



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

**St. Helena City Council**

**Meeting**

**September 13, 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 August 23, 2016  
CEQA Status: Not a CEQA Project  
Prepared By: Cindy Black, City Clerk  
Recommendation: Adopt
7. Consideration and proposed approval of a resolution setting a hearing to approve the annexation of territory into the St. Helena Municipal Sewer District No. 1, MSD Annexation No. 129 (1357 El Bonita Avenue, St Helena, CA. APN. 009-431-003)  
Prepared By: Christina Cook, Public Works Administrative Assistant  
Steven Palmer, PE, Director of Public Works/City Engineer  
CEQA Status: Categorically Exempt, CEQA Guidelines Section 15319, Annexations of Existing Facilities and Lots for Exempt Facilities, and Section 15061, No Possibility of Significant Effect on the Environment  
Recommendation: Adopt
8. Consideration and proposed approval of a Resolution approving a MOU between the St. Helena School District and the St. Helena Recreation Department to provide services for an After-School Enrichment Program for the St. Helena Primary and St. Helena Elementary Schools for the period August 1, 2016 – June 30, 2017  
CEQA Status: Not a CEQA Project  
Prepared By: Haidi Arias, Recreation Director  
Recommendation: Adopt
9. Consideration and proposed of a resolution approving temporary closure of Oak Avenue and Adams Street and authorizing possession of open alcoholic beverages on those public streets for the October 15, 2016 Hometown Harvest Festival  
CEQA Status: Categorically Exempt, Section 15323  
Prepared By: Haidi Arias, Recreation Director  
Recommendation: Adopt
10. Consideration and proposed approval of a resolution approving out-of-state travel for City Manager Jennifer Phillips to attend a Harvard Kennedy School Program in Cambridge, Massachusetts September 18-23, 2016 for a total not to exceed amount of \$9,000  
CEQA Status: Not a CEQA Project  
Prepared By: Jennifer Phillips, City Manager  
Recommendation: Adopt
11. Consideration and proposed approval of a resolution approving a Budget adjustment transferring the remaining \$444.52 in Fund 380-4600-2244 for Elsie the Library Cat from Fiscal Year 2015/16 to Fiscal Year 2016/17  
CEQA Status: Not a CEQA Project  
Prepared By: Chris Kreiden, Library Director

Tracey Perkosky, Grants and Finance Manager

Recommendation: Adopt

12. Consideration and proposed approval of a resolution and rescinding resolution No. 2015-147 adopting Investment Policy for the City of St. Helena and review Annual Investment Report

CEQA Status: Not a CEQA Project

Prepared By: Jennifer Phillips, City Manager  
April Mitts, Finance Director

Recommendation: Adopt

13. Consideration and proposed approval of a resolution authorizing the St. Helena High School annual homecoming parade on Main Street and authorizing City staff to assist with traffic control before, during, and after the parade

Prepared By: Christina Cook, Public Works Administrative Assistant  
Steven Palmer, PE, Director of Public Works/City Engineer

CEQA Status: Categorically Exempt, Section 15323, Normal Operations of Facilities for Public Gatherings

Recommendation: Adopt

14. Consideration and proposed approval of a resolution authorizing amendment to Unrepresented Compensation Resolution to include a new compensation schedule for the Assistant Public Works Director position and for the position to receive 40 additional hours of executive leave per the same conditions as at-will executive positions

CEQA Status: Not a CEQA Project

Prepared By: Mandy Kellogg, Administrative Services Manager  
Kathy Robinson, Human Resources and IT Director

Recommendation: Adopt

15. Consideration and proposed approval of the First Amendment to the Professional Service Agreement, with Hansford Economic Consulting to provide additional work outside the original Water and Waste Water Rate Study scope, increasing the contract amount by \$13,020 for a total contract of \$61,370; and authorizing a budget increase of \$13,020 split equally between accounts 561-4300-2130 and 571-4300-2130. Funds for 561 will be taken from the Water Enterprise Unrestricted Net Position and funds for 571 will be transferred from the Wastewater Capital Project Fund to the Wastewater Operating Fund identified above.

Prepared By: Jennifer Tuell, Water Conservation Coordinator  
Steven Palmer, PE, Director of Public Works/City Engineer

CEQA Status: Not a CEQA project

Recommendation: Adopt

## **NEW BUSINESS:**

16. Annual Residential Growth Management Update

CEQA Status: Project is found to be in compliance with the City of St Helena General Plan, including the Housing Element and have no specific environmental impacts requiring mitigation and therefore is consistent with the requirements of CEQA under

Section 15183

Prepared By: Noah Housh, Planning and Community Improvement Director  
Recommendation: Receive and Provide direction

17. Presentation by PD Staff showing the new style of load bearing and non-load bearing ballistic vest choices for Police Officers

CEQA Status: Not a CEQA Project  
Prepared By: William Imboden, Chief of Police  
Recommendation: Information only

18. Report to City Council on the regularly scheduled State Revolving Loan Fund (SRF) payment of \$526,805 for the Comprehensive Flood Control Project for FY 16/17

CEQA Status: Not a CEQA Project  
Prepared By: April Mitts, Finance Director  
Tracey Perkosky, Grants & Finance Manager  
Recommendation: Receive and file

19. Professional Standards Established by the International City/County Management Association

CEQA Status: Not a CEQA Project  
Prepared By: Jennifer Phillips, City Manager  
Recommendation: Receive and file

20. Council Discussion of Measure D and Potential Budget Adjustments

CEQA Status: Not a CEQA Project  
Prepared By: Jennifer Phillips, City Manager  
Recommendation: Information only

**ADJOURNMENT** The next Regular City Council meeting is scheduled for September 27, 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 September 9, 2016.



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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-judicative 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.

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