Mayor: Alan Galbraith
Vice Mayor: Peter White
City Council: Sharon Crull
Paul Dohring
Greg Pitts

St. Helena City Council
Meeting
August 23, 2016
6:00 PM Regular Meeting
Vintage Hall Board Room – Second Floor
465 Main Street, St. Helena

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM:** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person's comments shall be limited to 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.

5. **REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

6. **CLOSED SESSION** held on August 17, 2016 – Report out of any actions taken if any.
   a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION; Government Code section 54956.9(d)(1): Water Audit California v. City of St. Helena, Napa County Superior Court No. 16CV000680

b. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION; Government Code section 54956.9(d)(2); one potential case

STAFF BRIEFING

7. Monthly water wise update presented by Jennifer Tuell, Water Conservation Coordinator

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

8. Consideration and proposed approval of Regular Meeting Minutes of August 9, 2016
CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Adopt

9. Consideration and proposed approval of a resolution accepting the Work and Directing the Filing of the Notice of Completion for the 2015 Pavement Rehabilitation Project, Capital Improvement Project R-74
CEQA Status: Categorically Exempt, Section 15301, Existing Facilities Class I
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

10. Consideration and proposed approval of a resolution approving the First Amendment to the Consultant Service Agreement in an amount not to exceed $37,000 with Frank's Janitorial Service for janitorial services of City facilities
CEQA Status: Not a CEQA Project
Prepared By: Carlos Uribe, Public Works Manager
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

11. Consideration and proposed approval of a resolution approving the use of Lyman Park on September 16, 2016 for the Mexican Independence Day celebration event hosted by the St. Helena Multicultural Committee
CEQA Status: The project has been determined to qualify for a Class 23 Categorical Exemption under CEQA Section 15323
Prepared By: Christina Cook, Public Works Administration
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

12. Consideration and proposed approval of a resolution approving out-of-state travel for Finance Director April Mitts to attend the Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois, September 27-30, 2016 in an amount not to exceed $3,100
CEQA Status: Not a CEQA Project
Prepared By: April Mitts, Finance Director
Recommendation: Adopt

13. Consideration and proposed approval of a resolution approving a Professional Services Agreement with Larry Walker Associates for storm water consulting services in an amount not to exceed $30,000

<u>CEQA Status:</u> Not a CEQA Project
<u>Prepared By:</u> Tobias Barr, Public Works Project Manager
Steven Palmer, PE, Director of Public Works/City Engineer
<u>Recommendation:</u> Adopt

14. Consideration and proposed approval of a resolution and rescinding Resolution No. 2015-147 and approving an Investment Policy for the City of St. Helena and review annual Investment Report

<u>CEQA Status:</u> Not a CEQA Project
<u>Prepared By:</u> Jennifer Phillips, City Manager
April Mitts, Finance Director
<u>Recommendation:</u> Adopt

<u>NEW BUSINESS:</u>

15. Consideration and proposed approval of:

a. Resolution of Intention to approve an amendment to the Contract between the Board of Administration of the California Public Employees' Retirement System and the City Council to incorporate the provisions of Government Code Section 20156 and include 1% employee cost share
b. Introduction and first reading of an ordinance authorizing an amendment to the Contract between the City Council of the City of St. Helena and the Board of Administration of the California Public Employee's Retirement System

CEQA Status: Not a CEQA Project
Prepared By: Mandy Kellogg, Administrative Services Manager
Recommendation: Adopt resolution, introduce ordinance by title only and waive further reading

16. Grant Quarterly Report for FY 2016, Quarter 4 and consideration and proposed adoption of a resolution accepting the Grants Quarterly Report Ending June 30, 2016 as Part of the City's Permanent Record to Ensure Transparency and Accountability for Grant Agreements

<u>Prepared By:</u> April Mitts, Finance Director
Tracey Perkosky, Grants & Finance Manager
<u>Recommendation:</u> Adopt

17. Consideration to approve the Napa County City Selection Committee recommendation to appoint Napa County Board of Supervisor Brad Wagenknecht to represent the Napa County Cities and Town on the Marin Clean Energy Board of Directors

<u>CEQA Status:</u> Not a CEQA Project
<u>Prepared By:</u> Cindy Black, City Clerk
<u>Recommendation:</u> Provide direction

18. Consideration to designate two members of the St. Helena City Council as the 2016 League of California Cities Annual Conference voting delegate and an alternate voting delegate

CEQA Status: Not a CEQA project
Lead Staff: Cindy Black, City Clerk
Recommendation: Provide direction

19. Council to review the proposed resolution committing the League of California Cities to supporting vision zero, towards zero deaths, and other programs or initiatives to make safety a top priority for transportation projects and policy formulation, while encouraging cities to pursue similar initiatives; provide voting direction to the voting delegate and alternate voting delegate
CEQA Status: Not a CEQA Project
Lead Staff: Cindy Black, City Clerk
Recommendation: Provide direction to voting delegate

20. Fiscal Year 2015/16 4th Quarter Finance Report - Unaudited
CEQA Status: Not a CEQA Project
Prepared By: April Mitts, Finance Director
Recommendation: Adopt

21. Consideration and proposed approval of a resolution authorizing the Police Department to Over Hire one Police Officer position effective September 9th, 2016, in advance of an announced Officer retirement in December, 2016, at no additional cost to the City
CEQA Status: Not a CEQA Project
Prepared By: William Imboden, Chief of Police
Recommendation: Adopt

22. Consideration and proposed approval of a resolution authorizing the City Manager to accept a conditional offer from the Regional Water Quality Control Board to settle alleged discharge violations at the wastewater treatment and reclamation plant through payment of mandatory penalty in the amount of $15,000; and authorizing transfer of $15,000 from the wastewater capital project fund to the wastewater operating fund to pay for the penalty
CEQA Status: Not a CEQA Project
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

ADJOURNMENT The next Regular City Council meeting is scheduled for September 13, 2016, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on August 18, 2016.

Cindy Black

Cindy Black, City Clerk

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

Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1480 Main Street, St. Helena, California, during normal business hours. In addition, such writings or documents will be made available on the City's web site at http://cityofsthelena.org and will be available for public review at the respective meeting.

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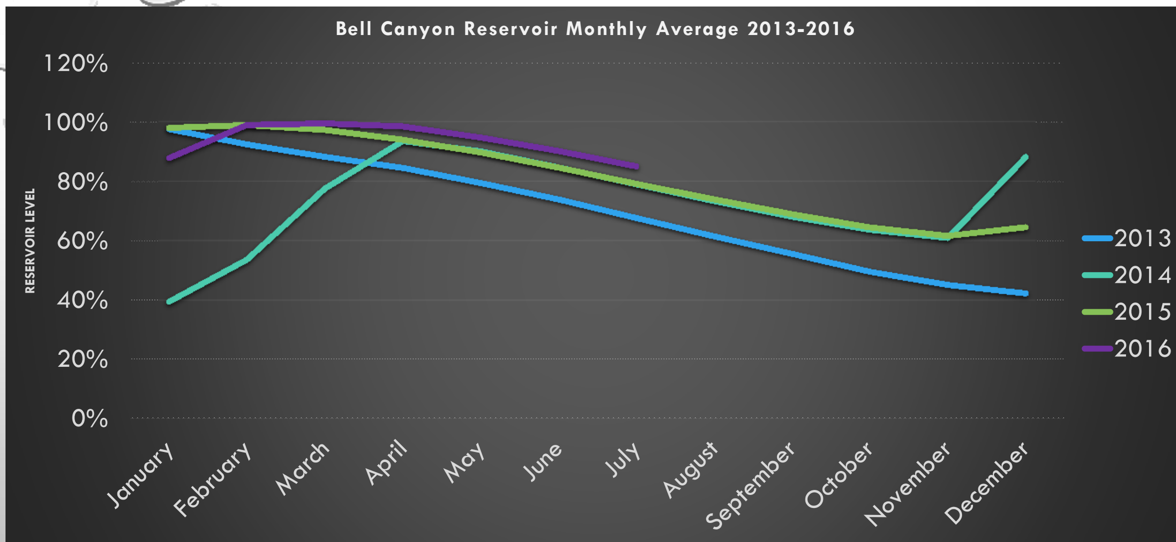
WATER CONSERVATION

August 23, 2016

1

Scheduled mailing date:
August 24th, 2016



Month	2013	2014	2015	2016
June	74.00%	84.79%	84.74%	90.33%
July	67.73%	79.09%	79.27%	85.15%

3

HISTORICAL WATER PRODUCTION

Average reduction

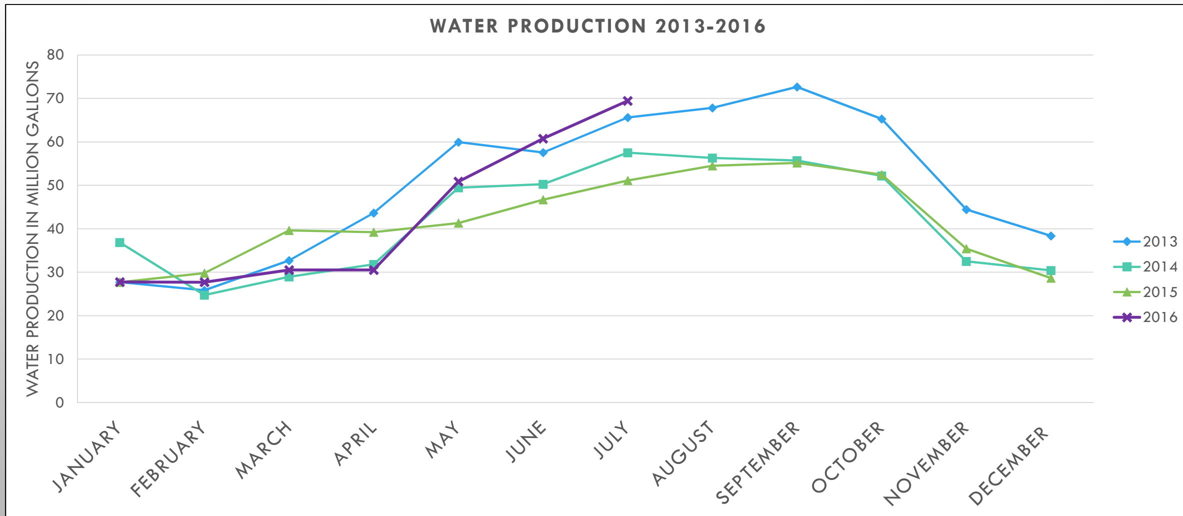
June-December 2015:

-21.32%

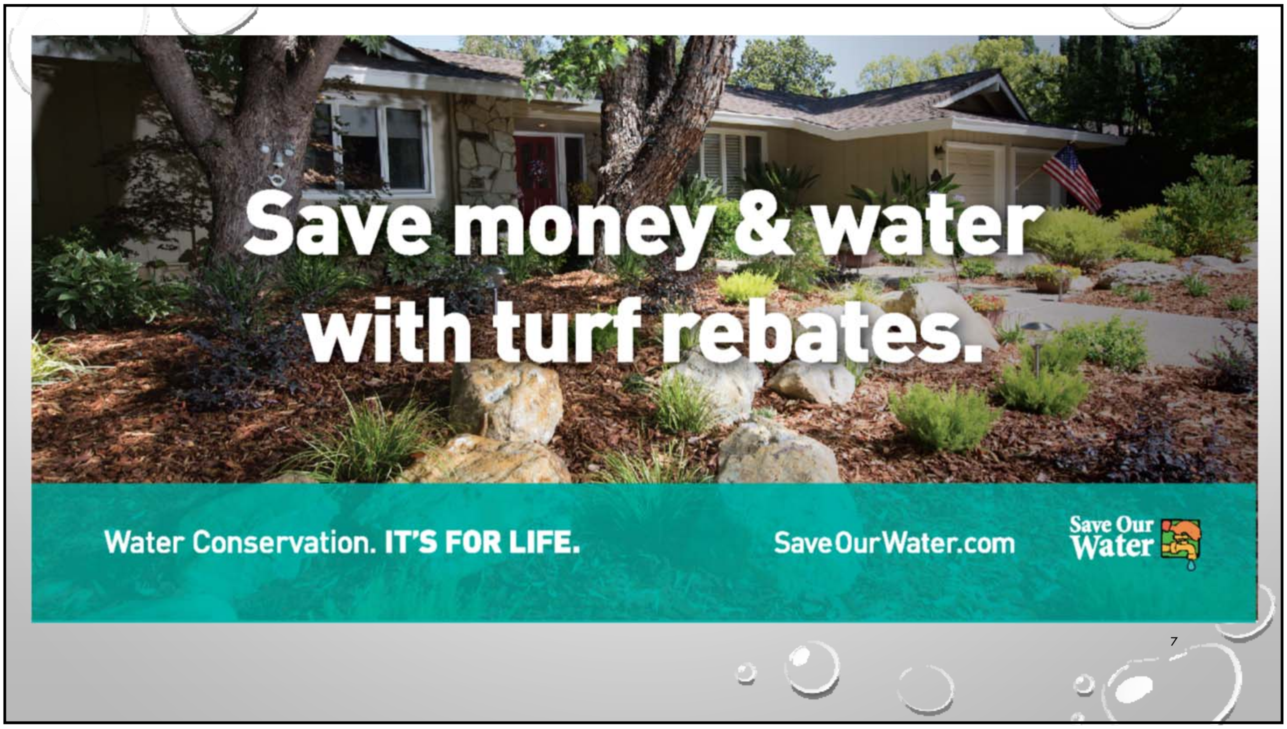
	2013 to 2015	2013 to 2016
January	-0.17%	0.07%
February	15.29%	7.18%
March	21.17%	-6.67%
April	-10.11%	-30.05%
May	-31.06%	-15.17%
June	-18.91%	5.52%
July	-22.11%	5.84%
August	-19.66%	
September	-24.05%	
October	-19.59%	
November	-20.37%	
December	-25.37%	

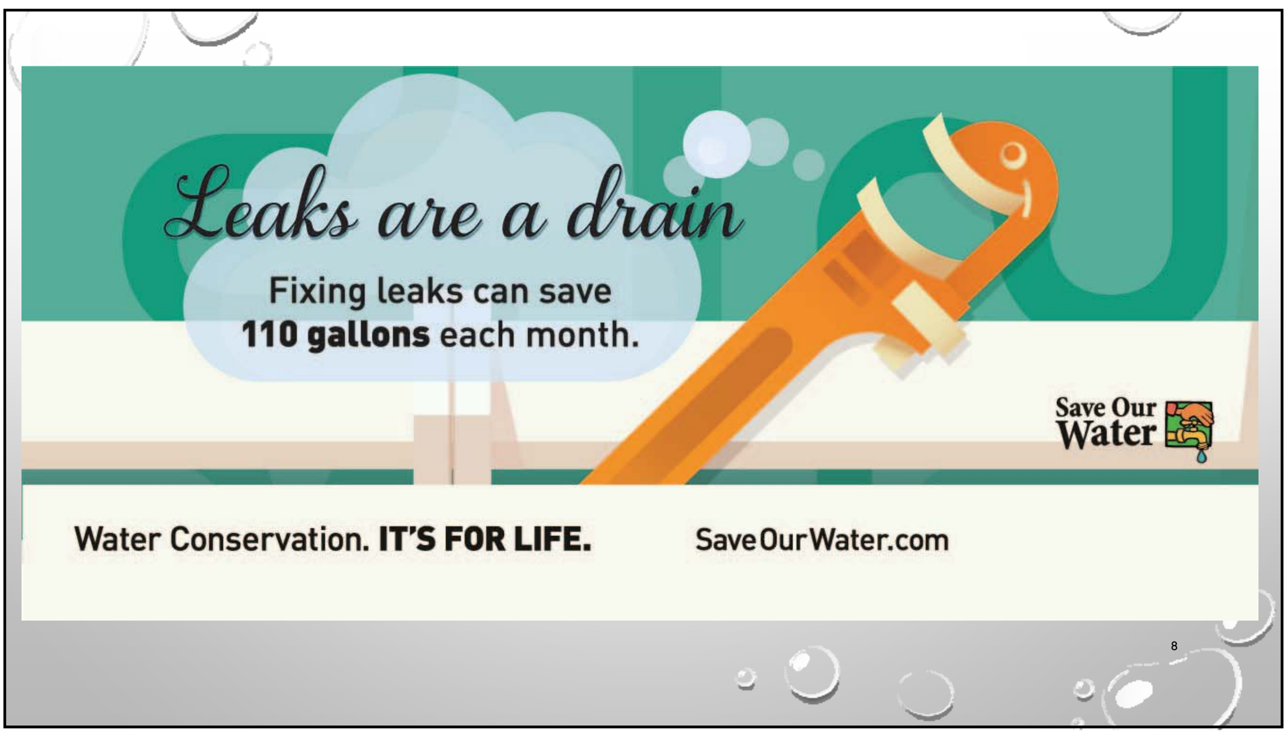
Drought Reporting Regulations Began

WATER PRODUCTION



Water Conservation. IT'S FOR LIFE.


Save money & water
with turf rebates.
Water Conservation. IT'S FOR LIFE.
SaveOurWater.com
Save Our Water
7


Leaks are a drain
Fixing leaks can save
110 gallons each month.
Save Our Water
Water Conservation. IT'S FOR LIFE.
SaveOurWater.com
8

WATER CONSERVATION

- Water and Waste Water Rate Study
- Existing Water Agreements
- Continue outreach
  - Fix a leak and Notifications
  - Water Neutrality
  - Conservation
- Clothes Washer Rebate Program

Outreach

- May-October: Farmer's Market Monthly Outreach
- Direct Mail with information on rebate programs (bilingual)

9

Ad Hoc Revenue Source Task Force

Tuesday
September 13, 2016
@ 1 pm

10

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Minutes
St. Helena City Council
August 9, 2016

6:00 P.M. REGULAR MEETING
465 MAIN STREET, ST. HELENA
VINTAGE HALL BOARD ROOM – SECOND FLOOR

A complete video recording of this meeting, except for closed session, can be found at www.cityofsthelena.org or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

   Present: Councilmembers Crull, Dohring, Pitts, White, Mayor Galbraith
   Absent: None

4. **PUBLIC FORUM:**

No public comment received.

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

Finance Director April Mitts reported on the current FY 15/16 auditor process.

City Clerk Cindy Black reported that current up to date election information is located on the City web site under the City Clerk page.

Public Works Director Steve Palmer reported on the upcoming lead and copper testing mandated by the State. It is a voluntary program for residents to participate. Public Works Director Palmer encourages residents to participate if contacted.

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

6. Consideration and proposed approval of Regular Meeting Minutes of June 28, 2016
   CEQA Status: Not a CEQA Project
   Prepared By: Cindy Black, City Clerk
   Recommendation: Adopt

7. Consideration and proposed approval of a resolution 2016-7 approving a City of St. Helena Internship Policy P-HR-0107, a Policy and Procedures Handbook for City Departments, and a Policy and Procedures Handbook for City Interns

<u>CEQA Status:</u> Not a CEQA Project
<u>Prepared By:</u> Kathy Robinson, Human Resources & IT Director
Mandy Kellogg, Administrative Services Manager
<u>Recommendation:</u> Adopt

8. Consideration and proposed approval of a resolution 2016-103 accepting the work and directing the filing of the Notice of Completion for the Lower York Creek Dam Rehabilitation CIP W-108; Repair Outlet Tower

<u>CEQA Status:</u> Categorically Exempt, Section 15301, Existing Facilities
<u>Prepared By:</u> Tobias Barr, Public Works Project Manager
Steven Palmer, PE, Director of Public Works/City Engineer
<u>Recommendation:</u> Adopt

9. Consideration and proposed approval of a resolution 2016-104 approving a sole source purchase for one (1) Channel Monster Waste Water Grinder from JWC Environmental in an amount not to exceed $45,000

<u>CEQA Status:</u> Not a CEQA Project
<u>Prepared By:</u> Jarratt Rossini, Acting Chief Plant Operator
Steven Palmer, PE, Director of Public Works/City Engineer
<u>Recommendation:</u> Adopt

Item 10 was pulled from consent.

~~**10.** Consideration and proposed approval of a resolution 2016-105 approving the Final Map for Fulton Lane Parcel Map and authorizing the City Manager to execute the Subdivision Improvement Agreement~~

~~CEQA Status: Categorically Exempt, Section 15315, subdivision of four or fewer parcels; and Section 15303, construction or conversion of small structures including single-family residences, garages, pools, etc.~~
~~Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer~~
~~Recommendation: Adopt~~

11. Consideration and proposed approval of a resolution 2016-106 providing a budgeted limited term full-time Administrative Records Assistant in the City Clerk's office for a cost of $56,906; and funding to reconfigure the front office to accommodate three work stations which includes office furniture and the purchase of a new computer for a cost not to exceed $4,500; for a total transfer from General Fund Reserves not to exceed $64,406

<u>CEQA Status:</u> Not a CEQA Project
<u>Prepared By:</u> Cindy Black, City Clerk
<u>Recommendation:</u> Adopt

Vice Mayor White moved to approve Consent Items 6-9 and 11. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

10. Consideration and proposed approval of a resolution 2016-105 approving the Final Map for Fulton Lane Parcel Map and authorizing the City Manager to execute the Subdivision Improvement Agreement

CEQA Status:	Categorically Exempt, Section 15315, subdivision of four or fewer parcels; and Section 15303, construction or conversion of small structures including single-family residences, garages, pools, etc.
Prepared By:	Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation:	Adopt

Director of Public Works/City Engineer Steve Palmer reported on pulled Consent Item 10.

No public comment received.

Councilmember Pitts moved to approve Consent Item 10. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Councilmembers Pitts, White, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: None

NEW BUSINESS:

12. Consideration and proposed approval of a letter to the Citizens' Stamp Advisory Committee in Washington DC supporting a commemorative stamp of the mural located in the St. Helena Post Office lobby

CEQA Status:	Not a CEQA Project
Prepared By:	Cindy Black, City Clerk
Recommendation:	Approve

City Clerk Cindy Black reported on this item.

Bobbie Monnette addressed the City Council.

A motion was made by Councilmember Dohring to authorize a letter to the Citizens' Stamp Advisory Committee in Washington DC supporting a commemorative stamp of the mural located in the St. Helena Post Office lobby. The motion was seconded by Councilmember Pitts and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Pitts, White, Crull and Mayor Galbraith

NOES: None

ABSENT: None

13. Provide Direction Regarding the Negotiation of a Site Agreement with EVgo for Electric Vehicle Charging Stations at Oak Street Parking Lot

CEQA Status:	Not a CEQA Project
Prepared By:	Tobias Barr, Public Works Project Manager Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation:	Provide direction

Public Works Project Manager Tobias Barr reported on this item.

Bobbie Monnette addressed the City Council.

It was the consensus of the City Council to direct staff to poll other cities for additional information and bring back for a future agenda item.

14. Discussion and direction to staff regarding various committee vacancies

CEQA Status:	Not a CEQA Project
Prepared By:	Cindy Black, City Clerk
Recommendation:	Provide direction

City Clerk Cindy Black reported on this item.

Janis Gay and Bobbie Monnette addressed the City Council.

Councilmember Dohring noted that he would like the City to hold an annual volunteer appreciation celebration.

Mayor Galbraith would like for each committee to be agendized at least once annually to report out to the Council.

It was the concensus of the City Council that the following changes are made to various committees:

Board of Library Trustees:

- Mayor Galbraith is appointed as the City Council liaison.
- Recruit for the one vacant position.

Parks and Recreation Commission:

- Vice Mayor White is appointed as the City Council liaison.

Tree Committee:

- Councilmember Crull is appointed as the City Council liaison.
- Recruit for the one vacant position.

Sustainability/Active Transportation Committee:

- Councilmember Pitts is appointed as the City Council liaison.
- The City Clerk will reach out to each committee member regarding Council direction to combine the committees. If all members agree to remain on the combined committee there will be no vacancies.

Multi Cultural Committee:

- Councilmember Dohring is appointed as the City Council liaison.
- Mayor Galbraith directed staff to bring this item back for Council consideration in September or October.

ADJOURNMENT

Mayor Galbraith adjourned the meeting at 7:23 p.m.

APPROVED: **ATTEST:**

Alan Galbraith, Mayor Cindy Black, City Clerk

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Item No: 9

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a resolution accepting the Work and Directing the Filing of the Notice of Completion for the 2015 Pavement Rehabilitation Project, Capital Improvement Project R-74**

CEQA Status: **Categorically Exempt, Section 15301, Existing Facilities Class I**

Prepared By: **Steven Palmer, PE, Director of Public Works/City Engineer**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

On February 23, 2016 the City Council approved the Project Manual, authorized the bid request, and made findings that the 2015 Pavement Rehabilitation Project-Capital Improvement Project R-74 is categorically exempt from the California Environmental Quality Act.

The following streets received slurry seal as part of this Project:

- Vineyard Avenue - Hillview Place to north end of street
- Doris Avenue
- Doris Court
- Hillview Place/Oak Avenue - Madrona Avenue to Spring Mountain Road
- Elmhurst Avenue - Main Street to Spring Mountain Road
- Quail Court
- North Crane Avenue - Southern end to Spring Street

A Project Map is included as Attachment 1.

On April 12, 2016 the City Council awarded a construction contract for the work in the amount of $124,920 to American Asphalt Repair and Resurfacing Company, and authorized the Director of Public Works to approve change orders not to exceed 10% of the contract amount. The Director of Public Works issued a Notice to Proceed with the work on June 13, 2016.

American Asphalt Repair and Resurfacing Company has completed all work required by the contract, and the Project is ready for acceptance and filing of the Notice of Completion (NOC).

DISCUSSION

During construction there were three change orders issued by the Director of Public Works, totaling $9,938.98. Change Order No. 1 included additional pavement repairs that were required at the intersection of Vineyard Avenue and Hillview Place. The bid quantity for asphalt repairs in this intersection did not match the actual field measured area.

Change Order No. 2 includes slurry seal and striping of the on-street parking area and school bus drop off/pickup area at Robert Louis Stevenson Middle School on Elmhurst Avenue. This area is directly connected to Elmhurst Avenue, however it is on the school district property and the school has agreed to reimburse the City for the additional cost to slurry seal and stripe this area.

The third change order was for additional pavement markings that were requested by the City to create striping "chokers" at the location of mid-block crosswalks near Robert Louis Stevenson Middle School located on Elmhurst Avenue and Hillview Place. These traffic calming devices are intended to slow traffic and increase safety for pedestrians and bicyclists by reducing lane widths and causing vehicles to reduce speeds. These areas were targeted because of high pedestrian volumes, especially school children. The change orders are listed below.

Number	Description	Amount
1	Additional repairs at Vineyard Avenue and Hillview Place	$ 7,113.88
2	Slurry seal on-street parking area next to RLS Middle School	$ 2,321.10
3	Traffic calming	$ 504.00
	Total	**$ 9,938.98**

FISCAL IMPACT

The total project cost is detailed below.

Description	Approved Budget	Projected
Preliminary Engineering	$ 18,000.00	$ 15,955.00
Construction Management/ Inspection	$ 25,860.00	$ 20,135.00
Construction Contract	$ 124,920.00	$ 124,920.00
Construction Contingency (10%)	$ 12,492.00	
Change Order No. 1		$ 7,113.88
Change Order No. 2		$ 2,321.10
Change Order No. 3		$ 504.00
Total	**$ 181,272.00**	**$ 170,948.98**

The projected expenditures are estimated to be less than the currently approved budget and a budget adjustment is not required.

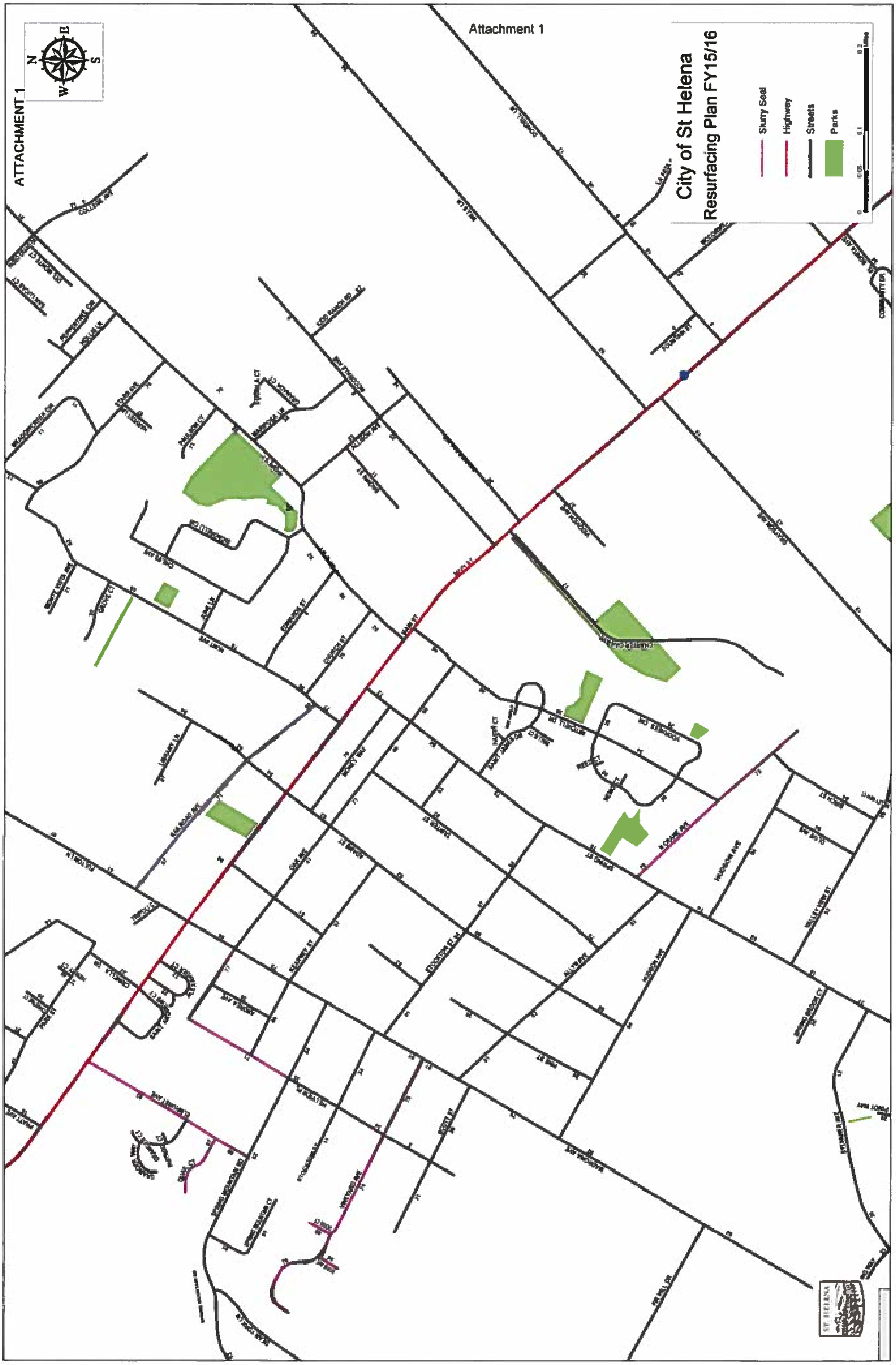
RECOMMENDED ACTION

Adopt the attached Resolution to accept the work and direct the filing of the Notice of Completion for the 2015 Pavement Rehabilitation Project, Capital Improvement Project R-74.

ATTACHMENTS

1. Project Map
2. Resolution
3. Notice of Completion

Attachment 1



CITY OF ST. HELENA

RESOLUTION NO. 2016-____

ACCEPTING THE WORK AND DIRECTING THE FILING OF THE NOTICE OF COMPLETION FOR THE 2015 PAVEMENT REHABILITATION PROJECT, CIP R-74

RECITALS

A. On April 12, 2016, the City Council awarded a construction contract to American Asphalt Repair and Resurfacing Company in the amount of $124,920.00; and

B. The Public Works Director/City Engineer authorized three Change Orders totaling in the amount of $9,938.98, bringing the full contract amount to $134,858.98; and

C. American Asphalt Repair and Resurfacing Company has completed the work in accordance with the contract documents for the project; and

D. If no liens or claims have been filed within 35 days of filing the Notice of Completion, the retained payment funds and any amount due will be released to American Asphalt Repair and Resurfacing Company.

RESOLUTION

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

1. The work performed by American Asphalt Repair and Resurfacing Company under the subject contract is accepted as complete.
2. The Public Works Director/City Engineer is authorized to prepare a Notice of Completion and the City Clerk is directed to file a Notice of Completion with the Napa County Recorder.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

______________________ ______________________

Alan Galbraith
Mayor

Cindy Black
City Clerk

ATTACHMENT 3

Recording Requested By:
City of St Helena
1480 Main Street
St Helena, CA 94574

Exempt From Recording Fees Per Government Code Sec. 27383

When Recorded Mail To:
City Clerk
City of St Helena
1480 Main Street
St Helena, CA 94574

SPACE ABOVE THIS LINE FOR RECORDERS USE ONLY

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1 The undersigned is an owner of an interest of estate in the hereinafter described real property, the nature of which interest or estate is: fee simple.

2 The full name and address of the undersigned owner and of any and all co-owners are:

Name	Street and No.	City	State
City of St Helena	1480 Main Street	St Helena	CA

3 On the 23rd day of August, 2016, there was completed upon the hereinafter described real property a work of improvement as a whole and described as follows: **2015 Pavement Rehabilitation Project, CIP R74**

4 The name of the original contractor for the work of improvement as a whole was: **American Asphalt Repair and Resurfacing Company.**

5 The real property herein referred to is situated in the City of St Helena, County of Napa, State of California, and described as follows: **Various Streets Citywide**

6 The street address of the property is: **Various Streets Citywide.**

By: ______________________________
Owner's Authorized Agent's Signature – Sign Before Notary

Steven Palmer, Public Works Director/City Engineer

ACKNOWLEDGMENT

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

State of California
County of ______________________________)

On _________________________ before me, ____
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature ______________________________ **(Seal)**

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Item No: 10

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: Consent

Subject: **Consideration and proposed approval of a resolution approving the First Amendment to the Consultant Service Agreement in an amount not to exceed $37,000 with Frank's Janitorial Service for janitorial services of City facilities**

CEQA Status: **Not a CEQA project**

Prepared By: Carlos Uribe, Public Works Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

Since October 2012, the City has contracted with Frank's Janitorial to provide janitorial services. The City's agreement with Frank's Janitorial ended July 2016.

DISCUSSION

City staff issued a Request for Proposals (RFP) for Janitorial services on May 6, 2016. The RFP was posted on the City website, posted as a public bid notification on the BluePrint Express website, and Staff invited four companies to bid. Staff held a mandatory bidder's meetings on May 19, 2016 and June 7, 2016. Three companies attended the meetings and two of those submitted proposals by the June 13, 2016 4:00 p.m. deadline.

The City received the following proposals:

COMPANY	PROPOSAL AMOUNT
Five Star Cleaning Service	$94,000 per year
*Franks Janitorial Service	$73,590 per year
ProMaintenance Janitorial Services	$71,688 per year
Jani Crew of Marin	Proposal was incomplete

*(Did not attend mandatory pre-bid meeting)

Staff reached out to the lowest price proposal that was responsive, ProMaintenance, Janitorial Services and continued the procurement process. After multiple attempts to have ProMaintenance provide the necessary insurance as required by the RFP, they acknowledged that they would not be able to meet the City's insurance requirements. Staff subsequently reached out to the second lowest priced responsive proposer, Five Star Cleaning Service, and requested a certificate insurance complying with the City requirements. During these negotiations, the contract for janitorial services with Franks' Janitorial Service expired in July 2016.

Staff is recommending that the current contract with Franks Janitorial Service be extended for up to six months, while proper procurement process continues and a Consultant Service Agreement is negotiated with a firm that meets the City's requirements. The term of the Consultant Services Agreement will extend from August 1, 2016 to February 1, 2017, for an amount not to exceed $37,000.

FISCAL IMPACT

The cost for this First Amendment to the Consultant Services Agreement for janitorial services of $37,000 is within the Fiscal Year 2016/2017 budget of $72,370 for janitorial services.

RECOMMENDED ACTION

Adopt attached resolution authorizing the City Manager to execute a First Amendment to the Consultant Services Agreement with Franks Janitorial Service in the amount of $37,000 for providing janitorial services to City facilities for up to six months, ending on February 1, 2017.

ATTACHMENTS

1. Resolution
2. First Amendment to the Consultant Services Agreement

CITY OF ST. HELENA

RESOLUTION NO. 2016-____

APPROVING FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH FRANKS JANITORIAL SERVICE IN THE AMOUNT OF $37,000 TO PROVIDE JANITORIAL SERVICES TO CITY FACILITIES FOR UP TO SIX MONTHS, ENDING ON FEBURARY 1, 2017

RECITALS

A. Since October 2012, the City has contracted with Franks Janitorial Service to provide janitorial services and that agreement will end in July 2016; and

B. The City of St. Helena on May 6, 2016, released a Request for Proposal to receive bids for janitorial services; and

C. Two mandatory pre-bid meetings were held on May 19, 2016 and June 7, 2016; and

D. City staff is still negotiating with the respondents to the RFP and has yet to complete negotiations; and

E. The City desires to extend the existing Professional Services Agreement with Frank's Janitorial Service; and

F. The First Amendment shall not exceed $37,000; and

G. The Contract period shall extend from August 1, 2016 to February 1, 2017.

RESOLUTION

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

1. The City Manager is authorized to execute the First Amendment to the Professional Services Agreement with Franks Janitorial Service in the amount of $37,000 for janitorial services to City facilities.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016 by the following vote:

Mayor Galbraith: ____________

Vice Mayor White: ____________

Councilmember Crull: ____________

Councilmember Dohring: ____________

Councilmember Pitts: ____________

APPROVED: ATTEST:

____________________________ ____________________________

Alan Galbraith
Mayor

Cindy Black
City Clerk

FIRST AMENDMENT
TO CONSULTANT SERVICES AGREEMENT WITH FRANKS JANITORIAL SERVICE.

This First Amendment to Consultant Services Agreement dated October 13, 2015 ("Agreement") is made as of this 23rd day of August 2016 by and between the City of St. Helena, a municipal corporation ("City"), and Franks Janitorial Services. ("Consultant").

RECITALS

A. On October 13, 2015 the City and Consultant entered into the Agreement for Consultant to provide janitorial services to City facilities.

B. The City of St. Helena on May 6, 2016, released a Request for Proposal to receive bids for janitorial services; and

C. Two mandatory pre-bid meetings were held on May 19, 2016 and June 7, 2016; and

D. City staff is still negotiating with the respondents to the RFP and has yet to complete negotiations; and

E. The City desires to extend the existing Professional Services Agreement with Frank's Janitorial Service; and

F. The First Amendment shall not exceed $37,000; and

G. The Contract period shall extend from August 1, 2016 to February 1, 2017

AGREEMENT

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

1. Section 1. Basic Services

Exhibit A to the Agreement is replaced with the attached Exhibit A-1.

2. Section 4. Compensation and Method of Payment

Section 4.A is amended to increase the total compensation payable to Consultant under the Agreement by $37,000 to read as follows:

"Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in Exhibit B-1, "Compensation," attached hereto and made a part hereof. Total compensation shall not exceed $96,880, unless additional compensation is approved in accordance with Section 2."

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

Entered as of the day and year first above stated.

CONSULTANT:

Franks Janitorial Service
2400 Oak Steet
Napa, CA 94559

____
Signatures of Authorized Persons:

By: ____________________________

Print Name:_______________________

Title: ____________________________

CITY OF ST. HELENA
a Municipal Corporation

By:________________________________

Jennifer Phillips, City Manager

APPROVED AS TO FORM:

____
Thomas B. Brown, City Attorney

ATTEST:

____
Cindy Black, City Clerk

Attachments:

Exhibit A-1, "Scope of Services"
Exhibit B-1, "Compensation"

EXHIBIT A-1
SCOPE OF SERVICES

	Building	Aprox. Sq Ft	Day of Week/Month	# of Days
1	Library	14,445	M-W-F	3
2	Library Bathrooms		Su-M-T-W-Th-F-Sa	7
3	City Hall	11,411	T/F W-Trash & RR	3
4	Police Department		M-W-F	3
5	Carnegie Building	6,327	M-W-F	3
6	Fire Hall	15,463	T/TH	2
7	Teen Center	3,180	T/TH	2
8	Corp yard	2,100	T/TH	2
9	Scout Hall	2,900	T/TH	2
10	Head Start	1,550	T/TH	2
11	Waste Water TP	750	Bi-Monthly, W	2

Building	Carpet Cleaning	Deep Clean
Library	JAN & JUNE	JAN & JUNE
City Hall	JAN & JUNE	JAN & JUNE
Police Department	JAN & JUNE	JAN & JUNE
Carnegie Building	JAN & JUNE	JAN & JUNE
Fire Hall	OCT & MAR	OCT & MAR
Head Start	MAY & NOV	MAY & NOV

Services to be Performed Inside Buildings:

1. All restrooms, offices, staff break rooms, dining areas, gyms and common areas must be cleaned each contracted day. Daily clean and mop all tile and vacuum carpeted floors.

2. Typical cleaning will include:

    - Empty trash and replace liners.
    - Empty recycling and place in proper containers.
    - Clean and sanitize all restrooms and stock supplies.
    - Dust all open areas and tops of furniture, chairs, and picture frames.
    - Dust all baseboards.
    - Remove all cobwebs.
    - Clean kitchen counters and sinks tops of appliances, back splashes, fronts of cabinets, tables and chairs.
    - Sweep and mop all floors.
    - Vacuum carpets and all mats.
    - Clean around window sills, outside entrances and glass doors.

3. Franks Janitorial Service will notify Public Works Manager of any issues that arise such as; safety and maintenance issues, burnt out lighting, electrical and plumbing issues, and problems with equipment .

4. Franks Janitorial Service will notify Public Works Manager when supplies (paper products and trash liners) are needed.

5. Franks Janitorial Services will maintain a Sign-in sign out log. To be submitted monthly with invoicing

EXHIBIT B-1
COMPENSATION

Typical Cleaning

Building	Cost (per month)
Library	$ 1,137.50
Library Bathrooms	$ 758.33
City Hall Police Department	$ 1,570.83
Carnegie Building	$ 325.00
Fire Hall	$ 487.50
Teen Center	$ 541.67
Corporation Yard	$ 216.67
Scout Hall	$ 325.00
Head Start	$ 216.67
Waste Water Treatment Plant	$ 112.50
Total Cost Per Month	**$ 5,691.67**
Total Six Month Cost	**$34,150.00**

Optional Services

Building	Cost
Library	
City Hall	
Police Department	
Carnegie Building	
Fire Hall	
Head Start	
Total Six Month Cost	**$2,650.00**

Total Six Month Cost All Services - $37,000

Item No: 11

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: Consent

Subject: **Consideration and proposed approval of a resolution approving the use of Lyman Park on September 16, 2016 for the Mexican Independence Day celebration event hosted by the St. Helena Multicultural Committee**

CEQA Status: **The project has been determined to qualify for a Class 23 Categorical Exemption under CEQA Section 15323**

Prepared By: Christina Cook, Public Works Administration CC

Reviewed By: Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The Mexican Independence Day celebration is an annual event put on by the St. Helena Multicultural Committee. The event is held on September 16th each year at Lyman Park. It is open to the public and free to attend.

DISCUSSION

The St. Helena Multicultural Committee will be hosting the annual Mexican Independence Day celebration at Lyman Park on September 16, 2016. The event is begins at 5:00 and ends at 9:00 pm. An exchange of American and Mexican flags by the St. Helena Mayor and Mexican Consulate will take place during the event. The celebration will include food booths, wine tasting, music and dancing.

The Committee has also requested flags to be hung along Main Street. Resolution No. 2009-76 states: "The American and Mexican flags are authorized to be displayed on September 16 in recognition of Mexican Independence Day". The flags are to line both sides of Main Street from Sulphur Creek Bridge to Pine Street.

FISCAL IMPACT

This is a City sponsored event, fees are not applicable. The City will provide approximately 15 staff hours of time to help with set up, break down and clean up.

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena adopt the attached resolution.

ATTACHMENTS

1. Resolution
2. Resolution 2009-76
3. Flyer

CITY OF ST. HELENA

RESOLUTION NO. 2016-

APPROVING THE USE OF LYMAN PARK FOR MEXICAN INDEPENDENCE DAY CELEBRATION EVENT BY THE ST. HELENA MULTICULTURAL COMMITTEE

RECITALS

A. The St. Helena Multicultural Committee has requested permission to host the annual Mexican Independence Day Celebration event at Lyman Park on September 16, 2016, from 5:00 pm to 9:00 pm.

B. This event, will be open to the general community; it will include food booths, wine tasting, music and dancing.

C. No fees or Encroachment Permit is required as this is a City Sponsored event. The City Council approves City Park employees to assist in the setup, tear down and clean up for approximately 15 man hours.

RESOLUTION

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

1. Permission is hereby granted to the St. Helena Multicultural Committee to use Lyman Park for the Mexican Independence Day celebration event in coordination with the City.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016 by the following vote:

Mayor Galbraith: ___________

Vice Mayor White: ___________

Councilmember Crull: ___________

Councilmember Dohring: ___________

Councilmember Pitts: ___________

APPROVED: ATTEST:

_________________________ _________________________

Alan Galbraith, Mayor Cindy Black, City Clerk

Attachment 2

CITY OF ST. HELENA

RESOLUTION NO. 2009-76

RESCINDING RESOLUTION NO. 2004-27 AND AUTHORIZING AN AVENUE OF FLAGS PERMITTING THE DISPLAY OF FLAGS ON CERTAIN HOLIDAYS AND ALLOWING THE DISPLAY OF FLAGS FROM THE MEMORIAL DAY HOLIDAY THROUGH SEPTEMBER 11TH

RECITALS

A. At the May 13, 2003 City Council Meeting American Legion Post 199 requested Council support of the establishment of an "Avenue of Flags" lining both sides of Main Street from Sulphur Creek Bridge to Pine Street.

B. Public Works was directed to install brackets on the electroliers allowing for the display of flags.

C. The American Legion stated that the flags will be made available for the City's use upon request and will be stored at the American Legion Hall.

D. The American Legion requested the flags be displayed on Memorial Day, Flag Day, Independence Day, and Veterans Day.

E. On June 24, 2003, the American Legion requested authorization to hang the flags for three days when the Fourth of July falls on a Friday as will occur on July 4, 2003.

F. On January 2, 2004 the American Legion requested authorization to fly the American flag on Main Street for three days when a holiday mentioned in paragraph "D" falls on a 3-day weekend.

G. On June 23, 2009 Council authorized the display of flags on Memorial Day through September 11th.

RESOLUTION

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

1. Approve an "Avenue of Flags" lining both sides of Main Street from Sulphur Creek Bridge to Pine Street.

2. Flags are to be displayed on the following holidays: Memorial Day, Flag Day, Independence Day, and Veterans Day.

3. The display of flags for the Memorial Day Holiday are authorized to remain displayed through September 11 (in memory of the 9-11-2001 event).

4. When the holiday creates a 3-day weekend, the flags are authorized to be displayed for three consecutive days.

5. The American and Mexican flags are authorized to be displayed on September 16 in recognition of Mexican Independence Day.

Approved at a Regular Meeting of the St. Helena City Council on June 23, 2009 by the following vote:

AYES: Councilmembers Sklar, Crull, Sanchez, Schoch, Mayor Britton
NOES: None
ABSENT: None

APPROVED:

Delford Britton
Mayor

ATTEST:

Delia Guijosa
City Clerk

CITY OF ST. HELENA
Incorporated March 24, 1876
Re-incorporated May 14, 1889
STATE OF CALIFORNIA

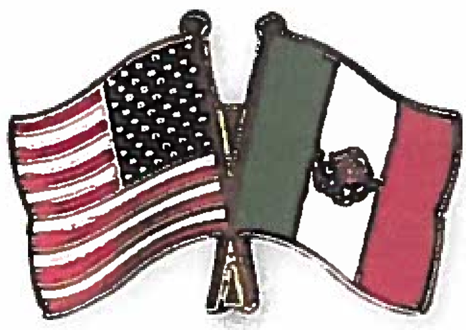
Attachment 3

The City of St. Helena Multicultural Committee Presents:

El Comite Multicultural de la Ciudad de St. Helena Presenta:

MEXICAN INDEPENDENCE DAY CELEBRATION!!!

LA INDEPENDENCIA DE MÉXICO!



FRIDAY SEPTEMBER 16TH, 2016 from 5;00 pm to 9:00 pm

EL VIERNES 16 DE SEPTIEMBRE, 2016 de 5:00 pm a 9:00pm

Come Join and Celebrate with us!!!

Venga a Celebrar con Nosotros!!!

AT LYMAN PARK 1300 MAIN ST/EN EL PARQUE LYMAN

Ballet Folklorico ZEMPOALXOCHITL—Singer JACKIE DIAZ

Música/Music, Lots of Mexican Food/Mucha Comida Mexicana

Bring your chair or blanket & Enjoy!

Traiga su silla ó cobija y venga a celebrar y disfrutar!!

Item No: 12

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: Consent

Subject: **Consideration and proposed approval of a resolution approving out-of-state travel for Finance Director April Mitts to attend the Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois, September 27-30, 2016 in an amount not to exceed $3,100**

CEQA Status: **Not a CEQA project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's more than 18,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. The GFOA's mission is to enhance and promote the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit. The GFOA has accepted the leadership challenge of public finance. To meet the many needs of its members, the organization provides best practice guidance, consulting, networking opportunities, publications including books, e-books, and periodicals, recognition programs, research, and training opportunities for those in the profession.

DISCUSSION

The GFOA Budget Academy is an immersion training course that focuses on skills and techniques critical to public sector budgeting. Using a combination of exercises, discussions, and lectures, the courses will provide an overview of the budget develop development process, including best practices and techniques required in effective budgeting. This academy covers essential elements of public sector budgeting such as goal setting, program development, revenue and expense analysis, position budgeting, capital budgeting, and more. Designed for both small and large organizations, this training will provide critical information for new analysts and allow veteran analysts an opportunity to hone their skills.

As part of the Finance Directors employment agreement; the City shall pay for the Directors annual training and membership to essential professional associations. This conference, with its focus on government budgeting best practices and techniques, will be very beneficial for the Finance Director and the City of St. Helena itself.

FISCAL IMPACT

Funds for this training are available in the FY 2016/17 Finance Department Budget. It is estimated total costs for the conference will not exceed $3,100. Costs include conference registration, flights, hotel, transportation, and meals.

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution approving out-of-state travel for Finance Director April Mitts to attend the Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois, September 27-30, 2016 in an amount not to exceed $3,100.

ATTACHMENTS

1. Attachment A – Resolution 2016-___
2. Attachment B – Draft Agenda

Attachment A

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Resolution Approving Out-of-State Travel for Finance Director April Mitts to Attend the Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois, September 27-30, 2016 in an Amount Not To Exceed $3,100

RECITALS

A. City Council Resolution 85-44 requires City Council approval for staff to attend out-of-state conferences; and

B. GFOA is offering a Budget Academy immersion training course that focuses on skills and techniques critical for public sector budgeting; and

C. The GFOA Budget Academy will be held September 27-30, 2016 in Chicago, Illinois; and

D. Attending the GFOA Budget Academy will be beneficial for Finance Director April Mitts and the City of St. Helena; and

E. $3,100 for conference registration, transportation, lodging, meals, and incidentals is available in the Finance Departments FY 2016/17 budget.

RESOLUTION

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

1. Approves the out-of-state travel for Finance Director April Mitts to attend the Government Finance Officers Association Budget Academy in Chicago, Illinois, September 27-30, 2016 in an amount not to exceed $3,100.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016, by the following vote:

Mayor Galbraith: ____________

Vice Mayor White: ____________

Councilmember Crull: ____________

Councilmember Dohring: ____________

Councilmember Pitts: ____________

APPROVED:	ATTEST:
Alan Galbraith, Mayor	Cindy Black, City Clerk

Government Finance Officers Association

September 2016 Budget Academy Draft Agenda

Tuesday (8:30 – 4:30)		
Time	**Topic**	**Instructor**
8:00 – 8:30	Registration	
8:30 – 8:40	Introduction and Overview of Academy	
8:40 – 11:00	Introduction to Public Accounting • Accounting and Budgeting Relationship • Public vs. Private Sector Finance • Purpose of Funds • Measurement Focus and Basis of Accounting • Budget Information in Financial Statements • Important Changes to Accounting Standard *Objective:* • *Gain an understanding on public sector accounting and its relationship to public sector budgeting*	Gauthier
11:00 – 11:15	*Break*	
11:15 – 12:15	Introduction to State and Local Budgeting *Objective:* • *Gain an understanding of the purpose of a budget, different types of budgets, and how governments monitor the budget*	Casciato
12:15 – 1:15	*Hosted Introduction Lunch* • Name • Role • Organization / Type of Government • What's your largest challenge with budgeting?	GFOA Staff
1:15 – 2:15	Group Discussion	GFOA Staff
2:15 – 3:00	Budget Stakeholders and Roles *Objectives:* • *Become familiar with different budget stakeholders and their intentions for the budget process* • *Understand why stakeholders roles and effects may vary by organization*	Merchant
3:00 – 3:15	Break	
3:15 – 4:30	Goal Setting, Program Development, and Performance Management	Casciato / Merchant

	Objectives: • *Learn the importance of goals and their relationship with program development and performance management* • *Become familiar with the different approaches to program development* • *Gain an understanding of how to prioritize for the budget*	

Wednesday (8:30 – 4:30)		
Time	**Topic**	**Instructor**
8:30 – 9:45	Basic Revenue Forecasting *Objectives:* • *Become familiar with the revenue forecasting process* • *Develop a basic understanding of forecasting assumptions* • *Become familiar with basic forecasting method selection*	Ruggini
9:45 – 10:30	Basic Expenditure Forecasting *Objective:* • *Gain an understanding of considerations for forecasting for personnel and non-personnel expenses*	Ruggini
10:30 – 10:45	*Break*	
10:45 – 12:15	Position Budgeting & Vacancies	Fishbein / Casciato
12:15 – 1:15	*Hosted Lunch*	
1:15 – 1:45	Labor Agreements *Objectives:* • *Understand labor's current role across the country* • *Gain an understanding of relevant terms* • *Gain an understanding of how labor agreements can impact budgeting*	Stafford
1:45 – 2:15	Salary Projections Example *Objectives:* • *Become familiar with a sample salary projection workbook* • *Review common salary projection scenario(s)*	Casciato
2:15 – 2:30	*Break*	

2:30 – 3:30	Fringe Benefits & Pension *Objectives:* • *Gain an understanding of basic methods of budgeting for fringe* • *Become familiar with reviewing an actuarial study on pension liability*	Stafford
3:30 – 4:30	Program Costing & Service Level *Objectives:* • *Become familiar with the techniques for program costing, particularly full cost* • *Understand the relationship between costing and service level* • *Identify how to review alternative service delivery proposals*	Ruggini

Thursday (8:30 – 4:30)

Time	Topic	Instructor
8:30 – 9:30	Internal Service Charges *Objectives:* • *Understand why governments charge for internal services* • *Become familiar with basic allocation strategies* • *Gain an understanding of costing elements and basis of allocation*	Merchant
9:30 – 10:15	Grants *Objectives:* • *Become familiar with cost-benefit analysis for grants* • *Understand important considerations of grants to the budget*	Stafford
10:15 – 10:30	*Break*	
10:30 – 11:15	Long-Term Financial Planning *Objectives:* • *Become familiar with the LTFP process and roles in the process, specifically a budget analyst's role* • *Identify components of a LTFP*	Casciato / Merchant
11:15 – 12:15	Capital Projects & Prioritization *Objectives:* • *Differentiate between a capital project and maintenance* • *Learn the components of a capital project request*	Casciato

	and how to evaluate the request • *Understand how to prioritize requests* • *Gain an overview of financing strategies*	
12:15 – 1:15	*Hosted Lunch*	
1:15 – 2:30	CIP and Capital Budgeting	Fishbein
2:30 – 3:00	Debt Service & Debt Schedule *Objectives:* • *Understand the various types of municipal debt* • *Become familiar with a debt schedule – what parts to identify for the budget* • *Identify other tools to help with debt service analysis*	Stafford
3:00 – 3:15	*Break*	
2:15 – 3:00	Enterprise Budgeting *Objectives:* • *Understand the traits of enterprise funds* • *Identify the scenarios of an enterprise budget*	Merchant
3:15 – 4:30	Rate Setting *Objectives:* • *Understand basic rate setting process* • *Become familiar with considerations to include when setting rates*	Stafford

Friday (8:30 – 2:30)		
Time	**Topic**	**Instructor**
8:30 – 9:30	Content Summary	GFOA Staff
9:30 – 10:15	Presenting/Communicating the Budget • Internal Departments • Elected Officials • Citizens *Objectives:* • *Become familiar with the different budget audience* • *Understand basic guidelines of presenting the budget*	Casciato
10:15 – 12:00	Common Challenges with Budget Documents	Fishbein
12:00 – 1:00	*Hosted Lunch*	
1:00 – 2:20	Economic Development Analysis	Stafford

	Objectives: • *Learn how to review an impact study* • *Become familiar with process to identify revenue and expenditure impacts of developments*	
2:20 – 2:30	Wrap Up	GFOA Staff

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Item No: 13

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: Consent

Subject: Consideration and proposed approval of a resolution approving a Professional Services Agreement with Larry Walker Associates for storm water consulting services in an amount not to exceed $30,000

CEQA Status: Not a CEQA Project

Prepared By: Tobias Barr, Public Works Project Manager T.B.
Steven Palmer, PE, Director of Public Works/City Engineer

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The City is required to obtain and comply with a National Pollution Discharge Elimination System (NPDES) permit in order to operate a storm drain system and discharge stormwater into waters of the United States. The City's storm drain system, which is a completely separate system from the sewer system, collects rain water from the City's network of streets, parking lots and other none-permeable surfaces which connect to the system. Stormwater is then routed through the storm drain network water, either directly or indirectly, to the Napa River, Sulphur Creek, or York Creek. The permit City is subject to is referred to as a municipal separate storm sewer systems permit (MS4). The City is regulated by the State Water Resources Control Board Water Quality Order No 2013-0001-DWQ, Phase II Small MS4 NPDES Permit No. CAS000004. Under this program, the City and all other agencies in the region are required to obtain a new permit every five years and meet all the requirements which are conditions of the permit. The City's current permit term is from July 1, 2013 through June 30, 2018.

Under the current permit program, the Regional Board specifies the program requirements the City must perform to manage its storm drain system and stormwater management program. Permit requirements ratchet up year-to-year as the permit provides new mandates and programs each year that the City must incorporate into its stormwater program. The increasing requirements are a result of ongoing challenges with water quality, pollution, habitat destruction, climate change and other human related activities that impact the watershed. As such, each year the MS4 permit has additional requirements which results in municipalities ramping up their stormwater programs. The end result is additional regulations administered on local (municipal) level and new requirements for more aggressive municipal programs. If the City does not comply with the Permit requirements, the Regional Board could issue citations, fines, or other enforcement actions.

A few examples of the increased permit requirements are new requirements for self assessment and inspection of City facilities, increased inspections at construction sites, additional record keeping, and stormdrain mapping requirements. Additionally, the State has begun implementing trash capture requirements that were initially adopted on April 7, 2015 (Trash Amendments). These Trash Amendments will require the City to study the issue of trash entering the storm drain system and implement programs to document and increase the effectiveness of removing trash before it enters the storm drain system and is transported to local creeks and rivers. The regionwide work is currently being performed by the Bay Area Stormwater Managament Agencies Association (BASMAA) and Napa Countywide Stormwater Pollution Prevention Program (NCSPPP), however additional localized work will need to be performed by the individual organizations.

Due to the yearly increase of new permit requirements, the additional time to administer the new program requirements and the background and training need to successfully administer some of the new requirements, City Staff determined that hiring an on-call consultant to help support the City's stormwater permit and related services would provide a significant benefit to the City.

DISCUSSION

On June 3, 2016 Staff released a Request for Proposals (RFP) for Engineering Staff Augmentation Services. Within the call for proposals, a specific area was identified for stormwater compliance consulting and engineering services. City staff received three proposals related to stormwater permit compliance consulting and engineering support services. Proposing firms included Michael Baker International, WRECO and Larry Walker Associates. All three firms were highly qualified, competitive and had significant experience. However Staff determined that Larry Walker Associates were the most familiar with the Napa County region, had specific experience and familiarity with St. Helena, and the upcoming regulatory requirements related to the City's MS4 permit compliance.

FISCAL IMPACT

This contract is an as-needed, on call basis and will be billed by the hour with a not to exceed amount of $30,000. This cost has been included in the approved Fiscal Year 2016/2017 operating budget for Public Works Administration and is funded from the General Fund (account # 101-5013-2145).

RECOMMENDED ACTION

Staff recommends the City Council of the City of St. Helena adopt the attached resolution authorizing the City Manager to execute the Professional Services Agreement with Larry Walker in the amount of $30,000 for Stormwater Program Engineering and Consulting Services.

ATTACHMENTS

1. Resolution
2. Professional Services Agreement

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2016-_____

APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LARRY WALKER ASSOCIATES IN THE AMOUNT OF $30,000 FOR STORMWATER PROGRAM ENGINEERING AND CONSULTING SERVICVES

RECITALS

A. The City is required to comply with the Regional Water Quality Control Board MS4 Permit for storm sewer system discharges into waters of the United States; and

B. Over the current permit's five year term, the City will be required to expand existing programs and implement new policies and procedures; and

C. To support the City in meeting the permit requirements, on June 3· 2016 the City issued an RFP inviting consultants to submit proposals for stormwater program engineering and consulting services; and

D. On June 23, 2016, City Staff received three proposals and found the proposal from Larry Walker Associates to have most applicable experience; and

E. Larry Walker Associates has met the City's insurance requirements; and

F. Funding for this contract was approved in the City's Fiscal Year 2016/2017 Public Works Administration operating budget.

RESOLUTION

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

1. The City Manager is authorized to execute the Professional Services Agreement with Larry Walker Associates in the amount of $30,000 for Stormwater Program Engineering and Consulting Services.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016 by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED:	ATTEST:
________________________	________________________
Alan Galbraith	Cindy Black
Mayor	City Clerk

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on August 23, 2016 by and between the City of St. Helena, located in the County of Napa, State of California (City), and Larry Walker Associates Inc. (Consultant).

RECITALS:

A. City desires to employ Consultant to furnish professional services in connection with the project described as **Stormwater Program Engineering and Consulting Services.**

B. Consultant has represented that Consultant has the necessary expertise, experience, and qualifications to perform the required duties.

NOW, THEREFORE, in consideration of the mutual premises, covenants, and conditions herein contained, the parties agree as follows:

SECTION 1 – BASIC SERVICES

Consultant agrees to perform the services and work (together, "services") set forth in **Exhibit A, "Scope of Services"** and made part of this Agreement.

SECTION 2 – ADDITIONAL SERVICES

Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to or outside of those set forth in this Agreement or **Exhibit A, "Scope of Services"**, unless such additional services and compensation are authorized in advance and in writing by the City Council or City Manager of the City.

SECTION 3 – TIME FOR COMPLETION

The time for completion of services shall be as identified in **Exhibit A, "Scope of Services"**.

SECTION 4 – COMPENSATION AND METHOD OF PAYMENT

A. Subject to any limitations set forth in this Agreement, City agrees to pay consultant the amount specified in **Exhibit B, "Compensation"**, attached hereto and made a part hereof. Total compensation shall not exceed **$30,000.00,** unless additional compensation is approved in accordance with Section 2.

B. Consultant shall furnish to City an original invoice for all services performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories if applicable: labor (by sub-category), travel, materials, equipment, supplies, subconsultant contracts, and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the services performed and expenses incurred are in compliance with the provisions of this Agreement. If no charges or expenses are disputed, the invoice shall be approved and City will use its best efforts to cause Consultant to be paid within 30 days of receipt of invoice. If any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. If the City reasonably determines, in its sole judgment, that the invoiced charges and expenses exceed the value of the services performed to date and that it is probable that the Agreement will not be completed satisfactorily within the Agreement price, City may retain all or a portion of the invoiced charges and expenses. Within thirty (30) days of satisfactory completion of the project, City shall pay the retained amount, if any, to Consultant. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

C. Payment to the Consultant for services performed pursuant to this Agreement shall not be deemed to waive any defects in services performed by Consultant.

SECTION 5 – STANDARD OF PERFORMANCE

Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

SECTION 6 – INSPECTION AND FINAL ACCEPTANCE

City may inspect and accept or reject any of Consultant's services under this Agreement, either during performance or when completed. City shall reject or finally accept Consultant's services within sixty (60) days after submitted to City, unless the parties mutually agree to extend such deadline. City shall reject services by a timely written explanation, otherwise Consultant's services shall be deemed to have been accepted. City's acceptance shall be conclusive as to such services except with respect to latent defects and fraud. Acceptance of any of Consultant's services by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, the sections pertaining to indemnification and insurance.

SECTION 7 – INSURANCE REQUIRED

Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services hereunder by the Consultant, its agents, representatives, or employees, as indicated:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).

3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1. General Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations, as applicable. If Commercial General Liability Insurance or other form with a General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: $2,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: $2,000,000 per accident for bodily injury or disease.

C. Professional Liability Insurance. When Consultant under this Agreement is duly licensed under California Business and Professions Code as an architect, landscape architect, professional engineer, or land surveyor ("design professional"), Consultant shall maintain at least $2,000,000 of professional liability insurance.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions of $25,000 or greater must be declared to and approved by the City.

E. Other Insurance Provisions. The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its agent, officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of services or operations performed by the Consultant or Consultant's subconsultants; or automobile owned, leased, hired or borrowed by the Consultant.
2. For any claims related to Consultant's conduct while performing the services of this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its agents, officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subsection (b) of Section 2782 of the Civil Code.

F. Waiver of Subrogation. The workers compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its agents, officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the services performed by the named insured for the City.

G. <u>The Acceptability of Insurers.</u> Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

H. <u>Verification of Coverage.</u> Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on forms that conform to City requirements. All certificates and endorsements are to be received and approved by the City before services commence. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

SECTION 8 – INDEMNIFICATION

A. Consultant shall indemnify and hold harmless City, its agents, officers, officials, employees, and volunteers from any and all claims, demands, suits, loss, damages, injury, and/or liability (including any and all costs and expenses in connection therewith), incurred by reason of any negligent or otherwise wrongful act or omission of Consultant, its officers, agents, employees and subcontractors, or any of them, under or in connection with this Agreement; and Consultant agrees at its own cost, expense and risk to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against City, its agents, officers, officials, employees and volunteers, or any of them, arising out of such negligent or otherwise wrongful act or omission, and to pay and satisfy any resulting judgments.

B. When Consultant under this Agreement is a design professional, the provisions of this section regarding Consultant's duty to defend and indemnify apply only to claims that arise out of or relate to the negligence, recklessness, or willful misconduct of the design professional.

C. If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to Indemnification in order to be so indemnified. The insurance required to be maintained by Consultant shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

D. The provisions of this section do not apply to claims to the extent occurring as a result of the City's sole negligence or willful acts or misconduct.

SECTION 9 – INDEPENDENT CONTRACTOR STATUS

A. Consultant is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of City. Consultant shall have no authority to bind City in any manner, nor to incur an obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

B. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of City.

C. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

SECTION 10 – CONFLICTS OF INTEREST

A. Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the City Manager. Consultant agrees to at all times avoid conflicts with the interests of City in the performance of this Agreement.

B. City understands and acknowledges that Consultant is, as of the date of execution of this Agreement, independently involved in the performance of non-related services for other governmental agencies and private parties. Consultant is aware of any stated position of City relative to such projects. Any future position of City on such projects shall not be considered a conflict of interest for purposes of this section.

SECTION 11 – OWNERSHIP OF DOCUMENTS

A. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Consultant in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Consultant. When requested by City, but no later than three years after project completion, Consultant shall deliver to City all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

B. All copyrights, patents, trade secrets, or other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, improvements, developments, works of authorship, or other products developed or created by Consultant during the course of providing services (collectively the "Work Product") shall belong exclusively to City. The Work Product shall be considered a "work made for hire" within the meaning of Title 17 of the United States Code. Without reservation, limitation, or condition, Consultant hereby assigns, at the time of creation of the Work Products, without any requirement of further consideration, exclusively and perpetually, any and all right, title, and interest Consultant may have in the Work Product throughout the world, including without limitation any copyrights, patents, trade secrets, or other intellectual property rights, all rights of reproduction, all rights to create derivative works, and the right to secure registrations, renewals, reissues, and extensions thereof.

SECTION 12 – CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION

A. All information gained or Work Product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or Work Product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law.

B. Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided consultant gives City notice of such court order or subpoena.

C. If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or Work Product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of Consultant's conduct.

D. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed thereunder. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response.

SECTION 13 – SUSPENSION OF SERVICES

City may, at any time, by ten (10) days written notice suspend further performance by Consultant. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Consultant shall be paid for services performed and reimbursable expenses incurred prior to the suspension date.

SECTION 14 – COMPLIANCE WITH LAW

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable, at law or in equity, as a result of any failure of Consultant to comply with this section.

SECTION 15 – COMPLIANCE WITH CIVIL RIGHTS

During the performance of this Agreement, Consultant agrees as follows:

A. Equal Employment Opportunity. In connection with the execution of this Agreement, Consultant shall not discriminate against any employee or applicant for employment because of race, religion, color, ancestry, age, sexual orientation, physical handicap, medical condition, marital status, sex, or national origin. Such actions shall include, but not be limited to, the following: employment, promotion, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training including apprenticeship.

B. Nondiscrimination Civil Rights Act of 1964. Consultant will comply with all federal regulations relative to nondiscrimination to federally-assisted programs.

C. Solicitations for Subcontractors including Procurement of Materials and Equipment. In all solicitations, either by competitive bidding or negotiations, made by Consultant for services to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by Consultant of Consultant's obligations under this Agreement and the regulations relative to nondiscrimination.

SECTION 16 – RECORDS

A. Records of Consultant's direct labor costs, payroll costs, and reimbursable expenses pertaining to this project covered by this Agreement will be kept on a generally recognized accounting basis and made available to City if and when required for a period of up to 3 years from the date of Consultant's final invoice.

B. Consultant's records and design calculations will be available for examination and audit if and as required. The cost of any reproductions shall be paid by City.

SECTION 17 – COOPERATION BY CITY

All public information, data, reports, records, and maps as are existing and available to City as public records, and which are necessary for carrying out the services as outlined in the Exhibit A, "Scope of Services", shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the services to be performed under this Agreement.

SECTION 18 – NOTICES

All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by facsimile or first class mail, addressed as follows:

To City: City Manager
1480 Main Street
St. Helena, California 94574

To Consultant: Brian Laurenson
707 Fourth Street, Suite 200
Davis, CA 95616

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile, or, if mailed, three (3) days after deposit in the custody of the U.S. Postal Service.

SECTION 19 – TERMINATION

A. City may terminate this Agreement, with or without cause, at any time by giving ten (10) days written notice of termination to Consultant. If such notice is given, Consultant shall cease immediately all services in progress.

B. If either Consultant or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Consultant, or City may terminate this Agreement immediately upon written notice.

C. Upon termination of this Agreement by either Consultant or City, all property belonging to City which is in Consultant's possession shall be delivered to City. Consultant shall furnish to City a final invoice for services performed and expenses incurred by Consultant, prepared as set forth in this Agreement.

SECTION 20 – ATTORNEY FEES

If litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled. In addition, any legal fees, costs and expenses incurred to enforce the provisions of this Agreement shall be reimbursed to the prevailing party.

SECTION 21 – ENTIRE AGREEMENT

This Agreement, including the attached Exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

SECTION 22 – SUCCESSORS AND ASSIGNS

This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the parties. However, this Agreement shall not be assigned by Consultant without written consent of the City.

SECTION 23 – CONTINUITY OF PERSONNEL

Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff assigned to perform the services required under this Agreement, prior to any such performance.

SECTION 24 – DEFAULT

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any services performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

SECTION 25 – WAIVER

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement.

SECTION 26 – LAW TO GOVERN; VENUE

This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Napa. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Northern District of California, in San Francisco.

SECTION 27 – SEVERABILITY

If any term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

SECTION 28 – SPECIAL PROVISIONS

This Agreement is subject to the following special provisions: none.

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

Consultant:

By: Brian Lawrenson

Name: Brian Lawrenson

Title: Vice President

City:

By: ______________________

Name: Jennifer Phillips

Title: City Manager

Approved as to Form:

By: ______________________________

Name: Thomas B. Brown

Title: City Attorney

Exhibit A
Scope of Services
Professional Services Agreement with Larry Walker Associates Inc.

Task 1 Stormwater Program Staff Augmentation Engineering and Consulting Services

On an as needed basis, the consultant shall provide stormwater regulatory compliance staff augmentation and stormwater engineering support services for the City of St. Helena's Stormwater Program.

Task 1.1 Stormwater Program Implementation Support

Assist City Staff develop and customize compliance tools for the City to effectively implement the stormwater program. This includes customizing existing tools and documents to be City specific. This may include:

- **Customizing NCSPPP templates for the City;**
- **Developing program implementation and documents or tools based on NCSPPP guidance;**
- **Reviewing City-prepared documents or materials;**
- **Developing or customizing outreach materials;**
- **Refining or revising programs and approaches developed in Year 1-3, based on lessons learned by City;**
- **Developing SWPPP and Hazardous Materials Plans for City facilities;**
- **Assisting the City with Stormwater Code Enforcement;**
- **Assist the City conduct the verification program for post construction BMPs;**
- **Assist the City with inspections of post construction facilities during and following construction;**
- **Assist the City with self-assessment and inspections of BMPs and facilities;**
- **Draft the City's annual program effectiveness assessment;**
- **Provide as needed implementation guidance and training for City Staff.**

Task 1.2 Construction Project Requirements for Stormwater

Consultant shall assist the City implement the Phase II Permit's construction program. Tank as needed and may include:

- **Provide qualified staff to conduct inspections of construction projects for compliance purposes;**
- **Assist the City to develop and manage the construction inspection program based on NCSPPP, city and other regulatory requirements;**

- Provide inspection training, in the field or classroom, to City Staff to provide a consistent understanding of the requirements;
- Provide QSD (Qualified Stormwater Pollution Prevention Plan (SWPP) Developer) and QSP (Qualified SWPPP Practitioner) oversight for City inspection and ESCP review staff.

Task 1.3 Trash Capture Compliance Support

Consultant shall support and assist the City in planning for the trash reduction requirements adopted into the State's Inland Surface Water and Enclosed Bays and Estuary Plan (Trash Amendments). This task is intended to provide City-specific guidance and assistance to complement and not duplicate the information being developed by NCSPPP or the BASMAA regional trash study and allow the City to more fully participate in the regional studies. This process will include developing and supporting trash assessments and related activities including survey and GIS mapping on the City's Stormwater system. Additional Tasks may include the following:

- Assisting the City review and provide comments and information for the BASMAA regional trash study;
- Summarizing the implications of the BASMAA regional trash study for City staff and decision makers;
- Facilitate communication with Caltrans, whom owns and maintains a State Highway that traverses the City's commercial district;
- Assist the City assess and determine the appropriate priority land use areas where trash and litter may be a concern so that trash capture devices or equivalent capture and other compliance activities can be implemented in those areas;
- Assist the City evaluate the specific feasibility of installing full capture devises in priority land use areas and the assessment;
- Identify appropriate full capture devices compatible with City Infrastructure and maintenance practices;
- Review current trash/litter control practices to develop potential enhancements that could be implemented for Track 2;
- Assist the City develop a Trak 1 or Track 2 compliance and implementation program, depending on which track the City determines through the assessment activities.

Exhibit B, Compensation

Below is a schedule of hourly rates (including direct and indirect costs) by employee billing classification as well as expense reimbursements of non-labor costs. LWA understands that the City will not pay for mileage or travel time to and from the Consultant office and City Hall and will accordingly not charge for these costs.

Personnel	Rate $/Hour
Project Staff	
Amy Bonato	$ 80
Allison Lewis	$ 80
Denise Parren	$ 80
Adriana Stovall	$ 90
Michelle Benson	$145
Kathryn Walker	$145
Olin Applegate	$160
Jenny Bayley	$160
Suzanne Brown	$160
Antonia Estevez-Olea	$160
Nima Jabbari	$160
Danielle Moss	$160
Steve Maricle	$175
Jeff Walker	$175
Elizabeth Yin	$175
Bryant Alvarado	$195
Alina Constantinescu	$195
Reni Keane-Dengel	$195
Airy Krich-Brinton	$195
Mike Marson	$195
Giles Pettifor	$195
Hope M. Taylor	$195
Senior Staff	
Kristine Corneillie	$220
Diana Engle	$220
Paul Hartman	$220
Gorman Lau	$220
Will Lewis	$220
Amy Storm	$220
Mike Trouchon	$220
Rachel Warren	$220
Associate	
Denise Conners	$245
Betsy Elzufon	$245
Sandy Mathews	$245
Mitch Mysliwiec	$245
Claus Suverkropp	$245
Principal	
Karen Ashby	$270
Ashli Cooper Desai	$270
Brian Laurenson	$270
Chris Minton	$270
Mack Walker	$270
Tom Grovhoug	$295

Reimbursable Costs	Rate
Travel	
Local mileage	Current IRS rate
Transportation	Actual expense
Auto rental	Actual commercial rate
Fares	Actual expense
Room	Actual expense
Subsistence [1]	$48 per day
The rate for each meal as follows: [1]	
Breakfast	$9
Lunch	$13
Dinner	$21
Incidentals	$5
Report Reproduction and Copying	
Actual outside expense	
Per black and white copy, in-house	$0.08
Per color copy, in-house	$0.89
Per binding, in-house	$1.95
Special Postage and Express Mail	
Actual expense	
Other Direct Costs	
Actual expense	
Daily Equipment Rental Rates	
All single parameter field meters (pH, EC, D.O., Turbidity)	$25 each
Multi-parameter field meters	$35
Peristaltic Sampling Pump	$35
Professional grade GPS unit	$25
Digital Flow Meter	$45
Digital Fluorometer	$45
Multi-parameter Data Sonde (with telemetry)	
- first day	$200
- each additional day	$40
Subcontractors	
Actual expense plus 10% fee	

Note: [1] Charged when overnight lodging is required.

Exhibit B, Compensation Cont.

Task	Budget
1	$7,000
2	$5,000
3	$18,000

Client#: 422 LARRYWALK

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/09/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Dealey, Renton & Associates
P. O. Box 12675
Oakland, CA 94604-2675
510 465-3090

CONTACT NAME: Doris Chambers
PHONE (A/C, No, Ext): 510 465-3090 FAX (A/C, No): 510 452-2193
E-MAIL ADDRESS: dchambers@dealeyrenton.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Indemnity Co. of Conn	25682
INSURER B : Travelers Property Casualty Co	25674
INSURER C : American Automobile Ins. Co.	21849
INSURER D : Greenwich Insurance Company	22322
INSURER E :	
INSURER F :	

INSURED
Larry Walker Associates, Inc.
707 Fourth Street, Suite 200
Davis, CA 95616-4124

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	6803C998380	04/01/2016	04/01/2017	EACH OCCURRENCE	$2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$4,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$4,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY	X	X	BA3C999002	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR	X	X	CUP3C999260	04/01/2016	04/01/2017	EACH OCCURRENCE	$1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$1,000,000
	DED RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N		X	WZP81031046	04/01/2016	04/01/2017	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Professional Liability			PEC003092706	04/01/2016	04/01/2017	$2,000,000 per claim $4,000,000 annl aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GENERAL LIABILITY POLICY EXCLUDES CLAIMS ARISING OUT OF THE PERFORMANCE OF PROFESSIONAL SERVICES.
REF: Stormwater Program Engineering and Consulting Services, LWA Project No. 110.15. The City of St. Helena, its agents, officers, officials, employees and volunteers are named as Additional Insured to General and Auto Liability per policy form wording. Insurance is Primary and Non-contributory with Severability of Interest clause. Waiver of Subrogation applies to Workers Compensation coverages per policy (See Attached Descriptions)

CERTIFICATE HOLDER

City of St. Helena
Attn: City Manager
1480 Main Street
Saint Helena, CA 94574-7057

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

DESCRIPTIONS (Continued from Page 1)

form wording. Cancellation provisions are solely as shown on this certificate. Larry Walker does not own any of its own vehicles; all vehicles are either hired, leased or non-owned.

POLICY NUMBER: 6803C998380

COMMERICAL GENERAL LIABILITY
ISSUE DATE: 04/01/2016

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

NAME OF PERSON(S) OR ORGANIZATION(S): City of St. Helena
Attn: City Manager
1480 Main Street
Saint Helena, CA 94574-7057

PROJECT/LOCATION OF COVERED OPERATIONS:

NAME OF PERSON OR ORGANIZATION CONTINUATION: The City of St. Helena, its agents, officers, officials, employees and volunteers

PROVISIONS

A. The following is added to WHO IS AN INSURED (Section II):
The person or organization shown in the Schedule above is an additional insured on this Coverage Part, but only with respect to liability for bodily injury", 'property damage" or 'personal injury caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

a. In the performance of your ongoing operations;

b. In connection with premises owned by or rented to you; or

C. In connection with your work and included within the "products-completed operations hazard."

Such person or organization does not qualify as an additional insured for "bodily injury", "property damage" or "personal injury' for which that person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

d. This insurance does not apply to the rendering of or failure to render any "professional services".

e. The limits of insurance afforded to the additional insured shall be the limits which you agreed in that 'contract or agreement requiring insurance" to provide for that additional insured, or the limits shown in the Declarations for this Coverage Part, whichever are less. This endorsement does not increase the limits of insurance stated in the LIMITS OF INSURANCE (Section III) for this Coverage Part.

B. The following is added to Paragraph a. of 4. Other Insurance in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):
However, if you specifically agree in a contract or agreement requiring insurance that, for the additional insured shown in the Schedule, the insurance provided to that additional insured under this

Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such additional insured which covers such additional insured as a named insured, and we will not share with the other insurance, provided that:

(1) The "bodily injury" or "property damage" for which coverage is sought occurs; and

(2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have entered into that "contract or agreement requiring insurance" for such additional insured. But this insurance still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when the additional insured is also an additional insured under any other insurance.

C. The following is added to Paragraph 8. Transfer Of Rights Of Recovery Against Others To Us in COMMERCIAL GENERAL LIABILITY CONDITIONS (Section IV):

We waive any rights of recovery we may have against the additional insured shown in the Schedule above because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" on or for the project, or at the location, shown in the Schedule above, performed by you, or on your behalf, under a "contract or agreement requiring insurance" with that additional insured. We waive these rights only where you have agreed to do so as part of the "contract or agreement requiring insurance" with that additional insured entered into by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

D. The following definition is added to DEFINITIONS (Section V):

"Contract or agreement requiring insurance" means that part of any contract or agreement under which you are required to include the person or organization shown in the Schedule as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs, and the "personal injury" is caused by an offense committed:

a. After you have entered into that contract or agreement;

b. While that part of the contract or agreement is in effect; and

c. Before the end of the policy period.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement effective 04/01/2016	
Named Insured Larry Walker Associates, Inc.	Countersigned by

(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s):

NAME OF PERSON OR ORGANIZATION CONTINUATION: The City of St. Helena, its agents, officers, officials, employees and volunteers

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

Insured: Larry Walker Associates, Inc.

Policy Number: WZP81031046

Effective Date: 04/01/2016

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be % of the California workers' compensation premium otherwise due on such remuneration.

SCHEDULE

Person or Organization	Job Description
City of St. Helena Attn: City Manager 1480 Main Street Saint Helena, CA 94574-7057	NAME OF PERSON OR ORGANIZATION CONTINUATION: The City of St. Helena, its agents, officers, officials, employees and volunteers

Countersigned by ______________________________
Authorized Representative

Form WC 04 03 06 **(1)** Printed in U.S.A.
Process Date: **Policy Expiration Date:**

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Item No: 14

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a resolution and rescinding Resolution No. 2015-147 and approving an Investment Policy for the City of St. Helena and review annual Investment Report**

CEQA Status: **Not a CEQA project**

Prepared By: **Jennifer Phillips, City Manager**

April Mitts, Finance Director

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

California Government Code Section 53646(a)(2) states that the treasurer or chief fiscal officer of any other local agency (other than County agencies) may annually render to its legislative body and any oversight committee an investment policy and that the legislative body shall consider this policy at a public meeting.

The City utilizes PFM Asset Management LLC to manage the City's investment accounts and also has funds in the Local Agency Investment Fund (LAIF). The City meets with its investment advisor at least twice a year to review the City's portfolio and discuss economic conditions and market trends. Staff also receives quarterly reports from LAIF.

DISCUSSION

Investment Policy

PFM reviews the City's Investment Policy each year and recommends changes based on legislation or best practices. Effective 2016, there was only one change to the California Government Code Section 53601—AB 283 revised the requirements of Code sections 53601.8 and 53635.8 regarding the use of placement service deposits. However, the City's Policy does not permit this investment type, so no revision is needed. However, PFM has recommended several changes as follows:

Section 7 Authorized Financial Dealers and Institutions
As a minor clarification, PFM recommends the City change the Policy's reference to the National Association of Security Dealers to the Financial Industry Regulatory Authority, which is the current name of the regulatory body.

Section 8.c. Supranationals
PFM believes that the City could benefit from including **supranational securities** in the Policy's list of permitted investments. AB 1933, which took effect January 1, 2015, added subsection (q) to Code Section 53601. This subsection allows local agencies to invest in the senior debt obligations of three supranational issuers, specifically the International Bank for Reconstruction and Development, International Finance Corporation, and Inter-American Development Bank. The Code change simply extended to local agencies the same authority to invest in supranationals that the Local Agency Investment Fund (LAIF) has had for decades.

Supranational debt is the term for debt of an international or multi-lateral financial agency. Supranationals are well capitalized and in most cases have strong credit support from contingent capital calls from their member countries. Large supranational debt is rated AAA by most Nationally Recognized Statistical Rating Organizations (NRSROs) and is highly liquid. In addition, it is issued and available in a wide range of maturities. The yields on these supranational issuers are generally comparable to the Federal Agency issuers.

One of the primary reasons PFM recommends adding this sector is to open up a new asset class for the City's portfolio in order to increase diversification and enhance portfolio return safely. Having broader investment opportunities is important as the mandated wind-down of Federal Home Loan Mortgage Corporation (FHLMC) and the Federal National Mortgage Association (FNMA) will result in reduced Agency supply going forward.

Section 8.f. Savings Accounts
As a clarification to the Policy's current requirements, PFM recommends that the City add language to this subsection, which recognizes that savings accounts must comply with all of the requirements of Code Sections 53630 et. seq., such as the collateralization of deposits and the requirement that funds only be placed with depositories located in California.

Section 8.i. Negotiable Certificates of Deposits
As this investment type can be issued with either short- or long-term ratings, PFM recommends the City revise the Policy to reference both short- and long-term credit ratings to avoid any confusion regarding the Policy's rating requirements.

Section 8.n. Asset-Backed Securities
PFM believes that the City could benefit from including **asset-backed securities** ("ABS") to the list of permitted investments. An asset-backed security is a security whose income payments and hence value is derived from and collateralized (or

"backed") by a specified pool of underlying assets (generally receivables). Pooling the assets into financial instruments allows them to be sold to general investors—a process called securitization—and allows the risk of investing in the underlying assets to be diversified because each security will represent a fraction of the total value of the diverse pool of underlying assets. The pools of underlying assets can comprise common payments credit cards, auto loans, mortgage loans, and other types of assets. ABS are permitted under Code section 53601(o). Inclusion of this sector may provide the City the opportunity to increase diversification and value to the portfolio.

Section 10. Safekeeping and Custody
As a minor clarification to the Policy's current requirements, PFM recommends that the City indicate the Policy's requirement that securities be held by the custodian and be transacted on a DVP basis only applies to deliverable securities. Certain investments permitted by the Policy, such as LAIF, CAMP, money market funds, and Time Deposits are not deliverable.

PFM and LAIF Accounts
The City of St. Helena currently has an investment portfolio of approximately $8.4 million with PFM in an account called California Asset Management Program (CAMP) and approximately $6.9 million invested in LAIF.

The majority of the funds in the PFM portfolio are impact fees being held until the capital improvement projects listed in the impact fee study are initiated. Impact fees are special revenue funds that can only be spent for specific purposes. The impact fees include public safety, civic improvement, park, traffic mitigation, storm drain improvement, housing, water and sewer. Recent Impact Fee balances and activity can be found in the following places: (1) The annual AB 1600 impact fee report presented to City Council on November 24, 2015, (2) FY 2016-17 Adopted Budget, pages 213-221, and (3) 2015 Comprehensive Annual Financial Report (CAFR), pages 54-106.

In addition to the PFM portfolio, which primarily holds impact fees, LAIF also holds funds for the City. LAIF is a low interest bearing investment account held by the State of California. The source of the majority of funds invested in LAIF require accessibility such as the General Fund Reserve, water and wastewater net position, and other various special revenue funds. Recent Special Revenue fund balances and activity can be found in the following places: (1) FY 2016-17 Adopted Budget, pages 173-221 and (2) 2015 CAFR, pages 54-106.

The City's portfolio is well diversified by both sector and the holdings are in compliance with California Code and the City's Investment Policy. In addition the portfolio holdings are diversified by maturity with the majority in the 1-3 year range.

FISCAL IMPACT
None

RECOMMENDED ACTION

Approve Resolution 2016-__ and Rescinding Resolution No. 2015-147 and Approving an Investment Policy for the City of St. Helena.

ATTACHMENTS

Attachment A – 2015 Investment Policy with redlined changes
Attachment B – 2016 Investment Policy
Attachment C – Resolution No. 2016-__
Attachment D – City of St. Helena PFM Account Statement ending June 30, 2016
Attachment E – City of St. Helena Local Agency Investment Fund Remittance Advice

Attachment A

CITY OF ST. HELENA
STATEMENT OF INVESTMENT POLICY
~~November~~ July ~~2015~~2016

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1. Policy

It is the policy of the City of St. Helena ("the City") to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all California laws and local statutes governing the investment of public funds.

2. Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City as accounted for in the Comprehensive Annual Financial Report (CAFR). Policy statements outlined in this document focus on the City's pooled funds, but will also apply to all other funds under the City Treasurers' span of control unless specifically exempted by statue or ordinance. This policy is applicable, but not limited to, all funds listed below:

- General Fund
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Trust and Agency Funds

Excluded funds are those held with a fiscal agent, which has their own specific "permitted investments" section in the bond covenants. These funds include funds reserved for debt service and pension funds.

3. Prudence

Pursuant to California Government Code Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

The City Treasurer and/or City Manager, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations that result in a loss of principal are reported to the City Manager immediately, and to the City Council at their next meeting addressing appropriate actions to be taken to control adverse developments.

4. Objective

The primary objectives in priority order of the City's investment activities shall be:

4.1. ***Safety:*** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities would not exceed the income generated from the remainder of the portfolio.

4.2. ***Liquidity:*** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.

4.3. ***Return:*** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

5. Delegation of Authority

Authority to manage the City's investment program is derived from the California Government Code. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

The Treasurer may delegate investment decision making and execution authority to an investment advisor. The advisor shall follow the Investment Policy and such other written instructions as are provided.

Delegation of authority shall expire one year from the date of adoption of this policy as required by State law.

6. Ethics and Conflicts of Interest

The City Council, City Manager and City Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council members, City Manager and City Treasurer shall disclose to the City Attorney any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. The City Attorney and Treasurer shall review all disclosures made to insure there are no conflicts with any planned investment.

7. Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions and primary dealers authorized to provide investment services. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the City with the following: audited financial statements, proof of Financial Industry Regulatory Authority~~National Association of Security Dealers~~ certification when applicable, completed questionnaire and certification of having read the City of St. Helena's investment policy and depository contracts.

If the City has an investment advisor, the investment advisor may use their own list of authorized broker/dealers to conduct transactions on behalf of the City.

Purchase and sale of securities shall be made on the basis of competitive bids and offers with a minimum of three quotes being obtained, when practical.

8. Authorized Investments and Limitations on Investments

Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

a) United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category.

b) Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

~~b)~~c) Supranationals which are United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AA", its equivalent, or better by at least one NRSRO, Purchases of supranationals shall not exceed 30 percent of the investment portfolio of the City.

~~c)~~d) Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by LAIF. The LAIF portfolio should be reviewed periodically.

~~d)~~e) California Asset Management Program (CAMP), which is a Joint Powers Authority, which offers an investment pool and individually managed portfolios.

f) FDIC insured or collateralized~~Insured~~ savings accounts in financial institutions located in California~~are permitted without limitations~~. Savings accounts must meet the requirements of Government Code Section 53630 et seq. Collateral may be waived for any portion that is covered by federal deposit insurance. There is no percentage limitation of the portfolio that can be invested in this category.

~~e)~~

Investments detailed in items ~~f~~g) through ~~l~~n) are further restricted to 10% of the market value of all investments and cash accounts (the portfolio) at the time of purchase, in any one issuer name. Credit criteria listed refer to the credit of the issuing organization at the time the security is purchased. In the event a rating drops below the minimum allowed rating category for that given investment type, the investment advisor, if any, shall notify the City Treasurer and/or Designee and recommend a plan of action.

~~f)~~g) Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances are permitted. Banker's acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio.

~~g)~~h) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). Commercial paper purchased may not exceed 270 days to maturity or 25% of the cost value of the portfolio. The City may purchase no more than 10% of the outstanding commercial paper of any single issuer. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

(1) The entity meets the following criteria:

(A) Is organized and operating in the United States as a general corporation.

(B) Has total assets in excess of five hundred million dollars ($500,000,000).

(C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

(2) The entity meets the following criteria:

(A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.

(B) Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.
(C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

~~h)~~i) Negotiable certificates of deposit issued by nationally or state chartered banks or state or federal savings institutions or by a federally-licensed or state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution have a long-term debt rating of "A" or better and/or have a short-term debt rating of "A-1"~~are rated "A"~~ or better by a NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio.

~~i)~~j) Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency; provided that the obligations are rated "A" or higher by a NRSRO.

~~j)~~k) Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations are required to be rated in the "A" category or better by a NRSRO.

~~k)~~l) Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

m) Medium-Term Notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Securities eligible for investment shall be rated "A" or better by a NRSRO. Purchase of medium term notes may not exceed 30% of the purchase value of the portfolio and no more than 5% of the purchase value of the portfolio may be invested in notes issued by one corporation.

~~l)~~n) Mortgage- and Asset-Backed Securities, which are consist of any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having at least an "A" rating, or its equivalent, for the issuer's debt as provided by a NRSRO and rated at least "AA", or its equivalent, by a NRSRO. A maximum of 20% of the portfolio may be invested in this category.

~~m)~~o) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code section 53601 and with assets under management in excess of $500,000,000. The purchase price of shares shall not exceed 15% of the investment portfolio.

9. Ineligible Investments

The City shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool or mortgages, or in any security that could result in zero interest accrual if held to maturity, or any other investment not listed in this policy.

10. Safekeeping and Custody

All deliverable securities owned by the City, including collateral for repurchase agreements, shall be held in safekeeping by the City's custodian bank or a third party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City. All deliverable securities will be received and delivered using standard delivery-versus-payment (DVP) procedures.

11. Percentage Limitations

Where a section specifies a percentage limitation for a particular category or investments, that percentage is applicable only at the date of purchase. Where a section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years, unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment.

12. Reporting Requirements

The Treasurer shall annually, render to the City Council a statement of investment policy, which the Council must consider at a public meeting. The Council at a public meeting shall also consider any changes to the policy.

The Treasurer shall render a monthly transaction report to the City Council.

The Treasurer shall periodically render an investment report to the Council, which shall include for each individual investment:

- Description of investment instrument

- Issuer name
- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.

The report shall also include the following: (I) state compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance, (II) include a description of any of the City's funds, investments or programs that are under the management of contracted parties, including lending programs, and (III) include a statement denoting the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may not be available.

GLOSSARY

AGENCIES: Federal agency securities.

ASSET-BACKED SECURITIES (ABS): Securities whose income payments and hence value is derived from and collateralized (or "backed") by a specified pool of underlying assets which are receivables (such as, as auto loans/leases, credit card receivables, equipment loans/leases, student loans, or home equity loans). Pooling the assets into financial instruments allows them to be sold to general investors; a process called securitization, and allows the risk of investing in the underlying assets to be diversified because each security will represent a fraction of the total value of the diverse pool of underlying assets. The pools of underlying assets can comprise common payments credit cards, auto loans, mortgage loans, and other types of assets. Interest and principal is paid to investors from borrowers who are paying down their debt.

BANKERS ACCEPTANCE (BA): A bearer time draft for a specified amount payable on a specified date. It is drawn on a bank by an individual or business seeking to finance domestic or international trade. The BA is collateralized by commodity products. Sale of goods is usually the source of the borrower's repayment to the bank. The bank finances the borrower's transaction and then often sells the BA on a discount basis to an investor. At maturity, the bank is repaid and the investor holding the BA receives par value from the bank.

BOND: An interest-bearing security issued by a corporation, quasi-governmental agency or other body, which can be executed through a bank or trust company. A bond is a form of debt with an interest rate, maturity, and face value, and is usually secured by specific assets. Most bonds have a maturity of greater than one year, and generally pay interest semiannually.

BOND RATING: The classification of a bond's investment quality.

BOOK VALUE: The amount at which a security is carried on the books of the holder or issuer. The book value is often the cost, plus or minus amortization, and may differ significantly from the market value.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

CERTIFICATE OF DEPOSIT (CD): A time deposit debt instrument issued by a bank with a specific maturity evidenced by a certificate. Institutional CD's are issued in denominations of $100,000 or more. Maturities range from a few weeks to several years. Interest rates are set by competitive forces in the marketplace.

COMMERCIAL PAPER: Short-term obligations with maturities ranging from 2 to 270 days issued by banks, corporations, and other borrowers to investors with temporarily idle cash. Such instruments are unsecured and usually discounted, although some are interest bearing.

COLLATERAL: Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledges by a bank to secure deposits of public monies.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipts (also called free). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipts is delivery of securities with an exchange of signed receipt for the securities.

DEBENTURES: A bond secured only by the general credit of the issuer.

DISCOUNT: The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest bearing money market instruments that are issued at discount and redeemed at maturity for full face value, e.g. U.S. Treasury bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL DEPOSIT INSURANCE COPRORATION (FDIC): A federal agency established in 1933 that guarantees (within limits) funds on deposit in member banks and performs other functions such as making loans to or buying assets from members banks to facilitate mergers or prevent failures.

FISCAL YEAR: An accounting or tax period comprising any twelve-month period. The City's fiscal year begins on July 1.

FULL FAITH AND CREDIT: The unconditional guarantee of the United States government backing a debt for repayment.

INTEREST RATE: The interest payable each year on borrowed funds, expresses as a percentage of the principal.

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"Medium Term" refers to a maximum remaining maturity of five years or less. They can be issued with fixed or floating-rate coupons, and with or without early call features, although the vast majority are fixed-rate and non-callable. Corporate notes have greater risk than Treasuries or Agencies because they rely on the ability of the issuer to make payment of principal and interest.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NEGOTIABLE CERTIFICATES OF DEPOSIT: Large-denomination CDs that are issued at face value and typically pay interest at maturity, if maturing in less than 12 months. CDs that mature beyond this range pay interest semi-annually. Negotiable CDs are issued by U.S. banks (domestic CDs), U.S. branches of foreign banks (Yankee CDs), and thrifts. There is an active secondary market for negotiable domestic and Yankee CDs. However, the negotiable thrift CD secondary market is limited. Yields on CDs exceed those on U.S. treasuries and agencies of similar maturities. This higher yield compensates the investor for accepting the risk of reduced liquidity and the risk that the issuing bank might fail. State law does not require the collateralization of negotiable CDs.

PORTFOLIO: The collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks, and a few unregulated firms.

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RATE OF RETURN: 1) The yield obtainable on a security based on its purchase price or its current market price. 2) Income earned on an investment, expressed as a percentage of the cost of the investment. This may be the amortized yield to maturity on a bond or the current income return.

RATING: The designation used by investors' services to rate the quality of a security's creditworthiness. Moody's ratings range from the highest Aaa, down through Aa, A, Bbb, Ba, B, etc. while Standard and Poor's rating range from the highest AAA, down through AA, A, BBB, BB, B, etc.

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SECURITIES: Investment instruments such as bonds, stocks and other instruments of indebtedness or equity.

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YIELD: The rate of annual income return on an investment, expressed as a percentage. a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

CITY OF ST. HELENA STATEMENT OF INVESTMENT POLICY July 2016

1. Policy

It is the policy of the City of St. Helena ("the City") to invest public funds in a manner that will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all California laws and local statutes governing the investment of public funds.

2. Scope

This investment policy applies to all the funds and investment activities under the direct authority of the City as accounted for in the Comprehensive Annual Financial Report (CAFR). Policy statements outlined in this document focus on the City's pooled funds, but will also apply to all other funds under the City Treasurers' span of control unless specifically exempted by statue or ordinance. This policy is applicable, but not limited to, all funds listed below:

- General Fund
- Enterprise Funds
- Special Revenue Funds
- Capital Project Funds
- Trust and Agency Funds

Excluded funds are those held with a fiscal agent, which has their own specific "permitted investments" section in the bond covenants. These funds include funds reserved for debt service and pension funds.

3. Prudence

Pursuant to California Government Code Section 53600.3, all persons authorized to make investment decisions on behalf of the City are trustees and therefore fiduciaries subject to the prudent investor standard: "When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."

The City Treasurer and/or City Manager, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations that result in a loss of principal are reported to the City Manager immediately, and to the City Council at their next meeting addressing appropriate actions to be taken to control adverse developments.

4. Objective

The primary objectives in priority order of the City's investment activities shall be:

4.1. ***Safety:*** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure that capital losses are avoided, whether from securities default, broker-dealer default, or erosion of market value. To attain this objective, diversification is required in order that potential losses on individual securities would not exceed the income generated from the remainder of the portfolio.

4.2. ***Liquidity:*** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.

4.3. ***Return:*** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints and the cash flow characteristics of the portfolio.

5. Delegation of Authority

Authority to manage the City's investment program is derived from the California Government Code. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures shall include, but not limited to, references to: safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, local banking preferences, and other investment-related activities. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

The Treasurer may delegate investment decision making and execution authority to an investment advisor. The advisor shall follow the Investment Policy and such other written instructions as are provided.

Delegation of authority shall expire one year from the date of adoption of this policy as required by State law.

6. Ethics and Conflicts of Interest

The City Council, City Manager and City Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Council members, City Manager and City Treasurer shall disclose to the City Attorney any material financial interests in financial institutions that conduct business within the jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio. The City Attorney and Treasurer shall review all disclosures made to insure there are no conflicts with any planned investment.

7. Authorized Financial Dealers and Institutions

The Treasurer will maintain a list of financial institutions and primary dealers authorized to provide investment services. "Primary" dealers include those that regularly report to the Federal Reserve Bank and should qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

All financial institutions, dealers and cash managers who desire to become qualified bidders for investment transactions must supply the City with the following: audited financial statements, proof of Financial Industry Regulatory Authority certification when applicable, completed questionnaire and certification of having read the City of St. Helena's investment policy and depository contracts.

If the City has an investment advisor, the investment advisor may use their own list of authorized broker/dealers to conduct transactions on behalf of the City.

Purchase and sale of securities shall be made on the basis of competitive bids and offers with a minimum of three quotes being obtained, when practical.

8. Authorized Investments and Limitations on Investments

Investment of City funds is governed by the California Government Code Sections 53600 et seq. Within the context of the limitations, the following investments are authorized, as further limited herein:

a) United States Treasury Bills, Bonds, and Notes or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no percentage limitation of the portfolio that can be invested in this category.

b) Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

c) Supranationals which are United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AA", its equivalent, or better by at least one NRSRO.

Purchases of supranationals shall not exceed 30 percent of the investment portfolio of the City.

d) Local Agency Investment Fund (LAIF) which is a State of California managed investment pool may be used up to the maximum permitted by LAIF. The LAIF portfolio should be reviewed periodically.

e) California Asset Management Program (CAMP), which is a Joint Powers Authority, which offers an investment pool and individually managed portfolios.

f) FDIC insured or collateralized savings accounts in financial institutions located in California. Savings accounts must meet the requirements of Government Code Section 53630 et seq. Collateral may be waived for any portion that is covered by federal deposit insurance. There is no percentage limitation of the portfolio that can be invested in this category.

Investments detailed in items g) through n) are further restricted to 10% of the market value of all investments and cash accounts (the portfolio) at the time of purchase, in any one issuer name. Credit criteria listed refer to the credit of the issuing organization at the time the security is purchased. In the event a rating drops below the minimum allowed rating category for that given investment type, the investment advisor, if any, shall notify the City Treasurer and/or Designee and recommend a plan of action.

g) Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances are permitted. Banker's acceptances purchased may not exceed 180 days to maturity or 40% of the cost value of the portfolio.

h) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). Commercial paper purchased may not exceed 270 days to maturity or 25% of the cost value of the portfolio. The City may purchase no more than 10% of the outstanding commercial paper of any single issuer. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):
   (1) The entity meets the following criteria:
      (A) Is organized and operating in the United States as a general corporation.
      (B) Has total assets in excess of five hundred million dollars ($500,000,000).
      (C) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO).

   (2) The entity meets the following criteria:
      (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
      (B) Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond.

(C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO).

i) Negotiable certificates of deposit issued by nationally or state chartered banks or state or federal savings institutions or by a federally-licensed or state-licensed branch of a foreign bank; provided that the senior debt obligations of the issuing institution have a long-term debt rating of "A" or better and/or have a short-term debt rating of "A-1"or better by a NRSRO. Purchases of negotiable certificates of deposit may not exceed 30% of total portfolio.

j) Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency; provided that the obligations are rated "A" or higher by a NRSRO.

k) Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations are required to be rated in the "A" category or better by a NRSRO.

l) Time deposits, non-negotiable and collateralized in accordance with the California Government Code, may be purchased through banks or savings and loan associations. Since time deposits are not liquid, no more than 25% of the investment portfolio may be invested in this investment type.

m) Medium-Term Notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Securities eligible for investment shall be rated "A" or better by a NRSRO. Purchase of medium term notes may not exceed 30% of the purchase value of the portfolio and no more than 5% of the purchase value of the portfolio may be invested in notes issued by one corporation.

n) Mortgage- and Asset-Backed Securities, which are consist of any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having at least an "A" rating, or its equivalent, for the issuer's debt as provided by a NRSRO and rated at least "AA", or its equivalent, by a NRSRO. A maximum of 20% of the portfolio may be invested in this category.

o) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940. To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code section 53601 and with assets under management in excess of $500,000,000. The purchase price of shares shall not exceed 15% of the investment portfolio.

9. Ineligible Investments

The City shall not invest any funds in inverse floaters, range notes, or interest-only strips that are derived from a pool or mortgages, or in any security that could result in zero interest accrual if held to maturity, or any other investment not listed in this policy.

10. Safekeeping and Custody

All deliverable securities owned by the City, including collateral for repurchase agreements, shall be held in safekeeping by the City's custodian bank or a third party bank trust department, acting as agent for the City under the terms of a custody or trustee agreement executed by the bank and by the City. All deliverable securities will be received and delivered using standard delivery-versus-payment (DVP) procedures.

11. Percentage Limitations

Where a section specifies a percentage limitation for a particular category or investments, that percentage is applicable only at the date of purchase. Where a section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years, unless the City Council has granted express authority to make that investment either specifically or as a part of an investment program approved by the City Council no less than three months prior to the investment.

12. Reporting Requirements

The Treasurer shall annually, render to the City Council a statement of investment policy, which the Council must consider at a public meeting. The Council at a public meeting shall also consider any changes to the policy.

The Treasurer shall render a monthly transaction report to the City Council.

The Treasurer shall periodically render an investment report to the Council, which shall include for each individual investment:

- Description of investment instrument
- Issuer name

- Maturity date
- Purchase price
- Par value
- Current market value and the source of the valuation.

The report shall also include the following: (I) state compliance of the portfolio to the investment policy, or manner in which the portfolio is not in compliance, (II) include a description of any of the City's funds, investments or programs that are under the management of contracted parties, including lending programs, and (III) include a statement denoting the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may not be available.

GLOSSARY

AGENCIES: Federal agency securities.

ASSET-BACKED SECURITIES (ABS): Securities whose income payments and hence value is derived from and collateralized (or "backed") by a specified pool of underlying assets which are receivables (such as, as auto loans/leases, credit card receivables, equipment loans/leases, student loans, or home equity loans). Pooling the assets into financial instruments allows them to be sold to general investors; a process called securitization, and allows the risk of investing in the underlying assets to be diversified because each security will represent a fraction of the total value of the diverse pool of underlying assets. The pools of underlying assets can comprise common payments credit cards, auto loans, mortgage loans, and other types of assets. Interest and principal is paid to investors from borrowers who are paying down their debt.

BANKERS ACCEPTANCE (BA): A bearer time draft for a specified amount payable on a specified date. It is drawn on a bank by an individual or business seeking to finance domestic or international trade. The BA is collateralized by commodity products. Sale of goods is usually the source of the borrower's repayment to the bank. The bank finances the borrower's transaction and then often sells the BA on a discount basis to an investor. At maturity, the bank is repaid and the investor holding the BA receives par value from the bank.

BOND: An interest-bearing security issued by a corporation, quasi-governmental agency or other body, which can be executed through a bank or trust company. A bond is a form of debt with an interest rate, maturity, and face value, and is usually secured by specific assets. Most bonds have a maturity of greater than one year, and generally pay interest semiannually.

BOND RATING: The classification of a bond's investment quality.

BOOK VALUE: The amount at which a security is carried on the books of the holder or issuer. The book value is often the cost, plus or minus amortization, and may differ significantly from the market value.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

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Attachment C

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Rescinding Resolution 2015-147 and Approving an Investment Policy for the City of St. Helena

RECITALS

A. The City of St. Helena has an Investment Policy, which was adopted by Resolution 94-13. Government Code Sections 53600 et seq. were amended following the aftermath of the Orange County financial disaster. Many restrictions were placed on government investment practices, and reporting requirements were tightened. These changes went into effect on January 1, 1997, and call for the investment policy to be reviewed by the Council annually at a regular meeting; and

B. The proposed policy meets all state standards and has stricter standards in many areas. The policy will be reviewed each year.

RESOLUTION

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

1. City Resolution 2015-147 and any other previous resolutions adopting an investment policy for the City are hereby rescinded, and The Statement of Investment Policy, a copy of which is attached and hereby made a part of this resolution, is hereby approved and shall remain in effect for one year.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk

Attachment D

CAMP

Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending
June 30, 2016

CITY OF ST HELENA

Client Management Team

Nancy Jones
Managing Director
50 California Street, Suite 2300
San Francisco, CA 94111
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jonesn@pfm.com

Charles Cook
Senior Analyst
50 California St. Suite 2300
San Francisco, CA 94111
415-393-7266
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Contents

Accounts Included in Statement

521-00 OPERATING FUND

Important Messages

CAMP will be closed on 07/04/2016 for Independence Day.

CITY OF ST HELENA
APRIL MITTS
1480 MAIN STREET
SAINT HELENA, CA 94574

Online Access www.camponline.com **Customer Service** 1-800-729-7665

Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFM") is an investment advisor registered with the Securities and Exchange Commission, and is required to maintain a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below

Proxy Voting PFM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below

Questions About an Account PFM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFM does not have the authority to withdraw funds from or deposit funds to the custodian. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg or Telerate. Where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFM believes the prices to be reliable, the values of the securities do not always represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for money market and TERM funds is contained in the appropriate fund information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed. Shares of some money market and TERM funds are marketed through representatives of PFM's wholly owned subsidiary, PFM Fund Distributors, Inc. PFM Fund Distributors, Inc. is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Regulator Public Disclosure Hotline at 1-888-289-9999 or at the FINRA Regulation Internet website address www.nasd.com. A brochure describing the FINRA Regulation Public Disclosure Program is also available from the FINRA upon request.

Key Terms and Definitions

Dividends on money market funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratable amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally $1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed

Average maturity represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally $1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFM within 60 days of receipt. If you have other concerns or questions regarding your account you should contact a member of your client management team or PFM Service Operations at the address below

PFM Asset Management LLC
Attn. Service Operations
One Keystone Plaza, Suite 300
N. Front & Market Sts
Harrisburg, PA 17101

Attachment D

CAMP

Account Statement - Transaction Summary

For the Month Ending June 30, 2016

CITY OF ST HELENA - OPERATING FUND - 521-00

CAMP Pool

Opening Market Value	61,754.36
Purchases	988,174.93
Redemptions	(825,794.79)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$224,134.50**
Cash Dividends and Income	52.36

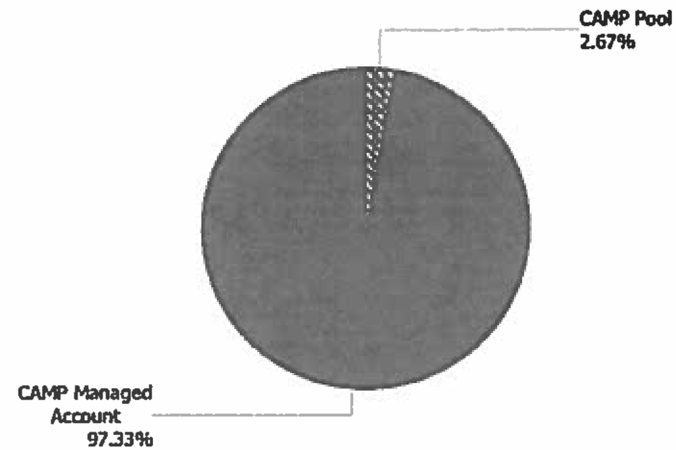
CAMP Managed Account

Opening Market Value	8,299,860.16
Purchases	823,570.39
Redemptions	(981,815.98)
Unsettled Trades	0.00
Change in Value	32,952.73
Closing Market Value	**$8,174,567.30**
Cash Dividends and Income	2,039.40

Asset Summary

	June 30, 2016	May 31, 2016
CAMP Pool	224,134.50	61,754.36
CAMP Managed Account	8,174,567.30	8,299,860.16
Total	**$8,398,701.80**	**$8,361,614.52**

Asset Allocation



Attachment D

PFM Asset Management LLC

CAMP

Managed Account Summary Statement

For the Month Ending **June 30, 2016**

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Transaction Summary - Money Market	
Opening Market Value	**$61,754.36**
Purchases	988,174.93
Redemptions	(825,794.79)
Closing Market Value	**$224,134.50**
Dividend	52.36

Transaction Summary - Managed Account	
Opening Market Value	**$8,299,860.16**
Maturities/Calls	(7,138.57)
Principal Dispositions	(974,677.41)
Principal Acquisitions	823,570.39
Unsettled Trades	0.00
Change in Current Value	32,952.73
Closing Market Value	**$8,174,567.30**

Account Total	
Opening Market Value	**$8,361,614.52**
Closing Market Value	**$8,398,701.80**

Earnings Reconciliation (Cash Basis) - Managed Account	
Interest/Dividends/Coupons Received	6,306.59
Less Purchased Interest Related to Interest/Coupons	(1,443.16)
Plus Net Realized Gains/Losses	(2,824.03)
Total Cash Basis Earnings	**$2,039.40**

Cash Balance	
Closing Cash Balance	**$0.00**

Earnings Reconciliation (Accrual Basis)	Managed Account	Total
Ending Amortized Value of Securities	8,129,090.36	8,353,224.86
Ending Accrued Interest	25,532.46	25,532.46
Plus Proceeds from Sales	977,810.26	1,803,605.05
Plus Proceeds of Maturities/Calls/Principal Payments	7,138.57	7,138.57
Plus Coupons/Dividends Received	3,173.74	3,173.74
Less Cost of New Purchases	(825,013.55)	(1,813,188.48)
Less Beginning Amortized Value of Securities	(8,285,903.56)	(8,347,657.92)
Less Beginning Accrued Interest	(21,745.28)	(21,745.28)
Dividends	0.00	52.36
Total Accrual Basis Earnings	**$10,083.00**	**$10,135.36**

Cash Transactions Summary- Managed Account	
Maturities/Calls	0.00
Sale Proceeds	977,810.26
Coupon/Interest/Dividend Income	3,173.74
Principal Payments	7,138.57
Security Purchases	(825,013.55)
Net Cash Contribution	(163,109.02)
Reconciling Transactions	0.00

Attachment D

PFM Asset Management LLC

CAMP

Portfolio Summary and Statistics

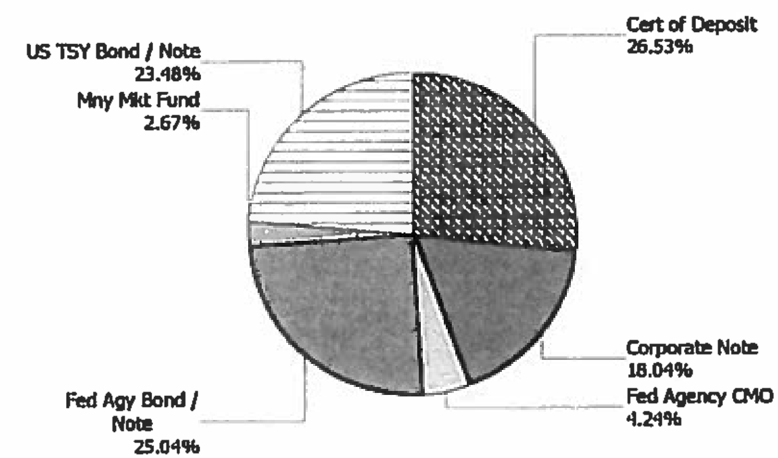
For the Month Ending **June 30, 2016**

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

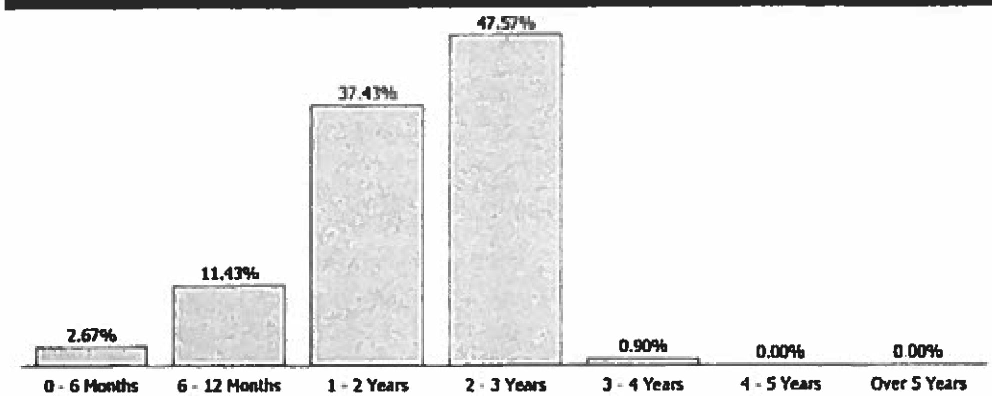
Account Summary

Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	1,940,000.00	1,971,968.23	23.48
Federal Agency Collateralized Mortgage Obligation	352,761.54	355,835.79	4.24
Federal Agency Bond / Note	2,090,000.00	2,103,422.57	25.04
Corporate Note	1,500,000.00	1,515,072.86	18.04
Certificate of Deposit	2,225,000.00	2,228,267.85	26.53
Managed Account Sub-Total	**8,107,761.54**	**8,174,567.30**	**97.33%**
Accrued Interest		25,532.46	
Total Portfolio	**8,107,761.54**	**8,200,099.76**	
CAMP Pool	224,134.50	224,134.50	2.67
Total Investments	**8,331,896.04**	**8,424,234.26**	**100.00%**
Unsettled Trades	**0.00**	**0.00**	

Sector Allocation



Maturity Distribution



Characteristics

Yield to Maturity at Cost	1.15%
Yield to Maturity at Market	0.87%
Duration to Worst	1.91
Weighted Average Days to Maturity	712

Attachment D

Managed Account Issuer Summary

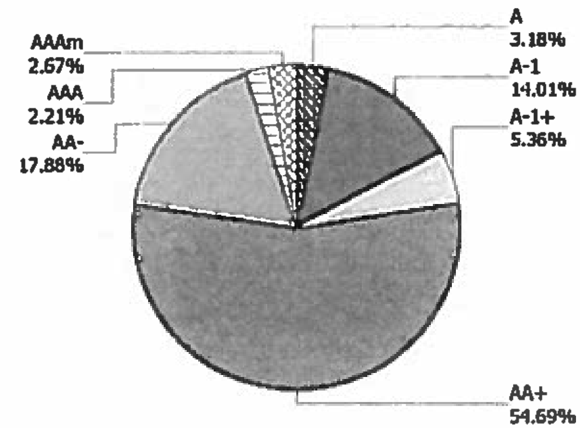
For the Month Ending **June 30, 2016**

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Issuer Summary

Issuer	Market Value of Holdings	Percent
3M COMPANY	136,333.67	1.62
BANK OF MONTREAL	200,379.00	2.39
BANK OF NEW YORK CO INC	166,641.75	1.98
BANK OF NOVA SCOTIA	276,421.75	3.29
CAMP Pool	224,134.50	2.67
CANADIAN IMPERIAL BANK OF COMMERCE	250,057.50	2.98
CHEVRON CORP	100,522.00	1.20
CISCO SYSTEMS INC	278,180.95	3.31
EXXON MOBIL CORP	161,248.64	1.92
FANNIE MAE	1,600,968.23	19.06
FEDERAL HOME LOAN BANKS	799,146.20	9.52
FREDDIE MAC	59,143.93	0.70
HSBC HOLDINGS PLC	200,373.00	2.39
IBM CORP	203,509.80	2.42
JOHNSON & JOHNSON	186,027.59	2.21
NORDEA BANK AB	150,075.00	1.79
RABOBANK NEDERLAND	249,970.00	2.98
SKANDINAVISKA ENSKIDA BANKEN AB	200,212.00	2.38
SVENSKA HANDELSBANKEN	250,125.00	2.98
TORONTO-DOMINION BANK	249,985.00	2.98
TOYOTA MOTOR CORP	182,300.76	2.17
UNITED STATES TREASURY	1,971,968.23	23.48
US BANCORP	200,669.60	2.39
WELLS FARGO & COMPANY	100,307.70	1.19
Total	**$8,398,701.80**	**100.00%**

Credit Quality (S&P Ratings)



Attachment D

Managed Account Detail of Securities Held

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
UNITED STATES TREASURY NOTES DTD 07/15/2015 0.875% 07/15/2018	912828XK1	45,000.00	AA+	Aaa	01/06/16	01/11/16	44,646.68	1.19	181.73	44,712.38	45,242.60
US TREASURY NOTES DTD 08/01/2011 2.250% 07/31/2018	912828OY9	100,000.00	AA+	Aaa	07/01/15	07/06/15	103,425.78	1.11	939.56	102,337.18	103,386.70
US TREASURY NOTES DTD 07/31/2013 1.375% 07/31/2018	912828VO0	240,000.00	AA+	Aaa	05/03/16	05/06/16	243,112.50	0.79	1,378.02	242,900.53	243,768.72
US TREASURY NOTES DTD 09/15/2015 1.000% 09/15/2018	912828L40	635,000.00	AA+	Aaa	12/02/15	12/04/15	632,370.70	1.15	1,863.59	632,908.52	640,159.38
US TREASURY NOTES DTD 09/30/2011 1.375% 09/30/2018	912828RH5	390,000.00	AA+	Aaa	10/08/15	10/14/15	394,935.94	0.94	1,347.95	393,759.85	396,443.97
US TREASURY NOTES DTD 10/31/2013 1.250% 10/31/2018	912828WD8	30,000.00	AA+	Aaa	11/05/15	11/09/15	30,089.06	1.15	63.18	30,070.06	30,416.01
US TREASURY NOTES DTD 04/15/2016 0.875% 04/15/2019	912828Q52	10,000.00	AA+	Aaa	05/26/16	05/27/16	9,957.81	1.02	18.41	9,959.20	10,047.66
US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	485,000.00	AA+	Aaa	06/27/16	06/29/16	497,560.74	0.70	1,327.82	497,536.91	497,390.30
US TREASURY NOTES DTD 06/02/2014 1.500% 05/31/2019	912828WL0	5,000.00	AA+	Aaa	03/30/16	03/31/16	5,079.30	0.99	6.35	5,073.11	5,112.89
Security Type Sub-Total		**1,940,000.00**					**1,961,178.51**	**0.95**	**7,126.61**	**1,959,257.74**	**1,971,968.23**
Federal Agency Collateralized Mortgage Obligation											
FNMA SERIES 2012-M14 ASQ2 DTD 10/01/2012 1.114% 02/01/2017	3136A9MK1	109,345.58	AA+	Aaa	06/18/15	06/23/15	109,712.91	0.79	101.51	109,418.82	109,453.09
FHLMC SERIES KP03 A1 DTD 04/01/2016 1.738% 03/01/2019	3137BNMZ4	58,415.96	AA+	Aaa	04/15/16	04/28/16	58,999.65	0.99	84.61	58,956.10	59,143.93
FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	110,000.00	AA+	Aaa	06/09/16	06/30/16	111,099.95	1.05	163.63	111,098.89	111,431.79
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AODO0	75,000.00	AA+	Aaa	10/07/15	10/30/15	75,751.04	1.08	102.88	75,602.41	75,806.98

Attachment D

Managed Account Detail of Securities Held

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
Security Type Sub-Total		352,761.54					355,563.55	0.97	452.63	355,076.22	355,835.79
Federal Agency Bond / Note											
FHLB NOTES DTD 02/18/2016 0.875% 03/19/2018	3130A7CX1	350,000.00	AA+	Aaa	02/17/16	02/18/16	349,891.50	0.89	867.71	349,910.18	351,230.95
FNMA NOTE DTD 03/04/2016 0.875% 03/28/2018	3135G0J61	260,000.00	AA+	Aaa	03/02/16	03/04/16	259,480.00	0.97	587.71	259,560.89	260,894.92
FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	230,000.00	AA+	Aaa	05/26/16	05/27/16	229,445.70	0.99	11.18	229,470.17	230,920.69
FANNIE MAE GLOBAL NOTES DTD 10/01/2013 1.625% 11/27/2018	3135G0YT4	150,000.00	AA+	Aaa	04/22/16	04/27/16	152,359.50	1.01	230.21	152,199.30	153,193.05
FNMA NOTES DTD 11/03/2015 1.125% 12/14/2018	3135G0G72	200,000.00	AA+	Aaa	03/02/16	03/04/16	200,230.00	1.08	106.25	200,204.10	201,818.20
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	150,000.00	AA+	Aaa	02/19/16	02/23/16	149,646.00	1.08	520.83	149,687.25	150,738.00
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	235,000.00	AA+	Aaa	05/03/16	05/06/16	235,216.45	0.97	815.97	235,205.11	236,156.20
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	300,000.00	AA+	Aaa	03/02/16	03/04/16	299,007.00	1.11	1,041.67	299,113.98	301,476.00
FHLB GLOBAL NOTE DTD 06/03/2016 1.125% 06/21/2019	3130A8DB6	215,000.00	AA+	Aaa	06/02/16	06/03/16	214,909.70	1.14	67.19	214,911.67	216,994.56
Security Type Sub-Total		2,090,000.00					2,090,185.85	1.02	4,248.72	2,090,262.65	2,103,422.57
Corporate Note											
WELLS FARGO & COMPANY CORP NOTES DTD 09/09/2014 1.400% 09/08/2017	94974BGB0	100,000.00	A	A2	09/02/14	09/09/14	99,901.00	1.43	439.44	99,960.32	100,307.70
CHEVRON CORP NOTE DTD 11/18/2014 1.345% 11/15/2017	166764AL4	100,000.00	AA-	Aa2	11/10/14	11/18/14	100,000.00	1.35	171.86	100,000.00	100,522.00

Attachment D

Managed Account Detail of Securities Held

For the Month Ending June 30, 2016

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
JOHNSON & JOHNSON CORP NOTES DTD 11/21/2014 1.125% 11/21/2017	478160BL7	115,000.00	AAA	Aaa	11/18/14	11/21/14	114,909.15	1.15	143.75	114,957.56	115,620.54
CISCO SYSTEMS INC CORP NOTE DTD 02/29/2016 1.400% 02/28/2018	17275RBA9	100,000.00	AA-	A1	02/22/16	02/29/16	100,000.00	1.40	470.56	100,000.00	100,905.60
EXXON MOBIL CORP NOTES DTD 03/06/2015 1.305% 03/06/2018	30231GAL6	160,000.00	AA+	Aaa	03/04/15	03/06/15	160,000.00	1.31	667.00	160,000.00	161,248.64
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 05/29/2015 1.600% 05/22/2018	06406HDB2	165,000.00	A	A1	05/22/15	05/29/15	164,985.15	1.60	286.00	164,990.37	166,641.75
CISCO SYSTEMS INC CORP NOTE DTD 06/17/2015 1.650% 06/15/2018	17275RAU6	175,000.00	AA-	A1	06/10/15	06/17/15	174,970.25	1.66	128.33	174,980.37	177,275.35
3M COMPANY CORP NOTE DTD 08/07/2015 1.375% 08/07/2018	88579YAPG	135,000.00	AA-	A1	08/04/15	08/07/15	134,759.70	1.44	742.50	134,830.73	136,333.67
TOYOTA MOTOR CREDIT CORP DTD 02/19/2016 1.700% 02/19/2019	89236TCU7	180,000.00	AA-	Aa3	02/16/16	02/19/16	179,978.40	1.70	1,122.00	179,980.98	182,300.76
JOHNSON & JOHNSON CORP NOTES DTD 03/01/2016 1.125% 03/01/2019	478160BR4	70,000.00	AAA	Aaa	02/26/16	03/01/16	69,991.60	1.13	262.50	69,992.52	70,407.05
IBM CORP NOTES DTD 02/19/2016 1.800% 05/17/2019	459200JE2	200,000.00	AA-	Aa3	02/16/16	02/19/16	199,918.00	1.81	1,320.00	199,929.29	203,509.80
Security Type Sub-Total		1,500,000.00					1,499,413.25	1.50	5,753.94	1,499,622.14	1,515,072.86
Certificate of Deposit											
CANADIAN IMPERIAL BANK NY YCD DTD 04/10/2015 1.010% 04/06/2017	13606JYY9	250,000.00	A-1	P-1	04/06/15	04/10/15	250,000.00	1.01	596.18	250,000.00	250,057.50
RABOBANK NEDERLAND NV CERT DEPOS DTD 04/27/2015 1.070% 04/21/2017	21684BXH2	250,000.00	A-1	P-1	04/22/15	04/27/15	250,000.00	1.07	520.14	250,000.00	249,970.00
BMO HARRIS BANK NA CD DTD 10/23/2015 1.000% 04/24/2017	05574BFW5	200,000.00	A-1	Aa3	10/22/15	10/23/15	200,000.00	1.01	1,400.00	200,000.00	200,379.00

Attachment D

Managed Account Detail of Securities Held

For the Month Ending June 30, 2016

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
NORDEA BANK FINLAND NY CD DTD 05/29/2015 1.150% 05/26/2017	65558LFA5	150,000.00	AA-	Aa3	05/27/15	05/29/15	150,000.00	1.15	172.50	150,000.00	150,075.00
SVENSKA HANDELSBANKEN NY FLT CERT DEPOS DTD 11/24/2015 1.111% 08/24/2017	86958DH54	250,000.00	A-1+	P-1	11/20/15	11/24/15	250,000.00	0.84	293.26	250,000.00	250,125.00
US BANK NA CINCINNATI (CALLABLE) CD DTD 09/11/2014 1.375% 09/11/2017	90333VPF1	200,000.00	AA-	Aa1	09/09/14	09/11/14	199,678.00	1.41	840.28	199,871.61	200,669.60
BANK OF NOVA SCOTIA HOUSTON YCD DTD 11/09/2015 1.560% 11/06/2017	06417GAS7	275,000.00	A-1	P-1	11/06/15	11/09/15	275,000.00	1.55	655.42	275,000.00	276,421.75
SKANDINAVISKA ENSKILDA BANKEN NY CD DTD 11/17/2015 1.480% 11/16/2017	83050FBG5	200,000.00	A-1	P-1	11/16/15	11/17/15	200,000.00	1.48	1,866.44	200,000.00	200,212.00
HSBC BANK USA NA FLOATING CERT DEPOS DTD 11/18/2015 1.218% 11/17/2017	40428AR41	200,000.00	A-1+	P-1	11/17/15	11/18/15	200,000.00	0.97	304.40	200,000.00	200,373.00
TORONTO DOMINION BANK NY CD DTD 03/14/2016 1.720% 03/14/2018	89113E5E2	250,000.00	AA-	Aa1	03/14/16	03/16/16	250,000.00	1.72	1,301.94	250,000.00	249,985.00
Security Type Sub-Total		2,225,000.00					2,224,678.00	1.23	7,950.56	2,224,871.61	2,228,267.85
Managed Account Sub-Total		8,107,761.54					8,131,019.16	1.15	25,532.46	8,129,090.36	8,174,567.30
Money Market Fund											
CAMP Pool		224,134.50	AAAm	NR			224,134.50		0.00	224,134.50	224,134.50
Money Market Sub-Total		224,134.50					224,134.50		0.00	224,134.50	224,134.50
Securities Sub-Total		$8,331,896.04					$8,355,153.66	1.15%	$25,532.46	$8,353,224.86	$8,398,701.80
Accrued Interest											$25,532.46
Total Investments											$8,424,234.26

Attachment D

Managed Account Fair Market Value & Analytics

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst	YTM at Mkt
U.S. Treasury Bond / Note											
UNITED STATES TREASURY NOTES DTD 07/15/2015 0.875% 07/15/2018	912828XK1	45,000.00	CITIGRP		100.54	45,242.60	595.92	530.22	2.01	2.01	0.61
US TREASURY NOTES DTD 08/01/2011 2.250% 07/31/2018	912828QY9	100,000.00	WELLSFAR		103.39	103,386.70	(39.08)	1,049.52	2.03	2.03	0.61
US TREASURY NOTES DTD 07/31/2013 1.375% 07/31/2018	912828VQ0	240,000.00	JEFFERIE		101.57	243,768.72	656.22	868.19	2.05	2.05	0.62
US TREASURY NOTES DTD 09/15/2015 1.000% 09/15/2018	912828L40	635,000.00	MORGANST		100.81	640,159.38	7,788.68	7,250.86	2.18	2.18	0.63
US TREASURY NOTES DTD 09/30/2011 1.375% 09/30/2018	912828RH5	390,000.00	MORGANST		101.65	396,443.97	1,508.03	2,684.12	2.21	2.21	0.63
US TREASURY NOTES DTD 10/31/2013 1.250% 10/31/2018	912828WD8	30,000.00	MORGANST		101.39	30,416.01	326.95	345.95	2.30	2.30	0.65
US TREASURY NOTES DTD 04/15/2016 0.875% 04/15/2019	912828Q52	10,000.00	HSBC		100.48	10,047.66	89.85	88.46	2.75	2.75	0.70
US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	485,000.00	MERRILL		102.55	497,390.30	(170.44)	(146.61)	2.77	2.77	0.71
US TREASURY NOTES DTD 06/02/2014 1.500% 05/31/2019	912828WL0	5,000.00	MORGANST		102.26	5,112.89	33.59	39.78	2.85	2.85	0.72
Security Type Sub-Total		1,940,000.00				1,971,968.23	10,789.72	12,710.49	2.31	2.31	0.65
Federal Agency Collateralized Mortgage Obligation											
FNMA SERIES 2012-M14 ASQ2 DTD 10/01/2012 1.114% 02/01/2017	3136A9MK1	109,345.58	MORGANST		100.10	109,453.09	(259.82)	34.27	0.55	0.49	0.76
FHLMC SERIES KP03 A1 DTD 04/01/2016 1.738% 03/01/2019	3137BNMZ4	58,415.96	MERRILL		101.25	59,143.93	144.28	187.83	2.02	2.44	1.18
FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	110,000.00	CSFB		101.30	111,431.79	331.84	332.90	1.99	2.69	1.26
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQDQ0	75,000.00	MORGANST		101.08	75,806.98	55.94	204.57	2.15	2.94	1.24
Security Type Sub-Total		352,761.54				355,835.79	272.24	759.57	1.58	2.02	1.0[illegible]
Federal Agency Bond / Note											

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst	YTM at Mkt
Federal Agency Bond / Note											
FHLB NOTES DTD 02/18/2016 0.875% 03/19/2018	3130A7CX1	350,000.00	BARCLAYS		100.35	351,230.95	1,339.45	1,320.77	1.70	1.70	0.67
FNMA NOTE DTD 03/04/2016 0.875% 03/28/2018	3135G0J61	260,000.00	CITIGRP		100.34	260,894.92	1,414.92	1,334.03	1.73	1.73	0.68
FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	230,000.00	MORGANST		100.40	230,920.69	1,474.99	1,450.52	1.98	1.98	0.67
FANNIE MAE GLOBAL NOTES DTD 10/01/2013 1.625% 11/27/2018	3135G0YT4	150,000.00	MERRILL		102.13	153,193.05	833.55	993.75	2.36	2.36	0.73
FNMA NOTES DTD 11/03/2015 1.125% 12/14/2018	3135G0G72	200,000.00	GOLDMAN		100.91	201,818.20	1,588.20	1,614.10	2.42	2.42	0.75
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	150,000.00	JPMCHASE		100.49	150,738.00	1,092.00	1,050.75	2.61	2.61	0.81
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	235,000.00	CITIGRP		100.49	236,156.20	939.75	951.09	2.61	2.61	0.81
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	300,000.00	WELLSFAR		100.49	301,476.00	2,469.00	2,362.02	2.61	2.61	0.81
FHLB GLOBAL NOTE DTD 06/03/2016 1.125% 06/21/2019	3130A8DB6	215,000.00	WELLSFAR		100.93	216,994.56	2,084.86	2,082.89	2.92	2.92	0.81
Security Type Sub-Total		**2,090,000.00**				**2,103,422.57**	**13,236.72**	**13,159.92**	**2.27**	**2.27**	**0.74**
Corporate Note											
WELLS FARGO & COMPANY CORP NOTES DTD 09/09/2014 1.400% 09/08/2017	94974BGB0	100,000.00	WELLSFAR		100.31	100,307.70	406.70	347.38	1.17	1.17	1.14
CHEVRON CORP NOTE DTD 11/18/2014 1.345% 11/15/2017	166764AL4	100,000.00	MERRILL		100.52	100,522.00	522.00	522.00	1.36	1.36	0.96
JOHNSON & JOHNSON CORP NOTES DTD 11/21/2014 1.125% 11/21/2017	478160BL7	115,000.00	JPMCHASE		100.54	115,620.54	711.39	662.98	1.38	1.38	0.73
CISCO SYSTEMS INC CORP NOTE DTD 02/29/2016 1.400% 02/28/2018	17275RBA9	100,000.00	MERRILL		100.91	100,905.60	905.60	905.60	1.63	1.63	0.85
EXXON MOBIL CORP NOTES DTD 03/06/2015 1.305% 03/06/2018	30231GAL6	160,000.00	JPMCHASE		100.78	161,248.64	1,248.64	1,248.64	1.66	1.66	0.84

Attachment D

Managed Account Fair Market Value & Analytics

For the Month Ending **June 30, 2016**

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst	YTM at Mkt
Corporate Note											
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 05/29/2015 1.600% 05/22/2018	06406HDB2	165,000.00	GOLDMAN	04/22/18	101.00	166,641.75	1,656.60	1,651.38	1.75	1.78	1.07
CISCO SYSTEMS INC CORP NOTE DTD 06/17/2015 1.650% 06/15/2018	17275RAU6	175,000.00	GOLDMAN		101.30	177,275.35	2,305.10	2,294.98	1.92	1.92	0.98
3M COMPANY CORP NOTE DTD 08/07/2015 1.375% 08/07/2018	88579YAP6	135,000.00	GOLDMAN		100.99	136,333.67	1,573.97	1,502.94	2.06	2.06	0.90
TOYOTA MOTOR CREDIT CORP DTD 02/19/2016 1.700% 02/19/2019	89236TCU7	180,000.00	CITIGRP		101.28	182,300.76	2,322.36	2,319.78	2.56	2.56	1.21
JOHNSON & JOHNSON CORP NOTES DTD 03/01/2016 1.125% 03/01/2019	478160BR4	70,000.00	JPMCHASE		100.58	70,407.05	415.45	414.53	2.62	2.62	0.90
IBM CORP NOTES DTD 02/19/2016 1.800% 05/17/2019	459200JE2	200,000.00	JPMCHASE		101.75	203,509.80	3,591.80	3,580.51	2.79	2.79	1.18
Security Type Sub-Total		**1,500,000.00**				**1,515,072.86**	**15,659.61**	**15,450.72**	**1.97**	**1.97**	**1.00**
Certificate of Deposit											
CANADIAN IMPERIAL BANK NY YCD DTD 04/10/2015 1.010% 04/06/2017	13606JYY9	250,000.00	GOLDMAN		100.02	250,057.50	57.50	57.50	0.76	0.76	0.97
RABOBANK NEDERLAND NV CERT DEPOS DTD 04/27/2015 1.070% 04/21/2017	21684BXH2	250,000.00	GOLDMAN		99.99	249,970.00	(30.00)	(30.00)	0.80	0.80	1.07
BMO HARRIS BANK NA CD DTD 10/23/2015 1.000% 04/24/2017	05574BFW5	200,000.00	MERRILL		100.19	200,379.00	379.00	379.00	0.82	0.82	0.75
NORDEA BANK FINLAND NY CD DTD 05/29/2015 1.150% 05/26/2017	65558LFA5	150,000.00	MERRILL		100.05	150,075.00	75.00	75.00	0.90	0.90	1.08
SVENSKA HANDELSBANKEN NY FLT CERT DEPOS DTD 11/24/2015 1.111% 08/24/2017	86958DH54	250,000.00	MERRILL		100.05	250,125.00	125.00	125.00	0.25	1.14	1.08
US BANK NA CINCINNATI (CALLABLE) CD DTD 09/11/2014 1.375% 09/11/2017	90333VPF1	200,000.00	US BANK	08/11/17	100.33	200,669.60	991.60	797.99	1.11	1.11	1.06
BANK OF NOVA SCOTIA HOUSTON YCD DTD 11/09/2015 1.560% 11/06/2017	06417GAS7	275,000.00	UBS AG		100.52	276,421.75	1,421.75	1,421.75	1.35	1.35	1.15
SKANDINAVISKA ENSKILDA BANKEN NY CD DTD 11/17/2015 1.480% 11/16/2017	83050FBG5	200,000.00	GOLDMAN		100.11	200,212.00	212.00	212.00	1.38	1.38	0.37

Attachment D

Managed Account Fair Market Value & Analytics

For the Month Ending June 30, 2016

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst	YTM at Mkt
Certificate of Deposit											
HSBC BANK USA NA FLOATING CERT DEPOS DTD 11/18/2015 1.218% 11/17/2017	40428AR41	200,000.00	HSBC		100.19	200,373.00	373.00	373.00	0.25	1.37	1.10
TORONTO DOMINION BANK NY CD DTD 03/14/2016 1.720% 03/14/2018	89113E5E2	250,000.00	TD SEC U		99.99	249,985.00	(15.00)	(15.00)	1.69	1.69	1.72
Security Type Sub-Total		2,225,000.00				2,228,267.85	3,589.85	3,396.24	0.94	1.14	1.05
Managed Account Sub-Total		8,107,761.54				8,174,567.30	43,548.14	45,476.94	1.83	1.91	0.87
Money Market Fund											
CAMP Pool		224,134.50			1.00	224,134.50	0.00	0.00	0.00	0.00	
Money Market Sub-Total		224,134.50				224,134.50	0.00	0.00	0.00	0.00	
Securities Sub-Total		$8,331,896.04				$8,398,701.80	$43,548.14	$45,476.94	1.83	1.91	0.87%
Accrued Interest						$25,532.46					
Total Investments						$8,424,234.26					

Attachment D

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY										
06/02/16	06/03/16	FHLB GLOBAL NOTE DTD 06/03/2016 1.125% 06/21/2019	3130A8DB6	215,000.00	(214,909.70)	0.00	(214,909.70)			
06/09/16	06/30/16	FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	110,000.00	(111,099.95)	(158.17)	(111,258.12)			
06/27/16	06/29/16	US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	485,000.00	(497,560.74)	(1,284.99)	(498,845.73)			
Transaction Type Sub-Total				**810,000.00**	**(823,570.39)**	**(1,443.16)**	**(825,013.55)**			
INTEREST										
06/01/16	06/25/16	FNMA SERIES 2012-M14 ASQ2 DTD 10/01/2012 1.114% 02/01/2017	3136A9MK1	115,735.48	0.00	116.59	116.59			
06/01/16	06/25/16	FHLMC SERIES KP03 A1 DTD 04/01/2016 1.738% 03/01/2019	3137BNMZ4	59,164.63	0.00	85.69	85.69			
06/01/16	06/25/16	FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQDQ0	75,000.00	0.00	102.88	102.88			
06/14/16	06/14/16	FNMA NOTES DTD 11/03/2015 1.125% 12/14/2018	3135G0G72	200,000.00	0.00	1,125.00	1,125.00			
06/15/16	06/15/16	CISCO SYSTEMS INC CORP NOTE DTD 06/17/2015 1.650% 06/15/2018	17275RAU6	175,000.00	0.00	1,443.75	1,443.75			
06/21/16	06/21/16	FHLB GLOBAL NOTE DTD 06/03/2016 1.125% 06/21/2019	3130A8DB6	215,000.00	0.00	120.94	120.94			
06/29/16	06/29/16	FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	230,000.00	0.00	178.89	178.89			
Transaction Type Sub-Total				**1,069,900.11**	**0.00**	**3,173.74**	**3,173.74**			
PAYDOWNS										
06/01/16	06/25/16	FHLMC SERIES KP03 A1 DTD 04/01/2016 1.738% 03/01/2019	3137BNMZ4	748.67	748.67	0.00	748.67	(7.48)	0.00	
06/01/16	06/25/16	FNMA SERIES 2012-M14 ASQ2 DTD 10/01/2012 1.114% 02/01/2017	3136A9MK1	6,389.90	6,389.90	0.00	6,389.90	(21.47)	0.00	
Transaction Type Sub-Total				**7,138.57**	**7,138.57**	**0.00**	**7,138.57**	**(28.95)**	**0.00**	

Attachment D

Managed Account Security Transactions & Interest

CITY OF ST HELENA - OPERATING FUND - 521-00 - (12512360)

Transaction Type Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
SELL										
06/02/16	06/03/16	US TREASURY NOTES DTD 06/02/2014 1.500% 05/31/2019	912828WL0	90,000.00	91,244.53	11.07	91,255.60	(182.81)	(105.50)	SPEC LOT
06/02/16	06/03/16	US TREASURY NOTES DTD 04/15/2016 0.875% 04/15/2019	912828Q52	125,000.00	124,472.66	146.43	124,619.09	0.00	(3.46)	SPEC LOT
06/14/16	06/17/16	US TREASURY NOTES DTD 08/01/2011 2.250% 07/31/2018	912828QY9	110,000.00	113,519.14	938.32	114,457.46	(249.22)	901.38	SPEC LOT
06/27/16	06/29/16	FREDDIE MAC GLOBAL NOTES DTD 06/25/2012 1.000% 07/28/2017	3137EADJ5	80,000.00	80,329.60	335.56	80,665.16	57.60	204.08	SPEC LOT
06/27/16	06/29/16	FHLB GLOBAL NOTE (CALLABLE) DTD 08/25/2015 0.900% 08/25/2017	3130A64C8	250,000.00	250,130.00	775.00	250,905.00	180.00	158.99	SPEC LOT
06/27/16	06/29/16	US TREASURY NOTES DTD 11/30/2010 2.250% 11/30/2017	912828PK0	210,000.00	214,946.48	374.39	215,320.87	(2,731.65)	851.52	SPEC LOT
06/28/16	06/29/16	WELLS FARGO & COMPANY DTD 07/29/2013 1.250% 07/20/2016	949748FL9	100,000.00	100,035.00	552.08	100,587.08	131.00	36.91	SPEC LOT
Transaction Type Sub-Total				965,000.00	974,677.41	3,132.85	977,810.26	(2,795.08)	2,043.92	
Managed Account Sub-Total					158,245.59	4,863.43	163,109.02	(2,824.03)	2,043.92	
Total Security Transactions					$158,245.59	$4,863.43	$163,109.02	($2,824.03)	$2,043.92	

Attachment D

CAMP

Account Statement

For the Month Ending **June 30, 2016**

CITY OF ST HELENA - OPERATING FUND - 521-00

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
Opening Balance					61,754.36
06/03/16	06/03/16	Purchase - Interest 912828Q52	1.00	146.43	61,900.79
06/03/16	06/03/16	Purchase - Principal 912828Q52	1.00	124,472.66	186,373.45
06/03/16	06/03/16	Purchase - Interest 912828WL0	1.00	11.07	186,384.52
06/03/16	06/03/16	Purchase - Principal 912828WL0	1.00	91,244.53	277,629.05
06/03/16	06/03/16	Redemption - Principal 3130A8DB6	1.00	(214,909.70)	62,719.35
06/14/16	06/14/16	Purchase - Interest 3135G0G72	1.00	1,125.00	63,844.35
06/15/16	06/15/16	Purchase - Interest 17275RAU6	1.00	1,443.75	65,288.10
06/17/16	06/17/16	Purchase - Interest 912828QY9	1.00	938.32	66,226.42
06/17/16	06/17/16	Purchase - Principal 912828QY9	1.00	113,519.14	179,745.56
06/21/16	06/21/16	Purchase - Interest 3130A8DB6	1.00	120.94	179,866.50
06/27/16	06/27/16	Purchase - Interest 3136A9MK1	1.00	107.44	179,973.94
06/27/16	06/27/16	Purchase - Interest 3136AQDQ0	1.00	102.88	180,076.82
06/27/16	06/27/16	Purchase - Interest 3137BNMZ4	1.00	85.69	180,162.51
06/27/16	06/27/16	Purchase - Principal 3136A9MK1	1.00	6,389.90	186,552.41
06/27/16	06/27/16	Purchase - Principal 3137BNMZ4	1.00	748.67	187,301.08
06/28/16	06/28/16	Purchase - Interest 3136A9MK1	1.00	9.15	187,310.23
06/28/16	06/28/16	IP Fees May 2016	1.00	(707.38)	186,602.85
06/28/16	06/28/16	U.S. Bank Fees April 2016	1.00	(73.86)	186,528.99
06/29/16	06/29/16	Purchase - Interest 3130A8BD4	1.00	178.89	186,707.88
06/29/16	06/29/16	Purchase - Interest 3137EADJ5	1.00	335.56	187,043.44
06/29/16	06/29/16	Purchase - Principal 3137EADJ5	1.00	80,329.60	267,373.04

Attachment D

Account Statement

For the Month Ending June 30, 2016

CITY OF ST HELENA - OPERATING FUND - 521-00

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
CAMP Pool					
06/29/16	06/29/16	Purchase - Interest 912828PK0	1.00	374.39	267,747.43
06/29/16	06/29/16	Purchase - Principal 912828PK0	1.00	214,946.48	482,693.91
06/29/16	06/29/16	Purchase - Interest 94974BFL9	1.00	552.08	483,245.99
06/29/16	06/29/16	Purchase - Principal 94974BFL9	1.00	100,035.00	583,280.99
06/29/16	06/29/16	Purchase - Interest 3130A64C8	1.00	775.00	584,055.99
06/29/16	06/29/16	Purchase - Principal 3130A64C8	1.00	250,130.00	834,185.99
06/29/16	06/29/16	Redemption - Interest 912828D23	1.00	(1,284.99)	832,901.00
06/29/16	06/29/16	Redemption - Principal 912828D23	1.00	(497,560.74)	335,340.26
06/30/16	06/30/16	Redemption - Interest 3136ASPX8	1.00	(158.17)	335,182.09
06/30/16	06/30/16	Redemption - Principal 3136ASPX8	1.00	(111,099.95)	224,082.14
06/30/16	07/01/16	Accrual Income Div Reinvestment - Distributions	1.00	52.36	224,134.50

Attachment D

CAMP

Account Statement

For the Month Ending June 30, 2016

CITY OF ST HELENA - OPERATING FUND - 521-00

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					224,134.50

	Month of June	Fiscal YTD January-June
Opening Balance	61,754.36	11,039.93
Purchases	988,174.93	4,695,295.41
Redemptions (Excl. Checks)	(825,794.79)	(4,482,200.84)
Check Disbursements	0.00	0.00
Closing Balance	224,134.50	224,134.50
Cash Dividends and Income	52.36	96.02

Closing Balance	224,134.50
Average Monthly Balance	124,644.27
Monthly Distribution Yield	0.51%

Attachment D

Attachment E

BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	ST HELENA
Account Number	98-28-897

As of 07/15/2016, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2016.

Earnings Ratio		.00001495296852820
Interest Rate		0.55%
Dollar Day Total	$	627,547,660.04
Quarter End Principal Balance	$	6,897,351.60
Quarterly Interest Earned	$	9,383.70

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Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **New Business**

Subject: **Consideration and proposed approval of:**

a. **Resolution of Intention to approve an amendment to the Contract between the Board of Administration of the California Public Employees' Retirement System and the City Council to incorporate the provisions of Government Code Section 20156 and include 1% employee cost share**

b. **Introduction and first reading of an ordinance authorizing an amendment to the Contract between the City Council of the City of St. Helena and the Board of Administration of the California Public Employee's Retirement System**

CEQA Status: **Not a project**

Prepared By: **Mandy Kellogg, Administrative Services Manager**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The current Memorandum of Understanding (MOUs) with the St. Helena Employees Association (SHEA) and the Unrepresented Employee group, excluding the Fire Chief, contain negotiated provisions by which employees pay a portion of the employer's required California Public Employees' Retirement System (CalPERS) contribution. The negotiated provision included in the SHEA MOU states that effective the first full pay period in January 2016, employees covered by the MOU shall contribute an additional 1% of PERsable compensation toward the City's required contribution. The negotiated provision included in the Unrepresented Compensation Program states as soon as practicable, the City initiate a contract amendment for employees covered by this program, excluding the Fire Chief, for employee cost sharing of an additional 1% of pensionable compensation toward the City's cost of pension benefits.

In accordance with Government Code Section 20516, the City desires to amend its CalPERS Contract with respect to the Miscellaneous Retirement Plan and the Police Safety Management Retirement Plan to allow additional employee cost sharing of the employer rate in the amount of 1% for Classis Miscellaneous members, New Miscellaneous members (PEPRA), Classic Police Safety Management members and

New Police Safety Management members (PEPRA). The St. Helena Employees Association has been contributing at these rates since January 2016. However, the City still needs to amend its contract with CalPERS in order for employees to obtain appropriate credit for those contributions. The Unrepresented Employee group will begin contributing these rates upon the effective date of the amended contract, October 25, 2016.

DISCUSSION

In order to formalize the cost sharing provision of the agreements with CalPERS, the City Council must amend the City's contract with CalPERS to incorporate the provisions of the Government Code Section 20516. The CalPERS contract amendment requires the Council to adopt a Resolution of Intention to Approve an Amendment to Contract and to introduce an ordinance authorizing an Amendment to Contract.

The required contract amendment involves enacting the provisions of Government Code Section 20516, Employee Cost Sharing of Additional Benefits, for local miscellaneous members and local police safety members. This amendment is required for all Classic and New members (PEPRA) in SHEA and Unrepresented employee groups, and all members in these groups (excluding the Fire Chief) will participate in the required CalPERS election.

This serves as the first reading of the ordinance as required by CalPERS. The Second Reading and propose Adoption of the Ordinance is scheduled for September 27, 2016. The effective date of the Ordinance shall be 30 days after the adoption date on October 27, 2016. The effective date of the Contract Amendment is the first day of the City's next available pay period which would be November 9, 2016.

FISCAL IMPACT

There is no fiscal impact to the City.

RECOMMENDED ACTION

1. Adopt a Resolution of Intention to approve an amendment to the Contract between the Board of Administration of the California Public Employees' Retirement System and the City Council to incorporate the provisions of Government Code Section 20156 and include 1% employee cost share.
2. Introduce by title only and waive further reading of an ordinance authorizing an amendment to the Contract between the City Council of the City of St. Helena and the Board of Administration of the California Public Employee's Retirement System.

ATTACHMENTS

1. Resolution
2. Ordinance
3. Contract Amendment

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Approving a Resolution of Intention to approve an amendment to Contract between the Board of Administration of the California Public Employees' Retirement System and the City Council of the City of St. Helena

RECITALS

A. The Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

B. One of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

C. The following is a statement of the proposed change:

To provide section 20516 (Employee Sharing Additional Cost) of 1% for classic local miscellaneous members in St. Helena Employee's Association, and for Unrepresented Executive Managers, Mid-Managers and Confidential Managers groups; and

1% for local police members in the Unrepresented Safety Management Group.

RESOLUTION

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

1. City Council of the City of St. Helena does hereby give notice of intention to approve an amendment to the contract between the City of St. Helena and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016 by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: ____________

APPROVED:

ATTEST:

____
Alan Galbraith, Mayor

____
Cindy Black, City Clerk

CITY OF ST. HELENA

ORDINANCE NO. 2016-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ST. HELENA AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF ST. HELENA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

The City Council of the City of St. Helena does ordain as follows:

SECTION 1. That an amendment to the contract between the City Council of the City of St. Helena and the Board of Administration, California Public Employees' Retirement System is hereby authorized, a copy of said amendment being attached hereto, marked Exhibit, and by such reference made a part hereof as though herein set out in full.

SECTION 2. The Mayor of the City Councils hereby authorized, empowered, and directed to execute said amendment for and on behalf of said agency.

SECTION 3. This Ordinance shall take effect 30 days after the date of its adoption, and prior to the expiration of 30 days from the passage thereof shall be published at least once in the St. Helena Star, a newspaper of general circulation, published and circulated in City of St. Helena and thenceforth and thereafter the same shall be in full force and effect.

The foregoing ordinance was introduced at a meeting of the City Council of the City of St. Helena held on August 23, 2016, and adopted at a meeting held on September 27, 2016, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

____
Alan Galbraith, Mayor

____
Cindy Black, City Clerk

CalPERS

EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of St. Helena

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective March 1, 1968, and witnessed January 9, 1968, and as amended effective February 1, 1989, September 28, 1991, August 16, 1999, July 1, 2001, June 16, 2012 and December 21, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

A. Paragraphs 1 through 15 are hereby stricken from said contract as executed effective December 21, 2012, and hereby replaced by the following paragraphs numbered 1 through 18 inclusive:

1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to December 21, 2012, age 60 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after December 21, 2012, age 62 for new local miscellaneous members, age 50 for classic local police members entering membership in the police classification on or prior to June 16, 2012, age 55 for classic local fire members and for those classic local police members entering membership for the first time in the police classification after June 16, 2012 and age 57 for new local safety members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after March 1, 1968 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:

   (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.

   (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.

   (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.

4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:

   a. Local Fire Fighters (herein referred to as local safety members);

   b. Local Police Officers (herein referred to as local safety members);

   c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

   a. **PART-TIME RECREATION DEPARTMENT EMPLOYEES; AND**

   b. **PERSONS COMPENSATED ON AN HOURLY BASIS.**

6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member entering membership in the miscellaneous classification on or prior to December 21, 2012 shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified).

7. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time with this agency in the miscellaneous classification after December 21, 2012 shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).

8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).

9. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local fire member shall be determined in accordance with Section 21366 of said Retirement Law subject to the reduction provided therein for Federal Social Security (One-half pay at age 55 Modified).

10. The percentage of final compensation to be provided for each year of credited prior and current service as a new local fire member shall be determined in accordance with Section 7522.25(b) of said Retirement Law (2% at age 57 Supplemental to Federal Social Security).

11. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local police member entering membership in the police classification on or prior to June 16, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full), pursuant to Government Code Section 20515.

12. The percentage of final compensation to be provided for each year of credited current service as a classic local police member entering membership for the first time with this agency in the police classification after June 16, 2012 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full), pursuant to Government Code Section 20515.

13. The percentage of final compensation to be provided for each year of credited prior and current service as a new local police member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full), pursuant to Government Code Section 20515.

14. Public Agency elected and elects to be subject to the following optional provisions:

    a. Section 20042 (One-Year Final Compensation) for classic local safety members and for those classic local miscellaneous members entering membership on or prior to December 21, 2012.

    b. Section 20515 (Full Formula Plus Social Security) for past and future service for local police members only. Legislation repealed said Section effective January 1, 2002.

c. Section 20475 (Different Level of Benefits): Section 21363.1 (3% @ 55 Full formula) is applicable to classic local police members entering membership for the first time with this agency in the police classification after June 16, 2012.

Section 21353 (2% @ 60 Modified formula) and Section 20037 (Three-Year Final Compensation) are applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after December 21, 2012.

d. Section 20516 (Employees Sharing Additional Cost):

From and after the effective date of this amendment to contract, 1% for local miscellaneous members in St. Helena Employee's Association, and for Unrepresented Executive Managers, Mid-Managers and Confidential Managers groups.

From and after the effective date of this amendment to contract, 1% for local police members in the Unrepresented Safety Management Group.

The portion of the employer's contribution that the member agrees to contribute from his or her compensation, over and above the member's normal contribution ("Cost Sharing Percentage"), shall not exceed the Employer Normal Cost Rate, as that rate is defined in the CalPERS Actuarial Valuation for the relevant fiscal year. If the Cost Sharing Percentage will exceed the relevant Employer Normal Cost Rate, the Cost Sharing Percentage shall automatically be reduced to an amount equal to, and not to exceed, the Employer Normal Cost Rate for the relevant fiscal year.

15. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.

16. Public Agency shall also contribute to said Retirement System as follows:

a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

17. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

18. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _______________, ______.

BOARD OF ADMINISTRATION PUBLIC EMPLOYEES' RETIREMENT SYSTEM	CITY COUNCIL CITY OF ST. HELENA
BY____________________ CHERYL EASON CHIEF FINANCIAL OFFICER PUBLIC EMPLOYEES' RETIREMENT SYSTEM	BY____________________ PRESIDING OFFICER
	____________________ Witness Date
	Attest:
	____________________ Clerk

Item No: 16

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **New Business**

Subject: **Grant Quarterly Report for FY 2016, Quarter 4 and consideration and proposed adoption of a resolution accepting the Grants Quarterly Report Ending June 30, 2016 as Part of the City's Permanent Record to Ensure Transparency and Accountability for Grant Agreements**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**
Tracey Perkosky, Grants & Finance Manager

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Every quarter, staff will be presenting to the City Council an update on grant applications and management. This report covers the 4th Quarter of Fiscal Year (FY) 2016 and includes a summary of key grant items to be included in the City's permanent record.

DISCUSSION

Awarded Grant Applications FY 2016:
The City of St Helena was awarded the following new grants.

Agency	Project	Amount	Status
Metropolitan Transportation Commission/TDA Article 3 Program	Railroad Avenue Curb Ramp Project	$51,500	Awarded – Awaiting Contract
CA Housing & Community Development/HOME	Housing Rehabilitation	$500,000	Awarded – Awaiting Contract
Bay Area Air Quality Management District/Bike Rack Voucher	Bike Parking Adjacent to City Hall	$600	Project in Process
CA Integrated Waste Management Board/Cal Recycle	Used Oil Recycling	$5,000	Partnership with Napa County

CA Integrated Waste Management Board /Beverage Container Recycling	Beverage Container Recycling	$5,000	Partnership with Upper Valley Waste Management Agency
Friends & Foundation	Enhancements for Library (PT Staff, Spanish/Youth/Adult Programs, Materials, Elsie the Cat, Supplies)	$143,642	Completed/Annual Report Pending

Awarded Applications FY 2017

The following applications were awarded during FY 2016 specifically for activities in FY 2017

Agency	Project	Amount
Friends & Foundation	Library Enhancements (Staff, Programs, Elsie, Materials)	$ 135,000
CalRecycle	Partnership with Upper Valley Waste Management Agency	$ 5,000
Used Oil Recycling	Regional Grant Application with Napa County	$ 5,000

Active Grants

These are grant awards with signed agreements. This chart shows the grant award, required match and percent expended.

Grant	Project	Award Amount	Cash Match	% Grant Funds Expended	Notes
Environmental Protection Agency (EPA)	Upper York Creek Ecosystem Restoration	$ 987,876	$ 987,876	0.2%	
SF Bay Area Integrated Regional Water Management Grant (IRWM)	Upper York Creek Ecosystem Restoration	$ 800,000	$ 1,174,119	0.0%	
Transportation Fund for Clean Air	Design & Install Pope St Bike Lanes	$ 40,000	$ -	23.8%	Design Completed, Construction Remains
Transportation Development Act - 3 (TDA-3)	Mitchell Sidewalks	$ 107,278	$ 18,722	100.0%	Project Completed, Audit & Close Out Remains
Department of Water Resources (DWR)	Comprehensive Flood Control Project	$ 2,371,333	$ 20,000,000	100.0%	Holding $237,000 in retention until Conservation

					Easement completed
Bay Area Air Quality Management District (BAAQMD)	Bike Racks near City Hall	$ 600	$ 100	0.0%	Order Placed; Delivery Pending
Friends & Foundation	Library Enhancements (Staff, Programs, Elsie, Materials)	$ 143,642	$ -	97.4%	Grant will be 100% expended; invoices pending at end of FY

Flood Projects (Measure A, Hazard Mitigation Grant, Department of Water Resources, State Revolving Loan Fund, and Incidental Take Permit)

The Grants Manager is actively working to resolve compliance issues with the Comprehensive Flood Project's Incidental Take Permit (ITP) for Endangered Species and the Department of Water Resources Grant. These efforts include drafting a proposed deed restriction, identifying and securing approval for a third party holder of a conservation easement, and reviewing the proposed conservation easement. Staff is also working on finalizing the required information for the Measure A audit. Once this completed, the new amendments can be drafted and funds approved for a draw down. The Finance Director is working on the repayment schedule of the State Revolving Fund (SRF) Loan. The forensic accountants are examining the records of the project and are anticipated to be completed near the end of calendar year 2016.

Non-Profit Grant Applications

The City completed its first formal process to award local serving non-profit organizations funds to help St Helena constituents. Nine applications were funded, totaling $35,050.

Key Grant Milestones

State Water Resources Control Board/State Revolving Loan Fund (SRF)	Retain all documents for 36 years following Project Completion or through 2047. Deed of Trust forthcoming on Levee parcel.
Department of Water Resources/Flood Control Project	Maintain Project in Perpetuity. Conservation Easement and Deed Restriction forthcoming on Levee Project.
Bay Area Air Quality Management District/ Bike Rack Voucher Grant	To be installed adjacent to City Hall. Cannot be removed for 3 years from date of installation without permission from Bay Area Air Quality Management District (BAAQMD).

FISCAL IMPACT

There is no fiscal impact associated with this report.

Item No: 16

RECOMMENDED ACTION

Adopt Resolution to accept the Grants Quarterly Report Ending June 30, 2016 as part of the City's permanent record to ensure transparency and accountability for grant agreements.

ATTACHMENT

1. Resolution

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Resolution Accepting the Grants Quarterly Report Ending June 30, 2016 as Part of the City's Permanent Record to Ensure Transparency and Accountability for Grant Agreements

RECITALS

A. The City of St. Helena desires to maintain quality records for its grant awards; and

B. An annual permanent record by resolution of key contractual and project elements will fulfill this goal.

RESOLUTION

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

1. Accepts the report included as Exhibit "A" as part of the permanent record of the City of Saint Helena to ensure transparency and accountability for grant programs.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

____________________ ____________________

Alan Galbraith, Mayor Cindy Black, City Clerk

Exhibit "A"

This exhibit reports the grant activities during Fiscal Year 2015-2016 and tracks long-term contractual obligations for the City's grant program.

Awarded Grant Applications FY 2016:
The City of St Helena was awarded the following new grants.

Agency	Project	Amount	Status
Metropolitan Transportation Commission/TDA Article 3 Program	Railroad Avenue Curb Ramp Project	$51,500	Awarded – Awaiting Contract
CA Housing & Community Development/HOME	Housing Rehabilitation	$500,000	Awarded – Awaiting Contract
Bay Area Air Quality Management District/Bike Rack Voucher	Bike Parking Adjacent to City Hall	$600	Project in Process
CA Integrated Waste Management Board/Cal Recycle	Used Oil Recycling	$5,000	Partnership with Napa County
CA Integrated Waste Management Board /Beverage Container Recycling	Beverage Container Recycling	$5,000	Partnership with Upper Valley Waste Management Agency
Friends & Foundation	Enhancements for Library (PT Staff, Spanish/Youth/Adult Programs, Materials, Elsie the Cat, Supplies)	$143,642	Completed/Annual Report Pending

Awarded Applications FY 2017
The following applications were awarded during FY 2016 specifically for activities in FY 2017

Agency	Project	Amount
Friends & Foundation	Library Enhancements (Staff, Programs, Elsie, Materials)	$ 135,000
CalRecycle	Partnership with Upper Valley Waste Management Agency	$ 5,000
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Active Grants

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Transportation Fund for Clean Air	Design & Install Pope St Bike Lanes	$ 40,000	$ -	23.8%	Design Completed, Construction Remains
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Department of Water Resources (DWR)	Comprehensive Flood Control Project	$ 2,371,333	$ 20,000,000	100.0%	Holding $237,000 in retention until Conservation Easement completed
Bay Area Air Quality Management District (BAAQMD)	Bike Racks near City Hall	$ 600	$ 100	0.0%	Order Placed; Delivery Pending
Friends & Foundation	Library Enhancements (Staff, Programs, Elsie, Materials)	$ 143,642	$ -	97.4%	Grant will be 100% expended; invoices pending at end of FY

Flood Projects (Measure A, Hazard Mitigation Grant, Department of Water Resources, State Revolving Loan Fund, and Incidental Take Permit)

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(SRF) Loan. The forensic accountants are examining the records of the project and are anticipated to be completed near the end of calendar year 2016.

Non-Profit Grant Applications

The City completed its first formal process to award local serving non-profit organizations funds to help St Helena constituents. Nine applications were funded, totaling $35,050.

Key Grant Milestones

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Department of Water Resources/Flood Control Project	Maintain Project in Perpetuity. Conservation Easement and Deed Restriction forthcoming on Levee Project.
Bay Area Air Quality Management District/ Bike Rack Voucher Grant	To be installed adjacent to City Hall. Cannot be removed for 3 years from date of installation without permission from Bay Area Air Quality Management District (BAAQMD).

Item No: 17

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: New Business

Subject: Consideration to approve the Napa County City Selection Committee recommendation to appoint Napa County Board of Supervisor Brad Wagenknecht to represent the Napa County Cities and Town on the Marin Clean Energy Board of Directors

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk

Approved By: Jennifer Phillips, City Manager

BACKGROUND

At the June 7, 2016 Napa County City Selection Committee meeting a discussion was held and recommendation was made for Napa County Board of Supervisor Brad Wagenknecht to represent the Napa County Cities and Town on the Marin Clean Energy Board of Directors.

DISCUSSION

The Clerk of the Board of Supervisors Gladys Coil sent correspondence from the Napa County City Selection Committee requesting St. Helena to place this nominee on the City Council agenda for a vote on the appointment.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Provide direction to staff.

ATTACHMENTS

Attachment 1 – Correspondence from Clerk of the Board of Supervisors Gladys Coil
Attachment 2 – Napa County City Selection Committee June 7, 2016 Staff Report

Attachment 1

A Tradition of Stewardship
A Commitment to Service

County Executive Office

1195 Third St.
Suite 310
Napa, CA 94559
www.countyofnapa.org

Main: (707) 253-4421
Fax: (707) 253-4176

Nancy Watt
County Executive Officer

July 18, 2016

Mayor Alan Galbraith
1480 Main St.
St. Helena, CA 94574

Re: Marin Clean Energy

Dear Mayor Galbraith,

At the June 7, 2016 Napa County City Selection Committee meeting discussion was held and recommendation was made for Brad Wagenknecht to represent the Cities and Town on the Marin Clean Energy Board of Directors.

This letter is a request from the Napa County City Selection Committee for your entity to place this nominee on your Council agenda for a vote on the appointment.

Please send the results of that vote to my attention in order for me to advise Marin Clean Energy and the City Selection Committee of your Council's decision.

At the same meeting on June 7, 2016, the committee requested a special meeting September 20, 2016, that has been called by Chairman John Dunbar, for an update from Marin Clean Energy and discussion of a possible alternate nominee to the Marin Clean Energy Board of Directors. Please forward the names of any alternative nominees to me for placement on the City Selection Committee's September agenda.

Regards,

Gladys I. Coil

Gladys I. Coil
Clerk of the Board

cc: S. Darbinian, County Counsel

Attachment 2

Agenda Date: 6/7/2016
Agenda Placement: 3B

Napa County City Selection Committee
Board Agenda Letter

TO:	Napa County City Selection Committee
FROM:	Gladys Coil - Clerk of the Board of Supervisors Clerk of the Board
REPORT BY:	Silva Darbinian, DEPUTY COUNTY COUNSEL IV - 259-8250
SUBJECT:	Discussion and Possible Nomination of a Napa County City Selection Member(s) to Marin Clean Energy (MCE)

RECOMMENDATION

Presentation by Marin Clean Energy Chief Executive Officer Dawn Weisz requesting discussion and possible nomination of Napa County City Selection Member(s) to Marin Clean Energy (MCE).

EXECUTIVE SUMMARY

On June 3, 2014 the Napa County Board of Supervisors, (1) adopted a Resolution requesting membership in Marin Clean Energy (MCE), and (2) introduced and voted its intent to adopt the ordinance approving Napa County's entry into MCE. To date City of Napa, City of American, Town of Yountville, City of St. Helena and City of Calistoga have joined Marin Clean Energy.

Supervisor Brad Wagenknecht was appointed as the Napa County representative and Supervisor Keith Caldwell the alternate to MCE Board of Directors on June 3, 2014. At this time, it is requested that the City Selection Committee discuss and possibly nominate representative(s) and alternate(s), who will have weighted votes based on the entity electric load, from the Cities and Town to serve on MCE subject to ratification by all entities. The three scenarios for discussion are:

1. Remain with the Napa County Board of Supervisors (BOS) MCE representative, Supervisor Brad Wagenknecht and alternate Supervisor Keith Caldwell, to represent the entire county;
2. In addition to the one BOS representative, nominate one City/Town representative and alternate; and
3. In addition to the one BOS representative, nominate a representative and alternate from each City/Town.

PROCEDURAL REQUIREMENTS

1. Staff reports and presentation.
2. Public comments.
3. Motion, second, discussion and vote on the item.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On June 3, 2014 the Board of Supervisors, (1) adopted Resolution 2014-59 requesting membership in Marin Clean Energy (MCE), and (2) introduced and voted its intent to adopt the ordinance (#1391 July 15, 2014) approving Napa County's entry into MCE. To date all the cities and town of Napa County have joined Marin Clean Energy.

Marin Clean Energy (MCE) is a fully operating Community Choice Aggregation (CCA) program. A CCA acts as an alternative energy provider to PG&E, providing consumers with an option to purchase energy that is 50%-100% generated from renewable energy sources such as solar, wind, water, and biopower. The role of the CCA is to choose where to purchase power from, and to create a mix that meets the goals of the program, providing clean energy while ensuring customers a stable and competitive price. Other aspects of PG&E services (such as power transmission, billing, etc.) continue for all customers. Consumers who are not interested in dealing with the CCA may still opt out and continue to use PG&E as before with no changes whatsoever.

In addition to providing a highly renewable power mix, MCE also offers energy efficiency programs that could work in parallel with programs offered locally to provide additional financing and rebate options to consumers wishing to undertake energy efficiency projects. One particularly attractive program offers on-bill financing. MCE also works to encourage development of new, local, power sources, as they have done with a large solar project located at the San Rafael airport. MCE would likely benefit programs in Napa such as a proposed bioenergy plant at the Clover Flat Landfill and a proposed solar array at the former American Canyon Landfill (preliminary discussions with the Napa Vallejo Waste Management Authority Board members have occurred regarding this project). For property owners with installed solar systems that are large enough to produce more power than is needed on the site, MCE also offers net energy metering and "feed-in tariff" programs to allow the property owner to be paid for the excess power generated, at rates that exceed what PG&E currently pays.

Supervisor Brad Wagenknecht was appointed as the Napa County representative and Supervisor Keith Caldwell the alternate to MCE Board of Directors on June 3, 2014. At this time, it is requested that the City Selection Committee discuss and possibly nominate representative(s) and alternate(s), who will have weighted votes based on the entity electric load, from the Cities and Town to serve on MCE subject to ratification by all entities. The three scenarios for discussion are:

1. Remain with the Napa County Board of Supervisors (BOS) MCE representative, Supervisor Brad Wagenknecht and alternate Supervisor Keith Caldwell, to represent the entire county;
2. In addition to the one BOS representative, nominate one City/Town representative and alternate; and
3. In addition to the one BOS representative, nominate a representative and alternate from each City/Town.

SUPPORTING DOCUMENTS

None

Recommendation: Approve

Reviewed By: Gladys Coil

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Item No: 18

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: New Business

Subject: Consideration to designate two members of the St. Helena City Council as the 2016 League of California Cities Annual Conference voting delegate and an alternate voting delegate

CEQA Status: Not a CEQA Project

Prepared By: Cindy Black, City Clerk CB

Approved By: Jennifer Phillips, City Manager

BACKGROUND

The League of California Cities 2016 Annual Conference is scheduled for October 5-7 in Long Beach. As part of the Conference, the League will hold its annual business meeting, during which League membership considers and takes action on resolutions that establish League policy. In order to vote at the annual business meeting, the League requires City Council action to designate a voting delegate.

Council will review and take a position on the League's proposed resolutions at under separate item at the August 23rd City Council meeting. The delegate would then vote according to the City's position on each resolution during the business meeting.

DISCUSSION

Mayor Alan Galbraith, Vice Mayor Peter White and City Manager Jennifer Phillips are the representatives of the City of St. Helena attending the League of California Cities 2016 Annual Conference.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

Confirm a voting delegate and an alternate voting delegate at the 2016 League of California Cities Annual Conference.

ATTACHMENTS

Attachment 1 - League of California Cities request for voting delegate designation.

1400 K Street
Sacramento, CA 95814
ph: (916) 658-8200
fx: (916) 658-8240

LEAGUE OF CALIFORNIA CITIES

www.cacities.org

Council Action Advised by July 31, 2016

June 10, 2016

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 5 – 7, Long Beach

The League's 2016 Annual Conference is scheduled for October 5 – 7 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for noon on Friday, October 7, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 23, 2016. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, October 5, 8:00 a.m. – 6:00 p.m.; Thursday, October 6, 7:00 a.m. – 4:00 p.m.; and Friday, October 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 23. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.

2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.

4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.

6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.

7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

LEAGUE® OF CALIFORNIA CITIES

CITY: St. Helena

2016 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 23, 2016. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: ______________________

Title: ______________________

2. VOTING DELEGATE - ALTERNATE

Name: ______________________

Title: ______________________

3. VOTING DELEGATE - ALTERNATE

Name: ______________________

Title: ______________________

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: ______________________ E-mail ______________________

Mayor or City Clerk ______________________ Phone: ______________________
(circle one) (signature)

Date: ______________________

Please complete and return by Friday, September 23, 2016

League of California Cities
ATTN: Kayla Gibson
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kgibson@cacities.org
(916) 658-8247

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Item No: 19

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **New Business**

Subject: **Council to review the proposed resolution committing the League of California Cities to supporting vision zero, towards zero deaths, and other programs or initiatives to make safety a top priority for transportation projects and policy formulation, while encouraging cities to pursue similar initiatives; provide voting direction to the voting delegate and alternate voting delegate**

CEQA Status: **Not a CEQA Project**

Prepared By: **Cindy Black, City Clerk** CB

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The 2016 League of California Cities 118th Annual Conference will be held from October 5 - 7 in Long Beach. The League of California Cities Annual Business Meeting and General Assembly will take place on Friday, October 7, 2016, after the close of the League's Annual Conference. The delegates in attendance at the General Assembly will be asked to vote on a resolution developed for the Assembly's consideration. This year, one resolution is being submitted to the Assembly for review and action.

The City Council will also consider under a separate item during the August 23rd meeting the designation of a voting delegate and an alternate to represent the City of St. Helena.

DISCUSSION

The resolution to be considered at the meeting are listed below and outlined in the attached packet.

1. Resolution committing the League of California Cities to supporting vision zero, towards zero deaths, and other programs or initiatives to make safety a top priority for transportation projects and policy formulation, while encouraging cities to pursue similar initiatives

Resolution 1. was referred to the League of California Cities Transportation, Communication, and Public Works Committee for review.

The resolved clauses in Resolution No. 1: commits the League of California Cities to:

1) Supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety;
2) Encouraging cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways; and
3) Encouraging the State to consider adopting transportation safety as a top priority for transportation projects and policy formulation.

FISCAL IMPACT

Unknown. The costs to any particular city can vary tremendously depending on the level and scope of investment any particular city would seek to make. For example, the City of San Francisco has Vision Zero project costs ranging from $30,000 for pedestrian safety treatments up to $12,000,000 for a Streetscape project. The cost of any particular effort could be well below, above, and anywhere between those ranges for Vision Zero implementation.

RECOMMENDED ACTION

It's recommended for Council to discuss and consider the proposed resolution. Provide direction to the City's voting delegates for participation at the League of California Cities Annual Business Meeting and General Assembly on Friday, October 2, 2015

regarding the 2016 League of California Cities Conference Resolution to be considered at the League's 2016 118th Annual Conference October 5 - 7 in Long Beach.

Typically it is the practice to support the League's recommendations, though if the Council feels differently they are not required to do so.

ATTACHMENTS

1. League of California Cities Annual Conference Packet - 2015

Annual Conference Resolutions Packet

2016 Annual Conference Resolutions

Long Beach, California

October 5 – 7, 2016

INFORMATION AND PROCEDURES

RESOLUTIONS CONTAINED IN THIS PACKET: The League bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, one resolution has been introduced for consideration by the Annual Conference and referred to the League policy committees.

POLICY COMMITTEES: One policy committee will meet at the Annual Conference to consider and take action on the resolution referred to them. The committee is Transportation, Communication and Public Works. The committee will meet 9:00 – 10:30 a.m. on Wednesday, October 5, 2016, at the Hyatt Regency. The sponsor of the resolution has been notified of the time and location of the meeting.

GENERAL RESOLUTIONS COMMITTEE: This committee will meet at 1:00 p.m. on Thursday, October 6, at the Hyatt Regency in Long Beach, to consider the report of the policy committee regarding the resolution. This committee includes one representative from each of the League's regional divisions, functional departments and standing policy committees, as well as other individuals appointed by the League president. Please check in at the registration desk for room location.

ANNUAL LUNCHEON/BUSINESS MEETING/GENERAL ASSEMBLY: This meeting will be held at 12:00 p.m. on Friday, October 7, at the Long Beach Convention Center.

PETITIONED RESOLUTIONS: For those issues that develop after the normal 60-day deadline, a resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (48 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Annual Business Meeting of the General Assembly. This year, that deadline is 12:00 p.m., Thursday, October 6. Resolutions can be viewed on the League's Web site: www.cacities.org/resolutions.

Any questions concerning the resolutions procedures may be directed to Meg Desmond at the League office: mdesmond@cacities.org or (916) 658-8224

GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS

Policy development is a vital and ongoing process within the League. The principal means for deciding policy on the important issues facing cities is through the League's eight standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop League policy. Resolutions should adhere to the following criteria.

Guidelines for Annual Conference Resolutions

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.

2. The issue is not of a purely local or regional concern.

3. The recommended policy should not simply restate existing League policy.

4. The resolution should be directed at achieving one of the following objectives:

    (a) Focus public or media attention on an issue of major importance to cities.

    (b) Establish a new direction for League policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.

    (c) Consider important issues not adequately addressed by the policy committees and board of directors.

    (d) Amend the League bylaws (requires 2/3 vote at General Assembly).

LOCATION OF MEETINGS

<u>Policy Committee Meetings</u>
Wednesday, October 5
Hyatt Regency Long Beach
200 South Pine Street, Long Beach

9:00 – 10:30 a.m.: Transportation, Communication & Public Works

<u>General Resolutions Committee</u>
Thursday, October 6, 1:00 p.m.
Hyatt Regency Long Beach
200 South Pine Street, Long Beach

<u>Annual Business Meeting and General Assembly Luncheon</u>
Friday, October 7, 12:00 p.m.
Long Beach Convention Center
300 East Ocean Boulevard, Long Beach

KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

Number	Key Word Index	Reviewing Body Action		
		1	2	3

1 - Policy Committee Recommendation to General Resolutions Committee
2 - General Resolutions Committee
3 - General Assembly

TRANSPORTATION, COMMUNICATION, AND PUBLIC WORKS POLICY COMMITTEE

		1	2	3
1	Vision Zero			

Information pertaining to the Annual Conference Resolutions will also be posted on each committee's page on the League website: www.cacities.org. The entire Resolutions Packet will be posted at: www.cacities.org/resolutions.

KEY TO ACTIONS TAKEN ON RESOLUTIONS *(Continued)*

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

ACTION FOOTNOTES

* Subject matter covered in another resolution

** Existing League policy

*** Local authority presently exists

KEY TO ACTIONS TAKEN

A	Approve
D	Disapprove
N	No Action
R	Refer to appropriate policy committee for study
a	Amend+
Aa	Approve as amended+
Aaa	Approve with additional amendment(s)+
Ra	Refer as amended to appropriate policy committee for study+
Raa	Additional amendments and refer+
Da	Amend (for clarity or brevity) and Disapprove+
Na	Amend (for clarity or brevity) and take No Action+
W	Withdrawn by Sponsor

Procedural Note:
The League of California Cities resolution process at the Annual Conference is guided by the League Bylaws. A helpful explanation of this process can be found on the League's website by clicking on this link: Resolution Process.

1. **RESOLUTION COMMITTING THE LEAGUE OF CALIFORNIA CITIES TO SUPPORTING VISION ZERO, TOWARD ZERO DEATHS, AND OTHER PROGRAMS OR INITIATIVES TO MAKE SAFETY A TOP PRIORITY FOR TRANSPORTATION PROJECTS AND POLICY FORMULATION, WHILE ENCOURAGING CITIES TO PURSUE SIMILAR INITIATIVES**

Source: City of San Jose
Concurrence of five or more cities/city officials: Cities: Fremont; Los Angeles; Sacramento; San Diego; San Francisco; Santa Monica; and West Hollywood
Referred to: Transportation, Communication and Public Works Policy Committees
Recommendation to General Resolution Committee:

WHEREAS, each year more than 30,000 people are killed on streets in the United States in traffic collisions; and

WHEREAS, traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people; with pedestrians and cyclists accounting for a disproportionate share; and

WHEREAS the Centers for Disease Control recently indicated that America's traffic death rate per person was about double the average of peer nations; and

WHEREAS Vision Zero and Toward Zero Deaths are comprehensive strategies to eliminate all traffic fatalities and severe injuries using a multi-disciplinary approach, including education, enforcement and engineering measures; and

WHEREAS a core principal of Vision Zero and Toward Zero Deaths is that traffic deaths are preventable and unacceptable; and

WHEREAS cities across the world have adopted and implemented Vision Zero and Toward Zero Deaths strategies and successfully reduced traffic fatalities and severe injuries occurring on streets and highways; and

WHEREAS safe, reliable and efficient transportation systems are essential foundations for thriving cities.

RESOLVED that the League of California Cities commits to supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety;

AND encourage cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways;

AND encourage the State of California to consider adopting safety as a top priority for both transportation projects and policy formulation.

//////////

Background Information on Resolution to Support Transportation Safety Programs
Each year more than 30,000 people are killed on streets in the United States in traffic collisions. Traffic fatalities in America hit a seven-year high in 2015 and are estimated to have exceeded 35,000 people, with children, seniors, people of color, low-income and persons with disabilities accounting for a disproportionate share. The Centers for Disease Control recently reported that the traffic death rate per

person in the United States was about double the average of peer nations, with close to 10% of these deaths occurring in California (3,074 in 2014). California's largest city, Los Angeles, has *the* highest rate of traffic death among large U.S. cities, at 6.27 per 100,000 people.

Cities around the world have adopted traffic safety projects and policies that underscore that traffic deaths are both unacceptable and preventable. In 1997, Sweden initiated a program called Vision Zero that focused on the idea that "Life and health can never be exchanged for other benefits within the society." The World Health Organization has officially endorsed Vision Zero laying out traffic safety as an international public health crisis and the United Nations General Assembly introduced the Decade of Action for Road Safety 2011-2020 and set the goal for the decade: "to stabilize and then reduce the forecast level of road traffic fatalities around the world" by 50% by 2020.

As of this writing, 18 U.S. cities have adopted Vision Zero programs (including New York City, Boston, Ft. Lauderdale, Austin, San Antonio, Washington DC, and Seattle) to reduce the numbers of fatal crashes occurring on their roads (http://visionzeronetwork.org/map-of-vision-zero-cities/). California cities lead the way, with the cities of San Jose, San Francisco, San Mateo, San Diego, Los Angeles, Long Beach and Fremont having adopted Vision Zero strategies and many others are actively considering adoption.

In 2009 a national group of traffic safety stakeholders launched an effort called "Toward Zero Deaths: A National Strategy on Highway Safety". This initiative has been supported by the Federal Highway Administration (FHWA) (http://safety.fhwa.dot.gov/tzd/) and states throughout the United States, including California (http://www.ots.ca.gov/OTS_and_Traffic_Safety/About_OTS.asp).

This past January the U.S. Department of Transportation launched its "Mayors' Challenge for Safer People and Safer Streets." This effort calls on elected officials to partner with the USDOT and raise the bar for safety for people bicycling and walking by sharing resources, competing for awards, and taking action. The California cities of Beverly Hills, Davis, Maywood, Cupertino, Culver City, Rialto, Santa Monica, Porterville, Los Angles, San Jose, Monterey, Glendale, Irvine, Oakland, Palo Alto, Alameda, West Hollywood and Fullerton signed on to this effort. Additionally, the Institute of Transportation Engineers (ITE), a leading organization for transportation professionals, recently launched a new initiative to aggressively advance the Vision Zero and Towards Zero Deaths movements (http://library.ite.org/pub/ed59a040-caf4-5300-8ffc-35deb33ce03d).

Ultimately all of these programs share the fundamental belief that a data-driven, systems-level, interdisciplinary approach can prevent severe and fatal injuries on our nation's roadways. They employ proven strategies, actions, and countermeasures across education, enforcement and engineering. Support for many of these life-saving programs extends far beyond government agencies, and includes National Association of City Transportation Officials (NACTO), American Association of State Highway and Transportation Officials (AASHTO), Kaiser Permanente, AARP, the National Safe Routes to School Partnership, and the International Association of Chiefs of Police, among many others.

There is wide-spread recognition that cities and towns need safe, efficient transportation systems to be economically prosperous. A resolution by the League of California Cities to support transportation safety policies like Vision Zero and Toward Zero Deaths, and encourage implementation of projects and programs that prioritize safety will help California elevate the health and safety of its residents and position us as a leader in national efforts to promote a culture of safe mobility for all.

/////////

League of California Cities Staff Analysis on Resolution No. 1

Staff: Rony Berdugo
Committee: Transportation, Communication, and Public Works

Summary:
The resolved clauses in Resolution No. 1: commits the League of California Cities to:
1) Supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety;
2) Encouraging cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways; and
3) Encouraging the State to consider adopting transportation safety as a top priority for transportation projects and policy formulation.

Background:
The City of San Jose notes national and international efforts to reduce fatal and severe injury traffic collisions through systematic data driven approaches, such as Vision Zero and Toward Zero Deaths. According to the World Health Organization (WHO), "Vision Zero is a traffic safety policy, developed in Sweden in the late 1990s and based on four elements: ethics, responsibility, a philosophy of safety, and creating mechanisms for change."[1] Below is a summary of each Vision Zero element, according to WHO:

1. Ethics – Life and health trump all other transportation benefits, such as mobility.

2. Responsibility – Responsibility for crashes and injuries is shared between the providers of the system and the road users.

3. Safety Philosophy – Asserts that a transportation system should account for the unstable relationship of human error with fast/heavy machinery to avoid deaths/serious injury, but accept crashes/minor injuries.

4. Driving Mechanisms for Change – Asserts that road users and providers must both work to guaranteeing road safety, taking measures such as: improving levels of seat belt use, installing crash-protective barriers, wider use of speed camera technology, increasing random breathalyzer tests, and promoting safety in transportation project contracts.

A Vision Zero City meets the following minimum standards:
- Sets clear goal of eliminating traffic fatalities and severe injuries
- Mayor has publicly, officially committed to Vision Zero
- Vision Zero plan or strategy is in place, or Mayor has committed to doing so in clear time frame
- Key city departments (including police, transportation and public health) are engaged

List of cities that meet the minimum Vision Zero standards nationally include: Anchorage, AK; Austin, TX; Boston, MA; Cambridge, MA; Denver, CO; Eugene, OR; Fort Lauderdale, FL; Fremont, CA; Los Angeles, CA; New York, NY; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; San Francisco, CA; San Jose, CA; Seattle, WA; Washington, DC

List of cities that are considering adoption of Vision Zero nationally include: Ann Arbor, MI; Bellevue, OR; Bethlehem, PA; Chicago, IL; Columbia, MO; Houston, TX; Long Beach, CA;

[1] http://who.int/violence_injury_prevention/publications/road_traffic/world_report/chapter1.pdf

New Orleans, CA; Philadelphia, PA; Pittsburgh, PA; San Mateo, CA; Santa Ana, CA; Santa Cruz, CA; Santa Monica, CA; St. Paul, MN; Tampa, FL[2]

Vision Zero – Samples:

1. San Francisco – In 2015, the City established a two-year action strategy that outlines the projects and policy changes to implement its Vision Zero goal of zero traffic deaths by 2024. The strategy adopts five core principles, such as: 1) traffic deaths are preventable and unacceptable; 2) safety for all road modes and users is the highest priority; 3) transportation system design should anticipate inevitable human error; 4) education, enforcement, and vehicle technology contribute to a safe system; and 5) transportation systems should be designed for speeds that protect human life.[3] The strategy focuses on engineering, enforcement, education, evaluation, and policy changes that can be made to achieve their goals. The City is working on projects, such as:
   a. Creating protected bike lanes
   b. Building wider sidewalks
   c. Reducing traffic speeds[4]

   The City is also exploring policy changes to state law that will allow the City to place traffic cameras near schools and senior centers to cite speeding drivers through automated speed enforcement.[5]

2. Los Angeles – the City has established a commitment to eliminate all traffic deaths by 2025. They have identified a network of streets, known as the High Injury Network (HIN)[6], which maps out their areas of concern where they plan on making strategic investments in reducing deaths/severe injury. According to the City, only 6% of their city streets account for 2/3 of all deaths/severe injury for pedestrians. The City highlights the three following projects as part of their Vision Zero efforts[7]:
   a. Installation of 22 new Leading Pedestrian Intervals (LPIs) at signals throughout the city, which gives pedestrians a head start against right-turning vehicles when crossing
   b. Installation of a pedestrian scramble at the intersection of Hollywood and Highland, which stops traffic in all four-directions during pedestrian crossing.
   c. Installation of curb extensions along Cesar E. Chavez Avenue in their HIN, which reduces the crossing distance for pedestrians, narrows the intersections, and reduces speed for turning vehicles.

San Francisco's Vision Zero Categories:

1. Engineering – implement treatments and redesign streets to reduce the frequency and severity of collisions (i.e. using/implementing: high injury network maps, signal timing, high visibility crosswalks, bus stop lengths, etc.)

2. Enforcement – use data driven approach to cite and focus on violations of the California Vehicular Code and S.F. Transportation Code that identify as causative in severe and fatal collisions (i.e. explore implementation of E-citation Pilot, reporting on traffic collision data, police training, etc.)

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[2] http://visionzeronetwork.org/wp-content/uploads/2016/02/VZ-map-April-20-2016-4.jpg
[3] http://www.joomag.com/magazine/vision-zero-san-francisco/0685197001423594455?short
[4] http://visionzerosf.org/vision-zero-in-action/engineering-streets-for-safety/
[5] http://visionzerosf.org/vision-zero-in-action/public-policy-for-change/
[6] http://ladot.maps.arcgis.com/apps/MapJournal/index.html?appid=488062f00db44ef0a29bf481aa337cb3
[7] http://visionzero.lacity.org/actions/

3. Education – coordinate among city departments to create citywide strategy for outreach and safety programs, such as Safe Routes to Schools. (i.e. education campaign includes – Safe Streets SF, large vehicle safe driving for municipal vehicles, etc.)
4. Evaluation – evaluate the impact of engineering, enforcement, education and policy efforts to provide recommendations for refinement (i.e. use of web-based data sharing and tracking systems for transparency and accountability).

5. Policy – support and mobilize local and state policy initiatives that advance Vision Zero (i.e. Advance Automated Safety Enforcement initiative at the state level, in-vehicle technology usage, partnering with state and federal agencies on administrative and legal issues, etc.)

In its annual reporting, the City has established the following measures for successful benchmarks:

- Decreasing total severe and fatal injuries
- Decreasing the proportion of severe and fatal injuries in communities of concern to address social inequities
- Decreasing medical costs at SF General Hospital relating to collisions
- Increasing the number of engineering projects and miles of streets receiving safety improvements
- Decreasing the speeds on SF streets
- Increasing investigation and prosecution of vehicular manslaughter
- Increasing public awareness of Vision Zero and traffic safety laws
- Increasing policy changes made at the state and local levels to advance Vision Zero

Toward Zero Deaths – The Federal Highway Administration (FHWA) within the United States Department of Transportation (USDOT) is committed to the vision of eliminating fatalities and serious injuries on national roadways. FHWA has a strategic goal of ensuring the "nation's highway system provides safe, reliable, effective, and sustainable mobility for all users."[8] It is essentially the national version of Vision Zero administered primarily through the Highway Safety Improvement Program (HSIP).

At the state level, the California Office of Traffic Safety (OTS) has a mission to "effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic losses."[9] They make available grants to local and state public agencies for traffic law enforcement, public traffic safety education, and other programs aimed at reducing fatalities, injuries, and economic loss from collisions.

Support: City of Fremont, City of Los Angeles, City of Sacramento, City of San Francisco, City of San Jose, City of Santa Monica, and City of West Hollywood

Opposition: One individual

Fiscal Impact: Unknown. The costs to any particular city can vary tremendously depending on the level and scope of investment any particular city would seek to make. For example, the City of San Francisco has Vision Zero project costs ranging from $30,000 for pedestrian safety treatments up to $12,000,000 for a Streetscape project. The cost of any particular effort could be well below, above, and anywhere between those ranges for Vision Zero implementation.

[8] http://safety.fhwa.dot.gov/tzd/

[9] http://www.ots.ca.gov/OTS_and_Traffic_Safety/About_OTS.asp

Comment:

1) Policy committee members are encouraged to consider carefully how the adoption of the resolved clause in this resolution may affect the League's future policy when it comes to advocating for transportation funding and other existing priorities. While the clause "encouraging cities throughout California to join in these traffic safety initiatives to pursue the elimination of death and severe injury crashes on our roadways" provides an opportunity to highlight strategies that can be considered to improve transportation safety, two other aspects of the resolved appear to establish new policy for the organization in that it would "commit" the League to:
    - Supporting Vision Zero, Toward Zero Deaths, and other programs, policies, or initiatives that prioritize transportation safety.
    - Encouraging the State to consider adopting transportation safety as a top priority for transportation projects and policy formulation.

2) Effects of various strategies to improve transportation safety can vary. According to an article published in the San Francisco Chronicle on March 26, 2016, deaths in San Francisco traffic were not falling despite Vision Zero efforts.[10] The article notes that there were seven deaths in 2016, while there was only one in the first 10 weeks of 2015 and seven in 2014 during the same period. The San Francisco Department of Public Health commented that despite these incidents, it's too early to make any conclusions about Vision Zero's effectiveness. In Los Angeles, however, the city has cited significant decreases in severe and fatal injuries with implementation of certain technologies, such as installation of pedestrian scrambles. The success of Vision Zero in any particular city will likely depend on the level of investment and scope of the project(s) as the projects can vary widely.

3) In the fifth "Whereas" clause from the top, the word "principal" should be "principle."

Existing League Policy: "The League supports additional funding for local transportation and other critical unmet infrastructure needs. One of the League's priorities is to support a consistent and continuous appropriation of new monies from various sources directly to cities and counties for the preservation, maintenance and rehabilitation of the local street and road system. New and additional revenues should meet the following policies:

- System Preservation and Maintenance. Given the substantial needs for all modes of transportation, a significant portion of new revenues should be focused on system preservation. Once the system has been brought to a state of good repair, revenues for maintenance of the system would be reduced to a level that enables sufficient recurring maintenance.
- Commitment to Efficiency. Priority should be given to using and improving current systems. Recipients of revenues should incorporate operational improvements and new technology in projects.
- All Users Based System. New revenues should be borne by all users of the system from the traditional personal vehicle that relies solely on gasoline, to those with new hybrid or electric technology, to commercial vehicles moving goods in the state, and even transit, bicyclists, and pedestrians who also benefit from the use of an integrated transportation network.
- Alternative Funding Mechanisms. Given that new technologies continue to improve the efficiency of many types of transportation methods, transportation stakeholders must be open to new alternative funding mechanisms. Further, the goal of reducing greenhouse gases is also expected to affect vehicle miles traveled, thus further reduce gasoline consumption and revenue from the existing gas tax. The

[10] http://www.sfchronicle.com/bayarea/article/Deaths-in-S-F-traffic-not-falling-despite-Vision-7182486.php

existing user based fee, such as the base $0.18-cent gas tax is a declining revenue source. Collectively, we must have the political will to push for sustainable transportation revenues.

- Unified Statewide Solution. For statewide revenues, all transportation stakeholders must stand united in the search for new revenues. Any new statewide revenues should address the needs of the entire statewide transportation network, focused in areas where there is defensible and documented need.
- Equity. New revenues should be distributed in an equitable manner, benefiting both the north and south and urban, suburban, and rural areas as well as being equally split between state and local projects.
- Flexibility. Needs vary from region to region and city to city. New revenues and revenue authority should provide the flexibility for the appropriate level of government to meet the goals of the constituents.
- Accountability. All tax dollars should be spent properly, and recipients of new revenues should be held accountable to the taxpayers, whether at the state or local level." [11]

Additionally, the League adopted to "Increase Funding for Critical Transportation and Water Infrastructure" as its number one strategic goal for 2016. It reads, "Provide additional state and federal financial assistance and new local financing tools to help meet the critical transportation (streets, bridges, active transportation, and transit) and water (supply, sewer, storm water, flood control, etc.) infrastructure maintenance and construction needs throughout California's cities."[12]

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[11] http://www.cacities.org/Resources-Documents/Policy-Advocacy-Section/Policy-Development/2016-Summary-of-Existing-Policy-and-Guiding-Princi.aspx

[12] http://www.cacities.org/Secondary/About-Us/Strategic-Priorities

LETTERS OF CONCURRENCE

Resolution No. 1

VISION ZERO

CITY OF
Fremont

Office of the Mayor
3300 Capitol Avenue, Building A | P.O. Box 5006, Fremont, CA 94537-5006
510 284-4011 *ph* | 510 284-4001 *fax* | www.fremont.gov

July 21, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: A RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES SUPPORTING THE ADOPTION AND IMPLEMENTATION OF INITITIAVES TO PRIOIRITZE TRAFFIC SAFEY THROUGHOUT CALIFORNIA

Dear President Michael,

The City of Fremont enthusiastically endorses the proposed resolution to support the implementation of initiatives to eliminate traffic deaths and severe injuries on our roadways. Fremont is among the early adopters of the Vision Zero traffic safety strategy. With City Council's approval of our Fremont Vision Zero 2020 action plan in March 2016, we are already seeing the benefits of building a safety first culture in our community.

I strongly encourage other California cities to join a growing coalition of support for Vision Zero. Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of Fremont has embraced Vision Zero and we are in strong support of expanded transportation safety in California cities and support the proposed Resolution.

Sincerely,

Bill Harrison

Bill Harrison
Mayor

CITY HALL
LOS ANGELES, CALIFORNIA 90012

August 2, 2016

The Honorable Dennis Michael
President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: League of California Cities Resolution Supporting Initiatives to Prioritize Traffic Safety

Dear President Michael:

We write in support of the proposed resolution to support the adoption and implementation of Vision Zero initiatives throughout California to eliminate traffic fatalities and injuries. Vision Zero and Towards Zero Deaths strategies have been adopted in cities throughout California, including the City of Los Angeles. Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Every year, more than 200 people are killed while trying to move around Los Angeles. Nearly half of the people who die on Los Angeles streets are people walking and bicycling, and an alarming number of them are children and older adults. The safety of our residents and visitors is paramount. If we can realize Vision Zero throughout California, children will be safer walking to school, families will be safer going to the park, and commuters will be safer getting to work.

The City of Los Angeles adopted Vision Zero as part of its Transportation Strategic Plan, and an executive directive was issued in 2015 directing its implementation. We are in strong support of Vision Zero in California, and we support the proposed Resolution.

Sincerely,

ERIC GARCETTI
Mayor

JOE BUSCAINO
Councilmember, 15th District
League of California Cities Representative

OFFICE OF THE
CITY COUNCIL

JAY SCHENIRER

COUNCILMEMBER
DISTRICT FIVE

CITY OF SACRAMENTO
CALIFORNIA

July 27, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES SUPPORTING THE ADOPTION AND IMPLEMENTATION OF INITIATIVES TO PRIORITIZE TRAFFIC SAFETY THROUGHOUT CALIFORNIA

Dear President Michael,

The City of Sacramento supports the proposed resolution to support the adoption and implementation of initiatives to prioritize transportation safety toward eliminating death and severe injuries on our roadways. ***Vision Zero*** and ***Towards Zero Deaths*** strategies have been adopted in many cities and Sacramento is currently developing its own ***Vision Zero Action Plan***.

Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015 and are estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on roads and streets of our cities. We must put safety as a top priority for all users of our streets. It is fundamental for prosperity of California cities as safety, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of Sacramento is in strong support of prioritized and expanded transportation safety in California cities and supports the proposed Resolution.

Sincerely,

Jay Schenirer, Council Member
Chair, Law & Legislation Committee

915 I STREET 5th FLOOR, SACRAMENTO, CA 95814-2604
PH 916-808-7005 • FAX 916-264-7680 • jschenirer@cityofsacramento.org

THE CITY OF SAN DIEGO

August 9, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, CA 95814

Dear President Michael:

RE: A resolution of the league of California Cities Supporting the Adoption and Implementation of Initiatives to Prioritize Traffic Safety throughout California

The City of San Diego Transportation & Storm Water Department supports the proposed resolution to support the adoption and implementation of initiatives to eliminate death and severe injuries on our roadways. Vision Zero and Towards Zero Deaths strategies have been adopted in numerous cities throughout California, including the City of San Diego (Attachment 1). Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of San Diego Transportation & Storm Water Department has embraced Vision Zero/Towards Zero Death and I am in strong support of expanded transportation safety in California cities and support the proposed Resolution.

Sincerely,

Kris McFadden
Director

Attachment: A Resolution of the Council of the City of San Diego Adopting a Vision Zero Plan to Eliminate Traffic Fatalities and Serious Injuries in the Next Ten Years

cc: Katherine Johnston, Director of Infrastructure and Budget Policy, Office of the Mayor
Kristin Tillquist, Director of State Government Affairs, Office of the Mayor
Vic Bianes, Assistant Director, Transportation & Storm Water Department
Linda Marabian, Deputy Director, Traffic Engineering Operations

Transportation & Storm Water Department
202 C Street, 9th Floor, MS 9A • San Diego, CA 92101
Tel (619) 236-6594 Fax (619) 236-6570

10/27/15
#330
(R-2016-155)

RESOLUTION NUMBER R- 310042

DATE OF FINAL PASSAGE NOV 03 2015

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO ADOPTING A VISION ZERO PLAN TO ELIMINATE TRAFFIC FATALITIES AND SERIOUS INJURIES IN THE NEXT TEN YEARS.

WHEREAS, on average one person each day is seriously injured or killed on the road while walking, bicycling, or driving the streets of San Diego; and,

WHEREAS, the City has adopted numerous studies and plans that outline design concepts to improve safety for people walking and biking in the City including a Pedestrian Master Plan and Bicycle Master Plan; and,

WHEREAS, the City of San Diego's draft Climate Action Plan proposes to achieve 50 percent of commuter mode share for walking, biking and transit use in transit priority areas by 2050 and safer conditions for walking and biking can help implement this Plan; and,

WHEREAS, the City will increase in population by approximately 30 percent by 2050 and the majority of growth will result from infill development thereby increasing demand for safe walking and bicycling; and,

WHEREAS, communities in San Diego have prioritized infrastructure projects that improve walking and biking safety among other project types as represented by the Community Planning Committee report to Infrastructure Committee in November 2013; and,

WHEREAS, the City incurs costs to respond to lawsuits alleging the City's failure to provide safer streets; and,

WHEREAS, restoring infrastructure in the City is a priority of the Council and Mayor; and, WHEREAS, Vision Zero provides a framework for reducing traffic deaths to zero through a combination of safe engineering measures, education, and enforcement practices; and,

WHEREAS, Vision Zero has been adopted in many cities throughout the country, most notably in New York City which has seen the lowest number of pedestrian fatalities in its first year of implementation since documentation began in 1910; and,

WHEREAS, Circulate San Diego is convening an Advisory Committee to advance Vision Zero Goals; NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that it hereby adopts a goal of eliminating traffic deaths and serious injuries by 2025; and

BE IT FURTHER RESOLVED, by the Council of the City of San Diego, that it urges City staff from the Mayor's office, Transportation and Stormwater Department, San Diego Police Department, and a representative of the City's Bicycle Advisory Committee to attend meetings of Circulate San Diego's Vision Zero Advisory Committee for a limited time to develop a traffic safety plan that will help the City reach the goal of zero traffic deaths and serious injuries; and

BE IT FURTHER RESOLVED, that the traffic safety plan will be guided by innovative engineering solutions to improve road safety for all users, especially the most vulnerable; will measure and evaluate performance annually; and will include enforcement and education strategies to prevent the most dangerous behaviors that cause public harm, especially along the corridors where collisions are most frequent.

APPROVED: JAN I. GOLDSMITH, City Attorney

By ______________________
Thomas C. Zeleny
Deputy City Attorney

TCZ:cfq
September 24, 2015
Or.Dept:Envir. Comm.
Doc. No.: 1116742

I certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of OCT 27 2015.

ELIZABETH S. MALAND
City Clerk

By ______________________
Deputy City Clerk

Approved: 11/2/15
(date)

____
KEVIN L. FAULCONER, Mayor

Vetoed: ______________________
(date)

____
KEVIN L. FAULCONER, Mayor

Passed by the Council of The City of San Diego on OCT 27 2015, by the following vote:

Councilmembers	Yeas	Nays	Not Present	Recused
Sherri Lightner	☑	☐	☐	☐
Lorie Zapf	☑	☐	☐	☐
Todd Gloria	☑	☐	☐	☐
Myrtle Cole	☑	☐	☐	☐
Mark Kersey	☑	☐	☐	☐
Chris Cate	☑	☐	☐	☐
Scott Sherman	☑	☐	☐	☐
David Alvarez	☐	☐	☑	☐
Marti Emerald	☑	☐	☐	☐

Date of final passage NOV 03 2015.

(Please note: When a resolution is approved by the Mayor, the date of final passage is the date the approved resolution was returned to the Office of the City Clerk.)

AUTHENTICATED BY:

KEVIN L. FAULCONER
Mayor of The City of San Diego, California.

(Seal)

ELIZABETH S. MALAND
City Clerk of The City of San Diego, California.

By [signature], Deputy

Office of the City Clerk, San Diego, California

Resolution Number R- 310042

OFFICE OF THE MAYOR
SAN FRANCISCO

EDWIN M. LEE
MAYOR

August 1, 2016

The Honorable Dennis Michael
President, League of California Cities
1400 K Street
Sacramento, CA 95814

Re: Resolution of the League of California Cities Supporting the Adoption and Implementation of Initiatives to Prioritize Traffic Safety Throughout California

Dear President Michael,

On behalf of the City and County of San Francisco, I am writing to express my support for the proposed resolution to support the adoption and implementation of initiatives to eliminate death and severe injuries on our roadways. Vision Zero and Towards Zero Deaths strategies have been adopted in numerous cities throughout California including San Francisco, San Jose, San Mateo, San Diego, Los Angeles, Santa Barbara, and Santa Monica. Accordingly, I encourage the submission of the resolution to support Vision Zero, Toward Zero Deaths, and other initiatives that make traffic safety a priority, which will be considered by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Every year in San Francisco, approximately 30 people lose their lives and over 200 more are seriously injured while traveling on our streets. These deaths and injuries are unacceptable and preventable, and the City is strongly committed to stopping further loss of life. San Francisco adopted Vision Zero as a policy in 2014, committing to build better and safer streets, educate the public on traffic safety, enforce traffic laws, and adopt policy changes that save lives. Our goal is to create a culture that prioritizes traffic safety and to ensure that mistakes on our roadways do not result in serious injuries or deaths. The safety of our residents and the over 18 million visitors that use our streets each year is paramount, and the same holds true for cities across the California, which need safe, efficient, and organized transportation systems to support economically vibrant and sustainable communities.

The City and County of San Francisco has embraced Vision Zero, and I am in strong support of expanded transportation safety in California cities and, in turn, the proposed Resolution.

Sincerely,

Edwin M. Lee
Mayor

1 DR. CARLTON B. GOODLETT PLACE, ROOM 200
SAN FRANCISCO, CALIFORNIA 94102-4681
TELEPHONE: (415) 554-6141

City of
Santa Monica®

Mayor **Tony Vazquez**
Mayor Pro Tempore **Ted Winterer**

Councilmembers

Gleam Davis
Sue Himmelrich
Kevin McKeown
Pam O'Connor
Terry O'Day

July 21, 2016

The Honorable Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RE: THE LEAGUE OF CALIFORNIA CITIES CONSIDERATION OF INITITIAVES TO PRIOIRITZE TRAFFIC SAFEY THROUGHOUT CALIFORNIA

Dear President Michael:

The City of Santa Monica supports initiatives to eliminate death and severe injuries on our roadways. Vision Zero and Towards Zero Deaths strategies have been adopted in numerous cities throughout California, leading to the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

The City of Santa Monica embraced Secretary Anthony Foxx's Mayor's Challenge for *Safer People, Safer Streets* in March 2015. Simultaneously, the Council directed staff to initiate work on Vision Zero and 8-80 cities – a movement created by Gil Penalosa, to make cities that work for people aged 8 to 80. Combined, these two efforts aim to create streets that are safe and comfortable for people in all modes and of all abilities. In February 2016 the Santa Monica City Council adopted a Vision Zero target in our first Pedestrian Action Plan. We are now actively working to incorporate these visionary targets into City operations.

Our City cares deeply about the safety of our people, and their ability to access good, services, education, social networks and employment. Creating a New Model for Mobility is one of the Council's Five Strategic Goals, identified to organize and advance work on our top priorities. A safe mobility network supports our urgent need to provide transportation options that reduce greenhouse gas emissions, and provide equitable access to places and activities that support community Wellbeing. Reducing and ultimately eliminating severe injury and fatal crashes part of a resilient, safe and prosperous community.

Traffic fatalities in America hit a seven-year high in 2015 and is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of Santa Monica has embraced Vision Zero/Towards Zero Deaths and I am in strong support of expanded transportation safety in California cities.

Sincerely,

Antonio Vazquez

Tony Vazquez
Mayor

1685 Main Street • PO Box 2200 • Santa Monica • CA 90407-2200
tel: 310 458-8201 • fax: 310 458-1621 • e-mail: council@smgov.net

City of West Hollywood
California 1984

CITY OF
WEST HOLLYWOOD

CITY HALL
8300 SANTA MONICA BLVD.
WEST HOLLYWOOD, CA
90069-6216
TEL: (323) 848-6460
FAX: (323) 848-6562

OFFICE OF THE CITY MANAGER

PAUL AREVALO
CITY MANAGER

July 21, 2016

The Honorable L. Dennis Michael, President
League of California Cities
1400 K Street
Sacramento, California 95814

RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES SUPPORTING THE ADOPTION AND IMPLEMENTATION OF INITITIAVES TO PRIOIRITZE TRAFFIC SAFEY THROUGHOUT CALIFORNIA - SUPPORT

Dear President Michael:

The City of West Hollywood supports the proposed resolution to support the adoption and implementation of initiatives to eliminate death and severe injuries on our roadways. ***Vision Zero*** and ***Towards Zero Deaths*** strategies have been adopted in numerous cities throughout California. Accordingly, we concur in the submission of the resolution for consideration by the League of Cities General Assembly at its annual meeting on October 5, 2016.

Traffic fatalities in America hit a seven-year high in 2015, and it is estimated to have exceeded 35,000 people. This is about double the average of peer nations and must be addressed. Safety of our residents and visitors is paramount and this is especially true on the roads and streets of our cities. We must put safety as the top priority for all users of our streets. It is fundamental for the prosperity of California cities as safe, efficient, organized transportation systems are essential for economically vibrant and sustainable communities.

The City of West Hollywood is in strong support of expanded transportation safety in California cities and support the proposed Resolution.

Sincerely,

Paul Arevalo,
CITY MANAGER

c: Honorable Members of the West Hollywood City Council

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Item No: 20

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **New Business**

Subject: **Fiscal Year 2015/16 4th Quarter Finance Report - Unaudited**

CEQA Status: **Not a CEQA Project**

Prepared By: **April Mitts, Finance Director**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Municipal Code Title 2, §2.24.030 states the Director of Finance shall deliver to the City Manager and to the Council at a regularly scheduled Council meeting a budget report showing the budget status at the end of the preceding quarter.

Staff has prepared the following for Council:

1. Fourth quarter (Q4) staff report for Fiscal Year (FY) 2015/16 (Unaudited). This report is a summary of transactions for FY 2015/16 through August 12, 2016. Transactions for FY 2015/16 continue to take place and there will be a variance in the numbers presented in this report and the numbers presented in the 2016 CAFR.
2. FY 2015/16 Q4 List of Warrants over $100,000

DISCUSSION

Information presented below reflects transactions posted through August 12, 2016 and are comprised of the unaudited financials. The financials presented do not contain all transactions for FY 2015/16 as invoices and revenues for FY 2015/16 are still being processed and end of year journal entries have yet to be made. The Comprehensive Audited Financial Report (CAFR) for FY 2015/16 will be prepared by Van Lant & Fankhanel, LLP; once the audited financials are received they will be presented to City Council.

General Fund

General Fund revenue received to-date for FY 2015/16 is $10,039,568 - 98% of what was projected. General Fund revenue is divided into the following categories: (1) Property Tax, (2) Sales Tax, (3) Transient Occupancy Tax (TOT), (4) Other Taxes, (5) Licenses and Permits, (6) Fines and Forfeits, (7) Intergovernmental, (8) Interest and

Rents, and (9) Charges for Services and Miscellaneous. The primary contributors to General Fund revenues are Property Tax, Sales Tax, and TOT. Chart 1 shows what has been collected through August 12, 2016 FY 2015/16 in each of the categories. Not all revenues for FY 2015/16 have been received by the City; the largest amounts yet to be received are: the final triple flip payment of $344,102; additional sales tax revenues to be recorded in FY 2015/16; and an ERAF distribution. It is estimated revenues will exceed initial projections for FY 2015/16 by approximately 5%. This can be attributed to the following: an increase in building and planning activities; additional legal cost recovery; Transient Tax penalties; emergency relief received for strike teams (used to offset additional expenses incurred); an non-budgeted ERAF distribution; higher than projected TOT, and a slight increase in property tax received for secured property taxes.

Chart 1 (Collected through August 12, 2016)

Revenue Source	Revenue 2015/16 Adjusted Budget	2015/16 Collected through August 12, 2016
Property Tax	$3,724,138	$3,827,756
Sales Tax	$2,846,578	$2,164,437
TOT	$1,863,216	$2,037,030
Other Taxes	$282,024	$237,981
Licenses & Permits	$579,200	$634,714
Fines & Forfeits	$65,650	$61,579
Intergovernmental	$78,749	$242,889
Interest & Rents	$182,500	$173,784
Charges for Services & Misc.	$651,070	$659,399
TOTALS	**$10,273,125**	**$10,039,568**

General Fund expenses through August 12, 2016 are $10,079,602 for FY 2015/16. Overall General Fund spending is at 97% when compared to the current budget. Chart 2 provides a summary of General Fund spending by department and what percentage of the annual budget is available.

Fire Department expenses are over by 15%; however the original budgeted amount does not factor in Strike Team expenses which are off-set by additional revenues as stated above in the revenue section. Invoices continue to be paid in FY 2015/16 and all departments are within approved budget limits. During FY 2015/16 Departments have done an exceptional job with fiscal prudency by closely monitoring and managing their budgets in order to come in below their departments adopted budget amounts.

While the available budget at August 12, 2016 is $329,748, invoices for FY 2015/16 continue to be processed, encumbrances are expected, and end of the year Journal Entries, primarily for payroll, need to be made. After these items have been processed it is estimated spending for FY 2015/16 will be between 98-99% of the adjusted budget.

Chart 2 (Invoices paid through August 12, 2016)

Description	FY 2015-16 Adjusted Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Non Departmental	$ 1,720,068	$ -	$ 1,661,337	$ 58,732	3%
Council	$ 139,447	$ -	$ 124,846	$ 14,601	10%
City Manager	$ 670,941	$ 14,423	$ 602,417	$ 54,100	8%
Finance	$ 407,787	$ 62,088	$ 312,353	$ 33,346	8%
Attorney	$ 670,000	$ -	$ 640,851	$ 29,149	4%
Planning/Building	$ 866,026	$ 10,078	$ 804,821	$ 51,127	6%
Library	$ 830,209	$ -	$ 790,000	$ 40,209	5%
Parks & Recreation	$ 95,712	$ -	$ 88,722	$ 6,990	7%
Fire	$ 724,777	$ 19,245	$ 810,925	$ (105,393)	-15%
Police	$ 2,755,342	$ (36)	$ 2,676,761	$ 78,617	3%
Public Works	$ 1,716,204	$ 81,364	$ 1,566,570	$ 68,270	4%
Grand Total	**$ 10,596,513**	**$ 187,163**	**$ 10,079,602**	**$ 329,748**	**3%**

Water Enterprise Funds

Water Enterprise revenue received through August 12, 2016 for FY 2015/16 total $3,905,414 or 85% of the estimated total revenues for FY 2015/16. Initial revenue estimates for FY 2015/16 were lowered in anticipation of water conservation efforts and it is estimated revenue estimates will come in lower than originally anticipated. Estimates at the end of FY 2015/16 Q1 and Q2 reflect the City was on target to meet its revenue goals; however, water usage for Q3 and Q4 is lower than anticipated. The original Water Fund revenue estimate was $4,581,628. Staff is estimating $4,100,000 will be received through year end leaving a shortage of $481,628.

Water expenditures at August 12, 2016 are $4,634,021 for FY 2015/16. Overall Water Fund spending is at 93% when compared to the current budget. Invoices for FY 2015/16 continue to be processed, encumbrances are expected, and end of the year Journal Entries, primarily for payroll, need to be made. After these items have been processed it is estimated spending for FY 2015/16 will be 94-95% of the adjusted budget.

Wastewater Enterprise Funds

Wastewater Enterprise revenue received through August 12, 2016 for FY 2015/16 total $3,075,072 or 106% of the estimated total revenues for FY 2015/16. The amount collected in FY 2015/16 is higher than anticipated. There are two primary reasons for the increase in Wastewater revenues: (1) settlement agreement for Pond 1A, and (2) it was discovered several commercial businesses were being charged the incorrect wastewater commodity rate. Wastewater revenues exceed estimates due to the reasons listed above.

Wastewater expenditures through August 12, 2016 are $2,734,973 for FY 2015/2016. Overall Wastewater Fund spending is at 93% when compared to the current budget.

Invoices for FY 2015/16 continue to be processed, encumbrances are expected, and end of the year Journal Entries, primarily for payroll, need to be made. After these items have been processed it is estimated spending for FY 2015/16 will be 94-95% of the adjusted budget.

FY 2015/16 Q4 Checks over $100,000

Chart 3 is a list of Checks over $100,000 paid in FY2015/16 Q4.

Chart 3

Check #	Vendor	Check Date	Check Amount	Notes
94519	Carbon Activated Corp	4/21/16	$172,951.30	Stonebridge Wells Water Treatment Plant Filter Reconditioning and Filter Media Replacement Project
94878	City of Napa	6/8/16	$111,226.70	Purchased Water

FISCAL IMPACT

None

RECOMMENDED ACTION

Receive and File

ATTACHMENTS

None

FY 2015/16 Q4 Finance Update - Unaudited

By: April Mitts, Finance Director

Finance Department August 23, 2016 City Council Meeting

General Fund - Revenue

- General Fund Revenue Categories:
  - Property Tax
  - Sales Tax
  - Transient Occupancy Tax (TOT)
  - Other Taxes
  - Licenses and Permits
  - Fines & Forfeits
  - Intergovermental
  - Interest & Rents
  - Charges for Services and Misc.

General Fund - Revenue

- Through August 12, 2016:
  - $10,039,568
  - 98% Collected to-date
  - City is expecting the following revenues
    - Final triple flip payment
    - Sales tax for May and June

General Fund - Revenue

- Expected revenues will exceed estimates by approximately 5%
  - Building and Planning activities
  - Legal cost recovery
  - Transient Tax penalties
  - Emergency relief for strike teams
  - Excess ERAF distribution
  - Higher than anticipated TOT
  - Slight increase in property taxes received

General Fund - Revenue

Revenue Source	2015/16 Adjusted Budget	Collected through August 12, 2016
Property Tax	$3,724,138	$3,827,756
Sales Tax	$2,846,578	$2,164,437
TOT	$1,863,216	$2,037,030
Other Taxes	$282,024	$237,981
Licenses & Permits	$579,200	$634,714
Fines & Forfeits	$65,650	$61,579
Intergovernmental	$78,749	$242,889
Interest & Rents	$182,500	$173,784
Charges for Services & Misc.	$651,070	$659,399
TOTALS	**$10,273,125**	**$10,039,568**

General Fund - Expenses

- Through August 12, 2016:
  - $10,079,602
  - Spending at 97%
  - Available for spending $329,748
  - Invoices for FY 2015/16 still being paid, encumbrances are expected, and Journal Entries to be done
  - Estimate final spending to be between 98-99%

General Fund - Expenses

Description	FY 2015-16 Adjusted Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Non Departmental	$ 1,720,068	$ -	$ 1,661,337	$ 58,732	3%
Council	$ 139,447	$ -	$ 124,846	$ 14,601	10%
City Manager	$ 670,941	$ 14,423	$ 602,417	$ 54,100	8%
Finance	$ 407,787	$ 62,088	$ 312,353	$ 33,346	8%
Attorney	$ 670,000	$ -	$ 640,851	$ 29,149	4%
Planning/Building	$ 866,026	$ 10,078	$ 804,821	$ 51,127	6%
Library	$ 830,209	$ -	$ 790,000	$ 40,209	5%
Parks & Recreation	$ 95,712	$ -	$ 88,722	$ 6,990	7%
Fire	$ 724,777	$ 19,245	$ 810,925	$ (105,393)	-15%
Police	$ 2,755,342	$ (36)	$ 2,676,761	$ 78,617	3%
Public Works	$ 1,716,204	$ 81,364	$ 1,566,570	$ 68,270	4%
Grand Total	**$ 10,596,513**	**$ 187,163**	**$ 10,079,602**	**$ 329,748**	**3%**

Water Enterprise - Revenue

- Through August 12, 2016:
  - $3,905,414
  - 85% collected to-date
  - Initial revenue estimates lowered in anticipation of water conservation efforts - $4,581,628
  - Estimates at end of Q1 and Q2 were on target
  - Water usage in Q3 and Q4 were lower than anticipated
  - Staff estimates $4,100,000 will be received for FY 15/16
  - Shortage of $481,628 for the Water Enterprise Fund Revenues

Water Enterprise - Expenses

- Through August 12, 2016:
  - $4,634,021
  - Spending at 93%
  - Invoices for FY 2015/16 still being paid, encumbrances are expected, and Journal Entries to be done
  - Estimate final spending to be between 94-95%

Waste Water Enterprise - Revenue

- Through August 12, 2016:
  - $3,075,072
  - 106% collected to-date
  - Amount collected is higher than estimated due primarily to:
    - Settlement Agreement for Pond 1A
    - Utility Billing Audit

Waste Water Enterprise - Expenses

- Through August 12, 2016:
  - $2,734,973
  - Spending at 93%
  - Invoices for FY 2015/16 still being paid, encumbrances are expected, and Journal Entries to be done
  - Estimate final spending to be between 94-95%

FY 15/16 Q4 Checks over $100,000

Check #	Vendor	Check Date	Check Amount	Notes
94519	Carbon Activated Corp	4/21/16	$172,951.30	Stonebridge Wells Water Treatment Plant Filter Reconditioning and Filter Media Replacement Project
94878	City of Napa	6/8/16	$111,226.70	Purchased Water

Item No: 21

Report to the City Council
Council Meeting of August 23rd, 2016

Agenda Section: **Consent**

Subject: **Consideration and proposed approval of a resolution authorizing the Police Department to temporarily Over Hire one Police Officer position effective September 9th, 2016, in advance of an announced Officer retirement in December, 2016, at no additional cost to the City**

CEQA Status: **Not a CEQA project**

Prepared By: **William Imboden, Chief of Police**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

The approved FY 2016/17 Operations Budget includes funding for one Chief of Police, one Lieutenant, two Sergeants, and eight officers. The Lieutenant position is currently vacant, but is anticipated to be filled in September, 2016. One of the Officer positions is also vacant with an applicant in the hiring process. That position is anticipated to be filled in early September.

In January, 2016 the Police Department asked the Council for permission to hire an Officer in May 2016, to fill an anticipated vacancy in July, mitigating two additional and expected long term absences. The Department immediately but unsuccessfully began a hiring and testing process for a new Officer. In the four months prior to May 1st five applicants failed out of the hiring process. After May 1st, another three applicants failed out and one was hired by another agency before they could be offered a job in Saint Helena. There are currently two applicants in the hiring process, and the Department anticipates hiring one of them in early September. Because of the difficulty the Department has had in finding qualified applicants, when two qualified people applied in the same week, they were both submitted to the hiring process. Therefore one of the applicants is still available, and almost completely through the lengthy hiring process.

The Police Chief has recruited applicants in person from the Napa Police Academy three times since January, 2016, and the Santa Rosa academy twice. The Department has posted job announcements on websites, trade related classified ads, and mailed job announcements to several other academies and local agencies. These efforts resulted in a total of eleven applications. Eight of those applicants failed the hiring process; the final two are still viable candidates (one was hired by another agency).

Finding and hiring qualified applicants has been an issue for Police agencies all over the region. Academy classes that start with 30+ cadets are graduating 15 – 17. Of those graduates, 5 – 10 may be qualified candidates and most of those are already hired before they complete the academy. When the Chief visits an academy to recruit, typically there are 3 or 4 cadets in attendance.

DISCUSSION

In June, 2016 one Saint Helena Officer announced his retirement date of December 17, 2016. In light of the difficulty the Department has had in recruiting qualified applicants, the Department is requesting to hire the second qualified applicant prior to the position being available.

The second applicant is attending the Napa Basic Police Academy, scheduled to graduate on September 10, 2016. Hiring this applicant prior to having the position open assures that the Department will have a qualified person in place when the position is available, preventing a long drawn out vacancy, as has been experienced lately. Having these vacancies is taxing on the current ranks as they have to cover absences with overtime, from an overtime budget that is already stretched thin due to vacancies, trainings, vacations, and illnesses.

An additional benefit to filling the Officer position early is having the time to put the new Officer through the entire Field Training Program before the vacancy occurs. When the retiring Officer separates from employment, the new Officer will fill right into the position with no loss of service to the community, no impact to the existing personnel, and no need for overtime expenses to fill the position.

This hire would be an "over hire" position, temporarily authorizing the Police Department a total sworn staff consisting of one Chief, one Lieutenant, two Sergeants and nine (9) Officers. Once the retiring Officer separates from employment with the City in December 2016, the existing authorized staffing of eight (8) Officers would be maintained.

Since the Department has not been able to hire an officer for the currently funded vacant Officer position, there has been two months salary and benefits savings. The proposed Over Hire position would span three months (Sept. 9, 2016 – December 17, 2016). The first two months of the Over Hire would be cost neutral due to the vacant position savings. The remaining five weeks of salary and benefit costs for the Over Hire position are approximately $9,209.

The difference between the total combined salary and benefits of the retiring Officer and the total combined salary and benefits of the new Officer is approximately $4,957 per month. Between January and June, 2017 these savings to the salary budget are expected to cover the remaining five weeks of salary and benefits costs for the Over Hire position. Therefore the Over Hire position would result in no additional cost to the department. No additional funds or budget adjustments are being requested.

FISCAL IMPACT

There are no fiscal impacts to the City at this time. The funding for the Over Hire position (approximately $23,943) will be taken from Police Department salary savings currently existing. The position will be fully funded through the adopted FY 16/17 Police budget (101-4900).

RECOMMENDED ACTION

Staff recommends the City Council adopt the resolution authorizing the Police Department to Over Hire one Police Officer position, effective September 9th, 2016, in advance of an announced Officer retirement in December, 2016.

ATTACHMENTS

1. Resolution

ATTACHMENT 1

CITY OF ST. HELENA
RESOLUTION NO. 2016-____

Resolution authorizing the Police Department to Temporarily Over Hire one Police Officer position effective September 9th, 2016, in advance of an announced Officer retirement in December, 2016, at no additional cost to the City

RECITALS

A. The City of St. Helena Police Department is minimally staffed to cover required Patrol shifts; and

B. Any time the Department loses staffing, overtime must be used to maintain minimum staffing levels for safety; and

C. The Department is anticipating an announced retirement in December, 2016; and

D. The Department is having difficulty locating and recruiting qualified Police Officer applicants; and

E. The Department currently has two qualified applicants for one vacant Officer position; and

F. The Over Hire position will be filled no sooner than September 9th, 2016; and

G. There will be no additional cost to the City to Over Hire one officer position.

RESOLUTION

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

1. The Over Hiring of one police officer position is approved.

Approved at a Regular Meeting of the St. Helena City Council on August 23rd, 2016, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

______________________ ______________________

Alan Galbraith, Mayor Cindy Black, City Clerk

Item No: 22

Report to the City Council
Council Meeting of August 23, 2016

Agenda Section: **New Business**

Subject: **Consideration and proposed approval of a resolution authorizing the City Manager to accept a conditional offer from the Regional Water Quality Control Board to settle alleged discharge violations at the wastewater treatment and reclamation plant through payment of mandatory penalty in the amount of $15,000; and authorizing transfer of $15,000 from the wastewater capital project fund to the wastewater operating fund to pay for the penalty**

CEQA Status: **Not a CEQA Project**

Prepared By: **Steven Palmer, PE, Director of Public Works/City Engineer**

Approved By: **Jennifer Phillips, City Manager**

BACKGROUND

Beginning on March 2, 2016, the City's wastewater treatment and reclamation plant is operated under two new Regional Board Water Quality Control Board Orders R2-2016-0003 and R2-2016-0004. These Orders simultaneously implement new, more stringent effluent limitations; and allow the City to continue operating the plant under the old effluent limitations as long as the City is complying with the task and time schedule provided in Order R2-2016-0004. The first deadline the City must meet is to submit a Draft Feasibility Study that analyzes options to meet the new effluent limitations. This Draft Study is due to the Regional Board by September 1, 2016. Staff has reviewed a rough draft of the Draft Feasibility Study and the City will meet the September 1, 2016 deadline.

On August 4, 2016, the Regional Water Quality Control Board sent the City of St Helena a letter notifying the City of alleged violations of discharge limitations and a conditional offer to settle the violations through payment of $15,000 in mandatory minimum penalties pursuant to Water Code section 13385 and 13385.1. The Regional Board is requiring a response from the City by September 5, 2016. This letter from the Regional Board is included as Attachment 2.

During the discharge of treated effluent to the Napa River between the dates of March 7-17, 2016, eight different instances of effluent limit violations were reported. One of the violations was an exceedance of the Total Coliform Daily Maximum of 240 MPN/100mL on March 8, 2016; the reported value was 1,600 MPN/100mL. There were numerous other samples taken that day that were well within the NPDES Permit effluent limits. Because of this, Staff believes that this sample was most likely contaminated through improper sampling technique. The other seven violations occurred because the daily reported values for pH were lower than the instantaneous minimum of 6.5 allowed by the NPDES permit. The reported value in the wastewater treatment plant effluent ranged from 6.1 to 6.4. Staff is evaluating the causes of this pH violation to determine the best way to prevent any future violations. Initial sampling data suggests that the pH of the influent wastewater is currently lower than what the wastewater treatment plant typically receives.

The total mandatory minimum penalty calculated by the Regional Board for these violations is $15,000. The City can elect to have the penalty directed to the Regional Board Supplement Environmental Project (SEP) Fund to support the Regional Monitoring Program (RMP). The RMP collects data and communicates information about water quality in the San Francisco Bay Estuary, with the overarching goal to restore and protect beneficial uses of the region's waters. Funding for the RMP is managed by the non-profit San Francisco Estuary Institute, therefore the City penalty will be paid directly to the SEP Fund and not to the Regional Board.

Once the City accepts the conditional offer and submits to the Regional Board, the Regional Board will publish notice and allow at least 30 days for public comment. If no significant comments are received, then the Executive Director of the Regional Board will execute the agreement and the City will have 30 days to submit payment.

FISCAL IMPACT

This penalty was not included in this Fiscal Year's Operating Budget. Since there isn't any funding available in the wastewater reserves, funds will need to be transferred from the wastewater capital project fund. The current wastewater capital project fund balance is $1,100,000, of which $692,070 is programmed for expenditure in Fiscal Year 2016/2017 and the remainder will be expended in Fiscal Year 2017/2018. This action will reduce the amount of funding available for wastewater capital projects.

RECOMMENDED ACTION

Approve a resolution authorizing the City Manager to accept a conditional offer from the Regional Water Quality Control Board to settle alleged discharge violations at the wastewater treatment and reclamation plant through payment of mandatory penalty in the amount of $15,000; directing that this penalty be paid to the RMP SEP Fund; and authorizing the transfer of $15,000 from the wastewater capital project fund (773) to the Fiscal Year 2016/2017 operating fund (571-5029-2143) to pay for the penalty.

Alternatively, the City can elect to protest the penalty, request a public hearing, and present evidence to contest the allegations at the public hearing in front of the Regional Board.

ATTACHMENTS

1. Resolution
2. Conditional Offer to Settle Violations of NPDES Permit CA0038016

CITY OF ST. HELENA

RESOLUTION NO. 2016-

Resolution Authorizing the City Manager to Accept a Conditional Offer from the Regional Water Quality Control Board to Settle Alleged Discharge Violations at the Wastewater Treatment and Reclamation Plant through Payment of Mandatory Penalty in the Amount of $15,000; and Authorizing Transfer of $15,000 from the Wastewater Capital Project Fund to the Wastewater Operating Fund to Pay for the Penalty

RECITALS

A. The City of St. Helena Wastewater Treatment and Reclamation Plant (WWTRP) is operated under Regional Water Quality Control Board (RWQCB) Orders R2-2016-0003 and R2-2016-0004; and

B. On August 4, 2016, the RWQCB sent the City of St Helena a letter notifying the City of alleged violations of discharge limitations and a conditional offer to settle the violations through payment of $15,000 in mandatory minimum penalties pursuant to Water Code section 13385 and 13385.1; and

C. These alleged violations are primarily due to daily reported values for pH in the discharge to the Napa River ranged from 6.1 to 6.4, which are lower than the effluent limit minimum pH value of 6.5; and

D. The City can direct the penalty to fund the Regional Monitoring Program (RMP) Supplemental Environmental Project (SEP) which collects data and communicates information about water quality in the San Francisco Bay Estuary, with the overarching goal to restore and protect beneficial uses of the region's waters; and

E. The Regional Board is requiring a response from the City by September 5, 2016; and

F. Once the City accepts the conditional offer and submits to the Regional Board, the Regional Board will publish notice and allow at least 30 days for public comment; and

G. If no significant comments are received, then the Executive Director of the Regional Board will execute the agreement and the City will have 30 days to submit payment; and

H. This penalty was not included in this Fiscal Year's Operating Budget; and

I. Adequate funds are not available from the City's wastewater reserve account to pay the penalty.

RESOLUTION

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

1. The City Manager is authorized to accept a conditional offer from the Regional Water Quality Control Board to settle alleged discharge violations at the wastewater treatment and reclamation plant through payment of mandatory penalty in the amount of $15,000; and
2. Directing that this penalty be paid to the Regional Monitoring Program Supplemental Environmental Project Fund; and
3. Authorizing the transfer of $15,000 from the wastewater capital project fund (773) to the Fiscal Year 2016/2017 operating fund (571-5029-2143) to pay for the penalty.

Approved at a Regular Meeting of the St. Helena City Council on August 23, 2016, by the following vote:

Mayor Galbraith: __________

Vice Mayor White: __________

Councilmember Crull: __________

Councilmember Dohring: __________

Councilmember Pitts: __________

APPROVED: ATTEST:

____
Alan Galbraith, Mayor

____
Cindy Black, City Clerk

CALIFORNIA
Water Boards

EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIQUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

San Francisco Bay Regional Water Quality Control Board

August 4, 2016
File: CW-258386
Regulatory Measure: 407966

City of St. Helena
Mr. Michael Sample, Manager (**via email only to: michaels@cityofsthelena.org**)
1480 Main Street
St. Helena, CA 94574

Subject: Conditional Offer to Settle Violations of NPDES Permit CA0038016

Facility: City of St. Helena Wastewater Treatment and Reclamation Plant
1 Chaix/Thomann Lane
St. Helena, Napa County

Dear Mr. Sample:

This letter notifies the City of St. Helena (Discharger) of alleged violations of discharge limitations, and provides the Discharger the opportunity to settle the violations through payment of $15,000 in mandatory minimum penalties pursuant to Water Code section 13385 and 13385.1. Please reply by **September 5, 2016.**

NOTICE OF VIOLATION

The Assistant Executive Officer alleges that the Discharger has violations identified in Exhibit A attached hereto and incorporated herein by reference. The Discharger has the opportunity to address the alleged violations as discussed below.

STATUTORY LIABILITY

Water Code sections 13385(h) and (i) require the assessment of a mandatory minimum penalty of $3,000 for specified serious and other effluent limit violations. Failure to file a discharge monitoring report required pursuant to section 13383 for each complete period of 30 days following the deadline for submitting the report constitutes a serious violation. The Discharger is also subject to discretionary administrative civil liabilities of up to $10,000 for each day in which the violation occurs, plus $10 for each gallon discharged but not cleaned up in excess of 1,000 gallons. These mandatory minimum penalties and discretionary administrative civil liabilities may be assessed by the Regional Water Board or the State Water Board (collectively Water Boards), beginning with the date that the violations first occurred.[1] The formal enforcement action the Water Boards use to assess such liability is an administrative civil liability complaint

[1] Please note that there are no statutes of limitation that apply to administrative proceedings to assess mandatory minimum penalties. See *City of Oakland v. Public Employees' Retirement System*, (2002) 95 Cal.App.4th 29, 48; 3 Witkin, Cal. Procedure (4th ed. 1996) Actions, §405(2), p. 510.) Additionally, the State Water Resources Control Board has determined that the equitable doctrine of laches does not apply to mandatory minimum penalties. (State Water Board Order Nos. 2013-0053, 2013-0054, 2013-0055, 2013-0099.)

followed by a public hearing, although the Water Boards may instead refer such matters to the Attorney General's Office for prosecution. If referred to the Attorney General for prosecution, the Superior Court may assess up to $25,000 per violation. In addition, the Superior Court may assess up to $25 per gallon discharged but not cleaned up in excess of 1,000 gallons.

CONDITIONAL OFFER TO SETTLE

The Discharger can avoid the issuance of a formal enforcement action and settle the alleged violations identified in Exhibit A by accepting this conditional offer. Details of this offer are described below, as well as in the "Acceptance of Conditional Resolution and Waiver of Right to Hearing" (Acceptance and Waiver) enclosed herewith.

This offer does not address liability for any violation that is not specifically identified in Exhibit A.

OPTIONS FOR RESPONSE TO OFFER

If the Discharger chooses to accept this offer, then it must complete and return the enclosed Acceptance and Waiver on or before the reply date specified in the first paragraph of this letter. Note that when we receive the Acceptance and Waiver, this notice and offer will become a proposed settlement and a part of the Regional Water Board files that are available to the public. The Acceptance and Waiver will then be posted for a 30-day public notice period. Based on comments received, the Executive Officer will decide whether to accept this proposed settlement. If acceptable, the Executive Officer will counter-sign the Acceptance and Waiver and an invoice will be sent to you for payment.

If the Discharger chooses to contest the violation, or any of the violations, alleged in Exhibit A, please identify the specific violation and the basis for the challenge (factual error, affirmative defense, etc.) on or before the reply date specified in the first paragraph of this letter. Regional Water Board staff will evaluate each contested violation and take one of two actions:

1) Determine that the violation warrants dismissal and dismiss the alleged violation in the California Integrated Water Quality System (CIWQS) database, take no further action against the Discharger for the alleged violation, and notify the Discharger of that determination; or

2) Determine that the alleged violation is meritorious and notify the Discharger of that determination. The Discharger will then have 30 days from the date of the determination to accept settlement for that violation through a mandatory minimum penalty. If The Discharger chooses not to accept, or makes no reply to the determination, it should expect to be contacted regarding formal enforcement action for the contested violations. In a formal enforcement action, information received by Regional Water Board staff during a formal investigation and assessment of the violation, as well as staff costs associated with pursuing additional enforcement, may increase the liability amount beyond that which is set forth in this conditional offer.

CONDITIONS FOR REGIONAL WATER BOARD ACCEPTANCE OF RESOLUTION

Federal regulations require the Regional Water Board to publish and allow the public at least 30 days to comment on any settlement of an enforcement action addressing an NPDES permit violation (40 C.F.R. § 123.27(d)(2)(iii)). Upon receipt of the Discharger's Acceptance and

Waiver, Regional Water Board staff will publish a notice of the proposed settlement of the violations.

If we receive no comments within the 30-day period and there are no new material facts available to the Regional Water Board, the Executive Officer will execute the Acceptance and Waiver as a stipulated order assessing the uncontested mandatory minimum penalty amount pursuant to Water Code section 13385 and/or 13385.1.

If, however, significant comments are received in opposition to the proposed settlement, this offer may be withdrawn. In that case, we will also treat as withdrawn the Acceptance and Waiver, and address the alleged violations in a formal liability assessment proceeding. At the liability assessment hearing the Discharger will be free to make arguments as to the alleged violations, and the acceptance of this conditional offer will not in any way be binding or used as evidence against the Discharger. The Discharger will be provided with further information on the liability assessment proceeding.

In the event that the Executive Officer executes the Acceptance and Waiver, payment of the settlement amount shall be due within 30 calendar days after. In accordance with Water Code section 13385(n)(1), funds collected pursuant to Water Code sections 13385 and 13385.1 shall be deposited in the State Water Pollution Cleanup and Abatement Account (CAA). Failure to pay the penalty within the required time period may subject the Discharger to further liability.

OPPORTUNITY FOR SUPPLEMENTAL ENVIRONMENTAL PROJECT

In lieu of paying all of the settlement amount to the State Water Pollution Cleanup and Abatement Account, the Discharger may elect to apply a portion to fund a supplemental environmental project (SEP). [2,3]

There is currently one SEP option available: the SEP Fund to supplement the Regional Monitoring Program (RMP). This SEP Fund will supplement RMP studies that would not otherwise be conducted through the Regional Water Board's annually approved RMP cost allocations. The guiding principal of the RMP is to collect data and communicate information about water quality in the San Francisco Estuary in support of management decisions to restore and protect beneficial uses of the region's waters. Information about the RMP is at http://www.sfei.org/rmp. Funding for the RMP is managed and administered by the non-profit San Francisco Estuary Institute. No funds will go to the Regional Water Board.

The Discharger also may choose to pay the total settlement amount to the State Water Pollution Cleanup and Abatement Account. These options are represented in the enclosed Acceptance and Waiver.

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[2] Pursuant to the State Water Board Enforcement Policy (2010) and Water Code section 13385(l)(1), the portion to a SEP may exceed more than 50 percent of the penalty if the penalty is less than or equal to $15,000; however, if the penalty exceeds $15,000, the portion to a SEP may not exceed $15,000 plus 50 percent of the penalty that exceeds $15,000.

[3] See State Water Board Policy on Supplemental Environmental Projects (2009) (http://www.waterboards.ca.gov/rwqcb5/water_issues/enforcement/sep_policy_2009.pdf).

REGIONAL WATER BOARD CONTACT

Please send your reply to the attention of Farhad Azimzadeh, either by email or U.S. mail. If you want to discuss or have questions regarding this matter, please contact Farhad Azimzadeh at (510) 622-2310 or Farhad.Azimzadeh@waterboards.ca.gov.

Sincerely,

Dyan Whyte
Assistant Executive Officer

Enclosures: (1) Acceptance and Waiver
(2) Exhibit A - Notice of Violation

ORDER NO. R2-20________
ACCEPTANCE OF CONDITIONAL RESOLUTION
AND WAIVER OF RIGHT TO HEARING
City of St. Helena
City of St. Helena Wastewater Treatment and Reclamation Plant
1 Chaix/Thomann Lane, St. Helena, Napa County
NPDES Permit CA0038016, Regulatory Measure ID 407966

By signing below and returning this Acceptance of Conditional Resolution and Waiver of Right to Hearing (Acceptance and Waiver) to the Regional Water Quality Control Board (Regional Water Board), City of St. Helena (Discharger) hereby accepts the conditional offer to settle alleged violations through payment of mandatory minimum penalties (Conditional Offer) and waives the right to a hearing before the Regional Water Board to dispute the alleged violations set forth in Exhibit A attached hereto and incorporated herein by reference.

The Discharger agrees that Exhibit A shall serve as a complaint pursuant to Article 2.5 of the Water Code and that no separate complaint is required for the Regional Water Board to assert jurisdiction over the alleged violations through its Assistant Executive Officer. The Discharger agrees to pay the penalties authorized by Water Code sections 13385 and 13385.1, which shall be deemed payment in full of any civil liability pursuant to Water Code section 13385 that otherwise might be assessed for the violations described in Exhibit A. The Discharger understands that this Acceptance and Waiver waives its right to contest the allegations in Exhibit A and the amount of civil liability for such violations.

The Discharger understands that this Acceptance and Waiver does not address or resolve liability for any violation that is not specifically identified in Exhibit A.

Upon execution by the Discharger, the Acceptance and Waiver shall be returned to:

California Regional Water Quality Control Board, San Francisco Bay Region
NPDES Wastewater Enforcement Section
Attention: Farhad Azimzadeh
1515 Clay Street, Suite 1400
Oakland, California 94612

The Discharger understands that federal regulations set forth at title 40, Code of Federal Regulations, section 123.27(d)(2)(iii) require the Regional Water Board to publish notice of and provide at least 30 days for public comment on any proposed resolution of an enforcement action. Accordingly, this Acceptance and Waiver, prior to execution by the Executive Officer of the Regional Water Board, will be published as required by law for public comment.

If no comments are received within the notice period which causes the Executive Officer of the Regional Water Board to reject the settlement amount, the Executive Officer will execute the Acceptance and Waiver. Resolution of these violations by the Regional Water Board will preclude State Water Resources Control Board (State Water Board) action for the same violations.

The Discharger understands that if significant comments are received in opposition to the Conditional Offer, the offer may be withdrawn. In that circumstance, the Discharger will be advised of the withdrawal and an administrative civil liability complaint may be issued and the matter may be set for a hearing before the Regional Water Board or the State Water Board. For such a liability hearing, the Discharger understands that this Acceptance and Waiver executed by the Discharger will be treated as a settlement communication and will not be used as evidence in that hearing.

The Discharger understands that funds collected for violations of effluent limitations and reporting requirements pursuant to section 13385 and 13385.1 shall be deposited in the State Water Pollution Cleanup and Abatement Account.

The Discharger understands that in lieu of full payment of the assessed mandatory minimum penalty to the State Water Pollution Cleanup and Abatement Account, it may elect to pay a portion towards a supplemental environment project (SEP). There is currently only one SEP option, which is the SEP Fund to supplement the Regional Monitoring Program (RMP). This SEP Fund will supplement RMP studies that would not otherwise be conducted through the Regional Water Board's annually approved RMP cost allocations. The guiding principal of the RMP is to collect data and communicate information about water quality in the San Francisco Estuary in support of management decisions to restore and protect beneficial uses of the region's waters. Information about the RMP is at http://www.sfei.org/rmp. Funding for the RMP is managed and administered by the non-profit San Francisco Estuary Institute. No funds will go to the Regional Water Board. The Regional Water Board will consider the Discharger to have fulfilled its obligation for this SEP after its contribution to the SEP Fund has been received by the Institute. To select this option, place a "✓" or "×" in the box below. By selecting this option, the Discharger agrees to pay the amount indicated below to the SEP Fund. Selection of this SEP Fund option does not change the total amount the Discharger will pay.

Select appropriate box (and fill in blanks if appropriate):

☐ I choose to pay a portion of the assessed liability to the RMP SEP Fund.

$ 15,000	Maximum allowable portion that can be paid to the SEP Fund.
$______	Leave blank unless the Discharger chooses to pay less than the maximum allowable to the SEP Fund; in this case, then indicate the amount to be paid to the SEP Fund.
$______	Indicate the amount to be paid to the State which is **$0.0** unless the Discharger has chosen to pay less than the maximum allowable to the SEP Fund. If the Discharger has chosen to pay less than the maximum allowable to the SEP Fund, then enter the amount to be paid to the State, which shall be the balance of the total assessed mandatory minimum penalty and the amount the Discharger choses to pay to the SEP Fund.
$ 15,000	Total assessed mandatory minimum penalty. This amount must equal the sum of the above, either lines 1 plus 3, or lines 2 plus 3.

☐ I choose to pay the total assessed mandatory minimum liability in full to the State Water Pollution Cleanup and Abatement Account.

The Discharger understands that once the Acceptance and Waiver is executed by the Executive Officer of the Regional Water Board, payment no later than 30 days after the date of the Executive Officer's signature is a condition of this Acceptance and Waiver. If the Discharger does not select the SEP Fund option above, the Discharger shall pay the total assessed civil liability in full to the State Water Pollution Cleanup and Abatement Account. If the Discharger selects the SEP Fund option, then the Discharger shall pay the portion not paid towards the SEP Fund to the State Water Pollution Cleanup and Abatement Account and pay the balance to the San Francisco Estuary Institute for the SEP Fund. The Regional Water Board will send an invoice for any payment that is due for the SEP Fund. Payment to the State Water Pollution Cleanup and Abatement Account must be submitted in accordance with an invoice for payment from the State Water Board.

I hereby affirm that I am duly authorized to act on behalf of and to bind the Discharger in the making and giving of this Acceptance and Waiver.

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City of St. Helena

By: ______________________________ ______________________________
Printed or typed name Title

______________________________ ________________
Signature Date

Note: Please return the signed Acceptance and Waiver with Exhibit A, together.

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IT IS SO ORDERED PURSUANT TO WATER CODE SECTION 13385

By: ______________________________ ________________
Bruce H. Wolfe Date
Executive Officer
California Regional Water Quality Control Board
San Francisco Bay Region

EXHIBIT A
Notice of Violation

Discharger: City of St. Helena
City of St. Helena Wastewater Treatment and Reclamation Plant
1 Chaix/Thomann Lane, St. Helena, Napa County
NPDES Permit CA0038016

The following table lists alleged violations for which the Discharger is subject to civil liabilities pursuant to Water Code sections 13385 and 13385.1. The table lists the mandatory minimum penalty (MMP) that applies.

No	CIWQS Violation ID No.	Date of Occurrence	Effluent Limitation Violation Description (Unit)	Effluent Limit	Reported Value	Percent a Group I or Group II Pollutant is over Effluent Limitation	Type of Exceedance	CWC Section 13385(h) and/or (i) Required MMP
1	985679	12/22/2014	Cyanide, Total (as CN) 30-Day Average	15	16	7%	C1	
2	1006976	03/07/2016	pH Instantaneous Minimum (SU)	6.5	6.4		C1	
3	1006971	03/08/2016	Total Coliform Daily Maximum (MPN/100 mL)	240	1,600		C2	
4	1006973	03/09/2016	pH Instantaneous Minimum (SU)	6.5	6.4		C3	
5	1006977	03/10/2016	pH Instantaneous Minimum (SU)	6.5	6.1		>C3	$3,000
6	1006975	03/14/2016	pH Instantaneous Minimum (SU)	6.5	6.3		>C3	$3,000
7	1006979	03/15/2016	pH Instantaneous Minimum (SU)	6.5	6.4		>C3	$3,000
8	1006978	03/16/2016	pH Instantaneous Minimum (SU)	6.5	6.2		>C3	$3,000
9	1006972	03/17/2016	pH Instantaneous Minimum (SU)	6.5	6.2		>C3	$3,000
							Total	**$15,000**

Legend for Table:

CIWQS = California Integrated Water Quality System database used by the Water Boards to manage violation and enforcement activities.

Violation ID = Identification number assigned to a permit exceedance in CIWQS.

C = Count – The number that follows represents the number of exceedances in the past 180 days, including this violation. A count greater than three (> C3) means that a penalty under Water Code section 13385(i) applies.

S = Serious, which means that a penalty under Water Code section 13385(h) applies when an effluent limitation is exceeded 40 percent or more for a Group I pollutant or 20 percent or more for a Group II pollutant.

Place: 258386
WDID: 2 283014001

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