



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

St. Helena City Council

Meeting

August 9, 2016

6:00 PM Regular Meeting

Vintage Hall Board Room – Second Floor

465 Main Street, St. Helena

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM:** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Forum. Each person’s comments shall be limited to 3 minutes. Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Councilmembers for clarifications may be posed and answered, and Councilmembers may make requests that items be placed on future agendas, but in accordance with state law, no substantive discussion or action may take place unless and until the matter properly appears on the agenda.
- 5. REPORTS BY STAFF AND CITY COUNCIL, FUTURE AGENDA ITEMS, and AB 1234 REPORTS:** Reports by staff and/or Councilmembers on items of general interest. Brief questions for clarification may be posed and answered, and Councilmembers may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the City Council.

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

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

7. Consideration and proposed approval of a resolution approving a City of St. Helena Internship Policy P-HR-0107, a Policy and Procedures Handbook for City Departments, and a Policy and Procedures Handbook for City Interns
CEQA Status: Not a CEQA Project
Prepared By: Kathy Robinson, Human Resources & IT Director
Mandy Kellogg, Administrative Services Manager
Recommendation: Adopt

8. Consideration and proposed approval of a resolution accepting the work and directing the filing of the Notice of Completion for the Lower York Creek Dam Rehabilitation CIP W-108; Repair Outlet Tower
CEQA Status: Categorically Exempt, Section 15301, Existing Facilities
Prepared By: Tobias Barr, Public Works Project Manager
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

9. Consideration and proposed approval of a resolution approving a sole source purchase for one (1) Channel Monster Waste Water Grinder from JWC Environmental in an amount not to exceed \$45,000
CEQA Status: Not a CEQA Project
Prepared By: Jarratt Rossini, Acting Chief Plant Operator
Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

10. Consideration and proposed approval of a resolution approving the Final Map for Fulton Lane Parcel Map and authorizing the City Manager to execute the Subdivision Improvement Agreement
CEQA Status: Categorically Exempt, Section 15315, subdivision of four or fewer parcels; and Section 15303, construction or conversion of small structures including single-family residences, garages, pools, etc.
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer
Recommendation: Adopt

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

NEW BUSINESS:

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

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

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

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

14. Discussion and direction to staff regarding various committee vacancies

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

ADJOURNMENT The next Regular City Council meeting is scheduled for August 23, 2016, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on August 5, 2016.



Cindy Black, City Clerk

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

CHALLENGING DECISIONS OF CITY ENTITIES

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

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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