

**CITY OF HEALDSBURG
CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY
REGULAR MEETING MINUTES
April 5, 2021
City Hall Council Chamber
VIA TELECONFERENCE
401 Grove Street, Healdsburg**

CALL TO ORDER/ROLL CALL

Mayor/Chairperson Mitchell called to order the concurrent meeting of the City Council and Redevelopment Successor Agency of the City of Healdsburg at 6:00 p.m. with the following Council Members present:

Present: Council Members/: Hagele, Jimenez, Kelley, Palacios and Mayor Mitchell
Board Members

Absent: Council Members/: None
Board Members

APPROVAL OF AGENDA

The agenda was unanimously approved by all the Councilmembers who were present.

REPORT ON CLOSED SESSION

None.

ANNOUNCEMENTS/PRESENTATIONS – SEXUAL ASSAULT AWARENESS MONTH

Mayor Mitchell with Council concurrence issued a Proclamation recognizing April 2021 as Sexual Assault Awareness month in the City of Healdsburg.

Desirée McGunagle, Verity thanked Council for the Proclamation.

ANNOUNCEMENTS/PRESENTATIONS – VOLUNTEER APPRECIATION MONTH

Mayor Mitchell with Council concurrence issued a Proclamation recognizing April 2021 as Volunteer Appreciation Month in the City of Healdsburg.

Anna Grant, Active Adult and Senior Center Supervisor thanked Council for the Proclamation.

ANNOUNCEMENTS/PRESENTATIONS – ANNUAL MARIE SPARKS MEMORIAL VOLUNTEER AWARD

Anna Grant, Active Adult and Senior Center Supervisor provided background information on the Marie Sparks Memorial Volunteer award which was established by the City Council to recognize volunteerism in the community. The 2020 award recipient is Dennis “Denny” Stead.

Anna Grant spoke about Denny Stead’s many contributions to the community of Healdsburg.

Denny Stead thanked Council for the recognition and elaborated on how great the Healdsburg community is.

ANNOUNCEMENTS/PRESENTATIONS – FIRE DEPARTMENT UPDATE

Fire Chief Boaz presented the annual Fire Department Update, which included a report on: staffing levels within the department, incident statistics, calls for service, the mutual aid received and provided, fire department inspections, plan check reviews and the Walbridge Fire. Fire Chief Boaz gave an overview of the community involvement the Department participates in.

Fire Chief Boaz answered Council’s questions regarding: (1) what keeps the Fire Department up at night; (2) how residents can do a small burn pile; and (3) the possibility of being reimbursed to responding to the local COVID-19 quarantine location being managed by the County.

CITY MANAGER REPORTS

COVID-19 Update

City Manager Kay reviewed the Statewide trend of COVID-19 cases, noting the trend continues to move in the right direction. City Manager Kay discussed the number of cases occurring in the County of Sonoma and specifically Healdsburg. Mr. Kay noted the County has moved to the Red Tier and noted what needed to happen to move to the orange tier. City Manager Kay provided information on the testing options in Healdsburg and the vaccine deployment happening around the County. Mr. Kay further addressed vaccine equity in the County.

PUBLIC COMMENTS ON NON AGENDA ITEMS

Tim Unger commented on third party road damage and repair and how the City plans to address the drought.

Pat Abercrombie, President of Fitch Mountain Association, thanked Fire Chief Boaz and Fire Marshal Collister for their work with the local COPE groups and the vegetation management work they have been doing on Fitch Mountain.

CONSENT CALENDAR

Councilmember Hagele recused from Item 6O, 6P and 6Q due to a financial conflict of interest.

Councilmember Palacios asked to remove Item K from the Consent Calendar for discussion.

On a motion by Vice Mayor Jimenez, seconded by Councilmember Hagele, approved the Consent Calendar as revised:

A. Approval of Minutes

Approved the March 1, 2021 Special and Regular Meeting, March 8, 2021 Special Meeting and the March 15, 2021 Special and Regular Meeting minutes as submitted. (Ayes 5, Noes 0, Absent – None)

B. Receive the Monthly Investment Report for February 2021

Approved the monthly Treasurer’s Investment report for February 2021. (Ayes 5, Noes 0, Absent - None)

C. Approval of Disbursement Report for withdrawals during the month of February 2021

Approved the Disbursement Report for February 2021. (Ayes 5, Noes 0, Absent - None)

D. Dedication of Public Sidewalk Easement – 621 Brown Street

Adopted Resolution No. 22-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ACCEPTING A DEDICATION OF A PUBLIC SIDEWALK EASEMENT AT 621 BROWN STREET (PORTION OF APN: 002-074-016).” (Ayes 5, Noes 0, Absent – None)

E. Computer Refresh Purchase

Adopted Resolution No. 23-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE CONTRACT WITH TRACE3 IN THE AMOUNT OF \$125,778.31 FOR THE PURCHASE OF COMPUTERS.” (Ayes 5, Noes 0, Absent – None)

F. Utility Design Services, LLC – Professional Services Agreement Amendment

Adopted Resolution No. 24-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AMENDING A PROFESSIONAL SERVICE AGREEMENT WITH UTILITY DESIGN SERVICES, LLC INCREASING THE NOT TO EXCEED AMOUNT \$153,500 AND AUTHORIZING THE CITY MANAGER TO AUTHORIZE THE AMENDMENT ON THE CITY’S BEHALF.” (Ayes 5, Noes 0, Absent – None)

G. Green Valley Consulting Engineers – Professional Services Agreement

Adopted Resolution No. 25-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING TWO PROFESSIONAL SERVICE AGREEMENTS AND AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH GREEN VALLEY CONSULTING ENGINEERS AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENTS.” (Ayes 5, Noes 0, Absent – None)

H. Hildebrand Consulting – Professional Services Agreement Amendment

Adopted Resolution No. 26-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH HILDEBRAND CONSULTING, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT, AND INCREASING THE FY 2020-21 BUDGET BY \$7,560.” (Ayes 5, Noes 0, Absent – None)

I. City of Healdsburg and Healdsburg Police Officers Association – Memorandum of Understanding

Adopted Resolution No. 27-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HEALDSBURG AND HEALDSBURG POLICE OFFICERS ASSOCIATION FOR THE PERIOD ENDING JUNE 30, 2022.” (Ayes 5, Noes 0, Absent – None)

J. Fire Department SB1205 Inspection Report

Adopted Resolution No. 28-2021 entitled, “A RESOLUTION OF THE COUNCIL OF THE CITY OF HEALDSBURG ACKNOWLEDGING RECEIPT OF A REPORT REGARDING THE INSPECTION OF CERTAIN OCCUPANCIES REQUIRED TO RECEIVE ANNUAL

INSPECTIONS PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.” (Ayes 5, Noes 0, Absent – None)

K. Reading of Ordinance Titles

This item was removed from the Consent Calendar for discussion.

L. Amendment to Ordinance prohibiting the Use and Sale of Disposable Food Ware and other Products containing Polystyrene Foam

This item was removed from the Consent Calendar to be voted on separately.

M. Mill District Development Purchase of Street Lights and other associated material

Adopted Resolution No. 29-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AUTHORIZING THE PURCHASE OF NOSTALGIC STREETLIGHTS FOR AN AMOUNT NOT TO EXCEED \$233,595.” (Ayes 5, Noes 0, Absent – None)

N. 2021-2023 Biosolids Hauling and Disposing Material

Adopted Resolution No. 30-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING A CONTRACT WITH RECOLOGY, INC. TO HAUL AND DISPOSE BIOSOLIDS FOR A NOT TO EXCEED AMOUNT OF \$258,893 OVER A TWO-YEAR PERIOD AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT ON THE CITY’S BEHALF.” (Ayes 5, Noes 0, Absent – None)

O. Acceptance of Public Improvements for the Saggio Hills Subdivision – Parcel One

This item was removed from the Consent Calendar to be voted on separately.

P. Acceptance of Public Improvements for the Saggio Hills Subdivision – Parcel Two

This item was removed from the Consent Calendar to be voted on separately.

Q. Acceptance of Public Improvements for the Saggio Hills Subdivision – Parcel Three

This item was removed from the Consent Calendar to be voted on separately.

The motion to approve Consent Calendar as revised above carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent 0)

READING OF ORDINANCE TITLES

Councilmember Palacios expressed her concern with regards to only reading Ordinance titles.

City Attorney Zutler clarified the action Council would be taking by waiving the full reading of the text and only reading the title.

Council discussion ensued on the process of reading Ordinance titles and bringing the information to the public.

On a motion by Councilmember Palacios, seconded by Councilmember Hagele, determined that the titles to all Ordinances that appeared on this public agenda have been read and waived further reading. The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

AMENDMENT TO ORDINANCE PROHIBITING THE USE AND SALE OF DISPOSABLE FOOD WARE AND OTHER PRODUCTS CONTAINING POLYSTYRENE FOAM

On a motion by Councilmember Palacios, seconded by Councilmember Hagele, introduced for first reading, by title only, waiving further reading of the text, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AMENDING SECTION 8.10.010, 8.10.020 AND 8.10.030 OF THE HEALDSBURG MUNICIPAL CODE RELATED TO PROHIBITING THE USE AND SALE OF DISPOSABLE FOOD SERVICE WARE AND OTHER PRODUCTS CONTAINING POLYSTYRENE FOAM.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

ACCEPTANCE OF PUBLIC IMPROVEMENTS FOR THE SAGGIO HILLS SUBDIVISION – PARCEL ONE

On a motion by Vice Mayor Jimenez, seconded by Councilmember Kelley adopted Resolution No. 31-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG (1) ACCEPTING PUBLIC IMPROVEMENTS FOR THE SAGGIO HILLS SUBDIVISION FIRST FINAL MAP; (2) ACCEPTING A ONE YEAR MAINTENANCE SECURITY AS DESCRIBED WITHIN THE AGREEMENT FOR SUBDIVISION IMPROVEMENTS; (3) RELEASING THE FAITHFUL PERFORMANCE SECURITY AS DESCRIBED WITHIN THE AGREEMENT FOR SUBDIVISION IMPROVEMENTS; AND (4) AUTHORIZING THE CITY CLERK TO RELEASE THE LABOR AND MATERIALS SECURITY THREE MONTHS FROM THE DATE OF ACCEPTANCE AND THE MAINTENANCE SECURITY TWELVE MONTHS FROM THE DATE OF ACCEPTANCE OF THE SAGGIO HILLS SUBDIVISION FIRST FINAL MAP.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

**ACCEPTANCE OF PUBLIC IMPROVEMENTS FOR THE SAGGIO HILLS
SUBDIVISION – PARCEL TWO**

On a motion by Vice Mayor Jimenez, seconded by Councilmember Kelley adopted Resolution No. 32-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG (1) ACCEPTING PUBLIC IMPROVEMENTS FOR THE SAGGIO HILLS SUBDIVISION PARCEL TWO; (2) ACCEPTING A ONE YEAR MAINTENANCE SECURITY AS DESCRIBED WITHIN THE AGREEMENT FOR SUBDIVISION IMPROVEMENTS; (3) RELEASING THE FAITHFUL PERFORMANCE SECURITY AS DESCRIBED WITHIN THE AGREEMENT FOR SUBDIVISION IMPROVEMENTS; AND (4) AUTHORIZING THE CITY CLERK TO RELEASE THE LABOR AND MATERIALS SECURITY THREE MONTHS FROM THE DATE OF ACCEPTANCE AND THE MAINTENANCE SECURITY TWELVE MONTHS FROM THE DATE OF ACCEPTANCE OF THE SAGGIO HILLS SUBDIVISION PARCEL TWO.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

**ACCEPTANCE OF PUBLIC IMPROVEMENTS FOR THE SAGGIO HILLS
SUBDIVISION – PARCEL THREE**

On a motion by Vice Mayor Jimenez, seconded by Councilmember Kelley adopted Resolution No. 33-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG (1) ACCEPTING PUBLIC IMPROVEMENTS FOR THE SAGGIO HILLS SUBDIVISION PARCEL THREE; (2) ACCEPTING A ONE YEAR MAINTENANCE SECURITY AS DESCRIBED WITHIN THE AGREEMENT FOR SUBDIVISION IMPROVEMENTS; (3) RELEASING THE FAITHFUL PERFORMANCE SECURITY AS DESCRIBED WITHIN THE AGREEMENT FOR SUBDIVISION IMPROVEMENTS; AND (4) AUTHORIZING THE CITY CLERK TO RELEASE THE LABOR AND MATERIALS SECURITY THREE MONTHS FROM THE DATE OF ACCEPTANCE AND THE MAINTENANCE SECURITY TWELVE MONTHS FROM THE DATE OF ACCEPTANCE OF THE SAGGIO HILLS SUBDIVISION PARCEL THREE.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

PUBLIC HEARINGS

None.

OLD BUSINESS – TEMPORARY PARKLET PROGRAM EXTENSION

Vice Mayor Jimenez recused himself from this item as he owns a business at 116 Matheson Street.

Recreation Supervisor Milde provided background information on the temporary parklet program, including the guidelines released in November of 2020. Supervisor Milde reviewed the considerations Staff reviewed when developing the extension and noted the extension of the parklet program was recommended to last until November 1, 2022.

Supervisor Milde provided information on the administration of the program, ability to access infrastructure, ADA compliance, community outreach, design standards, heating elements, maintenance, non-city issued permits/requirements, parking impacts, parklet occupant protection and parklet road barriers, short-term parking zones, tenting and canopy structures and new temporary authority. Supervisor Milde further reviewed long-term program considerations and the extension implementation.

In response to Council's inquiries, City Manager Kay reviewed when a more formal, permanent program would come forward to Council. Supervisor Milde reviewed how many parking spots are available downtown, the outreach done to the local residents and how staff has looked at making the downtown more pedestrian friendly. Fire Marshal Collister provided information on the requirement to discontinue the use of heating elements once the pandemic is over and the requirement to tie down tents. Public Works Director Zimmer reviewed how loading zone parking spots can become permanent.

Public Comments

Donna del Rey commented on the temporary parklet program and increasing pedestrian friendly areas in the downtown.

Brian Sommer expressed his thanks to the Community Services Department on the parklet program and commented on the safety of the parklets after hours.

Will Seppi encouraged Council to extend the parklet program.

Tim Unger commented on the details of the Parklet program and the impact on parking in the downtown.

Dustin Valette spoke in favor of continuing the Parklet program in the downtown.

Brigette Mansell commented on the parking downtown and increasing the availability of bike parking.

Mark McMullen thanked staff for their work on parklet program and encouraged Council to continue to Parklet program and bring back the Open Streets program.

Talia Hart, CEO of Chamber of Commerce spoke in favor of continuing the parklet program.

Charles Sommer informed Council he was able to keep his job because of the Parklet program.

Mike Brennen thanked staff for their work and encouraged Council to look at alternative modes of transportation to get to the downtown.

Skip Brand thanked staff for the parklet program and encouraged Council to utilize parklets for various types of businesses.

Council Comments

Mayor Mitchell expressed her support for the extension of the temporary Parklet Program and was in favor of extending the date past November 1, 2022.

Councilmember Kelley expressed her support for the extension of the temporary Parklet Program and inquired if the temporary fifteen-minute parking zones and the Open Streets program could come back to Council for further direction.

There was Council consensus to agendaize a future discussion on the fifteen-minute parking zones and the Open Streets program.

Councilmember Hagele was in favor of extending the Temporary Parklet Program.

Council discussion ensued on extending the date past November 1, 2022 until January 17, 2023 and directing staff to return with a plan to close Plaza Street in a more permanent looking nature.

On a motion by Councilmember Kelley, seconded by Councilmember Palacios, adopted Resolution No. 34-2021 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG AUTHORIZING A TEMPORARY EXTENSION FOR OUTDOOR ACTIVITIES AND ENCROACHMENTS FOR BUSINESSES OPERATING IN THE PUBLIC RIGHT OF WAY," and extending the termination date to January 17, 2023. The motion carried on a roll call vote, with Vice Mayor Jimenez abstaining. (Ayes 4, Noes 0, Absent – None, Abstaining – Jimenez)

NEW BUSINESS – EXECUTIVE MANAGEMENT COMPENSATION AND BENEFITS PACKAGE

Human Resources Manager Donnelly provided a brief introduction to this item, reviewing which positions were covered by this agreement. Manager Donnelly outlined the following key provisions to the agreement; (1) the term of the agreement is for two years; (2) There is no salary increase for either of the two years unless City revenue from both Sales Tax and Transient

Occupancy Tax (TOT) meets or exceeds the amount received for a period of three consecutive months the amount the City received from both Sales Tax and TOT for the corresponding months of fiscal year 2018-2019 the City agrees to reopen negotiations on salary only; and (3) Increase in Long-term disability from \$7,000 to \$10,000 per month.

There were no public comments on this item.

On a motion by Vice Mayor Jimenez, seconded by Councilmember Kelley, adopted Resolution No. 35-2021 entitled, “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING THE COMPENSATION & BENEFITS PACKAGE BETWEEN THE CITY OF HEALDSBURG AND EXECUTIVE MANAGEMENT GROUP FOR THE PERIOD ENDING JUNE 30, 2022.” The motion carried on a unanimous roll call vote. (Ayes 5, Noes 0, Absent – None)

NEW BUSINESS - APPOINTMENTS OF THE CITY SELECTION COMMITTEE AND MAYORS' AND COUNCILMEMBERS' ASSOCIATION BOARD OF DIRECTORS

City Clerk Allan provided a brief overview of the Mayors and Councilmembers Association noting the action this evening was to direct the Mayor or her alternate on how to vote at the City Selection Committee and Sonoma County Mayors’ and Councilmembers’ Association Board Meeting.

Following a brief discussion by Council, there was Council consensus to support the following appointments by the City Selection Committee and Sonoma County Mayors’ and Councilmembers’ Association Board Meeting.

City Selection Committee Appointments	
Committee	Councilmember Supported
Local Agency Formation Commission	Patrick Slayter – Sebastopol
Measure O Oversight Committee	Kevin McDonnell – Petaluma Ben Ford – Cotati
Remote Access Network (RAN)	Authorized the Mayor to vote if someone volunteered at the meeting
Sonoma County Oversight Board Committee	Authorized the Mayor to vote if someone volunteered at the meeting
Board of Director Appointments	
Committee	Councilmember Supported
North Bay Division (LOCC) Executive Board, (one position) Primary/Alternate	Authorized the Mayor to vote if someone volunteered at the meeting

There was no public comment on this item.

**COUNCIL REPORTS ON MATTERS OF INTEREST OCCURRING SINCE PREVIOUS
REGULAR MEETING/EXPENSE REIMBURSEMENT REPORTS**

Councilmember Palacios reported she attended a reading for Cesar Chavez Day and inquired if Council was in favor of doing a Proclamation denouncing hate in the Community.

There was Council consensus to agendize a Proclamation denouncing hate in Healdsburg.

Councilmember Hagele reported he attended a meeting with Housing Administrator Sotomayor, City Manager Kay and Senator McGuire on RHNA numbers and toured the Floating Solar project with Congressman Huffman.

Councilmember Kelley reported the Board of Supervisors approved the Ag and Open Space grants recommended by the subcommittee.

Vice Mayor Jimenez had nothing to report.

Mayor Mitchell had nothing to report.

WRITTEN COMMUNICATIONS

The City Council received the report on the actions taken by the Planning Commission at its March 23, 2021, meeting.

CLOSED SESSIONS

None.

ADJOURNMENT

There being no further City Council/Redevelopment Successor Agency business to discuss, the meeting adjourned at approximately 9:55 p.m.

APPROVED:

ATTEST:

Evelyn L. Mitchell, Mayor

Raina Allan, City Clerk