



## REGULAR PARKS AND COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway, Ste. 201, American Canyon  
**September 9, 2021**  
**6:30 PM**

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

---

---

In response to Governor's Executive Order N-29-20 and the Resolution Declaring the Existence of a Local Emergency Relating to the COVID-19 Pandemic adopted by the City of American Canyon City Council, City Council and other public meetings are currently Teleconference Meetings Only to align with local and federal guidelines and social distancing recommendations for the containment of the coronavirus. This meeting will be broadcast live to residents on Napa Valley TV at <http://www.cityofamericancanyon.org> and on YouTube at <https://www.youtube.com/user/CityofAmericanCanyon>.

You may submit public comments for any Agenda Item, Non-Agenda Item or make general public comments by one of the following methods:

**Verbal via Webinar:** A Zoom Webinar has been established for public participation during the meeting related to a specific agenda item, or matters not on the agenda. To give your public comment directly to the legislative body during the meeting, connect via Zoom and follow the instructions or by calling 408-638-0968. Please mute all audio devices and do not use the speakerphone to prevent echoing.

**Zoom Meeting Link:** [CLICK HERE](#)

**Webinar ID: 880 1098 4175 Passcode: AC2021**

**Via email:** As part of our Virtual City Hall, we have established a central link for the Public Comments of all meetings. Please use the following link to submit your comment so it can be routed to the appropriate governing body and properly recorded into the meeting record. [Submit your public comment here](#). EMAILS WILL NOT BE READ ALOUD. Emails received will be posted online after the meeting. All comments become part of the permanent record.

The above-identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-29-20 and N-33-20. For more information, please call the City Clerk at (707) 647-5337 or email [cityclerk@cityofamericancanyon.org](mailto:cityclerk@cityofamericancanyon.org).

**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](http://www.cityofamericancanyon.org).

**AMERICANS WITH DISABILITIES ACT:** The City 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 City Council/American Canyon Fire Protection District Board on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the City Council/American Canyon Fire Protection District Board. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the City Council/American Canyon Fire Protection District Board on items on the Agenda should comment via email prior to the start of the meeting, or to verbally comment on the item 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. The City Council/American Canyon Fire Protection District Board 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/American Canyon Fire Protection District Board 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/American Canyon Fire Protection District Board must be emailed by 3:00 p.m. on meeting day.*

## AGENDA CHANGES

*The Chair/Commission 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

There are no Consent items.

## BUSINESS

1. [Spring/Summer Recreation Snapshots](#)  
**Recommendation:** Receive a report on spring/summer 2021 recreation highlights
2. [Aquatics Programming Report- Spring/Summer 2021](#)  
**Recommendation:** Receive a report on Aquatics programs that occurred in the spring and summer of 2021

## MANAGEMENT AND STAFF REPORTS

3. [Administrative/Customer Service Report](#)  
**Recommendation:** Receive a report on customer service

4. **Recreation Division Report**

**Recommendation:** Receive a report on upcoming recreation offerings

5. **Aquatics Division Report**

**Recommendation:** Receive a report on Aquatics programs

6. **Subcommittees Report**

**Recommendation:** Receive and file a report on Parks and Community Services subcommittees of interest

7. **Parks and Open Space Projects Report**

**Recommendation:** Receive and file a report on updates

**COMMISSIONER COMMENTS AND FUTURE ITEMS FOR 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



**TITLE**

Spring/Summer Recreation Snapshots

**RECOMMENDATION**

Receive a report on spring/summer 2021 recreation highlights

**CONTACT**

Alana Behn, Recreation Supervisor  
Stacey Johnson, Recreation Coordinator  
Vincent Lin, Recreation Coordinator

**BACKGROUND & ANALYSIS**

Parks and Recreation staff will provide highlights from this spring and summer

**COUNCIL PRIORITY PROGRAMS AND PROJECTS**

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

**FISCAL IMPACT**

None

**ENVIRONMENTAL REVIEW**

None

**ATTACHMENTS:**

[P\\_R\\_Snapshot\\_4th\\_of\\_July\\_2021.pdf](#)

P\_R\_Snapshot\_Badminton\_2021.pdf  
P\_R\_Snapshot\_Bunny\_Hop\_2021.pdf  
P\_R\_Snapshot\_Caregiver\_DT\_2021.pdf  
P\_R\_Snapshot\_Earth\_Day\_2021.pdf  
P\_R\_Snapshot\_Lucky\_Fun\_Fit\_Trail\_2021.pdf  
P\_R\_Snapshot\_Search\_\_\_Solve\_2021\_DRAFT.pdf  
P\_R\_Snapshot\_S\_mores\_2021.pdf  
P\_R\_Snapshot\_Tennis\_2021.pdf  
P\_R\_Snapshot\_We\_Heart\_Everyone\_2021.pdf

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## Parks and Recreation returns to community events with a bang!

For the first time in over a year, the City hosted a large scale community event. Although the event was different than usual with no vendors or activities, it didn't stop the community from coming together, enjoying live music, and viewing an amazing fireworks show. The event was a real treat for the residents as the only 4<sup>th</sup> of July celebration with fireworks in Napa County.

### KEY METRICS

**Mini Parade** with 16 entries

**2** live bands

**Fifteen Minute** Fireworks Show

**Approximately** 3000 people in attendance



A lawn full of spectators await the fireworks show

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## Badminton strikes this Summer

This summer, Badminton took center court in American Canyon as Open Gym Badminton reached high popularity in the summer. With adapted covid-19 safe policies and a fervent fan base, this all-age friendly game brought great fun for many this past year and a half.



### KEY METRICS

**96 total participants** signed up for badminton

**64 hours** of badminton sessions were offered on Sundays from June – August

**Maximum of 6 courts** are made available in the community center gym

**Increased capacity from 12 to 36** due to increased desire from community members.

Two members of the ACHS badminton team take on a local father-daughter team in an exhibition match.

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## The Bunny served up an egg hunt to go!

Springtime cheer was brought to the kids in American Canyon by partnering up with several organizations to hand out fun goodies and candy filled eggs. Participants were also treated with dance performances, and themed-decorated vehicles as they collected their goodies. The community enjoyed hopping instead of hunting at this year's Bunny Hop Drive Thru!

### KEY METRICS

106 Vehicles

8 Participating agencies

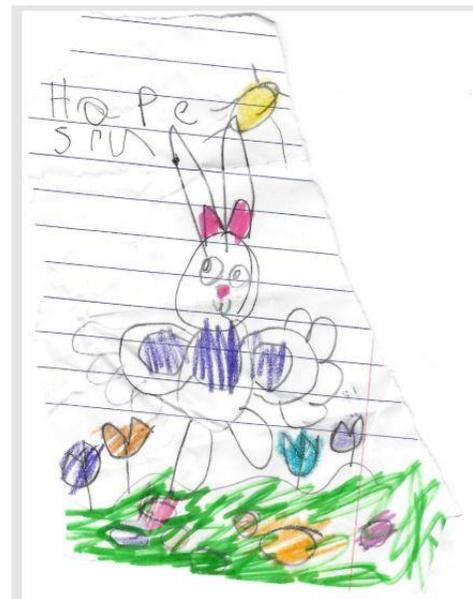
3 Departments

8,500 eggs handed out

Over 100 wildflower seed packets handed out.



Event Bunny and American Canyon Orthodontics



This drawing was given to the bunny by a very excited child that drew it at home and brought it to the event!

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## Caregiver Recruitment Yields 40 Cars in American Canyon

The County of Napa, Collabria Care, and the City of American Canyon partnered for the first Caregiver Drive-Thru in American Canyon. The Drive-Thru had two purposes; to thank current caregivers and recruit new caregivers. There is a nationwide lack of caregivers, which has grown worse due to the COVID-19 pandemic. More information can be found at [www.countyofnapa.org/enroll](http://www.countyofnapa.org/enroll) .

### KEY METRICS

**40 cars** came through the two-hour event

**60 prizes** and freebies were handed out to each participant

**30 survival kit** were given out to potential caregivers

**60 bags** were prepared by Collabria Care which included hand sanitizer, PPE, and flyers for Dementia – Capable and the American Canyon Senior Center



Tiffanie Walker, Information and Assistance Program Manager with Napa County, hands a potential caregiver a survival kit backpack.

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## 120 Participants Celebrate Earth Day at the Wetlands

In partnership with the American Canyon Community and Parks Foundation and their Wetlands Up Close Event, 120 participants received reusable straws, wildflower seeds, and nature kits. Volunteers dedicated 48 hours to help clean-up the Wetlands too. The American Canyon Flowers and Fields BioBlitz launched at the event, encouraging citizen scientists to contribute biologic scientific observations.



Handing out branded reusable straws and nature kits.

### KEY METRICS

**120** People walked through the event for giveaways and information

**4** Participating agencies

**2** City Departments

**Over 100** wildflower seed packets, reusable straws, and nature-kits handed out.

**Earth Day Cleanups** logged in 48 hours

**BioBlitz** – American Canyon Flowers and Fields had:

- April 17-30
- 8 participants
- 31 observations

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## AMERICAN CANYON FOUND THE END OF THE RAINBOW ON ST. PATRICK'S DAY...

And they found Lucky the Leprechaun! We had lots of children moving their bodies in fun ways through all the colors of the rainbow, and even some of the parents joined in! At the end of the rainbow, they were greeted by Lucky, and received some of his gold coins (chocolate) along with rainbow putty and some seeds to plant their own clovers in hopes of finding one with four leaves.

### KEY METRICS

**2 Parks** – Shenandoah and Wetlands Edge

**2 Dates** - March 13 & March 17

**55 total participants** at Shenandoah

**28 total participants** at Wetlands Edge



Hanging out with Lucky the Leprechaun and moving through the colors of the rainbow!

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## Exercising Both Mind and Body in Heart Your Parks – Search & Solve

The City of American Canyon partnered with American Canyon Community and Park Foundation to add a little heart healthy fun for Heart Your Parks month. Our contribution challenged people to find hearts in the parks with secret messages on them. Then they used a cipher to decode the message to find out what the park had to say to them. Ex: "Of all the paths you take in life, make sure a few are dirt!"

### KEY METRICS:

- Feb. 1 – Mar. 1
- 99 Participants
- 4 Park locations
- 81.65 miles walked



Super sleuth "Shady" the dog and a family out walking the parks solving the puzzles while getting some fresh air and exercise.

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## Out Of This World, Night Time FUN!

S'mores and Meteors returned to the Wetlands in 2021! In addition to the yearly fun of telescopes, s'mores, and silent disco, we added some fun educational content for all ages. First, a fun live music sing-a-long with the Traveling Star Show, who sang songs to teach astronomy concepts. Second, Dr. Paul Lynam from Lick Observatory led mini-seminars on meteor showers, what they are, and why they happen.

### KEY METRICS

**Approximately** 250 in attendance, and lots of children.

**Self-Guided Trivia** was filled out by 8 people

**Six Volunteers** Led four different activities for the community



A group of people attending the mini-seminar, where they also got to view a sample of a meteorite

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## AC Tennis Continues To Ace!

This summer, Tennis continued to be a popular choice for American Canyon players and family. During the summer, we sold out all available spots in all tennis programs. Thanks to a generous donor, we were given a new tennis ball machine for the children to use in future lessons.

### KEY METRICS

**100%** Full Capacity

**36 hours** of tennis lessons were offered on Tuesdays, and Wednesdays from May – August

**First** sports program to return during the COVID-19 pandemic



Kingston reaches for an overhead shot in a drill from Coach Danny Thrower

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## Spreading The Love In American Canyon!

In the spirit of celebrating diversity, February was the perfect time to show our community some love. We ♥ Everyone in AC and partnered with local organizations to spread the love. American Canyon Arts Foundation handed out Valentine Card Kits, while The Jammin' Fil-Ams played some classic love songs. AC Parks and Rec handed out Lunar New Year envelopes, and Black History Bookmarks. We also gave out We ♥ Everyone decals to proudly display in your car or home to show the community you care!

### KEY METRICS

- 47** Vehicles came through the drive-thru
- 85** Individuals came through the drive-thru
- 4** Different giveaways celebrating different occasions
- 2** Additional organizations participated



Celebrating Diversity is one way we can show love to our community! We ♥ Everyone in American Canyon!



## **TITLE**

Aquatics Programming Report- Spring/Summer 2021

## **RECOMMENDATION**

Receive a report on Aquatics programs that occurred in the spring and summer of 2021

## **CONTACT**

Joedy Michael, Aquatics Supervisor

## **BACKGROUND & ANALYSIS**

This report summarizes the spring/summer 2021 programming and operations of the Phillip West Aquatics Center.

### **Spring Summary:**

- **COVID MANAGEMENT-** During the spring we continued with our COVID-19 cleaning, disinfection, facility and program adjustments that we made in 2020. Staff remained diligent in all aspects of our management plan. The locker rooms remained closed.
- **PROGRAMMING-**
  - **Swim Lessons-** Enrollment increased through the Spring with most classes running near capacity (80%). The entry-level classes requiring a parent in the water had the lowest enrollment. Swim instructors remained out of the water. Parent surveys maintained high marks for satisfaction and several sharing their gratitude for remaining open.
  - **Water Aerobics-** Classes continued to be at capacity. There were 180 registrations March - May.
  - **Lap Swim-** We had over 600 registrations for lap swim for March - May, offering over 75 swim options. The evening swim times remain the most popular.

- Partnerships- AHI finished their afterschool program in March. They continue to be a great partner for this offering. SASO also continued to offering a more competitive option for American Canyon, also a great relationship to maintain. Both groups were able to self monitor and follow all internal and facility expectations for COVID safety.
  - American Canyon Student Swim Program- Cancelled due to on going COVID restrictions and locker room closures at both sites.
- STAFFING- 5 new lifeguards were hired (all from previous lifeguard class). On going and summer trainings were held, and retention of staff remained high.
  - FACILITY- No major changes or updates.

### **Summer Summary:**

- COVID MANAGEMENT- COVID-19 cleaning, disinfection, facility and program adjustments continued as we awaited the June 15th announcement from the Governor. We struggled balancing our internal operations and guidance from the state/county with the practices provided for employees for the city as a whole. We had some minor modifications for summer that included no outdoor masking required, and we introduced instructors into the water for swim lessons. Locker rooms remained closed. Staff remained diligent in all aspects of our management plan and we held steady with all other practices. When COVID cases began to rise in mid July we reversed COVID loosening.
- PROGRAMMING-
  - Swim Lessons- Strong and increasing enrollment continued through the summer, with most classes offered near or at capacity (90%). Same with Spring, classes requiring parent in the water were the lowest enrolled. Instructors were in the water for about one month before increases in Delta variant cases increased. Parent satisfaction marks remained high with comments about positive progress even with modifications to programs.
  - Water Aerobics- Classes continued to be at full capacity - 180 registrations June - August.
  - Lap Swim- There were over 600 registrations for lap swim for June - August, offering over 100 swim options. The evening swim times remain the most popular.
  - Open swim- This was lowest attended aquatics program of the summer, averaging 20% capacity across 100 offerings.
  - Jr Lifeguard- Class ran at capacity with 12 participants. It was a great group of students. All received certifications in CPR/First Aid.
  - Lifeguard Certification Class- The class was a late addition towards the end of the summer. It was offered due to a concern about a lifeguard shortage in the fall. 7 participants complete the course.
  - Partnerships- AHI fortunately was able to use the ACHS Pool during the summer. SASO continued to offering a more competitive option for American Canyon.

- Water Carnival- Cancelled.
- STAFFING- On going trainings were held, and retention of staff remained high. One in water rescue was made during swim lessons. End of summer staff BBQ was a great finish to our summer.
- FACILITY- During a regular quarterly inspection, the accessibility chair lift was found to be inoperable. It appears the exposure to the elements without the dome this year, and long term added humidity when dome was up, contributed to rusting and deterioration of the motor. It was 8 years old. Staff is currently researching options to replace it. No other major concerns.

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

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

### **FISCAL IMPACT**

None

### **ENVIRONMENTAL REVIEW**

None

### **ATTACHMENTS:**

[PR\\_Snapshot-\\_Aquatics\\_Jr\\_Guard\\_2021.pdf](#)

# PARKS & REC SNAPSHOT

*We Inspire Fun; Together We Create Community*

## 12 Participants Complete Jr. Lifeguard Training

Jr Lifeguards learn the basics of lifeguarding, assist with facility operations and earn a CPR/First Aid Certification. The Jr Lifeguards were very engaged, many volunteering many hours outside of the required times to complete the class. It's exciting to see the program grow. This program is a staff favorite. They enjoy the investment in the future of the facility.



Jr. Lifeguard showing their certificates of completion.

### Key Metrics:

- 12 students
- All received certification in CPR/AED



## **TITLE**

Administrative/Customer Service Report

## **RECOMMENDATION**

Receive a report on customer service

## **CONTACT**

Liz Lozano, Administrative Technician

## **BACKGROUND & ANALYSIS**

### **Recreation and Aquatics Program Registrations:**

- The Parks and Recreation Department recently wrapped up summer programming (June, July, and August). We had a total of 1,243 registrations this summer for recreation and aquatic classes.
- Open registration day for Fall programming was on Wednesday August 18th for residents and Wednesday August 25th for non-residents.
- Fall programming includes aquatic and recreation classes for the months of September, October, November, and December.

### **Park and Facility Rentals:**

- The Parks and Recreation Department is still accepting park rental reservations. Park reservations continue to be available to residents only.
- Park rentals continue to be in high demand with most of our parks fully booked on the weekends. Recently, staff have received some requests for cancelations due to concerns with COVID-19. We are currently processing park rental requests into the month of November.
- There is no set date to reopen our indoor facilities for rentals. Staff is closely monitoring the impact of the COVID-19, Delta variant. Facilities will likely reopen with a tiered approach in late fall/early winter. Community organization requests will be considered on a case-by-case basis.

### **Administrative Staffing Challenges:**

The administrative division is continuing to work through staffing challenges. Our current office

assistant recruitment is on-going. We have reviewed roughly 27 applications, conducted two rounds of interviews, and currently have one candidate going through the on-boarding process. There is one more round of interviews scheduled in September. We are hoping to find up to three more candidates to hire. If this round of interviews is unsuccessful, then we might have to consider opening a new office assistant recruitment. In the meantime, two former Parks and Recreation Department Office Assistants will be returning to work in early September on a part time basis. One office assistant will be working at the Senior Multi-Use Center and the other office assistant will be working at the Parks and Recreation Department Office at City Hall. It is unlikely for any additional full time help to be added to the administrative division this fiscal year. Staff is currently taking a close look at our daily operations to evaluate how we best can cope with our short-staffing challenges. Our goal through this review is to reprioritize projects, reorganize assignments and workloads, and recruit additional part time help in efforts to improve customer service and staff moral.

### **Transition to New Registration System- CivicRec**

The administrative division is working with our new registration software system CivicRec to transition our registration software away from ActiveNet. We have provided CivicRec with our first round of deliverables to set-up the framework for our new program registration system. We will be working with CivicRec over the next couple of months to retrieve and transfer data from the old system (ActiveNet) to the new system (CivicRec). We have a tentative goal to have CivicRec up and running by the New Year.

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

Organizational Effectiveness: "Deliver exemplary government services."

### **FISCAL IMPACT**

None

### **ENVIRONMENTAL REVIEW**

None

### **ATTACHMENTS:**

None



## **TITLE**

Recreation Division Report

## **RECOMMENDATION**

Receive a report on upcoming recreation offerings

## **CONTACT**

Alana Behn, Recreation Supervisor  
Stacey Johnson, Recreation Coordinator  
Vincent Lin, Recreation Coordinator

## **BACKGROUND & ANALYSIS**

Below is an overview of upcoming recreation offerings. The City carefully abides by all Napa County Health and State Guidelines to prevent the spread of COVID-19.

**COVID Sports Return to Play Coordination:** Staff worked jointly with contracted instructors and various American Canyon organizations to implement their return to play programs. Current programs that have gone through the Return to Play Protocol include: YSO, ACLL, ACYF, Girls on the Run, and a new Napa Valley Cricket Club.

### **Ongoing In-Person Programming:**

- Private Tennis Lessons continue, as well as group tennis lessons.
- All-City Dance remains indoors for class, offering hip-hop, ballet, and jazzy funk.
- Line Dancing with Evolution Soul continue indoors on Thursdays starting September to December.
- Open Gym Badminton takes place Sunday mornings and has great attendance.
- Mixed Combative Self Defense started in July and continues to provide lessons.

**Senior Center Virtual Programming:** The Senior Center hosts Forever Young Fitness, Yoga, and Stitchers' Social classes virtually on Zoom. Various partners provide wellness classes via Zoom. Staff is finalizing a re-opening plan for the center.

**Soroptimist Events:** In partnership with Soroptimist International of American Canyon, Bingo nights

continues monthly. Bingo nights are scheduled for the 3rd Thursdays of the month at 7 pm.

**New Sports for Fall/Winter Season:**

- Open Gym Basketball - Tuesdays from 8 pm - 9:30 pm
- Open Gym Volleyball - Mondays from 8 pm - 9:30 pm
- ACMS Afterschool Basketball - Starting 9/14 - 10/21
- Winter Basketball League - Registration only, season starts in January.
- Super Soccer Stars - NEW class 9/11 - 10/30
- Amazing Athletes - NEW class 9/11 - 10/30

**Pickleball:** One-day clinics are here! Partnering with the Napa Valley Pickleball Group to bring more attention to the newly-remodeled pickleball courts on Elliott Drive, these clinics will introduce the sport to AC. The goal of this program is too offer a beginner’s clinic day and educate new players on the sport throughout the year. Upcoming clinics include 9/25 and 11/6.

**Coastal Clean Up:** Save the date for September 18! This event is a call to action to clean up communities across the world of trash before it enters our waterways and oceans. All volunteers must pre-register to participate in the event.

**COUNCIL PRIORITY PROGRAMS AND PROJECTS**

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

**FISCAL IMPACT**

None

**ENVIRONMENTAL REVIEW**

None

**ATTACHMENTS:**

None



**TITLE**

Aquatics Division Report

**RECOMMENDATION**

Receive a report on Aquatics programs

**CONTACT**

Joedy Michael, Aquatics Supervisor

**BACKGROUND & ANALYSIS**

This brief update shares the Aquatics Division's plans for the next 30 days:

- Evaluate summer program surveys
- Equipment inventory and removal
- Fall programming begins
- Lifeguard hiring
- COVID programming updates
- Staff trainings

**COUNCIL PRIORITY PROGRAMS AND PROJECTS**

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

**FISCAL IMPACT**

None

**ENVIRONMENTAL REVIEW**

None

**ATTACHMENTS:**

None



**TITLE**

Subcommittees Report

**RECOMMENDATION**

Receive and file a report on Parks and Community Services subcommittees of interest

**CONTACT**

Creighton Wright, Parks and Recreation Director  
Alana Behn, Recreation Supervisor  
Joedy Michael, Aquatics Supervisor  
Liz Lozano, Administrative Technician

**BACKGROUND & ANALYSIS**

**AC Food Support Committee**

**PCS Members: None, staff and non-profit committee**

**Staff Lead: Alana Behn, Recreation Supervisor**

Purpose: Connect food resources with those in need in American Canyon. Communication and coordination among food providers, referral organizations, food resource support organizations, and resource facilitators are paramount to successfully achieving our purpose.

Partners: Several are vital to the committee's success. Partners on the committee include:

- |                                    |                                 |
|------------------------------------|---------------------------------|
| NV COAD                            | Crosswalk Church                |
| Catholic Charities                 | Feeding it Forward              |
| Innovative Health Solutions        | ParentsCAN                      |
| American Canyon Mayor              | American Canyon Chamber         |
| American Canyon Mayoress           | Can-V                           |
| Collabria Care                     | Community Liaison for ACMS      |
| American Canyon Parks & Recreation | Boys & Girls Club - AC          |
| American Canyon PIO                | AC Kiwanis Food Pantry          |
| OLE Health                         | Harvest Freewill Baptist Church |

Lions Club International - AC

Deacon – Holy Family Church

Jameson Rescue Ranch

ACCERT

Purpose: Connect food resources with those in need in American Canyon. Communication and coordination among food providers, referral organizations, food resource support organizations, and resource facilitators are paramount to successfully achieving our purpose.

Partners: Several are vital to the committee's success. Partners on the committee include:

Monthly Food Distribution Sites:

Napa Valley Food Bank – at/with Holy Family Church

Households served: 90

Distribution: 1st Friday, 2-4pm

Napa Valley Food Bank – with Harvest Freewill Baptist Church at Benton Way, Aquatics Parking Lot

Households served: 153

Distribution: 2nd and 4th Tuesday, 3:30-5:30 pm

AC Emergency Food Pantry

Households served: 90

Distribution: 1st Thursday at Aquatics Parking Lot – 4:30-5:30 pm

AC Emergency Food Pantry/ Napa Valley Food Bank (USDA) – at Benton Way, Aquatics Parking Lot

Households served: 109

Distribution: 3rd Thursday, 4:30-5:30 pm

Parents Can & COAD Deliveries to homebound/disabled –

- Service change due to limited staffing and resources.

## **Community Events Committee**

**Subcommittee Members: Commissioner Griggs**

**Staff Lead: Alana Behn, Recreation Supervisor**

- No recent meetings.

## **Senior Center Planning Subcommittee**

**Subcommittee Members: Vice-Chair Einberger, Commissioner Margolati**

**Staff Lead: Alana Behn, Recreation Supervisor**

- No recent meetings.

## **General Plan Parks and Recreation Element Working Group**

**Subcommittee Members: PCS Commissioner Margolati, PCS Commissioner Servente, OSAC Chair Matson, OSAC Committee Member Artis, Sellick (ACCPF ED)**

**Staff Lead: Creighton Wright, Parks and Recreation Director**

Meeting content and summary is found on the City Website Here: <https://www.cityofamericancanyon.org/government/community-development/planning-zoning/general-plan-update/parks-and-recreation-element>

A meeting occurred on August 19 from 4-6 pm. The working group completed the following agenda items: Reviewed the amenities/partners/activities summary and completed the evaluation to inform the space planning exercise. The committee made two significant findings: The environmental center should be targeted at the Corps Yard site. Some smaller satellite programming space may be necessary at Clarke Ranch. The larger bike skills area should be moved off-site, and effort should be spent formalizing while not ruining the unique vibe of the organic bike skills area that has been built near the wastewater plant. The group discussed incorporating smaller, simpler, basic bike skills areas along existing paths, like the pathways for play concept. They further identified items for City Administration/Council consideration - studying more active use of the landfill, and whether to acquire and add to the open space area the remnant parcel north of Clarke Ranch and west of the SDG parcels. The group identified other points needing more study during future design phases. The Working Group completed a space planning exercise based on the findings of the evaluation. They generally liked the staff proposed plan and suggested minor adjustments to the space plan.

## **General Plan Education and Life-Long Learning (ELL) Advisory Committee**

**Subcommittee Members: None**

**Staff Lead: Creighton Wright, Parks and Recreation Director**

Meeting content and summary is found on the City Website Here:

<https://www.cityofamericancanyon.org/government/community-development/planning-zoning/general-plan-update/education-and-lifelong-circulation-element>

- No recent meetings.

Conservation Program/Trails Crew Planning Committee

Subcommittee Members: OSAC Committee Members Christian and McClinton-Horner, PCS Commissioners Margolati and Griggs

Staff Lead: Alana Behn, Recreation Supervisor

The committee met for the first time in the second week in August. The meeting agenda follows:

The team reviewed the volunteer program annual plan and discussed adjustments to the annual schedule.

The team reviewed the first project for the Conservation Program - Coastal Clean-up and the first project for the Trails Crew - Ridge Trail Day.

Project plans for each are underway.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **FISCAL IMPACT**

None

## **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:**

[AC Food Flyer - English \(002\).png](#)



## **TITLE**

Parks and Open Space Projects Report

## **RECOMMENDATION**

Receive and file a report on updates

## **CONTACT**

Creighton Wright, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

### **VOLUNTEER AND CONSERVATION PROGRAMS**

American Canyon Conservation Program: 4 events per fiscal year

- LOCATION: Throughout City in traditional park areas
- PROJECT SCOPE: Coastal Clean-up – Parks and waterways clean-up projects.
- DATE/TIME: TBD, Next project to occur in September.
- RECENT ACTIVITY: Annual planning meeting scheduled in August.
- NEXT STEPS: Coordinate Coastal Clean-up project.

American Canyon Trails Crew: 4 events per fiscal year.

- LOCATION: Newell Open Space
- PROJECT SCOPE: Ridge Trail Day will include two items, sowing native wild grass and wildflower seeds and planting of native tree starts.
- DATE/TIME: November 6, 2021
- RECENT ACTIVITY: Planning Meeting occurred August 11. Committees members developing plans.
- NEXT STEPS:
  - Finalize project plan.
  - Acquire supplies.
  - Recruit for volunteers

Other:

#### Eagle Scout Project – Zachary Bernard

- LOCATION: Wetlands Edge Bay Trail
- PROJECT SCOPE: Wetlands Edge DG Trail Repairs and Crown Shaping
- DATE/TIME: TBD
- RECENT ACTIVITY: City staff met with Mr. Bernard to confirm the project plan.
- NEXT STEPS:
  - Finalize project date.
  - Gather/acquire materials and supplies preparation.
  - Schedule final planning meeting.

#### Eagle Scout Project – Reid Lee

- LOCATION: TBD
- PROJECT SCOPE: Tentative – Build and install 3-4 Little Free Libraries in Parks.
- DATE/TIME: Complete by end of year
- RECENT ACTIVITY: Mr. Lee submitted project plan. It needs review and comment from the City.
- NEXT STEPS:
  - Formalize the plan.
  - Fundraise for supplies.
  - Establish partnership with Rainbow Action Network for library management.

#### Eagle Scout Project – Carissa Lee

- LOCATION: Wetlands
- PROJECT SCOPE: Install retaining wall on southeast corner of Fitness Station.
- DATE/TIME: Completed by the end of the year.
- RECENT ACTIVITY: Coordinated an organizational meeting with Ms. Lee and project site walkthrough with Ms. Lee and Public Works Superintendent.
- NEXT STEPS:
  - Develop a formal project plan, timeline, and budget.
  - Fundraise for supplies.

#### Scouts Watering of Newell Plantings

- LOCATION: Newell Open Space
- PROJECT SCOPE: Scouts planted and water several plantings at the Newell Open Space after the fire.
- DATE: Watering occurs every two weeks during the summer.

#### Grazing Management Plan

- LOCATION: Newell Open Space
- PROJECT SCOPE: Improve grazing operations. Create a joint grazing license with Solano Land Trust for Newell Open Space and Lynch Canyon.

- RECENT ACTIVITY:
  - Met briefly with the rancher to discuss possible plans to improve the springs on site.
  - Rancher has stated that due to the lack of feed (due to the drought), he has pulled all cattle from NOS.
- NEXT STEP:
  - Finalize grazing lease.
  - Have grazer sign.

#### Carbon Farming Plan for Newell Open Space

- LOCATION: Newell Open Space
- PROJECT SCOPE: Create a carbon grazing plan for the Newell Open Space, increasing sustainability and carbon capture in the soil.
- RECENT ACTIVITY: Received a project update from RCD project manager and carbon consultant. They suggested before doing any considerable adjustments to capture carbon, we need to see if the springs can function better. They suggest taking the the next year to rehab the springs with the help for NRCS and RCD.
- NEXT STEP:
  - Coordinate spring evaluation and receive recommendations from NRCS and RCD. remediation.
  - Coordinate a volunteer project to implement recommendations.
  - Exclude cattle from spring area to allow area to recover.
  - Monitor and evaluate spring production over the next year.

#### Felidae Conservation Funds – Wildlife Camera Monitoring

- LOCATION: Newell Open Space
- PROJECT SCOPE: Review and report capture wildlife camera data monthly. Share data with the sponsor – Felidae Conservation Fund.
- RECENT ACTIVITY: None.
- NEXT STEP:
  - Need to coordinate with volunteer to retrieve and review camera data.

#### Barn Owl Boxes at Wetlands

- LOCATION: Wetlands
- PROJECT SCOPE: Partner with Napa Wildlife Rescue to maintain and monitor the use of the boxes.
- RECENT ACTIVITY: No activity.
- NEXT STEP:
  - After the mating season, Napa Wildlife Rescue cleans out the boxes.

### **GRANTS:**

#### Habitat Conservation Fund Grant

- CITY ALLOCATION: \$86,753
- LOCATION: Newell Open Space
- GRANT PLAN: ADA parking lot and trail improvements for first .5 miles of Newell Open Space.
- RECENT ACTIVITY:
  - None.
- NEXT STEP:
  - Make quarterly report to State Parks.

#### Prop 68 Per Capita Funding

- CITY ALLOCATION: \$177,952.
- LOCATION: Northampton Park, Com1, and Little League.
- GRANT PLAN: Replace three playgrounds in the City at Northampton, Com 1, and Little League.
- RECENT ACTIVITY: City Council approved a resolution on January 19, 2021.
- NEXT STEP: The application package deadline to receive allocation is December 2021.

#### Measure AA

- GRANT AWARD: \$450,000
- LOCATION: Wetlands
- GRANT PLAN: Wetlands Restoration, Reclamation, and Recreation Project. Complete three feasibility studies to restore, reclaim and provide recreation access to Wetlands.
- RECENT ACTIVITY:
  - Completed and received approval for the grant work plan. Slid start of the project until later in the year (planned for May-June start).
- NEXT STEP:
  - Fall/winter 2021 - Create a Request for Proposal (RFP) for a consultant to propose on the project. Hold a Technical Advisory Committee Meeting to orient the group to the project and review and comment on the RFP.

#### Environmental Education Facilities Grant

- CITY AWARD: \$250,000
- LOCATION: Wetlands
- GRANT PLAN: Formalize dirt trail, create an outdoor classroom, create fun, interpretative elements, signage, and design demonstration gardens.
- RECENT ACTIVITY: City Council approved a resolution on January 19, 2021.
- NEXT STEP:
  - Early 2022 - Create Design RFP

#### Possible Future Grant – CalFire Urban Forestry Grant

- CITY AWARD: TBD
- LOCATION: Citywide
- GRANT PLAN: Partner with RCD and Napa to create an urban forest master plan, including inventory, assessment, management, and preservation plans.
- RECENT ACTIVITY: Backed out of project as the City didnt have the resources to provide input to the grant team.
- NEXT STEP: None.

### **DESIGN AND CONSTRUCTION PROJECTS**

#### 2021 Newell Open Space Trail

- LOCATION: Newell Open Space
- PROJECT SCOPE: ADA parking lot and trail improvements for first .5 miles of Newell Open Space.
- RECENT ACTIVITY:
  - Council approved design contract amendment.
  - Updated contract documents.
  - Held project re-start meeting with consultant.
  - Consultant completed survey work on site.
- NEXT STEPS:
  - Review and reconfirm project assumptions.

#### 2021 Wetlands Restoration, Reclamation and Recreation Feasibility Projects

- LOCATION: Wetlands
- PROJECT SCOPE: Complete 3 feasibility studies to restore, reclaim, and provide recreation access to Wetlands.
- RECENT ACTIVITY: Completed and received approval for the grant work plan. Slid start of the project until later in the year (planned for May-June start).
- NEXT STEPS:
  - Create a Request for Proposal (RFP) for a consultant to propose on the project.
  - Hold a Technical Advisory Committee Meeting to orient the group to the project and review and comment on the RFP.

#### 2022 Playground Replacement Project

- LOCATION: Northampton Park, Com1, and Little League.
- PROJECT SCOPE: Replace three playgrounds in the City at Northampton, Com 1, and Little

League. Make one fully inclusive playground, likely Community Park 1.

- RECENT ACTIVITY: None
- NEXT STEPS:
  - Select Playground Manufacturer
  - Finalize Playground Replacement Plan

#### 2022 Wetlands Edge Environmental Education Facilities Project

- LOCATION: Wetlands
- PROJECT SCOPE: Formalize dirt trail, create an outdoor classroom, create fun, interpretative elements, and signage, design for demonstration gardens.
- RECENT ACTIVITY: None.
- NEXT STEP:
  - Create Design RFP.

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

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

### **FISCAL IMPACT**

None

### **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:**

None