



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, October 17 @ 5:30pm
Carnegie Building - Second Floor
1360 Oak Avenue**

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

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: Michelle Deasy
Vice Chair: Matthew Demchuk
Members: Doug Boeschen, Tye Taylor, Rebekah Weeman
City Council Member Liaison: Eric Hall
Staff Liaison: Dave Jahns, Parks and Recreation Director
3. PUBLIC FORUM:
An opportunity for the public to directly address the Commission on items of interest to the public that are not listed on the agenda. Any person addressing the Commission should provide his or her name and address, and limit comments to four minutes. Because of restrictions imposed by the Brown Act, the Commission may not engage in substantive discussion, nor take action on matters not described on the agenda.
4. REPORTS BY STAFF AND COMMISSION
Reports by staff and/or commission on items of general interest. Brief questions for clarification may be posed and answered, and Commission may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Parks and Recreation Commission.
 - 4.1. City Staff
 - Park Maintenance Update
 - Recreation Services Update

- 4.2. City Council Liaison Update
- 4.3. Commissioners Update
5. CONSENT CALENDAR:
Members of the Parks and Recreation Commission or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
- 5.1. Parks and Recreation Commission Special Meeting Minutes of September 26, 2022 3 - 5
[Draft Minutes September 26 Meeting](#)
6. SCHEDULED MATTERS:
- 6.1. 2022-23 Commission Goals and Committee Assignments 6 - 15
• Action Item/Staff Report
Prepared By: Dave Jahns, Parks & Recreation Director
[Commission Goals and Committees Staff Report](#)
[PRC 2021-22 Committee Assignments Updated 12.13.21](#)
[City Council Goals Updated 01.04.22](#)
- 6.2. 2022 Hometown Harvest Festival Recap
• Discussion Item/No Staff Report
Prepared By: Dave Jahns, Parks & Recreation Director
7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for November 21, 2022 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1572 Main Street and 1360 Oak Avenue on October 14, 2022.

/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
September 26, 2022**

Meeting Minutes

1. Call to Order 5:34 pm

2. Roll Call

The following were present:

- Chair: Michelle Deasy
- Vice Chair: Matthew Demchuk
- Members: Doug Boesch, Rebekah Weeman, and Tye Taylor teleconferencing in from 100 Main Street, St. Helena, CA 94574
- Staff: Parks & Recreation Director Dave Jahns, Assistant Engineer Mario Traverso
- Absent: Eric Hall (City Council Liaison)

3. Public Forum – None

4. Presentation and Public Recognitions

- 4.1 - Commissioner Boesch sworn in by City Clerk, Cindy Tzafapoulos

5. Reports by Staff and Commission

5.1 – City Staff Update

- Assistant Engineer, Mario Traverso provided a park maintenance project update for the month of September, which included fire fuel abatement, City-wide tree watering, installation of water fountain at Meily Park, removal of downed trees, graffiti removal, and replacement of broken playground parts at Crane Park. Proposed October work includes shrub and tree pruning, leaf abatement, and aeration and fertilization.
 - Chair Deasy requested an update on the City's overall tree management plan and beautification committee at a future meeting.
- Director Jahns provided a recap of end of summer leagues, beginning of fall programs, and staff's participation in several community outreach events.

5.2 – Commissioners Update

- Commissioners Demchuk and Deasy shared that they participated in and voiced their support for the softball and bocce ball championship festivities.

6. Consent Calendar

6.1– Special Meeting Minutes of August 26, 2022.

- Motion from Commissioner Weeman; Demchuk 2nd
 - Approved – unanimous

7. Scheduled Matters

- 7.1 – Review and Consider Approval of a Memorial Bench Installation at Crane Park in Honor of Charles McGrath

- Staff provided background on discussions with the McGrath family and Public Works team
- George Pugh provided a statement on behalf of the McGrath family, sharing information about Charles' legacy in St. Helena and requesting the Commission's support to approve the memorial bench.
- Motion by Commissioner Demchuk to approve the request and work with City Staff to finalize engraving and placement; 2nd by Commissioner Boeschen.
 - Approved – unanimous
- Staff will work with the family to finalize bench details and installation.

7.2 – Discuss Commissioner Park Assignments

- Commissioners discussed parks they will be responsible for visiting and monitoring to provide feedback at future meetings.
- Staff and commissioners will utilize the online submission process over the next few months to consider whether current system is effective in reporting and tracking issues within the parks.
- Commission requested that Public Works provide quarterly updates on issues provided by commissioners through feedback process.
- Park assignments:
 - Deasy – Lewis Station, Meily
 - Demchuk – McCullagh, Stonebridge, Wappo
 - Boeschen – Crane (West), Hunt Grove
 - Taylor – Mary Fryer, Mennen, Starr Baldwin
 - Weeman – Crane (East), Lyman

7.3 – Discuss 2022-23 Commission Goals and Committee Assignments

- Staff provided an overview of the goal setting process, previous years' goals, and City Council's current three-year goals.
- Commissioners brainstormed various focus areas for the coming year.
- Staff noted the various recommendations and will bring back notes for final discussion and potential adoption at the October Commission meeting.

7.4 – Hometown Harvest Festival Planning Update

- Staff provided an update on current planning process.
- Commissioners brought forward their nominations and potential nominations for Pet PAWrade judges. Will provide contact information to staff to follow-up with judges on final details.
- Commissioners will work on collecting prize items for the categorical winners of the Pet PAWrade.
- Commissioner Demchuk requested that any available Commissioners provide support by volunteering day of the event.

8. Adjournment

Meeting Adjourned: 7:30 pm

APPROVED:

ATTEST:

Michelle Deasy, Chair

Dave Jahns, Parks & Recreation Director



Report to the Parks and Recreation
Commission
Meeting of October 17, 2022

Agenda Section: Scheduled Matters – Item 6.1

Subject: 2022-23 Commission Goals and Committee Assignments

CEQA

Determination: Not a CEQA project

Prepared By: Dave Jahns, Parks & Recreation Director

Reviewed By: Dave Jahns, Parks & Recreation Director

Approved By: Dave Jahns, Parks & Recreation Director

BACKGROUND

The Commission has historically adopted a set of goals and accompanying ad-hoc committees to work on specific initiatives throughout the current term. These goals are intended to support and advise City Council and staff in completion of their work, which directly benefits the community.

The goals typically focus on policies, projects, or long-term vision and as a result, it is not uncommon for the Commission's existing goals and committees to continue into the subsequent year. The Commission adopted a set of goals and ad-hoc committees in July 2021 (updated December 2021), which are attached for your review.

In addition, City Council adopted a set of three-year goals in 2021, two of which specifically request for the Commission to either take the lead or a partnering role in completing. The full set of Council goals is attached for your review.

At the September 26 meeting, the commission discussed the existing goals as well as provided feedback on areas that each commissioner would like to focus on in the coming year. This discussion included the following recommendations:

- Detailed analysis of current program offerings and creation of a community-wide survey.
- Increase participation, access, and provide targeted offerings for Latino and Hispanic community.

- Develop programming that reflects the needs of our community, for both residents and visitors.
- Focus on needs of our teen population, including programming, events, and places to gather.
- Keep existing 21-22 goals in motion until completed.
 - Baldwin Park Improvements, Pickleball, Trails, Parks Master Plan, Crane Park Lighting

DISCUSSION

The purpose of this meeting's discussion is to finalize a list of goals for the 2022-23 term. As the Commission evaluates its priorities for the coming year, it may want to consider which goals should carry forward from the previous term and any new goals you would like to introduce.

FISCAL IMPACT

There is no fiscal impact with this item. Any outcomes of the adopted goals that would have a potential impact on the City's budget would be brought forward as individual discussion items at future Commission and/or City Council meetings.

RECOMMENDED ACTION

Staff recommends that the Parks and Recreation Commission finalize and adopt a list of goals for the 22-23 term and create accompanying committee assignments.



ST. HELENA PARKS AND RECREATION COMMISSION 2021-22 Ad-Hoc Subcommittee Assignments

1. Baldwin Park Improvements (Taylor and Weeman)
2. Pickleball (Demchuk and Taylor)
3. Trails (Deasy and Weeman)
4. Parks Master Plan (Deasy and Warner)
5. Tennis/Crane Park Lighting (Taylor and Warner)

Updated December 13, 2021

Council Approved Three-Year Goals and 2021/22 Work Plan

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 1	Improve and Maintain Safe and Reliable City Infrastructure with a Commitment to Environmental Stewardship, Public Health, and Public Safety								
A	Police Chief	Complete Glass Fire After Action Report to improve emergency preparedness for future events.	Completed and presented at Special Council Meeting of 6/29/2021.	100%		X			240
B	City Engineer	Adoption of Integrated Utility Master Plan Findings/Recommendations.	Preliminary Council presentation held 7/30/2020.	95%			X		80
C	City Engineer + Assistant to the City Manager + City Manager	Complete analysis of St. Helena Vine Trail route options and facilitate Council decision making on preferred route.	This item was discussed at ATSC in November 2021. Additional informational presentations have been provided by the Vine Trail to the St. Helena Unified School District Board and the Chamber of Commerce. An update and Council discussion is planned on 1/11/2022.	90%			X		40
D	City Engineer + GHD	Complete Phase I - Citywide Active Transportation Plan/Safe Routes to School Plan (Madrona/Spring St. Pedestrian Improvements).	Phase I draft report with short term recommendations is complete and under review by the City Engineer. Presentation for Phase I recommendations went to ATSC on 10/3/2021. Council discussion tentatively planned for February 2022.	85%			X		100
E	City Engineer	Construct Spring Street Bike Lanes.	Design is complete and construction contract was executed on 10/27/2021; the striping will occur in Spring 2022.	95%			X		20
F	City Engineer + Acting PW Director	Create a Comprehensive Water Security Framework to manage initiatives	Presented to City Council on 7/27/2021.	100%		X			160
G	City Engineer + City Attorney	Complete conservation easement for Flood Control Project.	This was adopted at the 10/12/21 City Council meeting.	100%		X			80
H	City Attorney (Lead) + City Engineer	Prepare Draft Water Will Serve Policy for City Council Review.		20%			X		160
I	Chief of Police	Develop emergency evacuation plan and procedures.	Zonehaven evacuation program announced 7/2/2021.	100%		X			160
J	City Engineer + Operations Manager	Complete Public Works Standards Update.	Standards are developed; operations staff has reviewed and it has been sent to Director of Public Works for final review.	75%				X	180
K	City Engineer + GHD	Complete Phase II - Citywide Safe Routes to School (SR2S) analysis.	GHD has began working on Phase II. Existing conditions report has been developed and a walking workshop will be scheduled in early 2022.	10%				X	120

Council Approved Three-Year Goals and 2021/22 Work Plan

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 2	Stabilize, Maintain and Improve Access to Housing								
A	Planning Director (Lead) + City Manager + CM Hall + CM Hardy	Consider and synthesize stakeholder housing recommendations and recommend short and long-term housing initiatives to the City Council, including advancing the use of one or more of city-owned parcels (including Adams Street) for affordable housing.	Council working group to consider revenue options when analyzing housing options for Adams Street parcel. In November 2021, Council held a Special Meeting to discuss surplus City properties; direction was provided on moving forward with affordable housing on the City's Railroad Avenue parcel. Additional work needed on developing short and long-term initiatives.	30%			X		80
B	Planning Director (Lead) + Lise Wise Consulting	Complete Zoning Code update.	Schedule may be adjusted depending on scope of comments and revisions requested by the Zoning Code Subcommittee. All sections of the draft code have been submitted to staff for review with the exception of the Affordable Housing Chapter. LWC is concurrently working on an update to the Inclusionary Housing Ordinance which is under internal review and will need feedback from the City Council prior to inclusion in the Affordable Housing Chapter. About 5% of the code remains to go to the subcommittee for review. (PD Overlay and Affordable Housing Chapter).	50%				X	450
C	Planning Director (Lead) + Assistant Admin. Services Director	Update Housing Impact Fees for workforce housing and consider updates to inclusionary housing ordinance.	Recommendations for updates to IHO ordinance will be folded into the zoning code update.	35%		X			90
D	Planning Director (Lead) + Mintier Harnish	Advance work on General Plan Housing Element Update	To date there has been a joint meeting of the Planning Commission and City Council, three Focus Group meetings, and in one community workshop. The housing sites inventory process has begun and housing sites are being evaluated for potential inclusion in the Housing Element in order to accommodate our RHNA allocation.	20%				X	500

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 3	Enhance Organizational Performance, Communications, and Commit to Full Public Participation and Regional Collaboration								
A	City Manager + Assistant to the City Manager	Consider recommendations to governing language presented by Parks & Recreation Commission and ATSC.	Both ATSC and the PRC have created subcommittees to evaluate governing language. Council will consider a first reading of a revised P&R Commission ordinance on 1/11/2022. ATSC will be reviewing their Ad Hoc Committee recommendations for a Resolution in February 2022.	45%				X	160
B	City Manager + Assistant to the City Manager	Identify and advance internal and community social justice, diversity and inclusion initiatives.	Action framework presented to City Council on 5/11/2021. Staff has complete draft ordinance research for creation of a DEI Committee and is planning distributing an internal employee DEI Survey in January 2022, and has made suggestions to the nonprofit grant applications (see goal 5F), pursuant to the City's DEI Strategy.	35%				X	160
C	City Manager	Provide quarterly updates on workplan status/completed tasks; enhance City website for community communication purposes.	Updates will be provided at the completion of each quarter.	50%		X			160
D	Police Chief + City Attorney	Review and consider updates to Police Policies to ensure alignment with core City values.	Currently under review by Chief of Police.	60%			X		350
E	HR/IT Director + City Manager	Prepare/present to the City Council an employee succession plan and/or strategy to help retain employees and minimize turnover costs.	Next steps include reviewing draft succession plan with City Manager.	75%			X		24
F	Planning Director (Lead) + Vice Mayor Dohring	Prepare/present citywide design guidelines to the Planning Commission for adoption.	The new draft zoning code includes some design illustrations and multi-family objective standards have been drafted as part of the new code.	60%			X		350
G	Chief of Police	Implement State and Federal DOJ mandated reporting system, radio encryption system, and software/training.	County of Napa awarded \$1.4 million for equipment and software. St. Helena Police Dept. is equipped and waiting on County to equip and implement.	90%				X	TBD

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 4	Ensure Long-Term Economic Sustainability while Supporting St. Helena's Charm and Rural Character* (*Draft goal title)								
A	Admin. Services Director	Complete Impact Fee Study and Cost Allocation Plan (including inclusionary fees and housing fees) for City Council adoption.		90%				X	60
B	City Manager (Lead) + Admin Services Director + Mayor Ellsworth + Vice Mayor Dohring	Prepare financing and revenue options for City Council review and consideration to address City Infrastructure deficiencies.	Presented at 6/8/2021 City Council Meeting. Direction provided to pursue opinion research services. Council awarded contract to FM3 Research on 9/14/2021.	100%		X			60
C	Planning Director (Lead) + Parks & Recreation Commission + City Engineer	Advance progress on development of walking trails.	The St. Helena Open Space Trails ad hoc subcommittee presented their final report to the Parks & Recreation Commission on 7/26/2021. The PRC endorsed the report. The draft plan will need a CEQA consultant to prepare the appropriate documentation prior to City Council action and City staff are working to bring a consultant on board in January 2022.	50%			X		150
D	Business Liaison + City Manager + CM Chouteau + CM Hall	Prepare and implement COVID Business Recovery Plan & Continuity Strategy for Phase 1 Downtown Streetscape Project.	Business Recovery Strategy presented to City Council August 21, 2021. Continuity strategy for Streetscape Project to align with project.	80%				X	60
E	Planning Director (Lead) + CM Chouteau + CM Hall	Develop marketing collateral for prospective tenants and prioritize targeted business types.		5%			X		TBD
F	Parks & Recreation Director (Lead) + Parks & Recreation Commission	Prioritize General Plan "Parks & Recreation" Chapter action items with appropriate staff and Parks & Recreation Commission feedback into short (1-2 years) and long-term (3-5 year) actionable tasks; advance short-term tasks.	Ad Hoc Subcommittee continues to review implementing actions and discuss recommended updates with the Parks & Recreation Commission.	60%			X		30
G	Planning Director (Lead) + City Engineer	Develop Parklet's Policy for City Council review and consideration.	Time has been focused on other public space activation opportunities as directed by City Council in March 2021. Staff have begun conversations with a parklet designer who has done work in Calistoga to evaluate options for St. Helena. Additional work is needed on development of a draft policy.	15%			X		60
H	TBD	Initiate pedestrian activation of Money Way beginning with garbage/recycling consolidation.	Next steps include a site visit and agreement with the County to get reimbursed for items as part of the scope of the grant.	0%				X	120

Council Approved Three-Year Goals and 2021/22 Work Plan

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
GOAL 5 Support Thriving Families and Enhance the Safety, Well-Being, and Healthy Development of our Youth									
A	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Redwood Forest Expansion: In coordination with Paul Asmuth, determine opportunities to include youth during the planting of the redwood trees. Connect with Biology teacher Lisa Luhn to tie in an educational component.	Redwood Forest Planting Day was held 7/9/2021. Additional coordination will occur on the educational side in coming months and development of a longer term management agreement with the participating non-profit.	90%				X	120
B	Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau	The Council will designate two to three Youth Representatives to speak once every two months at City Council meetings. These individuals would a) provide an update on youth related issues in the community and b) act as a liaison to youth when feedback is requested on City Council matters.	Staff and Council representatives Vice Mayor Dohring and Council Member Chouteau have developed a student representative selection process which has been reviewed by and agreed to by SHUSD Supt. Presentations to the St. Helena High School Sr and Jr class were made in December 2021 and interviews/prep for first CC meeting will be conducted mid January 2022 with students presenting in February 2022.	70%				X	60
C	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Distribute Youth Survey to High School and Middle School to receive direct feedback from the youth.	The survey has been created and distributed; ad hoc committee is reviewing results.	100%		X			20
D	Asst. Admin. Services Director	Prepare and submit \$500,000 CDBG grant in partnership with Aldea Children & Family Services to support delivery of youth and family mental health services.	Completed.	100%		X			12
E	Assistant to the City Manager + Vice Mayor Dohring and Council Member Chouteau	Create a Diversity, Equity and Inclusion Committee with a seat for a youth member to identify recommendations to ensure a more socially diverse and inclusive community.	Staff is working on bringing a draft ordinance to City Council for discussion and feedback in February 2022.	10%				X	200
F	Assistant to the Manager City + Vice Mayor Dohring and Council Member Chouteau	Consider refining the Nonprofit Grant Criteria to specifically state that a grant will be awarded to a nonprofit that supports thriving families and enhances the safety, wellbeing and healthy development of youth and related issues.	Staff met with Mayor Ellsworth and Vice Mayor Dorhing in late December 2021 with proposed amendments to the grant application. Council will receive recommended changes to this program at their January 11, 2022 meeting.	90%				X	10

Council Approved Three-Year Goals and 2021/22 Work Plan

	WHO	WHAT	NOTES	PROJECT STATUS		FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4		
GOAL 6	Support Initiatives That Respond To And Plan For Climate Change									
A	Planning Director (Lead) + ATSC + Planning Commission	Prioritize General Plan "Climate Action" Chapter action items with appropriate staff and Planning Commission/ATSC Committee feedback into short (1-2 years) and long-term (3-5 year) actionable tasks.	ATSC has reviewed these items. Next step is to bring forward at a future City Council meeting in February 2022.	60%				X		60
B	Assistant to the City Manager + PW Operations Manager	Development of an Integrated Pest Management Policy.	This policy was adopted by the City Council at the October 28, 2021 meeting.	100%			X			60
C	City Engineer + Water Consultant	Advance the City's public trust commitments to water and climate change.	Council adopted interim protocols for Stonebridge Wells on 4/27/2021. Water Security Framework presented to City Council on 7/27/2021.	25%				X		TBD
D	Assistant to the City Manager + Planning and Building Director	Consider joining countywide Joint Powers Agreement (JPA) to support, coordinate, and advance regional climate action initiatives.	Approved 4/13/2021.	100%		X				60
E	NVTA/Planning Director/Public Works Director	Develop and adopt VMT thresholds in accordance with State law.		10%				X		70
F	Assistant to the City Manager + City Manager + PW Operations Manager	Consider alternatives to Gas Leaf Blowers		0%					X	TBD

Council Approved Three-Year Goals and 2021/22 Work Plan

	WHO	WHAT	NOTES	PROJECT STATUS	FY 2021-22 TARGET COMPLETION				ESTIMATED STAFFING HOURS
				% Complete	Q1	Q2	Q3	Q4	
OTHER									
A	Assistant to the City Manager (Lead) + City Manager	Coordinate tenant improvements and relocation of City Hall and Police operations to Napa Valley College Upper Valley Campus.	Architectural drawings for tenant improvements were submitted to the Division of State Architect on 9/13/2021. Staff anticipates DSA final sign off the last weekend of January 2022.	35%				X	400