 3.04.100, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 and 3.04.340 of Chapter 3.04 of Title 3 of the St. Helena Municipal Code are hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

**"3.04.050.1 Authority to adopt implementing regulations and administrative policies.**

Notwithstanding the provisions set forth in Chapter 3.04, the City Council reserves the right to adopt implementing regulations and administrative policies for the procurement of equipment, supplies, and public works while concurrently aligning such activities with the City's General Plan and City Council Goals."

**"3.04.100 Bidding procedures for various purchase amounts.**



Except as authorized in Sections 3.04.140 and 3.04.150, or in the case of emergencies as described in Sections 3.04.170 and 3.04.175, the purchase of supplies, general services, equipment and special equipment/supplies not included in a construction contract or bid specification for a public work, shall be made as follows:

(A) A purchase of five thousand dollars (\$5,000.00) or less may be made by departmental purchase in accordance with Section 3.04.110.

(B) A purchase greater than five thousand dollars (\$5,000.00) to sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00) may be made by an informal bid procedure in accordance with Section 3.04.120.

(C) A purchase of more than sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00) shall be made by formal bid procedure in accordance with Section 3.04.130.”

**“3.04.120 Informal bid procedure.**

The purchase of supplies, equipment, special equipment/supplies and general services not included in a construction contract or bid specification for a public work with the estimated value greater than five thousand dollars (\$5,000.00), but not exceeding sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), shall be made by a purchase order as required by this chapter. Said purchases, subject to the department head’s discretion, based upon a small amount, or urgent need and timeliness, may be let without the formal bidding procedures described in Section 3.04.130. In such case, the following procedures shall be followed:

A. Solicitation of Bids. If it is determined that the request is of a sufficient size and time allows, the purchasing officer or designee, before issuing the purchase order to a specific contractor/vendor, shall: for purchases greater than five thousand dollars (\$5,000.00) to sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), obtain at least three written bids or price quotes. The purchasing officer or designee may negotiate to obtain the lowest possible contract amount from any vendor contacted who can provide supplies, general service, or equipment within the time constraints of the department’s request. The purchasing officer or designee may solicit or determine bids of prospective vendors by written request, telephone, or may base award recommendations upon current catalogs or advertisements.

...”

**“3.04.130 Formal bid procedure.**

For supplies, equipment, special equipment/supplies and general services not included in a construction contract or bid specification for a public work with an estimated value in excess of sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), purchases shall be made in accordance with the following formal written bid procedures:

...

**“3.04.140 Special equipment/supplies, sole source purchases, and bid exceptions.**

...

(B) Sole Source Purchases. Commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, are exempt from the competitive bidding requirements in Section 3.04.100 and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer. All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the appropriate department head and forwarded to the purchasing officer. Approval of any sole source acquisition shall be obtained from the city council for an award of a contract or purchase order greater than sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~25,000.00~~).

...

**“3.04.150 Cooperative purchasing with other agencies.**

The bidding requirements of Section 3.04.100 shall not apply to the purchasing of any equipment or supplies which the purchasing officer decides to obtain through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency. If it is determined to be in the best interest of the city, the purchasing officer is authorized to “piggy-back” onto or join into an existing written purchase contract, which contract was obtained within the last twelve (12) months through a competitive bidding process prepared by and awarded by another public, local, state or federal government agency. However, the city council’s approval shall be required prior to and for the joining of a “piggy-back” purchase or cooperative purchase for a purchase greater than sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~25,000.00~~).

**“3.04.170 Emergencies.**

Bidding procedures may be dispensed with in the case of an emergency. The city council delegates to the city manager the authority to declare a public emergency and enter into contracts for any purchase in accordance with Section 3.04.175. The city manager’s authority is subject to confirmation by the city council at its next meeting for any purchase in excess of sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~25,000.00~~).

**“3.04.175 Declared emergencies.**

...

(D)(2) The ~~finance~~ director of administrative services will inform the city manager or ~~their~~ a designee and the city council of any individual purchase under this section with a contract amount greater than sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), and also whenever the aggregate of purchases under this section is greater than two hundred fifty thousand dollars (\$250,000.00).

...

(F)(1) Posting of Contract Awards. All contracts awarded that exceed sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00) shall be presented to the city council for ratification and thereafter shall be publicly posted within sixty (60) days of the award.

...

(F)(3) Notification Requirement for Emergency Services. For any purchase in excess of sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), the city manager shall report all such purchases to the city council within thirty (30) days of the onset of the disaster.

..."

#### **"3.04.340 Contracting authority.**

The city manager shall approve professional service or consulting contracts up to and including sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00). The city council shall approve professional service or consulting contracts greater than sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00)."

**Section 3:** This action is not subject to the requirements of the California Environmental Quality Act ("CEQA"). The approval of this Ordinance is not a "project" within the meaning of 14 CCR Section 15378 ("State CEQA Guidelines") because it has no potential for resulting in direct or indirect physical changes in the environment. The approval of this Ordinance is exempt from CEQA review because it will not have a significant effect on the environment under Section 15061(b)(3) of the State CEQA Guidelines.

**Section 4:** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, of the application thereof to any person or place, if for any reason held to be unconstitutional or invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or places.

**Section 5:** The Mayor shall sign this Ordinance and the City Clerk shall cause the same to be published in accordance with Government Code section 36933. This Ordinance shall become effective thirty (30) days later.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St.,  
Helena City Council on [REDACTED] day of [REDACTED], 2025, by the following vote:

|                           |       |
|---------------------------|-------|
| Mayor Dohring:            | _____ |
| Councilmember Deasy:      | _____ |
| Councilmember Barak:      | _____ |
| Councilmember Spadarotto: | _____ |
| Councilmember Summers:    | _____ |

APPROVED:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

ATTEST:

\_\_\_\_\_  
Andrew Bradley, City Clerk  
CITY OF ST. HELENA





## Agenda Report to the City Council

Agenda Section: PUBLIC HEARINGS

Department: Finance

|                                  |                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FROM:</b>                     | Mandy Kellogg, Administrative Services Director                                                                                                                                                                                                                                                                                                                                   |
| <b>SUBJECT:</b>                  | Introduce and waive first reading an Ordinance, amending Chapter 3.04 of the Municipal Code Purchasing of Supplies, Equipment and Services, and Procedures for Public Works Projects to update the City Manager's signing authority and add a new section providing Authority to Adopt Implementing Regulations and Administrative Policies.                                      |
| <b>RECOMMENDED ACTION:</b>       | Introduce and waive first reading of an Ordinance of the City Council amending sections 3.04.050.1, 3.04.120, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 and 3.04.340 of Chapter 3.04 of Title 3 of the St. Helena Municipal Code regarding the City Manager's authority to approve certain supplies, equipment, and public works up to a certain monetary value. |
| <b>PREVIOUS COUNCIL ACTION:</b>  | Purchasing Authority was last updated on November 24, 2015.                                                                                                                                                                                                                                                                                                                       |
| <b>STATEMENT OF THE PURPOSE:</b> | Streamline purchasing process in response to previous City Council direction.                                                                                                                                                                                                                                                                                                     |
| <b>FINANCIAL IMPACT:</b>         | None.                                                                                                                                                                                                                                                                                                                                                                             |

### BACKGROUND:

St. Helena Municipal Code (SHMC) Chapter 3.04 Purchase of Supplies, Equipment and Services and Procedures for Public Works Projects establishes the City's purchasing system, including bid procedures and contract award thresholds, which may be updated periodically based on inflation or recommendation to ensure the purchasing process remains efficient. Section 3.04 as it relates to the purchasing authority was last updated in 2015, when the City council increased administrative approval authority for purchases of supplies, equipment, and services from \$10,000 to \$25,000.

The 2015 update made the City's procurement process more efficient by decreasing the time and costs associated with small dollar purchases and enabled the City Council to focus on policymaking.

### DISCUSSION:

In the 10 years since SHMC Section 3.04 was updated, the costs of all goods and services have risen significantly. This has increased the number of contracts and purchases that require City Council action. Higher inflation since the pandemic has

dramatically eroded purchasing power, requiring limited staff resources to be spent on preparing agenda reports for minor purchases that previously could have been approved administratively.

The City recently conducted a survey of neighboring agencies within Napa and Sonoma Counties to assess City Manager purchasing authority levels. The table below provides a comparative summary of the survey results.

| <b>Agency</b>        | <b>Purchasing Authority</b> |
|----------------------|-----------------------------|
| <b>Napa County</b>   |                             |
| American Canyon      | 100,000                     |
| Calistoga            | 30,000                      |
| Napa                 | 125,000                     |
| <i>St. Helena</i>    | <i>25,000</i>               |
| Yountville           | 45,000                      |
| <b>Sonoma County</b> |                             |
| Bodega               | 50,000                      |
| Cloverdale           | 50,000                      |
| Cotati               | 25,000                      |
| Geyserville          | 50,000                      |
| Guerneville          | 50,000                      |
| Healdsburg           | 50,000                      |
| Rohnert Park         | 100,000                     |
| Santa Rosa           | 100,000                     |
| Sebastopol           | 50,000                      |
| Sonoma               | 25,000                      |
| Windsor              | 50,000                      |
| <b>Marin County</b>  |                             |
| Belvedere            | 75,000                      |
| Corte Madera         | 75,000                      |
| Fairfax              | 200,000                     |
| Larkspur             | 60,000                      |
| Novato               | 50,000                      |
| San Anselmo          | 50,000                      |
| San Rafael           | 50,000                      |
| Sausalito            | 75,000                      |
| Tiburon              | 60,000                      |
| <b>Solano County</b> |                             |
| Benicia              | 100,000                     |
| Vallejo              | 100,000                     |
| Fairfield            | 100,000                     |
| Dixon                | 25,000                      |

|           |         |
|-----------|---------|
| Vacaville | 100,000 |
|-----------|---------|

As the data above shows, only 2 other cities, out of the 30 listed above have a signing authority of \$25,000 or less and the average authority is \$68,000. In addition to surveying other cities, the recommendation to update the City Manager's administrative purchasing authority is based on several factors:

- The previous City Council had requested staff to bring back an item to City Council to increase certain purchasing thresholds to improve operational efficiencies.
- Inflationary Adjustments. Consumer Price Index (CPI) is the most widely recognized measure of inflation. Between 2015 and 2025, the Bay Area CPI (as published by the U.S. Bureau of Labor Statistics for the San Francisco-Oakland-Hayward region) increased by approximately 37 percent, meaning that a \$25,000 purchase in 2015 is now equivalent to \$34,250 in 2025.
- Growth in the City's budget. In FY 2015, the General Fund operating budget was \$9.4 million. In FY 2025-26, it has increased 139% to 22.2 million. In FY 2015, \$25,000 represented 0.27 percent of the General Fund operating budget. In 2025, \$25,000 represents 0.11 percent of the General Fund operating budget, while \$60,000 represents 0.27 percent of the General Fund operating budget.
- The volume of contracts that require City Council consideration. The City Council has considered 42 contracts and purchases in FY 2025. 16 (38%) were less than \$60,000 and 22 (52%) were more than \$60,000. 100% of these purchases were approved by the City council.
- The recommended administrative approval threshold updated would free up approximately 128 hours of staff time a year.

The recommended amount is also consistent with the limit established in St. Helena Municipal Code Section 3.04.020 regarding uniform construction contracts.

Additionally, it is common for departments to bring notable matters to the City Council for consideration even when the contract/purchase is below the established signing authority and that practice will continue with the recommended update.

Below is a summary of the recommended updates.

1. The threshold for administrative approval for agreements set at \$60,000.
2. The \$60,000 is updated every five years based on CPI and rounded to the nearest \$5,000.

No other changes are recommended to the purchasing system or policies, and all other requirements of Chapter 3.04 remain in effect. This action will rescind the Council's March 11, 2025 adjustment to the City Manager's signing authority (which had temporarily lowered the signing authority to \$10,000) and establish a new authorization level.



Streamlining the approval process for lower-value contracts will enhance operational efficiency by reducing administrative tasks and allow staff to direct time and attention on delivering services and projects. There is no direct budget impact associated with this recommendation.

**ENVIRONMENTAL REVIEW:**

None.

**GOAL:**

Goal 1: Strengthen Financial Sustainability

Goal 7: Enhance Organizational Effectiveness

**DOCUMENTS ATTACHMENTS:**

[St. Helena Municipal Code Chapter 3.04-c1](#)

# PURCHASING POLICY UPDATE

DECEMBER 9, 2025



## BACKGROUND

- SHMC Chapter 3.04 sets purchasing procedures and thresholds.
- Last update in 2015 increased administrative approval from \$10k to \$25k.
- Update improved efficiency and reduced time/cost for small purchases.

## WHY AN UPDATE IS NEEDED

- Costs have risen significantly since 2015.
- More small purchases now require Council action.
- Inflation has reduced purchasing power.

## REGIONAL PURCHASING AUTHORITY COMPARISON

- Only 2 of 30 surveyed agencies have limits at or below \$25k.
- Average administrative authority among surveyed agencies is \$68k.
- St. Helena's limit is among the lowest regionally.

| Description            | Average Purchasing Authority |
|------------------------|------------------------------|
| Marin County Agencies  | 77,222                       |
| Napa County Agencies   | 75,000                       |
| Solano County Agencies | 85,000                       |
| Sonoma County Agencies | 54,545                       |
| <b>Overall Average</b> | <b>68,167</b>                |

## CONTRACT VOLUME

- City Council reviewed 42 contracts FY 2025.
- 16 (38%) were between \$10K and \$60k; 22 (52%) were above \$60k.
- All were ultimately approved by Council.
- Updating the threshold would save approximately 128 staff hours annually.

## OPERATIONAL IMPACT

- Streamlines approval for lower-value contracts.
- Reduces administrative workload.
- Allows staff to focus on service delivery and priority projects.

## IMPACT OF PROPOSED POLICY UPDATE

- Aligns with SHMC Section 3.04.020 (uniform construction contracts).
- All other provisions of Chapter 3.04 remain unchanged.
- No direct budget impact,
- Signing authority can only be used for monies authorized in the adopted budget.



## RECOMMENDED UPDATES

- Increase administrative approval threshold to \$60,000.

# QUESTIONS?



ORDINANCE NO. \_\_\_\_\_

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AMENDING SECTIONS 3.04.050.1, 3.04.100, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 AND 3.04.340 OF CHAPTER 3.04 OF TITLE 3 OF THE ST. HELENA MUNICIPAL CODE REGARDING THE CITY MANAGER'S AUTHORITY TO APPROVE CERTAIN SUPPLIES, EQUIPMENT, AND PUBLIC WORKS UP TO A CERTAIN MONETARY VALUE**

**WHEREAS**, the City of St. Helena's ("City") Purchasing Ordinance provides the City Manager to have the authority to purchase certain equipment, supplies, and public works up to a certain monetary value without needing to obtain the City Council's approval; and

**WHEREAS**, state law and the California Constitution permits the City to adopt all local, police, sanitary, and other ordinances and regulations not in conflict with general law; and

**WHEREAS**, City has determined that an increase in the preset spending limits provided to the City Manager for the purchase of certain equipment, supplies, and public works will improve the efficiency of local governmental operations by providing the City Manager more flexibility in the procurement of certain equipment, supplies, and public works.

**NOW, THEREFORE**, the City Council of the City of St. Helena does ordain as follows:

**Section 1:** The Recitals set forth above are true and correct and are incorporated by reference into this Ordinance.

**Section 2:** Amendment.

Sections 3.04.050.1, 3.04.100, 3.04.120, 3.04.130, 3.04.140, 3.04.150, 3.04.170, 3.04.175 and 3.04.340 of Chapter 3.04 of Title 3 of the St. Helena Municipal Code are hereby amended to read as follows (new language is underlined, deletions are in ~~strikeout~~):

**"3.04.050.1 Authority to adopt implementing regulations and administrative policies.**

Notwithstanding the provisions set forth in Chapter 3.04, the City Council reserves the right to adopt implementing regulations and administrative policies for the procurement of equipment, supplies, and public works while concurrently aligning such activities with the City's General Plan and City Council Goals."

**"3.04.100 Bidding procedures for various purchase amounts.**

Except as authorized in Sections 3.04.140 and 3.04.150, or in the case of emergencies as described in Sections 3.04.170 and 3.04.175, the purchase of supplies, general services, equipment and special equipment/supplies not included in a construction contract or bid specification for a public work, shall be made as follows:

(A) A purchase of five thousand dollars (\$5,000.00) or less may be made by departmental purchase in accordance with Section 3.04.110.

(B) A purchase greater than five thousand dollars (\$5,000.00) to sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~\$25,000.00~~) may be made by an informal bid procedure in accordance with Section 3.04.120.

(C) A purchase of more than sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~\$25,000.00~~) shall be made by formal bid procedure in accordance with Section 3.04.130.”

**“3.04.120 Informal bid procedure.**

The purchase of supplies, equipment, special equipment/supplies and general services not included in a construction contract or bid specification for a public work with the estimated value greater than five thousand dollars (\$5,000.00), but not exceeding sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~\$25,000.00~~), shall be made by a purchase order as required by this chapter. Said purchases, subject to the department head’s discretion, based upon a small amount, or urgent need and timeliness, may be let without the formal bidding procedures described in Section 3.04.130. In such case, the following procedures shall be followed:

A. Solicitation of Bids. If it is determined that the request is of a sufficient size and time allows, the purchasing officer or designee, before issuing the purchase order to a specific contractor/vendor, shall: for purchases greater than five thousand dollars (\$5,000.00) to sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~\$25,000.00~~), obtain at least three written bids or price quotes. The purchasing officer or designee may negotiate to obtain the lowest possible contract amount from any vendor contacted who can provide supplies, general service, or equipment within the time constraints of the department’s request. The purchasing officer or designee may solicit or determine bids of prospective vendors by written request, telephone, or may base award recommendations upon current catalogs or advertisements.

...”

**“3.04.130 Formal bid procedure.**

For supplies, equipment, special equipment/supplies and general services not included in a construction contract or bid specification for a public work with an estimated value in excess of sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~\$25,000.00~~), purchases shall be made in accordance with the following formal written bid procedures:

...

**“3.04.140 Special equipment/supplies, sole source purchases, and bid exceptions.**

...

(B) Sole Source Purchases. Commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, are exempt from the competitive bidding requirements in Section 3.04.100 and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer. All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the appropriate department head and forwarded to the purchasing officer. Approval of any sole source acquisition shall be obtained from the city council for an award of a contract or purchase order greater than sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~25,000.00~~).

...

**“3.04.150 Cooperative purchasing with other agencies.**

The bidding requirements of Section 3.04.100 shall not apply to the purchasing of any equipment or supplies which the purchasing officer decides to obtain through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency. If it is determined to be in the best interest of the city, the purchasing officer is authorized to “piggy-back” onto or join into an existing written purchase contract, which contract was obtained within the last twelve (12) months through a competitive bidding process prepared by and awarded by another public, local, state or federal government agency. However, the city council’s approval shall be required prior to and for the joining of a “piggy-back” purchase or cooperative purchase for a purchase greater than sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~25,000.00~~).”

**“3.04.170 Emergencies.**

Bidding procedures may be dispensed with in the case of an emergency. The city council delegates to the city manager the authority to declare a public emergency and enter into contracts for any purchase in accordance with Section 3.04.175. The city manager’s authority is subject to confirmation by the city council at its next meeting for any purchase in excess of sixty thousand ~~twenty-five thousand~~ dollars (\$60,000.00~~25,000.00~~).”

**“3.04.175 Declared emergencies.**

...

(D)(2) The ~~finance~~ director of administrative services will inform the city manager or ~~their~~ a designee and the city council of any individual purchase under this section with a contract amount greater than sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), and also whenever the aggregate of purchases under this section is greater than two hundred fifty thousand dollars (\$250,000.00).

...

(F)(1) Posting of Contract Awards. All contracts awarded that exceed sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00) shall be presented to the city council for ratification and thereafter shall be publicly posted within sixty (60) days of the award.

...

(F)(3) Notification Requirement for Emergency Services. For any purchase in excess of sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00), the city manager shall report all such purchases to the city council within thirty (30) days of the onset of the disaster.

..."

#### **"3.04.340 Contracting authority.**

The city manager shall approve professional service or consulting contracts up to and including sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00). The city council shall approve professional service or consulting contracts greater than sixty thousand ~~twenty-five thousand~~ dollars (~~\$60,000.00~~25,000.00)."

**Section 3:** This action is not subject to the requirements of the California Environmental Quality Act ("CEQA"). The approval of this Ordinance is not a "project" within the meaning of 14 CCR Section 15378 ("State CEQA Guidelines") because it has no potential for resulting in direct or indirect physical changes in the environment. The approval of this Ordinance is exempt from CEQA review because it will not have a significant effect on the environment under Section 15061(b)(3) of the State CEQA Guidelines.

**Section 4:** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, of the application thereof to any person or place, if for any reason held to be unconstitutional or invalid by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or places.

**Section 5:** The Mayor shall sign this Ordinance and the City Clerk shall cause the same to be published in accordance with Government Code section 36933. This Ordinance shall become effective thirty (30) days later.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St.,  
Helena City Council on [REDACTED] day of [REDACTED], 2025, by the following vote:

|                           |       |
|---------------------------|-------|
| Mayor Dohring:            | _____ |
| Councilmember Deasy:      | _____ |
| Councilmember Barak:      | _____ |
| Councilmember Spadarotto: | _____ |
| Councilmember Summers:    | _____ |

APPROVED:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

ATTEST:

\_\_\_\_\_  
Andrew Bradley, City Clerk  
CITY OF ST. HELENA







## Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                         |
| <b>FROM:</b>                     | Eric Janzen, Assistant Public Works Director                                                                                                                                                                                                                             |
| <b>SUBJECT:</b>                  | Adopt a Resolution authorizing existing water customers in the Magnolia Oaks Subdivision to connect to their potable water service for irrigation purposes.                                                                                                              |
| <b>RECOMMENDED ACTION:</b>       | Approve the Resolution.                                                                                                                                                                                                                                                  |
| <b>PREVIOUS COUNCIL ACTION:</b>  | Originally presented to council on November 18, 2025.                                                                                                                                                                                                                    |
| <b>STATEMENT OF THE PURPOSE:</b> | Seek Council authorization via adoption of a Resolution to authorize existing water customers in the Magnolia Oaks Subdivision to obtain the appropriate permits to connect their existing onsite irrigation systems to the private side of their potable water service. |
| <b>FINANCIAL IMPACT:</b>         | None                                                                                                                                                                                                                                                                     |

### BACKGROUND:

The City Council adopted Resolution 2007-128 and Resolution 2007- 129 on November 13, 2007 establishing the Magnolia Oaks Subdivision. Included in Resolution 2007-128 (Mitigated Negative Declaration) was a provision requiring water conservation (refer to Mitigation Measure #43). The developer elected to meet this requirement by constructing a non-potable irrigation water distribution system connected to a new groundwater well located between Lot 29 (232 Rosebud Lane) and Lot 30 (204 Rosebud Lane). A private Well/Tank Easement and Maintenance Declaration was recorded on 7/15/2013. The non-potable distribution system supplies irrigation water for domestic landscaping to all parcels within the subdivision.

Water Neutrality Policy was not in effect at the time the subdivision was approved, so a water neutrality calculation was not prepared as part of this project.

### DISCUSSION:

In 2025, representatives of the Magnolia Oaks Maintenance District reported to the City that the well had failed in the previous year. The residents lack the funding to restore the well in accordance with current requirements and they request the City Council grant authorization to use potable water for landscaping.

Granting this request will increase the amount of potable water used by the residents of this development.

The non-potable system is metered at each residence. The last full year of recordkeeping for water usage was 2023. City staff requested meter data for the purpose of determining how much water was used for irrigation on an annual basis. This data was provided in a spreadsheet; however, this record had many inconsistencies and the City was not able to reconcile the water usage.

"The subdivision has a mixture of water meter types on the non-potable system. Some read in cubic feet (CF) and some in gallons (GAL). The subdivision's accounting practice applies a "multiplier" of 0.01 to all CF meters. This is not a conventional conversion factor, and it is unclear why it is applied. The GAL meters have no multiplier applied nor do these reads get converted to CF. However, selected GAL meters have a multiplier of 0.001 manually applied to the read. This multiplier is not expressly identified in the "multiplier" column [of the spreadsheet]. The accounts to which this multiplier is applied varies each billing period. It is unclear why some accounts receive the 0.001 multiplier and others do not." <excerpt from Public Works email correspondence dated 9/12/2025>

Staff then evaluated well driller's records, anecdotal reporting from residents, and construction records pertaining to the non-potable distribution system. Staff determined that the past use of the non-potable system makes it unsuitable for distributing potable water. Staff also determined that the non-potable system cannot be cleaned/refurbished for potable use. Staff did not attempt to evaluate the condition of the well.

Staff's assessment is that the non-potable distribution system is not viable.

City Attorney's assessment is that there is no legal prohibition to residents switching to potable water and that this change does not trigger a water neutrality evaluation.

Staff have reviewed the questions and comments received during the Council Meeting of November 18, 2025. The PowerPoint presentation has been updated to address these comments. The recommended COAs have been updated to reflect input from the Council and City Attorney and summarized below:

- Permitting is mandatory under both State and Municipal Code. The proposed connections must be inspected.
- Permit fees will cover the cost of staff time to perform these inspections. While Council can elect to reduce or waive permit fees, the cost of staff time will be borne by the other taxpayers of our City.
- Backflow prevention devices are mandatory under both State and Municipal Code. Resident testimony that all residences are already equipped with functioning RPP devices is incorrect. Some parcel owners have not maintained and tested their devices and are under active enforcement action by the City.
- Well abandonment is mandatory and the responsibility of the "Well Site Property Owner". How cost for well abandonment is shared between the "Well Site

Property Owner", the Association and owners is a civil matter discussed in the CC&Rs. The City's role in this matter is enforcement only.

- Residents of Magnolia Oaks are being held to the same potable water standards as all other residents of the city. The "Purple Pipe" system and private irrigation laterals were not constructed to the standards of a potable water system. The portions of the system to be retained must be either upgraded or isolated with a RPP before use.
- Non-Potable distribution systems are uncommon but not unusual in areas where potable water has limited availability. Staff recommend that private infrastructure of this type always be owned and managed by a Home Owners Association. Separate private ownership of a community asset can only lead to conflicts between the owner of the asset and those served.

Staff continue to recommend that the well be demolished under permit from Napa County, non-potable system be capped and all non-potable meters removed. Residents may then be permitted to connect their private non-potable lateral(s) to their existing potable water service to their non-potable lateral via a reduced pressure principal (RPP) backflow prevention device. Connection will be voluntary and require a building permit if the parcel owner elects to connect.

#### IMPACT ON THE CITY:

Magnolia Oaks Subdivision is 5.86 acres (255,261 sq.ft.), zoned High Density Residential with Planned Development Overlay consisting of 45 units on 31 lots. Average lot coverage is estimated as 36%. This limits the square-footage available for landscaping to 64% of the total development or 163,367 sq.ft. Existing landscaping is drought tolerant and well established. City Staff used the CA.gov Residential Landscape Water Calculator to estimate water usage. The Calculator estimated landscape water usage for the entire development as 2,268 HCF annually. (1 HCF = 748 Gallons)

The additional water demand for individual households (SFR and MFR) is expected to range between 50 HCF to 73 HCF annually or about 5.6 HCF to 8.1 HCF per month, March through November. Irrigation use during the months of December through February is expected to be 0 HCF.

#### REQUIRED COAs:

If the attached resolution is approved by Council, residents of Magnolia Oaks would need to obtain permits to modify their existing potable water services in a manner that protects the City's potable water system. Public Works has compiled a list of conditions of approval (COAs) to be applied to these permits.

1. RPP backflow preventers are required on private potable laterals. Missing or non-compliant backflow preventers shall be replaced with RPP devices by the property owner in accordance with City Standard.
2. Existing non-potable distribution system will not be used to distribute potable water and shall be capped and abandoned in place.

3. Residents shall connect their private (on parcel) irrigation system to their potable service at a point downstream of the RPP.
4. Irrigation meter shall be removed and the non-potable piping capped.
5. The City strongly recommends that each resident have a second functioning RPP between the potable service and irrigation system.

**ENVIRONMENTAL REVIEW:**

Council adopted Resolution 2007-128 accepting the CEQA Mitigated Negative Declaration for the subdivision.

**GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability

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

**DOCUMENTS ATTACHMENTS:**

[Resolution.Magnolia Oaks Irrigation Water.v2](#)

**CITY OF ST. HELENA**

**RESOLUTION NO. 2025-\_\_**

**RESOLUTION AUTHORIZING EXISTING WATER CUSTOMERS IN THE MAGNOLIA OAKS SUBDIVISION TO OBTAIN THE APPROPRIATE PERMITS TO CONNECT THEIR EXISTING ON SITE IRRIGATION SYSTEMS TO THE PRIVATE SIDE OF THEIR POTABLE WATER SERVICE.**

**RECITALS**

- A. The City Council adopted Resolution 2007-128 and Resolution 2007-129 on November 13, 2007 establishing the Magnolia Oaks Subdivision; and
- B. In 2025, representatives of the Magnolia Oaks Maintenance District reported to the City that the well had failed in the previous year; and
- C. The residents lack the funding to restore the well in accordance with current requirements and they request the City Council grant authorization to use potable water for landscaping; and
- D. Staff determined that the past use of the non-potable system makes it unsuitable for distributing potable water. Staff also determined that the non-potable system cannot be cleaned/refurbished for potable use; and
- E. Staff find that existing potable water services are the only viable alternative to the non-potable distribution system; and
- F. Residents of Magnolia Oaks would need to obtain permits to modify their existing potable water services in a manner that protects the City's potable water system.

**RESOLUTION**

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

1. Authorize existing water customers in the Magnolia Oaks Subdivision to obtain permits to connect to their potable water service for irrigation purposes on a voluntary basis.
2. Require the Magnolia Oaks Subdivision to permanently abandon the groundwater well under permit from the County.
3. Require the Magnolia Oaks Subdivision to remove all non-potable water meters and permanently cap non-potable water distribution piping.
4. Residents who choose to connect their private non-potable service to potable water shall install Reduced Pressure Principle (RPP) backflow prevention device(s) at their sole expense and in accordance with City Standards.

5. Residents who choose to connect their private non-potable service to potable water shall do so on the privately owned side of their potable water meter.

Approved at a Regular Meeting of the St. Helena City Council on 9, December, 2025, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk

# Magnolia Oaks Subdivision

## Request for Irrigation Water Connection

CITY WATER DEPARTMENT AT 707-468-2655 PRIOR TO ST. HELENA. CONTRACTOR IS RESPONSIBLE FOR BLACKING OUT USA M CONSTRUCTION.

5. CONTRACTOR SHALL PROVIDE EMERGENCY TELEPHONE NUMBERS TO PUBLIC WORKS DEPARTMENTS AND KEEP THEM INFORMED OF CONSTRUCTION AND DETOURS. DETOURS SHALL NOT BE REQUIRED BY THE PUBLIC WORKS DIRECTOR.

9. CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF FIELD LOCATIONS OF UTILITIES AND UNDERGROUND FACILITIES FOR GENERAL INFORMATION ONLY.

10. CONTRACTOR SHALL PROVIDE FOR AND MAINTAIN SAFETY OF THE GENERAL PUBLIC AND TO THE SATISFACTION OF THE CITY.

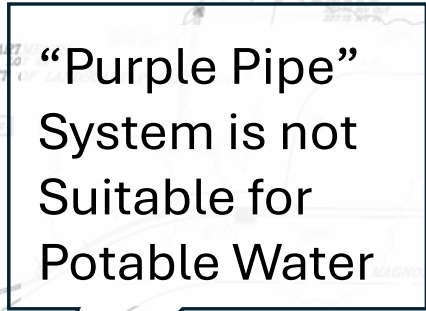
11. ALL MATERIALS SHALL BE FURNISHED AND INSTALLED IN ACCORDANCE WITH THE SPECIFICATIONS NOTED.

12. REMOVAL OF ANY TREE WITHIN THE PUBLIC RIGHT OF WAY OF ST. HELENA.

13. ALL TREES WITHIN THE PUBLIC RIGHT OF WAY MUST BE PROTECTED. DAMAGE TO A TREE SHALL BE APPROPRIATELY REPAIRED.

14. WORKING HOURS ARE FROM 8AM TO 5PM, MONDAY TO FRIDAY. EQUIPMENT IS ALLOWED PRIOR TO 8AM. WRITTEN PERMISSION IS REQUIRED FROM ST. HELENA POLICE CHIEF FOR WEEKEND AND HOLIDAY WORK.



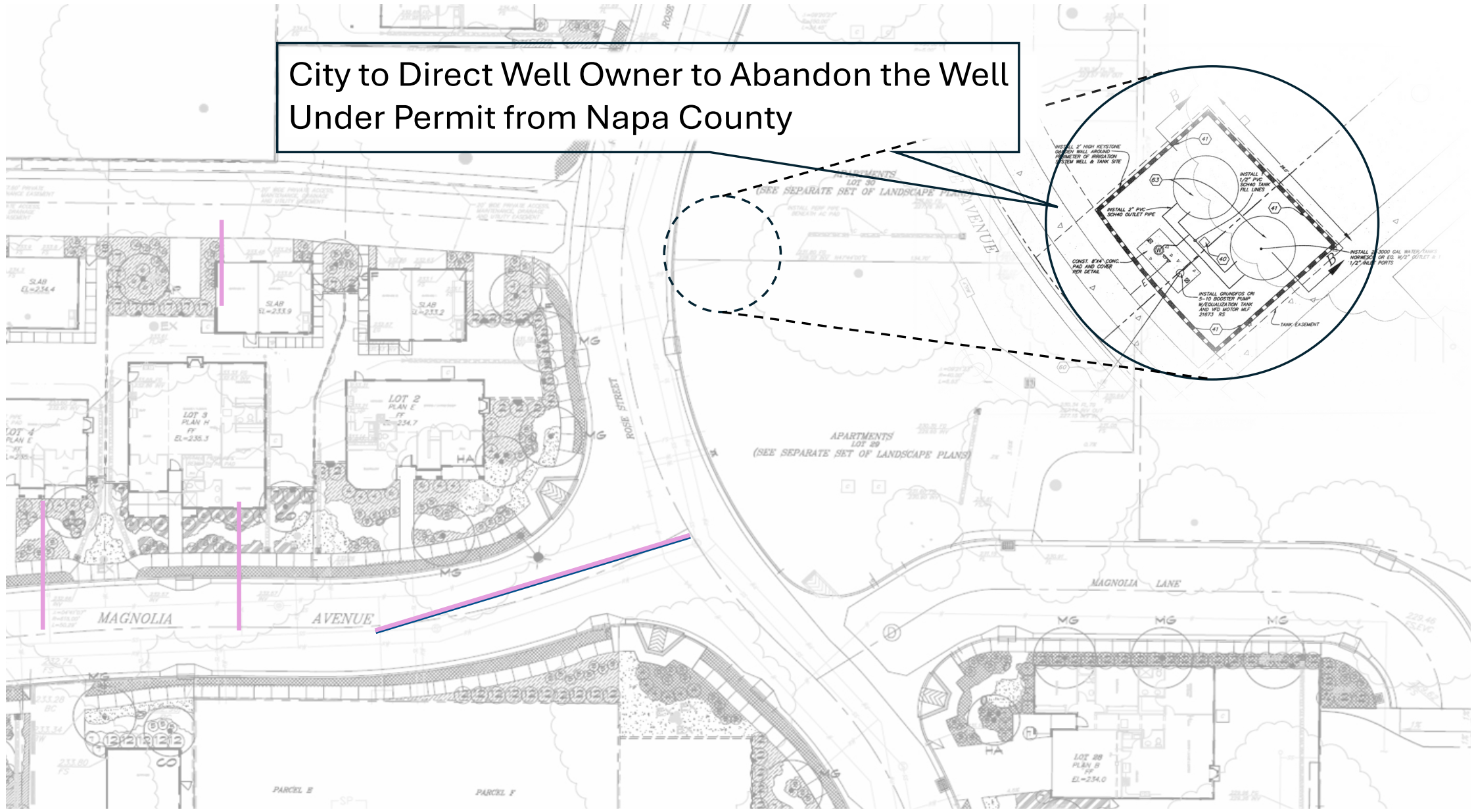
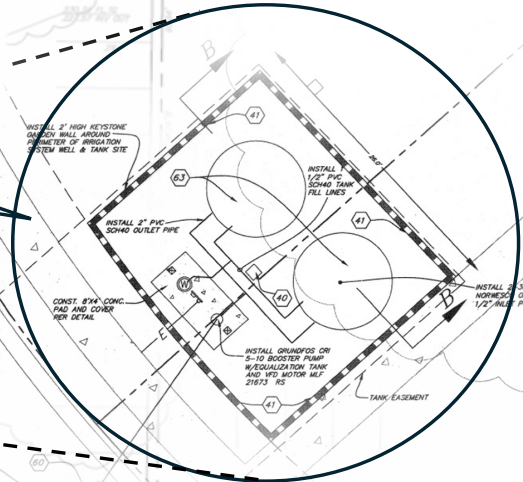




## Why is the Purple Pipe System Not Suitable for Potable Water?

- It's not the **water**, it's the **pipe** itself.
- “Purple Pipe” and irrigation systems are constructed with materials and devices not rated for use in potable water systems. Any water conveyed by “Purple Pipe” systems is considered is a potential source of **contamination**.
- The only approved protection against contamination is a backflow prevention device. In St. Helena, only reduced pressure principal (aka “RPP” or “RP”) devices are acceptable.

City to Direct Well Owner to Abandon the Well Under Permit from Napa County





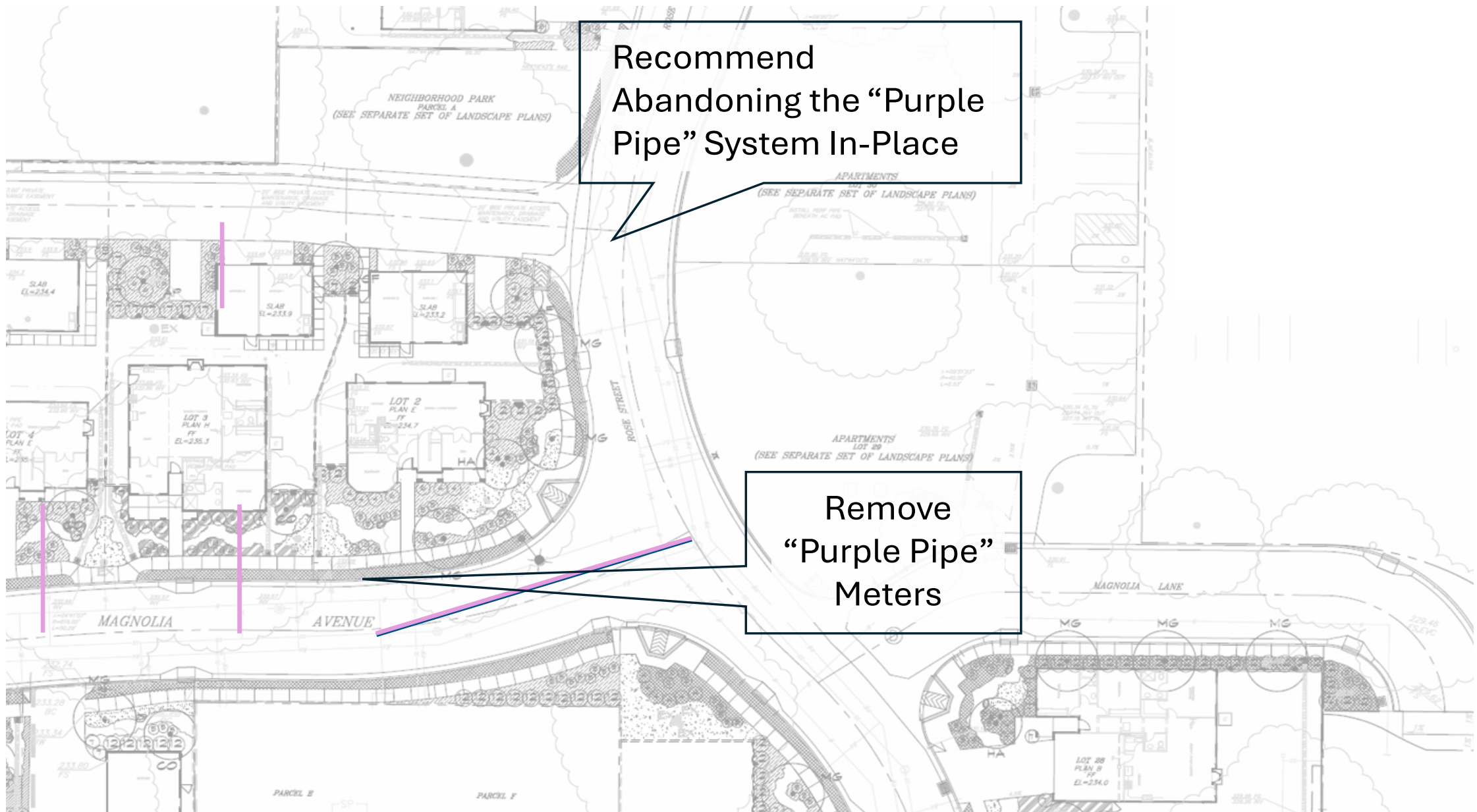
## Why Must the Well be Abandoned?

- Groundwater wells are a direct conduit to groundwater. Non-operating wells have the potential to transmit pollutants directly to the groundwater where it can spread to other properties and users.

## Who is Responsible for the Cost of Well Abandonment?

- The “Well Site Property Owner” as defined in the CC&Rs, Section 2.39 and to the extent described in Section 3.4.1. Section 3.4.1 also includes provisions for the “Well Site Property Owner” to recoup some expenses from the Association or Property owners.
- The City has made no determination if Section 3.4.1 is applicable to the cost of well abandonment. This is a civil matter.





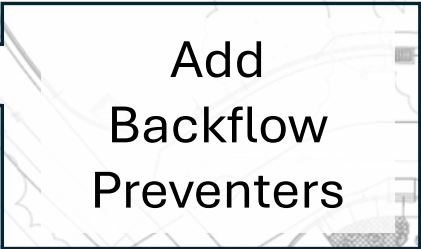
Recommend  
Abandoning the “Purple  
Pipe” System In-Place

Remove  
“Purple Pipe”  
Meters



## Why Remove the “Purple Pipe” Meters?

- To provide a physical disconnection (i.e. “air gap”) between the modified potable water system and the former “Purple Pipe” system.





## Why is the City Requiring Backflow Preventers?

- The Developer did install backflow preventers, however, not all owners have maintained their devices.
- In St. Helena, only the RPP type backflow preventer is acceptable protection **and each potable unit must have been successfully tested in the last year.**
- Owners who wish to connect their irrigation systems to City water must have a working device. The City will have to evaluate each owner's device on a case-by-case basis to ensure that it is functioning as intended.

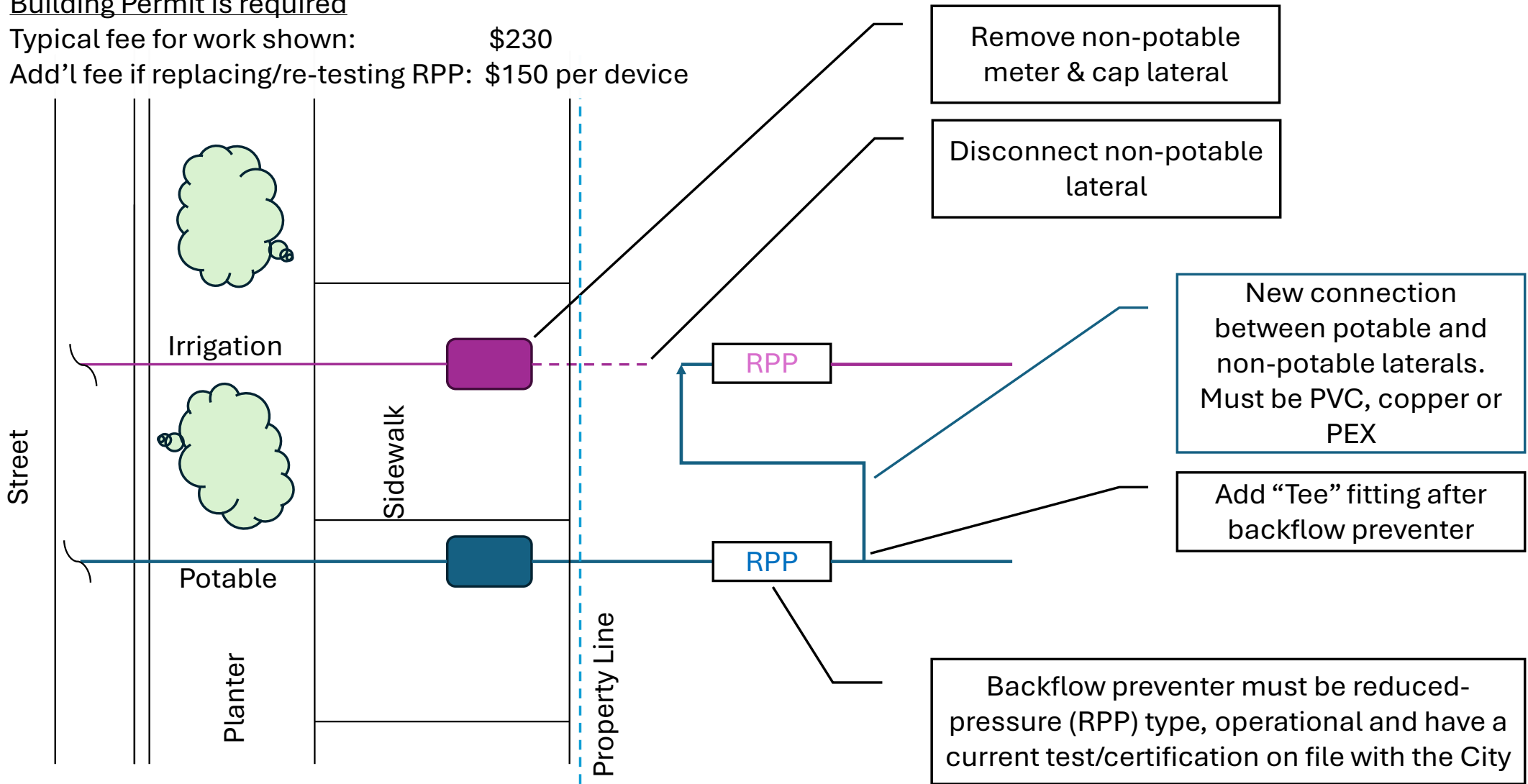


Building Permit is required

Typical fee for work shown:

\$230

Add'l fee if replacing/re-testing RPP: \$150 per device





## Why does the City Strongly Recommend a Second Backflow Preventer?!?!?

- The irrigation systems for the Magnolia Oaks homes were built for non-potable or reclaimed water only. The homes were protected by physically isolating their City water from irrigation water.
- The proposed water connection, if completed, removes the protection unless a secondary functioning RPP is present.
- Irrigation systems are exposed to fertilizers and pesticides which can backflow into the home.
- The RPP installed at the street protects **the neighbors**. When retrofitting an irrigation system as proposed for Magnolia Oaks, a second RPP is needed to protect **the home**.



## Why does the City Require a Permit and Charge a Fee?

- All connections to City water requires inspection by City staff and ongoing recordkeeping.
- The fee covers the cost of staff time.
- If the fee is waived by Council, then the cost of staff time falls on the other taxpayers in the City.



Why is This So Difficult for Magnolia Oaks Specifically? Why are They Not Like Everyone Else?

- In the early development of Magnolia Oaks Subdivision, it was determined that the Development would have negative impacts on the City's water system.
- The Developer elected to mitigate these negative impacts by supplying irrigation water from a well and agreeing to abandon the well when recycled water became available.
- This was documented in the CEQA report and the CC&Rs.
- Council approval of the Development was contingent, in part, on this mitigation.



By abandoning the “Purple Pipe” system, the residents of Magnolia Oaks are changing the agreement with the City. This requires the careful consideration of the City Council.

It also requires significant modifications to the existing water systems to meet the requirements, previously waived, to convey potable water.




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**Comment for Item 12.1 of 9 Dec City Council Meeting**


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**From** Kelly Wheaton <a4est42@gmail.com>

**Date** Sat 12/6/2025 2:44 PM

**To** Public Comment <publiccomment@cityofsthelena.gov>

Andrew,  
I'd appreciate this being attached to Item 12.1 as a public comment.

Dear City Council,

I respectfully request that Item 12.1 be tabled until the staff can correct the Staff report as prepared by Eric Janzen. This is worse than the original one that the council sent back to staff on November 18, 2025. It is full of demonstrably false information, obfuscation and is about as clear as the substance that Public Works delivers to customers, as water.

While the author warns, "*While Council can elect to reduce or waive permit fees, the cost of staff time will be borne by the other taxpayers of our City.*"

**Comment:** There should be no staff time involved in inspecting anything that involves the residents. The residents of Magnolia Oaks all have a Backflow device installed. These devices are to be inspected yearly, by an outside party and a report is filed with the city. It is up to the city to demand compliance, if the reports are not filed or if there is a backflow problem detected. The fact that the City has **failed** to enforce these is not the responsibility of the resident, this is a **failure** of city personnel.

Furthermore no other residents in St Helena have water, once it passes through the Backflow device regulated in terms of what they do with it. People regularly alter sprinklers, Drip irrigation etc without need of a permit. Why are special circumstances being imposed on Magnolia Oaks Residents? As long as the existing backflow device is protecting the city water supply why are they required to secure permits, as no one else is? If the issue is the capping of the purple pipe that is a demand the City needs to make of the Purple Pipe system owner (well owner), **not** of the residents. The residents do not own nor are they responsible for this private system.

Let me take the very first Paragraph in the Staff Report Discussion:

"In 2025, representatives of the Magnolia Oaks Maintenance District reported to the City that the well had failed in the previous year. The residents lack the funding to restore the well in accordance with current requirements and they request the City Council grant authorization to use potable water for landscaping."

**Comment:** No member of Magnolia Oaks ever suggested that they lack the funding to restore the well. Whether they have funding or not is immaterial as it is not their responsibility. Public Works continues to **conflate** TWO entities. One is the private well owner, the other are the residents that purchased irrigation water from the well owner. The Well owner no longer wishes to maintain the well. It is not the responsibility of the residents NOR the city to maintain the well. Even though the City has asked that the well be destroyed it is doubtful they have the legal authority to request that. They can require the well owner to cap the system at each resident's property line and remove the Purple pipe

back flow device and meter. Please stop conflating the requirements of different entities. I asked this, when I spoke at the last meeting. Any issues the city has with the well owner should be addressed to the well owner. The residents have no jurisdiction over the well owner.

Another obvious issue:

*"The "Purple Pipe" system and private irrigation laterals were not constructed to the standards of a potable water system. The portions of the system to be retained must be either upgraded or isolated with a RPP before use."*

**Comment:** All of the purple pipe system was approved and inspected by the city. Once the purple pipe is capped at the home owners lot, the use of that piping for irrigation does not affect the City Water system in any way (because the backflow device prevents this). So why are we requiring an onerous standard to these folks and not to every other private irrigation system throughout the system. No one is going to be using purple pipe for their potable water. The city can suggest that homeowners use an in line pressure device to insure no backflow into their inside water but this is not the city's purview and is not required for any other residential customers.

Which ultimately begs the question why is Public Works continually making a simple situation difficult. It feels vindictive and punitive. The time spent by Legal and Public Works personnel is not due to a failure of the residents, this is a failure of Public Works to understand and reach tenable solutions. Please pull this and make sure this is right and that the responsibilities of the well owner, of the city, and homeowners are clearly delineated. This is why it was sent back to staff and clearly this new staff report is less acceptable than the previous one.

Respectfully

Kelly Wheaton

1335 Inglewood Ave

St Helena



## Agenda Report to the City Council

Agenda Section: OLD BUSINESS

Department: Recreation

|                                  |                                                                                                                                                                                                                                  |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                 |
| <b>FROM:</b>                     | Mara Strickler, City Librarian                                                                                                                                                                                                   |
| <b>SUBJECT:</b>                  | Parks, Recreation & Trails Master Plan Preliminary Recommendations                                                                                                                                                               |
| <b>RECOMMENDED ACTION:</b>       | Provide feedback regarding key findings and preliminary recommendations presented by BluePoint Planning for final draft of the Parks, Recreation and Trails Master Plan.                                                         |
| <b>PREVIOUS COUNCIL ACTION:</b>  | On January 28, 2025, City Council voted to approve adoption of a Resolution authorizing the City Manager to execute a Professional Services Agreement with BluePoint Planning for parks and recreation master planning services. |
| <b>STATEMENT OF THE PURPOSE:</b> | Receive preliminary recommendation from BluePoint Planning related to the Parks, Recreation & Trails master planning services.                                                                                                   |
| <b>FINANCIAL IMPACT:</b>         | There are no financial impacts associated with this report.                                                                                                                                                                      |

### BACKGROUND:

As a part of the adopted 2024-26 goals, City Council established the objective to complete a comprehensive Parks and Recreation master plan. The Parks & Recreation Commission expressed support for the plan and completion of the plan is established within the City Council's adopted 2024-2028 Capital Improvement Program.

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

After reviewing proposals, follow-up interviews, and reference checks, staff recommended and City Council voted to move forward with BluePoint Planning for Parks and Recreation Master Planning Services.

### DISCUSSION:

The Parks, Recreation & Trails Master Plan is intended to evaluate existing conditions, identify unmet community needs, provide a strategy for development and maintenance



of current/future parks, examine methods to improve parks and recreation programming, project future costs, and provide creative funding strategies, analyze service models, and consider opportunities for collaboration with other public and private entities. The scope of the work is broken down into five overarching components (listed below), with various sub-objectives within each component.

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

Foundational to the Master Plan is community participation program, which has included an Advisory Group, stakeholder interviews and group meetings, input from members of the Parks and Recreation Commission, internal staff work sessions, community visioning pop-ups at the Farmer's Market, the Summer Concert series and Harvest Festival, and two online surveys.

BluePoint Planning is in the process of completing the needs assessment and preliminary recommendations. The preliminary recommendations address existing parks and facilities, as well as potential new projects for consideration in the future based upon community need, population distribution, funding, and staff capacity. The presentation provided by BluePoint Planning will focus on community engagement used to assess community needs that have informed their preliminary recommendations and the next steps of the Parks, Recreation, & Trails Master Plan. Over the coming weeks their team will complete a prioritization process and implementation plan, based upon ongoing community input including City Council's, before providing a public review of the Master Plan and presentation to City Council in early 2026.

#### **GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

Goal 7: Enhance Organizational Effectiveness

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

#### **DOCUMENTS ATTACHMENTS:**

[Scope of Services](#)

[12.09.25 St. Helena City Council Meeting](#)

EXHIBIT A  
Scope of Services

### 3. Understanding of Scope

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### 3. Understanding of Scope



#### Project Understanding

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

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

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

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

#### BluePoint's Approach Recreation as a Driver

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

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

### 3. Understanding of Scope

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

#### Placemaking

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

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

#### Assessing Community Needs

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

Our approach includes the following steps:

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





### 3. Understanding of Scope



#### System Sustainability

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

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

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

#### Engaging the Community

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

#### Proposed Work Plan

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

### 3. Understanding of Scope

#### Task 1. Project Meetings and Management

##### 1.1 Project Kickoff Meeting

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

##### 1.2 Steering Committee Meetings (4)

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

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

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

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

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

##### 1.3 Biweekly Coordination Calls and Project Management

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



*Missoula PROST Public Open House*

### 3. Understanding of Scope

#### Task 2. Existing Conditions Assessment

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

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

#### 2.1 Parks and Recreation Facility Inventory & Conditions Assessment

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

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

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

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

#### 2.2 Assessment of Recreation Programs

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

### Hilltop Park Center

**Location** 871 Jessie Street

**Size** 23,900 sf

**Opened** 1985

**park projects**



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

There is an attractive mural on the Recreation Center building.

**Key Recommendations**

**Major Project - Existing**

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

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

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

**Enhance/Add Amenities**

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

**Connect to City Planning Documents**

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

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

**parks & recreation master plan**

**5.4**

**june 16, 2016**

Monterey Parks & Recreation MP Inventory



### 3. Understanding of Scope

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

#### 2.3 Demographics, Comparables, and Community Profile

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

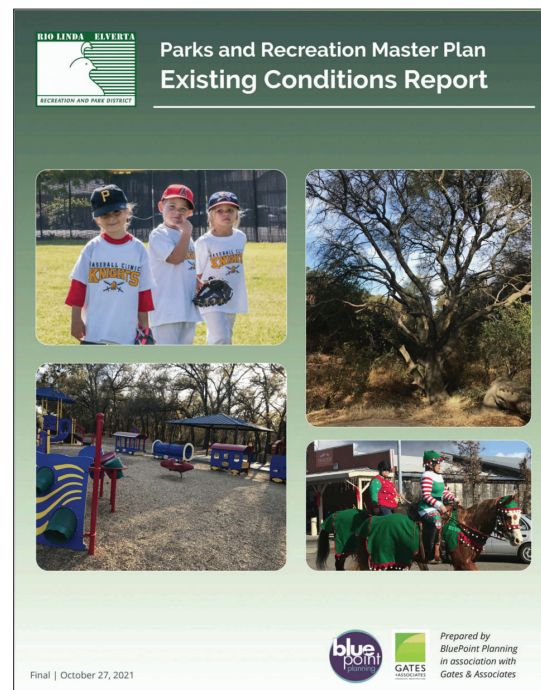
#### 2.4 Organizational and Staffing Review

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

#### 2.5 Existing Conditions Summary Report

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

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



*RLE Parks and Recreation Existing Conditions Report*



*Bilingual Outreach Material*

## 3. Understanding of Scope

### Task 3. Community Engagement

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

#### 3.1 Community Engagement Plan and Coordination

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

#### 3.2 Project Website and Collateral Materials

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

#### 3.3 Community Needs Survey

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



Bilingual project website, [hmboutdoors.org](http://hmboutdoors.org)

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

#### 3.4 Key Informant Interviews

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

#### 3.5 Small Group Meetings

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

### 3. Understanding of Scope

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

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

#### 3.6 Community Workshops (3)

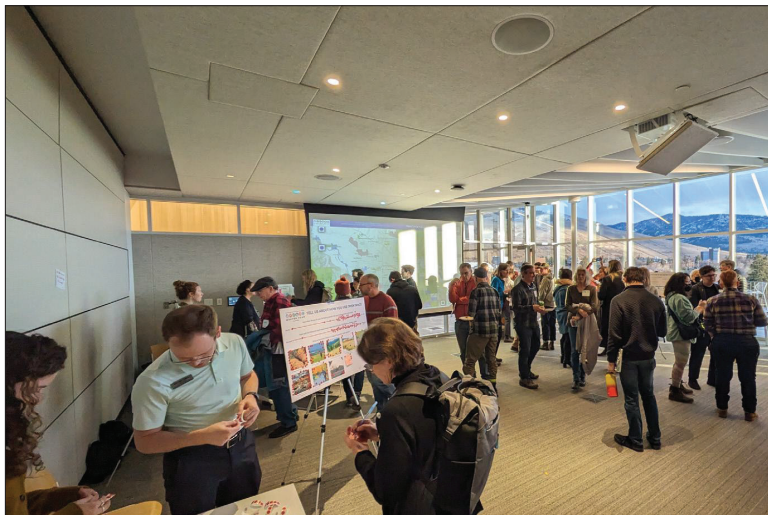
The Team will work with the City to identify the appropriate formats and locations for up to three community workshops at key milestones. These will not necessarily be a traditional 2-hour meeting at City Hall – we will tailor the workshops to the preferences of the St. Helena community and will design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

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

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

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

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



*Community Workshop*

#### 3.7 Parks & Recreation Commission Updates (3)

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



## Task 4: Needs Assessment and Preliminary Recommendations

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

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

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

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

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

#### 4.4 Recreation Program Recommendations

### 3. Understanding of Scope

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

#### 4.5 Operations, Revenues and Management Recommendations

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

#### Task 5: Prioritization Process and Implementation Plan

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

##### 5.1 Prioritization Process & Tool

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

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

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

##### 5.2 Funding Opportunities

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



Half Moon Bay Recommendations

Half Moon Bay Recommendations

# 3. Understanding of Scope

## 5.3 Implementation and Phasing Plan

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

## Task 6. Master Plan Report

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

## 6.1 Administrative Draft Master Plan

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

## 6.2 Public Review Draft Master Plan

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

## 6.3 City Council Presentation

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

## 6.4 Final Master Plan

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

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

# 4. Commitment to Budget





## 4. Commitment to Budget

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

### Quality and Cost Control

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

### Customer Service

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

### Effective Communications

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



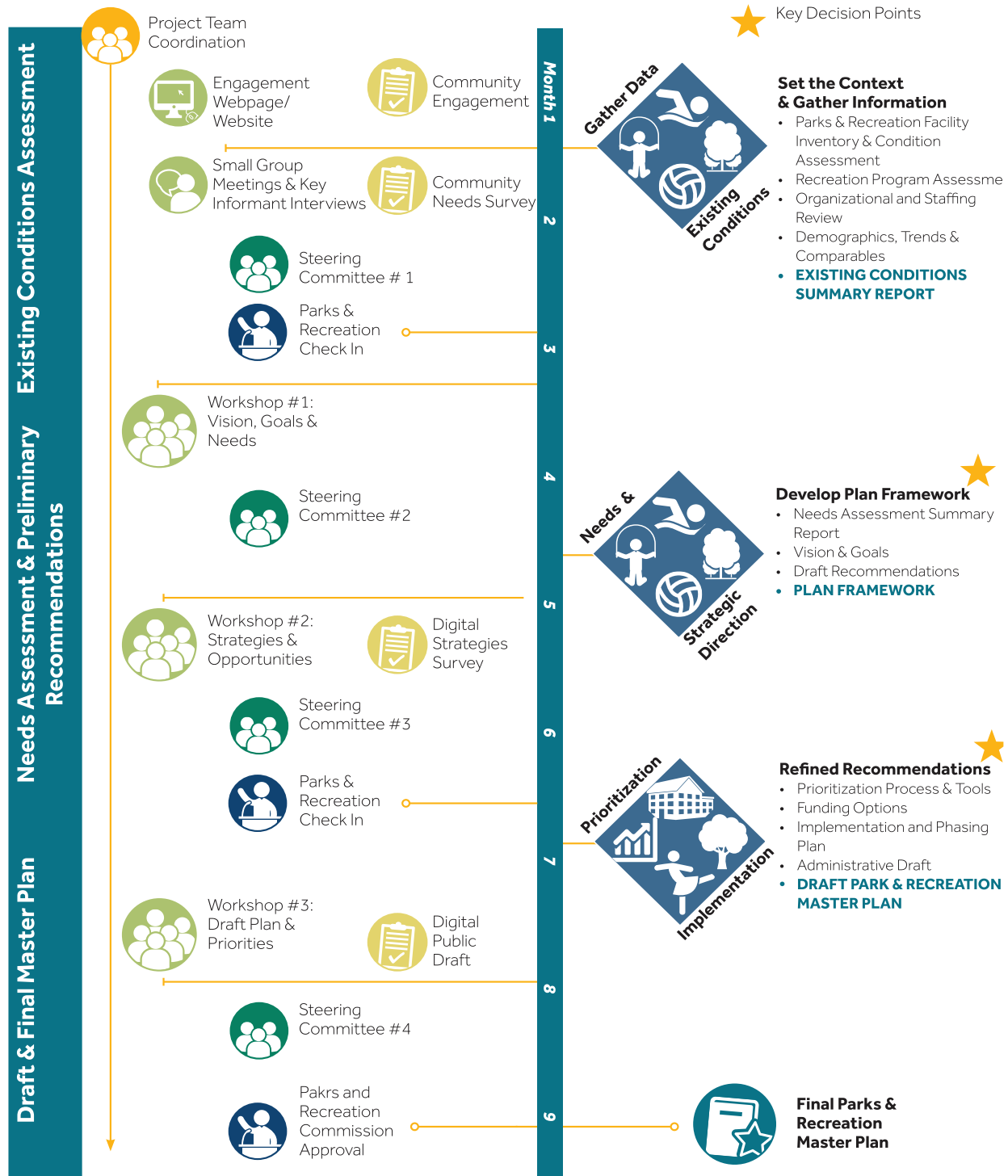
## 4. Commitment to Budget

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



# 5. Delivery Schedule and Timeline

## 5. Delivery Schedule and Timeline



CITY OF ST. HELENA - COMMUNITY SERVICES DEPARTMENT



**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES:**

**Parks & Recreation Master Plan**

DATE ISSUED: Saturday, September 21, 2024

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

CONTACT: Dave Jahns, Director of Community Services

[djahns@cityofstheleena.org](mailto:djahns@cityofstheleena.org) ; (707) 967-2798

**The City is only accepting proposals electronically via email to [recreation@cityofstheleena.org](mailto:recreation@cityofstheleena.org)**

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

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## I. INTRODUCTION

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

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

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

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

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

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

**Table 1.1 – Parks**

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

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

**Table 1.2 –Facilities**

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

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

## II. SOLICITATION

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

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

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

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

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

## III. SCOPE OF WORK

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

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

### A) Data Collection and Assessment of Existing Conditions

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



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

**B) Community Needs Assessment**

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

**C) Community Outreach and Engagement**

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

**D) Recommendations and Implementation Strategy**

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

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

**E) Development of Final Plan**

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

**F) Project Team and Expectations**

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

IV. SCHEDULE

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

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

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

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

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

V. PROPOSAL REQUIREMENTS AND FORMAT

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

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

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

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

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

Part 1: Cover Letter/Executive Summary

Part 2: Experience and Qualifications of Contractor/Team Members

Part 3: Understanding of Event Scope

Part 4: Commitment to Budget & Detailed Work Plan

Part 5: Delivery Schedule and Timeline

Part 6: Proof of Insurance

Part 7: Reference Review

#### PART 1 | COVER LETTER/EXECUTIVE SUMMARY

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

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

#### PART 2 | EXPERIENCE AND QUALIFICATIONS OF CONSULTANT/TEAM MEMBERS

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

#### PART 3 | UNDERSTANDING OF PROJECT SCOPE & DETAILED WORK PLAN

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

#### PART 4 | COMMITMENT TO EVENT BUDGET

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

#### PART 5 | DELIVERY SCHEDULE AND TIMELINE

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

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

#### PART 6 | INSURANCE

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

#### PART 7 | REFERENCE REVIEW

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

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

## VI. PROPOSAL TERMS AND CONDITIONS

### EXAMINATION OF PROPOSAL MATERIALS

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

### ADDENDA INTERPRETATIONS

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

### DESIGNATED CONTACT

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

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

#### PUBLIC RECORDS

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

#### PROPOSAL COSTS

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

#### RESERVATION OF RIGHTS

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

#### PRODUCT OWNERSHIP

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

#### PROFESSIONAL SERVICES AGREEMENT

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

#### CAUSES FOR DISQUALIFICATION

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

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



Proposal | October 20, 2024

# City of St. Helena Parks & Recreation Master Plan



*Submitted by:*

**BluePoint Planning**

**Main Office**

2748 Adeline Street, Suite 3  
Berkeley, CA 94703

**Sonoma County Office:**

21462 Bonita Terrace  
Monte Rio, CA 95462

[www.bluepointplanning.com](http://www.bluepointplanning.com)



**BluePoint Planning**  
2748 Adeline Street, Suite 3  
Berkeley, CA 94703  
510.338.0373  
www.bluepointplanning.com

Sonoma County Office:  
21462 Bonita Terrace  
Monte Rio, CA 95462

October 11, 2024

*Re: RFP for the Parks & Recreation Master Plan*

Dear Dave and Selection Committee Members:

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

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

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

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

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

innovation. empathy. impact.





**BluePoint Planning**  
2748 Adeline Street, Suite 3  
Berkeley, CA 94703  
510.338.0373  
[www.bluepointplanning.com](http://www.bluepointplanning.com)

Sonoma County Office:  
21462 Bonita Terrace  
Monte Rio, CA 95462

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

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

Sincerely,

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

Mindy F. Craig  
Principal, BluePoint Planning

---

Cover letter

1. Cover Letter/ Executive Summary..... 1

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## 2. Experience and Qualifications

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## 2. Experience and Qualifications



### About BluePoint Planning

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

### Areas of Specialization

#### Parks, Recreation and Trails Planning

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

### Policy & Community Planning

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

### BluePoint Corporate Information

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

#### Tax ID

45-452483884

#### Contact

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

#### Digital Work Samples

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

## 2. Experience and Qualifications

### Implementing Strategies & Action Plans

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

### Facilitation, Engagement and Outreach

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



### Philosophical Approach

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

### An interactive & inclusive process.

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

#### Step 1: Explore

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

#### Step 2: Build a Vision

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

#### Step 3: Choose a Path

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

#### Step 4: Focus

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

## 2. Experience and Qualifications

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### How we work sets us apart

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

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

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

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

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

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

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

### Park & Recreation Master Planning

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



## 2. Experience and Qualifications



### Digital Mapping Services

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

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

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

### Services Geospatial Analysis

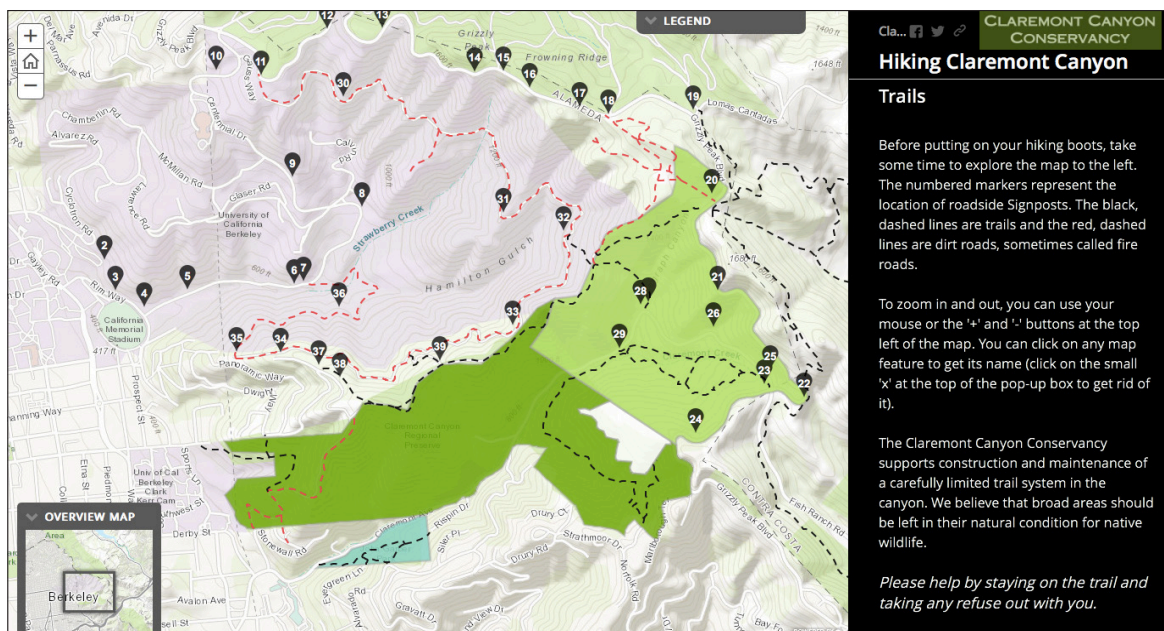
Geographic information systems allows us to see the landscape around us in a different light. From surface analysis, network analysis, and geovisualization, allow DMS find the right path to the answers you need.

### Fire Behavior Modeling

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

### Other Services

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



DMS Story Mapping for the Claremont Canyon Conservancy

## 2. Experience and Qualifications



### Team Introduction

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

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

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

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

### Working with Us Available & Responsive

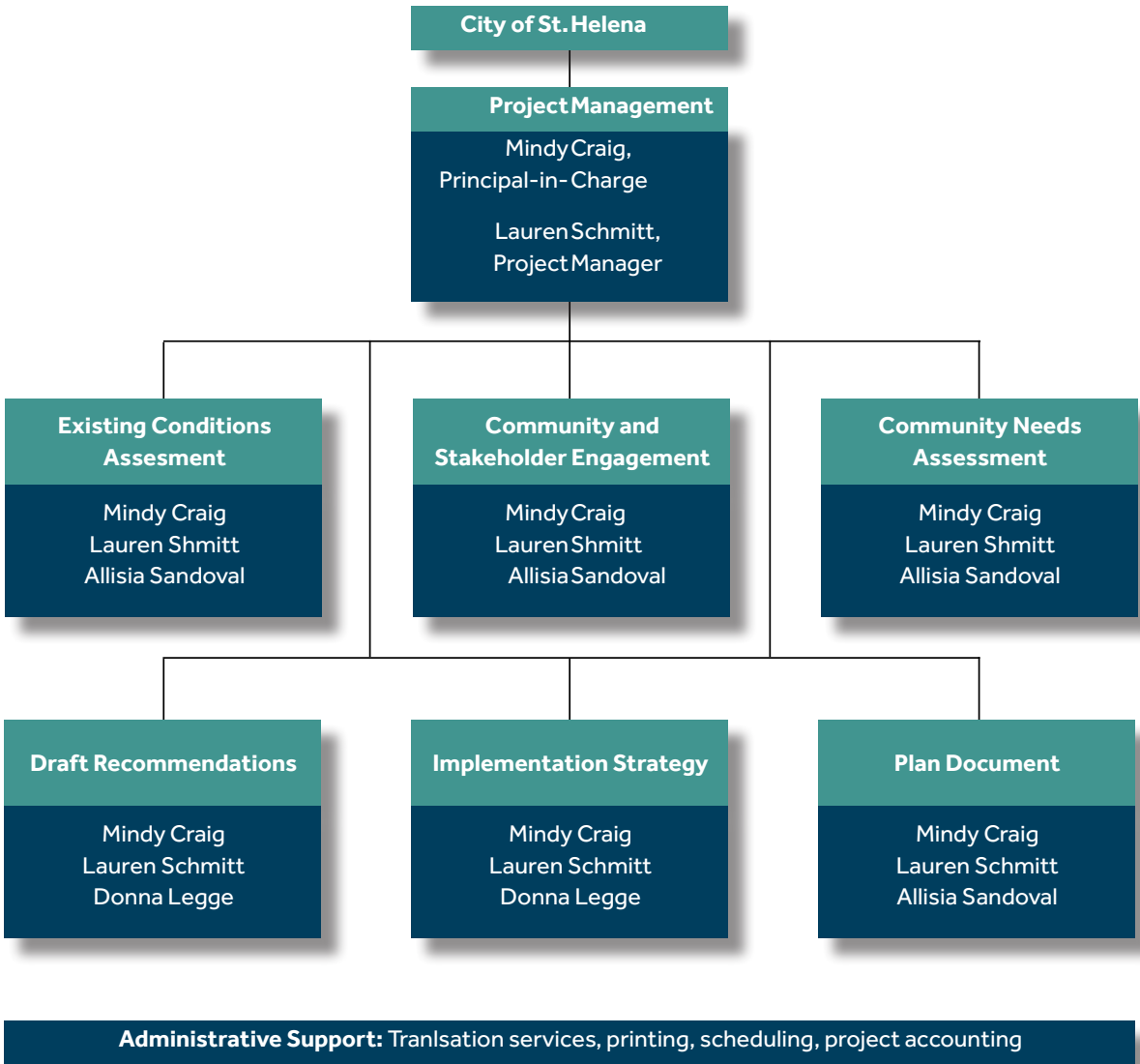
This team is committed to this effort and will be the individuals you will work with throughout the project.

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

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



## 2. Experience and Qualifications



## 2. Experience and Qualifications



**Mindy Flynn  
Craig**

**Principal-in-Charge**

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

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

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

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

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

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

### Areas of Expertise

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

### Education

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

### Speaking Engagements

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

### Relevant Experience

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

## 2. Experience and Qualifications



### Lauren Schmitt, ASLA, AICP

#### Project Manager

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

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

#### Relevant Project Experience

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

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

#### Education

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

#### Selected Presentations

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

## 2. Experience and Qualifications



### Allisia Sandoval Project Associate

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

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

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

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

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

### Relevant Project Experience

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

### Prior Professional Work Experience

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

### Education

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

## 2. Experience and Qualifications



### **Donna Legge Senior Consultant**

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

She has strong communi-

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

### **Recreation & Community Services Director, City of Los Altos**

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

### **Parks and Recreation Director, Town of Windsor**

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

### **Prior Professional Work Experience**

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

## 2. Experience and Qualifications

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### Esther Mandeno

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

#### Professional Summary

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

#### Technical Skills

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

#### Education

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

#### Experience

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

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

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



## What Makes Us Different

### 1. Long-term relationships with our clients.

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



### 2. Parks are a passion, not just work.

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



### 3. More than "Parks" - the connective link for the community

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



### 4. Cohesive, long-term Team

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

### 5. We are fun!

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

### 3. Understanding of Scope

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### 3. Understanding of Scope



#### Project Understanding

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

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

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

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

#### BluePoint's Approach Recreation as a Driver

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

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

### 3. Understanding of Scope

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

#### Placemaking

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

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

#### Assessing Community Needs

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

Our approach includes the following steps:

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



### 3. Understanding of Scope



#### System Sustainability

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

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

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

#### Engaging the Community

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

#### Proposed Work Plan

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



### 3. Understanding of Scope

#### Task 1. Project Meetings and Management

##### 1.1 Project Kickoff Meeting

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

##### 1.2 Steering Committee Meetings (4)

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

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

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

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

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

##### 1.3 Biweekly Coordination Calls and Project Management

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



Missoula PROST Public Open House

### 3. Understanding of Scope

#### Task 2. Existing Conditions Assessment

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

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

#### 2.1 Parks and Recreation Facility Inventory & Conditions Assessment

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

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

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

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

#### 2.2 Assessment of Recreation Programs

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

### Hilltop Park Center

**Location** 871 Jessie Street

**Size** 23,900 sf

**Opened** 1985

park projects



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

There is an attractive mural on the Recreation Center building.

**Key Recommendations**

**Major Project - Existing**

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

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

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

**Enhance/Add Amenities**

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

**Connect to City Planning Documents**

☐ Beach Master Plan  
☐ Waterfront Master Plan

☐ Downtown Master Plan  
☐ N. Fremont Specific Plan

☐ Lighthouse Specific Plan  
☐ Lower Presidio Master Plan

☐ Multimodal Plan  
☐ Other...

parks & recreation master plan

5.4

June 16, 2016

Monterey Parks & Recreation MP Inventory

### 3. Understanding of Scope

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

## 2.3 Demographics, Comparables, and Community Profile

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

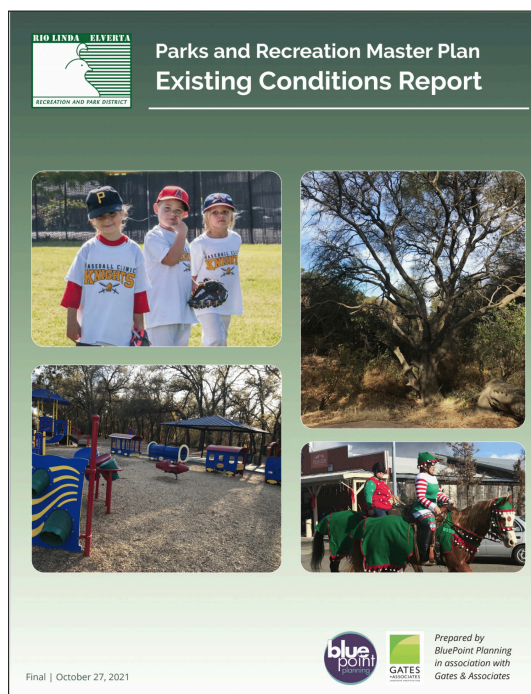
## 2.4 Organizational and Staffing Review

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

## 2.5 Existing Conditions Summary Report

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

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



RLE Parks and Recreation Existing Conditions Report



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*Bilingual Outreach Material*

## 3. Understanding of Scope

### Task 3. Community Engagement

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

#### 3.1 Community Engagement Plan and Coordination

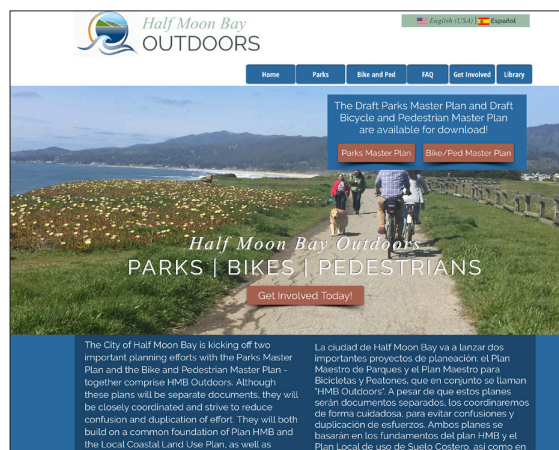
BluePoint will develop a community engagement plan to direct and guide our efforts. The plan will be developed after the kickoff meeting (Task 1.1) to account for any refinements to the engagement program included in this proposal. The plan will define methods, tools, timing and specific roles and responsibilities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

#### 3.2 Project Website and Collateral Materials

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

#### 3.3 Community Needs Survey

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



Bilingual project website, [hmboutdoors.org](http://hmboutdoors.org)

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

#### 3.4 Key Informant Interviews

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

#### 3.5 Small Group Meetings

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



### 3. Understanding of Scope

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

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

#### 3.6 Community Workshops (3)

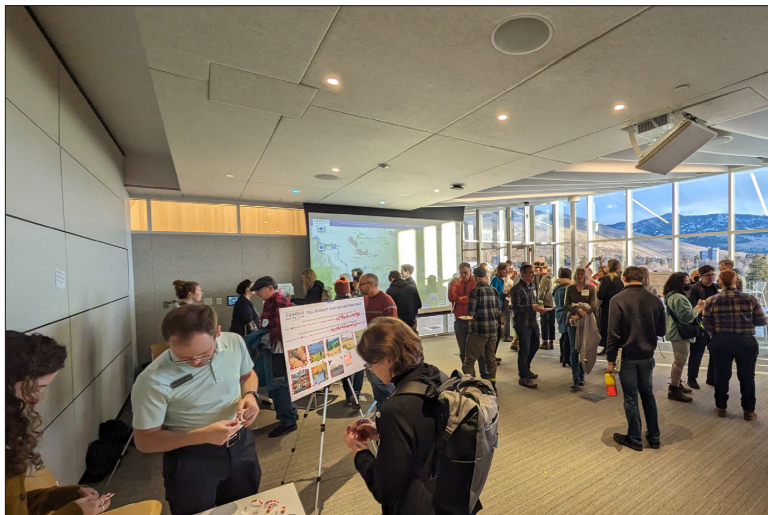
The Team will work with the City to identify the appropriate formats and locations for up to three community workshops at key milestones. These will not necessarily be a traditional 2-hour meeting at City Hall – we will tailor the workshops to the preferences of the St. Helena community and will design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

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

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

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

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



Community Workshop

#### 3.7 Parks & Recreation Commission Updates (3)

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



## Task 4: Needs Assessment and Preliminary Recommendations

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

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

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

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

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

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

#### 4.4 Recreation Program Recommendations

### 3. Understanding of Scope

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

#### 4.5 Operations, Revenues and Management Recommendations

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

#### Task 5: Prioritization Process and Implementation Plan

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

##### 5.1 Prioritization Process & Tool

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

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

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

##### 5.2 Funding Opportunities

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

Half Moon Bay Parks Master Plan

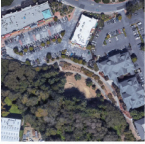


**John L. Carter Memorial Park**

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

**Description**

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



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**4. Recommendations: Existing Parks**

**Recommended Improvements**

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

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

**Other Considerations and Connections**

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

Consider restoration projects along the creek corridor.

**Conceptual Ideas**

**Small Stage and Seating Area**



**Amphitheater with Permanent Seating**



**Partially Covered Amphitheater**



Final Plan, January 2019 (Page 43)

Half Moon Bay Recommendations

# 3. Understanding of Scope

## 5.3 Implementation and Phasing Plan

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

## Task 6. Master Plan Report

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

### 6.1 Administrative Draft Master Plan

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

### 6.2 Public Review Draft Master Plan

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

### 6.3 City Council Presentation

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

### 6.4 Final Master Plan

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

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

# 4. Commitment to Budget





## 4. Commitment to Budget

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

### Quality and Cost Control

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

### Customer Service

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

### Effective Communications

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

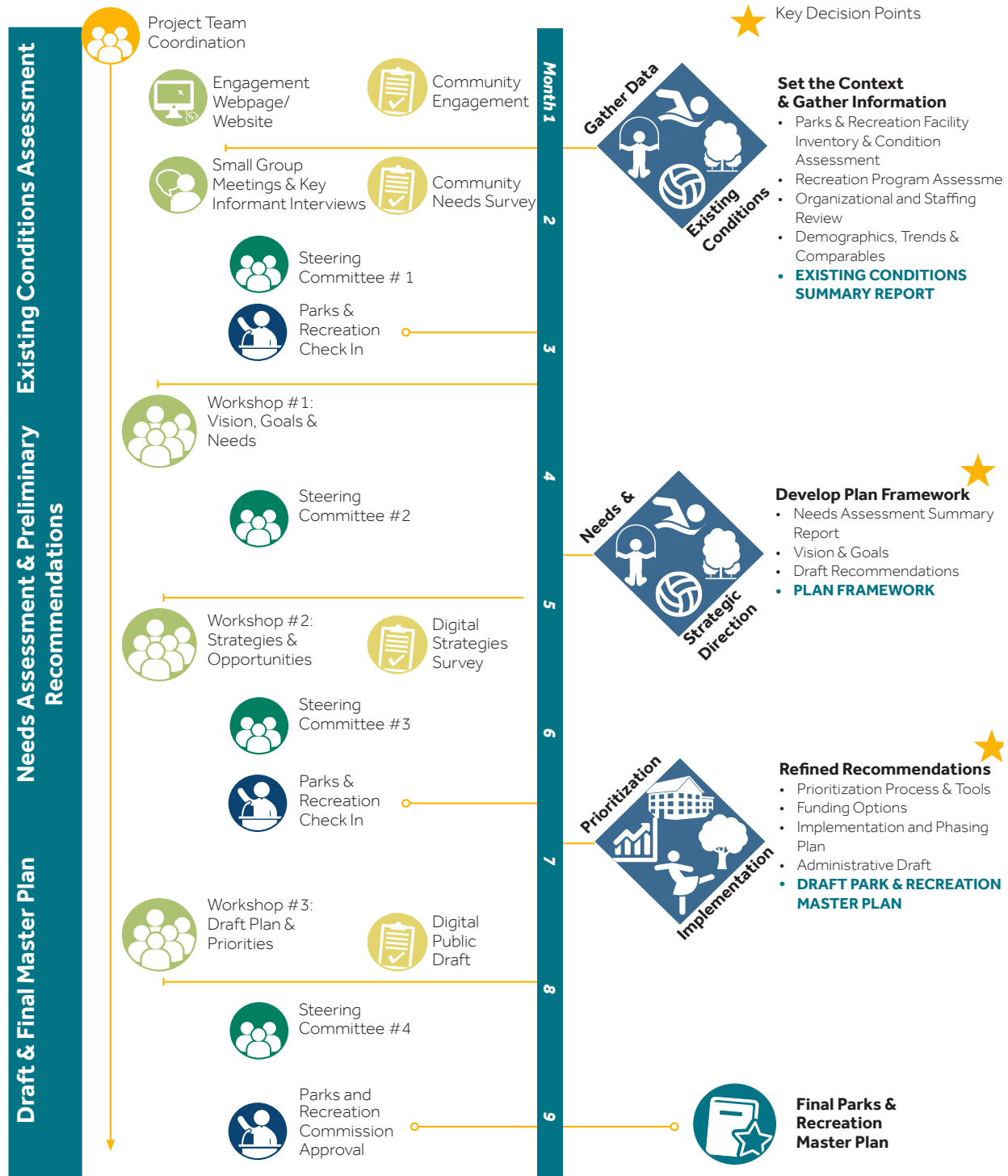
## 4. Commitment to Budget

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



# 5. Delivery Schedule and Timeline

## 5. Delivery Schedule and Timeline





# 6. References

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## 6. References

### Lake County Park, Trails, and Recreation Plan

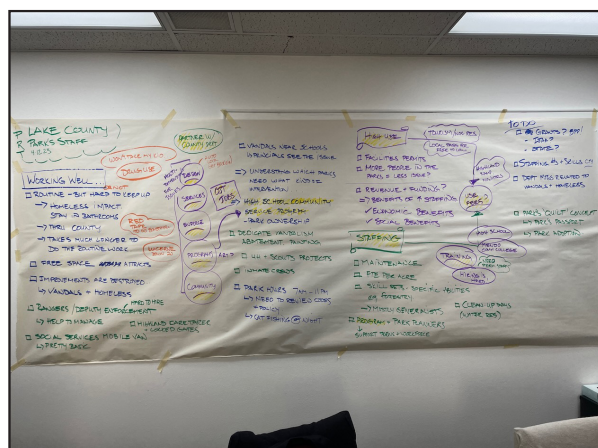
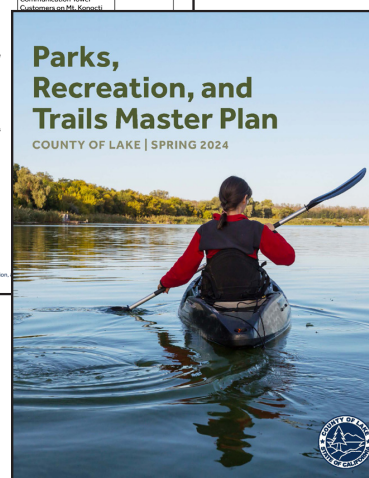
Lake County, CA | Completed July 2024 | Budget: \$174,930

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

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

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

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



#### Client Contact

Lars Ewing, Public Services Director  
County of Lake  
(707) 262-1618  
[Lars.Ewing@lakecountycal.gov](mailto:Lars.Ewing@lakecountycal.gov)

## 6. References

### Half Moon Bay Parks Master Plan

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

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

*Jill Ekas, HMB Community Development Director*

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

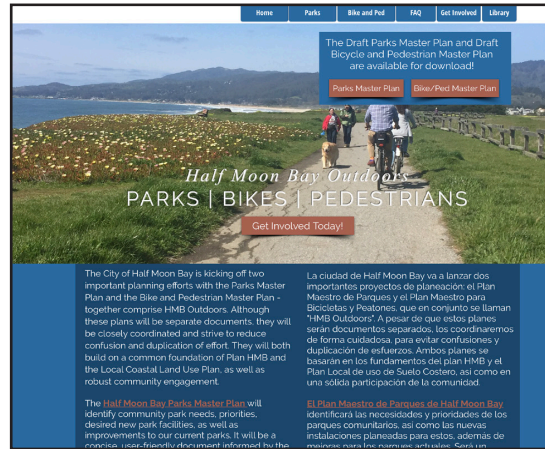
the City, it was ready to focus on creating updated parks to serve the community and the large number of visitors. The new Plan provides a strong implementation tool linking to existing and current planning efforts (including the General Plan and the Bike and Pedestrian Plan), while embracing and addressing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

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

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

#### Key Project Components

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



#### Half Moon Bay Parks Master Plan



#### New Community Park

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

##### Desired Amenities

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

##### Size and location

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

##### Other Considerations and Connections

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

Page 4.40 | Final Plan, August 2018

#### Client Contact

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

## 6. References

### RLRPD Parks & Recreation Master Plan

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

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

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

The Master Plan was approved in late fall of 2022.

#### Key Project Components

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



#### Client Contact

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



## 6. References

### County of Mendocino Parks Needs Assessment & Recommendations

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

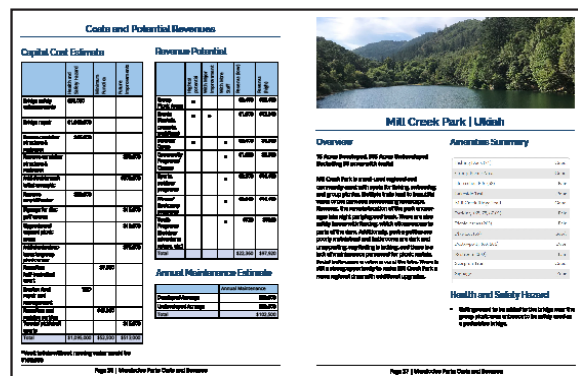
BluePoint led the development of a parks needs assessment and operational and management analysis for Mendocino County Parks. The project had a number of unique elements that required a customized approach to address the wide variety of parks the county manages, the distance between them and implications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

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

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

#### Key Project Components

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



#### Client Contact

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





# **St. Helena Parks, Recreation, & Trails Master Plan**

**City Council  
December 9, 2025**





## TONIGHT

- Update Council on the P&R Master Plan
- Share Key Findings and Preliminary Recommendations
- Hear Council feedback

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# PLANNING PROCESS



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## COMMUNITY ENGAGEMENT – BY THE NUMBERS

**14**  
Stakeholder  
Interviews

**211+**  
**responses**  
Harvest Fest  
Priorities Exercise  
& online version

**3 locations,**  
**75+**  
**participants**  
Visioning Pop-ups

**239**  
responses to  
Online Survey  
(225 English, 14  
Spanish)

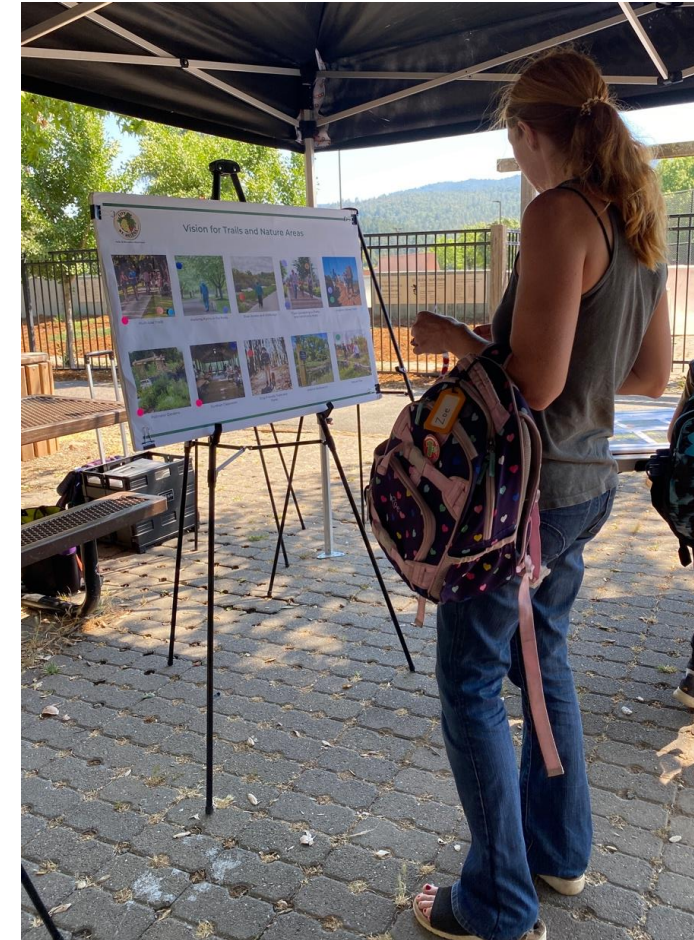
**3 meetings**  
**to date**  
Community  
Advisory Group  
(+ upcoming Dec  
10 meeting)

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## KEY ENGAGEMENT THEMES TO DATE

- Parks are **highly valued**, but use is focused at only a few
- Broad interest in and support for **walking, trails and pathways**
- **More value from existing parks** (e.g., seating, water)
- Desire for more community **events and programs**
- Interest in **expanding on partnerships** and collaboration
- **Water access** – creeks, river and pool/splashpad
- **Climate response** in the park system
- Investment in **what we have** and **maintaining it**



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# PRT VISION

*St. Helena parks, programs, and trails make life better for all by enlivening the community, supporting healthy people and parks, and providing active and connected public places.*



# PRT GOALS

## Connections

Establish a dynamic, welcoming, and safe parks and trails network, connecting people to each other and to the community.

## Partnerships

Leverage and foster lasting partnerships to expand collaboration, funding, services, recreation programming, and opportunities for the community.

## Stewardship

Provide consistent and sustainable stewardship of parks and facilities through high-quality and efficient landscaping, maintenance, and operations.

## Livability

Create an active, healthy, and socially vibrant city by activating parks with culture, recreation, and arts programming and events, responding to St. Helena's unique community character and identity.

## Welcoming

Ensure that programs, services, and public spaces embrace and serve all users, highlighting inclusivity, belonging and cultural diversity.

## Nature

Preserve land and cultivate healthy ecosystems to enhance community resilience and provide access to nature.



# KEY FINDINGS



# Assessing Community Needs is Multifaceted



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# NEEDS ASSESSMENT OVERVIEW

01

**Citywide opportunities** that connect the community and embraces the park system as a whole

02

Park needs and gaps identified from the evaluation of **park quantity, distribution, and quality**

03

**Trail needs and gaps**, including coordination with the Streets Master Plan

04

**Recreation facility needs and gaps**, including benchmarking with NRPA data

05

**Recreation programming needs and gaps**, based on community input and the capacity of existing parks and facilities

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## IMPLEMENTATION FRAMEWORK



### Immediate Deliverable

- Can be implemented with existing staff levels
- Timeline of less than 1 year
- Less than 250K in cost



### Meets Our Vision

- Expands value of existing assets
- Helps St. Helena keeps pace with growth
- Takes 3 years or less to implement
- Less than \$8M capital cost



### Long-Term Need

- Major effort
- 3+ year or multi-phase timeframe
- Requires major new funding source (e.g., new tax or philanthropic effort)
- \$8M+ capital cost



### Ongoing Effort

- Requires ongoing staff time, once implemented (e.g, new special event series)
- Maintenance and stewardship of assets



## EXAMPLE OF IMPLEMENTATION PROJECTS



### Immediate Deliverable

- Lyman Park placemaking & Downtown Connections
- Planting and vegetation replacement at select parks
- Programs
- Citywide walking path
- Napa River Walk



### Meets Our Vision

- Crane Park picnic and play area renovation
- New event pavilion
- Wappo Park Looped walking path
- River overlook
- Wedding Venue at Wappo



### Long-Term Need

- Lyman Park Interactive Fountain Plaza
- Hunt Street & Lewis Station Revision
- New Recreation Center
- Reservoir



### Ongoing Effort

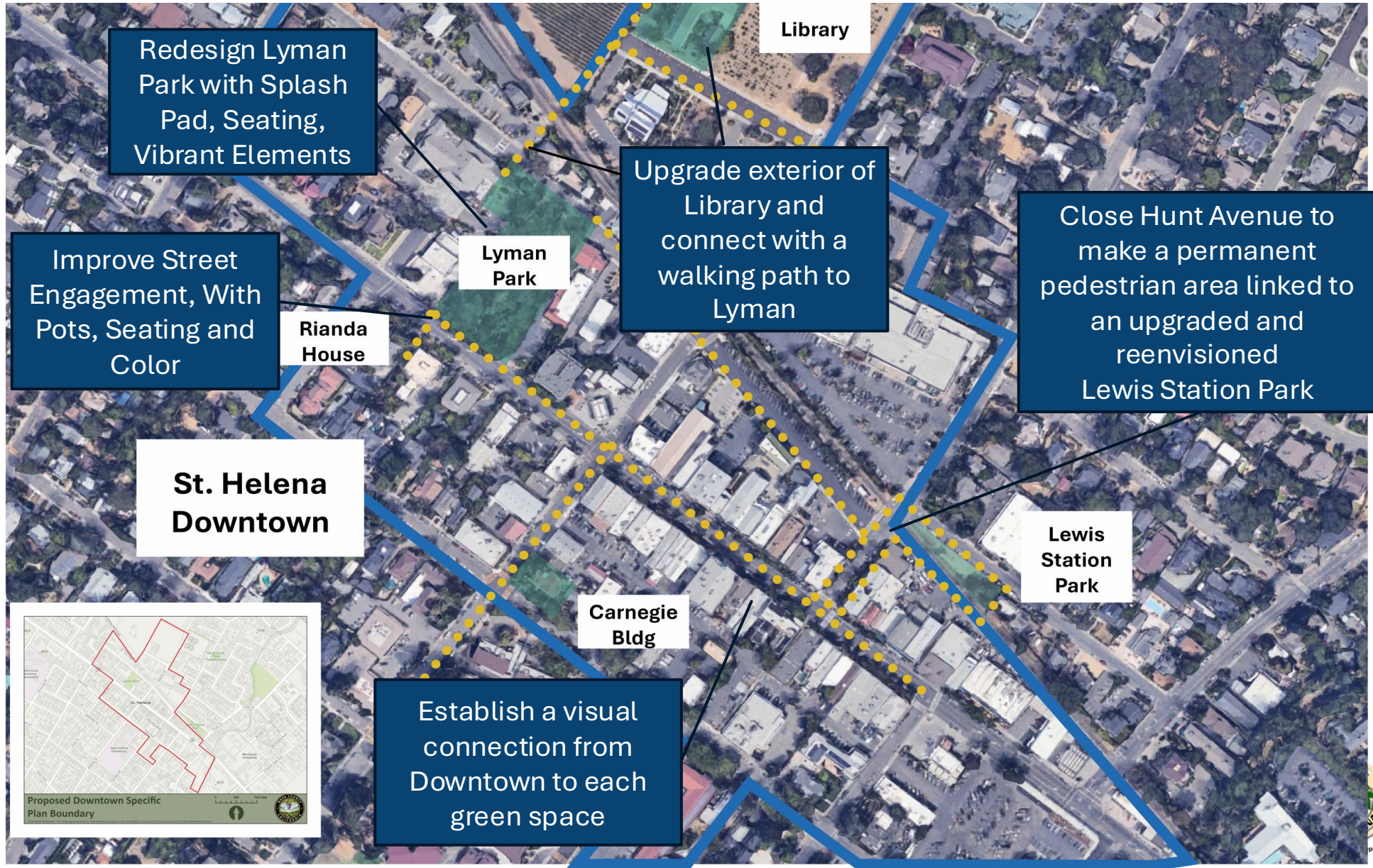
- New special events series
- Natural resource management program

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Parks & Recreation Department

# Downtown Economic/Tourism Development



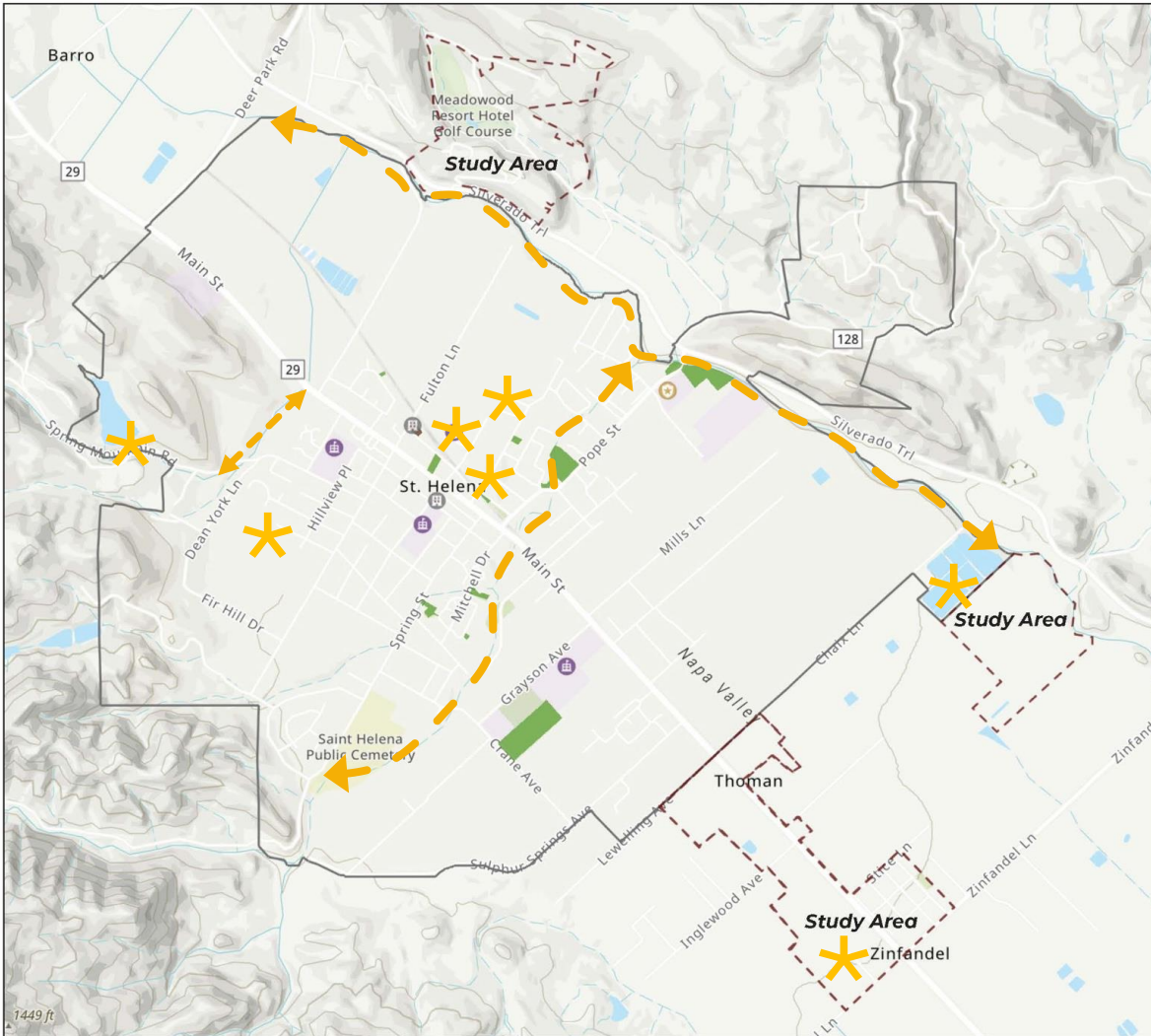






## REVENUE GENERATING ELEMENTS

- Weddings
- Parties/Quinceañeras
- Corporate events and team building activities
- Regional connection for regional bike destinations/camps/events



## New Park Opportunities

- St. Helena Library Park
- Napa River Walk Park
- Hunt Ave Street Park
- Reservoir Trail
- Water Treatment Plant Trail
- New Park or Joint Use Site (to serve Dean York Lane gap area)
- New Park (new development)
- Recreation Center (new site, TBD)

## Class I Trails (Streets Master Plan)

- Napa River Trail
- Sulphur Creek Trail
- York Creek Trail



## NEXT STEPS

- Integrate feedback and hone priorities
- Draft the Master Plan
  - Priorities
  - Funding and Costs
  - Operations
  - 2-5 year implementation plan
- February 2026

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# **St. Helena Parks, Recreation, & Trails Master Plan**

**City Council  
December 9, 2025**



Parks & Recreation Department



## ADDITIONAL PRELIMINARY RECOMMENDATIONS





# Lyman Park

St. Helena's lively  
and active  
downtown hub

---



# LYMAN PARK



- Add moveable seating/games
- Add WIFI
- Add regular programming
- Improve Main St. to Railroad Ave pathway
- Art installations



- Restroom replacement
- Main St. gateway and seating area
- Railroad Avenue plaza and interactive fountain



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Parks & Recreation Department



# Lewis Station

Redesigned and  
connected to Hunt  
Street as a  
Downtown  
Centerpiece

---





# Library Grounds

Enhance the outdoor space and increase ability to have recreation programs indoors.

---

Half Moon Bay Library Park





# Crane Park

St. Helena's  
community park  
and hub for sports  
activities

---



# CRANE PARK



- Landscape, pathway and edges upgrade
- New shade structure near pickleball court



- Playground and picnic area renovation
- Restroom replacement
- Replace Head Start building





## Wappo Park

St. Helena's nature-focused community park with wedding venue



# WAPPO PARK



- Collaboration with local tribes on use on interpretation
- Dog park upgrades
- Trail improvements
- Regular events



- Destination nature play area
- Wedding/Event Venue - Picnic shelter upgrade
- Expanded trail system





# Jacob Meily Park

St. Helena's  
northside  
community park  
and gateway to  
Sulphur Creek

---



# JACOB MEILY PARK



- Riparian planting along Sulphur Creek
- Add nature play elements
- Wayfinding signs



- Add a fitness zone and reservable picnic area
- Signorelli Barn event space



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# Local-Serving Parks

Serve nearby residents  
with green space

Contribute to St. Helena's livability

Be easy to maintain

Create natural play spaces

---







# Carnegie Building

A highly used  
community facility for  
meetings with an arts  
and culture focus

---





# Community Center

New Facility

Dedicated indoor facility serving the community's health & wellness, teens, and community room







New Area/Path

# Napa River Engagement

Overlooks  
to enjoy the River

---



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# QUESTIONS AND DISCUSSION

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# St. Helena Parks, Recreation, & Trails Master Plan

City Council  
December 9, 2025



Parks & Recreation Department







# **St. Helena Parks, Recreation, & Trails Master Plan**

**City Council  
December 9, 2025**





# PLANNING PROCESS



↑  
We are here!

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## COMMUNITY ENGAGEMENT – BY THE NUMBERS

**14**  
Stakeholder  
Interviews

**211+**  
**responses**  
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& online version

**3 locations,**  
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Visioning Pop-ups

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(225 English, 14  
Spanish)

**3 meetings**  
**to date**  
Community  
Advisory Group  
(+ upcoming Dec  
10 meeting)

**Parks**  
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**Life**  
**Better!**





## VISION FOR ST. HELENA PARKS

St. Helena parks, programs, and trails make life better for all by enlivening the community, supporting healthy people and parks, and providing active and connected public places.



# PARKS, RECREATION & TRAILS MASTER PLAN GOALS

## Connections

Establish a dynamic, welcoming, and safe parks and trails network, connecting people to each other and to the community.

## Partnerships

Leverage and foster lasting partnerships to expand collaboration, funding, services, recreation programming, and opportunities for the community.

## Stewardship

Provide consistent and sustainable stewardship of parks and facilities through high-quality and efficient landscaping, maintenance, and operations.

## Livability

Create an active, healthy, and socially vibrant city by activating parks with culture, recreation, and arts programming and events, responding to St. Helena's unique community character and identity.

## Welcoming

Ensure that programs, services, and public spaces embrace and serve all users, highlighting inclusivity, belonging and cultural diversity.

## Nature

Preserve land and cultivate healthy ecosystems to enhance community resilience and provide access to nature.





## KEY FINDINGS

## FINDINGS SUMMARY –COMMUNITY INSIGHTS

**Highly valued by community**, but focused on only a few

Broad interest in and support for **walking, trails and pathways**

Desire to invest in **what we have** and **maintain it**

Need for more community **events and programs**

Interest in **expanding on partnerships** and collaboration

**Desire for more water access** – creeks, river and pool/splashpad

Parks can support a **climate-friendly future**

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## FINDINGS SUMMARY - CHALLENGES

**Inconsistent investment** in parks across the City

**Lack activation and thoughtful design** and amenities to interest people

No **cohesive approach to how to leverage** parks - community or economic development

**Insufficient flexibility, agility and adaptability** to meet needs

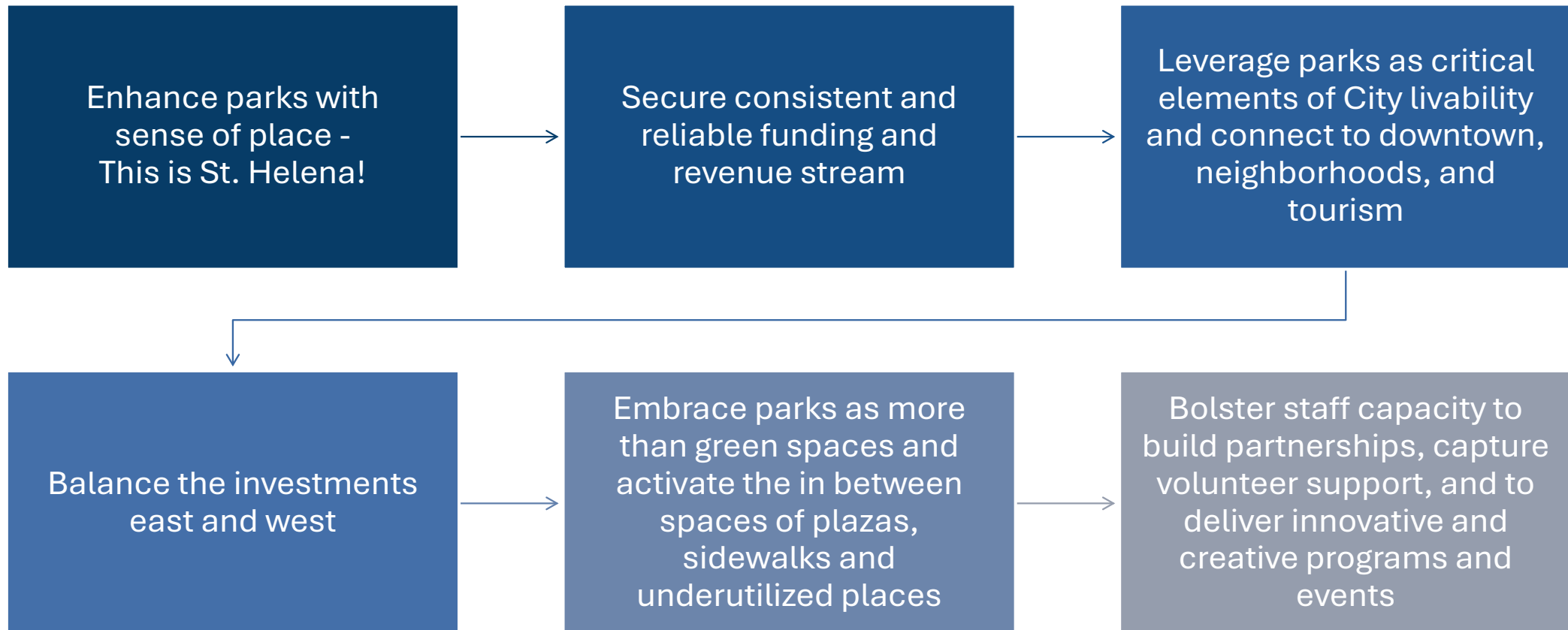
**Insufficient staff capacity** to meet community expectations

Current finances **limits the ability to capture opportunity and focus investments** effectively

**LIFE  
Better!**



## TRANSITIONING TO A VIBRANT AND CONNECTED SYSTEM





## IMPLEMENTATION FRAMEWORK



### Immediate Deliverable

- Can be implemented with existing staff levels
- Timeline of less than 1 year
- Less than 250K in cost



### Meets Our Vision

- Expands value of existing assets
- Helps St. Helena keeps pace with growth
- Takes 3 years or less to implement
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- Major effort
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### Ongoing Effort

- Requires ongoing staff time, once implemented (e.g, new special event series)
- Maintenance and stewardship of assets

## EXAMPLE OF IMPLEMENTATION PROJECTS



### Immediate Deliverable

- Lyman Park placemaking & Downtown connections
- Planting and vegetation replacement at select parks
- Programs
- Citywide walking path
- Napa River Walk



### Meets Our Vision

- Crane Park picnic and play area renovation
- New event pavilion
- Wappo Park Looped walking path
- River overlook
- Wedding Venue at Wappo



### Long-Term Need

- Lyman Park Interactive Fountain Plaza
- Hunt Street & Lewis Station Revision
- New Recreation Center
- Reservoir development



### Ongoing Effort

- New special events series
- Natural resource management program
- Maintenance

Parks  
Make  
Life  
Better!



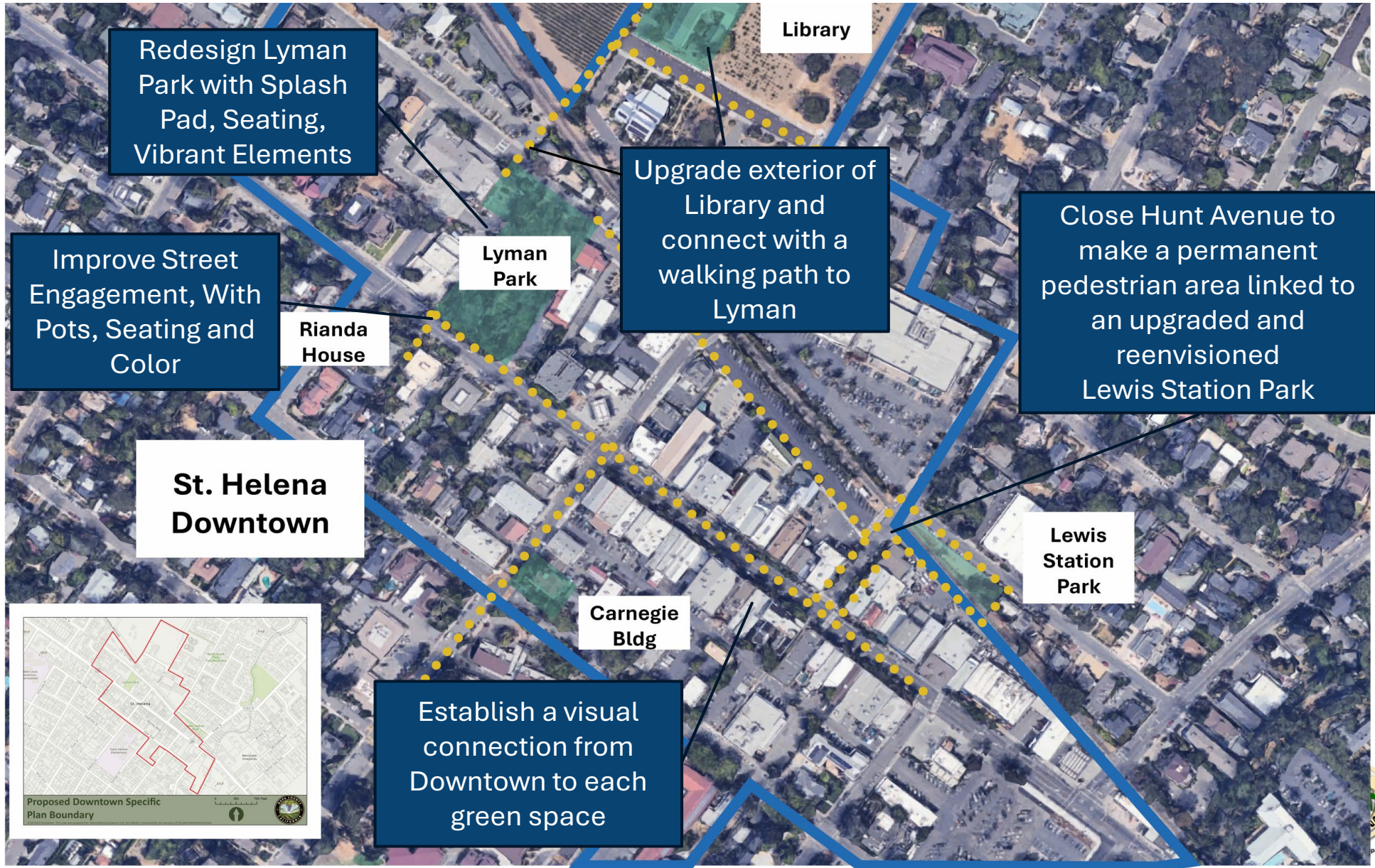
Parks & Recreation Department

## NEXT STEPS

- Integrate feedback and hone priorities
- Draft the Master Plan
  - Priorities
  - Funding and Costs
  - Operations
  - 2-5 year implementation plan
- Final Plan February 2026



# Downtown Economic/Tourism Development





Parks & Recreation Department

**Parks  
Make  
Life  
Better!**





# St. Helena Parks, Recreation, & Trails Master Plan

City Council  
December 9, 2025



Parks & Recreation Department







## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                               |
| <b>FROM:</b>                     | Mario Traverso, Project Manager                                                                                                                                                                                                                                                                                |
| <b>SUBJECT:</b>                  | Consideration and Adoption of a Resolution approving the Pavement Management Plan and approving the Measure U 5-Year List of Projects                                                                                                                                                                          |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approval of the attached Resolution.                                                                                                                                                                                                                                                          |
| <b>PREVIOUS COUNCIL ACTION:</b>  | The Pavement Management Plan strategy and scenarios was presented to City Council on November 28, 2023, and the current plan was approved on December 12, 2023. Measure T 5-Year list of projects approved on December 12, 2023. Measure U 5-Year list of projects was amended and approved on April 22, 2025. |
| <b>STATEMENT OF THE PURPOSE:</b> | Consideration and Adoption of a Resolution approving the Pavement Management Plan and approving the Measure U 5-Year List of Projects.                                                                                                                                                                         |
| <b>FINANCIAL IMPACT:</b>         | No net fiscal impact. This request only provides for a project/project scope eligibility for funding and expenditure through Measure U. Actual fiscal impacts and expenditures are authorized through subsequent Council actions.                                                                              |

### BACKGROUND:

The City of St. Helena owns, operates and maintains 25 miles of roadway within the City. The City's Pavement Management Plan (PMP) is a 5-year schedule which details our strategic approach to street maintenance and lists street segments which are scheduled for rehabilitation in a particular year. The PMP is updated on a biennial basis, with the last update occurring on December 12, 2023. The update is necessary to account for various considerations including changes to budget, priorities and schedules. The approved PMP becomes a foundation for surface improvement related project lists, which are submitted to various agencies who manage state and local funding. These agencies include, Napa Valley Transportation Authority (NVTA) who administers Measure U and the California Transportation Commission who administers various state tax disbursements.

The City's most significant revenue source is the Napa Countywide Road Maintenance Act, commonly known as Measure U (previously Measure T), which is a 25-year period half-cent sales tax to fund improvements and maintenance of under-funded local streets and roads as well as supporting multimodal transportation infrastructure. To be made

eligible for Measure U funding and expenditure, a project list must be publicly vetted, supported by a resolution and obtain concurrence with the Napa Valley Transportation Authority Tax Authority Board. The development and approval of the project list, coincides with the development and approval of the PMP. The contents of the PMP prescribe the scope of the Pavement Restoration Projects listed on the Measure U List of Projects. The City's prior project list submittal and approval occurred in December 2023 with an update submitted in May 2025. This list of projects includes many streets Capital Improvement Program projects and the listing of street segments scheduled for restoration and maintenance treatments as defined by the City's PMP.

The listing of a project or street on the list only provides for the eligibility of Measure U funding, subsequent Council approvals are needed for the actual delivery and expenditure of the project. Council approval is also required to amend an existing project list. The City's updated 5-Year project list is due to the NVTB for approval by December 30, 2025.

#### **DISCUSSION:**

Since 2023, the overall pavement condition rating of the City has significantly improved as staff have endeavored to address the backlog of delayed projects and deferred maintenance needs. From late 2022 to the end of 2024, the City's pavement condition rating, or PCI (Pavement Condition Index) increased from 47/100 to 65/100. This is a significant increase, which transitioned the City from an overall rating of "Poor" to "Good" and earned the City the "Most Improved" agency designation out of agencies within the nine Bay Area Counties in 2025. This was a result of the strategic shift of the 2023 Pavement Management Plan (PMP) and the completion of significant pavement rehabilitation projects including Grayson, Pratt, Spring, Hunt, Silverado Trail and South Crane.

Generally, the City receives between \$1.5 - \$2 million dollars annually from Measure U and state taxes, which may be utilized to support a variety of transportation-related infrastructure improvements. Traditionally, the City spends between \$1.0 - 1.5 million on its annual Pavement Restoration Project. In total, the recent improvement represents an estimated \$5 million investment in the City's roads over the last three years. The \$5 million expenditure includes an estimated \$2 million in addition to the traditional expenditure, which was available as a result of no projects were delivered in Fiscal Year 2019-20 and Fiscal Year 2020-21.

Looking ahead, achieving a PCI of 75/100 (in calendar year 2026) and then 80/100 (in calendar year 2027) within the next two years is feasible. Multiple budget and target scenarios performed with the City's pavement management software suggests that it will take an additional \$4 - \$5 million investment into pavement restoration projects to achieve the 80/100 PCI. This represents an additional \$2.1 million dollars over what the City "normally" expends on pavement restoration projects within the same time frame. The budget and target scenarios also suggest that once a PCI of 80/100 is reached, an annual investment of only \$0.5 million is needed to maintain it (i.e. pavement surfacing

treatment projects). Our current PMP strategy is closely aligned with this trajectory already.

At the future time when only \$0.5 million is needed to maintain an 80/100 PCI, significant funds become available as the City can shift away from significant expenditure on pavement restoration. Currently, most if not all of the alternative projects that are eligible to utilize the available funds are still in conceptual or planning phases such as projects found in the Streets Master Plan, the downtown sidewalks rehabilitation Phase 1B scope, or major connectivity projects such as the Adams Street or Oak Avenue bridges. If, or when, these projects become viable, the Council may reprioritize expenditures and shift funding away from pavement restoration in order to fund new projects.

Currently, the City is proceeding with major projects which will utilize significant Measure U funds including the Downtown Sidewalk Rehabilitation Project Phase 1A and the Oak Avenue Surface Rehabilitation Project, both expected to be completed by the end of 2026. Nevertheless, we recommend continuing with an aggressive approach to pavement restoration as funding allows.

The proposed PMP includes elements of the existing PMP, but it focuses on more significant overlay projects in the first two years and maintenance treatments in the remaining three years. This aligns with the overall target of achieving a PCI of 80/100 as well as considering the following:

- The uncompleted project years of the 2023 PMP, including Year 3, Year 4 and Year 5, are incorporated to the proposed PMP to maintain delivery consistency.
- Planned and anticipated CIP projects and development projects which include utilities and pavement restoration are coordinated with the years they are anticipated.
- Specific street segments are organized and modified to promote a balance of strategic localization, geographic equity and treatment types.
- The annual plan is reviewed, ensuring that the project scopes and budgets are feasible, and treatments are appropriate and adjustments are made.

Additionally, it is important to understand that the PMP will be subject to subsequent updates or revisions. This may be necessary in the following situations:

- A project or street segment is delayed or accelerated from the anticipated year of construction.
- It is determined that the utilities in the selected roadway segment need to be replaced.
- Adoption of new projects.
- A project delivery strategy or priority is updated.



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

- **2016** - Charter Oak Avenue, Brown Street, Allison Avenue Area
- **2018** - Monte Vista, Grove Ct, Hunt Ave, El Bonita Ave, La Quinta Ave
- **2019** - Crinella Subdivision, Spring St, Money Way
- **2022** - College Ave, Voorhees Cir, Sections of Railroad Ave, Pratt Ave, Stockton St, Pope St
- **2023** - Grayson, Dowdell, Allyn, Silverado Trail, Pope Street Bridge, Pratt & Elmhurst Crossing Improvements, Kearney, Andrea
- **2024** - Spring, Hunt, Sylvaner Subdivision, Pratt, Birch, Edwards, Vidovich, Downtown Paver Repair Project
- **2025** - Edwards & Pope Crossing Improvements, S. Crane Avenue, Mariposa, Chiles, Signorelli, Church, Madrona, Fulton, Drainage at Spring Mountain Court

Upcoming/Continuing Projects:

- **Downtown Sidewalk Improvements Project Phase 1A - Spring 2026 Construction**
- **Active Transportation & Safe Routes to School - Continuous Implementation**
- **Oak Avenue Surface Rehabilitation - Summer 2026 Construction**

Measure U may be used to support a variety of transportation related projects; a list of eligible project types is provided in **Attachment 3**. Additional projects, or certain components of projects in the current CIP have been identified as eligible for Measure U expenditure and Staff will request periodic updates to the Measure U project list to include additional projects as they further develop. This year, the City has used Measure U to support a variety of staff operations including, crack sealing, storm water system maintenance, safety measure implementations, and staff time spent on a multitude of maintenance activities. In total, this new utilization of Measure U MOE funding is expected to offset \$200k - \$300k of internal expenditures that were otherwise funded by the General Fund.

Items in the proposed Measure U project list in **Attachment 2**, are comprised of two components: individual projects and the listing of Pavement Restoration Projects that will contain the general scope according to the PMP. A map PMP street segments is presented in **Attachment 4**.

Staff requests Council to approve the resolution confirming the proposed list. Upon approval, staff will submit the list to the Napa Valley Transportation Authority Tax Board for approval.

**ENVIRONMENTAL REVIEW:** None

**GOAL:**

Goal 2: Improve Infrastructure & Further Environmental Sustainability

Goal 5: Enhance Quality of Life

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

**DOCUMENTS ATTACHMENTS:**

[Attachment 1 - Resolution PMP & Measure U Project List](#)

[Attachment 3 - Eligible Measure T Expenses](#)

[Attachment 2 - Measure U Five-Year List of Projects](#)

[Attachment 4 - Pavement Management Plan Exhibit](#)

**CITY OF ST. HELENA**

**RESOLUTION No. 2025-**

**A RESOLUTION OF THE JURISDICTION OF CITY OF ST. HELENA  
APPROVING PROJECTS UNDER MEASURE U PROGRAM AND  
APPROVING THE PAVEMENT MANAGEMENT PLAN 5-YEAR LIST  
OF STREETS.**

**RECITALS**

- A. On November 5, 2024 the voters of Napa County passed the Napa Valley Transportation Improvement Act, also known as Measure U, which continues a half cent transaction and use (sales) tax to provide supplemental funding for road maintenance as detailed in the Measure U Expenditure Plan; and
- B. The Napa Valley Transportation Authority (NVTa) is the designated agency that administers and oversees the Measure U revenues; and
- C. The City of St. Helena is an eligible recipient of Measure U funds; and
- D. The tax proceeds will be used to pay for the projects outlined in the Measure U Expenditure Plan allocated to the County of Napa and the cities and town within Napa County ("Local Agencies"); and
- E. Under the Measure U Expenditure Plan, Measure U funds are provided to the Local Agencies to be used for streets and roads projects as defined in the Measure U policies and procedures; and
- F. The City of St. Helena has entered into a Master Agreement with NVTa that outlines procedures for Measure U expenditures; and
- G. In accordance with the procedures, an approved project list is due to be submitted by December 30<sup>th</sup>, 2025 to NVTa to be made eligible for Measure U expenditures; and
- H. The Measure U project list includes the Pavement Management 5-Year list of streets scheduled for Pavement Restoration; and
- I. All Measure U projects will comply with the requirements under the California Environmental Quality Act (California Code Sections 21000 *et seq.*; as implemented through California Regulations Title 14, Chapter 3, Sections 15000 *et seq.*).

## RESOLUTION

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

1. Approves the Pavement Management Plan 5-Year list of streets; and
2. Adopts the Five-Year Project List as set forth in Attachment; and
3. Authorizes staff to submit the project list to the Napa Valley Transportation Authority Tax Authority Board for approval.

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025 by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk

# Examples of Measure T Uses

## ATTACHMENT 7 NVTA-TA Agenda Item 10.2 April 18, 2018

| Activity |                                                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | Street Operations/Admin                               | Overall management and daily operations of the streets maintenance divisions. General overhead and administration of the streets divisions. Division Manager and support staff are fully or partially paid through this key.                                                                                                                                                                                                                                                                                                                     |
| 2        | Street Drainage                                       | Typical maintenance of existing street drainage facilities. This maintenance includes, but is not limited to, cleaning drain inlets, replacing/repairing damaged structures, various point repairs and routine maintenance on storm drain pipes. Furthermore, this key involves preventative maintenance on drainage structures as well as responding to localized flooding resulting from deferred maintenance issues. Drainage improvements to remediate or eliminate traffic hazards in the right of way.                                     |
| 3        | Street Maintenance, Rehabilitation and Reconstruction | A variety of street rehabilitation including occurring within the road right of way, but not limited to, slurry seals, crack seals, chip seals, cape seals, micro-surfacing, fog seals, reconstruction, pothole repair, minor pavement potholing, overlays, erosion control, grading, utility work and other maintenance activities needed to ensure function of the roadway as well as other activities needed to support the roadway outside the travelled way but within the public right of way, including approaches to railroad crossings. |
| 4        | Stormwater Operations                                 | This is a relatively new account (created in 2015) introduced to achieve compliance with the U.S. EPA NPDES permit. This key funds routine inlet cleaning and maintenance, storm drain cleaning and maintenance, trash assessments and various administrative tasks associated with permit compliance and contract management.                                                                                                                                                                                                                   |
| 5        | Signage                                               | Staff assigned to the City's sign shop and the various operational duties performed by the sign shop are covered under this key. Said duties include street sign installation and maintenance. MUTCD and municipality required markings and signs in the ROW.                                                                                                                                                                                                                                                                                    |
| 6        | Sidewalk Replacement                                  | Maintenance, rehabilitation and replacement of existing sidewalks, curb and gutter as well as other methods needed to ensure adequate sidewalks. This includes ADA access ramps as required by law.                                                                                                                                                                                                                                                                                                                                              |
| 7        | Electrical Admin                                      | Overall management and daily operations of the electrical maintenance division. General overhead, administration and work activities of the electrical work.                                                                                                                                                                                                                                                                                                                                                                                     |
| 8        | Street Lighting                                       | Operational and engineering duties related to street lighting. New installation, replacement, repair and maintenance work related to lighting facilities, such as street lights, highway lighting.                                                                                                                                                                                                                                                                                                                                               |
| 9        | Traffic Signals                                       | Electrical support to municipalities' traffic signals, including basic electrical support, installation of new signal heads and poles, synchronizing signal timing, and any other related electrical maintenance activities.                                                                                                                                                                                                                                                                                                                     |
| 10       | Striping                                              | Installation of pavement markings, center lines, edge lines, curb paint, white, yellow and blue pavement delineators, bike lane striping and pavement markings. MUTCD and municipality required markings and signs in the ROW.                                                                                                                                                                                                                                                                                                                   |
| 11       | Traffic Calming Measures                              | Speed humps, bulb outs, radar feedback signs and a variety of traffic control devices and materials to help create safe travel ways, and paths.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12       | Urban Forest Management                               | Landscaping, trimming, removal, and re-planting of vegetation in the right of way. Hazardous and nuisance tree removal, Road side grass and brush mowing, Brush trimming and removal, vegetation growth control                                                                                                                                                                                                                                                                                                                                  |
| 13       | Bicycle and Pedestrian Facilities                     | Bicycle and pedestrian maintenance, repair and construction within the street right of way. Includes crack seal, slurry seal, overlay, reconstruct, and remove and replace with a variety of materials including AC, and concrete.                                                                                                                                                                                                                                                                                                               |
| 14       | Bridges and Culverts Facilities                       | Inspect, maintain, repair and replace various components of the bridge and bridge systems in the street and road right of way. Under the road drainage facilities inspections, maintenance, repair and replacement.                                                                                                                                                                                                                                                                                                                              |
| 15       | Salaries and Benefits                                 | Employees in the street maintenance division, their supervisors, managers, and support staff (to the extent they work on street maintenance). This will include base pay, OT, part time salaries, and all related employee benefits.                                                                                                                                                                                                                                                                                                             |
| 16       | Engineering Design                                    | This would include design for curb cuts, ramps, striping, and overlays, ADA review of streets, traffic calming, and any sort of street maintenance project requiring professional design support.                                                                                                                                                                                                                                                                                                                                                |

## Examples of Measure T Uses

| Activity |                                           | Description                                                                                                                                                                                                                                                                                                                                     |
|----------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17       | Technology Support                        | Software, computers, cell phones, etc. used in delivering projects.                                                                                                                                                                                                                                                                             |
| 18       | Engineering Support                       | Street maintenance support, construction management, permit applications, procurement, project bidding, project management, project planning. Examples include advertising, environmental review, printing, state/local permitting, speed testing, etc.                                                                                         |
| 19       | Materials                                 | Supplies used in street maintenance, rehabilitation and reconstruction, including, but not limited to: signs, gravel, asphalt, barricades, paint, lumber, safety fencing, hardware, etc. Testing and inspecting.                                                                                                                                |
| 20       | Facilities and Engineering Dept. Supplies | Services in support of the employees and facilities used in the street maintenance division, including uniforms, boots, safety equipment, training, certifications, alarm system, office supplies, building maintenance, utilities, etc.                                                                                                        |
| 21       | Contracting Services                      | Contractors hired to complete street maintenance projects, including striping, crack sealing, slurry seals, overlays, patching and similar that are not City staff                                                                                                                                                                              |
| 22       | Vehicles and Equipment                    | Fuel and maintenance of the street maintenance division fleet, to include replacement and addition of vehicles and equipment; Renting equipment for use in street maintenance projects, which could include tractors, lifts, and similar equipment; Purchase of small tools and equipment, and parts/maintenance, needed for street maintenance |
| 23       | General Liability Insurance               | General Liability insurance for street related losses.                                                                                                                                                                                                                                                                                          |
| 24       | Refuse Services                           | Debris/trash removal, roadkill removal.                                                                                                                                                                                                                                                                                                         |
| 25       | Safety/ Traffic Control                   | Traffic control by municipality staff or contracted services. Guard rail installation, repair and maintenance.                                                                                                                                                                                                                                  |
| 26       | Traffic Studies                           | Traffic studies performed by either county staff or contract staff, necessary to complete street and road work.                                                                                                                                                                                                                                 |
| 27       | Ditch cleaning                            | Road side drainage facilities maintenance and repairs                                                                                                                                                                                                                                                                                           |
| 28       | Environmental Studies                     | Environmental studies by contracted services, CEQA and NEPA support, necessary to complete street and road work.                                                                                                                                                                                                                                |



Measure U - Napa Valley Transportation Improvement Act

Jurisdiction Name: 

City of St. Helena

Primary Contract #1

Mario Traverso

Email: [mtraverso@cityofsthelella.gov](mailto:mtraverso@cityofsthelella.gov)

Phone: 707-204-9084

Secondary Contract #2

Mandy Kellogg

Email: [mkellogg@cityofsthelella.gov](mailto:mkellogg@cityofsthelella.gov)

Phone: 707-968-2649

Fiscal Years Included:

FY #1 2025-26

FY #2 2026-27

FY #3 2027-28

FY #4 2028-29

FY #5 2029-30

Maintenance of Effort (MOE)

Please provide the following information to establish MOE amount and to validate information:

1. Enter MOE Amounts Claiming: Most Recent FY 

24/25

2. Enter Certified MOE Amount: Total MOE: 

295,500

**Please note:** Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way for pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for the purpose of storm damage repair as verified by an independent auditor. One time allocations that have been expended for local streets and road maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual maintenance of effort.

Planned Measure U Expenditures

Please provide Five (5) year planned local streets and road maintenance projects beginning in FY 2025-30 (add rows as needed):

| Fiscal Year | Program / Project Type | Project Description                   | Total Project Cost | Measure U Funds | Other Funds | Location (Intersection, Mile Marker, Length of Alignment, etc) | Start      | End       | Project Phase (Design, ENV, PS&E, CON) | Length  | Complete Streets Project? (Yes/No) | Is the Project Included in the Countywide Transportation Plan? (Yes/No) | Is the Project in the Jurisdiction's Capital Improvement Plan? (Yes/No) | Is the Project included in a current Active Transportation, Bicycle or Pedestrian Plans (Yes/No) |
|-------------|------------------------|---------------------------------------|--------------------|-----------------|-------------|----------------------------------------------------------------|------------|-----------|----------------------------------------|---------|------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| FY25/26     | R25-79                 | Annual Pavement Restoration Project   | \$2,000,000        | \$2,000,000     |             | PMP Designated Locations                                       | 7/26/2025  | 12/1/2025 | CON                                    | 2 Miles | Yes                                |                                                                         | Yes                                                                     |                                                                                                  |
| FY25/26     | R26-79                 | Pavement Project Design               | \$75,000           | \$75,000        |             | PMP Designated Locations                                       | 12/25/2025 | 2/2/2026  | Design                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY25/26     | R18-81                 | Downtown Sidewalk Project Phase 1A    | \$170,000          | \$500,000       |             | Main Street, Pine to Adams                                     | 1/1/2026   | 6/1/2026  | CON                                    |         |                                    | Yes                                                                     | Yes                                                                     |                                                                                                  |
| FY25/26     | ATP/SRTS               | City Wide Active Transportation       | \$50,000           | \$50,000        |             | Various Locations                                              | 7/1/2025   | 6/1/2026  | CON                                    |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY25/26     | MOE / R26-03           | Maintenance Program, Equipment, Staff | \$295,500          |                 | \$295,500   | Various Locations                                              | 7/1/2025   | 6/1/2026  | CON                                    | 4 Miles |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY25/26     | R24-02                 | Oak Avenue Surface Restoration        | \$1,000,000        | \$1,000,000     |             | Oak Ave, Madrona to Mitchell                                   | 3/1/2026   | 8/1/2026  | Design                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY26/27     | R26-79                 | Annual Pavement Restoration Project   | \$1,500,000        | \$1,500,000     |             | PMP Designated Locations                                       | 7/1/2026   | 12/1/2026 | Future                                 | 2 Miles | Yes                                |                                                                         | Yes                                                                     |                                                                                                  |
| FY26/27     | R27-79                 | Pavement Project Design               | \$75,000           | \$75,000        |             | PMP Designated Locations                                       | 12/1/2026  | 1/1/2027  | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY26/27     | R18-81                 | Downtown Sidewalk Project Phase 1B    | \$2,000,000        | \$1,500,000     | \$50,000    | Main Street, Adams to Mitchell                                 | TBD        | TBD       | Design                                 |         |                                    | Yes                                                                     | Yes                                                                     |                                                                                                  |
| FY26/27     | VINETRAIL              | City Obligation                       | \$900,000          | \$900,000       |             | Cross Town                                                     | TBD        | TBD       | Design                                 |         |                                    |                                                                         | Yes                                                                     | Yes                                                                                              |
| FY26/27     | ATP/SRTS               | City Wide Active Transportation       | \$50,000           | \$50,000        |             | Various Locations                                              | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY26/27     | MOE / R27-03           | Maintenance Program, Equipment, Staff | \$360,000          |                 | \$360,000   | Various Locations                                              | 7/1/2026   | 6/1/2027  | Future                                 | 4 Miles |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY27/28     | R27-79                 | Annual Pavement Restoration Project   | \$500,000          | \$500,000       |             | PMP Designated Locations                                       | TBD        | TBD       | Future                                 | 2 Miles | Yes                                |                                                                         | Yes                                                                     |                                                                                                  |
| FY27/28     | R28-79                 | Pavement Project Design               | \$75,000           | \$75,000        |             | PMP Designated Locations                                       | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY27/28     | ATP/SRTS               | City Wide Active Transportation       | \$50,000           | \$50,000        |             | Various Locations                                              | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY27/28     | MOE / R27-03           | Maintenance Program, Equipment, Staff | \$360,000          |                 | \$360,000   | Various Locations                                              | 7/1/2027   | 6/1/2028  | Future                                 | 4 Miles |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY28/29     | R28-79                 | Annual Pavement Restoration Project   | \$500,000          | \$500,000       |             | PMP Designated Locations                                       | TBD        | TBD       | Future                                 | 2 Miles | Yes                                |                                                                         | Yes                                                                     |                                                                                                  |
| FY28/29     | R29-79                 | Pavement Project Design               | \$75,000           | \$75,000        |             | PMP Designated Locations                                       | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY28/29     | ATP/SRTS               | City Wide Active Transportation       | \$50,000           | \$50,000        |             | Various Locations                                              | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY28/29     | MOE / R27-03           | Maintenance Program, Equipment, Staff | \$360,000          |                 | \$360,000   | Various Locations                                              | 7/1/2028   | 6/1/2029  | Future                                 | 4 Miles |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY29/30     | R28-79                 | Annual Pavement Restoration Project   | \$500,000          | \$500,000       |             | PMP Designated Locations                                       | TBD        | TBD       | Future                                 | 2 Miles | Yes                                |                                                                         | Yes                                                                     |                                                                                                  |
| FY29/30     | R30-79                 | Pavement Project Design               | \$75,000           | \$75,000        |             | PMP Designated Locations                                       | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY29/30     | ATP/SRTS               | City Wide Active Transportation       | \$50,000           | \$50,000        |             | Various Locations                                              | TBD        | TBD       | Future                                 |         |                                    |                                                                         | Yes                                                                     |                                                                                                  |
| FY29/30     | MOE / R27-03           | Maintenance Program, Equipment, Staff | \$360,000          |                 | \$360,000   | Various Locations                                              | 7/1/2029   | 6/1/1930  | Future                                 | 4 Miles |                                    |                                                                         | Yes                                                                     |                                                                                                  |

Equivalent Fund Class I / IV Multi-Purpose Paths:

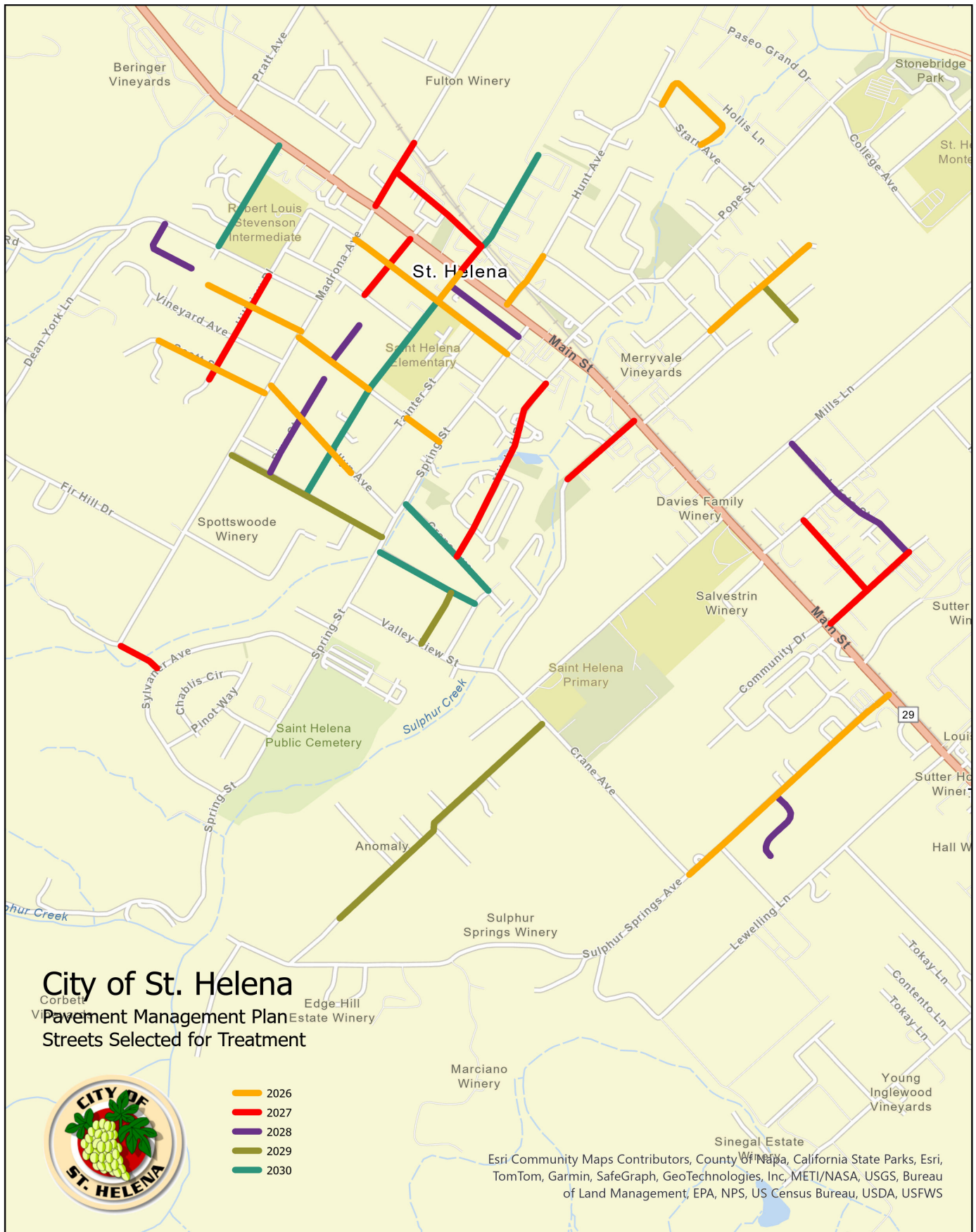
Please provide a five year list of multimodal projects (Class I or IV) beginning in FY 2025-30 (add rows as needed):

| Fiscal Year | Program / Project Type | Project Description | Total Project Cost | Funding Source | Project Location    | Start | End | Project Phase (Design, ENV, PS&E, CON) | Length  | Is the Project Included in the Countywide Transportation Plan? (Yes/No) | Is the Project in the Jurisdiction's Capital Improvement Plan? (Yes/No) | Is the Project included in a current Active Transportation, Bicycle or Pedestrian Plans (Yes/No) |
|-------------|------------------------|---------------------|--------------------|----------------|---------------------|-------|-----|----------------------------------------|---------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| FY26/27     | VINETRAIL              | City Obligation     | \$500,000          | Measure U      | Main St. Cross Town | TBD   | TBD | Design                                 | 2 Miles | Yes                                                                     | Yes                                                                     | Yes                                                                                              |
|             |                        |                     |                    |                |                     |       |     |                                        |         |                                                                         |                                                                         |                                                                                                  |
|             |                        |                     |                    |                |                     |       |     |                                        |         |                                                                         |                                                                         |                                                                                                  |
|             |                        |                     |                    |                |                     |       |     |                                        |         |                                                                         |                                                                         |                                                                                                  |

Note: The amount of a jurisdiction's annual bike expenditure must be a minimum of 7% of the anticipated revenue amount received from Measure U each year. Estimates by jurisdiction are shown on the table labeled "Measure U Revenue Estimates". Funding for Class I / IV Multi-use path projects that are funded by philanthropy, state discretionary funding or federal discretionary funding shall not count as part of the 7% expenditure obligation required to be eligible to receive Measure U revenues.

Comment: Please provide any additional information to explaining your project list. E.g. This project list is the jurisdiction's CIP, the jurisdiction opted to include additional projects to have flexibility in completing a variety of projects. The City is current in the process of developing a Streets Masterplan which will define new projects. This will materialize in FY26/27. We anticipate a restructure of the project list to accomodate these new projects. Our Pavement Restoration Projects incorporate significant ATP, Bicycle and Pedestrian upgrades and facilities.

Note: The list will serve as the five-year list of projects required for submittal by each jurisdiction as stated in the Measure U Ordinance. These will be projects that will be delivered, depending on available revenues and when revenues become available. Prior to any allocation, jurisdictions will also be required to submit all of the necessary documentation requested as evidence of a **public hearing** to ensure that the members of the public were able to comment on the proposed project list as well as a Resolution in support of the proposed project list.







## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>FROM:</b>                     | Ian Dale, Environmental Services Tech                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SUBJECT:</b>                  | Consideration of a Resolution authorizing \$25,000 of Hardship Assistance Funding for Backflow Prevention Installation Requirements Following Detection Through Smart Water Meters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>RECOMMENDED ACTION:</b>       | Approve the attached resolution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>PREVIOUS COUNCIL ACTION:</b>  | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>STATEMENT OF THE PURPOSE:</b> | <p>The City of St. Helena has completed citywide implementation of Smart water meters capable of providing enhanced consumption data, leak alerts, and system monitoring. One of the additional benefits of advanced metering technology is the ability to detect backflow events through continuous flow-direction tracking at each service connection.</p> <p>Backflow—defined as the undesirable reversal of water flow from a private plumbing system back into the public water system—poses a risk of contamination and is strictly prohibited under state and local regulations, including City Municipal Code Chapter 13.08 and State Water Resources Control Board Cross-Connection Control Policy Handbook.</p> |
| <b>FINANCIAL IMPACT:</b>         | <p>The total financial impact is an amount not-to-exceed \$25,000 from GL 561-5000-2150.</p> <p>Approval of the recommended resolution would allocate up to \$25,000 from the Water Enterprise Fund for hardship assistance. Funds would be replenished over time through customer repayment. Sufficient budget is currently available within the Water Enterprise Fund to cover this project.</p>                                                                                                                                                                                                                                                                                                                        |

### BACKGROUND:

Backflow occurs when water flows in the reverse direction from a private plumbing system back into the City's potable water distribution system. This reverse flow can introduce contaminants such as irrigation water, chemicals, bacteria, or non-potable

water into the drinking water supply. Even a single backflow event has the potential to compromise water quality and pose health risks to the community.

State and local regulations—including State Water Resources Control Board Cross Connection Control Policy Handbook and the City of St. Helena Municipal Code—require the installation of backflow prevention assemblies where actual or potential cross-connections exist. These assemblies prevent reverse flow by allowing water to move in only one direction: from the City's system into the customer's property.

The City's newly implemented smart water meters significantly improve the identification of potential backflow conditions. Unlike traditional meters, which could not record directional flow, smart meters continuously track water movement and can detect anomalies indicating reverse flow. This proactive detection capability enables the City to respond quickly, notify affected customers, and ensure that appropriate backflow protection is installed in a timely manner.

Ensuring the installation of backflow prevention devices is essential to maintaining the integrity of the City's drinking water. This program enhances system reliability, reduces risk to the public, and aligns with state-mandated backflow protection standards. The proposed hardship assistance fund further supports the City's commitment to equitable compliance, allowing all customers—regardless of income level—to meet required safety standards.

#### **DISCUSSION:**

##### **Detection of Backflow Through Smart Meter Technology**

During routine monthly meter reads, the City's smart meters flag when backflow is detected. City staff conduct a verification review to confirm the event and evaluate whether a backflow prevention device is required at the service connection.

##### **Customer Notification**

Once a backflow event is confirmed, the City issues a formal notification letter to the property owner (see **Attachment 2**). The letter explains:

- A backflow event has been detected on the property.
- Backflow is prohibited and must be addressed immediately to protect public health and the City's drinking water system.
- A backflow prevention device must be installed by a specified due date by a licensed plumber or contractor.
- An initial inspection of installation and testing must be completed by City staff following completion.

This process ensures that customers are promptly informed and aware of the corrective actions required to remain in compliance.

##### **Hardship Considerations**

City staff recognize that installation of a backflow prevention device may create a financial burden for some customers, particularly low-income households or fixed-income residents.

To support compliance while maintaining equity, staff propose establishing a one-time Backflow Prevention Hardship Assistance Fund in the amount of **\$25,000**. Customers demonstrating financial hardship would be eligible for assistance to cover installation costs. Assistance funds would be:

- Provided upfront to the qualifying customer.
- Repaid to the City over the course of 12 months through a surcharge on the customer's monthly water/sewer bill.
- Available until the fund is exhausted or Council provides further direction.

This program would enable timely installation while ensuring program cost recovery.

**ENVIRONMENTAL REVIEW:** Not applicable.

**GOAL:**

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

**DOCUMENTS ATTACHMENTS:**

[Resolution Authorizing \\$25,000 of Hardship Assistance for Backflow Prevention Installation Requirements FY25.26](#)  
[Attachment 2- Backflow Requirement Letter](#)

## **CITY OF ST. HELENA**

### **RESOLUTION No. 2025-**

**APPROVAL OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA (1) ESTABLISHING A BACKFLOW PREVENTION HARDSHIP ASSISTANCE FUND AND (2) AUTHORIZING AN AMOUNT NOT-TO-EXCEED \$25,000 FROM GL 561-5000-2150 WATER ENTERPRISE FUND TO SUPPORT CUSTOMERS REQUIRED TO INSTALL A BACKFLOW PREVENTION DEVICE FOLLOWING SMART METER BACKFLOW DETECTION.**

#### **RECITALS**

- A. The City of St. Helena has implemented citywide smart water metering technology that provides enhanced system monitoring, including the ability to detect reverse-flow occurrences indicative of backflow; and
- B. Backflow poses a risk of contamination to the City's potable water distribution system and is prohibited under state and local regulations, including the State Water Resources Control Board Cross Connection Control Policy Handbook and St. Helena Municipal Code Chapter 13.08; and
- C. Upon confirmation of a backflow event, the City notifies affected property owners and requires installation of an approved backflow prevention device by a specified deadline; and
- D. The cost of installing a backflow prevention device may create a financial hardship for certain customers, particularly low-income or fixed-income households; and
- E. The City desires to support equitable compliance with backflow requirements while safeguarding public health and water quality; and
- F. Staff recommends establishing a Backflow Prevention Hardship Assistance Fund to support qualifying customers, with funds provided upfront and repaid to the City through a 12-month payment program applied to the customer's water/sewer utility bill; and
- G. The total recommended initial allocation for this program is an amount not-to-exceed \$25,000 from the Water Enterprise Fund GL 561-5000-2150.

#### **RESOLUTION**

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



1. The above recitals are true and correct and are incorporated herein by this reference; and
2. The City Council authorizes the allocation of \$25,000 from the Water Enterprise Fund 561-5000-2150 for this program.
3. That customers demonstrating financial hardship, as determined by criteria established administratively by the City Manager or designee, may receive funds to cover the cost of installing a required backflow prevention device.
4. That all funds disbursed under this program shall be repaid to the City over a 12-month period via charges applied to the customer's monthly water/sewer utility bill.
5. That the City Manager or designee is authorized to administer the program, develop necessary procedures, and execute any documents required to implement the assistance program consistent with this resolution.
6. Fee is provided as follows:

| <b>Funding Details</b>                       | <b>Fund</b> | <b>GL Account</b> | <b>Amount</b>      |
|----------------------------------------------|-------------|-------------------|--------------------|
| Backflow Prevention Hardship Assistance Fund | Water Fund  | 561-5000-2150     | \$25,000.00        |
| <b>TOTAL</b>                                 |             |                   | <b>\$25,000.00</b> |

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025 by the following vote:

Mayor Dohring: \_\_\_\_\_  
 Vice Mayor Deasy: \_\_\_\_\_  
 Councilmember Barak: \_\_\_\_\_  
 Councilmember Spadarotto: \_\_\_\_\_  
 Councilmember Summers: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
 Paul Jamison Dohring, Mayor

\_\_\_\_\_  
 City Clerk



**City of St. Helena  
Public Works Department**

December 1, 2025

Customer  
Street  
City, State, Zip

RE: Property located at: XXXX St. Helena, CA

Subject: **Notice of Required Backflow Prevention Device Installation**

Dear Customer:

The City of St. Helena is committed to providing clean and safe drinking water to all residents and businesses in accordance with the Safe Drinking Water Act and California Department of Drinking Water regulations.

During recent monitoring of the City's water distribution system, your water meter at the above-referenced property recorded an instance of **backflow**, which is the reverse flow of water from a private plumbing system into the public water supply. This condition poses a potential health risk and is strictly prohibited under State and St. Helena Municipal Code 13.08.30 regulations.

As a result, **you are required to install an approved backflow prevention assembly** on your water service connection **by XXXX**.

**Next Steps:**

1. Hire a licensed plumber or contractor certified to install backflow prevention devices. (see attached Certified Testers List for reference)
2. The device must comply with the City of St. Helena's Cross-Connection Control Program standards (attached).
3. Schedule an inspection and testing of the backflow device by City staff. Test inspection fees are \$150, please schedule and complete payment to Ian Dale 707-312-1372 or [idale@cityofstheleena.gov](mailto:idale@cityofstheleena.gov)

Failure to comply with this notice may result in **water service interruption** until the required protection is installed and verified.

If you are a tenant, it is your responsibility to notify the owner of this requirement.

Thank you for your cooperation for adhering to the backflow requirement of the City of St. Helena and State of California. If you have any questions, please contact me at [IDale@cityofstheleena.gov](mailto:IDale@cityofstheleena.gov) or by phone at (707) 312-1372.

Best Regards,

1088 College Ave. | St. Helena, CA 94574  
(707) 967-2794 | [cityofstheleena.gov](http://cityofstheleena.gov)




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**City Council Agenda Item 13.2 Consideration of a Resolution authorizing \$25,000 of Hardship Assistance Funding for Backflow Prevention Installation Requirements Following Detection Through Smart Water Meters**

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**From** Kelly Wheaton <a4est42@gmail.com>  
**Date** Sun 12/7/2025 2:35 PM  
**To** Public Comment <publiccomment@cityofsthelena.gov>

Andrew I appreciate your adding this to public Comment for Agenda Item 13.2

Dear City Council,

Re: Consideration of a Resolution authorizing \$25,000 of Hardship Assistance Funding for Backflow Prevention Installation Requirements Following Detection Through Smart Water Meters

While I very much appreciate the sentiment behind this Measure I believe it is not well thought out. And to quote mark Eppstein who posted on NextDoor:

*"The proposal is to create a very small fund of \$25,000 to offer 12-month loans to "hardship" water customers. First, that means only 6 or 7 people will be helped, as the total cost of each Backflow installation is \$4,000, give or take, depending on what's included. Second "hardship" is undefined and would be determined solely by the City Manager (or his designee). So, will applicants have to prostrate themselves before a bureaucrat in a competition to see who is most needy? And will this process be public - since it involves City funds - and thus embarrass the applicants? To call this proposal meager, niggardly, miserly, close-fisted - choose your descriptor - is correct"*

But the critical issues are much deeper. First, this is a knee jerk reaction to the blowback that the City received from its dastardly Scrooge Letters sent out to water customers that the SMART METERS (the gift that keeps on giving) detected a back flow. **We know nothing of the nature of the back flow whether it is a few ounces or hundreds of gallons.** We do not know if this is simply an occasional city water backflow of city water without risk to the public water supply. We do not know whether the city flushing water mains may have caused a drop in pressure that created the blackflow. We do not know if this is a serious issue or a manufactured one. If all of the water customers are eventually going to need to install backflow devices we should be exploring buying in bulk and contracting installation (like we did with the SMART METERS) and then charging the customers in monthly installments until the amount is paid back.

The cost of a backflow device can be as little as \$500 if purchased from a supplier in bulk. Compare that with thousands through a plumber.

This seems like exactly the type of thing that the Water & Wastewater Advisory could dig into and come up with a comprehensive plan to address this issue. So far this has been poorly researched, addressed and executed. Please consider tabling this for now and asking the Water and Wastewater

Committee to explore and give you the benefit of their research and recommendations.

Thank you for your consideration.

Kelly Wheaton  
1335 Inglewood Ave  
707-963-9609



## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Public Works

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FROM:</b>                     | Carlos Uribe, Assistant Public Works Operations Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>SUBJECT:</b>                  | Consideration and Adoption of a Resolution Authorizing the City Manager to Enter into a Lease-Purchase Agreement with Enterprise Fleet Management to lease Nine (9) New Operations Vehicles for the Public Works and Community Services Departments and Purchase One (1) New Operations Vehicle for Public Works for a total Not-to-Exceed Amount of \$463,794, Including a 2% Contingency, and to Lease Comparable Vehicles if the Specified Models are Unavailable.                                        |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approval of the attached resolution.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>PREVIOUS COUNCIL ACTION:</b>  | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>STATEMENT OF THE PURPOSE:</b> | Authorize the purchase of one (1) new vehicle and the leasing nine (9) new vehicles.                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>FINANCIAL IMPACT:</b>         | <p>The Financial Impact is a total not-to-exceed cost of \$463,794, which includes a 2% contingency, over the course of the 60-month lease period. The FY 2025-26 Operating Budget includes \$398,972 in previously authorized and encumbered funding for vehicle replacements.</p> <p>An additional \$65,000 is available in budgeted capital equipment GL accounts reserved for existing lease payments. These funds will be released as a number of the existing leases will be reaching end of term.</p> |

### BACKGROUND:

In alignment with the City Council's adopted goal of enhancing infrastructure and environmental sustainability, staff has continued to refine the City's fleet management program by replacing old, costly/problematic vehicles and integrating alternative-fuel technologies into the municipal fleet. This effort reflects the City's commitment to maximizing operational efficiency while reducing environmental impacts.

City vehicles are among the most visible representations of municipal operations. Maintaining a reliable and environmentally responsible fleet not only supports daily service delivery but also reflects positively on the City's stewardship of public resources.

The proposed vehicle replacements continue advancing these goals by aligning asset management needs with sustainability directives.

The City Council in 2019 directed staff to prioritize the acquisition of alternative-fueled vehicles whenever feasible. Since then, staff has evaluated vehicle needs across departments and assessed opportunities to incorporate electric and other low-emission vehicles into the fleet.

#### **DISCUSSION:**

This action will authorize the replacement of two (2) hybrid, three (3) gas, and one (1) electric vehicle. A number of existing vehicles exceeded their useful life or have become cost-prohibitive to repair. These units must be declared surplus and removed from service. Replacing them with more efficient vehicles will reduce repair downtime, reduce unproductive staff time, lower fuel consumption, and decrease the overall carbon footprint of the fleet. Given the City's fiscal challenges, leasing, rather than purchasing, provides a more cost-effective long-term fleet management strategy by reducing up front capital costs, smoothing annual expenses, and ensuring that high mileage units can be replaced more frequently before major repairs are needed. That said, it must be noted that the leasing of vehicles is being recommended as a fleet management strategy, instead of the preferred outright purchase of vehicles, because of the City's fiscal constraints. The purchase of vehicles is a more cost-effective way of managing the City's fleet costs especially given the practice of the City, like most public agencies, to hold on to vehicles for over 8 years. It is hoped that with greater budget stability, the city can return to the more prudent practice of purchasing vehicles instead of leasing them.

Staff continues to evaluate opportunities for full fleet electrification however, at this time, wide-spread integration of electric vehicles is not feasible. Current technology limitations coupled with the need for significant upgrades to the City's charging infrastructure prevent the immediate transition to an all-electric fleet. Staff is actively working with PG&E and third-party vendors to assess electrical capacity at City facilities, identify necessary improvements, and evaluate costs associated with the future of charging infrastructure. While these efforts will support long-term electrification goals, the replacement of several vehicles is required now in order to maintain to current service levels with Public Works Operations and Parks and Recreation.

Additionally, one previously assigned electric vehicle is being proposed to be replaced with a hybrid model. Over time, the current electric unit, specifically the GEM vehicle, has experienced significant operational limitations, including increased downtime due to mechanical failures, reduced battery capacity, and insufficient power output. These issues have been compounded by the age of the vehicle and the limited availability of replacement parts, which are no longer manufactured for this model. Its restricted load capacity and limited travel range have also prevented staff from efficiently transporting tools, materials, and equipment across multiple park sites, often requiring multiple trips or reliance on shared vehicles. This has reduced productivity and contributed to delays in daily maintenance tasks and response times.

To address these challenges, the department is recommending replacement of the existing electric model with a hybrid vehicle. A hybrid meets the City's alternative-fuel and sustainability requirements while providing improved performance, extended range, and greater hauling capability to support daily operations. This upgrade will ensure staff can reliably respond to community service requests, maintain park facilities, and support programs and events without disruption. The recommended hybrid vehicle will also help reduce ongoing repair costs, minimize downtime, and enhance the overall efficiency and quality of service delivery to the community.

#### VEHICLES TO BE REPLACED

| Vehicle Number | Year | Make    | Model             | Mileage |
|----------------|------|---------|-------------------|---------|
| 002            | 2008 | Toyota  | Highlander Hybrid | 142,235 |
| 003            | 2008 | Toyota  | Highlander Hybrid | 192,533 |
| 001            | 2019 | Ford    | Explorer          | 120,100 |
| 008            | 2018 | Ford    | Explorer          | 18,291  |
| 601            | 2003 | GMC     | Savanna           | 85,688  |
| *100           | 2024 | Ford    | F-150 Hybrid      | 7,764   |
| *209           | 2024 | Ford    | F-150 Hybrid      | 20,483  |
| *304           | 2024 | Ford    | F-150 Hybrid      | 15,331  |
| N/A            | 2010 | Gem Car | Electric          | N/A     |

\*Vehicle Numbers 100, 209 and 304 will be reassigned to Public Works staff within the respective division, who currently do not have a vehicle. Vehicle Numbers 7,8 and 9 (below) are being proposed will take the place of 100, 209 and 304.

#### PROPOSED REPLACEMENTS - LEASED

| Vehicle No. | Replacement Vehicle     | Monthly Payment | Term | Total Cost of 60-Month Lease |
|-------------|-------------------------|-----------------|------|------------------------------|
| 1           | 2026 Toyota Rav4 Hybrid | 731.43          | 60   | 43,886                       |
| 2           | 2026 Toyota Rav4 Hybrid | 731.43          | 60   | 43,886                       |
| 3           | 2026 Toyota Rav4 Hybrid | 731.43          | 60   | 43,886                       |
| 4           | 2026 Toyota Rav4 Hybrid | 731.43          | 60   | 43,886                       |
| 5           | 2026 Tacoma Hybrid      | 895.83          | 60   | 53,750                       |
| 6           | 2026 Toyota Rav4 Hybrid | 731.43          | 60   | 43,886                       |



|                    |                            |                                 |    |        |
|--------------------|----------------------------|---------------------------------|----|--------|
| 7                  | 2026 Toyota Rav4 Hybrid    | 731.43                          | 60 | 43,886 |
| 8                  | 2026 Toyota Rav4 Hybrid    | 731.43                          | 60 | 43,886 |
| 9                  | 2026 Tacoma Hybrid         | 895.83                          | 60 | 53,750 |
|                    |                            |                                 |    |        |
| <b>Vehicle No.</b> | <b>Replacement Vehicle</b> | <b>Estimated Purchase Price</b> |    |        |
| 10                 | 2026 Toyota Rav4 Hybrid    | 40,000                          |    |        |

| <b>Total Financial Impact</b>      |                  |
|------------------------------------|------------------|
| Total Cost to Purchase 1 Vehicle   | 40,000           |
| Total Cost to Lease 9 Vehicles     | 414,700          |
| 2% Contingency                     | 9,094            |
| <b>Grand Total for 10 Vehicles</b> | <b>\$463,794</b> |

Due to ongoing market volatility, inflationary pressures, and limited vehicle availability, final pricing for the proposed acquisitions may be subject to change. The current budget includes only a modest 2% contingency, which may not be sufficient to absorb significant cost increases should they occur. If actual pricing exceeds the available budget, staff may need to reduce the total number of vehicles purchased to remain within authorized funding levels.

The City has a current contract with Enterprise for Fleet Management Services. As part of this agreement, Enterprise provides the City with Sourcewell pricing for vehicles, which complies with the City's purchasing policy and ensures the City receives the most competitive quotes.

Staff recommends leasing 9 hybrid vehicles and purchasing 1 hybrid vehicle, replacing 2 hybrid, 3 gas, and 1 electric vehicles.

**ENVIRONMENTAL REVIEW:** Not applicable.

**GOAL:**

Goal 1: Strengthen Financial Sustainability  
Goal 6: Improve Employee Recruitment, Retention, & Morale  
Goal 7: Enhance Organizational Effectiveness

**DOCUMENTS ATTACHMENTS:**

[Resolution V1](#)

Active Enterprise Leases

2026 Toyota Rav 4 LE All Wheel Drive - Hybrid

2026 Toyota Tacoma Hybrid TRD SPort 4x4 Double Cab

**CITY OF ST. HELENA**

**RESOLUTION NO. 2025-\_\_**

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE-PURCHASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT TO LEASE NINE (9) NEW OPERATIONS VEHICLES FOR THE PUBLIC WORKS AND COMMUNITY SERVICES DEPARTMENTS AND PURCHASE ONE (1) NEW OPERATIONS VEHICLE FOR PUBLIC WORKS, IN AN AMOUNT NOT-TO-EXCEED \$463,794, INCLUDING A 2% CONTINGENCY, AND TO LEASE COMPARABLE VEHICLES IF THE SPECIFIED MODELS ARE UNAVAILABLE.**

**RECITALS**

- A. In 2019, City Council directed staff to prioritize the acquisition of alternative-fueled vehicles whenever feasible; and
- B. Staff continues to refine the City's fleet management program by replacing old, costly/problematic vehicles and integrating alternative-fuel technologies; and
- C. A number of existing vehicles exceed their useful life or have become cost-prohibitive to repair; and
- D. Given the City's fiscal challenges, leasing provides a more cost-effective long-term fleet management strategy by reducing up front capital costs and ensuring high mileage units can be replaced more frequently before major repairs are needed; and
- E. Staff has identified nine (9) hybrid vehicles to lease and one (1) hybrid vehicle to purchase, to replace ten (10) vehicles currently in the fleet; and
- F. The City has an executed agreement with Enterprise for Fleet Management Services, and as a component of that agreement, Enterprise provides the City with Sourcewell pricing ensuring the City receives the most competitive quotes.

**RESOLUTION**

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

1. Authorizes the City Manager to enter into a lease-purchase agreement with Enterprise Fleet Management to lease nine (9) new operations vehicles for the Public Works and Community Services Departments and purchase one

(1) new operations vehicle for Public Works, in an amount not-to-exceed \$463,794, including a 2% contingency, and authorizes the City Manager to lease comparable vehicles if the specified models are unavailable.

2. Funding is as follows:

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Fund                           | GL Account      | Amount    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|-----------|
| FY25/26<br>Capital Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 592 – Equipment<br>Replacement | 592-50-00-26-30 | \$398,972 |
| While the total cost of the five-year lease is \$463,494, the Equipment Replacement Fund (592) currently has \$398,000 available, which is sufficient to purchase one vehicle outright and covers all but approximately \$65,000 of the required lease payments over the 60-month term. The remaining lease costs will be funded through future budgeted line items that will not exceed the existing amounts already included in the FY 2025-26 and FY 2026-27 Operating Budgets. As existing leases expire, fund capacity will continue to increase, ensuring adequate funding is available to carry forward the out-year commitments associated with this equipment. |                                |                 |           |

Approved at a Regular Meeting of the St. Helena City Council on December 9, 2025, by the following vote:

**Mayor Dohring:**

**Vice Mayor Deasy:**

**Council Member Barak:**

**Council Member Spadarotto:**

**Council Member Summers:**

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk

| Unit No. | Dept.     | Vehicle ID | YMM                | Mos in Service | Term | Remaining Term |
|----------|-----------|------------|--------------------|----------------|------|----------------|
| 100      | Utilities | 27WSKX     | 2024 Ford F-150    | 16             | 60   | 44             |
| 209      | Streets   | 27Z67T     | 2024 Ford F-150    | 16             | 60   | 44             |
| 304      | Parks     | 283NMF     | 2024 Ford F-150    | 11             | 60   | 49             |
| 103      | WTP       | 283NMN     | 2024 Ford F-150    | 13             | 60   | 47             |
| 300      | Parks     | 283NMS     | 2024 Ford F-150    | 10             | 60   | 50             |
| 101      | Utilities | 283NMW     | 2024 Ford F-150    | 13             | 60   | 47             |
| 309      | Parks     | 2846T5     | 2024 Ford F-350    | 9              | 60   | 51             |
| 201      | Streets   | 284DJ9     | 2024 Ford F-450    | 10             | 60   | 50             |
| 001 WH   | PW Admin  | 22TBBM     | 2019 Ford Explorer | 84             | 84   | 0              |
| 008      | Building  | 22P7F6     | 2018 Ford Explorer | 94             | 96   | 2              |
| 102      | WTP       | 2878GS     | 2024 Toyota Tacoma | 16             | 60   | 44             |
| 104      | Utilities | 23G6DZ     | 2020 Ford F-550    | 59             | 60   | 1              |
| 105      | Utilities | 22TMMZ     | 2019 Ford F-250    | 83             | 84   | 1              |
| 202      | Streets   | 22TMM5     | 2019 Ford F-250    | 83             | 84   | 1              |
| 208      | Streets   | 23G6FC     | 2020 Ford F-450    | 60             | 60   | 0              |
| FD-Unit  | Fire      | 22RWCS     | 2018 Ford F-250    | 90             | 96   | 6              |



# Open-End (Equity) Lease Rate Quote

Quote No: 9406668

|                                  |         |                                                                                 |                |                      |                             |
|----------------------------------|---------|---------------------------------------------------------------------------------|----------------|----------------------|-----------------------------|
| Prepared For: City of St. Helena |         |                                                                                 |                | Date 12/02/2025      |                             |
| Uribe, Carlos                    |         |                                                                                 |                | AE/AM SCL/JLT        |                             |
| Unit #                           |         |                                                                                 |                |                      |                             |
| Year 2026                        |         | Make Toyota                                                                     |                | Model RAV4           |                             |
| Series LE 4dr All-Wheel Drive    |         |                                                                                 |                |                      |                             |
| Vehicle Order Type               | Ordered | Term 60                                                                         | State CA       | Customer# 579445     |                             |
| \$ 33,946.50                     |         | Capitalized Price of Vehicle <sup>1</sup>                                       |                |                      |                             |
| \$ 0.00                          | *       | Sales Tax <u>0.0000%</u> State <u>CA</u>                                        |                |                      |                             |
| \$ 478.29                        | *       | Initial License Fee                                                             |                |                      |                             |
| \$ 0.00                          |         | Registration Fee                                                                |                |                      |                             |
| \$ 300.00                        |         | Other: (See Page 2)                                                             |                |                      |                             |
| \$ 0.00                          |         | Capitalized Price Reduction                                                     |                |                      |                             |
| \$ 0.00                          |         | Gain Applied From Prior Unit                                                    |                |                      |                             |
| \$ 0.00                          | *       | Security Deposit                                                                |                |                      |                             |
| \$ 4.95                          | *       | Taxes                                                                           |                |                      |                             |
|                                  |         |                                                                                 |                |                      |                             |
| \$ 34,246.50                     |         | Total Capitalized Amount (Delivered Price)                                      |                |                      |                             |
| \$ 462.33                        |         | Depreciation Reserve @ <u>1.3500%</u>                                           |                |                      |                             |
| \$ 156.62                        |         | Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup> |                |                      |                             |
|                                  |         |                                                                                 |                |                      |                             |
| \$ 618.95                        |         | Total Monthly Rental Excluding Additional Services                              |                |                      |                             |
| Additional Fleet Management      |         |                                                                                 |                |                      |                             |
| Master Policy Enrollment Fees    |         |                                                                                 |                |                      |                             |
| \$ 0.00                          |         | Commercial Automobile Liability Enrollment                                      |                |                      |                             |
|                                  |         | Liability Limit <u>\$0.00</u>                                                   |                |                      |                             |
| \$ 0.00                          |         | Physical Damage Management                                                      |                | Comp/Coll Deductible | <u>0 / 0</u>                |
| \$ 59.14                         |         | Full Maintenance Program <sup>3</sup> Contract Miles <u>50,000</u>              |                | OverMileage Charge   | <u>\$ 0.0650</u> Per Mile   |
|                                  |         | Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>                                    |                | # Tires <u>0</u>     | Loaner Vehicle Not Included |
|                                  |         |                                                                                 |                |                      |                             |
| \$ 59.14                         |         | Additional Services SubTotal                                                    |                |                      |                             |
|                                  |         |                                                                                 |                |                      |                             |
| \$ 51.24                         |         | Tax                                                                             | <u>8.2500%</u> | State <u>CA</u>      |                             |
|                                  |         |                                                                                 |                |                      |                             |
| \$ 729.33                        |         | Total Monthly Rental Including Additional Services                              |                |                      |                             |
| \$ 6,506.70                      |         | Reduced Book Value at <u>60</u> Months                                          |                |                      |                             |
| \$ 400.00                        |         | Service Charge Due at Lease Termination                                         |                |                      |                             |

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color (0 P) Ice Cap

Interior Color Black w/Fabric Seat Trim

Lic. Plate Type Exempt

GVWR 0

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

## Order Information

**Driver Name**

**Exterior Color** (0 P) Ice Cap

**Interior Color** Black w/Fabric Seat Trim

**Lic. Plate Type** Exempt

**GVWR** 0

Comp/Coll Deductible 0 / 0

OverMileage Charge \$ 0.0650 Per Mile

# Tires 0

Loaner Vehicle Not Included

Quote based on estimated annual mileage of 10,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

## ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

**LESSEE** City of St. Helena

**BY** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

<sup>2</sup> Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



Open-End (Equity) Lease Rate Quote

Quote No: 9406668

Other Totals

| Description                     | (B)illed or (C)apped | Price     |
|---------------------------------|----------------------|-----------|
| Initial Administration Fee      | B                    | \$ 60.00  |
| Courtesy Delivery Fee           | C                    | \$ 300.00 |
|                                 |                      |           |
| Total Other Charges Billed      |                      | \$ 60.00  |
| Total Other Charges Capitalized |                      | \$ 300.00 |
| Other Charges Total             |                      | \$ 360.00 |





## Open-End (Equity) Lease Rate Quote

Quote No: 9406668

### VEHICLE INFORMATION:

2026 Toyota RAV4 LE 4dr All-Wheel Drive - US

Series ID: 4435

### Pricing Summary:

|                    | INVOICE        | MSRP                  |
|--------------------|----------------|-----------------------|
| Base Vehicle       | \$10           | \$10.00 (Est.)        |
| Total Options      | \$0.00         | \$0.00 (Est.)         |
| Destination Charge | \$0.00         | \$0.00                |
| <b>Total Price</b> | <b>\$10.00</b> | <b>\$10.00 (Est.)</b> |

### SELECTED COLOR:

Exterior: 040-(0 P) Ice Cap

Interior: 20-Black w/Fabric Seat Trim

### SELECTED OPTIONS:

| CODE   | DESCRIPTION                                       | INVOICE | MSRP       |
|--------|---------------------------------------------------|---------|------------|
| 040_02 | (0 P) Ice Cap                                     | NA      | NA (Est.)  |
| 20_01  | Black w/Fabric Seat Trim                          | NC      | NC (Est.)  |
| FB     | Fabric Seat Trim                                  | STD     | STD (Est.) |
| FE     | 50 State Emissions                                | NA      | NA (Est.)  |
| PAINT  | Monotone Paint Application                        | STD     | STD (Est.) |
| STDEN  | Engine: 2.5L 4-Cylinder                           | STD     | STD (Est.) |
| STDRD  | Radio: 10.5" Toyota Audio Multimedia w/6 Speakers | STD     | STD (Est.) |
| STDST  | Front Bucket Seats                                | STD     | STD (Est.) |
| STDTN  | Transmission: Continuously Variable (CVT)         | STD     | STD (Est.) |
| STDTR  | Tires: 235/65R17 as                               | STD     | STD (Est.) |
| STDWL  | Wheels: 17" Dark Gray                             | STD     | STD (Est.) |

**CONFIGURED FEATURES:**

Body Exterior Features:

Number Of Doors 4  
 Rear Cargo Door Type: liftgate  
 Driver And Passenger Mirror: power remote manual folding side-view door mirrors  
 Spoiler: rear lip spoiler  
 Door Handles: body-coloured  
 Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip  
 Body Material: galvanized steel/aluminum body material  
 Body Side Cladding: black bodyside cladding  
 Grille: black w/body-colour surround grille  
 Exhaust Tip: chrome tip exhaust

Convenience Features:

Air Conditioning automatic dual-zone front air conditioning  
 Air Filter: air filter  
 Console Ducts: console ducts  
 Cruise Control: cruise control with steering wheel controls, Full-Speed Range Dynamic Radar Cruise Control (DRCC) adaptive  
 Fuel Remote Release: mechanical fuel remote release  
 Power Windows: power windows with front and rear 1-touch down  
 1/4 Vent Rear Windows: power rearmost windows  
 Remote Keyless Entry: yes remote keyless entry  
 Illuminated Entry: illuminated entry  
 Integrated Key Remote: integrated key/remote  
 Auto Locking: auto-locking doors  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Driver and Passenger Vanity Mirror: illuminated driver and passenger-side visor mirrors  
 Emergency SOS: Safety Connect (1-year trial) emergency communication system  
 Navigation System: navigation system  
 Front Cupholder: front and rear cupholders  
 Floor Console: full floor console with covered box  
 Overhead Console: mini overhead console with storage  
 Glove Box: glove box  
 Driver Door Bin: driver and passenger door bins  
 Seatback Storage Pockets: 1 seatback storage pockets  
 IP Storage: bin instrument-panel storage  
 Driver Footrest: driver's footrest  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio AM/FM/HD/Satellite with seek-scan  
 Radio Data System: radio data system  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 6 speakers  
 Internet Access: Wi-Fi Connect with up to 2GB within 3-month trial internet access  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type reflector LED low/high beam headlamps  
 Auto-Dimming Headlights: Automatic High Beams (AHB) auto high-beam headlights  
 Rear Window wiper: rear window wiper  
 Rear Window Defroster: rear window defroster  
 Tinted Windows: deep-tinted windows  
 Dome Light: dome light with fade

Front Reading Lights: front reading lights  
 Ignition Switch: ignition switch light  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: digital appearance  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: low-tire-pressure warning  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Lane Departure Warning: lane departure  
 Blind Spot Sensor: blind spot  
 Front Pedestrian Braking: front pedestrian detection  
 Forward Collision Alert: forward collision  
 Water Temp Gauge: water temp. gauge  
 Clock: digital clock  
 Systems Monitor: driver information centre  
 Rear Vision Camera: rear vision camera  
 Oil Pressure Warning: oil-pressure warning  
 Battery Warning: battery warning  
 Lights On Warning: lights-on warning  
 Key in Ignition Warning: key-in-ignition warning  
 Low Fuel Warning: low-fuel warning  
 Low Washer Fluid Warning: low-washer-fluid warning  
 Door Ajar Warning: door-ajar warning  
 Trunk Ajar Warning: trunk-ajar warning  
 Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes  
 Number of ABS Channels: 4 ABS channels  
 Brake Assistance: brake assist  
 Brake Type: four-wheel disc brakes  
 Vented Disc Brakes: front ventilated disc brakes  
 Daytime Running Lights: daytime running lights  
 Spare Tire Type: compact spare tire  
 Spare Tire Mount: spare tire mounted inside under cargo  
 Driver Front Impact Airbag: driver and passenger front-impact airbags  
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
 Overhead Airbag: curtain 1st and 2nd row overhead airbag  
 Knee Airbag: knee airbag  
 Occupancy Sensor: front passenger airbag occupancy sensor  
 Height Adjustable Seatbelts: height adjustable front seatbelts  
 Seatbelt Pretensioners: front seatbelt pre-tensioners  
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
 Side Impact Bars: side-impact bars  
 Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks  
 Rear Child Safety Locks: rear child safety locks  
 Ignition Disable: immobilizer  
 Panic Alarm: panic alarm  
 Tracker System: tracker system  
 Electronic Stability: electronic stability  
 Traction Control: ABS and driveline traction control  
 Front and Rear Headrests: manual adjustable front head restraints  
 Rear Headrest Control: 3 rear head restraints  
 Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 5  
 Front Bucket Seats: front bucket seats  
 Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments  
 Reclining Driver Seat: manual reclining driver and passenger seats  
 Driver Height Adjustment: manual height-adjustable driver and passenger seats

Driver Fore/Aft: manual driver and passenger fore/aft adjustment

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear manual reclining 60-40 split-bench seat

Rear Folding Position: rear seat fold-forward seatback

Rear Seat Armrest: rear seat centre armrest

Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: cloth door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

Interior Accents: metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Cover: roll-up cargo cover

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 236-hp, 2.5-liter I-4 (hybrid regular gas)

Standard Transmission:

Transmission 2-speed CVT w/ OD and auto-manual



# Open-End (Equity) Lease Rate Quote

Quote No: 9393188

|                                                   |                                                                                 |                                          |        |                                  |                     |
|---------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------|--------|----------------------------------|---------------------|
| Prepared For: City of St. Helena<br>Uribe, Carlos |                                                                                 |                                          |        | Date 12/02/2025<br>AE/AM SCL/JLT |                     |
| Unit #                                            |                                                                                 |                                          |        |                                  |                     |
| Year                                              | 2026                                                                            | Make                                     | Toyota | Model                            | Tacoma Hybrid       |
| Series                                            | TRD Sport 4x4 Double Cab 5 ft. box                                              |                                          |        |                                  |                     |
| Vehicle Order Type                                | Ordered                                                                         | Term                                     | 60     | State                            | CA Customer# 579445 |
| \$ 43,176.00                                      | Capitalized Price of Vehicle <sup>1</sup>                                       |                                          |        |                                  |                     |
| \$ 0.00                                           | *                                                                               | Sales Tax <u>0.0000%</u> State <u>CA</u> |        |                                  |                     |
| \$ 641.39                                         | *                                                                               | Initial License Fee                      |        |                                  |                     |
| \$ 0.00                                           | *                                                                               | Registration Fee                         |        |                                  |                     |
| \$ 300.00                                         | Other: (See Page 2)                                                             |                                          |        |                                  |                     |
| \$ 0.00                                           | Capitalized Price Reduction                                                     |                                          |        |                                  |                     |
| \$ 0.00                                           | Gain Applied From Prior Unit                                                    |                                          |        |                                  |                     |
| \$ 0.00                                           | *                                                                               | Security Deposit                         |        |                                  |                     |
| \$145.20                                          | *                                                                               | Taxes                                    |        |                                  |                     |
| <hr/>                                             |                                                                                 |                                          |        |                                  |                     |
| \$ 43,476.00                                      | Total Capitalized Amount (Delivered Price)                                      |                                          |        |                                  |                     |
| \$ 586.93                                         | Depreciation Reserve @ <u>1.3500%</u>                                           |                                          |        |                                  |                     |
| \$ 198.20                                         | Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) <sup>2</sup> |                                          |        |                                  |                     |
| <hr/>                                             |                                                                                 |                                          |        |                                  |                     |
| \$ 785.13                                         | Total Monthly Rental Excluding Additional Services                              |                                          |        |                                  |                     |
| Additional Fleet Management                       |                                                                                 |                                          |        |                                  |                     |
| Master Policy Enrollment Fees                     |                                                                                 |                                          |        |                                  |                     |
| \$ 0.00                                           | Commercial Automobile Liability Enrollment                                      |                                          |        |                                  |                     |
|                                                   | Liability Limit <u>\$0.00</u>                                                   |                                          |        |                                  |                     |
| \$ 0.00                                           | Physical Damage Management                                                      |                                          |        |                                  |                     |
| \$ 43.04                                          | Full Maintenance Program <sup>3</sup> Contract Miles <u>25,000</u>              |                                          |        |                                  |                     |
|                                                   | Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>                                    |                                          |        |                                  |                     |
| <hr/>                                             |                                                                                 |                                          |        |                                  |                     |
| \$ 43.04                                          | Additional Services SubTotal                                                    |                                          |        |                                  |                     |
| <hr/>                                             |                                                                                 |                                          |        |                                  |                     |
| \$ 65.00                                          | Tax                                                                             | <u>8.2500%</u>                           |        | State <u>CA</u>                  |                     |
| <hr/>                                             |                                                                                 |                                          |        |                                  |                     |
| \$ 893.17                                         | Total Monthly Rental Including Additional Services                              |                                          |        |                                  |                     |
| \$ 8,260.20                                       | Reduced Book Value at <u>60</u> Months                                          |                                          |        |                                  |                     |
| \$ 400.00                                         | Service Charge Due at Lease Termination                                         |                                          |        |                                  |                     |

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

|                 |                                         |
|-----------------|-----------------------------------------|
| Driver Name     | Unknown Driver                          |
| Exterior Color  | Ice Cap                                 |
| Interior Color  | Boulder/Black w/Blue w/Fabric Seat Trim |
| Lic. Plate Type | Exempt                                  |
| GVWR            | 0                                       |

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

## Order Information

**Driver Name** Unknown Driver  
**Exterior Color** Ice Cap  
**Interior Color** Boulder/Black w/Blue w/Fabric Seat Trim  
**Lic. Plate Type** Exempt  
**GVWR** 0

**Comp/Coll Deductible** 0 / 0  
**OverMileage Charge** \$ 0.0650 Per Mile  
**# Tires** 0 **Loaner Vehicle Not Included**

Quote based on estimated annual mileage of 5,000  
 (Current market and vehicle conditions may also affect value of vehicle)  
 (Quote is Subject to Customer's Credit Approval)  
 Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

## ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

**LESSEE** City of St. Helena

|           |              |             |
|-----------|--------------|-------------|
| <b>BY</b> | <b>TITLE</b> | <b>DATE</b> |
|-----------|--------------|-------------|

\* INDICATES ITEMS TO BE BILLED ON DELIVERY.

<sup>1</sup> Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

<sup>2</sup> Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

<sup>3</sup> The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



Open-End (Equity) Lease Rate Quote

Quote No: 9393188

Other Totals

| Description                     | (B)illed or (C)apped | Price     |
|---------------------------------|----------------------|-----------|
| Initial Administration Fee      | B                    | \$ 60.00  |
| Transport to Client             | B                    | \$ 150.00 |
| Courtesy Delivery Fee           | C                    | \$ 300.00 |
|                                 |                      |           |
| Total Other Charges Billed      |                      | \$ 210.00 |
| Total Other Charges Capitalized |                      | \$ 300.00 |
| Other Charges Total             |                      | \$ 510.00 |



## Open-End (Equity) Lease Rate Quote

Quote No: 9393188

### VEHICLE INFORMATION:

2026 Toyota Tacoma Hybrid TRD Sport 4x4 Double Cab 5 ft. box - US

Series ID: 7530

### Pricing Summary:

|                    | INVOICE            | MSRP               |
|--------------------|--------------------|--------------------|
| Base Vehicle       | \$43,281           | \$46,720.00        |
| Total Options      | \$0.00             | \$0.00             |
| Destination Charge | \$1,595.00         | \$1,595.00         |
| <b>Total Price</b> | <b>\$44,876.00</b> | <b>\$48,315.00</b> |

### SELECTED COLOR:

Exterior: 040-Ice Cap

Interior: 11-Boulder/Black w/Blue w/Fabric Seat Trim

### SELECTED OPTIONS:

| CODE   | DESCRIPTION                                        | INVOICE | MSRP |
|--------|----------------------------------------------------|---------|------|
| 040_01 | Ice Cap                                            | NC      | NC   |
| 11_15  | Boulder/Black w/Blue w/Fabric Seat Trim            | NC      | NC   |
| FE     | 50 State Emissions                                 | NC      | NC   |
| FE_    | Fabric Seat Trim                                   | STD     | STD  |
| PAINT  | Monotone Paint Application                         | STD     | STD  |
| STDAX  | 3.583 Axle Ratio                                   | STD     | STD  |
| STDEN  | Engine: 2.4L 4-Cyl Turbocharged Hybrid I-FORCE MAX | STD     | STD  |
| STDGV  | GVWR: 6,665 lbs                                    | STD     | STD  |
| STDRD  | Radio: 8" Toyota Audio Multimedia                  | STD     | STD  |
| STDST  | Front Bucket Seats                                 | STD     | STD  |
| STDTN  | Transmission: 8-Speed Automatic                    | STD     | STD  |
| STDTR  | Tires: 265/65R18                                   | STD     | STD  |
| STDWL  | Wheels: 18" TRD Sport Alloy                        | STD     | STD  |



**CONFIGURED FEATURES:**

Body Exterior Features:

Number Of Doors: 4  
 Rear Cargo Door Type: tailgate  
 Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator  
 Door Handles: body-coloured  
 Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip  
 Rear Step Bumper: rear step bumper  
 Front Tow Hooks: 1 front tow hooks  
 Box Style: regular composite  
 Body Material: galvanized steel/aluminum body material  
 : class IV trailering with harness, hitch  
 Paint Type: decal  
 Fender Flares: body-coloured fender flares  
 Grille: black grille

Convenience Features:

Air Conditioning: automatic air conditioning  
 Air Filter: air filter  
 Cruise Control: cruise control with steering wheel controls, Full-Speed Range Dynamic Radar Cruise Control (DRCC) adaptive  
 Fuel Remote Release: mechanical fuel remote release  
 Power Windows: power windows with front and rear 1-touch down  
 Remote Keyless Entry: yes remote keyless entry  
 Illuminated Entry: illuminated entry  
 Integrated Key Remote: integrated key/remote  
 Auto Locking: auto-locking doors  
 Passive Entry: Smart Key proximity key  
 Steering Wheel: steering wheel with manual tilting, manual telescoping  
 Day-Night Rearview Mirror: day-night rearview mirror  
 Auto-dimming Rearview Mirror: auto-dimming rearview mirror  
 Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors  
 Emergency SOS: Safety Connect (up to 10-year trial subscription) emergency communication system  
 Navigation System: Drive Connect Cloud Navigation (1-year trial subscription) navigation system with voice activation  
 Front Cupholder: front and rear cupholders  
 Floor Console: full floor console with covered box  
 Overhead Console: mini overhead console with storage  
 Glove Box: locking glove box  
 Driver Door Bin: driver and passenger door bins  
 Rear Door Bins: rear door bins  
 Interior Concealed Storage: interior concealed storage  
 IP Storage: bin instrument-panel storage  
 Driver Footrest: driver's footrest  
 Retained Accessory Power: retained accessory power  
 Power Accessory Outlet: 2 12V DC power outlets  
 AC Power Outlet: 1 interior 120V AC power outlet

Entertainment Features:

radio: AM/FM/HD/Satellite with seek-scan  
 Voice Activated Radio: voice activated radio  
 Speed Sensitive Volume: speed-sensitive volume  
 Steering Wheel Radio Controls: steering-wheel mounted audio controls  
 Speakers: 6 speakers  
 Internet Access: Wi-Fi Connect with 30-day or up to 3GB trial subscription internet access  
 TV Tuner: Destination Assist (1-year trial subscription) turn-by-turn navigation directions  
 1st Row LCD: 2 1st row LCD monitor  
 Wireless Connectivity: wireless phone connectivity  
 Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: projector beam LED low/high beam headlamps

Internally Adjustable Headlamps: manual-leveling headlights  
 Auto-Dimming Headlights: Automatic High Beams (AHB) auto high-beam headlights  
 Front Fog Lights: front fog lights  
 Cab Clearance Lights: cargo bed light  
 Front Wipers: variable intermittent wipers  
 Rear Window Defroster: rear window defroster  
 Tinted Windows: deep-tinted windows  
 Dome Light: dome light with fade  
 Front Reading Lights: front reading lights  
 Ignition Switch: ignition switch light  
 Variable IP Lighting: variable instrument panel lighting  
 Display Type: digital/analog appearance  
 Tachometer: tachometer  
 Exterior Temp: outside-temperature display  
 Low Tire Pressure Warning: low-tire-pressure warning  
 Trip Computer: trip computer  
 Trip Odometer: trip odometer  
 Lane Departure Warning: lane departure  
 Blind Spot Sensor: blind spot  
 Front Pedestrian Braking: front pedestrian detection  
 Forward Collision Alert: forward collision  
 Water Temp Gauge: water temp. gauge  
 Clock: digital clock  
 Systems Monitor: driver information centre  
 Check Control: redundant digital speedometer  
 Rear Vision Camera: rear vision camera  
 Oil Pressure Warning: oil-pressure warning  
 Battery Warning: battery warning  
 Key in Ignition Warning: key-in-ignition warning  
 Low Fuel Warning: low-fuel warning  
 Door Ajar Warning: door-ajar warning  
 Brake Fluid Warning: brake-fluid warning  
 Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

#### Safety And Security:

ABS four-wheel ABS brakes  
 Number of ABS Channels: 4 ABS channels  
 Brake Assistance: brake assist  
 Brake Type: four-wheel disc brakes  
 Vented Disc Brakes: front and rear ventilated disc brakes  
 Daytime Running Lights: daytime running lights  
 Spare Tire Type: full-size spare tire  
 Spare Tire Mount: underbody mounted spare tire w/crankdown  
 Driver Front Impact Airbag: driver and passenger front-impact airbags  
 Driver Side Airbag: seat-mounted driver and passenger side-impact airbags  
 Overhead Airbag: curtain 1st and 2nd row overhead airbag  
 Knee Airbag: knee airbag  
 Occupancy Sensor: front passenger airbag occupancy sensor  
 Height Adjustable Seatbelts: height adjustable front seatbelts  
 Seatbelt Pretensioners: front seatbelt pre-tensioners  
 3Point Rear Centre Seatbelt: 3 point rear centre seatbelt  
 Side Impact Bars: side-impact bars  
 Tailgate/Rear Door Lock Type: manual tailgate/rear door lock  
 Rear Child Safety Locks: rear child safety locks  
 Ignition Disable: immobilizer  
 Security System: security system  
 Panic Alarm: panic alarm  
 Tracker System: tracker system  
 Electronic Stability: electronic stability  
 Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints

AntiWhiplashFrontHeadrests: anti-whiplash front head restraints

Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5

Front Bucket Seats: front bucket seats

Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments

Reclining Driver Seat: manual reclining driver and passenger seats

Driver Lumbar: power 2-way driver and passenger lumbar support

Driver Height Adjustment: manual height-adjustable driver and passenger seats

Driver Fore/Aft: manual driver and passenger fore/aft adjustment

Front Centre Armrest Storage: front centre armrest

Rear Seat Type: rear 60-40 split-bench seat

Rear Folding Position: rear seat flip forward cushion/seatback

Leather Upholstery: cloth front and rear seat upholstery

Door Trim Insert: cloth door panel trim

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: leather/metal-look shift knob

LeatherSteeringWheel: leather steering wheel

Floor Mats: carpet front and rear floor mats

Interior Accents: metal-look interior accents

Standard Engine:

Engine 326-hp, 2.4-liter I-4 (hybrid regular gas)

Standard Transmission:

Transmission 8-speed automatic w/ OD and auto-manual



# 2025 City of St. Helena Fleet Recommendations



# Proposed Vehicles To Be Replaced

| Vehicle to be replaced:        | Current Mileage: | Vehicle replacement suggested:      | Lease cost/yr       | Note:         |
|--------------------------------|------------------|-------------------------------------|---------------------|---------------|
| 2019 Ford Explorer             | 120,100          | 2026 Toyota Rav 4 hybrid            | \$ 731.43           | Commuter      |
| 2018 Ford Explorer             | 18,291           | 2026 Toyota Rav 4 hybrid            | \$ 731.43           | Green option  |
| *2008 Toyota Highlander Hybrid | 142,235          | 2026 Toyota Rav 4 hybrid            | \$ 731.43           | High mileage  |
| *2008 Toyota Highlander Hybrid | 192,533          | 2026 Toyota Rav 4 hybrid (purchase) | \$40,000 (est cost) | High mileage  |
| *2003 GMC Savanna (Van)        | 85,688           | 2026 Tacoma hybrid                  | \$895.83            | Age/fuel cost |
| *2010 Gem Car                  | N/A              | 2026 Toyota Rav 4 hybrid            | \$731.43            | Age           |

\* To be Surplus

## Proposed Vehicles To Be Reassigned

| Vehicle to be reassigned:                        | Vehicle replacement suggested:    | Lease cost/ mo | Designation of reassigned vehicle:                        |
|--------------------------------------------------|-----------------------------------|----------------|-----------------------------------------------------------|
| 2024 Ford F-150 hybrid (Superintendent) commuter | 2026 Toyota Rav 4 hybrid commuter | \$ 731.43      | Reassigned in Parks                                       |
| 2024 Ford F-150 hybrid (Superintendent) commuter | 2026 Toyota Rav 4 hybrid commuter | \$ 731.43      | Reassigned in Streets/ Government Building                |
| 2024 Ford F-150 hybrid (Superintendent) commuter | 2026 Toyota Rav 4 hybrid commuter | \$ 731.43      | Reassigned in Utilities                                   |
| 2016 Ford F250 (Streets/ Gov Build)              | 2026 Tacoma hybrid                | \$895.83       | Stays in Street/ Government Buildings and to be downsized |

# Proposed Vehicles To Be Surplused

## Vehicle to be surplused

2003 Chevy passenger van

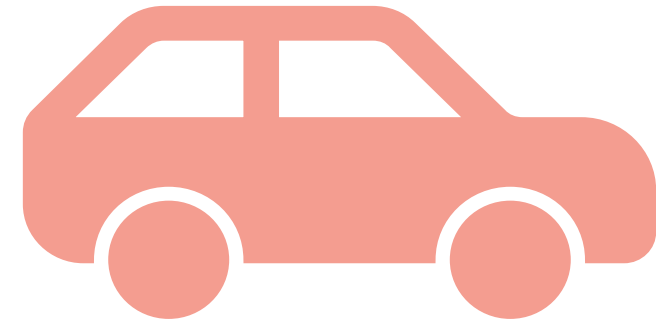
2003 Chevy passenger van

2008 Toyota Highlander Hybrid

2008 Toyota Highlander Hybrid

2012 Ford F-250

1999 Ford F-350





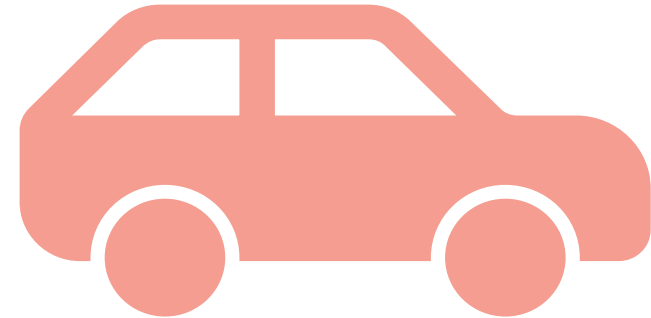
# Funding

| Description                    | Fund                          | GL Account      | Amount    |
|--------------------------------|-------------------------------|-----------------|-----------|
| FY25 / 26<br>Capital Equipment | 592- Equipment<br>Replacement | 592-50-00-26-30 | \$398,972 |

-\$463,494 total cost of 5 yr lease (Includes 2% Contingency)

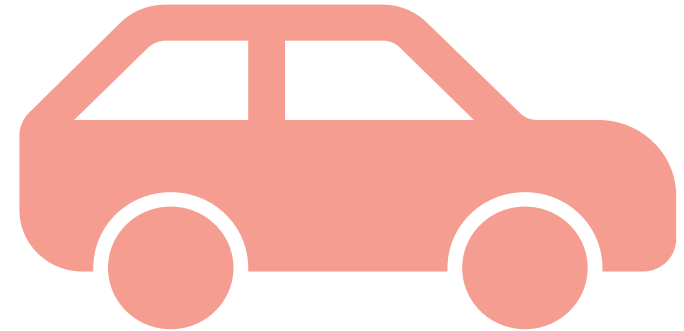
-\$398,000 currently available in Equipment Replacement Fund

Remaining \$65K lease costs will be covered by future budgeted line items within the existing FY 2025-26 and FY 2026-27 Operating Budget amounts.



# Summary

- Lease 9 new vehicles
- Purchase 1 new vehicle
- Replace:
  - 2 Hybrid vehicles
  - 3 Gas vehicles
  - 1 Electric vehicle
- Surplus 6 vehicles



# Questions

## Existing Leases

| Unit No.     | Dept.     | YMM                | Mos in Service | Term | Remaining Term | Monthly Lease      |
|--------------|-----------|--------------------|----------------|------|----------------|--------------------|
| 100          | Utilities | 2024 Ford F-150    | 16             | 60   | 44             | 1,183.72           |
| 209          | Streets   | 2024 Ford F-150    | 16             | 60   | 44             | 1,250.82           |
| 304          | Parks     | 2024 Ford F-150    | 11             | 60   | 49             | 1,167.45           |
| 103          | WTP       | 2024 Ford F-150    | 13             | 60   | 47             | 1,137.89           |
| 300          | Parks     | 2024 Ford F-150    | 10             | 60   | 50             | 1,175.00           |
| 101          | Utilities | 2024 Ford F-150    | 13             | 60   | 47             | 1,137.89           |
| 309          | Parks     | 2024 Ford F-350    | 9              | 60   | 51             | 1,337.35           |
| 201          | Streets   | 2024 Ford F-450    | 10             | 60   | 50             | 1,455.89           |
| 001 WH       | PW Admin  | 2019 Ford Explorer | 84             | 84   | 0              | 32.49              |
| 008          | Building  | 2018 Ford Explorer | 94             | 96   | 2              | 73.78              |
| 102          | WTP       | 2024 Toyota Tacoma | 16             | 60   | 44             | 1,330.72           |
| 104          | Utilities | 2020 Ford F-550    | 59             | 60   | 1              | 2,348.98           |
| 105          | Utilities | 2019 Ford F-250    | 83             | 84   | 1              | 432.76             |
| 202          | Streets   | 2019 Ford F-250    | 83             | 84   | 1              | 315.79             |
| 208          | Streets   | 2020 Ford F-450    | 60             | 60   | 0              | 32.49              |
| FD-Unit      | Fire      | 2018 Ford F-250    | 90             | 96   | 6              | 90.48              |
| <b>Total</b> |           |                    |                |      |                | <b>\$14,503.50</b> |




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**Public comment CC Meeting Dec 9, 2025**

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**From** lana ivanoff <lanaivanoff@att.net>

**Date** Mon 12/8/2025 6:52 AM

**To** Public Comment <publiccomment@cityofsthelena.gov>

City Council Members.....

I respectfully ask that all expenditures above \$100k be sent to the Finance and or Water and Wastewater Committees for their review and input.

The Council appointed these committees so that they could make better, more informed decisions. Specifically the Water and Wastewater Committees have reviewed all CIPs and prioritized them so as the most critical items get funded first.

Along comes Public Works requesting over \$1/2 million for NON-CRITICAL expenditures. This needs review, not another rubber stamp.

If the City Council intends to place a measure on the ballot asking for more money, the council needs to show they have the backbone to say NO!

It's time for the City to STOP spending tax payer dollars on WANTS, and concentrate on spending tax payer dollars on NECESSITIES....Water, wastewater, our infrastructure.

Will there ever be enough \$\$ to satisfy the City's reckless spending?

Lana Ivanoff  
1533 Pine St





Outlook

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**Good Morning Andrew**

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**From** Kelly Wheaton <a4est42@gmail.com>

**Date** Mon 12/8/2025 7:08 AM

**To** Public Comment <publiccomment@cityofsthelena.gov>

Andrew,

Another one for you. Many thanks. This is a general public Comment but also relevant to 13.3

Dear City Councilmembers,

I respectfully ask that all expenditures above \$100k be sent to the Finance and/or Water and Wastewater Committees (if relevant) for their review and input. The Council appointed these committees so that they could make better, more informed decisions.

Specifically the Water and Wastewater Committees have reviewed all CIPs and prioritized them so as the most critical items get funded first. Along comes Public Works requesting over \$400k for NON-CRITICAL vehicle expenditures. This needs review, not another rubber stamp.

If the City Council intends to place a measure on the ballot asking for more money, the council needs to show they have the backbone to say NO to spiraling costs! You will have no credibility if it is business as usual.

Sincerely,  
Kelly Wheaton  
1335 Inglewood Ave







Outlook

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**Upcoming adjenda**

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**From** Darcy Dunlap <dunlapdl74@gmail.com>**Date** Mon 12/8/2025 9:05 AM**To** Public Comment <publiccomment@cityofsthelena.gov>

We respectfully ask that all expenditures above \$100k be sent to the Finance and or Water and Wastewater Committees for their review and input. The Council appointed these committees so that they could make better, more informed decisions. Specifically the Water and Wastewater Committees have reviewed all CIPs and prioritized them so as the most critical items get funded first. Along comes Public Works requesting over \$400k for NON-CRITICAL expenditures. This needs review, not another rubber stamp. If the City Council intends to place a measure on the ballot asking for more money.

Thank you,  
Leslie and Darcy Dunlap






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**FW: \$400,000 Agenda item 13.3, December 8, 2025 City Council Meeting**

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**From** manzer103@comcast.net <manzer103@comcast.net>

**Date** Mon 12/8/2025 9:41 PM

**To** Paul Dohring <pdohring@cityofsthelena.gov>; Michelle Deasy <mdeasy@cityofsthelena.gov>; Aaron Barak <abarak@msn.com>; Kate Spadarotto <kspadarotto@cityofsthelena.gov>; Billy Summers <BSummers@cityofsthelena.gov>

**Cc** City Clerk <cityclerk@cityofsthelena.gov>

Resubmission of this email to correct the spelling error for Mayor Dohring's email address

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**From:** manzer103@comcast.net <manzer103@comcast.net>

**Sent:** Monday, December 8, 2025 9:37 PM

**To:** 'pdohring@cityofsthelena.gov' <pdohring@cityofsthelena.gov>; 'mdeasy@cityofsthelena.gov' <mdeasy@cityofsthelena.gov>; 'abarak@msn.com' <abarak@msn.com>; 'kspadarotto@cityofsthelena.gov' <kspadarotto@cityofsthelena.gov>; 'bsummers@cityofsthelena.gov' <bsummers@cityofsthelena.gov>

**Cc:** 'cityclerk@cityofsthelena.gov' <cityclerk@cityofsthelena.gov>

**Subject:** \$400,000 Agenda item 13.3, December 8, 2025 City Council Meeting

Hello Mayor Dohring and City Council Members,

Your appointment of a Citizens' Advisory Committee for Finance has already born unexpected fruit with their discovery of our City Manager's failure to properly place over \$16,000,000 in an interest-bearing account, resulting in a loss to our city of \$1,000,000 over the past three years.

Our City Manager has before you now his request for approval of over \$400,000 to lease and purchase 10 new vehicles. While I am certain that our Citizens' Finance Committee will uncover other missed opportunities in their continuing reviews, wouldn't it be prudent that they become involved in large expenditures like this prior to the money being spent rather than discovering errors or misgivings after the fact?

For starters, I suggest that any purchases of \$100,000 or more be referred automatically to the Finance Committee for their analysis and scrutiny – beginning with this Item 13.3 on your agenda. Surely, the City Manager will object to this idea, just as he was objecting to your establishment of the Finance Committee to begin with. Please let the Committee work their magic prior to such a large expenditure instead of lamenting the failure to do so in the days ahead.

Sincerely, Norm Manzer, St Helena






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**Agenda Item 13.3 on December 8, 2025 City Council Meeting**


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**From** TOM BELT <tmbelt@comcast.net>

**Date** Mon 12/8/2025 10:16 PM

**To** Public Comment <publiccomment@cityofsthelena.gov>

Dear St. Helena City Council Members,

I have read agenda item 13.3 slated for the December 8, 2025 city council meeting and I have comments along with some questions that need response for the benefit of St. Helena's community.

To begin with, most staff reports identify which city accounts will be used to make purchases. This staff report does not include that information. It only reads that \$398,972 is coming from previously authorized and encumbered funding for vehicle replacements. Accordingly, I request city staff provide answers to the following questions before the agenda item is approved:

1. Why is the need to lease nine vehicles and purchase one vehicle not in the city's 10-Year Water and Wastewater Capital Improvement Program or included in the 2022 utility rate study? Expediting this expenditure may defer other water and wastewater capital improvement projects that have been previously prioritized over the past several years.
2. How many of the vehicles will be leased or purchased with the proceeds being taken out of the city's water and water enterprise accounts?
3. Which city staff positions will be assigned vehicle numbers 100, 209, and 304?
4. Please identify each city staff position that will be assigned vehicles 1-10?
5. Will any of the staff positions assigned new vehicles be allowed to drive the vehicles back and forth from their homes? If so, to what advantage will this be to the city and community?
6. Having retired from the State of California as a peace officer, emergency vehicles were not replaced until the vehicles were driven over 100,000 miles, and sometimes later depending upon the State's budget. Vehicle numbers 008 and 601 have mileage less than 100,000 miles. Why is the city replacing these vehicles with so little mileage considering the status of the city's current financial situation?

Respectfully submitted,

Tom Belt







## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

|                                  |                                                                                                                                                                                                                                                                                                                               |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                                                                                                                                                                                                                                                              |
| <b>FROM:</b>                     | Ethan Walsh, City Attorney                                                                                                                                                                                                                                                                                                    |
| <b>SUBJECT:</b>                  | Consideration of a Resolution: 1) Approving a First Amendment to the Employment Agreement with City Manager Anil Comelo effective July 20, 2025, and 2) Approving the Publicly Available Pay Schedule in Accordance with the Requirement of California Code of Regulations, Title 2, Section 570.5, for Executive Management. |
| <b>RECOMMENDED ACTION:</b>       | Staff recommends approval of the attached resolution.                                                                                                                                                                                                                                                                         |
| <b>PREVIOUS COUNCIL ACTION:</b>  | June 14, 2022 - Approval of Employment Agreement<br>November 14, 2023 - Approval of Performance Bonus and Amended Employment Agreement<br>November 12, 2024 – Approval of Performance Bonus and Amended Employment Agreement                                                                                                  |
| <b>STATEMENT OF THE PURPOSE:</b> | The purpose is to approve an amendment to the employment agreement with City Manager Anil Comelo, which amends the terms of the Agreement following completion of the City Manager performance evaluation.                                                                                                                    |
| <b>FINANCIAL IMPACT:</b>         | The total Financial Impact is a reduction for Fiscal Year 2025-26 in the amount of \$7,800.                                                                                                                                                                                                                                   |

### BACKGROUND:

On June 14, 2022 the City Council approved an employment agreement with Mr. Anil Comelo effective July 26, 2022. Mr. Comelo's employment agreement was amended on November 14, 2023, and amended again by a new employment agreement, which amended and replaced the prior employment agreement. That current employment agreement, effective July 26, 2024, provides that the City Council shall review and evaluate the performance of the City Manager, including eligibility for any discretionary, performance-based increase, at least once annually.

### DISCUSSION:

The City Council recently completed its third performance evaluation of the City Manager, focusing on progress made over the past year toward achieving the City Council's established goals. The City Council acknowledges that, to effectively address the City's challenges, the City Manager must demonstrate decisive policy leadership and effectively organize efforts to implement the Council's goals and priorities in alignment with the City's vision and mission.

Section 9(c) of Mr. Comelo's employment agreement allows for a bonus of up to \$10,000 when the City Manager surpasses the Council's defined performance objectives. While the Council's review was favorable, Council has not indicated that it intends to grant a performance bonus based on the past year's review.

The Council assigned an ad hoc subcommittee comprised of Councilmembers Barak and Summers to discuss potential amendments to the employment agreement with Mr. Comelo. The proposed new terms (i.e., the terms that have changed from City Manager Comelo's prior Employment Agreement) are described below:

**Salary Adjustments:**

Under the City Manager's existing employment agreement, he received an automatic seven percent (7%) increase, effective July 20, 2025, to his prior annual base salary of \$287,830. Under the proposed amendment, effective July 20, 2025, Mr. Comelo would receive an increase of 3% to his prior base salary instead of the current contractually obligated 7%. Additionally, the agreement would be amended to eliminate the existing \$10,000 FICA payment and \$30,000 housing allowance and increase the City Manager's annual base salary by \$40,000 to \$336,467.

The current salary range for the City Manager includes a minimum salary of \$250,287 to maximum of \$331,005. To effectuate the setting of the salary range it is necessary to amend the new salary schedule for Fiscal Year 2025-26 effective July 20, 2025. Staff is recommending that the range in the salary schedule be amended to increase the top end of the salary schedule to \$336,467, consistent with the City Manager's proposed new base salary.

**ENVIRONMENTAL REVIEW:**

None.

**GOAL:**

Goal 6: Improve Employee Recruitment, Retention, & Morale

**DOCUMENTS ATTACHMENTS:**

[First Amendment to Comelo Employment Agreement-c1](#)  
[Resolution Approving First Amendment to City Manager Employment Agreement-c1](#)  
[Executive Salary Schedule Efective 07.20.2025](#)

## FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT

### Between the City of St. Helena and Anil Comelo

This First Amendment to Employment Agreement (“**First Amendment**”) is made and entered into by and between the City of St. Helena (“**City**”) and Anil Comelo (“**Manager**”) an individual, both of whom agree as follows:

### RECITALS

**WHEREAS**, the City and Manager entered into an employment agreement (“**Original Agreement**”) effective July 21, 2024, to employ and appoint Employee as City Manager; and

**WHEREAS**, the City and Employee desire to amend the Original Agreement to increase the Manager’s base salary from Three Hundred Seven Thousand Nine Hundred Eighty Dollars (\$307,980) annually to Three Hundred Thirty-Six Thousand Four Hundred Sixty Seven Dollars (\$336,467); and

**WHEREAS**, the City and Employee further desire to amend the Original Agreement to remove the Manager’s existing housing allowance of Thirty Thousand Dollars (\$30,000), payable on July 26 annually, and to remove the City’s commitment to pay the employee share of federal payroll taxes required pursuant to Section 3101 of the Internal Revenue Code (“FICA withholdings”) on behalf of Manager in an amount not to exceed \$10,000 annually; and

**WHEREAS**, no other changes or modifications are requested and the Original Agreement shall otherwise remain in full force and legal effect.

### AGREEMENT

The City and Manager hereby agree to amend the Original Agreement as follows:

1. Section 7.A of the Original Agreement is deleted in its entirety and replaced as follows:  
  

“A. Manager’s annual Base Salary shall be Three Hundred Thirty-Six Thousand Four Hundred Sixty-Seven Dollars (\$336,467) effective July 20, 2025. Said amounts shall be payable in monthly or bi-weekly installments at the same time and in the same manner as other employees of the City are paid. Increases in Manager’s Base Salary may be effective at any time at the sole discretion of the City Council.”
2. Effective July 20, 2025, Section 14.B of the Original Agreement is deleted in its entirety, and the Manager shall no longer receive a housing allowance.
3. Effective July 20, 2025, Section 14.C of the Original Agreement is deleted in its entirety, and the City shall no longer pay the employee share of federal payroll taxes required pursuant to Section 3101 of the Internal Revenue Code (“FICA withholdings”) on behalf of Manager.

4. Except as otherwise amended by this First Amendment, the Original Agreement shall remain in full force and effect and is otherwise not modified, changed, or revised.

This First Amendment is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY OF ST. HELENA

By: \_\_\_\_\_

Mayor                      Manager

Attest:

Andrew Bradley, City Clerk

Approved as to Form:

Ethan Walsh, Attorney

**CITY OF ST. HELENA**

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ST. HELENA APPROVING THE FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT WITH ANIL COMELO; AND APPROVAL OF THE PUBLICLY AVAILABLE UNREPRESENTED EXECUTIVE SALARY SCHEDULE**

**RECITALS**

- A. On June 14, 2022, the City Council of the City of St. Helena appointed Anil Comelo as City Manager and entered into a City Manager Employment Agreement with Mr. Comelo.
- B. On November 14, 2023, the City Council updated the terms of the City Manager Employment Agreement with Mr. Comelo; and
- C. On November 12, 2024, the City Council approved an updated City Manager Employment Agreement with Mr. Comelo (the "Current Employment Agreement"); and
- D. The Council desires to amend the Current Employment Agreement to amend the salary structure and total compensation provided to Mr. Comelo; and
- E. The Council therefore desires to enter into a First Amendment to the Current Employment Agreement, which amendment has an effective date of July 20, 2025; and
- F. The terms of the updated City Manager Employment Agreement are summarized in the Staff Report that accompanied this Resolution in the agenda materials for the City Council meeting of November 25, 2025.

**RESOLUTION**

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

1. The City Council approves the First Amendment to City Manager Employment Agreement between the City of St. Helena and Anil Comelo in the form that accompanied this Resolution in the agenda materials for the City

Council meeting of November 25, 2025. The Mayor is authorized to execute such City Manager Employment Agreement on behalf of the City.

2. The City of St. Helena Publicly Available Salary Schedule Unrepresented Executive Salary Schedule Effective July 20, 2025 is hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5, and 2.

3. That the City of St. Helena Publicly Available Salary Schedule will be posted on the City's website and will be made available for public inspection for not less than five years.

Approved at a Regular Meeting of the St. Helena City Council on November 25, 2025, by the following vote:

Mayor Paul Dohring: \_\_\_\_\_

Vice Mayor Deasy: \_\_\_\_\_

Council Member Aaron Barak: \_\_\_\_\_

Council Member Kate Spadarotto: \_\_\_\_\_

Council Member Billy Summers: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Paul Jamison Dohring, Mayor

\_\_\_\_\_  
Andrew Bradley, City Clerk

**CITY OF ST. HELENA PUBLICLY AVAILABLE SALARY SCHEDULE**

Executive Management - Department Heads

Approved and Adopted November 25, 2025

Effective July 20, 2025

FY 2025-2026

| Position                            | Timebase* | Steps   |         |         |         |         |
|-------------------------------------|-----------|---------|---------|---------|---------|---------|
|                                     |           | A       | B       | C       | D       | E       |
| City Clerk                          | Annual    | 128,266 | 134,679 | 141,413 | 148,484 | 155,908 |
|                                     | Monthly   | 10,689  | 11,223  | 11,784  | 12,374  | 12,992  |
|                                     | Hourly    | 61.67   | 64.75   | 67.99   | 71.39   | 74.96   |
| Deputy City Manager                 | Annual    | 152,529 | 160,156 | 168,163 | 176,571 | 185,400 |
|                                     | Monthly   | 12,711  | 13,346  | 14,014  | 14,714  | 15,450  |
|                                     | Hourly    | 73.33   | 77.00   | 80.85   | 84.89   | 89.13   |
| Directory of Community Services     | Annual    | 171,183 | 179,742 | 188,729 | 198,166 | 208,074 |
|                                     | Monthly   | 14,265  | 14,979  | 15,727  | 16,514  | 17,339  |
|                                     | Hourly    | 82.30   | 86.41   | 90.74   | 95.27   | 100.04  |
| Director of Administrative Services | Annual    | 171,224 | 179,785 | 188,775 | 198,213 | 208,124 |
|                                     | Monthly   | 14,269  | 14,982  | 15,731  | 16,518  | 17,344  |
|                                     | Hourly    | 82.32   | 86.44   | 90.76   | 95.29   | 100.06  |
| Director of Community Development   | Annual    | 190,606 | 200,136 | 210,143 | 220,650 | 231,682 |
|                                     | Monthly   | 15,884  | 16,678  | 17,512  | 18,387  | 19,307  |
|                                     | Hourly    | 91.64   | 96.22   | 101.03  | 106.08  | 111.39  |
| Director of Public Works            | Annual    | 190,606 | 200,136 | 210,143 | 220,650 | 231,682 |
|                                     | Monthly   | 15,884  | 16,678  | 17,512  | 18,387  | 19,307  |
|                                     | Hourly    | 91.64   | 96.22   | 101.03  | 106.08  | 111.39  |
| Fire Chief                          | Annual    | 195,006 | 204,756 | 214,994 | 225,744 | 237,031 |
|                                     | Monthly   | 16,250  | 17,063  | 17,916  | 18,812  | 19,753  |
|                                     | Hourly    | 93.75   | 98.44   | 103.36  | 108.53  | 113.96  |
| Police Chief                        | Annual    | 199,474 | 209,448 | 219,920 | 230,916 | 242,462 |
|                                     | Monthly   | 16,623  | 17,454  | 18,327  | 19,243  | 20,205  |
|                                     | Hourly    | 95.90   | 100.70  | 105.73  | 111.02  | 116.57  |
| Assistant City Manager              | Annual    | 203,185 | 213,344 | 224,011 | 235,212 | 246,973 |
|                                     | Monthly   | 16,932  | 17,779  | 18,668  | 19,601  | 20,581  |
|                                     | Hourly    | 97.69   | 102.57  | 107.70  | 113.08  | 118.74  |
| City Manager                        | Annual    | 254,417 |         | 292,580 |         | 336,467 |
|                                     | Monthly   | 21,201  |         | 24,382  |         | 28,039  |
|                                     | Hourly    | 122.32  |         | 140.66  |         | 161.76  |

<sup>(1)</sup> *Bilingual Pay - Employees who are certified as fluent in both written and verbal Spanish language will receive a 5% pay differential that is added to the employee's base salary. Employees who are certified as fluent only in verbal Spanish language will receive a 2.5% pay differential that is added to the employee's base salary.*

<sup>(2)</sup> *Longevity Pay - Longevity pay shall be provided to each permanent employee starting with the employee's fifth anniversary of continuous employment at the rate of two and one-half percent (2.5%) of rate of pay.*

*\*Annual time base payrate is rounded up to the nearest whole dollar, while all other time base payrates are rounded to the nearest cent.*







## Agenda Report to the City Council

Agenda Section: NEW BUSINESS

Department: Administration

|                                  |                                                                                          |
|----------------------------------|------------------------------------------------------------------------------------------|
| <b>DATE:</b>                     | December 9, 2025                                                                         |
| <b>FROM:</b>                     | Andrew Bradley, Program Manager                                                          |
| <b>SUBJECT:</b>                  | 2026 City Council Meeting Calendar                                                       |
| <b>RECOMMENDED ACTION:</b>       | Review the 2026 calendar and provide direction in regards to City Council meeting dates. |
| <b>PREVIOUS COUNCIL ACTION:</b>  | N/A                                                                                      |
| <b>STATEMENT OF THE PURPOSE:</b> | Annual review of the City Council regular meeting calendar.                              |
| <b>FINANCIAL IMPACT:</b>         | N/A                                                                                      |

### BACKGROUND:

Annually, staff provides the City Council with a proposed meeting calendar for review.

### DISCUSSION:

Regular City Council meetings are scheduled on the second and fourth Tuesday of each month. Meetings are not scheduled on legal holidays.

The City Council has traditionally cancelled the first meeting in July and its second meeting in November and December. In planning the 2026 calendar (attached), the following is list of meeting cancellations based on past practice and/or holidays:

- July 14, 2026 - Cancellation of first meeting in July
- November 24, 2026 - Cancellation of second meeting in November
- December 22, 2026 - Cancellation of the second meeting in December

It should be noted that special meetings and workshops may be called if time-sensitive City business occurs around cancelled meetings. The City Council may also amend the regular meeting schedule throughout the year as necessary.

At this meeting or the first meeting in January, the City Council can also make changes to the assignment of members of the city council to regional and local committees, commissions and boards. Also attached is the list of current city council assignments.

**ENVIRONMENTAL REVIEW:** Not applicable.

### GOAL:

Miscellaneous/Other

**DOCUMENTS ATTACHMENTS:**

[Calendar 2026 CC PC and Holidays](#)

# CITY OF ST. HELENA

## PLANNING/COUNCIL/HOLIDAY

### CALENDAR

City Council Meetings Cancelled:  
July 14, November 24, December 22

# 2026

|                 |                 |                     |
|-----------------|-----------------|---------------------|
| 1 <sup>st</sup> | 2 <sup>nd</sup> | Planning Commission |
| 1 <sup>st</sup> | 2 <sup>nd</sup> | Council Meeting     |
|                 |                 | Holiday             |

| JANUARY |     |     |     |      |     |     |
|---------|-----|-----|-----|------|-----|-----|
| Sun     | Mon | Tue | Wed | Thur | Fri | Sat |
|         |     |     |     | 1    | 2   | 3   |
| 4       | 5   | 6   | 7   | 8    | 9   | 10  |
| 11      | 12  | 13  | 14  | 15   | 16  | 17  |
| 18      | 19  | 20  | 21  | 22   | 23  | 24  |
| 25      | 26  | 27  | 28  | 29   | 30  | 31  |

| FEBRUARY |     |     |     |      |     |     |
|----------|-----|-----|-----|------|-----|-----|
| Sun      | Mon | Tue | Wed | Thur | Fri | Sat |
| 1        | 2   | 3   | 4   | 5    | 6   | 7   |
| 8        | 9   | 10  | 11  | 12   | 13  | 14  |
| 15       | 16  | 17  | 18  | 19   | 20  | 21  |
| 22       | 23  | 24  | 25  | 26   | 27  | 28  |

| MARCH |     |     |     |      |     |     |
|-------|-----|-----|-----|------|-----|-----|
| Sun   | Mon | Tue | Wed | Thur | Fri | Sat |
| 1     | 2   | 3   | 4   | 5    | 6   | 7   |
| 8     | 9   | 10  | 11  | 12   | 13  | 14  |
| 15    | 16  | 17  | 18  | 19   | 20  | 21  |
| 22    | 23  | 24  | 25  | 26   | 27  | 28  |
| 29    | 30  | 31  |     |      |     |     |

| APRIL |     |     |     |      |     |     |
|-------|-----|-----|-----|------|-----|-----|
| Sun   | Mon | Tue | Wed | Thur | Fri | Sat |
|       |     |     | 1   | 2    | 3   | 4   |
| 5     | 6   | 7   | 8   | 9    | 10  | 11  |
| 12    | 13  | 14  | 15  | 16   | 17  | 18  |
| 19    | 20  | 21  | 22  | 23   | 24  | 25  |
| 26    | 27  | 28  | 29  | 30   |     |     |

| MAY |     |     |     |      |     |     |
|-----|-----|-----|-----|------|-----|-----|
| Sun | Mon | Tue | Wed | Thur | Fri | Sat |
|     |     |     |     |      | 1   | 2   |
| 3   | 4   | 5   | 6   | 7    | 8   | 9   |
| 10  | 11  | 12  | 13  | 14   | 15  | 16  |
| 17  | 18  | 19  | 20  | 21   | 22  | 23  |
| 24  | 25  | 26  | 27  | 28   | 29  | 30  |

| JUNE |     |     |     |      |     |     |
|------|-----|-----|-----|------|-----|-----|
| Sun  | Mon | Tue | Wed | Thur | Fri | Sat |
|      | 1   | 2   | 3   | 4    | 5   | 6   |
| 7    | 8   | 9   | 10  | 11   | 12  | 13  |
| 14   | 15  | 16  | 17  | 18   | 19  | 20  |
| 21   | 22  | 23  | 24  | 25   | 26  | 27  |
| 28   | 29  | 30  |     |      |     |     |

| JULY |     |     |     |      |     |     |
|------|-----|-----|-----|------|-----|-----|
| Sun  | Mon | Tue | Wed | Thur | Fri | Sat |
|      |     |     | 1   | 2    | 3   | 4   |
| 5    | 6   | 7   | 8   | 9    | 10  | 11  |
| 12   | 13  | 14  | 15  | 16   | 17  | 18  |
| 19   | 20  | 21  | 22  | 23   | 24  | 25  |
| 26   | 27  | 28  | 29  | 30   | 31  |     |

| AUGUST |     |     |     |      |     |     |
|--------|-----|-----|-----|------|-----|-----|
| Sun    | Mon | Tue | Wed | Thur | Fri | Sat |
|        |     |     |     |      |     | 1   |
| 2      | 3   | 4   | 5   | 6    | 7   | 8   |
| 9      | 10  | 11  | 12  | 13   | 14  | 15  |
| 16     | 17  | 18  | 19  | 20   | 21  | 22  |
| 23     | 24  | 25  | 26  | 27   | 28  | 29  |
| 30     | 31  |     |     |      |     |     |

| SEPTEMBER |     |     |     |      |     |     |
|-----------|-----|-----|-----|------|-----|-----|
| Sun       | Mon | Tue | Wed | Thur | Fri | Sat |
|           |     | 1   | 2   | 3    | 4   | 5   |
| 6         | 7   | 8   | 9   | 10   | 11  | 12  |
| 13        | 14  | 15  | 16  | 17   | 18  | 19  |
| 20        | 21  | 22  | 23  | 24   | 25  | 26  |
| 27        | 28  | 29  | 30  |      |     |     |

| OCTOBER |     |     |     |      |     |     |
|---------|-----|-----|-----|------|-----|-----|
| Sun     | Mon | Tue | Wed | Thur | Fri | Sat |
|         |     |     |     | 1    | 2   | 3   |
| 4       | 5   | 6   | 7   | 8    | 9   | 10  |
| 11      | 12  | 13  | 14  | 15   | 16  | 17  |
| 18      | 19  | 20  | 21  | 22   | 23  | 24  |
| 25      | 26  | 27  | 28  | 29   | 30  | 31  |

| NOVEMBER |     |     |     |      |     |     |
|----------|-----|-----|-----|------|-----|-----|
| Sun      | Mon | Tue | Wed | Thur | Fri | Sat |
| 1        | 2   | 3   | 4   | 5    | 6   | 7   |
| 8        | 9   | 10  | 11  | 12   | 13  | 14  |
| 15       | 16  | 17  | 18  | 19   | 20  | 21  |
| 22       | 23  | 24  | 25  | 26   | 27  | 28  |
| 29       | 30  |     |     |      |     |     |

| DECEMBER |     |     |     |      |     |     |
|----------|-----|-----|-----|------|-----|-----|
| Sun      | Mon | Tue | Wed | Thur | Fri | Sat |
|          |     | 1   | 2   | 3    | 4   | 5   |
| 6        | 7   | 8   | 9   | 10   | 11  | 12  |
| 13       | 14  | 15  | 16  | 17   | 18  | 19  |
| 20       | 21  | 22  | 23  | 24   | 25  | 26  |
| 27       | 28  | 29  | 30  | 31   |     |     |