



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

Wednesday, April 22, 2020 @ 3:00 PM

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. The Financing Civic Infrastructure Task Force meeting will be live-streamed on Comcast Channel 28 and on the City's website, barring technical difficulties. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Financing Civic Infrastructure Task Force meetings will be accepted via email to publiccomment@cityofstheleena.org.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions

Please click here to join the meeting: <https://zoom.us/j/91984756283>

Or iPhone one-tap :

US: +16699006833,,91984756283# or +13462487799,,91984756283#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782

Webinar ID: 919 8475 6283

International numbers available: <https://zoom.us/u/az6rAaHho>

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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 four 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 March 11, 2020

Prepared By: Preya Nixon, Asst. to the City Manager

[St. Helena Financing Civic Infrastructure Task Force - DRAFT Minutes 11 Mar 2020](#)

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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 OF CITY OF ST. HELENA LONG RANGE FINANCIAL FORECAST

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 a date and time to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on April 17, 2020.

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.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL FINANCING CIVIC INFRASTRUCTURE TASK FORCE MEETINGS

St. Helena, CA– The City of St. Helena is committed to public participation in City government in a manner that is consistent with guidance provided by the Napa County Public Health Official and Governor Newsom's Executive Order N-25-20. These guidelines relate to social distancing, and are intended to protect everyone by limiting the spread of COVID-19 in our community. In adherence to these guidelines, the St. Helena Financing Civic Infrastructure Task Force will host a Virtual Meeting on Zoom; a free teleconferencing tool that enables users to watch and/or call into the meeting from their computers or phones. This meeting will be open to public and allows for live public comment. The meeting will also be recorded, livestreamed, and posted on the City's website after the adjournment of the meeting if technical difficulties occur: <https://sthelena.civicweb.net/Portal/>

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Task Force Meeting Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Task Force Meetings:

1. Watch on Comcast Channel 28
2. Watch the livestreaming video on the City's website
3. Watch and Listen on Zoom.us by clicking on the link in the Financing Civic Infrastructure Task Force Agenda
4. Listen only by calling the Zoom number listed on the Financing Civic Infrastructure Task Force Agenda

Watch Financing Civic Infrastructure Task Force Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
 - a. Before joining the virtual Task Force Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
 - b. If you are logged into your account, Enter the **Meeting ID** listed on the Financing Civic Infrastructure Task Force Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
 - c. Select if you would like to connect audio and/or video and tap **Join Meeting**.
 - d. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
2. **Listen Only by Telephone:**
 - a. **Dial** the number listed on the Financing Civic Infrastructure Task Force Agenda.
 - b. At the prompt, enter the **Meeting ID** provided on the top of the Financing Civic Infrastructure Task Force Meeting Agenda and **Press #. A participate ID is not required.**
 - c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Financing Civic Infrastructure Task Force Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO TASK FORCE and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

2. **Provide Comment through Zoom meeting from a computer, tablet, or smart phone**

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the **"raise hand"** feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the **'raise hand'** button again.

3. **Call in to the ZOOM meeting from a cell phone or landline phone only**

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



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, March 11, 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.

1. CALL TO ORDER

2. ROLL CALL

St. Helena Financing Civic Infrastructure Task Force Members:

The following members were present: Chair: Tom McBroom; Vice Chair: George David

Task Force Members: Daniel Hale, Elaine Honig, Richard Walloch, Philippa Ward

Absent: Patrick Kenealy

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

No public comment was received.

4. APPROVAL OF MINUTES

4.1. Consideration and proposed approval of Financing Civic Infrastructure
Task Force Meeting Minutes of February 26, 2020

Prepared By: Preya Nixon, Asst. to the City Manager

[St. Helena Financing Civic Infrastructure Task Force - 26 Feb 2020 -
Draft Minutes](#)

*A motion was made by committee member Walloch and seconded by
Chair McBroom to approve the meeting minutes of the Financing Civic
Infrastructure Task Force Meeting held on March 11, 2020.*

The motion was passed unanimously.

5. REVIEW OF NOLL & TAM PRESENTATION FROM MARCH 10, 2020 CITY
COUNCIL MEETING

City Manager Mark Prestwich reviewed the presentation.

6. REPORT OUT FROM SUBCOMMITTEES

6.1. Finance and Budget Subcommittee

Chair Tom McBroom reported out on this subcommittee

6.2. Real Estate Development Subcommittee

Committee member Daniel Hale reported out on this subcommittee.

6.3. Construction Subcommittee

Chair Tom McBroom reported out on this subcommittee.

6.4. Editorial Subcommittee

Chair Tom McBroom reported out on this subcommittee.

7. DISCUSSION AND REVIEW OF DOCUMENT AND INFORMATION REQUESTS

Discussion was held.

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

Discussion of agenda items to be placed on the next meeting was held.

9. ADJOURNMENT

The next Financing Civic Infrastructure Task Force meeting is scheduled for March 25, 2020 at 3:00 p.m., in the Vintage Hall Board Room located at 465 Main Street in St. Helena.

Chair McBroom adjourned the meeting at 4:00 p.m.