

**Minutes  
St. Helena City Council  
August 23, 2016**

**6:00 P.M. REGULAR MEETING  
465 MAIN STREET, ST. HELENA  
VINTAGE HALL BOARD ROOM – SECOND FLOOR**

A complete video recording of this meeting, except for closed session, can be found at [www.cityofstheleena.org](http://www.cityofstheleena.org) or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Present: Councilmembers Crull, Dohring, Pitts, White, Mayor Galbraith  
Absent: None

**4. PUBLIC FORUM:**

Pam Smithers addressed the City Council.

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

City Manager Jennifer Phillips advised the City Council the November meeting dates fall on potential conflicts and will be rescheduled to different dates.

Finance Director April Mitts announced the adopted budget is available for viewing online and in City Hall. The annual audit will begin next week.

Recreation Director Haidi Arias reported that summer camps are over and it was a successful season. Soccer season has started with over 200 participants, Bocce is nearly ending and the Teen Center will open September 6<sup>th</sup>.

Councilmember Pitts attended the Stonebridge renovation celebration.

Vice Mayor White reported that Napa County Watershed Information Center & Conservancy (WICC) is conducting public workshops regarding the Sustainable Ground Water Act. The first public meeting will be held September 22<sup>nd</sup>, 3:00 pm at the NVTPA Board Room in Napa. The second meeting will take place November 3<sup>rd</sup> at 3:00 pm at a place to be determined.

**6. CLOSED SESSION** held on August 17, 2016 – Report out of any actions taken if

any.

- a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION;  
Government Code section 54956.9(d)(1): Water Audit California v. City of St. Helena, Napa County Superior Court No. 16CV000680
- b. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION;  
Government Code section 54956.9(d)(2); one potential case

No action was taken.

### **STAFF BRIEFING**

7. Monthly water wise update presented by Jennifer Tuell, Water Conservation Coordinator

Public Works Director Steve Palmer presented the water wide update report.

**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. Consideration and proposed approval of Regular Meeting Minutes of August 9, 2016  
CEQA Status: Not a CEQA Project  
Prepared By: Cindy Black, City Clerk  
Recommendation: Adopt
9. Consideration and proposed approval of a resolution 2016-108 accepting the Work and Directing the Filing of the Notice of Completion for the 2015 Pavement Rehabilitation Project, Capital Improvement Project R-74  
CEQA Status: Categorically Exempt, Section 15301, Existing Facilities Class I  
Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer  
Recommendation: Adopt
10. Consideration and proposed approval of a resolution 2016-109 approving the First Amendment to the Consultant Service Agreement in an amount not to exceed \$37,000 with Frank's Janitorial Service for janitorial services of City facilities  
CEQA Status: Not a CEQA Project  
Prepared By: Carlos Uribe, Public Works Manager  
Steven Palmer, PE, Director of Public Works/City Engineer  
Recommendation: Adopt
11. Consideration and proposed approval of a resolution 2016-110 approving the use of Lyman Park on September 16, 2016 for the Mexican Independence Day celebration event hosted by the St. Helena Multicultural Committee  
CEQA Status: The project has been determined to qualify for a Class 23 Categorical Exemption under CEQA Section 15323  
Prepared By: Christina Cook, Public Works Administration  
Steven Palmer, PE, Director of Public Works/City Engineer  
Recommendation: Adopt

12. Consideration and proposed approval of a resolution 2016-111 approving out-of-state travel for Finance Director April Mitts to attend the Government Finance Officers Association (GFOA) Budget Academy in Chicago, Illinois, September 27-30, 2016 in an amount not to exceed \$3,100

CEQA Status: Not a CEQA Project  
Prepared By: April Mitts, Finance Director  
Recommendation: Adopt

13. Consideration and proposed approval of a resolution 2016-112 approving a Professional Services Agreement with Larry Walker Associates for storm water consulting services in an amount not to exceed \$30,000

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

Item 14 was continued to an undetermined date.

- ~~14. Consideration and proposed approval of a resolution and rescinding Resolution No. 2015-147 and approving an 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~~

Councilmember Pitts moved to approve Consent Items 8-13 with Item 14 continued to an undetermined date. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Councilmembers Pitts, White, Crull, Dohring and Mayor Galbraith

NOES: None

ABSENT: None

### **NEW BUSINESS:**

15. Consideration and proposed approval of:

- a. Resolution 2016-113 of Intention to approve an amendment to the Contract between the Board of Administration of the California Public Employees' Retirement System and the City Council to incorporate the provisions of Government Code Section 20156 and include 1% employee cost share
- b. Introduction and first reading of an ordinance authorizing an amendment to the Contract between the City Council of the City of St. Helena and the Board of Administration of the California Public Employee's Retirement System

CEQA Status: Not a CEQA Project

Prepared By: Mandy Kellogg, Administrative Services Manager  
Recommendation: Adopt resolution, introduce ordinance by title only and waive further reading

Administrative Services Manager Mandy Kellogg reported on this item.

No public comment received.

Councilmember Dohring moved to adopt resolution 2016-113 of Intention to approve an amendment to the Contract between the Board of Administration of the California Public Employees' Retirement System and the City Council to incorporate the provisions of Government Code Section 20156 and include 1% employee cost share; Introduce by title only and waive further reading of an ordinance authorizing an amendment to the Contract between the City Council of the City of St. Helena and the Board of Administration of the California Public Employee's Retirement System. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Crull, White, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

- 16.** Grant Quarterly Report for FY 2016, Quarter 4 and consideration and proposed adoption of a resolution 2016-114 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

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

Recommendation: Adopt

Grants & Finance Manager Tracey Perkosky reported on this item.

Bobbie Monnette addressed the City Council.

Vice Mayor White moved to adopt resolution 2016-114 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. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Crull, Dohring, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

17. Consideration to approve the Napa County City Selection Committee recommendation to appoint Napa County Board of Supervisor Brad Wagenknecht to represent the Napa County Cities and Town on the Marin Clean Energy Board of Directors

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

City Clerk Cindy Black reported on this item.

No public comment received.

Councilmember Pitts moved to approve Napa County City Selection Committee recommendation to appoint Napa County Board of Supervisor Brad Wagenknecht to represent the Napa County Cities and Town on the Marin Clean Energy Board of Directors. The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers Pitts, Dohring, White, Crull and Mayor Galbraith

NOES: None

ABSENT: None

18. Consideration to designate two members of the St. Helena City Council as the 2016 League of California Cities Annual Conference voting delegate and an alternate voting delegate

CEQA Status: Not a CEQA project  
Lead Staff: Cindy Black, City Clerk  
Recommendation: Provide direction

City Clerk Cindy Black reported on this item.

No public comment received.

Vice Mayor White nominated Mayor Galbraith as the voting delegate.

Mayor Galbraith nominated Vice Mayor White as the alternate voting delegate.

Mayor Galbraith moved to approve the nominated voting delegates. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Mayor Galbraith and Councilmembers Crull, White, Dohring, Pitts

NOES: None

ABSENT: None

- 19.** Council to review the proposed resolution committing the League of California Cities to supporting vision zero, towards zero deaths, and other programs or initiatives to make safety a top priority for transportation projects and policy formulation, while encouraging cities to pursue similar initiatives; provide voting direction to the voting delegate and alternate voting delegate

CEQA Status: Not a CEQA Project  
Lead Staff: Cindy Black, City Clerk  
Recommendation: Provide direction to voting delegate

City Clerk Cindy Black reported on this item.

No public comment received.

It was the consensus of the City Council to support the proposed resolution committing the League of California Cities to supporting vision zero, towards zero deaths, and other programs or initiatives to make safety a top priority for transportation projects and policy formulation, while encouraging cities to pursue similar initiatives and direct the voting delegates to vote accordingly.

- 20.** Fiscal Year 2015/16 4th Quarter Finance Report - Unaudited

CEQA Status: Not a CEQA Project  
Prepared By: April Mitts, Finance Director  
Recommendation: ~~Adopt~~ Receive and file

Finance Director April Mitts reported on this item.

It was the consensus of the City Council to receive and file.

- 21.** Consideration and proposed approval of a resolution 2016-115 authorizing the Police Department to Over Hire one Police Officer position effective September 9th, 2016, in advance of an announced Officer retirement in December, 2016, at no additional cost to the City

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

Chief of Police William Imboden reported on this item.

No public comment received.

Councilmember Dohring moved to approve resolution 2016-115 authorizing the Police Department to Over Hire one Police Officer position effective September 9th, 2016, in advance of an announced Officer retirement in December, 2016, at no additional cost to the City. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Crull, White, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

22. Consideration and proposed approval of a resolution 2015-16 authorizing the City Manager to accept a conditional offer from the Regional Water Quality Control Board to settle alleged discharge violations at the wastewater treatment and reclamation plant through payment of mandatory penalty in the amount of \$15,000; and authorizing transfer of \$15,000 from the wastewater capital project fund to the wastewater operating fund to pay for the penalty

CEQA Status: Not a CEQA Project

Prepared By: Steven Palmer, PE, Director of Public Works/City Engineer

Recommendation: Adopt

Public Works Director Steve Palmer reported on this item.

Bobbie Monnette addressed the City Council.

Councilmember Dohring moved to approve resolution 2015-16 authorizing the City Manager to accept a conditional offer from the Regional Water Quality Control Board to settle alleged discharge violations at the wastewater treatment and reclamation plant through payment of mandatory penalty in the amount of \$15,000; and authorizing transfer of \$15,000 from the wastewater capital project fund to the wastewater operating fund to pay for the penalty. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers Dohring, Crull, White, Pitts and Mayor Galbraith

NOES: None

ABSENT: None

## ADJOURNMENT

Mayor Galbraith adjourned the meeting at 7:25 p.m.

**APPROVED:**

**ATTEST:**

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Alan Galbraith, Mayor

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Cindy Black, City Clerk

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