



**City of St. Helena  
Regular City Council  
Regular Meeting  
Tuesday, March 28, 2017 @ 6:00 PM  
Vintage Hall Board Room - Second Floor  
465 Main Street, St. Helena**

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

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Page

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mayor: Alan Galbraith

Vice Mayor: Peter White

City Council: Paul Dohring

Geoff Ellsworth

Mary Koberstein

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.

4.1. Public Comment

5 - 17

[Our Town St. Helena Public Comment](#)

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.

5.1. Closed Session - announce actions taken if any from March 28, 2017 - City Attorney Thomas B. Brown

6. STAFF BRIEFING

7. 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)

- 7.1. Consideration and proposed approval of Regular Meeting Minutes of February 14, 2017 19 - 28
- CEQA Determination: Not a CEQA project  
Prepared By: Cindy Black, City Clerk  
Recommendation: Approve  
[Item 7.1](#)
- 7.2. Consideration and Proposed Approval of a Resolution Authoring the City Manager to Execute Amendment Number 2 to the Memorandum of Understanding (MOU) Between the Napa Valley Transportation Authority (NVTa) and the City of St. Helena for Fixed Route and On-Demand Shuttle Service through the St. Helena VINE Shuttle 29 - 44
- CEQA Determination: Not a CEQA project  
Prepared By: Tracey Perkowsky, Grants and Finance Manager  
Recommendation: Adopt  
[Item 7.2](#)
- 7.3. Consideration and proposed approval of a resolution approving out-of-state travel for Grants/Finance Manager Tracey Perkowsky to attend the Government Finance Officers Association (GFOA) Annual Conference in Denver, Colorado, May 21-24, 2017 45 - 64
- CEQA Determination: Not a CEQA project  
Prepared By: April Mitts, Director of Finance  
Recommendation: Adopt  
[Item 7.3](#)
- 7.4. Consideration and proposed approval of a resolution authorizing Robert Louis Stevenson (RLS) Museum to install a temporary display structure at the corner of Adams Street and Library Lane 65 - 78
- CEQA Determination: Not a CEQA project  
Prepared By: Noah Housh, Planning Director  
Recommendation: Adopt  
[Item 7.4](#)  
[RLS Presentation to City Council](#)
- 7.5. Consideration and proposed approval of a resolution authorizing amendment to Unrepresented Compensation Resolution to duly approve and adopt the publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 to reflect the reclassification and compensation schedule for the Chief Building Official to same classification and salary range as Assistant Public Works Director 79 - 83
- CEQA Determination: Not a CEQA project  
Prepared By: Kathy Robinson, Director of HR & IT  
Recommendation: Adopt  
[Item 7.5](#)
- 7.6. Consideration and proposed approval of a resolution authorizing 85 - 87

General Fund Reserves to fund a new Recreation Supervisor position in the Recreation Department for a cost of \$18,348 for the remainder of the FY 2016/17

CEQA Determination: Not a CEQA project

Prepared By: Larry Pennell

Recommendation: Adopt

[Item 7.6](#)

8. NEW BUSINESS

- 8.1. City Council discussion and direction of goals, objectives and strategy for the newly formed Ad Hoc Utility Rate Committee and appoint two City Council liaisons to the Committee 89

[Item 8.1](#)

- 8.2. Councilmember Koberstein - A discussion and possible assignment to the Planning Commission of the task to review our noise ordinance and make recommendations for any proposed changes. 91 - 94

[Public Comment 1](#)

[Public Comment 2](#)

- 8.3. Councilmember Ellsworth - A discussion and possible direction to staff regarding the nomination/appointment process for St. Helena Commissions, Committees and boards by the City Council for future nominations and appointments. Including protocol for deadlines and transparency so proper consensus is arrived at and fair, impartial procedure is ensured in selection process. 95

See St. Helena Municipal Code Chapter 2.50 for reference (attached)

[SHMC 2.50](#)

9. ADJOURNMENT

The next Regular City Council meeting is scheduled for April 11, 2017, 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 March 24, 2017.



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 <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.



# Mutual Self-Help Homeownership

St. Helena City Council

March 28, 2017

# USDA RD Grant



- Technical assistance to build up to 19 homes
- First 8 will be on 684 McCorkle
- Need to identify land for the remaining units by year end to maintain funding

# Brenkle Court



Our Town St Helena 2017

Possible Site for Townhouses  
City-Owned Railroad Avenue Property



Our Town St Helena 2017

## Possible Site for Townhouses City-Owned Railroad Avenue Property



Our Town St Helena 2017

# Ideal Location

- Close to shopping, services and schools
- Near bus line
- Provides adequate off-street parking
- Minimal traffic challenges
- Current structure is near the end of its usefulness

# Fulfills Other City Needs

## **Teen Center**

- New construction
- Build to suit
- Cost covered by USDA and grant programs
- Same convenient location for teens

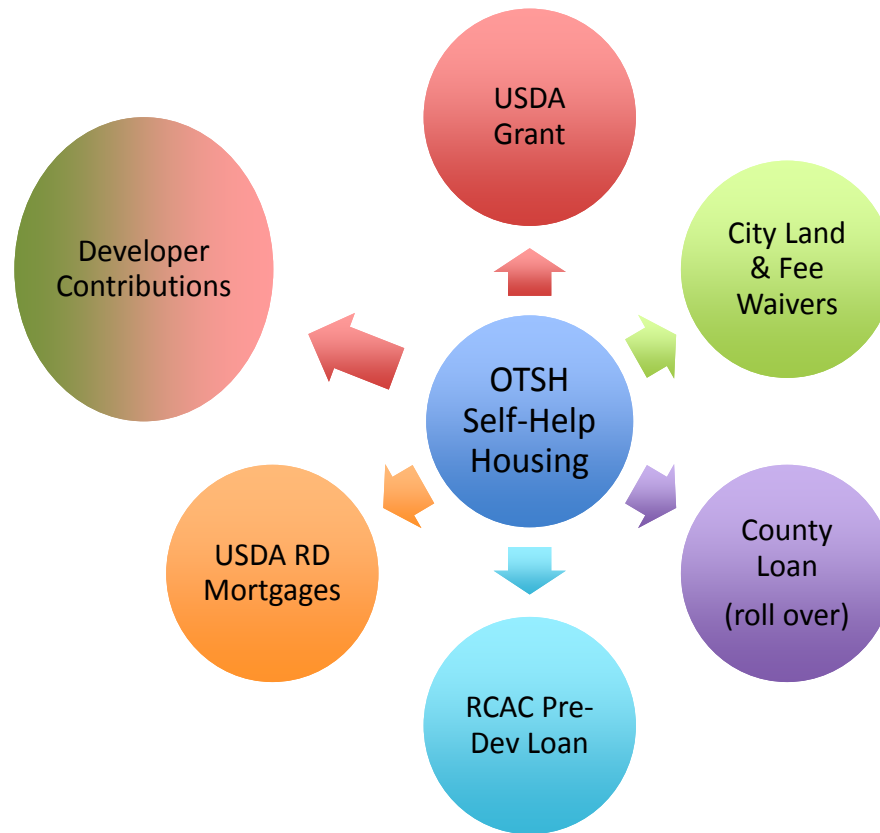
## **Firefighter Housing**

- Include some smaller rental units
- Separate rental program
- Adjacent to firehouse

# Potential Revenue Generation

- Several developers are looking for ways to support affordable housing as a part of their projects
- This is a potential source of funds to create a combination purchase/donation program for the City of St. Helena property
- Offset loss of rental revenue and, possibly provide General Fund contribution

# Potential Funding Sources



Our Town St Helena March 2017

# Rationale

- Discounted purchase of land would provide revenue to the City
- Complete RHNA requirement for the cycle ending 2023
- Satisfy Calderon settlement requirements through 2020
- Best and highest use of this land given our town's housing crisis

# Rationale

- All the groundwork is completed
  - Brenkle Court design and plans
  - Legal documents (Resale Restrictions, CC&Rs, etc.
- We have a list of qualified applicants
  - 24 applicants have applied to date
  - Will hold a lottery this summer to create a priority list for Phase Two

# Proposed Next Steps

- Put this concept on your Agenda for discussion in the very near future
- Share financial data and property appraisal so purchase/donation scenarios can be developed
- Authorize Grant Manager to work with OTSH on possible funding sources/scenarios





**Minutes  
City of St. Helena  
Regular City Council Meeting  
Tuesday, February 14, 2017 @ 6:00 PM  
Vintage Hall Board Room - Second Floor  
465 Main Street, St. Helena**

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 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 Koberstein, Ellsworth, Dohring, White, Mayor Galbraith  
Absent: None

4. PUBLIC FORUM:

George Caloyannidis, Jan Flynn, Pat Dell and Mary Stephenson addressed the City Council.

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

5.1. Closed Session - announce actions taken if any from January 26, 2017 - City Attorney Thomas B. Brown

City Attorney Thomas Brown noted the City Council took action on three issues.

1. The City Council authorized the settlement agreement with Spring Mountain Vineyard with respect to certain back billed water charges.
2. The City Council initiated litigation if it was deemed necessary after negotiation, if and when litigation is initiated copies of those matters will be publicly available upon request.
3. The City Council approved a settlement agreement in a matter involving a short term rental violator at 130 Reed Court.

Interim City Manager Larry Pennell announced the elevation from Asst. Public Works Director to Acting Public Works Director Erica Ahmann Smithies.

Finance Director April Mitts announced utility rate increases will be included in the upcoming bill and announced the budget hearing/workshop will be held on May 2, 2017 from 9am to 4pm.

Acting Public Works Director Erica Ahmann Smithies announced the upcoming ADA transition workshop to be held February 15<sup>th</sup> at the Fire House and the Charter Oak overlay project bid opening will occur on February 15<sup>th</sup> as well.

Planning Director Noah Housh announced that the vacant Permit Technician position has been filled by Sophia Johnson effective February 21<sup>st</sup>.

Councilmember Ellsworth noted he requested to agendaize a discussion regarding the private helicopter port county application for the February 28<sup>th</sup> City Council meeting.

Councilmember Koberstein noted to follow-up from the February 4<sup>th</sup> Goal Setting Workshop she would like to agendaize the review and direction of potential amendment to the noise ordinance and zoning ordinance.

## 6. PRESENTATIONS AND PUBLIC RECOGNITIONS

6.1. Proclamation - Proclaiming February as American Heart Month - Presented to Queen of the Valley Medical Center Director of Program Development Pam Dodson and St. Helena Community Member Bill Ryan

## 7. STAFF BRIEFING

7.1. New City of St. Helena Website Roll Out - Kathy Robinson, IT and HR Director

City Clerk Cindy Black reported on this item and provided a presentation.

## 8. 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)

May Galbraith noted

8.1. Consideration and proposed approval of Special and Regular Meeting Minutes of:

1. Special Joint Meeting of January 24, 2017
2. Regular Meeting of January 24, 2017 - Amended
3. Special Meeting of January 31, 2017
4. Special Meeting of February 4, 2017 – Amended

CEQA Determination: Not a CEQA project

Prepared By: Cindy Black, City Clerk

Recommendation: Approve

8.2. Consideration and proposed approval of a resolution setting a hearing to approve the annexation of territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 131 (1486 Sulphur Springs Ave., St Helena, CA. APN's 009-362-024 & 025).

CEQA Determination: Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061, No Possibility of Significant Effect on the Environment

Prepared By: Christina Cook, Public Works Administrative Assistant

Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

8.3. Consideration and Proposed Approval of a Resolution to Authorize the City Manager to Execute the Agreement Between the City of St. Helena and Califa Group for the Provision, Installation and Maintenance of Advanced Network (Data) Services for the Library

CEQA Determination: Not a CEQA project

Prepared By: Christina Kreiden, Library Director

Tracey Perkosky, Grants and Finance Manager

Recommendation: Adopt

8.4. Consideration and proposed approval of a resolution related to the development by Our Town St. Helena of the former City property located at 684 McCorkle Avenue, including:

(a) The rescission of Resolution No. 89-23 requiring construction of a sewer main at 684 McCorkle Avenue and the vacation of an agreement to construct the sewer main; and

(b) The approval of a subordination agreement with Our Town St. Helena to provide for the financing of the development of the site with affordable housing units; and

(c) Direction to the Interim City Manager to execute the subordination agreement and take such other actions as are necessary.

CEQA Determination: Not a CEQA Project  
Prepared By: Erica Ahmann Smithies, Asst PW Director  
Recommendation: Adopt

Vice Mayor White moved to approve Consent items 8.1 through 8.4. The motion was seconded by Councilmember Koberstein and on roll call carried by the following vote:

AYES: Councilmembers White, Koberstein, Dohring, Ellsworth and Mayor Galbraith  
NOES: None  
ABSENT: None

Item 8.5 was pulled from Consent.

- 8.5. Consideration and proposed adoption of a resolution authorizing the City Manager to execute a Professional Services Agreement with Larry Walker and Associates in the amount of \$35,100 to prepare a permit application and provide regulatory support to the Wastewater Treatment and Reclamation Facility Permit for Land Application of Treated Discharge; and transfer \$35,100 from Capital Improvement Project (CIP) S-66 New Well for Fiscal Year 2016/2017 to CIP S-52 Wastewater Treatment and Reclamation Plant Upgrade Phase I

CEQA Determination: Not a CEQA project  
Prepared By: Steven Palmer, Director of Public Works  
Recommendation: Adopt

Acting Director of Public Works Erica Ahmann Smithies reported on this item.

No public comment received.

Councilmember Dohring moved to approve Consent items 8.5. The motion was seconded by Councilmember Koberstein and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Koberstein, White, Ellsworth and Mayor Galbraith  
NOES: None  
ABSENT: None

Mayor Galbraith announced item 10.4.a would be heard next and Consent item 8.6 would be heard thereafter.

10. NEW BUSINESS

- 10.4. Discussion at request of Council member Koberstein:
- a. Water rate review and consider establishment of an Ad Hoc committee consisting of staff, residents and outside bond counsel to review revenue requirements and assess the impact of reasonable alternatives on the rate structure. Contact Hansford Consulting to confirm availability to test alternative rate models, review functionalization and cost allocation assumptions, and timing requirements.

Councilmember Koberstein reported on this item.

Councilmember moved to appoint an ad hoc committee to review the water and wastewater rate study and make recommendations to the Council, if any, for revisions to the Adopted Study and the Adopted Rate Schedule; retain a public sector financial consultant to advise the Ad Hoc Committee on:

Available financing options for the CIP projects in the first five years of the Rate Study, giving due consideration to their immediate need, number and estimated cost; and

Other significant fiscal assumptions in the study, such as reserves and designated and undesignated fund balances based on generally accepted financial principles.

Retain Hansford Consulting to work with the Ad Hoc Committee to (i) assist in an analysis of an apparent inequity between industrial and residential rates, and recommend corrective measures if required; and (ii) generate alternative rate models.

Finally, that this review and analysis of the water and wastewater rates be completed in a timely manner such that if the Council determines to revise the Rate Study and the Rates, the work will be completed in sufficient time to comply with Proposition 218 requirements and put new rates in effect as of the date of the current proposed November 2017 increase

The motion was seconded by Councilmember Ellsworth and on roll call carried by the following vote:

AYES: Councilmembers Koberstein, Ellsworth and Dohring

NOES: Vice Mayor White and Mayor Galbraith

ABSENT: None

Pat Dell, Tom Vence, Bobbi Monnette, George Caloyannidis, Phil Murphy, Dale Grossman, Tom Belt, and Susanne James addressed the City Council.

Mayor Galbraith pulled item 8.6 from Consent.

- 8.6. Consideration and Proposed Adoption of a Resolution Granting an Appeal by Marina Hoffman, Reversing the Planning Commission Decision Approving a Use Permit and Denying the Use Permit for the Ladera Winery Tasting Room at 1234 Adams Street in the CB Zoning District

CEQA Determination: Categorically Exempt pursuant to Section 15301 of the CEQA Guidelines and Generally Exempt pursuant to Section 15270  
Prepared By: Noah Housh, Planning and Community Improvement Director  
Recommendation: Adopt

Planning and Community Improvement Director Noah Housh reported on this item.

Brian Russell addressed the City Council.

Councilmember Koberstein moved to adopt a resolution as amended granting an appeal by Marina Hoffman, reversing the Planning Commission decision approving a use permit and denying the use permit for the Ladera Winery Tasting Room at 1234 Adams Street in the CB Zoning District. The motion was seconded by Councilmember Ellsworth and on roll call carried by the following vote:

AYES: Councilmembers Koberstein, Ellsworth and Dohring

NOES: Vice Mayor White and Mayor Galbraith

ABSENT: None

## 9. PUBLIC HEARING

- 9.1. THIS PUBLIC HEARING ITEM WAS CANCELLED.

Proposal to implement an applicant fee of \$500.00 to cover the costs associated with holding a Neighborhood Meeting to inform residents of certain development applications proposed within their neighborhoods.

CEQA Determination: Categorical Exemption: It has been determined that the project is exempt for the requirements of the California Environmental Quality Act (CEQA) under Section 15061 (b) (3) the 'General Rule' in that it can be seen with certainty that there is no possibility the proposed action may have a significant impact on the environment and therefor CEQA is not applicable.

Prepared By: Noah Housh, Planning Director  
Recommendation: Adopt

## 10. NEW BUSINESS

- 10.1. Consideration and proposed approval of a resolution appointing an applicant to the Planning Commission

CEQA Determination: Not a CEQA project  
Prepared By: Cindy Black, City Clerk  
Recommendation: Appoint

Douglas Keller, David Knudsen and John Ponte addressed the City Council.

Mayor Galbraith moved to nominate applicant David Knudsen to fill the vacant Planning Commission position. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Mayor Galbraith, Councilmembers White, Koberstein, Ellsworth and Dohring  
NOES: None  
ABSENT: None

Mayor Galbraith called for a recess at 7:41 pm.

Mayor Galbraith reconvened the meeting at 7:50 pm.

- 10.2. Consideration and proposed Approval of a Resolution for a Low Income Subsidy Program for Water and Wastewater Customers; and
  - a. Rescind Resolution 2006-44 Authorizing Low Income Water and Wastewater Rates; or
  - b. Provide Additional Direction on the Creation of a Revised Policy

CEQA Determination: Not a CEQA project  
Prepared By: Tracey Perkosky, Grants and Finance Manager  
Recommendation: Adopt

Grants and Finance Manager Tracey Perkosky reported on this item.

Pat Dell addressed the City Council.

Councilmember Dohring moved to adopt a resolution as amended and rescinding resolution 2006-44 authorizing low income water and wastewater rates. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Councilmembers Dohring, White, Koberstein, Ellsworth and Mayor Galbraith  
NOES: None  
ABSENT: None

10.3. Consideration and proposed approval of a resolution authorizing the following:

1. An immediate partial payback to the General Fund from Water and Wastewater Funds for the loans established by Resolutions 2010-62 and 2010-63. The amount to be paid will be equal to the amount owed for the low income subsidy from 2008 to December 31, 2016. The amount to be paid from the Water Fund to the General Fund would be \$63,906.67 and the amount to be paid from the Wastewater Fund to the General Fund would be \$80,848.73.

2. A transfer to the Water and Wastewater Funds from the General Fund for the amount owed for the low income subsidy from 2008 to December 31, 2016. The amount to be transferred is \$63,906.67 from the Water Fund to the General fund and \$80,848.73 from the Wastewater Fund to the General Fund.

CEQA Determination: Not a CEQA project  
Prepared By: April Mitts, Finance Director  
Recommendation: Adopt

Finance Director April Mitts reported on this item.

No public comment received.

- 10.4. Discussion at request of Council member Koberstein:
- a. Water rate review and consider establishment of an Ad Hoc committee consisting of staff, residents and outside bond counsel to review revenue requirements and assess the impact of reasonable alternatives on the rate structure. Contact Hansford Consulting to confirm availability to test alternative rate models, review functionalization and cost allocation assumptions, and timing requirements.
  - b. Consideration and direction in response to proposal from the St. Helena Chamber of Commerce with respect of the establishment of a Property Based Improvement District (PBID)

Item 10.4.a was previously heard.

Councilmember Dohring recused himself due to potential conflict and left the dais.

Councilmember Koberstein reported on item 10.4.b.

Pam Simpson, Pat Dell and Bobbi Monnette addressed the City Council.

Councilmember Dohring joined the dais.

- 10.5. Fiscal Year 2016/17 2nd Quarter Finance Report and Consideration and Proposed Approval of a Resolution Approving Mid-Year Budget Adjustments for FY 2016/17

CEQA Determination: Not a CEQA Project  
Prepared By: April Mitts, Finance Director  
Recommendation: Adopt

Finance Director April Mitts reported on this item.

No public comment received.

Vice Mayor White moved to adopt a resolution approving mid-year budget adjustments for FY 2016/17. The motion was seconded by Councilmember Ellsworth and on roll call carried by the following vote:

AYES: Councilmembers White, Ellsworth, Dohring, Koberstein and Mayor Galbraith

NOES: None

ABSENT: None

- 10.6. Discussion of February 4, 2017 Goal Setting Workshop in relationship with City needs

Interim City Manager Larry Pennell reported on this item and noted a meeting will be scheduled for the latter part of March for individual departments to provide department needs and goals.

## 11. ADJOURNMENT

### **ADJOURNMENT**

Mayor Galbraith adjourned the meeting at 9:26 p.m.

**APPROVED:**

**ATTEST:**

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Alan Galbraith, Mayor

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Cindy Black, City Clerk





Report to the City Council  
Council Meeting of March 28, 2017

**Agenda Section: Consent**

**Subject:** Consideration and Proposed Approval of a Resolution Authoring the City Manager to Execute Amendment Number 2 to the Memorandum of Understanding (MOU) Between the Napa Valley Transportation Authority (NVTa) and the City of St. Helena for Fixed Route and On-Demand Shuttle Service through the St. Helena VINE Shuttle

**CEQA Status:** Not a CEQA project

**Prepared By:** Tracey Perkosky, Grants and Finance Manager 

**Approved By:** Larry Pennell, Interim City Manager 

**BACKGROUND**

In 2002, the City and Napa Valley Transportation Authority (NVTa), formerly known as Napa County Transportation and Planning Agency, began discussions and implemented the St. Helena VINE Shuttle to provide public shuttle service within city limits. In 2013, following public input and analysis, the shuttle was changed to be limited fixed route and door-to-door service.

The current fixed route service primarily serves the schools and local commuters. The service runs in the morning from 7:40 a.m. to 8:30 a.m. and in the afternoon from 3:15 p.m. to 4:05 p.m. Fixed route service is free to youth and seniors; adults must pay \$0.50. The door-to-door service is on-demand with a first-come, first-serve system. The door-to-door service is available Monday through Thursday from 7:45 a.m. to 6:00 p.m., Friday from 7:45 a.m. to 11:00 p.m., Saturday from 10:00 a.m. to 11:00 p.m., and Sunday from 12:00 p.m. to 7:00 p.m. Fares are \$0.50 for youth, seniors and disabled persons and \$1.00 for adults. There were 11,406 rides in Fiscal Year (FY) 2015-16. There is no service on New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day.

Per the most recent Memorandum of Understanding (MOU) (Attachment 2), the City pays a share of the cost of the VINE Shuttle at the agreed rate of the difference between the fares collected and 10% of the annual fully allocated operating expenses of this service. Over the past four years, the average contribution is about \$21,500. NVTa provides the operation, management, marketing activities and materials, bus stop maintenance,

administration and ridership information. The operation of the transit service is contracted to a third party.

During the October 11, 2016 meeting, City Council approved Amendment #1 (Attachment 3), which extended the terms and conditions of the MOU through March 31, 2017 while City and NVTA staff renegotiated a new MOU.

### **DISCUSSION**

The City of St. Helena is requesting Amendment No. 2 to the July 9, 2013 Memorandum of Understanding with NVTA to provide fixed route and door to door shuttle service within city limits. The current agreement expired on June 30, 2016 and Amendment #1 extends the term of the agreement through March 31, 2017. Amendment #2 will extend the terms and conditions through June 30, 2017 and will allow NVTA to continue to provide valuable public transit and paratransit to the City.

The second extension is requested because NVTA would like the agreement to align with the fiscal year which begins July 1<sup>st</sup> and staff is continuing to work on contract details. Staff is discussing items such as route, vehicle replacement fund, technology, hours of service and more.

### **FISCAL IMPACT**

The costs for the Shuttle are already included in the FY 2016-17 Budget with \$30,000 budgeted in 101-4000-2405.

### **RECOMMENDED ACTION**

Staff recommends the City Council adopt the resolution authorizing the City Manager to execute Amendment Number 2 to the Memorandum of Understanding between the Napa Valley Transportation Authority and the City of St. Helena for fixed route and door-to-door shuttle service through the St. Helena VINE Shuttle.

### **ATTACHMENTS**

1. Resolution
2. Memorandum of Understanding
3. Amendment Number 1
4. Amendment Number 2

Attachment 1

## **CITY OF ST. HELENA**

### **RESOLUTION No. 2017-**

**Authorize the City Manager to Execute Amendment  
Number 2 to the Memorandum of Understanding (MOU)  
Between the Napa Valley Transportation Authority  
(NVTa) and the City of Saint Helena for Fixed Route and  
Door-to-Door Shuttle Service through the St. Helena  
VINE Shuttle**

#### **RECITALS**

- A. On February 12, 2002, the City Council approved Resolution 2002-26 to initiate the operation of the St. Helena VINE Shuttle, a local shuttle bus service; and
- B. In 2013 the City in cooperation with the Napa Valley Transportation Authority (NVTa), which was formally known as the Napa County Transportation and Planning Agency (NCTPA), and community stakeholders reassessed the service and began providing both fixed route and door-to-door service;
- C. As part of the 2013 agreement, the City agreed to participate in cost sharing, at the rate of the difference between fares collected and 10% of the annual fully allocated operating expenses of the service; and
- D. The 2013 agreement expired on June 30, 2016 and the City and NVTa desired to continue to provide the St Helena VINE Shuttle Service, with amendment number 2 which extends the current agreement through March 31, 2017; and
- E. As negotiations for a new Memorandum of Understanding are still on going and the desire for the contract to align with the beginning of the fiscal year, a second amendment is requested to continue uninterrupted service through June 30, 2017.

#### **RESOLUTION**

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

- 1. Authorizes the City Manager to execute amendment number 2 to the Memorandum of Understanding between the Napa Valley Transportation Authority and the City of Saint Helena for fixed route and on-demand shuttle service through the St. Helena VINE Shuttle.

Approved at a Regular Meeting of the St. Helena City Council on March 28, 2017, by the following vote:

Mayor Galbraith: \_\_\_\_\_  
Vice Mayor White: \_\_\_\_\_  
Councilmember Dohring: \_\_\_\_\_  
Councilmember Ellsworth: \_\_\_\_\_  
Councilmember Koberstein: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk

Attachment 2

**CITY OF ST. HELENA**

**RESOLUTION 2013-50**

**ADOPTING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
NAPA COUNTY TRANSPORTATION & PLANNING AGENCY (NCTPA) AND  
THE CITY OF ST. HELENA**

**RECITALS**

- A. On February 12, 2002, the Council approved Resolution 2002-26 to initiate the operation of the St. Helena VINE, a local shuttle bus service; and
- B. In January 2013, NCTPA began the process of reassessing the current shuttle service through a series of meetings soliciting feedback from current riders, public policy makers, key stakeholders and the general public; and
- C. Following the reassessment, a combination of fixed route and door-to-door service has been recommended by NCTPA; and
- D. The City of St. Helena is in general agreement with the assessment and recommendations from NCTPA and recommends approval of the MOU; and
- E. The City of St. Helena will pay a share of the cost of the VINE Shuttle Bus Service at the agreed rate of the difference between fares collected and 10% of the annual fully allocated operating expenses of the service.

**RESOLUTION**

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

- 1. To adopt the Memorandum of Understanding (MOU) between Napa County Transportation & Planning Agency (NCTPA) and the City of St. Helena.

Approved at a Regular Meeting of the St. Helena City Council on July 9, 2013 by the following vote:

AYES: Councilmembers Sculatti, White, Pitts, Vice Mayor Crull

NOES: None

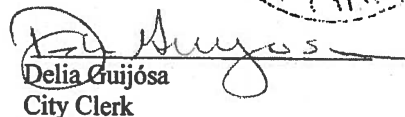
ABSENT: Mayor Nevero

APPROVED:

ATTEST:



Sharon Crull  
Vice Mayor



Delia Guijosa  
City Clerk



Attachment 2

## **MEMORANDUM OF UNDERSTANDING**

**between**

**The Napa County Transportation and Planning Agency**

**and**

**City of St. Helena**

### **I. Preamble**

This Memorandum of Understanding (hereinafter referred to as the "Agreement") is made and entered into this 18<sup>th</sup> day of September, 2013, by and between the Napa County Transportation and Planning Agency a (hereinafter referred to as "NCTPA") and the City of St. Helena (hereinafter referred to as "CITY") and collectively referred to as the "Parties."

### **II. Recitals**

**WHEREAS**, NCTPA through a prior agreement with the CITY has been providing transportation services formerly known as the St. Helena VINE Shuttle for residents of the City of St. Helena, California:

**NOW, THEREFORE**, the parties do hereby agree as follows:

### **III. Responsibilities' of the Parties**

A. NCTPA shall provide a draft fiscal year budget to the CITY by the end June of each year. For purposes of this Agreement, a fiscal year is July 1 to June 30. From the commencement of expanded service hours in fiscal 2013/14, the City shall pay quarterly the difference between fares collected and 10% of the annual fully allocated operating expenses of the service.

B. NCTPA shall manage and operate the St. Helena VINE Shuttle to serve the general public of the City of St. Helena by providing no less than 3,939 in-service annual service hours on days and hours most responsive to public benefit and demand. There will be no service on New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day unless by special arrangement at least 30 days in advance charged to the CITY separately at NCTPA's usual and customary rates for such service.

C. NCTPA will provide the operation, management, marketing activities and materials, bus stop maintenance, funding, administration and monthly reporting of rides provided for the St. Helena VINE Shuttle service. Monthly ridership reports shall be sent to the City Manager and Public Works Director. NCTPA will assign the operation of the St. Helena VINE Shuttle service to a third party.

## Attachment 2

NCTPA will, at NCTPA's expense, provide facilities, vehicles, equipment (including a two-way radio or cell phones per vehicle), maintenance, materials and supplies necessary to accomplish obligations under this Agreement, except as may otherwise be expressly provided for herein after.

D. NCTPA shall operate service as a demand responsive door-to-door service during most service hours within the designated service area and except for the time when the service shall be operated on a fixed route as noted in EXHIBIT A. The NCTPA shall respond to call-in trip requests on a first call-first serve basis. Trips will be grouped for efficiency and advance reservations beyond the same day will not be accepted.

#### **IV. Term of the Agreement**

This Agreement will become effective upon signatures of both parties and will terminate on June 30, 2016, unless amended, extended, or terminated pursuant to the terms of this Agreement.

#### **V. Indemnity**

Each party hereto shall indemnify, defend and hold harmless the elected or appointed governing body, the agents, representatives, and employees of the other party hereto, from liability or claims of liability for damages to persons or property arising out of, or resulting from, any act or omission of the parties in the performance or failure to perform any action or activity contemplated, necessary, or authorized under this Agreement.

#### **VI. Termination**

This Agreement may be terminated as follows:

A. By mutual agreement of the NCTPA and CITY upon such terms and conditions as may be agreed upon.

B. By either party at any time without cause by delivering written notice to the other party at least 30 days in advance of the proposed date of termination.

C. If the Agreement is terminated pursuant to this Section, neither party may nullify obligations already incurred for performance of services prior to the date of notice or, unless specifically stated in the notice, required to be performed through the effective date of termination. Any notice of termination will incorporate necessary transition arrangements and will comply with all such arrangements.

#### **VII. Entire Agreement**

This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether previous to the execution hereof or contemporaneous herewith.

Attachment 2

**VIII. Applicable Law**

The laws of the United States and the State of California will govern this Agreement.

**IX. Modifications**

No changes, amendments or alterations to this Agreement will be effective unless in writing and signed by the parties.

**X. Insurance**

NCTPA shall maintain, throughout the term of this Agreement, a policy or policies of insurance, with a solvent and responsible company authorized to do business in the State of California, insuring NCTPA against loss by reason of injury or damage that may result to persons or property from operations or construction of such transportation service or any other cause connected with the service provided under the term of this Agreement. Said policy shall be a minimum of two million dollars (\$2,000,000) aggregate, including appropriate general liability and auto liability. Said policy shall name CITY as additional insured and shall provide 30 days prior notice to CITY of the cancellation of any policy during the effective period of this agreement.

**XI. Notices**

All notices required or authorized by this Agreement shall be in writing and shall be delivered in person or by deposit in U.S. Mail, by certified mail, postage prepaid or return receipt requested. Any mailed notice, demand, request, consent, approval or communication that either party desires to give the other party shall be addressed to the other party at the address set forth below. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the dated noted on the return receipt or five days following date of deposit, whichever is earlier. Changes may be made in the names and addresses of the person to who notices are to be given by giving notice pursuant to this Paragraph.

To NCTPA: Executive Director  
Napa County Transportation  
and Planning Agency  
625 Burnell Street  
Napa, CA 94559

To CITY: City Manager  
City of St. Helena  
1480 Main Street  
St. Helena, CA 94574

**XII. Access to Records / Retention**

NCTPA and CITY shall have access to any books, documents, papers and records of each other, which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, NCTPA and CITY shall maintain all required records for at least five (5) years after all pending matters are closed.

Attachment 2

**XIII. Severability**

If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to unenforceable or invalid for any reason, such provision shall be several be and shall not in any way impair the enforceability of any other provision of this Agreement.

**XIV. Adjustments to Service**

The shuttle service may be adjusted throughout the term of this contract to better service the needs of the passengers. NCTPA or CITY may recommend a change or modification of service criteria. Modifications may include, but are not limited to, adding or deleting service areas; changing service types; modifying or eliminating time points; increasing, decreasing or changing operating hours; and expanding or decreasing vehicle service hours and/or days. Modifications to increase service hours may not exceed 15 percent annually. In all cases, NCTPA and CITY will agree to said changes prior to approval by the NCTPA Board.

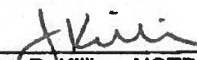
**XV. License and Permits**

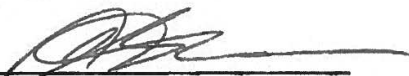
NCTPA, or its subcontractor, will procure at its expense all licenses and permits as required by federal, state or local laws, rules and regulations for the performance of its obligations under this Agreement, and will comply will all applicable laws, rules or regulations in performing its obligations hereunder.

**IN WITNESS WHEREOF**, NCTPA and City of St. Helena have executed this Agreement on the 18<sup>th</sup> day of September, 2013.

By:   
Keith Caldwell, NCTPA Chair

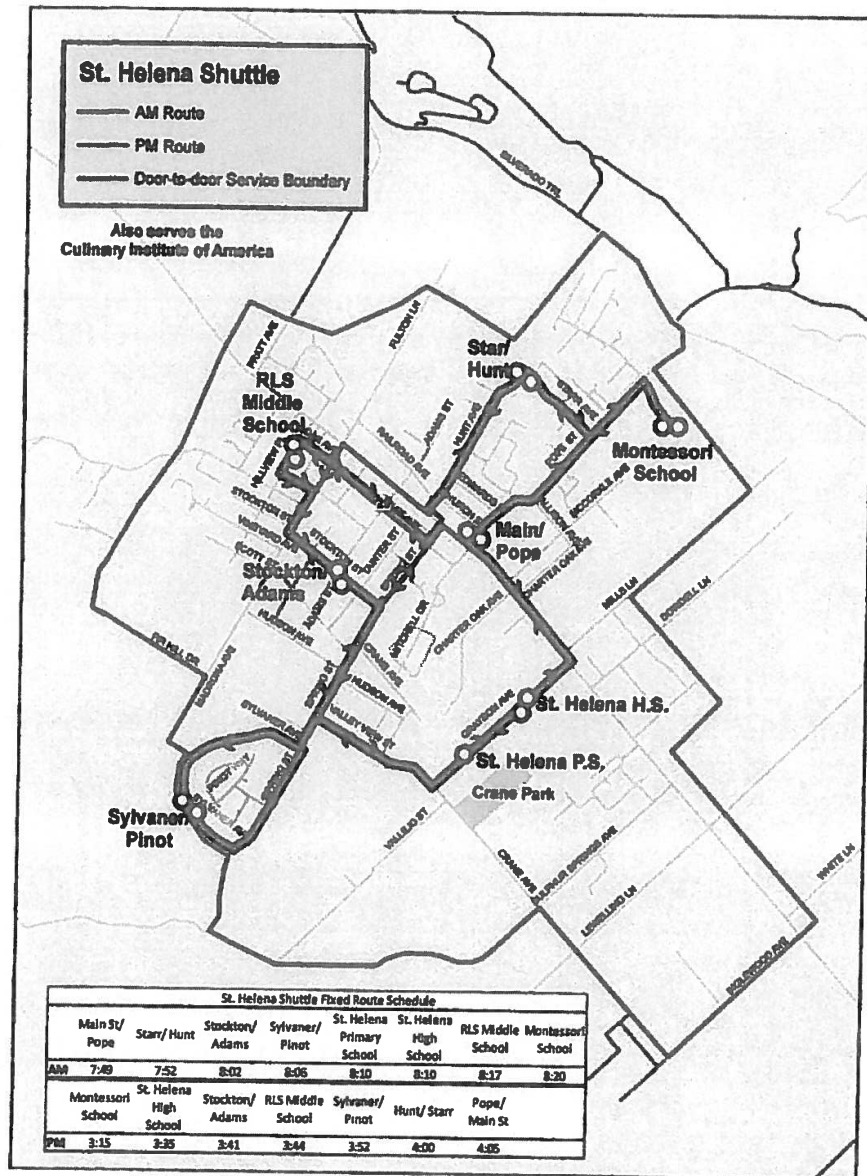
Approved as to Form

By:   
Janice D. Killian, NCTPA Legal Counsel

By:   
Ann Nevero, Mayor, City of St. Helena

Attachment 2

EXHIBIT A



Attachment 3

## **CITY OF ST. HELENA**

### **RESOLUTION No. 2016-138**

**Authorize the City Manager to Execute Amendment  
Number 1 to the Memorandum of Understanding (MOU)  
Between the Napa Valley Transportation Authority  
(NVTa) and the City of Saint Helena for Fixed Route and  
Door-to-Door Shuttle Service through the St. Helena  
VINE Shuttle**

#### **RECITALS**

- A. On February 12, 2002, the City Council approved Resolution 2002-26 to initiate the operation of the St. Helena VINE Shuttle, a local shuttle bus service; and
- B. In 2013 the City in cooperation with the Napa Valley Transportation Authority (NVTa), which was formally known as the Napa County Transportation and Planning Agency (NCTPA), and community stakeholders reassessed the service and began providing both fixed route and door-to-door service;
- C. As part of the 2013 agreement, the City agreed to participate in cost sharing, at the rate of the difference between fares collected and 10% of the annual fully allocated operating expenses of the service; and
- D. The 2013 agreement expired on June 30, 2016 and the City and NVTa desire to continue to provide the St Helena VINE Shuttle Service, this amendment will extend the current agreement through March 31, 2017; and
- E. During this 9 month extension, staff will explore options to optimize the St Helena VINE shuttle via improved hours of operation, City cost share and all other pertinent items.

#### **RESOLUTION**

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

- 1. Authorizes the City Manager to execute amendment number 1 to the Memorandum of Understanding between the Napa Valley Transportation Authority and the City of Saint Helena for fixed route and on-demand shuttle service through the St. Helena VINE Shuttle.

Attachment 3

Approved at a Regular Meeting of the St. Helena City Council on October 11, 2016, by the following vote:

Mayor Galbraith:

yes

Vice Mayor White:

yes

Councilmember Crull:

yes

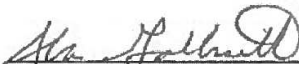
Councilmember Dohring:

yes

Councilmember Pitts:

yes

APPROVED:

  
Alan Galbraith, Mayor

ATTEST:

  
Cindy Black, City Clerk



Attachment 3



**FIRST AMENDMENT TO THE  
NAPA VALLEY TRANSPORTATION AUTHORITY'S ("NVRTA")  
MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ST HELENA**

**THIS FIRST AMENDMENT TO THE NAPA VALLEY TRANSPORTATION AUTHORITY'S ("NVRTA") MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ST HELENA** herein after referred to as "Agreement" is made and entered into as of this 11th day of October, 2016 between the NAPA VALLEY TRANSPORTATION AUTHORITY (hereinafter referred to as "NVRTA"), and the City of St. Helena, whose mailing address is 1480 Main St. St. Helena, CA 94574, hereinafter referred to as "CITY";

**RECITALS**

**WHEREAS**, in September 2013 NVRTA through a prior agreement with the CITY has been providing transportation services formerly known as the St. Helena VINE Shuttle for residents of the City of St. Helena, California:

**WHEREAS**, the Agreement term was scheduled to expire in June 2016; and

**WHEREAS**, the parties desire to amend the Agreement to extend the term in order to allow NVRTA to provide CITY with the services as set forth in the Agreement,

**TERMS**

**NOW, THEREFORE**, the NVRTA and CITY agree to amend the Agreement as follows:

1. Section IV. Term of the Agreement shall be changed to read as follows:

**IV. Term of the Agreement.**

This Agreement will become effective upon signatures of both parties and **will terminate March 31, 2017**, unless amended, extended, or terminated pursuant to the terms of this Agreement.

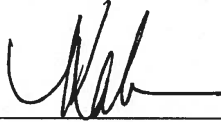
2. Except as set forth above, the terms and conditions of the Agreement shall remain in full force and effect as previously approved.

**IN WITNESS WHEREOF**, this Agreement was executed by the parties hereto as of the date first above written.

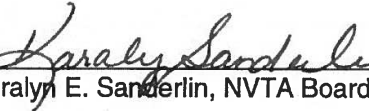
Attachment 3

"NVTA"

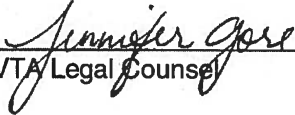
NVTA, a joint powers authority organized  
under the laws of the State of California

By   
Kate Miller, Executive Director

ATTEST:

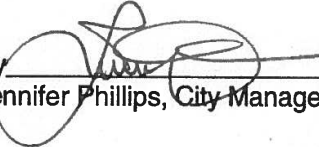
By   
Karalyn E. Sanderlin, NVTA Board Secretary

Approved as to Form:

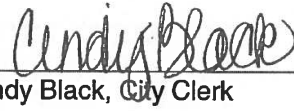
By   
Jennifer Gore, NVTA Legal Counsel

"CITY"

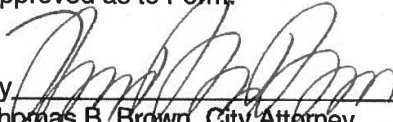
City of St. Helena

By   
Jennifer Phillips, City Manager

ATTEST:

By   
Cindy Black, City Clerk

Approved as to Form:

By   
Thomas B. Brown, City Attorney

Attachment 4



**SECOND AMENDMENT TO THE  
NAPA VALLEY TRANSPORTATION AUTHORITY'S ("NVRTA")  
MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ST HELENA**

**THIS SECOND AMENDMENT TO THE NAPA VALLEY TRANSPORTATION AUTHORITY'S ("NVRTA") MEMORANDUM OF UNDERSTANDING WITH THE CITY OF ST HELENA** herein after referred to as "Agreement" is made and entered into as of this \_\_\_\_\_ day of March, 2017 between the NAPA VALLEY TRANSPORTATION AUTHORITY (hereinafter referred to as "NVRTA"), and the City of St. Helena, whose mailing address is 1480 Main St. St. Helena, CA 94574, hereinafter referred to as "CITY". The CITY and NVRTA are referred to collectively as the "Parties" and individually as a "Party."

**RECITALS**

**WHEREAS**, on September, 18 2013 NVRTA (formerly known as Napa County Transportation and Planning Agency), through a prior agreement with the CITY, has been providing transportation services formerly known as the St. Helena VINE Shuttle for residents of the City of St. Helena, California:

**WHEREAS**, the Agreement is scheduled to expire in March 31, 2017; and

**WHEREAS**, the Parties desire to amend the Agreement to extend the term in order to allow NVRTA to continue providing CITY with the services as set forth in the Agreement,

**TERMS**

**NOW, THEREFORE**, the NVRTA and CITY agree to amend the Agreement as follows:

1. Section IV. "Term of the Agreement" shall be changed to read as follows:

**IV. Term of the Agreement.**

This Agreement will become effective upon signatures of both parties and **will terminate at 11:59pm on June 30, 2017**, unless amended, extended, or terminated pursuant to the terms of this Agreement.

2. Except as set forth above, the terms and conditions of the Agreement shall remain in full force and effect as previously approved.

Attachment 4

**IN WITNESS WHEREOF**, this Second Amendment to the Agreement was executed by the Parties hereto as of the date first above written.

"NVTA"

"CITY"

NVTA, a joint powers authority organized under the laws of the State of California

City of St. Helena

By \_\_\_\_\_  
Kate Miller, Executive Director

By \_\_\_\_\_  
Larry Pennell, Interim City Manager

ATTEST:

ATTEST:

By \_\_\_\_\_  
Karalyn E. Sanderlin, NVTA Board Secretary

By \_\_\_\_\_  
Cindy Black, City Clerk

Approved as to Form:

Approved as to Form:

By \_\_\_\_\_  
NVTA Legal Counsel

By \_\_\_\_\_  
Thomas B. Brown, City Attorney



Report to the City Council  
Council Meeting of March 28, 2017

**Agenda Section: Consent**

**Subject: Consideration and proposed approval of a resolution approving out-of-state travel for Grants/Finance Manager Tracey Perkosky to attend the Government Finance Officers Association (GFOA) Annual Conference in Denver, Colorado, May 21-24, 2017**

**CEQA Determination:** Not a CEQA project

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

**Reviewed By:**

**Approved By:**   
Larry Pennell, 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 Annual Conference is a leading professional development event offered each year. This conference offers opportunities to share ideas, sharpen skills, discover new tools and technologies in the financial realm, and networking with peers from across Northern America and around the world.

As part of the Unrepresented Compensation Program approved by City Council on March 8, 2016, Managers are encouraged to continue their development of skills, knowledge, and abilities and the cost of attendance at these activities, including travel, per diem, registration, tuition, materials or other reasonable costs, are legitimate City expenditures as provided for in the annual City Budget.

The cost of the conference is \$425; however, staff was able to apply and receive a first-time attendee scholarship which will waive the registration fees for the conference. The remaining costs associated with attending the conference will consist of travel, hotel, meals, and incidentals. It is estimated this cost will be approximately \$2,500.

#### **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 be approximately \$2,500. Costs include travel, hotel, meals, and incidentals.

#### **RECOMMENDED ACTION**

Staff recommends the City Council adopt the resolution approving out-of-state travel for Grants/Finance Manager Tracey Perkosky to attend the Government Finance Officers Association (GFOA) annual conference in Denver, Colorado May 21-24, 2017.

#### **ATTACHMENTS**

[Attachment 1 - Finance Out of State Travel Reso](#)

[Attachment 2 - GFOA Conference Brochure](#)

Attachment 1

**CITY OF ST. HELENA**

**RESOLUTION NO. 2017-**

**Resolution Approving Out-of-State Travel for  
Grants/Finance Manager Tracey Perkosky to Attend the  
Government Finance Officers Association (GFOA)  
Annual Conference in Denver, Colorado, May 21-24,  
2017**

**RECITALS**

- A. City Council Resolution 85-44 requires City Council approval for staff to attend out-of-state conferences; and
- B. The GFOA Annual Conference will be held May 21-24, 2017 in Denver, Colorado; and
- C. Attending the GFOA Annual Conference will be beneficial for Grants/Finance Manager Tracey Perkosky and the City of St. Helena; and
- D. The funding for 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 Grants/Finance Manager Tracey Perkosky to attend the Government Finance Officers Association Annual Conference in Denver, Colorado, May 21-24, 2017.

Approved at a Regular Meeting of the St. Helena City Council on March 28, 2017, by the following vote:

Mayor Galbraith: \_\_\_\_\_  
Vice Mayor White: \_\_\_\_\_  
Councilmember Dohring: \_\_\_\_\_  
Councilmember Koberstein: \_\_\_\_\_  
Councilmember Ellsworth: \_\_\_\_\_

APPROVED:

ATTEST:

---

Alan Galbraith, Mayor

---

Cindy Black, City Clerk



Attachment 2

Government Finance Officers Association

# 11<sup>th</sup> ANNUAL CONFERENCE

MAY 21-24, 2017  
DENVER, COLORADO

Earn more than 20 CPE credits

Go to [www.gfoa.org](http://www.gfoa.org) to register today!

# TABLE OF CONTENTS

## Attachment 2



### ABOUT DENVER

Urban sophistication meets outdoor adventure in the Mile High City. With 300 days of sunshine, a walkable downtown, thriving art and cultural scenes, and the Rockies as a backdrop, Denver offers affordable exploration of the world's most spectacular playground! Come experience award-winning restaurants and one-of-a-kind neighborhood boutiques.

|                                                 |               |
|-------------------------------------------------|---------------|
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| <b>GFOA.....</b>                                | <b>15</b>     |
| <b>GFOA Conference Registration Form .....</b>  | <b>Insert</b> |
| <b>Hotel Reservation Form.....</b>              | <b>Insert</b> |

### CPE CREDITS

It is possible to earn more than 20 continuing professional education (CPE) credits at GFOA's annual conference. Additional CPE credits can be earned by attending one or more of GFOA's preconference seminars.

GFOA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE



**National Registry of CPE Sponsors**  
150 Fourth Avenue North, Suite 700,  
Nashville, TN 37219-2417  
[www.nasba.org](http://www.nasba.org)

credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).

## Attachment 2 CONFERENCE OVERVIEW

### Must-Attend Event

Drawing on more than a century of experience, public finance professionals have widely come to view the GFOA Annual Conference as the one truly "must-attend" professional development event of the year. As in the past, GFOA's 111th Annual Conference in Denver, Colorado, will feature unparalleled opportunities for sharing ideas, sharpening skills, discovering new tools and technologies, and networking with peers from across North America and around the world.

#### WHY ATTEND?

**CONCURRENT SESSIONS.** A rich array of concurrent sessions cover a broad range of topics, allowing participants to tailor their conference experience to their own needs and circumstances.

**PRECONFERENCE SESSIONS.** Special preconference sessions provide an opportunity to explore selected topics of special interest in even greater depth.

**GENERAL SESSIONS.** Experience direct contact with nationally recognized speakers of special interest to public finance professionals.

**DISCUSSION GROUPS.** Meet peers and discuss topics relevant to specific types of organizations, such as school districts, utilities, large governments, small governments, and the next generation of finance officers.

**NETWORKING OPPORTUNITIES.** Make contacts, build new relationships, and cement existing relationships.

**SOCIAL EVENTS.** Wind down from a busy day and connect with colleagues during GFOA's Welcome Reception and Closing Event.

**CPE CREDIT.** Earn more than 20 CPE credits, most directly relevant to government, with even more credits available for those who elect to participate in preconference sessions.

**EXHIBIT HALL.** GFOA's exhibit hall will put participants in contact with vendors that offer practical tools and solutions for a broad range of professional challenges. Stroll through the hall to view new products, ask questions, and see live demonstrations of services that can save your government time and money. Join us on Sunday morning to kick off this year's hall with music and a ribbon cutting ceremony! Watch for new events in the exhibit hall!



#### SCHEDULE OF EVENTS

Preconference Seminars . . . . . May 19–20, 2017  
Concurrent Sessions and Networking Groups . . . . . May 21–24, 2017  
Welcome Reception (see page 9) . . . . . May 21, 2017  
Exhibits . . . . . May 21–23, 2017  
Denver Rocks! Closing Event . . . . . May 23, 2017

**The above events (unless otherwise noted) will be held at the Colorado Convention Center, 700 14th Street, Denver, Colorado 80202. Concurrent sessions will begin at 1:30 p.m. on Sunday and conclude at 12:10 p.m. on Wednesday.**

## FIRST-TIME ATTENDEES

### Attachment 2

#### NEW TO GFOA'S ANNUAL CONFERENCE? TAKE ADVANTAGE OF GFOA'S FIRST-TIME CONFERENCE ATTENDEE SCHOLARSHIPS

This is the fourth year first-time scholarships will be offered to GFOA active government members—over 1,100 members have taken advantage of this opportunity!

GFOA strives to provide leadership to the government finance profession through education, research, and best practices. Nowhere are these efforts more apparent than at the GFOA annual conference. To keep with our commitment, the GFOA Executive Board is pleased to announce:

**50 scholarships will be awarded per state or province in the amount of the full-conference registration fee to first-time conference attendees who are GFOA active government members.**

First-time attendees will be invited to participate in a mentorship program during the annual conference as an introduction to the conference and the many ways to get involved with GFOA. If you are interested in becoming a mentee, please check the box on the application. For more information, go to [www.gfoa.org/mentor](http://www.gfoa.org/mentor).

We encourage you to apply for a first-time attendee scholarship. For details and an application, e-mail [firstannualconference@gfoa.org](mailto:firstannualconference@gfoa.org).

**A FIRST-TIMERS BRUNCH** will take place on Sunday, May 21, 2017, at the Colorado Convention Center for first-time attendees to learn more about the conference, meet GFOA's Executive Board and senior staff, and network with mentors and peers.

## Not a Member? Join GFOA

Become a member of GFOA and join forces with nearly 19,000 colleagues dedicated to enhancing and promoting the professional management of governments for the public benefit. Members receive discounts on GFOA's products, services, and training events, including a discount on the **annual conference registration fee**.

Already a member? Encourage your colleagues to join whether they're in the public or private sector: add members to your government's existing membership or encourage your peers who are interested in public finance but practicing in the private sector to join as Associate members.



Go to [www.gfoa.org](http://www.gfoa.org) to read about GFOA member benefits and to download a membership application today!

## Attachment 2

## PROGRAM

**CONCURRENT SESSIONS**

Sessions will feature leading practitioners and industry experts discussing **best practices, current trends, and important developments** in the field of public finance. The conference program will feature more than **75 sessions** and **200 speakers** presenting topics related to accounting, auditing, budgeting, capital planning, debt management, financial reporting, pension and benefit administration, and treasury and investment management.



**Some of the specific topics planned for the 111th annual conference include:**

- Accounting and Auditing Year in Review
- Common Financial Reporting Deficiencies
- Fraud Prevention
- GASB's New Accounting for Leases
- Health Care Plan Design
- Implementing GASB's New Guidance on OPEB
- Improving Internal Audit
- Improving Tax Compliance
- Improving the Budget Document
- Internal Control Framework
- Investing for Small Governments
- Lessons Learned in Web Transparency
- Municipal Bond Compliance
- Probability Management
- Program Budgeting Implementation
- The Rating Process
- Salary Budgeting
- Technology for Revenue Collections
- Water Infrastructure: Addressing Challenges from Aging Assets

**PEER NETWORKING**

Many GFOA sessions provide opportunities for discussion and social events, delegate lunches, and other events throughout the conference provide a number of opportunities to interact. In addition, GFOA will be hosting dedicated networking and discussion sessions for members who meet the criteria of one of the following groups:

- **URBAN FORUM** — attendees from organizations located in urban areas with populations over 1,000,000.
- **SMALL GOVERNMENT FORUM** — attendees from organizations with fewer than 50 employees or representing fewer than 20,000 people.
- **UTILITY FINANCE FORUM** — attendees from utility agencies or local governments providing utility services.
- **NEXT GENERATION IN FINANCE NETWORK** — attendees under 35 years of age.
- **ALLIANCE FOR EXCELLENCE IN SCHOOL BUDGETING** — attendees from school districts.

**LEADERSHIP DEVELOPMENT**

GFOA's annual conference will feature many opportunities for finance officers to hone their leadership and management skills. Sessions focused on project management, managing teams, recruiting and identifying new employees, and how to improve communication will allow you to advance in your career and become a more valuable asset to your organization's leadership team. GFOA recognizes the need to develop finance officers as organizational leaders and this is a key strategy to help create sustainable and financial resilient organizations.

## PRECONFERENCE SEMINARS **Attachment 2**

GFOA's preconference seminars provide an opportunity for attendees to get in-depth training on topics vitally important to finance officers. Come to Denver a day or two early and multiply the benefits you'll get by signing up for these added training offerings. Preconference sessions will be held at the Colorado Convention Center (unless otherwise noted).

### FRIDAY, MAY 19, 2017

#### **FASTRACK PROJECT TOUR AND LESSONS LEARNED\***

**SPACE IS LIMITED!  
REGISTER EARLY!**

**8:30 a.m. – 4:30 p.m.**

Governments from across the United States and Canada have utilized public-private partnerships (P3) to help finance critical infrastructure improvement projects. In 2004, voters approved a referendum for the Regional Transportation District (RTD) of Denver's FasTrack multi-modal transit expansion program. This project expanded transportation options to citizens of Denver's metropolitan area, including the recent light commuter rail expansion to Denver International Airport, and provided a successful example of a P3 agreement to operate and maintain the system. Speakers with wide-ranging knowledge of the project, especially in the complex areas of program finance, will discuss some of the project's successes and lessons learned in the areas of project planning, financing, and ongoing monitoring. In addition, participants will be taken on a guided tour of the project's facilities to get a behind-the-scenes perspective and witness RTD's FasTrack program in operation.

**\*Note:** Lunch and transportation for the facility tour is included as part of the registration fee. Specific locations on the tour stop will be announced at a later time. This session is limited to the first 100 registrants.

#### **ALLIANCE FOR EXCELLENCE IN SCHOOL BUDGETING**

**8:30 a.m. – 4:30 p.m.**

Connecting resource allocation and student achievement is the most essential aspect of planning and budgeting for school districts; however, it can also be challenging for most districts. This seminar is designed for school districts participating or interested in learning more about GFOA's Alliance for Excellence in School Budgeting ("Alliance") program and will provide participants an opportunity to collaboratively discuss and complete a number of exercises using information from their own districts. Districts involved in the first group of the Alliance will help facilitate the session, as well as share their own experiences and successes in implementing the Best Practices in School Budgeting. Topics will include evaluating choices between programmatic offerings, finding available resources to pay for new initiatives, and developing a strategic financial plan.

## Attachment 2 PRECONFERENCE SEMINARS

### FRIDAY, MAY 19, 2017 (continued)

#### THE ROLE OF LEADERSHIP, TECHNOLOGY, AND FINANCE IN A RESILIENT GOVERNMENT

**1:00 p.m. – 5:00 p.m.**

The concept of “resiliency” has captured the attention of governments in recent years, and with that experience, finance officers have learned about what it means for their governments to be resilient and how to achieve resiliency. In this seminar, participants will learn from the experiences of other governments about their resiliency journeys and how they have used technology along the way. Structured around the seven characteristics of resiliency—recognizing risk, exercising foresight, being robust, being adaptable, looking deeper, building connections, and being flexible—this session will highlight the role of leaders in implementing resilient practices, focusing on those related to technology and financial processes throughout the organization.

### SATURDAY, MAY 20, 2017

#### BUILDING YOUR PROFESSIONAL NETWORK

**8:30 a.m. – 12:30 p.m.**

Building a professional network is a great way to expand your knowledge base, stay current with industry trends and in touch with colleagues, share lessons learned, leverage specific expertise when necessary, raise your professional profile both in and out of your organization, and provide opportunities for career growth. Facebook, LinkedIn, Twitter, and many other social networking sites have made identifying “a network” much easier. However, building and maintaining that network and investing in it so that it can be useful are challenges for many finance officers. This seminar will provide strategies that all finance officers can implement to make useful connections and get the most out of social networking, as well as explore some other less common places for developing effective professional relationships. In addition, speakers will discuss how to successfully use your network and relationships to help accomplish goals within your organization and in your career.

#### COST, RISK, AND CUSTOMER SERVICE: MANAGING AN EFFECTIVE REVENUE COLLECTION FUNCTION

**8:30 a.m. – 12:30 p.m.**

Finance officers are faced with many difficult decisions in establishing and managing a government revenue collection function. Governments need to balance the need for process efficiency, strong internal controls, new technology, and citizen expectations. This seminar will feature several case studies from governments that have successfully implemented a modern revenue collection function, taking advantage of innovations in technology and banking services, while maintaining effective internal controls and mitigating risks. Speakers will discuss opportunities for centralized collections, better integration from across the organization within a financial system, and acceptable payment options.

## PRECONFERENCE SEMINARS **Attachment 2**

### SATURDAY, MAY 20, 2017 (continued)

#### PERSONNEL BUDGETING

**8:30 a.m. – 12:30 p.m.**

Personnel budgeting can be extremely complex. Not only do governments budget for an assortment of positions, they must take into account position counts, service levels, staffing ratios, overtime, various funding sources, collective bargaining requirements, political pressures, and the need to forecast fringe benefits related to insurance, pensions, or OPEB. Managing this complex task efficiently requires that the finance or budget officer utilize a sound approach, and also coordinate resources from across the organization, that include finance, human resources, and many other departments. This seminar will provide best practice recommendations for creating and managing a position control structure, establishing the structure within an enterprise resource planning (ERP) system, and using that structure for budgeting personnel costs, techniques for estimating salary and fringe benefit costs, and managing positions throughout the year.

#### ESSENTIALS OF DEBT ISSUANCE

**1:00 p.m. – 5:00 p.m.**

The municipal marketplace is rapidly evolving after a push from investors and the federal government over the last few years for stronger disclosure requirements. This seminar will provide an overview for issuers and other marketplace participants on how current debt issuance and management trends are affecting public-sector entities. Presenters will guide participants through the responsibilities before, during, and after bonds are sold, common transaction stakeholders, rating agency expectations, as well as other functions of debt management. The seminar will feature practical examples, highlight recent regulatory changes, and encourage interactive discussion on each topic. Relevant best practices, advisories, and resources created by GFOA's Committee on Governmental Debt Management will also be discussed. Participants will gain a better understanding of the risks associated with issuing debt and how to navigate an increasingly complex marketplace.

#### MANAGING SMALL TEAMS

**1:00 p.m. – 5:00 p.m.**

Teams are an essential feature of the modern workplace, but as you are probably aware from personal experience, the quality of teamwork can vary significantly from one team to another. When employees have a bad experience on a team, it can lower morale and productivity. However, when teams are at their best, the result is a whole that is greater than the sum of each member's capabilities. This seminar will examine how to apply the latest research in team effectiveness, including how to run productive meetings, how to get team members to contribute, and how to create a sense of commitment to the team that results in the team reaching its full potential. The lessons learned from this session can be used for teams within the finance department, teams composed of staff from across departments, and even teams that bring together members from different organizations.

**FULL PROGRAM SESSION DETAILS COMING IN JANUARY 2017.**



**Taking a full-day session on Friday?** Enjoy a continental breakfast and lunch.

**Taking an afternoon session on Friday or Saturday?** An afternoon snack will be available in your session room.

**Taking a morning session on Saturday?** A continental breakfast will be available in your session room.

**Taking a morning and afternoon session on Saturday?** Enjoy a continental breakfast and afternoon snack in your session room, as well as a grab-and-go lunch.

## Attachment 2 WELCOME RECEPTION

### WELCOME RECEPTION

Sunday, May 21, 2017 • 6:00 p.m. – 8:00 p.m.



#### WINGS OVER THE ROCKIES AIR & SPACE MUSEUM (7711 E Academy Blvd. #1)

*Complimentary to all registered attendees, guests, and exhibitors*

*Courtesy roundtrip shuttle service will be provided from the Colorado Convention Center*

Don't miss an opportunity to network with your colleagues in one of Colorado's most unique venues—Wings Over the Rockies Air & Space Museum! The museum is located on the grounds of the former Lowry Air Force Base in Denver. It opened in 1994 and is housed in the 40,000 square foot historic Hangar #1 built in 1939. During the event, you will have a chance to explore the museum's current exhibits. Appetizers and beverages will be available throughout the evening. For more information about Wings Over the Rockies Air & Space Museum, go to [www.wingsmuseum.org](http://www.wingsmuseum.org).

## CLOSING EVENT

### DENVER ROCKS!

Tuesday, May 23, 2017 • 7:00 p.m. – 10:30 p.m.



© Scott Dressel-Martin for the Colorado Convention Center.

#### COLORADO CONVENTION CENTER

(Mile High Ballroom and Bellco Theatre)

*Ticketed event, which includes buffet dinner and live entertainment*

What better way to top off your stay in Denver than with good food, friends, and entertainment! Join GFOA for an exclusive send-off for conference attendees and guests. Keep watch on [www.gfoa.org](http://www.gfoa.org) for the night's musical act to be announced.

Ticket price includes food, beverages, and entertainment.

Adults: \$40 in advance (or \$50 after May 7, 2017, and onsite)

Children and young adults under 21: \$15 in advance (or \$20 after May 7, 2017, and onsite)

Children under 5: complimentary

## REGISTRATION

### IMPORTANT ACTION DATES

**First discount deadline**  
January 26, 2017

**Second discount deadline**  
April 6, 2017

**Full registration fee required**  
April 7, 2017

### REGISTRATION FEES INCLUDE

- Concurrent sessions on Sunday through Wednesday (delegates only)
- Welcome Reception on Sunday night (delegates and guests)
- Access to the Exhibit Hall on Sunday through Tuesday (delegates and guests)
- General sessions on Monday and Tuesday mornings (delegates only)
- Luncheons on Monday and Tuesday (delegates only)
- Networking and discussion groups held throughout the conference (delegates only)

### CONFIRMATIONS

Registration confirmations and invoices will be sent as PDF attachments via e-mail from [training@gfoa.org](mailto:training@gfoa.org) to the **registrant only**. Please add this address to your allowed senders list.

### REGISTRATION FEE DISCOUNTS

Take advantage of the following discounts. This is a great way to save when sending junior staff in your office.

- Receive a 10 percent discount on your conference registration fee when three or more people from your jurisdiction register together (registrations must be submitted and paid together). This discount does not apply to preconference seminars.
- Qualify for the early registration fee discounts. Payment must be received by the deadline dates listed in this brochure.
- Join GFOA today and receive \$25 off the conference registration fee with a paid new membership.

### GUEST REGISTRATION

There is no registration fee for guests or children, but they must be preregistered. Guests will be admitted to the Sunday Welcome Reception and to the exhibit hall. Conference sessions and the luncheons on Monday and Tuesday are not open to guests and children.

### SUBSTITUTIONS

*(Government entities only)*

A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on the staff who is not attending conference, a nonmember may attend in his or her place at the lower member rate. Please provide the name or the membership number of the GFOA member on the registration form.

### CANCELLATION AND REFUND POLICY

- |                       |                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------|
| <b>April 14, 2017</b> | No fee for cancellations received before this date.                                                   |
| <b>April 15, 2017</b> | Cancellations postmarked between April 15 and May 15 will be refunded, less a 25 percent service fee. |
| <b>May 16, 2017</b>   | Cancellations postmarked between May 16 and May 20 will be refunded, less a 50 percent service fee.   |
| <b>May 21, 2017</b>   | No refunds will be issued this date forward.                                                          |



Register online @ [www.gfoa.org](http://www.gfoa.org) or fill out the form in this brochure and mail or fax it to GFOA (fax: 312-977-4806), or scan the completed registration

form and e-mail it to [conference@gfoa.org](mailto:conference@gfoa.org). Phone registrations cannot be accepted. Check the registration discount dates and save money by registering early.

## Attachment 2

## LOGISTICS

**AIRLINE DISCOUNT CODES**

Flying to the Denver International Airport is a convenient way to visit Denver. GFOA has arranged for discounts with the following airlines:

**DELTA** ([www.delta.com](http://www.delta.com))

Meeting ID – NMPAV

When booking online, select Meeting Event Code and enter the Meeting ID in the box provided on the search flight page.

**UNITED** ([www.united.com](http://www.united.com))

Z-code – ZXEG

Agreement code – 292506

To book travel online, enter the Z-code followed by the Agreement code (i.e., ZXEG292506) in the offer code box.

**SOUTHWEST**

Go to: <https://www.swabiz.com/flight/search-flight.html?cid=99622471> to save with discounted rates. Save 10% on Anytime & Business Select® fares and 3% on select Wanna Get Away® fares for travel to and from the conference. Book your travel between February 1 and May 3 to take advantage of the discounted rates. Discounts are available for travel May 17 through May 26. 50% bonus Rapid Reward points for attendee travel to and from the conference with a Rapid Rewards # added to your reservation. (To enroll in the Rapid Rewards program, visit [www.southwest.com/corporaterapidrewards](http://www.southwest.com/corporaterapidrewards).)

**RAIL**

At a cost of \$9 each way, conference attendees can use the rail service, known as the A Line, to travel between the airport and Denver Union Station and vice versa courtesy of the Regional Transportation District (RTD) metro, Denver's public transit provider. Tickets can be purchased on rail line platforms at ticket vending machines, in the Union Station Underground Bus Concourse, or at any RTD sales outlet. The new Denver airport rail has six stops along the way and takes approximately 37 minutes. For more information, go to [www.denver.org/gfoa/getting-around/airport-rail/?mc=1](http://www.denver.org/gfoa/getting-around/airport-rail/?mc=1).

**RENTAL CAR****HERTZ**

To reserve special meeting rates, please include the CV# when making reservations.

1-800-654-2240 or [www.hertz.com](http://www.hertz.com)

CV# - 04SJ0005

**TAXI SERVICE**

From the Airport—East Terminal:  
Island 1 exit Door 507 & West  
Terminal: Island 1 exit Door 510

DEN to Downtown: Flat rate of \$51\*\* +  
\$4.57 gate fee

**WEATHER**

Springtime visitors to Denver and Colorado will find balmy, sunny days with cool evenings. With the Denver weather being so comfortable, medium-weight clothing and lightweight jackets are most appropriate. Average high temperature for the month of May is 70 degrees, and average low is 45 degrees.

## WHERE TO STAY IN DENVER Attachment 2

Reserve your room in GFOA's official hotel block and you'll have a great opportunity to network with other conference attendees outside the convention center. The official conference hotels are within walking distance of the convention center. GFOA will provide round-trip courtesy shuttle between the Colorado Convention Center and the Sunday night Welcome Reception.

### GUARANTEEING YOUR ROOM RESERVATION

**Experient is the Official Housing Provider** for GFOA's 111th Annual Conference. GFOA has worked diligently with the hotels in Denver to establish room blocks for attendees and exhibitors. **Solicitation of hotel reservations from any company or housing provider other than Experient is not approved by GFOA.**

Reservations made by unaffiliated organizations may appear to be for lower rates; however, they may be illegitimate, have unreasonable cancellation or change penalties, or be completely non-refundable. Please be aware of and report any unauthorized solicitation to GFOA.

Reservations will be processed on a first-come, first-served basis. If available, a hotel will be assigned in order of your preference, or closest to event if not available. You can expect to receive a confirmation within two business days of booking your room reservation. If you have not received your acknowledgement within 10 days of mailing or faxing your housing reservation form, please contact GFOA's Housing Department at [GFOA@experient-inc.com](mailto:GFOA@experient-inc.com) or 1-800-465-5411 (International callers 1-240-439-2988).

A major credit card number valid until June 2017 or later or a check for one night's room and tax (add 14.75% tax) is required to secure a reservation. Credit cards are held as a guarantee only by the Housing Bureau, but may be charged by the hotel after April 18, 2017. A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive (no-shows) and are not cancelled before 72 hours of arrival. Early departures after check-in are subject to penalty fees set by hotel.

Checks must be received by April 14, 2017, and must be made payable to Experient/GFOA Housing. Reservations indicating a deposit guarantee, for which no check has been submitted, are subject to cancellation. Please base the amount of the check on the rate at the hotel of your first preference.

**Note:** Institutional purchase orders are NOT accepted. Cancellations within 72 hours of arrival will forfeit one night's room and tax. Refunds to those who guaranteed accommodations with a check deposit will be mailed after the end of the event.

### HOUSING POLICIES

The lowest available room rates at event hotels have been specially negotiated. Other booking channels are continuously monitored to track down rival rates.



#### INTERNET:

Use Experient's online system to simplify your group/block booking and reserve your rooms in real-time with an immediate confirmation. Log on to [www.gfoa.org](http://www.gfoa.org) and look for the housing link.



#### PHONE:

8:00 am – 5:00 pm CST,  
Mon – Fri  
1-800-465-5411  
(Domestic)  
1-240-439-2988  
(International callers)



#### MAIL:

Experient/GFOA Housing  
5202 President's Court  
Frederick, MD 21703



#### FAX:

1-301-694-5124



#### E-MAIL:

[GFOA@experient-inc.com](mailto:GFOA@experient-inc.com)

### CHANGES AND CANCELLATIONS

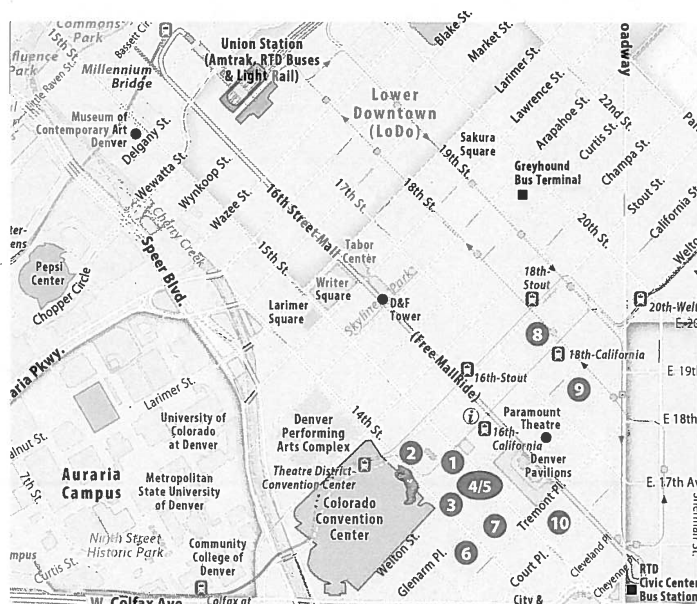
Cancellations within 72 hours of arrival will be charged one night's room and tax.

### ROOM REQUESTS

Use the grid on the enclosed housing reservation form to indicate your room type(s) and number of rooms you are requesting per night. Enter your hotel choices in order of preference. For more space, attach an additional page, or log on to [www.gfoa.org](http://www.gfoa.org) where you can easily make your group booking through Experient's online system. Please indicate any special needs.

## OFFICIAL HOTELS AND AREA MAP

Attachment 2



| Hotel                                                     | Distance to CCC | Limited Government Rate Single/Double | Group Rate Single/Double |
|-----------------------------------------------------------|-----------------|---------------------------------------|--------------------------|
| 1 Hyatt Regency Denver at Colorado Convention Center      | 50 Steps        | \$178                                 | \$238/\$263              |
| 2 Embassy Suites Denver Downtown at the Convention Center | 50 Steps        | \$178/\$193                           | \$224                    |
| 3 Hilton Garden Inn Downtown Denver                       | 1 Block         | —                                     | \$210                    |
| 4 Hampton Inn & Suites Convention Center                  | 1 Block         | \$178                                 | \$199                    |
| 5 Homewood Suites Denver/Downtown – Convention Center     | 1 Block         | \$178                                 | \$209                    |
| 6 Hyatt House/Hyatt Place Denver Downtown                 | 2 Blocks        | \$178                                 | \$205/\$215              |
| 7 Crowne Plaza Denver Downtown                            | 2 Blocks        | \$178/\$198                           | —                        |
| 8 Denver Marriott City Center                             | 3 Blocks        | \$178                                 | \$212                    |
| 9 Grand Hyatt Denver                                      | 3 Blocks        | \$178                                 | \$209/\$234              |
| 10 Sheraton Denver Downtown Hotel                         | 4 Blocks        | \$178                                 | —                        |

**Experient will be the ONLY official housing company for GFOA's Annual Conference and will not contact attendees directly to make a reservation.**

### Top reasons to book your hotel room in GFOA's Official Hotel Block

**SUPPORT GFOA:** Booking in the official hotel block helps GFOA continue to offer the best, most competitive hotel rates in the future as well as keeps your registration fee increases to a minimum. It shows GFOA's value to the city and allows GFOA to negotiate better room blocks and rates for you.

**RESERVATION PROTECTION:** In the event a hotel overbooks, Experient protects those booked in the official hotel block. Rooms booked outside of the official hotel block do not receive this protection.

**WAIT LIST:** Booking in the block grants the ability to be placed on a wait list online for additional hotel nights needed.

## CONTINUE YOUR CONFERENCE LEARNING

Attachment 2

### BRING THE CONFERENCE TO YOUR OFFICE!



GFOA's conference sessions will be audio recorded. After the conclusion of the conference, purchasers will be able to access session recordings from GFOA's website. Order a **complete set of sessions** on the conference registration form.

#### ADVANCE PRICE FOR CONFERENCE ATTENDEES ONLY!

**Members: \$ 99**

**Nonmembers: \$ 149**

#### POST-CONFERENCE PRICE:

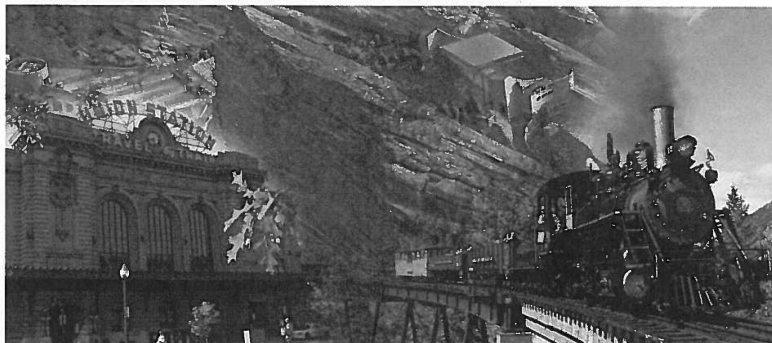
**Members: \$250**

**Nonmembers: \$350**

*Recordings will be available in audio format only. CPE credits are not awarded for listening to the recordings.*

### TOURS

Tours will be offered Saturday through Thursday for GFOA attendees and guests. The tours offered have been chosen specifically for GFOA, and allow you to explore the best of the city and surrounding regions, including the iconic **RED ROCKS AMPHITHEATRE**, gorgeous **ROCKY MOUNTAIN NATIONAL PARK**, the unique town of **BOULDER**, and **SO MUCH MORE**.



Red Rocks Park Amphitheater © Bob Ash and VISIT DENVER; Denver Union Station © VISIT DENVER; Georgetown Loop Railroad © Ron Ruhoff

**Go to [www.regonline.com/GFOATours](http://www.regonline.com/GFOATours)  
for details and to reserve your tour today.**

### B-CYCLE

Explore the Mile High City using B-cycle, Denver's pioneering bike share program. For details and fees, go to <https://denver.bcycle.com/>.



**FOR MORE INFORMATION ON WHAT TO DO WHILE IN DENVER,  
VISIT [WWW.DENVER.ORG/GFOA](http://WWW.DENVER.ORG/GFOA).**

Attachment 2

GFOA



## GFOA MEMBER BENEFITS

Almost 19,000 members rely on GFOA to provide **training, information, and best practice guidance** on issues facing state/provincial and local governments.

As a member of GFOA, you have access to:

- Training
- Consulting
- Technical Services
- Networking
- Awards Programs
- Information on federal legislative and regulatory actions
- *Government Finance Review*
- *e-Newsletter*
- Discounts

Go to [www.gfoa.org](http://www.gfoa.org) to access a membership application and fee schedule. If you have any questions about membership, e-mail [membership@gfoa.org](mailto:membership@gfoa.org).

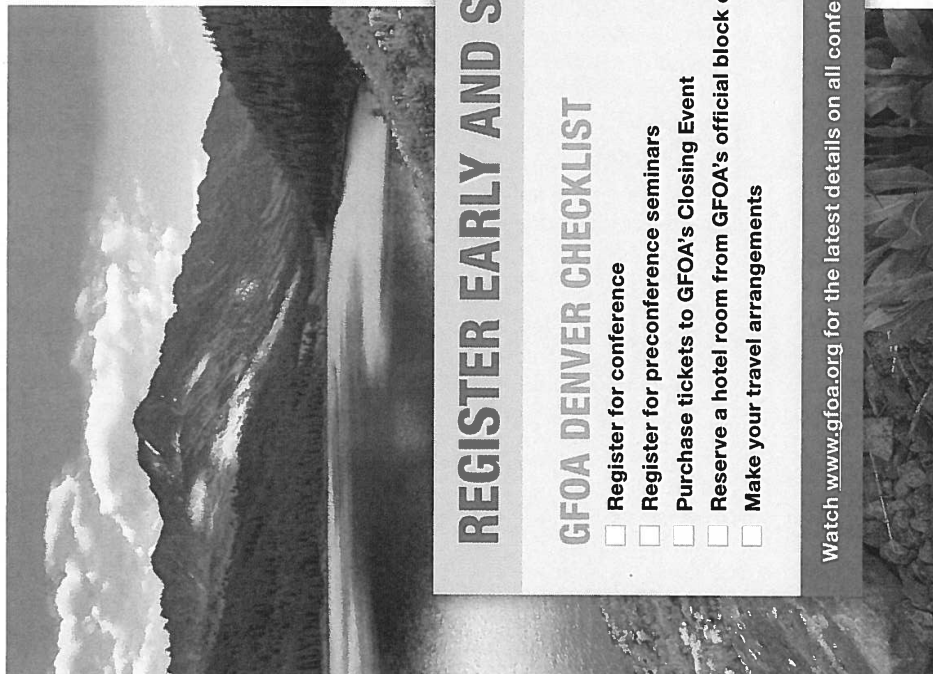
LIKE US AND FOLLOW US ON



**KEEP WATCH ON GFOA'S WEBSITE  
FOR UPDATES ABOUT THE  
ANNUAL CONFERENCE**

If you are interested in exhibiting at GFOA's annual conference or know a vendor who has made a difference in your community that should be exhibiting at this year's show, please e-mail [conference@gfoa.org](mailto:conference@gfoa.org). For more information about exhibiting, visit GFOA's website and click on the "Exhibitor Information" tab.





## REGISTER EARLY AND SAVE!

### GFOA DENVER CHECKLIST

- ☐ Register for conference
- ☐ Register for preconference seminars
- ☐ Purchase tickets to GFOA's Closing Event
- ☐ Reserve a hotel room from GFOA's official block of rooms
- ☐ Make your travel arrangements

Watch [www.gfoa.org](http://www.gfoa.org) for the latest details on all conference events.



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210

Nonprofit  
U.S. Postage  
**PAID**  
Chicago, IL  
Permit No. 9151

Attachment 2



Report to the City Council  
Council Meeting of March 28, 2017

**Agenda Section:** Consent

**Subject:** Consideration and proposed approval of a resolution authorizing Robert Louis Stevenson (RLS) Museum to install a temporary display structure at the corner of Adams Street and Library Lane

**CEQA Status:** Not a CEQA project

**Prepared By:** Noah Housh, Planning Director

**Approved By:** Larry Pennell, Interim City Manager

**BACKGROUND**

This April, the RLS Museum and RLS Middle School will collaborate to create a series of original works of art as part of the first Inspired by Stevenson art program. The series of artwork will be themed around imagination, the purpose of this project is for students to interpret a poem from "A Child's Garden of Verses" through artistic expression. Under the instruction of teacher Kendra Kelperis, students will be provided with a ply-board sheet prepared with a stenciled outline of Stevenson. Working with this uniform element, students will design and interpret their selected poem onto the board and supply a one-paragraph explanation about their piece.

**DISCUSSION**

The RLS Museum would like to construct a billboard structure at the corner by the Museum. Completed pieces will be added throughout the month, thus encouraging the public to regularly return to see what new, interpretive pieces have been added. The billboard itself, which has been architecturally approved by a California licensed architect, will be 8' x 20'8" and will not impede vision or access to the surrounding property. At the end of the month the billboard will be disassembled and the pieces returned to the students.

Municipal Code Section 17.148.020(G), allows off-premises signs advertising community events sponsored by or for the benefit of nonprofit organizations. SHMC section 17.148.020(G) does not establish size or height limitations on these signs. As such, the proposed billboard is consistent with the City's sign ordinance (SHMC section 17.148).

**FISCAL IMPACT**

No fiscal impact.

**RECOMMENDED ACTION**

Staff recommends approval of the resolution.

**ATTACHMENTS**

1. Correspondence
2. Proposed billboard
3. Resolution

Attachment 1


**ROBERT LOUIS STEVENSON** MUSEUM

Vailima Foundation  
Board of Trustees

March 8, 2017

Gerry Working  
*Chairperson*

St. Helena City Council  
1480 Main Street  
St. Helena, CA 94574

Fred Zamatarro  
*Treasurer*

Dear Council Members,

Barbara Timon  
*Secretary*

The Robert Louis Stevenson Museum respectfully requests approval for the installation of a temporary display structure at the corner of Adams Street and Library Lane. The temporary structure will exhibit the art installation *Inspired by Stevenson*, which is crafted in collaboration with art students from Robert Louis Stevenson Middle School.

Lise Lawson

Sande Marston

Dianne Fraser

Tom Thornton

This April, the RLS Museum and RLS Middle School will collaborate to create a series of original works of art as part of the first *Inspired by Stevenson* art program. Themed around Imagination, the purpose of this project is for students to interpret a poem from "A Child's Garden of Verses" through artistic expression. Under the instruction of teacher Kendra Kelperis, students will be provided with a ply-board sheet prepared with a stenciled outline of Stevenson. Working with this uniform element, students will design and interpret their selected poem onto the board and supply a one-paragraph explanation about their piece. The final pieces will be displayed from April 2-28, 2017.

In order to properly display this art installation, the RLS Museum would like to construct a billboard structure at the corner by the Museum. Completed pieces will be added throughout the month, thus encouraging the public to regularly return to see what new, interpretive pieces have been added. The structure itself, which has been architecturally approved by a California licensed architect, will be 8' x 20'8" and will not impede vision or access to the surrounding property. At the end of the month the structure will be disassembled and the pieces returned to the students.

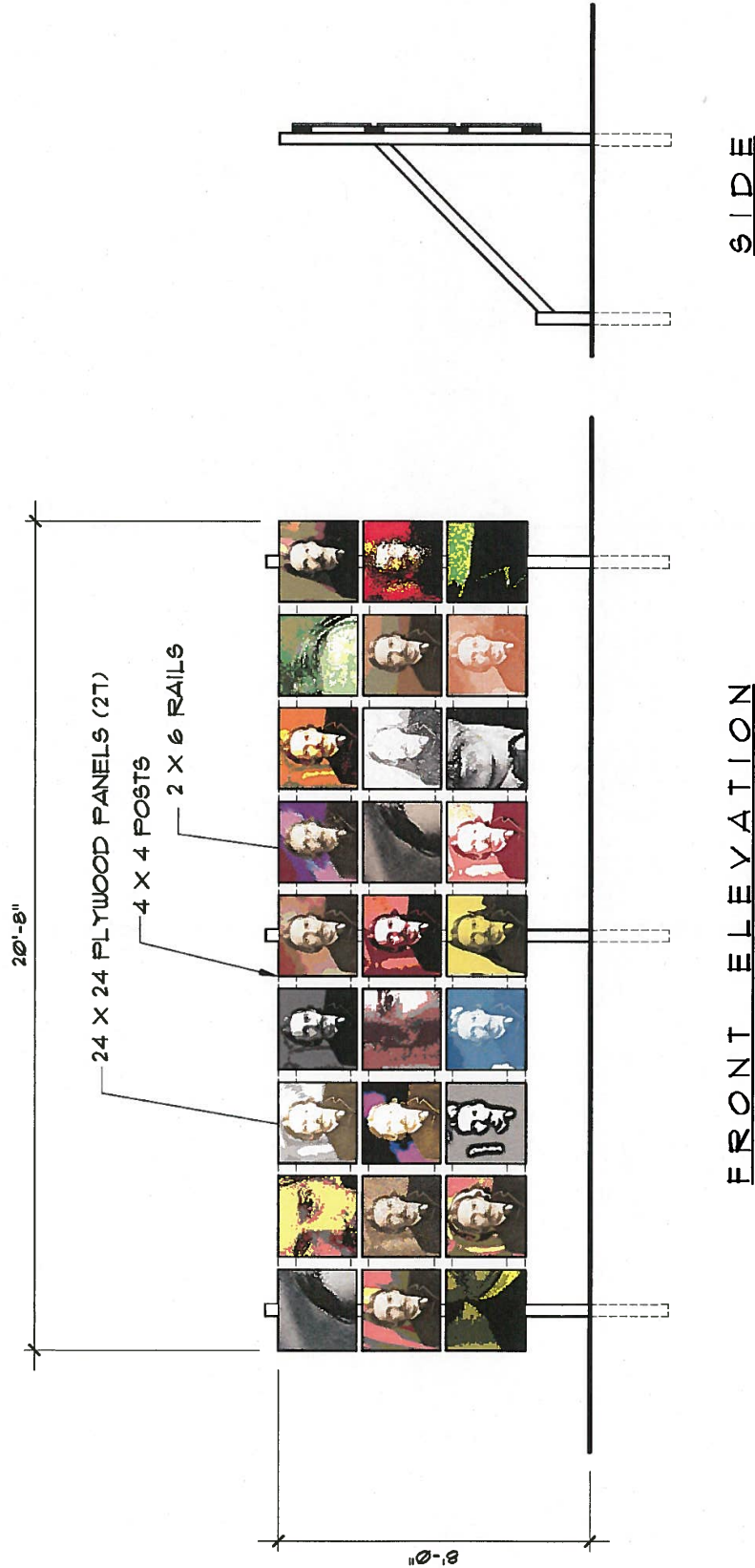
It is the mission of the RLS Museum to connect the human experience with the life, times, and work of Robert Louis Stevenson. With the approval of St. Helena City Council, the RLS Museum feels that this art installation will be the first of many Stevenson centered projects which will culturally and educationally benefit the students, residents, and visitors in St. Helena.

Thank you for your consideration,



Barrett M. Dahl  
*Executive Director*

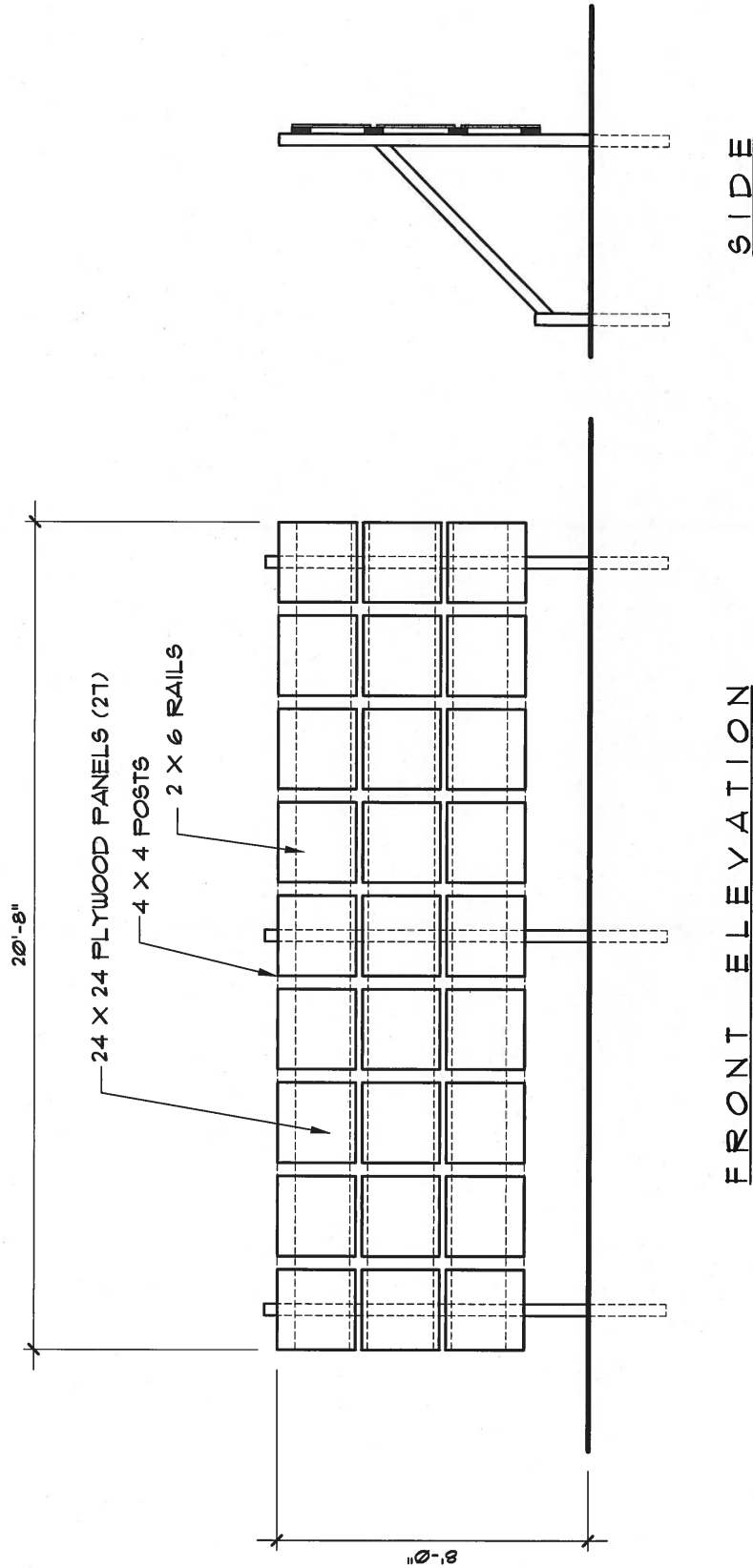
Attachment 2



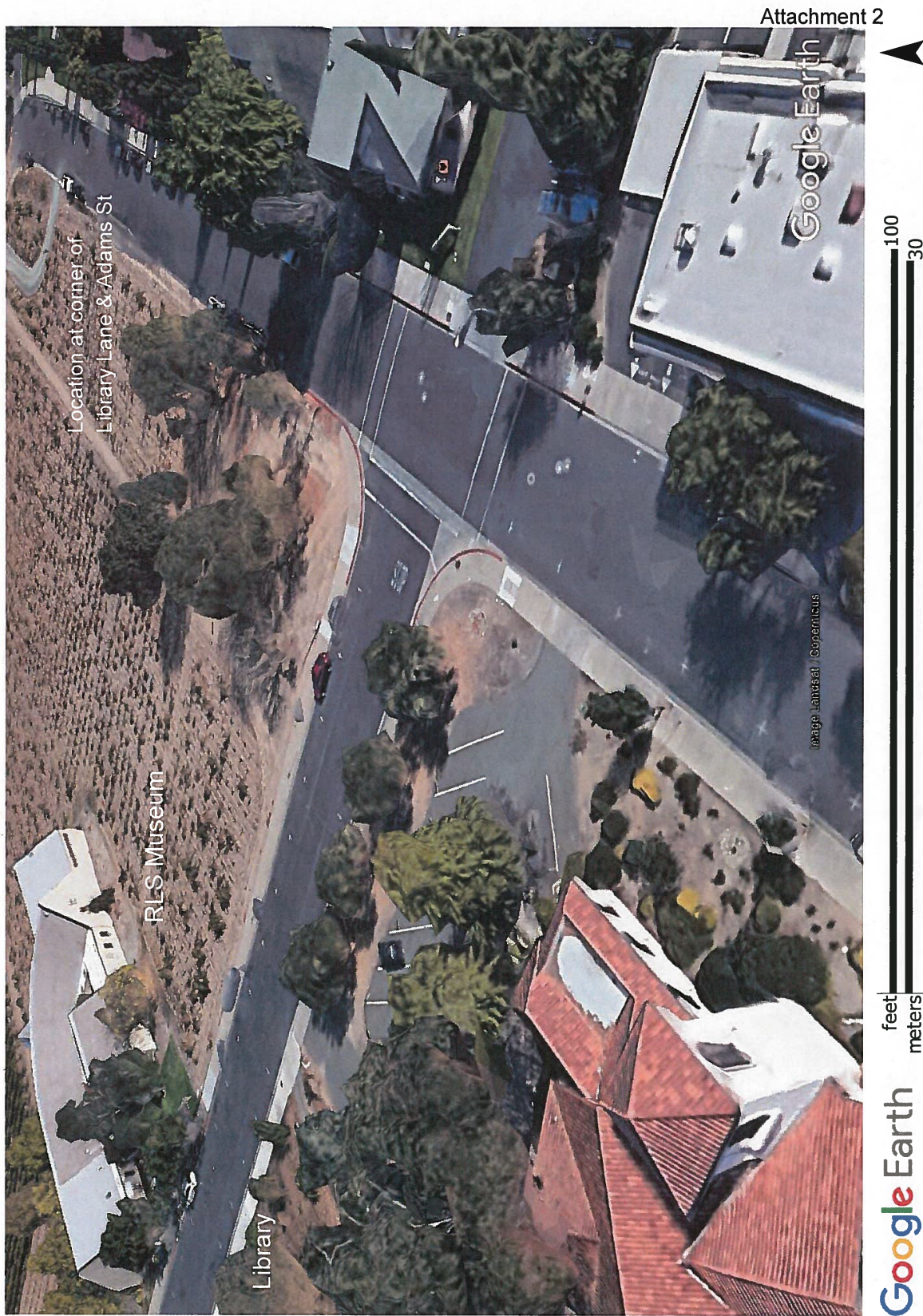
THOMAS  
WINFIELD  
THORNTON  
ARCHITECT

ROBERT LOUIS STEVENSON • ARTS IN APRIL  
SCALE: ERM BY: DATE: 2/28/17  
EARTH: DWS NO.: A-4

Attachment 2



|                                             |                                        |           |     |
|---------------------------------------------|----------------------------------------|-----------|-----|
| THOMAS<br>WINFIELD<br>THORNTON<br>ARCHITECT | ROBERT LOUIS STEVENSON * ARTS IN APRIL |           |     |
|                                             | SCALE:                                 | DWN BY:   |     |
|                                             | DATE:                                  | DWG. NO.: | A-4 |



**CITY OF ST. HELENA**

**RESOLUTION NO. 2017-**

**Authorizing Robert Louis Stevenson (RLS) Museum to install a temporary display structure at the corner of Adams Street and Library Lane**

**RECITALS**

- A. RLS Museum and RLS Middle School will collaborate to create a series of original works of art as part of the first Inspired by Stevenson art program.
- B. The series of artwork will be themed around Imagination. The purpose of this project is for students to interpret a poem from "A Child's Garden of Verses" through artistic expression. The student's interpretations will be publicly displayed on a billboard.
- C. The display structure will be located at the corner of Adams Street and Library Lane near the RLS Museum.
- D. Municipal Code Section 17.148.020(G) allows for off-premises signs advertising community events sponsored by or for the benefit of nonprofit organizations as approved by resolution of the city council

**RESOLUTION**

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

1. Permission is hereby granted to construct the temporary billboard.

**I HEREBY CERTIFY** that this Resolution was adopted at a regular meeting of the City Council held on March 28, 2017 by the following roll call vote:

Mayor Galbraith: \_\_\_\_\_  
Vice Mayor White: \_\_\_\_\_  
Councilmember Koberstein: \_\_\_\_\_  
Councilmember Dohring: \_\_\_\_\_  
Councilmember Ellsworth: \_\_\_\_\_

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk



ROBERT LOUIS STEVENSON

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MUSEUM

and Robert Louis Stevenson  
Middle School present

The Robert Louis Stevenson Museum,  
in collaboration with Robert Louis  
Stevenson Middle School present

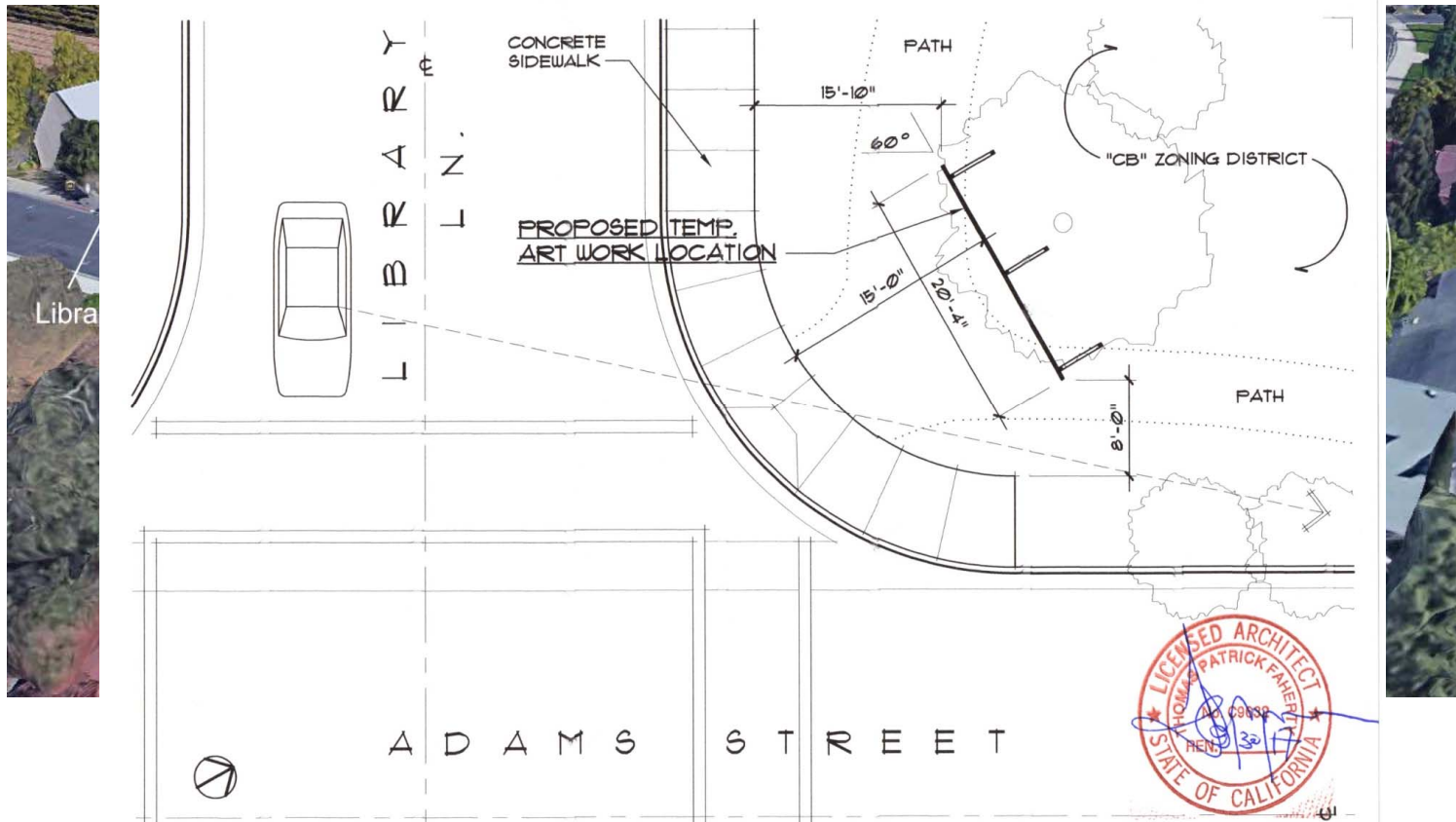
# Inspired by Stevenson

Connecting art with the poetry  
of Robert Louis Stevenson!

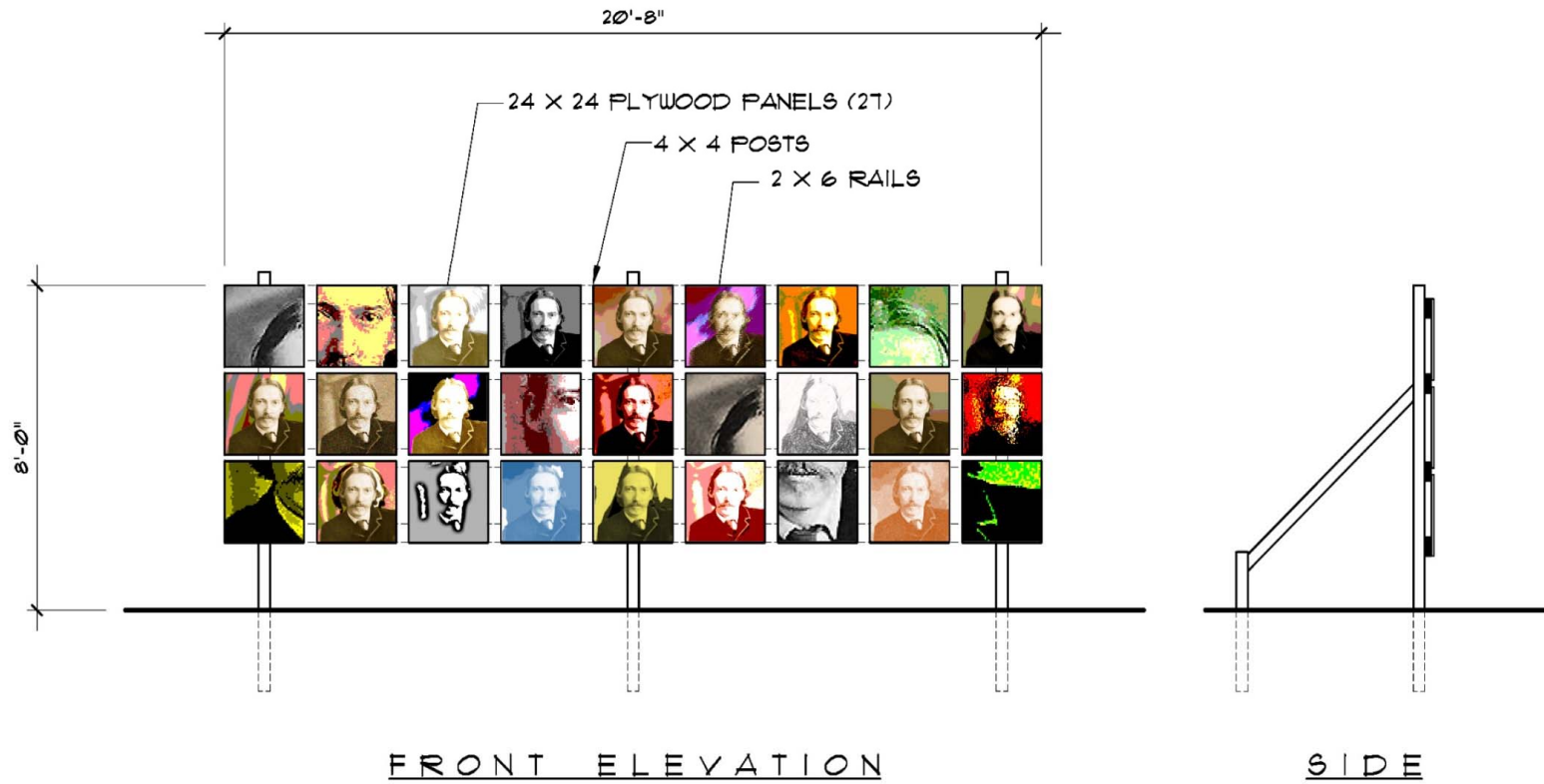
Arts in April  
NAPA VALLEY

# Location of final installation

Corner of Adams Street and Library Lane



## Rendering of final installation



## Examples of Artwork – RLS Middle School



8<sup>th</sup> Grade work on *Inspired by Stevenson*



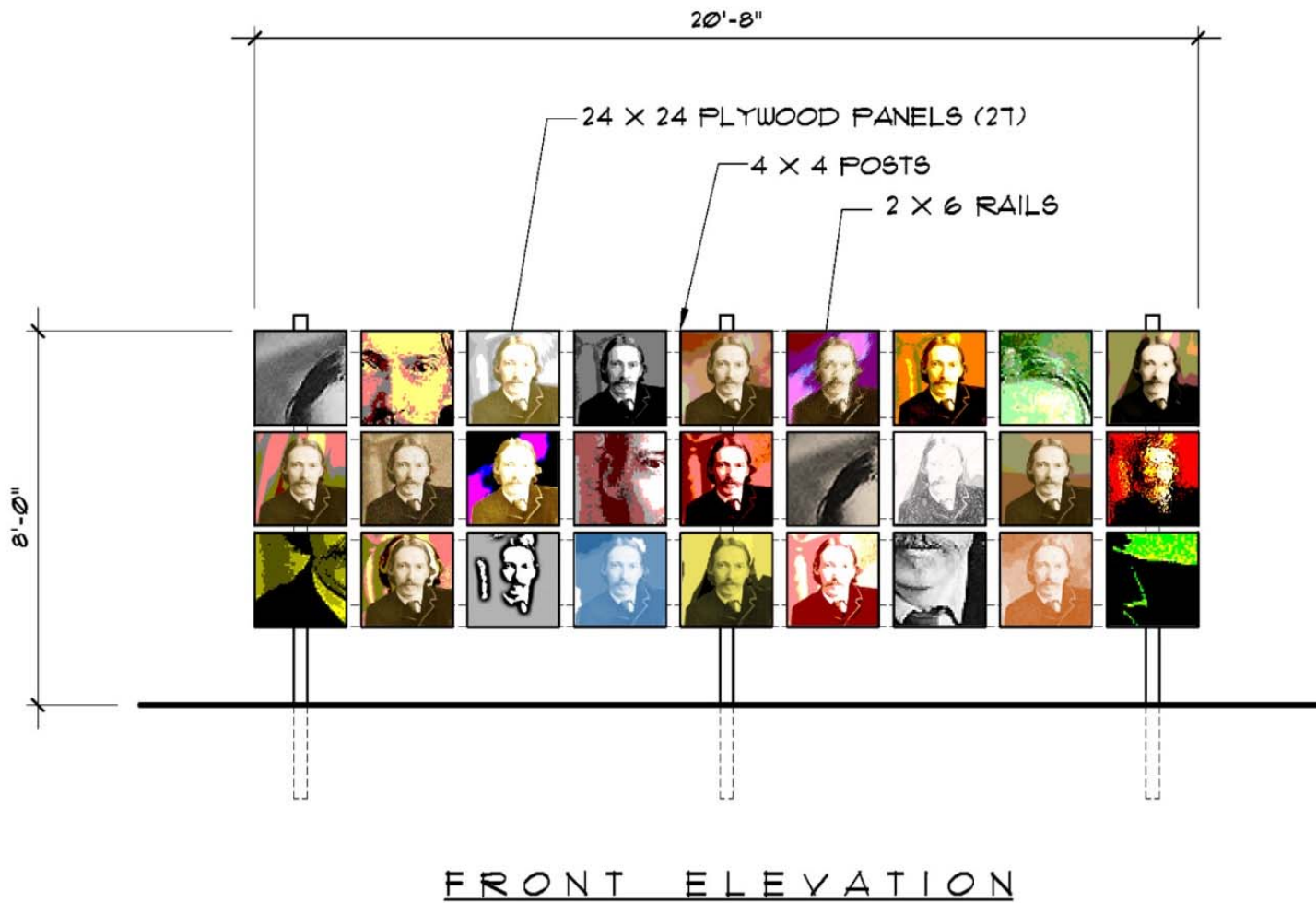
7<sup>th</sup> Grade



7<sup>th</sup> Grade



7<sup>th</sup> Grade





Report to the City Council  
Council Meeting of March 28, 2017

**Agenda Section: Consent**

**Subject:** Consideration and proposed approval of a resolution authorizing amendment to Unrepresented Compensation Resolution to duly approve and adopt the publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 to reflect the reclassification and compensation schedule for the Chief Building Official to same classification and salary range as Assistant Public Works Director

**CEQA Determination:** Not a project

**Prepared By:**

Kathy Robinson, Director of HR & IT

Noah Housh, Planning & Community Imp

**Reviewed By:**

Noah Housh, Planning & Community Imp

**Approved By:**

Larry Pennell, City Manager

**BACKGROUND**

Prior to 2012, the City of St. Helena contracted out for Building Services which included plan check, building inspections and building official duties. On March 22, 2012, the City Council authorized staff to make necessary organizational and budget adjustments to create a City staffed Building Official to provide a substantial reduction in costs. The position was filled April of 2012. In January of 2013, the position was vacated and was

left unfilled. At the time, the City chose to reinstate contracted services for part-time building and building official services.

On October 13, 2015, City Council approved Resolution 2015-128 authorizing the reinstatement of a City staffed Chief Building Official. The position was filled in November of 2015 and the building department was successfully provided much needed services to the public. Unfortunately, in February of 2017, the Building Official resigned his position having accepted a position with another local municipality.

One of the City Council objectives for FY 2016/17 was to provide the community a functional and safe city by supporting and maintaining city staff. In the last five years, the City has lost 17 employees to other local agencies or private sector employers offering higher compensation and better proximity to their homes. Nine (53%) of these resignations have occurred in this last year alone. Recognizing that the City continues to lose staff to other agencies, Human Resources researched comparable agencies for Building Officials and found that the Chief Building Official's current compensation is 13% lower than the average at Step A (lowest) and 14% lower than the average at Step E (highest), see chart below. The choice for comparable jurisdictions used was based on jurisdictions that are in close proximity to St. Helena and would vie for the same applicant pool and/or are actual jurisdictions that our former employees accepted a position with. A previous compensation study completed June of 2016, used only Napa County jurisdictions resulting in the Chief Building Official salary rate being determined to be near par with Napa jurisdictions. The addition of Vallejo, Santa Rosa, and Petaluma, provides a more realistic expectation that our employees would likely consider (and have gone to) given the close proximity to St. Helena. <sup>1</sup>

| Chief Building Official Current Salary Comparison |               |               |               |              |
|---------------------------------------------------|---------------|---------------|---------------|--------------|
| Organization                                      | Step A        | Step E        | Low           | %+/- Average |
| City of St. Helena                                | \$ 91,659.00  | \$ 111,411.00 | \$ 103,547.14 | -13%         |
| Calistoga                                         | \$ 93,797.00  | \$ 113,938.00 | High          | %+/- Average |
| Napa                                              | \$ 116,481.00 | \$ 140,710.00 | \$ 126,925.86 | -14%         |
| American Canyon                                   | \$ 86,752.00  | \$ 105,448.00 |               |              |
| Vallejo                                           | \$ 128,501.00 | \$ 156,194.00 |               |              |
| Santa Rosa                                        | \$ 107,572.00 | \$ 139,142.00 |               |              |
| Petaluma                                          | \$ 100,068.00 | \$ 121,638.00 |               |              |

## **DISCUSSION**

<sup>1</sup> List of comparable cities used for this singular comparison is not an exhaustive list and were primarily chosen as actual jurisdictions that have recruited St. Helena employees and are locations that permit a reasonable commute.

The City of St. Helena continues to lag surrounding jurisdictions by approximately 10-15% in base salaries. In order to attract candidates to commute into St Helena and/or be able to reside within the City, salaries will need to be at least at be on par with these competing jurisdictions regard to base salaries. Staff is recommending that the Building Official position be classified as the same class and salary range as Assistant Public Works Director. As shown in the chart below, the new classification is an effort to bring the Chief Building Official closer to par with the comparable agencies average salaries, and offer the opportunity to attract and retain a good candidate pool.

| Chief Building Official Proposed Salary Comparison |               |               |               |              |
|----------------------------------------------------|---------------|---------------|---------------|--------------|
| Organization                                       | Step A        | Step E        | Low           | %+/- Average |
| <b>City of St. Helena</b>                          | \$ 105,315.00 | \$ 128,010.00 | \$ 105,498.00 | 0%           |
| <b>Calistoga</b>                                   | \$ 93,797.00  | \$ 113,938.00 | High          | %+/- Average |
| <b>Napa</b>                                        | \$ 116,481.00 | \$ 140,710.00 | \$ 129,297.14 | -1%          |
| <b>American Canyon</b>                             | \$ 86,752.00  | \$ 105,448.00 |               |              |
| <b>Vallejo</b>                                     | \$ 128,501.00 | \$ 156,194.00 |               |              |
| <b>Santa Rosa</b>                                  | \$ 107,572.00 | \$ 139,142.00 |               |              |
| <b>Petaluma</b>                                    | \$ 100,068.00 | \$ 121,638.00 |               |              |

While the City continues to face attrition, the remaining duties and job responsibilities continue to burden remaining employees and managers with additional duties with no increase in pay. The Planning & Community Improvement Director is experiencing this first hand as two of those nine employees who left in the last year for other jurisdictions came from his department alone. Employee morale and the provision of city services will continue to suffer if St Helena cannot attract and retain quality employees.

#### **FISCAL IMPACT**

In the Adopted FY 2015/2016, the position was budgeted at \$143,626 (full compensation, including benefits), the new classification (fully benefited) would result in total compensation of \$163,549. Salary savings from the resignation of Chief Building Official for the month of April and May would be \$23,938, salary cost for the month of June (assuming the position is filled June 1, 2017) would be \$10,309 resulting in a \$13,629, savings in salary for the reaming fiscal year. However, this does not account for the increased costs associated with utilizing consultant staff for inspection and plan check services. The proposed budget for FY 2017/18 would include the classification of the Chief Building Official in the new compensation schedule, should the Council chose to approve it.

#### **ATTACHMENTS**

[Attachment 1. Duly Adopt and Approve Comp Schedule Chief Building Official Reso Exhibit A. Publicly Available Salary Schedule FY17 Adopted March 28 2017](#)

**CITY OF ST. HELENA  
RESOLUTION No. 2017-**

**Authorizing amendment to Unrepresented Compensation Resolution to duly approve and adopt the publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 to reflect the reclassification and compensation schedule for the Chief Building Official to same classification and salary range as Assistant Public Works Director classification**

**RECITALS**

- A. Prior to 2012, the City of St. Helena contracted out for Building Services which included plan checks, building inspections and building official; and
- B. On March 22, 2012, the City Council authorized staff to make necessary organizational and budget adjustments to create a City staffed Building Official to provide substantial reduction in costs and filled to position; and
- C. In January of 2013, the position was vacated and was left unfilled at which time the City chose to reinstate contracted services for part-time building and building official services; and
- D. On October 13, 2015, City Council approved Resolution 2015-128 authorizing the reinstatement of a City staffed Chief Building Official and the position was filled November of 2015; and
- E. In February of 2017, the Building Official resigned his position having accepted another offer from another local municipality; and
- F. The City has established that the Chief Building Official's salary to be 13% lower than the average at Step A (lowest) and 14% lower than the average at Step E (highest); and
- G. Staff recommends that the Building Official position be classified as the same classification and salary range as Assistant Public Works Director bringing the Chief Building Official to at least closer to par with the comparable agencies average; and
- H. The City of St. Helena contracts with the California Public Employee' Retirement System ("CalPERS") to provide retirement benefits for its employees; and
- I. Pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

- J. The pay schedule must identify the position title for every employee position, the pay rate for each position title, and the applicable time base for the pay rate; and
- K. The City Council of the City of St. Helena desires to approve and adopt a publicly available pay schedule, showing all established employee positions and pay rates, in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

- 1. Approves the reclassification and compensation schedule for the Chief Building Official to same classification and salary range as Assistant Public Works Director classification; and
- 2. That the City of St. Helena Publicly Available Salary Schedule which includes the amendment to the salary schedule for the Chief Building Official contained in Exhibit A is hereby approved and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5; and
- 3. That the City of St. Helena Publicly Available Salary Schedule will be posted on the City's website, and will be made available for public inspection for not less than five years.

Approved at a regular meeting of the St. Helena City Council on March 28, 2017 by the following vote:

Mayor Galbraith: \_\_\_\_\_  
Vice Mayor White: \_\_\_\_\_  
Councilmember Koberstein: \_\_\_\_\_  
Councilmember Dohring: \_\_\_\_\_  
Councilmember Ellsworth: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk





Report to the City Council  
Council Meeting of March 28, 2017

**Agenda Section: Consent**

**Subject:** Consideration and proposed approval of a resolution authorizing General Fund Reserves to fund a new Recreation Supervisor position in the Recreation Department for a cost of \$18,348 for the remainder of the FY 2016/17

**CEQA Determination:** Not a CEQA project

**Prepared By:**

A handwritten signature in blue ink, reading "Larry F. Pennell".

Larry Pennell, City Manager

**Reviewed By:**

**Approved By:**

A handwritten signature in blue ink, reading "Larry F. Pennell".

Larry Pennell, City Manager

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**DISCUSSION**

Recreation Director Haidi Arias has approach me regarding her immediate need for an additional professional recreation position. Haidi is currently working 6 to 7 days a week, with many evening meetings with coaches, teams and others associated with our varied recreation programs. She has become the "face" of city recreation in our community.

My support for her request is based on the need to reduce her work load and to provide some element of succession planning. Human Resources Director Kathy Robinson brought to my attention some alarming facts of attrition that the City is currently experiencing. In the last five years, the City has lost 17 employees to other local agencies or private sector offering higher compensation and better proximity, and none of those 17

were due to reduction in workforce through layoffs or retirements. The more telling of this statistic is that nine or 53% of these resignations have occurred in just this last year alone. Attrition and lack of adequate staffing level have the same impact on employee morale as increased workloads and responsibilities are shouldered by the remaining employees and often the manager, as is the case with our own Recreation Director. Continuation of this type of work environment can result in the City being faced with a perpetual revolving door of employees like we are experiencing now.

It is recommended that the City Council approve the staffing request and authorize the transfer of necessary funds from General Fund Reserves in the amount of \$18,348 for the balance of this fiscal year which includes the months of May and June.

**FISCAL IMPACT**

The fiscal impact of would be \$18,348 and would require a transfer from the General Fund Reserves. The full cost of the position, \$110.087 would be included with the proposed budget for FY 2017/18.

**RECOMMENDED ACTION**

Adopt

**ATTACHMENTS**

[Recreation Supervisor Position Reso](#)

**CITY OF ST. HELENA  
RESOLUTION No. 2017-**

**Authorizing Consideration and proposed approval of a  
resolution authorizing transfer of General Fund Reserves to  
fund a new Recreation Supervisor position in the Recreation  
Department for a cost of \$18,348 for the remainder of the FY  
2016/17**

**RECITALS**

- A. Recreation Director has approach the Interim City Manager regarding her immediate need for an additional professional recreation position; and
- B. Recreation Director is currently working 6 to 7 days a week, with many evening meetings with coaches, teams and others associated with the varied recreation programs; and
- C. The Interim City Manager supports the Director's request and is in favor of providing some element of succession planning and an adequate level of staffing.

Now, therefore, the City Council of the City of St. Helena resolves as follows:

- 1. Approves creation of new Recreation Supervisor position in the Recreation Department; and
- 2. The transfer of \$18,348 from the General Fund Reserves to the Recreation Department to fund the remaining fiscal year.

Approved at a regular meeting of the St. Helena City Council on March 28, 2017 by the following vote:

Mayor Galbraith: \_\_\_\_\_

Vice Mayor White: \_\_\_\_\_

Councilmember Dohring: \_\_\_\_\_

Councilmember Koberstein: \_\_\_\_\_

Councilmember Ellsworth: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk



Excerpt  
City of St. Helena  
Regular City Council Meeting Minutes  
February 14, 2017

The following is an excerpt from the February 14, 2017 regular meeting of the City of St. Helena City Council.

10. NEW BUSINESS

- 10.4. Discussion at request of Council member Koberstein:
- a. Water rate review and consider establishment of an Ad Hoc committee consisting of staff, residents and outside bond counsel to review revenue requirements and assess the impact of reasonable alternatives on the rate structure. Contact Hansford Consulting to confirm availability to test alternative rate models, review functionalization and cost allocation assumptions, and timing requirements.

Councilmember Koberstein reported on this item.

Councilmember Koberstein moved to appoint an ad hoc committee to review the water and wastewater rate study and make recommendations to the Council, if any, for revisions to the Adopted Study and the Adopted Rate Schedule; retain a public sector financial consultant to advise the Ad Hoc Committee on:

Available financing options for the CIP projects in the first five years of the Rate Study, giving due consideration to their immediate need, number and estimated cost; and

Other significant fiscal assumptions in the study, such as reserves and designated and undesignated fund balances based on generally accepted financial principles.

Retain Hansford Consulting to work with the Ad Hoc Committee to (i) assist in an analysis of an apparent inequity between industrial and residential rates, and recommend corrective measures if required; and (ii) generate alternative rate models.

Finally, that this review and analysis of the water and wastewater rates be completed in a timely manner such that if the Council determines to revise the Rate Study and the Rates, the work will be completed in sufficient time to comply with Proposition 218 requirements and put new rates in effect as of the date of the current proposed November 2017 increase

The motion was seconded by Councilmember Ellsworth and on roll call carried by the following vote:

AYES: Councilmembers Koberstein, Ellsworth and Dohring

NOES: Vice Mayor White and Mayor Galbraith

ABSENT: None



**Cindy Black**

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**From:** michael oliver <raznvin@gmail.com>  
**Sent:** Monday, March 27, 2017 11:12 AM  
**To:** Cindy Black; Alan Galbraith; Peter White; Paul Dohring; Geoff Ellsworth  
**Subject:** Noise Ordinance Review  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

I am writing to you as one of several neighbors of Beringer Wine Estates whose summer weekends are ruined by the noise from the concerts at this winery every Saturday and Sunday afternoon.

The wine industry is not quiet. As a former vineyard owner I acknowledge the reality of tractors, wind machines, harvest and coyotes. Wine production is noisy as well and I accept that as a necessary byproduct of the agriculture business.

Concerts, however, are entertainment. They have nothing to do with wine other than the possible enhancement of sales. But they are at the considerable expense of the well being of the community.

I expressed my feelings to Beringer's General Manager. She advised me to call whenever the music is too loud and she would address it, but she made it clear the concerts absolutely will continue because the winery has a permit. That was not a satisfactory response because it leaves me with the responsibility to take the initiative to telephone and complain every weekend.

I called the City Planning Department in an effort to obtain a copy of Beringer's permit and was informed that if it has been issued it would be on file with the Police Department. I called the Police Department and was advised that no such permit exists. So if there is, in fact, a permit in place to allow the winery to impose on its neighbors I do not know what it specifies or if it exists at all.

If an inconsiderate neighbor were to play loud music in his backyard every weekend would we not rightfully object? Shouldn't businesses be held to the same standard of civil behavior? If sales-related entertainment by Beringer or any other winery or restaurant intrudes on the weekends of St. Helena residents, surely there is a moral obligation to put a stop to them.

I have written to the CEO of Beringer's parent company about the issue. He responded that they would make an effort to mitigate the noise. While I appreciate the words, I remain highly skeptical as I dread another summer of intrusive drums, guitars and vocalists.

We citizens rely on our elected council members to look after our interests, yet I acknowledge there must be a balance to encourage prospering businesses as well. It seems to me, though, that the same standards of behavior should apply to all of us. If the choices we make negatively impact the lives of others we should not be allowed to act on them, whether we are residents, visitors or businesses.

Thank you for the opportunity to have my opinion heard as you discuss whether to review St Helena's noise ordinance. I strongly urge serious consideration being given to the needs of the people who actually live here.

Respectfully,

Michael Oliver  
1858 Granger Way  
St. Helena

**Cindy Black**

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**From:** Mary Koberstein  
**Sent:** Tuesday, March 28, 2017 1:48 PM  
**To:** Cindy Black  
**Subject:** Fwd: Noise in St. Helena  
**Attachments:** Behringer letter.docx; ATT00001.htm

Hi Cindy

Following is an email and letter regarding noise that I received at my private email account. If you have time, please distribute it to the Council for this evening's meeting.

Thanks, and see you soon.

Mary Koberstein

Begin forwarded message:

**From:** [grotskygm@aol.com](mailto:grotskygm@aol.com)  
**Subject:** Noise in St. Helena  
**Date:** March 27, 2017 4:48:11 PM PDT  
**To:** [mbksthelena@gmail.com](mailto:mbksthelena@gmail.com)

Dear Mary,

I have a home at 1844 Granger way in Quail Meadows (since 1982). Recently, I wrote the attached letter to Beringer Winery regarding the neighborhood noise intrusion of the rock "concerts ???" they have produced every weekend day during the past summer. I am glad that you are taking an interest in noise pollution in St. Helena, and thank you for your efforts.

Gerold Grodsky  
Emeritus Professor, University of California, San Francisco

Dear \_\_\_\_\_

I have been a resident, and property tax payer, in St. Helena for the past 34 years. I live at 1844 Granger Way, near, but not adjacent to, Behringer Wine Estates winery. Over these years, including rare, noisy evening wedding at their site, Behringer and I have happily co-existed. This past year, however, and with no communication or consideration, Behringer has initiated all day, week-end "concerts", consisting of loud, amplified music (?). This has destroyed my sense of tranquility and privacy at my home. Before considering this a trivial complaint, please consider how you would react to someone else's loud music imposed on you ALL week-end days during spring, summer and fall. It is particularly frustrating that this intrusion is coming from a Corporation from out of the country that is supposed to be making, and selling, wine---and is not a St. Helena entertainment center, or city park. According to a recent survey of Trip Advisor, made by another Behringer neighbor, only 2 of 97 visitors' comments even mentioned the music (one of these complaining it was too loud!). Thus, these week-end concerts, which are negatively impacting our enjoyment of life, have little, if any, positive effect on Beranger's profitability.

Therefore, for every reason, these concerts should be eliminated. Alternatively, by simply providing some quiet, background music, Behringer management could enhance the unique serenity, and historical interest, already part of the experience of a visitor (and customer) to the Behringer winery.

**Chapter 2.50**

**ADOPTION BY CITY COUNCIL RESOLUTION OF PROTOCOLS FOR THE ESTABLISHMENT, MEMBERSHIP AND OPERATION OF CITY BOARDS, COMMISSIONS AND COMMITTEES**

Sections:

**2.50.010 Findings and purpose.**

**2.50.020 Authority to adopt protocols for the establishment, membership and operation of city boards, commissions and committees.**

**2.50.010 Findings and purpose.** 

The city council finds that the St. Helena Municipal Code provides in various sections for the establishment, membership, terms, procedures and operation of the city's various boards, commissions and committees. The welfare and interests of the public would be served by allowing the city council to act by resolution to adopt, and to amend from time to time, protocols governing the establishment, membership, terms, procedures and operations of the city's various boards, commissions and committees. The purpose of this chapter is to authorize the city council to do so. (Ord. 14-12 § 1 (part))

**2.50.020 Authority to adopt protocols for the establishment, membership and operation of city boards, commissions and committees.** 

The city council shall have the authority to act by resolution to adopt, and to amend from time to time, protocols governing the establishment, membership, terms, procedures and operations of the city's various boards, commissions and committees. Such protocols shall govern in the event of any conflict between the protocols and any other section or provision contained in the municipal code. (Ord. 14-12 § 1 (part))