



City of St. Helena

St. Helena Financing Civic Infrastructure Task Force Meeting

Vintage Hall Board Room-Second Floor
465 Main Street, St. Helena
Wednesday, February 26, 2020 @ 3:00 PM

Page

1. CALL TO ORDER
2. ROLL CALL
St. Helena Financing Civic Infrastructure Task Force Members:
Chair: Tom McBroom; Vice Chair: George David
Task Force Members: Daniel Hale, Elaine Honig, Patrick Kenealy, Richard Walloch, Philippa Ward
3. PUBLIC COMMENT PERTAINING TO THE FINANCING CIVIC
INFRASTRUCTURE TASK FORCE
An opportunity for the public to directly address the Task Force on items of interest to the public that are not listed on the agenda. Any person addressing the Task Force should provide his or her name and address, and limit comments to three minutes. Because of restrictions imposed by the Brown Act, the Task Force may not engage in substantive discussion, nor take action on matters not described on the agenda.
4. APPROVAL OF MINUTES
 - 4.1. Consideration and proposed approval of Financing Civic Infrastructure Task Force Meeting Minutes of February 3, 2020 3 - 5
Prepared By: Preya Nixon, Asst. to the City Manager
[Special City Council - 03 Feb 2020 Joint City Council Financing Civic Infrastructure Task Force - Draft Minutes](#)
 - 4.2. Consideration and proposed approval of Financing Civic Infrastructure Task Force Meeting Minutes of February 12, 2020 7 - 8
Prepared By: Preya Nixon, Asst. to the City Manager
[St. Helena Financing Civic Infrastructure Task Force - 12 Feb 2020 - Draft Minutes](#)
5. REPORT OUT FROM SUBCOMMITTEES
 - 5.1. Finance and Budget Subcommittee
 - 5.2. Real Estate Development Subcommittee
 - 5.3. Construction Subcommittee
 - 5.4. Editorial Subcommittee
6. DISCUSSION AND REVIEW OF DOCUMENT AND INFORMATION

REQUESTS

7. DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA

8. ADJOURNMENT

The next Financing Civic Infrastructure Task Force meeting is scheduled for March 11 at 3:00 p.m. in the Vintage Hall Board Room located at 465 Main Street in St. Helena.

This agenda was posted at City Hall, 1480 Main Street, and at Vintage Hall, 465 Main Street, St. Helena, California on February 19, 2020.

/s/ Preya Nixon

Preya Nixon, Asst. to the City Manager

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



DRAFT MINUTES
City of St. Helena
Joint City Council/Financing Civic
Infrastructure Task Force Special Meeting
Monday, February 3, 2020 @ 6:00 PM
Vintage Hall Board Room - Second Floor
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at [/Portal/](#) or by calling the City Clerk at (707) 968-2742. The City Council video is the official record of the Council meeting.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

City Council

Present: Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, David Knudsen and Mary Koberstein

Financing Civic Infrastructure Task Force

Present: Philippa Ward, Tom McBroom, Daniel Hale, George David, Patrick Kenealy, and Richard Walloch

Absent: Elaine Honig

4. PUBLIC COMMENT:

No public comment was received.

5. INTRODUCTION:
6. OVERVIEW OF BROWN ACT AND PARLIAMENTARY PROCEDURE
 - 6.1. Parliamentary Procedure

City Manager Mark Prestwich provided presentation.

- 6.2. Brown Act/Conflicts of Interest

[Open and Public: A Guide to the Brown Act](#)

City Attorney Kara Ueda provided presentation.

7. COUNCIL RULES OF PROCEDURE FOR BOARDS AND COMMISSIONS
 - 7.1. Review of Council Rules of Procedure
[Resolution 2019-16](#)
[2014-45 Approving the City of St. Helena Protocol for Committee, Commissions and Boards and Related Documents](#)

City Manager Mark Prestwich provided overview.

8. INTRODUCTION OF CITY STAFF AND SUPPORT RESOURCES

8.1. Review of Staff Roles and Resources

City Manager Mark Prestwich reviewed staff roles and resources.

8.2. Protocol for Task Force Communications with Staff

City Manager Mark Prestwich reviewed protocol for communications with staff.

8.3. Communications with Media

City Manager Mark Prestwich reviewed communications with the media.

9. REVIEW OF TASK FORCE RESPONSIBILITIES AND EXPECTATIONS REGARDING FINAL NARRATIVE PRODUCT

9.1. Review of Resolution 2019-137

[Reso 2019-137](#)

City Manager Mark Prestwich provided overview of Resolution 2019-137.

Additional context was provided by City Council Members.

9.2. Review of Council approved Civic Infrastructure Evaluation Criteria/Principles

[Council Approved Civic Infrastructure Criteria](#)

City Manager reviewed the council approved Civic Infrastructure evaluation criteria/principles.

10. SELECTION OF TASK FORCE CHAIR AND VICE CHAIR

This item will be agendized at the next Financing Civic Infrastructure Task Force Meeting.

11. PRELIMINARY DISCUSSION OF TASK FORCE MEETING TIMELINE AND SCHEDULE

The Financing Civic Infrastructure Task Force determined that the best time to meet would be on every other Wednesdays at 3:00 p.m. with the meetings taking place at the Vintage Hall Board Room.

12. DISCUSSION OF DRAFT AGENDA FOR NEXT MEETING

12.1. Status Report on City Hall, Library, Streetscape Project, Storm Drains and Other General Fund obligations

- 12.2. Municipal Finance Overview
- 12.3. Discussion of Enhanced Infrastructure Financing District (EIFD), Public Private Partnerships, and other revenue sources
- 12.4. Designation of Possible Subcommittees (e.g. Long-Range Financial Forecast Subcommittee)
- 12.5. Discussion and Approval of Task Force Workplan/Timeline
- 12.6. What information do Task Force Members need?

City Manager Mark Prestwich reviewed the items for the next meeting.

13. ADJOURNMENT

Mayor Ellsworth adjourned the meeting at 7:55 p.m.

The next Financing Civic Infrastructure Task Force meeting is yet to be determined in the Vintage Hall Board Room located at 465 Main Street.



DRAFT MINUTES City of St. Helena St. Helena Financing Civic Infrastructure Task Force Meeting

**Vintage Hall Board Room-Second Floor 465 Main
Street, St. Helena**

Wednesday, February 12, 2020 @ 3:00 PM

A complete video recording of this meeting, except for closed session, can be found at /Portal/ or by calling the City Clerk at (707) 968-2742.

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1. CALL TO ORDER
 2. ROLL CALL

Present: George David, Daniel Hale, Elaine Honig, Patrick Kenealy, Tom McBroom, Richard Walloch, Philippa Ward

3. PUBLIC COMMENT PERTAINING TO THE FINANCING CIVIC
INFRASTRUCTURE TASK FORCE

No public comment was received.

4. SELECTION OF TASK FORCE CHAIR AND VICE CHAIR

*A motion was made by member Kenealy and seconded by Member David to appoint Tom McBroom as Chair and George David as Vice-Chair.
The motion passed unanimously.*

5. DISCUSSION

- 5.1. Status Report on City Hall, Library, Streetscape Project, Storm Drains,
and Other General Fund Obligations

City Manager Mark Prestwich provided a report.

- 5.2. Overview of Municipal Finance and Budget Process
*City Manager Mark Prestwich, Finance Director April Mitts and
Financial Consultant Mark Walsh provided a report.*

- 5.3. Designation of Possible Subcommittees (e.g. Long-Range Financial
Forecast Subcommittee)

*A motion was made by member Kenealy and seconded by member
David to establish the following subcommittees:*

Finance and Budget

*Real Estate Development
Construction
Editorial*

The motion passed unanimously.

The following Task Force Members were appointed to the following subcommittees:

Finance and Budget: Patrick Kenealy, Elaine Honig, Tom Allen (Subject Matter Expert) and Glenn Goelz (Subject Matter Expert)

Real Estate Development: Philippa Ward, George David and Daniel Hale

Construction: Tom McBroom, Richard Walloch and Daniel Hale

Editorial: Patrick Kenealy and Tom McBroom

- 5.4. Discussion and Approval of Task Force Schedule/Timeline
Discussion was held.
- 5.5. Discussion and Review of Document and Information Requests
Discussion was held.
- 6. DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA:
- 7. ADJOURNMENT

Chair McBroom adjourned the meeting at 4:51 p.m.

The next Financing Civic Infrastructure Task Force meeting is scheduled for February 26, 2020 at 3:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.