



**City of St. Helena
Finance Committee Regular Meeting
Thursday, April 9, 2026 @ 3:00 PM
City Hall Main Conference Room
1088 College Avenue, St. Helena CA**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Members of the public and other parties are welcome to email their comments to the Staff Liaison Mandy Kellogg at mkellogg@cityofstheleena.gov. All public comments must be received three hours prior to the meeting. Public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the online agenda.

1. ROLL CALL

Vice Chair: Christopher Warner, Members: Gregg Dawley, Richard Garber, Garry Rose, George Schisler, Mark Smithers
City Council Member Liaison: Aaron Barak
Staff Liaison: Mandy Kellogg, Administrative Services Director

2. CALL TO ORDER

3. PUBLIC FORUM

4. REPORTS BY STAFF/COMMITTEE

Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Finance Committee.

5. CONSENT ITEMS

5.1. Finance Committee Meeting Minutes of February 2, 2026

5.2. Finance Committee Meeting Minutes of March 9, 2026

5.3. Finance Committee Meeting Minutes of March 17, 2026

5.4. Finance Committee Meeting Minutes of March 30, 2026

6. SCHEDULED ITEMS

6.1. Subcommittee Status Updates and Schedule for Final Reports to Full Committee

1. Unfunded Accrued Liability (UAL)
2. Capital Improvement Plan (CIP) Long-Term Needs
3. Classification and Compensation Study
4. Cost Allocation Plan
5. Budget Deficit

6.2. Vehicle Replacement Criteria

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next regular Finance Committee meeting is scheduled for TBD at City Hall, 1088 College Avenue, St. Helena.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on April 6, 2026.

Mandy Kellogg, Administrative Services Director

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.

MINUTES
City of St. Helena
Finance Committee Meeting
Monday, February 2, 2026 @ 3:00 PM
City Hall, 1088 College Avenue, St. Helena

Present:

Vice Chair and Acting Chair Christopher Warner, Committee Members: Gregg Dawley, Garry Rose, Mark Smithers, and Richard Garber (arrived 3:05 p.m.).

Council Liaison Council Member Aaron Barak

Staff: Assistant City Manager/Director of Public Works, Joseph Leach
Finance Manager, Martin Beltran

Absent:

Committee Member George Schisler
Staff Liaison Mandy Kellogg, Administrative Services Director

1. **CALL TO ORDER**

Acting Chair Warner called the meeting to order at 3:02 p.m.

2. **ROLL CALL**

3. **PUBLIC FORUM:**

Public comment was opened and no comments were received.

4. **REPORTS BY STAFF AND COMMITTEE:**

Acting Chair Warner provided a report to committee regarding the status of filling vacancies and election of chair.

5. **CONSENT CALENDAR:**

5.1. Finance Committee Meeting Minutes of December 15, 2025.

A motion was made by committee member Smithers to adopt the minutes of December 15, 2025. The motion was seconded by committee member Garber. All in favor by voice vote. 5-0.

6. SCHEDULED MATTERS:

6.1. Subcommittee Reports, including schedule for final reports and need for responses to requests for information

Acting Chair Warner introduced the agenda item.

a. Unfunded Accrued Liability (UAL)

Committee member Dawley provided an update on UAL agenda item. The report is nearly finalized; however, the document still requires completion before it can be presented to committee for approval.

Discussion was turned over to the Finance Committee, questions and comments ensued.

b. Capital Improvement Plan (CIP) Long-Term Needs

Committee member Dawley provided an update on Streets and Sidewalk CIP projects.

Discussion was turned over to the Finance Committee, questions and comments ensued.

Committee member Rose provided an update on CIP projects related to government buildings/facilities.

Discussion was turned over to the Finance Committee, questions and comments ensued.

c. Classification and Compensation Study

Acting Chair Warner provided an update on the agenda item.

Discussion was turned over to the Finance Committee, questions and comments ensued.

Public comment made by Kelly Wheaton and Deanna Griffin (representing the Friends and Family Foundation and herself as a resident).

d. Cost Allocation Plan

Acting Chair Warner – waiting on the consultant and/or staff to provide data to the consultant

Discussion was turned over to the Finance Committee, questions and comments ensued.

e. Budget Deficit

6.2. Draft Final Committee Report Timeline and Financial Review Update

Acting Chair Warner provided an update on the agenda item.

Discussion was turned over to the Finance Committee, questions and comments ensued.

Public comment made by Kelly Wheaton and Deanna Griffin (representing the Friends and Family Foundation and herself as a resident).

7. FUTURE AGENDA ITEMS:

1. Mid-year operating budget adjustment/requests
2. FY 2025 audited financials

8. ADJOURNMENT

Meeting adjourned by acting chair Warner at 4:37 p.m.

APPROVED:

ATTEST:

Christopher Warner, Acting Chair

Mandy Kellogg, Staff Liaison

MINUTES
City of St. Helena
Finance Committee Meeting
Monday, March 9, 2026 @ 3:00 PM
City Hall, 1088 College Avenue, St. Helena

Present: Vice Chair and Acting Chair Christopher Warner, Committee Members Mark Smithers, Garry Rose, George Schisler, Richard Garber, and Gregg Dawley

Council Liaison Council Member Aaron Barak

Staff Liaison Mandy Kellogg, Administrative Services Director

Absent:

1. CALL TO ORDER

Acting Chair Warner called the meeting to order at 3:00 p.m.

2. ROLL CALL

3. PUBLIC FORUM:

Public comment was opened and no comments were received.

4. REPORTS BY STAFF AND COMMITTEE:

Acting Chair Warner provided a report to committee regarding the status of filling vacancies and election of chair.

5. CONSENT CALENDAR:

6. SCHEDULED MATTERS:

6.1. Subcommittee Status Updates and Schedule for Final Reports to Full Committee

- Unfunded Accrued Liability (UAL)
- Capital Improvement Plan (CIP) Long-Term Needs
- Classification and Compensation Study
- Cost Allocation Plan
- Budget Deficit

Acting Chair Warner introduced the agenda item.

Discussion was turned over to the Finance Committee, questions and comments ensued.

Public comment made by Deanna Griffin.

6.2. Status of Common Issues for Consideration of Full Committee, including Review of Midyear Budget and Committee-Related Parts of Efficiency Study

Acting Chair Warner provided an update on the agenda item.

Discussion was turned over to the Finance Committee, questions and comments ensued.

6.3. Staff Presentation on Vehicle Procurement Proposal

City staff provided a presentation to the Committee.

Discussion was turned over to the Finance Committee, questions and comments ensued.

6.4. Schedule of Next Meetings and Consideration of Final Committee Report and Presentation to City Council

7. FUTURE AGENDA ITEMS:

8. ADJOURNMENT

Meeting adjourned by acting chair Warner at 5:17 p.m.

APPROVED:

ATTEST:

Christopher Warner, Acting Chair

Mandy Kellogg, Staff Liaison

MINUTES
City of St. Helena
Finance Committee Meeting
Monday, March 17, 2026 @ 1:00 PM
City Hall, 1088 College Avenue, St. Helena

Present: Vice Chair and Acting Chair Christopher Warner, Committee Members Mark Smithers, Garry Rose, George Schisler, Richard Garber, and Gregg Dawley

Council Liaison Council Member Aaron Barak

Staff Liaison Mandy Kellogg, Administrative Services Director

Absent:

1. CALL TO ORDER
Acting Chair Warner called the meeting to order at 1:00 p.m.
2. ROLL CALL
3. PUBLIC FORUM:
Public comment was opened and no comments were received.
4. REPORTS BY STAFF AND COMMITTEE:
5. CONSENT CALENDAR:
6. SCHEDULED MATTERS:
 - 6.1. Efficiency and Business Transformation Study – Potential Financial Impacts Presentation

Keith from Blackberg Group, LLC presented on the Efficiency and Business Transformation Study.

Discussion was turned over to the Finance Committee, questions and comments ensued.

No public comment was received.

6.2. Committee Report to the City Council Status Update

Acting Chair Warner provided an update on the agenda item.

Discussion was turned over to the Finance Committee, questions and comments ensued.

7. FUTURE AGENDA ITEMS:

Next Finance Committee meeting is scheduled for Monday March 30th at 1:00 p.m.

8. ADJOURNMENT

Meeting adjourned by acting chair Warner at 2:25 p.m.

APPROVED:

ATTEST:

Christopher Warner, Acting Chair

Mandy Kellogg, Staff Liaison

MINUTES
City of St. Helena
Finance Committee Meeting
Monday, March 30, 2026 @ 1:00 PM
City Hall, 1088 College Avenue, St. Helena

Present: Vice Chair and Acting Chair Christopher Warner, Committee Members Mark Smithers, Garry Rose, George Schisler, Richard Garber, and Gregg Dawley

Staff Liaison Mandy Kellogg, Administrative Services Director

Absent: Council Liaison Council Member Aaron Barak

1. CALL TO ORDER

Acting Chair Warner called the meeting to order at 1:00 p.m.

2. ROLL CALL

3. PUBLIC FORUM:

Public comment was opened and no comments were received.

4. REPORTS BY STAFF AND COMMITTEE:

Administrative Services Director Mandy Kellogg reported on outstanding items.

5. CONSENT CALENDAR:

6. SCHEDULED MATTERS:

6.1. Subcommittee Status Updates and Schedule for Final Reports to Full Committee

Acting Chair Warner introduced the agenda item.

1. Unfunded Accrued Liability (UAL)

Committee member Dawley provided an update on UAL agenda item.

2. Capital Improvement Plan (CIP) Long-Term Needs

Committee member Rose provided an update on CIP needs related to Buildings/Equipment.

3. Classification and Compensation Study

Committee member Smithers provided an update on the Class and Comp agenda item.

4. Cost Allocation Plan

Waiting on the updated Cost Allocation Plan report.

5. Budget Deficit

Data requests with Administrative Services Director Mandy Kellogg

Discussion was turned over to the Finance Committee, questions and comments ensued.

Public comment was received by Kelly Wheaton and Deanna Griffin.

7. FUTURE AGENDA ITEMS:

Next Finance Committee meeting is scheduled for Thursday April 9th at 3:00 p.m.

8. ADJOURNMENT

Meeting adjourned by acting chair Warner at 2:17 p.m.

APPROVED:

ATTEST:

Christopher Warner, Acting Chair

Mandy Kellogg, Staff Liaison

Fleet Vehicle Discussion

April 9, 2026



Fleet Overview

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- **Total Vehicles in Fleet (41)**
 - 26 Public Works
 - 10 Police
 - 4 Recreation
 - 1 Community Development (Chief Building Official)
 - **Average Age of Fleet (9.4 years)**
 - 1999 oldest
 - **Average Mileage (63,330)**
 - 193,002 highest

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Vehicle Replacement Approaches

Purchase

- One-time Capital Cost (no monthly payments)
- Vehicle is owned immediately by the City
- Requires available upfront funding or use of fund balance
- Maintenance and replacement responsibility increases as vehicle ages

Lease-To-Own

- Fixed monthly payments over a defined term (5 years)
- Total costs are built into the monthly payments, with no large final payment required at the end of term
- Vehicle is owned by the City at the end of the term

Equity Lease (Replacement Cycle)

- Lower monthly payments compared to lease-to-own
- Vehicle is replaced at the end of the term (5 years)
- Maintains a newer, more reliable fleet
- Does not result in long-term ownership

Option One: Purchase All Vehicles

RANK	YEAR	DEPARTMENT	EXISTING VEHICLE	STATUS	MILEAGE	REPLACEMENT VEHICLE	ESTIMATED COST (W/ EQUIPMENT)
1	2016	Police	Ford Explorer	Own	159,508	Ford Explorer Hybrid	\$90,000
2	2018	Police	Ford Explorer	Own	136,671	Ford Explorer Hybrid	\$90,000
3	2016	Police	Ford Explorer	Own	128,856	Ford Explorer Hybrid	\$90,000
4	2017	Police	Ford Explorer	Own	110,106	Chevy Blazer	\$61,000
5	2019	Public Works	Ford Explorer	Lease	103,622	2026 Rav 4 Hybrid	\$41,000
6	2008	Public Works	Toyota Highlander Hybrid	Own	193,002	2026 Rav 4 Hybrid	\$41,000
7	1999	Public Works	Ford F350	Own	113,211	2026 Ford F250 4x4	\$58,000
8	2003	Recreation	GMC Savannah Van	Own	85,961	2026 Rav 4 Hybrid	\$38,000
9	2012	Public Works	F250	Own	155,795	2026 Ford F250 4x4	\$56,000
10	2008	Public Works	Toyota Highlander Hybrid	Own	142,517	2026 Rav 4 Hybrid	\$41,000
11	2010	Recreation	GEM	Own	N/A	2026 Tacoma Hybrid	\$48,000
12	2016	Public Works	Ford F250	Own	86,947	2026 Tacoma Hybrid	\$51,000
13	2016	Public Works	Ford F250	Own	52,091	2026 Tacoma Hybrid	\$51,000
Estimated Cost							\$756,000

Option Two: Lease to Own

Rank	Year	Department	Existing Vehicle	Status	Mileage	Replacement Vehicle	Monthly Payment (*minus equipment)	Total Cost in 1 Yr	Total Cost in 5yrs
5	2019	Public Works	Ford Explorer	Lease	103,622	2026 Rav 4 Hybrid	\$833	\$9,991	\$49,957
6	2008	Public Works	Toyota Highlander Hybrid	Own	193,002	2026 Rav 4 Hybrid	\$833	\$9,991	\$49,957
7	1999	Public Works	Ford F350	Own	113,211	2026 Ford F250 4x4	\$1,250	\$15,000	\$75,000
8	2003	Recreation	GMC Savannah Van	Own	85,961	2026 Rav 4 Hybrid	\$833	\$9,991	\$49,957
9	2012	Public Works	F250	Own	155,795	2026 Ford F250 4x4	\$1,250	\$15,000	\$75,000
10	2008	Public Works	Toyota Highlander Hybrid	Own	142,517	2026 Rav 4 Hybrid	\$833	\$9,991	\$49,957
11	2010	Recreation	GEM	Own	N/A	2026 Tacoma Hybrid	\$1,048	\$12,573	\$62,866
12	2016	Public Works	Ford F250	Own	86,947	2026 Tacoma Hybrid	\$1,048	\$12,573	\$62,866
13	2016	Public Works	Ford F250	Own	52,091	2026 Tacoma Hybrid	\$1,048	\$12,573	\$62,866
Estimated Cost Lease to Own Vehicles (Not Including PD Vehicles)							\$8,976	\$107,683	\$538,426
Total PD Purchase:								\$331,000	\$331,000
Total Costs for All Vehicles:								\$438,683	\$869,425

Option Three: Equity Lease

Rank	Year	Department	Existing Vehicle	Status	Mileage	Replacement Vehicle	Monthly Payment (*minus equipment)	Total Cost in 1 Yr	Total Cost in 5yrs
5	2019	Public Works	Ford Explorer	Lease	103,622	2026 Rav 4 Hybrid	\$732	\$8,778	\$43,886
6	2008	Public Works	Toyota Highlander Hybrid	Own	193,002	2026 Rav 4 Hybrid	\$732	\$8,778	\$43,886
7	1999	Public Works	Ford F350	Own	113,211	2026 Ford F250 4x4	\$1,055	\$12,656	\$63,277
8	2003	Recreation	GMC Savannah Van	Own	85,961	2026 Rav 4 Hybrid	\$732	\$8,778	\$43,886
9	2012	Public Works	F250	Own	155,795	2026 Ford F250 4x4	\$1,055	\$12,656	\$63,277
10	2008	Public Works	Toyota Highlander Hybrid	Own	142,517	2026 Rav 4 Hybrid	\$732	\$8,778	\$43,886
11	2010	Recreation	GEM	Own	N/A	2026 Tacoma Hybrid	\$896	\$10,750	\$53,750
12	2016	Public Works	Ford F250	Own	86,947	2026 Tacoma Hybrid	\$896	\$10,750	\$53,750
13	2016	Public Works	Ford F250	Own	52,091	2026 Tacoma Hybrid	\$896	\$10,750	\$53,750
Estimated Cost Lease to Own Vehicles (Not Including PD Vehicles)							\$7,726	\$92,674	\$463,348
Total PD Purchase:								\$331,000	\$331,000
Total Costs for All Vehicles:								\$423,674	\$794,348

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Summary & Questions

- Option 1: Purchase All Vehicles
 - \$756,000
- Option 2: Lease to Own
 - 4 PD Vehicles Purchased - \$331,000
 - 9 Non-PD Vehicles Leased
 - \$8,976/mo
 - Year 1 Total Costs - \$438,683
 - Year 5 Total Costs - \$869,425
- Option 3: Equity Lease
 - 4 PD Vehicles Purchased - \$331,000
 - 9 Non-PD Vehicles Leased
 - \$7,726/mo
 - Year 1 Total Costs - \$423,674
 - Year 5 Total Costs - \$794,348