



**City of St. Helena
Finance Committee
Regular Meeting
City Hall Conference Room
1088 College Avenue, St. Helena, CA 94574
Thursday, January 30, 2025 @ 3:00 PM**

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@cityofsthenana.gov

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1. CALL TO ORDER
2. ROLL CALL
City Council Representative
Committee Members
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND 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. NEW BUSINESS:
 - 5.1. Selection of Chair/Vice Chair
Prepared By: April Mitts, Assistant City Manager
 - 5.2. Brown Act Training and Presentation of Committees, Commissions and Boards Protocols and Rules of Conduct 3 - 17
Prepared By: April Mitts, Assistant City Manager
[Boards and Commissions City Council Rules of Procedures Presentation 2025](#)
 - 5.3. Review and Discussion of Finance Committee Tasks 19
Prepared By: Mandy Kellogg, Administrative Services Director
[Finance Committee Potential Assistance and Documents](#)
6. ADJOURNMENT
The next regular Finance Committee meeting is scheduled for February 13, 2025 at 3:00 pm, City Hall, 1088 College Avenue, St. Helena.

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

January 27, 2025.

Mandy Kellogg, Administrative Services Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

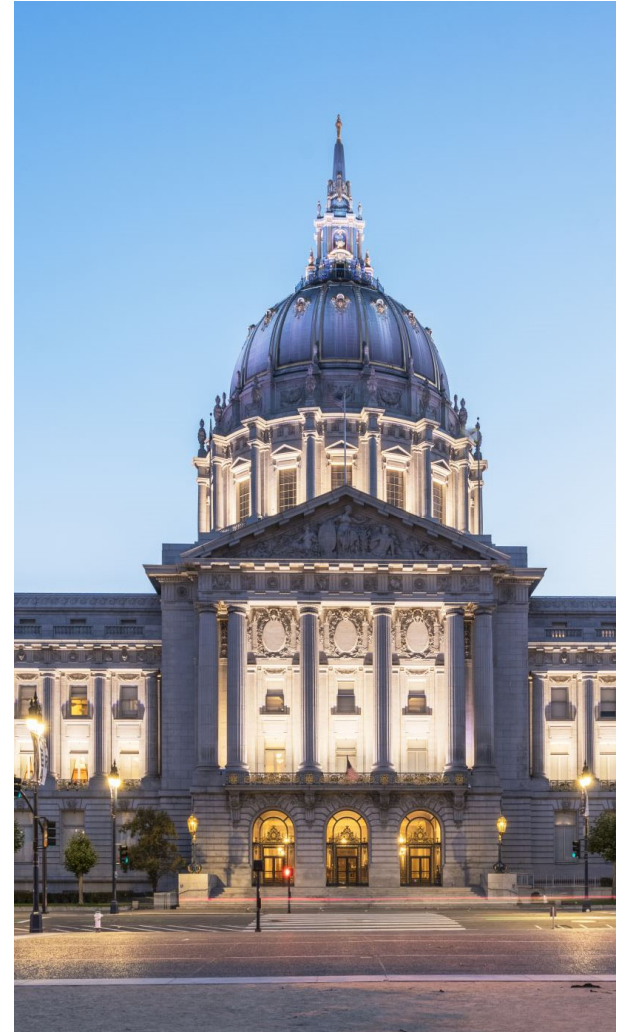
City Council, Boards,
Committees &
Commissions

*Rules of Procedure for the
Conduct of Meetings
&
Standards of Conduct*

January 2025

By:

April Mitts, Assistant City Manager



Agenda



Objectives



Roles and
Responsibilities



Brown Act
Review



Rules of
Procedure
for the
Conduct of
Meetings



Standards
of Conduct

Objectives



Groundwork for effective
working relationships



Become acquainted with
legal responsibilities



Roles and Responsibilities Advisory Boards

Local government advisory boards, commissions, and committees play a crucial role in the functioning of local government by providing input, expertise, and recommendations on various issues and policies.

- Function under the direction of the City Council on behalf of the City and its residents.
- Appointed by and can be removed by the City Council.
- Council establishes committees by ordinance or resolution defining the role, purpose, and membership.
- Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefits.
- Chairperson, or committee designee, report at least once per quarter to report on the committee's activities and projects and provide updates to the Council and community.



Roles and Responsibilities

City Manager



Appointed by the City Council



Responsible for Fulfilling the Council's Vision



Sole Authority over Officers and Employees



Manage the City Organization in the Delivery of Public Services



Support the Elected Officials in their Role



Policy Analysis and Implementation



Designates staff liaison to each committee



Roles and Responsibilities

Staff Liaison

Designated by the City Manager

Assist the committee in understanding City functions and requirements such as:

- State Regulations
- Municipal code
- Brown Act

Ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area.

Collect and file committee records and minutes.



Brown Act Basic Rule



All meetings of the legislative body shall be open and public



All persons shall be permitted to attend any meeting of the legislative body, except as otherwise provided in the Brown Act

Meetings

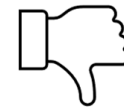
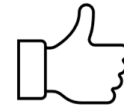


Definition:

Any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate or take action upon any item which is within its subject matter jurisdiction.

Types of Meetings:

- Formal
 - Regular Meetings
 - Special Meetings
- Informal
 - Daisy Chain
 - Hub and Spoke
 - Email/Social Media/Technology





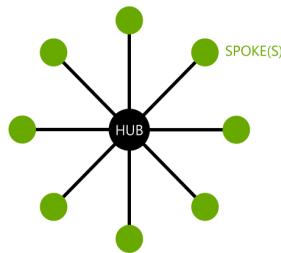
Brown Act

More on Informal Meetings

Daisy Chain: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.



Hub and spoke: An intermediary - such as a staff member or even a developer or applicant - contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body.



Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction violates the Brown Act.





Brown Act

Recommendations for E-mail



Avoid sending e-mails to the whole legislative body.

If necessary, provide information only.
Do not solicit a response.



Be careful replying to e-mails.

Do not communicate your position or make a commitment on a pending matter.
Do not direct a reply to a majority of the legislative body.



Think carefully before sending any e-mail.

Remember, your e-mail can be forwarded by others to a majority of the legislative body.



Rules of Conduct

Rules of Procedure for the Conduct of Meetings

Establishes Procedures Related to Meetings (highlights)

- Time and Place of Regular Meetings
- Setting and Posting of Agenda
- Placing Items on the Agenda
 - Member Request for Items
- Order of the Agenda
- Public Testimony and Comments
- Discussion at Meetings





Rules of Conduct

Standards of Conduct

Ethics

- Act in Public Interest
- Comply with both the Spirit and Letter of the Law and City Policy
- Conduct of Members
- Respect for the Process
- Conduct at Public Meetings
- Decisions Based on Merit
- Communication
- Conflict of Interest
- Gifts and Favors
- Confidential Information
- Use of Public Resources
- Positive Work-Place Environment
- AB 1234 Required Ethics Training





Rules of Conduct

Standards of Conduct

Code of Ethics and Conduct

- Conduct with Each Other in Public Meetings
- Conduct with the Public in Public Meetings
- Conduct with City Staff
- Conduct with Boards, Committees, and Commissions
- Conduct with Each Other and the Public in Private Encounters

Enforcement of Sanctions

- Acknowledgement of Code of Ethics and Conduct
- Ethics Training for Local Officials
- Behavior and Conduct
- Council Authority

St. Helena City Council

The City of St. Helena Council is comprised of five Members. Council Members serve four (4) year, alternating Even years. Council Members serve four (4) year, alternating to review and establish public policies responsive to the needs of the community.

The City of St. Helena is a General Law City and operates under the California Constitution and laws enacted by the State Legislature. The City Council consists of the Mayor and four Councilmembers. The Mayor has the additional responsibility of presiding over City Council meetings and ceremonies and events.

Meet your City Council: Check out the Biographies of the City Council Members.

The City Council meets the second and fourth Tuesdays of each month at the St. Helena High School Campus, at 465 Main Street. The public is invited to attend. The building is a historic Vintage Hall with access off of Main Street. The Board Room is located on the second floor. Meetings are streamed on Channel 28 and are replayed the Friday after the meeting.

View all meetings and agendas: [Click here](#)

- **City Council Goals (Established May 2023):** [Click here](#)
- **City Council Rules, Procedures and Standards of Conduct:** [Click here](#)
- **City of St. Helena Vision and Mission Statement:** [Click here](#)
- **City Council Adopted Policies:** [Click here](#)
- **Open and Public: A guide to the Brown Act:** [Click here](#)
- **City Council Intergovernmental and Internal Assignments:** [Click here](#)

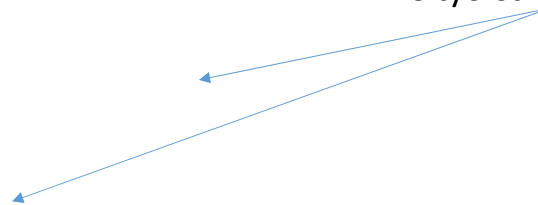
Additional Information

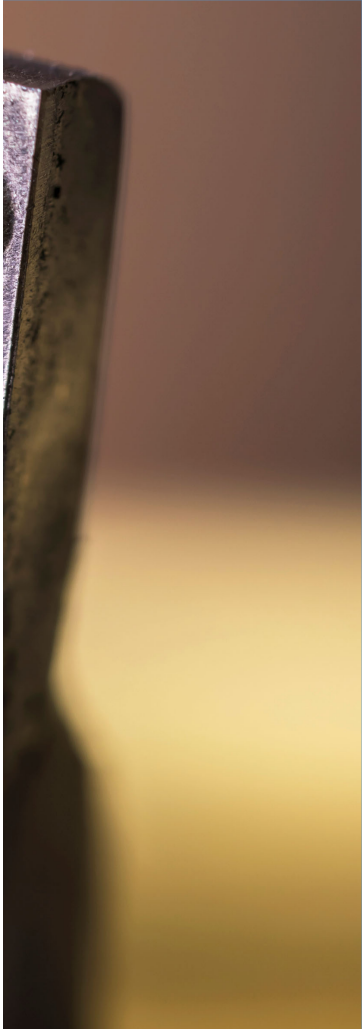
Questions

- Erika Opp, Administrative Analyst
 - 707-968-2743
 - eopp@cityofsthelena.org

Documents

- Cityofsthelena.org/bc-citycouncil





Questions?

Finance Committee

January 30, 2025

Areas of Potential Assistance:

Description	When Needed
Preliminary revenue assumptions	March 2025
Methodology for allocation of personnel costs in Budget	March 2025
Prioritize FY 2025/26 & 2026/27 Capital Equipment Needs	April 2025
20-Year liability/needs review	TBD
Develop funding plan for 115 Trust (pension)	TBD

Recommended Documents for Review

P-FI-0016 Financial Policy: [P-FI-0016-Financial-Policy-PDF](#)

FY 2024/25 and 2025/26 Biennial Budget: cityofsthelena.gov/ArchiveCenter/ViewFile/Item/71

FY 2024/25 and 2025/26 Mid-Cycle Budget Update Staff Report: [Staff Report](#)

FY 2024/25 Cost Allocation Plan: [Microsoft Word - Cover - FRONT.docx](#)

5-Year Capital Improvement Program: [Staff Report](#)

Annual Comprehensive Financial Report ending June 30, 2024: Coming Soon

2023-2024 AB 1600 Report: [AB1600 spreadsheet.xlsx](#)