



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
Monday, October 19, 2020 @ 4:30 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 Parks and Recreation Commission 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 Parks and Recreation Commission meetings will be accepted via email to publiccomment@cityofstheleena.org.

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

Please click the link below to join the webinar:

Or iPhone one-tap :

US: +16699006833,,81513326074# or +12532158782,,81513326074#

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 +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 815 1332 6074

International numbers available: <https://us02web.zoom.us/j/kzhmVAdmH>

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.

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1. CALL TO ORDER

2. ROLL CALL

Commission Chair: Matt Demchuk

Vice Chair: Rebekah Weeman

Members: Michelle Deasy, Susan Kenward and Tye Taylor

City Council Member Liaison: David Knudsen

Staff Liaison: André Pichly, Parks & Recreation Director

3. PUBLIC FORUM:

An opportunity for the public to directly address the Commission on items of interest to the public that are not listed on the agenda. Any person addressing

the Commission should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by **the Brown Act, the Commission may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMISSION

Reports by staff and/or commission on items of general interest. Brief questions for clarification may be posed and answered, and Commission 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 Parks and Recreation Commission.**

5. CONSENT CALENDAR:

Members of the Parks and Recreation Commission 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. Parks and Recreation Commission Meeting Minutes of September 21, 2020.

5 - 7

Prepared By: Andre Pichly, Parks & Recreation Director

[September 2020 minutes - signed](#)

6. SCHEDULED MATTERS:

6.1. Final review, discussion, and feedback on St. Helena Parks & Recreation User Fees (Kellogg) action item / staff report attached

9 - 10

Prepared By: Mandy Kellogg, Finance Manager

[Full Cost Recovery - Parks & Recreation Staff report](#)

6.2. Establish an ad hoc subcommittee for Baldwin Park improvements (Demchuk) action item / no staff report

Prepared By: Andre Pichly, Parks & Recreation Director

7. ADJOURNMENT

The next regular meeting of Parks and Recreation Commission is scheduled for November 16, 2020, at 4:30 pm.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on October 15, 2020.



André Pichly, Parks & Recreation 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.

THE CITY OF ST. HELENA ENCOURAGES ONLINE PUBLIC PARTICIPATION IN VIRTUAL COMMISSION 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 Parks and Recreation Commission will host a Virtual Commission 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:

[/Portal/](#)

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Parks and Recreation Commission 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 Commission 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 Parks and Recreation Commission Agenda
4. Listen only by calling the Zoom number listed on the Commission Agenda

Watch Commission Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
 - a. Before joining the virtual Commission 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 Commission 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 Commission Agenda.
 - b. At the prompt, enter the **Meeting ID** provided on the top of the Commission Meeting Agenda and **Press #. A participant ID is not required.**
 - c. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Parks and Recreation Commission 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 Advance to publiccomment@cityofsthenela.org.**

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthenela.org. Please include in the subject line “COMMENT TO PARKS AND RECREATION COMMISSION 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.

**City of St. Helena
Parks and Recreation Commission
Special Meeting
September 21, 2020**

Meeting Minutes – Action Items Only

1. Call to Order 4:35 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair: Rebekah Weeman
- Members: Susan Kenward, Tye Taylor, and Michelle Deasy
- Staff: Parks & Recreation Director André Pichly, Operations Manager Clayton Church, Recreation Supervisors Stephanie Iacobacci and Amalia Kulczycki
- City Council Member Liaison David Knudsen

3. Public Forum – none

4. Reports by Staff and Commission – given by staff and commissioners

- Demchuk recommends that the City improve the interface in the Report a Problem email form located on the Parks & Facilities web page. Pichly indicated this would be addressed with Public Works.
- When Parks & Recreation staff talked about program offerings that are in development and some of the challenges when it comes to adequately staffing those events, commissioners offered to help with those activities and share ideas.

5. Consent Calendar

- August 31, 2020 minutes – approved. Motion by Weeman; Kenward 2nd.

6. Scheduled Matters

6.1 – Review and endorsement of new tennis court rules signage for Crane Park tennis courts (Church) - action item / attachments / no staff report Prepared By: Clayton Church, Public Works Operations Manager

- Church presented a second revision to the language for the new tennis court rules. Motion by Weeman to accept; 2nd by Demchuk. Approved.

6.2 - Park assignment for commissioners (Demchuk) not an action item / no staff report. Park assignments are as follows:

- Demchuk: Wappo Park, Crane Park West
- Weeman: Baldwin Park, Mary Fryer Park, Mennen Park
- Kenward: Lyman Park, Lewis Station Park
- Taylor: McCullaugh Park, Crane Park East
- Deasy: Jacob Meily Park, Stonebridge Park

6.3 - Baldwin park ideas discussion (Taylor) – not an action item / no staff report / information only

Requests for items to add to next meeting agenda:

- Review of Commissioner protocols to help Parks and Recreation Commissioners better understand the boundaries of their purview.
- Establish an ad hoc subcommittee for Baldwin Park improvements
- Update by ad hoc subcommittee on General Plan Update Chapter 12: Parks & Recreation prioritization

7. Adjournment

Meeting Adjourned: 5:42 pm.

APPROVED:


Matthew Demchuk (Nov 19, 2020 12:53 PST)

Matthew Demchuk, Chair

ATTEST:


André Pichly, Director of Parks & Recreation

September 2020 minutes

Final Audit Report

2020-11-19

Created:	2020-11-19
By:	Andre Pichly (apichly@cityofsthelena.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoHmxhsre17YZeLmKA8sVIUCUzc0186gT

"September 2020 minutes" History

-  Document created by Andre Pichly (apichly@cityofsthelena.org)
2020-11-19 - 2:29:56 AM GMT- IP address: 75.144.20.138
-  Document emailed to Matthew Demchuk (matthew@demchuk.com) for signature
2020-11-19 - 2:30:15 AM GMT
-  Email viewed by Matthew Demchuk (matthew@demchuk.com)
2020-11-19 - 8:51:07 PM GMT- IP address: 69.181.129.234
-  Document e-signed by Matthew Demchuk (matthew@demchuk.com)
Signature Date: 2020-11-19 - 8:53:07 PM GMT - Time Source: server- IP address: 69.181.129.234- Signature captured from device with phone number XXXXXXX7076
-  Agreement completed.
2020-11-19 - 8:53:07 PM GMT

Review, discuss and provide feedback on St Helena User Fee Report regarding Parks & Recreation fees and charges and Park Impact Fees

Background

The last full cost recovery study for the City was completed in November 2011 and an updated fee schedule was adopted by City Council on March 27, 2012 by Resolution 2012-21. The last development impact fee study was completed in April 2013 and an updated development impact fee schedule was adopted by the City Council on November 12, 2013 through Ordinance 2013-2.

During the 2015 Council Goal Setting Session, the Council included reviewing rates and fees as a strategic objective for the coming year.

In September 2015, staff issued a Request for Proposals for a Full Cost Services and Development Impact Fee Study to include a cost allocation plan, user fee study and a development impact fee study. On October 9, 2015, the City received four proposal, which were reviewed by City staff and an outside consultant. In November 2015, the City selected Willdan Financial Services to conduct a Full Cost Services and Development Impact Fee Study and entered into a professional services agreement on November 24, 2015 by Resolution 2015-146.

Discussion

The purpose of this report is to highlight the methodology behind the user fee study and impact fee study and to present for review the Parks & Recreation User Fees and Impact Fees.

User Fee Study

The principle goal of the user fee study was to help the City determine the full cost of the services that the City provides. The full cost of providing a service may not necessarily become the City's fee but serves as an objective basis as to the maximum amount that may be collected. The total cost of each service included in the analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct department costs, and indirect costs from central service support. Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

If the City's principal goal of the study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in the study. However, other City and departmental goals, City Council priorities, policy initiatives, past experiences, implementation issues,

and other internal and external factors may influence staff recommendations and City Council decisions. City staff has reviewed the full costs and identified the “recommended fee levels” for consideration.

The suggested Parks and Recreation fees would result in:

- An increase for 2 fees;
- 20 new fees will be added, and;
- 85 fees would remain as currently set as detailed in ***Appendix C of Attachment 1.***