



REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
February 9, 2023
6:30 PM

Chair: Vacant
Vice Chair: Vacant
Commissioners: Cathy Margolati, Clarence Mamaril, Gina Griggs, David Garcia-Arreola,
Charles Plummer
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: 850 7655 4985 Passcode: 760263

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 City Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Agenda will be taken when the item is called. The City Council 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 City Council 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 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. **Approve Meeting Minutes for the December 8, 2022 PCS Meeting.**

BUSINESS

2. **Election of Chair and Vice Chair for 2023.**
Recommendation: Elect Two PCS Commissioners to Serve as the Chair and Vice Chair for Calendar Year 2023.
3. **Parks and Recreation Department Service Fee Study**
Recommendation: Review and discuss the Parks and Recreation Department's Cost Recovery Pyramid Model, Services Categories, Market Rate Service Fees, Fee Comparison, and Department Master Fee Schedule.

MANAGEMENT AND STAFF REPORTS

COMMISSIONER REPORTS

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

5. Parks and Community Services Commissioner Report Submitted by Clarence Mamaril.

ADJOURNMENT

CERTIFICATION

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

Liz Lozano, Administrative Technician

**City of American Canyon
Parks & Community Service Commission Meeting
4381 Broadway, Suite 201
December 8, 2022**

ACTION MINUTES

CALL TO ORDER

Meeting was called to order at 6:33pm.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present:

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

Absent: Chair Einberger & Commissioner Cathy Margolati.

PUBLIC COMMENT

Vice Chair Servente opened Public Comment.

Oral Comments: There were no oral Public Comment.

Written Comments: There were no written Public Comment.

Vice Chair Servente closed Public Comments.

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

ACTION: A motion to approve the Meeting Minutes from the November 10, 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. **Fee Study Discussion**

Director Ikeda led a discussion with the Parks and Community Service Commission about the Parks and Recreation Department’s fee philosophy study. Director Ikeda and the PCS Commissioners discussed the cost recovery pyramid model, services categories, and current programs and services.

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. Commissioner Griggs requested as a future item of consideration, a discussion item regarding bringing back a co-ed adult softball league.

ADJOURNMENT

The meeting was adjourned at 8:32p.m.

CERTIFICATION

Liz Lozano
Administrative Technician



TITLE

Election of Chair and Vice Chair for 2023.

RECOMMENDATION

Elect Two PCS Commissioners to Serve as the Chair and Vice Chair for Calendar Year 2023.

CONTACT

Alexandra Ikeda, Director

Liz Lozano, Administrative Technician

BACKGROUND & ANALYSIS

Annually, the Parks and Community Services Commission elects a Chair and Vice Chair. The primary responsibility of the Chair is to lead the PCS Commission Meeting and meet with the Parks and Recreation Director occasionally to discuss agenda topics. The Vice Chair's primary role is to lead the commission meeting if the Chair is absent.

The Commissioner elected to serve as the Chair assumes the duty of leading the meeting immediately after elections are completed.

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

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

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

None.

ENVIRONMENTAL REVIEW

Not Applicable.

ATTACHMENTS:

None



TITLE

Parks and Recreation Department Service Fee Study

RECOMMENDATION

Review and discuss the Parks and Recreation Department's Cost Recovery Pyramid Model, Services Categories, Market Rate Service Fees, Fee Comparison, and Department Master Fee Schedule.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The Parks and Recreation Department expressed an interest in conducting a "fee study" project to better understand: 1) The true and full cost - "Market Rate" of our services; 2) Determine service cost recovery percentages; and 3) Develop a fair and equitable Master Fee Schedule for our services. The "fee study" project was originally started in FY2019/20 with combined efforts from City staff, Parks and Community Services Commissioners, and 110% Inc. - a parks and recreation consulting group. In 2021, this project was put on hold due to the COVID-19 Pandemic and resumed in November 2022.

On December 8, 2022, the Parks and Community Services Commission (PCS) reviewed and recommended 16 Service Categories (Attachment 1) and a Cost Recovery Pyramid (Attachment 2) that outlines and defines the cost recovery percentage rates for the services offered through the Parks and Recreation Department. Each Service Category was strategically placed within the Cost Recovery Pyramid, defining the common language of terms and concepts related to pricing, and setting the cost recovery percentages associated with each level of service. Each tier of the Pyramid, one (1) through five (5), is the level of service from Highest Community Benefit to Highly Individual Benefit - with the goal of ensuring equitable pricing for our services, maintaining the quality of service, and identifying 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.

Allocations Per Service

As we continue our "fee study" project, the goal of the Parks and Recreation Department is to better understand the true and full cost - "Market Rate" for the services we provide. This is a critical element to maintain the fiscal health and stability of the City, and allow us to make informed decisions and choices in the future.

Each service was placed within the respective Service Category to determine the cost recovery "tier" as outlined by the Cost Recovery Pyramid Model. Services are set at the *max* Cost Recovery Percentage Rate. As shown in Attachment 3, the "Market Rate" was calculated by:

1. Determining the Total Per Program/Per Hour Rate: Program Costs + Division Costs + Direct Costs = Total Per Program/Per Hour Rate.
2. Determine the Market Rate fee per service: Total Per Program/Per Hour Rate (x) *max* Cost Recovery Percentage = Market Rate.

Fee Comparison

Once City staff identified the "Market Rate" for each service, staff surveyed surrounding organizations to compare service fees - as shown in Attachment 4. By surveying surrounding agencies, we are able to evaluate our services fees and determine the industry's competitive rate for those services and identify and prioritize cost-saving opportunities. This cost-benefit analysis can help us determine the difference between our Market Rate and our Affordable Rate. The Affordable Rate - "Resident Rate" is the fee for services priced low enough for most residents who can afford to pay and participate in these services. This rate can be influenced by numerous considerations, such as surrounding service costs, community economic costs, the socioeconomics of program participants, and cost recovery expectations.

Proposed Master Fee Schedule

A Master Fee Schedule determines the cost of city services. As outlined in Attachment 5 - the Proposed Parks and Recreation Master Fee Schedule ensures transparency and consistency in the fees that are charged for the services that are provided to the community. The fees within this schedule are categorized below:

1. Market Rate: The Market Rate is the true and full cost of the services provided.
2. Resident Rate: The Resident Rate is applied to American Canyon residents only, and is set at 15% below the Market Rate for all Parks and Recreation services.
3. Non-Profit Rate: The Non-Profit Rate is applied to American Canyon Non-Profit Organizations with a valid State of California 501(c)(3) certificate. This rate is applied to the Facility Rental Hourly Rate and is set at the lowest cost recovery percentage within Tier 2 - 25% of the Resident Rate. This fee does not apply to other Parks and Recreation services. All other facility rental rules, regulations,

cleaning fees, deposits, and insurance requirements apply.

4. Non-Resident Rate: For Programming - \$10 more than the Resident Rate; Rentals - 10% or \$10 more than the Resident Rate - whichever is greater; Drop-In Programs - \$1 more than the Resident Rate.

5. Service fees will be rounded up to the nearest dollar.

Next Steps:

1. Review and discuss the Allocations Per Service data.
2. Review and discuss the Fee Comparison Data.
3. Review and discuss the Proposed Master Fee Schedule for the Parks and Recreation Department, and provide feedback regarding the services fees for the Market Rate, the Resident Rate, the Non-Resident Rate, and the Non-Profit Rate.

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:

[Attachment 1: Service Categories](#)

[Attachment 2: Cost Recovery Pyramid Model](#)

[Attachment 3: Allocation Per Service](#)

[Attachment 4: Fee Comparison](#)

[Attachment 5: Proposed Master Fee Schedule](#)



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 provide essential services to the community. Examples include: Volunteer projects throughout the city, internships, food distributions and deliveries, disaster aid and referrals, emergency shelter, trail maintenance, naturalists, and 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. Examples include: Open spaces, trails, parks, skateparks, 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.

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%-100%)

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, educational programs, etc.

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.

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%-150%)

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

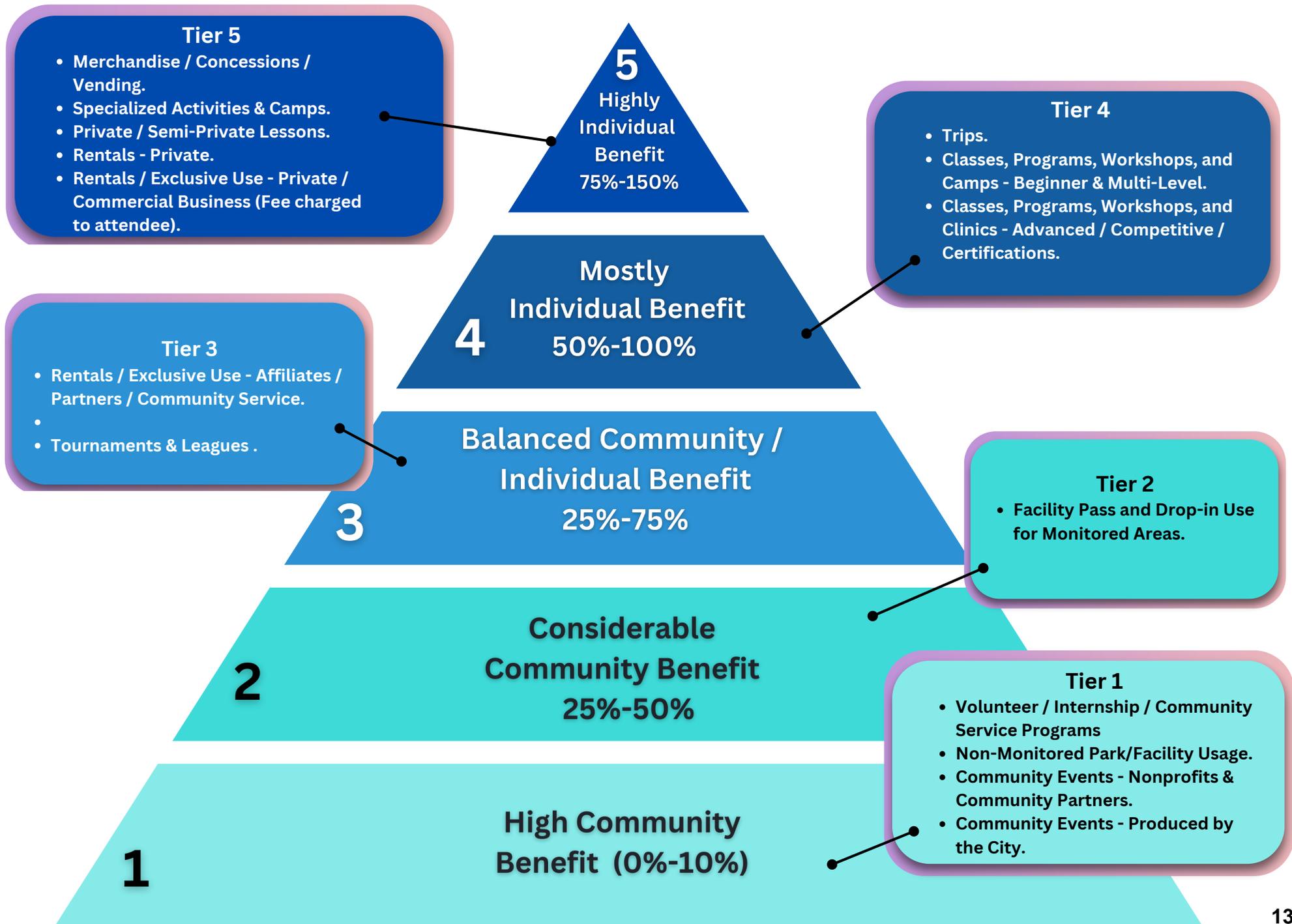
Private/Semi-Private Lessons: Lessons arranged for one to three students with a specific instructor and/or time. Examples include: Private tennis lessons, private swim lessons, personal training, etc.

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: Rentals for birthdays, weddings, corporate events/picnics, individual/private – 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.

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

American Canyon Parks and Recreation Cost Recovery Pyramid Model



Division Allocations	
Division	Cost per Program
Admin	\$3.43
Aquatics	\$2.90
Camps	\$1.08
Enrichment	\$1.08
Open Space	\$1.30
Rentals	\$3.11
Recreation Classes	\$1.08
Sports	\$1.08
Senior Classes	\$1.37

*Per Hour Rates

Minimum Rental

Hours

Allocations Per Service										
	Staff Costs	Admin Costs	Division Costs	Misc. Costs	Total Per Program/ Per Hr. Rate	Cost Recovery Category Tier	Max Cost Recovery %	Market Rate		
Group Swim Lesson 8 (25) min class	\$75.00	\$3.43	\$2.90		\$81.33	4	100%	\$81.33		
Semi-Private Swim 8 (25) min class	\$96.00	\$3.43	\$2.90		\$102.33	5	150%	\$153.50		
Private Swim Lesson 8 (25) min class	\$166.00	\$3.43	\$2.90		\$172.33	5	150%	\$258.50		
Lap Swim Drop-in	\$12.75	\$3.43	\$2.90		\$19.08	3	75%	\$14.31		
Water Exercise Drop-in	\$6.08	\$3.43	\$2.90		\$12.41	4	100%	\$12.41		
Open Swim (M-F) Drop-in	\$25.20	\$3.43	\$2.90		\$31.53	2	50%	\$15.77		
Open Swim (Sat) Drop-in	\$34.28	\$3.43	\$2.90		\$40.61	2	50%	\$20.31	residents	
									per lane / per hour	
									*minimum of 3 hours & 3 lanes	
*Aquatics Lane Rental (min 3 lans /3 hrs.)	\$16.11	\$3.43	\$2.90		\$22.44	5	150%	\$33.66		
Summer Camp (per week)	\$111.00	\$3.43	\$1.08	\$10.00	\$125.51	5	150%	\$188.27	per week	
Camp Connect (per week)	\$59.40	\$3.43	\$1.08	\$5.00	\$68.91	5	150%	\$103.37	per week	
*Picnic Rental (6 hour rental)	\$29.00	\$3.43	\$3.11	\$19.05	\$54.59	5	150%	\$81.89	per hr	*minimum 6 hours
*Rec Building (3 hour rental)	\$56.66	\$3.43	\$3.11		\$63.20	5	150%	\$94.80	per hr	*minimum 3 hours
*Adult Activity Center (3 hr. rental)	\$56.66	\$3.43	\$3.11		\$63.20	5	150%	\$94.80	per hr	*minimum 3 hour rental
Adult Activity Center - small room (2 hrs)	\$51.00	\$3.43	\$3.11		\$57.54	5	150%	\$86.31	per hr	*minimum 2 hr rental
*Former Napa Junction: Community Center(3 hrs rental)	\$56.66	\$3.43	\$3.11		\$63.20	5	150%	\$94.80	per hour	*minimum of 3 hour rental
Former Napa Juntion: Classroom (2 hr.)	\$51.00	\$3.43	\$3.11		\$57.54	5	150%	\$86.31	per hour	*Minimum 2 hr. rental
Cleaning Fee	\$136.00	\$3.43	\$3.11		\$142.54	5	150%	\$213.81	flat fee	
Rental Insurance	\$18.46	\$3.43	\$3.11	\$87.00	\$112.00	5	150%	\$168.00	flat fee	
Rental Insurance + Alcohol	\$18.46	\$3.43	\$3.11	\$150.00	\$175.00	5	150%	\$262.50	flat fee	

Field Rentals - Tournaments/Adult Programming	\$17.00	\$3.43	\$3.11	\$25.00	\$48.54	5	150%	\$72.81	per hour / 2 hour minimum/ per field
Field Rentals - Youth Programming	\$17.00	\$3.43	\$3.11	\$25.00	\$48.54	5	150%	\$72.81	per hour / 2 hour minimum / per field
Court Rentals	\$17.00	\$3.43	\$3.11	\$8.50	\$32.04	5	150%	\$48.06	per hour / 2 hour minimum
Baseball Field Rentals	\$17.00	\$3.43	\$3.11	\$12.75	\$36.29	5	150%	\$54.44	per hour / 2 hour minimum
Field Prep	\$20.00	\$3.43	\$1.08		\$24.51	5	150%	\$36.77	per field/per rental
Senior Drop-In Classes	\$10.00	\$3.43	\$1.37		\$14.80	2	50%	\$7.40	drop-in per program - no instructor costs
Indepdent Contracted Instructor	\$10.00	\$3.43	\$1.08		\$14.51	3	30%-40%	\$50-\$300	*depends on program direct program costs
Open Gym Drop-in	\$9.03	\$3.43	\$1.08		\$13.54	2	50%	\$11.77	
Community Garden - 102 plots	\$18.50	\$3.43	\$1.08		\$23.01	4	100%	\$91.00	yrly fee

Fee Comparison

	Details	Program Costs: per program/per hr.	Current Fee	Market Fee: Per program/per hour	Napa	Benicia	GVRD	Fairfield	Vacaville	Hercules	Pinole	Walnut Creek	Pleasant Hill District	LARPD	Oakland	difference /Increase
Group Swim Lessons	8 (25) minute classes / max enrollment: 6	\$81.33	\$58.00	\$81.33		\$52.00	\$60.00	\$63.00	\$60.00	\$80.00		\$98.00	\$110.00			\$23.33
Semi-Private Swim Lessons	8 (25) minute classes / max enrollment: 2	\$102.33	\$84.00	\$153.50												\$69.50
Private Swim Lessons	8 (25) minute classes / max enrollment: 1	\$172.33	\$119.00	\$258.50		\$103.00	\$240.00		\$99.00	\$99.00		\$280.00	\$240.00			\$139.50
Lap Swim: Drop-In	Daily Drop-In	\$19.08	\$6.00	\$14.31		\$3.75	\$5.00	\$6.00	\$7.00	\$5.00						\$8.31
Lap Swim Monthly Light	8 visits per month/\$14.31 a visit		\$40.00	\$114.48												\$74.84
Lap Swim Monthly Unlimited	20 visits per month/\$14.31 a visit		\$80.00	\$286.20												\$206.20
Water Exercise: Drop-in	Daily Drop-In	\$12.41	\$5.00	\$12.41		\$6.25	\$5.00	\$6.00	\$7.00	\$5.00						\$7.41
Water Exercise: Monthly Class	12 (50) minute classes / \$12.41 per visit		\$44.00	\$148.92												\$104.92
Recreation Swim: M-F	Daily Drop-In	\$31.53	\$3.00	\$15.77		\$3.75	\$5.00	\$5.00		\$5.00						\$12.77
Recreation Swim: Saturdays	Daily Drop-In	\$40.61	\$3.00	\$20.31												\$17.31
Canyon Kids Summer Camp	40 hours of care/wkly fee	\$125.51	\$160.00	\$188.27												\$28.27
Camp Connect	20 hours of care/wkly fee	\$68.91	\$70.00	\$103.37												\$33.37
Open Gym: Drop-in	Daily Drop-in	\$23.54	\$7.50	\$11.77	\$7.00	\$3.00										\$4.27
Senior Programs: Drop-in	Daily Drop-in	\$14.80	\$0.00	\$7.40						\$1-\$2	\$2.50-\$4					\$7.40
Senior Programs: Monthly Light Pass	\$7.40 per class / 8 Visits			\$59.20												
Senior Programs: Monthly Unlimited Pass	\$7.40 per class / 15 Visits			\$111.00												
Community Garden	Yearly Fee / 100 Plots	\$91.00	\$15.00	\$91.00										\$50.00	\$30.00	\$76.00
Aquatics Pool Rental - regular	minimum 3 lanes / 3 hrs. per lane -	\$22.44	\$12.00	\$33.66				\$31.50								\$21.66
Baseball Field Rental	minimum 2 hr rental/per hr	\$48.54	\$15.00	\$54.44	\$16.50		\$48.00		\$15.00	\$10.00	\$15.00			\$19.00		\$39.44
Field Prep	minimum 2 hr rental/per hr	\$24.51	\$25.00	\$36.77				\$50.00						\$45.00		\$11.77
Turf Field Rental: Youth Programs	minimum 2 hr rental/per hr	\$48.54	\$15.00	\$72.81				\$22.00	\$30.00					\$29.00		\$57.81
Turf Field Rental: Tournaments/Adult Programs		\$48.54		\$72.81				\$27.00						\$34.00		
Court Rental: Tennis/Pickle/Basketball/Bocce	minimum 2 hr rental/per hr	\$32.04	\$10.00	\$48.06	\$10.00		\$15.00	\$10.00	\$12.00	\$10.00	\$15.00					\$38.06
Group Picnic Rental	hrly rental / \$10 per hr. /minimum 6 hr rental	\$54.59	\$60.00	\$81.89	\$150.00	\$240.00	\$225.00	\$180.00	\$162.00	\$117.00	\$150.00			\$200.00		\$21.89
Recreation Building Rental	Max Capacity: 67 / hrly rate / minimum 3 hr. rental	\$63.20	\$27.00	\$94.80		\$49.00	\$96.00	\$105.00						\$50.00		\$67.80
Adult Activity Center Rental: Assembly Room	Max Capacity: 100 / hrly rate / minimum 3 hr. rental	\$63.20	\$50.00	\$94.80		\$49.00	\$104.00	\$150.00		\$81.00	\$137.60			\$80.00		\$44.80
Adult Activity Center Rental: Meeting Room	Max Capacity: 20 / hrly rate / minimum 2 hr. rental	\$57.54	\$32.00	\$86.31						\$33.00	\$39.00			\$50.00		\$54.31
Former Napa Junction: Community Center	Max Capacity: 240 / hrly rate / minimum 3 hr. rental	\$63.20		\$94.80		\$82.00				\$169.00				\$120.00		
Former Napa Junction: Classroom	Max Capacity: 35 / hrly rate / minimum 2 hr. rental	\$57.54		\$86.31			\$47.00	\$50.00						\$80.00		
Projector Rental	flat rate			\$50.00								\$50.00				
Audio/Visio - Full Day (Wifi, projector, screen)	daily rate															
Visio Rental	flat rate						\$50.00						\$150.00			
Audio Rental	flat rate			\$50.00			\$50.00						\$50.00			
Booking Fee	Non Refundable					\$200.00					\$55.00			\$50.00		
Building Attendant Fee	Hourly	\$25.00						\$25.00								
General Liability Insurance: Rentals	Non Refundable	\$112.00	\$112.00	\$168.00												\$56.00
General Liability + Liquor Liability Insurance: Rentals	Non Refundable	\$175.00	\$175.00	\$262.50												\$87.50
Facility Rental Cleaning Fee	Non Refundable	\$142.54	\$100.00	\$213.81		\$656.00		\$300.00						\$150.00		\$113.81
Refundable Deposit: Facility Rentals	Deposit - refundable		\$200.00	\$200.00		\$500.00			\$120.00							
Independent Contracted Instructor Classes	Contracted Classes: Splits at 60%/40% or 70%/30%	\$14.51	\$50-\$300	\$50-\$350												

Parks & Recreation Department Master Fee Schedule				
	Details	Market Rate	Resident Rate	Non-Profit Rate
Group Swim Lessons	8 (25) minute classes / max enrollment: 6	\$82.00	\$70.00	
Semi-Private Swim Lessons	8 (25) minute classes / max enrollment: 2	\$154.00	\$131.00	
Private Swim Lessons	8 (25) minute classes / max enrollment: 1	\$259.00	\$221.00	
Lap Swim: Drop-In	Daily Drop-In	\$15.00	\$13.00	
Lap Swim Monthly Light	8 visits per month	\$115.00	\$98.00	
Lap Swim Monthly Unlimited	20 visits per month	\$287.00	\$44.00	
Water Exercise: Drop-in	Daily Drop-In	\$13.00	\$12.00	
Water Exercise: Monthly Class	12 (50) minute classes	\$149.00	\$127.00	
Recreation Swim: 2 & Under		Free	Free	
Recreation Swim: Youth 3-12 years	Daily Drop-In	\$16.00	\$14.00	
Recreation Swim: Adult 13+ years	Daily Drop-In	\$16.00	\$14.00	
Canyon Kids Summer Camp	40 hours of care/wkly fee	\$189.00	\$161.00	
Camp Connect	20 hours of care/wkly fee	\$104.00	\$89.00	
Open Gym: Drop-in	Daily Drop-in	\$12.00	\$11.00	
Senior Programs: Drop-in	Daily Drop-in	\$8.00	\$7.00	
Senior Programs: Monthly Light Pass	8 Visits	\$60.00	\$51.00	
Senior Programs: Monthly Unlimited Pass	15 Visits	\$111.00	\$95.00	
Community Garden	Annual Fee / 100 Plots	\$91.00	\$78.00	
Aquatics Pool Rental	minimum 3 lanes / 3 hrs. per lane	\$34.00	\$29.00	\$9.00
Baseball Field Rental	minimum 2 hr rental/per hr	\$55.00	\$47.00	
Field Prep	minimum 2 hr rental/per hr	\$37.00	\$32.00	
Turf Field Rental: Youth Programs	minimum 2 hr rental/per hr	\$73.00	\$63.00	
Turf Field Rental: Tournaments/Adult Programs	minimum 2 hr rental/per hr	\$73.00	\$63.00	
Court Rental: Tennis/Pickle/Basketball/Bocce	minimum 2 hr rental/per hr	\$49.00	\$42.00	
Group Picnic Rental	per hour / minimum 6 hour rental	\$82.00	\$70.00	
Recreation Building Rental	Max Capacity: 67 / hrly rate / minimum 3 hr. rental	\$95.00	\$81.00	\$24.00
Adult Activity Center Rental: Assembly Room	Max Capacity: 100 / hrly rate / minimum 3 hr. rental	\$95.00	\$81.00	\$24.00
Adult Activity Center Rental: Meeting Room	Max Capacity: 20 / hrly rate / minimum 2 hr. rental	\$87.00	\$74.00	\$22.00
Former Napa Junction: Community Center	Max Capacity: 240 / hrly rate / minimum 3 hr. rental	\$95.00	\$81.00	\$24.00
Former Napa Junction: Classroom	Max Capacity: 35 / hrly rate / minimum 2 hr. rental	\$87.00	\$74.00	\$22.00
Projector Rental	Daily Rate	\$50.00	\$50.00	
Audio Rental	Daily Rate	\$50.00	\$50.00	
General Liability Insurance: Rentals	Non Refundable	\$168.00	\$112.00	
General Liability + Liquor Liability Insurance: Rentals	Non Refundable	\$263.00	\$175.00	
Facility Rental Cleaning Fee	Non Refundable	\$214.00	\$182.00	
Refundable Deposit: Facility Rentals	Deposit - refundable	\$200.00	\$200.00	
Independent Contracted Instructor Classes	Contracted Classes: Splits at 60%/40% or 70%/30%	\$50-\$350	\$50-\$350	

Notes
1. Market Rate: The direct program and facility rental hourly rate set at the direct cost of the program or service.
2. Resident Rate: 20% less than the Market Rate.
3. Non-Profit Rate: Applied only to Am Can Non-Profit Organizations, set at 15% of the Market Rate. *All other fees and facility rental requirements apply.
4. Fees are rounded up to the nearest dollar.
5. Non-Resident Rate: Programming - \$10 more than the Resident Rate; Rentals - \$10 or 10% more than the Resident Rate - which ever is greater; Drop-In Programs: \$1 more than the Resident Rate.



Parks & Community Services Commission Report

Submitted by: * Cathy Margolati

PCS Meeting Date: 02/09/2023

Event Date: 2023-02-01

Event Type: Community Event

Event Title: * Heart Your Parks Trail Addition! February 1-28th

Event Report: Come celebrate art and nature featuring heart frames by local artists along our local trails. See attached flyer for locations or visit www.acparks.org

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Maximum File Size 10 MB

AMERICAN CANYON COMMUNITY
& PARKS FOUNDATION

HEART *your parks* TRAIL EDITION

A CELEBRATION OF ART & NATURE
FEATURING HEART FRAMES BY LOCAL ARTISTS



FEBRUARY
1ST - 28TH
2023

**WETLANDS
EDGE TRAIL**

1.5 MILE LOOP

**NEWELL OPEN
SPACE TRAIL**

.06 MILE

**WETLANDS
LINEAR TRAIL**

1.5 MILE

AMERICAN CANYON POLICE & FIRE STATION

SEARCH & SOLVE

OFFERED BY THE CITY OF AMERICAN CANYON
WETLANDS EDGE TRAIL ● VETERANS PARK



WWW.ACPARKS.ORG



Parks & Community Services Commission Report

Submitted by: * Cathy Margolati

PCS Meeting Date: 02/09/2023

Event Date: 2023-03-11

Event Type: Community Event

Event Title: * Pollinators Hike at Newell Open Space 3.11 from 9:30-12pm

Event Report: The wildflowers are in full bloom! Join ACCPF and our partners at Napa County Resource Conservation District for a guided hike at Newell Open Space to observe & discuss the important role pollinators have in populating the hillside plant community. Please see attached flyer for more info

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POLLINATOR HIKE

NEWELL TRAIL EDUCATION HIKE



The wildflowers are in full bloom!

Join ACCPF and our partners at Napa County Resource Conservation District for a guided hike at Newell Open Space to observe & discuss the important role pollinators have in populating the hillside plant community.

The Newell Trail is a 4.0mile loop trail with moderate elevation gain

SATURDAY, MARCH 11, 2023
NEWELL OPEN SPACE | 7000 NEWELL DR
9:30 - 12:00 PM



A fun, short observation hike for families with small children will begin at 9:30 am. Meet at the Newell Trailhead.



This community education hike is offered in partnership with Napa RCD and led by **Ruby Stahel, Conservation Project Manager.**

Community Hikes are a program of the American Canyon Community & Parks Foundation. Suggested donation of \$5 per individual or group supports ongoing trail events.

BECOME AN ACCPF MEMBER AND SUPPORT ANNUAL PROGRAMMING.
Visit www.acparks.org for membership details.





Parks & Community Services Commission Report

Submitted by: * Cathy Margolati

PCS Meeting Date: 02/09/2023

Event Date: 2023-02-11

Event Type: Community Event

Event Title: * Coffee Morning at the Wetlands with ACCPF 10-11:30am 2/11/23

Event Report: Join us for a free cup of delicious Starbucks Coffee at the Wetlands Edge! Bring your ACCPF coffee mug or other refillable travel mug and meet us on the trail on Saturday 2/11/23 from 10:00-11:30am. See attached flyer for more information.

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Wetlands Coffee Morning

Coffee, Community & the Wetlands

Join us for a free cup of delicious Starbucks Coffee at Wetlands Edge! Bring your ACCPF coffee mug or other refillable travel mug & meet us on the trail!



Saturday, February 11, 2023
10:00 - 11:30 am
Wetlands Edge Trail Head



LOCATION: Meet at the Wetlands Edge Parking Lot on the corner of Wetlands Edge and Eucalyptus Dr. in American Canyon. Kid and pet friendly.

BECOME AN ACCPF MEMBER TODAY!

Visit us at www.acparks.org/membership for more information or to become a member today!

**Disposable coffee mugs will also be available.*

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Parks & Community Services Commission Report

Submitted by: * Clarence Mamaril, PCS Commissioner

PCS Meeting Date: 02/09/2023

Event Date: 2023-03-04

Event Type: Community Event

Event Title: * KIWANIS CRAB FEED

Event Report: The American Canyon Kiwanis Club will hold it's Crab Feed on Saturday, March 4, at 5:00 pm, at the Boys and Girls Club. Funds raised by Kiwanis goes to its many community programs: scholarships, food distribution and other events for the benefit of children and families.

Event info:

Date: Saturday, March 4, 5 - 9 pm

Place: Am Cyn Boys and Girls Club, 80 Benton Way

Tickets: VIP table - \$100 per person for a table of 8 (\$800 for a VIP table)

Reserved table for 8 - \$75 per discounted ticket, (\$ 600 for a table)

Early bird individual ticket: \$80 per person

Tickets after early bird: \$85 per person.

Tickets can be purchased via the Kiwanis Club of American Canyon Gateway website. Go to: 2023 Crab Feed, and go to the "purchase tickets" link

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Parks & Community Services Commission Report

Submitted by: * Clarence Mamaril, PCS Commissioner

PCS Meeting Date: 02/09/2023

Event Date: 2023-03-06

Event Type: Other

Event Title: * CAPRCBM - Board of Directors

Event Report: Hello PCS Commissioners, especially our newest commissioners Charlie Plummer and David Garcia, and the Am Cyn Parks & Recreation Staff,

The City of American Canyon is a long-standing member of CAPRCBM, the California Association of Parks and Recreation Commissioners and Board Members, a non-profit association which advocates for parks and recreation activities and legislation, provides training for and supports parks commissioners throughout California. PCS received the "Commission of the Year" award from CAPRCBM in 2022. Our city has an excellent reputation with the Association.

I serve as the current Vice President and will serve as President of CAPRCBM in April 2023. My swearing-in ceremony will be at the CPRS Conference in early April 2023.

1. I'm extending an invitation to all Am Cyn staff who are attending CPRS to join CAPRCBM for the swearing-in ceremony. Date: specific day and time to follow.

2. I also extend an invitation to my fellow PCS Commissioners to join the CAPRCBM Board of Directors, as there are current openings on the Board. One caveat: our by-laws state that if there are 2 Board Members from the same member agency (ie. the same city), then only the senior commissioner can vote on resolutions.

CAPRCBM is in need of enthusiastic Board Members, who are interested in advocating for parks and recreation at the CA State level, with a mind towards leading the Assc. as future Officers. I'm a relatively new member of the CAPRCBM Board, recruited at a past CPRS conference, who rose through the ranks quickly. We want to support and train a new generation of Assc. members, and to that end, hope that another American Canyon PCS Commissioner would be interested in serving on the Board of Directors.

Please see Comm Mamaril for more information.

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