

City of Calistoga Staff Report

TO: Honorable Mayor and City Council
FROM: Kathy Flamson, City Clerk
DATE: June 5, 2018
SUBJECT: City Council Minutes

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

- 1
- 2 **DISCUSSION:** Minutes of the May 10, 2018 Special Budget Study Session Meeting
- 3 and the May 15, 2018 Regular City Council Meeting.
- 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 10, 2018– 12:00 P.M.
CALISTOGA FIRE STATION**

A) CALL TO ORDER

Mayor Canning called the Special Session to order at 12:17 P.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, Recreation Services Manager Rachel Melick, Senior Planner Kevin Thompson, 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 12:19 P.M.

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

It was decided to start with Item E-2 while waiting for the attendance of some of the staff due to an emergency.

D) ADOPTION OF MEETING AGENDA

It was MOVED by Vice Mayor Dunsford and SECONDED by Councilmember Lopez-Ortega to approve the Council Meeting Agenda. The Motion was carried by the following vote:

AYES:	Vice Mayor Dunsford, Councilmembers Lopez-Ortega, Kraus and Barnes and Mayor Canning
NOES:	None
ABSTAIN:	None
ABSENT:	None

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E) GENERAL GOVERNMENT

- 1) Adoption of **Resolution No. 2018-042** authorizing a Public Works contract with Heavenly Greens in the amount of \$115,814 for installation of artificial lawn at Pioneer Park, authorizing a Budget Adjustment in the amount of \$115,814, and authorizing the City Manager to execute the contract. This item was tabled from the May 1, 2018 Regular City Council Meeting.

At 3:13 P.M. City Manager Feik presented the item.

Council and staff discussion ensued.

It was the **MOVED** by Councilmember Kraus and **SECONDED** by Councilmember Barnes to adopt **Resolution No. 2018-042** authorizing a Public Works contract with Heavenly Greens in the amount of \$115,814 for installation of artificial lawn at Pioneer Park, authorizing a Budget Adjustment in the amount of \$115,814, and authorizing the City Manager to execute the contract. This item was tabled from the May 1, 2018 Regular City Council Meeting. The Motion was passed by the following vote:

AYES: Councilmembers Kraus, Lopez-Ortega and Barnes, Vice Mayor Dunsford and Mayor Canning
NOES: None
ABSTAIN: None
ABSENT: None

- 2) Discussion regarding the FY 2018/19 Budget

At 12:20 P.M. City Manager Feik presented the item and gave a PowerPoint presentation outlining the updated FY 17/18 actuals with adjustments to assumptions, the budget/cash flow situation for FY 17/18 year-end projections and the budget summary review for FY 17/18 (General and Enterprise Funds).

Council and staff discussion ensued.

City Manager Feik discussed each Department budget, including City Council and City Clerk, Fire Department, Administration, Finance, Planning & Building, Recreation Division, Police Department and Public Works.

Council and staff discussion ensued regarding Revenues and Expenditures.

90 **Discussion regarding the next steps**

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92 **City Manager Feik** discussed the next steps in the budget approval
93 process. The Public Hearing for budget adoption will be held on June
94 5, 2018, at 6:00 p.m. The Budget Adoption is tentatively scheduled
95 for the City Council Meeting of Tuesday, June 19, 2018.

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97 It was decided the Special Budget Study Session scheduled for
98 Thursday, May 17, 2018, starting at 12:00 noon at the Calistoga Fire
99 Station be cancelled.

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101 The Council took a short break at 3:00 P.M. and resumed at 3:13 P.M.
102 to discuss Item E-1.

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104 The Council took a short break at 3:30 P.M. and resumed at 4:06 P.M. for a
105 short presentation by Adalente and the UpValley Family Center regarding
106 recreational ideas.

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108 **F) ADJOURNMENT**

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110 **Mayor Canning** adjourned the meeting at 5:02 P.M. to the next scheduled
111 regular City Council meeting, on Tuesday, May 15, 2018, Calistoga Commu-
112 nity Center, 1307 Washington Street, 6:00 P.M.

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114 **Respectfully submitted:**

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116 _____
117 **Prepared by: Kathy Flamson, City Clerk**

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120 **Approved by: Chris Canning, Mayor**

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Approved:

1 MINUTES

2 CITY COUNCIL – REGULAR MEETING

3 TUESDAY, MAY 15, 2018 - 6:00 P.M.

4 CALISTOGA COMMUNITY CENTER

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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, Councilmember
9 Gary Kraus, Councilmember Irais Lopez-Ortega, Vice Mayor Michael Dunsford and
10 Mayor Chris Canning.

11 Absent: None

12 Also in attendance: Public Works Director Michael Kirn, Deputy Public Works
13 Director Derek Rayner, Planning and Building Director Lynn Goldberg, Police
14 Chief Mitch Celaya, Police Sergeant Tim Martin, Police Officer Kristine Romo,
15 Police Officer Samantha Arlen, Police Officer Nicholas Dellia, Fire Engineer Kris
16 Breiner, Fire Fighter Adam Ramirez, City Manager Dylan Feik and City Clerk
17 Kathy Flamson.

18 B) SALUTE TO THE FLAG

19 C) REPORT FROM CLOSED SESSION – Mayor Canning stated there was
20 nothing to report from the Closed Session items.

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

22 Mayor Canning opened oral communication.

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24 Shelby Valentine, Foothill Blvd. spoke in favor of workforce housing. She
25 inquired about the Yellow Rose property zoning.

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27 Frederick Lancaster, High Street, discussed development in Calistoga and
28 Napa County.

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30 Mayor Canning closed oral communication.

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32 E) ADOPTION OF MEETING AGENDA

33 It was **MOVED** by Vice Mayor Dunsford and **SECONDED** Councilmember
34 Kraus by to approve the Council Meeting. The Motion carried by the following
35 vote:

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37 **AYES:** Vice Mayor Dunsford, Councilmembers Kraus, Lope-
38 Ortega and Barnes and Mayor Canning

39 **NOES:** None

40 **ABSTAIN:** None

41 **ABSENT:** None

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F) COUNCIL REQUESTS AND IDEAS FOR DISCUSSION

- **Councilmember Barnes** noted with Memorial Day coming up, Calistoga American Legion Post 23 will be performing a dedication ceremony for the Civil War Veterans buried at Pioneer Cemetery. The Post will also have a ceremony at Logvy Veteran’s Memorial Park, adding 25 more bricks to the Memorial.
- **Councilmember Kraus** noticed the street paving project is getting ready to start within the next week. **Public Works Director Kirn** stated the repairs to the areas of the streets that were damaged after the fire will start this week. The slurry will be done next week. Permanent striping will occur 2 weeks later.
- **Mayor Canning** thanked Public Works for the new restrooms at the Community Center. He noted negotiation regarding the JPA for the Napa County Fairgrounds is ongoing. There will be a Community Forum on June 6th to discuss the item.

G) CITY MANAGER’S REPORT

- On May 4th Fire Fighters Blake McCormick and Jeremy Campbell attended a firefighter course in the Bay Area. They won first place out of 25 fire agencies in the area for forcible entry.

H) PROCLAMATIONS/PRESENTATIONS/AWARDS

- 1) **Vice Mayor Dunsford** presented a proclamation to Deputy Public Works Director Derek Rayner announcing May 20-26, 2018 as Public Works Week.
- 2) **MySafe California** representative Cameron Barrett presented a short excerpt of the Calistoga Every 15 Minutes film that was awarded several special honors as an independent film. She thanked all those entities who helped create the program. A representative from Senator Dodd, Assemblymember Aguiar-Curry and Congressman Thompson’s offices presented Certificates of Recognition to all those involved in the Every 15 Minutes film. Ms. Barrett noted she is working on another special project which includes an oral history by children of their experience during the Tubbs Fire and the evacuation that ensued.
- 3) **Recreation Department Manager Rachel Melick** gave a presentation.

Councilmembers Kraus and Lopez-Ortega recused themselves from items **I-6 and I-7** due to the proximity of their homes to these Districts.

Mayor Canning requested item **I-11** be pulled for further discussion.

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I) CONSENT CALENDAR

- 4) Approval of minutes from the May 1, 2018 two (2) Special Closed and regular Calistoga City Council Meetings.**
- 5) Accept a report of the Calistoga Climate Action Plan implementation.**
- 6) Adoption of Resolution No. 2018-043 accepting the Engineer’s Report for the Palisades Subdivision Landscape Maintenance Assessment District, declaring the intention of the City Council to levy and collect assessments and setting the date for the Public Hearing.**
- 7) Adoption of Resolution No. 2018-044 accepting the Engineer’s Report for the Silverado Place Subdivision Landscape Maintenance Assessment District, declaring the intention of the City Council to levy and collect assessments and setting the date for the Public Hearing.**
- 8) Adoption of Resolution No. 2018-045 approving Amendment No. 1 to the Cooperative Joint Powers Agreement to fund and administer the Napa County Stormwater Management Program.**
- 9) Adoption of Resolution No. 2018-046 accepting as complete Community Center Restroom Remodel Project constructed by Paul Coates Construction and authorizing the Public Works Director to file a Notice of Completion with the Napa County Recorder.**
- 10) Adoption of Resolution No. 2018-047 authorizing a Three-Year Consultant Services Agreement with Telstar Instruments Inc. for services related to maintenance of SCADA, PLC and Computer Systems at Water and Wastewater Operating Facilities and authorizing the City Manager to execute the agreement in an amount not to exceed \$40,000 Per Fiscal Year.**
- 11) Adoption of Resolution No. 2018-048 authorizing a water exchange with Santa Clara Valley Water District for a portion of the City’s 2018 State Water Project Water Allocation via the Napa County Flood Control and Water Conservation District.**

Mayor Canning asked for this item to be pulled from the Consent Calendar for further discussion.

City Manager Feik presented the item. Council and staff discussion ensued.

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- 12) Adoption of **Resolution No. 2018-049** authorizing the purchase of pumps and other materials to repair the Recycle Water Irrigation Pump Station on lower Washington Street and approving a budget adjustment in the amount of \$55,000.

- 13) Adoption of **Resolution No. 2018-050** authorizing Amendment No. 1 to the Consultant Services Agreement with John Draper, P.E. in the amount not to exceed \$50,000 for capital improvement project development and project management.

- 14) Adoption of **Resolution No. 2018-051** approving the submittal of a Hazard Mitigation Grant Application and commitment of \$375,000 in matching funds for design and installation of Standby Emergency Generators and authorizing a procurement process utilizing the National Joint Powers Alliance.

- 15) Adoption of **Resolution No. 2018-052** authorizing a Consultant Services Agreement with MBK Engineers for an amount not to exceed \$79,500 for professional services related to preparation of new inundation maps and updated Emergency Action Plan for Kimball Reservoir Dam, approving a Budget Adjustment and authorizing the City manager to execute the agreement.

It was **MOVED** by Councilmember Barnes and **SECONDED** by Councilmember Kraus to approve **Item Nos. 4, 5, 8, 9, 10, 12, 13, 14 and 15** of the Consent Calendar. The Motion carried by the following vote:

AYES: Councilmembers Barnes, Kraus and Lopez-Ortega, Vice Mayor Dunsford and Mayor Canning
NOES: None
ABSTAIN: None
ABSENT: None

It was **MOVED** by Councilmember Barnes and **SECONDED** by Vice Mayor Dunsford to approve **Item Nos. 6 and 7** of the Consent Calendar. The Motion carried by the following vote:

AYES: Councilmember Barnes, Vice Mayor Dunsford and Mayor Canning
NOES: None
ABSTAIN: None
ABSENT: Councilmembers Kraus and Lopez-Ortega

171 It was **MOVED** by Councilmember Barnes and **SECONDED** by
172 Councilmember Kraus to approve Item No. 11 of the Consent Calendar.
173 The Motion carried by the following vote:

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175 **AYES:** Councilmembers Barnes, Kraus and Lopez-
176 Ortega, Vice Mayor Dunsford and Mayor Canning
177 **NOES:** None
178 **ABSTAIN:** None
179 **ABSENT:** None
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181 **J) PUBLIC HEARING**

182 None
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184 **K) GENERAL GOVERNMENT**

185 **16) Accepting a report regarding potential initiation of a Municipal Code**
186 **Amendment to increase the number of cannabis plants that can be**
187 **cultivated outside.**

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189 **Planning & Building Director Goldberg** presented the item.
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191 Council and staff discussion ensued.
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193 **It was the consensus of the City Council to direct staff to bring back to**
194 **Council an item to increase the number of cannabis plants grown**
195 **outdoors to up to 6 plants.**
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197 **17) Adoption of Resolution No. 2018-053 authorizing the City manager to**
198 **make a payment to CalPERS (California Public Employees' Retirement**
199 **System) to be applied to the unfunded side fund liability and to approve**
200 **a budget adjustment from the unappropriated fund balance of the**
201 **Employee Future Benefits Fund in an amount not to exceed \$1,000,000.**
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203 **City Manager Feik** presented the item.
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205 Council and staff discussion ensued.
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207 **Mayor Canning** opened public comment.
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209 Having no one come forward, **Mayor Canning** closed public comment.
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211 **It was MOVED** by Councilmember Kraus and **SECONDED** by
212 Councilmember Barnes to adopt Resolution No. 2018-53 authorizing the
213 City manager to make a payment to CalPERS (California Public
214 Employees' Retirement System) to be applied to the unfunded side fund
215 liability and to approve a budget adjustment from the unappropriated

216 fund balance of the Employee Future Benefits Fund in an amount not to
217 exceed \$1,000,000. The Motion carried by the following vote:

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219 AYES: Councilmembers Kraus, Barnes and Lopez-
220 Ortega, Vice Mayor Dunsford and Mayor Canning
221 NOES: None
222 ABSTAIN: None
223 ABSENT: None
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225 18) Adoption of Resolution No. 2018-054 authorizing the City Manager to
226 accept Amendment No. 1 of the Joint Powers Agreement (JPA)
227 regarding the use and equitable distribution of Flood Protection Sales
228 Tax Revenues.

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230 City Manager Feik presented the item.

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232 Council and staff discussion ensued.

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234 Mayor Canning thanked Calistoga Representative Brian McBride who has
235 been on the Measure A Committee for the past few years.

236
237 Mayor Canning opened public comment.

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239 Having no one come forward, Mayor Canning closed public comment.

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241 It was MOVED by Councilmember Barnes and SECONDED by
242 Councilmember Kraus to adopt Resolution No. 2018-054 authorizing the
243 City manager to accept Amendment No. 1 of the Joint Powers
244 Agreement (JPA) regarding the use and equitable distribution of Flood
245 Protection Sales Tax Revenues. The Motion carried by the following
246 vote:

247
248 AYES: Councilmembers Barnes, Kraus and Lopez-
249 Ortega, Vice Mayor Dunsford and Mayor Canning
250 NOES: None
251 ABSTAIN: None
252 ABSENT: None
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254 19) Discussion and direction authorizing the creation of an ad hoc housing
255 committee to participate in a countywide 2x2 meetings to increase the
256 Transient Occupancy Tax by one percent (1%) for housing that is
257 affordable.

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259 City Manager Feik presented the item.

260

261 Council and staff discussion ensued. Representatives from the City of
262 Calistoga are **Vice Mayor Dunsford and Mayor Canning**.

263
264 **Mayor Canning** opened public comment.

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266 **Shawn Williams, Emerald Drive**, inquired about new development paying
267 TOT. **Mayor Canning** stated, "New development is not exempt from paying
268 TOT."

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270 **Mayor Canning** closed public comment.

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272 **It was the Council consensus to have Vice Mayor Dunsford and Mayor**
273 **Canning represent Calistoga on the countywide 2x2 ad hoc housing**
274 **committee.**

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276 **L) ADJOURNMENT**

277 **Mayor Canning** adjourned the meeting at 7:26 P.M. to a continued Special Closed
278 Session meeting of the Calistoga City Council held at 1307 Washington Street, on
279 May 1, 2018.

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281 **Respectfully submitted:**

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284 _____
Prepared by: Kathy Flamson, City Clerk

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Approved by: Chris Canning, Mayor

Approved: