City of St. Helena
Parks & Recreation Commission
Special Meeting
Monday, November 27 @ 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 <u>please observe the time limit of four minutes.</u>

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@cityofsthelena.org**.**
The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at /Portal/MeetingTypeList.aspx

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofsthelena.org **.**
El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en /Portal/MeetingTypeList.aspx

---

Page

1. CALL TO ORDER

2. ROLL CALL
   Commission Chair: Michelle Deasy
   Vice Chair: Doug Boeschen
   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, **<u>the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.</u>**

   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 Special Meeting Minutes of October 9, 2023 — 3 - 5

[Draft Minutes_October 9, 2023]

5. SCHEDULED MATTERS:

5.1. Receive a Parks and Recreation Department Budget Overview — 6 - 34
Prepared By: Mandy Kellogg, Administrative Services Director

[2023-24 Parks and Recreation Budget Summary]

5.2. Receive a Presentation and Provide Feedback on Draft Designs for Downtown Walking Maps, Trailhead Maps, and Markers — 35 - 43
Prepared By: Lesley Milton, Asst. to the City Manager

[Walking Maps and Trail Markers_Staff Report]
[Downtown Walking Map_Draft Design]
[Trail and Marker Signage_Draft Design]

5.3. Discuss and Provide Feeback on Use Grant Funds to Replace Public Waste and Recycling Receptacles in City Parks. — 44 - 49
Prepared By: Lesley Milton, Asst. to the City Manager

[Garbage and Trash Receptacle Replacement_Staff Report]

5.4. Ad-Hoc Subcommittee Updates — 50

[PRC 2023-24 Goals and Committee Assignments]

5.5. Review Calendars and Determine Status of December Commission Meeting

6. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for December 18, 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 November 22, 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
Special Meeting
October 9, 2023

Meeting Minutes

1. **Call to Order** 5:33 pm

2. **Roll Call**

The following were present:

- Chair: Michelle Deasy (Absent at time of roll call. Arrived shortly after)
- Members: Doug Boeschen, Jim Anderson, Courtney Andrain,
- Staff: Parks & Recreation Director Dave Jahns, Administrative Services Director Mandy Kellogg
- Absent: Tye Taylor, Councilmember Summers

3. **Reports by Staff and Commission**

3.1 – City Staff Update

- Parks Maintenance Update provided via written report.
  - Began sediment removal at Valley View Bridge
  - Tree canopy work at Wappo Park
  - Bench repair at Crane Park.
  - Electrical repair for bocce lights at Crane Park, and work on the gazebo at Lyman Park.
- Recreation Services Update
  - Staff provided update on programming and events of note that took place since last meeting:
    - Movie Night in Crane Park on September 22
    - Ongoing fall programs (afterschool programs, youth soccer, fall bocce).
    - Harvest Festival preparations
  - Staff met with a contractor for an updated proposal on Crane Park light upgrades
  - Released a Request for Qualifications for the Crane Park playground replacement.
  - Began process to transition to a new Recreation registration sortwre. On track for going live in February 2024.
  - Free pickleball clinics set to begin October 14.

3.2 – Commissioners Update

- Commissioner Boeschen requested how bets to get a response/timeline on park update reports
- Commissioner Deasy provided positive update on U-10 soccer experience. Requested what happened to the proposal several years prior for privately funding a soccer field at Wappo Park. Could that be utilized at Meily?

3.3 – City Council Liaison Update

- None

4. **Consent Calendar**

   4.1–Meeting Minutes of September 18, 2023
   - Motion to approve: Deasy; Andrain: 2nd
     - Approved: Unanimous

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
   - Presentation provided by Administrative Services Director, Mandy Kellogg and consultant from Willdan Financial Services, Carlos Villareal (*remote)*
   - Director Kellogg provided historical context of Impact Fee Report, previous actions by the Commission, and timeline to bring forward the report and proposed changes to City Council.
   - Carlos Villareal provided an overview of Park Impact Fees; what they are, how they are calculated/collected; and what these fees can be utilized for.
     - Provided current parks and facility standard metrics and types of facilities and acreage needed to support potential new development.
     - Proposed updated Impact Fee Schedule will see a decrease in current fee schedule. Mainly driven by updated land value equations. Current fees are highest among local benchmarked cities. Proposed update, will place St. Helena closer to median of benchmarked municipalities.
   - Commissioner Deasy requested clarification on proposed residential projections. Are 2nd homeowners considered new residents? If projections aren't met, does that impact the proposed fees?
     - General Plan provides residential projections. Includes anticipated ADU's and affordable housing projects.
     - Residents per dwelling unit is expected to increase.
     - Growth projection does not change level of the fees.
   - Commissioner inquired whether other municipalities have seen their fees challenged due to not meeting growth projections.
     - Fees are not driven by growth projections. If growth does not occur, then fees would not be charged to meet impact standards derived from new development.
   - Commissioner asked how a resident is defined.
     - Understanding is that is someone who lives in St. Helena for six months or longer throughout the year. Will need to verify.
   - Commissioner Anderson inquired whether a fee for a remodel is the same as new construction.
     - If additional square footage is added, no distinction is made between the two types. Would be based on infill versus subdivisions.
   - Director Kellogg provided a summary update of Park Impact Fee balance and projections.
     - Fee income fluctuates drastically from year-to-year.
     - Projections are kept conservative at $75,000 annually.
     - Annual average is $206,000 over the last five years.
   - Director Jahns and Kellogg provided update on process for proposed User Fee update. Still in progress, but plan will be to provide more flexibility for the

addition/modification of new programs and facility use. Will continue to subsidize user fees at a high level to keep programs approachable for all community members.

- Commissioner Boeschen asked about difference in Resident versus Non-Resident rates.
  - Residents are provided additional discounted rate. Additional tiers being proposed for commercial use versus community use.

5.2 – Subcommittee Updates

- Commissioner Deasy and Andrain shared they a good initial meeting to establish an arts committee to support future public art proposals.
- Commissioner Boeschen shared he met with staff to discuss framework and promotion for a spring community soccer event. Plan to have a meeting with the equitable recreation committee in the coming weeks/months.
- Commissioner Andrain provided update that staff and commissioners met to discuss general framework for a Parks and Recreation volunteer services awards.

5.3 – Future Agenda Items

- Waste Management grant for trash/recycling receptacle replacement
- Parks and Recreation Department Budget Overview
- Future review of Meily Park turf replacement project

7. Adjournment

- Meeting Adjourned: 7:09pm

APPROVED:	**ATTEST:**
___________________________	___________________________
Michelle Deasy, Chair	Dave Jahns, Parks & Recreation Director

City of St. Helena
Adopted Operating Budget
Fiscal Year 2023/24 & 2024/25

Mayor | Paul Dohring
Vice Mayor | Eric Hall
Council Member | Anna Chouteau
Council Member | Lester Hardy
Council Member | Billy Summers

www.cityofsthelena.org | 1088 College Avenue | St. Helena, CA 94574

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2023/2024

	ESTIMATED 6/30/2023 FUND BALANCE*	ADOPTED 2024 REVENUES	ADOPTED 2024 EXPENDITURES	PROJECTED 6/30/2024 ENDING BALANCE*
FUND 101, GENERAL FUND	12,141,590	18,274,906		
Non-Departmental			1,712,344	
City Council			493,157	
City Manager/Clerk			1,165,382	
Finance/Human Resources/IT			1,058,651	
City Attorney			496,000	
Planning/Building			2,061,826	
Library			1,003,363	
Recreation			1,113,599	
Fire			2,526,838	
Police			4,127,622	
Public Works			4,342,596	
TOTAL GENERAL FUND	**$ 12,141,590**	**$ 18,274,906**	**$ 20,101,378**	**$ 10,315,118**
OTHER FUNDS				
Fund 209, HOME Grant	616,101	250,050	25,000	841,151
Fund 212, Department of Homeland Security	327	400	-	727
Fund 213, Gang Violence Suppression Grant	280	5	-	285
Fund 216, Public Safety Impact Fees	645,889	29,500	-	675,389
Fund 218, Public Library Foundation	1,308	-	1,300	8
Fund 219, CLSA Library Restoration	1,891	5	1,350	546
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	314,101	151,550	145,900	319,751
Fund 225, State Gas Tax 2105	2,786	35,839	35,789	2,836
Fund 226, State Gas Tax 2106	39,310	21,343	21,293	39,360
Fund 227, State Gas Tax 2107	8,423	45,487	12,500	41,410
Fund 228, State Gas Tax 2107.5	10,694	2,050	2,000	10,744
Fund 229, State Gas Tax 2103	107,877	54,545	54,045	108,377
Fund 230, Road Maint & Rehab Account	2,015	135,274	134,824	2,465
Fund 235, Measure A	43,550	100	15,000	28,650
Fund 237, Emergency Flood Relief	177,539	1,800	-	179,339
Fund 238, Training Development	19,851	8,200	8,000	20,051
Fund 240, Measure T	3,450,242	1,660,000	2,914,300	2,195,942
Fund 241, Measure T Class 1 Trails	88,001	101,500	-	189,501
Fund 278, BSCC Grant	2,613	20	-	2,633
Fund 279, Asset Forfeiture	44,143	450	6,500	38,093
Fund 286, Bocce Ball	50,836	40,500	67,169	24,167
Fund 287, Harvest Festival	(1,246)	25,150	20,100	3,804
Fund 288, Fourth of July	8,619	40,000	53,500	(4,881)
Fund 289, Recreation Programs	-	-	-	-
Fund 290, Tourism Improvement District	9,791	764,799	764,349	10,241
Fund 291, SB-1186 State Fees	29,894	6,720	5,000	31,614

	ESTIMATED 6/30/2023 FUND BALANCE*		ADOPTED 2024 REVENUES		ADOPTED 2024 EXPENDITURES		PROJECTED 6/30/2024 ENDING BALANCE*
Fund 295, N.O.A.A.		2,729		25		-	2,754
Fund 329, Stabo Trust		37,641		300		-	37,941
Fund 375, Murray Ex Trust		15,340		2,050		7,441	9,949
Fund 380, Friends and Foundation		44,099		140,000		143,788	40,311
Fund 381, Ryan Library Trust		12,469		250		-	12,719
Fund 382, Martin Library Trust		22,239		450		900	21,789
Fund 384, Tweed Trust Enhancement Dist.		810,029		61,856		50,000	821,885
Fund 420, Fire Station GO Bonds		12,361		-		-	12,361
Fund 443, South St. Helena Drainage		30,378		325		-	30,703
Fund 561, Water Enterprise		3,453,679		8,807,303		8,807,303	3,453,679
Fund 571, Sewer Enterprise		2,180,289		4,744,521		5,106,090	1,818,720
Fund 582, Garage		(29,320)		353,550		387,788	(63,558)
Fund 592, Equipment Replacement		104,299		100,000		99,599	104,700
Fund 593, Fire Capital Equipment Replacement		113,558		-		40,000	73,558
TOTAL OTHER FUNDS	**$**	**12,484,846**	**$**	**17,585,917**	**$**	**18,930,828**	**$ 11,139,935**
CAPITAL FUNDS							
Fund 700, Flood Control Protection		143,925		1,200		30,000	115,125
Fund 713, Civic Improvement Impact Fees		787,055		31,000		-	818,055
Fund 733, Civic Capital Improvement		357,991		674,928		925,000	107,919
Fund 734, Park Impact Fees		530,226		83,000		125,000	488,226
Fund 740, Traffic Mitigation Impact Fees		2,824,617		65,000		-	2,889,617
Fund 741, Streets Capital Improvement		608,610		4,407,614		5,015,614	610
Fund 742, Storm Drain Impact Fees		736,395		22,000		-	758,395
Fund 745, Parking In-Lieu		598,014		5,000		80,000	523,014
Fund 751, Affordable Housing		1,695,852		65,295		25,000	1,736,147
Fund 752, Measure E		1,081,069		287,718		-	1,368,787
Fund 763, Water Capital Improvement		(1,149,124)		5,270,000		4,111,470	9,407
Fund 764, Water Impact Fees		407,004		19,000		5,000	421,004
Fund 773, Wastewater Capital Improvement		(3,537,942)		9,652,391		6,043,913	70,536
Fund 774, Wastewater Impact Fees		6,921		16,918		5,000	18,839
TOTAL CAPITAL FUNDS	**$**	**5,090,614**	**$**	**20,601,064**	**$**	**16,365,997**	**$ 9,325,681**
TOTAL ALL FUNDS	***$***	***29,717,050***	***$***	***56,461,887***	***$***	***55,398,203***	***$ 30,780,734***

***Estimated Balances are Unassigned Fund Balance.**

CITY OF ST. HELENA
FUND BUDGET SUMMARY
Fiscal Year 2024/2025

	ESTIMATED 6/30/2024 FUND BALANCE*	ADOPTED 2025 REVENUES	ADOPTED 2025 EXPENDITURES	PROJECTED 6/30/2025 ENDING BALANCE*
FUND 101, GENERAL FUND	10,315,118	19,087,896		
Non-Departmental			1,760,682	
City Council			500,984	
City Manager/Clerk			1,137,700	
Finance/Human Resources/IT			1,107,058	
City Attorney			515,840	
Planning/Building			1,262,103	
Library			1,037,699	
Recreation			1,157,135	
Fire			2,650,505	
Police			4,335,798	
Public Works			4,536,518	
TOTAL GENERAL FUND	**$ 10,315,118**	**$ 19,087,896**	**$ 20,002,021**	**$ 9,400,994**
OTHER FUNDS				
Fund 209, HOME Grant	841,151	52	26,000	815,203
Fund 212, Department of Homeland Security	327	420	-	747
Fund 213, Gang Violence Suppression Grant	285	5	-	290
Fund 216, Public Safety Impact Fees	675,389	30,680	-	706,069
Fund 218, Public Library Foundation	8	-	-	8
Fund 219, CLSA Library Restoration	546	5	-	552
Fund 222, Park Bond Act	222	-	-	222
Fund 224, Public Safety (COPS)	319,751	151,612	151,736	319,627
Fund 225, State Gas Tax 2105	2,836	37,273	36,147	3,962
Fund 226, State Gas Tax 2106	39,360	22,197	21,506	40,051
Fund 227, State Gas Tax 2107	41,410	47,306	13,000	75,716
Fund 228, State Gas Tax 2107.5	10,744	2,132	2,020	10,856
Fund 229, State Gas Tax 2103	108,377	56,727	54,585	110,519
Fund 230, Road Maint & Rehab Account	2,465	136,640	136,172	2,933
Fund 235, Measure A	28,650	104	15,600	13,154
Fund 237, Emergency Flood Relief	179,339	1,872	-	181,211
Fund 238, Training Development	20,051	8,208	8,320	19,939
Fund 240, Measure T	2,195,942	1,685,400	1,232,500	2,648,842
Fund 241, Measure T Class 1 Trails	189,501	101,560	-	291,061
Fund 278, BSCC Grant	2,633	21	-	2,654
Fund 279, Asset Forfeiture	38,093	468	6,760	31,801
Fund 283, Tree City USA	-	-	-	-
Fund 286, Bocce Ball	24,167	40,500	70,367	(5,701)
Fund 287, Harvest Festival	3,804	25,381	20,904	8,281
Fund 288, Fourth of July	(4,881)	40,000	55,640	(20,521)
Fund 289, Recreation Programs	-	-	-	-
Fund 290, Tourism Improvement District	10,241	795,391	794,923	10,709

	ESTIMATED 6/30/2024 FUND BALANCE*	ADOPTED 2025 REVENUES	ADOPTED 2025 EXPENDITURES	PROJECTED 6/30/2025 ENDING BALANCE*
Fund 291, SB-1186 State Fees	41,614	6,989	5,200	43,403
Fund 295, N.O.A.A.	2,754	26	-	2,780
Fund 329, Stabo Trust	37,941	312	-	38,253
Fund 375, Murray Ex Trust	9,949	2,132	7,739	4,342
Fund 380, Friends and Foundation	143,788	145,600	150,203	139,185
Fund 381, Ryan Library Trust	12,719	260	-	12,979
Fund 382, Martin Library Trust	21,789	468	936	21,321
Fund 384, Tweed Trust Enhancement Dist.	821,885	64,330	52,000	834,215
Fund 420, Fire Station GO Bonds	12,361	-	-	12,361
Fund 443, South St. Helena Drainage	30,703	338	-	31,041
Fund 561, Water Enterprise	3,453,679	9,966,726	9,966,726	3,453,679
Fund 571, Sewer Enterprise	1,818,720	5,223,124	5,223,124	1,818,720
Fund 582, Garage	(63,558)	367,692	404,897	(100,764)
Fund 592, Equipment Replacement	104,700	100,000	103,583	101,117
Fund 593, Fire Capital Equipment Replacement	73,558	-	41,600	31,958
TOTAL OTHER FUNDS	**$ 10,411,860**	**$ 19,061,899**	**$ 18,576,189**	**$ 10,897,570**
CAPITAL FUNDS				
Fund 700, Flood Control Protection	115,125	1,248	31,200	85,173
Fund 713, Civic Improvement Impact Fees	818,055	32,240	-	850,295
Fund 733, Civic Capital Improvement	107,919	-	105,500	2,419
Fund 734, Park Impact Fees	488,226	86,320	-	574,546
Fund 740, Traffic Mitigation Impact Fees	2,889,617	67,600	-	2,957,217
Fund 741, Streets Capital Improvement	610	1,877,392	3,186,500	(1,308,498)
Fund 742, Storm Drain Impact Fees	758,395	22,880	-	781,275
Fund 745, Parking In-Lieu	523,014	5,200	83,200	445,014
Fund 751, Affordable Housing	1,736,147	67,907	26,000	1,778,054
Fund 752, Measure E	1,368,787	302,084	-	1,670,871
Fund 763, Water Capital Improvement	9,407	9,524,923	9,524,923	9,406
Fund 764, Water Impact Fees	426,004	19,310	5,200	440,114
Fund 773, Wastewater Capital Improvement	70,536	512,000	511,678	70,858
Fund 774, Wastewater Impact Fees	18,839	10,835	5,200	24,474
TOTAL CAPITAL FUNDS	**$ 9,330,681**	**$ 12,529,939**	**$ 13,479,401**	**$ 8,381,219**
TOTAL ALL FUNDS	***$ 30,057,659***	***$ 50,679,734***	***$ 52,057,611***	***$ 28,679,783***

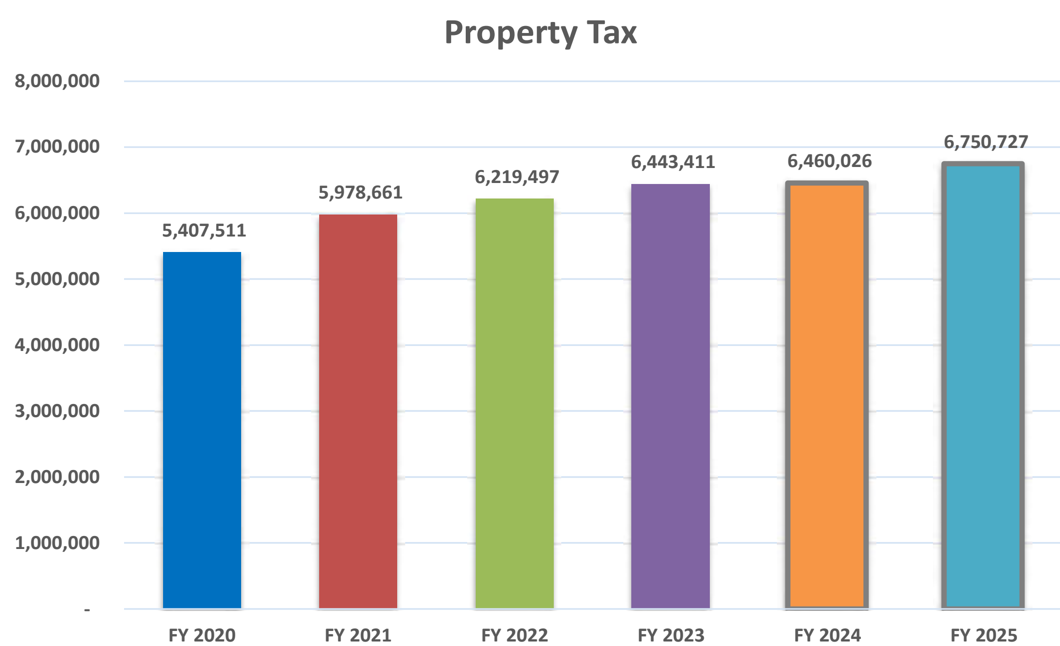
Estimated Balances are Unassigned Fund Balance.

CITY OF ST. HELENA
DESCRIPTIONS OF REVENUE SOURCES

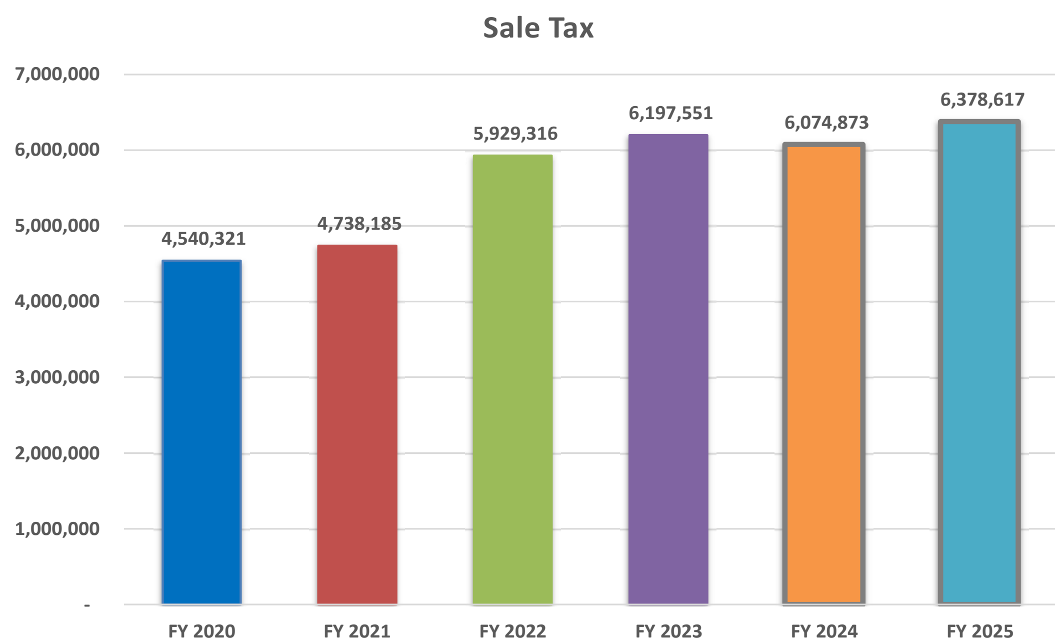
FISCAL YEAR 2023-24 AND 2024-25

GENERAL FUND

Property Taxes - Real property within the City is taxed at 1% of assessed value as determined by the County Assessor. The City's share of this tax is approximately 16%. For fiscal year 2023-24 a growth factor of 3.5% has been applied. The growth factor has been applied to the FY 2022-23 adjusted budget, which was budgeted based on historical average. An additional growth factor of 4.5% has been applied to the FY 2024-25 estimated revenue. Napa County is using the Teeter Plan for collections that provides the City with 100% of the taxes assessed with the County in turn keeping all delinquent penalties and interest collected. This category includes revenues for Property Tax Secured, Property Tax Unsecured, Prior Year Property Tax, Homeowner Property Tax, Real Property Transfer Tax, and In Lieu VLF.

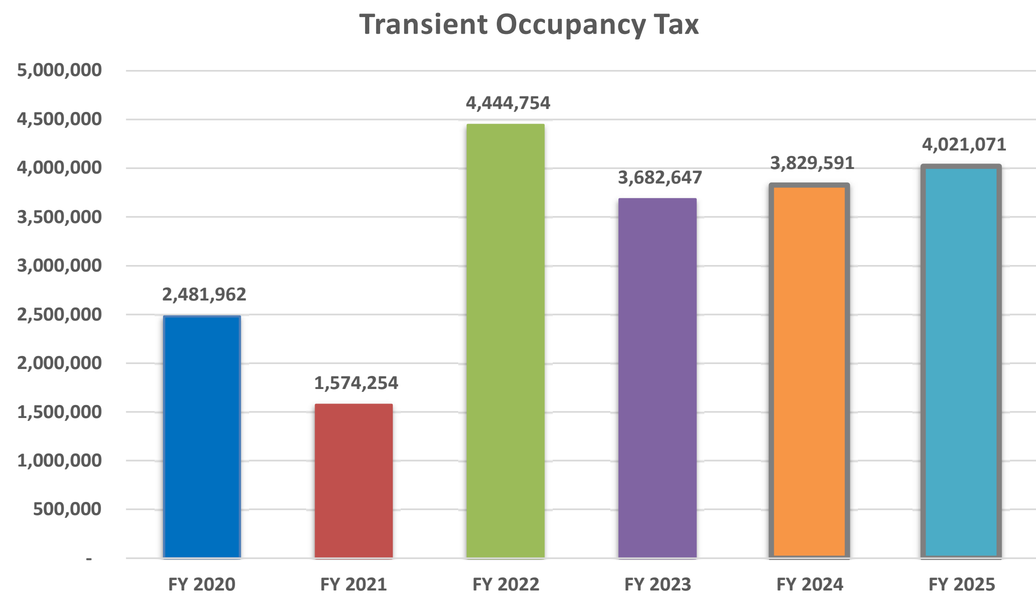


Sales Tax and Sales Tax in Lieu - The City receives 1.5% of retail sales made within the City limits. Sales tax in St. Helena is derived from a diversity of commercial operations such as wineries, tasting rooms, retail shops, restaurants, building supply, and car dealers. FY 2023-24 estimates for sales tax are based on the most likely model presented by Avenue Insights & Analytics, the City's sales tax consultant and FY 2024-25 estimate includes a growth factor of 5.0%.

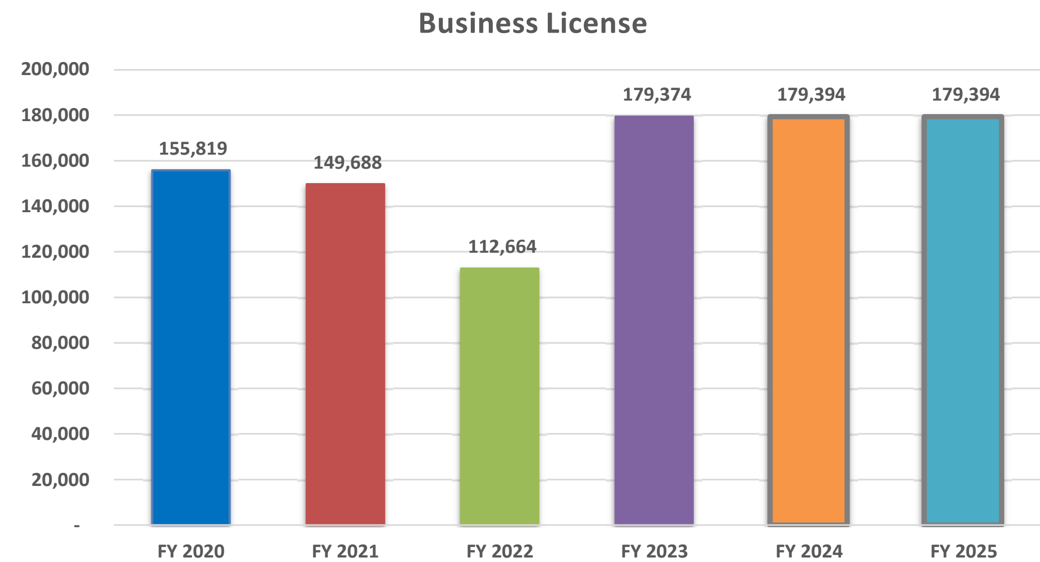


<u>Transient Occupancy Tax</u> – The City has a tax rate of 13% on all overnight stays when occupying a room, rooms, or other living space in a hotel, inn, tourist home or house, motel, or other lodging if the stay is for a period of 31 days or less. The tax is paid by the guests staying at these accommodations. In addition, Napa County also has an additional 2% Napa Valley Tourism District assessment imposed on hotels and passed on to hotel visitors. The City's effective rate of the City's Transient Occupancy Tax combined with the assessment is 15%.

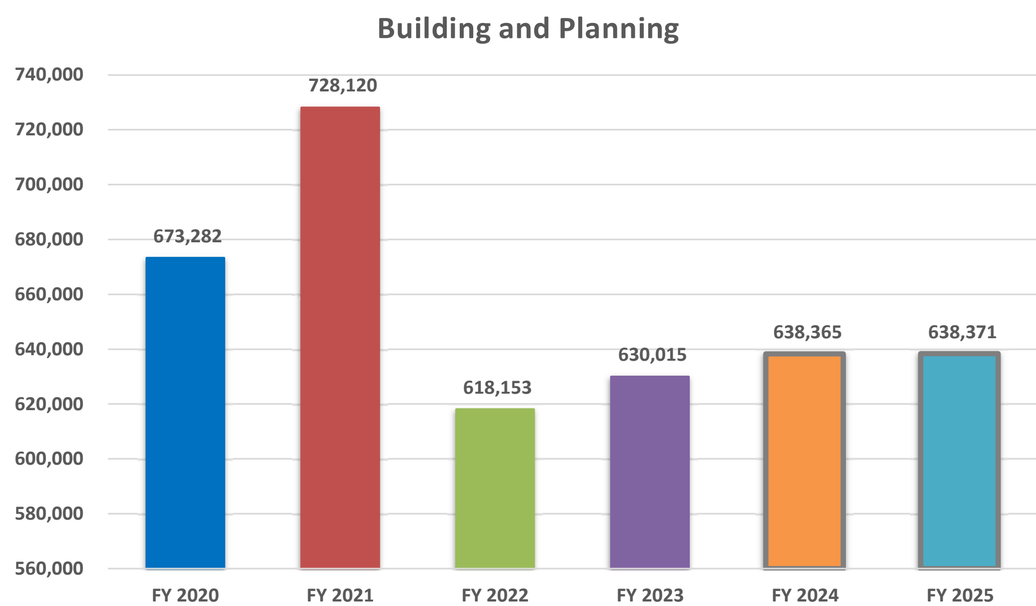
FY 2021-22 performance was higher than anticipated, which was a result of increased travel when pandemic restrictions relaxed. However, the surge in occupancy is not sustainable as shown in the estimated actuals for FY 2022-23. Therefore, the City continues to remain cautious in projecting TOT revenues. FY 2023-24 projections were based on a 4% increase from FY 2022-23 estimated actuals. An additional growth factor of 5.0% has been applied to the FY 2024-25 estimated revenue.



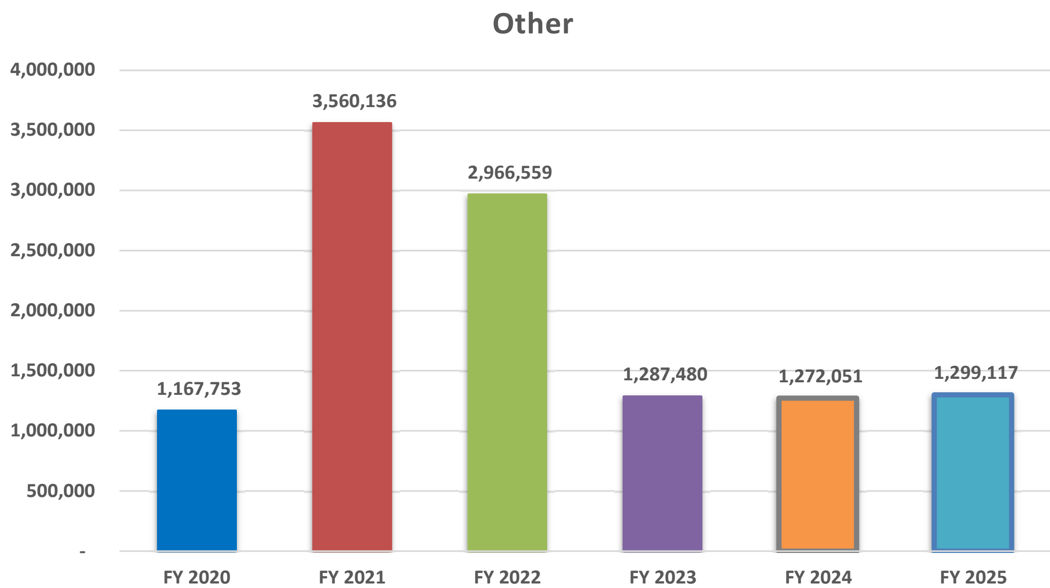
Business License Tax - This revenue is generated by a license tax paid by all businesses operating within the City. Revenues are projected to remain flat for FY 2023-24 and FY 2024-25.



Building & Planning Revenue - This category includes revenues for Building Permits, Building Inspection and Administrative Fees, Planning Application and Permit Fees, and Short-Term Rental Permit Fees.

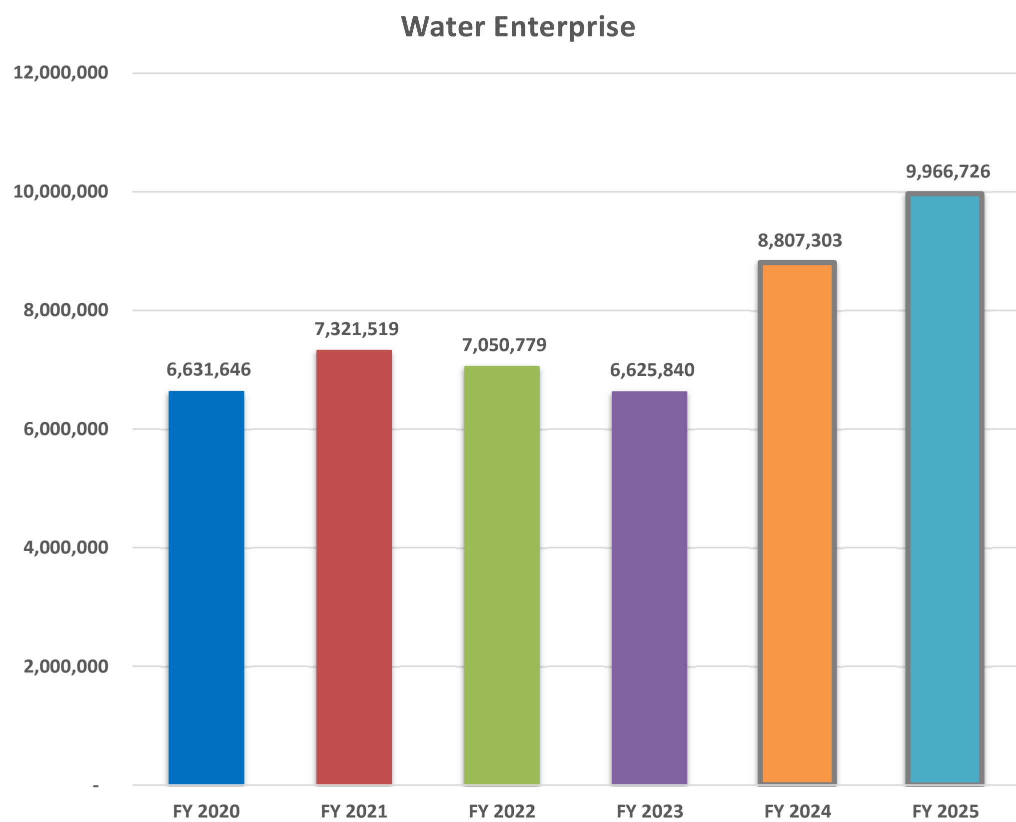


Other - This category includes revenues for Franchise Taxes, Charges for Services, Fines and Forfeits, Development Fees, Intergovernmental Fees, Interest and Rents, and Miscellaneous General Fund Revenues. The significant increase in the FY 2020-21 and FY 2021-22 revenues received is due to Emergency Relief related to reimbursements for expenses incurred by the LNU Lightning Complex Fire and Glass Fire.

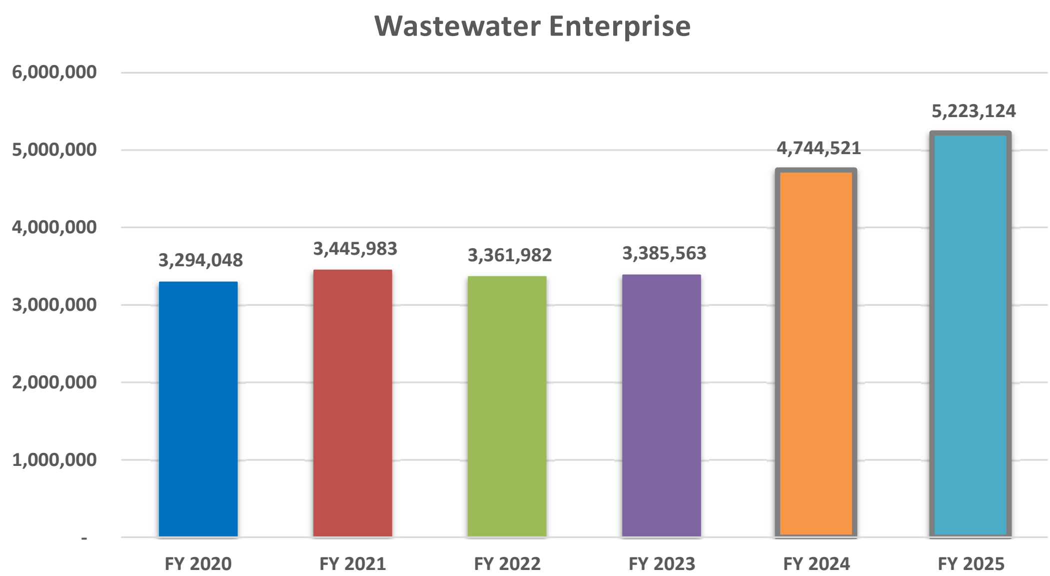


ENTERPRISE FUNDS

Water Enterprise Service Charges - Revenues charged to users of the municipal water system. The City entered a Phase II Water Emergency in November 2020, which implemented a penalty structure that is assessed to users that exceed their monthly water allocation. As a result of the penalty structure, water revenues declined in FY 2021-22 and FY 2022-23 as water conservation was realized. The City engaged Raftelis to conduct a Water and Wastewater Rate Study in FY 2021-22. It is anticipated that the new rates will be implemented in September 2023. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.



Wastewater (Sewer) Enterprise Service Charges - Revenues charged to users of the municipal sewer system. The City engaged Raftelis to conduct a Water and Wastewater Rate Study in FY 2021-22. It is anticipated that the new rates will be implemented in September 2023. Funds are used to pay for debt service payments, operations and maintenance, and capital projects.

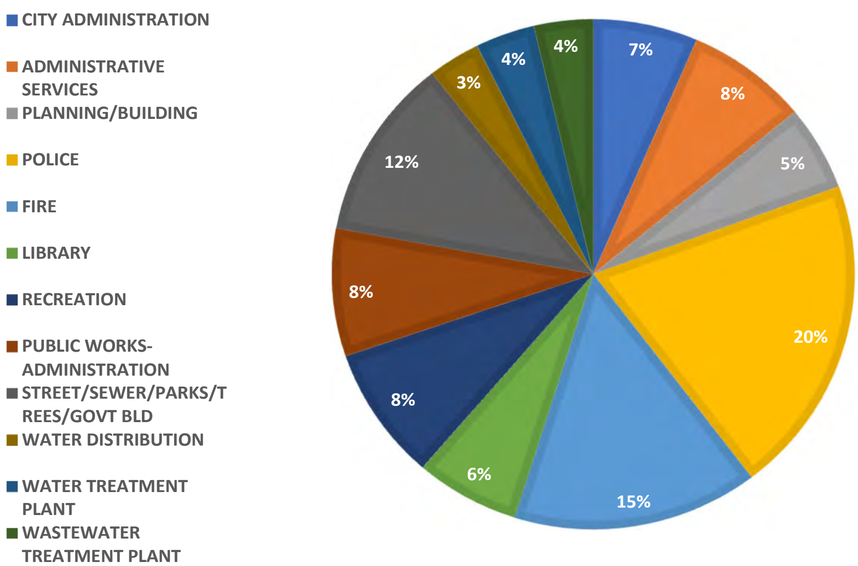


CITY OF ST. HELENA
A L L O C A T I O N   O F   C I T Y   P O S I T I O N S
Fiscal Year 2023-24 and 2024-25

STAFF OVERVIEW

A significant part of the City's Operating Budget is salaries and benefits. Funding for employees who in turn provide services to our citizenry make up 45.8% of the total operational budget; amounting to $14,218,121 (including Unfunded Liability for PERS). The following graph identifies full-time equivalent (FTE) positions by department.

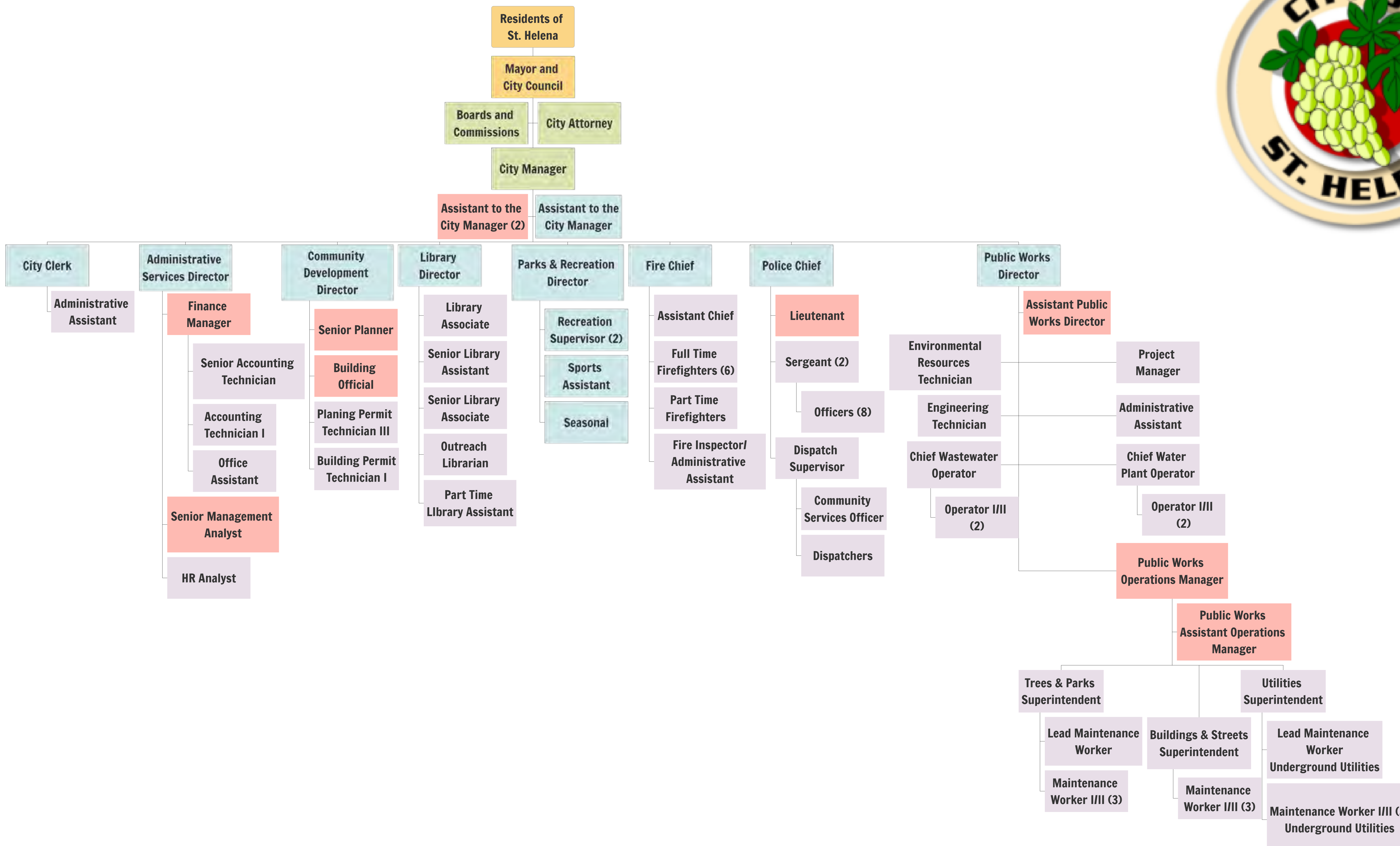
Authorized positions for fiscal year 2023-2024 are 92.70 FTE's. Part-time positions make up 14.57 FTE's of the total FTE's. Not included in the above figures are 1 Mayor, 4 Council Members, 5 Planning Commissioners, Recreation Program Instructors or Tree Maintenance Workers who are hired on an as needed basis.



STAFFING COMPARISON BY DEPARTMENT
IN FULL-TIME EQUIVALENTS

DEPARTMENTS	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	*CURRENT +/-*
CITY ADMINISTRATION	6.00	6.00	4.00	5.00	6.00	1.00
ADMINISTRATIVE SERVICES	5.00	5.00	7.00	8.00	7.00	(1.00)
PLANNING/BUILDING	6.00	5.00	5.00	5.00	5.00	0.00
POLICE	18.75	16.75	17.75	18.75	18.75	0.00
FIRE	10.20	10.15	10.15	14.12	14.12	0.00
LIBRARY	7.95	6.95	6.95	5.98	5.98	0.00
RECREATION	7.85	7.35	6.85	7.85	7.85	0.00
PUBLIC WORKS-ADMINISTRATION	7.00	6.50	6.50	9.50	7.50	(2.00)
STREET/SEWER/PARKS/TREES/GOVT BLD	8.50	9.00	9.50	9.90	10.70	0.80
WATER DISTRIBUTION	3.00	3.00	3.00	3.00	3.00	0.00
WATER TREATMENT PLANT	3.00	3.00	3.00	2.30	3.40	1.10
WASTEWATER TREATMENT PLANT	3.00	3.00	3.00	2.30	3.40	1.10
TOTAL FTE'S	**86.25**	**81.70**	**82.70**	**91.70**	**92.70**	**1.00**

City of St. Helena City-Wide Organizational Chart



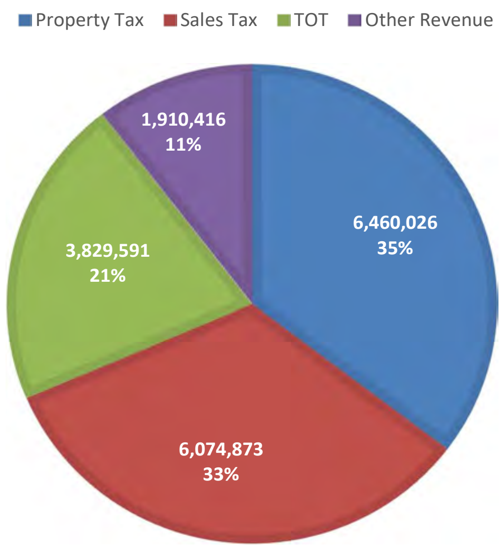
Effective July 1, 2023

General Fund

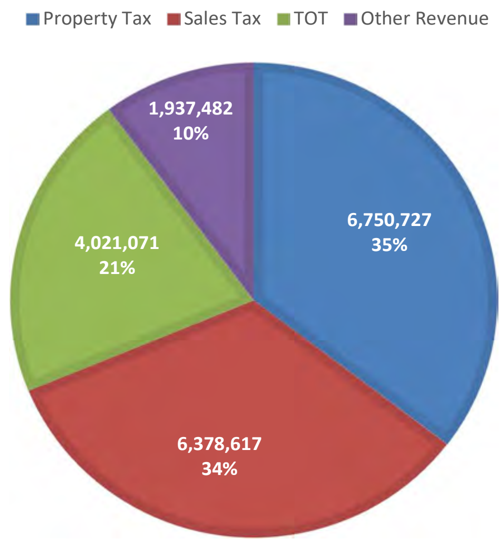
The General Fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

CITY OF ST. HELENA
GENERAL FUND REVENUES

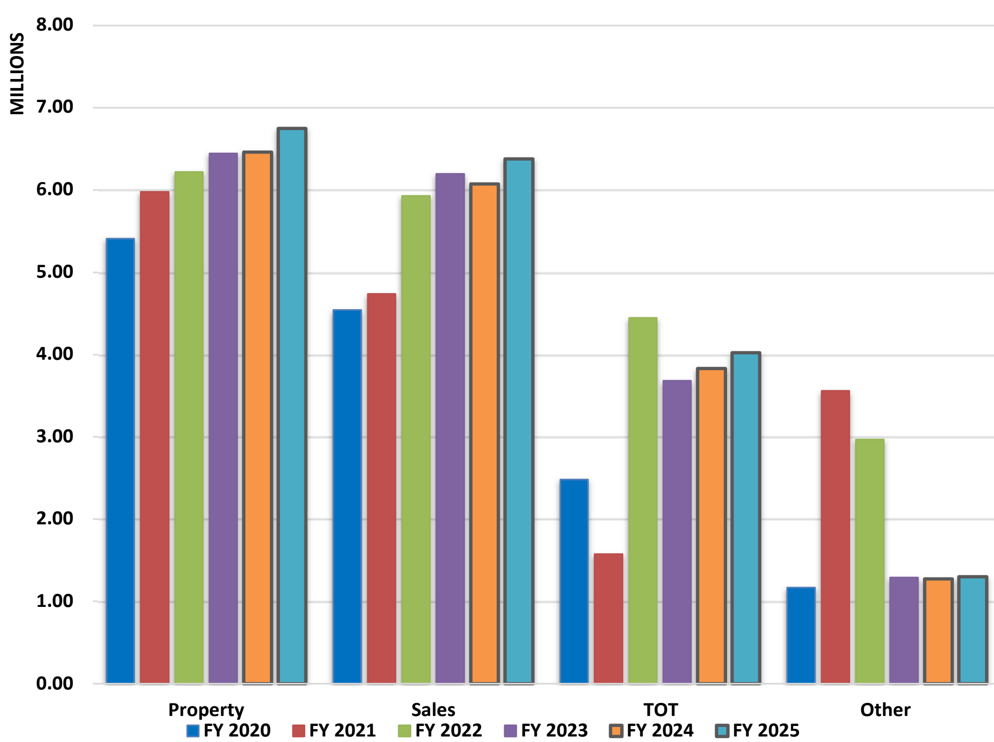
FY 2023-24 $18,274,906



FY 2024-25 $19,087,896

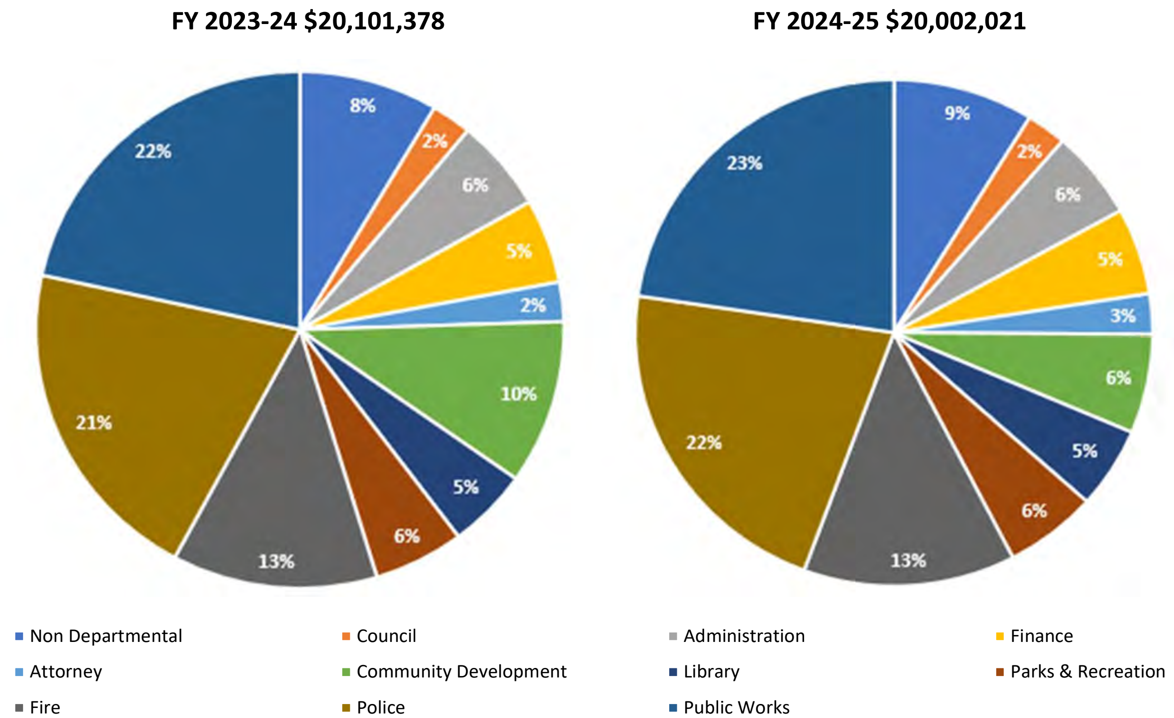


FY 2023-24 and 2024-25 GENERAL FUND REVENUE COMPARISON

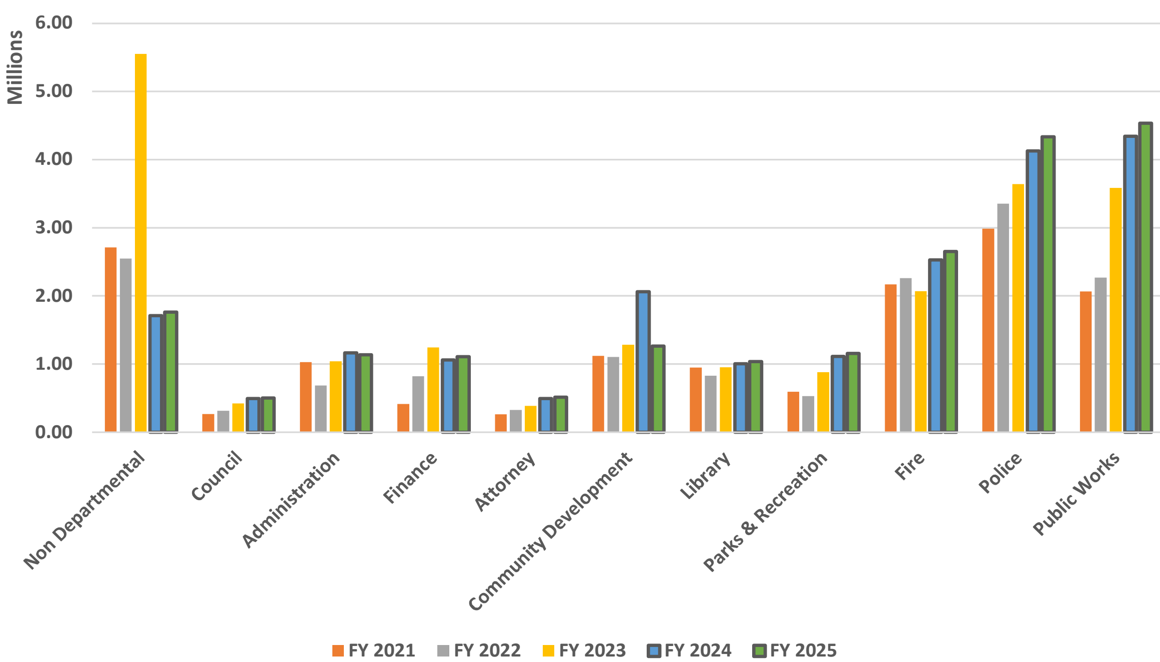


Budget Page 57

CITY OF ST. HELENA
GENERAL FUND YEAR EXPENDITURES BY DEPARTMENT



GENERAL FUND YEAR OVER YEAR EXPENDITURES



General Fund Revenues

Account	Description	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adjusted FY 2023	Adopted FY 2024	Adopted FY 2025
Property Taxes							
101-30-10-00-00	Property Tax-Secured	4,109,646	4,491,375	4,557,240	4,732,978	4,898,632	5,119,071
101-30-11-00-00	ERAF Shift to State	309,857	465,733	496,468	538,695	308,320	322,194
101-30-20-00-00	Property Tax-Unsecured	127,427	22,927	145,360	154,029	159,420	166,594
101-30-30-00-00	Prior Year Property Tax	964	4,323	9,361	1,642	1,699	1,776
101-30-90-00-00	Real Property Transfer Tax	67,964	171,689	154,175	110,000	154,175	161,112
101-32-05-00-00	In Lieu VLF	776,392	810,122	841,911	891,533	922,737	964,260
101-32-20-00-00	Homeowner Property Tax	15,260	12,492	14,983	14,534	15,043	15,720
Property Taxes		**5,407,511**	**5,978,661**	**6,219,497**	**6,443,411**	**6,460,026**	**6,750,727**
Sales Tax							
101-30-40-00-00	Retail Sales/Use Tax	2,822,979	2,945,506	3,620,282	3,802,251	3,754,400	3,942,120
101-30-42-00-00	Public Safety Sales Tax	66,742	69,493	76,783	80,300	80,300	84,315
101-30-43-00-00	Sales Tax In Lieu	-	-	-	-	-	-
101-30-44-00-00	Measure D	1,650,599	1,723,186	2,232,251	2,315,000	2,240,173	2,352,182
Sales Tax		**4,540,321**	**4,738,185**	**5,929,316**	**6,197,551**	**6,074,873**	**6,378,617**
Transient Occupancy Taxes							
101-30-50-00-00	Transient Occupancy Tax	2,470,808	1,558,565	4,434,291	3,673,611	3,820,555	4,011,583
101-30-51-00-00	Transient Tax Penalty	11,154	15,689	10,463	9,036	9,036	9,488
Transient Occupancy Taxes		**2,481,962**	**1,574,254**	**4,444,754**	**3,682,647**	**3,829,591**	**4,021,071**
Other Taxes							
101-30-60-00-00	Franchise Tax	215,623	210,659	278,659	335,468	565,600	588,224
Other Taxes		**215,623**	**210,659**	**278,659**	**335,468**	**565,600**	**588,224**
Charges for Service							
101-30-61-00-00	Comcast PEG Access Fees	22,528	21,994	23,195	22,500	22,500	23,400
101-30-75-00-00	Fire Inspection Fees	-	1,375	-	-	-	-
101-31-21-00-00	Building Inspection Fees	-	-	-	-	-	-
101-31-22-00-00	Building Admin Fees	-	-	-	-	-	-
101-31-23-00-00	Other Fire Fees	-	2,850	5,350	-	-	-
101-33-10-00-00	Planning Fees	-	-	-	-	-	-
101-33-30-00-00	Sales Of Maps/Publications	59	108	11	150	150	156
101-33-50-00-00	Police Services	19,168	7,002	53,324	30,000	25,000	26,000
101-33-51-00-00	Animal Control Services	-	-		-	-	-
101-33-60-00-00	Administrative Fees	-	-	75	-	-	-
101-33-70-00-00	Planning Fees	-	6,000	-	-	-	-
101-33-80-00-00	Engineering Fees	675	-	75	-	-	-
Charges for Service		**42,430**	**39,329**	**82,029**	**52,650**	**47,650**	**49,556**
Fines and Forfeits							
101-31-40-00-00	Vehicle Code Fines	22,446	24,974	68,562	37,900	37,900	39,416
101-31-50-00-00	Other Police Fines	24,821	8,917	26,483	25,000	25,000	26,000
101-31-55-00-00	A/R Late Penalty	215	144	276	1,340	500	520
101-33-63-00-00	Civil Penalties	92,700	-	-	-	-	-
101-34-20-00-00	Library Fines & Fees	86	-	-	-	-	-
Fines and Forfeits		**140,267**	**34,035**	**95,321**	**64,240**	**63,400**	**65,936**
Licenses and Permits							
101-30-70-00-00	Application & Permit Fees	4,250	3,375	1,375	7,150	2,000	2,000
101-30-80-00-00	Business License	155,021	149,069	112,534	179,044	179,044	179,044
101-30-81-00-00	Business License Penalty	798	619	129	330	350	350
101-31-20-00-00	Building Permits	552,044	587,287	504,179	500,000	500,000	500,000
101-33-15-00-00	Short Term Rental Permit	31,500	20,250	33,750	6,750	20,250	20,250
101-33-74-00-00	Planning App & Permit Fees	85,429	111,100	78,838	115,965	115,965	115,965
101-33-84-00-00	Public Works App & Permit Fees	41,175	54,300	58,350	38,000	38,000	38,000
101-33-86-00-00	Well Permit Fee	2,600	-	1,300	1,300	1,300	1,300
Licenses and Permits		**872,817**	**926,000**	**790,456**	**848,539**	**856,909**	**856,909**

General Fund Revenues

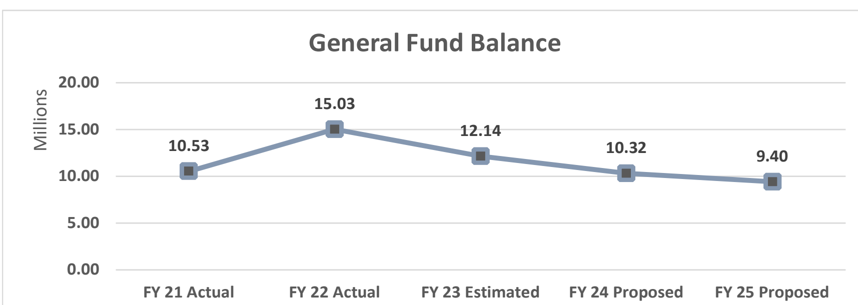
Account	Description	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adjusted FY 2023	Adopted FY 2024	Adopted FY 2025
Development Fees							
101-33-81-00-00	Public Works Land & Dev Fees	19,360	20,800	13,600	10,000	7,500	7,500
Development Fees		**19,360**	**20,800**	**13,600**	**10,000**	**7,500**	**7,500**
Intergovernmental							
101-32-10-00-00	Motor Vehicle In-Lieu	-	-	-	-	-	-
101-32-70-00-00	County Fire Contract	48,855	48,855	48,855	48,855	48,855	48,855
101-32-80-00-00	Emergency Relief	120,930	952,591	1,152,059	43,651	-	-
101-34-61-49-00	Contrib from Gov - Police	8,484	-	8,660	-	-	-
101-34-71-00-00	Reimb State Mandated Costs	1,647	5,489	-	5,000	5,000	5,000
101-34-73-00-00	Other State Revenue	1,355	13	-	-	-	-
101-34-75-00-00	Restitution	200	26	-	-	-	-
101-36-80-00-00	Library Abatement	3,302	5,522	3,652	5,051	5,051	5,051
101-38-70-00-00	Allocation from Other Agency	-	-	-	-	-	-
Intergovernmental		**184,773**	**1,012,496**	**1,213,226**	**102,557**	**58,906**	**58,906**
Interest and Rents							
101-31-70-00-00	Investment Earnings	215,290	(97,343)	(329,259)	50,000	50,000	50,000
101-34-76-00-00	Cash Overage/Shortage	61	-	52	-	-	-
101-31-75-00-00	Interest Income	-	-	133	-	-	-
101-36-10-00-00	Rental Income	89,101	79,904	97,272	97,720	37,360	37,360
101-36-12-00-00	Rec Programs Facility Rental	-	-	-	-	-	-
101-36-11-00-00	Tennis Court Rentals	750	-	225	500	225	225
Interest and Rents		**305,202**	**(17,438)**	**(231,577)**	**148,220**	**87,585**	**87,585**
Miscellaneous							
101-33-20-00-00	Legal Cost Recovery	-	-	-	-	-	-
101-33-21-00-00	Storm Drain Cost Recovery	-	-	-	-	-	-
101-33-40-00-00	Other Filing/Certification Fee	200	-		-	-	-
101-34-22-00-00	Library Copies	1,585	-	1,504	1,568	1,500	1,500
101-34-23-00-00	Library Lost Material	500	-	382	300	300	300
101-34-24-00-00	Library Room Rental	150	-		38	-	-
101-34-31-00-00	Donations	300	-	1,000	-	-	-
101-34-31-48-00	Donations - Fire Department	-	4,000	-	6,200	-	-
101-34-31-49-00	Donations - Police Department	-	1,500	-	-	-	-
101-34-51-00-00	Sale of Capital Assets	3,795	633	6,687	-	-	-
101-34-60-00-00	Contributions from non-govt	-	-	-	-	-	-
101-34-61-00-00	Contributions from Government	-	1,058,502	1,041,554	-	-	-
101-34-61-46-00	Contributions from Gov - Library	2,000	500	1,000	-	-	-
101-34-70-00-00	Other Revenue	41,033	39,123	99,863	55,000	55,000	55,000
101-34-70-22-47	Other Revenue - Jingle	4,389	-	-	-	-	-
101-34-70-47-00	Other Revenue - Recreation	-	123,996	186,522	120,000	160,000	160,000
101-34-70-47-01	Other Revenue	-	-	-	-	-	-
101-34-74-00-00	Insurance Refund	1,244	-	-	-	-	-
101-39-98-00-00	Operating Transfers In	5,367	834,123	4,486	172,715	6,066	6,066
Miscellaneous		**60,562**	**2,062,376**	**1,342,998**	**355,821**	**222,866**	**222,866**
TOTALS		**14,270,828**	**16,579,356**	**20,178,279**	**18,241,104**	**18,274,906**	**19,087,896**

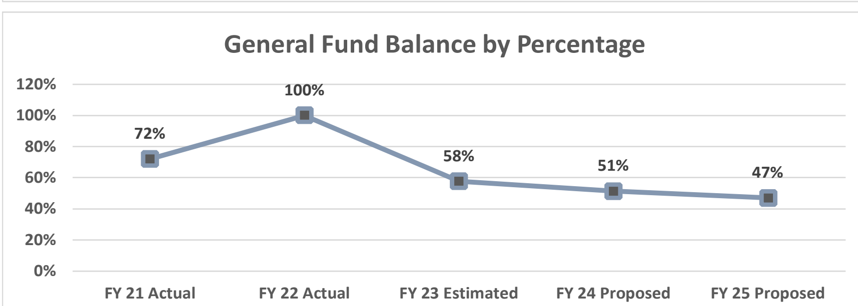
General Fund Summary

GENERAL FUND DEPARTMENT SUMMARY						
Account	**Description**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**FY 2025**
4000	Non Departmental	2,711,682	2,548,456	5,552,915	1,712,344	1,760,682
4100	Council	266,762	313,869	421,144	493,157	500,984
4200	Administration	1,027,260	683,777	1,040,738	1,165,382	1,137,700
4300	Finance	414,335	820,044	1,242,911	1,058,651	1,107,058
4400	Attorney	263,017	325,381	386,000	496,000	515,840
4500	Community Development	1,121,499	1,106,255	1,285,201	2,061,826	1,262,103
4600	Library	948,576	828,897	954,708	1,003,363	1,037,699
4700	Parks & Recreation	594,378	530,138	881,774	1,113,599	1,157,135
4800	Fire	2,167,469	2,261,686	2,068,443	2,526,838	2,650,505
4900	Police	2,987,085	3,352,423	3,639,929	4,127,622	4,335,798
5000	Public Works	2,066,187	2,267,446	3,583,969	4,342,596	4,536,518
Grand Total		**14,568,251**	**15,038,372**	**21,057,732**	**20,101,378**	**20,002,021**

FY 2023-24 GENERAL FUND ESTIMATED NET POSITION	
Estimated Unassigned Ending Fund Balance @ 6/30/2023	12,141,590
Estimated Revenue @ 6/30/2024	18,274,906
Estimated Expense @ 6/30/2024	(20,101,378)
Use of Fund Balance	(1,826,472)
Estimated Unassigned Ending Fund Balance @ 6/30/2024	**10,315,118**
Percent of Expenses Based on Total Net Position	**51%**

FY 2024-25 GENERAL FUND ESTIMATED NET POSITION	
Estimated Unassigned Ending Fund Balance @ 6/30/2024	10,315,118
Estimated Revenue @ 6/30/2025	19,087,896
Estimated Expense @ 6/30/2025	(20,002,020)
Use of Fund Balance	(914,124)
Estimated Unassigned Ending Fund Balance @ 6/30/2025	**9,400,994**
Percent of Expenses Based on Total Net Position	**47%**





Parks & Recreation

Parks & Recreation Organizational Chart

Volunteers (65 +/-)

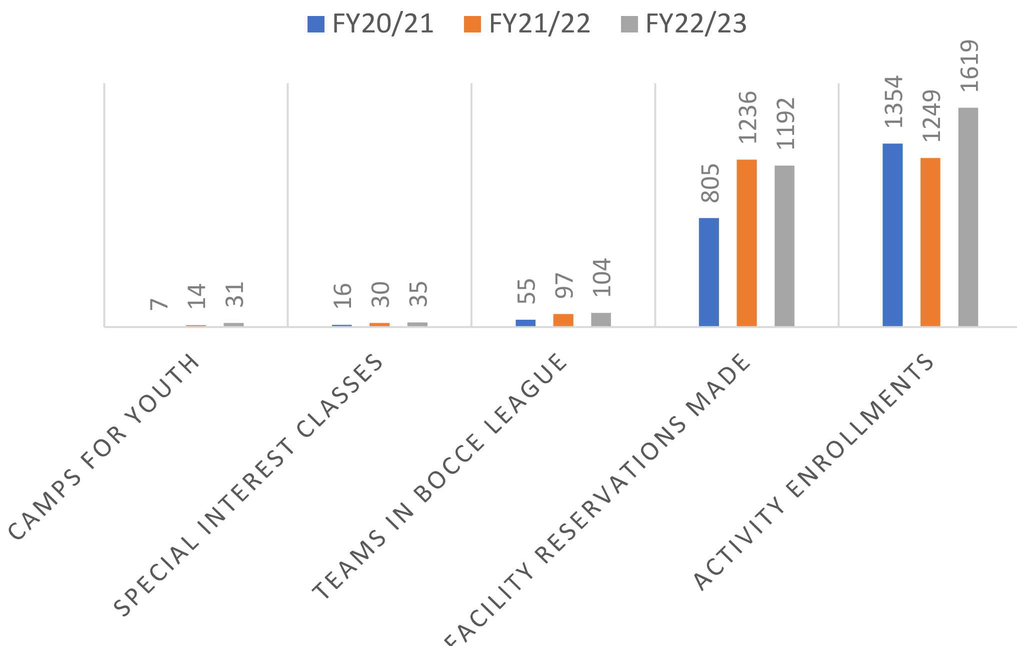
Parks & Recreation (4728)
Budget 2023-24

Purpose

The Parks & Recreation Department provides leisure and community services to the residents of the City and enrichment programs for all ages. Its mission statement is, "Harvesting Community Experiences that Celebrate St. Helena" and its visions statement is, "To be the destination for leisure and community experiences that preserves St. Helena's small town lifestyle." Programs include adult and youth sports such as bocce, softball, basketball & soccer, arts, crafts, drama and music, as well as vocational skills, educational classes, and summer camps & childcare. The Parks & Recreation Director serves as staff liaison to the Parks & Recreation Commission.

Goals

- Launch Parks and Recreation Master planning process
- Complete playground replacement project at Crane Park
- Facilitate arts and culture programming and establish related policies to support and streamline creative community initiatives
- Increase programming and gathering opportunities for teens and young adults
- Update recreation registration and facility reservation software to enhance and simplify customer experiences



Parks & Recreation (4728)
Budget 2023-24

Accomplishments

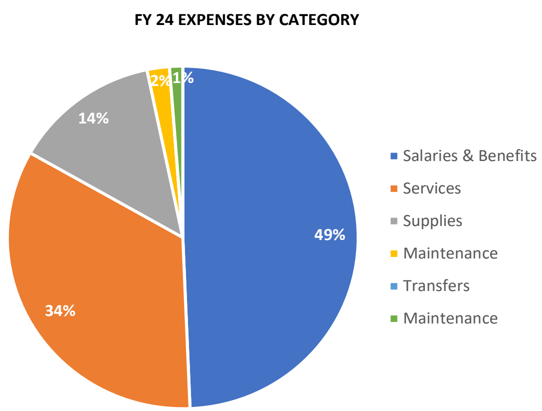
- Hosted the return of an all-day Harvest Festival, which included a Community 5k and Fun Run, Pet PAWrade, a full slate of vendors, increased entertainment, and an expanded children's activity zone
- Worked in collaboration with the Parks & Recreation Commission to propose and deliver a plan to bring pickleball courts to St. Helena. Expected project delivery is June 2023
- Launched a volunteer parks clean-up program to help enhance and beautify our community parks space
- Youth sports program registration increased by 30% from previous year.
- Hosted Noche Comunitaria de Fútbol (Community Soccer Night) in partnership with the St. Helena Unified School District. The event stemmed from the community-based Equitable Recreation and Diversity Equity & Inclusion committees, and is intended to be a starting point for future inclusive and equitable programming efforts.

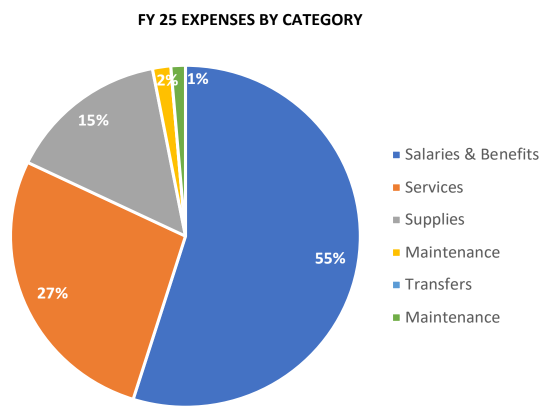
Parks & Recreation

Expenses by Fund and Category

Fund	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Adopted	FY 25 Adopted
101	General Fund	594,378	530,138	881,774	1,113,599	1,157,135
286	Bocce Ball	16,933	22,404	55,159	67,169	70,367
287	Harvest Festival	304	8,761	15,100	20,100	20,904
288	Fourth of July	1,209	-	55,000	53,500	55,640
289	Recreation Program	66,421	2,335	-	-	-
734	Park Impact	-	-	125,000	125,000	-
Grand Total		**679,245**	**563,639**	**1,132,033**	**1,379,368**	**1,304,046**

Object Code	Description	FY 21 Actual	FY 22 Actual	FY 23 Estimated	FY 24 Adopted	FY 25 Adopted
47	***Parks & Recreation***					
20	Salaries & Benefits	506,543	399,431	652,749	680,742	715,115
21	Services	59,884	118,583	335,808	467,040	355,722
22	Supplies	42,227	30,987	121,400	186,250	193,700
23	Maintenance	2,754	43	5,500	28,500	22,000
29	Transfers	56,000	-	-	-	-
23	Maintenance	11,837	14,595	16,576	16,836	17,509
Grand Total		**679,245**	**563,639**	**1,132,033**	**1,379,368**	**1,304,046**





Budget Parks and Recreation Budget- 4728 & 4740

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Adopted	FY 24-25 Adopted
101	**General Fund**					
47	**Parks & Recreation**					
101-47-12-21-45	Other Contract Services	0	0	0	110,000	114,400
101-47-12-21-46	Website Support	0	0	0	20,000	20,800
21	**Services**	**0**	**0**	**0**	**130,000**	**135,200**
101-47-12-22-48	Citizen Academy	0	0	0	10,000	10,400
22	**Supplies**	**0**	**0**	**0**	**10,000**	**10,400**
12	**Communications**	**0**	**0**	**0**	**140,000**	**145,600**
47	**Parks & Recreation**					
101-47-28-20-10	Salary-Regular	138,289	109,220	131,784	156,458	164,281
101-47-28-20-20	Temp/Part Time	0	9,355	0	0	0
101-47-28-20-40	FICA/Medicare	9,564	6,956	10,113	10,471	10,995
101-47-28-20-45	Employer PERS	10,287	5,779	10,055	14,238	14,950
101-47-28-20-47	PERS Unfunded Liability	21,431	16,498	15,029	14,179	15,044
101-47-28-20-55	Health Insurance	2,869	15,458	23,904	26,000	27,300
101-47-28-20-61	Workers Comp	3,547	2,574	3,302	4,077	4,281
101-47-28-20-65	SDI	1,232	723	1,217	1,217	1,278
101-47-28-20-71	Unemployment	503	0	0	0	0
101-47-28-20-75	Deferred Comp	101	462	206	197	207
101-47-28-20-85	Auto Allowance	2,160	1,260	2,160	2,160	2,268
20	**Salaries & Benefits**	**189,983**	**168,286**	**197,770**	**228,997**	**240,603**
101-47-28-21-05	Advertising	0	119	300	300	312
101-47-28-21-10	Communications	5,566	999	5,900	6,500	6,760
101-47-28-21-15	Postage	3	0	100	100	104
101-47-28-21-30	Professional Contracts	2,362	1,355	4,500	4,500	4,680
101-47-28-21-42	Banking Fees	2,888	7,409	3,500	5,000	5,200
101-47-28-21-44	Online Transaction Fee	904	2,289	50	50	52
101-47-28-21-45	Other Contract Services	24,781	20,235	0	0	0
101-47-28-21-53	Memberships & Publications	1,380	170	1,500	1,500	1,560
101-47-28-21-55	Training & Conference	100	590	3,568	3,500	3,640
101-47-28-21-60	Other Travel	0	0	100	100	104
21	**Services**	**37,984**	**33,167**	**19,518**	**21,550**	**22,412**
101-47-28-22-12	Computer Equipment	0	0	3,000	3,000	3,120
101-47-28-22-13	Office Supplies	82	597	2,000	2,000	2,080
101-47-28-22-15	Special Department Supplies	959	468	1,100	750	780
101-47-28-22-46	Home for the Holidays	245	461	1,500	44,000	45,760
101-47-28-22-47	Jingle All the Way	25,000	0	25,000	7,000	7,280
22	**Supplies**	**26,285**	**1,525**	**32,600**	**56,750**	**59,020**
101-47-28-23-20	Tennis Court Maintenance	1,712	0	4,000	2,500	2,600
101-47-28-23-35	Software Maintenance	0	0	0	16,000	9,000
23	**Maintenance**	**1,712**	**0**	**4,000**	**18,500**	**11,600**
28	**Recreation**	**255,964**	**202,978**	**253,888**	**325,797**	**333,635**
101-47-40-20-10	Salary-Regular	163,726	105,832	205,395	196,163	205,971
101-47-40-20-20	Temp/Part Time	19,935	37,069	67,266	87,393	91,763
101-47-40-20-30	Overtime	2,233	1,219	1,600	1,600	1,680
101-47-40-20-37	Holiday Pay	0	0	745	1,317	1,383
101-47-40-20-40	FICA/Medicare	13,626	10,788	22,548	21,053	22,106

Budget Parks and Recreation Budget- 4728 & 4740

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Adopted	FY 24-25 Adopted
101-47-40-20-45	Employer PERS	10,100	6,248	13,374	15,631	16,413
101-47-40-20-47	PERS Unfunded Liability	24,197	10,287	10,412	15,566	16,516
101-47-40-20-55	Health Insurance	38,934	26,171	68,470	40,758	42,796
101-47-40-20-61	Workers Comp	15,607	11,332	14,546	18,670	19,604
101-47-40-20-65	SDI	1,718	1,202	2,264	2,147	2,254
101-47-40-20-71	Unemployment	247	0	0	0	0
101-47-40-20-75	Deferred Comp	120	74	470	1,048	1,100
101-47-40-20-85	Auto Allowance	115	70	120	120	126
20	**Salaries & Benefits**	**290,559**	**210,292**	**407,210**	**401,466**	**421,711**
101-47-40-21-05	Advertising	0	8	500	1,000	1,040
101-47-40-21-10	Communications	1,838	4,219	1,800	3,500	3,640
101-47-40-21-15	Postage	0	0	100	100	104
101-47-40-21-22	Utilities	1,165	1,310	1,350	1,350	1,404
101-47-40-21-40	Professional Fees	0	0	600	600	624
101-47-40-21-42	Banking Fees	752	0	3,400	1,000	1,040
101-47-40-21-44	Online Transaction Fee	123	0	1,000	500	520
101-47-40-21-45	Other Contract Services	17,598	72,063	105,000	110,000	114,400
101-47-40-21-52	Facility Rental	0	6,076	24,000	24,000	24,960
101-47-40-21-55	Training & Conference	385	207	1,200	600	624
101-47-40-21-60	Other Travel	0	0	750	750	780
21	**Services**	**21,862**	**83,882**	**139,700**	**143,400**	**149,136**
101-47-40-22-11	Fingerprinting	0	0	300	300	312
101-47-40-22-12	Computer Equipment	0	47	0	0	0
101-47-40-22-13	Office Supplies	0	430	500	500	520
101-47-40-22-15	Special Department Supplies	5,847	5,236	19,500	19,500	20,280
101-47-40-22-41	Supplies - Summer	2,057	1,975	1,500	5,000	5,200
101-47-40-22-42	Supplies for sports programs	6,254	10,703	12,600	18,800	19,552
101-47-40-22-43	Fieldtrips	0	0	0	12,000	12,480
101-47-40-22-45	Afterschool Enrichment Program	0	0	30,000	30,000	31,200
22	**Supplies**	**14,157**	**18,391**	**64,400**	**86,100**	**89,544**
101-47-40-23-35	Software Maintenance	0	0	1,500	0	0
101-47-40-23-50	Vehicle Alloc Expense	11,837	14,595	15,076	16,836	17,509
23	**Maintenance**	**11,837**	**14,595**	**16,576**	**16,836**	**17,509**
40	**Vehicle Alloc Expense**	**338,414**	**327,161**	**627,886**	**647,802**	**677,900**
280	**Teen Center Recreation Dept**					
286	**Bocce Ball**					
47	**Parks & Recreation**					
286-47-28-20-10	Salary-Regular	7,683	6,068	7,381	8,692	9,127
286-47-28-20-20	Temp/Part Time	1,673	4,899	30,350	30,350	31,868
286-47-28-20-37	Holiday Pay	0	0	0	0	0
286-47-28-20-40	FICA/Medicare	659	721	2,885	2,904	3,049
286-47-28-20-45	Employer PERS	572	321	563	791	831
286-47-28-20-47	PERS Unfunded Liability	1,191	3,940	860	788	836
286-47-28-20-55	Health Insurance	160	859	1,679	1,798	1,888
286-47-28-20-61	Workers Comp	2,168	1,573	3,852	4,757	4,995
286-47-28-20-65	SDI	68	40	68	68	71
286-47-28-20-71	Unemployment	1,278	0	0	0	0
286-47-28-20-75	Deferred Comp	9	27	11	11	12
286-47-28-20-85	Auto Allowance	120	70	120	120	126
20	**Salaries & Benefits**	**15,580**	**18,518**	**47,769**	**50,279**	**52,802**

Budget Parks and Recreation Budget- 4728 & 4740

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Adopted	FY 24-25 Adopted
286-47-28-21-05	Advertising	0	0	150	150	156
286-47-28-21-10	Communications	0	0	0	0	0
286-47-28-21-15	Postage	0	0	0	0	0
286-47-28-21-42	Banking Fees	22	1,090	1,000	1,000	1,040
286-47-28-21-44	Online Transaction Fee	16	267	140	140	146
286-47-28-21-45	Other Contract Services	0	0	200	200	208
21	**Services**	**38**	**1,357**	**1,490**	**1,490**	**1,550**
286-47-28-22-13	Office Supplies	0	0	400	400	416
286-47-28-22-15	Special Department Supplies	272	2,486	4,000	5,000	5,200
22	**Supplies**	**272**	**2,486**	**4,400**	**5,400**	**5,616**
286-47-28-23-30	Maint Building/Grounds	1,043	43	1,500	10,000	10,400
286-47-28-23-35	Software Maintenance	0	0	0	0	0
23	**Maintenance**	**1,043**	**43**	**1,500**	**10,000**	**10,400**
28	**Recreation**	**16,933**	**22,404**	**55,159**	**67,169**	**70,367**
287	**Harvest Festival**					
47	**Parks & Recreation**					
287-47-28-21-42	Banking Fees	0	177	100	100	104
21	**Services**	**0**	**177**	**100**	**100**	**104**
287-47-28-22-15	Special Department Supplies	304	8,584	15,000	20,000	20,800
22	**Supplies**	**304**	**8,584**	**15,000**	**20,000**	**20,800**
28	**Recreation**	**304**	**8,761**	**15,100**	**20,100**	**20,904**
288	**Fourth of July**					
47	**Parks & Recreation**					
288-47-28-21-42	Banking Fees	0	0	500	500	520
288-47-28-21-45	Other Contract Services	0	0	49,500	45,000	46,800
21	**Services**	**0**	**0**	**50,000**	**45,500**	**47,320**
288-47-28-22-15	Special Department Supplies	1,209	0	5,000	8,000	8,320
22	**Supplies**	**1,209**	**0**	**5,000**	**8,000**	**8,320**
28	**Recreation**	**1,209**	**0**	**55,000**	**53,500**	**55,640**
289	**Recreation Program**					
47	**Parks & Recreation**					
289-47-28-20-10	Salary-Regular	6,868	0	0	0	0
289-47-28-20-20	Temp/Part Time	105	2,169	0	0	0
289-47-28-20-30	Overtime	498	0	0	0	0
289-47-28-20-37	Holiday Pay	0	0	0	0	0
289-47-28-20-40	FICA/Medicare	547	166	0	0	0
289-47-28-20-45	Employer PERS	465	0	0	0	0
289-47-28-20-47	PERS Unfunded Liability	0	0	0	0	0
289-47-28-20-50	Employee PERS	0	0	0	0	0
289-47-28-20-55	Health Insurance	1,859	0	0	0	0
289-47-28-20-61	Workers Comp	0	0	0	0	0
289-47-28-20-65	SDI	70	0	0	0	0
289-47-28-20-71	Unemployment	0	0	0	0	0
289-47-28-20-75	Deferred Comp	4	0	0	0	0

Budget Parks and Recreation Budget- 4728 & 4740

Account Number	Description	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Amended	FY 23-24 Adopted	FY 24-25 Adopted
289-47-28-20-85	Auto Allowance	5	0	0	0	0
20	**Salaries & Benefits**	**10,421**	**2,335**	**0**	**0**	**0**
289-47-28-29-99	Transfer to other Funds	56,000	0	0	0	0
29	**Transfers**	**56,000**	**0**	**0**	**0**	**0**
28	**Recreation**	**66,421**	**2,335**	**0**	**0**	**0**
734	**Park Impact**					
47	**Parks & Recreation**					
734-47-28-21-45	Other Contract Services	0	0	125,000	125,000	0
21	**Services**	**0**	**0**	**125,000**	**125,000**	**0**
28	**Recreation**	**0**	**0**	**125,000**	**125,000**	**0**
Grand Total		**679,245**	**563,639**	**1,132,033**	**1,379,368**	**1,304,046**

Report to the Parks and Recreation Commission
Special Commission Meeting
November 27, 2023

Agenda Section: **Scheduled Matters – Item 5.2**

Subject: **Receive a Presentation and Provide Feedback on Draft Designs of Downtown Walking Maps, Trailhead Maps, and Markers.**

CEQA Determination: **This is not a CEQA project**

Prepared By: Lesley Milton, Assistant to the City Manager

Approved By: Dave Jahns, Recreation Director

BACKGROUND

In 2019, The Parks and Recreation Commission established a Trails and Open Space ad-hoc subcommittee as part of their annual workplan. The subcommittee's mission was to develop a framework which recommends how to accomplish walking, access, passive recreation, and connectivity goals contained within the 2019 General Plan and the 2017 Pedestrian Plan.

The subcommittee, consisting of Parks & Recreation Commissioners, local volunteers, and contributions from City staff, spent two and a half years studying relevant plans and projects, researching existing and potential trails, and mapping potential walking paths throughout St. Helena. The product of the subcommittee's work was a comprehensive report called the Walking Routes, Trails, and Publicly Accessible Open Space Draft Plan (Plan) that lays the groundwork for a network of paths and trails, which encourage more pedestrian activity and connections throughout the City and adjacent unincorporated areas.

The subcommittee initially presented a draft of the Plan to the Parks & Recreation Commission at their July 26, 2021, meeting, at which time the Commission provided their endorsement of the Plan to move forward for City Council adoption. Since that meeting, staff recognized the need to bring forward a General Plan Amendment as part of the approval process, so that the network of trails shown in the Plan is consistent with the Pedestrian Facilities (Figure 5.4) section of the City's General Plan.

At the November 14, 2022, Parks and Recreation Commission meeting, members of the Trails and Open Space Committee and City staff presented an overview of amendments to the plan since it was previously presented in 2021and again recommended adoption by the City Council. You can find the staff report and most current draft plan here.

DISCUSSION

Since the plan was initially presented to the commission, there has been significant staff turnover, and additional layers of review of the proposed plan. Currently, the Public Works Director, Community Development Director, and the Recreation Director are addressing some implementation concerns and are working toward Planning Commission and Council review at a date in the near future.

Additionally, during 2023, the City partnered with Blue Zones with intentions to become a Blue Zones Organization and City. One of the tenants of the Blue Zones project is to promote movement including walking and this was a natural nexus with the Trails and Open Space Plan goals.

Therefore, the City partnered with Blue Zones to assist with the design of both trailhead maps and trail markers, but also a downtown walking map. This project was a perfect collaboration to ensure that signage visitors or residents see throughout the City have a clearly understood purpose and consistent design.

Draft designs for the trailhead map, trailhead markers, and downtown walking maps have been developed with assistance from the Blue Zones staff and consultants and are attached as Exhibit A. These designs are included for discussion about look, feel, and clarity, but are not the final renditions. The approved trails and walking paths are not yet finalized, so the markers and maps cannot be produced yet. This item is for discussion and approval of conceptual design.

These designs are being developed and reviewed in parallel with the plan finalization and approval with the hopes to expedite implementation. Trail markings and maps will not be finalized or installed prior to adoption of the plan.

FISCAL IMPACT

A significant portion of the initial phase if plan implementation costs was for signage at the trailheads and for trail markers. In July of 2023, the City Council adopted a Five Year Capital Improvement Program, which included project C24-02 for the development and printing of trailhead markings (See Attachment B). This project included a project budget of $50,000 to be expended during Fiscal year 23-24 funded through existing Park Impact Fees. Blue Zones has partnered financially to help with all design costs with the agreement that the city produce and install the signs.

RECOMMENDED ACTION

Kelly Bond, Public Policy Advocate from Blue Zones will be attending the meeting to present the draft design plans and to talk through design elements and intended benefits.

Staff recommends the Commission receive the presentation, review, discuss and provide feedback on the attached draft designs for the draft downtown walking map, draft trailhead maps and trail marker designs.

CITY OF ST. HELENA

DOWNTOWN ST HELENA
WALKING MAP

PARKS
1. Lyman

POINTS OF INTEREST
A. Historical Society
B. Fire Department
C. Public Library
D. Robert Louis Stevenson Museum
E. United States Postal Service
F. Chamber of Commerce & Welcome Center
G. Cameo Cinema

HOTELS

WALKING ROUTES
- Main Street Stroll (3.0 Miles)
- Oak Avenue / Church Walk (0.6 Miles)
- Napa River Walk (3.0 Miles)
- Westside Neighborhoods Walk (2.75 Miles)

OTHER SERVICES
- EV Charging Station
- Public Parking Lot
- Public Bathrooms

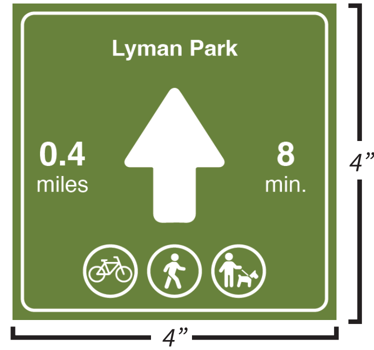
BLUE ZONES PROJECT

POWERED BY: AdventistHealth

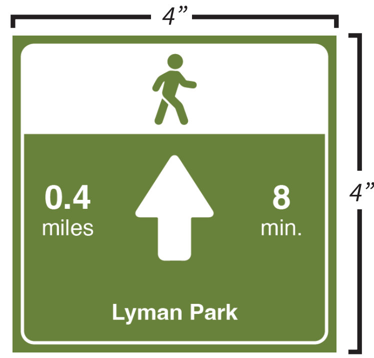
SIGN TYPE 1: *Off-Street / Nature Trail*

Design Alternatives

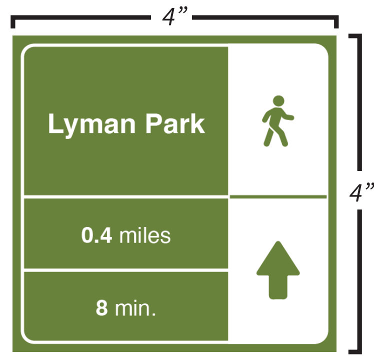
Option 1



Option 2



Option 3



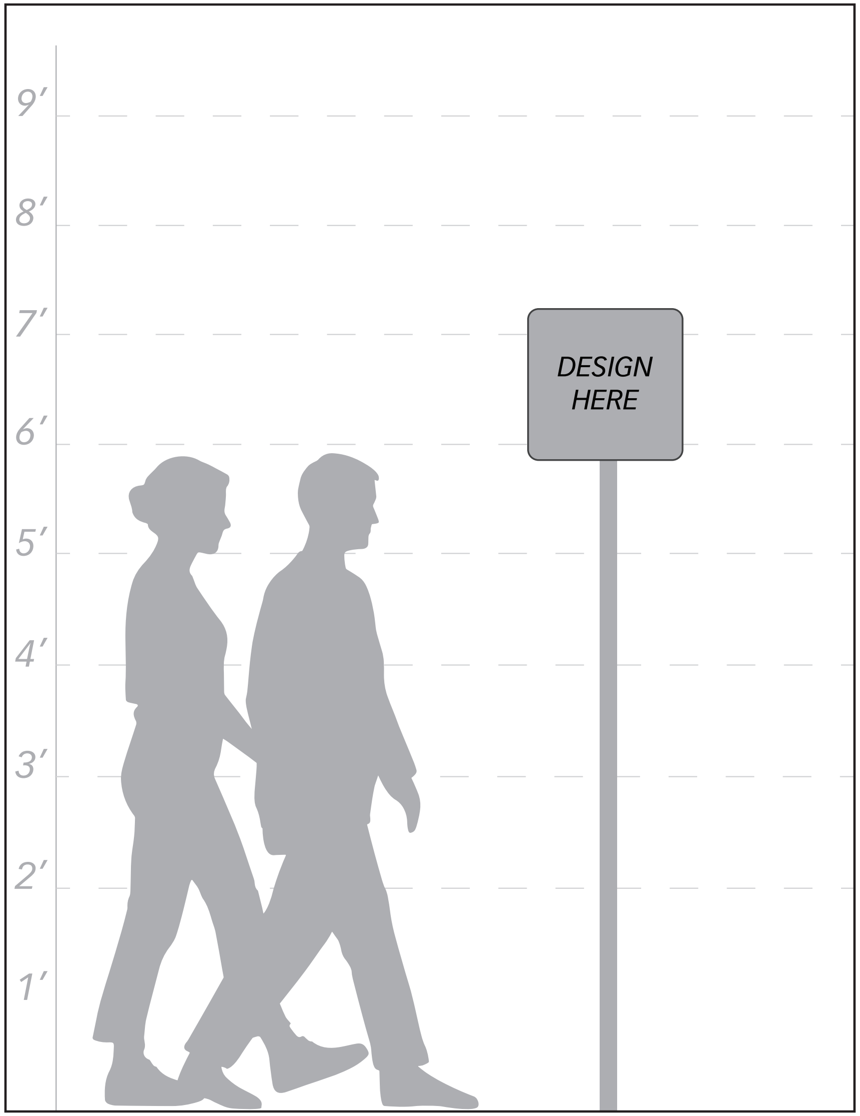
Color Options

Upper Napa Valley Blue Zones Project
City of St. Helena

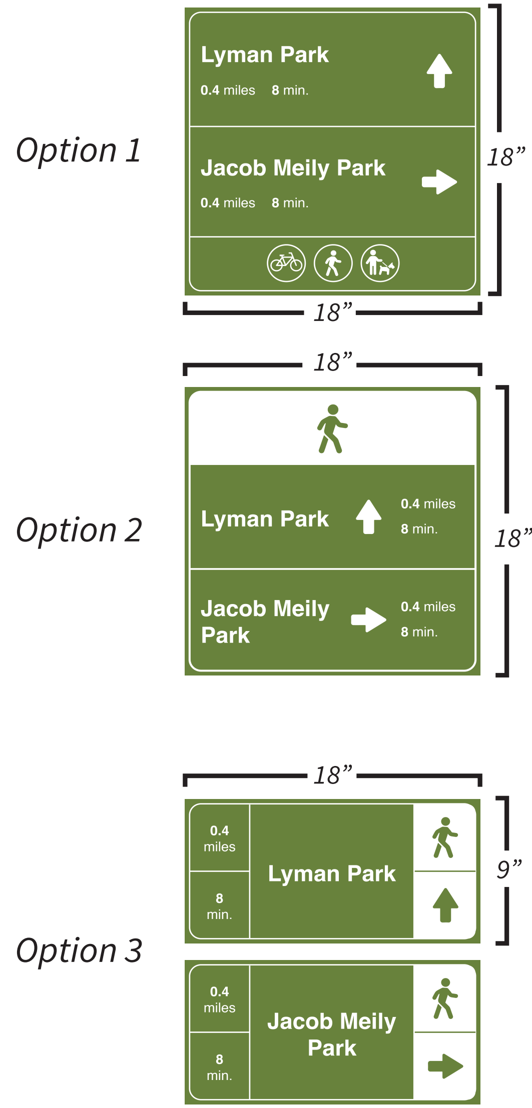
BLUE ZONES PROJECT

POWERED BY: AdventistHealth

SIGN TYPE 2: *On-Street / Urban*



Design Alternatives



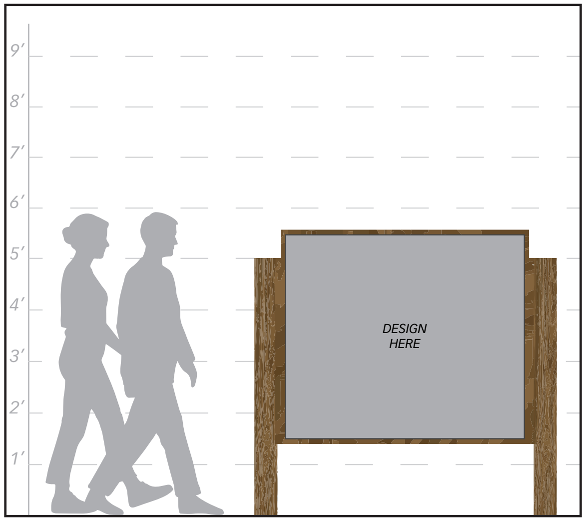
Color Options

BLUE ZONES PROJECT

POWERED BY: AdventistHealth

CITY OF ST. HELENA

SIGN TYPE 3: *Parking Lot*

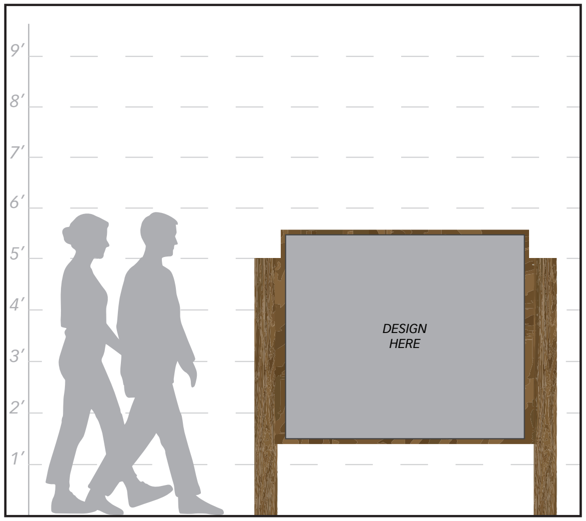


Design Alternative

Option 1

Color Options

SIGN TYPE 3: *Parking Lot*



4'

4'

Design Alternative

Option 2

Color Options

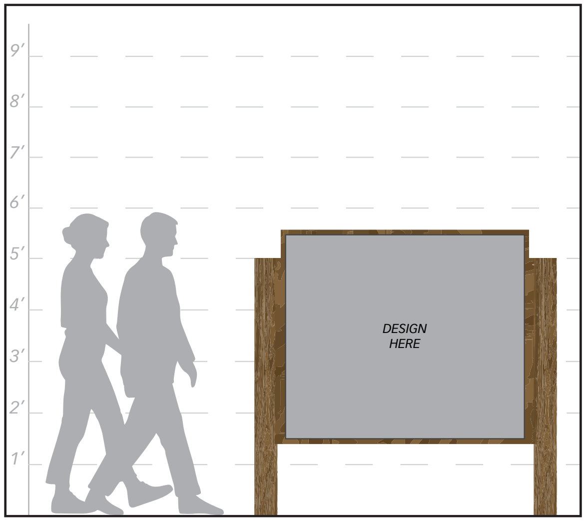
Upper Napa Valley Blue Zones Project
City of St. Helena

BLUE ZONES PROJECT

POWERED BY: AdventistHealth

CITY OF ST. HELENA

SIGN TYPE 3: *Parking Lot*



Design Alternative

Option 3

Color Options

Report to the Parks and Recreation Commission
Special Commission Meeting
November 27, 2023

Agenda Section: **Scheduled Matters – Item 5.3**

Subject: **Discuss and Provide Feeback on Use Grant Funds to Replace Public Waste and Recycling Receptacles in City Parks. Consider Establishing an ad-hoc Subcommittee to Research Further if Necessary**

CEQA Determination: **This is not a CEQA project**

Prepared By: Lesley Milton, Assistant to the City Manager

Approved By: Dave Jahns, Recreation Director

BACKGROUND

In 2021, the City submitted for and received a grant from Upper Valley Waste Management for the construction of waste and recycling enclosures on Money Way, as part of an effort to activate the alley in our downtown economic district and to attempt to consolidate over 100 independent garbage, recycling and composting containers into consolidated bins in concealed locations. The purpose of the grant was to fund opportunities for waste diversion improvements.

DISCUSSION

Upon further review of the locations, property ownership and the infrastructure requirements for waste truck service on Money Way, it's not a feasible plan within the allotted budget. The City has contacted the grantor Upper Valley Waste Disposal to authorize the use of the grant funds for a different project. Instead of applying the funds to the Money Way Enclosure Project, the proposal is to instead use the funds to purchase new waste and recycling containers for both Main Street as well as in all City parks.

Staff is seeking feedback from the Parks and Recreation Commission for the preferred type and style of waste system for parks and public spaces. Staff is also seeking feedback from the Active Transportation and Sustainability Committee for their preferred type and style for replacement containers be placed on Main Street after the downtown sidewalk improvements have been completed.

There are a variety of styles available. Considerations that need to be accounted for are how long the material lasts, how well it holds up in our environment, how easy is it for birds or other animals to remove from the container and create litter, if the container will be in a location accessible to rain/weather and is there a clear understanding which is waste and which is recycling.

Additionally, this consideration is only for garbage and recycling station combinations, excluding composting. The city currently does not have the required infrastructure to service compost bins in public spaces. If composting was included, and not provided with the needed service frequency, this could create a nuisance situation with pests, rodents, or other animals which would negatively affect the park/Main Street user experience.

FISCAL IMPACT

The current inventory and cost estimate of replacement waste and recycling containers is as follows. True fiscal impact depends on the cost of the waste system selected as prices vary dramatically. The total grant funding available is $125,000.

Waste Can Inventory & Station Estimated Replacement Costs

	Number of Cans Existing	Existing Recycling	Estimated Cost Per Station	Total Cost per Location	
Main Street	14	0	$3,500	$49,000	
Jacob Meily Park	2	8	$2,000	$8,000	
Crane Park	24	24	$2,000	$48,000	
Wappo Park	5	5	$2,000	$10,000	
Lyman Park	8	4	$2,000	$10,000	
Lewis Station	2	0	$2,000	$4,000	
Mary Fryer Park	4	0	$2,000	$8,000	
Mennen Park	2	1	$2,000	$4,000	
McCullagh	1	1	$2,000	$2,000	
Starr Baldwin Park	3	2	$2,000	$6,000	
Library	2	1	$2,000	$4,000	
				$153,000	**Estimated Cost for Containers**
				$18,360	Estimated Shipping & Handling (12% purchase price)
				$12,623	Tax
				$183,983	**Total Cost**

- *Some location costs are based on reduced waste and increased recycling locations*

RECOMMENDED ACTION

Staff is requesting that the Commission provide feedback on possible types and styles of waste systems that would be consistent and acceptable in all locations. The commission may also consider establishing an ad hoc subcommittee to research in more detail, evaluate and recommend a system at a future date.

Images of examples of Outdoor Waste Station Containers are included below. Pease note: these are only a sample of options available.


CANS/BOTTLES ONLY
TRASH
RECYCLE


RECYCLE
TRASH


TRASH
RECYCLE


RECYCLING


WASTE
COMMINGLE


MIXED RECYCLABLES
WASTE


PLASTIC ONLY
CANS ONLY
GLASS ONLY


WASTE


TRASH
RECYCLE
Click to expand


WASTE ONLY
COMMINGLE
WASTE
COMMINGLE


PAPER
BOTTLES & CANS
WASTE


WASTE ONLY


Recycle
BOTTLES & CANS

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