



TITLE

Work Plan Fiscal Year 2026/27

RECOMMENDATION

Adopt a Minute Order approving the Parks and Community Services Commission Work Plan for Fiscal Year 2026/27.

CONTACT

Alexandra Ikeda, Deputy City Manager

BACKGROUND & ANALYSIS

The City Council formed the Parks and Community Services (PCS) Commission in 1999. In 2003, it adopted the Parks and Community Services Guidelines and amended American Canyon Municipal Code Chapter 2.29 (Attachment 1), which together narrowed the Commission's purview and clarified its role as follows: *"The function, power and duties of the Parks and Community Services Commission shall include a review of issues referred to the Commission by the City Council, the City Manager, the Community Services Department, or residents or organizations of the City; to provide advice, comment and make recommendations regarding such issues as requested; to organize or facilitate community benefit activities or functions; and other duties as assigned by the City Council."*

Per these guidelines, the Commission serves in an advisory capacity to the City Council and staff. Each fiscal year, the Commission develops a Work Plan for the upcoming fiscal year. The Work Plan will list issues and projects to be addressed by the Commission and should be consistent with the Council's adopted goals and priorities pertaining to parks, recreation, and community services. On May 14, 2026, the Commission, along with staff support, developed the draft Work Plan for Fiscal Year 2026/27 (Attachment 2).

For issues and projects that come up during the year that are out of the realm of the approved Work Plan and would require significant staff time or City funds, the Commission should determine if it is feasible to wait until the next year to address the issue or project. If the Commission determines that the issue or project should be addressed in the current year, a recommendation for modification of the Work Plan will need to be submitted to the Council for Consideration. This recommendation for modification of the Work Plan will need to indicate which issues or projects will

be postponed or eliminated to accommodate and add the new issue or project to the Work Plan.

Accomplishment From FY2025/26

The Commission continued its work on the Parks and Recreation Master Plan update, which is scheduled for City Council adoption on June 16, 2026. The Commission also evaluated a potential revenue measure and recommended that the City Council proceed with outreach and polling efforts to support parks and recreation initiatives.

The Commission completed updates to the Community Grant Policy and recommended funding allocations for the FY 2025/26 Community Grant Program. The City Council approved the grant awards in December 2025. The Commission also updated the Inflatable Play Equipment Policy, which was adopted by the City Council on April 21, 2026. Additionally, the Commission discussed community interest in additional pickleball courts and reviewed options associated with the Melvin Tennis Court Improvement Project, ultimately recommending that that project scope remain unchanged.

The following projects are in progress or have been completed: The Outdoor Education Project at Wetlands Edge Park was completed and included construction of an outdoor classroom, restroom facility, interpretive garden, and additional walking trails. Additional completed projects include shade improvements at Northampton Park. The new restroom facilities at Northampton Park and Silver Oak Park remain under construction. The Veterans Memorial Park Playground and Resurfacing Project is nearing completion.

Rolling Over Work Plan Items

- Develop an Active Adult Fee Waiver Policy.
- Update Municipal Code Chapter 2.29 Parks and Community Services Commission and Guidelines.

Looking Ahead

The PCS Commission, alongside the Open Space, Active Transportation, and Sustainability Commission, will work collaboratively to evaluate the need for an e-bike ordinance and assess potential policy considerations related to safety and enforcement. The Commissions will also explore trail and park wayfinding opportunities that improve connectivity and support active transportation throughout American Canyon.

The Commission will continue work on two initiatives carried over from FY 2025/26. The first is an update to the Municipal Code Chapter 2.29 Parks and Community Services Commission and Guidelines. The second is development of an Active Adult Fee Waiver Policy to evaluate opportunities for increasing access to recreation programs and services for eligible active adult residents.

The Commission will also review Community Grant Program recipient presentations and financial

reports to evaluate program outcomes, accountability, and community impact. Additionally, the Commission will develop project charters and evaluate the feasibility of a second community garden on the east side of town and additional pickleball courts.

And lastly, the Commission will provide input on design for parks and recreation projects in the Capital Improvement Program, and review future projects.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The annual cost to convene the Commission on a monthly basis is approximately \$30,000. These costs are included in the FY2026/27 Budget - primarily through staffing allocations.

ENVIRONMENTAL REVIEW

None

COMMUNICATION

Level 0: No Further Public Communication Needed

This staff report serves as the formal communication on this item.

ATTACHMENTS:

- [1. Ordinance 99-03: Chapter 2.29 and Guidelines](#)
- [2. DRAFT FY2026/27 Work Plan](#)