



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

**Agenda Section:** New Business

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

**CEQA Status:** Not a CEQA Project

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

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

**BACKGROUND**

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

**DISCUSSION**

**Awarded Grant Applications FY 2016:**

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

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

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

Awarded Applications FY 2017

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

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

Active Grants

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

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

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

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

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

Non-Profit Grant Applications

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

Key Grant Milestones

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

**FISCAL IMPACT**

There is no fiscal impact associated with this report.

**RECOMMENDED ACTION**

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

**ATTACHMENT**

1. Resolution

**CITY OF ST. HELENA**

**RESOLUTION No. 2016-**

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

**RECITALS**

- A. The City of St. Helena desires to maintain quality records for its grant awards; and
- B. An annual permanent record by resolution of key contractual and project elements will fulfill this goal.

**RESOLUTION**

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

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

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

Mayor Galbraith: \_\_\_\_\_  
Vice Mayor White: \_\_\_\_\_  
Councilmember Crull: \_\_\_\_\_  
Councilmember Dohring: \_\_\_\_\_  
Councilmember Pitts: \_\_\_\_\_

APPROVED:

ATTEST:

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

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

*Exhibit "A"*

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

*Awarded Grant Applications FY 2016:*

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