



SPECIAL JOINT CITY COUNCIL AND PARKS AND
COMMUNITY SERVICES COMMISSION AGENDA
JUNE 17, 2025

STAFF REPORT
BUSINESS
ITEM NUMBER: 2.

TITLE

Work Plan Fiscal Year 2025/26

RECOMMENDATION

Adopt a Minute Order approving the Parks and Community Services Commission Work Plan for Fiscal Year 2025/26.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The City Council formed the Parks and Community Services (PCS) Commission in 1999 and adopted the "Parks and Community Services Guidelines" (Attachment 1).

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 lists 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 April 10th and May 8th, 2025, the Commission met with the Parks and Recreation Director and developed the draft Work Plan for Fiscal Year 2025/26 (Attachment 3).

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 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 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.

Accomplishments

The Newell Open Space Improvement project was completed earlier this year and included a new paved parking lot and an enhanced trailhead. The Wetlands Edge Enhancement project features an outdoor education classroom, a restroom, and interpretive garden, and is currently under

construction. The Northampton Park Shade Canopy and Park Restroom projects, along with the Silver Oak Park Restroom project, are in the design phase. Lastly, the Veterans Park Playground and Surface project is also progressing through the design phase.

City staff engaged RRM Design Group, a consulting firm, to assist in updating the Parks and Community Services Master Plan. RRM is currently under contract, and staff held a kickoff meeting in January 2025 to discuss the planning process. Additionally, RRM met with the PCS Commission on May 8th to discuss the purpose and objective of the project, gathered input through a values-based survey, and responded to questions.

The Commission received a presentation on the utilization of City parks and facilities for community groups and events. Additionally, they provided feedback on the Parks and Recreation Refund Policy and Skatepark Municipal Code. The revised refund policy was adopted by the Council on March 4, 2025, followed by the adoption of the updated Municipal Code on March 18, 2025.

Since 2023, the Commission has been tasked with the renaming of the "former" Napa Junction Elementary School, Community Park I, and Community Park II. Following the Council's adoption of the Facility Naming Policy on December 5, 2023, the Commission, in collaboration with City staff, solicited name recommendations from the community. Both the former Commission (whose term ended in December 2024) and the current Commission reviewed the submissions. A formal name recommendation is scheduled to go to the Council on June 17, 2025.

Looking Ahead

The PCS Commission, alongside the Open Space, Active Transportation, and Sustainability Commission, will continue the process of updating the Parks and Community Services Master Plan. This process will include various community engagement opportunities through tabling at community events and hosting an open house, meeting with key stakeholders, and completing a community survey.

As part of its ongoing efforts to enhance the City's parks and recreation offerings, the Commission recommends a review and update of Resolution 2014-93, the City's Inflatable Play Equipment Policy. This update would ensure alignment with current safety standards and operational practices. Additionally, the Commission supports the development of two new policies: 1) a fee waiver for drop-in programs serving active adults to promote accessibility and encourage greater participation in recreational activities; and 2) the creation of a Community Grant Policy with dedicated funding to support American Canyon nonprofit organizations in delivering programs, services, and events that benefit the American Canyon community.

To further ensure the sustainability and growth of the City's parks and recreation system, the Commission also recommends exploring a potential revenue measure. And lastly, the Commission will provide input on the design of parks and recreation projects in the current 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 FY2025/26 Budget - primarily through staffing allocations.

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

1. [Ordinance No. 99-03: Municipal Code Chapter 2.29 and PCS Guidelines](#)
2. [Draft Work Plan FY25/26](#)