



REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
December 8, 2022
6:30 PM

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

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 will be conducted both in person at City Hall, 4381 Broadway, Suite 201, and also via Zoom Teleconferencing to promote local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. City officials and members of the public are invited to attend the meeting either in person or via teleconference. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#).

PUBLIC PARTICIPATION

Oral comments, during the meeting: Oral comments can be made in person during the meeting. A Zoom Webinar has been established for public comments made via zoom. To give your public comment via zoom, use the Register to Speak feature of eComments, connect via the below Zoom link and use the “raise your hand” tool, or call into the zoom meeting at 408-638-0968 and press *9 to “raise your hand” when the item is called. To avoid confusion, all hands raised outside of Public Comment periods will be lowered.

Written comments, via eComments: Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to council members in real time. eComments will remain open throughout the meeting. All comments received will be posted online and become part of the meeting record.

Zoom Meeting Link: [Click here](#)

Webinar ID: 811 0361 1588 Passcode: 819984

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

ROLL CALL

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. **Approve [Meeting Minutes](#) for the November 10, 2022 PCS Meeting.**
2. **Approve [2023 Parks and Community Services Commission Meeting Calendar](#).**
Recommendation: Review the 2023 Parks and Community Services Commission Meeting Calendar to identify any potential meeting conflicts that may occur in 2023. Approve the 2023 Meeting Calendar for adoption.

BUSINESS

3. **[Fee Study Discussion](#)**
Recommendation: Review and discuss the Parks and Recreation Department's Cost Recovery Pyramid Model, Services Categories, and current Programs and Services.

MANAGEMENT AND STAFF REPORTS

COMMISSIONER COMMENTS AND FUTURE ITEMS FOR CONSIDERATION

4. Parks and Community Services Commissioner Report Submitted by Cathy Margolati.

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
November 10, 2022**

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 Kristin Einberger, Vice Chair Karina Servente, Commissioner Clarence Mamaril, Commissioner Gina Griggs.

Absent: Commissioner Cathy Margolati.

PUBLIC COMMENT

Chair Einberger opened Public Comments.

Oral Comments: Justin Hamilton-Hole.

Written Comments: There were no written Public Comment.

Chair Einberger closed Public Comments.

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

ACTION: A motion to approve the Meeting Minutes from the October 13, 2022, Parks & Community Services Commission Meeting was made by Commissioner Mamaril, seconded by Commissioner Griggs. A roll call was taken. The motion passed unanimously.

BUSINESS

1. Presentation and Discussion on the Fee Philosophy Study

Director Ikeda presented a presentation and led a discussion with the Parks and Community Services Commission about the Parks and Recreation Department's fee philosophy study. Director Ikeda and PCS discussed the background and history of the fee philosophy study, service categories, and next steps in the fee philosophy study.

Public Comment

Chair Einberger opened Public Comment.

Oral Comments:

Beth Marcus and Fran Lemos made Public Comments.

Written Comments:

There were no written comments.

Chair Einberger closed Public Comment.

2. Discussion on the Parks and Community Services Commission Recruitment

Director Ikeda provided an update on the Parks and Community Services Commissioner recruitment. There are two upcoming vacancies on the commission. Interviews will be conducted by City Council on a later date in December 2022.

MANAGEMENT AND STAFF REPORTS

Director Ikeda presented a management report on occurrences in the Parks and Recreation Department.

COMMISSIONER COMMENTS AND FUTURE ITEMS FOR CONSIDERATION

The Commissioners spoke of items of interest. Commissioner Margolati submitted a Commissioner Report. The Commissioners had a brief discussion on the importance of citizens following the dog leash law and picking up after their dogs. Director Ikeda joined the discussion and commented on future communication's planned on this topic.

Vice Chair Servente requested as a future item of consideration, a discussion item regarding the maintenance and park improvements at the City's dog park.

ADJOURNMENT

The meeting was adjourned at 8:14p.m.

CERTIFICATION

Liz Lozano

Administrative Technician



TITLE

Approve 2023 Parks and Community Services Commission Meeting Calendar.

RECOMMENDATION

Review the 2023 Parks and Community Services Commission Meeting Calendar to identify any potential meeting conflicts that may occur in 2023. Approve the 2023 Meeting Calendar for adoption.

CONTACT

Liz Lozano, Administrative Technician

BACKGROUND & ANALYSIS

The Parks and Community Services Commission (PCS) meets on the second Thursday of every month at 6:30pm. Staff is proposing POS follows the same meeting calendar model as City Council and not meet in the months of January or July. Staff did not identify any PCS Meeting dates that conflict with City holidays or other occurrences.

ATTACHMENTS:

[2023 PCS Meeting Calendar.pdf](#)

2023 City of American Canyon - PCS & OSATS Calendar

January

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OSATS



PCS





TITLE

Fee Study Discussion

RECOMMENDATION

Review and discuss the Parks and Recreation Department's Cost Recovery Pyramid Model, Services Categories, and current Programs and Services.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

In Fiscal Year 2019-2020, the Parks and Recreation Department had the desire to review the cost recovery rates for the programs and services provided by the department and to create a Master Fee Schedule that would be reviewed and approved by the City Council each fiscal year as part of the budget process. The Parks and Community Services Commission (PCS) formed an Ad Hoc Committee to assist in these efforts. In addition, City staff hired 110% Inc., a parks and recreation consulting group as part of the Bay Area Cost Recovery Cohort. The "cohort" included the City of Napa, Redwood City, the City of Sunnyvale, and Fair Oaks Recreation District, which had the same goals and objectives of creating a fee structure that aligned with the Department's Cost Recovery Plan and Service Categories.

On May 13, 2021, PCS met with 110% Inc. to discuss the twelve Services Categories and provided feedback on where programs and services belonged within the Service Categories for the Department.

The Fee Study

On November 10, 2022, Director Ikeda met with the PCS where we: 1) Reviewed the Pre-Covid Service Categories; 2) Discussed the Post-Covid Service Categories (Attachment 1); and 3) Reviewed and Discussed the Cost Recovery Pyramid Model (Attachment 2). The PCS agreed that the Post-Covid Service Categories and the Cost Recovery Pyramid Model best reflect the Department to date.

The Cost Recovery Pyramid Model (Pyramid) is the principal foundation of the Benefits Filter - a model that illustrates a cost recovery philosophy for a parks and recreation organization. The

Pyramid outlines the Parks and Recreation Department's Service Categories, defines the common language of terms and concepts related to pricing, and sets cost recovery percentages associated with each level of service. Each tier of the Pyramid, one through five, is the level of service from Highest Community Benefit to Highly Individual Benefit - with the goal to ensure equitable pricing for the programs and services provided, maintain the quality of service, and identify and recognizing core services for the community. This foundation and upward progression is intended to represent the public parks and recreation core mission, while also reflecting the growth and maturity of our organization as we enhance our programs and facility offerings.

- Level 1: High Community Benefit - The foundational level of the Pyramid is the largest and encompasses those services including programs and facilities that mostly benefit the community as a whole, including programs and facilities.
- Level 2: Considerable Community Benefit - The second and smaller level of the Pyramid represents services that promote individual physical and mental well-being, and may begin to provide skill development. They are generally traditionally expected services and/or beginner instructional levels.
- Level 3: Balanced Community/Individual Benefit - The third level of the Pyramid represents services promoting individual physical and mental well-being and provides an intermediate level of skill development. The level provides balanced individual and community benefits and should be priced accordingly.
- Level 4: Mostly Individual Benefit - The fourth level of the Pyramid represents specialized services generally for specific groups and those that may have a competitive focus.
- Level 5: Highly Individual Benefit - At the top of the Pyramid, the fifth and smallest level represents services that have revenue-positive potential, maybe an enterprise fund, maybe in the same market space as the private sector, or may fall outside the core mission of the agency. At this level, services should be priced to recover the full cost in addition to a designated revenue-positive percentage.

Next Steps: December 8, 2022-PCS Meeting

1. Review and discuss the Cost Recovery Pyramid Model - Tiers 1 through 5, and percentage rates.
2. Review and Discuss the Service Categories and confirm where they align within the Cost Recovery Pyramid Model.
3. Allocate the Department's programs and services into the correct Service Category.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Not applicable

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

[Service Categories](#)

[Cost Recovery Pyramid Model](#)



Park and Recreation Service Categories

TIER 1: HIGH COMMUNITY BENEFIT (0%-10%)

Volunteer/Internship/Community Service Programs: managing individuals or groups to donate their time and effort to a structured or scheduled experience, support educational or service requirements, provide facility improvements, or provides essential services to the community. Examples Includes: volunteer projects throughout the city, internships, food distributions and deliveries, disaster aid and referrals, emergency shelter, trail maintenance, and naturalists, adopting a park or field.

Non-Monitored Park/Facility Use: drop-in use of a park/facility/activity that is non-registered and non-instructed, and is NOT monitored by City staff or volunteers. Example Includes: Open space, trails, parks, skate park, dog parks, playgrounds, passive and active park areas, etc.

Community Events – Nonprofits & Community Partners: community-wide events provided by a City recognized nonprofit and community partner that benefits and serves the entire community as a whole; typically these events would not require a fee to attend, but they need some support from the City (i.e. a facility, staff, or minimal resources) to help make the event successful for the entire community. Examples Include: Juneteenth, Pride, and Pumpkin Walk at the Wetlands.

Community Events – Produced by the City: community-wide events typically produced by the Department and offered on an annual basis for the entire community. Examples Include: the Fourth of July, Magic of the Season, etc.

TIER 2: CONSIDERABLE COMMUNITY BENEFIT (25%-50%)

Facility Passes and Drop-in Monitored Access: the use of recreation facilities for organized city programming that required staff monitoring or specialized equipment to conduct the program. Examples Include: public swim, lap swimming, unstructured activities and social time, and open gym.

TIER 3: BALANCED COMMUNITY/INDIVIDUAL BENEFIT (25%-75%)

Rentals/Exclusive Use – Affiliates/Partners/Community Service: temporary and exclusive use of City space and facilities on a one-time or one-season basis through a formal agreement to groups identified as having allied interests with the City, fulfills a core service in lieu of the City, and serves the community at large. Examples Include: Reindeer Run, crab feed fundraisers, etc.

Classes, Programs, Workshops, and Camps – Beginner / Multi-Level: entry or multi-level group recreational and/or instructional programs and activities for children, youth, and adults who have no

prior experience. Examples Include: Learn to swim group lessons, basketball and fitness classes, enrichment and educational programs, etc.

Tournaments/Leagues: schedule one-time sporting and/or multi-game events for various age groups that are organized and/or managed by staff. Examples Include: softball league, basketball league, swim meets, volleyball league, etc.

TIER 4: MOSTLY INDIVIDUAL BENEFIT (50%-75%)

Trips: Day, overnight, and extended trips that provide opportunities for participants to visit selected destinations. Examples Include: tours, dinners, theater, day trips, boat tours, etc.

Specialized Activities/Camps: targeted annual, individualized activities, events, and non-traditional camps requiring registration that are typically offered on a one-time or limited bases. Examples Include: nature camps, sports and summer camps, technology and STEAM camps and programs, etc.

Classes, Programs, Workshops, Camps, and Clinics – Advanced/Competitive/Certifications: focus on advanced activities/instruction, certification, or competitive activities for children, youth, and adults with prior experience. Examples Include: Lifeguard Training, competitive swim clinics, and travel/competitive sports.

TIER 5: HIGHLY INDIVIDUAL BENEFIT (75%-100%)

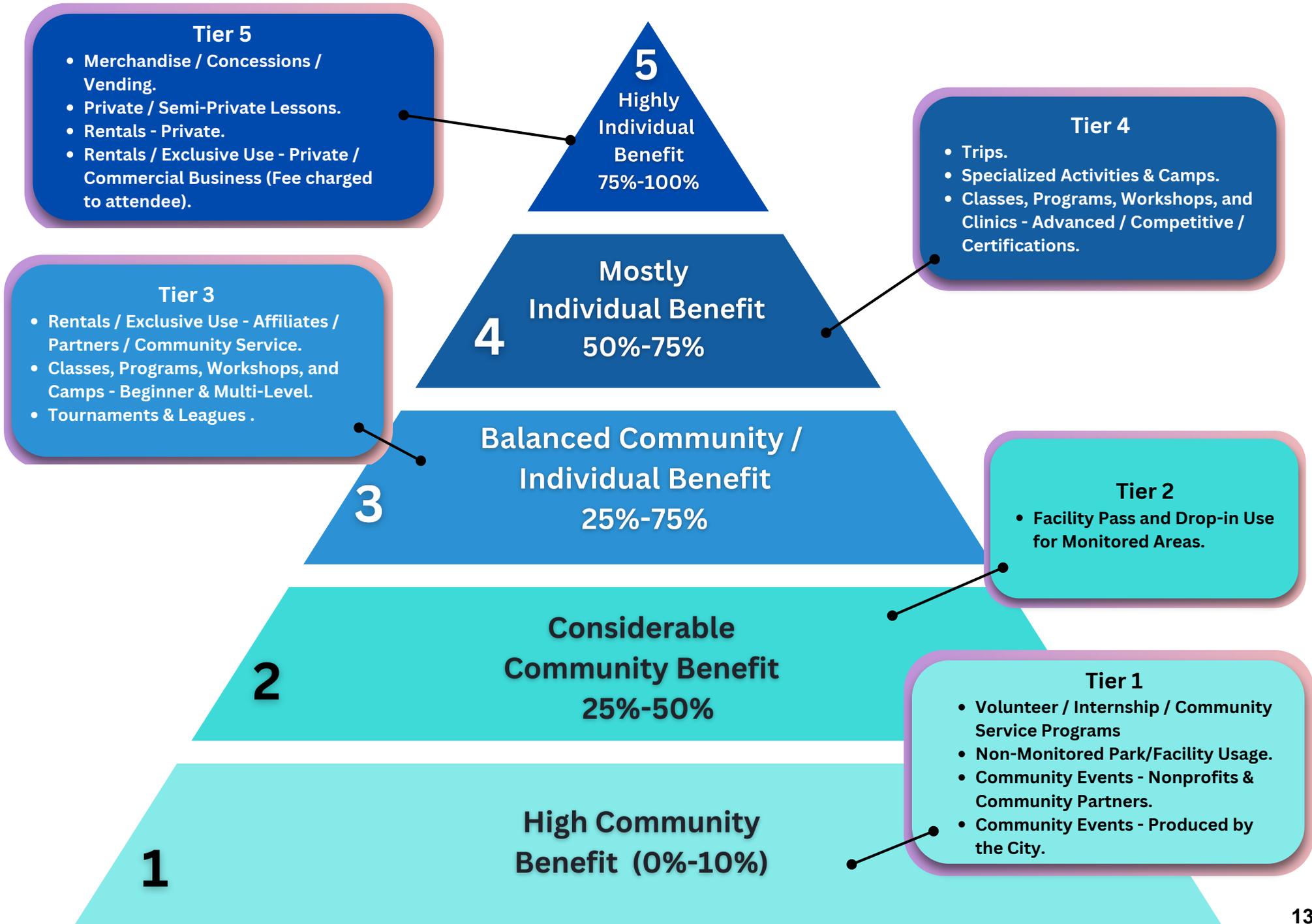
Merchandise/Concessions/Vending: include consumable and non-consumable goods for purchase at various facilities. Examples include: swim diapers, food, and beverages, city apparel, etc.

Private/Semi-private Lessons: Lessons arranged for one to three students with a specific instructor and/or time. Example Include: private tennis lessons, private swim lessons, personal training, etc.

Rentals – Private: temporary and exclusive use of city facilities including centers, fields, pools, picnic areas, and parks, on a one-time or one-season basis by a private individual, group, organization, or business, etc.. Examples Include: birthday rentals, weddings, corporate events/picnics, individual/private rentals – not open to the public, etc.

Rentals/Exclusive Use – Private / Commercial Business: Any rental that is intended to charge a fee to attendees falls into this category. Examples Include: private/for-profit businesses of use of any city facility, ticketed event, i.e. mini bottle rock, etc.

American Canyon Parks and Recreation Cost Recovery Pyramid Model





Parks & Community Services Commission Report

Submitted by: * Cathy Margolati

PCS Meeting Date: 12/08/2022

Event Date: 2022-12-19

Event Type: Community Event

Event Title: * Curiosity Kids Wetland Meetup Winter Break!

Event Report: Curiosity Kids Winter Break! Meet-up Wetlands Edge. This program is from 9am-12 noon and begins 12/19-12/21. This will take place at both Napa Junction Elementary and Wetlands Edge. Cost is \$90 and scholarships are available. Please see flyer for more information and how to register.

File/Photo Upload: Curiosity Kids Meetup (5).pdf

1.54MB

Maximum File Size 10 MB



Curiosity Kids

MEETUP - WETLANDS EDGE ART + SCIENCE + OUTDOORS

Edición de vacaciones



Holiday Edition

En este enriquecedor programa de arte y ciencia al aire libre, los estudiantes desarrollarán sus habilidades naturalistas mientras exploran el mundo natural que los rodea en American Canyon. Curiosity Kids aprenderá cómo los científicos y artistas observan y entienden la naturaleza mientras se divierten con actividades que los ayudan a conectarse con el aire libre y aprender qué hace que nuestro hogar sea único. Recolectarán artículos en la naturaleza y crearán arte con los tesoros que encuentren, intentarán hacer bocetos de la naturaleza e incluso pintarán algunas escenas. Ven a explorar con nosotros

In this enriching outdoor art and science program, students will build their naturalist skills while exploring the natural world surrounding them in American Canyon. Curiosity Kids will learn how scientists and artists observe and understand nature while having fun with activities that help them connect with the outdoors and learn about what makes our home unique. They will collect items in nature and create art with the treasures they find, try their hands at nature sketching, and even do some scenic painting. Come explore with us.

EDADES: 7-11 (3RO - 5TO GRADO)
DÍAS: 12/19 - 12/21
HORA: 9:00AM - 12:00PM
LUGAR: CENTRO DE RECURSOS FAMILIARES DE NAPA JUNCTION - WETLANDS EDGE
COSTO: \$90 (BECAS DISPONIBLES)

AGES: 7-11 (3RD - 5TH GRADE)
DATES: 12/19- 12/21
TIME: 9:00AM - 12:00PM
PLACE: NAPA JUNCTION FAMILY RESOURCE CENTER - WETLANDS EDGE
COST: \$90 (SCHOLARSHIPS AVAILABLE)

Registrese hoy en acparks.org

Register Today at acparks.org



AMERICAN CANYON COMMUNITY & PARKS FOUNDATION
Where community and nature flourish together





Parks & Community Services Commission Report

Submitted by: * Cathy Margolati

PCS Meeting Date: 12/08/2022

Event Date: 2023-01-07

Event Type: Community Event

Event Title: * Social Hike

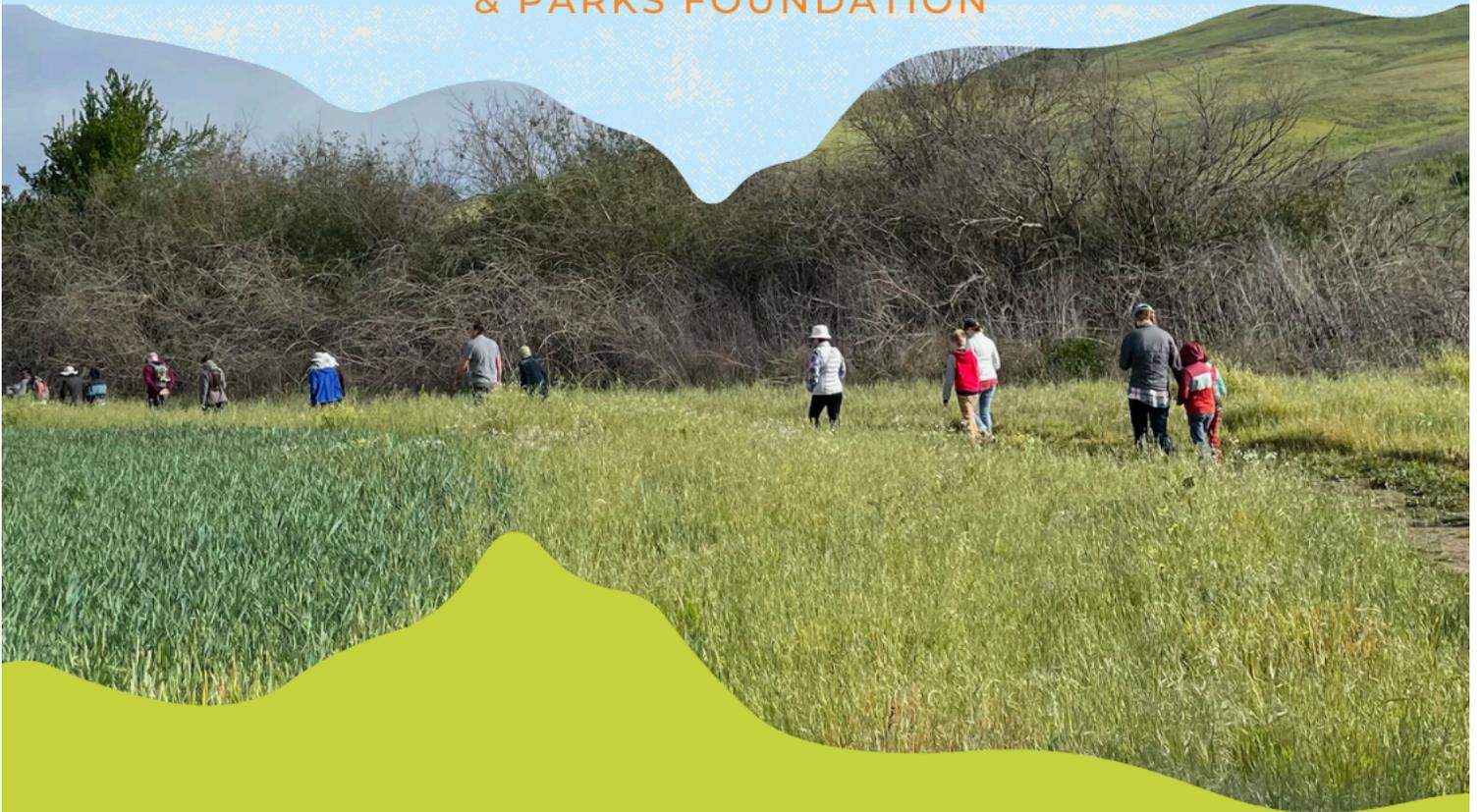
Event Report: "Start the year right hike!" American Canyon Community Parks foundation is hosting a Social Hike Saturday January 7th at 9am. Come enjoy Newell Open Space with family and friends. See flyer for more information.

File/Photo Upload Jan 7 Social Hike.pdf

1.5MB

Maximum File Size 10 MB

AMERICAN CANYON COMMUNITY
& PARKS FOUNDATION



SOCIAL HIKE

EXPLORE NEWELL PRESERVE WITH FRIENDS & NEIGHBORS

SOCIAL HIKING COMBINES TWO GREAT ACTIVITIES...
TIME WITH FRIENDS & FAMILY AND
EXPLORING THE GREAT OUTDOORS!

START THE YEAR RIGHT HIKE

SATURDAY, JANUARY 7, 2023

9:00 AM | 7000 NEWELL DR

MEET AT THE NEWELL OPEN SPACE TRAILHEAD

THIS IS A MODERATE 4.5 MILE LOOP HIKE

HIKE IS SUBJECT TO TRAIL ACCESSIBILITY

WWW.ACPARKS.ORG

