

City of Calistoga
CLERK IN A BOX

- ✓ Municipal Code Book (on CD)
- ✓ City Clerk Handbook (on CD)
- CERT Backpack (handbook, hardhat, vest, N95 masks, gloves)
- Emer. Manage. Handbook (incl. EOC Phone Roster and Extra Position Logs)
- ✓ Local Phone Book
- ✓ Clipboard
- ✓ Emergency Contact Information (Department & City) **UPDATE ANNUALLY**
- ✓ City Seal
- ✓ File Folders
- ✓ Steno Pads/Legal Pads
- ✓ Date Stamp
- ✓ Stamp Pad
- ✓ Pens/Pencils/Highlighters
- ✓ Binder Clips/Paper Clips
- ✓ Stapler
- ✓ Staples
- ✓ Staple Remover
- ✓ Tape Dispenser
- ✓ Tape
- ✓ Scissors
- ✓ Post It Note Pads (Various Sizes)
- ✓ Correction Tape
- ✓ Signature Flags
- ✓ Rubber Bands
- ✓ Flash Light
- ✓ Batteries
- ✓ Radio
- ✓ Extra Flash drives and writable CD's
- ✓ Templates: Ord., Reso., Agenda, Min. & Oaths of Office (Paper and on CD)
- Extension Cords
- Extra N95 Masks
- Current Employee List with contact info. **UPDATE ANNUALLY**

Additional Items:

- Water
- Snacks
- Personal Cell Phone
- Medications
- Personal Hygiene Items
- Rain Poncho
- Personal First Aid Kit
- Change of Clothes/Shoes

CITY
CLERK
IN A
BOX

In the event of a major disaster, the City Council, depending on the time frame, would be required to call a Special Meeting, or at a Regular Meeting, to adopt the following:

1. Resolution proclaiming the existence or threatened existence of a local emergency, and must be adopted **within 10 days** of the disaster occurring to qualify for assistance under the Natural Disaster Assistance Act. Attach a list of damaged public facilities showing location and estimated cost of repairs;
2. Resolution recommending that the Governor proclaim a State of Emergency in Calistoga. This Resolution would also designate a City Official as the authorized representative for receipt, processing and coordination of all inquiries and requirements necessary to obtain available State assistance;
3. Resolution requesting a State Director, Office of Emergency Services, concurrence in Local Emergencies;
4. Resolution proclaiming the termination of a Local Emergency.

These documents are crucial for the City to issue to receive funding from the various state or federal agencies. Templates of the above described Resolutions, as well as City documents listed in the Binder Table of Contents are included in the "Box":

**CLERK IN A BOX
BINDER TABLE OF CONTENTS**

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Chapter 2.18 DISASTER COUNCIL

Sections:

[2.18.010](#) Purpose.

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[2.18.030](#) Creation – Membership.

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[2.18.050](#) Director and Assistant Director of Emergency Services – Offices created.

[2.18.060](#) Director of Emergency Services – Powers and duties.

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[2.18.080](#) Assistant Director of Emergency Services – Powers and duties.

[2.18.090](#) Emergency organization.

[2.18.100](#) Emergency plan.

[2.18.110](#) Expenditures.

[2.18.120](#) Violation – Penalty.

2.18.010 Purpose.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations and affected private persons. (Ord. 289 § 1, 1972; prior code § 6.2-1).

2.18.020 Emergency defined.

As used in this chapter, “emergency” shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other

political subdivisions to combat, but other than conditions resulting from a labor controversy. (Ord. 289 § 1, 1972; prior code § 6.2-2).

2.18.030 Creation – Membership.

The Calistoga Disaster Council is created and shall consist of the following:

- A. The Mayor, who shall be chairperson;
- B. The Director of Emergency Services, who shall be vice chairperson;
- C. Such chiefs of emergency services as are provided for in a current emergency plan of this City, adopted pursuant to this chapter;
- D. Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Director with the advice and consent of the Council. (Ord. 289 § 1, 1972; prior code § 6.2-3).

2.18.040 Powers and duties – Meetings.

- A. It shall be the duty of the Calistoga Disaster Council, and it is empowered, to develop and recommend for adoption by the Council, emergency and mutual aid plans and agreements, and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
- B. The Disaster Council shall meet upon call of the Mayor, or in the Mayor’s absence from the City or inability to call such meeting, upon call of the City Manager. (Ord. 289 § 1, 1972; prior code § 6.2-4).

2.18.050 Director and Assistant Director of Emergency Services – Offices created.

- A. There is created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.
- B. The Director of Emergency Services shall have total discretion to appoint an Assistant Director of Emergency Services.

C. The Director of Emergency Services shall assign an individual the responsibility of Emergency Program Manager. The Emergency Program Manager has the day-to-day administrative responsibility for the City's emergency management program. (Ord. 439 § 1, 1988; Ord. 417 § 1, 1986; Ord. 289 § 1, 1972; prior code § 6.2-5).

2.18.060 Director of Emergency Services – Powers and duties.

The Director of Emergency Services is empowered to:

A. Request the Council to proclaim the existence or threatened existence of a “local emergency” if the Council is in session, or to issue such proclamation if the Council is not in session. Whenever a local emergency is proclaimed by the Director, the Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

B. Request the Governor to proclaim a “state of emergency” when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

C. Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this chapter.

D. Direct cooperation between the coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.

E. Represent this City in all dealings with public or private agencies on matters pertaining to emergencies as defined in CMC [2.18.020](#).

F. In the event of the proclamation of a “local emergency” as provided in subsection (A) of this section, the proclamation of a “state of emergency” by the Governor or the Director of the State Office of Emergency Services, or the existence of a “state of war emergency,” the Director is empowered:

1. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Council;

2. To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

3. To require emergency services of any City officer or employee and, in the event of the proclamation of a “state of emergency” in the County or the existence of a “state of war emergency,” to command the aid of as many citizens of this community as the Director deems necessary in the execution of the Director’s duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by State law for registered disaster service workers;

4. To execute all of that person’s ordinary power as executive (of the jurisdiction), all of the special powers conferred upon the Director by this chapter or by resolution or emergency plan pursuant hereto adopted by the Council, and all powers conferred upon the Director by any statute, by any agreement approved by the Council and by any other lawful authority. (Ord. 289 § 1, 1972; prior code § 6.2-6(A)).

2.18.070 Director of Emergency Services – Designation of succession to office.

A. The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform necessary duties during an emergency.

B. Such order of succession shall be approved by the Council. (Ord. 289 § 1, 1972; prior code § 6.2-6(B)).

2.18.080 Assistant Director of Emergency Services – Powers and duties.

The Assistant Director shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City, and shall have such other powers and duties as may be assigned by the Director. (Ord. 289 § 1, 1972; prior code § 6.2-6(C)).

2.18.090 Emergency organization.

All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of CMC [2.18.060](#) and [2.18.080](#), be charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City. (Ord. 289 § 1, 1972; prior code § 6.2-7).

2.18.100 Emergency plan.

A. The Calistoga Disaster Council shall be responsible for the development of the City emergency plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the emergency organization.

B. Such plan shall take effect upon adoption by resolution of the Council. (Ord. 289 § 1, 1972; prior code § 6.2-8).

2.18.110 Expenditures.

Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City. (Ord. 289 § 1, 1972; prior code § 6.2-9).

2.18.120 Violation – Penalty.

It is a misdemeanor, punishable by a fine not to exceed \$500.00, or by imprisonment not to exceed six months, or both, for any person, during an emergency, to:

A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon that person by virtue of this chapter.

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives of property of inhabitants of this City, or to prevent, hinder, or delay the defense or protection thereof.

C. Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State. (Ord. 289 § 1, 1972; prior code § 6.2-10).



CITY OF CALISTOGA
LOCAL DISASTER COUNCIL
OATH OF OFFICE

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or the purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Mayor/Chairman

SUBSCRIBED AND SWORN TO ME BEFORE THIS ___ DAY OF _____, ____.

City Clerk
City of Calistoga



A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, APPROVING AGREEMENT NO. _____ WITH _____ FOR A _____ AGREEMENT

BE IT RESOLVED by the City Council of the City of Calistoga that it does hereby approve Agreement No. _____ by and between the City of Calistoga and _____

For the purpose of providing _____ services.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga on this _____ day of _____, _____.

MAYOR

ATTEST:

City Clerk



A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, the Calistoga Municipal Code Section 2.18.060 empowers the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, the Calistoga City Council has been requested by the Director of Emergency Services of said City of Calistoga to proclaim the existence of a local emergency therein; and

WHEREAS, conditions of disaster or extreme peril to the safety of persons and property have arisen within the City caused by a (flood, fire, earthquake, etc.) commencing on or about ____ a.m./p.m. on the _____ day of _____, _____, at which time the City Council of the City of Calistoga was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme period did warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City on the _____ day of _____, _____; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency, organization of this City shall be prescribed by law, by Ordinances and Resolutions of the City, and approved by the City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Calistoga, State of California

Resolution No. ____ - ____
Proclamation existence of a Local Emergency
Page 2 of 2

Dated this ____ of _____, 20 ____ by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MAYOR

ATTEST:

City Clerk



A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

The City Council of the City of Calistoga, California, hereby finds, determines, declares, and resolves as follows:

WHEREAS, on _____, 20____, the City Council of the City of Calistoga found that due to (fire, flood, earthquake, etc.) a condition of extreme peril to life and property did exist within said City; and.

WHEREAS, in accordance with State law, the City Council proclaimed an emergency did exist throughout the City; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City on the _____ day of _____, _____; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this Resolution be forwarded to the Governor of California with the request that he proclaim the City of Calistoga to be in a state of emergency; and

IT IS FURTHER RESOLVED that _____ (title) _____ is hereby designated as the authorized representative for public assistance and _____ (title) _____ is hereby designated as the authorized representative for individual assistance of the City of Calistoga for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Calistoga, State of California.

Resolution No. ____ - ____
Requesting Governor to Proclaim State of Emergency
Page 2 of 2

Dated this ____ of _____, 20 ____ by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MAYOR

ATTEST:

City Clerk



A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES' CONCURRENCE IN LOCAL EMERGENCIES

WHEREAS, on _____, 20____, the City Council of the City of Calistoga found that due to (fire, flood, earthquake, etc.) a condition of extreme peril to life and property did exist within said City; and.

WHEREAS, in accordance with State law, the City Council proclaims an emergency does exist throughout the City; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said City on the _____ day of _____, _____; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this Resolution be forwarded to the State Director of the Office of Emergency Services with a request that (s)he find it acceptable in accordance with provisions of the Natural Disaster Assistance Act; and

IT IS FURTHER RESOLVED that _____ (title) _____ is hereby designated as the authorized representative for public assistance and _____ (title) _____ is hereby designated as the authorized representative of the City of Calistoga for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

Resolution No. ____ - ____
Requesting State Director, Office of Emergency Services'
Concurrence in Local Emergencies
Page 2 of 2

Dated this ____ of _____, 20 ____ by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MAYOR

ATTEST:

City Clerk



A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, PROCLAIMING THE TERMINATION OF A LOCAL EMERGENCY

WHEREAS, a local emergency presently exists in the City of Calistoga, in accordance with the proclamation issued by the director of Emergency Services for the City of Calistoga on _____, 20____, ratified by Resolution of the City Council on _____, 20____, as a result of conditions of extreme peril to the safety of persons and/or property caused by the _____ incident; and,

WHEREAS, the situation resulting from said conditions of extreme peril are now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within the City of Calistoga.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED that the City of Calistoga does hereby proclaim the termination of said local emergency.

Dated this _____ of _____, 20 _____ by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

MAYOR

ATTEST:

City Clerk

CITY OF CALISTOGA

Insert current page with Department Manager, City Council and Planning Commission contacts.

EMERGENCY NUMBERS

Insert current page with Emergency Numbers

CITY OF CALISTOGA
REIMBURSEMENT REQUEST

USE OF PERSONAL VEHICLE FOR CITY PURPOSES

DATE	DESTINATION AND PURPOSE	TOLLS PARKING	MILEAGE

ACCOUNT NUMBER(S) TO CHARGE EXPENSE _____

MILEAGE: _____ @ \$./MILE=\$_____

 Tolls/Parking \$ _____

 Total Reimbursement \$ _____

 Employee's Signature/Date

 Supervisor's Signature/Date

Resolution Template

RESOLUTION NO. 20__ - __

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING _____

Authorizing Agreement No. ____ (if applicable)

WHEREAS, _____; and

WHEREAS, _____; and

WHEREAS, _____; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga hereby _____.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this ____th **day of** _____ **20XX**, by the following vote:

**AYES:
NOES:
ABSTAIN:
ABSENT:**

MAYOR

ATTEST:

CITY CLERK

*Be sure to use a Header and page numbers if the Resolution is more than one page
Be sure to remove any file address Footers*

ORDINANCE TEMPLATE - ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA

The City Council of the City of Calistoga does hereby ordain as follows:

SECTION ONE:

WHEREAS, the City Council of the City of Calistoga, at its regular meeting of _____ and _____, considered as one of its items of business, this Ordinance to be adopted in accordance with Government Code Section 65090, this ordinance to be adopted in accordance with Code Section 65850; and

WHEREAS,

WHEREAS,

BLAH BLAH BLAH with other sections.....

SECTION THREE:

If any section or portion of this ordinance is for any reason held to be invalid and/or unconstitutional by a court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION FOUR:

THIS ORDINANCE shall take effect thirty (30) days after its passage, and before the expiration of fifteen (15) days after its passage, shall be published in accordance with law, in a newspaper of general circulation published and circulated in the City of Calistoga.

THIS ORDINANCE was introduced with the first reading waived at the City of Calistoga City of Council meeting of the ____ day of ____ 20__, and was passed and adopted at a regular meeting of the Calistoga City Council on the ____ day of _____ 20__, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

MAYOR

CITY CLERK



NOTICE OF SPECIAL MEETING

CALISTOGA CITY COUNCIL

Date

To Whom It May Concern:

I, _____, Mayor of the City of Calistoga, do hereby call a Special Meeting of the City Council, pursuant to Government Code Section 54957. The City Council will meet on **Wednesday, October 12, 2011 at 7:00 p.m.** at the Calistoga Community Center located at 1307 Washington Street, Calistoga for the following item:

Consideration of a Resolution _____

Sincerely,

_____, Mayor
Calistoga City Council

NOTICE OF ADJOURNMENT/AGENDA TEMPLATE

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Calistoga City Council of Tuesday, _____, 20__, , adjourned to _____ 20__, __[time] p.m., [location] _____, for the purpose of considering _____ [item/matter]

Dated: _____

City Clerk

CERTIFICATE OF POSTING

I hereby certify that I posted this Notice of Adjournment _____ [location] _____ within 24 hours after time of adjournment (GC 54955).

Dated: _____

City Clerk

SAMPLE LANGUAGE FOR MINUTES

ADJOURNMENT

Pursuant to Staff recommendation, meeting adjourned at or about [time] _____ p.m. to _____ [day & date] _____, 20__, [time] p.m., _____ [location] _____, for the purpose of considering _____ [item/matter] _____.

\\Main\City\Department Folders\City Clerk\Reference\FORMS\notice of adjournment agenda 071801.doc

**AFFIDAVIT OF POSTING
NOTICE OF ADJOURNMENT OF MEETING**

STATE OF CALIFORNIA)
COUNTY OF NAPA) SS
CITY OF CALISTOGA)

Kathy Flamson, being first duly sworn deposes and says: That I am employed in the Office of the City Clerk; and that on February 19, 2013, I posted a copy of the attached notice at a conspicuous place on or near the door(s) of the place which said meeting was held.

City Clerk

SAMPLE **City of Calistoga Agenda**



Mayor: Chris Canning
Vice Mayor: Michael Dunsford
City Council: James Barnes
Gary Kraus
Irais Lopez-Ortega

REGULAR SESSION **CITY COUNCIL – REGULAR MEETING** **TUESDAY, _____, 20__ - 6:00 P.M.** **CALISTOGA COMMUNITY CENTER**

- A) CALL TO ORDER**
- B) SALUTE TO THE FLAG**
- C) ACTION OUT OF CLOSED SESSION**
- D) ORAL COMMUNICATION**

During Oral Communications, the public is given the opportunity to directly address Council with regard to Agenda Items (including Consent Calendar), as well as on any issue of interest to our community at large. Please provide your name & address for the record, and limit your comments to three minutes. Thank you for your cooperation

- E) ADOPTION OF MEETING AGENDA**
- F) CONSENT CALENDAR**

The following items listed on the Consent Calendar are considered routine and are approved by a single motion. The Mayor or any member of the City Council or of the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event that an item is removed from the Consent Calendar, it shall be considered in its numerical order.

- 1) Minutes of the _____ (Date) regular City Council meeting.
RECOMMENDED ACTION: Approve Minutes.
- 2)

- G) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

Councilmember Barnes
Councilmember Kraus
Councilmember Lopez-Ortega

Mayor Canning
Vice Mayor Dunsford

H) PUBLIC HEARING

3)

I) GENERAL GOVERNMENT

4)

5)

J) CITY COUNCIL ADJOURNMENT

To the next scheduled regular meeting to the Calistoga City Council, on Tuesday, _____, 20__, Calistoga Community Center, 1307 Washington Street, 6:00 p.m.

City Clerk

NOTICE: If you challenge a city's zoning, planning, or other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Judicial review of any City administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period for Litigation, in certain cases 30 days following the date of final decision.

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may voluntarily complete a "Speaker Card" and submit it to the City Clerk BEFORE that portion of the agenda is called. Speaker cards are available on the table in back of the room. Please observe the time limit of three minutes.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the public counter at City Hall located on the first floor at 1232 Washington Street during normal business hours.

AMERICANS WITH DISABILITIES ACT: Each City entity offers public programs, services, and meetings in a manner that is reasonably accessible to everyone, including individuals with disabilities. Each City entity complies with all applicable requirements of the Americans with Disabilities Act and California law, and does not discriminate against any person with a disability. Wheelchair access to the Council Chambers and speaker's microphone is available to all persons.

If any person has a disability and requires information or materials in an appropriate alternative format (or any other reasonable accommodation), or if you need any special assistance to participate in this meeting, please contact the City Clerk Department at 942-2807. For TTY/ Speech-to-Speech users, dial 7-1-1 for the California Relay Service, offering free text-to-speech, speech-to-speech, and Spanish-language services 24 hours a day, 7 days a week. You may also contact the City Clerk at cityhall@ci.calistoga.ca.us for more information.

In making any request for assistance, advance notice to the City forty-eight hours prior to the meeting will enable the City to make reasonable arrangements.

Se les pide por favor que avise con 48 horas de anticipación cuando haga un pedido para asistencia. Esto les da suficiente tiempo antes de la junta para permitir que la ciudad tome medidas razonables.

POSTING: I declare a copy of this agenda was posted at City Hall, 1232 Washington Street, Calistoga, among other locations in the city limits of Calistoga, on Friday _____, 20__ by 5:00 p.m.

MINUTES - Template

**CITY COUNCIL – CLOSED SESSION
TUESDAY, _____ - 6:00 P.M.
CALISTOGA COMMUNITY CENTER**

A) CALL TO ORDER

Mayor Canning called the Closed Session to order at 6:30 p.m.

In attendance were the following: Councilmember Irais Lopez-Ortega, Councilmember Gary Kraus, Councilmember James Barnes, Vice Mayor Michael Dunsford, and Mayor Chris Canning.

Also present was City Manager Dylan Feik.

B) ORAL COMMUNICATIONS

C) ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS:

D) CONVENE TO OPEN SESSION IN THE COMMUNITY CENTER

Mayor Canning announced that there was no reportable action out of tonight's Closed Session.

E) ADJOURNMENT

Mayor Canning adjourned the Closed Session at 7:00 p.m. to the regular meeting of the Calistoga City Council, on Tuesday, _____, 20__ Calistoga Community Center, 1307 Washington Street, 7:00 p.m.

Respectfully submitted:

Prepared by: Kathy Flamson, City Clerk

Approved by: Chris Canning, Mayor

MINUTES

**CITY COUNCIL – REGULAR MEETING
TUESDAY, _____ - 7:00 P.M.
CALISTOGA COMMUNITY CENTER-
1232 Washington Street**

F) CALL TO ORDER

Mayor Canning called the Regular Session to order at ____ p.m.

In attendance were the following: Councilmember Lopez-Ortega, Councilmember Gary Kraus, Councilmember James Barnes, Vice Mayor Michael Dunsford, and Mayor Chris Canning.

Also present was City Manager Dylan Feik, Planning & Building Manager Lynn Goldberg, Public Works Director/City Engineer Michael Kirn, Administrative Services Director Gloria Leon and City Clerk Kathy Flamson.

G) SALUTE TO THE FLAG

H) ACTION OUT OF CLOSED SESSION

Mayor Canning announced that there was no action out of Closed Session held this evening.

I) ORAL COMMUNICATION ON CONSENT ITEMS OR NON-AGENDA ITEMS

J) ADOPTION OF MEETING AGENDA

It was **MOVED** by _____ and **SECONDED** by _____ to approve the Council Meeting Agenda. The Motion was carried unanimously.

K) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION

**Vice Mayor Dunsford
Councilmember Barnes
Councilmember Lopez-Ortega
Councilmember Kraus
Mayor Canning**

L) PRESENTATION

M) CONSENT CALENDAR

N) PUBLIC HEARING

O) GENERAL GOVERNMENT

P) ADJOURNMENT

Mayor Canning adjourned the meeting at _____ p.m. to the next scheduled special meeting of the Calistoga City Council, on Tuesday, _____, 20__, Calistoga Community Center, 1307 Washington Street, 6:00 p.m.

Respectfully submitted:

Prepared by: Kathy Flamson, City Clerk

Approved by: Chris Canning, Mayor

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council Members

FROM:

DATE:

SUBJECT:

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

ISSUE:

RECOMMENDATION:

BACKGROUND / DISCUSSION:

ENVIRONMENTAL ANALYSIS: (if appropriate)

CONSISTENCY WITH CITY COUNCIL GOALS AND OBJECTIVES:

FISCAL IMPACT:

ATTACHMENTS:

(FONT IS ARIAL 12)

*Be sure to use a Header and page numbers if there are two or more pages
Be sure to delete any file address Footers*

PROFESSIONAL SERVICES AGREEMENT

Name of Agency

Authorizing Agreement No. XXX

THIS AGREEMENT is entered into as of this ___ day of ___ 20XX, by and between the CITY OF CALISTOGA herein called the "City", and (Name of Consultant), herein called the "Consultant".

Recitals

WHEREAS, the Consultant . . .

WHEREAS, the Consultant’s . . . through June 30, 20XX; and

WHEREAS, Consultant hereby warrants to the City that Consultant is skilled and able to provide such services described in Section 1 of this Agreement; and

WHEREAS, City desires to retain Consultant pursuant to this Agreement to provide the services described in Section 1 of this Agreement.

WHEREAS, on _____, 2014 the City Council adopted Resolution No. 20XX-XXX adopting the . . .

Agreement

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Scope of Services. Subject to such policy direction and approvals as the City through its staff may determine from time to time, Consultant shall perform the services set out in the "Scope of Work" attached hereto as Exhibit "A" and incorporated herein by reference.

2. Time of Performance. The services of Consultant are to commence no sooner than ??, 20XX and, subject to City Council approval, be completed not later than ??, 20XX. Any changes to these dates must be approved in writing by the City Manager or his or her designee.

3. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall in no

event exceed ???Dollars (\$???). Invoices may be made on a ?? basis. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.

B. Timing of Payment. Billing for said services may be made on an equally quarterly basis. City shall review Consultant's statement and pay Consultant for services rendered within 30 days of receipt of the Consultant's statement.

C. Changes in Compensation. Consultant will not undertake any work for which the City is obligated to pay that will incur costs in excess of the amount of ??? Dollars (\$???) during the term of this Agreement.

D. Litigation Support. Consultant agrees to testify at City's request if litigation is brought against City in connection with Consultant's report. Unless the action is brought by Consultant or is based upon Consultant's negligence, City will compensate Consultant for the preparation and the testimony at Consultant's standard hourly rates.

4. Interest of Consultant.

A. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by this contract or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this contract.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

(1) will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal contract monitoring; and

(2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)

5. Interest of Members and Employees of City. No member of the City and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the carrying out of any project to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement, nor shall any such person participate in any decision relating to this

Agreement which affects his/her personal interests or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested.

6. Liability of Members and Employees of City. No member of the City and no other officer, employee or agent of the City shall be personally liable to Consultant or otherwise in the event of any default or breach of the City, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

7. Indemnification of City. Consultant hereby agrees to defend, indemnify and save harmless the City, its officers, agents, employees and servants, from and against any and all claims, liability or obligations based on negligence or willful misconduct brought on account of or arising out of any acts, errors or omissions of Consultant undertaken pursuant to this Agreement. The City has no liability or responsibility for any accident, loss or damage to any work performed under this Agreement whether prior to its completion and acceptance or otherwise. Consultant's duty to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Consultant Not an Agent of City. City retains all rights of approval and discretion with respect to the projects and undertakings contemplated by this Agreement. Consultant, its officers, employees and agents shall not have any power to bind or commit the City to any decision.

9. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent contractor and not an agent or employee of City; and as an independent contractor, Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

10. Compliance with Laws.

A. General. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature, which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a City of Calistoga business license.

B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code, which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance

with the provisions of that Code, and Consultant certifies that it will comply with such provisions before commencing performance of this Agreement.

C. Injury and Illness Prevention Program. Consultant certifies that it is aware of and has complied with the provisions of California Labor Code Section 6401.7.

D. City Not Responsible. The City is not responsible or liable for Consultant's failure to comply with any and all of said requirements.

11. Confidential Information. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by City, or as required by law.

12. Insurance.

A. Minimum Scope of Insurance.

(1) Consultant agrees to have and maintain, for the duration of the contract, a General Liability insurance policy insuring him/her and his/her firm to an amount not less than One Million Dollars (\$1,000,000.00) combined single limit per occurrence and in the aggregate for bodily injury, personal injury and property damage.

(2) Consultant shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors or omissions which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by its employees, subcontractors, or subconsultants. The amount of this insurance shall not be less than One Million Dollars (\$1,000,000.00) on a claims-made annual aggregate basis.

(3) A Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant:

(a) This policy shall provide coverage for Workers' Compensation (Coverage A).

(b) This policy shall also provide coverage for One Million Dollars (\$1,000,000.00) Employers' Liability (Coverage B).

(c) Contractor shall provide to the City an endorsement that the insurer waives the right of subrogation against the City, its officials, officers, employees, volunteers, and agents.

(4) All of the following endorsements are required to be made a part of each of the required policies, except for the Professional Liability and Workers' Compensation and Employers' Liability policies, as stipulated below:

(a) "The City of Calistoga, its employees, officers, agents and contractors are hereby added as additional insureds, but only as respects work done by, for on behalf of the named insured."

(b) "This policy shall be considered primary insurance as respects any other valid and collectible insurance the City may possess, including any self-insured retention the City may have, and any other insurance the City does possess shall be considered excess insurance only and shall not contribute with it."

(c) "This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company."

(5) Consultant shall provide to the City all certificates of insurance with original endorsements affecting coverage required by this paragraph. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

B. General Liability.

(1) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

(2) Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

C. All Coverages. Each insurance policy required in this item shall provide that coverage shall not be canceled, except after 30 days' prior written notice by certified mail, return receipt requested, has been given to the City. Current certification of such insurance shall be kept on file with the City Secretary at all times during the term of this Agreement.

D. Acceptability of Insurers. Insurance is to be placed with insurers approved by the California Department of Insurance with a Best/Es rating of no less than A:VII.

E. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option,

Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

13. Assignment Prohibited. Neither the City nor Consultant may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation hereunder shall be void and of no effect.

14. Termination of Agreement.

A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the City upon written notice to the Consultant upon 90 days' written notice. Consultant may terminate this Agreement upon 90 days' written notice.

B. If Consultant fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, City may terminate this Agreement immediately upon written notice.

C. Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the City, become its sole property and shall, at Consultant's expense, be delivered to the City or to any party it may so designate.

D. In the event termination is without cause, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payment; provided, however, that Consultant shall be entitled to compensation for work in progress at the time of termination.

15. Amendment. This Agreement constitutes the complete and exclusive statement of the Agreement to City and Consultant. It may be amended or extended from time to time by written agreement of the parties hereto.

16. Litigation Costs. If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorneys' fees, to the prevailing party. In awarding attorneys' fees, the court will not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' fees paid or incurred in good faith.

17. Time of the Essence. Time is of the essence of this Agreement, however, the Consultant shall not be held responsible for delays caused by acts outside of Consultant's control.

18. Written Notification. Any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be

20. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

21. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

22. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

23. News Releases/Interviews: All Consultant and subconsultant news releases, media interviews, testimony at hearings and public comment shall be prohibited unless expressly authorized by the City.

24. Venue. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of Napa, California.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CITY OF CALISTOGA

CONSULTANT

By: _____
Dylan Feik
Title: City Manager

By: _____
(Name)
(Title)

APPROVED AS TO FORM:

ATTEST

Michelle Marchetta Kenyon

Kathy Flamson, City Clerk

City Attorney

Exhibit A
Scope of Work

CONSULTING SERVICES AGREEMENT TEMPLATE
(identify by inserting consultant name or type of service or project name)

THIS AGREEMENT FOR CONSULTING SERVICES (the “Agreement”) is made and entered into this [] day of _____, 20____, by and between the City of Calistoga, a municipal corporation organized and existing under the laws of the State of California (“City”), and _____, a _____ *(insert corporate entity information)* (“Consultant”).

RECITALS

A. City requires the services of a _____ for _____ (“Project”).

B. Consultant has submitted _____ to City a proposal to provide _____ services to City pursuant to the terms of this Agreement.

C. Based on its experience, education, training, and reputation, Consultant is qualified to provide the necessary services to City for the Project and desires to provide such services.

D. City desires to retain the services of Consultant for the Project.

NOW, THEREFORE, in consideration of the promises and mutual agreements contained herein, City agrees to retain and does hereby retain Consultant and Consultant agrees to provide services to the City as follows:

AGREEMENT

1. CONSULTANT SERVICES

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide _____ services to City as described in the Scope of Services/Work attached to this Agreement as Exhibit “A” and incorporated herein by reference (the “services” or “work”), which includes the agreed upon schedule of performance and the schedule of fees. Consultant warrants that all services and work shall be performed in a competent, professional, and satisfactory manner in accordance with all standards prevalent in the industry. In the event of any inconsistency between the terms contained in the Scope of Services/Work and the terms set forth in the main body of this Agreement, the terms set forth in the main body of this Agreement shall govern.

1.2 Compliance with Law. All services rendered under this Agreement shall be provided by Consultant in accordance with all applicable federal, state, and local laws, statutes, and ordinances and all lawful orders, rules, and regulations promulgated thereunder.

1.3 Licenses and Permits. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement.

1.4 Familiarity with Work. By executing this Agreement, Consultant warrants that it has carefully considered how the work should be performed and fully understands the facilities, difficulties, and restrictions attending performance of the work under this Agreement.

2. TIME FOR COMPLETION.

The time for completion of the services to be performed by Consultant is an essential condition of this Agreement. Consultant shall prosecute regularly and diligently the work of this Agreement according to the agreed upon **schedule of performance** set forth in **Exhibit "A"**. Consultant shall not be accountable for delays in the progress of its work caused by any condition beyond its control and without the fault or negligence of Consultant. Delays shall not entitle Consultant to any additional compensation regardless of the party responsible for the delay.

3. COMPENSATION OF CONSULTANT

3.1 Compensation of Consultant. For the services rendered pursuant to this Agreement, Consultant shall be compensated and reimbursed, in accordance with the **schedule of fees** set forth in **Exhibit "A,"** which total contract amount shall not exceed \$ **_____**.

3.2 Method of Payment. In any month in which Consultant wishes to receive payment, Consultant shall no later than the first working day of such month, submit to City in the form approved by **City's finance manager**, an invoice for services rendered prior to the date of the invoice. Payments shall be based on the hourly rates as set forth in **Exhibit "A"** for authorized services performed. City shall pay Consultant for all expenses stated thereon, which are approved by City consistent with this Agreement, within thirty (30) days of receipt of Consultant's invoice.

3.3 Changes. In the event any change or changes in the Scope of Services/Work is requested by City, the parties hereto shall execute a written amendment to this Agreement, setting forth with particularity all terms of such amendment, including, but not limited to, any additional fees. An amendment may be entered into:

A. To provide for revisions or modifications to documents or other work product or work when documents or other work product or work is required by the enactment or revision of law subsequent to the preparation of any documents, other work product, or work;

B. To provide for additional services not included in this Agreement or not customarily furnished in accordance with generally accepted practice in Consultant's profession.

3.4 Appropriations. This Agreement is subject to and contingent upon funds being appropriated therefore by the Calistoga City Council for each fiscal year covered by the Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to City.

4. **PERFORMANCE SCHEDULE**

4.1 **Time of Essence.** Time is of the essence in the performance of this Agreement.

4.2 **Schedule of Performance.** All services rendered pursuant to this Agreement shall be performed pursuant to the agreed upon **schedule of performance** set forth in **Exhibit "A"**. The extension of any time period must be approved in writing by the Contract Officer.

4.3 **Force Majeure.** The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Consultant, including, but not limited to, acts of God or of a public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes, and unusually severe weather if Consultant shall within ten (10) days of the commencement of such condition notify the Contract Officer who shall thereupon ascertain the facts and the extent of any necessary delay, and extend the time for performing the services for the period of the enforced delay when and if in the Contract Officer's judgment such delay is justified, and the Contract Officer's determination shall be final and conclusive upon the parties to this Agreement.

4.4 **Term.** Unless earlier terminated in accordance with Section 8.5 of this Agreement, this Agreement shall continue in full force and effect for a period of _____ (weeks/months), commencing on _____, 200__, and ending on _____, 200__, unless extended by mutual written agreement of the parties. *(Optional: ...this Agreement shall continue in full force and effect until the Project is completed.)*

5. **COORDINATION OF WORK**

5.1 **Representative of Consultant.** The following principal of Consultant is hereby designated as being the principal and representative of Consultant authorized to act in its behalf with respect to the services and work specified herein and make all decisions in connection therewith: _____ (name), _____ (title). It is expressly understood that the experience, knowledge, education, capability, and reputation of the foregoing principal is a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principal shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. The foregoing principal may not be changed by Consultant without prior written approval of the Contract Officer.

5.2 **Contract Officer.** The Contract Officer shall be the City Manager, or his/her designee. It shall be the Consultant's responsibility to keep the Contract Officer, or his/her designee, fully informed of the progress of the performance of the services and Consultant shall refer any decisions that must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

5.3 **Prohibition Against Subcontracting or Assignment.** The experience, knowledge, education, capability, and reputation of Consultant, its principals and employees, were a substantial inducement for City to enter into this Agreement. Therefore, Consultant shall

not contract with any other individual or entity to perform in whole or in part the services required hereunder without the express written approval of City. In addition, neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City.

5.4 Independent Contractor. Neither City nor any of its employees shall have any control over the manner, mode, or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall not be an employee of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role; however, City shall have the right to review Consultant’s work product, result, and advice. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City.

5.5 Personnel. Consultant agrees to assign the following individuals to perform the services set forth herein. Consultant shall not alter the assignment of the following personnel without the prior written approval of the Contract Officer. Acting through the City Manager, the City shall have the unrestricted right to order the removal of any personnel assigned by Consultant by providing written notice to Consultant.

Name:

Title:

(to be inserted)

(to be inserted)

6. INSURANCE AND INDEMNIFICATION

6.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, and submit concurrently with its execution of this Agreement, in a form and content satisfactory to City, public liability and property damage insurance against all claims for injuries against persons or damages to property resulting from Consultant’s performance under this Agreement. Consultant shall also carry workers’ compensation insurance in accordance with California workers’ compensation laws. Such insurance shall be kept in full force and effect during the term of this Agreement, including any extension thereof, and shall not be cancelable without thirty (30) days written notice to City of any proposed cancellation. Certificates of insurance evidencing the foregoing and designating the City, its elected officials, officers, employees, agents, and volunteers as additional insureds by original endorsement shall be delivered to and approved by City prior to commencement of services. The procuring of such insurance and the delivery of policies, certificates, and endorsements evidencing the same shall not be construed as a limitation of Consultant’s obligation to indemnify City, its elected officials, officers, agents, employees, and volunteers.

6.1.1 Minimum Scope of Insurance. The minimum amount of insurance required hereunder shall be as follows:

A. Comprehensive general liability and personal injury with limits of at least one million dollars **(\$1,000,000.00)** per occurrence, two million dollars **(\$2,000,000.00)** in the general aggregate, and one million dollars **(\$1,000,000.00)** for products and completed operations; the commercial general liability policy shall name the City of Calistoga as an

additional insured in accordance with standard ISO additional insured endorsement form CG2010(1185) or equivalent language;

B. Automobile liability insurance with limits of at least one million dollars (\$1,000,000.00) per occurrence;

C. Workers' Compensation insurance in the statutory amount as required by the State of California, and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000.00) per accident for bodily injury or disease.

For any claims related to this Agreement, Consultant's insurance coverage shall be primary insurance as respects City and its respective elected officials, officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by City and its respective elected officials, officers, employees, agents, and volunteers shall be in excess of Consultant's insurance and shall not contribute with it. For Workers' Compensation and Employer's Liability Insurance only, the insurer shall waive all rights of subrogation and contribution it may have against City, its elected officials, officers, employees, agents, and volunteers.

6.1.2 Sufficiency of Insurers. Insurance required herein shall be issued by a licensed company authorized to transact business in the state by the Department of Insurance for the State of California with a current rating of A-VII or better (if an admitted carrier), or a current rating of A-X or better (if offered by a non-admitted insurer listed on the State of California List of Eligible Surplus Lines Insurers (LESLI), by the latest edition of A.M. Best's Key Rating Guide, except that the City will accept workers' compensation insurance from the State Compensation Fund.

6.1.3 Verification of Coverage. Consultant shall furnish City with both original certificates of insurance and endorsements, including additional insured endorsements, effecting all of the coverages required by this Agreement. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All proof of insurance is to be received and approved by the City before work commences. City reserves the right to require Consultant's insurers to provide complete, certified copies of all required insurance policies at any time. Additional insured endorsements are not required for Workers' Compensation policies.

6.1.4 Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected officials, officers, employees, agents, and volunteers; or, Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

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

6.2 Indemnification. To the fullest extent permitted by law, Consultant shall defend (at Consultant's sole cost and expense), indemnify, protect, and hold harmless City, its elected officials, officers, directors, employees, agents, and volunteers (collectively the "Indemnified Parties"), from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees (collectively "Claims"), including but not limited to Claims arising from injuries to or death of persons (Consultant's employees included), for damage to property, including property owned by City, from any violation of any federal, state, or local law or ordinance, which Claims, including alleged Claims, arise out of or are related to Consultant's performance under this Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Agreement be construed to limit Consultant's indemnification obligation or other liability hereunder.

7. RECORDS AND REPORTS

7.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

7.2 Records. Consultant shall keep such books and records as shall be necessary to properly perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

7.3 Ownership of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Consultant in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights or ownership of the documents and materials hereunder. Consultant may retain copies of such documents for its own use. Consultant shall have an unrestricted right to use the concepts embodied therein.

7.4 Release of Documents. All drawings, specifications, reports, records, documents, and other materials prepared by Consultant in the performance of services under this Agreement shall not be released publicly without the prior written approval of the Contract Officer.

7.5 Cost Records. Consultant shall maintain all books, documents, papers, employee time sheets, accounting records, and other evidence pertaining to costs incurred while performing under this Agreement and shall make such materials available at its offices at all reasonable times during the term of this Agreement and for three (3) years from the date of final payment for inspection by City and copies thereof shall be promptly furnished to City upon request.

8. ENFORCEMENT OF AGREEMENT

8.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Orange, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.2 Waiver. No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. No consent or approval of City shall be deemed to waive or render unnecessary City's consent to or approval of any subsequent act of Consultant. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.3 Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.4 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct, or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain injunctive relief, a declaratory judgment, or any other remedy consistent with the purposes of this Agreement.

8.5 Termination Prior to Expiration of Term. City reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to Consultant, except that where termination is due to the fault of Consultant and constitutes an immediate danger to health, safety, and general welfare, the period of notice shall be such shorter time as may be determined by the City. Upon receipt of the notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter.

8.6 Attorney Fees. In the event any dispute between the parties with respect to this Agreement results in litigation or any non-judicial proceeding, the prevailing party shall be entitled, in addition to such other relief as may be granted, to recover from the non-prevailing party all reasonable costs and expenses, including but not limited to reasonable attorney fees, expert consultant fees, court costs and all fees, costs, and expenses incurred in any appeal or in collection of any judgment entered in such proceeding.

9. CITY OFFICERS AND EMPLOYEES; NON-DISCRIMINATION

9.1 Non-Liability of City Officers and Employees. No officer, director, official, or employee of City shall be personally liable to the Consultant, or any successor-in-interest, in the

event of any default or breach by City or for any amount which may become due to the Consultant or its successor, or for breach of any obligation of the terms of this Agreement.

9.2 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination or segregation in the performance of or in connection with this Agreement regarding any person or group of persons on account of race, color, creed, religion, sex, marital status, disability, sexual orientation, national origin, or ancestry.

10. MISCELLANEOUS PROVISIONS

10.1 Notice. Any notice, demand, request, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by pre-paid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

To City: City of Calistoga
Attention: City Manager
1232 Washington Street
Calistoga, CA 94515

To Consultant: *(to be inserted)*

10.2 Integrated Agreement. This Agreement contains all of the agreements of the parties and cannot be amended or modified except by written agreement.

10.3 Amendment. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

10.4 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

10.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by so executing this Agreement the parties hereto are formally bound to the provisions of this ///

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates stated below.

**“CITY”
City of Calistoga**

Date: _____

By: _____
(insert name),
Mayor

By: _____
Dylan Feik,
City Manager (per Code, or per delegation)

APPROVED AS TO FORM:

ATTEST

By: _____
Michelle Kenyon,
City Attorney

By: _____
Kathy Flamson,
City Clerk

“CONSULTANT”
(insert name)

Date: _____

By : _____
(name)

(title)

Date: _____

By : _____
(name)

(title)

** For Consultants/Contractors/Vendors that are a corporation, signature requirements are as follows:*

*1) One signature by the Chairman of the Board, the President, of the Vice President,
And*

2) One signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer.

** For Consultants/Contractors/Vendors that are not a corporation, signature requirements are as follows: the person who has authority to bind the consultant/contractor/vendor must sign on one of the lines above.*

EXHIBIT “A”

**CONSULTANT’S
SCOPE OF SERVICES/WORK**

Including,

Schedule of Fees

And

Schedule of Performance

City of Calistoga Request for Payment

Date: _____

- 1) Make Check
Payable to: _____

For existing Vendors only the Vendor name is needed. For New Vendors, complete address and a Vendor Identification Form is needed.

Address: _____

City, ST, Zip: _____

- 2) Reason for Request (Attach – invoices, memos, letters, agreements, adopted resolutions, etc. as needed)

- 3) Account (s) to be Charged:

Description	Fund	Program	Detail	Amount
Total Amount from Above;				
Amount from Below:				
Total Amount of this Check Request:				

- 4) Check is to be Issued: () Routine – Next Available Check Run

City Manager Approval is Needed for Non-Routine Check Requests
() Needed by this Date: _____
() Emergency Handwrite – Date/Time Needed: _____

- 5) Is the Check to be Mailed by Finance? () Yes () No

- 6) If not Mailed - then () Hold Check for Pick Up at Finance

- () Return Check to: _____

Additional Request for Payment Account Detail

Description	Fund	Program	Detail	Amount
Total Amount This Section (Please Transfer this Amount to Section 3)				



CITY OF CALISTOGA
CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF NAPA) ss.
CITY OF CALISTOGA)

I, KATHY FLAMSON, City Clerk of the City of CALISTOGA, California, DO
HEREBY CERTIFY that the attached is a true and correct copy of the _____
for _____, the original of which is on file in my office, and that I have carefully
compared the same with the original.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the
official seal of the City of Calistoga, California, this ____ day of _____ 20__.

(SEAL)

KATHY FLAMSON, CITY CLERK
Calistoga, California

CITY OF CALISTOGA
MEDIA LIST

	CALISTOGA TRIBUNE	WEEKLY CALISTOGAN	NAPA VALLEY REGISTER
EDITOR	Pat Hampton Ellen Smith (Legals)	Ann Ward Ernst	Jessie Duarte
ADDRESS	P.O. Box 1176 1007 Washington St. #3 Calistoga	P.O. Box 385 1458 Lincoln Ave. Calistoga,	
Phone	942-5181	942-4035	967-6803
Email	editor@calistogatribune.com pat@calistogatribune.com	editor@weeklicalistogan.com	
Fax	942-6508	942-4134	

PRESS RELEASE



CITY OF CALISTOGA

For Immediate Release
January 1, 2015

Contact: Kathy Flamson, City Clerk
Phone: 942-2807
Email address: kflamson@ci.calistoga.ca.us

Important Information – For Immediate Release

The City of Calistoga requests that all citizens and businesses restrict City drinking water usage today due to storm-related impacts.

The very significant series of storms to hit the Calistoga area over the past several days have caused temporary impacts to the City of Calistoga's drinking water supply. Kimball Canyon Reservoir is experiencing high levels of silt, which has caused the water source to be temporarily shut down in order to protect our drinking water quality. The City's other primary source of water has been temporarily impacted due to flooding at a key pumping station.

As a result of these storm-caused problems, the City of Calistoga's water supply will be adversely impacted until approximately ___ today, __, 20___. Therefore, in order to conserve the city's available water supply today, all citizens and businesses using water from the City of Calistoga are asked to restrict City water usage as much as feasible. Please limit your water usage today to essential uses, so that the community's water supply can be preserved until the necessary repairs to the water system can be implemented. The City of Calistoga, along with its partner water suppliers – the City of Calistoga Napa, are working diligently to address these water supply problems, and will appreciate the cooperation of the community to assist in getting through this situation.

(END)



City of Calistoga Memorandum

TO: Department Heads
FROM: Kathy Flamson, City Clerk
SUBJECT:
DATE: October 8, 2018

~~~~~

Thank you,

Kathy Flamson  
City Clerk

## **SAMPLE - CITY OF CALISTOGA PROCLAMATION**

### **Recognizing the Herb Salinger**

**WHEREAS**, Herb Salinger has blessed the world with nearly 89 years of his vivacity, laughter and love; and

**WHEREAS**, Herb Salinger served his country in World War II by sailing on seven ships in the Pacific theater, being discharged as a Second Mate in the Merchant Marines; and

**WHEREAS**, Herb Salinger has had various careers, including putting lye in outhouses, Assistant to the Secretary of Labor for Arthur Goldberg in the Kennedy administration, being a teacher, principal and superintendent. Herb ended this career as the executive Director of the California School Boards Association and the American Association of School Personnel Administrators; and

**WHEREAS**, Herb Salinger has received many awards, including being honored as Personnel Administrator of the year in 2013; and

**WHEREAS**, Herb Salinger is a tireless community volunteer, belonging to Rotary International of Calistoga where he championed the need for universal Pre-School education, as well as reading to elementary school children and traveling to Guadalajara, Mexico to participate in International service through Festival of Brotherhood; and is the first man to join the Soroptimists Club of Calistoga, where he urged the club to take the lead in a local movement called "Suffragette II which will bring attention to the many inequities women still experience every day; and Hearts & Hands Preschool. Herb also volunteers for Napa County positions, such as Napa County Child Care Planning Council,

**WHEREAS**, Herb Salinger has three children, ten grandchildren and four great grandchildren and countless family and friends, who love him very much.

**NOW, THEREFORE, BE IT PROCLAIMED** that I, Chris Canning, Mayor of the City of Calistoga, within the County of Napa, do hereby proclaim Saturday, May 5, 2015 as Herb Salinger Day, and ask that all citizens of Calistoga join in this observation and congratulations to Herb.

**Signed and sealed, this ninth day of May, in the year Two Thousand and Fifteen.**

---

**Chris Canning, Mayor**

**City of Calistoga**

**VOLUNTARY SERVICES OR ACTIVITY PARTICIPATION  
AGREEMENT AND RELEASE OF LIABILITY**

I, \_\_\_\_\_, hereby acknowledge that I have  
(PRINT NAME)  
voluntarily applied to perform services or participate in activities for the City of Calistoga as listed below:

**List description of services or activities:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am voluntarily participating in these activities or providing services with the knowledge that there is some risk that I may be injured in the course of this participation or performing these services.

I hereby agree that I, my heirs, guardians, legal representatives and assigns will not make a claim against or file an action against the City of Calistoga, its officers, employees, or agents for injury or damage resulting from negligence, howsoever caused by any officer, employee, or agent of the City of Calistoga as a result of my participation in this volunteer activity or service. In addition, I hereby release and discharge the City of Calistoga, its officers, employees, or agents from all actions, claims and demands that I, my heirs, guardians, legal representatives or assigns now have or may hereafter have for injury or damage resulting from my participation in these volunteer activities or services.

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Administrative Use Only**

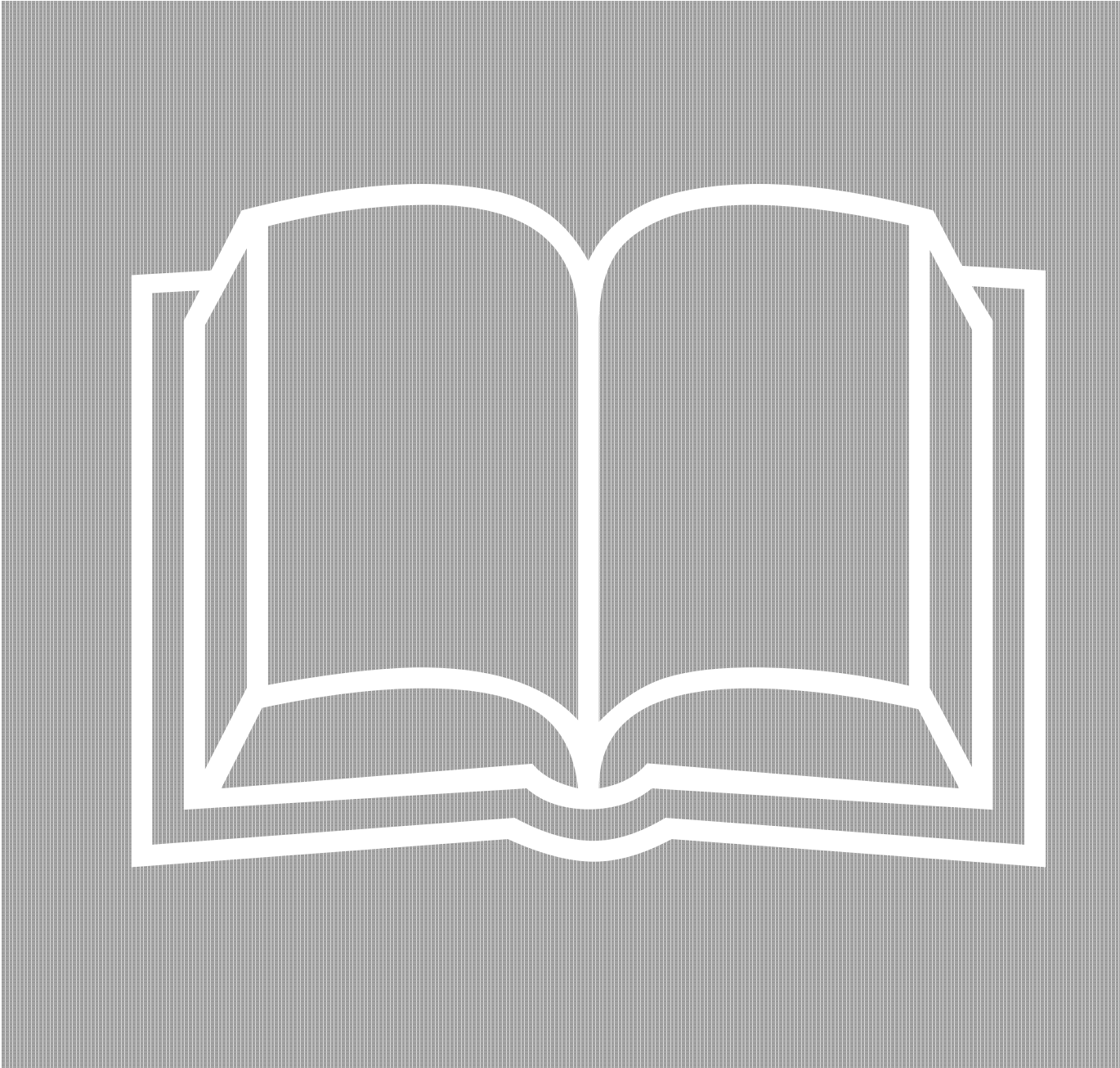
- Information Form completed
- Live Scan required  Live Scan completed \_\_\_\_\_  
DATE
- Volunteer Acceptance for service/participation \_\_\_\_\_

---

**CITY OF CALISTOGA**  
**DIRECTORY OF COMMUNITY SERVICES**

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**Guide to SCHOOLS, CHURCHES & COMMUNITY ORGANIZATIONS**



# Calistoga Community Services



## CHURCHES

|                                                                                                |          |
|------------------------------------------------------------------------------------------------|----------|
| Community Presbyterian Church<br>3 <sup>rd</sup> and Washington Streets<br>Calistoga, CA 94515 | 942-6724 |
| First Baptist Church<br>1310 Berry Street<br>Calistoga, CA 94515                               | 942-5721 |
| Highland Christian Church<br>970 Petrified Forest Road<br>Calistoga, CA 94515                  | 942-5050 |
| Holy Assumption Monastery<br>1519 Washington Street<br>Calistoga, CA 94515                     | 942-6244 |
| Jehovah's Witnesses<br>975 N. Silverado Trail<br>Calistoga, CA 94515                           | 942-6588 |
| Our Lady of Perpetual Help Catholic Church<br>901 Washington Street<br>Calistoga, CA 94515     | 942-6894 |
| St. Simeon Russian Orthodox Church<br>1421 Cedar Street<br>Calistoga, CA 94515                 | 942-6697 |
| Seventh Day Adventist<br>2102 Grant Street<br>Calistoga, CA 94515                              | 942-4877 |
| St. Luke's Episcopal<br>1504 Myrtle Street<br>Calistoga, CA 94515                              | 942-6007 |

## NON-PROFIT AND SERVICE CLUBS

|                                     |          |
|-------------------------------------|----------|
| Boy Scouts Troop 18<br>P.O. Box 219 | 942-0987 |
|-------------------------------------|----------|

|                                                                                              |                |
|----------------------------------------------------------------------------------------------|----------------|
| Calistoga, CA 94515                                                                          |                |
| Cub Scouts Pack 104<br>Dan & Jennifer Herndon<br>2004 High Rocks Road<br>Calistoga, CA 94515 | 942-1017       |
| Calistoga Little League Field<br>South end of Washington Street<br>Calistoga, CA 94515       | 942-2838       |
| Calistoga Lions Club<br>P.O. Box 855<br>Calistoga, CA 94515                                  |                |
| Calistoga Rotary Club<br>P.O. Box 754<br>Calistoga, CA 94515                                 |                |
| Calistoga Soroptimists Club<br>P.O. Box 473<br>Calistoga, CA 94515                           |                |
| Girl Scouts (800) 447-4475 ex 3020<br>P.O. Box 1363<br>Kelseyville, CA 95451                 |                |
| Rianda House                                                                                 | 963-8555       |
| WCAL                                                                                         | (707) 800-5058 |

## SCHOOLS AND CHILD CARE

|                                                                                               |          |
|-----------------------------------------------------------------------------------------------|----------|
| Boys & Girls Clubs of St. Helena and Calistoga<br>1420 Tainter Street<br>St. Helena, CA 94574 | 963-8944 |
| Calistoga Elementary School<br>1327 Berry Street<br>Calistoga, CA 94515                       | 942-4398 |
| Calistoga Jr./Sr. High School<br>1608 Lake Street<br>Calistoga, CA 94515                      | 942-6278 |

|                                                                                |          |
|--------------------------------------------------------------------------------|----------|
| Calistoga State PreSchool<br>1432 Eddy Street<br>Calistoga, CA 94515           | 942-1427 |
| Hearts and Hands Preschool<br>1504 Myrtle Street<br>Calistoga, CA 94515        | 942-1224 |
| Highlands Christian Preschool<br>970 Petrified Forest Road                     | 942-5557 |
| Palisades Continuation High School<br>1507 Grant Street<br>Calistoga, CA 94515 | 942-5255 |
| UpValley Family Center<br>P.O. Box 213<br>Calistoga, CA 94515                  | 942-6206 |

## TRANSPORTATION

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| Bus - from Calistoga to St. Helena                             | 963-3007                 |
| Calistoga Shuttle<br>1435 N. Oak Street<br>Calistoga, CA 94515 | 963-4229                 |
| Cal Trans Emergency<br>Tubbs Local Office                      | 762-6641<br>942-6010     |
| CHP Road Conditions                                            | 800-427-7623             |
| DMV                                                            | 800-777-0133             |
| Handy Van<br>www.nctpa.net                                     | 963-4229                 |
| Molly's Angels<br>Drive from Napa                              | 252-6222                 |
| Napa Valley Transit Dispatch                                   | 800-696-6443<br>251-1097 |

**DIRECTORY OF CALISTOGA COMMUNITY SERVICES**

**MISCELLANEOUS**

Cal Mart 942-6271  
 1491 Lincoln Avenue  
 Calistoga, CA 94515

Calistoga Affordable Housing 942-5920  
 1332 Lincoln Avenue  
 Calistoga, CA 94515

Calistoga Art Center 942-2278  
 1435 N. Oak Street  
 Calistoga, CA 94515

Calistoga Library 942-4833  
 1108 Myrtle Street  
 Calistoga, CA 94515

Calistoga Little League 942-2838  
 South end of Washington Street

Calistoga Post Office 942-6661  
 1013 Washington Street  
 Calistoga, CA 94515

Calistoga RV Park 942-5221  
 1601 North Oak Street  
 Calistoga, CA 94515

Calistoga Self Storage 942-6524  
 504 Washington Street  
 Calistoga, CA 94515

Calistoga Springs 942-6294  
 45 Magnolia Drive  
 Calistoga, CA 94515

Calistoga Towing 942-4445  
 2449 Foothill Blvd  
 Calistoga, CA 94515

Calistoga Tribune 942-5181  
 P.O. Box 1176  
 Calistoga, CA 94515

Chamber of Commerce 942-6333  
 1133 Washington Street  
 Calistoga, CA 94515

Chateau Calistoga 942-5101  
 223 Champagne W  
 Calistoga, CA 94515

Estate Planning  
 John Hollister 225-2264

JobCare 963-6491  
 6 Woodland Road  
 St. Helena, CA 94574

Meals on Wheels 253-6112

Napa Co. Fairgrounds 942-5111  
 1435 N. Oak Street  
 Calistoga, CA 94515

Notaries  
 Jim Flamson 942-4664  
 Jeanette Squire 942-4204  
 Cindy Ivester 709-4292

Old Faithful Geyser 942-6463  
 Tubbs Lane  
 Calistoga, CA 94515

Petaluma Animal Serv. Found. 778-7387  
 840 Hopper Street  
 Petaluma, CA 94952

Rancho de Calistoga 942-6971  
 2412 Foothill Blvd  
 Calistoga, CA 94515

Sharpsteen Museum 942-5911  
 1311 Washington Street  
 Calistoga, CA 94515

Silverado Ace Hdwr. 942-4396  
 1450 Lincoln Avenue  
 Calistoga, CA 94515

St. Helena Hospital 963-3611  
 10 Woodland Road  
 St. Helena, CA 94574

Tucker Farm Center 942-0977  
 1201 Tucker Road  
 Calistoga, CA 94515

Weekly Calistogan 942-4035  
 P.O. Box 385 (#2 to skip message)  
 Calistoga, CA 94515

Wildlife Rescue 224-4295

**MUNICIPALITIES/  
 COUNTY/STATE**

City of Calistoga 942-2805  
 1232 Washington Street

Calistoga Community Center 942-2838  
 1307 Washington Street

Calistoga Community Pool 942-2846  
 1745 Washington Street

Calistoga Fire Dept. 942-2840  
 1113 Washington Street

Calistoga Police Dept. 942-2810  
 1235 Washington Street

Calistoga Public Works 942-2780  
 414 Washington Street

City of Napa 257-9500  
 955 School Street  
 Napa, CA 94559

City Clerk 257-9503

City of St. Helena 967-2792  
 1480 Main Street  
 St. Helena, CA 94574

City Clerk 968-2742

Fish & Game 800-358-1300

Monhoff Center 942-2838  
 1505 Grant Street

Napa County Recorder 253-4246  
 900 Coombs, Room 116 253-4105  
 Napa, CA 94558  
[John.Welker@countyofnapa.org](mailto:John.Welker@countyofnapa.org)

Napa County Clerk 253-4246  
 900 Coombs, Room 116  
 Napa, CA 94558

Napa County Sheriff 253-4451

Town of Yountville 944-2959  
 6550 Yount Street  
 Yountville, CA 94599

City Clerk 944-8851

