



## REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway, Ste. 201, American Canyon  
**September 14, 2023**  
**6:30 PM**

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

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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:** 858 9082 6374 **Passcode:** 931424

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 August 10, 2023.**  
**Recommendation:** Approve Meeting Minutes of the Parks and Community Services Commission Meeting of August 10, 2023.

### **BUSINESS**

2. **Repair and Replacement Fund Project Planning for FY2024/25**  
**Recommendation:** Identify potential repair and replacement park and facility projects for FY2024/25.

### **MANAGEMENT AND STAFF REPORTS**

3. **Skate Park Relocation Project (PR22-0100) Update**  
**Recommendation:** Receive an update from City staff regarding the Skate Park Relocation Project (PR22-0100) design - Information Only.

### **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  
August 10, 2023**

**ACTION MINUTES**

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**CALL TO ORDER**

Meeting was called to order at 6:31pm.

**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  
Commissioner Charles Plummer

**Absent:**

None

**PUBLIC COMMENT**

Chair Griggs opened Public Comment.

**Oral Comments:** Yanuel Colon made a Public Comment.

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

Chair Griggs closed Public Comment.

**AGENDA CHANGES**

There were no agenda changes.

**CONSENT CALENDAR**

**ACTION:** A motion to approve the Meeting Minutes from the May 11, 2023, Parks and Community Services Commission Meeting and the Meeting Minutes from the June 20, 2023, Special Joint City Council and Parks and Community Services Commission Meeting was made by Commissioner Mamaril, seconded by Commissioner Plummer. A roll call was taken; the motion passed unanimously.

**BUSINESS**

**3. Update the Parks and Community Services Master Plan**

Director Ikeda led a discussion about the process to update the Parks and Community Services Master Plan, including the first step being completing a Request for Proposal (RFP) to hire a consultant to assist

with the update of the Parks and Community Services Master Plan. The PCS Commissioners asked questions about the process and commented on specific items they recommended to be included in the update of the Parks and Community Services Master Plan.

**PUBLIC COMMENT:**

Chair Griggs opened Public Comment.

**Oral Comments:** Matthew Plate made a Public Comment.

**Written Comments:** Jeannette Goyetche, Tammy Wong, and Carolotta Sainato submitted written Public Comment (see attached).

Chair Griggs closed Public Comment.

**4. Parks and Facility Renaming Policy**

Director Ikeda reviewed and opened a discussion with the PCS Commissioners regarding the City of American Canyon’s Parks and Facility Naming Policy and how it pertains to City Council’s recommendation to rename the “former” Napa Junction Elementary School site, Community Park I, and Community Park II. Director Ikeda commented that the process to rename this facility and two parks will be put on-hold while the City hires a consultant to complete an analysis of the history of American Canyon. Once the history of American Canyon is completed by the consultant, PCS will resume the task of providing a recommendation to present to City Council on the renaming of the “former” Napa Junction Elementary School site, Community Park I, and Community Park II. The PCS Commissioners recommended the City of American Canyon’s Parks and Facility Naming Policy be revised to have the PCS Commission be the meeting body to recommend to City Council the naming of City Parks and Facilities.

**PUBLIC COMMENT:**

Chair Griggs opened Public Comment.

**Oral Comments:** Fran Lemos 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.

**COMMISSIONER REPORTS**

Vice Chair Margolati submitted a Commissioner’s Report.

**ADJOURNMENT**

Meeting adjourned at 7:55pm.

**CERTIFICATION**

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Liz Lozano  
Administrative Technician

# Parks & Community Services Commission

Meeting Time: 08-10-23 18:30

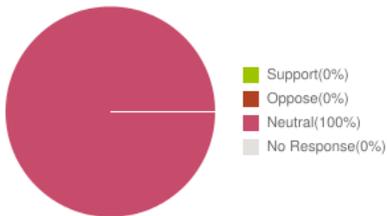
## eComments Report

Meetings	Meeting Time	Agenda Items	Comments	Support	Oppose	Neutral
Parks & Community Services Commission	08-10-23 18:30	18	3	0	0	3

### Sentiments for All Meetings

The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

#### Overall Sentiment



# Parks & Community Services Commission

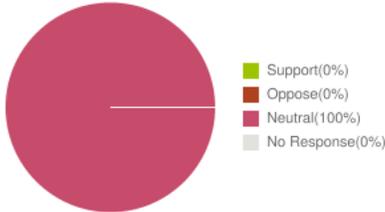
08-10-23 18:30

Agenda Name	Comments	Support	Oppose	Neutral
BUSINESS	3	0	0	3

## Sentiments for All Agenda Items

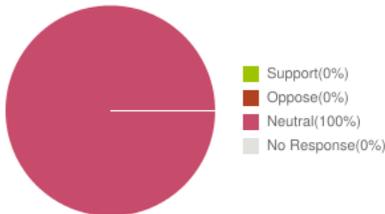
The following graphs display sentiments for comments that have location data. Only locations of users who have commented will be shown.

### Overall Sentiment



### Agenda Item: eComments for BUSINESS

### Overall Sentiment



## Jeannette Goyetche

Location:

Submitted At: 2:37pm 08-10-23

As a near 35 year resident of American Canyon I have seen a lot of positive changes in the availability of places to recreate. One of the activities that I often make use of is bicycle riding. My main destination is to the beautiful Wetlands where the paths are well groomed and flat. The streets from where I drive are pretty well marked with "bike lanes". I am not sure of the rest of American Canyon, though. I have noticed that when I have attempted to cross Highway 29 to get to the east side, it is very difficult because of the traffic lights. I think I would be more inclined to use my bike for light shopping excursions to maybe Walgreens if I felt it were a safe excursion.

Perhaps even more bike parking at businesses and recreation areas would encourage people to take their bikes to different American Canyon activities.

Thank you for listening to my comments.

## T L Wong

Location:

Submitted At: 1:19pm 08-10-23

As a resident of American Canyon, I have to first acknowledge what a gem that Wetlands Edge Park is. I walk or

run there daily. I appreciate the foresight of preserving that as open park space, and hope more preservation of open space around the city can be done. Viewing wildlife in their habitat at Wetlands are moments that I cherish, and I hope we can secure and protect more for them.

I started to ride my bicycle on short errands around the city. Primarily I use my bike to go to the community garden, as the Linear Path is an excellent resource.

The addition of trail markings on the linear path encouraging all users to share has really helped. I wish these markings were available on all bike routes. For example, the bike route near the tennis courts on Elliott -- I don't think everyone realizes it's a bike route as I've experienced car parking across the dropped curb on the street where it meets the bike route. On occasion, people also set-up folding chairs on the bike path immediately in front of the tennis courts. Perhaps more can be done to raise awareness among park users for bicycle amenities.

Most importantly, it would be great to have more separated bike lanes and secure parking when I reach my destination. For example, there is no bike parking at the community garden nor Wetlands Edge Park. I'd also like to see businesses who offer bike parking have them right at the store entrance, in a highly visible area, not hidden behind a column.

Thank you for considering my input.

**Carlotta Sainato**

Location:

Submitted At: 12:32pm 08-10-23

Hello Chair Griggs and Commissioners,

The Napa County Bicycle Coalition requests that the City utilizes the City of American Canyon 2019 Bicycle Plan when updating the Parks and Community Services Master Plan. This Bicycle Plan, created as part of the Napa Valley Transportation Authority's Countywide 2019 Bicycle Plan, was adopted by City Council in February of 2020, and is more up-to-date than the 2012 Bicycle Plan, which is listed as a resource in the staff report. We also recommend including the Napa Valley Transportation Authority's 2016 Pedestrian Plan as a resource.

Additionally, we ask that the City direct the consultant to add a bicycle parking policy in the plan update that ensures that secure bicycle parking is installed and maintained at all city parks, facilities, and open space destinations covered by the plan. While a policy for parks and opens space has some flexibility in development, any commercial buildings that fall under this plan will be regulated by the California Green Building Standards Code (CalGreen) - our recommendations for commercial buildings are as follows:

CalGreen includes both required and voluntary measures. We recommend that the plan include language around the required CalGreen bicycle parking standards for non-residential locations and specifically call for short-term bicycle parking at commercial buildings so that 1) bike parking will be placed no more than 50 feet from the building entrance (the code currently calls for no more than 200 feet) and 2) the exception for additions and alterations is removed. Instead add: "A minimum of 2 bike parking spaces shall be added in the event of any new additions or alterations." The Association of Bicycle and Pedestrian Professionals, whose standards the League of American Bicyclists uses to evaluate Bicycle Friendly Cities, recommends bike parking placement within 50 feet.

If you have any questions or wish to discuss these comments further, please reach out to me at [csainato@napabike.org](mailto:csainato@napabike.org) or (707) 258-6317.

Thank you,

Carlotta Sainato  
Napa County Bicycle Coalition, Program Manager



## **TITLE**

Repair and Replacement Fund Project Planning for FY2024/25

## **RECOMMENDATION**

Identify potential repair and replacement park and facility projects for FY2024/25.

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

The City Council created the Parks and Recreation Repair and Replacement Fund to repair and replace park and facility amenities and address deferred maintenance issues. The Fund has \$2.7M, whereas \$737,000.00 has been allocated to FY2023/24 projects which includes: 1) A shade canopy at Northampton Park \$120,000; 2) A restroom at Northampton Park \$165,000; 3) Community Park I turf improvements \$300,000; and 4) Irrigation controller system upgrades \$152,000.

For FY2024/25, the Council has allocated \$500,000.00 of the remaining balance of the Fund. In preparation for the upcoming fiscal year, City staff is looking for feedback regarding this initiative. At the June 20, 2023, Special Joint City Council meeting with the Parks and Community Services Commission, the Council expressed wanting to have an "eye of accessibility" for all with our projects, including looking into making accessibility improvements at Main Street Park to support our Annual Juneteenth Celebration, and addressing deferred maintenance issues throughout the City. Attachment 1 are planned Parks and Recreation Capital Improvement Program projects for FY2023/24, FY2024/25, and FY2025/26; and Attachment 2 are project ideas for FY2024/25 Repair and Replacement Fund that have been identified by City staff and the 2015 City of American Parks and Recreation Needs Assessment. In addition, the City is aware of the need to upgrade the turf at Kimberly Park - there is a separate Fund to address this project; this project is not yet scheduled for replacement.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

**FISCAL IMPACT**

The City Council created the Parks and Recreation Repair and Replacement Fund with the intent to repair and replace park and facility amenities to address deferred maintenance. For FY2024/25 - \$500,000.00 has been allocated to support this initiative.

**ENVIRONMENTAL REVIEW**

Not Applicable

**ATTACHMENTS:**

[Attachment 1: Planned Parks & Recreation CIP Projects](#)

[Attachment 2: Project Ideas for FY2024/25](#)



## PLANNED PARKS & RECREATION CIP PROJECTS

### FY2023/24

<b>PR12-0200</b>	Newell Open Space Improvements	ADA + Access Improvements to the parking lot and trail up to the first fence.	\$380,510
<b>PR19-0100</b>	Wetlands Edge Enhancement	Outdoor Education at Wetlands	\$246,859
<b>PR20-0300</b>	Wetlands Restoration Plan	North Slough restoration, reclamation, and recreation access.	\$450,00
<b>PR21-0100</b>	Playground Replacement	Linwood Park, Via Bellagio Park, and Northampton Park.	\$679,892
<b>PR22-0100</b>	Skate Park Relocation	Move Skate Park to Veterans Park.	\$708,000
<b>PR23-0100</b>	Melvin Park Improvements	Improve Park along Melvin Road in conjunction with private development.	\$270,000
<b>*PR23-0150</b>	Irrigation Controller Upgrade	Replace existing irrigation controllers systemwide with weather sensors & remote monitoring.	\$424,424
<b>PR23-0200</b>	Melvin Tennis Court Improvements	Resurface two outdoor tennis courts.	\$130,000
<b>PR23-0300</b>	Aquatics Facility Improvements	Replaster the main pool, deck resurface, and expand the play pool experience.	\$720,000
<b>*PR23-0400</b>	Northampton Shade Canopy	Install shade canopy at Northampton Park.	\$120,000
<b>*PR23-0500</b>	Northampton Park Restroom	Add a park restroom to Northampton Park.	\$165,000
<b>*PR23-0600</b>	Community Park I Improvements	Fix turf at Community Park I	\$300,000
<b>PR23-0700</b>	Silver Oak Restroom	Add a park restroom to Silver Oak Park.	\$165,000
<b>PR23-0800</b>	Via Bellagio Playground Surface	Upgrade playground surface	\$150,000
<b>PR23-0900</b>	Adult Activity Center Floor Replacement	Replace floors at the Adult Activity Center.	\$ 50,000

**FY2024/25**

<b>PR24-0100</b>	Linwood Park Improvements	Picnic shelter, and improve accessibility into the park from the Adult Activity Center.	\$350,000
<b>PR24-0200</b>	Recreation Center Upgrades	Expand the Recreation Center – bring the restroom indoors, and expand the footprint of the main facility.	\$350,000

**FY2025/26**

<b>PR25-0100</b>	Newell Open Space Bathroom	Add an onsite restroom to Newell Open Space Trail.	\$255,000
<b>PR25-0200</b>	Newell Open Space Barn	Stabilize and refurbish the Newell Barn - identified in the Newell Management Plan.	\$3,560,000
<b>PR25-0300</b>	Community Park I Trail Improvements	Resurface walking path/trail around the field – accessibility.	\$145,000



## PROJECT IDEAS FOR FY2024/25 – REPAIR & REPLACEMENT FUND

- Main Street Park – Accessible access down into the grass area
- Community Park I – playground replacement + surface
- Bedford & Kensington Cul De Sac Park – playground update and update landscape around the site.
- Nottingham and Bentley Cul De Sac Park – playground update and update landscape around the site.
- Veterans playground replacement + surface
- Elliott Park playground replacement + surface
- Pelleria Park playground replacement + surface
- Napa Junction Community Center playground replacement



**TITLE**

Skate Park Relocation Project (PR22-0100) Update

**RECOMMENDATION**

Receive an update from City staff regarding the Skate Park Relocation Project (PR22-0100) design - Information Only.

**CONTACT**

Alexandra Ikeda, Parks and Recreation Director

**COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Outdoors and Recreation: "Expand opportunities for use of outdoor recreation and an active and healthy lifestyle."

**ENVIRONMENTAL REVIEW**

15301 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 1 exemption of existing facilities of Section 15301 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

**ATTACHMENTS:**

1. [Skate Park Design](#)







