



**City of St. Helena
Parks and Recreation Commission
Regular Meeting
1360 Oak Avenue, St. Helena, CA 94574
Monday, December 16, 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: Rebekah Weeman

Members: Bob Frescura , Susan Kenward, and Tye Taylor

City Council Member Liaison: David Knudsen

Staff Liaison: André Pichly, Parks & Recreation Director

3. PUBLIC FORUM:

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

4. REPORTS BY STAFF AND COMMISSION

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

5. CONSENT CALENDAR:

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

5.1. Parks and Recreation Commission Meeting Minutes of November 20, 2019.

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[11-20-2019 Parks and Recreation Commission Meeting Minutes](#)

6. SCHEDULED MATTERS:

6.1. Proposition 68 Per Capita Grant - staff is seeking advice and an endorsement from the Commission regarding eligible projects prioritization for play structures replacement: Crane Park or Lyman Park.

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CEQA Determination: Not a CEQA project

Prepared By: Andre Pichly, Parks & Recreation Manager, Carlos Uribe, Assistant Public Works Operations Manager, Clayton Church, Public Works Operations Manager, Mandy Kellogg, Finance Manager

[Staff Report to Council - Prop 68 Per Capita Grant resolution request](#)
[Resolution - Prop 68 Per Capita Grant Program](#)

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for January 27, 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 December 12, 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
Special Meeting
November 20, 2019**

Meeting Minutes – Action Items Only

1. Call to Order 4:33 pm

2. Roll Call

The following were present:

- Commission Chair: Matt Demchuk
- Vice Chair: Rebekah Weeman
- Members: Bob Frescura, Susan Kenward, and Tye Taylor.
- Staff: Amalia Kulczycki, André Pichly, Carlos Uribe, Clayton Church
- City Council Member Liaison: David Knudsen

Absent: none

3. Public Forum – none.

5. Consent Calendar

- August 29, 2019 minutes – approved as amended (moved by Weeman; Kenward 2nd).
- October 23, 2019 minutes – approved (moved by Frescura; Taylor 2nd).

7. Adjournment

Meeting Adjourned: 5:31 pm.

APPROVED:

ATTEST:

Matthew Demchuk, Chair

André Pichly, Director of Parks & Recreation



Report to the City Council
Regular City Council - 10 Dec 2019

Agenda Section: NEW BUSINESS

Subject: Consideration and approval of a Resolution approving an application for a minimum of \$200,000 through the Parks and Water Bond Act of 2018 (Proposition 68) for Per Capita Grant funds.

CEQA Not a CEQA project
Determination:

Prepared By: Andre Pichly, Parks & Recreation Manager, Mandy Kellogg, Finance Manager

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

In 2018, California voters approved Proposition 68, the Parks and Water Bond Act of 2018. Proposition 68 established a Per Capita Program which make funds available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. The California Department of Parks and Recreation has been delegated the responsibility for the administration of the Per Capita Grant Program, which include establishing necessary procedures governing application requirements.

The procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify, by resolution, the approval of a project application before submission of the application to the State, and that the grantee enter into a contract with the State of California to complete projects if approved by the grantor.

Approximately \$102 million in Per Capita funding grants is available with each city entitled to a minimum of \$200,000. Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant

recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.

Additional guidance via the Grant's Procedural Guide advises:

- Projects must be for recreational purposes, either acquisition or development
- Up to 5% of the allocation may be used for a community access project
- Multiple projects may be completed under one contract
- Each project requires a separate application packet
- A project can only have one location. One project that serves several parks is not permitted.
- Grantees are encouraged to partner with other grantees on projects.

DISCUSSION

Staff evaluated the potential projects which would be eligible for the Per Capita program and is recommending a focus on updating deteriorated and/or aging playground equipment at either Crane Park or Lyman Park, and recommends the Parks & Recreation Commission review and provide feedback on options at their meeting of December 16, 2019. Staff is recommending the City of St. Helena apply for a grant of at least \$200,000. If received, the City of St. Helena would be required to match the total allocation by 20%, which is available via the Park Impact Fee fund. The approval of the attached resolution does not designate a specific project but approves a project application to the State Department of Parks and Recreation.

FISCAL IMPACT

If the minimum grant of \$200,000 is received, the fiscal impact will be \$40,000 from Park Impact Fees (Fund 734).

RECOMMENDED ACTION

Staff recommends the City Council approve a Resolution approving an application for a minimum of \$200,000 through the Parks and Water Bond Act of 2018 (Proposition 68) for Per Capita Grant funds.

ATTACHMENTS

[Resolution - Prop 68 Per Capita Grant Program](#)

CITY OF ST. HELENA

RESOLUTION NO. 2019-____

Resolution of the St. Helena City Council of the City of St. Helena
approving application for Per Capita Grant funds.

RECITALS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete project(s);

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Helena hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s); and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the City of St. Helena's general or recreation plan (PRC §80063(a)); and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)); and

6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code; and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the “Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,” dated January 12, 2017, the City of St. Helena will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
 - (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
 - (G) Identifying possible staff liaisons to diverse populations.
8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the City Manager or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and

12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved at a Regular Meeting of the St. Helena City Council on December 10, 2019, by the following vote:

Mayor Ellsworth: _____
Vice Mayor Dohring: _____
Councilmember Koberstein: _____
Councilmember Chouteau: _____
Councilmember Knudsen: _____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafoopoulos, City Clerk

CITY OF ST. HELENA

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Vice Mayor Dohring: _____

Councilmember Koberstein: _____

Councilmember Chouteau: _____

Councilmember Knudsen: _____

APPROVED:

ATTEST:

Geoff Ellsworth, Mayor

Cindy Tzafoopoulos, City Clerk