



REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

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

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

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

Parks and Community Services Commission 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: A Zoom Webinar has been established for public comments made via zoom. To give your public comment, 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 commissioners 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: 850 8030 3116 Passcode: 943566

AGENDA MATERIALS: Agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at www.cityofamericancanyon.org. 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.

AMERICANS WITH DISABILITIES ACT: Materials will be provided in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@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

PRESENTATIONS

There are no presentations.

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 December 14, 2023**
Recommendation: Approve the Minutes of the Regular Parks and Community Services Commission meeting of December 14, 2023.
2. **Minutes of February 8, 2024**
Recommendation: Approve the Minutes of the Regular Parks and Community Services Commission meeting of February 8, 2024.

BUSINESS

3. **Facility Naming Process**
Recommendation: Receive information and discuss the process for renaming Community Park I, Community Park II, and the former Napa Junction Elementary School.

MANAGEMENT AND STAFF ORAL REPORTS

4. **Updated 2024 Meeting Schedule**

Recommendation: Receive and file the updated 2024 Parks and Community Services Commission Meeting Schedule.

ADJOURNMENT

CERTIFICATION

I, Cherri Walton, Deputy City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the Parks and Community Services Commission was posted in compliance with the Brown Act prior to the meeting date.

Cherri Walton, CMC, Deputy City Clerk

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

ACTION MINUTES
December 14, 2023

6:30 P.M. REGULAR MEETING

CALL TO ORDER

The meeting was called to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

ROLL CALL

Present: Commissioners Clarence Mamaril, Charlie Plummer, Vice Chair Cathy Margolati, Chair Gina Griggs

Excused: Commissioner David Garcia-Arreola

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

Chair Gina Griggs opened public comment. Written Comment: None Oral Comment: Beth Marcus was called to speak. Chair Gina Griggs closed public comment.

AGENDA CHANGES

A Management Update was added to the agenda after item number 4, selection of Chair and Vice Chair.

CONSENT CALENDAR

1. Minutes of November 9, 2023

Action: Motion to approve the Minutes of November 9, 2023, made by Commissioner Clarence Mamaril, seconded by Commissioner Charles Plummer, and CARRIED by roll call vote.

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

Nays: None

Excused: Commissioner David Garcia-Arreola

BUSINESS

2. Parks and Recreation Department User Fee Schedule

Commissioners received a staff report and presentation from Parks and Recreation Director Alexandria Ikeda. Chair Gina Griggs opened public comment. Written Comment: None. Oral

Comment: Beth Marcus was called to speak; Fran Lemos was called to speak. Chair Gina Griggs closed public comment.

3. Repair and Replacement Fund - Reprioritization Plan for FY2024/25

Commissioners received an oral update regarding the Parks and Recreation Repair and Replacement Fund, reprioritizing Capital Improvement Program projects for FY2024/25 from Parks and Recreation Director Alexandra Ikeda. Chair Gina Griggs opened public comment. Written Comment: None. Oral Comment: None. Chair Gina Griggs closed public comment.

4. Selection of Chair and Vice Chair

Action: Chair Gina Griggs nominated Vice Chair Cathy Margolati for 2024 Parks and Community Services Commission Chair, Commissioner Clarence Mamaril seconded the nomination.

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

Nays: None

Abstain: None

Absent: None

Excused: Commissioner David Garcia-Arreola

Action: Vice Chair Cathy Margolati nominated Charles Plummer as 2024 Vice Chair of the Parks and Community Services Commission Vice Chair, Commissioner Clarence Mamaril seconded the nomination.

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

Nays: None

Abstain: None

Absent: None

Excused: Commissioner David Garcia-Arreola

5. Management Update

Parks and Recreation Director Alexandra Ikeda shared a management update and an update on the City History Project.

ADJOURNMENT

Action: The meeting adjourned at 7:46 p.m.

CERTIFICATION

Respectfully Submitted,

Nicolle Hall, Interim Deputy City Clerk

PARKS AND COMMUNITY SERVICES COMMISSION MEETING

ACTION MINUTES

February 8, 2024

6:30 P.M. REGULAR MEETING

CALL TO ORDER 6:30 p.m.

The meeting was called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: None

Excused: None

PRESENTATIONS

There were no presentations.

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

There were no public comments.

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

There were no consent items.

BUSINESS

1. Parks and Recreation Department User Fee Schedule

Commissioners received a staff report and presentation from Parks and Recreation Director Alexandria Ikeda and reviewed the proposed 2024 Parks and Recreation Department User Fee Schedule.

Chair Cathy Margolati opened public comment. Written Comment: none. Oral comment: none. The public comment period was closed.

2. FY2024/25 Capital Improvement Program Projects

Commissioners received a staff report and presentation from Parks and Recreation Director Alexandra Ikeda and reviewed Proposed FY2024/25 Capital Improvement Program Projects pertaining to the Parks and Recreation Department.

There was communication between staff and the commissioners about the proposed capital improvements. Commissioner Garcia-Arreola reported that the lights at Melvin tennis courts weren't working. Commissioner Plumber asked if basketball courts could be incorporated with the Melvin Park design. Parks and Recreation Director Ikeda responded.

Chair Cathy Margolati opened public comment. Written Comment: None. Oral comment: none. The public comment period was closed.

MANAGEMENT AND STAFF ORAL REPORTS

3. Update on FY2023/24 Capital Improvement Program Projects

Commission received an oral presentation regarding the current FY2023/24 Capital Improvement Program Projects.

Parks and Recreation Director Alexandra Ikeda shared a management update.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

CERTIFICATION

Respectfully Submitted,

Cherri Walton, CMC, Deputy City Clerk



TITLE

Facility Naming Process

RECOMMENDATION

Receive information and discuss the process for renaming Community Park I, Community Park II, and the former Napa Junction Elementary School.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The City Council approved the Parks and Community Services (PCS) Commission's FY2023/24 Work Plan (Attachment 1) on June 20, 2023. Within this Work Plan, the Council requested for the Commission to rename Community Park I, Community Park II, and the former Napa Junction Elementary School. On December 5, 2023, with the help of the PCS Commission, the City Council adopted Resolution 2023-89 (Attachment 2) updating the City's Facility Naming Policy.

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. The policy outlines the criteria and process for naming a City facility and ensures 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. In addition, a Facility name should reflect the American Canyon community, celebrating and acknowledging our community's diversity.

Procedure

The City of American Canyon Parks and Recreation Department will initiate the start of renaming Community Park I, Community Park II, and the former Napa Junction Elementary School. City staff will work together on creating an electronic fillable form - this form will be distributed by the City's Communications team through the City Manager's Update newsletter, shared on our social media platforms, and distributed through our CivicRec registration software system. American Canyon residents, business owners, and organizations will be given thirty (30) days to submit their

applications on recommended facility names.

Suggested facility names are required to meet 1 of the 10 Naming Criteria:

1. Names should reflect diversity, equity, and inclusion and be representative of the American Canyon Community. Names should intentionally broaden the representation of people in our community.
2. Names should prioritize local American Canyon significance, however, names that reflect California or a national lens may be considered.
3. Names should be appropriate to the facility by reflecting the expressions of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
4. Geographic location.
5. Park features: natural or constructed (wildlife, lakes, memorials, etc.).
6. An adjoining subdivision, street, school, or natural feature. No City Facility 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. When naming a City Facility after a person or group, an in-depth description of the contributions to the City must be provided.
10. A City Facility may be named after an individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility. This shall not constitute an obligation by the City to name the City Facility after the individual or organization.

Once the 30 days concludes, the Parks and Recreation Department will review all submitted applications. Qualified applications will be given to the Parks and Community Services Commission which serves as the Technical Advisory Committee (TAC). At a Parks and Community Services Commission meeting, the TAC will review and discuss the qualified applications. The TAC is encouraged to engage with the community and listen to feedback during Public Comment, and make a final recommendation to the City Council. Depending on the complexity of the process, multiple meetings may occur. The timeframe for naming a City Facility is estimated to take approximately 4 to 6 months.

Next Step

City staff will create an electronic fillable form. Once completed, the information and application will be distributed to the community to solicit recommendations. We plan to present the qualified applications to the Commission at the August 2024 meeting, noting that there will be no meeting in

July.

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:

2. [Resolution 2023-89 Facility Naming Policy](#)
1. [FY2023/24 PCS Work Plan](#)

RESOLUTION NO. 2023-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON TO REPEAL AND REPLACE RESOLUTION 2007-168 WITH THE UPDATED CITY FACILITY NAMING POLICY.

WHEREAS, the City of American Canyon wishes to adopt a written policy for naming City Facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots; and

WHEREAS, naming a City Facility is a significant decision that can have social, historical, and cultural implications; and

WHEREAS, the City Facility Naming Policy will provide an opportunity to receive valuable insight into our community's perspectives, memories, and connections to location, which needs to be taken into consideration before making any changes; and

WHEREAS, 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 ensuring legacy for the City's parks and recreation system; and

WHEREAS, 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; and

WHEREAS, the City wishes to ensure that this policy reflects principles of diversity, equity, and inclusion in the naming process – reflecting everyone in the American Canyon community and intentionally broadening representation; and

WHEREAS, the Parks and Community Services Commission shall serve as the Technical Advisory Committee (TAC). The TAC will review and discuss the qualified applications at a regularly scheduled Parks and Community Services Commission meeting – this will be an agenda item and will be subject 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 the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City of American Canyon approved the City Facility Naming Policy as outlined in Exhibit A.

PASSED, APPROVED, and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 5th day of December 2023, by the following vote:

AYES: Aboudamous, Joseph, Oro, Washington, Garcia
NOES: None
ABSTAIN: None
ABSENT: None



Leon Garcia, Mayor

ATTEST:


Taresa Geilfuss, City Clerk


William D. Ross, City Attorney

EXHIBIT A
CITY FACILITY NAMING POLICY

1. INTRODUCTION

It is the City of American Canyon's goal to establish a uniform policy to name and rename 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 a 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. Facility names should reflect everyone in the American Canyon 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 a particular order, and a name is not required to meet all the criteria listed below.

- a. Names should reflect diversity, equity, and inclusion and be representative of the American Canyon community. Names should intentionally broaden the representation of people in our community.
- b. Names should prioritize local American Canyon significance, however, names that reflect California or a national lens may be considered.
- c. 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.
- d. Geographic location.
- e. Park features: natural or constructed (wildlife, lakes, memorials, etc.).
- f. An adjoining subdivision, street, school, or natural feature. No City Facility shall be given the same name as an existing school site or public facility, except where the site abuts one another.
- g. A commonly recognized historical event, group, organization, or individual (living or deceased).
- h. 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.

- i. Any individual who provided an exceptional service in the interest of the park system. When naming a City Facility after a person or group, an in-depth description of the contributions to the City must be provided.
- j. A City Facility may be named after an individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility. This shall not constitute an obligation by the City to name the City Facility after the individual or organization.

4. PROCEDURES

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

- a. Any American Canyon residents, business owners, or organizations may submit a request to name or rename 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.
- b. 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. If this occurs, the renaming of this facility is subject to this policy.
- c. The Parks and Community Services Commission will serve as the Technical Advisory Committee (TAC).
- d. 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 applications; qualified applications will be given to the TAC.
- e. City staff will prepare a staff report for the TAC that should include the following:
 - i. Number of qualified Applications with suggestions.
 - ii. Background, history, geographical, and/or identifying features of the City Facility.
 - iii. Document public outreach efforts and community engagement opportunities.
 - iv. Overview of submissions, including the fiscal impact of naming.
- f. The TAC will review and discuss the qualified application at the 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 the City Council.

- g. 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 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 Class 1 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 buildings or structure that is located on property owned and 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 the 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 in return. If this gift is contingent upon a special request, it is made subject to a "condition".
- Sponsorship: Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.



DATE: June 20, 2023
TO: Mayor and City Council
C/C: Parks and Recreation Director Ikeda
RE: **Final "FY 23/24 Work Plan" for the Parks and Community Services Commission**

On May 3, 2023, the Parks and Community Services Commission (PCS) met to develop a *draft* Work Plan for FY2023/24. The Parks and Community Services Commission's *draft* Work Plan was approved and adopted by the City of American Canyon City Council at a Joint Special Meeting on June 20, 2023.

Below is the list of topics PCS has identified:

1. Preparing a Request for Proposal (RFP) to update the Parks and Community Services Master Plan.
2. Update the 2023 Parks and Recreation Department User Fee Schedule.
3. FY2024/25 Repair and Replacement Fund – Plan for small projects.
4. Facility naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II.
5. Fiscal Year 2023/2024 Capital Improvement Program (pertaining to parks and recreation projects).

Parks and Community Services Commission

Meeting Dates

2024

February 8, 2024
March 14, 2024
April 11, 2024
May 9, 2024
June 13, 2024 *Monthly Meeting moved to accommodate Joint Special Meeting with Council.
June 18, 2024 *Joint Special Meeting with Council at 7:30pm.
August 8, 2024
September 12, 2024
October 10, 2024
November 14, 2024
December 12, 2024

The Parks and Community Services Commission meets on the second Thursday of each month, except for January and July.