



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

4381 Broadway, Suite 201 American Canyon, CA
94503

**August 30, 2022
6:30 PM**

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

Chair: Kristin Einberger
Vice Chair: Karina Servente
Commissioners: Cathy Margolati, Clarence Mamaril, Gina Griggs

Consistent with Government Code Section 54953 and the American Canyon City Council Resolution Declaring the Existence of a Local Emergency due to the COVID-19 Pandemic, City Council and other public meetings will be conducted both in person at City Hall, 4381 Broadway, Suite 201, and also via Zoom Teleconferencing to promote local, state, and federal guidelines and social distancing recommendations for the containment of the coronavirus. City officials and members of the public are invited to attend the meeting either in person or via teleconference. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#).

THIS MEETING WILL BE HELD ENTIRELY VIRTUALLY. There will be no in-person participation.

PUBLIC PARTICIPATION: Oral comments, during the meeting: Oral comments can be made in person during the meeting. A Zoom Webinar has been established for public comments made via zoom. To give your public comment via zoom, use the Register to Speak feature of eComments, 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. All comments received will be posted online and become part of the meeting record.

Zoom Meeting Link: [Click Here](#)

Zoom Meeting ID: 836 0975 5903 Passcode: 281271

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.

6:30 P.M. OPEN SESSION - REGULAR 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

- Parks and Community Services Commission Work Plan for Fiscal Year 2022/23**
Recommendation: Adopt by Minute Order the Parks and Community Services Commission Work Plan for Fiscal Year 2022/23.

ADJOURNMENT

CERTIFICATION

I, Liz Lozano, Administrative Technician, 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.

Liz Lozano, Administrative Technician



TITLE

Parks and Community Services Commission Work Plan for Fiscal Year 2022/23

RECOMMENDATION

Adopt by Minute Order the Parks and Community Services Commission Work Plan for Fiscal Year 2022/23.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The City Council (Council) formed the Parks and Community Services Commission (Commission) in 1999 through Ordinance 99-03, which amended the City of American Canyon Municipal Code. The Code includes Chapter 2.29, which outlined the powers, duties, and responsibilities of the Commission.

In 2003, Council adopted the Parks and Community Services Guidelines (PCS Guidelines) and made a change to American Canyon Municipal Code Chapter 2.29 which narrowed the Commission's purview and clarified their role and function 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 the PCS Guidelines, the Commission serves in an advisory capacity to the City Council and the Community Services Department. Each Year, the Commission will develop a work plan for the coming 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. On June 9, 2022, the Commission met with the Parks and Recreation Director and developed a *draft* Work Plan for Fiscal Year 2022/23 (Exhibit A).

The items listed in the Commission's work plan are equally important and are arranged to help

prioritize workflow based on highest priority; i.e. the first two items are to be completed in the first half of the fiscal year, and the last two items will be completed the second half of the fiscal year. Once the work plan is approved by Council, the Commission's focus will be guided by the work plan.

For issues and projects that 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 will need to be submitted to 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.

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 FY 22/23 Budget - primarily through staffing allocations.

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.

ATTACHMENTS:

- [1. Minute Order.pdf](#)
- [2. Exhibit A - PCS Work Plan FY22/23](#)



Office of the City Clerk

MINUTE ORDER NO. 2022-

**A MINUTE ORDER OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON
APPROVING THE PARKS AND COMMUNITY SERVICES COMMISSION'S
WORKPLAN FOR FISCAL YEAR 22/23.**

At the Special Joint City Council and Parks and Community Services Commission meeting on **DATE**, 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 workplan for fiscal year 22/23.

Liz Lozano, Administrative Technician



DATE: August 24, 2022
TO: Mayor and City Council
C/C: Parks and Recreation Director Ikeda
RE: **Draft "FY 22/23 Work Plan" for the Parks & Community Services Commission**

On June 9, 2022, Parks & Community Services Commission (PCS) met to develop a *draft* Work Plan for FY 22/23. Below is the list of topics PCS has identified:

1. Playground and equipment upgrades and relocation
2. Fee Philosophy
3. Implementation of the Clark Ranch Master Plan
4. Update the Parks & Community Services Master Plan

The draft Work Plan will be the subject of a Special City Council/PCS meeting on August 30, 2022.