

**Minutes  
St. Helena City Council  
September 13, 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:**

No public comment received.

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

Finance Director April Mitts announced that she will be out of the office from September 26-30, 2016, attending a training academy by Government Finance Officers Association (GFOA).

Planning and Community Improvement Director Noah Housh reported that the Hunter EIR is available to view and comment period ends soon. Also, the Adams Street and City Hall RFP Community Workshop will be held on October 19, 2016 starting at 4:00 pm.

Police Chief William Imboden announced the department has two new Police Officers and Chris Hartley was promoted to Lieutenant.

Library Director Chris Kreiden shared information regarding two upcoming events which are the Latino Heritage Month and the Spiderman visit to the Library. She also noted the Library had 499 children signed up for the summer reading program and 1, 226 volunteer hours.

Councilmember Dohring noted the community Mexican Independence Celebration will take place on September 16, 2016 at Lyman Park. Also, the Catholic Church will be holding a Blue Mass honoring 1<sup>st</sup> responders.

Vice Mayor White reminded the community about the upcoming Napa Valley Ground Water Sustainability Study WICC Workshop at the NVTPA Boardroom on September 22, 2016 at 3:00 pm.

Mayor Galbraith acknowledged the Recreation Department for a successful summer bocce season.

**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 2016-117 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 2016-118 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 resolution 2016-119 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 2016-120 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 2016-121 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 2016-122 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 2016-123 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 2016-124 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 a resolution 2016-125 approving 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

Vice Mayor White moved to approve Consent Items 6-15. The motion was seconded by Councilmember Crull and on roll call carried by the following vote:

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

NOES: None

ABSENT: None

**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

Planning and Community Improvement Director Noah Housh reported on this item.

Joe McGrath and Bobbie Monnette addressed the City Council.

It was the consensus of the City Council to:

- Explore incentive options, but no direction at this time because additional information is needed.
- Defining workforce housing would allow a better understanding for incentives.
- Addressing/fixing timing of allotment issues.

The City Council directed staff to explore incentivizing options that would provide community benefit/reduce community impacts.

**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

Chief of Police William Imboden reported on this item and provided the Council with a picture of one load bearing style and Lieutenant Hartley demonstrated the other load bearing style.

No public comment was received.

- 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

Finance Director April Mitts reported on this item.

Bobbie Monnette addressed the Council.

- 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

City Manager Jennifer Phillips reported on this item.

Bobbie Monnette addressed the City Council.

It was the consensus of the City Council to consider making a policy decision in the future to change City Manager employment requirements to include ICMA membership and also be credentialed through ICMA. Also, the City Council encourages abiding by the ICMA Code of Ethics and affiliated professional organization.

- 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

City Manager Jennifer Phillips reported on this item.

Adhoc Revenue Source Task Force member Jack Stuart addressed the City Council.

It was the consensus of the City Council to direct staff to schedule community workshops for public education.

**ADJOURNMENT**

Mayor Galbraith adjourned the meeting at 8:49 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk

THIS PAGE IS  
INTENTIONALLY  
BLANK