



City of St. Helena
Parks & Recreation Commission
Regular Meeting
Monday, August 21 @ 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 "Public Forum" 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 <https://stheleena.civicweb.net/Portal/MeetingTypeList.aspx>

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 <https://stheleena.civicweb.net/Portal/MeetingTypeList.aspx>

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1. CALL TO ORDER
2. ROLL CALL
Commission Chair: Michelle Deasy
Vice Chair: Doug Boeschen
Members: Jim Anderson, Courtney Andrain, Tye Taylor
City Council Member Liaison: Billy Summers
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
 - Parks Maintenance Update
 - Recreation Services Update

- 4.2. Commissioners Update
- 4.3. City Council Liaison 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 Meeting Minutes of July 17, 2023 3 - 5
[Draft Minutes July 17 Meeting](#)
6. SCHEDULED MATTERS:
- 6.1. Discuss and Consider Adoption of 2023-24 Commission Goals and Subcommittee Assignments 6 - 12
• Action Item/Staff Report
Prepared By: Dave Jahns, Parks & Recreation Director
[2023-24 Goals Staff Report](#)
[PRC 2022-23 Goals and Committee Assignments](#)
[2023-24 City Council Strategic Objectives](#)
- 6.2. Review and Update Park Assignments 13
• Discussion Item
[PRC 2022-23 Park Assignments](#)
- 6.3. Future Agenda Items
• Discussion Item
7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for September 18 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

This agenda was posted at City Hall, 1088 College Ave and 1360 Oak Avenue on August 17, 2023.

/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
Regular Meeting
July 17, 2023**

Meeting Minutes

1. Call to Order 5:36 pm

2. Roll Call

The following were present:

- Chair: Michelle Deasy
- Members: Jim Anderson, Courtney Andrain, Doug Boesch
- Staff: Parks & Recreation Director Dave Jahns
- Council Liaison: Billy Summers
- Absent: Tye Taylor

3. Public Forum

- a. Comment provided by Jeff Farmer. Reported out on Saint Helena Community Band's 4th of July performance. Thanked City staff for their support in making it a successful event. Shared the band has a fund set-up to support children in taking part in learning and playing music.

4. Reports by Staff and Commission

4.1 – Introduction of New Commissioners

- Staff introduced and welcomed Jim Anderson and Courtney Andrain to the Commission.

4.2 – City Staff Update

- Parks Maintenance Update
 - Report provided by Operations Manager, Clayton Church
 - Weed abatement continued throughout the parks system.
 - Irrigation maintenance and tune-ups.
 - Work being completed on the Crane Park ballfields during the Little League offseason.
 - Provided update on staffing: Two new Parks Maintenance workers in background and onboarding process.
- Recreation Services Update
 - Supervisor Sylvester provided a presentation on National Parks and Recreation Month (July) and the Parks and Recreation Department's participation in California Parks and Recreation Society (CPRS).
 - Director Jahns provided update on programming and events of note that took place since last meeting:
 - New drop-in volleyball to complement ongoing drop-in basketball
 - Pickleball court resurfacing project completed; ribbon cutting
 - 4th of July Festivities
 - Summer concert series
 - Adult Softball all-star game

- Daily/weekly summer camps

4.2 – Commissioners Update

- Commissioner Boeschon requested an update on reporting software to report and track issues. Once the platform is up and running, will streamline commissioner and community reporting processes.
- Commissioner Andrain thanked staff for addressing foxtails in Wappo dog park.
- Chair Deasy shared observation that Jacob Meily Park seems underutilized. Complemented staff for their work to get Lewis Station renovated and updated. Suggested staff explore pickleball instruction and/or drop-in opportunities for new players.

4.3 – City Council Liaison Update

- Councilmember Summers shared his appreciation for 4th of July festivities and that City Council is continuing progress on various initiatives.

5. Consent Calendar

5.1–Meeting Minutes of June 19, 2023

- Motion to approve: Boeschon; Deasy: 2nd
- Anderson, Andrain abstained
 - Minutes approved

6. Scheduled Matters

6.1 – Elect Chair and Vice Chair for the 2023-24 Term

- Chair Deasy nominated to continue as Chair, Commissioner Boeschon as Vice Chair
 - Motion to approve: Andrain; Anderson: 2nd
 - Approved: Unanimous

6.2 – Receive an Update on Process and the Commission's Role in Reviewing and Supporting Future Public Art Donations and Installations

- Staff provided overview of current status of public art review process – City has general donation policy, but no official process specific to public art.
- Staff provided overview of proposed pilot Art Donation and Installation policy and application process.
 - Discussed Commission's role as a reviewing body and criteria proposed to make determination for accepting or denying future proposals.
- Commission discussed and asked questions to staff:
 - Chair Deasy inquired about process if a proposal is approved and then is met with community backlash.
- Public Comment provided by Susann Ortega – Beautification Foundation is supportive of this initiative. A new process for their board members as well and are determining their role in helping to facilitate future donations. working with City staff on potential donation of a few sculptures from a private donor.

- Commission discussed establishing an ad-hoc subcommittee specific to public art in order to support future proposals and make progress outside of regularly scheduled meetings.
- Councilmember Summers expressed his support for initiatives that increase the capacity of public art in our community.
- Commission expressed their unanimous support for the draft policy and application to move forward to City Council for review.

6.3 – Review Goals, Ad-hoc Subcommittees, and Park Assignments

- Presented by Chair Deasy
 - Shared process from previous year
- Commissioners provided updates on what has been completed and what remains in progress from the previous year.
 - General consensus to keep existing goals in progress until completed. Baldwin Park and pickleball goals would need to be refocused if they remain on the list.
- Staff provided brief overview on Parks Development Fee balance and usage.
- Commission discussed potential new goals and areas of interest:
 - Increased public access to community recreational facilities, including School District facilities and swimming pool.
 - Creation of a Parks and Recreation Service Awards program
 - Focus on improving aesthetics of Lyman Park
 - Work in partnership with Public Works to create and/or update City tree plan.
- Commissioner Andrain recommended reviewing SHAPE committee recommendations as a guiding document.
- Staff will summarize the commission's comments and bring back for further discussion and potential adoption at the August meeting.
- Parks assignment discussion tabled until August.

Requests for items to add to future agendas:

- N/A

7. Adjournment

Meeting Adjourned: 7:41pm

APPROVED:

Michelle Deasy, Chair

ATTEST:

Dave Jahns, Parks & Recreation Director



Report to the Parks and Recreation
Commission
Meeting of August 21, 2023

Agenda Section: Scheduled Matters – Item 6.1

Subject: Discuss and Consider Adoption of 2023-24 Commission Goals and Subcommittee 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 subcommittees to work on specific initiatives throughout their annual term(s). 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 subcommittees in October 2022, which are attached for your review. Below is an overview of the Commission's 2022-23 goals and accompanying committee assignments:

- Baldwin Park Improvements
- Develop Pickleball Space
- Support the Trails and Open Space Committee
- Parks & Recreation Master Plan
- Crane Park Court Lighting
- Equitable Recreation

In addition, City Council adopted a set of strategic objectives during their May 9, 2023 meeting, which includes objectives specific to the Parks & Recreation Department. The full set of Council objectives are attached for your review.

At the July 17 meeting, the Commission discussed existing goal and provided feedback on areas that commissioners would like to focus on in the coming year. This discussion included the following areas for consideration:

- Discuss keeping existing 2022-23 goals in progress until completed.
- Develop a plan to increase public access to community recreation facilities.
- Establish a platform to recognize community members through a Parks and Recreation service awards program.
- Work in partnership with Public Works to update or create comprehensive tree plan/inventory.
- Gain a better understanding of facility needs and recommend aesthetic and functionality improvements for Lyman Park.

DISCUSSION

The purpose of this meeting's discussion is to finalize a list of goals for the 2023-43 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. Goals may be added, removed, or modified throughout the year as deemed appropriate by the Commission and staff.

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 2023-24 term and create accompanying ad-hoc subcommittee assignments.



ST. HELENA PARKS AND RECREATION COMMISSION 2022-23 Goals and Ad-Hoc Subcommittee Assignments

1. Revisit current Baldwin Park improvement project and work in partnership with Public Works to complete or revise existing CIP (*Taylor*)
2. Recommend a path forward to develop pickleball space in St. Helena (*Boeschen and Taylor*)
3. Support the Trails and Open Space Committee in bringing the plan forward to City Council and begin implementation process (*Deasy*)
4. Launch the Parks & Recreation Master Plan process, beginning with a community-wide needs assessment and review of existing programs (*Deasy*)
5. Complete Crane Park court lighting project (*Boeschen and Taylor*)
6. Equitable recreation - Increase participation, access, and inclusion for our Latino community (*Boeschen and Deasy*)
7. Enhance programming, events, and gathering opportunities for teens and young adults (*vacant*)

Updated June 2023

2023-24 City of St. Helena City Council Goals Objectives

Tracking Sheet

Goal 1: Financial Sustainability	Workplan Number	Goal 2 Objectives	Lead Department
	1.100	Implement Financial Sustainability Strategies	City Manager
	1.200	Economic Development (Subsections 1.210-1.250)	Community Development
	1.300	Conduct analysis of "business affordability" - St. Helena vs. comp set	City Manager

Goal 2: Infrastructure & Environment	Workplan Number	Goal 2 Objectives	Lead Department
	2.100	Prepare an Infrastructure Strategic Plan and Establish a Reporting Process	City Manager
	2.200	Research and Explore Alternative Energy (solar) on City Facilities	Public Works
	2.300	Exploration of solar on water/wastewater infrastructure	Public Works
	2.400	Analyze and Expand EV Fleet/Alternative Fuel Fleet	Public Works
	2.500	Analyze suitability of Artificial Turf	Parks & Recreation
	2.600	PUBLIC WORKS DIVISIONS Projects - sewer, streets, stormdrains, engineering & parking	Public Works
	2.700	Climate Action	City Manager
	2.800	Continue Implementation of Riverwatch/Water Audit Requirements	City Manager
	2.900	Develop RHNA-required infrastructure impact plan	Public Works
	2.1000	Perform Walkability/Bikeability Analysis	Public Works
	2.1100	Explore limits on City's capacity to provide water to City residents beyond the existing RHNA cycle	Public Works

2023-24 City of St. Helena City Council Goals Objectives

Goal 3: Water Security	Workplan Number	Goal Three Objectives	Lead Department
	3.100	Update Water Supply Policies	Public Works
	3.200	Water Contract Review	Public Works
	3.300	Commence compliance review of projects with Conditions of Approval requiring water neutrality	Public Works
	3.400	Review concrete recommendations from recent county processes related to our water resources (LAFCO Municipal Service Review, the Groundwater Sustainability Plan Advisory Committee, the Napa County Drought Contingency Plan, etc.) and determine how we can use the information to inform our decision-making	Public Works
	3.500	Review Current Water Allocations During Phase II and Phase III Water Emergencies for any Recommended Changes	Public Works
	3.600	Review and Evaluate Current Penalty Structure for the Phase II and Phase III Water Emergency	Admin. Services
	3.700	Develop and Refine Incentive Programs Leak Repair Program Gray Water Incentive Program Customer Assessment Services/Water Audits More Rebates/Incentives (enhancements and help for low income and/or seniors)	Public Works
	3.800	Regional Water Supply Strategies	Public Works
	3.900	Investigate feasibility of using recycled/reclaimed wastewater for either groundwater recharge or for mixing with our domestic water supplies	Public Works

Goal 4: Community Engagement & Education	Workplan Number	Goal 4 Objectives	Lead Department
	4.100	Create a Communications Plan for Public Information and Engagement	City Manager
	4.200	Develop a Citizens Academy to provide residents with an opportunity to learn about the different facets of local government and connect with fellow community partners and organizations	City Manager
	4.300	Evacuation Drills with Large Complexes within the City	Police
	4.400	Conduct Community Survey in 2023 and 2025	City Manager
	4.500	Incorporate budget performance measurements into the bi-annual budget	Administrative Services
	4.600	Refresh City's branding with Coordinated Style Guide, Website, and Logo Update	City Manager
	4.700	Implement new Parks & Recreation registration and reservation software to provide better service and response time to community requests	Parks & Rec

2023-24 City of St. Helena City Council Goals Objectives

Goal 5: Quality of Life	Workplan Number	Goal 5 Objectives	Lead Department
	5.100	Encourage Housing Alternatives to Meet the Community's Interest and Incomes	Community Development
	5.200	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	Community Development
	5.300	Community Enhancements	Community Development
	5.400	Community Programs	Parks & Recreation
	5.500	Offer additional outdoor recreation activities and increased access to open space and trails leading to a more Walk and Bike Friendly Community	Parks & Recreation
	5.600	Develop Downtown Plaza/Square Plan	Community Development
	5.700	Complete Zoning Code Update	Community Development
	5.800	Complete a Parks & Recreation Master Plan	Parks & Recreation
	5.900	Consider Developing a Youth and Families Master Plan for increased accountability, stronger collaboration and better coordination of services	City Manager
	5.1000	Develop Citywide Strategic Plan	City Manager
	5.1100	Provide annual Police Policy Update Report to City Council	Police
	5.1200	Provide Gun Safety Outreach and Education to the Community	Police
	5.1300	Apply for Age Friendly Designation for St. Helena	Parks & Recreation
	5.1400	Wildfire Preparation and Prevention	Fire
	5.1500	Design and Lead Annual Emergency Operations Center (EOC) Tabletop Exercise	Fire
	5.1600	Complete playground equipment replacement at Crane Park.	Parks & Recreation
	5.1700	Complete Conversion of tennis court to pickleball courts at Crane park	Parks & Recreation
	5.1800	Develop a Volunteer Program	City Manager
	5.1900	Research and present to Council the opportunities and challenges of Cannabis distribution in the City	Community Development

2023-24 City of St. Helena City Council Goals Objectives

Goal 6: Enhance Moral & Retention	Workplan Number	Goal 6 Objectives	Lead Department
	6.100	Compensation	City Manager
	6.200	Recruitment	Administrative Services
	6.300	Retention	Administrative Services

Goal 7: Organizational Effectiveness & Service Delivery	Workplan Number	Goal 7 Objectives	Lead Department
	7.100	Complete Public Works Standards Update	Public Works
	7.200	Commence discussions with NVC for potential purchase and partial leaseback of Upvalley Campus	City Manager
	7.300	Develop "express lane" approval for broader category of routine permits	Community Development
	7.400	Implement internal staffing, process and technology to improve performance and speed	City Manager
	7.500	Improve coordination across internal departments for approvals; reduce "silo" effects (new development)	City Manager
	7.600	Institute 2-year budget cycle	Administrative Services
	7.700	Adopt outside-in operating mentality (look at it from the customers perspective)	City Manager
	7.800	Develop Internship Program	Administrative Services
	7.900	Provide semi-annual updates on workplan status/completed tasks	Administrative Services
	7.1000	Technology Implementation	Multiple Departments
	7.1100	Develop a Training and Development Program	Administrative Services
	7.1200	Explore Shared Dispatch Services with Calistoga - Ties to Goal 1	Police
	7.1300	Update Procurement Policies (Ordinance)	Administrative Services
	7.1400	Coordinate Council Study Session to analyze options related to developing a robust Code Enforcement Program (potentially with the City of Calistoga) that is efficient, readily understandable, and predictable.	Community Development



ST. HELENA PARKS AND RECREATION COMMISSION 2022-23 PARK ASSIGNMENTS

- Michelle Deasy (Chair): Lewis Station, Jacob Meily
- *Vacant*: McCullagh, Stonebridge, Wappo
- Doug Boeschen (Vice Chair): Crane West, Hunt Grove
- Tye Taylor: Mary Fryer, Mennen, Starr Baldwin
- *Vacant*: Crane East, Lyman

Updated September 2022