



TITLE

Draft Fiscal Year 2026/27 Annual Work Plan

RECOMMENDATION

Review and discuss the Fiscal Year 2026/27 Work Plan for the Parks and Community Services Commission for consideration by the City Council at the June 16, 2026, Council meeting.

CONTACT

Alexandra Ikeda, Deputy City Manager

BACKGROUND & ANALYSIS

The City Council formed the Parks and Community Services 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.

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.

Recap of FY2025/26 Work Plan Items - Attachment 2

1. Update Parks and Recreation Master Plan - *Expected to be adopted on June 16, 2026.*
2. Develop an Active Adult Program Fee Waive Policy
3. Develop a Community Grant Policy - *Completed. The Commission updated the policy and recommended a community grant allocation to the Council. The City Council awarded Community Grants on December 16, 2026.*
4. Develop Resolution 2014-93 Inflatable Play Equipment Policy - *Completed. The updated policy was adopted by the City Council on April 21, 2026.*
5. Update Municipal Code Chapter 2.29 Parks and Community Services Commission and Guidelines
6. Evaluate potential revenue measure - *Completed. The Commission received two presentations from staff, and provided a recommendation to Council.*
7. Identify FY26/27 Capital Improvement Program Projects for parks and recreation - *Completed. Received a presentation from City staff on March 12, 2026.*
8. **ADDED ITEM:** Pickleball Discussion - *Completed. Received a presentation from staff regarding a public comment at the Council level requesting additional pickleball courts. In consideration of Capital Improvement Program project PR23-0200, the Commission evaluated to rescope the project to include stripping for both pickleball and tennis, and made the recommendation to keep the project as is.*

Proposed Draft Fiscal Year 2026/27 Work Plan Items

- Develop an Active Adult Fee Waiver Policy: this is a carry over from last fiscal year work plan.
- Update Municipal Code Chapter 2.29 Parks and Community Services Commission and Guidelines: this is a carry over from last fiscal year work plan.

Next Steps

Staff recommends that the Commission review and comment on the proposed Draft Fiscal Year 2026/27 Work Plan and make recommendations on items that should be added for consideration. The Work Plan will be proposed to the City Council during a Joint Special meeting on June 16, 2026.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

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. [FY2025/26 Work Plan](#)

