



**City of St. Helena
Parks & Recreation Commission
Special Meeting
July 22, 2024 @ 5:30 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.

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

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1. CALL TO ORDER
2. OATH OF OFFICE
New Commissioners Oath of Office - Cindy Tzafoopoulos, City Clerk
3. ROLL CALL
Commission Chair: Vacant
Vice Chair: Doug Boesch
Members: Jim Anderson, Courtney Andrain, Stephanie Smithers, John Thompson
City Council Member Liaison: Billy Summers
Staff Liaison: Dave Jahns, Director of Community Services
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. Welcome New Commissioners
 - Stephanie Smithers
 - John Thompson
 - 4.2. City Staff
 - Parks Maintenance Update

- Recreation Services Update

4.3. Commissioners Update

4.4. 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 June 17, 2024 3 - 5
[Draft Minutes June 2024](#)

6. SCHEDULED MATTERS:

6.1. Elect Chair and Vice Chair for the 2024-25 Term

6.2. Discuss and Consider Commission Goals and Subcommittee 6 - 11
 Assignments for the 2024-25 term
 Prepared By: Dave Jahns, Director of Community Services
[Commission Goals and Committees Staff Report](#)
[2023-24 Goals and Committee Assignments](#)
[City Council Goals Parks&Rec 05.09.23](#)

6.3. Future Agenda Items and Meeting Time
 Presented By: Vice Chair Boesch and Director Jahns

7. ADJOURNMENT

The next regular Parks and Recreation Commission meeting is scheduled for August 19, 2024 at 5:30 pm, Carnegie Building, 1360 Oak Avenue.

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

/s/ Dave Jahns

Dave Jahns, Director of Community Services

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 Meeting
June 17, 2024**

Meeting Minutes

- 1. Call to Order:** 5:31 p.m.
- 2. Roll Call** - The following were present:
 - Vice Chair: Doug Boeschen
 - Members: Jim Anderson, Courtney Andrain
 - City Council Member Liaison: Billy Summers
 - Staff: Director of Community Services Dave Jahns, Operations Manager Carlos Uribe, Recreation Supervisor Kevin MacLeod, Recreation Manager Ashley Sylvester
 - Absent: Michelle Deasy, Tye Taylor
- 3. Public Forum**
 - Jeff Farmer expressed gratitude towards the City for supporting the Saint Helena Community Band Concert on July 4th. Encouraged everyone to attend.
- 4. Reports by Staff & Commission**
 - 4.1 City Staff Briefing
 - Parks Maintenance and Operations Update
 - Assistant Operations Manager Carlos Uribe - Public Works has been working on adding mulch, fertilizer, repairing irrigations systems, and removing dead/diseased trees
 - Parks Maintenance team has been working on enhancing Crane and Lyman Park ahead of the 4th of July festivities, and will be working with Director Jahns to talk to neighbors about an early start time and noise impact with vegetation management
 - Vice Chair Boeschen inquired how many hours have been spent at Lyman Park for reference. Uribe said he would put information together and follow-up with more information.
 - Jacob Meily is on track for a field and sprinkler replacement this fall.
 - Commissioner Boeschen asked about real grass versus artificial turf. Suggested staff compare costs, water restriction impacts, and overall maintenance of each option.
 - Recreation Services Updates
 - Recreation Manager Sylvester provided a report on a successful Community Soccer Night.

- Summer Camps are underway including sports, traditional summer camps, special interest camps and more.
- Summer concerts start next week and run June 26th- August 14th 6pm-8pm, with no July 3rd concert
- Recreation Staff are working on final preparations for 4th of July festivities

4.2 - Commissioners Update on Items of Interest Since Previous Meeting

- Commissioner Anderson inquired how the commission recruitments are going.
 - Director Jahns provided update on process and that interviews would take place later this week.
- City Council Liaison, Billy Summers invites the public to attend the interviews and observe the meeting if they wish.

4.3- City Council Liaison Report

- City Council Liaison, Summers explained that (RPTT) Real Property Transfer Tax is a big topic with Council and the community.
- Summers shared an update that that many of the trees on Main Street are scheduled to be removed, with tree replacement, as part of the upcoming sidewalk repair project.
 - Commissioner Anderson inquired about timing and type of tree removal.
 - Tentatively scheduled for later this Summer and believed to be replaced with 15-gallon trees.

5. Consent Calendar

5.1- Approval for Parks & Recreation Commission Meeting Minutes of May 20,2024

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

6. Scheduled Matters

6.1- Receive an update on the Crane Park pickleball courts one year after installation

- Director Jahns provided the report including background on decision making, installation, considerations, and monitoring.
- Pickleball courts officially opened to the community on June 29th, 2023, with a total cost of \$35,390
- Staff has actively monitored use, impacts, and potential need for modifications over the last year.
- Noise is still the biggest concern from surrounding neighbors and park users, but complaints and overall concern shared with staff has been minimal.
- Would be increased concern if there are thoughts of adding additional courts in the same area or closer to the neighborhood.
- Courts are very well used, and do not appear to create many negative impacts to parking and other park users.

- Staff will continue to monitor court use and provide updates on modifications as necessary.
- Recreation Supervisor MacLeod expressed the Recreation team is working with Chris Cheng to offer community pickleball clinics and in partnership with UpValley Family Centers on the upcoming Pickleball Classic tournament
- Commissioner Andrain expressed that the St. Helena Pickleball courts are the nicest she has utilized in Napa Valley
- General consensus from the Commission is the courts have been a success and look forward to continued community use.

6.2 Ad Hoc Subcommittee Updates

- Director Jahns provided an overview of the goals and status update for each item
- Some goals may carry over into the new term and the Commission will review and update their goals for the 2024-25 term in July and August.

6.3 Recognition of Outgoing Commissioners

- Staff and Commissioners expressed their gratitude for commissioners Deasy and Taylor's commitment to the commission and community.
- Michelle Deasy 4 years of service
- Tye Taylor: 5 years of Service

7. Adjournment: 6:48pm

APPROVED:

ATTEST:

Doug Boesch, Vice Chair

Dave Jahns, Director of Community Services



Report to the Parks and Recreation
Commission
Special Meeting of July 22, 2024

Agenda Section: Scheduled Matters – Item 6.2

Subject: Discuss and Consider Commission Goals and Subcommittee Assignments for the 2024-25 Term

**CEQA
Determination:** Not a CEQA project

Prepared By: Dave Jahns, Director of Community Services

Approved By: Dave Jahns, Director of Community Services

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 some of 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 August 2023, which are attached for your review. Below is an overview of the Commission's 2023-24 goals:

23-24 Goals:

- Parks and Recreation Master Plan
- Crane Park Court Lighting
- Equitable Recreation
- Lyman Park Improvements
- Access to Community Recreation Facilities
- Parks and Recreation Service Awards

Ongoing Subcommittees:

- Trails and Open Space
- Pickleball
- Public Art

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. A summary of these Council objectives are attached for your review. Please note – these are subject to change/be modified as City Council reviews their goals for the upcoming term. A full set of the City Council goals can be viewed on the City's website:

<https://www.cityofsthelena.org/487/City-Council-Goals>

DISCUSSION

The purpose of this meeting's discussion is to develop a preliminary list of goals to consider for the 2024-25 term, which would be brought back to your August meeting for modifications and/or potential adoption. 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 Commission discuss whether they would like to continue with a set of adopted goals and subcommittees, and have a preliminary discussion about potential goals, which will be brought back at a future meeting for further consideration and adoption.



ST. HELENA PARKS AND RECREATION COMMISSION 2023-24 Goals and Ad-Hoc Subcommittee Assignments

1. Launch the Parks & Recreation Master Plan process, beginning with a community-wide needs assessment and review of existing programs (*Deasy and Anderson*)
2. Complete Crane Park court lighting project (*Taylor and Anderson*)
3. Equitable recreation - Increase participation, access, and inclusion for our Latino community (*Boeschen and Deasy*)
4. Gain a better understanding of facility needs and recommend aesthetic and functional improvements for Lyman Park (*Andrain and Anderson*)
5. Develop a plan to increase public access to community recreation facilities (*Boeschen and Taylor*)
6. Establish a platform to recognize community members through a Parks and Recreation Service Awards program (*Boeschen and Andrain*)

Ongoing Subcommittees

- *Trails and Open Space Plan (Deasy)*
- *Pickleball (Boeschen and Anderson)*
- *Public Art (Deasy and Andrain)*

Updated August 2023

Council Goal	Workplan Number	Lead Department	SMART GOAL	Estimated Fiscal Year Completed	Status
Goal 4	4.120	Parks & Recreation	To assist St. Helena customers to efficiently report concerns and requests and to allow staff to be able to systematically track and respond to requests, the Assistant to the City Manager (Lesley) and Public Works Director will implement a mobile-based application that can be utilized to submit and track concerns and requests to City staff. Implementation will include outreach and education to St. Helena Customers and will be completed by March 31, 2024.	FY 2024 Q3	Completed
Goal 4	4.130	Parks & Recreation	To allow for easier navigation and provide current information, both Assistant to the City Manager's will lead the citywide objective to refresh and update the City's website by retaining a consultant and working with each City department to update their individual webpages and launch the new City website by June 30, 2024.	FY 2024 Q4	Completed
Goal 4	4.131	Parks & Recreation	To allow for greater transparency and accountability, the Assistant to the City Managers will develop a process and implement technology to update the City's website quarterly with current status of significant infrastructure projects and rolling financial forecasts for projects. The initial update to the City's website will be completed by June 30, 2024.	FY 2024 Q4	Completed
Goal 4	4.700	Parks & Recreation	The Parks and Recreation Department will implement a new Parks & Recreation registration and reservation software to provide better service and response time to community requests by June 2024.	FY 2024 Q4	Completed
Goal 2	2.500	Parks & Recreation	Parks and Recreation Director will analyze the suitability of artificial turf at City Parks and if feasible, incorporate into the Parks Master Plan and into the Capital Improvement Program - Already covered/will be addressed in the Parks Master Plan	FY 2025	On-Track
Goal 5	5.160	Parks & Recreation	Parks and Recreation Staff will coordinate the State Granting office, the Community and Public Works Department to utilize Prop 67 Grant funds for park improvements	FY 2025 Q2	Some Disruption
Goal 5	5.170	Parks & Recreation	Parks and Recreation staff will complete the conversion of the tennis courts to pickleball courts at Crane Park.	FY 2024 Q1	Completed

Goal 5	5.180	Parks & Recreation	Parks and Recreation and City Manager Staff will design and implement a citywide Volunteer Program by creating a streamlined online registration mechanism, onboarding and communications process with both routine and non-routine volunteer options	FY 2025	On Track
Goal 5	5.182	Parks & Recreation	Parks and Recreation a Staff will host park beautification opportunities twice monthly during the peak weed season and review and make recommendation regarding annual implementation	FY 2024 Q1	Completed
Goal 5	5.185	Parks & Recreation	Parks and Recreation staff will facilitate the establishment of a non-profit St. Helena Community foundation	FY 2025 Q1	Some Disruption
Goal 5	5.310	Parks & Recreation	Community Services Staff will explore the feasibility of offering Community Wi-Fi and present results to the City Manager	FY 2025	On Track
Goal 5	5.320	Parks & Recreation	Parks and Recreation Staff will partner with the School District and explore opportunities for increased facility access and formal use agreement and present results to the City Manager	FY 2024 Q4	Partially Completed/ Some Disruption
Goal 5	5.411	Parks & Recreation	Parks and Recreation Staff will present to the City Council for adoption a Public Art Policy	FY 2025 Q2	Some Disruption
Goal 5	5.412	Parks & Recreation	Parks and Recreation Staff will retain a consultant to prepare a comprehensive strategy to further future arts and cultural programing events	FY 2025	On Track
Goal 5	5.413	Parks & Recreation	Parks and Recreation Staff will incorporate into the Parks and Recreation Master Plan opportunities for a potential new community venue	FY 2025	On Track
Goal 5	5.420	Parks & Recreation	Parks and Recreation Department will enhance programs and events by adding or modifying up to three elements or offerings to the Harvest Festival and 4th of July celebration and add two new community events/gatherings	FY 2025	Completed
Goal 5	5.421	Parks & Recreation	Parks and Recreation Staff will explore programming, events, and gathering opportunities for teens and young adults and plan at least two new programs or events specific to that demographic.	FY 2025 Q1	Some Disruption

Goal 5	5.422	Parks & Recreation	Parks and Recreation Staff will identify strategies to increase participation, access, and inclusion of our Latinx community in recreation programs, events, and engagement processes and implement at least three of the identified strategies	FY 2024 Q4	Partially Completed/Ongoing
Goal 5	5.500	Parks & Recreation	Parks and Recreation staff will present to the Parks and Recreation Commission for discussion partnership opportunities to offer outdoor recreation activities and increased access to open space and trails.	FY 2025 Q2	Some Disruption
Goal 5	5.800	Parks & Recreation	Parks and Recreation staff will engage a consultant and prepare a Parks and Recreation Master Plan and present to the Parks and Recreation Commission and the City Council for approval	FY 2025	On Track
Goal 5	5.900	Parks & Recreation	Parks and Recreation staff will, research other cities who have developed Youth and Families (equitable services) Master plan and create a subcommittee to explore applicability and present to the Parks and Recreation Commission for input.	FY 2026	On Track
Goal 5		Parks & Recreation	Work with the Parks and Recreation Commission to develop a Public Art Donation and Installation Pilot Program and submit to the Council for approval.	FY 2024 Q2	Completed