



**City of St. Helena
Parks & Recreation Commission
Special Meeting
May 5, 2025 @ 5:00 PM
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

The schedule of upcoming meetings and published meeting agendas can be found on the City of St. Helena website at [/portal/](#).

Servicios de interpretación en español durante la reunión pueden ser solicitados por el público. Para asegurar que los intérpretes estén disponibles, los servicios tienen que ser solicitados al menos 72 horas antes de la reunión llamando a la oficina de la Secretaria de la Ciudad al (707) 968-2640 o por correo electrónico a cityclerk@cityofstheleena.org .

El horario de las reuniones publicadas y próximas puede ser localizado en el sitio de web de la Ciudad en [/portal/](#).

Page

1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Doug Boesch
Vice Chair: Jim Anderson
Members: Courtney Andrain, Stephanie Smithers, John Thompson
Staff Liaison: Dave Jahns, Director of Community Services
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
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 February 18 and March 24
Meeting Minutes 02.18.25
Meeting Minutes 03.24.25 | 3 - 7 |
| 5. SCHEDULED MATTERS: | | |
| 5.1. | Presentation of Proposed 2026 - 2030 Capital Improvement Program
Prepared By: Joseph Leach, Public Works Director and City Engineer
CIP Presentation
20-Year Comprehensive Project List | 8 - 19 |
| 5.2. | Presentation and Feedback on Proposed St. Helena Porchfest Event
Prepared By: Dave Jahns, Director of Community Services
Staff Report
Porchfest Map
Porchfest Host Agreement
Artist Participation Agreement
Public Comment K. Phinney
Public Comment St. Helena Historical Society
Public Comment E.Honig | 20 - 35 |
| 5.3. | Review Temporary Art Installation Proposal for an Artistic Bench to be Placed at Lyman Park
Prepared By: Dave Jahns, Director of Community Services
Temporary Art Installation Application Simon Bull Bench
Bench Design Samples
Proposed Installation Location | 36 - 41 |
| 5.4. | Ad-hoc Subcommittee Updates
PRC 2024-25 Goals and Committee Assignments | 42 |

6. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for June 16 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on May 2, 2025

/s/ Dave Jahns

Dave Jahns, Community Services 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 & Recreation Commission
Special Meeting
February 18, 2025 @ 5:30 PM
City Hall - Conference Room
1088 College Ave**

1. **Call to Order** 5:30pm
2. **Roll Call**- the following were present:
 - Chair: Doug Boeschen
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, and John Thompson
 - Absent: Stephanie Smithers
 - Youth Liaison: Henry Ray
 - Staff Liaison: Dave Jahns Director of Community Services, Ashley Sylvester Recreation Manager, Victor Neri Parks & Trees Superintendent
3. Reports by Staff & Commission
 - 3.1 City Staff
 - Parks Maintenance Update
 - Parks & Trees Superintendent, Victor Neri, updated commissioner on the Mennen Park rehabilitation project
 - Parks team is about 95% completed in the rehabilitation process, which include debris removal, weed abatement, irrigation, and garbage can replacement
 - 14 light poles were replaced at Meily Park, soccer field was leveled, as well as pruning services for tree work in the park
 - Vice Chair Anderson asked about additional Meily renovations , Superintendent Neri explained they are also improving the picnic tables, bathroom doors, and dead tree removal
 - Commissioner Thompson asked about the process for Mennen park to be the rehabilitation park process over other parks. Neri explained that safety is the priority because there were a lot of over hanging trees, broken branches, and it did not require too much time
 - Commissioner Anderson followed up if the parks team will be working on skate parks next, and Victor said they will begin next monday.
 - Recreation Services Update
 - Recreation Manager Sylvester, shared that the Recreation team visited the CIA to share programs for students at the wellness fair
 - Registration for spring break camps, and adult basketball are now open
 - Stone soup is on March 10th

- iViva mariachi! Will come to St. Helena Lyman park on April 11th with the help of community member Oscar DeHaro all high school and college age students
- Napa Valley Pickleball classic returns for a weekend tournament May 17th & 18th
- New Tae Bo Class which is fully in spanish has received great participation

3.2 Commissioners Update

- No Commissioner Update

4. Consent Calendar

4.1 Parks & Recreation Commission Meeting Minutes of December 16, 2024

- Motion to approve: Ray; Second Anderson
- Approved: Unanimous

5. Scheduled Matters

5.1 Overview of the Parks and Recreation Master Planning Process and Introduction to BluePoint Planning Team

- BluePoint shared with commissioners the process for the master planning
- BluePoint has been working with staff to ensure the master plan reflects St. Helena's unique characteristic while all community voices are integrated through the process
- They will work on offering in person meetings, online surveys, and communications to the community
- The planning process will be in three big phases, setting common understanding, gather data, creating existing condition
- They are taking into consideration operational, implementable, and project deliveries to ensure the best plan
- Chair Boeschen asked from a process standpoint if there is a mid point check in, BluePoint explained that there will be multiple check ins throughout the process
- Commissioner Anderson inquired the timeline process

5.2 Discussion and Feedback on Potential to Include a Professional Fireworks Display for the 2025 4th of July Festivities

- Director Jahns showed commissioners the history of the City taking over fireworks in 2015
- Last year fireworks were canceled due to red flag warning 2 days prior to 4th of July
- Director Jahns gave a breakdown of costs for Fourth of July celebrations, fireworks cost 40,000, without fireworks the event is roughly 15-20k
- Staff explored other options like drone show options where the cost is roughly 110k without additional festivities and activities
- Staff shared the impacts of fireworks and how the last few years the city finds itself in fire season
- Commissioner Anderson suggested raising some money for fireworks

- Youth Commissioner Ray, suggested having local musicians for the festivities like a high school band
- Commission gave recommendation to take forward to City Council

5.3 Consideration of Pursuing Grant Funding to Complete Starr Baldwin Park Capital Improvement Project

- The application has to be submitted by March 31st with a 50k max grant
- The improvements have to be completed in a year and it cannot come out of our park impact fees
- Commissioner Anderson asked who does the grant writing, director Jahns informed commissioners that Program Manager Andrew Bradley does the grant writing.
- Motion to pursue Thompson; Second: Boeschen
- Approved: Unanimously

5.4 Ad-Hoc Subcommittee Updates

- Chair Boeschen updated commissioners that they have been in contact with Cathy Buck from Cameo and is optimistic Spanish Film Festival will happen
- Commissioner Thompson expressed excitement working with BluePoint, and has been discussing parks and trails.
- Commissioner Anderson is working on getting a conversation with the school superintendent to get Performing Arts access, and has discussed updates on a mural on the side of old police department
- Commissioners Andrain and Smithers have been working on rekindling a list of grant funding

6. Adjournment 7:20pm

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

Dave Jahns, Community Services Director

**City of St. Helena
Parks & Recreation Commission
Special Meeting
Monday, March 24 @ 1pm
Carnegie Building - 1360 Oak Avenue**

1. **Call to Order:** 1:03pm
2. **Roll Call-** the following were present:
 - Chair: Doug Boesch
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, and John Thompson, Stephanie Smithers
 - Staff: Dave Jahns Director of Community Services, Ashley Sylvester Recreation Manager, Kevin MacLeod Recreation Supervisor, Victor Neri Parks & Trees Superintendent, and Lesley Milton Deputy City Manager
3. Reports by Staff and Commission
 - N/A
4. Scheduled Matters – Parks Tour
 - Recreation Staff introduced BluePoint to commissioners and explained the parks tours
 - Commissioners, BluePoint Planning, Staff and members of the community visited the following locations, to inform and help guide the Parks and Recreation Master planning process:
 - Crane Park (360 S. Crane Ave)
 - Starr Baldwin Park (1591 Spring St)
 - Mennan Park(Voorhees Circle)
 - Mary Fryer (1300 Mitchell Dr)
 - Lyman Park (1498 Main St)
 - Parks & Recreation Offices (1574 Railroad)
 - Lewis Station- Drive By Only (Church St & Hunt Ave)
 - Jacob Meily (Pope St. & Mariposa Lane)
 - Wappo Park & Stonebridge Park (201 Pope Street)
 - Return to Carnegie Building
5. Adjournment 3:45pm

APPROVED:

ATTEST:

Doug Boeschen, Commission Chair

Dave Jahns, Community Services Director



CAPITAL IMPROVEMENT PROGRAM FY2026-FY2030

**PARKS & RECREATION COMMISSION
MAY 5, 2025**

AGENDA

OVERVIEW OF DRAFT CIP

SOURCE OF PROJECTS

PROGRAM HIGHLIGHTS

FUNDING INFORMATION

ADOPTION SCHEDULE

QUESTIONS

CIP OVERVIEW

FY25 Adopted vs. FY26 Draft

Change in terms:

➤ “Total as of 06/30/24” vs.

“Exp/Enc as of 2/28/25”

- Reflects Expended & Unexpended but “Encumbered” (e.g. under contract)

“Rollover” vs.

➤ “Continued Approp .”

- Previously adopted budget – Exp/Enc.

Global Summary Report
City of St. Helena FY2024-25 to FY2028-29

	Total as of 06/30/24	Rollover to FY25	2024-25	2025-26	2026-27	2027-28	2028-29	TOTALS
PROJECT CATEGORY EXPENDITURES								
1 Civic	1,899,045	836,557	105,500		100,000			2,941,102
2 Streets	4,253,840	3,749,614	3,956,536	2,213,500	1,391,800	1,471,000	1,555,300	18,591,590
3 Water	2,329,846	6,876,563	8,102,165	22,079,553	5,606,378	2,640,086	11,844,030	59,478,621
4 Wastewater	18,426,804	7,165,930	600,819	415,600	1,435,699	1,375,600		29,420,452
5 Stormwater	467,716	120,786	1,054,000	190,200				1,832,702
TOTALS	27,377,251	18,749,450	13,819,020	24,898,853	8,533,877	5,486,686	13,399,330	112,264,467

Global Summary Report
City of St. Helena FY2025-26 to FY2029-30

	Exp/Enc as of 2/28/2025	Continued Approp.	2025-26	2026-27	2027-28	2028-29	2029-30	TOTALS
PROJECT CATEGORY EXPENDITURES								
1 Civic	641,634	540,300	25,000	75,000				1,281,934
2 Streets	6,194,191	3,367,753	3,681,291	1,994,527	2,079,781	2,170,257	1,957,256	21,445,056
3 Water	8,522,393	8,598,817	7,829,001	16,373,561	6,513,245	16,744,030	2,500,000	67,081,047
4 Wastewater	22,732,185	2,929,337	2,885,600	1,230,099	755,600	255,600		30,788,421
5 Stormwater	798,502	1,174,000						1,972,502
TOTALS	38,888,905	16,610,207	14,420,892	19,673,187	9,348,626	19,169,887	4,457,256	122,568,960

CIP OVERVIEW

FY26 – By the Numbers

“No. Active Proj.” includes
 ➤ completed but funding
 not yet “released”.

Program Revenue - By Fund				
	Total Program Rev (Top 7)		Draft 5-Year CIP	
Funding Name	FY26-30 +Enc/Exp+Appro	% Total	FY26-30 Only	% Total
General Fund	\$ 3,613,806	2.9%	\$ 2,903,151	4.3%
Measure T/U	\$ 12,553,376	10.2%	\$ 7,624,600	11.4%
Go Bonds	\$ 13,891,552	11.3%	\$ 6,446,502	9.6%
Wastewater Rate Revenues	\$ 3,673,352	3.0%	\$ 671,299	1.0%
Water Capital Improvement - Bond	\$ 39,791,181	32.5%	\$27,573,319	41.1%
Wastewater Capital Improvement - Debt	\$ 12,739,496	10.4%	\$ -	0.0%
Unidentified	\$ 19,828,616	16.2%	\$19,828,616	29.6%
Total	\$ 106,091,379	86.6%	\$65,047,487	97.0%

Program Expenses - By Category					
		Total Program Exp		Draft 5-Year CIP	
No. Active Projects	Project Category	FY26-30 +Enc/Exp+Appro	% Total	FY26-30 Only	% Total
7	Civic	\$ 1,281,934	1.0%	\$ 100,000	0.1%
21	Streets	\$ 21,445,056	17.5%	\$11,883,112	17.7%
33	Water	\$ 67,081,047	54.7%	\$49,959,837	74.5%
15	Wastewater	\$ 30,788,421	25.1%	\$ 5,126,899	7.6%
4	Stormwater	\$ 1,972,502	1.6%	\$ -	0.0%
80	Total	\$ 122,568,960	100.0%	\$67,069,848	100.0%

➤ Current Water Bond
 “Programmed” Revenue
 reflects 32.5% of CIP

➤ Revenue: % Total = Line Rev/
 Total Exp

SOURCE OF PROJECTS

- 2017 Facilities Condition and Needs Assessment
- 2018 SHAPE Committee
- 2020 Financing Civic Infrastructure Task Force
- 2021 Integrated Utility Master plan
- 2022 General Obligation Bond Projects
- 2023 Water/Wastewater Rate Study
- 2023 Council Adopted Pavement Program
- 2024 Water Bond Projects
- Regulatory Requirements (e.g. DSOD, Water Board, etc.)
- Staff Experience
- Napa Countywide Pedestrian Plan
- Napa Countywide Bicycle Plan

Napa Countywide
Pedestrian Plan



FEHR + PEERS



St Helena Assets Planning Engagement Committee

Final Report

2023-24
Pavement Management
Program Update

September 21, 2023

City of St. Helena
Facilities Condition & Needs Assessment

October 2, 2017

City of St. Helena

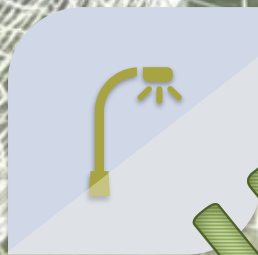
INTEGRATED UTILITY MASTER PLAN

FINAL | April 2021

NVT
Napa Countywide
Bicycle Plan

City of St. Helena 5-Year CIP

Program Highlights – Parks & Recreation



C19-03 | CRANE PARK
LIGHTING
IMPROVEMENTS (\$297K)
COMPLETED



C20-04 | BALDWIN PARK
FENCE & PATHWAY
REPAIR (\$80K)



C22-02 | REPLACE
PLAYGROUND
EQUIPMENT AND FENCE
AT CRANE PARK (\$250K)



C22-03 | SASSO MEILY
PARK DRAINAGE SITE
CURVE AND
INSTALLATION OF NEW
Turf AND UPGRADE
IRRIGATION (\$224K)



C24-01 | PARKS &
RECREATION MASTER
PLAN (\$125K)



C24-02 | TRAILS & OPEN
SPACE AMENITIES –
PHASE 1 (\$50K)

20 YEAR FUNDING

CIVIC			1 x costs	20-year costs
	New City Hall*		15,000,000	0
Added FY 25	New Parks & Recreation Offices			
	Carnegie Building - year costs	2017 Facilities Needs Assessment		1,632,137
	Fire Station - 20 year costs	2017 Facilities Needs Assessment		5,609,812
	Scout Hall - 20 year costs	2017 Facilities Needs Assessment		533,252
	Head Start Building - 20 year costs	2017 Facilities Needs Assessment		835,372
	Public Works Corporation Yard - 20 year costs	2017 Facilities Needs Assessment		1,256,444
	Signorelli Barn - 20 year costs	2017 Facilities Needs Assessment		208,965
	Library - 20 year costs	2017 Facilities Needs Assessment		3,220,781
	Lyman Park - 20 year costs	2017 Facilities Needs Assessment		631,141
	Crane Park Upgrades/Maintenance**			-
	Wappo Park Upgrades/Maintenance**			0
	Jacob Meily Park Upgrades/Maintenance**			0
	Lewis Station Park Upgrades/Maintenance**			0
	Lyman Park Upgrades/Maintenance**		170,000	0
	Mary Fryer Park Upgrades/Maintenance**			0
	Mennen Park Upgrades/Maintenance**			0
	Skate Park Upgrades/Maintenance**			0
	Star Baldwin Park Upgrades/Maintenance**			0
	Stone Bridge Park Upgrades/Maintenance**			0
Compliance	ADA Transition Plan - Facilities****	ADA Transition Plan 06.27.17 Escalators Applied through FY 25 (1.39) City Hall/Police Station/Vintage Hall Removed		1,056,678
	Sites for Future Public Facilities	General Plan - LU6.B		0
	Install Community Amenities	General Plan - LU6.C and CD2.C***		0
Compliance	Install/maintain Recycling Receptacles downtown and in all public parks and major streets	General Plan - PF4.B	75,000	30,539
	Design and Install a landscaping treatment for State Route 29	General Plan - CD5.A		0
	Develop additional parks and park improvements	General Plan - PR1.B, PR1.D, PR2.B, PR2.F		0
Enhancement	Construct new recreation facilities	General Plan - PR2.2, PR3.B		0
Enhancement	Increase recreational activity uses	General Plan - PR4.C, PR4.H		0
				0
CIVIC TOTALS			15,245,000	15,015,120

POSSIBLE FUNDING SOURCES

- General Fund
- Park Impact Fees
 - Fund Balance: \$574,546*
- Prop 68 Grant
- Development Agreements/Negotiated



*Estimated Fund Balance at June 30, 2025
per Adopted Operating Budget FY23/24 & 24/25 Budget Page 236

ALT. FUNDING SOURCE(S)

Ballot Measures

- Parcel Tax
- Landscape Maintenance District
- ???



CIP ADOPTION PROCESS

CIP Adoption Schedule		Week Beginning Date													
Orig	Task	03/24/25	03/31/25	04/07/25	04/14/25	04/21/25	04/28/25	05/05/25	05/12/25	05/19/25	05/26/25	06/02/25	06/09/25	06/16/25	06/23/25
02/12/25	Final report/presentation posted to website			ALT											
02/18/25	Finance Cmte (quarterly mtgs starting in Feb 2025)				04/17/25										
02/13/25	Final report/presentation posted website	ALT													
02/19/25	Measure H Cmte (mtg 2x/year; 3rd Wed Feb & 4th Wed Sep)		04/01/25												
03/05/25	Final report/presentation posted to website			ALT	ALT										
03/12/25	Water/Wastewater Advisory Cmte (first mtg in March, mtg every 2 months)				ALT	04/24/25									
04/14/25	Final report/presentation (Stephanie to Ashley/Dave)				X										
04/21/25	PRC (mtg 3rd Mondays)					04/21/25	04/28/25								
04/29/25	Final report/presentation (Stephanie to Rebecca)						X								
05/07/25	ATSC (mtg 1st Wednesdays)							05/07/25							
04/23/25	iCompass - complete doc uploaded; MD commence review					X									
04/29/25	Issue notice (Stephanie to Xinia)						04/30/25								
05/20/25	PC GP Conformance (mtg 1st/3rd Tues days)									05/20/25					
05/19/25	iCompass - Title deadline								ALT	X					
05/27/25	iCompass - complete doc uploaded; JL commence review									ALT	X				
06/10/25	CC Adoption (mtg 2nd/4th Tuesdays)										05/27/25		X		06/24/25

Questions?



UNFUNDED																								
Category	Project	Source Document	Estimated Costs		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044
			1 x costs	20-year costs																				
CIVIC			1 x costs	20-year costs																				
	New City Hall*		15,000,000	0																				
Added FY 25	New Parks & Recreation Offices																							
	Carnegie Building - year costs	2017 Facilities Needs Assessment		1,632,137	123,834	18,733	9,682	25,675	71,788	83,303	146,732	4,923		490,190	56,499	49,224	37,415	75,446	115,102	175,898	44,893	23,201	-	79,598
	Fire Station - 20 year costs	2017 Facilities Needs Assessment		5,609,812	72,371	399,001	232,491	-	761,649	10,577	225,376	19,158	6,984	988,779	95,068	31,155	25,637	114,565	417,115	-	349,188	131,439	164,029	1,565,229
	Scout Hall - 20 year costs	2017 Facilities Needs Assessment		533,252	319,196	18,054	59,358	-	25,439	-	-	-	11,600	2,412	28,971	-	-	-	2,121	-	14,694	-	-	26,013
	Head Start Building - 20 year costs	2017 Facilities Needs Assessment		835,372	153,295	173,550	-	-	22,019	-	89,969	-	-	204,428	8,112	8,955	-	97,502	8,463	-	17,957	8,269	-	3,073
	Public Works Corporation Yard - 20 year costs	2017 Facilities Needs Assessment		1,256,444	308,621	18,158	51,985	1,942	45,193	-	16,532	112,974	44,633	-	14,390	9,014	166,248	11,734	60,736	29,292	59,146	242,989	3,026	-
	Signorelli Barn - 20 year costs	2017 Facilities Needs Assessment		208,965	128,667	-	-	-	70,347	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Library - 20 year costs	2017 Facilities Needs Assessment		3,220,781	267,788	-	172,934	113,128	407,084	66,831	50,096	-	64,597	745,522	219,799	-	308,491	246,942	115,757	170,360	-	-	53,033	65,048
	Lyman Park - 20 year costs	2017 Facilities Needs Assessment		631,141	110,070	49,718	-	545	189,952	-	-	-	-	157,685	8,400	69,215	-	976	14,526	-	-	-	-	-
	Crane Park Upgrades/Maintenance**			-																				
	Wappo Park Upgrades/Maintenance**			0																				
	Jacob Meilly Park Upgrades/Maintenance**			0																				
	Lewis Station Park Upgrades/Maintenance**			0																				
	Lyman Park Upgrades/Maintenance**		170,000	0																				
	Mary Fryer Park Upgrades/Maintenance**			0																				
	Mennen Park Upgrades/Maintenance**			0																				
	Skate Park Upgrades/Maintenance**			0																				
	Starr Baldwin Park Upgrades/Maintenance**			0																				
	Stone Bridge Park Upgrades/Maintenance**			0																				
Compliance	ADA Transition Plan - Facilities****	ADA Transition Plan 06.27.17 Escalators Applied through FY 25 (1.39) City Hall/Police Station/Vintage Hall Removed		1,056,678																				
	Sites for Future Public Facilities	General Plan - LU6.B		0																				
	Install Community Amenities	General Plan - LU6.C and CD2.C***		0																				
Compliance	Instal/maintain Recycling Receptacles downtown and in all public parks and major streets	General Plan - PF4.B	75,000	30,539		1,000	1,050	1,103	1,158	1,216	1,276	1,340	1,407	1,477	1,551	1,629	1,710	1,796	1,886	1,980	2,079	2,183	2,292	2,407
	Design and Install a landscaping treatment for State Route 29	General Plan - CD5.A		0																				
	Develop additional parks and park improvements	General Plan - PR1.B, PR1.D, PR2.B, PR2.F		0																				
Enhancement	Construct new recreation facilities	General Plan - PR2.2, PR3.B		0																				
Enhancement	Increase recreational activity uses	General Plan - PR4.C, PR4.H		0																				
				0																				
CIVIC TOTALS			15,245,000	15,015,120																				
*Used Financing Civic Infrastructure Task Force 2020 report - City Hall costs \$11 million + 5% escalator each year for 2021-2027. Rounded to \$15 million																								
**TBD - based on Parks Master Plan scheduled for FY 24																								
***General Plan examples: public restrooms, drinking fountains, benches, and trash and recycling containers in commercial districts.																								
****Park Upgrades may be include in the Parks Master Plan Document																								



**Report to the Parks and Recreation
Commission
Commission Meeting of May 5, 2025**

Agenda Section: Scheduled Matters – Item 5.2

Subject: Receive a Presentation and Provide Feedback to Staff and Event Organizers on a Proposed St. Helena Porchfest Event

**CEQA
Determination: Not a CEQA project**

Prepared By: Dave Jahns, Parks & Recreation Director

Approved By: Dave Jahns, Parks & Recreation Director

BACKGROUND

The Saint Helena Porchfest Committee and The St. Helena Historical Society are proposing to host a Porchfest event in St. Helena on August 31, 2025. Porchfest is a free community event where musicians play live music on residential porches within a specific section of a community. Attendees are encouraged to embrace the walkability of the area, visit multiple performances, and enjoy the historic architecture of the highlighted residences. Similar events have taken place in various communities throughout the country, with the most immediate being hosted in Napa from 2011 – 2023.

The organizing committee is currently in the planning stages, and has met with City staff in the Fire, Parks and Recreation, Police, and Public Works Departments. They recently submitted their documentation and request for encroachment, amplified sound, and road closure permits. Those are currently under review with staff. Final event approval will be determined by the City Council at a future meeting date.

DISCUSSION

The organizing committee will be present at the May 5 meeting to provide a detailed overview, but below is a high-level event summary:

Event Details:

- Date: Sunday, August 31
- Location: 12-15 porches within Adams/Allyn/Stockton/Tainter neighborhood
- Time: Event 12:30pm – 5:00pm
- Road Closures: 11:00am – 6:00pm
- Family-friendly, alcohol-free event
- Various genres of music, featuring local musicians

Several streets will need to be closed to ensure the safety of attendees: The following streets are being proposed to be closed from 11:00am – 6:00pm for the event:

Proposed Road Closures:

- Adams Street, from Kearney to Allyn
- Allyn Ave, from Adams to Tainter
- Tainter St. from Oak to Allyn
- Stockton St., from Adams to Tainter

The organizing committee is seeking City approval to move forward with publicizing the event and seeking event sponsorship and support. Road closures and final consideration for approval of the event will be at the discretion of the City Council at future meeting date.

Prior to the May 5 meeting, the organizing committee was requested to provide notification to the neighborhood within the immediate vicinity of the proposed event footprint, and invite anyone interested to join the meeting and/or provide feedback.

FISCAL IMPACT

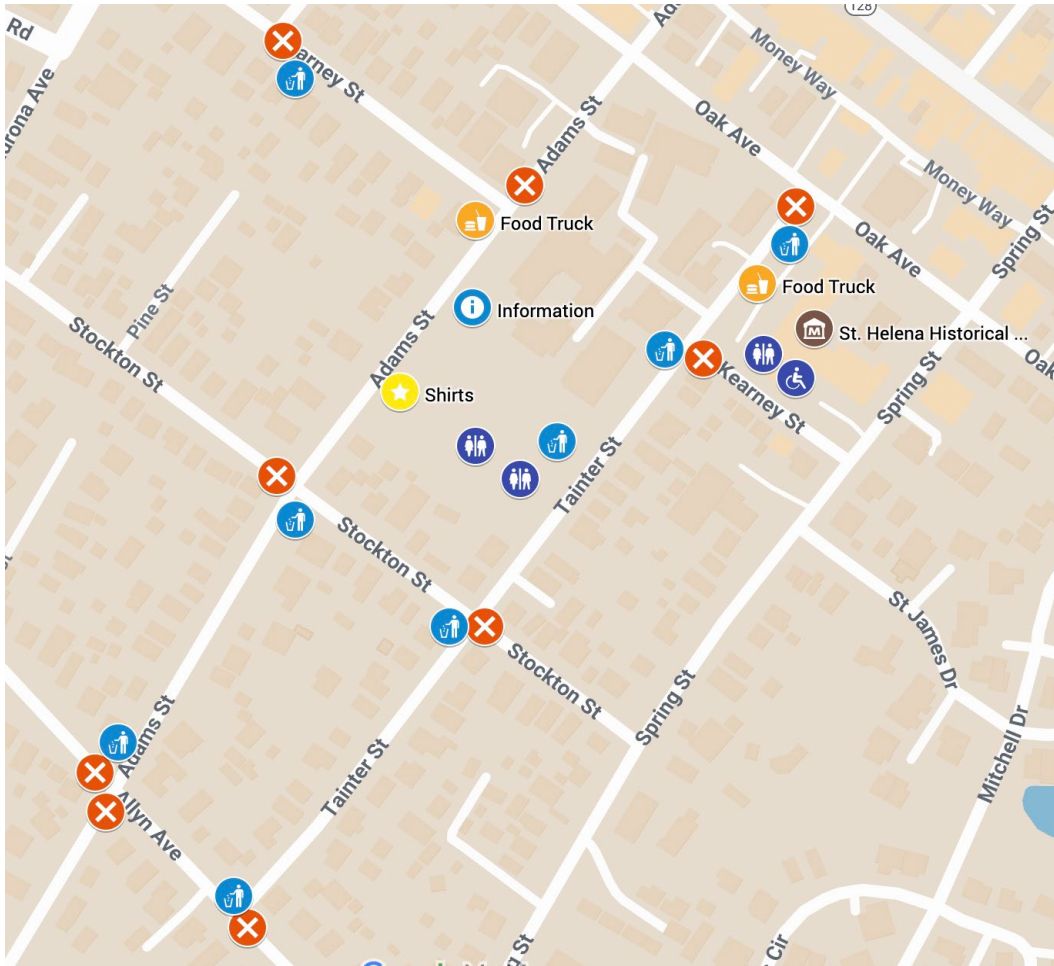
Due to the event being community-focused and free to attend, the event organizers have requested a fee waiver of the permit fees. All other associated expenses, including direct staffing time needed to support the event will be covered by the organizing committee. Waiving of permit fees is at the discretion of the City Manager.

RECOMMENDED ACTION

The Commission's role is to review the event presentation, provide an avenue for community discussion and feedback, and provide recommendations to staff, the event organizers, and City Council on how to proceed.

Porchfest 2025: Proposed map.

Red X's show proposed road closure



Saint Helena Porchfest 2025 – Porchfest Host Agreement

Event Date: Sunday, August 31, 2025

Event Time: 12:30 PM – 5:00 PM

Location: Various residential porches in Saint Helena, CA

This Agreement is entered into between **Saint Helena Porchfest** (hereinafter referred to as "Organizer") and the undersigned property owner or resident (hereinafter referred to as "Host") for participation in the Saint Helena Porchfest 2025.

1. Host Responsibilities

- **Performance Space:** Host agrees to provide a safe and accessible space (e.g., porch, driveway, front yard) for musical performances during the event.
- **Utilities:** Host will provide access to electrical power (standard outdoor outlet) for performers. Hosts are encouraged to provide drinking water for performers.
- **Presence:** Host or a designated representative must be present at the property during the assigned performance times to assist with any needs and ensure the smooth operation of the event.
- **Artist Accommodation:** Due to road closures, performers are asked to complete the dropping off of any equipment requiring a vehicle before 11AM. Please provide a location that equipment can be stored during this time. Vehicles will not be allowed on the roads again until after Porchfest finishes. Artists may need to keep equipment at your porch until roads open and they can get a vehicle to your residence.
- **Audience Accommodation:** Host may allow attendees to congregate on their lawn or sidewalk to view performances.
- **Communication:** Host will coordinate with assigned performers prior to the event to discuss setup, equipment needs, and any specific considerations.
- **Signage:** Host is encouraged to create and display a Porchfest sign to identify their participation in the event.

2. Safety and Compliance

- **Permits and Regulations:** Hosts acknowledge that the Organizer has obtained necessary permits for the event. Hosts agree to comply with all local laws and regulations, including noise ordinances.
- **Set Times:** Hosts will enforce strict adherence to assigned performance times. Performers must conclude their sets promptly to prevent overlap and sound bleed into adjacent performances. Each porch will have a break between performers. This is by design. Performers must stay within their set times.
- **Neighbor Notification:** Hosts are encouraged to inform immediate neighbors of their participation in Porchfest at least two weeks prior to the event.
- **Drug / Alcohol:** This is a family friendly event. Host agrees not to serve the general public alcohol, cannabis, or other mind altering substances.

3. Liability

- **Assumption of Risk:** Hosts participate at their own risk and acknowledge that the Organizer is not responsible for any personal injury, property damage, or loss incurred during the event.
- **Insurance:** Hosts are encouraged to carry homeowners or renters insurance that covers potential liabilities associated with hosting public events on their property.
- **Indemnification:** Hosts agree to indemnify and hold harmless the Organizer from any claims arising out of their participation in Porchfest.

4. Cancellation

- **Event Cancellation:** The Organizer reserves the right to cancel the event due to unforeseen circumstances, including but not limited to inclement weather or public safety concerns.
- **Host Cancellation:** If a Host needs to withdraw from participation, they must notify the Organizer as soon as possible to allow for adjustments in scheduling.

5. Agreement and Signature

By signing below, the Host agrees to the terms and conditions outlined in this Agreement and commits to participating in the first annual Saint Helena Porchfest 2025.

Host Name: _____

Property Address: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

Please review this Agreement carefully. If you have any questions or require further clarification, feel free to reach out to the Organizer at [insert contact information].

We appreciate your generosity in opening your space to the community and contributing to the success of the first annual Saint Helena Porchfest!

Saint Helena Porchfest 2025 – Artist Participation Agreement

Artist Name:

Event Date: Sunday, August 31, 2025

Event Time: 12:30 PM – 5:00 PM

Porch Location: TBD

This Agreement is entered into between **Saint Helena Porchfest** (hereinafter referred to as "Organizer") and the undersigned artist or band (hereinafter referred to as "Artist") for participation in the Saint Helena Porchfest 2025.

1. Performance Details

- **Set Duration:** Each Artist will perform a **1-hour set**. This does not include setup and teardown time.
- **Performance Schedule:** The Organizer will assign specific performance times and locations to each Artist. Artists must adhere strictly to their assigned schedule. If you start late, that is not the Organizer's concern and does not give permission to play late. Therefore, do not start late.
- **Punctuality:** All sets must start and end on time. Even if you start late.
- **Load in / Load out:** Artists are expected to complete the dropping off equipment off by 11AM before road closures. After 11AM artists will need to carry their equipment to their designated porch as vehicles will not be permitted into the area. Roads will be opened to vehicles for pick up of equipment AFTER the completion of Porchfest. Please coordinate with the porch owner you are assigned on this and PLAN AHEAD.

2. Compensation

- **Volunteer Performance:** Artists acknowledge that **no monetary compensation** will be provided for their performance. Participation is entirely voluntary and contributes to the community spirit of the event.

3. Equipment and Utilities

- **Power Supply:** Porch hosts will provide access to **electrical power**. Artists are responsible for bringing any necessary extension cords or power strips.
- **Water:** Porch hosts will provide **drinking water** for performers.
- **Equipment:** Artists must supply all personal instruments and equipment required for their performance.
- **Restrooms:** Please use public restrooms provided by Porchfest. Do not use the Porch Host's facilities.

4. Sound Management

- **Volume Control:** Artists must maintain a volume level appropriate for a residential neighborhood and in consideration of adjacent performances.
- **Set Timing:** Artists **must start and conclude their performance at the scheduled end time**, regardless of whether another performance follows on the same porch. This is crucial to prevent sound overlap with neighboring performances.
- **Compliance:** Failure to adhere to set times and volume requirements may jeopardize the Organizer's ability to secure necessary permits for future events.

5. Conduct and Content

- **Family-Friendly Content:** All performances must be suitable for audiences of all ages. Explicit language, gestures, or themes are strictly prohibited.
- **Professionalism:** Artists are expected to conduct themselves professionally and respectfully towards hosts, attendees, and fellow performers.
- **Drug / Alcohol:** This is a family friendly event. Artist agrees not to perform under the influence of alcohol, cannabis, or other mind altering substances.
- **Announcements:** This is the First Annual Saint Helena Porchfest, hosted by the Saint Helena Historical Society. During your performance please make announcement like:
 - Thank the Saint Helena Historical Society
 - Thank your Porch Host
 - Thank the Porchfest Committee

6. Liability and Insurance

- **Assumption of Risk:** Artists participate at their own risk and acknowledge that the Organizer is not responsible for any personal injury, property damage, or loss incurred during the event.
- **Insurance:** Artists are encouraged to carry their own insurance coverage for personal property and liability.

7. Media Release

- **Photography and Recording:** The Organizer may photograph or record performances for promotional purposes. By participating, Artists grant the Organizer permission to use such media without compensation.

8. Cancellation Policy

- **Event Cancellation:** The Organizer reserves the right to cancel the event due to unforeseen circumstances, including but not limited to inclement weather or public safety concerns.
- **Artist Cancellation:** If an Artist needs to cancel their performance, they must notify the Organizer **at least 7 days** prior to the event.

9. Agreement and Signature

By performing, the Artist agrees to the terms and conditions outlined in this Agreement and commits to participating in the Saint Helena Porchfest 2025.

Please review this Agreement carefully. If you have any questions or require further clarification, feel free to reach out to the Organizer at [insert contact information].

We look forward to your participation in making the first annual Saint Helena Porchfest a memorable community event!

From: [Kimberly Phinney](#)
To: [Dave Jahns](#)
Cc: [Rachael Clark](#)
Subject: Re: [External] Porch Fest
Date: Sunday, May 4, 2025 5:49:59 PM

Thank you, Dave for the email on a weekend, and for your informative reply. It is very helpful.

Please include this string of emails and responses, if able, as public comment. It is helpful for the big picture.

Thank you both and see you tomorrow.

Ciao,
Kim

On May 4, 2025, at 3:48 PM, Dave Jahns <djahns@cityofsthelena.gov> wrote:

Hi Kim,

My apologies for not getting back to you sooner, but thank you for the follow up - very valid questions. I can share that at this point the event, and any accompanying closures and locations, have not yet been approved. Any promotion should be under the context of a proposal that is still being considered through the review process.

The meeting tomorrow night is intended for the commissioners and community members to provide their feedback and recommendation (after hearing the initial proposal) to the organizing committee, staff, and ultimately city council to help inform the application and final review process. There are still additional review steps needed for the event, including the proposed location, to move forward. This includes an internal review for various permits, and final consideration and a determination by City Council.

I can certainly include your emails as public comment and forward along to the commission prior to the meeting tomorrow. Just let me know if you would like both included, and I'd be happy to pass them along.

Thank you, Kim.

Dave

DAVE JAHNS
DIRECTOR OF COMMUNITY SERVICES
City of St. Helena | Community Services Dept.

1574 Railroad Avenue | St. Helena, CA 94574
Direct: (707) 967-2798 | Mobile: (707) 312-3061 | djahns@cityofsthelena.gov

From: Kimberly Phinney
Sent: Saturday, May 3, 2025 2:19:07 PM
To: Rachael Clark <rachael@sainthelenaporchfest.com>
Cc: Dave Jahns <djahns@cityofsthelena.gov>
Subject: Re: [External] Porch Fest

Hello Dave and Rachel,

I appreciate your replies. I have a few follow up questions:

1. Dave, are these emails (mine below and others if received) shared with the park and rec committee prior to Monday's Meeting?

Dave, the staff report states that the Monday meeting "The organizing committee is seeking City approval to move forward with publicizing the event and seeking event sponsorship and support. Road closures and final consideration for approval of the event will be at the discretion of the City Council at future meeting date."

Rachel, you have publicized the event on social media, shared the almost completed website, and stated that **the route and closures are not open for discussion, despite further meetings and community input.**

2. What is the purpose of Monday's meeting if the event is already publicized and the route and closures, not approved by any committee or council, are not open for discussion, and is contrary to the staff report?

Thank you for the additional information.

Ciao,
Kim

On May 3, 2025, at 6:58 AM, Rachael Clark
<rachael@sainthelenaporchfest.com> wrote:

Subject: Re: Concerns and Questions about St. Helena Porchfest

Dear Kim,

Thank you for reaching out and for taking the time to share your

concerns regarding the upcoming St. Helena Porchfest. I appreciate your past service on the Parks and Recreation Commission and your interest in community events—that perspective is incredibly valuable.

First and foremost, please know that the intention behind Porchfest is to create a positive, community-driven event that creates music, local history, and neighborhood connection—something small-town and low-impact, not large-scale or disruptive.

To address your questions:

1. Event Location and Homeowner Communication

The proposed route and participating porches were selected based on interest from homeowners who volunteered their homes for musical performances. No one is being required to host or participate. We fully understand the importance of clear communication with residents on affected streets, and we're in the process of expanding that outreach, including direct notices and in-person engagement.

2. City Council Involvement

At this time, Porchfest is being coordinated in partnership with the St. Helena Historical Society and with the opportunity to present the initial planning stages the Parks & Recreation Department. The event does require a City Council vote. Still, all appropriate city permits and reviews are being followed, and we are in regular contact with city staff regarding logistics, safety, and engaging community input.

3. Short Notice for the Info Meeting

You're absolutely right that one business day's notice is not ideal. We are planning follow-up opportunities for engagement and welcome ongoing feedback from residents like yourself. Your input matters, and we want to ensure your voice is part of the planning process.

4. If You Can't Attend the Meeting

If you're unable to attend the initial information meeting, please feel free to share your questions or concerns via email or phone, and we will do our best to respond thoroughly. We're also happy to schedule one-on-one follow-ups or provide updates as things evolve.

Kim, I truly appreciate your thoughtful outreach. We're still early in the planning stages, and we want to work with neighbors to ensure this event reflects the spirit of St. Helena—quaint, historical, walkable and inclusive. I'm happy to continue this conversation and keep you informed every step of the way.

Warm regards,

Rachael Clark

Founder-Porchfest /Host Liaison,

St. Helena Porchfest Committee

Rachael Clark 707-312-6723

<https://sainthelenaporchfest.com>

cc: **Dave Jahns** Director of Parks & Recreation/Community Development

On Fri, May 2, 2025 at 3:51 PM Dave Jahns

<djahns@cityofsthelena.gov> wrote:

Hi Kim,

Thanks for reaching out and certainly understand your questions/concerns. The event is still in the proposal stage at this point and has not yet been approved - the organizing committee is going through a preliminary notification and outreach process of the impacted neighborhood prior to submitting a final proposal to City Council for their consideration.

The meeting on Monday is intended to be a presentation of the concept by the organizing committee to the commission to receive their feedback, and also to provide an initial opportunity for community discussion and questions. The consideration of final event approval and accompanying road closures will not be until a later date and will be determined at a City Council meeting.

If not able to attend the meeting on Monday, you can email any questions/comments to me and we can either include as a public comment or get you answers/clarification to any questions you may have. There will also be an opportunity for public comment at the City Council meeting (date still TBD).

If you have questions or would like clarification on details, I believe Rachael and the organizing committee would be willing to follow-up in more detail on their concept as well.

I'd be happy to hop on a call if there is anything you'd like to discuss in more detail.

Thank you,

DAVE JAHNS
DIRECTOR OF COMMUNITY SERVICES
City of St. Helena | Community Services Dept.
1574 Railroad Avenue | St. Helena, CA 94574
Direct: (707) 967-2798 | Mobile: (707) 312-3061
djahns@cityofsthelena.gov

-----Original Message-----

From: Kimberly Phinney

Sent: Friday, May 2, 2025 2:14 PM

To: Dave Jahns <djahns@cityofsthelena.gov>;

rachael@sainthelenaporchfest.com

Subject: [External] Porch Fest

Hello Rachael and Dave,

Hoping this finds you well.

My name is Kim Phinney, 1301 Allyn Avenue. Just learning about Porch Fest today via a flyer and facebook post.

I am not opposed to community events, live music, engaging people. Was even on parks and rec for two terms, and see this appears to be in conjunction with them.

I do have a few questions:

How was this event date and location selected without homeowner of the affected streets approval?

Is there going to be a city council vote on this?

Why are we only given one business day for notification of the meeting to discuss this event and impact?

What do we do if we are unable to attend?

Thank you for your time.

Ciao,
Kim

From: [Steve Ericson](#)
To: [Recreation](#)
Subject: Fwd: [External] St. Helena Historical Society is not hosting or associated with Porchfest
Date: Saturday, May 3, 2025 3:35:42 PM

----- Forwarded message -----

From: Steve Ericson <ericsonrealty@gmail.com>
Date: Sat, May 3, 2025 at 1:36 PM
Subject: re: St. Helena Historical Society is not hosting or associated with Porchfest
To: Jennifer Chiarelli to:
rachael@sainthelenaporchfest.com
cc: Mariam Hansen-St. Helena Historian, Emie
Schlobohm, anniemac
, <glenn@sthelenaporchfest.com>, Steve Ericson
<ericsonrealty@gmail.com>, kathleen carrick
, Kathleen Coelingh
Bonnie Thoreen >

To: Porchfest, Rachael Clark, et.al,

Upon further reflection, we have decided that this event is not consistent with our mission and goals, and please immediately desist in representing that we are the host of the event or involved in any way.

In spite of any prior communications or representations of any kind, no written or formal agreement of any kind was signed or approved by the SHHS board.

Upon review of the subsequent MOU presented by Porchfest to the SHHS board at our last meeting, we have decided not to be associated in any way with Porchfest.

Steve Ericson, SHHS board president

--

Steve Ericson

Coldwell Banker Brokers of the Valley

1200 Main St., St. Helena, Ca 94574

Steve's cell: 707-483-2428

dre01054001

work email: steve.ericson@cbbov.com

personal email: ericsonrealty@gmail.com

company website: Coldwell Banker Brokers of the Valley | Napa & Sonoma Real Estate (cbnapavalley.com)

hobby website: When The Heart Hears A Way | Nomad News

From: [Elaine Honig](#)
To: [Dave Jahns](#)
Cc: rachael@sainthelenaporchfest.com
Subject: Re: [External] Support for Porch Fest
Date: Monday, May 5, 2025 3:19:58 PM
Attachments: [image002.png](#)
[image002.png](#)

One small change to correct a word I missed. Fresh copy below...

- Enhance visitation that is NOT wine dependent.

Hi Dave,

I can't make it to the meeting this evening, but I wanted to express my support of Porch Fest, so sending this email.

Porch Fest would be an asset for St. Helena for many reasons:

- Accessible to many age and socio economic demographics. Our town has more adult luxury experiences and fewer family friendly and lower cost or free events/activities/experiences.
- Communicates out community spirit of hospitality and openness. How fun is it to welcome people to see and share this wonderful place amongst live music.
- Show off our treasure of a historic neighborhood and all the preservation we have done. St. Helena is a beautiful town and most visitors stay on Main Street.
- Enhance visitation that is not wine dependent.
- Supports local artists and musicians, who are always looking for opportunities to play.
- Creates a starting place to more partnerships and alliances in the future. Bike ride the Vine Trail to Porch Fest, anyone?
- Provide opportunities for our local restaurant and food providers to showcase their food.
- Provide beverage opportunities that support local nonprofits.
- Engage our community in something positive. Bring us together to work together and get to know each other.

In my opinion, the few hours of inconvenience is small compared to the over all benefits for our community. With proper planning for bathrooms and hydration, it will be fantastic.

Thanks so much for pulling this together!

elaine
Elaine Honig
Founder & CFO
STUDIO 4Forty
707-479-2055
elaine@studio4forty.com
www.studio4forty.com

CITY OF ST. HELENA PUBLIC ART DONATION AND INSTALLATION APPLICATION

APPLICATION INSTRUCTIONS: In addition to the completed application, your submittal must include, but may not be limited to, the following information:

1. High Quality Images of the proposed art piece
2. Written description of proposed artwork, including but not limited to:
 - a. Dimensions; 6ft (see exact measurements on attachment)
 - b. Weight; 145 lb
 - c. Materials 100 % recycled plastic components
 - d. Installation process; In-ground anchor kit (provided by OCC outdoors)
 - e. Expected life span; 7-10yrs
 - f. Maintenance plan (include person(s) responsible for ensuring the upkeep, both financially and physically); and St. Helena Chamber
 - g. Other physical characteristics or requirements.
 - h. Estimated Value 17,500 (artist work plus bench + materials)
3. Sketch or map showing where proposed artwork will be located.
4. Notation of whether the artwork is intended to be permanently donated* to the City or loaned on a temporary basis. On loan (need to draw up contract)

For those applicants seeking assistance from the City, your submittal must also include, but may not be limited to:

- 1) Detailed budget, including all costs associated with the design, creation, installation and maintenance of the proposed artwork and funding sources.
- 2) Written narrative indicating type of assistance requested needed to complete the donation and installation process .

For those applicants seeking approval to locate artwork on public property, rights-of-way or in City facilities, your submittal must also include, but may not be limited to:

- 1) Resume of person(s) who will design, create, and/or perform installation. If more than one person is involved, indicate who is responsible for overseeing the entire process. Resume must include, at minimum, artist's name, contact information, qualifications, past experience, and references.
- 2) Project timeline.

***NOTE:** Any artwork intended to be donated to the City on a permanent basis will require completion of the City's Acceptance of Donations and Charitable Gifts Application.

St. Helena Parks and Recreation Department
1574 Railroad Avenue St. Helena, CA 94574 (707) 968-9222

to college. These benches also commonly adorn factory break areas and office settings, as well as traditional park sites.

100% recycled plastic components

Engraved memorial text epoxy filled

Stainless steel fasteners

Durable and practically maintenance free

Length: 72"

Seat Height: 17 1/2"

Seat Width: 17"

Total Height: 31 3/4"

Total Depth: 26 7/8"

6-foot Weight: 145 lbs.

Bronze Plaque

Seven sizes to choose from 2.5x6x0.5", 2.5x8x0.5", 2.5"x10"x0.5", 3x5x0.5", 4x6x0.5", 4x8x0.5", 6x8x0.5"

Up to 3 lines of text on the 2.5X6", 2.5"x8" and 2.5x10" plaques

Up to 5 lines of text on the 3x5", 4x6" and 4x8" plaques

Anchor Kit

Installation

Instructions (

In_Ground_Anc

hor_Kit_Installati

on_Instructions_

28.pdf,306.73

KB) **[Download]**

Concrete Mount

Kit Installation

Instructions (

Concrete_Mount

_Instructions_27

.pdf,154.94 KB)

[Download]

Bench Assembly

Instructions (fs-

tb6b-cap-

02_ASSEMBLY1

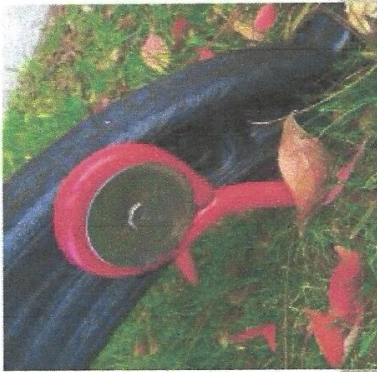
.pdf,1.41 MB)

[Download]

Bench

Dimensional

Now you can secure your bench or table wherever you want to place it with our new In-Ground Anchor Kit! This eliminates the need for a deck or concrete pad to deter theft or moving of your outdoor furnishing.



(Photo enlarged to show detail of security screws & bit.)

In-Ground Anchoring Kit

Includes:

- 2—15" long, 1/2" diameter steel auger brackets, with red powder coating
- 2—2" stainless steel washers
- 2—2" x 1/4" stainless steel screws with security keyed head
- 1—Security keyed screw bit included with each order.

Screw the auger portion into the ground, and use the provided security hardware (special bit included) to fasten the item to the anchor. Enjoy the natural beauty around you while keeping the location all natural with our new In-Ground Anchor Kit.



100% Recycled Product



Proudly made in the USA



15-yr Warranty



Eco-Friendly Products

WARRANTY: OCC Outdoors, Inc. warrants 15 Year limited warranty to be free of defects in workmanship or materials when installed and maintained properly. We agree to repair or replace, any items determined to be defective. Items specifically not covered by this warranty include vandalism, man-made or natural disasters, lack of maintenance, normal weathering or wear and tear due to public abuse.

NOTES:

1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. ALL DIMENSIONS ARE CONSIDERED TRUE AND PERFECT MANUFACTURER'S SPECIFICATIONS.
3. DO NOT SCALE DRAWING.

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OCC Outdoors Products

PH: 1-800-821-7670

EMAIL: occontact@occoutdoors.com

Fax: 1-317-862-9422

Part #: IG-ANK

Date: 5/12/17

In-ground anchor kit for ASM-WB Park Benches

Page 1 of 2

IG-ANK Installation Instructions

Note: Image views have been altered to show detail

Step 1:

Make sure all hardware is included:

QTY: Description

1 - 1/4" T-25 Torx Security Bit



2 - #14 x 2" Flat Head 6 Lobe Screw



2 - 5/16" Flat Washer w/2" Outer Diameter



2 - 15" Screw-In Earth Anchors



The following materials will also be needed for the installation:

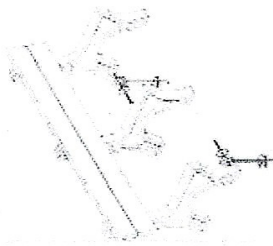
1. Metal or Solid Wood Rod/ Dowel about 1/2" to 1" in Diameter and at least 12" in Length.
2. Cordless Drill
3. 1/8" Drill Bit
4. 1/4" Bit Holder

Step 2:

After your Bench is Completely assembled, place the bench in the location where it is to be installed

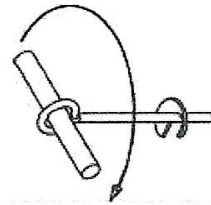
Step 3:

With the bench in place, find the center of the inside portion of the legs to be attached to the anchors. Mark a hole in the ground about 1/2" away from the legs. this is where you need to screw in the earth Anchors.



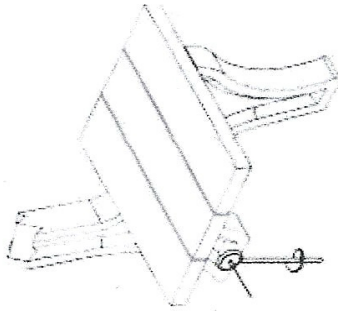
Step 4:

Move the bench out of the way and screw in the 15" Earth Anchors clockwise using the rod or the dowel for added leverage. Make sure to spin the anchors so that the "eye" is parallel with the leg.



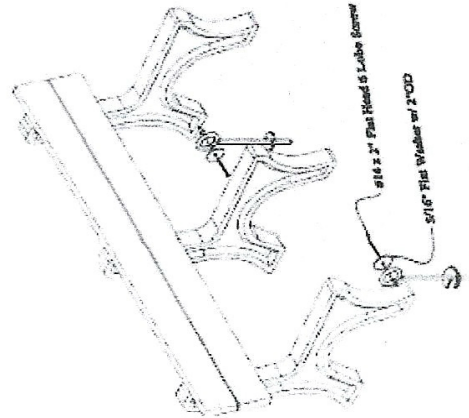
Step 5:

With the ground anchors in place, use the washers to mark the bench legs for pilot holes lined up with the center of the "eye" on the anchors. Drill in the location of the marks using the 1/8" drill bit about 3/8" deep.



Step 6:

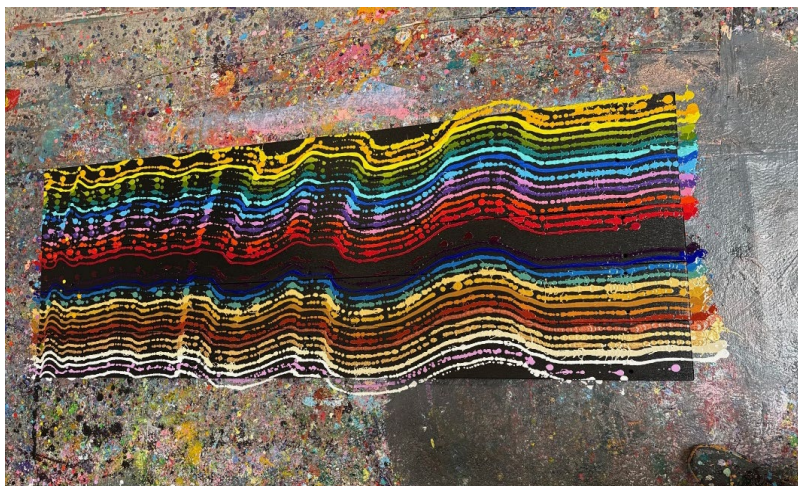
Line up the #14 x 2" Flat Head 6 Lobe Screw, 5/16" Flat Washer w/2" OD and Screw-In Earth Anchor with the holes just drilled and secure using the provided 1/4" Bit Holder and the T-25 Torx Security Bit.



Sample of Finished Product (*Different Design*)



Proposed Design in Progress (*Flat, aerial view*)



Proposed Installation Location





ST. HELENA PARKS AND RECREATION COMMISSION 2024-25 Goals and Ad-Hoc Subcommittee Assignments

1. Parks & Recreation Master Plan process (*Anderson and Andrain*)
2. Public Access to Community Recreation Facilities (*Anderson and Boeschen*)
3. Trails and Open Space (*Thompson and Smithers*)
4. Parks Enhancement Strategy (*Thompson and Smithers*)
5. Holiday Décor (*Anderson and Andrain*)
6. Parks & Recreation Grants (*Andrain and Smithers*)
7. Cross-Community Integration (*Boeschen and Thompson*)

Ongoing Subcommittees

- Public Art (*Anderson and Andrain*)
- Equitable Recreation (*Boeschen and Smithers*)
- Service Awards (*Andrain and Boeschen*)

Updated August 2024