Item No: 8

Minutes
St. Helena City Council
June 28, 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.cityofsthelena.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, White, Mayor Galbraith
   Absent: *Councilmember Pitts

   *Councilmember Pitts was agendized to participate via phone from Sestiere di Dorsoduro 1295, Venice, Italy. He did not participate via phone.

4. **PUBLIC FORUM:**

No public comment was received.

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

City Manager Jennifer Phillips reported to the City Council that City offices will be closed in observance of the 4th of July holiday and noted the holiday festivities planned at Crane Park. She noted a Wine Train update will be provided at a Council meeting in September. The community Harvest Festival is planned for October 15, 2016.

Public Works Director Steve Palmer reported that the 5 year CIP report will be presented at the July 12, 2016 City Council meeting.

Library Director Chris Kreiden reported that Pride Night will take place at the Library Thursday, June 30, 2016 at 7:00pm. She also noted the Library has received 450 sign-ups for the children's summer reading program.

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 14, 2016
   CEQA Status: Not a CEQA Project
   Prepared By: Cindy Black, City Clerk
   Recommendation: Adopt

7. Consideration and proposed approval of a resolution 2016-81 cancelling the St. Helena Public Library's Strategic Planning Project and Redirection of $22,388 Tweed Trust Funding to Supplement Library Materials Budget in Fiscal Year 2016/17
   CEQA Status: Not a CEQA Project
   Prepared By: Chris Kreiden, Library Director
   Recommendation: Adopt

8. Consideration and proposed approval of a resolution 2016-82 approving a one-year agreement with MarinIT to provide information technology services for a total not to exceed amount of $68,500 for FY 2016/17
   CEQA Status: Not a CEQA Project
   Prepared By: April Mitts, Finance Director
   Kathy Robinson, Human Resources & IT Director
   Recommendation: Adopt

9. Consideration and proposed approval of a resolution 2016-83 accepting the work and directing the filing of the Notice of Completion for the Mitchell Drive Sidewalk, Capital Improvement Project R-76
   CEQA Status: Categorically Exempt, Section 15304, Minor Alteration to Land and Section 15061, "Common Sense" Exemption
   Prepared By: Tobias Barr, Public Works Project Manager
   Steven Palmer, PE, Director of Public Works/City Engineer
   Recommendation: Adopt

10. Consideration and proposed approval of a resolution 2016-84 approving a Professional Services Agreement in the amount of $33,715 with URSA Engineering for the Louis Stralla Water Treatment Plant Backup Generator Diesel Fuel Tank Replacement
    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

11. Consideration and proposed approval of a resolution 2016-85 increasing the cumulative total amount of all Master Professional Service Agreements Project Work Orders from $250,000 to $500,000, annual total not exceeding $250,000
    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

12. Consideration and proposed approval of a resolution 2016-86 for implementation of Government Accounting Standards Board (GASB 54) fund balance reporting and governmental fund type definitions and delegate authority to assign fund balance to

the City Manager
CEQA Status: Not a CEQA Project
Prepared By: Mandy Kellogg, Administrative Services Manager
Recommendation: Adopt

13. Consideration and proposed approval of a resolution 2016-87 approving the extension of the contract for library automation services with the County of Solano and the authorizing the St. Helena City Manager to extend the agreement
CEQA Status: Not a CEQA Project
Prepared By: Chris Kreiden, Library Director
Recommendation: Adopt

Councilmember Dohring moved to approve Consent as presented. The motion was seconded by Vice Mayor White and on roll call carried by the following vote:

AYES: Councilmembers Dohring, White, Crull and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

PUBLIC HEARING:

14. Consideration and proposed approval of a resolution 2016-88 establishing the Annual GANN Appropriation Limits for Fiscal Years 2015-2016 and the Selection of Current Year Adjustment Factors; and consideration and proposed approval of a resolution establishing the Annual GANN Appropriation Limits for Fiscal Years 2016-2017 and the Selection of Current Year Adjustment Factors
CEQA Status: Not a CEQA Project
Prepared By: April Mitts, Finance Director
Recommendation: Open/close public hearing and adopt resolution

Finance Director April Mitts reported on this item.

Mayor Galbraith opened the public hearing.

No public comment was received.

Mayor Galbraith closed the public hearing.

Vice Mayor White moved to approve resolution 2016-88 establishing the Annual GANN Appropriation Limits for Fiscal Years 2015-2016 and the Selection of Current Year Adjustment Factors; and consideration and proposed approval of a resolution 2016-89 establishing the Annual GANN Appropriation Limits for Fiscal Years 2016-2017 and the Selection of Current Year Adjustment Factors. The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers White, Dohring, Crull and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

15. Introduction and first reading of an Ordinance imposing ½ percent (0.5%) transactions and use taxes and adding a new Chapter 3.25 entitled "Transactions and Use Taxes" of Title 3 entitled "Revenue and Finance" of the St. Helena Municipal Code, subject to voter approval

CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Open/close public hearing and introduce by title only and waive further reading

City Clerk Cindy Black reported on this item.

Mayor Galbraith opened the public hearing.

No public comment was received.

Mayor Galbraith closed the public hearing.

Vice Mayor White moved to introduce by title only and waive further reading of an Ordinance imposing ½ percent (0.5%) transactions and use taxes and adding a new Chapter 3.25 entitled "Transactions and Use Taxes" of Title 3 entitled "Revenue and Finance" of the St. Helena Municipal Code, subject to voter approval approve. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

AYES: Councilmembers White, Dohring, Crull and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

NEW BUSINESS:

16. Consideration and proposed approval of a resolution 2016-90 appointing applicants various boards, commissions and committees:

a. Appointing and filling two terms expiring June 30, 2020 to the Planning Commission

b. Appointing and filling three regular terms and one alternate term expiring June 30, 2018 and a vacancy expiring June 30, 2017 to the Active Transportation Committee

c. Appointing and filling four terms expiring June 30, 2018 to the Library Board of Trustees

d. Appointing and filling three terms expiring June 30, 2018 to the Multi-Cultural Committee

e. Appointing and filling four terms expiring June 30, 2018 to the Parks and

Recreation Commission

f. Appointing and filling three regular terms and one alternate term expiring June 30, 2018 to the Sustainability Committee

g. Appointing and filling two regular terms and one alternate term expiring June 30, 2018 and a vacancy expiring June 30, 2017 to the Tree Committee

Provide additional direction regarding unfilled vacancies

CEQA Status: Not a CEQA Project
Prepared By: Cindy Black, City Clerk
Recommendation: Appoint and provide additional direction to staff

City Clerk Cindy Black reported on this item.

John Anderson, Mary Koberstein, Pam Simpson and Bobbi Monnette addressed the City Council.

Planning Commission

The Mayor hereby appointed Sarah Parker and Mary Koberstein to the St. Helena Planning Commission filling terms expiring on June 30, 2020. Councilmember Crull was not in favor of appointing Mary Koberstein to the Planning Commission

Active Transportation Committee

The Mayor hereby appoints Kristine Coryell and Donna Hinds for a two year term expiring on June 30, 2018.

There were not enough applicants to fill one term expiring June 30, 2018, a vacant alternate term expiring on June 30, 2017 and an alternate term expiring on June 30, 2018.

Library Board of Trustees

The Mayor hereby appoints Skip Lane, Bob Dye, Susan Swan and Michele Amendola to the St. Helena Library Board of Trustees for a two year term expiring on June 30, 2018.

Multi-Cultural Committee

The Mayor hereby appoints Patty Guijosa, to the Multi-Cultural Committee for two year terms expiring on June 30, 2018.

There were not sufficient applicants to fill two terms expiring June 30, 2018.

Parks and Recreation Commission

The Mayor hereby appoints Kim Phinney, Tracy Smith, Donna Hinds and Noelle Strouss to the Parks and Recreation Commission filling terms expiring on June 30, 2018.

Sustainability Committee

The Mayor hereby appoints Glen Smith to a two year term expiring on June 30, 2018.

There were not sufficient applicants to fill two terms expiring June 30, 2018 and an alternate term expiring on June 30, 2018.

Tree Committee

The Mayor hereby appoints Susan Allen and Matthew Strouss to a two year term expiring on June 30, 2018; and

The Mayor hereby appoints Carol Troy as an alternate for a term expiring on June 30, 2018.

There were not sufficient applicants to fill one alternate term expiring June 30, 2017.

The City Council didn't provide direction regarding unfilled vacancies.

Councilmember Crull noted for the record her opposition of appointing Mary Koberstein to the Planning Commission.

Vice Mayor White moved to adopt resolution 2016-90 appointing applicants to various boards, commissions and committees. The motion was seconded by Councilmember Dohring and on roll call carried by the following vote:

AYES: Councilmembers White, Dohring, Crull and Mayor Galbraith

NOES: None

ABSENT: Councilmember Pitts

ADJOURNMENT

Mayor Galbraith adjourned the meeting at **6:46 p.m.**

APPROVED: **ATTEST:**

Alan Galbraith, Mayor

Cindy Black, City Clerk