

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Kathy Flamson, City Clerk  
**DATE:** June 7, 2016  
**SUBJECT:** City Council Minutes

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APPROVAL FOR FORWARDING:



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Dylan Feik, City Manager

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2 **DISCUSSION:** Minutes of the May 12, 2016 Special Budget Session and May 17, 2016  
3 Regular City Council Meetings.  
4  
5 **RECOMMENDATION:** Approve Minutes.  
6  
7 **ATTACHMENTS:**  
8 1. Draft Minutes of the aforementioned meetings.

**MINUTES****CITY COUNCIL-SPECIAL MEETING  
BUDGET STUDY SESSION  
THURSDAY, MAY 12, 2016– 12:00 NOON  
CALISTOGA FIRE STATION****A) CALL TO ORDER**

**Mayor Canning called the Special Session to order at 12:07P.M.**

In attendance were the following: Councilmember Gary Kraus, Councilmember Irais Lopez-Ortega, Councilmember James Barnes, Vice Mayor Michael Dunsford and Mayor Chris Canning.

Also present were Public Works Director Michael Kirn, Administrative Services Director Gloria Leon, Planning & Building Director Lynn Goldberg, Police Chief Mitch Celaya, Fire Chief Steve Campbell, Deputy Public Works Director Derek Rayner, Recreation Services Manager Shannon Clegg, Senior Planner Erik Lundquist, Administrative Services Technician Louise Harrison, City Manager Dylan Feik and City Clerk Kathy Flamson.

**B) SALUTE TO THE FLAG****C) ORAL COMMUNICATION ON CONSENT ITEMS OR NON-AGENDA ITEMS**

**Mayor Canning** opened Oral Communication at 12:09 P.M.

Having no one come forward, **Mayor Canning** closed Oral Communication.

**D) ADOPTION OF MEETING AGENDA**

It was **MOVED** by Councilmember Kraus and **SECONDED** by Vice Mayor Dunsford to approve the Council Meeting Agenda. The Motion was carried unanimously.

**E) GENERAL GOVERNMENT****1) Discussion regarding the FY 2016/17 Budget**

**City Manager Feik** introduced the item.

**Administrative Services Director Leon** presented the item and gave a PowerPoint presentation outlining the updated FY 15/16 actuals with adjustments to assumptions, the budget/cash flow situation for FY 15/16

44 year end projections and the budget summary review for FY 15/16  
45 (General and Enterprise Funds).

46  
47 Council and staff discussion ensued.

48  
49 **Administrative Services Director Leon** discussed each of the Depart-  
50 ment budgets, including City Council and City Clerk, Fire Department,  
51 Administration, Finance, Planning & Building, Recreation Division, Police  
52 Department and ending with Public Works.

53  
54 Council and staff discussion ensued regarding Revenues and Expendi-  
55 tures.

56  
57 **2) Discussion regarding the next steps**

58  
59 **City Manager Feik** discussed the next steps in the budget approval pro-  
60 cess. The Public Hearing for budget adoption will be held on June 7,  
61 2016, at 6:00 p.m. The Budget Adoption is tentatively scheduled for the  
62 City Council Meeting of Tuesday, June 21, 2016.

63  
64 It was decided that the Special Budget Study Session scheduled for  
65 Tuesday, May 19, 2016, starting at 1:00 P.M. at the Calistoga Fire Sta-  
66 tion be cancelled.

67  
68 **F) ADJOURNMENT**

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70 **Mayor Canning** adjourned the meeting at 3:24 P.M. to the next scheduled  
71 regular City Council meeting, on Tuesday, May 17, 2016, Calistoga Commu-  
72 nity Center, 1307 Washington Street, 6:00 p.m.

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74 **Respectfully submitted:**

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**Prepared by: Kathy Flamson, City Clerk**

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**Approved by: Chris Canning, Mayor**

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1 **MINUTES**

2 **CITY COUNCIL – REGULAR MEETING**  
3 **TUESDAY, MAY 17, 2016 - 6:00 P.M.**  
4 **CALISTOGA COMMUNITY CENTER**

5  
6 **A) CALL TO ORDER – ROLL CALL**

7 **Mayor Canning called the Regular Session to order at 6:02 p.m.**

8 In attendance were the following: Councilmember James Barnes,  
9 Councilmember Gary Kraus, Councilmember Irais Lopez-Ortega, Vice Mayor  
10 Michael Dunsford and Mayor Chris Canning.

11  
12 Also present were Public Works Director/City Engineer Mike Kirn, Police  
13 Chief Celaya, Police Officer Kristine Romo, Police Officer Benjamin Harvey,  
14 Police Officer Luis Paniagua, City Manager Dylan Feik and City Clerk Kathy  
15 Flamson.

16  
17 **B) SALUTE TO THE FLAG**

18 **C) REPORT FROM CLOSED SESSION OF MAY 3, 2016**

- 19 • **Mayor Canning** stated there was nothing to report from the May 3, 2016  
20 Closed Session.

21 **D) ORAL COMMUNICATION ON CONSENT ITEMS OR NON-AGENDA ITEMS**

22 **Mayor Canning** opened oral communication.

23  
24 **Michael Quast**, 1300 Washington Street noted the water delivered today at his  
25 establishment was muddy. There was no warning given to the establishment.  
26 **Director Kirn** addressed the problem.

27  
28 **Fredrick Lancaster**, 216 High Street discussed water issues and sustainability  
29 of Calistoga. He discussed the trends of environmental issues globally and his  
30 struggle with cancer.

31  
32 **Mayor Canning** closed oral communication.

33  
34 **E) ADOPTION OF MEETING AGENDA**

35 It was **MOVED** by Councilmember **Kraus** and **SECONDED** by  
36 Councilmember **Lopez-Ortega** to approve the Council Meeting Agenda as  
37 presented. The Motion was carried by the following vote:

38  
39 **AYES:** Councilmembers **Kraus, Lopez-Ortega and**  
40 **Barnes, Vice Mayor Dunsford and Mayor Canning**

41 **NOES:** **None**

**ABSTAIN: None**  
**ABSENT: None**

**F) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION**

- 46 • **Councilmember Lopez-Ortega** invited the community to attend the Rally  
47 4 Rianda on Saturday, May 21, at 10 a.m. starting at the Gliderport and  
48 traveling to the Rianda House in St. Helena. The Rianda House supports  
49 the community by offering activities and services to seniors.  
50
- 51 • **Councilmember Barnes** reminded everyone to register to vote and please  
52 vote if you are already registered. He also noted on Memorial Day the  
53 Calistoga American Legion Post 231 will have a Civil War program at the  
54 Pioneer Cemetery at 9:30 a.m., including the Sons and the Daughters of  
55 the Grand Army of the Republic in full costume. At 11 a.m., at Logvy  
56 Memorial Park, the Post will be honoring the new inductees to the  
57 Memorial Park.  
58
- 59 • **Councilmember Kraus** requested Public Works Director Kirn report at the  
60 next City Council meeting about the water situation in Calistoga.  
61
- 62 • **Mayor Canning** noted Calistoga is still in a drought and citizens need to  
63 continue to practice water conservation. He announced Hearts and Hands  
64 Preschool will have its annual fundraiser this Sunday at 5 p.m. at Pioneer  
65 Park.  
66

**G) CITY MANAGER'S REPORT**

- 67 • **City Manager Feik** - Nothing was reported  
68  
69

**H) PROCLAMATIONS/PRESENTATIONS/AWARDS/OATH OF OFFICE**

- 72 1) **Presentation of a Proclamation Announcing June is LGBTQ Pride**  
73 **Month.** Mayor Canning read the Proclamation. Susan Napoliello  
74 accepted the proclamation on behalf of Napa Valley LGBTQ Pride. For  
75 more information, see their website at [www.napavalleypride.com](http://www.napavalleypride.com) .  
76
- 77 2) **Presentation of a Proclamation Announcing May 15-21, 2016, is**  
78 **International Police Week.** Chief Celaya, Police Officers Kristine Romo,  
79 Ben Harvey and Luis Paniagua accepted the proclamation.  
80
- 81 3) **Presentation of a Proclamation Announcing May 15-21, 2016 is Public**  
82 **Works Week.** Public Works Director Kirn accepted the proclamation.  
83
- 84 4) **Presentation regarding Marin Clean Energy.** Community Power  
85 **Organizer Alexandra McGee** presented the item. Ms. McGee updated  
86 the Council regarding the status of Marin Clean Energy. She noted

87 automatic enrollment for this service will possibly be in September  
88 2016. The 5 Napa County municipalities will be informed of the  
89 process and an outreach program will be implemented. For more  
90 information go to [www.mceCleanEnergy.org/napacounty](http://www.mceCleanEnergy.org/napacounty) .  
91

92 **I) CONSENT CALENDAR**

- 93 5) Approval of Minutes of May 3, 2016 Regular and Closed Session City  
94 Council Meeting.  
95  
96 6) Approval of displaying a Non-Governmental flag on City property from  
97 June 6-12, 2016.  
98  
99 7) Adoption of Resolution No. 2016-037 approving the purchase and  
100 installation of two effluent filter pumps and motors for the Wastewater  
101 Treatment Plant for compliance with the Cease and Desist Order  
102 issued by the San Francisco Bay Area Regional Water Quality Control  
103 Board.  
104

105 It was **MOVED** by Councilmember Barnes and **SECONDED** by  
106 Councilmember Kraus to approve Items No. 5, 6 and 7 of the Consent  
107 Calendar. The Motion was carried by the following vote:  
108

109 **AYES:** Councilmembers Barnes, Kraus and Lopez-  
110 Ortega, Vice Mayor Dunsford and Mayor Canning  
111 **NOES:** None  
112 **ABSTAIN:** None  
113 **ABSENT:** None  
114

115 **J) PUBLIC HEARING**

116 None

117 **K) GENERAL GOVERNMENT**

118 Councilmember Kraus recused himself from Item Nos. 8 and 9 due to the  
119 proximity of his residence. He left the dais.

- 120 8) Adoption of Resolution No. 2016-038 directing the City Engineer to  
121 prepare and file a report for the Palisades Subdivision Landscape  
122 Maintenance District in accordance with Article 4 of Chapter 1 of the  
123 Streets and Highways Code.  
124

125 Public Works Director Kirn presented the item.

126  
127 There was no Council discussion.

128  
129 Mayor Canning opened public comments.  
130

131 Having no one come forward, **Mayor Canning** closed public comments.  
132

133 It was **MOVED** by Councilmember Barnes and **SECONDED** by Vice  
134 Mayor Dunsford to approve Resolution No. 2016-038 directing the City  
135 Engineer to prepare and file a report for the Palisades Subdivision  
136 Landscape Maintenance District in accordance with Article 4 of  
137 Chapter 1 of the Streets and Highways Code. The Motion was carried  
138 by the following vote:

139  
140 **AYES:** Councilmember Barnes, Vice Mayor Dunsford,  
141 Councilmember Lopez-Ortega and Mayor Canning  
142 **NOES:** None  
143 **ABSTAIN:** None  
144 **ABSENT:** Councilmember Kraus  
145

- 146 9) Adoption of Resolution No. 2016-039 directing the City Engineer to  
147 prepare and file a report for the Silverado Place Subdivision  
148 Landscape Maintenance District in accordance with Article 4 of  
149 Chapter 1 of the Streets and Highways Code.  
150

151 **Public Works Director Kirn** presented the item.  
152

153 There was no Council discussion.  
154

155 **Mayor Canning** opened public comments.  
156

157 Having no one come forward, **Mayor Canning** closed public comments.  
158

159 It was **MOVED** by Councilmember Lopez-Ortega and **SECONDED** by  
160 Councilmember Barnes to approve Resolution No. 2016-039 directing  
161 the City Engineer to prepare and file a report for the Silverado Place  
162 Subdivision Landscape Maintenance District in accordance with  
163 Article 4 of Chapter 1 of the Streets and Highways Code. The Motion  
164 was carried by the following vote:

165  
166 **AYES:** Councilmembers Lopez-Ortega and Barnes, Vice  
167 Mayor Dunsford and Mayor Canning  
168 **NOES:** None  
169 **ABSTAIN:** None  
170 **ABSENT:** Councilmember Kraus  
171

172 **Councilmember Kraus** returned to the dais.  
173

- 174 10) Adoption of Resolution No. 2016-040 approving the submittal of a  
175 Hazard Mitigation Grant application and commitment of \$836,250.00 in

176 funds for the repair of the Wastewater Treatment Plant Riverside  
177 Ponds and Headworks.

178  
179 Public Works Director Kirn introduced the item.

180  
181 Council and staff discussion ensued.

182  
183 Mayor Canning opened public comments.

184  
185 Having no one come forward, Mayor Canning closed public comments.

186  
187 It was **MOVED** by Councilmember Kraus and **SECONDED** by Vice  
188 Mayor Dunsford to approve Resolution No. 2016-040 approving the  
189 submittal of a Hazard Mitigation Grant application and commitment of  
190 \$836,250.00 in funds for the repair of the Wastewater Treatment Plant  
191 Riverside Ponds and Headworks. The Motion was carried by the  
192 following vote:

193  
194 **AYES:** Councilmember Kraus, Vice Mayor Dunsford,  
195 Councilmembers Barnes and Lopez-Ortega and  
196 Mayor Canning

197 **NOES:** None

198 **ABSTAIN:** None

199 **ABSENT:** None

200  
201 **11)** Adoption of Resolution No. 2016-041 calling and giving notice of the  
202 holding of a General Municipal Election to be held November 8, 2016,  
203 and requesting the Napa County Board of Supervisors to permit the  
204 County Clerk and County Elections Department to render certain  
205 services.

206  
207 City Clerk Flamson presented the item.

208  
209 Council and staff discussion ensued.

210  
211 Mayor Canning opened public comments.

212  
213 Having no one come forward, Mayor Canning closed public comments.

214  
215 It was **MOVED** by Councilmember Kraus and **SECONDED** by  
216 Councilmember Barnes to approve Resolution No. 2016-041 calling  
217 and giving notice of the holding of a General Municipal Election to be  
218 held November 8, 2016, and requesting the Napa County Board of  
219 Supervisors to permit the County Clerk and County Elections  
220 Department to render certain services. The Motion was carried by the  
221 following vote:



