



**REGULAR PARKS & COMMUNITY SERVICES
COMMISSION MEETING AGENDA**

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
**August 14, 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

BUSINESS

1. **Fiscal Year Work Plan 2025/26**
Recommendation: Review the adopted Fiscal Year 2025/26 Work Plan for the Parks and Community Services Commission.
2. **Community Grant Program Policy**
Recommendation: Review and comment on City's Community Grant Program Policy.

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

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 PARTICIPATION

Parks and Community Services Commission and other 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 Open and Closed Session or through Zoom in Open Session only. 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 council members in real time. To allow for Council 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: 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: Agenda materials will be provided 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.



TITLE

Fiscal Year Work Plan 2025/26

RECOMMENDATION

Review the adopted Fiscal Year 2025/26 Work Plan for the Parks and Community Services Commission.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

On June 17, 2025, the Parks and Community Services (PCS) Commission met with the City Council in a Special Joint Meeting. During the meeting, the Council adopted, through a Minute Order, the PCS Fiscal Year 2025/26 Work Plan.

The Work Plan outlines key priorities, initiatives, and focus areas for the Commission over the next fiscal year (July 1 - June 30). It was developed collaboratively by staff and the Commission based on current Council priorities, ongoing departmental work efforts, and input received during previous Commission meetings.

This agenda item provides an opportunity for the Commission to revisit and reaffirm its understanding of the adopted Work Plan, ask clarifying questions, and begin discussing potential timelines, staff support, and partner engagement. The review will also help guide future agenda planning to ensure steady progress throughout the year.

ATTACHMENTS:

[FY25/26 Work Plan](#)



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Jason Holley, City Manager
C/C: Parks and Recreation Director Ikeda
RE: FY2025/26 Work Plan for the Parks and Community Services Commission.

1. Update the Parks and Community Services Master Plan.
2. Develop an Active Adult Program Fee Waiver Policy
3. Develop a Community Grant Policy
4. Update Resolution 2014-93 – Inflatable Play Equipment Policy
5. Update Municipal Code Chapter 2.29 Parks and Community Services Commission and Guidelines
6. Evaluate potential revenue measure
7. Review current Capital Improvement Program projects for parks and recreation
8. Identify FY26/27 Capital Improvement Program projects for parks and recreation



TITLE

Community Grant Program Policy

RECOMMENDATION

Review and comment on City's Community Grant Program Policy.

CONTACT

Alexandra Ikeda, Deputy City Manager

BACKGROUND & ANALYSIS

As part of the Parks and Community Services (PCS) Commission's Fiscal Year 2025/26 Work Plan, the City Council requested for the Commission to develop a community grant program. The intent is to create a locally focused funding opportunity for American Canyon-based nonprofit organizations to receive one-time financial support for programs, events, and services that benefit American Canyon residents. This program is not intended to fund ongoing operational or administrative costs, but rather to support initiatives such as pilot programs, community events, or service based projects. The goal is to equitably distribute available funds across a diverse range of applicants. While no specific funding cap per applicant was established, the City Council allocated funding in the Fiscal Year 2025/25 Budget t to support the program.

In researching prior efforts, City staff identified Resolution 2020-27: Community Grant Program Policy (Attachment 1), which was formally adopted by the City Council on March 21, 2020. Staff also reviewed the American Canyon Tourism Business Improvement District (TBID) Funding Guidelines and Application (Attachment 2).

Resolution 2020-27: Community Grant Program

This policy outlines a competitive and structured process for awarding small-scale ("micro") grants to nonprofit or not-for-profit organizations serving American Canyon residents. The policy establishes criteria, requiring that at least 70% of beneficiaries be local residents and that funds be used only for one-time or seed programs, events, or services (not operational or administrative expenses). The program includes one funding cycle per year, and no single organization may receive more than 30% of the total fund available. Applications are reviewed and scored by the Parks and Community Services Commission based on need, project clarity, community benefit, and use of in-

kind support. Bonus points are awarded for projects that promote health/wellness or serve underserved populations. The policy also outlines a full annual timeline, from goal-setting in the summer to final reporting the following year, and includes accountability measures such as formal agreements, progress updates, and closeout reports.

Some things to consider about the policy:

- 1. Definition of "One-Time" or "Seed" Funding:* the policy prohibits use of funds for ongoing operational or administrative expenses and states the grants are intended for "one-time or seed programs and projects." However, it does not define what qualifies as a "seed project" or what types of recurring events, i.e. annual festivals or sports clinics, would be eligible for repeat funding. Clarifying this would help manage applicant expectations and ensure consistency in award decisions.
- 2. Residency Verification for Participants:* the policy requires that 70% of program participants be American Canyon residents but does not define how that should be verified. Should applicants submit participant rosters, zip codes, sign-ins, or affidavits? Establishing acceptable methods of verification would help applicants and reviewers meet this requirement.
- 3. Handling of Incomplete or Ineligible Applications:* while the policy outlines an evaluation process, it does not describe how incomplete, late, or ineligible applicants will be handled. Clarifying staff's role in screening applications, and whether applicants may correct issues, would enhance transparency and efficiency.
- 4. Use of Leftover or Unawarded Funds:* the policy does not address how unallocated funds should be handled if not all funds are awarded in a given cycle. Established whether funds may roll over, be reallocated, or trigger a second application round would support sound financial management.
- 5. Conflict of Interest / Recusal Process for PCS r Council:* the policy does not provide guidance in the event that a PCS Commissioner or Councilmember is affiliated with an applicant organization. Including basic conflict-of-interest and recusal protocol would help uphold the integrity of the review and award process.
- 6. Public Community and Transparency:* there is no mention of how the public will be informed of grant awards, evaluation outcomes, or program results. Establishing a standard for publicly posting award summaries and final reports would reinforce transparency and community trust.
- 7. Clarification of the 30% Funding Limit:* the policy states "no one organization shall receive more than 30% of total grant funds available," but does not specify whether this is a strict cap or a general guideline. It also does not define how the 30% is calculated, i.e. based on the total budgeted amount, total eligible request, or final awards). Clarifying this provision will be important to ensure fairness and equitable distribution across applicants.

8. *Clarification of Eligible Organization Status:* the current policy refers to "nonprofit or not-for-profit" groups but does not define what qualifies. For legal and fiscal accountability, it is important to clarify whether organizations must be formally registered nonprofits, i.e. IRS 501(c)(3) to receive grant funds. Clear eligibility criteria will help ensure compliance with state laws regarding public expenditures and avoid inadvertently awarding funds to ineligible entities.

9. *Consequences for Non-Compliance with Report Requirements:* the current policy requires that grant recipients submit a closeout report within 60 days of completing their program, including outcomes and a detailed accounting of how funds were spent. However, it does not specify what consequences, if any, will apply if an applicant fails to meet this requirement. The policy should clarify this, establishing clear expectations and consequences for non-compliance to reinforce accountability and ensure responsible stewardship of public funds.

TBID Funding Guidelines and Application

The American Canyon Tourism Business Improvement District (TBID) allocates approximately \$5,000 annually to support tourism-related projects designed to enhance visitor experience and generate economic benefits. Applications are accepted on a rolling basis, and are reviewed biannually by the TBID Local Governing Committee at its regular meetings. Eligible applicants include IRS recognized nonprofit organizations (501(c)(3) or 501(c)(6)) and government entities, provided they have a proven track record in tourism or visitor-serving programming. The TBID places emphasis on clearly measurable outcomes, expanding funded projects to enhance visitor experience, demonstrates economic impact, and ideally drive overnight stays during off-peak periods. Once the applications are submitted (including the project budget), applicants are invited to present to the TBID Governing Committee during regular meetings, where funding decisions are made. It is important to note that the TBID does not have a stated per-applicant cap on funding nor do they mention a percentage allocation.

TBID things to consider:

1. *Clear Focus on Measurable Outcomes:* the applicants are required to demonstrate how their proposed project will enhance the visitor experience, generate economic impact, or create overnight stays, often including projected attendance, spending, or media reach. The City's Community Grant Program could adopt a similar standard by requiring applicants to outline quantifiable outcomes such as number of residents services, volunteer engagement, or anticipated community benefit.
2. *Eligibility Tied to IRS Nonprofit Status:* TBID funding is limited to IRS-recognized 501(c)(3) or 501(c)(6) nonprofits and government entities. This ensures funds go to formally organized and accountable groups. The City may consider requiring formal nonprofit designation to protect public funds and establish a consistent eligibility threshold.
3. *Rolling Applications with Biannual Review:* TBID accepts applications throughout the year but conducts formal funding reviews during two set periods, typically in May and December. This

provides predictability while retaining flexibility. The City could explore a similar structure by maintaining an annual call for applications, which an option for a second round if funds remain.

4. Detailed Budget and Use-of-Funds Section: TBID applicants must submit clear, itemized budget showing how funds will be spent and identifying other funding sources or in-kind contributions. Requiring this level of detail in the City's application would enhance financial transparency and help reviewers assess the feasibility and scale of each proposal.

5. Presentation-Based Review Process: TBID requires applicants to present their proposals in public meetings, allowing for Q&A and transparency in the review process. While the City already requires applicant presentations, placing greater emphasis on this step could help improve applicant readiness and ensure open public evaluation.

6. Public-Facing Guidelines and Application Materials: TBID provides a cohesive, easy-to-access application packet that includes instructions, goals, eligibility criteria, and funding expectations. Creating a similar "Community Grant Program Guide" and website page on the City's website, would support accessibility, consistency, and transparency.

Next Steps

To support the development of a consistent and equitable Community Grant Program, staff recommends that the Commission discuss and provide input on the following:

1. Review the existing Community Grant Program Policy (Resolution 2020-27) and identify which components should be retained, clarified, or updated to align with current City goals and the FY2025/26 Work Plan directive.
2. Provide comments on the considerations outlines above, including key policy gaps such as residency verification, funding limits, treatment of incomplete applications, and consequences for non-compliance.
3. Discuss whether to incorporate elements of the TBID Funding process, such as clearer budget documentation, public facing application materials, and applicant presentations, to improve consistency, transparency, and accessibility.
4. Offer direction to staff on what additional tools or materials may be helpful to support applicants, i.e. Community Grant Guide, sample application, scoring rubric.

Based on the Commission's review and discussion, staff will incorporate feedback and return to the next meeting with an update.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

Not Applicable

ATTACHMENTS:

1. [Resolution 2020-27: Community Grant Program Policy](#)
2. [TBID Funding Request Guidelines and Application](#)

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



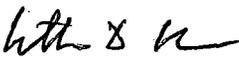
Leon Garcia, Mayor

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-profit 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



AMERICAN CANYON TOURISM BOARD IMPROVEMENT DISTRICT (TBID) FUNDING REQUEST GUIDELINES AND APPLICATION

The Napa Valley Tourism Improvement District (NVTID) was created in 2010 and is funded by a 2% assessment on short-term (30 days or less) room rentals on lodging businesses throughout the Napa Valley. The purpose of the assessment is to provide a public benefit by supporting local activities and projects that promote, support, and enhance tourism.

The American Canyon Tourism Board Improvement District Local Governing Committee (TBID) oversees 100% of the assessment funds generated by the City of American Canyon's lodging establishments and uses the funds within the City's boundaries. Napa Valley is well-known globally as a premier destination and the American Canyon TBID is committed to strategically marketing the City of American Canyon's many unique features and experiences.

Funding Objectives: Funding request projects should advance tourism and hospitality in a significant and measurable way, enhance visitor experience, and demonstrate economic impact specific to the City of American Canyon's community.

Preference may be given to projects that:

- Drive overnight stays and/or enhance visitor experience for hotel guests.
- Promote tourism in the off season (November-March).
- Are scheduled on Sunday – Thursday.

Types of projects may include, but are not limited to:

- Local market niche advertising/marketing.
- Tourism marketing and promotions, including website, print and other collateral material and technology applications.
- Local special event programming, underwriting and promotion.
- Community and cultural arts events or activities.
- Visitor experience enhancements/public improvements such as trails, pedestrian paths, signage, bike paths, etc.
- Seasonal and other tourism and visitor-related programs.

Funding Eligibility: TBID awards approximately \$5000 each year to support the local projects of various organizations. Applicants must demonstrate experience in event planning and implementation and request funds for a project that advances the Funding Objectives.

Organizations of the following type are eligible to apply:

- 501(c)3 and 501(c)6 organizations
- Government entities

Funding Request Timeline: Applications may be submitted any time. Eligible funding requests will be reviewed at a regularly scheduled American Canyon TBID meeting and applicants will be invited to present their proposals. Meetings are twice per year on the 1st Wednesday of May and December.

How to apply: Please complete and submit the application [HERE](#).