



**City of St. Helena
Special City Council Meeting
Monday, January 31, 2022 @ 5:30 PM**

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

This meeting will be conducted pursuant to the provisions of Government Code Section 54953 (as amended by AB 361) which authorizes teleconferenced meetings under the Brown Act during certain proclaimed States of Emergency. The Governor of California proclaimed a State of Emergency related to COVID-19 on March 4, 2020. This teleconferenced meeting is necessary so that the City can conduct essential business and is permitted under Government Code 54953 in order to protect public health and safety of attendees.

Consistent with Government Code Section 54953, this City Council Meeting will be held via teleconference only, and will not be physically open to the public. City Council members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom Webinar.

The City Council 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 City Council meetings will be accepted via email to publiccomment@cityofsthelena.org. All public comments must be emailed by 4:00 PM prior to the meeting. Emailed public comments will not be read out loud but will be publicly available and attached to the on-line City Council agenda.

NEW FEATURE FOR ALTERNATIVE PUBLIC COMMENT VIA TELEPHONE BY RESERVATION
If you would like to provide comments via telephone (not using Zoom) during the Council meeting, you can request a reservation from the City Clerk prior to 12:00 p.m. on the meeting day. The reservation request may be submitted to the City Clerk by emailing publiccomment@cityofsthelena.org, or by calling (707) 968-2752. When submitting the request, please identify your name, your telephone number (including the area code first), and the agenda item number you would like to comment on. During the Council meeting, a representative from the City Clerk's Office will call you when public comment is called for the requested item. You will then be able to provide your comments to the Council via telephone.

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

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82545999840>

Or One tap mobile :

US: +16699006833,,82545999840# or +12532158782,,82545999840#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312
626 6799 or +1 929 205 6099
Meeting ID: 825 4599 9840
International numbers available: <https://us02web.zoom.us/j/82545999840>

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1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members: Anna Chouteau, Eric Hall and Lester Hardy.
4. ADOPTION OF THE AGENDA
5. PUBLIC COMMENT:
Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 4 minutes.
6. OLD BUSINESS:
 - 6.1. Discussion and Direction Regarding Funding Options to Address City Infrastructure Deficiencies Including Consideration of Potential General Obligation Bond on the June 2022 Ballot
[Presentation](#)
7. ADJOURNMENT
The next Regular City Council meeting is scheduled for February 8, 2022, at 6:00 p.m.

7 - 22

I do hereby certify that a copy of the foregoing agenda was posted on the City website on January 27, 2022.



Cindy Tzaferopoulos, City Clerk

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.

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this Agenda, after the posting of the Agenda, will be available for public review in the City Clerk's Office located at 1572 Railroad Avenue, St. Helena, California, during normal business hours and by appointment. In addition, such writings or documents will be made available on the City's web site at <https://sthelena.civicweb.net> and will be available for public review at the respective meeting.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL CITY COUNCIL 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 AB361. 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 City Council will host a Virtual Council 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 City Council 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 Council 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 Council Agenda
4. Listen only by calling the Zoom number listed on the Council Agenda

Watch Council Meeting by Joining the Zoom Meeting:

1. By Computer, Tablet, or Smart Phone:

1. Before joining the virtual City Council 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.
2. If you are logged into your account, Enter the **Meeting ID** listed on the City Council Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

1. Listen Only by Telephone:

1. **Dial** the number listed on the Council Agenda.
2. At the prompt, enter the **Meeting ID** provided on the top of the City Council Meeting Agenda and **Press #. A participant ID is not required.**
3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual City Council 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 Mayor will

verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. Send a Public Comment in by 4:00 PM Prior to the Meeting 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 COUNCIL and the AGENDA ITEM". Any public comment is required to be submitted no later than 2 hours before the scheduled meeting and will be included as an attachment to the agenda. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

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.

4. Alternative Public Comment Via Telephone by Reservation

If you would like to provide comments via telephone (not using Zoom) during the Council meeting, you can request a reservation from the City Clerk prior to 12:00 p.m. on the meeting day. The reservation request may be submitted to the City

Clerk by emailing publiccomment@cityofsthelena.org, or by calling (707) 968-2752. When submitting the request, please identify your name, your telephone number (including the area code first), and the agenda item number you would like to comment on. During the Council meeting, a representative from the City Clerk's Office will call you when public comment is called for the requested item. You will then be able to provide your comments to the Council via telephone.



St. Helena Council Workshop

Funding Options for Infrastructure Projects and Consideration of Potential General Obligation Bond on June 2022 Ballot

January 31, 2022



Workshop Objectives

- Consider options for possible placement of a General Obligation Bond on the June 8, 2022 ballot.
- Consider ballot language for a General Obligation Bond on the June 8, 2022 ballot.



Format

- Background
- Conceptual Bond/Bond Scenarios
- Isolated Water/Sewer Analysis Review
- Council Policy
- Ballot Language
- Discussion/Direction



Background

- 2018:** SHAPE Committee Report
- 2020:** Financing Civic Infrastructure Task Force Report
- 2021:** Underground Utilities Master Plan
- 2021:** Council Goal to Identify Financing & Revenue Options to Address City Infrastructure Deficiencies
- 2021:** Opinion Research on Revenue Options
- 2021:** 1/24/22 Special Workshop with Council Recommendations



Other Water Projects

ALREADY RATE FUNDED (with revised cost projections)			
W	Bell Canyon Intake Tower Replacement	Replace existing intake tower with new tower to comply with DSOD permit	\$4,130
W	Rutherford Pump Station Interim Upgrades	Upgrade electrical equipment and install a permanent structure, add SCADA, and address hydraulic constrictions	\$690
W	Dwyer Road Booster Pump Station	Cost-share project with City of Napa to construct a booster pump station for water delivered from Jamieson WTP	\$1,360
SUBTOTAL			\$6,180
WATER RATES (2022 RATE ADJUSTMENTS)			
W	Rutherford Pipeline Replacement	Replace 19,700 feet of 12-inch pipeline with new pipeline	\$6,830
W	Smart Water Meters	Roll out a remote-access water meter program	\$1,970
W	Unfunded CIP Projects	Projects include: W21-01 Kearney & Andrea Water Main Replacement	\$1,100
W	Spring Mountain Pressure Zone Improvements (Holmes Tank Upgrade)	Upgrade and integrate Holmes and Elmhurst water delivery systems.	\$1,000
W	Rehabilitate Tank 2 at Lower Reservoir	Recoat interior and exterior, minor repairs throughout	\$940
SUBTOTAL			\$11,840
WATER RATES (2027 RATE ADJUSTMENTS)			
W*	Rutherford Pump Station Replacement	RPS relocation / replacement and Zone X improvements; hydraulic controls	\$3,700
W*	New Water Treatment Plant	Replace existing 40+ year old WTP with packaged water treatment systems	\$8,000
W*	Water Treatment Plant Transmission Main Replacement	Replace 2,100 feet of 14-inch diameter, 2,200 feet of 18-inch diameter, and 12,000 feet of 24-inch diameter pipeline	\$5,070
SUBTOTAL - WATER			\$16,770



Conceptual Bond

GENERAL OBLIGATION BOND			
SD	Stormwater System Improvements	Replace undersized portions of the stormwater collection system	\$9,580
SD	Stormwater System Rehabilitation and Replacement	Replacement of approximately 15,200 ft of the stormwater collection system	\$950
W	Bell Canyon Spillway Repairs	Repair spillway	\$130
W	Water Main Replacement Program	Complete 20,700 feet of water main rehabilitation and replacement projects	\$1,440
W	Unfunded CIP Projects	Projects include: W-85 Bell House Valve Replacement; W18-120 Bell Canyon Phreatic Surface Monitoring; W-108 Lower Reservoir Rehab;	\$620
W	Water Distribution Fire Flow Improvements	Replace smaller diameter (typ. 6-inch or less) pipelines with larger diameter pipes; In total, 4,900 linear feet (0.9 miles) of fire flow improvements are recommended	\$1,500
S	Sewer Replacement Program	High-priority replacement of 9,500-feet of gravity sewage collection system	\$2,070
S	Crinella Lift Station Improvements	Update the structure and pumping systems as well as including an air filter system to control odors	\$1,140
RW	WWTP Recycled Pipeline and Pump Station	Provide pump station to distribute recycled water through a network of about 9,000 feet of pipeline	\$1,719
SUBTOTAL			\$19,149



GO Bond Scenarios

Assumptions:

- 30-Year Term
- Layered Debt - 3 Debt Issuances
- 4% Annual Assessed Valuation (AV) Growth
- Declining Tax Rate
- Market + .50



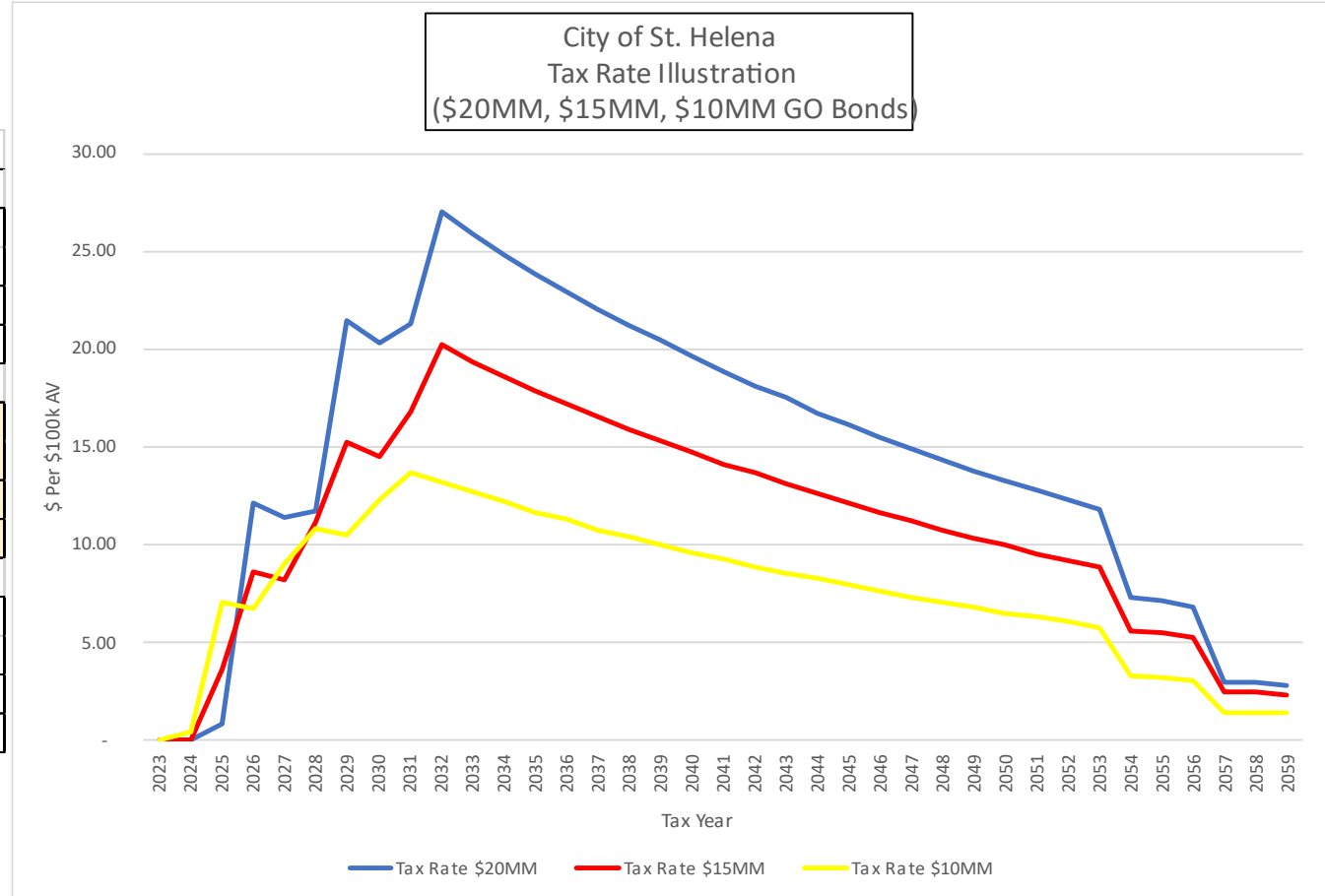
GO Bond Scenarios

	Tax Rate per \$100k of Assessed Value (AV)		
GO Bond Amount	First Year Tax Rate	Average Tax Rate	Maximum Tax Rate
\$10 Million	\$0.38	\$ 7.84	\$13.71
\$15 Million	\$3.62	\$11.55	\$20.24
\$20 Million	\$0.44	\$15.22	\$26.99



GO Bond Scenarios

Tax Rate \$20MM		Tax Rate \$15MM	Tax Rate \$10MM
First Year	First Year	First Year	First Year
	Tax Rate	Tax Rate	Tax Rate
	0.84	3.62	0.38
Year	2025	2025	2024
Average		Average	Average
Year	Average	Average	Average
	Tax Rate	Tax Rate	Tax Rate
	15.22	11.55	7.84
Maximum	Maximum	Maximum	Maximum
	Tax Rate	Tax Rate	Tax Rate
	26.99	20.24	13.71
Year	2032	2032	2031





Isolated Water/Sewer Analysis

Required Water/Sewer Rates		Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Increase
\$3.69 million	Per Year Increase	3%	3%	3%	3%	3%	
Water	Current						
Peak (17 HCF)	\$ 1,158	\$ 1,193	\$ 1,229	\$ 1,265	\$ 1,303	\$ 1,342	
Off-Peak (7 HCF)	\$ 690	\$ 725	\$ 761	\$ 799	\$ 839	\$ 881	
Total	\$ 1,848	\$ 1,917	\$ 1,989	\$ 2,064	\$ 2,142	\$ 2,223	
Difference		\$ 69	\$ 72	\$ 75	\$ 78	\$ 81	\$ 375
\$3.21 million	Per Year Increase	6%	6%	6%	6%	6%	
Sewer	Current						
	\$ 1,236	\$ 1,310	\$ 1,389	\$ 1,472	\$ 1,560	\$ 1,654	
Difference		\$ 74	\$ 79	\$ 83	\$ 88	\$ 94	\$ 418
5-Year Costs - SFR Water/Sewer Combined							\$ 793
GO Bond - \$6.9M	Per \$100k Assessed Valuation						5 Year Increase
	Year 1 \$0.98, Average \$5.84, Maximum \$12						
\$ 1,000,000		\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 292



City Council Policy

Financial Policy – P-FI-0016 – Established 11.27.18

Purpose, Overview and Scope of this Policy:

Establishes policies of overall financial management, budget development, and fiscal administration for the City of St. Helena. Includes statements and principles designed to guide the City in maintaining its financial stability and delivering high-quality services to the public.

Formally adopted financial policies assist elected officials and City staff in the development of fiscal management practices, save time, and provide structure for financial decisions, promote public confidence, enhance transparency, and provide continuity over time. These policies will be updated periodically, but are designed with a long-term perspective and provide the basic framework and road map for addressing a wide variety of financial and economic conditions that the City will encounter. A fiscal policy supports long-term planning and enhances the City's effectiveness in implementing long-term strategies to deliver efficient public services.



City Council Policy

Financial Policy – P-FI-0016

Section III. Policy C. Capital Improvement Program

3. Capital improvements that specifically benefit a select group of users and/or are fee-for-service based are to be financed through user fees, service charges, special assessments and taxes, or development fees.

4. Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Wastewater) are to be financed through the service fees generated within that operation and fund. Such fees should be supported by periodic updates to the related utility master plan.



City Council Policy

Financial Policy – P-FI-0016

Section III. Policy G. Debt Management

4. The purposes for which long term debt may be appropriate include the following: (i) the project to be financed is necessary to provide basic services, (ii) the project to be financed will provide benefit to constituents over multiple years, (iii) total debt does not constitute an unreasonable burden to the City or its taxpayers and ratepayers, (iv) the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.



City Council Policy

Financial Policy – P-FI-0016

Consideration: Update policy to include the **following language**:

Section III. Policy C. Capital Improvement Program

3. Capital improvements that specifically benefit a select group of user and/or are fee-for-service based are to be financed through user fees, service charges, special assessments and taxes, or development fees.

4. Capital improvements that specifically benefit a fee-for-service enterprise operation (such as Water/Wastewater) are to be financed through the service fees generated within that operation and fund, **unless authorized by voters**. Such fees should be supported by periodic updates to the related utility master plan.



Sample Ballot Question

St. Helena Water Service Protection. To protect local water quality/supply, improve drought resilience by: repairing/replacing St. Helena's 1940s-era drinking water/stormwater system, including pipes, aging/deteriorating drinking water and sewage infrastructure; keeping sewage, pollution, trash, chemicals from local rivers, creeks and streams; protecting safe, sustainable, local water sources; shall City of St. Helena's measure authorizing \$20 million in bonds, levying approximately \$15 per \$100,000 of assessed value, raising about \$1.2 million annually while bonds are outstanding, requiring audits, be adopted?



Discussion & Direction