



**SPECIAL JOINT CITY COUNCIL AND PARKS &
COMMUNITY SERVICES COMMISSION
AGENDA**

4381 Broadway, Suite 201 American Canyon, CA
94503

**June 18, 2024
7:00 PM**

Mayor: Leon Garcia
Vice Mayor: Pierre Washington
Councilmembers: Mariam Aboudamous, Mark Joseph, David Oro

Chair: Cathy Margolati
Vice Chair: Charles Plummer
Commissioners: Gina Griggs, Clarence Mamaril

At this meeting, Council Member Pierre Washington will participate via teleconference from Hale Koa Hotel at 2055 Kaila Road, Honolulu HI 96815.

City Council and other public meetings will be conducted in person at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#). Should technical issues with Zoom occur, please select another viewing option.

PUBLIC PARTICIPATION

Oral comments, during the meeting: Oral comments can be made in person during Open and Closed Session. A Zoom Webinar has been established for public comments made via zoom, during Open Session only. To give your public comment via zoom, connect via the below Zoom link and use the “raise your hand” tool, or call into the zoom meeting at 408-638-0968 and press *9 to “raise your hand” when the item is called. To avoid confusion, all hands raised outside of Public Comment periods will be lowered.

Written comments, via eComments: Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to council members in real time. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting. All comments received will be posted online and become part of the meeting record.

Zoom Meeting Link: [Click here](#).
Webinar ID: 893 4253 8647 **Passcode:** 535986

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@cityofamericancanyon.org.

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.cityofamericancanyon.org.

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@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.

7:00 P.M. OPEN SESSION - SPECIAL JOINT 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 on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Agenda will be taken when the item is called. The City Council 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 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 must be emailed by 3:00 p.m. on meeting day. To comment via zoom 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. To avoid confusion, hands raised outside of Public Comment periods will be lowered.*

BUSINESS

- 1. [Parks and Community Services Commission Work Plan for Fiscal Year 2024/25.](#)
Recommendation: Adopt a Minute Order approving the Parks and Community Services Commission Work Plan for Fiscal Year 2024/25.**

ADJOURNMENT

CERTIFICATION

I, Taresa Geilfuss, CMC, City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the City Council was posted in compliance with the Brown Act prior to the meeting date.

Taresa Geilfuss, CMC, City Clerk



TITLE

Parks and Community Services Commission Work Plan for Fiscal Year 2024/25.

RECOMMENDATION

Adopt a Minute Order approving the Parks and Community Services Commission Work Plan for Fiscal Year 2024/25.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The City Council formed the Parks and Community Services 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 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 April 11, 2024, and May 9, 2024, the Commission met with the Parks and Recreation Director and developed the *draft* Work Plan for Fiscal Year 2024/25 (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.

Accomplishments

The following projects were completed this year: the playground equipment was replaced and the play surface was updated at Northampton Park, Via Bellagio Park, and Linwood Park, the Skatepark was relocated to Veterans Memorial Park, and the flooring was replaced at the Adult Activity Center.

Currently, the following projects are in progress: the Wetlands Edge Enhancement Project, Newell Open Space parking lot and trail improvements, Northampton Park shade canopy, Northampton Park restroom, and Silver Oak Park restroom.

In addition, the Commission recommended the following projects for the next fiscal year: replace the playground equipment and update the play surface at Veterans Memorial Park, update the stage electrical at Main Street Park, and review the accessible access at Main Street Park.

The Commission also provided feedback on the Scope of Work for the Parks and Community Services Master Plan. The proposal submitted by RRM Design Group (San Leandro, CA) in the amount of \$188,000.00 is the most qualified response to the original solicitation and the Commission joins staff in recommending Council approval in July.

Lastly, the Commission provided feedback and recommendations on the Parks and Recreation Department Fee Schedule. The Council adopted the new Fee Schedule on March 19, 2024.

Looking Ahead

The Commission recommends continuing its efforts into FY2024/25 in naming the "former" Napa Junction Elementary School, Community Park I, and Community Park II. The Commission has already provided feedback and recommendations on the Facility Naming Policy, which was adopted by the Council on December 5, 2023. Staff continues researching American Canyon History which will help inform the Commission in future recommendations to the Council.

In addition, the Commission recommends reviewing the utilization of City parks for community groups and events, updating the Municipal Code for Skate Park use, providing input on the design of park projects in the current Capital Improvement Program, and developing recommendations for future park 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 FY2024/25 Budget - primarily through staffing allocations.

ENVIRONMENTAL REVIEW

Not Applicable.

ATTACHMENTS:

- [1. Parks and Community Services Commission Guidelines](#)
- [2. DRAFT FY2024/25 Work Plan](#)
- [3. Minute Order FY2024-25_Work Plan](#)

City of American Canyon



Parks & Community Services Commission

GUIDELINES

The Parks and Community Services Commission was established through Ordinance 99-03, which amended the City of American Canyon Municipal Code. The Code includes Chapter 2.29, creating the powers, duties, and responsibilities of the Commission. The purpose of these Guidelines is to clarify the role of the Commission and explain more thoroughly Council's intent regarding how the Commission should function.

The Commission serves in an advisory capacity to the City Council and the Community Services Department. It is anticipated and expected that Commissioners will not always agree with each other on some issues and that the City Council may not always agree with Commission recommendations. That said, Commissioners are reminded of the following:

1. The Commission should be sensitive to the priorities established by the City Council.
2. The Commission should render as much assistance as possible to the City Council and avoid placing the Council in an untenable position.
3. Commissioners should not knowingly embarrass staff or the City Council.
4. The Commission should assist the Council in developing public trust in the Commission system.
5. The Commission must comply with the Brown Act, which stipulates that recommendations can only be made at a duly noticed meeting that is open to the public.
6. Commissioners should maintain a good working relationship with fellow Commissioners and always respect each other's viewpoint, even though it may be contrary to their own.
7. The Community Services Director is the staff member assigned to the Commission. The Community Services Director reports to and works for

the City Manager. The Commission does not involve itself in personnel issues.

Duties of Commission Officers and Staff

The Commission shall annually choose one of its members as Chairperson and one as Vice Chairperson.

Chairperson – The Chairperson should preside at all meetings of the Commission. The Chair should follow standard parliamentary procedure in conduction the business of the Commission.

The Chair:

- preserves order and decorum, and addresses all questions of order
- ensures comments and issues are discussed within the context of the agenda and the order of business
- states questions coming before the Commission
- announces the decisions by the Commission
- votes on issues
- ensures all members of the public state their name and address when speaking at Commission meetings

Vice Chairperson – The Vice Chairperson, in the absence of the Chair, should take the place of the Chair and perform all duties of the Chairperson. In the event both Chair and Vice Chair are absent, the balance of the members should appoint someone to function in the role of Chair.

Secretary – The Community Services Director will, at his discretion, appoint a person to serve as Secretary to the Commission. The Secretary is the custodian of all records and official correspondence, and will provide clerical support to the Commission.

The Secretary of the Commission will complete all minutes. Copies of all minutes and agendas will be forwarded to the City Council, the Planning Commission, and the City Manager in a timely manner.

Director – The Director has administrative authority over the Community Services Department, and is responsible to the City Manager for the efficient operation of all divisions of the Department. The Director serves as the staff support to the Commission in matters of policy formation, and is subject to the policies and direction of the City Manager and City Council.

Meetings of the Commission

Regular Meetings – Regular meetings of the Commission are open to the public and are held the second (2nd) Thursday of each month. The meeting time is 7:30

p.m. Generally, the meeting place is the Recreation Center, located at the corner of Elliott and Knightsbridge. However, a regular meeting of the Commission may be adjourned to any location within the City of American Canyon, if properly noticed.

Special Meetings – Special meetings, study sessions, or public forums are open to the public and may be held at a time or place as the Commission determines. The Director is responsible for ensuring that sufficient posting occurs for a special meeting.

Agenda for Meetings – Copies of a prepared agenda, with attachments as appropriate, will be made available to Commissioners no less than three (3) days prior to a meeting time and location. No matter other than what is on the agenda can be acted on. A copy of the agenda will be posted in public no later than 72 hours prior to a meeting.

The agenda's order of business will be as follows:

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
5. Confirmation of Agenda
6. Public Comment
7. Announcements
8. Commission Business
9. Departmental Report
10. Public Comment
11. Commission Comments
12. Items for Future Consideration
13. Adjournment

Development Of Yearly Work Plan

Each year, the Parks and Community Services Commission will develop a work plan. The work plan will list the issues and projects to be addressed by the Commission in the coming fiscal year. The work plan should be consistent with goals and priorities adopted by City Council. The work plan must be submitted to City Council for review.

Once the work plan is approved, the focus of the Commission will be guided by the work plan. If issues or projects come up during the year that are out of the realm of the 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 should be submitted to Council for consideration. The Commission should recommend what issues or projects on the work plan should be postponed or eliminated due to the proposed new addition to the plan.

Commission Functions/Project and Program Review Guidelines

The areas of purview of the Commission could include park improvements and development, park maintenance, open space management, natural resource management, forestry maintenance and management, riparian habitat conditions, environmental health, recreation programming, aquatics programming, transportation needs and services, human services programming and needs, and community services in general.

Parks and Community Services Commissions typically spend a significant amount of time on park development, park and recreation facility use issues and recreation programming issues.

Park and Recreation Facility Plan Review -When reviewing development plans for park and recreation facilities, the Commission should take the following things into consideration:

- The type and primary function of the facility (i.e. neighborhood park vs. community or regional park).
- Topography and land dimensions.
- Accessibility issues (ADA).
- Vehicular, pedestrian and bicycle access.
- Impact on park neighbors.
- Needs of the neighborhood and/or community.
- Inventory and location of existing parks and facilities.
- Expressed needs and desires of residents.
- BUDGET – The Commission is expected to work within the budget adopted by City Council. Some desired improvements might have to be eliminated or phased in at a later date.
- Ease of maintenance.

Recreation Programs and Activities – When providing suggestions and comments regarding the need for new programs, the Commission should consider the following:

- Facility – Is there a suitable and available facility for the activity?
- Availability of qualified instructor or activity leader.
- Existing activities that are the same or similar to the proposed program or activity.
- Cost & Revenue – How much would it cost to offer the program or activity & what is the potential revenue that could be generated? Can the program or activity be offered within the restraints of the existing budget?

- Does the program or activity meet a need of the community?
- Are programs and activities being offered that meet the needs of all ages and segments of the community?
- Staff time necessary to plan and supervise the program or activity.

The Commission should assist the City by working with local youth and adult sports and recreation organizations to coordinate the use of parks and sports facilities and evaluate the need for additional facilities to meet future demand.

Commissioners are encouraged to periodically volunteer at City special events and activities when feasible. Assisting with events will provide service to the City and provide insights regarding how the events can be improved.

Budget Considerations – The Commission will periodically deal with projects, programs, or assignments that involve budgeted items. The Commission is asked to live within the constraints of the budget, which was approved by the City Council. Recommendations that exceed the adopted budget should not be forwarded to the Council. The Commission may recommend that specific ongoing budgeted items be increased in the next fiscal year.

Staff Relations

Staff members are assigned to provide information and advice to the Parks and Community Services Commission. Just as the City Council does not accept every staff recommendation or every Commission recommendation, it is also anticipated that the Commission may not adopt every staff proposal. Staff members are selected on the basis of their technical knowledge; experience and capability in the Commission's area of responsibility and the Commission shall carefully weigh staff recommendations against other considerations before establishing any position. Occasionally a staff member or the City Manager may appeal a Committee recommendation or action to the City Council, and this action is perfectly proper.

Commissioner Relations

The association between Commission members will be a very important one. Commissioners come from various backgrounds and probably have different reasons for serving on the Parks and Community Services Commission. Each Commissioner will contribute in his/her own way. Commissioners shall always respect the viewpoint of other Commissioners even though it may be opposite of their own ideas. Commissioners must allow fellow Commissioners to articulate his or her views and then attempt to make an objective evaluation of those views. Commission member's viewpoints should be based on what is best for the total community and what is best for all concerned.

Commission Attendance Requirements

Any member of the Commission may be removed from office at any time by a majority vote of the City Council. If a Commissioner is absent from three consecutive regular meetings or from twenty-five percent of the duly scheduled meetings of the Commission within any calendar year, his/her office shall thereupon become vacant and shall be filled as any other vacancy.

Residency

All Commissioners shall be initially and during their incumbencies, bona fide residents of the City.

Conclusion

Service as a Parks and Community Services Commissioner is a highly responsible position. Each Commissioner was selected on the basis of integrity, competence, community service, and positive interest in improving the American Canyon community. By working together, the City Council, City staff and the Parks and Community Services Commission can enhance the quality of life in American Canyon.

Commission Guidelines – March 2003



DATE: June 18, 2024
TO: Mayor and City Council
FROM: Jason Holley, City Manager
C/C: Parks and Recreation Director Ikeda
RE: *DRAFT* "FY2024/25 Work Plan" for the Parks and Community Services Commission.

Below is the proposed *DRAFT* Work Plan for FY2024/25 for the Parks and Community Services Commission.

1. Update the Parks and Community Services Master Plan.
2. Facility naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II.
3. Review the utilization of City parks for community groups and events.
4. Update the Municipal Code for Skate Park use.
5. Provide input on the design of park projects in the current Capital Improvement Program.
6. Develop recommendations for park projects in future Capital Improvement Program.



Office of the City Clerk

MINUTE ORDER NO. 2024-

**A MINUTE ORDER OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
APPROVING THE PARKS AND COMMUNITY SERVICES COMMISSION'S WORK
PLAN FOR FISCAL YEAR 2024/25.**

At the Special Joint City Council and Parks and Community Services Commission Meeting on June 18, 2024, the City Council of the City of American Canyon approved this item by the following motion and vote:

Motion by Council Member **NAME, seconded by Council Member **NAME**, and carried unanimously, to approve the Parks and Community Services Commission's Work Plan for Fiscal Year 2024/25.**

Cherri Walton, Deputy City Clerk