



**City of St. Helena
Parks & Recreation Commission
Special Meeting
Tuesday, January 16 @ 5:30pm
Carnegie Building - Second Floor
1360 Oak Avenue**

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

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

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Page

1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Michelle Deasy
Vice Chair: Doug Boeschon - *Joining by phone from 703 Lincoln, Steamboat Springs, CO*
Members: Jim Anderson, Courtney Andrain, Tye Taylor
City Council Member Liaison: Billy Summers
Staff Liaison: Dave Jahns, Parks and Recreation Director
3. REPORTS BY STAFF AND COMMISSION
Reports by staff and/or commission on items of general interest. Brief questions for clarification may be posed and answered, and Commission may request that items be placed on a future agenda. Except under certain circumstances, **the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.**
 - 3.1. City Staff
 - Parks Maintenance Update
 - Recreation Services Update
 - 3.2. Commissioners Update
 - 3.3. City Council Liaison Update
4. CONSENT CALENDAR:

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

- 4.1. Parks and Recreation Commission Meeting Minutes of November 27, 2023 4 - 6
[Draft Minutes Nov. 27, 2023](#)
5. SCHEDULED MATTERS:
- 5.1. Presentation From a Local Organizing Committee Requesting to Host a Pickleball Tournament Fundraiser at Crane Park on May 4, 2024. 7 - 8
Prepared By: Dave Jahns, Parks & Recreation Director
[Pickleball Tournament Staff Report](#)
- 5.2. Presentation of Boards, Commissions and Committees Protocols and Rules of Conduct
Prepared By: Cindy Tzafopoulos, City Clerk
- 5.3. Presentation of City Council Goals and City Manager Update
Prepared By: April Mitts, Assistant City Manager
- 5.4. Update on Potential Merger of Library and Parks and Recreation Departments
Prepared By: April Mitts, Assistant City Manager
- 5.5. Update on Crane Park Court Lighting Project 9 - 33
Prepared By: Dave Jahns, Parks & Recreation Director
[Crane Park Court Lighting Staff Report](#)
[Crane Park Lighting Study 2019](#)
[Musco Lighting Design 2023](#)
[Light Fixture Example](#)
[Musco Lighting Quote 2023](#)
- 5.6. Ad-hoc Subcommittee Updates 34
[PRC 2023-24 Goals and Committee Assignments](#)
6. ADJOURNMENT
The next Special Parks and Recreation Commission meeting is scheduled for February 20 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on January 12, 2024

/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
November 27, 2023**

Meeting Minutes

1. Call to Order 5:31PM

2. Roll Call - The following were present:

- Commission Chair: Michelle Deasy
- Vice Chair: Doug Boeschen
- Members: Jim Anderson, Courtney Andrain
- Staff: Parks & Recreation Director Dave Jahns, Administrative Services Director Mandy Kellogg, Assistant to the City Manager Lesly Milton
- Absent: Tye Taylor, Councilmember Billy Summers

3. Reports by Staff and Commission

3.1 - City Staff

- Parks Maintenance Update: None
- Recreation Services Update
 - Harvest Festival recap. Successful event which included children's activity zone, 5k & fun run, pet parade, car show, various musical and entertainment performances.
 - Recreation staff are preparing for 'Tis the Season and other upcoming holiday events.
 - Youth basketball registration is now open. Season set to begin in January.

3.2 - Commissioners Update

- Commissioner Anderson shared there were two full, successful pickleball clinics.
- Commissioner Boeschen shared he is looking forward to the release of the park reporting app, and would like to see various areas within Crane Park addressed. Requested how commissioners can help move these tasks forward.

3.3 - City Council Liaison Update - None

4. Consent Calendar

4.1 Special Meeting Minutes from October 9, 2023 meeting

- Motion to approve - Boeschen, Second - Andrain
- Approved: Unanimous

5. Scheduled Matters

5.1 - Receive a Parks and Recreation Department Budget Overview

- Presentation provided by Administrative Services Director Mandy Kellogg

- Staff provided an overview of the Parks & Recreation Budget, various accounts, funding sources and highlighted major changes since 2020.
- Commissioner Boeschin inquired about previous and anticipated changes/increase in personnel expenditures. Director Kellogg provided detail on changes in staffing during/since COVID, as well as current process to complete a compensation study and bring various classifications closer to market rate.
- Chair Deasy inquired why some accounts have fluctuated greatly in recent years. Staff explained the primary reason is some accounts have either been consolidated (Ex: Tennis versus general recreation programs), or shifted titles (Ex: Jingle All the Way, Holiday categories). Staff will continue to work with the Finance Department to clarify line item titles.
- Commissioner Andrain inquired about changes to Parks & Recreation budget since the change in the Chamber of Commerce's contract. Director Jahns shared the largest impact is to summer concert and holiday event expenditures.
- Director Kellogg shared she is available to meet individually with commissioners or community members, and would return to the Commission with budget and CIP updates on an annual basis.

5.2 - Receive a Presentation and Provide Feedback on Draft Designs for Downtown Walking Maps, Trailhead Maps, and Markers.

- Presentation provided by Assistant to the City Manager, Lesley Milton
- Staff provided background and brief update on the status of trails and open space planning efforts.
- In preparation for phase 1 implementation of the trails plan, and in collaboration with other downtown planning efforts, Staff and Blue Zones are working together on design concepts regarding maps, walking signage, and trail markers.
- Designs are conceptual at this time, but hope this will provide an expedited implementation once the trails and open space plan is approved.
- Commission provided their feedback on design, placement, and intent of proposed signage. Focused on durability, readability, and strategic placement.
- Encouraged staff to connect with the Trails and Open Space community committee to garner their feedback on the designs.

5.3 - Discuss and Provide Feedback on Use Grant Funds to Replace Public Waste and Recycling Receptacles in City Parks

- Presentation provided by Assistant to the City Manager, Lesley Milton
- City has received a grant from Upper Valley Waste Management, specific to improved aesthetics, functionality, and/or efficiencies related to trash/recycling/compost collection.
- After reviewing several potential projects, including a project on Money Way, staff determined the best and most feasible use of the funds would be to update the receptacles in the downtown area and City parks.
- Staff presented the total number of cans available to be replaced and several design options.

- Commissioners provided feedback on design options and encouraged staff to move forward with the project. Recommended staff consider a pilot program to include composting and accompanying outreach around that topic.
- Commissioner Anderson shared he is willing to provide ongoing input on design options if staff desires.

5.4 - Ad-Hoc Subcommittee Updates

- Commissioner Anderson provided an update on meetings regarding the Crane Park lighting project. Looking forward to the improvements.
- Commissioner Deasy and Andrain provided an update on the arts subcommittee. Working on putting together a community group to assist with future public art requests. Includes representatives from the business community, arts organizations, galleries, and Latino community. Interested in seeing temporary art installations in town.

5.5 - Review Calendars and Determine Status of December Commission Meeting

- Several Commissioners unavailable for December meeting. Recommend cancellation.
- January meeting lands on Martin Luther King Jr. holiday. Recommend rescheduling it to Tuesday, January 16.

6. Adjourn: 8:09pm



**Report to the Parks and Recreation
Commission
Commission Special Meeting of January 16, 2024**

Agenda Section: Scheduled Matters – Item 5.1

Subject: Presentation From a Local Organizing Committee Requesting to Host a Pickleball Tournament Fundraiser at Crane Park on May 4, 2024.

**CEQA
Determination:** Not a CEQA project

Prepared By: Dave Jahns, Parks & Recreation Director

Approved By: Dave Jahns, Parks & Recreation Director

BACKGROUND

Staff has participated in several planning discussions with members of a local organizing committee, regarding a pickleball tournament fundraiser, benefitting UpValley Family Centers. The tournament is proposed to take place at Crane Park on May 4, 2024. Staff has reviewed the proposal and recognizes the value of the tournament as a new program opportunity, as well as a meaningful fundraising effort to support a local non-profit that provides numerous benefits to families within the community. Prior to moving forward with promotion of the event and registration, staff requested that the planning committee present the event concept to the Commission for their review and feedback.

DISCUSSION

The proposed pickleball tournament, titled “Napa Valley Pickleball Classic”, is scheduled to take place at the Crane Park courts on May 4 from approximately 7am – 8pm (includes set-up and takedown). The event will include a pickleball tournament, pickleball clinics and demonstrations, a silent auction, food vendors, and family-friendly activities. The tournament capacity is tentatively slated to accommodate up to 32 teams (64 players) of varying skill abilities. Even if not participating in the tournament, all are welcome to attend the event.

Event organizers have requested use of four pickleball courts and the neighboring picnic site from 7am – 8pm, and two adjacent tennis courts from 7am – 2pm. Three of the tennis courts at Crane Park will remain open for regular public use throughout the entire day, with the additional two tennis courts reopening to the public after 2pm.

City staff will work with the organizing committee to ensure all associated permits (Ex: encroachment, picnic use, sound, etc.) are filed and issued prior to the event taking place. As part of the marketing and outreach efforts, event organizers will notify the regular tennis groups, pickleball players, and the surrounding neighbors of the event timeline and impact

to the park at least two weeks in advance.

Due to the first-time nature of this event, and request for exclusive use of specific courts, staff requested that the event organizers present their proposal and requests to the Commission for review. Representatives from the planning committee will attend the meeting on Tuesday and provide a detailed overview.

FISCAL IMPACT

The planning committee and UpValley Family Centers will be covering all direct costs for implementation of the event. Parks and Recreation staff will provide planning and day-of support, which will be covered through the current fiscal year's approved budget.

RECOMMENDED ACTION

Staff recommends the Commission receive the presentation and provide feedback, as desired, to the event organizers and City staff.



**Report to the Parks and Recreation
Commission
Commission Special Meeting of January 16, 2024**

Agenda Section: Scheduled Matters – Item 5.5

Subject: Receive an update on the Crane Park Court Lighting Project

**CEQA
Determination:** Not a CEQA project

Prepared By: Mario Traverso, Project Manager – Public Works Dept.

Approved By: Dave Jahns, Parks & Recreation Director

BACKGROUND

The current lighting system for the tennis courts at Crane Park was installed in 1994 which was an upgrade to the original lighting system installed in 1982. The lighting vendor selected for the 1994 upgrade was Musco Sports Lighting LLC. The upgraded system was a packaged product that included the lamp heads, poles, and electrical controller.

The current lighting system for the tennis courts at Crane Park has served the City for 30 years. In 2019, it was determined that the lighting system had reached the end of its serviceable life; a CIP project was created to initiate design efforts to pursue an updated lighting system. The City contracted with an engineering design firm to perform lighting studies and aid in specifying suitable replacement options. The study and accompanying options are outlined in the first attachment. Ultimately, staff and ad-hoc subcommittee members determined that an updated Musco lamp head model and electrical controller, designed to be a direct replacement for the existing Musco lamp heads, was the most suitable option, and one which will integrate with the existing lighting system infrastructure.

DISCUSSION

The proposed replacement lamp heads and electrical controller will provide many improvements and benefits to the City, court users and area residents. The updated LED lamp heads are significantly more energy efficient when compared to the existing metal halide bulbs. The design of the lamp heads will provide more direct and improved lighting for those using the courts, while reducing glare and light spill into the surrounding neighborhood and park areas as compared to the existing lamp heads. The updated electrical controller will allow for remote access with programable settings and timers, which will provide more individualized court control and reduce the issue of lights remaining on when not in use. Additionally, the installation will include additional

switching stations which will allow users to access control of the lights from multiple locations.

The contract with Musco Lighting LLC is currently scheduled to go before City Council for review and potential approval on January 23, 2024. If approved, there is an estimated eight-to-twelve-week lead time for installation to begin. Installation is anticipated to take approximately two weeks to complete, with rotating impacts to the courts. Staff will notify users of the courts in advance of work being completed and will keep as many courts open as feasible during the construction process.

FISCAL IMPACT

The Crane Park Lighting Improvements Project is part of the current approved budget and Capital Improvement Program, with \$400,000 budgeted for expenditures including construction contract and contingency. The estimate provided by Musco Lighting for procurement and installation of the new lighting fixtures and push button timer system is \$297,269. The funding source for this project is approved Park Impact Fees.

RECOMMENDED ACTION

Staff recommends the Commission review the proposed installation and provide feedback to staff prior to the contract moving forward to City Council, currently anticipated for January 23.



Draft Lighting Study - Report

Crane Park
360 Crane Ave,
St. Helena, CA 94574

GHD | 2235 Mercury Way Suite 150 Santa Rosa CA 95407 USA
11199219 | Draft Report | October 8, 2019



This Lighting systems study (Report) for 360 Crane Ave, St Helena, California, 94574 (Facility) has been prepared by GHD Inc. (GHD) for the City of St Helena (hereafter referred to as “the City”). This Report may only be used and relied on by the City and must not be copied to, used by, or relied on by any person other than the City without the prior written consent of GHD. It may only be used for the purpose of submittal to the City for review and comment during the project and must not be used for any other purpose.

GHD and its servants, employees and officers otherwise expressly disclaim responsibility to any person other than the City arising from or in connection with this Report.

To the maximum extent permitted by law, all implied warranties and conditions in relation to the services provided by GHD and the Report are excluded, unless they are expressly stated to apply in this Report.

The services undertaken by GHD in connection with preparing this Report were limited to those specifically detailed in this Report and did not include engineering disciplines and scopes of work not included within the document.

The opinions, conclusions, and any recommendations in this Report are based on assumptions made by GHD when undertaking services and preparing the Report (Assumptions), including but not limited to:

- Anecdotal historical information provided by the City
- Record and new lighting design documents provided by Musco
- Observation of existing site conditions during the nighttime walkthrough on July 11th, 2019.

GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from, or in connection with, any of the Assumptions being incorrect.

Subject to the paragraphs in this section of the Report, the opinions, conclusions, and any recommendations in this Report are based on conditions encountered and information reviewed at the time of preparation and may be relied on until modifications at the Facility after which time, GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from, or in connection with, those opinions, conclusions, and any recommendations.

GHD has prepared the preliminary recommendations set out in this Report:

- Using information reasonably available to the GHD employee(s) who prepared this Report
- Based on assumptions and judgments made by GHD



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1. General

1.1 Definitions

1.1.1 Luminaire –

A lighting fixture, including housing, lamp(s), and ballast/driver.

1.1.2 Sports Field Lighting –

Sports field type or style lighting in this report refers to the 40-foot pole group mounted lighting with flood type fixtures that currently illuminate the tennis court and surrounding areas. This can be considered equal to calling out “Musco lighting”, “stadium-type” or similar terms.

1.1.3 Area Lighting –

Area lighting in this report refers to fixtures mounted on lower poles than the sports field lighting, including the lighting in the Bocce areas, the skate park, and in the optional court lighting scenario described below. Common alternate terms include “shoebox” light.

1.1.4 Metal Halide (MH) Lighting –

A type of high intensity discharge (HID) lamp, in this project referring to the 1000-watt tennis court luminaires.

1.1.5 Light Emitting Diode (LED) Lighting –

A newer alternate to MH / HID lighting based on LED technologies and characterized by enhanced light control, uniformity, and lower energy usage.

1.1.6 Foot-candle (FC)–

A unit of illuminance or illumination, equivalent to the illumination produced by a source of one candle at a distance of one foot.

1.2 Purpose

The purpose of this lighting study and report is to observe, record, and provide analysis and recommendations for the reduction in lighting glare and light trespass (onto adjacent properties) resulting from the use of the existing sports field type lighting at the existing tennis courts at Crane Park. There have been complaints issued to the City by local homeowners indicating the existing lighting system causes significant glare into and around homes on along South Crane Ave opposite the park.



1.3 Scope

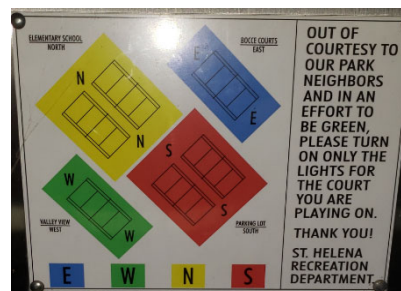
This scope of this project includes the nighttime observation and report on the existing lighting levels, review of the existing lighting system design, review of the existing controls, and preparation of a proposed LED retrofit design intended to reduce the apparent glare and light trespass of the existing system. Further, this report is intended to provide recommendations, estimates of probable cost, and descriptions of potential alternate mitigation strategies.

2. Existing Lighting System

2.1 Tennis Court Lighting

2.1.1 General Site Layout

- The general layout of the site studied consists of the six total tennis courts enclosed within gated fences. There are three completely separate enclosed spaces. There is a central fenced space that houses four tennis courts, two sets of two courts laid out next to each other, and a dividing gate and fence between the two sets of courts. In addition, there are two singular isolated tennis courts, one on each side of the central space.
- There are 12 light poles used to light the entirety of the tennis courts. Each pole has a different number of lighting fixture heads aimed toward the courts they serve.
 - All light poles are mounted on a concrete base to achieve a total mounting height of roughly 40' above finished grade (measured 39' to the bottom of the lowest fixtures).
 - All lighting fixtures use a floodlight style sports light housing, and 1000 watt metal halide lamp based on the original Musco design.
 - All fixtures have light shielding (hoods) intended to reduce the offsite glare and light trespass.
- The lighting service panel and controls cabinet is located on the south side, outside the central fenced tennis courts.
- The lighting fixtures are separated and controlled so that there are four different lighting “zones” for the tennis courts. Each zone can be turned on/off independently and the zones are divided as follows:
 - Zone W – the single court on the west side of the group.
 - Zone N – the pair of courts to the north.
 - Zone E – the single court to the east.
 - Zone S – the final pair of courts to the south.
- The surrounding areas of the tennis courts involve the rest of the park to the North & East (Bocce Ball lanes, Skate Park), fields off to the South East, and the residences to the West, along S. Crane Avenue.
 - Along S. Crane Avenue, two streetlights span the length of the road along the area of study. They are located on the park side of the street and face towards the street for roadway lighting at night.





2.1.2 Site Observation

2.1.2.1 Methodology

GHD visited the site on July 11th 2019 to observe the existing conditions during dusk and after astronomical twilight, the point considered “full dark”. On the 11th, astronomical twilight was at 10:26PM. GHD reviewed pole locations, fixture placement and counts, and controls during the evening hours, and once twilight had passed, we began to take lighting measurements and representative photographs.

It should be noted that digital photography of nighttime scenes is not necessarily consistent with the observed conditions. Camera quality, settings, and lens properties affect the resulting images. As such, while photographs were taken and a few are shown below, photography was not our primary descriptive tool for this effort. In addition, individuals have substantially different capabilities with respect to nighttime vision.

Based on the lack of objective consistency with digital photography and personal visual assessments, GHD is presenting measured foot-candle levels taken with a digital meter at several locations and presented in the sketch below. The measurements represent the measurable light trespass noted in the areas around the Park, but do not reflect the glare. Glare is caused by the direct viewing of a light source. In sports field lighting, due to the height and aiming angles it is not possible to eliminate glare. The existing system incorporates glare shields on the flood style lights to reduce the glare.

GHD took initial lighting measurements – horizontal light levels measured at ground level – at several locations along South Crane Ave. We took measurements on the park side of the street, the centerline of the street, and sidewalk on the neighbor’s side of the street. We took measurements before turning on the tennis court lights to establish the levels based on the local street lighting and the neighbor’s own decorative and exterior lighting. We then turned the court lights on and re-measured the levels at the same locations, and on the courts themselves.

2.1.2.2 Findings

The measured light levels are noted in the table below, and on the drawing in the appendix.

Table 1 Existing Lighting Levels

Zone	Unit	AVG	MAX	MIN	AVG/MIN	MAX/MIN
Street Average, Courts Off	FC	0.16	0.74	0.01	15.5	74.0
Street Average, Courts On	FC	0.29	0.75	0.04	7.3	18.8
Street, Neighbor Side Only, Courts Off	FC	0.1	0.29	0.01	10.0	29.0
Street, Neighbor Side Only, Courts On	FC	.23	0.41	0.08	2.9	5.1
Park Sidewalk, along Courts, Courts on	FC	0.77	1.38	0.13	5.9	10.6



Zone	Unit	AVG	MAX	MIN	AVG/MIN	MAX/MIN
North Court	FC	27.2	37.9	8.4	3.2	4.5
West Court	FC	27.7	48.9	2.1	13.2	23.3
East Court	FC	13.3	24	1.5	8.9	16.0
South Court	FC	26.5	36.1	2.2	12.0	16.4

To provide some perspective for these values: In most locations, the measured light was effectively double when the court lighting was active. These levels are also lower (between 15 and 20%) than the expected maintained foot-candles of the original design, and significantly lower (40-45%) than the initial output of new lamps. This is due to the natural reduction in output from the existing lamp age. This is an important factor in considering the impact of the lighting – when these fixtures are re-lamped for normal operations, the light level and corresponding trespass and glare will increase significantly.

Below are photos that were taken from the same location and in the same direction without the court lighting and with:



Note that the ability to see the difference is also reduced by the quality of the printer, but even given the various constraints, the lighting is clearly different. Subjectively, it is clear that the courts have a significant impact on the surrounding areas. It is also worth noting that the impact is in-line with the expected values calculated in the original design, included below. Levels of over a quarter foot-candle were expected at the property lines and well beyond.

2.1.3 Electrical Power and Control System

The existing controls and power equipment were installed in 1993. They appear to be in good physical condition, operable, and do not show signs of corrosion or imminent failure.



3. System Upgrade Options

3.1 Simple Mitigation Options (retain existing lighting)

3.1.1 Re-aim existing fixtures

With an appropriate lift, lower the aiming angle of the existing fixtures facing the street to reduce the glare and light trespass.

Estimated Cost: \$5000

Payback: N/A

Pros: This is a simple and low cost method to obtain a slight reduction in glare and trespass.

Cons: The slight reduction may not resolve complaints, and it will reduce the quality of the lighting on the courts. This may create complaints from the active tennis community.

3.1.2 Disallow usage of courts nearest street at an earlier hour

Provide a new 4-relay timeclock and individually program the lighting at the four courts to disallow the use of the court(s) nearest the street at an earlier hour. A possible scenario would be allow the lighting on at 6PM, cut off the West court at 8PM, the North and South Courts at 9PM, and finally the East court at 10PM.

Estimated Cost: \$2500

Payback: Approx. 1 Year

Pros: The pattern above would reduce energy costs by 25%, and reduce the trespass and glare by reducing the number of active fixtures as the night progresses.

Cons: Players would have to switch courts as lighting was shut off, and on busy nights people may be left without enough courts before 10PM. This could be partially mitigated by keeping the North courts available longer.

3.2 Major Mitigation Options (replace existing lighting)

3.2.1 Replace existing HID luminaires with LED, reusing the existing poles.

Purchase and install new MUSCO LED luminaires on the existing poles, along with new pole-mount control hardware. Reconnect to existing power circuits.

Estimated Cost: \$285,214

Payback: Approx. 25 years

Pros: this would install fixtures with the best available glare and trespass control of currently available sports lighting technology. Trespass at the neighbor's side of the street would be essentially zero foot-candles measured on the ground, and glare would be substantially reduced as well. Improved aiming would have a smaller number of fixtures pointed towards neighbors and the



maximum calculated glare is expected to be approximately 449 candela, or roughly the output power of a large flashlight. This solution will still have glare, but it will be significantly reduced.

Cons: High Cost, and there will still be some glare.

3.2.2 Replace existing HID luminaires with Area Style LED luminaires.

Completely remove the 12 existing 40' poles and associated sports lighting and install 32 lower poles (likely 25') with 40 shoebox style area lights. These would be installed four to each side of each court (with the four between the double courts each having two luminaires), and approximately ten feet off the side of the court. This solution is reflected in a document sent by a resident to the City when the initial glare complaint was made.

Estimated Cost: \$440,717

Payback: Approx. 27 years

Pros: This solution uses even less power than the LED sports lighting option above, and almost completely eliminates glare and trespass off the court areas. There may be some angles where a resident can directly see a small number of fixtures, but the overall affect will be much less noticeable.

Cons: This is the highest cost, though the payback is only slightly extended due to lower energy costs. This would also require significant disturbance of the courts themselves, as there would have to be 32 new pole bases set into the areas courtside within several feet of each court. This would also place poles in the possible paths of running players, potentially allowing collisions.

3.2.3 Hybrid Option – Replace HID per 3.2.1, Add scheduling per 3.1.2.

Provide the sports lighting LED retrofit described in 3.2.1 and the controls/programming in 3.1.2.

Estimated Cost: \$287,714

Payback: Approx. 23 years

Pros: This reduces the payback of the LED sports lighting option by 2 years.

Cons: The same issues noted in 3.1.2 above.



4. Recommendations

4.1 Recommended Option

GHD recommends selecting option 3.2.1. The LED retrofit, while not having a favorable payback period, will reduce energy costs and will improve the neighbor's environment. Depending on input from the tennis community, it may be worthwhile to investigate option 3.1.2 as a very low cost and easy to implement change to improve the environment quickly while potential larger projects are considered.

Crane Park
Saint Helena, CA

Lighting System

Pole/Fixture Summary						
Pole ID	Pole Height	Mtg Height	Fixture Qty	Luminaire Type	Load	Circuit
T1-T2	40'	40'	2	TLC-LED-550	1.08 kW	A
T3 T6	40'	40'	2	TLC-LED-550	1.08 kW	D
T3-T4	40'	40'	2	TLC-LED-550	1.08 kW	A
T4-T5	40'	40'	2	TLC-LED-550	1.08 kW	C
T5-T6	40'	40'	2	TLC-LED-550	1.08 kW	B
T7-T8	40'	40'	2	TLC-LED-550	1.08 kW	B
T9-T10	40'	40'	2	TLC-LED-550	1.08 kW	C
T11-T12	40'	40'	2	TLC-LED-550	1.08 kW	D
12			32		17.28 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A	Tennis 1-2	4.32 kW	8
B	Tennis 3-4	4.32 kW	8
C	Tennis 5	4.32 kW	8
D	Tennis 6	4.32 kW	8

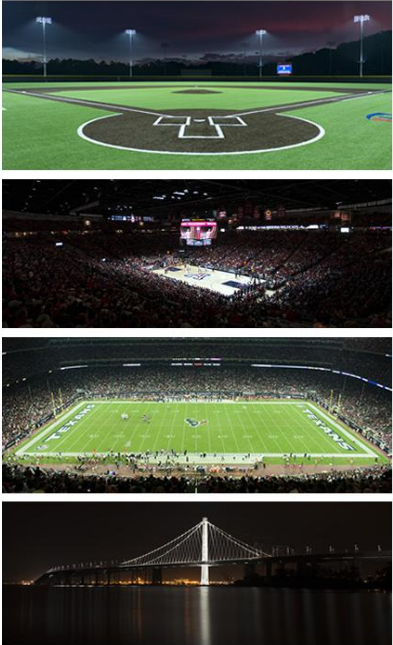
Fixture Type Summary							
Type	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-550	LED 5700K - 75 CRI	540W	67,000	>120,000	>120,000	>120,000	32

Single Luminaire Amperage Draw Chart								
Driver Specifications (.90 min power factor)		Line Amperage Per Luminaire (max draw)						
Single Phase Voltage		208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-550		3.2	3.0	2.8	2.4	1.9	1.8	1.4

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Spill/Glare - Neighborhood	Horizontal Illuminance	0	0	0.02	0.00		A,B,C,D	32
Spill/Glare - Neighborhood	Max Candela Metric	157	18.8	650	34.55	8.35	A,B,C,D	32
Spill/Glare - Neighborhood	Max Vertical Illuminance Metric	0.01	0	0.07	143.91		A,B,C,D	32
Tennis 1-2	Horizontal Illuminance	32.1	24.9	41.4	1.66	1.29	A	8
Tennis 3-4	Horizontal Illuminance	32.9	29	41.3	1.42	1.13	B	8
Tennis 5	Horizontal Illuminance	33.1	28.9	39.4	1.36	1.15	C	8
Tennis 6	Horizontal Illuminance	33.6	28.1	37.5	1.34	1.20	D	8

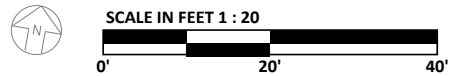
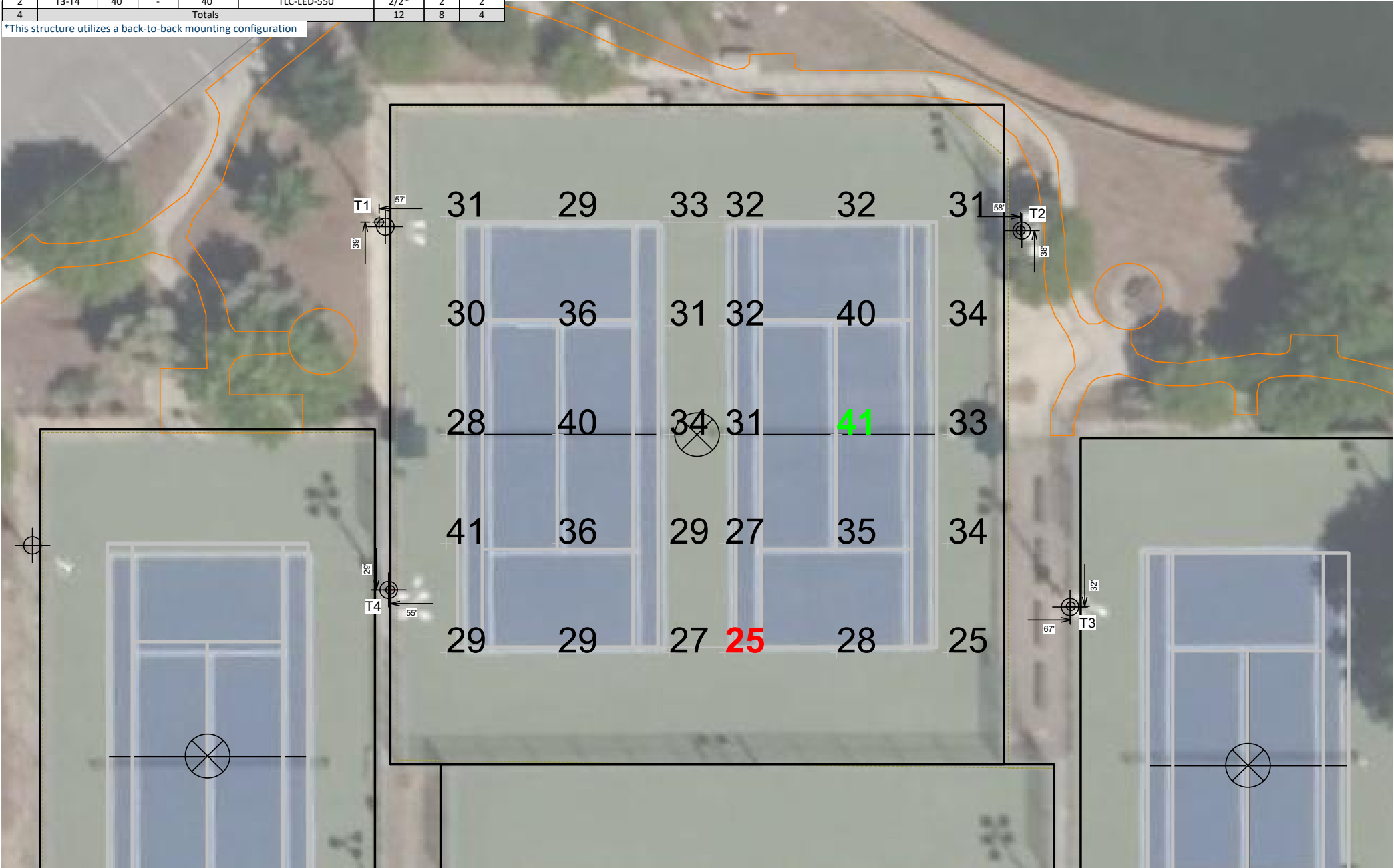
From Hometown to Professional



We Make It Happen®

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
2	T1-T2	40'	-	40'	TLC-LED-550	2	2	0
2	T3-T4	40'	-	40'	TLC-LED-550	2/2*	2	2
4	Totals					12	8	4

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park
Saint Helena, CA

Grid Summary	
Name	Tennis 1-2
Size	2 Court - 14' Spacing
Spacing	20.0' x 20.0'
Height	3.0' above grade

Illumination Summary	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Guaranteed Average	30
Scan Average	32.1
Maximum	41.4
Minimum	24.9
Avg/Min	1.29
Guaranteed Max/Min	3
Max/Min	1.66
UG (adjacent pts)	0.00
No. of Points	30
LUMINAIRE INFORMATION	
Applied Circuits	A
No. of Luminaires	8
Total Load	4.32 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

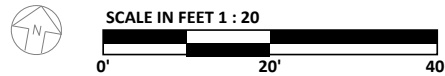
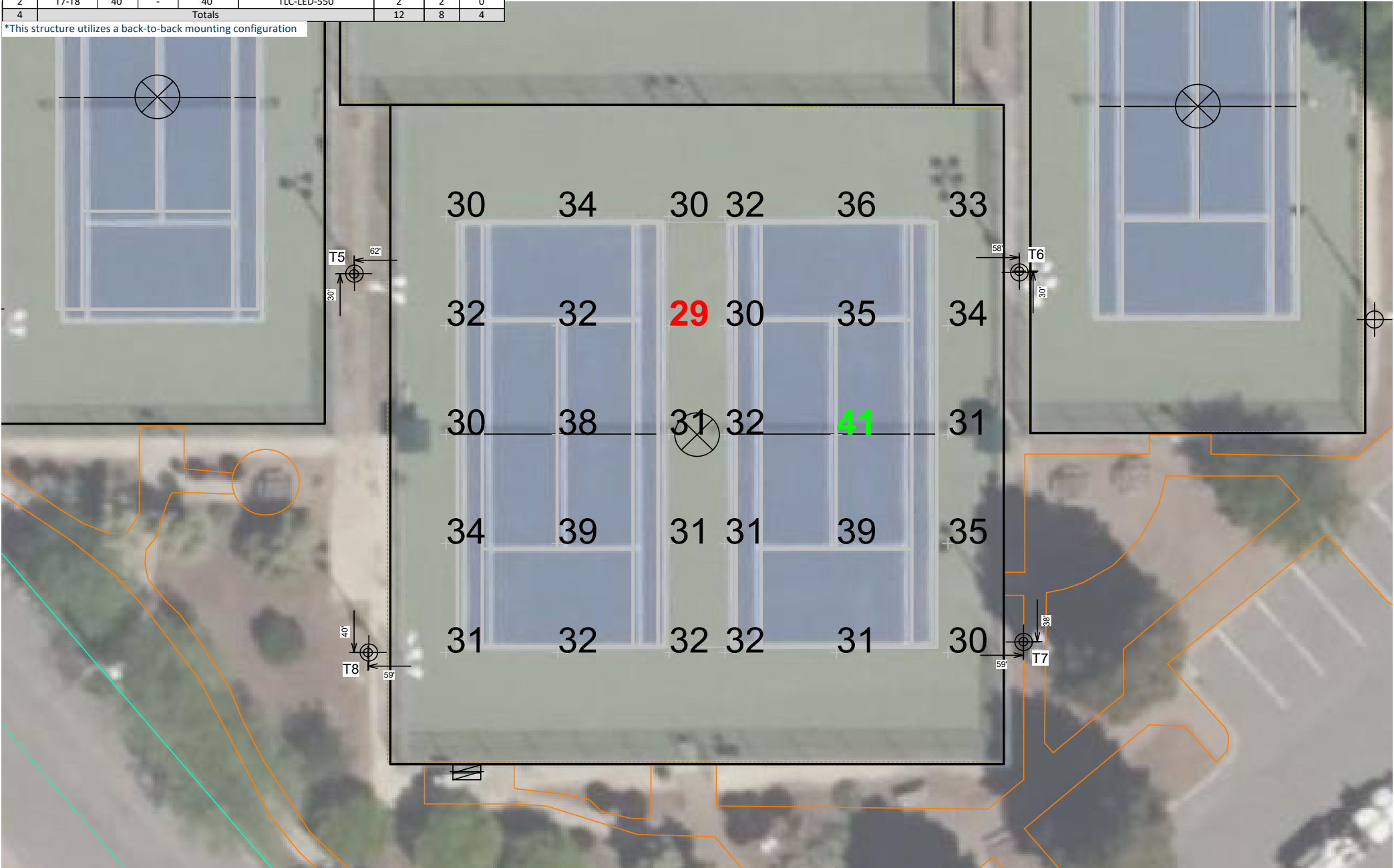


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ILLUMINATION SUMMARY

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
2	T5-T6	40'	-	40'	TLC-LED-550	2/2*	2	2
2	T7-T8	40'	-	40'	TLC-LED-550	2	2	0
4	Totals					12	8	4

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park
Saint Helena, CA

Grid Summary	
Name	Tennis 3-4
Size	2 Court - 14' Spacing
Spacing	20.0' x 20.0'
Height	3.0' above grade

Illumination Summary	
	MAINTAINED HORIZONTAL FOOTCANDLES
	Entire Grid
Guaranteed Average	30
Scan Average	32.9
Maximum	41.3
Minimum	29.0
Avg/Min	1.14
Guaranteed Max/Min	3
Max/Min	1.42
UG (adjacent pts)	0.00
No. of Points	30
LUMINAIRE INFORMATION	
Applied Circuits	B
No. of Luminaires	8
Total Load	4.32 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

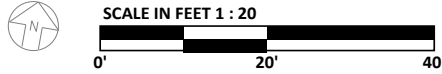
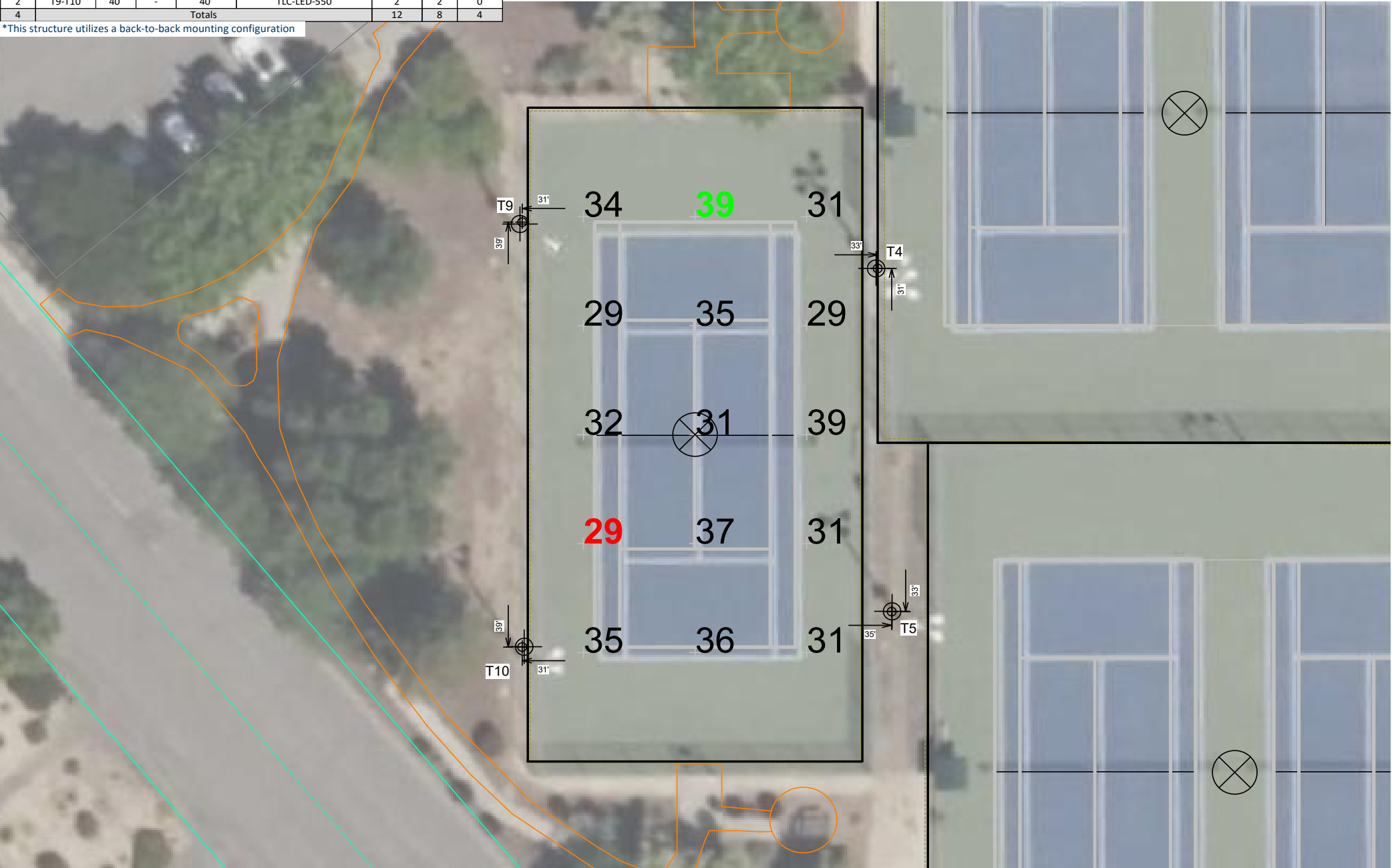


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ILLUMINATION SUMMARY

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
2	T4-T5	40'	-	40'	TLC-LED-550	2/2*	2	2
2	T9-T10	40'	-	40'	TLC-LED-550	2	2	0
4	Totals					12	8	4

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park
Saint Helena, CA

Grid Summary	
Name	Tennis 5
Size	1 Court - 12' Spacing
Spacing	20.0' x 20.0'
Height	3.0' above grade

Illumination Summary	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Guaranteed Average	30
Scan Average	33.1
Maximum	39.4
Minimum	28.9
Avg/Min	1.15
Guaranteed Max/Min	3
Max/Min	1.36
UG (adjacent pts)	0.00
No. of Points	15
LUMINAIRE INFORMATION	
Applied Circuits	C
No. of Luminaires	8
Total Load	4.32 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
2	T3 T6	40'	-	40'	TLC-LED-550	2/2*	2	2
2	T11-T12	40'	-	40'	TLC-LED-550	2	2	0
4	Totals					12	8	4

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park
Saint Helena, CA

Grid Summary	
Name	Tennis 6
Size	1 Court - 12' Spacing
Spacing	20.0' x 20.0'
Height	3.0' above grade

Illumination Summary	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Guaranteed Average	30
Scan Average	33.6
Maximum	37.5
Minimum	28.1
Avg/Min	1.20
Guaranteed Max/Min	3
Max/Min	1.34
UG (adjacent pts)	0.00
No. of Points	15
LUMINAIRE INFORMATION	
Applied Circuits	D
No. of Luminaires	8
Total Load	4.32 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

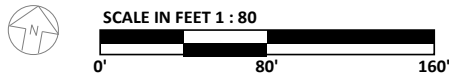
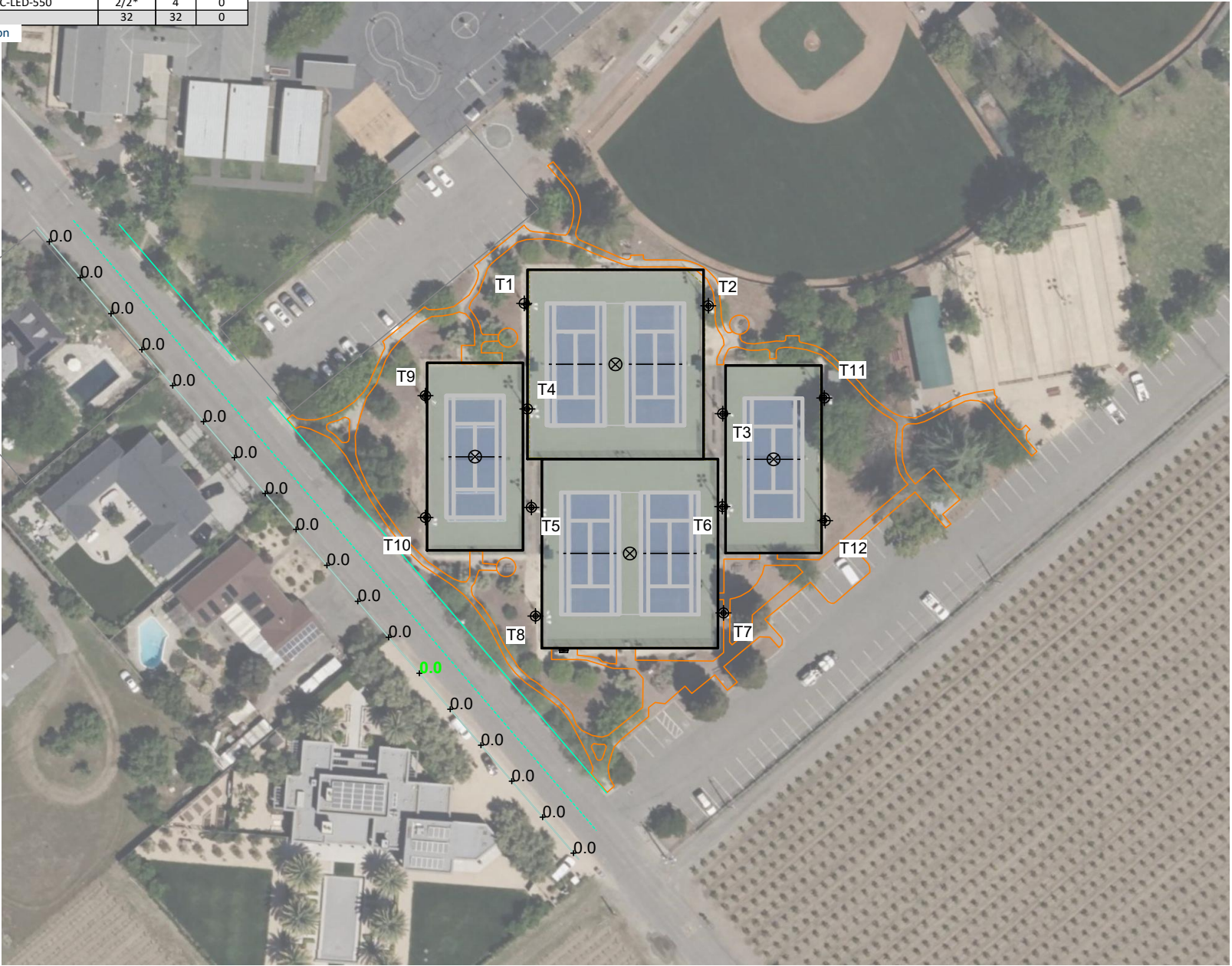


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ILLUMINATION SUMMARY

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
8	T1-T2 T7-T12	40'	-	40'	TLC-LED-550	2	2	0
4	T3-T6	40'	-	40'	TLC-LED-550	2/2*	4	0
12	Totals					32	32	0

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park

Saint Helena, CA

Grid Summary	
Name	Spill/Glare - Neighborhood
Spacing	30.0' x 30.0'
Height	3.0' above grade

Illumination Summary	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Scan Average	0.004
Maximum	0.022
Minimum	0.000
No. of Points	18
LUMINAIRE INFORMATION	
Applied Circuits	A,B,C,D
No. of Luminaires	32
Total Load	17.28 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



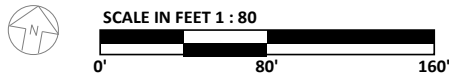
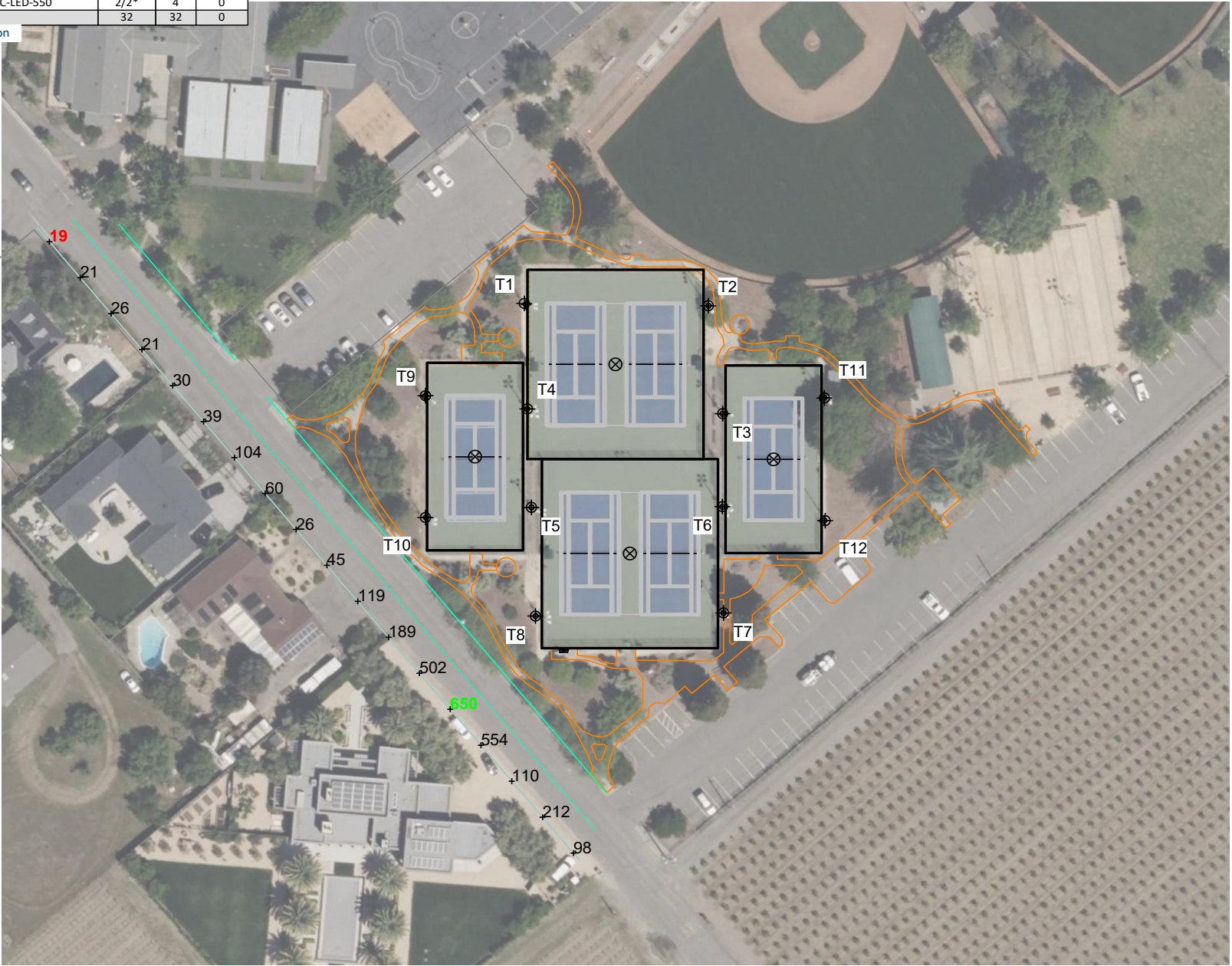
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ILLUMINATION SUMMARY

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
8	T1-T2 T7-T12	40'	-	40'	TLC-LED-550	2	2	0
4	T3-T6	40'	-	40'	TLC-LED-550	2/2*	4	0
12	Totals					32	32	0

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park

Saint Helena, CA

Grid Summary	
Name	Spill/Glare - Neighborhood
Spacing	30.0' x 30.0'
Height	3.0' above grade

Illumination Summary	
	MAINTAINED CANDELA (PER FIXTURE)
Entire Grid	
Scan Average	156.871
Maximum	649.523
Minimum	18.798
No. of Points	18
LUMINAIRE INFORMATION	
Applied Circuits	A,B,C,D
No. of Luminaires	32
Total Load	17.28 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

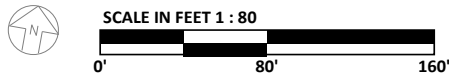
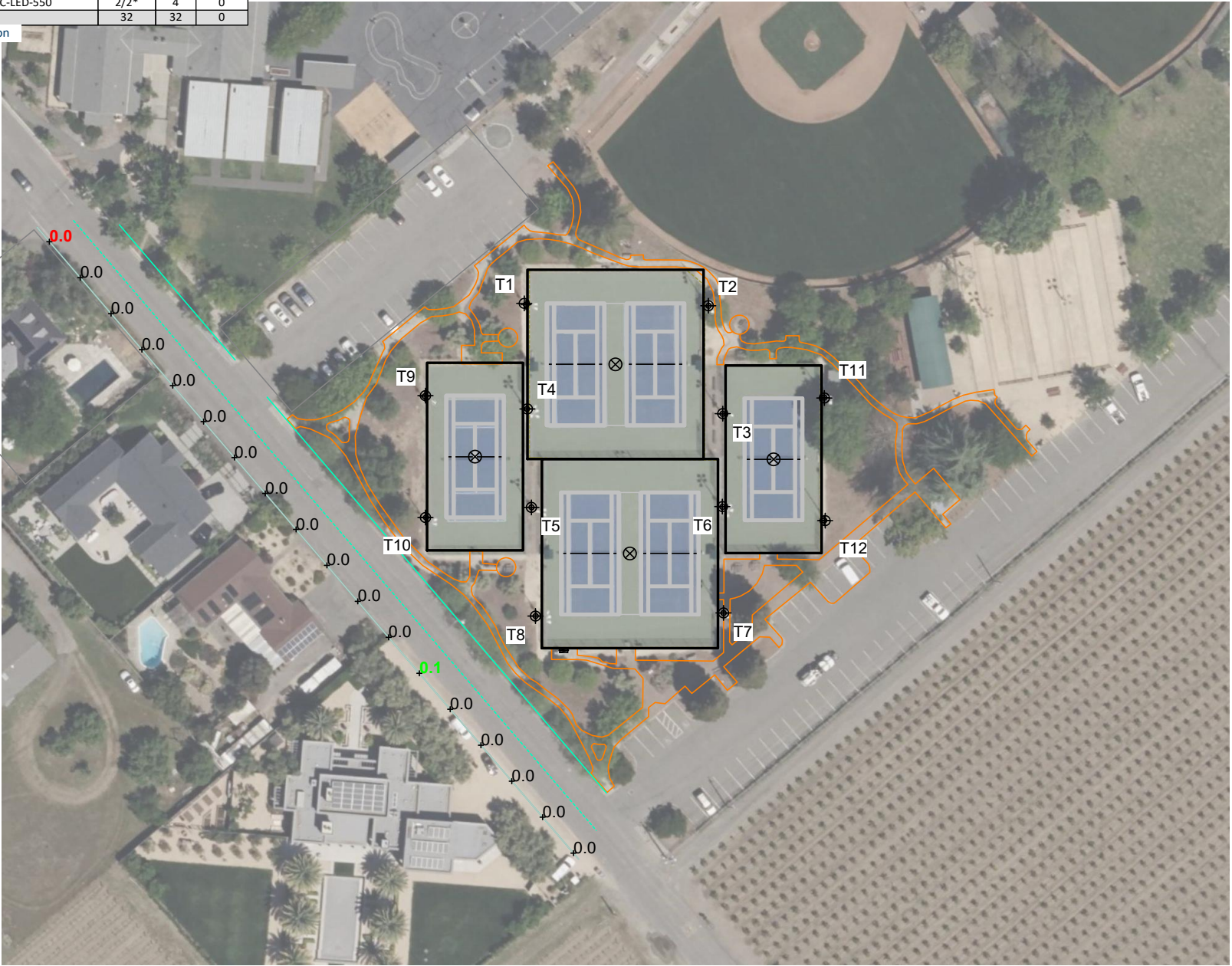


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ILLUMINATION SUMMARY

Equipment List For Areas Shown								
Pole				Luminaires				
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
8	T1-T2 T7-T12	40'	-	40'	TLC-LED-550	2	2	0
4	T3-T6	40'	-	40'	TLC-LED-550	2/2*	4	0
12	Totals					32	32	0

*This structure utilizes a back-to-back mounting configuration



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Crane Park
Saint Helena, CA

Grid Summary	
Name	Spill/Glare - Neighborhood
Spacing	30.0' x 30.0'
Height	3.0' above grade

Illumination Summary	
	MAINTAINED MAX VERTICAL FOOTCANDLES
Entire Grid	
Scan Average	0.015
Maximum	0.066
Minimum	0.000
No. of Points	18
LUMINAIRE INFORMATION	
Applied Circuits	A,B,C,D
No. of Luminaires	32
Total Load	17.28 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document and includes a 0.95 dirt depreciation factor.

Field Measurements: Individual field measurements may vary from computer-calculated predictions and should be taken in accordance with IESNA RP-6-15.

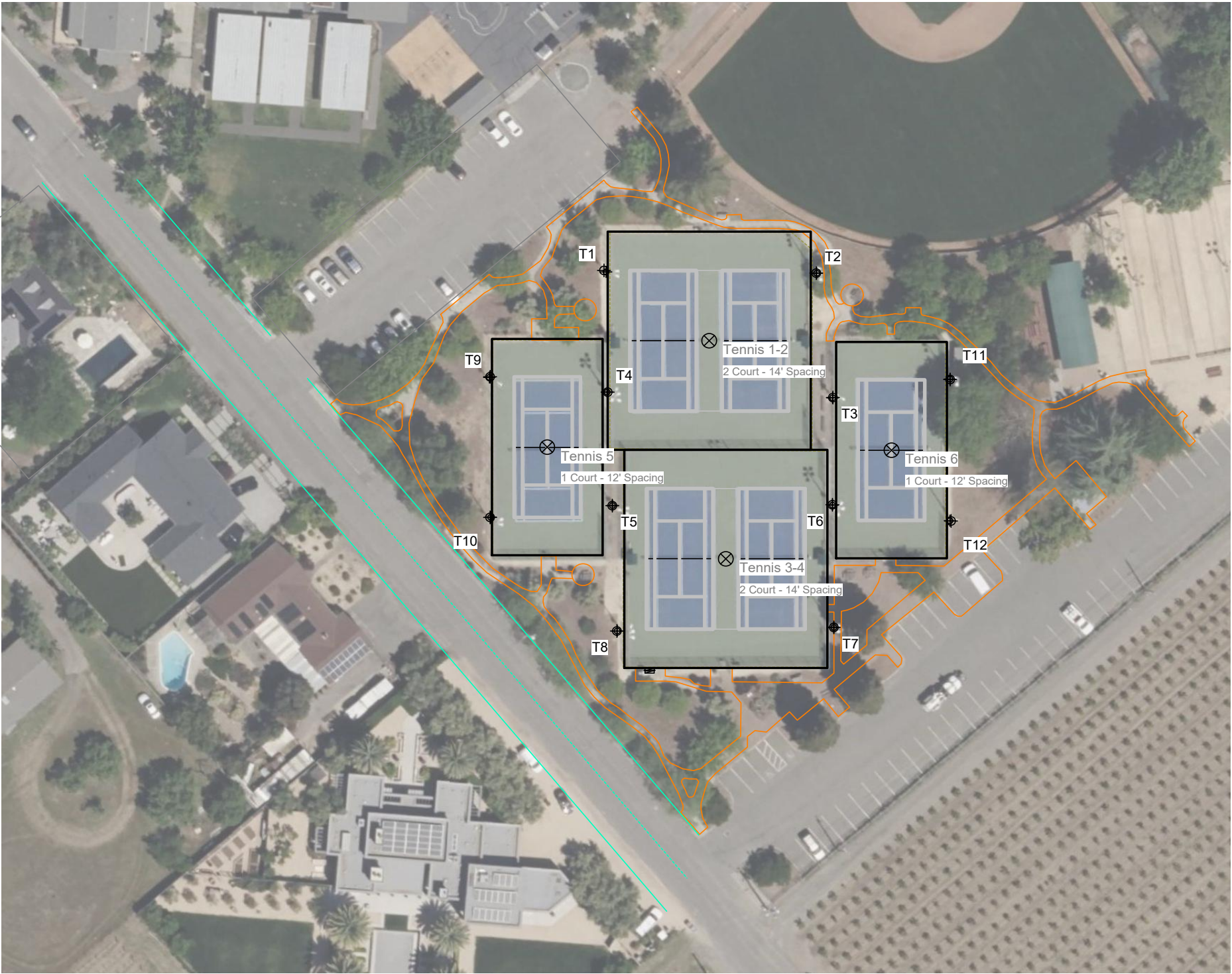
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



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ILLUMINATION SUMMARY



Crane Park

Saint Helena, CA

Equipment Layout

INCLUDES:

- Tennis 1-2
- Tennis 3-4
- Tennis 5
- Tennis 6

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

Equipment List For Areas Shown

Pole				Luminaires		
QTY	LOCATION	SIZE	GRADE ELEVATION	MOUNTING HEIGHT	LUMINAIRE TYPE	QTY/POLE
8	T1-T2 T7-T12	40'	-	40'	TLC-LED-550	2
4	T3-T6	40'	-	40'	TLC-LED-550	2/2*
12	Totals					32

*This structure utilizes a back-to-back mounting configuration

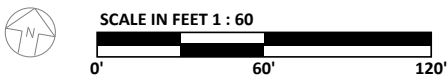
Single Luminaire Amperage Draw Chart

Driver Specifications (.90 min power factor)	Line Amperage Per Luminaire (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	3.2	3.0	2.8	2.4	1.9	1.8	1.4
TLC-LED-550							



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EQUIPMENT LAYOUT



ENGINEERED DESIGN By: • File #201067B • 11-Sep-23

Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗

Musco Total Light Control: LED Light Fixture Example



TLC for LED
Total Light Control

Quote

Date: October 9, 2023
Expiration date: November 9, 2023
To: Mario Traverso

Project: Crane Park
Saint Helena, CA
Musco Project Number: 201067

Sourcewell
Master Project: 199030, Contract Number: 041123-MSL, Expiration: 06/16/2027
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell purchase – contract number: 041123-MSL

Quotation Price – Materials Delivered to Job Site and Installation

Lighting	
(6) Tennis Courts -	\$ 286,980.00
Sales Tax – (Estimated at 8.25%).....	\$ 10,288.91
Total	\$ 297,268.91

Bonding is not included.
Quote is confidential. Pricing and lead times are effective for 30 days only.

Light-Structure System™ retrofit with Total Light Control – TLC for LED™ technology

- Guaranteed Lighting Performance
- Guaranteed light levels of 30 footcandles and uniformity of 3:1.
- System Description
- (32) Factory aimed and assembled luminaires
 - Pole length factory assembled wire harnesses
 - Factory wired and tested remote electrical component enclosures
 - Mounting hardware for poletop luminaire assemblies and electrical components enclosures
 - Disconnects
 - UL listed assemblies
- Control Systems and Services
- Player-activated pushbutton control system with strobe to provide timed on/off control
 - Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support
- Operation and Warranty Services
- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
 - Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Quote

Musco Scope

- Provide design and layout for lighting system
- Test and final aim equipment

Installation Services Provided

- Unload fixtures, crossarms, driver enclosures, wire harnesses, and mounting hardware
- Removal and disposal of existing driver enclosures, crossarms, and fixtures on (12) existing poles.
- Install new driver enclosures, crossarms, LED fixtures, and ball tracker lights on (12) existing poles.
- Removal of existing Musco contactor cabinet.
- Installation of new Musco cabinet and termination of existing sports lighting conductors.
- Furnish and install (4) new weatherproof push button timer stations for tennis courts (each tennis court will have a single station located near an entrance at one side of each court).
- Furnish and install RMC conduit from nearest Musco light pole to each push button timer station.
- Furnish and install conductors for new push button timer stations and terminate as necessary.
- Removal of construction debris from site.
- All termination of drivers to fixtures as it relates to installation of new sport field lighting.
- All lifts to complete work.
- All work to be performed during normal business hours per general conditions with free and clear access to the workspace. No allowance for overtime is included.

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Obtain all county, city, fire department, and utility permits and/or permit fees.
- Provide electrical design and materials for electrical distribution system
- Provide labor and equipment for installation of electrical distribution system
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- The storage of the material on site is the responsibility of the buyer

Payment Terms

Musco's Credit Department will provide payment terms.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
 Taylor Knoot
 Fax: 800-374-6402
 Email: musco.contracts@musco.com

All purchase orders should note the following:
Sourcewell purchase – contract number: 041123-MSL



Quote

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- Assuming 480 volt, 3-phase electrical system, subject to site evaluation or confirmation from electrical engineer
- Structural code and wind speed = 2022 CBC, 95 mi/h, Exposure C, Importance Factor 1.0.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Product assurance and warranty program is contingent upon site review and compatibility with Musco's lighting system.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Jasen Deniz
Senior Sales Representative
Musco Sports Lighting, LLC
100 1st Avenue West – PO Box 808
Oskaloosa, IA 52577, USA
Phone: 530-812-7022
E-mail: jasen.deniz@musco.com





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