



City of St. Helena
Parks & Recreation Commission Regular Meeting
Monday, May 18, 2026 @ 5:30 PM
Carnegie Building
1360 Oak Avenue, St. Helena CA

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.

Members of the public and other parties are welcome to email their comments to the Staff Liaison Ashley Sylvester at asylvester@cityofstheleena.gov. All public comments must be received three hours prior to the meeting. Public comments received after the deadline will be attached to the item the next business day or soon thereafter. Public comments will not be read out loud but will be publicly available and attached to the online agenda.

1. CALL TO ORDER

2. ROLL CALL

Commission Chair: Doug Boeschen

Vice Chair: John Thompson

Members: Julie Jenanyan, Denise Nelson, Stephanie Smithers

Staff Liaison: Ashley Sylvester, Director of Community Services

3. PUBLIC FORUM

4. REPORTS BY STAFF/COMMITTEE

Reports by staff and/or committee on items of general interest. Brief questions for clarification may be posed and answered, and Committee 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 & Recreation Commission.

4.1. Park Maintenance and Operations Update

CEQA Determination:

Prepared By:

Recommendation:

4.2. Community Services Update

CEQA Determination:

Prepared By:

Recommendation:

4.3. Ad- Hoc Subcomimtte Updates

CEQA Determination:
Prepared By:
Recommendation:

5. CONSENT ITEMS

5.1. Parks and Recreation Commission Meeting Minutes of April 20, 2026

CEQA Determination:
Prepared By:
Recommendation:

6. SCHEDULED ITEMS

6.1. Grapevine Ticket Report

CEQA Determination:
Prepared By:
Recommendation:

6.2. Public Works CIP Presentation FY27

CEQA Determination:
Prepared By:
Recommendation:

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next Regular Parks and Recreation Commission meeting is scheduled for June 15, 2026.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on May, 15, 2026

Ashley Sylvester, Director of Community Services

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



ST. HELENA PARKS AND RECREATION COMMISSION 2025-26 Goals and Ad-Hoc Subcommittee Assignments

1. Parks and Recreation Master Plan (Trails, Open Spaces, & Park Enhancement Strategy) (Nelson, Smithers)
2. Communication & Outreach (Jenanyan, Smithers)
3. Parks & Recreation Grants (*Thompson*)
4. Cross-Community Integration & Partnerships (Boeschen)
5. Arts & Culture (Jenanyan & Nelson)

Updated September 2025



ST. HELENA PARKS AND RECREATION COMMISSION 2025-26 PARK ASSIGNMENTS

- Wappo, Jacob Meily (Thompson)
- Lyman Park, Stonebridge, Hunt (Nelson)
- Crane (Boeschen, Jenanyan)
- Mary Fryer, Mennen, Starr Baldwin, Lewis Station,
McCullah (Smithers)

MINUTES
City of St. Helena
Regular Parks & Recreation Commission Meeting
Monday, April 20, 2026 @ 5:30 PM
Carnegie Building
1360 Oak Street, St. Helena CA

Present: Board Member Julie Jenayan, Board Member Denise Nelson, Board Member Stephanie Smithers, Board Member John Thompson

Absent: Board Member Doug Boeschen

1. CALL TO ORDER

Call to Order at 5:31 PM

2. ROLL CALL

Commission Chair: Doug Boeschen

Vice Chair: John Thompson

Members: Julie Jenanyan, Denise Nelson, Stephanie Smithers

Staff Liaison: Ashley Sylvester, Director of Community Services

3. PUBLIC FORUM

Public Comment from Leslie Stanton

4. REPORTS BY STAFF/COMMITTEE

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4.1. Parks Maintenance and Operations Update

Commission received an update from Carlos Uribe, Operations Manager

- Fence replaced at Crane Park
- Staff continues to do graffiti removal and park maintenance at Crane Park
- Weed Abatement is continuing in all city sites
- Staff is preparing for a busy summer season and getting ready for the Farmers Market and Bocce starting in May

Commissioner Smithers asked for clarification on Weed Abatement process and how it is managed

Commissioner Smithers asked for a fence condition update at the parks

Commissioner Thompson asked for Grapevine stat report

Commissioner Thompson asked for report from Public Works for what bro

4.2. Community Services Update

Director Sylvester gave report on Community Services Item

- Update and reminder for the Sesquicentennial Parade on April 25th
- Shakespeare in the Park reminder on May 2
- Staffing update on the Recreation Coordinator position
- Program Updates and Summer Camp Registration Open

4.3. Ad- Hoc Subcommittee Updates

This item was moved to be discussed after 6.3.

5. CONSENT ITEMS

5.1. Parks and Recreation Commission Meeting Minutes of March 16, 2026

5.2. Parks and Recreation Commission Special Meeting Minutes of April 9, 2026

6. SCHEDULED ITEMS

6.1. Mediterranean Oak Borer Presentation

Presentation on the Mediterranean Oak Borer given by Cal Fire
Representatives

Commissioner Smithers asked follow-up questions regarding St. Helena trees
and tree removal process in result

Commissioner Jenanyan asked follow-up questions on how we would proceed
with removal and disposal

Public Comment given from member of the public

Public Comment given from Tracy McBride

6.2. LWCF Grant Application for the Lower Reservoir Park

Presentation given by Mario Traverso, Public Works Project Manager

Commissioner Thompson asked clarifying question on obligations to spend
money if awarded

Commissioner Jenayan asked what the possibility of receiving this grant was

Commissioner Nelson asked if the matching would come from the Park Impact

Commissioner Smithers asked about the process for the Grant if awarded

Public Comment given from Michael Haley

Public Comment given from property owner next to reservoir

Public Comment given from Pam Smithers

Commissioner Smithers makes comments regarding concerns of the
neighborhood's proximity to the reservoir

6.3. Call for Public Art Discussion

Director Sylvester asked for direction on how the commission would like to
proceed with call for artists for Public Art Discussion

- Commissioners gave direction to assign Commissioner Smithers and
Commissioner Nelson to help create different calls for artists programs under
the Public Art Policy

- This will be brought back at a future date to discuss further

7. FUTURE AGENDA ITEMS

1. Bring back an update and implementation plan for Parks, Recreation and Trails Master Plan once adopted for the July meeting for community to hear the process
2. Commissioner Thompson asked to bring back Grapevine Report tickets
3. Commissioner Smithers asked to bring schedule of Public Works projects update back

7.1. Parks, Recreation and Trails Master Plan Staff Implementation Plan

This will be brought back at the July meeting

8. ADJOURNMENT

The next regular Parks & Recreation Commission meeting is scheduled for May 18, 2026, at 5:30 p.m., Carnegie Building, 1360 Oak Avenue, St. Helena.
Adjournment at 8:10 PM

APPROVED:

ATTEST:

Doug Boeschen, Chair

Ashley Sylvester, Staff Liaison

Parks and Recreation Commission CIP Update FY27-31

May 18, 2026

Joe Leach, P.E.

Assistant City Manager/Director
of Public Works/City Engineer



Purpose of the Capital Improvement Plan



Operationalize Studies & Needs



Designate Funding Sources
(When Known)



Illuminate Needs and Lack of Funding



Strategy to Deliver Projects When Funding Does Materialize

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

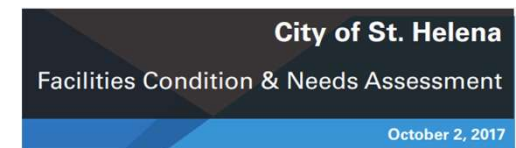
INTEGRATED UTILITY MASTER PLAN

FINAL | April 2021



**2023-24
Pavement Management
Program Update**

September 21, 2023



Process of Prioritization

Review Studies
(e.g. IUMP) and
Recommendations

Review Synergy
Between Projects
(e.g. underground
projects + pavement
rehabilitation)

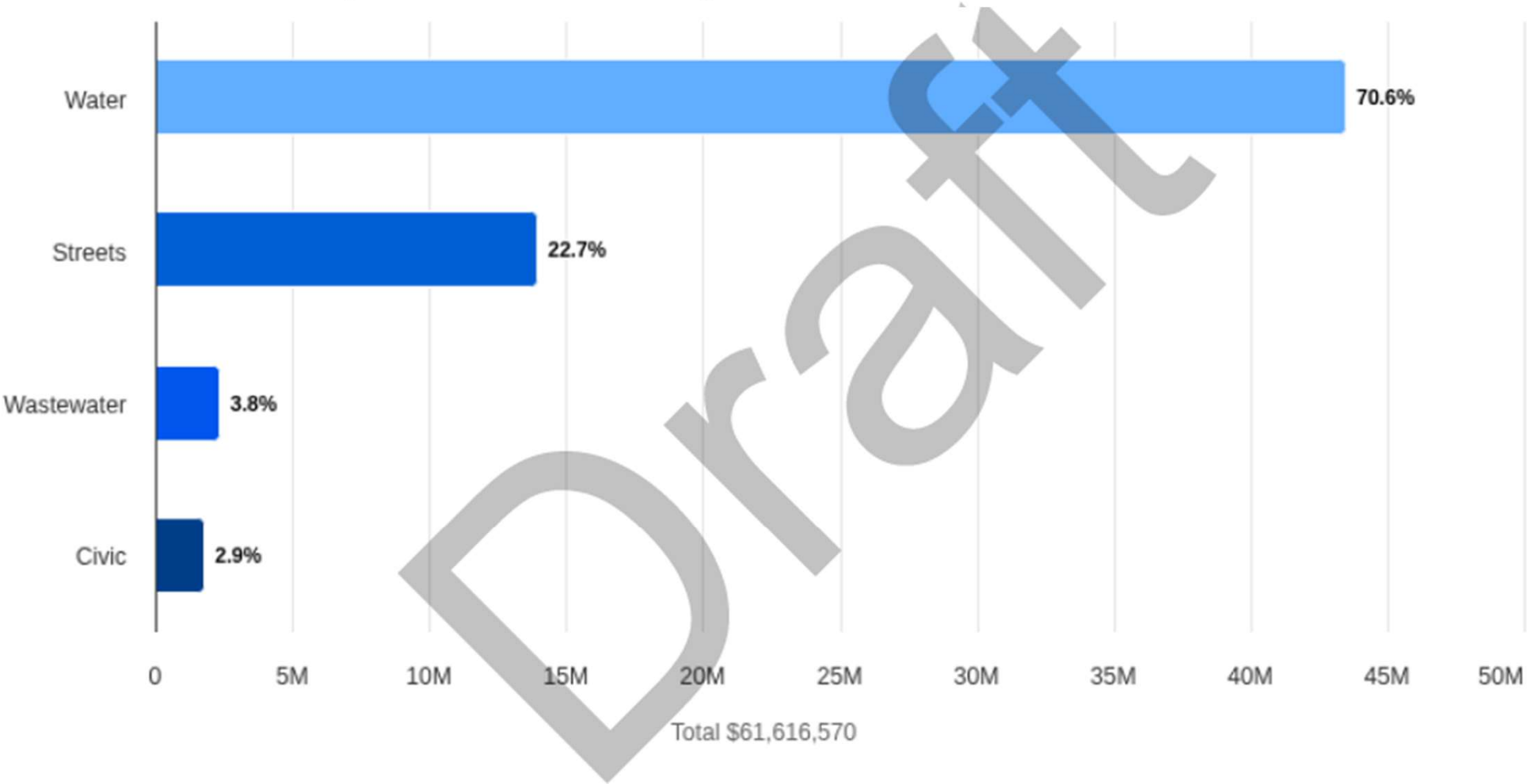
Determine Availability
of Funding & Staff
Capacity/Capability

Develop
PRELIMINARY
Delivery Schedule

Assess Project Level
Funding Availability
(i.e. “cash flow”)
throughout FY and
adjust accordingly

Conduct a
Comprehensive
Review of Funding
for the Entire Capital
Improvement Plan

CIP Funding Per Category



Civic CIP Overview

Civic CIP includes facility preservation, building systems, park infrastructure, and operational facility improvements.

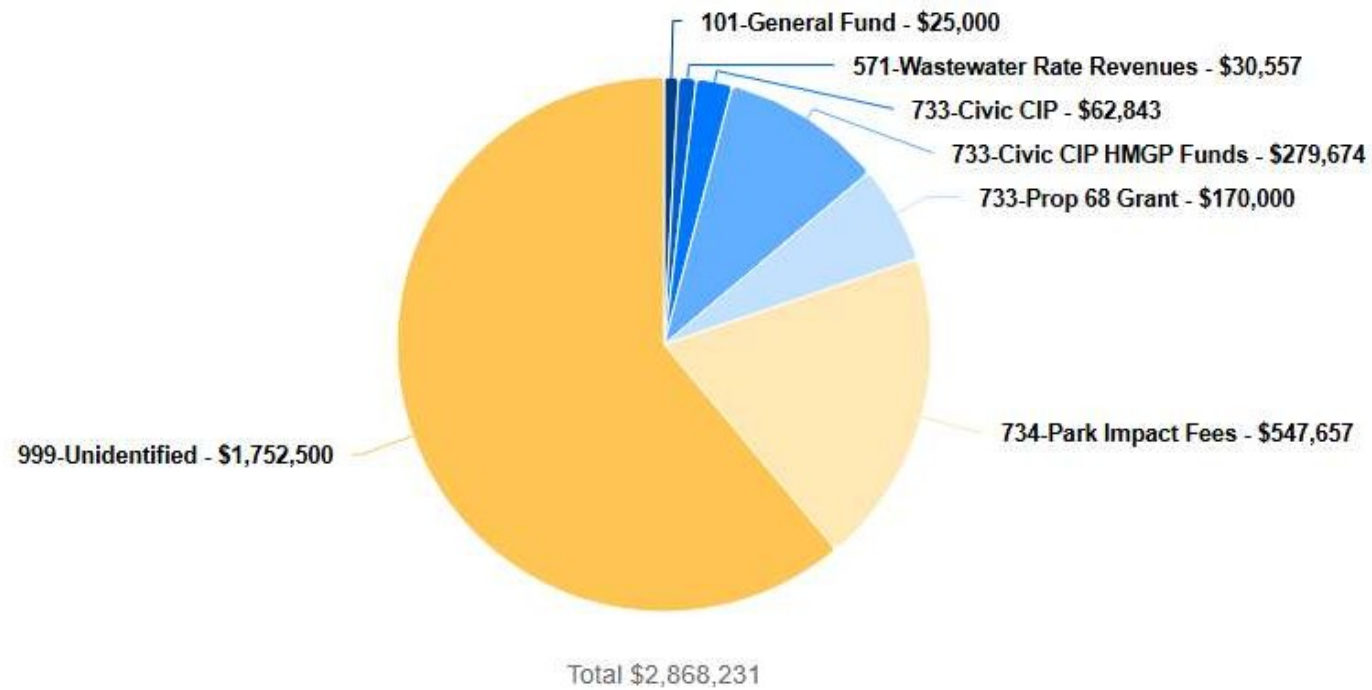
Many projects were identified through recent facility inspections and condition assessments.

Projects are intended to document known infrastructure and facility needs across City-owned civic facilities.

Several projects are currently included in the CIP as unfunded placeholders to support long-term planning and future funding discussions.

Civic Funding Source Summary

Funding Source Summary



Identified Needs & Unfunded Projects

- The FY27-31 CIP includes several projects with currently unidentified funding sources.
- These projects are being added to:
 - Document known facility deficiencies
 - Support long-term capital planning
 - Improve future/grant funding readiness
 - Provide visibility to deferred maintenance needs
- Inclusion in the CIP does not represent committed funding.
- Projects may be phased, deferred, modified, or reprioritized as funding opportunities become available.



CIP Funding – Civic (Unfunded)

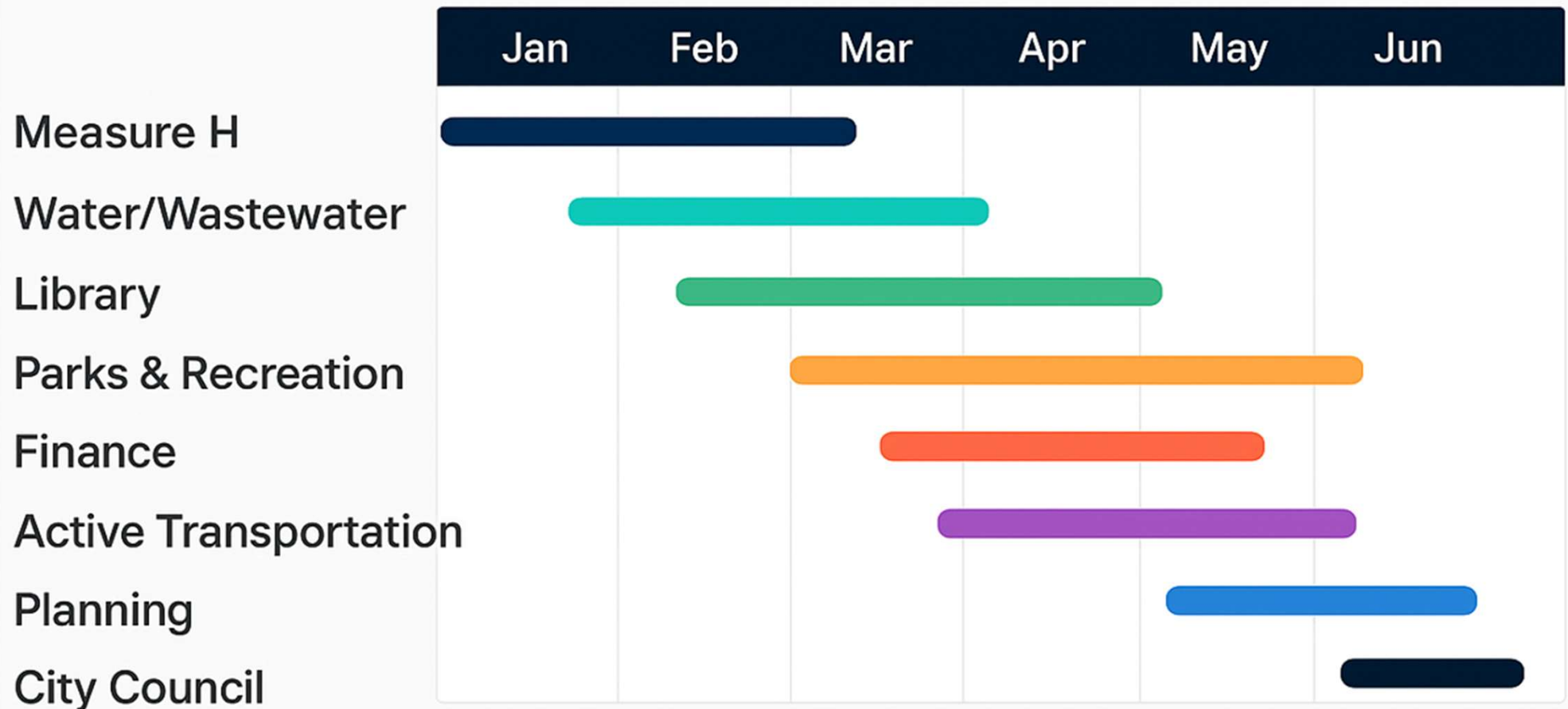
Category	Project #	FY 27	FY 28	FY 29	FY 30	FY 31	Total
Civic							
Library Roof Replacement	C27-01	740,000					740,000
Library Exterior Improvements	C27-02	5,000	23,000				28,000
Library Patio Demo/Regrading	C27-03	14,000					14,000
Library Parking Lot	C27-04			2,000	22,000		24,000
Library Plumbing	C27-05	38,000					38,000
Library Building Systems & Interior Improvements	C27-06	25,000	207,000				232,000
Corp Yard Structural Rehabilitation	C27-07	12,000					12,000
Corp Yard Exterior Improvements	C27-08	1,000	24,500				25,500
Corp Yard Building Systems & Interior Improvements	C27-09		40,500				40,500
Fire Station Roof Replacement	C27-10	5,000	50,000				55,000
Fire Station Exterior Improvements	C27-11	1,000	12,500				13,500
Fire Station Building Systems & Interior Improvements	C27-12	10,000	32,000	171,000			213,000
Carnegie Building Structural Rehabilitation	C27-13	75,000	100,000	50,000	25,000		250,000
Carnegie Building Roof Replacement	C27-14	1,000	26,500				27,500
Carnegie Building Exterior Improvements	C27-15		15,000				15,000
Carnegie Building Mechanical & Plumbing Improvements	C27-16		1,000	70,500			71,500
Civic Total		927,000	532,000	293,500	47,000	0	1,799,500

Parks & Recreation Master Plan Coordination

- The Parks & Recreation Master Plan is currently underway and remains in development.
- Due to timing, the Master Plan was not finalized early enough to fully incorporate potential future parks & recreation capital projects into the FY27 CIP cycle.
- Additional park-related capital projects and recommendations may be:
 - Added during the fiscal year through CIP amendments; or
 - Incorporated into future CIP cycles following Master Plan adoption.



FY27-31 CAPITAL IMPROVEMENT PLAN ADOPTION SCHEDULE



Questions?

