



**City of St. Helena
Parks & Recreation Commission
Special Meeting
Monday, October 9 @ 5:30pm
Carnegie Building - Second Floor
1360 Oak Avenue**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda may do so, but please observe the time limit of four minutes.

Simultaneous Spanish interpretation services during meetings can be scheduled upon request. To ensure interpreters are available, requests must be made at least 72 hours in advance by calling the Office of the City Clerk at (707) 968-2640 or emailing cityclerk@cityofstheleena.org.

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at [/Portal/MeetingTypeList.aspx](http://Portal/MeetingTypeList.aspx)

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El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en [/Portal/MeetingTypeList.aspx](http://Portal/MeetingTypeList.aspx)

Page

1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Michelle Deasy
Vice Chair: Doug Boesch
Members: Jim Anderson, Courtney Andrain, Tye Taylor
City Council Member Liaison: Billy Summers
Staff Liaison: Dave Jahns, Parks and Recreation Director
3. 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.**
 - 3.1. City Staff
 - Parks Maintenance Update
 - Recreation Services Update
 - 3.2. Commissioners Update
 - 3.3. City Council Liaison Update
4. 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.

- 4.1. Parks and Recreation Commission Meeting Minutes of September 18, 2023 3 - 5

[Draft Minutes Sept. 19 Meeting](#)

5. SCHEDULED MATTERS:

- 5.1. Review and Discuss the St. Helena Development Impact Fee Report Regarding Park Impact Fees and Parks & Recreation User Fee Update. Prepared By: Mandy Kellogg, Administrative Services Director 6 - 13

[Park Impact and User Fee Study Staff Report](#)
[Attachment 1 Draft Park Impact Fee Tables 10.05.23](#)

- 5.2. Ad-hoc Subcommittee Updates 14

[PRC 2023-24 Goals and Committee Assignments](#)

- 5.3. Future Agenda Items:

- Waste Management Grant for Trash/Recycling Receptacle Replacement
- Parks and Recreation Department Budget Overview
- Other

6. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for November 20, 2023 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on October 6, 2023.

/s/ Dave Jahns

Dave Jahns, 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.

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
September 18, 2023**

Meeting Minutes

1. Call to Order 5:32 pm

2. Roll Call

The following were present:

- Chair: Michelle Deasy
- Vice Chair: Doug Boesch
- Members: Jim Anderson, Courtney Andrain
- Staff: Parks & Recreation Director, Dave Jahns; Public Works Assistant Operations Director, Carlos Uribe; Recreation Supervisor, Ashley Sylvester
- Absent: Tye Taylor

3. Public Forum – None

4. Reports by Staff and Commission

4.1 – City Staff Update

- Parks Maintenance Update
 - Report provided by PW Assistant Operations Manager, Carlos Uribe
 - Included regular maintenance duties, highlighting mowing, preparation for farmers' market, grass work at Crane Park ballfields, and gopher abatement.
 - Report provided on history and current maintenance plan for the Beringer Elm Tree Tunnel.
 - Report provided on discovery, impact, and response to Mediterranean Oak Borer beetle.
- Recreation Services Update
 - Director Jahns and Supervisor Sylvester provided a report on recreation programs and events since the last meeting.
 - Included update on adult sports, end of summer events, and upcoming fall programming.
 - Staff are preparing for a Community Movie night on September 22 and making final preparations for the Harvest Festival.

4.2 – Commissioners Update

- Commissioners provided detailed reports on their observations of parks conditions at Crane, Lyman, McCullough, Meily, Stonebridge, and the City Hall grounds.
- Commissioners requested future clarification on restrictions and opportunities for future development of Wappo Park
- Commissioner Andrain requested more information on Community Garden and how the community can participate in that program.

- Commission and staff discussed relaunching a more robust parks adoption or volunteer program this coming year to support ongoing parks upkeep.
- Commissioner Deay commended Public Works staff for their work on Lewis Station. Interested in the estimated cost to complete that project for future in-house improvements.

4.3 – City Council Liaison Update

- Council member Summers shared he has had conversations about supporting future fundraising opportunities to support future Parks and Recreation facilities and programs.

5. Consent Calendar

5.1– Special Meeting Minutes of August 21, 2023

- Motion to accept Boeschen; Andrain: Second
 - Approved: Unanimous

6. Scheduled Matters

6.1 – Status Update on Parks Capital Improvement Projects

- Staff provided an update on the status of the six parks-related CIP projects that are proposed to utilize Park Impact Fees as a funding source.
- Five of the six projects have been approved to move forward.
 - Baldwin Park Improvement project deemed not eligible to utilize Park Impact Fees due to its focus on maintenance and rehabilitation, but staff will propose a different funding source at an upcoming City Council meeting.
- Commission requested clarification on future of Park Impact Fee balance and projections. Staff shared the Administrative Services Director will be joining next month's meeting to provide a report and update on user fees.
- Chair Deasy asked for clarification on next steps for the Trails and Open Space plan and which advisory and approval bodies are necessary to review for approval.

6.2 – 2023 Harvest Festival Planning Update: Pet Pawrade Judge nominations

- Chair Deasy nominated David Samuel
- Commissioner Boeschen nominated Norma Ferriz
- Commissioner Anderson and Andrain provided a short-list of names and will follow-up once they confirm availability.

6.3 – Update on Ad-Hoc Subcommittees

- Tabled for a future meeting

6.4 – Review upcoming commission dates

- Staff requested that the Commission consider moving the October meeting to October 9th to provide opportunity for the Administrative Services team the opportunity to present and update to the Impact and User Fee study prior to it going forward to City Council
 - Commission shared that date works for a special meeting.
- Staff requested commission check their availability for the regularly scheduled meetings in November and December due to the vicinity to the holidays.

Requests for items to add to future agendas:

- N/A

7. Adjournment

Meeting Adjourned: 7:25 pm

APPROVED:

Michelle Deasy, Chair

ATTEST:

Dave Jahns, Parks & Recreation Director



Report to the Parks and Recreation
Commission
Special Meeting of October 9, 2023

Agenda Section: Scheduled Matters – Item 5.1

Subject: Review and discuss the St. Helena Development Impact Fee Report regarding Park Impact Fees and Park & Recreation User Fee Update

**CEQA
Determination:** Not a CEQA project

Prepared By: Mandy Kellogg, Administrative Services Director

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 proposals, which were reviewed by City staff and an outside consultant. In November 2015, the City selected Willdan Financial Services to conduct a Development Impact Fee Study and entered into a professional services agreement on November 24, 2018 by Resolution 2015-146.

DISCUSSION

The purpose of this report is to highlight the methodology behind the impact fee study and to present for review the Park Impact Fees and provide a User Fee update.

Development Impact Fee Study

The City imposes development impact fees on development projects to mitigate the impacts caused by new development on public services, infrastructure, and facilities. Development impact fees are subject to Government Code §§66000-66025 known as "the Mitigation Fee Act" and commonly referred to as "AB 1600 Requirements." Adoption of a development impact fee requires compliance with the Mitigation Fee Act and prior to any action establishing, increasing, or imposing a fee as a condition of approval of a development project, a local agency must:

1. Identify the purpose of the fee;
2. Identify the specific uses of the fee;
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed;
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed; and
5. Determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility attributable to the development on which the fee is imposed.

City staff have been working with Willdan Financial Services to review current impact fees and the Capital Improvement Projects (CIP) list. These documents are used as a base for preparation of the development impact fees. The Park Impact Fee draft tables are shown in **Attachment 1**.

Table 6.4 of **Attachment 1** calculates the City's existing parkland standard per 1,000 capita. This standard is used for the Mitigation Fee Act land acquisition and improvement components. Quimby Act fees in-lieu of land dedication are calculated using a 5.0 acre per 1,000 resident standard, which is the highest standard allowable under the Quimby Act.

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.



City of St. Helena Development Impact Fee Update – Draft Tables

Park Facilities

Table 6.1 displays the park facilities service population.

Table 6.1: Parks Service Population	
	Residents
Existing (2023)	5,212
New Development (2023-2040)	1,388
Total (2040)	6,600
Source: Table 2.1.	



Table 6.2 displays the City's existing inventory of parkland.

Table 6.2: Park Land Inventory

	Park Land
<u>Mini Parks</u>	
Baldwin Park	0.76
Lewis Station	0.13
Lyman Park	0.89
Mary Fryer Park	0.84
Mennen Park	0.17
St. Helena Skate Park	0.41
Stephen C. McCullagh Park	0.14
Stonebridge Park	0.75
Subtotal	4.09
<u>Neighborhood Parks</u>	
Jacob Meilly Park	5.42
Wappo Park	6.65
Subtotal	12.07
<u>Community Parks</u>	
Crane Park	11.27
<u>Open Space</u>	
Lower Reservoir	15.00
Total	42.43

Sources: City of St. Helena Draft General Plan
Update 2040, Table 12.1 and the City of St. Helena
Public Works Department.



Table 6.3 displays the cost to acquire and develop parkland in St. Helena.

Table 6.3: Park Facilities Unit Costs

	Cost Per Acre	Share of Total Costs
Land Acquisition ¹	\$ 414,000	49%
Improvements	<u>423,700</u>	51%
Total Cost per Acre	\$ 837,700	100%

¹ Based on the weighted cost per acre of land sales comparisons less than 20 acres in size since 2018.

Sources: Costar.com; Willdan Financial Services.

Table 6.4 calculates the City's existing parkland standard per 1,000 capita. This standard is used for the Mitigation Fee Act land acquisition and improvement components. Quimby Act fees in-lieu of land dedication are also calculated using a 5.0 acre per 1,000 resident standard, which is the highest standard allowable under the Quimby Act.

Table 6.4: Parkland Standards

<u>Parkland</u>	
Total Park Acreage	27.43
Service Population (2023)	<u>5,212</u>
Existing Standard (Acres per 1,000 Residents)	5.26
<u>Open Space</u>	
Total Acreage	15.00
Service Population (2023)	<u>5,212</u>
Existing Standard (Acres per 1,000 Residents)	2.88

Sources: Tables 6.1 and 6.2.

Table 6.5 calculates the amount and value of facilities needed to serve new development at the appropriate standards. The Quimby Act standard applies to development in subdivisions. The Mitigation



Fee Act standard applies to all infill development. Through 2040, new development will require between 6.94 and 7.3 acres of parkland totaling approximately between \$6 million and \$6.1 million, depending on how much development occurs in subdivisions.

Table 6.5: Park Facilities to Accommodate New Development

	Calculation	Parkland	Improvements	Total
<u><i>Parkland (Mitigation Fee Act), Improvements (Mitigation Fee Act)</i></u> ¹				
Facility Standard (acres/1,000 capita)	A	5.26	5.26	
Service Population Growth (2023 to 2040)	B	<u>1,388</u>	<u>1,388</u>	
Facility Needs (acres)	$C = A \times B/1000$	7.30	7.30	
Average Unit Cost (per acre)	D	<u>\$ 414,000</u>	<u>\$ 423,700</u>	
Subtotal	$E = C \times D$	\$3,022,000	\$ 3,093,000	\$ 6,115,000
<u><i>Parkland (Quimby Act), Improvements (Mitigation Fee Act)</i></u> ¹				
Facility Standard (acres/1,000 capita)	A	5.00	5.26	
Service Population Growth (2023 to 2040)	B	<u>1,388</u>	<u>1,388</u>	
Facility Needs (acres)	$C = A \times B/1000$	6.94	7.30	
Average Unit Cost (per acre)	D	<u>\$ 414,000</u>	<u>\$ 423,700</u>	
Subtotal	$E = C \times D$	\$2,873,000	\$ 3,093,000	\$ 5,966,000
<u><i>Open Space</i></u>				
Facility Standard (acres/1,000 capita)	A	2.88		
Service Population Growth (2023 to 2040)	B	<u>1,388</u>		
Facility Needs (acres)	$C = A \times B/1000$	4.00		
Average Unit Cost (per acre)	D	<u>\$ 414,000</u>		
Subtotal	$E = C \times D$	\$1,656,000		\$ 1,656,000
Total - All Infill Development				\$ 7,771,000
Total - All Subdivision Development				\$ 7,622,000

Note: Totals have been rounded to the thousands.

¹ Quimby Act fees in lieu of land dedication only apply to subdivisions. Infill development charged under the Mitigation Fee Act.

Sources: Tables 6.1, 6.3 and 6.4.



Table 6.6 calculates the cost per capita of new parkland facilities.

Table 6.6: Park Facilities Investment Per Capita

			<u>Land</u>	<u>Improvements</u>
	Calculation	Quimby Fee	OR Impact Fee	AND Impact Fee
Parks				
Parkland Investment (per acre)	A	\$ 414,000	\$ 414,000	\$ 423,700
Existing Standard (acres per 1,000 capita)	B	5.00	5.26	5.26
Total Cost Per 1,000 capita	$C = A \times B$	\$ 2,070,000	\$ 2,177,600	\$ 2,228,700
Cost Per Resident	$D = C / 1,000$	\$ 2,070	\$ 2,178	\$ 2,229
Open Space				
Parkland Investment (per acre)	A		\$ 414,000	
Existing Standard (acres per 1,000 capita)	B		2.88	
Total Cost Per 1,000 capita	$C = A \times B$		\$ 1,192,300	
Cost Per Resident	$D = C / 1,000$		\$ 1,192	

Sources: Tables 6.3 and 6.4.

Table 6.7 displays the park facilities fee schedule.

Table 6.7: Park Facilities Impact Fee Schedule

	A	B	C = A x B	D = C x 0.02	E = C + D	F = E / Average	G	H = (F-G)/G
Land Use	Cost Per Capita	Density	Base Fee ¹	Admin Charge ^{1, 2}	Total Fee ¹	Fee per Sq. Ft. ³	Current Fee ⁴	Percent Difference
Infill Development								
Parkland ⁵	\$ 2,178	1.85	\$ 4,029	\$ 81	\$ 4,110	\$ 1.47		
Improvements	2,229	1.85	4,124	82	4,206	1.50		
Open Space	1,192	1.85	2,205	44	2,249	0.80		
Total	\$ 5,599		\$ 10,358	\$ 207	\$ 10,565	\$ 3.77	\$ 10.46	(64.0%)
Subdivisions								
Parkland ⁵	\$ 2,070	1.85	\$ 3,830	\$ 77	\$ 3,907	\$ 1.39		
Improvements	2,229	1.85	4,124	82	4,206	1.50		
Open Space	1,192	1.85	2,205	44	2,249	0.80		
Total	\$ 5,491		\$ 10,159	\$ 203	\$ 10,362	\$ 3.69	\$ 10.46	(64.7%)

¹ Fee per dwelling unit (residential) or per 1,000 square feet (nonresidential).

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 2,802 square feet per dwelling unit based on City building permit data from 2011 to 2020.

⁴ Current fee shown is the single family fee per square foot.

⁵ This component is charged under the Quimby Act for development occurring in subdivisions at a 5.0 acre standard, or under the Mitigation Fee Act for infill development at a 5.26 acre standard.

Sources: Tables 2.2 and 6.6.



ST. HELENA PARKS AND RECREATION COMMISSION 2023-24 Goals and Ad-Hoc Subcommittee Assignments

1. Launch the Parks & Recreation Master Plan process, beginning with a community-wide needs assessment and review of existing programs (*Deasy and Anderson*)
2. Complete Crane Park court lighting project (*Taylor and Anderson*)
3. Equitable recreation - Increase participation, access, and inclusion for our Latino community (*Boeschen and Deasy*)
4. Gain a better understanding of facility needs and recommend aesthetic and functional improvements for Lyman Park (*Andrain and Anderson*)
5. Develop a plan to increase public access to community recreation facilities (*Boeschen and Taylor*)
6. Establish a platform to recognize community members through a Parks and Recreation Service Awards program (*Boeschen and Andrain*)

Ongoing Subcommittees

- *Trails and Open Space Plan (Deasy)*
- *Pickleball (Boeschen and Anderson)*
- *Public Art (Deasy and Andrain)*

Updated August 2023