

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council

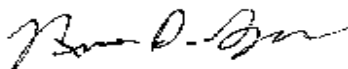
**FROM:** Richard Spitler, City Manager

**DATE:** September 16, 2014

**SUBJECT:** Consideration of a Request of the Boys and Girls Club of St. Helena and Calistoga to Enter into an Agreement to Allow Construction of a 14,000 Square Foot Facility for a Boys and Girls Club on a 1.06 Acre Parcel Owned by the City at Logvy Park, 1401 North Oak Street.

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APPROVAL FOR FORWARDING:




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Richard D. Spitler, City Manager

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2 **ISSUE:** Consideration of a Request of the Boys and Girls Club of St. Helena and  
3 Calistoga to Enter into an Agreement to Allow Construction of a 14,000 Square Foot  
4 Facility for a Boys and Girls Club on a 1.06 Acre Parcel Owned by the City at Logvy Park,  
5 1401 North Oak Street.

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7 **RECOMMENDATION:** Receive Report and Public Comment.

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9 **BACKGROUND:**

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11 Recently, the Boys and Girls Club of St. Helena and Calistoga (BGC) approached city  
12 staff expressing the desire to enter into a long term ground lease to use the 1.06 acre  
13 parcel at Logvy Park for a new boys and girls club facility (see attached letter and air  
14 photo). This would consist of offices, class rooms and a gymnasium. They are ready to  
15 embark upon an ambitious fund raising campaign. They would like a memorandum of  
16 understanding or some other agreement with the City to give them confidence to pursue  
17 raising funds.

18  
19 Presently the BGC uses the Calistoga elementary school facilities. They had entered into  
20 a MOU with the school district to build a new facility at this site. However, after further  
21 investigation it was determined that the site was too small and the construction costs  
22 required to meet the state architect requirements was too high. This was when they  
23 decided to request use of the city owned parcel located at Logvy Park.

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The specific request of the BGC is as follows:

*General Provisions:*

- The City of Calistoga would enter into a MOU which endorses the BGC to build an approximate 14,000 sf facility at 1401 N. Oak Street, which would then trigger the BGC to move forward with a 24-month, community capital campaign.
  - Eventually, the City and BGC would enter into a long term Joint Use Agreement. In exchange for the use of the site (land to remain in City ownership) at a reduced ground lease amount, the BGC would make available the building (owned by BGC) for City and community use, as scheduled and facilitated by BGC during the lease period.
  - The BGC will raise the necessary funds to build and operate the facility.
  - The BGC understands the need and responsibility to work with the City and its citizens in assisting to provide space or alternatives for the dog park and community garden.
  - The intended use is to operate a full-service boys & girls club. The BGC will provide after school, non-school day and summer programs open to youth membership in grades K-12 (5-18 years of age). The primary daily users are in the K-6 group.
- Days and Hours of Use:*
- The Calistoga and St. Helena Clubs' normal operating hours are:
    - School Year: 2:30pm- until 6pm M-F. The Clubhouse portion of the facility is closed on Saturdays, but the gym is often in use. They are closed on Sundays.
    - Summer: M-F 8am to 6pm and closed on weekends.
    - Non-School Days (such as spring and Christmas breaks, teachers in-service days, etc.) 8am to 6pm.
  - There are also special hours such as Family Nights, movie nights and Tween programs on selected Fridays where the Club is open until 8 or 9pm.
  - BGC is closed on holidays, and generally close one week at either the start or end

65 of summer for annual building maintenance, staff training and staff vacations.

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67 *Community Use:*

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69 • Currently, the St. Helena facility is used by numerous community groups and  
70 programs including the school district, adult sports, a book club, ESL classes, the  
71 museum, Zumba, Quinceaneras, birthday parties, community meetings, DARE  
72 presentations, health fairs, and art shows. BGC would expect similar uses in Calistoga.

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74 • Community use normally occurs in our classrooms in the mornings (except in the  
75 summer), after 6pm, and in the evenings in the gym. The facility is available for  
76 community use and rentals after Club use (they do not displace kids for rentals), quite  
77 often on Saturday nights and Sundays.

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79 *Timeframes:*

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81 • The BGC plan at the moment and subject to change:

82• Fundraising: July 2014-June 2016

83• Planning, design, architectural, engineering and permitting: 2015

84• Construction: Summer 2016 to Summer 2017

85• Opening: First day of school 2017

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88 **DISCUSSION:**

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90 The boys and girls club is presently located at the Calistoga elementary school. It has  
91 proven to be an invaluable asset to the Calistoga community providing an after school  
92 facility for children who would otherwise be at home alone. In this capacity it serves as  
93 affordable after school day care. The club is open to all children and provides a safe  
94 environment to complete homework, to play, and develop social skills.

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96 The following is a list of issues or comments on the BGC proposal:

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98 1. The proposal will likely encumber the entire 1.06 acres of land (46,174 sf).

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100 2. The proposal will require relocation of the dog park and possibly the community  
101 garden. Other competing uses for the land could be possibly eliminated, including a  
102 recreation services office as called for in the Logvy Master Plan.

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104 3. This use would require a public hearing for the use permit, an amendment to the Logvy  
105 Master Plan and CEQA review. The environmental review will address issues such as

106 potential tree removal, traffic impact, archaeological investigation, and storm water  
107 retention.

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109 4. If the Council is agreeable, the next step would be to prepare a MOU which would  
110 indicate a positive response to the request for use of the site for a boys and girls club. It  
111 would also authorize the City Manager to initiate negotiation of possible terms of a long  
112 term lease and joint use agreement. Any such agreement would be subject to public  
113 review at public meeting.

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115 **FISCAL IMPACT:** The fiscal impact to the city is unknown at this time; however, the  
116 BSG has indicated that they will pay for the construction and operation of the facility.

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118 **ATTACHMENTS**

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- 1201. 1- August 21, 2014 letter from Jay Templeton, Boys and Girls Club
- 1212. 2- Air photo of Project Property
- 1223. 3- Logvy Park Master Plan



**BOYS & GIRLS CLUBS**  
OF ST. HELENA AND CALISTOGA

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COORDINATOR  
Caiti Dorow

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CALISTOGA CLUB  
Unit Director  
Greg Bouillercé  
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CALISTOGA TEEN CTR.  
Unit Director  
Clint Ferrier  
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YOUTH DIVERSION  
PROGRAM  
Director  
Heather Baker  
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August 21, 2014

To: City Manager Spitler, City of Calistoga, CA  
From: Boys & Girls Clubs of St. Helena and Calistoga, Inc  
RE: Letter of Interest

On behalf of our Board of Directors (the legal entity of the non-profit corporation), I wish to provide this letter of interest for the following:

The Boys & Girls Clubs of St. Helena and Calistoga (BGCSHC) wishes to enter into a Memorandum of Understand whereby the City of Calistoga and the BGCSHC will mutually enter into an agreement to allow the BGCSHC to construct and operate an approximate 14,000sf facility on City owned land at 1401 North Oak Street. This site, between the pool and the fairgrounds, is currently being used for a dog park and community garden.

- The BGCSHC would raise the necessary funds to build the facility and would provide annual operating funds.
  - The BGCSHC proposes the City to lease the land to the BGCSHC in exchange for a Joint Use Agreement, which would allow City and community use of the facility during non-Club times.
  - The proposed facility would include parking and exterior improvements, signage, a foyer, games room, kitchen, eating area, rest rooms, offices, academic/meeting room, art room, technology lab, storage, front counter control and a gymnasium. The facility would meet all planning, permitting, insurance, risk management and code requirements.
  - Primary use would be as a full-service Boys & Girls Club, with City and community uses available during non-Club hours. Normal Club operating hours are M-F from 2-6pm during the school year (sometimes the gym is used later as well as on some Saturdays) and M-F from 8am to 6pm during the summer and non-school days.
  - Initial timeline would be construction commencing in Q4 2016 and finished in Q3 2017.
  - After a year of discussion and planning, and the completion of a feasibility study, it is the direction of the Board of Directors of the BGCSHC to formally make this request to the City of Calistoga. We look forward to an open, transparent and vigorous discussion with the City.
- Thank you for your consideration.

Respectfully,

Jay Templeton  
Executive Director

City of Calistoga  
City Manager

AUG 21 2014

RECEIVED