



## REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway, Ste. 201, American Canyon  
**October 12, 2023**  
**6:30 PM**

**Chair:** Gina Griggs  
**Vice Chair:** Cathy Margolati  
**Commissioners:** Clarence Mamaril, David Garcia-Arreola, Charles Plummer  
**Honorary Commissioner:** Alaina Rei Guido

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*City Council and other public meetings will be conducted in person at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#). Should technical issues with Zoom occur, please select another viewing option.*

### **PUBLIC PARTICIPATION**

**Oral comments, during the meeting:** Oral comments can be made in person during Open and Closed Session. A Zoom Webinar has been established for public comments made via zoom, during Open Session only. To give your public comment via zoom, 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. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting. All comments received will be posted online and become part of the meeting record.

**Zoom Meeting Link:** [Click here.](#)

**Webinar ID:** 860 7617 1016 **Passcode:** 973039

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](mailto:cityclerk@cityofamericancanyon.org).

**AGENDA MATERIALS:** Parks and Community Services Commission 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](http://www.cityofamericancanyon.org).

**AMERICANS WITH DISABILITIES ACT:** The Parks and Community Services Commission 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](mailto: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 doesn't respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the City Council 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 the Parks and Community Services Commission Meeting of September 14, 2023](#)  
**Recommendation:** Approve Meeting Minutes of the Parks and Community Services Commission Meeting of September 14, 2023.

### **BUSINESS**

2. **Welcome Honorary Youth Commissioner Alaina Rei Guido**  
**Recommendation:** Have the Commission welcome our new Honorary Youth Commissioner to PCS.
3. [Parks and Facility Naming Policy](#)  
**Recommendation:** Review and discuss the proposed changes to the City's Parks and Facility Naming Opportunity Policy.

### **MANAGEMENT AND STAFF REPORTS**

4. [Parks and Recreation Department Update](#)

**Recommendation:** Receive a presentation on the Parks and Recreation Department Update from January 2023 through September 2023.

## **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.

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Liz Lozano, Administrative Technician

**City of American Canyon  
Parks & Community Service Commission Meeting  
4381 Broadway, Suite 201  
September 14, 2023**

**ACTION MINUTES**

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**CALL TO ORDER**

Meeting was called to order at 6:32pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

**Present:**

Chair Gina Griggs  
Vice Chair Cathy Margolati  
Commissioner David Garcia-Arreola  
Commissioner Clarence Mamaril

**Excused:**

Commissioner Charles Plummer

**PUBLIC COMMENT**

Chair Griggs opened Public Comment.

**Oral Comments:** There were no oral Public Comment received.

**Written Comments:** There were no written Public Comment received.

Chair Griggs closed Public Comment.

**AGENDA CHANGES**

There were no agenda changes.

**CONSENT CALENDAR**

**1. Minutes of the Parks and Community Services Commission Meeting of August 10, 2023**

**ACTION:** A motion to approve the Meeting Minutes from the August 10, 2023, Parks and Community Services Commission Meeting was made by Vice Chair Margolati, seconded by Commissioner Mamaril. A roll call was taken; the motion passed unanimously.

**BUSINESS**

**2. Repair and Replacement Fund Project Planning for FY2024/25**

Director Ikeda led a discussion and reviewed the list of potential repair and replacement parks and facility projects for FY2024/25. The PCS Commissioners commented on the different projects listed and asked

clarifying questions pertaining to budget, priorities, and resources. The PCS Commissioners provided feedback and ranking regarding the projects' priority of completion and importance.

**PUBLIC COMMENT:**

Chair Griggs opened Public Comment.

**Oral Comments:** There were no oral Public Comment received.

**Written Comments:** There were no written Public Comment received.

Chair Griggs closed Public Comment.

**3. Skate Park Relocation Project (PR22-0100) Update**

Director Ikeda provided an update and shared project renderings of the Skate Park Relocation Project. The PCS Commissioners provided feedback on the project.

**PUBLIC COMMENT:**

Chair Griggs opened Public Comment.

**Oral Comments:** Beth Marcus made a Public Comment.

**Written Comments:** There were no written Public Comment received.

Chair Griggs closed Public Comment.

**MANAGEMENT AND STAFF REPORTS**

Director Ikeda presented an update on Parks and Recreation Department occurrences.

**ADJOURNMENT**

Meeting adjourned at 7:53pm.

**CERTIFICATION**

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Liz Lozano  
Administrative Technician



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## **TITLE**

Parks and Facility Naming Policy

## **RECOMMENDATION**

Review and discuss the proposed changes to the City's Parks and Facility Naming Opportunity Policy.

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

The City of American Canyon adopted the 2007 Parks and Facility Naming Opportunity Policy (Attachment 1). At a Joint Special City Council meeting with the Parks and Community Services (PCS) Commission on June 20, 2023, the Council expressed an interest in renaming the "former" Napa Junction Elementary School, which was acquired by the City of American Canyon in September 2022, as well as Community Park I, and Community Park II. This was made official through the approval of PCS' Work Plan for FY2023/24.

PCS met on August 10, 2023 to discuss the process and policy of renaming City parks and facilities. The Commission determined that the policy needed to be updated to reflect the Council's intentions of having PCS serve as the Technical Advisory Committee, the process, timeline, and criteria. Attachments 2 and 3 are the proposed changes to the policy - Attachment 2 is the Microsoft Word Track Changes to the policy, and Attachment 3 is the clean version and updated Application.

In addition, the Council expressed a desire to document the history of American Canyon. City staff is currently working with American Canyon High School students to capture our community's significant events, milestones, identify past community members who have helped shape American Canyon, and the cultural aspects of our community from 1992 to present day. Waiting for the oral history to be completed is a prudent approach for the City. By doing this, we can receive valuable insight into our community's perspective, memories, and connections to location which needs to be taken into consideration before making any recommendations on facility name changes. We hope to have this portion of the project completed by early next year.

In the meantime, PCS is encouraged to review and discuss the proposed changes to the Parks and Facilities Naming Opportunity Policy in preparation to bring it to Council in November 2023 for a recommended policy change.

### **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

### **FISCAL IMPACT**

Not Applicable

### **ENVIRONMENTAL REVIEW**

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

### **ATTACHMENTS:**

1. [2007 Parks and Facility Naming Opportunity Policy](#)
2. [2007 Parks and Facility Naming Opportunity Policy - Track Changes](#)
3. [DRAFT - Revised City Facility Naming Policy & Application](#)



## **PARKS AND FACILITY NAMING OPPORTUNITY POLICY**

### **PROCEDURES:**

The Parks and Community Services Commission shall review and make recommendations on the naming of a City park or facility. These recommendations, after public outreach and the utilization of a Technical Advisory Committee including one council member, one Parks Commissioner, at minimum one resident at-large and at minimum one youth, shall be submitted to the City Council for their review and approval. The Parks and Community Services Commission shall use this policy and criteria in recommending a name for the site or facility.

Recommendations for a name must be submitted in writing by community groups, individuals and staff using the Park and Facility Naming Opportunity Request Form. All naming requests will be given the same consideration without regard to the nomination source.

Procedure for submitting the Park and Facility Naming Opportunity Request Form:

1. The Park and Facility Naming Opportunity Request Form must be completed and submitted to the Parks and Recreation Director.
2. If more than one park or facility is to be named, a Naming Advisory Committee must be formed to review the request and will submit their recommendations to the Parks and Community Services Commission.
3. The request will then be calendared and submitted to the Parks and Community Services Commission for their regular monthly meeting.
4. The Parks and Community Services Commission shall make a recommendation to the City Council by submitting a staff report and resolution for approval at council's regular meeting. Again, the Mayor and City Council shall exercise final authority in naming all public parks and facilities within its jurisdiction.
  - a. Park naming: In a determination of new park names, the official naming process should begin as early in the development or acquisition as possible. Publicity, brochures, development plans, etc. should all use the park name.
  - b. Facility Naming: Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
  - c. Naming Definitions and Criteria (previously outlined) must be considered in reviewing requests.

❖ **Definitions:**

Former Named Buildings – The City may purchase privately owned property within the City’s boundaries. As is the case with the recently purchased property at 4381 Broadway, to be used as new City offices, a name may already be attached to the property (in this case it’s Cabernet Village). The City, upon approval by the Mayor and City Council, reserve the right to change the names of such privately named buildings (any City owned buildings in American Canyon are subject to this Parks and Facility Naming Policy).

Un-named City Buildings and Centers – Exhibit “B” details the current City Buildings/Centers that are currently un-named. These facilities are subject to this Parks and Facility Naming Policy.

Public Parks – Exhibit “C” lists the parks within the City of American Canyon. All parks within City boundaries are subject to this Parks and Facility Naming Policy.

Open Space – All land owned by the City of American Canyon, as public custodians, within its’ boundaries, is subject to this Parks and Facility Naming Policy.

Other Real Property – Any real property owned by the City of American Canyon, with the exception of property that the City holds title to, is subject to the Parks and Facility Naming Policy.

❖ **Naming Criteria**

Naming’s in any circumstances must be congruent with the overall strategic mission, vision and values of the City of American Canyon.

- A. Functional – The City will normally adopt a name for each building, center, park, parkway, open space and all other City owned property based on geographical, natural or historic criteria identified within American Canyon. (e.g. – street name or function).
- B. Honorarium or Memorium – When appropriate, City buildings, centers, parks, parkways, open space and all other real property can be named in honor of a person, posthumously, when such a person had made major contributions to the community, county, state or country. The full name of the honoree shall be used.
- C. Sponsorship or Donation – The City of American Canyon may name City buildings, centers, parks, parkways, open space, creeks, waterways and all other real property to recognize philanthropic support to the City of American Canyon. Donor/Sponsor logos may be displayed or affixed at any of these spaces. The full name of the donor or sponsor shall be used.



**PARK AND FACILITY NAMING OPPORTUNITY REQUEST FORM**

**Date:** \_\_\_\_\_

\_\_\_\_\_ **Park**            **Location:** \_\_\_\_\_

\_\_\_\_\_ **Facility Location:** \_\_\_\_\_

**Type of Naming:**

\_\_\_\_\_ **Functional** (geographical, natural or historic)

\_\_\_\_\_ **Honorarium/Memorial** (significant personal contributions to the American Canyon community, county, state or country)

\_\_\_\_\_ **Sponsorship/Donor** (to recognize philanthropic or other financial contributions)

**Proposed Name:** \_\_\_\_\_

**Submitting Party:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Family Contact Information:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Attach sheet with the following information**

**Proposal:**

- *Provide a paragraph describing the naming opportunity*

**Background/Rationale:**

- *Provide background on the naming opportunity including proposed name of the park or facility; background on the naming subject; background on gift where applicable; naming at other institutions where applicable, and other pertinent information.*
- *Where appropriate, provide biographical information about the honoree/donor, including details of his or her education and service to the community.*
- *Identify appropriately extensive background and rationale regarding potential issues in terms of corporate or personal history, previous naming, extent of naming, etc. and provide options to resolve issues.*
- *Identify possible positive and negative impacts to the City of American Canyon including capital expenditures, reputational impacts, etc.*
- *Identification desired plaque, statue, etc. and estimated and location for same.*

**Support:**

- *Outline how support has been confirmed (approval) with the donor or honoree/honoree's family (where appropriate), as well as with the City of American Canyon; attach any relevant documentation.*

**Due Diligence Checklist:**

- Functional
- Honorarium/Memorial
- Sponsor/Donor



**PARKS AND CITY FACILITY NAMING OPPORTUNITY POLICY**

**1. INTRODUCTION**

It is the City of American Canyon's goal to establish a uniform policy to name City facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots. The naming of a City facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system. This policy does not cover the naming of new streets that are being considered within the development of a new subdivision, this occurs through the City's planning process and ensures that engineering and public safety criteria are met.

**2. PURPOSE**

The purpose of this policy is to establish a criteria and process to guide the naming of City facilities and ensure that names honor places, history, persons, organizations, events, and natural environments that focus on local American Canyon significance and may also reflect California or natural names when appropriate. It is the policy of the City to reflect the principles of diversity, equity, and inclusion in the naming process. All facility names should reflect everyone in the community and intentionally broaden representation.

**PROCEDURES:**

**3. NAMING CRITERIA**

In selecting the name for a City facility, the following criteria shall be used. Please note the criteria are not listed in any particular order.

1. All names shall reflect diversity, equity, and inclusion and represent everyone in the American Canyon community. Names should intentionally broaden the representation of people in our community.
2. All names shall first focus on local American Canyon significance but names that reflect California or a national lens may be approved if applicable to American Canyon by direct or broad association.
3. Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
4. Geographic location (neighborhood, significant areas, etc.).
5. Park features: natural or constructed (wildlife, lakes, memorial, etc.).
6. An adjoining subdivision, street, school, or natural feature. No park shall be given the same name as an existing school site or public facility, except where the site abuts one another.

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7. A commonly recognized historical event, group, organization, or individual (living or deceased).
  8. Any individual who provided outstanding accomplishments for the good of the community. Quality of the contribution, length of service, and other factors should be considered.
  9. Any individual who provided an exceptional service in the interest of the park system as a whole. When naming a City facility after a person or group, an in-depth description of the contributions to the City must be provided.
- An individual (living or deceased) or organization that contributed significantly to the acquisition or development of the facility to be named. Consideration may be given to naming the City-owned land or facility after an individual when the land or facility, or the money for its purchase has been donated by the individual, or when otherwise warranted by some contribution or service which is deemed to be of major and lasting significance to the acquisition of the piece of land, or planning, development, construction or renovation of that particular facility. Donation of land or resources shall not constitute an obligation by the City to make the land or facility or any portion thereof, after an individual or family. City-owned lands, parks or facilities shall not be named for benefactor organizations, groups, or businesses, but in special cases, may be considered for sub-facilities such as rooms or playgrounds

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~~The Parks and Community Services Commission shall review and make recommendations on the naming of a City park or facility. These recommendations, after public outreach and the utilization of a Technical Advisory Committee including one council member, one Parks Commissioner, at minimum one resident at-large and at minimum one youth, shall be submitted to the City Council for their review and approval. The Parks and Community Services Commission shall use this policy and criteria in recommending a name for the site or facility.~~

~~Recommendations for a name must be submitted in writing by community groups, individuals and staff using the Park and Facility Naming Opportunity Request Form. All naming requests will be given the same consideration without regard to the nomination source.~~

~~Procedure for submitting the Park and Facility Naming Opportunity Request Form:~~

- ~~1. The Park and Facility Naming Opportunity Request Form must be completed and submitted to the Parks and Recreation Director.~~
- ~~2. If more than one park or facility is to be named, a Naming Advisory Committee must be formed to review the request and will submit their recommendations to the Parks and Community Services Commission.~~
- ~~3. The request will then be calendared and submitted to the Parks and Community Services Commission for their regular monthly meeting.~~
- ~~4. The Parks and Community Services Commission shall make a recommendation to the City Council by submitting a staff report and resolution for approval at council's regular meeting. Again, the Mayor and City Council shall exercise final authority in naming all public parks and facilities within its jurisdiction.~~

#### 4. PROCEDURES

The City of American Canyon's Parks and Recreation Department will conduct multiple public engagement and outreach opportunities, including soliciting input from American Canyon residents, and holding public meetings with the Parks and Community Services Commission and

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City Council. The timeframe for naming a City facility is estimated to take approximately 4-6 months.

1. Any American Canyon residents, business owners, or organizations may submit a request to name a City facility to the City Manager by completing the City Facility Naming Application. In addition, the City Council may direct City staff to initiate the naming process. Such requests will be required to follow this policy.
2. The City may purchase privately owned property within the City's boundaries. In this case, the City may choose to rename the facility to better fit the use and purpose of that facility. In the event that this occurs, the renaming of this facility is subject to this policy.
3. The Parks and Community Services Commission will serve as the Technical Advisory Committee (TAC).
4. The City of American Canyon's Parks and Recreation Department will conduct a public notification process soliciting community input through the City Facility Application – Applications will be accepted for 30-days. Once the 30-days have concluded, the Parks and Recreation Department will review all submitted applicants; qualified applications will be given to the TAC.
5. City staff will prepare a staff report for the TAC that should include the following:
  - a. Number of qualified Applications with suggestions.
  - b. Background, history, geographical, and/or identifying features of the City facility.
  - c. Document public outreach efforts and community engagement opportunities.
  - d. Overview of submissions, including fiscal impact of naming.
6. The TAC will review and discuss the qualified applications at a regularly scheduled Parks and Community Services (PCS) Commission meeting – this will be an agenized item and will be subjected to Public Comment. The TAC is encouraged to engage with the community and listen to their feedback during the PCS meeting and make a final recommendation to City Council.
7. The City Council will consider a recommendation from the Parks and Community Services Commission and make a final decision to name the City facility.

1. Park naming: In a determination of new park names, the official naming process should begin as early in the development or acquisition as possible. Publicity, brochures, development plans, etc. should all use the park name.
2. Facility Naming: Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
3. Naming Definitions and Criteria (previously outlined) must be considered in reviewing requests.

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**Definitions: 5. DEFINITIONS**

- City Facility; Broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots.
- Parks; Open space owned and managed by the City of American Canyon for recreational and/or natural resource values. This includes all traditionally designed parks, gardens, and specialized parks under the stewardship of the City.
- Trails; Any trail or path that is located on property owned and managed by the City.
- Open Space; All natural, preserved, and agricultural land that is owned and operated by the City.
- Facilities; Any building or structure that is located on property owned or managed by the City.
- Diversity and Inclusion; American Canyon is home to a diverse and multicultural community, and efforts to promote diversity and inclusion are crucial for building a welcoming and equitable community. These are aspects that our City is proud of and are essential in creating a thriving and harmonious society.
- Functional; Geographical, location, event, natural, historic, and cultural significance.
- Honorarium/Memorial; Honors a person (living or deceased) or organization who has made significant and/or major contributions to the American Canyon community, Napa County, or State of California.
- Regional; A Napa County or State of California lens that is applicable to American Canyon directly or broad association.
- Donation; A donation of property, goods, or cash generally with no expectations of return. If this gift is contingent upon a special request, it is made subject to a "condition".
- Sponsorships; Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.

Former Named Buildings – The City may purchase privately owned property within the City's boundaries. As is the case with the recently purchased property at 4381 Broadway, to be used as new City offices, a name may already be attached to the property (in this case it's Cabernet Village). The City, upon approval by the Mayor and City Council, reserve the right to change the names of such privately named buildings (any City-owned buildings in American Canyon are subject to this Parks and Facility Naming Policy).

Facilities/Buildings – Any building or structure that is located on property owned and managed by the City of American Canyon is subject to this policy.

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~~Un-named City Buildings and Centers – Exhibit "B" details the current City Buildings/Centers that are currently un-named. These facilities are subject to this Parks and Facility Naming Policy.~~

~~Public Parks – Exhibit "C" lists the parks within the City of American Canyon. All parks within City boundaries are subject to this Parks and Facility Naming Policy.~~

~~Open Space – All land owned by the City of American Canyon, as public custodians, within its' boundaries, is subject to this Parks and Facility Naming Policy.~~

~~Other Real Property – Any real property owned by the City of American Canyon, with the exception of property that the City holds title to, is subject to the Parks and Facility Naming Policy.~~

### **Naming Criteria**

~~Naming's in any circumstances must be congruent with the overall strategic mission, vision and values of the City of American Canyon.~~

~~A. Functional – The City will normally adopt a name for each building, center, park, parkway, open space and all other City owned property based on geographical, natural or historic criteria identified within American Canyon. (e.g. – street name or function).~~

~~B. Honorarium or Memorium – When appropriate, City buildings, centers, parks, parkways, open space and all other real property can be named in honor of a person, posthumously, when such a person had made major contributions to the community, county, state or country. The full name of the honoree shall be used.~~

~~C. A Sponsorship or Donation – The City of American Canyon may name City buildings, centers, parks, parkways, open space, creeks, waterways and all other real property to recognize philanthropic support to the City of American Canyon. Donor/Sponsor logos may be displayed or affixed at any of these spaces. The full name of the donor or sponsor shall be use~~

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## **CITY FACILITY NAMING POLICY**

### **1. INTRODUCTION**

It is the City of American Canyon's goal to establish a uniform policy to name City facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landscapes, and parking lots. The naming of a City facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names of City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system. This policy does not cover the naming of new streets that are being considered within the development of a new subdivision, this occurs through the City's planning process and ensures that engineering and public safety criteria are met.

### **2. PURPOSE**

The purpose of this policy is to establish a criteria and process to guide the naming of City facilities and ensure that names honor places, history, persons, organizations, events, and natural environments that focus on local American Canyon significance and also reflect California or natural names when appropriate. It is the policy of the City to reflect principles of diversity, equity, and inclusion in the naming process. All facility names should reflect everyone in the community and intentionally broaden representation.

### **3. NAMING CRITERIA**

In selecting the name for a City facility, the following criteria shall be used. Please note the criteria are not listed in any particular order.

1. All names shall reflect diversity, equity, and inclusion and represent everyone in the American Canyon Community. Names should intentionally broaden the representation of people in our community.
2. All names shall first focus on local American Canyon significance but names that reflect Napa County, the State of California, or a national lens may be approved if applicable to American Canyon by direct or broad association.
3. Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.) history, flora and fauna, and use of an area.
4. Geographical location (neighborhood, significant areas, etc.).
5. Park features: natural or constructed (wildlife, lakes, memorial, etc.).

6. An adjoining subdivision, street, school, or natural feature. No parks shall be given the same name as an existing school site or public facility, except where the site abuts one another.
7. A commonly recognized historical event, group, organization, or individual (living or deceased).
8. Any individual who provided outstanding accomplishments for the good of the community. Quality of the contribution, length of service, and other factors should be considered.
9. Any individual who provided an exceptional service in the interest of the park system as a whole. When naming a City facility after a person or group, an in-depth description of the contributions to the City must be provided.
10. An individual (living or deceased) or organization that contributed significantly to the acquisition or development of the facility to be named. Consideration may be given to naming the City-owned land or facility after an individual when the land or facility, or the money for its purchase has been donated by the individual, or when otherwise warranted by some contribution or service which is deemed to be of major and lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that particular facility. Donation of land or resources shall not constitute an obligation by the City to make the land or facility or any portion thereof, after an individual or family. City-owned lands, parks, or facilities shall not be named for benefactor organizations, groups or businesses, but in special cases, may be considered for sub-facilities such as rooms or playgrounds.

#### **4. PROCEDURES**

The City of American Canyon's Parks and Recreation Department will conduct multiple public engagement and outreach opportunities, including soliciting input from American Canyon residents, and holding public meetings with the Parks and Community Services Commission and City Council. The timeframe for naming a City facility is estimated to take approximately 4 -6 months.

1. Any American Canyon resident, business owners, or organizations may submit a request to name a City facility to the City Manager by completing the City Facility Naming Application. In addition, the City Council may direct City staff to initiate the naming process. Such requests will be required to follow this policy.
2. The City may purchase privately owned property within the City's boundaries. In this case, the City may choose to rename the facility to better fit the use and purpose of that facility. In the event that this may occur, the renaming of the facility will be subject to this policy.
3. The Parks and Community Services Commission will serve as the Technical Advisory Committee (TAC).
4. The City of American Canyon's Parks and Recreation Department will conduct a public notification process soliciting community input through the City Facility Naming Application – Applications will be accepted for 30 days. Once the 30 days have concluded, the Parks and Recreation Department will review all the submitted applications; qualified applications will be given to the TAC.
5. City staff will prepare a staff report for the TAC that should include the following:
  - a. Number of qualified Applications with suggestions.

- b. Background, history, geographical, and/or identifying features of the City facility.
  - c. Document public outreach efforts and community engagement opportunities.
  - d. Overview of submissions, including fiscal impact of naming.
6. The TAC will review and discuss the qualified applications at a regularly scheduled Parks and Community Services (PCS) Commission meeting – this will be an agenda item and will be subjected to Public Comment. The TAC is encouraged to engage with the community and listen to their feedback during the PCS meeting and make a final recommendation to City Council. This may take multiple meetings.
  7. The City Council will consider a recommendation from the Parks and Community Services Commission and make a final decision to name the City facility.

## 5. DEFINITIONS

- **City Facility:** Broadly defined to include parks, parklands, trails, open spaces, facilities, monuments and landmarks, and parking lots.
- **Parks:** Open spaces owned and managed by the City of American Canyon for recreational and/or natural resource values. This includes all traditionally designed parks, gardens, and specialized parks under the stewardship of the City.
- **Trails:** Any trail or path that is located on property owned and managed by the City.
- **Open Space:** All natural, preserved, and agricultural land that is owned and operated by the City.
- **Facilities:** Any building or structure that is located on property owned or managed by the City.
- **Diversity and Inclusion:** American Canyon is home to a diverse and multicultural community, and efforts to promote diversity and inclusion are crucial for building a welcoming and equitable community. These are aspects that our City is proud of and are essential in creating a thriving and harmonious society.
- **Functional:** Geographical, location, event, natural, historic, and cultural significance.
- **Honorarium/Memorial:** Honors a person (living or deceased) or organization who has made significant and/or major contributions to the American Canyon community, Napa County, or State of California.
- **Regional:** A Napa County or State of California lens that is applicable to American Canyon directly or broad association.
- **Donation:** A donation of property, goods, or cash generally with no expectations of return. If this gift is contingent upon a special request, it is made subject to a “condition”.
- **Sponsorships:** Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.



## CITY FACILITY NAMING APPLICATION

The naming of a City facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names of City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City’s parks and recreation system. *\*This application is tied to the City of American Canyon’s City Facility Naming Policy.*

**Application Process:** Submitted Applications will be reviewed by the City of American Canyon’s Parks and Recreation Department – qualified Applications will be given to the Parks and Community Services Commission which will be discussed at a regularly scheduled Parks and Community Services Commission meeting. If your application is selected – the Parks and Recreation Department will inform you of the meeting date and time for this discussion.

1. Person/Organization Suggesting Name Change: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
  
2. Current Facility Name: \_\_\_\_\_ Proposed Name: \_\_\_\_\_
  
3. This name qualifies under criteria (select one):
  - Diversity and Inclusion
  - Functional
  - Honorarium/Memorial
  - Regional
  - Donation/Sponsorship
  
4. Explain justification for the name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Explain reason for the nomination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Additional comments, considerations, and information regarding the proposed name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## **TITLE**

Parks and Recreation Department Update

## **RECOMMENDATION**

Receive a presentation on the Parks and Recreation Department Update from January 2023 through September 2023.

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

The City of American Canyon's Parks and Recreation Department is committed to enhancing our community's quality of life, and we play a significant role in shaping the City's character and sense of place. We strive to meet the needs of our diverse and multigenerational community by offering a wide variety of recreational programs, services, parks, trails, and open spaces. We continue to be an essential function of the City by promoting physical, emotional, and mental health by encouraging physical fitness and outdoor play; we foster social cohesiveness by celebrating diversity and promoting social equity; we create memorial experiences through our community events and partnerships; we sustain and steward natural resources by protecting sensitive habitats and species within our open spaces; and we support economic vitality by partnering and supporting our local partners and nonprofit organizations. The Parks and Recreation Department is staffed by (1) Full-Time Interim-Recreation Manager, (4) Full-Time Recreation Coordinators, (1) Full-Time Administrative Technician, (1) Full-Time Administrative Clerk I, and various Part-Time (non benefited) staff - who are directly tied to our programs and services, with management and oversight by the Parks and Recreation Director.

Below is an overview of our program registration activity, community volunteer efforts, and support provided to our community nonprofit organizations, partners, and local youth sports organizations from January 2023 through September 2023.

### **Program Registration**

Over a year into utilizing our new registration software CivicRec, we continue to be thoroughly impressed by its performance, and has proven to be a game changer for our users and staff. This

intuitive application has made a positive impact on our operations, reporting and tracking of our services, and helping us tell our story. In 2022, we had 5,473 CivicRec users, since then we have grown to 8,574 CivicRec users whereas, 4,673 of them are American Canyon Residents. In 2023, we had a total of 14,570 transactions processed through CivicRec either online, over the phone or in person.

	<b>2022</b>	<b>2023</b>
<b>CivicRec Users</b>	<b>5,473</b>	<b>8,574</b>
		Residents: 4,673
		Non Residents: 3,901
<b>Senior Services</b>	<b>392</b>	<b>862</b>
<b>Adult Sports Programs</b>	<b>1,020</b>	<b>1,647</b>
<b>Youth Sports</b>	<b>2,318</b>	<b>2,073</b>
<b>Youth Dance Programs</b>	<b>981</b>	<b>810</b>
<b>Canyon Kids Summer Camp</b>		<b>179</b>
<b>Youth Enrichment Programs</b>	<b>88</b>	<b>1,325</b>
<b>Smores and Meteors</b>	<b>110</b>	<b>116</b>
<b>Swim Lessons</b>	<b>1,200</b>	<b>1,917</b>
<b>Lifeguard Training</b>	<b>11</b>	<b>23</b>
<b>Lap Swim Drop-In</b>	<b>378</b>	<b>554</b>
<b>Lap Swim Passes</b>		<b>51</b>
<b>Water Exercise Drop-In</b>	<b>566</b>	<b>1,249</b>
<b>Water Exercise Passes</b>		<b>155</b>
<b>Open Swim</b>	<b>1,818</b>	<b>1,869</b>
<b>Water Carnival</b>	<b>119</b>	<b>81</b>

### **Park and Facility Rentals**

Whether you're planning a birthday party, family reunion, corporate event, or any other special gathering, our well-maintained parks and facilities continue to be popular amenities in our community. We offer several park group picnic gathering locations throughout the City that are open on a first-come, first-serve basis from sunrise to sunset each day; 9 of these locations are rentable exclusively to American Canyon Residents. In September 2022, the City acquired the former Napa Junction Elementary School, where City staff made several improvements and updates during the winter and spring in preparation for summer programming. This facility now serves as the new home to the Parks and Recreation Department as the "Community Center" - an unofficial name until the facility is properly named as outlined by the Parks and Facility Renaming Policy. In December 2022, City staff updated the Facility Rental Application and the Facility Rental Rules and Regulations in preparation for accepting facility rentals in January 2023 at the Adult Activity Center and the Recreation Center, and in July 2023 for the Napa Junction Community Center.

	<b>2022</b>	<b>2023</b>
<b>Group Picnic Rentals</b>	<b>268</b>	<b>265</b>

	Shenandoah A: 72	Shenandoah A: 91
	Shenandoah B: 54	Shenandoah B: 51
	Silver Oak Park: 50	Silver Oak Park: 46
	Community Park I: 49	Community Park I: 56
	Gadwall Park: 30	Gadwall Park: 10
	Via Bellagio Park: 1	Via Bellagio Park: 1
	Main Street Park: 11	Main Street Park: 7
	Linwood Park: 1	Linwood Park: 0
		Northampton Park: 3
<b>Facility Rentals</b>	<b>5</b>	<b>43</b>
	Adult Activity Center:	Adult Activity Center: 26
	Recreation Center:	Recreation Center: 15
		Napa Junction Community Center: 2
<b>Field Rentals</b>	<b>360</b>	<b>830</b>
		Community Park - Baseball Field: 115
	Community Park II: 21	Community Park II: 163
	Elliott Park - Tennis Courts: 109	Elliott Park - Tennis Courts: 119
	Kimberly Park: 230	Kimberly Park: 204
		Northampton Park - Baseball Field: 92
		Northampton Park - Basketball Court: 3
		Shenandoah Park - Athletic Field: 66
		Shenandoah Park - Basketball Court: 3
		Silver Oak Park - Athletic Field: 65

### **Community Volunteer Opportunities**

We recognize the importance of our volunteers and how they help make our community a better place to live, work, and play. We offer a wide variety of volunteer opportunities throughout the year, focusing our efforts in our parks, events, and programs. To date we have worked alongside 186 volunteers, equating to 837 volunteer hours. Some of the volunteer events included Earth Day, Ridge Trail Day, Goat Head Removal along trails, and Coast Cleanup Day.

	<b>2022</b>	<b>2023</b>
<b>Volunteer Participants</b>	137	186
<b>Volunteer Hours Worked</b>	660	837

### **Community Nonprofit Organizations and Partners**

Our community nonprofit organizations and partners foster civic engagement and leadership and provide educational, recreational, cultural, and social services that are needed and valued by our community. Our department works with over 21 American Canyon community nonprofit organizations and partners where we provide various City resources - such as staff support, supplies, and facilities at no cost, that supports the success of their programs, services, and events.

	<b>2022</b>	<b>2023</b>
<b>Facility / Park Rentals</b>	246	205
<b>Community Sponsored Events</b>	27	35
<b>City Staff Support</b>	140	145
<b>Boys &amp; Girls Club - Free Open Swim</b>	230	204

**Community Sports Organizations**

Sports organizations play a significant role within our department and community. Although we provide a wide variety of high-quality sports programs, we work closely with several community sports organizations that provide an advanced competitive sports experience. The City values these partnerships as they promote high-quality sports leagues within our community, teach sportsmanship and teamwork, and they help form meaningful relationships and community bonds. Our support and involvement with these organizations are minimal, however, the City resources that are allocated to support them provide great value to their organization and the participants that participate in their programs. To date, we have provided over 4,710 rental hours at no cost to these organizations.

	<b>2022</b>	<b>2023</b>
<b>American Canyon Youth Football League</b>	280 Hours	403 Hours
<b>American Canyon Youth Soccer Organization</b>	434 Hours	899 Hours
<b>American Canyon Little League</b>	2,945 Hours	3,408 Hours
<b>Total</b>	<b>3,659</b>	<b>4,710</b>

**Projects**

- **Playground Replacement Project (PR21-0100):** Northampton Park and Via Bellagio Park were completed in August 2023; Linwood Park started in October 2023 and is expected to be completed shortly.
- **Skate Park Relocation Project (PR22-0100):** The original Skate Park behind the Phillip West Aquatics Center has been dissembled and removed - the Skate Park will be moved to Veterans Park and the project started on 10/03.

- **Wetlands Edge Enhancement Project (PR19-0100):** The City received the California State Parks Outdoor Environmental Education Facilities Grant in the amount of \$246K which will be used to construct an outdoor education area (open-air seating for up to 40 people), install 20 interpretive signs and elements, and construct a gender-neutral restroom at Wetlands Edge Preserve. In addition, as part of the City's Citizens Academy Capstone Project, we will create a native pollinator garden this November 2023.
- **Melvin Tennis Court Resurface (PR23-0200):** Resurface the two outdoor tennis courts at Melvin Park.
- **Northampton Shade Canopy (PR23-0400):** Install a shade structure at Northampton Park.
- **Northampton Park Restroom (PR23-0500):** Add a new restroom to Northampton Park.
- **Community Park I Improvements (PR23-0600):** Turf improvements
- **Silver Oak Park Restroom (PR23-0700):** Add a new restroom to Silver Oak Park.
- **Via Bellagio Playground Surface (PR23-0800):** Upgrade the playground surface at Via Bellagio Park playground.
- **Adult Activity Center Floor Upgrades (PR23-0900):** Replace the floors at the Adult Activity Center and install closet doors in the main assembly room.

### **Summer Recruitment**

For the 2023 summer season, City staff worked closely with the Human Resources Department and were able to successfully meet our summer part-time (non-benefited) recruitment goals. We hired an additional 15 Lifeguards/Swim Instructors, 13 Recreation Leaders, and 2 Program Coordinators. Staff worked in various program areas throughout the department.

### **Looking Forward**

As we move forward into 2024, we are actively planning our upcoming summer including coordinating our seasonal community events and volunteer opportunities, and summer programs, classes, and camps. We are committed to continuing to work with our community nonprofits and partners, and local youth organizations with their City resource needs. We will continue to collaborate and partner with City departments with the goal to complete the planned FY2023/24 Capital Improvement Program projects for the Parks and Recreation Department.

*Summer Recruitment:* We are working with the Human Resources Department where we have started our summer part-time 2024 recruitment efforts, this includes bringing back valuable staff from school, and bringing on new hires that will support programs, services, events, and facility rentals. Once staff are hired, we will train our team to prepare them for the first day of summer -

June 17, 2024.

#### *Upcoming Volunteer Opportunities*

- 11/04: Ridge Trail Day
- 11/11: Veterans Day Ceremony

#### *Community Events*

- 10/21: Pool Pumpkin Patch
- 11/11: Veterans Day Ceremony
- 12/01: Magic of the Season Community Event
- 12/16: Donuts with Santa

### **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

### **FISCAL IMPACT**

Not Applicable

### **ENVIRONMENTAL REVIEW**

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

### **ATTACHMENTS:**

1. [Parks and Recreation Department Update: Presentation](#)

CITY OF  
AMERICAN  
CANYON



# **Parks & Recreation Department October 3, 2023 Update**



# SUMMARY

Department Update:

January - September 2023

- ✧ Program Registration
- ✧ Park and Facility Rentals
- ✧ Community Volunteer Opportunities
- ✧ Community Nonprofit Organizations & Partners
- ✧ Community Sports Organizations
- ✧ Projects
- ✧ Looking Forward



*Parks & Recreation*  
**WE DO IT ALL!**



# PROGRAM REGISTRATION

PROGRAM/SERVICE	2022	2023
CivicRec Users	5,473	8,574



PROGRAM/SERVICE	2022	2023
Senior Services	392	862
Adult Sports	1,020	1,647
Youth Sports	2,318	2,073
Youth Dance Programs	981	810
Canyon Kids Summer Camp		179
Youth Enrichment Programs	88	1,325
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Lap Swim Drop-In	378	554
Lap Swim Passes		51
Water Exercise Drop-In	566	1,246
Water Exercise Passes		155
Open Swim	1,818	1,869
Water Carnival	119	81



# PARK & FACILITY RENTALS



	<b>2022</b>	<b>2023</b>
<b>GROUP PICNIC RENTALS</b>	268	265
<b>FACILITY RENTALS</b>	5	43
<b>FIELD RENTALS</b>	360	830



# COMMUNITY VOLUNTEER OPPORTUNITIES

	2022	2023
VOLUNTEER OPPORTUNITIES	8	12
VOLUNTEERS	137	187
VOLUNTEER HOURS	660	837

*thank you*





# COMMUNITY NONPROFITS & PARTNERS

	2022	2023
<b>Facility / Park Rentals</b>	246	205
<b>Community Sponsored Events</b>	27	35
<b>City Staff Support</b>	140 hrs.	145 hrs.
<b>Boys &amp; Girls Club - Free Open Swim</b>	230 kids	204 kids





# COMMUNITY SPORTS ORGANIZATIONS

American Canyon Youth Football & Cheer

American Canyon Atletico FC

American Canyon Little League



**2022**

280 Hours

434 Hours

2,945 Hours

**2023**

403 Hours

899 Hours

3,408 Hours



# PROJECTS

**Playground Replacement Project (PR21-0100)**  
**Skate Park Relocation Project (PR22-100)**  
**Wetlands Edge Enhancement Project (PR19-0100)**  
**Melvin Tennis Court Resurface (PR23-0200)**  
**Northampton Shade Canopy (PR23-0400)**

**Northampton Park Restroom (PR23-0500)**  
**Community Park I Improvements (PR23-0600)**  
**Silver Oak Restroom (PR23-0700)**  
**Via Bellagio Playground Surface (PR23-0800)**  
**Adult Activity Center Floor Upgrades (PR0900)**



# LOOKING FORWARD



**Summer Recruitment**



**Volunteer Opportunities**

- 11/04 - Ridge Trail Day
- 11/11 - Veteran Day Ceremony



**Community Events**

- 10/21 - Pool Pumpkin Patch
- 11/11 - Veteran Day Ceremony
- 12/01 - Magic of the Season
- 12/16 - Donuts with Santa

CITY OF  
AMERICAN  
CANYON



*Thank you*

