



**City of St. Helena
Parks and Recreation Commission
Special Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, January 28, 2019 @ 4:30 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL

Commission Chair: Matt Demchuk

Vice Chair: Donna Hinds

Members: Noelle Strouss, Autumn Tello, and Bob Frescura

City Council Member Liaison: David Knudsen

Staff Liaison: André Pichly, Parks & Recreation Director

3. PUBLIC FORUM:

An opportunity for the public to directly address the Commission on items of interest to the public that are not listed on the agenda. Any person addressing the Commission should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by **the Brown Act, the Commission may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMISSION

Reports by staff and/or commission on items of general interest. Brief questions for clarification may be posed and answered, and Commission may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.**

5. CONSENT CALENDAR:

Members of the Parks and Recreation Commission or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

5.1. Parks and Recreation Commission Meeting Minutes of December 17, 2018.

3 - 4

[Parks and Recreation Commission Meeting Minutes - Dec 17 2018](#)

6. SCHEDULED MATTERS:

6.1. Heat and Air Quality Policies - see staff report

5 - 10

Prepared By: Andre Pichly, Recreation Director

[Heat and Air Quality policies Staff Report - Pdf](#)

6.2. Review, discuss and endorse Recreation Department budget plan for

11 - 17

2019/2020 - see staff report

Prepared By: Andre Pichly, Recreation Director

[Parks & Rec budget Staff Report - Pdf](#)

- 6.3. 6.3.1 Develop and approve 2019 Commission work Plan - see staff report 19 - 28

- Suggested CIP Prioritization projects:
- Suggested Parks Improvement Needs
- Suggested Facility Improvement Needs
- Key special events support - define support and expectations

6.3.2 Community and Friends Groups - no staff report

- Community Tennis Association
- Dog Park Community Group
- Friends of Parks & Recreation non-profit
- Bocce Committee

6.3.3 Parks & Recreation Department Proposed Annual Budget Review and Endorsement - see staff report

6.3.4 Discussion on Hunt's Grove Conceptual Plan - see staff report

6.3.4 Develop Parks & Recreation Master Plan - no staff report

Prepared By: Andre Pichly, Recreation Director

[Work Plan Staff Report - Pdf](#)

[Hunt's Grove Staff Report - Pdf](#)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for February 18, 2019 at 4:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1480 Main Street and 1360 Oak Avenue on January 24, 2019.

André Pichly, Parks & Recreation Director

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

**City of St. Helena
Parks and Recreation Commission
Regular Meeting
December 17, 2018**

Meeting Minutes – Action Items Only

1. Call to Order 4:34 pm

2. Roll Call

The following were present:

Commission Chair: Matt Demchuk

Members: Autumn Tello, Bob Frescura

City Council Member Liaison: none

Staff Liaison: André Pichly, Parks & Recreation Director

Staff: Carlos Uribe, Public Works Maintenance Manager

Absent: Commissioners Donna Hinds and Noelle Strouss

3. Public Forum – none

5. Consent Calendar

- Meeting minutes from November 26, 2018, approved (Frescura moved/Tello 2nd).

6. Scheduled Matters:

- 6.1. Request by St Helena Community Band to consider a bandstand for Lyman Park (not an action item): Jeff Farmer of the St Helena Community Band, along with Verna Steinhauer. Farmer shared a brief slideshow of the gazebo and handed-out a history timeline of Lyman Park. The request is to consider a redesigned area (enlarged gazebo or bandstand) for a renovated Lyman Park, but still preserve the existing gazebo.
- 6.2. Community Tennis Association: discuss reviving dormant group or create new group – Demchuk (not an action item): discussed reviving the existing association or establishing a new one, which would serve as a fundraising non-profit for the tennis community. Pichly discussed creating a Crane Park Tennis Committee to help address rules inconsistencies, fees, rental/reservations, and scheduling by the various groups that use the courts. The committee would function much like the Bocce Committee. Proposal to be brought before the Commission in January 2019.
- 6.3. Concerns regarding the scheduling of tennis activities at Crane Park – Frescura (not an action item): Frescura shared his

concerns and pointed out the inconsistencies of the rules that are posted at the courts and online. Not an action item.

6.4. Parks and Recreation Commission Work Plan: project prioritization for 2019 – Pichly (not an action item): Commissioners were asked to start thinking about what they would like to see as part of the 2019 CIP request, which would be part of their Work Plan recommendation for Council consideration.

6.5. Review draft of annual Parks and Recreation Commission calendar – Demchuk (not an action item): Meetings dates in January, February, and March not set due to holidays and staff travel. Updated draft version will be made available to the Commission before January 1st, including new dates for the first 3 months of the calendar year.

[Calendar 2019 PRC and Holidays](#)

7. Adjournment

Meeting Adjourned: 5:56 pm. Moved by Tello; 2nd by Frescura.

APPROVED:

ATTEST:

Matthew Demchuk, Chair

André Pichly, Director of Parks & Recreation



Report to the City Council
Council Meeting of January 28, 2019

Agenda Section:

Subject: Heat and Air Quality Policies

**CEQA
Determination:**

Prepared By: Andre Pichly, Recreation Director

Reviewed By: Andre Pichly, Recreation Director

Approved By: Andre Pichly, Recreation Director

BACKGROUND

Summer heat can have an adverse affect of the health of people, especially when those people are outdoors engaged in physical activity, causing dehydration, heat illness or even heat stroke. Likewise, air quality that is poor, unhealthy, or hazardous, can have a negative impact on a person's eyes, nose, throat and lungs. In both cases, these conditions can do harm, even to the healthiest individual. Give that a majority of our department participants during the summer months are youth in our youth sports or summer camps, they are susceptible to heat exposure when engaged in active play. Adults and seniors, the latter of whom are also vulnerable to the effects of prolonged exposure to heat, enjoy some of our outdoor activities, such as bocce ball and tennis, during the summertime. And regardless of age, everyone can feel the effects of poor, unhealthy, or even hazardous air quality from even limited exposure.

DISCUSSION

In 2017 and 2018, Napa United Soccer issued cancellations for practices and games when the temperature rose above 95 degrees. Their message is this: when temperatures get above 95 degrees in the shade – especially during mid-afternoons when the sun is high - they require the cancelling of practices for youth soccer. As the sun begins to set practices can resume, but only if the temperature is below 95 degrees in the shade. "Here in the Napa Valley our kids are accustomed to moderate heat, but not like those from the Sacramento region. Heat stroke can be a severe, life-threatening condition that is not worth risking just to get a practice in." Staff agrees that placing kids

in outdoor youth sports activities when it is hot outside not only poses a risk of a child suffering a heat-related illness, it also can negatively impact the child's view of that activity. If they associate not feeling well with that activity, they may be less inclined to participate in the future. This is why we have crafted a department Heat Policy - to set guidelines for both staff and our coach volunteers that can help limit unhealthy exposure during days when the temperature rises to 95 or more. We are considering the purchase of temperature gauges that would be installed in Jacob Meily Park and Crane Park, which are venues for youth soccer practices and games. Where we utilize school playfields for games and practices we will need to discuss temperature gauges with the school district.

In 2017 and 2018, St Helena experienced some of the worst air quality that the Napa Valley has seen in several decades. In both years the air quality index rose above 200 parts per million, which place it in the hazardous category. Regardless of the activity, precautions should be taken to modify activity during periods of unhealthy AQI, and moved indoors or cancelled when the AQI is in the hazardous category. This is why we have crafted a department Air Quality Policy - to set guidelines for both staff and our coach volunteers that can help modify or limit unhealthy exposure during days when the air quality reaches unhealthy or hazardous levels. In addition, the department has purchased and installed a Purple Air sensor at the department office that will provide real-time air quality readings constantly. The sensor reading can be accessed at www.purpleair.com. Simply go to the web page, click on Map on the menu and type in the ZIP code for the area you would like to view. Currently we have one of only two sensors in St Helena. We are considering the installation of a second sensor at Crane Park. This information will not only help staff monitor air quality and take action, but the information will help residents and visitors know what the AQI is at any given moment, whether or not they are in one of the department's programs.

FISCAL IMPACT

Purple Air sensor cost \$244.00 per sensor.

RECOMMENDED ACTION

Staff recommends that the Commission review and endorse the policies as proposed by staff.

ATTACHMENTS

[Air Quality Safety Policy](#)

[Heat Safety Policy](#)

AIR QUALITY SAFETY POLICY

DRAFT

The St Helena Parks & Recreation Department takes air quality very seriously. During wildfire incidents in northern California, or other times where air quality is compromised, St Helena Parks & Recreation Department staff will monitor the AQI and issue alerts as necessary. **Ensuring the health and safety of our participants is our priority.**

Background: Physical activity in smoky conditions poses a significant danger to people's health. Respiratory distress and irritation to the eyes is a primary concern with exposure to unhealthy air quality. Constant surveillance and education are necessary, especially during wildfire season, to prevent problems that can be brought on by poor to unhealthy air quality. Being aware of the Air Quality Index (AQI), how poor air quality can affect the body, and how to guard against the effects, are important ways to stay safe in smoky conditions.

Policy: Therefore . . .

- **When the AQI gets above 151 parts per million (PPM) we require the modification of practices for all City programs taking place out of doors (see AQI Chart). Modifications may include, but are not limited to:**
 - **rescheduling the program to a later time**
 - **reducing the intensity of the activity**
 - **requiring additional water breaks**
 - **shortening the length of the program**
- **When the AQI gets above 201 PPM we require all City programs taking place out of doors be cancelled or move indoors, if possible, and modify activities as appropriate (see AQI Chart).**

AQI for St Helena can be found at www.purpleair.com.

The St Helena Parks & Recreation Department has a Purple Air sensor located at the office on Railroad Ave.

Fine particulate matter – the debris in the air – poses a severe threat to a person's eyes, nose, throat, and lungs. Our health is not worth risking just to get a game or practice in.

Recommendations for Schools and Others on Poor Air Quality Days*
Air Quality Index (AQI) Chart for Ozone (8-hr standard)

ACTIVITY	0 to 50 GOOD	51 to 100 MODERATE	101 to 150 UNHEALTHY FOR SENSITIVE GROUPS	151 to 200 UNHEALTHY	201 to 300 VERY UNHEALTHY
Recess (15 min)	No Restrictions	No Restrictions	Make indoor space available for children with asthma or other respiratory problems.	Any child who complains of difficulty breathing, or who has asthma or other respiratory problems, should be allowed to play indoors.	Restrict outdoor activities to light to moderate exercise.
P.E. (1 hr)	No Restrictions	No Restrictions	Make indoor space available for children with asthma or other respiratory problems.	Any child who complains of difficulty breathing, or who has asthma or other respiratory problems, should be allowed to play indoors.	Restrict outdoor activities to light to moderate exercise not to exceed one hour.
Scheduled Sporting Events	No Restrictions	Exceptionally sensitive individuals should limit intense activities.	Individuals with asthma or other respiratory/ cardiovascular illness should be medically managing their condition. Increase rest periods and substitutions to lower breathing rates.	Consideration should be given to rescheduling or relocating event.	Event should be rescheduled or relocated.
Athletic Practice and Training (2 to 4 hrs)	No Restrictions	Exceptionally sensitive individuals should limit intense activities.	Individuals with asthma or other respiratory/ cardiovascular illness should be medically managing their condition. Increase rest periods and substitutions to lower breathing rates.	Activities over 2 hours should decrease intensity and duration. Add rest breaks or substitutions to lower breathing rates.	Sustained rigorous exercise for more than one hour must be rescheduled, moved indoors or discontinued.

Note: All guidelines are cumulative (left to right and top to bottom) as duration and intensity of activities increase.

HEAT SAFETY POLICY

The St Helena Parks & Recreation Department takes the heat and the illnesses it can create very seriously. Throughout the course of the summer, St Helena Parks and Recreation Department staff will monitor the heat index and issue alerts as necessary. **Ensuring safety is our priority.**

Background: Physical activity in hot and/or humid environmental conditions poses special problems. Heat stress and resulting heat illness is a primary concern in these conditions. Although deaths from heat illness are rare, constant surveillance and education are necessary to prevent heat-related problems. Being aware of the heat index (how hot it feels to the body when the air temperature in Fahrenheit and the relative humidity are combined), how it affects the body and how to combat its' effects are important ways to stay safe in the heat!

Policy: Therefore, **when temperatures get above 95 degrees in the shade** – especially during mid-afternoons when the sun is high - we require the cancelling of practices for youth sports. As the sun begins to set practices can resume, but only if the temperature is below 95 degrees in the shade. Heat stroke can be a severe, life-threatening condition that is not worth risking just to “get a practice in.”

City-sponsored Youth Sports Programs Heat Index matrix

80 - 89 degrees Heat Index	• Provide ample amounts of water. Water should always be available and people should be able to take in as much water as they desire. • Water breaks every 30 minutes of continuous activity.
90 – 94 degrees Heat Index	• Provide ample amounts of water. Water should always be available and people should be able to take in as much water as they desire. • Water breaks every 30 minutes of continuous activity. • Seek shade during breaks in activity. • Watch/monitor people carefully for necessary action. • Re-check temperature every 30 minutes for increased Heat Index.
Above 95 degrees Heat Index	• No practice allowed.

To recognize heat illness watch/monitor for any of the following signs:

- Ø Cessation of sweating
- Ø Weakness
- Ø Cramping
- Ø Rapid and weak pulse
- Ø Pale or flushed skin
- Ø Excessive fatigue
- Ø Nausea
- Ø Unsteadiness
- Ø Disturbance of vision and incoherent

If heat illness is suspected, prompt emergency treatment is recommended. Delay can be fatal.

FIRST AID FOR HEAT ILLNESS

Heat exhaustion – Symptoms usually include profound weakness and exhaustion, and often dizziness, syncope, muscle cramps and nausea. Heat exhaustion is a form of shock due to depletion of body fluids. First aid should include rest in a cool, shaded environment. Fluids should be given orally. A physician should determine the need for electrolytes and additional medical care. Although rapid recovery is not unusual, people suffering from heat exhaustion should not be allowed to practice or compete for the remainder of that day.

Heatstroke – Heatstroke is a medical emergency. Medical care must be obtained at once; a delay in treatment can be fatal. Heatstroke is characterized by high body temperature and usually (but not always) hot, dry skin that indicates failure of the primary temperature-regulating mechanism (sweating), and possibly seizure or coma. First aid includes immediate cooling of the body without causing the athlete to shiver. Recommended methods for cooling include using ice, immersion in cool water and/or wetting the body and fanning vigorously. Victims of heatstroke should be hospitalized and monitored carefully.

DRAFT



Report to the City Council
Council Meeting of January 28, 2019

Agenda Section:

**Subject: Parks & Recreation Department Proposed Annual Budget
Review and Endorsement**

**CEQA
Determination:**

Prepared By: Andre Pichly, Recreation Director

Reviewed By: Andre Pichly, Recreation Director

Approved By: Andre Pichly, Recreation Director

BACKGROUND

Per section 2.56.040, Budget Submittal, of the St Helena Municipal Code, "The commission shall submit annually a budget to the city council for its approval in whole or in part. The budget should provide not only for recreation services and operating costs for the ensuing year, but should also contain estimates and recommendations for such long-term capital outlay as may be necessary to provide for an orderly and coordinated development program. (Prior code § 2.123). A Parks & Recreation department budget should reflect the priorities of the department by placing fiscal resources where they are most needed to help accomplish goals and objectives.

DISCUSSION

Staff is requesting that the Parks and Recreation Commission review, discuss, and provide feedback to staff regarding the Parks & Recreation department's proposed 2019/2020 fiscal year budget. Per the Director of Finance regarding this year's budget planning, "We are anticipating another status quo year. In order to sustain our budget reserves, we are asking that all budgets are prepared with no significant budget increases/requests." With that in mind, staff do not see the need for any changes to current recreation program allocations, but do see a need for increased funding for special events, specifically the Fourth of July (\$5,000.00), Home for the Holidays (\$1,000.00), and full funding for Jingle all the Way (\$25,000). Additional \$5000 in funding for the Fourth of July event would help cover the cost of security, portable

restrooms, and signage. The \$1000 for Home for the Holidays would provided dedicated resources that would not need to be taken from other program budgets. The \$25,000 for Jingle All the Way would dedicate funds for this event, which has City Council and community support.

FISCAL IMPACT

The fiscal impact of the suggested increases for Fourth of July (\$5,000.00), Home for the Holidays (\$1,000.00), and full funding for Jingle all the Way (\$25,000) totals \$31,000.00. This would increase the department budget from \$806,658.55 to \$837,658.55.

RECOMMENDED ACTION

Staff recommends that the Parks and Recreation Commission review, discuss, and provide feedback to staff regarding the Parks & Recreation department's proposed 2019/2020 fiscal year budget, and endorse that proposed budget.

ATTACHMENTS

[2019-2020 Parks and Recreation budget with requests](#)

General Ledger

Budget Parks and Recreation 4728

User: apriln
 Printed: 12/31/18 14:45:38
 Period 01 - 13
 Fiscal Year 2020

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Requested
101	General Fund				
47	Parks & Recreation				
101-47-28-20-08	Post-Employment Disbursement	\$ -	\$ -	\$ -	\$ -
101-47-28-20-10	Salary-Regular	\$ 84,103.98	\$ 111,380.15	\$ 122,819.00	\$ -
101-47-28-20-20	Temp/Part Time	\$ -	\$ -	\$ -	\$ -
101-47-28-20-30	Overtime	\$ -	\$ -	\$ -	\$ -
101-47-28-20-40	FICA/Medicare	\$ 6,495.83	\$ 8,530.73	\$ 8,977.00	\$ -
101-47-28-20-45	Employer PERS	\$ 11,605.84	\$ 6,830.63	\$ 8,148.00	\$ -
101-47-28-20-47	PERS Unfunded Liability	\$ -	\$ 14,583.00	\$ 13,566.00	\$ -
101-47-28-20-50	Employee PERS	\$ -	\$ -	\$ -	\$ -
101-47-28-20-55	Health Insurance	\$ 12,088.74	\$ 24,264.83	\$ 25,678.00	\$ -
101-47-28-20-61	Workers Comp	\$ 2,627.05	\$ 4,053.16	\$ 3,892.00	\$ -
101-47-28-20-65	SDI	\$ 737.62	\$ 1,062.26	\$ 1,035.00	\$ -
101-47-28-20-71	Unemployment	\$ -	\$ -	\$ -	\$ -
101-47-28-20-75	Deferred Comp	\$ 863.79	\$ 221.07	\$ 2,360.00	\$ -
101-47-28-20-85	Auto Allowance	\$ 1,297.53	\$ 2,111.04	\$ 2,160.00	\$ -
101-47-28-20-89	Charity Event Reimbursement	\$ -	\$ -	\$ -	\$ -
20	Salaries & Benefits	\$ 119,820.38	\$ 173,036.87	\$ 188,635.00	\$ -
101-47-28-21-05	Advertising	\$ -	\$ 670.02	\$ 300.00	\$ -
101-47-28-21-10	Communications	\$ 2,067.18	\$ 3,334.49	\$ 3,500.00	\$ -
101-47-28-21-15	Postage	\$ 52.08	\$ 39.25	\$ 100.00	\$ -
101-47-28-21-30	Professional Contracts	\$ -	\$ 100.00	\$ 9,200.00	\$ -
101-47-28-21-40	Professional Fees	\$ -	\$ -	\$ -	\$ -
101-47-28-21-42	Banking Fees	\$ 434.35	\$ 527.43	\$ 660.00	\$ -
101-47-28-21-44	Online Transaction Fee	\$ -	\$ 47.04	\$ 50.00	\$ -
101-47-28-21-45	Other Contract Services	\$ -	\$ -	\$ -	\$ -
101-47-28-21-53	Memberships & Publications	\$ 214.00	\$ 330.00	\$ 490.00	\$ -
101-47-28-21-55	Training & Conference	\$ 814.00	\$ 3,532.77	\$ 7,600.00	\$ -
101-47-28-21-60	Other Travel	\$ -	\$ 52.75	\$ 100.00	\$ -
21	Services	\$ 3,581.61	\$ 8,633.75	\$ 22,000.00	\$ -
101-47-28-22-12	Computer Equipment	\$ -	\$ 1,364.60	\$ 1,775.00	\$ -
101-47-28-22-13	Office Supplies	\$ 418.17	\$ 972.78	\$ 125.00	\$ -
101-47-28-22-15	Special Department Supplies	\$ 1,078.75	\$ 1,775.34	\$ 800.00	\$ -
101-47-28-22-44	Swimming Program	\$ -	\$ -	\$ -	\$ -
22	Supplies	\$ 1,496.92	\$ 4,112.72	\$ 2,700.00	\$ -
101-47-28-23-11	Maint Office Equip	\$ -	\$ -	\$ -	\$ -
101-47-28-23-20	Tennis Court Maintenance	\$ -	\$ -	\$ 4,000.00	\$ -
101-47-28-23-35	Software Maintenance	\$ -	\$ -	\$ -	\$ -
23	Maintenance	\$ -	\$ -	\$ 4,000.00	\$ -
101-47-28-24-25	Taxes & Other Charges	\$ -	\$ -	\$ -	\$ -
24	Taxes, Insurances & Contributi	\$ -	\$ -	\$ -	\$ -
101-47-28-26-40	Furniture & Fixtures	\$ -	\$ 802.10	\$ 960.00	\$ -

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Requested
26	Capital	\$ -	\$ 802.10	\$ 960.00	\$ -
101-47-28-29-99	Transfer to other Funds	\$ 122.32	\$ -	\$ -	\$ -
29	Transfers	\$ 122.32	\$ -	\$ -	\$ -
28	Recreation	\$ 125,021.23	\$ 186,585.44	\$ 218,295.00	\$ -
280	Teen Center Recreation Dept				
47	Parks & Recreation				
280-47-28-20-10	Salary-Regular	\$ 96,393.09	\$ 48,053.13	\$ -	\$ -
280-47-28-20-20	Temp/Part Time	\$ 15,701.83	\$ 19,721.57	\$ -	\$ -
280-47-28-20-30	Overtime	\$ 811.73	\$ 252.70	\$ -	\$ -
280-47-28-20-37	Holiday Pay	\$ -	\$ -	\$ -	\$ -
280-47-28-20-40	FICA/Medicare	\$ 8,690.89	\$ 5,116.00	\$ -	\$ -
280-47-28-20-45	Employer PERS	\$ 14,849.29	\$ 2,690.80	\$ -	\$ -
280-47-28-20-47	PERS Unfunded Liability	\$ -	\$ 4,532.00	\$ -	\$ -
280-47-28-20-50	Employee PERS	\$ -	\$ -	\$ -	\$ -
280-47-28-20-55	Health Insurance	\$ 27,304.06	\$ 18,404.57	\$ -	\$ -
280-47-28-20-61	Workers Comp	\$ 1,897.46	\$ 2,195.46	\$ -	\$ -
280-47-28-20-65	SDI	\$ 854.46	\$ 460.08	\$ -	\$ -
280-47-28-20-71	Unemployment	\$ -	\$ -	\$ -	\$ -
280-47-28-20-75	Deferred Comp	\$ 526.80	\$ 42.84	\$ -	\$ -
280-47-28-20-85	Auto Allowance	\$ 898.43	\$ 117.28	\$ -	\$ -
20	Salaries & Benefits	\$ 167,928.04	\$ 101,586.43	\$ -	\$ -
280-47-28-21-05	Advertising	\$ -	\$ 100.00	\$ -	\$ -
280-47-28-21-10	Communications	\$ 2,272.49	\$ 2,310.35	\$ -	\$ -
280-47-28-21-15	Postage	\$ -	\$ -	\$ -	\$ -
280-47-28-21-25	Equipment Rental	\$ -	\$ -	\$ -	\$ -
280-47-28-21-40	Professional Fees	\$ -	\$ -	\$ -	\$ -
280-47-28-21-45	Other Contract Services	\$ -	\$ -	\$ -	\$ -
280-47-28-21-53	Memberships & Publications	\$ 170.00	\$ -	\$ -	\$ -
280-47-28-21-55	Training & Conference	\$ 53.01	\$ 40.00	\$ -	\$ -
280-47-28-21-60	Other Travel	\$ -	\$ -	\$ -	\$ -
21	Services	\$ 2,495.50	\$ 2,450.35	\$ -	\$ -
280-47-28-22-13	Office Supplies	\$ -	\$ -	\$ -	\$ -
280-47-28-22-15	Special Department Supplies	\$ 2,822.56	\$ 509.85	\$ -	\$ -
22	Supplies	\$ 2,822.56	\$ 509.85	\$ -	\$ -
280-47-28-23-00	Capital Projects Budget	\$ -	\$ -	\$ -	\$ -
280-47-28-23-30	Maint Buildings/Grounds	\$ -	\$ -	\$ -	\$ -
23	Maintenance	\$ -	\$ -	\$ -	\$ -
280-47-28-24-25	Taxes & Other Charges	\$ -	\$ -	\$ -	\$ -
24	Taxes, Insurances & Contributi	\$ -	\$ -	\$ -	\$ -
280-47-28-26-60	Capital Imp Buildings	\$ -	\$ -	\$ -	\$ -
26	Capital	\$ -	\$ -	\$ -	\$ -
280-47-28-29-99	Transfer to Other Funds	\$ -	\$ -	\$ 26,300.00	\$ -
29	Transfers	\$ -	\$ -	\$ 26,300.00	\$ -
28	Recreation	\$ 173,246.10	\$ 104,546.63	\$ 26,300.00	\$ -
285	St. Helena Pool				
47	Parks & Recreation				
285-47-28-20-10	Salary-Regular	\$ -	\$ -	\$ -	\$ -

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Requested
285-47-28-20-20	Temp/Part Time	\$ -	\$ -	\$ -	\$ -
285-47-28-20-30	Overtime	\$ -	\$ -	\$ -	\$ -
285-47-28-20-45	Employer PERS	\$ -	\$ -	\$ -	\$ -
285-47-28-20-50	Employee PERS	\$ -	\$ -	\$ -	\$ -
285-47-28-20-55	Health Insurance	\$ -	\$ -	\$ -	\$ -
285-47-28-20-61	Workers Comp	\$ -	\$ -	\$ -	\$ -
285-47-28-20-65	SDI	\$ -	\$ -	\$ -	\$ -
285-47-28-20-71	Unemployment	\$ -	\$ -	\$ -	\$ -
285-47-28-20-75	Deferred Comp	\$ -	\$ -	\$ -	\$ -
285-47-28-20-85	Auto Allowance	\$ -	\$ -	\$ -	\$ -
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
285-47-28-21-05	Advertising	\$ -	\$ -	\$ -	\$ -
285-47-28-21-10	Communications	\$ -	\$ -	\$ -	\$ -
285-47-28-21-45	Other Contract Services	\$ -	\$ -	\$ -	\$ -
21	Services	\$ -	\$ -	\$ -	\$ -
285-47-28-40-40	FICA/Medicare	\$ -	\$ -	\$ -	\$ -
40	FICA/Medicare	\$ -	\$ -	\$ -	\$ -
28	Recreation	\$ -	\$ -	\$ -	\$ -
286	Bocce Ball				
47	Parks & Recreation				
286-47-28-20-10	Salary-Regular	\$ 7,792.60	\$ 6,187.80	\$ 6,823.00	\$ -
286-47-28-20-20	Temp/Part Time	\$ 18,612.80	\$ 18,494.69	\$ 22,999.00	\$ -
286-47-28-20-37	Holiday Pay	\$ -	\$ -	\$ 1,989.00	\$ -
286-47-28-20-40	FICA/Medicare	\$ 2,025.08	\$ 1,888.85	\$ 2,410.00	\$ -
286-47-28-20-45	Employer PERS	\$ 1,122.51	\$ 379.48	\$ 453.00	\$ -
286-47-28-20-47	PERS Unfunded Liability	\$ -	\$ 810.00	\$ 754.00	\$ -
286-47-28-20-55	Health Insurance	\$ 1,199.46	\$ 1,348.24	\$ 1,427.00	\$ -
286-47-28-20-61	Workers Comp	\$ 146.06	\$ 225.16	\$ 1,980.00	\$ -
286-47-28-20-65	SDI	\$ 68.04	\$ 59.01	\$ 57.00	\$ -
286-47-28-20-71	Unemployment	\$ -	\$ 8,599.00	\$ -	\$ -
286-47-28-20-75	Deferred Comp	\$ 71.64	\$ 12.21	\$ 131.00	\$ -
286-47-28-20-85	Auto Allowance	\$ 115.58	\$ 117.28	\$ 120.00	\$ -
20	Salaries & Benefits	\$ 31,153.77	\$ 38,121.72	\$ 39,143.00	\$ -
286-47-28-21-05	Advertising	\$ -	\$ -	\$ 150.00	\$ -
286-47-28-21-10	Communications	\$ -	\$ -	\$ -	\$ -
286-47-28-21-15	Postage	\$ -	\$ -	\$ -	\$ -
286-47-28-21-42	Banking Fees	\$ 1,155.52	\$ 1,091.52	\$ 1,000.00	\$ -
286-47-28-21-44	Online Transaction Fee	\$ 261.88	\$ 242.75	\$ 140.00	\$ -
286-47-28-21-45	Other Contract Services	\$ -	\$ -	\$ 200.00	\$ -
21	Services	\$ 1,417.40	\$ 1,334.27	\$ 1,490.00	\$ -
286-47-28-22-13	Office Supplies	\$ -	\$ -	\$ 400.00	\$ -
286-47-28-22-15	Special Department Supplies	\$ 4,456.57	\$ 4,012.69	\$ 4,000.00	\$ -
22	Supplies	\$ 4,456.57	\$ 4,012.69	\$ 4,400.00	\$ -
286-47-28-23-30	Maint Building/Grounds	\$ 1,789.88	\$ 1,520.15	\$ 1,500.00	\$ -
286-47-28-23-35	Software Maintenance	\$ -	\$ -	\$ -	\$ -
23	Maintenance	\$ 1,789.88	\$ 1,520.15	\$ 1,500.00	\$ -
286-47-28-29-99	Transfer to other Funds	\$ -	\$ -	\$ -	\$ -
29	Transfers	\$ -	\$ -	\$ -	\$ -
28	Recreation	\$ 38,817.62	\$ 44,988.83	\$ 46,533.00	\$ -

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Requested
287	Harvest Festival				
47	Parks & Recreation				
287-47-28-21-42	Banking Fees	\$ 4.35	\$ 50.74	\$ 100.00	\$ -
287-47-28-21-44	Online Transaction Fee	\$ -	\$ 32.25	\$ -	\$ -
21	Services	\$ 4.35	\$ 82.99	\$ 100.00	\$ -
287-47-28-22-15	Special Department Supplies	\$ 14,569.26	\$ 7,796.16	\$ 12,700.00	\$ -
22	Supplies	\$ 14,569.26	\$ 7,796.16	\$ 12,700.00	\$ -
28	Recreation	\$ 14,573.61	\$ 7,879.15	\$ 12,800.00	\$ -
288	Fourth of July				
47	Parks & Recreation				
288-47-28-21-42	Banking Fees	\$ -	\$ 51.63	\$ -	\$ -
288-47-28-21-45	Other Contract Services	\$ 41,950.00	\$ 40,000.00	\$ 40,000.00	\$ 45,000.00
21	Services	\$ 41,950.00	\$ 40,051.63	\$ 40,000.00	\$ 45,000.00
288-47-28-22-15	Special Department Supplies	\$ 1,178.40	\$ 3,705.29	\$ 5,300.00	\$ -
22	Supplies	\$ 1,178.40	\$ 3,705.29	\$ 5,300.00	\$ -
28	Recreation	\$ 43,128.40	\$ 43,756.92	\$ 45,300.00	\$ -
289	Recreation Program				
47	Parks & Recreation				
289-47-28-20-10	Salary-Regular	\$ 21,624.02	\$ 70,815.08	\$ 145,748.00	\$ -
289-47-28-20-20	Temp/Part Time	\$ 35,754.09	\$ 19,683.96	\$ 48,333.00	\$ -
289-47-28-20-30	Overtime	\$ 621.98	\$ 294.82	\$ 1,600.00	\$ -
289-47-28-20-37	Holiday Pay	\$ -	\$ -	\$ 626.00	\$ -
289-47-28-20-40	FICA/Medicare	\$ 4,299.79	\$ 6,281.21	\$ 15,086.00	\$ -
289-47-28-20-45	Employer PERS	\$ 4,348.18	\$ 3,914.89	\$ 8,569.00	\$ -
289-47-28-20-47	PERS Unfunded Liability	\$ -	\$ 11,043.00	\$ 14,267.00	\$ -
289-47-28-20-50	Employee PERS	\$ -	\$ -	\$ -	\$ -
289-47-28-20-55	Health Insurance	\$ 11,074.96	\$ 18,124.38	\$ 39,744.00	\$ -
289-47-28-20-61	Workers Comp	\$ 1,167.12	\$ 7,036.74	\$ 17,488.00	\$ -
289-47-28-20-65	SDI	\$ 199.09	\$ 690.34	\$ 1,463.00	\$ -
289-47-28-20-71	Unemployment	\$ -	\$ 1,811.00	\$ -	\$ -
289-47-28-20-75	Deferred Comp	\$ 19.91	\$ 507.67	\$ 1,777.00	\$ -
289-47-28-20-85	Auto Allowance	\$ -	\$ -	\$ 120.00	\$ -
20	Salaries & Benefits	\$ 79,109.14	\$ 140,203.09	\$ 294,821.00	\$ -
289-47-28-21-05	Advertising	\$ -	\$ 376.11	\$ 1,500.00	\$ -
289-47-28-21-10	Communications	\$ 1,143.00	\$ 679.55	\$ 2,300.00	\$ -
289-47-28-21-15	Postage	\$ -	\$ -	\$ 100.00	\$ -
289-47-28-21-22	Utilities	\$ 205.07	\$ 349.49	\$ 450.00	\$ -
289-47-28-21-25	Equipment Rental	\$ -	\$ -	\$ -	\$ -
289-47-28-21-40	Professional Fees	\$ -	\$ -	\$ 600.00	\$ -
289-47-28-21-42	Banking Fees	\$ 4,173.37	\$ 4,642.52	\$ 3,400.00	\$ -
289-47-28-21-44	Online Transaction Fee	\$ 1,748.08	\$ 2,016.73	\$ 1,000.00	\$ -
289-47-28-21-45	Other Contract Services	\$ 52,440.20	\$ 49,177.20	\$ 61,000.00	\$ -
289-47-28-21-52	Facility Rental	\$ 6,888.47	\$ 150.00	\$ 24,000.00	\$ -
289-47-28-21-55	Training & Conference	\$ 5.00	\$ -	\$ 1,200.00	\$ -
289-47-28-21-60	Other Travel	\$ 132.76	\$ 372.06	\$ 1,800.00	\$ -
21	Services	\$ 66,735.95	\$ 57,763.66	\$ 97,350.00	\$ -
289-47-28-22-11	Fingerprinting	\$ -	\$ -	\$ 300.00	\$ -
289-47-28-22-13	Office Supplies	\$ 87.22	\$ -	\$ 1,300.00	\$ -
289-47-28-22-15	Special Department Supplies	\$ 16,229.35	\$ 33,936.76	\$ 24,248.55	\$ -

Account Number	Description	FY 17 Actual	FY 18 Actual	FY 19 Estimated	FY 20 Requested
289-47-28-22-41	Supplies - Summer	\$ 3,222.33	\$ 1,594.17	\$ 1,500.00	\$ -
289-47-28-22-42	Supplies for sports programs	\$ 4,432.35	\$ 14,822.41	\$ 12,600.00	\$ -
289-47-28-22-43	Fieldtrips	\$ 470.50	\$ 809.94	\$ 1,300.00	\$ -
289-47-28-22-44	Swimming Program	\$ -	\$ -	\$ -	\$ -
289-47-28-22-45	Afterschool Enrichment Program	\$ 14,563.00	\$ 11,010.50	\$ 12,000.00	\$ -
22	Supplies	\$ 39,004.75	\$ 62,173.78	\$ 53,248.55	\$ -
289-47-28-23-35	Software Maintenance	\$ -	\$ -	\$ 500.00	\$ -
289-47-28-23-50	Vehicle Alloc Expense	\$ 9,857.86	\$ 10,318.57	\$ 11,511.00	\$ -
23	Maintenance	\$ 9,857.86	\$ 10,318.57	\$ 12,011.00	\$ -
289-47-28-24-25	Taxes & Other Charges	\$ -	\$ -	\$ -	\$ -
24	Taxes, Insurances & Contributi	\$ -	\$ -	\$ -	\$ -
28	Recreation	\$ 194,707.70	\$ 270,459.10	\$ 457,430.55	\$ -
733	Capital Project Planning				
47	Parks & Recreation				
733-47-28-22-15	Special Department Supplies	\$ -	\$ -	\$ -	\$ -
22	Supplies	\$ -	\$ -	\$ -	\$ -
733-47-28-26-30	Capital Equipment	\$ -	\$ -	\$ -	\$ -
26	Capital	\$ -	\$ -	\$ -	\$ -
28	Recreation	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 589,494.66	\$ 658,216.07	\$ 806,658.55	\$ -

Special Events funding request

Fourth of July	\$5,000.00
Home for the Holidays	\$1,000.00
Jingle All the Way	\$25,000.00



Report to the City Council
Council Meeting of January 28, 2019

Agenda Section:

**Subject: Develop and approve 2019 Parks and Recreation
Commission work plan**

**CEQA
Determination:**

Prepared By: Andre Pichly, Recreation Director

Reviewed By: Andre Pichly, Recreation Director

Approved By: Andre Pichly, Recreation Director

BACKGROUND

Each year City Commissions are asked to develop and execute a work plan. This work plan should focus on those issues of greatest concern that are within that Commission purview, while adopting the priorities set forth by the City Council. Parks and Recreation Commission work plan items can include those issues related to park development, improvement, and maintenance; recreation programming; and policies and best practices that further the mission of the City and Parks & Recreation department. The development of such a work plan will communicate to the City Council the focus of the Commission and will help guide the Commission's decision making in 2019.

DISCUSSION

The City Manager has requested that the Parks and Recreation Commission develop a work plan for 2019. The work plan may cover the following items:

Suggested CIP Prioritization projects:

- Lyman Park: Renovation (options: new children's lot, add bandstand, renovate gazebo, upgrade amenities, outdoor fitness facility/equipment)
- Wappo Park Improvements (options: large shade structure, benches w/ shade covers, outdoor fitness facility/equipment, restrooms; upgrade amenities)
- Crane Park Improvements: (options: skate park facility improvements; replace play structures, replace fencing around play structures; upgrade amenities;

improve landscaping around tennis courts and picnic areas, and in skate park; work with Little League as they fundraise for new restrooms/snack bar, replace ballfield turf with synthetic turf – both fields – 50/50 split between Little League and City)

- Jacob Meily Park Improvements: (options: irrigation and drainage overhaul – new turf; beautify restrooms)
- Hunt's Grove Park and Lower York Reservoir Trail: design and develop; amenitize

Suggested Parks Improvement Needs

- Stone Bridge Park – amenitize
- Wappo Dog Park – improvements – general upgrades
- Baldwin, Mary Fryer, Lewis Station, and Mennen Parks: improvements – general upgrades
- McCulough Park – rehab flower beds
- Adam's Street Trail – amenitize

Suggested Facility Improvement Needs

- Carnegie Building - inspect west wall of Great Room and repair leak and minor water damage to the room; repair eaves with water damage

Key special events support - define support and expectations

- The Wedding Party
- Fourth of July
- Skate Park 10th Anniversary (2019 only)
- Hometown Harvest Festival
- Home for the Holidays
- Jingle All the Way

While the above list may not capture everything related to the City's Parks & Recreation department, it is intended help the Commission determine what it would like to see prioritized for 2019. Once a work plan is approved, it will go to the City Council for review and approval. As the Parks and Recreation Commission serves at the pleasure of the City Council, staff encourages the Commission to be mindful of those priorities set forth by the Council that are directly related to Parks & Recreation and to adopt those Council priorities into the Commission work plan - even adjusting its work plan if necessary - to help Council achieve their goals. In addition, the City Manager may ask the Commission to refine, refocus or modify its work plan so it is a better fit with organizational objectives and/or Council priorities.

FISCAL IMPACT

There is no fiscal impact in the development of a work plan. The fiscal impact of any particular item on an approved work plan will be identified as that item becomes actionable.

RECOMMENDED ACTION

Staff recommends that the Parks and Recreation Commission discuss, develop, and approve a 2019 Parks and Recreation Commission work plan.



Report to the City Council
Council Meeting of January 28, 2019

Agenda Section: Scheduled Matters

Subject: Discussion on Hunt's Grove conceptual plan

**CEQA
Determination:**

Prepared By: Andre Pichly, Recreation Director

Reviewed By:

Approved By: Andre Pichly, Recreation Director

BACKGROUND

The Hunt's Grove site is located at 857 Hunt Ave. It is a parcel that is approximately .25 acres in size, features grass, oak and olive trees, and a variety of other vegetation. This issue was placed on the November 26, 2018, Parks and Recreation Commission meeting agenda as "Hunt's Grove discussion: conceptual plan (amenities and layout) for the Land Trust of Napa County's consideration. It was not an action item, but the commission did form a subcommittee of Frescura and Tello to develop and recommend some site improvements for Commission to discuss and endorse in January and for the Land Trust of Napa County to consider and approve. The subcommittee met with Director Pichly on site to discuss layout and amenities.

DISCUSSION

The Hunt's Grove site presents an opportunity to activate a space for public use. While it could be left as (what would appear to be) a vacant lot with trees and grasses, adding park amenities, such as a trail, benches, a picnic table, interpretive signage, to name just a few, would allow public access and encourage positive use. Given the stipulations for the use of the property, its best use would be as a passive park - a place where residents could visit and enjoy a natural setting.

The attached conceptual design is just that - a concept. It is not to scale, but the elements the subcommittee discussed are in the layout. When a final concept is

developed and endorsed by the Commission, staff would go about developing working plans. Here are some thing the Commission should consider:

- While the intent is to add amenities to the space that provide access and opportunities for passive recreation (walking, bird watching, sitting and reading, and so forth), it is important that the design be such that maintenance obligations are minimal due to limitations in staffing and other resources.
- The grass areas are not irrigated and will be mowed twice a year for fire abatement. There is no drainage in place to take water off the property.
- Parking is suggested by staff, but not necessary.
- If the final concept included a trail, it is recommended that decomposed granite (DG) be used, while ensuring that it is ADA compliant.
- A final conceptual design would need approval from the Stabbo Trust and Land Trust of Napa County.

Concerns to discuss:

- What appears in the conceptual design may be more than what Mrs. Stabbo envisioned for the property. It is our understanding that her intent was to preserve a small grove of mature Valley Oak trees within the city. The path and the activity it promotes might have a negative impact on the trees.
- Valley Oak trees are notorious for dropping huge limbs without cause. Prior to any development under the trees, the city should contract with a Consulting Arborist who specializes in oak trees to do an evaluation of the trees, as the City would be liable for any fallen trees or limbs which could potentially cause bodily harm.

Next steps would include meetings with:

- the Stabbo Trust
- the Land Trust of Napa County,
- the neighbors of the property, where we would share our vision for the project, show the conceptual plan, listen to concerns, and gather input for the Commission, Council and staff.

FISCAL IMPACT

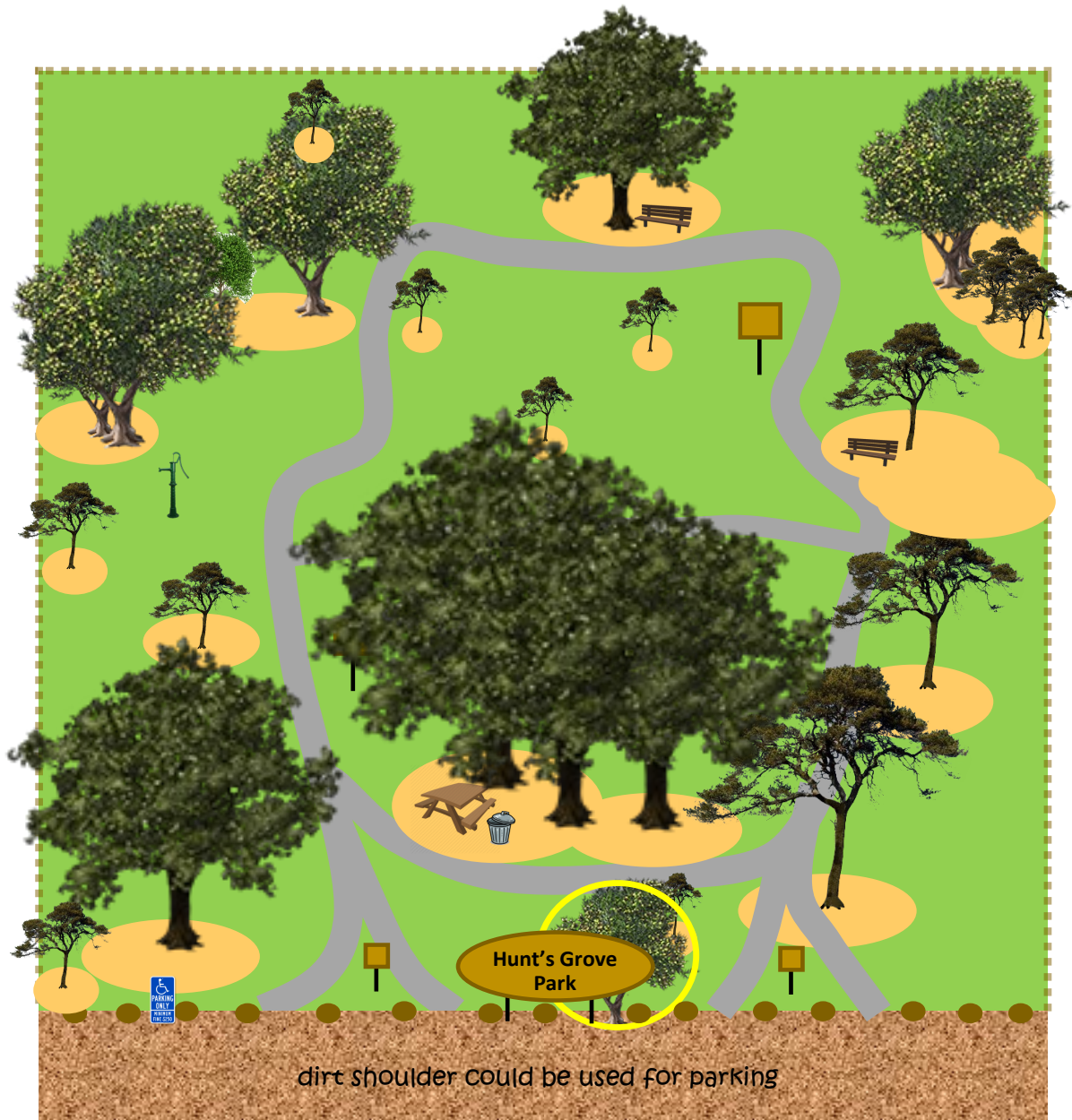
Unknown at this time as the scope of the project has yet to be determined and conceptual design features have yet to be cost out.

RECOMMENDED ACTION

Staff recommends that the Commission receive this report, discuss the conceptual plan, as well as the pros and cons for developing the site as a City park, and provide direction for staff on the next steps it would like to see take place.

ATTACHMENTS

[Hunt's Grove layout concept](#)



Hunt Ave.

