



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

ST. HELENA CITY COUNCIL
REGULAR MEETING
NOVEMBER 24, 2015

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 voluntarily complete a “Speaker Card” and submit it to the City Clerk **BEFORE** that portion of the agenda is called. Speaker cards are available on the table in back of the room. **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 a resolution authorizing payment of \$290,177 to Regional Water Quality Control Board for Civil Liability Order R2-2015-1051; and approving budget amendments to Fiscal Year 2015/2016 Wastewater Operations budget and Capital Improvement Program budget, transferring \$290,177 from Capital Improvement Project C64 Oak Avenue Sewer Line Replacement Project to Wastewater Operations budget

CEQA Status: Not a CEQA project as defined in accordance with CEQA Guidelines, Section 15378

Lead Staff: Kathy Robinson, Operations Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

7. Consideration and proposed approval of a resolution of the addition of a full time Public Works Utility Manager position to manage water production and wastewater treatment; and manage regulatory compliance for water production, water distribution, wastewater collection, and wastewater treatment for a total cost of \$64,164 for the remainder of Fiscal Year 2015-16 and an estimate for Fiscal Year 2016-17 \$128,325

CEQA Status: Not a CEQA Project

Lead Staff: Dawn Marshall, Administrative Services Manager
Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

8. Annual AB 1600 Development Impact Fee Report for Fiscal Year ending June 30, 2015

CEQA Status: Exempt. (CEQA Guidelines §§ 15061(b)(3), 15273.)

Lead Staff: April Mitts, Finance Director

Recommendation: Informational item

9. Consideration and proposed approval of a resolution approving an agreement with Willdan Financial Services to provide a Full Cost Services Study and a Development Impact Fee Study for a total not to exceed amount of \$81,540

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Adopt

10. Consideration and proposed approval of a resolution rescinding resolution 2014-81 and approving an Investment Policy for the City of St. Helena and review Annual Investment Report

CEQA Status: Not a CEQA Project

Lead Staff: Jennifer Phillips, City Manager

Recommendation: Adopt

PUBLIC HEARING:

11. Introduction and first Reading of Proposed Modifications of the Development Impact Fee Ordinance No. 2013-2, Section 3.32.070 Water Impact Fees B. Schedule of Water Impact Fees. Modification is to Correct a Calculation Error Discovered in the October 3, 2013 Development Impact Fee Study Report

CEQA Status: Exempt. (CEQA Guidelines §§ 15061(b)(3), 15273.)

Lead Staff: April Mitts, Finance Director

Recommendation: Introduce by title only

12. Introduction and first Reading of Proposed Amendments to the City's Purchasing System Ordinance, St. Helena Municipal Code Chapter 3.04 Purchase of Supplies, Equipment and Services and Procedures for Public Works Projects. Specific Amendments Apply to the Following:

Article 1 §3.04.010 Purpose Objectives / Scope / Responsibilities, Article 1 §3.04.020 Definitions, Article 2 §3.04.060 Requisitions, Article 2 §3.04.080 Contracts, Article 2 §3.04.100 Bidding procedures for various purchase amounts, Article 2 §3.04.110 Departmental purchases, Article 2 §3.04.120 Informal bid procedure, Article 2 §3.04.130 Formal bid procedure, Article 2 §3.04.150 Cooperative purchasing with other agencies, Article 2 §3.04.170 Emergencies, Article 3 §3.04.200 Uniform construction cost accounting procedures, Article 3 §3.04.210 Bidding procedures for various project amounts, Article 3 §3.04.230 Informal bidding procedures, Article 3 §3.04.240 Formal bidding procedures, Article 3 §3.04.250 Bonds, Article 3 §3.04.270 Tie bids, Article 3 §3.04.300 Prevailing wages required, Article 3 §3.04.310 Pre-qualification of bidders, Article 4 §3.04.320 Award of professional service contracts based on competence, and Article 4 §3.04.340 Contracting authority.

The proposed amendments will increase purchasing limits and add clarifying language and definitions.

CEQA Status: Not a CEQA project

Lead Staff: April Mitts, Finance Director

Recommendation: Introduce by title only

NEW BUSINESS:

13. Determine Acceptance of Electric Vehicle (EV) Charger Grant from Bay Climate Action Plan (BayCAP), Authorize City Manager to Execute Agreement and Appropriate Up to \$14,000 in General Fund Reserves for Additional Installation Costs

CEQA Status: Installations of the EV Chargers are Categorically Exempt from CEQA under Section 15303 (Class 3 Categorical Exemption) and Exempt from NEPA under 23 CFR 771.117(c) at Either Location.

Lead Staff: April Mitts, Finance Director

Tracey Perkosky, Grants Manager

Recommendation: Provide direction

14. Request for formal direction to include designation of a portion of 1480 Main Street (City Hall) and the Adams Street Property (APN 009-150-006) as Central Business, into the General Plan Update and Environmental Impact Report analysis.

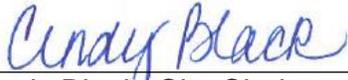
CEQA Status: Not a CEQA Project; Any formal land use changes to the 1480 Main Street and the Adams Street property will undergo a complete environmental review under CEQA.

Lead Staff: Noah Housh, Planning and Community Improvement Director

Recommendation: Provide direction

ADJOURNMENT The next Regular City Council meeting is scheduled for December 8, 2015, 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 November 20, 2015.



Cindy Black, City Clerk

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.