



***AMENDED 4-20-2018**
City of St. Helena
Regular City Council Meeting
Tuesday, April 24, 2018 @ 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.

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 and 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.
5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, AND AB 1234 REPORTS:
Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.
6. PRESENTATIONS AND PUBLIC RECOGNITIONS
 - 6.1. Introduction of new Police Department staff and K9
 - 6.2. Proclamation for Human Trafficking Awareness presented to Soroptimist International of St. Helena and Soroptimist International of St. Helena Sunrise
[Proclamation](#) 11
 - 6.3. Proclamation for 2018 Earth Day
[Proclamation](#) 13
7. STAFF BRIEFING
 - 7.1. None
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)

- 8.1. Consideration and proposed approval of a resolution for SHES/SHPS Parent Teacher Group to host a Community Cinco de Mayo Celebration event and vendors at Lyman Park on Saturday, May 5, 2018, between the hours of 2:00 pm and 10:00 pm, waive the requested fees in the amount of \$840.00, and authorize City staff to assist with set-up and tear down of equipment. 15 - 20

CEQA Determination: Categorically exempt from CEQA, Sections 15323, 15061

Prepared By: Chrissy Cook, Administrative Assistant

Recommendation:

Staff recommends the City Council adopt the resolution for the SHES/SHPS Parent Teacher Group to host a Community Cinco de Mayo Celebration event and vendors at Lyman Park on Saturday, May 5, 2018, between the hours of 2:00 pm and 10:00 pm, waive the requested fees in the amount of \$840.00, and authorize City staff to assist with set-up and tear down of equipment.

[Staff Report](#)

- 8.2. Consideration and proposed approval of Regular Meeting Minutes of April 10, 2018. 21 - 27

CEQA Determination: Not a CEQA project

Prepared By: Cindy Tzafoopoulos, City Clerk

Recommendation:

Staff recommends adopting the minutes.

[Minutes](#)

- 8.3. City Council consideration of a request from Collabria Care (formerly Napa Valley Hospice and Adult Day Services) and adopt a resolution to waive the sign application and building permit fees (totaling approximately \$1,250) for a new sign at the La Boheme retail store, which supports their hospice work in the upper Napa Valley. 29 - 35

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended that the City Council review and act on the request from Collabria Care and adopt a resolution to waive all development application fees associated with the pending request for new signage at their La Boheme retail location (1428 Main Street), totaling approximately \$1,250.

[Staff Report](#)

[Public Comment](#)

- 8.4. Consideration and approval of a Resolution approving: 37 - 41
1. Amendment #1 to STH Contract: 2017-012 with Bread of Life in the amount of \$11,000 for a total not-to-exceed amount of \$56,665 for governance related projects; and
 2. A budget increase of \$11,000 to Account #101-4100-2145; and
 3. Use of General Fund Reserves in the amount of \$11,000.
- CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council approve a Resolution approving:
1. Amendment #1 to STH Contract: 2017-012 with Bread of Life for an amount of \$11,000 for a total not-to-exceed amount of \$56,665; and
 2. A budget increase of \$11,000 to Account #101-4100-2145; and
 3. Use of General Fund reserves in the amount of \$11,000.
- [Staff Report](#)
- 8.5. Fiscal Year 2017/18 3rd Quarter Finance Report 43 - 46
- CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Receive and file the Q3 FY 2017/18 financial report.
[Staff Report](#)
- 8.6. Receive and File Quarterly Grant Report for FY 2018 Q3, for the period ending March 31, 2018 47 - 50
- CEQA Determination: Not a CEQA project
Prepared By: Mandy Kellogg, Admin Services Mgr
Recommendation:
Receive and file report.
[Staff Report](#)
- 8.7. Consideration and approval of a Resolution approving: (1) use of Wastewater Impact fees in connection with the Crinella Pump Station Upgrade Project S18-71 for 15% of the total project costs and (2) authorizing staff to transfer 15% of Crinella Pump Station Upgrade Project S18-71 costs from the Wastewater Impact Fee Fund 774 to the Wastewater CIP Fund 733. 51 - 54
- CEQA Determination: Not a CEQA project
Prepared By: April Mitts, Finance Director
Recommendation:
Staff recommends City Council approve a Resolution approving:
(1) use of Wastewater Impact fees in connection with the Crinella Pump Station Upgrade Project S18-71 for 15% of the total project

costs and (2) authorizing staff to transfer 15% of Crinella Pump Station Upgrade Project S18-71 costs from the Wastewater Impact Fee Fund 774 to the Wastewater CIP Fund 733.

[Staff Report](#)

- 8.8. Consideration and adoption of a resolution finding the project C-82 Downtown Restrooms exempt from CEQA; approving and adopting the plans and project manual; and authorizing the bid request. 55 - 60

CEQA Determination: 15303 New Construction or Conversion of Small Structures

Prepared By: Tobias Barr, Project Manager

Recommendation:

Adopt the attached resolution finding the projects exempt from CEQA; approved and adopting the Project Plans and Manual; and authorizing the bid request for the Downtown Restroom Project Capital Improvement Project C-82.

[Staff Report](#)

- 8.9. Consideration and adoption of a resolution finding the project R18-79 Pavement Restoration Project exempt from CEQA; approving and adopting the plans and project manual; and authorizing the bid request for the R18-79 Pavement Restoration Project 61 - 68

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Tobias Barr, Project Manager

Recommendation:

Adopt the attached resolution finding the project R18-79 Pavement Restoration Project exempt from CEQA; approving and adopting the plans and project manual; and authorizing the bid request for the R18-79 Pavement Restoration Project.

[Staff Report](#)

- 8.10. Consideration and approval of a Resolution approving: (1) a budget increase of \$25,000 to #561-4400-2132 Attorney Litigation; (2) a budget increase of \$40,000 to #561-4400-2130 Attorney Professional Contracts; and (3) use of Enterprise Fund Balance in an amount of \$65,000 in FY 2017/18 69 - 72

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Recommendation:

Staff recommends City Council approve a Resolution approving: (1) a budget increase of \$25,000 to #561-4400-2132 Attorney Litigation; (2) a budget increase of \$40,000 to #561-4400-2130 Attorney Professional Contracts; and (3) use of Enterprise Fund Balance in an amount of \$65,000 in FY 2017/18.

[Staff Report](#)

- 8.11. *NEW ITEM ADDED 4/20/2018 73 - 77
Consideration and approval of a Resolution authorizing the

amendment of the existing semi-monthly payroll schedule to a bi-weekly payroll schedule effective July 1, 2018 and amendment to the Employee Handbook Section X, subsection K. Pay Periods

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Recommendation:

Staff recommends City Council approve a Resolution authorizing the amendment of the existing semi-monthly payroll schedule to a bi-weekly payroll schedule effective July 1, 2018 amendment to the Employee Handbook Section X, subsection K. Pay Periods

[Staff Report](#)

9. PUBLIC HEARINGS

9.1. City of St. Helena 2018 Housing Element Update

79 - 171

CEQA Determination: Mitigated Negative Declaration

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended the City Council review and consider the provided information, and file the report.

[Staff Report](#)

10. NEW BUSINESS

10.1. Consideration to Recommend Non Profit Grant Application Requests for Funding in the Fiscal Year (FY) 18/19 Budget for Boys & Girls Clubs of St. Helena and Calistoga; California Federation of Women; Friends of the Cameo; Kiwanis Foundation of St. Helena; Lincoln Theater; Native Sons of the Golden West; Nimbus Arts; Ole Health - St. Helena Health Center; Our Town St. Helena; Rianda House; Vailima Foundation (Robert Louis Stevenson Museum); Saint Helena Community Band; St. Helena Farmers' Market; St. Helena Historical Society; St. Helena Little League; St. Helena Preschool for All; and Upvalley Family Centers; in an aggregate amount up to \$145,200

173 - 409

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Recommendation:

It is recommended that the City Council consider the Non Profit Grant Application Requests for Boys & Girls Clubs of St. Helena and Calistoga; California Federation of Women; Friends of the Cameo; Kiwanis Foundation of St. Helena; Lincoln Theater; Native Sons of the Golden West; Nimbus Arts; Ole Health - St. Helena Health Center; Our Town St. Helena; Rianda House; Vailima Foundation (Robert Louis Stevenson Museum); Saint Helena Community Band; St. Helena Farmers' Market; St. Helena Historical Society; St. Helena Little League; St. Helena

Preschool for All; and Upvalley Family Centers; and provide direction to staff on which organization and amounts should be included in the FY 18/19 Operations Budget, in an aggregate amount up to \$145,200.

[Staff Report](#)

- 10.2. After Action Report (AAR) for the City's Response to the October 2017 Napa Fire Complex 411 - 434

CEQA Determination: Not a CEQA project
Prepared By: William Imboden, Chief of Police
Recommendation:
Receive and file

[Staff Report](#)

- 10.3. St. Helena Assets Planning Engagement (SHAPE) Committee Progress Report 435 - 436

CEQA Determination: Not a CEQA project
Prepared By: Mark T. Prestwich, City Manager
Recommendation:
Staff recommends the City Council Pass a Motion authorizing an extension of the Committee's timeline by approximately 30 days to facilitate completion of their work.

[Staff Report](#)

- 10.4. Consideration and proposed approval of the following resolutions: 437 - 459

1. Authorizing the City Manager to execute a three (3) year lease agreement with William Scotsman for the removal and replacement of two ancillary buildings at the St. Helena Public Works Corporation Yard for an amount not to exceed \$63,689. FY 17/18 - \$14,153, FY 18/19 - \$15,084, FY 19/20 - \$15,084, and FY 20/21 - \$19,368;
2. Authorizing the City Manager to execute a construction contract with Modern Method Roofing for the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$29,365;
3. Authorizing the City Manager to execute a contract with William Scotsman for the floor replacement of the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$11,310; and
4. Authorizing FY 17/18 budget transfer and use of reserves and fund balances totaling \$54,828 in FY 2017/18 from Civic Impact Fees \$6,360, General Fund Reserves \$19,387, Water Fund Balance \$16,481, and Wastewater Fund Balance \$12,600 for building removal, building leases, roof and flooring repairs

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:

Staff recommends City Council approve the following resolutions:

1. Authorizing the City Manager to execute a three (3) year lease agreement with William Scotsman for the removal and replacement of two ancillary buildings at the St. Helena Public Works Corporation Yard for an amount not to exceed \$63,689. FY 17/18 - \$14,153, FY 18/19 - \$15,084, FY 19/20 - \$15,084, and FY 20/21 - \$19,368;
2. Authorizing the City Manager to execute a construction contract with Modern Method Roofing for the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$29,365;
3. Authorizing the City Manager to execute a contract with William Scotsman for the floor replacement of the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$11,310; and
4. Authorizing FY 17/18 budget transfers and use of reserves and fund balances totaling \$54,828 in FY 2017/18 from Civic Impact Fees \$6,360, General Fund Reserves \$19,387, Water Fund Balance \$16,481, and Wastewater Fund Balance \$12,600 for building removal, building leases, roof and flooring repairs.

[Staff Report](#)

10.5. *NEW ITEM ADDED 4/20/2018

461 - 499

City Council consideration of a request from Larry Kroman of Calistoga Affordable Housing (CAH), that the City provide an additional loan of up to \$135,000 from the Affordable Housing Trust Fund (AHTF) to the Turley Flats Affordable Housing project (1105 Pope St) for a total AHTF contribution of \$835,000.

CEQA Determination: This action is exempt from the requirements of CEQA under the "General Rule", Section 15061 (b) (3), in that it can be seen with certainty that no environmental impacts will result from this action; and Section 15273 given that CEQA does not apply to Rates, Tolls, Fares and Charges.

Prepared By: Noah Housh, Planning & Community Improvement Director

Recommendation:

It is recommended by the Planning and Community Improvement Department that the City Council approve the request to provide an increased AHTF loan of up to an additional \$135,000 to the Turley Flats eight unit affordable housing project.

[Staff Report](#)

11. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

11.1. **May City Council Meetings:**

5/8 (staff reports due 4/20)

5/22 (staff reports due 5/4)

5/3 Fire Dept. Operations Study Session 3-5 pm (Notice April 23rd)

5/9 Special City Council Budget Study Session 9-12

5/23 Special City Council Budget Study Session 9-12 (If needed)
PROCLAMATIONS AND PUBLIC RECOGNITION:
5/8 Proclamation - May is Mental Health Awareness Month - Admin
5/8 Proclamation - Annual Public Works Week - PW
5/8 Bike to Work and School Day Proclamation - PW
5/8 Lupus Awareness month - Admin
5/8 National Travel & Tourism Week - Admin
CONSENT:
Music in the park, June thru August, waive fees, food - PW
Amendment to the JPA for the NVTa with the City - PW
Agreement with Housing Authority of the City of Napa Expires June 30, 2018 – Planning
Fireworks Contract - Rec
5/8 Little League Contract Amendment - Recreation
Fraud Policy - Finance
League of California Cities request for support of two initiatives that will appear on the June 5th ballot, Propositions 68 & 69 - Admin
5/22 Comp/Class Study HR
PH or NEW BUSINESS:
City legal management policy - Admin
St. Helena Ordinance Granting City Manager Fee Waiver Authority - Planning
5/8 Pacific Legacy – Finance
June City Council Meetings:
6/12 (staff reports due 5/25)
6/26 (staff reports due 6/8)
PROCLAMATIONS AND PUBLIC RECOGNITION:
Elder Abuse Prevention Month proclamation – PD
Parks & Rec Month
CONSENT:
6/12 Budget adoption – Finance
6/12 Escheat – Finance
High School to Submit Annual Request Re: Street Closure for Homecoming Parade - PW
Resolution Adopting GANN Limit (Appropriations) - Finance
Adopt and approve compensation schedule - HR
CIP Adoption - PW
Curb Ramp Upgrades - Approve PS&E - PW
PH or NEW BUSINESS:
Housing Workshop Discussion - Admin
6/12 SHAPE Committee Report Out - Admin
Bimonthly Goals and Objectives Update - Admin
6/12 Sign Ordinance

The next Regular City Council meeting is scheduled for May 8, 2018, 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 April 13, 2018.



Cindy Tzaopoulos, 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.

City of St. Helena

PROCLAMATION

HUMAN TRAFFICKING AWARENESS

Whereas, human trafficking is a form of modern day slavery in which victims are forced to work in various forms of labor exploitation including, but not limited to commercial sex acts and other services induced through force, fraud or coercion; and

Whereas, due to its isolating nature, many individuals across the globe are unaware that trafficking exists in their neighborhoods; and

Whereas, it is estimated that more than 40 million men, women and children around the world are victims of human trafficking or enslavement reaping worldwide profits of over \$150 billion; and

Whereas, Soroptimist International of St. Helena and Soroptimist International of St. Helena Sunrise have declared Raising Awareness of Human Trafficking as a platform of their work by recognizing the week of April 23 – 27 as Human Trafficking Awareness Week in the City of St. Helena;

Now, therefore, let it be resolved, that I, Alan Galbraith, Mayor of the City of St. Helena, do hereby call upon the citizens of St. Helena to recognize the vital role we can play in ending all forms of slavery and to support Soroptimist International of St. Helena and Soroptimist International of St. Helena Sunrise as they raise awareness, through education and other efforts, to stop human trafficking.

Dated: April 24, 2018

Alan Galbraith, Mayor

City of St. Helena

City of St. Helena

PROCLAMATION

EARTH DAY

WHEREAS, plastic waste can be found everywhere, land or sea, even in the most remote places on the planet, affecting both humans and animals; and

WHEREAS, humankind is currently facing tremendous global challenges, among them the need to manage an increased amount of waste to which plastics will contribute roughly 12,000 million metric tons by 2050; and

WHEREAS, approximately only 10% of plastic waste is recycled; and

WHEREAS, all people of this Earth, from all walks of life, have a right to a healthy environment and plastic pollution has been associated with several health issues affecting the general population; and

WHEREAS, it is more important than ever to cooperate to find solutions for the plastic waste that is concentrating in several enormous patches in the ocean and that threatens the human food chain; and

WHEREAS, it is essential to involve the community in the design and implementation of solutions for pressing environmental issues such as plastic pollution; and

WHEREAS, Earth Day is an annual reminder of the constant need for environmental activism, stewardship commitments, and sustainability efforts.

NOW, THEREFORE, I, Alan Galbraith, Mayor of St. Helena have the distinct honor of proclaiming April 22, 2018 as

EARTH DAY

throughout St. Helena and encourage all of its inhabitants, businesses, and institutions to use EARTH DAY to celebrate the Earth and promote the wellbeing of the inhabitants of the city/town and the protection of their environment.

Dated: April 10, 2018

Alan Galbraith, Mayor
City of St. Helena



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and proposed approval of Resolution approving the SHES/SHPS Parent Teacher Group to host a Community Cinco de Mayo Celebration event and vendors at Lyman Park on Saturday, May 5, 2018, between the hours of 2:00 pm and 10:00 pm, waive the requested fees in the amount of \$840.00, and authorize City staff to assist with set-up and tear down of equipment.

CEQA Determination: Categorically exempt from CEQA, Sections 15323, 15061

Prepared By: Chrissy Cook, Administrative Assistant

Reviewed By: Erica Ahmann Smithies, Public Works Director and City Engineer

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The St. Helena Elementary School and Primary School (SHES/SHPS) Parent Teacher Group has requested permission to host the Primary & Elementary Schools Community Cinco de Mayo Celebration. The celebration will be full of music, dancing, food and vendor booths at Lyman Park on May 5, 2018 between the hours of 5:00 pm and 10:00 pm. This event, the Cinco de Mayo Celebration in Lyman Park, has become a tradition for the Primary & Elementary Schools to celebrate with the community. This is the 6th annual event the SHES/SHPS Parent Teacher Group has hosted for the Primary & Elementary School children and the St. Helena community. The event raises funds to help support enrichment programs, field trips and art programs for the Primary & Elementary School children.

DISCUSSION

Current City municipal code does not include provisions for reserving Lyman Park, or allow staff to waive fees. Staff is recommending City Council approve these items. Since the City does not have a permit process for reserving the entire park, Staff is

requiring the SHES/SHPS Parent Teacher Group to submit an encroachment permit along with the required insurance and fee. The SHES/SHPS Parent Teacher Group is also requesting to utilize the portable City stage, and have City staff assistance to setup and take down the stage. Staff effort is estimated to require four staff members for two hours to setup, and three staff members for two hours to take down.

FISCAL IMPACT

The applicant has requested the following permit fees to be waived:

- Encroachment Permit: \$200.00.
- Gazebo rental fee of \$150.00.
- An estimated number of 14 work hours for a total of \$490.00.

Total waiver request amount of \$840.00.

RECOMMENDED ACTION

Staff recommends the City Council adopt the Resolution approving the SHES/SHPS Parent Teacher Group to host a Community Cinco de Mayo Celebration event and vendors at Lyman Park on Saturday, May 5, 2018, between the hours of 2:00 pm and 10:00 pm, waive the requested fees in the amount of \$840.00, and authorize City staff to assist with set-up and tear down of equipment.

ATTACHMENTS

[Community Cinco de Mayo Event - RESO Application](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-

RESOLUTION APPROVING THE SHES/SHPS PARENT TEACHER GROUP TO HOST A COMMUNITY CINCO DE MAYO EVENT AND VENDORS AT LYMAN PARK ON SATURDAY, MAY 5, 2018, BETWEEN THE HOURS OF 2:00 PM AND 10:00 PM, WAIVE THE REQUESTED FEES IN THE AMOUNT OF \$840.00, AND AUTHORIZE CITY STAFF TO ASSIST WITH SET-UP AND TEAR DOWN OF EQUIPMENT.

RECITALS

- A. The St. Helena City Council has the authority to regulate the use of public property; and
- B. This event will be open to the general community; and
- C. The SHES/SHPS Parent Teacher Group has requested permission to host a Community Cinco de Mayo event at Lyman Park on Saturday, May 5, 2018, between the hours of 5:00 pm and 10:00 pm.

RESOLUTION

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

- 1. Permission is hereby granted to SHES/SHPS Parent Teacher Group to use Lyman Park for their Cinco de Mayo event.
- 2. The encroachment fee in the amount of \$200 is waived.
- 3. The gazebo rental fees in the amount of \$150.00 are waived.
- 4. City staff is authorized to setup and take down the City's portable stage.

I HEREBY CERTIFY that this Resolution was adopted at a regular meeting of the City Council held on April 24, 2018 by the following roll call vote:

Mayor Galbraith:

Vice Mayor White:

Councilmember Dohring:

Councilmember Ellsworth:

Councilmember Koberstein:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk

**CITY OF ST. HELENA
ENCROACHMENT PERMIT
APPLICATION**

PERMIT # _____

**TO: DEPARTMENT OF PUBLIC WORKS
1480 MAIN STREET
ST. HELENA, CA 94574**

Applicant: SHPS/SHES Parent Teacher Group
(Property Owner or Contractor)
Email: kellyschaeffer1@meec.com
Phone: 707 968.9533
Job Location: Lyman Park

I (or we) hereby apply for an encroachment permit to carry out the following work:

Cinco de Mayo Festival dance in Lyman
Park from 5-8pm on Friday, May 4, 2018.

Estimated Start Date 5pm 5/4/18 Estimated Completion Date 9pm 5/4/18

DIAGRAM OF LOCATION OF PROPOSED WORK
Attach diagram on separate sheet(s) if necessary

Permittee agrees to comply with all ordinances, regulations, specifications and conditions which may apply or be required as a condition of this Permit/Contract. (See insurance requirements and general and special conditions pages).

Permittee shall indemnify, defend and hold harmless The City of St. Helena and its agents, officers, officials employees and volunteers in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this Permit/Contract, except where caused by the sole negligence or willful misconduct of The City of St. Helena. This obligation of Permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this Permit/Contract.

State Law required U.S.A. to be alerted for all underground work two (2) working days prior to start date

Applicant: Kelly Schaeffer PTG rep 4/18/18
Signature Title Date

Conditions: _____

Related to Building Permit: _____

Approved By: _____
Public Works Staff Date

Main St

lawn seating

Stage

Gazebo

City Hall

tables

tables

St. Helens
PD

* ID Check
* Bracelets
* handed out

Wine/Beer

tables

* ID Check
* bracelet
* handed out
*

* Railroad Ave

**MEMBER CERTIFICATE OF INSURANCE**

4/12/18

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CA254460

NAMED INSURED MEMBER:

SHES/SHPS Parent Teacher Group
 Attn: Dani Brown or Current Officer
 PO Box 554
 St. Helena, CA 94574

Named Insured & Mailing Address

Education Support Purchasing Group
 c/o AIM
 P.O. Box 674051
 Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
 Management, Inc.
 PO Box 674051
 Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
Tudor Insurance Company / Commercial General Liability	CPG1048583	10/27/17 - 10/27/18	\$ 0	Each Occurrence \$2,000,000
				General Aggregate \$2,000,000
				Products - COMP/OPS - Subject to General Aggregate Included
				Personal & Advertising Injury \$2,000,000
				Fire Damage (any one fire) \$50,000
Tudor Insurance Company / Medical Payments	CPG1048583	10/27/17 - 10/27/18	\$ 0	Any One Person \$5,000
Tudor Insurance Company / Non-profit Prof Liability (Officers Liability)*	CPG1048584	10/27/17 - 10/27/18	\$ 1,500	Aggregate \$1,000,000

Retro-active Effective Date: 10/27/15

St. Helena Unified School District is added as Additional Insured on the General Liability policy only
 Event: Fiesta de Mayo
 Date: May 4, 2018
 Time: 5pm -10pm

Certificate Holder:

St. Helena Unified School District
 465 Main St
 St. Helena, CA 94574

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

MINUTES
City of St. Helena
Regular City Council Meeting
Tuesday, April 10, 2018 @ 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) 968-2742. The City Council video is the official record of the Council meeting.

Present: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

Absent: None

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC FORUM:

No public comment received.

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

Mayor Galbraith reported no action was taken at the April 10, 2018, Special City Council Closed session meeting.

City Manager Mark Prestwich provided a SHAPE Committee update.

Finance Director April Mitts announced the budget workshop will be held on May 9th at the Fire Station starting at 9:00 am.

Planning Director Noah Housh noted the Hunter EIR scoping period closes on April 12th and the General Plan EIR scoping period is now open. The accessory dwelling unit (ADU) survey was sent out to the community for responses.

Public Works Director Erica Ahmann Smithies announced that Bell Canyon is at 94.6% capacity.

Regular City Council
April 10, 2018

Council Member Koberstein reported on the upcoming bulky item curbside pick-up and E-waste collection.

Vice Mayor White reported on a recent Independent Tax Oversight Committee meeting he attended.

Mayor Galbraith requested staff to address the need for an ordinance addressing electronic cigarettes. He also noted his attendance at the recent 50th anniversary celebration of the Napa Valley Agricultural Preserve.

6. PRESENTATIONS AND PUBLIC RECOGNITIONS

- 6.1 Proclamation for NEWS About Sports: Recognizing April As Sexual Assault Awareness Month presented to Judy Durham, SAVS Program Manager and Alma Garcia, SAVS Bilingual Advocate
- 6.2 Proclamation for National Library Week presented to the St. Helena Library
- 6.3 Proclamation for National Volunteer Week 2018 presented to St. Helena Library volunteers, Rianda House volunteers and the St. Helena Police Department volunteers

7. STAFF BRIEFING

- 7.1 None

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)

- 8.1 Consideration and proposed approval of Regular Meeting Minutes of March 27, 2018 - Minutes will be provided prior to the meeting. Provided 4/6/18
Prepared By: Cindy Tzafopoulos, City Clerk
- 8.2 Consideration and proposed approval of a resolution 2018-35 ratifying Memorandum of Understanding between the City of St. Helena and the St. Helena's Employee Association (SHEA) for a two and one-half (2-1/2) year contract commencing on January 1, 2018 and expiring on June 30, 2020; authorizing and approving publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5 which includes revised salary schedules for SHEA members to include a 2.5% COLA increase effective January 9, 2018; and approving a transfer of \$14,365 from the General Fund reserves, \$12,495 from Water Enterprise Reserves, \$6,775 from Wastewater Enterprise reserves, and \$887 from Garage Fund for a total budget increase to FY 2017/18 not to exceed \$34,522.

Regular City Council
April 10, 2018

CEQA Determination: Not a CEQA project

Prepared By: Kathy Robinson, Human Resources & IT Director

Recommendation:

Approve resolution ratifying Memorandum of Understanding between the City of St. Helena and the St. Helena's Employee Association (SHEA), authorize and approve publicly available pay schedules in accordance with the requirement of California Code of Regulations, Title 2, Section 570.5, and approve budget increase of \$34,522 to FY 2017/18 adopted budget.

Item 8.3 was removed from Consent.

- 8.3 ~~Consideration and proposed adoption of a resolution approving a Professional Services Agreement with WRECO for design of the Crinella Pump Station Upgrade Project in an amount not to exceed \$164,500~~

Vice Mayor Peter White moved to approve Consent items 8.1 through 8.2. The motion was seconded by Councilmember Geoff Ellsworth and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

- 8.3 Consideration and proposed adoption of a resolution 2018-36 approving a Professional Services Agreement with WRECO for design of the Crinella Pump Station Upgrade Project in an amount not to exceed \$164,500

CEQA Determination: The project is exempt from the requirements of CEQA pursuant to Section 15301, which exempts the minor alteration of existing private structures involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The proposed project is not subject to any of the exceptions to the use of a categorical exemption as outlined in CEQA Section 15300.2. Specifically, the project site is not located on or near an environmentally sensitive area, is not visible from a scenic highway, is not included on a hazardous waste site, and will not impact historic resources or otherwise generate or contribute to any potentially significant impacts.

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
Recommendation:

Adopt a resolution approving a Professional Services Agreement with WRECO for design of the Crinella Pump Station Upgrade Project in an amount not to exceed \$164,500.

Regular City Council
April 10, 2018

Public Works Director Erica Ahmann Smithies reported on this item.

Mayor Galbraith called for public comment.

Anthony Micheli addressed the City Council.

Mayor Galbraith closed public comment.

Vice Mayor Peter White moved to approve item 8.3. The motion was seconded by Councilmember Geoff Ellsworth and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

9. PUBLIC HEARINGS

9.1 None

10. NEW BUSINESS

10.1 2018 Pavement Management Program Report

CEQA Determination: Not a CEQA project

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Recommendation:

Receive and file the report.

Public Works Director Erica Ahmann Smithies reported on this item.

No public comment received.

10.2 Consideration and proposed adoption of a resolution 2018-37 approving the Road Maintenance and Rehabilitation Account Project List (FY 18/19)

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Recommendation:

Adopt a resolution approving the Road Maintenance and Rehabilitation Account Project List for FY 2018/19.

Regular City Council
April 10, 2018

Public Works Director Erica Ahmann Smithies reported on this item.

No public comment received.

Councilmember Geoff Ellsworth moved to adopt a resolution approving the Road Maintenance and Rehabilitation Account Project List for FY 2018/19. The motion was seconded by Vice Mayor Peter White and on roll call carried by the following vote:

AYES: Mayor Alan Galbraith, Vice Mayor Peter White, Councilmember Paul Dohring, Councilmember Mary Koberstein, and Councilmember Geoff Ellsworth

NOES: None

ABSENT: None

ABSTAIN: None

RECUSE: None

10.3 Upper York Creek Dam Removal - Project Update

CEQA Determination: Environmental Impact Report

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Recommendation:

No action required at this time.

Public Works Director Erica Ahmann Smithies reported on this item.

No public comment was received.

10.4 Bimonthly Update on City Council Goals and Strategic Objectives

CEQA Determination: Not a CEQA project

Prepared By: Mark T. Prestwich, City Manager

Recommendation:

Receive and file.

City Manager Mark Prestwich reported on this item.

No public comment received.

11. ITEMS LIKELY TO BE PLACED ON THE NEXT OR FUTURE MEETING AGENDA:

11.1	April City Council Meetings: 4/24 (staff reports due 4/6)
	PROCLAMATIONS AND PUBLIC RECOGNITION:
	1. 4/24 Introduction of new K9 and new staff - PD

Regular City Council
April 10, 2018

CONSENT:
2. 4/24 Authorizing CM Signature for USDA WWTRP Loan Application Funding - Finance
3. 4/24 Downtown Restrooms - PW
4. 4/24 La Quinta/Kennedy Court - PW
5. 4/24 Little League Contract Amendment - Recreation
6. 4/24 Pacific Legacy – Finance
7. 4/24 Fraud Policy - Finance
8. 4/24 Quarterly Finance Report – Finance
9. 4/24 Quarterly Grant Report – Finance
10. La Boheme sign fee waiver request - Planning
PH or NEW BUSINESS:
11. 4/24 Annual Housing Element Update – Planning
12. 4/24 Repair of PW Corp Yard Office Trailer and lease ancillary buildings- PW
13. 4/24 FY 18/19 Non-Profit Funding - Finance
14. 4/24 Napa Fire Complex After-Action Report
May City Council Meetings:
5/8 (staff reports due 4/20)
5/22 (staff reports due 5/4)
• 5/3 Fire Dept. Operations Study Session 3-5 pm • 5/9 Special City Council Budget Study Session 9-12 • 5/23 Special City Council Budget Study Session 9-12 (If needed)
PROCLAMATIONS AND PUBLIC RECOGNITION:
15. 5/8 Proclamation - May is Mental Health Awareness Month - Admin
16. 5/8 Proclamation - Annual Public Works Week - PW
17. 5/8 Bike to Work and School Day Proclamation - PW
CONSENT:
18. Music in the park, June thru August, waive fees, food - PW
19. Amendment to the JPA for the NVTa with the City - PW
20. Agreement with Housing Authority of the City of Napa Expires June 30, 2018 – Planning
21. Fireworks Contract - Rec
22. League of California Cities request for support of two initiatives that will appear on the June 5th ballot, Propositions 68 & 69 - Admin
PH or NEW BUSINESS:
23. 5/23 Comp/Class Study HR
June City Council Meetings:
6/12 (staff reports due 5/25)
6/26 (staff reports due 6/8)

Regular City Council
April 10, 2018

PROCLAMATIONS AND PUBLIC RECOGNITION:
24. Elder Abuse Prevention Month proclamation – PD
25. Parks & Rec Month
CONSENT:
26. 6/12 Budget adoption – Finance
27. High School to Submit Annual Request Re: Street Closure for Homecoming Parade - PW
28. Resolution Adopting GANN Limit (Appropriations) - Finance
29. Adopt and approve compensation schedule - HR
30. 4/24 Curb Ramp Upgrades - Approve PS&E - PW
PH or NEW BUSINESS:
31. Bimonthly Goals and Objectives Update - Admin
32. 6/12 Sign Ordinance

12. ADJOURNMENT

The April 10, 2018, City Council regular meeting minutes were adopted at the April 24, 2018, City Council regular meeting.

Mayor Galbraith adjourned the meeting at 7:13 p.m.

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafopoulos, City Clerk



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: City Council consideration of a request from Collabria Care (formerly Napa Valley Hospice and Adult Day Services) to waive the sign application and building permit fees (totaling approximately \$1,250) for a new sign at the La Boheme retail store, which supports their hospice work in the Upper Napa Valley.

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Noah Housh, Planning & Community Improvement Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

La Boheme is a retail sales location (1428 Main Street) which supports the non-profit organization Collabria Care (formerly Napa Valley Hospice and Adult Day Services) in their efforts to provide hospice and other services to Upper Napa Valley residents.

La Boheme is exploring additional signage for their retail location and has requested that the City Council grant a waiver of the fees associated with the review of their sign proposal and installation.

DISCUSSION

This request has been brought before the City Council for consideration and action given that Municipal Code Section 17.08.190 (below) requires any development application be accompanied with the requisite fee, unless the fee has been waived by action of the Council.

17.08.190 D. Payment of Processing Fees.

1. *No application for a development project may be filed without a deposit in an amount estimated to cover processing costs unless payment of processing fees have been waived by action of the council, or the applicant is a public entity exempted from payment of such fees. The city shall make subsequent periodic invoices to ensure that the balance in the project account remains sufficient to cover anticipated processing costs, and it shall be the responsibility of those liable for payment to make such payments.*
2. *Each applicant for or operator of a development project, as well as the owner of the subject property, if different, shall be liable for payment of all processing fees associated with the development project.*

FISCAL IMPACT

The fiscal impacts of granting such a fee waiver are limited to the indirect cost of planning and building staff working on a sign application (\$1,000 fee) and building permit application (approximately \$250 fee) without the requisite application fees being paid. No direct impacts to the General Fund would result from granting this request.

RECOMMENDED ACTION

It is recommended by the Planning and Community Improvement Department that the City Council review and act on the request from Collabria Care to waive all development application fees associated with the pending request for new signage at their La Boheme retail location (1428 Main Street), totaling approximately \$1,250.

ATTACHMENTS

[La Boheme Sign Fee Waiver Resolution](#)

[LaBoheme Sign Request Letter](#)

CITY OF ST. HELENA

RESOLUTION No. 2018-

**Resolution of the Council of the City of St Helena
authorizing a fee waiver totaling approximately \$1,250
for Collabria Care (formerly Napa Valley Hospice and
Adult Day Services) to cover cost of the sign application
review and building permit fees for new signage at the
La Boheme retail store, located at 1428 Main Street.**

RECITALS

- A. The City of St. Helena requires all development projects to pay application fees in an amount necessary to cover the costs associated with the review of those projects; and
- B. St Helena Municipal Code Section 17.08.190 D. identifies the City Council may authorize the waiving of any such fee; and
- C. Given the community benefit of the services provided by Collabria Care, the City Council supports the effort to improve existing signage at the retail location, La Boheme, and further finds it appropriate to assist with reducing the administrative costs associated with such a project.

RESOLUTION

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

1. To approve the requested fee waiver from Collabria Care in an amount totaling approximately \$1,250, and authorizes the Planning and Community Improvement Department to review and process the requisite sign permit applications, without direct payment of the associated permit review fees.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Koberstein:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Black, City Clerk



Collabria Care

Formerly Napa Valley Hospice & Adult Day Services

414 South Jefferson Street

Napa, California 94559

☎ 707.258.9080

📠 707.258.9090

19 March 2018

Mark Prestwich, City Manager
1480 Main Street
St. Helena, CA 94574

Dear Mark:

It was nice meeting you at last Friday's St. Helena Chamber of Commerce mixer at HALL wines--and thanks for your time explaining the city's policies on signage fees.

As you suggested, I am writing this letter to formally request a waiver of fee for a proposed sign installation for one of St. Helena's outstanding non-profits, the resale shop La Bohème. Currently in its sixth year as a significant contributor to the community, La Bohème was lauded by the Chamber as St. Helena's non-profit of the year.

As you might also know, all of La Bohème's proceeds go directly to fund Collabria-Care / Collabria Hospice, which serves the Napa Valley and neighboring counties with its many programs both for thriving, older adults and for those in need of end-of-life care.

In brief, we are proposing to install a custom-made steel bracket for a 26-inch round, double-sided sign made of welded, powder-coated steel. The bracket holds in place a double-sided round panel with digital print and laminate that bears La Bohème's font and logo. Its look, if you will, evokes the style of "Restoration Hardware."

Thank you for your time and your consideration of this request.

Respectfully yours,

Roger Asleson

Cindy Tzaopoulos

From: Mary Stephenson <stepcomm@aol.com>
Sent: Sunday, April 22, 2018 3:25 PM
To: Cindy Tzaopoulos
Cc: Ericka Tavakoli; Noah Housh; Joanne Sutro
Subject: county

Cindy - can you please provide this email to the Mayors and Council Members? Thanks for your help.

Lady and Gentlemen: I had planned to attend Tuesday evening but now find I will not be in town. You have an item on your consent calendar to approve the fee waiver for the exterior sign for La Boheme, Collabria Care's shop on Main Street. I can't think of a precedent for a non-profit retail location signage, but I do think the fee waiver request is valid because of both the services the organization provides and the benefits St. Helena derives from their retail operations. I doubt you need further convincing, but just for the record:

Collabria Care (formerly Napa Valley Hospice and Adult Day Care), provides individuals and their families support in facing the transitions of aging, serious illness and the end of life. It is the only locally-based, non-profit hospice provider in Napa County. Besides the excellent care they have provided to many St. Helena residents for over 40 years, they also are contributing to the quality of shopping experience for our local residents through a very unique retail experience on Main Street which appeals to both locals and tourists. Plus, they run the only thrift shop in St. Helena - Second Act located on La Fata - to serve lower-income residents. (Ten years ago there were at least three thrift shops in town, but all the others have closed)

I serve on the board of directors for Collabria Care and I can personally attest to their commitment to care and their fiscal responsibility. The cost of the sign was about \$1000 and the city fees would total \$1200. Clearly paying these fees is not a sensible expenditure for a non-profit. Please feel free to contact me by email or phone if you have any questions before the meeting.

Mary Stephenson
 707 849 2583



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and approval of a Resolution approving:

1. **Amendment #1 to STH Contract: 2017-012 with Bread of Life in the amount of \$11,000 for a total not-to-exceed amount of \$56,665 for governance related projects; and**
2. **A budget increase of \$11,000 to Account #101-4100-2145; and**
3. **Use of General Fund Reserves in the amount of \$11,000.**

**CEQA Not a CEQA project
Determination:**

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In March 2017, the City has retained the services of Bread of Life (Consultant) to provide good governance consulting services.

The Consultant's services have included meetings with the City Council, Department Heads, and more recently the SHAPE committee.

DISCUSSION

During the current fiscal year both the City Council and City Manager has utilized the services of the Consultant on additional projects including SHAPE Committee. With the additional project assistance, it is necessary to amend the current contract with Bread of Life.

Staff is recommending Amendment #1 to STH Contract: 2017-012 in the amount of \$11,000 for a not-to-exceed contract amount of \$56,665.

The additional \$11,000 will allow Bread of Life to continue its work with the SHAPE committee as well as give the flexibility to host approximately five additional focus group meetings.

FISCAL IMPACT

The cost for Amendment #1 to STH Contract: 2017-012 is \$11,000 for a not-to-exceed contract amount of \$56,665. Funds for the amendment will come from the General Fund Reserves. Transferring these funds from General Fund Reserves will leave the General Fund reserves at approximately 27%.

RECOMMENDED ACTION

Staff recommends City Council approve a Resolution approving:

1. Amendment #1 to STH Contract: 2017-012 with Bread of Life for an amount of \$11,000 for a total not-to-exceed amount of \$56,665; and
2. A budget increase of \$11,000 to Account #101-4100-2145; and
3. Use of General Fund reserves in the amount of \$11,000.

ATTACHMENTS

[Attachment 1 - Resolution No. 2018- Amendment #1](#)

[Attachment 2 - Bread of Life Amendment #1 Consulting Services STH Contract 2017-012](#)

Attachment 1

CITY OF ST. HELENA
RESOLUTION NO. 2018-__

Authoring (1) The City Manager to Execute Amendment #1 to the Professional Services Agreement STH Contract: 2017-012 in connection with the project described as Good Governance with Bread of Life in an amount of \$11,000 for a total not-to-exceed amount of \$56,665 and approve; (2) A budget increase of \$11,000 to Account #101-4100-2145; and (3) Use of General Fund reserves in the amount of \$11,000.

RECITALS

- A. On March 14, 2017, City Council Approved Resolution No. 2017-012, authorizing the City Manager to execute an Agreement with Bread of Life for Good Governance consulting services for an amount of \$45,665; and
- B. Bread of Life has represented they have the necessary expertise, experience, and qualifications to continue working with the City on governance projects; and
- C. City and Consultant desire to amend the Agreement to provide additional governance work in the amount of \$11,000 for a total not-to-exceed amount of \$56,665; and
- D. Funds for the amendment were not budgeted in the FY 2017/18 adopted budget; and
- E. Use of General Fund reserves is required in the amount of \$11,000.

RESOLUTION

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

- 1. Authorize the City Manager to execute Amendment #1 to the Professional Services Agreement STH Contract with Bread of Life for \$11,000 for a not-to-exceed amount of \$56,665.
- 2. Authorize a budget increase of \$11,000 to Account #101-4100-2145.
- 3. Authorize use of General Fund Reserves in the amount of \$11,000.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith:

Attachment 1

Vice Mayor White:

Councilmember Dohring:

Councilmember Koberstein:

Councilmember Ellsworth:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk

Attachment 2

**AMENDMENT #1 TO AGREEMENT FOR CONSULTANT
SERVICES WITH BREAD OF LIFE FOR THE GOOD GOVERNANCE PROJECT**

- A. Pursuant to the terms of the written Agreement STH Contract: 2017-012 between City of Consultant, approved on March 14, 2017, the City entered into a Professional Services Agreement with Bread of Life (Consultant) for professional services in connection with the Good Governance Project 2017 not to exceed \$45,665; and
- B. The Consultant has represented they have the necessary expertise, experience, and qualifications to assist with governance projects; and
- C. City and Consultant desire to amend the Agreement to provide additional governance services; and
- D. Amendment No. 1 in the amount of \$11,000 to the Agreement for Consultant Services with Bread of Life is hereby approved; and
- E. The total amended contract not to exceed \$56,665.

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

Date: _____

Consultant:

City:

By: _____

By: _____

Name: _____

Name: Mark T. Prestwich

Title: _____

Title: City Manager

Approved as to Form:

By: _____

Name: Thomas B. Brown

Title: City Attorney



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Fiscal Year 2017/18 3rd Quarter Finance Report

CEQA Not a CEQA project
Determination:

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

Municipal Code Title 2, §2.24.030 states the Director of Finance shall deliver to the City Manager and to the Council at a regularly scheduled Council meeting a budget report showing the budget status at the end of the preceding quarter.

Staff has prepared the following for Council:

1. Third quarter (Q3) staff report for Fiscal Year (FY) 2017/18. This report is a summary of transactions from July 1, 2017 to March 31, 2018.
2. A summary of St. Helena CARES Low Income Subsidy and Water Leak adjustments for Q3 FY 2017/18
3. FY 2017/18 Q3 List of Warrants over \$100,000

DISCUSSION

Information presented below reflects transactions posted through March 31, 2018.

General Fund

General Fund revenue received to date for Fiscal Year (FY) 2017/18 is \$9,035,843 - 69% of General Fund revenue has been collected. General Fund revenue is divided into the following categories: (1) Property Tax, (2) Sales Tax, (3) Transient Occupancy Tax (TOT), (4) Other Taxes, (5) Charges for Service, (6) Fines and Forfeits, (7) Licenses and Permits, (8) Development Fees, (9) Intergovernmental, (10) Interest and Rents, and

(11) Miscellaneous. The primary contributors to General Fund revenues are Property Tax, Sales Tax, and TOT. Chart 1 displays revenues collected through March 31, 2018 FY 2017/18. The amount collected through FY 2017/18 Q3 is 6% higher than what was collected in FY 2016/17 Q3. Revenue estimates are on track for FY 2017/18.

Chart 1(Collected through March 31, 2018)

	Estimated	Q3	Q3
Description	2018	FY 2018	% to date
Property Taxes	4,517,487	3,052,503	68%
Sales Tax	4,275,511	2,782,187	65%
Transient Occupancy Taxes	2,591,133	1,710,211	66%
Other Taxes	198,815	11,548	6%
Charges for Service	85,451	107,532	126%
Fines and Forfeits	34,502	113,879	330%
Licenses and Permits	919,532	748,582	81%
Development Fees	6,500	14,725	227%
Intergovernmental	200,955	197,294	98%
Interest and Rents	136,216	126,963	93%
Miscellaneous	218,133	170,419	78%
TOTALS	\$13,184,235	\$9,035,843	69%

General Fund expenditures are \$9,439,310 for FY 2017/18 Q3 which is 76% of the adopted budget. Chart 2 displays General Fund expenditures by department and as well as the percentage available. Fire Department spending is showing higher which is reflective of the increase in strike team activity during this fiscal year, Public Works spending is higher due to timing of contracts, and Non-Departmental spending is higher due to timing of contracts. Overall, departments are on-track with their spending for FY 2017/18.

Chart 2 (Invoices paid through March 31, 2018)

Description	Budget	Encumbered	YTD Spent	Available Budget	% of Budget Available
Non-Departmental	1,807,542	240	1,478,421	328,881	18%
Council	268,184	54,918	103,814	109,452	41%
City Manager	804,817	11,953	528,878	263,986	33%
Finance	375,853	41,405	249,661	84,788	23%
Attorney	470,000	-	183,565	286,435	61%
Planning/Building	1,395,220	302,906	687,475	404,839	29%
Library	973,376	44,392	575,745	353,238	36%
Parks & Recreation	203,395	-	136,945	66,450	33%
Fire	1,080,331	77,656	887,877	114,799	11%

Police	3,252,869	663	2,267,341	984,866	30%
Public Works	3,170,969	299,175	2,339,588	532,206	17%
Grand Total	13,802,556	833,306	9,439,310	3,529,940	26%

Water Enterprise Funds

Water Enterprise revenue received is \$4,020,227 or 65% of the estimated total revenues for FY 2017/18. While the amount collected is lower than 75%, revenues are on target.

Water expenses are \$4,611,468 for Q2 FY 2017/18. Overall Water Fund spending is at 74% for the Fiscal Year and is on target.

Wastewater Enterprise Funds

Wastewater Enterprise revenue received is \$2,033,819 or 75% of the estimated total revenues for FY 2017/18.

Wastewater expenses are \$2,442,855 for Q3 FY 2017/18. Overall Wastewater Fund spending is at 63% for the Fiscal Year and is on target.

St. Helena CARES Low Income Subsidy

The St. Helena CARES subsidy program currently has 104 participants. The subsidy for FY Q3 2017/18 is \$12,108.04. Funds for the St. Helena CARES Low Income Subsidy program are included in the adopted FY 2017/18 budget.

Leak Adjustment Subsidy

Leak subsidy for Q3 2017/18 totals \$3,382.89 for a combined excess of 557 units of water. There were 13 leak adjustments approved for Q3 2017/18; reasons for the leak adjustments are: faucet timer failure, leaking outdoor pipes, leaking toilet, broken fittings and pipes, and irrigation system failure. Funds for the Leak Adjustment Subsidy program are included in the adopted FY 2017/18 budget.

FY 2017/18 Q3 Checks over \$100,000

Per staff recommendations on April 10, 2015, the Chart 3 is a list of Checks over \$100,000 for Q3 FY 2017/18.

Chart 3

Check #	Vendor	Check Date	Check Amount	Notes
100623	City of Napa	2/6/2018	\$100,215.45	Purchase Water
100884	Wilmington Trust	3/8/2018	\$114,160.16	Interest Payment for 2012B Bond

FISCAL IMPACT

The fiscal impact is as follows:

CARES Program

\$12,108.04 – from the General Fund

Leak Adjustments

\$3,382.89 – from the General Fund

Funding for the CARES and Leak Adjustment Programs are included in the adopted FY 2017/18 Budget.

RECOMMENDED ACTION

Receive and file the Q3 FY 2017/18 financial report.



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Receive and File Quarterly Grant Report for FY 2018 Q3, for the period ending March 31, 2018

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

This report covers grant activity for the 3rd Quarter of Fiscal Year (FY) 2018.

DISCUSSION

New Awarded Grant Applications in FY 2018 3rd Quarter

The City of St Helena was awarded the following new grants:

Agency	Project	Amount
Sean M. Walsh K9 Memorial Foundation	Purchase of a new Police K9	\$ 9,223

Applications Pending

Agency	Project	Amount
CalOES	Purchase of generators and upgrading electrical panels to provide emergency backup power to City facilities	\$ 412,500

A Notice of Interest was submitted to CalOES for an emergency backup power project and was determined to be eligible in February 2018. The total project cost is estimate at \$550,000 and requires a 25% cash match. Applications are due by July 1, 2018.

Active Grants

These are grant awards with signed agreements. This chart shows the grant award, required match and percent expended. Staff is currently managing \$6.53 million in active grant funds.

Grant	Project	Award Amount	Cash Match	% Grant Funds Expended	Notes
CA Board of State and Community Corrections	Police Projects TBD	\$ 9,504	\$ -	0.0%	
California State Library	California Public Library Broadband Project - Broadband Rewiring	\$ 20,000	\$ 20,000	0.0%	
CENIC on behalf of Califa	Connection to CalRen Hub at St. Helena Public Library	Based on discounts applied	-	0.0%	Grant funds will not be available until after July 1, 2018
Department of Housing and Community Development - HOME	Home repairs for Low-Income individuals via 0% interest loans	\$ 500,000	\$ -	0.0%	Authorization to execute contract with HA of the City of Napa approved August 22
Department of Water Resources (DWR)	Comprehensive Flood Control Project	\$ 2,371,333	\$ 20,000,000	100.0%	Holding \$237,000 in retention until Conservation Easement is completed
Environmental Protection Agency (EPA)	Upper York Creek Ecosystem Restoration	\$ 987,876	\$ 987,876	2.5%	Project is moving forward; reserving grant funds for construction phase
Friends & Foundation	Enhancements for Library (PT Staff, Spanish/Youth/Adult Programs, Materials, Elsie the Cat, Supplies)	\$ 134,000	\$ -	89.3%	
Metropolitan Transportation Commission (MTC) - P-TAP Round 18	Pavement Management Technical Assistance Program	\$ 12,000	\$ 3,000	62.5%	Final Pavement Report was submitted to MTC on March 13, 2018
OBAG2	Main Street Pedestrian Improvements	\$ 1,206,000	\$ 351,000	0.0%	
SF Bay Area Integrated Regional Water Management Grant (IRWM)	Upper York Creek Ecosystem Restoration	\$ 1,174,119	\$ 800,000	0.0%	Not eligible for reimbursed Grant share costs until required Funding Match is met
Transportation Development Act - Article 3	Railroad Avenue ADA Ramps	\$ 51,500	\$ -	37.7%	
Transportation Fund for Clean Air	Design & Install Pope Street Bike Lanes	\$ 57,000	\$ -	91.3%	Construction complete and pending receipt of reimbursement
U.S. Department of Justice	Bulletproof Vest Program	\$ 3,946	\$ 3,946	100.0%	Completion pending receipt of reimbursement

Closed Out Grants

Grant	Project	Award Amount	Cash Match	% Grant Funds Expended	Notes
CA Housing and Community Development (HCD)	Community Development Block Grant	\$ 42,130	\$ 5,000	94.5%	Reimbursement was received 10/2017 and grant was successfully closed in 11/2017
Northnet Library Systems	Training for Library Staff	\$ 1,000	\$ -	100.0%	
Pacific Library Partnership	Bilingual book purchases	\$ 5,000	\$ -	97.7%	Reimbursement was received 09/2017
Sean M. Walsh K9 Memorial Foundation	Bilingual book purchases	\$ 9,223	\$ 5,000	100.0%	Payment was made by the Foundation directly to the Vendor

Flood Projects

- Measure A – On December 19, 2017 the Napa County Flood Authority approved Amendment No. 12 to the Agreement authorizing disbursement of the remaining Measure A funds through its sunset in June 2018. The approval is for approximately \$5.3 million - \$1.05 million to repay the City for past State Revolving Fund (SRF) payments made from the General Fund and the remaining \$4.3 million to be paid directly towards the SRF loan balance. The balance owed for SRF is \$5.4 million.
- Department of Water Resources (DWR) – Public Works staff is working on completing the conservation easement as a requirement of the DWR grant. Once completed, the City will receive \$237,000 still held by DWR.

Non-Profit Grant Applications

For FY 2018 thirteen applications were funded, totaling \$110,600. This chart shows the organization, grant award and percent expended as of March 31, 2018:

Grantee	Project	Award Amount	% Grant Funds Expended
Boys & Girls Club of St Helena and Calistoga	Power Hour - Homework Assistance Program	\$ 10,000	0.0%
California Federation of Women/St Helena Junior Women's Club	Spelling Bee and Community Family Adoption	\$ 1,200	75.0%
Friends of the Cameo	Film fees, video display, speaker fees and travel, videographer, advertising, graphic design, and staff support for the Science on Screen event	\$ 8,000	0.0%
NapaShakes/Napa Valley Shakespeare	NapaShakes on Screen at the Cameo Cinema & In St. Helena Schools	\$ 10,000	0.0%
Native Sons of the Golden West St Helena Parlor 53	Native Sons Hall Planning and Capacity Building	\$ 10,000	0.0%
Nimbus Arts	St. Helena Community Art Activation and Creativity Corner Improvements	\$ 10,000	0.0%
Our Town St Helena	Brenkle Court Mutual Self-Help Homeownership	\$ 10,000	0.0%
Rianda House	Healthy Minds, Healthy Bodies Program	\$ 10,000	0.0%
Saint Helena Community Garden	Garden repairs such as irrigation, clean-up, ADA compliance improvements for paths, shed for wheelbarrows, plumber for leaking faucets, locks, and security lights	\$ 5,000	0.0%
Saint Helena Farmers Market	Market Match program	\$ 6,400	0.0%
Saint Helena Historical Society	Discover Historic St. Helena- Part II	\$ 10,000	0.0%
St Helena Preschool for All	Pre-school tuition for eligible children (2 full and 1 partial scholarship)	\$ 10,000	100.0%
UpValley Family Center	Operating and personnel costs to provide services for Community Connections program	\$ 10,000	0.0%

The FY 2019 application process closed on March 29, 2018. A total of 17 applications were submitted with funding requests totaling \$145,200.

FISCAL IMPACT

There is no fiscal impact associated with this report.

RECOMMENDED ACTION

Receive and file report.



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and approval of a Resolution approving: (1) use of Wastewater Impact fees in connection with the Crinella Pump Station Upgrade Project S18-71 for 15% of the total project costs and (2) authorizing staff to transfer 15% of Crinella Pump Station Upgrade Project S18-71 costs from the Wastewater Impact Fee Fund 774 to the Wastewater CIP Fund 733.

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The Crinella Pump Station Upgrade Project S18-71 is included in the City Council adopted five-year Capital Improvement Program (CIP) for Fiscal Year 2018/19. On December 12, 2017, City Council adopted goals that included the beginning of design of the Crinella Pump Station Upgrade Project in Spring 2018.

On April 10, 2018, City Council approved a Professional Services Agreement to begin the design of the Crinella Pump Station Upgrade.

DISCUSSION

Staff has reviewed the Wastewater Impact Fee study and found the Crinella Pump Station Upgrade Project S18-71 is an eligible project for use of Wastewater Impact fees. Wastewater Impact fees can be used for 15% of the total project costs.

FISCAL IMPACT

The fiscal impact of approving this resolution will be use of Wastewater Impact fees totaling 15% of the total project cost for the Crinella Pump Station Upgrade Project S18-71. The estimated cost to the Wastewater Impact fee fund is \$75,000 based on the estimated \$500,000 cost of the project included in the adopted CIP. The actual amount will be dependent on final costs.

RECOMMENDED ACTION

Staff recommends City Council approve a Resolution approving: (1) use of Wastewater Impact fees in connection with the Crinella Pump Station Upgrade Project S18-71 for 15% of the total project costs and (2) authorizing staff to transfer 15% of Crinella Pump Station Upgrade Project S18-71 costs from the Wastewater Impact Fee Fund 774 to the Wastewater CIP Fund 733.

ATTACHMENTS

[Attachment 1 - Resolution](#)

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2018-____

Resolution approving: (1) use of Wastewater Impact Fees in connection with the Crinella Pump Station Upgrade Project S18-71 for 15% of the total project costs and (2) authorizing staff to transfer 15% of Crinella Pump Station Upgrade Project S18-71 costs from the Wastewater Impact Fee Fund 774 to the Wastewater CIP Fund 733.

RECITALS

WHEREAS, The Crinella Pump Station Upgrade Project S18-71 is included in the City Council adopted five-year Capital Improvement Program (CIP) for Fiscal Year 2018/19; and

WHEREAS, Fifteen percent (15%) of total Crinella Pump Station Upgrade Project S18-71 project costs can come from Wastewater Impact Fees.

RESOLUTION

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

1. Approve use of Wastewater Impact Fees in connection with the Crinella Pump Station Upgrade Project S18-71 for fifteen percent (15%) of the total project costs.
2. Authorize staff to transfer fifteen percent (15%) of Crinella Pump Station Upgrade Project S18-71 costs from the Wastewater Impact Fee Fund 774 to the Wastewater CIP Fund 773.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Dohring: _____
Councilmember Koberstein: _____

Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and adoption of a resolution finding the project C-82 Downtown Restrooms exempt from CEQA; approving and adopting the plans and project manual; and authorizing the bid request.

CEQA 15303 New Construction or Conversion of Small Structures Determination:

Prepared By: Tobias Barr, Project Manager

Reviewed By: Erica Ahmann Smithies, Public Works Director and City Engineer

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City, residents, downtown business owners, and Chamber of Commerce have long recognized that St. Helena's historic Main Street does not have adequate public restroom facilities to accommodate the many visitors and residents who frequent downtown. Because most businesses do not have adequate public restroom facilities, this has become a serious issue for businesses and their patrons. The lack of restroom facilities is a frustration to residents and visitors who frequent Main Street and ultimately reflects poorly on the City as a destination for visitors.

Identifying the need to provide adequate restroom facilities, the City created the project within the City's five-year Capital Improvement Plan in 2015. Following the allocation of funds for the project, Public Works moved forward with completing design. City Council, with Resolution 2016-21, authorized a Professional Services Agreement with Valley Architects, a local architect, to complete the design of the project.

DISCUSSION

The project will construct two single occupancy gender neutral family restrooms in the City owned parking lot located immediately adjacent to Telegraph Alley between Main Street and Oak Avenue, across from the Catholic School on the 1300 block of Money

Way. The buildings will be constructed with local masonry block produced by Watershed Materials in Napa. The block is produced with local mineral based geopolymers. The product offers approximately a 50% reduction in the use of cement, resulting in up to a 65% reduction in embodied energy to produce the block as compared to cement based masonry block.

The project will also improve the parking lot by adding a water fountain, parking lot lighting improvements, and a bio-retention facility to improve stormwater quality from parking lot stormwater runoff. The project includes a bid alternate item for a water bottle filling station which would be placed on AT&T property. At this time, the City has not received an easement from AT&T so the plans will include a bid alternate to construct the water filling station in the event that an easement is agreed upon later.

During construction, the project will have impact on the availability of parking in the Money Way public parking lot. Portions of the parking spaces in the lot will need to be closed to accommodate the planned construction work. However, the project specifications require the contractor to accommodate as much public parking as feasible during the project, including cleaning the site and moving equipment to different locations, if required, on the weekends. It is anticipated the project will be constructed within 30 working days.

The project has been reviewed by the Planning Commission, who approved the project unanimously with Resolution No. PC2017-023 on May 16, 2017. The project was found exempt from CEQA by Planning Commission and City Staff as a Class 3 Categorical Exemption, Section 15303 New Construction or Conversion of Small Structures and Class 1 Categorical Exemption 15301 Minor Alteration to Existing Public Facilities.

Contract documents were sent to the following builders exchanges as "available not for bid" on April 13, 2018:

Construction Billboard (ebidboard)

McGraw-Hill Construction Dodge
North Coast Builders Exchange
Marin Builders Association
Solano-Napa Builders Exchange
Contra Costa Builders Exchange

Sealed proposals for the Downtown Restroom Project C-82, will be received at the office of the Director of Public Works until 2:00 PM on Thursday, May 24, 2018.

The Project Plans and Manual is available for review at the Public Works Department at 1572 Railroad Avenue and at www.blueprintexpress.com/sthelen

FISCAL IMPACT

A summary of the current and estimated expenses and current approved budget at below.

Downtown Restrooms Current and Estimated Project Costs	
Survey, Design and Engineering	\$60,000
Estimated Construction Costs	\$198,830
Construction Management & Inspection	\$8,500
Construction Contingency (10%)	\$19,833
Total Estimated Project Cost	\$287,163

The 2017-2022 Capital Improvement Plan and the Fiscal Year 2017/2018 adopted budget includes \$296,000 for C-82 Downtown Restroom. At this time there is no need for a budget adjustment.

RECOMMENDED ACTION

Adopt the attached resolution finding the projects exempt from CEQA; approved and adopting the Project Plans and Manual; and authorizing the bid request for the Downtown Restroom Project Capital Improvement Project C-82.

ATTACHMENTS

[Reso Approve PS&E C82 Downtown Restrooms](#)

[Attachment 2-NOE Downtown Restrooms](#)

CITY OF ST. HELENA

RESOLUTION No. 2018-

**Resolution finding the project
exempt from CEQA; approving
and adopting the project
manual and authorizing the bid
request for Capital
Improvement Project C-82
Downtown Restrooms.**

RECITALS

- A. The City of St. Helena City Council previously adopted the Five-year Capital Improvement Plan for fiscal years 2017/2018 through 2021/2022 with Resolution 2017-109; and
- B. The approved Five-year Capital Improvement Plan identifies C-82 Downtown Restrooms as an approved project; and
- C. The project will provide public restroom facilities to the public in the downtown corridor; and
- D. City Council approved a Professional Services Agreement with Valley Architects on February 9, 2016 with Resolution 2016-21 for Plans, Specifications and Estimate for the restroom structure; and
- E. City Staff utilized Green Valley Consulting Engineers under the City's Master Professional Services Agreement approved by City Council on August 11, 2015, with Resolution 2015-94, to provide Civil Engineering for the projects utility connections, drainage and bio-retention facility; and
- F. The projects includes minor alterations to land to install utilities and bio-retention facility and new construction or conversion of small structures for the restroom building; and
- G. The Project Plans and Manual have been completed to City Standards and approved by the Director of Public Works/City Engineer; and

RESOLUTION

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

1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities, which exempts minor alterations of existing facilities and section 15303, which exempts new construction or conversion of small structures; and
2. The Project Plans and Manual, available online at www.blueprintexpress.com/sthelenahelena and for viewing at St. Helena Public Works, 1572 Railroad Avenue, are hereby approved; and
3. The Public Works Director/City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018 by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Ellsworth: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Tzafopoulos, City Clerk



NOTICE OF EXEMPTION

TO: Napa County Clerk-Recorder
P.O. Box 298
Napa, CA 94559-0298

FROM: City of St. Helena
Planning Department
1480 Main Street
St. Helena, CA 94574

Project Title: Downtown Restrooms

Project Location: 1300 Block of Money Way, St. Helena California

Description of Nature, Purpose, and Beneficiaries of Project:

The project includes new construction of a restroom building with two single occupancy, gender neutral, ADA accessible family restrooms within the city owned parking lot and sidewalk including new water, sewer and electrical service from adjacent streets. The approximate total footprint of the new structure is 300 square feet.

Name of Public Agency Approving Project: City of St. Helena

Name of Applicant: City of St. Helena

Exempt Status:

- X **Categorical Exemption (Class 1, Section 15301. Minor Alterations to Existing Facilities)**
- X **Categorical Exemption (Class 3, Section 15303. New Construction or Conversion of Small Structures)**

Reasons Why Project is Exempt:

The project is exempt because the structure is a limited small structure with minor alterations to an existing facility for utility connections with negligible or no expansion of use beyond the existing use.

Contact Person: Tobias Barr

Telephone Number: (707) 968-2746

Noah Housh, Planning Director

Date



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and adoption of a resolution finding the project R18-79 Pavement Restoration Project exempt from CEQA; approving and adopting the plans and project manual; and authorizing the bid request for the R18-79 Pavement Restoration Project

CEQA Determination: Class I Categorical Exemption under Section 15301 of CEQA

Prepared By: Tobias Barr, Project Manager

Reviewed By: Erica Ahmann Smithies, Public Works Director and City Engineer

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On October 11, 2017, City Council approved a resolution that designated El Bonita Avenue, El Bonita Circle, La Quinta Way and Kennedy Court for street repairs under the FY 17/18 Pavement Restoration Project. Interwest Consulting Group was hired to complete the plans and specifications and the project is now ready for bidding.

Additionally, Public Works will be receiving funds from Caltrans to replace a section of sidewalk south of Charter Oak Avenue that was removed, but not replaced by Caltrans during the Highway 29 Channelization Project. The sidewalk replacement is estimated to be 200 linear feet and has been included in the R18-79 Pavement Restoration Project.

DISCUSSION

The R18-79 Pavement Restoration Project includes maintenance of existing streets, including full depth asphalt concrete repairs, pavement grinding, overlay, traffic striping, sidewalk replacement, curb and gutter repairs, and curb ramp upgrades, which does not expand or increase the existing street capacity.

The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA guidelines section 15301, Existing Facilities Class I which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use.

The contract documents were sent to the following builders exchange as "available not for bid" on April 13, 2018

Construction Billboard (ebidboard)
 McGraw-Hill Construction Dodge
 North Coast Builders Exchange
 Marin Builders Association
 Solano-Napa Builders Exchange
 Contra Costa Builders Exchange

Sealed proposals for the R18-79 2018 Pavement Restoration Project, will be received at the office of the Director of Public Works until 2:30 PM on Thursday, May 24, 2018.

The Project Plans and Manual are available for review at the Public Works Department at 1572 Railroad Avenue and at www.blueprintexpress.com/sthelenah

FISCAL IMPACT

On October 24, 2017, City Council authorized a total project budget of \$600,000 that included expenditures in Fiscal Years 17/18 and 18/19. City funds budgeted for this project are comprised of General Funds, Gas Tax, and Road Maintenance and Rehabilitation Account (SB1.) The breakdown of the estimated total project cost is below:

R18-79 Pavement Restoration Estimated Project Costs	
Survey, Design and Engineering	\$27,050
Estimated Construction Costs	\$498,000
Construction Management & Inspection	\$65,000
Construction Contingency (15%)	\$65,000
Estimated Total Project Cost	\$655,050
Less Caltrans Reimbursement for Sidewalk at Charter Oak Ave	(\$65,000)
Total Estimated City Cost	\$590,050

Caltrans will reimburse the City \$65,000 for the sidewalk replacement which will bring the estimated total project cost to the City of \$590,050. Caltrans is currently drafting a reimbursement agreement that will be brought to a future City Council meeting for approval prior to construction.

RECOMMENDED ACTION

Adopt the attached resolution finding the project R18-79 Pavement Restoration Project exempt from CEQA; approving and adopting the plans and project manual; and authorizing the bid request for the R18-79 Pavement Restoration Project.

ATTACHMENTS

[Attachment 1: Resolution](#)

[Attachment 2: CEQA Notice of Exemption](#)

[Attachment 3: Project Map of Pavement Restoration](#)

[Attachment 4: Project Map of Charter Oak Sidewalk](#)

CITY OF ST. HELENA

RESOLUTION NO. 2018-

**Finding the R18-79 Pavement Restoration Project
Exempt from CEQA; Approving and adopting the project
plans and manual; and Authorizing the Bid Request for
the R18-79 Pavement Restoration Project**

RECITALS

- A. The City of St. Helena is responsible for maintenance of public streets within the City limits; and
- B. On October 11, 2017, City Council approved a resolution that designated El Bonita Avenue, El Bonita Circle, La Quinta Way and Kennedy Court for street repairs under the R18-79 Pavement Restoration Project; and
- C. The R18-79 Pavement Restoration Project includes maintenance of existing streets including full depth asphalt concrete repairs, pavement grinding, overlay, traffic striping, sidewalk replacement, curb and gutter repairs, and curb ramp upgrades, which does not expand or increase the existing street capacity; and
- D. The Project Plans and Manual for R18-79 have been prepared by Interwest Consulting Group, Inc., reviewed by the City Engineer, and presented for approval and authorization to bid.

RESOLUTION

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

- 1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities Class 1 which exempts the operation, repair, maintenance, and permitting of existing facilities involving negligible or no expansion of use including publically owned utilities; and
- 2. The Project Plans and Manual, available online at www.blueprintexpress.com/sthelenahelena and for viewing at St. Helena Public Works, 1572 Railroad Avenue, are hereby approved; and
- 3. The Public Works Director/City Engineer is authorized to solicit bids for the subject project.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____
Vice Mayor White: _____
Councilmember Dohring: _____
Councilmember Ellsworth: _____
Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk



NOTICE OF EXEMPTION

TO: Napa County Clerk-Recorder
P.O. Box 298
Napa, CA 94559-0298

FROM: City of St. Helena
Planning Department
1480 Main Street
St. Helena, CA 94574

Project Title: R18-79 Pavement Restoration

Project Location: El Bonita Avenue, El Bonita Circle, La Quinta Way and Kennedy Court

Description of Nature, Purpose, and Beneficiaries of Project:

The project includes generally consists of full depth asphalt concrete repairs, pavement grinding, overlay, traffic striping, sidewalk replacement, curb and gutter repairs, and curb ramp upgrades.

Name of Public Agency Approving Project: City of St. Helena

Name of Applicant: City of St. Helena

Exempt Status:

X Categorical Exemption (Class 1, Section 15301. Existing Facilities)

Reasons Why Project is Exempt:

The project is exempt under Section 15301(c) because it's repair and maintenance of existing public streets, sidewalks, and gutters involving negligible or no expansion of existing use.

Contact Person: Erica Ahmann Smithies

Telephone Number: (707) 968-2659

Noah Housh, Planning Director

Date



R18-79 Pavement Restoration Project

El Bonita Avenue, El Bonita Circle, La Quinta Way, and Kennedy Court



Legend

- Parcels
- County Boundary
- Project Limits

Notes



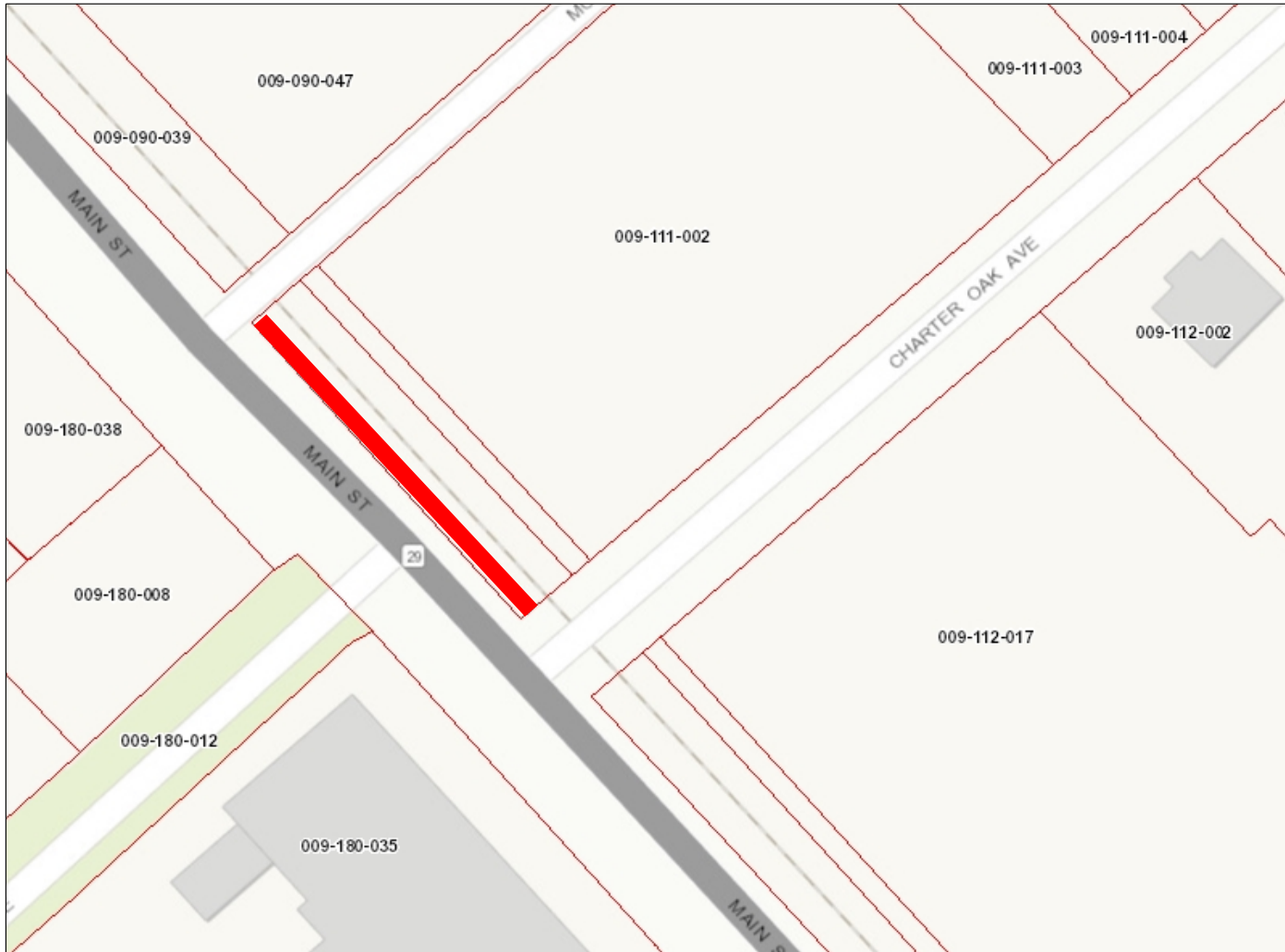
R18-79 Pavement Restoration Project

Charter Oak Sidewalk



Legend

- Parcels
- County Boundary
- Project Limits



188.1 0 94.04 188.1 Feet

Disclaimer: This map was prepared for informational purposes only.
No liability is assumed for the accuracy of the data delineated hereon.

This map was printed on 4/6/2018

Notes



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and approval of a Resolution approving: (1) a budget increase of \$25,000 to #561-4400-2132 Attorney Litigation; (2) a budget increase of \$40,000 to #561-4400-2130 Attorney Professional Contracts; and (3) use of Enterprise Fund Balance in an amount of \$65,000 in FY 2017/18

CEQA Determination: Not a CEQA project

Prepared By: April Mitts, Finance Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The City Council has the overriding authority to control the use of revenues and the appropriations of funds and the total appropriations in any fund may not be increased except by the City Council.

DISCUSSION

City Council adopted the Fiscal Year 2017/18 budget authorizing a total of \$130,000 in attorney appropriations in the Water Enterprise Fund. Of this amount, \$30,000 is allocated to Professional Contracts and \$100,000 is allocated to Litigation Costs as they relate to the Water Enterprise. The City has processed attorney invoices through February 28, 2018, which includes invoices from the firms of Burke, Williams & Sorensen, LLC, and Somach Simmons & Dunn. Litigation Costs, including a \$50,000 Settlement Agreement with California River Watch, through February 28, 2018, are \$71,440 and Professional Contracts through February 28, 2018, are \$70,630. Professional Contracts for the Water Enterprise range from \$3,800 to \$17,800 per month with an average of \$9,130 per month.

Approximately 50% of Attorney Professional Contracts for the Water Enterprise can be attributed to the Water Rate Study and approximately 40% of the costs can be attributed to work on various water agreements.

Staff anticipates and additional \$65,000 will be necessary for the remainder of Fiscal Year 2017/18 for attorney costs at they relate to the Water Enterprise Fund. \$25,000 in Litigation Costs and \$40,000 in Professional Contracts.

FISCAL IMPACT

The fiscal impact is use of Water Enterprise Fund Balance of \$65,000 and in increase in Water Fund expenses of the same. Use of the Water Enterprise Fund Balance will leave the estimated Water net position at 56%.

RECOMMENDED ACTION

Staff recommends City Council approve a Resolution approving: (1) a budget increase of \$25,000 to #561-4400-2132 Attorney Litigation; (2) a budget increase of \$40,000 to #561-4400-2130 Attorney Professional Contracts; and (3) use of Enterprise Fund Balance in an amount of \$65,000 in FY 2017/18.

ATTACHMENTS

[Attachment 1 - Resolution](#)

Attachment 1

CITY OF ST. HELENA

RESOLUTION NO. 2018-_____

Resolution approving: (1) a budget increase of \$25,000 to #561-4400-2132 Attorney Litigation; (2) a budget increase of \$40,000 to #561-4400-2130 Attorney Professional Contracts; and (3) use of Enterprise Fund Balance in an amount of \$65,000 in FY 2017/18

RECITALS

WHEREAS, City Council adopted the Fiscal Year 2017/18 budget authorizing a total of \$130,000 in attorney appropriations in the Water Enterprise Fund; and

WHEREAS, Attorney costs in the Water Enterprise Fund will exceed the initial budget estimates; and

WHEREAS, An increase to the Fiscal Year 2017/18 Attorney budget in the Water Enterprise Fund is necessary; and

WHEREAS, Use of Water Enterprise Fund balance is necessary for the increase.

RESOLUTION

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

1. A budget increase of \$25,000 to #561-4400-2132; and
2. A budget increase of \$40,000 to #561-4400-2130; and
3. Use of Water Enterprise Fund Balance of \$65,000.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____
Councilmember Dohring: _____
Councilmember Koberstein: _____
Councilmember Ellsworth: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: Consent

Subject: Consideration and approval of a Resolution authorizing the amendment of the existing semi-monthly payroll schedule to a bi-weekly payroll schedule effective July 1, 2018 and amendment to the Employee Handbook Section X, subsection K. Pay Periods

CEQA Determination: Not a CEQA project

Prepared By: Mandy Kellogg, Admin Services Mgr

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In June 2014, the City amended the pay periods within the semi-monthly pay schedule. The pay periods prior to the amendment were the 1st – 15th (pay date on the 15th) and the 16th – last day of the month (pay date on the last day of the month). The new pay periods that were effective June 30, 2014 were the 25th – 8th (pay date remained the 15th) and 9th – 24th (pay date remained the last day of the month).

The purpose of this change was to eliminate the need to project employee time each pay period, reduce manual calculations and adjustments/corrections, pay hourly employees and employees with overtime on a timely basis, and create consistency in the time between timesheets and the time between payrolls.

On November 9, 2016 the City of St. Helena amended the Retirement Contract with the California Public Employees' Retirement System (CalPERS) to include a cost sharing percentage. The effective date of November 9th was selected to align with the beginning of the payroll period. It was discovered at this time that the City's new payroll schedule had not been approved by CalPERS during the amendment in 2014 and that the current payroll schedule is not supported by CalPERS reporting system.

DISCUSSION

In order to have a payroll schedule that is supported by the CalPERS reporting it is necessary for the City to amend the current payroll schedule. The City has communicated the need to amend the payroll schedule with the different employee bargaining groups within the City and the consensus was to amend the currently semi-monthly schedule to a bi-weekly schedule with pay dates on every other Friday. City staff has contacted CalPERS and confirmed that the new bi-weekly schedule is supported by their reporting system. This change would be effective July 1, 2018 to align with the new fiscal year.

The change to a bi-weekly pay period would require an amendment to the Employee Handbook subsection K. Pay Periods of Section X, Pay Plan. The amended section shall read as follows:

K. Pay Periods: The official pay periods for all employees occur on a bi-weekly basis with paychecks being available no later the Friday following the pay period.

FISCAL IMPACT

None.

RECOMMENDED ACTION

Staff recommends City Council approve a Resolution authorizing the amendment of the existing semi-monthly payroll schedule to a bi-weekly payroll schedule effective July 1, 2018 amendment to the Employee Handbook Section X, subsection K. Pay Periods

ATTACHMENTS

[Attachment 1 - Resolution No. 2018- Amended Payroll Schedule](#)

[Attachment 2 - Fiscal Year 2019 Bi-Weekly Payroll Calendar](#)

Attachment 1

CITY OF ST. HELENA
RESOLUTION NO. 2018-__

Authoring the amendment of the existing semi-monthly payroll schedule to a bi-weekly payroll schedule effective July 1, 2018 and amendment to the Employee Handbook Section X, subsection K. Pay Periods.

RECITALS

- A. On November 2016, the City discovered that the current semi-monthly payroll schedule is not supported by the CalPERS reporting system; and
- B. City would be required to amend the existing payroll schedule to one that is supported by the CalPERS reporting system; and
- C. City and employee bargaining groups reach a consensus to amend the existing schedule to a bi-weekly payroll schedule that is supported by the CalPERS reporting system; and
- D. The new bi-weekly payroll schedule will be effective on July 1, 2018; and
- E. An amendment to the Employee Handbook is required to define the new bi-weekly pay period.

RESOLUTION

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

- 1. Authorize an amendment to the existing semi-monthly payroll schedule and changing to a bi-weekly payroll schedule.
- 2. Authorize an amendment to the Employee Handbook by the revision of subsection K of Section X, defining the new pay periods, as follows:

K. Pay Periods: The official pay periods for all employees occur on a bi-weekly basis with paychecks being available no later the Friday following the pay period.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith:

Vice Mayor White:

Councilmember Dohring:

Attachment 1

Councilmember Koberstein:

Councilmember Ellsworth:

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk

Attachment 2

Fiscal Year 2018/19 Payroll Schedule

July 2018						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Payday 07/06 for 06/25 - 06/30

*Payday 07/20 for 07/01 - 07/14

August 2018						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Payday 08/03 for 07/15 - 07/28

*Payday 08/17 for 07/29 - 08/11

*Payday 08/31 for 08/12 - 08/25

September 2018						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*Payday 09/14 for 08/26 - 09/08

*Payday 09/28 for 09/09 - 09/22

October 2018						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*Payday 10/12 for 09/23 - 10/06

*Payday 10/26 for 10/07 - 10/20

November 2018						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

*Payday 11/09 for 10/21 - 11/03

*Payday 11/21 for 11/04 - 11/17

*City Hall Closed 11/22 & 11/23 for Holiday

December 2018						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*Payday 12/07 for 11/18 - 12/01

*Payday 12/21 for 12/02 - 12/15

January 2019						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*Payday 01/04 for 12/16 - 12/29

*Payday 01/18 for 12/30 - 01/12

February 2019						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

*Payday 02/01 for 01/13 - 01/26

*Payday 02/15 for 01/27 - 02/09

March 2019						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*Payday 03/01 for 02/10 - 02/23

*Payday 03/15 for 02/24 - 03/09

*Payday 03/29 for 03/10 - 03/23

April 2019						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*Payday 04/12 for 03/24 - 04/06

*Payday 04/26 for 04/07 - 04/20

May 2019						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Payday 05/10 for 04/21 - 05/04

*Payday 05/24 for 05/05 - 05/18

June 2019						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

*Payday 06/07 for 05/19 - 06/01

*Payday 06/21 for 06/02 - 06/15



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: **New Business**

Subject: **City of St. Helena 2018 Housing Element Update**

**CEQA Mitigated Negative Declaration
Determination:**

Prepared By: Noah Housh, Planning & Community Improvement Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The State of California began mandating scheduled Housing Element updates in 1980. Pursuant to Government Code Section 65400, General Law Cities are required to submit an annual report to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD) outlining the progress made towards implementing the City's General Plan Housing Element (HE). Specifically, the Progress Report is required to detail local efforts to remove governmental constraints to the maintenance, improvement, and development of housing.

The Progress Report (attached) must detail the actions taken by the local government towards completion of the programs and status of the local government's compliance with the deadlines in its HE. The Annual Progress Report is to be considered at a public meeting before the legislative body where members of the public shall be allowed to provide oral testimony and written comments.

On August 25, 2009, the City Council adopted the 2009-2014 Housing Element, which was later certified by HCD on October 25, 2009. Under the 2007-2014 Regional Housing Needs Allocation (RHNA) the City was tasked with accommodating 121 new housing units during this HE cycle. Given the 66 units built or approved through December 2008 (previous cycle), the City needed to identify sites for at least 55

additional housing units. For the 2009-2014 HE cycle, the City issued 67 building permits for housing and met 55% of the RHNA.

On May 26, 2015, the City of St Helena adopted the fifth cycle of the state-mandated Housing Element update, spanning the years 2015-2023. This Housing Element details how the City plans to accommodate the Regional Housing Needs Allocation (RHNA) of 31 units within this time frame. The Planning Department is providing this annual update to inform the Council and public on the progress being made to implement the Housing Element policy priorities.

DISCUSSION

Like that of the previous Housing Element (HE), the current HE details goals, policies, quantified objectives, and implementing actions for the development, rehabilitation, and preservation of housing, based upon the findings of the Housing Needs Assessment and input received through the public outreach. The HE is divided into two elements, the Housing Needs Assessment and the Housing Element Update, which includes six goals, policies and an eight-year action plan. These six overarching goals (listed below) endeavor to facilitate housing development.

Specifically, they are:

1. A Diversity of Housing to Meet Local Needs
2. Efficient Land Use and High Quality Neighborhoods
3. Conservation of Existing Housing
4. Assistance to Support Affordable Housing
5. Resource Conservation
6. Equal Housing Opportunities

The implementation of these goals is supported by a number of Policies, Implementing Actions and Quantified Objectives.

During the 2015-2023 Housing Element cycle, the City has approved 29 units (not all have been issued building permits) for new housing within the Regional Housing Needs Assessment (RHNA) 2015-2022 cycle, which identifies a requirement of 31 total units. As reported in the 2017 HE Progress Report (attached), the City Council and staff have initiated processes to implement several of the HE goals and programs in an effort to meet the quantified objectives for the identified implementing actions of several HE goals.

Specifically, the City has secured and begun accepting applications for Home Grant funds (totaling \$500,000) to assist with the rehabilitation and repair of deed restricted low income units; has provided Affordable Housing Trust Fund monies to the Turley Flats Affordable Housing development at 1105 Pope Street, which is currently under

construction, and further found additional ways to support this project with financial assistance by finding certain fees are not applicable to the development.

While this progress is substantial, there are a number of directed actions remaining to be implemented as identified in the incomplete list of such actions below. These include efforts such as:

1. Potentially modifying the City's Inclusionary Ordinance (Chapter 17.146) to adjust and expand the distribution of income levels;
2. Making modifications to the zoning code including density requirements, incorporate mixed use housing, and targeting sites for increased development potential;
3. Providing assistance with acquiring low interest loans for 10 first-time home buyers; and
4. Expanding the amount of senior housing units through mandated requirements.

While many of these actions naturally fit within efforts currently prioritized by the City Council (Comprehensive Zoning Code Update, Housing Strategy, Fee Schedule Update etc.), others such as establishing a full time (shared) Housing Coordinator (HE4.H), the pursuit of mortgage revenue bonds and/or credit certificates (HE4.E) and planning for road and utility improvements to facilitate development of housing opportunity sites (HE1.E) may prove to be challenging, given the limited resources available to support such initiatives.

The Council has commissioned a White Paper to "kick off" their identified goal of establishing a Comprehensive Housing Strategy, and this document is expected to assist with identifying challenges and prioritizing efforts to best implement the adopted goals of the Housing Element.

The Housing Element Update and the Housing Needs Assessment Goals are available at the links below.

http://www.cityofsthelena.org/sites/default/files/fileattachments/planning/page/871/st._helenahousingelementgoalspoliciesandprogramsadopted052615.pdf

http://www.cityofsthelena.org/sites/default/files/fileattachments/planning/page/871/st._helenahousingneedsassessmentadopted052615.pdf

Other Housing Related Items of Interest

Changes in State Requirements and Regulations

2017 saw a flurry of legislative action at the state level, with the Governor signing a package of 15-bills designed to increase the supply of housing, especially at affordable levels, throughout the state. These new regulations make significant changes to a number of existing requirements as well as create a number of new regulations affecting local jurisdiction's review and action on housing related projects. While this report does

not attempt to comprehensively summarize these changes, some information on them is provided below.

Legislation that directly affects the City's accountability to the housing goals of the state include changes to the Housing Accountability Act (SB167/AB678/AB1515); changes to the Housing Element requirements themselves requiring new content (AB 879), site inventory Changes (AB1397); new authority given to the Department of Housing and Community Development (AB 72); changes to the annual reporting requirements (AB 879/SB35/SB 540); and updated regulations prioritizing a "no net loss" of affordable housing units (SB 166). The League of California Cities has created an excellent primer summarizing these elements, which has been attached to this report and can be found at the link below.

The reporting requirement changes now have direct implications for grant funding awards and must be prioritized on an annual basis in order to ensure continued grant funding for City projects. For more specifics, staff encourages review of the regulations referenced above and in the attached summary from the League (link below).

<http://www.cacities.org/2018housinglaws>

Calderon Milestones and Compliance

In 2014, the City entered into a Settlement Agreement (Calderon, attached) committing to provide a certain number of affordable housing units or monies into the Affordable Housing Trust Fund (AHTF), tied to a specific timeliness milestones. To date, the City has approved (or expects occupancy) on 16 units that will qualify for the requirements of the settlement. The next milestone (2020) requires that the City have approved or granted occupancy to a minimum of 25 affordable housing units by December 31, 2020, leaving nine units pending. The penalty for not meeting this timeliness/milestone is a \$750,000 payment from the General Fund into the Affordable Housing Trust Fund. However, it should be noted that there are several caveats to this mandate which provide flexibility in how they are met.

Turley Flats and Brenkle Court

In 2013 the City approved the Turley Flats eight unit affordable (rental) housing project. This project is currently under construction and is expected to obtain occupancy in late 2018. To date, the City has loaned \$700,000 in AHTF monies to the Turley Flats project, including hard monies and fee subsidies.

In 2016, the City sold/donated a half-acre parcel located at 684 McCorkle (appraised at \$920,000) to Our Town St. Helena (OTSH) for \$1.00 to allow the construction of a self help affordable townhome project, titled Brenkle Court. All eight units were originally approved as Low Income; however, OTSH currently expects two Very Low Income buyers and six Low Income buyers to qualify. The project is awaiting Final Map recordation prior to building permit issuance with occupancy expected sometime in 2019. The parcel was originally purchased for \$700,000 by the City with AHTF funds, and the City has since committed an additional \$360,530.28 in funds to cover the application and impact fees, as well as an additional \$100,000 to subsidize the two Very Low Income Units (total AHTF subsidy \$460,538.28 not including the land donation).

Affordable Housing Trust Fund

Taking into account the fund commitments discussed above, the AHTF's current balance is approximately \$400,000.

FISCAL IMPACT

There are no additional hard costs associated with the implementation of the HE in 2017; however, significant staff resources have been committed (and will continue to be) in pursuit of the HE implementation and these efforts must be prioritized on an annual basis in order to meet new grant funding mandates.

RECOMMENDED ACTION

It is recommended the City Council review and consider the provided information, and file the report.

ATTACHMENTS

[2017 housing element progress report](#)

[2018 Housing Law Summary](#)

[Calderon ST. HELENA - CALDERON - FINAL SIGNED SETTLEMENT AGR \(3\)](#)

[Calderon-All Exhibits to Final Calderon Settlement Agreement](#)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction SAINT HELENA

Reporting Period 01/01/2017 - 12/31/2017

Pursuant to GC 65400 local governments must provide by April 1 of each year the annual report for the previous calendar year to the legislative body, the Office of Planning and Research (OPR), and the Department of Housing and Community Development (HCD). By checking the “Final” button and clicking the “Submit” button, you have submitted the housing portion of your annual report to HCD only. Once finalized, the report will no longer be available for editing.

The report must be printed and submitted along with your general plan report directly to OPR at the address listed below:

Governor’s Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction SAINT HELENA
Reporting Period 01/01/2017 - 12/31/2017

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low- Income	Low- Income	Moderate- Income	Above Moderate- Income			See Instructions	See Instructions	
Turley Flats	5+	Renter	0	8	0	0	8	8	Local Housing Trust Funds	DB	
(9) Total of Moderate and Above Moderate from Table A3					0	11					
(10) Total by Income Table A/A3			0	8	0	11					
(11) Total Extremely Low-Income Units*			0								

* Note. These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction SAINT HELENA

Reporting Period 01/01/2017 - 12/31/2017

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction SAINT HELENA
 Reporting Period 01/01/2017 - 12/31/2017

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	3	0	0	8	0	11	11

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction SAINT HELENA

Reporting Period 01/01/2017 - 12/31/2017

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.													
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	8	0	0	0	0	0	0	0	0	0	0	8
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	5	0	0	8	0	0	0	0	0	0	8	0
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		5	0	0	0	0	0	0	0	0	0	0	5
Above Moderate		13	4	6	11	0	0	0	0	0	-	21	0
Total RHNA by COG. Enter allocation number:		31											
Total Units ▶ ▶ ▶			4	6	19	0	0	0	0	0	0	29	
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													13

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction SAINT HELENA

Reporting Period 01/01/2017 - 12/31/2017

Table C
Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Quantified Objectives for Implemeintg Actions of Goal 3 and Goal 5 of the Housing Element	Assist in the acquisition of low-interest loans for rehabilitation, including energy conservation, of 10 lower-income housing units by January 31, 2023 of the end of the Housing Element planning period (2 extremely low income, 2 very low income, 3 low income, and 3 moderate income households).	December 31, 2022	City was awarded \$500,000 HOME funds grant in 2017 and initiated implementation of a program to make 0-interest, 0-payment loans for rehabilitation work to owners of deed restricted homes.
Quantified Objectives for the Implementing Actions og Goal 1 of the Housing Element	Construct 4 units of affordable housing to Extremely-Low income households; 4 units of housing affordable housing to Very Low Income households; 5 units for Low Income households; 5 units for Moderate Income households; and 13 units for above Moderate Income households by October 31, 2022.	December 31, 2022	The City has issued building permits for the Turley Flats affordable housing project, an 8-unit multifamily project with loan funding from the Affordable Housing Trust Fund. Occupancy of all units is expected in 2018.
Quantified Objectives for the Implementing Actions of Goal 4 of the Housing Element	Reduce, defer or waive fees for 18 housing units affordable to extremely low,	December 31, 2022	City has both reduced and deferred fees(through a loan from the Affordable Housing Trust Fund)for the Turley Flats Affordable Housing Project, an 8-unit

	low, very low and moderate income households.		multi-family development at 1105 Pope St.
--	---	--	---

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction SAINT HELENA

Reporting Period 01/01/2017 - 12/31/2017

General Comments:

A 2018 GUIDE TO
New Housing Law
in California



INTRODUCTION

Housing affordability is an urgent issue in California, where a majority of renters (over 3 million households) pay more than 30 percent of their income toward rent and nearly one-third (over 1.5 million households) spend more than 50 percent of their income on rent. In addition, California's homeownership rates are at the lowest point since the 1940s. This has led many experts in the field to declare the current state of housing supply and affordability a crisis.

In his January 2017 budget proposal, Governor Brown set the tone and parameters for substantive action to address housing supply and affordability issues. He indicated that new and increased funding for housing must be instituted along with regulatory reform that streamlines local project approval processes and imposes more stringent measures of local accountability. These parameters guided legislative action throughout 2017, resulting in a package of bills signed into law.

Gov. Brown and state legislators made significant changes to local land-use processes and approved new sources of revenue for housing construction. Throughout the 2017 legislative session, the League advocated for proposals that preserved local authority while advancing much-needed housing development approvals.

This reference guide covers recent actions taken by the state Legislature to address the housing crisis and provides in-depth analysis and guidance on changes made to state and local land-use law that will affect city processes and functions related to housing development.

PART I. THE CALIFORNIA HOUSING CRISIS

Principal Causes of the Affordable Housing Shortage

Local governments are just one piece of the complex scenario that comprises the housing development process. Cities don't build homes — the private sector does. California's local governments must zone enough land in their General Plans to meet the state's projected housing need; however, cities don't control local market realities or the availability of state and federal funding needed to support the development of affordable housing. This is true not just in California but nationwide.

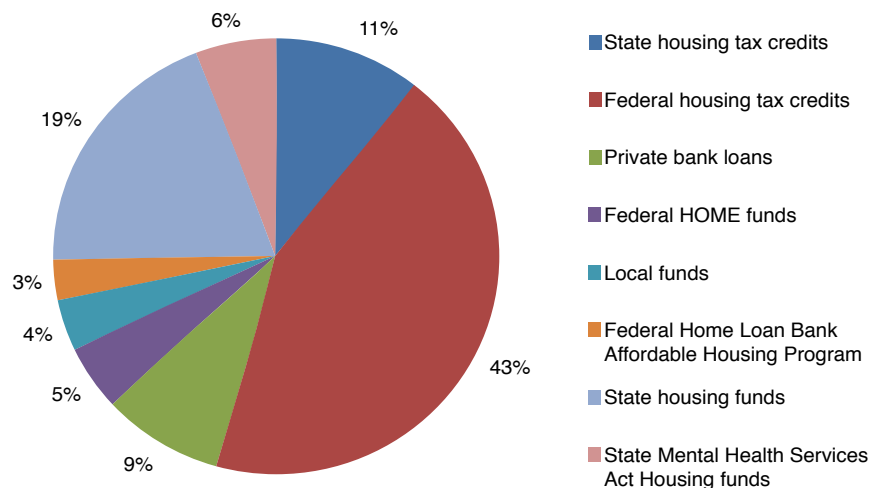
Significant barriers and disincentives constrain the production of affordable housing. These include:

- Lack of funding and subsidies needed to support housing that low- and moderate-income families can afford;
- Local and national economic and job market conditions; and
- Challenges for developers.

Lack of Funding and Subsidies for Affordable Housing

In addition to private sector financing, funding and subsidies to support the development of affordable housing come from two primary sources: federal and state government housing programs.

Sample Funding Mixes for Affordable Multifamily Developments



Source: California Department of Housing and Community Development, California's Housing Future: Challenges and Opportunities

It's extremely rare for a single affordable housing program to provide enough funding to finance an entire development, due to the costs of development and funding constraints and criteria that encourage developers to leverage other funds. The developer will typically apply for funding from multiple programs and private sector lenders that have overlapping policy goals and requirements. Private-sector lenders may also have additional criteria. The process of applying for and securing funding from multiple sources can add significantly to the lead time needed to start construction.

One multifamily development can easily need five to 10 funding sources to finance its construction. Developers generally layer financing from state and federal tax credits, state housing programs, local land donation and other local grants, federal housing programs and private loans from financial institutions. The chart "Sample Funding Mixes for Affordable Multifamily Developments" (below, left) offers an example of funding mixes for affordable multifamily developments.

Federal funding for affordable housing comprises a significant portion of California's resources to support affordable housing. However, due to pressures to cut federal spending and reduce the deficit, federal funding for housing has declined in recent years despite the increase in the number of severely cost-burdened, low-income renter households (which rose from 1.2 million in 2007 to 1.7 million in 2014). Between 2003 and 2015, Community Development Block Grant (CDBG) and HOME funds allocated to California by the U.S. Department of Housing and

Urban Development (HUD) to produce affordable housing units have declined by 51 percent and 66 percent respectively (see "HUD Program Allocations to California 2003–2015" below).

Furthermore, few sources of affordable housing funding are stable or growing from year to year despite an increasing population and demand for housing. This funding uncertainty deters both efforts to address housing challenges in a sustained manner and developers' ability to build affordable housing.

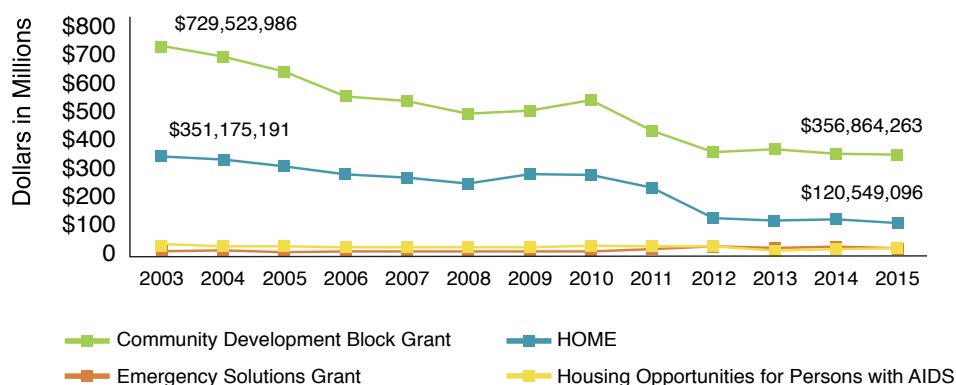
The elimination of redevelopment agencies in California and the subsequent loss of over \$5 billion in funding since 2011 compounded the state's affordable housing challenges. The state has never had a significant permanent source of affordable housing funding, and proceeds from the 2006 housing bond that helped create and preserve affordable apartments, urban infill infrastructure and single-family homes have been expended.

Local and National Economic and Job Market Conditions

Numerous factors contribute to local and national market conditions that affect the availability of affordable housing. The economic recovery from the Great Recession, when many middle-income families lost their homes to foreclosures, has occurred at different rates in communities throughout California. Areas with high-tech industry and some coastal areas recovered more rapidly than other regions.

continued

HUD Program Allocations to California 2003–2015
(Adjusted for Inflation)



Source: HUD Formula Program Allocations by State: 2003–2015 and California Department of Housing and Community Development, California's Housing Future: Challenges and Opportunities

A 2018 Guide to New Housing Law in California, continued

Overall, the recovery has been uneven. Jobs in manufacturing and blue-collar industries have not fully rebounded, and jobs in the expanding service sector pay lower wages. Many households are still struggling to recover from the recession and home foreclosure crisis, and many recent college graduates are carrying significant debt — reducing their ability to purchase a home or pay rent.

Mortgage underwriting standards became more stringent in the aftermath of the foreclosure crisis, which can make it more difficult for potential homebuyers to qualify for the needed financing.

Some of the state's major homebuilders went out of business during the recession, leaving fewer companies to meet the demand for housing. Production of housing fell dramatically during the recession, which contributed significantly to a shortage of homes across the affordability spectrum. As the chart "Annual Production of Housing Units 2000–2015" (below) shows, housing "starts" statewide are at about half of pre-recession levels and fall far short of the state's projected need for 180,000 new homes per year.

Housing values also reflect the uneven recovery happening throughout the state. *The Wall Street Journal* recently compared home prices today to those of 2004. In San Jose, which is part of Silicon Valley where tech jobs pay top wages, prices are 54 percent higher than 2004 levels, but this is not so in areas hindered by a slower recovery from the recession. In Central Valley cities such as Stockton and Merced, housing prices are 21 and 16 percent lower respectively.

Challenges for Developers

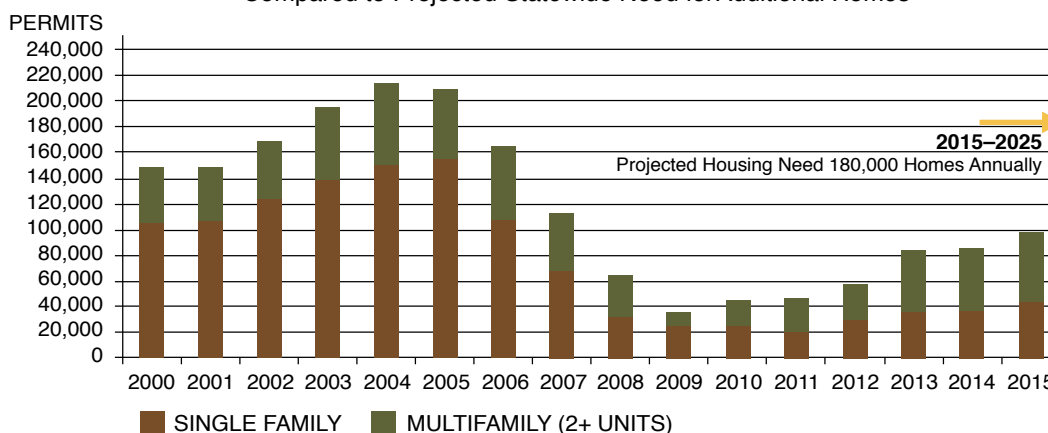
In addition to funding challenges to develop affordable housing, other challenges further exacerbate the obstacles to development, including:

- Identifying an adequate supply of water;
- Complying with state regulations and energy standards, greenhouse gas reduction requirements and other environmental conditions;
- Competing with other developers to build high-end, more expensive housing;
- Infrastructure deficits;
- Market conditions, such as those described earlier; and
- The cost of land and construction.

Other Factors

In addition — but to a far lesser degree — factors at the local level can also impact the development of affordable housing. In some cities, new development requires voter approval. Community concerns about growth, density and preserving the character of an area may affect local development. Public hearings and other processing requirements add time to the approval timeline. Project opponents can use the environmental permitting process and litigation to limit or stop a project. However, the process of complying with the California Environmental Quality Act (CEQA) also serves to protect communities by ensuring that important environmental issues are identified and addressed.

Annual Production of Housing Units 2000-2015
Compared to Projected Statewide Need for Additional Homes



Source: California Department of Housing and Community Development, California's Housing Future: Challenges and Opportunities

PART II. LEGISLATIVE RESPONSE: UNDERSTANDING THE CHANGES TO HOUSING AND LAND-USE LAWS

In an attempt to address some of the barriers to housing construction at the state and local level, lawmakers introduced more than 130 bills during the 2017 legislative session; many focused on constraining local land-use authority or eliminating local discretion. After months of negotiations and public hearings, 15 bills made it into the “housing package” and were signed by Gov. Brown. These bills fall into three main categories: funding, streamlining and local accountability. This section describes the most notable changes made to the state housing laws and identifies items or actions a city may want to consider in moving forward.

Funding Measures

The Legislature passed and Gov. Brown signed into law two key funding measures. The first, SB 2 (Atkins), imposes a new real estate recording fee to fund important affordable housing-related activities on a permanent, ongoing basis, effective Sept. 29, 2017. The second, SB 3 (Beall), places a \$4 billion general obligation bond to fund housing on the November 2018 ballot and requires voter approval; if approved, funds likely will not be available until 2019.

SB 2 (Atkins, Chapter 364, Statutes of 2017) Building Homes and Jobs Act is projected to generate hundreds of millions of dollars annually for affordable housing, supportive housing, emergency shelters, transitional housing and other housing needs via a \$75 to \$225 recording fee on specified real estate documents.

In 2018, 50 percent of the funds collected are earmarked for local governments to update or create General Plans, Community Plans, Specific Plans, sustainable communities strategies and local coastal programs. Funds may also be used to conduct new environmental analyses that improve or expedite local permitting processes. The remaining 50 percent of the funds are allocated to the California Department of Housing and Community Development (HCD) to assist individuals experiencing or in danger of experiencing homelessness.

Beginning in 2019 and for subsequent years, 70 percent of the proceeds are allocated to local governments through the federal CDBG formula, so that the funds may be used to address housing needs at the local level. HCD will allocate the remaining 30 percent as follows: 5 percent for state incentive programs; 10 percent for farmworker housing; and 15 percent for the California Housing Finance Agency to create mixed-income multifamily residential housing for lower- to moderate-income households.

In consultation with stakeholders, HCD will adopt guidelines to implement SB 2 and determine methodologies to distribute funding allocations.

SB 3 (Beall, Chapter 365, Statutes of 2017) Veterans and Affordable Housing Bond Act of 2018 places a \$4 billion general obligation bond on the November 2018 ballot to fund affordable housing programs and the veterans homeownership program (CalVet). If approved by voters, SB 3 would fund the following existing programs:

- Multifamily Housing Program — \$1.5 billion, administered by HCD, to assist the new construction, rehabilitation and preservation of permanent and transitional rental housing for lower-income households through loans to local public entities and nonprofit and for-profit developers;
- Transit-Oriented Development Implementation Program — \$150 million, administered by HCD, to provide low-interest loans for higher-density rental housing developments close to transit stations that include affordable units and as mortgage assistance for homeownership. Grants are also available to cities, counties and transit agencies for infrastructure improvements necessary for the development;
- Infill Incentive Grant Program — \$300 million, administered by HCD, to promote infill housing developments by providing financial assistance for infill infrastructure that serves new construction and rehabilitates existing infrastructure to support greater housing density;
- Joe Serna, Jr. Farmworker Housing Grant Fund — \$300 million, administered by HCD, to help finance the new construction, rehabilitation and acquisition of owner-occupied and rental housing units for agricultural workers;
- Local Housing Trust Fund Matching Grant Program — \$300 million, administered by HCD, to help finance affordable housing by providing matching grants, dollar for dollar, to local housing trusts;
- CalHome Program — \$300 million, administered by HCD, to help low- and very low- income households become or remain homeowners by providing grants to local public agencies and nonprofit developers to assist individual first-time homebuyers. It also provides direct loan forgiveness for development projects that include multiple ownership units and provides loans for property acquisition for mutual housing and cooperative developments;
- Self-Help Housing Fund — \$150 million, administered by HCD. This program assists low- and moderate-income families with grants to build their homes with their own labor; and
- CalVet Home Loan Program — \$1 billion, administered by the California Department of Veterans Affairs, provides loans to eligible veterans at below-market interest rates with few or no down payment requirements.

continued

Streamlining Measures

Gov. Brown made it very clear in the FY 2017–18 annual budget that he would not sign any housing funding bills without also expediting and streamlining the local housing permitting process. Lawmakers were eager to introduce measures to meet his demand. SB 35 (Wiener), SB 540 (Roth) and AB 73 (Chiu) take three different approaches to streamlining the housing approval process.

SB 35 (Wiener, Chapter 366, Statutes of 2017) streamlines multifamily housing project approvals, at the request of a developer, in a city that fails to issue building permits for its share of the regional housing need by income category. In a SB 35 city, approval of a qualifying housing development on qualifying site is a ministerial act, without CEQA review or public hearings.

Which Cities Must Streamline Housing Approvals Under SB 35?

Cities that meet the following criteria must approve qualifying multifamily housing projects that are consistent with objective planning and design review standards:

- The city fails to submit an annual housing element report for two consecutive years prior to the date when a development application is submitted; or
- HCD determines that the city issued fewer building permits than the locality's share of the Regional Housing Needs Allocation (RHNA) in each of the four income categories for that reporting period (the first four years or last four years of the eight-year housing element cycle).

Once eligibility has been determined, the development must be located on a site that:

- Is within a city that includes some portion of either an urbanized area (population 50,000 or more) or urban cluster (population at least 2,500 and less than 50,000);
- Has at least 75 percent of the perimeter adjoining parcels that are developed with urban uses; and
- Is zoned for residential use or residential mixed-use development or has a General Plan designation that allows residential use or a mix of residential and nonresidential uses, with at least two-thirds of the square footage of the development designated for residential use.

As set forth in the measure, “objective standards” involve “no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official.”

After determining that the locality is subject to streamlining, development sites are excluded if they are located in any of the following areas:

- Coastal zone;
- Prime farmland or farmland of statewide importance;
- Wetlands;
- Very high or high fire hazard severity zone;
- Delineated earthquake fault zone, unless the development complies with applicable seismic protection building code standards;
- Hazardous waste site, unless the state Department of Toxic Substances Control has cleared the site for residential use or residential mixed uses;
- Floodplain or floodway, unless the development has been issued a floodplain development permit or received a no-rise certification; and
- Lands under conservation easement.

In addition, development sites are excluded if they would demolish:

- A historic structure;
- Any housing occupied by tenants in the past 10 years; or
- Housing that is subject to rent or price control.

To be eligible for streamlining, the housing development must:

- Be on a qualifying site;
- Abide by certain inclusionary requirements (10 percent must be affordable to households earning 80 percent or less of area median income or 50 percent must be affordable to households earning 80 percent or less of area median income, depending upon the city's past approval of above-moderate income and lower-income housing, respectively); and
- Pay prevailing wages and use a “skilled and trained workforce.”

Ministerial Approval

If a city determines that development is in conflict with “objective planning standards,” then it must provide written documentation within 60 days of submittal if the development contains 150 or fewer housing units and within 90 days of submittal if the development contains more than 150 housing units.

Approvals must be completed within 90 to 180 days (depending on the number of units in housing development), must be ministerial and not subject to CEQA.

No parking requirements can be imposed on an SB 35 housing development project if it is located:

- Within a half-mile of public transit;
- Within an architecturally and historically significant historic district;
- In an area where on-street parking permits are required but not offered to the occupants of the development; or
- Where there is a car-share vehicle located within one block of the development.

One parking space per unit can be required of all other SB 35 projects.

How Long Does the Approval Last?

The approval does not expire if the project includes public investment in housing affordability beyond tax credits where 50 percent of units are affordable to households earning less than 80 percent of area median income (AMI).

If the project does not include 50 percent of units affordable to households earning less than 80 percent of AMI, approval automatically expires in three years except for a one-year extension if significant progress has been made in preparing the development for construction (such as filing a building permit application).

All approvals remain valid for three years and as long as vertical construction has begun and is in progress.

Opportunities and Considerations

Even though SB 35 makes significant changes to existing law, it is important to consider the following:

- All proposed projects seeking streamlining must be consistent with a jurisdiction's objective zoning standards and objective design review standards. If these standards are outdated or in need of revisions, there is opportunity to do so;
- If a jurisdiction does not have "objective zoning standards and objective design review standards," it may want to create them given that discretionary review is prohibited; and
- Funding assistance will be available in mid- to late 2019 under SB 2 (Atkins, Chapter 364, Statutes of 2017) for updating planning documents, including General Plans, Community Plans, Specific Plans, sustainable communities strategies and local coastal programs. HCD is currently establishing funding guidelines.

SB 540 (Roth, Chapter 369, Statutes of 2017) streamlines the housing approval process by allowing jurisdictions to establish Workforce Housing Opportunity Zones (WHOZs), which focus on workforce and affordable housing in areas close to jobs and



transit and conform to California's greenhouse gas reduction laws. SB 540's objective is to set the stage for approval of housing developments by conducting all of the necessary planning, environmental review and public input on the front end through the adoption of a detailed Specific Plan. SB 540 provides the development community with certainty that for a five-year period, development consistent with the plan will be approved without further CEQA review or discretionary decision-making.

How Does the Streamlining Process Work?

Jurisdictions that opt in outline an area of contiguous or noncontiguous parcels that were identified in the locality's housing element site inventory. All development that occurs within the WHOZ must be consistent with the Specific Plan for the zone and the adopted sustainable communities strategy (SCS) or an alternative planning strategy (APS). See "About the Sustainable Communities Strategy and Alternative Planning Strategy" below for more information.

continued

About the Sustainable Communities Strategy and Alternative Planning Strategy

Under the Sustainable Communities Act, the California Air Resources Board (ARB) sets regional targets for greenhouse gas emissions reductions from passenger vehicle use. In 2010, ARB established these targets for 2020 and 2035 for each region covered by one of the state's metropolitan planning organizations (MPOs).

Each MPO must prepare a sustainable communities strategy (SCS) as an integral part of its regional transportation plan (RTP). The SCS contains land use, housing and transportation strategies that, if implemented, would allow the region to meet its greenhouse gas emission reduction targets. If the combination of measures in the SCS would not meet the regional targets, the MPO must prepare a separate alternative planning strategy (APS) to meet the targets.

A 2018 Guide to New Housing Law in California, continued

The process for establishing a WHOZ is:

- Prepare and adopt a detailed Specific Plan and environmental impact report (EIR);
- Identify in the Specific Plan uniformly applied mitigation measures for traffic, water quality, natural resource protection, etc.;
- Identify in the Specific Plan uniformly applied development policies such as parking ordinances, grading ordinances, habitat protection, public access and reduction of greenhouse gas emissions;
- Clearly identify design review standards in the Specific Plan; and
- Identify a source of funding for infrastructure and services.

Not more than 50 percent of a jurisdiction's RHNA may be included in a WHOZ that accommodates 100 to 1,500 units.

The Specific Plan and EIR are valid for five years. After five years, the jurisdiction must review the plan and EIR, including conducting the CEQA analysis required in Public Resources Code section 21166, in order to extend the WHOZ for five additional years.

For a development project to receive streamlining within the WHOZ, the project must:

- Be consistent with the SCS;
- Comply with the development standards in the Specific Plan for the WHOZ;
- Comply with the mitigation measures in the Specific Plan for the WHOZ;
- Be consistent with the zonewide affordability requirements — at least 30 percent of the units affordable to moderate or middle-income households, 15 percent of the units affordable to lower-income households and 5 percent of the units affordable to very low-income households. No more than 50 percent of the units may be available to above-moderate-income households;

- Within developments affordable to households of above-moderate income, include 10 percent of units for lower-income households unless local inclusionary ordinance requires a higher percentage; and
- Pay prevailing wages.

If a developer proposes a project that complies with all of the required elements, a jurisdiction must approve the project without further discretionary or CEQA review unless it identifies a physical condition that would have a specific adverse impact on public health or safety.

AB 73 (Chiu, Chapter 371, Statutes of 2017) streamlines the housing approval process by allowing jurisdictions to create a housing sustainability district to complete upfront zoning and environmental review in order to receive incentive payments for development projects that are consistent with the ordinance. AB 73 is similar to SB 540 in concept; however, there are several key differences; for example, in AB 73:

- The housing sustainability district is a type of housing overlay zone, which allows for the ministerial approval of housing that includes 20 percent of units affordable to very low-, low- and moderate-income households;
- The ordinance establishing the housing sustainability district requires HCD approval and must remain in effect for 10 years;
- A Zoning Incentive Payment (unfunded) is available if HCD determines that approval of housing is consistent with the ordinance; and
- Developers must pay prevailing wages and ensure the use of a skilled and trained workforce.

Accountability Measures

The third aspect of the Legislature and the governor's housing package pertains to bills that seek to hold jurisdictions accountable for the lack of housing construction in their communities. While this view fails to acknowledge the many factors that affect housing construction and are beyond the

To make continued progress on housing in 2018, legislators should also consider creating more tools for local governments to fund infrastructure and affordable housing.

control of local government, the following measures significantly change existing law.

SB 167 (Skinner, Chapter 368, Statutes of 2017), AB 678 (Bocanegra, Chapter 373, Statutes of 2017), and AB 1515 (Daly, Chapter 378, Statutes of 2017) are three measures that were amended late in the 2017 legislative session to incorporate nearly all of the same changes to the Housing Accountability Act (HAA). The HAA significantly limits the ability of a jurisdiction to deny an affordable or market-rate housing project that is consistent with existing planning and zoning requirements (see “About the Housing Accountability Act” below). These measures amend the HAA as follows:

- Modifies the definition of mixed-use development to apply where at least two-thirds of the square footage is designated for residential use;
- Modifies the findings requirement to deny a housing development project to be supported by a preponderance of the evidence, rather than by substantial evidence in the record;
- Defines “lower density” to mean “any conditions that have the same effect or impact on the ability of the project to provide housing;”
- Requires an applicant to be notified if the jurisdiction considers a proposed housing development project to be inconsistent, not in compliance, or not in conformity with an applicable plan, program, policy, ordinance, standard, requirement or other similar provision. The jurisdiction must provide such notice within 30 days of the application being determined complete for a project with 150 or fewer housing units, and within 60 days for project with more than 150 units. If the jurisdiction fails to provide the required notice, the project is deemed consistent, compliant and in conformity with the applicable plan, program, policy ordinance, standard, requirement or other similar provision; and
- Deems a housing development project “consistent, compliant and in conformity with an applicable plan, program, policy, ordinance, standard, requirement or other similar provision if there is substantial evidence that would allow a reasonable person to conclude that the housing development project is consistent, compliant or in conformity.”

About the Housing Accountability Act

The Housing Accountability Act states, “The Legislature’s intent in enacting this section in 1982 and in expanding its provisions since then was to significantly increase the approval and construction of new housing for all economic segments of California’s communities by meaningfully and effectively curbing the capability of local governments to deny, reduce the density of or render infeasible housing development projects. This intent has not been fulfilled.”



SB 167, AB 678 and AB 1515 also provide new remedies for a court to compel a jurisdiction to comply with the HAA:

- If a court finds that a jurisdiction’s findings are not supported by a preponderance of the evidence, the court must issue an order compelling compliance within 60 days. The court may issue an order directing the jurisdiction to approve the housing development project if the court finds that the jurisdiction acted in bad faith when it disapproved or conditionally approved the housing development project;
- If a jurisdiction fails to comply with the court order within 60 days, the court must impose fines on the jurisdiction at a minimum of \$10,000 per unit in the housing development project on the date the application was deemed complete;
- If a jurisdiction fails to carry out a court order within 60 days, the court may issue further orders including an order to vacate the decision of the jurisdiction and to approve the housing development project as proposed by the applicant at the time the jurisdiction took the action determined to violate the HAA along with any standard conditions; and
- If the court finds that a jurisdiction acted in bad faith when it disapproved or conditionally approved a housing project and failed to carry out the court’s order or judgment within 60 days, the court must multiply the \$10,000 per-unit fine by a factor of five. “Bad faith includes but is not limited to an action that is frivolous or otherwise entirely without merit.”

continued

Other Measures of Importance

In addition to the notable bills described here, Gov. Brown signed several other measures that provide new inclusionary powers to local governments, require additional General Plan reporting, increase housing element requirements and expand HCD's ability to review actions taken at the local level.

AB 1505 (Bloom, Chapter 376, Statutes of 2017) allows a jurisdiction to adopt an ordinance that requires a housing development to include a certain percentage of residential rental units affordable to and occupied by households with incomes that do not exceed limits for households with extremely low, very low, low or moderate income (see "AB 1505 Offers Solution to Palmer Decision" below). Such an ordinance must provide alternative means of compliance such as in-lieu fees, off-site construction, etc.

HCD may review any inclusionary rental housing ordinance adopted after Sept. 15, 2017, as follows:

- If the ordinance requires more than 15 percent to be occupied by households earning 80 percent or less of area median income and the jurisdiction failed to either meet at least 75 percent of its share of its above-moderate income RHNA (prorated based on the length of time within the planning period) or submit a General Plan annual report;
- HCD may request an economic feasibility study with evidence that such an ordinance does not unduly constrain the production of housing; and
- Within 90 days of submission of the economic feasibility study, HCD must decide whether the study meets the section's requirements. If not, the city must limit the ordinance to 15 percent low-income.

AB 1505 Offers Solution to Palmer Decision

The court in *Palmer/Sixth Street Properties L.P. v. City of Los Angeles*, (2009) 175 Cal. App. 4th 1396, invalidated a Los Angeles inclusionary housing requirement contained in a Specific Plan for an area of the city as applied to rental units on the basis that its pricing controls violated the Costa-Hawkins Act, which outlawed traditional rent control in new buildings in California. The court reasoned that the Costa-Hawkins Act pre-empted the application of inclusionary housing ordinances to rental housing. As a result of the decision, many cities with inclusionary housing ordinances suspended or amended their ordinances as applied to rental units; some adopted affordable housing rental impact fees. AB 1505 offers a solution and response to the *Palmer* decision.

AB 879 (Grayson, Chapter 374, Statutes of 2017) expands upon existing law that requires, by April 1 of each year, general law cities to send an annual report to their respective city councils, the state Office of Planning and Research (OPR) and HCD that includes information related to the implementation of the General Plan, including:

- The city's progress in meeting its share of RHNA;
- The city's progress in removing governmental constraints to the maintenance, improvement and development of housing; and
- Actions taken by the city toward completion of the programs identified in its housing element and the status of the city's compliance with the deadlines in its housing element.

Under AB 879, all cities including charter cities must submit an annual report containing the above information. In addition, cities must also provide the following new information in the annual report:

- The number of housing development applications received in the prior year;
- The number of units included in all development applications in the prior year;
- The number of units approved and disapproved in the prior year;
- A listing of sites rezoned to accommodate that portion of the city's RHNA for each income level that could not be accommodated in its housing element inventory and any additional sites identified under the "no net loss" provisions;
- The net number of new units of housing that have been issued a "completed entitlement," building permit or certificate of occupancy thus far in the housing element cycle (identified by the Assessor's Parcel Number) and the income category that each unit of housing satisfied (distinguishing between rental and for-sale units);
- The number of applications submitted under the new processing provided for by Section 65913.4 (enacted by SB 35), the location and number of developments approved pursuant to this new process, the total number of building permits issued pursuant to this new process and total number of units constructed pursuant to this new process; and
- The number of units approved within a Workforce Housing Opportunity Zone.

AB 879 also requires cities to include additional information when they submit their housing element to HCD, including:

- An analysis of governmental constraints that must include local ordinances that “directly impact the cost and supply of residential development”; and
- An analysis of nongovernmental constraints that must include requests to develop housing at densities below those anticipated in site inventory and the length of time between receiving approval for housing development and submittal of an application for building permit. The analysis must also include policies to remove nongovernmental constraints.

AB 1397 (Low, Chapter 375, Statutes of 2017) makes numerous changes to how a jurisdiction establishes its housing element site inventory. These changes include the following:

- Sites must be “available” for residential development and have “realistic and demonstrated” potential for redevelopment;
- Parcels must have sufficient water, sewer and dry utilities or part of a mandatory program to provide such utilities;
- Places restrictions on using nonvacant sites as part of the housing element inventory;
- Places limitations on continuing identification of nonvacant sites and certain vacant sites that have not been approved for housing development; and
- Stipulates that lower-income sites must be between one-half acre and 10 acres in size unless evidence is provided that a smaller or larger site is adequate.

AB 72 (Santiago, Chapter 370, Statutes of 2017) provides HCD new broad authority to find a jurisdiction’s housing element out of substantial compliance if it determines that the jurisdiction fails to act in compliance with its housing element and allows HCD to refer violations of law to the attorney general. Specifically, AB 72:

- Requires HCD to review any action or failure to act by a jurisdiction that it determines is “inconsistent” with an adopted housing element or Section 65583, including any failure to implement any program actions included in the housing element;
- Requires HCD to issue written findings to the city as to whether the jurisdiction’s action or failure to act complies with the jurisdiction’s housing element or Section 65583 and provides no more than 30 days for the jurisdiction to respond to such findings. If HCD finds that the jurisdiction does not comply, then HCD can revoke its findings of compliance until the jurisdiction comes into compliance; and
- Provides that HCD may notify the attorney general that the jurisdiction is in violation of the Housing Accountability Act, Sections 65863, 65915 and 65008.

continued

Related Resources

For additional information and links to related resources, visit www.cacities.org/housing.

The “housing package” bills fall into three main categories: funding, streamlining and local accountability.

Looking Ahead

While it may appear that Gov. Brown and the Legislature made great progress in addressing the housing supply and affordability crisis gripping many regions of the state, the reality is somewhat more mixed. The passage of the 2017 housing package does not signal the end of the policy discussion. Aside from various incentive and funding measures, a portion of the housing package responded to a theme, championed by several advocacy groups and academics, that the local planning and approval process is the major cause of the state currently producing 100,000 units fewer annually than pre-recession levels. From a local government perspective, that assertion is incomplete and inaccurate. Going forward, it is time to dig deeper.

The legislative focus in 2017 lacked an exploration of other economic factors affecting the housing market. The foreclosure crisis resulted in displaced homeowners with damaged credit, widespread investor conversions of foreclosed single-family units into rentals and increasingly stringent lending criteria. Demographic factors may also affect demand as baby boomers with limited retirement savings and increased health-care costs approach retirement age. Younger residents, saddled with student debt, face challenges saving for down payments. Manufacturing and other higher-wage jobs are stagnating and being replaced via automation and conversion to a lower-wage service economy. Fewer skilled construction workers are available after many switched occupations during the recession.

Also missing in 2017 was a deeper examination of how other state policies intended to address legitimate issues affect land availability and the cost of housing. These include laws and policies aimed at limiting sprawl and protecting agricultural,

coastal and open-space land from development; and building codes, energy standards, disabled access, wage requirements and other issues.

The funding for affordable housing approved during the 2017 session was certainly welcome — yet given the demand, it falls far short of the resources needed. It is unlikely, however, that cities can expect additional state funding for housing — other than the housing bond on the November ballot — from the Legislature in 2018.

Although many changes were made to the planning and approval process in 2017, local governments are still waiting for the market to fully recover and developers to step forward and propose housing projects at the levels observed prior to the recession. In 2018, a fuller examination by the Legislature is needed to explore the reasons why developers are not proposing projects at the pre-recession levels. Local governments cannot approve housing that is not proposed.

To make continued progress on housing in 2018, legislators should also consider creating more tools for local governments to fund infrastructure and affordable housing. Some legislators have begun discussing the need to restore a more robust redevelopment and affordable housing tool for local agencies, and that is encouraging. Reducing the local vote thresholds for infrastructure and affordable housing investments would also be helpful.

For more information, visit www.cacities.org/housing or contact Jason Rhine, legislative representative; phone: (916) 658-8264; email: jrhine@cacities.org. ■

Acknowledgments

Part I of this document is excerpted and adapted from “Finding Solutions to the Affordable Housing Crisis” by Carolyn Coleman, which appeared in the March 2017 issue of *Western City* magazine, the monthly publication of the League of California Cities online at www.westerncity.com.

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SETTLEMENT AGREEMENT AND RELEASE

Plaintiffs, Esvin Calderon, JC, EC and LC, minors, by and through their guardian ad litem, Esvin Calderon, Sali Alvarez, ML, a minor, by and through her Guardian ad litem, Sali Alvarez, Lidia Valenciano, Antonio Gutierrez, Maria De Jesus Cirigo, Bernardo Garcia, Greater Napa Valley Fair Housing Center, d/b/a Fair Housing Napa Valley ("NVFH"), Latinos Unidos del Valle de Napa y Solano ("LUNA"), initiated this action in the United States District Court for the Northern District of California, Case Number C 12-05819 VC, alleging that defendant, the City of St. Helena ("the City"), promoted or maintained policies, practices, or actions that had the purpose or effect of displacing or excluding Latino residents and low-income residents from the City, claimed to be in violation of the federal Fair Housing Act, 42 U.S.C. § 3601 *et seq.*; the Civil Rights Act of 1866, 42 U.S.C. § 1983, California Government Code §65008 and other state laws. Plaintiffs have also included claims in Case Number C 12-05819 VC against the City in connection with its role in the inspection, Code enforcement, and "red-tagging" of dwelling units located at 1103-1105 Pope Street ("the Pope Street dwellings").

Plaintiffs and the City desire to avoid further litigation and agree that Case Number C 12-05819 VC should be compromised, settled and resolved without further litigation. Plaintiffs and the City therefore have agreed to enter into this Settlement Agreement and Release regarding all claims that were or could have been brought in this action by plaintiffs against the City and against other released parties as detailed below. By entering into this Settlement Agreement and Release ("this Agreement"), the City of St. Helena does not make any admission of liability or wrongdoing, and explicitly denies that it engaged in any wrongful conduct, or in any of the discriminatory and unlawful conduct alleged by plaintiffs.

Plaintiffs' claims against the owners and operators of the Pope Street dwellings, Grazia Barbarino, Corrado Barbarino, Salvatore Barbarino, and Renee P. Paladini (collectively, the "Individual Defendants"), have been resolved by way of a separate settlement agreement and release. The settlement with the Individual Defendants together with this Agreement will fully and finally resolve all claims by and against all parties who were or could have been named as parties in Case Number C 12-05819 VC.

I. DEFINITIONS

1. The following terms when used in this Agreement, in addition to terms defined elsewhere in the Agreement, shall have the following meaning:
 - a. "Affordable Housing Units" (or "AFUs") refer to dwelling units as referenced in St. Helena Municipal Code § 17.146.020 that are specifically designated and restricted to occupancy by extremely low, very low, or lower income households as those terms are defined in California Health and Safety Code §50106, §50105, and §50079.5 respectively, and which are not restricted by age.

- b. "The Affordable Housing Trust Fund" (or "AHTF") refers to the affordable housing trust fund established and maintained by the City pursuant to Section 17.146.30 of the St. Helena Municipal Code.
- c. The terms "approve the development" (in past, present, or future tenses) and "approval of the development" are defined as the City's completion of the Highest Level of Approval, which means final proposed project approval, or with respect to the project at 1105 Pope Street, the issuance of a certificate of occupancy for the development of affordable housing on the site. For purposes of this Agreement, the "Highest Level of Approval" may be the City Council, the Planning Commission, or some other City entity, depending on the project or proposal submitted for development and the discretionary process employed at that entity. For purposes of this Agreement, the term "Highest Level of Approval" means that no additional or further discretionary review or approval is required on a project that contains AFUs.

II.

JOINT PRESS RELEASE

- 2. The parties agree to issue a Joint Press Release the first calendar day after the later of (a) City Council approval of this Agreement and (b) the last of the Plaintiffs to sign this Agreement. The Joint Press Release will be in the form attached to this Agreement as Exhibit 5.

III.

BENCHMARKS FOR THE APPROVAL OF LOW INCOME HOUSING UNITS IN THE CITY AND CITY INVESTMENTS IN THE AFFORDABLE HOUSING TRUST FUND

The City shall be required to make one or more deposits into the Affordable Housing Trust Fund as set forth below.

- 3. The City will make an initial deposit of \$500,000 to the Affordable Housing Trust Fund no later than December 31, 2016. The City will use its best efforts to make that deposit by December 31, 2014, but shall not be required to do so unless the City has received that amount of affordable housing impact fees from the developer of the Grandview project or other projects earlier in 2014. If sufficient affordable housing impact fees have not been received by December 31, 2014, the City shall make partial deposits into the trust fund as impact fees are received. The December 31, 2016 deadline is not contingent on receipt of impact fees.

4. A. This Agreement is designed to foster and encourage the development of AFUs in St. Helena. The parties acknowledge that the private market also plays a key role in determining whether AFUs will be proposed and constructed in the City, and if so, how many. The parties also acknowledge that the City cannot guarantee that the requisite number, or any, AFU proposals will be presented to the City for review and approval in any milestone time period or over the entire RHNA period. The parties have developed a time table with City investment commitments based on milestone deadlines to further encourage the City and the private market to pursue AFU development in the City if there is a shortfall during the RHNA period.
- B. If the City does not approve the development of the cumulative number of AFUs specified by the deadline(s) set forth in Table 1 below, the City shall deposit additional money into the AHTF based on the schedule and benchmarks specified in Table 1. The numbers in Table 1 are intended to be cumulative over time, e.g., the twelve (12) AFUs for which the City is to approve the development by December 31, 2018 may include the six (6) units approved or built by the prior milestone date, not twelve (12) more than the six (6) already counted at the earlier deadline.
- C. Nothing in this Agreement precludes the City from either approving the development of more AFUs, or from receiving more money into the AHTF, than indicated in Table 1, but such excess AFUs or excess deposits in the AHTF will not be subject to the restrictions and requirements of this Agreement. For example, nothing in this Agreement would prevent the City from using moneys from its general fund or other sources to be added to moneys distributed from the AHTF toward a mixed use project, where the general fund or other source moneys were used toward moderate income units and the AHTF moneys toward AFUs as defined in this Agreement.

TABLE 1: City Investments And Benchmarks

Cumulative Number Of AFUs	Milestone Deadline	Required Additional Deposit AHTF If City Does Not Meet Cumulative AFUs By Deadline Under This Agreement
6	12/31/2016	\$200,000
12	12/31/2018	\$500,000
25	12/31/2020	\$750,000
30	12/31/2022	\$250,000
The City's total investment into the AHTF by 12/31/2022 if the City does not approve the development of the AFUs above shall not exceed \$2.2 million under this Agreement,		

inclusive of the City's initial \$500,000 investment.

The total number of AFUs for the City to approve the development of if all benchmarks are met by development is at least 30

5. If the City has approved the development of fewer than 15 AFUs in the City by December 31, 2021, the City will disburse all remaining moneys deposited in the AHTF pursuant to this Agreement less any such funds that had been previously disbursed from the AHTF for AFUs. In such an event, the City shall disburse the remaining AHTF money only for the purposes of the development of AFUs within the City consistent with the terms contained within this Settlement Agreement, and the City shall disburse that money by December 31, 2022.
6. Units within a development that are not AFUs shall not count toward the City's benchmarks in Table 1 above. In the event that the City wishes to contribute funding to developments or portions of developments that are not for AFUs before December 31, 2022 (including but not limited to moderate or market-rate housing units), the City must use funding from sources other than the funds deposited in the AHTF pursuant to this Agreement. The City will have discretion to contribute AHTF moneys funding toward AFUs in a mixed-use development project.
7. Any AFUs for which the City approves the development at 684 McCorkle Avenue (or built and issued a Certificate of Occupancy at 1105 Pope Street) which are not studio units or age-restricted units shall count toward the City's benchmarks in Table 1, above. This means that the City's already existing approval of the development at 1105 Pope Street shall not count, but the construction of an AFU pursuant to the pre-existing approval shall count, towards the benchmarks. Also, if the pre-existing approval for AFUs at 1105 Pope Street is withdrawn or abandoned by the developer but a new development project or proposal is submitted and the City approves the development of same, then the new approval shall count towards the benchmarks in Table 1 above.
8. Studio units, second units, and age-restricted units will not count toward the City's benchmark units in Table 1. This restriction, and the bedroom number restriction in the following paragraph, will apply only through December 31, 2022.
9. The number of one-bedroom units that the City may count as benchmark units for purposes of Table 1 may not exceed the number of three bedroom units counted as benchmark units.
10. The City may, in its discretion, determine to donate City-owned land to a developer for the development of affordable housing in lieu of making one or more deposits to the AHTF required by the schedule in Table 1. The value of the donated land, as determined by independent appraisal or the current County Assessor appraisal for property tax purposes,

whichever is less, will be deducted from the amount payable as outlined on Table 1 for all relevant time periods and will be deducted from the \$2.2M total potential investment in the AHTF. City-owned land donated to a developer in lieu of making one or more monetary deposits to the AHTF must be deed-restricted for development of only AFUs on the site in order for the donation to be credited to the amounts owing to the AHTF in Table 1.

11. Money disbursed from the AHTF pursuant to this Agreement may be spent only for the purposes of the development of housing affordable to households with low, very low, and extremely low incomes in the City.
12. For all money disbursed from the AHTF pursuant to this Agreement, the City may not spend more than \$100,000 per AFU. This restriction will apply only to moneys deposited into the AHTF pursuant to this Agreement, and only through the end of the RHNA cycle, i.e., through December 31, 2022.
13. The City agrees to provide quarterly notice of AHTF deposits and balances to plaintiffs' counsel, Fair Housing Napa Valley, and the non-profit developers listed on the attached Exhibit 5. These notices may be sent by e-mail or US Mail.

FUNDING APPLICATIONS AND CITY SUPPORT FOR SAME:

14. The City will use best efforts to facilitate applications of non-profit developers for tax credits, CDBG grants, and other sources of government or private funding that may be available for the development of AFUs in the City of St. Helena. "Facilitate" in this context means allowing the City's name to be used by the non-profit developer in its application, and to add a letter on City letterhead reflecting the City's position on the proposed development for which the credit, grant, or other application is being made, or adopting appropriate resolutions in support of funding applications.
 - a. The City shall facilitate any such tax credit proposals or funding applications if the proposed development fits within the parameters of the number of units required in Table 1, complies with the requirements for AFUs as set forth in this Agreement, and otherwise is in compliance with other City policies, including but not limited to the City's General Plan.
 - b. The City shall publish on its website a statement of requirements and parameters for project applications seeking disbursements from the AHTF, which is intended to facilitate the application process and encourage developers to submit proposals for AHU development in the City
 - c. If the City is approached by a non-profit about another type of tax credit, subsidy or grant application, such as one for senior housing or moderate income housing or a project calling for more than 30 AFUs, the City retains full discretion to support or not support the application consistent with the law.

IV

AMENDMENT TO RESOLUTION 2005-98:

15. The City's trial counsel and plaintiffs' counsel have worked cooperatively to draft an amendment to Resolution 2005-98. The amendment is attached hereto as Exhibit 1.
16. A. The City shall promptly place an item on an agenda for the City Council to consider adopting Exhibit 1. The City Council does not by this Agreement pre-judge or pre-approve the amendment. The City Council will consider this proposed amendment in accordance with California law, the St. Helena Municipal Code and all other applicable requirements for the open, transparent, and public consideration and adoption of legislative proposals, including the rights of the public to address their elected representatives about proposed legislation affecting the City.
- B. If the City Council does not adopt Exhibit 1 within 60 days of the execution of this Agreement, plaintiffs reserve the right to withdraw from the Settlement Agreement in its entirety and reinstate the litigation proceedings subject to plaintiffs refunding all moneys paid to plaintiffs and/or their counsel pursuant to this Settlement. Plaintiffs hereby agree that before exercising their reserved right to withdraw from the Settlement Agreement and reinstitute litigation proceedings, plaintiffs agree to attempt in good faith to work out any such dispute with the City and its counsel and may, under appropriate circumstances, grant an extension of time for the City's adoption of the amendment.

V

AMENDMENT OF ST. HELENA MUNICIPAL CODE § 17.144 (DENSITY BONUS ORDINANCE):

17. Plaintiffs and the City have worked cooperatively to draft an amendment to St. Helena Municipal Code section 17.144, which includes the City's Density Bonus Ordinance. The amendment is attached hereto as Exhibit 2.
18. A. The City shall promptly place an item on an agenda for the Planning Commission to consider recommending Exhibit 2 to the City Council, and after the recommendation from the Planning Commission the City shall promptly place an item on its agenda for the City Council to consider adopting Exhibit 2. The City Council does not by this Agreement pre-judge or pre-approve Exhibit 2, nor does the Planning Commission. The Planning Commission and City Council will consider Exhibit 2 in accordance with California law, the St. Helena Municipal Code and all other applicable requirements for the open, transparent, and public process for consideration and adoption of legislative proposals,

including the rights of the public to address their elected representatives about proposed legislation affecting the City.

B. If the City Council does not adopt Exhibit 2 within 60 days of the recommendation by the Planning Commission, plaintiffs reserve the right to withdraw from the Settlement Agreement in its entirety and reinstate the litigation proceedings, subject to plaintiffs refunding all moneys paid to plaintiffs and/or their counsel pursuant to this Settlement. Plaintiffs hereby agree that before exercising their reserved right to withdraw from the Settlement Agreement and reinstitute litigation proceedings, plaintiffs agree to attempt in good faith to work out any such dispute with the City and its counsel and may, under appropriate circumstances, grant an extension of time for the City's adoption of the amendment. The 60-day City Council approval period shall not include the 30-day referendum period following the second reading of Exhibit 2.

VI

WATER AND SEWER PRIORITY POLICY FOR AFFORDABLE HOUSING

19. Plaintiffs and the City have worked cooperatively to draft an amendment to SHMC chapter 17.144 that, among other things, would add § 17.144.080 to the Municipal Code, as well as a Resolution, to confirm the City's water and sewer priority policies consistent with California Government Code § 65589.7. The Resolution and proposed new code section are attached hereto as Exhibit 3.

20. A. The City shall promptly place an item on an agenda for the Planning Commission to consider recommending Exhibit 3, and after the recommendation from the Planning Commission the City shall promptly place an item on its agenda for the City Council to consider adopting Exhibit 3. The City Council does not by this Agreement pre-judge or pre-approve Exhibit 3, nor does the Planning Commission. The Planning Commission and City Council will consider Exhibit 3 in accordance with California law, the St. Helena Municipal Code and all other applicable requirements for the open, transparent, and public process for consideration and adoption of legislative proposals, including the rights of the public to address their elected representatives about proposed legislation affecting the City.

B. If the City Council does not adopt Exhibit 3 within 60 days of the recommendation by the Planning Commission, plaintiffs reserve the right to withdraw from the Settlement Agreement in its entirety and reinstate the litigation proceedings, subject to plaintiffs refunding all moneys paid to plaintiffs and/or their counsel pursuant to this Settlement or withdraw from the Release, or both, at plaintiffs' sole option. Plaintiffs

hereby agree that before exercising their reserved right to withdraw from the Settlement Agreement and reinstitute litigation proceedings, plaintiffs agree to attempt in good faith to work out any such dispute with the City and its counsel and may, under appropriate circumstances, grant an extension of time for the City's adoption of the amendment. The 60-day City Council approval period shall not include the 30-day referendum period following the second reading of Exhibit 3.

VII

RELOCATION ORDINANCE (SHMC CHAPTER 8.32)

21. Plaintiffs and the City have worked cooperatively to draft an amendment to SHMC chapter 8.32, the City's Relocation Ordinance. The amendment is attached hereto as Exhibit 4.
22. A. The City shall promptly place an item on an agenda for the City Council to consider recommending Exhibit 4. The City Council does not by this Agreement pre-judge or pre-approve Exhibit 4. The City Council will consider Exhibit 4 in accordance with California law, the St. Helena Municipal Code and all other applicable requirements for the open, transparent, and public process for consideration and adoption of legislative proposals, including the rights of the public to address their elected representatives about proposed legislation affecting the City.
- B. If the City Council does not adopt Exhibit 4 within 60 days of the execution of this Agreement, plaintiffs reserve the right to withdraw from the Settlement Agreement in its entirety and reinstate the litigation proceedings, subject to plaintiffs refunding all moneys paid to plaintiffs and/or their counsel pursuant to this Settlement or withdraw from the Release, or both, at plaintiffs' sole option. Plaintiffs hereby agree that before exercising their reserved right to withdraw from the Settlement Agreement and reinstitute litigation proceedings, plaintiffs agree to attempt in good faith to work out any such dispute with the City and its counsel and may, under appropriate circumstances, grant an extension of time for the City's adoption of the amendment. The 60-day City Council approval period shall not include the 30-day referendum period following the second reading of Exhibit 4.

VIII.

FAIR HOUSING WORKSHOP

23. The City shall host a fair housing workshop at least once per year for at least five years. This workshop shall be attended by all City staff who have duties related to the planning, zoning, permitting, construction, or occupancy of residential housing. Members of the

City Council and City commissions who have duties related to the planning, zoning, permitting, construction, or occupancy of residential housing also shall be invited to attend.

24. NVFH shall facilitate the fair housing workshops. NVFH shall share with the City Manager PowerPoint slides or other written materials that it intends to use at the workshop(s) at least five days in advance of each workshop. NVFH shall use the substance of a presentation it gives or has given to other organizations or may create a substantially similar customized presentation for its City workshop. If the City Manager has any objections to the content, the City Manager shall communicate those objections to NVFH, in writing, at least three days in advance of the workshop. The City and NVFH shall confer in good faith to resolve any disputes about the content.
25. The City shall pay \$1,500.00 per workshop directly to NVFH within one month following each annual presentation.

IX.

MONETARY RELIEF

26. The City shall pay a total lump sum of \$300,000 to resolve the claims of each and all of plaintiffs for damages, attorneys' fees, costs, and expenses. The City shall deliver the payment to plaintiffs' counsel, Brancart & Brancart, P.O. Box 686, Pescadero, CA 94060 (mailing address) or 8205 Pescadero Creek Rd., Loma Mar, CA 94021 (physical address) within 15 days of the City's receipt of the last of the plaintiffs' signatures on this Agreement. The City shall make the check payable to the Attorney Client Trust Account of Brancart and Brancart. Alternatively, the City may wire transfer the funds upon prior request from Brancart and Brancart with its wire instructions and banking information.
27. If Plaintiff Antonio Gutierrez receives any portion of the \$300,000 monetary payment from the City pursuant to this settlement, Plaintiffs and their counsel agree to comply with all applicable law in handling the existing lien on Mr. Gutierrez's portion of the settlement proceeds and agree to hold the City and their counsel harmless from any claim by any individual entitled to payment from Mr. Gutierrez or from the Division of Family Services, District Attorney's office, or other governmental or prosecuting agency responsible for enforcing qualified domestic relations orders, child support orders, or similar orders that may pertain to Mr. Gutierrez.

X.

RELEASE, WAIVER AND COVENANT NOT TO SUE; TERMS

28. In consideration of the terms and provisions of this Agreement, each of the undersigned Plaintiffs, on behalf of himself/herself/itself and his/her/its representatives, attorneys,

predecessors, successors, descendants, dependents, heirs, and assigns, hereby releases, acquits, and forever discharges City as well as its agents, officers, employees, departments, department heads, representatives, trustees, City Council members, insurers and attorneys, past or present, and its and their respective predecessors, successors, and assigns, and all persons acting by, through, under, or in concert with any of them, and each of them (the "Releasees"), from any and all claims, debts, charges, complaints, liabilities, obligations, promises, benefits, agreements, controversies, costs, losses, debts, expenses, damages, actions, causes of action, suits, rights, and demands of any nature whatsoever, known or unknown, suspected or unsuspected, concealed or hidden, whether civil, statutory, administrative, or otherwise, which were or could have been asserted in the Amended Complaint pending in the United States District Court for the Northern District of California, Case Number C 12-05819 VC ("Released Claims"), which any of the Plaintiffs now has or previously had, without regard to whether such Released Claims arise under or related to federal, state, regional, county, and/or City constitutions, statutes, charters, rules, ordinances, codes, regulations, manuals, general orders, consent decrees, contracts, common law, or otherwise. Plaintiffs each expressly acknowledge and agree that the Released Claims are forever barred, waived, settled, compromised and released by this Agreement, except for and subject to the terms and conditions set forth herein.

- a. Plaintiffs each expressly acknowledge and agree that the Released Claims specifically include, but are not limited to, any rights or asserted rights to recovery or remedy for or as to any and all costs and expenses, attorneys' fees, compensatory damages, exemplary or punitive damages, restitution, reimbursement, recoupment, specific performance, equitable relief, declaratory relief, medical expenses, loss of income, loss of earning capacity, emotional distress, financial distress, or any other remedy or recovery of whatever kind or nature, whether known or unknown, suspected or unsuspected, fixed or contingent, concealed or hidden.
- b. Plaintiffs also each expressly acknowledge and agree that the Released Claims specifically include, but are not limited to, any rights or asserted rights to recovery or remedy for Plaintiffs' assertion that the City failed to comply with or meet any requirement or obligation under the Housing Element Law, Government Code section 65580 et seq., including without limitation any assertion (which was or could have been asserted in the Amended Complaint pending in Case Number C 12-05819 VC) that the City has in any manner failed to satisfy or accommodate its Regional Housing Needs Assessment for the 2006 to 2014 period. This Paragraph is subject to Paragraph 33 below.

29. Plaintiffs each expressly acknowledge and agree that he/she/it is aware that he/she/it may hereafter discover claims or facts in addition to or different from those he/she/it now knows or believes to be true with respect to the matters related herein. Nevertheless, it is each Plaintiff's intention to fully, finally, and forever settle and release all such matters, and all claims relative thereto, which do now exist, may exist, or have previously existed between

and Plaintiff and the City except as otherwise expressly provided in this Agreement. In furtherance of such intention, the release given by Plaintiffs herein shall be and remain in effect as a full and complete general release of all such matters (except as otherwise expressly provided in this Agreement), notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

30. This is intended as a full and complete release and discharge, and accord and satisfaction, of any and all claims that the undersigned may or might have or had by reason of the incidents or activities as alleged in the complaint filed Case Number C 12-05819 VC.
31. Each of the undersigned plaintiffs hereby covenants, represents and warrants that he/she/it and/or anyone acting on his/her/its behalf has not filed any other suit besides Case Number C 12-05819 VC, and will not file at any time in the future, any writ, suit, complaint, petition, claim, appeal, or charge of any kind whatsoever with any state or federal court, administrative agency, public agency, or tribunal of any kind whatsoever, or any other proceeding in the state or federal courts, administrative tribunal, or any other forum to recover damages, legal or equitable relief, for any of the claims for relief that were asserted or could have been asserted in Case Number C 12-05819 VC.
32. Plaintiffs are not aware of any persons or entities who seek to bring a claim similar to the claims raised in Case Number C 12-05819 VC against the Releasees.
33. Nothing in this Settlement Agreement and Release releases the City from its obligations, if any, nor does this Agreement limit the City's lawful exercise of legislative discretion to comply with and implement Article 10.6 of the Government Code with respect to preparation and adequacy of the Housing Element for the 2014-2022 planning period, and its obligation, if any, to identify and rezone sites within the first year of the 2014-2022 planning period pursuant to Government Code Section 65584.09.
34. All of the Plaintiffs' and City's rights under Section 1542 of the Civil Code of the State of California are hereby expressly waived. -Each of the and City understand that said Section 1542 of the California Civil Code provides as follows:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which, if known by him or her, must have materially affected his or her settlement with the debtor.”
35. The undersigned hereby each declare and represent that the undersigned are executing this Agreement after having received full legal advice as to their rights from their legal counsel. Each of the Plaintiffs acknowledge being advised by the counsel of their choice with respect to the advisability of making the settlement provided for herein, with respect to the advisability of executing this AGREEMENT, and with respect to the meaning of California Civil Code § 1542.

36. Each signatory is legally competent and authorized to execute this agreement on behalf of the party whose name is subscribed at the signatories' line. Each signatory represents and warrants that he/she/it has consulted with and has had the advice and counsel of attorneys of his/her/its choice and that he/she/it has entered into this Agreement voluntarily, after independent investigation, and without fraud, duress, or undue influence.
37. Construction: This Agreement was mutually drafted by the Parties and their counsel. In the event of any ambiguity in or dispute regarding the interpretations of this Agreement, any such ambiguity or dispute shall not be resolved by any rule of interpretation providing for interpretation against the party who caused the uncertainty to exist, or against the draftsman, and the provisions of Civil Code Section 1654 shall not apply. Civil Code Section 1654 provides: "In cases of uncertainty not removed by the preceding rules, the language of a contract shall be interpreted most strongly against the party who caused the uncertainty to exist."
38. Governing Law: This Agreement has been executed and delivered within the State of California, and the rights and obligations of the parties shall be construed and enforced in accordance with, and governed by, the laws of the State of California.
39. Full Integration: This Agreement, together with its attached exhibits, is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This Agreement supersedes all prior negotiations, discussion, deal points, and drafts of settlement terms, except as otherwise expressly provided herein.
40. Amendments: No modification, amendment or waiver of any of the provisions contained in this Agreement, or any future representation, promise, or condition in connection with the subject matter of this Agreement, shall be binding upon any party to this Agreement unless made in writing and signed by such party.
41. Severability: In the event that any term, covenant, condition, provision, or agreement contained in this Agreement is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision, or agreement shall in no way affect any other term, covenant, condition, provision, or agreement and the remainder of this Agreement shall still be in full force and effect.
42. Counterparts: This Agreement may be executed in counterparts, and when each party has signed and delivered at least one such counterpart, each counterpart shall be deemed an

original, and, when taken together with other signed counterparts, shall constitute one Agreement, which shall be binding upon and effective as to all parties.

43. No Third Party Beneficiaries. The parties acknowledge and agree that there are no intended or unintended third party beneficiaries of this Agreement, and that the settlement provided for herein is for the benefit of the named individual and institutional plaintiffs only on the one hand, and for the City on the other hand.

XI.

DISMISSAL, DURATION AND COMPLIANCE

44. Upon the City's tender of the total lump sum of \$300,000 to Plaintiffs' counsel, Brancart & Brancart, as provided in Paragraph 25 above, counsel for Plaintiffs shall tender to the City's counsel a Rule 41(a)(2) Request for Dismissal by Court order on the terms that the parties have reached a settlement but that the District Court shall retain jurisdiction over the action and the Parties for the duration of this Agreement for the purpose of enforcing its terms. The City's Counsel will hold the Request for Dismissal in trust and shall not file the Request for Dismissal until after the City has had the agreed-upon time for the City to consider and act on the amendments proposed to its municipal ordinances as set forth in Parts IV, V, VI, and VII above, and shall continue to hold the Request for Dismissal in trust, or may file the same, as further provided below. The City agrees it will not file the Consent for Dismissal which it holds in trust without the written consent of plaintiffs' counsel.
45. A. Should the City approve all of the amendments in a form substantially in conformity with Exhibits 1, 2, 3, and 4 of this Agreement, and should no referendum be timely filed to challenge those approvals, then the City may file the Request for Dismissal.
46. B. The Parties will, by stipulation, jointly request the court to reschedule further proceedings and trial of the pending action in order to allow at least 90 days for the City to consider and act on the amendments proposed to its municipal ordinances as set forth in Parts IV, V and VI above. If the Court does not grant the Parties' request, any party may withdraw from the Settlement Agreement in its entirety and reinstate the litigation proceedings subject to plaintiffs refunding all moneys paid to plaintiffs and/or their counsel pursuant to this Settlement. If the Court approves the Parties' request, but the City does not approve one or more of the amendments to its municipal ordinances set forth in Parts IV, V, VI, and VII above, any Plaintiff may exercise its reserved right to withdraw from the settlement as set forth in those Parts subject to Plaintiffs refunding all moneys paid to Plaintiffs and/or their counsel pursuant to this Settlement. The Parties hereby agree that before exercising their reserved right to withdraw from the Settlement Agreement and

reinstitute litigation proceedings under this Dismissal, Duration and Compliance section of this Agreement, the party proposing to withdraw shall give written notice of intention to withdraw to all other Parties to this Agreement, and the Parties shall attempt in good faith to work out any such dispute with the other Parties and their counsel and may, under appropriate circumstances, grant an extension of time for the withdrawing party to exercise its reserved right to withdraw.

47. C. Notwithstanding the dismissal of this action, the parties agree and consent that the District Court does and shall retain jurisdiction over the parties both under federal law and pursuant to the provisions of California Code of Civil Procedure section 664.6 to enforce this written and binding settlement agreement between the parties.
48. For the duration of this Agreement and through at least December 31, 2022, the City shall maintain all records relating to implementation of and compliance with all provisions of this Agreement. Plaintiffs shall have the opportunity to inspect the records maintained by the City after giving reasonable notice to the City.
49. The parties shall attempt in good faith to work out any disputes that arise under the terms of this order. Only after good faith attempts have been exhausted will the parties request the assistance of the court in resolving such disputes. This express good faith obligation shall also pertain to each and any instance in this Agreement where plaintiffs reserved the right to withdraw from the Settlement Agreement in its entirety and reinstate the litigation proceedings. In the event that plaintiffs believe that their reserved right to withdraw from the settlement has been triggered, plaintiffs shall give written notice to the City Manager and City Attorney of intent to withdraw from the settlement, and shall give the City no less than 30 days' opportunity to cure the claimed triggering event as a condition precedent to such withdrawal and reinstatement of litigation proceedings.

CERTIFICATION OF TRANSLATOR

I, _____, hereby certify that I translated this document from English into Spanish, and that, to the best of my ability it is a true and correct translation. I further certify that I am competent in both Spanish and English to render and certify this translation.

Name

Date

las disposiciones del presente Acuerdo. Los demandantes tendrán la oportunidad de revisar los registros de la Ciudad después de dar aviso razonable a la Ciudad.

49. Las partes tratarán de buena fe resolver cualquier controversia que pueda surgir en virtud de los términos de la presente orden. Sólo después de que los intentos de buena fe se agoten, las partes solicitarán la asistencia de la corte en la solución de dichas controversias. Esta expresa obligación de buena fe, también se refiere a cada instancia en este Acuerdo en el que los demandantes reservan el derecho de retirarse del Acuerdo en su totalidad y el restablecimiento del litigio. En caso de que los Demandantes consideren que tienen razón de ejercer su derecho reservado a retirarse del Acuerdo, los demandantes deberán dar aviso por escrito al Administrador de la Ciudad y a los abogados de la Ciudad de su intención de retirarse del acuerdo, y darán a la Ciudad no menos de 30 días de oportunidad para curar el reclamo que activó el evento como una condición precedente a la retirada y restablecimiento del litigio.

CERTIFICACIÓN DE TRADUCTOR

Yo, Hilda Cisneros, Certifico que he traducido este documento del inglés al español, y que, a lo mejor de mis habilidades es una verdadera y correcta traducción. También certifico que soy competente tanto en español como en Inglés para rendir y certificar esta traducción.

Hilda Cisneros

Fecha

LAS PARTES DAN SU CONSENTIMIENTO A LA ENTRADA DE ESTE ACUERDO DE ORDEN DE DESPIDO COMO SE INDICA POR MEDIO DE LAS FIRMAS DE ABOGADOS Y LAS PARTES SIGUIENTES:

ESVIN Calderon
Demandante Esvin Calderon

Erma Calderon

ESVIN Calderon
Demandantes JC, EC and LC, menores,
Por y a través de su tutor ad litem, Esvin Calderón

Demandante Sali Alvarez

Demandante Martha Lopez (Nombrada originalmente como un menor "ML")

Demandante Lidia Valenciano

las disposiciones del presente Acuerdo. Los demandantes tendrán la oportunidad de revisar los registros de la Ciudad después de dar aviso razonable a la Ciudad.

49. Las partes tratarán de buena fe resolver cualquier controversia que pueda surgir en virtud de los términos de la presente orden. Sólo después de que los intentos de buena fe se agoten, las partes solicitarán la asistencia de la corte en la solución de dichas controversias. Esta expresa obligación de buena fe, también se refiere a cada instancia en este Acuerdo en el que los demandantes reservan el derecho de retirarse del Acuerdo en su totalidad y el restablecimiento del litigio. En caso de que los Demandantes consideren que tienen razón de ejercer su derecho reservado a retirarse del Acuerdo, los demandantes deberán dar aviso por escrito al Administrador de la Ciudad y a los abogados de la Ciudad de su intención de retirarse del acuerdo, y darán a la Ciudad no menos de 30 días de oportunidad para curar el reclamo que activó el evento como una condición precedente a la retirada y restablecimiento del litigio.

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Demandante Esvin Calderon

Demandantes JC, EC and LC, menores,
Por y a través de su tutor ad litem, Esvin Calderón

Sali Alvarez

Demandante Sali Alvarez

Martha Lopez

Demandante Martha Lopez (Nombrada originalmente como un menor "ML")

Demandante Lidia Valenciano

las disposiciones del presente Acuerdo. Los demandantes tendrán la oportunidad de revisar los registros de la Ciudad después de dar aviso razonable a la Ciudad.

49. Las partes tratarán de buena fe resolver cualquier controversia que pueda surgir en virtud de los términos de la presente orden. Sólo después de que los intentos de buena fe se agoten, las partes solicitarán la asistencia de la corte en la solución de dichas controversias. Esta expresa obligación de buena fe, también se refiere a cada instancia en este Acuerdo en el que los demandantes reservan el derecho de retirarse del Acuerdo en su totalidad y el restablecimiento del litigio. En caso de que los Demandantes consideren que tienen razón de ejercer su derecho reservado a retirarse del Acuerdo, los demandantes deberán dar aviso por escrito al Administrador de la Ciudad y a los abogados de la Ciudad de su intención de retirarse del acuerdo, y darán a la Ciudad no menos de 30 días de oportunidad para curar el reclamo que activó el evento como una condición precedente a la retirada y restablecimiento del litigio.

CERTIFICACIÓN DE TRADUCTOR

Yo, Hilda Cisneros, Certifico que he traducido este documento del inglés al español, y que, a lo mejor de mis habilidades es una verdadera y correcta traducción. También certifico que soy competente tanto en español como en Inglés para rendir y certificar esta traducción.

Hilda Cisneros

Fecha

LAS PARTES DAN SU CONSENTIMIENTO A LA ENTRADA DE ESTE ACUERDO DE ORDEN DE DESPIDO COMO SE INDICA POR MEDIO DE LAS FIRMAS DE ABOGADOS Y LAS PARTES SIGUIENTES:

Demandante Esvin Calderon

Demandantes JC, EC and LC, menores,
Por y a través de su tutor ad litem, Esvin Calderón

Demandante Sali Alvarez

Demandante Martha Lopez (Nombrada originalmente como un menor "ML")



Demandante Lidia Valenciano

Antonio Gutierrez
Demandante Antonio Gutierrez

Demandante Maria De Jesus Cirigo

Demandante Bernardo Garcia

Demandante Greater Napa Valley Fair Housing Center,
d/b/a Fair Housing Napa Valley
Por Nicole Collier, Directora Ejecutiva

Demandante Latinos Unidos del Valle de Napa y Solano
Por _____ su Presidente/Director Ejecutivo

PARA LOS DEMANDANTES:

BRANCART & BRANCART

OFICINA DE ABOGADOS DE DAVID GRABILL

Liza Cristol-Deman
Abogados de todos los Demandantes
Excepto LUNA

David Grabill, Abogado para los Demandantes
Excepto Greater Napa Valley Fair Housing
Council

ASISTENCIA LEGAL RURAL
DE CALIFORNIA, INC.

Ilene J. Jacobs
Abogados para Demandante LUNA únicamente

Demandante Antonio Gutierrez



Demandante Maria De Jesus Cirigo

Demandante Bernardo Garcia

Demandante Greater Napa Valley Fair Housing Center,
d/b/a Fair Housing Napa Valley
Por Nicole Collier, Directora Ejecutiva

Demandante Latinos Unidos del Valle de Napa y Solano
Por _____ su Presidente/Director Ejecutivo

PARA LOS DEMANDANTES:

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OFICINA DE ABOGADOS DE DAVID GRABILL

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Abogados de todos los Demandantes
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Council

ASISTENCIA LEGAL RURAL
DE CALIFORNIA, INC.

Ilene J. Jacobs
Abogados para Demandante LUNA únicamente

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BRANCART BRANCART

PAGE 13/14

Demandante Antonio Gutierrez

Demandante Maria De Jesus Cirigo



Demandante Bernardo Garcia

Demandante Greater Napa Valley Fair Housing Center,
d/b/a Fair Housing Napa Valley
Por Nicole Collier, Directora Ejecutiva

Demandante Latinos Unidos del Valle de Napa y Solano
Por _____ su Presidente/Director Ejecutivo

PARA LOS DEMANDANTES:

BRANCART & BRANCART

OFICINA DE ABOGADOS DE DAVID GRABILL

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Demandante Antonio Gutierrez

Demandante Maria De Jesus Cirigo

Demandante Bernardo Garcia

Demandante Greater Napa Valley Fair Housing Center,
d/b/a Fair Housing Napa Valley
Por Nicole Collier, Directora Ejecutiva

Demandante Latinos Unidos del Valle de Napa y Solano
Por _____ su Presidente/Director Ejecutivo

PARA LOS DEMANDANTES:

BRANCART & BRANCART



Liza Cristol-Deman
Abogados de todos los Demandantes
Excepto LUNA

OFICINA DE ABOGADOS DE DAVID GRABILL

David Grabill, Abogado para los Demandantes
Excepto Greater Napa Valley Fair Housing
Council

ASISTENCIA LEGAL RURAL
DE CALIFORNIA, INC.

Ilene J. Jacobs
Abogados para Demandante LUNA únicamente

THE PARTIES CONSENT TO THE ENTRY OF THIS SETTLEMENT AGREEMENT AND DISMISSAL ORDER AS INDICATED BY THE SIGNATURES OF COUNSEL AND THE PARTIES BELOW:

ESVin Caldera

Plaintiff Esvin Calderon

Irma Calderon
Plaintiff Irma Calderon

Plaintiff Irma Calderon

ESVIR Colabra

Plaintiffs JC, EC and LC, minors,

by and through their guardian ad litem, Esvin Calderon

Plaintiff Sali Alvarzez

Plaintiff Martha Lopez (originally named as a minor “ML”)

Plaintiff Lidia Valenciano

THE PARTIES CONSENT TO THE ENTRY OF THIS SETTLEMENT AGREEMENT AND
DISMISSAL ORDER AS INDICATED BY THE SIGNATURES OF COUNSEL AND THE
PARTIES BELOW:

Plaintiff Esvin Calderon

Plaintiffs JC, EC and LC, minors,

by and through their guardian ad litem, Esvin Calderon

Sali Alvarez

Plaintiff Sali Alvarez

Martha Lopez

Plaintiff Martha Lopez (originally named as a minor "ML")

Plaintiff Lidia Valenciano

THE PARTIES CONSENT TO THE ENTRY OF THIS SETTLEMENT AGREEMENT AND
DISMISSAL ORDER AS INDICATED BY THE SIGNATURES OF COUNSEL AND THE
PARTIES BELOW:

Plaintiff Esvin Calderon

Plaintiffs JC, EC and LC, minors,

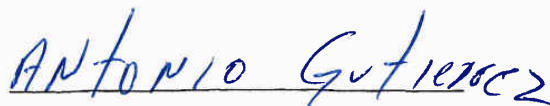
by and through their guardian ad litem, Esvin Calderon

Plaintiff Sali Alvarzez

Plaintiff Martha Lopez (originally named as a minor "ML")



Plaintiff Lidia Valenciano



15

Plaintiff Antonio Gutierrez



Plaintiff Maria De Jesus Cirigo

Plaintiff Bernardo Garcia

Plaintiff Greater Napa Valley Fair Housing Center,

d/b/a Fair Housing Napa Valley

By Nicole Collier, its Executive Director

Plaintiff Latinos Unidos del Valle de Napa y Solano

By _____, its President/Executive Director

~~As officers of the Court, counsel for the individual plaintiffs represents that the foregoing Settlement Agreement and Release has been explained to each of the adult individual plaintiffs in their native language, that the Settlement Agreement and Release provisions~~

Plaintiff Antonio Gutierrez

Plaintiff Maria De Jesus Cirigo



Plaintiff Bernardo Garcia

Plaintiff Greater Napa Valley Fair Housing Center,

d/b/a Fair Housing Napa Valley

By Nicole Collier, its Executive Director

Plaintiff Latinos Unidos del Valle de Napa y Solano

By _____, its President/Executive Director

~~As officers of the Court, counsel for the individual plaintiffs represents that the foregoing Settlement Agreement and Release has been explained to each of the adult individual plaintiffs in their native language, that the Settlement Agreement and Release provisions~~

Plaintiff Antonio Gutierrez

Plaintiff Maria De Jesus Cirigo

Plaintiff Bernardo Garcia

**Plaintiff Greater Napa Valley Fair Housing Center,
d/b/a Fair Housing Napa Valley
By Nicole Collier, its Executive Director**

**Plaintiff Latinos Unidos del Valle de Napa y Solano
By _____, its President/Executive Director**

FOR PLAINTIFFS:

BRANCART & BRANCART



all Plaintiffs Except LUNA

Liza Cristol-Deman

Attorneys for

~~have been translated for those Plaintiffs who are not fluent in the English language, and that each has consented and agreed to the terms and conditions of the settlement.~~

FOR PLAINTIFFS:

BRANCART & BRANCART

LAW OFFICE OF DAVID GRABILL

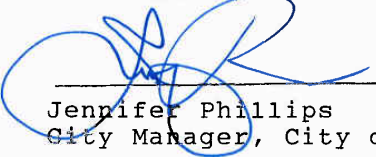
Liza Cristol-Deman
Attorneys for all Plaintiffs Except LUNA

David Grabill, Attorney for all Plaintiffs
Except Greater Napa Valley Fair Housing
Council

CALIFORNIA RURAL LEGAL
ASSISTANCE, INC.

Ilene J. Jacobs
Attorneys for Plaintiff LUNA only

FOR DEFENDANT CITY OF ST. HELENA:



Jennifer Phillips
City Manager, City of St. Helena

BURKE, WILLIAMS & SORENSEN, LLP

BURKE, WILLIAMS & SORENSEN, LLP

Thomas B. Brown

Ronald F. Frank

~~have been translated for those Plaintiffs who are not fluent in the English language, and that each has consented and agreed to the terms and conditions of the settlement.~~

FOR PLAINTIFFS:

BRANCART & BRANCART

LAW OFFICE OF DAVID GRABILL

Liza Cristol-Deman
Attorneys for all Plaintiffs Except LUNA

David Grabill, Attorney for all Plaintiffs
Except Greater Napa Valley Fair Housing
Council

CALIFORNIA RURAL LEGAL
ASSISTANCE, INC.

Ilene J. Jacobs
Attorneys for Plaintiff LUNA only

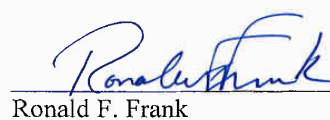
FOR DEFENDANT CITY OF ST. HELENA:

Toby Ross
Interim City Manager, City of St. Helena

BURKE, WILLIAMS & SORENSEN, LLP

BURKE, WILLIAMS & SORENSEN, LLP


Thomas B. Brown


Ronald F. Frank

1

CITY OF ST. HELENA

PROPOSED AMENDED RESOLUTION NO. 2005-98

APPROVING A LOCAL PREFERENCE POLICY
FOR AFFORDABLE HOUSING

RECITALS

A. Policy 6A-1 of the 2002 St. Helena Housing Element states that the City of St. Helena shall “Support a jobs/housing balance by encouraging housing that provides for St. Helena’s workforce”.

B. City residents have questioned whether the City can give or require priority to local residents and workers for occupancy in affordable housing units.

C. Adoption of a local preference policy is required to be supported by findings that the policy is non-discriminatory and consistent with the Fair Housing Act and that a legitimate governmental purpose exists. The City Council desires to adopt a local preference policy in accordance with the Housing Element and based upon the findings set forth herein.

D. Since the original adoption of this Resolution in 2005, circumstances have occurred in which tenants residing in affordable housing units in St. Helena have been displaced because of living conditions in their units that the unit owners did not promptly remedy despite notice to the owners of health, safety, and other Code violations by the City. Some of the displaced tenants were households with children enrolled in schools within the St. Helena Unified School District.

RESOLUTION

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

1. Findings. The City Council hereby makes the following findings:

(a) Municipalities located within Napa County are facing a jobs housing imbalance. The tourist and service industries continue to grow providing job opportunities at the same time as housing costs have increased significantly, making much of the housing in the Napa Valley unaffordable to the workers in the community. In addition to the lack of housing affordable to a large segment of the workforce in the County, the County also faces the adverse consequences of workers commuting to jobs within the County on roads designed for more limited traffic. The lack of housing affordable to the workforce in the various municipalities is impacting the ability of revenue generating businesses to attract employees.

(b) In an effort to provide housing opportunities for all segments of the community near job opportunities, the Napa Valley Housing Authority researched the possibility of its member constituencies, including the City of St. Helena, adopting local preference policies for new housing developments that would allow a preference for people working or living in the local jurisdiction in a manner that does not violate fair housing laws and ensures a fair and open selection process. To that end, a demographic study was commissioned by the Napa Valley

Housing Authority that reports on the demographic characteristics of Napa County. That study dated November 3, 2004, was prepared by Keyser Marston Associates Inc. and is entitled “Demographic Information on Napa Residents and Workers,” hereinafter referred to as the Demographic Study. The Demographic Study is incorporated herein by reference. In 2013, City representatives inquired of various affordable housing advocacy groups in an effort to identify any more recent demographic studies of a similar nature, and were advised that nothing more recent was available. Two of those groups, Fair Housing Napa Valley and Latinos Unidos del Valle de Napa y Solano, support this amended Resolution and believe that this amended resolution does not violate fair housing laws but rather promotes the goal of affordable housing for lower income households.

(c) The Demographic Study collected data about residents and workers in the County as a whole and within the various municipalities in the County. Generally, local preference policies are valid if they do not intentionally discriminate against any group protected by the fair housing laws or if they do not have a disparate impact on any group protected by fair housing laws. The Demographic Study indicates that a preference policy for households that live or work within an individual jurisdiction in Napa County will not have a disparate impact on a protected group. As Tables 3 and 4 in the Demographic Study show, the vast majority of workers in each of the municipalities in Napa County reside in the County although a large percentage reside outside of the municipality in which they work. Commute distance is one method of determining the housing market area or the area that applicants for housing will be drawn from. This data demonstrates that the housing market for Napa County is generally located within the County itself, although those jurisdictions on the north and south ends of the County do see more employees from adjacent counties. The housing market, for the City in particular where 83% of its workers reside in Napa County, can reasonably be defined as the County itself

(d) The Demographic Study shows that the demographic profile for the City of St. Helena is very similar to the County of Napa. Table 1 shows that 24% of Napa County residents are under the age of 18 and 25% of St. Helena residents are under the age of 18. Thirty-four percent (34%) of Napa County households have children under the age of 18 and 33% of St. Helena residents have children under the age of 18. Eighteen percent (18%) of Napa County residents are over the age of 62 and 20% of St. Helena residents are over the age of 62.

(e) Table 1 also shows that the race and ethnicity of the populations are similar. Eighty percent (80%) of Napa County residents are white, compared to 82% in St. Helena. Twenty-four percent (24%) of County residents identified themselves as Hispanic/Latino and 28% of St. Helena residents identified themselves as Hispanic/Latino. A local preference policy will not have a disparate impact on a protected ethnic group.

(f) Table 4 shows that 23% of the people who work in St. Helena also live in St. Helena. Eighty-three percent (83%) of the workers live within Napa County. A local preference policy for workers currently employed within the geographic boundaries of the St. Helena Unified School District (SHUSD) will help reduce traffic congestion and improve air quality. The policy proposed is designed to achieve a significant governmental purpose of ensuring that housing opportunities are available to the workforce in the City, thus decreasing commuting with all of its attendant detrimental impacts, including environmental degradation and overuse of transportation infrastructure. Additionally, the preference policy ensures that businesses

essential to the City's economy continue to locate in the area by providing housing opportunities for the necessary labor pool. Further, the preference policy will give priority to lower income, long-term households in the City of St. Helena who, because of substandard and/or unsafe living conditions resulting in code enforcement proceedings by the City, have been displaced from their affordable housing located within the City of St. Helena because of the inaction or insufficient action by their landlords to address those living conditions. Long-term residency, i.e., at least 12 consecutive months in the same location, will ensure that no applicant moves into a substandard rental unit, particularly once Code enforcement proceedings have been initiated, with the motive of seeking to gain priority under this policy.

(g) Given the similar demographics of the municipalities within the County, the fact that the housing market can reasonably be defined as the County itself, and the analysis of the demographic data specific to the City of St. Helena, a preference for households that work or live within the City will not have a disparate impact on any protected group by excluding any protected group and will further the above-described governmental purposes served by such a preference.

(h) The displacement of children from their homes during the school year can affect their academic performance and self-esteem. The City and its property owners benefit from improved test scores and higher achievement of students enrolled in the SHUSD. By prioritizing displaced households for available affordable housing in St. Helena, the disruption of academic performance and self-esteem can be lessened.

2. Based upon the foregoing findings, the City of St. Helena adopts the attached Amended Local Preference Policy for the City of St. Helena, to be implemented whenever ownership or rental housing opportunities are made available to eligible income households under the City's affordable housing regulations and policies.

Approved at a Regular Meeting of the St. Helena City Council on _____, 2014, by the following vote:

AYES: Councilmembers

NOES:

ABSENT:

APPROVED:

ATTEST:

Ann Nevero
Mayor

Delia Guijosa
City Clerk

AMENDED LOCAL PREFERENCE POLICY FOR CITY OF ST. HELENA

Applicants who live within the City of St. Helena or work within the geographic boundaries of the Helena Unified School District (SHUSD) will have a preference for housing developed pursuant to the City's affordable housing regulations in accordance with the following policy:

1. Preference.

Based upon the findings set forth in Amended Resolution No. 2005-98 adopted by the City Council of the City of St. Helena on _____, 2014, the City establishes the following priority to be used whenever ownership or rental housing opportunities are made available to eligible income households, unless prohibited by state or federal regulations that apply in connection with financing provided to assist in the acquisition/development/rehabilitation of the units.

a. First priority is given to eligible long-term households who, because of substandard and/or unsafe living conditions resulting in code enforcement proceedings by the City, have been displaced from their affordable housing located within the St. Helena because of the inaction or insufficient action by their landlords to address those living conditions.

b. Second priority is given to eligible households that have one or more members who work within the SHUSD geographic boundaries.

c. Third priority is given to all other eligible households.

2. Residency.

For purposes of the policy, an applicant for the displaced tenant priority will be determined to live in St. Helena if the applicant has lived in St. Helena for twelve consecutive months or longer. The applicant must produce evidence of residency within St. Helena. This evidence can be a copy of a deed, lease, rental agreement, rent receipt, utility bill, driver's license or other documentation that indicates residency.

3. Employment.

For purposes of this policy, an applicant will be determined to work in the SHUSD geographic boundaries if the primary place of employment for at least one member of the applicant's household is located in the SHUSD geographic boundaries and if the term of employment served has been twelve consecutive months or longer. If the applicant holds more than one job, the employment in the SHUSD geographic boundaries must be the job providing the greater percentage of income to the applicant. If the applicant does not have a fixed place of employment, such as delivery personnel, repair persons or similar employments, but spends at least 50% of his or her time employed in the SHUSD geographic boundaries, the applicant will be determined to be employed in the SHUSD geographic boundaries.

4. Application.

The developer, the City of St. Helena itself, and/or its agent shall affirmatively market the development to ensure that all applicants, regardless of eligibility for the preference, are aware of the housing opportunity. Applicants shall file complete applications with the Napa Valley Housing Authority (NVHA) by a deadline set by NVHA.

5. Determination of Eligibility.

Applicants who have applied for the local work or live preference shall be notified by NVHA whether their eligibility for the preference has been confirmed. If NVHA determines that an applicant is not eligible for the preference, NVHA shall notify the applicant and allow the applicant no less than five days to present additional evidence verifying the applicant's eligibility for the preference. The applicant can submit the additional evidence in writing or may request a hearing to present the evidence. The additional evidence of eligibility shall be presented to NVHA's administrator of housing programs. The administrator of housing programs can consider any evidence he or she thinks is relevant to determining an applicant's eligibility for the preference. The administrator of housing programs shall make a final determination of the applicant's eligibility for the preference based on all the evidence submitted by the applicant within five days of receiving the evidence. The administrator of housing's decision shall be final.

6. Lottery.

In administering the preference policy, a lottery will be used to select applicants. All applicants participating in the lottery must meet all the income and family composition qualifying criteria for occupancy in the development regardless of the applicant's preference eligibility. An applicant qualifying for the local "work" preference will have three opportunities to have his or her name drawn from the lottery. An applicant qualifying for the local "live" preference will have two opportunities to have his or her name drawn from the lottery. All other applicants will have one opportunity to have their names drawn from the lottery. Preference applicants shall be assigned the most favorable lottery number drawn for the applicant.

7. Employer-Built Housing.

If affordable housing is bulk or sponsored by an employer with no government subsidies, fee waivers or other types of public agency monetary assistance, the City Council will consider allowing the employer to set aside some or all of the affordable units for the exclusive occupancy of employees of the employer meeting all the income and family composition qualifying criteria for occupancy in the development, regardless of the foregoing preference policy. The number of units to be set aside and the form of the affordable housing resale or rental restriction agreement shall be determined on a case by case basis.

2

CITY OF ST. HELENA

ORDINANCE NO. _____

AMENDING CHAPTER 17.144 OF THE ST. HELENA MUNICIPAL CODE TO REVISE REGULATIONS FOR GRANTING DENSITY BONUSES AND/OR INCENTIVES OR CONCESSIONS FOR THE CONSTRUCTION OF CERTAIN HOUSING PROJECTS AFFORDABLE TO LOWER INCOME, VERY LOW INCOME, SENIOR HOUSEHOLDS AND TO PROVIDE FOR CITY TO GRANT PRIORITY FOR THE PROVISION OF WATER AND SEWER SERVICES TO SUCH DEVELOPMENTS.

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

SECTION 1: Findings. The City Council hereby determines that:

A. The State of California has declared that the availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian is a priority of the highest order.

B. The State of California has declared that local and state governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community.

C. To facilitate housing needs for all economic segments of the community, the state requires cities and counties to adopt a density bonus program for certain affordable housing projects and to adopt a procedure for providing priority water and sewer services to such affordable developments.

D. Section 65915 of the California Government Code requires cities and counties to adopt local legislation to provide density bonuses and/or incentives or concessions for the construction of certain affordable housing projects in order to implement the requirements of state density bonus law.

E. The City has previously adopted a local density bonus program codified as Chapter 17.144 of the St. Helena Municipal Code.

F. Section 65589.7 of the California Government Code requires each public agency or private entity providing water or sewer services to grant a priority for the provision of these services to proposed developments that include housing units affordable to lower income households.

G. The City has previously enacted policy HE1.D as part of the 2009-2014 Housing Element of the General Plan to give projects that include affordable housing units priority access to water and sewer resources over other new projects should the capacity of the local water or sewer systems become inadequate to meet the full demand for new connections.

H. As part of its ongoing efforts to encourage the development of housing affordable to all segments of the community, the City has reviewed its density bonus program and water priority policies as they relate to affordable housing development and determined that some minor amendments are needed to fully conform with the applicable provisions of State law.

I. On _____, 2014, the Planning Commission held a duly noticed public hearing to consider the proposed amendments to Chapter 17.144. At the conclusion of said hearing, the Planning Commission adopted Resolution No. ____ recommending that the City Council adopt this Ordinance.

J. On _____, 2014, the City Council held a duly noticed public hearing to consider this Ordinance.

SECTION 2. Compliance with CEQA. The City Council hereby finds that the action to adopt this Ordinance to amend Chapter 17.144 of the St. Helena Municipal Code is exempt from the provisions of the California Environmental Quality Act (Public Resources Code Section 21000, et seq.) (CEQA) because: (i) the Ordinance is not a discretionary program pursuant to Public Resources Code Section 21080(a); (ii) the Ordinance is a ministerial project within the meaning of Public Resources Code Section 21080(b) since the Ordinance simply adopts or amends local regulations required to implement mandatory density bonus and water priority standards imposed by Government Code Sections 65915 and 65589.7, respectively; and (iii) the Ordinance is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment. Qualified affordable housing development projects that are subject to CEQA are reviewed individually prior to issuance of building permit. Accordingly, the City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance may have a significant effect on the environment, and the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(1), 15061(b)(2), and 15061(b)(3).

SECTION 3. Amendment of Chapter 17.144. Chapter 17.144 of Title 17 of the St. Helena Municipal Code is hereby amended to read in its entirety as shown on Exhibit A, attached hereto and incorporated herein by reference.

SECTION 4: Severability. The City Council hereby declares every section, paragraph, sentence, cause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this ordinance is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

SECTION 5: Inclusion in the St. Helena Municipal Code. It is the intention of the St. Helena City Council that the text in Exhibit A of this ordinance be made a part of the St. Helena Municipal Code and that the text may be renumbered or relettered and the word "Ordinance" may be changed to "Section," "Chapter," or such other appropriate word or phrase to accomplish this intention.

SECTION 6: Effective Date. This ordinance shall take effect and be in force 30 days after its adoption, and a summary of this ordinance shall be published once with the names of the members of the Council voting for and against the ordinance in the St. Helena Star, a newspaper of general circulation published in the city of St. Helena.

THE FOREGOING ORDINANCE was introduced at a regular meeting of the St. Helena City Council on the ____ day of _____, 2014, and was adopted at a regular meeting of the St. Helena City Council on the ____ day of _____, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ann Nevero, Mayor

ATTEST:

CITY OF ST. HELENA

Delia Guijosa, City Clerk

I, DELIA GUIJOSA, CITY CLERK of the City of St. Helena, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the ____ day of _____, 2014. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the ____ day of _____, 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Delia Guijosa, City Clerk

APPROVED AS TO FORM:

Thomas B. Brown, City Attorney

EXHIBIT A

Amendments to St. Helena Municipal Code Chapter 17.144

Chapter 17.144
AFFORDABLE HOUSING

Sections:

- 17.144.010 Purpose.
- 17.144.020 Definitions.
- 17.144.030 Applicability.
- 17.144.040 Project requirements.
- 17.144.050 Application.
- 17.144.050 Waiver or reduction of development standards.
- 17.144.060 Land donation.
- 17.144.070 Parking.
- 17.144.080 Priority for water and sewer services.

17.144.010 Purpose.

The purpose of this chapter is to encourage the development of housing affordable to all segments of the community and to provide for incentives to defray the costs of providing affordable housing for very low, low, and moderate income households in the city of St. Helena. In enacting these provisions, the city expressly intends this chapter to satisfy the requirements of: (1) Government Code Section 65915 and the City's Housing Element by specifying how the city shall provide density bonuses and/or incentives or concessions for the construction of certain housing projects affordable to lower income, very low income, senior households, and for condominium and planned development projects, moderate income; and (2) Government Code Section 65589.7 and the City's Housing Element by specifying how the city will grant priority for the provision of water and sewer services to developments that include housing units affordable to lower income households.

17.144.020 Definitions.

As used in this chapter:

“Concession or incentive” means and includes, but is not limited to, a modification of zoning code requirements such as reductions in lot size, frontage requirements, setbacks, yards, parking, or open space or fencing requirements; height increases; a modification of architectural design requirements that exceed the minimum building standards approved by the California Building Standards Commission; waivers, reductions or delay in improvement requirements (e.g., utility undergrounding, sidewalks, right-of-way dedication but not including curb-to-curb street width standards); monetary assistance, reductions or waivers of development fees, or provision of land to the extent that monetary assistance or land is available; approval of mixed use zoning in conjunction with the housing project if commercial, office, industrial or other land uses will reduce the cost of the housing development and if the commercial, office, industrial or other land uses are compatible with the housing project and the existing or planned development in the area in which the housing project will be located.

“Condominium project” is as defined in subdivision (f) of Section 1351 of the Civil Code.

“Density bonus,” except as applied to a condominium project or a senior housing development, means a density increase of at least twenty percent (20%) unless a lesser percentage is elected by the developer, over the otherwise maximum allowable residential density for the site under the applicable zoning district and land use element of the general plan. The amount of the density bonus to which the applicant is entitled shall vary according to the amount by which the percentage of affordable housing units exceeds the percentage established in Section 17.144.030. For each one percent increase above ten percent (10%) in the percentage of units affordable to lower income households, the density bonus shall be increased by 1.5 percent up to a maximum of thirty-five percent (35%). For each one percent increase above five percent in the percentage of units affordable to very low income households, the density bonus shall be increased by 2.5 percent up to a maximum of thirty-six percent (36%). All density calculations resulting in fractional units shall be rounded up to the next whole number.

“Density bonus” for a condominium project in which at least ten percent (10%) of total units are reserved for moderate income households, is a density increase of at least five percent, unless a lesser percentage is elected by the developer, over the otherwise maximum allowable residential density for the site under the applicable zoning district and land use element of the general plan.

“Density bonus” for a senior housing development, as defined in Sections 51.3 and 51.12 of the California Civil Code or any successor statutes, or a mobile home park that limits residency based on age requirements for housing for older persons pursuant to Section 798.76 or 799.5 of the California Civil Code or any successor statutes, shall be twenty percent (20%) of the number of senior housing units, unless a lesser percentage is elected by the developer.

“Lower income households” is as defined by Section 50079.5 of the Health and Safety Code.

“Moderate income households” is as defined by Section 50093 of the Health and Safety Code.

“Planned development project” is as defined by subdivision (k) of Section 1351 of the Civil Code.

“Qualifying residents” is as defined in Section 51.3 of the Civil Code.

“Very low income households” is as defined by Section 50105 of the Health and Safety Code.

17.144.030 Applicability.

An applicant may request a density bonus and concessions or incentives for a residential or residential mixed-use project of five or more units that satisfy one or more of the following criteria:

1. At least ten percent (10%) of total units are designated for lower income households;

2. At least five percent of the total units are designated for very low income households;
3. A senior citizen housing development as defined in Sections 51.3 and 51.12 of the Civil Code;
4. For a condominium project or planned development project only, at least ten percent (10%) of total units are designated for moderate income households.

17.144.040 Project requirements.

In addition to satisfying one or more of the criteria in Section 17.144.030 of this chapter, the housing project developer requesting a density bonus and/or incentive or concession shall satisfy the following requirements:

- A. The designated units shall be comparable to the nondesignated units within the project. Location of designated units shall be at the city's discretion.
- B. The developer and/or owner shall enter into an agreement with the city to ensure the continuing affordability of units designated for low and very low income households. Where the city grants a density bonus or concessions or incentives, such agreement shall be for a term of thirty (30) years, or longer should the project financing so require.
- C. The developer and/or owner shall enter into an agreement with the city to ensure that the initial occupant of units in condominium projects and planned development projects directly related to the receipt of the density bonus shall be a person or family of moderate income. Upon resale, the seller of the unit shall retain the value of any improvements, the down payment, and the seller's proportionate share of appreciation. The city council shall adopt a resolution establishing the method for determining how the city will recapture its proportionate share of appreciation which shall then be used within three years for any of the purposes described in subdivision (c) of Section 33334.2 of the Health and Safety Code that promote home ownership.
- D. Units designated for rent by lower income households shall be affordable at rents that do not exceed thirty percent (30%) of sixty percent (60%) of area median income. Units designated for rent by very low income households shall be affordable at rents that do not exceed thirty percent (30%) of fifty percent (50%) of the area median income.
- E. Units designated for purchase by low income or moderate income households shall be affordable according to limits established by the State Department of Housing and Community Development.
- F. The developer and/or property owner shall provide the city a yearly accounting of the total project units occupied and vacant, the total occupied and vacant units designated for low or very low income households, and rents charged.

17.144.050 Application.

A. To apply for a density bonus and/or incentives or concessions, the applicant may submit a proposal for specific incentives or concessions and may request a meeting with the city. The preliminary proposal shall provide the following information:

1. Preliminary sketch plan showing the context, location of buildings, and parking;
2. Number, type, and size of the housing units;
3. Any request for waiver of development standards;
4. Information satisfactory to the planning director to enable the city to determine the project cost per unit and whether the waiver or modification of otherwise applicable standards is necessary to: (i) provide for affordable housing costs, as defined in Section 50052.5 of the Health and Safety Code or any successor statute; (ii) provide for rents for the targeted units to be set as specified in subdivision (c) of Government Code section 65589.7 or any successor statute; or (c) otherwise make the housing units economically feasible. Such information may include capital costs, equity investment, debt service, projected revenues, operating expenses, and any other information deemed necessary by the planning director.

B. The city shall, within ninety (90) days of receipt of the preliminary written proposal, notify the developer in writing whether and in what manner the city shall grant a density bonus and incentives or concessions as follows:

Number of Concessions or Incentives	Percentage of Units for Very Low Income	Percentage of Units for Low Income	Percentage of Units for Moderate Income in a Condominium or Planned Development
1	5%	10%	10%
2	10%	20%	20%
3	15%	30%	30%

In addition to the foregoing, any developer who proposes to construct a housing development that conforms to the requirements of this chapter and includes a child care facility that will be located on the premises of, as part of, or adjacent to the project shall also be entitled to either an additional density bonus or an additional concession or incentive in accordance with the provisions of California Government Code section 65915(h) or any successor statute.

C. Alternatively, within ninety (90) days, the city council shall preliminarily find that:

1. The concession or incentive is not required in order to provide for affordable housing costs, as defined in Section 50025.2 of the Health and Safety Code or for rents for the targeted units to be set as specified in Section 17.144.040 of this chapter, or

2. The concession or incentive would have a specific, adverse impact upon public health and safety, or upon the physical environment, or upon real property listed in the California Register of Historical Resources and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact without rendering the development unaffordable to low- and moderate-income households. For purposes of this paragraph, “specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete. Such notification shall represent the joint recommendation of city staff charged with implementing this section; provided, however, that the city council, in acting on the project, may modify such recommendation.

D. In accordance with the provisions of California Government Code Section 65915(f) or any successor statute, a developer may elect to accept a lesser percentage of density bonus than the maximum specified in this chapter.

E. In accordance with the provisions of California Government Code Section 65915(f)(5) or any successor statute, the granting of a density bonus pursuant to this chapter shall not be interpreted, in and of itself, to require a general plan amendment, zoning change, or other discretionary approval.

F. If the developer does not submit a written preliminary proposal, the developer shall submit a written proposal for specific incentive along with information described in subsection (A)(4) of this section (along with other materials required for application submittal) at the time a formal application is submitted. The decision making body shall either grant the density bonus and at least one additional concession/incentive requested by the developer or make one of the findings, based on substantial evidence, described in subsection (C)(1) or (2) of this section.

G. The developer shall pay any fee(s), as established by resolution of the city council to implement this section, including but not limited to fees to process the request for a density bonus and/or other concessions or incentives; prepare contracts and other documents; and monitor contracts and documents for compliance. Fees shall be paid prior to building permit issuance unless otherwise established by resolution.

H. Affordable units under this section shall be constructed at the same time as the market-rate units. The right to a density bonus or concession under this chapter shall not be transferred to another development. Where a developer proposes to simultaneously develop two or more parcels in the city, nothing in this section shall prohibit the council from using a density bonus and/or concession/incentive granted for one of the parcels on another of the multiple parcels.

17.144.055 Waiver or reduction of development standards.

In addition to any density bonus and/or concessions or incentives granted pursuant to this chapter, a developer may also request that the city waive or reduce any development standard that has the effect of physically precluding the construction of a development meeting the criteria of this chapter at the densities or with the concessions or incentives permitted pursuant to this

chapter in accordance with the provisions of California Government Code Section 65915(e) or any successor statute.

17.144.060 Land donation.

A. When an applicant voluntarily offers to donate land which is of sufficient developable acreage and with appropriate zoning classification to permit construction of units affordable to very low income households in accordance with this section, the applicant shall be entitled to a fifteen percent (15%) increase above the otherwise maximum allowable residential density. For each one percent increase above the minimum land donation described in subsection B of this section, the density bonus shall be increased by one percent, up to a maximum of thirty-five percent (35%).

B. The voluntary donation of land shall comply with the following criteria:

1. The land is transferred no later than the date of approval of the final subdivision map, parcel map, or residential development application.
2. The developable acreage and zoning classification of the land being transferred are sufficient to permit construction of units affordable to very low income households in an amount not less than ten percent (10%) of the number of residential units of the proposed development. Housing units designated for very low income households pursuant to Chapter 17.146 of this title shall not be included when determining compliance with this section.
3. The transferred land is at least one acre or of sufficient size to permit development of at least forty (40) units, has the appropriate general plan designation, is appropriately zoned for development as affordable housing, and is or will be served by adequate public facilities and infrastructure.
4. The transferred land is within the boundary of the proposed development or, with the approval of the city council, within one-quarter mile of the boundary of the proposed development.

C. The applicant for a tentative subdivision map, parcel map, or other residential development approval wishing to donate land pursuant to Government Code Section 65915(h) shall include in its application for development the following information:

1. The size of the parcel;
2. The amount of developable acreage;
3. A preliminary plan for the development of at least forty (40) units affordable to very low income households on the developable acreage;
4. A description of the public facilities and infrastructure that would serve the units;

5. The name of the public or private entity to which the land will be donated.

D. The city council shall approve, modify or disapprove the application to donate land in accordance with the requirements of this section and Government Code Section 65915(h).

E. Unless the construction of at least forty (40) units affordable to very low income households on the donated land are the subject of a separate development application, the units shall be considered a part of the application for a tentative subdivision map, parcel map, or other residential development for purposes of review under the California Environmental Quality Act and other state and local laws and regulations.

17.144.070 Parking.

A. This section implements the provisions of Government Code Section 65915(p).

B. If a development is constructed with the vehicular parking ratios described in Government Code Section 65915(p)(1), and the parking ratios are less than otherwise required by the city, the applicant for development shall record a covenant against the property disclosing the difference between the parking ratios that have been used for the development and the city's requirements.

17.144.080 Priority for water and sewer services.

In accordance with the provisions of California Government Code Section 65589.7 or any successor statute, the city shall grant priority for the provision of water and sewer services to developments that include housing units affordable to lower income households in accordance with a written policy adopted by resolution of the city council.

3

RESOLUTION NO. 2014-__

CITY OF ST. HELENA

ESTABLISHING A POLICY AND PROCEDURE FOR GRANTING
PRIORITY WATER AND SEWER SERVICES TO PROPOSED
DEVELOPMENTS THAT INCLUDE AFFORDABLE HOUSING UNITS

RECITALS

1. The State of California has declared that the availability of housing is of vital statewide importance, and the early attainment of decent housing and a suitable living environment for every Californian is a priority of the highest order.
2. The State of California has declared that local and state governments have a responsibility to use the powers vested in them to facilitate the improvement and development of housing to make adequate provision for the housing needs of all economic segments of the community.
3. Section 65589.7 of the California Government Code requires each public agency or private entity providing water or sewer services to grant a priority for the provision of these services to proposed developments that include housing units affordable to lower income households.
4. The City has previously enacted Policy HE1.D as part of the 2009-2014 Housing Element of the General Plan to give projects that include affordable housing units priority access to water and sewer resources over other new projects should the capacity of the local water or sewer systems become inadequate to meet the full demand for new connections.
5. To further facilitate housing needs for all economic segments of the community, the City Council of the City of St. Helena has adopted Ordinance No. ____ amending Chapter 17.144 of the St. Helena Municipal Code to encourage the development of affordable housing within the city.
6. Ordinance No. ____, among other things, adds Section 17.144.080 to Chapter 17.144 to implement Policy HE1.D by requiring the City to grant priority for the provision of water and sewer services to developments that include housing units affordable to lower income households in accordance with a written policy. This resolution is intended to establish that written policy.

RESOLUTION

The City Council of the City of St. Helena, State of California, does hereby resolve, determine, and find as follows:

- A. Incorporation of Recitals. The foregoing Recitals are true and correct and are incorporated herein and form a part of this Resolution.
- B. Compliance with CEQA. The City Council hereby finds that the adoption of this policy is exempt from the California Environmental Quality Act ("CEQA") because: (i) the Policy is

not a discretionary program pursuant to Public Resources Code Section 21080(a); (ii) the Policy is a ministerial project within the meaning of Public Resources Code Section 21080(b) since the Ordinance simply adopts or amends local regulations required to implement mandatory water priority standards imposed by Government Code Section 65589.7; and (iii) the Policy is covered by the general rule which exempts activities that can be seen with certainty to have no possibility for causing a significant effect on the environment. Qualified affordable housing development projects that are subject to CEQA are reviewed individually prior to issuance of building permit, and any impact on water or sewer services would be analyzed at that time. Accordingly, the City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Policy may have a significant effect on the environment, and the Ordinance is exempt from CEQA pursuant to CEQA Guidelines Sections 15061(b)(1), 15061(b)(2), and 15061(b)(3).

- C. Adoption of Policy. To comply with Government Code Section 65589.7 and to implement Housing Element Policy HE1.D, the City Council hereby adopts the policy and procedure for prioritizing water and sewer services to low income housing developments, attached hereto as Exhibit "A" and expressly made a part of this resolution by this reference.

Approved at a Regular Meeting of the St. Helena City Council on _____, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTEST:

Ann Nevero
Mayor

Delia Guijosa
City Clerk

EXHIBIT A

CITY OF ST. HELENA POLICY RELATED TO PRIORITY OF
WATER AND SEWER SERVICE TO LOW-INCOME DEVELOPMENTS**PURPOSE:**

To establish a policy and procedure to grant a priority for the provision of water and sewer services to proposed developments that include housing units affordable to lower income households pursuant to a mandate set forth in California Government Code Section 65589.7 or any successor statute.

POLICY:

In accordance with Section 17.144.080 of the St. Helena Municipal Code and California Government Code Section 65589.7 or any successor statute, priority for water and sewer services shall be given to proposed developments that include housing affordable to lower income households. Such priority shall be granted in accordance with the procedures set forth in this policy.

PROCEDURES:

1. Based upon availability of the water supply, as determined by the Director of Public Works pursuant to the City's water service system regulations (Chapter 13.04 of the St. Helena Municipal Code), the Director of Public Works or his/her designee shall ensure that priority for water and sewer services is given to proposed developments that include housing units affordable to lower income households. Notwithstanding the foregoing, this Policy and Procedure shall have no effect on any state or local regulations or restrictions relating to water shortage emergencies.
2. For the purposes of this Policy, "proposed developments that include housing affordable to lower income households" shall mean dwelling units that will be sold or rented to lower income households, as defined in California Health and Safety Code Section 50079.5 or any successor statute, at an affordable housing cost, as defined by California Health and Safety Code Section 50053 or any successor statute.
3. The City shall not deny or condition the approval of an application for services to, or reduce the amount of services applied for by, a proposed development that includes housing units affordable to lower income households, unless the City makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one or more of the following:
 - a. The City: (i) does not have "sufficient water supply" as defined by California Government Code Section 66473.7(a)(2) or any successor statute; or (ii) is operating under a water shortage emergency as defined in California Water Code Section 350 or any successor statute and Chapter 13.04 of the St. Helena Municipal Code; or (iii) does not have sufficient water treatment or distribution capacity to serve the needs of the proposed development, as demonstrated by a written engineering analysis and report..
 - b. The City is subject to a compliance order issued by the State Department of Health Services that prohibits new water connections.

- c. The City does not have sufficient treatment or collection capacity, as demonstrated by a written engineering analysis and report on the condition of the City's sewer treatment or collection works, to service the needs of the proposed development.
- d. The City is under an order issued by a Regional Water Quality Control Board that prohibits new sewer connections.
- e. The developer has failed to agree to reasonable terms and conditions relating to the provision of service generally applicable to development projects seeking service from the City, including, but not limited to: (i) the requirements of local, state, or federal laws and regulations, or (ii) the payment of a fee or charge imposed pursuant to Government Code Section 66013 or any successor statute.

4

Chapter 8.32 RELOCATION SERVICES AND PAYMENTS FOR RESIDENTIAL TENANT HOUSEHOLDS

Sections:

- 8.32.010 Findings.
- 8.32.020 Purpose.
- 8.32.030 Definitions.
- 8.32.040 Eligibility for relocation services and assistance.
- 8.32.050 Owner responsibilities.
- 8.32.060 Relocation payment procedures and appeal process.
- 8.32.070 City's involvement in relocation payments.
- 8.32.080 Relocation and other payments.
- 8.32.090 Emergency relocations—Payments.
- 8.32.100 Move-back option.
- 8.32.110 Penalties.
- 8.32.120 Private right of action.
- 8.32.130 Notices

8.32.010 Findings.

The city council finds and determines that:

- A. Some rental units and rooms in St. Helena have been found, or will be found, to have severe code violations, which threaten the life and safety of occupants and require the units or rooms to be vacated to allow for extensive repairs.
- B. Such code violations are often caused by deferred maintenance, may breach the landlord's implied warranty of habitability, and sometimes constitute constructive eviction of the tenant household from its residence.
- C. Difficulty of preventing displacement, enforcing health and safety codes, and finding replacement housing and incurring moving-related expenses creates a financial hardship for tenant households, particularly those who are low-income.
- D. The level of services and payments provided in this chapter are similar to those provided to tenant households displaced as a result of government-sponsored rehabilitation programs and are reflective of actual relocation costs likely to be incurred by displaced households.
- E. The difference in payments between tenant households displaced from units and those displaced from rooms is based on differences in actual costs likely to be incurred.
- F. The relocation payment obligations imposed on landlords by this chapter partially mitigate the financial hardships faced by tenant households displaced in order to bring the

property up to housing code and have the additional purpose of encouraging landlords to maintain their residential properties in a habitable condition. (Ord. 12-6 § 1 (part))

8.32.020 Purpose.

The purposes of this chapter are to: (i) prevent displacement where possible; (ii) provide relocation services; (iii) require property owners to make payments to residential tenant households displaced as a result of code enforcement activities in order to alleviate hardships associated with such relocations; (iv) facilitate the correction of code violations; and (v) protect the health, safety and welfare of the residents of St. Helena. (Ord. 12-6 § 1 (part))

8.32.030 Definitions.

“Code enforcement” or “code enforcement activity” shall mean an activity or activities initiated by the city to ascertain the condition of a building and requiring an owner to make necessary repairs to bring the property into compliance with applicable building and housing codes.

“Emergency relocations” shall mean when, in the opinion of the building official, any condition of the building or surrounding property causes or constitutes or reasonably appears to cause or constitute an imminent or immediate danger to the health or safety of tenant households.

“Household” or “tenant household” shall mean one or more individuals entitled to the occupancy of a rental unit or room who share living expenses.

“Owner” shall mean a person, persons, landlord, corporation, or any entity holding title to a property or agent or assignee.

“Relocation” shall mean the required vacating of a residential unit or room by a tenant household and the moving into another unit or room as a result of repairs required to bring the property into code compliance where such repairs are undertaken because of code enforcement.

“Rental unit” or “unit” shall mean a dwelling containing a separate bathroom, kitchen, and living area which is the place of permanent or customary and usual abode of a household, including a single-family dwelling or a unit in a multifamily or multipurpose dwelling, a unit in a condominium or cooperative housing project.

“Room” shall mean a room in a hotel or boarding house or a rented room in a private dwelling occupied by a tenant who has paid for at least thirty (30) consecutive days of occupancy. (Ord. 12-6 § 1 (part))

8.32.040 Eligibility for relocation services and assistance.

A tenant household may be considered eligible for relocation assistance and payments pursuant to Sections 8.32.060, 8.32.070, 8.32.080, 8.32.090, and 8.32.100 if the city determines that the condition of a building is such that a household cannot safely occupy the unit or room while the unit is being rehabilitated and such condition was not created by the tenant household occupying the unit or room. (Ord. 12-6 § 1 (part)) The owner shall have the burden of establishing that a tenant household is exempt from relocation assistance under this chapter.

8.32.050 Owner responsibilities.

- A. The owner shall make repairs within the time frame required by the city to remedy code violations that the city has determined are necessary to protect the health and safety of the tenants.
- B. Neither the owner nor the city shall require the tenants to relocate as a result of code enforcement or code enforcement activity if the City determines that repairs can be made within a reasonable period of time without unreasonably endangering the health or safety of the tenants.
- C. The owner shall be responsible for providing relocation payments to each tenant household displaced because repairs undertaken to bring the property into code compliance, as determined by the City, cannot be undertaken with the tenant household(s) in place.
- D. The owner shall be responsible for providing such payments directly to the tenant household(s) to be displaced or already displaced.
- E. The owner shall make payments required by this chapter at least ten (10) days in advance of the move to facilitate relocation. When it is uncertain as to when the unit to be rehabilitated will be ready for reoccupancy, advance payment can be a partial payment sufficient to allow relocation of the affected tenant household to take place. The remaining amount owed pursuant to this chapter shall be made in a timely manner in order to prevent hardship to the tenant household.
- F. Relocation payments shall not be required for repairs which are required as a result of any natural disaster or emergency not caused by the owner, including, but not limited to, a fire, earthquake or flood, (Ord. 12-6 § 1 (part))

8.32.060 Relocation payment procedures and appeal process.

- A. The city, in conjunction with available housing assistance and tenant advocacy services, shall assist households displaced by code enforcement activities by providing information, referral, monitoring, and other relocation advisory assistance aimed at facilitating the household's move.
- B. Whenever a building containing a residential rental unit or room or portion thereof is declared to be a substandard or deficient building pursuant to this code, the building official shall also determine whether the repairs necessary to abate the substandard or deficient conditions can be reasonably accomplished without vacation of such building, or portion thereof, by its occupants. In deciding whether to order repairs or require vacation, the city shall give preference to repair of the building without requiring vacation, provided that the city determines the violations are not so extensive or of such a nature that the health and safety of the affected tenant households or the public is substantially and immediately endangered, consistent with the requirements of Health and Safety Code sections 17980 et seq. or any successor statute(s).
- C. Upon a written showing by any affected tenant that displacement would create extreme hardship, the city shall allow a deferral of the effective date of any order(s) of abatement consistent with Health and Safety Code section 17959.4 or any successor statute, except in cases

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in which the city determines that the violations are so extensive or of such a nature that the health and safety of the affected tenant households or the public is substantially and immediately endangered, consistent with Health and Safety Code section 17980 et seq. or any successor statute(s), as applicable. The City Manager may create and make available a form to be used by affected tenants to make the written showing required by this section.

D. If the city determines that relocation is necessary in order to bring the property into compliance with applicable code requirements or abatement orders, the owner shall provide written notice to each affected tenant household at least thirty (30) days in advance of the date of required relocation, unless the city orders an abatement that requires relocation in less than thirty (30) days, and in such case, the owner shall provide notice as soon as practicable prior to the effective date of the abatement order. Such notice shall include, but not be limited to, all of the following:

- (1) A summary of the repairs to be undertaken and the estimated duration of the relocation;
- (2) A statement that the tenant household is entitled to relocation benefits under this chapter;
- (3) A statement that the tenant household may appeal the determination to the city and request from the city a hardship deferral of the order to vacate;
- (4) A statement that such appeal and/or request may be made to the city manager; and the address and telephone number of the city manager;
- (5) A copy of this chapter.

The owner shall provide the City a copy of each notice provided under this section.

E. In addition to the notice provided by the owner, when the city issues a notice of abatement to the owner which requires vacation of the unit or building, the city shall provide written notice to affected tenant households either: (i) by posting a copy of the notice or order in a conspicuous place on the affected property and mailing the same by first class mail to each affected residential unit, or (ii) by posting a copy of the order or notice in a conspicuous place on each affected residential unit. The notice required by this subsection shall include, but not be limited to, all of the following:

- (1) The city's address and telephone number;
- (2) A statement that the tenant household may appeal the determination to the city and request from the city a hardship deferral of the order to vacate;
- (3) A statement that such appeal and/or request may be made to the city manager; and the address and telephone number of the city manager; and
- (4) A statement that a lessor (or owner) may not retaliate against a lessee (or tenant household) pursuant to Section 1942.5 of the Civil Code.

Notwithstanding the foregoing, failure of an affected tenant household to receive the notice required by this section shall not invalidate the city's notice of abatement to the owner requiring vacation of the unit or building.

F. The issuance by the building official of a notice of necessity to vacate the building shall not relieve the building owner of his or her obligation to provide any other notice of termination of tenancy imposed or required by any provision of state law or ordinance. Each tenant household which has been served with a notice of necessity to vacate building pursuant to this chapter shall: (i) submit a written request for relocation payment ; (ii) serve a copy of said written request for relocation payment on the owner, together with an estimate of the amount of payments to which the tenant household is entitled pursuant to Section 8.32.080 within twenty (20) days after receipt of such notice; and (iii) retain a copy of the written request for its records. If payment is to be made in more than one installment, the tenant household shall notify the owner of the remaining amount owed. The City Manager may create and make available a form to be used by tenant households under this section.

G. Within ten (10) days after receipt of the tenant's notice referred to in subsection F of this section, the owner shall either make the initial payment of relocation benefits directly to the tenant household or file a written request for an appeal hearing before the city manager or designee describing the reasons for such request with the city manager if the owner wishes to contest the estimated relocation payment amounts or the tenant household's eligibility for relocation payment. The initial payment shall include:

- (1) The dislocation allowance pursuant to section 8.32.080(A)(1) or (B)(1).
- (2) Fixed moving and storage costs pursuant to section 8.32.080(A)(2) or (B)(2).
- (3) The replacement housing payment pursuant to section 8.32.080(A)(3) or (B)(3).

Except in cases where the City determines that the violations are so extensive or of such a nature that the health and safety of the tenant household or the public is substantially and immediately endangered (consistent with Health and Safety Code section 17980 et seq. or any successor statute), the tenant household shall have the right to remain at the rental unit or room until such time as it has received the initial payment of relocation benefits to which it is entitled under this chapter.

Subsequent relocation payments shall be made on a monthly basis thereafter and shall be made at least seven (7) days in advance of when the tenant household's monthly rental payment is due. In lieu of monthly payments, the owner may make lump payments covering specified periods of time.

H. An appeal hearing shall be scheduled before the city manager or designee to consider the issues described in the appeal document within thirty (30) days of the filing of such appeal. The owner and all affected tenants shall be notified by mail of the time and place of the hearing at least ten (10) days before the date of hearing. The city manager or designee shall render a

decision on any such appeal within ten (10) days after the close of the hearing. The decision of the city manager shall be final.

I. Nothing in this section shall in any way preclude or limit any aggrieved party from seeking judicial review after such person has exhausted the administrative remedies provided by this section. However, it shall be conclusively presumed that a litigant has not exhausted his or her administrative remedies as to any issue which is not raised in the administrative proceedings authorized herein. (Ord. 12-6 § 1 (part))

8.32.070 City's involvement in relocation payments.

The city may, in its discretion, make any of the payments required by Section 8.32.080 in situations where the owner is unwilling or unable to pay for relocation costs and the tenant household is required to relocate due to code enforcement activity to bring the building into code compliance. The city shall recover from the owner all costs incurred as a result of making such payments. In order for the city to consider making such payments, a request must be made by the tenant household to the city manager within twenty (20) days from the owner's refusal to make the required payments.

A. In the above cases, the city shall first mail, by certified mail, a written notice to the owner of the owner's obligation under this chapter (i) to provide relocation assistance and payment and (ii) the time limit within which payment is to be made. The notice shall also specify that failure to make required payments may result in the city making such payments on behalf of the owner and the consequences to the owner of the city's action.

B. If within ten (10) days of receipt of said notice the owner continues to refuse to make the necessary payments, the city may make the required relocation payment to the tenant household. The city shall then bill the owner for the amount of payment, plus any administrative and other costs it would not have otherwise incurred. If the owner does not make payment to the city within sixty (60) days, the city shall record a lien on the property from which the tenant household was displaced with the county recorder and provide notice of such lien to the owner and to the county assessor. The lien amounts shall accrue interest at a rate of ten percent (10%) per annum until the lien is discharged. The lien shall be subordinate to all existing special assessment liens previously imposed upon the property and shall be paramount to all other liens except for state, county and municipal taxes and special assessments. (Ord. 12-6 § 1 (part))

8.32.080 Relocation and other payments.

A. Payments for Relocation from Rental Units. Tenant households displaced from rental units in order to bring the property into code compliance shall be eligible for the following payments:

1. A one-time dislocation allowance of five hundred dollars (\$500.00) to help defray incidental relocation expenses.
2. The household's choice of a fixed or actual moving and storage expense payment subject to the following requirements:

- a. If a fixed payment is chosen, a payment of eight hundred dollars (\$800.00) shall be made if both moving and storage of household goods are necessary. If no storage is required, the fixed payment shall be four hundred dollars (\$400.00). No documentation is necessary to receive a fixed payment. In cases of disputes as to whether storage is required, the city shall be asked to make that determination. The city's determination is final.
 - b. Payment for actual documented moving and storage expenses shall include both movement to the replacement unit(s) and movement back to the original unit. Payment shall not exceed the rates established by the California Public Utilities Commission.
 3. A replacement housing payment equal to the documented difference between the rent and utilities paid on the unit being rehabilitated and the lesser of:
 - a. Rent and utilities in the replacement unit; or
 - b. An amount equal to ten percent (10%) above the fair market rent guidelines maximum used for the Section 8 Existing Housing Program or its equivalent by bedroom size of the unit being rehabilitated. The rent differential payment shall be made until such time that the unit from which the household was displaced is available for occupancy.
 4. Payment of the required security deposit at the relocation unit, excluding any charges for damages to the relocation unit caused by tenant other than normal wear and tear.
 5. Payment of a daily food allotment of \$25 per person to the extent the relocated tenant household does not have access to cooking facilities during the time it temporarily occupies replacement housing.
- B. Payments for Relocation from Rental Rooms. Payments for relocation from rooms shall be as follows:
1. Actual, documented moving and storage costs, not to exceed the rates established by the California Public Utilities Commission.
 2. A replacement housing payment equal to the lesser of:
 - a. The documented difference between rent and utilities on the room to be vacated and a replacement dwelling; or
 - b. The fair market rent guidelines maximum for a one-bedroom unit used for the Section 8 Existing Housing Program. The rent differential shall be paid until such time as the room from which the tenant household was displaced is available for occupancy.
 3. Payment of the required security deposit at the relocation unit, excluding any charges for damages to the relocation unit caused by tenant other than normal wear and tear.

C. Payment to Multiple Households Occupying a Unit or Room. Payments for displacement from a unit occupied by more than one household shall be divided among the households according to amount of space occupied in the unit. Payments for displacement from a room shall be shared equally among the households. (Ord. 12-6 § 1 (part))

8.32.090 Emergency relocations—Payments.

A. In the event of an emergency relocation, the city may order the immediate relocation of the tenant households without notice or hearing as provided in this chapter. The city shall provide relocation payments and services as provided in this chapter with the owner being responsible for payment pursuant to the procedures set forth in Sections 8.32.070 and 8.32.080. Prior to any emergency relocation, the city shall make reasonable attempts to contact the owner or his, her, or its management agent by telephone or in person to provide notice of the nature, timing, and extent of the emergency relocation, as well as the city's intent to collect the relocation costs and attorney's fees and that such costs and fees may be collected as a special assessment and the property may be sold after three (3) years by the tax collector for unpaid delinquent assessments and that any special assessment for abatement costs and fees may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes pursuant to Section 38773.5 of the California Government Code or any successor statute.

B. When emergency relocation is necessary, it shall be ordered only by the city manager or his or her designee.

C. Notice of the emergency relocation shall be provided to the owner or other responsible parties as soon as practicable. Service of the notice shall be made either by personal delivery to the person to be notified or by deposit in the U.S. Mail to such person to be notified at the address shown upon the last tax roll or as shown upon some other public record pertaining to the matter to which such notice is directed. Service by mail shall be deemed effective at the time of deposit in the post office. The notice shall describe the condition that caused the emergency vacation and imminent and/or immediate danger to the health and safety of the tenant household(s) and/or public that resulted in the emergency vacation as well as the city's intent to collect the relocation costs and attorney's fees as a special assessment against the property subject to collection at the same time and in the same manner as is provided for the collection of ordinary property taxes pursuant to Section 38773.5 of the California Government Code or any successor statute. The notice shall also advise that a hearing to contest the need for the emergency vacation and the amount of the relocation payments may be requested within fifteen (15) days of the notice. If a timely request for a hearing is submitted, it shall be heard within fifteen (15) days of receipt of the request pursuant to the procedures set forth in Section 1.12.170. The decision of the hearing officer may be appealed to the city council pursuant to the terms of Section 1.12.180.

D. The costs and expenses of an emergency vacation shall be made a lien on the property and shall be collected pursuant to the procedure found in Sections 1.12.210 to 1.12.230. (Ord. 12-6 § 1 (part))

8.32.100 Move-back option.

- A. The relocation of a tenant household pursuant to this chapter shall not terminate the tenancy of the relocated household.
- B. A tenant household displaced due to repairs or rehabilitation undertaken to bring a property into code compliance shall have the right to reoccupy the unit or room from which it was displaced as soon as the unit is ready for reoccupancy.
- C. If a tenant household wishes to avail itself of this option, it must inform the owner in writing of its current address at all times during the period of displacement.
- D. As a general rule, owners shall notify a relocated tenant household at least thirty (30) days in advance by registered mail of the availability of the unit or room. If a shorter notice is given and the tenant household indicates that it wishes to move back, the unit or room must be held vacant at no cost to the tenant household for a period of thirty-five (35) days after the mailing of the notice of availability.
- E. Within five (5) days of receipt of notice of availability of the unit or room, a tenant household wishing to move back must personally notify the owner of its intent to reoccupy the rental unit or room. (Ord. 12-6 § 1 (part))
- F. A unit or room shall be deemed to be permanently surrendered and the tenancy terminated when the tenant household provides notice in writing to the owner that it does not intend to reoccupy the unit or room from which it was displaced or does not notify the owner of its intent to reoccupy the unit or room. If the owner has not made relocation payments as required by this chapter and the tenant has not timely notified the landlord of its intent to reoccupy the premises, then it shall be presumed that the surrender of the right of possession of the premises was involuntary, unless the owner has received a written notice from the tenant household permanently surrendering its right to occupy the premises.

8.32.110 Penalties.

In addition to any other penalty or remedy available or imposed by at law or in equity, any person violating any provision or failing to comply with any of the requirements of this chapter shall be deemed guilty of an infraction as set forth in Chapter 1.20. (Ord. 12-6 § 1 (part))

8.32.120 Private right of action.

Any person or organization aggrieved by a violation of any provision of this chapter shall have the right to file an action for injunctive relief and/or damages. Treble damages shall be awarded for willful failure to comply with the payment obligation established by this chapter. (Ord. 12-6 § 1 (part)) The prevailing party in any court action under this chapter shall be entitled to reasonable attorneys fees.

8.32.130 Notices

All notices required by this ordinance shall be provided in English and Spanish.

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JOINT PRESS RELEASE FOR SETTLEMENT OF CALDERON SUIT

EXHIBIT 5 TO SETTLEMENT AGREEMENT

For Immediate Release. October 1, 2014

St. Helena, California.

The parties in a federal fair housing lawsuit, including members of four Latino families, Fair Housing Napa Valley (an agency that provides fair housing counseling and works with community members to ensure equal opportunities in housing), Latinos Unidos del Valle de Napa y Solano (an advocacy group for affordable housing in Napa County), and the City of St. Helena, announced today that settlements have been reached with all of the lawsuit's defendants, including both the City and the landlord who owned the low income housing units where the residents had previously lived. The settlement with the City was approved by the City Council and has now been signed by all parties. Certain additional approvals are required before the settlement is finalized, which the City will consider following an open, public process in the next 30-90 days. Attorneys for both the Plaintiffs and St. Helena City Manager Jennifer Phillips hailed the settlement as a win-win result. According to Ms. Phillips, St. Helena already has the highest percentage of regulated affordable housing units per capita in Napa County. Ms. Phillips stated, "the City looks forward to the creation of more quality, affordable housing for less advantaged families."

The settlement in Calderon vs Barbarino addresses the specific concerns of the four families who were displaced on short notice from their housing on Pope Street in November of 2011, after one of the families and Fair Housing Napa Valley reported the poor living conditions to the City. The City's Code Enforcement officials then conducted an inspection and discovered unsafe and unsanitary living conditions in the families' rental units. Under the settlements, the four families will receive compensation from their former Pope Street landlords, the Barbarino family, and from the City. "These families have lived and worked in St. Helena for years. Their children have grown up here. We are hopeful that this settlement leads to more dialogue within our community to find creative ways to ensure that there is enough affordable, accessible, and decent housing for these families and for all who contribute to the economic and cultural vibrancy of the Napa Valley." said Nicole Collier, Executive Director of Fair Housing of Napa Valley. Attorney Liza Cristol Deman, who represented the four displaced families and Fair Housing of Napa Valley in the lawsuit, agreed. She said, "all sides in this difficult case tried to do the right thing, both for these four families and to help address the need for more affordable housing in St. Helena."

The City had passed an ordinance before the Calderon lawsuit to require landlords to pay the relocation costs of tenants displaced due to safety and other Code violations. Under the settlement the City will soon consider strengthening that ordinance and amending another

ordinance that would give top priority on affordable housing waiting lists to low income residents who were displaced from their rental units because of unsafe or unlivable conditions. City Manager Phillips and Ms. Cristol Deman agreed: “We realized early in this litigation that the parties share a common value of ensuring safe, decent housing for St. Helena residents, and protecting vulnerable tenants from the impacts of sudden displacement from their homes due to unsafe conditions beyond their control.”

The settlement also includes a promise of periodic payments to St. Helena’s pre-existing Affordable Housing Trust Fund, with guarantees that the moneys earmarked from the settlement payments into that Trust Fund will be used exclusively for affordable housing units. Moreover, if fewer than 15 low-income units have been approved by the end of 2021, the City will be required to contribute the moneys toward the development of low-income housing development within the following 12 months.

City Manager Phillips said “St. Helena hopes the settlement will incentivize the actual construction of affordable units; if the City approves private market development of low-income housing units at a certain rate and by certain benchmark dates specified in the settlement agreement, the City will be excused from making some of the earmarked moneys payable into the Trust Fund.” She noted that City residents favor development of smaller, more personalized affordable projects and revitalization site opportunities in residential areas to better weave lower income housing into the fabric of the community.

The Agreement also makes clear that its provisions allow the City to approve the development of more affordable units. Ilene J. Jacobs, one of the Plaintiffs’ lead negotiators, said “this will encourage the growth of much needed affordable housing for workers in the hospitality, winery, and agriculture industries.”

City Manager Phillips said the Settlement Agreement requires the City to consider a number of proposed legislative changes to the St. Helena Municipal Code that make the City even more receptive to both non-profit and for-profit private developers of low income housing. These include provisions addressing a bonus for increased housing density and water priority for low income residential development.

If, after public review, the City Council approves the final amendments, a copy of the executed settlement agreement among the parties will be posted on both the City’s website and on the Fair Housing of Napa Valley website, www.napafairhousing.org. The plaintiffs were represented by Liza Cristol Deman and other attorneys at Brancart & Brancart, a firm that specializes in enforcement of fair housing laws, by David Grabill, and by Ilene J. Jacobs at California Rural Legal Assistance, Inc. The City was represented by City Attorney Thomas Brown and Ronald Frank at the firm of Burke, Williams and Sorensen, LLP.

For additional information, please contact:

For Plaintiffs:

Attorney Liza Cristol Deman
Brancart & Brancart
(650) 879 0141
Attorney for Fair Housing of Napa Valley
and the individual plaintiffs

Attorney Ilene J. Jacobs
California Rural Legal Assistance, Inc.
(530) 742 7235
Attorney for Latinos Unidos

Attorney David Grabill
(707) 528 6839
Attorney for Latinos Unidos and
The Individual plaintiffs

For the City of St Helena:

Jennifer Phillips, City Manager
City of St. Helena
(707) 967-2792

For the Barbarino Family

Attorney Edward J. Rodzewich
Stratman, Patterson & Hunter
(510) 457 3440

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AFFORDABLE HOUSING DEVELOPERS TO BE NOTIFIED:

Affordable Housing Associates (AHA)
1250 Addison Street, Ste. G
Berkeley, CA 94702
(510) 649-8500
www.ahainc.org

Christian Church Homes of No. California
303 Hegenberger Rd., Ste. 201
Oakland, CA 94621
(510) 632-6712
www.cchnc.org

BRIDGE Housing
1 Hawthorne Street, Ste. 400
San Francisco, CA 94105
(415) 989-1111
www.bridgehousing.com

Eden Housing
409 Jackson Street
Hayward, CA 94544
(510) 582-1460
www.edenhousing.org

Burbank Housing Development Corp.
790 Sonoma Avenue
Santa Rosa, CA 95404
(707) 526 9733
www.burbankhousing.org

Mercy Housing California
1360 Mission Street, Ste. 300
San Francisco, CA 94103
(415) 355-7100
www.mercyhousing.org

Calistoga Affordable Housing
1332 Lincoln Street
Calistoga, CA 94515
(707) 942-9520
www.calistogaaffordablehousing.org

Napa Valley Community Housing
Five Financial Plaza, Suite 200
Napa, CA 94558
(707) 253-6140
www.nvch.org

Community Housing Development
Corporation of North Richmond (CHDC)
1535 Third Street, #A
Richmond, CA 94801
(510) 412-9290
www.chdcnr.com

Mid-Peninsula Housing Coalition
303 Vintage Park Drive, Suite 250
Foster City, CA 94404
(650) 356-2900
www.midpen-housing.org

EAH Housing
2169 E. Francisco Blvd., Ste. B
San Rafael, CA 94901
(415) 258-1800
www.eahhousing.org

Satellite Housing Inc.
2526 Martin Luther King Jr. Way
Berkeley, CA 94704
(510) 647-0700
www.satellitehousing.org



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: New Business

Subject: Consideration to Recommend Non Profit Grant Application Requests for Funding in the Fiscal Year (FY) 18/19 Budget for Boys & Girls Clubs of St. Helena and Calistoga; California Federation of Women; Friends of the Cameo; Kiwanis Foundation of St. Helena; Lincoln Theater; Native Sons of the Golden West; Nimbus Arts; Ole Health - St. Helena Health Center; Our Town St. Helena; Rianda House; Vailima Foundation (Robert Louis Stevenson Museum); Saint Helena Community Band; St. Helena Farmers' Market; St. Helena Historical Society; St. Helena Little League; St. Helena Preschool for All; and Upvalley Family Centers; in an aggregate amount up to \$145,200

CEQA Not a CEQA project
Determination:

Prepared By: Mandy Kellogg, Admin Services Mgr

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In October 2015, the City Council adopted Resolution 2015-130, Resolution Adopting a Non Profit Funding Policy and Related Program Application Guidelines (Attachment 1). The purpose of the policy is to create a framework for how the City provides financial assistance to non profit agencies who provide direct programs, projects or services to St. Helena residents and promote the City's mission and goals.

In January 2018, staff posted the grant guidelines on the City's website, sent out a press release, and made an announcement at a City Council Meeting that the application was available.

Non profit organizations were invited to apply for between \$1,000 and \$10,000. Awards can be scaled down based on the funding available. There is no guarantee that funds will be available for this program, so it is possible that no awards will be granted.

DISCUSSION

City staff received 17 applications requesting funding for the fiscal year 2018-19. Per the Policy, the applications were reviewed for completeness and no applications were deemed ineligible.

The following organizations submitted an eligible application to the Non Profit Grant Program:

- a. Boys & Girls Club of St. Helena and Calistoga - \$10,000 (Attachment 2)
- b. California Federation of Women, Saint Helena Junior Women's Club - \$1,300 (Attachment 3)
- c. Friends of the Cameo - \$10,000 (Attachment 4)
- d. Kiwanis Foundation of St. Helena - \$3,000 (Attachment 5)
- e. Lincoln Theater - \$10,000 (Attachment 6)
- f. Native Sons of the Golden West, St. Helena Parlor 53 - \$10,000 (Attachment 7)
- g. Nimbus Arts - \$10,000 (Attachment 8)
- h. Ole Health – St. Helena Health Center - \$10,000 (Attachment 9)
- i. Our Town St. Helena - \$10,000 (Attachment 10)
- j. Rianda House Senior Activity Center - \$10,000 (Attachment 11)
- k. Vailima Foundation (Robert Louis Stevenson Museum) - \$6,500 (Attachment 12)
- l. Saint Helena Community Band - \$10,000 (Attachment 13)
- m. St. Helena Farmers' Market - \$6,400 (Attachment 14)
- n. St. Helena Historical Society - \$8,000 (Attachment 15)
- o. St. Helena Little League - \$10,000 (Attachment 16)
- p. St. Helena Preschool For All, Inc. - \$10,000 (Attachment 17)
- q. UpValley Family Centers - \$10,000 (Attachment 18)

City staff is seeking direction on which organizations will receive funding during Fiscal Year 18/19. According to the Policy, Council may choose to award all, some or none of the organizations and award amounts may be adjusted based on the final amount of funds available.

FISCAL IMPACT

If all of the grant requests are included in the FY 18/19 Operations Budget, then \$135,200 will be expended from the General Fund or General Fund Reserves based upon the approved expenditures in the final budget document and \$10,000 from the Affordable Housing Fund.

RECOMMENDED ACTION

It is recommend that the City Council consider the Non Profit Grant Application Requests for Boys & Girls Clubs of St. Helena and Calistoga; California Federation of Women; Friends of the Cameo; Kiwanis Foundation of St. Helena; Lincoln Theater; Native Sons of the Golden West; Nimbus Arts; Ole Health - St. Helena Health Center;

Our Town St. Helena; Rianda House; Vailima Foundation (Robert Louis Stevenson Museum); Saint Helena Community Band; St. Helena Farmers' Market; St. Helena Historical Society; St. Helena Little League; St. Helena Preschool for All; and Upvalley Family Centers; and provide direction to staff on which organization and amounts should be included in the FY 18/19 Operations Budget, in an aggregate amount up to \$145,200.

ATTACHMENTS

[Attachment 1 - 2015-130 Adopting a Nonprofit Funding Policy](#)

[Attachment 2 - Boys & Girls Clubs of St. Helena and Calistoga Application](#)

[Attachment 3 - California Federation of Women Saint Helena Junior Women's Club Application](#)

[Attachment 4 - Friends of the Cameo Application](#)

[Attachment 5 - Kiwanis Foundation of St. Helena Application](#)

[Attachment 6 - Lincoln Theater Application](#)

[Attachment 7 - Native Sons of the Golden West, St. Helena Parlor 53 Application](#)

[Attachment 8 - Nimbus Arts Application](#)

[Attachment 9 - Ole Health - St. Helena Health Center Application](#)

[Attachment 10 - Our Town St. Helena Application](#)

[Attachment 11 - Rianda House Senior Activity Center Application](#)

[Attachment 12 - Vailima Foundation \(Robert Louis Stevenson Museum\) Application](#)

[Attachment 13 - Saint Helena Community Band Application](#)

[Attachment 14 - St. Helena Farmers' Market Application](#)

[Attachment 15 - St. Helena Historical Society Application](#)

[Attachment 16 - St. Helena Little League Application](#)

[Attachment 17 - St. Helena Preschool For All, Inc. Application](#)

[Attachment 18 - UpValley Family Centers Application](#)

Attachment 1

CITY OF ST. HELENA
RESOLUTION NO. 2015-130

**RESOLUTION ADOPTING A NONPROFIT
FUNDING POLICY AND RELATED PROGRAM
APPLICATION GUIDELINES**

RECITALS

- A. The City of St. Helena is committed to providing financial assistance to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.
- B. The Nonprofit Funding Policy establishes guidelines and criteria for the City to fund programs and also clarifies the roles and responsibilities of both the nonprofit agency and the City of St. Helena.

RESOLUTION

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

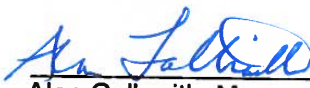
- 1. Adopts Exhibit A to this resolution as the official policy to set forth parameters and establish guidelines for annual grant funding of nonprofit agencies based on availability of funds and award by the City Council.

Approved at a Regular Meeting of the St. Helena City Council on October 13, 2015, by the following vote:

Mayor Galbraith:	<u>Yes</u>
Vice Mayor White:	<u>Yes</u>
Councilmember Crull:	<u>Yes</u>
Councilmember Dohring:	<u>Yes</u>
Councilmember Pitts:	<u>Yes</u>

APPROVED:

ATTEST:


Alan Galbraith, Mayor




Cindy Black, City Clerk

 City of St. Helena Council Policy		Policy Type: Council
		Reso No. 2015-130
		Page 1 of 9
Policy Title: Nonprofit Funding Policy		Approved by City Council 10/13/2015
Effective Date: 10/13/2015	Supersedes: N/A	Policy Section: Revenue and Finance
		Policy Number: 4.03 A.

PURPOSE

The purpose of this policy is to set forth parameters and establish guidelines for annual grant funding of nonprofit agencies based on availability of funds and award by the City Council.

POLICY

The City of St. Helena is committed to providing financial assistance to nonprofit agencies that promote the City's mission and goals and provide direct programs, projects or services to St. Helena residents.

A. Eligibility Requirements

1. All organizations seeking grant funds need to demonstrate that they are currently operating as a nonprofit organization. The most common documentation will be an IRS tax exempt letter confirming 501(c)(3) status. If the organization does not have 501(c)(3) status, other reasonable proof of nonprofit status may be accepted.
2. A nonprofit agency must have been in operation for one year by December 31st of the year preceding the application deadline.

B. Accountability

Nonprofit agencies shall adhere to accountability standards set by the City of St. Helena and as required by law. Compliance with these standards is a criterion for funding. These standards include but are not limited to compliance with:

- all financial requirements including submission of proof of expenditures as specified by the grant agreement
- program performance measurement requirements including submission of a Final Report by the end of the fiscal year
- all other terms of the policy and grant agreement including meeting all deadlines

C. Funding Eligibility

1. Only one application per agency will be considered each year
2. Grants are for programmatic expenses that are items recognized under Generally Accepted Accounting Practices (GAAP) as operating costs
3. The City will not fund the purchase, maintenance, or repair of any capital assets

D. Application Procedure

1. Timeline

1. A public notice will be posted and available on City of St. Helena's website with the current Program Guidelines and Grant Application at least six weeks prior to the application due date.
2. Completed applications must be returned to the City no later than the date indicated in each year's public notice. Applications received after the published deadline will be deemed ineligible for that year.

2. Application Requirements

A completed Grant Application is required, by the advertised deadline along with all required documentation as identified in the current year's Program Guidelines and Grant Application.

3. Grant Awards

The posting of program guidelines and application for Nonprofit Funding does not guarantee allocation of funds for this program nor award to any applicant. The City Council may determine to fund none, one or multiple projects/services/programs within the minimum and maximum grant amount as identified by this policy. The City Council is not required to expend any particular allocation in a given year.

4. Funding Award

1. The Mayor will review applications for completeness and eligibility and forward all complete and eligible applications to the City Manager.
2. The City Manager will schedule review of the grant applicants before the City Council and notify qualified applicants of the specific Council meeting date. The City Manager will prepare a brief staff report and attach all complete and eligible applications. Applicants are strongly encouraged to attend the Council meeting to respond to Council questions regarding applications.
3. The City Council will approve final funding for nonprofits when the Annual Operating Budget is adopted.
4. Applicants will be notified of the final funding amount no later than June 30th.
5. Insurance will only be required for projects located or occurring on City owned property. Insurance coverage amounts will be reviewed and approved by the City's Administrative Services Manager prior to contract execution.
6. Any non-profit agency awarded program funds must accept the funds by completing an agreement provided by the City which must be signed by the agency Director and the City Manager. The agreement and other contract requirements shall be signed by the agency and received by the Finance Department no later than August 31 of the fiscal year funds are awarded. Failure to comply with this date will result in funding awards being withdrawn.

5. **Compliance**

The consideration, award and funding of any non-profit agency pursuant to the Nonprofit Program, shall be carried out in a manner consistent with the Conflict of Interest Code and Non-Discrimination Policy for Appointed and Elected Officials of the City of St. Helena, adopted by the City Council on April 14, 2015.

6. **Grant Reporting and Invoicing**

Each funded agency will be required to submit a final grant report by the end of the fiscal year. This report should describe the funded program/project/service outcomes and shall include a financial report detailing expenditures that is signed by the agency's Executive Director. Non-profit agency shall include an invoice with the final report in the amount of the grant award. Grant funds are provided on a reimbursement basis only. Failure to comply with these reporting requirements may jeopardize funding.

E. Updates to Program Application and Guidelines

The City Manager is authorized to make updates to the Program Application and Guidelines as long as they adhere to this Nonprofit Funding Policy.

FORMS AND DOCUMENTS ATTACHED

1. Program Application and Guidelines



City of St. Helena Nonprofit Funding Program Guidelines and Grant Application FY 2016/17

The City of St. Helena accepts applications for funding of local nonprofit agencies as a part of its annual budget process. The St. Helena City Council invites all interested nonprofit agencies to submit an application for funding. The application and evaluation process for funding is driven by the non-profit agency's mission as it corresponds to City of St. Helena's needs, priorities and strategic objectives. The Nonprofit Funding Program is designed to support the St. Helena community, improve neighborhoods or local services, and strengthen relationships among residents. All grant requests should be inclusive, accessible, and focus on broad community support.

The City Council will determine the current funding allocation during the annual budget process, which may not be determined until the end of the current fiscal year. The minimum grant request is \$1,000 and the maximum grant request is \$10,000. Applications will be reviewed by the Mayor and then presented to City Council for consideration and award.

Eligibility

Eligibility has been established by the City of St. Helena Nonprofit Funding Policy. All applicants must provide reasonable proof that they are a nonprofit organization.

- Only one application per agency will be considered each year.
- Grants are for programmatic expenses only (items recognized under Generally Accepted Accounting Practices (GAAP) as operating costs.
- The City will not fund the purchase, maintenance, or repair of capital assets.
- All applications must be submitted by the published deadline, be complete and contain all requested information and documents in order to be considered for funding.

Actual grant funding is based upon funds appropriated by the City Council in the annual budget. Previous years' allocations are not a consideration for funding. Each application is approved based on its own merits. Submission of a complete application does not guarantee funding.

Timeline, Submission and Grant Cycle

Applications will be available to the public on January 1, 2016 and must be received no later than **March 1, 2016 no later than 5:00 PM**. Applications must be received by the deadline, late applications will not be accepted. It is anticipated that City Council will make the final funding determination in June of 2016. **Applications must be submitted in hard copy on paper, with a single staple.**

Please submit grant applications to:

By Mail or In-person:

Tracey Perkosky
Attn: 2016/17 NONPROFIT GRANT PROGRAM
1480 Main St.
St. Helena, CA 94574

The grant period for nonprofits approved for funding for Fiscal Year 2016/17 will be from July 1, 2016 to June 30, 2017.

Application Process

To be considered for funding, non-profit agencies must complete and submit the City of St. Helena Nonprofit Agency Funding Grant Application (Grant Application) and the required attachments by the deadline. All applications will be screened to ensure all required information and documentation has been submitted. Incomplete applications will be ineligible for funding. Upon the City Council's approval of the FY 2016/17 annual budget, applicants will be notified of their status.



Matching Funds

Matching funds are a common requirement of many grant applications and refers to funding that has been raised by the organization from a source other than the City of St. Helena. Matching funds are not required for this program however, applications demonstrating matching funds may be given preference.

Limitation on Awards

The granting of City Funding is solely a monetary contribution and not a co-sponsorship by the City of any event, program, service or activity for which funding is used unless specifically agreed to in writing by the City. Award of funding shall not eliminate the need for any applicant to comply with any applicable regulations or permit requirements for the program, event, service or activity being funded. Grant award is not authorization of use of any City property.

Any expenses incurred before grant award are not eligible for reimbursement. Each successful project/program/service will be required to submit a final grant report including expenses, accomplishments, photos, etc. Appropriate documentation will be required and may include receipts, volunteer sign-in sheets, invoices or other documents.

Grant Recipient Requirements

Organizations receiving grant funding are required to:

- Submit a revised goals, activities, outcomes and evaluation chart if not funded at the level requested;
- Submit a revised budget if not funded at the level requested;
- Enter into a grant agreement with the City of St. Helena;
- Obtain appropriate level of insurance as determined by the City of St. Helena and add the City of St. Helena as additionally insured, if needed;
- Complete a final report describing program outcomes and financial statements detailing expenditures.

Questions?

All questions should be submitted via email to: Tracey Perkosky at TPerkosky@cityofsthelena.org

Grant Application Check List

Letters of support **will not** be accepted as part of the application process. Applications must be typed, including page numbers and contain only the requested information:

1. **Grant Application and Budget** (maximum of five pages single sided)
2. **Proof of Nonprofit Status**
3. **Current Year's Operating Budget & Prior Year Actuals**
4. **Provide a list of all grant funding that your organization has received in the last 12 months, including grant amount and required match**
5. **Partnership Letter**
 - If partnering with another agency, please submit documentation demonstrating the approval or endorsement for the project or program.
 - If the project is proposed on City property, please obtain a letter from the appropriate department head. This letter should include a determination of master plan or general plan consistency as appropriate, and identify additional steps or agreements necessary to comply with the City process.



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2016/17

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: _____

Organization Mailing Address: _____

Organization Telephone Number: _____

Organization Website: _____

Federal Tax ID Number and Status: _____

How long has your organization been in operation? _____

List of Board Members and Officers: (if applicable)

Contact Information

Who is the primary contact person for your organization?

Name: _____

Address: _____

Phone: _____

Email: _____

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name _____

Signature _____

Title _____

Date _____

Grant Request

Project or Program Name: _____
 Address of Project or Program: _____
 Requested Grant Amount: \$ _____
 Matching Funds: \$ _____
 TOTAL Project or Program Cost: \$ _____

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.
2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?
3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.
4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.
5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2017 and provide a timeline for your project or program.
6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

[illegible]

Attachment 2



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name:	<u>Boys & Girls Clubs of St. Helena and Calistoga</u>
Organization Mailing Address:	<u>1420 Tainter Street</u>
Organization Telephone Number:	<u>707-963-8944</u>
Organization Website:	<u>www.bgcshc.org</u>
Federal Tax ID Number and Status:	<u>68-0226714</u>
How long has your organization been in operation?	<u>Since 1989 (29 years)</u>

List of Board Members and Officers: (if applicable)

<u>Josh Clark - President</u>	<u>Rachel Stellareese Davies</u>
<u>Sean Maher - Vice President</u>	<u>Molly Davis</u>
<u>Pam Ingalls - Secretary / Treasurer</u>	<u>Kelly Foster</u>
<u>Bob Torres - Past President</u>	<u>Placido Garcia</u>
<u>Chris Birdwell - At Large</u>	<u>Marianna Hawkins</u>
<u>Corey Beck</u>	<u>Tawnia Knox</u>
<u>Thomas Brown</u>	<u>Wendy Lopez</u>
<u>David Butler</u>	<u>Marcus Marquez</u>
<u>Cassandra Chastain</u>	<u>Suzanne Phifer Pavitt</u>

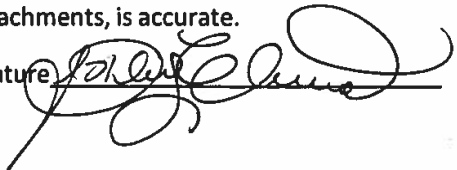
Who is the primary contact person for your organization?

Name:	<u>Ash Clements</u>
Address:	<u>1420 Tainter Street, St. Helena, CA</u>
Phone:	<u>707-963-8944</u>
Email:	<u>ash@bgcshc.org</u>

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Ash Clements

Signature 

Title Unit Director _____ Date 3/28/18
Grant Request

Project or Program Name:	<u>Power Hour – Homework Assistance Program</u>
Address of Project or Program:	<u>St. Helena Clubhouse – 1420 Tainter St., St. Helena</u>
Requested Grant Amount:	<u>\$10,000</u>
Matching Funds:	<u>\$40,000</u>
TOTAL Project or Program Cost:	<u>\$50,000</u>

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

The Power Hour Homework Assistance Program is designed to provide intensive tutorial support for St. Helena primary, elementary, junior high and high school students who have not fulfilled the academic achievement goals agreed to by themselves, their classroom teacher, school counselor and/or parent(s); or for students who need a positive, nurturing environment to help them learn or improve study habit skills. Our goals are to increase school attendance, grades and test scores of St. Helena youth through our partnership with the St. Helena School District, Napa County Office of Education and Boys & Girls Clubs of America.

Objectives of the Power Hour Homework Assistance Program are to create a positive, welcoming place where students, especially those for whom English is a second language, can seek one-on-one tutorial assistance with their school assignments, and to have each student view learning as a relevant part of their everyday life. As evaluated by the Napa County Office of Education, state test score results have shown that students who attend the Boys & Girls Club and participate in Power Hour have better school attendance, higher tests scores, higher retention and higher grades.

Students participating in the Power Hour Homework Assistance Program can work on individual homework assignments or work with other students on group projects. In the Club's Learning Center and Lounge, the Power Hour Homework Assistance Program tutors, assisted by their supervisor, are available to aid students in English, Spanish, math, science, computer skills and social studies.

Students are referred to the Power Hour Homework Assistance Program by a St. Helena classroom teacher, a school counselor, parent or they sign up themselves. There is ongoing communication among the Power Hour Homework Assistance Program tutors, school staff, parents, and students.

The Power Hour Homework Assistance Program is a collaboration with the St. Helena Schools. Power Hour Homework Assistance Program students are expected to follow the same norms and guidelines as a normal school classroom.

2. Describe the community support for your project.

a. *What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?* The Boys & Girls Clubs of St. Helena and Calistoga has a strong working relationship with the St. Helena School District, St. Helena primary, elementary and junior high schools and NCOE. We meet with school personnel on a regular basis to get referrals, progress reports, counseling updates and updates on how certain children in the program are doing. NCOE provides year round data on grades, test scores and program support.

b. *What roles are they playing and how collaborative is the project?* They provide a supportive role in allowing us to monitor a child's progress through data and regular meetings. We know within a month if the tutoring help a child is receiving is the help they need. This allows us to focus on areas that may be becoming an issue.

c. *What other support exists for your project?* The Boys & Girls Clubs of St. Helena and Calistoga also receives support from Boys & Girls Clubs of America in terms of program training, and the Napa Valley Vintners in terms of financial support for supplies.

3. Describe who will benefit from this project and estimate how many people this project/service/ program may impact. The Power Hour Program will benefit St. Helena children and teens ages 5 to 17. Based on our most recent membership numbers over 700 children will be served by this Power Hour Program receiving direct homework assistance and tutoring. No child will be turned away for any reason. If they cannot afford a membership (\$50 a school year), they will receive a scholarship with no further payment required.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community. Our St. Helena Clubhouse is on the St. Helena Elementary school campus and easily accessible for local families. Our program is open and available to all St. Helena youth Monday through Friday during all after school hours (2:00 p.m. to 6:00 p.m.) as well as spring break, summer break (8:00 a.m. to 6:00 p.m.), winter break and all teacher in-service days. The program is also extended to our middle school and high school members every day from 3:30 pm to 7:00 p.m. with homework services available for teens from 5:00 p.m. to 7:00 p.m. daily.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program. We will complete the program within the time frame by beginning the Power Hour Homework Assistance Program on August 15, 2018. The program will run throughout the school year and will be conducted Monday through Thursday from 3:00 to 5:30 PM. The program will be completed in June which is the end of the City's fiscal year.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. We receive yearly funding from the Napa County Office of Education. The funding we receive is part of the State of California's ASES program which is the result of the 2002 voter-approved initiative

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[illegible]



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077550279
May 09, 2013 LTR 4168C 0
68-0226714 000000 00

00036325
BODC: TE

BOYS & GIRLS CLUBS OF ST HELENA &
CALISTOGA INC
1420 TAINTER ST
SAINT HELENA CA 94574-1949

19238

Employer Identification Number: 68-0226714
Person to Contact: Sophia Brown
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1995.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date:

DEC 22 1995

BOYS AND GIRLS CLUB OF ST HELENA
1341 TAINTER
ST HELENA, CA 94574-1944

Employer Identification Number:

68-0226714

Case Number:

955286032

Contact Person:

GEORGE LOPEZ

Contact Telephone Number:

(213) 725-6641

Our Letter Dated:

June 30

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco
District Director

Letter 1050 (DO/CG)

Boys & Girls Clubs of St. Helena and Calistoga
Fiscal Year 2017-18

Income

Grants/Foundations

ASES	\$ 258,569.50
Vintners Grant	\$ 200,000.00
OJP - BGCA	\$ 20,000.00
BGCA National Grants	\$ -
Calistoga - Teen Center	\$ 30,000.00
Calistoga - Enrichment Grant	\$ 2,000.00
SH - Program Grant	\$ 10,000.00
Other Foundations	\$ 35,000.00
Membership Dues/Fees	\$ 72,000.00
Sports Fees	\$ 7,500.00
Sports Sponsorships	\$ 3,500.00
Facility Rentals	\$ 1,800.00
Concessions	\$ 1,000.00
Special Events - Net	
Annual Campaign	\$ 35,000.00
The BIG Night	\$ 475,000.00
Mail Campaigns	\$ 40,000.00
Calistoga Breakfast	\$ 45,000.00
Contributions - General	\$ 114,000.00
Transfer from Earnings -UBS	\$ 40,000.00
Miscellaneous & Trust Funds	\$ 4,000.00
Transfer from Surplus -WF	\$ 50,000.00

Total Income **\$ 1,444,369.50**

Expenses

TOTALS	
Salaries	\$ 897,200.00
Payroll Tax Expense	\$ 79,200.00
Employee Benefits	\$ 99,600.00
Retirement Benefits	\$ 9,000.00
Workers Comp. Insurance	\$ 19,800.00
New Employee Exp	\$ 2,400.00
Advertising	\$ 3,960.00
Board & Meeting Expenses	\$ 10,200.00
Printing/Copying	\$ 16,800.00
Postage	\$ 2,400.00
Utilities & Custodial	\$ 48,000.00
Insurance	\$ 33,000.00
Professional Dues/BGCA	\$ 9,260.00
Office/Computer Supplies	\$ 12,000.00
Website/IT	\$ 24,000.00
Telephone	\$ 6,000.00
Cable	\$ 936.00
Training & Conferences	\$ 20,100.00
Miscellaneous Expenses	\$ 3,000.00
Repairs/Maintenance	\$ 5,000.00
Program Supplies	\$ 65,000.00
Mileage	\$ 9,600.00
Staff Supplies	\$ 5,000.00
Recognition & Awards	\$ 4,000.00
Red Wagon	\$ 2,500.00
Youth of the Year	\$ 6,500.00
Professional Services	\$ 36,000.00
Bank Fees	\$ 10,000.00
Taxes and Licenses	\$ 500.00

Total Expenses **\$ 1,440,956.00**

Monthly Net Income (Loss) **\$ 3,413.50**

BOYS & GIRLS CLUBS OF ST. HELENA AND CALISTOGA
2016-17 Budget
Actual

Fiscal Year 2016-2017	Current Month	Current Month	Current Month	Year to Date	Year to Date	Year to Date	
ACTUAL	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
ASES Grants	25,857	30,381	(4,524)	258,570	258,570	0	258,570
Vintners Grant	0	0	0	200,000	200,000	0	200,000
OJP - BGCA	0	1,500	(1,500)	8,887	19,500	(10,613)	19,500
BGCA - National	0	0	0	1,500	0	1,500	0
Calistoga - Teen Center	0	15,000	(15,000)	15,000	30,000	(15,000)	30,000
Calistoga - Youth Diversion	0	0	0	25,000	25,000	0	25,000
Calistoga - Enrichment Grant	0	0	0	4,000	1,500	2,500	1,500
St. Helena - Youth Diversion	0	0	0	25,000	25,000	0	25,000
St. Helena - Program Grant	0	0	0	3,000	3,000	0	3,000
Foundations	0	0	0	18,500	10,000	8,500	10,000
Sports Fees	0	0	0	9,365	7,500	1,865	7,500
Sports Sponsorships	0	0	0	6,725	3,000	3,725	3,000
Facility Rentals	0	0	0	2,700	0	2,700	0
Concessions	0	0	0	1,370	250	1,120	250
Membership Dues	26,144	20,000	6,144	76,763	72,000	4,763	72,000
The BIG Night - net	2,117	0	2,117	523,581	450,000	73,581	450,000
Annual Campaign - net	0	0	0	(7,500)	0	(7,500)	0
Business Campaign - net	2,000	0	2,000	41,177	35,000	6,177	35,000
Calistoga Breakfast - net	(49)	0	(49)	48,136	40,000	8,136	40,000
Mail Campaign - net	100	0	100	39,276	40,000	(724)	40,000
Contributions - General	0	300	(300)	115,443	114,000	1,443	114,000
Transfer from Earnings	0	0	0	40,000	40,000	0	40,000
Miscellaneous & Trust Funds	0	0	0	3,293	5,000	(1,707)	5,000
Transfer from Savings	0	0	0	50,000	50,000	0	50,000
In-kind Donations	0	0	0	0	0	0	0
Interest Income	26	0	26	433	0	433	0
Total Income	56,195	67,181	(10,986)	1,810,219	1,429,320	80,899	1,429,320
Expenses							
Salaries*	131,190	75,500	55,690	1,025,052	908,000	117,052	908,000
Payroll Tax Expense*	9,790	8,584	3,206	84,993	79,008	5,985	79,008
Employee Benefits	8,999	8,750	(1,751)	100,085	105,000	(4,915)	105,000
Retirement Benefits	522	750	(228)	6,893	9,000	(2,107)	9,000
Workers Compensation Insurance	1,174	1,482	(308)	18,860	21,002	(2,142)	21,002
Payroll & New Employees Expense	129	200	(72)	2,761	2,400	361	2,400
Advertising	0	330	(330)	2,688	3,960	(1,272)	3,960
Board & Meeting Expense	908	850	56	10,021	10,200	(179)	10,200
Printing & Copying	568	725	(157)	8,488	8,700	(212)	8,700
Postage	62	200	(138)	1,350	2,400	(1,050)	2,400
Utilities & Custodial	3,107	2,335	772	23,535	28,000	(4,465)	28,000
Insurance	0	1,750	(1,750)	24,792	21,000	3,792	21,000
Professional Dues & BGCA	224	60	164	9,354	8,160	1,194	8,160
Office & Computer Supplies	100	1,000	(900)	10,167	12,000	(1,833)	12,000
Website & IT	3,836	2,000	1,836	26,976	24,000	2,976	24,000
Telephone	1,351	500	851	6,884	6,000	884	6,000
Cable	112	78	34	1,038	938	102	938
Training & Conferences	1,620	2,000	(380)	11,325	20,100	(8,775)	20,100
Miscellaneous Expense	150	200	(50)	3,889	3,000	889	3,000
Repairs & Maintenance	106	300	(194)	3,555	5,000	(1,445)	5,000
Program Supplies	3,466	8,000	(2,534)	64,944	60,000	4,944	60,000
Teen Center Contingency	1,589	0	1,589	3,264	3,000	264	3,000
Mileage Reimbursements	600	1,050	(450)	11,110	12,600	(1,490)	12,600
Staff Supplies	1,766	400	1,366	7,596	4,800	2,796	4,800
Recognition & Awards	712	250	462	2,388	4,000	(1,612)	4,000
Professional Services	4,465	1,750	2,715	33,981	33,000	981	33,000
Bank & Brokerage Fees	823	1,000	(177)	6,775	12,000	(5,225)	12,000
Taxes & Licenses	0	0	0	428	250	178	250
Youth of the Year	0	0	0	7,506	3,500	4,006	3,500
Total Expenses	175,365	116,044	59,321	1,620,485	1,411,018	109,463	1,411,018
Net Income (Loss)	(119,170)	(48,863)	(70,307)	(10,280)	18,304	(28,584)	18,304

*April & June 2017 each contain \$25,000 in Salaries and \$1,912.50 in Payroll Tax Expenses related to payout to Executive Director.

ST. HELENA NONPROFIT FUNDING PROGRAM GRANT - 2018

		12 Months Grant Funding	
Income			
ASES Grants	\$	208,011.82	\$ 150,000.00
Vintners Grant	\$	200,000.00	No Match needed
OJP - BGCA	\$	20,000.00	No Match needed
BGCA - National	\$	2,500.00	No Match needed
St. Helena - Program Grant	\$	10,000.00	No Match needed
Total Income		\$ 440,511.82	

Attachment 3



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name:	California Federation of Women Saint Helena Junior Women's Club
Organization Mailing Address:	P.O. Box 67 Saint Helena, CA 94574
Organization Telephone Number:	707-339-0518
Organization Website:	local chapter doesn't have a site: state site is CFWC.org
Federal Tax ID Number and Status:	23-7297621
How long has your organization been in operation?	Incorporated by the State in 1966

List of Board Members and Officers: (if applicable)

Sandra Lider, President	Marilyn McCoy, Parliamentarian
Catherine Dann, First Vice President	
Jennifer McCaffrey, Treasurer	
Denise Smith, Secretary	

Contact Information

Who is the single point of contact for your organization?

Name:	Sandra Lider
Address:	P.O. Box 67 Saint Helena CA 94574
Phone:	707-339-0518
Email:	sandralider60@yahoo.com

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Erin Przybylinski

Signature 

Title Junior Auxiliary Member

Date 3/05/2018

Grant Request

Project or Program Name:	Spelling Bee and Community Christmas Family Adoption Program
Address of Project or Program:	N/A
Requested Grant Amount:	\$ \$1300.00
Matching Funds:	\$ \$600.00 (plus some private member donations)
TOTAL Project or Program Cost:	\$ \$1900.00

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.
2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?
3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.
4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.
5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.
6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.
7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?
8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

[illegible]

Describe your project/service/program including objectives and goals and explain how you will meet these goals.

This Year will mark the 43rd year for the Spelling Bee. The Junior Women assign project leads and work back with school administrators and teachers to execute the Spelling Bee.

The Christmas Family Adoption Program is accomplished by working back with the Saint Helena Family Center to identify families in need of some extra support. The Junior Women then shop for specific needs for the families and purchase gift cards so that the families may be empowered to shop for their own families as well.

Describe the community support for your project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

The great thing about the Spelling Bee is that all of the grade schools in the area are invited to participate. In addition, members of the community are invited to serve as judges. Last year we even had the Mayor of Calistoga as a judge, so this truly is a community builder.

As far as our Christmas Family Adoption Program, we are working back with The Saint Helena Family Center to identify families who are in need of extra support. Our members then also shop for specific items for the families, in addition to the gift cards that are purchased.

What roles are they playing and how collaborative is the project?

The Spelling Bee is very collaborative as it reaches across all grade schools in the up valley area.

For the Christmas Family Project there is great support from the Saint Helena Family Center for the work the Junior Women are doing with this program. The Family Center has vetted the recipients, so they are a known family and the needs are real.

- b. What other support exists for your project?

Local teachers, and families have looked forward to this celebrated tradition. The Spelling Bee is a unifier for our community.

The need to support local families exists throughout the year, and places such as the Family Resource Center are on the front lines of support. It is great to see our city supporting giving back to community members in need through supporting the Junior Womens' Christmas adoption program.

2. Describe who will benefit from this project and estimate how many people this project/service/ program may impact.

All grade school children and their families are invited to participated in the Spelling Bee. The Spelling Bee gives local educators a forum to focus on spelling and effort, and public speaking. The students who don't advance to the final competition are very supportive of their classmates and they typically all come out to support their accomplishments on the evening of the Spelling Bee.

Three Families were fully funded for the Christmas Program this year, totaling 14 individuals. It's impossible to understand the joy that this program brings, but the feedback we get is truly one of gratitude.

3. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

The Spelling Bee is open to all up valley grade schools.

All needs for our Christmas Family program are referred through the Saint Helena Family Center, which is a fully inclusive organization.

4. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

The Annual Spelling Bee takes Place on March 12, 2018, and the Christmas Family adoption program takes place in December of each year.

5. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

No monies from other agencies were received.

6. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how

much?

No. We received a \$1200.00 grant from the city, but we did not receive funds from the Rudd Foundation. To date we have submitted and received \$900.00 of the full \$1200.00 reimbursable grant, and we are grateful. The remaining funds will be submitted for reimbursement after our upcoming Spelling Bee.

7. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Thank you so much for the reimbursable grant of \$1200.00 that you awarded to the Junior Women last year. As a result, we were able to adopt 3 Christmas Families and our members were able to supplement your gift. We had cash donations from our members of \$550.00, and other members purchased: clothing for the families, comforters, silverware, space heaters, blankets and coats. This was all in addition to the \$900.00 gift cards we were able to give (\$300.00 to each family). This program was a huge success thanks to your generous award.

The Spelling Bee is taking place on March 13, and it has been wonderful knowing that some of the awards and administrative expenses are covered by the city's generous grant. The Spelling Bee is such a happy community event.

Thanks to the city freeing up our funding efforts around the Spelling Bee and the Christmas Families, we are able to use other funds to continue to support scholarships for graduating high school seniors. This past year we collaborated with Rianda House and the Federated Women to do a "Giving Thanks" community luncheon in November. It was fun to see folks who don't often get out, sharing a meal with community members

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 09 2014

CALIFORNIA FEDERATION OF WOMENS ST
HELENA JUNIOR WOMENS CLUB
PO BOX 67
ST HELENA, CA 94574

Employer Identification Number:
23-7297621
DLN:
17053175346013
Contact Person:
DEBORAH KNOX ID# 75134
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
May 15, 2012
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamara Rippanda

Director, Exempt Organizations

Letter 947

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CALIFORNIA FEDERATION OF WOMENS ST

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as shown in the heading of this letter, is retroactive to the date of revocation.

Letter 947

St. Helena Junior Women's Club
Proposed/Actual Budget

SHJW BUDGET	Proposed 16-17	Actual 16-17	Proposed 17-18
INCOME			
Dues	\$ 700.00	\$ 850.00	\$ 850.00
Ways/Means (any \$ making venture): HF	\$ 1,000.00	\$ 1,200.20	\$ 1,000.00
Spelling Bee Cupcakes	\$ -	\$ 126.00	\$ 150.00
Wine Bid	\$ 4,000.00	\$ 3,094.12	\$ 3,500.00
Fun fines (Amenities & Socials)	\$ 100.00	\$ 79.69	\$ 100.00
City of SH Grant			\$ 1,200.00
Interest	\$ 0.12	\$ 0.12	\$ 0.12
Misc.(Install dinner Reimb.)	\$ 50.00	\$ 20.00	\$ 50.00
TOTAL INCOME	\$ 5,850.12	\$ 5,370.13	\$ 6,850.12
EXPENSES			
Dues (State/Dist Expenses)	\$ 350.00	\$ 422.80	\$ 425.00
Donations *see breakdown below	\$ 4,190.00	\$ 3,590.00	\$ 3,600.00
Initiation & Installation(pins/flowers,dinner,joy)	\$ 125.00	\$ 82.20	\$ 125.00
Insurance	\$ 400.00	\$ 320.00	\$ 320.00
Postage, Supplies & photo copying, P.O.Box	\$ 125.00	\$ 143.00	\$ 150.00
Ways & Means (Fundraising expenses)	\$ 750.00	\$ 826.50	\$ 850.00
Philanthropy (S.Bee, Thanks. Lunch)	\$ 300.00	\$ 150.00	\$ 150.00
Sunshine (flowers, cards, etc.)	\$ 100.00	\$ 34.46	\$ 50.00
Misc.(Filing fee Sec.State,Amenities& Social)	\$ 100.00	-	\$ 100.00
President Expenses	\$ 50.00	-	\$ 50.00
TOTAL EXPENSE	\$ 6,490.00	\$ 5,568.96	\$ 5,820.00
Increase or Reduction of Cash			
Profit/Loss	\$ (639.88)	\$ (198.83)	\$ 1,030.12
*Breakdown of DONATIONS			
Scholarships (high school)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
RLS Comm. Service Award	\$ 100.00	\$ 100.00	\$ 100.00
Friends of the Library	\$ 50.00	\$ 50.00	\$ 50.00
Outreach (Community aide)	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00
St Helena Public Schools Foundation	\$ 240.00	\$ 240.00	\$ 240.00
Safe Grad Night	\$ 300.00	\$ 300.00	\$ 300.00
TOTAL DONATIONS	\$ 4,190.00	\$ 3,690.00	\$ 4,190.00

St. Helena Junior Women's Club
Treasurer's Report
1/16/2018

Balance on hand as of the last Treasurer's Report dated: October 10, 2017

Checking:	1580.40
Savings:	416.76

TOTAL	\$1,997.16
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Savings Activity

Beginning Balance:		416.76
Interest Earned:	10/31/2017	0.01
Interest Earned:	11/30/2017	0.01
Balance Withdrawal	12/4/2017	-416.76
Ending Balance:		\$ -

Checking Activity

Beginning Balance:	\$ 1,580.40
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Income

Harvest Festival	11/6/2017 Receipts	1491.00
Harvest Festival	11/6/2017 Cash for Change	400.00
Dues and Fun Fines	11/8/2017 50 dues and 33 Fun Fines	83.00
Savings Account Close	12/4/2017 Transfer to checking	461.78
Wine Bid	12/18/2017 802.20+1974.00	2776.20
Wine Bid	1/12/2018 117.60+ 113.40	231.00
SH City Grant	1/12/2018	900.00
Total Income:		6342.98

Checking Balance:	7923.38
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Expenses

B of A	10/31/2017 Bank Fee	16.00
Harvest Festival	11/6/2017 Change	400.00
Marilyn Coy	11/7/2017 Harvest Festival	266.00
Katherine Dunn	11/7/2017 Harvest Festival	89.12
SH Public Library	11/8/2017 Donation	50.00
B of A	11/30/2017 Bank Fee	16.00
B of A	12/31/2017 Bank Fee	16.00
GFWC Mt Diablo District	12/18/2017 Bonding Insurance	63.32

Total Expenses:	916.44
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Checking Ending Balance:	\$ 7,006.94
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Balance as of January 16, 2018

Checking:	7006.94
Savings:	0.00

TOTAL	\$ 7,008.94
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Attachment 4



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: Friends of the Cameo
 Organization Mailing Address: 1340 Main St., St Helena, CA 94574
 Organization Telephone Number: 707-963-3946
 Organization Website: www.FriendsoftheCameo.org
 Federal Tax ID Number and Status: 46-1415228 - Active
 How long has your organization been in operation? 5 years

List of Board Members and Officers: (if applicable)

<u>Stacey Bressler, President</u>	<u>Paul Kass, Director</u>
<u>Jerry Newell, Vice President</u>	<u>Suzanne Shepanek, Director</u>
<u>Paula Brooks, Treasurer</u>	<u>Pam Simpson, Director</u>
<u>Piper Cole, Secretary</u>	<u>Cathy Buck, Founder</u>

Contact Information

Who is the single point of contact for your organization?

Name: Cathy Buck
 Address: 1340 Main St., St Helena, CA 94574
 Phone: 707-287-4172
 Email: cathybuck25@gmail.com

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Stacey Bressler

Signature

Stacey Bressler

Title President, Friends of the Cameo

Date

March 24, 2018

Grant Request

Project or Program Name:	<u>Come to Your Senses</u>
Address of Project or Program:	<u>Cameo Cinema, 1340 Main St., St Helena</u>
Requested Grant Amount:	<u>\$ 10,000</u>
Matching Funds:	<u>\$ 10,000</u>
TOTAL Project or Program Cost:	<u>\$ 20,000</u>

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.
2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?
3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.
4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.
5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.
6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.
7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?
8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Come to Your Senses

A Fascinating Series of Films, Speakers and Activities that Celebrate the Senses

Our five senses: sight, sound, smell, taste and touch, are the navigators that guide us through life. Our senses enable us to interact with our environment and define how we relate to others and to the world around us.

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

Come to Your Senses is a series of 3 programs for audiences of all ages. Through films, speakers and hands-on experiences, participants will be challenged to explore and appreciate each of our senses. Emphasis will be placed on the scientific background and social implications of the way we use our senses.

Sight and Sound - What does it mean to “see?” Does everyone see things the same way? How does color affect your mood and well-being? How do sight and sound interact? What’s the difference between “music to your ears” and a danger warning? Can you “see” with your ears or “hear” with your eyes?

This program will feature a screening of the amazing 2006 film “Red Like the Sky” which is based on the true story of Mirco Mencacci, a nearly blind boy who grew up to be one of the most gifted Italian sound editors working today. Following the film, the audience will meet some Foley sound specialists. Foley sound is the non-dialog, non-music sound that gives life to a movie, such as the swishing of a sword, breaking glass or scary footsteps on the stairs. Participants will see and hear how everyday objects like crinkling cellophane can be used to influence your perception and create a mood.

Taste and Smell – We all delight in the smell and taste of our favorite foods. Research has shown that a fragrance can even evoke memories that have been locked in the subconscious. Close your eyes and think about the seashore. Can you smell the salty air? Why do we love the smell of cookies or popcorn? Can taste and smell make us feel happy or sad?

This program will explore the relationship and interdependence of these two closely related senses. The delightful documentary film “Chef Flynn” chronicles the extraordinary adventures of a culinary prodigy who before his 17th birthday had already cooked at some of the country’s top restaurants like Alinea and Eleven Madison Park, created supper clubs and hosted numerous pop-ups in Los Angeles and New York City. Along with the film will be a presentation by participants in St. Helena’s unique Food of Love program which allows local teens to work with professional chefs to prepare meals for patients of the Martin O’Neill Cancer Center at Adventist Health St. Helena Hospital. And, yes, samples will allow everyone to enjoy using their senses of smell and taste!

Touch – The most primal of all senses may be the need to touch and be touched. From the moment of birth, babies reach out to their mothers. Petting a dog or cat has been proven to

reduce stress and lower blood pressure. When examined in isolation, the sense of touch can be mysterious and enlightening.

One of the most beloved films which endearingly portrays the power of touch is "E.T. the Extra-Terrestrial." In this heart-warming film, a young and frightened alien forms a friendship with a boy from California. Included in this program will be a discussion about the importance of touch. Participants will be encouraged to try "touch boxes" which challenge the ability to identify objects using only the sense of touch.

Come to Your Senses combines elements of both art and science in educational and entertaining ways. This project builds on the proven success of our Science on Screen® and Science Goes to the Movies programs and ties in with our much-loved annual Family Film Festival. In creating these programs we work with scientists, filmmakers and other experts to ensure that information is scientifically accurate and opportunities for self-discovery are provided for people of all ages.

2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?

The Cameo has developed wonderful relationships with several community groups. For *Come to Your Senses*, we will partner with Wonderfest (the nationally recognized Bay area group dedicated to informal science education), Napa Valley College, Pixar Animation Studios, Food of Love, Adventist Health St. Helena Hospital, Pacific Union College, University of California at Berkeley, and others. Special outreach will made to tie-in with those organizations who have developed STEAM (Science, Technology, Engineering, Art and Math) programs, including local public and private schools, the Boys and Girls Clubs, Girl and Boy Scouts.

Our success is measured both by the number of organizations who want to partner with us and by the number of people who attend our events. We are gratified by the turn out for our special programs, including our science series and family fare. Several of our special programs sell out completely and the rest vary from 75% to 99% capacity.

The funds requested from the City of St. Helena will be used in conjunction with a \$7500 grant from the Coolidge Corner Theatre Foundation in partnership with the Alfred P. Sloan Foundation for Science on Screen® and a \$2500 grant from the LEF Foundation. These grants enable the Cameo to bring nationally acclaimed speakers and extraordinary experiences to our community which would otherwise not be available locally. Programs like the travelling Chabot Space and Science Center's Cosmic Ray Planetary Theater and student filmmaking workshops are only possible because of the generous support of our sponsors and grant programs such as this. We work diligently to leverage our funds to make sure our residents are able to enjoy the finest internationally acclaimed programs without having to leave our own community.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

Come to Your Senses is designed to attract a wide range of participants from preschoolers to seniors, Latinos, students, people with handicaps and special needs, and their families. For this series we have the potential to reach over 400 people in our theater. Videotaping of panel discussions could increase our audience to well over 1000. Expanding our awareness and knowledge and challenging our perceptions are essential tools that can help all of us live our lives more fully.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

Friends of the Cameo employs a robust communications plan which allows us to reach almost all members of our community through advertising, direct mail, Peachjar (Napa Valley schools' delivery vehicle for digital flyers to parents), social media, email and promotional activities. We strive to offer information in both English and Spanish. Our theater is handicapped accessible. Financial support from City of St. Helena and other sources allows us to provide programs at nominal cost, at or below \$10 per adult and \$8 per student, and offer scholarships and subsidies which bring our programs within the reach of most citizens.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

Friends of the Cameo will schedule and deliver three *Come to Your Senses* programs between July 1, 2018 and June 30, 2019. The first program will be held in the fall of 2018 and the second two in the spring of 2019. Precise dates will depend on the availability of speakers and films.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Friends of the Cameo has not received funding from other Napa County government agencies.

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

Friends of the Cameo did not receive additional funding from the Rudd Foundation in addition to our 2017/18 Grant Award from the City of St. Helena.

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

With funds from our 2017/18 grant, we have been able to bring some amazing science-oriented programs to our community. Our first program was a behind-the-scenes look at the STAR WARS movies where a 3D screening of "Star Wars: The Last Jedi" was followed by an in-depth discussion with Salvatore Paul "Tory" Belleci. Tory, who is best known as the daredevil on the MythBusters TV program, also worked at the legendary Industrial Light and Magic Studios and

created models for both “Star Wars: The Phantom Menace” and “Star Wars – Attack of the Clones.” He was responsible for creating models for Federation Battleships and the memorable Podracers. Tory proved to be one of our most engaging speakers and held the audience spell-bound with his amusing and compelling stories.

For our second *Science Goes to the Movies* event, we hosted a packed house for the screening of the award-winning film “Wonder” followed by a discussion with Stephen Herber, MD FACS, President and CEO of Adventists Health St. Helena. “Wonder” is an inspiring film about the “mainstreaming” of August Pullman, a boy with facial differences. Dr. Herber, a recognized leader in progressive plastic surgery techniques and lauded for his volunteer work on behalf of impoverished children around the world, gave excellent insight into the medical and emotional issues associated with Treacher Collins Syndrome and related disorders. The audience, comprised of many young people and families, was captivated and didn’t want the program to end.

Our next program may prove to be even more exciting and popular. In celebration of Earth Day, Sunday, April 22, 2018, funds from our City of St. Helena grant will allow us to bring the Chabot Space and Science Center’s Cosmic Ray Planetary Theater to St. Helena’s Oddfellows Hall. Open to the public with free admission, young and old alike are invited to experience the wonders of the universe as Chabot scientists teach us about the stars, constellations and our own planet. The Planetary Theater will be open from 11:00 to 6:00 pm on Earth Day with showings every 30 minutes. Up to 20 people can be admitted for each showing.

Funds received through our 2017/18 grant will also sponsor science-oriented films and programs as part of our Family Film Festival over the Memorial Day weekend, May 25 – 28.

We are grateful to the City of St. Helena for supporting our community programs and look forward to continuing this relationship and bringing more outstanding events and opportunities to our community.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description	Amount
Film Distributor Fees	\$1600.00
Digital Lobby Video Display	\$ 150.00
Speaker Fees and Travel	\$2550.00
Videographer	\$1000.00
Online Promotion (Facebook, Twitter, Calendars)	\$ 850.00
Peachjar (Digital Flyers distributed to all Napa Valley Schools)	\$ 950.00
Graphic Design for Online and Print Materials	\$ 800.00
Cameo Staff (Onsite personnel and technical support)	\$1350.00
Print Promotion (Flyers, Newspaper, Newsletters, Posters)	\$ 750.00
Total Grant Request	\$10,000.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 28 2013

FRIENDS OF THE CAMEO
C/O CATHY BUCK
1340 MAIN ST
SAINT HELENA, CA 94574

Employer Identification Number:

46-1415228

DLN:

17053353389032

Contact Person:

NICHOLAS R HINDS

ID# 31662

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

October 24, 2012

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

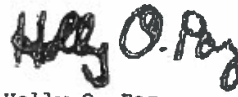
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

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FRIENDS OF THE CAMEO

Sincerely,

A handwritten signature in dark ink, appearing to read "Holly O. Paz". The signature is stylized with a large, looped "H" and "P".

Holly O. Paz
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Friends of the Corner - 2018
Operating Budget

<https://dl-web.dropbox.com/xls/preview/FOC Board of Directors Book...>

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	TOTAL
Ordinary Inco													
Special Events													
Income													
4000 - Income - Donations	0.00	0.00	25,000.00	0.00	0.00	10,000.00	0.00	0.00	37,000.00	0.00	0.00	180,000.00	252,000.00
4050 - Income - In-Kind Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,800.00
4060 - Income - Restricted Donations	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00	0.00	8,000.00	7,500.00	0.00	0.00	40,500.00
4060 - Income - Restricted Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4310 - Loss/Gain on Sale of Securities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	0.00	0.00	25,000.00	25,000.00	0.00	10,000.00	0.00	0.00	45,000.00	7,500.00	0.00	181,800.00	294,300.00
Gross Profit	0.00	0.00	25,000.00	25,000.00	0.00	10,000.00	0.00	0.00	45,000.00	7,500.00	0.00	181,800.00	294,300.00
Expense													
6020 - Community Programming	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	11,000.00	132,000.00
6040 - Family Film Festival	0.00	0.00	5,000.00	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
6070 - Special Events Expense	0.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	8,000.00
6080 - In-Kind Donations Used	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100 - Education Programs													
6110 - Film Camps	0.00	0.00	0.00	0.00	0.00	12,500.00	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00
6120 - Spring Filmmaking Workshop	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	5,000.00
6130 - Science on Screen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6100 - Education Programs - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6100 - Education Programs	0.00	0.00	0.00	2,500.00	0.00	12,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	17,500.00
6200 - Fundraising													
6210 - GiftWorks / Neon Training	620.00	620.00	420.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	2,650.00
6200 - Fundraising - Other	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Total 6200 - Fundraising	820.00	820.00	620.00	310.00	310.00	310.00	310.00	310.00	310.00	310.00	310.00	310.00	5,050.00
6400 - Administration													
6410 - Accounting	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
6420 - Admin Management / Contractor	3,000.00	3,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	27,000.00
6430 - CPA	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,800.00	1,300.00	0.00	4,600.00
6440 - Donor Admin	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
6450 - Postage and Shipping	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
6400 - Administration - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6400 - Administration	4,510.00	4,510.00	4,510.00	4,010.00	2,510.00	2,510.00	2,510.00	2,510.00	2,510.00	4,310.00	3,810.00	2,510.00	40,720.00
6600 - Banking													
6610 - Bank Service Charges	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
6620 - Credit Card Merchant Fees	50.00	40.00	10.00	20.00	10.00	10.00	10.00	10.00	40.00	500.00	800.00	300.00	1,800.00
6600 - Banking - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6600 - Banking	60.00	50.00	20.00	30.00	20.00	20.00	20.00	20.00	50.00	510.00	810.00	310.00	1,920.00
6800 - Marketing													
6810 - Social Media	75.00	575.00	175.00	1,050.00	250.00	75.00	75.00	50.00	550.00	175.00	200.00	275.00	3,525.00
6820 - Printing	0.00	250.00	100.00	0.00	800.00	100.00	0.00	350.00	100.00	0.00	0.00	0.00	1,800.00
6830 - Social Media Contractor	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,800.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
6840 - Webells	40.00	25.00	25.00	40.00	100.00	25.00	40.00	25.00	200.00	40.00	25.00	75.00	860.00
6800 - Marketing - Other	0.00	300.00	0.00	300.00	0.00	300.00	0.00	300.00	0.00	300.00	0.00	300.00	1,800.00
Total 6800 - Marketing	1,615.00	2,750.00	1,800.00	2,860.00	2,850.00	2,000.00	1,815.00	2,225.00	2,350.00	2,015.00	1,725.00	2,150.00	25,785.00
6900 - Insurance Expense													
6910 - Directors & Officers Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00
Total 6900 - Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00
7000 - Reserve	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
7050 - Capital Expense	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00	0.00	1,000.00	5,000.00
7200 - Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7300 - Office Supplies	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
7500 - Repairs and Maintenance	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	4,000.00
Total Expense	18,095.00	44,180.00	28,000.00	30,790.00	26,540.00	33,360.00	15,505.00	18,115.00	22,870.00	18,195.00	17,705.00	22,830.00	292,175.00
Net Ordinary Income	-18,095.00	-44,180.00	-1,000.00	-8,790.00	-26,540.00	-23,360.00	-15,505.00	-18,115.00	-22,130.00	-10,895.00	-17,705.00	158,970.00	2,125.00
Other Income/Expense													
Other Income													
8050 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	-18,095.00	-44,180.00	-1,000.00	-8,790.00	-26,540.00	-23,360.00	-15,505.00	-18,115.00	-22,130.00	-10,895.00	-17,705.00	158,970.00	2,125.00

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Accrual Basis

Friends of the Cameo
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Income - Donations	263,271.54	264,880.00	-1,608.46
4030 · Income - In-Kind Donations	7,889.50	0.00	7,889.50
4050 · Income - Restricted Donations	50,000.00	0.00	50,000.00
4060 · Income - Restricted Grants	0.00	0.00	0.00
4310 · Loss/Gain on Sale of Securities	170.34		
Total Income	321,331.38	264,880.00	56,451.38
Gross Profit	321,331.38	264,880.00	56,451.38
Expense			
6020 · Community Programming	120,000.00	120,000.00	0.00
6040 · Family Film Festival	42,257.21	35,000.00	7,257.21
6060 · Restricted Gift expense	0.00	0.00	0.00
6070 · Special Events Expense	12,737.40	0.00	12,737.40
6100 · Education Programs			
6110 · Film Camps	10,000.00	20,000.00	-10,000.00
6120 · Spring Filmmaking Workshop	2,500.00	2,500.00	0.00
6130 · Science on Screen	20,250.00	0.00	20,250.00
6100 · Education Programs - Other	2,000.00	0.00	2,000.00
Total 6100 · Education Programs	34,750.00	22,500.00	12,250.00
6200 · Fundraising			
6210 · GiftWorks / Neon Training	790.00	2,000.00	-1,210.00
6200 · Fundraising - Other	1,672.75	0.00	1,672.75
Total 6200 · Fundraising	2,462.75	2,000.00	462.75
6330 · Grant to Fireflies - Renovation	0.00	0.00	0.00
6340 · Program Fees	0.00		
6400 · Administration			
6410 · Accounting	6,187.50	6,000.00	187.50
6420 · Admin Management / Contractor	28,500.00	36,000.00	-7,500.00
6430 · CPA	3,380.00	1,500.00	1,880.00
6440 · Donor Admin	12,000.00	3,000.00	9,000.00
6450 · Postage and Shipping	49.00	120.00	-71.00
Total 6400 · Administration	50,116.50	46,620.00	3,496.50
6500 · Banking			
6510 · Bank Service Charges	8.00	300.00	-292.00
6520 · Credit Card Merchant Fees	1,474.95	0.00	1,474.95
Total 6500 · Banking	1,482.95	300.00	1,182.95
6600 · Marketing			
6610 · Advertising and Promotion	109.00		
6620 · Printing	1,876.04		
6630 · Social Media Contractor	18,000.00	18,000.00	0.00
6640 · Website	917.20	0.00	917.20
6600 · Marketing - Other	0.00	4,800.00	-4,800.00
Total 6600 · Marketing	20,902.24	22,800.00	-1,897.76
6700 · Licenses and Permits	75.00	50.00	25.00
6800 · Insurance Expense			
6810 · Directors & Officers Insurance	976.00	1,610.00	-634.00
6820 · Workers Comp	-173.00	0.00	-173.00
Total 6800 · Insurance Expense	803.00	1,610.00	-807.00
7000 · Reserve	0.00	5,000.00	-5,000.00
7050 · Capital Expense	3,200.00	8,000.00	-4,800.00
7200 · Dues and Subscriptions	1,749.00	0.00	1,749.00
7300 · Office Supplies	551.10	0.00	551.10
7500 · Repairs and Maintenance	4,458.28	0.00	4,458.28
Total Expense	295,545.43	263,880.00	31,665.43
Net Ordinary Income	25,785.95	1,000.00	24,785.95

Page 1

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01/03/18

Accrual Basis

Friends of the Cameo
Profit & Loss Budget vs. Actual
 January through December 2017

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Income			
9050 - Interest Income	167.08	0.00	167.08
Total Other Income	167.08	0.00	167.08
Net Other Income	167.08	0.00	167.08
Net Income	25,953.03	1,000.00	24,953.03



Grants Received – March 26, 2017 through March 26, 2018

Alfred P. Sloan Foundation in partnership with the Coolidge Corner Theatre - \$7500 – no matching grant requirement

LEF Foundation - \$2,500 – no matching grant requirement

Attachment 5



**City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2018/19**

City of St. Helena, City Hall
Received

MAR 12 2018

1480 Main St.
St Helena, CA 94574

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font**, please include **page numbers on all pages**. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: Kiwanis Foundation of St. Helena
 Organization Mailing Address: P.O. Box 362 St. Helena, CA
 Organization Telephone Number: 707-963-1123
 Organization Website: sthelenakiwanis.org
 Federal Tax ID Number and Status: 45-0497258 active
 How long has your organization been in operation? 15 years

List of Board Members and Officers: (if applicable)

<u>Jan Darter</u>	<u>Lowell Smith</u>
<u>Bob Matheny</u>	<u>John Ponte</u>
<u>Nathan Anulo</u>	<u>Jay Lewis</u>
<u>George Watson</u>	<u>Jeff Farmer Gary Bogle</u>

Contact Information

Who is the single point of contact for your organization?

Name: George Watson
 Address: 3268 Ehlers Lane
 Phone: 707-963-1123
 Email: watsongg1@hotmail.com

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name George Watson

Signature *George Watson*

Title Immediate Past President

Date 2/21/2018

ps 1

Grant Request

Project or Program Name:	St.Helena Kiwanis Foundation Scholarship Program
Address of Project or Program:	3268 Ehlers Lane, St. Helena, CA
Requested Grant Amount:	\$ 3000.00
Matching Funds:	\$ 6000.00
TOTAL Project or Program Cost:	\$ 9000.00

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.
The Kiwanis Foundation of St. Helena has for many years assisted graduating students of S
2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?
3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.
4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.
5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.
6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.
7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?
8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Application Answers

1. Program Description: The Kiwanis Foundation of St. Helena has for many years assisted graduating students of St. Helena High School in completing their first year of college. We do this by providing cash grants to deserving senior students.

2: Community Support:

a) This has always been principally a Kiwanis project, in that the Kiwanis Club of St. Helena provides funding to the Foundation based on community projects such as the Naked Vine events and Golf tournaments. From time to time, members of the St. Helena community also provide cash gifts.

b) Members of the Club volunteer to be in a Scholarship Committee, which reviews student qualifications for awards and then awards the scholarships.

(c) Other support for our program exists from existing Foundation assets.

3: Who Benefits:

We intend this project to benefit three or more students. Benefit may also accrue to family and the entire community as highly educated young people graduate and enter mainstream society.

4: Program Openness:

Our Scholarship Program is open to all qualified students at St. Helena High. The process includes bulletin board advertising, student interviews by the Kiwanis Scholarship Committee, and reviews of student scholastic achievement, community service, and financial needs by the Committee. Awards are announced in public at the annual High School Award Ceremonies.

5: Timeline:

The Scholarship Committee will complete interface discussions with the High School Administration by approximately May 10 2019. This will enable the Administration to complete the advertising billboard information by May 20. Students will have 14 days to complete their scholarship applications. The Kiwanis will complete the awards interview and grading by June 8, 2019. The annual St. Helena High School Scholarship Awards Ceremony will be held approximately June 10, at which time student awards are announced. Receipt of City funds by June 30, 2019 will be in sufficient time to accommodate disbursement to St. Helena High Administration in a timely manner for student use. City determination of funding for this project will be announced sometime following June of 2018, allowing Kiwanis to plan for the 2019 student awards.

6: Prior Napa County Government Funding:

No such funding has ever been applied for or received.

7: 2017/2018 City Grant Funds or Rudd Foundation Grants

Neither grant funds have been received.

8: 2017/2018 Grant Funds from Other Sources

Community grants have been received in 2017 and 2018 in honor of mayor John Brown. Funds are invested to provide an annual \$1000.00 scholarship in his memory. Another \$1000 grant has been

received to provide a scholarship in honor of Dr. Bob Darter. This funding provided for one \$1000.00 scholarship. We intend this project to benefit additional students depending on funding. Benefits may also accrue to family and the entire community as highly educated young people graduate and enter mainstream society.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description	Amount
COLLEGE SCHOLARSHIPS 3 @ \$1000.00 EACH	\$ 3000.00
Total Grant Request	\$ 3000.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 12 2003

ST HELENA KIWANIS FOUNDATION
1001 ADAMS ST
ST HELENA, CA 94574

Employer Identification Number:
45-0497258
DLN:
17053071007003
Contact Person:
CHARLES R BENTLEY ID# 31460
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
December 18, 2002
Advance Ruling Period Ends:
September 30, 2007
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)

Mail - watsongg1@hotmail.com

https://outlook.live.com/owa/?path=/attachmentlightbox

Download Show email

Excel Online KIdraft budget 17-18 (George G Watson) George G Watson

FILE HOME INSERT DATA REVIEW VIEW Tell me what you want to do

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2016-17

HELP IMPROVE OFFICE

2/26/2018, 5:45 PM

KIWANIS FOUNDATION FY 2016-2017
ACTUALS

Income	
Foundation (Misc)	5835 includes contributions to Bob Darter and John Brown scholarships at \$1k each
Investment Income	28939 Fidelity Fund, not realized
	-816 correction
Total Income	33958
Expense	
Bank Charges	0
Elderly Services	0
Youth Services	
Scout Hall	431
Builders Club	180
Misc youth	1000
RLS Scholarships	400
HS Scholarships	6000
Endowment Fund, Fidelity	25947
Total Expenses	33958
Net Income	0

Grant Funding for Last 12 months

John Brown Endowment \$25,000 to fund annual \$1000.00 John Brown Kiwanis scholarships

Anonymous gift to the Foundation \$1000.00 to help fund annual John Brown scholarships

Jan Darter gift to the Foundation \$1000.00 to fund Bob Darter scholarship

There are no matches for the above.

Partnerships

The Foundation has no partnerships.

Attachment 6



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name:	<u>Lincoln Theater</u>
Organization Mailing Address:	<u>PO Box 2675</u>
Organization Telephone Number:	<u>707-944-9900 ext: 5850</u>
Organization Website:	<u>www.LincolnTheater.org</u>
Federal Tax ID Number and Status:	<u>68-0337428</u>
How long has your organization been in operation?	<u>1995 to Today</u>

List of Board Members and Officers: (if applicable)

<u>John Dunbar, President</u>	<u>Banafsheh Akhlaghi, Member at Large</u>
<u>Bob Hurley, Secretary</u>	<u>Max Duley, Member at Large</u>
<u>Tim Laczynsky, Treasurer</u>	<u>Jeri Gill, Member at Large</u>
<u>Barbara Nemko, Member at Large</u>	

Contact Information

Who is the single point of contact for your organization?

Name:	<u>Laila Aghaie</u>
Address:	<u>PO Box 2675, Yountville, CA 94599</u>
Phone:	<u>707-944-9900 ext: 5850</u>
Email:	<u>Laila@lincolntheater.org</u>

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name:	<u>Laila Aghaie</u>	Signature:	<u></u>
Title:	<u>Director of Education and Outreach</u>	Date:	<u>3/28/2018</u>

Grant Request

Project or Program Name:	<i>St Helena Live: Performing Arts in the Community and Schools</i>
Address of Project or Program:	St Helena Schools, White Barn, Retirement Communities
Requested Grant Amount:	\$10,000
Matching Funds:	\$7,900 (Napa County, Lincoln Theater Donors, Sponsors)
TOTAL Project or Program Cost: \$	\$17,900

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

The goal of this project is to bring a series of free live performing arts experiences to a diverse range of public spaces in the St Helena community. Specifically, Lincoln Theater will organize 9 live events featuring music, drama and poetry in pre-k through 12 schools, retirement communities and at the White Barn between September 2018 and May 2019. This project will include:

- 6 Free Chamber Music Concerts
- 1 Mariachi Los Camperos Performance
- 1 Cowboy Music and Poetry Gathering
- 1 Valley Players Theater Workshop

Lincoln Theater brings hundreds of hours of live performances to the Napa Valley and provides 60,000 individuals, from toddlers to seniors, access to the performing arts both on our stage and in local schools. We produce over 14 free children's and community concerts every year and offer free tickets to other performances. Our Artist in Residence program provides 12 recent graduates of the San Francisco Conservatory of Music with opportunities to perform with Symphony Napa Valley, tutor local youth symphony musicians, and provide over 1000 hours of instruction in schools and preschools each year. We produce Symphony Napa Valley, the Valley's only full, professional symphony orchestra. We have also built strong working relationships with over 39 arts partners, schools and community groups.

The Theater has a strong history of offering free arts programs throughout the Napa Valley. Most, though not all, have been located in Napa and Yountville. Past programs in St Helena have included children's concerts at the White Barn, music classes in preschools, NapaReads partnerships in middle schools, and music events in other schools, such as Mariachi. These programs have been very well received, with many teachers, parents and students requesting we do more up Valley. This project was conceived in response to these requests and will expand our offerings by increasing the number, genre and locations of events here as part of a new free annual community series: *St Helena Live*.

Between September, 2018 and May, 2019, Lincoln Theater will work with St Helena pre-K through 12 schools, retirement communities and the White Barn to bring more live programs to the

community. The final schedule will depend on the requirements and availability of each location/school. *St Helena Live* will include the following 9 events:

Classical Music Concerts: Free In Schools, Retirement Communities and at the White Barn

These 6 free concerts will be performed by Lincoln Theater's Artist in Residence musicians, recent graduates of the San Francisco Conservatory of Music.

3 Free Community Concerts: Our Free "For the Love of Music" Community Concerts will allow children, adults and seniors to experience family friendly, live chamber music performances on seasonal themes: Fall Fusion, Winter Winds and Sonic Spring.

3 Free Children's Concerts: We will offer our popular free interactive classical music concerts for young children at the preschool (LolliPOPS!) and elementary (HipPOPS!) levels in St Helena. These concerts provide a fun and age-appropriate introduction to the life-changing world of chamber music. The musicians will also provide a hands-on "Musical Instrument Petting Zoo" where children can touch, play and hear the instruments up close.

Mariachi Los Camperos: Free In School Performance

Few things are more exciting than the driving rhythms and evocative melodies of the violin, vihuela, guitar and trumpet coming together to produce one of the most popular musical genres of all time: mariachi. And no other mariachi group has mastered the style like Grammy winning Mariachi Los Camperos, one of the oldest and finest ensembles in the world. In January 2018, the Theater brought Mariachi Los Camperos to RLS middle school for a free performance. It was a huge success. We will bring this group back to St Helena as part of this series.

Cowboy Poetry Performance: Free In School Performance

For more than 30 years, the ranchers, cowboys and artists at the *Elko Cowboy Poetry Gathering* have been sharing poems, stories and music about their lives, celebrating the shared traditions and experiences of the land and culture of the rural West. This series will bring these musicians, poets, and storytellers to St Helena to regale students with their experiences of hard work, heartbreak and hilarity in the West. With its deep roots in the rural west, and a strong history of ranching and working the land, St Helena is the perfect place for this gathering.

Valley Players: Free In School Theater Workshop

Voted Best Theater Troupe in Napa County by the North Bay Bohemian, Valley Players produces quality, affordable theater in the Valley that focuses on plays that provide meaningful roles for women over 40, a group traditionally under-represented in theater. This workshop will expose students to nontraditional plays, roles and playwrights that help them learn about the power of theater to encourage historically underappreciated voices to express themselves. They will explore dramatic tension, comedic relief, quick improvisations, live readings, and other exercises.

2. Describe the community support for your project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project? We will work with the White Barn, St Helena High School, Robert Louis Stevenson Middle

School, Napa County Office of Education, St Helena Child Development Center, St Helena Primary School, St Helena Elementary School, Vineyard Valley, and Silverado Orchard. We also will partner with Valley Players to provide the theater workshops. The other artists in these series are part of our ongoing programming and have worked with us many times over the past several years.

b. What roles are they playing and how collaborative is the project? In full consultation with the above mentioned partners, Lincoln Theater will manage all aspects of the productions, including artist needs, scheduling, technical support and marketing. These partners will guide and assist in the development of the most effective outreach and presentation strategies for their students and residents to ensure that their needs are met and they receive maximum benefit. They will also provide educational material for our in-school and social media outreach programs, newsletters and postings on our website.

c. What other support exists for your project? The Theater's AIR program is supported by grants from other funders and by donations from the community. We have worked with the White Barn and St Helena schools on past projects. We also partner with the Napa County Office of Education on our preschool and other programs related to this project. Valley Players are a resident theater groups at the theater, as are our AIR musicians who are all key to this effort. We have applied to Napa County Arts and Culture Committee for matching support, as well as to other funders.

3. Describe who will benefit from this project and estimate how many people this project/service/ program may impact.

Overall students, retired residents and families of St Helena benefit. We anticipate approximately 2800 students, adults and seniors will be impacted by these programs, including at least 4 school wide performances, 2 retirement community performances, 2 classroom events and 1 community wide concert.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

The variety of performances, target audience and locations will ensure a broad reach for this program in the St Helena community. We will also work closely with our partners to implement a robust marketing and outreach campaign to reach as many people as possible. The programs are free to the community to ensure full access, and many will take place in locations that serve residents with mobility concerns, such as retirement communities.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

While the full schedule is dependent on the needs and availability of our partners and locations, we will finalize all event dates by August 31, 2018. The first performance, Cowboy Poetry, will take place in September, 2018 with the remaining events to take place over the following months before the end of May 2019. We will remain in close communication with all our partners to evaluate and adjust as needed, and to ensure full completion within the funding period.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Over the past 2 years we have received funding from the Napa County Cultural Committee in the amount of \$67,900. The funding from this St Helena City grant will be dedicated solely to these events in St Helena. Other funding sources will be used to match the funding provided by the city of St Helena to ensure full support for the series.

Questions 7 & 8 are not applicable. This is our first grant request to the City of St Helena.

Cost Estimate

2018-2019 Budget for St Helena Live: Lincoln Theater's Performing Arts Program in the Community and Schools	
Artists (Fees, Travel, Hospitality for Performers)	\$14,200
Technical Support (Onsite Tech Crew for 9 Events)	\$ 1,800
Marketing (Ads, Social Media, Digital, Radio, Print, Design)	\$ 900
Project Coordinator (Time dedicated to Administer the Program)	\$ 1,000
Total Costs	\$17,900
Total Grant Request	\$10,000

Project Coordinator:

Laila Aghaie – Director of Education and Outreach

Laila has over 25 years experience in education and programming, the arts and nonprofit development. She has created and managed music, language, and art programs throughout the Bay Area. She also has extensive experience organizing performances, community events, forums, debates, presentations, and fundraisers. She has led efforts to build strategic collaborations with school districts, government agencies, and community-based organizations. In her role as Director of Education and Outreach for the Napa Valley Performing Arts Center at Lincoln Theater since 2013, she has developed and managed an Artist in Residence program that brings exceptionally talented musicians from the San Francisco Conservatory of Music and other leading arts programs to strengthen their artistic and professional skills while teaching and performing in schools and the broader community. She has also helped develop and present new programs with other organizations in the Valley such as Napa Valley Film Festival and NapaShakes.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
2 CUPANIA CIRCLE
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: APR 20 1995

FRIENDS OF LINCOLN THEATER
C/O DONNA MORGAN
C/O ANTHONY J. GANZE, CPA
1500 THIRD STREET, SUITE C
NAPA, CA 94559-2809

Employer Identification Number:
68-0337428
Case Number:
955047043
Contact Person:
JULIE Y. CHAN
Contact Telephone Number:
(213) 725-6619
Accounting Period Ending:
December 31
Form 990 Required:
yes
Addendum Applies:
yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2,

Letter 947 (DO/CG)

-2-

FRIENDS OF LINCOLN THEATER

on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Letter 947 (DO/C8)

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FRIENDS OF LINCOLN THEATER

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Richard R. Orosco
District Director

Addendum

Letter 947 (DO/CG)

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FRIENDS OF LINCOLN THEATER

The effective date of this determination letter is July 6, 1993.

Letter 947 (DO/CG)

LINCOLN THEATER: 2018 BUDGET**OPERATING FORECAST - LINCOLN THEATER**

TOTAL
2018

REVENUE

DEVELOPMENT	489,300
CREATIVE PROGRAMMING	272,900
VENUE RENTAL	380,300
CONCESSION & OTHER	58,400

TOTAL REVENUE	1,200,900
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EXPENSE

DEVELOPMENT EXPENSE	115,100
PRODUCTION EXPENSE	224,000
VENUE RENTAL EXPENSE	76,060
CONCESSION & OTHER EXPENSE	23,360

TOTAL DIRECT PRODUCTION, RENTAL, DEVELOPMENT & OTHER	438,520
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SG&A EXPENSE

TOTAL PAYROLL & RELATED	514,242
TOTAL UTILITIES & MAINTENANCE	104,160
TOTAL ADVERTISING & PROMOTION	44,195
TOTAL AUDIT, LEGAL & CORPORATE FILINGS	3,110
TOTAL INSURANCE	14,789
TOTAL SG&A - OTHER	68,410

TOTAL SG&A EXPENSE	748,906
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TOTAL EXPENSE	1,187,426
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OP PROFIT / (OP LOSS) - UNRESTRICTED CASH BASIS	13,474
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Budget Note:

This is the board approved budget for 2018 and includes actual income and expenses for the month of January, with projected numbers for the rest of the year.

Lincoln Theater Foundation
Profit & Loss
 January through December 2017

6:36 AM

02/26/2018

Accrual Basis

TOTAL**Ordinary Income/Expense****Income**

Concessions and Other	58,289.23
Development Income	302,250.82
Programming Income	149,265.30
Venue Rental	620,255.47

Total Income	1,130,060.82
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Gross Profit	1,130,060.82
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Expense**Direct Prod,Rental,Devel &Other**

Direct Concessions & Other Exp	13,819.07
Direct Development Expense	42,378.91
Direct Production Expense	209,737.80
Direct Rental Expense	163,709.69

Total Direct Prod,Rental,Devel &Other	429,645.47
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SG&A Expense

Payroll & Related	476,123.12
Utilities and Maintenance	46,148.04
Advertising & Promotion	31,995.06
Audit, Legal & Corp Filings	160.00
Insurance	7,341.01
SG&A - Other	51,327.98

Total SG&A Expense	613,095.21
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Total Expense	1,042,740.68
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Net Ordinary Income	87,320.14
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Other Income/Expense**Other Income**

Realized gain/loss	1,722.67
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Total Other Income	1,722.67
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Net Other Income	1,722.67
-------------------------	-----------------

Net Income	89,042.81
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Lincoln Theater Grants Over Past 2 Years

Napa County:	\$26,500 & \$25,000	2016
	\$16,400	2017
Gasser Foundation	\$2,000	2017
Napa Valley Community Foundation	\$4,000	2017
California Arts Council	\$18,000	2017
Hall Foundation	\$1,000	2016
Napa Valley Performing Arts Foundation	\$16,000	2016
	\$12,000	2017

Attachment 7



RECEIVED
PLANNING DEPARTMENT
MAR 28 2018

City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2018/19

CITY OF ST HELENA

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: Native Sons of the Golden West, St. Helena Parlor 53
 Organization Mailing Address: 1313 Spring Street, St. Helena, CA 94574-2036
 Organization Telephone Number: 707-326-9701
 Organization Website: www.facebook.com/NSGW-Parlor-53
 Federal Tax ID Number and Status: 94-0519020 – 501(C)(8)
 How long has your organization been in operation? 133 years

List of Board Members and Officers: (if applicable)

Phil Murphy, President	Bob Fellion, Trustee
John York, Recording Secretary	Nick Coy, Trustee
Bud Geisner, Financial Secretary	Ted Laurent, Trustee
Rick Hanson, Treasurer	

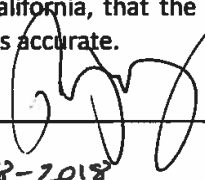
Contact Information

Who is the single point of contact for your organization?

Name: Phil Murphy, President
 Address: 1313 Spring Street, St. Helena, CA 94574-2036
 Phone: 707-326-9701
 Email: philipjmurphy@sbcglobal.net

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name PHILIP MURPHYSignature Title PRESIDENTDate 3-28-2018

Grant Request

Project or Program Name:	Native Sons Hall Preservation Design
Address of Project or Program:	1313 Spring Street, St. Helena, CA 94574-2036
Requested Grant Amount:	\$10,000
Matching Funds:	\$ 3,000
TOTAL Project or Program Cost:	\$13,000

Application Questions**1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.**

We propose a \$10,000 grant to fund design work for the historic St. Helena Native Sons Hall. The proposed work will produce plans to preserve or restore historically significant architectural details impacted by future building renovations or repairs. These plans would cover the building's plumbing, heating, and electrical systems and its landscaping. An architect and a landscape designer both located in St. Helena will produce these plans.

All plans produced under this grant will build on the inventory of historically significant building features produced for the Native Sons Hall in 2017. This report identifies numerous features that potentially merit listing the property on the National Register of Historic Places. Each finding in the report potentially adds cost and logistical constraints to future renovation projects. The proposed design work would identify and address such constraints.

Architecture Services

We propose spending \$7,000 for architectural services. Our architect will outline historical preservation concerns in the eventual replacement of the building's plumbing, heating, and electrical systems. The 2017 report observes that all of these systems are at or near the end of their intended lifespan, which raises their priority in planning future renovation work. Replacing these systems could potentially have significant impact on historically significant features. Our architect will identify these potential impacts and design strategies to mitigate or prevent them.

We chose to focus on the plumbing, heating, and electrical systems with this grant because of the many unknown factors their replacement could involve. Replacement could potentially disrupt many historically significant features at great cost. The proposed architectural review would give us an early understanding of these costs, which would aid future planning and fundraising.

We have identified a St. Helena architect to provide the proposed services at reduced cost. He will donate architectural services worth \$3,000. The proposed grant would fund the remaining \$7,000 worth of work required. He estimates that he requires a total of 60 hours of work to produce design documents and written recommendations. He is ready to begin work upon awarding of the grant.

Landscape Design Services

We propose spending \$3,000 for landscape design services to design plans for restoring the building's exterior to match historical photographs. The 2017 report identifies several ways the building's exterior has changed significantly since its construction. We aim to restore the bold visual impression the building historically made to the benefit of the surrounding neighborhood.

The proposed grant would cover reasonable costs by a St. Helena landscape architect to design restored street-facing and parking lot landscaping. We will solicit bids from St. Helena contractors and anticipate being able to complete this work within six months.

Project Goals and Objectives

Our goal is completion of the "pre-development" work needed before starting actual capital projects needed for building preservation. Such work is necessary to determine the cost of protecting or restoring historically significant features in future projects. Soliciting bids on such projects and raising the necessary funds require reliable cost information before projects can proceed.

This grant promotes our overall goal of preserving the Native Sons Hall as an irreplaceable civic amenity for St. Helena. This benefit is twofold. First, it is a recognized historic treasure. Our prestigious 2016 planning grant from the National Trust for Historic Preservation reinforces this value. The building's historic value also enhances its benefit to St. Helena as a cherished community event center. Its rustic charm and its status as the largest affordable event center in St. Helena solidify its esteem among residents.

The sensitivity of the facility's historic architectural features mandates intensive architectural review in any renovation project. As required by our grant from the National Trust for Historic Preservation, we will follow the U.S. Secretary of the Interior's standards for preserving historic buildings, which call for architectural review of repairs using modern materials. Care must be taken to ensure that repairs do not obscure or destroy features contributing to the building's historic character.

The proposed grant will help to make the case for the building's historic preservation value. We will seek further grants and donations for preservation work once the proposed design work is complete. Funds granted by the City of St. Helena will thereby leverage future funds raised.

2. Describe the community support for your project. a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project? b. What roles are they playing and how collaborative is the project? c. What other support exists for your project?

Our submission of this grant request culminates an existing partnership. The proposed project builds on our organization's collaboration with the National Trust for Historic Preservation and our parent organization's Historical Preservation Foundation, which jointly funded the 2017 architectural study. The St. Helena Historical Society assisted with the 2017 study and will review all new designs and plans.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

The end outcome of this proposal is the sustainable use of the Native Sons Hall, which would benefit all St. Helena residents. Benefit would come in the form of sustained vitality in the city's civic and cultural life. Downtown St. Helena and surrounding neighborhoods would also benefit from the improvement of the building's appearance.

Quantifying the number of people that would benefit from a sustainable Native Sons Hall is difficult. The facility can host events with up to 485 people. It is occupied 60 percent of weekends year round. We do not maintain historical event attendance records. A more important measure of use and benefit is the near universal memory St. Helena residents have of attending an event at the Native Sons Hall.

The immediate outputs facilitated by this grant all contribute to the building's sustainability. These outputs include professional quality architectural and landscape design plans. Funding these projects will also provide work for St. Helena businesses.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

The Native Sons Hall is open for rental to all residents of St. Helena. In renting the facility, we give priority to St. Helena residents. The rental rate is \$1,000 per day for use of the entire facility, which is significantly less than competing facilities in St. Helena and the surrounding area.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

We have already selected the architect to perform the proposed work. We will seek bids for landscape design services when the grant is awarded.

We propose the following timeline for project completion:

July 2018	- Pre-selected architect begins work.
	- Landscape designers contacted to solicit bids.
August 2018	- Landscape designer selected.
	- Landscape designer begins work.
January 2019	- Architect submits final work product.
March 2019	- Landscape designer submits final work product.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

N/A

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

N/A

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

We received a \$10,000 grant from the City of St. Helena in 2017. This grant similarly funded “pre-development” work related to future Native Sons Hall renovation. Funds were divided among three contractors. The status of their work is as follows:

- *Architectural services. (\$7,000)* These funds pay an architect to identify the repair work necessary on the Native Sons Hall roof and northern facade, including both structural and historic preservation concerns. Scheduling the contractor’s work has been impacted by recent rains, but he anticipates delivering a final work produce in May.
- *Graphic design services. (\$1,200)* These funds pay a graphic designer to produce an informational brochure on the historically significant features of the Native Sons Hall, for use in public relations and fundraising. The contractor anticipates delivering a final work product in May.
- *Grant writing services. (\$1,800)* These funds pay a grant writing consultant to explore grant opportunities for Native Sons Hall renovation costs and options for changing our tax-exempt status. At present, the contractor is facilitating a fiscal sponsorship agreement with our parent organization’s 501(c)(3) historic preservation foundation. By July 1, 2018, the consultant will have completed this process and submitted five grant applications or letters of interest to local and regional grant making foundations.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description	Amount
Architectural services	\$7,000
Landscape design services	\$3,000
Total Grant Request	\$10,000

Internal Revenue Service

Department of the Treasury

Station
Office:

2000 22nd Street, Los Angeles, CA 90031

Grand Parlor Native Sons of the
Golden West
414 Mason Street
San Francisco, CA 94102-1708

PERSONAL CONTACT

GILDA LEWIS

(213) 694-2114

After Hours:

800 920 543

Time:

September 22, 1994

RE: Grand Parlor Native Sons of the Golden West
EIN: 94-0519010

Dear Taxpayer:

This letter is in response to your request for exempt status regarding the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal Income Tax under Internal Revenue Code Section 501(c)(2). Group exemption number 0212 has been assigned to this organization and its subsidiaries. The determination letter issued in November 1990 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

Sincerely,

Gilda Lewis
GILDA LEWIS
Enclosure Assistant

Native Sons of the Golden West, St. Helena Parlor 53**Operating Budget**

REVENUES	CY 2017 Actuals	CY 2018 Budget
Member Dues	\$6,000.00	\$6,000.00
Hall Rental	\$33,000.00 *	\$33,000.00
Fundraising	\$25,000.00 *	\$23,000.00
Donations Received	\$10,200.00	\$100.00
Dividends	\$350.00	\$100.00
TOTAL	\$74,550.00	\$62,200.00
EXPENSES		
Manager	\$7,200.00	\$7,200.00
Utilities	\$8,988.00	\$6,500.00
Food	\$7,500.00 *	\$7,500.00
Cleaning and Maintenance	\$15,120.00	\$16,000.00
Grand Parlor	\$5,689.79	\$6,200.00
Taxes	\$1,800.00 *	\$2,000.00
Insurance	\$4,650.00 *	\$5,000.00
Professional Services	\$3,600.00	\$4,000.00
Scholarships and Donations	\$5,000.00	\$6,000.00
TOTAL	\$59,547.79	\$60,400.00
REVENUE LESS EXPENSES	\$15,002.21	\$1,800.00

* Estimate

Native Sons of the Golden West, St. Helena Parlor 53

Past Grants Received

No grants received in the past 12 months, as of March 28, 2018.



Attachment 8

City of St. Helena Nonprofit Funding Program Grant Application and Budget FY2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: Nimbus Arts
 Organization Mailing Address: _____
 Organization Telephone Number: 649 Main Street, St. Helena, CA 94574
 Organization Website: 707-963-5278
 Federal Tax ID Number and Status: www.nimbusarts.org
27-1503762
 How long has your organization been in operation? 12.5 years

List of Board Members and Officers: (if applicable)

<u>Dana Johnson, President</u>	<u>Matt Rogers, Board Director</u>
<u>David Garden, Vice President</u>	<u>Laurie Shelton, Board Director</u>
<u>Claire Stull, Treasurer</u>	
<u>Martha Doornink, Secretary</u>	

Contact Information

Who is the single point of contact for your organization?

Name: Jamie Graff, Executive Director
 Address: _____
649 Main Street, St. Helena, CA 94574
 Phone: _____
707-963-5278
 Email: _____
info@nimbusarts.org

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name <u>Jamie Graff</u>	Signature <u><i>Jamie Graff</i></u>
Title <u>Executive Director</u>	Date <u>3-27-18</u>

Grant Request

Project or Program Name:	<u>St. Helena Community Art Creativity Corner: Final Phase</u>
Address of Project or Program:	<u>SHES- Corner of Oak/Adams Street</u>
Requested Grant Amount:	<u>\$ 10,000</u>
Matching Funds:	<u>\$</u>
TOTAL Project or Program Cost:	<u>\$</u>

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

BACKGROUND: Nimbus Arts launched its “Hundreds of Hands” initiative in 2011 to deliver art activities and programs across the Napa Valley, especially to groups with limited access to art. In 2016, as part of its ongoing “Hundreds of Hands” community art initiative, Nimbus Arts developed and launched its 4th Hundreds of Hands project called the “Creativity Corner” as a town enhancement and community art education activity space at St. Helena Elementary School. The project was funded in part by the City of St. Helena nonprofit grant program, the Rudd Foundation, and in-kind donations from generous community members.

The community response to the creation and construction of the Creativity Corner mosaic dragon bench, the site’s signature feature, has been robust and positive. More than 400 students, community members, and visitors participated in the fabrication of mosaic panels used in the mosaic dragon bench. Participation in mosaic workshops and programs remains high and will result in the timely completion of the additional mosaic elements designed for the space. Reaction to art activities and events held in space has been universally positive. In fact, demand from student, community, and civic groups for art activities in the space far outstrips the programming we are able to provide. This grant request seeks funding to expand the usability of the space, activating it more fully for community use.

PROJECT REQUEST: Nimbus Arts requests \$10,000 on Nonprofit Grant funds to add enhancements and improvements to continue to beautify and expand the usability of the Creativity Corner space, and to add specific programming that will amplify space activation. Granted funds will be combined with other donations, cash and in-kind, to produce:

- A community-developed plan for additional improvements within the Creativity Corner on Oak Avenue and Adams Street, St. Helena, CA on the grounds of St. Helena Elementary School, and specifically addressing the need for:
- A more beautiful and inviting presence; completing the transformation of the space into one of St. Helena’s most distinctive and attractive community spaces. This grant will be used to initiate the plans and creation of a shaded teaching pavilion.
- This “pavilion” space will incorporate a hardscape pad, tables, and establish a shaded table space for student activity, and community engagement.
- The addition of community made mosaics will be installed onto the “column” elements and seating areas. These installations will further support, communicate, and showcase the community spirit, and values of St. Helena, while providing related work areas for community gathering, art activities, and other school based programs.

- The envisioned “columns” will be designed to support a shade structure with artist designed - community made mosaics. The mosaic design will include poetry embedded glass tiles with student created verse. These unique tiles will be fused glass elements created at Nimbus Arts
- Three community art programs designed for families.
- A series of poetry workshops, presentations, and instructional sessions for elementary school students.

Nimbus Arts will work closely with St. Helena Elementary School and the St. Helena Unified School District on development, design, approval, and addition of site enhancements and furnishings, and will serve as project manager for this work.

Nimbus Arts will also continue to serve as the developer and producer of community art activity and education programs conducted at the Creativity Corner, and will serve as the art collaboration partner, as needed, for programs developed by St. Helena Elementary School and for the community at-large. The poetry programs will be created by SHES, and Nimbus will incorporate these concepts into the final design elements.

2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?

Nimbus Arts will continue its collaboration and coordination with key community organization including the Boys and Girls Club, Rianda House, Robert Louis Stevenson Museum, Napa Valley College, the St. Helena Harvest Festival, Arts in April, our Dia De Los Muertos event and other activities supporting the St. Helena Family Center

Each of the organization’s listed above, plus the St. Helena Public Schools Foundation, Parent Groups of St. Helena, St. Helena Recreation Dept., and the St. Helena Chamber of Commerce, will be engaged and involved in programming the Creativity Corner. Involvement will range from producing events for the community to participating through marketing and outreach to their constituents. Additionally, Nimbus Arts will continue to seek and engage additional community partners with whom we can collaborate on Creativity Corner programs.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

Our community mosaic activities will attract between 50 - 70 community members per session, with a combined target of 250+. Other Nimbus Arts, school, and community group events are forecast at 50 community members per session and we envision more than 30 of these programs will be produced, yielding a projected annual community attendance of 1,500.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

Located at the corner of Adams Street and Oak Avenue, the Creativity Corner covers a total area of 6,380 square feet within the ground of the St. Helena Elementary School. The initial design feature, the dragon mosaic bench, has been fabricated, installed and was dedicated at a ribbon cutting ceremony during the November 2017 Harvest Festival.

The Creativity Corner is programmed for use as a school teaching space and has been incorporated as a component of St. Helena Elementary School's curriculum and educational enrichment programs.

It also serves as a community art and activity space, and a general play and community family space accessible for use after school hours.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

Outreach and engagement to architects and landscape designers have already been initiated by Nimbus Arts, as well as initial furnishing and improvement plans. Each of the components, pavilion structure, and seating features will include mosaic art elements produced by community members at free workshops and events in St. Helena. Nimbus Arts will organize fabrication of all structural elements, coordinate and manage mosaic element installation to complete each component. All envisioned additions and improvements will be dictated by the availability of funds. Securing grant funds from the City of St. Helena will allow the complete vision for the project to be realized.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Since 2016, Nimbus Arts received County of Napa Arts and Culture Advisory Committee grants for "Capacity Building" and "Tourism" initiatives, totaling \$ 37,782

The Capacity Building grant funded a new Nimbus Arts website that will be launched in late-Spring 2018. The Tourism grant was awarded to develop and produce visitor-serving programs, promotional materials, and to generate outreach activities to hotel and other tourism/visitor businesses.

The City of St. Helena Nonprofit grant will have **no** overlap with these initiatives funded through the County of Napa Arts and Culture Advisory Committee grants. Grant funds requested from the City of St. Helena will be solely directed to the community-serving and focused improvements and programs outlined in this application.

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

No Rudd Foundation funds were received in the 2017/18 grant.

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Nimbus Arts was granted \$10,000 by the City of St. Helena through its nonprofit grant program in 2017. The granted funds advanced the development, improvements, and launch of the Creativity Corner.

October's wildfires and the voluntary evacuation of St. Helena impacted the delivery of some planned improvements. The delay triggered a reappraisal of the space and a redesign of the originally planned mosaic planter boxes into more upright mosaic columns suitable for use as anchors for a sunshade over the central work area. scheduled with SHES at the Creativity Corner have been scheduled. These public created elements will be incorporated into the newly proposed and expanded plans outlined in our 2018 grant proposal.

Napa Valley Wildfire Project Disruptions

Two community art workshops to produce mosaics, the first at the Nimbus Arts studio with a second to be The funds were also designated for a number of community art activities produced in the space, the most notable being its dedication and unveiling during the 2017 Harvest Festival.

One element of the 2017 program was not produced: the altar workshop to support the annual community Dia de los Muertos event. The public school workshops scheduled to occur as the October wildfires erupted; were cancelled, as was the Dia de los Muertos event.

After emergency meeting with the St. Helena Family Center we decided to parlay funds designated for our 2017 Di De Los Muertos to create a "Celebration of Life" hosted in collaboration with the St. Helena Family Center held on January 21, 2018 free to the whole community. This event provided a way for our community to come together, heal, and share in another Mexican cultural celebration. Nimbus provided new traditional décor and crafts for attendees, along with cultural dance, music and food all free to the community. Additionally funds were directed to use for marketing and promoting this special Hispanic Heritage event.

The impact on the community has been significant. The Harvest Festival served as an important opportunity for reconnection and renewal, and the dedication and unveiling of the Creativity Corner reinforced the strength and durability of our community. The art activities served as an outlet for self-expression and a healthy and needed diversion from the anxiety and sense of loss the fires caused. In total, more than 500 students, adults, and seniors have participated in Creativity Corner activities.

If Nimbus is granted this 2018/19 request, these funds will expand visibility, usability and capacity of the Creativity Corner will add improvements and programs forecast to more than triple the number of community members of all ages and cohorts enjoying the space each year.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description	Amount
Project Planning	650.00
Graphics, Signage, Peripherals, promotion	300.00
Community mosaic activities instruction planning and events	900.00
Mosaic Art Supplies – for community activity	1100.00
Mosaic Installation Labor and Materials	2800.00
Construction costs	4250.00
Roofing Materials and labor to be provided by SHUSD& Other Funding Efforts	1500.00
Total Grant Request	10,000.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUN 16 2010**

NIMBUS ARTS
3111 ST HELENA HWY STE 1B
ST HELENA, CA 94574

Employer Identification Number:
27-1503762
DLN:
17053134320040
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
February 11, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

nimbus · arts

2018 Budget to 2017 Actuals

Nimbus Arts	2018 Budget	2017 Actual
Contributed Income		
Corporate	50,000	31,198
Foundation	38,000	38,000
Individual	230,000	227,443
Contributed Income	318,000	296,641
Grants		
Corporate	3,000	2,500
Government	85,000	58,881
Foundation	20,000	19,900
Grants	108,000	81,281
Special Events		
Special Event-Nimbash	400,000	398,221
Special Event-Other	5,000	3,760
Special Events	405,000	401,981
Fees for Service		
Art Programming	124,000	120,192
Contracted Events	35,000	33,224
School Program	50,000	48,320
Scholarships Discounts	(10,500)	(10,475)
Fees for Service	198,500	191,261
Merchandise sales	500	
Total Income	1,030,000	971,164
Personnel Expenses		
Salaries & Wages	313,000	298,676
Payroll taxes	25,000	22,640
Health insurance	23,000	20,042
Workers comp	5,000	4,302
Staff Development	10,000	386
Personnel Total	376,000	346,046
Office Expenses		
Art supplies and materials	50,000	40,963
Dues and Subscriptions	6,000	5,970
Merchandise	1,000	
Office & Art Equipment >600	5,000	994
Office supplies	4,500	4,238
Postage and mailing	1,800	1,718
Printing and copying	5,500	5,497
Supplies and small tools	6,000	6,221
Telephone/Internet	6,000	5,522
Office Expenses	85,800	71,123

Advertising/Outreach		
Advertising & Outreach Expenses	1,500	1,089
Conference, Convention, Meeting	4,000	4,560
Event food	1,500	1,105
Nimbash current	185,000	185,679
Nimbash past	1,000	3,027
Fundraiser-Annual Appeal etc	8,000	6,980
Meals 50%	500	640
Public Relations	600	16
Advertising outreach	202,100	203,096
Travel		
Auto expenses	1,000	2,103
Mileage	1,500	1,477
Visiting Artist & Staff Travel	1,200	1,363
Travel	3,700	4,943
Occupancy		
Equipment rental/repair	500	620
Janitorial	2,000	1,820
Leasehold Improvements	20,000	2,934
Maintenance	1,500	1,460
Rent	93,500	75,000
Utilities	14,000	11,350
Occupancy	131,500	93,184
Professional		
Accounting	3,500	6,528
Bank Service Charges	500	366
Consultants	75,000	89,114
Credit Card Fees	15,000	13,592
Web		30,000
Instructors & Artists	110,000	101,236
Insurance-Property & Corporate	7,500	7,446
Licenses/Permits/Taxes	700	616
Payroll fees	1,700	1,490
Professional	213,900	250,388
Expenses Total	1,013,000	968,780
Net Income	17,000	2,384

**Board of Directors**

Martha Doornink
Secretary

Claire Stull
Treasurer

David Garden
Vice President

Dana Johnson
President

Matt Rogers

Laurie Shelton

Leadership Circle

Anonymous (2)

The David Butler Family Foundation

The Domus Fund

Martha & Ron Doornink

The Michael & Jodi Earls Family

Amy & Matt Follett

Trevor & Kelly Foster

Stephanie & Jim Gamble

Daniel & Ashley Govberg

Elaine & Rick Jones

Jennie Yoon Hae Lee

Dana Johnson & Mark Nelson

Jennifer & David Risher

Matt & Amy Rogers

Rogers Family Foundation

Laurie Maurer Shelton & Family

Silver Oak & Twomey Cellars

Claire & Steven Stull

Bob & Maria Torres

Diane Wilsey

St. Helena Nonprofit Grant, 2018**Grants Awarded to Nimbus Arts from 3/1/2017 to 2/28/2018**

Grants 3/1/2017 to 2/28/2018		
Corporate		
Wells Fargo Foundation	Dia Classroom work	2,500.00
		2,500.00
Government		
City of St. Helena	Hundreds of Hands	4,380.86
Napa Valley State Park Assoc	Bothe Park Camp	2,000.00
County of Napa	Fiscal Sponsor for Quake Mosaic	25,000.00
County of Napa	Nimbus Web site production	30,000.00
County of Napa	Nimbus payment for being a fiscal Sponsor of Quake Mosaic	(2,500.00)
		58,880.86
Foundation		
Thacher Family Fund	Hundreds of Hands	500.00
Arts Council NV	School programming	4,900.00
Clif Family Foundation	School programming	10,000.00
The Domus Fund	General support	49,998.00
Five Arts Fund	Hundreds of Hands	2,500.00
The Domus Fund	Match for the Annual Appeal letter	25,000.00
Freed Family Fund	Hundreds of Hands	2,000.00
		94,898.00

nimbus arts

649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx
nimbusarts.org | info@nimbusarts.org



Nimbus Arts Annual Report



Greetings! We are pleased to present the 2016 Nimbus Arts Annual Report.



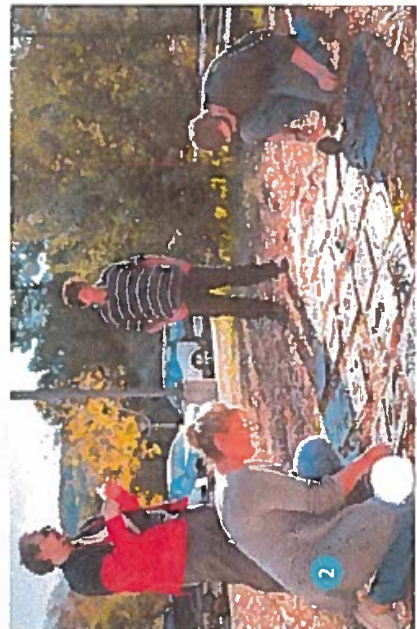
Moving into our second decade as a community arts organization, we are both energized and prepared to pursue our mission to provide a wide range of art experiences to inspire and connect our Napa Valley community.

Nimbus Arts devoted 2016 to strengthening our organization. We recognize that improving our operational efficiency is key to expanding both the reach and impact of our mission.

2016 has been a year of many accomplishments. We completed our 3-year Strategic Planning process and implementation has begun. Record totals were achieved across our organization, including highest-ever earnings at our NIMBASH auction and new highs in participation at our classes, camps and workshops. We also increased our community outreach and saw corresponding growth in both support and usage.

In the spring of 2016, Nimbus Arts and the Napa County Office of Education created the **Court and Community Schools Art Program**. In the 2016-2017 school year we enlarged this effective program

for high school students expelled or truant from other schools, in the criminal justice system, or who are challenged by extreme family and home conditions. Art education at Nimbus Arts provides new outlets for self-expression and introduces art skills and job training, all while our artists serve as mentors for the students.



Our "Hundreds of Hands"™ community work continues with a new project: the Dragon Imagination Station. Work began on a 50+ foot mosaic dragon bench, and hundreds of students and community members were involved in the mosaic-making process. This spectacular mosaic dragon bench will be the key feature of a new art-making space at St. Helena Elementary School, slated for completion in 2017.

Nimbus is working to increase participation of adults and tourists. New offerings include a mosaic and glass art studio, highly popular art and wine evening classes, and an Art-Pass program that provides full access to the Nimbus studio. Outreach and marketing to Napa Valley visitors also began this year, focusing on our new adult classes and customized art offerings.

Our success and community impact is only possible with significant community support. We are profoundly grateful to you, our community of friends, donors, volunteers, and partners, for your hours of service and the financial contributions you have made in support of our flourishing education programs, workshops, classes and camps.

Please participate, volunteer and donate! With friends and supporters like you, Nimbus Arts will continue to ignite artistic expression across Napa Valley for decades to come.

Warm regards,

Jamie Goff

Jamie Goff
Co-Founder & Executive Director

Dana Johnson

Dana Johnson
Co-Founder & Board President



Nimbus is the Upper Valley roost of creativity.

- JOHN WATERS, JR., Editor, The Weekly Calliope

The Nimbus Arts Story

From the beginning, the Nimbus Arts approach to art instruction has been highly creative and interdisciplinary, with classes and camps that explore and celebrate artistic, environmental, cultural, scientific, or historical themes.

Nimbus Arts got its name from "Cloud Camp," the first summer camp we offered. Campers, working with professional artists and a scientist, studied cloud formation and meteorology, then drew, painted, and sculpted clouds, ending the week with each camper creating a cloud sculpture bigger than themselves. This hands-on, integrated exploration of a topic through art proved to be an ideal formula, and is still our model today.

A fundamental philosophy of Nimbus is that art is best taught by practicing artists who convey their knowledge, experience, and passion as part of the educational process. More than 30 local artists specializing in a wide range of media work as instructors at Nimbus. Foundational art principles and topics are covered in every class and camp. Students at Nimbus develop both true artistic skill and confidence through repeated exposure to artistic challenges, and they benefit from learning from artists who are truly passionate about what they do.

Nimbus is now an important community asset and nationally recognized art education organization, but that wasn't always the case. The creation of Nimbus Arts was inspired by the experiences of the co-founder, Dana Johnson, and her family. As Dana's young daughter was being treated at UCSF Children's Hospital, the

hospital offered art activities to the patients and their families. They experienced firsthand the joy, strength and sense of community that can be gained through artistic expression, and wanted to offer that to a wider audience.

Dana joined forces with fellow Napa Valley residents Jamie Graff and Janet Pagano, Executive Director of The Cantus Fund. Together they developed a plan for a community-serving art center that would make art accessible and available to children, adults, and seniors from all constituencies across the Napa Valley. Jamie agreed to become Executive Director of the nonprofit organization, and Nimbus Arts was launched in 2005.

Dana and Jamie have been joined by hundreds of artists, patrons and supporters over the past decade to transform Nimbus Arts into a vibrant and important community asset that has educated, delighted and inspired thousands of Napa Valley residents and visitors.

Nimbus Arts continues to strengthen art throughout the community by creating opportunities and community for working artists. Dozens of local artists have joined Nimbus as freelance art instructors, sharing their skill and knowledge with students while earning income. Others earn income through the sale of their art at NIMBASH and other community events. Elevating the art profile of the Napa Valley through Nimbus classes, camps, workshops, and events also serves to connect locals and visitors with our Napa Valley artist community, deepening both social and economic connections.

Now in our second decade, the vision and mission of Nimbus Arts remain unchanged: **to ignite artistic expression across the Napa Valley and make art accessible and available to all members of our community.**





Advancing Our Mission

Today, Nimbus Arts operates from its St. Helena studio, where it conducts many classes, camps, and workshops. Nimbus can also be found delivering art programs and activities to residents and visitors of all ages at schools, community centers, and events across the Napa Valley.

The Nimbus Arts mission supports three goals. First, we provide a means for artists to live and work in our community. Second, we use the power of art to help educate and empower community members of all ages. Finally, we provide financial assistance so that art classes and programs are available and accessible to all.

Nimbus provides accessible and affordable art classes of all sorts to children and adults across the Napa Valley, as well as impactful outreach and empowerment programs for at-risk youth. It's truly an amazing organization.

• **CLAIRE STULL**,
Nimbus Arts Board
Director and supporter

1 SUPPORTING LOCAL ARTISTS

Key to the success and growth of Nimbus Arts is our talented and committed team of more than 30 local artist instructors, many of whom have been with us since our founding. A fundamental philosophy of Nimbus is that art is best taught by practicing artists, who convey their knowledge, experience and passion as part of the process.



2 COMMUNITY OUTREACH INITIATIVE

Our community outreach includes free and reduced fee hands-on art activities for children, families, adults and community groups and large scale art initiatives through our Hundreds of Hands programming.

3 STUDIO CLASSES + CAMPS for children and adults

In our first ten years, we have grown from offering a few classes in borrowed spaces to running a thriving community art center that produced 700 art classes and events in 2016. Nimbus is known and loved for its creative, quirky and compelling programming that often goes beyond the bounds of art, bringing in perspectives from science, agriculture, environmental studies, history, and more.

WE BELIEVE

- Art inspires and enriches lives.
- Art should be available to everyone.
- It is essential to reach the under-served community.
- A multi-disciplinary approach to art promotes curiosity and learning.
- Artists are vital to our community.
- Art brings people together.

2016 at Nimbus Arts: By the Numbers

Nimbus is so much more than a place to take cool art classes. It is an important partner and resource for the entire Napa Valley community, serving people of so many different ages, abilities and backgrounds. It fosters new creative interests and endeavors, gives much needed studio space to working artists, and allows students to develop skills and relationships through classroom learning.

— KRISTINA YOUNG,
Napa County Arts &
Culture Advisory Com-
mittee, District 4,
County of Napa



2016 Classes, Camps and Workshops

Everyone at Nimbus is friendly, accommodating and supportive. It is a nurturing environment where I feel comfortable at work on my new creations and benefit from being surrounded by such talented people and their positive energy. I am truly a happy camper!

— DIANNE MARTINEZ,
Nimbus Arts' first
AirPass holder



Nimbus Arts developed and produced a wide variety of classes, camps and workshops throughout 2016, tailored to educate, entertain and delight toddlers, kids, teens, and adults.

CAMP EXAMPLES:

Farm Fresh Camp ~ Good as Goldworthy Camp ~ Master Artist Camp ~ Out Of This World Space Odyssey Camp ~ Fourth of July Parade Float Camp ~ Summer Lovin' Drama Camp ~ The High Flying World of Birds

CLASS EXAMPLES:

Ceramics: Open Studios & Foundations in Clay: hand building, wheel throwing and sculpture techniques

Fire & Metal Arts: Plasma cutting and Mig Welding

Mixed Media: Ro-sham-bo: Toddler drop-in studio ~ SoulCollage® workshops

Painting & Drawing: Drawing club + paint works + construction open studio + other artsy lessons = a nimbus quadruple threat ~ Paintworks — "all paint media Mondays" ~ Introduction to oil painting ~ Beginning drawing ~ Watercolor plein air: Introduction to watercolor workshop

Photography: Introduction to digital photography

Science & Agriculture: Living sustainably with bees-beekeeping 101

Adult and Tourist Series: Sip and Paint ~ Sip and Nip ~ Mosaic Quick Starter ~ Fused Glass Plates

WORKSHOP EXAMPLE

Introduction to Screen Printing — Mikey Kelly, Instructor

Classic tools and techniques for silkscreen printing merge with the latest innovations, such as photo emulsion, and UV light, to create printable images. A renowned and celebrated artist, **Mikey Kelly** brings his skills and expertise to our workshops, educating emerging artists and novices alike. Students learn the full process, step-by-step, in a totally hands-on workshop with the full range of equipment and supplies.

~ ~ Screen Printing Workshops offer endless opportunities for artistic expression.

Napa County Court and Community Schools Partnership



For many, the experience was truly transformative, fostering a sense of discovery, confidence, pride, teamwork and the sheer joy that comes from making art. While receiving an achievement award, one of the students said that his time at Nimbus was 'the best thing he's ever done at school.'

— PHIL LOFARO, Volunteer
Program Coordinator,
Court and Community
Schools, Napa County
Office of Education

Begun as a pilot program early in 2016, our innovative Courts and Community Schools art program is produced in conjunction with the Napa County Office of Education. The program activates and affirms our belief that art is transformative, enhances communication, and builds connections among people within our community.



Our program serves middle through high school age students who've been truant or expelled from other schools, or are in the criminal justice system. All face very challenging personal lives. Art education at Nimbus Arts provides new outlets for self-expression and introduces art skills and trade training, all while our artists serve as mentors for these students. The program's Director Caroline Wilson, says, "...our students tell us being at Nimbus makes them feel capable, empowered, and creative, and we see that art activates a richer sense of purpose and meaning."

This program has been incredibly rewarding to all involved, and its further expansion to serve more students in the program is underway. Our goal is to serve 150 or more students throughout the 2016-17 academic year, and bring programming into the Napa County Juvenile Hall. Additional programming will be added as funding sources become available. Nimbus Arts' mission to bring art into areas of our community that can be elevated and empowered by creativity – is being fully realized through this innovative and important program.





2016 Nimbus Arts' Community Outreach

A core mission of Nimbus Arts is to make art accessible to everyone in our community. Through our "Hundreds of Hands"™ initiative and other programs, we offer a wide range of free and reduced fee hands-on art activities for children, families, adults and community groups.

"HUNDREDS OF HUNDREDS OF HANDS": Our fourth "Hundreds of Hands"™ community art project was launched this year. The "Creativity Corner" will transform a prominent but underused area of St. Helena Elementary School into a vibrant and inspiring art activity and education space, serving both students and the community. The centerpiece of the project is a massive mosaic bench featuring a dragon motif, the school's mascot. The project was made possible through the support of the City of St. Helena, the Rudd Family Foundation, the Freed Family Fund, the Five Arts Fund and the Thacher Family Fund of the Napa Valley Community Foundation. Support also came from the St. Helena Unified School District, donations from Nimbus Arts patrons and volunteers from across our community. Completion is slated for late 2017.

One of Nimbus Arts' Hundreds of Hands™ Initiatives, the Creativity Corner has made me appreciate how inspiring it is to purposefully include as broad a swath of community as possible to participate in a lasting art piece. Thank you for enhancing a special corner of our school and a central area of St. Helena that will bring our community together to share creative endeavors for generations to come.

- TANYA PEARSON,
Principal, St. Helena
Elementary, Unified
School District

"SPOTS AND STRIPES"- ENVIRONMENTAL AWARENESS & ACTIVISM: We are so grateful to the Clif Bar Family Foundation who funded Spots & Stripes, our environmental-arts school programming, for a fourth straight year. The program encourages awareness and activism surrounding endangered species worldwide, through guided discussions on habitat and ecology and animal art studies. The project culminates in the creation of a filmed shadow-puppet theater performance, which is presented to school-wide audiences. This year, the program also included a lecture and visit with cheetah expert and activist Dr. Laurie Marker, who brought a live cheetah and shared her work in Africa dedicated to saving the species.

COMMUNITY CONNECTIONS: Nimbus Arts continues to be a mainstay at community events and gatherings across the Napa Valley, providing art activities and education programs. Tailored to each event, Nimbus Arts provides materials, artists and teen staff to offer meaningful art experiences connecting participants to the host's purpose, mission and objectives. A sampling of events in 2016 includes: Cameo Family Film Festival, di Rosa Creativity Jam, Clif Harvest Party, St. Helena Harvest Festival and the Cinco de Mayo community celebration.

SCHOLARSHIPS: As part of our outreach program, Nimbus Arts also provides scholarships to our fee-based classes and camps. In 2016, we awarded more than \$5,554 in scholarships, providing many students with access to art education and programs that would otherwise be unavailable due to economic or social factors.



DÍA DE LOS MUERTOS: For the 9th consecutive year, Nimbus Arts collaborated with the UpValley Family Center to present a community celebration of Día de los Muertos (the Day of the Dead). More than 500 community members attended this event, which is both an ancient Aztec tradition and a community celebration of Mexican heritage and family. In preparation for the event, Nimbus Arts offered altar and art making classes in schools; during the event Nimbus provided interactive art displays and provided craft activities for all ages.

NIMBASH 2016 Celebrates Creativity

Nimbash is the one event that I won't miss. It's always so much fun to see the theme each year that they choose, the interactive art projects that we can participate in and who can possibly not love the phenomenal over the top fashion show they do each year. I don't know how they come up with ideas that top the year before- but for me it's one of the best things to look forward to each year.

- CATHY BUCK, community partner, Cameo Cinema

central to Nimbus Arts' mission; more than \$57,000 of NIMBASH proceeds were paid directly to local working artists in the form of commissions and wages for artistic services.

We are profoundly grateful for the incredible outpouring of support for NIMBASH 2016 from our community, including: generous donors of compelling goods & services for auction; purveyors of fantastic food and incredible wines; highly creative artists; enthusiastic auction bidders; and the scores of talented volunteers who helped before, during and after the event.

NIMBASH 2016 captured and communicated the ways in which art connects us all – your generosity and support helps Nimbus Arts strengthen this connection by making art accessible, relevant, and just plain fun.

NIMBASH 2016, "Mythos" celebrated the mythological continuity and interconnection of art through the ages. The spectacular sold-out event showcased art as a means of expression across cultures and communities, paralleling Nimbus Arts' mission and vision.

More than 350 community members and art lovers enjoyed an evening of mythic proportions, all while supporting Nimbus Arts. More than \$380,000 was raised this year to support Nimbus Arts programs and operations.

More than 100 artists contributed to the success of NIMBASH 2016, creating art for the silent and live auctions, hands-on art experiences for our guests, fabulous sets, décor, and back-drops for our amazing art fashion show that animated the event. Supporting and sustaining local artists is



Strengthening Our Organization: EXPANDING REACH AND IMPROVING EFFICIENCY

Nimbus Arts has been a critical partner in providing a positive impact of art and art education to Napa County residents for more than a decade. I am thankful for what Nimbus Arts has done for the community and look forward to continue to working with them to increase access to art for all of Napa County's residents and visitors.

— DIANE DILLON,
Supervisor, District 3,
County of Napa

In the past 11 years, Nimbus Arts has grown from offering a few summer art camps for children to a dynamic community art organization, serving people of all ages from across the Napa Valley and beyond. This substantial, sustained growth has been rewarding and inspiring and has simultaneously presented many organizational obstacles and challenges.

In 2015, the Nimbus Arts Board recognized the need for a thorough, thoughtful, and comprehensive review and assessment of our organization. We sought to establish priorities and evaluate programs through development of a three-year strategic plan.

We are fortunate to live and operate within a community that values the contributions made by local nonprofit organizations. Funds were directed to support this work and were augmented by a nonprofit capacity building grant awarded by the County of Napa through the Arts Council of Napa Valley.

In 2016, using these granted funds, Nimbus Arts was able to pursue and implement a robust nonprofit management software

program and fund consultant work to produce a detailed strategic plan. We were able to identify areas of improvement and opportunities for growth. The plan provides a path to professionalizing many of our operational and managerial functions to increase efficiency, all with the goal of strengthening the Nimbus organization so that it can continue to fulfill its crucial art education mission.

Implementation of several strategic plan priorities is already underway. We've added new members to our top-level donor program, the Leadership Circle, and increased the size of our board of directors. Further strategic plan priorities will be addressed over the next year with full implementation targeted for early 2018.

The County of Napa provided grant support for program expansion as well, funding an initiative for Nimbus Arts to extend its programming to Napa Valley tourists, especially in off-peak travel periods. Community art programming was also supported and expanded through the City of St. Helena's nonprofit grant program.



A Tradition of Stewardship
A Commitment to Service



2017, the View Ahead

It's no exaggeration to say that taking our students to Nimbus is the best thing we do. Many are averse to learning in any traditional way but they engage and come alive when they're at Nimbus. In fact, we see a fascinating combination of energy and calm during art making. Our students tell us being at Nimbus makes them feel capable, empowered, creative, and that art activates a richer sense of purpose and meaning. We knew we needed a more extensive art program but we didn't realize how therapeutic art could be. Nimbus Arts has been transformative for so many of our students.

- CAROLINE WILSON,
Director, Court and
Community Schools, Napa
County Office of Education

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As we move into 2017, Nimbus Arts looks forward to our continued growth connection with each of you! The strong commitment we enjoy from our community is reflected in our expanding programming and presence across the Napa Valley.

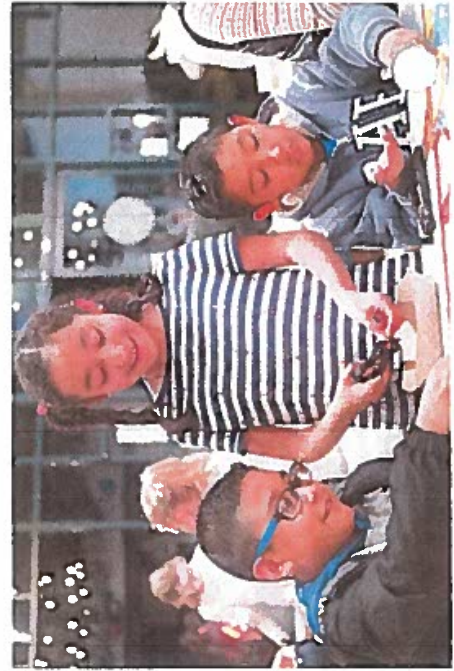
Our core program providing creative classes and camps will continue to thrive in 2017, with increased emphasis on providing programming for teens and adults. In 2017, NIMBASH will celebrate the theme of Street Art – art that's modern, direct, creative, raw, and all around us. We plan to extend and explore this street art theme, incorporating it into some of our classes, camps and community activities all year long.

The innovative art program we developed for the Napa County Office of Education's Court and Community Schools (C&CS) will be expanded to also include Palisades School in Calistoga in 2017. These C&CS students are challenged to overcome many adversities, and the positive impacts of art making are dramatic. Our art program provides a new outlet for self-expression, skills that can support a career, and mentoring from our team of professional staff and working artists.

Community is always central to our mission, and we will continue to make art available and accessible through our "Hundreds of Hands" (HoH) initiative. Our fourth HoH project, the Dragon Imagination Station at the Creativity Corner, is an art education and activity space with a central feature of a 50+ foot mosaic bench designed and constructed by Nimbus Arts. This wonderful dragon bench includes mosaic work made by hundreds of children, teens, adults, and seniors from our community, and is scheduled for completion in October 2017. This project provides a template for future initiatives aimed at creating unique spaces for community art activities and education.

Our newest "Hundreds of Hands" initiative will promote awareness of what it means to be a "heart-healthy community" in the broadest sense. Starting in late 2017, we'll be working with several community partners: St. Helena Hospital's new "Blue Zone Community" program, Queen of the Valley Hospital's Heart Healthy program, and the VIA Heart Project, dedicated to the awareness, education, treatment, and prevention of sudden cardiac arrest. Nimbus will be working with youth and community groups to increase heart health awareness through a number of dynamic community art activities. Like our other HoH projects, this community art making will culminate in the creation of several public art installations, and we have dreams of locating these along the Napa Valley Vine Trail and within Napa's new RAD (Railroad Art District). Watch for more news about these new projects, which will be full of activity created from our whole Nimbus Arts HEART!

Our vision is strong and clear — Nimbus Arts will continue its mission to ignite artistic creativity across the Napa Valley in 2017 and beyond!



2016 Financial Summary

REVENUE

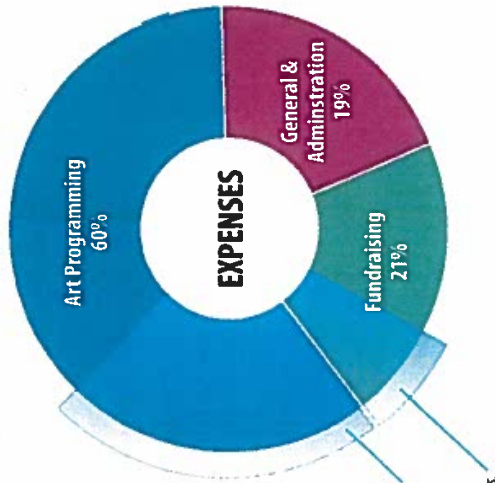
Contributed Income	ACCRUAL	CASH
Corporate	\$ 1,850	4,290
Foundations	\$ 36,217	59,217
Individuals	\$ 121,423	151,477
Grants	\$ 53,042	53,042
NIMBASH	\$ 382,629	382,305
Total Contributed Income	\$ 595,161	650,331

Program Income

Classes and Camps	\$ 115,520	115,675
Community Outreach	\$ 1,150	1,150
School Programming	\$ 30,759	23,623
Art Experiences	\$ 41,331	39,151
Scholarship Programs	\$ (5,554)	(5,606)
Total Program Income	\$ 183,206	173,993
TOTAL REVENUE	\$ 778,367	824,324

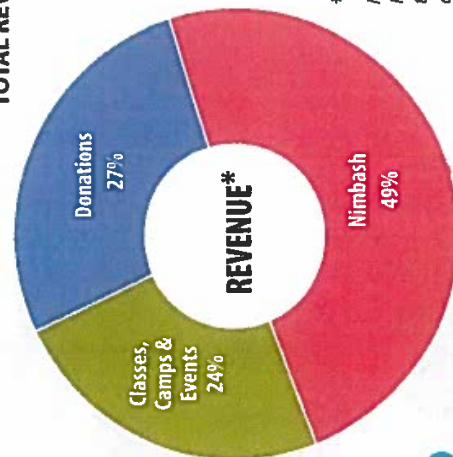
EXPENSES

Art Programming	\$ 509,051
General and Administration	\$ 156,956
Fundraising	\$ 172,711
TOTAL EXPENSES	\$ 838,718



SUPPORT FOR ARTISTS:

37% of Arts Programming expenses (\$188,731) were paid as wages to local Artist Instructors.
 33% of Fundraising expenses (\$57,635) were commissions and wages paid to NIMBASH artists.



* reported in accrual basis as of 2016

NOTE: Nimbash Arts received a Capacity Building Grant in 2016. The funds allowed Nimbash to engage a nonprofit finance consultant to review our processes and systems. Reflecting our growth into a larger and more stable organization, our accounting system changed from "cash" to "accrual." The change allows Nimbash Arts to more accurately plan and track income and expense; however, the change disrupts comparisons between earlier years charted in a "cash" basis and the current year charted in an "accrual" basis. To aid review and comparison with past years, we've provided the numeric detail of 2016 revenues above in both "accrual" and "cash" formats.



Nimbus Arts Circles of Support

Nimbus Arts is honored to have support from hundreds of individuals, corporations, foundations and community members.

🔹 We would like to recognize and express our deepest gratitude for the guidance and support of our Board of Directors, Leadership Circle, Granting Agencies, Community Partners, Volunteers, Staff, Artists, and Photographers. 🔹

WE ARE DEEPLY GRATEFUL FOR THE CONSTANT GUIDANCE AND SUPPORT OF OUR DEDICATED BOARD OF DIRECTORS:

BOARD OF DIRECTORS 2016

Martha Doornink, Treasurer
David Garden Jr., Vice President
Dana Johnson, President
Jennifer Risher
Matt Rogers
Laurie Shelton
Claire Stull

LEADERSHIP CIRCLE 2016

Major, multi-year sustaining donors
Nimbus Arts Visionaries

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↑ ↑ ↑ ↑ ↑ ↑
WE ARE PROFOUNDLY GRATEFUL FOR THE GENEROSITY OF NIMBUS ARTS' LEADERSHIP CIRCLE. THESE PATRONS PROVIDE MAJOR, MULTI-YEAR DONATIONS THAT ARE CORE TO OUR ORGANIZATION'S HEALTH AND SUSTAINABILITY!

NIMBUS RECEIVES GRANTS TO AUGMENT FUNDING FOR ARTS PROGRAMMING AND ALSO FOR ORGANIZATIONAL CAPACITY BUILDING. WE GRATEFULLY ACKNOWLEDGE THE SUPPORT OF THESE GRANTING AGENCIES:

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Napa Valley Community Foundation
Napa Valley Vintners
Rogers Family Foundation
Rudd Family Foundation
St. Helena Public Schools Foundation
Thacher Family Fund
Five Arts Fund (formerly the Tulsa and Simone Fund)
Walton Family Fund
Wells Fargo Foundation

CONTINUED

Nimbus Arts provides us all with highly creative, passionate, intelligent, and masterful professionals who together have made a team that inspires and engages us. Nimbus invites us to integrate creative expression, innovation and learning in ways that bring every subject alive. The energy around their programs and the environment they have cultivated enriches the hundreds of participants in their programs and ripples throughout our community.

— OLIVIA EVERETT,
President & CEO, Arts
Council Napa Valley



Nimbus Arts mask-making activity at di Rosa Creativity Jam, 2016

NIMBUS ARTS CIRCLES OF SUPPORT, CONTINUED

BIG THANKS TO OUR COMMUNITY PARTNERS WHO EXPAND OUR REACH AND DEEPEN OUR COMMUNITY CONNECTIONS:

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Centric Construction

Central Valley Builders Supply
Di Rosa
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Mariposa
Napa County Court and Community Schools
Napa Valley Arts and Culture Committee
Napa Valley Museum
Napa Valley Vine Trail
Rianda House
Seattle Mosaic Arts and Dr. Claire Barnett
St. Helena Art Guild

St. Helena Montessori School
St. Helena Public Library
St. Helena Recreation Department
St. Helena Unified School District:
St. Helena Primary School,
St. Helena Elementary School,
St. Helena Robert Louis Stevenson Middle School,
St. Helena High School
Tres Sabores
UpValley Family Center
The White Barn

We've proudly and strongly supported Nimbus Arts for many years. Our support continues because Nimbus Arts has been highly successful in meeting and exceeding their outcomes, and because of the ever-strengthening bonds Nimbus has established throughout the community it serves.

THE ROGERS
FAMILY
FOUNDATION



IN MEMORIAM:

BARBARA SHAFER, 1934-2016

Barbara Shafer was one of the strongest supporters and advocates for art in the Napa Valley. Barbara's energy, dedication, friendship, and passion for art and our community will be long remembered, and she continues to serve as an inspiration for all of us at Nimbus Arts.

We are so grateful to Barbara's friends, family and admirers for the many generous donations made to Nimbus in 2016 to honor her memory.

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John & Diane Livingston	Robert Zeller



Farm Fresh Camp, 2016

NIMBUS ARTS CIRCLES OF SUPPORT, CONTINUED



Volunteering my time at Nimbus Arts has been so rewarding and satisfying. I especially enjoy working with children who are just discovering how art can help them learn, communicate and connect. Time after time I see how art can focus and enhance learning and create a common bond between people of all ages.

- KENDRA KELPERIS,
art instructor
since 2010

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Dragon Imagination Station
at the Creativity Corner,
Community Work Party, Fall 2016

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 Tres Sabores



Sip & Paint evening class, 2016

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*The caliber and
 quality of Nimbus Arts'
 programming is exem-
 plary. Their imaginative
 approach is consistently
 fun, educational and
 innovative. What a
 gift to our community!
 Please join me in
 supporting Nimbus.*

DIANE "DEDE" WILSEY,
 Philanthropist



I wish that the greater Los Angeles metropolitan area offered ANY community art classes that even approached the quality, fun and learning of Nimbus Arts' everyday offerings. As summer residents of St. Helena, our children have participated for years in Nimbus classes and my husband and I have pointedly selected Nimbus for our philanthropic support. We savor and appreciate everything Nimbus brings to this community.

— MARTHA DOORNINK,
Nimbus Arts Board
Director and supporter

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Nimbus Arts is a place that inspires creativity and provides community members and visitors with the time, facilities, tools inspiration, and instruction necessary to transform their vision into art. As a learning community, we welcome people of every age, ability and skill level to engage in art making and exploration.

Donate Online: Visit www.nimbusarts.org

Donate by Mail: Send a check to the address listed below.

Donate by Phone: To make a donation by phone, please call us at 707-963-5278.

Restricted and Unrestricted Giving: Unrestricted gifts are Nimbus Arts' chief philanthropic priority because they give the organization the flexibility to allocate funds where they are most needed. Gifts may be designated to a particular program or category, however, designation will not increase the overall budget allocation for the program or category within the current budget year.

Most gifts to Nimbus Arts are "cash" contributions for which donors may receive tax benefits if they itemize deductions. Cash donations may be made in a number of ways, including payment by credit card, check or, of course, cash. Nimbus Arts can also accept donation payment by bank wire transfer; please call for bank transfer instructions.

Other Gifts: A gift of long-term appreciated stock may offer significant tax benefits. The gift is credited for the full market value of the securities, and you may deduct this full amount from federal income tax (if it is within 30 percent of adjusted gross income).

Most real estate has appreciated faster than the rate of inflation and offers great potential in charitable gift planning. We would be happy to explore with you a gift of a home, vacation property, condominium, undeveloped land, or other real estate.

Thousands of companies will match or multiply donations made by their employees to Nimbus Arts. Matching gift forms are typically available from the personnel office at the donor's place of employment.

Ways of Giving

Gifts of tangible property may offer the donor an immediate tax deduction. Deduction amounts are determined by whether the gift is related to the mission and purpose of the organization. Contact us for more information.

Deferred Gifts and Bequests: Many donors find that they may wish to make a more substantial gift to Nimbus Arts through deferred giving rather than through an outright contribution. Some deferred gifts generate income paid to the donor during his or her lifetime with the principal donated to Nimbus Arts after the donor's death. Donors can receive tax benefits for their contributions, thereby enhancing their own financial situation while also making a lasting contribution to Nimbus Arts. Please contact Nimbus Arts if your estate plan includes the organization so that you can be properly recognized for your support.

NIMBASH: The largest percentage of Nimbus Arts' operating budget comes through its annual "arty-party," NIMBASH. Highly anticipated and always sold out, NIMBASH delights and entertains more than 350 art patrons, benefactors and artists from across the Napa Valley and around the world. NIMBASH sponsor and patron benefits are extensive; it's a great way to show your support of Nimbus Arts and participate in one of wine country's most legendary events. Options to support NIMBASH include:

- NIMBASH Corporate Sponsorship
- Patron and Group Sponsorship Opportunities
- Gifts of Art
- In-Kind Gifts

For more info, visit www.nimbusarts.org/nimbash



nimbus arts

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dragon imagination station

#004 In collaboration with the St. Helena Unified School District, Nimbus Arts created the fourth Hundreds of Hands project: a beautiful dragon-motif mosaic bench which is the central feature at the St. Helena Elementary School's new "Creativity Corner" arts activity space. With mosaics created by students, school administrators, teachers and community members in 2016-17, this 50+ foot LEED-standard built bench celebrates the school's mascot—a mythological creature that spans civilizations and cultures.

> **Created by more than 1,000 hands**

Visit our Hundreds of Hands Community Art Installations



nimbus.arts

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A community-based nonprofit, igniting artistic
expression across the Napa Valley.



hundreds of hands

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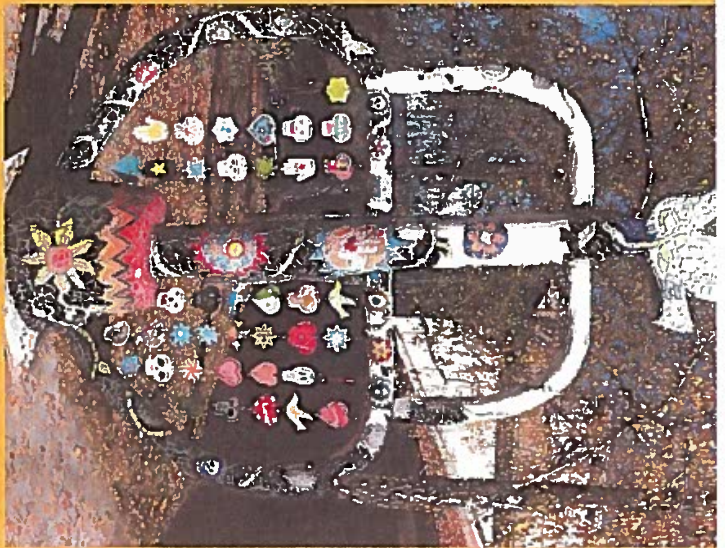
our projects



9/11 memorial mosaic sculpture

In 2011, Nimbus Arts worked with community including veterans from the Yountville Pathway to create a large-scale community mosaic sculpture to commemorate the anniversary of 9/11. On one side, veterans and other community members created mosaic medallions. On the other side, a mosaic of images from 9/11 in New York City with the text of Napa Valley. This work is permanently installed at the Napa Valley Museum.

> Created by more than 250 hands



tree of life

#002 Our second project, a "Tree of Life" sculpture, was created in honor of our annual Dia de los Muertos cultural community event. This sculpture, built by after school youth groups, public school classroom students in St. Helena and Angwin, and participants at our Dia de los Muertos event, was completed in 2012.

> Created by more than 500 hands

the power of community art

mariposa mural

#003 The Mariposa Mural was Nimbus Arts' third "Hundreds of Hands" community art project. Girls from Mariposa, a Napa County-based empowerment and leadership program for Latinayouth, worked with community groups throughout the valley from 2013-2015 to create more than 400 mosaic butterflies. These community-created butterflies are the focal point on this beautiful two-panel mural depicting their organization's mission and vision of empowerment and life free of abuse. This work is permanently installed at the Cope Family Center in Napa.

> Created by more than 1,000 hands



ST. HELENA STAR



News Opinion Sports Wine Obits



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THURSDAY, NOVEMBER 16, 2017 | B3

SPOTLIGHT

The girl who rescued Napa Valley horses

TOM STOCKWELL
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The Diablo winds on the night of Oct. 8 seemed to be gusting from every direction. At least, that's what Grayson Broyles remembered about that night. Then her mother woke her at 10 because of the Atlas Peak fire.

That's when she thought about Poppy, a horse she said was stabled up in Soda Canyon directly below Atlas Peak. She wanted to get Poppy out.

Broyles, who is 22, said she called Mary Taylor at Sunrise Horse Ranch for advice — the stable where Broyles worked part-time. Taylor called Poppy's owner who believed that at that time the horse was not in danger. So, instead, Taylor asked Broyles to come up to Calistoga to help at Sunrise at Timber Key on Tubbs Lane. It was a fateful decision.

Broyles was still nursing a foot injury that occurred in August loading horses during the Turtle Rock fire evacuation from R-Ranch. She was still on disability from that accident, but nonetheless she put on the orthopedic walking brace boot she had been prescribed, got into her truck and headed up to Sunrise Horse Rescue.

"I just hoped someone else would be able to evacuate Poppy," Broyles remembered thinking.

Broyles' relationship with Sunrise is longstanding: growing up with the horses, and volunteering, she had become increasingly focused on her personal goal to become an equine medical tech, and until her injury was Sunrise's part-time equine health technician.

Meanwhile, Dione Carston in Deer Park had received a phone call from the stable where her horse Charley was boarded at Blossom Creek Farm just off of Highway 128 near Bennett Lane. The voice on the other end of the line sounded panicky to her. "There's a fire and we've been ordered to evacuate," she remembered the voice saying. "We have five minutes to get out. Your horse is in the barn."

Carston said that she was immediately concerned, but her husband Hamilton Nicolson was already springing into action. "What are you doing?" she asked. "We're going to get Charley," he said. They hopped into the truck and headed toward Calistoga.

By the time Carston and Nicolson got to Calistoga the road north to the stable was already blocked by firefighters. St. Helena Fire Chief John Sorensen had also just arrived on duty, assigned to a firefighting group. Everything was very confusing, Carston remembered. The fire had already jumped Highway 128 and was moving quickly. But Nicolson knew Sorensen and the three of them got permission from the officer in charge to drive in to try to get Charley out. What they found at the stable was sobering.

According to Carston — and later collaborated by Sorensen — it was the small drive leading into the ranch with fire quickly moving through the trees and behind the stable's barn and up the hill. Smoke was everywhere. Power was off and though it was pitch dark, the sky was lit by flames. But, according to Carston, in the middle of it all was a small young woman in a walking boot and a man releasing the frightened horses from the barn into the stable's arena.

It was Grayson Broyles and Doug Scranton.

Sorensen later said that the arena was the only logical and safe place for the horses to go. "The horses were understandably panicked," he recalled later. "The arena had been cleared all around and there was a concrete curb surrounding it. There were a lot of horses there."

Broyles had initially gone to Sunrise, but had been told to wait. "It was too soon to move those horses," she said of the Sunrise herd. But then suddenly, she said, she remembered the horses up the road at Blossom Creek Farm and she decided to try to rescue them.

"Doug said he wanted help," she recalled. "But he said he didn't know what to do. I just said 'I'll show you!'" The two of them drove up to the road block and obtained permission from the fire officer to attempt the rescue.

As soon as Carston and Nicolson spotted Broyles and Scranton in the dark at the barn, they too immediately pitched in to help. They led Charley out into the arena and, then helped move the other horses too. When all the horses were out, the ad hoc squad of rescuers carried buckets of water to them and laid out some food. Broyles remembered, "There were maybe 15-20 horses we got out of the barn."

"Then I got the call," said Sorensen. "We had to get out."

Broyles and Scranton headed back to Sunrise to help there. But the night had only just begun, and frantic calls for help were being fielded from other stables up and down the county. With fires to the north, the east, and the west there were no safe places for people to haul their horses, and little information about how to handle the crisis.

Broyles met up with several other horse rescuers up at R-Ranch off of Capelli Valley Road, and — again on the spur of the moment — she suggested, "Why don't we work together?"

That's how a second ad hoc horse rescue squad was formed. This group of eight horse owners and lovers became what Broyles called "my hauling squad." And there were a lot of horses that would need their help.

"We always asked permission to remove the horses," she said.



TOM STOCKWELL, STAR

Grayson Broyles started out to save one horse from the fire on Atlas Peak. But in the end she helped to create a hauling squad that rescued hundreds more.



SUBMITTED PHOTO

Horses were led into the Calistoga arena to escape the Tubbs Fire that was burning outside the stable. "It was the safest place," according to Grayson Broyles.

"Some people were really grateful. Some said they didn't know what to do. But we always asked for permission first."

Over the next week this ad hoc squad named widely trying to rescue as many horses as they could find: 46 from one location; 17 mares and foals from another; and on and on evacuating perhaps over 300 in total.

Broyles said they took horses as far as the Solano County Fairgrounds and — with the fires blazing across Napa County over the next week — they found little time to rest before the next call would come in. "It was exhausting," she said. But she said this with a smile because, she said, she loved the horses.

And what about Poppy? The horse she had initially set out to

rescue up in Soda Canyon? As the fire on Atlas Peak progressed, Sunrise Horse Rescue did in fact send another crew to rescue Poppy. But...

"Poppy didn't make it," she said with a frown. "The power lines fell over the road and they couldn't get to her. Poppy got badly burned on her side." She paused for a moment more. "The vet had to put Poppy down."

Broyles said what she wanted most was to thank the hauling squad. She carefully listed out their names, checking her cell phone several times: Elaine Thomas, KC Cutright, Aaron Bay, Cody Barron, Michael McGraw, Matthew McGraw, Rachel Latham, and Trevor Martini. "They're the ones who need to be recognized," she said.

Nimbus unveils art project at SHES

STAR STAFF

A colorful mosaic bench with a dragon motif is the centerpiece of Nimbus Arts' new Dragon Imagination Station at the Creativity Corner at St. Helena Elementary School.

The Hundreds of Hands public art project, which honors the elementary school's dragon mascot, was unveiled during the Nov. 4 Harvest Festival.

Tanya Pearson, principal of the elementary school, said the project accomplished two goals: bringing the community together and revitalizing and beautifying an underutilized space.

"We have had about 500 people working in some way on this project," Pearson said.

The Creativity Corner, at the southwest corner of Oak Avenue and Adams Street, will serve as a fun and inviting workspace for the school community during school hours. Nimbus will also use the space periodically for outdoor public art activities when school is not in session.

"Everybody that touched it and worked on it was very passionate about it," said Jamie Graff, executive director of Nimbus Arts.

Public art projects like this one take on even greater importance in light of disasters like the October wildfires, Graff said.

"So many are doing such good to bring us all back to feeling safe and whole again," she said. "At Nimbus Arts we wish to bring you together to celebrate our community's ability to carry on and carry forward those who need to commune, to create, to share, to express, and to feel joy. And these types of projects do exactly that."

The project was supported by a nonprofit grant from the city of St. Helena; a matching gift from the Rudd Family Foundation; grants from the Five Arts Fund, Freed Family Fund, Thacher Family Fund and the Napa Valley Community Foundation; Nimbus Arts' patrons and donors; collaboration with the St. Helena Unified School District; and professional help from St. Helena Construction, which built the bench, R.E.B. Engineering Inc., which designed it, and Harold Smith & Son, which donated the concrete.

While only two feet tall, the intricate mosaic made for a challenging project, said Graff. She credited Anne Pentland, Sandra Cruz and Keri Becker for "working tirelessly on this backbreaking effort."

Mayor Alan Galbraith said the project is a welcome addition to one of his favorite spots in town.

"You can normally find me at the coffee shop in the morning, staring at this corner," said Galbraith. "Certainly with the new artwork here I plan to be a frequent visitor and I hope everyone else will too."

ST. HELENA STAR

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Live Nation Entertainment acquires interest in BottleRock organizer



REGISTER FILE PHOTO

Live Nation Entertainment has acquired a majority interest in Latitude 38, the organizers of the annual BottleRock festival, held in Napa in late May.

Live Nation Entertainment announced Friday morning that they and Latitude 38 Entertainment, the producer of BottleRock Napa Valley, have completed a formal partnership agreement that will make it easier for the festival to attract top bands.

Live Nation has acquired a majority interest in Latitude 38, largely through the purchase of shares from investors, while full management control and significant ownership are maintained by the Latitude 38 founders, Dave Graham, Justin Drago

and Jason Scoggins.

Live Nation is the largest live entertainment company in the world with partnership or ownership of over 80 national and international music festivals.

This year's BottleRock runs May 26-28 at Napa Valley Expo, with Foo Fighters, Tom Petty and the Heartbreakers and Maroon 5 as the headliners. Top bands in previous years have included Stevie Wonder, Gwen Stefani, Robert Plant, Red Hot Chili Peppers and Florence + the Machine.

'Hundreds of Hands' art installation

Volunteers needed for Nimbus Arts community workshops

STAR STAFF

On Monday, about 20 people turned out to help Nimbus Arts, the St. Helena-based nonprofit art organization serving the Napa Valley, complete the primary mosaic elements of its current "Hundreds of Hands" art installation.

It was the first of three workshops planned to complete the dragon mosaic. Two others are scheduled, on Thursday, Jan. 19, and Thursday, Feb. 2; both are from 6 to 8:30 p.m.

Community members of all ages and abilities are invited to join Nimbus Arts' staff and artists in contributing to the final mosaic design. Nimbus Arts promises a stimulating, artistic and fun-filled evening at these community work "parties" and urges community members to invite their friends and colleagues to join in, or come and make new friends. Children younger than 10 are encouraged to attend but must be accompanied by an adult. Attendees can make an evening of it by bringing a potluck dish, or wine to share.

When finished, the large-scale mosaic will be installed at the corner of Oak Avenue and Adams Street, transforming an element of this underused corner of St. Helena Elementary School into a more vibrant and inviting art activity and education space for the entire community dubbed the "Creativity Corner."

Nimbus Arts Executive Director Jamie Graff said, "We've already had such a great response to the Creativity Corner and we're looking for more loving hands to join in during these open art activity dates. You don't have to be an accomplished or trained artist to participate — our workshops are open to all."

Supported through a nonprofit grant awarded by the City of St. Helena, a generous matching gift from the Rudd Foundation, collaboration with the St. Helena Unified School District, public support, and Nimbus Arts' commitment to community arts, the Creativity Corner is Nimbus Arts' fourth "Hundreds of Hands" community art project. When completed this spring, the Creativity Corner aspires to be a



ABOVE: The Grimes family works on a mosaic project at Nimbus Arts.

FAR LEFT: Robbie Lee Frederic positions mosaic tiles.

LEFT: Mary Ann Maurer works on a mosaic project at Nimbus Arts.

JESSE DUARTE PHOTOS, STAR

year-round space to engage in art activities, community play space and area for classroom activity. A meandering dragon mosaic will be featured, celebrating St. Helena Elementary School's mascot.

"Our Hundreds of Hands programs were created for projects just like the Creativity Corner. Upon completion, it will add vibrancy and beauty to an important and active corner in St. Helena, and will be an area for residents and visitors of all ages to enjoy,"

said Nimbus Arts board chair and founder, Dana Johnson.

St. Helena Elementary School Principal Tanya Pearson added, "Art is important to early learning and development, activating a space like the Creativity Corner will help expand our art education opportunities and their impact. Our students will love it."

To register for one or more of our free mosaic art activity workshops, go to nimbusartshundredsofhandseventbrite.com.

ST. HELENA STAR

Saints track NCS bound

Eight runners earn spot at CMCS SPORTS, PAGE B1



Unique sauvignon blancs

Star/NVV tasting panelists judge Napa Valley wines SPOTLIGHT, PAGE B3

THURSDAY, MAY 18, 2017 | sthelenastar.com | Published in the Heart of Napa Valley Since 1874



TOM STOCKWELL PHOTO, STAR

The interactive art at NIMBASH 2017 was the ongoing production of this graffiti mural at the entrance to the event.

Public restrooms coming to downtown

JESSE OUARTS
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Downtown St. Helena is one step closer to getting what merchants say is a much-needed public restroom.

The Planning Commission approved design review for bathrooms to be built in the parking lot adjacent to Telegraph Alley, between Money Way and Oak Avenue, next to the AT&T building. It won't displace any parking spaces.

The plans are 90 percent complete and could be put out to bid as early as this summer, but the bathrooms might not be built until 2018, said Tobias Barr, project manager for Public Works.

"We are so close to this very needed, clean, lovely public restroom facility that is central to the downtown business corridor," said downtown merchant Wayne Armstrong.

There's been a need for public restrooms since before Armstrong and his partner Marcus Robbins came to town 22 years ago, "so this is not a new thing - it's just a needed thing," he said.

The project originated with St. Helena Downtown Renaissance, but the city took it over in 2015 and allocated \$296,000 from the General Fund.

The use of city funds forces the project to abide by prevailing wage requirements, which helps explain the high cost.

Rodney Friedrich, who was involved in the project during its Downtown Renaissance days, said he'd heard the cost could end up being even higher than what's been budgeted. Barr said the city still isn't sure what the total cost will be.

"We don't have an estimate for this yet," Barr said. "We could very well come in within our original budget. Certainly we're going to do our best."

Commission Chair Grace Kistner said she supports the project and agrees that it's needed, although she called the cost "appalling."

Commissioner David Knudsen praised the design and said he hopes it will be a model for improving St. Helena's other public restrooms. He called the ones at Crane Park "depressing."

Modeled after a public restroom at Stanford, the restroom will be split into two structures. The original plan was to reserve one room for men and one for women, but commissioners agreed they should both be gender-neutral.

There will also be a drinking fountain, water bottle-filling station and electric car charging station.

COLORFUL CELEBRATION

Street art is the theme of 'arty party' NIMBASH 2017

TOM STOCKWELL
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The 2017 NIMBASH event, held on the campus of the St. Helena Montessori School on Saturday, May 15 was billed as "an utterly original arty party" by Jamie Graff, Nimbus Arts' executive director. And indeed it was.

The theme of this year's festivities was "Street Art," with a number of interactive art installations surrounding the grounds.

The outdoor entertainment included raku glazing, plasma cutting, screen printing, paintball stenciling, graffiti spray painting, sidewalk art and glass etching. Attendees were encouraged to dive in and unleash their inner artistic spirits. At 8 p.m., a dinner, fashion show and live auction also were held.

Walking through the grounds surrounding the venue for the dinner and fundraising live auction events, there were numerous tents and art installations where attendees could view paintings and sculptures or take part in a number of collaborative art projects.

Waitresses in red dresses wearing large "strawberry" hats passed around trays of bites and glasses of wine. There were treats from more than a dozen local restaurants including Cooks Tavern, Mustard's Grill, Hog Island Oysters, Woodhouse Chocolates and wines from 16



Proceeds from NIMBASH 2017 - including the silent auction of hundreds of donated art pieces - will fund Nimbus Arts classes, scholarships, community events and collaborations with other nonprofit organizations.

Napa Valley wineries including Charbay Distillery, Cliff Family Winery, Lava Vine, Mad Fritz Brewing, Smith-Madrone and The Terraces Winery.

On the boulevard, a tattooed juggler skillfully showered bowling-ball pins through the air in a series of masterful tosses. Models posed in exotic and sugges-

tive positions in front of a screen printing booth beneath a cardboard hand-lettered sign which read "Live Drawing."

Across the way a geodesic dome constructed of aluminum struts and vinyl records surrounded a bathtub spewing out soap bubbles that floated out through the grounds. A record

player spun with a disc instructing attendees to write dedications of songs to loved ones on each of the vinyl platters.

At the raku installation Nikki and Will Calnan were keeping a number of attendees busy decorating previously thrown ceramic

Please see NIMBASH, Page A7

Please see RESTROOMS, Page A6



David Garden and Elena Hell enjoy a laugh at NIMBASH 2017.

NIMBASH

From A1

objects with glazing materials in preparation to on-the-spot raku firing. Both are instructors at Nimbus Arts teaching classes in ceramics and will reminisce about the history of the NIMBASH event. "We've been involved from the beginning," he said. "It just gets better every year. I think this is by far the best year yet." Later Nikki agreed, "When we had our planning meeting we were excited about the ideas and the concept of the Street Art theme. Then we just said 'Let's do it!'"

There was a plasma cutting installation where attendees could have their designs transformed into metal stencils and attached to branding irons.

A sidewalk artist had created a number of colorful designs in oil pastels on the pavement and walkway.

One particularly interesting installation was the paintball stenciling project. Attendees were handed a loaded paintball gun and asked to take aim at target that was overlaid with a stencil. The rapid fire noise of the guns were staccato-like blasts the punctuated the live music of saxophone and guitar. When the fusillades were complete, the stencil was peeled from the target revealing the multicolor "splats" outlining the unique image of a collaborative art piece.

Attendees added their own flavor. Some came with rainbow-colored hair and some dressed in vibrant geometric patterns adorned with silver hair and dark sunglasses that had the avant-garde flavor of Andy Warhol.

Tania Pearson, St. Helena Elementary School principal, was waiting for



A wonderful part of NIMBASH 2017 was experiencing how people dressed for the interactive art fundraiser.

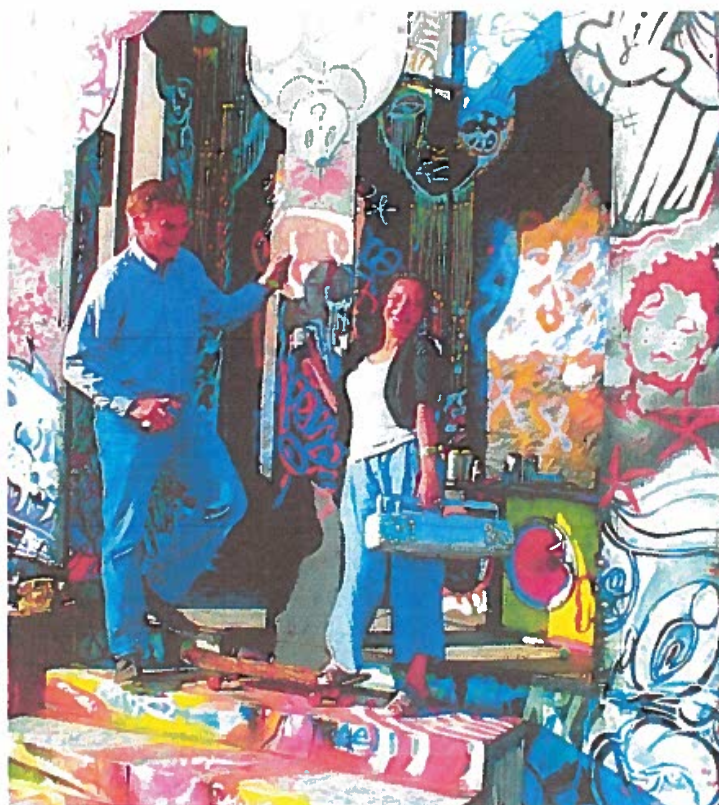
a wineglass at the entrance of the event watching as a large mural was being developed by an artist with spray cans of vibrant colors. "This is really exciting," she said smiling. "My husband is working at this event, but I've never been before." Later she was particularly enthusiastic about the donated paintings that were displayed in the silent auction tents that lined the event's boulevard.

Inside the Montessori barn, where the dinner, fashion show and live auction were to be held there were numerous paintings and art pieces by Napa Valley artists, including Nancy Willis, Mercedes and Melissa Baker, and Anne Pentland.

Other auction items included pieces by Tilo Kaiser, a mixed media by the Vonsaal Design Team, and a Napa Valley grown and milled live-edge black walnut table top by Dave Massaro.

There were travel and dinner packages to Rome, Portugal, and other exotic destinations, along with numerous wine lots of Napa Valley vintages, all up for the bidding that was to start during dinner.

This annual event was



TOM STOCKWELL PHOTOS, STAR

One of the most popular interactive art opportunities at NIMBASH 2017 was posing for photos inside of the art pieces themselves.



ABOVE: A pastel piece by Joel Yau graced the sidewalk at NIMBASH 2017's "Street Art" interactive session.

LEFT: Using a paintball gun, attendees were asked to aim at a target.

created as a fundraiser for the Nimbus Arts to support Nimbus Arts classes, scholarships, community events and collaborations with other nonprofit organizations. According to Dana Johnson, founder and board chair of Nimbus Arts, the event's goal was \$400,000. But for those who came to support NIMBASH, the real goal was to be seen, to see Napa Valley friends and colleagues, and to participate in a true "Napa Valley Original."



This interactive art piece was roasting a chicken on a 40s era car converted to a BBQ spit at NIMBASH 2017.





nimbus news brief

2017 FALL/WINTER HIGHLIGHTS

Hundreds of Hands™ #004, Dragon Imagination Station Completed, Dedicated



Hear our mythical mosaic ROAR! This dragon mosaic bench is the centerpiece of the "Dragon Imagination Station," our latest Hundreds of Hands™

community art installation. It is part of the ongoing revitalization of a new outdoor classroom and art activity space at St. Helena Elementary School. Already in use, the installation was unveiled and dedicated at the St. Helena Harvest Festival on November 4, 2017.

The Dragon Imagination Station features a massive 50+ sq ft LEED-standard built mosaic bench, and its creation brought together hundreds of community members, students and volunteers. The colorful dragon motif honors the school's mascot and enlivens a prominent corner of St. Helena. The space will be used by students during school hours and will be programmed with community art activities by Nimbus Arts at other times.

With a cost of nearly \$19,000, creation of the Dragon Imagination Station was made possible through a nonprofit grant from the City of St. Helena, matching funds from the Rudd Family Foundation, and community donations from Nimbus Arts supporters. Hundreds of children, teens, adults, and seniors pieced together mosaic sections and emblems at community events, art workshops, and gatherings. Visit napavalleyregister.com to view *St. Helena Star's* coverage of the dedication provides additional information and photos of the project.

Stop by and check it out today at the corner of Adams and Oak Street in St. Helena!

Nimbus Arts Responds - Community Art Outreach to Families Impacted by Wildfires

The generosity and compassion exhibited across wine country following the wildfires provided further proof of our community's strength and resilience. It took no time at all for Nimbus to rally our team of artists who were eager to get their hands into the community offering creative "relief" through art activities at the Napa and American Canyon Boys and Girls Clubs to over 380



children displaced by the wildfire school closures. Hundreds of families were served through this urgently needed and spontaneous program, and it was also a very healing moment for the Nimbus Arts team, helping us get art back to work!

See a brief video of this effort here: vimeo.com/243375443

Our Community is at the Heart of every Hundreds of Hands™ Project Design

Nimbus will launch its next Hundreds of Hands™ Project: #005 to honor, connect, and bring healing and empowering art activities to the communities of Napa and Sonoma Counties.

Over this past year we have developed collaborative projects as part of our Healthy Communities initiative with partners throughout Napa County, including St. Helena Hospital's Blue Zones Project and Queen of the Valley Hospital's VIA Heart Program.

Now, our goal is to broaden our project's reach into some of the areas most affected by the recent wildfires in Napa and Sonoma County through our Heart Quilt Mosaic project. This dual-county initiative relies on identifying and including partners throughout Napa and Sonoma Counties, such as the UpValley Family Center and other service and relief organizations.



Our artist-designed mosaic "heart quilt" will be created by the community at gatherings that will serve to bring us together to connect, heal, and celebrate the beauty and spirit that exists here. The community-made mosaic

elements produced at the events will be assembled into large-scale sculptural works to be installed in locations in Napa and Sonoma Counties where fire damage was most severe. The installations will serve as a reminder of the changes and challenges caused by the Valley fires and the strength, resilience, and fortitude of our community.

"We believe the arts are a powerful force, and together we will create works of enormous consequence and meaning." Jamie Graff, Executive Director.

continued on page 2

continued from page 1

Look for these upcoming free community activities in 2018!

By contributing to Nimbus Arts now, you will be supporting our new dual-county Healthy Communities Heart Quilt project.

GIVE TO HUNDREDS OF HANDS TODAY!

Visit www.nimbusarts.org to make your donation.

Expanding Our Art Education Partnership: Educating and Mentoring At-Risk Youth

"Art improves lives." That's the simple belief we hold that guides our mission. We see validation of this belief in Nimbus Arts' Court & Community Schools art program, provided in conjunction with the Napa County Office of Education (NCOE), and supported by Festival Napa Valley donor funds to the NCOE offices. Expanding this program to serve more young people is a priority for Nimbus Arts.

The program serves middle through high school age students who've been truant or expelled from other schools, or end up in the criminal justice system. The students face significant social, economic and emotional challenges during a very important growth and development phase. In our program, the students gain valuable art and life skills through mentoring and education from Nimbus Arts instructors. As the students experience the freedom of creativity and self-expression, the transformative nature of art serves as a powerful tool to help them see themselves differently and offers a different way of connecting to the world around them.

Starting in the spring of 2016 with 50 students, we now serve more than 175 students including young people within Napa County Juvenile Hall, and the newly added Palisades Continuation School in Calistoga. This program is funded through the Napa County Office of Education, the Nimbus Arts Leadership Circle, and through individual donations, large and small, from our Nimbus Arts community.

Collectors Café Returns



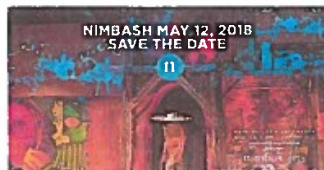
Enjoy a glass of wine as you explore the world of art. The Collectors Café delivers a series of intimate salon-style evenings with leading artists and art historians. The lectures and salon-style discussions

provide an in-depth review of a specific body of work, style, or medium. Meant to educate and stimulate, the group engagement and discussion through the evening deepens understanding and explores the subtlety and nuance of each topic area.

We kicked-off our renewed Collectors Café on Thursday, November 16, with "The Language of Photography" led by the distinguished and erudite Matthew Baum.

Look for more Collectors Café programs in 2018, including minimum fee bi-monthly Figure Drawing salons open to all!

NIMBASH 2018: Save the Date!



Mark your calendars now for the 9th annual NIMBASH "Arty-Party" and Auction, which will be held on **Saturday, May 12, 2018.**

Purchase your tickets now:

<https://nimbash2018.eventbrite.com>

Become a sponsor today:

https://www.nimbusarts.org/wp-content/uploads/2017/11/NimbashSponsorInfo_2018.pdf

Auction opportunities:

<https://www.nimbusarts.org/wp-content/uploads/2017/11/NIMBASH2018-DonationPacket.pdf>

Our 2016 Annual Report Released

Visit nimbusarts.org and check out our just-published 2016 Annual Report. It's been another year of growth and accomplishment for Nimbus Arts as we deliver art education and activities to even more children, teens, adults, and seniors across the Napa Valley!

New Grant enables Nimbus to offer arts programming in Napa!

We are delighted to announce that Nimbus Arts recently received the Wandering Rose Venue Project Grant from Arts Council Napa Valley for \$4,900. These funds will be used to explore the potential for Nimbus South art programs by offering free public art activities in 4 locations in the city of Napa in 2018!

We love our Leadership Circle



Leadership Circle is the highest donor level offered by Nimbus Arts and is vitally important to the organization's operation and mission. Commitments to the Leadership Circle are multi-year, enabling the Nimbus Arts to more effectively designate funds to specific areas of need or opportunity. Thank you!



nimbus arts

649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx
nimbusarts.org | info@nimbusarts.org



nimbus news brief

2017 SPRING/SUMMER HIGHLIGHTS

We are on Cloud Nine! NIMBASH 2017 raised a record \$400,000!



NIMBASH 2017 featured Street Art and offered a unique blend of art activities,

amazing local food and wines, silent and live auctions, and a zany recycled fashion show. Always a sellout, we delighted more than 350 guests and hit a new record for funds raised! We are gratified and overjoyed by this generous show of support, and are especially pleased that more than \$90,000 of our proceeds were paid directly to local and supporting artists through commissions and wages.

NIMBASH has become the Napa Valley's "Art-Party" and top community event, bringing together artists, collectors, philanthropists, volunteers, and community members from across the Napa Valley and beyond. NIMBASH demonstrates and celebrates our commitment to art, and provides significant funding for our education and community art programs, general operations, and scholarships for classes and camps.



Thank you to all the donors, sponsors, volunteers and attendees who made it all possible.

Read more about NIMBASH 2017 in the St. Helena Star, <https://www.nimbusarts.org/press>

Please mark your calendar and join us for NIMBASH 2018, **Saturday, May 12, 2018!**

Advancing Our Mission: Working with Students at Napa County Court & Community Schools

Nimbus Arts and Napa County Court & Community Schools significantly expanded our art education and mentoring program this academic year! With more than 150 students participating throughout the 2016-17 academic year, and 50 students during the Spring 2017 session alone. Nimbus Arts and the Napa County Office of Education created the program for the Courts and Community Schools. Serving high school students who've been truant or expelled from other schools, or are in the criminal justice system, art education at Nimbus Arts provides new outlets for self-expression and introduces art skills and training, all while our artists serve as mentors for the students.

The program's Director Caroline Wilson, says, *"...our students tell us being at Nimbus makes them feel capable, empowered, and creative, and that art activates a richer sense of purpose and meaning."*



This spring the program also expanded to include weekly art classes at the Napa County Juvenile Hall. The impact of the program has been incredibly rewarding to all

involved and has helped meet the Nimbus Art mission to bring art into areas of our community that can be elevated and empowered by creativity.

A final note, Nimbus Arts' teacher and artist David Massaro was tapped as this year's commencement speaker for the graduation ceremony of students

continued on page 2

continued from page 1

in the Court and Community Schools. Many of the graduates were also participants in the Nimbus Arts program in St. Helena and learned metalworking and welding from David.

We can only continue to deliver these import programs that broadly and directly benefit our community through your support. Please GIVE to Nimbus Arts today!

Read more about our partnership in the St. Helena Star, <https://www.nimbusarts.org/press>

Don't Pass This Up! Join fellow ArtPass Holders today

Combining community and creativity in our exciting new mosaic and glass arts studio, ArtPass continues



to grow and bring art lovers together. After completing a short introductory class, and paying a modest monthly

fee, ArtPass holders enjoy full access to our glass and mosaic studio. It's a chance to have access to all the tools, equipment, space, and inspiration you'll need to release your creativity!

Our first ArtPass holder, Dianne Martinez, says, *"Everyone at Nimbus is friendly, accommodating and supportive. It is a nurturing environment where I feel comfortable at work with my new creations and benefit being surrounded by such talented people and their positive energy. I am truly a happy camper!"*

For more information on our ArtPass program, please visit nimbusarts.org or contact Sandra Cruz at 707.963.5278.

Nimbus Arts in the NEWS!

The *North Bay Bohemian* featured Nimbus Arts in its May 2017 edition; 'Cloud Cover'- its cover story!

You can read the full article here:
<https://www.bohemian.com/northbay/cloud-cover/Content?oid=3497429>

Hundreds of Hands™ - Our 4th public art installation comes to life this fall!

Community art is central to Nimbus Arts' mission; our current "Hundreds of Hands" community art initiative is transforming a prominent but underused part of the grounds of St. Helena Elementary School into the "Creativity Corner!" Located at the corner of Adams and Oak Street, the "Creativity Corner" will serve as an art education and activity space for students and the community.

Over 150 volunteers participated in our free mosaic workshops over the last 6 months and fabricated a meandering dragon mosaic that will be featured in



the central design element, a massive bench and table. The dragon motif celebrate

St. Helena Elementary School's mascot and the multicultural mythology of dragons.

Thank you to the City of St. Helena, the Rudd Foundation, and community donors for their support of the "Creativity Corner." Please GIVE today and support our "Hundreds of Hands" initiative, igniting artistic expression across the Napa Valley!

Please join Nimbus Arts at the Harvest Festival, **Saturday, October 21, 2017**, for the grand unveiling of the Dragon Mosaic Bench.



Nimbus Arts is dedicated to fostering creative expression, nurturing curiosity, and building a sense of community

nimbus arts

649 Main Street, St. Helena, CA 94574 | 707.963.5278 ph | 707.963.0278 fx
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Attachment 9



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: OLE Health - St. Helena Health Center
 Organization Mailing Address: 1100 Trancas Street, Suite 300
 Organization Telephone Number: 707-254-1774
 Organization Website: www.olehealth.org
 Federal Tax ID Number and Status: 23-7221695
 How long has your organization been in operation? 46 years

List of Board Members and Officers: (if applicable)

Alicia Hardy, Chief Executive Officer	Maira Ayala, Secretary
Rick Jones, Board Chair	Jo Moore
Kevin Fitzpatrick, Vice Chair	Lynn Arthur
Patricia McFarland, Treasurer	Pete Richmond
Beatrice Labastida	Charles Neave
Teresa Foster	Dawnielle Thornburgh
Joe Carrillo	

Contact Information

Who is the single point of contact for your organization?

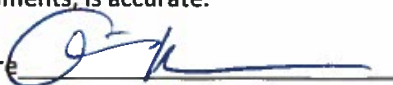
Name: Alicia Hardy Address: 1100 Trancas Street, Suite 300 Phone: 707-254-1774 ext: 8220

Email: ahardy@olehealth.org

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Alicia Hardy

Signature 

Title Chief Executive Officer

Date 3/29/18

Grant Request

Project or Program Name:	<u>St. Helena Health Center – Diabetic Services</u>
Address of Project or Program:	<u>1222 Pine Street, Suite A, St. Helena</u>
Requested Grant Amount:	<u>\$10,000.</u>
Matching Funds:	<u>\$1,060.64</u>
TOTAL Project or Program Cost:	<u>\$11,060.64</u>

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals. OLE Health is requesting support for providing healthcare for St. Helena community patients, particularly those diagnosed with pre-diabetes and diabetes mellitus. OLE has eight locations across Napa Valley, including St. Helena, where in 2017, almost 2,000 patients made their trusted medical home.

At OLE, a high priority is placed on creating a thriving community through a variety of primary care services, wellness education programs, classes, and support groups. Diabetic patients of OLE receive care from their primary care provider and an expert Nutrition and Health Education team that includes Registered Dietitians (RD), Registered Nurses (RN), and Certified Diabetes Educators (CDE) who work together to help patients manage their health and maintain a healthful lifestyle.

OLE Health embraces the model of patient-centered, team-based healthcare, which integrates a wide range of primary care and prevention services, such as Nutrition and Health Education, Behavioral Health, Clinical Pharmacy, and Dental services. The care team approach, with a wide variety of services easily accessible, increases the quality of care, improves the patient experience, reduces hospital visits. Our clinical teams provide evidenced-based, age-appropriate screenings, including those for diabetic patients: blood sugar level testing, retinopathy screenings and vascular condition of feet evaluation. OLE provides care through the health spectrum, from screenings to interventions and follow-up.

Overall goal: To benefit the St. Helena community this request for the OLE Health St. Helena Health Center will improve primary care for patients, especially those diagnosed with pre-diabetes and diabetes mellitus, with the acquisition and utilization of additional and updated healthcare equipment solely to be located at the Pine Street Health Center. Patient centered educational services by a dietitian will also use requested glucose meters in their provision of individual instruction in critical self-care behaviors.

Objective #1: Purchase equipment to improve the provision of care for nearly 500 patients diagnosed with pre-diabetes or diabetes mellitus. The added equipment will increase effective monitoring for diabetic patients and to better serve patients, including:

- An HbA1c automated system for testing for Hemoglobin (Hb) A1c (HbA1c), on-site, fast and reliably. HbA1c, a glycated form of Hb, is tested primarily to identify the average amount of glucose (sugar) present in patients' blood over the past three months. Blood sugar testing is an important part of the diabetes care and necessary for diabetics. The testing is fast and easy with the machine, can be completed at the point of care, allowing reliable results quickly. Having to send blood samples to the lab and wait for the results to come back can be very frustrating. Not only is it time-consuming, it also delays the treatment of the diabetic patients.
- A hand-held doppler unit to monitor vascular conditions of diabetic patients' feet. Vascular complications arise when diabetes causes thickening and other damage to blood vessels, creating circulation problems throughout the body. This can lead to damage in the nerves and the feet, and in organs including the eyes, kidneys and heart, which may further damage the blood vessels.
- A Diabetic Retinopathy Screening Digital Camera is needed for the St. Helena Health Center. Diabetic retinopathy (DR) is a common complication of diabetes mellitus (DM) and is a leading cause

of blindness worldwide. The health of diabetic patient's retina is assessed to detect and manage eye and health conditions of diabetes and macular degeneration. Finding retinal disorders as early as possible is critical to potentially preventing serious disease progression and vision loss. OLE Health provides retinal screening to all diabetic patients using telemedicine techniques in a contract with UC Berkeley Eye Center. OLE's primary care providers request retinopathy screenings and OLE's trained staff capture ocular images of diabetic patients and transmit images through a secure internet connection to a UC Eye Center for evaluation and report results. Currently, OLE's trained staff come from Napa to St. Helena to take photos, but this is not ideal due to scheduling delays and the camera is very heavy and difficult to transport.

- Individual glucose meters for St. Helena Health Center's uninsured diabetic patients to assist them in carefully monitoring glucose levels at home. Blood sugar testing at home is an important part of diabetes care and necessary for diabetics. A glucose meter is a medical device for determining the approximate concentration of glucose in the blood. This device is extremely helpful for patients to self-manage their condition and their improvement. For people without diabetes, the normal range for the hemoglobin HbA1c level is between 4% and 5.6%. Levels of 9% or higher indicate poor glycemic control. Poor glycemic control is the most significant predictor for hospitalization.
- There are additional equipment needs that will help provide improved care for patients with diabetes, including an extra wide wheelchair to transport obese or pregnant patients and patients with diabetic foot conditions. A digital baby scale to determine accurate weight of very low weight babies of diabetic mothers, and digital thermometers to give to low-income mothers of children.

Objective #2: Increase patient self-efficacy and satisfaction, improving clinical outcomes, health status, and quality of life, to be evidenced by patients maintaining controlled blood sugar level, and self-reporting an improvement in quality of life. Diabetes is a chronic and complex illness and requires continuous medical care and multifactorial risk-reduction strategies. Acute and chronic complications have proven to be mitigated by diabetes self-management education. Diabetes self-management support has shown to sustain gains achieved during the education and maintain long-term patient self-efficacy and satisfaction, improving clinical outcomes, health status, and quality of life in a cost-saving and cost-effective manner.

- OLE Health's bilingual Nutrition and CDEs come to the St. Helena Health Center and provide comprehensive education for patients of all ages by individual consultations. Patients are invited to classes and support groups in Napa, as well. OLE Health has provided care and education for Spanish and English speakers living with diabetes for decades. OLE educators specialize in pre-diabetes and diabetes, diabetes during pregnancy, heart disease, high blood pressure, high cholesterol, child and teen nutrition, weight management, nutrition during pregnancy, and other nutrition issues. The RD will demonstrate requested glucose meters and give to uninsured patients to use at home.
- OLE's RDs and CDEs conduct the American Association of Diabetes Educators (AADE), AADE7 Self-Care Behaviors survey and address each of 7 areas of self-management for living with diabetes and improving their health. The areas addressed in the evidence-based program are: Healthy Eating, Being Active, Monitoring, Taking Medications, Problem Solving, Healthy Coping, and Reducing Risks. OLE RDs and CDEs utilize the successful framework for assessment, interventions, and outcome measurement of the patients.
- OLE also provides Comprehensive Perinatal Services Program (CPSP) for moms and babies, which provides essential "wrap-around" services for low-income pregnant and postpartum women, and their infants. Should the patient be diabetic before her pregnancy, or if she develops gestational diabetes, the patients have frequent follow-up visits with the RD to control her blood glucose level.

2. Describe the community support for your project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?** UpValley Family Center provides guidance, support, and resources in the community and refers individuals and families to OLE Health's Calistoga and St. Helena Health Centers for primary and prevention healthcare services. The Rianda House is also a local partner. St. Helena Health Center staff refer senior citizens to for their programs, services, and resources, and OLE receives referrals from Rianda House of seniors in need of healthcare.
- b. What roles are they playing and how collaborative is the project?** UpValley Family Centers that explains our reciprocal agreement to refer clients/patients as appropriate to the other organization that can best serve the individual's needs. They are not directly involved in this request. Rianda House and OLE Health are informal partners for making reciprocal referral.
- c. What other support exists for your project?** OLE Health has funding sources including Medi-Cal, Medicare, and patient fees to support most of the services provided. There is a gap in expenses and revenue, though, which necessitates the need to apply for funding assistance to all potential community partners. 27% of patients are uninsured, and 60% have Medi-Cal, Children's Health Insurance Program, or Medicare. OLE has a sliding fee scale for patients with incomes under 200% of the federal poverty level (FPF). No one is ever turned away based on ability to pay.

3. Describe who will benefit from this project and estimate how many people this project/ service/ program may impact. This request will benefit 480 (235 Pre-Diabetic and 245 Diabetic) individuals in St. Helena. 1,987 patients have St. Helena Health Center as their medical home. St. Helena patients overall are 71% Latino, 29% non-Latino, 58% prefer to speak Spanish; about 15% are agricultural workers. Although most are low-income, about 10% of St. Helena Health Center patients are above the 200% FPL; they appreciate the high-quality care and convenience of the Pine Street location. St. Helena Health Center helps many community members avoid using Adventist Health St. Helena Hospital Emergency Dept.; a costly, inefficient delivery of care.

4. Please explain how your project/service/program will be open and accessible to the St.

Helena Community. The St. Helena Health Center is open 8 am to 5 pm Monday, Tuesday, Wednesday, Friday, and Thursday 10 am to 7 pm, with Saturday 7 am to 11 am telephone hours. Individuals can come to the Pine Street health center, whether or not they have an appointment, and will be seen that day; OLE has 24-hour, after hours phone service, 7 days a week, with a physician on-call to answer patient's questions and address health concerns. OLE Health serves all ages and community members including a vulnerable, minority, low-income population, which have high risk for chronic diseases such as diabetes, coronary heart disease, hypertension, obesity, and depression. OLE Health is unique in Napa County, as the only federally qualified health center, it is dedicated to providing high-quality primary healthcare to our entire community. Staff is bilingual in Spanish and multi-cultural to ensure all patients are welcomed. A translation service is frequently used for patients of other languages, i.e. Farsi. OLE is the only healthcare agency in Napa County accepting new pediatric patients with Medi-Cal or Denti-Cal, and one of very few providers taking new adult Medi-Cal patients.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program. Following the award notification, OLE Health St. Helena Health Center Manager will begin the process of ordering the funded equipment. OLE has a robust database to track and report patient information and quality performance measures, including diabetic patients' HbA1c levels.

Timeline

Date	Activity	Responsible
July 15, 2018	Begin purchase procedure for funded equipment	Cynthia Jimenez, SH Health Center Manager
August 30, 2018	All equipment purchased, and implementation of use begins	Cynthia Jimenez, SH Health Center Manager
September 1, 2018	Glucose Meters are distributed to uninsured diabetic patients as a part of the self-care education program at St. Helena Health Center.	Leila El-Mahmoud, Registered Dietitian, the Registered Nurse, and Ramiro Zarate, FNP provider.
May 1, 2018	Prepare data and narrative report for the City of St. Helena	Cynthia Jimenez, SH Health Center Manager & Martha Nichols, grant support

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents. OLE has received county funding in the past two years to operate a health center at the Napa County Campus - \$202,855, to provide indigent care - \$95,000, and care for patients with addition -\$33,000. The residents will benefit from the health center equipment to obtain a faster diabetes diagnosis, speeding up the process of receiving care and assistance; monitoring vascular health will prevent patients' loss of toes and feet; a retinal camera on site allows retina health screening to prevent patients' retina deterioration and blindness; the nutritionist's self-management education and support, providing glucose meters to uninsured improves the patients' quality of life.
7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much? OLE Health did not receive funds.
8. If you received grant funds in 2017/18 - NA

Cost Estimate

Description	Amount
Medical equipment to assist diagnosis of and treatment of diabetes mellitus and pre-HbA1c automated system for testing for Hemoglobin (Hb) A1c (HbA1c), on-site	
Hand-held Doppler Unit, Vascular Probe	\$3,518.
Glucose Meters for uninsured patients to test their blood sugar levels at home, \$9.55*48	\$500.
Retinopathy Digital Camera	\$458.64
	\$5495.
Medical Equipment for Distinct Needs (Items the St. Helena Health Center is in Need of)	
Digital thermometers for pediatric patient families to take home, \$4.50 x 100	\$450.
Digital Baby Scale, especially needed for low-weight babies of mothers with diabetes	\$309.
Extra wide wheelchair, commonly used for patients with Diabetic Foot	\$330.
	\$11,060.64
	Match \$1060.64
Total Grant Request	\$10,000.00



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4051083720

Nov. 17, 2016 LTR 4168C 0

23-7221695 000000 00

00025231

BODC: TE

OLE HEALTH

1100 TRANCAS ST STE 300
NAPA CA 94558-2921



009525

Employer ID Number: 23-7221695
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Oct. 26, 2016, regarding your tax-exempt status.

We issued you a determination letter in August 1973, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

OLE Health
FY 17-18 Organizational Budget

	Total
Client Revenue	
CHDP	1,722,059
Family Pact	161,209
Medi-Cal	6,244,329
Medi-Cal Managed Care	10,470,528
Medicare	3,000,250
Private Insurance & Other	914,380
Contractual Allowance	(793,121)
Sliding Fee	571,999
Provision for Bad Debt	(50,000)
Net Client Revenue	<u>22,241,633</u>
Expenses	
Total Compensation	27,031,241
Other Operating Expenses	7,116,269
Total Operating & Administrative Expenses	<u>34,147,511</u>
Net Uncompensated Care	<u>(11,905,877)</u>
Grants & Other Revenue	
Contributions & Other Income	58,481
Donation of Facilities	627,452
Fundraising	643,655
340B Revenue	853,616
Grant/Contract Revenue	5,840,029
PHC QIP	1,673,389
Investment Income	100,000
Unrealized Gain/(Loss)	121,973
Realized Gain/(Loss)	4,220
Total Grants & Other Revenue	<u>9,922,813</u>
Net Operating Income/(Loss)	<u>(1,983,065)</u>
Meaningful Use	454,750
Net Excess/(Deficiency)	<u><u>(1,528,315)</u></u>

OLE Health
Statement of Operations - Combined
For the Fiscal Period Ended 6/30/2017

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	2017 Current Actual	2017 Current Budget	Variance	2017 Year-To-Date Actual	2017 Year-To-Date Budget	Variance
CLIENT REVENUE:						
CLIENT FEES - MEDI-CAL	\$339,690	\$437,376	(\$97,686)	\$3,377,874	\$4,453,162	(\$1,075,288)
CLIENT FEES - MEDI-CAL MANAGED CARE	878,332	908,381	(30,049)	10,817,344	9,835,992	981,351
CLIENT FEES - MEDICARE ADVANTAGE	792	0	792	4,278	0	4,278
CLIENT FEES - MEDICARE & CROSSOVERS	(9,051)	206,769	(215,821)	1,472,443	2,223,207	(750,765)
CLIENT FEES - CMSP	868	0	868	6,241	0	6,241
CLIENT FEES - CHDP	9,219	136,525	(127,306)	657,082	1,473,961	(816,879)
CLIENT FEES - HEALTHY FAMILIES	(464)	0	(464)	(17)	0	(17)
CLIENT FEES - FAMILY PACT	4,018	15,181	(11,164)	239,625	164,686	74,939
CLIENT FEES - INSURANCE	33,672	95,129	(61,457)	916,305	1,019,900	(103,595)
CLIENT FEES - PRIVATE & OTHER	154,683	128,821	25,862	3,049,721	1,367,555	1,682,165
SLIDING FEE SCALE & OTHER W/O.S	(209,865)	(48,654)	(161,211)	(2,228,490)	(516,514)	(1,711,976)
COST REPORT SETTLEMENT	(96,036)	400,000	(496,036)	(1,392,421)	430,000	(1,822,421)
PROVISION FOR BAD DEBT	(156,571)	(43,750)	(112,821)	(582,386)	(175,000)	(407,386)
NET CLIENT REVENUE	949,285	2,235,777	(1,286,493)	16,337,597	20,276,950	(3,939,353)
EXPENSES:						
STAFF SALARIES & WAGES	1,438,089	1,465,913	(27,824)	15,263,395	16,787,176	(1,523,781)
BENEFITS	518,414	487,989	30,425	5,318,605	5,554,970	(236,365)
TOTAL STAFF WAGES & BENEFITS	1,956,503	1,953,902	2,601	20,582,000	22,342,146	(1,760,145)
CONTRACTED SERVICES	100,174	83,327	16,847	830,899	669,458	161,441
TOTAL COMPENSATION	2,056,676	2,037,229	19,448	21,412,899	23,011,604	(1,598,705)
OTHER OPERATING EXPENSES	613,346	620,786	(7,440)	6,627,777	7,253,387	(625,610)
TOTAL OPERATING EXPENSES	2,670,022	2,658,015	12,007	28,040,677	30,264,991	(2,224,315)
NET UNCOMPENSATED CARE	(1,720,737)	(422,238)	(1,298,500)	(11,703,080)	(9,988,041)	(1,715,039)
GRANTS AND OTHER REVENUE:						
GRANT/CONTRACT REVENUE	507,242	586,403	(79,161)	5,867,228	6,415,760	(548,532)
PHP QIP	106,045	83,583	22,462	1,636,649	900,000	736,649
340B PROGRAM REVENUE	107,726	88,322	19,404	958,809	1,000,000	(41,191)
CONTRIBUTIONS & OTHER INCOME	602	17,416	(16,813)	2,756,169	208,176	2,547,993
DONATION OF FACILITIES	54,321	46,136	8,186	635,587	551,452	84,135
OLE HEALTH FOUNDATION	63,433	37,468	25,965	567,785	444,369	123,416
TOTAL GRANTS & OTHER REVENUE	839,369	859,328	(19,958)	12,422,227	9,519,757	2,902,470
NET OPERATING INCOME/(LOSS)	(881,368)	437,090	(1,318,458)	719,148	(468,284)	1,187,431
NON-OPERATING REVENUE:						
FOUNDATION CAPITAL REVENUE	10,000,000	0	10,000,000	10,000,000	0	10,000,000
MEANINGFUL USE	0	25,000	(25,000)	88,860	300,000	(211,140)
INVESTMENT INCOME	33,333	12,500	20,833	181,889	150,000	31,889
UNREALIZED GAIN/(LOSS)	(27,568)	6,250	(33,818)	64,740	75,000	(10,260)
REALIZED GAIN/(LOSS)	0	(3,265)	3,265	86,386	(39,178)	125,563
NET EXCESS/(DEFICIENCY):	9,124,397	477,575	8,646,821	11,141,023	17,539	11,123,484
BILLABLE VISITS	9,092	10,642	(1,550)	97,997	114,082	(16,085)
CLIENT REVENUE PER VISIT	114.97	172.50	(57.53)	180.92	173.97	6.95
COST PER VISIT	293.67	249.76	43.91	286.14	265.29	20.85
OPERATING MARGIN	(60.51%)	15.49%	(76.00%)	3.24%	(1.75%)	4.99%

	YTD 06/30/17
Department	Actual
St. Helena ALL	
Client Revenue	810,374
Direct Expense	1,074,333
Indirect Expense	405,517
Total Expense	1,479,850
Net Uncompensated Care	(669,476)
Grants/Other Income	442,616
Net Operating Profit/(Loss)	(226,860)
<i>Visits</i>	5,128
TOTAL REVENUE	1,252,990

St. Helena Medical	
Client Revenue	747,705
Direct Expense	954,455
Indirect Expense	360,687
Total Expense	1,315,142
Net Uncompensated Care	(567,437)
Grants/Other Income	393,636
Net Operating Profit/(Loss)	(173,801)
<i>Visits</i>	4,722

St. Helena Healthy Mom's and Babies	
Client Revenue	15,591
Direct Expense	30,937
Indirect Expense	11,492
Total Expense	42,429
Net Uncompensated Care	(26,838)
Grants/Other Income	-
Net Operating Profit/(Loss)	(26,838)
<i>Visits</i>	80

St. Helena Behavioral Health	
Client Revenue	33,384
Direct Expense	64,200
Indirect Expense	24,326
Total Expense	88,526
Net Uncompensated Care	(55,142)
Grants/Other Income	36,485
Net Operating Profit/(Loss)	(18,657)
<i>Visits</i>	204

St. Helena Nutrition	
Client Revenue	13,694
Direct Expense	24,741
Indirect Expense	9,012
Total Expense	33,753
Net Uncompensated Care	(20,059)
Grants/Other Income	12,495
Net Operating Profit/(Loss)	(7,564)
Visits	122

OLE Health List of Grants in FY 2017/18

Grant Name	Project 17/18	Match *
Blue Shield Core Support	\$21,000	
Cal Fresh, RCHC	\$13,000	
Covered California	\$75,000	
Delta Dental	\$10,000	
HealthResourceServicesAdmin	\$3,015,159	
KP CalFresh Outreach, NEW	\$75,000	
KP Care Coordination	\$25,000	
Latino Elders Coalition, QVMC	\$3,500	
Napa Co. Medi-Cal Outreach	\$45,000	
Napa County HHSA- IGT	\$202,855	
Napa Valley Community Fdn Disaster Relief	\$75,000	
Napa Valley Vintners	\$1,000,000	
Napa Valley Vintners BH	\$181,772	
QVMC HiV/Hep C	\$36,000	
RedwoodCredit Union. Fire Relief	\$7,320	
Tipping Point and RCHC FIRE RELIEF	\$200,343	
V Foundation, NEW	\$100,000	

\$5,085,949

* The grants listed do not require a match, but OLE Health's expenses for all exceed the grant awards for the specific programs funded.

Attachment 10



**City of St. Helena Nonprofit Funding
Program Grant Application and Budget FY
2018/19**

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12-point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: Our Town St. Helena
 Organization Mailing Address: PO Box 94, St. Helena, CA 94574
 Organization Telephone Number: (707) 963-1548
 Organization Website: ourtownsthelelena.org
 Federal Tax ID Number and Status: 501c3 #26-4247407
 How long has your organization been in operation? 2008

List of Board Members and Officers: (if applicable)

<u>Monsignor John Brenkle</u>	<u>Steve Goldfarb</u>
<u>Sara Chrisman Bjerkan</u>	<u>John Sales, Treasurer</u>
<u>Pat Dell</u>	<u>Mary Stephenson, President</u>
<u>Rebecca Flores</u>	<u>Rick Swig</u>

Contact Information

Who is the single point of contact for your organization?

Name: Mary Stephenson
 Address: 2683 Chablis Court, St. Helena, CA 94574
 Phone: (707) 963-1548
 Email: stepcomm@aol.com

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Sara Chrisman Bjerkan Signature Sara Chrisman Bjerkan
 Title Board member Date 3/27/18

Grant Request

Project or Program Name:	<u>Brenkle Court & Farmworker Housing Projects</u>
Address of Project or Program:	<u>PO Box 94, St. Helena, CA 94574</u>
Requested Grant Amount:	<u>\$10,000</u>
Matching Funds:	<u>Operating costs for 12 months – est. \$70,000</u>
TOTAL Project or Program Cost:	<u>Brenkle Court – estimate \$2,500,000</u>

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

Our Town St. Helena (OTSH) is working on developing multiple affordable housing projects in support of the City of St. Helena's Housing Strategy:

Brenkle Court Mutual Self-Help Ownership - Summer 2018

Brenkle Court, located at 684 McCorkle Avenue, is a Mutual Self-Help Ownership Project that is slated to begin construction in Summer 2018.

- The City of St. Helena sold the lot at 684 McCorkle Avenue to OTSH for \$1.
- Brenkle Court is fully entitled and site development began in May 2017.
- The project consists of eight 3-bedroom, 1-1/2 bath, 2-story townhouses and a common area.
- The homeowners will work together to build their homes through the Rural Development Mutual Self-Help Program which requires that the homeowners contribute a minimum of 65% of the labor to build the homes.
- OTSH will provide supervisory and administrative support to homeowners as they build their homes.

OTSH has qualified 8 participating families and 2 alternates based on income, credit rating and ability to work cooperatively in a mutual self-help program. The City of St. Helena has provided funding from their Affordable Housing Trust fund to supplement 2-3 Owner Builders in the Very Low-Income category. Six of the families currently live in low-income rental housing complexes in St. Helena.

OTSH has funding for the development for an additional 11 self-help units and expects to begin a second self-help project in the next 1-3 years.

Farmworker Rental Housing

OTSH is in the pre-development stage of a multi-site rental project that would provide 32, two and three-bedroom units to low-income farmworkers and their families. This rental project would be funded through Low-Income Housing Tax Credits and USDA Rural Development. In addition, the USDA could provide rental assistance so that no tenant is paying more than 30% of their income for rent and utilities. Two sites have been identified (one for 12 units and one for 20 units) and conceptual plans have been created for both. OTSH will soon be ready to negotiate the donation/acquisition of the sites and begin the financing and entitlement processes.

Community Preserve

OTSH is working with the Napa Valley Vintners to develop a "Community Preserve." Much like the Ag Preserve that protects our vineyards, a community preserve would assure that our communities maintain the diverse population necessary to maintain the small-town quality we all love. A percentage of existing housing stock would be made available for low-to-moderate income families and seniors. These units

would be deed-restricted for 50 years; if just 10 housing units were preserved in each of our five cities for each of the next ten years, it would mean 500 families would have housing security at a much lower cost than building new homes. The Community Preserve would purchase the properties at market value and resell them at a price that allows income-qualified individuals and families to purchase or rent them. The loss between market rate and resale is significantly less than the cost to build new housing.

City of St. Helena Housing Plan

Over the next year, OTSH will also provide technical support to the City of St. Helena to develop and implement a housing strategy. The City of St. Helena's objective is to meet the Regional Housing Needs Allocation of 31 housing units (8 units for very low-income households, 5 for low-income households, 5 for moderate-income households, and 13 for above moderate-income households) by 2022.

To support the organization's ongoing construction projects and general goal to provide housing opportunities for the people who are vital to St. Helena, there are additional operating expenses that will be incurred in the next year. After functioning as an operations board with one part-time contract employee, we are now in need of hiring staff, establishing a place of business, and building a digital presence.

- **Staffing:** Over the next year, OTSH will contract three, part-time consultants including a Project Consultant, a Grant Writer and a Housing Counselor, and employ three employees to support Brenkle Court including a part-time Self-Help Program Manager, a full-time Site Supervisor and a part-time Administrator. City of St. Helena funds will be used towards a part-time, contract grant writer who will research and pursue regional, state and national funding opportunities. Other staff costs will be paid through a USDA Rural Development loan.
- **Office Rent:** To house our growing team, OTSH will establish an office in St. Helena for administrative and construction staff.
- **Website and Social Media:** To promote our projects, educate potential donors and increase community awareness, OTSH will maintain and improve our digital presence through maintenance and further development of our website and social media strategies.
- **Project Related Expenses:** City of St. Helena funding will also be applied towards project-related expenses including insurance and accounting.

2. Describe the community support for your project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

OTSH has received support from the City of St. Helena, County of Napa, the Gasser Foundation, Napa Valley Community Fund and from private donors. OTSH receives financial support and technical assistance from USDA's Rural Development program and the Rural Community Assistance Corporation (RCAC). The organization is also supported through financing and technical assistance from Silicon Valley Bank, a St. Helena-based financial institution, which provides financing for the wine industry and affordable housing projects locally.

- b. What roles are they playing and how collaborative is the project?

RCAC has partnered with OTSH since the inception of this project and their knowledge and experience has played an integral part in our progress. USDA RD awarded a \$550K technical assistance grant, which will pay for staff and specific site costs for up to 19 mutual self-help homes.

to be built in St. Helena. The City of St. Helena has donated land and granted fee waivers for the Brenkle Court project. The City of St. Helena and the County of Napa have partnered with OTSH to provide supplemental funding to provide silent seconds for low-income homebuyers.

c. What other support exists for your project?

OTSH is led by a dynamic Board of Directors with expertise in banking and finance, nonprofit and public housing development, government lending programs, land use, redevelopment and affordable housing law, construction, land use planning, marketing, facilitation and asset management. The Board is also supported by an active Advisory Council that boasts a licensed architect, a real estate investor, a professional non-profit housing developer, an attorney and a banking executive.

OTSH has the support of local residents and winery owners in particular those who are interested in creating more affordable housing to support employees that commute from out of the area thus improving traffic conditions. OTSH is also working with two local developers to provide affordable housing expertise needed for their commercial projects. This work may result in OTSH obtaining land or funding to build affordable housing. The construction of the Brenkle Court houses will include volunteer labor from friends, family and local community members during construction.

3. Describe who will benefit from this project and estimate how many people this project/service/ program may impact.

The self-help ownership and rental projects under construction and/or development by OTSH will benefit 51 low and very-low income families. Seven of the eight families who will move into Brenkle Court will vacate local apartments, several of which are located in Stonebridge and Hunt's Grove, both of which have 2+-year waiting lists. This will create increased rental stock benefitting additional individuals in our community.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

OTSH housing developments like Brenkle Court use an impartial lottery system to select participants from the pool of qualified applicants. Community members from all walks of life are invited to volunteer to help with any "self-help" affordable housing project we undertake. OTSH has a list of volunteers who are eager to participate in the Brenkle Court project.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

Brenkle Court will be almost completed by June 2019. By that point, sites will be identified and entitlement completed for other self-help projects and OTSH will have moved forward on at least one of the developer projects. OTSH plans for immediate deployment of the grant funds to support the strategies outlined above, well within the grant cycle deadline.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

OTSH was granted a loan in the amount of \$232,770 by the Napa County Board of Supervisors toward the cost of developing Brenkle Court. This loan will roll over into silent seconds for the homeowners based on need. Our work directly benefits St. Helena residents because it is providing housing in the

Low and Very Low-Income brackets, which fulfills the City's RHNA obligation and, by becoming entitled in December of 2016, this project also fulfilled the City's first deadline under the Calderon settlement. Most importantly, it will provide much needed housing for working families in our town.

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

Not applicable

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

In addition to Brenkle Court, OTSH is in the pre-development stage of a multi-site rental project that would provide two and three-bedroom units to low-income farmworkers and their families. This project would be funded through Low Income Housing Tax Credits and USDA Rural Development. In addition, the USDA could provide rental assistance so that no tenant is paying more than 30% of their income for rent and utilities.

Two sites have been identified (one for 12 units and one for 20 units) and conceptual plans have been created for both. OTSH will soon be ready to negotiate the donation/acquisition of the sites and begin the financing and entitlement processes.

OTSH has requested that the City of St. Helena allow us to apply \$3,000 of 2017-18 grant funding towards a grant writer. Because Brenkle Court was delayed for 5 months due to contractor availability we did not need to open an office during the 2017-18 grant period. To date, OTSH's grant writer completed a \$200,000 request to the Federal Home Loan Bank of San Francisco to cover project-related costs. Funding awards will be announced in June 2018.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

[illegible]

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 27 2013

OUR TOWN ST HELENA
C/O MARY STEPHENSON
1451 OAK ST
SAINT HELENA, CA 94574-1826

Employer Identification Number:
26-4247407
DLN:
17053086323013
Contact Person:
DIANE M GENTRY ID# 31361
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 21, 2013
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

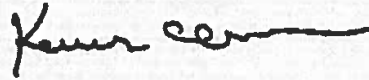
Letter 947 (DO/CG)

-2-

OUR TOWN ST HELENA

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

- 3 -

OUR TOWN ST HELENA

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Notice 2011-44. Your effective date of exemption, as shown in the heading of this letter, is the postmark date of your application.

Letter 947 (DO/CG)

OUR TOWN ST. HELENA**OPERATING BUDGET**

	BUDGET 2017	ACTUAL 2017	BUDGET 2018
INCOME 4000 - CONTRIBUTIONS	20,000.00	17,000.00	20,000.00
4500 - RESTRICTED REVENUE (GRANTS)	63,000.00	53,004.63	80,000.00
4800 - RENTAL INCOME	28,980.00	29,220.00	31,000.00
TOTAL INCOME	111,980.00	99,224.63	131,000.00
EXPENSE 5100 - CONTRACT SERVICES			
5110 - ACCOUNTING FEES	6,500.00	5,250.00	6,500.00
5120 - LEGAL FEES	4,000.00		4,000.00
5130 - CONSULTANTS	53,000.00	30,963.00	35,000.00
5140 - INTERNET SERVICES	250.00	503.28	600.00
5150 - REPAIRS	500.00	1,090.56	1,200.00
TOTAL - CONTRACT SERVICES	64,250.00	37,806.84	47,300.00
5200 - BANK FEES			
5210 - INTEREST EXPENSE		6.56	250.00
5200 - BANK FEES OTHER	300.00	141.55	300.00
TOTAL - BANK FEES	300.00	148.11	550.00
5300 - OFFICE SPACE			
5310 - RENT	12,000.00	-	8,000.00
5320 - UTILITIES	600.00	1,277.15	2,000.00
TOTAL - OFFICE SPACE	12,600.00	1,277.15	10,000.00
5400 - CONSUMABLE SUPPLIES	400.00	-	400.00
5800 - INSURANCE			
5801 - GENERAL LIABILITY		46,980.94	48,000.00
5802 - DIRECTORS AND OFFICERS	12,000.00	598.19	700.00
5803 - BONDS	250.00	652.06	700.00
5804 - PROPERTY 2081 BIRCH ST.	850.00	844.01	900.00
5812 - TITLE INSURANCE	800.00	926.00	1,000.00
TOTAL - INSURANCE	13,900.00	50,001.20	51,300.00
5900 - TAXES & LICENSES			
5910 - REAL ESTATE TAXES	17,000.00	19,007.72	19,200.00
5915 - RE WITHHOLDING TAX	400.00	411.32	415.00
5900 - TAXES & LICENSES OTHER	100.00	75.00	100.00
TOTAL - TAXES & LICENSES	17,500.00	19,494.04	19,715.00
6000 - DUES & SUBSCRIPTIONS	475.00	718.00	800.00
PAYROLL EXPENSES	-		
TOTAL EXPENSE	109,425.00	109,445.34	130,065.00
NET INCOME	2,555.00	(10,220.71)	935.00

Note: This does not include the project at 684 McCorkle which we anticipate will sell out this year, impacting the Balance Sheet and Income portion of the budget.

1:24 PM
01/12/17
Accrual Basis

Our Town St. Helena
Profit & Loss by Class
January through December 2017

	2081 Birch Street	684 McCorkle	General & Admin	USDA Self-Help	TOTAL
Income					
4000 - Unrestricted Revenue					
4010 - Unrestricted Contrib					
4010 - Unrestricted Contribut.	0.00	0.00	1,000.00	0.00	1,000.00
4010 - Unrestricted Contrib - Other	0.00	0.00	15,000.00	0.00	15,000.00
Total 4010 - Unrestricted Contrib	0.00	0.00	16,000.00	0.00	16,000.00
Total 4000 - Unrestricted Revenue	0.00	0.00	16,000.00	0.00	16,000.00
4500 - Temp. Restricted Revenue					
4505 - Interest Income, Bank Ac	0.00	0.00	4.63	0.00	4.63
4550 - Temp Restr. Grants	0.00	0.00	0.00	53,000.00	53,000.00
Total 4500 - Temp. Restricted Revenue	0.00	0.00	4.63	53,000.00	53,004.63
4800 - Rental Income 2081 Birch	29,220.00	0.00	0.00	0.00	29,220.00
Total Income	29,220.00	0.00	16,004.63	53,000.00	98,224.63
Gross Profit	29,220.00	0.00	16,004.63	53,000.00	98,224.63
Expense					
5100 - Contract Services					
5110 - Accounting Fees	0.00	0.00	5,250.00	0.00	5,250.00
5130 - Consultants	0.00	0.00	0.00	30,963.00	30,963.00
5150 - Repairs	1,090.56	0.00	0.00	0.00	1,090.56
Total 5100 - Contract Services	1,090.56	0.00	5,250.00	30,963.00	37,303.56
5140 - Internet Services	0.00	0.00	503.28	0.00	503.28
5200 - Bank Fees					
5210 - Interest Expense	0.00	0.00	6.56	0.00	6.56
5200 - Bank Fees - Other	0.00	0.00	141.55	0.00	141.55
Total 5200 - Bank Fees	0.00	0.00	148.11	0.00	148.11
5300 - Office Space					

1:24 PM
01/12/11
Accrual Basis

Our Town St. Helena
Profit & Loss by Class
January through December 2017

	2081 Birch Street	584 McCorkle	General & Admin	USDA Self-Help	TOTAL
5320 - Utilities	0.00	1,277.15	0.00	0.00	1,277.15
Total 5300 - Office Space	0.00	1,277.15	0.00	0.00	1,277.15
5800 - Insurance					
5801 General Liability	0.00	45,488.10	1,492.84	0.00	46,980.94
5802 - Directors and Officers	0.00	0.00	598.19	0.00	598.19
5803 - Bonds	0.00	326.03	326.03	0.00	652.06
5804 - Property	844.01	0.00	0.00	0.00	844.01
5812 - Title Insurance	0.00	926.00	0.00	0.00	926.00
Total 5800 - Insurance	844.01	46,740.13	2,417.06	0.00	50,001.20
5900 - Taxes & Licenses					
5910 - Real Estate Tax	8,739.04	10,268.68	0.00	0.00	19,007.72
5915 - RE Withholding Tax	411.32	0.00	0.00	0.00	411.32
5900 - Taxes & Licenses - Other	0.00	0.00	75.00	0.00	75.00
Total 5900 - Taxes & Licenses	9,150.36	10,268.68	75.00	0.00	19,494.04
6000 - Dues & Subscriptions	0.00	0.00	718.00	0.00	718.00
Total Expense	11,084.93	58,285.96	9,111.45	30,963.00	109,445.34
Net Income	18,135.07	-58,285.96	6,893.18	22,037.00	-11,220.71

Attachment 11



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: Rianda House Senior Activity Center (Rianda House)
 Organization Mailing Address: 1475 Main Street, St. Helena, CA 94574
 Organization Telephone Number: (707) 963-8555
 Organization Website: www.riandahouse.org
 Federal Tax ID Number and Status: 501c3 #20-2411077
 How long has your organization been in operation? 10 years

List of Board Members and Officers: (if applicable)

<u>Kristine Coryell, Chair & Co-Treasurer</u>	<u>Cynthia Kee</u>
<u>Bonnie Thoreen, Co-Treasurer</u>	<u>Susan Kenward</u>
<u>Stephen Buehl, Secretary</u>	<u>Jon Lail</u>
<u>Carol Gruetzner</u>	<u>Martha May</u>
	<u>Priscilla Upton</u>

Contact Information

Who is the single point of contact for your organization?

Name: Julie Spencer
 Address: 1475 Main Street, St. Helena, CA 94574
 Phone: (707) 963-8555
 Email: julie@riandahouse.org

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julie Spencer

Signature

Julie Spencer

Title Executive Director

Date

March 28, 2018

Grant Request

Project or Program Name: Rianda House Senior Activity Center - General 2018 Programming
 Address of Project or Program: 1475 Main Street, St. Helena, CA 94574
 Requested Grant Amount: \$10,000
 Matching Funds: Matching funds come from a diverse number of other funding streams.
 TOTAL Project or Program Cost: \$161,750

Application Questions

1. Describe service/program including objectives and goals and explain how you will meet these goals.

Rianda House provides St. Helena seniors with programs, services and experiences that stimulate minds, strengthen bodies and promote independent living. Rianda House is not a typical senior center, but instead is a beautiful, fun and lively space that celebrates aging and vibrant living. Each year, 800+ older adults access health, safety, financial and legal resources in their own towns, share healthy meals, get their bodies moving in fun exercise classes, learn how to prepare for retirement, make new friends, find new purpose in this next chapter of life -- *and live longer, better.*

Rianda House approaches aging differently. We believe in:

- **Collaboration.** Building and nurturing strong, creative partnerships allows us to meet real needs, strengthen programs and avoid duplication. In addition to a broad range of in-house classes and activities, Rianda House leverages hundreds of thousands of dollars in services each year through collaborations with 25+ service partners whose staff and expertise allow us to offer a wide range of evidence-based programs in English & Spanish.
- **Power of Community.** Rianda House is run on volunteer fuel, with community members serving as greeters, resource navigators, teachers and lecturers. We believe that civic engagement keeps us healthy and young, and that everyone in our community benefits from hands-on opportunities to connect and give.
- **Prevention-Focused, Holistic Approach to Aging.** Rianda House programming addresses all aspects of aging—mental and physical health, finances, social connections – so that seniors can remain safely in their homes.
- **Level Playing Field.** Given the financial diversity in our community, we work hard to ensure that all programs are offered in neighborhood locations and at no-cost so that all seniors, regardless of age, economics, transportation and language, are able to easily access services.
- **Spirit of Fun.** The best way to connect people to each other, and to programs, is to start from a place of joy. Seniors are greeted with a warm smile, a cup of coffee and a kind word that builds confidence and trust so that they are willing to ask for help when they need it.

Over the last 10 years, Rianda House has provided consistent, community-driven programming and advocacy to meet the needs of St. Helena seniors. Through in-house programming and strategic partnerships, Rianda House currently offers three key programs:

- **Healthy Minds, Healthy Bodies** offers a full complement of prevention-focused, bilingual physical and mental health classes and services focusing on brain fitness, strength training, falls prevention, nutrition, chronic disease prevention and management, congregate meals, grief support and health screenings.
- **Community Connections** provide a safety net of comprehensive services for seniors, families,

caregivers and concerned individuals. Rianda House offers co-located services, information and referrals to regional programs and resources with outreach and education to local seniors.

- **Friends for Life** provides opportunities to socialize, volunteer and connect with the larger community so that seniors can thrive. Keeping our older generation fully engaged creates a healthier community for generations to come.

In addition to maintaining these ongoing services, we have also set ambitious goals for 2018 that will allow us to serve more seniors, better:

- **Goal #1: Increase access to local resources by addressing transportation gaps.** Through Rianda House's leadership of the UpValley Senior Collaborative (UVSC), we will continue to seek a solution to fill the gap in low-cost public transportation options to St. Helena Hospital. The UVSC will meet with public transportation providers, volunteer groups and St. Helena Hospital to leverage collaborative opportunities to close this gap. Once the solution is established, promotion through our usual, effective outreach avenues, will increase awareness within the community.
- **Goal #2: Expand and sustain the Healthy Minds, Healthy Bodies program to provide more wellness services.** Partner with Collabria Care to jointly fund and offer weekly Brain Fitness classes, monthly cognitive screening and bimonthly caregiver counseling. Increase resource and referral capacity through training for staff and volunteers provided by Collabria Care.
- **Goal #3: Increase our service capacity through expanded facilities.** Complete an action plan to expand and improve our physical spaces, including private office space, resource library and parking area, in order to provide additional one-on-one counseling and referral services and relieve the congestion at the Center caused by 40-80+ people attending programs on busy days.

As a result of this work, Rianda House expects that:

- More seniors and St. Helena residents will be able to access the services that they need to be healthy, maintain their brain health, and gain caregiver support.
- More seniors will have easy access to the programs and resources at Rianda House because of expanded facilities and parking.

2. Describe the community support for your project.

Rianda House provides a hub for no-cost senior wellness services that are not otherwise available locally in UpValley communities. **We have created 25+ strategic partnerships with Napa County agencies that leverage resources and services that would not otherwise exist in the community.** At no cost to our partners, Rianda House provides co-located partner staff with well-appointed space, expertise in local outreach and coordination of services.

When existing services do not meet specific local needs, Rianda House creates new opportunities for seniors to improve their health and wellness, such as our Parkinson's Disease support and expertise program. This resource-efficient model is highlighted by these key partnerships:

- The City of St. Helena Recreation Department offers local facilities, including meeting space and the community pool, and works alongside Rianda House to develop and coordinate senior exercise opportunities that promote positive health practices and long-term improvements in health status.
- UpValley Family Center provides Rianda House seniors specific economic assistance services, income tax preparation support and case management for high-need individuals.
- Community Action Napa Valley's Senior Nutrition Program (aka Meals On Wheels) offers nutritious meals to local seniors through congregate meals offered at Rianda three times per week and daily delivery of meals coordinated in our commercial kitchen to homebound persons. Each month, we partner to improve the health and social connectedness of 50 seniors.

2.

- Mentis helps us expand our reach to Latinos and high-needs seniors with bilingual service navigation, case management, and mental health screenings. Through our partnership with Mentis, we are able to provide a high level of mental health service expertise to very isolated people.
- Adventist Health St. Helena (aka St. Helena Hospital) is a vital partner to help our senior clients manage chronic illnesses. Adventist Health conducts on-site health screenings, diabetes, heart health and cancer education workshops, and provides instructors for numerous wellness classes.

We continually expand our partnerships and in-house program offerings through our leadership and coordination of the Rianda House Program Committee and the UpValley Senior Collaborative, two intentional strategies for involving the community in our work.

- The **Rianda House Program Committee** works to create, coordinate and promote local programming for seniors, including recreation programs and excursion, weekly Arts & Culture lecture series and life-long learning opportunities. Active members of the Program Committee include representatives of the City of St. Helena Recreation Department and Library; Napa Valley College UpValley Camps; Napa Valley History Society and City of Calistoga Recreation Services.
- The **UpValley Senior Collaborative** works to identify needs, leverage resources and create new training and support programs that meet the specific needs of UpValley seniors. Rianda House coordinates and facilitates monthly meetings attended by 15 partner agencies and community leaders, including Napa County Health & Human Services, Molly's Angels, Collabria Care, UpValley Family Center, St. Helena Hospital, Mentis as well as with Supervisor Diane Dillon.

Rianda House enjoys strong, consistent, unrestricted operating support from the local community that allows us to develop new programming and address facility needs. In 2017, 167 individuals and 25 businesses donated to support Rianda House. In addition, Rianda House is supported by the community in the following ways:

- 75 volunteers support the organization as greeters, program presenters, program committee members, vineyard committee members, gardeners, outreach ambassadors and Board members.
- Local churches, including St. Helena Presbyterian, St. Helena Methodist and Seventh Day Adventist churches, offer spaces in their buildings for classes and help with outreach.
- Local healthcare professionals offer classes, lectures and screenings in partnership with Rianda House and help with outreach to patients.
- Service clubs, including Soroptimists, Odd Fellows and Kiwanis support the Center through fundraising and special projects.

3. Describe who benefits from this project and estimate how many people the service/program may impact.

Rianda House serves approximately 800+ seniors, between 55 – 95+ years young, each year through its three program areas. Approximately 77% of Rianda House clients are women, and 17% live below the Elder Economic Index for Napa County. Caring family and friends of all ages also benefit.

4. Please explain how your service/program will be open and accessible to the St. Helena Community.

Like the 11,000 senior centers across the United States, Rianda House functions as a community focal point, providing a locus for community health and wellness “best practices” programming. Municipalities rank their senior centers, schools, libraries, and teen centers as top-funding priorities, because the health of the community is measured by how well the senior population is thriving, how well the youth is educated, and how well families are supported.

At Rianda House, the environment is purposefully welcoming and supportive. While older adults find

resources and programs tailored to their life-stage(s) at Rianda House, family members, caregivers and neighbors of all ages also use Rianda House as a clearinghouse for information relating to the challenges of helping someone cope with chronic disease, or simply for the intellectual stimulation found in lectures and classes. The majority of our classes and activities are offered no-to-low cost, and no one is prohibited from attending if he/she cannot afford the nominal fee.

Rianda House uses many communication platforms to ensure that the community is aware of the programs offered each week. Rianda House has a website featuring our activity calendar, the St. Helena Star publishes press releases and calendar postings, we have a Facebook page, we send email blasts to 950 readers, and a monthly calendar is "snail-mailed" to our postal mailing list to 570 individuals and 30 partners and businesses.

5. Describe how you will complete program within funding deadline of 6/30/19 & provide a timeline:

Rianda House anticipates completion of all three of our stated goals by June 30, 2019 by working on the following timeline:

- **Goal #1: Increase access to local resources by addressing transportation.** The UpValley Senior Collaborative will continue to meet monthly throughout the grant year to define strategies, advocate with transportation partners and promote enhanced services through social and printed media as well as word of mouth.
- **Goal #2: Expand and sustain the Healthy Minds, Healthy Bodies program to provide more wellness services.** Rianda House and Collabria will meet to identify needs and resources and develop program offerings in the fall to be offered throughout the winter and spring in order to increase local wellness services.
- **Goal #3: Increase our service capacity through expanded facilities.** The Facilities and Fund Development Committee of the Board of Directors will meet monthly to create specific strategies for facilities development and to execute fundraising plans to fund needed upgrades.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

Rianda House has received funding from the City of St. Helena since 2008, which has allowed us to provide consistent programming to the community. In 2016, Rianda House also received a grant award of \$2,100 from the City of Calistoga. City of St. Helena funding allows Rianda House to leverage other grants by demonstrating local support for our programming.

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much? No
8. If you received grant funds in 2017/18, give a short update on the status of your project and community impact community.

Rianda House received a \$10,000 grant in support of our Healthy Minds, Healthy Bodies program. In 2017, the program served 500 seniors through classes, support groups, one-on-one services, congregate meals and screenings. In addition, we have expanded the program to offer new support groups for caregivers and exercise classes for people who suffer from Parkinson's Disease and other mobility issues. We also continued to nurture the weekly Latino Elder program.

Rianda House Senior Activity Center - Program Budget 2018			
City of St. Helena Grant Request FY 2018/19			
	FTE	Program Total	Grant Request
Personnel			
Staff	3.0	88,500	
Payroll Expenses		7,650	
Total Personnel		96,150	7,500
Non-Personnel			
Direct Program Expense		6,800	0
Office Expenses		2,700	0
Instructors / Monitors (Contractors/Agencies)		13,000	2500
Janitorial Services		4,500	0
Printing / Postage		6,000	0
Outreach / Marketing		11,500	0
Reporting and Evaluations		2,200	0
Repair & Maintenance / Facilities		11,700	0
Utilities		7,200	0
			0
Sub Total		65,600	0
Total Program Expense		161,750	\$10,000
INCOME			
Revenues			
Rentals & Class Fees		24,000	
Total Revenues		24,000	
Committed Funds			
City of St. Helena		10,000	
Board Pledges		10,000	
Prairie Foundation		35,000	
Napa Valley Vintners		42,000	
Total Committed		97,000	
Pending Funds	Notice Date		
Fundraising Revenue	Jun-18	40,750	
Total Pending		40,750	
TOTAL INCOME		161,750	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 13 2005**

GUNILDA RIANDA SENIOR CENTER
ASSOCIATION
1475 MAIN ST
ST HELENA, CA 94574-1813

Employer Identification Number:
20-2411077
DLN:
17053266017005
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
FEBRUARY 3, 2005
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

-2-

GUNILDA RIANDA SENIOR CENTER

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner", with a stylized flourish at the end.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 1045 (DO/CG)

12:35 PM
03/17/18
Cash Basis

Rianda House Senior Activity Center
Profit & Loss Budget vs. Actual
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Contributions and Gifts				
4005 · General Donation	12,611.12	10,000.00	2,611.12	126.11%
4010 · Direct Appeal Revenue	47,616.40	25,000.00	22,616.40	190.47%
4015 · Board Contributions	27,207.35	25,000.00	2,207.35	108.83%
4020 · Grants and Foundations	150,327.10	157,000.00	-6,672.90	95.75%
4025 · Community Groups & Businesses	21,073.25	16,000.00	5,073.25	131.71%
4030 · Planned Giving	208,317.77	10,000.00	198,317.77	2,083.18%
4035 · Pledges	1,875.00	2,000.00	-125.00	93.75%
4040 · Recycling	3,028.22	2,500.00	528.22	121.13%
4045 · Coin Bank	0.00	0.00	0.00	0.0%
Total 4000 · Contributions and Gifts	472,056.21	247,500.00	224,556.21	190.73%
4100 · Fundraising Events & Campaigns				
4110 · Fundraising Events - Other	10,146.00	10,000.00	146.00	101.46%
4125 · Annual Fundraising Event	123,301.38	115,000.00	8,301.38	107.22%
4140 · Brick Inscription	425.00	500.00	-75.00	85.0%
Total 4100 · Fundraising Events & Campaigns	133,872.38	125,500.00	8,372.38	106.67%
4200 · Program Revenue				
4205 · Arts & Lectures	942.00	3,000.00	-2,058.00	31.4%
4210 · Fees - Programs	20,307.47	25,000.00	-4,692.53	81.23%
Total 4200 · Program Revenue	21,249.47	28,000.00	-6,750.53	75.89%
4300 · Miscellaneous Income				
4305 · Dividend Income & Capital Gains	7,503.22			
4310 · Interest Income	144.04	3,500.00	-3,355.96	4.12%
4315 · Rent	1,010.00	2,000.00	-990.00	50.5%
4320 · Refund / Rebate	383.15			
Total 4300 · Miscellaneous Income	9,040.41	5,500.00	3,540.41	164.37%
Total Income	636,218.47	406,500.00	229,718.47	156.51%
Cost of Goods Sold				
5100 · Special Events & Campaign Costs				
5110 · Fundraising Events - other	3,306.04	2,500.00	806.04	132.24%
5125 · Annual Fundraising Event	22,570.16	20,000.00	2,570.16	112.85%
5150 · Brick Inscription	384.16			
Total 5100 · Special Events & Campaign Costs	26,260.36	22,500.00	3,760.36	116.71%
Total COGS	26,260.36	22,500.00	3,760.36	116.71%
Gross Profit	609,958.11	384,000.00	225,958.11	158.84%
Expense				
6000 · Program Expense				
6100 · Direct Program Expense	6,847.06	4,500.00	2,347.06	152.16%
6200 · Instruction	11,983.00	14,000.00	-2,017.00	85.59%
6400 · Salaries- Programing	86,324.31	85,000.00	1,324.31	101.56%
6450 · Payroll Expenses - Programing	7,361.78	7,550.00	-188.22	97.51%
6500 · Community Outreach	1,866.75	1,500.00	366.75	124.45%
6600 · Reporting and Evaluations	1,944.00	2,200.00	-256.00	88.36%
6700 · Printing/Postage - Calendar	2,742.49	7,200.00	-4,457.51	38.09%
6750 · Marketing	7,224.08	11,000.00	-3,775.92	65.67%
6800 · Supplies				
6805 · Hospitality	1,438.11	1,500.00	-61.89	95.87%

12:36 PM
03/7/18
Cash Basis

Rianda House Senior Activity Center
Profit & Loss Budget vs. Actual
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
6810 · House supplies	1,392.26	1,500.00	-107.74	92.82%
6815 · Subscriptions - newspapers/mag	97.86	400.00	-302.14	24.47%
Total 6800 · Supplies	2,928.23	3,400.00	-471.77	86.12%
6900 · Occupancy				
6905 · Janitorial Services	4,425.00	4,500.00	-75.00	98.33%
6910 · Repairs & Maintenance	3,330.28	7,000.00	-3,669.72	47.58%
6915 · Facility Improvements	654.40	2,700.00	-2,045.60	24.24%
6920 · Landscaping	64.64	1,200.00	-1,135.36	5.39%
6925 · Utilities	6,849.03	7,200.00	-350.97	95.13%
6930 · Pest Control	225.00	300.00	-75.00	75.00%
6935 · Trash Removal	904.11	1,000.00	-95.89	90.41%
6945 · Depreciation Expense	31,296.00	31,300.00	-4.00	99.99%
Total 6900 · Occupancy	47,748.46	55,200.00	-7,451.54	86.5%
Total 6000 · Program Expense	176,970.16	191,550.00	-14,579.84	92.39%
7000 · Management/General				
7100 · Salaries - Management	40,333.45	40,000.00	333.45	100.83%
7150 · Payroll Expenses - Management	7,415.31	7,430.00	-14.69	99.8%
7200 · Professional				
7205 · Accounting / Tax prep	4,450.00	5,500.00	-1,050.00	80.91%
7210 · Computer - IT Services	390.00	2,500.00	-2,110.00	15.6%
7215 · Outside Service	20.00	1,500.00	-1,480.00	1.33%
Total 7200 · Professional	4,860.00	9,500.00	-4,640.00	51.16%
7300 · Meeting Expense	645.40	1,000.00	-354.60	64.54%
7400 · Meals & Entertainment	814.90	400.00	414.90	203.73%
7500 · Travel	39.59	200.00	-160.41	19.8%
7550 · Retirement Admin. Fees	8,947.82	9,900.00	-952.18	90.38%
7600 · Insurance				
7605 · Health Insurance	9,054.00	8,700.00	354.00	104.07%
7606 · Health Insurance - Stipend	11,767.73	12,000.00	-232.27	98.06%
7610 · Liability Insurance	8,397.97	9,000.00	-602.03	93.31%
7615 · Workman's Comp	2,768.00	6,000.00	-3,232.00	46.13%
Total 7600 · Insurance	31,987.70	35,700.00	-3,712.30	89.6%
7700 · Office Expense				
7705 · Postage	345.00	600.00	-255.00	57.5%
7710 · Telephone	4,443.42	5,000.00	-556.58	88.87%
7715 · Copier Lease	6,480.98	2,500.00	3,980.98	259.24%
7720 · Office Supplies	1,435.16	3,000.00	-1,564.84	47.84%
7735 · Satellite Office - Rent	7,800.00	7,800.00	0.00	100.0%
Total 7700 · Office Expense	20,504.56	18,900.00	1,604.56	108.49%
7800 · Electronic Communication	4,459.72	3,000.00	1,459.72	148.66%
7900 · Other Management Expenses				
7910 · Bank Charges	683.76	300.00	383.76	227.92%
7915 · Compliance fees & registration	346.91	600.00	-253.09	57.82%
7920 · Continuing Education	135.00	500.00	-365.00	27.0%
7925 · Dues-Subscriptions-Membership	782.99	700.00	82.99	111.86%
Total 7900 · Other Management Expenses	1,948.66	2,100.00	-151.34	92.79%
Total 7000 · Management/General	121,957.11	128,130.00	-6,172.89	95.18%
8000 · Fundraising Expenses				
8050 · Salaries - Fundraising	40,333.39	40,000.00	333.39	100.83%

12:36 PM
03/17/18
Cash Basis

Rianda House Senior Activity Center
Profit & Loss Budget vs. Actual
January through December 2017

	<u>Jan - Dec 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
8055 - Payroll Expenses - Fundraising	3,213.04	3,620.00	-406.96	88.76%
8100 - Direct Appeal Expenditures	3,631.24	5,000.00	-1,368.76	72.63%
8200 - Direct Board Appeal Expense	0.00	1,000.00	-1,000.00	0.0%
8400 - Grant & Fund Development	5,747.50	12,000.00	-6,252.50	47.9%
8600 - Fundraising Admin	1,305.00	1,500.00	-195.00	87.0%
Total 8000 - Fundraising Expenses	54,230.17	63,120.00	-8,889.83	85.92%
9400 - Temporarily Restricted Projects				
9700 - Vineyard Group Restricted Funds	815.00	1,200.00	-385.00	67.92%
Total 9400 - Temporarily Restricted Projects	815.00	1,200.00	-385.00	67.92%
Total Expense	353,972.44	384,000.00	-30,027.56	92.18%
Net Ordinary Income	255,985.67	0.00	255,985.67	100.0%

12:52
03/29/18
Cash Basis

Rianda House Senior Activity Center
Approved Operating Budget
January through December 2018

	<u>Jan - Dec 18</u>
Ordinary Income/Expense	
Income	
4000 · Contributions and Gifts	
4005 · General Donation	15,000.00
4010 · Direct Appeal Revenue	18,000.00
4015 · Board Contributions	20,000.00
4020 · Grants and Foundations	157,000.00
4025 · Community Groups & Businesses	15,000.00
4030 · Planned Giving	10,000.00
4035 · Pledges	2,000.00
4040 · Recycling	2,500.00
Total 4000 · Contributions and Gifts	<u>239,500.00</u>
4100 · Fundraising Events & Campaigns	
4110 · Fundraising Events - Other	17,000.00
4125 · Annual Fundraising Event	130,000.00
4140 · Brick Inscription	1,000.00
Total 4100 · Fundraising Events & Campaigns	<u>148,000.00</u>
4200 · Program Revenue	
4205 · Arts & Lectures	3,000.00
4210 · Fees - Programs	21,000.00
Total 4200 · Program Revenue	<u>24,000.00</u>
4300 · Miscellaneous Income	
4305 · Dividend Income & Capital Gains	0.00
4310 · Interest Income	3,500.00
4315 · Rent	1,000.00
4320 · Refund / Rebate	0.00
Total 4300 · Miscellaneous Income	<u>4,500.00</u>
Total Income	<u>416,000.00</u>
Cost of Goods Sold	
5100 · Special Events & Campaign Costs	
5110 · Fundraising Events - other	4,500.00
5125 · Annual Fundraising Event	24,000.00
5150 · Brick inscription	500.00
Total 5100 · Special Events & Campaign Costs	<u>29,000.00</u>
Total COGS	<u>29,000.00</u>
Gross Profit	<u>387,000.00</u>
Expense	
6000 · Program Expense	
6100 · Direct Program Expense	6,800.00
6200 · Instruction	13,000.00
6400 · Salaries- Programing	88,500.00
6450 · Payroll Expenses - Programing	7,650.00
6500 · Community Outreach	1,500.00
6600 · Reporting and Evaluations	2,200.00

12:52 AM
03/29/18
Cash Basis

Rianda House Senior Activity Center
Approved Operating Budget
January through December 2018

	<u>Jan - Dec 18</u>
6700 · Printing/Postage - Calendar	6,000.00
6750 · Marketing	10,000.00
6800 · Supplies	
6805 · Hospitality	1,000.00
6810 · House supplies	1,500.00
6815 · Subscriptions - newspapers/mag	200.00
Total 6800 · Supplies	<u>2,700.00</u>
6900 · Occupancy	
6905 · Janitorial Services	4,500.00
6910 · Repairs & Maintenance	6,500.00
6915 · Facility Improvements	2,700.00
6920 · Landscaping	1,200.00
6925 · Utilities	7,200.00
6930 · Pest Control	300.00
6935 · Trash Removal	1,000.00
6945 · Depreciation Expense	31,300.00
Total 6900 · Occupancy	<u>54,700.00</u>
Total 6000 · Program Expense	193,050.00
7000 · Management/General	
7100 · Salaries - Management	40,500.00
7150 · Payroll Expenses - Management	7,430.00
7200 · Professional	
7205 · Accounting / Tax prep	4,500.00
7210 · Computer - IT Services	2,000.00
7215 · Outside Service	1,500.00
Total 7200 · Professional	<u>8,000.00</u>
7300 · Meeting Expense	1,000.00
7400 · Meals & Entertainment	1,000.00
7500 · Travel	200.00
7550 · Retirement Admin. Fees	2,578.00
7555 · 401-K Employer Match	7,322.00
7600 · Insurance	
7605 · Health Insurance	10,630.00
7606 · Health Insurance - Stipend	12,000.00
7610 · Liability Insurance	9,000.00
7615 · Workman's Comp	2,750.00
Total 7600 · Insurance	<u>34,380.00</u>
7700 · Office Expense	
7705 · Postage	600.00
7710 · Telephone	5,000.00
7715 · Copier Lease	6,500.00
7720 · Office Supplies	3,000.00
7735 · Satellite Office - Rent	7,800.00
Total 7700 · Office Expense	<u>22,900.00</u>

12:52 AM
03/29/18
Cash Basis

Rianda House Senior Activity Center
Approved Operating Budget
January through December 2018

	<u>Jan - Dec 18</u>
7800 · Electronic Communication	2,520.00
7900 · Other Management Expenses	
7910 · Bank Charges	300.00
7915 · Compliance fees & registration	600.00
7920 · Continuing Education	1,500.00
7925 · Dues-Subscriptions-Membership	700.00
Total 7900 · Other Management Expenses	<u>3,100.00</u>
Total 7000 · Management/General	<u>130,930.00</u>
8000 · Fundraising Expenses	
8050 · Salaries - Fundraising	41,500.00
8055 · Payroll Expenses - Fundraising	3,620.00
8100 · Direct Appeal Expenditures	5,000.00
8200 · Direct Board Appeal Expense	1,000.00
8400 · Grant & Fund Development	10,000.00
8600 · Fundraising Admin	1,500.00
Total 8000 · Fundraising Expenses	<u>62,620.00</u>
9400 · Temporarily Restricted Projects	
9700 · Vineyard Group Restricted Funds	400.00
Total 9400 · Temporarily Restricted Projects	<u>400.00</u>
Total Expense	<u>387,000.00</u>

RIANDA HOUSE ACTIVITY CALENDAR ~ APRIL 2010

1475 Main Street, St. Helena ~ Monday thru Friday 9:00 am – 5:00 pm www.riandahouse.org (707) 963-8555

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 9:30 French Club 10:00 A Matter of Balance #8 of 8 12:00 Lunch Bunch 12:30 Duplicate Bridge 3:00 Autobiography Writing The Mechanical Quilt Workshop Sat, April 7 & Sun, April 8, 10 - 4 pm Pre-registration Call 963-8555, ext. 103	3 7:30 Strength Training – Presby. Church 10:00 Amistad y Apoyo 10:30 Tai Chi 12:00 Lunch Bunch 12-1 Senior Resource Specialist 3:00 Readers' Theater 4:00 Techno Tuesday: Computers	4 9:30 Brain Fitness Workout 10:00 "Zentangle Art" Class # 1 of 2 11:00 Memory Screenings - By appt. 1:10 PWRIMoves for Parkinson's 3:00 Care Provider Orientation: Napa County IHSS Department 3:00 "Beekeeping Presentation" Led by David Moreland	5 7:30 Strength Training – Presby. Church 8:15 Gents & A Cuppa Joe 9:30 Bridge Lessons 10:30 Solstice Writers 12:30 Needlers & Fiber Arts Club 1:00 "The SAVVY Caregiver" #3 of 6 3:00 Support Group for Caregivers: for folks with Memory Loss	6 1:00 PWRIMoves - in Callistoga 2:00 Tai Chi - in Callistoga 9:30 Walking Group Care-Provider Orientation: En Español Napa IHSS Department 12:00 Lunch Bunch 1:00 Mah Jongg & Table Games 1:15 Current Events with Henry 4:00 RH Art Gallery Artist Reception
9 10:00 Current Events - In Callistoga 9:30 French Club 12:00 Lunch Bunch 12:30 Duplicate Bridge 3:00 Autobiography Writing	10 7:30 Strength Training – Presby. Church 8:30 "Wild Flower Hike" 10:00 Amistad y Apoyo 10:30 Victim Services Advocate 10:30 Tai Chi 12:00 Lunch Bunch 12-1 Senior Resource Specialist 3:00 Readers' Theater 4:00 Techno Tuesday: Computers	11 9:30 Brain Fitness Workout 10:00 "Zentangle Art" Class # 2 of 2 1:10 PWRIMoves for Parkinson's 3:00 History of Napa Valley: "Indigenous People of NV" Led by Charlie Toledo	12 7:30 Strength Training – Presby. Church 8:15 Gents & A Cuppa Joe 9:30 Bridge Lessons 10:30 Solstice Writers 12:30 Needlers & Fiber Arts Club 1:00 "The SAVVY Caregiver" #4 of 6 3:30 Parkinson's Support Group	13 1:00 PWRIMoves - in Callistoga 2:00 Tai Chi - in Callistoga 9:00 Walking Group 12:00 Lunch Bunch 1:15 Current Events – No class today Mah Jongg Tournament 12:00 - 4:30 pm Pre-Reg required
16 9:30 French Club 12:00 Lunch Bunch 12:30 Duplicate Bridge 1:15 Aspects of Spirituality # 1 of 8 3:00 Autobiography Writing	17 7:30 Strength Training – Presby. Church 10:00 Amistad y Apoyo 10:30 Tai Chi 12:00 Lunch Bunch 12-3 Health Insurance Counseling 3:00 Readers' Theater 4:00 Techno Tuesday: Cell	18 11:00 Lunch & Learn in Callistoga: Fair Housing Napa Valley, Presented by Sarah Patton 9:30 Brain Fitness Workout 1:10 PWRIMoves for Parkinson's 3:00 Earth Day: "All About Recycling" with Amanda Griffiths	19 7:30 Strength Training – Presby. Church 8:15 Gents & A Cuppa Joe 9:30 Bridge Lessons 10:30 Solstice Writers 12:30 Needlers & Fiber Arts Club 1:00 "The SAVVY Caregiver" #5 of 6 3:00 Support Group for Caregivers: for folks with Memory Loss	20 1:00 PWRIMoves - in Callistoga 2:00 Tai Chi - in Callistoga 9:00 Walking Group 12:00 Lunch Bunch 1:00 Mah Jongg & Table Games 1:15 Current Events with Henry
23 10:00 Current Events - in Callistoga 9:30 French Club 12:00 Lunch Bunch 12:30 Duplicate Bridge 1:15 Aspects of Spirituality #2 of 8 3:00 Autobiography Writing	24 7:30 Strength Training – Presby. Church 10:00 Amistad y Apoyo 10:30 Tai Chi 12:00 Lunch Bunch 12-1 Senior Resource Specialist 3:00 Readers' Theater	25 9:30 Brain Fitness Workout 1:10 PWRIMoves for Parkinson's - No class today Excursion: Giants vs. Nationals Wednesday, April 25 Rianda House Pick up At 9:30 am Call 942-2838 Callistoga Rec. to Register	26 7:30 Strength Training – Presby. Church 8:15 Gents & A Cuppa Joe 9:30 Bridge Lessons 10:30 Solstice Writers 12:30 Needlers & Fiber Arts Club 1:00 "The SAVVY Caregiver" #6 of 6	27 1:00 PWRIMoves - in Callistoga 2:00 Tai Chi - in Callistoga 9:00 Walking Group 12:00 Lunch Bunch - March Birthdays 1:00 Mah Jongg & Table Games 1:15 Current Events with Henry
30 9:30 French Club 12:00 Lunch Bunch 12:30 Duplicate Bridge 1:15 Aspects of Spirituality #3 of 8 3:00 Autobiography Writing	Rianda House Lunch Bunch Enjoy a nutritious meal with friends Monday, Tuesday & Friday at Noon Call Rianda House to make reservations the day before your meal: 963-8555 For home delivered meals: Call Meals on Wheels (707) 253-6111			
Mark your calendars to ... Ready, Set, Give & Celebrate! Rianda House's 10th Anniversary! Donate Throughout May & Attend Classic Car & Art Show 5/20/18				Save The Date: Celebrating Seniors Meditation: 5/4, 9:30 am History of Napa Valley Series - "St Helena Cemetery Walking Tour:" 5/9, 3:00 pm "Back to the Future" Movie at Cameo: TBA Music Appreciation: "Opera" with Kayleen Asbo 5/23, 4:00 pm. HICAP: "Understanding Your Medicare." Wed, May 30, 10:00 am.

THE MONTHLY WRINKLE

APR. 2018

RIANDA HOUSE

1475 Main Street, St. Helena, CA 94574
(707) 963-8555 www.riandahouse.org

Curious Minds Of All Ages Welcome!

Rianda House Senior Activity Center is a 501 (c)(3) not-for-profit organization funded solely by grants, fundraisers, contributions and volunteer support. Your contributions of any type are much appreciated and help us provide these enriching UpValley programs and resource services.

One-Time Events: RSVP always appreciated - 963-8555. Attendance free, unless noted to cover instructor and material fees.

Rianda House Art Gallery Features "Donna Broder:" Exhibit runs from March 5 - April 15. Donna's work features mixed media that includes monotypes, encaustic monotypes and watercolors. Artist Reception: Fri, Apr. 6, 4:00 - 5:30 pm. Artists Talk at 4:30 pm.

"A Matter of Balance" Series-Instructors Kris Coryell & Paul Trette: Mon., Feb. 5 - Apr. 2, 10:00 - Noon. Many older adults experience concerns about falling and restricting their activities. A MATTER OF BALANCE is an award-winning program designed to reduce falls and increase activity levels. Class is full. This program is sponsored by Area Agency on Aging.

"The SAVVY Caregivers" Series with Alzheimer's Association: Thursdays, March 22 - April 26, 1:00 - 3:00 pm. A training program for family members or friends providing care for someone with Alzheimer's disease or a related dementia. This six-week program is about the what and how of caregiving. It is built around two ideas: 1 - You probably never expect to be a caregiver. 2 - And you never trained for the role. Registration is required. Call 800-272-3900.

"Beekeeping from Silicon Valley to North Dakota" Presentation by David Moreland: Wed., April 4, 3:00 pm. Come learn about the world of bees. A journey into almonds, Blue Orchard Bees and finally Honey Bees - David Moreland, AgPollen Apiaries-Towner, ND and Oakdale, CA. David's company currently maintains 5,000 hives that are used to pollinate our food, as well as make honey. David and his wife, Leslie, live south of St. Helena and have been members of our community for the past 15 years, when they moved from San Jose. You will learn about the fruits of their labor, and hopefully share in them as well as get your questions answered about the state of bees in America. RSVP appreciated.

Introduction to "Zentangle Art:" Wednesdays, April 4 & 11, 10:00 - Noon. The Zentangle method is a meditative practice of drawing patterns with no pre-determined outcome. You can learn how to create art by breaking down patterns, shading, and highlighting. There are no mistakes in "Zentangle." Class fee \$5 (includes materials). Pre-Registration: 963-8555, ext. 103.

"The Mechanical Quilt" 2-Day Workshop with Lynne Pillus: Sat., April 7, & Sun., April 8, 10:00 - 4:00 pm. In this two-day class, you will learn to create a pattern from your own photograph and then begin your fused raw-edged applique. Change in location. Workshop held at Rianda House. Cost \$95. Call Elizabeth, 963-8555, ext.103. Limited to 20 people.

Hike - Missimer Snell Valley Wildflower Preserve: Tuesday, Apr.10, 8:30 - 12:30 pm. Meet at Rianda House, 8:30 to car pool. This preserve is known for the diversity and display of spring wildflowers that occur in their extremely rare serpentine grassland habitat. Hike leader: Penny Proteau. Wear comfortable clothes & hiking shoes and bring water, lunch and a folding chair. Pre-Reg. 963-8555, ext. 101.

Napa Valley History Series: "The History of the Indigenous People" Led by Charlie Toledo - Wednesday, April 11, 3:00 pm. Charlie will speak about the Indigenous people in the Napa Valley as well as current happenings in the Indian community. She has been the director of the Suscol Council, an intertribal organization, for ten years. RSVP appreciated.

Rianda House 2nd Annual Mah Jongg Tournament: Friday, April 13, 12:00 - 4:30 pm. This is an intermediate-player tournament with national Mah Jongg rules directed by Susan De Lucca. There will be a \$35 fee per person, which includes lunch. There will be 1st, 2nd, & 3rd prize winners, along with a tournament door prize. Up to 32 players only! Pre-Registration: 963-8555, ext.103, by April 2.

Short-Term Classes & Workshops: Pre-Registration REQUIRED - 963-8555 Free, unless noted to cover instructor materials.

Autobiography Writing: Mondays, 3:00-5:00 pm. Jan. 22—May 7. Professor Ana Manwaring teaches this Napa Valley College course for beginning or seasoned writers. Get the tools needed to shape stories from the rich, raw materials of your life. We are grateful to the Napa Valley College for providing this non-credit, no-fee, course. Class will return June 11, 2018.

Aspects of Spirituality: Mondays, April 16 - June 11, 1:15 - 3:00 pm. Theresa Meyer facilitates this insightful, informal and educational 8-week seminar. Participants discuss varying topics gathered from thought-provoking books. Each seminar discusses topics from a different book. \$40 fee per seminar must be paid on or before April 16, (checks payable to R. H.). The book title for the Spring series will be available on Mar. 19; bring book to first class, April 16, (can be ordered online or Main St. Books in St. Helena).

Techno Tuesdays: Team up one-on-one with a tech-savvy tutor to learn the basic functions of your personal device.

Laptops & Tablets: 1st & 2nd Tuesdays, Apr. 3 & 10, 4:00 - 5:00 pm. Taught by RLS Middle School students.

Cell Phone 101: 3rd Tues., Apr. 17, 4:00 - 5:00 pm. Taught by PUC College Prep. students.

En Español: Amistad y Apoyo (Friendship & Support) Bienvenido a todo el mundo!

Amistad y Apoyo en St. Helena: Cada martes de las 10 hasta las 11:30. Un programa para que las personas mayores se unan para ofrecer amistad, diversión y apoyo. Grupo liderado por educadores profesionales que proporcionan discusiones de grupo sobre la salud física y emocional. Los temas varían mensualmente - el tema de este mes: Salud Emocional. Preguntas? Llamar Lizzet Castillo, con Healthy Minds Healthy Aging: (707) 299-1884.

Weekly & Monthly Classes in Calistoga: Calistoga Community Center, 1307 Washington St. Attendance is free, unless noted.

In Calistoga: Current Events with Lorne - 2nd & 4th Mondays, April 9 & 23, 10:00 - 11:30 am. Explore challenging topics and discuss current events in this casual discussion group facilitated by College History Professor, Lorne Glaim. Co-sponsored by Rianda House and City of Calistoga.

In Calistoga: Lunch & Learn - 3rd Wednesday, April 18, 11:00 - 1:30 pm. Join us each month for these informative and social meetings. Co-sponsored by Calistoga Rec. Dept., Rianda House, St. Helena Hospital & UpValley Family Center. To RSVP call Elena at (707) 341-3185. Funded by a generous Napa Valley Vintner's grant. **Topic: Fair Housing Napa Valley, Presented by Sarrah Patton, Fair Housing Specialist.**

In Calistoga: PWR!Moves - Fridays, 1:00 - 2:00 pm. This movement class is for those living with Parkinson's Disease, Essential Tremor or balance issues. Designed to increase strength, flexibility, coordination, balance and posture with a goal to enhance motor, cognitive and emotional functions to enhance daily quality of life. Led by Joan Comendant, a certified PWR!Moves and Senior Exercise Trainer. Program funded by the National Parkinson's Foundation.

In Calistoga: Tai Chi - Fridays, 2:00 - 3:00 pm. Tai Chi is a combination of slow meditative movements that aid relaxation, balance, stress reduction and posture, giving you an effective total-body workout. Led by Joan Comendant, a certified trainer.

Weekly & Monthly Classes in St. Helena: Drop-ins Welcome. Attendance is free, unless noted.

Brain Fitness Workout: Wednesdays, 9:30 - 11:00 am. Join the fun, give your brain a workout and be proactive with your brain health. Learn helpful memory tips that are innovative, fun and reflect the latest in brain science. This highly interactive and uplifting class is led by Jill Wood, MSW from Collabria Care (707) 258-9087, ext. 250. Collabria Fee: \$5 per workout.

Bridge Lessons: Thursdays, 9:30 - 11:30 am. Advanced beginners and intermediate level, with Randi Montin. Pre-registration required. Call Randi: (707) 253-2132. There is a \$20, per class, instructor fee.

Current Events: Fridays, 1:15 - 3:15 pm. Explore challenging topics and discuss current events with retired History Professor, Henry Michalski. \$5 each class / \$60 for full session for instructor fee. Drop-ins welcome!

Duplicate Bridge: Mondays, 12:30 - 4:00 pm. For intermediate and advanced players. To sign-up, call Wendy: (707) 321-4707.

French Club: Mondays, 9:30 - 11:00 am. Self-guided discussions in French. All ability levels welcome, drop-ins welcome.

Gents & A Cuppa Joe: Thursdays, 8:15 - 9:15 am. Calling all gents: Come share "A Cuppa Joe," swap stories and experiences with friends and neighbors. Call Carroll Cotten for details: (707) 967-9845.

Mah Jongg and Table Games: Fridays, 1:00 - 3:30 pm. Mah Jongg is played at the beginner level. We've got gobs of games! Bring your friends and start up a game like Dominoes, Canasta, Chess or Pinochle.

Needlers & Fiber Arts Club: Thursdays, 12:30 - 3:00 pm. A casual, encouraging, inspiring, fun and helpful handicraft circle. Some materials available. All levels welcome! Anyone with spare materials are encouraged to donate to the Needlers Club!

PWR!Moves: Wednesdays, 1:10 - 2:15 pm. This movement class is for those living with Parkinson's Disease, Essential Tremor or balance issues. The movements are designed to increase strength, flexibility, coordination, balance and posture. The goal is to enhance motor, cognitive and emotional functions and daily quality of life. Led by Joan Comendant, a certified PWR!Moves and Senior Exercise Trainer.

Readers' Theater: Tuesdays, 3:00 - 4:30 pm. Read and act out funny, poignant and playful skits published by, "Senior Readers Theater." Call B.J. Hopgood for details: (707) 341-3425.

Solstice Writers' Group: Thursdays, 10:30 - 12:30 am. Experienced writers who concentrate on poetry and short stories. They are serious, honest and constructive when critiquing work, yet still have lots of fun. Bring 15 copies of your work to share. Class closed at this time. Call to inquire about attendance availability. \$5 weekly donation.

Strength Training: Tuesdays & Thursdays, 7:30 - 8:30 am. Enhance muscle strength and tone - all levels welcome. Taught by Kathy Carrick. Class held at Presbyterian Church - 1428 Spring Street, St. Helena. \$5 per workout.

Tai Chi: Tuesdays, 10:30 - 11:30 am. Tai Chi is a combination of slow, meditative movements that aid relaxation, balance, stress reduction and posture, giving you an effective total-body workout. Generously funded by several community donors. Led by Joan Comendant, a certified Senior Exercise Trainer.

Weekly Walking Group: Fridays, 9:00 - 10:00 am. This is a no-cost exercise program for adults with beginning-to-intermediate fitness levels. Call to RSVP, ext. 103 and ask any questions about the walking route. Weather permitting.

Lunch Bunch & Meals on Wheels

Rianda House Lunch Bunch: Mondays, Tuesdays and Fridays: Noon - 1 pm. Join us for weekly meals and welcoming casual social time. Suggested \$3.00 donation for 60+ and \$6.75 if under 60. **RSVP the day before: (707) 963-8555.** Is it your birthday this month? Join us for **Birthday Celebration Day: April 27, Noon - 1pm.** RSVP: (707) 963-8555.

Meals On Wheels / Senior Nutrition of Napa Valley makes weekday deliveries to UpValley homebound individuals of all ages. Suggested donation: \$3.50 per meal. For more information and sign-up, call Meals On Wheels: (707) 253-6111.

**THE MONTHLY
WRINKLE** APR.
2018

Rianda House | 1475 Main St, St. Helena, CA 94574 | www.riandahouse.org | (707) 963-8555

Resources & Info-Sessions, Counselling & Support Groups at Rianda House. No-cost support and resources for all ages!

Caregiver Consultations & Memory Screenings with Collabria Care: 1st Wednesday, Apr. 4, 11:00 - 1:00 pm.

Call Jill Wood at Collabria Care: (707) 258-9087, ext. 250 to pre-schedule your free, confidential appointment.

Care Provider Orientations by In-Home Supportive Services (IHSS): IHSS Care Providers provide personal and domestic care to local aged and disabled individuals. Attend a free orientation to learn how to become a paid IHSS Care Provider and join the IHSS referral registry list. Call Napa County Public Authority to pre-register (707) 259-8359.

Monthly Orientations at Rianda House: In English - 1st Wed., Apr. 4, 3 - 5 pm. En Español - 1st Fri., Apr. 6, 9:30 - 11:30.

Health Insurance Counseling & Advocacy Program - HICAP: 3rd Tuesday each month, Apr. 17, 12:00 pm - 3:00 pm.

Meet with a Medicare benefits and insurance specialist for an individual counseling session. These one-hour sessions are offered free of charge. Appointments must be pre-scheduled. Call HICAP: (707) 526-4108.

Parkinson's Support Group & Information meetings: 2nd Thursday each month, Apr. 12, 3:30 - 4:30 pm.

Appropriate for individuals with Parkinson's disease or for anyone who cares for someone with Parkinson's. Bob Winters is the meeting facilitator. Meetings will offer guest speakers, support resources and information, as well as an opportunity to provide individual support for each other.

Senior Resource Specialist: Tuesdays, Noon - 1:00 pm. Need help finding the right resource? Receive one-on-one bilingual guidance to help you receive supportive senior services to match your individual needs. Pre-schedule your meeting by calling (707) 299-1884 to speak with Lizzet Castillo, Resource Specialist, from Healthy Minds Healthy Aging. This no-cost service is provided by Area Agency On Aging & Mentis.

Support Group for Caregivers of Folks with Memory Loss: 1st & 3rd Thursdays, Apr. 5 & 19, 3:00 - 4:30 pm.

For persons who care for others with memory loss. Drop-ins welcome. For more details, call either Alzheimer's Association (707) 573-1210 or Collabria Care (former NV Hospice & Adult Day Services), (707) 258-9087/ Jill Wood at ext. 250.

Victim Services Advocate Counseling: 2nd Tuesday each month, Apr. 10, 10:30 am. If you or someone you know is a victim of a crime, scam, abuse or eviction, or in a crisis situation, Irma Luna from the Napa County District Attorney's Office can help! Irma is a great listener and will be able to refer you to the appropriate assistance. Drop-ins welcome and bilingual support available. You can also call Irma on her direct line for assistance: (707) 299-1411.

Rianda House ART GALLERY



New Exhibit!

Please join us on

Friday, April 6 at 4 - 5:30 pm

Artist Talk at 4:30 pm

Abstract Artist, Donna Broder

A MONTHLY SERIES HISTORY OF THE NAPA VALLEY



The History of the Indigenous People in the Napa Valley

Wednesday, April 11

presented by
Charlie Toledo

3:00 pm

RSVP: 963-8555 ext.103

RIANDA HOUSE

mah jongg

2ND ANNUAL

**Friday, April 13
12 noon - 4:30 pm**



This is an intermediate players
tournament with the national

Mah Jongg rules directed
by Susan De Lucca.

There will be a \$35 fee per person
which includes lunch.

There will be 1st, 2nd, & 3rd prize
winners, along with
a tournament door prize.

Up to 32 players only!

**Pre-Registration:
(707) 963-8555
ext. 103
by April 2, 2018**

Beekeeping



PRESENTED BY

David Moreland
Wednesday, April 4
3:00 pm

Come learn about the world of bees.

A Journey into almonds, Blue Orchard Bees and finally Honey Bees. David Moreland, AgPollen Apiaries-Towner, ND and Oakdale, CA. David's company currently maintains 5,000 hives that are used to pollinate our food, as well as make honey.

David and his wife, Leslie, live south of St. Helena, and have been members of our community for the past 15 years, when they moved from San Jose. You will learn about the fruits of their labor, and hopefully share in them as well as get your questions answered about the state of bees in America.

RSVP: 963-8555, ext.101



Attachment 12

ROBERT LOUIS STEVENSON  **MUSEUM**

**Treasure Island Mural Project Grant Proposal
City of St. Helena Nonprofit Funding Program
Grant Application FY2018 – 2019**

**Mandy Kellogg
Attn: 2018/19 Nonprofit Grant Program
1480 Main Street
St. Helena, CA 94574**

**City of St. Helena Nonprofit Funding Program
Grant Application and Budget FY 2018/19**

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single-sided pages with 12-point font. Please include page numbers on all pages.** Drawings and photographs must be included within the page limit.

Organizational Overview

Organization Name:	Vailima Foundation (Robert Louis Stevenson Museum)
Organization Mailing Address:	1490 Library Lane, St. Helena, CA 94574
Organization Telephone Number:	(707) 963-3757
Organization Website:	www.StevensonMuseum.org
Federal Tax ID Number and Status:	94-1673783
How long has your organization been in operation:	49 Years

List of Board Members

Gerry Working, Board Chair	Alexandra Marston
Annelise Lawson, Vice Chair	Mario Sculatti
Dianne Fraser, Secretary	John Heflebower
Fred Zammataro, Treasurer	Mary Givens

Contact Information

Name: Barrett Dahl
Address: 1490 Library Lane, St. Helena, CA 94574
Phone: (707) 963-3757
Email: director@stevensonmuseum.org

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name: Barrett M Dahl Signature: Barrett M Dahl
Title: Executive Director Date: March 29, 2018

Grant Request

Project or Program Name:	<i>Treasure Island</i> Mural Project
Address of Project or Program:	1490 Library Lane and 649 Main Street, St. Helena, CA
Requested Grant Amount:	\$6,500.00
Matching Funds:	TBD
Total Project or Program Cost:	\$6,500.00

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

The Robert Louis Stevenson Museum (RLSM) respectfully requests support from the City of St. Helena Nonprofit Funding Program in the amount of \$6,500.00 for their *Treasure Island* Mural (TIM) project. The completed mural, which will be on public exhibition from August to October, will be developed in collaboration with Nimbus Arts, created by students participating in the Nimbus Arts Summer Arts Camp, and will be an educational and artistic exploration of the classic story by Robert Louis Stevenson.

The first objective of the TIM project is to introduce young generations to the work, life, and times of RLS. To achieve this goal and create the mural the RLSM will partner with Nimbus Arts and its professional artists to supervise their summer art camps. The camp, which will involve approximately 20-30 students aged 6-13, will first be guided through the museum and the life of RLS, his time in Napa, and the story *Treasure Island* by RLS Director, Barrett Dahl. Students will then be supervised by Nimbus Artists, Anne Pentland and Melissa Baker, learning techniques on mural development and creation before working to paint the final mural. It is the intention of the RLSM that through this interactive and immersive project, participating students will experience a more tangible understanding of Stevenson that will bring him off the page and turn him into an author, alive in their mind and imagination.

The second goal of the project is to present a public art installation that inspires and engages all members of the public in a conversation about RLS, his life, his work, and his time in St. Helena. Stevenson has an intimate and fascinating connection to early St. Helena which translates into some of the imagery of *Treasure Island* itself forever connecting the Valley to this iconic piece of literature.

The final goal of this project is to inspire audiences to approach Stevenson through new and unexpected means as well as visit the RLS Museum. Approaching our 50th anniversary in 2019, this mural will offer a tremendous opportunity for both the community and visitors to view Stevenson through a fun and approachable medium.

2. Describe the community support for your project/

- a. What organizations, neighborhood associations, nonprofits, residents, etc. are involved in the project?

The TIM project will be collaborated on and executed with fellow nonprofit, Nimbus Arts in St. Helena.

- b. What roles are they playing and how collaborative is the project.

The TIM project is an extremely collaborative project as it is essential that the students participating receive a well-rounded experience in knowing the subject and creating the finished mural.

RLSM: Will be responsible for working with Nimbus Arts artists to develop a concept mural design which will be added to and created by students in the summer art camp. RLSM Director, Barrett Dahl, will design an interactive tour and activity for the students at the RLSM to educate the students about RLS, his life in Napa Valley, and the influence of Napa and the surrounding landscape on the story *Treasure Island*.

Nimbus Arts: Will be responsible for procuring the materials required to construct the mural. Will collaborate with RLSM staff on the best design concept and layout for the mural. Under the supervision of Anne Pentland and Melissa Baker, students will be guided through the mural creation process, learning artistic techniques and methods, honing their individual artistic talents.

- c. What other support exists for your project?

As the TIM project is a first collaboration between the RLSM and Nimbus Arts, no other outside support currently exists for the project. However, the opportunity for funding will be offered to supporters of the Robert Louis Stevenson Museum. Donor names will be included and recognized online for their contribution to the project.

3. The beneficiaries of this project will be twofold; the students and the broader public. The first beneficiaries of this project will be the participating students. Not only will they benefit from the cultural, historical, and literary information provided by working with the RLS Museum, but also through the opportunity of artistic expression provided by Nimbus Arts. Lastly, they will also benefit in the sense of pride which will be felt in viewing the completed mural in a section of town which is heavily trafficked by the community. The TIM project will benefit these students in giving them a feeling of accomplishment and taking a unique project from beginning to end for the enjoyment of their friends, family, and community.

The public will be the second beneficiary and as the finished mural will be a public installation it will be difficult to quantify how many people will be impacted. However, given the population of Napa Valley and the number of visitors throughout summer and fall to the area, it can be estimated that the impact of such a unique piece of art will be widespread and lasting given the subject, its reputation with audiences, and the popularity of social media. Onlookers will be encouraged to take photos of and with the piece thus promoting the work, the RLSM, and St. Helena as a destination with a lot to offer to residents and visitors.

4. The completed Treasure Island mural project will be displayed on the outer west-facing wall of the RLSM building. As the mural will be displayed openly to the public it will be accessible throughout the summer and into the early fall, being temporarily removed when weather requires. The piece will be painted on canvas and secured with grommets allowing it to be transferred and displayed in other locations and at events around St. Helena and Napa Valley if so chosen.
5. The creation and fabrication of the TIM project will be completed before the end of summer 2018. Due to the timeframe of the Nimbus Arts summer art camp the timeline will be as follows:

Date	Activity/Schedule
July 1 – July 30 th 2018	Concept and development of project finalized with RLSM and supervising Nimbus Arts artist/staff and laid out for students
July 30, 2018	Nimbus Arts summer camp begins – field trip to RLS Museum and RLS
July 31 – August 3, 2018	Mural laid out and painted by Nimbus Arts students incorporating any feasible suggestions from students
August 4, 2018	Mural completed and sealed to protect from weather conditions
August 6, 2018	Mural installed on RLS Museum exterior west wall

6. In 2016 the Robert Louis Stevenson Museum was awarded the Arts and Culture Capacity Building grant in the amount of \$10,000.00 from the Napa County Arts & Culture Advisory Committee. The funding was used to assist the RLS Museum to hire a professional fundraising advisor to assist in developing the Annual Appeal process and training board members in fundraising and best practices of development.

In receiving funding for the TIM project from the City of St. Helena, the City will demonstrate an investment in an institution that has a longstanding reputation within the community. This project will directly benefit members of the community as it will be displayed in a location that is central to the activity of residents – the Library Lane corner where the RLSM and St. Helena Public Library are located. Based on the activity of the

area we believe the mural will attract more local attention thereby boosting activity at both free facilities on Library Lane.

7. The Robert Louis Stevenson Museum did not receive any funding in the 2017/18 grant cycle from the Rudd Foundation.
8. The Robert Louis Stevenson Museum did not receive any funding in the 2017/18 grant cycle from the City of St. Helena.

Concept Artwork

The following is concept artwork for the proposed mural. The mural design will be supervised by Nimbus Art artist, Anne Pentland. The completed mural will be 6' x 12' to ensure maximum visibility. The completed mural will be displayed on the outer west wall of the RLS Museum over the current museum sign.



Anne Pentland Mural Concept Art



Desired Mural Location on RLSM Building

Cost Estimate/Budget

Below is an estimated budget based off the costs provided by Nimbus Arts from previous mural projects.

Description	Amount
Concept and Design	
Design	\$500.00
Layout and Prime Canvas	\$300.00
Finishing (clean up painting) and Clear Coating	\$750.00
Camp Instructors: 2 Artists (5 hours x 5 days)	\$2,500.00
Materials	
Canvas (6' x 10')	\$350.00
Gesso Primer	\$100.00
Roller Covers, Brushes	\$50.00
Paint – Exterior grade latex (6 gallons/6 quarts assorted palette)	\$450.00
City Issued Permits	
Design Review Exemption	\$1,000.00
Building Permit – for displaying sign on City owned building	\$500.00
TOTAL	\$6,500.00



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248567568
Sep. 29, 2009 LTR 4168C EO
94-1673783 000000 00

00012112
BODC: TE

VAILIMA FOUNDATION
1490 LIBRARY LN
ST HELENA CA 94574-1143

015989

Employer Identification Number: 94-1673783
Person to Contact: Bill Bortram
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Sep. 21, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in SEPTEMBER 1968, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are a private operating foundation described in section 4942(j)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

10:47 AM
03/22/18
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget Overview
January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Development Income	
Donations	
Annual Fund	15,000.00
Board Donations	10,000.00
Corporate Donations	13,100.00
Event Fundraising Donations	10,000.00
Individual Donations	3,750.00
Total Donations	51,850.00
Events	
Event Expense	
Horan Dinner	0.00
Pirate Fest	100.00
Sonoma County Book Festival	0.00
Treasure Hunt	300.00
Total Event Expense	400.00
Event Revenue	
Horan Dinner	0.00
Pirate Fest	50.00
Sonoma County Book Festival	0.00
Treasure Hunt	100.00
Event Revenue - Other	64,050.00
Total Event Revenue	64,200.00
Total Events	64,800.00
Grants	
Government Grants	26,500.00
Total Grants	26,500.00
Total Development Income	142,950.00
Gift Shop	
Book & Card Sales - Resale	2,000.00
Book & Card Sales - Retail	3,000.00
Total Gift Shop	5,000.00
Interest	0.17
Miscellaneous Income	250.00
Research Fees	250.00
Transfers from Endowment Fund	0.00
Trunk Show	0.00
Total Income	148,450.17
Cost of Goods Sold	
Cost of Books	2,000.00
Cost of Goods Sold	0.00
Cost of Other Merchandise	20.00
Cost of Publication	6,215.00
Total COGS	8,235.00
Gross Profit	140,215.17
Expense	
Acquisitions	
Travel	100.00
Acquisitions - Other	0.00
Total Acquisitions	100.00

10:47 AM

03/22/18

Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget Overview
 January through December 2018

	Jan - Dec 18
Administrative Expenses	
Computer Services	500.00
Contract Labor	0.00
Credit Card Fees	0.00
Dues and Subscriptions	1,000.00
Insurance	8,000.00
Internet Services	720.00
Legal & Accounting	4,500.00
Meals & Entertainment	0.00
Meetings	0.00
Mileage	80.00
Office Supplies	1,200.00
Payroll Processing Fees	870.00
Payroll Tax	8,000.00
Pest Control	30.00
Petty Cash	0.00
PO Box	90.00
Postage	50.00
Printing	250.00
Professional Development	100.00
Repairs	500.00
Salaries	68,000.00
Security	
Volunteers	0.00
Security - Other	1,120.00
Total Security	1,120.00
Storage	2,135.00
Telephone	1,200.00
Utilities	5,400.00
Total Administrative Expenses	99,745.00
Collections	
Appraisals	0.00
Cataloging	0.00
Materials	100.00
Safe Deposit Box	700.00
Total Collections	800.00
Development	
Annual Fund	1,250.00
Total Development	1,250.00
Events	
Board Recruitment Cocktail Hour	0.00
Friends of RLSM Cocktail Party	0.00
RLSM Gala Fundraiser	10,000.00
Total Events	10,000.00
Exhibitions	
Displays	100.00
Printing - Exhibits	500.00
Total Exhibitions	600.00
Marketing/Communications	
Advertising & Promotion	1,000.00
Awards/Rewards	100.00
Website	30.00
Total Marketing/Communications	1,130.00

10:47 AM
03/22/18
Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget Overview
January through December 2018

	Jan - Dec 18
Programs / Education	
Festivals - Offsite	0.00
Lectures	100.00
Spooky Story Saturday	0.00
Stevenson Week	2,500.00
Trunk Show	0.00
Total Programs / Education	2,600.00
RLSM Gallery Floor Replacement	15,000.00
Special Projects	
Annual Fund Project	0.00
Capacity Building Project	0.00
Compact Collection Storage	0.00
NEH PAG Grant 2018-2019	2,500.00
RLSM Barrel Project/Fundraiser	0.00
Sinage 2015	0.00
TI Mural with Nimbus Arts	6,500.00
Website Redesign	0.00
Special Projects - Other	0.00
Total Special Projects	9,000.00
Total Expense	140,225.00
Net Ordinary Income	-9.83
Net Income	-9.83

12:15 PM

03/29/18

Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Development Income				
Donations				
Annual Fund	13,987.17	9,000.00	4,987.17	155.4%
Board Donations	1,100.00	8,000.00	-4,900.00	18.3%
Corporate Donations	541.55	2,000.00	-1,458.45	27.1%
Event Fundraising Donations	1,311.35	0.00	1,311.35	100.0%
Individual Donations	13,838.47	5,000.00	8,838.47	278.8%
Spring Appeal	193.90	3,000.00	-2,806.10	6.5%
Donations - Other	969.00			
Total Donations	<u>32,061.44</u>	<u>25,000.00</u>	<u>7,061.44</u>	<u>128.2%</u>
Events				
Event Revenue	0.00	40,000.00	-40,000.00	0.0%
Total Events	<u>0.00</u>	<u>40,000.00</u>	<u>-40,000.00</u>	<u>0.0%</u>
Grants				
Government Grants	0.00	2,500.00	-2,500.00	0.0%
Total Grants	<u>0.00</u>	<u>2,500.00</u>	<u>-2,500.00</u>	<u>0.0%</u>
Total Development Income	<u>32,061.44</u>	<u>67,500.00</u>	<u>-35,438.56</u>	<u>47.5%</u>
Dividends	42,677.57			
Gift Shop				
Book & Card Sales - Resale	2,250.00	2,000.00	250.00	112.5%
Book & Card Sales - Retail	2,275.82	3,000.00	-724.18	75.9%
Total Gift Shop	<u>4,525.82</u>	<u>5,000.00</u>	<u>-474.18</u>	<u>90.5%</u>
Interest	9.49	0.00	9.49	100.0%
Research Fees	149.88	400.00	-250.12	37.5%
Transfers from Endowment Fund	0.00	40,000.00	-40,000.00	0.0%
Total Income	<u>79,424.20</u>	<u>112,900.00</u>	<u>-33,475.80</u>	<u>70.3%</u>
Cost of Goods Sold				
Cost of Books	687.37	3,250.00	-2,562.63	21.1%
Cost of Publication	6,215.00	0.00	6,215.00	100.0%
Inventory Adjustment	-4,181.71			
Total COGS	<u>2,720.66</u>	<u>3,250.00</u>	<u>-529.34</u>	<u>83.7%</u>
Gross Profit	<u>76,703.54</u>	<u>109,650.00</u>	<u>-32,946.46</u>	<u>70.0%</u>
Expenses				
Acquisitions				
Travel	0.00	200.00	-200.00	0.0%
Total Acquisitions	<u>0.00</u>	<u>200.00</u>	<u>-200.00</u>	<u>0.0%</u>
Administrative Expenses				
5% Office Expense Allocation	52.22			
Computer Services	281.98	500.00	-218.02	52.4%
Dues and Subscriptions	954.00	882.00	72.00	137.9%
Federal Excise Tax	1,171.00	892.00	279.00	189.2%
Insurance	6,854.00	7,755.00	-901.00	88.4%
Internet Services	324.00	720.00	-396.00	45.0%
Legal & Accounting	4,300.00	4,400.00	-100.00	97.7%
Meals & Entertainment	80.70			
Mileage	0.00	50.00	-50.00	0.0%
Office Supplies	992.08	1,200.00	-207.92	82.7%
Payroll Processing Fees	978.08	720.00	258.08	135.6%
Payroll Tax	4,987.12	18,600.00	-13,612.88	26.8%
Pest Control	39.98	30.00	9.98	133.3%
PO Box	90.00	90.00	0.00	100.0%
Postage	77.84	35.00	42.84	222.4%
Printing	231.68	80.00	151.68	289.8%
Repairs	0.00	500.00	-500.00	0.0%
Salaries	62,834.39	53,739.00	9,095.39	116.9%
Security	1,045.28	1,100.00	-54.74	95.0%
Storage	2,080.00	2,070.00	-10.00	99.5%
Taxes & Licenses	35.00	1,810.00	-1,775.00	1.9%
Telephone	1,487.42	1,200.00	287.42	124.0%
Utilities	5,245.31	4,248.00	997.31	123.5%
Administrative Expenses - Other	0.00	100.00	-100.00	0.0%
Total Administrative Expenses	<u>94,100.04</u>	<u>100,331.00</u>	<u>-8,230.96</u>	<u>93.8%</u>
Collections				
Safe Deposit Box	0.00	650.00	-650.00	0.0%
Total Collections	<u>0.00</u>	<u>650.00</u>	<u>-650.00</u>	<u>0.0%</u>
Depreciation	929.00			
Development				
Annual Fund	375.04	1,250.00	-874.96	30.0%
Total Depreciation	<u>375.04</u>	<u>1,250.00</u>	<u>-874.96</u>	<u>30.0%</u>

Page 1

12:15 PM

03/29/18

Accrual Basis

Robert Louis Stevenson Museum
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Events				
Board Recruitment Cocktail Hour	283.20	500.00	-216.80	56.6%
Friends of RLSTM Cocktail Party	0.00	500.00	-500.00	0.0%
Events - Other	142.54			
Total Events	425.74	1,000.00	-574.26	42.6%
Exhibitions				
Displays	0.00	100.00	-100.00	0.0%
Printing - Exhibits	0.00	300.00	-300.00	0.0%
Total Exhibitions	0.00	400.00	-400.00	0.0%
Investment Expenses	308.76			
Marketing/Communications				
Advertising & Promotion	344.22	1,000.00	-655.78	34.4%
Awards/Rewards	72.06	300.00	-227.94	24.0%
Total Marketing/Communications	416.28	1,300.00	-883.72	32.0%
Programs / Education				
Festivals - Offsite	120.80			
Spooky Story Saturday	0.00	105.00	-105.00	0.0%
Stevenson Week	147.17	300.00	-152.83	49.1%
Total Programs / Education	267.97	405.00	-137.03	66.2%
Special Projects				
Annual Fund Project	283.19			
Sinage 2015	0.00	1,000.00	-1,000.00	0.0%
Total Special Projects	283.19	1,000.00	-716.81	28.3%
Total Expense	97,106.02	106,536.00	-9,429.98	91.1%
Net Ordinary Income	-20,402.48	3,114.00	-23,516.48	-655.2%
Other Income/Expense				
Other Income				
Gain (Loss) Sale of Investments	16,198.78			
Unrealized Gain (Loss) CV	54,485.27			
Total Other Income	70,684.05			
Net Other Income	70,684.05	0.00	70,684.05	100.0%
Net Income	50,281.57	3,114.00	47,167.57	1,614.7%

Attachment 13



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12-point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name:	<u>Saint Helena Community Band</u>
Organization Mailing Address:	<u>PO Box 261, St. Helena, CA 94574</u>
Organization Telephone Number:	<u>(707) 965-2846 / (650) 703-7187</u>
Organization Website:	<u>www.sainthelenaband.org</u>
Federal Tax ID Number and Status:	<u>26-2522806 - NonProfit 501(c)(3) Organization</u>
How long has your organization been in operation?	<u>Eleven (11) Years</u>

List of Board Members and Officers: (if applicable)

<u>Kent R. Gaisford - President</u>	<u>Steve Booska</u>
<u>Caren Fischer – Vice President</u>	<u>Judy Crabb</u>
<u>Jeff Farmer - Treasurer</u>	<u>John Gleazer</u>
<u>Ashley Halliday- Secretary</u>	<u>Anahid Nazarian</u>
	<u>Verna Steinhauer</u>

Contact Information

Who is the single point of contact for your organization?

Name:	<u>Kent Gaisford</u>
Address:	<u>415 Howard Ave, Burlingame 94010 / 900 Ink Grade Road, Pope Valley 94567</u>
Phone:	<u>(650) 703-7187 m / 707) 965-2846</u>
Email:	<u>kentgaisford@gmail.com</u>

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Kent Gaisford

Signature 

Title SHCB Board PresidentDate March 20, 2018**Grant Request**

Project or Program Name:	<u>Saint Helena Community Band Yearly Performances</u>
Address of Project or Program:	<u>PO Box 261, St. Helena, CA 94574</u>
Requested Grant Amount:	<u>\$10,000.00</u>
Matching Funds:	<u>\$</u>
TOTAL Project or Program Cost:	<u>\$10,000.00</u>

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

The Saint Helena Community Band is a group of local musicians who enjoy getting together to make music. The Band is an all-volunteer organization, continuing a (100-year old) Napa Valley tradition revived by Francis Ford Coppola in 2007. We enjoy sharing our talents throughout the Napa Valley to further our mission: promoting music appreciation and music education in the community. The band performs several concerts throughout the year; both indoors and outdoors.

2. Describe the community support for your project.

- a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

Currently, the band is completely reliant on members to fund raise. Originally, Francis Ford Coppola was our benefactor, with a 10-year funding plan in place. However, that expired as of December 2017.

A subgroup of the Community Band formed a Dixieland band, who also perform at various venues. The Clif Family (formerly Velo Vino) has donated a percentage of their day's proceeds when the Dixieland Band played for their annual Sip & Support program.

- b. What roles are they playing and how collaborative is the project?

Coppola is no longer funding the ongoing operations of the Band. Additionally, we will not be performing for Sip & Support this year, due to scheduling conflicts. As a result, the Band must increase its own fundraising efforts.

c. What other support exists for your project?

Band members regularly seek out local merchants to donate goods and services for raffles held at select concerts. Funds from the raffles help support the band. Additionally, an annual Solicitation Letter is mailed year-end to seek donations. The band has a mailing list of approximately 400. Our current fundraising goal is to raise at least \$5,000 by performing 6-8 concerts in a year.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

The Saint Helena Community Band performs throughout the Napa Valley. Each concert brings in an audience of between 100-300 attendees.

Past (and ongoing) performances include:

- Yountville Seventh-Day Adventist Church
- California Veterans Home in Yountville
- Inglenook Annual Holiday Open House
- The Meadows in Napa Retirement Community
- Silverado Orchards Retirement Community
- Vineyard Valley Retirement Community
- White Barn
- St Helena Chamber "Concerts in the Park" series
- St Helena Annual July 4th Celebrations in Lyman Park
- Calistoga July 4th Celebrations in Pioneer Park

Additionally, a smaller, select group of band members perform Dixieland at the following:

- Clif Family Sip & Support
- Rianda House Fund Raisers
- St Helena Harvest Festival
- Napa Porchfest
- Auction Napa Valley

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

The band performs its concerts throughout the year; both indoors and outdoors: for FREE.

5. Describe how you will complete the project or program within the grant funding cycle deadline of

June 30, 2019 and provide a timeline for your project or program.

The Band's concert schedule runs from mid-September to July each year; divided into two seasons (Fall/Winter and Spring/Summer) We normally perform on average four to five concerts each season, for a total of 8-10 concerts each year.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

N/A

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

N/A

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

N/A

Cost Estimate

Include a high-level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description	Amount
Band Director	9,200.00
Insurance	600.00
Facilities and Equipment (truck rental, maintenance, utilities)	800.00
Operations (software, dues/subscriptions, instruments and equipment, music scores, printing/copying, publicity, supplies, fundraising)	7,900.00
Total Grant Request	\$10,000.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 05 2008**

THE ST HELENA COMMUNITY BAND
PO BOX 261
ST HELENA, CA 94574

Employer Identification Number:
26-2522806
DLN:
17053179321008
Contact Person:
BENJAMIN L DAVIS ID# 31465
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
March 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 7, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

-2-

THE ST HELENA COMMUNITY BAND

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Publication 4221-PC

Letter 947 (DO/CG)



EIN Assistant

Your Progress: 1. Identity 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Congratulations! The EIN has been successfully assigned.

EIN Assigned: 26-2522806

Legal Name: SAINT HELENA COMMUNITY BAND

The confirmation letter will be mailed to the applicant. This letter will be the applicant's official IRS notice and will contain important information regarding the EIN. Allow up to 4 weeks for the letter to arrive by mail.

We strongly recommend you print this page for your records.

Click "Continue" to get additional information about using the new EIN.

Continue >>

Help Topics

- Can the EIN be used before the confirmation letter is received?

3095478



State of California
Secretary of State

I, DEBRA BOWEN, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

APR 15 2008

Debra Bowen

DEBRA BOWEN
Secretary of State

3095478

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

APR 07 2008

**ARTICLES OF INCORPORATION
OF
THE ST. HELENA COMMUNITY BAND,
A California Nonprofit Public Benefit Corporation**

1. NAME: The name of the corporation is THE ST. HELENA COMMUNITY BAND.
2. PURPOSES: This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

This corporation is organized exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

3. INITIAL AGENT FOR SERVICE OF PROCESS: The name and California address of the corporation's initial agent for service of process are FRANK TOLLER, 1407 Main Street, Suite 103, St. Helena, California 94574.

4. TAX EXEMPT STATUS:

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Internal Revenue Code section 501(h); this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to the purposes set forth in Article 2. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to such organization (or organizations) organized and operated exclusively for educational and charitable purposes, which has established its tax exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal Internal Revenue law).

(d) The corporation will distribute its income for each tax year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Internal Revenue Code section 4942 or by corresponding provisions of any later federal tax laws.

(e) The corporation will not engage in any act of self-dealing as defined in Internal Revenue Code section 4941(d) or in corresponding provisions of any later federal tax laws.

(f) The corporation will not retain any excess business holdings as defined in Internal Revenue Code section 4943(c) or in corresponding provisions of any later federal tax laws.

(g) The corporation will not make investments in a manner that would subject it to tax under Internal Revenue Code section 4944 or under corresponding provisions of any later federal tax laws.

(h) The corporation will not make any taxable expenditures as defined in Internal Revenue Code section 4945(d) or in corresponding provisions of any later federal tax laws.

IN WITNESS WHEREOF, the following incorporator has signed these Articles of Incorporation on April 1, 2008.


FRANK TOLLER, Incorporator



1:00 PM

03/22/18

Cash Basis

Saint Helena Community Band
Profit & Loss Budget Overview
 August 2017 through July 2018

	Aug '17 - Jul 18
Ordinary Income/Expense	
Income	
43400 · Income	
43440 · In Kind - Goods & Services	988.84
43410 · Coppola	6,000.00
43405 · Performance Fees	3,200.00
43415 · Fundraising	
43450 · Donations	14,381.05
Total 43415 · Fundraising	14,381.05
Total 43400 · Income	24,569.89
45000 · Investments	
45030 · Interest Income - Savings	49.04
Total 45000 · Investments	49.04
Total Income	24,618.93
Gross Profit	24,618.93
Expense	
60900 · Business Expenses	
60920 · Business Registration Fees	148.00
Total 60900 · Business Expenses	148.00
62100 · Contract Services	
62155 · Outside Performers	100.00
62110 · Accounting Fees	600.00
62150 · Musical Director	9,200.00
Total 62100 · Contract Services	9,900.00
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	472.07
62890 · Rent, Parking, Utilities	166.56
62800 · Facilities and Equipment - Other	177.23
Total 62800 · Facilities and Equipment	815.86
65000 · Operations	
Software	219.95
65060 · Bank Service Charges	35.32
65070 · Merchant Services Fees	6.17
65080 · Dues and Subscriptions	451.00
65087 · Music Equipment	587.91
65086 · Music Instruments	202.65
65085 · Music Scores	2,100.00
65020 · Postage, Mailing Service	328.35
65030 · Printing and Copying	1,079.58
65090 · Fundraising	1,187.32
65095 · Events Expense	26.00
65092 · Publicity	1,167.71
Total 65000 · Operations	7,391.96
65100 · Other Types of Expenses	
65120 · Insurance	595.00
Total 65100 · Other Types of Expenses	595.00
Total Expense	18,850.82
Net Ordinary Income	5,768.11
Net Income	5,768.11

2:38 PM

03/20/18

Cash Basis

Saint Helena Community Band

Profit & Loss

August 2016 through July 2017

	Aug '16 - Jul 17
Ordinary Income/Expense	
Income	
43400 · Income	
43440 · In Kind - Goods & Services	988.84
43410 · Coppola	14,756.00
43405 · Performance Fees	3,200.00
43415 · Fundraising	
43450 · Donations	14,381.05
Total 43415 · Fundraising	14,381.05
Total 43400 · Income	33,325.89
45000 · Investments	
45030 · Interest Income - Savings	49.04
Total 45000 · Investments	49.04
Total Income	33,374.93
Gross Profit	33,374.93
Expense	
60900 · Business Expenses	
60920 · Business Registration Fees	148.00
Total 60900 · Business Expenses	148.00
62100 · Contract Services	
62155 · Outside Performers	100.00
62110 · Accounting Fees	600.00
62150 · Musical Director	9,200.00
Total 62100 · Contract Services	9,900.00
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	472.07
62890 · Rent, Parking, Utilities	166.56
62800 · Facilities and Equipment - Other	177.23
Total 62800 · Facilities and Equipment	815.86
65000 · Operations	
Software	219.95
65060 · Bank Service Charges	35.32
65070 · Merchant Services Fees	6.17
65080 · Dues and Subscriptions	451.00
65087 · Music Equipment	587.91
65086 · Music Instruments	202.65
65085 · Music Scores	2,599.91
65020 · Postage, Mailing Service	328.35
65030 · Printing and Copying	1,079.58
65090 · Fundraising	1,187.32
65095 · Events Expense	26.00
65092 · Publicity	1,167.71
Total 65000 · Operations	7,891.87
65100 · Other Types of Expenses	
65120 · Insurance	595.00
Total 65100 · Other Types of Expenses	595.00
Total Expense	19,350.73
Net Ordinary Income	14,024.20
Net Income	14,024.20

Attachment 14



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: **St. Helena Farmers' Market**
 Organization Mailing Address: **St. Helena Farmers' Market, P.O. Box 70, St. Helena, CA 94574**
 Organization Telephone Number: **707 486.2662**
 Organization Website: **sthelenafarmersmkt.org**
 Federal Tax ID Number and Status: **Federal Tax ID # 35-2367794 | 501c3 Non-Profit Organization**
 How long has your organization been in operation? **32 Years**

List of Board Members and Officers: (if applicable)

Wendy Strachan, Board President	Ed Smith, Market Manager
Clark Bentley, Treasurer	Amanda Tuttle, Market Educator
Stacey Bressler, Board Member	Julie Schmidt, Accountant
Laddie Hall, Board Member	
Kelly Foster, Board Member	
Lars Kronmark, Board Member	
Norman Mitroff, Secretary	
Beth Pryor, Board Member	
Kay Wilson, Board Member	

Contact Information

Who is the single point of contact for your organization?

Name: **Ed Smith, Market Manager**
 Address: **St. Helena Farmers' Market, P.O. Box 70, St. Helena CA 94574**
 Phone: **707 486.2662**
 Email: **edsmith@sthelenafarmersmkt.org**

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Edward Smith Signature 
 Title Market Manager Date 3-23-18

Page 2

Grant RequestProject or Program Name: **St. Helena Farmers' Market (SHFM) – Market Match Program**Address of Project or Program: **St. Helena Farmers' Market, P.O. Box 70, St. Helena CA 94574**Requested Grant Amount: **\$6,400**Matching Funds: **In-kind staffing of tracking and book-keeping.**TOTAL Project or Program Cost: **\$6,400****Application Questions**

1. **Describe your project/service/program including objectives and goals and explain how you will meet these goals.**

The goal of the St. Helena Farmers' Market (SHFM)- Market Match Program is to create greater healthy food choices for St. Helena's low-income population.

The SHFM Market Match will incentivize the existing Cal-Fresh Supplemental Nutrition Assistance Program (SNAP) benefits in which food stamps are distributed to low-income Californian's on Electronic Benefit Transfer (EBT) cards.

Market Match grant funds will provide EBT shoppers with matched funds to increase their purchasing power of healthy foods at St. Helena Farmers' Market.

Market Match grant funds will support a marketing campaign to promote, provide outreach, and educate potential SHFM EBT customers and facilitate Community Educational Programing.

2. **Describe the community support for your project.**

The 2018 season of St. Helena Farmers' will mark 32 years of service to the St. Helena community. Our market operates every Friday at Crane Park from May through October with participation of residents, local business, local government and partnering fellow non-profits. A SHFM Market Match Program would potentially act to build community by bringing more people of all incomes into our Farmers' Market. This program will stimulate the local food economy while supporting community health and food security.

3. **Describe who will benefit from this project and estimate how many people this project/service/ program may impact.**

This program will connect low-income consumers living in St. Helena with increased access to healthy food, promoting the purchase and consumption of local produce among low-income SNAP beneficiaries. This program will also benefit and support our markets' grower (all small-scale local farmers) vendors with increased sales for their farm products.

Page 3

4. **Please explain how your project/service/program will be open and accessible to the St. Helena Community.**

During our weekly markets' we operate a market information booth staffed with volunteers that process CalFresh EBT transactions and provide superior customer service to inform shoppers and make them feel welcome.

SHFM Market Match Program's marketing efforts would target and work in coordination with Up-Valley Family Centers, local churches, Olé Health Clinic, Schools and low-income housing projects in St. Helena.

5. **Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.**

The SHFM Market Match Program would offer matching funds to SHFM EBT shoppers throughout the 2018 season (May-October 2018). Prior to the start and during the season marketing efforts to promote and educate consumers would be on-going. The amount of SNAP benefits deducted from EBT cards, in addition to reimbursements provided to farmers would be tracked throughout the season. SHFM EBT shoppers will be surveyed as to how they learned about the market, what compelled them to use matched EBT benefits at SHFM and their satisfaction from the experience for programming evaluation.

6. **If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.**

Not applicable, SHFM receives no county funding.

7. **If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?**

SHFM received no additional funds from the Rudd Foundation.

8. **If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.**

SHFM received approval for the 2017/2018 Year through May 31st for the sum of \$5,000. As the approval came after the start of the 2018 Market Season, SHFM was granted an extension of 6 months ending in November 30th.

Page 4

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description		Amount
Market Match		\$5,000
Staff Hours		\$500
Promotional Materials	Supplies, Printing, Material, Translation etc)	\$900
Total Grant Request		\$6,400

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 18 2010**

ST HELENA FARMERS MARKET
C/O ED SMITH
PO BOX 70
ST HELENA, CA 94574-0070

Employer Identification Number:
35-2367794
DLN:
17053212322049
Contact Person:
MARGARITA D BARRAGAN ID# 95118
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 11, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

7:11 PM

03/28/18

Cash Basis

St Helena Farmers' Market - 501c3 Budget 2018

	<u>Jan - De...</u>
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	
43450 · Indivd, Business Contributions	13,500.00
Total 43400 · Direct Public Support	13,500.00
46400 · Other Types of Income	
46432 · Sponsorship	18,500.00
Total 46400 · Other Types of Income	18,500.00
Total Income	32,000.00
Expense	
60800 · Education	
60820 · Kids	750.00
60825 · Chef Table	500.00
60830 · Equipment	1,500.00
60840 · Payroll Expenses	
60842 · Wages	12,625.00
60844 · Company Expense	1,202.00
60848 · Insurance-Workers Compensation	1,263.00
Total 60840 · Payroll Expenses	15,090.00
60850 · Market space/service	8,900.00
Total 60800 · Education	26,740.00
62100 · Contract Services	
62110 · Accounting Fees	1,700.00
Total 62100 · Contract Services	1,700.00
65000 · Operations	
65002 · Advertising	737.00
65003 · Auto Expense	180.00
65005 · Insurance	
65007 · D&O Insurance	600.00
65008 · Liability Insurance	1,000.00
Total 65005 · Insurance	1,600.00
65040 · Supplies	
65041 · Market	50.00
65042 · Office	200.00
Total 65040 · Supplies	250.00
65060 · Web site	300.00
Total 65000 · Operations	3,067.00
65100 · Fundraising Expenses	
65120 · Sponsorship Expenses	190.00
65130 · Supplies, Printing & Copying	100.00
65150 · Postage	100.00
65160 · PayPal Fees	75.00
Total 65100 · Fundraising Expenses	465.00
Total Expense	31,972.00
Net Ordinary Income	28.00
Net Income	28.00

St Helena Farmers' Market
Profit & Loss Budget vs. Actual
 January through December 2017

	Jan - De...	Budget	\$ Over ...
Ordinary Income/Expense			
Income			
43400 · Direct Public Support			
43410 · Corporate Contributions	155.42	0.00	155.42
43450 · Individ, Business Contributions	16,425.00	12,450.00	3,975.00
Total 43400 · Direct Public Support	16,580.42	12,450.00	4,130.42
46400 · Other Types of Income			
46432 · Sponsorship	18,500.00	19,500.00	-1,000.00
Total 46400 · Other Types of Income	18,500.00	19,500.00	-1,000.00
Total Income	35,080.42	31,950.00	3,130.42
Expense			
60800 · Education			
60820 · Kids	927.50	500.00	427.50
60825 · Chef Table	222.89	500.00	-277.11
60830 · Equipment	560.16	750.00	-189.84
60840 · Payroll Expenses			
60842 · Wages	11,615.00	12,120.00	-505.00
60844 · Company Expense	1,187.17	1,152.00	35.17
60846 · Bonus	1,250.00	0.00	1,250.00
60848 · Insurance-Workers Compensation	1,286.50	1,212.00	74.50
Total 60840 · Payroll Expenses	15,338.67	14,484.00	854.67
60850 · Market space/service	9,401.24	7,000.00	2,401.24
Total 60800 · Education	26,450.46	23,234.00	3,216.46
62100 · Contract Services			
62110 · Accounting Fees	1,597.50	1,700.00	-102.50
Total 62100 · Contract Services	1,597.50	1,700.00	-102.50
65000 · Operations			
65002 · Advertising	10.00	0.00	10.00
65003 · Auto Expense	180.00	180.00	0.00
65005 · Insurance			
65007 · D&O Insurance	561.50	600.00	-38.50
65008 · Liability Insurance	1,012.17	1,000.00	12.17
Total 65005 · Insurance	1,573.67	1,600.00	-26.33
65010 · Books, Subscriptions, Reference	0.00	100.00	-100.00
65015 · Fees	0.00	400.00	-400.00
65040 · Supplies			
65041 · Market	0.00	50.00	-50.00
65042 · Office	200.12	175.00	25.12
Total 65040 · Supplies	200.12	225.00	-24.88
65060 · Web site	309.86	250.00	59.86
Total 65000 · Operations	2,273.65	2,755.00	-481.35
65100 · Fundraising Expenses			
65120 · Sponsorship Expenses	98.10	850.00	-751.90
65130 · Supplies, Printing & Copying	0.00	100.00	-100.00
65150 · Postage	98.00	50.00	48.00
65160 · PayPal Fees	64.24	50.00	14.24
Total 65100 · Fundraising Expenses	260.34	1,050.00	-789.66
Total Expense	30,581.95	28,739.00	1,842.95
Net Ordinary Income	4,498.47	3,211.00	1,287.47

St Helena Farmers' Market
Profit & Loss Budget vs. Actual
January through December 2017

	<u>Jan - De...</u>	<u>Budget</u>	<u>\$ Over ...</u>
Net Income	<u>4,498.47</u>	<u>3,211.00</u>	<u>1,287.47</u>

Attachment 15



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name:	<u>St. Helena Historical Society</u>
Organization Mailing Address:	<u>P.O. Box 87, St. Helena, CA. 94574</u>
Organization Telephone Number:	<u>707.967.5502</u>
Organization Website:	<u>www.shstory.org</u>
Federal Tax ID Number and Status:	<u>30-0087096 501 (c) (3) nonprofit organization</u>
How long has your organization been in operation?	<u>The Society was founded in 2002</u>

List of Board Members and Officers: (if applicable)

<u>Susanne Salvestrin, President</u>	<u>Sue Wood Clark, Nancy Caffo, John Komes,</u>
<u>Skip Lane, Vice President</u>	<u>Shannon Kuleto, John Palmer, Susan Veresh</u>
<u>Helen Nelson, Secretary</u>	
<u>John Sales, Treasurer</u>	

Contact Information

Who is the single point of contact for your organization?

Name:	<u>Bonnie Vikan Thoreen</u>
Address:	<u>497 Crane Avenue, St. Helena, CA. 94574</u>
Phone:	<u>707.963.7529</u>
Email:	<u>bthoreen@gmail.com</u>

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Bonnie Vikan Thoreen

Signature Bonnie Vikan Thoreen

Title: Administrator

Date : 27 March, 2018

Grant Request

Project or Program Name:	"Voices of St. Helena"
Address of Project or Program:	P.O. Box 87, St. Helena, CA. 94574
Requested Grant Amount:	\$8,000.00
Matching Funds:	\$2,120.00 (80 volunteer hours valued at \$26.50/hour)
TOTAL Project or Program Cost:	\$10,120.00

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

"Voices of St. Helena" Digitization Project

The St. Helena Historical Society is requesting an \$8,000.00 grant from the City of St. Helena for the "Voices of St. Helena" Digitization Project. The grant will allow the Society to transcribe, copy, digitize and distribute, the 40 to 45 oral histories that currently form the Society's "Voices of St. Helena." Upon completion of the project, these oral histories will not only be accessible to the general public for the first time at the St. Helena Public Library, in the St. Helena Historical Society Archives and online on the Society's website and other historical organizations' websites. In addition, the Society will be able to present to the participating families bound copies of the oral histories.

BACKGROUND: Shortly after the St. Helena Historical Society was founded in 2002, Society volunteers have been collecting oral histories of the people and families who made St. Helena what it is today. This goal is embedded in the Mission Statement: "to collect, preserve, exhibit and provide access to the history of the St. Helena area . . ."

Throughout time, the history of our world has been handed down from one generation to another through storytelling. Stories told and stories sung have documented the evolution of families, communities, cultures and geo-political arenas. It is no less important today that we seek, capture and preserve the stories through storytelling and oral histories.

Each individual has his or her personal memories of what transpired and how it affected their own lives and the development of the community. Capturing these memories and stories gives us an insightful link to our past.

The oral history project that began in the early years of the Society continues today. Volunteers have interviewed and recorded between 40 to 45 people and families, most of which have been transcribed into hard copy. Nine of the completed transcriptions were supported by a small grant given through Napa Valley College Library in support of the collection of local history.

Although transcripts of the "Voices" collection have been accumulated through the years they are not accessible to the general public, nor have they been given to the families in a format other than unbound pages.

GOALS: The goal of the project is to complete the digitization of all the interviews in the collection, to copy and bind all of the interviews, and to place hard copies with the families, the historical society and the St. Helena Public Library. In addition, the oral histories will be accessible on the Society's website with keyword access providing a search component. The actual voice of the interview will be connected to the online transcript making

it possible for users to actually hear the “voices of St. Helena”. It is the Society’s goal, through this grant, to make these stories and memories available to our community, our students and teachers, our researchers and our historians.

The “Voices” project will be broken down into the following measurable components:

- Increase the size and scope of the Society’s oral history collection through a call to the community soliciting widespread participation in the oral history project.
- Transcribe all new and remaining audio interviews.
- Digitize interviews and store them with the hard copy versions.
- Provide public access to the digital and hard copy formats of the interviews through the library and the Society archives and website.
- Share the oral histories with other historical preservation organizations, such as the Napa County Historical Society, for widespread public access through their websites.
- Create online access of the oral histories within the Society’s website that is searchable through keyword access, including the audio recordings of the actual voices.

2. Describe community support for your project.

- a. From the inception of the “Voices” project in 2002, all of the interviews have been recorded by volunteers. Approximately eighty percent of the transcriptions (the most time-consuming aspect of oral history documentation) have been completed by volunteers. All of the subjects of the interviews are community members who have volunteered their time and stories. The Napa County Historical Society and other historical societies have shared their “best practices” for professional and technical standards and obligations. These include commitments to the narrators, to standards of scholarship for history and related disciplines, and to the preservation of the interviews and related materials for current and future users.
- b. All interviewees have given the Society permission to share their stories and have actively supported the project through their participation.
- c. Other support includes the St. Helena Public Library, the Napa Valley College Library and the Napa County Historical Society.

3. Describe who will benefit from this project and estimate how many people this project/service might impact.

The primary beneficiaries of the “Voices” project include area students and teachers, scholars, researchers, writers, historians, genealogists and the current and future generations of the St. Helena families who participated in the recording of their family histories. Once the project is completed, the Society will work with St. Helena teachers to promote “Voices” as a significant teaching tool for local and regional history.

The wealth of information accumulated through the Society’s bank of oral histories is not currently available to the general public. Information and archives that are not accessible to the public are lost. To be able to provide public access to this valuable information is key to the goals of the project. By providing the oral histories online, the access can be unlimited, reaching libraries, historical societies, schools, museums and other hubs throughout our region and far, far beyond.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

The "Voices" project will be accessible to the entire resident community through the St. Helena Public Library (bound hard copies as well as digital access) and in the St. Helena Historical Society archives. Via the Society's website and other historical organization websites, digital access will reach both the residents and the extended community, including students, teachers, researchers and scholars.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

We expect to have the transcripts digitized by September 2018, copied and bound by February 2019 and online by March 2019.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena Residents.

We have received no funding from other Napa County agencies in the past two years. Through this narrative we have described how our St. Helena residents can specifically benefit: We will finally have access to this exclusive information about our history to be used for our personal growth, to be used by teachers and school children, and to be preserved for history.

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

We received \$10,000 from the 2017-18 Grants Awards but did not receive any other funding from the Rudd Foundation.

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Our project from the 2017-18 cycle is now complete (report pending). We have reprinted 2,000 copies of our "Discover Historic St. Helena" book and distributed about half of them. We will continue distribution to local restaurants, hotels, retail outlets and schools until they are gone.

More importantly, the entire book is now available online through the St. Helena Historical Society website (www.shistory.org) and through sthelenahistorytour.com. We are in the process of asking the Chamber of Commerce, retail outlets, restaurants and nonprofits to include a link on their websites to the "Discover" book.

This effort supports our earlier grant that funded the first printing of "Discover Historic St. Helena" and to install historical markers defining the Historic Commercial Downtown District

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

Description	Amount
Transcription of approximately 10 oral histories, 800 minutes @ \$2.00/mn	\$1600.00
Digital copies of 40-45 oral histories	\$1400.00
45 oral histories loaded to our website with the written word, the spoken word and photographs of each interviewees	\$2000.00
Stipend for researcher to find photographs, and do the scanning and digitization	\$500.00
Printing and binding of oral history transcripts	\$1500.00
Grant administration	\$1000.00
Total Grant Request	8,000.00

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 04 2006**

ST HELENA HISTORICAL SOCIETY
PO BOX 87
ST HELENA, CA 94574

Employer Identification Number:
30-0087096
DLN:
17053252748036
Contact Person:
EDWINA O PERKINS ID# 31229
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated August 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

**St. Helena Historical Society
Budget 2017-2018**

Income

Contributed Revenue		
Annual Fundraising	60,000.00	
Other Contributions	200.00	
Total Fundraising Campaigns		60,200.00
Grants		10,000.00
Memorial Contributions		
Total Memorials		250.00
Interest Income		30.00
Memberships		10,000.00
Publications Sales		
Books	400.00	
Photos	200.00	
Total Publications Sales		600.00
Research Fees		2,000.00
Events		
Cemetery Tour	500.00	
Museum for a Day	-	
Monthly Events	-	
Total Events		500.00
Total Income		83,580.00
Cost of Goods Sold		<u>100.00</u>
Gross Income		83,680.00

Expenses

Administrative/Operating Expenses		
Bank Charges		275.00
Contracted Services		
Accounting	600.00	
IT Maintenance	1,250.00	
Organizational Development	9,360.00	
Total Contracted Services		11,210.00
Dues & Subscriptions		450.00

Budget 2017-2018-3.xlsx10/30/17

**St. Helena Historical Society
Budget 2017-2018**

General Administrative Costs

Insurance

General Liability, D&O	700.00	
Auto (Trucks)	1,450.00	
Total Insurance		2,150.00

Licenses, Fees, Permits

Sales Tax	130.00	
Other	275.00	
Total License, Fees, Permits		405.00

PO Box		86.00
Office Supplies		1,750.00
Telephone		<u>1,500.00</u>
Total Admin/Operating Expense		17,826.00

Development

Membership/History Center	40,000.00	
Membership Renewal Campaign	500.00	
Total Development		40,500.00

Governance

Board Member Handbook	280.00	
Total Governance		280.00

Postage 350.00

Program Services

Collections Program	500.00	
Monthly Education Programs	1,000.00	
Newsletter	2,000.00	
Printing and Reproduction	300.00	
Research Services Program	1,000.00	
Signature Educational Events		
Museum for a Day	250.00	
Cemetery Tours	150.00	
Special Activities		
Holiday Party	500.00	
Voices of St. Helea	1,000.00	
Total Program Services		6,700.00

Uncategorized Expenses

	<u>200.00</u>	
Total Expense		65,856.00

St. Helena Historical Society
Budget 2017-2018

Net Gain (Loss) 17,824.00

4:35 PM
07/03/17
Accrual Basis

St. Helena Historical Society Balance Sheet Prev Year Comparison

	As of June 30, 2017	Jun 30, 16	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
01101-08280	1,073.20	1,072.88	0.32
01103-08256	1,072.57	1,072.26	0.31
01106-08245	1,104.69	1,104.18	0.51
01108-08413	1,082.81	1,082.50	0.31
01109-08281	1,073.64	1,073.32	0.32
Bank of America - checking	35,116.56	34,035.06	1,081.50
Bank of America - Savings	80,000.00	0.00	80,000.00
Total Checking/Savings	<u>120,523.47</u>	<u>39,440.20</u>	<u>81,083.27</u>
Accounts Receivable			
Accounts Receivable	1,202.48	450.00	752.48
Total Accounts Receivable	<u>1,202.48</u>	<u>450.00</u>	<u>752.48</u>
Other Current Assets			
Book Inventory			
Inventory Asset	1,497.76	1,543.08	-45.32
St. Helena Book	-23.34	0.00	-23.34
Sullivan Book	264.00	264.00	0.00
Book Inventory - Other	-9.23	-9.23	0.00
Total Book Inventory	<u>1,729.19</u>	<u>1,797.85</u>	<u>-68.66</u>
Total Other Current Assets	<u>1,729.19</u>	<u>1,797.85</u>	<u>-68.66</u>
Total Current Assets	<u>123,455.14</u>	<u>41,688.05</u>	<u>81,767.09</u>
Fixed Assets			
Fixed Assets			
Accumulated Depreciation	-8,511.96	-8,511.96	0.00
Office Equipment			
Computers	6,769.55	6,769.55	0.00
Light Box & Magnifier	348.00	348.00	0.00
Printers	154.71	154.71	0.00
Total Office Equipment	<u>7,272.26</u>	<u>7,272.26</u>	<u>0.00</u>
Storage Unit	10,965.06	10,965.06	0.00
Total Fixed Assets	<u>9,725.36</u>	<u>9,725.36</u>	<u>0.00</u>
Total Fixed Assets	<u>9,725.36</u>	<u>9,725.36</u>	<u>0.00</u>
TOTAL ASSETS	<u><u>133,180.50</u></u>	<u><u>51,413.41</u></u>	<u><u>81,767.09</u></u>
LIABILITIES & EQUITY			
Liabilities			

4:35 PM
07/03/17
Accrual Basis

St. Helena Historical Society Balance Sheet Prev Year Comparison

	As of June 30, 2017	Jun 30, 16	\$ Change
Current Liabilities			
Other Current Liabilities			
Building Fund "Its about Time"			
Kitchen Facility	350.00	350.00	0.00
Building Fund "Its about Time" - Other	4,495.30	3,600.00	895.30
Total Building Fund "Its about Time"	4,845.30	3,950.00	895.30
Restricted Donations/Underwritl			
Bierce Fund	0.00	33.00	-33.00
Total Restricted Donations/Underwritl	0.00	33.00	-33.00
Restricted Grants			
Heritage Fund	473.00	553.00	-80.00
Total Restricted Grants	473.00	553.00	-80.00
Sales Tax Payable	1.76	1.76	0.00
Total Other Current Liabilities	5,320.06	4,537.76	782.30
Total Current Liabilities	5,320.06	4,537.76	782.30
Total Liabilities	5,320.06	4,537.76	782.30
Equity			
Opening Bal Equity	20.00	20.00	0.00
Retained Earnings	46,855.65	46,372.57	483.08
Net Income	80,984.79	483.08	80,501.71
Total Equity	127,860.44	46,875.65	80,984.79
TOTAL LIABILITIES & EQUITY	133,180.50	51,413.41	81,767.09

4:35 PM
07/03/17
Accrual Basis

St. Helena Historical Society
Balance Sheet Prev Year Comparison
As of June 30, 2017

ASSETS

Current Assets

Checking/Savings

01101-08280	0.03%
01103-08256	0.03%
01106-08245	0.05%
01108-08413	0.03%
01109-08281	0.03%
Bank of America - checking	3.18%
Bank of America - Savings	100.0%
Total Checking/Savings	205.59%

Accounts Receivable

Accounts Receivable	167.22%
Total Accounts Receivable	167.22%

Other Current Assets

Book Inventory

Inventory Asset	-2.94%
St. Helena Book	-100.0%
Sullivan Book	0.0%
Book Inventory - Other	0.0%
Total Book Inventory	-3.82%

Total Other Current Assets

-3.82%

Total Current Assets

196.14%

Fixed Assets

Fixed Assets

Accumulated Depreciation	0.0%
Office Equipment	
Computers	0.0%
Light Box & Magnifier	0.0%
Printers	0.0%
Total Office Equipment	0.0%

Storage Unit

0.0%

Total Fixed Assets

0.0%

Total Fixed Assets

0.0%

TOTAL ASSETS

159.04%

LIABILITIES & EQUITY

Liabilities

4:35 PM
07/03/17
Accrual Basis

St. Helena Historical Society Balance Sheet Prev Year Comparison

As of June 30, 2017

Current Liabilities

Other Current Liabilities

Building Fund "Its about Time"

Kitchen Facility 0.0%

Building Fund "Its about Time" - Other 24.87%

Total Building Fund "Its about Time" 22.67%

Restricted Donations/Underwrit

Bierce Fund -100.0%

Total Restricted Donations/Underwrit -100.0%

Restricted Grants

Heritage Fund -14.47%

Total Restricted Grants -14.47%

Sales Tax Payable

0.0%

Total Other Current Liabilities 17.24%

Total Current Liabilities

17.24%

Total Liabilities

17.24%

Equity

Opening Bal Equity 0.0%

Retained Earnings 1.04%

Net Income 16,664.26%

Total Equity 172.77%

TOTAL LIABILITIES & EQUITY

159.04%

Attachment 16



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12-point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name:	<u>St Helena Little League</u>
Organization Mailing Address:	<u>P.O. Box 241</u>
Organization Telephone Number:	<u>n/a</u>
Organization Website:	<u>www.sthll.org</u>
Federal Tax ID Number and Status:	<u>94-6126932</u>
How long has your organization been in operation?	<u>6/1/1965</u>

List of Board Members and Officers: (if applicable)

<u>Jeff Blaum, Hugh Davies, Mark Ray,</u>	<u>Brandon Farrell, Elaine Lund, Joe Herdell,</u>
<u>Matt Hileman, Dagan Janev, Marcus Johnson,</u>	<u>Matt Anderson, Robbie Meyer,</u>
<u>Shannon Meyer, Brett Ronayne,</u>	<u>Boo Beckstoffer, Corey Beck</u>

Contact Information

Who is the primary contact person for your organization?

Name:	<u>Hugh Davies, Board Member</u>
Address:	<u>1400 Schramsberg Road, Calistoga, CA 94515</u>
Phone:	<u>707-974-8072</u>
Email:	<u>hdavies@schramsberg.com</u>

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name <u>Hugh Davies</u>	Signature <u>[Signature]</u>
Title <u>Board Member SHLL</u>	Date <u>3/23/18</u>

Grant Request

Project or Program Name:	<u>St Helena Little League Uniforms & Equipment</u>
Address of Project or Program:	<u>P.O. Box 241 St. Helena, CA 94574</u>
Requested Grant Amount:	<u>\$10,000</u>
Matching Funds:	<u>\$10,000</u>
TOTAL Project or Program Cost:	<u>\$20,000</u>

Application Questions

1. **Describe your project/service/program including objectives and goals and explain how you will meet these goals.**

The Little League motto is "Character, Courage & Loyalty" and in the 51 years that St Helena Little League has been a part of this community, these qualities have been imbued in thousands of children who have participated in its baseball and softball programs. Our goal each season is to provide an environment where skill-building and competition meets sportsmanship and teamwork. These goals are emphasized through annual coaching clinics for the all-volunteer coaches of our baseball and softball divisions where the development and encouragement of all players is emphasized, through Board member player advocates who ensure the children's best interests are prioritized over winning and in strict adherence to fair play game time minimums. Additionally, Little League ensures that every interested player who lives within our district boundaries and attends an evaluation is guaranteed placement on a team through age 12.

Our primary need is help in offsetting the cost of the League's Uniform and Equipment program. For 2018, we are fielding over 200 players in Juniors, Majors, Minors, Super Rookies and Coach Pitch Baseball as well as Majors and Minors Softball teams. Our estimated expenditure totals \$20,000 with approximately \$8,000 for uniform needs and \$12,000 for equipment needs. Uniform costs include hats, jerseys, belts and socks for players. Our volunteer coaches cover the costs of their own jersey and hat. Equipment costs include bats, balls, catcher gear, helmets, batting tees, gloves, and umpire gear.

2. **Describe the community support for your project.**
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?

St Helena Little League is comprised of 15 Board members who volunteer their time and personal resources to meet the League's yearly needs. As an all-volunteer organization, we are dependent on parent-volunteers to manage and coach teams, scorekeep/pitch count/scoreboard games, umpire games, run the Snack Shack and meet LL safety requirements.

The bulk of our financial need is the annual cost of the maintenance and refurbishment of the Crane Park fields. The fields are leased to the League for 6 months of the year, during which time the League supplies the man power and approximately \$8,000-\$10,000 to support their seasonal maintenance needs, including mowing, edging, gopher abatement, grandstand painting, weeding, lining fields, cutting pitcher mounds and material needs such as sand, cinder, Snack Shack upkeep, etc. We have recently added many yards of sand to the outfield to level it out as much as possible. Just 2 months ago it would have been a danger to play any sport on the outfield with the extreme unevenness of the surface due to neglect of gopher abatement in the off-season. Further, the League's families, as well as PUC and high school students earning community service hours, all chip in on an annual work day. Throughout the season, the league pays a maintenance crew to mow, fix sprinklers and line the fields for games.

We understand that some of the costs detailed above are considered a capital expenditure and are therefore outside the eligibility requirements for this particular grant request but wanted to highlight the financial commitment that the St Helena Little League makes each year to creating and maintaining a beautiful and safe field environment for our children – and the children of visiting teams during regular season play from Calistoga, American Canyon, Suisun, and Yountville.

Additionally, the League each year seeks local sponsors whose contribution helps to cover some of the players' uniform expenses. This season, the following local businesses are sponsoring teams: Central Valley Hardware, American Legion, Steve's Hardware, Zumwalt Ford, Herdell Printing, St Helena Optometry, St Helena Police Officers Assn, Sutter Home, Darrell Quirici DDS, Harold Smith & Sons, Reidy Law Group, Decker Vineyard Mgmt, Gott's Roadside, Wine Country Inn, Up Valley Orthodontics, Buehler Vineyards, Vincent Arroyo and A&W Restaurant.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

A truly great small town is defined by many things, including its commitment to the very things that make it *big*, such as quality schools, thoughtful neighbors, thriving local businesses & well-maintained parks. A town-based Little League which allows the children of our town to play, compete, learn and grow without the burden of travelling to Napa or Santa Rosa during the school week so they can still ride their bikes to practice or games and be home in time to enjoy dinner with their family and finish homework at a reasonable hour is a gift that many parents in our town have given to the children of St Helena by sustaining St Helena Little League through the years. It's difficult to quantify the impact of roughly 50 years x ~150 players/year + 2 parents per 150 kids/year + sponsoring businesses proudly posting team plaques, dads mowing in the rain on a Saturday morning, extended family coming in from out of town to catch a game, a grandfather doing a "fly-by" in his own bi-plane on Opening Day, visiting All Stars tournament competitors complimenting aloud the beautiful fields on which their children are competing and adults who played in SHLL as children returning to cheer on games speaks to the true impact Little League both directly and indirectly exerts on citizens within and outside of our town.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

As mentioned above, all children age 12 and under who meet league boundary and evaluation attendance requirements and are interested in playing are ensured a spot on a St Helena Little League team. Additionally, our League works with our adjacent geographical neighbors in Calistoga and Yountville to ensure that when those towns are not supporting a Little League division which St Helena is, their children are also ensured a spot on an SHLL roster. Further, the League strives to include families whose parents may work within St Helena and whose children attend school in our district but may live outside LL boundaries. For these families, a simple validation of school enrollment in a St Helena school ensures they are able to play Little League in the town in which they spend the bulk of their day but in which they may not live.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.

As is the case with most non-profits, we are in a constant state of ASK -- of our current and former player-parents, those whom serve as Board members, managers and coaches, others who donate their time as umpires or lawn-mowers or Rules Committee members who give up a Tuesday night to travel to Vallejo to be sure at the end of the day we are perpetuating a game in our town that builds kids up not knocks them down. The point is that we rely heavily upon those whose immediate or nostalgic interest is in keeping St Helena Little League a vibrant part of our town's community. We work stridently to secure donors, either through business sponsorships or the sweat equity of parent manual labor, to meet our most pressing needs. The LL budget, boosted by the big 2018 season enrollment, will be able to cover its current season needs. But our budget is a losing proposition. See below.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

St Helena Little League has not received outside funding from any county agencies in the past two years.

7. If you have received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

St Helena Little League did not receive funds as part of the 2017/18 Grant Awards, nor did it receive funds from the Rudd Foundation.

8. If you have received funds in 2017/18, please give a short update on the status of your project and the impact on the community.

St Helena Little League used funds from the 2016/17 Grant Awards cycle to purchase uniforms and

equipment.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

[illegible]

See other side
for instructions

STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS
P. O. Box 13447
SACRAMENTO, CALIFORNIA 95813

P 9410

REGISTRATION FORM

1. Official name and mailing address of organization:

Napa Valley Little League
c/o Dale Brown
1336 D Oak Avenue
St. Helena, California 94574

Federal Employer
Identification Number
94-6126932
2. Names and addresses of all trustees or directors and officers (attach list if necessary):

Bob Kyle, President 1480 Main Street St. Helena, California 94754	Dale M. Brown, Secretary/Treasurer 1336 D Oak Avenue St. Helena, California 94574
---	---
3. Attach a statement fully describing the activities in which the organization expects to engage, including the standards, criteria, procedures or other means adopted or planned for carrying out the activities, the anticipated sources of revenue and the nature of contemplated expenditures. (A copy of the material submitted with the application for Federal or State tax exemption will normally provide this information.) If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds, property and other assets held or expected to be held in California.
4. a) If assets (funds, property, etc.) have been received, enter the date first received. prior to 1974. Financial statements for past accounting periods may be required. See instructions on reverse.
 b) If assets (funds, property, etc.) have not been received, enter the date when such receipts are first expected. _____.
5. Annual accounting period adopted: Fiscal year ending _____, or calendar year ☒.
6. a) Corporations - Furnish a copy of the Articles of Incorporation. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California. _____
 b) Unincorporated Entities - Furnish a copy of the instrument creating the organization.
 c) All - Furnish a copy of the Federal Exemption Determination Letter.

X Dale M. Brown Secretary/Treasurer
Signature Title
1336 D Oak Avenue, St. Helena, California 94574
Address
March 29, 1985 (707) 963-9494
Date Telephone Number

Registration No. CT 57138
Date of Registration 4/10/85
For Registry use only

CT-1 (5-77)

9:52 AM

03/26/18

Accrual Basis

Napa Valley Little League

Profit & Loss

January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Donations	5,000.00
Returns & Allowances	-25.00
Contributions Income	
Unrestricted	1,475.00
Contributions Income - Other	500.00
Total Contributions Income	1,975.00
Fundraising	
xFundraising Expenses	-1,050.49
Total Fundraising	-1,050.49
Miscellaneous Income	218.24
Registration Fees	26,135.13
Sponsorship	
Uniforms	4,150.00
Outfield Signs	24,500.00
Total Sponsorship	28,650.00
Concession Income	25,898.31
Total Income	86,601.19
Cost of Goods Sold	
Apparel	
Concession Stand Expense	4,940.07
Merchandise	
SHLL shirts & hats	
Merchandise	2,213.78
Total SHLL shirts & hats	2,213.78
Total Merchandise	2,213.78
Concession Repairs (Minor)	95.00
Concession Stand Goods	7,255.71
Concession Stand Labor	5,388.00
Concession Stand Expense - Other	6,362.69
Total Concession Stand Expense	21,315.18
Total COGS	26,255.25
Gross Profit	60,345.94

Napa Valley Little League
Profit & Loss
January through December 2017

9:52 AM
03/26/18
Accrual Basis

	Jan - Dec 17
Expense	
Reconciliation Discrepancies	-0.10
Awards & Gifts	1,016.47
Bank Service Charges	148.74
Charter & District Assessments	2,365.16
Dues and Subscriptions	323.00
Equipment Rental	162.92
Fees & Taxes	160.00
Maintenance & Repairs	11,963.25
Meetings	225.00
Miscellaneous	606.57
Photographers	1,823.55
Postage and Delivery	188.00
Printing & Reproduction	43.55
Supplies	207.53
Tournaments	600.00
Umpires	1,247.00
Uniforms & Equipment	18,864.05
Utilities	2,438.42
Workshops & Clinics	2,000.00
Total Expense	44,383.11
Net Ordinary Income	15,962.83
Other Income/Expense	
Other Income	14.12
Other Income	14.12
Total Other Income	
Other Expense	
Other Expenses	
Repairs-Big Projects	
Bull Pens	1,466.92
Infields	1,027.18
Total Repairs-Big Projects	2,494.10
Total Other Expenses	2,494.10
Total Other Expense	2,494.10
Net Other Income	-2,479.98
Net Income	13,482.85

3:07 PM
03/13/18
Accrual Basis

Napa Valley Little League
Profit & Loss
September 2017 through August 2018

	Sep '17 - Aug 18
Ordinary Income/Expense	
Income	
Donations	5,500.00
Fundraising	
-Fundraising Expenses	-1,050.49
Total Fundraising	-1,050.49
Miscellaneous Income	49.82
Registration Fees	26,107.00
Sponsorship	
Uniforms	4,450.00
Outfield Signs	25,200.00
Total Sponsorship	29,650.00
Concession Income	30.00
Total Income	60,286.33
Gross Profit	60,286.33
Expense	
Charter & District Assessments	1,861.16
Dues and Subscriptions	40.00
Fees & Taxes	10.00
Maintenance & Repairs	728.69
Postage and Delivery	194.00
Printing & Reproduction	85.65
Umpires	60.00
Uniforms & Equipment	5,165.50
Utilities	1,156.28
Workshops & Clinics	2,000.00
Total Expense	11,301.28
Net Ordinary Income	48,985.05
Other Income/Expense	
Other Income	2.29
Total Other Income	2.29
Net Other Income	2.29
Net Income	48,987.34

Attachment 17



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to five single sided pages with 12 point font, please include page numbers on all pages. Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: St. Helena Preschool For All Inc.
 Organization Mailing Address: 465 Main St., St. Helena, CA 94574
 Organization Telephone Number: (707) 967-2800
 Organization Website: www.shpreschoolforall.org
 Federal Tax ID Number and Status: #46-4214921 / Good
 How long has your organization been in operation? 2010

List of Board Members and Officers: (if applicable)

<u>Carlos Uribe</u>	<u>Tamara Sanguinetti</u>
<u>Jeannie Kerr</u>	<u>Marylou Wilson</u>
<u>Julio Olguin</u>	<u>Jennifer Lamb</u>
<u>Shannon Pestoni</u>	

Contact Information

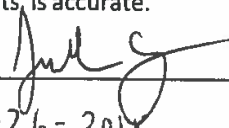
Who is the single point of contact for your organization?

Name: Julio Olguin
 Address: 465 Main St, St. Helena, CA 94574
 Phone: (707) 363-6525
 Email: julio@shpreschoolforall.org

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Julio Olguin

Signature 

Title Executive Director

Date 3-26-2018

Grant Request

Project or Program Name:	St. Helena Preschool For All Scholarships
Address of Project or Program:	465 MAIN St.
Requested Grant Amount:	\$ 10,000. ⁰⁰
Matching Funds:	\$ 0
TOTAL Project or Program Cost:	\$ 110,014. ⁰⁰

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.
2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
 - b. What roles are they playing and how collaborative is the project?
 - c. What other support exists for your project?
3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.
4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.
5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2019 and provide a timeline for your project or program.
6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.
7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?
8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

[illegible]

Preschool For All 1



City of St. Helena Grant Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet the goals.

St. Helena Preschool for All, Inc. ("SHPA") is a non-profit corporation dedicated to providing all children in St. Helena an opportunity to experience preschool and succeed. To that end, SHPA provides scholarships for underserved children in the St. Helena community ages 3 and 4- years old, to attend a preschool at one of five local participating preschools.

Since 2010, 109 children have attended preschool through a SHPA scholarship. Initially our program provided scholarships to 4-year old students. This year our program has continued to provide scholarships to 3 and 4-year olds, thereby enabling students to experience two years of preschool before they enter Kindergarten. Our program also works with the parents of participating families to involve them in the process and educate them in enriching their children's educational experience through monthly educational classes and speakers.

2. Describe the community support for your project.

a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?

Five local preschools, Little Backpacks Preschool, Mila's Large Family Childcare, St. Helena Cooperative Nursery School, Sun & Stars Montessori School, Wee Care Childcare, partner with SHPA to provide a preschool education to our students. Many of these preschools provide their own scholarships and other financial support to our students.

During the first three years of our program, SHPA was administered by the Up Valley Family Center. Although we now have an independent board of directors and Executive Director to administer the program, the Up Valley Family Center continues to support our program by providing community members information about it and referring families to it.

The Bainum Family Foundation has provided significant financial support to SHPA as has the St. Helena Soroptomist Group, St. Helena Rotary Club, and the St. Helena City Council. We also were a part of the 2017 Napa Valley Give!Guide, an online donation campaign that supports local non-profits. We were selected as the local non-profit who would receive a percent of proceeds from an event called "12 nights of Christmas" thru the Restaurant at Meadowood. Many St. Helena community members have donated generously as well.

Preschool For All 2

Over the years, Napa Learns, the St. Helena Public Library and the Stonebridge and Hunt Avenue Apartments have partnered with SHPA. Finally, the St. Helena Unified School District has been our partner since inception, providing meeting space, public recognition and significant financial support over the years.

b. What roles are they playing and how collaborative is this project?

The program has been able to sustain itself in the last few years because of the support of the St. Helena community and organizations. Each plays a critical role in the success of the program.

The St. Helena Unified School District & Bainum Family Foundation, have been the principal organizations providing financial support to the program for the last five years. Superintendent Marylou Wilson and St. Helena Primary School principal Tamara Sanguinetti sit on the Board of Directors, as do two members of the Board of Trustees.

The role of our preschools is very important to our program. Since the beginning our participating preschools have opened up their doors and provided spaces in their preschools for our children. Since then we have created a very close relationship with our preschools, without them the program does not function. (Little Backpacks Preschool, Mila's, St. Helena Cooperative, Sun & Stars Montessori, and Wee Care)

The role of our community has allowed for our program to be better known and accessible to our families. The Up Valley Family Center, Clinic Olé, St. Helena Public Library, Stonebridge Apartments, and Hunt Avenue Apartments, have all been organizations that we have worked closely with to spread the word about our program. We have continued to use these organizations in order to reach those families who could benefit from our program. All of our materials and information are available through these locations.

The community plays a very key role in the financial support of our program. Every year we continue to add to our growing list of donors. Many individual community members donate to SHPA in order to invest in early childhood education. We also continue to get donations from our local businesses each year.

The role of local organizations is important because they are groups who have been part of the local community for many years and help spread the word about our program to their members and supporters. We have worked very closely with the International Women's Soroptimist group, as our families volunteer at their yearly dinner and in return they donate to our program. We have worked with St. Helena Rotary Club the past two years as they organize an annual Kentucky Derby Fundraiser where all proceeds go to SHPA, and our families in the program volunteer at this event. We were also a part of the 2017 Napa Valley Give!Guide, an online donation campaign that supports local non-profits which allowed for more community awareness and new donors.

c. What other support exists for your project?

Preschool For All 3

Along with the organizations and community behind this project, we also have the support of the 7 board members, and the 17 families who are receiving the scholarships, and 92 alumni families; through our program outreach we have developed a more diverse and larger network of supporters each year that continues to grow.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

This project will directly impact the children and families of St. Helena who will be receiving the scholarships. For many children, preschool is their first experience in a structured setting with teachers and groups of children. These childhood experiences will prepare the children to enter Kindergarten, and also help foster their physical, emotional, social, and cognitive development. The parents also benefit from their participation in the program. As members of a preschool community, parents attend monthly educational meetings and develop a better relationship and understanding of their wider community, participate in new activities with their preschool aged children, and meet other families preparing for Kindergarten. The preschools also provide parents with valuable information and strategies for supporting their children's learning and development at home.

SHPA directly impacts low- income families in St. Helena who cannot afford a preschool program for their child, many of which are English Learners. Since the program began in 2010 we have provided 109 scholarships, which include the 17 children and families enrolled this year. Even with our program in place there are a number of children who are entering Kindergarten in the district without any preschool experience. This is why we have redoubled our efforts to make sure all eligible families know about and are able to participate in our program. Our goal for the 2018-2019 school year is to place between 18-20 children in one of our partnering preschools. On average it costs \$4,500 to fund a scholarship for ten months of preschool.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

Our program aims to help the underserved families of St. Helena. We offer our scholarships to those children who will be 3 or 4-years old, thus providing at least one year of preschool before entering Kindergarten.

The program is accessible to any families and children who live in St. Helena and meet the age requirement and the financial requirement. Our financial requirement is in place in order to determine whether the family will receive a full or partial scholarship. We want to ensure that the families who really need the assistance have first priority. We have implemented an ongoing outreach program to make sure that families know about this program year round. The Up Valley Family Center, Hunts and Stonebridge Apartments, St. Helena Public Library, Clinic Olé, Harvest Pediatrics, and the St. Helena Unified School District all help with informing families about our program. All information and applications are available at the listed locations above, and on our website: www.shpreschoolforall.org.

Preschool For All 4

5. Describe how you will complete the project or program within the grant cycle deadline of June 30, 2019 and provide a timeline for your project or program.

Our program is currently raising \$100,000 for the upcoming year's scholarships. To date we have received over \$80,000 from grants and donations from the community, parent contributions, and event fundraising. The School District continues to underwrite half of our scholarships costs, up to \$35,000, which is an increase from previous years. However more funding will be vital for our upcoming year as our program continues to grow. Families have until May 4, 2018 to apply for a scholarship, and their children would not enter preschool until September 2018. If we were to receive a grant from the City of St. Helena it would be a tremendous help towards offering these scholarships to all families who qualify.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the city of St. Helena will specifically benefit St. Helena residents.

We have not received funding from any Napa County government agencies in the past two years. If we were to receive funding from the city of St. Helena it would directly go to the scholarships for the children in the 2018-2019 school year.

7. If you received funds as part of the 2017/18 Grant Awards, did you receive additional funds from the Rudd Foundation? If so, how much?

No, we did not receive additional funds from the Rudd Foundation in 2017, we received the full amount from the City of St. Helena grant.

8. If you received grant funds in 2017/18, please give a short update on the status of your project and the impact on the community?

Yes we received \$10,000 in grant funds in 2017 and we were able to continue to pay the tuition for 10 students for two months. Our program continues to provide scholarships for these 17 children in the program until June 2018, and our parents also continue to receive monthly parent education through speakers and activities. We are working diligently to raise funding for the 2018-2019 school year and remain focused on continuing to provide the children and families this opportunity. For the 2018-2019 school year we are also looking at extending the days and times that we offer thru our scholarships. Our scholarships currently only cover the preschool hours which are 3-4 hours per day. With the increase of cost of living in St. Helena, many families are struggling financially and require both parents to work, which makes our preschool hours difficult for families. We are exploring the idea of offering more days and extended hours for families and have the scholarship cover the additional costs, which means that we will need more funding to accomplish that.

Preschool For All 5

2018-2019 Preschool Scholarship Projected Placements & Budget

	Budget
<u>Little Backpacks Preschool-Monday-Friday-9-12</u>	
Cost per Month	480.00
Scholarships	5.00
Monthly Total	2,400.00
Annual Total-10Months	<u>24,000.00</u>
<u>St. Helena Cooperative Nursery School M,W,F 9-12 & MTW 1-4 (two sessions)</u>	
Cost per Month	390.00
Scholarships	2.00
Cost per Month	445.00
Scholarships	1.00
Cost per Month	275.00
Scholarships	1.00
Monthly Total	1,500.00
Annual Total-10Months	<u>15,000.00</u>
<u>Wee Care-\$34 per day M,W,F 9-1</u>	
Cost Per Month(Varies on Month)	408.00
Scholarships	2.00
Monthly Total	816.00
Annual Total-10Months	<u>8,160.00</u>
<u>Sun and Stars Montessori M-F 9-12(\$615) M-W-F(\$585)</u>	
Cost Per Month	615.00
Scholarships	2.00
Cost Per Month	585.00
Scholarships	1.00
Monthly Total	1,815.00
Annual Total-10Months	<u>18,150.00</u>
<u>Mila's-\$30 per day M,W,F (9-1) or (1-5)- Monday & Th</u>	
Cost Per Month(Varies on Month) 3 days	360.00
Scholarships	3.00
Cost Per Month: 1 full day + ½ day	320.00
Scholarships	2.00
Monthly Total:	1,720.00
Annual Total-10Months	<u>17,200.00</u>
<u>Total Expenses 2018-2019</u>	
Annual Scholarships Total(19 Students)	82,510.00
Executive Director (August 2017-August 2018)	21,504.00
Administrative Expenses(childcare, Insurance, Translator, additional marketing materials)	12,000.00
Total Expense 2018-2019:	\$116,014.00



State of California
Franchise Tax Board
 PO BOX 1286
 Rancho Cordova CA 95741-1286

ST. HELENA PRESCHOOL FOR ALL, INC.
 485 MAIN ST
 ST. HELENA CA 94574

Date: 08.15.15
 Case: 26610579700750133
 Case Unit: 26610579700750136
 In reply refer to: 760:MQD:F120

Regarding:	Tax-Exempt Status
Organization's Name:	St. Helena Preschool For All, Inc.
CCN:	3609463
Purpose:	Charitable
R&TC Section:	23701d
Form of Organization:	Affirmation Incorporated
Accounting Period Ending:	12/31
Tax-Exempt Status Effective:	10/02/2013

Exempt Acknowledgement Letter

We have received your federal determination letter that shows tax exemption under Internal Revenue Code (IRC) Section 501(c)(3).

Under California law, Revenue and Taxation Code (R&TC) Section 23701 provides that an organization is exempt from taxes imposed under Part 11 upon submission of the federal determination letter approving the organization's tax-exempt status.

Generally, the effective date of an organization's California tax-exempt status is the same date as the federal tax-exempt status.

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

In order for us to determine any effect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

For filing requirements, refer to FTB Pub.1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to ftb.ca.gov and search for 1068.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the State Board of Equalization at 800.400.7115 or go to their website at boe.ca.gov.

Marcos Q. Diez Jr
Telephone: 916.845.4171
Fax: 916.843.2525

cc: Cynthia P Smith

11:45 AM

03/25/18

Accrual Basis

St. Helena Preschool for All
Profit & Loss Budget Overview
 July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
Direct Public Support	
Community Donations	34,000.00
Corporate Donations	0.00
Grant Funding	42,500.00
Herb Lamb Memorial	0.00
Parent Fundraising	1,542.00
Total Direct Public Support	78,042.00
Program Income	
Parent Cash Contributions	1,280.00
SHUSD Contribution	35,000.00
Total Program Income	36,280.00
Total Income	114,322.00
Gross Profit	114,322.00
Expense	
Business Expenses	
Bank Charges	100.00
Business License/Reg Fees	300.00
Website Domain	500.00
Website Host	500.00
Business Expenses - Other	0.00
Total Business Expenses	1,400.00
Contract Services	
Executive Director	21,504.00
Photographer	0.00
Website Development	0.00
Total Contract Services	21,504.00
Fundraising Expenses	
Marketing	500.00
Supplies	100.00
Fundraising Expenses - Other	6,600.00
Total Fundraising Expenses	7,200.00
Other Types of Expenses	
Insurance - Liability, D and O	1,400.00
Total Other Types of Expenses	1,400.00
Parent Education	
Childcare Expense	360.00
Supplies	300.00
Translation	360.00
Total Parent Education	1,020.00
Scholarships	
Discoveryland	0.00
Little Backpacks Preschool	24,000.00
Mila's Large Family Day Care	17,200.00
Registration Fees	625.00
St. Helena Coop	15,000.00
Sun & Stars Montessori	18,150.00
Wee Care Childcare	8,160.00
Total Scholarships	83,135.00
Student Scholarship Funds	
Jaime Rubio Scholarship Fund	1,000.00

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03/25/18

Accrual Basis

**St. Helena Preschool for All
Profit & Loss Budget Overview
July 2017 through June 2018**

	<u>Jul '17 - Jun 18</u>
Total Student Scholarship Funds	1,000.00
Suspense Account	<u>0.00</u>
Total Expense	116,659.00
Net Ordinary Income	<u>-2,337.00</u>
Net Income	<u><u>-2,337.00</u></u>

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03/25/18

Accrual Basis

St. Helena Preschool for All
Profit & Loss
 July 2016 through June 2017

	Jul '16 - Jun 17
Ordinary Income/Expense	
Income	
Direct Public Support	
Community Donations	38,635.00
Corporate Donations	3,075.40
Grant Funding	37,716.53
Parent Fundraising	1,542.00
Total Direct Public Support	80,968.93
Program Income	
Parent Cash Contributions	1,280.00
Total Program Income	1,280.00
Total Income	82,248.93
Gross Profit	82,248.93
Expense	
Business Expenses	
Bank Charges	71.11
Business License/Reg Fees	75.00
Total Business Expenses	146.11
Contract Services	
Executive Director	19,600.00
Photographer	125.00
Total Contract Services	19,725.00
Fundraising Expenses	
Marketing	300.00
Total Fundraising Expenses	300.00
Other Types of Expenses	
Insurance - Liability, D and O	1,400.00
Total Other Types of Expenses	1,400.00
Parent Education	
Childcare Expense	320.00
Translation	260.00
Total Parent Education	580.00
Scholarships	
Discoveryland	4,250.00
Mila's Large Family Day Care	7,410.00
St. Helena Coop	19,755.00
Sun & Stars Montessori	16,875.00
Wee Care Childcare	8,528.00
Total Scholarships	56,818.00
Suspense Account	0.00
Total Expense	78,969.11
Net Ordinary Income	3,279.82
Net Income	3,279.82

	Date	Name	Memo	Amount
Direct Public Support				
Grant Funding				
	09/12/2017	Bainum Family Foundation	No matching funds required	25,000.00
	12/26/2017	Napa Valley Can Do	No matching fund required - \$300 participation fee required	5,181.81
	01/15/2017	City of St. Helena	No matching funds required	10,000.00
Total Grant Funding				40,181.81
Total Direct Public Support				40,181.81
TOTAL				40,181.81

Attachment 18



City of St. Helena Nonprofit Funding Program Grant Application and Budget FY 2018/19

Please answer the following questions as they apply to your project/program/service. Responses are limited to **five single sided pages with 12 point font, please include page numbers on all pages.** Drawings and photographs must be included within this page limit.

Organizational Overview

Organization Name: UpValley Family Centers
 Organization Mailing Address: 1440 Spring Street, St. Helena CA 94574
 Organization Telephone Number: 707-965-5010
 Organization Website: www.upvalleyfamilycenters.org
 Federal Tax ID Number and Status: 80-0023012
 How long has your organization been in operation? 19 years (since founding in Calistoga)

List of Board Members and Officers: (if applicable)

<u>Laurie Claudon, President</u>	<u>Susan Duryea</u>
<u>Elaine Jones, Secretary</u>	<u>Randy Gnagy</u>
<u>Christine Hayne, Treasurer</u>	<u>Rob Morrow</u>
<u>Karen Cakebread</u>	<u>Mary Stuard</u>
<u>Michael Caldarola</u>	<u>Genevieve Welsh</u>
<u>Mitch Celaya</u>	
<u>Nelson Cortez</u>	

Contact Information

Who is the primary contact person for your organization?

Name: Jenny Ocon, Executive Director
 Address: 1440 Spring Street, St. Helena CA 94574
 Phone: 707-965-5010
 Email: jocon@upvalleyfamilycenters.org

Authorized Representative

I represent that this Application Packet describes the intended use of the requested City Grant funds to complete the Project or Program identified above and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Packet, including required attachments, is accurate.

Print Name Jenny Ocon
 Title Executive Director

Signature 
 Date 3/28/18

Grant Request

Project or Program Name:	Community Connections, St. Helena
Address of Project or Program:	1440 Spring Street, St. Helena CA 94574
Requested Grant Amount:	\$10,000
Matching Funds:	\$79,000
TOTAL Project or Program Cost:	\$89,000

Application Questions

1. Describe your project/service/program including objectives and goals and explain how you will meet these goals.

The Community Connections program of the UpValley Family Centers provides St. Helena residents with access to information, resources and opportunities that support individual and family well-being. Our organization is prevention-oriented and we serve as a one-stop-shop where people of all ages can access a variety of programs and services, in English and Spanish. We partner with over 40 organizations throughout Napa Valley and beyond to make resources available locally; our Community Connections program is often the first point of contact individuals and families make with our organization and it provides them with a seamless process to access resources to meet their needs.

The Community Connections program identifies the need or interest of the individual and connects them to the services of one of our partner organizations (i.e. Ole Health, Rianda House Senior Activity Center, Mentis, Bay Legal), or to the services provided by UpValley Family Centers. UpValley Family Center services fall into these program areas: education (parent/child playgroups, youth mentoring, parent education, ESL); economic success (free tax preparation services, employment assistance, emergency aid); health and well-being (health insurance enrollment, exercise classes, counseling referrals, domestic violence services, prevention of youth drug/alcohol use); and immigrant integration (accurate information about immigration benefit programs, "know your rights" educational workshops, application assistance for US citizenship, and free citizenship classes).

Through the Community Connections program, our goal is to serve at least 500 St. Helena families in 2018-19 with information, guided referral services, application assistance, translation assistance and check-free pay. We expect to serve at least 25 of those families with intensive case management services for those experiencing multiple needs. We will reach our goals by: a) conducting outreach presentations at local preschools, schools and service clubs; b) door-to-door outreach at local apartment complexes; c) tabling at community events such as the Harvest Festival; d) engaging community volunteers such as our Promotoras, to spread the word about the services available at UpValley Family Centers. The Community Connections program also coordinates free community events for families such as Dia de los Muertos, in partnership with other organizations, to celebrate our community's diversity and offer fun children's activities and educational experiences for all to enjoy.

2. Describe the community support for your project.
 - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved?
 - b. What roles are they playing and how collaborative is the project?

c. What other support exists for your project?

We enjoy strong support from a variety of organizations, nonprofits, and local residents. We have close working relationships with many direct service organizations to provide direct social services to local St. Helena residents. These organizations include: Boys & Girls Club, Community Health Initiative, International Institute of the Bay Area, Mentis, the Mexican Consulate, Napa County Health and Human Services (various departments), Napa Emergency Women's Services, Nimbus Arts, Ole Health, ParentsCAN, Pediatric Dental Initiative, Grace Episcopal Church, and the St. Vincent de Paul Society of the St. Helena Catholic Church among others. We also collaborate with St. Helena Unified School District to coordinate student and family behavioral health counseling services, parent education workshops, and our youth mentors have a weekly presence on the campuses of RLS Middle School and St. Helena High School. We opened an office at RLS Middle School in November 2017. We receive referrals from St. Helena Police Department and St. Helena Library of individuals or families needing resources or assistance. We partner with St. Helena Police Department to implement the Youth Diversion Program, and St. Helena Library to implement free tax services. Our Community Connections staff stay updated on community resources and identify needs/trends of the clients we are serving, so we can work to bring other resources to St. Helena as needed.

We receive annual donations from local service clubs and faith-based organizations to support our emergency aid and holiday assistance programs with direct benefit to St. Helena households in need and to support victims of domestic violence. Local banks and foundations make grants to support our Volunteer Income Tax Assistance (VITA) program – serving approximately 300 low-income St. Helena households with free tax preparation assistance, bringing over \$380,000 in tax returns back to our local community annually. Local residents and Pacific Union College students serve as volunteers for the VITA program. We receive in-kind support from Boys & Girls Club and St. Helena Presbyterian Church to use their space for our ongoing classes and programs. We have good working relationships with the apartment managers at Stonebridge and Hunts Grove Apartments, where we conduct outreach and provide occasional workshops.

3. Describe who will benefit from this project and estimate how many people this project/service/program may impact.

We plan to serve at least 500 St. Helena households or 1,000 people with our Community Connections program. We estimate that a majority of those reached will be low-income. Those served by the program will benefit from learning about and accessing services locally in their own community, including signing up for health insurance, receiving legal assistance, receiving financial assistance, attending workshops or classes to enhance learning, receiving free or low-cost counseling services, and accessing activities for children and youth. In 2018-19, with changes in federal programs, policies and funding, UpValley Family Centers will continue to play a critical role in informing local low-income families and immigrant families of how such changes may impact them and what steps they can do to ensure their health and well-being. We are committed to serving those most vulnerable in the St. Helena community to get the help they need to avoid costly crisis situations and to be educated about the resources available to assist them.

4. Please explain how your project/service/program will be open and accessible to the St. Helena Community.

The Community Connections program is available regularly from Monday-Friday, 8:30am-5pm. During tax season (February-April) our offices have extended evening hours, open until 9pm and open every other Saturday 9am-1pm. Our staff conduct outreach at community events and provide informational presentations at meetings of local service clubs, schools, partner organizations, etc. at various times of day. Our agency website and Facebook page provide 24-hour access to information about our services. All of our services are available in English and Spanish.

5. Describe how you will complete the project or program within the grant funding cycle deadline of June 30, 2018 and provide a timeline for your project or program.

Our Community Connections program is an ongoing core service of the UpValley Family Centers. As such, we will report on our annual progress according to the timeline of the grant funding.

6. If you have received funding from other Napa County government agencies in the past two years, provide level of funding and how funding from the City of St. Helena will specifically benefit St. Helena residents.

We receive the following funds from Napa County Health and Human Services:

- Mental Health Services Act Prevention & Early Intervention funds in the amount of \$76,150 annually over the past two years, for our CLARO/CLARA Youth Mentoring Programs at middle schools and high schools in St. Helena and Calistoga. This funding reaches approximately 60 junior/senior high students in St. Helena each year, with weekly mentoring groups, field trips and volunteer/civic engagement opportunities for youth.
- MediCal Administrative Activities funds in the amount of \$28,000 for MediCal outreach and application facilitation up valley. Funding this year was decreased from the prior year, which was \$40,000. This funding allows our staff to conduct widespread outreach to St. Helena residents about the MediCal program, which expanded since the Affordable Care Act was passed. It also allows us to support local St. Helena residents with completing the MediCal application and support for them to access MediCal covered services.
- Master Settlement Agreement funds in the amount of \$70,000 this year for Triple P (Positive Parenting Program) implementation, and \$56,691 the prior year. UpValley Family Center's 2018-19 request for MSA funds was \$70,000 and was approved at that level for the next three years. This grant allows us to reach St. Helena parents with children ages 0-17 with research-based parenting support services in English and Spanish. Triple P services provide parents with simple, practical strategies to help them confidently manage their child's behavior, prevent problems and build strong healthy relationships.

Cost Estimate

Include a high level description of all the program or project costs that will be paid for by City Funds. Costs should be grouped into large categories with minimum line item of \$100.

Example: Supplies (paper goods, pens, etc.) \$250

UpValley Family Center Requested Budget

Description	Amount
Personnel	
Community Liaison	\$4,000.00
Family Advocate	\$2,500.00
Operations Director	\$2,000.00
TOTAL Personnel	\$8,500.00
Operating	
Rent	\$900.00
Cleaning services, supplies and utilities	\$140.00
Computer, telephone and internet	\$200.00
Outreach supplies	\$140.00
Photocopies	\$120.00
TOTAL Operating	\$1,500.00
Total Grant Request	\$10,000



CINCINNATI OH 45999-0038

In reply refer to: 0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00

00021055
BODC: TE

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

004824

Employer Identification Number: 80-0023012
Person to Contact: Gordon Schnur
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in February 2002.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/efo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248222270
Oct. 06, 2014 LTR 4168C 0
80-0023012 000000 00
00021056

UP VALLEY FAMILY CENTERS OF NAPA
COUNTY
1500 CEDAR ST
CALISTOGA CA 94515

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,

Richard McKee

Richard McKee, Department Manager
Accounts Management Operations

Up Valley Family Centers
Approved Revised Budget FY18 (July 2017-June 2018)

		Annual Revised Budget
Ordinary Income/Expense		
Income		
Total 40000 · RESTRICTED FOUNDATION GRANTS		256,466.00
Total 40200 · RESTRICTED NONPROFITS		2,500.00
Total 40250 · RESTRICTED SERVICE GROUPS		24,250.00
Total 40300 · RESTRICTED GOVERNMENT GRANTS		676,490.00
Total 40400 · RESTRICTED CORPORATE GRANTS		72,650.00
Total 40450 · RESTRICTED INDIVIDUALS		27,687.83
Total 40490 · RESTRICTED NAPA FIRE		305,842.00
Total 40500 · UNRESTRICTED GRANTS		385,000.00
Total 40550 · UNRESTRICTED SERVICE CLUBS		6,000.00
Total 40600 · UNRESTRICTED INDIVIDUALS		307,811.16
Total 40800 · UNRESTRICTED CORPORATE		66,380.21
Total 40900 · SPECIAL EVENTS		101,200.00
Total 40950 · In Kind Donations		22,000.00
Total 41000 · EARNED REVENUE		<u>144,425.00</u>
Total Income		2,398,702.20
Expense		
Total 50200 · Salaries & Wages - Other		1,239,301.89
Total 50300 · Benefits package		172,322.18
50330 · Workers Comp Insurance		7,350.00
50340 · Payroll Taxes		108,442.09
Total 50400 · Professional Fees		306,864.00
Total 50500 · Non-Personnel Expenses		333,390.00
Total 50600 · Occupancy Expenses		74,630.28
Total 50700 · Professional Development		74,470.00
Total 50800 · Misc Expenses		<u>64,165.00</u>
Total Expense		2,380,935.44
Net Ordinary Income		<u><u>17,766.76</u></u>

UpValley Family Centers
Statement of Financial Activities
Jul 1, 2016 to June 30, 2017

	<u>Jul '16 - Jun 17</u>
Income	
Total 40000 · RESTRICTED FOUNDATION GRANTS	262,967.00
Total 40200 · RESTRICTED NONPROFITS	4,269.74
Total 40250 · RESTRICTED SERVICE GROUPS	16,952.00
Total 40300 · RESTRICTED GOVERNMENT GRANTS	605,008.10
Total 40400 · RESTRICTED CORPORATE GRANTS	68,995.25
Total 40450 · RESTRICTED INDIVIDUALS	57,959.35
Total 40480 · RESTRICTED VALLEY FIRE	4,114.95
Total 40500 · UNRESTRICTED GRANTS	334,000.00
Total 40550 · UNRESTRICTED SERVICE CLUBS	3,500.00
Total 40600 · UNRESTRICTED INDIVIDUALS	277,054.99
Total 40800 · UNRESTRICTED CORPORATE	28,701.75
40850 · PRIOR YEAR ANNUAL FUND	19,111.51
Total 40900 · SPECIAL EVENTS	87,572.95
Total 40950 · In Kind Donations	21,999.91
Total 41000 · EARNED REVENUE	25,182.65
Total 42400 · OTHER REVENUE	316.00
Total Income	<u>1,817,706.15</u>
Expense	
Total 50200 · Salaries & Wages - Other	861,950.95
Total 50300 · Benefits package	111,951.64
50330 · Workers Comp Insurance	5,770.59
50340 · Payroll Taxes	74,351.10
50350 · Vacation Expense	173.53
Total 50400 · Professional Fees	321,051.22
Total 50500 · Non-Personnel Expenses	130,006.76
Total 50600 · Occupancy Expenses	77,829.38
Total 50700 · Professional Development	19,493.48
Total 50800 · Misc Expenses	53,973.51
Total Expense	<u>1,656,552.16</u>
Net Ordinary Income	<u>161,153.99</u>

Up Valley Family Centers Grant Funding March 2017-March 2018

	Mar 1, '17 - Mar 26, 18	Required Match
Income		
40000 · RESTRICTED FOUNDATION GRANTS		
40101 · Napa V Early Learning I (NVELI)	60,000.00	
40103 · NVELI Summer Bridges	12,000.00	
40105 · Kaiser Permanente	20,000.00	
40106 · Napa V Community Fdt-ONVI	32,311.00	
40107 · United Way Bay Area-VITA	15,000.00	
40108 · Napa V Community Fdt-VITA	21,000.00	
40111 · Cowell Foundation	95,000.00	
Total 40000 · RESTRICTED FOUNDATION GRANTS	255,311.00	
40200 · RESTRICTED NONPROFITS		
40201 · Mentis (bf FSA)	2,500.00	
40211 · On the Verge-On the Move	770.00	
40212 · IIBA-DACA	0.00	
40213 · New Americans Campaign	999.74	
Total 40200 · RESTRICTED NONPROFITS	4,269.74	
40250 · RESTRICTED SERVICE GROUPS		
40251 · Rotary Clubs	500.00	
40252 · Soroptimist - Calistoga	28,000.00	
40253 · Soroptimist - St. Helena	1,300.00	
40254 · Calistoga Community Chest	5,000.00	
40256 · Native Dlters of the G West Cal	250.00	
40260 · United Methodist Church	1,580.00	
40265 · Rest sv gp desig reve for futur	-8,000.00	
Total 40250 · RESTRICTED SERVICE GROUPS	28,630.00	
40300 · RESTRICTED GOVERNMENT GRANTS		
40301 · Calistoga JU School District		
40301c · Calistoga JU School D - ESL	6,750.00	
40301d · Cal JU School D - Mental Health	201,000.00	
40301f · Cal JU School D - Community S	7,500.00	
Total 40301 · Calistoga JU School District	215,250.00	
40302 · City of Calistoga		
40302a · City of CA- Seniors	20,000.00	
40302b · City of CA- Com. Health and O	10,000.00	
40302c · City of CA-Comm. Enrich CLAR	3,000.00	
40302d · City of CA-Immigration	15,000.00	
40302e · Diversion Program	12,500.00	12,500.00
Total 40302 · City of Calistoga	60,500.00	
40303 · City of St. Helena		
40303a · City of St. Helena- Diversion	12,500.00	12,500.00
Total 40303 · City of St. Helena	12,500.00	
40304 · Master Settlement Agreement	72,276.75	8,656.00
40306 · First Five Parents as Educators	27,300.00	

Up Valley Family Centers Grant Funding March 2017-March 2018

	Mar 1, '17 - Mar 26, 18	Required Match
40307 · PEI Mental Health Services Act	95,098.25	
40308 · Medical Admin Activities (MAA)	39,556.02	57,223.00
40309 · St. Helena School District	144,261.41	
40310 · Mexican Consulate - IME Becas	9,000.00	
40311 · NCOE- Drug Free Communities	75,578.00	42,624.00
40314 · Office of Child Abuse Pr (OCAP)	63,812.28	
40315 · CDSS-II	18,436.00	
Total 40300 · RESTRICTED GOVERNMENT GRANTS	833,568.71	
40400 · RESTRICTED CORPORATE GRANTS		
40401 · Banks	9,000.00	
40404 · St. Helena Hospital	13,000.00	
40405 · Calmart	1,600.00	
40407 · Local business	4,016.25	
40408 · PG&E	1,000.00	
40409 · Burbank Housing	10,000.00	
40410 · Citibank	25,000.00	
40411 · Queen of the Valley	5,000.00	
40420 · Rest Corp design reve for future	-9,800.00	
Total 40400 · RESTRICTED CORPORATE GRANTS	58,816.25	
40490 · RESTRICTED NAPA FIRE		
40491 · NVCF-Napa Fire	25,000.00	
40492 · Individuals Napa Fire	75,662.67	
40493 · Business - Napa Fire	3,510.00	
40494 · Cowell Napa Fire	20,000.00	
404944 · Center for Disaster Philanthrop	15,000.00	
40495 · Latino Community Fdt Fire	200,000.00	
40496 · Mentis/FEMA CCP Grant	5,978.23	
40498 · Calfresh Disaster Outreach	4,999.00	
40499 · FM Central Bank	5,000.00	
404991 · Rotary District 5130	11,500.00	
404992 · Wunderkinder Foundation	24,000.00	
404993 · California Foundation for Stron	35,000.00	
Total 40490 · RESTRICTED NAPA FIRE	425,649.90	
40500 · UNRESTRICTED GRANTS		
40501 · Auction Napa Valley	375,000.00	
40503 · Gasser Foundation	10,000.00	
Total 40500 · UNRESTRICTED GRANTS	385,000.00	



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: New Business

Subject: After Action Report (AAR) for the City's Response to the October 2017 Napa Fire Complex

CEQA Determination: Not a CEQA project

Prepared By: William Imboden, Chief of Police

Reviewed By: Mark T. Prestwich, City Manager

Approved By:

BACKGROUND

On Sunday October 8th, 2017 at 9:30 PM reports of a fire in the Atlas Peak area prompted responses from several local agencies, including a St. Helena Fire Department (SHFD) engine who had been assigned to another un-involved fire in the Green Island Road area near American Canyon.

Shortly after the Atlas fire ignited a secondary fire was reported in the area of Tubbs Lane, just north of Calistoga. This fire was moving in a westerly direction pushed by winds gusting up to 70 miles per hour (MPH).

Around the same time fires were reported in several locations along the Napa and Sonoma County border (Adobe, Partrick, Pressley, Norrbom, & Oakmont), which ultimately merged into what was called the Nuns fire, along the south-western border of Napa County and south-eastern border of Sonoma County.

These fires, known as the Napa Complex, burned for roughly twenty-two days and collectively burned over 145,000 acres of land, destroyed over 7,600 structures, and killed or caused the deaths of 44 people. 310,000 residences were without electricity for at least 48 hours, and 42,000 residences were without gas. Within three days air quality was so poor it was listed as "Hazardous" by the Environmental Protection Agency, which is the most dangerous rating on their scale. Visibility was impacted over 100

miles away, and over 280 flights were cancelled from SFO during the course of the event. Estimates of damage and losses is over \$9 billion dollars.

DISCUSSION

When responding to natural disasters or large-scale emergencies of any sort it is considered best practice to learn from experiences to determine what can be improved upon.

Staff's initial response to the multiple fires sent engines and firefighters to both the Atlas Fire and the Tubbs Fire, joining fire departments from all over the County and ultimately the western United States and Canada. Additionally, the Fire Department maintained staffing within the City to be able to respond to their primary area of coverage as well. The Police Department sent Officers to evacuate the Franz Valley School Road and Mountain House Road areas (Tubbs Fire), as well as Wooden Valley Rd (Atlas Fire). When the electricity was lost, Public Works personnel came in and established traffic control at the main intersections and began working on solutions for the pump stations, which require electricity to operate.

On Monday morning, those Staff that could make it in to work did, and a skeleton crew including the City Manager, the Recreation Director and at least one Council Member manned the front counter at City Hall. The Library Staff members were able to open the Library and perform almost all of their normal functions, effectively becoming a local gathering point for social connection, comfort, and information. The Recreation Department suspended all activities, and the Recreation Director became the City's liaison to the County's Emergency Operations Center.

As the fires continued through the first week it became apparent that this event was a larger scale disaster than had not been encountered before. Issues with communication, supplies, logistics, and information distribution became the major hurdles to overcome. Collateral issues such as air quality and road closures were difficult to address.

The City Council help a facilitated Special City Council meeting to address topics related to the fires and the City's response both from a Staff perspective and a community perspective. Simultaneously, the City Manager commissioned an After-Action Report to be completed and presented to the Council to help understand in greater detail not only the preparation and training that had been put to use, but just as importantly, the areas where training and/or preparation were not in place and opportunities for improvement existed.

The information gathered during the Special Meeting of the City Council was incorporated into the AAR, as were questionnaires and interviews with City Staff and Department Directors. Additionally, information was included from conversations with Saint Helena Unified School District administration and CalFire leadership.

The After-Action Review covers the following topics:

- Purpose and Objectives
- Incident Overview
- Outside Agency Incident Responsibilities
- Post-Incident Assessment
- After-Action Findings and Recommendations

One of the more notable outcomes of the AAR was the identification of emergency preparedness materials lacking (portable and fixed location generators, messaging boards, vehicle fuel, personal emergency supplies, community alert / notification capabilities). A detailed description of items identified is contained within the AAR.

One of the key areas where the City can improve on its response to large scale disasters is in communication and information dissemination. A running theme through most of the conversations related to opportunities to improve communication and information sharing. The comprehensive results of the interviews and information gathering were compiled into the written After-Action Report and are attached to this Staff Report (See Attachment A).

FISCAL IMPACT

There is no additional fiscal impact to the City.

RECOMMENDED ACTION

Receive and file

ATTACHMENTS

[Attachment 1](#)



After Action Review

City of Saint Helena Response to the October 2017 Napa Fire Complex



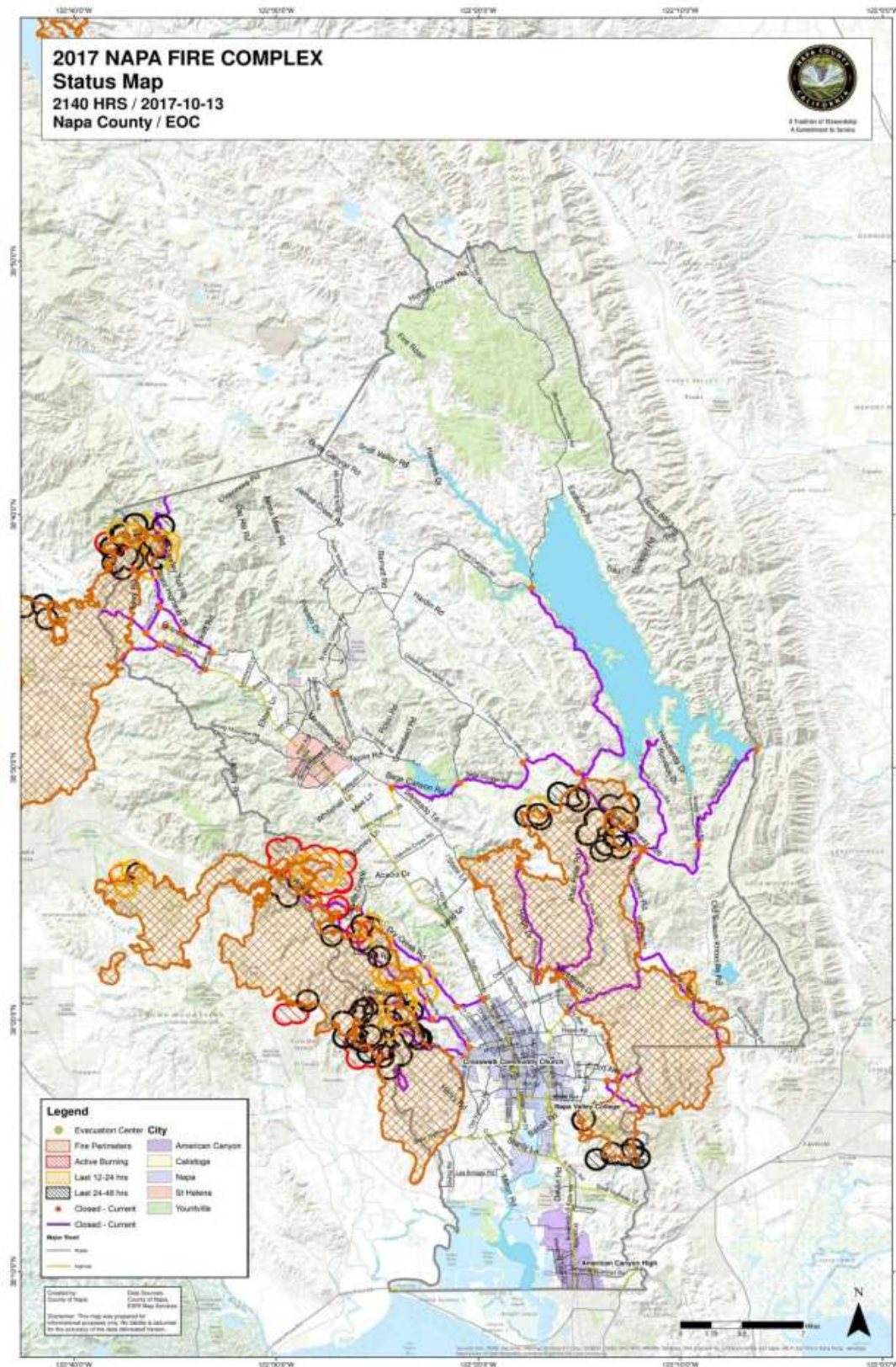


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 Appendix A – Special Council Meeting Summary

 Appendix B – Internal Response Survey

 Appendix C – Department Interviews

Section 1: After Action Incident Review

Purpose:

The purpose of this After-Action Incident Review (AAR) is to discuss the sequence of events preceding the incident, as well as the Agency's response to the incident, to determine what went well and what can be improved upon.

Review team:

The following community stakeholders participated in the Review team:

City Manager
Department Directors
City Council
Community Members
SHSUD Administration Staff'

Objectives:

Discuss and identify areas where City government functioned well, and overcame seen and unforeseen obstacles; focus on areas where City government has opportunities to improve services during a natural disaster of this magnitude and scope.

Outside Agency Participation:

Saint Helena Unified School District Representatives
California Dept. of Forestry and Fire Prevention (CAL-Fire)

Section 2: Incident Overview

Initial Event:

Sometime around 9:30 p.m. on Sunday, October 8, 2017, reports of a fire in the Atlas Peak area prompted responses from several local agencies, including a Saint Helena Fire Department engine who had been assigned to another un-involved fire in the Green Island Road area.

Shortly after the Atlas Fire ignited, a second fire was reported in the area of Tubbs Lane, just north of Calistoga. This fire was moving in a westerly direction pushed by winds gusting up to 70 miles per hour (MPH).

Around the same time, additional fires were reported in several locations along the Napa and Sonoma County border (Adobe, Partrick, Pressley, Norrbom, & Oakmont), ultimately merging

into what was called the Nuns Fire along the south-western border of Napa County and south-eastern border of Sonoma County.

These fires, known as the Napa Complex, burned for roughly twenty-two days and collectively burned over 145,000 acres of land, destroyed over 7,600 structures, and killed or caused the deaths of 44 people. 310,000 residences were without electricity for at least 48 hours, and 42,000 residences were without gas. Within three days air quality was so poor it was listed as “Hazardous” by the Environmental Protection Agency, the most dangerous rating on their scale. Visibility was impacted over 100 miles away, and over 280 flights were cancelled from San Francisco International Airport during the course of the event. Estimates of damage and losses is over nine billion dollars.ⁱ

The City of Saint Helena did not have any structures lost to the fires but was without electricity in the entire town for 48 hours and then had incremental pockets in the dark for several more days. The City was completely blanketed in smoke for the first 8 days of the fires, most notably in the evening and morning hours. Cellular phone service was spotty with Verizon and non-existent with other providers. Without electricity and cellular service, information was hard to come by. The Police and Fire Departments and City Hall operated on generator power.

Notification:

Operational entities within Saint Helena were notified almost immediately. The Saint Helena Fire Department was the first engine to respond to the Atlas Fire in Napa by happenstance of being in the vicinity of the Green Island Rd Fire. Subsequently their Chain of Command was notified and when the Tubbs Fire broke out the Fire Department was already on alert due to the Atlas Fire. The Fire Chief was engaged in operation by 2130 hours. Public Works call-out staff were notified by 2300 hrs. and responded by 2400 hours and placed stop signs at all signalized intersections because they were non-operational.

The Saint Helena Police Department followed the progress and monitored emerging fire activity through the radio. While there was no impact to the City at that time, the Fire Chief contacted the Police Chief at his residence to advise of the severity of the events as they grew, and explained that Fire Department assets were spread thin. The Police Chief was effectively notified and engaged by 2200 hours.

The City Manager was notified of nearby fires via telephone by the Fire Chief on the evening of October 8th.

Impacts:

The majority of the impacts felt by the City were secondary to the fire, as no structures were burned in Saint Helena. Several employees were not able to get to work for one or more days due to being evacuated from their homes, or road closures. Safety personnel were commuting up to two hours each way to work their shifts.

Air quality was categorized as “Hazardous” which is the worst level on the Environmental Protection Agency’s scale. The City was covered in a thick layer of smoke for most of the first week, predominantly in the mornings and evenings.

Loss of electricity and most cellular service began the night of the 8th. The entire town was without power for approximately 48 hours. Communications became difficult once the cellular towers that service Saint Helena burned or melted. Verizon had spotty service. Residents found alternate ways to power their cellular devices, including coming to City Hall which was on an emergency generator, but there was no service available so internet access was down as well. Several residents were able to use the City’s landline telephones to communicate with friends and family during this time.

One of the unforeseen consequences of the total loss of power was the direct impact to the operation of the City’s water pumping system. The system, which is used to keep the City’s water tanks filled, is entirely dependent on electricity to function and does not have a back-up generator for emergency loss of power. On the evening of October 9, the City Manager requested the County’s Emergency Operations Center (EOC) secure two portable generators from the State through the EOC, so Public Works staff could get them powered in line with the pumps. This was accomplished by Public Works staff by 4:00 a.m. the morning of the 10th. Without this patchwork fix, the City had no ability to keep the water tanks filled, and as their level dropped through normal use, the supply of water and pressure in the lines would have diminished, directly impacting the Fire Department’s ability to fight fire using City supplied water (including areas in the county where they draw their water from City services).

Initial Response Operations

Initial local government response to the fire complex came from every paid and volunteer fire department in Napa County. As the Tubbs Fire quickly spread to Sonoma County local fire agencies from that county responded. It quickly became a regional response with local and state mutual aid fire crews coming from all around the nine Bay Area Counties as well as Lake and Mendocino counties. Initial Law Enforcement response consisted of the Highway Patrol, Napa Police, Napa County Sheriff Department, Calistoga Police and Saint Helena Police. As the fires spread and more evacuations became necessary, additional local law enforcement from around the County assisted as well (Probation, Napa State Hospital, Fish and Game, etc.). Eventually mutual aid law enforcement was requested from all over northern California to assist in evacuations, check points, roving patrol, looting prevention, escorts, and road blocks. Ultimately, the National Guard was brought in to assume several of these duties.

County Emergency Operations Center

The County of Napa established a County Emergency Operations Center (EOC) on Monday, October 9 to coordinate countywide emergency operations. Given the scale of the regional emergency and lack of available staff to maintain a fully-functional duplicate City EOC, the City Manager determined it was best to liaison with the County's EOC.

City Hall and Library Operations

Given public safety interest in maintaining open transportation corridors, the lack of email service and the reported challenges of civilian staff reporting to work (there was an original expectation that all staff would report to work), the City Manager decided to officially close City Hall on October 9. With the exception of the Recreation Director, the City Manager requested all other non-safety staff to stay home. The City Manager and Recreation Director kept the door unlocked at City Hall through 5:00 p.m. on Monday to answer telephone calls and citizen inquiries. The Recreation Director was subsequently dispatched to the County EOC for a 6:00 p.m. emergency briefing and served as the City's EOC liaison for 12-hour day shifts from October 10 – 13. Given projected high winds the evening of October 13, one of the City's off-duty grave shift Police Officers was dispatched to the County EOC to establish a 24-hour City of Saint Helena presence during this period of higher risk. A key focus of City's EOC-liaison was to enhance communication between the EOC and City Hall.

City Hall continued to serve as a community information center through the remainder of the first week with partial department staffing due to ongoing evacuations and road closures. City Hall power was restored late morning on Wednesday but normal staffing and operations did not return until Monday, October 16.

While the Library did not have a backup generator, staff kept doors unlocked through the power outage and served the community as a second information center.

City Communications

The City utilized several communication forums to update the community:

- Nixle - The countywide Nixle text message alert system was used to provide periodic updates about the fires, smoke and related information. The number of Nixle users in the 94574 zip code increased from 3,756 to 11,103 pre and post fire.
- Press Releases – The City issued 10 press releases during the Fire emergency. With the exception of a press release on October 15 when the County EOC was not staffed, each press release was cleared by the County EOC Public Information Officer in order to reduce the potential for the possible release of conflicting information. For this reason, the City did not participate in local radio shows/discussions because the fire activity was dynamic

and being managed by CalFire. Moreover, the County EOC had already established a line of communication with the radio stations.

- Website – The City provide daily or twice daily Fire updates via its website; including links to local radio, television, and emergency services websites.
- Email Listserve – When press releases were distributed, the City also distributed press releases on its email listserve which has approximately 2,210 subscribers.
- Social Media – The City’s Police Department Facebook page (with 1405 followers) was also used periodically for more frequent updates on the fires.

Disaster Proclamations

Because of the unprecedented scale of the Napa Fire Complex disaster, Governor Edmund G. Brown, Jr. issued a State Disaster Declaration on Monday, October 9, only hours after the fires began. President Trump declared a federal disaster declaration a day later on October 10. Despite not having any structures burn, the City of Saint Helena held a Special Council Meeting on October 11, confirming the existence and threatened existence of a local emergency to the safety of persons and property continued to exist. The City’s proclamation positioned the City to be eligible for federal and state disaster assistance.

While the City never formally issued an evacuation or advisory evacuation and attempted to return to business as usual after the power outage was restored on October 11, the scale of this regional fire event provided an important opportunity for the City of Saint Helena to evaluate and improve upon its emergency preparedness.

Post-Response Operations / Recovery operations

Aside from the usual “mop-up” duties fire personnel perform after a fire (hot spots were being put out well into November), Recovery and Post-Incident operations were most notable in the Departments that put all or most of their normal duties on hold during the first week of the fires. Finance in particular estimates they will be feeling the effects of the fire well into 2018 as they wade through the State and Federal disaster reimbursement process. It should also be noted that fatigue and a general sense of malaise was expressed by a large portion of the staff in the weeks immediately after the fires were contained.

The Saint Helena Fire Department also sent crews to the Thomas Fire in southern California in November, taxing crews and equipment that were still recovering from 24-hour operations through half of October.

Section 3. Outside Agency Incident Responsibilities

Cal-Fire – Wildland fire fighting, structure defense, overall coordination of firefighting efforts

Napa Sheriff's Office – Evacuations, road closures, Search and Rescue, scene security

AMR – Evacuations, lifesaving efforts, medical transport

CHP – Road closures, evacuations, scene security, escorts

Cal OES – Asset coordination, supplies, command and control operations

Section 4. Post Incident Assessment:

Special Council Meeting

On November 17, 2017, a special meeting of the Saint Helena City Council was held at the Fire Department. The public was invited to attend and participate in a facilitated discussion involving the Council, the City Manager, and each Department Director. The emphasis of the agendized meeting was to discuss the fire complex, and the response of both the Fire Department and the Police Department. Community members were encouraged to discuss their perceptions of the City's response to the emergency, and what they thought could be improved on in the future. A Summary of the meeting is attached to this report as Appendix A.

Internal Incident Response Survey

A four-question survey was distributed to every city employee via email and each Department Director was asked to encourage their employees to respond to the survey within one week. A copy of the questionnaire is attached to this report as Appendix B.

SHUSD Administrative Staff Input

During a meeting with the School District Superintendent and her staff, they addressed the fact that they had not been able to make it to the special council meeting and would have liked some ability to add input. One suggestion the Staff had was to make the Police Department and Fire Department's Emergency Response Protocols public during time of emergency so the public knows what steps the agencies are taking. This was in response to reported community frustration that they did not know appropriate precautions were being taken with regard to potential fire threats to the City.

Department Director Interviews

During the week of December 18th each Department Director was interviewed either alone or with key staff members. They were asked additional questions specific to their Departments' response to, and impact from the fires. The questions (attached to this report at Appendix C) were used as a guideline and the conversations were wide ranging. Some Departments were

heavily affected and felt lingering impacts well after the fires, while others were minimally impacted and were able to catch up quickly.

5. After Action Findings and Recommendations

Guidance

The following section includes major findings associated with the City's responses and incident management operations. The first section contains high level **highlights** of areas of success and areas for improvement.

The second section provides more detail based upon the following:

1. Returns of the initial AAR survey
2. Department interviews
3. Community input during the Special Council Meeting of 11/17/2017

The findings do not address external agency operations except for when they were a part of an overarching response and directly affected the City's actions and outcomes.

It is important to note these findings, although based upon objective source material, are constructed in a subjective manner reflecting personal reflections, narratives, and findings identified in the community meeting, the AAR survey and subsequent interviews. The key was to identify findings that were relevant, actionable, scoped for City involvement, and appropriate for the After-Action Review process.

Improvement recommendations were developed as a result of both survey responses and comments arising during the interviews. Although not all-inclusive, the recommendations serve to highlight general focused areas of improvement to guide City departments in enhancing internal disaster and emergency preparedness.

Highlights – Areas of Success:

Life Safety Response

- Civilian casualties and injuries were minimized and there were no City fatalities or injuries.
- City fire, police and public works mobilization and response to the incident was expedient
- Fire suppression efforts were efficient, effective, and well supported
- Succession planning and training provided efficient transfer of power when the Fire Chief was deployed to the fire area.
- Empowered employees made decisions and improvised problem-solving techniques during the initial evacuation.
- Through mutual aid agreements City Police assisted with evacuations for both the Atlas Fire and Tubbs Fire, as well as the evacuation of the City of Calistoga.

- Public Health and Safety issues were assessed and appropriate measures implemented. Health information was disseminated to the community via Napa County OES, City Social Media, and Nixle ®.
- City Public Works crews reacted quickly and effectively to maintain safe and secure water sources for the community and firefighting operations when the power went out.

Communications

- The majority of incident notifications conducted by the City were timely, accurate, and effective. The use of Social Media, Nixle ® and local radio (KVON/KVYN) on AM and FM, was able to reach large portions of the community.
- Prior to the electricity being lost, City staff were able to communicate with each other. Once the power was lost communication road blocks were eventually overcome.
- City Hall was open and set up as an information source for walk-ins
- The Library was able to provide limited internet connectivity for resident and displaced persons, creating a community hub for gathering information, contacting family, and making arrangements.
- Prior to the loss of electricity and cellular service, communication between employees and supervisors was adequate to provide some notifications and updates.

Organization

- Interagency Coordination was generally effective and timely.
- The City was able to establish an EOC presence in Napa at the County EOC.
- Emergency identification badges were issued to bypass road blocks.
- Dedicated staff overcame numerous personal and professional obstacles to provide continuous service, information, and needs.
- Succession planning and employee empowerment allowed for independent and timely decisions to be made when there was no supervision present.
- Some prior cross training allowed for employees to cover for missing staff.
- Normal duties and mandatory timelines were met.

Resources

- Community support (food, rooms, supplies, etc.) was an organic movement. Members of the community offered topographical and institutional knowledge of the patterns of a similar event that occurred in 1964.
- City Hall was able to stay open and provide impromptu charging stations.
- The Fire Station was able to operate 240 hours of non-stop fire-fighting and station coverage.
- 140 Ambulances were on stand-by to help evacuate St. Helena Hospital and any City residents who were non-ambulatory.
- County EOC responded with material needs in a timely fashion.

- Established relationships with fuel providers (NVP & Allied) assisted in maintaining functioning generators and expedited repairs to damaged fuel tanks.

Highlights – Areas for Improvement

Communications

- A reliance on social media for the public information communications dissemination resulted in limited pathways for incident notification and announcements.
- By early morning of Day One electricity and cellular service were down, effectively cutting communications into, out of, and within the City.
- Briefings were ad-hoc, unscheduled, and conducted amongst whoever was present.
- With no established Public Information Officer for the City, messaging was not unified, and did not reach everyone it should have.
- Members of the community had minimal means of receiving information from the City. There were no pre-identified community information dissemination points to send people to for updates.
- Inner-Department communications between staff on scene and displaced staff collapsed when phone and power was lost. With no pre-established phone tree or call-out procedure, tracking down unaccounted-for employees took some time and coordination.

Organization

- City employees need a better understanding of how they individually operate within an emergency response from the City.
- City officials and executives need a practiced process to ensure the timely and accurate flow of information with the community.
- Processes need to be established in several key areas of City government to create effective means of workflow when there is a significant interruption in power and/or communications systems.
- A plan needs to be established to provide minimal necessities (sundries, clothing, food, water, etc.) to employees who cannot leave for extended periods of time.
- Regularly scheduled EOC operations training and exercises need to be implemented.
- Back-up procedures, check lists, and cross-training need to be developed in key areas of City Hall, such as Finance and front counter / public engagement.

Resources

- Facilities that were designed for sustained use had not been tested to the degree they faced during this incident. Failures occurred in equipment, needed re-supplies were not pre-arranged, secondary sources of supplies were not identified.
- Facilities that the community rely on to gather at and to provide information did not have back-up power available.

- There is a willingness among the community to participate in CERT (Community Emergency Response Team) training and establish identified responses to emergencies of varying degree. To that end, there is no emergency volunteer center.

Inter-Agency Coordination

- The City had no established presence at monthly County OES Operational Area Response meetings prior to this incident and was not invited to participate in initial County EOC operations but later established a City-appointed liaison.
- There was no communication between State law enforcement and local law enforcement prior to organized efforts in the surrounding area.
- Consider inviting Angwin and Deer Park Fire Departments to attend briefings held by City Fire Department and senior staff, to improve regional planning.

6. Needs Assessment

Administration

- Three Days' Worth of Emergency Supplies

As was brought up by several employees during the interview process, there were no emergency supplies on hand for employees who were required to stay on site. During an emergency where staff cannot leave, the City needs to have supplies on hand in each department (e.g. food, water, blankets, toiletries) as well as the ability to prepare food, and places to sleep.

- Charging Stations in Various Locations

While the City Hall complex was able to provide outlets for a handful of people, and the Library was able to provide charging for cell phones once the power was reestablished. Providing multiple charging stations in public spaces around town during emergencies will improve communications. Staff recommends acquiring mobile solar powered charging stations that can be brought out as the needs arise.

- Additional Satellite Phones

The City currently has four satellite phones; assigned to the City Manager, Police Chief, Public Works Director, and the Fire Chief. It is essential that these Staff members be able to communicate during an emergency; however, there are additional essential Staff members who could not make contact with the City, or will be required to perform job functions even when phone lines and cellular services are lost. Each

Department should have access to/use of one or more satellite phones, to be distributed to key personnel.

➤ Plotter

During briefings and updates the City Staff was forced to rely on maps generated by the CalFire/EOC staff at 0700 hrs each day. As fires moved through the day the maps were not updated. The updated map came at 0700 hrs the next day. This made it difficult to understand and explain the fires' movements, as well as plot and prepare for future movement.

Additionally, City posted public notification signs in front of City Hall had to be hand written to achieve a size that would be noticeable and readable.

A City-owned plotter would eliminate both of these concerns during future events, as well as provide important contributions for routine City business.

Library

➤ Fixed Generator

As was noted in *Section 5; Successes*, the Library became an organic community center, and hub for information. Displaced persons came to the Library to try to make contact with family or friends. When the Library had power staff was able to provide services to the community as well as shelter, a sense of togetherness and comfort. Without power they were still able to open their doors, but the services they could provide were severely curtailed without a generator. Securing a fixed-position emergency generator for the Library will provide a fully functional location for the community to gather for information, comfort, access to the outside world, and support charging stations.

Public Works

➤ Mobile Generator(s)

During the fire event the Public Works required two emergency generators in order to keep the City's water pumping system operational. Without the pumping system there was a possibility the water system would not have had enough pressure to energize fire hydrants or provide drinking water to the community. Procuring the generators via the County Emergency Operations Center was not a given and it should not be assumed such supplies would be available in future events.

Additionally, there were other concerns identified in town that needed short-term, temporary electricity during the power outage including the radio repeater used by the Police Department to communicate between Officers in the field and Dispatch. The repeater has battery back-ups that are meant for short-term use (measured in hours). The batteries need to be recharged frequently, or bypassed via generator during longer outages.

➤ Fuel Station

The only means of fueling vehicles with gas engines is the 250-gallon pump station at the Police Department. The only means of fueling vehicles with diesel engines is the 750-gallon pump station at the Fire Department. In the case of the Police Department tank, 250 gallons will only fill ten (10) tanks before it's empty.

The Public Works Department had no means of fueling their gas vehicles in town as the department has no dedicated emergency fueling resources. Because the power was out, the local gas stations could not operate their pumps. Public Works staff took turns ferrying vehicles to the City of Napa, where there were gas stations in operation.

The Public Works Department needs their own fuel pumping station with *at least* a 250-gallon holding tank. This will allow them to operate sufficiently during times of power outage, assuming Napa Valley Petroleum can respond to refill the tank regularly.

Safety

➤ Mobile Programable Sign Board / Predetermined Information Stations

It became readily apparent during this event that without electricity and/or cellular service, information dissemination was difficult. The public needs locations they can check in with to gather the most up-to-date information available. Part of providing this information is the ability to place it on programmable, battery operated, solar powered mobile sign boards. During emergency events, the sign boards can be moved to the identified locations, or they can be posted strategically along ingress/egress routes. Purchasing at least three signs provide the ability to message the public about safety concerns during non-emergency events as well.

➤ All-Call (or similar) Public Warning System

During the Special Council Meeting of 11/17/17 the community members raised concerns over the Police Department's inability to make large scale notifications to residents. In the event an evacuation order needed to be issued, the only means of making the notification was door-to-door by Officers. If the power and internet are

working, the Police Department has the ability to utilize a feature of Nixle® to make mass calls, emails, and text messages to those residents who are subscribers of the system.

If the internet is down, but the town has power, or for those residents not subscribed to Nixle®, the Police Department needs an alternative way of broadcasting mass messaging. One idea that will need further exploration is the use of the Fire Department Air Siren to notify the community of a change in conditions.

DRAFT

APPENDIX A

Special Council Meeting

A summary of results from community involvement in the Special Council Meeting, November 15, 2017:

Emergency Notification

- Unique siren to alert public
- Announce locations where generators are available
- Neighborhood notifications
 - Neighborhood block by block watch handbook
- Emergency responder notifications
 - Flag if home is vacant – vial of life – special medical needs can be registered at the Police Department.
- Red Cross radio or battery-powered radio to hear KVON A.M. 1440
- Land line phone with cord and jack
-

Communication

- Nixle
- City Hall, Generators
- Post Office info board
- Traffic contingency plan announced to public
-

Needs:

- Solar powered message board
- Neighborhood alert – telephone chains
- Evacuation centers
- Battery powered radios
- CERT Training
- If you feel → Do it (Bag ready)
 - Personal plan: (Go Bag, Medications, Important Records)
- Advise shelter locations

Opportunities

- More updates on City website
- Share info on support available
- Temp cell towers (working with providers)
- Officials on TV and radio gave web pages for shelters
- Lack of tech with seniors
- Cell service out
- How to use Nixle with no cell phone
- Garage door inoperative
- (leave animals/lack of pet carriers)
 - Think about evacuating animals
 - Go bag for animals
- Masks sold out
- Need for information in Spanish

APPENDIX B

DEPARTMENT QUESTIONNAIRE

Department of _____

1. Describe your department's activities during the Fire event. What work did your department perform related to the fires? Was your department's work modified due to the fires? How quickly was your department able to return to normal functions? Was any staff affected by the fires? If so, how?
2. What worked well for your department during the event?
3. What opportunities exist to improve your department's or the City's preparedness during an emergency (consider earthquake, flood, smoke, power outage and other events in addition to fires)?
4. Is there any equipment, tools, products, etc. that the City could acquire that could help your department or the City improve its preparedness during an emergency event?

APPENDIX C

Department Interviews

1. When were you notified of the fire(s)?
 2. What was your response (specific to job related duties)?
 3. How was your department impacted?
 4. What on-going efforts did this cause?
 5. What post-incident impacts have you felt?
 6. What are some areas of success that you are aware of?
 - a. Areas where we did well.
 7. What areas are you aware of that we could improve our response in?
 - a. What hurdles do we need to overcome?
-



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: **New Business**

Subject: **St. Helena Assets Planning Engagement (SHAPE) Committee Progress Report**

CEQA Determination: **Not a CEQA project**

Prepared By: Mark T. Prestwich, City Manager

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On October 24, 2017, the City Council adopted Resolution 2017-148 creating the St. Helena Assets Planning Engagement (SHAPE) Committee comprised of 11 members. The Committee is tasked with the mission of identifying alternatives to address deficiencies and opportunities identified in the Needs Assessment, challenges identified in the Long Range Financial Forecast (LRFF) and feasibility of concepts identified in the 2009 Visioning Statement (e.g. library expansion, civic building/amphitheater, community center). Additionally, the Committee is to identify financial strategies (along with identifying consequences and trade-offs) for City Council consideration to address identified deficiencies, opportunities and/or utilization of community assets.

DISCUSSION

Committee Chair Mark Smithers will provide a progress report on the Committee's progress. Additionally, it is recommended the City Council authorize an extension of the Committee's timeline by approximately 30 days to facilitate completion of their work.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTION

Staff recommends the City Council Pass a Motion authorizing an extension of the Committee's timeline by approximately 30 days to facilitate completion of their work.



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: New Business

Subject: Consideration and proposed approval of the following resolutions:

1. Authorizing the City Manager to execute a three (3) year lease agreement with William Scotsman for the removal and replacement of two ancillary buildings at the St. Helena Public Works Corporation Yard for an amount not to exceed \$63,689. FY 17/18 - \$14,153, FY 18/19 - \$15,084, FY 19/20 - \$15,084, and FY 20/21 - \$19,368;
2. Authorizing the City Manager to execute a construction contract with Modern Method Roofing for the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$29,365;
3. Authorizing the City Manager to execute a contract with William Scotsman for the floor replacement of the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$11,310; and
4. Authorizing FY 17/18 budget transfer and use of reserves and fund balances totaling \$54,828 in FY 2017/18 from Civic Impact Fees \$6,360, General Fund Reserves \$19,387, Water Fund Balance \$16,481, and Wastewater Fund Balance \$12,600 for building removal, building leases, roof and flooring repairs

CEQA Determination: Exempt from the requirements of CEQA pursuant to Section 15301, Class 1, which exempts the operation, leasing, or minor alteration of existing facilities

Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer

Reviewed By:

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On January 11, 2018, EMG provided an assessment report of the condition of the City of St. Helena's Public Works Corporation Yard. The report identified various deficiencies including mold, moisture stains, and water damage from extensive roof leaks, floor tile and exterior door replacements, and more. The assessment estimated \$171,424 for immediate repairs and listed the portable trailer buildings in poor condition.

On January 18, 2018, the Public Works Director observed seven buckets capturing rain leaks in various parts of the main office building. There were not enough buckets to capture all the rain; therefore water was also standing on the tile floor. In addition, Public Works staff pointed out missing ceiling tiles that had fallen in the past month and in 2017 during different rain events that had narrowly missed landing on personnel. To temporarily prevent additional leaking, the City has installed a tarp over the roof of the main building. As a result of these poor conditions and due to safety concerns, the City Manager directed staff to obtain quotes for the immediate repair or replacement (either leasing or purchase) for the buildings.

DISCUSSION

The Corporation Yard contains three buildings: one main office building and two ancillary buildings (shower and locker room). On January 19, 2018, City staff contacted five modular building suppliers around the country for full replacement costs and lease quotes for the three buildings. The five suppliers are listed below:

- Design Space Modular Buildings, Inc.
- William Scotsman
- Innovative Modular Solutions
- Satellite Shelters, Inc.
- Mobile Modular

Design Space, Mobile Modular, and William Scotsman are part of different cooperative purchasing procurement programs and the other two companies do not serve California. While all the cooperative companies were quick to respond, William Scotsman was the most responsive, had the lowest initial price quote, and was able to come onsite within a few days of being contacted. William Scotsman has an office located in Vacaville and provided a quote to provide the specified equipment that qualifies for their National IPA cooperative contract. The representatives of William Scotsman recommended the replacement of the two ancillary buildings (shower and locker room) due to their age and poor condition and only repairs to the existing main office building.

Scotsman informed City staff that the main office building was manufactured in 2006 (when the City purchased it) and that the overall shell of the building is in good condition and just needed a new roof, potentially all or some new roof sheeting and insulation, new ceiling tiles, and replacement of the floor tiles.

Ancillary Buildings

City staff moved forward with analyzing the quotes received for the replacement of the two ancillary buildings and determined William Scotsman remained the most responsive bidder for the replacement of the ancillary buildings.

Per the City of St. Helena's Municipal Code 3.04.150 (cooperative purchasing with other agencies), bidding requirements do not apply to the purchasing of any equipment or supplies through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency if it is in the best interest of the City to do so. William Scotsman meets these requirements.

Both a lease and a purchase option to replace the two ancillary buildings were analyzed. Purchasing the two buildings will cost approximately \$101,200. Alternatively, leasing the two ancillary buildings over a three-year period will cost \$49,469 which includes the removal of the existing buildings. Under the lease agreement, any repairs that are identified will be completed by William Scotsman at no additional charge. Repair work must be identified and William Scotsman notified within a reasonable time period in order to schedule necessary repairs. If the City wished to extend the lease, beyond the three-year period, the \$922 price per month would most likely stay the same.

Staff is recommending a three-year lease at this time to provide flexibility to the City and to reduce up front costs; the lease agreement also allows the City to purchase the buildings at any time.

Main Office Building - Roof

Based on feedback from William Scotsman, City staff solicited four companies for roof replacement, two bids were received.

The roofing contractors were requested to propose on the full replacement of the roof, insulation, and ceiling tiles as recommended by William Scotsman. Below are the two responsive bids for the roof:

Roofing Contractor	Bid
William Scotsman - 1 year warranty	\$28,923
Modern Method Roofing - 10 year warranty	\$29,365

William Scotsman was the lowest roof replacement bidder, but only offers a one year warranty; therefore it is recommended that City Council award Modern Method Roofing the construction contract who offers a ten-year warranty. Total construction cost may be lower pending the need to replace all the insulation and wood materials beneath the roof membrane.

Main Office Building - Floor

City staff solicited three companies for floor replacement, two bids were received. The two bids received for the floor replacement are as follows:

Flooring Contractor	Bid
William Scotsman	\$11,310
Abbey Carpet	\$14,800

William Scotsman was the lowest bidder for floor replacement.

Once the contracts are executed it will take approximately four to six weeks for the new and used buildings to be ordered and/or modified to meet City needs and take an additional four weeks to complete the installation.

City staff's goal is to complete all the above work concurrently in order for efficiency of construction and reduce as much staff disruption as possible. Public Works operations staff will be temporarily relocated to the former CDF Office Building on 1572 Railroad Avenue during construction.

FISCAL IMPACT

The total costs for the Corporation Yard are as follows:

1. Three (3) year lease agreement with William Scotsman for the removal and replacement of two ancillary buildings at the St. Helena Public Works Corporation Yard for an amount not to exceed \$63,689. FY 17/18 - \$14,153, FY 18/19 - \$15,084, FY 19/20 - \$15,084, and FY 20/21 - \$19,368
2. St. Helena Public Works Corporation Yard main building roof replacement - \$29,365
3. St. Helena Public Works Corporation Yard main building flooring replacement - \$11,310

Funding for these projects was not budgeted in FY 17/18 and funds would need to come from a combination of General Fund Reserves - \$19,387, Water Fund Balance - \$16,481, Wastewater Fund Balance - \$12,600, and Civic Impact Fees - \$6,360. Future Fiscal Year costs will be included in the annual operations budget.

Approval of the contracts in FY 17/18 will result in the following the net positions:

Fund	Net Position
General Fund - 101	27%
Water Fund - 561	57%
Wastewater Fund - 571	19%

RECOMMENDED ACTION

Staff recommends City Council approve the following resolutions:

1. Authorizing the City Manager to execute a three (3) year lease agreement with William Scotsman for the removal and replacement of two ancillary buildings at

the St. Helena Public Works Corporation Yard for an amount not to exceed \$63,689. FY 17/18 - \$14,153, FY 18/19 - \$15,084, FY 19/20 - \$15,084, and FY 20/21 - \$19,368;

2. Authorizing the City Manager to execute a construction contract with Modern Method Roofing for the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$29,365;
3. Authorizing the City Manager to execute a contract with William Scotsman for the floor replacement of the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$11,310; and
4. Authorizing FY 17/18 budget transfers and use of reserves and fund balances totaling \$54,828 in FY 2017/18 from Civic Impact Fees \$6,360, General Fund Reserves \$19,387, Water Fund Balance \$16,481, and Wastewater Fund Balance \$12,600 for building removal, building leases, roof and flooring repairs.

ATTACHMENTS

[Attachment 1: Resolution for Ancillary Buildings Leasev2](#)

[Attachment 2: Resolution for Awarding Roof Repairsv2](#)

[Attachment 3: Resolution for Awarding Floor Repairs](#)

[Attachment 4: Resolution for Budget Transferv2](#)

[Attachment 5: Modern Method Roofing Quote](#)

[Attachment 6: William Scotsman Building Quote](#)

[Attachment 7: William Scotsman Disposal Quote](#)

[Attachment 8: William Scotsman Flooring Quote](#)

CITY OF ST. HELENA

RESOLUTION No. 2018-

Resolution authorizing the City Manager to execute a three (3) year lease agreement with William Scotsman that includes the removal and replacement of two ancillary buildings at the St. Helena Public Works Corporation Yard for an amount not to exceed \$63,689

RECITALS

- A. On January 11, 2018; EMG provided an assessment report of the condition of the City of St. Helena's Public Works Corporation Yard; and
- B. The report identified various deficiencies including mold, moisture stains, and water damage from extensive roof leaks, recommendation for fire sprinklers, and floor tile and exterior door replacements in the main portable office building and two ancillary buildings; and
- C. Due to safety concerns, the City Manager directed staff to obtain quotes for the repair, leasing or replacement of the buildings; and
- D. City staff requested quotes from five modular office building companies and received a cost from William Scotsman to replace the two ancillary buildings only and lease them for a three year period for an amount not to exceed \$63,689 and
- E. William Scotsman is part of the National IPA cooperative contract procurement program; and
- F. Per the City of St. Helena's Municipal Code 3.04.150 Cooperative purchasing with other agencies, bidding requirements do not apply to the purchasing of any equipment or supplies through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency if it is in the best interest of the City to do so.

RESOLUTION

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

1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities, which exempts minor alterations of existing facilities and section 15303, which exempts new construction or conversion of small structures; and
2. Finding that it is in the City's best interest to procure a contract with William Scotsman, through the National IPA cooperative contract procurement program in order to remove and replace two ancillary buildings at the City of St. Helena's Public Works Corporation Yard; and
3. The City Manager is authorized to execute the contract documents.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Ellsworth: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Tzafopoulos, City Clerk

CITY OF ST. HELENA

RESOLUTION No. 2018-

Resolution authorizing the City Manager to execute a construction contract with Modern Method Roofing for the St. Helena Public Works Corporation Yard main building for an amount not to exceed \$29,365

RECITALS

- A. On January 11, 2018; EMG provided an assessment report of the condition of the City of St. Helena's Public Works Corporation Yard; and
- B. The report identified various deficiencies including mold, moisture stains, and water damage from extensive roof leaks, and floor tile and exterior door replacements in the main portable office building and two ancillary buildings; and
- C. Out of safety concerns, the City Manager directed staff to obtain quotes for the repair, leasing or replacement of the buildings; and
- D. The building manufacturer recommended that the main Public Works Corporation Yard Office Building only needed a new roof, potentially all or some new roof sheeting and insulation, new ceiling tiles, and replacement of the floor tiles; and
- E. City staff requested quotes from four roofing companies and received two bids; and
- F. Modern Method Roofing was the most responsive bidder with a ten-year warranty for the roof replacement in the amount of \$29,365.

RESOLUTION

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

- 1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities, which exempts minor alterations of existing facilities; and
- 2. The City Manager is authorized to execute a construction contract in the amount of \$29,365 with Modern Method Roofing for replacing the roof on the Public Works Corporation Yard Office Building.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____
Councilmember Ellsworth: _____
Councilmember Dohring: _____
Councilmember Koberstein: _____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk

CITY OF ST. HELENA

RESOLUTION NO. 2018-

Resolution authorizing the City Manager to execute a construction contract with William Scotsman for the St. Helena Public Works Corporation Yard main building for floor replacement an amount not to exceed \$11,310

RECITALS

- A. On January 11, 2018; EMG provided an assessment report of the condition of the City of St. Helena's Public Works Corporation Yard; and
- B. The report identified various deficiencies including mold, moisture stains, and water damage from extensive roof leaks, and floor tile and exterior door replacements in the main portable office building and two ancillary buildings; and
- C. Out of safety concerns, the City Manager directed staff to obtain quotes for the repair, leasing or replacement of the buildings; and
- D. The building manufacturer recommended that the main Public Works Corporation Yard Office Building only needed a new roof, potentially all or some new roof sheeting and insulation, new ceiling tiles, and replacement of the floor tiles; and
- E. City staff requested quotes from four flooring companies and received two bids; and
- F. William Scotsman was the most responsive bidder in the amount of \$11,310.

RESOLUTION

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

- 1. The project is categorically exempt from the California Environmental Quality Act, pursuant to CEQA Guidelines section 15301, Existing Facilities, which exempts minor alterations of existing facilities; and
- 2. The City Manager is authorized to execute a construction contract in the amount of \$11,310 with William Scotsman for replacing the flooring in the Public Works Corporation Yard Office Building.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Ellsworth: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

APPROVED:

Alan Galbraith, Mayor

ATTEST:

Cindy Tzaopoulos, City Clerk

CITY OF ST. HELENA

RESOLUTION No. 2018-

Authorizing FY 17/18 budget transfer and use of reserves and fund balances from Civic Impact Fees \$6,360, General Fund Reserves \$19,387, Water \$16,481, and Wastewater \$12,600 for building removal, building leases, roof and flooring repairs

RECITALS

- A. On January 11, 2018; EMG provided an assessment report of the condition of the City of St. Helena's Public Works Corporation Yard; and
- B. The report identified various deficiencies including mold, moisture stains, and water damage from extensive roof leaks, and floor tile and exterior door replacements in the main portable office building and two ancillary buildings; and
- C. Due to safety concerns, the City Manager directed staff to obtain quotes for the repair, leasing or replacement of the buildings; and
- D. City staff received quotes from various companies to implement necessary building replacement and repair recommendations; and
- E. Staff recommends budget transfers in order to move forward with the work

RESOLUTION

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

- 1. Approval of a budget transfer from Civic Impact Fees Fund Balance to 101-5000-2145 in the amount of \$6,360; and

2. Approval of a budget transfer from General Fund Reserves to 101-5000-2145 in the amount of \$19,387; and
3. Approval of a budget transfer from Water Enterprise Fund Balance to 561-5000-2145 in the amount of \$16,481; and
4. Approval of a budget transfer from Wastewater Enterprise Fund Balance to 571-5000-2145 in the amount of \$12,600.

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith: _____

Vice Mayor White: _____

Councilmember Ellsworth: _____

Councilmember Dohring: _____

Councilmember Koberstein: _____

APPROVED: ATTEST:

Alan Galbraith, Mayor

Cindy Tzaopoulos, City Clerk



Williams Scotsman, Inc.
4911 Allison Parkway
Vacaville, CA 95688-9346

Your Williams Scotsman Representative
Dave Ryden
Phone: (707)451-3000 Ext. 48113
Fax: 707-451-4000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number:834457
Revision: 8
Date: January 22, 2018

Lease Agreement

Lessee: 9832911
CITY OF ST HELENA
1480 MAIN STREET
SAINT HELENA, California, 94574

Contact:
Erica Ahmann Smithies
1480 Main Street
St. Helena, CA, 94574
Phone: (707) 312-1471
Fax:

Ship To Address:
1405 Charter Oak Ave.
SAINT HELENA, CA, 94574

Delivery Date(on or about):
5/3/2018

E-mail: esmithies@cityofsthelela.org

Rental Pricing Per Month		Quantity	Price	Extended
24x8 Clean Room (20x8 Box)	Unit Number:	1	\$975.00	\$975.00
Minimum Lease Term: 36 Months		Total Monthly Building Charges:		\$975.00
		Other Monthly Charges:		\$0.00
		Total Rental Charges Per Month:		\$975.00
Delivery & Installation				
Block & Level (M) - 0'-24'	Rolling In & Out	1	\$750.00	\$750.00
High Set Installation - Additional L&M	Custom Set to Deck Height	1	\$406.25	\$406.25
Hitch removal		1	\$90.00	\$90.00
Tiedowns into asphalt		6	\$113.34	\$680.04
Block and Level		1	\$266.67	\$266.67
Delivery Freight		1	\$454.01	\$454.01
Wood skirting		56	\$18.67	\$1,045.52
		Total Delivery & Installation Charges:		\$3,692.49
Final Return Charges*				
Tiedown-Asphalt Removal		6	\$37.33	\$223.98
Skirting Removal - Wood LF		56	\$4.00	\$224.00
High Set Removal - Additional L&M	Reverse Custom Set	1	\$406.25	\$406.25
Hitch installation		1	\$90.00	\$90.00
Teardown		1	\$240.00	\$240.00
Return Freight		1	\$454.01	\$454.01
		Due On Final Invoice*:		\$1,638.24
		Total Charges Including (36) Month Rental, Delivery, Installation & Return**:		\$40,430.73

Comments

1. QUOTE INCLUDES PREVAILING WAGE PREMIUM. 2. FOR PREVAILING WAGE PROJECTS, WILLIAMS SCOTSMAN REQUIRES THE DIR PROJECT NUMBER, PROJECT NAME AND PUBLIC AWARDDING AGENCY. 3. Certified Proposal Number R160101-CA-16802. 4. QUOTE IS FOR "NEW" FACTORY BUILT UNIT. ALLOW 8X10 WEEKS FOR PRODUCTION. 5. PURCHASE PRICE FOR "NEW" PRODUCT IS \$52,000 PLUS DELIVERY, INSTALLATION AND SALES TAX.

Summary of Charges

Model: CR248	QUANTITY: 1	Total Charges for (1) Building(s): \$40,430.73
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Additional Services: For your convenience, we also recommend the following items (not included in this Agreement)

BY INITIALING BELOW, Lessee: HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
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Williams Scotsman, Inc.
4911 Allison Parkway
Vacaville, CA 95688-9346

Your Williams Scotsman Representative
Dave Ryden
Phone: (707)451-3000 Ext. 48113
Fax: 707-451-4000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number:834457
Revision: 8
Date: January 22, 2018

Lease Agreement

Lessee: 9832911
CITY OF ST HELENA
1480 MAIN STREET
SAINT HELENA, California, 94574

Contact:
Erica Ahmann Smithies
1480 Main Street
St. Helena, CA, 94574
Phone: (707) 312-1471
Fax:

Ship To Address:
1405 Charter Oak Ave.
SAINT HELENA, CA, 94574

Delivery Date(on or about):
5/3/2018
5/3/2018

E-mail: esmithies@cityofsthelela.org

Rental Pricing Per Month		Quantity	Price	Extended
44x10 Mobile Office (40x10 Box)	Unit Number:	1	\$282.00	\$282.00
Minimum Lease Term: 36 Months		Total Monthly Building Charges:		\$282.00
		Other Monthly Charges:		\$0.00
		Total Rental Charges Per Month:		\$282.00
Delivery & Installation				
Hitch removal		1	\$90.00	\$90.00
High Set Installation - Additional L&M	Custom Set to Deck Height	1	\$407.00	\$407.00
Special Equip required for installation	Manual Rolling In	1	\$375.00	\$375.00
Tiedowns into dirt		10	\$113.34	\$1,133.40
Block and Level		1	\$266.67	\$266.67
Delivery Freight		1	\$760.48	\$760.48
Wood skirting		100	\$18.67	\$1,867.00
		Total Delivery & Installation Charges:		\$4,899.55
Final Return Charges*				
Tiedown-Dirt Removal		10	\$37.33	\$373.30
Skirting Removal - Wood LF		100	\$4.00	\$400.00
Hitch installation		1	\$90.00	\$90.00
High Set Removal - Additional L&M	Reverse Custom Set	1	\$407.00	\$407.00
Special Equip required for removal	Manual Rolling Out	1	\$375.00	\$375.00
Teardown		1	\$240.00	\$240.00
Return Freight		1	\$760.48	\$760.48
		Due On Final Invoice*:		\$2,645.78
Total Charges Including (36) Month Rental, Delivery, Installation & Return**:				\$17,697.33

Comments

1. QUOTE INCLUDES PREVAILING WAGE PREMIUM. 2. FOR PREVAILING WAGE PROJECTS, WILLIAMS SCOTSMAN REQUIRES THE DIR PROJECT NUMBER, PROJECT NAME AND PUBLIC AWARDED AGENCY. 3. Certified Proposal Number R160101-CA-16802. 4. QUOTE IS FOR "USED" 10X40 BOX SIZE MOBILE OFFICE. 5. PURCHASE PRICE FOR "USED" 10X40 BOX SIZE MOBILE OFFICE IS \$35,000 PLUS DELIVERY, INSTALLATION AND SALES TAX.

Summary of Charges

Model: MO4410	QUANTITY: 1	Total Charges for (1) Building(s): \$17,697.33
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Additional Services: For your convenience, we also recommend the following items (not included in this Agreement)

BY INITIALING BELOW, Lessee: HEREBY ACKNOWLEDGES AND CONFIRMS THAT IT HAS SELECTED THE INITIALED RECOMMENDED ITEMS TO BE ADDED TO THIS CONTRACT AND AGREES TO PAY THE ADDITIONAL SPECIFIED AMOUNT(S) IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS CONTRACT.

Initial	Recommended Items	Billing Frequency	Qty	Price	Extended
	Basic Office Package	Monthly	1	\$27.00	\$27.00



Williams Scotsman, Inc.
 4911 Allison Parkway
 Vacaville, CA 95688-9346

Your Williams Scotsman Representative
 Dave Ryden
Phone: (707)451-3000 Ext. 48113
Fax: 707-451-4000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number: 834457
Revision: 8
Date: January 22, 2018

INSURANCE REQUIREMENTS ADDENDUM

QTY	PRODUCT	EQUIPMENT VALUE/BUILDING	DEDUCTIBLE PER UNIT
1	CR248	\$14784.00	
1	MO4410	\$19664.00	

Lessee: CITY OF ST HELENA

Pursuant to Section 13 of the Williams Scotsman Lease Agreement and its Terms and Conditions ("Agreement"), a Lessee is obligated to provide insurance to Williams Scotsman, Inc. ("Lessor") with the following insurance coverage:

1. **Commercial General Liability Insurance:** policy of combined bodily injury and property damage insurance insuring Lessee and Lessor against any liability arising out of the use, maintenance, or possession of the Equipment. Such insurance shall be in an amount not less than \$1,000,000 per occurrence, naming the Lessor as Additional Insured and Loss Payee.
2. **Commercial Property Insurance:** covering all losses or damage, in an amount equal to 100% of the Equipment Value set forth in the Lease providing protection against perils included within the classification and special extended perils (all "risk" insurance), naming the Lessor as Additional Insured and Loss Payee.

Commercial General Liability Insurance

Lessee is providing Commercial General Liability Insurance in accordance with the requirements set forth Section 13 of the Lease and will provide a certificate of insurance in the manner and within the time frame set forth in the Agreement. If Lessee fails to deliver the required certificate of insurance, Lessee understands and agrees that the Lessor has the right to impose a missing insurance certificate fee.

Commercial Property Insurance

Lessee: is providing Commercial Property Insurance in accordance with the requirements set forth Section 13 of the Lease and will provide a certificate of insurance in the manner and within the time frame set forth in the Agreement. If **Lessee:** fails to deliver the required certificate of insurance, **Lessee:** understands and agrees that the Lessor has the right to impose a missing insurance certificate fee.



Williams Scotsman, Inc.
4911 Allison Parkway
Vacaville, CA 95688-9346

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Toll Free: 800-782-1500

Contract Number: 834457
Revision: 8
Date: January 22, 2018

Clarifications

***Final Return Charges are estimated and will be charged at Lessor's market rate at time of return for any Lease Term greater than twelve (12) months. **All prices exclude applicable taxes. All Lessees and Leases are subject to credit review.** In addition to the stated prices, customer shall pay any local, state or provincial, federal and/or personal property tax or fees related to the equipment identified above ("Equipment"), its value or its use. Lessee acknowledges that upon delivery of the Equipment, this Agreement may be updated with the actual serial number(s), delivery date(s), lock serial number(s), etc, if necessary and Lessee will be supplied a copy of the updated information. Prices exclude taxes, licenses, permit fees, utility connection charges, site preparation and permitting which is the sole responsibility of Lessee, unless otherwise expressly agreed by Lessor in writing. Lessee is responsible for locating and marking underground utilities prior to delivery and compliance with all applicable code requirements unless otherwise expressly agreed by the Lessor in writing. Price assumes a level site with clear access. Lessee must notify Lessor prior to delivery or return of any potentially hazardous conditions or other site conditions that may otherwise affect delivery, installation, dismantling or return of any Equipment. Failure to notify Lessor of such conditions will result in additional charges, as applicable. Physical Damage & Commercial Liability insurance coverage is required beginning on the date of delivery. Lessor is not responsible for changes required by code or building inspectors. **Pricing is valid for thirty (30) days.**

Please note the following important billing terms:

- In addition to the first month rental and initial charges, last month rent for building, other monthly rentals/service (excluding last month for General Liability Insurance and Property Damage Waivers), will be billed on the initial invoice. Any amounts prepaid to Williams Scotsman will be credited on the final invoice.
- Invoices are due on receipt, with a twenty (20) day grace period. Interest will be applied to all past due amounts.
- Invoices are due on receipt, with a twenty (20) day grace period. Late fees will be applied to all past due amounts.
- Williams Scotsman preferred method of payment is ACH. Payments made by check are subject to a Paper Check Fee, charged on the next invoice following payment by check.
- Williams Scotsman preferred method of invoicing is via electronic transmission. Customers are encouraged to provide an email address or use BillTrust. Invoices sent standard mail are subject to a paper invoice fee, charged on the following invoice.

Lessor hereby agrees to lease to Lessee and Lessee hereby agrees to lease from Lessor Modular Equipment and Value Added Products (as such items are defined in Lessor's General Terms & Conditions) selected by Lessee as set forth in this Agreement. All such items leased by the Lessee for purposes of this Lease shall be referred to collectively as the "Equipment". By its signature below, Lessee hereby acknowledges that it has read and agrees to be bound by the Lessor's General Terms & Conditions (08-01-15) located on Lessor's internet site (<http://www.willscot.com/support/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to lease the Equipment from Lessor subject to the terms therein. Although Lessor will provide Lessee with a copy of the General Terms & Conditions upon written request, Lessee should print copies of this Agreement and General Terms & Conditions for recordkeeping purposes. Each party is authorized to accept and rely upon a facsimile signature, digital, or electronic signatures of the other party on this Agreement. Any such signature will be treated as an original signature for all purposes and shall be fully binding. The undersigned represent that they have the express authority of the respective party they represent to enter into and execute this Agreement and bind the respective party thereby.

Invoicing Options (select one)

☐ Paperless Invoicing Option

Williams Scotsman prefers electronic invoicing, an efficient, convenient and environmentally friendly process. To avoid fees, provide us with the proper email address for your invoices.

A/P Email: _____

A/P Email on File: _____

☐ Standard Mail Option

Customer prefers to receive paper invoice via mail. Fees may apply. Invoices will be mailed to:

1480 MAIN STREET
SAINT HELENA California 94574

Enter a new billing address: _____

Signatures

Lessee::	CITY OF ST HELENA	Lessor:	Williams Scotsman, Inc.
Signature:		Signature:	
Print Name:		Print Name:	
Title:		Title:	
Date:		Date:	
PO#			

PLEASE RETURN SIGNED AGREEMENT TO: SACLeases@willscot.com



Williams Scotsman, Inc.
4911 Allison Parkway
Vacaville, CA 95688-9346

Your Williams Scotsman Representative
Dave Ryden
Phone: (707)451-3000 Ext. 48113
Fax: 707-451-4000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number:838729
Revision: 2
Date: February 01, 2018

Customer: 9832911 CITY OF ST HELENA 1480 MAIN STREET SAINT HELENA, California, 94574	Contact: Erica Ahmann Smithies 1480 Main Street St. Helena, CA, 94574 Phone: (707) 312-1471	Ship To Address: 1405 Charter Oak Ave. SAINT HELENA, CA, 94574 Pickup Location: 1405 Charter Oak Ave. Saint Helena, CA 94574 US
	Fax:	Delivery Date(on or about): 2/16/2018
E-mail: esmithies@cityofsthelema.org		

Description and Pricing	Quantity	Price	Extended
Relocate Customer Units to Dump 8X24 and 8x28	2	\$800.00	\$1,600.00
Knockdown Units	2	\$308.00	\$616.00
Remove Tie Downs	1	\$605.00	\$605.00
Remove Skirting	1	\$595.00	\$595.00
Install Hitches	1	\$110.00	\$110.00
Dump Fee	2	\$750.00	\$1,500.00
Manual Rolling	1	\$535.00	\$535.00
Total Purchase Price Including Delivery & Installation (if applicable)* :			\$5,561.00

Comments

1. NATIONAL IPA PRICING DOES NOT APPLY TO THIS QUOTE. 2. QUOTE INCLUDES PREVAILING WAGE PREMIUM. 3. ASSUMES ALL ELECTRICAL, PLUMBING, UTILITIES AND ANY OTHER ITEMS ATTACHED TO EACH BUILDING WILL BE REMOVED PRIOR TO WILLIAMS SCOTSMAN ARRIVING TO SITE FOR DISMANTLE. 4. QUOTE ASSUMES TIRES, HUBS, RUNNING GEAR AND HITCHES ARE USABLE AND IN GOOD CONDITION. IF NOT, ADDITIONAL CHARGES MAY APPLY. 5. TITLE FOR EACH TRAILER IS REQUIRED FOR ACCESS TO DUMP.



Williams Scotsman, Inc.
 4911 Allison Parkway
 Vacaville, CA 95688-9346

Your Williams Scotsman Representative
 Dave Ryden
Phone: (707)451-3000 Ext. 48113
Fax: 707-451-4000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number:863721
Revision: 1
Date: April 10, 2018

Work Quote

Customer: 9832911
 CITY OF ST HELENA
 1480 MAIN STREET
 SAINT HELENA, California, 94574

Contact:
 Erica Ahmann Smithies
 1480 Main Street
 St. Helena, CA, 94574
 Phone: (707) 312-1471
 Fax:

Ship To Address:

 SAINT HELENA, CA, 94574

Delivery Date(on or about):
 6/27/2018

E-mail: esmithies@cityofsthelela.org

Description and Pricing	Quantity	Price	Extended
Modification to Unit L supply & install new VCT 24x60	1	\$11,310.00	\$11,310.00
Total Purchase Price Including Delivery & Installation (if applicable)* :			\$11,310.00

Comments

The price includes supplying and installing new underlayment over the existing tile, supplying and installing new VCT and supplying and installing new cove base. Sales tax is excluded from this quote and will be calculated at the time of order. See Williams Scotsman's Misc. Work Agreement for additional details and inclusions to this quote.



AGREEMENT FOR MISCELLANEOUS CONSTRUCTION WORK

An **ALGECO SCOTSMAN** Company

DATE: April 10, 2018

THIS AGREEMENT is made this date by and between:

WILLIAMS SCOTSMAN, INC.

4911 Allison Parkway

Vacaville, CA 95688

Phone: 707-451-3000

Dave Ryden ext. 48113

"Contractor"

and

City of St. Helena

14480 Main Street

St. Helena, CA 94574

"Customer"

In consideration of the mutual covenants set forth in this Agreement, Contractor and Customer agree as follows:

1. DESCRIPTION OF WORK: Contractor will perform all work as shown on the attached Schedule A "Scope of Work/Breakdown of Charges", which is hereafter referred to as the "Work".
2. WORK LOCATION: Contractor shall do the Work at:
1450 Charter Oak Ave.
St. Helena, CA 94574
3. WORK SCHEDULE: Contractor will start the Work on or about TBD. Contractor shall finish the work on or about TBD.
4. WORK CONTRACT PRICE AND TERMS: Customer shall pay Contractor for the work described in this Agreement, the total price of (\$11,310.00 plus sales tax). Customer will pay Contractor for the Work as follows:
 - a. 50 % of the Work Contract Price at the time of the signing of this Agreement.
 - b. 50 % upon completion of the Work by Contractor.

Payments are due upon receipt of invoice.

5. MISCELLANEOUS PROVISIONS:

- a. Customer is responsible for the cost of and for obtaining any necessary drawings, plan, permits or licenses, unless otherwise stated in this Agreement.
- b. Contractor shall not be held responsible for any existing conditions at the Work Location which are not apparent by visual inspection and which may hinder or interfere with the Work to be done under this Agreement.
- c. Contractor agrees to provide physical damage ("All Risk" insurance, liability insurance and workers' compensation insurance to cover the conduct of its work under this Agreement. Customer agrees to provide insurance covering physical damage to work and/or materials being supplied under this Agreement by Contractor and covering the indemnification obligation (physical damage and liability coverage) set out below. Contractor and Customer each will provide the other with written evidence of insurance upon the other party's request.
- d. Customer agrees to indemnify Contractor and Customer agrees to defend and to hold Contractor harmless against any claims, losses, damages, liability, costs and expenses (including attorney's fees) which Contractor may sustain or suffer as a result of any actions, claims or demands by others that may arise related to this Agreement, except those claims arising as a result of the sole negligence of Contractor.
- e. Contractor warrants to Customer that all of Contractor's work will be of good quality and free from faults or defects. Contractor assumes no liability whatsoever for any incidental or consequential damages, cost or expense related to any defect, repair or condition of its Work.
- f. Should Customer fail to make any payment under this Agreement within ten (10) days of its due date or upon the failure of Customer to perform any other terms of this Agreement, Contractor may immediately suspend any further performance; Contractor may remove its materials; and Contractor may declare all monies due hereunder by Customer immediately due and payable. Any payment not timely made by Customer to Contractor shall bear interest at the rate of one and one-half percent (1 ½%) per month or the maximum rate permitted by law. Customer will pay all costs and expenses, including reasonable attorney's fees, incurred by Contractor in enforcing any terms or provisions of this Agreement.
- g. Any modification of this Agreement and/or change in the Work to be done by the Contractor shall be binding only if evidenced in writing signed by each party.
- h. This Agreement constitutes the entire agreement between the parties and supersedes all other communications between the parties in relation to the subject matter of this Agreement. No agreement, representation or understanding not specifically contained in this Agreement shall be binding upon either party to this Agreement unless reduced to in writing and signed by the parties or their authorized representatives. Time is of the essence with regard to the performance of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do hereby warrant and represent that they have read this Agreement in its entirety and that their respective signatures have been duly authorized by all the necessary and appropriate corporate action and that the parties are legally bound by this Agreement.

CUSTOMER:
City of St. Helena

CONTRACTOR:
WILLIAMS SCOTSMAN, INC.

Signature: _____

Signature: _____

Print Name: _____

Print Name: Dave Ryden

Title: _____

Title: Account Executive

Date: _____

Date: 4/10/2018

WILLIAMS SCOTSMAN, INC.
AGREEMENT FOR MISCELLANEOUS CONSTRUCTION WORK

SCHEDULE A
SCOPE OF WORK/BREAKDOWN OF CHARGES

RE: Project Reference Corp. yard new VCT flooring and cove base for 24x60 trailer

SCOPE OF WORK TO BE PERFORMED BY CONTRACTOR

STRUCTURE

1. Supply and install new underlayment over existing VCT.
2. Supply and install new VCT.
3. Supply and install new cove base.



Report to the City Council
Council Meeting of April 24, 2018

Agenda Section: New Business

Subject: City Council consideration of a request from Larry Kroman of Calistoga Affordable Housing (CAH), that the City provide an additional loan of up to \$135,000 from the Affordable Housing Trust Fund (AHTF) to the Turley Flats Affordable Housing project (1105 Pope St) for a total AHTF contribution of \$835,000.

CEQA Determination: This action is exempt from the requirements of CEQA under the "General Rule", Section 15061 (b) (3), in that it can be seen with certainty that no environmental impacts will result from this action; and Section 15273 given that CEQA does not apply to Rates, Tolls, Fares and Charges.

Prepared By: Noah Housh, Planning & Community Improvement Director

Reviewed By: Mark T. Prestwich, City Manager

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

On October 23, 2012, the City Council adopted Resolution 2012-87 which provided Calistoga Affordable Housing (CAH) with a fee subsidy for the 8-units of affordable housing at 1105 Pope Street (Turley Flats Apartment) in the amount not to exceed \$150,000. This Impact Fee "subsidy" will be provided through a supplemental loan to cover the project's Development Impact Fees from the Affordable Housing Trust Fund (AHTF).

The approval was based upon the fact that the project is: a) 100% affordable housing project; b) a "city-center" complex proximate to commercial and public transportation so the Council waived (by way of subsidizing) the traffic mitigation fee; and c) a livable community, so the Council waived the public safety fee by way of subsidizing the loan from the AHTF. The City Council also agreed to contribute the impact fees of

approximately \$33,000 on behalf of CAH for water impacts, sewer impacts and storm drain impacts through a loan from the AHTF.

On July 9, 2013, the City Council adopted Resolution 2013-49 subsidizing all application fees for Turley Flats, (estimated to be up to \$8,500) by funding these fees with a loan from the AHTF.

On August 20, 2013, the Planning Commission approved the Turley Flats affordable housing project. This project is a three-story, eight unit project, consisting of ground level parking and 6-two bedroom and 2- three bedroom apartment units originally required to provide housing for moderate-, low- and/or very low- income residents.

On October 14, 2014, the City Council adopted Resolution 2014-101 approving a total loan allocation of \$500,000 from the City's AHTF for the Turley Flats project. Use of these funds includes the authorized \$158,500 in fee subsidies and contributions outlined in Resolutions 2012-87 and 2013-49. The remaining amount of \$341,500 is a housing loan (all at a three-percent interest rate), that will be governed by the previously approved loan agreements.

On October 25, 2016, the City Manager requested Council approval on a request from CAH to increase the amount the City has committed to the project from \$500,000 to a new loan amount of \$640,000 to address increases in construction cost projections. This loan funding source was the Affordable Housing Trust Fund with the interest rate at three-percent. The Council at this time expressed concern with the overall financing of the project and the timing of the award of the funds (from each funding source), and asked that the applicant provide additional information regarding their loan application to the County of Napa. Based on these concerns, the Council did not authorize the additional funding requested at this meeting.

It is worth noting that the \$158,500 previously committed in 2012 and 2013 was characterized as a grant; however it is actually intended to be a part of a loan from the AHTF to CAH and currently included in the total amount committed for the project in 2014, currently totaling \$500,000. The loan is payable on a residual receipts basis, as cash is available from the rent receipts of the project.

On January 31, 2017, the City Council considered and approved a request to increase the overall loan amount to Calistoga Affordable Housing for the Turley Flats project to \$700,000; the draft loan documents for the funds (including an Affordable Housing Loan Agreement, Regulatory Agreement, Promissory Note and a Deed of Trust); accepted an Emergency Vehicle Access Easement; and authorized the City Manager to execute the loan documents on behalf of the City.

On, April 4, 2017, the Napa County Board of Supervisors considered a request from Calistoga Affordable Housing for a separate loan of \$650,000 to cover the outstanding costs associated with the construction of the Turley Flats project. At this time the Board chose to approve the funding request in the form of a loan. However, there were several stipulations in the County's loan documents that were inconsistent with the loan

documents adopted by the City. Further, the County documents included additional requirements not previously discussed or presented to City staff or the City Council, which include a requirement that the City authorize a RHNA Transfer Agreement transferring 2 RHNA credits from the City to the County in the next Housing Element Cycle. The combination of these changes and the additional requirements resulted in a need to present the documents and supporting information back to the City Council for review and action.

According to CAH, they have now secured a bank loan for \$1.4 million; a loan from the City of \$700,000; a loan from the County for \$650,000 and an additional grant from the Gasser Foundation for up to \$150,000 to cover construction costs associated with the project.

DISCUSSION

Calistoga Affordable Housing is requesting an increase in the approved AHTF loan for up to an additional \$135,000 (rounded up by staff from the actual request of \$130,188) to complete the Turley Flats eight unit multi-family housing development, located at 1105 Pope Street. This request is based on a number of unanticipated construction costs associated with the development of the proposed project. Some of the unanticipated costs resulted from the discovery of low levels of hydrocarbon fuel contamination (likely from the nearby gas station), the need to winterize the site to allow construction to move forward through the winter months and a number of other elements which were unanticipated or unaccounted for in the project schedule. CAH has provided an itemized and detailed list (attached) of the design and construction issues they have identified as driving up the costs beyond the previously anticipated budget.

The City Council previously approved a loan agreement, promissory note, deed of trust, regulatory agreement, relocation plan, indemnification agreement, inter-creditor and subordination agreement and a RHNA transfer agreement, as part of the project funding approvals. Several of these documents, including but not limited to the loan agreement, the promissory note, the deed of trust, the inter-creditor agreement and the regulatory agreement, will be need to be amended to reflect the increased loan amount as a result of CAH's request.

CAH has submitted several grant applications seeking other sources for these funds. However given the uncertainty of these grants being awarded, and the immediate need for this funding in order for the bank funds to begun to be issued, they have returned to the City seeking approval of these additional funds, should they be needed.

It is important to note that the City is anticipating occupancy of these units as a method of compliance with the 2018, milestone of the Calderon settlement, which requires approval and/or occupancy of 12 affordable housing units, or payment of \$500,000 from the General Fund into the AHTF by December 31, 2018.

FISCAL IMPACT

The fiscal impact of this request, if approved, is a direct cost to the AHTF of up to \$135,000, in addition to the indirect costs of the staff time needed to revise the agreement and process the request. Denying the request could result in a required payment of \$500,000 from the General Fund into the AHTF per the Calderon Settlement Agreement.

The current balance of the AHTF, after accounting for all existing commitments, is \$430,064.

RECOMMENDED ACTION

It is recommended by the Planning and Community Improvement Department that the City Council approve the request to provide an increased AHTF loan of up to an additional \$135,000 to the Turley Flats eight unit affordable housing project.

ATTACHMENTS

[April 2018 Turley Flats Increased Loan Request](#)

[Summary Spreadsheet Turley Flats 2018](#)

[Resolution No. 2018- Re Turley Flats - Increase Loan by up to \\$135000](#)

**Funding Request For
Turley Flats
A Calistoga Affordable Housing Project
April 18, 2018**

Background

Turley Flats located at 1105 Pope St. is an affordable housing project under the ownership of Calistoga Affordable Housing(CAH). Parcel was purchased from Mr. Larry Turley for \$1 with an agreement that the existing house would be demolished and affordable housing built in its place with a rental priority given to the sole family living in the home, and the seven families that were evicted from the house in 2011 by the City for zoning code violations (property was zoned for single family occupancy but eight families were residing within the house. A third priority is to be given to the Turley Winery farm workers. The former housing was not restricted to low income but the new project will be deed restricted to five families(2 bd.) at, or below the 60%tile AMI, and three (two 3bd. and one 2 bd. for handicap needs) at the 70%tile or below.

The project was ready to break ground on April 1, 2017 but because there were three (3) funders for the project, it was decided that a funding agreement was needed that involved the County of Napa, the City of St. Helena, and the First Community Bank of Santa Rosa (now Poppy Bank). Final agreement was not reached until late July with escrow closing on July 31, 2017. This four month delay caused our construction timeline (the schedule for Helmer's crews plus the sub-contractors) to be placed on hold. The revised construction timeline was now pushed into late Fall and we were concerned about the projected wet weather for November-January. Preparing to do winter work also caused an increase in construction.

We also experienced a delay in getting the plans approved in the Building Permit process. The process was complicated by the fact that the modular units were reviewed at the factory by State inspectors and yet those same plans were again reviewed by the local examiners at a time when personnel changes were taking place within the City planning departments. The Building Permit was delayed because of slow movement by Turley's engineers and architects and those in charge of the plan reviews. Many of the Change order costs were a result of the plans changes during this time frame. This is not an actuation of fault or complaint but rather a statement of what caused a delay in getting the project started in the summer as well as adding additional costs. This delay could well be those involved with the permit process not having experience with factory modular units especially a project with stories.

Current Budget Shortfall

CAH is requesting funding to cover the budget shortfall, plus a 10% contingency of up to \$130,118

The county, on behalf of CAH, has applied for State Wild Fire Recovery for housing development grant for Turley that may be announced in June. CAH has also applied for a similar type local grant through the county COAD program. In addition, CAH is applying for reimbursement for the soil contamination procedures caused by a gasoline leak from a gas station on Main Street. The cleanup program had installed metering wells but there is no record of that contamination being at 1105 Pope St. but there is record of contamination found on properties adjacent to 1105 Pope St.

If CAH does receive any funds from these three sources, CAH will reduce its request equal to the amount provided by the grant or contaminated soil reimbursement program.

Another factor that was an indirect cause of a higher than expected funding shortage was the Oct. 2017 Napa wild fires. This didn't cause Helmer's contract to increase because of a large reduction construction personnel in the county as well as higher materials costs. However, Helmer did experience large delays in working the new schedule with sub-contractors who did experience increased labor shortages and delays in scheduling essential material such as concrete and the need for trucking which was impacted by the fires. The delays and fires did impact Helmers ability to keep the project moving forward as they had to spread their crews to be involved in more projects than they had planned. And these delays pushed us into rainy weather which did create more delays which do costs more money.

Background of Shortfall

- hybridCore Homes contract; as of January 1, 2017 \$678,074; February 23, 2018 \$694,864 (net increase \$16,790) See Addendum A
 - hybridCore Homes 2016 contract (with Silvercrest, a manufacturing division of Champion Homes) for \$678,074 was increased by \$16,790 because of materials and labor costs increases since the 2016 contract. Because of the many delays due to coordinating funding sources, weather, and Napa fire , the factory increased costs for all of its products. Because of its long standing relationship with Silvercrest, hybridCore Homes was able to keep cost increase at a minimum.
- Helmer and Sons contract January 26, 2017 see Addendum B \$1,765,330

Helmer and Sons' bid is based upon what is contained in the plans. Though a written Scope of Work listing is provided, whatever is on the plans as of January 26, 2017 is what Helmer and Sons will provide. There are no open items. All items contained on the plans are covered in the contract. However, if the plans change, a Change Order will be created and then the costs of the project may change. Dates of the change orders are as date of creation but may not have been approved or waited until CO was thoroughly reviewed and evaluated by CAH. So the CO should not be viewed in chronological order.

 - Change Order # 1 July 6, 2017
 - ✓ Added retaining wall, up to date demolition of existing home, site work items, and underground utilities as per requirements of City agreement. + \$ 22,535
 - Change Order # 2 Feb. 121, 2018 + \$ 22,156
 - ✓ Remove , offhaul concrete debris from back wall, and import fill forLeveling purposes and behind retaining wall
 - Change Order # 3 December 3, 2017 (not signed until 4/11/18) + \$ 131,889
 - ✓ Plan changes from contract due to plan revisions during Permit process as directed by plan check inspectors in consultation with engineer. Most revisions were for structural support of 3 story modular building and changes for street improvements
 - Change Order # 4 +\$ 15,000
 - ✓ Installation of gravel on building pad for winter work
Original time line was to have project completed by Winter.
 - Change Order # 5 December 15, 2017 A credit CO - \$ 49,572
 - ✓ Removal of retaining wall due to discovery of existing concrete support at foot of existing Creekside wall.
Was discovered during grading and removal of concrete debris.

○ Change Order # 6 February 9, 2018	+ \$ 23,132
Plus- Ckg Envirommental Inc, soil consultant expense	+ \$ 1,500
✓ Removal and disposal of contaminated soil from site Under the supervision of Ckg Environmental Inc. St. Helena, CA	
Current Helmer contract with Change Orders	\$1,909,470*
*An increase of \$144,160 (Contingency fund is \$150,000)	
• Non contracted expenses: Engineering/P&E Design work for utilities, attorney's fees/escrow costs beyond budget at closing; increased City Permit Fees of \$53,221 (different from original budget of \$89,000, disclosed at Building Permit issue). This does not include the costs of the Performance Bond which was \$34,614 and was not part of CAH's original budget.	+ \$ 107,488
Total increased costs (see Draw schedule Addendum C)	
○ Core Units	\$ 16,790
○ Helmer Contract	\$144,160
○ Closing, building permit, Engineers/attorneys, Relocation costs	\$ 107,488
Total	\$ 268,348
Minus contingency funds	- <u>\$ 150,000</u>
Total funding shortfall	\$118,348
10% contingency	<u>\$ 11,840</u>
Total fund request	\$ 130,188

Addendum A

A. hybridCore Homes contract

hybridCore HOMES

Contract - updated 2/13/2018

Larry Kromann
Calistoga Affordable Housing
1332 Lincoln Avenue
Calistoga, CA 94515
707-942-5920
lgkromann@msn.com

Date: February 13, 2018

Sales Advisor: None

Site Address: 1105 Pope Street
St. Helena, CA 94574

Costs

Custom Wet Cores	\$560,640.00
Sales Tax Tax Rate: 7.75%	\$17,370.54
Subtotal (Core only)	\$578,010.54
Engineering Fees (\$6,000 per unique floor A, B, C, D)	\$24,000.00
Inspection Fees (\$4,000 total)	\$4,000.00
hybridCore Homes (HCH) Fee	\$56,064.00
Refundable Carrier Deposit (8 carriers)	\$16,000.00
Change order #1 (factory material increase - \$2.50 sq. ft. x 6716 sq. ft.)	\$16,790.00
Total	\$694,864.54

Base price is for the core with finishes as outlined on the October 18, 2016 Silvercrest "Turley Apartment" factory pricing (see attached). All costs for architectural, engineering, and other ancillary expenses are not included in this fee. Shipping and craning costs are not included in this fee. All prices quoted are good for 90 calendar days from date of original quote. Sales Tax is based on 40% of the price of the cores and options at the tax rate where cores are constructed.

Payments

Payments Paid

Deposit (Paid by CAH)	\$13,500.00
Engineering fee & inspection fee (Paid by CAH)	\$12,000.00
Engineering fee & inspection fee Paid by hybridBuild	\$16,000.00

Payment Due Dates

Payment #1	\$159,034.64
Payment #2	\$311,021.28
Payment #3	\$183,308.62

Total Contract **\$694,864.54**

Initial deposit is considered earned and non-refundable after 14 days.

Carrier fee is \$2,000 per carrier. \$2,000 per carrier will be refunded to customer upon return of the undamaged carrier(s) to the homebuilding facility. If damaged, any reconditioning costs will be deducted from the deposit and the balance refunded.

Acceptance of terms and conditions set forth above

<i>LgKromann</i>	2/14/2018
Calistoga Affordable Housing	date
<i>W. H. Kromann</i>	2/15/2018
hybridCore Homes	date

416 B Street, Suite C Santa Rosa, CA 95401
707.523.3673



299 North Smith Avenue, Corona, CA 92880
T/ 800-382-0709 F/ 951-737-8836
www.silvercrest.com

February 1, 2018

To: All Silvercrest Retailers
From: The Silvercrest Sales Team
RE: Material Surcharge Now Included in Base Price / Small Price Adjustment
/ Options Increase

IMPORTANT NEWS!

We have been notified by our key suppliers of major increases on the building materials on all our homes. Specifically, lumber, OSB, LVL beams, fasteners and drywall to name a few will be dramatically more expensive in 2018. At the same time, we are having to continually adjust for rising labor costs due to California wage laws.

Due to this, we will be making the following pricing adjustments on all our homes effective **Monday, February 12TH, 2018 @ 5pm**

✓ $6716 + 2.50 \text{ SQ. FT.} = 16,790 \checkmark$

- The current material surcharge of \$2.50/ SQ. FT. will be increased an additional \$.25/SQ.FT. (total \$2.75/SQ. FT.) and will be added into all base prices.
- The material surcharge will be eliminated on all homes.
- All options will be increased by 6% across the board. — *N/A*

The new base prices will be available for distribution shortly.

Be assured that Silvercrest Homes is actively sourcing materials through our corporate materials purchasing power to help control costs during these inflationary times.

If you have any questions regarding this matter, please contact your Silvercrest Sales Representative @ 1(800) 382-0709.

Thanks for your business!

Addendum B

- A. Helmers' Contract**
- B. Change Order # 1**
- C. Change Order # 2**
- D. Change Order # 3**
- E. Change Order # 4**
- F. Change Order # 5**
- G. Change Order # 6**



January 26, 2017

Mr. Larry Kromann
Calistoga Affordable Housing, Inc.
1332 Lincoln Avenue,
Calistoga, CA 94515

RE: Turley Apartments Proposal

Dear Larry:

Helmer & Sons, Inc. is pleased to provide the following proposal for the Turley Apartments. Quote is based on the Construction Services to provide eight (8) affordable apartment units with covered car port. Including demolition of existing structure, site work, underground utilities and retaining wall along Sulphur Creek. This proposal is based on BKF Civil Plans dated 11/15/2016 Sheets C1-C7. Farrell – Faber & Associates Inc. Hybrid Core Homes Architectural Plans dated 10/18/16, Sheets CS, 1-21, D1-D3, E1,E2, G1 M1, M2, P1-P12. Johnson, Debois, & Forrest Structural Plans dated 1/20/16, Sheets SN1, SN2, SP1-SP8, S1-S5, and Reese & Associates Geotechnical Engineering Report dated 6/9/2015.

We propose to do the following scope of work:

- **Supervision:**
 - Provide supervision, scheduling, labor and materials during the construction phase.
- **Demolition will include the following scope of work:**
 - Exterior & Interior demolition of existing building
 - i. Removal of all debris,
 - ii. Portion of vegetation,
 - iii. Remove existing utilities and infrastructure
- **New work to include the following scope of work:**
 - Clearing, Grading & Erosion Control
 - Underground Services Sewer, Storm, Water, Gas and Electrical
 - Concrete foundation and frame first floor Car Port.
 - Purchase, Delivery and Setting of Hybrid Cores (Done By Others) .
 - Purchase and Set Roof Trusses, frame and finish composition roof.
 - Provide Wire and install from main to sub-panel, and install lighting in car port and exterior area that are not Hybrid Core. Electrical hookup of all utility items not built by Hybrid Core.
 - Plumbing connections from mains to Hybrid Core Junction, Purchase and Install Water Heater, extend vents and condensate lines where needed.
 - Purchase & Install HVAC system as per plan, (Duct work in cores provided by others)
 - Purchase and install Lift.
- **Retaining Wall:**
 - 7 each H Beam Pier Retaining Wall with concrete only, no timbers or subdrain backfill.



Turley Apartments Proposal

January 23, 2017

Clarifications and Alternatives:

- Flooring not covered by Hybrid Core will be carpet, an allowance number is provided until something is selected:
- All permits will be handled by Owner.
- Hybrid Built to be responsible for delivery, setup including anchoring per city inspector of modular units.
- Purchase of all modular by Calistoga Affordable Housing Inc.
- Hybrid -Core to cover flooring in wet areas and Living Rooms.
- HVAC Specification may not meet Title 24 Requirements.
- This proposal was not based on Prevailing Wage.
- No wood timbers, excavation and subdrain backfill will be part of retaining wall.

Proposed Schedule:

Schedule:

Duration 4 Months

Project Cost

Turley Apartments Proposal Summary		
Supervision	\$	55,421
General Conditions	\$	21,989
Demolition	\$	27,730
Abatement Survey	\$	765
Site Work	\$	83,802
Underground & Joint Trench	\$	133,350
Concrete	\$	294,450
Structural Steel	\$	16,168
Rough Carpentry	\$	329,656
Siding In-Fill & Cedar Trim	\$	52,500
Insulation	\$	9,000
Roofing	\$	29,180
Doors & Frames	\$	22,700
Windows	\$	1,270
Drywall	\$	87,000
Drywall Patching Allowance	\$	17,110
Ceramic Tile	\$	31,180
Flooring Allowance	\$	15,000
Paint	\$	33,797
Lift Install Only	\$	10,000
Lift Purchase	\$	6,500
Plumbing	\$	30,000
HVAC/Sheet Metal	\$	54,400
Electrical	\$	44,114
Retaining Wall Piers 7 each	\$	30,000
Hybrid Built Delivery & Setup	\$	102,700
Builder's Risk	\$	5,500
	Subtotal	1,545,282
	Plus 12% Contractor's Fee	\$ 185,434
Payment Performance Bond 2%		\$ 34,614
	Total	\$ 1,765,330



Turley Apartments Proposal

January 23, 2017

Exclusions:

- Construction Documents, plans and specifications
- All Appliances
- Fire Sprinklers & Fire Alarm
- Permits or Fees,
- PG&E Fees and Agreements
- Over Time & Working on Weekends and Holidays
- Third Party Inspections
- All Hybrid Built Units
- Any unforeseen Demolition Abatement

Summary:

Again, thank you for the opportunity to provide you with our proposal. We look forward to working with you in the near future. Please contact me with any questions at (707) 965-2425.

Sincerely,

Doug Eikenbary
Helmer & Sons, Inc.

cc: Doug Helmer
Bid File

Acceptance of Proposal

_____ Owner's Representative (1)	\$ _____ Total Accepted	_____ Date
_____ Owner's Representative (1)	\$ _____ Total Accepted	_____ Date

The owners of Helmer and Sons, Inc. are Christians belonging to the Seventh-Day Adventist Church and thus have a policy to generally not work on Saturdays based on our religious preference. We work as needed during the remainder of the week to ensure all of our projects are completed within the expected schedule duration.



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 1.0

July 06, 2017

To: Calistoga Affordable Housing, Inc.
Attn: Larry Kromann
lgkromann@msn.com
1332 Lincoln Avenue
Calistoga, CA 94515

Copies to:

Project: Turley Flat Apartments 1105 Pope Street St. Helena
Contract dated 01/26/2017 and Executed on 03/17/2017
Re: Add Abatement costs, delete Builder's Risk & misc contract clarifications

The owner & contractor mutually agree to the following revisions/clarifications to the Contract. All items noted below are by this reference made a part of the Contract and incorporated herein. All other terms and conditions of the Contract shall remain the same.

- The "revised" contract executed on on May 31, 2017 is void and no longer valid. This Change Order replaces the revisions made on that document.
- The sentence in the opening paragraph of the Jan 26, 2017 Turley Apartments Proposal which states "Including demolition of existing structure, site work, underground utilities and retaining wall along Sulphur Creek" is clarified as follows:

Including:

- *Demolition of existing structure,*
- *Site work,*
- *Underground utilities, and*
- *Retaining wall along Sulphur Creek*

The retaining wall scope included in the 01/26/17 Proposal is defined at the bottom of the proposal first page to include seven new H Beams and their installation. Once the new building is constructed it would be virtually impossible to install these piers. We have included their installation so that a new wall can be constructed in the future using these H Beams. Completion of a new wall is not in our scope only the H Beams installed in concrete piers.

- *Retaining Wall*
 - *7 each H Beam Pier Retaining Wall with concrete only, no timbers or subdrain backfill.*



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 1.0

July 06, 2017

- As requested, below is a breakdown of the sitework improvements included in the contract based upon the 11/15/2016 BKF Civil Plans into private (onsite) & public (offsite) improvements. It is our understanding that these plans are still being reviewed & revised. Once final permit plans are approved we will review for any scope changes.

Description	Onsite		Public		Total
Site Work					
Mobilization		\$ 3,500		\$ 1,500	\$ 5,000
Traffic Control				\$ 5,000	\$ 5,000
Demolition sidewalks & AC				\$ 6,280	\$ 6,280
Grading		\$ 33,997			\$ 33,997
Paving 3" AC / 8" AB / Subgrade			460 SF	\$ 6,900	\$ 6,900
Agg under PCC driveway	5,110 SF	\$ 15,000			\$ 15,000
Agg under driveway/walks	830 SF	\$ 2,100	285 SF	\$ 1,975	\$ 4,075
Striping		\$ 2,450			\$ 2,450
Erosion Control		\$ 5,100			\$ 5,100
Underground & Joint Trench					
Storm Drain		\$ 58,800		\$ 1,000	\$ 59,800
Sanitary Sewer		\$ 9,300		\$ 4,500	\$ 13,800
Water		\$ 12,760		\$ 13,000	\$ 25,760
Gas & Elect Trenching & Patching		\$ 12,968		\$ 21,022	\$ 33,990
Concrete (Offsite)					
Curb & Gutter with AB			55 LF	\$ 1,925	\$ 1,925
Sidewalks & Driveway			285 SF	\$ 4,275	\$ 4,275
Subtotal		\$ 155,975		\$ 67,377	\$ 223,352
Plus 12% Contractor's Fee		\$ 18,717		\$ 8,085	\$ 26,802
2% Bond Fee		\$ 3,494		\$ 1,509	\$ 5,003
Total		\$ 178,186		\$ 76,971	\$ 255,157



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 1.0

July 06, 2017

- Change Order amount for additional abatement survey costs exceeding contract amount, the completed abatement work, and the credit for Builders Risk Insurance that was part of the contract and then requested that we remove this line item.

Description	Qty	Consultants Total	SUB, ETC. Total	TOTAL Cost
Abatement Survey				
Abatement Survey Final Cost		\$ 1,645	\$ -	
Less Abatement Survey Contract Value		\$ (765)		
Sub-Total				\$ 880
Abatement Work				
Abatement Cleanup			\$ 21,177	
BAAQMD Notification Fee			\$ 3,169	
Subcontractor Sub-Total				\$ 24,346
Delete Builder's Risk From Scope				
Builder's Risk Credit			\$ (5,500)	
Sub-Total				\$ (5,500)
Total				\$ 19,726
Contractor's Fee		12.00%	\$ 2,367	
P&P Bonds		2.00%	\$ 442	
Change Order Total				\$ 22,535

Submitted by:

Doug Eikenbary

Original Contract Value	\$ 1,765,330.00
Prior Change Orders	\$ -
This Change Order	\$ 22,535.00
Revised Contract Value	\$ 1,787,865.00

Owner: **Calistoga Affordable Housing, Inc.**

Contractor: **Helmer & Sons, Inc.**

By:

Dated:

7/6/2017



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 2.0

February 12, 2018

To: Calistoga Affordable Housing, Inc.
Attn: Larry Kromann
lgkromann@msn.com
1332 Lincoln Avenue
Calistoga, CA 94515

Copies to:

Project: Turley Flat Apartments 1105 Pope Street St. Helena
Re: The Removal, Offhaul and Import Backfill Buried Concrete Debris Behind Existing Wall

The owner & contractor mutually agree to the following revisions/clarifications to the Contract. All items noted below are by this reference made a part of the Contract and incorporated herein. All other terms and conditions of the Contract shall remain the same.

- During the required excavation and backfill of existing soil for foundation pad grading, we discovered buried concrete debris behind the existing retaining wall. The Soils Engineer deemed this material unsuitable to use as backfill and it had to be removed from site. We replaced this debris with Imported engineer fill and compacted in place. Please see the attached cost breakdown for your review.

Change Order Total \$ 23,156.46

Submitted by:

Doug Eikenbary

Owner: Calistoga Affordable Housing, Inc.

Contractor: Helmer & Sons, Inc.

By: LG Kromann

Dated: 4/11/18

Description	Contract Values (Nov 2016 Plans)			Permit Plans	
	Onsite	Public	Total	Public	Total
Site Work					
Mobilization	\$ 3,500	\$ 1,500	\$ 5,000	\$ 1,500	\$ 5,000
Traffic Control			\$ 5,000		\$ 17,500
Signage, Delineators, etc.		\$ 5,000		\$ 5,000	
Flaggers		\$ -		5 DY 2,500	\$ 12,500
Demolition sidewalks & AC			\$ 6,280		\$ 11,265
Sawcutting		150 LF 5.00	\$ 750	165 LF 5.00	\$ 825
Offsite PCC walk/curb		350 SF 8.00	\$ 2,800	555 SF 8.00	\$ 4,440
Offsite AC Removal		460 SF 5.93	\$ 2,730	1,000 SF 6.00	\$ 6,000
Grading	\$ 33,997		\$ 33,997		\$ 33,997
Paving 3" AC / 8" AB / Subgrade			\$ 6,900		\$ 44,950
Excavation & Compaction		460 SF 4.46	\$ 2,050	1,000 SF 7.50	\$ 7,500
Offhaul Dirt Spoils		15 CY 50.00	\$ 750	40 CY 60.00	\$ 2,400
Aggregate Base		23 TN 50.00	\$ 1,600	100 TN 60.00	\$ 6,000
Asphalt Paving		10 TN 250.00	\$ 2,500	25 TN 250.00	\$ 6,250
2" Asphalt Grind & Overlay				2,400 SF 8.00	\$ 19,200
Raised Iron SSMH, Valves				3 EA 1,200.00	\$ 3,600
Agg under PCC driveway	5,110 SF \$ 15,000		\$ 15,000		\$ 15,000
Agg under driveway/walks	830 SF \$ 2,100	285 SF 6.93	\$ 1,975	490 SF 7.00	\$ 3,430
Striping	\$ 2,450		\$ 2,450	75 LF 33.33	\$ 2,500
Offsite Handicap Striping/Sign					\$ 1,200
Erosion Control	\$ 5,100		\$ 5,100		\$ 5,100
Underground & Joint Trench					
Storm Drain	\$ 58,800	\$ 1,000	\$ 59,800	\$ 1,000	\$ 59,800
Sanitary Sewer	\$ 9,300	\$ 4,500	\$ 13,800	\$ 4,500	\$ 13,800
Water	\$ 12,760	\$ 13,000	\$ 25,760	\$ 13,000	\$ 25,760
Gas & Elect Trenching & Patching	\$ 12,968	\$ 21,022	\$ 33,990	\$ 21,022	\$ 33,990
Subtotal	\$ 155,975	\$ 61,177	\$ 217,152	\$ 121,867	\$ 277,842
Plus 12% Contractor's Fee	\$ 18,717	\$ 7,341	\$ 26,058	\$ 14,624	\$ 33,341
2% Bond Fee	\$ 3,494	\$ 1,370	\$ 4,864	\$ 2,730	\$ 6,224
Total	\$ 178,186	\$ 69,889	\$ 248,074	\$ 139,221	\$ 317,407
	\$ 178,186	\$ 76,971	\$ 255,157	\$ 69,332	\$ 69,332

Exclusions:

- Changeable Message Signs
- Handling or disposal of contaminated soil

Concrete (Offsite)					
Trench Drain & Grate		- EA	\$ -	\$ -	1 EA 3,500.00 \$ 3,500 \$ 3,500
Concrete (Building)					
Added Piers & Tie Beams		- LS	\$ -	\$ -	1 LS 8,492.00 \$ 8,492 \$ 8,492
Fence & Retaining Wall Piers		- LS	\$ -	\$ -	1 LS 12,500.00 \$ 12,500 \$ 12,500
Trusses					
Added 4X Blocking & Material Increase		- LS	\$ -	\$ -	1 LS 1,967.00 \$ 1,967 \$ 1,967
Rough Framing					
Added Structural Details		- LS	\$ -	\$ -	1 LS 28,300.00 \$ 28,300 \$ 28,300
Electrical					
Waiting for PG&E Plans		- LS	\$ -	\$ -	1 LS - \$ - \$ -
Subtotal			\$ -	\$ -	\$ 54,759 \$ 54,759
Plus 12% Contractor's Fee	\$ -		\$ -	\$ -	\$ 6,571 \$ 6,571
2% Bond Fee	\$ -		\$ -	\$ -	\$ 1,227 \$ 1,227
Total	\$ -		\$ -	\$ -	\$ 62,557 \$ 62,557
Site Work & Building	Total		\$ -	\$ -	\$ 131,889 \$ 131,889

**COST WORKSHEET**

PROJECT: Turley Apartments

Feb 12, 2018

CLIENT: Calistoga Affordable Housing

DATE	DESCRIPTION	EMPLOYEE	QTY	UNITS	PRICE	SUBTOTAL	TOTALS
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Remove & Offhaul buried concrete slab, footings & walls (East side of jobsite)**LABOR, EQUIPMENT & TOOLS**

10/30/17	FO	Foreman - Operator		G. Galusha	2.00	HRS	80.00	\$	160.00
" "	P00	Work Truck+Tools			2.00	HRS	20.00	\$	40.00
" "	O2	Operator II		S. Cooke	2.00	HRS	75.00	\$	150.00
" "	O4	Operator IV		A. Vasquez	2.00	HRS	65.00	\$	130.00
" "	L4	Labor IV		B. Newton	2.00	HRS	60.00	\$	120.00
" "	EX05	Cat 325CL Excavator			2.00	HRS	135.00	\$	270.00
" "	SL04	JD 210LE Skiploader			2.00	HRS	42.00	\$	84.00

MATERIAL, TRUCKING, ETC.

10/30/17		Trucking offhaul broken concrete (2 loads)	Loban 2819	4.00	HRS	110.00	\$	440.00
		Dump Fee - broken concrete	Syar - Napa					No Charge

12% Fee \$ 167.28
2% Bond \$ 31.23

TOTAL THIS ITEM \$ 1,592.51**Excavate to remove broken concrete debris behind existing wall****LABOR, EQUIPMENT & TOOLS**

11/01/17	FO	Foreman - Operator		G. Galusha	8.00	HRS	80.00	\$	640.00
" "	P00	Work Truck+Tools			8.00	HRS	20.00	\$	160.00
" "	O2	Operator II		S. Cooke	8.00	HRS	75.00	\$	600.00
" "	O3	Operator III		J. Remmert Jr	8.00	HRS	70.00	\$	560.00
" "	O4	Operator IV		A. Vasquez	8.00	HRS	65.00	\$	520.00
" "	EX04	Cat 307 Excavator			8.00	HRS	50.00	\$	400.00
" "	SL04	JD 210LE Skiploader			8.00	HRS	42.00	\$	336.00
11/02/17	FO	Foreman - Operator		G. Galusha	8.00	HRS	80.00	\$	640.00
" "	P00	Work Truck+Tools			8.00	HRS	20.00	\$	160.00
" "	O2	Operator II		S. Cooke	8.00	HRS	75.00	\$	600.00
" "	O3	Operator III		J. Remmert Jr	8.00	HRS	70.00	\$	560.00
" "	O4	Operator IV		A. Vasquez	8.00	HRS	65.00	\$	520.00
" "	EX05	Cat 325CL Excavator			4.00	HRS	135.00	\$	540.00
" "	EX04	Cat 307 Excavator			8.00	HRS	50.00	\$	400.00
" "	SL04	JD 210LE Skiploader			8.00	HRS	42.00	\$	336.00
" "	WT43	Pete 4000 Gal Water Truck			4.00	HRS	47.50	\$	190.00
11/03/17	FO	Foreman - Operator		G. Galusha	8.00	HRS	80.00	\$	640.00
" "	P00	Work Truck+Tools			8.00	HRS	20.00	\$	160.00
" "	O2	Operator II		S. Cooke	8.00	HRS	75.00	\$	600.00
" "	O3	Operator III		J. Remmert Jr	2.50	HRS	70.00	\$	175.00
" "	O4	Operator IV		A. Vasquez	2.50	HRS	65.00	\$	162.50
" "	EX04	Cat 307 Excavator			2.50	HRS	50.00	\$	125.00
" "	SL04	JD 210LE Skiploader			2.50	HRS	42.00	\$	105.00

MATERIAL, TRUCKING, ETC.

11/02/17		Trucking offhaul broken concrete (3 loads)	Loban 2822	6.00	HRS	110.00	\$	660.00
11/06/17		Trucking offhaul broken concrete (1 load)	Loban 2824	2.00	HRS	110.00	\$	220.00
11/08/17		Trucking offhaul debris	Loban 2826	2.00	HRS	110.00	\$	220.00
" "		Dump fee - debris	Clover Flat	1.80	TON	77.50	\$	139.50
" "		Dump Fee - broken concrete	Syar - Napa					No Charge

12% Fee \$ 1,244.28
2% Bond \$ 232.27

TOTAL THIS ITEM \$ 11,845.55

**COST WORKSHEET**

PROJECT: Turley Apartments

Feb 12, 2018

CLIENT: Calistoga Affordable Housing

DATE	DESCRIPTION	EMPLOYEE	QTY	UNITS	PRICE	SUBTOTAL	TOTALS
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Backfill behind existing wall**LABOR, EQUIPMENT & TOOLS**

12/11/17	FO	Foreman - Operator		J. Remmert	2.00	HRS	80.00	\$ 160.00
" "	P00	Work Truck+Tools			2.00	HRS	20.00	\$ 40.00
12/12/17	FO	Foreman - Operator		G. Galusha	8.00	HRS	80.00	\$ 640.00
" "	P00	Work Truck+Tools			8.00	HRS	20.00	\$ 160.00
" "	L3	Labor III		R. Villegas	8.00	HRS	65.00	\$ 520.00
" "	O4	Operator IV		A. Vasquez	8.00	HRS	65.00	\$ 520.00
" "	EX06	Cat 304E CR Excavator			8.00	HRS	42.00	\$ 336.00
" "	SL04	JD 210LE Skiploader			8.00	HRS	42.00	\$ 336.00
" "	WT22	FL 2000 Gal Water Truck			4.00	HRS	42.00	\$ 168.00
" "	JJ00	Jumping Jack Compactor			4.00	HRS	12.50	\$ 50.00
12/13/17	FO	Foreman - Operator		G. Galusha	8.00	HRS	80.00	\$ 640.00
" "	P00	Work Truck+Tools			8.00	HRS	20.00	\$ 160.00
" "	L3	Labor III		R. Villegas	8.00	HRS	65.00	\$ 520.00
" "	O4	Operator IV		A. Vasquez	8.00	HRS	65.00	\$ 520.00
" "	L3	Labor III		S. Tourville	8.00	HRS	65.00	\$ 520.00
" "	EX06	Cat 304E CR Excavator			8.00	HRS	42.00	\$ 336.00
" "	SL04	JD 210LE Skiploader			8.00	HRS	42.00	\$ 336.00
" "	WT22	FL 2000 Gal Water Truck			4.00	HRS	42.00	\$ 168.00
" "	RL44	Bomag 120AD-3 (48") Roller			4.00	HRS	47.00	\$ 188.00
" "	JJ00	Jumping Jack Compactor			8.00	HRS	12.50	\$ 100.00

MATERIAL, TRUCKING, ETC.

12/11/17		Drain Rock (Lava)	Clearlake Lava 99163	32.00	CYD	30.48	\$ 975.26
12/12/17		Select Fill (1" Minus)	Syar 670151	23.64	TON	11.58	\$ 273.83
" "		Trucking fill delivery	Loban 2847	2.00	HRS	110.00	\$ 220.00
12/13/17		Select Fill (1" Minus)	Syar 670151	12.20	TON	11.58	\$ 141.32
" "		Trucking fill delivery	Loban 2848	2.00	HRS	110.00	\$ 220.00
12/11/17		Mirafi 140N Filter Fabric	White Cap 7397763				\$ 258.60

12% Fee \$ 1,020.84

2% Bond \$ 190.56

TOTAL THIS ITEM \$ 9,718.40**TOTAL THIS WORKSHEET \$ 23,156.46**

REESE CONSULTING
GEOTECHNICAL
& ASSOCIATES ENGINEERS

134 Lystra Court, Suite C
Santa Rosa, CA 95403
Tel: (707) 528-3078
Fax: (707) 528-2837
reese@sonic.net

Date: 10/30/17

Job Name: Timley Flat Apartments

Job No.: 587-1-13

By: E. von Junsch

On site at 1105 Pope Street St. Helena
to observe sub excavation of debris and
loose compressive soils.

During sub excavation on the North
Bld. line perpendicular to Pope st.
an existing concrete structure was
encountered at elev. 230[±] up to 234[±],
a concrete slab and walls, located on
new Bld. line where piers are to be drilled.
It is necessary to remove concrete prior
to filling at this area and to allow for
pier drilling. 8'x16' area 5" thick slab with
8"-10" wide perimeter walls approx. 3' H. Located
8'-24' from 18" oak on North prop. line.

Our observation excludes: lines, grades, pier hole and/or footing, locations,
number of holes, size of footings and reinforcement. This form does not
constitute authority for placing concrete; such authorization must be
obtained from the Building Official.

REESE & ASSOCIATES

Signed E. von Junsch

134 LYSTRA COURT
TELEPHONE (707) 528-3078

REESE CONSULTING
& ASSOCIATES GEOTECHNICAL
ENGINEERS

SANTA ROSA, CA 95403
FACSIMILE (707) 528-2837

November 14, 2017

Job No 587.1.13

Calistoga Affordable Housing
1332 Lincoln Avenue
Calistoga, CA 94515
Attention: Larry Kromann
lgkromann@msn.com

Report
Soil Engineering Consultation
Turley Flat Apartments
1105 Pope Street
St. Helena, California

As requested, this letter report presents the results of our soil engineering consultation concerning the existing masonry block retaining wall at the Turley Flat apartment project in St. Helena, California. The site is located at 1105 Pope Street. We performed a soil investigation for the project, and the results were submitted in our report dated June 9, 2015. The results of our soil engineering consultation and supplemental recommendations for design of a proposed retaining wall near the southeast end of the site in close proximity to an existing retaining wall were presented in our report dated December 14, 2016.

On October 27, 2017 and November 7, 2017 we were at the site to observe surface and subsurface conditions exposed at several locations adjacent to the existing wall, in the vicinity of the proposed new wall. In general, the surface and subsurface conditions adjacent to the existing wall consisted of a portion of former exterior concrete patio slab underlain by relatively loose sand and gravel backfill materials containing abundant amounts of concrete debris. To facilitate installation of a planned new wall, the existing concrete slab section and loose, debris laden backfill materials were removed to a depth of about 6 feet below the top of the existing masonry block wall. The lower portion of the backfill materials were subsequently replaced with the on-site soils, placed in the lifts and thoroughly compacted to within about 4½ feet of the top of the wall.

REESE CONSULTING
& ASSOCIATES GEOTECHNICAL
ENGINEERS

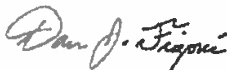
Calistoga Affordable Housing
Page Two
November 14, 2017

We understand that it is proposed to eliminate the planned new wall and implement measures to improve future performance of the existing wall. Accordingly, we recommend that the remaining backfills consist of light weight aggregate, placed in lifts and lightly compacted to reduce lateral loads on the existing retaining wall. We judge that, because the planned new structure will be supported on drilled piers, prior surcharge loads from the previous structure have been removed, and the remaining backfills will consist of light weight aggregate, lateral loads on the existing wall would be considered significantly lower than those previously exerted such that future performance would be improved.

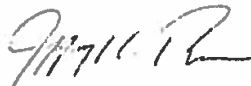
We trust this provides the information needed at this time. If you have questions or wish to discuss this in more detail, please do not hesitate to contact us.

Yours very truly,

REESE & ASSOCIATES



Dan J. Figoni
Project Manager



Jeffrey K. Reese
Civil Engineer No. 47753



DF/JKR:nay/ra/Job No. 587.1.13
Copies Submitted: 3

cc: Paul Coates Construction
P.O. Box 1006
Calistoga, CA 94515

JDF Structural Engineers
Attention: Kelly Johnson
jd0911@sonic.net



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 3.0

November 3, 2017

To: Calistoga Affordable Housing, Inc.
Attn: Larry Kromann
lgkromann@msn.com
1332 Lincoln Avenue
Calistoga, CA 94515

Copies to:

Project: Turley Flat Apartments 1105 Pope Street St. Helena
Re: Plan Changes from Contract to Permit Set

The owner & contractor mutually agree to the following revisions/clarifications to the Contract. All items noted below are by this reference made a part of the Contract and incorporated herein. All other terms and conditions of the Contract shall remain the same.

- This is the price delta from our contract that was based on Civil Plans dated 11/15/2016, Structural Plans dated 1/20/16, and Geotechnical Engineering Report dated 6/9/2015. To the approved Permit Set dated 8/18/17. This does not cover any Electrical Revision that may occur through PG&E Design and Engineering. See attached break down.

Change Order Total \$ 131,889.00

Submitted by:

Doug Eikenbary

Owner: Calistoga Affordable Housing, Inc.

Contractor: Helmer & Sons, Inc.

By: _____

Dated: _____

Description	Contract Values (Nov 2016 Plans)			Permit Plans	
	Onsite	Public	Total	Public	Total
Site Work					
Mobilization	\$ 3,500	\$ 1,500	\$ 5,000	\$ 1,500	\$ 5,000
Traffic Control			\$ 5,000		\$ 17,500
Signage, Delineators, etc.		\$ 5,000		\$ 5,000	
Flaggers		\$ -		5 DY 2,500	\$ 12,500
Demolition sidewalks & AC			\$ 6,280		\$ 11,265
Sawcutting		150 LF 5.00	\$ 750	165 LF 5.00	\$ 825
Offsite PCC walk/curb		350 SF 8.00	\$ 2,800	555 SF 8.00	\$ 4,440
Offsite AC Removal		460 SF 5.93	\$ 2,730	1,000 SF 6.00	\$ 6,000
Grading	\$ 33,997		\$ 33,997		\$ 33,997
Paving 3" AC / 8" AB / Subgrade			\$ 6,900		\$ 44,950
Excavation & Compaction		460 SF 4.46	\$ 2,050	1,000 SF 7.50	\$ 7,500
Offhaul Dirt Spoils		15 CY 50.00	\$ 750	40 CY 60.00	\$ 2,400
Aggregate Base		23 TN 50.00	\$ 1,600	100 TN 60.00	\$ 6,000
Asphalt Paving		10 TN 250.00	\$ 2,500	25 TN 250.00	\$ 6,250
2" Asphalt Grind & Overlay				2,400 SF 8.00	\$ 19,200
Raised Iron SSMH, Valves				3 EA 1,200.00	\$ 3,600
Agg under PCC driveway	5,110 SF	\$ 15,000	\$ 15,000		\$ 15,000
Agg under driveway/walks	830 SF	\$ 2,100	\$ 4,075	490 SF 7.00	\$ 3,430
Striping	\$ 2,450		\$ 2,450	75 LF 33.33	\$ 2,500
Offsite Handicap Striping/Sign					\$ 1,200
Erosion Control	\$ 5,100		\$ 5,100		\$ 5,100
Underground & Joint Trench					
Storm Drain	\$ 58,800	\$ 1,000	\$ 59,800	\$ 1,000	\$ 59,800
Sanitary Sewer	\$ 9,300	\$ 4,500	\$ 13,800	\$ 4,500	\$ 13,800
Water	\$ 12,760	\$ 13,000	\$ 25,760	\$ 13,000	\$ 25,760
Gas & Elect Trenching & Patching	\$ 12,968	\$ 21,022	\$ 33,990	\$ 21,022	\$ 33,990
Subtotal	\$ 155,975	\$ 61,177	\$ 217,152	\$ 121,867	\$ 277,842
Plus 12% Contractor's Fee	\$ 18,717	\$ 7,341	\$ 26,058	\$ 14,624	\$ 33,341
2% Bond Fee	\$ 3,494	\$ 1,370	\$ 4,864	\$ 2,730	\$ 6,224
Total	\$ 178,186	\$ 69,889	\$ 248,074	\$ 139,221	\$ 317,407
	\$ 178,186	\$ 76,971	\$ 255,157	\$ 69,332	\$ 69,332

Exclusions:

- Changeable Message Signs
- Handling or disposal of contaminated soil

Concrete (Offsite)					
Trench Drain & Grate		- EA	\$ -	\$ -	1 EA 3,500.00 \$ 3,500 \$ 3,500
Concrete (Building)					
Added Piers & Tie Beams		- LS	\$ -	\$ -	1 LS 8,492.00 \$ 8,492 \$ 8,492
Fence & Retaining Wall Piers		- LS	\$ -	\$ -	1 LS 12,500.00 \$ 12,500 \$ 12,500
Trusses					
Added 4X Blocking & Material Increase		- LS	\$ -	\$ -	1 LS 1,967.00 \$ 1,967 \$ 1,967
Rough Framing					
Added Structural Details		- LS	\$ -	\$ -	1 LS 28,300.00 \$ 28,300 \$ 28,300
Electrical					
Waiting for PG&E Plans		- LS	\$ -	\$ -	1 LS - \$ - \$ -
Subtotal			\$ -	\$ -	\$ 54,759 \$ 54,759
Plus 12% Contractor's Fee	\$ -		\$ -	\$ -	\$ 6,571 \$ 6,571
2% Bond Fee	\$ -		\$ -	\$ -	\$ 1,227 \$ 1,227
Total	\$ -		\$ -	\$ -	\$ 62,557 \$ 62,557
Site Work & Building	Total		\$ -	\$ -	\$ 131,889 \$ 131,889



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 4.0

November 3, 2017

To: Calistoga Affordable Housing, Inc.
Attn: Larry Kromann
lgkromann@msn.com
1332 Lincoln Avenue
Calistoga, CA 94515

Copies to:

Project: Turley Flat Apartments 1105 Pope Street St. Helena
Re: Install gravel on building pad for winter

The owner & contractor mutually agree to the following revisions/clarifications to the Contract. All items noted below are by this reference made a part of the Contract and incorporated herein. All other terms and conditions of the Contract shall remain the same.

- In an attempt to progress effectively with the construction schedule during wet soil conditions approximately 6 to 8 inches of imported aggregate subbase material will be installed on the building pad. This should allow work to proceed on any non-rain days where otherwise the soils would need to dry. This price includes any subsequent offhaul.

Change Order Total \$ 15,000.

Submitted by:

Doug Eikenbary

Owner: Calistoga Affordable Housing, Inc.

Contractor: Helmer & Sons, Inc.

By: lgkromann

Dated: 4/11/18



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 5.0

December 15, 2017

To: Calistoga Affordable Housing, Inc.
Attn: Larry Kromann
lgkromann@msn.com
1332 Lincoln Avenue
Calistoga, CA 94515

Copies to:

Project: Turley Flat Apartments 1105 Pope Street St. Helena
Re: Plan Change Credits

The owner & contractor mutually agree to the following revisions/clarifications to the Contract. All items noted below are by this reference made a part of the Contract and incorporated herein. All other terms and conditions of the Contract shall remain the same.

- This is the price delta from our contract that was based on removing the 7 each retaining wall piers and metal "H" beams due to the discovery of the existing wall being structurally sound, and the Flooring Allowance because it is covered in Hybrid Cores contract with Calistoga Affordable Housing, Inc. If floor patching is needed, it will be considered additional work.

CREDIT BREAKDOWN

RETAINING WALL PIERS	-\$33,600.00
FLOOR ALLOWANCE	-\$15,000.00
2% BOND FEE	-\$972.00
TOTAL:	-\$49,572.00

Change Order Total \$ -49,572.00

Submitted by:

Doug Eikenbary



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 5.0

December 15, 2017

Owner: Calistoga Affordable Housing, Inc.

Contractor: Helmer & Sons, Inc.

By: L. J. Kromann

Dated: 4/11/18



PO Box 868, Angwin, CA 94508
(707) 965-2425 Lic # 616428

CHANGE ORDER No. 6.0

February 9, 2018

To: Calistoga Affordable Housing, Inc.
Attn: Larry Kromann
lgkromann@msn.com
1332 Lincoln Avenue
Calistoga, CA 94515

Copies to:

Project: Turley Flat Apartments 1105 Pope Street St. Helena
Re: The Removal and Disposal of Contaminated Soil from Site

The owner & contractor mutually agree to the following revisions/clarifications to the Contract. All items noted below are by this reference made a part of the Contract and incorporated herein. All other terms and conditions of the Contract shall remain the same.

- When drilling for the concrete piers, we encountered contaminated soil. This material could not be used or disposed of in the normal practice. This material had to be stockpiled and covered until test results indicated the severity of contamination. This discovery also stopped our pier drilling due to lack of area to both stockpile and drill, causing the drill rig to be move out for other projects. Once we received the test results we could find a disposal site and off hauling method to remove the contaminated soil. See the attached T&M Cost Detail for the soil removal and disposal fees.

Change Order Total \$ 23,132.02

Submitted by:

Doug Eikenbary

Owner: Calistoga Affordable Housing, Inc.

Contractor: Helmer & Sons, Inc.

By:

Dated:

4/11/18



T&M Costs
02/08/18

T&M Costs to offhaul contaminated pier spoil dirt

Date	Description	Loads	QTY	Price	\$\$
Trucking & Dump Fees					
01/19/18	Dump Truck	V.Dolan 356454	2	7.20 HR \$ 125	\$ 900.00
" "	Dump Fees	Petrero Hills Landfill	17.81 TON	\$ 21	\$ 374.01
01/22/18	Dump Truck	V.Dolan 354566	2	6.30 HR \$ 125	\$ 787.50
" "	Dump Fees	Petrero Hills Landfill	18.93 TON	\$ 21	\$ 397.53
01/23/18	Dump Truck	V.Dolan 355851	2	5.70 HR \$ 125	\$ 712.50
" "	Dump Fees	Petrero Hills Landfill	18.78 TON	\$ 21	\$ 394.38
01/24/18	Dump Truck	V.Dolan 354959	2	6.10 HR \$ 125	\$ 762.50
" "	Dump Fees	Petrero Hills Landfill	17.35 TON	\$ 21	\$ 364.35
01/26/18	Dump Truck	V.Dolan 355796	2	6.30 HR \$ 125	\$ 787.50
" "	Dump Fees	Petrero Hills Landfill	14.61 TON	\$ 21	\$ 306.81
01/29/18	Dump Truck	V.Dolan 356305	2	7.20 HR \$ 125	\$ 900.00
" "	Dump Fees	Petrero Hills Landfill	17.29 TON	\$ 21	\$ 363.09
" "	Dump Truck	Moga 42172	2	7.40 HR \$ 125	\$ 925.00
" "	Dump Fees	Petrero Hills Landfill	18.83 TON	\$ 21	\$ 395.43
01/30/18	Dump Truck	V.Dolan 356306	2	6.60 HR \$ 125	\$ 825.00
" "	Dump Fees	Petrero Hills Landfill	20.33 TON	\$ 21	\$ 426.93
" "	Dump Truck	Moga 42197	2	7.20 HR \$ 125	\$ 900.00
" "	Dump Fees	Petrero Hills Landfill	18.36 TON	\$ 21	\$ 385.56
01/31/18	Dump Truck	Moga 41969	2	7.20 HR \$ 125	\$ 900.00
" "	Dump Fees	Petrero Hills Landfill	18.36 TON	\$ 21	\$ 385.56
		SubTotal	20		\$ 12,193.65
Cover/protect contaminated dirt stockpiles			QTY	Price	\$\$
	Labor (2 men)		8 HR	\$ 60	\$ 480.00
	Flatbed Truck		4 HR	20	\$ 80.00
	10Mil Visqueen, etc				\$ 494.97
Added Labor costs due to winter wet conditions			Days	QTY	Price
Daily	Foreman/Operator	8	48 HR	\$ 80	\$ 3,840.00
" "	Foremans Truck		48 HR	20	\$ 960.00
Subcontractor Extra Costs					\$\$
	Concrete Subcontractor/Drill Rig Move-In & Out				\$ 2,200.00
	Subtotal				\$ 20,248.62
	Plus 12% Contractor's Fee				\$ 2,429.83
	2% Bond Fee				\$ 453.57
	Total				\$ 23,132.02

Exclusions:

- Delay time or costs

Addendum C

A. Draw schedule with costs line items

Draw Schedule for Turley Flats Project																			
Dates of Draws		October 24		December 11		January		February		March 6		April							
Description		Budgeted		Draw #1 & #2		Draw #3		Balance		Draw #4		Balance		Draw #5		Balance		Draw #6	
Land/Acquisition																			
Land Cost		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Predevelopment loan		\$100,000		\$100,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Land/Acquisition Total		\$100,000		\$100,000															
Factory Unit Const. **cost increase dtd 2/14 \$16790		\$653,365		\$158,035		\$494,330		\$311,021		\$183,309		\$183,309		\$183,309		\$183,309		\$0	
Site Work		\$1,787,865		\$80,981		\$1,776,904		\$38,063		\$1,715,755		\$62,781		\$1,794,484		\$1,749,484		\$234,613	
** Change Orders from Helmer(1st call is total)		\$143,973		CO #61		\$23,324		COR3		\$137,689		CO #5		-\$49,572		CO #6		\$23,132	
PG&E/Core Inspection & Eng fees		\$28,000		\$28,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Core deposit		\$13,500				\$13,500				\$13,500				\$13,500				\$13,500	
Core/Site work total		\$2,826,703		\$247,096		\$2,378,707		\$346,074		\$2,032,633		\$62,781		\$1,969,853		\$0		\$1,969,853	
Building permits/demo permit		\$142,221				\$0		\$0		\$0				\$0				\$0	
Developer Rep (Paul Coates)		\$35,000		\$10,000		\$25,000				\$5,000				\$5,000				\$5,000	
General (washers & dryers)		\$9,500				\$9,500				\$9,500				\$9,500				\$9,500	
Buildins Risk/dtdt Ins				\$10,100		\$4,702		\$4,702						\$0				\$0	
Fire Sprinkler dep pd \$3060 11/2016		\$20,400				\$17,340				\$17,340				\$17,340				\$17,340	
Relocation and temp housing		\$20,335		\$10,825		\$9,710		\$1,607		\$8,103				\$2,703				\$1,449	
Developer fees Delamed 2/20/18		\$0																\$0	
Bank & Title Co. closing costs		\$15,240		\$15,240										\$566				\$578	
Bank loan interest (WAG)		\$20,000		\$762		\$19,248		\$569		\$18,679				\$17,541				\$16,388	
Title recording		\$3,000				\$0		\$0		\$0				\$0				\$0	
Loan Org Fee to County		\$6,500		\$6,500						\$6,500				\$0				\$0	
Ally/Env/PG&E dep power pole/soil eng		\$33,592		\$13,448		\$20,144		\$1,769		\$18,375		\$4,567		\$13,808		\$13,808		\$0	
Contaminated soil issue		\$1,555				\$1,555				\$1,555				\$1,555				\$1,555	
Soft Costs		\$321,145		\$211,886		\$112,699		\$23,945		\$62,324		\$15,241		\$51,650		\$566		\$50,509	
Total cost - draw total		\$3,047,848		\$558,882				\$370,018				\$78,022				\$566			
City of St. Helena		\$640,000		\$443,890		\$196,110		\$58,429		\$137,681		\$114,689		\$123,012		\$0		\$123,012	
city hold back		\$60,000				\$60,000				\$60,000				\$60,000				\$60,000	
Napa County		\$985,000				\$585,000		\$311,021		\$273,979		\$62,781		\$211,198		\$0		\$211,198	
county hold back		\$65,000				\$65,000				\$65,000				\$65,000				\$65,000	
CAH onhand funds		\$13,500				\$13,500				\$13,500				\$13,500				\$13,500	
First Community Loan		\$1,400,000		\$115,992		\$1,284,008		\$569		\$1,282,439				\$1,282,439				\$1,282,439	
Carmer deposit return ***		\$16,000																	
Gasser Foundation/Bridge loan		\$150,000				\$150,000		\$0		\$150,000				\$150,000				\$150,000	
TOTAL INCOME		\$2,925,500		\$559,682		\$2,369,618		\$370,019		\$1,999,599		\$78,022		\$1,921,011		\$575		\$1,920,436	
Contingency				-\$110,348															

	May	BALANCE
Balance	Draw #9 (Final?)	BALANCE
\$0		\$0
\$0		\$0
\$0		\$0
\$1,538,431		\$1,538,431
\$0		\$0
\$13,500		\$13,500
\$1,551,931	\$0	\$1,551,931
\$0		\$0
\$5,000		\$5,000
\$8,500	\$0	\$8,500
\$0		\$0
\$17,340		\$17,340
\$1,449		\$1,449
\$0		\$0
\$0		\$0
\$16,388		\$16,388
\$0		\$0
\$0		\$0
\$0		\$0
\$0		\$0
\$0		\$0
\$48,677	\$0	\$48,677
\$48,677	\$0	\$48,677
\$106,395		\$106,395
\$60,000		\$60,000
\$27,869		\$27,869
\$65,000		\$65,000
\$13,500		\$13,500
\$1,046,536		\$1,046,536
\$0		\$0
\$150,000		\$150,000
\$1,485,320	\$0	\$1,485,320

DATE		TURLEY FLATS (CAH) 751-4000-2410	COMMITTED	EXPENDED	Balance of Committed
FY 2013	2012-87	Authorize the use of up to \$150,000 for impact			
FY 2014	2013-49	Authorize the use of \$8,500 for application fees			
FY 2015	2014-101	Housing Loan for a total of \$500,000 including previously allocated funds			
FY 2017	2017-11 2017-81	City Council authorized an additional \$200,000 for a total amount not to exceed \$700,000	\$ 700,000		\$ 700,000.00
		Contingency Hold		\$ 60,000.00	\$ 640,000.00
4/19/2017	2017-11	Demo Permit - BD 1704-009		\$ 438.00	\$ 639,562.00
7/3/2017	Draw #1	Escrow Fees Hybrid Core Homes - \$159,034.64 Inv. #1024		\$ 243,775.00	\$ 395,787.00
8/9/2017	Draw #2	Helmer & Sons - Performance Bond and Asbestos Abatement		\$ 60,960.55	\$ 334,826.45
8/9/2017	Draw #3	CAH - Reimbursement for PG& E Study and Engineering Fees		\$ 16,000.00	\$ 318,826.45
8/9/2017	Draw #4	CAH - Reimbursement for Engineering fees paid to hybridCore		\$ 12,000.00	\$ 306,826.45
8/9/2017	Draw #5	Paul Coates Construction - Developers Installment #1 payment		\$ 10,000.00	\$ 296,826.45
8/9/2017	Draw #6	Malloy Imire & Vasconi Ins. - Insurance endorsement to increase limit		\$ 500.00	\$ 296,326.45
8/9/2017	Draw #7	Malloy Imire & Vasconi Ins. - Insurance Builders Risk Policy		\$ 9,600.00	\$ 286,726.45
8/9/2017	Draw #8	Raney Planning and Management - Relocation Report		\$ 1,125.00	\$ 285,601.45
8/9/2017	Draw #9	Helmer & Sons - Cost of Temporary Housing for relocated family		\$ 9,500.00	\$ 276,101.45
8/9/2017	Draw #10	Berryman & Montalbano - Review of Prevailing Wage		\$ 210.00	\$ 275,891.45
8/9/2017	Draw #11	Farrell Faber & Associates - Reimbursement to draftTech		\$ 161.15	\$ 275,730.30
8/9/2017	Draw #12	Johnson, Debois & Forrest - Revised engineering plans		\$ 4,911.25	\$ 270,819.05
8/9/2017	Draw #13	BKF - Professional Services from 3/13-4/9/17		\$ 4,000.00	\$ 266,819.05
8/9/2017	Draw #14	BKF - Professional Services from 4/10-5/14/17		\$ 2,400.00	\$ 264,419.05
8/9/2017	Draw #15	BKF - Professional Services from 5/15-6/18/17		\$ 1,767.00	\$ 262,652.05

8/18/2017	Draw #16	City of St. Helena - Permits		\$ 141,783.27	\$ 120,868.78
10/26/2017	Draw #17	Farrell-Faber & Associates - drafTech		\$ 712.59	\$ 120,156.19
10/26/2017	Draw #18	Johnson, Debois & Forrest - Review of factory build housing drawings		\$ 1,056.41	\$ 119,099.78
10/26/2017	Draw #19	CAH - PG&E bills for relocation		\$ 1,607.20	\$ 117,492.58
10/26/2017	Draw #20	Paul Coates Construction - Developers Installment #2 payment		\$ 20,000.00	\$ 97,492.58
10/26/2017	Draw #21	Helmer & Sons - Application #2		\$ 35,053.10	\$ 62,439.48
12/18/2017	Draw #22	Helmer & Sons - Rent Oct, Nov, Dec		\$ 5,400.00	\$ 57,039.48
12/18/2017	Draw #23	CAH - Insurance		\$ 4,702.00	\$ 52,337.48
3/13/2018	Draw #24	Reese and Associates - Soil Engineering		\$ 5,327.75	\$ 47,009.73
3/13/2018	Draw #25	BKF - re-establish project control		\$ 6,280.00	\$ 40,729.73
3/13/2018	Draw #26	California Living and Energy - Plans and support calculations for electrical services		\$ 1,000.00	\$ 39,729.73
3/13/2018	Draw #27	Mary Barnhart - PGE for relocation house		\$ 383.40	\$ 39,346.33
3/13/2018	Draw #28	McCambell Analytical - Soil sample		\$ 312.00	\$ 39,034.33
3/13/2018	Draw #29	CAH - Reimbursement for CKG Environmental Inc - soil evaluation		\$ 1,243.20	\$ 37,791.13
3/13/2018	Draw #30	CAH - Reimbursement for PGE for relocation house		\$ 870.58	\$ 36,920.55
3/13/2018	Draw #31	CAH - Reimbursement PGE Application for temp power pole		\$ 1,200.00	\$ 35,720.55
					\$ 35,720.55
					\$ 35,720.55
					\$ 35,720.55
					\$ 35,720.55
		Attorney Fees		\$ 56,945	
		Total Committed:	\$ 700,000		

CITY OF ST. HELENA

RESOLUTION No. 2018-____

Resolution of the Council of the City of St Helena:

Approving a request from Calistoga Affordable Housing (CAH) that the City provide an additional loan of up to \$135,000 from the Affordable Housing Fund (AHTF) to the Turley Flats Affordable Housing Project (1105 Pope St) for a total AHTF contribution of \$835,000

RECITALS

- A. On October 9, 2012, Calistoga Affordable Housing (CAH), developer for Turley Flats Apartments (Turley Flats Project), submitted a written request asking City Council for a fee adjustment; and
- B. On October 23, 2012, the City Council adopted Resolution 2012-87 approving a fee subsidy up to \$150,000 for the Turley Flats Project, an 8-unit 100% affordable housing project; and
- C. On July 3, 2013, CAH submitted a written request asking City Council for an additional fee subsidy to cover all application processing fees; and
- D. On July 9, 2013, the City Council adopted Resolution 2013-49 approving the request to subsidize application processing fees up to \$8,500; and
- E. On August 13, 2014, CAH met with the Mayor and City Manager to discuss the Turley Flats Project and funding options; and
- F. On October 14, 2014, the City Council adopted Resolution 2014-101 approving a total contribution to CAH of \$500,000 in the form of a loan from the AHTF; and
- G. The funds were allocated as follows: \$341,500 in the form of a housing loan that will be governed by loan agreements and \$158,500 in fee subsidies (also in the form of a loan from the AHTF and governed by the same agreements) as established in Resolutions 2012-87 and 2013-49; and
- H. On January 31, 2017, the City Council considered and approved the request by CAH to increase the overall loan amount for the Turley Flats Project to \$700,000; approved draft loan documents for the funds (including an Affordable Housing Loan Agreement, Regulatory Agreement, Promissory Note and a Deed of Trust); accepted an Emergency Vehicle Access Easement; and authorized the City Manager to execute the loan documents on behalf of the City; and
- I. On April 4, 2017, the Napa County Board of Supervisors approved a request from CAH for a separate loan of \$650,000 to cover the outstanding costs associated with the construction of the Turley Flats Project; however, there were several stipulations in the County's loan documents that were inconsistent with the loan documents adopted by the City, including a requirement that the City authorize a RHNA

Transfer Agreement transferring 2 RHNA units from the County to the City in the next Housing Element Cycle; and

- J. On June 13, 2017, the City Council considered and approved the following: (1) modifications to the previously adopted Loan Agreement loaning \$700,000 from the AHTF to CAH for the Turley Flats Project; (2) modifications to the previously adopted Turley Flats Regulatory Agreement, governing affordability levels for the 8-units in the Project; (3) a Relocation Plan for the previous tenants of the existing homes on the Project site; (4) an Indemnification Agreement between the County and the City addressing legal obligations associated with the temporary relocation of residents of the Turley Flats Project; (5) an Inter-Creditor Agreement between the County and the City, identifying the specific position of each in the unlikely event of a foreclosure on the property; and (6) a RHNA Transfer Agreement between the County and the City transferring residential 2-units from the County's RHNA requirement to the City's in the next Housing Element Cycle, beginning in approximately 2023. The City Council also authorized the City Manager (or designated signee) to execute the foregoing loan documents (Loan Documents) on behalf of the City, and to authorize the release of the \$700,000 loan (except for the \$60,000 contingency amount), contingent upon County approval of the pending \$650,000 loan application (or other source of matching funding), issuance of the construction loan of \$1.4 million from a traditional lender and a fully capitalized project; and
- K. CAH has now secured a bank loan for \$1.4 million, a loan from the City for \$700,000, a loan from the County for \$650,000 and a grant from the Gasser Foundation for up to \$150,000 to cover construction costs associated with the Project; and
- L. CAH now requests an increase in the approved AHTF loan for up to an additional \$135,000 to complete the Turley Flats Project; this request is based on a number of unanticipated constructions costs associated with the development of the Turley Flats Project, and CAH has provided a detailed list of the design and construction issues identified as increasing the costs beyond the previously anticipated budget and this list will be utilized to update the budget.

RESOLUTION

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

- 1. Approves the request from CAH that the City provide an additional loan of up to \$135,000 from the AHTF to the Turley Flats Project for a total AHTF contribution of \$835,000;
- 2. Approves amendments to the Loan Documents, including but not limited to the Promissory Note, the Deed of Trust, the Inter-Creditor Agreement and the Regulatory Agreement), as deemed necessary by the City Attorney to document and effectuate the additional loan to CAH of up to \$135,000 for the Turley Flats Project;

3. Authorizes the City Manager (or designated signee) to execute the amended Loan Documents, on behalf of the City, in the form approved by the City Attorney; and
4. Authorizes the release of all funds committed to the Project upon submittal of documentation regarding the need for and recipient of these funds (as stipulated in the Loan Agreement, as amended).

Approved at a Regular Meeting of the St. Helena City Council on April 24, 2018, by the following vote:

Mayor Galbraith:	_____
Vice Mayor White:	_____
Councilmember Koberstein:	_____
Councilmember Dohring:	_____
Councilmember Ellsworth:	_____

APPROVED:

ATTEST:

Alan Galbraith, Mayor

Cindy Tzafoopoulos, City Clerk