



REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
September 11, 2025
6:30 PM

Chair: Gina Griggs
Vice Chair: Elston Mallory, Jr.
Commissioners: Shirley Koot, Scott Myer, Iain Smith

6:30 P.M. REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

This time is reserved for members of the public to comment on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Comments are limited to 3 minutes. Comments for items on the agenda will be taken when the item is called. The 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 Commission does not respond to public comment at this time.

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. **Minutes of May 8, 2025**
Recommendation: Approve the Regular Parks and Community Services Commission minutes for the meeting held on May 8, 2025.
2. **Minutes of August 14, 2025**
Recommendation: Approve the minutes of the Regular Parks and Community Services Commission meeting of August 14, 2025.

BUSINESS

3. **Community Grant Program Policy**
Recommendation: Review and comment on the draft Community Grant Program Policy and make a final recommendation to City Council.

MANAGEMENT AND STAFF ORAL REPORTS

ADJOURNMENT

CERTIFICATION

I, Nicolle Hall, Deputy City Clerk 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.

Nicolle Hall, Deputy City Clerk

PUBLIC PARTICIPATION

Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

Public meetings will be conducted in person. This meeting is also available via [Zoom](#), is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

Zoom Link: click [here](#). Webinar ID: 821 3687 7863; Passcode: 123456. Phone in to Zoom: 408-638-0968

Oral comments, during the meeting: Oral comments can be made in person during public comment periods or through Zoom. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

Written comments: Submit written comments by the eComments link, located on the Meetings & Agendas page of our website. eComments are available to commission members in real time. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting.

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@americancanyon.gov.

AGENDA MATERIALS: City Council agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at www.americancanyon.gov.

AMERICANS WITH DISABILITIES ACT: The City Council 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@americancanyon.gov. 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.

CITY OF AMERICAN CANYON
REGULAR PARKS AND COMMUNITY SERVICES COMMISSION MEETING

ACTION MINUTES

May 8, 2025

6:30 P.M. REGULAR MEETING

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Youth Commissioner Heather Mora, Commissioner Shirley Koot,
Commissioner Scott Myer, Commissioner Iain Smith, Vice Chair Elston Mallory, Jr.,
Chair Gina Griggs

Absent: None

Excused: None

PRESENTATIONS

1. Parks and Community Services Master Plan

Commissioners received a Parks and Community Services Master Plan presentation.

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

Chair Griggs called for public comments. Written comments: none. Oral comments: Carla Mallory was called to speak. The public comment period was closed.

AGENDA CHANGES

There were no changes to the agenda.

CONSENT CALENDAR

Action: Motion to adopt CONSENT CALENDAR made by Commissioner Scott Myer, seconded by Commissioner Iain Smith, and CARRIED by roll call vote.

Ayes: Commissioner Shirley Koot, Commissioner Scott Myer, Commissioner Iain Smith,
Vice Chair Elston Mallory, Jr., Chair Gina Griggs

Nays: None

Abstain: None

Absent: None
Excused: None

2. Minutes of April 10, 2025

Action: Approved the minutes of the Regular Parks and Community Services Commission meeting of April 10, 2025.

BUSINESS

3. Draft Fiscal Year 2025/26 Annual Work Plan

Commissioners received a Draft Fiscal Year 2025/26 Annual Work Plan staff report from Parks & Recreation Director Alexandra Ikeda. Chair Griggs called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

MANAGEMENT AND STAFF ORAL REPORTS

Commissioners received oral updates from Parks & Recreation Director Alexandra Ikeda.

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

CERTIFICATION

Respectfully Submitted,

Taresa Geilfuss, City Clerk

CITY OF AMERICAN CANYON
REGULAR PARKS AND COMMUNITY SERVICES COMMISSION MEETING

ACTION MINUTES
August 14, 2025

6:30 P.M. REGULAR MEETING

CALL TO ORDER

The meeting was called to order at 6:33 pm

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioner Shirley Koot, Commissioner Scott Myer, Commissioner Iain Smith, Vice Chair Elston Mallory, Jr., Chair Gina Griggs

Absent: None

Excused: None

PRESENTATIONS

There were no presentations.

PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

Chair Griggs opened public comments. Written comments: none. Oral comments: none

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

1. Fiscal Year Work Plan 2025/26

Commissioners received a staff report from Deputy City Manager Alexandra Ikeda. Chair Griggs opened public comments. Written comments: none Oral Comments: none. The Commission Reviewed the adopted Fiscal Year 2025/26 Work Plan for the Parks and Community Services Commission. reported on the item.

2. Community Grant Program Policy

Commissioners received a staff report from Deputy City Manager Alexandra Ikeda. Chair Griggs opened public comments. Written comments: none. Oral comments: Beth Marcus was called to speak; Fran Lemos was called to speak. Public comments were closed. The commission reviewed and commented on City's Community Grant Program Policy.

MANAGEMENT AND STAFF ORAL REPORTS

Deputy City Manager Alexandra Ikeda provided a management report.

ADJOURNMENT

The meeting was adjourned at 8:14 p.m.

CERTIFICATION

Respectfully Submitted,

Nicolle Hall, Deputy City Clerk



TITLE

Community Grant Program Policy

RECOMMENDATION

Review and comment on the draft Community Grant Program Policy and make a final recommendation to City Council.

CONTACT

Alexandra Ikeda, Deputy City Manager

BACKGROUND & ANALYSIS

The Parks and Community Services Commission (PCS Commission) reviewed and commented on the the Community Grant Program Policy (Attachment 1) at its meeting on August 14, 2025.

On September 2, 2025, staff requested clarification and direction from the City Council on the Community Grant Program Policy update. Specific questions were asked regarding authority of award, funding amounts, program residency, definition of fund use, and grant period. The draft Community Grant Program Policy (Attachment 2) incorporates Council's feedback and direction to align with Council's priorities.

Next Steps

The PCS Commission is asked to review and comment on the draft Community Grant Program Policy, and make a final recommendation to the City Council.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

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.

COMMUNICATION

Level 2: Targeted Communication

Information about the updated policy will be distributed to community groups directly. These groups will be invited to apply for the grant program once activated.

ATTACHMENTS:

1. [Community Grant Program Policy](#)
2. [Draft Community Grant Program Policy](#)

RESOLUTION NO. 2020-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON APPROVING AN
UPDATED COMMUNITY GRANTS PROGRAM POLICY**

WHEREAS, American Canyon relies upon the partnership, support and vibrancy brought to the community from community groups, non-profits and other community service agencies; and

WHEREAS, the City of American Canyon traditionally awards "microgrants" to support community organizations that provide programs and projects that directly benefit American Canyon residents; and

WHEREAS, the Community Grants Program Policy creates a formal policy that identifies program goals, eligibility criteria, standards of practice, funding requirements, proposal requirements, and contractual requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby approves the updated Community Grants Program Policy as shown in Exhibit A attached hereto and incorporated by reference.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 21st day of March, 2020, by the following vote:

AYES: Council Members Aboudamous, Joseph, Leary, Vice Mayor Oro, and Mayor Garcia
NOES: None
ABSTAIN: None
ABSENT: None



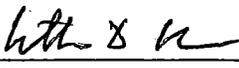
Leon Garcia, Mayor

ATTEST:



Suellen Johnston, City Clerk

APPROVED AS TO FORM:



William D. Ross, City Attorney



COMMUNITY GRANT PROGRAM POLICY

2020-XX

PURPOSE

Community Service Grants provide fiduciary support to local serving organizations to host programs or projects that directly benefit American Canyon residents. The policy identifies program expectations, organization eligibility, proposal evaluation criteria and the Community Service Community Grant Program process.

Important Notice: The City of American Canyon facilitates two grant programs. The program referenced in this policy addresses smaller "Community Grants" awarded to local organizations providing specific programs/projects to American Canyon residents. The Community Grant program is locally-based, competitive and encourages accountability and measurable outcomes.

The other lesser known program pertains to the process of line-item funding of organizations that contract directly with the City for community services in the City's Budget. Examples include the Chamber of Commerce, Collabria Care and Community Action Napa Valley, Fair Housing Napa Valley, and AC-CERT.

1.0 – Policy

City Council recognizes the creativity and valuable service provided by local community organizations and non-profits. As such, the City has developed a competitive process for local community organizations and non-profits to apply for Community Grants to fund a specific program or project that directly benefits American Canyon residents.

Community Grant Program parameters:

1. City Council allocates funds and approves final awards each year.
2. City Council delegates proposal review, applicant interviews and initial award recommendations to the Parks and Community Service Commission.
3. Call for grant proposals occurs generally one time per year.
4. No one organization shall receive more than 30% of total grant funds available.
5. Community Grants shall not be used for administrative or operational expenses. Community Grants should be used for one-time or seed programs and projects. Should an organization desire ongoing funding for community serving programs or services.
6. Community Grant proposals must:

- a. Include basic contact information for both the individual completing the application and the organization they are affiliated with, if any.
 - b. Identify the community need the program, event or project intends to address.
 - c. Clearly describe the program, event or project, including the means, methods and pertinent details (day, time, location, frequency, and what is occurring).
 - d. Clearly identify expected community outcomes, benefits and impacts (how many served, how affected, and what are the community benefits). Outcomes need to be as specific and measurable as possible.
 - e. Necessary resources, including in-kind support and volunteer hours, to execute the program/project and how/what and why Community Grant funds are needed.
7. The Parks and Community Services Commission (PCS), or a related sub-committee, interviews, evaluates and recommends Community Grant awards to City Council.
 8. Community Grant recipients shall complete a Community Grant agreement, agreeing to the terms and conditions set forth by the City.
 9. The awarded organization shall maintain regular communication with the City and provide regular status updates.
 10. Community Grant recipients shall complete a closeout report within 60 days of the program/project completing, or before they apply for another year's Community Grant. The closeout report must include:
 - a. final program/project details,
 - b. actual outcomes from the program/project (photos are highly recommended), and
 - c. detailed accounting of grant funds spent, including receipts.

2.0 – Community Grant Eligibility

Certain Community Grant eligibility criteria exists. Failure to comply with eligibility criteria shall result in an immediate disqualification. Community Grant applicants and their proposals must:

1. Serve American Canyon residents. At least 70% of participants must be American Canyon residents. The City may request verification of residency of program/project participants.
2. Be an American Canyon resident, or affiliated organization whose office or official address is within American Canyon.
3. Not be for a for-profit business or venture. The applicant should be affiliated with a local-serving non-profit or not-for-project organization.
4. Be in good standing and successfully completed past closeout reports.

3.0 – Application Evaluation

American Canyon City Council delegates responsibility to evaluate proposals to the Parks and Community Services Commission. The process and evaluation criteria used by PCS follows.

3.1 – Evaluation Process

The Community Grant evaluation process involves three main steps, application development and submittal, application evaluation and award. The evaluation process is detailed below.

Step 1 – Application Development and Submittal

1. Applications are made available on the City website.
2. Applicants complete the application, being sure to complete it prior to the deadline, and addressing requirements in this policy and associated forms.
3. Applicants submit application.

Step 2 – Application Evaluation

4. City staff provides initial screening of applicants to ensure eligibility criteria are met and applications are complete.
5. City staff contacts applicants and notifies them of the PCS meeting they must attend to present their proposed program, projects or service described in their application.
6. At the PCS meeting, applicants present their proposed program, project or service and take questions.
7. PCS Commissioners score proposals based on the criteria identified in the following section.
8. City staff aggregates scores and rank-orders applicants.

Step 3 – Application Award

9. Based on rank-ordered list, PCS chooses to recommend to City Council full funding, partial funding or no funding for each application. PCS formalizes their recommendation via motion and vote.
10. Following the PCS meeting, formal award of Community Grants will be scheduled on the next feasible Council Meeting. Community Grant applicants should attend the Council meeting where the final funding awards are scheduled. City staff will inform applicants of the Council Meeting date.
11. City Council may choose to accept or amend PCS's recommendation.
12. Following the City Council Meeting, City Staff reaches out to the applicant to complete a Community Service Community Grant Agreement solidifying the terms and expectations of the grant.
13. Once a final executed grant agreement is completed, a check in the amount of the grant award is issued to the applicant.

3.2 – Evaluation Criteria

The Parks and Community Services Commission shall use the following criteria to evaluate the Community Grant applications. Following presentations from applicants, PCS Commissioners shall score each Community Services Community Grant Application using the criteria listed below. The scores shall be given based on how well the application addresses the criteria using the following rating scale; 0 = does not meet criteria, 5 = meets criteria completely. Specific evaluation criteria include:

1. Application program/project targets American Canyon residents.
2. Application clearly addresses the need the program/project intends to address.
3. Application clearly describes the program/project, means and methods are clear including time, date, place, frequency, etc.
4. Application clearly identifies intended outcomes, benefits and impacts (how many served, how affected, and what are the community benefits). The proposed outcomes are realistic and attainable.
5. The program/project is creative, unique and not duplicated by another program or organization.
6. The program/project includes "In-kind" support and/or volunteers to execute.
7. The program/project is a one-time or seed program/project. If intended to be an on-going project/program, future funding is identified in their application.
8. The program/project maximizes resources and leverages other non-city, non-organization funds.
9. BONUS: The program/project improves the health, wellness or fitness of American Canyon Residents.
10. BONUS: The program/project serves underserved communities in American Canyon.

4.0 – Community Grant Annual Timeline

The Community Grants Program generally follows the same schedule each year. The annual timeline follows.

1. July/August – Parks and Community Services Commission and/or City Council reviews funding priority and sets annual program goals.
2. September/October – Community Grant Applications available on City website.
3. September/October – Community Grant Applications due to Parks and Recreation Department.
4. October – December – Parks and Recreation Department schedules application review at PCS meeting. Application proposals presented by requesting organization to PCS for consideration. PCS recommends funding to City Council. City staff schedules formal award at next feasible Council Meeting.
5. December – January – Grant Agreement executed and funds available.

6. October-December following year – Final report presented to PCS for consideration.

5.0 – Contact:

Community Services Community Grant Program

Parks and Recreation Department

Phone: 707.648.7275

Email: parksinfo@cityofamericancanyon.org

Website: www.cityofamericancanyon.org



CITY OF AMERICAN CANYON COMMUNITY GRANT PROGRAM POLICY

PURPOSE

The Community Grant Program provides financial support to nonprofit organizations serving the American Canyon community. The program's goals are to strengthen capacity, foster partnerships, and to support programs, services, and events that enhance quality of life in American Canyon. Priority will be given to organizations demonstrating broad benefits, especially those that reinvest proceeds back into the community. Program funding is determined annually by the City Council; funding levels may vary from year to year and are not guaranteed.

ROLES AND RESPONSIBILITIES

The City Council and the Parks and Community Services Commission (PCS Commission) work together to support nonprofit organizations. The City Council awards funds based on the PCS Commission's recommendations as follows:

PCS Commission

- Application review
- Applicant interviews
- Grant award recommendation to the City Council
- Grant reporting oversight

City Council

- Oversight and authority of Community Grant Program
- Award determination
- Program direction and funding

ELIGIBILITY AND USE OF FUNDS

To qualify for funding, applicants must be a nonprofit organization with a current 501(c) status based in American Canyon. Grant funds are intended to directly benefit American Canyon residents, whether delivered as a program, service, or event (collectively 'program' herein). The proposed program must take place within City limits.

Individuals, for-profit entities, and organizations using funds for religious or political purposes are not eligible. Organizations with outstanding obligations from prior City grants or that failed to meet program requirements are also ineligible. Grant funds may be used for direct costs of planning and delivering the program, such as materials, equipment, facility rentals within City limits, marketing and outreach, insurance and permits, and staff or contractor time tied to the activity. Funds may not be used for general administration, start-up or ongoing operations, or political or religious activities.

GRANT PERIOD

The grant period coincides with the City's Fiscal Year (July 1-June 30). The PCS Commission will generally review applications and conduct interviews in October, with final awards determined by the City Council in December.

ALLOCATION OF GRANT FUNDS

The PCS Commission will recommend the City Council to distribute funds based on the number of applications received, demonstrated community need, overall benefit to American Canyon residents, and the extent applicants give back to the community. Allocation of funds must stay within the annual budget approved by the City Council, and all funds must be awarded within the fiscal year; unallocated funds will not roll over.

APPLICATION REQUIREMENTS

Applicants must provide complete and accurate information for fair and consistent evaluation by the PCS Commission and the City Council. Incomplete applications will not be considered. A complete application will include: a clear description of the proposed program with objectives and anticipated impact; a detailed budget with funding sources; organizational background and capacity; an implementation timeline; evaluation plan for measuring success; and proof of nonprofit status (State of California Exemption Letter or IRS 501(c) determination letter).

REVIEW AND RECOMMENDATION PROCESS (PCS COMMISSION)

City staff will conduct an initial screening of applications to confirm completeness and required documentation. Eligible applicants will be invited to participate in an interview with the PCS Commission during a regular meeting. As part of the interview process, applicants will be required to provide a brief presentation and respond to questions about their proposal. The PCS Commission will review all qualified applications and interviews, considering community priorities, anticipated impact, and financial need. Following its review, the PCS Commission will prepare a recommendation to the City Council with proposed awarded amounts.

FUNDING AWARDS (CITY COUNCIL)

Final funding decisions are made by the City Council. In awarding grants, the City Council will consider the PCS Commission's recommendations and the overall community benefit demonstrated by each proposal. The City Council may approve, modify, or deny recommendations. The City Council's decision represents the final action in the grant process.

AGREEMENT

Applicants approved for funding will be required to enter into a formal agreement with the City of American Canyon outlining program deliverables, reporting requirements, and terms of funding. Grant funds will be distributed in accordance with the terms of the agreement.

REPORTING

Recipients must submit a closeout report to the PCS Commission within 120 days of completing their program or before applying for a future Community Grant, whichever comes first. The report must include a summary of the program, the outcomes achieved (with metrics or supporting materials such as photographs), and a detailed accounting of expenditures with receipts.

NON-COMPLIANCE

Failure to comply with the terms of the grant agreement, including timely submission of required reports and documentation, may result in the grantee being deemed ineligible for future Community Grant funding.