



**City of St. Helena
Finance Committee
City Hall - Main Conference Room
1088 College Avenue, St. Helena, CA 94574
Thursday, February 13, 2025 @ 3:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Mandy Kellogg at mkellogg@cityofsthelena.gov

Page

1. CALL TO ORDER

2. ROLL CALL

Chair: Mark Smithers

Vice Chair: Garry Rose

Members: Arlene Corsetti, Christopher Warner, George Schisler, Richard Garber, Gregg Dawley

City Council Member Liaison: Aaron Barak

Staff Liaison: Mandy Kellogg, Administrative Services Director

3. PUBLIC FORUM:

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMITTEE:

Reports by staff and/or committee on items of general interest. ***Brief questions for clarification may be posed and answered, and Committee 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 Finance Committee.***

5. CONSENT CALENDAR:

Members of the Finance Committee 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, on motion may be used to adopt all recommendation actions.

5.1. Finance Committee Meeting Minutes of January 30, 2025

3 - 4

[Finance Committee - 30 Jan 2025 - Minutes](#)

6. SCHEDULED MATTERS:

6.1. Review non-meeting requests for information process flow

6.2. Review and discussion of current reserves for General Fund, Water Enterprise and Wastewater Enterprise

5 - 17

[Reserve Levels Presentation](#)

- 6.3. Presentation and discussion of two-year revenue assumption for General Fund, Water Enterprise and Wastewater Enterprise
- 6.4. Presentation and discussion of City-wide Organizational Chart for all approved positions 19
[City of St. Helena Organizational Chart](#)
- 6.5. Presentation and discussion of consulting contracts for Fiscal Years 2022, 2023 and 2024 21 - 26
[FY 2021-22 Contract List](#)
[FY 2022-23 Contract List](#)
[FY 2023-24 Contract List](#)
- 6.6. Sub-committee discussion and consideration of establishing one or two sub-committees at this time
- 6.7. Discussion of revenue opportunities, committee homework and future proposal to City Council
- 6.8. Discussion of future agenda items, next meeting and dates and times of future meetings
- 7. ADJOURNMENT
The next regular Finance Committee meeting is scheduled for February 27, 2025 at 3:00 pm, City Hall, 1088 College Avenue, St. Helena.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on February 10, 2025.

Mandy Kellogg, Administrative Services Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

MINUTES
City of St. Helena
Finance Committee Meeting
Thursday, January 30, 2025 @ 3:00 PM
City Hall, 1088 College Avenue, St. Helena
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://stheleena.civicweb.net/Portal/> or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

Present: Committee Member Mark Smithers (via Zoom), Garry Rose Arlene Corsetti, Christopher Warner, Richard Garber, George Schisler, Gregg Dawley, Council Member Liaison Aaron Barak, and Staff Liaison Mandy Kellogg, Administrative Services Director

Absent:

1 CALL TO ORDER

2 ROLL CALL

3 PUBLIC FORUM:

No public comment was received.

4 REPORTS BY STAFF AND COMMITTEE:

5 NEW BUSINESS:

- 5.1 Selection of Chair/Vice Chair
Prepared By: April Mitts, Assistant City Manager

Assistant City Manager Mitts explained the process of selecting Chair and Vice Chair. The committee members voted Mark Smithers as Chair and Garry Rose as Vice Chair.

- 5.2 Brown Act Training and Presentation of Committees, Commissions and Boards Protocols and Rules of Conduct
Prepared By: April Mitts, Assistant City Manager

Assistant City Manager Mitts presented the Brown Act Training and the presentation of Committees, Commissions and Boards protocols and rules of conduct.

- 5.3 Review and Discussion of Finance Committee Tasks
Prepared By: Mandy Kellogg, Administrative Services Director

Administrative Services Director Kellogg presented on item and opened it up for discussion within the committee.

Finance Committee
January 30, 2025

6 ADJOURNMENT

Vice Chair Rose adjourned the meeting at 4:20 p.m.

APPROVED:

ATTEST:

Mark Smithers, Chair

Mandy Kellogg, Staff Liaison

Reserve Levels

February 13, 2025

General Fund

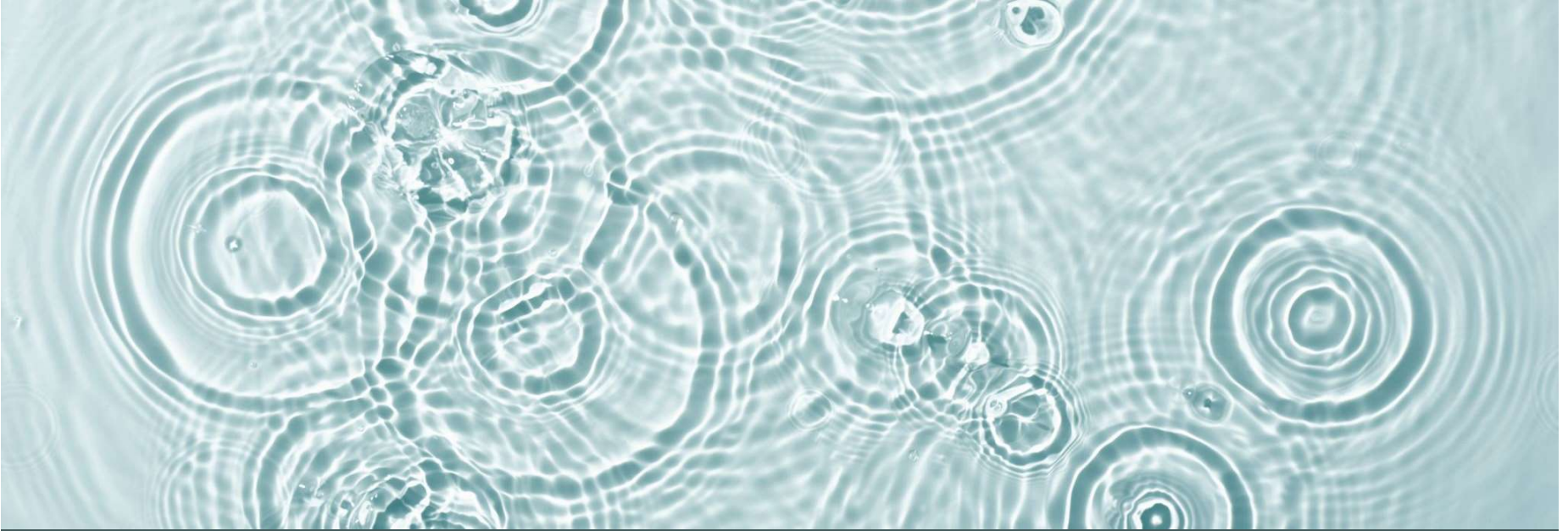


General Fund | FY 2023-24

Description	Actuals
Unassigned Fund Balance @ 07/01/2023	14,016,581
Revenues @ 06/30/2024	19,692,394
Expenses @ 06/30/2024	18,538,477
Revenues less Expenses	1,153,917
<i>Fund Balance at 06/30/2024</i>	<i>15,170,498</i>
<i>Net Position at 06/30/2024</i>	<i>81.8%</i>

General Fund | FY 2024-25

Description	Actuals
Unassigned Fund Balance @ 07/01/2024	15,170,498
Budgeted Revenues @ 06/30/2025	18,708,046
Budgeted Expenses @ 06/30/2025	21,524,763
Expenses Encumbered from FY 2023-24	1,813,929
Estimated Revenues less Expenses	(4,630,646)
<i>Estimated Unassigned Fund Balance at 06/30/2025</i>	<i>10,539,842</i>
<i>Net Position at 06/30/2025</i>	<i>49.0%</i>



Water Fund

Water Fund | FY 2023-24

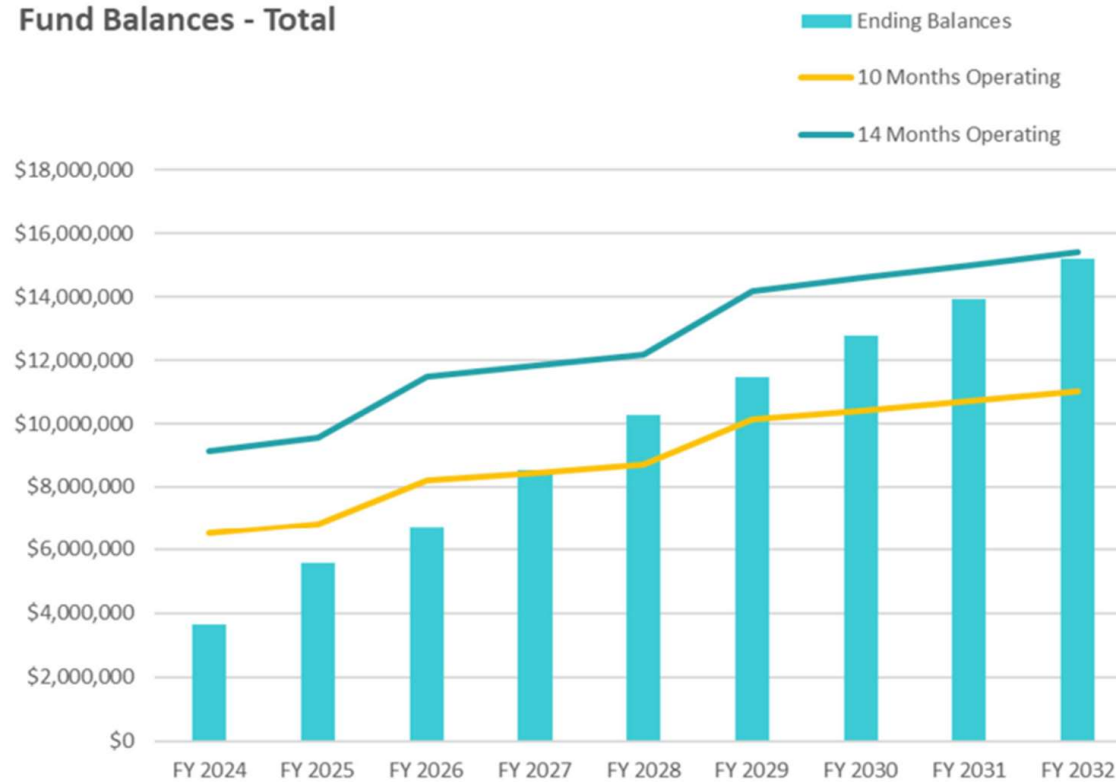
Description	Actuals
Unassigned Fund Balance @ 07/01/2023	8,215,414
Revenues @ 06/30/2024	7,339,775
Operating Expenses @ 06/30/2024	7,481,391
Transfers to Capital @ 06/30/2024	879,641
Revenues less Expenses	(1,021,257)
<i>Fund Balance at 06/30/2024</i>	<i>7,194,157</i>
<i>Operating Reserve at 06/30/2024</i>	<i>11.5 months</i>

Water Fund | FY 2024-25

Description	Actuals
Unassigned Fund Balance @ 07/01/2024	7,194,157
Budgeted Revenues @ 06/30/2025	9,966,726
Budgeted Expenses @ 06/30/2025	8,896,116
Transfers to Capital @ 06/30/2025	1,070,610
Expenses Encumbered from FY 2023-24	691,668
Estimated Revenues less Expenses	(691,668)
<i>Estimated Unassigned Fund Balance at 06/30/2025</i>	<i>6,502,489</i>
<i>Operating Reserve at 06/30/2025</i>	<i>11.2 months</i>

Water Rate Study Projected Ending Balance

Fund Balances - Total



A microscopic view of wastewater, showing numerous small, dark, circular droplets or bubbles of varying sizes. A dark, semi-transparent rectangular overlay is positioned horizontally across the center of the image, containing the text "Wastewater Fund" in white, sans-serif font.

Wastewater Fund

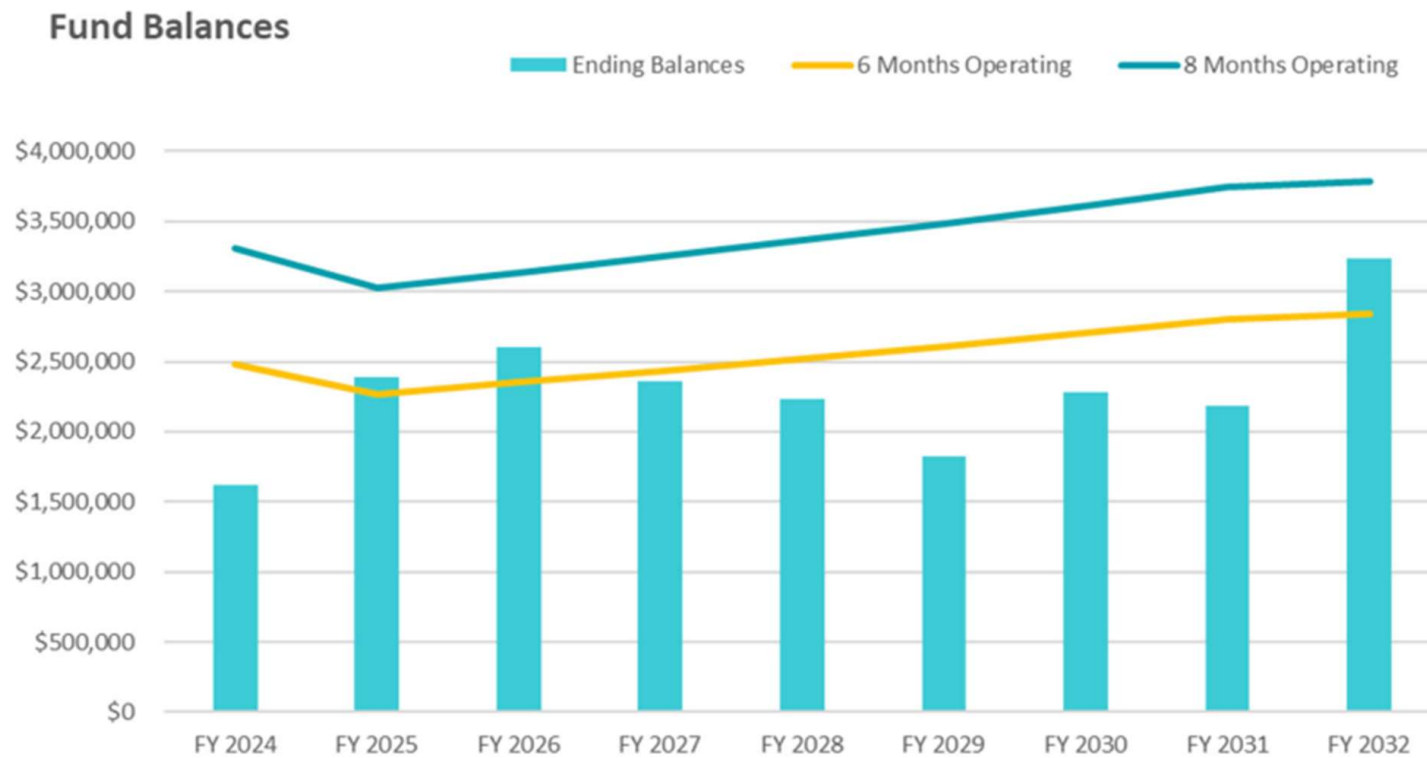
Wastewater Fund | FY 2023-24

Description	Actuals
Unassigned Fund Balance @ 07/01/2023	3,843,343
Revenues @ 06/30/2024	13,557,025
Operating Expenses @ 06/30/2024	4,146,597
Transfers to Capital @ 06/30/2024	10,277,667
Revenues less Expenses	(8,67,239)
<i>Fund Balance at 06/30/2024</i>	<i>2,976,104</i>
<i>Operating Reserve at 06/30/2024</i>	<i>8.6 months</i>

Wastewater Fund | FY 2024-25

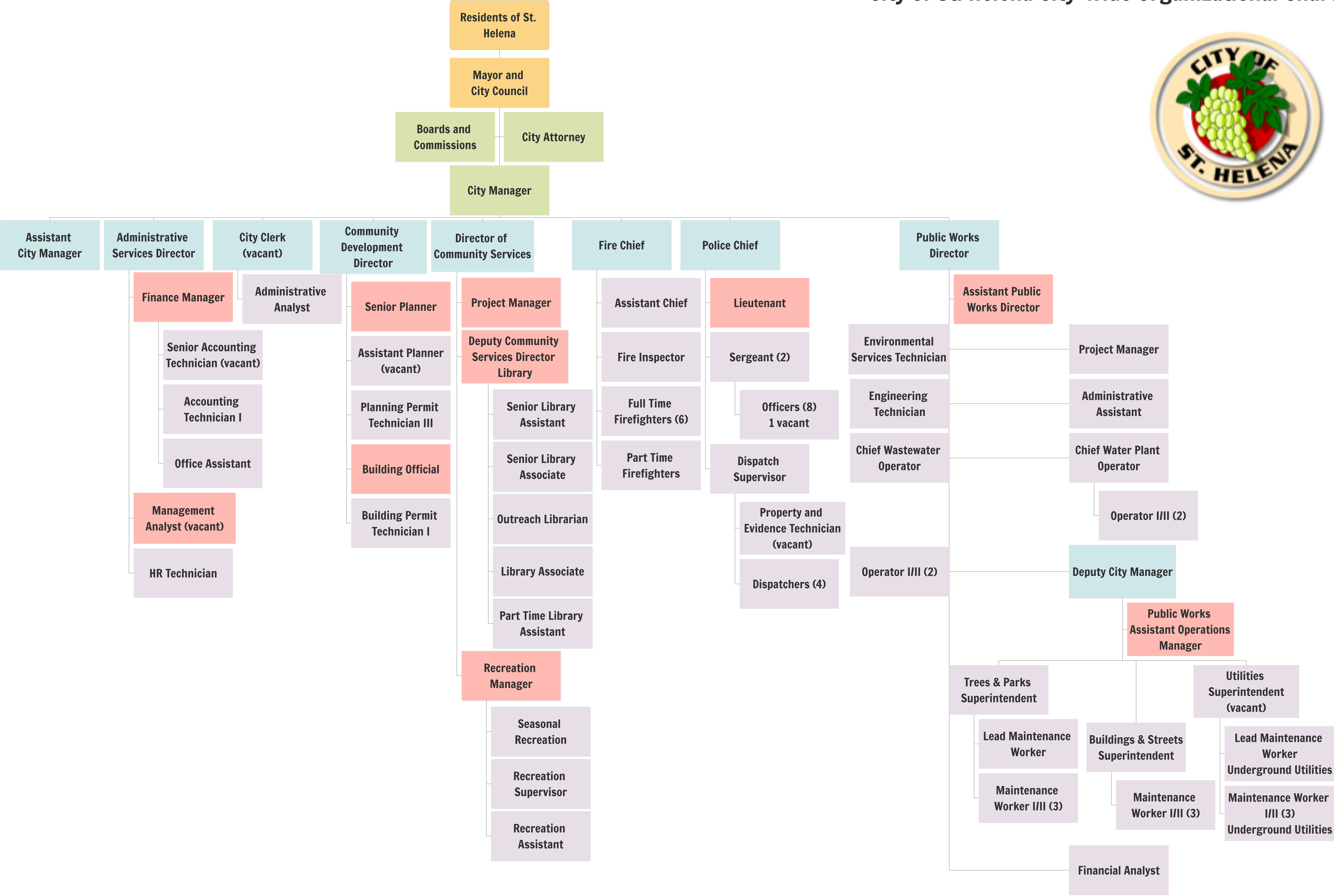
Description	Actuals
Unassigned Fund Balance @ 07/01/2024	2,976,104
Budgeted Revenues @ 06/30/2025	5,320,999
Budgeted Expenses @ 06/30/2025	5,570,548
Transfers to Capital @ 06/30/2025	-
Expenses Encumbered from FY 2023-24	690,667
Estimated Revenues less Expenses	(940,216)
<i>Estimated Unassigned Fund Balance at 06/30/2025</i>	<i>2,035,888</i>
<i>Operating Reserve at 06/30/2025</i>	<i>4.4 months</i>

Wastewater Rate Study Projected Ending Balance





City of St. Helena City-Wide Organizational Chart



Fiscal Year 2021-22

Contract Number	Construction Contract	Vendor	Project	Amount	Date Adopted	Complete
2022-001		Elenco	Library Aware Software - FY 22	\$ 1,391.00	7/1/2021	X
2022-002		Brainfuse	Live Online Homework Help	\$ 5,000.00	6/30/2021	X
2022-003		MarinIT	FY 22 Agreement	\$ 170,082.38	6/18/2021	X
2022-004		Chamber of Commerce	Business Recovery Marketing	\$ 100,000.00	6/18/2021	X
2022-005		Chamber of Commerce	FY 22 Services Agreement	\$ 220,500.00	6/18/2021	X
2022-006		Coastland	City Engineering and Building Plan Check and/or Inspection Services	\$ 25,000.00	7/23/2021	X
2022-007		Napa Valley College	Lease by and Between Napa Valley Community College District and the City of St. Helena - 5 year lease with an option to renew an additional 2 years	\$ 1,130,280.00	5/25/2021	
2015-106-02A		Napa County Flood Control and Water Conservation District Agreement No. 190013B (FC)	Amendment #2 - update to term, reimbursement methodology, and termination	\$ 34,735.00	5/25/2021	
2022-008		Cardno	Assessment, removal, and disposal of ash and debris in the permanganate building located just south of the City's Bell Canyon Reservoir dam	\$ 41,362.00	8/10/2021	X
2022-009		Cardno	Demolition and disposal of one steel bullet trap located at the City's Bell Canyon Reservoir Shooting Range	\$ 43,393.00	8/10/2021	X
2022-010		Circle Up Education	Diversity, Equity, and Inclusion Committee and External Training for the City of St. Helena	\$ 8,670.00	7/22/2021	X
2022-011		OTS	Temp help with Water Meter Reading	\$ 25,000.00	8/23/2021	X
2022-012		Flume	Rebate program from St. Helena Water Customers	\$ 15,000.00	9/1/2021	X
2022-013		Userful	Library - subscription Agreement Order Form Desktop and Public Use Workstations	\$ 3,383.00	9/7/2021	X
2022-014		Green Valley Engineering	Inspection Services for Meadowood Tanks Emergency Replacement Project, CIP No. E21-04	\$ 18,500.00		X
2020-24-WO#4		EKI	Upper York Creek Dam - retain Jenn Hyman as the Project Manager	n/a	9/22/2021	X
2022-015	X	Coastland	R19-07 Silverado Trail Guardrail Replacement - WO 21-002-CL1	\$22,315.00	9/21/2021	X
2022-016		Management Partners	Executive Staff Retreat	\$ 4,900.00	8/26/2021	X
2022-017		GHD	Development Plan Check Review Services WO 21-001-GHD4	\$ 50,000.00	9/27/2021	X
2022-018		RGH Consultants	Field and Laboratory testing for R19-79 Year 2 Pavement Restoration Project	\$ 17,100.00	9/27/2021	X
2022-019-01A		Napa County	Gang Violence Suppression Program		9/14/2021	
2022-020		Golden State Fire Apparatus	One Pierce Manufacturing, Inc Enforcer Type 1 Engine	\$ 811,910.64	10/26/2021	X
2021-081-01A		Star Staffing	Temporary Staffing for Finance Department	\$ 25,000.00	9/14/2021	X
2021-077-01A		OTS	Temp WWTP Operator	\$ 409,929.58	3/23/2021	X
2022-022		FM3 Research	Opinion Research Services	\$32,175.00	9/14/2021	X
2021-083-01A		4LEAF	Water Conservation Consultant	\$ 35,000.00	9/14/2021	X
2022-024		Del Rio Advisors, LLC	Municipal Advisor Services	\$ 58,250.00	9/14/2021	X
2022-025		Chrisp Company	R22-01 Spring Street Bike Lane Striping	\$ 25,417.50	10/28/2021	X
2022-026	X	Taylor Bailey	Emergency Replacement of Water Main at 829 St. Helena Hwy	\$ 13,020.00	10/29/2021	X
2022-027		Grindline Skateparks, Inc.	City Skatepark General Maintenance and Crack Repair and Sealing	\$ 23,900.00	10/29/2021	X
2022-028		MarinIT	NVC Cable Discovery	\$ 14,920.00		X
2022-030		Neogov	The Recruit Module - 3 year agreement	\$ 22,230.77	11/8/2021	
2021-025-03A		EKI	Glass Fire Engineering Services for the Meadowood and Surrounding Areas Adding \$4,000 for a total not-to-exceed amount of \$151,500	\$ 4,000.00	11/9/2021	X
2022-031		Larry Walker	FY2021-22 Regulatory Assistance for the Wastewater Treatment Plant	\$65,371.00	11/9/2021	X
2022-032		ATG Lighting, Inc.	Decorating Main and Hunt for the Holidays	\$ 23,467.50	11/1/2021	X
2022-033		Terris Barnes Walters Boigon Heath Lester, Inc. (TBWH Props & Measures)	Electoral Feasibility of a revenue measure or measures for the ballot	\$ 25,000.00	10/20/2021	X
2022-034		New Albion Surveys, Inc.	Right of Way Line Staking, Silverado Trail at Pope St. R19-07	\$ 13,790.00	10/27/2021	X
2022-035		Napa Music Collective	Music and sound for the 2021 Harvest Festival	\$3,000.00	10/5/2021	X
2022-036		Terra Firma	On call surveying work	\$ 6,000.00		X
2022-037		AMS.Net	Library CiscoSMARTnet FY 22 Contract	\$ 1,714.83		X
2022-038	X	Paragon Tactical, Inc.	Bullet Trap Replacement Project E21-08	\$ 59,999.00	11/12/2021	X
2021-081-02A		Star Staffing	Finance staffing due to water emergency	\$ 25,000.00	10/26/2021	X
2022-039		Waterways Consulting	Flood Control Project and Sulphur Creek Willow Installation Project Monitoring	\$ 15,988.56	12/1/2021	
2022-040		Cooperative Joint Powers Agreement to Fund and Administer the Napa Countywide Climate Action Program	Napa Countywide Climate Action Program		4/13/2021	
2022-041		Napa County Resource Conservation District	Upper York Creek Year 2 Monitoring			
2019-075-03		BKF	Downtown Streetscape R18-81	\$ 146,000.00	12/14/2021	
2022-042		Joint Exercise of Powers Agreement City of St. Helena and California Statewide Communities Development Authority creating the St. Helena Financing Authority	creating the St. Helena Financing Authority		12/14/2021	
2022-043		Upper Valley Waste Management Agency	Implementing SB1383		12/14/2021	
2020-049-01A		Lisa Wise Consulting	Zoning Map	\$17,369.00	12/14/2021	X
2022-044		Bank of the West	St. Helena Housing Authority and Bank of the West financing and refinancing of public capital improvements - WWTP Assignment Agreement		12/14/2021	X
2022-045		Bank of the West	St. Helena Housing Authority and Bank of the West financing and refinancing of public capital improvements - WWTP Supplemental Agreement		12/14/2021	X
2017-075A3		Wildan	Impact Fee Study	\$ 6,045.00	8/24/2021	X
2022-046		Napa County Cooperative Joint Powers Agreement Countywide Climate Action Program	To fund and administer the program.		4/1/2021	
2022-047		UpValley Family Centers	Administer CDBG Utility Assistance Program Grant Funded	\$ 200,000.00	5/11/2021	
2022-048		Liebert Cassidy Whitmore	Employment Relations Consortium048048			
2021-071-002A		Nott & Tam	Phase I of Napa Valley College Tenant Improvements	\$ 8,580.00	9/14/2021	X
2022-049		John Ford & Assoc	PW Leadership Training	\$ 6,000.00		X
2022-049-01A		John Ford & Assoc	PW Leadership Training Amendment #1	\$ 1,375.00	8/18/2022	X
2022-050		Peterson Mechanical	Semi Annual HVAC Service Maintenance	\$ 19,696.00	12/28/2021	X
2022-051		Bob Murray & Assoc	CH Executive Recruitment	\$ 25,000.00	1/27/2022	X
2022-052		Greystone West	NVC Tenant Improvements	\$ 18,675.00	1/11/2022	X
2022-053		Van Lant & Fankhanel, LLP	FY 2020-21 FY Year End Closing Process	\$ 20,000.00	1/27/2022	X
2020-031-001A		OTSH	Housing Trust Fund Loan Agreement 963 Pope	\$ 450,000.00	1/25/2022	X
2021-048-02A		OTS	Temporary Water Treatment Operators	\$ 348,561.00	1/25/2022	X
2021-077-01A		OTS	Temporary Waste Water Treatment Operators	\$ 100,293.00	1/25/2022	X
2022-54	X	Thompson Builders Corporation	Notice of Award - Wastewater Treatment and Reclamation Plant Improvement Project	\$ 14,888,590.00	1/11/2022	
2021-066-001A		Accent on Languages	Spanish interpretation services	\$ 10,000.00	2/8/2022	
2022-56		Pacific Tree Care	Crane Park Phase I	\$ 13,394.95	2/8/2022	X
2022-57		M Group	CEQA Trails and Open Space	\$ 13,965.00	2/22/2022	X
2022-58		123 Andres	Salsana LC Performance Agreement Library - Family Concert	\$ 1,500.00	3/7/2022	X
2022-59		ArchiveSocial	Archiving social media data	\$ 2,988.00	3/23/2022	X
2022-60		California Consulting	CalDES Compliance Report	\$ 12,500.00	3/28/2022	X
2022-61		Our Town St. Helena	Affordable Housing Trust Fund Permanent Loan Agreement (963 Pope Street) Additional Trackers Meeting Tracker, Meeting Manager Pro, VMHD for iCompass with	\$ 250,000.00	2/8/2022	X
2022-62		Diligent Corporation	Boxcast Video Streaming and Board Manager	\$ 13,530.70	4/5/2022	X
2022-63		ECS Imaging, Inc.	Laserfiche migration to cloud	\$ 37,215.02	2/18/2022	X
2022-64		California Department of Forestry and Fire Protection (CAL FIRE)	Cooperative Fire Programs Fire Protection Reimbursement Agreement	\$ 233,956.00	7/1/2021	
2022-65		Coastland Civil Engineering, Inc.	Construction Management and Inspection Services for the R19-79 Year 2 Pavement Restoration Project	\$ 99,781.00	8/11/2021	X
2022-003-01A		MarinIT	Amendment #1 to FY2022-003 for an additional \$31,384.24 for cyber security and network monitoring services for a total not-to-exceed amount of \$201,466.62	\$ 31,384.24	9/15/2021	X
2022-66		St. Helena Unified School District	Memorandum of Understanding - SRO	\$ 140,000.00	9/17/2021	
2022-67		California Intergovernmental Risk Authority	Amended and Restated Joint Exercise of Powers Agreement		7/1/2021	

2022-68		Redwood Empire Municipal Insurance Fund (REMIF)	Fourth Amended and Restated Joint Powers Agreement		7/1/2021	
2022-69		California Statewide Communities Development Authority	Joint Exercise of Powers Agreement creating the St. Helena Financing Authority		12/14/2021	
2022-70-04A		City of Napa	Amendment 4 to Water Supply Agreement (City of Napa Agreement 9381, City of St. Helena Agreement 2006-131)		8/24/2021	
2022-71		Green Valley Consulting Engineers	R22-79 Pavement Restoration FY22 Design/FY23 Construction	\$ 94,740.00	3/8/2022	
2022-72		Rafetis Financial Consultants	Water and Wastewater Rate Study	\$ 146,310.00	3/22/2022	X
2022-73		Carollo, Inc	Hunter Subdivision Hydraulic Modeling Analysis	\$ 9,400.00	4/22/2022	X
2022-74		Ralph Anderson & Associates	Salary Survey Refresh	\$ 8,500.00	5/5/2022	X
2022-75		O'Connor Environmental, Inc	Mills Lane Storm Drain Project	\$ 9,000.00	5/9/2022	
2022-77		Artemis Habitat	Non-Native Invasive Species Removal from Upper York Creek Ecosystem Restoration Project, CIP W-26	\$ 27,000.00	4/12/2022	
2022-78		Pacific Tree Care	Maintenance Tree Pruning of City ROW Trees at Meadowcreek Circle, Big Oak (Pope Street) and Signorette Barn	\$ 14,842.50	4/18/2022	X
2022-79		Pacific Tree Care	Removal of Three Coastal Redwoods and Treatment of Three Redwood Trees at Grove Court ROW	\$ 6,985.53	4/18/2022	X
2017-082-04A		Dudek	Amendment 4 for EIR for Hunter Property Residential Subdivision Project	\$ 80,293.00	5/10/2022	X
2021-071-03A		Noll & Tam	Amendment 3 for Phase I of Napa Valley College Tenant Improvements	\$ 23,983.00	5/10/2022	X
2022-80		Sutter Home Winery, Inc	Agreement for Alternative Measurement of Wastewater Discharge		5/4/2022	
2022-81	X	Murray Building, Inc.	Napa Valley College Tenant Improvement Project (Change order will be issued to bring the amount up to the bid schedule amount of \$1,167,739.00)	\$1,167,379.00	6/26/2022	X
2022-82		CD & Power (Got Power, Inc)	Replacement of the Wastewater Treatment Plant Automatic Transfer Switch (ATS)	\$ 20,796.42	6/27/2022	X
2022-83		Chamber of Commerce	Business Recovery Marketing	\$ 50,000.00	7/8/2022	X
2021-071-04A		Noll & Tam	Phase I of Napa Valley College Tenant Improvements	\$ 44,923.00	5/10/2022	
2022-87		Columbia Telecommunications Corporation (CTC Technology and Energy	Installation and Maintenance of advanced network (Data) services		5/24/2022	
2022-88		Chamber of Commerce	Holiday experience	\$ 25,000.00	6/14/2022	X
2022-89		MariniT	FY 2022-23 annual support	\$ 257,236.00	6/14/2022	X
2022-90		MariniT	Information Technology Upgrades and Relocation Services for the NVC Tenant Improvement Project	\$ 219,259.86	6/28/2022	
2022-91		MariniT	Hosted Environment Migration	\$ 26,028.00	6/14/2022	X

Fiscal Year 2022-23

Contract Number	Construction Contract	Vendor	Project	Amount	Date Adopted	Complete
2022-93		Vesta Modular	Lease for Police Department Modular at NVC	\$ 423,956.00	6/28/2022	X
2022-94		Management Partners	Executive Coaching Services	\$ 7,000.00		X
2022-95		Greystone West	Construction Management for the NVC Tenant Improvements	\$ 70,566.73	6/28/2022	X
2021-077-03A		Operational Technical Services (OTS)	Temporary Waste Water Treatment Operators	\$ 270,750.00	8/9/2022	X
2021-048-04A		Operational Technical Services (OTS)	Temporary Water Treatment Operators	\$ 807,250.00	8/9/2022	X
2022-096		Pacific Tree Care	Bieber Road Vegetation Abatement	\$ 50,624.00	8/23/2022	X
2022-097		Kurt Hirtzer Inspection	NVC Tenant Improvement Inspector of Record	\$ 12,000.00	7/24/2022	X
2022-098		EBSCO	Library Aware Electronic Database for Library	\$ 1,461.00	8/23/2022	X
2022-099		NOAA	NOAA/OAR Monitoring NOAA Equipment at LSWTP		8/23/2022	
2023-001		Ward Levy	Restricted Appraisal Reports	\$ 15,500.00	9/2/2022	X
2023-002		RGS	Human Resources Advisory Services	\$ 25,000.00	8/5/2022	X
2023-003		Rianda House	Non-Profit Grant Funding Agreement (Three year - \$30,000 per year)	\$ 90,000.00	6/28/2022	
2023-004		DAC	SEC Post-Issuance Competitive Sale Review Services Pricing Agreement (GO Bond)	\$ 2,000.00	9/28/2022	X
2023-005		Housing Authority of the City of Napa	Inter-governmental agreement for services between the Housing Authority of the City of Napa and City of St. Helena	\$	7/1/2022	
2022-011-01A		Operational Technical Services (OTS)	Temporary Underground Utilities staffing	\$ 96,742.30	10/11/2022	X
2023-005		New Albion Surveys, Inc	Survey services for 1804 Main St.	\$ 7,500.00	7/15/2022	X
2023-006		ATG Lighting, Inc	Decorating electroliters and trees on Main Street and Hunt Ave.	\$ 23,200.00	10/11/2022	X
2023-007		Flock Group Inc.	Automatic license plates reader cameras	\$ 14,700.00	9/27/2022	X
2023-009		Dudek	Defensible Space and Fuels Manahement	\$ 122,648.50	9/13/2023	
2023-010	X	Argonaut Constructors	R22-79 Pavement Restoration Improvements Project	\$ 1,157,192.50	10/11/2022	
2023-012		Tesla	Purchase Police Chief vehicle Model 3	\$ 59,490.00	10/25/2022	X
2023-013		Department of Housing and Community Development - State of California - Department of General Services	\$160,000 Grant	\$ 160,000.00	10/28/2022	X
2023-014		Patrick Clark Consulting	Labor relations consulting services	\$ 25,000.00	11/7/2022	X
2023-015		Baker and Tilly US, LLP	Long range financial planning	\$ 62,900.00	11/2/2022	X
2023-016		City of Napa	Assistance under SB2 Permanent Local Housing Allocation Program	5% of Grant Funds	10/25/2022	
2021-046-03A		Interwest	Planning Services	\$ 140,000.00	11/22/2022	
2023-018		Economy Lock and Key	NVC Tenant Improvement	\$ 23,532.67	11/22/2022	X
2023-019		Tesla	PD vehicle	\$ 65,975.00	11/22/2022	X
2023-020		Godbe Research	Community Survey	\$ 32,375.00	12/7/2022	X
2023-021		Kaizen	Retention schedule update	\$ 5,750.00	12/14/2022	X
2020-049-02A		Lisa Wise	Zoning code update	\$ 17,369.00	12/1/2022	X
2023-002-02A		RGS	Human Resources Advisory Services	\$ 116,200.00	12/13/2022	X
2020-041-01A		NVTA	Amendment 1 to Master Funding Agreement	\$ 320,250.00	1/24/2023	
2023-024		AHS Security	NVC Tenant Improvement	\$ 24,678.00	1/24/2023	X
2022-097A		Kurt Hirtzer Inspection	NVC Tenant Improvement	\$ 15,000.00	1/24/2023	X
2023-025		Frank's Janitorial	NVC Tenant Improvement	\$ 9,584.00	1/24/2023	X
2022-81		Murray Building	NVC Tenant Improvement - Change order	\$ 1,422,388.83	1/10/2023	X
2023-026		Waters Moving and Storage	NVC Tenant Improvement	\$ 17,985.00	1/24/2023	X
2023-027		Baker and Tilly US, LLP	City Manager Performance Evaluation	\$ 9,000.00	2/10/2023	X
2021-077-04A		OTS	Temporary Wastewater Treatment Operators with SWRCB Certification	\$ 220,200.00	4/25/2023	X
2021-077-05A		OTS	Temporary Wastewater Treatment Operators with SWRCB Certification	\$ 490,650.00	4/25/2023	X
2020-049-03A		Lisa Wise Consulting	Zoning code update	\$ 38,875.00	4/25/2023	X
2023-028		ClientFirst Technology Consulting	CentralSquare Migration Contract Negotiation Services	\$ 6,700.00	4/18/2023	X
2023-029		Napa Valley Wine Train	Reimbursement Agreement for Replacement of Sulphur Creek Pedestrian Bridge	\$ 115,000.00	6/27/2023	X
2023-030		Urban Land Institute (ULI)	Agreement for Technical Assistance Panel for Downtown Placemaking Study	\$ 30,000.00	2/14/2023	X
2023-031		Napa County Resource Conservation District	Consultant Services for Upper York Creek Project Year 3 Monitoring	\$ 75,250.00	3/14/2023	
2023-032	X	Argonaut Constructors	Emergency Water Main Replacement at Mitchell Drive and Hwy 29	\$ 124,200.00	5/23/2023	X
2022-87-01A		Columbia Telecommunication Association (CTC Technology and Energy	Installation and Maintenance of advanced network (Data) services - amendment replaces appendix 1		5/9/2023	
2023-033		Pacific Tree Care	Professional Services with Tree Maintenance Phase II Crane Park	\$ 32,615.90	5/23/2023	X
2023-34		Pacific Tree Care	Professional Services with Tree Maintenance Heritage Tree pruning	\$ 46,233.40	5/23/2023	X
2023-035		Tripepi Smith and Associates	City Communication Support Services	\$ 24,000.00	4/25/2023	X
2023-036		Coastland Civil Engineering	Professional Services on-call municipal public works and engineering service	\$ 100,000.00	6/13/2023	
2023-037		Waterways Consulting	Consulting Services for Comprehensive Flood Control Project	\$ 55,843.93	6/14/2023	
2023-038		Public Safety Management	Comprehensive Analysis of Fire/EMS Service	\$ 44,694.00	6/13/2023	X
2021-034-01A		Cameo	Grant Award	\$ 8,250.00	5/9/2023	X
2023-039		Vintage Contractors, Inc	Crane Park Pickleball Court Resurfacing	\$ 35,390.00	3/28/2023	X
2020-085-01A		Brown Armstrong Accountancy Corp	Professional Audit Services	\$ 175,660.00	6/27/2023	X
2023-040		West Yost	Professional Services - On Call Public Works and Engineering Services	\$ 100,000.00	6/13/2023	
2023-041		West Yost	Professional Services - Recycled Water Facilities Plan	\$ 211,544.00	6/13/2023	
2023-042		West Yost	Professional Services - Safe Yield Estimate and Water Neutrality Policy	\$ 124,200.00	6/13/2023	
2023-002-01A		RGS	Human Resources Advisory Services	\$ 50,000.00	3/28/2023	
2023-044		MarinIT	FY 23/24 Annual support agreement	\$ 299,006.00	6/27/2023	X
2023-045		Baker and Tilly US, LLP	St. Helena Community Engagement Project	\$ 14,500.00	6/29/2023	X
2023-046		Daniel Keen Consulting	Professional Services - Executive Coaching Services	\$ 10,500.00	6/16/2023	X
2023-047		Halley & Aldrich, Inc.	Professional Services - Municipal Engineering Consultant Services	\$ 100,000.00	6/13/2023	
2023-048		Ralph Andersen and Associates	Professional Services - Compensation Study Update	\$ 21,800.00	8/8/2023	X
2023-050		Kosmont and Associates	Professional Services - City Asset Management	\$ 25,000.00	5/11/2023	
2023-051		Libert Cassidy Whitmore	Liebert Library Subscriptions		3/2/2023	
2023-052		Aides Children and Family Services	Community Development Block Grant Subrecipient Agreement - Grant Funded	\$ 500,000.00	10/21/2022	

Fiscal Year 2023-24

Contract Number	Vendor	Project	Amount	Date Adopted	Completed
2024-002	St. Helena Chamber of Commerce	Marketing and Promotional Services Agreement	\$ 175,000.00	7/25/2023	
2024-003	APS Environment	St. Helena Sewer Inspection Project	\$ 318,700.00	8/8/2023	X
2017-075A4	Wildan Financial Services	Amendment #4 PSA for Full Cost Services and Development Impact Fee Study	\$ 13,000.00	7/25/2023	X
2017-075A5	Wildan Financial Services	Amendment #5 PSA for Full Cost Services and Development Impact Fee Study	\$ 10,300.00	8/8/2023	
2024-004	Civic Plus	Civic Rec Software Agreement	\$ 25,243.00	8/22/2023	X
2024-005	Civic Plus	SeeClickFix Software Service Agreement	\$ 20,500.00	8/22/2023	X
2024-006	Civic Plus	Civic Engage Software Service Agreement	\$ 31,082.83	8/22/2023	X
2024-007	TeamCivX	Electoral Feasibility of a Revenue Measure/ Measure of Ballot	\$ 25,000.00	7/25/2023	X
2024-008	FM3 Research	Opinion Research Services	\$ 32,250.00	7/25/2023	
2023-018-01A	Napa Valley College	Tenant Improvement Project (NVC-TI)	\$ 68,523.67	3/14/2023	
2024-009	Team Ghilotti Inc.	R23-79 Pavement Restoration Project	\$ 1,687,141.00	8/8/2023	
2024-010	Got Power, Inc DBA CD & Power	C23-01 * S23-02 Emergency Back-up Power project	\$ 1,946,637.86	7/25/2023	
2024-011	St. Helena Fire Safe Council	Grant Agreement for reimbursement wildfire emergency preparedness mailer	\$ 3,500.00	8/21/2023	X
2024-012	Bridge Housing Corporation/Napa Valley Housing	Option to Ground Lease Agreement		8/22/2023	
2024-13	Pink Elephant	Employee event on 9/28	\$ 500.00	9/12/2023	X
2024-14	Tripepi Smith	Professional Services - City Communications Support Service	\$ 65,000.00	8/8/2023	X
2020-41-02A	Napa Valley Transportation Authority (NVTa)	Amendment - minor modifications to funding No. 19- 19	\$ 133,000.00	9/12/2023	
2024-15	MuniServices	Sales, Use and Transaction Tax Audit - Amendment No 2 (6/11/96 agreement)	\$ 2,625.00	8/15/2023	
2024-18	Suhr Consulting Group, LLC	St. Helena Evacuation Plan Development	\$ 13,000.00	9/26/2023	
2024-019	Marine Industrial Tank	W24-09 WTP Tanks Relining	\$ 946,860.40	9/26/2023	X
2024-020	Pureflo	Water Filtration Service Agreement	39.99/mnth		
2024-021	Baker Tilly	Fiscal Modeling On-Call Servicing	\$ 10,000.00	10/10/2023	X
2024-022	ATG Lighting	Decorating Electrolier and Trees on Main St for holiday	\$ 23,200.00	10/10/2023	X
2024-023	Mead and Hunt	Flood Protection Project System Assessment	\$ 42,773.00	10/10/2023	X
2021-077-05A	Operational Technical Services	Temporary Wastewater Treatment Operators	\$ 175,000.00	10/10/2023	X
2021-048-06A	Operational Technical Services	Temporary Water Treatment Operators	\$ 800,000.00	10/10/2023	
2024-024	Summit Engineering	Oak Avenue Improvements	\$ 121,500.00	10/10/2023	
2024-025	Envisionware	Library Software	\$ 19,083.38	10/26/2023	X
2024-026	North Coast Community Planning	Planning Services to support Community Development Dept	\$ 25,000.00	10/26/2023	
2024-027	USDA	Certification re. debarment, suspension, ineligibility and voluntary exclusion		11/14/2023	
FY2023-040-01A	West Yost Inc.	Engineering Services for Louis Stralla Water Treatment Plant Condition Assesment	\$ 267,428.00	11/14/2023	
2024-30	Daniel Keen	Executive Coaching Services	\$ 10,500.00	11/19/2023	
2024-039	California Water Efficiency Partnership	Distribution of Fume Devices for residential water customers		11/30/2023	X
2024-040	ERS Industrial Services	Construction Services Agreement - W24-09 WTP Gravity Filter Media Change out	\$ 212,090.00	11/22/2023	
2023-036-01A	Coastland Civil Engineering	On Call Public Works and Engineering Services	\$ 100,000.00	11/14/2023	
2023-047-01A	Haley Aldrich, Inc	Engineering Services	\$ 100,000.00	11/14/2023	
2024-019-01A	Marine Industrial Tank	1st amendment to 2024-19 - eliminating a portion of work		11/28/2023	X
2024-041	Telesat Instruments	Instrumentation Maintenance and repair services for water treatment plant	\$ 85,000.00	11/28/2023	
2024-029	Cat Fire	Cooperative Fire Protection Grant Agreement	\$ 17,555.09	11/27/2023	
2020-086-02A	BKF	Amendment #2 CIP R19-05 Grayson Ave and South Crane Rehab	\$ 27,350.00	12/12/2023	X
2024-034	Corodata Records Management	Off-site records storage	\$ 25,000.00	12/12/2023	X
2024-035	TeamCivX	Electoral Feasibility of a Revenue Measure/ Measure of Ballot	\$ 25,000.00	1/9/2024	X
2024-036	Coastland Civil Engineering	Pavement Restoration Project (R24-79)	\$ 110,226.00	1/9/2024	
2024-037	Raffelis	Facilitation Services	\$ 15,000.00	1/9/2024	X
2024-038	FM3 Research	Opinion Research Services	\$ 25,000.00	1/9/2024	X
2024-042	Beauchaine Consulting	Public Management Consulting Services	\$ 25,000.00		X
2024-045	Bartley Pump PM	Equipment and Rehabilitation of Pumps for Wastewater Treatment	\$ 57,199.00	1/23/2024	X
2021-077-06A	Operational Technical Services	Temporary Wastewater Treatment Operators	\$ 271,986.00	1/23/2024	
2024-047	Musco Sports Lighting	Crane Park Lighting Improvement Project (C19-03)	\$ 297,268.91	1/23/2024	
2024-048	Peterson Mechanical Inc	HVAC	\$ 105,000.00	2/13/2024	
2024-049	JL Mechanical	On Call Public Works and Engineering Services	\$ 240,000.00	2/13/2024	
2024-050	CD & Power	Electrical Generators	\$ 210,000.00	2/13/2024	
2024-051	Alisco	Uniform Services - Public Works staff	\$ 20,135.66	2/13/2024	
2023-002-04A	RGS	Human Resources Advisory	\$ 50,000.00	2/13/2024	
2024-052	ERS Industrial Services	Stonebridge Well Floor Grout repairs	\$ 26,370.00	2/23/2024	
2024-053	California Rural Water Association	Onsite training services		2/26/2024	
2024-054	Code Publishing Co	Migration and Update Services	\$ 7,260.00		
2024-055	Dyett and Bhatia	Downtown Specific Plan	\$ 500,000.00	2/27/2024	
2024-057	Be Well Network	Professional Development Coaching	\$ 4,400.00	2/23/2024	X
2024-058	West Coast Arborist	Tree Maintenance Services	\$ 127,500.00	2/27/2024	X
2024-059	Skyview Tree Experts	Tree Maintenance Services	\$ 56,250.00	2/27/2024	
2024-060	Mountain F. Enterprises	Tree Maintenance Services	\$ 56,200.00	2/27/2024	
2024-062	Photovino LLC	Historical Building Photographs	\$ 1,500.00		X
2024-063	CentralSquare	Upgrade Permit Tracking Software	\$ 125,177.00	3/12/2024	
2024-028-01A	Client First Technologies	Migration implementation services	\$ 56,700.00	3/12/2024	
2024-064	Ralph Andersen & Associates	Compensation Study Update	\$ 22,500.00	3/4/2024	X
2024-065	TDG Engineering (Toole Design)	Production of Streets Master Plan	\$ 229,946.00	3/12/2024	
2024-066	MGT America	Development of a Full Cost Allocation Plan	\$ 13,000.00		X
2024-067	Maggiore & Ghilotti, Inc	Kearney & Andrea Waterline Project	\$ 1,436,830.00	3/12/2024	
2024-068	CPS HR Consulting	Executive Recruitment Services for Deputy CS Director	\$ 20,000.00		X
2024-069	Coastland Civil Engineering	Water Main Fire Flow Improvements	\$ 64,600.00	3/26/2024	
2024-070	Suhr Consulting	Emergency Operations Plan	\$ 40,000.00	3/26/2024	
2020-41-03A	Napa Valley Transportation Authority (NVTa)	Amendment 3 Funding Agreement (19-19) Vine Trail	\$ 140,000.00	3/26/2024	
2024-071	Green Valley Consulting Engineers	W21-01 Kearney & Andrea Water Main Replacement Project	\$ 25,000.00	4/21/2024	X
2024-072	DocuSign	e-Signature Pro edition	\$ 2,484.00	4/22/2024	X
2024-073	St Helena Unified School District	Vintage Hall Boardroom rental - 4 year agreement	\$ 55,000.00	4/23/2024	
2024-074	JMSB Strategies	Executive Management Team Support	\$ 5,000.00	4/23/2024	X
2024-075	Devastating Pyrotechnics LLC	July 4th Fireworks Show	\$ 40,000.00	4/23/2024	
2024-076	Land Revision	Wastewater Treatment Plant Weed Abatement Services	\$ 11,000.00	4/23/2024	X
2024-077	Land Revision	Annual Fuel Vegetation Abatement Services	\$ 300,000.00	4/23/2024	
2024-078	West Yost Associates	Update to City Hydraulic Model	\$ 192,900.00	3/12/2024	
2024-079	Daniel Keen Consulting	Performance Appraisal Process	\$ 9,000.00		X
2024-080	WRA Environmental Consultants	Review of Ballot initiative	\$ 4,450.00	4/25/2024	X
2024-081	Evans & De Shazo Inc.	Review of Ballot initiative	\$ 11,345.00	4/25/2024	X
2024-082	Illingworth & Rodkin, Inc	Review of Ballot initiative	\$ 8,400.00	4/25/2024	X
2024-083	Websoft Mobile MMS Software	Mobile Maintenance Management software for underground utilities	\$ 86,100.00	5/14/2024	X
2024-084	We Care Animal Rescue	Animal Shelter and Adoption Services	\$ 8,000.00	5/14/2024	
2024-085	Kimley-Horn and Associates	Civil Engineering Services for Napa Intertie Water Pipeline replacement	\$ 446,200.00	5/14/2024	
2021-049-01A	Minter Harnish	Exploring alternative sites for Site #10 Housing Element	\$ 253,024.00	5/28/2024	
2024-086	Argonaut Constructors Inc.	R24-79 Pavement Restoration Project	\$ 2,197,939.77	5/28/2024	
2024-087	Cinquini & Passarino, Inc	Completion of a Bathymetric Survey	\$ 11,260.00	5/29/2024	X
2024-088	Godbe Research	2024 Community Survey	\$ 32,375.00	5/28/2024	X
2024-089	Peckham & McKenney	Executive Recruitment Services for Asst. PW Director - Ops	\$ 25,000.00	5/31/2024	X
2024-090	Oscar Larson & Associates Consulting Engineers	St. Helena Tank 2 condition assesment	\$ 9,300.00	6/18/2024	

2024-091	Experian Identity Works	Credit Monitoring 2 years	see contract	6/6/2024	
2024-093	Mead and Hunt	Bell Canyon Reservoir Intake Tower and Valve House Project	\$ 1,043,211.00	6/11/2024	
2024-094	Mel Services dba Workers.com	General Maintenance and Landscaping services for City owned properties	\$ 50,000.00	8/2/2023	
2024-095	Civic Plus	AudioEye Managed agreement	\$ 4,200.00	6/25/2024	X
2024-097	Haley & Aldrich	Del Campo Sewer Replacement S24-05	\$ 239,095.50	5/14/2024	
2024-098	Tetstar Instruments	Water Treatment Plant SCAD	\$ 206,899.00	6/23/2024	
2024-099	Haley & Aldrich	Geotechnical Engineering Services Bell Canyon Dam CIP W18-120	\$ 175,000.00	5/28/2024	
2021-048-07A	Operational Technical Services	Amendment No 7 to STH 2021-048 for temp WT Operators	\$ 140,000.00	6/25/2024	
2024-100	Haley & Aldrich	Smart Meter Deployment CIP Project W24-04	\$ 406,000.00	5/14/2024	