



## REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway, Ste. 201, American Canyon  
**November 14, 2024**  
**6:30 PM**

**Chair:** Cathy Margolati  
**Vice Chair:** Charles Plummer  
**Commissioners:** Clarence Mamaril, Gina Griggs  
**Youth Commissioner:** Heather Mora

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Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

### **PUBLIC PARTICIPATION**

Parks and Community Services Commission and other public meetings will be conducted in person. This meeting is also available via Zoom, is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

**Zoom Link:** [Click here](#). **Webinar ID:** 821 3687 7863; **Passcode:** 608642. **Phone in to Zoom:** 408-638-0968

**Oral comments, during the meeting:** Oral comments can be made in person during Open and Closed Session or through Zoom in Open Session only. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

**Written comments:** Submit written comments by the [eComments link](#), located on the Meetings & Agendas page of our website. eComments are available to council members in real time. To allow for Council review of comments, eComments will close at 3:00 pm on the day of the meeting.

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@americancanyon.gov](mailto:cityclerk@americancanyon.gov).

**AGENDA MATERIALS:** Agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at [www.americancanyon.gov](http://www.americancanyon.gov).

**AMERICANS WITH DISABILITIES ACT:** Agenda materials will be provided 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@americancanyon.gov](mailto:cityclerk@americancanyon.gov). 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

ROLL CALL

## PRESENTATIONS

1. [Welcome Youth Commissioner Heather Mora](#)

## PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

*This time is reserved for members of the public to comment on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Comments are limited to 3 minutes. Comments for items on the agenda will be taken when the item is called. The 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 Commission does not respond to public comment at this time.*

## 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

2. [Minutes of October 10, 2024](#)

**Recommendation:** Approve the minutes of the Regular Parks and Community Services Commission meeting held on October 10, 2024.

## BUSINESS

3. [Update Municipal Code for Skatepark Use](#)

**Recommendation:** Review the recommended updates to the City of American Canyon's Municipal Code 12.40.051, titled "Skate Park Use - Use of or Trespass at Skate Park When Closed."

## MANAGEMENT AND STAFF ORAL REPORTS

4. **Update on Capital Improvement Program Projects**

## ADJOURNMENT

## CERTIFICATION

I, Taresa Geilfuss, City Clerk 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.

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Taresa Geilfuss, CMC, City Clerk



## **TITLE**

Welcome Youth Commissioner Heather Mora

## **RECOMMENDATION**

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

We are excited to welcome Heather Mora, as the new Youth Commissioner for the Parks and Community Services (PCS) Commission. Heather brings a fresh perspective, vibrant energy, and a strong commitment to community service and leadership. A dedicated volunteer, Heather has made meaningful contributions to both community and school events. Through involvement with Link Crew, an American Canyon High School program that helps seniors mentor incoming freshmen, Heather has demonstrated a passion for supporting and guiding the youth of our community. Heather's enthusiasm for event planning, promoting physical and mental health, and advocating for inclusivity and access shines through in everything she does. Her collaborative spirit and commitment to making meaningful, positive impacts will be a tremendous asset to the PCS Commission.

As a senior at American Canyon High School, Heather will serve on the PCS Commission from October 2024 to May 2025. In this role, Heather will help strengthen our connection with youth and young adults, and we are excited about the positive contributions Heather will bring to the Commission.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **ENVIRONMENTAL REVIEW**

None

## **ATTACHMENTS:**

None

**CITY OF AMERICAN CANYON**  
**REGULAR PARKS AND COMMUNITY SERVICES COMMISSION MEETING**

**ACTION MINUTES**  
*October 10, 2024*

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**6:30 P.M. REGULAR MEETING**

**CALL TO ORDER**

The Parks and Community Services Commission meeting was called to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

**Present:** Commissioner Gina Griggs, Vice Chair Charles Plummer, Chair Cathy Margolati

**Absent:** Commissioner Clarence Mamaril

**PRESENTATIONS**

There were no presentation items.

**PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA**

Chair Margolati called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

**AGENDA CHANGES**

There were no changes to the agenda.

**CONSENT CALENDAR**

**Action:** Motion to approve the Consent Calendar made by Vice Chair Charles Plummer, seconded by Commissioner Gina Griggs, and CARRIED by roll call vote.

**Ayes:** Commissioner Gina Griggs, Vice Chair Charles Plummer, Chair Cathy Margolati

**Nays:** None

**Abstain:** None

**Absent:** Commissioner Clarence Mamaril

**1. Minutes of September 12, 2024**

**Action:** Approved the minutes of the Parks and Community Services Commission meeting of September 12, 2024.

## **BUSINESS**

### **2. Facility Naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II**

Commissioners received a Facility Naming for the former Napa Junction Elementary School, Community Park I and Community Park II staff report from Parks & Recreation Director Alexandra Ikeda. Chair Margolati called for public comments. Written comments: none. Oral comments: Beth Marcus was called to speak. The public comment period was closed. Commissioners submitted their top choices for each facility, shown below.

#### **Community Park I**

Legacy Park  
Leon Park/Garcia Park  
Mickey Park  
Rio Del Mar Park

#### **Community Park II**

Donaldson Way Park/Donaldson Park  
Independence Park  
Leon Park/Garcia Park  
Mickey Park  
Patriot Park

#### **Napa Junction Elem - (suggestion was made to solicit more applications).**

Garcia Center  
Heritage Hall  
Junction Point Center  
Mikolajcik Activity Center  
Mickey & Dolly Activity Center; with a community room named for Leon & Ava Garcia.  
Mickey's Center

### **3. Parks and Recreation Refund Policy**

Commissioners received a Parks and Recreation Refund Policy staff report from Parks & Recreation Director Alexandra Ikeda. Chair Margolati called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

## **MANAGEMENT AND STAFF ORAL REPORTS**

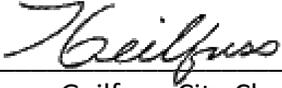
Commissioners received updates from Parks & Recreation Director Alexandra Ikeda on items of community interest.

## **ADJOURNMENT**

The meeting was adjourned at 7:09 p.m.

**CERTIFICATION**

Respectfully Submitted,



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Taresa Geilfuss, City Clerk



## **TITLE**

Update Municipal Code for Skatepark Use

## **RECOMMENDATION**

Review the recommended updates to the City of American Canyon's Municipal Code 12.40.051, titled "Skate Park Use - Use of or Trespass at Skate Park When Closed."

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

The former Skateparks was located behind the Phillip West Aquatics Center near the Middle School Gymnasium. It was fenced off and closed to the public during school hours and was in a temporary location. The City of American Canyon's Municipal Code 12.04.051, titled "Skate Park Use - Use of or Trespass at Skate Park When Closed," outlined the rules and regulations for the use of the temporary skatepark.

In 2022, the City and the School District agreed to a property exchange which resulted in the relocation of the Skatepark to Veterans Memorial Park. The new Skatepark was constructed and opened in April 2024, with temporary rules and warning signage posted at the facility. As part of the Parks and Community Services (PCS) Commission's Work Plan for FY2024/25 - the Commission was tasked with updating the Skatepark Municipal Code. Staff, along with the City's Risk Management team, have reviewed the current rules and provided recommendations for revision as outlined in Attachment 1 for the Commission's review and comment.

City staff plan to take this item to Council on December 17, 2024, to initiate the Municipal Code change.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **ENVIRONMENTAL REVIEW**

Not applicable.

**ATTACHMENTS:**

1. Skatepark Municipal Code - Recommended Changes



**DATE:** November 14, 2024  
**TO:** Parks and Community Services Commission  
**FROM:** Alexandra Ikeda, Parks and Recreation Director  
**RE:** Update Municipal Code 12.04.051, Titled "Skate Park Use – Use of or Trespass at Skate Park When Closed"

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The City of American Canyon has Municipal Code 12.04.051, titled "Skate Park Use - Use of or Trespass at Skate Park When Closed," which outlines the following rules for skatepark usage:

- (A) No person shall use, remain in or around or enter into the area designated as a skate park during closed hours which are specifically designated in posted skate park rules.
- (B) No person shall ride a skateboard or inline skate in the skate park except while wearing a helmet, elbow pads and knee pads.
- (C) No person shall use the skate park for any purpose other than skateboarding and inline skating. Bicycles, scooters, and motorized equipment are prohibited unless specifically authorized by city council.
- (D) For the purpose of this section, the term "skate park" means the designated fenced area containing ramps, rails and equipment located north of the American Canyon Community Center.
- (E) This section does not apply to any duly authorized city employees.
- (F) Within the skate park, it is unlawful for any person to use or possess glass containers, alcoholic beverages, illegal drugs, or tobacco products.
- (G) Unauthorized ramps, jumps, equipment or obstacles may not be brought to the skate park or used at the skate park.
- (H) Organized events, lessons and contests not sponsored by the City of American Canyon require a city facility permit.
- (I) Any person who violates this section is guilty of an infraction and upon conviction thereof shall be punished as provided in law.

The new skatepark was constructed and opened in April 2024, with temporary rules and warning signage posted at the facility. As part of the Parks and Community Services (PCS) Commission's Work Plan for FY2024/25, the Commission was tasked with updating the skatepark's Municipal Code. Staff, along with the City's Risk Management team, are recommending the following changes below to the City of American Canyon's Municipal Code 12.04.051. Items in RED are a carry-over from the original municipal code.

- (A) For the purpose of this section, the term “skatepark” means the designated concrete recreational skating facility at Veterans Memorial Park that contains ramps, obstacles, and structures such as ramps, half-pip, bowls, rails, ledges, and stairs, which allow participants to perform tricks and practiced skills.
- (B) WARNING skateboarding and inline skating are hazardous activities. Use of this facility may result in paralysis, brain damage, broken bones, other serious injury, or even death. Any use is at your own risk. The City of American Canyon is not responsible for injuries.
- (C) This section does not apply to any duly authorized City employees.
- (D) The skatepark is open daily from sunrise to sunset unless otherwise posted. Use outside these hours is prohibited.
- (E) No camping or overnight or extended use.
- (F) No loitering or trespassing.
- (G) This is an unsupervised park, skate at your own risk.
- (H) Anyone under the age of 14 must be accompanied by a parent or guardian.
- (I) No person shall ride a skateboard or inline skate in the skatepark except while wearing a helmet, kneepads, and elbow pads.
- (J) No person shall use the Skatepark for any purposes other than skateboarding and inline skating. Bicycling, scooters, and motorized equipment are prohibited unless specifically authorized by the City of American Canyon’s Parks and Recreation Department.
- (K) Unauthorized ramps, jumps, equipment or obstacles may not be brought to the skatepark or used at the skatepark.
- (L) Fighting, intimidation, hazing, abusive/foul/offensive language or behavior, and profanity are not permitted.
- (M) Keep food and drink off the skating surface and ramps.
- (N) Alcoholic beverages are not permitted.
- (O) No glass, stones, or similar items in or around the skating area.
- (P) No fires or barbeques.
- (Q) No amplified music without prior approval from the City of American Canyon’s Parks and Recreation Department.
- (R) Animals are not permitted within the skatepark.
- (S) Organized events, lessons, and contests not sponsored by the City of American Canyon require a city facility permit.
- (T) Any person who violates this section is guilty of an infraction and upon conviction thereof shall be punished as provided in law.
- (U) Vendors are prohibited unless approved by the City of American Canyon’s Parks and Recreation Department.
- (V) Dispose of trash into designated trash receptacles.
- (W) No graffiti or tagging.
- (X) Activity is not permitted when the surface is wet or icy.
- (Y) Do not use the facility if hazardous conditions exist.
- (Z) The City of American Canyon reserves the right to eject anyone from the Skatepark for any reason and reserves the right to close the facility without notice.

The below language will be added to the park signage:

- No disorderly conduct, excessive noise, riot, or breach of the peace shall be permitted in any city park, ground, swimming pool or park or recreation building or facility (Municipal Code 12.40.200).
- In city parks and facilities, the use of tobacco products including but not limited to cigarette smoking, the use of electronic cigarettes or similar nicotine delivery services, and the use of smokeless tobacco is prohibited (Municipal Code 12.40.230).

- Report unsafe activity, conditions, graffiti, vandalism, or maintenance concerns to the City of American Canyon's Parks and Recreation Department at 4381 Broadway Street, or call (707)648-7275.
- Emergency Dial 9-1-1