



REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
February 10, 2022
6:30 PM

Chair: Clarence Mamaril
Vice Chair: Kristin Einberger
Commissioners: Cathy Margolati, Karina Servente, Gina Griggs
Honorary Commissioner: Selah Hmun

Consistent with Government Code Section 54953 and the American Canyon City Council Resolution Declaring the Existence of a Local Emergency due to the COVID-19 Pandemic, City Council and other public meetings are currently Teleconference Meetings Only to align with local and federal guidelines and social distancing recommendations for the containment of the coronavirus. This meeting will be broadcast live to residents on Napa Valley TV [here](#) and on YouTube [here](#).

You may submit public comments for any Agenda Item, Non-Agenda Item or make general public comments by one of the following methods:

Written comments, Via eComments: The eComments link is located on the Meetings & Agendas page of our website [here](#). Comments received before the 3:00 p.m. day-of-meeting cutoff time will be routed to all Councilmembers at that time. eComments will remain open throughout the meeting, and all comments received will be posted online and become part of the meeting record.

Oral comments, during the meeting: A Zoom Webinar has been established for public participation during the meeting related to a specific agenda item, or matters not on the agenda. To give your public comment directly to the legislative body during the meeting, use the Register to Speak feature of [eComments](#) or connect via below Zoom link and follow the instructions or by calling 408-638-0968.

Zoom Meeting Link: [Click here](#)

Webinar ID: 819 0217 7703 Passcode: 239554

The above-identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@cityofamericancanyon.org.

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting, and are available to the public via the City's website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: The City Council will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@cityofamericancanyon.org. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

6:30 P.M. REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MEETING ANNOUNCEMENT

Pursuant to AB 361 this meeting will be held entirely virtually. All methods available for public participation are detailed on the first page of the agenda.

ROLL CALL

PRESENTATIONS

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

*This time is reserved for members of the public to address the Parks and Community Services Commission on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Parks and Community Services Commission. Comments are limited to 3 minutes. Comments for items on the Agenda will be taken when the item is called. The Parks and Community Services Commission is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Parks and Community Services Commission does not respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the Parks and Community Services Commission must be emailed by 3:00 p.m. on meeting day. To comment via zoom during the meeting: click the "raise your hand" button if joining by computer, or press *9 if joining by phone, when the item is called. To avoid confusion, hands raised outside of Public Comment periods will be lowered.*

AGENDA CHANGES

The Chair/Commissioners may change the order of the Agenda or request discussion of a Consent Item. A member of the Public may request discussion of a Consent Item by completing a Speaker's Card and presenting it to the Clerk of the meeting prior to Public Comment.

CONSENT CALENDAR

1. **Minutes of December 9, 2021**

Recommendation: Approve the Minutes of Parks and Community Services meeting on December 9, 2021.

BUSINESS

2. **Election of Chair and Vice Chair for 2022.**

Recommendation: Elect Two Commissioners from PCS to serve as the Chair and Vice Chair for calendar year 2022.

3. **Reappoint Selah Hmun as the Parks and Community Services Commission's Honorary Commissioner.**

Recommendation: Reappoint Honorary Commissioner Selah Hmun to the Parks and

Community Services Commission as an honorary, non-voting member with a term expiring on June 30, 2022.

4. **Introduction of New Parks and Recreation Department Director Alexandra Ikeda.**

Recommendation: PCS Commission meet and greet new Parks and Recreation Director Alexandra Ikeda.

5. **2021 California Association of Park and Recreation Commissioners & Board Members Outstanding Commission Award.**

Recommendation: Acknowledge PCS for receiving the 2021 California Association of Park and Recreation Commissioners & Board Members Outstanding Commission Award.

MANAGEMENT AND STAFF REPORTS

6. **CivicRec Demonstration**

Recommendation: Receive a demonstration on the new Parks and Recreation Department registration and reservation software CivicRec.

COMMISSIONER COMMENTS AND FUTURE ITEMS FOR CONSIDERATION

ADJOURNMENT

CERTIFICATION

I, Liz Lozano, Administrative Technician for the City of American Canyon, do hereby declare that the foregoing Agenda of the Parks and Community Services Commission was posted in compliance with the Brown Act prior to the meeting date.

Liz Lozano, Administrative Technician

**City of American Canyon
Parks & Community Service Commission Meeting
4381 Broadway, Suite 201
December 9, 2021**

ACTION MINUTES

CALL TO ORDER

Meeting was called to order at 6:31pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Chair Mamaril, Vice Chair Einberger, Commissioner Servente, Commissioner Margolati, Commissioner Griggs, Honorary Commissioner Hmun.

Absent: None

PUBLIC COMMENT

Chair Mamaril opened Public Comments. The following community members made a Public Comment:

1. Justin Hamilton Hole

Chair Mamaril closed Public Comments.

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

1. Approved the Minutes of the Parks and Community Services meeting on September 9, 2021.
2. Approved the Minutes of Parks and Community Services meeting on October 14, 2021.

ACTION: Motion to approve the Parks and Community Services meeting minutes for the September 9, 2021 and October 14, 2021 meetings made by Commissioner Margolati, seconded by Vice Chair Einberger. Motion carried unanimously.

AYES: Chair Mamaril, Vice Chair Einberger, Commissioner Servente, Commissioner Margolati, and Commissioner Griggs.

Nays: None

Abstain: None

Absent: None

BUSINESS

3. 2022 Parks and Community Services Commission Meeting Calendar.

The PCS Commission discussed the proposed PCS meeting dates for the calendar year 2022. No requests were made by the commissioners to modify the 2022 meeting dates.

ACTION: Motion to adopt a Minute Order to approve the 2022 PCS Meeting calendar made by Vice Chair Einberger, seconded by Commissioner Servente. Motion carried unanimously.

AYES: Chair Mamaril, Vice Chair Einberger, Commissioner Servente, Commissioner Margolati, and Commissioner Griggs.

Nays: None

Abstain: None

Absent: None

MANAGEMENT AND STAFF REPORTS

4. Special Events Update

City Manager Holley provided an update on special events. The commissioners commented on the 2021 Tree Lighting Event.

COMMISSIONER COMMENTS AND FUTURE ITEMS FOR CONSIDERATION

The Commissioners spoke of items of interest. Commissioner Griggs requested resuming in-person meetings, bringing back the Farmers Market to American Canyon, and an update on the Westside Connector as future items for consideration. Honorary Commissioner Hmun requested an agenda item to discuss her honorary commissioner project as a future item of consideration. Chair Mamaril requested an agenda item regarding the new term for PCS Chair and Vice Chair as a future item for consideration.

ADJOURNMENT

The meeting was adjourned at 7:25p.m.

CERTIFICATION

Liz Lozano

Administrative Technician



TITLE

Election of Chair and Vice Chair for 2022.

RECOMMENDATION

Elect Two Commissioners from PCS to serve as the Chair and Vice Chair for calendar year 2022.

CONTACT

Alexandra Ikeda, Director

Liz Lozano, Administrative Technician

BACKGROUND & ANALYSIS

Annually, the Parks and Community Services Commission elects a Chair and a Vice Chair. The primary responsibility of the Chair is to run the Commission meetings and meet with Director occasionally to discuss agenda topics. The Vice Chair runs the Commission meeting if the Chair is absent.

Typically, the Commissioner that is selected Chair assumes the duty of running the meeting immediately after the elections are completed.

Excerpts from Roberts Rules of Order regarding the nominations and elections process are as follows:

Nominations and Elections. When the vote is "viva voce" or by rising, the nomination is like a motion to fill a blank, the different names being repeated by the chair as they are made, and then the vote is taken on each in the order in which they were nominated, until one is elected. The nomination need not be seconded. When the nominations are completed the assembly proceeds to the election. An election takes effect immediately if the candidate is present and does not decline, or if he is absent and has consented to his candidacy. If he is absent and has not consented to his candidacy, it takes effect when he is notified of his election, provided he does not decline immediately.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

Not Applicable.

ATTACHMENTS:

None



TITLE

Reappoint Selah Hmun as the Parks and Community Services Commission's Honorary Commissioner.

RECOMMENDATION

Reappoint Honorary Commissioner Selah Hmun to the Parks and Community Services Commission as an honorary, non-voting member with a term expiring on June 30, 2022.

CONTACT

Alexandra Ikeda, Director

Liz Lozano, Administrative Technician

BACKGROUND & ANALYSIS

Selah Hmun was approved and appointed by City Council at the December 15, 2020 City Council Meeting to serve as the Parks and Community Services Honorary Commissioner with a term expiring on June 30, 2021. Honorary Commissioner Hmun did a wonderful job serving as the Honorary Commissioner during her 2021 term. Honorary Commissioner Hmun, an American Canyon High School student has expressed an interest in serving another term as the PCS Honorary Commissioner. The term of the Honorary Commissioner will be from July 1, 2021- June 30, 2022, accommodating the school vacation schedule and is duly excused from the 2021 July and August PCS Meetings.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

Not Applicable.

ATTACHMENTS:

None



TITLE

Introduction of New Parks and Recreation Department Director Alexandra Ikeda.

RECOMMENDATION

PCS Commission meet and greet new Parks and Recreation Director Alexandra Ikeda.

CONTACT

Jason Holley, City Manager

Liz Lozano, Administrative Technician

BACKGROUND & ANALYSIS

On Monday, January 24, 2022, the City of American Canyon welcomed Alexandra Ikeda, an experienced parks and recreation administration professional and public servant, as the City's new Parks and Recreation Director.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

ENVIRONMENTAL REVIEW

Not Applicable.

ATTACHMENTS:

None