



**City of St. Helena
Parks & Recreation Commission
Regular Meeting
November 18, 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 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/](#).

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1. CALL TO ORDER
 - 1.1. Introduction of Youth Advisory Member, Henry Ray
 - 1.2. Oath of Office
Administered by: Cindy Tzafoopoulos, City Clerk
2. ROLL CALL
Commission Chair: Doug Boesch
Vice Chair: Jim Anderson
Members: Courtney Andrain, Stephanie Smithers, John Thompson
City Council Member Liaison: Billy Summers
Staff Liaison: Dave Jahns, Director of Community Services
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 October 21, 2024
[Draft Minutes 10.21.24](#) 3 - 5
6. SCHEDULED MATTERS:
 - 6.1. Recognition of Volunteer Service Award Winner, Erin Burke
Prepared By: Dave Jahns, Director of Community Services
 - 6.2. Update on Napa Resource Conservation District's Urban Forest Grant
Prepared By: Lesley Milton, Deputy City Manager
 - 6.3. Capital Improvement Program Update 6 - 19
Prepared By: Joseph Leach, Public Works Director and City Engineer
[Five-Year CIP Program FY24-25](#)
 - 6.4. Park Assignment and Ad-Hoc Subcommittee Reports 20 - 21
[PRC 2024-25 Park Assignments](#)
[PRC 2024-25 Goals and Committee Assignments](#)
 - 6.5. Future Agenda Items and Meeting Dates
7. ADJOURNMENT
The next regular Parks and Recreation Commission meeting is scheduled for December 16, 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 November 15, 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
October 21, 2024 @ 5:30pm**

Draft Meeting Minutes

1. **Call to Order:** 5:30pm
2. **Roll Call-** The following were present:
 - Chair: Doug Boeschen
 - Vice Chair: Jim Anderson
 - Members: Courtney Andrain, John Thompson
 - Staff: Director of Community Services Dave Jahns, and Assistant Public Works Director Lesley Milton
 - Absent: Commissioner Stephanie Smithers, Council Member Liaison, Billy Summers
3. **Public Forum**
 - No public comment
4. **Reports by City Staff**
 - 4.1- **City Staff**
 - **Parks Maintenance Update - Provided By Lesley Milton, Assistant Director of Public Works**
 - Staff has been busy with Harvest Festival preparations, implementation, and clean-up. Shifting gears to focus on High School homecoming parade logistics.
 - Working in collaboration with Napa County RCD (Resource Conservation District) on an Urban Forest Grant which consists of three components: planting, education, and an internship. More information to come.
 - New garbage and recycle bins have been received and are in the process of being distributed.
 - Commissioner Anderson inquired about Meily Park field replacement project.
 - Director Jahns provided updated on bids received and that item is scheduled to go before City Council on November 12.
 - **Recreation Services Update - Provided by Dave Jahns, Community Services Director.**
 - Thanked the Public Works team for their support with the Harvest Festival.
 - Youth soccer season is coming to a close, and youth basketball registration are now open with the season starting in January.

- Planning for holiday events, camps, and programming is well underway. Recruitment for a Youth Advisor Member is now open for applications. Appointment scheduled for November 12.
 - Commissioner Andrain inquired if recruitment is for both Parks and Recreation and Library commissions. Director Jahns confirmed it would be for both.

4.2- Commissioners Update

- Vice Chair Anderson inquired about an update on the skate park landscaping project.
 - Staff is working through irrigation logistics, and will be working to schedule a meeting with the community skate park committee to discuss the future vision for the park.

4.3- City Council Liaison Update

- N/A
-

5. Consent Calendar

5.1- Parks & Recreation Commission Special Meeting Minutes of September 23, 2024

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

6. Scheduled Matters

6.1- Harvest Festival Recap

- Staff provide a recap of the event including the timeline, activities, support from various community organizations, feedback received, and overall impression of how the event ran. Thanked the Commissioners for the support leading up to and through the event.
- Staff requested Commission feedback, suggestions, and areas for improvement
- Commissioner Anderson thought that the Harvest festival ran smoothly and was very well attended. Opportunity to elevate the Pawrade component.
- Commissioner Andrain suggested closure of Pine St. for the Pawrade and possibly to provide an annual theme for the parade. Encouraged staff to explore additional harvest-themed elements.
- Commissioner Thompson shared the event was a success with many different elements for attendees to enjoy.
- Chair Boeschen thanked Public works team and Recreation team for their work on a successful event. Shared there were a lot of elements, and perhaps it would be impactful to have one signature activity or performance (ex: high-level band).

6.2- Continue Discussion on Parks Maintenance and Priorities for Park Enhancement

- Director Jahns provided a summary of the Commissioner's responses to the presentation from the September Commission meeting and the following question prompts:

- How do you weigh the criteria outline by Public Works
 - What high level strategic feedback do you have?
 - Are there specific parks you would prioritize over others?
 - What would you like to see done with the skatepark?
 - Anything additional to share with Public Works Team?
- Assistant Director Milton thanked the commission for their detailed feedback and asked clarifying questions about park priorities. Provided additional information about balancing parks maintenance staff's current capacity and their strong interest in enhancing the parks.
 - Staff will continue to work with ad-hoc committee members to further finalize priorities and establish a realistic work plan.

6.3- Ad- Hoc Subcommittee Reports

- Volunteer Service awards will close on October 27th and scheduled to be awarded at the November meeting.
- Commissioners Thompson and Smithers have been discussing next steps for trails and open space. Would like to schedule a meeting with staff for further discussion.
- Commissioner Anderson shared discussions about access to community facilities and looking forward to meeting the new School District Superintendent.

6.4- Future Agenda Items & Meeting Dates

- Public works CIP project update will be discussed in November
- Parks & Recreation Master Plan to kick off in December or January
- December meeting date to be discussed in November.

7. ADJOURNMENT

Adjournment: 7:57pm

APPROVED:

ATTEST:

Doug Boesch, Commission Chair

Dave Jahns, Director of Community Services

**City of St. Helena
5-Year
Capital
Improvement
Program Adoption
FY24/25 – FY28/29**

November 18, 2024
Public Works Department
By: Joe Leach, PE
Director of Public Works



City of St. Helena 5-Year CIP

🎯 Purpose of Capital Improvement Program

✓ Source of Projects

📅 Process of Prioritization

🏗️ Breakdown of Projects

🤝 Program Highlights

🧠 Strategies to Deliver

5-YEAR CAPITAL IMPROVEMENT PROGRAM
CITY OF ST. HELENA, CA
FY 2024-25 to FY 2028-29



City of St. Helena 5-Year CIP



🎯 Purpose of the Capital Improvement Program



Operationalize
Studies & Needs



Designate
funding sources,
when known



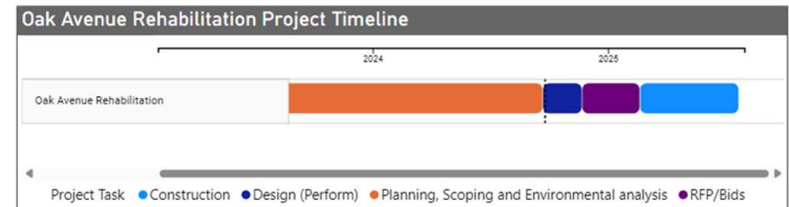
Illuminate needs
and lack of
funding



Strategy to
deliver projects
when funding
does materialize

Check the Status of CIP Projects on the Transparency Dashboard

Check the status of projects on the 5
Year Capital Improvement Program on
our new interactive dashboard.



Year	Quarter	Project Task
2024	Qtr 4	RFP/Bids
2023	Qtr 1	Planning, Scoping and Environmental analysis
2024	Qtr 4	Design (Perform)
2025	Qtr 1	Construction

City of St. Helena 5-Year CIP

✓ 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



St Helena Assets Planning Engagement Committee
Final Report

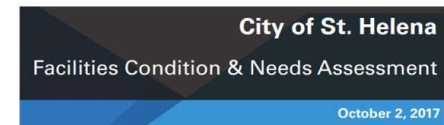
City of St. Helena

INTEGRATED UTILITY MASTER PLAN

FINAL | April 2021

2023-24
Pavement Management
Program Update

September 21, 2023



City of St. Helena 5-Year CIP



Process of Prioritization



Review Studies (e.g. IUMP) and recommendations



Review synergy between projects (e.g. underground projects + pavement rehabilitation)



Determine risk associated with DELAYED delivery of project



Determine availability of funding



Develop PRELIMINARY delivery schedule



Assess project level funding availability (i.e. “cash flow”) throughout FY and adjust according

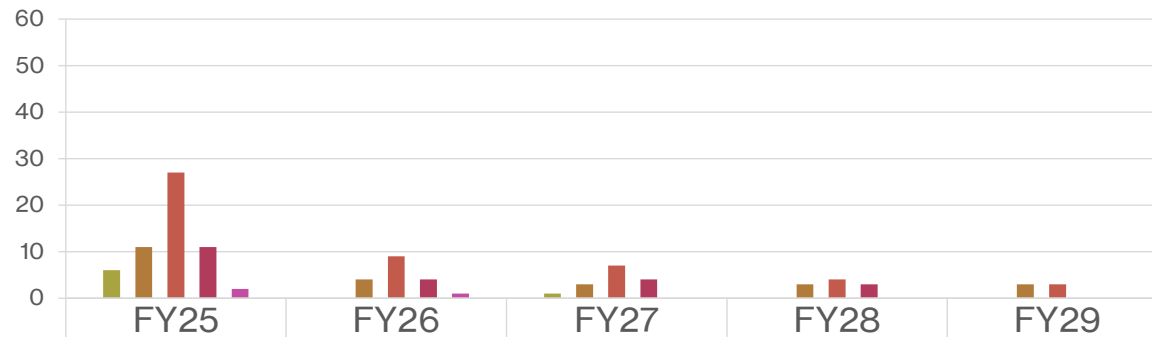


Conduct a comprehensive review of funding for the entire CIP program

City of St. Helena 5-Year CIP



Breakdown of Projects – Project Count by Number



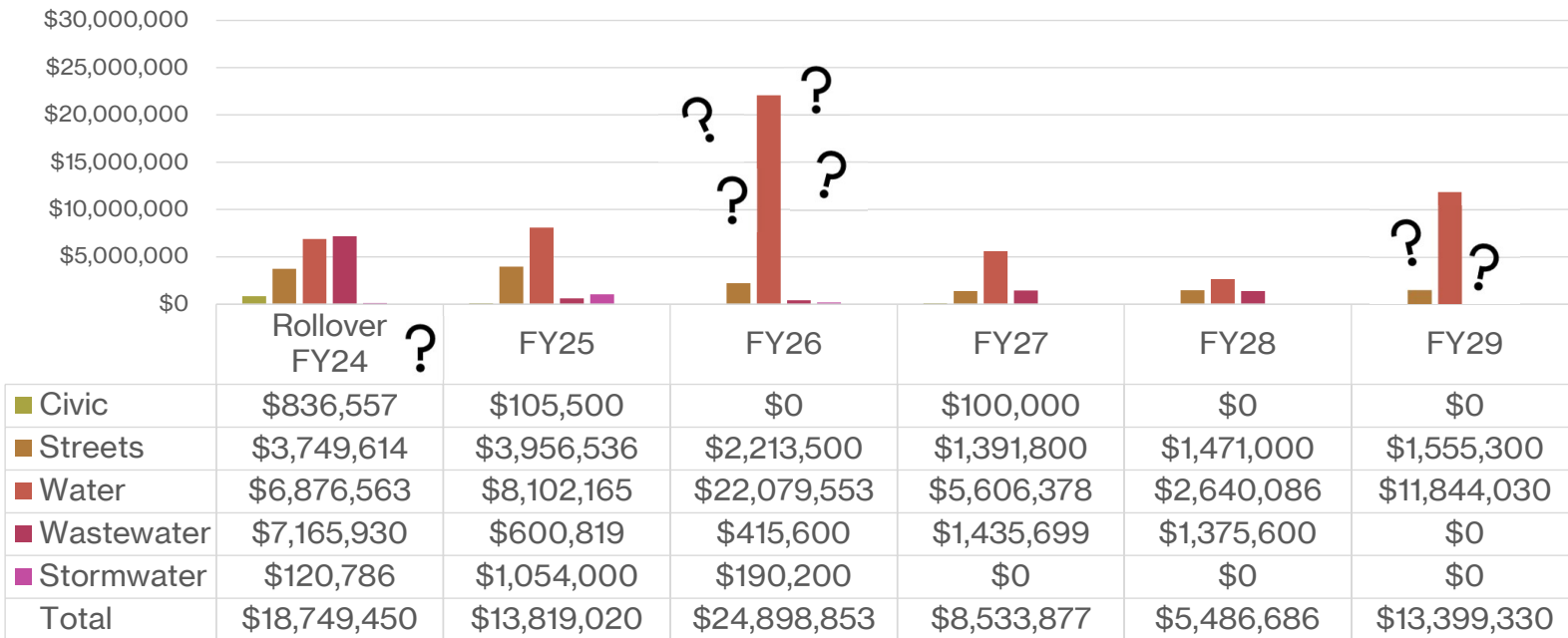
Civic	6	0	1	0	0
Streets	11	4	3	3	3
Water	27	9	7	4	3
Wastewater	11	4	4	3	0
Stormwater	2	1	0	0	0
Total	57	18	15	10	6

Total Projects 5-Year CIP

Total: 106

City of St. Helena 5-Year CIP

 Breakdown of Projects – Project Budget by Fiscal Year



City of St. Helena 5-Year CIP



Breakdown of Projects – Project Budget by Fiscal Year

FY2024 Rollover Projects

R24-79 | Pavement Restoration
Design FY23 /Construction FY24
(\$1.7M)

W-101 | Tank 2 Rehabilitation (\$1.0M)

W24-04 | Retrofit/Deploy SMART
Water
Meters (\$1.5M)

S-52 | WWTP Phase 1 Upgrades
(\$1.9M)

S18-71 | Crinella Pump Station
Upgrades (\$1.1M)

S21-01 | WWTP Recycled Pipeline and
Pump Station (\$1.7M)

S23-02 | Emergency Back-Up Power
WWTP (\$1.0M)

FY2026 Water Projects

W-109 | Bell Canyon Intake Tower
Replacement (\$5.0M)

W24-11 | Bell Canyon Dam DSOD
Analysis/Improvements (\$1.6M)

W25-01 | Napa Intertie Pipeline
Replacement (\$6.1M)

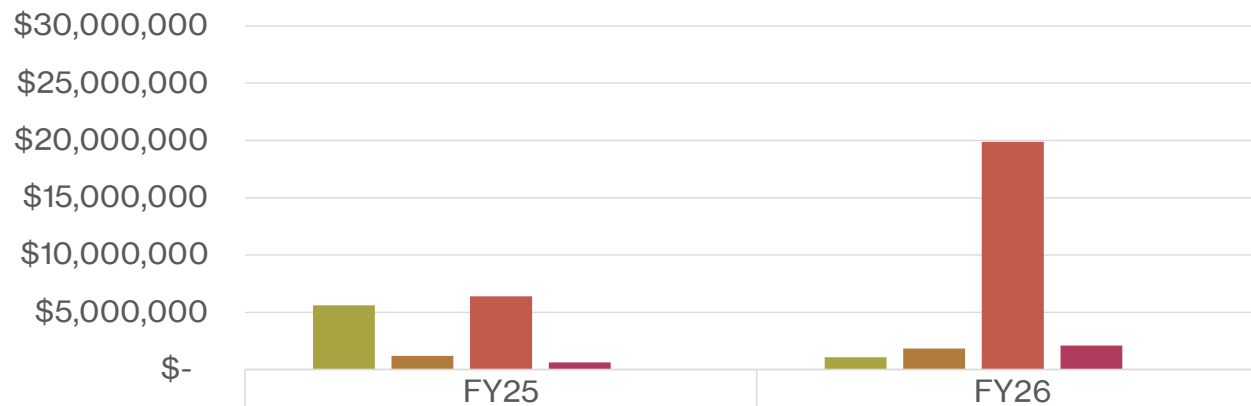
W25-02 | Water Treatment Plant
Transmission Main Replacement
(\$7.4M)

FY2029 Water Projects

W24-02 | Napa Intertie Pump Station
(Rutherford) Replacement (\$10.6M)

City of St. Helena 5-Year CIP

 Breakdown of Projects – FY25 & FY26



	FY25	FY26
Design	\$5,614,553	\$1,075,404
Const. Mgmt	\$1,182,749	\$1,842,238
Construction	\$6,403,905	\$19,888,484
Contingency	\$617,813	\$2,092,727
Total	\$13,819,020	\$24,898,853

	FY25	FY26
Design Budget (In Millions)	\$5.6	\$1.1
Avg \$/hr	\$190	\$190
Hours/FY	22,406	5,660
People/FY	10.8	2.8

City of St. Helena 5-Year CIP



Program Highlights

Initiating 10 projects in FY25

- R19-04 | Sulphur Creek Sediment Removal (\$50K)
- R25-79 | Pavement Restoration FY25 Design/FY26 Construction (\$1.3M)
- R25-81 | Downtown Sidewalk Paver Rehabilitation (\$601K)
- W-91 | Bell Canyon Creek Flow Measurement (\$50K)
- W18-118 | Replace Mains <6" in Diameter (\$1.3M)
- W24-06 | Risk and Resilience Assessment Report Implementation (\$160K)
- W24-12 | Disinfection By Products (\$823K)
- W25-02 | Water Treatment Plant Transmission Main Replacement (\$9.1M)
- W25-03 | Water Management Plan (\$282K)
- W26-01 | Water Treatment Plant Microgrid/SCADA Upgrades (\$2.6M)

Initiating 4 projects in FY26

- R26-79 | Pavement Restoration FY26 Design/ FY27 Construction (\$1.4M)
- W-85 | Bell House Valve Replacement (\$575K)
- S25-01 | Flow Monitoring Program (\$60K)
- S26-01 | Model Update and System Analysis (\$50K)

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 | JACOB
MEILY PARK
DRAINAGE SITE
SURVEY 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)**

City of St. Helena 5-Year CIP



Strategies to Deliver



Continue Recruitment efforts for key positions



Utilize “on call” consultants for development of projects AND staff augmentation for “owners representative” services



Understand the project delivery times are estimated



Develop detailed schedule for each project



Update schedule based upon “cash flow”, i.e. timing when funding is available.



Ongoing efforts to apply/secure grants



City of St. Helena 5-Year CIP



Summary

Lacking funding for deferred maintenance of facilities, including parks & open spaces

Sufficient funding to achieve PCI of 70+ within 5 years. But won't have sufficient funding for pedestrian, bike & essential storm drain improvements

Sufficient funding for current priorities for water infrastructure

Lacking sufficient funding for Wastewater collections deferred maintenance

5-YEAR CAPITAL IMPROVEMENT PROGRAM

CITY OF ST. HELENA, CA

FY 2024-25 to FY 2028-29



City of St. Helena 5-Year CIP



Questions?





ST. HELENA PARKS AND RECREATION COMMISSION 2024-25 PARK ASSIGNMENTS

- Doug Boeschen: Crane, Hunt
- Jim Anderson: Lyman, Jacob Meily
- Courtney Andrain: McCullagh, Stonebridge
- John Thompson: Lewis Station, Wappo
- Stephanie Smithers: Mary Fryer, Mennen, Starr Baldwin



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