



## SPECIAL PARKS AND COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway, Ste. 201, American Canyon  
**August 3, 2022**  
**6:30 PM**

**Chair:** Kristin Einberger  
**Vice Chair:** Karina Servente  
**Commissioners:** Cathy Margolati, Clarence Mamaril, Gina Griggs

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*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:** 846 5677 5344 **Passcode:** 969784

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.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

**PUBLIC COMMENTS- ITEMS NOT ON THE AGENDA**

*This time is reserved for members of the public to address the Parks and Community Services Commission on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Parks and Community Services Commission. Comments are limited to 3 minutes. Comments for items on the Agenda will be taken when the item is called. The Parks and Community Services Commission is prohibited by law from taking any action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the Parks and Community Services Commission does not respond to public comment at this time. Speakers are asked to please speak clearly, and provide their name. Any handouts for distribution to the Parks and Community Services Commission must be emailed by 3:00 p.m. on meeting day. To comment via zoom during the meeting: click the “raise your hand” button if joining by computer, or press \*9 if joining by phone, when the item is called. To avoid confusion, hands raised outside of Public Comment periods will be lowered.*

**AGENDA CHANGES**

*The Chair/Commissioners may change the order of the Agenda or request discussion of a Consent Item. A member of the Public may request discussion of a Consent Item by completing a Speaker’s Card and presenting it to the Clerk of the meeting prior to Public Comment.*

**CONSENT CALENDAR**

1. **Approve Meeting [Minutes](#) from the June 9, 2022 Parks and Community Services Meeting.**

**BUSINESS**

2. **[Skate Park Relocation](#)**  
**Recommendation:** Parks and Community Services Commission have a discussion and provide a recommendation to City Council on the relocation of the skate park.

**COMMISSIONER COMMENTS AND ITEMS OF FUTURE CONSIDERATION**

**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  
June 9, 2022**

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**ACTION MINUTES**

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**CALL TO ORDER**

Meeting was called to order at 6:30pm.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

**Present:**

PCS Commission: Chair Einberger, Vice Chair Servente, Commissioner Mamaril, Commissioner Margolati.

**Absent:** Commissioner Griggs and Honorary Commissioner Hmun were excused from the meeting.

**PUBLIC COMMENT**

Chair Einberger opened Public Comments.

**Oral Comments:** Justin Hamilton-Hole made a Public Comment.

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

Chair Einberger closed Public Comments.

**AGENDA CHANGES**

There were no agenda changes.

**CONSENT CALENDAR**

**ACTION:** A motion to approve the Meeting Minutes from the May 12, 2022 Special Joint Parks & Community Services Commission and Open Space Advisory Meeting Minutes was made by Vice Chair Servente, seconded by Commissioner Mamaril.

A roll call was taken and the motion was approved unanimously.

## **BUSINESS**

1. **Review Draft Fiscal Year 22/23 Work Plan for the Parks and Community Services Commission.**

Director Ikeda led a discussion with the Parks and Community Services Commission to develop a workplan for fiscal year 22/23. The Parks and Community Services Commission finalized their work plan that will be presented and recommended to City Council at a future meeting.

**ACTION:** No Action

### **Public Comment**

Chair Einberger opened Public Comment.

Oral Comments: Karen Fritz and Justin Hamilton-Hole made Public Comments.

Written Comments: There were no written comments.

Chair Einberger closed Public Comment.

## **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 Mamaril and Vice Chair Servente requested as a future item of consideration; Vice Chair Servente and Commissioner Mamaril give a report on the CPRS 2022 Conference and the awards dinner at a later meeting date.

## **ADJOURNMENT**

The meeting was adjourned at 7:45p.m.

## **CERTIFICATION**

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Liz Lozano  
Administrative Technician



# PARKS AND COMMUNITY SERVICES COMMISSION STAFF REPORT

AUGUST 3, 2022  
BUSINESS

**SUBJECT:** Relocation of Skate Park

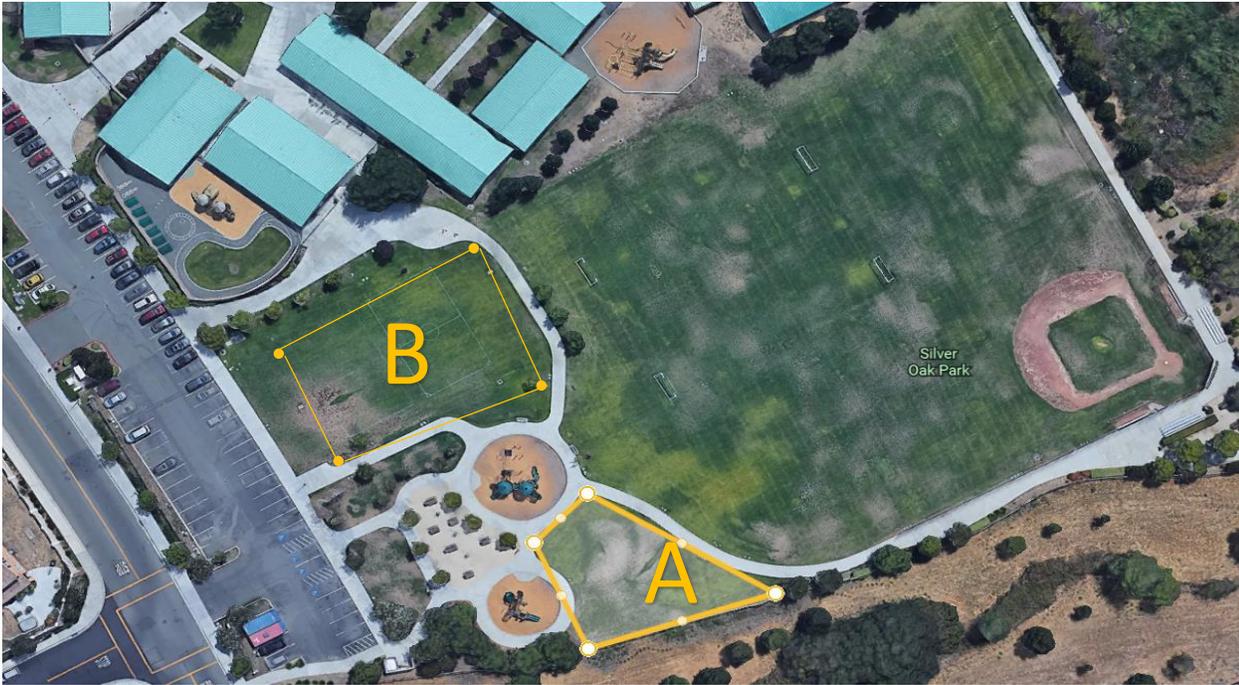
**SUBMITTED BY:** Alexandra Ikeda, Parks and Recreation Director

**BACKGROUND AND ISSUE:**

The City of American Canyon (City) has identified a need to relocate the Skate Park to accommodate the proposed property exchange agreement between the City and the Napa Valley Unified School District (NVUSD). The Skate Park is in a temporary location behind the American Canyon Middle School and the Phillip West Aquatics Center - as outlined in yellow in the picture below. The current Skate Park is roughly 12,900 sq. ft. City staff has identified four potential locations: Silver Oak Park, Veterans Memorial Park, old Napa Junction Elementary, and the lot across from the old Napa Junction Elementary.



## 1. Silver Oak Park: 485 Silver Oak Drive, American Canyon



- a. Skate Park Location #1 - Approximate square footage: 7,737
- b. Skate Park Location #2 – Approximate square footage: 13,656

### Pros of Location:

- Parking lot.
- Visible location.
- Easy to get to.
- Located next to playground and reservable picnic area.
- Reduce turf footprint – reduce water usage to irrigate green space.
- Will not need to fence in – reducing staff time to open and close the park. It will be open year-round to the community.

### Things to Consider:

- Next to a school – the school uses this park.
- Option B: Take away turf used for sports (soccer field).
- Next to a playground – more opportunity for vandalism to play structure.
- May need to grade to install a flat concrete surface.
- This is an LLAD park – a new park amenity to maintain.

### Comments from the Chief of Police - AmCan Police Department (PD), Public Works Director (PWD), Parks and Recreation Director (PR), and the Maintenance and Utilities Director (MUD):

- **PD:** Out of all three locations, this would be the recommended location.

- **PWD:** There are two locations suitable for the skatepark here and parking is ample.
- **PR:** Great location and addition to this park; will reduce turf footprint and watering needs to this area.
- **MUD:** Ideal location for a permanent skate park – agrees with PD.

**2. Veterans Memorial Park: 2801 Broadway Street, American Canyon**



- Skate Park Location #1 - Approximate square footage: 55,395
- Skate Park Location #2 - Approximate square footage: 18,247

**Pros of Location:**

- Parking lot and street parking.
- Visible location.
- Easy to get to.
- Maximizing unused areas within this park.
- Add an additional park amenity.
- Will not need to fence in – reducing staff time to open and close the park. It will be open year-round to the community.

**Things to Consider:**

- Parking lot is small – street parking available.
- Option B: Next to a playground – more opportunity for vandalism to play structure.
- May need to grade to install a flat concrete surface.

**Comments from the Chief of Police - AmCan Police Department (PD), Public Works Director (PWD), Parks and Recreation Director (PR), and the Maintenance and Utilities Director (MUD):**

- **PD:** Not recommended due to lack of parking and parking on a busy street (Broadway). Predict a higher volume of juvenile pedestrian traffic on AmCan Road and Broadway, possibly leading to more vehicle vs. pedestrian accidents. Although the visibility is good at deterring crime, traffic and pedestrian safety may outweigh this.

- **PWD:** Great opportunity for alternate skatepark configurations based on the available area. Could there be the potential to add more parking specific to the skatepark that would alleviate PD's concerns?
- **PR:** Great potential to add a permanent feature in an area that can accommodate it. Things to consider – not a lot of parking.
- **MUD:** Agrees with PD.

### 3. *Old Napa Junction Elementary School – same property as the baseball fields*



- Skate Park Location #1 - Approximate square footage: 13,258
- Skate Park Location #2 - Approximate square footage: 10,123

#### **Pros of Location:**

- Parking lot and street parking.
- Maximizing use of this property.
- Add an additional amenity.
- Will not need to fence in – reducing staff time to open and close the park. It will be open year-round to the community.
- Probably will not need to grade the surface – already flat with asphalt.

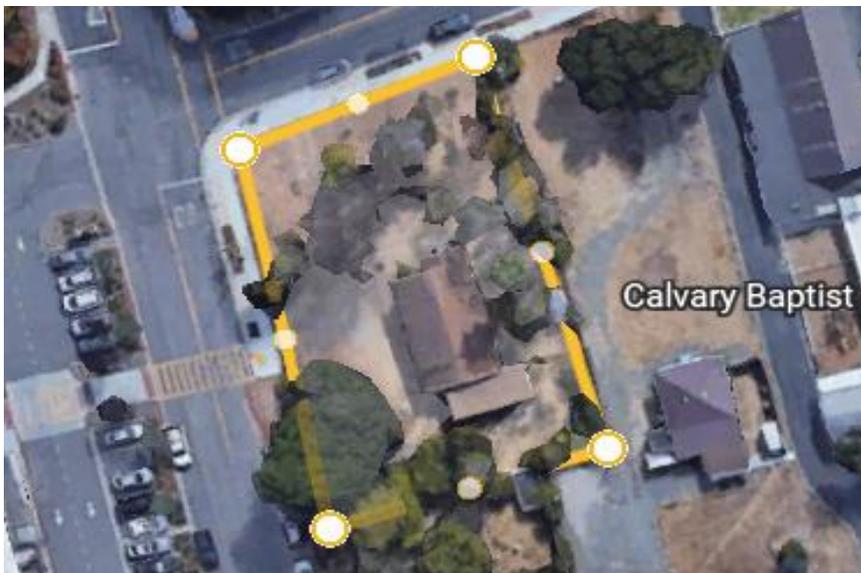
**Things to Consider:**

- Parking lot.
- It's tucked back – not visible and hard to see from the street.
- This may be a temporary location depending on what we plan to do with this facility in the future.
- May need to consider entrance and exit – property is fenced.
- May need to consider hours of operation – access when staff is not on-site within the buildings – more opportunity for vandalism.

**Comments from the Chief of Police - AmCan Police Department (PD), Public Works Director (PWD), Parks and Recreation Director (PR), and the Maintenance and Utilities Director (MUD):**

- **PD:** Not recommended due to lack of visibility from the street, which could lead to increased crime and vandalism. Limited parking in the lot and on the street, not near a highly populated residential area, which could lead to heavy pedestrian traffic in a traffic-congested area during commute hours.
- **PWD:** I like this location if it's going to be a part of a larger community park complex and not a temporary feature. If temporary, then I agree with PD's concerns that it'll not be a conducive site.
- **PR:** Not a great location for a permanent feature; we will need to consider moving again if we decide to develop and reimagine this location in the future.
- **MUD:** Agrees with PD.

**4. Property Across from the Old Napa Junction Elementary School**



- a. Approximate square footage: 15,594

**Pros of Location:**

- Parking lot across the street and street parking.
- The City has plans to demolish the home and clear the property.
- Great location for a potential park amenity.
- Will not need to fence in – reducing staff time to open and close the park. It will be open year-round to the community.
- Visible location.
- Easily accessible for the public.

**Things to Consider:**

- Parking lot will be shared with the Old Napa Junction Elementary School.
- Property is located next to a church.
- May need to grade to install a flat concrete surface.

**Comments from the Chief of Police - AmCan Police Department (PD), Public Works Director (PW), Parks and Recreation Director (PF), and the Maintenance and Utilities Director (MUD):**

- **PD:** Likes this location due to the high visibility and accessible parking across the street – although limited. Things to consider: heavy vehicle traffic during commute hours and not in a highly populated area – may be difficult to get to from Rancho area.
- **PWD:** This was Public Works idea for a potential location – right across the street from Old Napa Junction which we plan to program and utilize for City services. PW has plans on demolishing the home on the property this year; can be a permanent location for the skate park.
- **PR:** Great location with parking across the street. Great use of the lot for a permanent park feature and not too far away from its current location.
- **MUD:** Likes this as option #2 because of location and parking – agrees with PD.

**FISCAL IMPACT:** The relocation of the skate park would roughly cost \$96K; this includes renting forklifts, all labor to disassemble/assemble (at prevailing wage), equipment to move, and new hardware as needed. There will be an additional cost to install a concrete pad – cost to be determined. The total time to deconstruct and reinstall the skate park equipment is 45 days, with a lead time of three (3) to six (6) months to schedule the moving date; this timeline does not include the construction and installation of a concrete pad.

**STAFF RECOMMENDATION:** Staff recommends for the Parks and Community Services Commission to have a discussion and provide a recommendation to City Council on the relocation of the skate park.