



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/11/2020

Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: David Morrison - Director
Planning, Building and Environmental Services
REPORT BY: John Woodbury, PARK AND OPEN SPACE PRG MGR - 259-5933
SUBJECT: Concessionaire agreement for Skyline Wilderness Park

RECOMMENDATION

Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 8 to Agreement No. 1654 with Skyline Park Citizens' Association, Inc. to extend the term of the concessionaire agreement for a five year period extending through February 19, 2025 to provide for the operation of Skyline Park.

EXECUTIVE SUMMARY

Skyline Park is located on State land that has been leased to Napa County since 1980 pursuant to County Agreement No. 1653. The non-profit Skyline Park Citizen's Association (Association) operates the park on behalf of Napa County pursuant to County Agreement No. 1654. Both agreements are effective through February 19, 2030, however, Agreement No. 1654 with the Association requires renewal every five years. Amendment No. 7 to Agreement No. 1654 renewed and extended the Agreement to February 19, 2020. The proposed Amendment No. 8 renews and extends the Agreement to February 19, 2025.

Included with the amendment is a five-year work plan of improvements proposed for the period from February 20, 2020 through February 19, 2025. This work plan is for planning and general information purposes only; the actual improvements made during the period may be adjusted as circumstances change.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?

No

County Strategic Plan pillar addressed:

Collaborative and Engaged Community: Sustain existing programs

that contribute to improved quality of life for all community members and explore opportunities to develop programs and services where gaps currently exist.

ENVIRONMENTAL IMPACT

Environmental Determination: Categorically Exempt. The proposed project is the continued operation of an existing park, and as such is exempt from the application of the California Environmental Quality Act (CEQA) under State CEQA Guidelines, Class 1 (*Existing Facilities*). There are no unusual circumstances associated with either the proposed project or with its location which would cause it to have a significant effect on the environment.

BACKGROUND AND DISCUSSION

Skyline Park Citizen's Association desires to extend Agreement No. 1654, as provided for in the Agreement, to enable them to continue to operate Skyline Park for another five years, from February 20, 2020 to February 19, 2025. Amendment No. 8 authorizes this extension, and also includes a new five-year capital improvement plan. The plan is not binding, but intended to convey the Association's current plans for what it hopes to accomplish as time and resources allow.

The Association has made considerable progress in the past two years, and the park's condition today is better than ever. Attendance at Association meetings has increased dramatically. Revenues continue to be strong. With assistance from a Napa Valley Tourism Improvement District grant, the Association has developed a new website including an on-line reservation system, expanded information about activities and events, designed and printed a new more accurate park map, and installed an automated pay kiosk for the River-to-Ridge Trail entrance into the park. The Association also recently hired its first professional park manager, which is enabling the board to focus on policy issues while the staff works on day-to-day operations.

The Association continues to operate Skyline Park in a fiscally responsible manner. Over the years it has been able to build up a cash reserve equivalent to just under one year's worth of operating expenses. This provides a prudent safety net for responding to unplanned emergencies. For example, the Association was able to recover from the 2017 October wildfire in just a few months, but had the fire burned into the developed portion of the park, the park could easily have been closed, with no revenues coming in, for a year or more.

SUPPORTING DOCUMENTS

A . Five-Year Plan

CEO Recommendation: Approve

Reviewed By: Leigh Sharp