



**City of St. Helena
Finance Committee
Regular Meeting
Main Conference Room
1088 College Avenue, St. Helena, CA
Thursday, February 27, 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@cityofstheleena.gov.

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1. CALL TO ORDER
2. ROLL CALL
Chair: Mark Smithers
Vice Chair: Garry Rose
Members: Arlene Corsetti, Christopher Warner, Richard Garber, Gregg Dawley, George Schisler
City Council Member Liaison: Aaron Barak
Staff Liaison: Mandy Kellogg, Administrative Services Director
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. CONSENT CALENDAR:
Members of the Finance Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 5.1. Finance Committee Meeting Minutes of February 13, 2025 3 - 5
[DRAFT Finance Committee - 13 Feb 2025 - Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Review and Discussion of FY2025-26 and FY2026-27 Budget Calendar and Timeline 7
[FY 25-27 Budget Preparation Schedule](#)
 - 6.2. Review and Discussion of FY2025-26 and FY2026-27 Revenue Budget

Assumptions

- 6.3. Discussion of Future Potential Revenue Opportunities
- 6.4. Reports from Subcommittees:
 - 1. City Contract Review
 - 2. Budgets and Forecasting
- 6.5. Discuss and Establish Subcommittee to Review City Organizational Structure
[Org Chart+FY25](#)
- 6.6. Discuss Future Agenda Items and Next Meeting
- 7. ADJOURNMENT
The next regular Finance Committee meeting is scheduled for TBD date, City Hall, 1088 College Avenue, St. Helena.

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This agenda was posted at City Hall, 1088 College Avenue , St. Helena on February 24, 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 CFR 35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

MINUTES
City of St. Helena
Finance Committee Meeting
Thursday, February 13, 2025 @ 3:00 PM
City Hall, 1088 College Avenue, St. Helena
465 Main Street, St. Helena

A complete video recording of this meeting, except for closed session, can be found at <https://sthelena.civicweb.net/Portal/> or by calling the City Clerk at (707) 967-2792. The City Council video is the official record of the Council meeting.

Present: Committee Member Mark Smithers, Garry Rose, Christopher Warner, Richard Garber, George Schisler (Remote), Gregg Dawley, Council Member Liaison Aaron Barak (Remote – Left at 3:51 pm), and Staff Liaison Mandy Kellogg, Administrative Services Director

Absent: Committee Member Arlene Corsetti

1 CALL TO ORDER

2 ROLL CALL

3 PUBLIC FORUM:

No public comment was received.

4 REPORTS BY STAFF AND COMMITTEE:

5 CONSENT CALENDAR:

5.1 Finance Committee Meeting Minutes of January 30, 2025.

Committee Member Warner moved to adopt the consent calendar.
The motion was seconded by Member Garber.
All voted in favor of adopting the consent calendar.

6 SCHEDULED MATTERS

6.1 Review non-meeting requests for information process flow.

Chair Smithers gave an update on the appropriate process flow for information requests made outside of the scheduled meetings.

6.2 Review and discussion of current reserves for General Fund, Water Enterprise and Wastewater Enterprise

Administrative Services Director Kellogg presented the FY 2023-24 and FY 2024-25 reserve levels for General Fund, Water Enterprise, and Wastewater Enterprise funds. The committee engaged in a discussion regarding optimal reserve levels.

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- 6.3 Presentation and discussion of two-year revenue assumptions for General Fund, Water Enterprise, and Wastewater Enterprise.

Administrative Services Director Kellogg reviewed materials that will be sent to the committee pertaining to current revenues and preliminary forecasts for the General Fund, Water Enterprise, and Wastewater Enterprise funds. Director Kellogg advised that the materials would be emailed to the committee after the meeting.

- 6.4 Presentation and discussion of City-wide Organization Chart for all approved positions.

Administrative Services Director Kellogg shared the City-wide Organization Chart with the committee. The committee engaged in a discussion pertaining to efficiencies and evaluating needs versus wants. Chair Smithers determined it would be appropriate to bring back to Council Member Liaison Barak as to whether this evaluation is under the purview of the committee.

- 6.5 Presentation and discussion of consulting contracts for Fiscal Years 2022, 2023, and 2024.

Administrative Services Director Kellogg presented the contract lists for Fiscal Year 2022, 2023, and 2024.

- 6.6 Subcommittee discussion and consideration of establishing one or two subcommittees at this time.

The committee engaged in a discussion regarding subcommittees and agreed to form two subcommittees as follows:

Budgets and Forecasting: Member Arlene Corsetti and Member Richard Garber

Contract Review: Vice Chair Gary Rose, Member Gregg Dawley, and Member Chris Warner.

- 6.7 Discussion of revenue opportunities, committee homework and future proposal to City Council.

Chair Smithers requested that the committee prepare potential revenue ideas to discuss at the next meeting.

- 6.8 Discussion of future agenda items, next meeting and dates and times of future meetings.

7 ADJOURNMENT

Chair Smithers adjourned the meeting at 5.01 p.m.

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APPROVED:

Mark Smithers, Chair

ATTEST:

Mandy Kellogg, Staff Liaison

OPERATION & MAINTENANCE BUDGET BUDGET CALENDAR FISCAL YEAR 2025-26 and 2026-27				
Date	Day	Duration	Item	Completed
January 6, 2025	Tuesday		Non-Profit grant application posted and available to applicants	✓
February 28, 2025	Friday	1 day	Non-Profit grant applications due	
February 28, 2025	Friday	1 Day	Department Heads submit budget amendment requests to Finance Division	
March 3 - March 7, 2025		5 working days	Finance Division compiles budget amendments for review	
March 3 - 14, 2025		10 working days	Finance Division reviews Non-Profit grant applications for eligibility	
March 10 - 21, 2025		10 working days	City Manager, Administrative Services Director, and Department Heads meet to review budgets and verify budget requests align with City Council Goals	
March 24, 2025	Friday	1 Day	Non-Profit grant applications presented to City Council working group (Mayor and Vice-Mayor) for review	
April 21 - May 2, 2025		10 working days	Finance Division prepares Budget Presentation for City Council	
April 22, 2025	Tuesday	City Council Meeting	Department Head presentations to City Council	
May 12, 2025	Monday	Community Meeting	Community Budget Presentation at the Cameo	
May 13, 2025	Tuesday	City Council Meeting	Non-Profit summaries presented to City Council for consideration and award Presentation of Draft FY 2025-26 and 2026-27 Budget to City Council	
June 3, 2025	Tuesday	Planning Commission Meeting	5-year CIP Project list presented to Planning Commission for consistency with the City's General Plan.	
June 10, 2025	Tuesday	City Council Meeting	Presentation and Adoption of Two-Year Budget Presentation and Proposed Adoption of 5-year CIP Project list	
July 1, 2025			Finance Division prepares final Operation & Maintenance Budget for distribution	

T:\Budgets\25-26 Budget\FY 25-27 Budget Preparation Schedule

City of St. Helena City-Wide Organizational Chart

