



CITY OF HEALDSBURG CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY REGULAR MEETING AGENDA

Meeting Date: May 18, 2026

Time: 06:00 PM

City Hall Council Chamber

401 Grove Street

Healdsburg, CA 95448

To join by computer, tablet, or mobile device:

Go to <https://zoom.us/join> and type in the Webinar ID: 815 8894 3494 or follow this link: healdsburg.gov/zoom (Pre-registration for the meeting is not required.)

To view the agenda online, visit healdsburg.gov/agendas. To view the Council Meeting PowerPoint presentations or correspondence received after the agenda packet has been posted, visit healdsburg.gov/agendas. To electronically submit correspondence regarding an item on the agenda, please email citycouncil@healdsburg.gov. Documents and correspondence received 72 hours prior to the meeting will be posted by 10:00 a.m. the following business day.

Interpretation Services

Interpretation services are available on-site during City Council meetings. To utilize this service, please see the interpreter located in the back of the Council Chamber.

1. CALL TO ORDER/ROLL CALL

1.a Pledge of Allegiance

1.b Approval of Agenda

2. REPORT ON CLOSED SESSION(S)

3. ANNOUNCEMENTS/PRESENTATIONS

3.a Recognition of Employees with Milestone Anniversaries

3.b Proclamation Declaring May 2026 as Jewish American Heritage Month

3.c Proclamation Recognizing May 2026 as Affordable Housing Month

3.d Proclamation Recognizing May 17-23, 2026 as Public Works Week**4. CITY MANAGER REPORTS****5. PUBLIC COMMENTS ON ITEMS ON THE CONSENT CALENDAR AND NON AGENDA ITEMS**

This time is set aside to receive comments from the public on any item of interest to the public within the subject matter jurisdiction of the Council, other than scheduled agenda items. Pursuant to the Brown Act, however, the City Council cannot consider any issues or take action on any requests during this comment period. Public comment on non-agenda items is limited to thirty (30) minutes total for all speakers, with each speaker given no more than three (3) minutes. If there are more than ten (10) audience/public comment speakers, the Mayor may reduce each speaker's time from three (3) minutes so that all speakers have an equal time to speak. At the Mayor's discretion, the public comment period may be extended past 30 minutes. Members from the public wishing to speak on a Consent Agenda item should notify the Mayor during Public Comments.

6. CONSENT CALENDAR

The following items listed on the Consent Calendar are considered routine in nature or have been previously reviewed by the Council and require little or no further discussion by the Council, public, or applicant and action will be taken by the City Council by a single motion. A Councilmember may request that an item be removed from the Consent Calendar and action taken separately. Consent by a majority of the Councilmembers present will be required in order to remove the item. In the event an item is removed, the matter will be considered immediately following the adoption of the Consent Calendar.

6.a Surplus Vehicles and Equipment

Adopt a Resolution declaring various vehicles and equipment as surplus.

6.b Acceptance of the Foley Family Community Pavilion Project

Adopt a Resolution accepting the Foley Family Community Pavilion project as complete, authorizing staff to file a Notice of Completion with the County Recorder's Office.

6.c Professional Services Agreement with MMO Partners for Federal Advocacy Services, with Costs Shared by Healdsburg and Four Other Cities.

Adopt a Resolution authorizing the City Manager to approve a 12-month extension to a Professional Services Agreement (Amendment #8) with MMO Partners for federal advocacy services, increasing the not-to-exceed amount by \$80,852 to \$606,888, offset by an additional \$73,794 in reimbursement revenue from four other

participating Sonoma County cities.

6.d List of Projects to be Funded by Senate Bill 1 - "The Road Repair and Accountability Act"

Adopt a Resolution listing projects for Fiscal Year 2026-27 to be funded by Senate Bill 1 - "The Road Repair and Accountability Act".

6.e Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project Bid Award

Adopt a Resolution conditionally awarding the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project construction contract to AGD General Engineering, Inc. of Cotati, California, in the amount of \$221,890, waiving any minor irregularities or informalities in the bid submitted by AGD General Engineering, Inc., rejecting the bid protest from Zara Construction, Inc., authorizing the City Manager to execute the contract, and negotiate and approve contract change orders up to 15% of the original contract amount; and amending the Fiscal Year 2025-2026 Adopted Budget.

6.f Prune Packers Request for Alcohol Sales and Consumption for the 2026 Baseball Season

Waive the provisions of Section 12.28.220(A) pursuant to Section 12.28.220(B) of the Healdsburg Municipal Code that prohibits the consumption of alcohol within public parks and approve the Prune Packers' request to allow the sale and consumption of alcohol in Recreation Park for their 2026 baseball season.

6.g Annual Report on State-Mandated Fire Inspections of Specified Occupancies (California Health and Safety Code Sections 13146.2, 13146.3, and 13146.4 / SB 1205)

Adopt a Resolution acknowledging receipt of the Healdsburg Fire Department's annual report on the inspection of certain occupancies required to be inspected annually pursuant to California Health and Safety Code Sections 13146.2 and 13146.3, in compliance with Health and Safety Code Section 13146.4 (SB 1205).

6.h Resolution Setting the Time and Place for Hearing Protests to Weed Abatement

Adopt a Resolution declaring a public nuisance to exist within certain parcels in the City and setting the time and place for hearing protests to weed abatement.

6.i Arts for All Public Art Grant Awards

Adopt a Resolution approving Healdsburg Public Art Grants for the 2025-2026 program year.

6.j Approval of Minutes

Approve the May 4, 2026 Regular Meeting Minutes.

7. PUBLIC HEARINGS**8. BUSINESS ITEMS****8.a Electric Vehicle and Electric Panel Rebates**

Adopt a Resolution authorizing new rebate programs for EV Purchases, EV Charger, and Electric Panel Upgrades.

8.b Presentation: Space Utilization and Condition Assessment Study at the City of Healdsburg Fire and Police Stations

Receive a Presentation from staff detailing the results of the Space Utilization and Condition Assessment Study at the City of Healdsburg Fire and Police Stations.

8.c Sonoma County Library Commission Vacancy

Appoint a City Council Subcommittee to interview applicants for the Sonoma County Library Commission.

9. COUNCIL REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING/EXPENSE REIMBURSEMENT REPORTS**10. WRITTEN COMMUNICATIONS****11. ADJOURN CITY COUNCIL/RSA MEETING****12. FUTURE AGENDA ITEMS****12.a Future Agenda Items for 2026**

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: *Any writings or documents provided to a majority of the City Council/Redevelopment Successor Agency Board regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review in the City Clerk's Office located at City Hall, 401 Grove Street, Healdsburg, during normal business hours. If supplemental materials are made available to the members of the City Council/Redevelopment Successor Agency Board at the meeting, a copy will be available for public review at the City Hall Council*

Chambers, 401 Grove Street, Healdsburg, CA 95448.

***These writings will be made available in** appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.*

***DISABLED ACCOMMODATIONS:** The City of Healdsburg will make reasonable accommodations for persons having special needs due to disabilities. Please contact Raina Allan, City Clerk, at Healdsburg City Hall, 401 Grove Street, Healdsburg, California, 431-3317, at least 72 hours prior to the meeting, to ensure the necessary accommodations are made.*

CITY OF HEALDSBURG

PROCLAMATION

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY
OF HEALDSBURG DECLARING THE MONTH OF MAY 2026
AS JEWISH AMERICAN HERITAGE MONTH IN THE CITY OF
HEALDSBURG

WHEREAS, Jewish Americans have been an important part of the American story and have greatly contributed to all areas of American life and culture since our nation's earliest days; and

WHEREAS, on April 20, 2006, the Federal Government proclaimed May as Jewish American Heritage Month, stating, "As a nation of immigrants, the United States is better and stronger because Jewish people from all over the world have chosen to become American citizens," and, since then, proclamations in support of Jewish American Heritage Month have been made by Presidents of the United States; and

WHEREAS, generations of Jews have fled to the United States in search of a better life for themselves and their families, and these immigrants made invaluable contributions in support of equality and civil rights through their leadership and achievements; and

WHEREAS, Jewish Americans connect to their Jewish identity in a variety of ways, such as culturally, ethnically, religiously and by following Jewish ethics and values; and

WHEREAS Jewish Americans are racially, ethnically, socially, politically and economically diverse, and around 25 percent of Bay Area Jewish households include a person of color, increasing to nearly 40 percent of households if the head of the household is younger than 35; and

WHEREAS, Healdsburg shares an obligation to condemn and combat antisemitism wherever it exists, to include Jewish Americans in all facets of civic life, and to stand with the Jewish American community against hatred or bigotry in our city and country; and

WHEREAS, there is a need for education and policies that are culturally competent when describing, discussing, or addressing the impacts of being Jewish in all aspects of American society, including discourse and policy; and

WHEREAS we celebrate the rich and diverse heritage of the Jewish American community, including those who live, work and play in Healdsburg.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Healdsburg declares the month of May 2025 as Jewish American Heritage Month in the City of Healdsburg.

DATED: May 18, 2026

SO ORDERED:

J. Chris Herrod, Mayor

CITY OF HEALDSBURG

PROCLAMATION

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG RECOGNIZING THE MONTH OF MAY 2026 AS AFFORDABLE HOUSING MONTH IN THE CITY OF HEALDSBURG

WHEREAS, the month of May is recognized as National Affordable Housing Month; and

WHEREAS, Affordable Housing is essential for creating stable, healthy, and vibrant communities, and plays a crucial role in addressing poverty and inequality; and

WHEREAS, every individual deserves a safe, decent, and affordable place to call home, regardless of their income or background; and

WHEREAS, the strength of the Healdsburg community and economy depends on providing access to housing options that allow current and future residents of all income levels and ethnicities to live where they work; and

WHEREAS, the City of Healdsburg Housing Element and Housing Action Plan call for an increase in deed-restricted affordable housing, optimization of affordable housing production, and expansion of affordable housing incentives; and

WHEREAS, the City of Healdsburg is committed to providing access to affordable housing for all its residents and has adopted policies and programs to increase the production of affordable housing and expand access to affordable homeownership opportunities; and

WHEREAS, Affordable Housing Month provides an opportunity for us to recognize the critical importance of affordable housing, raise awareness about the need for affordable homes, and highlight the work of organizations and individuals who are dedicated to increasing access to affordable housing for all members of our community; and

WHEREAS, the City encourages the public to join in the recognition of the importance of affordable housing in our community during Affordable Housing Month.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Healdsburg hereby recognizes the month of May 2026 as Affordable Housing Month in the City of Healdsburg.

DATED: May 18, 2026

SO ORDERED:

J. Chris Herrod, Mayor

CITY OF HEALDSBURG

PROCLAMATION

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY
OF HEALDSBURG RECOGNIZING MAY 17-23, 2026 AS
PUBLIC WORKS WEEK IN THE CITY OF HEALDSBURG

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Healdsburg; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the community members, civic leaders, and children in Healdsburg to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

WHEREAS, the City of Healdsburg Public Works employees continuously demonstrate 'gold-medal' standards for their dedication and commitment to making Healdsburg a great place to live, work and visit; and

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, BE IT PROCLAIMED, that the City Council of the City of Healdsburg does hereby designate the week of May 17–23, 2026, as National Public Works Week in the City of Healdsburg and urges all community members to pay tribute to our public works professionals, and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

DATED: May 18, 2026

SO ORDERED:

J. Chris Herrod, Mayor



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: May 18, 2026

SUBJECT: Surplus Vehicles and Equipment

PREPARED BY: Tyler Kettmann, Central Services Manager

STRATEGIC INITIATIVE(S):

- Effective & Efficient Government
- Maintain and Improve Infrastructure and Facilities

RECOMMENDED ACTION(S):

Adopt a Resolution declaring various vehicles and equipment as surplus.

COMMUNITY ENGAGEMENT/OUTREACH:

Not Applicable.

BACKGROUND:

Staff have identified vehicles and equipment that have either been replaced, been made obsolete, or have outlived their useful life.

Chapter 3.24 of the Healdsburg Municipal Code ("Code") governing the surplus of property requires the City Council to declare any vehicle and equipment valued in excess of \$500 as surplus prior to disposal of said equipment.

DISCUSSION/ANALYSIS:

City Vehicle 211 is a 2001 GMC Van utilized by the Public Works Department for Sewer Video Inspections. The vehicle is well beyond its expected useful life, and its replacement is currently on order. The condition of Vehicle 211 and its related components make it an appropriate candidate to be declared surplus.

City Vehicle 139 is a 2010 Ford F-550 Service Truck utilized by the Public Works Department. The vehicle is well beyond its expected useful life and is currently out of service, requiring critical repairs that exceed its current estimated value. The age and current condition of Vehicle 139 make it an appropriate candidate to be declared surplus.

Staff have determined that miscellaneous equipment previously utilized by the Public Works Department is no longer of use to the City’s current operations and recommend declaring said items surplus.

Staff have determined that miscellaneous gas-powered equipment previously utilized by the Community Services Department is no longer of use to the City’s current operations and recommend declaring said items surplus. This equipment has been replaced by battery powered equipment.

Staff is requesting the City Council declare the vehicles and equipment listed below as surplus. These assets have exceeded their useful life and have been replaced or removed from service.

VEHICLES:

VEHYR	VEHICLE ID	VIN	LICENSE	MAKE	MODEL	Estimated Value
2001	211	1GDJGE1RX11201927	110010	GMC	Savana Van	\$2,000.00
2010	139	1FDAF5GR9AEA9593	133244	FORD	F550	\$5,000.00

EQUIPMENT:

Equipment	Estimated Value
Subsite Camera and Parts	\$7,500.00
Hurco Spin Doctor	\$ 750.00
Cues Push Camera – Model # M Plus	\$ 800.00
Misc. PVC Pipe Fitting	\$ 500.00
(2) Press Aire Model LA-0316	\$ 900.00
Prototek LF2000	\$ 800.00
Concrete Sealant	\$ 500.00
Hose Ramps	\$ 550.00
Gas-Powered Blowers and walk behind mower	\$2,000.00

ENVIRONMENTAL STEWARDSHIP:

Not Applicable.

ALTERNATIVES:

The City Council may choose to take no action and retain the equipment and vehicles or designate an alternate use. In this case, staff requests additional direction.

FISCAL IMPACT:

The proposed action declares the vehicles and equipment surplus and authorizes the City Manager to initiate a sale, should it benefit the City. Proceeds from the vehicle sales will be considered revenue of the Vehicle Replacement Fund, the Public Works equipment sales will be considered revenue of the Streets, Stormwater, Water, and Wastewater Funds, and the Community Services

equipment sales will be considered revenue of the Community Services Fund.

ENVIRONMENTAL ANALYSIS:

The approval of this resolution declaring vehicles and equipment as surplus and authorizing their disposal and sale is an administrative activity of the City that will not result in a direct or indirect physical change in the environment and thus is not a "project" subject to environmental analysis pursuant to the requirements of the California Environmental Quality Act (CEQA), as provided in State CEQA Guidelines Section 15378(b)(5), and therefore no environmental review or analysis is required.

ATTACHMENT(S):

Resolution

CITY OF HEALDSBURG

RESOLUTION NO. ____ - 2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG DECLARING VARIOUS VEHICLES AND
EQUIPMENT AS SURPLUS

WHEREAS, staff is requesting that the City Council declare the vehicles and equipment listed on the attached Exhibit A, as surplus; and

WHEREAS, the vehicles and equipment have exceeded their useful life and are obsolete, therefore having no further use to the City; and

WHEREAS, Healdsburg Municipal Code Section 3.24.10 grants the City Manager the authority to dispose of vehicles and equipment that have been declared surplus by the Council in a manner that shall best serve the interests of the City; and

WHEREAS, proceeds from vehicle sales will be considered revenue of the Vehicle Replacement Fund, the Community Services equipment sales will be considered revenue of the Community Services Fund, and the Public Works equipment sales will be considered revenue of the Streets, Stormwater, Water and Wastewater Funds; and

WHEREAS, the proposed action is an administrative activity of the City that will not result in direct or indirect physical changes to the environment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Declares the vehicles and equipment listed on the attached Exhibit A, as surplus, and the City Manager shall have the authority to dispose of vehicles and equipment in whatever manner shall best serve the interests of the City.
2. Declaring vehicles and equipment as surplus and authorizing their disposal and sale is an administrative activity of the City that will not result in a direct or indirect physical change in the environment and thus is not a "project" subject to environmental analysis pursuant to the requirements of the California Environmental Quality Act (CEQA), as provided in State CEQA Guidelines Section 15378(b)(5).

PASSED, APPROVED AND ADOPTED this 18th day of May 2026, by the following vote:

SO ORDERED:

ATTEST:

Chris Herrod, Mayor

Raina Allan, City Clerk

VEHICLES:

VEHYR	VEHICLE ID	VIN	LICENSE	MAKE	MODEL	Estimated Value
2001	211	1GDJGE1RX11201927	110010	GMC	Savana Van	\$2,000.00
2010	139	1FDAF5GR9AEA9593	133244	FORD	F550	\$5,000.00

EQUIPMENT:

Equipment	Estimated Value
Subsite Camera and Parts	\$7,500.00
Hurco Spin Doctor	\$ 750.00
Cues Push Camera – Model # M Plus	\$ 800.00
Misc. PVC Pipe Fitting	\$ 500.00
(2) Press Aire Model LA-0316	\$ 900.00
Prototek LF2000	\$ 800.00
Concrete Sealant	\$ 500.00
Hose Ramps	\$ 550.00
Gas-Powered Blowers and walk-behind mower	\$2,000.00



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Acceptance of the Foley Family Community Pavilion Project and Amendment to Agreement with PJC & Associates Inc. for Geotechnical Observation and Special Inspection Services

PREPARED BY: Tom Campbell, Project Manager

STRATEGIC INITIATIVE(S):

Maintain and Improve Infrastructure and Facilities
Provide Resident-Driven Community Services

RECOMMENDED ACTION(S):

Adopt a Resolution accepting the Foley Family Community Pavilion project as complete, authorizing staff to file a Notice of Completion with the County Recorder's Office, approving an amendment to the Professional Services Agreement with PJC & Associates for geotechnical observation and special inspection services for the Foley Family Community Pavilion project in an amount not-to-exceed \$113,135, authorizing the City Manager to execute the amendment and amending the Fiscal Year 2025-26 Adopted Budget.

COMMUNITY ENGAGEMENT/OUTREACH:

The Foley Family Community Pavilion ("the Pavilion") project reflects over a decade of community engagement and outreach efforts, including public open houses and public information meetings with the community at-large, design workshops with focus groups such as special event organizers, Healdsburg Chamber of Commerce, and representatives of the Healdsburg Farmers' Market, and numerous Parks and Recreation Commission, Planning Commission, and City Council meetings and work sessions.

Staff advertised a notice inviting bids for the Pavilion in the Press Democrat, on the City's website, and through correspondence to all Contractors on the City's Qualified Bidders List and to the Local Builder's Exchanges. The advertisement was completed in accordance with all applicable procedures and the City's Municipal Code.

BACKGROUND:

In December 2023, City Council awarded a contract to Wright Contracting LLC for the construction of the Pavilion. Construction began in April 2024.

The Pavilion project included construction of the Pavilion, a parking lot, streetscape improvements and other items of work that were required to complete the project in accordance with the contract, the project plans and technical specification, and all other work as noted on drawings.

On March 17, 2026, Wright Contracting LLC notified the City in writing that they consider the work complete, supported by the fact that all contract documents have been reviewed and the work has been inspected for compliance.

DISCUSSION/ANALYSIS:

Wright Contracting LLC has completed all work in compliance with approved project, plans, specifications, special provisions, and contract change orders. City representatives have reviewed all contract documents and performed final inspections of the work and have determined that all work has been performed and completed in accordance with the contract documents, and as directed by the City. Wright Contracting LLC completed the work within the allowable working days. The project is deemed completed by staff and ready for City Council acceptance.

The City Council approved a contract with PJC Associates Inc. in the not-to-exceed amount of \$92,405 for geotechnical observations and special inspection and testing services for the Pavilion in December 2023. City Council approved an amendment to PJC's contract in August 2025 increasing the not-to-exceed amount for PJC's contract by \$14,628 for a total contract not-to-exceed amount of \$107,033. More geotechnical observations were required during construction than initially estimated, and PJC's contract balance does not have sufficient funding to cover the required special inspections and testing that was necessary to complete the Pavilion project. To fund this work, staff propose increasing the not-to-exceed amount by \$6,102 for a total contract not-to-exceed amount of \$113,135.

ENVIRONMENTAL STEWARDSHIP:

Construction waste was diverted from landfill for reuse or recycling where possible.

ALTERNATIVES:

There is no reasonable alternative to the recommended action because the work is complete and the Pavilion has opened to the public.

FISCAL IMPACT:

The Foley Family Community Pavilion Project CS004 had a total budget of \$10,061,779. Total project costs are estimated at \$10,123,733. The construction contract was awarded to Wright Contracting LLC for \$7,394,000 and the City Council authorized the City Manager to sign change orders up to 12%. There was a total of seven change orders processed in the amount of \$787,432 using approximately 89% of the authorized contingency for a total construction contract amount of \$8,181,432. Additional costs including professional services (archaeological, architectural construction administration, biological, construction management, environmental engineering, geotechnical observations, special inspections, and surveying), signage, and building permit fees are estimated to total \$1,880,347. Additional cost anticipated in the total project estimate but not yet incurred include \$6,102 for geotechnical observation and special inspection services that exceeded the total contracted amount with PJC & Associates; and \$6,000 for fabrication and

installation of a monument sign at the parking lot entry.

The current adopted project funding consists of \$7,163,295 from the Foley Family Charitable Foundation, \$1,160,265 in Community Services Operating Funds, \$599,992 in Park Dedication Funds, \$585,564 from the Community Services Capital Fund Balance, \$410,000 in Parking Impact Fee Funds, and \$142,663 in Park Impact Fee Funds. The Foley Family Charitable Foundation Donation was held in trust at the Sonoma Community Foundation during construction and earned \$244,334 in interest that was available to support the project costs. Staff are proposing to amend the project budget to appropriate the \$244,334 in additional donation revenue and reduce the Parking Impact Fee Fund appropriations by \$182,380 resulting in an increase in the total project budget of \$61,954. The released Parking Impact Fee Funds would be available to support the proposed West Plaza Parking Lot project in the upcoming Fiscal Year.

ENVIRONMENTAL ANALYSIS:

City Council's acceptance of the Pavilion project as complete is not subject to the provisions of the California Environmental Quality Act (CEQA) because accepting a project as complete is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment.

The City Council adopted the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Plan for the Foley Family Community Pavilion project ("Project") on April 17, 2023. Those documents analyzed all environmental impacts of the Project. Authorizing the City Manager to amend a contract to effectuate the construction of the project do not create any impacts in addition to those that were analyzed in the documents adopted on April 17, 2023. Because none of the conditions requiring subsequent or supplemental environmental review identified in CEQA Guidelines Section 15162 have occurred, no further action is required to comply with CEQA.

ATTACHMENT(S):

Resolution
Certificate of Completion
Notice of Completion

CITY OF HEALDSBURG

RESOLUTION NO.-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ACCEPTING THE FOLEY FAMILY COMMUNITY PAVILION PROJECT AS COMPLETE, AUTHORIZING STAFF TO FILE A NOTICE OF COMPLETION WITH THE COUNTY RECORDER'S OFFICE, APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH PJC & ASSOCIATES INC. FOR GEOTECHNICAL OBSERVATION AND SPECIAL INSPECTION SERVICES FOR THE FOLEY FAMILY COMMUNITY PAVILION PROJECT IN AN AMOUNT NOT-TO-EXCEED \$113,135, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT, AND AMENDING THE FISCAL YEAR 2025-26 ADOPTED BUDGET

WHEREAS, on December 18, 2023, the City Council awarded a construction contract for the Foley Family Community Pavilion Project (“Project”) to Wright Contracting LLC; and

WHEREAS, the Healdsburg City Council at a regular meeting held May 4, 2026, received the report from the Community Services Director that the Project has been satisfactorily completed in accordance with the contract documents and City Standards; and

WHEREAS, the work consisted of constructing the Pavilion, a parking lot, and streetscape improvements; and

WHEREAS, the Community Services Director recommended that the City Council accept the Project as complete and take appropriate action to finalize the Project; and

WHEREAS, pursuant to Section 15378(b)(5) of the California Environmental Quality Act (CEQA) Guidelines, approval of this Resolution is an administrative activity of the City that does not constitute a “project” under CEQA.; and

WHEREAS, after due consideration, the City Council accepts the recommendation of the Community Services Director; and

WHEREAS, the City Council approved a contract with PJC Associates Inc. in the not-to-exceed amount of \$92,405 for geotechnical observations and special inspection and testing services for the Project in December 2023; and

WHEREAS, City Council approved an amendment to PJC’s contract in August 2025 increasing the not-to-exceed amount for PJC’s contract by \$14,628 for a total contract not-to-exceed amount of \$107,033; and

Resolution No. – 2026

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WHEREAS, more geotechnical observations were required during construction than initially estimated, and PJC’s contract balance does not have sufficient funding to cover the required special inspections and testing that was necessary to complete the Project; and

WHEREAS, staff propose increasing the not-to-exceed amount by \$6,102 for a total contract not-to-exceed amount of \$113,135 for these necessary services; and

WHEREAS, staff also recommends that the City Council authorize the City Manager to execute these amendments on behalf of the City; and

WHEREAS, City Council’s approval of an amendment to a Professional Services Agreement is not subject to the provisions of the California Environmental Quality Act (CEQA) because approving an amendment to a Professional Services Agreement is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment; and

WHEREAS, there remains approved unspent funding for the Project that shall be returned to the Parking Impact Fee Fund.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Finds that the action of accepting the Project as complete does not constitute a “project” under CEQA. In addition, the Project was previously analyzed under CEQA through the adoption of a Mitigated Negative Declaration on April 17, 2023. The current action does not approve any changes to the previously adopted Project and no further environmental review is required.; and
2. Authorizes staff to file a Notice of Completion with the County Recorder's Office; and
3. Authorizes staff to take appropriate action to finalize the Project; and
4. Approves an amendment to the professional services contract with PJC & Associates Inc., increasing the not-to-exceed amount by \$6,102 to \$113,135; and
5. Authorizes the City Manager to execute the amendment on behalf of the City.
6. Approves amending the Fiscal Year 2025-26 Adopted Budget as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Healdsburg this 18th day of May, 2026, by the following vote:

SO ORDERED:

ATTEST:

Resolution No. – 2026
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J. Chris Herrod, Mayor

Raina Allan, City Clerk

Recording Requested by:
Healdsburg City Clerk

Item 6.b

When Recorded Return to:
Healdsburg City Clerk
401 Grove Street
Healdsburg, CA. 95448

CITY OF HEALDSBURG

NOTICE OF COMPLETION

Project Title:	Foley Family Community Pavilion
City Project No.	_____
Site Address or Location:	3 North Street
Property Owner:	City of Healdsburg
Address:	401 Grove Street, Healdsburg, CA 95448
Nature of Owner's Interest	Public Facilities

NOTICE IS HEREBY GIVEN THAT I, Mark Themig, Community Services Director of the City of Healdsburg, California, on March 19, 2026, did file with the City Clerk of the City of Healdsburg, my Certificate of Completion of the following described work the contract for doing, which was heretofore awarded Wright Contracting LLC on December 18, 2023, in accordance with the City Clerk and approved by the City Council of said City;

That said work and improvements were actually completed on March 17, 2026;

That acceptance of the said work and improvements was ordered by City Council Resolution No. _____ - 2026 on May 18, 2026.

That said work and improvements consisted of construction of the Pavilion, a parking lot, and streetscape improvements.

I, Mark Themig, Community Services Director of the City of Healdsburg do hereby certify, under penalty of perjury, that the foregoing is true and correct.

DATED:

ATTEST:

Mark Themig
Community Services Director

Raina Allan
City Clerk



CITY OF HEALDSBURG CERTIFICATE OF COMPLETION

Project Title:	Foley Family Community Pavilion Project
Site Address or Location:	3 North Street
Property Owner:	City of Healdsburg
Address:	401 Grove Street, Healdsburg, CA 95448

I, Mark Themig, Community Services Director of the City of Healdsburg, California, on March 19, 2026 have determined and hereby certify that:

- Foley Family Community Pavilion Project, the contract for doing which was hereto awarded to Wright Contracting LLC, on December 18, 2023 had been substantially completed by Wright Contracting LLC, in accordance with the project plans and specifications;
- Said work and improvements were actually completed on March 17, 2026;
- Said work and improvements consisted of construction of the Pavilion, a parking lot, and streetscape improvements, as more specifically described in the plans and specifications approved by the City Council of the City of Healdsburg.

I, Mark Themig, Community Services Director of the City of Healdsburg do hereby certify, under penalty of perjury, that the foregoing is true and correct.

DATED: 3/19/26

ATTEST:



 Mark Themig
 Community Services Director



 Raina Allan
 City Clerk

Resolution No.
Exhibit A

Item 6.b

FY 25-26 Budget Amendment			
Account Number	Increase Amount	Decrease Amount	Description
582-3001-45000-CS004	\$ 61,954		Increase Pavilion at 3 North Project CS004
582-1000-37701-00000	\$ 244,334		Increase Other Revenues to Account for Interest Earnings on Foley Donation CS004
582-1000-39001-00000		\$ 182,380	Reduce Transfers In From Parking Impact Fees for Project CS004
805-8080-42301-00000		\$ 182,380	Reduce Transfers Out from Parking Impact Fees for Project CS004



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Professional Services Agreement with MMO Partners for Federal Advocacy Services, with Costs Shared by Healdsburg and Four Other Cities.

PREPARED BY: April Mitts, Assistant City Manager

STRATEGIC INITIATIVE(S):
Provide Effective Governance

RECOMMENDED ACTION(S):

Adopt a Resolution authorizing the City Manager to approve a 12-month extension to a Professional Services Agreement (Amendment #8) with MMO Partners for federal advocacy services, increasing the not-to-exceed amount by \$80,852 to \$606,888, offset by an additional \$73,794 in reimbursement revenue from four other participating Sonoma County cities.

COMMUNITY ENGAGEMENT/OUTREACH:

Not Applicable.

BACKGROUND:

In May of 2020, the City of Healdsburg, along with the cities of Petaluma, Cotati, Rohnert Park, Sebastopol, Sonoma, and Cloverdale (Partnering Cities), retained Murray, Montgomery, and O'Donnell (MMO Partners) to ensure that: the cities in Sonoma county with a population below 100,000 were provided direct, flexible federal funding to offset COVID related revenue losses, monitor federal agency program guidance, provide timely COVID grant related funding announcements, and analyze House and Senate COVID-related legislation to determine potential impact to partnering cities.

During the initial contract terms, MMO supported the City of Healdsburg and other participating cities in advocating for the American Rescue Plan Act (ARPA), which was signed into law on March 11, 2021, as well as its ensuing regulatory implementation process. Additionally, MMO supported partnering cities in advocating for their priorities in the Infrastructure Investment and Jobs Act (IIJA), which was signed into law on November 15, 2021. Additionally, MMO has provided technical assistance to partnering cities on the Federal Appropriations process, helped the City of Healdsburg navigate the increasingly complex federal landscape as it relates to BRIC

(Building Resilient Infrastructure and Communities) funding, and has assisted the City in navigating the changing federal funding situation under the current administration.

DISCUSSION/ANALYSIS:

Given the success of the partnership with MMO in advocating for needs at the federal level, the five participating cities have expressed interest in continuing the partnership with MMO for another year. MMO has proposed to continue providing federal advocacy services including:

- Serving as an intergovernmental liaison with federal agencies, Congress, and partnering cities.
- Supporting partnering cities in identifying policy and project priorities, including support in preparing future year federal appropriation requests.
- Monitoring and providing federal grant opportunities.
- Tracking federal legislation and providing technical assistance.
- Monitoring and identifying opportunities in the current and upcoming federal budgets.
- Support connectivity between partnering cities, federal agency officials, and Capitol Hill staff.
- Assisting in navigating the changing federal funding situation under the current administration.

MMO has proposed keeping the cost of these services flat, with a total rate of \$6,737.66 per month, or \$80,852 for the full year. The City of Healdsburg serves as the contract administrator on behalf of the partnering cities and is reimbursed by each city for its proportional share of the cost. The cost is split based on population and remains the same as the prior year for partnering cities as noted in the table below.

City	Population	Fiscal Year Cost per City			
		FY 23/24	FY 24/25	FY 25/26	FY 26/27
Healdsburg	11,610	\$ 7,057.28	\$ 7,057.28	\$ 7,057.28	\$ 7,057.28
Petaluma	59,760	\$ 36,325.82	\$ 36,325.82	\$ 36,325.82	\$ 36,325.82
Cloverdale	8,760	\$ 5,324.87	\$ 5,324.87	\$ 5,324.87	\$ 5,324.87
Sonoma	10,950	\$ 6,656.09	\$ 6,656.09	\$ 6,656.09	\$ 6,656.09
Rohnert Park	41,930	\$ 25,487.64	\$ 25,487.64	\$ 25,487.64	\$ 25,487.64
TOTAL	133,010	\$ 80,851.70	\$ 80,851.70	\$ 80,851.70	\$ 80,851.70

Partnering cities have expressed that MMO continues to have the expertise, skills, and knowledge of our local area, as well as detailed knowledge of the congressional appropriations and FEMA reimbursement process, to accomplish this task. The \$6,738/month rate is reasonable for the work being performed, and with all five participating cities sharing in the cost allocation by population, the net cost to the City is expected to be \$7,058 for the 12-month agreement, which would expire at the end of June 2027.

ENVIRONMENTAL STEWARDSHIP:

Not applicable.

ALTERNATIVES:

The City Council may choose not to approve the Resolution and direct staff to find an alternative means to support federal advocacy efforts.

FISCAL IMPACT:

Appropriations for the amendment to this Professional Services Agreement are included in the Proposed FY 26/27 budget in the City Manager's Department. The total proposed contract amendment cost of \$80,852 will be offset by reimbursements totaling \$73,794 for a net impact to the City of \$7,058.

ENVIRONMENTAL ANALYSIS:

The Professional Services Agreement ("Agreement") is not a "project" pursuant to California Environmental Quality Act ("CEQA") Guidelines 15378(b)(5) because the Agreement for advocacy services is an organizational and administrative activity; therefore, no environmental review is required.

ATTACHMENT(S):

Resolution

CITY OF HEALDSBURG

RESOLUTION NO. __-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AUTHORIZING THE CITY MANAGER TO APPROVE A 12-MONTH EXTENSION TO A PROFESSIONAL SERVICES AGREEMENT FOR FEDERAL ADVOCACY SERVICES WITH MMO PARTNERS, INCREASING THE NOT-TO-EXCEED AMOUNT BY \$80,852 TO \$606,888, OFFSET BY AN ADDITIONAL \$73,794 IN REIMBURSEMENT REVENUE FROM FOUR (4) OTHER PARTICIPATING SONOMA COUNTY CITIES

WHEREAS, the COVID-19 crisis and the related Shelter-in-Place (SIP) Order(s) significantly impacted the community, its businesses, and city government; and

WHEREAS, since 2020 the City has worked with other similarly situated cities in Sonoma County to align our interests in retaining Federal advocacy services to secure better COVID-related federal assistance to offset lost revenue due to COVID-19 and the SIP Order(s); and

WHEREAS, in April 2020 the participating cities entered into a cost-shared contract with MMO (Murray Montgomery O'Donnell) Partners, a Washington DC-based advocacy firm with knowledge of our region, the importance of tourism to our revenues, and our collective interests; and

WHEREAS, that agreement was extended, with City Council approval, in December 2020, June 2021, June of 2022, June of 2023, June of 2024, and June 2025 based on the shared desire of all participating cities to continue to receive federal advocacy services being provided by MMO Partners; and

WHEREAS, MMO Partners has successfully provided federal advocacy services to partnering cities during the term of the current agreement; and

WHEREAS, MMO Partners has represented that that it can perform these advocacy services in accordance with the terms and conditions set forth in the City's Professional Services Agreement; and

WHEREAS, the City and four other similarly situated cities in Sonoma County (Cloverdale, Petaluma, Rohnert Park, and Sonoma) wish to extend the services for an additional year; and

WHEREAS, the expenses relating to these services during the extension period are anticipated to be offset significantly by per capita-based payments from the five partnering cities, including Healdsburg; and

Resolution No. -2026
Page 2

WHEREAS, the Professional Services Agreement is not a “project” pursuant to California Environmental Quality Act (“CEQA”) Guidelines 15378(b)(5) because the Professional Services Agreement for federal advocacy services is an organizational and administrative activity that will not result in direct or indirect physical changes in the environment. Therefore, no further environmental review is required.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Approves an extension of an existing professional services agreement for federal advocacy services with MMO Partners and five participating cities (Healdsburg, Cloverdale, Petaluma, Rohnert Park, and Sonoma).
2. Authorizes the City Manager to execute a one-year extension to the existing agreement with a not-to-exceed amount of \$606,888 (\$60,000 from the initial agreement, \$52,500 for the first extension, \$85,490 for the second extension, \$85,490 for the third extension, \$80,852 for the fourth extension, \$80,852 for the fifth extension, \$80,852 for the sixth extension, and \$80,852 for this extension).
3. Directs the City Manager to continue the existing administrative billing method to provide for a per capita-based reimbursement of the Agreement’s cost by any participating city.
4. Finds that federal advocacy services are exempt under CEQA section 15378(b)(5).

PASSED, APPROVED AND ADOPTED, by the City Council of the City of Healdsburg, this 18th day of May, 2026 by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: May 18, 2026

SUBJECT: List of Projects to be Funded by Senate Bill 1 - "The Road Repair and Accountability Act"

PREPARED BY: Larry Zimmer, Public Works Director

STRATEGIC INITIATIVE(S):

Fiscal Responsibility

Provide Effective Governance

Maintain and Improve Infrastructure and Facilities

RECOMMENDED ACTION(S):

Adopt a Resolution listing projects for Fiscal Year 2026-27 to be funded by Senate Bill 1 - "The Road Repair and Accountability Act".

COMMUNITY ENGAGEMENT/OUTREACH:

Action will be approved at a public meeting. Recent budget surveys indicated the community's strong desire to invest in pavement maintenance.

BACKGROUND:

On April 28, 2017, the Governor of California signed Senate Bill 1 (SB1), The Road Repair and Accountability Act to address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road systems. As a result, state funding is now available for roads and transportation infrastructure, repairs, and maintenance through the SB1 Road Maintenance and Rehabilitation Account (RMRA). In accordance with the California Transportation Commission's guidelines for receiving funds from that account, the City Council must adopt a list of projects that are planned to be funded with FY 2026-27 RMRA funds. That list of adopted projects must be submitted to the California Transportation Commission by July 1, 2026. All funding from several previous years will be expended on the March Avenue Project that is currently in construction.

DISCUSSION/ANALYSIS:

As a result of SB1, the State Controller began depositing various portions of SB1 funding into the newly created RMRA in January 2018. A percentage of this RMRA funding is apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code Section 2032(h), for

basic road maintenance, rehabilitation, and critical safety projects on local streets and roads systems. To receive funding, cities must apply and include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the funded work. Recent guidance from the California Transportation Commission (CTC) discourages a project location to be described as "citywide" or "various."

The City of Healdsburg is projected to receive an estimated \$317,286 of RMRA funding in FY 2026-27. The FY 2026-27 RMRA funds will be set aside for Pavement Preventative Maintenance. The project, which has not yet begun, is estimated to begin construction in Spring of 2028. The Pavement Preventative Maintenance Project consists of localized pavement repairs, followed by street resurfacing on various locations within the City. The project will dig out failed areas of roadway, perform crack sealing where needed, and seal the pavement to prevent further deterioration, either by micro-surfacing, slurry, or repaving in the identified segments. This type of project has a life expectancy of 12 years, depending on the treatment. The specific sections of roadway will ultimately be determined during design with the assistance of our pavement maintenance software and database. At this time, expected roadway segments are Healdsburg Avenue from Memorial Bridge south to City limit, Vine Street from the Roundabout to North Street, Grove Street from North Street to Grant Street, and Parkland Farms Boulevard from Healdsburg Avenue to Latigo Lane.

SB1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, to be eligible for RMRA funding, cities must annually provide basic project reporting to the CTC for projects anticipated to be funded through the RMRA. Staff requests the passage of a resolution that incorporates the list of projects to satisfy the CTC's reporting requirements.

ENVIRONMENTAL STEWARDSHIP:

During construction reuse and recycling will be used to divert much of the construction waste from landfill. Additionally, concrete and asphalt removed will be delivered to local recyclers for reuse in new paving and concrete products.

ALTERNATIVES:

The City Council could choose not to adopt the proposed Resolution and thereby not approve the proposed project list for use of SB1 funding and further direct staff to use the funding on an alternative project. Adopting the project list does not require the City to use the RMRA funding for this specific project, or for the segments or roadways listed. There is flexibility within the program to adjust funding as needed provided the use of the funds meets requirements.

FISCAL IMPACT:

Approving the project list has no direct fiscal impact. Appropriations for the identified Pavement Preventative Maintenance project have been included in the proposed budget for Fiscal Year 2026-27.

ENVIRONMENTAL ANALYSIS:

The recommended action does not constitute a “project” under California Environmental Quality Act (“CEQA”). The future construction projects will be subject to environmental review and pending approval pursuant to CEQA guidelines at a future date.

ATTACHMENT(S):

Resolution

CITY OF HEALDSBURG

RESOLUTION NO. __-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG ADOPTING A LIST OF PROJECTS FOR
FISCAL YEAR 2026-27 FUNDED BY SB1: THE ROAD REPAIR
AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$317,286 in RMRA funding in Fiscal Year 2026-27 from SB1; and

WHEREAS, this is the tenth year in which the City is receiving SB1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB1 will help the City with Pavement Preventative Maintenance and complete similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in a "Fair" condition, and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "Good" condition; and

WHEREAS, the SB1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets

infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HERBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Healdsburg as follows:

1. The foregoing recitals are true and correct.
2. The following newly proposed project will be funded in-part or solely with Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues:

Pavement Preventative Maintenance Project.

The work will include but is not limited to, crack sealing, pavement repairs, micosurfacing, slurry seals, and cape seals on various streets within the City of Healdsburg.

Expected locations include Healdsburg Avenue from Memorial Bridge south to City limit, Vine Street from the Roundabout to North Street, Grove Street from North Street to Grant Street, and Parkland Farms Boulevard from Healdsburg Avenue to Latigo Lane. The final roadway locations and limits will be further refined during design.

3. The project is scheduled for construction in Spring of 2028.
4. The project has an estimated useful life of five to twelve years.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Healdsburg, this 18th day of May 2026, by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Powell Avenue at Johnson Street Pedestrian Crossing Enhancements
Project Bid Award

PREPARED BY: Terrie Zwillinger, Senior Project Manager

STRATEGIC INITIATIVE(S):
Maintain and Improve Infrastructure and Facilities

RECOMMENDED ACTION(S):

Adopt a Resolution conditionally awarding the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project construction contract to AGD General Engineering, Inc. of Cotati, California, in the amount of \$221,890, waiving any minor irregularities or informalities in the bid submitted by AGD General Engineering, Inc., rejecting the bid protest from Zara Construction, Inc., authorizing the City Manager to execute the contract, and negotiate and approve contract change orders up to 15% of the original contract amount; and amending the Fiscal Year 2025-2026 Adopted Budget.

COMMUNITY ENGAGEMENT/OUTREACH:

As part of the development of the City's Local Road Safety Plan (LRSP), public notification and outreach was done using the City's website, social media platforms, and the City Manager's Friday Update. A website survey with an interactive map was provided to allow the public to identify locations of safety concern and provide input on how to enhance safety at those locations. Twenty-three comments highlighting the need for safety enhancements at the intersection of Powell Avenue and Johnson Street were received.

Notices were mailed during the design phase of the Powell Avenue and Johnson Street Pedestrian Crossing Enhancement Project (Project) to properties within 300 feet of the Project, informing them of the Project, the Project schedule, how to provide input, and direct contact information for the City project manager. City staff met on-site with the adjacent property owners to discuss the Project in person and to understand concerns.

The Project was advertised for public bidding in the Santa Rosa Press Democrat and on the City's website. Prior to beginning construction, advance notices will be provided to properties within 300 feet of the Project, advising of potential impacts, parking restrictions, and the planned work

duration. The City project manager's direct contact information will be provided for additional information and for any concerns that arise during the construction process.

BACKGROUND:

On January 8, 2020, the City of Healdsburg was awarded a grant from Caltrans in the amount of \$72,000 to create a Local Road Safety Plan. The City-developed Local Road Safety Plan (Plan) was adopted by the Healdsburg City Council on December 7, 2021. The Plan included recommendations for pedestrian enhancements at the intersection of Powell Avenue and Johnson Street.

On September 1, 2022, the City applied for and was awarded a \$224,820 Highway Safety Improvement Program Grant (HSIP) (Cycle 11) for pedestrian crossing enhancements at the Powell Avenue and Johnson Street intersection.

On May 5, 2025, the City Council approved a Professional Services Agreement with Coastland Civil Engineering, LLP for engineering design services for the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project.

The Project will install a new mid-block crossing on Powell Avenue to connect Johnson Street to the existing bike and pedestrian pathway to the north and on to Lupine Court. The new crossing will include rapid rectangular flashing beacons (RRFB)s, curb ramp upgrades, along with new signage, striping, and pavement markings.

During the design phase of the project, an adjacent neighbor expressed concerns about the proposed crosswalk location, noise, and light emittance from the RRFB near their home, and impacts to the historical significance of their home.

To address the concerns, without compromising the safety and function the Project, the design was modified to relocate the crossing further west, and to include automatic nighttime dimming of the flashing light, passive detection to silence the pushbutton locator tone except when a pedestrian is within 12-feet of the push button, and aiming of the flashing light away from adjacent properties. Additionally, a lighting and noise analysis and an evaluation of the proposed project for conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties were performed. The analysis found that the Project would not create the potential for significant environmental impacts.

On March 12, 2026, and March 17, 2026, the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project was advertised and bids were opened on April 9, 2026.

DISCUSSION/ANALYSIS:

A notice inviting bids was advertised in accordance with all applicable procedures, and the City received four (4) bids. The lowest apparent and responsive bid was from AGD General Engineering, Inc. of Cotati, California, in the amount of \$221,890. The other bids received ranged from the apparent second low bid of \$286,265 to a high bid of \$339,664. The low bid was higher than the engineer's estimate of \$203,550 by approximately 9% but was approximately 29% lower than the second low bid.

The apparent second low bidder, Zara Construction, Inc., submitted an official bid protest in accordance with the project bidding requirements. The protest alleged AGD General Engineering, Inc.'s bid was not responsive because they failed to sign the Bidder Signature Page.

Staff reviewed the protest and confirmed that bids are considered to be responsive even if a bid includes a minor discrepancy or clerical irregularities. AGD General Engineering, Inc.'s bid was complete and timely regarding all other requirements. AGD General Engineering, Inc. possesses the required license(s) and is otherwise qualified to complete the project. Staff recommends that the City Council find the omission of a signed Bidder Signature Page immaterial and waive the minor irregularity. The City Council is authorized to waive minor irregularities in the bid pursuant to City Municipal Code Section 3.28.030.A.4. It is recommended that the City Council reject the Zara Construction, Inc.'s protest and award the contract to AGD General Engineering, Inc.

Construction is anticipated to begin in June 2026 and be completed within seven weeks after materials are delivered.

ENVIRONMENTAL STEWARDSHIP:

Recycling will be used to divert much of the construction waste from the landfill. Concrete and asphalt removed will be delivered to local recyclers for reuse in new paving and concrete products.

ALTERNATIVES:

The City Council could choose to reject all bids and direct staff to postpone the project. However, this would leave the Powell Street pedestrian crossing unimproved and loss of the \$224,820 in HSIP Grant funding.

FISCAL IMPACT:

The proposed contract is for \$221,890 and staff recommends the City Council authorize an additional 15% construction contingency of \$33,283 for unforeseen conditions and potential additional costs bringing the total construction amount to \$255,173. An additional \$26,800 equating to 12% of the construction amount is estimated for staff time to complete inspections and construction management for a total construction phase budget of \$281,973.

The adopted budget for the Powell Avenue at Johnson Street Pedestrian Crossing Improvements Project ST014 includes \$249,800 in appropriations. Approximately \$78,462 has been spent on the design and environmental phase with \$171,338 remaining for construction, resulting in a shortfall of \$110,635. Staff recommends amending the Fiscal Year 2025-26 Budget to appropriate funding of \$110,635 from the Measure T Fund to fund the shortfall. There are sufficient funds available in Measure T funds to support the project.

ENVIRONMENTAL ANALYSIS:

The proposed Powell Avenue at Johnson Street Pedestrian Crossing Improvements Project ST014 involves the removal and replacement of existing sidewalk and curb ramps with additional signage and striping. The Project is small in nature and will not create additional traffic lanes, therefore is exempt pursuant to the California Environmental Quality Act (CEQA) Guidelines 15301(c) –

Existing Facilities. A CEQA Notice of Exemption was filed with Sonoma County Clerk on October 8, 2024.

Based upon concerns raised by an adjacent neighbor, additional environmental analysis regarding noise, light and impacts on historical significance was performed. The additional analysis confirmed that the Project would not create the potential for significant environmental impacts. No further CEQA action is needed.

ATTACHMENT(S):

Resolution

Exhibit A

Bid Summary

Zara Construction, Inc. Protest Letter

CITY OF HEALDSBURG

RESOLUTION NO. -2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG CONDITIONALLY AWARDING THE POWELL AVENUE AT JOHNSON STREET PEDESTRIAN CROSSING ENHANCEMENTS PROJECT CONSTRUCTION CONTRACT TO AGD GENERAL ENGINEERING, INC. OF COTATI, CALIFORNIA, IN THE AMOUNT OF \$221,890, WAIVING ANY MINOR IRREGULARITIES OR INFORMALITIES IN THE BID SUBMITTED BY AGD GENERAL ENGINEERING, REJECTING THE BID PROTEST FROM ZARA CONSTRUCTION, INC., AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AND NEGOTIATE AND APPROVE CONTRACT CHANGE ORDERS UP TO 15% OF THE ORIGINAL CONTRACT AMOUNT; AND AMENDING THE FISCAL YEAR 2025-2026 ADOPTED BUDGET

WHEREAS, the City-developed Local Road Safety Plan, adopted by the Healdsburg City Council on December 7, 2021, that included recommendations for pedestrian crossing enhancements at the intersection of Powell Avenue and Johnson Street; and

WHEREAS, on September 1, 2022, the City applied for and was awarded a \$224,820 Highway Safety Improvement Program Grant (HSIP) for pedestrian crossing enhancements at the Powell Avenue and Johnson Street intersection; and

WHEREAS, on May 5, 2025, the City Council approved a Professional Services Agreement with Coastland Civil Engineering, LLP for engineering design services for the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project; and

WHEREAS, the Project will install a new mid-block crossing on Powell Avenue that includes rapid rectangular flashing beacons (RRFB)s, curb ramp upgrades, along with new signage, striping and pavement markings; and

WHEREAS, to address concerns from an adjacent neighbor, the Project design was modified to relocate the crossing further west on Powell Avenue, and to include automatic nighttime dimming of the flashing light, passive detection to silence the pushbutton locator tone except when a pedestrian is within 12-feet of the push button, and aiming of the flashing light toward oncoming traffic and away from adjacent properties; and

WHEREAS, the notice inviting informal bids for the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project was advertised in accordance with applicable procedures that resulted in the City receiving four (4) bids; and

Resolution No. -2026

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WHEREAS, the apparent lowest bid was submitted by AGD General Engineering, Inc. of Cotati, California, in the amount of \$221,890; and

WHEREAS, staff has verified that AGD General Engineering, Inc. possesses the required license(s) and is otherwise qualified to complete the project; and

WHEREAS, the apparent second low bidder, Zara Construction, Inc., submitted an official bid protest in accordance with the project bidding requirements, alleging that AGD General Engineering, Inc.'s bid was not responsive for failure to sign the Bidder Signature Page; and

WHEREAS, AGD General Engineering, Inc.'s bid was complete and timely regarding all other requirements. and failure to sign the Bidder Signature page does not create any unfair advantage; and

WHEREAS, staff recommends that the City Council find this omission immaterial and waive the minor irregularity; and

WHEREAS, City Council is authorized to waive minor irregularities in the bid pursuant to City Municipal Code Section 3.28.030.A.4; and

WHEREAS, staff recommends rejecting the bid protest and awarding the construction contract to AGD General Engineering, Inc. in the amount of \$221,890; and

WHEREAS, staff recommends a 15% contract contingency and additional funding for staff inspection and construction management for a total construction phase budget of \$281,893.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby:

1. Finds that any environmental impacts of this project have already been analyzed and a CEQA Notice of Exemption was filed with the Sonoma County Clerk on October 8, 2024. Based upon concerns raised by an adjacent neighbor, additional environmental analysis regarding noise, light and impacts on historical significance was performed, and confirmed that the Project would not create the potential for significant environmental effects and no further CEQA action is needed.
2. Conditionally awards the Powell Avenue at Johnson Street Pedestrian Crossing Improvements Project construction contract to AGD General Engineering, Inc.
3. Waives any minor irregularities or informalities in the bid submitted by AGD General Engineering, Inc.
4. Rejects the bid protest from Zara Construction, Inc.
5. Authorizes the City Manager to execute the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project contract to AGD General Engineering, Inc. in the amount of \$221,890.

Resolution No. -2026

Page 3

- 6. Authorizes the City Manager to negotiate and approve contract change orders up to fifteen percent (15%) of the bid amount, and issue the notice of award to AGD General Engineering, Inc.
- 7. Amends the Fiscal Year 2025-2026 Adopted Budget as depicted in the attached Exhibit A.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Healdsburg this 18th day of May, 2026, by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk

Resolution No.
Exhibit A

Item 6.e

FY 25-26 Budget Amendment			
Account Number	Increase Amount	Decrease Amount	Description
512-6162-45000-ST014	\$ 110,635		Increase Powell Ave and Johnson St Pedestrian Improvements Project ST014
105-8080-42301-00000	\$ 110,635		Increase Transfer Out from Measure T for Project ST014
512-1000-39001-00000	\$ 110,635		Increase Transfer In from Measure T for Project ST014

Bid Opening: CIP-04-026; Construction of Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project No. ST014/HSIP-5027(024); 4/9/26 @ 2:00PM				Ghilotti Construction		Argonaut Constructors		Zara Construction		AGD General Engineering	
Item	Item Description	Estimated Annual Quantity	Unit of Measure	Unit Cost (in figures)	Total Cost (in figures)	Unit Cost (in figures)	Total Cost (in figures)	Unit Cost (in figures)	Total Cost (in figures)	Unit Cost (in figures)	Total Cost (in figures)
1	Mobilization and Demobilization	1	LS	\$26,000.00	\$26,000.00	\$ 31,500.00	\$31,500.00	\$ 25,000.00	\$25,000.00	\$ 13,178.00	\$13,178.00
2	Traffic Control	1	LS	\$27,000.00	\$27,000.00	\$ 42,000.00	\$42,000.00	\$ 25,000.00	\$25,000.00	\$ 5,799.00	\$5,799.00
3	Remove and Replace Hot Mix Asphalt	21	TON	\$ 1,150.00	\$24,150.00	\$ 1,500.00	\$31,500.00	\$ 700.00	\$14,700.00	\$ 600.00	\$12,600.00
4	6" Yellow Thermoplastic Striping – Caltrans Detail 21	100	LF	\$ 3.00	\$300.00	\$ 3.00	\$300.00	\$ 9.00	\$900.00	\$ 14.00	\$1,400.00
5	12" Yellow Thermoplastic Striping	267	LF	\$ 10.00	\$2,670.00	\$ 10.00	\$2,670.00	\$ 15.00	\$4,005.00	\$ 14.00	\$3,738.00
6	White Thermoplastic Pavement Markings	52	SF	\$ 12.00	\$624.00	\$ 12.00	\$624.00	\$ 18.00	\$936.00	\$ 28.00	\$1,456.00
7	Yellow Thermoplastic Pavement Markings	158	SF	\$ 12.00	\$1,896.00	\$ 12.00	\$1,896.00	\$ 18.00	\$2,844.00	\$ 28.00	\$4,424.00
8	Relocate Existing Roadside Sign	1	EA	\$ 400.00	\$400.00	\$ 400.00	\$400.00	\$ 800.00	\$800.00	\$ 500.00	\$500.00
9	New Roadside Sign and Post	4	EA	\$ 600.00	\$2,400.00	\$ 600.00	\$2,400.00	\$ 800.00	\$3,200.00	\$ 1,150.00	\$4,600.00
10	Blue Two-Way Retroreflective Pavement Marker	1	EA	\$ 25.00	\$25.00	\$ 25.00	\$25.00	\$ 100.00	\$100.00	\$ 45.00	\$45.00
11	Adjust to Grade and Install New Water Meter Box	2	EA	\$ 230.00	\$460.00	\$ 2,200.00	\$4,400.00	\$ 4,000.00	\$8,000.00	\$ 900.00	\$1,800.00
12	Adjust to Grade and Install New Water Valve Box	1	EA	\$ 230.00	\$230.00	\$ 2,600.00	\$2,600.00	\$ 4,200.00	\$4,200.00	\$ 900.00	\$900.00
13	Adjust Sanitary Sewer Cleanout to Grade	1	EA	\$ 230.00	\$230.00	\$ 2,600.00	\$2,600.00	\$ 3,000.00	\$3,000.00	\$ 1,800.00	\$1,800.00
14	Remove and Replace Concrete Curb and Gutter	122	LF	\$ 150.00	\$18,300.00	\$ 178.00	\$21,716.00	\$ 120.00	\$14,640.00	\$ 125.00	\$15,250.00
15	Remove and Replace Concrete Curb and Gutter with Roots	47	LF	\$ 190.00	\$8,930.00	\$ 178.00	\$8,366.00	\$ 120.00	\$5,640.00	\$ 135.00	\$6,345.00
16	Remove and Replace 4" Thick Concrete Sidewalk (ST03)	210	SF	\$ 58.00	\$12,180.00	\$ 59.00	\$12,390.00	\$ 50.00	\$10,500.00	\$ 24.00	\$5,040.00
17	Remove and Replace 4" Thick Concrete Sidewalk (ST03) with Roots	61	SF	\$ 92.00	\$5,612.00	\$ 59.00	\$3,599.00	\$ 50.00	\$3,050.00	\$ 24.00	\$1,464.00
18	Remove and Replace 6" Thick Concrete Ramp (ST08) with Vertical Curb	285	SF	\$ 70.00	\$19,950.00	\$ 65.00	\$18,525.00	\$ 50.00	\$14,250.00	\$ 34.00	\$9,690.00
19	Remove and Replace 6" Thick Concrete Ramp (ST08) with Roots	116	SF	\$ 88.00	\$10,208.00	\$ 66.00	\$7,656.00	\$ 50.00	\$5,800.00	\$ 42.00	\$4,872.00
20	Remove and Replace 6" Thick Concrete Driveway and Conform (ST06)	246	SF	\$ 60.00	\$14,760.00	\$ 58.00	\$14,268.00	\$ 50.00	\$12,300.00	\$ 35.00	\$8,610.00
21	Remove and Replace Concrete Pavement 6" Concrete over 6" Class II Aggregate Base	885	SF	\$ 65.00	\$57,525.00	\$ 58.00	\$51,330.00	\$ 40.00	\$35,400.00	\$ 52.00	\$46,020.00
22	Project Arborist	1	LS	\$ 6,960.00	\$6,960.00	\$ 7,500.00	\$7,500.00	\$ 8,000.00	\$8,000.00	\$ 1,815.00	\$1,815.00
23	Enhanced Crosswalk Signage System	1	LS	\$56,399.00	\$56,399.00	\$ 56,399.00	\$56,399.00	\$ 75,000.00	\$75,000.00	\$ 66,044.00	\$66,044.00
24	Remove and Replace Fence and Retaining Wall	10	LF	\$ 1,150.00	\$11,500.00	\$ 1,500.00	\$15,000.00	\$ 900.00	\$9,000.00	\$ 450.00	\$4,500.00
Base Bid Total					\$308,709.00		\$339,664.00		\$286,265.00		\$221,890.00

Sub/Location	Trade/Amount	Sub/Location	Trade/Amount	Sub/Location	Trade/Amount	Sub/Location	Trade/Amount
Mike Brown Electric Co. / Cotati, CA	Electrical / \$56,399	Sierra Traffic Markings, Inc. / Roseville, CA	Striping / \$12,315	DG Striping Inc. / Rancho Cordova, CA	Striping / \$14,254	United 101 Striping / Penngrove, CA	Sinage and Street Striping / \$11,000

Sub/Location	Trade/Amount	Sub/Location	Trade/Amount	Sub/Location	Trade/Amount	Sub/Location	Trade/Amount
Sierra Traffic Markings, Inc. / Roseville, CA	Striping / \$12,315	ABSL Construction / Hayward, CA	Asphalt Grinding / \$4,000	BEAR Electric Solution / Alviso, CA	Electrical / \$57,000	Cinquini & Passarino Inc / Santa Rosa, CA	Survey, Layout, Staking / \$4,000

Sub/Location	Trade/Amount
R & R Maher Construction Company / Napa, CA	Concrete Construction / \$38,743.50

Sub/Location	Trade/Amount
SCC Electric Inc. / Novato, CA	Electrical / \$28,000

Sub/Location	Trade/Amount
Kenwood Fence, Co. / Santa Rosa, CA	Fence Installation / \$4,165

Sub/Location	Trade/Amount
McCarty's Concrete / Redwood Valley, CA	Concrete / \$52,000

Sub/Location	Trade/Amount
Mike Brown Electric Co. / Cotati, CA	Electrical / \$56,399

City of Healdsburg | City Manager's Office

550 Westside Rd, Healdsburg, CA 95448

Subject: Formal Bid Protest – Powell Avenue at Johnson Street Project

Dear Tyler Kettmann,

On behalf of Zara Construction, Inc., I am writing to formally protest the bid submitted by AGD General Engineering for the Powell Avenue at Johnson Street Pedestrian Crossing Enhancements Project No. ST014/HSIP-5027(024).

Zara Construction, Inc. is the second lowest bidder and submitted a complete and responsive bid. During our review, we found that AGD General Engineering did not sign the Bidder Signature Page. This is an important requirement, and missing it makes the bid non-responsive.

A signature is necessary to confirm that the bidder agrees to the project terms. Without it, the bid should not be considered valid.

We respectfully request that the City review this issue and consider AGD General Engineering's bid as non-responsive. We also request that Zara Construction, Inc. be considered for the award as the lowest responsive bidder.

Thank you for your time and consideration. Please contact us if you need any additional information.

Sincerely,

Ubaidullah
Office Engineer
Zara Construction, Inc.
Phone: (650) 999-4190



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Prune Packers Request for Alcohol Sales and Consumption for the 2026 Baseball Season

PREPARED BY: Rich Schwarz, Recreation Supervisor

STRATEGIC INITIATIVE(S):

-Provide Resident-Driven Community Services

RECOMMENDED ACTION(S):

Waive the provisions of Section 12.28.220(A) pursuant to Section 12.28.220(B) of the Healdsburg Municipal Code that prohibits the consumption of alcohol within public parks and approve the Prune Packers' request to allow the sale and consumption of alcohol in Recreation Park for their 2026 baseball season.

COMMUNITY ENGAGEMENT/OUTREACH:

The Healdsburg Prune Packers Baseball Club posted the 2026 season schedule on their official website and will be pushing out information through various social media and print marketing materials.

BACKGROUND:

The Healdsburg Prune Packers Baseball Club submitted a special event permit application to request the sale and consumption of alcohol during the 2026 baseball season at Recreation Park from June 5 – August 1, 2026. City Council reviewed and approved a similar request for the 2019 and 2022 – 2026 baseball seasons. Due to the COVID pandemic, Prune Packers did not submit a request in 2020 or 2021.

DISCUSSION/ANALYSIS:

Founded in 1921 and re-established in 2012, the Healdsburg Prune Packers are a team of collegiate youth baseball players whose home field resides at Recreation Park. The 2026 baseball season consists of 33 home games, mostly night games, with the proposed alcohol sales starting at 5:30 p.m. and ending at approximately 8:00 p.m. (at the end of the 7th inning). City staff have reviewed the request, and the applicant will meet all requirements of the Healdsburg Police, Fire, Public Works, and Community Services Departments and the California Department of Alcoholic Beverage Control.

Event organizers would implement the following conditions to ensure a safe and welcoming environment for all game attendees:

- Alcohol sales will be completed in partnership with Healdsburg Beer Co.
- Persons purchasing alcohol must be 21 or older and provide valid identification
- No alcohol will be sold or served to intoxicated persons
- Two drink maximum monitored using tear-off wristbands
- Sales of alcohol will end after the 7th inning
- Event staff will be stationed at gates to prevent persons from leaving the event area with open containers
- Consumption of alcohol will be limited to a designated area of the park with a single controlled access point
- The Prune Packers would obtain the required ABC permits for the sale of alcohol, which requires approval of the Healdsburg Police Department

ENVIRONMENTAL STEWARDSHIP:

The baseball games at Recreation Park are located near a residential neighborhood within easy bicycle and walking distance. Existing trash and recycling receptacles, and restroom facilities at Recreation Park are sufficient to accommodate waste. Food/beverage vendors will not be allowed to serve consumables in Styrofoam containers and will be required to utilize recyclable or compostable containers.

ALTERNATIVES:

Deny the request for alcohol consumption. The Prune Packers would not be allowed to sell or allow consumption of alcohol at their games.

FISCAL IMPACT:

The Healdsburg Prune Packers Baseball Club are paying all costs associated with the requested sale and consumption of alcohol in Recreation Park.

ENVIRONMENTAL ANALYSIS:

Review and approval of the Healdsburg Prune Packer alcohol request is not subject to the provisions of the California Environmental Quality Act (CEQA) because approval of the alcohol request is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment.

ATTACHMENT(S):



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Annual Report on State-Mandated Fire Inspections of Specified Occupancies (California Health and Safety Code Sections 13146.2, 13146.3, and 13146.4 / SB 1205)

PREPARED BY: Lance Macdonald, Fire Marshal/Division Chief

STRATEGIC INITIATIVE(S):
Maintain and Enhance Public Health and Safety

RECOMMENDED ACTION(S):

Adopt a Resolution acknowledging receipt of the Healdsburg Fire Department's annual report on the inspection of certain occupancies required to be inspected annually pursuant to California Health and Safety Code Sections 13146.2 and 13146.3, in compliance with Health and Safety Code Section 13146.4 (SB 1205).

COMMUNITY ENGAGEMENT/OUTREACH:

This item was noticed pursuant to the Ralph M. Brown Act through posting of the City Council agenda.

BACKGROUND:

California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments providing fire protection services, including the Healdsburg Fire Department, to perform annual inspections of every building used as a public or private school (Group E occupancy), and every hotel, motel, lodging house, apartment house, and certain residential care facilities (Group R occupancies) for compliance with applicable building standards.

Senate Bill 1205, codified at Health and Safety Code Section 13146.4, was signed into law in 2018 and took effect January 1, 2019. SB 1205 requires each fire department responsible for these inspections to report annually to its administering authority — the City Council, in the case of the Healdsburg Fire Department — on its compliance with Sections 13146.2 and 13146.3. The administering authority must then formally acknowledge receipt of the report by resolution.

DISCUSSION/ANALYSIS:

During the 2025 calendar year, the Healdsburg Fire Department completed 100% of the State-

mandated annual inspections required under California Health and Safety Code Sections 13146.2 and 13146.3 within the City of Healdsburg.

A total of 115 State-mandated inspections were completed in 2025, broken down as follows:

- **Educational Group E Occupancies:** All known Group E occupancies (public and private schools serving more than six persons through 12th grade) within the City of Healdsburg were inspected.
- **Residential Group R Occupancies:** All known Group R occupancies (hotels, motels, apartment houses with three or more units, and certain residential care facilities) within the City of Healdsburg were inspected.

The combined total of 115 inspections represents 100% of the inspections required under Sections 13146.2 and 13146.3 for the 2025 reporting period.

Adoption of the attached Resolution will satisfy the City of Healdsburg's reporting obligation under Health and Safety Code Section 13146.4 for calendar year 2025.

ENVIRONMENTAL STEWARDSHIP:

Not applicable.

ALTERNATIVES:

Do not adopt a resolution Acknowledging Receipt of Healdsburg Fire Department Annual AB 1205 Report.

FISCAL IMPACT:

As outlined in the Master Fee Schedule, residential Group R occupancies are billed annually for the mandated state inspections. The fee for inspections of apartments, hotels, and motels with 3-10 units is \$200.35, 11-50 units is \$351.22, and more than 50 units is \$500.88. The City issued invoices to 109 Group R occupancies totaling \$26,460.

ENVIRONMENTAL ANALYSIS:

This action is not a "project" within the meaning of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(2), as it constitutes an administrative activity of government that will not result in direct or indirect physical changes to the environment

ATTACHMENT(S):

Resolution

CITY OF HEALDSBURG

RESOLUTION NO. ___-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ACKNOWLEDGING RECEIPT OF A REPORT PREPARED BY THE HEALDSBURG FIRE DEPARTMENT CONCERNING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO BE INSPECTED ANNUALLY PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE

WHEREAS, California Health and Safety Code Section 13146.4 was enacted in 2018 and took effect on January 1, 2019; and

WHEREAS, California Health and Safety Code Sections 13146.2 and 13146.3 require all fire departments, including the Healdsburg Fire Department, providing fire protection services to conduct annual inspections of every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with applicable building standards; and

WHEREAS, California Health and Safety Code Section 13146.4 requires all fire departments, including the Healdsburg Fire Department, providing fire protection services to submit an annual report to its administering authority regarding the fire department's compliance with Sections 13146.2 and 13146.3; and

WHEREAS, the City Council of the City of Healdsburg intends to satisfy the requirements of the California Health and Safety Code by acknowledging receipt of the Healdsburg Fire Department's report on its inspection activities pursuant to California Health and Safety Code Sections 13146.2 and 13146.3.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Healdsburg does hereby:

1. Acknowledges receipt of the Healdsburg Fire Department's report on inspections completed pursuant to California Health and Safety Code Sections 13146.2 and 13146.3 within the jurisdiction of the City of Healdsburg, as set forth below:
 - A. EDUCATIONAL GROUP E OCCUPANCIES:
Educational Group E occupancies generally include public and private schools serving more than six persons at one time for educational purposes through the 12th grade.

During the 2025 calendar year, the Healdsburg Fire Department completed 100% of the annual inspections of Group E occupancies, buildings, structures, and/or facilities

required under California Health and Safety Code Section 13146.2 within the City of Healdsburg.

B. RESIDENTIAL GROUP R OCCUPANCIES:

Residential Group R occupancies, for purposes of this resolution, generally include sleeping units such as hotels, motels, apartment houses (with three or more units), and other residential occupancies (including certain residential care facilities). These residential care facilities have various sub-classifications and may house residents or clients with diverse needs, including custodial care, mobility impairments, and cognitive disabilities, and residents may also be non-ambulatory or bedridden.

During the 2025 calendar year, the Healdsburg Fire Department completed 100% of the annual inspections of Group R occupancies, buildings, structures, and/or facilities required under California Health and Safety Code Section 13146.3 within the City of Healdsburg.

C. TOTAL STATE-MANDATED INSPECTIONS:

During the 2025 calendar year, the Healdsburg Fire Department completed a total of 115 State-mandated inspections under California Health and Safety Code Sections 13146.2 and 13146.3, representing 100% of the inspections required for the reporting period.

- 2. Determines this action is not a “project” within the meaning of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(2), as it constitutes an administrative activity of government that will not result in direct or indirect physical changes to the environment

PASSED, APPROVED, AND ADOPTED this 18th day of May, 2026, by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: May 18, 2026

SUBJECT: Resolution Setting the Time and Place for Hearing Protests to Weed Abatement

PREPARED BY: Lance Macdonald, Fire Marshal/Division Chief

STRATEGIC INITIATIVE(S):

Provide Effective Governance

Maintain and Enhance Public Health and Safety

RECOMMENDED ACTION(S):

Adopt a Resolution declaring a public nuisance to exist within certain parcels in the City and setting the time and place for hearing protests to weed abatement.

COMMUNITY ENGAGEMENT/OUTREACH:

The Weed Abatement Program is advertised on City social media platforms prior to the start of the weed abatement inspections. The program sets a time and place for a public hearing for the community to protest weed abatement. The program also accepts weed abatement complaints at the Fire Department which are followed up by fire department prevention staff.

BACKGROUND:

Each year the City, as part of its annual Weed Abatement Program, inspects parcels of property City-wide for the presence of weeds, brush, rubbish, refuse, dirt, and other debris that create or promote a fire hazard or nuisance. Inspections are currently underway and are anticipated to be substantially complete prior to the public hearing. The City Council is now being asked to declare a public nuisance on properties to be identified and set a date for a public hearing. Once this is done, the property owners will be notified of the nuisance and given approximately 28 days to abate the nuisance or contest the notice at the scheduled hearing. If the owners fail to abate the nuisance or contest the notice within the specified time frame, the City will complete the work using its own contractors.

“Weeds” as defined in Section 39561.5 of the Government Code that pertain to the City of Healdsburg properties would be:

- Sagebrush, chaparral, and any other brush or weeds which attain such large growth as to

- become, when dry, a fire menace to adjacent improved property.
- Weeds which are otherwise noxious or dangerous.
- Poison oak when the conditions of growth are such as to constitute a menace to the public health.
- Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

In addition to the City-wide weed abatement program, parcels within the City defined in a Fire Severity Zone (Wildland-Urban Interface Fire Area) by City Municipal Code are required to create a defensible space as defined in Government Code 51182 and Chapter 49 of the California Fire Code.

DISCUSSION/ANALYSIS:

The Weed Abatement Program follows criteria established by the Government Code for this process. It has also been found to be the most effective manner to abate hazards on private property and provide a mechanism to obtain reimbursement for delinquent payments.

This action represents the first step in the 2026 abatement process. Following adoption of the Resolution on May 18, 2026, staff will complete inspections and return to the City Council on June 15, 2026, with the final list of parcels and conduct the public hearing for any protests.

ENVIRONMENTAL STEWARDSHIP:

The Weed Abatement Program reduces the risk of fire within the community by removing “weeds” as defined above that may promote the spread of fire.

ALTERNATIVES:

Do not adopt the proposed Resolution declaring a public nuisance to exist within certain parcels in the City.

FISCAL IMPACT:

When forced abatement does occur, the contractor’s fee as well as an administrative charge to cover staff time is billed to the property owner. If payment is not received a lien is placed on the property’s tax roll and received later.

ENVIRONMENTAL ANALYSIS:

Pursuant to California Environmental Quality Act and Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15378 (b) (2), continued administrative actions do not qualify as a “Project”. Therefore, no further CEQA or environmental review is required. This action is also exempt from CEQA pursuant to CEQA guideline 15308.

ATTACHMENT(S):

Resolution

CITY OF HEALDSBURG

RESOLUTION NO. ___-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG DECLARING A PUBLIC NUISANCE TO EXIST WITHIN CERTAIN PARCELS IN THE CITY OF HEALDSBURG AND SETTING THE TIME AND PLACE FOR HEARING PROTESTS TO WEED ABATEMENT

WHEREAS, weeds, as defined by Government Code Section 39561.5, exist upon the streets, sidewalks, and private property in the City of Healdsburg; and

WHEREAS, weeds on certain parcels present a menace to public health or danger to the public safety; and

WHEREAS, rubbish, refuse and dirt upon parkways, sidewalks or private property present a danger to the public safety; and

WHEREAS, there are such weeds, rubbish, refuse and dirt on and in front of certain parcels of real property within the City of Healdsburg; and

WHEREAS, Section 51182 of the Government Code requires the maintenance of fire breaks and other vegetation clearance activities or defensible space near structures in designated Fire Severity Zones; and

WHEREAS, by performing abatement in those areas within the City identified as Fire Severity Zones, property owners can maintain compliance with State law; and

WHEREAS, the said nuisances existing upon properties described in "Exhibit A" attached to this Resolution and on file in the office of the City Clerk are found to be seasonal and recurrent nuisances within the meaning of Government Code Section 39562.1.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Healdsburg as follows:

1. Weeds, as defined in Section 39561.5 of the Government Code, and the failure to meet the provisions of Section 51182 of the Government Code are hereby declared to be a public nuisance.
2. Rubbish, refuse, and dirt upon parkways, sidewalks or private property, including flammable material which endangers the public safety by creating a fire hazard, are hereby declared to be a public nuisance.
3. The abatement of said weeds, brush, rubbish, refuse and dirt upon parkways, sidewalks or private property is hereby ordered in accordance with Government Code: Title 4, Division 3, Part 2, Chapter 13 "Weed and Rubbish Abatement" and Section 51182 "Very High Fire Severity Zones" or "Wildland-Urban Interface Fire Area" as defined in City Municipal Code 15.08.020, Section 4902.1.

4. Said weeds, brush, rubbish, refuse and dirt shall be abated from the parcels of real property described in said “Exhibit A” and on file in the Office of the City Clerk; and seasonal recurrent nuisances shall be further abated pursuant to Sections 39562.1 and 51182.
5. The hearing upon the foregoing Order of Abatement shall be held on June 15, 2026, at or after 6:00 P.M.
6. Pursuant to California Environmental Quality Act and Title 14, the California Code of Regulations (“CEQA Guidelines”), Section 15378 (b) (2), continued administrative actions do not qualify as a “Project”. Therefore, no further CEQA or environmental review is required. This action is also exempt from CEQA pursuant to CEQA guideline 15308.

PASSED, APPROVED AND ADOPTED this 18th day of May 2026, by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Arts for All Public Art Grant Awards

PREPARED BY: Taryn Nicoll, Arts and Culture Program Administrator

STRATEGIC INITIATIVE(S):
Effective & Efficient Government

RECOMMENDED ACTION(S):

Adopt a Resolution approving Healdsburg Public Art Grants for the 2025-2026 program year.

COMMUNITY ENGAGEMENT/OUTREACH:

During the public art grant development process, the Arts and Culture Commission reviewed proposed updates to the program during frequent monthly committee updates, a regular meeting and a special meeting in October 2025, and during a special meeting in December 2025.

Following program revisions, the Community Services Department notified artists through a dedicated webpage for the “Arts for All” public art grant program, and staff posted the opportunity on the City’s main Arts and Culture webpage. The City also posted the program announcement on its official and affiliated social media platforms, which can collectively reach over 30,000 viewers.

The local arts agency, Creative Sonoma, promoted the grant announcement on its opportunities database, and staff shared the program relaunch with the Parks and Recreation Commission, Senior Center Advisory Committee, and the Healdsburg City Council. Staff also promoted the opportunity through the ‘News Flash’ on the City website, and notified artists who previously applied to the Foley Family Community Pavilion public art project opportunity.

BACKGROUND:

The City of Healdsburg has long championed a vibrant vision for the arts—one that embeds creativity into the fabric of public life and ensures that cultural experiences are accessible, engaging, and enriching for all. Through City-funded cultural initiatives, dynamic partnerships with local nonprofits, and meaningful collaborations with regional organizations, Healdsburg has supported a wide range of interdisciplinary arts programs, including the Temporary Art Installation Program, the Foss Creek Pathway Art Trail, and an evolving calendar of cultural events that serve and reflect the community.

The City further solidified this commitment to the arts by adopting its first Arts and Culture Master Plan in August 2021, which established major goals such as advancing art in the public realm.

Following adoption of the Arts and Culture Master Plan, the City Council allocated \$50,000 annually toward implementation for Fiscal Year (FY) 2022–24, enabling the launch of Healdsburg’s first Public Art Grant Program in FY 2022–23. The City funded eight projects in the inaugural cycle, each of which contributed to the vibrancy of the community’s cultural environment.

Fiscal Year 2022-23 Project Highlights:

1. Adopt-A-Stop (\$2,500): This project proposed replacing a conventional stop sign pole with a sculptural version at Center and Matheson Streets. The project team installed the sculpture on the Foss Creek Pathway near the skatepark in April 2024.
2. Indigenous Voices (\$5,000): Four literary events at The 222 showcased the rich cultural heritage and traditions of indigenous communities in Northern California.
3. Prune Box Derby (\$5,000): This event—initially inspired by San Francisco's 'Artist's Derby'— did not proceed due to logistical challenges and the funding was returned.
4. Voigt Family Sculpture Foundation Ned Kahn Sculpture (\$20,000): This collaboration with the Voigt Family Sculpture Foundation and renowned sculptor Ned Kahn featured an installation along the Foss Creek Pathway on the E & M building. The artist team was completed the project in November 2023. Community members have expressed mixed feedback on the installation, with some expressing expectations that the installation would be larger. As a result, staff has implemented additional grant application criteria that included a requirement for an illustration of any proposed visual public art.
5. Foss Creek Pathway Fence Beautification (\$2,500): Funding supported the creation of woven yarn art on a section of Foss Creek Pathway fencing. The artist completed the installation in early November 2023.
6. Ballet Folkorico (\$5,000): In collaboration with Latinos Unidos del Condado de Sonoma, Ballet Folkorico Yolotl continued its longstanding tradition of performing Mexican ballet in Healdsburg and neighboring communities. The funding for the program helped pay for costumes and helped support the instructors, performers, and performances.
7. Museum Lighting Project (\$5,000): This project aimed to illuminate the front of the Healdsburg Museum with programmable LED lights, creating energy and excitement after dark. The project team completed the light installation in early January 2024.
8. Healdsburg Center for the Arts Art After Dark (\$2,500): Funding supported Art After Dark, a free, community arts event held on June 23, 2023. The event provided creative evenings for attendees and increased exhibition opportunities for local artists.

In a demonstration of continued financial commitment to supporting the arts, the City initiated its second public art grant solicitation in Fiscal Year 2023-24. The City selected six projects for funding, each highlighting the diverse artistic expression of Healdsburg.

Fiscal Year 2023-24 Project Highlights:

1. Lil' Moha (\$700): Lil'MoHA (Little Museum of Healdsburg Art) was a Free Little Art Gallery similar to the popular Little Free Library, but anyone could contribute or acquire small works of art instead of books. This project was a collaboration between neighbors and local artists. The artists installed the gallery at a private residence at the intersection of East Street and Plaza Street with easy access for public participation. It opened on February 7, 2025, and engagement began immediately as four works of art were taken and two works of art were contributed during the gallery's opening day installations.
2. The 222 (\$10,000): This proposal continued to underwrite funding for literary and cultural events at The 222, highlighting culture and traditions of indigenous communities in Northern California. The 222 proposed to host a total of five productions in April, September, October and November of 2024, and January 2025.
3. Your River (\$5,000): This proposed visual installation focused on the Russian River and its vital role in Healdsburg. The artists deployed screens in public locations around town with live feeds of the Russian River. This footage revealed the life of the Russian River over the change of seasons.
4. Infinity Mirror (\$2,500): This proposed tree-like sculpture in the Healdsburg Library invited patrons to explore the intersection of art, science, and technology. The artist crafted the piece using reflective materials to create mesmerizing illusions of depth and dimension. The artist installed the sculpture on August 15, 2024, at Healdsburg Regional Library.
5. Ballet Folkorico (\$7,300): This proposal continued to fund this collaboration between Latinos Unidos del Condado de Sonoma Ballet and Folkorico Yolotl as the program entered its 38th year performing Mexican ballet in Healdsburg and neighboring communities.
6. Harmon House Temporary Mural (\$19,000): This project features a temporary mural directly on the window façade of the Harmon House located for six months. The light transforms the artistic image both within and outside of the hotel, offering unique views from day to night. The artist team installed the temporary mural on August 23, 2024, at Harmon Guest House at 227 Healdsburg Ave. It remains on the façade of the hotel.

The City required each artist to enter into a Grant Agreement that specified the length of time for the installation, as well as the artist's responsibility in permissions, setup, maintenance, and take down of the project at the conclusion of the installation. The City requested that any projects installed on private property should be readily accessible to the public and required the artist to enter into an additional agreement with the individual property owner where the installation is to take place.

The City did not award any arts grants during FY 2024-25, as the Arts and Culture Commission was still in its formation and onboarding phase. Staff temporarily deferred the grant program to allow the Commission to participate in and help guide the process once they were familiar with their roles and their workplan priorities. Because Commission establishment extended through the second half of FY 2024-25, the majority of grant funding was carried forward into FY 2025-26, with a portion reassigned to support the Foley Family Community Pavilion public art project.

DISCUSSION/ANALYSIS:

On March 26, 2025, the Arts and Culture Commission adopted its first set of work plans and established ad hoc committees to carry out specific initiatives. One of the Commission's key initiatives for FY 2025-26 was to revise and update the Public Art Grant Program and prepare for another grant solicitation.

For FY 2025-26, the Commission has recommended allocating \$20,000 to support the Public Art Grant Program. This amount is lower than previous years' grant cycles to accommodate the Commission's expanded goals, which include a large-scale public art project for the Foley Family Community Pavilion, development of a branding and identity suite for the arts in Healdsburg, and a dynamic website to provide support, career opportunities, and professional resources for local artists.

The Public Art Grant Program Committee is composed of Vice Chair Michiko Conklin, Commissioner Gianna Davy, and community member Mark McMullen. During their meetings, the Committee identified several areas for logistical improvement, such as:

- Strengthening outreach and awareness of the grant opportunity.
- Promoting completed projects through public ceremonies and online communication.
- Documenting and reporting project outcomes.
- Fostering ongoing community engagement with completed artworks.
- Developing a panelist handbook with appropriate training materials.

After extensive analysis and optimization, the resultant Public Art Grant Program is intended to support practicing artists and nonprofit arts and culture organizations, and all artistic disciplines and creative styles were encouraged to apply. While open to all, the program proposes to give preference to artists living in Healdsburg or those connected to Sonoma County and the greater Northern California region. Under the revised grant framework, the program offers additional consideration to projects that are free and open to the public or include a no-cost component, as well as to new ideas or returning projects that introduce fresh elements. Eligible projects include both temporary and permanent works across a wide range of artistic forms, such as visual, performing, educational, environmental, and multimedia art, presented in public spaces.

The Commission aimed to recommend projects that enrich the public realm through engaging artistic experiences, promote community participation, celebrate cultural diversity, and generate meaningful social or economic benefits. The program encouraged applicants to propose work that sparks dialogue, invites reflection, and contributes to Healdsburg's creative and welcoming community spirit. For 2026, the program proposes to award up to \$20,000 in funding.

The City launched the 2026 Public Art Grant Program "Arts for All" on the City of Healdsburg's website on January 9, 2026, with a deadline of January 30, 2026. The City received a total of 23 eligible applications at the conclusion of the application period.

The review panel evaluated proposals using criteria that included artistic merit and originality, community engagement, cultural diversity, feasibility, projected community impact, reliance on grant funding, and proximity of the artist to Healdsburg. Consistent with Commission guidance, the review panel gave preference to projects that are free and open to the public, included a no-cost component, or introduced new or expanded elements to recurring programs. The panel also gave priority consideration to artists residing in Healdsburg or those with demonstrated ties to Sonoma County or Northern California.

On February 25, 2026, the Arts and Culture Commission recommended the review panel's selection of three award recipients:

1. *"Street Puppet Brigade" by Heartizens*
Review Panel funding recommendation: \$4,500
Location: Varied locations and community events - FFA Parade, Dia De Los Muertos, Arts Festival.
Property owner/manager: Heartizens, 444 Moore Lane, Healdsburg, CA 95448

"Street Puppet Brigade" is a free, weekly workshop series that invites community members of all ages to design, construct, and animate large-scale street puppets for public performances. The program emphasizes collaborative artmaking and storytelling, encouraging participants to create puppets that reflect the character and narratives of Healdsburg. The project would culminate in a public debut at the FFA Parade in May 2026, activating the puppets in a celebratory community setting.

The Commission supports this inclusive, community-centered project for its ability to engage participants across ages and backgrounds. The workshop series offers accessible, hands-on creative opportunities, while the parade activation will generate excitement and visibility for the program.

This project will be completed by the end of the current fiscal year, and staff has confirmed that, if approved, the grant agreement for this project could be in place in time for the FFA parade.

2. *"The Books We Love" by Sonoma Art School*
Review Panel funding recommendation: \$6,500
Location: Healdsburg Regional Library, 139 Piper Street, Healdsburg, CA 95448
Property owner/manager: Erika Thibault, Library Director for Sonoma County Library

This all-ages project proposes an interactive, oversized outdoor flip-book sculpture to be installed in front of the Healdsburg Library. The sculpture would feature six double-sided

pages displaying original artwork created by local youth, inspired by their favorite books, stories, and characters. Developed through workshops held during Sonoma Art School's summer camp sessions, the project encourages connections between visual art and literacy while showcasing student creativity in a prominent public setting.

The Commission supports this project for its strong youth engagement and educational value. The prominent location supports visibility and wayfinding, while the interactive design creates visual impact. The proposal presents a feasible budget and timeline and includes free workshops that ensure broad accessibility.

Like several of the projects that have been funded during previous cycles of the City's arts grant program, this project would commence during the current fiscal year and would likely extend into the next fiscal year.

3. *"River of Dreams" by Jake Messing*

Review Panel funding recommendation: \$9,000

Location: The Russian Riverkeeper, 139 Healdsburg Avenue, Healdsburg CA 95448

Property owner/manager: Jessica Wynne, Wheeler Properties LLC

This project proposes a large-scale mural, or a series of smaller murals, to activate and visually define the NOMAD District in Healdsburg. The artwork would focus on the community's connection to the Russian River, highlighting its ecological importance, cultural history, and symbolic associations with transformation and renewal. The design would incorporate local flora and fauna alongside references to the Pomo and Miwok tribes, reflecting the region's environmental and cultural heritage. The artist would collaborate with NOMAD District business and property owners to finalize a site-specific design that responds to the character of the area.

The Commission supports this proposal in response to ongoing community interest in expanding mural installations throughout the city. The artist demonstrates a strong track record of delivering high-quality mural projects and presents a concept that is clearly rooted in Healdsburg's identity. The proposal effectively integrates local history, ecology, and cultural narratives, and has the potential to create a visually impactful and recognizable destination that engages residents and visitors alike.

As with many projects funded through previous cycles of the City's arts grant program, this project would begin during the current fiscal year and would likely continue into the following fiscal year.

The City would require each artist to enter into a Grant Agreement that would specify the length of time for the installation, as well as the artist's responsibility in permissions, setup, maintenance, and take down of the project at the conclusion of the installation. Any projects installed on private property must be readily accessible to the public and would require the artist to enter into an

additional agreement with the individual property owner where the installation is to take place.

ENVIRONMENTAL STEWARDSHIP:

Most proposed projects are accessible by transit, bicycle, and walking. Staff and artists would promote alternative modes of transportation whenever possible to view the new artwork that artists have placed around the City.

ALTERNATIVES:

City Council may choose to make grant awards different than those recommended.

FISCAL IMPACT:

The Fiscal Year 2025-26 Community Services Operating budget includes \$123,500 allocated to the Arts and Culture division. The adopted budget includes approximately \$46,000 in additional one-time appropriations as a result of a reallocation of Arts and Culture funding that was not deployed in the previous year. The allocated funding supports a part-time position and \$86,000 to implement the Arts and Culture Master Plan. The three proposed grant recommendations total \$20,000. The City will issue grant funding in advance, but if a project doesn't occur, the grant agreement requires the artist to return the funding to the City. Any funding returned is credited back to the Community Services Fund.

ENVIRONMENTAL ANALYSIS:

Review and approval of the Public Art Grant award is not subject to the provisions of the California Environmental Quality Act (CEQA) because approval of the grant award is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment.

ATTACHMENT(S):

- Attachment A: Arts for All Public Art Grant Resolution 2026
- Attachment B: Grant Proposal – Heartizens - Street Puppet Brigade
- Attachment C: Grant Proposal – Sonoma Art School – The Books We Love
- Attachment D: Grant Proposal - Jake Messing - River of Dreams
- Attachment E: Healdsburg 2026 Public Art Grant Program Arts for All Application Form

CITY OF HEALDSBURG

RESOLUTION NO. ____-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING ‘ARTS FOR ALL’ PUBLIC ART GRANTS FOR PROGRAM YEAR 2026

WHEREAS, the City Council of the City of Healdsburg, recognizes the importance of public art in fostering community engagement, enhancing cultural vibrancy, and enriching the quality-of-life residents and visitors; and

WHEREAS, the “Arts for All” Healdsburg Public Art Grant aims to support local artists and creative projects that contribute to the cultural landscape of our community; and

WHEREAS, the City Council adopted the Arts and Culture Master Plan to build the structural foundation for Arts and Culture, enrich cultural experiences for our community and visitors, foster and grow an inclusive creative economy, advance art in the public realm and to support development of arts and cultural spaces; and

WHEREAS, the City Council acknowledges the need to establish a comprehensive framework for the administration and allocation of funds for the Public Art Grant; and

WHEREAS, included in the Fiscal Year 2025-26 budget is \$50,000 in appropriations; and

WHEREAS, Review and approval of the Public Art Grant award is not subject to the provisions of the California Environmental Quality Act (CEQA) because approval of the grant award is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby

1. Approves the 2026 ‘Arts for All’ Public Art Grant funding for the following projects in the amounts indicated:

Street Puppet Brigade, Heartizens	\$ 4,500
The Books We Love, Sonoma Art School	\$ 6,500
River of Dreams, Artist Jake Messing	\$ 9,000

2. Finds that review and approval of the Public Art Grant award is not subject to the provisions of the California Environmental Quality Act (CEQA) because approval of the grant award is not a project, since it will not have a direct or reasonably foreseeable indirect impact on the environment.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Healdsburg this 18th day of May 2026, by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk

Print

2026 Public Arts Grant Program - Arts for All - Submission #2151

Date Submitted: 1/29/2026

 Public Art Photo

[Saving This Form and Accessing Later + Rejected Proposals](#)

If you create a City website account you will be able to save a partially completed form and return to it later. If you do not create a website account you cannot save your progress on the form and will need to complete the form and submit the form in the same session. To access a saved form log into your account and select the form link.

IMPORTANT: Submittals from outside the United States will be rejected by the City's website platform. If you encounter an issue submitting this form please email your application as a single PDF document with the questions answered in the order listed on this form to communityservices@healdsburg.gov by the deadline. Note that attachments are limited to 20MB as part of the form, and 25MB by email.

First Name*

Last Name*

Address1*

Address2

City*

State*

Zip*

Healdsburg

CA

95448

Item 6.i

Email*

[REDACTED]

Phone*

[REDACTED]

Applicant Status*

Are you applying as an individual or part of a team?

Individual

Team

Organization

Team or Organization Members

Heartizens

Please list the names of other people involved in your proposed project.

Project Description

Project Title: Heartizens Street Puppet Brigade: Community Puppet Building, Performance & Public Art Initiative
Intent, Meaning, or Goal of the Project With grant support from the Healdsburg Arts and Culture Commission, Heartizens will launch the Street Puppet Brigade: a free, weekly, community-based workshop series focused on both the creation and activation of large-scale street puppets for public performance and celebration. This project will invite residents of all ages to collaboratively imagine, design, build, choreograph, and perform oversized puppets that reflect the stories, creativity, and character of Healdsburg. Beyond construction, participants will work together to learn the coordination, movement, and performance skills required to safely and effectively animate large-scale puppets in public space. Workshops will include elements of teamwork, timing, spatial awareness, and basic choreography, transforming the puppets into living works of art through collective performance. Grant funding will support essential materials for puppet

iving works of art through collective performance. Grant funding will support essential materials for puppet construction, instructor/facilitator time to lead weekly workshops, and the travel of a professional street puppeteer who will be flown in to lead an intensive workshop weekend. This expert-led experience will provide instruction in both large-scale puppet building and ensemble-based performance, ensuring artistic excellence, safety, and meaningful skill-building while establishing a strong foundation for the ongoing program. Anticipated Community Impact The Heartizens Street Puppet Brigade will enhance quality of life in Healdsburg by offering a free, inclusive, and accessible creative opportunity that combines visual art, movement, and performance. By removing financial barrie

Please provide a detailed description of your project, including the following in this order (maximum 1,750 characters or approximately 2 pages):

- Project title
- The intent, meaning, or goal of the project
- A statement regarding anticipated community impact. For example,
 - How would this project improve the quality of life for residents and visitors?
 - What impression will the project make on people and the community?
 - How would this project increase foot traffic in an area or number of visitors to Healdsburg?
 - How would the project affect civic pride?
 - Other

Project Budget

Overall Project Cost: \$8,000 Artist Fee: \$4,500 This includes compensation for both the visiting professional street puppeteer and the local program facilitator. Funds will support instructional time, artistic direction, workshop leadership, choreography guidance, performance coordination, and the visiting artist's travel and lodging as part of their contracted engagement. Fabrication Cost: \$3,000 Covers materials and supplies required for the design and construction of large-scale street puppets, including structural components, sculptural materials, fabrics, paints, movement mechanisms, and safety supplies. All materials will remain with Heartizens for continued community use. Setup or Installation Cost:\$500 Covers required performing and event permits necessary to activate the puppets in public spaces and during community events for one calendar year.

Please include a project budget breakdown, in this order:

- Overall project cost
- Artist fee
- Fabrication cost
- Setup or installation cost
- Maintenance cost during the life of the project (if applicable)
- Removal fees (if applicable)

Other Funding

Heartizens will support the project through donor contributions and organizational resources, while funding from the Healdsburg Arts and Culture Commission will provide critical seed support to launch the program at full scale and keep it free to the community. Heartizens plans to make the Street Puppet Brigade a recurring program and will pursue additional grants, sponsorships, and donations to sustain it long term.

Does the project leverage other funding sources, or is the project contingent on securing other funding? Please describe.

Project Location

Heartizens - Community Events (FFA Parade, Dia De Los Muertos, Arts Festival)

Where are you proposing to install or host the project?

Location Permission

Heartizens, 444 Moore Lane, Healdsburg, CA 95448

One of the requirements of the grant program is that the artist obtain permission for the project's proposed location during the grant application process.

Please provide the name, email address, and phone number for the individual who gave you permission. For projects selected for funding, this person will also be required to enter into a consent form approving the location.

Project Timeline

Finalizing Design: February – March 2026 Fabrication and Installation: March – May 2026 Duration of Display, Performance, or Production: May – December 2026 The first public activation will occur at the FFA Parade in May.

Please provide a timeline for the project's lifecycle in this order:

- Finalizing design
- Fabrication and installation
- Duration of display, performance, or production

Note: initial installation, production, or performance must occur on or before December 31, 2026.

Artist Credentials*

Heartizens - Credentials Letter.pdf

Attach a resume or statement of your credentials (maximum of two pages) in PDF format.

Project Rendering and Examples of Prior Work*

HEARTIZENS - SAMPLE OF WORK.pdf

Please provide a preliminary rendering of your proposed project along with up to five examples of prior work. The rendering and each example should be labeled and submitted in letter format (8.5" X 11", portrait). The documents must be combined into a single PDF file and a maximum of six pages.

Artist's Website (if applicable)

www.heartizens.org

Prior City Grants?

No

Yes - Public Art Grant

Yes - Community Benefit Grant

Yes - Other Grant

Have you been awarded a grant from the City of Healdsburg in the past?



Heartizens is a nonprofit arts and community organization with a 15-year history of creating inclusive, participatory arts programs in Healdsburg. Our mission is to foster creativity, connection, and cultural engagement for residents of all ages. Heartizens has successfully produced numerous public art projects, workshops, performances, and community events that engage local youth, adults, and families in hands-on creative experiences.

Our team has extensive experience in program development, arts facilitation, and large-scale community collaboration. We have led classes and workshops in visual arts, performance, puppetry, dance, and public activation, consistently prioritizing accessibility, safety, and meaningful participant engagement. Heartizens also has a proven track record in coordinating public performances, including parades, festivals, and community celebrations, making us well-equipped to manage the design, fabrication, choreography, and activation of large-scale puppets.

Additionally, Heartizens has strong relationships with local artists, educators, and civic partners, and has successfully secured grants and sponsorships to support innovative arts programming. This expertise positions us to lead the Heartizens Street Puppet Brigade, ensuring the program is artistically high-quality, community-driven, and sustainable.

JOIN US



HEARTIZ

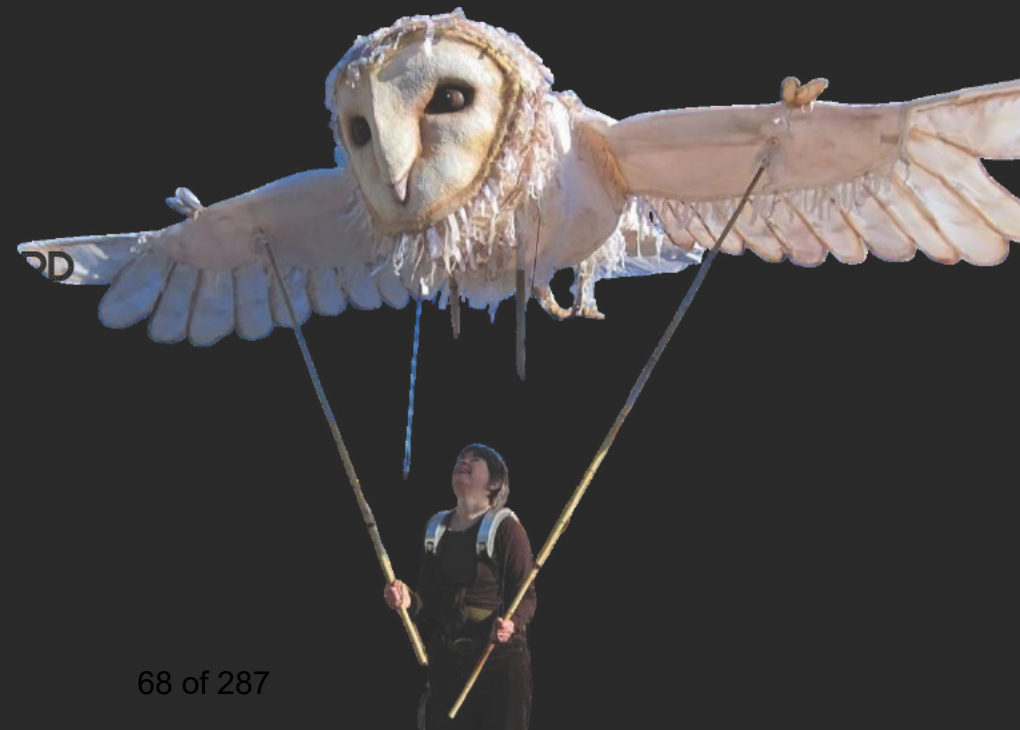
STREET PUPPET BRIGADE



Item 6.1



JOIN US FOR AN
INFO/PLANNING
SESSION ON
MONDAY, FEB. 23RD
AT 6PM





EXAMPLES OF LARGE SCALE STREET PUPPETS



PRESENTS

HEALDSBURG

SCARECROW FESTIVAL

BUILD + SPONSOR + BID

SCARECROW SUBMISSIONS DUE BY SEPT. 29TH
BIDDING OPENS OCT. 8TH

Entry Fees:
Businesses: \$100 (tax-deductible)
Individual/Nonprofit: \$25 (tax-deductible)

Included with Registration:
Access to all 3 Community Build Days and donated supplies
Support from our scarecrow expert, Steve Frank

Community Build Days
Sunday, Sept. 21st - 9am-2pm at Heartizens
Wednesday, Sept. 24th - 2pm-7pm at Garrett Ace
Sunday, Sept. 28th - 9am-2pm at Heartizens

GARRETT HARDWARE
EST. **ACE** 1889

SCAN CODE FOR MORE INFORMATION

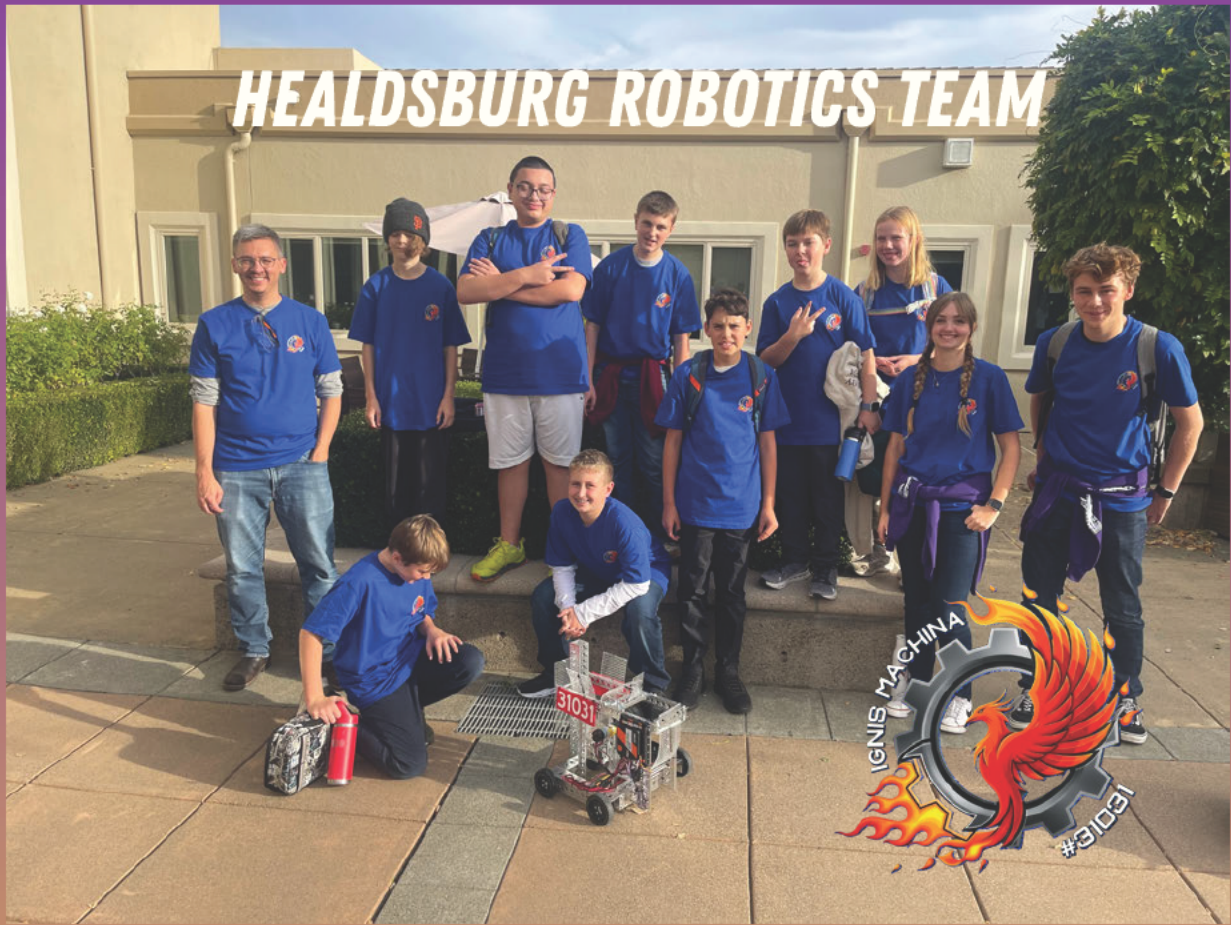




**EXAMPLES OF
HEARTIZENS
PROGRAMS**

EXAMPLES OF HEARTIZENS PROGRAMS

Item 6.i



EXAMPLES OF HEARTIZENS PROGRAMS



SUMMER CAMPS

SUMMER CAMPS



**EXAMPLES
OF
HEARTIZENS
PROGRAMS**

Healdsburg

CA

95448

Item 6.i

Email*

[REDACTED]

Phone*

[REDACTED]

Applicant Status*

Are you applying as an individual or part of a team?

Individual

Team

Organization

Team or Organization Members

Charity Anderson (Healdsburg Public Library Children's librarian), Darcie Lamond (board member/project coordinator)

Please list the names of other people involved in your proposed project.

Project Description

Sonoma Art School proposes an oversized outdoor flip book sculpture (approx 5'X3') titled "The Books We Love", to be installed in front of the Healdsburg Library. This interactive installation will feature six two-sided flip-book pages showcasing original artwork created by children in Healdsburg—centered on the stories, books, and characters they love most. A key partnership will be the Healdsburg Library and its children's librarian, who will introduce students to a curated selection of books. This "story spark" will help students connect to literature, explore new titles, and generate inspiration for their drawings and visual storytelling. The artwork will be created through guided student workshops led by SAS instructors during regular summer sessions. Older students will collaborate and create the cover. Consistent with SAS's mission, participation from its scholarship students will be prioritized. The Books We Love" will bring youth voices into a central civic space while celebrating reading, imagination, and belonging. Meaningful community benefits: Connecting

space while celebrating reading, imagination, and belonging. meaningful community benefits. Connecting children to art, with special focus on children in low-income areas e.g. Foss Creek Court and The Randall. Giving young people the pride of making a visible contribution to the community Creating a truly unique exhibit that is both joyful and meaningful Offering an interactive experience where all children can flip pages and engage directly with the artwork Encouraging older art student participation to strengthen mentorship and create cohesiveness. Telling a collective story about the books and characters Healdsburg children love most Additional inclusivity: One page will remain intentionally blank, inviting new participants to add artwork via SAS.

Please provide a detailed description of your project, including the following in this order (maximum 1,750 characters or approximately 2 pages):

- o Project title
- o The intent, meaning, or goal of the project
- o A statement regarding anticipated community impact. For example,
 - o How would this project improve the quality of life for residents and visitors?
 - o What impression will the project make on people and the community?
 - o How would this project increase foot traffic in an area or number of visitors to Healdsburg?
 - o How would the project affect civic pride?
 - o Other

Project Budget

Project Total: \$8,000 1) Fabrication – \$4,000 Includes: Metal spine + frame fabrication (stainless/aluminum) Powder coating / corrosion-resistant finish Six HDPE/phenolic flip panels (cut + edge-finished) Stainless axle, bushings, safety hardware Assembly, fit testing, safety detailing 2) Installation & Site Work – \$2,000 Includes: Concrete footing or slab anchoring Delivery, on-site assembly, and anchoring 3) Art Supplies and Instructor Cost \$2,000 Includes: Material costs (for artwork and specialized preparation) Instructor time Preparation/layout/application of protective Anti-graffiti clear coat, UV-resistant lacquer, fabrication-ready panels of artwork for the installation

Please include a project budget breakdown, in this order:

- o Overall project cost
- o Artist fee
- o Fabrication cost
- o Setup or installation cost
- o Maintenance cost during the life of the project (if applicable)
- o Removal fees (if applicable)

Other Funding

Yes, SAS funding provides scholarships to finance the participation of children from low-income families In-Kind donations of space for SAS to hold its art classes. Friends of SAS have agreed to provide fabrication assistance at cost.

Does the project leverage other funding sources, or is the project contingent on securing other funding? Please describe.

Project Location

Healdsburg Library small open space at corner of Fitch and Piner

Healdsburg Library small open space at corner of Main and 1st St

Where are you proposing to install or host the project?

Location Permission

Jon Haupt Branch Manager, 707 433-3772 jhaupt@sonomalibrary.org. We have met with Jon and Charity and both enthusiastically support the project. If the grant is awarded they will go to the County for final sign off.

One of the requirements of the grant program is that the artist obtain permission for the project's proposed location during the grant application process.

Please provide the name, email address, and phone number for the individual who gave you permission. For projects selected for funding, this person will also be required to enter into a consent form approving the location.

Project Timeline

Finalizing design and artwork from June to August, Fabrication and installation September/October. Duration indefinite

Please provide a timeline for the project's lifecycle in this order:

- Finalizing design
- Fabrication and installation
- Duration of display, performance, or production

Note: initial installation, production, or performance must occur on or before December 31, 2026.

Artist Credentials*

Sonoma Art School Artist Work.pdf

Attach a resume or statement of your credentials (maximum of two pages) in PDF format.

Project Rendering and Examples of Prior Work*

The Books We Love Concept Image In Situ.pdf

Please provide a preliminary rendering of your proposed project along with up to five examples of prior work. The rendering and each example should be labeled and submitted in letter format (8.5" X 11", portrait). The documents must be combined into a single PDF file and a maximum of six pages.

Artist's Website (if applicable)

<https://sonomaartschool.org>

Prior City Grants?

No

Yes - Public Art Grant

Yes - Community Benefit Grant

Yes - Other Grant

Have you been awarded a grant from the City of Healdsburg in the past?

Sonoma Art School

Sonoma Art School fosters community and teaches individuals to express, imagine, and thrive by delivering high-quality arts experiences and instruction. We provide this service to all children in Northern Sonoma County, from ages 2.5 to 18, regardless of ability to pay. SAS is the only mission-driven children's arts organization dedicated to the belief that the arts shape fuller individuals, strengthen communities, and lay the foundation for a more empathetic and innovative civilization.

Our mission is to inspire a lifelong appreciation of the arts for all

Sonoma Art School is a 501(c)(3) organization.

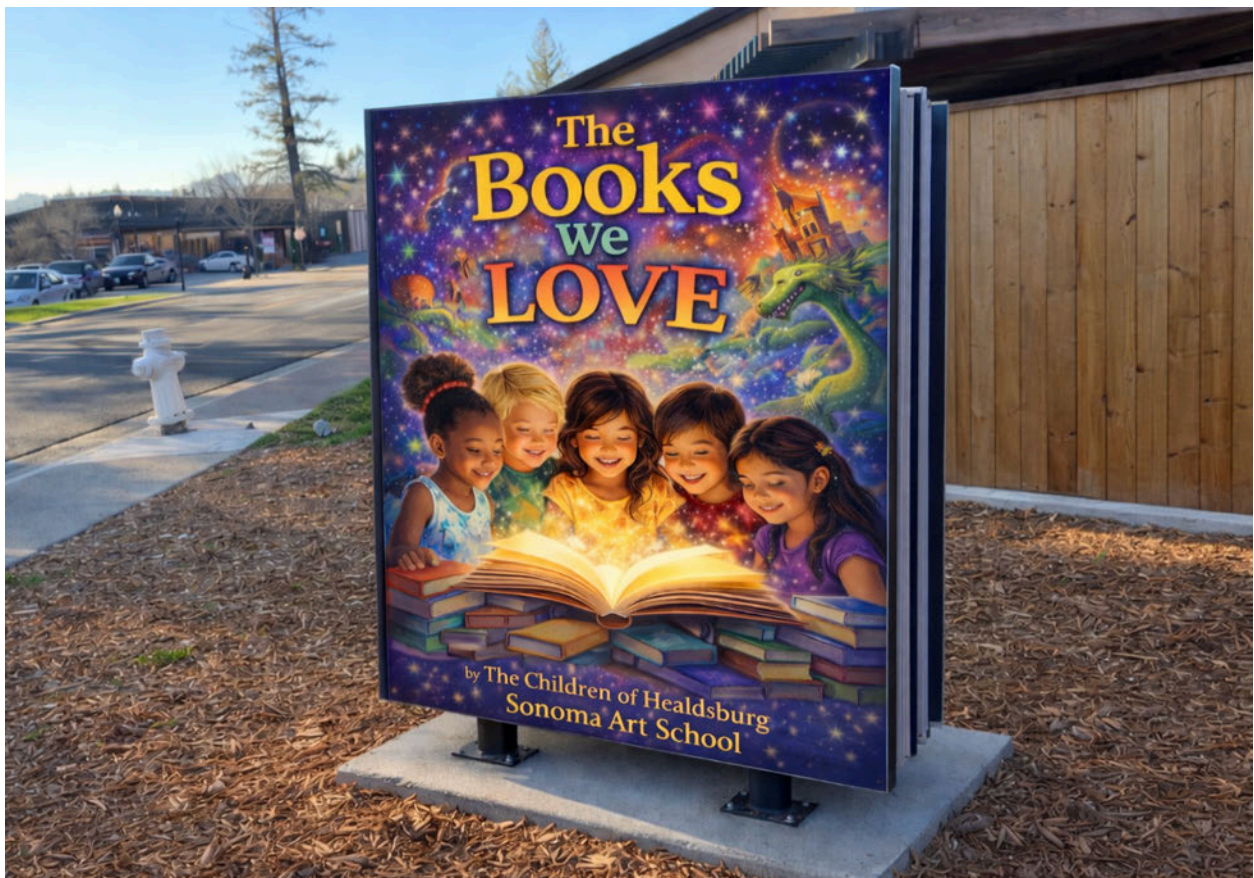
Our Artists and Samples of Their Work



Concept Image Actual Location

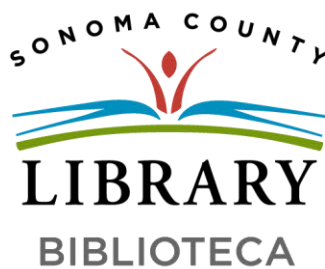
NOTE:

1. Does not show actual anchoring, which would be at the spine to allow the mechanism to work.
2. May not be final orientation.
3. Pages swing open with safety features that control speed and maintain a buffer between each panel to avoid pinching injuries. (Fabrication specifications available on request)
4. AI-generated cover for illustrating concept only. Cover will be designed and created by older art students. Cover and page designs will be submitted to stakeholders before execution.



Erika Thibault
Library Director
ethibault@sonomalibrary.org

6135 State Farm Drive
Rohnert Park, CA 94928
(707) 545-0831



LIBRARY COMMISSION

Sarah Laggos
Chair
David Cahill
Andy Elkind
Fred Engbarth
Eve Goldberg

Brooke Green
Vice-Chair
Kimberly Taylor
Deborah Doyle
Barbara Mackenzie
Tina Poles
Robin Riley

Item 6.i

April 16, 2026

Jeff Kay, City Manager
City of Healdsburg
401 Grove Street
Healdsburg, CA 95448

Dear Mr. Kay,

Re: Letter of Support for Artist Grant Application

As Library Director for Sonoma County Library, I am writing to express my full support for Sonoma Art School and their proposed art project at the Healdsburg Regional Library as part of their grant application.

I hereby grant permission for Sonoma Art School to use library property at the Healdsburg Regional Library as the site for this project, which is anticipated to begin on or around September 2026 and continue for a period of two years. I understand the nature and scope of the proposed artwork and believe it will positively contribute to the library environment and the surrounding community.

Sonoma Art School has agreed to assume full responsibility for the installation, maintenance, and upkeep of the artwork for the duration of the project. They will ensure that the site remains safe, clean, and well-maintained throughout the installation period and will remove the artwork upon request from the Library.

I support this project and confirm that the property will be available for the stated purpose during the specified timeframe.

Please feel free to contact me if you require any additional information.

Sincerely,

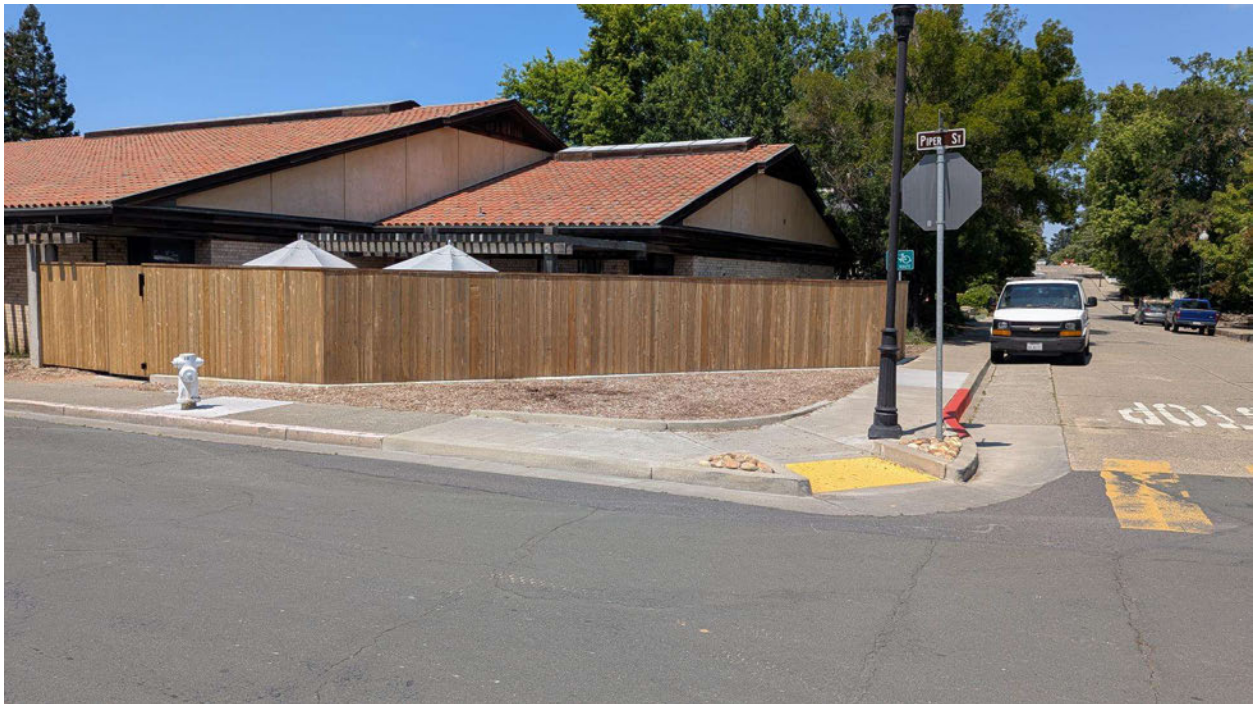
A handwritten signature in black ink that reads "Erika Thibault".

Erika Thibault
Library Director

Proposed Project: “*The Books We Love*” by Sonoma Art School

Location: Healdsburg Regional Library, 139 Piper Street, Healdsburg, CA 95448

Property owner/manager: Erika Thibault, Library Director for Sonoma County Library



Print

2026 Public Arts Grant Program - Arts for All - Submission #2152

Date Submitted: 1/29/2026

 Public Art Photo

[Saving This Form and Accessing Later + Rejected Proposals](#)

If you create a City website account you will be able to save a partially completed form and return to it later. If you do not create a website account you cannot save your progress on the form and will need to complete the form and submit the form in the same session. To access a saved form log into your account and select the form link.

IMPORTANT: Submittals from outside the United States will be rejected by the City's website platform. If you encounter an issue submitting this form please email your application as a single PDF document with the questions answered in the order listed on this form to communityservices@healdsburg.gov by the deadline. Note that attachments are limited to 20MB as part of the form, and 25MB by email.

First Name*

Last Name*

Address1*

Address2

City*

State*

Zip*

Healdsburg

California

95448

Item 6.i

Email*

[REDACTED]

Phone*

[REDACTED]

Applicant Status*

Are you applying as an individual or part of a team?

Individual

Team

Organization

Team or Organization Members

NOMAD District Business and Property owners

Please list the names of other people involved in your proposed project.

Project Description

A River of Dreams Project Proposal I propose to create a large-scale mural—or a series of smaller murals—within the newly defined NOMAD District in Healdsburg. The work will center on our community’s deep connection to the Russian River: its historical significance to the Pomo people, its role as an ecological lifeline, and its enduring symbolism of transformation, renewal, and the passage of time. By bringing the imagery, spirit, and stories of the river into our historic downtown, this project will create a vibrant visual bridge between place and people. The mural will highlight local flora and fauna, honor the cultural and environmental history of the region, and invite viewers—both residents and visitors—to pause, reflect, and feel rooted in the landscape that shapes us. Beyond its educational and cultural value, this installation will breathe color and creative energy into an area of town ready for increased traffic. Public art naturally draws foot traffic; it becomes a place to gather, take photos, share experiences, and spark conversation. This piece is designed to

becomes a place to gather, take photos, share experiences, and spark conversation. This piece is designed to be that kind of landmark—something memorable, beautiful, and unmistakably Healdsburg. As a born-and-raised Healdsburg artist and designer, my goal is to create a work that reflects our collective pride, deepens our relationship to the land, and brings more art into the public spaces we all share. Quite simply, Healdsburg needs more color—and I am committed to creating a mural that the entire community can enjoy, celebrate, and see themselves within.

Please provide a detailed description of your project, including the following in this order (maximum 1,750 characters or approximately 2 pages):

- Project title
- The intent, meaning, or goal of the project
- A statement regarding anticipated community impact. For example,
 - How would this project improve the quality of life for residents and visitors?
 - What impression will the project make on people and the community?
 - How would this project increase foot traffic in an area or number of visitors to Healdsburg?
 - How would the project affect civic pride?
 - Other

Project Budget

Overall Project Cost: \$10,000 Artist Fee: \$3,000 Production and Installation: \$7,000

Please include a project budget breakdown, in this order:

- Overall project cost
- Artist fee
- Fabrication cost
- Setup or installation cost
- Maintenance cost during the life of the project (if applicable)
- Removal fees (if applicable)

Other Funding

Does the project leverage other funding sources, or is the project contingent on securing other funding? Please describe.

Project Location

Within the NOMAD disctrict

Where are you proposing to install or host the project?

Location Permission

There are multiple locations possible. I am working with the Nomad council members and local property owners to secure the best location/s for this project now.

One of the requirements of the grant program is that the artist obtain permission for the project's proposed location during the grant application process.

Please provide the name, email address, and phone number for the individual who gave you permission. For projects selected for funding, this person will also be required to enter into a consent form approving the location.

Project Timeline

MAY design Finalization, OCTOBER Installation

Please provide a timeline for the project's lifecycle in this order:

- Finalizing design
- Fabrication and installation
- Duration of display, performance, or production

Note: initial installation, production, or performance must occur on or before December 31, 2026.

Artist Credentials*

MESSING_Resume.pdf

Attach a resume or statement of your credentials (maximum of two pages) in PDF format.

Project Rendering and Examples of Prior Work*

RENDERING AND PRIOR WORK.pdf

Please provide a preliminary rendering of your proposed project along with up to five examples of prior work. The rendering and each example should be labeled and submitted in letter format (8.5" X 11", portrait). The documents must be combined into a single PDF file and a maximum of six pages.

Artist's Website (if applicable)

www.jakemessing.com

Prior City Grants?

No

Yes - Public Art Grant

Yes - Community Benefit Grant

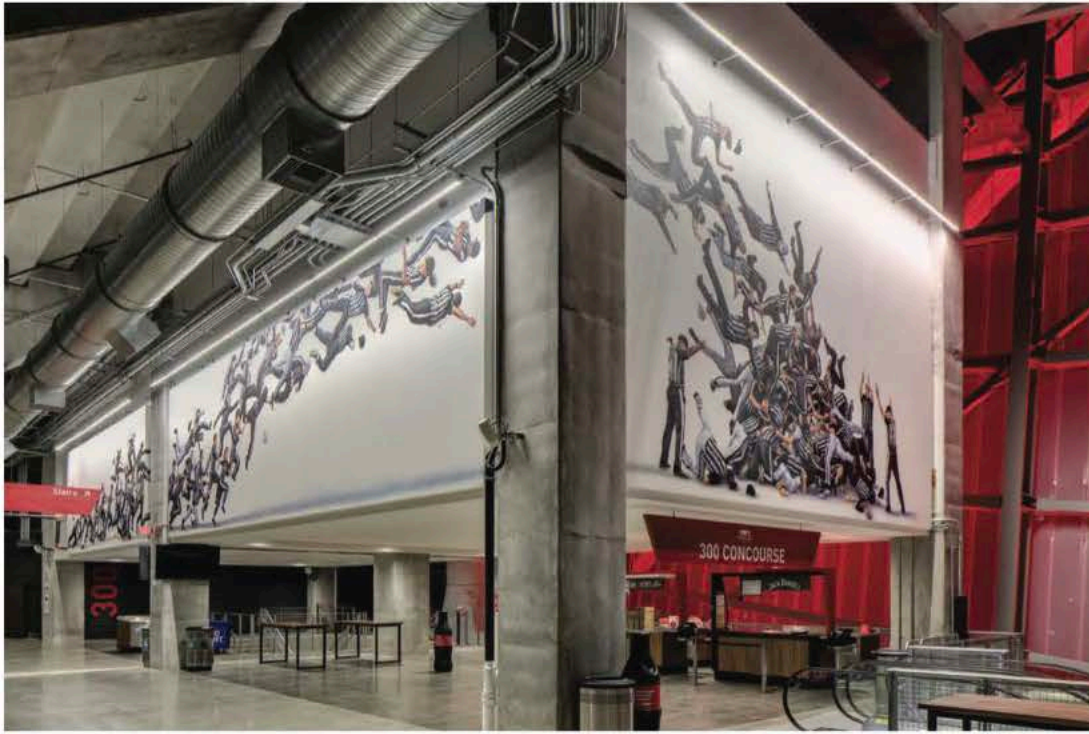
Yes - Other Grant

Have you been awarded a grant from the City of Healdsburg in the past?



Placeholder image only. The final design/s will be in collaboration with some of the Nomad District Business and Property owners.

The final design will depict all local Flora and Fauna surrounding the Russian River along with elements from the Pomo and Miwok tribes.



Item 6.i

*ON THE LINE - 2017
Oil on Canvas, Triptych
18' x 120' in total
Mercedes Benz Stadium, Atlanta, GA
\$300k Budget, 1 Year timeline.
Large-scale oil-on-canvas painting
depicting referees running, jumping,
and tumbling into a dynamic pile-up.
Installed on the third-floor concourse
of the then newly constructed Atlanta
Falcons stadium.*



*BLUE HARMON - 2022
Acrylic on Wall, Ascending staircase -
roughly 100 ft long.
Healdsburg, CA
\$3,700 Budget, 1 month timeline.
Large Scale Painting depicting Blue
herons, Monarch Butterflies and flora
ascending staircase.*

ARTWORK EXAMPLES



NOCI SONOMA - 2021
Acrylic on Canvas, 8'x 22'
Healdsburg CA
\$50k Budget, 6 month timeline.
Large Scale Painting depicting a map
of the estate and the flora and fauna
on the farm and local to the Dry Creek
Valley.

Item 6.i



CORAZON - 2017
Acrylic on Canvas, 4.5'x20'
Healdsburg, CA
\$Pro-Bono, 6 month timeline.
Large Scale Painting depicting
Mexican leaders, revolutionaries and
Artists with Mexican textile patterns
superimposed.

ARTWORK EXAMPLES



Item 6.i

*TIFFANY & CO- Murals - 2014
Acrylic on Canvas, 10'x 25'
New York, NY
20k Budget, 2 month timeline.
Original Artworks depicting enlarged
segments of John-Singer Sargent
paintings.*

LET'S TALK

Healdsburg, CA 95448

www.jakemessing.com

JAKE MESSING

Healdsburg, CA 94931
Phone 6.i

www.jakemessing.com

Painting . Illustration . Design . Production

Accomplished Artist and design professional with a focus on creative presentation that spans across the areas of fine art production, art direction, visual merchandising, illustration and graphic design.

MONTCALM HOTELS - LONDON, UK // 2024 -Present

Design and produce original hand-painted custom artworks to be reproduced and installed throughout the Hotel Suites and Lobby.

MERCEDES BENZ STADIUM - ATLANTA, GA // 2015 - 2017

Researched and presented concepts, produced artwork and oversaw installation of three large scale paintings permanently displayed in the concourse of the new Mercedes Benz Stadium in Atlanta, Georgia. All three paintings work together as a triptych and measure in total 18' tall x 100' long. Hand painted with Oil on Canvas.

HARRY WINSTON - NEW YORK, NY // 2004 - Present

Create original artwork for international advertising campaigns, in-store visual merchandising collateral, pop-up shops, fashion and packaging design. Oversaw all NYC flagship store window display and caseline installations. Manage production and installation of 2-D and 3-D Artwork between vendors and NYC Flagship boutique.

BERGDORF GOODMAN - NEW YORK, NY // 2006 - Present

Design, produce and install large scale (10'x14') hand-painted backdrops and 3-D visual merchandising collateral for 5th Avenue window displays. Partner with NYC Flagship store to create, original artwork on display and for sale throughout the store.

TIFFANY & CO. - NEW YORK, NY // 2010 - 2014

ARTWORK MANAGER FOR GLOBAL CREATIVE VISUAL MERCHANDISING

Responsible for the design and production of all traditional and digital artwork and signage for the global Creative Visual Merchandising department. Concepted, created and managed the development of all in-store 2-D and 3-D artwork for window displays, caseline, vinyl, graphics and special events. Worked extensively with local and international print and production/manufacturing vendors to produce and distribute artwork for all 313 stores globally . Researched concepts and prepared presentation materials with sketches, scale models, and technical drawings. Participated in and oversaw window display and caseline installations. Controlled spending and managed design expenses.

VAN CLEEF & ARPELS - NEW YORK, NY // 2004 -2009

Create original artwork for Visual Merchandising collateral including backdrops for window displays and caseline collateral.

NIKE // 2006

Create original artwork for international ad campaign for the 2006 World Cup. Researched and presented concepts, produced artwork and prepared all files for print on various 2-D collateral.

EDUCATION-

PARSONS SCHOOL OF DESIGN - NEW YORK, NY

Bachelor of Arts - Illustration, May 2006

Graduated with Honors

TEACHING-

NYU - NEW YORK, NY // 2011-2014

Adjunct professor for Tisch Graduate Program.

Taught Fine arts and Digital Arts course for Lighting, Set and Costume designers.

SKILLS -

Fine Arts: Drawing, Painting, Drafting, Photography, printmaking. Digital Arts: Photoshop, Illustrator & Indesign

Communication, Planning, Project Management, Leadership

ADDITIONAL CLIENTS-

Michael Kors

Brooklyn Public Library

Mrs John L Strong

Jam Master Jay Foundation

Noci Sonoma

Bulgari

Cynthia Vincent

DL & Co.

Healdsburg Hotel

Corazon Healdsburg

Proposed Project: “*River of Dreams*” by Jake Messing

Location: The Russian Riverkeeper, 139 Healdsburg Avenue, Healdsburg CA 95448

Property owner/manager: Jessica Wynne, Wheeler Properties LLC



Healdsburg Arts for All Grants

The Healdsburg *Arts for All Grants* application is now open to any and all practicing artists and non-profit art and culture organizations.

All art forms and styles are welcomed and encouraged. Preference will be given to: a). Artists residing in Healdsburg or those with a connection to Sonoma County/Northern California; b). Projects that are free and open to the community; c). Projects that include a free component to them. We also encourage new projects or (recurring) projects that include a new aspect to them.

The Healdsburg *Arts for All Grants* Program has \$20,000 available for 2026 and will distribute funds based on the scope and quality of the applications. There is no set number of grants to be distributed or set dollar limit per grant.

Grant Program Objectives:

- **Enrich Public Environment and Experiences** - Create compelling public art installations, performances and experiences that encourage community engagement and elevate the overall experience of living in and visiting Healdsburg
- **Foster Community Participation** - Engage community members in the execution (if appropriate), participation with, and appreciation of (public) art (and performance projects)
- **Promote Cultural Diversity** - Provide opportunities for diverse artists to showcase their work and creatively tell the stories of all members of the community
- **Create Impact** - Generate positive social and economic impacts through public art, enhancing community pride and attracting visitors
- **Encourage Dialogue and Reflection** - Use public art as a medium for fostering conversations about social issues, community identity and collective aspirations

What Is (Considered) Public Art?

- Public Art is any artwork that is intended to enrich the public environment for City residents and visitors and may include (but is not limited to) sculptures, murals,

paintings, graphic arts, mosaics, photography, crafts, mixed media, environmental works, audiovisual, performing arts, arts educational experiences etc.

- The art may be temporary or permanent.
- (include examples from previous grantees here.....)

Timeline:

Announce the Program/Timeline: November 17, 2025

Application Opens: January 5, 2026

Application Deadline: January 30, 2026

Committee Review: January 31 - February 15 2026

Committee Submits Recommendations for AACC Packet by: February 16, 2026

Commission Review: February 26, 2026

Commission Recommendations to City Council by: March 23, 2026

Awards Announced: April 6, 2026

Funding Period: TBA - Within 2 weeks of announcement of grants

Installation: Must occur by Dec 31, 2026

Evaluation Criteria and Consideration :

- Artistic merit and originality
- Engagement with the community
- Potential impact on the community
- Feasibility
- Cultural diversity
- Project's dependency on the grant funds
- Artist's physical proximity to Healdsburg

Application Guidelines

1. Detailed description and rendering of proposed project (2 pages max)
 - Title
 - Intent/meaning/goal of art
 - Drawings/renderings of proposed project
 - Statement regarding anticipated community impact
 - How might this project improve the quality of life for residents and visitors? (ie. will this increase foot traffic, how many people will be able to see it, quality of life impact, civic pride impact, etc)

2. Budget
 - Must include overall cost breakdown: fabrication, set-up installation, maintenance, removal fees (if necessary), etc.
3. Specific Location of work
 - Project must be within Healdsburg City Limits
 - If on private property, have necessary permissions been obtained?
4. Does this project have existing funding, and if so, how would the funding from this grant enhance the overall project for the community?
5. Estimated timeline of project
 - Overall timeline of the art's lifecycle and maintenance will be determined on an individual basis, however, initial installation/performance must take place prior to December 31, 2026.
6. Resume/Artist Credentials (2 pages max)
 - Org. name, artist name or executive director name
 - Website - if applicable
 - Email, phone, address
 - Samples and photos of creative portfolio and/or previous work (up to 5 samples)
 - What other grants have you been awarded and when?
 - Have you ever been awarded a grant from the city of HBG?

Artist Agreement and Responsibilities:

- **Implementation:** The Artist shall be solely responsible for the design, creation, and installation of the Project described in section _____ within the agreed-upon timeframe.
- **Compliance:** The Artist shall ensure that the Project complies with all applicable laws, regulations, permits, and safety standards.
- **Maintenance:** The Artist shall be responsible for the regular maintenance, repair, and upkeep of the Project throughout the agreed-upon display period.
- **Removal:** Upon completion of the agreed upon display period, the Artist shall be responsible for removing the Project on the agreed upon date and restore the site to its original condition
- **Grant Acknowledgement and Recognition:** The Project must acknowledge receipt of grant funding in all communications and promotion with the words "This project (or name of the project) funded (or funded in part) by the City of Healdsburg Arts for All

Grants Program. The acknowledgement should use the City of Healdsburg's "Community Services" logo, if feasible.

- **Signage:** In addition, the Project shall display signage with the wording above. The signage should also include the title of the piece and the artist's name along with information about the materials, etc., if desired. This can also be provided through a QR code. The City will provide standard signage in collaboration with the artist.
- **Final Report:** The Artist agrees to provide a final report to the City completing Section _____ (Project Reporting), which will include an analysis of the community impact of the work. This report must be in writing and should be an overall summary of impact. (1 page max)

Project Restrictions

- Only one grant allowed per submitter
- Project must be within City of Healdsburg

Grant Term and Timeline:

- This Agreement shall commence on the effective date and continue until the completion of the Project and the restoration of the site to its original condition, as determined by the City.
- Completion of project shall be determined on an individual basis upon awarding of funds.

Intellectual Property Rights:

- The Artist retains all intellectual property rights to the Project, including but not limited to copyright. The City and any private property owner involved in display of the Project shall not acquire any ownership rights over the Project, except as may be specifically granted in writing by the Artist.

Termination and Return of Funds:

- Artist may terminate this Agreement with written notice to the City. If the Agreement is terminated or the funds allocated for the art project remain unspent by December 31st of the agreed-upon year (or as extended with consent of the City), this Agreement shall become void, and the Artist shall return any unspent funds to the City of Healdsburg with notice of termination or conclusion of the term of the agreement.

**CITY OF HEALDSBURG
CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY
REGULAR MEETING MINUTES
May 4, 2026
CITY HALL COUNCIL CHAMBER
401 Grove Street, Healdsburg**

CALL TO ORDER/ROLL CALL

Mayor/Chairperson Herrod called to order the concurrent meeting of the City Council and Redevelopment Successor Agency of the City of Healdsburg at 6:00 p.m. with the following Council Members present:

Present: Council Members/: Edwards, Hagele, Kelley, Mitchell and Mayor Herrod
Board Members

Absent: Council Members/: None
Board Members

APPROVAL OF AGENDA

On a motion by Councilmember Kelley, seconded by Councilmember Hagele, approved the May 4, 2026, City Council and Redevelopment Successor Agency meeting agenda as submitted. The motion carried on a unanimous voice vote. (Ayes 5, Noes 0, Absent – None)

REPORT ON CLOSED SESSION

None.

ANNOUNCEMENTS/PRESENTATIONS – RECOGNITION OF EMPLOYEES WITH MILESTONE ANNIVERSARIES

Fire Chief Boaz recognized Fire Marshal/Division Chief Lance Macdonald for ten years of service to the Fire Department.

Division Chief Macdonald thanked Chief Boaz and the City Council for the recognition.

ANNOUNCEMENTS/PRESENTATIONS – PROCLAMATION DECLARING MAY 2026 AS BIKE MONTH AND MAY 14, 2026 AS BIKE TO WORK DAY

Mayor Herrod with Council concurrence issued a Proclamation declaring May 2026 as Bike Month and May 14, 2026 as bike to Work Day.

Emily Shartin thanked the Council for the Proclamation.

City Council/RSA Regular Meeting Minutes
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ANNOUNCEMENTS/PRESENTATIONS – PROCLAMATION RECOGNIZING MAY 3-9, 2026 AS PUBLIC SERVICE RECOGNITION WEEK

Mayor Herrod with Council concurrence issued a Proclamation declaring May 2026 as Bike Month and May 14, 2026 as bike to Work Day.

Nicole Lopez Chief Human Resources Officer for the City of Healdsburg thanked the Council for the Proclamation.

CITY MANAGER REPORTS

City Manager Kay reported on items of interest to the City Council.

PUBLIC COMMENTS ON ITEMS ON THE CONSENT CALENDAR AND NON AGENDA ITEMS

Ted Calvert thanked the City Council for various ways to get around town and commented on parking options.

CONSENT CALENDAR

Councilmember Hagele recued from Consent Calendar Item 6C as he lives within one of the Districts.

On a motion by Vice Mayor Edwards, seconded by Councilmember Hagele, approved the Consent Calendar as follows:

A. MONTHLY INVESTMENT REPORT FOR MARCH 2026

Received and approved the Monthly Treasurer’s Investment Report for March 2026. (Ayes 5, Noes 0, Absent – None)

B. APPROVAL OF DISBURSEMENT REPORT FOR WITHDRAWALS DURING THE MONTH OF MARCH 2026

Approved the Disbursement Report for February 2026. (Ayes 5, Noes 0, Absent – None)

C. LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

This item was removed from the Consent Calendar to be voted on separately. (Ayes 5, Noes 0, Absent – None)

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D. MEMORANDUM OF UNDERSTANDING WITH CORAZON HEALDSBURG AND HEALTHCARE FOUNDATION NORTHERN SONOMA COUNTY FOR ABEL DE LUNA COMMUNITY CENTER MULTICULTURAL CENTER AND RESILIENCE HUB TIER 1 PROJECCT

Adopted Resolution No. 36-2026, titled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING A MEMORANDUM OF UNDERSTANDING WITH CORAZON HEALDSBURG AND HEALTHCARE FOUNDATION OF NORTHERN SONOMA COUNTY FOR FUNDRAISING, COMMUNITY ENGAGEMENT, DESIGN AND IMPLEMENTATION OF THE ABEL DE LUNA COMMUNITY CENTER MULTICULTURAL CENTER AND RESILIENCE HUB TIER 1 PROJECT, AND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS ON BEHALF OF THE CITY COUNCIL.” (Ayes 5, Noes 0, Absent – None)

E. PURCHASE OF MEMBRANES FOR TANK AT WATER RECLAMATION FACILITY

Adopted Resolution No. 37-2026, titled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING THE PURCHASE OF WASTEWATER FILTRATION MEMBRANES FROM FILMTEC CORPORATION FOR AN AMOUNT NOT-TO-EXCEED \$323,610; APPROVING THE PURCHASE OF MISCELLANEOUS PARTS PER CITY PURCHASING POLICY UP TO 2.5% OF THE MEMBRANE PURCHASE AMOUNT; FINDING THE ACTION EXEMPT FROM CEQA; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PURCHASE AGREEMENT WITH FILMTEC CORPORATION ON BEHALF OF THE CITY.” (Ayes 5, Noes 0, Absent – None)

F. URBAN COUNTY JOINT POWERS AGREEMENT RENEWAL (2027-2029)

Adopted Resolution No. 38-2026, titled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG RENEWING THE CITY’S MEMBERSHIP IN THE SONOMA COUNTY URBAN COUNTY JOINT POWERS AGREEMENT FOR THE 2027–2029 QUALIFICATION PERIOD FOR PURPOSES OF RECEIVING FEDERAL COMMUNITY DEVELOPMENT FUNDING.” (Ayes 5, Noes 0, Absent – None)

G. APPROVAL OF MINUTES

Approved the April 20, 2026 Regular Meeting Minutes. (Ayes 5, Noes 0, Absent – None)

The motion to approve the Consent Calendar as above carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

City Council/RSA Regular Meeting Minutes
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LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

On a motion by Vice Mayor Edwards, seconded by Councilmember Mitchell adopted Resolution No. 39-2026, titled “RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY APPROVE THE ANNUAL ENGINEER’S REPORT FOR FISCAL YEAR 2026-27 FOR THE CITY OF HEALDSBURG LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND SET THE TIME AND DATE OF THE PUBLIC HEARING.” The motion carried on a roll call vote with Councilmember Hagele abstaining. (Ayes 4, Noes 0, Absent – None, Abstaining – Hagele)

PUBLIC HEARINGS

None.

BUSINESS ITEMS – FOLEY FAMILY COMMUNITY PAVILION PUBLIC ART PROJECT

Arts and Culture Program Administrator Nicoll presented the report.

Mayor Herrod opened the public comment period.

The following members(s) of the public spoke on the item:
 Ted Calvert

Mayor Herrod closed the public comment period.

The Council asked various questions of Ms. Nicoll and Artist Jake Messing.

On a motion by Councilmember Kelley, seconded by Councilmember Hagele, adopted Resolution No. 40-2026, titled “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AWARDED THE FOLEY FAMILY COMMUNITY PAVILION PUBLIC ART PROJECT TO ARTIST JAKE MESSING.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

Mayor Herrod thanked Ms. Nicoll for the presentation.

BUSINESS ITEMS – LOCAL PREFERENCE POLICY FOR AFFORDABLE HOUSING: DISPARATE IMPACT STUDY RESULTS AND DIRECTION ON ORDINANCE FRAMEWORK

Housing Director Sotomayor presented the report.

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Mayor Herrod opened the public comment period.

The following members(s) of the public spoke on the item:
Janice Kern

Mayor Herrod closed the public comment period.

The Council asked questions of Director Sotomayor.

There was Council consensus to make adjustments to the current Local Preference Policy and not move forward with a Local Preference Ordinance.

BUSINESS ITEMS – FISCAL YEAR 2026/2027 CITY COUNCIL GOALS

Assistant City Manager Mitts presented the staff report.

Mayor Herrod opened the public comment period.

The following members(s) of the public spoke on the item:
Tara Jasper

Mayor Herrod closed the public comment period.

The Council asked various questions of Assistant City Manager Mitts and discussed the addition of four new goals for FY 2026/27.

On a motion by Councilmember Hagele, seconded by Councilmember Mitchell, approved the City Council Goals for Fiscal Year 2026/2027 with the addition of the following goals: (1) Identifying a location for sand volleyball courts, (2) Review alternatives to a fireworks show, (3) Have an annual update on the DEI Plan; and (4) Ask the Arts and Culture Commission to establish an annual award.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

BUSINESS ITEMS – APPOINTMENTS OF THE CITY SELECTION COMMITTEE AND MAYORS AND COUNCILMEMBERS’ ASSOCIATION BOARD OF DIRECTORS

City Clerk Allan presented the staff report.

Mayor Herrod opened the public comment period.

There were no public comments on this item.

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On a motion by Vice Mayor Edwards, seconded by Councilmember Hagele, “Directed the Mayor or his Alternate on how to vote at the City Selection Committee on May 14, 2026, and authorized the Mayor or his alternate to vote on any late nominations or recommendations that may be received at the City Selection Meeting.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

COUNCIL REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS REGULAR MEETING/EXPENSE REIMBURSEMENT REPORTS

Councilmembers reported on recent and upcoming activities, including reports from meetings attended.

ADJOURNMENT

There being no further City Council/Redevelopment Successor Agency business to discuss, the meeting was adjourned at approximately 9:05 p.m.

APPROVED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: May 18, 2026

SUBJECT: Electric Vehicle and Electric Panel Rebates

PREPARED BY: Terra Sampson, Utility Conservation Analyst

STRATEGIC INITIATIVE(S):

Pursue Initiatives that Promote Environmental Stewardship

RECOMMENDED ACTION(S):

Adopt a Resolution authorizing new rebate programs for EV Purchases, EV Charger, and Electric Panel Upgrades.

COMMUNITY ENGAGEMENT/OUTREACH:

In October 2023, City Council adopted the Healdsburg Climate Mobilization Strategy (CMS), which included extensive community engagement and outreach activities. This item addresses multiple actions included in the CMS Implementation Plan.

City Council has received the following recent City Council items and presentations related to transportation electrification programs:

- March 6, 2023 - Commercial and Residential Energy Rebate Updates
- May 20, 2024 - Home Energy Load Management Program
- June 17, 2024 - Updated Public Electric Vehicle Charging User Fees for City-Owned Electric Vehicle Charging Stations
- August 19, 2024 - Updated Public Electric Vehicle Charging User Fees for City-Owned Electric Vehicle Charging Stations
- December 2, 2024 - Low Carbon Fuel Standards Equity Programs for Transportation Electrification
- June 2, 2025 - Public Electric Vehicle (EV) Charger Program Participation and Results
- February 2, 2026 - Low Carbon Fuel Standard Program Updates

Staff have engaged in substantial community outreach related to the transportation electrification programs including, but not limited to, social media posts, inclusion in the City Manager's newsletter, emails to past EV program participants, utility bills inserts, direct mailings to EV

owners and all CARE customers, door-to-door outreach, and leveraging ChargePoint video screen features.

BACKGROUND:

The City of Healdsburg adopted a CMS in support of State and Regional greenhouse gas (GHG) reduction goals. The CMS identifies key measures and actions that will be most impactful in reducing GHG emissions and are equitable, feasible, and community driven. The CMS includes an Implementation Plan, which presents the measures and actions to be implemented in the near term.

Several CMS actions revolve around offering electric rebate programs to incentivize Healdsburg residents to help reduce GHG emissions. The current programs include affordable user fees and discounts at City-owned public EV charging stations, EV charger rebates, e-bike rebates, and EV managed charging.

The rebate programs are funded from the State's Low Carbon Fuel Standard and Cap-and-Invest programs. Both are described in more detail below.

The Low Carbon Fuel Standard¹ (LCFS) Program is a State program that aims to reduce emissions generated by transportation fuels. Under the State's LCFS program, as a public utility, Healdsburg earns credits for both an assumed amount of residential EV charging and actual charging completed at the City's public EV charging stations. The City may sell these earned LCFS credits to be used only to benefit transportation electrification, predominately for low-income residents.

Healdsburg is also allocated allowances from the State's Cap-and-Invest² (C&I) program, which proceeds from the sale of allowances must be used for the primary benefit of electric rate payers while reducing GHG emissions. C&I proceeds can be used for GHG reduction programs such as heat pump rebates and building electrification, as well as transportation electrification programs that do not meet the LCFS equity requirements.

Based on City Council direction, new rebate programs for EV Purchases for income-qualified customers, EV Chargers, and Electric Panel Upgrades associated with electrification projects are being recommended. The new rebate programs would align with the following measures from the CMS:

- Measure BE-3: Decarbonize residential building stock by 8% by 2030
- Measure T-4: Increase passenger zero-emission vehicle use and adoption to 30% by 2030

This staff report provides an overview of the recommended new rebate programs.

DISCUSSION/ANALYSIS:

During the February 2, 2026, City Council discussion about LCFS Program updates, City Council

¹ <https://ww2.arb.ca.gov/our-work/programs/low-carbon-fuel-standard>

² <https://ww2.arb.ca.gov/our-work/programs/cap-and-invest-program>

expressed interest in utilizing one-time additional LCFS funds of approximately \$883,333 towards expanding public EV charging sites that meet the LCFS equity requirements. More information about expanding public EV charging sites will be brought to City Council at a later date and is not discussed in this staff report.

Additionally, at the February 2, 2026, City Council meeting, City Council expressed interest in developing/expanding new energy rebate programs. The staff's recommendation regarding these proposed programs is described below and summarized in Appendix B.

EV Purchase Rebate for Income-Qualified Customers

With the federal tax credits for new and used EVs having ended September 30, 2025, staff recommended considering a rebate for EV purchases for Healdsburg low-income individuals and presented questions for City Council consideration during the February 2, 2026, City Council meeting.

Based on the City Council feedback, staff recommend the following key program elements, which are also outlined in the draft rebate application form provided in Appendix C.

- Rebate amount: \$5,000
 - Multiple City Council members expressed interest in exceeding the PG&E rebate amount of \$4,000.
- Maximum allocation: \$250,000 pilot
 - This would allow sufficient funding for 50 rebates to be issued. As the program approaches 50 rebates, staff would return to City Council with a program evaluation and City Council could provide feedback on program updates and further funding allocation.
- Rebate disbursement: Full rebate amount provided at time of rebate application approval
- Pre-owned or new EV eligibility: New or Pre-owned Electric Vehicle or Plug-In Hybrid Electric Vehicle, with a maximum sale price of \$50,000
 - While most City Council members expressed interest in a rebate program for pre-owned EVs, staff recommend allowing both new and pre-owned EVs as eligible for the rebate to increase program flexibility. However, staff recommend including a maximum sale price of \$50,000, which would ensure that the rebate has at least a 10% impact on making the EV purchase more affordable for low-income residents. The vehicle could also be owned or leased.
 - Allowing for both new and pre-owned EVs as eligible would increase choices for low-income residents. For example, there are some EVs that have a relatively approachable new purchase price, such as the Nissan Leaf (approx. \$30,000) or Chevy Bolt (approx. \$29,000), and are even more affordable as pre-owned models (approx. \$10,000-15,000). However, other EVs might only be considered affordable as a pre-owned model.
- Maximum rebate allotment: Limit of two EV rebates per CARE electric account / household

Staff also recommend that the City not require decommissioning of an existing fossil fuel vehicle,

but do require that the new EV and/or its charger be enrolled in the Home Energy Load Management Program for single family home residents and that multi-family residents enroll in the public charging discount. This will provide additional benefits to the low-income residents, as well as enhance the impact of the other EV programs. If a low-income resident is unable to participate in one of the additional programs, such as not having access to a smart phone or home internet, this requirement would be waived for that household.

This rebate offering would fall under the LCFS equity project of “Additional rebates and incentives for low-income individuals beyond existing local, federal and State rebates and incentives for: purchasing or leasing new or previously owned EVs...” This pilot rebate offering can be fully funded with the equivalent value of Healdsburg’s unsold LCFS credits.

Staff will aim to launch the new rebate offering in July 2026.

EV Chargers and Electric Panel Upgrades Associated with Electrification Projects

Healdsburg currently offers a Home EV Charger rebate of up to \$2,000, plus an up to \$2,000 rebate if a panel or service upgrade is needed for the EV charger (up to \$4,000 total). The rebate is *only* for Healdsburg income-qualified customers, and the charger must be enrolled in the Home Energy Load Management Program.

Healdsburg also offers a Multi-Family and Commercial EV Charger rebate of up to \$5,000 per connector. Commercial and multi-family EV chargers can provide access for employees and tenants to charge, especially during the day when there are abundant solar resources.

During the February 2, 2026, City Council meeting, City Council expressed interest in expanding the program to provide EV charger and electric panel upgrade rebates to non-income-qualified customers, and provide electric panel upgrade rebates to support building and transportation electrification.

Electric Panel Upgrade Rebates

Staff have discussed electric panel upgrade rebates with other publicly-owned utilities in Northern California and recommend adding a \$1,000 electric panel upgrade or upsizing rebate, which must be associated with a residential building electrification project rebate (e.g., heat pump HVAC, heat pump water heater, electric cooking) or with residential electric vehicle charging. This rebate would not have an income requirement. ³

Electric panel upgrades that occur before the electrification project could be eligible for the rebate but would not be approved until proof of the associated electrification project is provided. Staff will also communicate information about alternatives to panel upgrades that can save residents money and potentially mitigate the need for a panel upsizing, for which the SwitchIsOn.org recently released a new resource hub⁴. For example, switching to a combination clothes washer

³ Note: Income-qualified residents would still be eligible for the current up to \$2,000 panel or service upgrade rebate associated with a qualified EV charger. For panel upgrades associated with building electrification, income-qualified residents would be eligible for the new up to \$1,000 panel upgrade rebate.

⁴ www.switchison.org/electric-panels

and heat pump dryer⁵, could free up the previous clothes dryer capacity to be used for a different electrification purpose.

EV Charger Rebate

The Home EV Charger rebate for CARE customers was originally developed to facilitate participation in the Home Energy Load Management Program by providing a way for older or less advanced EVs to enroll in the Home Energy Load Management Program. Many new EV purchases may come with an included charger from the manufacturer and/or many newer EVs have scheduling and charge management capabilities built into the vehicle itself, allowing for direct connection to the Home Energy Load Management Program. However, not all EV manufacturer brands allow direct connection to the Home Energy Load Management Program. For this reason, and to support transportation electrification throughout Healdsburg staff recommend adding a \$500 EV Charger rebate for non-income-qualified customers,⁶ that install an EV charger compatible with the Home Energy Load Management Program and enroll it in the program. The Home Energy Load Management Program helps to reduce peak demands on the electric system and mitigate impacts from EV charging on the grid.

Electric panel upgrade rebates associated with electrification projects and EV Charger rebates that do not meet the LCFS equity requirements can be funded by C&I funds, which has sufficient funding to support these new rebate programs. Draft rebate application forms are provided as Appendix C.

Staff will aim to launch the new rebate offerings in July 2026.

Administrative Support

Healdsburg Electric currently works with Efficiency Services Group (ESG) to provide administrative and technical support for the City's commercial energy efficiency programs and low-income programs. The current professional services agreement, authorized by Resolutions 2020-61, 2023-30 and 2024-30, ends on June 30, 2026. ESG is familiar with the City and its customer base as well as regional energy efficiency programs and has experience supporting electric transportation rebate programs.

Adding new rebate programs creates increased City staff demands, which ESG can also provide administrative and technical support for the City's transportation electrification energy programs. The existing ESG contract has sufficient funds remaining to complete a no-cost time extension and minor scope update to include additional energy program support services. Staff recommend the existing ESG contract be extended to June 30, 2028, which the City Manager has authority to execute a needed, no-cost contract extension with ESG.

ENVIRONMENTAL STEWARDSHIP:

The CMS sets a goal of 30% EV adoption for passenger vehicles by 2030, which would reduce GHG emissions by 7,636 MT CO₂e. The CMS also sets a goal of 8% decarbonization of residential buildings by 2030, which would reduce GHG emissions by 812 MT CO₂e.

⁵ <https://homes.rewiringamerica.org/articles/electric-clothes-dryer/washer-heat-pump-dryer-combo>

Note: Income-qualified residents would still be eligible for the current up to \$2,000 qualified EV charger rebate.

ALTERNATIVES:

City Council could choose not to authorize the new rebate programs and provide further direction to staff regarding rebate programs for EV Purchases, EV Chargers, and Electric Panel Upgrades.

FISCAL IMPACT:

Low Carbon Fuel Standard credits, which must be used predominately for equity transportation electrification, will be used to fund the EV Purchase Rebate for income-qualified customers, with a maximum pilot program allocation of \$250,000.

Cap-and-Invest funds, which must for used for the benefit of electric rate payers while reducing GHG emissions, will be used to fund the Electric Panel Upgrade Rebate for associated electrification projects and non-equity EV Charger rebates. There is sufficient funding allocated to energy rebate programs in the Fiscal Year 2025-2026 Adopted Budget and staff will include sufficient budget to cover the new rebate offering in the upcoming biennial budget.

Actual program costs will highly depend on customer participation.

ENVIRONMENTAL ANALYSIS:

Authorizing new energy rebate programs are not subject to the California Environmental Quality Act (CEQA) because this action is not considered a project as defined by CEQA since the project will not have a direct or reasonably foreseeable indirect impact on the environment.

ATTACHMENT(S):

Resolution

Summary of New and Expanded Energy Programs

DRAFT Rebate Applications

CITY OF HEALDSBURG

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HEALDSBURG AUTHORIZING NEW REBATE PROGRAMS
FOR ELECTRIC VEHICLE PURCHASES, EV CHARGERS,
AND ELECTRIC PANEL UPGRADES

WHEREAS, the City of Healdsburg owns and operates a publicly owned electric utility;
and

WHEREAS, in 2012 the State of California established a Cap-and-Trade (now Cap-and-Invest) program to limit carbon emissions within California; and

WHEREAS, California's Cap-and-Invest Program annually provides freely allocated allowances to Healdsburg Electric Utility, with the requirement that the value of allowances must be used to benefit electric ratepayers while reducing greenhouse gas emissions; and

WHEREAS, Healdsburg also participates in the State's Low Carbon Fuel Standard (LCFS) program and receives ongoing credits where the value of the credits must be used for transportation electrification; and

WHEREAS, the LCFS program requires that credit proceeds predominantly be spent on equity projects for the primary benefit of low-income individuals and communities; and

WHEREAS, Healdsburg has adopted a Climate Mobilization Strategy (CMS) in support of State and Regional greenhouse gas (GHG) reduction goals; and

WHEREAS, the CMS Implementation Plan includes multiple actions for electric vehicle (EV) use, adoption, and load management and for building decarbonization; and

WHEREAS, the CMS also includes goals for 30-40% transportation electrification; and

WHEREAS, the CMS also includes goals for 5-8% building decarbonization; and

WHEREAS, a new rebate program for EV Purchases for income-qualified customers funded by LCFS credit proceeds will support transportation electrification targets and support low-income residents; and

WHEREAS, a new rebate program for Electric Panel Upgrades associated with electrification projects for residential electric customers funded by Cap-and-Invest allowance proceeds will support transportation electrification and building decarbonization targets; and

WHEREAS, a new rebate program for EV Chargers, in addition to the current CARE-only EV Charger rebate funded by LCFS credit proceeds, will further facilitate participation in the

Resolution No. -2026
Page 2

Home Energy Load Management Program and support transportation electrification in Healdsburg; and

WHEREAS, adding new rebate programs creates increased City staff demands; and

WHEREAS, Efficiency Services Group (ESG) currently provides administration, field services, and technical support for the City’s commercial and low-income energy programs, and ESG has experience supporting electric transportation rebate programs; and

WHEREAS, the current professional services agreement, authorized by Resolutions 2020-61, 2023-30 and 2024-30, ends on June 30, 2026; and

WHEREAS, the City Manager has authority to execute a needed, no-cost contract extension with ESG.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg does hereby:

- 1. Find that authorizing new energy rebate programs is not considered a project as defined by the California Environmental Quality Act (CEQA) since the action is administrative in nature and will not have a direct or reasonably foreseeable indirect impact on the environment.
- 2. Direct staff to develop and implement new energy rebate programs consistent with the key elements discussed in the staff report and outlined in Appendix B.
- 3. Delegate authority to staff to make administrative updates to Healdsburg’s rebate programs as necessary to ensure program success and effectiveness.

PASSED, APPROVED, AND ADOPTED this 18th day of May 2026 by the following vote:

SO ORDERED:

ATTEST:

J. Chris Herrod, Mayor

Raina Allan, City Clerk

Appendix B. Summary of Proposed New and Expanded Energy Rebate Programs

Low Carbon Fuel Standard (LCFS) credit proceeds funding must be used on transportation electrification, and predominately for the primary benefit of low-income individuals and communities. Cap-and-Invest (C&I) proceeds from the sale of allocated allowances must be used for the primary benefit of electric rate payers while reducing GHG emissions.

The table below summarizes proposed new and expanded energy rebate programs, as well as existing transportation electrification programs.

Program	Amount	Status	Description/Notes	Major Changes
EV Purchase Rebate	Up to \$5,000 (\$250,000 initial pilot budget)	Proposed	Only for Healdsburg low-income individuals; New or Pre-owned Electric Vehicle or Plug-In Hybrid Electric Vehicle, with a maximum sale price of \$50,000; Must enroll in Home Energy Load Management Program or Public Charging Discount	New
Home Electric Panel Rebate	Up to \$1,000	Proposed	Must be associated with a building electrification project rebate (e.g., heat pump HVAC, heat pump water heater, electric cooking) or with electric vehicle charging	New
Home EV Charger Rebate (Non-income-qualified)	Up to \$500	Proposed	Charger must be compatible with and enroll in Home Energy Load Management Program	New
Home EV Charger Rebate (Income-qualified)	Up to \$2,000 plus additional up to \$2,000 if panel/service upgrade needed	Active, Authorized in 55-2024, 139-2024 & 11-2026	Only for Healdsburg low-income individuals; Charger must be compatible with and enroll in Home Energy Load Management Program	None
Discount on User Fees at City-Owned Public EV Chargers	50% discount, with 'promotional offers' and 'referral incentives' as needed to	Active, Authorized in 98-2024 & 11-2026	Only for Healdsburg low-income individuals	None

	increase participation			
Commercial & Multi-Family EV Charger Rebate	Up to \$5,000 per connector	Active, Authorized as part of 30-2023 & in 11-2026	Available to all Healdsburg commercial and multi-family customers; Only for existing buildings or new construction that exceeds building code; Level 2 and Level 3 chargers are eligible	None
E-Bike Rebate (Non-income-qualified)	Up to \$300 or \$400	Active, Authorized in 118-2020	Rebate amount varies based on purchase location; Only 1 per household / electric account	None
E-Bike Rebate (Income-qualified)	Up to \$1,000	Active, Authorized in 118-2020 & 11-2026	Only 2 per household electric account (income-qualified)	None



Electric Vehicle (EV) Purchase & Charger Rebate Application for CARE Customers

Please complete application, sign, and date.
All information is required to process rebate(s).

CUSTOMER INFORMATION

Utility Account # (if known)		Full Name	
Phone		Email	
Address			
City		State	Zip
Property Occupied by:	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Occupant Name (if different)	
Mailing Address (if different)			
City		State	Zip

Rebate applications must be submitted within **six (6) months** of purchase to qualify. Mail or email completed rebate application, copies of all invoices/receipts, W-9 form, and additional qualification information (if applicable) to the address below. Allow 6-10 weeks for processing.

City of Healdsburg
Attn: Conservation
401 Grove Street
Healdsburg, CA 95448-4723
Email: conservation@healdsburg.gov

REBATE REQUIREMENTS AND AMOUNTS

Equipment Type	Pre-Existing Condition	Final Condition	Rebate per Unit
Electric Vehicle (EV)	Not Applicable	New or Pre-owned Electric Vehicle or Plug-In Hybrid Electric Vehicle, with a maximum sale price of \$50,000	Up to \$5,000
EV Charger	Electric Vehicle without an existing 240-volt outlet and/or home charger available, or electric vehicle that cannot be directly managed by Optiwatt for participation in Home Energy Load Management Program	New ENERGY STAR® EV charger that is supported by Optiwatt (internet-connected ChargePoint)	Up to \$2,000 (Additional up to \$2,000 may be approved, if panel or service upgrade is required to accommodate new EV charger)

Applicants must have an active Healdsburg residential electric account and **must be a current CARE income-qualified customer**. Limit of two EV rebates and one EV Charger rebate per Healdsburg electric account.

Vehicle must be registered with DMV to the utility account holder name and address that qualifies for the CARE program. If the name listed on the vehicle registration does not match the utility account holder name, CARE application materials will be reviewed and additional documentation may be required showing that the vehicle owner lives at the address that qualifies for the CARE program.

EV may be leased or owned. EV must be sold from a licensed dealership, third-party auto seller, or private seller.

Rebates will not exceed 100% of the purchase or installed cost, including any other incentives received.

EV Charger rebates are only for existing buildings. New construction does not qualify. For rental units, EV Charger rebate may be issued to property owner provided the current tenant household meets the eligibility requirements. Multi-family property owners should refer to the Commercial EV Charger rebate program.

It is the responsibility of the vehicle owner to maintain their vehicle, follow all traffic laws, and meet all State and Department of Motor Vehicle requirements.

Provide all documentation requested for the pre-existing and new equipment.

Permits are required for most electrical, gas, mechanical, or plumbing work (such as EV charger installation). Please contact the Building Department at 707-431-3348 to apply for a permit. Permit receipts may be included with the rebate application as part of project costs.

Electric panel upgrade to support electrification may be more than 6 months old, if the connected electrification project is within the 6-month rebate application period. Limit of 1 electric panel rebate per electric account.

Contact us with any questions related to eligibility prior to making your purchase. Please discuss with us ahead of time if your household meets the CARE program requirements but you are not the utility account holder (e.g., apartment complex with a master meter, property where landlord holds the utility account, etc.).

EV Purchase Rebate offering is a pilot project, and will be evaluated prior to allocating additional funding.

The City is not responsible for any taxes that customers may incur as a result of participation in the program. Please consult your tax advisor with questions or concerns.

By providing your email address you consent to receiving updates regarding conservation and sustainability programs. You may unsubscribe at any time.

For questions about these rebates, please contact Efficiency Services Group at rebate@esgroupplc.com or 1-855-516-2105.

PRE-EXISTING EQUIPMENT	BRAND	MODEL	AGE (YEARS)	STATUS <input type="checkbox"/> Replaced/sold <input type="checkbox"/> Still in possession <input type="checkbox"/> No previous vehicle
Vehicle (if applicable)				
NEW EQUIPMENT	BRAND	MODEL	DOCUMENTATION	
Electric Vehicle or Plug-In Hybrid Electric Vehicle			<input type="checkbox"/> Paid invoice showing sale price <input type="checkbox"/> DMV Bill of Sale <input type="checkbox"/> Current EV registration with DMV (showing vehicle registered to address that qualifies for CARE program)	
PRE-EXISTING EQUIPMENT	BRAND	MODEL	AGE (YEARS)	240V Outlet
EV Charger (if applicable)				<input type="checkbox"/> Already present <input type="checkbox"/> Installed <input type="checkbox"/> None
NEW EQUIPMENT	BRAND	MODEL NUMBER	DOCUMENTATION	
ENERGY STAR® EV Charger (supported by Optiwatt: internet-connected ChargePoint)			<input type="checkbox"/> ENERGY STAR® proof <input type="checkbox"/> Receipt <input type="checkbox"/> Current EV registration <input type="checkbox"/> Before and after installation photos <input type="checkbox"/> Final permit For additional panel or service upgrade rebate: <input type="checkbox"/> Permit checklist indicating that panel or service upgrade was required for EV Charger installation (<i>question #2 on EV charger permit checklist</i>) <input type="checkbox"/> Panel or service upgrade receipt	

(Required) I attest that my household is enrolled in the Healdsburg CARE income-qualified program.

(Required) Select 1 of the options below:

Single Family Home: Check this box to pledge that you will enroll the EV and/or its charger in the Home Energy Load Management Program within 1 month of rebate approval.

Multi-Family Apartment or Single Family Home: Check this box to pledge that you will enroll in the Public EV Charging Discount within 1 month of rebate approval.

Follow instructions at www.SmartLivingHealdsburg.org to enroll in the relevant program.

Upon signing this agreement, customer acknowledges the following:

City of Healdsburg (City) reserves the right to follow up on ownership and to inspect completed work and installed measures. Rebates will be paid only on measures that meet City specifications. Customer certifies that they are familiar with, and agree to, the standards regarding this program. City disclaims any warranty, whether expressed or implied, for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with the measures. City will not accept any liability resulting from participation in this program. This rebate offer may be changed or discontinued at any time by City.

I understand the above and certify that I am a customer of City and that the eligible energy measures were purchased for and/or installed at the location indicated on this application.

CUSTOMER SIGNATURE _____ **DATE** _____

FUNDING INFORMATION	
Were any other incentives utilized, or will they be? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please fill out the applicable information below.	
FUNDING PROGRAM	INCENTIVE AMOUNT RECIEVED
Alternative Fuel Vehicle Refueling Property Credit (afdc.energy.gov/laws/10513)	
Driving Clean Assistance Program (drivingcleanca.org/)	
Consumer Assistance Program – Vehicle Retirement (bar.ca.gov/cap/retirement)	
Other:	



Electric Vehicle (EV) Charger & Panel Residential Energy Rebate Application

Please complete application, sign, and date.
All information is required to process rebate(s).

CUSTOMER INFORMATION

Utility Account # (if known)		Full Name			
Phone		Email			
Address					
City		State		Zip	
Property Occupied by:	<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner	Occupant Name (if different)		
Mailing Address (if different)					
City		State		Zip	

Rebate applications must be submitted within **six (6) months** of purchase to qualify. Mail or email completed rebate application, copies of all invoices/receipts, W-9 form, and additional qualification information (if applicable) to the address below. Allow 6-10 weeks for processing.

City of Healdsburg
Attn: Conservation
401 Grove Street
Healdsburg, CA 95448-4723
Email: conservation@healdsburg.gov

REBATE REQUIREMENTS AND AMOUNTS

Equipment Type	Pre-Existing Condition	Final Condition	Rebate per Unit
EV Charger	Electric Vehicle without an existing 240-volt outlet and/or home charger available, or electric vehicle that cannot be directly managed by Optiwatt for participation in Home Energy Load Management Program	New ENERGY STAR® EV charger that is supported by Optiwatt (internet-connected ChargePoint)	Up to \$500
Electric Panel	Existing electric panel or service less than 200 amps that cannot support electrification	Upgraded or upsized electric panel (<i>must be associated with EV charging</i>)	Up to \$1,000

Applicants must have an active Healdsburg electric account.
Rebates will not exceed 50% of the installed cost, including any other incentives received.
Limit of 1 EV charger rebate and 1 electric panel rebate per electric account
EV Charger and electric panel rebates are only for existing buildings. New construction does not qualify.
Multi-family property owners should refer to the Commercial EV Charger rebate program. Households that meet the CARE income qualifications should refer to the CARE EV rebate programs.
Provide all documentation requested for the pre-existing and new equipment.
Permits are required for most electrical, gas, mechanical, or plumbing work (such as EV charger installation). Please contact the Building Department at 707-431-3348 to apply for a permit. Permit receipts may be included with the rebate application as part of project costs.
Electric panel upgrade to support electrification may be more than 6 months old, if the EV charging project is within the 6-month rebate application period. Electric panel rebate must be associated with EV charging, but does not have to be associated with a rebated charger.
Contact us with any questions related to eligibility prior to making your purchase.
The City is not responsible for any taxes that customers may incur as a result of participation in the program. Please consult your tax advisor with questions or concerns.
By providing your email address you consent to receiving updates regarding conservation and sustainability programs. You may unsubscribe at any time.
For questions about these rebates, please contact Efficiency Services Group at rebate@esgroupllc.com or 1-855-516-2105.

PRE-EXISTING EQUIPMENT	BRAND	MODEL	AGE (YEARS)	240V Outlet Item 8.a
EV Charger (if applicable)				<input type="checkbox"/> Already present <input type="checkbox"/> Installed <input type="checkbox"/> None
NEW EQUIPMENT	BRAND	MODEL	DOCUMENTATION	
ENERGY STAR® EV Charger (supported by Optiwatt: internet-connected ChargePoint)			<input type="checkbox"/> ENERGY STAR® proof <input type="checkbox"/> Receipt <input type="checkbox"/> Current EV registration <input type="checkbox"/> Before and after installation photos <input type="checkbox"/> Final permit	
PRE-EXISTING EQUIPMENT	BRAND	SIZE (AMPS)	AGE (YEARS)	STATUS
Electric Panel				<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning
NEW EQUIPMENT	BRAND	SIZE (AMPS)	DOCUMENTATION	
Upgraded or Upsized Electric Panel <input type="checkbox"/> I considered alternative options before upsizing my panel. Learn more here: www.switchison.org/electric-panels			<input type="checkbox"/> Receipt <input type="checkbox"/> Final permit <input type="checkbox"/> Proof of associated electrification project <input type="checkbox"/> Reason for upgrade: _____	

(Required) Check this box to pledge that you will enroll the EV and/or its charger in the Home Energy Load Management Program within 1 month of rebate approval.

Follow instructions at www.SmartLivingHealdsburg.org to enroll in the program.

Upon signing this agreement, customer acknowledges the following:

City of Healdsburg (City) reserves the right to follow up on ownership and to inspect completed work and installed measures. Rebates will be paid only on measures that meet City specifications. Customer certifies that they are familiar with, and agree to, the standards regarding this program. City disclaims any warranty, whether expressed or implied, for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with the measures. City will not accept any liability resulting from participation in this program. This rebate offer may be changed or discontinued at any time by City.

I understand the above and certify that I am a customer of City and that the eligible energy measures were installed at the location indicated on this application.

CUSTOMER SIGNATURE _____ **DATE** _____

FUNDING INFORMATION

Were any other incentives utilized, or will they be? Yes No If Yes, please fill out the applicable information below.

FUNDING PROGRAM	INCENTIVE AMOUNT RECEIVED
Alternative Fuel Vehicle Refueling Property Credit (afdc.energy.gov/laws/10513)	
Driving Clean Assistance Program (drivingcleanca.org/)	
Other:	



Residential Equipment Energy Rebate Application

Please complete application, sign, and date.
All information is required to process rebate(s).

CUSTOMER INFORMATION

Utility Account # (if known)		Full Name	
Phone		Email	
Installation Address			
City		State	Zip
Property Occupied by:	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Occupant Name (if different)	
Mailing Address (if different)			
City		State	Zip
Property Type	<input type="checkbox"/> Site Built Home <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <i>(as determined by the County Assessor)</i>		

Rebate applications must be submitted within six (6) months of installation to qualify. Mail or email completed rebate application, copies of all invoices/receipts, and additional qualification information (if applicable) to the address below. Allow 6-10 weeks for processing.

City of Healdsburg
Attn: Conservation
401 Grove Street
Healdsburg, CA 95448-4723
Email: conservation@healdsburg.gov

REBATE REQUIREMENTS AND AMOUNTS

Equipment Type	Pre-Existing Condition	Final Condition	Rebate per Unit
Heat Pump Clothes Dryer	Standard efficiency gas or electric unit, or new construction	*New Electric ENERGY STAR® certified unit with 4.50 Combined Energy Factor minimum	\$75 new construction or existing electric \$175 existing gas converting to electric
Heat Pump Water Heater	Standard efficiency gas or electric unit, or new construction	*New ENERGY STAR® certified unit with 3.30 Uniform Energy Factor minimum	\$500 new construction, existing electric heater, or with gas back up \$2,000 existing gas converting to electric
Heat Pump Pool Heater	Existing natural gas pool heater	*New heater with 5.8 Coefficient of Performance minimum and proof of pool cover	\$1,000 <i>(existing electric pool heater replacements and new construction are not eligible)</i>
Electric Cooktop	Existing natural gas range, or new construction	*New ENERGY STAR® electric range/cooktop with either induction cooktop or electric resistance cooktop	\$500 <i>(must have 4-5 burners; existing electric cooktop replacements are not eligible)</i>
Electric Panel	Existing electric panel or service less than 200 amps that cannot support electrification	Upgraded or upsized electric panel <i>(must be associated with an electrification project rebate above)</i>	Up to \$1,000
Clothes Washer	Standard efficiency unit with electric or gas hot water heat, or new construction	New front-loading Only ENERGY STAR® <u>Most Efficient</u> certified unit	\$75

Applicants must have an active Healdsburg electric account.

Rebates will not exceed 50% of the installed cost, including any other incentives received. For CARE customers, rebates will not exceed 100% of the installed cost, including any other incentives received.

Total rebates per site will not exceed \$10,000. For multi-family, total rebates per site will not exceed \$50,000 (Contact the Conservation Program to request pre-approval for a rebate exceeding \$50,000 for existing income-qualified multi-family properties switching from natural gas to electric appliances). Permits are required for most electrical, gas, mechanical, or plumbing work (such as HVAC, water heater, windows, or electrical panel replacements). Please contact the Building Department at 707-431-3348 to apply for an over-the-counter permit.

Existing equipment brand and model numbers are required, in addition to new equipment brand and model numbers.

Electric panel upgrade to support electrification may be more than 6 months old, if the connected electrification project is within the 6-month rebate application period. Limit of 1 electric panel rebate per electric account, and only for existing buildings (new construction does not qualify).

*Newly installed electric appliance must remain in service for minimum of 10 years and gas service must be disconnected from the appliance. Photos showing capped gas line must be included with application and supporting documentation.

Small commercial buildings (5,000 sq ft or less) are also encouraged to apply for these rebates.

By providing your email address you consent to receiving updates regarding conservation and sustainability programs. You may unsubscribe at any time.

PRE-EXISTING EQUIPMENT		BRAND	MODEL NUMBER	AGE (YEARS)	STATUS
Existing Clothes Washer					<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning <input type="checkbox"/> None
NEW EQUIPMENT		BRAND	MODEL NUMBER	DOCUMENTATION	
ENERGY STAR® Most Efficient Clothes Washer (check qualification at bit.ly/CoHQualifyingClothesWashers) Water heat: <input type="checkbox"/> Electric <input type="checkbox"/> Gas Clothes dryer: <input type="checkbox"/> Electric <input type="checkbox"/> Gas				<input type="checkbox"/> ENERGY STAR® Most Efficient proof <input type="checkbox"/> Receipt	
PRE-EXISTING EQUIPMENT		BRAND	MODEL NUMBER	AGE (YEARS)	STATUS
Existing Clothes Dryer <input type="checkbox"/> Electric <input type="checkbox"/> Gas					<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning <input type="checkbox"/> None
NEW EQUIPMENT		BRAND	MODEL NUMBER	DOCUMENTATION	
ENERGY STAR® Heat Pump Clothes Dryer <i>New Dryer must be electric to qualify.</i>				<input type="checkbox"/> ENERGY STAR® proof <input type="checkbox"/> Receipt <input type="checkbox"/> Before and after installation photos if converting from gas to electric	
PRE-EXISTING EQUIPMENT	GALLONS	BRAND	MODEL NUMBER	AGE (YEARS)	STATUS
Hot Water Heater <input type="checkbox"/> Electric <input type="checkbox"/> Gas					<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning <input type="checkbox"/> None
NEW EQUIPMENT	GALLONS	BRAND	MODEL NUMBER	DOCUMENTATION	
ENERGY STAR® Heat Pump Water Heater				<input type="checkbox"/> ENERGY STAR® proof <input type="checkbox"/> Receipt <input type="checkbox"/> Final permit <input type="checkbox"/> Before and after installation photos if converting from gas to electric	
PRE-EXISTING EQUIPMENT		BRAND	MODEL NUMBER	AGE (YEARS)	STATUS
Natural gas range/cooktop					<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning <input type="checkbox"/> None
NEW EQUIPMENT		BRAND	MODEL NUMBER	DOCUMENTATION	
ENERGY STAR® Electric Cooktop <input type="checkbox"/> Induction <input type="checkbox"/> Electric Resistance				<input type="checkbox"/> Receipt <input type="checkbox"/> Final permit, if electrical work completed <input type="checkbox"/> Before and after installation photos	
PRE-EXISTING EQUIPMENT		BRAND	MODEL NUMBER	AGE (YEARS)	STATUS
Gas pool heater					<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning <input type="checkbox"/> None
NEW EQUIPMENT		BRAND	MODEL NUMBER	DOCUMENTATION	
Heat Pump Pool Heater				<input type="checkbox"/> Receipt <input type="checkbox"/> Final permit <input type="checkbox"/> Before and after installation photos <input type="checkbox"/> Proof of pool cover	
PRE-EXISTING EQUIPMENT		BRAND	SIZE (AMPS)	AGE (YEARS)	STATUS
Electric Panel					<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning
NEW EQUIPMENT		BRAND	SIZE (AMPS)	DOCUMENTATION	
Upgraded or Upsized Electric Panel <input type="checkbox"/> I considered alternative options before upsizing my panel. Learn more here: www.switchison.org/electric-panels				<input type="checkbox"/> Receipt <input type="checkbox"/> Final permit <input type="checkbox"/> Proof of associated electrificaiton project <input type="checkbox"/> Reason for upgrade: _____	

Item 8.a

Upon signing this agreement, customer acknowledges the following:

City of Healdsburg (City) reserves the right to inspect completed work and installed measures. Rebates will be paid only on work that meets City specifications. Customer certifies that they are familiar with, and agree to, the standards regarding this program. City disclaims any warranty, whether expressed or implied, for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with the measures. City will not accept any liability resulting from participation in this program. This rebate offer may be changed or discontinued at any time by City.

I understand the above and certify that I am a customer of City and that the eligible energy efficiency measures were installed at the location indicated on this application.

CUSTOMER SIGNATURE _____ **DATE** _____

DRAFT



Residential HVAC Improvement Energy Rebate Application

Please complete application, sign, and date.
All information is required to process rebate(s).

CUSTOMER INFORMATION

Utility Account # (if known)		Full Name	
Phone		Email	
Installation Address			
City		State	Zip
Property Occupied by:	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	Occupant Name (if different)	
Mailing Address (if different)			
City		State	Zip
Property Type	<input type="checkbox"/> Site Built Home <input type="checkbox"/> Commercial <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Multi-Family (as determined by the County Assessor) <input type="checkbox"/> Other _____		
Year Built		Square Footage (conditioned space only)	

Rebate applications must be submitted within six (6) months of installation to qualify. Mail or email completed rebate application, copies of all invoices/receipts, and additional qualification information (if applicable) to the address below. Allow 6-10 weeks for processing.

City of Healdsburg
Attn: Conservation
401 Grove Street
Healdsburg, CA 95448-4723
Email: conservation@healdsburg.gov

REBATE REQUIREMENTS AND AMOUNTS

Equipment Type	Pre-Existing Condition	Final Condition	Rebate per Unit
Air Source Heat Pump HVAC	Standard efficiency unit electric or gas heat, or new construction	AHRI Certified with 16 SEER2 and 8 HSPF2 minimum)	\$500 new construction, existing electric heat, or with gas back up (per household/electric account) *\$2,000 existing gas heat converting to heat pump (per household/electric account)
Electric Panel	Existing electric panel or service less than 200 amps that cannot support electrification	Upgraded or upsized electric panel (must be associated with an electrification project rebate above)	Up to \$1,000
Attic Insulation Retrofit	Existing building	Final Insulation R-Value R-44 or Greater (Must add at least R-11 to existing insulation)	\$0.50 per sq. ft.
Wall Insulation Retrofit	Built before 1988 with existing R-value of R-0	Final Insulation R-Value R-13 or Greater	\$1 per sq. ft.

Applicants must have an active Healdsburg electric account.
Insulation rebates apply to existing buildings only, and cannot be part of a major remodel or retrofit with code requirements. Rebates will not exceed 50% of the installed cost, including any other incentives received. For CARE customers, rebates will not exceed 100% of the installed cost, including any other incentives received.
Total rebates per site will not exceed \$10,000. For multi-family, total rebates per site will not exceed \$50,000 (Contact the Conservation Program to request pre-approval for a rebate exceeding \$50,000 for existing income-qualified multi-family properties switching from natural gas to electric appliances). Permits are required for most electrical, gas, mechanical, or plumbing work (such as HVAC, water heater, windows, insulation, or electrical panel replacements). Please contact the Building Department at 707-431-3348 to apply for an over-the-counter permit.
Small commercial buildings (5,000 sq. ft. or less) are also encouraged to apply for these rebates.
Existing equipment brand and model numbers are required, in addition to new equipment brand and model numbers.
Heat pump must be new and certified by the Air Conditioning, Heating and Refrigeration Institute (AHRI): <https://www.ahridirectory.org/Search/SearchHome>.
Electric panel upgrade to support electrification may be more than 6 months old, if the connected electrification project is within the 6-month rebate application period. Limit of 1 electric panel rebate per electric account, and only for existing buildings (new construction does not qualify).
*Newly installed electric heat pump must remain in service for minimum of 10 years and gas service must be disconnected from equipment. Photos showing capped gas line must be included with application and supporting documentation.
Final invoice or documentation stating existing and final R-value, and square footage is required for insulation projects.
By providing your email address you consent to receiving updates regarding conservation and sustainability programs. You may unsubscribe at any time.

PRE-EXISTING HEATING INFORMATION

Item 8.a

- Gas Forced Air Furnace Electric Forced Air Furnace Air Source Heat Pump
 Gas Overhead/Wall Furnace Electric Baseboard/Ceiling/Wall Other: _____ None

PRE-EXISTING COOLING INFORMATION

- Central Air Conditioning Portable/Window Air Conditioner Qty: ____ Other: _____ None

CONTRACTOR INFORMATION

Company Name		Contact Name	
Business Phone		Email	
Street Address, City and Zip Code			

PRE-EXISTING EQUIPMENT	BRAND	MODEL NUMBER	AGE (YEARS)	STATUS
Heating System <input type="checkbox"/> Electric <input type="checkbox"/> Gas				<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning <input type="checkbox"/> None

NEW EQUIPMENT	BRAND	OUTDOOR MODEL NUMBER	DOCUMENTATION
Heat Pump <input type="checkbox"/> Ductless <input type="checkbox"/> Ducted			<input type="checkbox"/> AHRI certificate included <input type="checkbox"/> Receipt/Invoice included <input type="checkbox"/> Final permit included <input type="checkbox"/> Before and after installation photos, if converting from gas to heat pump
	INDOOR MODEL NUMBER		

PRE-EXISTING EQUIPMENT	BRAND	SIZE (AMPS)	AGE (YEARS)	STATUS
Electric Panel				<input type="checkbox"/> Functioning <input type="checkbox"/> Non-functioning

NEW EQUIPMENT	BRAND	SIZE (AMPS)	DOCUMENTATION
Upgraded or Upsized Electric Panel <input type="checkbox"/> I considered alternative options before upsizing my panel. Learn more here: www.switchison.org/electric-panels			<input type="checkbox"/> Receipt <input type="checkbox"/> Final permit <input type="checkbox"/> Proof of associated electrification project <input type="checkbox"/> Reason for upgrade: _____

INSULATION AND WINDOWS

	SQUARE FOOTAGE OF INSULATION INSTALLED	PRE-EXISTING R-VALUE	FINAL R-VALUE	DOCUMENTATION
Ceiling/Attic Insulation				<input type="checkbox"/> Receipt/Invoice included <input type="checkbox"/> Final permit included
Wall Insulation				<input type="checkbox"/> Receipt/Invoice included <input type="checkbox"/> Final permit included

If applying for a Heat Pump HVAC Rebate, please check this box if you would like to be switched to the D4 All Electric rate. By checking this box, you certify that **1)** you are currently on the D1 tier rate and **2)** you now have permanently installed electric heat as your primary source of space heating (e.g., no natural gas or propane furnace). Find out more about electric rates here: www.healdsburg.gov/electricrates.

Upon signing this agreement, customer acknowledges the following:

City of Healdsburg (City) reserves the right to inspect completed work and installed measures. Rebates will be paid only on work that meets City specifications. Customer certifies that they are familiar with, and agree to, the standards regarding this program. City disclaims any warranty, whether expressed or implied, for any materials or labor associated with installation, maintenance, repair, or any energy savings associated with the measures. City will not accept any liability resulting from participation in this program. This rebate offer may be changed or discontinued at any time by City.

I understand the above and certify that I am a customer of City and that the eligible energy efficiency measures were installed at the location indicated on this application.

CUSTOMER SIGNATURE _____ **DATE** _____



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: May 18, 2026

SUBJECT: Presentation: Space Utilization and Condition Assessment Study at the City of Healdsburg Fire and Police Stations

PREPARED BY: Tyler Kettmann, Central Services Manager

STRATEGIC INITIATIVE(S):
Maintain and Improve Infrastructure and Facilities

RECOMMENDED ACTION(S):
Receive a Presentation from staff detailing the results of the Space Utilization and Condition Assessment Study at the City of Healdsburg Fire and Police Stations.

COMMUNITY ENGAGEMENT/OUTREACH:
This item will be presented at a public City Council meeting with an opportunity for public comment.

BACKGROUND:
On March 17, 2025, City Council adopted a Resolution approving a Professional Services Agreement (PSA) with The KPA Group to develop a Space Utilization and Condition Assessment Study (the, “Study”) for City-owned facilities and authorized the City Manager to execute the Agreement on behalf of the City. On April 7, 2025, The City executed a PSA with the KPA Group and began working with them to complete the Space Utilization and Condition Assessment Study process.

The purpose of the Study is twofold. First, to provide an analysis of and recommendations for changes to the internal configuration of the facilities to maximize effective usage of space by the City staff. Second, to assess the relative condition of the facilities and develop a prioritized schedule of corrective work and preventative maintenance items. The resulting Study includes a formal report, conceptual designs, timeline, and cost estimates that address both limitations and opportunities for reconfiguring the space to better meet current and future needs.

Staff will present the results of the Study to City Council and have attached the complete document to this staff report.

DISCUSSION/ANALYSIS:

Staff and KPA began the Study process with comprehensive building condition assessments. The KPA consultant group made site visits at each facility to conduct a thorough inspection and document existing conditions. The Study includes detailed assessments of each facility, outlines recommended upgrades, and provides associated cost estimates. In addition to evaluating the physical condition of the buildings, the Study examines staffing patterns and space utilization, with the goal of recommending improvements that support long-term functionality and efficiency.

The results of the condition assessment indicate that both the Healdsburg Fire and Police Department facilities are generally in fair condition with useful service life remaining. Both facilities require a range of upgrades and renovations to meet current operational standards and extend long-term building performance. Recommended improvements include replacement interior finishes, minor roof repairs, building utility system improvements, site and parking upgrades.

In addition to physical improvements of existing facility assets, the report identifies opportunities to replace existing building infrastructure through larger recommended Capital Improvement Projects. Capital Improvement Projects include large expenditures such as complete HVAC system replacement and re-surfacing of parking lot surfaces. An overview of considerations for accessibility improvements are also included and defined as ADA projects.

After the condition assessments were completed, KPA provided staff groups in each department surveys to gather information about current space usage, workspace adequacy, current space deficiencies, and projected staffing needs.

Throughout the process, meetings were held with City staff including department leadership and key stakeholders from the Police Department, Fire Department, and the City Manager's Office. These discussions provided valuable insight into operational needs, known facility issues, and long-term planning priorities. City staff also reviewed interim findings and contributed feedback on space needs, building conditions, and proposed recommendations.

Meetings between staff stakeholders and KPA continued as the space utilization improvement concepts were developed for the Study. Site improvement concepts for the Fire Station were developed, and key improvements were identified and prioritized, including modification of the dorm spaces, the reception area, and private offices.

The Police Station is currently shared by the City's Information Technology (IT) division and also used as the City's Emergency Operations Center (EOC) site so additional considerations were made to meet the needs of the different use cases as part of the space utilization process. After several concepts were prepared and revised, it became clear to the project team that attempting to meet the growing needs of the IT staff and the Police Department staff would come with a cost prohibitive price tag, while ultimately still requiring each group to make significant operational concessions. KPA and staff determined the resulting Police Station final improvement concept plan should focus on the needs of the Police Department. Key improvements at the Police Station were then identified and prioritized, including expanding the report writing bullpen and updating staff restrooms, modifying the jail cells to add new offices, expansion of the dispatch/records

rooms, and expanding the training room which is utilized for EOC activations. Updated floor plan concepts were also developed for the IT staff using their existing site footprint as a template. These IT floor plans are intended as a temporary improvement option to consider while alternative facilities are identified to meet the long-term operational needs of IT.

The space utilization improvement concepts are preliminary in nature and allow the City to build upon and modify these proposed potential improvements during future design and construction phases.

Cost estimates were then prepared which further outline and prioritize cost projections for all the identified maintenance and improvement items over a ten-year period. Deferred maintenance costs will be considered and incorporated into the Facility Maintenance Internal Service Fund adopted budget as part of the City’s biennial budget planning process.

There are two types of cost estimates: asset maintenance and space utilization, Section D of the attached report includes details and sets priorities for each. The table below provides a summary of the estimated costs.

Building	Asset Maintenance	Space Utilization	TOTAL
Fire Station	\$6 million	\$1.5 million	<i>\$7.5 million</i>
Police Station	\$8 million	\$1.9 million	<i>\$9.9 million</i>

The Fire Department space improvements are proposed to be predominantly completed with Measure H funding as available budget allows. Phases are identified to provide priority of recommended improvements for completion.

Phases identified for space improvements to the Police Department prioritize recommended work to be completed as standalone projects should available funding be limited. Phases identified may be completed together, or in different orders depending on available budget. The recommended phases were sized to be consistent in cost with prior facility improvement projects completed by the City to minimize impact on the general fund and provide an attainable path toward project completion.

NEXT STEPS:

Staff recognizes the costs associated with the report are large and intend to utilize the deliverables of the Study to improve the preventative maintenance programs at the Fire and Police stations, and to plan for improvement and deferred maintenance projects at both sites. Staff intend to include certain improvement phases in the FY 2026-28 budget cycle, pending budget availability. If approved, staff will solicit proposals from architecture firms to produce construction drawings for relative phases in the upcoming fiscal year. Furthermore, staff will review the provided maintenance schedule and incorporate any missing components into the existing facility maintenance program and begin to schedule any City maintenance deliverables identified in the Study. Finally, staff intend to pursue a future study at additional City facilities, to achieve a consistent approach across all City facilities.

ENVIRONMENTAL STEWARDSHIP:

Not Applicable.

ALTERNATIVES:

There are no alternative actions presented at this time.

FISCAL IMPACT:

Receiving this presentation poses no direct fiscal impact for the adopted FY 2025-26 budget. Proposed site improvement and deferred maintenance costs will be incorporated and considered as part of the City's biennial budget planning process. Part of the intent of the Study is to provide a mechanism for a more consistent, prioritized, and measured approach to budget planning for facility improvements, rather than a reactionary one after City facility components fail and need immediate replacement.

ENVIRONMENTAL ANALYSIS:

The recommended action does not constitute a "project" under CEQA, pursuant to Section 15378(b)(4)(5) of the California Environmental Quality Act (CEQA). Any future related construction project will be subject to environmental review and pending approval pursuant to CEQA and NEPA (National Environmental Policy Act) guidelines at a future date.

ATTACHMENT(S):

Healdsburg Space Utilization and Condition Assessment Study

CITY OF HEALDSBURG
**SPACE UTILIZATION AND
CONDITION ASSESSMENT STUDY**

FIRE DEPARTMENT

601 HEALDSBURG AVE
HEALDSBURG, CA 95448

POLICE DEPARTMENT

238 CENTER ST
HEALDSBURG, CA 95448

APRIL 2026



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<i>Fire Department</i>	110
<i>Police Department</i>	125

CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY

SECTION A: EXECUTIVE SUMMARY

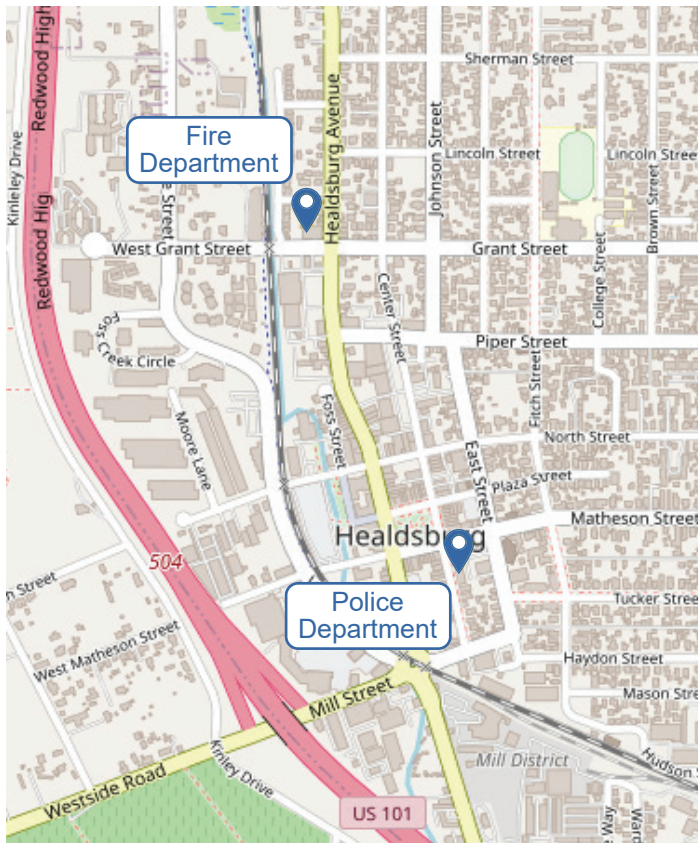


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Cost Estimating	15

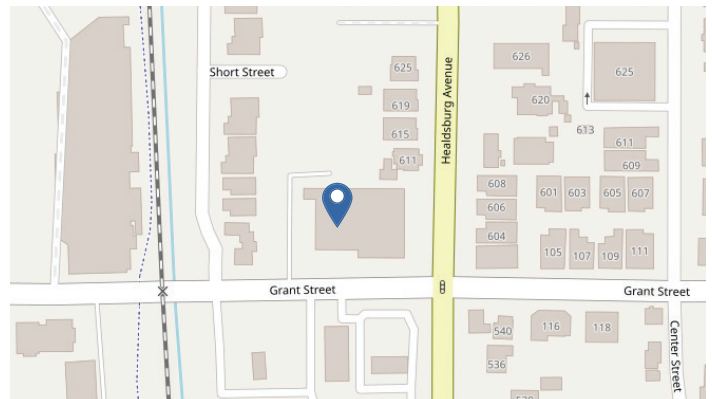
EXECUTIVE SUMMARY

The City of Healdsburg has conducted a Space Utilization and Facility Condition Assessment Study (Study) to gain a comprehensive understanding of the condition of its public safety buildings and to identify needed improvements. This effort focuses on two high-priority facilities, the Healdsburg Fire Department at 601 Healdsburg Avenue and the Healdsburg Police Department at 238 Center Street. These buildings were selected based on their role in providing essential and emergency services and the need to address deferred maintenance and operational inefficiencies. This report includes detailed assessments of each facility, outlines recommended upgrades and provides associated cost estimates. In addition to evaluating the physical condition of the buildings, the Study examines staffing patterns and space utilization, with the goal of recommending improvements that support long-term functionality and efficiency.

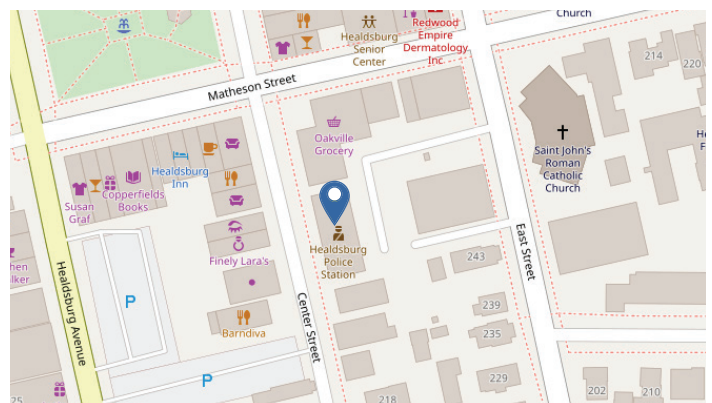
The Study process began with comprehensive building assessments.



City of Healdsburg Facility Map



Healdsburg Fire Department



Healdsburg Police Department

The report is organized into the following sections:

1. Executive Summary - Provides an overview of facility condition scores and costs including an introduction to the overall report
2. Facility Condition Assessments - Documents specific features and conditions of facility components at the Healdsburg Fire Department and the Healdsburg Police Department
3. Space Utilization - Presents an overview of existing space use, space programming considerations and recommended new interior and site space programming concepts
4. Cost Estimating - Provides cost estimates for recommended Asset Maintenance/Deferred Maintenance projects and Space Programming considerations

The results of the Study indicate that both the Healdsburg Fire and Police Department facilities are generally in fair condition with useful service life remaining. Both facilities require a range of upgrades and renovations to meet current operational standards and extend long-term building performance. Recommended improvements include replacement interior finishes, minor roof repairs, building utility system improvements, site and parking upgrades.

In addition to physical improvements of existing facility assets, the report identifies opportunities to replace existing building infrastructure through larger recommended Capital Improvement Projects. Capital Improvement Projects include large expenditures such as complete HVAC system replacement and repavement of parking lot surfaces. An overview of considerations for accessibility improvements are also defined as ADA projects.

Providing improvement budgets and implementing construction projects to improve existing assets, remediate deferred maintenance and align facilities to current and future department space needs can bring numerous benefits to Healdsburg, including:

1. Cost Savings: Regular maintenance and timely repairs can help the City avoid more serious and costly problems over time. By addressing known deficiencies early, Healdsburg can reduce the risk of emergency repairs and unplanned building system failures.
2. Increased Asset Life: Implementing the recommended improvements can extend the life of the Police Department and Fire Department facilities and reduce the chance of major unplanned capital investments in the near future through the next decade.
3. Improved Aesthetics: Many of the existing finishes and building elements have reached or exceeded their useful service life. Upgrades will improve the appearance and functionality of both facilities, creating more welcoming and professional environments for staff and the public.
4. Enhanced Operations: Upgrading building systems, modernizing workspaces, and addressing layout inefficiencies will improve day-to-day operations. These improvements will assist facilities and staff in supporting effective emergency response, public engagement and staff productivity.

FINDINGS & METHODS

The programming and assessment process for the Space Utilization and Facility Condition Assessment Study involved several key components, including:

- Facility Condition Assessments
- Meetings and Discussions
- Staff Space Needs Surveys
- Development of Improvement Concepts
- Cost Estimating

Facility Condition Assessments

The facility condition assessment process included detailed evaluations of the Healdsburg Fire Department and Police Department facilities. Site visits and building walkthroughs were conducted to document the condition of key building systems and elements, including the site, exterior envelope, structure, interior finishes, visual ADA compliance, and mechanical, electrical, and plumbing (MEP) systems. Observations were supported by input from facility maintenance staff and review of prior City maintenance logs. Maintenance staff provided insight into ongoing issues, historical repairs and known information related to areas not visible during the assessment process.

The assessment process involved evaluation and scoring of various existing facility components. Building systems and components were evaluated using a 5-point rating system, where “1” represents a component in critical or non-compliant condition and “5” represents a component in excellent or newly installed condition. Each facility condition assessment includes a summary of the building’s general characteristics, such as age and square footage, along with a condition checklist, written observations and a summary of recommended improvements. Representative photos were taken during each walkthrough to visually document observed deficiencies. A selection of photos obtained are included in each assessment report.



Facility Assessment Rating System:

- 5 - Excellent/ Compliance
- 4 - Good
- 3 - Fair
- 2 - Poor
- 1 - Critical/ Non-Compliance

Meetings and Discussions

Throughout the development of the Space Utilization and Facility Condition Assessment Study, meetings were held with City staff including department leadership and key stakeholders from the Police Department, Fire Department and the City Manager's Office. These discussions provided valuable insight into operational needs, known facility issues and long-term planning priorities. City staff also reviewed interim findings and contributed feedback on space needs, building conditions, and proposed recommendations. Staff input played a critical role in shaping the study’s conclusions and ensuring alignment with organizational goals.

FACILITIES & PROJECTS OVERVIEW

Facilities & Projects Overview

The City of Healdsburg serves a population of approximately 11,000 residents across 4.5 square miles. Core municipal services include Police, Fire, Public Works, Utility Services, Community Development and Parks and Recreation. These services are provided by City staff operating out of several City-owned facilities, including the Police and Fire Departments, which are located near the Civic Center and downtown core. The centralized location of these services allows for convenient access by residents and supports interdepartmental coordination. As the City continues to grow and evolve, these facilities must also adapt to meet changing demands related to interior space use, staffing and building systems.

City-owned facilities assessed are in fair and serviceable condition but reflect varying levels of wear due to age and deferred maintenance items. While the current Fire Department and Police Department buildings continue to support daily operations, aging infrastructure and outdated floor plan layouts create challenges for staff efficiency, accessibility requirements and long-term performance. Staff functions would benefit from improved co-location and space configuration, particularly in public safety operations where rapid communication and response are essential. The City remains committed to providing safe, functional and accessible facilities and continues to invest in improvements that support both delivery of public services and staff operations.

Definition of Categorizations Used	
Site	Site includes elements of the surrounding site of each facility assessed, including parking areas, site lighting, drainage, fencing, gates, curbing and site paint.
Exterior Envelope	Exterior envelope includes elements covering the exterior portion of each facility. These elements include windows, doors, exterior walls, awnings, exterior siding, stucco, vents and other components of the building envelope.
Roofing	Roofing includes elements covering the roof surface at each facility including parapet walls, drainage elements and walking surfaces.
Structure	Structure includes visual inspection of structural elements of facilities, such as foundations or visible interior floor or wall cracking.
Interior Elements	Interior elements include finishes at the interior of the facility, including ceiling systems, flooring, furniture, interior lighting and controls, paint and others.
MEP systems (Mechanical, Electrical & Plumbing)	MEP systems include mechanical, electrical and plumbing systems at each facility. MEP systems may include Heating, Ventilation & Air Conditioning (HVAC) Systems, plumbing piping, electrical service to the building, water heaters and other components.
ADA Projects (Americans with Disabilities Act)	Individual projects related to ADA Improvements.
Priority 1	Priority 1 projects are recommended to be completed within 1 to 2 years.
Priority 2	Priority 2 projects are recommended to be completed within 3 to 5 years.
Priority 3	Priority 3 projects are recommended to be completed within 6 to 10 years.
Priority 4	Priority 4 projects are recommended to be completed beyond 10 years.

Evaluation of Existing Facilities

The Healdsburg Fire and Police Department facilities are in fair condition with remaining useful service life. However, each building exhibits signs of wear due to aging infrastructure, and both facilities require targeted improvements to continue operating effectively. Existing deferred maintenance/asset maintenance needs and space inefficiencies are key areas recommended to be addressed for improved long-term operational performance. A general overview of items requiring improvement include the following:

- Interior finishes and furnishings showing signs of wear and age
- Mechanical, electrical and plumbing (MEP) systems in need of modernization
- Outdated finishes or non-compliant accessible features in restrooms, entries and common areas
- Site-related issues such as worn paving, faded lot striping and inadequate site security and exterior lighting
- Storage constraints and inefficient room configurations that impact staff productivity

FACILITY	SITE	EXTERIOR	STRUCTURE	INTERIOR	MEP	CONDITION RATING
Fire Department	3.1	3.4	3.8	2.7	3.6	3.3
Police Department	3.0	3.3	3.0	2.7	2.9	3.0

5 - Excellent/ Compliance
 4 - Good
 3 - Fair
 2 - Poor
 1 - Critical/ Non-Compliance

Deferred Maintenance/Asset Maintenance - Condition Assessment Ratings



Examples of common deficiencies observed:

Site

- Cracked and deteriorated sidewalks, pathways and curbing
- Worn or missing parking lot striping and deteriorated asphalt paving
- Inadequate or missing ADA parking signage and access markings
- Limited secure parking and shared-use lots not optimized for facility needs



Exterior Envelope

- Peeling exterior paint and rusted metal components
- Window glazing applications and seals wearing
- Weatherstripping and exterior sealants deteriorated or missing

Roof

- Roof surfaces showing signs of aging
- Rooftop equipment aging or deteriorating
- Lack of fall protection or safety railings at roof edges



Structure

- Minor drywall cracks indicative of settlement or structural movement
- Warped or deflected framing elements
- Aging structural components requiring future monitoring



Interior Elements

- Stained ceiling tiles from roof or plumbing leaks
- Flooring materials (carpet, vinyl, tile) worn beyond useful service life
- Wall finishes scuffed, chipped, or showing signs of impact damage
- Undersized or overcrowded workspaces and insufficient interior storage
- Scuffed paint at interior surfaces and lack of kick plates at doors



MEP Systems

- HVAC systems aging or partially inoperative
- Electrical service and distribution systems original to building construction
- Outdated and/or damaged lighting fixtures and controls
- Plumbing piping insulation deterioration and minor plumbing issues

ADA Compliance

- Incomplete or unclear accessible paths of travel
- Missing signage, hardware and clear floor space at certain points of access
- Restroom fixtures and counters not complying with allowable reach ranges



Staff Surveys and Discussion

A staff survey was distributed to Police and Fire Department leadership to gather information about current space usage, workspace adequacy, current space deficiencies and projected staffing needs. In addition, the City IT Department provided a separate survey as IT Department offices are located within the Police Department. The survey process began with an in-person orientation meeting to explain the format and objectives of the questionnaire. Follow-up discussions were conducted with key personnel during recurring staff meetings to clarify responses and discuss specific facility concerns.

Survey responses and space discussions provided critical context for understanding deficiencies at existing workspaces and assisted in identifying areas where improvements are needed. The space utilization process involved review of:

- Personnel locations within the facility
- Existing and projected staffing levels (5-year outlook)
- Frequency and type of public interaction
- Size and adequacy of office and conference room spaces
- Acoustical, thermal, lighting, privacy, and sizing deficiencies by area
- Restroom and break area conditions and limitations

Staff Surveys and Discussion

In addition, a specific staff survey was distributed to the IT Department currently housed within the Police Department facility. Completed survey may be found in Space Utilization - Section C of this report.

Department Name:

Please fill out the numbers of existing workspace types (EXISTING SPACE CONDITON) and

EXISTING SPACE CONDITON
INTERNAL OR PUBLIC USE

For Divisions:
* Please duplicate and complete this page for EACH division. Typical sizes are shown below for your reference.

Enclosed Rooms	Typical Size		
	(SF)	Quantity	Total (SF)
Large Office	200	<input type="text"/>	0
Manager's Office	150	<input type="text"/>	0
Standard Office	120	<input type="text"/>	0
Conference Room (6-8 people)	180	<input type="text"/>	0
Large Conference Room (10-12 people)	300	<input type="text"/>	0
Reception Area with Seating (w/seat for 2-4)	200	<input type="text"/>	0
Open Area	Typical Size	Quantity	Total (SF)
Large Workstation	64	<input type="text"/>	0
Small Workstation	36	<input type="text"/>	0
Support Area	Typical Size	Quantity	Total (SF)
Copy/fax/mail area	100	<input type="text"/>	0
Break/lunch Room	150	<input type="text"/>	0
Single Restrooms (M, F or gender-neutral)	50	<input type="text"/>	0
Large Restrooms (Male, female)	150	<input type="text"/>	0
Storage Area	100	<input type="text"/>	0
File Area	100	<input type="text"/>	0
Computer/Server/Phone Room	100	<input type="text"/>	0
Special Area	Typical Size	Quantity	Total (SF)
Area 1		<input type="text"/>	0
Area 2		<input type="text"/>	0
Total Division Area			0

Department Organizational Information							
Department/Division	Location (Address, Building, Floor, Room)	Existing Staff Number (2025)	Projected Staff Number	Plans for remodel/ relocation? (RM/RL)	Plans to merge or split division? (Y/N)	Direct interaction w/ Public? (Y/N)	Does the Division require part time or seasonal employees?
Information Technology (IT) Department	238 Center Street Other location info:						
IT Department Questions							
1	How many data drops are currently provided for each workstation?			9	Have there been complaints of excessive noise from IT rooms?		
2	How many data drops are required for each workstation?						
3	What is the current data outlet type?			10	Are there any locations within PD that would better serve IT?		
4	How many data racks are currently provided for the IT department?			11	Is there a current fiber service to the building?		
5	Does IT require any additional racks at this location? Please explain			12	Is the IT equipment outdated? Explain		
6	Do current IT rooms require additional clear floor space? Please explain			13	Do the current IT rooms have power or cooling issues? Explain		
7	For storage of new City computers and telecommunication equipment, are there specific storage solutions that have been considered or are preferred?			14	Do the current IT racks have redundant power? If not, do the existing or future racks require redundant power?		
8	Regarding IT office space, how do open office areas currently meet staff needs?			15	Please list any specific needs for your department		

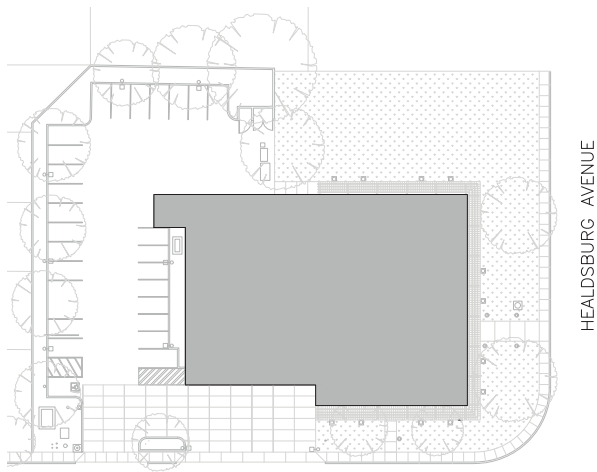
Department/Division		IT Department		Employee Name:					
Please fill out best estimation of existing workspace types (EXISTING SPACE CONDITON) and for space operations (SPACE OPERATION CONDITON):									
EXISTING SPACE CONDITON			SPACE OPERATION CONDITON						
INTERNAL OR PUBLIC USE			INTERNAL USE		PUBLIC USE				
For Divisions: * Please duplicate and complete this page for EACH division. Typical sizes are shown below for your reference.			Are these spaces used? (Y/N)	Do spaces meet current need? (Y/N)	Projected internal growth (+ or -%)	Are spaces used by the Public? (Y/N)	Do spaces serve public need? (Y/N)	Growth need to be better served? (+ or -%)	Overall Issues?
			Acoustical	Thermal	Lighting	Security	Staffing		
Enclosed Rooms			Typical Size (SF)	Quantity	Total (SF)				
Manager's Office			200	<input type="text"/>	0				
Standard Office			120	<input type="text"/>	0				
Conference Room (6-8 people)			180	<input type="text"/>	0				
Open Area			Typical Size	Quantity	Total (SF)				
Large Workstation			64	<input type="text"/>	0				
Small Workstation			36	<input type="text"/>	0				
Support Area			Typical Size	Quantity	Total (SF)				
Copy/fax/mail area			100	<input type="text"/>	0				
Break/lunch Room			150	<input type="text"/>	0				
Single Restrooms (M, F or gender-neutral)			50	<input type="text"/>	0				
Large Restrooms (Male, female)			150	<input type="text"/>	0				
Training Area			400	<input type="text"/>	0				
File/Storage Areas			100	<input type="text"/>	0				
Computer/Server/Phone Room			100	<input type="text"/>	0				
Special Area			Typical Size	Quantity	Total (SF)	(Feel free to type in any deficiency or expectation you'd like to point out or address)			
Area 1: Main Computer Room				<input type="text"/>	0				
Area 2: Telecommunication Rooms				<input type="text"/>	0				
Area 3: Equipment Storage				<input type="text"/>	0				
Total IT Department Area					0				



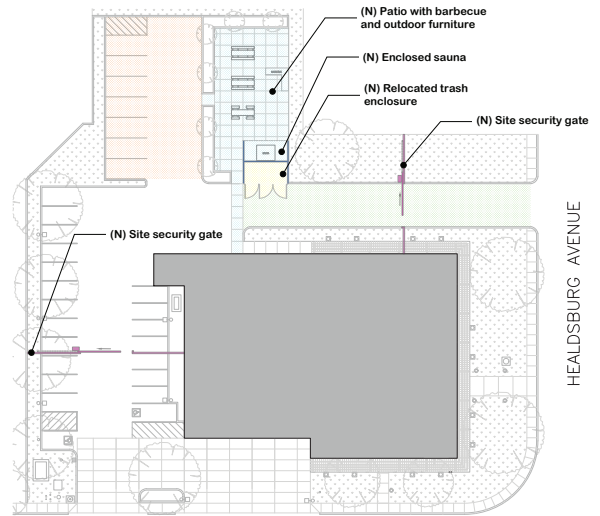
Improvement Concepts - Fire Department

Proposed improvement concepts were developed for the Fire Department and Police Department facilities. Concepts are preliminary in nature and allow the City to build upon and modify these proposed potential improvements during future design and construction phases.

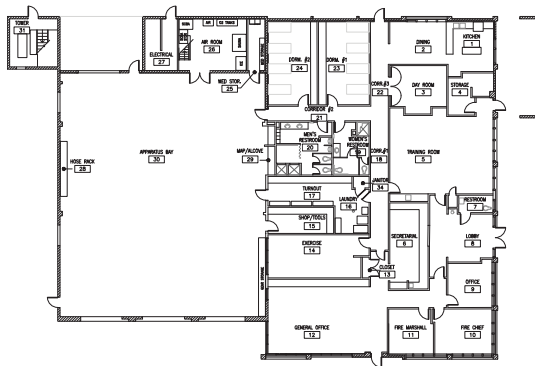
Improvement concepts provide revisions to interior and exterior spaces to better align with current and future needs of Healdsburg's Fire Department and Police Department.



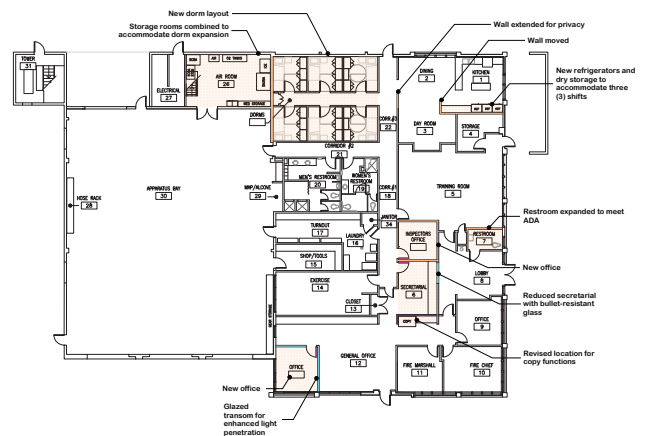
Existing Site - Fire Department



New Site Concept - Fire Department

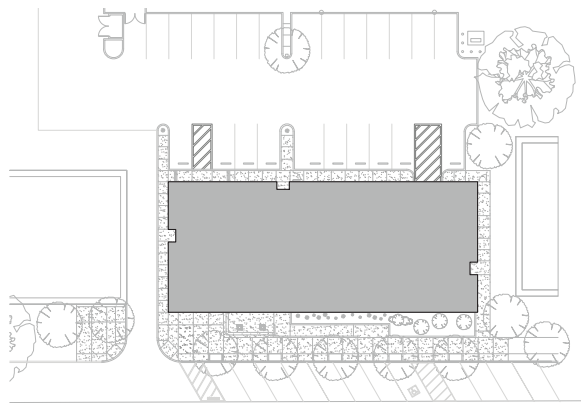


Existing Floor Plan - Fire Department

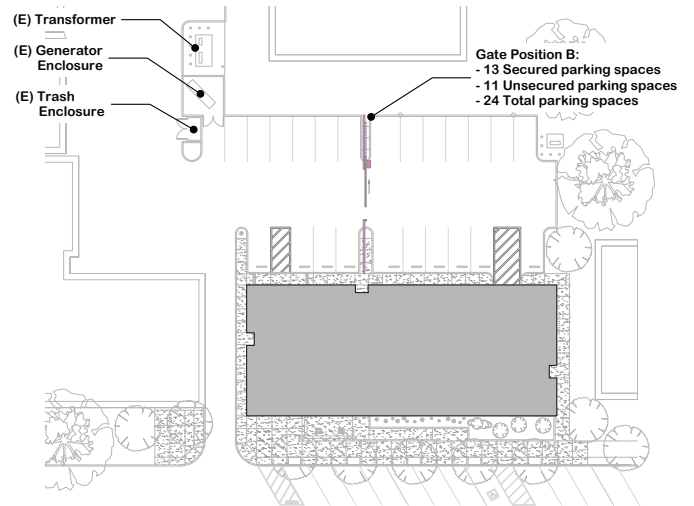


New Floor Plan Concept - Fire Department

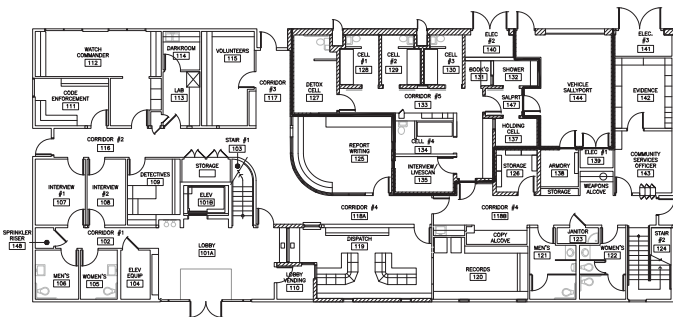
Improvement Concepts - Police Department



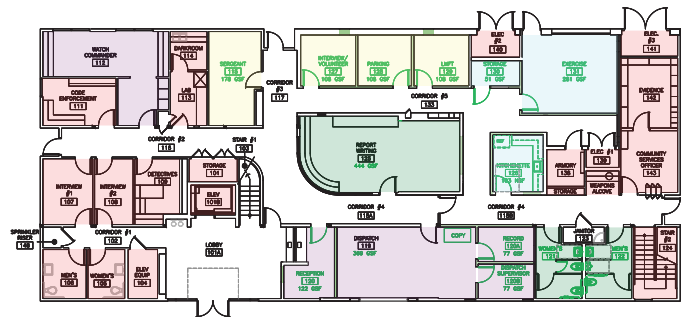
Existing Site - Police Department



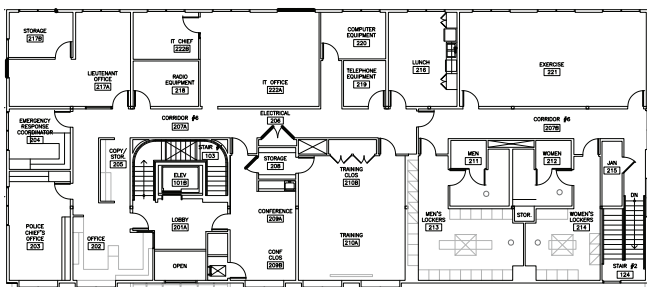
New Site Concept - Police Department



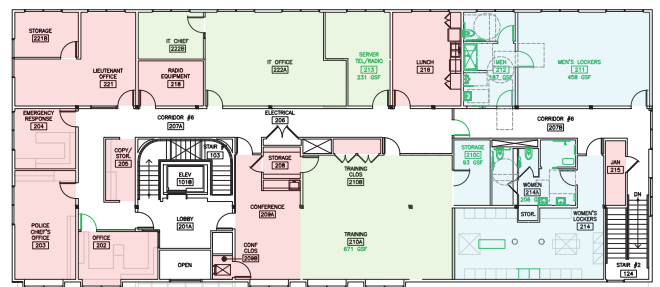
Existing First Floor Plan - Police Department



New First Floor Plan Concept - Police Department



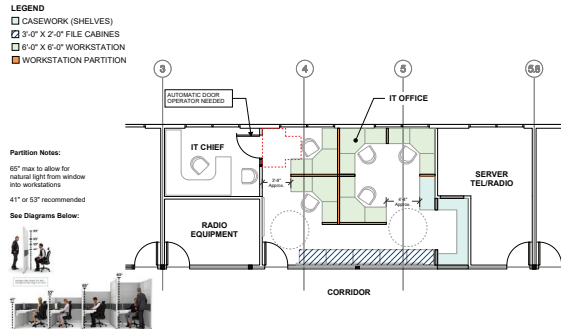
Existing Second Floor Plan - Police Department



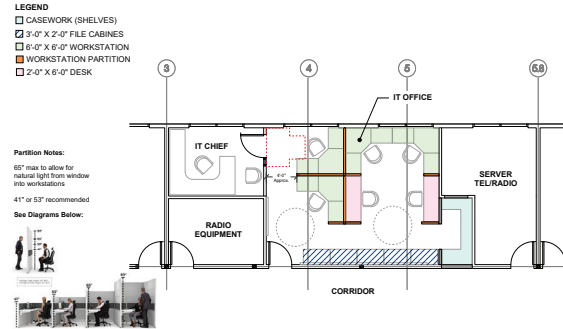
New Second Floor Plan Concept - Police Department

Improvement Concepts - IT Department

Two examples of IT Department improvement concepts within the existing space are provided below. Additional concepts are provided in the Appendix section contained within this report.



OPTION B1



OPTION C2

COST ESTIMATING

Individual Asset Maintenance/Deferred Maintenance projects were documented at each facility and are contained in Section 4 of this report as individual repair projects. Cost estimates for Asset Maintenance/Deferred Maintenance projects were compiled from the following data:

- Base Cost - Base cost estimate in 2025 construction dollars
- General Contingency - 15% general contingency applied to all base costs
- Escalated Cost - Total individual project cost compiled of base cost and general contingency
- Design & Construction Management Contingencies - 10% contingency for design and an additional 10% contingency for construction administration/construction management were applied to Escalated Costs to define total cost estimates

Costs were estimated for individual repair projects categorized by Building Envelope (Site, Exterior Envelope, Roofing, Structure, Interior Elements and MEP Systems). Additional estimates were provided for larger-expense Capital Improvement Projects (CIP) and ADA projects (ADA). Overall costs related to existing Asset Maintenance/Deferred Maintenance are displayed on the following pages.

Fire Department Asset Maintenance/Deferred Maintenance Cost Estimate Summary

Deferred maintenance costs do not incorporate floor plan changes or other space improvements to the building. These costs are related to maintenance or replacement of existing building and site assets in place.

Fire Department	Site	Exterior Envelope	Roofing	Structure	Interior Elements	MEP systems	ADA	Total
Priority 1 (1-2 YRS)	\$ -	\$ 5,750	\$ 9,200	\$ -	\$ 59,800	\$ 90,275	\$ -	\$ 165,025
Priority 2 (3-5 YRS)	\$ 43,125	\$ 40,250	\$ -	\$ -	\$ 241,960	\$ 55,775	\$ -	\$ 381,110
Priority 3 (6-10 YRS)	\$ 46,000	\$ 6,624	\$ 96,313	\$ -	\$ 165,922	\$ 40,250	\$ -	\$ 355,109
Priority 4 (10+ YRS)	\$ 175,375	\$ 51,750	\$ -	\$ -	\$ 23,000	\$ 85,675	\$ -	\$ 335,800
CIP Projects								
Priority 1 (1-2 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Priority 2 (3-5 YRS)	\$ -	\$ -	\$ -	\$ -	\$ 127,305	\$ -	\$ -	\$ 127,305
Priority 3 (6-10 YRS)	\$ 655,316	\$ -	\$ -	\$ -	\$ -	\$ 747,500	\$ -	\$ 1,402,816
Priority 4 (10+ YRS)	\$ -	\$ -	\$ 894,844	\$ -	\$ 317,314	\$ -	\$ -	\$ 1,212,158
ADA Projects								
Priority 1 (1-2 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,000	\$ 161,000
Priority 2 (3-5 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 862,500	\$ 862,500
Priority 3 (6-10 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Priority 4 (10+ YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - BASE								\$ 5,002,822
DESIGN CONTINGENCY - 10%								\$ 500,282
CONSTRUCTION ADMINISTRATION/CONSTRUCTION MANAGEMENT CONTINGENCY - 10%								\$ 500,282
GRAND TOTAL								\$ 6,003,386

Police Department Asset Maintenance/Deferred Maintenance Cost Estimate Summary

Deferred maintenance costs do not incorporate floor plan changes or other space improvements to the building and are related to maintenance or replacement of existing building and site assets in place.

Police Department	Site	Exterior Envelope	Roofing	Structure	Interior Elements	MEP systems	ADA	Total
Priority 1 (1-2 YRS)	\$ 3,163	\$ 27,600	\$ 39,158	\$ -	\$ 312,225	\$ 86,250	\$ -	\$ 468,395
Priority 2 (3-5 YRS)	\$ 253,920	\$ -	\$ -	\$ -	\$ 60,663	\$ 9,200	\$ -	\$ 323,783
Priority 3 (6-10 YRS)	\$ 531,979	\$ 11,500	\$ 51,060	\$ -	\$ 372,025	\$ 25,300	\$ -	\$ 991,864
Priority 4 (10+ YRS)	\$ -	\$ 241,500	\$ 34,500	\$ -	\$ 135,700	\$ 149,500	\$ -	\$ 561,200
CIP Projects								
Priority 1 (1-2 YRS)	\$ -	\$ -	\$ -	\$ -	\$ 560,625	\$ -	\$ -	\$ 560,625
Priority 2 (3-5 YRS)	\$ -	\$ -	\$ -	\$ -	\$ 1,405,300	\$ 1,092,500	\$ -	\$ 2,497,800
Priority 3 (6-10 YRS)	\$ 1,063,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063,750
Priority 4 (10+ YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADA Projects								
Priority 1 (1-2 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Priority 2 (3-5 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,500	\$ 172,500
Priority 3 (6-10 YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,250	\$ 17,250
Priority 4 (10+ YRS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL - BASE								\$ 6,657,166
DESIGN CONTINGENCY - 10%								\$ 665,716.60
CONSTRUCTION ADMINISTRATION/CONSTRUCTION MANAGEMENT CONTINGENCY - 10%								\$ 665,716.60
GRAND TOTAL								\$ 7,988,599

In addition to Asset Maintenance/Deferred Maintenance costs, Space Utilization costs were estimated based on recommended space improvements. These costs outline order-of-magnitude construction cost estimates for proposed revisions to interior spaces. Overall Space Utilization costs are shown below:

Fire Department Space Utilization Cost Estimate Summary

FIRE DEPARTMENT - RECOMMENDED SPACE IMPROVEMENTS SUMMARY	
Description & Breakdown	COST
PHASE A - PRIVATE DORMITORIES/AIR ROOM & ADA PUBLIC RESTROOM	\$ 751,750
PHASE B - KITCHEN/DAY ROOM, OFFICES/RECEPTION & CAPTAIN'S OFFICE	\$ 503,250
SUBTOTAL COST - HEALDSBURG FIRE DEPARTMENT	\$ 1,255,000
DESIGN CONTINGENCY (10%)	\$ 125,500
CONSTRUCTION ADMINISTRATION/CONSTRUCTION MANAGEMENT (10%)	\$ 125,500
GRAND TOTAL COST - HEALDSBURG FIRE DEPARTMENT	\$ 1,506,000

Police Department 1st Floor Space Utilization Cost Estimate Summary

POLICE DEPARTMENT 1ST FLOOR - RECOMMENDED SPACE IMPROVEMENTS SUMMARY	
Description & Breakdown	COST
PHASE A - REPORT WRITING & STAFF RESTROOMS	\$ 483,250.00
PHASE B - NEW PRIVATE OFFICES	\$ 559,250.00
PHASE C - DISPATCH / RECORDS / RECEPTION REVISIONS & WATCH COMMANDER FINISHES	\$ 371,000.00
FUTURE PHASE - EXERCISE AREA	\$ 199,000.00
SUBTOTAL COST - HEALDSBURG POLICE DEPARTMENT	\$ 1,612,500
DESIGN CONTINGENCY (10%)	\$ 161,250
CONSTRUCTION ADMINISTRATION/CONSTRUCTION MANAGEMENT (10%)	\$ 161,250
GRAND TOTAL COST - HEALDSBURG POLICE DEPARTMENT - 1ST FLOOR	\$ 1,935,000

Police Department 2nd Floor Space Utilization Cost Estimate Summary

POLICE DEPARTMENT 2ND FLOOR - RECOMMENDED SPACE IMPROVEMENTS SUMMARY	
Description & Breakdown	SUBTOTAL
PHASE D - TRAINING ROOM & IT AREA REVISIONS	\$ 289,800
FUTURE PHASE - LOCKER ROOMS, RESTROOMS & SERVER ROOM	\$ 434,200
SUBTOTAL COST - HEALDSBURG POLICE DEPARTMENT - 2ND FLOOR	\$ 724,000
DESIGN CONTINGENCY (10%)	\$ 72,400
CONSTRUCTION ADMINISTRATION/CONSTRUCTION MANAGEMENT (10%)	\$ 72,400
GRAND TOTAL COST - HEALDSBURG POLICE DEPARTMENT - 2ND FLOOR	\$ 868,800

*Note: Phases identified for space improvements to the Police Department identify recommended work to be completed as standalone projects should available funding be limited. Phases identified may be completed together, or in different orders depending on budget cycles and City of Healdsburg priorities.

CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY
SECTION B: FACILITY CONDITION ASSESSMENT

FIRE DEPARTMENT



Facility Description	21
Condition Summary	23
Recommendation Summary	28
General Condition Checklist	30
Major MEP Components Overview	36
Life Safety Diagram	40
Photo Documentation	41

Facility Description - Fire Department Overview

Age

The Healdsburg Fire Station building is 34 years old and was constructed in 1991.

Square Footage

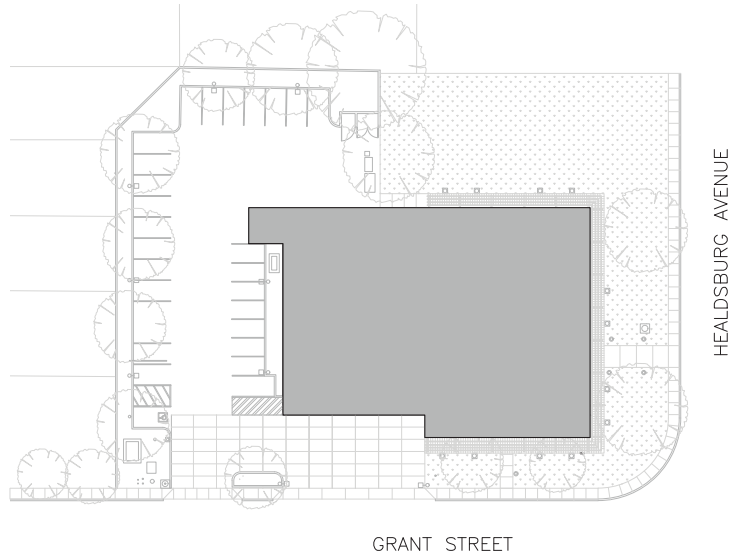
13,280 SF

Restrooms

- 1 Mens
- 1 Womens
- 1 All-Gender

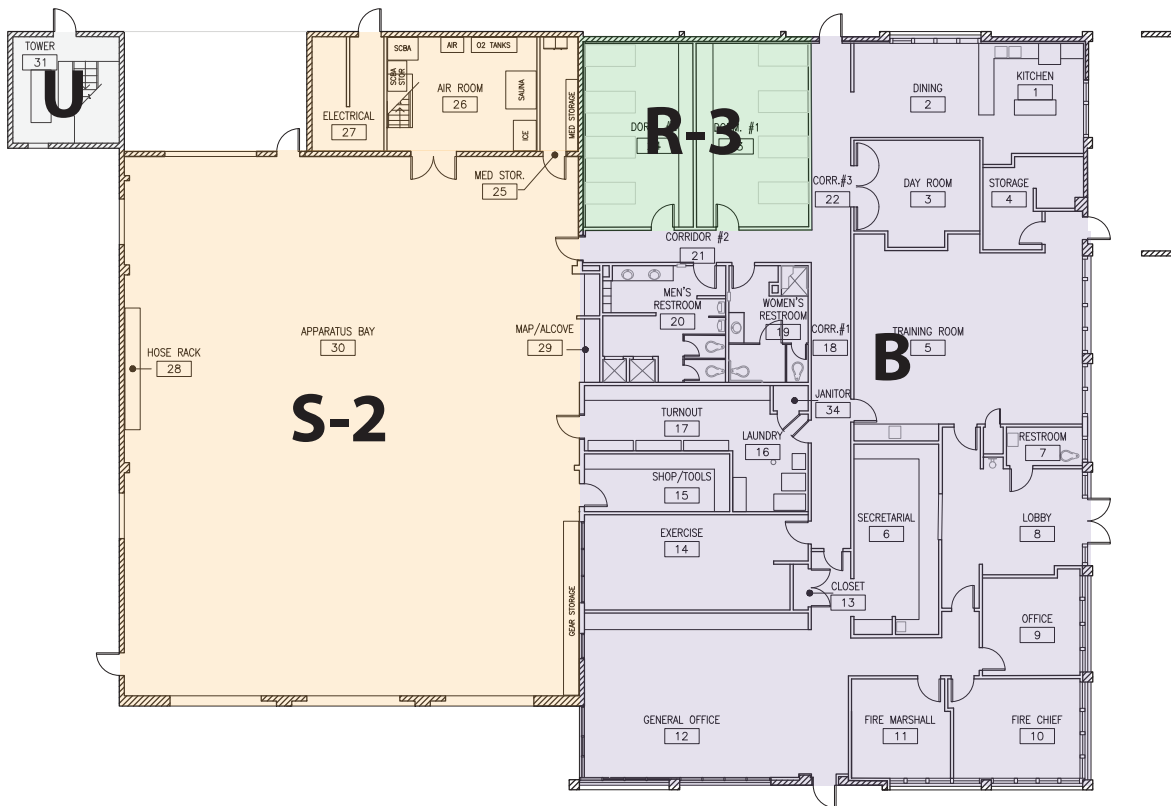
Building Type and Occupancy

Building Type: V-B
Occupancy Groups: B, R-3, S-2, U



Site Plan

OCCUPANCY GROUPS



Facility Description - Fire Department



Building Description

The Healdsburg Fire Department is a single-story building that was originally constructed in 1991 to serve as the City’s primary Fire Station. The Fire Department is located at 601 Healdsburg Avenue and is located along a main corridor with access to nearby residential and commercial areas. The building has a structure consisting of CMU, steel and wood framing built on a concrete slab-on-grade foundation. The exterior of the Fire Department is finished with reinforced and painted CMU. The building contains a single-ply and standing seam metal roof system with skylights. The facility offers a three-bay apparatus garage with sectional overhead doors for firetruck access and one bay acts as a pass-through. Landscaped areas, sidewalks, and public parking are provided at of the facility. Staff parking is located on the west side along Grant Street and the main entrance to the Station is off Healdsburg Avenue.

Mechanical systems for the Fire Department include three (3) packaged rooftop HVAC units, a vehicle exhaust system and additional fire fighting utility equipment. Floor finishes vary throughout the building and include sealed concrete, carpet, ceramic tile and vinyl flooring. At the main entrance, the building contains a small public reception area, office spaces, and access to a large training/meeting room. The rear of the building contains living spaces including a dayroom, staff kitchen and dining space, fitness room, and shared dormitories for overnight staff. The Apparatus Bay is adjacent to the Turnout Room and houses Fire Department vehicles and equipment storage. The Fire Department accommodates City fire fighting services and provides 24-hour staff support.

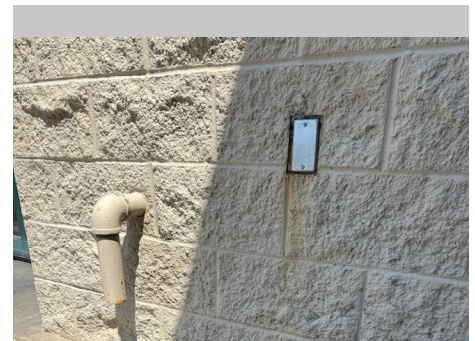
Use of Building

The building is used in the following ways:

- Serves as the primary fire service response center for the City of Healdsburg
- Supports 24-hour emergency fire staff and vehicle dispatch operations
- Provides living quarters, kitchen, training, and fitness facilities for fire personnel
- Houses administrative and public-facing functions including lobby and office spaces

Condition Summary - Fire Department

Overall Rating 3.3



Facility Condition

Site 3.1

The concrete driveway facing Grant Street presents with minor surface discoloration. There is minor cracking at expansion joints which presents with plant debris. Concrete at the exterior public sidewalk has moderate surface cracking. The sidewalk also has medium stain buildup and site concrete surfaces may benefit from pressure washing. Weeds are present at inner curb/sidewalk joints.

Overall, asphalt pavement is in good condition. Light cracking is present at asphalt in front of training equipment storage area. Some asphalt cracking is also present at the large storm drain at the Grant Street side of the parking lot and at rear yard by dumpster where asphalt meets dirt landscaped area. Weeds are present where the asphalt parking surface meets concrete curbing in multiple locations. Light debris is present at asphalt surfaces.

Landscaping at the entrance facing Healdsburg Avenue is in fair to good condition, but landscaping in general is lacking. Bark/mulch at front entrance is discolored and dried out. Heavy vegetation exists at the adjacent lot north that is owned by the City. The fine aggregate surface at the west side of the building is in good condition overall. Some site utility handholes are lightly coated with loose aggregate material.

The exterior walkway contains debris buildup at the base of the pergola's metal columns. The circular water access handhole adjacent to the building at the south side facing Grant Street is settling from the surrounding concrete and is cracked. The T.V. Cable handhole contains weed buildup and the handhole lid is unable to properly close.

Pedestrian site lighting fixtures at the rear yard pedestrian pathway leading to the outdoor seating area gate are in poor condition. The elevated pedestrian light pole contains cobweb and excessive dirt buildup and surface rusting is present. Housings for pathway lighting at ground-level are damaged.

The square pedestrian pathway lighting fixtures contain surface debris buildup, and lighting appears to be in fair condition overall.

Large site lighting pole bases contain debris buildup. Fixture heads contain cobweb buildup and surface paint deterioration is present at lighting poles.

The Fire Department Connection (FDC) sign for 601 Healdsburg Ave contains rusty water stains and is bent. The indicator post signage has faded. The "FIRE DEPARTMENT" and "601" signage facing Healdsburg Avenue is in fair condition. Letters contain surface deterioration and fading. "FIRE DEPARTMENT" letter signage along Grant Street appears to be in good condition although some discoloration is present at letters. Mailbox is in fair to poor condition. "601" letters are deteriorating.

Exterior Envelope 3.4

The rough finish Concrete Masonry Unit (CMU) siding is in good condition overall with little surface deterioration present. Some light staining occurs at portions of CMU siding.

Metal frame components of roll-up Apparatus Bay doors are discolored and require new surface coating. The roll-up door tracks also contain light debris buildup, and concrete at base of roll-up doors contains moderate surface cracking.

Exterior perimeter windows are in good condition overall. Some components of window gaskets are deteriorating. Sealants at building perimeter base are discolored and deteriorated in areas along with sealants at spherical light fixtures mounted to the exterior.

Exterior door stop at Electrical Room contains a rusted attachment screw to asphalt and is a potential tripping hazard. Vent at bottom portion of this door is heavily rusted with debris buildup.

Condition Summary - Fire Department

Overall Rating 3.3



At the open office area, the man door for staff egress that faces Grant Street does not properly seal when closed. A gap is present at the latch side when the door is in a closed position and air/light intrusion from the exterior exists.

Fire service call lights at the exterior of the building appear to be in fair condition. Motion-activated exterior lighting appears to be in good condition overall. At the exterior corner of building near the diesel storage tank, a vine has begun to grow and is creeping up the side of the building.

At Training Tower conduit penetrations at the exterior CMU wall, rusted water stains are present which points to past water intrusion at penetrations. Door to Training Tower contains scuffing and scratches at paint surface. Exposed stairwell at Training Tower contains discoloration at underside of cantilevered portion of top landing.

The underside of the Training Tower roof structure contains debris buildup and is discolored. Training Tower contains pigeon spikes which appear to be effective and are in fair to good condition. Presence of pigeon spikes point to past issues with pigeon intrusion.

Roof 3.6

Roof parapet flashing is in fair condition overall and contains light surface discoloration. Some damage is present at components of parapet flashing at building corners and other areas. The single ply membrane roof surface is in good condition and was recently replaced. Standing seam metal roof portions are in fair to good condition, with light surface discoloration at metal roof surface finish due to age. Some denting and damaged was observed at the metal roof surface.

Gripping surfaces for walking along roof are in good condition and are strategically placed for safer access to mechanical components. Roof drains are in good condition and do not contain any debris buildup. Roof drains were recently cleaned.

Skylights appear to be in good condition with sealants around

skylights recently replaced. Skylight lens cover film is tinted and is in fair to poor condition with surface abrasions present.

Structure 3.8

At Fire Department, cracking is present at the concrete floor at the tool room. Cracking also present at interior CMU wall at oxygen storage room. Evidence of foundation settlement was not observed.

Minor cracking is present at CMU portions of the Training Tower, especially at the top level.

Interior 2.7

Acoustical Ceiling Tile (ACT) at the main lobby is in good condition overall. Some discoloration is present at ACT throughout the administrative space adjacent to the lobby. Smaller portions of ACT throughout the station are often out of plumb with the ceiling grid. Gypsum ceiling at Apparatus Bay is in good condition but contains moderate cobweb buildup in certain locations.

The lobby does not contain security glazing at the service window for interaction with the public. Doors to private offices contain glazing panels with individual blinds. Blinds contain surface discoloration and are in fair condition overall. Blinds covering interior windows at open office area are in fair condition. Blind slats contain slight debris buildup.

Minor paint damage is present at interior wall surface at Oxygen Room. At Turnout Room, small ceramic floor tiles are in fair to poor condition and instances of chipped or missing tiles were observed. Grout is heavily stained at Turnout Room.

At the stall in the men's restroom, the small format floor tile is in fair to good condition with moderately stained grout. Shower wall tile is in fair condition with some surface debris and discoloration. Small format floor tile at men's restroom shower contains staining at grout especially at corners and middle of shower floor.

Condition Summary - Fire Department

Overall Rating **3.3**



Floor striping markings at Apparatus Bay are in fair to good condition and contain light surface deterioration and fading in areas. Controls for roll-up doors located at the middle of the east interior wall contain surface deterioration at lettering. Millwork at the map viewing station at the Apparatus Bay is in poor condition. Drawers and cabinet doors are not aligned properly from years of use. The right cabinet door is askew. Also at map viewing station, minor cracking is present at laminate countertop and sealants at perimeter are deteriorating and black with debris. Casework at the Tool Room is in fair condition.

Interior baseboards are plumb with walls but contain surface scratches and other signs of wear. Baseboards are in fair condition overall.

The door to the Training Room contains surface discoloration at the base of the door, and the surface coating of door material is chipping slightly at the base. Kick plates do not exist at many interior doors. Interior door hinges are discolored and contain light debris buildup. Door closer is broken and hanging haphazardly at the door to the cleaning product storage room off of the Apparatus Bay. Door closers contain scuffed paint surfaced at areas throughout the building. At Supply Room, supplies are well-organized and properly labeled.

Polished concrete floor at lobby is in good condition. Some minor concrete cracking is visible below the surface finish. Cracking is thought to be an existing condition before floor was polished. Scuffs are present at concrete flooring at open office area. Flooring is otherwise in good condition. Concrete flooring is stained at the Supplies Room.

Light switches and receptacle covers are in fair condition overall. Some cracking is present at certain covers. Cob web buildup is present at electrical room at lighting fixtures and portions of floor where electrical conduits lead to electrical panels. Interior lighting at Apparatus Bay is in good condition. Lighting fixtures are hung so that they are well aligned. Some plastic lens covers at interior lighting fixtures aren't plumb with

surrounding housings or ceiling surfaces in areas including the central light at the Tool Room.

The paint surface at the metal stair ladder to the mezzanine space is scuffed, especially at the tops of the handrails. The wood stair to attic space flexes considerably upon use and is missing a middle stair stringer. The attic area is relatively neatly arranged with items generally organized. Interior sill at bottom of ventilation louvers contains moderate debris buildup. Interior louver between apparatus bay and attic space contains dust and debris buildup.

At Training Tower, stairwell handrails and interior portions of CMU walls contain chipping paint. Mildew buildup is present at the corners of interior CMU walls and concrete stair treads are cracked. Concrete stair treads are cracked. Some stair treads have reduced grip due to dust. Possible mildew buildup is present underneath open window sills at Training Tower.

Concrete flooring at Apparatus Bay contains light surface staining, moderate dirt/debris buildup and moderate surface cracking throughout.

MEP Systems **3.6**

Ceiling return registers are discolored throughout the facility.

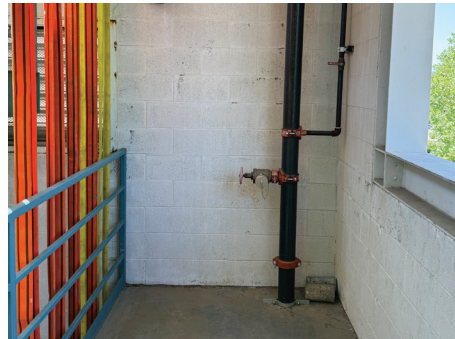
Pipe hangers at attic space contain secure attachments and are hung within acceptable distances from the ceiling. Exhaust system penetration and ductwork at exterior for Apparatus Bay is in excellent condition. Exhaust system itself appears to be in excellent condition and was reportedly recently installed. Insulation at water piping at central portion of east side Apparatus Bay contains surface deterioration and staining.

Building access control card readers are in good condition and were reported to be functioning as intended.

The main electrical switchboard is original to the building construction but appears to be in good condition overall. No issues with the building's electrical power were reported or

Condition Summary - Fire Department

Overall Rating 3.3



observed. Electrical power capacity remaining at existing electrical panels is roughly 1/3 of total building capacity.

No issues were observed or reported with radio communications. The radio communication equipment rack is housed at the rear portion of the electrical room. While some cord management exists, a portion of cords could be better managed throughout radio equipment and the electrical room.

At the multi-user Men's Restroom, the plumbing system backs up at the urinal, which is connected to the sink at adjacent Women's Restroom. If urinal drainage becomes clogged, a backup at the adjacent restroom sink occurs.

Safety switch enclosures mounted adjacent to HVAC units at roof are heavily rusted. HVAC units at roof are approximately 9 years old and were manufactured in 2016. No issues were reported with their operation, but the gas service line to rooftop Trane units contains heavy surface rust.

There is a moderate amount of low voltage wiring exposed throughout the building. This may be concealed if desired in the future. Additional lateral non-structural seismic bracing may be required at some piping throughout the Apparatus Bay.

Reznor electric heaters at Apparatus Bay are in good condition. Labels at compressed air and water access locations at Apparatus Bay are peeling from interior walls.

The Cummins Onan generator is located at the base of the interior Training Tower. Generator appears to be in functional condition but housing contains scuffs and portions of housing are rusted. Vibration isolators at generator are in fair condition. Oxygen tanks stored directly adjacent to the generator do not contain any pressurized gas and are only props utilized for training.

The Cummins transfer switch is likely original to building construction and was visibly in fair condition. Operation of transfer switch was not observed. Diesel fuel storage tank appears to be original to the building construction. The tank

contains surface buildup and requires replacement regulatory signage. "DIESEL" signage at the top of the tank is barely visible due to sun fading.

The exterior enclosure surface for the site transformer is discolored. Light debris buildup occurs at the concrete transformer pad.

At Training Tower, paint is chipping from fire suppression and roof drainage piping. Lateral hanger supports at main fire riser at Training Tower contain heavy surface rust, especially at ground level and top level. Conduit supports at the same location are also rusted. Junction box screws are rusted with top screw missing and cover hanging, exposing low voltage wiring. Cable driven lift system for hoses at Training Tower contains a motor enclosure that is rusted with missing attachment screws at base.

ADA Compliance Needs Compliance

The accessible path of travel from the ADA parking stalls to the main building entrance is not clearly defined. ADA signage is not provided at entry doors, which may create confusion for mobility-impaired visitors. The slope of the asphalt surface at the ADA parking stall does not meet current slope compliance standards.

Several interior elements do not meet required ADA clearance or height guidelines. At Door 27, located between Corridor #2 and the Apparatus Bay, inadequate maneuvering clearance is provided for accessible operation. No compliant accessible toilet or water closet is available in the Men's Restroom (Room 20). Additionally, the urinal rim height in this room is noncompliant at 17.5 inches (below the allowable range). Sink counter heights in both the Men's Restroom and Toilet Room (Room 19) are measured at 35 inches, exceeding the allowable maximum of 34".

Condition Summary - Fire Department

Overall Rating 3.3



In the Kitchen (Room 1), the counter height is noncompliant at 36 inches and lacks the required under-counter knee clearance for wheelchair users. At the Training Room (Room 5), the maneuvering clearance for Door 6A overlaps with the sink's required clear floor space, restricting accessibility.

In the Public Restroom (Room 7), the paper towel dispenser is mounted too high at 50 inches above the floor, and the seat cover dispenser is also noncompliant at 45 inches. These mounting heights exceed ADA code limits and hinder usability for wheelchair users.

Life Safety Items

Building fire alarm system and controls are neatly arranged at the exterior electrical room. Fire suppression system piping is currently located above electrical panels in locations within the electrical room. Fire suppression sprinkler heads are generally mounted plumb with gypsum ceiling systems in the Apparatus Bay. At the attic area, one or two sprinkler heads is slightly crooked. At the storage area for cleaning products.

Fire alarm strobes mounted to the building exterior appear to be relatively new and are in good condition.

Exterior security cameras are new installations and in excellent condition. Surface mounted conduit for exterior camera system wiring is exposed. Camera mounts are in good condition.

Recommendation Summary - Fire Department



Recommendations

Site:

- Pressure wash concrete sidewalks
- Provide epoxy to repair sidewalk cracking
- Repair cracked asphalt at training equipment and dumpster areas
- Replace bark/mulch at front entrance
- Clean site utility handholes and continue to monitor handhole adjacent to building at south side, facing Grant Street, for settlement or pavement cracking
- Replace "T.V. Cable" handhole lid
- Replace site lighting with LED lighting
- Clean and paint site lighting poles
- Replace damaged pedestrian pathway lighting at ground level
- Replace the Fire Department Connection signage with "601 Healdsburg Ave" text
- Replace indicator post signage
- Replace mailbox

Exterior Envelope:

- Clean stains from CMU siding at spot locations
- Paint Apparatus Bay door framing
- Clean tracks at roll-up Apparatus Bay doors
- Provide new rubber gaskets at windows as required
- Provide new sealant at spherical mounted light fixtures
- Provide new sealant at building perimeter base
- Remove rusted screws at electrical room exterior door
- Replace corroded vents at exterior doors
- Replace egress door, weatherstripping and hardware as required to reduce noise and air intrusion
- Trim vine growing around exterior corner of the building near diesel storage tank

- Paint exterior Training Tower door
- Clean Training Tower roof structure

Roof:

- Replace damaged components of parapet flashing at roof
- Paint standing seam metal roof
- Provide new tinting film at skylights

Structure:

- Continue to monitor Apparatus Bay and Tool Room flooring for additional concrete cracking
- Continue to monitor interior CMU surfaces for additional cracking, including at oxygen storage area and at top level of Training Tower

Interior:

- Replace acoustic ceiling tile throughout facility and provide adjustments to ceiling grid
- Clean gypsum board ceilings including at Apparatus Bay
- Provide security glass and wall at lobby public service window
- Clean blinds at interior windows and door vision panels
- Provide new paint at interior drywall surfaces
- Provide new ceramic floor tile at Turnout Roo
- Provide new ceramic floor tile at restrooms
- Reseal Apparatus Bay concrete flooring
- Provide kick plates at interior doors
- Replace damaged door closers
- Provide new Apparatus Bay door control signage
- Replace damaged interior door hinges
- Replace damaged light switch and power receptacle faceplates
- Paint interior doors
- Provide light fixture lens coverings at locations missing covers

Recommendation Summary - Fire Department



- Provide adjustments to securely attach can lighting fixtures to ceiling systems
- Paint metal stair ladder at mezzanine access
- Clean large ventilation louvers at attic area
- Provide middle stair stringer at attic stairs
- Paint interior CMU at Training Tower
- Clean sills at Training Tower

MEP Systems:

- Provide complete cleaning of HVAC system ductwork and components
- Replace ceiling-mounted HVAC supply and return registers
- Continue to monitor Apparatus Bay water piping insulation for additional stains and possible leakage
- Provide investigation by plumber regarding solutions for urinal back up issue at Men's Restroom. Replacement of plumbing system components expected to be required.
- Replace rooftop safety switch enclosures for HVAC equipment
- Replace gas service line to Trane HVAC units
- Maintain testing of generator quarterly for functionality
- Relocate oxygen storage tanks adjacent to generator
- Provide conduits/cable management for low voltage wiring
- Provide new labels at compressed air and water access locations at Apparatus Bay
- Provide new "DIESEL" signage at diesel storage tank
- Clean concrete transformer pad
- Provide new paint at exposed fire riser and utility piping at Training Tower and Apparatus Bay
- Provide attachment screws at base of lift enclosure for cable-driven lift system at Training Tower

- Replace damaged junction box cover and screws at Training Tower

ADA Compliance:

- Provide ADA signage at entry doors
- Provide adjustments to ADA parking stall pavement surface for compliant slope
- Re-stripe accessible parking space
- Provide accessible toilet stall, sink and urinal at restrooms
- Provide accessible counter and required knee clearance at kitchen
- Adjust mounting heights of paper towel and seat cover dispensers at restrooms

Condition Assessment Checklist Facility Name: City of Healdsburg Fire Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
Overall Rank		5	4	3	2	1		3.3
1 Site/ Civil/ Landscape								3.1
1.1	Fences/ Walls/ Gates							2.5
	A. Perimeter Fencing				2			
	B. Equipment Fencing						N/A	
	C. Landscape Walls/ Piers / Structures			3				
	D. Gates						N/A	
1.2	Paving							3.4
	A. Sidewalks/ Walkways/ Crosswalks			3				
	B. Curbing		4					
	C. Driveways/ Parking Pavement			3				
	D. Striping/ Marking/ Speed Bumps		4					
	E. Patios			3				
1.3	Landscape							3.0
	A. Ground Cover				2			
	B. Trees		4					
	C. Irrigation System			3				
1.4	Site Features/ Fixtures/ Furniture/ Signage							3.5
	A. Landscape Features/ Play Equipment						N/A	
	B. Exterior Lighting Fixtures		4					
	C. Water Fixtures						N/A	
	D. Exterior Site Furniture						N/A	
	E. Site Utility			3				
1.5	Stormwater Management							3.0
N O T E S	1.1 A - Perimeter Redwood Fence shows signs of wear, including accumulated cobwebs, damage particularly where the top rail is out of plumb and inconsistent gaps along the bottom. 1.1 C - CMU wall at rear contains some dirt and moss buildup. 1.2 A - Exterior public sidewalk along Grant Street has medium stain buildup, moderate cracking and weed growth at curb joints. Moderate crack present in sidewalk along Grant Street. Weeds are present along asphalt where it meets concrete curb and in sidewalk joints. 1.2 C - Concrete driveway facing Grant Street contains light surface discoloration and light cracking at some expansion joints. Plant debris is also present. Asphalt pavement is generally in good condition, with light cracking in front of outdoor training equipment storage and around storm drains and dumpster. Rear yard asphalt contains cracking near dumpster and redwood fence. 1.2 E - Concrete at entrance patio shows signs of deterioration and moderate cracking is present. 1.3 A - Landscaping at entrance facing Healdsburg Avenue in fair to good condition but generally lacking. Bark at front entrance is discolored and dried out. 1.3 C - Sprinkler system in fair condition and functioning properly. 1.4 E - Round water handhole near south side of building settling from surrounding cracked concrete. T.V. Cable handhole has weed buildup and handhole lid doesn't close properly. Some site utility handholes are covered with decomposed granite material.							

Condition Assessment Checklist Facility Name: City of Healdsburg Fire Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
Overall Rank		5	4	3	2	1		3.3
2 Exterior Envelope								3.4
2.1	Exterior Wall Finish							4.0
2.2	Eaves and Fascias							3.0
2.3	Doors/ Windows/ Louvers							3.0
	A. Windows			3				
	B. Louvers and Vents			3				
	C. Exterior Doors & Hardware			3				
2.4	Roofing							3.8
	A. Roof Surface		4					
	B. Roof Opening/ Skylight/ Penetrations		4					
	C. Roof Equipment Curbing		4					
	D. Leakage		4					
	E. Ponding Water		4					
	F. Roof Drainage		4					
	G. Gutters / Downspouts			3				
	H. Roof Vents			3				
N O T E S	2.2 - Fascia is in fair condition with some minor dirt buildup.							
	2.3 A - Exterior windows in fair condition overall with some sealant deterioration present at windows.							
	2.3 B - Vent at bottom portion of door to electrical room is heavily rusted with debris buildup.							
	2.3 C - Exterior door stop at electrical room contains a rusted attachment screw to asphalt which is a potential tripping hazard. Main door for staff egress that faces Grant Street, at the open office area, does not properly seal when closed.							
	Door to Training Tower contains scuffing and scratches at paint surface.							
	2.4 G - Gutters in generally good condition without noteworthy blockages observed.							
	2.4 H - Roof Vents appear to be in good condition but contain minor grime buildup.							
	3 Structure							
3.1	Foundation/ Footing							4.0
3.2	Columns							4.0
3.3	Framing System							4.0
3.4	Walls							4.0
3.5	Lateral Force Resistance System							N/A
3.6	Covered Walkway/Canopy							3.0
3.7	Chimney							N/A
N O T E S	3.6 - Dirt and debris is present at bases of exterior metal columns for pergola/canopy structure.							


Condition Assessment Checklist Facility Name: City of Healdsburg Fire Station		Condition						Rank
		Excellent 5	Good 4	Fair 3	Poor 2	Critical 1	N/A	
Overall Rank								3.3
4 Interior Elements								2.7
4.1	Ceilings							3.0
	A. Suspended Ceiling (ACT)				2			
	B. Gypsum Board			3				
	C. Plaster			3				
	D. Wood						N/A	
	E. Other						N/A	
	F. Exposed		4					
4.2	Flooring							3.0
	A. Carpet						N/A	
	B. Vinyl			3				
	C. Tile				2			
	D. Wood						N/A	
	E. Concrete		4					
4.3	Interior Wall/Partition Finishes							2.0
4.4	Interior Doors & Hardware							2.0
4.5	Interior Windows & Window Covering							3.0
4.6	Stairs Condition							3.0
	A. Stairs/ Landing			3				
	B. Handrails			3				
4.7	Toilet Condition							2.9
	A. Toilet Accessories			3				
	B. Toilet Partitions			3				
	C. Water Closets			3				
	D. Urinals			3				
	E. Lavatories /Sinks			3				
	F. Counter			3				
	G. Shower Compartments				2			
4.8	Hazmat							N/A
4.9	Room Capacity							3.0


Condition Assessment Checklist Facility Name: City of Healdsburg Fire Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		3.3
Overall Rank								3.3
N O T E S	4.1 A - Suspended Ceiling (ACT) at the main lobby is in good condition overall. Some discoloration is present at ACT throughout the administrative space adjacent to the lobby. Smaller portions of ACT tile throughout the Fire Department are often out of plumb with the ceiling grid.							
	4.1 B - Gypsum ceiling at Apparatus Bay is in good condition but contains moderate cobweb buildup.							
	4.1 C - Plaster ceilings are generally in fair condition.							
	4.1 F - Exposed ceilings in mechanical rooms in generally in good condition.							
	4.2 B - Scuffs and scratches at vinyl tile flooring exist throughout the facility, especially within corridor areas							
	4.2 C - Small ceramic floor tiles at Turnout Room are in fair to poor condition and locations are present with chipped or missing tiles. Grout is heavily stained. At the stall in the Men’s Restroom, the small format floor tile is in fair to good condition with moderately stained grout. Shower wall tile is in fair condition with some surface debris and discoloration. Small format floor tile at Men’s Restroom shower contains staining at grout especially at corners and middle of shower floor.							
	4.3 - Slight damage at painted drywall surfaces throughout the facility, including areas of previous equipment or shelf mounting. Interior baseboards are in fair condition with surface scuffing and general wear.							
	4.4 - Interior doors and hardware throughout the facility show varying levels of wear. The Training Room door has base discoloration and chipping. Hinges at interior doors exhibit discoloration and light debris buildup. Multiple door closers have scuffed paint surfaces, with the door closer at the cleaning products storage room broken and hanging loosely.							
	4.5 - Lobby lacks security glass at public window. Blinds are in fair condition; some surface discoloration and debris on slats was observed.							
	4.6 A - Stairs and handrails throughout the facility exhibit signs of wear. Training Tower stairs contain cracked concrete treads, with dust accumulation reducing grip. The stair ladder to the mezzanine contains scuffed paint, and the wood stair leading to the attic flexes under load and lacks a center stair stringer.							
4.6 B - Handrails at the Training Tower show signs of finish wear, including paint scuffs and chipping.								
4.7 A-G - Restrooms in fair condition. Plumbing backup at men’s urinal is affecting the adjacent sink at the women's restroom. Tile floor surfaces at shower pans contain of excessive grime build up.								
4.9 - Room capacity is generally substantial for current facility use.								


Condition Assessment Checklist Facility Name: City of Healdsburg Fire Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
Overall Rank		5	4	3	2	1		3.3
5 Mechanical, Electrical and Plumbing Systems								3.5
5.1	Mechanical Systems							3.5
	A. HVAC			3				
	B. Control System			3				
	C. Chiller						N/A	
	D. Cooling Towers						N/A	
	E. Duct Work		4					
	F. Ventilation/Air Distribution		4					
	G. Boilers						N/A	
5.2	Electrical Systems							3.7
	A. Transformer		4					
	B. Switchgear		4					
	C. Panelboards (Condition & Capacity)		4					
	D. Devices (Switches & Receptacles)			3				
	E. Interior Lighting Fixtures			3				
	F. Conveying Systems						N/A	
	G. Fire Alarm System		4					
5.3	Voice and Data Systems							3.0
5.4	Plumbing Systems							2.7
	A. Plumbing Fixtures			3				
	B. Water Distribution System/ Pipes				2			
	C. Water Heaters			3				
5.5	Gas Distribution Systems							4.0
5.6	Fire Suppression System							4.0
N O T E S	<p>5.1 A - HVAC systems throughout the facility are generally operational but show signs of age and wear. Rooftop units are approximately 9 years old, with rust noted on gas service lines and heavily rusted safety switch enclosures present. Ceiling return registers inside the facility are discolored.</p> <p>5.1 B - HVAC zoning issues were noted.</p> <p>5.2 D - Light switches and receptacle covers are in fair condition; some contain cracking.</p> <p>5.2 E - Interior lighting fixtures throughout the facility are generally in good condition. Apparatus Bay lighting is well-aligned and fully operational. Some interior light fixture lenses are misaligned, and cobweb buildup is present at light fixtures in the electrical room and other locations.</p> <p>5.3 - Voice and data systems do not meet modern standards but otherwise function for Fire Department use</p> <p>5.4 - Plumbing fixtures in fair condition aside from previously mentioned backup at Men's Restroom urinal. Some plumbing piping insulation contains staining.</p> <p>5.4 B - Water Distribution System/Pipes insulation at central portion of the east side of the Apparatus Bay contains surface deterioration and staining. At the multi-user Men's Restroom, the plumbing system backs up at the urinal, which is connected to the sink at adjacent restrooms. If urinal drainage becomes clogged, a backup at the adjacent restroom sink occurs.</p> <p>5.4 C - Water heaters in fair condition and functioning sufficiently.</p>							


System	Condition		
	Compliant	Non-compliant	N/A
6 ADA Compliance			
6.1 Site			
A. Accessible Parking Spaces		NC	
B. Passenger Loading Zones			N/A
C. Accessible Parking Signage	C		
D. Sidewalk & Accessible Route to Entry	C		
E. Gate & Gate Hardware		NC	
F. Ramps			N/A
G. Stairways			N/A
H. Handrails & Guardrails (Ramps & Stairways)			N/A
6.2 Interior			
A. Interior Walking Clearance/Clear Floor Space		NC	
B. Doors & Door Hardware		NC	
C. Door Strike		NC	
D. Threshold	C		
E. Ramps			N/A
F. Stairways		NC	
G. Handrails & Guardrails (Ramps & Stairways)		NC	
H. Elevators			N/A
I. Cabinet		NC	
J. Counters (Knee & Toe Clearance)		NC	
K. Signage (Pictogram & Braille)	C		
6.3 Toilet			
A. Clearances/Accessible Stall		NC	
B. Water Closets		NC	
C. Urinals		NC	
D. Lavatories		NC	
E. Toilet Accessories		NC	
F. Shower Compartments		NC	
G. Drinking Fountain & Spout		NC	
H. Signage (Pictogram & Braille)	C		
N O T E S	<p>6.1 A - ADA parking space nearest Grant Street is non-compliant.</p> <p>6.1 E - Pedestrian man gate adjacent to patio by kitchen is not accessible.</p> <p>6.2 A - Door maneuvering clearance for Door 6A in Training Room overlaps with sink clear floor space.</p> <p>6.2 B - No all interior doors meet 5lb operational requirement and other hardware improvements are necessary for accessibility.</p> <p>6.2 C - Door maneuvering clearance for Door 27 (between Corridor #2 and Apparatus Bay) is not compliant.</p> <p>6.2 F - Stairways are not accessible.</p> <p>6.2 I - Interior casework does not contain required knee clearance at sink locations and not all counter surfaces for dedicated functions are mounted at accessible heights.</p> <p>6.2 J - Counter height in Kitchen non compliant for ADA clearance (measured at 36 inches). No knee space provided at Kitchen sink.</p> <p>6.3 A/B - No accessible water closet provided in Men's Restroom.</p> <p>6.3 C - Urinal height at Men's Restroom non-compliant (measured at 17.5 inches).</p> <p>6.3 D - Sink counter heights in Men's Restroom and Toilet Room non compliant (measured at 35 inches).</p> <p>6.3 E - Paper towel dispenser in Public Restroom mounted at non-compliant height (measured at 50 inches). Seat cover dispenser mounted too high in Public Restroom.</p> <p>6.3 F - Shower compartments do not contain required accessible floor space for roll in ability.</p> <p>6.3 G - Drinking fountains require accessibility improvements.</p>		


MEP Components Overview

Main Electrical Service			
Panel Name:	N/A		
Location:	Room 27		
Service Capacity:	600A		
Age of Switchboard:	1991 (34 Years)		

Electrical Panels					
Name:		EDP			
Location:		Room 27			
Capacity:		600A			
Circuit Availability:		33.33%			
6	OF	18	CIRCUITS		

Name:		ELA			
Location:		Room 27			
Capacity:		225A			
Circuit Availability:		33.33%			
14	OF	42	CIRCUITS		

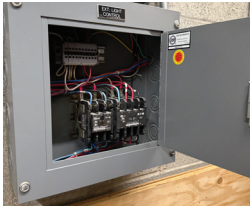
Name:		ELB			
Location:		Room 27			
Capacity:		225A			
Circuit Availability:		26.19%			
11	OF	42	CIRCUITS		


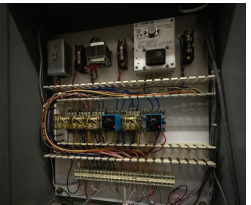
Name:		ELC			
Location:		Room 27			
Capacity:		225A			
Circuit Availability:		14.29%			
6	OF	42	CIRCUITS		

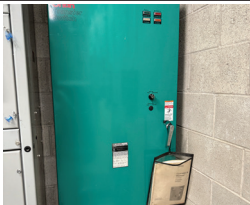

MEP Components Overview


Name:			ELD	 
Location:			Room 27	
Capacity:			100A	
Circuit Availability:			80.95%	
34	OF	42	CIRCUITS	

Other Electrical Items


Name:			Exiting Lighting Control	
Location:			Room 27	

Name:			Rectifier RCP-1	 
Location:			Room 27	

Name:			Transfer Switch	 
Location:			Room 27	

Name:			Cummins Generator/Fuel Tank	
Location:			Training Tower - Interior/Exterior	


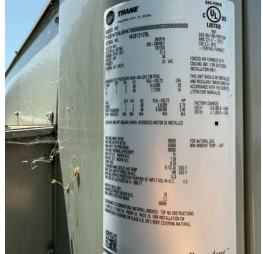
MEP Components Overview



Name:	Switchgear	 
Location:	Site	



Name:	PG&E Meter	
Location:	Site	



Name:	Transformer	
Location:	Site	

MEP Components Overview

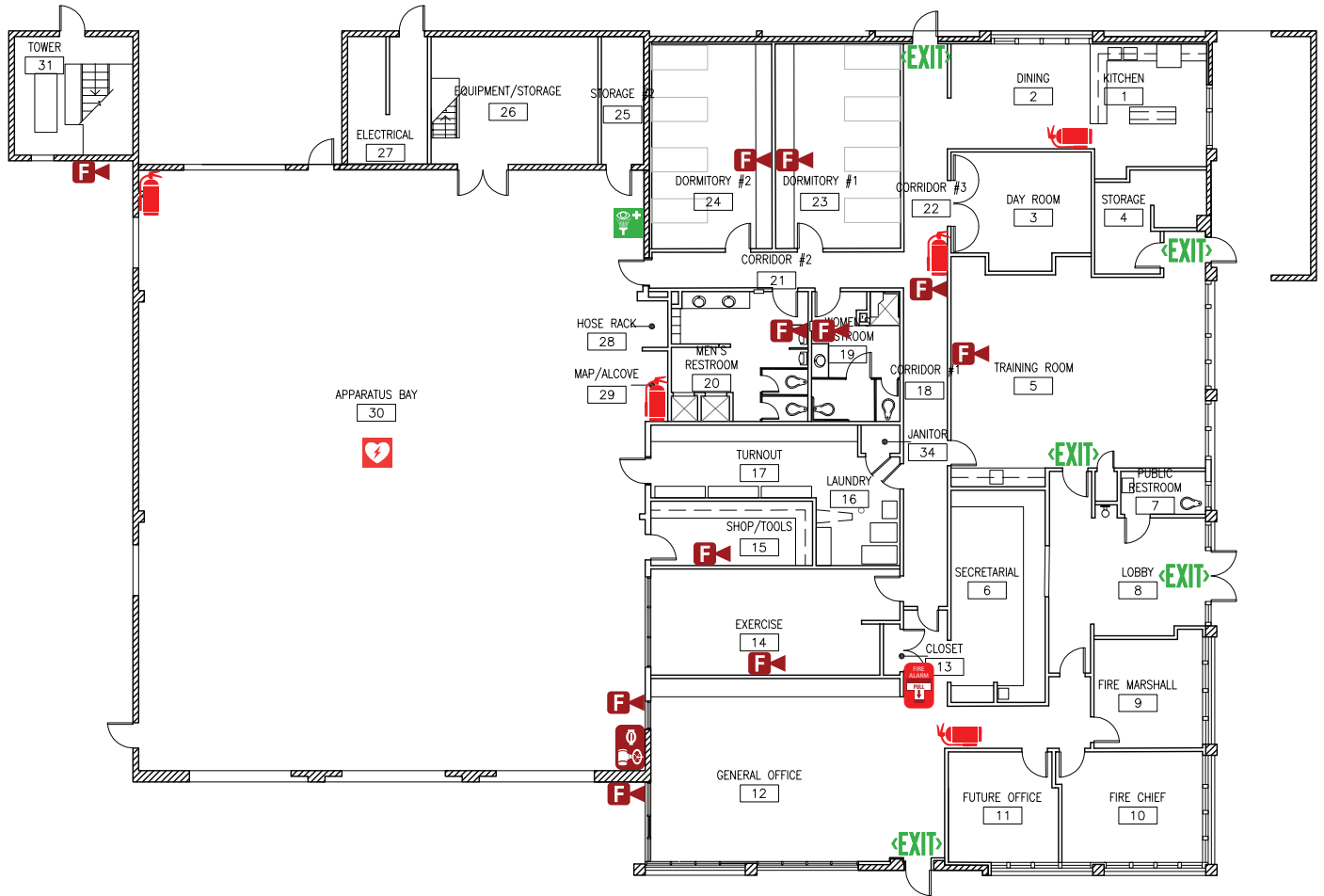
HVAC		
Unit Type:	Packaged HVAC Unit #1	 
Location:	Roof	
Brand:	Trane	
Model:	YHC074F3RLA0HK7	
Serial No:	163812129L	
Manufacture Date:	09/2016	
Energy Source:	Natural Gas	
Input/Output:	80,000 BTU/hr / 64,800 BTU/hr	

Unit Type:	Packaged HVAC Unit #2	 
Location:	Roof	
Brand:	Trane	
Model:	YSC035G3RLA01D	
Serial No:	153710319L	
Manufacture Date:	09/2016	
Energy Source:	Natural Gas	
Input/Output:	60,000 BTU/hr / 49,200 BTU/hr	

Unit Type:	Packaged HVAC Unit #2	 
Location:	Roof	
Brand:	Trane	
Model:	YSC092F3RLA1VK1	
Serial No:	163811902L	
Manufacture Date:	09/2016	
Energy Source:	Natural Gas	
Input/Output:	120,000 BTU/hr / 96,000 BTU/hr	

Unit Type:	Ceiling Heater	 
Location:	Bay	
Brand:	Reznor	

Life Safety Diagram



Fire Dept. - Floor Plan

Legend








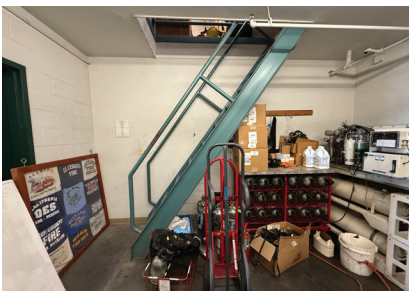
-  Exit Sign
-  Fire Alarm Strobe
-  Fire Alarm Pull
-  Fire Suppression Riser
-  Fire Extinguisher
-  Eye Wash Station
-  Automated External Defibrillator (AED)
- Located in fire trucks

Photo Documentation | Exterior Overall



Photo Documentation | Interior Blow Ups



CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY
SECTION B: FACILITY CONDITION ASSESSMENT

POLICE DEPARTMENT



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Facility Description - Police Department Overview

Age

The Healdsburg Police Department is 32 years old and was constructed in 1993.

Square Footage

12,230 SF

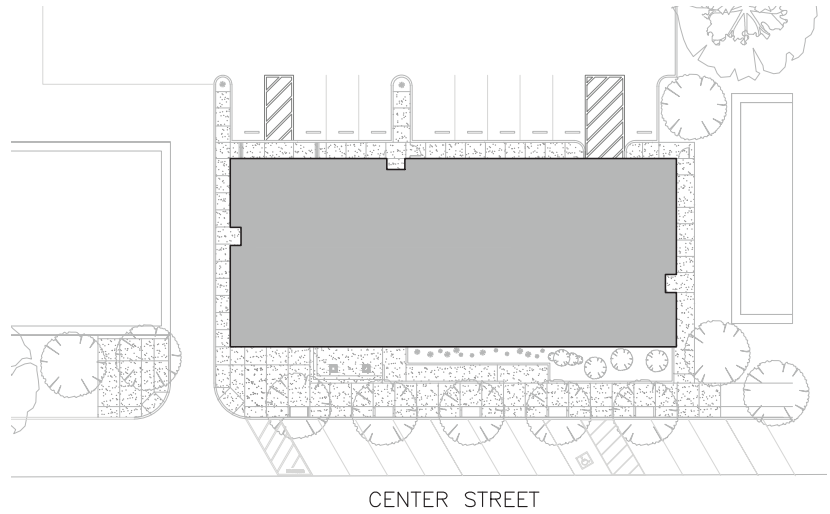
Restrooms

3 Mens
3 Womens

Building Type and Occupancy

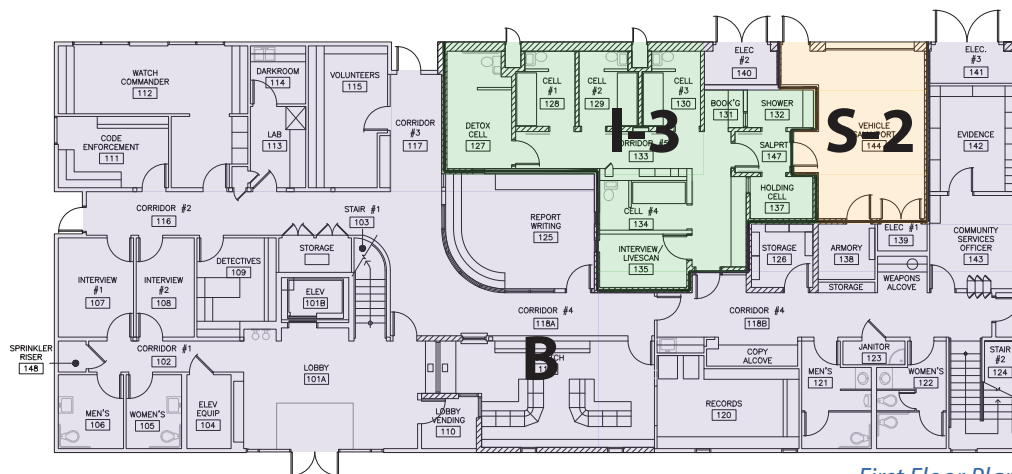
Building Type: V

Occupancy Group: B, I-3, S-2

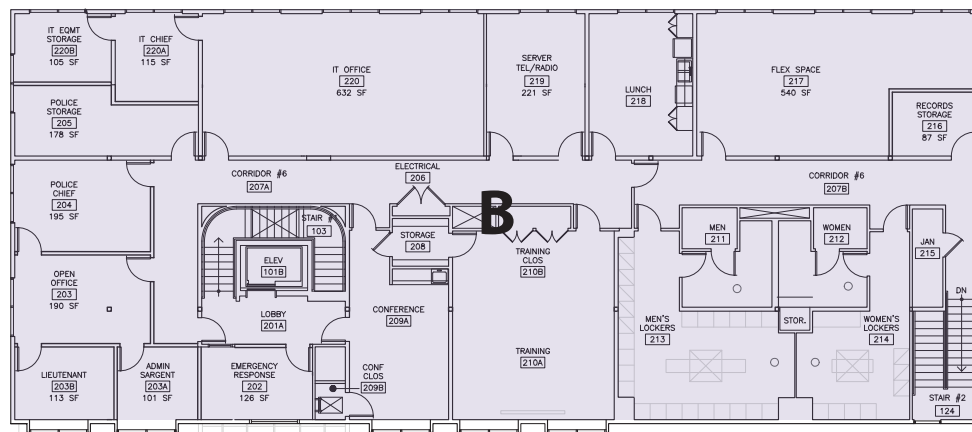


Site Plan

OCCUPANCY GROUPS



First Floor Plan



Second Floor Plan

Facility Description - Police Department



Building Description

The Healdsburg Police Department is a two-story municipal facility that was constructed in 1993. The building is located on Center Street, adjacent to City Hall and within walking distance of the downtown core. The building structure consists of wood framing on a concrete slab-on-grade foundation. The exterior of the Police Department is finished in painted stucco with aluminum-framed windows and a flat roof that contains rooftop mounted mechanical equipment. The rear police parking lot is shared with adjacent businesses and is unsecured. The rear lot provides access to the building's secured sally port. Public parking dedicated to the Police Department is lacking considerably but there is some dedicated police parking and accessible parking located along Center Street. Public sidewalks are located along the building's front entry and provide pedestrian access into the rear lot. The entrance also includes a covered canopy and masonry ramp/landscape planter structure. The masonry ramp provides a small buffer from the adjacent street.

The building contains a single ply roof surface housing radio and HVAC equipment. Interior fan coil units align to exterior rooftop outdoor units and are located centrally in many rooms throughout. Floor finishes throughout the facility include carpet, rubber tile, vinyl tile and sealed concrete. The building provides public service functions at the ground level. Public service functions include a reception counter, dedicated translation phone, lobby, public restrooms and access to interview rooms. Secured ground floor workspaces include a report writing room, records storage, code enforcement and access to the sally port. A detention area exists at the ground level. The second floor houses the City's IT Department offices, secured administrative offices, a training room, locker rooms, an exercise room, a communications room and a server room supporting dispatch and IT functions. The Police Department supports a range of operational activities including acting as the City's Emergency Operations Center.

Use of Building

The building is used in the following ways:

- Supports law enforcement and Healdsburg Emergency Operations Center (EOC) operations
- Provides offices and workspaces for police personnel including dispatch and records staff
- Houses public-facing services including lobby, interview rooms and restrooms
- Contains locker rooms, gym, and training area for staff use

Condition Summary - Police Department

Overall Rating 3.0



Facility Condition

Site 3.0

The site includes a combination of asphalt and concrete paving, curb islands, sidewalks and utility access points. The asphalt pavement is generally in fair condition, with light surface cracking noted across both the front parking area along Center Street and the rear police parking lot. Concrete curbing is nearing the end of its service life and shows damage at numerous locations, particularly at corner edges and curb islands, including cracking in locations due to tree root intrusion or possible settlement. Curb stops at parking spaces show chipped paint. Painted curbing throughout the site, including red, green, and blue curb markings, are significantly faded, with "No Dumping" and other curbside markings completely worn.

Sidewalk conditions vary across the site. Surface staining is present along the walkway facing Grant Street and moderate cracking is visible in this area. Sidewalk areas will benefit from pressure washing to remove surface staining. Truncated domes along the accessible route at the front of the building contain debris buildup, and nearby water handholes have cracked plastic housings.

Parking lot striping is faded at both the front and rear of the facility. Lettering and delineation of "No Parking" and standard stalls are difficult to distinguish. Yellow striping at the building's exterior entrance stair treads is also faded.

Landscaping at planters facing Center Street is moderately overgrown. While vegetation is generally healthy, planter maintenance appears inconsistent. Trees at the front sidewalk are beginning to lift adjacent metal grate covers due to general growth and expansion of root structures. These planter covers are expected to require removal within three years. Irrigation hose management does not appear to be present at front planters.

Utility infrastructure on site includes a transformer housing

that is faded and partially obscured by vegetation. The area adjacent to the transformer is heavily overgrown. A cracked handhole (Pac-Bell) and adjacent electrical box at the rear of the lot are protruding from the curb island and pose a potential tripping hazard.

Site lighting exhibit show signs of surface wear with faded paint. Gate hardware at the side walkway is chipped. The "Police Cars Only" parking sign at rear shows rust staining at the mounting points, and parking signage poles along the front curb are leaning towards the facility, possibly due to settlement of footings.

The site lacks continuous perimeter fencing. While fencing exists along the rear portion of the lot and is in fair condition, vehicle parking remains unsecured overall which is not typical for modern police stations.

Exterior Envelope 3.3

The exterior envelope consists of stucco walls, a metal storefront system and exterior-mounted lighting fixtures. Masonry accents are included at the exterior and are visibly in good condition. The stucco and exterior paint are in very good condition overall and have recently been repaired. Metal storefront entrance door contains chipped paint and signs of wear.

The mounted exterior lighting fixtures appear original to the building's construction and exhibit faded lenses and aging surface finishes. An aluminum awning mounted at the building exterior is in good condition and appears securely attached, though some surface discoloration is present upon close inspection. Vents located beneath exterior soffits at doorways are clogged with debris.

An exterior power outlet located to the right of the main entrance has a detached receptacle cover with broken hinge, leaving the outlet exposed. The "Push for Help" button and camera mounting brackets are visibly in good condition but

Condition Summary - Police Department

Overall Rating 3.0



operation was not tested. Window glazing appears to be in fair to good condition.

Roof 2.5

The roof surface contains debris buildup throughout with accumulation particularly heavy beneath nearby palm trees. Roof drains near mechanical equipment, including related electrical items such as AC Panel 2, are also impacted by debris. Rooftop walking mats show grime buildup and require cleaning to maintain slip resistance.

Skylight panel housings show minor surface deterioration and peeling surface coatings. Dirt has collected at panel-to-housing joints, and skylight glazing surfaces exhibit mild accumulation of debris. Parapet flashing appears to have been resealed at lap joints. Moss buildup is visible at select parapet areas.

Rooftop HVAC gas lines and conduit connections display surface rust, particularly around fasteners for electrical feeders. Exhaust fan housings are rusted and have deteriorated surface paint. Multiple rooftop vents are uncapped and present a potential trip hazard, especially near rooftop access paths.

Structure 3.0

Structural systems appear generally sound. No major issues were observed at visible portions of the foundation, though some surface staining is present. Minor drywall cracking is visible at interior drywall, including at area 9 above signage identifying Lieutenant's Office. Cracking may indicate slight settlement or past building movement.

Interior 2.7

Interior flooring throughout the facility consists of vinyl tile, carpet, concrete, wood and rubber finishes. Vinyl flooring located within the main corridors exhibits significant scuffing and minor gaps at tile joints. The flooring at the small room containing the vending machine off of the public lobby is in very poor condition with advanced deterioration. Additional

vinyl flooring areas, including stair landings and restroom spaces, show chipping and cracking. Carpet is inconsistently installed throughout the building and shows staining at office, corridor and gym areas. At the Training Room, carpet seams are separating and visible deterioration of seam edges is present at these locations. Wood-look vinyl flooring at the Chief and Lieutenant Offices are in good condition. Rubber flooring at the Men's Locker Room is scratched and beginning to warp.

Jail area concrete floors are cracked with surface deterioration visible. Wall base is heavily scratched and separating at many locations throughout the interior including at the staff stairwell. Damage to painted drywall surfaces is widespread, with scuffs at corners and locations of prior equipment mounting. Wallpaper is warped and peeling below the circular lobby window. Paint and caulking at window bases and sill joints is deteriorating.

Stairs are in poor condition. Rubber stair treads and base are stained and separating, and excessive grime is present at treads. Handrails lack flat return portions and show chipped paint. At the public stairwell, tiled stair treads contain grout issues and minor surface abrasions.

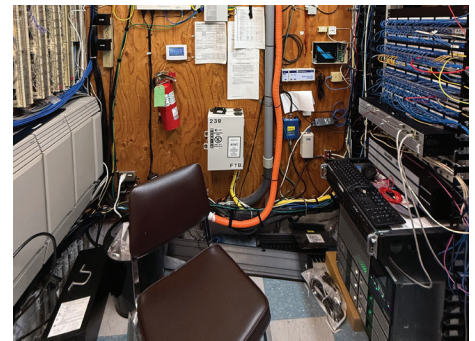
Numerous interior doors and frames exhibit chipped paint and wear. Door closer to the rear parking lot is broken and door frame is heavily damaged from excessive closing force of rear door. Cell doors are difficult to operate and contain surface damage. Kick plates are missing from main entrance doors, which also show heavy scratching at the base.

Acoustical Ceiling Tile (ACT) throughout the facility is in fair to poor condition. Ceiling systems contain stained, warped and poorly cut ACT. ACT at main corridor and public lobby areas shows grime and water damage. Some locations, such as the IT open office area, show ACT flexing and signs of condensate leakage from overhead fan coil units.

Light fixture lens covers are missing in several areas, including

Condition Summary - Police Department

Overall Rating 3.0



at elevator cab interior and sally port fixtures. Dust buildup is visible around recessed lighting fixtures at locker rooms. At the janitorial closet, sealant is damaged and contains mildew. Deteriorated elevator finishes include scratched doors and chipped interior signage. The interior lighting fixture at the elevator is in poor condition with a partially missing lens cover that is otherwise warped. Rust is visible at the elevator cab speaker/vent grille. Floor tile deterioration and debris buildup is present at the elevator threshold.

Casework in break and locker room areas show wear, including chipped trim and surface discoloration. Counter surfaces at the gun cleaning station are also chipped. Lockers contain scratched paint, and the bench in the Men's Locker Room shows signs of heavy use. Toilet paper holders located within public restrooms are loose. Exit signage at Jail locations is floor-mounted and non-compliant.

MEP Systems 2.9

Mechanical systems are functional but aging. The facility uses ceiling-mounted fan coil units, some of which interfere with daily work operations due to poor placement above work surfaces. Condensate pumps are unable to keep up with peak cooling demands leading to past overflows and associated ceiling damage. Condensate line insulation is deteriorated or missing in multiple areas, which has led to exposed copper piping. Rooftop HVAC units have surface rust and missing or rusted fasteners.

The electrical system is near capacity and electrical panels are largely original to the building's construction. Some minor circuit availability remains for future power requirements. The main switchboard is reported to be in working order, but the transfer switch display is damaged. Equipment is stored directly in front of some electrical panels, impeding access.

Lighting fixtures in the building are aging, and many still use fluorescent or incandescent lamps. Fixtures throughout the facility are missing lenses. LED upgrades are recommended.

Dust and grime buildup is noted at lighting fixtures near exterior ramps and locker room spaces.

Communications cabling is exposed at ceiling surfaces and under eaves. The Communications (Radio) Room has open cable trays and wall-mounted ethernet systems that require organizational improvements. Adhesive for attachment of insulation panel at the Server Room window is failing. A rear entry doorbell intercom system is non-functional.

The water heater was manufactured in 2011 and is likely approaching end of useful service life. Piping insulation is missing in multiple locations including at exposed piping below public restroom lavatories. The break room faucet shows heavy water deposit buildup. Dishwasher and refrigerator units are functional but exhibit signs of age and physical wear.

ADA Compliance Needs Compliance

The single ADA parking stall along Center Street is not compliant. The blue striping does not reach the required 20' length. The exterior ramp does not contain a compliant slope and lacks handrails. Debris buildup is present at truncated domes.

The elevator cab depth does not meet ADA requirements. The break room counter is not ADA compliant and exceeds 34".

Trash receptacles are placed within door maneuvering clearances at multiple locations, including at Door 32 for Booking 136 and Door 62 for Men's Locker Room. No back support is provided for benches in both Men's Locker Room (213) and Women's Locker Room (214). Clear floor space is not provided at the Corridor 118B sink. At the Break Room (216), there is not enough aisle space or sink clear floor space is provided. Clearance for the shower is overlapping with the clear floor space for the urinal in Men's restroom (211).

Condition Summary - Police Department

Overall Rating 3.0



Stair treads exceed the maximum 12" run, and some accessible restroom upgrades may be necessary. Clearances at restroom fixtures, dispensers and door swing zones should be re-evaluated.

Life Safety Items

Ceiling-mounted fire sprinklers are not properly aligned with ceiling tiles in some locations. One sprinkler head is located directly above an electrical panel at the second floor. Fire extinguisher signage is missing in various parts of the building.

Items stored within the corridor pose a potential safety hazard during evacuation events.

Recommendation Summary - Police Department



Recommendations

Site:

- Pressure wash sidewalk surfaces and truncated domes
- Repair damaged components of site curbing
- Paint faded curb markings
- Paint parking curb stops
- Restripe rear parking lot markings
- Restripe front parking spaces and other pavement markings
- Maintain landscaping at planters facing Center Street
- Address metal grate covers impacted by tree growth. Arborist may provide additional recommendations
- Provide hose bib management at planter
- Provide new handholes throughout site at locations of cracked or deteriorated handholes
- Clear overgrown vegetation around existing site transformer
- Paint site lighting poles and gate hardware
- Replace parking signage at rear lot
- Replace parking signs, poles and footings at Center Street

Exterior Envelope:

- Follow maintenance guidelines from manufacturer of new exterior paint application
- Paint metal storefront at entrance including door
- Replace wall-mounted exterior lighting fixtures
- Replace hinge cover at power outlet located to right of main entrance
- Provide regular testing of the "Push for Help" button

Roof:

- Clean debris from roof surface regularly
- Provide caps at rooftop vents
- Clean roof drainage elements

Structure:

- Continue to monitor the structure for growth at existing interior drywall cracks, new interior drywall cracks and exposed portions of foundation

Interior:

- Replace vinyl tile flooring throughout the building
- Replace carpet throughout the building
- Level flooring as needed for replacement of vinyl or carpet floor finishes
- Remove existing wallpaper and reapply new wallpaper, or provide spot fixes to existing wallpaper at locations of warping
- Paint interior doors and frames
- Paint interior window trim
- Provide new grout at tile treads at lobby stair
- Provide new door hardware as needed
- Replace damaged light and power receptacle switchplates
- Provide new acoustic ceiling tile throughout building. Repair existing ceiling grid as necessary
- Provide LED bulbs or replace existing lighting fixtures with LED fixtures throughout the facility
- Provide improvements to elevator cab interior including floor and ceiling finishes
- Repair damaged casework components
- Replace benches at locker rooms
- Provide new toilet fixtures and accessories at public

Recommendation Summary - Police Department



restrooms

- Replace non-compliant EXIT signage with new
- Replace damaged door closers

MEP Systems:

- Provide complete cleaning of HVAC system ductwork and components
- Provide new ceiling supply and return registers
- Provide new condensate drainage pumps for Fan Coil Units with higher capacity. Complete replacement of building HVAC system recommended within the next 10 years
- Provide new refrigerant line insulation for rooftop mounted HVAC units
- Provide required clearances in front of electrical panels
- Provide additional cable management at cable trays
- Provide new piping insulation at sinks and lavatories for exposed plumbing
- Replace faucet at break area sink
- Replace dishwasher and refrigerator in break room

ADA Compliance:

- Provide ADA compliant break room counter and other interior counters and lavatories
- Recommend reconfiguration and design study of existing stairs
- Provide handrails at exterior masonry ramp
- Reposition trash receptacles
- Provide accessibility improvements at public restrooms
- Provide accessibility improvements at ADA parking stall at Center Street

Condition Assessment Checklist Facility Name: City of Healdsburg Police Station		Condition						Rank
		Excellent 5	Good 4	Fair 3	Poor 2	Critical 1	N/A	
Overall Rank								3.0
1 Site/ Civil/ Landscape								3.0
1.1	Fences/ Walls/ Gates							3.0
	A. Perimeter Fencing			3				
	B. Equipment Fencing					N/A		
	C. Landscape Walls/ Piers / Structures			3				
	D. Gates					N/A		
1.2	Paving							2.5
	A. Sidewalks/ Walkways/ Crosswalks			3				
	B. Curbing				2			
	C. Driveways/ Parking Pavement				2			
	D. Striping/ Marking/ Speed Bumps			3				
	E. Patios					N/A		
1.3	Landscape							3.0
	A. Ground Cover			3				
	B. Trees			3				
	C. Irrigation System			3				
1.4	Site Features/ Fixtures/ Furniture/ Signage							3.5
	A. Landscape Features/ Play Equipment					N/A		
	B. Exterior Lighting Fixtures			3				
	C. Water Fixtures					N/A		
	D. Exterior Site Furniture					N/A		
	E. Site Utility		4					
1.5	Stormwater Management							3.0
N O T E S	<p>1.1 A - No perimeter fencing exists at the Police Station site, resulting in unsecured site conditions.</p> <p>1.1 C - Masonry brick landscape wall along ramp shows white smears, potentially from vandalism or incomplete cleaning.</p> <p>1.2 A - Sidewalks and walkways show signs of wear. Curb paint is worn and fading in multiple locations. Dirt buildup is present along the edges of entrance stairway and walkway, obscuring some painted surfaces.</p> <p>1.2 B - Curbing is approaching useful service life and shows damage at numerous locations, particularly at corner edges and curb islands at rear. Cracking is present in locations due to tree root intrusion or possible settlement.</p> <p>1.2 C - Asphalt pavement is in poor condition. The driveway is shared with neighboring businesses, which at times disrupts traffic flow. As a result, police vehicles are occasionally entering through the one-way driveway.</p> <p>1.2 D - Curb stops at parking spaces show chipped paint, while curbing paint throughout the site is significantly faded. Curb markings such as "No Dumping" are completely worn. Parking lot striping is also faded at both the rear lot and front parking spaces. Lettering and delineation of "No Parking" and standard stalls are difficult to distinguish. Yellow striping at the building's exterior entrance stair treads is also faded.</p> <p>1.3 A - Moderately overgrown vegetation is present at the front of the building. Vegetation around the transformer housing is heavily overgrown and partially obscuring the transformer.</p> <p>1.3 B - Planters at the front sidewalk are beginning to lift metal tree grates due to tree trunk growth; these covers may require removal within five years.</p> <p>1.3 C - Irrigation hoses are present but appear unmanaged around front planters.</p> <p>1.4 B - Exterior lighting fixtures throughout the site show signs of aging and wear. Many fixtures appear original to the building and have faded lenses, deteriorated finishes and dirt or cobweb buildup. Lighting pole bases contain debris, and some fixtures at pedestrian pathways and near the exterior entrance ramp exhibit grime accumulation.</p>							

Condition Assessment Checklist Facility Name: City of Healdsburg Police Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
Overall Rank		5	4	3	2	1		3.0
2 Exterior Envelope								3.3
2.1	Exterior Wall Finish							4.0
2.2	Eaves and Fascias							4.0
2.3	Doors/ Windows/ Louvers							2.5
	A. Windows			3				
	B. Louvers and Vents						N/A	
	C. Exterior Doors & Hardware				2			
2.4	Roofing							2.5
	A. Roof Surface			3				
	B. Roof Opening/ Skylight/ Penetrations			3				
	C. Roof Equipment Curbing			3				
	D. Leakage			3				
	E. Ponding Water				2			
	F. Roof Drainage				2			
	G. Gutters / Downspouts				2			
	H. Roof Vents				2			
NOTES	2.3 A - Exterior windows are generally in fair condition but show signs of aging. Some window frames have chipped paint, surface wear and minor deterioration. 2.3 C - Exterior Door and Hardware by the storefront entrance contains chipped paint and signs of wear. 2.4 A - The roof contains widespread debris buildup, particularly near roof drains. Rooftop walking mats contain grime accumulation and require cleaning to maintain safe access. 2.4 B - Skylight panels and housings show light surface deterioration, peeling coatings and debris buildup at joints. 2.4 C - Roof-mounted HVAC units and mechanical equipment show surface rust and some missing or rusted fasteners. Some rooftop equipment curbing may require resealing or refinishing. 2.4 D - Interior ceiling stains are present throughout the building, particularly at acoustic tile ceilings. Stains suggest past or ongoing leakage issues. Water damage is most notable near HVAC condensate lines and rooftop mechanical units where previous overflows and insulation failures have occurred. 2.4 E - Evidence of ponding water after rain event is present at roof surface. Debris stains at areas of ponding water were observed. 2.4 F - Roof Drainage elements near mechanical equipment, such as AC Panel 2 are impacted by debris. 2.4 G - Concealed Gutters/Downspouts are clogged and contain debris buildup throughout. 2.4 H - Roof Vents are uncapped and present a potential trip hazard, especially near rooftop access paths.							

Condition Assessment Checklist Facility Name: City of Healdsburg Police Station		Condition						Rank
		Excellent 5	Good 4	Fair 3	Poor 2	Critical 1	N/A	
Overall Rank								3.0
3 Structure								3.0
3.1	Foundation/ Footing							3.0
3.2	Columns							3.0
3.3	Framing System							3.0
3.4	Walls							3.0
3.5	Lateral Force Resistance System							N/A
3.6	Covered Walkway/Canopy							3.0
3.7	Chimney							N/A
N O T E S	3.1 - No major issues were observed at exposed portions of the building's foundation. Minor surface staining is present in some areas.							
	3.2 - Interior columns wrapped in wall finishes, such as wallpaper, show minor wear, including scuff marks, tears, and surface deterioration.							
	3.3 - Structural elements appear generally sound, with no visible signs of excessive damage or movement. Minor interior drywall cracking is present at door frames.							
	3.4 - Interior walls throughout the facility show widespread cosmetic wear, including scuff marks, chipped paint, dents, and surface damage at door frames and corners. Wallpaper in select areas is warped or peeling, particularly below the circular window at the 2nd floor lobby. Painted drywall surfaces show cracking in some locations, most notably near door frames and high-traffic areas.							
	3.6 - The exterior canopy structure contains surface debris buildup, particularly around metal posts and connections. Paint is weathered in areas, and cobweb accumulation is present.							
4 Interior Elements								2.7
4.1	Ceilings							2.0
	A. Suspended Ceiling (ACT)					2		
	B. Gypsum Board					2		
	C. Plaster						N/A	
	D. Wood						N/A	
	E. Other						N/A	
	F. Exposed						N/A	
4.2	Flooring							2.2
	A. Carpet					2		
	B. Vinyl					2		
	C. Tile					2		
	D. Wood			3				
	E. Concrete					2		
4.3	Interior Wall/Partition Finishes							3.0
4.4	Interior Doors & Hardware							3.0
4.5	Interior Windows & Window Covering							3.0
4.6	Stairs Condition							2.5
	A. Stairs/ Landing					2		
	B. Handrails			3				
4.7	Toilet Condition							2.9
	A. Toilet Accessories			3				
	B. Toilet Partitions			3				
	C. Water Closets					2		
	D. Urinals			3				
	E. Lavatories /Sinks			3				
	F. Counter			3				
	G. Shower Compartments			3				
4.8	Hazmat							N/A
4.9	Room Capacity							3

Condition Assessment Checklist Facility Name: City of Healdsburg Police Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		3.0
Overall Rank								3.0
N O T E S	4.1 A - Acoustical Ceiling Tile (ACT) throughout the facility is in fair to poor condition. Ceiling systems contain stained, warped and poorly cut ACT. Main corridor and public lobby tiles show grime and water damage. Some locations, such as the IT open office area, exhibit signs of condensate impact from overhead fan coil units.							
	4.1 B - Gypsum ceilings are present in limited areas of the building and are generally in fair condition. Some sections show minor surface wear, including presence of scuff marks and light staining. In certain locations, particularly near HVAC units or plumbing, moisture stains are visible.							
	4.2 A - Carpet is inconsistently installed throughout the building and contains surface staining at office, corridor and gym areas. The training room carpet seam is separating and unraveling of the fabric is visible.							
	4.2 B - Vinyl flooring in the main corridors exhibits significant scuffing and minor gaps at tile joints. The flooring at the small room off of the public lobby containing the vending machine is in very poor condition with advanced deterioration. Additional vinyl flooring areas, including stair landings and restroom spaces, show chipping and cracking.							
	4.2 C - Tile flooring at the elevator threshold, stairs, and lobby has debris buildup and deterioration. Restroom tiles are worn.							
	4.2 D - Wood-look flooring in select areas, such as the Police Chief's and Lieutenant's offices, shows typical wear and surface scratching consistent with regular use, but no major damage was noted.							
	4.2 E - Concrete flooring at the jail cells and corridor are cracked with deterioration visible at tile transitions and stairwell grout lines.							
	4.3 - Interior gypsum board walls exhibit some damage, including scuffing, chipped paint, and cracking, particularly near door frames and corners, such as at the radio room and lieutenant's office. Some areas contain evidence of past repairs or equipment removal, leaving patching marks or uneven finishes. Moisture stains are present at multiple locations.							
	4.4 - Interior doors and hardware throughout the facility show moderate to heavy wear. Common issues include chipped paint, scuff marks, scratched door frames and worn hardware finishes. Some doors have damaged or missing kick plates, and certain closers and latches are malfunctioning or loose. Stairwell doors and the exit door to the rear parking lot are particularly worn.							
	4.5 - Some interior window frames have chipped or deteriorated paint, with minor warping or surface damage noted at certain locations including below window sills. Window blinds, where present, are generally in fair condition but show signs of discoloration and debris buildup.							
	4.6 A - Stairs are in poor condition. Rubber stair treads and base are stained and separating, and excessive grime is present at treads.							
	4.6 B - Exterior entrance handrails have peeling paint and weathering. Interior stair handrails exhibit chipped paint, surface scuffing, and worn finishes. Some interior stair handrails are missing proper flat return ends, and certain areas show minor dirt buildup.							
	4.7 A - Common issues include loose or damaged toilet paper holders, worn or non-compliant dispensers and outdated fixtures. Some paper towel and seat cover dispensers are mounted at non-compliant heights, and accessories generally show surface staining or corrosion.							
	4.7 B - Toilet partitions in restrooms appear aged, with minor surface wear, scratches and some staining.							
	4.7 C - Water Closets are outdated and contain surface staining at seats.							
4.7 D - Urinals throughout the facility are generally outdated and show signs of surface wear and staining. Some urinals do not meet current accessible height requirements.								
4.7 E - Lavatories and sinks throughout the facility show typical signs of wear, with some fixtures exhibiting staining, chipped surfaces and worn finishes.								
4.7 F - Counters throughout the facility, including those in break area and restrooms show wear such as chipped surfaces and surface staining. Some counters do not meet ADA height or clearance requirements.								
4.7 G - Showers include stained grout, surface debris, and minor discoloration on wall and floor tiles, particularly in corners and around drains.								
4.9 - Several rooms throughout the facility are undersized or inefficiently laid out for their current functions. Dispatch, Records, IT and training spaces are particularly impacted by space limitations.								

Condition Assessment Checklist Facility Name: City of Healdsburg Police Station		Condition					Rank
		Excellent	Good	Fair	Poor	Critical	
		5	4	3	2	1	
Overall Rank							3.0
5 Mechanical, Electrical and Plumbing Systems							2.9
5.1	Mechanical Systems						2.8
	A. HVAC				2		
	B. Control System			3			
	C. Chiller					N/A	
	D. Cooling Towers					N/A	
	E. Duct Work			3			
	F. Ventilation / Air Distribution			3			
	G. Boilers					N/A	
5.2	Electrical Systems						2.7
	A. Transformer			3			
	B. Switchgear				2		
	C. Panelboards (Condition & Capacity)				2		
	D. Devices (Switches & Receptacles)			3			
	E. Interior Lighting Fixtures			3			
	F. Conveying Systems				2		
	G. Fire Alarm System		4				
5.3	Voice and Data Systems						3.0
5.4	Plumbing Systems						2.7
	A. Plumbing Fixtures			3			
	B. Water Distribution System/ Pipes			3			
	C. Water Heaters				2		
5.5	Gas Distribution Systems						3.0
5.6	Fire Suppression System						3.0


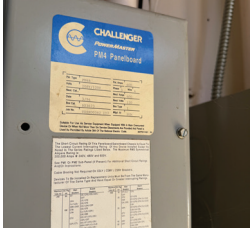
Condition Assessment Checklist Facility Name: City of Healdsburg Police Station		Condition						Rank
		Excellent	Good	Fair	Poor	Critical	N/A	
		5	4	3	2	1		3.0
Overall Rank								3.0
N O T E S	5.1 A - HVAC condensate pumps are unable to keep up with peak cooling demands, leading to past overflows and associated ceiling damage. Condensate line insulation is deteriorated or missing in multiple areas, exposing copper piping. Rooftop HVAC units have surface rust and missing or rusted fasteners.							
	5.1 B - Control systems at the facility, including HVAC, electrical and security components are generally outdated.							
	5.1 E - Ductwork throughout the facility shows signs of dirt and dust buildup, particularly at supply and return registers, with dust buildup present at adjacent ceiling surfaces.							
	5.1 F - Ventilation and air distribution throughout the building are reported as inadequate in multiple areas. Poor placement of units interferes with daily operations in certain rooms, such as IT and report writing areas. Ventilation in restrooms, locker rooms, and evidence storage is insufficient, leading to lingering odors and humidity issues.							
	5.2 A - The on-site transformer enclosure shows surface wear, with faded paint and discoloration. No operational issues with the transformer itself were reported.							
	5.2 B - The main switchboard is reported to be in working order, but the transfer switch display is damaged. Equipment is stored directly in front of some panels which impedes access.							
	5.2 C - Panelboards are original to the building construction. Most panelboards do not contain significant additional electrical capacity. Increased power requirements may require upgrade of building electrical system for increase capacity.							
	5.2 D - Electrical switches and receptacles throughout the facility are generally functional but show signs of age and wear. Some faceplates are cracked or discolored, and a few devices are poorly positioned near obstructions, such as sinks or tight corners. Staff have noted the need for additional electrical outlets in various areas.							
	5.2 E - Interior lighting fixtures throughout the building show signs of aging and wear with several missing lens covers. Staff reported that certain areas, such as IT spaces and report writing rooms, would benefit from upgraded LED fixtures.							
	5.2 F - Elevator is original to building construction. Elevator lobby call button signage is faded and cab finishes are in very poor condition. Elevator operation is generally smooth. Elevator recertification recently obtained.							
	5.3 - Voice and data systems throughout the facility are functional but in need of upgrades and improved organization. The IT room and server areas are overcrowded, with limited space for current and future equipment needs.							
	5.4 A - Plumbing fixtures throughout the facility are generally aged and show signs of wear. Common issues include surface staining, minor leaks and presence of outdated fixtures in restrooms.							
	5.4 B - Water piping insulation is missing or damaged in multiple areas, exposing piping to potential damage and affecting energy efficiency. Surface staining and wear are present on piping, particularly near mechanical rooms and janitor closets.							
	5.4 C - Water heater was manufactured in 2011 and is likely approaching end of useful service life.							
	5.5 - The gas distribution system, including rooftop gas lines serving HVAC units, shows signs of corrosion and surface rust, particularly at pipe connections and support points. Rust is also visible on associated fasteners and hardware.							
	5.6 - The fire suppression system appears functional but has several issues. Some ceiling-mounted sprinkler heads are misaligned with ceiling tiles, and at least one sprinkler head is located directly above an electrical panel, which may pose a code compliance concern.							

System		Condition		
		Compliant	Non-compliant	N/A
6 ADA Compliance				
6.1	Site			
	A.	Accessible Parking Spaces	NC	
	B.	Passenger Loading Zones		N/A
	C.	Accessible Parking Signage	C	
	D.	Sidewalk & Accessible Route to Entry	NC	
	E.	Gate & Gate Hardware	NC	
	F.	Ramps	NC	
	G.	Stairways	C	
	H.	Handrails & Guardrails (Ramps & Stairways)	NC	
6.2	Interior			
	A.	Interior Walking Clearance / Clear Floor Space	NC	
	B.	Doors & Door Hardware	NC	
	C.	Door Strike	NC	
	D.	Threshold	C	
	E.	Ramps		N/A
	F.	Stairways	C	
	G.	Handrails & Guardrails (Ramps & Stairways)	C	
	H.	Elevators	NC	
	I.	Cabinet	NC	
	J.	Counters (Knee & Toe Clearance)	NC	
	K.	Signage (Pictogram & Braille)	C	
6.3	Toilet			
	A.	Clearances / Accessible Stall	C	
	B.	Water Closets	C	
	C.	Urinals	NC	
	D.	Lavatories	C	
	E.	Toilet Accessories	C	
	F.	Shower Compartments	NC	
	G.	Drinking Fountain & Spout	C	
	H.	Signage (Pictogram & Braille)	C	


System	Condition		
	Compliant	Non-compliant	N/A
NOTES 6.1 A - There is only one ADA parking space at the front along Center Street. The blue border striping does not meet length requirements, and the stall slope may not comply with ADA standards. 6.1 D - The accessible route from the parking space to the entrance is not clearly defined. The entrance ramp is too steep, lacks required handrails and contains a non-compliant landing. Steps and entrance railings also do not meet ADA standards. 6.1 E - Pedestrian gate at south-side walkway does not contain compliant hardware. 6.1 F - The entrance ramp lacks required handrails, and ramp slope and landings are non-compliant. 6.1 H - The handrails at the entrance steps are non-compliant. 6.2 A - Corridor 118B lacks clear floor space at the sink, and the lunchroom lacks required aisle width and knee clearance. Items stored along Corridor 207A and behind the Exercise Room reduce required corridor widths, blocking accessible egress. 6.2 B - Trash receptacles block the required door maneuvering clearances at Booking and Men's Locker Room. 6.2 C - Required push and pull clearances are not met at certain interior doors. 6.2 H - The elevator cab has insufficient depth for ADA compliance, measuring 4'-2 7/8" compared to the required 51" minimum. 6.2 I - Cabinets in the break area are mounted too high to be accessible or are too shallow for usable storage. 6.2 J - The lunchroom counter exceeds the ADA maximum height of 34". Sinks in the lunchroom and Corridor 118B lack required knee and toe clearance for seated users. 6.3 C - The Men's Locker Room urinal does not meet ADA standards, with a measured rim height of 17.5", which is too low. 6.3 F - The Men's Locker Room shower compartment has overlapping clearance with the urinal, violating ADA clearance requirements.			


MEP Components Overview


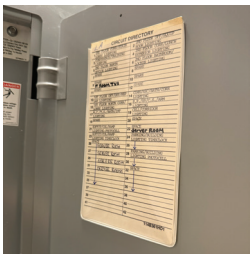
Main Electrical Service


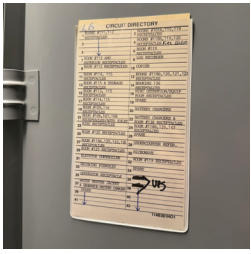
Panel Name:	DBA	 
Location:	Room 140	
Service Capacity:	400A	
Age of Switchboard:	1994 (31 Years)	

Electrical Panels


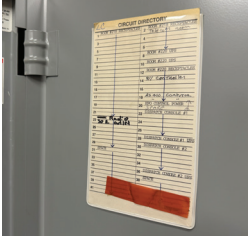
Name:	AC Panel 1		
Location:	Roof		
Capacity:	125A		
Circuit Availability:	27.78%		
5	OF		8


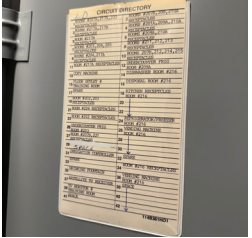
Name:	AC Panel 2		
Location:	Roof		
Capacity:	125A		
Circuit Availability:	16.67%		
3	OF		18


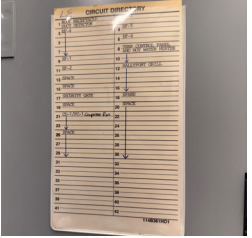
Name:	LA	 	
Location:	Room 206		
Capacity:	100A		
Circuit Availability:	38.10%		
16	OF		42

Name:	LB	 	
Location:	Room 206		
Capacity:	225A		
Circuit Availability:	9.52%		
4	OF		42



MEP Components Overview

Name:			LC	 
Location:			Room 218	
Capacity:			100A	
Circuit Availability:			33.33%	
14	OF	42	CIRCUITS	

Name:			LD	 
Location:			Room 206	
Capacity:			225A	
Circuit Availability:			19.05%	
8	OF	42	CIRCUITS	

Name:			LF	 
Location:			Room 215	
Capacity:			100A	
Circuit Availability:			30.95%	
13	OF	42	CIRCUITS	

Electrical Panels

Name:		Elevator Switch	 
Location:		Room 104	

Name:		PG&E Meter	 
Location:		Site	

MEP Components Overview

Name:	Transformer	
Location:	Site	

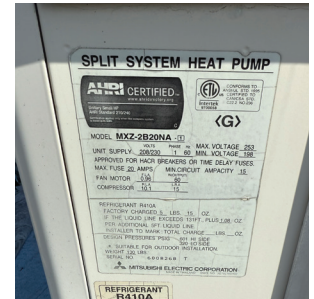
MEP Components Overview

HVAC

Unit Type:	Packaged Central HVAC Unit
Location:	Roof
Brand:	Trane
Model:	YSC072F3EMA1F1A0
Serial No:	232023511L
Manufacture Date:	08/2017
Energy Source:	Gas/Electric
Input/Output:	208/230V, 3-Phase, 60 Hz





Unit Type:	Split System Heat Pump
Location:	Roof
Brand:	Mitsubishi
Model:	MXZ-2B20NA
Serial No:	6008268
Manufacture Date:	08/2006
Energy Source:	Electric
Input/Output:	208/230V, 1-Phase, 60 Hz






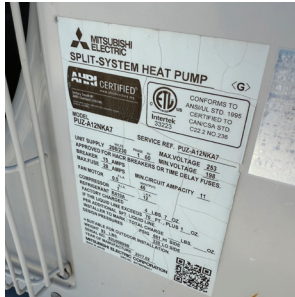
Unit Type:	Split System Heat Pump
Location:	Roof
Brand:	Mitsubishi
Model:	MXZ-4C36NA2
Serial No:	800819194
Manufacture Date:	08/2018
Energy Source:	Electric
Input/Output:	208/230V, 1-Phase, 60 Hz





MEP Components Overview


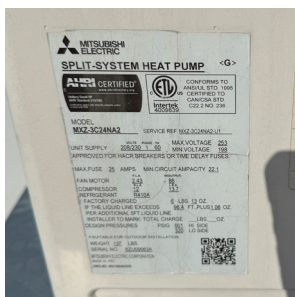
Unit Type:	Split System Heat Pump	 
Location:	Roof	
Brand:	Mitsubishi	
Model:	MUZ-GL09NA	
Serial No:	6ZC02647	
Manufacture Date:	02/2016	
Energy Source:	Electric	
Input/Output:	208/230V, 1-Phase, 60 Hz	

Unit Type:	Spilt System Heat Pump	 
Location:	Roof	
Brand:	Mitsubishi	
Model:	MXZ-3C24NA2	
Serial No:	8Z000279	
Manufacture Date:	12/2018	
Energy Source:	Electric	
Input/Output:	208/230V, 1-Phase, 60 Hz	

Unit Type:	Spilt System Heat Pump	 
Location:	Roof	
Brand:	Mitsubishi	
Model:	PUZ-A12NKA7	
Serial No:	30717A02001	
Manufacture Date:	07/2013	
Energy Source:	Electric	
Input/Output:	208/230V, 1-Phase, 60 Hz	

MEP Components Overview

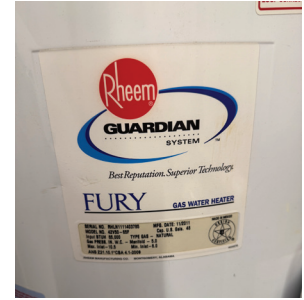
Unit Type:	Split System Heat Pump	 
Location:	Roof	
Brand:	Mitsubishi	
Model:	MXZ-3C24NA2	
Serial No:	S2019B07214	
Manufacture Date:	02/2019	
Energy Source:	Electric	
Input/Output:	208/230V, 1-Phase, 60 Hz	

Unit Type:	Spilt System Heat Pump	 
Location:	Roof	
Brand:	Mitsubishi	
Model:	MXZ-3C24NA2	
Serial No:	W019082420044	
Manufacture Date:	08/2020	
Energy Source:	Electric	
Input/Output:	208/230V, 1-Phase, 60 Hz	

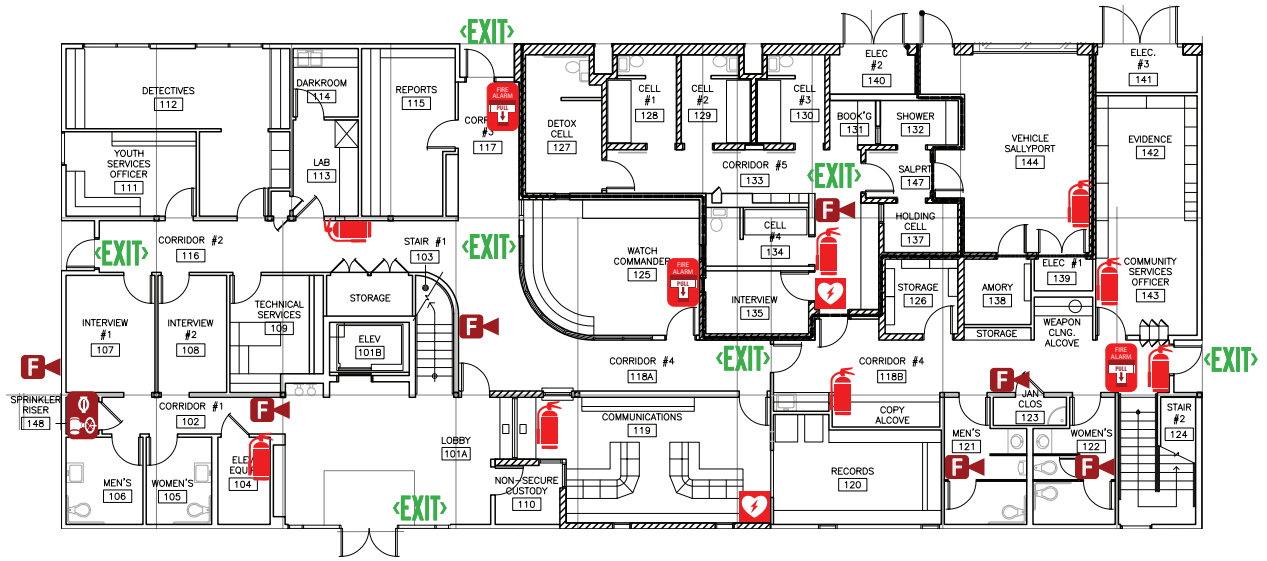
MEP Components Overview

Water Heaters

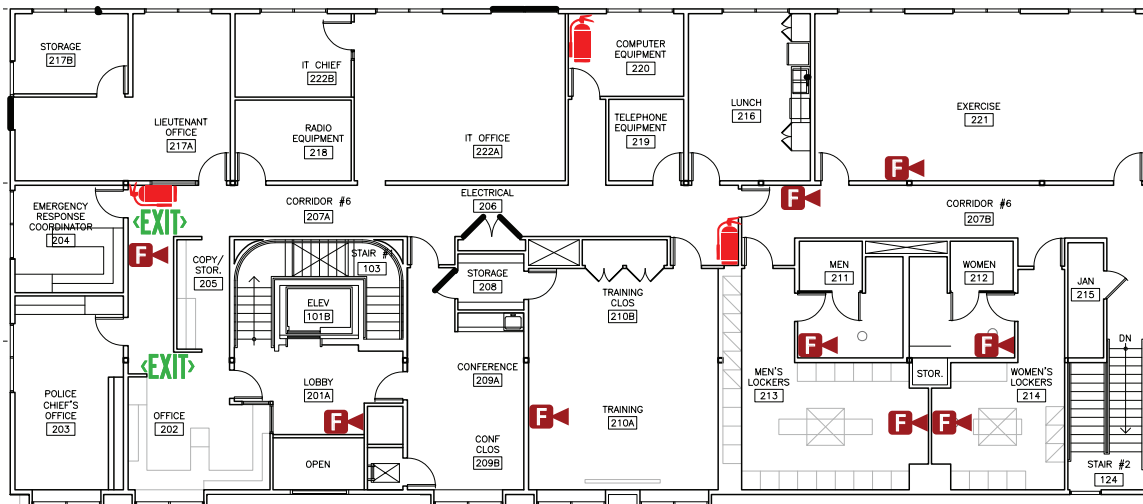
Location:	Closet
Brand:	Rheem
Model:	42V50-50
Serial No:	RHNL1111403785
Manufacture Date:	11/2011
Energy Source:	Natural Gas
Input:	38,000 BTU/hr
Capacity:	48 gallons



Life Safety Diagram



Police Dept. - First Floor Plan



Police Dept. - Second Floor Plan

Legend







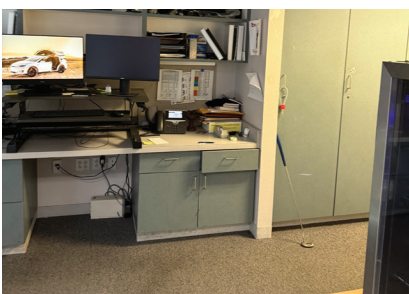
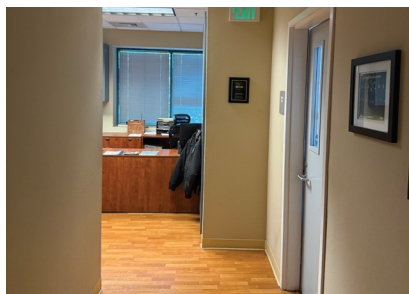
-  Exit Sign
-  Fire Alarm Strobe
-  Fire Alarm Pull
-  Fire Suppression Riser
-  Fire Extinguisher
-  Automatic External Defibrillator (AED)



Photo Documentation | Exterior Overall



Photo Documentation | Interior Blow Ups



CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY

SECTION C: SPACE UTILIZATION

FIRE DEPARTMENT



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Staff Survey - Fire Department

Department Organizational Information								
	Department/Division	Location (Address, Building, Floor, Room)	Existing Staff Number (2025)	Projected Staff Number	Plans for remodel/relocate? (RM/RL)	Plans to merge or split division? (Y/N)	Direct interaction w/ Public? (Y/N)	Does the Division require part time or seasonal employees?
	Fire Department (General)	601 Healdsburg Avenue Other location info:	17		RM	N	Y	
	Total		17	0	0			

Staff Survey - Fire Department

Department/Division

Fire Department (General)

Employee Name:

KPA

Please fill out best estimation of existing workspace types (EXISTING SPACE CONDITION) and for space operations (SPACE OPERATION CONDITION):

EXISTING SPACE CONDITION				SPACE OPERATION CONDITION						Issues?				
INTERNAL OR PUBLIC USE				INTERNAL USE			PUBLIC USE			Overall				
601 Healdsburg Ave				Are these spaces used? (Y/N)	Do spaces meet current needs? (Y/N)	Projected internal growth (+ or - %)	Are spaces used by the Public? (Y/N)	Do spaces meet Public need? (Y/N)	Growth need to better serve public (+ or - %)	Acoustical	Thermal	Lighting	Privacy	Sizing
For Divisions:														
<i>* Please duplicate and complete this page for EACH division. Typical sizes are shown below for your reference.</i>														
Enclosed Rooms				Typical Size (SF)	Quantity	Total (SF)								
Chief Office	170	1	170	N	Y	-10%	Y	Y	Y					
Fire Marshall's Office	170	1	170	N	Y									
Officers Shared's Office	225	1	225	N	N	25%	Y	Y	Y			X	X	
Standard Office	120		0											
Large Conference Room (10-12 people)	300		0											
Reception Area with Seating (w/seat for 2-4)	200	1	200	N	Y		Y	N	N			X		
Open Area				Typical Size	Quantity	Total (SF)								
Large Workstation	64	3	192	Y	N	25%	N	N/A	N/A			X	X	
Small Workstation	36		0											
Support Area				Typical Size	Quantity	Total (SF)								
Copy/fax/mail area	100	1	100	Y	Y									
Kitchen	200	1	200	Y	N	25%	N	N/A	N/A				X	
Single Restrooms (M, F or gender-neutral)	50	1	50	Y	Y		Y	N	N	X				
Large Restrooms (Male, Female)	150	2	300	Y	N	25%	N	N/A	N/A					
Dinning	210	1	210	Y	Y		N	N/A	N/A			X	X	
Dayroom	215	1	215	Y	Y		N	N/A	N/A			X	X	
Computer/Server/Phone Room			0											

Special Area				(Feel free to type in any deficiency or expectation you'd like to point out or address)										
Area	Typical Size	Quantity	Total (SF)	Y	N		N	N/A	N/A	X	X	X	X	X
Area 1 Dormitories	350	2	700	Y	N		N	N/A	N/A	X	X		X	X
Area 2 Exercise	350	1	350	Y	N		N	N/A	N/A					X
Area 3 Turnout Space	170	1	170	Y	Y		N	N/A	N/A					
Area 4 Apparatus Bay	4250	1	4250	Y	N		N	N/A	N/A				X	X
Area 5 Training Tower	760	1	760	Y	N		N	N/A	N/A				X	X
Area 6 Laundry	150	1	150	Y	N		N	N/A	N/A	X	X			
Area 7 Shop/Tools	150	1	150	Y	N		N	N/A	N/A					X
Total Fire Department Area			9062											

Existing Space Program - Fire Department

SPACES - FLOOR 1	Room No.	Space Type	2025		Space Attributes	Notes
			NSF	GSF		
Public Areas						
Public Restroom	7	RR	51	56	1 LAV, 1 WC	<ul style="list-style-type: none"> • Fixtures outdated • Needs better ventilation
Lobby	8	OA	305	336	3 chairs, 1 flag drop-off station, water fountain	<ul style="list-style-type: none"> • No acoustic separation from public area
Private Office						
Private Office - Office	9	PO	169	186	1 Standing Desk, 1 Work Station, Bookshelves, Filing Cabinet	<ul style="list-style-type: none"> • Office cramped for paperwork and file storage • Lacks acoustic privacy
Private Office - Fire Chief	10	PO	224	246	2 Workstations, Filing Cabinet, Storage Shelves, Round Meeting Table, TV & Bulletin Board	<ul style="list-style-type: none"> • Inadequate HVAC control • Needs secure storage for sensitive materials
Private Office - Fire Marshall	11	PO	167	184	Used as storage	<ul style="list-style-type: none"> • Unused space but could support growth • Currently used for overflow storage
Open Office						
Secretarial	6	OA	279	307	1 Workstation, Storage, Printer/Copier	<ul style="list-style-type: none"> • Adjacencies to staff are important for operations
General Office	12	OA	691	760	3 Workstations, 2 Round Tables, Large oval table, Chairs, Storage, TV	<ul style="list-style-type: none"> • Not enough counter or storage space for paper & supplies
Dormitories						
Dormitory #1 - 4 beds (shared)	23	EA	357	393	4 Beds, 4 Nightstands, Lockers, Privacy Curtains, Phone mounted on wall	<ul style="list-style-type: none"> • Private dormitories preferred • Windows drafty • Lack of blackout shades
Dormitory #2 - 4 beds (shared)	24	EA	344	378	4 Beds, 4 Nightstands, Lockers, Privacy Curtains, Phone mounted on wall	<ul style="list-style-type: none"> • Same issues as Dorm 1 • HVAC inconsistent • Noise from dayroom affects sleep • Old carpet – stained
Restrooms						
Womens Restroom	19	RR	157	173	1 LAV, 2 WC, 1 Shower	<ul style="list-style-type: none"> • ADA showers are not present
Mens Restroom	20	RR	238	262	2 LAV, 2 WC, 2 UR, 2 Shower	<ul style="list-style-type: none"> • ADA showers are not present
Living Spaces						
Kitchen	1	OA	197	217	Range, Hood, Oven, Microwave, 1 Refrigerator, F2C Pantry storage, Small Island, Hanging Pots & Pans	<ul style="list-style-type: none"> • Vent hood underperforming • Not enough space for shift overlap • Storage for dry goods insufficient
Dining	2	OA	211	232	Rectangular Table, 5 Chairs, Whiteboard, Bulletin Board, TV, Water Dispenser, Phone mounted on wall	<ul style="list-style-type: none"> • Crowded during meals • Circulation around table tight
Day Room	3	EA	214	235	5 Lounge Chairs, 5 TV Tray Tables, TV	<ul style="list-style-type: none"> • TV noise carries into adjacent dorms
Laundry	16	EA	145	160	2 Washing Machines, 1 Dryer, Sink, Folding Table	<ul style="list-style-type: none"> • Ventilation issues – gets too hot
Support Areas						
Exercise	14	EA	352	387	Workout Machines/Equipment, TV, Water Fountain	
Shop Tools	15	ST	145	160	Shelving, Cabinets, Hooks Mounted on Wall	<ul style="list-style-type: none"> • Too small for all-hands meetings • Not acoustically private for confidential discussions
Turnout	17	ST	168	185	Gear Storage Racks	<ul style="list-style-type: none"> • Gear storage could use improvement (insufficient or inefficient layout)
Hose Rack	28	ST	32	35	Shelf	

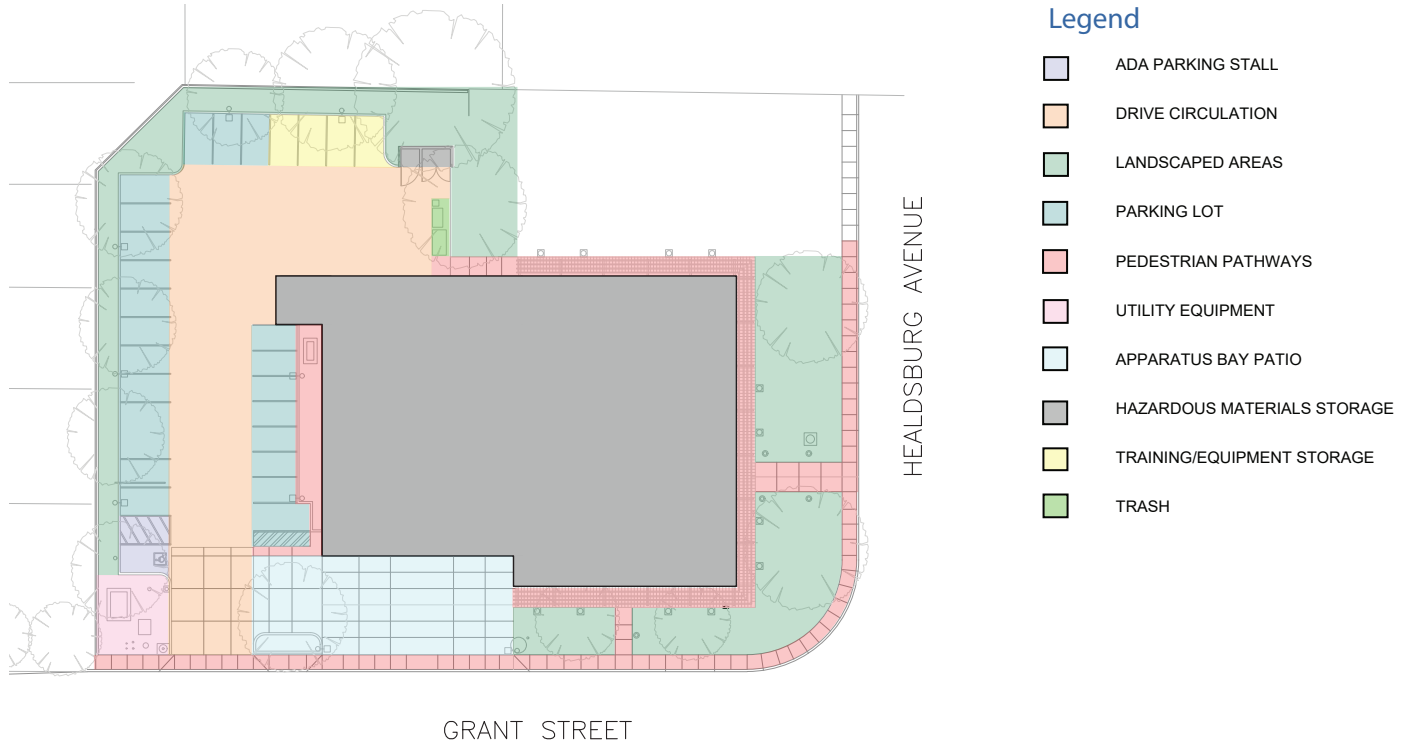
Existing Space Program - Fire Department

SPACES - FLOOR 1		Room No.	Space Type	2025		Space Attributes	Notes
				NSF	GSF		
	Map Alcove	29	ST	23	25	Map, Computer Monitors, Cabinets	
	Apparatus Bay	30	OA	4243	4667	Fire Trucks, Gear Storage, Table & Chairs, Gym equipment, Fridge	<ul style="list-style-type: none"> • Vintage trucks to be moved to new station • Workout space currently located in apparatus bay • Dedicated workout space needed elsewhere
Training							
	Training Room	5	EA	761	837	6 Long Rectangular Tables, Chairs, Storage rack for chairs, Lectern, White Boards, Projector Screen, Desk, Storage Shelves, Sink, Cabinet	<ul style="list-style-type: none"> • Too small for all-hands meetings • Not acoustically private for confidential discussions
	Tower	31		785	864	Dummy on Ground level, Ropes hung	
Storage & Equipment							
	Storage #1	4	ST	123	135	Hot water heater	
	Closet	13	ST	12	13	Shelving	
	Medical Storage	25	ST	76	84	Wall Mount with Organizers, Shelves, Metal Closet, Whiteboard, Bulletin board	
	Air Room	26	ST	77	85	Oxygen tank storage, Air filling station, Air compressor, Sauna, Loft access stair	
	Equipment Storage Loft	N/A	ST	485	534		
	Janitor Closet	34	ST	16	18		
Utility							
	Electrical	27	UT	143	157		<ul style="list-style-type: none"> • Noise from rooftop units noticeable in offices • Maintenance access limited
Circulation							
	Corridor #1	18	CI	382	420		
	Corridor #2	21	CI	125	138		
	Corridor #3	22	CI	150	165		
Subtotal				11847	13032		
Site							
	Standard Parking	N/A		2590	2849		
	ADA Parking	N/A		120	132		
	Drive Circulation	N/A		4755	5231		<ul style="list-style-type: none"> • Lack of circulation drive from Healdsburg Ave to lot
	Pedestrian Pathways	N/A		4560	5016		
	Apparatus Bay Patio	N/A		2190	2409		
	Training/Equipment Storage	N/A		580	638		
	Hazardous Materials Storage	N/A		135	149		
	Trash	N/A		130	143		
	Utility Equipment	N/A		465	512		
	Landscaped Areas	N/A		5150	5665		
Subtotal				20675	22743		
TOTAL AREA (INCLUDING SITE)					35774		

SPACE TYPE LEGEND:

CI	Circulation	RR	Restroom / Toilet
OA	Open Area	ST	Storage
PO	Private Office	UT	Utility
EA	Enclosed Area		

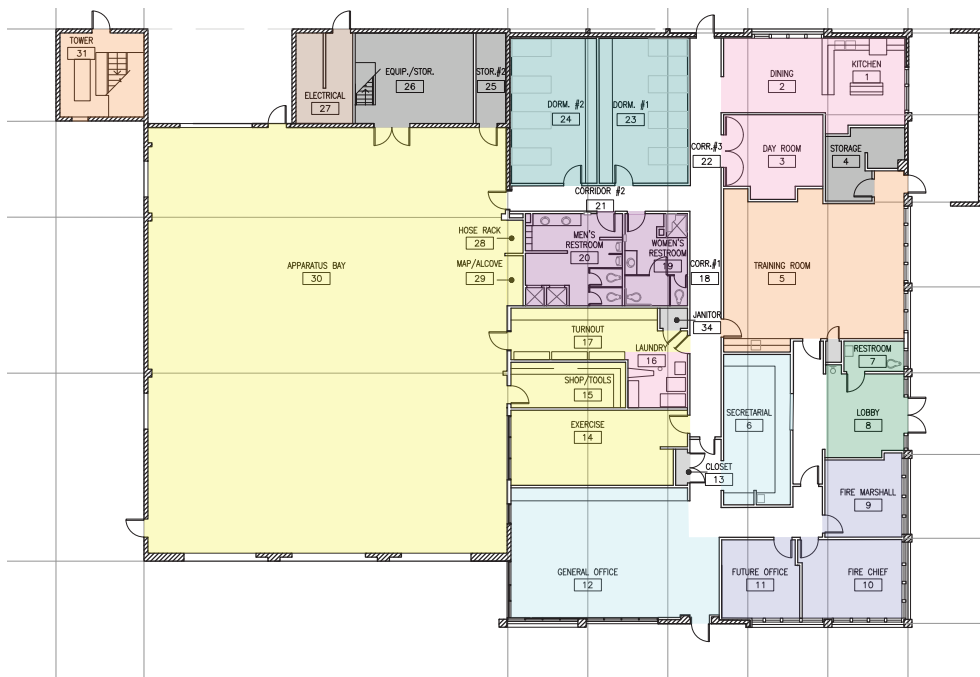
Existing Space Diagrams - Fire Department



Legend

- ADA PARKING STALL
- DRIVE CIRCULATION
- LANDSCAPED AREAS
- PARKING LOT
- PEDESTRIAN PATHWAYS
- UTILITY EQUIPMENT
- APPARATUS BAY PATIO
- HAZARDOUS MATERIALS STORAGE
- TRAINING/EQUIPMENT STORAGE
- TRASH

Fire Department Site Plan

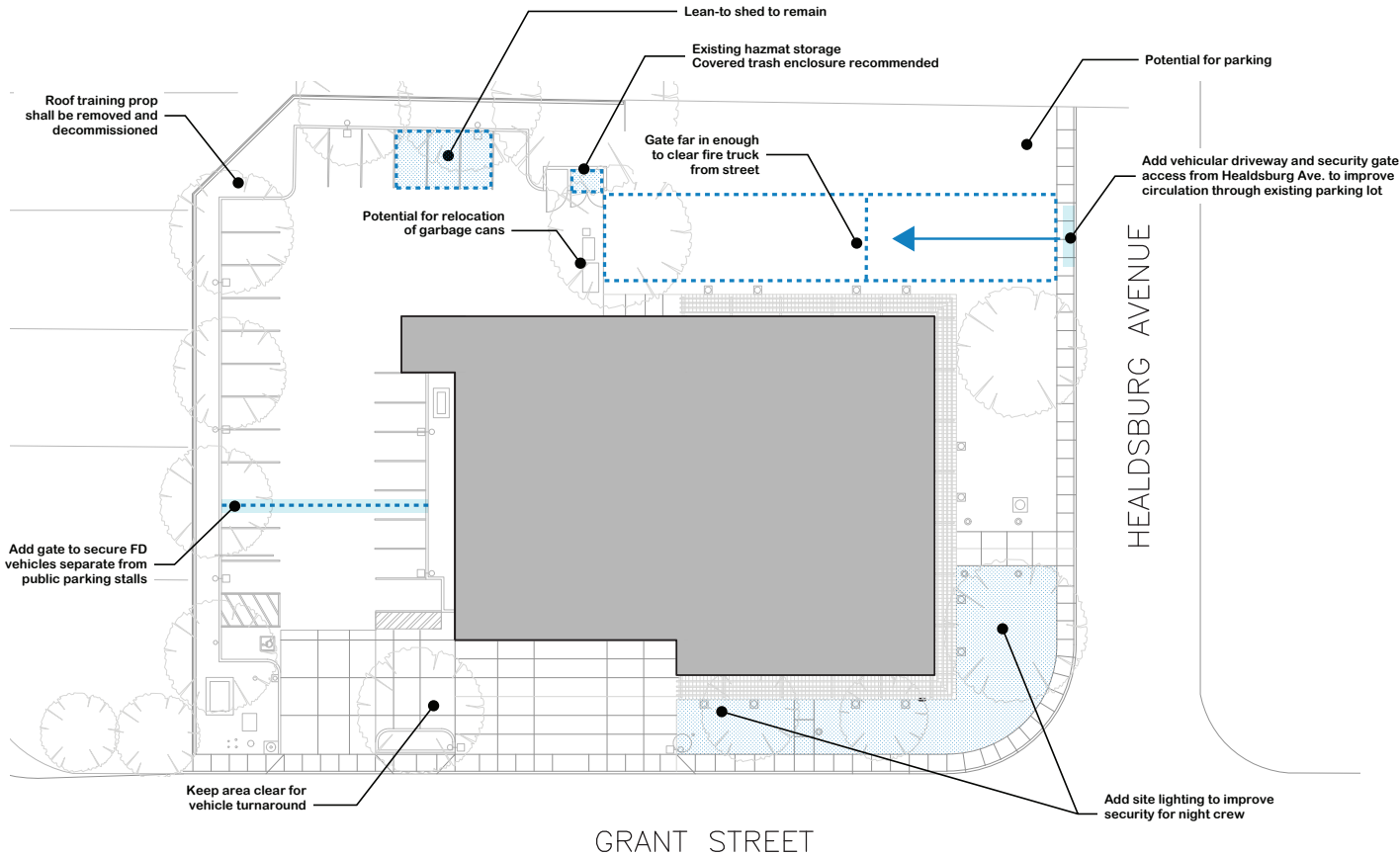


Legend

- CIRCULATION
- OPEN OFFICE
- PRIVATE OFFICE
- PUBLIC AREAS
- RESTROOMS
- STORAGE & EQUIPMENT
- UTILITIES
- DORMITORIES
- LIVING SPACES
- SUPPORT AREAS
- TRAINING

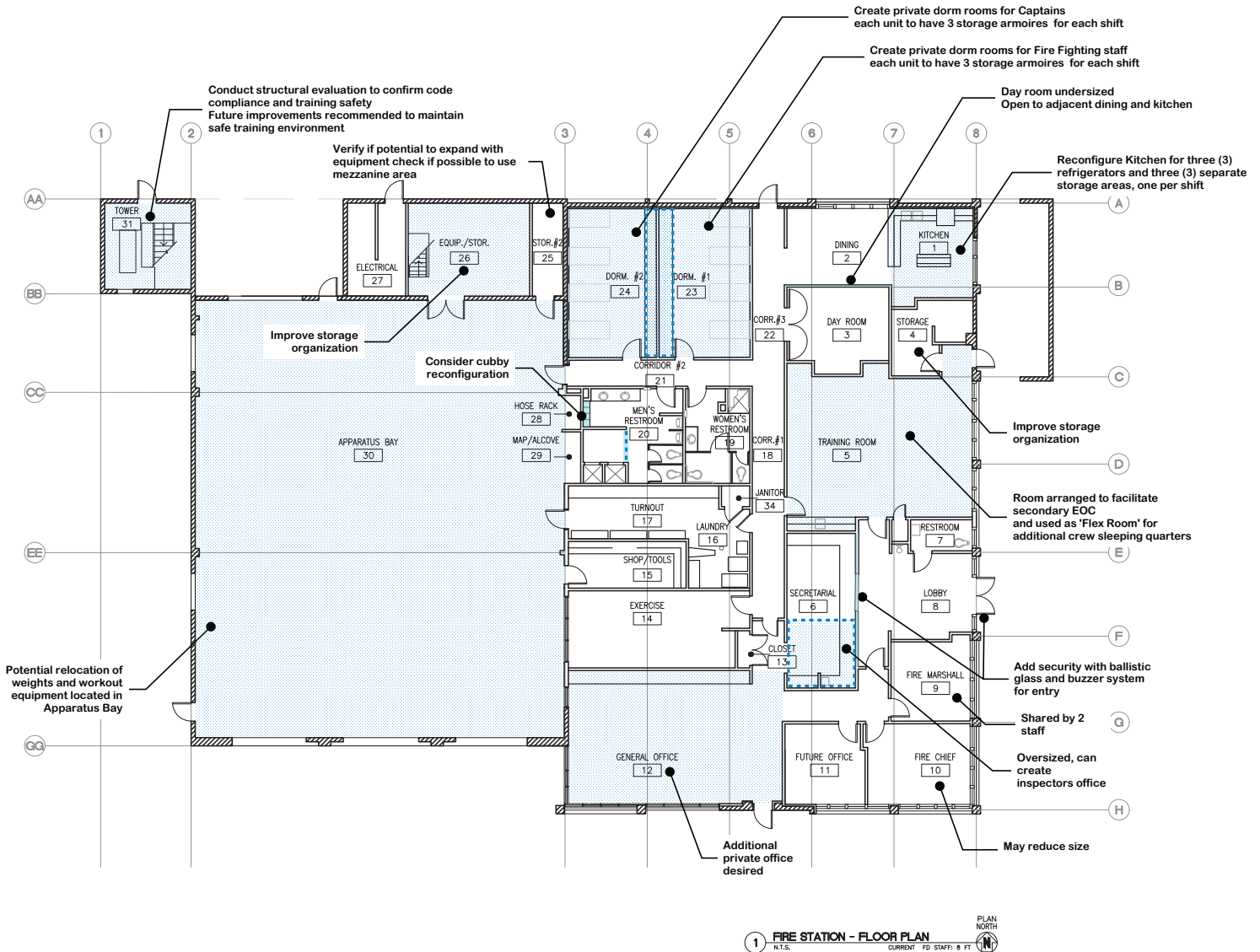
Fire Department Floor Plan

Space Considerations - Fire Department Site



1 FIRE STATION - SITE PLAN
N.T.S. CURRENT FD STAFF: 8 FT PLAN NORTH

Space Considerations - Fire Department Interior



New Space Program - Fire Department

SPACES - FLOOR 1	Room No.	Space Type	2026		Space Attributes	Notes
			NSF	GSF		
Public Areas						
Public Restroom	7	RR	59	64		Expanded to meet ADA
Lobby	8	OA	304	322		
Private Office						
Private Office - Office	9	PO	168	177		
Private Office - Fire Chief	10	PO	220	227		
Private Office - Fire Marshall	11	PO	166	175		
Private Office - Inspector (N)		PO	123	132		New office in original secretarial area
Private Office - Captain (N)		PO	156	163		New office in General office area
Open Office						
Secretarial	6	OA	215	228		Reduced size, added bullet-resistant glass
General Office	12	OA	730	758		Reduced size with addition of Captain's office
Dormitories						
Private Dormitory Rooms (N)	23	EA	738	767		Original dormitories reconfigured into 6 private dormitory rooms
Restrooms						
Womens Restroom	19	RR	160	171		
Mens Restroom	20	RR	247	261		
Living Spaces						
Kitchen	1	OA	238	241		Expanded to accommodate 3 refrigerators
Dining	2	OA	204	213		
Day Room	3	OA	201	212		Opened up to day room, size slightly reduced
Laundry	16	EA	77	83		
Support Areas						
Exercise	14	EA	352	372		
Shop Tools	15	ST	145	157		
Turnout	17	ST	236	251		
Hose Rack	28	ST	32	32		
Map Alcove	29	ST	25	27		
Apparatus Bay	30	EA	4224	4280		
Training						
Training Room	5	EA	694	715		
Tower	31	EA	196	201		
Storage & Equipment						
Storage #1	4	ST	111	120		Storage in Traing Room
Closet	13	ST	13	15		
Air Room / (N) Medical Storage	26	ST	369	393		Air room and original medical storage room combined to accommodate dorm expansion
Janitor Closet	34	ST	15	19		
Utility						
Electrical	27	UT	143	149		
Circulation						
Corridor #1	18	CI	194	211		
Corridor #2	21	CI	127	140		
Corridor #3	22	CI	151	166		
Subtotal			11033	11442		

New Space Program - Fire Department

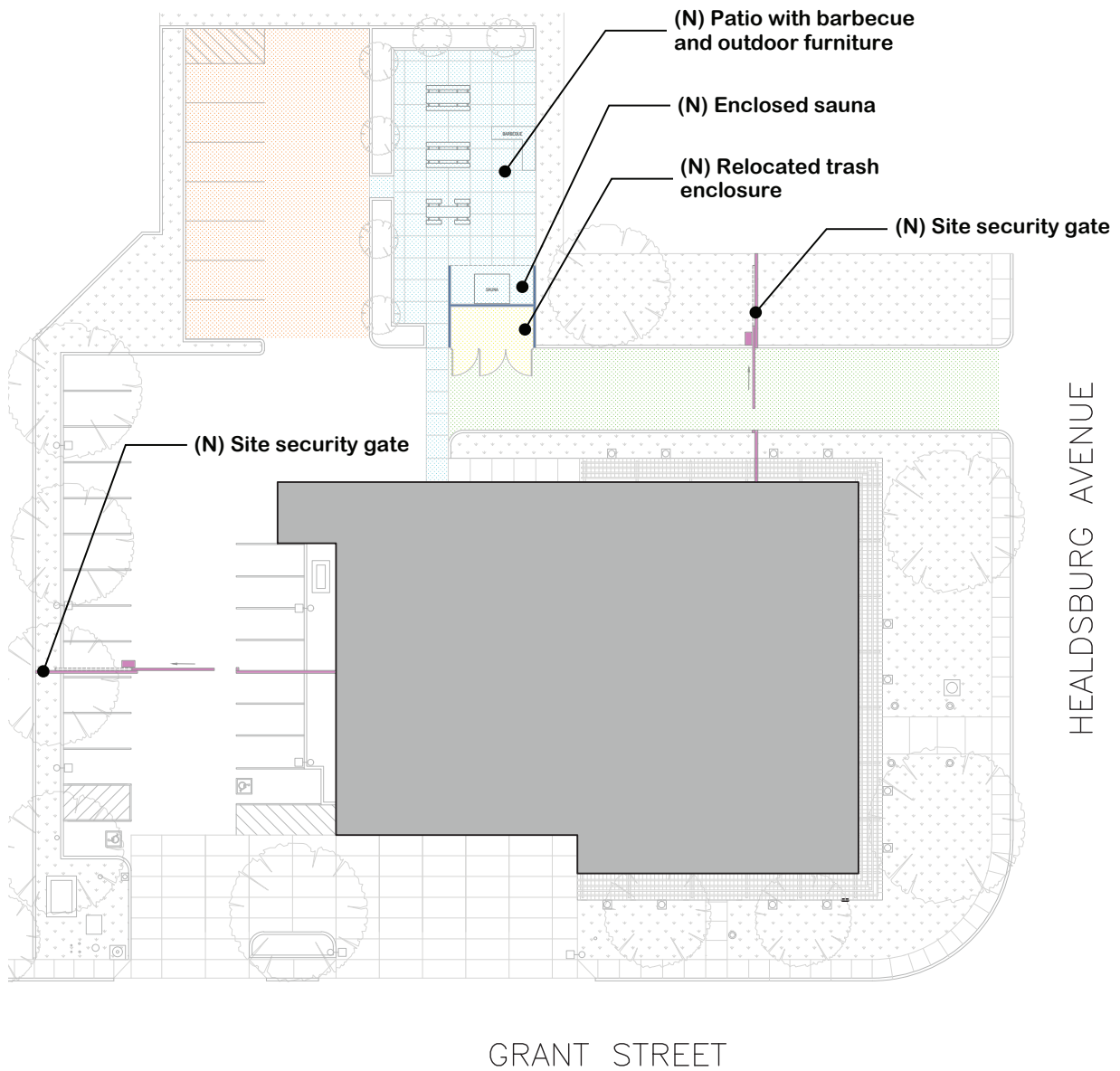
SPACES - FLOOR 1	Room No.	Space Type	2026		Space Attributes	Notes
			NSF	GSF		
Site (Option B)						
Standard Parking	N/A		3145	3460		
ADA Parking	N/A		578	636		
Drive Circulation	N/A		9523	10475		
Pedestrian Pathways	N/A		3745	4120		
Apparatus Bay Patio	N/A		1146	1261		
Training/Equipment Storage	N/A		580	638		
Hazardous Materials Storage	N/A		200	220		
Trash	N/A		100	110		
Utility Equipment	N/A		465	512		
Landscaped Areas	N/A		7505	8256		
Subtotal			26987	29686		
TOTAL AREA (INCLUDING SITE)			38020	41128		

SPACE TYPE LEGEND:






- CI Circulation
- OA Open Area
- PO Private Office
- EA Enclosed Area
- RR Restroom / Toilet
- ST Storage
- UT Utility

* Note - New Site space program based on Site Improvement Option "A"

Site Plan Concept A - Fire Department

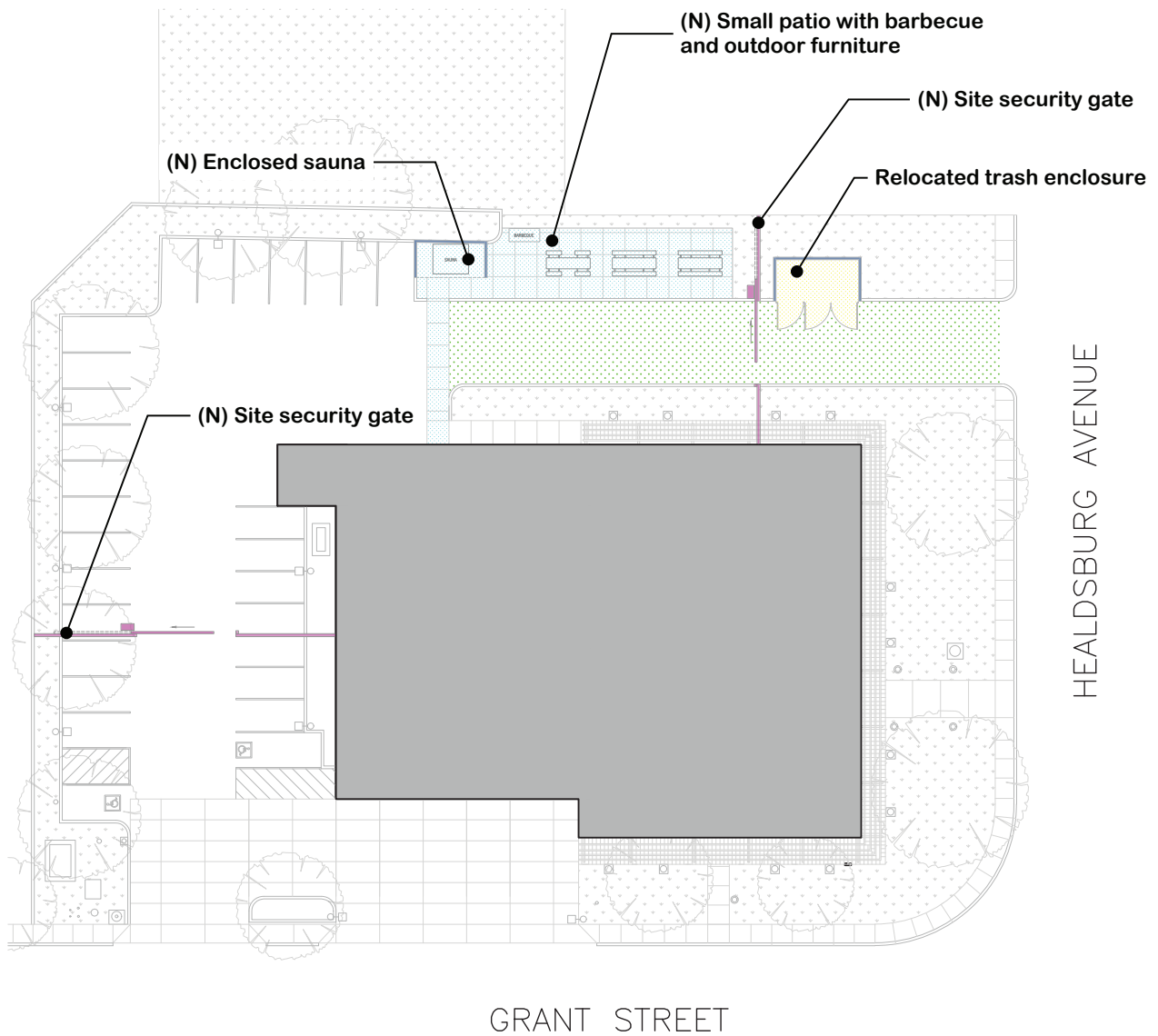


Legend





-  (N) Parking
-  (N) Drive from Healdsburg Ave
-  (N) Patio / Walkway
-  (N) Trash / Hazmat Enclosure
-  (N) Secured Gate

1 FIRE STATION - SITE PLAN
N.T.S. 

Site Plan Concept B - Fire Department



Legend

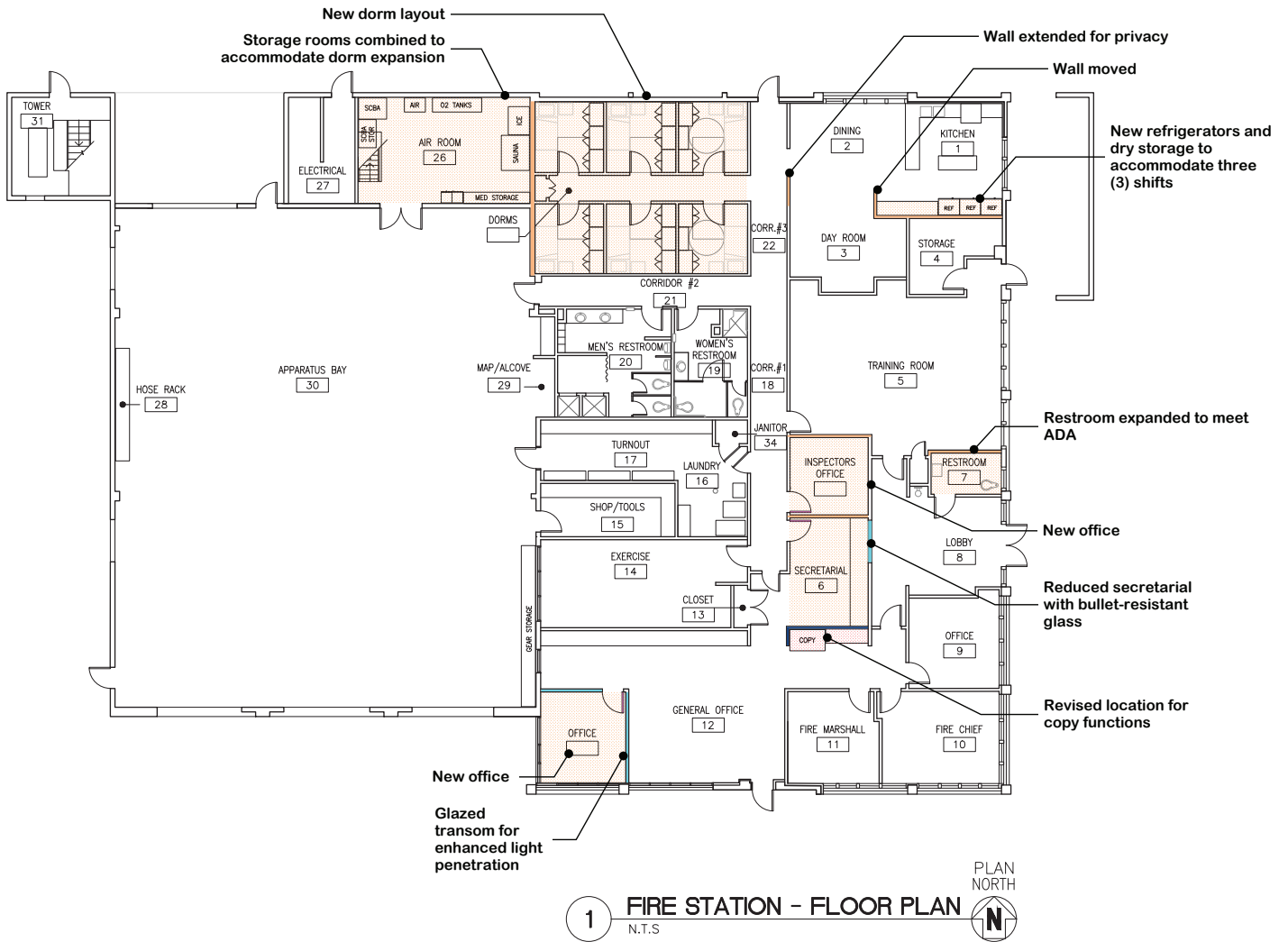
-  (N) Drive from Healdsburg Ave
-  (N) Patio / Walkway
-  (N) Trash / Hazmat Enclosure
-  (N) Secured Gate

PLAN NORTH

2 FIRE STATION - SITE PLAN
N.T.S.



Floor Plan Concept - Fire Department



Legend

- Modified space
- (N) Partition
- (N) Partial height partition
- (N) Doors
- Glazing

CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY

SECTION C: SPACE UTILIZATION

POLICE DEPARTMENT



Staff Surveys	85
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Staff Survey - Police Department

Department/Division

Police Department (General)

Employee Name:

Please fill out best estimation of existing workspace types (EXISTING SPACE CONDITON) and for space operations (SPACE OPERATION CONDITION):

EXISTING SPACE CONDITON				SPACE OPERATION CONDITON						Issues?								
INTERNAL OR PUBLIC USE				238 Center Street				INTERNAL USE			PUBLIC USE			Overall				
				Are these spaces used? (Y/N)	Do spaces meet current needs? (Y/N)	Projected internal growth (+ or - %)	Are spaces used by the Public? (Y/N)	Do spaces meet Public need? (Y/N)	Growth need to better serve public (+ or - %)	Acoustical	Thermal	Lighting	Privacy	Sizing	X			
For Divisions: <i>* Please duplicate and complete this page for EACH division. Typical sizes are shown below for your reference.</i>																		
				Typical Size														
Enclosed Rooms	(SF)	Quantity	Total (SF)															
Chief Office	200	1	200	Y	Y													
Manager's Office	150	1	150	Y	Y										x			
Standard Office	120		0	Y	N	+	Y	Y		x			x	x				
Conference Room (6-8 people)	180	1	180															
Large Conference Room (10-12 people)	300	0	0	Y	N													
Reception Area with Seating (w/seat for 2-4)	200	2	400															
Open Area																		
				Typical Size														
Open Area	(SF)	Quantity	Total (SF)															
Large Workstation	64		0	Y	N						x							
Small Workstation	36		0															
Support Area																		
				Typical Size														
Support Area	(SF)	Quantity	Total (SF)															
Copy/fax/mail area	100		0		Y		N											
Break/lunch Room	150	1	150	Y	N		N								x			
Single Restrooms (M, F or gender-neutral)	50	2	100	N	Y		Y	Y	Y									
Large Restrooms (Male, female)	150	2	300	Y	Y		N											
Training Area	400	1	400	Y	N		N								x			
File/Storage Areas	100		0	Y	N		N								x			
Computer/Server/Phone Room	100	3	300	Y	Y		N											
Special Area																		
				Typical Size														
Special Area	(SF)	Quantity	Total (SF)															
Area 1 Gymnasium		1	0												x			
Area 2 Evidence Storage		1	0												x			
Area 3 Jail		1	0							x								
Area 4 EOC/Training room		1	0												x			
Area 5 Parking Lot		1	0											x	x			
Area 6 Interview Rooms		2	0	Y	Y		Y	Y		x	x		x					
Area 7 Mens Locker Room		1	0	Y	Y		Y	Y			x							
Area 8 Womens locker room		1	0	Y	Y	+	Y	Y			x				x			
Total Police Department Area			2180															

(Add more rows if needed)

Staff Survey - IT Department

Department Organizational Information								
	Department/Division	Location (Address, Building, Floor, Room)	Existing Staff Number (2025)	Projected Staff Number	Plans for remodel/relocate? (RM/RL)	Plans to merge or split division? (Y/N)	Direct interaction w/ Public? (Y/N)	Does the Division require part time or seasonal employees?
	Information Technology (IT) Department	238 Center Street Other location info:	6	7			N	We have two part-time staff members included in the staff number.
IT Department Questions								
1	How many data drops are currently provided for each workstation?		4	9	Have there been complaints of excessive noise from IT rooms?			
2	How many data drops are required for each workstation?		6-Apr		It is an issue within the room, and I can hear noise from the Lts.			
3	What is the current data outlet type? Cat 6 network and quad power. Can't easily reach some desks due to the configuration.			10	Are there any locations within PD that would better serve IT?			
4	How many data racks are currently provided for the IT department?		2 racks	11	Is there a current fiber service to the building?			yes
5	Does IT require any additional racks at this location? Please explain Two racks (one for communications in the welcome room, one for servers in the server room) are almost full, so space for one more rack would be helpful.			12	Is the IT equipment outdated? Explain Most technology is on a refresh schedule or is replaced with the IT budget. Desk Furniture for staff needs to be updated/upgraded, preferably for the various types of work we do, including sit/stand.			
6	Do current IT rooms require additional clear floor space? Please explain We have almost no free floor space. More separation between stations would help with ability for staff to take calls and meetings successfully at their desks.			13	Do the current IT rooms have power or cooling issues? Explain HVAC issues in a cramped space with staff desiring different temperatures and airflow that hit staff directly, causing distraction.			
7	For storage of new City computers and telecommunication equipment, are there specific storage solutions that have been considered or are preferred? Shelving and drawers in a locked or secured space near IT staff would be helpful.			14	Do the current IT racks have redundant power? If not, do the existing or future racks require redundant power? Redundant power would be great. Second-floor power at 220V is impacted.			
8	Regarding IT office space, how do open office areas currently meet staff needs? IT Staff needs to be able to see monitoring screens and collaborate, but also needs some sound dampening to ensure they can conduct support calls and virtual meetings. Additionally, they use their desks as workbenches and storage due to space limitations.			15	Please list any specific needs for your department Desks and furniture that are not falling apart. Storage for computer refresh. Part-time staff have almost no space to work. Better network operations center configuration preferred. The IT Manager's office gets multiple Wasps through the ceiling tiles annually.			

(Add more rows if needed)

Staff Survey - IT Department

Department/Division

Employee Name:

Please fill out best estimation of existing workspace types (EXISTING SPACE CONDITON) and for space operations (SPACE OPERATION CONDITION):

EXISTING SPACE CONDITON				SPACE OPERATION CONDITON						Issues?				
INTERNAL OR PUBLIC USE				INTERNAL USE			PUBLIC USE			Overall				
				Are these spaces used? (Y/N)	Do spaces meet current needs? (Y/N)	Projected internal growth (+ or - %)	Are spaces used by the Public? (Y/N)	Do spaces meet Public need? (Y/N)	Growth need to better serve public (+ or - %)	Acoustical	Thermal	Lighting	Privacy	Sizing
238 Center Street														
For Divisions: <i>* Please duplicate and complete this page for EACH division. Typical sizes are shown below for your reference.</i>														
Enclosed Rooms														
	Typical Size (SF)	Quantity	Total (SF)											
Manager's Office	200		0											
Standard Office	120	1	120	Y	Y		N	Y		x				
Conference Room (6-8 people)	180		0											
Open Area														
	Typical Size (SF)	Quantity	Total (SF)											
Large Workstation	64	3	192	Y	N	25%	N	Y		x	x	x	x	x
Small Workstation	36	2	72	Y	N	50%	N	Y		x	x	x	x	x
Support Area														
	Typical Size (SF)	Quantity	Total (SF)											
Copy/fax/mail area	100		0											
Break/lunch Room	150		0											
Single Restrooms (M, F or gender-neutral)	50		0											
Large Restrooms (Male, female)	150		0											
Training Area	400		0											
File/Storage Areas	100	0	0		N	100%	N	Y						x
Computer/Server/Phone Room	100	1	100	Y	N	25%	N	Y						x
Special Area				(Feel free to type in any deficiency or expectation you'd like to point out or address)										
	Typical Size (SF)	Quantity	Total (SF)											
Area 1	Main Computer Room		0	0										
Area 2	Telecommunication Room(s)		1	0										x
Area 3	Equipment Storage		0	0										x
Total IT Department Area			484											

(Add more rows if needed)

Existing Space Program - Police Department First Floor

SPACES - FLOOR 1	Room No.	Space Type	2025		Space Attributes	Notes
			NSF	GSF		
Public Areas						
Lobby	101A	OA	330	363	Telephone, Stool, Water Fountain	<ul style="list-style-type: none"> Acoustic problems Lack of privacy at front desk
Lobby Vending	110	EA	44	48	Vending machine, Medicine disposal bin	
Private Office						
Code Enforcement	111	PO	125	138	2 Workstations	
Detectives	109	PO	100	110	1 Workstation	
Community Services Officer	143	PO	115	127	1 Workstation, Chairs, Evidence Fridge	
Open Office						
Volunteers	115		170	187	1 Workstation, Desk & Chair	
Watch Commander	112	OA	287	316	2 Workstations, Small table & chairs, F2C storage	
Dispatch	119	OA	346	381	2 Workstations	<ul style="list-style-type: none"> Separation needed for dispatch reps
Records	120	PO	190	209	2 Desks, Record storage, Lockers	<ul style="list-style-type: none"> Wants better ergonomics
Report Writing	125	OA	260	286		
Interview Rooms						
Interview #1	107	EA	119	131	Interview table, chairs	<ul style="list-style-type: none"> No acoustic privacy from other neighboring interview room
Interview #2	108	EA	92	101	Interview table, chairs	<ul style="list-style-type: none"> No acoustic privacy from other neighboring interview room
Operations						
Lab	113	EA	71	78	Steel Tabletop, Chemical Test Lab	<ul style="list-style-type: none"> Utilized as required for evidence processing
Darkroom	114	EA	51	56	Sink, Cabinet	
Armory	138	EA	50	55		
Weapon Cleaning Alcove	N/A	EA	29	32	Cabinets	
Copy Alcove	N/A	EA	40	44	Copy machine	
Evidence	142	EA	162	178	Shelving	
Vehicle Sallyport	144		319	351	1 vehicle, storage	
Detention Area						
Booking	131	EA	23	25	Bench	
Detox Cell	127	EA	115	127	Water Closet, Bunk	<ul style="list-style-type: none"> Used for bike storage
Shower	132	EA	40	44	Shower, Bench	
Holding Cell	137	EA	42	46	Bunk	
Cell #1	128	EA	68	75	Water Closet, Bunk	<ul style="list-style-type: none"> Cell areas underutilized
Cell #2	129	EA	67	74	Water Closet, Bunk	
Cell #3	130	EA	66	73	Water Closet, Bunk	
Cell #4	134	EA	68	75	Water Closet, Bunk	
Interview/Livescan	135	EA	74	81	Livescan machine, Printer, Desk & Chair	
Sallyport	147	EA	36	40		
Storage						
Storage	110	ST	40	44	Storage shelving	
Janitor Closet	123	ST	24	26	Janitor equipment storage	
Storage	126	ST	62	68	Storage shelving	
Sprinkler Riser Closet	148	ST	14	15	Storage shelving	
Utility						
Elevator Equipment	104	UT	52	57		
Electrical #1	139	UT	21	23		
Electrical #2	140	UT	39	43		
Electrical #3	141	UT	44	48	Panel DBA, Storage Rack	
Restrooms						
Women's Single-User	105	RR	65	72	1 LAV, 1 WC	<ul style="list-style-type: none"> Bathroom finishes need renovation
Men's Single-User	106	RR	77	85	1 LAV, 1 WC	<ul style="list-style-type: none"> Bathroom finishes need renovation
Men's	121	RR	106	117	1 LAV, 1 WC, 1 UR	<ul style="list-style-type: none"> Shared restrooms cause congestion
Women's	122	RR	106	117	1 LAV, 2 WC	<ul style="list-style-type: none"> Shared restrooms cause congestion

Existing Space Program - Police Department First Floor

SPACES - FLOOR 1	Room No.	Space Type	2025		Space Attributes	Notes
			NSF	GSF		
Circulation						
Elevator	101B	CI	45	50		
Stair #1	103	CI	103	113		• Public access should be improved to allow entry from the 1st floor rather than 2nd floor.
Stair #2	124	CI	114	125		• Baseboards are extremely worn out
Corridor #1	102	CI	77	85		
Corridor #2	116	CI	215	237		
Corridor #3	117	CI	201	221		
Corridor #4	118A/B	CI	456	502		
Corridor #5	133	CI	215	237	Lockers	
Subtotal - FLOOR 1			5575	6133		
TOTAL AREA - BUILDING			11239	12363		

SPACE TYPE LEGEND:

- CI Circulation
- OA Open Area
- EA Enclosed Area
- PO Private Office
- RR Restroom / Toilet
- ST Storage
- UT Utility

Existing Space Program - Police Department Second Floor

SPACES - FLOOR 2	Room No.	Space Type	2025		Space Attributes	Notes
			NSF	GSF		
Public Areas						
Lobby	201A	OA	198	218	Seating Bench	• Rarely ever used
Private Office						
Chief's Office	203	PO	240	264	1 Workstation, 1 Desk, Chairs, Round Table, Bookshelf	• No issues, good standing
Emergency Response Coordinator	204	PO	133	146	1 Workstation, Chairs	
Lietenant's Office	217A	PO	298	328	1 Workstation, Chairs, Storage	• Noise from Lt's office distracts IT staff
Open Office						
Office	202	OA	170	187	2 Workstations	
Support Areas						
Support Area	205	ST	66	73	Copier, Storage shelving	• Was identified as "wasted space", not efficient
Conference	209A	EA	259	285	Oval Table, 4 Chairs, Cabinet, Sink	
Lunch	216	EA	231	254	2 Round tables, Chairs, Table, TV, Small refrigerator	• Too small to accommodate current staff
Exercise	221	EA	632	695	Gym equipment, chair	
Training						
Training Room	201A	EA	478	526	12 Tables, Chairs, TV's, Speaking podium, whiteboard, TV	• Briefings overcrowded • Needs storage for equipment and handouts
Training Closet	210B	ST	25	28		
IT						
IT Office	222A	EA	402	442	5 Workstations, 5 Filing Cabinets, TVs, Whiteboard	• Desks used for storage + workbench due to space limits • Needs HVAC zoning – airflow hits staff directly • Redundant power needed • Sound separation needed for meetings/support calls
IT Chief	222B	PO	110	121	1 Workstation, 2 Chairs	• Wasp issue in ceiling tiles • No storage area for city computer refresh inventory • Shelving/drawers needed in secure IT space
Server Spaces						
Radio Equipment	218	ST	107	118		• Need space for new servers + telecom • Power redundancy requested • Insufficient ventilation in rack area
Telephone Equipment	219	ST	70	77		
Server Room	220	EA	109	120	Server rack, Storage, Panel LC	
Utility						
Electrical	206	UT	9	10		
Janitor	215	UT	47	52		
Storage / Equipment						
Storage	217B	ST	104	114	Storage shelving, locked	
Storage	208	ST	42	46	Storage shelving	
Restroom / Lockers						
Mens Restroom / Lockers	211/213	RR	447	492	2 LAV, 1 WC, 2 UR, 1 Shower, Lockers, Bench	
Womens Restroom / Lockers	212/214	RR	362	398	2 LAV, 1 WC, 1 Bench, 1 Shower, Lockers, Bench	• Not enough lockers for expanding team

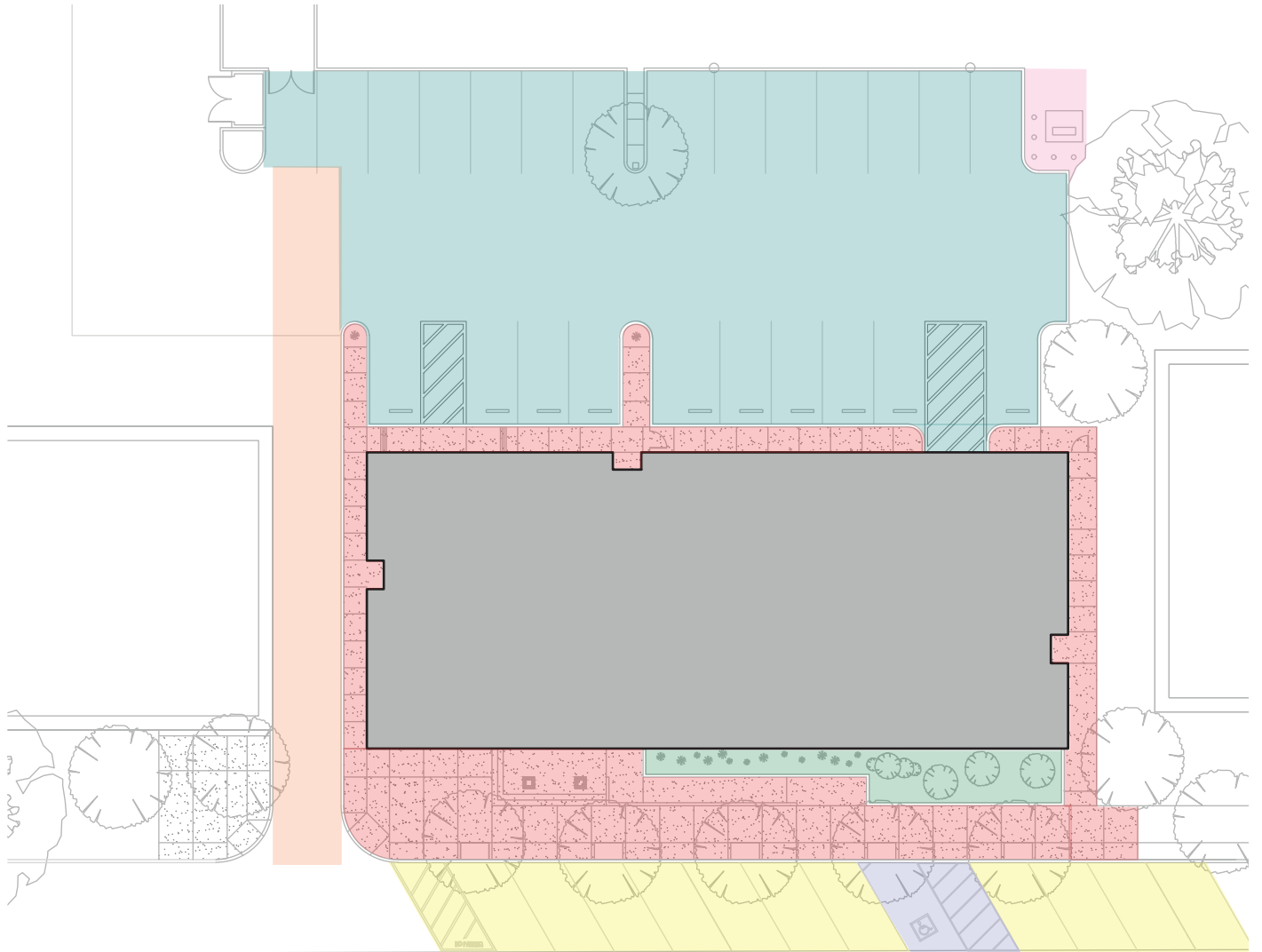
Existing Space Program - Police Department Second Floor

SPACES - FLOOR 2	Room No.	Space Type	2025		Space Attributes	Notes
			NSF	GSF		
Circulation						
Stair	103	CI	121	133		
Stair #2	124	CI	158	174		
Elevator	101B	CI	35	39		
Corridor #6	207A/B	CI	799	879		
Conference Closet	209B	ST	12	13	Roof access ladder & hatch	
Subtotal - FLOOR 2			5664	6230		
Site						
Police Department Parking	N/A		7710	8481		
Center Street Parking	N/A		1775	1953		
ADA Parking	N/A		160	176		
Drive Circulation	N/A		1460	1606		
Pedestrian Pathways	N/A		3310	3641		
Utility Equipment	N/A		195	215		
Landscaped Area	N/A		500	550		
Subtotal - SITE			15110	16621		
TOTAL AREA - INCLUDING SITE			26349	28984		

SPACE TYPE LEGEND:

- CI Circulation
- OA Open Area
- EA Enclosed Area
- PO Private Office
- RR Restroom / Toilet
- ST Storage
- UT Utility

Existing Space Diagrams - Police Department



CENTER STREET

Police Department Site Plan

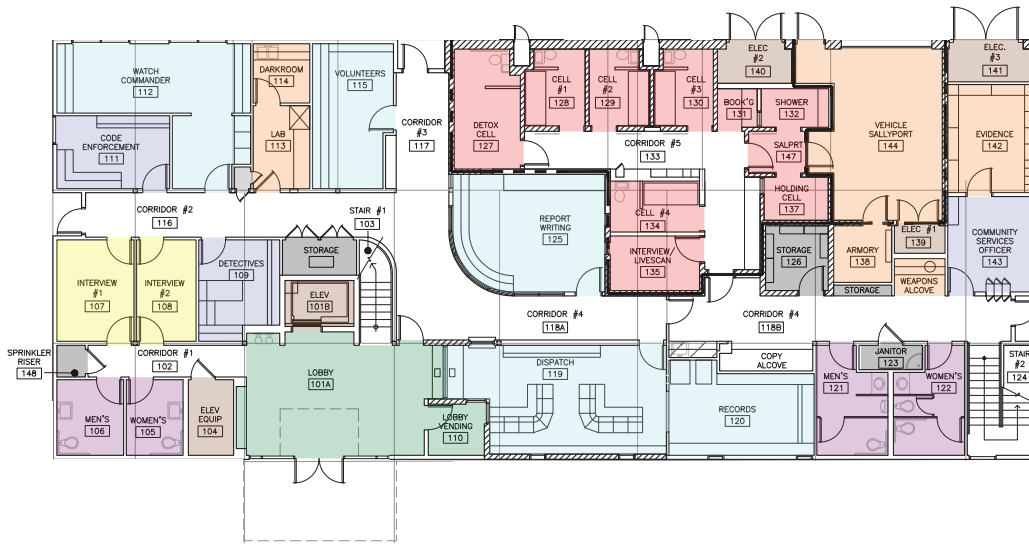
Legend

- ADA PARKING STALL
- DRIVE CIRCULATION
- LANDSCAPED AREAS
- PARKING LOT
- PEDESTRIAN PATHWAYS
- UTILITY EQUIPMENT
- STREET PARKING

Existing Space Diagrams - Police Department

Legend

- CIRCULATION
- OPEN OFFICE
- PRIVATE OFFICE
- PUBLIC AREAS
- RESTROOMS
- STORAGE
- UTILITIES
- DETENTION AREA
- INTERVIEW ROOMS
- OPERATIONS



Police Department First Floor Plan

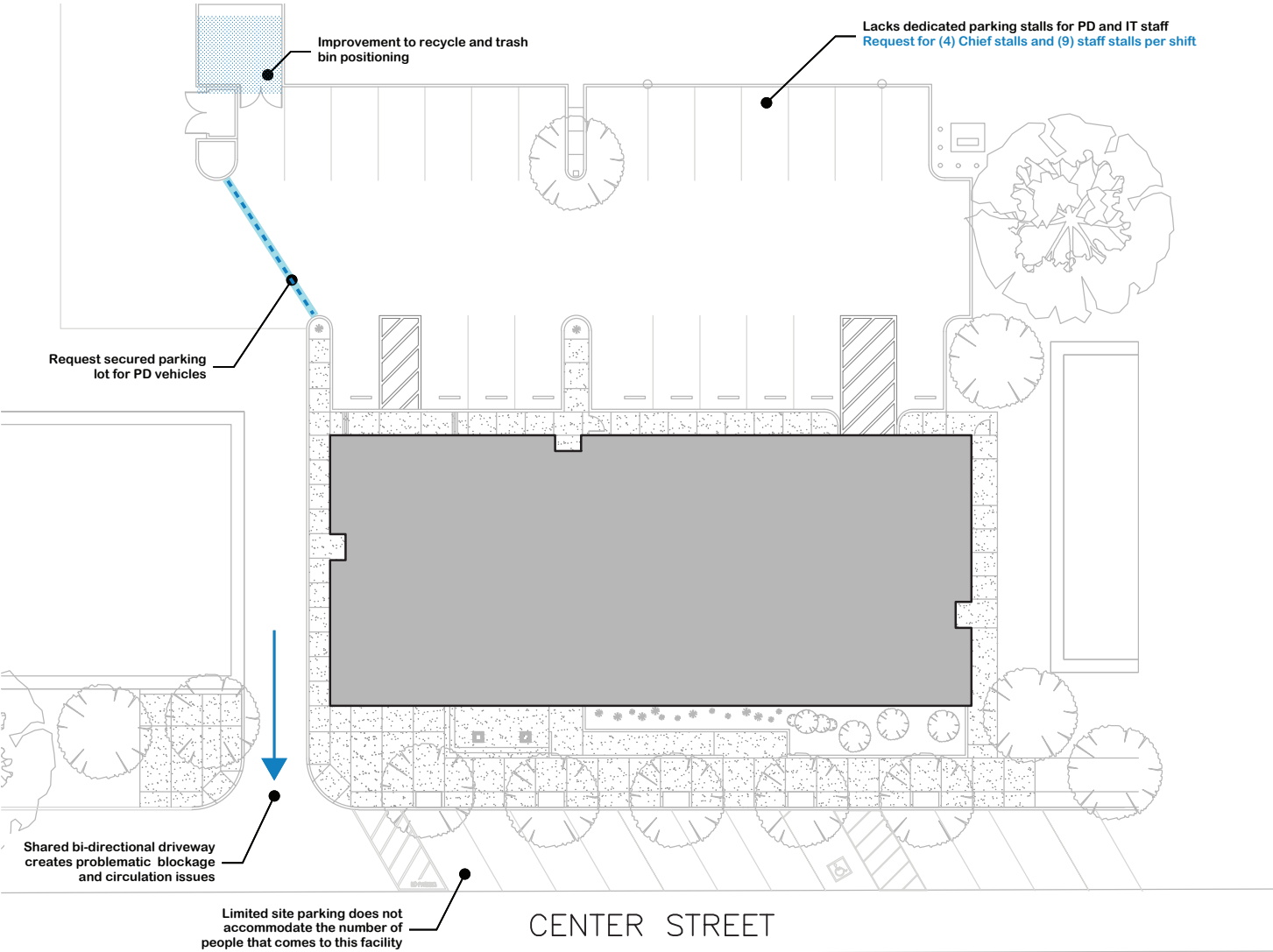
Legend

- CIRCULATION
- OPEN OFFICE
- PRIVATE OFFICE
- PUBLIC AREAS
- RESTROOMS/LOCKERS
- STORAGE
- UTILITIES
- EMERGENCY OPERATION CENTER
- IT
- SERVER SPACES
- SUPPORT AREAS



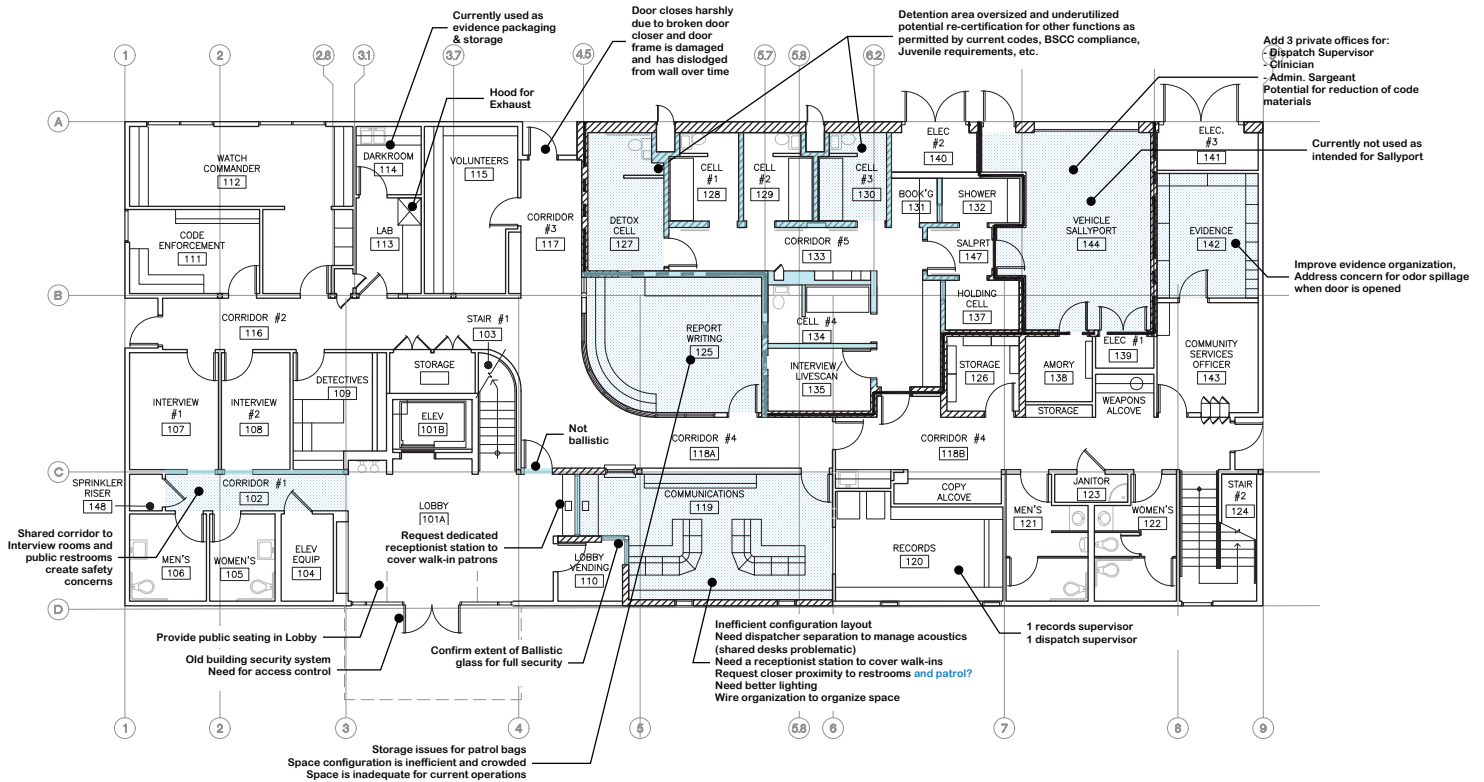
Police Department Second Floor Plan

Space Considerations - Police Department Site

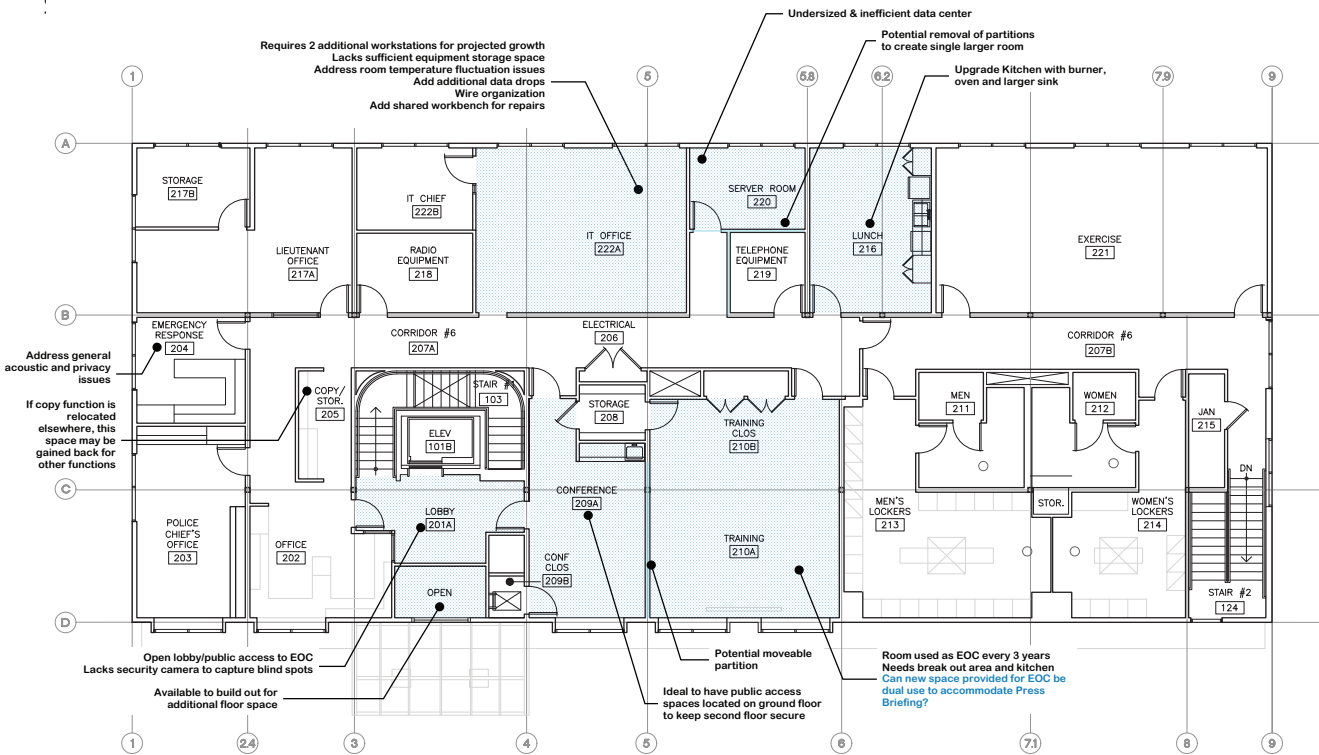


1 POLICE STATION - SITE FLOOR PLAN
N.T.S. CURRENT PD STAFF: 27 FT, 5 PT PLAN NORTH

Space Considerations - Police Department Interior



First Floor Plan



Second Floor Plan

New Space Program - Police Department First Floor

SPACES - FLOOR 1	Room No.	Space Type	2026		Space Attributes	Notes
			NSF	GSF		
Public Areas						
Lobby	101A	OA	333	366		
Private Office						
Detectives	109	PO	100	110	1 Workstation	
Code Enforcement	111	PO	125	138	2 Workstations	
Watch Commander	112	OA	287	316	2 Workstations, Small table & chairs, F2C storage	
(N) Sergeant	115	PO	162	178		
(N) Reception	120	PO	111	122		Enclosed reception provided
(N) Record	120A	PO	70	77		
(N) Dispatch Supervisor	120B	PO	70	77		
(N) Parking	128	PO	98	108		New private office provided at original detention area
(N) LMFT	129	PO	98	108		New private office provided at original detention area
Community Services Officer	143	PO	127	140		
(N) Code Enforcement	144	PO	81	89		New private office provided at original detention area
Open Office						
Dispatch	119	OA	335	369		Dispatch and Records rooms combined
(N) Report Writing	125	OA	404	444		Report Writing room expanded
Interview Rooms						
(N) Interview/Volunteer	127	PO	98	108		New room provided at original detention area
Interview 1	107	EA	119	131	Interview table, chairs	
Interview 2	108	EA	92	101	Interview table, chairs	
Operations						
Lab	113	EA	71	78	Steel Tabletop, Chemical Test Lab	
Darkroom	114	EA	51	56	Sink, Cabinet	
Armory	138	ST	50	55		
Weapon Cleaning Alcove	N/A	EA	29	32	Cabinets	
Evidence Processing	139	ST	53	58		
Evidence	142	ST	144	158		
Support Spaces						
(N) Kitchenette	126	OA	94	103		Kitchenette provided at original detention area off of Corridor #4
Storage						
Storage	101	ST	43	47		
Janitor Closet	123	ST	23	25		
(N) Storage	130	ST	46	51		Storage closet provided at original detention area
(N) Exercise	131	ST	255	281		
Sprinker Riser Closet	148	ST	14	15		
Utility						
Elevator Equipment	104	UT	52	57		
Electrical #1	140	UT	31	34		
Electrical #2	140	UT	45	50		
Electrical #3	141	UT	51	56		
Restrooms						
Women's	105	RR	76	84		
Men's	106	RR	8	9		
(N) Women's	121	RR	106	117		Switched locations, previously Men's New door for an enclosed stall
(N) Men's	122	RR	106	117		Switched locations, previously WM's

New Space Program - Police Department First Floor

SPACES - FLOOR 1	Room No.	Space Type	2026		Space Attributes	Notes
			NSF	GSF		
Circulation						
Elevator	101B	CI	48	53		
Stair #1	103	CI	48	53		
Stair #2	124	CI	112	123		
Corridor #1	102	CI	77	85		
Corridor #2	116	CI	215	237		
Corridor #3	117	CI	201	221		
Corridor #4	118A/B	CI	456	502		
Corridor #5	133	CI	397	437		
Subtotal - FLOOR 1			5612	6173		
TOTAL AREA - BUILDING			10901	11756		

SPACE TYPE LEGEND:

- CI Circulation
- OA Open Area
- PO Private Office
- EA Enclosed Area
- RR Restroom / Toilet
- ST Storage
- UT Utility

New Space Program - Police Department Second Floor

SPACES - FLOOR 2	Room No.	Space Type	2026		Space Attributes	Notes
			NSF	GSF		
Public Areas						
Lobby	201A	OA	107	118		
Private Office						
Office	202	PO	145	160		
Police Chief's Office	203	PO	240	264	1 Workstation, 1 Desk, Chairs, Round Table, Bookshelf	
Emergency Response	217	PO	150	165	1 Workstation, Chairs	
Lietenant's Office	217A	PO	133	146	1 Workstation, Chairs, Storage	
Support Areas						
Conference	209A	EA	261	287	Oval Table, 4 Chairs, Cabinet, Sink	
Conference Closet	209B	ST	17	19		
Lunch	216	EA	232	255	2 Round tables, Chairs, Table, TV, Small refrigerator	
Training						
Training Room	210A	EA	671	738	12 Tables, Chairs, TV's, Speaking podium, whiteboard, TV	
Training Closet	210B	ST	25	28		
Utility						
IT Office	222A	OA	402	442		
IT Chief	222B	PO	110	121		
Server Spaces						
(N) Server / Telephone / Radio	213	ST	210	231		
Utility						
Electrical	206	UT	9	10		
Janitor	215	UT	47	52		
Storage / Equipment						
Copy/Storage	205	ST	71	78		
Storage	208	ST	42	46	Conference Room storage	
Storage	217B	ST	104	114		
(N) Storage	210C	ST	85	94	Training Room storage	
Radio Equipment	218	ST	107	118		
Restroom / Lockers						
(N) Mens Lockers	211	RR	416	458	Lockers, Bench	
(N) Mens Restroom	212	RR	170	187	1 LAV, 1 WC, 1 UR, 1 Shower	
Womens Lockers	214	RR	423	465	Lockers, Bench	
Womens Restroom	214A	RR	187	206	2 LAV, 1 WC, 1 Bench, 1 Shower, 1 storage	
Circulation						
Stair #1	103	CI	121	133		
Stair #2	124	CI	158	174		
Elevator	101B	CI	35	39		
Corridor #6	207A/B	CI	840	924		
Conference Closet	209B	ST	12	13	Roof access ladder & hatch	
Subtotal - FLOOR 2			5530	6083		

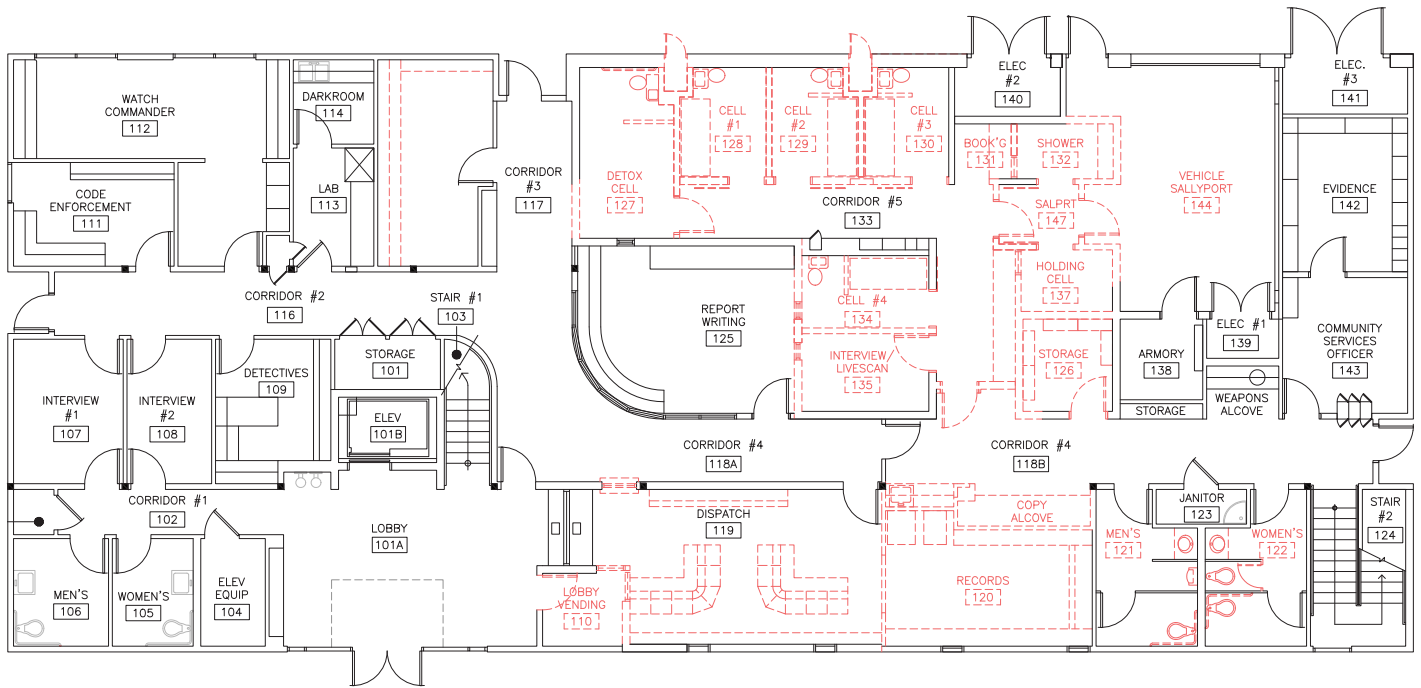
New Space Program - Police Department Second Floor

SPACES - FLOOR 2	Room No.	Space Type	2026		Space Attributes	Notes
			NSF	GSF		
Site						
Police Department Parking	N/A		7710	8481		
Center Street Parking	N/A		1775	1953		
ADA Parking	N/A		160	176		
Drive Circulation	N/A		1460	1606		
Pedestrian Pathways	N/A		3310	3641		
Utility Equipment	N/A		195	215		
Landscaped Area	N/A		500	550		
Subtotal - SITE			15110	16621		
TOTAL AREA - INCLUDING SITE			26282	28747		

SPACE TYPE LEGEND:


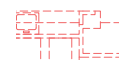

- CI Circulation
- OA Open Area
- EA Enclosed Area
- PO Private Office
- RR Restroom / Toilet
- ST Storage
- UT Utility

Demolition Plan - Police Department First Floor

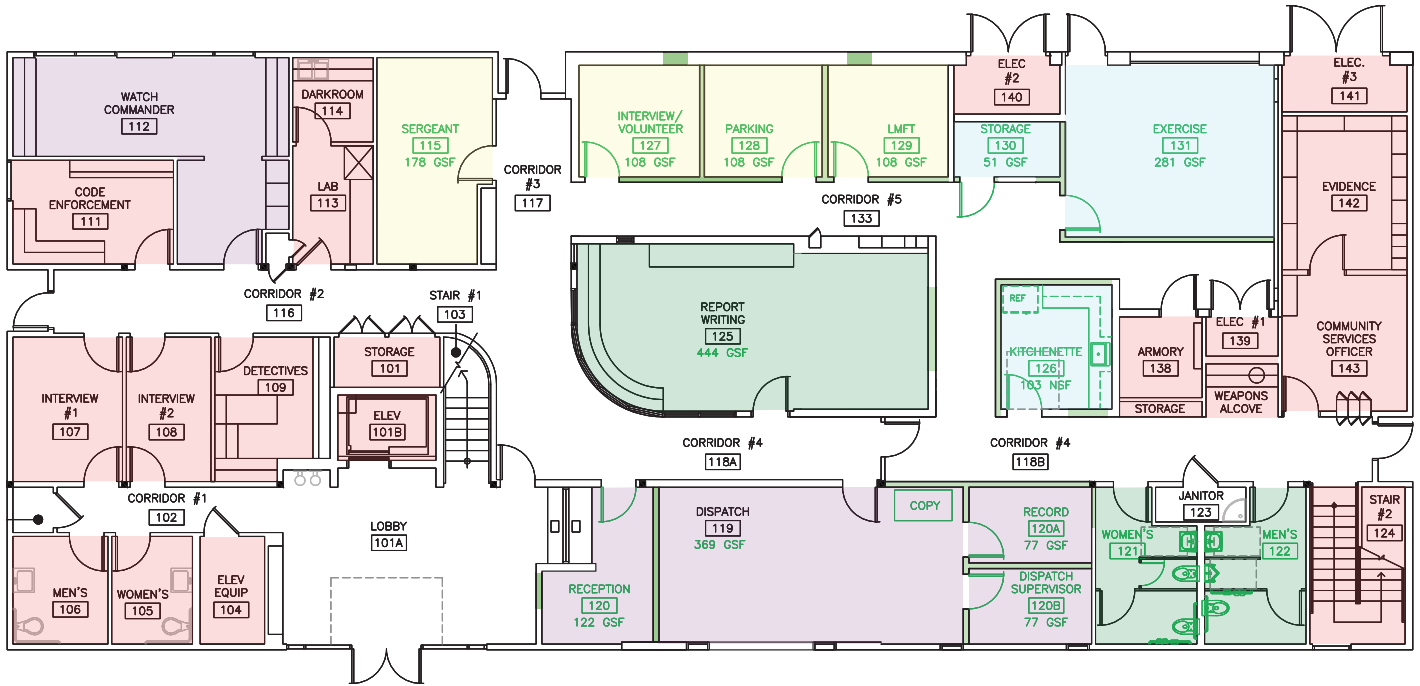


PLAN NORTH
1 POLICE STATION - FIRST FLOOR DEMO PLAN
 3/16" = 1'-0"
 0 4 8 12

LEGEND

-  Wall / Door/ Glazing to be demolished
-  Caseworks/ Plumbing Fixtures to be demolished
-  SPACE / PROGRAM to be relocated or re-purposed

Concept Floor Plan - Police Department First Floor



Legend

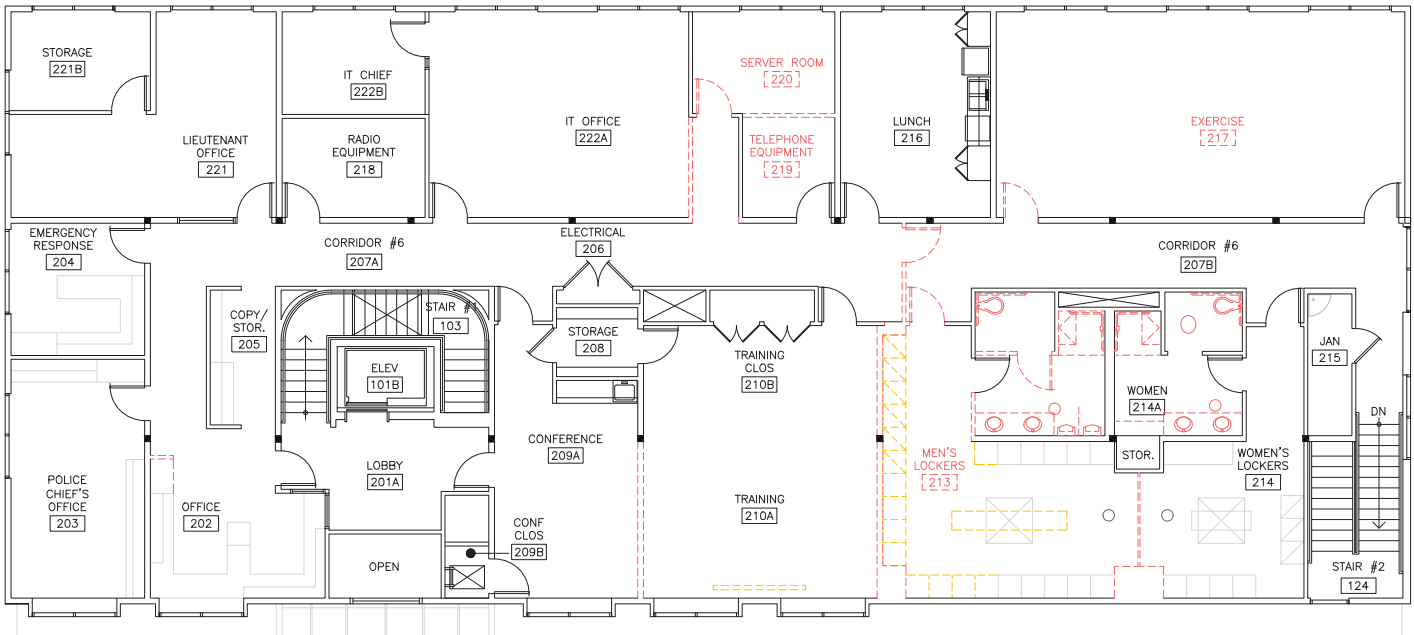
- Phase A
- Phase B
- Phase C
- Phase D
- Future Phase
- To Be Kept As Original
- To Be Determined



LEGEND





- New Wall / Patch to Existing Wall
- New Door
- EXERCISE (131, 281 GSF) New / Relocated Space

Demolition Plan - Police Department Second Floor

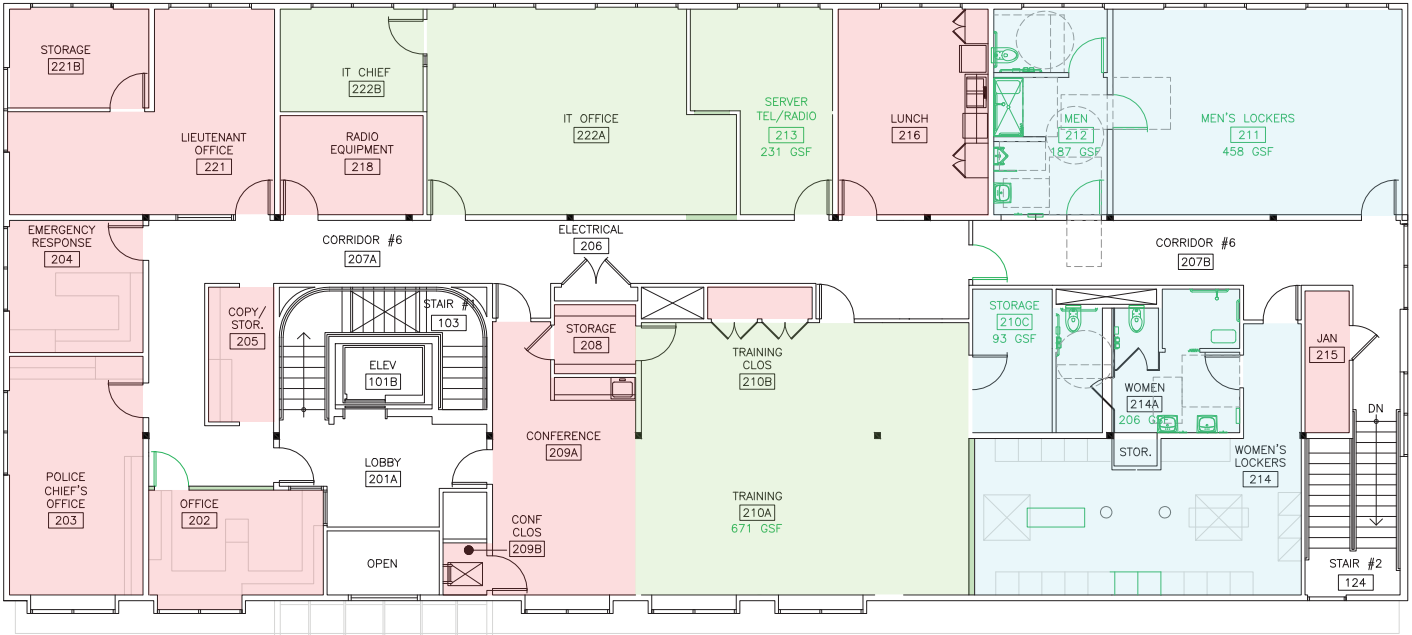


PLAN NORTH
1 POLICE STATION - SECOND FLOOR DEMO PLAN
3/16" = 1'-0"
0 4 8 12

LEGEND

-  Wall / Door/ Glazing to be demolished
-  Caseworks to be demolished
-  Furniture / Equipment can be reused
-  VEHICLE SALLYPORT [144] Space / Program to be relocated or re-purposed

Concept Floor Plan - Police Department Second Floor



Legend

- Phase A
- Phase B
- Phase C
- Phase D
- Future Phase
- To Be Kept As Original
- To Be Determined

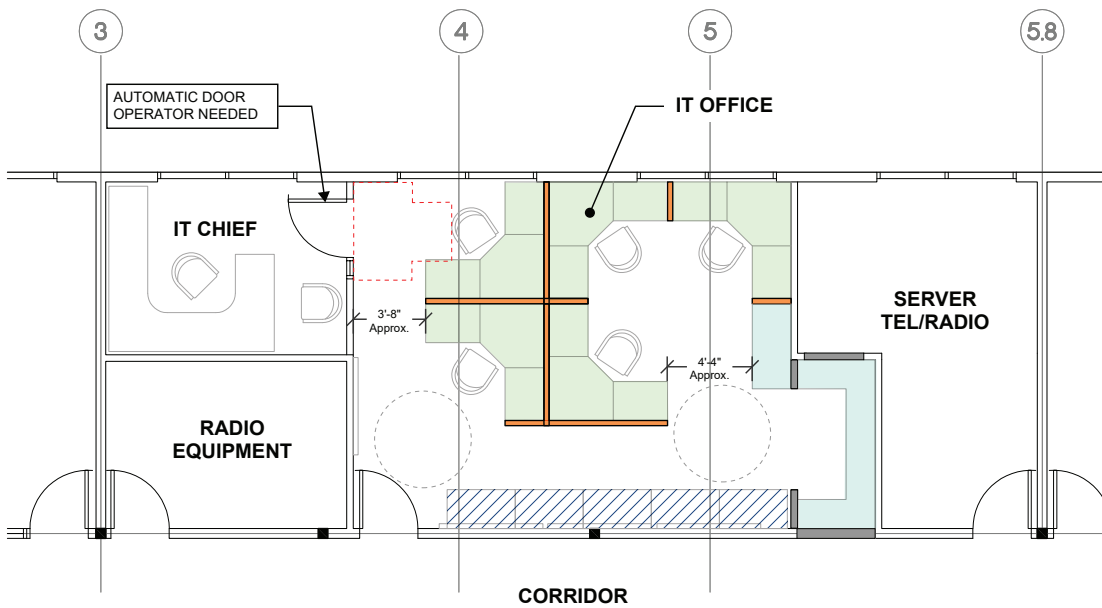
PLAN NORTH
 1
POLICE STATION - SECOND FLOOR NEW PLAN
 3/16" = 1'-0"

LEGEND

- New Wall / Patch to Existing Wall
- New Door
- EXERCISE [131] 281 GSF
 New / Relocated Space

IT Department Study

OPTION B1



LEGEND

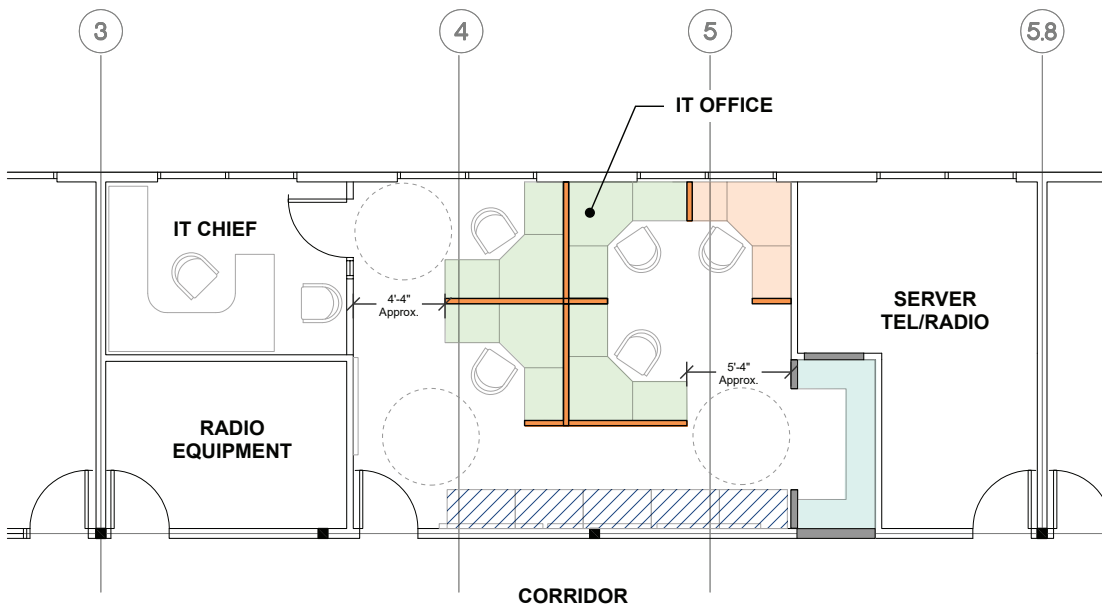
- CASEWORK (SHELVES)
- 3'-0" X 2'-0" FILE CABINES
- 6'-0" X 6'-0" WORKSTATION
- WORKSTATION PARTITION

Partition Notes:

65" max to allow for natural light from window into workstations

41" or 53" recommended

OPTION B2



LEGEND

- CASEWORK (SHELVES)
- 3'-0" X 2'-0" FILE CABINES
- 6'-0" X 6'-0" WORKSTATION
- WORKSTATION PARTITION
- 6'-0" X 5'-0" WORKSTATION

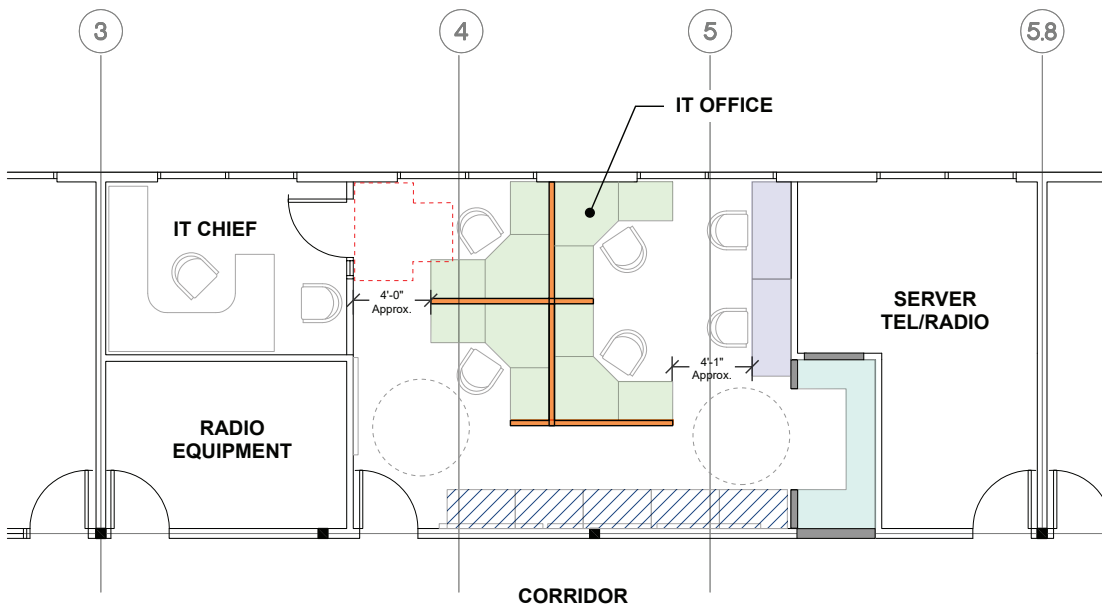
Partition Notes:

65" max to allow for natural light from window into workstations

41" or 53" recommended

IT Department Study

OPTION B1



LEGEND

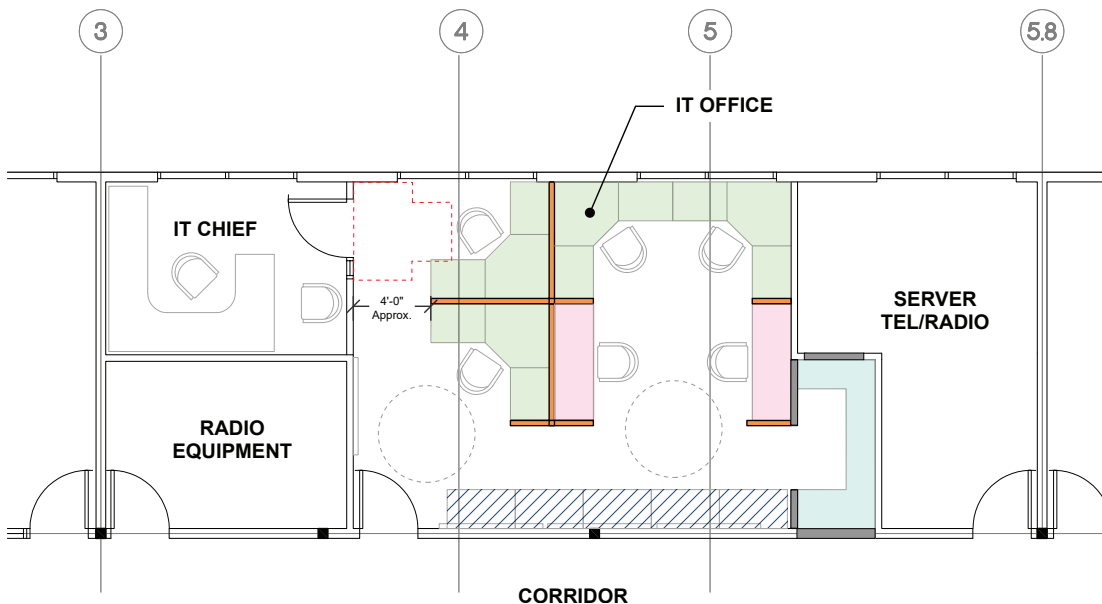
- CASEWORK (SHELVES)
- 3'-0" X 2'-0" FILE CABINES
- 6'-0" X 6'-0" WORKSTATION
- WORKSTATION PARTITION
- 2'-0" X 5'-0" DESK

Partition Notes:

65" max to allow for natural light from window into workstations

41" or 53" recommended

OPTION B2



LEGEND

- CASEWORK (SHELVES)
- 3'-0" X 2'-0" FILE CABINES
- 6'-0" X 6'-0" WORKSTATION
- WORKSTATION PARTITION
- 2'-0" X 6'-0" DESK

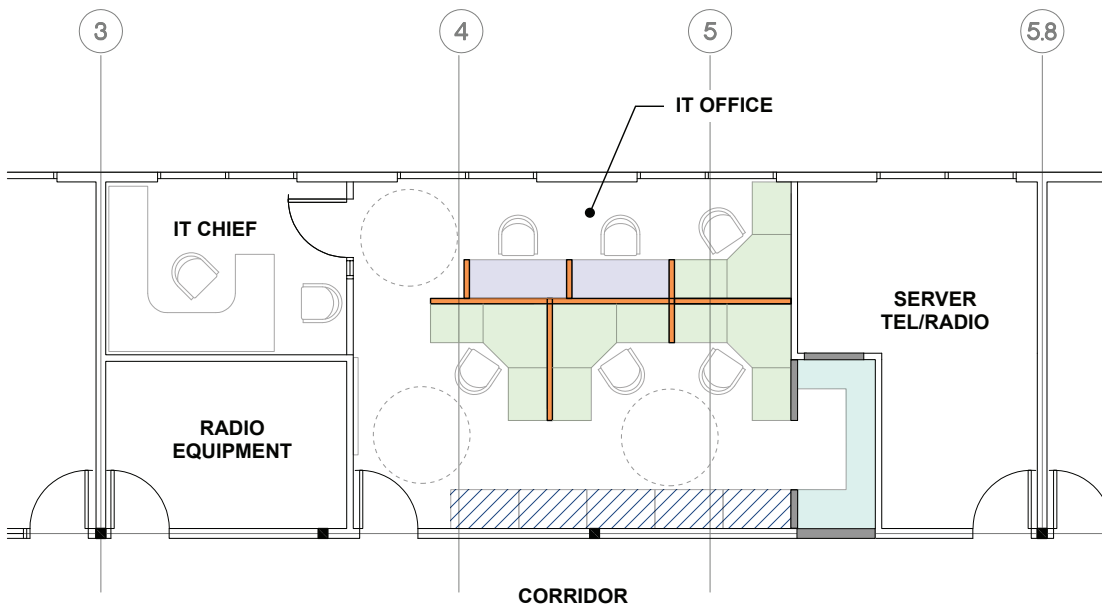
Partition Notes:

65" max to allow for natural light from window into workstations

41" or 53" recommended

IT Department Study

OPTION D1



LEGEND

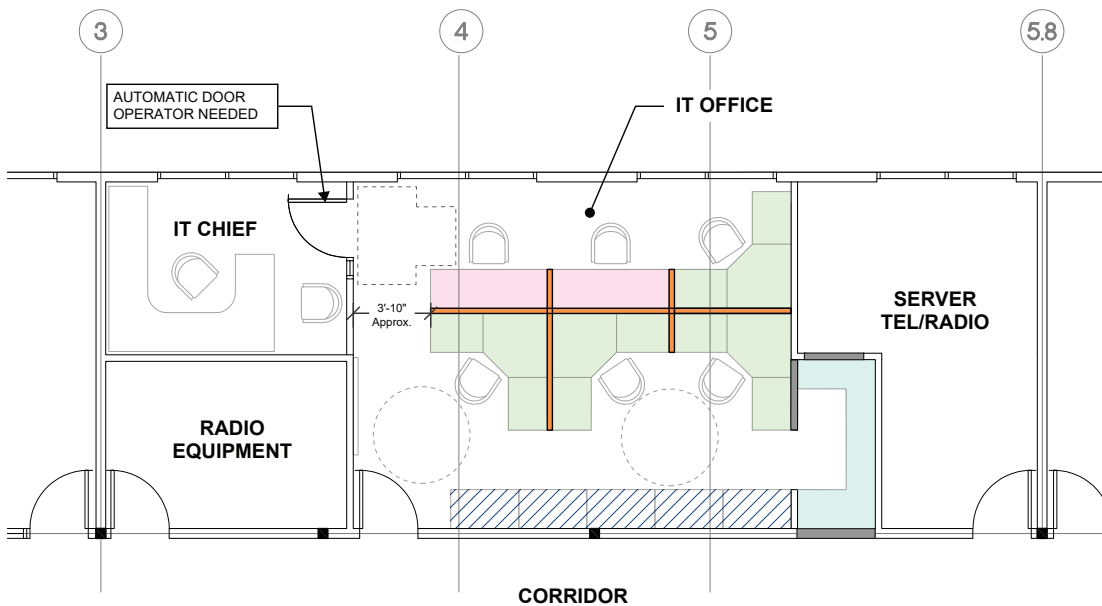
- CASEWORK (SHELVES)
- 3'-0" X 2'-0" FILE CABINES
- 6'-0" X 6'-0" WORKSTATION
- WORKSTATION PARTITION
- 2'-0" X 5'-0" DESK

Partition Notes:

65" max to allow for natural light from window into workstations

41" or 53" recommended

OPTION D2



LEGEND

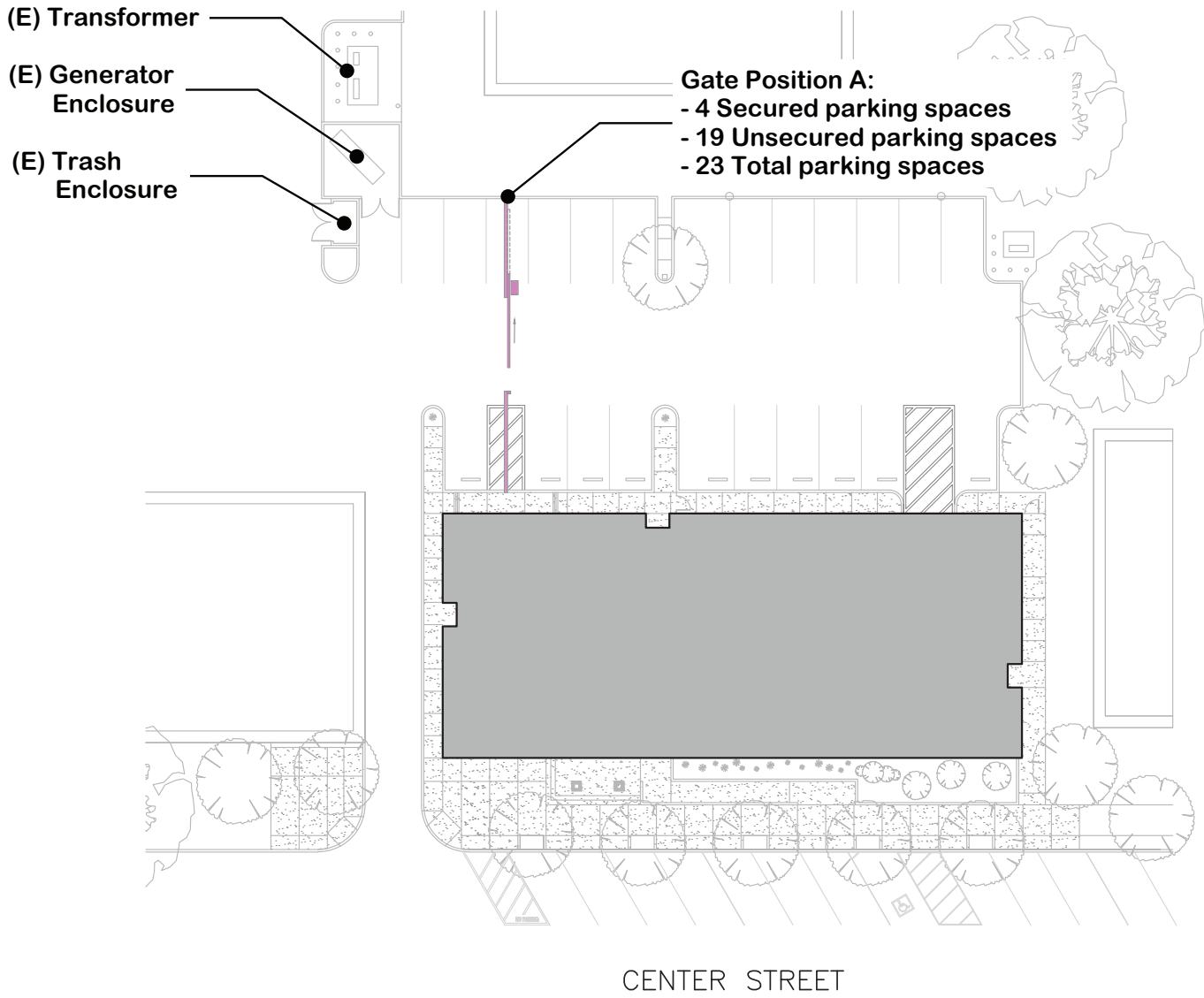
- CASEWORK (SHELVES)
- 3'-0" X 2'-0" FILE CABINES
- 6'-0" X 6'-0" WORKSTATION
- WORKSTATION PARTITION
- 6'-0" X 5'-0" WORKSTATION

Partition Notes:

65" max to allow for natural light from window into workstations

41" or 53" recommended

Site Plan Concept A - Police Department



Legend

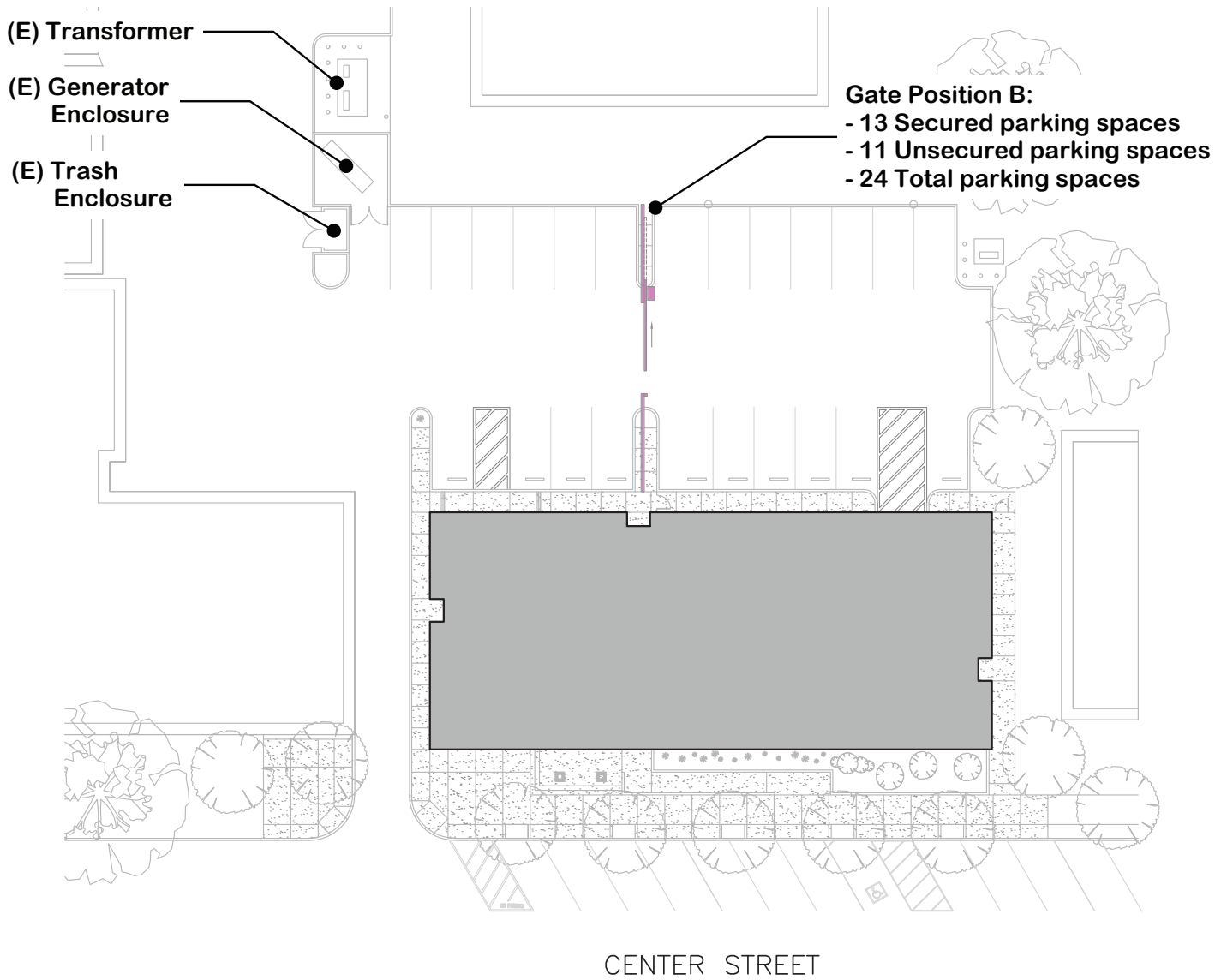
(N) Secured Gate

PLAN NORTH

1
POLICE STATION - SITE PLAN
N

N.T.S

Site Plan Concept B - Police Department



Legend

(N) Secured Gate

PLAN NORTH

2 POLICE STATION - SITE PLAN
N.T.S.

CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY

SECTION D: COST ESTIMATING

FIRE DEPARTMENT



Asset Maintenance (FCA) Cost Estimates	112
Maintenance Schedule	120
Space Utilization Cost Estimate	122

Asset Maintenance (FCA) Cost Estimate - Fire Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	2	EA	\$3,500	8	\$28,000	\$4,200	\$32,200	Site Lighting Fixtures		X		Provide new pedestrian site lighting fixtures
	2	LS	\$3,000	1	\$3,000	\$450	\$3,450	Cleaning - Site Lighting Fixtures		X		Clean and paint elevated pedestrian light fixtures
	2	LS	\$5,000	1	\$5,000	\$750	\$5,750	Site Lighting Fixtures		X		Replace broken site lighting fixtures mounted at ground
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Roof Training Prop		X		Demolish roof training prop
	3	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Redwood perimeter fence	X			Replace redwood perimeter fence
	3	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Re-Stripe Public Parking Spaces	X			Provide new parking lot striping for parking space designations
	4	SF	\$55	2500	\$137,500	\$20,625	\$158,125	Apparatus Bay Concrete	X		X	Provide new concrete at Apparatus Bay access facing Grant St.
	4	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Handholes	X			Provide new utility handholes
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Louver Ventillation		X		Provide new louver ventillation at exterior electrical room door
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Cleaning - Training Tower Roof Structure		X		Clean underside of training tower roof structure
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Cleaning & Paint - Lighting Fixtures		X		Remove spherical grated lighting fixture housings and clean lenses. Paint housings.
	2	LS	\$6,000	1	\$10,000	\$1,500	\$11,500	Cleaning - Exterior Wall Surface		X		Clean exterior wall surface including rust stains, especially at exterior base
	2	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Paint - Apparatus Bay Door Mullions	X			Paint Apparatus Bay door mullions
	2	LS	\$17,500	1	\$17,500	\$2,625	\$20,125	Sliding Glass Door Hardware & Track	X			Provide new sliding glass door hardware and track
	3	LF	\$12	480	\$5,760	\$864	\$6,624	Sealant	X			Provide new sealant at building perimeter
	4	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Skylight Panels	X		X	Replace skylight panels
	1	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Rooftop Vent Caps	X			Provide caps at exposed rooftop vents
	3	LF	\$125	670	\$83,750	\$12,563	\$96,313	Roof Parapet Flashing	X		X	Provide new roof parapet flashing
	1	LS	\$22,500	1	\$22,500	\$3,375	\$25,875	Paint - Interior Doors and Frames	X			Paint interior doors
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Weatherstripping & Adjustments at Man Door		X		New weatherstripping and adjustments to man door at open office area
	1	LS	\$5,000	1	\$5,000	\$750	\$5,750	Mildew Testing - Training Tower	X			Provide testing for presence of mildew at Training Tower
	1	LS	\$500	1	\$500	\$75	\$575	Hose Lift Motor Enclosure Securement		X		Provide securement for hose lift motor system enclosure
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Center Stair Stringers		X		Provide center stair stringers at all stairs
	1	LS	\$3,000	1	\$3,000	\$450	\$3,450	Door Closers		X		Replace door closers at HVAC supply closet and Turnout Room
	1	LS	\$17,500	1	\$17,500	\$2,625	\$20,125	Drywall Repair	X			Repair water damaged drywall at Exercise Room, Investigate leakage and continue to monitor
	2	LF	\$7	3200	\$22,400	\$3,360	\$25,760	Rubber Wall Base	X			Replace wall base
	2	LS	\$2,500	1	\$2,500	\$375	\$2,875	Paint - Piping at Training Tower	X			Paint exposed utilities piping system at Training Tower
	2	LS	\$2,500	1	\$2,500	\$375	\$2,875	Cleaning - Rust Stains		X		Clean rust stains at Training Tower interior CMU wall and provide general wall surface cleaning at interior
	2	LS	\$6,000	1	\$6,000	\$900	\$6,900	Paint - Training Tower Stairs	X			Paint Training Tower stairs, including underside and handrails

Asset Maintenance (FCA) Cost Estimate - Fire Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
	2	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Concrete Treads - Training Tower Stairs	X		X	Provide new concrete stair treads at Training Tower
	2	LS	\$500	1	\$500	\$75	\$575	Paint - Hose Lift Motor Enclosure		X		Paint enclosure for hose lift motor system at Training Tower
	2	LS	\$35,000	1	\$35,000	\$5,250	\$40,250	Interior Lighting Fixture Lenses	X			Provide lenses at interior lighting fixtures
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Mezzanine Access Stair		X		Paint mezzanine access stair
	2	SF	\$50	725	\$36,250	\$5,438	\$41,688	Tile Flooring	X			Replace tile flooring and wall base at Turnout Room
	2	LS	\$22,000	1	\$22,000	\$3,300	\$25,300	Epoxy Wall Finish	X			New turnout room epoxy wall finish
	2	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Roof Access Ladder		X		Paint roof access ladder
	2	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Tile	X			Re-tile restroom showers
	2	SF	\$50	285	\$14,250	\$2,138	\$16,388	Tile Flooring	X			New restroom tile flooring
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Interior Lighting Fixture Lenses		X		Replace cracked light fixture lenses at kitchen ceiling
	2	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Casework / Counters	X			Provide new upper and lower casework at reception area and counter surfaces
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Paint - Doors / Frames	X			Paint exterior and interior man doors/frames
	3	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Apparatus Bay Floor Striping	X			Provide new Apparatus Bay floor striping marks
	3	LF	\$5,000	9	\$45,000	\$6,750	\$51,750	Map Station Casework	X			Replace map station casework and countertop
	3	LS	\$40,000	1	\$40,000	\$6,000	\$46,000	Casework / Counters	X			New kitchen casework and counter surfaces
	3	SF	\$9	4920	\$44,280	\$6,642	\$50,922	Paint - Interior Walls	X			Paint at interior rooms, especially Day Room
	3	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Blinds		X		Replace blinds at private office area
	4	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Corridor Skylights	X		X	Replace corridor skylight panels and sealant components
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Paint - Transformer Enclosure, Decals	X			Paint transformer enclosure J25 and provide new decals
	1	LS	\$65,000	1	\$65,000	\$9,750	\$74,750	Plumbing System Revisions	X		X	Plumbing system revisions for better drainage at men's restroom urinal
	1	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Cleaning - HVAC Return Registers	X			Provide cleaning of HVAC supply return registers
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Cleaning - Electrical Room		X		Clean debris from electrical room
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Diesel Storage Tank Signage		X		Provide new diesel storage tank system signage
	1	LS	\$500	1	\$500	\$75	\$575	Training Tower Junction Box Cover		X		Provide new screws and junction box cover at Training Tower
	1	LS	\$500	1	\$500	\$75	\$575	FDC Signage		X		Provide new FDC signage
	1	LS	\$500	1	\$500	\$75	\$575	Indicator post signage		X		Provide new indicator post signage
	2	LS	\$5,000	1	\$5,000	\$750	\$5,750	Roll Up Door Controls		X		Replace buttons for Apparatus Bay roll up door controls
	2	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Gas Lines	X		X	Replace gas lines to rooftop HVAC units
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Shower Fixture Heads		X		Replace shower fixture heads
	2	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Fire Sprinkler Head Housings	X		X	Provide adjustments to fire sprinkler head housings where required
	2	LS	\$4,000	1	\$4,000	\$600	\$4,600	Light Switches & Receptacle Faceplates		X		Provide new light switch and power receptacle faceplates and switches
	3	LS	\$35,000	1	\$35,000	\$5,250	\$40,250	Interior Lighting Fixtures	X		X	New recessed lighting fixtures
	4	LS	\$16,500	1	\$16,500	\$2,475	\$18,975	Wolf Stove	X			Provide new Wolf stove

Asset Maintenance (FCA) Cost Estimate - Fire Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description	
	4	LS	\$18,000	1	\$18,000	\$2,700	\$20,700	Training Tower Fire Riser Supports	X			Provide new lateral supports for fire riser at Training Tower	
	4	LS	\$40,000	1	\$40,000	\$6,000	\$46,000	Air Replenishment Machine	X		X	Provide new air replenishment machine	
	CIP : 3	LS	\$400,000	1	\$400,000	\$60,000	\$460,000	Perimeter Sidewalk	X		X	Repair perimeter sidewalk	
	CIP : 3	SF	\$22	7720	\$169,840	\$25,476	\$195,316	Asphalt	X		X	Re-pave asphalt parking lot	
	CIP : 4	SF	\$75	10375	\$778,125	\$116,719	\$894,844	Standing Seam Metal Roof	X		X	Replace standing seam metal roof	
	CIP : 2	SF	\$27	4100	\$110,700	\$16,605	\$127,305	Acoustic Ceiling Tile	X		X	Replace acoustic ceiling tile	
	CIP : 4	SF	\$65	4245	\$275,925	\$41,389	\$317,314	Apparatus Bay Concrete Flooring	X		X	Provide new Apparatus Bay concrete flooring	
	CIP : 3	LS	\$650,000	1	\$650,000	\$97,500	\$747,500	Generator and ATS	X		X	Provide new generator and Automatic Transfer Switch (ATS)	
	ADA : 1	LS	\$140,000	1	\$140,000	\$21,000	\$161,000	ADA Parking Space	X		X	Provide improvements for accessible ADA parking space	
	ADA : 2	LS	\$750,000	1	\$750,000	\$112,500	\$862,500	Interior ADA Improvements	X		X	Provide ADA improvements throughout the interior of the facility	
SUBTOTAL - BASE							\$5,002,822						
DESIGN CONTINGENCY (10%)							\$500,282						
CONSTRUCTION ADMINISTRATION / CONSTRUCTION MANAGEMENT (10%)							\$500,282						
GRAND TOTAL							\$6,003,386						

Asset Maintenance (FCA) Cost Estimate - Priority 1 Items (1-2 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Louwer Ventillation		X		Provide new louwer ventillation at exterior electrical room door
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Cleaning - Training Tower Roof Structure		X		Clean underside of training tower roof structure
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Cleaning & Paint - Lighting Fixtures		X		Remove spherical grated lighting fixture housings and clean lenses. Paint housings.
	1	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Rooftop Vent Caps	X			Provide caps at exposed rooftop vents
	1	LS	\$22,500	1	\$22,500	\$3,375	\$25,875	Paint - Interior Doors and Frames	X			Paint interior doors and frames
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Weatherstripping & Adjustments at Man Door		X		New weatherstripping and adjustments to man door at open office area
	1	LS	\$5,000	1	\$5,000	\$750	\$5,750	Mildew Testing - Training Tower	X			Provide testing for presence of mildew at Training Tower
	1	LS	\$500	1	\$500	\$75	\$575	Hose Lift Motor Enclosure Securement		X		Provide securement for hose lift motor system enclosure
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Center Stair Stringers		X		Provide center stair stringers at all stairs
	1	LS	\$3,000	1	\$3,000	\$450	\$3,450	Door Closers		X		Replace door closers at HVAC supply closet and Turnout Room
	1	LS	\$17,500	1	\$17,500	\$2,625	\$20,125	Drywall Repair	X			Repair water damaged drywall at Exercise Room, Investigate leakage and continue to monitor
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Paint - Transformer Enclosure, Decals	X			Paint transformer enclosure J25 and provide new decals
	1	LS	\$65,000	1	\$65,000	\$9,750	\$74,750	Plumbing System Revisions	X		X	Plumbing system revisions for better drainage at men's restroom urinal
	1	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Cleaning - HVAC Return Registers	X			Provide cleaning of HVAC supply return registers
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Cleaning - Electrical Room		X		Clean debris from electrical room
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Diesel Storage Tank Signage		X		Provide new diesel storage tank system signage
	1	LS	\$500	1	\$500	\$75	\$575	Training Tower Junction Box Cover		X		Provide new screws and junction box cover at training tower
	1	LS	\$500	1	\$500	\$75	\$575	FDC Signage		X		Provide new FDC signage
	1	LS	\$500	1	\$500	\$75	\$575	Indicator post signage		X		Provide new indicator post signage
SUBTOTAL - BASE							\$165,025					

Asset Maintenance (FCA) Cost Estimate - Priority 2 Items (3-5 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	2	EA	\$3,500	8	\$28,000	\$4,200	\$32,200	Site Lighting Fixtures		X		Provide new pedestrian site lighting fixtures
	2	LS	\$3,000	1	\$3,000	\$450	\$3,450	Cleaning - Site Lighting Fixtures		X		Clean and paint elevated pedestrian light fixtures
	2	LS	\$5,000	1	\$5,000	\$750	\$5,750	Site Lighting Fixtures		X		Replace broken site lighting fixtures mounted at ground
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Roof Training Prop		X		Demolish roof training prop
	2	LS	\$6,000	1	\$10,000	\$1,500	\$11,500	Cleaning - Exterior Wall Surface		X		Clean exterior wall surface including rust stains, especially at exterior base
	2	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Paint - Apparatus Bay Door Mullions	X			Paint Apparatus Bay door mullions
	2	LS	\$17,500	1	\$17,500	\$2,625	\$20,125	Sliding Glass Door Hardware & Track	X			Provide new sliding glass door hardware and track
	2	LF	\$7	3200	\$22,400	\$3,360	\$25,760	Rubber Wall Base	X			Replace wall base
	2	LS	\$2,500	1	\$2,500	\$375	\$2,875	Paint - Piping at Training Tower	X			Paint exposed utilities piping system at Training Tower
	2	LS	\$2,500	1	\$2,500	\$375	\$2,875	Cleaning - Rust Stains		X		Clean rust stains at Training Tower interior CMU wall and provide general wall surface cleaning at interior
	2	LS	\$6,000	1	\$6,000	\$900	\$6,900	Paint - Training Tower Stairs	X			Paint Training Tower stairs, including underside and handrails
	2	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Concrete Treads - Training Tower Stairs	X		X	Provide new concrete stair treads at Training Tower
	2	LS	\$500	1	\$500	\$75	\$575	Paint - Hose Lift Motor Enclosure		X		Paint enclosure for hose lift motor system at Training Tower
	2	LS	\$35,000	1	\$35,000	\$5,250	\$40,250	Interior Lighting Fixture Lenses	X			Provide lenses at interior lighting fixtures
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Mezzanine Access Stair		X		Paint mezzanine access stair
	2	SF	\$50	725	\$36,250	\$5,438	\$41,688	Tile Flooring	X			Replace tile flooring and wall base at Turnout Room
	2	LS	\$22,000	1	\$22,000	\$3,300	\$25,300	Epoxy Wall Finish	X			New turnout room epoxy wall finish
	2	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Roof Access Ladder		X		Paint roof access ladder
	2	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Tile	X			Re-tile restroom showers
	2	SF	\$50	285	\$14,250	\$2,138	\$16,388	Tile Flooring	X			New restroom tile flooring
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Interior Lighting Fixture Lenses		X		Replace cracked light fixture lenses at kitchen ceiling
	2	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Casework / Counters	X			Provide new upper and lower casework at reception area and counter surfaces
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Paint - Doors / Frames	X			Paint exterior and interior man doors/frames
	2	LS	\$5,000	1	\$5,000	\$750	\$5,750	Roll Up Door Controls		X		Replace buttons for Apparatus Bay roll up door controls
	2	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Gas Lines	X		X	Replace gas lines to rooftop HVAC units
	2	LS	\$1,500	1	\$1,500	\$225	\$1,725	Shower Fixture Heads		X		Replace shower fixture heads
	2	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Fire Sprinkler Head Housings	X		X	Provide adjustments to fire sprinkler head housings where required
	2	LS	\$4,000	1	\$4,000	\$600	\$4,600	Light Switches & Receptacle Faceplates		X		Provide new light switch and power receptacle faceplates and switches
SUBTOTAL - BASE							\$381,110					

Asset Maintenance (FCA) Cost Estimate - Priority 3 Items (5-10 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	3	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Redwood perimeter fence	X			Replace redwood perimeter fence
	3	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Re-Stripe Public Parking Spaces	X			Provide new parking lot striping for parking space designations
	3	LF	\$12	480	\$5,760	\$864	\$6,624	Sealant	X			Provide new sealant at building perimeter
	3	LF	\$125	670	\$83,750	\$12,563	\$96,313	Roof Parapet Flashing	X		X	Provide new roof parapet flashing
	3	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Apparatus Bay Floor Striping	X			Provide new Apparatus Bay floor striping marks
	3	LF	\$5,000	9	\$45,000	\$6,750	\$51,750	Map Station Casework	X			Replace map station casework and countertop
	3	LS	\$40,000	1	\$40,000	\$6,000	\$46,000	Casework / Counters	X			New kitchen casework and counter surfaces
	3	SF	\$9	4920	\$44,280	\$6,642	\$50,922	Paint - Interior Walls	X			Paint at interior rooms, especially Day Room
	3	LS	\$7,500	1	\$7,500	\$1,125	\$8,625	Blinds		X		Replace blinds at private office area
	3	LS	\$35,000	1	\$35,000	\$5,250	\$40,250	Interior Lighting Fixtures	X		X	New recessed lighting fixtures
SUBTOTAL - BASE							\$355,109					

Asset Maintenance (FCA) Cost Estimate - Priority 4 Items (10+ Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	4	SF	\$55	2500	\$137,500	\$20,625	\$158,125	Apparatus Bay Concrete	X		X	Provide new concrete at Apparatus Bay access facing Grant St.
	4	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Handholes	X			Provide new utility handholes
	4	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Skylight Panels	X		X	Replace skylight panels
	4	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Corridor Skylights	X		X	Replace corridor skylight panels and sealant components
	4	LS	\$16,500	1	\$16,500	\$2,475	\$18,975	Wolf Stove	X			Provide new Wolf stove
	4	LS	\$18,000	1	\$18,000	\$2,700	\$20,700	Training Tower Fire Riser Supports	X			Provide new lateral supports for fire riser at Training Tower
	4	LS	\$40,000	1	\$40,000	\$6,000	\$46,000	Air Replenishment Machine	X		X	Provide new air replenishment machine
SUBTOTAL - BASE							\$335,800					

Asset Maintenance (FCA) Cost Estimate - CIP Items

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	CIP : 2	SF	\$27	4100	\$110,700	\$16,605	\$127,305	Acoustic Ceiling Tile	X		X	Replace acoustic ceiling tile
	CIP : 3	LS	\$400,000	1	\$400,000	\$60,000	\$460,000	Perimeter Sidewalk	X		X	Repair perimeter sidewalk
	CIP: 3	SF	\$22	7720	\$169,840	\$25,476	\$195,316	Asphalt	X		X	Re-pave asphalt parking lot
	CIP : 3	LS	\$650,000	1	\$650,000	\$97,500	\$747,500	Generator and ATS	X		X	Provide new generator and Automatic Transfer Switch (ATS).
	CIP : 4	SF	\$75	10375	\$778,125	\$116,719	\$894,844	Standing Seam Metal Roof	X		X	Replace standing seam metal roof
	CIP : 4	LS	\$65	4245	\$275,925	\$41,389	\$317,314	Apparatus Bay Concrete Flooring	X		X	Provide new apparatus bay concrete flooring
SUBTOTAL - BASE							\$2,614,974					

Asset Maintenance (FCA) Cost Estimate - ADA Items

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Fire Department												
	ADA: 1	LS	\$140,000	1	\$140,000	\$21,000	\$161,000	ADA Parking Space	X		X	Provide improvements for accessible ADA parking space
	ADA: 2	LS	\$750,000	1	\$750,000	\$112,500	\$862,500	Interior ADA Improvements	X		X	Provide ADA improvements throughout the interior of the facility
SUBTOTAL - BASE							\$1,023,500					

Maintenance Schedule - Fire Department

	YEAR 1												YEAR 2												YEAR 3												YEAR	YEAR
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	4-5	6-10
SITE	Maintain Aggregate Surface					<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>			
	Clean Walkway Structure					<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>			
	Clean Exterior Signage					<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>			
	General Landscape Maintenance					<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>			
	Test Site Lighting					<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>			
EXTERIOR	Replace Rodent Traps			<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>						
	Test Door Operation				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>												<input type="checkbox"/>			
	Paint Exterior																																			<input type="checkbox"/>		
	Clean Exterior Windows / Mullions			<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					
ROOFING	Clean Rooftop Drainage									<input type="checkbox"/>								<input type="checkbox"/>																				
	Clean Roof Surface Mats			<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					
	Clean Roof Parapet Flashing				<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
INTERIOR	Sweep Apparatus Bay Flooring			<input type="checkbox"/>						<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>						
	Clean Interior Flooring		<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>						
	Paint Interior																																	<input type="checkbox"/>				
	Test Door Operation				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Test Access Control System				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Adjust Door Closers										<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Clean Roll-Up Door Tracks				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Clean Cobwebs				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Clean Mezzanine										<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Mezzanine Storage Organization										<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Test Interior Lighting				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Clean Roof Access Ladder				<input type="checkbox"/>						<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
	Clean Ice Machine / Filter					<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					
	MEP	Maintain Vehicle Exhaust System	<input type="checkbox"/>									<input type="checkbox"/>												<input type="checkbox"/>										<input type="checkbox"/>				
HVAC Filter Maintenance			<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					
Clean Louvers											<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					
Monitor Plumbing Fixtures											<input type="checkbox"/>							<input type="checkbox"/>					<input type="checkbox"/>							<input type="checkbox"/>			<input type="checkbox"/>					

Maintenance Schedule - Project Descriptions

SITE	Maintain Aggregate Surface	Maintain aggregate surface on all sides of facility
	Clean Walkway Structure	Clean pergola walkway structure and columns
	Clean Exterior Signage	Clean exterior building signage
	General Landscape Maintenance	Perform routine landscape maintenance, including trimming, weeding, and debris removal
	Test Site Lighting	Test site lighting fixtures and replace bulbs or components as needed
EXTERIOR	Replace Rodent Traps	Monitor exterior rodent traps and replace as necessary
	Test Door Operation	Test exterior doors for proper operation and adjust as needed
	Paint Exterior	Paint exterior of building
	Clean Exterior Windows / Mullions	Clean exterior windows and mullions of dirt and buildup
ROOFING	Clean Rooftop Drainage	Continue to maintain and clear rooftop drainage
	Clean Roof Surface Mats	Clean roof surface mats of dirt and buildup
	Clean Roof Parapet Flashing	Clean parapet flashing at rooftop
INTERIOR	Sweep Apparatus Bay Flooring	Sweep and remove debris from Apparatus Bay flooring
	Clean Interior Flooring	Clean interior flooring surfaces throughout building
	Paint Interior	Paint interior of building
	Test Door Operation	Test interior doors for smooth operation and adjust as needed
	Test Access Control System	Test and maintain access control system
	Adjust Door Closers	Adjust door closers for proper closing and alignment
	Clean Roll-Up Door Tracks	Clean and lubricate rolling door tracks
	Clean Cobwebs	Clear cobwebs at Apparatus Bay, attic and corridor
	Clean Mezzanine	Sweep mezzanine and attic area
	Mezzanine Storage Organization	Organize mezzanine storage
	Test Interior Lighting	Test interior lighting fixtures, replace bulbs and adjust lens covers
	Clean Roof Access Ladder	Clean roof access ladder and hatch
	Clean Ice Machine / Filter	Clean ice machine mineral deposits
MEP	Maintain Vehicle Exhaust System	Maintain vehicle exhaust system at Apparatus Bay
	HVAC Filter Maintenance	Replace HVAC filter
	Clean Louvers	Clean louvers at Apparatus Bay and attic
	Monitor Plumbing Fixtures	Check plumbing fixtures for leaks, repair as needed

Space Utilization Cost Estimate - Fire Department

PRELIMINARY COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS						
City of Healdsburg Fire Department				Prepared by The KPA Group		
April 2026						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
PHASE A - PRIVATE DORMITORIES/AIR ROOM & ADA PUBLIC RESTROOM						
Private Dormitories / Air Room Revisions						
		Demo - Apparatus Bay wall	1	LS	\$ 30,000.00	\$ 30,000.00
		Demo - Interior Dormitory walls	1	LS	\$ 15,000.00	\$ 15,000.00
		Demo - Kitchen wall for new corridor	1	LS	\$ 6,000.00	\$ 6,000.00
		Demo - Interior supply room wall	1	LS	\$ 9,500.00	\$ 9,500.00
		Demo - Ceiling components	1	LS	\$ 11,000.00	\$ 11,000.00
		Interior window - Dormitories	1	LS	\$ 37,500.00	\$ 37,500.00
		Exterior windows	1	LS	\$ 90,000.00	\$ 90,000.00
		New Apparatus Bay wall	1	LS	\$ 60,000.00	\$ 60,000.00
		New interior walls - Dormitories	1	LS	\$ 75,000.00	\$ 75,000.00
		Doors	1	LS	\$ 37,500.00	\$ 37,500.00
		Finishes & paint	1	LS	\$ 70,000.00	\$ 70,000.00
		Ceiling - New	1	LS	\$ 22,500.00	\$ 22,500.00
		Lighting	1	LS	\$ 30,000.00	\$ 30,000.00
		Power/data revisions	1	LS	\$ 37,500.00	\$ 37,500.00
		HVAC revisions	1	LS	\$ 50,000.00	\$ 50,000.00
		Fire sprinkler/alarm revisions	1	LS	\$ 70,000.00	\$ 70,000.00
		Misc structural	1	LS	\$ 22,500.00	\$ 22,500.00
		Revisions - Air room interior layout	1	LS	\$ 4,500.00	\$ 4,500.00
		Furniture - Dormitories	1	LS	\$ 35,000.00	\$ 35,000.00
Subtotal					\$ 713,500	
Ada Public Restroom - Lobby						
		Demo - Training wall	1	LS	\$ 4,500.00	\$ 4,500.00
		Demo - Finishes, misc restroom components	1	LS	\$ 3,000.00	\$ 3,000.00
		Interior wall	1	LS	\$ 7,500.00	\$ 7,500.00
		Finishes & paint	1	LS	\$ 7,500.00	\$ 7,500.00
		Ceiling components	1	LS	\$ 3,750.00	\$ 3,750.00
		Restroom accessories	1	LS	\$ 6,000.00	\$ 6,000.00
		Utilities adjustments	1	LS	\$ 3,750.00	\$ 3,750.00
		Exhaust fan	1	LS	\$ 2,250.00	\$ 2,250.00
Subtotal					\$ 38,250	
SUBTOTAL PHASE A - Private Dormitories/Air Room & Ada Public Restroom					\$ 751,750	\$ 751,750

Space Utilization Cost Estimate - Fire Department

PRELIMINARY COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS						
City of Healdsburg Fire Department				Prepared by The KPA Group		
April 2026						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
PHASE B - KITCHEN/DAY ROOM, OFFICES/RECEPTION & CAPTAIN'S OFFICE						
Kitchen/Day Room						
		Demo - Interior walls	1	LS	\$ 9,500.00	\$ 9,500.00
		Demo - Day Room doors	1	LS	\$ 2,250.00	\$ 2,250.00
		Demo - Ceiling components	1	LS	\$ 5,250.00	\$ 5,250.00
		Interior walls and extensions	1	LS	\$ 30,000.00	\$ 30,000.00
		Ceiling - New	1	LS	\$ 11,000.00	\$ 11,000.00
		Pantry construction	1	LS	\$ 12,000.00	\$ 12,000.00
		Refrigerators (3)	1	LS	\$ 22,500.00	\$ 22,500.00
		Finishes & paint	1	LS	\$ 22,500.00	\$ 22,500.00
		Utilities revisions	1	LS	\$ 15,000.00	\$ 15,000.00
		Revisions - Storage room	1	LS	\$ 6,750.00	\$ 6,750.00
Subtotal					\$	136,750
Offices/Reception Revisions						
		Demo - Training Room sink/casework	1	LS	\$ 3,750.00	\$ 3,750.00
		Demo - Training Room wall	1	LS	\$ 5,250.00	\$ 5,250.00
		Demo - Ceiling components	1	LS	\$ 5,250.00	\$ 5,250.00
		Interior walls - Training & office	1	LS	\$ 30,000.00	\$ 30,000.00
		Doors	1	LS	\$ 12,750.00	\$ 12,750.00
		Revised reception area	1	LS	\$ 45,000.00	\$ 45,000.00
		Security glazing and wall components - Lobby	1	LS	\$ 75,000.00	\$ 75,000.00
		Finishes & paint	1	LS	\$ 27,500.00	\$ 27,500.00
		Ceiling - New	1	LS	\$ 13,500.00	\$ 13,500.00
		Lighting	1	LS	\$ 18,750.00	\$ 18,750.00
		HVAC revisions	1	LS	\$ 22,500.00	\$ 22,500.00
		Power/data revisions	1	LS	\$ 12,000.00	\$ 12,000.00
		Copy area - Reconstruction	1	LS	\$ 11,250.00	\$ 11,250.00
		Fire sprinkler/alarm revisions	1	LS	\$ 7,500.00	\$ 7,500.00
		Misc structural	1	LS	\$ 10,500.00	\$ 10,500.00
Subtotal					\$	300,500
Captain's Office						
		Interior walls	1	LS	\$ 12,000.00	\$ 12,000.00
		Door	1	LS	\$ 6,750.00	\$ 6,750.00
		Lighting	1	LS	\$ 6,000.00	\$ 6,000.00
		Finishes & paint	1	LS	\$ 6,000.00	\$ 6,000.00
		Ceiling	1	LS	\$ 5,250.00	\$ 5,250.00
		Power/data extension	1	LS	\$ 7,500.00	\$ 7,500.00
		HVAC revisions	1	LS	\$ 10,500.00	\$ 10,500.00
		Fire sprinkler/alarm revisions	1	LS	\$ 4,500.00	\$ 4,500.00
		Misc structural	1	LS	\$ 7,500.00	\$ 7,500.00
Subtotal					\$	66,000
SUBTOTAL PHASE B - Kitchen/Day Room, Offices/Reception & Captain's Office					\$	503,250
					\$	503,250



Space Utilization Cost Estimate - Fire Department

PRELIMINARY COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS					
City of Healdsburg Fire Department			Prepared by The KPA Group		
April 2026					
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL
PHASE A - PRIVATE DORMITORIES/AIR ROOM & ADA PUBLIC RESTROOM					\$ 751,750
PHASE B - KITCHEN/DAY ROOM, OFFICES/RECEPTION & CAPTAIN'S OFFICE					\$ 503,250
SUBTOTAL COST - HEALDSBURG FIRE DEPARTMENT					\$ 1,255,000
DESIGN CONTINGENCY (10%)					\$ 125,500
CONSTRUCTION ADMINISTRATION / CONSTRUCTION MANAGEMENT (10%)					\$ 125,500
GRAND TOTAL COST - HEALDSBURG FIRE DEPARTMENT					\$ 1,506,000

CITY OF HEALDSBURG
SPACE UTILIZATION AND CONDITION ASSESSMENT STUDY

SECTION D: COST ESTIMATING

POLICE DEPARTMENT



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Asset Maintenance (FCA) Cost Estimate - Police Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Fire Lane Curb Markings		X		Provide new red paint markings at fire parking components of site curbing
	1	LS	\$1,250	1	\$1,250	\$188	\$1,438	Entrance Stair Striping		X		Re-stripe yellow visual warning markings at entrance stairs
	2	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Transformer Bollards		X		Paint bollards surrounding transformer
	2	LS	\$6,000	1	\$6,000	\$900	\$6,900	Cleaning - Transformer Ivy and Vegetation Removal		X		Clear overgrown ivy and other plant material at transformer location
	2	LS	\$50,000	1	\$50,000	\$7,500	\$57,500	EV Charging Station Upgrade (Level 3)	X		X	Provide increased capacity EV charging station (Level 3)
	2	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Rear Walkway Gate & Chain Link Components		X		Paint man gate and chain link components at rear side walkway
	2	LS	\$800	1	\$800	\$120	\$920	Police Parking Sign Installation		X		Provide new Police Cars Only parking signage at rear
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Utility Handhole Cover Installation	X			Provide new handhole utility covers throughout site where not yet replaced
	2	LS	\$2,000	1	\$2,000	\$300	\$2,300	Cleaning & Paint - Trash Enclosure Masonry		X		Clean and paint trash enclosure masonry
	2	LS	\$40,000	1	\$40,000	\$6,000	\$46,000	Parking Sign Footing & Sign Replacement at Center Street	X		X	Replace parking sign footings, poles and signage elements at Center Street in front of entrance
	2	LS	\$60,000	1	\$60,000	\$9,000	\$69,000	Enlarged Tree Planter Grate Installation	X		X	Provide enlarged tree planter grates to support tree trunks which are nearing capacity for existing grates.
	2	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Exterior Ramp Handrail Installation	X		X	Provide handrails at exterior ramp
	3	SF	\$22	9645	\$212,190	\$31,829	\$244,019	Asphalt Parking Lot Replacement	X		X	Replace asphalt at rear parking lot
	3	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Parking Lot Re-Striping	X			Re-stripe parking lot
	3	LS	\$130,000	1	\$130,000	\$19,500	\$149,500	Rear Lot Sidewalk Replacement	X		X	Provide new concrete sidewalks at rear lot
	3	LF	\$140	610	\$85,400	\$12,810	\$98,210	Rear Lot Concrete Curbing Replacement	X		X	Provide new concrete curbing at rear lot
	3	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Rear Lot Curb Stops Replacement	X			Provide new curb stops at rear parking spaces
	1	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Rear Police Lot Door Closer and Frame Repairs	X		X	Repair door frame components at exterior door to rear police parking lot. Replace door closer at exterior door.
	1	LS	\$3,500	1	\$3,500	\$525	\$4,025	Paint - Exterior Doors & Frames		X		Paint exterior doors and frames
	1	LS	\$500	1	\$500	\$75	\$575	Exterior Power Outlet Cover Replacement		X		Provide new exterior power outlet receptacle cover at right side of main entrance
	3	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Exterior Can Lighting Fixture Replacement		X		Replace exterior can lighting fixtures at built in exterior awning locations
	4	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Mounted Exterior Light Fixture Replacement	X		X	Replace mounted exterior lighting fixtures
	4	LS	\$85,000	1	\$85,000	\$12,750	\$97,750	Exterior Window Sealant Replacement	X		X	Provide new sealant components at exterior windows
	4	LS	\$35,000	1	\$35,000	\$5,250	\$40,250	Cleaning & Paint - Exterior Trellis Structure	X			Clean and paint mounted trellis structure at upper portion of exterior

Asset Maintenance (FCA) Cost Estimate - Police Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
	4	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Main Entrance Door & Hardware Replacement	X			Provide new main entrance doors and hardware
	4	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Interior Doorbell System Replacement	X		X	Replace interior doorbell stations and system with new
	1	LS	\$9,000	1	\$9,000	\$1,350	\$10,350	Cleaning - Roof Debris		X		Clean roof of debris
	1	LS	\$4,500	1	\$4,500	\$675	\$5,175	Cleaning - Roof Drainage		X		Clear roof drainage lines and drain covers
	1	LF	\$15	370	\$5,550	\$833	\$6,383	Clean / Paint parapet flashing		X		Clean / Paint parapet flashing
	1	LS	\$5,000	1	\$5,000	\$750	\$5,750	Rooftop Walking Mats		X		Provide new rooftop walking mats
	1	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Rooftop Vent Caps	X			Provide cap / grate at exposed rooftop vents
	3	LF	\$120	370	\$44,400	\$6,660	\$51,060	Metal Roof Parapet Flashing Replacement	X		X	Replace metal roof parapet flashing
	4	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Skylight Lenses	X		X	Provide new skylight lenses
	1	LS	\$0	1	\$0	\$0	\$0	Interior Drywall			X	Continue to monitor interior drywall for additional cracking or other signs of structural shifting
	1	LS	\$0	1	\$0	\$0	\$0	Monitoring - Jail Concrete Flooring Cracking			X	Monitor concrete flooring at jail for additional cracking
	1	LS	\$0	1	\$0	\$0	\$0	Drywall Cracking			X	Monitor cracking at drywall including at second level corridor
	1	SF	\$21	6500	\$136,500	\$20,475	\$156,975	Vinyl Flooring	X			Replace vinyl tile flooring
	1	LF	\$7	3000	\$21,000	\$3,150	\$24,150	Rubber Wall Base	X			Replace rubber wall base
	1	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Stair Treads	X			Replace vinyl and rubber stair treads
	1	LS	\$5,500	1	\$5,500	\$825	\$6,325	Stairwell Base	X			Replace stair well rubber base at staff stair
	1	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Light Fixture Lens Covers	X			Provide light fixture lens covers where missing
	1	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Rodent Intrusion Removal & Intrusion Prevention	X		X	Remove rodent intrusion from vent piping. Monitor area of rodent intrusion for possible entrance path. Seal exposed entrances
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Cleaning - Electrical Room Storage Area		X		Clear stored materials from location in front of main electrical switchboard
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Server Room Insulation Barrier Securement		X		Provide additional securement of insulation barrier at Server Room
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Stair Handrails		X		Paint stair handrails
	1	LS	\$3,500	1	\$3,500	\$525	\$4,025	Cleaning - Interior Window Frames & Mullions		X		Clean interior window frames/mullions
	1	LS	\$25,000	1	\$25,000	\$3,750	\$28,750	Door Kickplate Installation	X		X	Add kickplates to all (E) doors without
	1	LS	\$3,000	1	\$3,000	\$450	\$3,450	Plumbing Sink Wainscot Installation		X		Add wainscot at plumbing sinks
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Janitor Sink Sealant & Caulking Replacement		X		Provide new sealant/caulking around janitor sinks
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Interview Room Door Closer Replacement		X		Replace door close at interview room
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Jail Fire Extinguisher Cabinet		X		Paint fire extinguisher cabinet at jail sally port adjacent to electric room
	2	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Elevator Lobby & Door Finishes	X		X	Provide new elevator lobby and door finishes
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Elevator Cab Finishes	X		X	Provide new elevator cab finishes

Asset Maintenance (FCA) Cost Estimate - Police Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
	2	LS	\$5,000	1	\$5,000	\$750	\$5,750	Public Restroom Toilet Accessory Repairs	X			Repair or replace damaged toilet paper dispensers at public restrooms
	2	LS	\$1,250	1	\$1,250	\$188	\$1,438	Public Restroom Plumbing Access Cover Replacement		X		Replace rusted plumbing access cover behind water closet at public restrooms
	2	LS	\$6,500	1	\$6,500	\$975	\$7,475	Lobby & Stairwell Tile Flooring & Grout Repairs	X			Repair damaged components of lobby and public stairwell tile flooring and wall base including grout damage.
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Rubber Wall-Mounted Doorstop Installation (Includes Jail)	X			Provide new rubber wall-mounted doorstops, include at jail area
	3	SF	\$26	6000	\$156,000	\$23,400	\$179,400	Carpeting	X			Replace carpeting
	3	SF	\$7	20000	\$140,000	\$21,000	\$161,000	Paint - Interior Walls	X			Paint interior walls
	3	LS	\$5,000	1	\$5,000	\$750	\$5,750	Flooring Transition Strips	X			Provide new flooring transition strips
	3	LS	\$5,000	1	\$5,000	\$750	\$5,750	Casework	X			Provide new casework at Conference Room
	3	LS	\$2,000	1	\$2,000	\$300	\$2,300	Elevator Call Button Signage	X			New elevator call button signage
	3	LS	\$2,000	1	\$2,000	\$300	\$2,300	Jail Locker Repurposing		X		Re-purpose prisoner status/weapons lockers
	3	LS	\$2,000	1	\$2,000	\$300	\$2,300	Cleaning & Repair - Mailboxes		X		Clean/repair and relable mailboxes
	3	LS	\$1,500	1	\$1,500	\$225	\$1,725	Jail Tack Board Replacement		X		Replace damaged tack board at jail area
	3	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Sally Port Ceiling Finish Repairs	X			Repair ceiling finish at sally port
	4	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Main Entrance Electronic Latch System Installation	X			Provide new electronic latch system and components at main entrance door
	4	SF	\$50	750	\$37,500	\$5,625	\$43,125	Public Restroom Ceramic Wall & Floor Tile Installation	X			Provide new ceramic wall and floor tile at public restrooms
	4	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Locker Gear Racks		X		Paint lockers exposed gear racks
	4	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Locker Bench Replacement	X			Replace locker benches with new
	4	SF	\$21	3000	\$63,000	\$9,450	\$72,450	Wallpaper - Select Portions	X		X	Provide new wallpaper, especially at areas of water-damaged wallpaper
	1	LS	\$60,000	1	\$50,000	\$7,500	\$57,500	Insulation	X		X	Provide new insulation at exposed rooftop condensate piping
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Rooftop Unit Screws / Washers		X	X	Provide new attachment screws / washers at rooftop mounted small outdoor units
	4	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Cleaning - Supply / Return Registers	X			Clean HVAC supply and return registers
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Damaged Water Piping Insulation Replacement		X		Provide new piping insulation below lavatories at public restrooms
	1	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Fireproofing Inspection & Repairs at Piping Penetrations	X			Inspect all fire proofing around existing penetrations for piping and repair as needed
	1	LS	\$3,500	1	\$3,500	\$525	\$4,025	Break Area Sink & Faucet Replacement	X			Replace sink and faucet at Break Area
	2	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	HVAC Unit Gas Lines	X		X	Provide new gas lines to rooftop HVAC Trane air handling units

Asset Maintenance (FCA) Cost Estimate - Police Department

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description	
	3	LS	\$22,000	1	\$22,000	\$3,300	\$25,300	Water Heaters	X			Replace water heaters	
	4	LS	\$115,000	1	\$115,000	\$17,250	\$132,250	Fan Coil Unit Pumps	X		X	Provide larger pumps at ceiling mounted fan coil unit condensate drainage	
	4	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	HVAC Supply & Return Register Replacement	X		X	Replace select HVAC registers including unit with damaged slats at interior corridor across from interview rooms	
	CIP: 3	LS	\$400,000	1	\$400,000	\$60,000	\$460,000	Exterior Ramp System Replacement	X			Replace exterior ramp system for ADA compliance	
	CIP: 3	LS	\$200,000	1	\$200,000	\$30,000	\$230,000	Site Landscaping & Irrigation System Installation	X			Provide site landscaping improvements with installation of automated irrigation system	
	CIP: 3	LS	\$325,000	1	\$325,000	\$48,750	\$373,750	Sidewalk & Paver Replacement Along Center Street	X			Replace concrete sidewalk and masonry paver surfaces at public sidewalk area along Center Street	
	CIP: 1	SF	\$27	12500	\$337,500	\$50,625	\$388,125	ACT	X		X	Provide new ACT	
	CIP: 2	LS	\$115,000	1	\$115,000	\$17,250	\$132,250	Facility Access Control System Installation	X		X	Provide new access control system throughout facility	
	CIP: 2	LS	\$225,000	1	\$225,000	\$33,750	\$258,750	Interior Security Camera System Upgrades	X		X	Provide improvements to interior security camera system	
	CIP: 1	LS	\$150,000	1	\$150,000	\$22,500	\$172,500	Main Lobby & Restroom Finish Renovations	X		X	Main Lobby and public restrooms finishes renovations	
	CIP: 2	SF	\$21	17000	\$357,000	\$53,550	\$410,550	New Wallpaper/Paint at Interior	X		X	Replacement of 25% of interior wallpaper. Replacement of 75% of interior wallpaper with paint.	
	CIP: 2	SF	\$42	12500	\$525,000	\$78,750	\$603,750	Facility-Wide Lighting Upgrades	X		X	New lighting throughout the facility's interior	
	CIP: 2	LS	\$950,000	1	\$950,000	\$142,500	\$1,092,500	HVAC System	X		X	Replace building HVAC system including equipment, ductwork and controls	
	ADA: 3	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	2nd Story Break Area Casework & Counter Installation	X		X	Provide new 2nd story break area casework and counter surfaces for accessible heights	
	ADA: 2	LS	\$150,000	1	\$150,000	\$22,500	\$172,500	ADA-Compliant Parking Space Improvements	X		X	Provide parking improvements for ADA compliant parking space at facility entrance (current space does not contain required depth dimension)	
SUBTOTAL - BASE							\$6,657,166						
DESIGN CONTINGENCY (10%)							\$665,717						
CONSTRUCTION ADMINISTRATION / CONSTRUCTION MANAGEMENT (10%)							\$665,717						
TOTAL							\$7,988,599						

Asset Maintenance (FCA) Cost Estimate - Priority 1 Items (1-2 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Fire Lane Curb Markings		X		Provide new red paint markings at fire parking components of site curbing
	1	LS	\$1,250	1	\$1,250	\$188	\$1,438	Entrance Stair Striping		X		Re-stripe yellow visual warning markings at entrance stairs
	1	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Rear Police Lot Door Closer and Frame Repairs	X		X	Repair door frame components at exterior door to rear police parking lot. Replace door closer at exterior door.
	1	LS	\$3,500	1	\$3,500	\$525	\$4,025	Paint - Exterior Doors & Frames		X		Paint exterior doors and frames
	1	LS	\$500	1	\$500	\$75	\$575	Exterior Power Outlet Cover Replacement		X		Provide new exterior power outlet receptacle cover at right side of main entrance
	1	LS	\$9,000	1	\$9,000	\$1,350	\$10,350	Cleaning - Roof Debris		X		Clean roof of debris
	1	LS	\$4,500	1	\$4,500	\$675	\$5,175	Cleaning - Roof Drainage		X		Clear roof drainage lines and drain covers
	1	LF	\$15	370	\$5,550	\$833	\$6,383	Clean / Paint parapet flashing		X		Clean / Paint parapet flashing
	1	LS	\$5,000	1	\$5,000	\$750	\$5,750	Rooftop Walking Mats		X		Provide new rooftop walking mats
	1	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Rooftop Vent Caps	X			Provide cap / grate at exposed rooftop vents
	1	LS	\$0	1	\$0	\$0	\$0	Interior Drywall			X	Continue to monitor interior drywall for additional cracking or other signs of structural shifting
	1	LS	\$0	1	\$0	\$0	\$0	Monitoring - Jail Concrete Flooring Cracking			X	Monitor concrete flooring at jail for additional cracking
	1	LS	\$0	1	\$0	\$0	\$0	Drywall Cracking			X	Monitor cracking at drywall including at second level corridor
	1	SF	\$21	6500	\$136,500	\$20,475	\$156,975	Vinyl Flooring	X			Replace vinyl tile flooring
	1	LF	\$7	3000	\$21,000	\$3,150	\$24,150	Rubber Wall Base	X			Replace rubber wall base
	1	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Stair Treads	X			Replace vinyl and rubber stair treads
	1	LS	\$5,500	1	\$5,500	\$825	\$6,325	Stairwell Base	X			Replace stair well rubber base at staff stair
	1	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Light Fixture Lens Covers	X			Provide light fixture lens covers where missing
	1	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Rodent Intrusion Removal & Intrusion Prevention	X		X	Remove rodent intrusion from vent piping. Monitor area of rodent intrusion for possible entrance path. Seal exposed entrances
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Cleaning - Electrical Room Storage Area		X		Clear stored materials from location in front of main electrical switchboard
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Server Room Insulation Barrier Securement		X		Provide additional securement of insulation barrier at Server Room
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Stair Handrails		X		Paint stair handrails
	1	LS	\$3,500	1	\$3,500	\$525	\$4,025	Cleaning - Interior Window Frames & Mullions		X		Clean interior window frames/mullions
	1	LS	\$25,000	1	\$25,000	\$3,750	\$28,750	Door Kickplate Installation	X		X	Add kickplates to all (E) doors without
	1	LS	\$3,000	1	\$3,000	\$450	\$3,450	Plumbing Sink Wainscot Installation		X		Add wainscot at plumbing sinks
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Janitor Sink Sealant & Caulking Replacement		X		Provide new sealant/caulking around janitor sinks

Asset Maintenance (FCA) Cost Estimate - Priority 1 Items (1-2 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
	1	LS	\$1,500	1	\$1,500	\$225	\$1,725	Interview Room Door Closer Replacement		X		Replace door close at interview room
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Jail Fire Extinguisher Cabinet		X		Paint fire extinguisher cabinet at jail sally port adjacent to electric room
	1	LS	\$60,000	1	\$50,000	\$7,500	\$57,500	Insulation	X		X	Provide new insulation at exposed rooftop condensate piping
	1	LS	\$2,500	1	\$2,500	\$375	\$2,875	Rooftop Unit Screws / Washers		X	X	Provide new attachment screws / washers at rooftop mounted small outdoor units
	4	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Cleaning - Supply / Return Registers	X			Clean HVAC supply and return registers
	1	LS	\$1,000	1	\$1,000	\$150	\$1,150	Damaged Water Piping Insulation Replacement		X		Provide new piping insulation below lavatories at public restrooms
	1	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Fireproofing Inspection & Repairs at Piping Penetrations	X			Inspect all fire proofing around existing penetrations for piping and repair as needed
	1	LS	\$3,500	1	\$3,500	\$525	\$4,025	Break Area Sink & Faucet Replacement	X			Replace sink and faucet at Break Area
SUBTOTAL - BASE							\$468,395					

Asset Maintenance (FCA) Cost Estimate - Priority 2 Items (3-5 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	2	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Transformer Bollards		X		Paint bollards surrounding transformer
	2	LS	\$6,000	1	\$6,000	\$900	\$6,900	Cleaning - Transformer Ivy and Vegetation Removal		X		Clear overgrown ivy and other plant material at transformer location
	2	LS	\$50,000	1	\$50,000	\$7,500	\$57,500	EV Charging Station Upgrade (Level 3)	X		X	Provide increased capacity EV charging station (Level 3)
	2	LS	\$1,000	1	\$1,000	\$150	\$1,150	Paint - Rear Walkway Gate & Chain Link Components		X		Paint man gate and chain link components at rear side walkway
	2	LS	\$800	1	\$800	\$120	\$920	Police Parking Sign Installation		X		Provide new Police Cars Only parking signage at rear
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Utility Handhole Cover Installation	X			Provide new handhole utility covers throughout site where not yet replaced
	2	LS	\$2,000	1	\$2,000	\$300	\$2,300	Cleaning & Paint - Trash Enclosure Masonry		X		Clean and paint trash enclosure masonry
	2	LS	\$40,000	1	\$40,000	\$6,000	\$46,000	Parking Sign Footing & Sign Replacement at Center Street	X		X	Replace parking sign footings, poles and signage elements at Center Street in front of entrance
	2	LS	\$60,000	1	\$60,000	\$9,000	\$69,000	Enlarged Tree Planter Grate Installation	X		X	Provide enlarged tree planter grates to support tree trunks which are nearing capacity for existing grates.
	2	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Exterior Ramp Handrail Installation	X		X	Provide handrails at exterior ramp
	2	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Elevator Lobby & Door Finishes	X		X	Provide new elevator lobby and door finishes
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Elevator Cab Finishes	X		X	Provide new elevator cab finishes
	2	LS	\$5,000	1	\$5,000	\$750	\$5,750	Public Restroom Toilet Accessory Repairs	X			Repair or replace damaged toilet paper dispensers at public restrooms
	2	LS	\$1,250	1	\$1,250	\$188	\$1,438	Public Restroom Plumbing Access Cover Replacement		X		Replace rusted plumbing access cover behind water closet at public restrooms
	2	LS	\$6,500	1	\$6,500	\$975	\$7,475	Lobby & Stairwell Tile Flooring & Grout Repairs	X			Repair damaged components of lobby and public stairwell tile flooring and wall base including grout damage.
	2	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Rubber Wall-Mounted Doorstop Installation (Includes Jail)	X			Provide new rubber wall-mounted doorstops, include at jail area
	2	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	HVAC Unit Gas Lines	X		X	Provide new gas lines to rooftop HVAC Trane air handling units
SUBTOTAL - BASE							\$323,783					

Asset Maintenance (FCA) Cost Estimate - Priority 3 Items (5-10 Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	3	SF	\$22	9645	\$212,190	\$31,829	\$244,019	Asphalt Parking Lot Replacement	X		X	Replace asphalt at rear parking lot
	3	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Parking Lot Re-Striping	X			Re-stripe parking lot
	3	LS	\$130,000	1	\$130,000	\$19,500	\$149,500	Rear Lot Sidewalk Replacement	X		X	Provide new concrete sidewalks at rear lot
	3	LF	\$140	610	\$85,400	\$12,810	\$98,210	Rear Lot Concrete Curbing Replacement	X		X	Provide new concrete curbing at rear lot
	3	LS	\$20,000	1	\$20,000	\$3,000	\$23,000	Rear Lot Curb Stops Replacement	X			Provide new curb stops at rear parking spaces
	3	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Exterior Can Lighting Fixture Replacement		X		Replace exterior can lighting fixtures at built in exterior awning locations
	3	LF	\$120	370	\$44,400	\$6,660	\$51,060	Metal Roof Parapet Flashing Replacement	X		X	Replace metal roof parapet flashing
	3	SF	\$26	6000	\$156,000	\$23,400	\$179,400	Carpeting	X			Replace carpeting
	3	SF	\$7	20000	\$140,000	\$21,000	\$161,000	Paint - Interior Walls	X			Paint interior walls
	3	LS	\$5,000	1	\$5,000	\$750	\$5,750	Flooring Transition Strips	X			Provide new flooring transition strips
	3	LS	\$5,000	1	\$5,000	\$750	\$5,750	Casework	X			Provide new casework at Conference Room
	3	LS	\$2,000	1	\$2,000	\$300	\$2,300	Elevator Call Button Signage	X			New elevator call button signage
	3	LS	\$2,000	1	\$2,000	\$300	\$2,300	Jail Locker Repurposing		X		Re-purpose prisoner status/weapons lockers
	3	LS	\$2,000	1	\$2,000	\$300	\$2,300	Cleaning & Repair - Mailboxes		X		Clean/repair and re-label mailboxes
	3	LS	\$1,500	1	\$1,500	\$225	\$1,725	Jail Tack Board Replacement		X		Replace damaged tack board at jail area
	3	LS	\$10,000	1	\$10,000	\$1,500	\$11,500	Sally Port Ceiling Finish Repairs	X			Repair ceiling finish at sally port
	3	LS	\$22,000	1	\$22,000	\$3,300	\$25,300	Water Heaters	X			Replace water heaters
SUBTOTAL - BASE							\$991,864					

Asset Maintenance (FCA) Cost Estimate - Priority 4 Items (10+ Years)

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	4	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Mounted Exterior Light Fixture Replacement	X		X	Replace mounted exterior lighting fixtures
	4	LS	\$85,000	1	\$85,000	\$12,750	\$97,750	Exterior Window Sealant Replacement	X		X	Provide new sealant components at exterior windows
	4	LS	\$35,000	1	\$35,000	\$5,250	\$40,250	Cleaning & Paint - Exterior Trellis Structure	X			Clean and paint mounted trellis structure at upper portion of exterior
	4	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	Main Entrance Door & Hardware Replacement	X			Provide new main entrance doors and hardware
	4	LS	\$45,000	1	\$45,000	\$6,750	\$51,750	Interior Doorbell System Replacement	X		X	Replace interior doorbell stations and system with new
	4	LS	\$30,000	1	\$30,000	\$4,500	\$34,500	Skylight Lenses	X		X	Provide new skylight lenses
	4	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Main Entrance Electronic Latch System Installation	X			Provide new electronic latch system and components at main entrance door
	4	SF	\$50	750	\$37,500	\$5,625	\$43,125	Public Restroom Ceramic Wall & Floor Tile Installation	X			Provide new ceramic wall and floor tile at public restrooms
	4	LS	\$1,500	1	\$1,500	\$225	\$1,725	Paint - Locker Gear Racks			X	Paint lockers exposed gear racks
	4	LS	\$8,000	1	\$8,000	\$1,200	\$9,200	Locker Bench Replacement	X			Replace locker benches with new
	4	SF	\$21	3000	\$63,000	\$9,450	\$72,450	Wallpaper - Select Portions	X		X	Provide new wallpaper, especially at areas of water-damaged wallpaper
	4	LS	\$115,000	1	\$115,000	\$17,250	\$132,250	Fan Coil Unit Pumps	X		X	Provide larger pumps at ceiling mounted fan coil unit condensate drainage
	4	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	HVAC Supply & Return Register Replacement	X		X	Replace select HVAC registers including unit with damaged slats at interior corridor across from interview rooms
SUBTOTAL - BASE							\$561,200					

Asset Maintenance (FCA) Cost Estimate - CIP Items

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	CIP: 1	SF	\$27	12500	\$337,500	\$50,625	\$388,125	ACT	X		X	Provide new ACT
	CIP: 1	LS	\$150,000	1	\$150,000	\$22,500	\$172,500	Main Lobby & Restroom Finish Renovations	X		X	Main Lobby and public restrooms finishes renovations
	CIP: 2	LS	\$115,000	1	\$115,000	\$17,250	\$132,250	Facility Access Control System Installation	X		X	Provide new access control system throughout facility
	CIP: 2	LS	\$225,000	1	\$225,000	\$33,750	\$258,750	Interior Security Camera System Upgrades	X		X	Provide improvements to interior security camera system
	CIP: 2	SF	\$21	17000	\$357,000	\$53,550	\$410,550	New Wallpaper/Paint at Interior	X		X	Replacement of 25% of interior wallpaper. Replacement of 75% of interior wallpaper with paint.
	CIP: 2	SF	\$42	12500	\$525,000	\$78,750	\$603,750	Facility-Wide Lighting Upgrades	X		X	New lighting throughout the facility's interior
	CIP: 2	LS	\$950,000	1	\$950,000	\$142,500	\$1,092,500	HVAC System	X		X	Replace building HVAC system including equipment, ductwork and controls
	CIP: 3	LS	\$400,000	1	\$400,000	\$60,000	\$460,000	Exterior Ramp System Replacement	X			Replace exterior ramp system for ADA compliance
	CIP: 3	LS	\$200,000	1	\$200,000	\$30,000	\$230,000	Site Landscaping & Irrigation System Installation	X			Provide site landscaping improvements with installation of automated irrigation system
	CIP: 3	LS	\$325,000	1	\$325,000	\$48,750	\$373,750	Sidewalk & Paver Replacement Along Center Street	X			Replace concrete sidewalk and masonry paver surfaces at public sidewalk area along Center Street
SUBTOTAL - BASE							\$4,122,175					

Asset Maintenance (FCA) Cost Estimate - ADA Items

Building	Priority	Unit	Unit Price	QTY	Base Cost	General Contingency (15%)	Escalated Cost w/ General Contingency	Project	Contractor	Maintenance	Further Analysis	Additional Project Description
Police Station												
	ADA: 2	LS	\$150,000	1	\$150,000	\$22,500	\$172,500	ADA-Compliant Parking Space Improvements	X		X	Provide parking improvements for ADA compliant parking space at facility entrance (current space does not contain required depth dimension)
	ADA: 3	LS	\$15,000	1	\$15,000	\$2,250	\$17,250	2nd Story Break Area Casework & Counter Installation	X		X	Provide new 2nd story break area casework and counter surfaces for accessible heights
SUBTOTAL - BASE							\$189,750					

Maintenance Schedule - Police Department

	YEAR 1												YEAR 2												YEAR 3												YEAR	YEAR
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	4-5	6-10
SITE	Clean Pavement / Walkway					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Clean Exterior Signage					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Clean Planters / Masonry					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	General Landscape Maintenance					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Test Site Lighting					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
EXTERIOR	Replace Rodent Traps		<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>					
	Clean Storefront Windows		<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>					
	Maintain Roll-Up Door										<input type="checkbox"/>											<input type="checkbox"/>											<input type="checkbox"/>					
	Clean Entrance Canopy					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Test Door Operation					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Paint Exterior																																			<input type="checkbox"/>		
ROOFING	Clean Rooftop Drainage									<input type="checkbox"/>											<input type="checkbox"/>																	
	Clean Roof Surface Mats			<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>					
	Clean Roof Parapet Flashing					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
INTERIOR	Clean Elevator Cab & Controls					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>				<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						
	Sweep Interior Flooring			<input type="checkbox"/>					<input type="checkbox"/>					<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>					
	Paint Interior																																<input type="checkbox"/>					
	Test Door Operation					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Test Access Control System					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Adjust Door Closers										<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Maintain Storage Organization										<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
	Test Interior Lighting					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>					
MEP	HVAC Filter Maintenance	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>							
	Maintain Evidence Drying Hood										<input type="checkbox"/>											<input type="checkbox"/>										<input type="checkbox"/>						
	Monitor Plumbing Fixtures										<input type="checkbox"/>											<input type="checkbox"/>										<input type="checkbox"/>						
	Monitor Condensate Pump / ACT					<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>						<input type="checkbox"/>				<input type="checkbox"/>						

Maintenance Schedule - Project Descriptions

SITE	Clean Pavement / Walkway	Pressure wash pavement surfaces at front entrance
	Clean Exterior Signage	Clean "Healdsburg Police" letter signage mounted to exterior
	Clean Planters / Masonry	Pressure wash masonry components at landscaping walls and exterior ramp system
	General Landscape Maintenance	Perform routine landscape maintenance, including trimming, weeding, and debris removal
	Test Site Lighting	Test site lighting fixtures and replace bulbs or components as needed
EXTERIOR	Replace Rodent Traps	Monitor exterior rodent traps and replace as necessary
	Clean Storefront Windows	Clean storefront system and window components at main entrance
	Maintain Roll-Up Door	Maintain roll up door and track system at Sally Port
	Clean Entrance Canopy	Clean exterior entrance canopy
	Test Door Operation	Test exterior doors for proper operation and adjust as needed
	Paint Exterior	Paint the exterior of the building
ROOFING	Clean Rooftop Drainage	Clean roof of debris and clear drainage
	Clean Roof Surface Mats	Clean roof surface mats of dirt and buildup
	Clean Roof Parapet Flashing	Clean parapet flashing at rooftop
INTERIOR	Clean Elevator Cab & Controls	Clean elevator threshold, cab and controls
	Sweep Interior Flooring	Sweep and remove debris from interior flooring
	Paint Interior	Paint interior of building
	Test Door Operation	Test interior doors for smooth operation and adjust as required
	Test Access Control System	Test and maintain access control system
	Adjust Door Closers	Adjust door closers for proper closing and alignment
	Maintain Storage Organization	Organize and maintain interior storage areas
	Test Interior Lighting	Test interior lighting fixtures, replace bulbs and adjust lens covers
MEP	HVAC Filter Maintenance	Replace HVAC filter
	Maintain Evidence Drying Hood	Inspect and maintain evidence drying hood for proper operation
	Monitor Plumbing Fixtures	Check plumbing fixtures for leaks, repair as needed
	Monitor Condensate Pump / ACT	Continue to monitor interior for signs of new water intrusion and signs of water damage at acoustic ceiling tiles

Space Utilization Cost Estimate - Police Department - 1st Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 1st Floor				Prepared by The KPA Group			
April 2026							
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL		
PHASE A - REPORT WRITING & STAFF RESTROOMS							
Report Writing Expansion							
Demo - Interior walls/CMU walls	1	LS	\$ 15,000	\$ 15,000			
Demo - Cell #4/plumbing	1	LS	\$ 12,000	\$ 12,000			
Demo - Ceiling components	1	LS	\$ 6,000	\$ 6,000			
Demo - Misc	1	LS	\$ 4,500	\$ 4,500			
Interior walls	1	LS	\$ 15,000	\$ 15,000			
Floor leveling	1	LS	\$ 5,250	\$ 5,250			
Finshes	1	LS	\$ 20,000	\$ 20,000			
Ceiling - New	1	LS	\$ 15,000	\$ 15,000			
Lighting	1	LS	\$ 30,000	\$ 30,000			
Electrical revisions	1	LS	\$ 22,500	\$ 22,500			
HVAC revisions	1	LS	\$ 10,000	\$ 10,000			
Data revisions	1	LS	\$ 22,500	\$ 22,500			
Fire sprinkler/alarm revisions	1	LS	\$ 15,000	\$ 15,000			
General electrical	1	LS	\$ 15,000	\$ 15,000			
Paint	1	LS	\$ 5,000	\$ 5,000			
Misc structural	1	LS	\$ 15,000	\$ 15,000			
Subtotal				\$ 227,750			
Kitchenette							
Demo - Corridor / CMU wall	1	LS	\$ 11,250	\$ 11,250			
Demo - Ceiling components	1	LS	\$ 5,250	\$ 5,250			
Demo - Misc	1	LS	\$ 3,750	\$ 3,750			
Interior walls	1	LS	\$ 18,000	\$ 18,000			
Doors	1	EA	\$ 6,750	\$ 6,750			
Casework and counter surfaces	1	LS	\$ 22,500	\$ 22,500			
Finishes & paint	1	LS	\$ 22,500	\$ 22,500			
Ceiling - New	1	LS	\$ 13,500	\$ 13,500			
Lighting	1	LS	\$ 15,000	\$ 15,000			
Electrical revisions	1	LS	\$ 12,000	\$ 12,000			
HVAC revisions	1	LS	\$ 10,000	\$ 10,000			
Fire sprinkler/alarm revisions	1	LS	\$ 7,500	\$ 7,500			
Appliances	1	LS	\$ 12,000	\$ 12,000			
Hood & Exhaust	1	LS	\$ 8,000	\$ 8,000			
Misc structural	1	LS	\$ 15,000	\$ 15,000			
Subtotal				\$ 183,000			

Space Utilization Cost Estimate - Police Department - 1st Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 1st Floor						Prepared by The KPA Group	
April 2026							
Description & Breakdown		QTY	Unit	Unit Price	Cost	SUBTOTAL	
Staff Restrooms Remodel							
	Demo - Existing men's fixtures	1	LS	\$ 2,500	\$ 2,500		
	Demo - Existing women's fixtures	1	LS	\$ 2,500	\$ 2,500		
	Demo - floor finishes	1	LS	\$ 3,000	\$ 3,000		
	Demo - wall finishes	1	LS	\$ 2,000	\$ 2,000		
	Demo - lighting	1	LS	\$ 1,500	\$ 1,500		
	Demo - doors	1	LS	\$ 800	\$ 800		
	Water closets	3	EA	\$ 2,500	\$ 7,500		
	Urinals	1	EA	\$ 2,200	\$ 2,200		
	Vanity/Sink	1	EA	\$ 2,000	\$ 2,000		
	New lighting	1	LS	\$ 5,000	\$ 5,000		
	General electrical	1	LS	\$ 3,500	\$ 3,500		
	Floor finishes - tile	1	LS	\$ 7,500	\$ 7,500		
	Wall finishes - tile wainscot	1	LS	\$ 8,000	\$ 8,000		
	Toilet Room Accessories	1	LS	\$ 3,500	\$ 3,500		
	Doors	2	EA	\$ 5,000	\$ 10,000		
	Signage	1	LS	\$ 1,500	\$ 1,500		
	Paint	1	LS	\$ 3,000	\$ 3,000		
	Waterproofing	1	LS	\$ 5,000	\$ 5,000		
	Signage	1	LS	\$ 1,500	\$ 1,500		
Subtotal					\$ 72,500		
SUBTOTAL PHASE A - Report Writing & Staff Restrooms					\$ 483,250	\$ 483,250	

Space Utilization Cost Estimate - Police Department - 1st Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 1st Floor				Prepared by The KPA Group			
April 2026							
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL		
PHASE B - NEW PRIVATE OFFICES							
Private Offices							
Demo - CMU walls	1	LS	\$ 30,000	\$ 30,000			
Demo - Cell plumbing/chases	1	LS	\$ 20,000	\$ 20,000			
Demo - CMU wall for new corridor	1	LS	\$ 7,500	\$ 7,500			
Demo - Exit Lighting	1	LS	\$ 5,250	\$ 5,250			
Demo - Doors	1	LS	\$ 3,000	\$ 3,000			
Demo - Ceiling components	1	LS	\$ 12,000	\$ 12,000			
Demo - Misc	1	LS	\$ 6,000	\$ 6,000			
Exterior wall infill/chase removal	1	LS	\$ 45,000	\$ 45,000			
Interior walls - Offices & corridor	1	LS	\$ 40,000	\$ 40,000			
Interior walls - Storage	1	LS	\$ 7,500	\$ 7,500			
Floor leveling	1	LS	\$ 7,500	\$ 7,500			
Doors	5	EA	\$ 5,500	\$ 27,500			
Opening for door to Corridor #3	1	LS	\$ 7,500	\$ 7,500			
Finishes & paint	1	LS	\$ 75,000	\$ 75,000			
Ceiling - New	1	LS	\$ 45,000	\$ 45,000			
Lighting - Interior	1	LS	\$ 45,000	\$ 45,000			
Lighting - Exit	1	LS	\$ 7,500	\$ 7,500			
Lighting controls	1	LS	\$ 15,000	\$ 15,000			
Electrical revisions - general	1	LS	\$ 30,000	\$ 30,000			
HVAC revisions	1	LS	\$ 27,500	\$ 27,500			
Power/data extension	1	LS	\$ 17,500	\$ 17,500			
Fire sprinkler/alarm revisions	1	LS	\$ 30,000	\$ 30,000			
Misc structural	1	LS	\$ 30,000	\$ 30,000			
Subtotal				\$ 541,250			
Livescan Relocation							
Demo - Finishes at interview rm	1	LS	\$ 4,500	\$ 4,500			
Livescan relocation	1	LS	\$ 1,500	\$ 1,500			
Finishes	1	LS	\$ 7,000	\$ 7,000			
Data revisions	1	LS	\$ 5,000	\$ 5,000			
Subtotal				\$ 18,000			
SUBTOTAL PHASE B - NEW PRIVATE OFFICES				\$ 559,250	\$ 559,250		

Space Utilization Cost Estimate - Police Department - 1st Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 1st Floor				Prepared by The KPA Group			
April 2026							
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL		
PHASE C - DISPATCH / RECORDS / RECEPTION REVISIONS & WATCH COMMANDER FINISHES							
Dispatch/Records/Reception Revisions							
Demo - Lobby wall at vending	1	LS	\$ 6,000	\$ 6,000			
Demo - Security glazing	1	LS	\$ 4,500	\$ 4,500			
Demo - Dispatch/Records wall	1	LS	\$ 3,750	\$ 3,750			
Demo - Corridor break/copy alcove	1	LS	\$ 4,000	\$ 4,000			
Demo - Corridor wall	1	LS	\$ 8,250	\$ 8,250			
Demo - Ceiling components	1	LS	\$ 6,000	\$ 6,000			
Demo - Misc	1	LS	\$ 5,000	\$ 5,000			
Security glazing, under counter and wall	1	LS	\$ 60,000	\$ 60,000			
Reception - Interior wall & glazing	1	LS	\$ 15,000	\$ 15,000			
Dispatch/Records - Interior walls	1	LS	\$ 25,000	\$ 25,000			
Finishes & paint - Reception	1	LS	\$ 10,000	\$ 10,000			
Ceiling - New	1	LS	\$ 22,500	\$ 22,500			
Lighting - Reception	1	LS	\$ 7,500	\$ 7,500			
Power/data extensions - Reception	1	LS	\$ 4,500	\$ 4,500			
Interior wall - Corridor	1	LS	\$ 22,500	\$ 22,500			
Doors	1	LS	\$ 13,500	\$ 13,500			
Finishes & paint - Dispatch/Records	1	LS	\$ 32,500	\$ 32,500			
Lighting - Dispatch/Records	1	LS	\$ 30,000	\$ 30,000			
Power/data revisions - Dispatch/Records	1	LS	\$ 20,000	\$ 20,000			
HVAC revisions	1	LS	\$ 15,000	\$ 15,000			
Fire sprinkler/alarm revisions	1	LS	\$ 11,500	\$ 11,500			
Subtotal				\$ 327,000			
Finishes Improvements - Watch Commander							
Demo - Carpeting	1	LS	\$ 1,500	\$ 1,500			
Demo - Casework	1	LS	\$ 2,500	\$ 2,500			
Paint	1	LS	\$ 6,500	\$ 6,500			
Carpeting	1	LS	\$ 10,000	\$ 10,000			
New Casework	1	LS	\$ 13,500	\$ 13,500			
Lighting improvements	1	LS	\$ 10,000	\$ 10,000			
Subtotal				\$ 44,000			
SUBTOTAL PHASE C - Dispatch/Records/Reception & Watch Commander Finishes				\$ 371,000	\$ 371,000		

Space Utilization Cost Estimate - Police Department - 1st Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 1st Floor				Prepared by The KPA Group			
April 2026							
Description & Breakdown		QTY	Unit	Unit Price	Cost	SUBTOTAL	
FUTURE PHASE - EXERCISE AREA							
Exercise Area							
	Demo - CMU walls	1	LS	\$ 12,000	\$ 12,000		
	Demo - Door	1	LS	\$ 1,500	\$ 1,500		
	Demo - Ceiling components	1	LS	\$ 3,000	\$ 3,000		
	Demo - Misc	1	LS	\$ 4,500	\$ 4,500		
	Wall extension	1	LS	\$ 6,000	\$ 6,000		
	Interior wall	1	LS	\$ 12,000	\$ 12,000		
	Door	1	EA	\$ 7,500	\$ 7,500		
	Floor padding	1	LS	\$ 6,000	\$ 6,000		
	Finishes & paint	1	LS	\$ 12,000	\$ 12,000		
	Ceiling - New	1	LS	\$ 15,000	\$ 15,000		
	Lighting	1	LS	\$ 18,000	\$ 18,000		
	Lighting controls	1	LS	\$ 6,000	\$ 6,000		
	Electrival revisions	1	LS	\$ 15,000	\$ 15,000		
	HVAC revisions	1	LS	\$ 30,000	\$ 30,000		
	Power/data extension	1	LS	\$ 22,500	\$ 22,500		
	Fire sprinkler/alarm revisions	1	LS	\$ 8,000	\$ 8,000		
	Misc structural	1	LS	\$ 20,000	\$ 20,000		
Subtotal					\$ 199,000		
SUBTOTAL FUTURE PHASE - Exercise Area					\$ 199,000	\$	199,000
PHASE A - REPORT WRITING & STAFF RESTROOMS						\$	483,250
PHASE B - NEW PRIVATE OFFICES						\$	559,250
PHASE C - DISPATCH / RECORDS / RECEPTION REVISIONS & WATCH COMMANDER FINISHES						\$	371,000
FUTURE PHASE - EXERCISE AREA						\$	199,000
SUBTOTAL COST - HEALDSBURG POLICE DEPARTMENT - 1ST FLOOR						\$	1,612,500
CONCEPT DESIGN CONTINGENCY (10%)						\$	161,250
CONSTRUCTION ADMINISTRATION / CONSTRUCTION MANAGEMENT (10%)						\$	161,250
GRAND TOTAL COST - HEALDSBURG POLICE DEPARTMENT - 1ST FLOOR						\$	1,935,000

Space Utilization Cost Estimate - Police Department - 2nd Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 2nd Floor				Prepared by The KPA Group			
April 2026							
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL		
PHASE D - TRAINING ROOM & IT AREA REVISIONS							
Enlarged Training Room							
Demo - Corridor 6 wall/door	1	LS	\$ 7,500	\$ 7,500			
Moveable partition - Demo wall & Prep work	1	LS	\$ 12,000	\$ 12,000			
Demo existing finishes	1	LS	\$ 5,000	\$ 5,000			
New finishes	1	LS	\$ 15,000	\$ 15,000			
Moveable partition	1	LS	\$ 85,000	\$ 85,000			
Misc structural	1	LS	\$ 25,000	\$ 25,000			
Subtotal				\$ 149,500			
IT Area New Furniture/Finishes & Minor Expansion							
Demo - Carpet	1	LS	\$ 2,500	\$ 2,500			
Demo - Base	1	LS	\$ 800	\$ 800			
Demo/remove - existing furniture	1	LS	\$ 2,000	\$ 2,000			
Carpet	1	LS	\$ 8,000	\$ 8,000			
Base	1	LS	\$ 2,000	\$ 2,000			
Furniture - staff desks	5	EA	\$ 3,500	\$ 17,500			
Furniture - IT Chief	1	EA	\$ 4,500	\$ 4,500			
Furniture - misc staff area storage	1	LS	\$ 6,000	\$ 6,000			
Data/power revisions	1	LS	\$ 7,500	\$ 7,500			
Demo walls - interior IT	1	LS	\$ 3,000	\$ 3,000			
New wall - expanded area	1	LS	\$ 5,000	\$ 5,000			
Paint room	1	LS	\$ 6,500	\$ 6,500			
Misc structural	1	LS	\$ 10,000	\$ 10,000			
Data/power revisions	1	LS	\$ 7,500	\$ 7,500			
Subtotal				\$ 82,800			
Server Room & Office 202 Modular Wall							
Demo - Walls - Server Room	1	LS	\$ 4,000	\$ 4,000			
Demo - finishes	1	LS	\$ 2,000	\$ 2,000			
Demo - ceiling components	1	LS	\$ 1,500	\$ 1,500			
IT Infrastructure Relocation	1	LS	\$ 18,500	\$ 18,500			
New partition at corridor	1	LS	\$ 7,000	\$ 7,000			
Office 202 Modular Wall	1	LS	\$ 18,500	\$ 18,500			
Ceiling system adjustments	1	LS	\$ 6,000	\$ 6,000			
Subtotal				\$ 57,500			
SUBTOTAL PHASE D - Training Room & IT Area Revisions				\$ 289,800	\$ 289,800		

Space Utilization Cost Estimate - Police Department - 2nd Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS							
City of Healdsburg Police Department - 2nd Floor				Prepared by The KPA Group			
April 2026							
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL		
FUTURE PHASE - LOCKER ROOMS, RESTROOMS & SERVER ROOM							
Men's Restroom and Lockers							
		Demo - Exercise 217 left door	1	LS	\$ 1,500	\$ 1,500	
		Demo - Exercise 217 right door	1	LS	\$ 1,500	\$ 1,500	
		Demo - Exercise 217 finishes	1	LS	\$ 7,500	\$ 7,500	
		Demo - existing lighting	1	LS	\$ 4,000	\$ 4,000	
		Infill wall at demo door	1	LS	\$ 4,500	\$ 4,500	
		Door - to restroom portion	1	LS	\$ 5,500	\$ 5,500	
		Door - replace existing right door	1	LS	\$ 5,500	\$ 5,500	
		Plumbing line extensions	1	LS	\$ 27,500	\$ 27,500	
		Toilet fixtures	1	LS	\$ 4,500	\$ 4,500	
		Toilet room accessories	1	LS	\$ 3,500	\$ 3,500	
		Shower	1	LS	\$ 8,500	\$ 8,500	
		Partitions	1	LS	\$ 6,500	\$ 6,500	
		New finishes	1	LS	\$ 25,000	\$ 25,000	
		Lockers	1	LS	\$ 12,000	\$ 12,000	
		Lighting	1	LS	\$ 15,000	\$ 15,000	
		Restroom/locker room partition wall	1	LS	\$ 12,000	\$ 12,000	
		Door from restroom to locker room	1	LS	\$ 5,500	\$ 5,500	
		Waterproofing	1	LS	\$ 15,000	\$ 15,000	
		Fire sprinkler/alarm revisions	1	LS	\$ 20,000	\$ 20,000	
		Misc Structural	1	LS	\$ 15,000	\$ 15,000	
Subtotal						\$ 200,000	

Space Utilization Cost Estimate - Police Department - 2nd Floor

PHASED COST ESTIMATE - RECOMMENDED SPACE IMPROVEMENTS						
City of Healdsburg Police Department - 2nd Floor				Prepared by The KPA Group		
April 2026						
Description & Breakdown	QTY	Unit	Unit Price	Cost	SUBTOTAL	
Women's Locker Room						
Demo - Toilet/Locker room fixtures (mens)	1	LS	\$ 7,500	\$ 7,500		
Demo - Toilet/locker room finishes (mens)	1	LS	\$ 12,000	\$ 12,000		
Demo - Toilet/Locker room fixtures (womens)	1	LS	\$ 6,000	\$ 6,000		
Demo - Toilet/locker room finishes (womens)	1	LS	\$ 12,000	\$ 12,000		
Demo - existing lockers	1	LS	\$ 8,000	\$ 8,000		
Demo - Wall between rooms 210A & 213	1	LS	\$ 10,000	\$ 10,000		
Demo - men's locker door	1	LS	\$ 1,500	\$ 1,500		
Demo - Wall between men's and women's	1	LS	\$ 5,000	\$ 5,000		
Demo - existing lighting	1	LS	\$ 5,000	\$ 5,000		
Storage Room & Door from Training	1	LS	\$ 10,500	\$ 10,500		
Corridor #6 - Wall and Door	1	LS	\$ 11,500	\$ 11,500		
Water Closets	1	LS	\$ 4,000	\$ 4,000		
Toilet room accessories	1	LS	\$ 3,500	\$ 3,500		
Partitions	1	LS	\$ 6,500	\$ 6,500		
Lavatories	1	LS	\$ 2,200	\$ 2,200		
Doors	2	EA	\$ 5,500	\$ 11,000		
Shower	1	LS	\$ 8,500	\$ 8,500		
Lockers	1	LS	\$ 12,000	\$ 12,000		
New finishes	1	LS	\$ 25,000	\$ 25,000		
Plumbing adjustments	1	LS	\$ 7,500	\$ 7,500		
Fire sprinkler/alarm revisions	1	LS	\$ 20,000	\$ 20,000		
Waterproofing	1	LS	\$ 10,000	\$ 10,000		
Paint	1	LS	\$ 5,000	\$ 5,000		
Lighting	1	LS	\$ 15,000	\$ 15,000		
Misc Structural	1	LS	\$ 15,000	\$ 15,000		
Subtotal				\$ 234,200		
SUBTOTAL FUTURE PHASE - Locker Rooms & Restrooms				\$ 434,200	\$ 434,200	
PHASE D - TRAINING ROOM & IT AREA REVISIONS					\$ 289,800	
FUTURE PHASE - LOCKER ROOMS, RESTROOMS & SERVER ROOM					\$ 434,200	
SUBTOTAL COST - HEALDSBURG POLICE DEPARTMENT - 2ND FLOOR					\$ 724,000	
CONCEPT DESIGN CONTINGENCY (10%)					\$ 72,400	
CONSTRUCTION ADMINISTRATION / CONSTRUCTION MANAGEMENT (10%)					\$ 72,400	
GRAND TOTAL COST - HEALDSBURG POLICE DEPARTMENT - 2ND FLOOR					\$ 868,800	



**CITY OF HEALDSBURG
CITY COUNCIL AGENDA STAFF REPORT**

MEETING DATE: May 18, 2026

SUBJECT: Sonoma County Library Commission Vacancy

PREPARED BY: Raina Allan, City Clerk

STRATEGIC INITIATIVE(S):
Effective & Efficient Government

RECOMMENDED ACTION(S):

Appoint a City Council Subcommittee to interview applicants for the Sonoma County Library Commission.

COMMUNITY ENGAGEMENT/OUTREACH:

The Sonoma County Library Commission vacancy was published in the Press Democrat and the Healdsburg Tribune on April 2, 2026, April 9, 2026, April 16, 2026, and April 30, 2026. Information on the vacancy was also posted on the City Website and the City Social Media Platforms.

BACKGROUND:

As part of the amended Library Joint Powers Agreement, the City of Healdsburg is entitled to appoint a representative on the Sonoma County Library Commission. The terms on the Commission are for four years.

The City of Healdsburg's current representative is Andy Elkind and his term expires August 1, 2026. Mr. Elkind is not seeking re-appointment.

DISCUSSION/ANALYSIS:

Staff recommends the City Council form a subcommittee to interview the applicants for the Library Commission. Two applications were received by the deadline of April 30, 2026. The two applicants are Ann Condon and Heather O'Neill. One application was received after the deadline passed and is attached for your consideration as well.

ENVIRONMENTAL STEWARDSHIP:

Not applicable.

ALTERNATIVES:

Council could move forward without forming subcommittees. If the alternative is selected, staff requests further direction.

FISCAL IMPACT:

There is no fiscal impact as a direct result from the proposed action.

ENVIRONMENTAL ANALYSIS:

Pursuant to Title 14, the California Code of Regulations, Section 15378(b)(5) of the California Environmental Quality Act (“CEQA”) guidelines, the proposed action is an administrative activity of the City that will not result in direct or indirect physical changes to the environment.

ATTACHMENT(S):

Applications



CITY OF HEALDSBURG
CITY MANAGER'S OFFICE

401 Grove Street
Healdsburg, CA 95448-4723

Phone: (707) 431-3317
Fax: (707) 431-3321

Visit us at www.healdsburg.gov

APPLICATION FOR APPOINTMENT TO COMMISSIONS AND COMMITTEES

The City of Healdsburg is seeking dedicated community members to serve on our boards and commissions. These groups play a vital role in advising the City Council on important matters. Please complete this application and submit it to Raina Allan at rallan@healdsburg.gov, along with any relevant information.

COMMITTEE, COMMISSION, OR AREA OF SERVICE YOU ARE APPLYING FOR:

Sonoma County Library Commission

Name: Ann Condon Telephone: [REDACTED]

Home Address: [REDACTED] Email: [REDACTED]

Resident in Healdsburg for 30 years.

Languages other than English spoken: n/a

Educational Background: B.A. - Wellesley College, Wellesley, MA

Masters Degree in Library Science from Columbia University (NYC)

Employer: Retired

Job Title: _____

Duties Performed: Retired from my position as a Business Systems Analyst for the State Compensation Insurance Fund.

This entailed translating business application needs into software requirements for developers.

I was also the librarian at Cloverdale High School for 10 years.

Have you ever attended a meeting of the Commission to which you are applying? If so, how many?
No

Please state briefly your reasons for applying and why you feel you are qualified for appointment to this body.

I am interested in supporting libraries and I have served as a librarian.
I was the librarian at Cloverdale High School for 10 years and was also the librarian for TV Guide magazine in NYC after receiving my Masters degree.

What would be your goal(s) as a Commissioner?
I would simply like to help and support libraries.

Please describe how you would help support excellence in public service and help the City effectively respond to the needs of the diverse residents we serve.
Having been a librarian, I think I can use my experience to intelligently discuss budgets, staffing, other library-related issues.

Current and Past Membership in Community Organizations & Offices Held:
None

Additional Information & Comments:
PLEASE CONSIDER THIS MY SIGNATURE FOR THIS APPLICATION

Ann Condon

See below for e-signature.

Local References:

Name: Kris Cuneo Telephone: [REDACTED]
Address: [REDACTED] Healdsburg Email: [REDACTED]

Name: Elizabeth Henry Telephone: [REDACTED]
Address: [REDACTED], Windsor, CA Email: [REDACTED]

Name: Mona Ibrahim Telephone: [REDACTED]
Address: [REDACTED], Windsor, CA Email: [REDACTED]

Applicants and incumbents should be aware that they may be required to disclose any potential conflicts of interest arising from their business or organizational affiliations within the City of Healdsburg. Furthermore, a Statement of Economic Interest may be required, which is subject to public disclosure.

I certify that the information provided in this application is true and accurate to the best of my knowledge. By submitting this application, I agree to serve on the designated Commission/Committee if appointed.

Signature: Ann Condon Date: 4/30/2026



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COMMITTEE, COMMISSION, OR AREA OF SERVICE YOU ARE APPLYING FOR:

Library Commission

Name: Heather O'Neill Telephone: [REDACTED]

Home Address: [REDACTED] Healdsburg Email: [REDACTED]

Resident in Healdsburg for 2 years.

Languages other than English spoken: _____

Educational Background: _____
BS Mathematics, Music; Northeastern University 2006

Employer: Pixels for Humans

Job Title: Strategic Partner & CEO

Duties Performed: _____
UX design, User Research, Web Design & Development, Business Consulting and
Advisory, Business and Career Coaching, Product Management, Product Strategy

Have you ever attended a meeting of the Commission to which you are applying? If so, how many?

No

Please state briefly your reasons for applying and why you feel you are qualified for appointment to this body.

I love libraries. When I was young, my local library opened new worlds for me, and provided me a safe, easy space to exist and grow; I believe everyone should have a place like that. I am excited to make that even more true in Healdsburg. I am qualified because I bring a business + service mindset, and have been connecting with the community in the past year as a LAB member.

What would be your goal(s) as a Commissioner?

My goals would be:

- to ensure that the range of library services, offerings and materials meets the broadest range of needs for Sonoma County communities
- to ensure library spending of time, activities and financial allocation maps to specific goals and initiatives crucial to library impact
- to track efficacy of programs, spending and initiatives in terms of serving communities well and meeting a broad range of community needs.

Please describe how you would help support excellence in public service and help the City effectively respond to the needs of the diverse residents we serve.

I would connect with Healdsburg, as well as the larger Sonoma County community, to understand their needs, challenges and frustrations with library services and experiences. I would work with the other commissioners and the Library leadership teams to track and direct how our budgets, resources and time are spent towards meeting our communities' needs.

Current and Past Membership in Community Organizations & Offices Held:

Chair, Vice Chair, Member, Healdsburg LAB Nov 2024 - Present; President - Sweet Peas Daycare Parent Advisory Board, 2016 - 2017; Mentor & Advisor - Mass Challenge (Startup Incubator), 2010 - 2024; Mentor & Advisor, StartEd (education tech incubator) - 2023 - Present; Co-chair, Secretary, Boston PHP 2010 - 2013

Additional Information & Comments:

I am really excited and looking forward to this opportunity! :)

Commission Application
Page 3

Local References:

Name: Dee Edwinston Telephone: [REDACTED]
Address: [REDACTED] Healdsburg CA Email: _____

Name: Wendy Skillman Telephone: [REDACTED]
Address: [REDACTED] Healdsburg CA Email: _____

Name: Emily Hopfer Telephone: [REDACTED]
Address: [REDACTED] Healdsburg CA Email: _____

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I certify that the information provided in this application is true and accurate to the best of my knowledge. By submitting this application, I agree to serve on the designated Commission/Committee if appointed.

Signature:  Date: April 30, 2026



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CITY OF HEALDSBURG

APPLICATION FOR APPOINTMENT TO COMMISSIONS AND COMMITTEES

The City of Healdsburg is seeking dedicated community members to serve on our boards and commissions. These groups play a vital role in advising the City Council on important matters. Please complete this application and submit it to Raina Allan at rallan@healdsburg.gov, along with any relevant information.

COMMITTEE, COMMISSION, OR AREA OF SERVICE YOU ARE APPLYING FOR:

Library Commission

Name: Caroline Gonzalez Telephone: [REDACTED]

Home Address: [REDACTED] Email: [REDACTED]

Resident in Healdsburg for 37 years.

Languages other than English spoken: Spanish

Educational Background: _____

I hold a degree in Fashion from Fashion Institute of Design & Merchandising and am currently attending community college as I prepare to transfer to a UC campus to study Psychology.

Employer: Corazón Healdsburg

Job Title: Early Childhood Education Manager

Duties Performed: _____

I oversee and develop programs that support young children and their families, focusing on school readiness, parent education, and healthy development. I lead staff and facilitators, engage families through culturally responsive and bilingual approaches, track program outcomes, and build strong community partnerships. My role ensures that families feel supported and empowered while helping children ages 0-5 build a strong foundation for lifelong learning.

Commission Application
Page 2

Have you ever attended a meeting of the Commission to which you are applying? If so, how many?

Only virtually.

Please state briefly your reasons for applying and why you feel you are qualified for appointment to this body.

I am applying to serve as a Library Commissioner for the Healdsburg Library Commission because I believe libraries are essential spaces for learning, connection, and community empowerment. As an Early Childhood Education Manager at Corazón Healdsburg, I have experience developing educational programs, engaging families, and building partnerships that increase access to resources. As the co-creator of Libros y Raíces, I am especially passionate about expanding culturally relevant and bilingual opportunities for our community. I bring a strong commitment to equity, community voice, and lifelong learning, and I would be honored to contribute to strengthening our local library system.

What would be your goal(s) as a Commissioner?

My goal as a Commissioner for the Healdsburg Library Commission would be to expand equitable access to library resources, especially for underserved and bilingual families, while strengthening programs that support early literacy and lifelong learning. I would also focus on building stronger community partnerships to ensure the library continues to be a welcoming, culturally responsive space where all residents feel represented, supported, and connected.

Please describe how you would help support excellence in public service and help the City effectively respond to the needs of the diverse residents we serve.

I would support excellence in public service by prioritizing accessibility, cultural responsiveness, and strong community engagement. Through my work with Corazón Healdsburg, I've built trust with diverse families by listening and connecting them to resources. I would bring this approach to the Healdsburg Library Commission by promoting inclusive, bilingual programs and ensuring services reflect the needs of all residents.

Current and Past Membership in Community Organizations & Offices Held:

Library Advisory Board

Additional Information & Comments:

Commission Application
Page 3

Local References:

Name: Andy Elkind

Telephone: [REDACTED]

Address: [REDACTED] Healdsburg Ca 95448

Email: [REDACTED]

Name: Erica Gutierrez

Telephone: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

Name: Leslie Corral Cisneros

Telephone: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

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I certify that the information provided in this application is true and accurate to the best of my knowledge. By submitting this application, I agree to serve on the designated Commission/Committee if appointed.

Signature: *Carole Lopez*

Date: 5/11/2026

**CITY OF HEALDSBURG
CITY COUNCIL FUTURE AGENDA ITEMS**

(NOTE: The schedule is tentative and subject to change pending final publication and posting of the City Council meeting agenda)

June 1, 2026	Employee Anniversaries – Erica Christopherson (5 years), Matt Ruoff (5 years), John Sullivan (20 years)
	Investment Report – April 2026
	Disbursement Report – April 2026
	Appropriations Limit for Fiscal Year 2026-27
	Investment Policy 2026-27
	Fiscal Year 2026-27 and 2027-28 Budget and Capital Improvement Plan Adoption
	Development Agreement Annual Reviews
	Amendment with InfoSend Inc.
	Swim Center Joint Use Agreement
	Consolidating the General Municipal Election with the Statewide General Election
	First Reading – Water Waste Prohibitions and Water Shortage Contingency Plan
	Terms of Service for Reach For Home
	2025 Urban Water Management Plan
June 15, 2026	Parks Make Life Better Month Proclamation
	Fire Services Contract
	PSA with Child Parent Institute for Juvenile Diversion
	PSA with Humane Society of Sonoma County for Animal Care and Control Services
	Annual Update to the City’s Utility Wildfire Mitigation Plan
	Multicultural Center: Painting Contract Award and Funding Commitments from Corazon and Healthcare Foundation
	Villa Chanticleer Modernization Project Architectural Services Contract Amendment
	Physical Security Plan for City Electric Facilities
	Approve Professional Services Agreement and budget adjustment for consultant assistance to establish quiet zones

Item 12.a

	Landscaping and Lighting Assessment District
	Acceptance of the Standards of Cover Study for the Healdsburg Fire Department
	Magical Bridge Playground Feasibility Study and Fundraising Update
	The City of Healdsburg Vacancies, Recruitment, and Retention Efforts pursuant to Assembly Bill 2561
	Appointment of Library Commissioner
	Percent for Arts Update
August 3, 2026	
	Magical Bridge Foundation: Design/Construction Agreement and Funding Commitment
	Badger Park Schematic Design Contract
August 17, 2026	
	Farmers' Market Agreement

(NOTE: The schedule is tentative and subject to change pending final publication and posting of the City Council meeting agenda)