



## REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway St., Suite 201, American Canyon  
February 18, 2025  
7:30 PM

**Mayor:** Pierre Washington  
**Vice Mayor:** Mark Joseph  
**Councilmembers:** Brando Cruz, Melissa Lamattina, David Oro

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### **SPECIAL START TIME: This meeting will begin Open Session at 5:30 p.m.**

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**

City Council 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: 849 9699 3806**; Passcode: 12345. **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](mailto: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](http://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](mailto: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.

#### **4:30 P.M. CLOSED SESSION**

*The mayor will call the meeting to order and conduct roll call. Council will immediately convene into Closed Session after hearing any public comment on Closed Session items. At 5:30 p.m. the Council will reconvene into Open Session and then resume Closed Session at the end of the meeting to address outstanding items, if necessary.*

#### **4:30 P.M. CLOSED SESSION ITEMS**

1. **Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):**
  - a. *City of American Canyon v. City of Vallejo, et al.* (Sacramento Superior Court Case No. 34-2022-00327471).
  - b. *City of Vallejo v. City of American Canyon et al.* (Third District Court of Appeal Case No. C102070; formerly Sacramento County Superior Court Case No. 23WM000055).
  - c. *City of Vallejo v. City of American Canyon et al.* (Sacramento County Superior Court Case No. 24WM000078).
  - d. *City of Vallejo v. City of American Canyon et al.* (Marin County Superior Court Case No. CV0003752).
  
2. **Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Two (2) Matters.**  
**Recommendation:**
  
3. **Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b).**  
**Position: City Attorney**
  
4. **Matters Relating to Public Employment - Public Employee Performance Evaluation Pursuant to Government Code Section 54954.5(e) and 54957(b).**  
**Position: City Manager**

#### **5:30 P.M. OPEN SESSION - REGULAR MEETING**

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

#### **PROCLAMATIONS AND PRESENTATIONS**

5. **State of the City and City Council Open House: 5:30 p.m. - 7:30 p.m. (In Person Only)**  
**Recommendation:** Meet your council members for a State of the City update and an in-

person open house in our Training Annex downstairs in Suite 104 from 5:30 p.m. to 7:30 p.m.

## **7:30 p.m. PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA**

*This time is reserved for members of the public to address the City Council on items that are not on the Closed Session or Open Session agenda and are within the subject matter jurisdiction of the City Council. Comments are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. 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.*

## **AGENDA CHANGES**

*The Mayor and Council 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 making that request during Public Comment.*

## **CONSENT CALENDAR**

There are no Consent Calendar items.

## **PUBLIC HEARINGS**

There are no Public Hearing Items.

## **BUSINESS**

### **6. [Fiscal Year 2024-25 Mid-Year Budget Amendments](#)**

**Recommendation:** Adopt a Resolution approving Mid-Year Budget Amendments to the Fiscal Year 2024-25 Budget.

### **7. [Human Resources Annual Presentation](#)**

**Recommendation:** Receive and file a report on City workforce trends and demographics from the Human Resources Division.

## **MANAGEMENT AND STAFF ORAL REPORTS**

## **MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS**

*The Mayor and Council may comment on matters of public concern and announce matters of public interest; no collective council action will be taken.*

### **8. [City Council Committee Report - Mayor Pierre Washington](#)**

## **FUTURE AGENDA ITEMS**

[Future Agenda Items of Note](#)

## **ADJOURNMENT**

## **CERTIFICATION**

I, Nicolle Hall, Deputy 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.

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Nicolle Hall, Deputy City Clerk



## **TITLE**

Fiscal Year 2024-25 Mid-Year Budget Amendments

## **RECOMMENDATION**

Adopt a Resolution approving Mid-Year Budget Amendments to the Fiscal Year 2024-25 Budget.

## **CONTACT**

Juan Gomez, Interim Assistant City Manager

## **BACKGROUND & ANALYSIS**

The City adopts a budget each June for the upcoming fiscal year. It covers the time period of “one year” (July 1 through June 30). Thereafter, staff routinely monitors expenditures and revenues on a monthly basis. After the completion of the prior fiscal year’s Annual Comprehensive Financial Report (ACFR) near the mid-term of the fiscal year, staff undertakes a comprehensive review of the City’s financial position. This proposed mid-year budget estimates revenue and expense expectations and needs for the remainder of the current fiscal year.

During the “Mid-Year Budget Review” process, staff compares their respective departments’ actual revenue and expenditures, expectations for the remainder of the fiscal year, and compares those results to amounts budgeted. This fiscal year’s process includes activity posted through January 31, 2025. It also includes analysis about planned work not yet complete and unplanned work that is desired before the end of the fiscal year. This includes any added, unplanned work to this “Mid-Year Budget Review” and associated Mid-Year Budget Amendments for that are included.

The Fiscal Year 2023-24 audit was completed in December 2024 and based on those results and input from other city departments, the proposed Mid-Year Budget Amendments are summarized in Exhibit A and projected ending fund balances are summarized in Exhibit B. A detailed report will be added to the City's new transparency portal, which shows requests at the fund level and at a more granular and aggregate levels.

Staff presented a year-to-date fiscal analysis and proposed Mid-Year Budget amendments to the Finance Committee on February 13, 2025, and the committee recommended that the city council approve the Mid-Year Budget as presented.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

### **FISCAL IMPACT**

The General Fund net decrease in appropriations from the mid-year budget amendment process is \$243,604. The increase in revenues is \$1,038,507 primarily consisting of increases in property tax revenues, interest revenue offset by reductions mainly in Transit Occupancy Tax. The increase in expenses of \$794,903 consists of increase in legal services related to existing litigation, reimbursable expenses related to damage to City property and utilities. The revised net budgeted operating deficit is \$207,369 which is expected to bring the General Fund-fund balance down to \$11,354,622, with an undesignated reserve of \$1,968,259.

Special Revenue Fund total net appropriation amendments increased \$124,485, which is comprised of an increase of \$297,985 in expenditures and an increase in revenues of \$173,500. The revised net income is decreasing (\$5,358,682) and estimated ending fund balances for all special revenue funds is \$11,982,464.

Capital Projects Fund revenue budget amendments decreased by \$1,608,105, and expenditures amendments increased by \$20,000. The revised net increase in fund balance is \$1,210,112 and estimated ending fund balances for all capital project funds is \$11,697,496.

Water Enterprise Fund appropriation amendments increased \$4,276,487 which is comprised of an increase in expenditures of \$947,987 and a decrease in revenues of \$3,328,500. The revised net income is (\$6,968,639) and estimated ending net position for the water enterprise fund is \$36,758,484.

Wastewater Enterprise Fund appropriation amendments increased \$2,480,850, which is comprised of an increase in expenditures of \$124,850 and a decrease in revenues of \$2,356,000. The revised net income is (\$6,296,882) and estimated ending net position for City funds is \$27,905,304.

Recycled Water Enterprise Fund total net appropriation amendments increased \$73,300 which is comprised of a increase in expenditures of \$73,300. The revised net loss is \$800,048 and estimated ending net position for City funds is \$631,874.

Internal Service Fund appropriation amendments total \$237,401, which is comprised of an increase in expenditures of \$241,401 and decrease in revenues for \$4,000. The revised net income is (\$882,230) and estimated ending net position for City funds is \$5,560,410.

## **ENVIRONMENTAL REVIEW**

Not applicable.

## **ATTACHMENTS:**

1. [Resolution - Mid-Year Budget Amendment](#)  
[Exhibit A - FY 2024-25 Midyear Budget Adjustments](#)  
[Exhibit B - FY 2024-25 Midyear Budget Fund Balance](#)

**RESOLUTION NO. 2025-\_\_\_\_\_**

**A RESOLUTION APPROVING MID-YEAR BUDGET AMENDMENTS  
TO THE FISCAL YEAR 2024-25 BUDGET**

**WHEREAS**, the City Council reviewed the Fiscal Year 2024-25 Budget versus actual revenue and expenditure reports through January 31, 2025; and

**WHEREAS**, staff also reviewed the General Fund and discussed variances and general operations and noted that the City’s revenues are expected to exceed the estimated budget by the end of the fiscal year and that overall expenditures are also expected to exceed the current estimated budget; and

**WHEREAS**, there are some recommended changes to revenue and expense budgets that result from unforeseen or unanticipated events when the Fiscal Year 2024-25 Budget was adopted by the City Council on June 4, 2024 and require amendments to the budget as stated in Exhibit A, attached hereto and made a part thereof.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of American Canyon hereby resolves to approve the budget amendments attached hereto as Exhibit A.

**PASSED, APPROVED and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 18th day of February 2025, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

\_\_\_\_\_  
Pierre Washington, Mayor

ATTEST:

\_\_\_\_\_  
Taresa Geilfuss, CMC, City Clerk

\_\_\_\_\_  
William D. Ross, City Attorney

**FISCAL YEAR 2024-25**

Fund	Fund Description	Revenue Budget	Expenditure Budget	Revenues	Expenditures	Revenues	Expenditures	Net Income
		Amended-To-Date	Amended-To-Date	Mid-Year Adjustment	Mid-Year Adjustment	Revised Amended	Revised Amended	Revised Expected
100	100 GENERAL FUND	30,422,131.00	30,994,428.93	733,757.00	569,903.00	31,155,888.00	31,564,331.93	(408,443.93)
105	105 DEVELOPER PROJECTS	1,159,825.00	1,038,500.00	304,750.00	225,000.00	1,464,575.00	1,263,500.00	201,075.00
210	210 STORM DRAIN/MEASURE A	220,500.00	2,579,955.62	4,000.00	-	224,500.00	2,579,955.62	(2,355,455.62)
211	211 MEASURE T	1,967,100.00	3,767,605.00	-	-	1,967,100.00	3,767,605.00	(1,800,505.00)
212	212 GAS TAX/ROAD MAINTENANCE	596,819.00	530,750.00	-	-	596,819.00	530,750.00	66,069.00
213	213 GAS TAX RMRA	571,562.00	800,000.00	-	-	571,562.00	800,000.00	(228,438.00)
215	215 CALHOME PROGRAM	42,341.00	11,841.00	-	-	42,341.00	11,841.00	30,500.00
216	216 CDBG - REHAB LOAN PROGRAM	4,100.00	92,483.00	-	-	4,100.00	92,483.00	(88,383.00)
217	217 HOME PROGRAM	903,596.00	873,596.00	4,500.00	-	908,096.00	873,596.00	34,500.00
218	218 STATE SUPP LAW ENF (COPS)	173,950.00	180,550.00	1,500.00	-	175,450.00	180,550.00	(5,100.00)
220	220 BEGIN PROGRAM	110,007.00	105,107.00	-	-	110,007.00	105,107.00	4,900.00
230	230 STATE GRANTS	1,106,087.00	637,032.00	-	-	1,106,087.00	637,032.00	469,055.00
240	240 FEDERAL GRANTS	10,367,940.00	10,504,044.00	38,200.00	38,800.00	10,406,140.00	10,542,844.00	(136,704.00)
252	252 NEWELL OPEN SPACE PRESERVE	21,550.00	158,000.00	-	(14,000.00)	21,550.00	144,000.00	(122,450.00)
254	254 LAVIGNE OPEN SPACE MAINTEN	6,200.00	11,400.00	-	-	6,200.00	11,400.00	(5,200.00)
261	261 LLAD Zone 1, LaVigne	227,200.00	367,900.00	-	-	227,200.00	367,900.00	(140,700.00)
262	262 LLAD Zone 2, Vintage Ranch	368,998.00	522,555.00	-	-	368,998.00	522,555.00	(153,557.00)
263	263 LLAD Zone 3, Napa Junction	232,075.00	145,600.00	5,300.00	-	237,375.00	145,600.00	91,775.00
275	275 GP UPDATE FEE FUND	25,400.00	20,015.00	-	138,985.00	25,400.00	159,000.00	(133,600.00)
280	280 CANNABIS FUND	-	1,000.00	-	-	-	1,000.00	(1,000.00)
281	281 COMM FACILITIES DIST FUND	56,750.00	16,000.00	15,000.00	8,200.00	71,750.00	24,200.00	47,550.00
282	282 LEGAL SETTLEMENT	31,900.00	941,338.63	-	-	31,900.00	941,338.63	(909,438.63)
283	283 NATIONAL OPIOID SETTLEMENT	1,000.00	2,500.00	105,000.00	25,000.00	106,000.00	27,500.00	78,500.00
310	310 PARKS IMPACT FEE FUND	1,630,400.00	1,394,932.00	-	-	1,630,400.00	1,394,932.00	235,468.00
320	320 TRAFFIC IMPACT FEE FUND	2,575,900.00	111,356.00	(2,224,600.00)	-	351,300.00	111,356.00	239,944.00
330	330 CIVIC IMPACT FEE FUND	515,000.00	864,096.00	-	-	515,000.00	864,096.00	(349,096.00)
340	340 AFFORDABLE HOUSING	1,154,300.00	-	1,300.00	-	1,155,600.00	-	1,155,600.00
350	350 CAPITAL PROJECTS	34,519,238.00	35,312,237.00	471,795.00	20,000.00	34,991,033.00	35,332,237.00	(341,204.00)
360	360 AMCAN RD E ASSMT DIST	1,200.00	-	10,800.00	-	12,000.00	-	12,000.00
370	370 ZERO WATER FOOTPRINT	114,100.00	-	57,600.00	-	171,700.00	-	171,700.00
380	380 UTILITY UNDERGROUND FUND	10,700.00	-	75,000.00	-	85,700.00	-	85,700.00
420	420 CABERNET VILLAGE LSE DS	468,639.00	468,639.00	-	-	468,639.00	468,639.00	-
440	440 ENGIE EQUIP/LEASE DEBT SVC	38,459.00	38,459.00	-	-	38,459.00	38,459.00	-
510	510 WATER OPERATIONS	10,533,438.00	17,459,080.58	103,000.00	947,987.00	10,636,438.00	18,407,067.58	(7,770,629.58)
515	515 WTR DEBT SERVICE FUND	92,813.00	19,229.00	-	-	92,813.00	19,229.00	73,584.00
520	520 WATER CAPACITY FEE FUND	4,722,300.00	562,394.00	(3,431,500.00)	-	1,290,800.00	562,394.00	728,406.00
530	530 WATER CIP	925,000.00	925,000.00	-	-	925,000.00	925,000.00	-
540	540 WASTEWATER OPERATIONS	5,343,300.00	9,957,860.08	25,100.00	21,750.00	5,368,400.00	9,979,610.08	(4,611,210.08)
545	545 WW DEBT SERVICE FUND	223,857.00	46,379.00	-	-	223,857.00	46,379.00	177,478.00
550	550 WASTEWATER CAPACITY FEE	2,548,649.00	2,022,999.00	(2,381,100.00)	-	167,549.00	2,022,999.00	(1,855,450.00)
560	560 WW CIP	3,063,662.00	3,063,662.00	-	-	3,063,662.00	3,063,662.00	-
570	570 WW CAPITAL RESERVE	95,400.00	-	-	103,100.00	95,400.00	103,100.00	(7,700.00)
580	580 RECYCLED WATER FUND	450,000.00	1,176,748.37	-	73,300.00	450,000.00	1,250,048.37	(800,048.37)

**FISCAL YEAR 2024-25**

<b>Fund</b>	<b>Fund Description</b>	<b>Revenue Budget Amended-To-Date</b>	<b>Expenditure Budget Amended-To-Date</b>	<b>Revenues Mid-Year Adjustment</b>	<b>Expenditures Mid-Year Adjustment</b>	<b>Revenues Revised Amended</b>	<b>Expenditures Revised Amended</b>	<b>Net Income Revised Expected</b>
590	590 RECYCLED WATER CIP	120,000.00	120,000.00	-	-	120,000.00	120,000.00	-
651	651 ISF - BLDG MAINTENANCE	1,217,200.00	1,130,606.00	-	4,701.00	1,217,200.00	1,135,307.00	81,893.00
652	652 ISF - FLEET	1,214,998.00	1,247,500.00	-	9,200.00	1,214,998.00	1,256,700.00	(41,702.00)
653	653 ISF - INFO TECHNOLOGY	1,568,999.00	1,351,544.62	4,000.00	27,500.00	1,572,999.00	1,379,044.62	193,954.38
654	654 ISF - LEGAL SERVICES	403,210.00	370,031.18	-	200,000.00	403,210.00	570,031.18	(166,821.18)
655	655 ISF - PARKS RENOV & REPL	250,000.00	849,555.00	-	-	250,000.00	849,555.00	(599,555.00)
656	656 ISF - STREETS RENOV & REPL	-	-	-	-	-	-	-
657	657 ISF - CVC FAC RENOV & REPL	-	-	-	-	-	-	-
658	658 ISF - PS BLDG RENOV & REPL	-	50,000.00	-	-	-	50,000.00	(50,000.00)
659	659 ISF - PENSION STABILIZATIO	-	-	-	-	-	-	-
<b>TOTAL</b>		<b>122,417,793.00</b>	<b>132,844,509.01</b>	<b>(6,076,598.00)</b>	<b>2,399,426.00</b>	<b>116,341,195.00</b>	<b>135,243,935.01</b>	<b>(18,902,740.01)</b>

**FISCAL YEAR 2024-25**

<b>Fund</b>	<b>Fund Description</b>	<b>Beginning Fund Balances</b>	<b>Revenues Revised Amended</b>	<b>Revenue Actuals Thru 1/31/25</b>	<b>Expenditures Revised Amended</b>	<b>Expenditure Actuals Thru 1/31/25</b>	<b>Net Income Revised</b>	<b>Projected Ending Fund Balances</b>
100	100 GENERAL FUND	10,794,912.79	31,155,888.00	12,300,466.72	31,564,331.93	16,235,331.49	(408,443.93)	10,386,468.86
105	105 DEVELOPER PROJECTS	767,078.21	1,464,575.00	551,879.13	1,263,500.00	376,390.38	201,075.00	968,153.21
210	210 STORM DRAIN/MEASURE A	5,588,988.65	224,500.00	132,982.34	2,579,955.62	94,754.69	(2,355,455.62)	3,233,533.03
211	211 MEASURE T	5,894,484.20	1,967,100.00	1,111,509.68	3,767,605.00	507,571.39	(1,800,505.00)	4,093,979.20
212	212 GAS TAX/ROAD MAINTENANCE	636,419.62	596,819.00	228,667.82	530,750.00	100,000.00	66,069.00	702,488.62
213	213 GAS TAX RMRA	766,006.78	571,562.00	427,876.77	800,000.00	523,421.25	(228,438.00)	537,568.78
215	215 CALHOME PROGRAM	12,859.76	42,341.00	266.80	11,841.00	-	30,500.00	43,359.76
216	216 CDBG - REHAB LOAN PROGRAM	85,680.54	4,100.00	8,350.70	92,483.00	-	(88,383.00)	(2,702.46)
217	217 HOME PROGRAM	(243,089.45)	908,096.00	4,475.00	873,596.00	237,982.54	34,500.00	(208,589.45)
218	218 STATE SUPP LAW ENF (COPS)	4,649.78	175,450.00	150,555.08	180,550.00	-	(5,100.00)	(450.22)
220	220 BEGIN PROGRAM	144,024.30	110,007.00	-	105,107.00	-	4,900.00	148,924.30
230	230 STATE GRANTS	(231,085.89)	1,106,087.00	409,060.09	637,032.00	133,881.83	469,055.00	237,969.11
240	240 FEDERAL GRANTS	(99,486.16)	10,406,140.00	38,103.14	10,542,844.00	436,411.11	(136,704.00)	(236,190.16)
252	252 NEWELL OPEN SPACE PRESERVE	251,965.58	21,550.00	11,147.72	144,000.00	102,039.22	(122,450.00)	129,515.58
254	254 LAVIGNE OPEN SPACE MAINTEN	181,679.75	6,200.00	3,774.63	11,400.00	-	(5,200.00)	176,479.75
261	261 LLAD Zone 1, LaVigne	460,252.56	227,200.00	114,669.05	367,900.00	38,939.56	(140,700.00)	319,552.56
262	262 LLAD Zone 2, Vintage Ranch	997,333.68	368,998.00	178,344.64	522,555.00	137,047.59	(153,557.00)	843,776.68
263	263 LLAD Zone 3, Napa Junction	1,646,179.37	237,375.00	95,610.77	145,600.00	29,605.02	91,775.00	1,737,954.37
275	275 GP UPDATE FEE FUND	(34,968.61)	25,400.00	11,544.00	159,000.00	86,955.93	(133,600.00)	(168,568.61)
280	280 CANNABIS FUND	(14,631.87)	-	-	1,000.00	-	(1,000.00)	(15,631.87)
281	281 COMM FACILITIES DIST FUND	231,741.27	71,750.00	33,648.06	24,200.00	13,079.69	47,550.00	279,291.27
282	282 LEGAL SETTLEMENT	929,865.96	31,900.00	19,034.71	941,338.63	27,507.81	(909,438.63)	20,427.33
283	283 NATIONAL OPIOID SETTLEMENT	31,276.66	106,000.00	75,429.17	27,500.00	3,445.07	78,500.00	109,776.66
310	310 PARKS IMPACT FEE FUND	1,485,101.58	1,630,400.00	780,587.31	1,394,932.00	229,612.52	235,468.00	1,720,569.58
320	320 TRAFFIC IMPACT FEE FUND	4,857,405.90	351,300.00	291,615.09	111,356.00	8,426.21	239,944.00	5,097,349.90
330	330 CIVIC IMPACT FEE FUND	1,739,475.32	515,000.00	252,237.77	864,096.00	458,685.53	(349,096.00)	1,390,379.32
340	340 AFFORDABLE HOUSING	663,338.75	1,155,600.00	600,754.30	-	-	1,155,600.00	1,818,938.75
350	350 CAPITAL PROJECTS	1,204,871.32	34,991,033.00	3,497,983.35	35,332,237.00	3,218,728.40	(341,204.00)	863,667.32
360	360 AMCAN RD E ASSMT DIST	345,130.35	12,000.00	7,669.73	-	-	12,000.00	357,130.35
370	370 ZERO WATER FOOTPRINT	(128,794.89)	171,700.00	161,224.78	-	-	171,700.00	42,905.11
380	380 UTILITY UNDERGROUND FUND	320,855.89	85,700.00	82,150.84	-	-	85,700.00	406,555.89
420	420 CABERNET VILLAGE LSE DS	-	468,639.00	-	468,639.00	234,320.20	-	-
440	440 ENGIE EQUIP/LEASE DEBT SVC	(17,750.23)	38,459.00	3,204.86	38,459.00	16,024.28	-	(17,750.23)
510	510 WATER OPERATIONS	36,597,902.38	10,636,438.00	5,962,649.15	18,407,067.58	4,848,780.38	(7,770,629.58)	28,827,272.80
515	515 WTR DEBT SERVICE FUND	(1,107,845.29)	92,813.00	7,734.34	19,229.00	38,671.70	73,584.00	(1,034,261.29)
520	520 WATER CAPACITY FEE FUND	6,859,351.59	1,290,800.00	1,095,681.01	562,394.00	11,859.18	728,406.00	7,587,757.59
530	530 WATER CIP	1,377,714.99	925,000.00	-	925,000.00	-	-	1,377,714.99
540	540 WASTEWATER OPERATIONS	29,857,524.95	5,368,400.00	3,127,340.47	9,979,610.08	2,758,786.29	(4,611,210.08)	25,246,314.87
545	545 WW DEBT SERVICE FUND	(2,832,216.37)	223,857.00	18,654.59	46,379.00	93,273.47	177,478.00	(2,654,738.37)
550	550 WASTEWATER CAPACITY FEE	7,125,167.29	167,549.00	51,453.80	2,022,999.00	-	(1,855,450.00)	5,269,717.29
560	560 WW CIP	(465,212.92)	3,063,662.00	103,066.41	3,063,662.00	103,066.41	-	(465,212.92)
570	570 WW CAPITAL RESERVE	516,922.72	95,400.00	27,948.49	103,100.00	103,066.41	(7,700.00)	509,222.72
580	580 RECYCLED WATER FUND	1,430,930.99	450,000.00	113,541.91	1,250,048.37	475,477.31	(800,048.37)	630,882.62

**FISCAL YEAR 2024-25**

<b>Fund</b>	<b>Fund Description</b>	<b>Beginning Fund Balances</b>	<b>Revenues Revised Amended</b>	<b>Revenue Actuals Thru 1/31/25</b>	<b>Expenditures Revised Amended</b>	<b>Expenditure Actuals Thru 1/31/25</b>	<b>Net Income Revised</b>	<b>Projected Ending Fund Balances</b>
590	590 RECYCLED WATER CIP	990.96	120,000.00	-	120,000.00	-	-	990.96
601	601 LAVIGNE SAD REASSMT REV BO	1,178,541.59	-	22,091.98	-	7,422.54	-	1,178,541.59
602	602 AMCAN RD E INF REV BOND	1,558,422.53	-	730,242.24	-	837,857.76	-	1,558,422.53
603	603 COMM FACILITIES DISTRICT	4,213,945.42	-	467,935.07	-	244,413.44	-	4,213,945.42
610	610 TOURISM IMPROVEMENT DIST	107,215.33	-	104,656.50	-	147,402.36	-	107,215.33
651	651 ISF - BLDG MAINTENANCE	474,697.75	1,217,200.00	613,807.17	1,135,307.00	391,933.62	81,893.00	556,590.75
652	652 ISF - FLEET	603,966.07	1,214,998.00	599,976.30	1,256,700.00	636,701.43	(41,702.00)	562,264.07
653	653 ISF - INFO TECHNOLOGY	296,281.96	1,572,999.00	789,159.06	1,379,044.62	357,089.36	193,954.38	490,236.34
654	654 ISF - LEGAL SERVICES	(28,843.14)	403,210.00	201,085.20	570,031.18	236,082.26	(166,821.18)	(195,664.32)
655	655 ISF - PARKS RENOV & REPL	2,563,938.18	250,000.00	-	849,555.00	7,513.00	(599,555.00)	1,964,383.18
656	656 ISF - STREETS RENOV & REPL	1,500,000.00	-	-	-	-	-	1,500,000.00
657	657 ISF - CVC FAC RENOV & REPL	432,600.00	-	-	-	-	-	432,600.00
658	658 ISF - PS BLDG RENOV & REPL	200,000.00	-	-	50,000.00	-	(50,000.00)	150,000.00
659	659 ISF - PENSION STABILIZATION	100,000.00	-	-	-	-	-	100,000.00
<b>TOTAL</b>		<b>131,833,768.45</b>	<b>116,341,195.00</b>	<b>35,621,847.74</b>	<b>135,243,935.01</b>	<b>34,549,558.63</b>	<b>(18,902,740.01)</b>	<b>112,931,028.44</b>



## **TITLE**

Human Resources Annual Presentation

## **RECOMMENDATION**

Receive and file a report on City workforce trends and demographics from the Human Resources Division.

## **CONTACT**

Juan Gomez, Interim Assistant City Manager

Scott Corey, Human Resources Officer II

## **BACKGROUND & ANALYSIS**

The Human Resources Division of the City Manager's Office is staffed by (1) Human Resources Officer II, (1) Human Resources Analyst and part-time (1) Office Assistant with general executive oversight by the Assistant City Manager. The Division is responsible for attracting, retaining, and developing a highly qualified and diverse City workforce, and implementing organizational policies and procedures. In addition to overall Human Resources and Risk Management administration, staff provides the following key services: recruiting, classification and pay, risk and workers compensation management, retirement and benefits coordination, safety and staff development training, policy review and development, and labor/employee relations.

In 2022, the Human Resources Division's focus was to remove barriers to employment, ensure a focus on applicant knowledge, skills and abilities (KSA), and improving our internal processes. In 2023, the Division took a significant leap forward transitioning to the NEOGOV recruitment and new employee onboarding platforms, which resulted in a significant increase in the number of applicants, more consistent and transparent interactions with applicants and new employees, and greatly improved processing efficiencies in an all-digital platform.

In 2024, Human Resources

- Implemented the NEOGOV Learning and Performance modules, including beta-testing across the organization. These additional modules will be fully rolled out in early 2025.
- Instituted quarterly joint training meetings with Executive and Mid-Management team focused on change management, Employee Self-Service implementation, the BEST team profile and organizational needs.

- Launched the Napa Valley Regional Training Consortium with the Centre for Organizational Effectiveness in partnership with other Napa County agencies, offering a five-level progressive training program focused on excellence in public service. The City enrolled 12 employees in Foundations in Excellence, 13 in the Supervisor Transition and Readiness Training Program, 7 in the Supervisor Academy and 2 in the Management Academy. The final program is a Leadership Academy.
- Prepared and trained all staff on the Workplace Violence Prevention Plan.
- Established a Human Resources Office in Suite 103 with a staff Training Annex in Suite 104.
- Hired a Human Resources Analyst and an Office Assistant.
- Navigated the transition to a new third-party administrator for liability and property claims.

In the rest of this report, we provide an overview of our recruitment activity, workforce demographics, trends related to employee separations and retirements, an analysis of employee hours worked, and a look at what lies ahead in 2025. The figures shown in Attachment 1 provide a graphical representation of the data described below.

### **Recruitment Activity**

In 2024, the City experienced a decline in employee separations compared to historical averages. Since 2017, the City has averaged about 10 separations per year. In 2024, 7 employees departed - 2 retired, 4 sought other career opportunities and 1 moved. The average tenure of the departing staff (5.3 years) was below the historical average (9.4 years) (Attachment 1, Figure 1).

In the recruitment arena, the City is successfully attracting new, qualified talent to fill its vacancies. Over the past five years, the City has averaged 15 recruitments per year drawing a total of 435 applications. In 2024, the Human Resources Division conducted 13 recruitments, processed 792 applications and hired 38 employees (full and part-time). Hiring managers are reviewing full slates of final applicants that exceed minimum qualifications, usually in both education, experience and job-knowledge for each recruitment. The applicant pools are well-stocked with highly qualified local residents who want to serve their community and eliminate commutes into the greater Bay Area. (Attachment 1, Figures 2-4)

In 2024, we experienced a significant increase in the ratio of applications per recruitment. Over the past seven years, we received an average of 32 applications per recruitment. In 2024, we averaged 61 applications per recruitment. We ran three continuous recruitments during the year which impacted those numbers:

- Maintenance Worker I/II/III: 249 applicants
- Plant Operator I/II/III: 381 applicants
- Office Assistant: 181 applicants

Human Resources believes the NEOGOV platform has helped extend our marketing reach significantly.

### **Time-to-Hire**

A key metric in a highly competitive hiring market is time-to-hire, which measures how long it takes to recruit and hire a new employee. This can be measured in several ways:

- Time-to-Offer - the amount of time lapsed between an application submitted and offer letter accepted
- Time-to-Start - the time between an application submittal and the employee's first day on the job
- Time-to-Fill - the time between the Department submitting a requisition and the employee's first day on the job

The average time-to-fill for municipalities in the western United States is 132 days, according to a recent NEOGOV survey.

Using the time-to-fill measure, American Canyon's recent average performance has been

- 2021 - 174.3 days
- 2023 - 133.1 days
- 2024 - 78 days; 67 days for positions with continuous recruitments.

### **Applicant Diversity**

As we continue to focus on the diversity of our workforce, we're aware that is only possible if we can attract a diverse pool of applicants.

Between 2017 and 2024, the number of non-White applicants has increased from 54% to 73%. The greatest increases are among applicants identifying as Hispanic and African-American (Attachment 1, Figure 5).

Over this 8-year measurement period, the average applicant pool is 36% White, 24% Hispanic, 16% Asian, 11% African-American, 8% Two or More Races, 3% Pacific Islander and 1% Native American.

### **Workforce Demographics**

Diversity of the workforce is a multi-faceted dynamic that can be indicated by factors such as racial/ethnic identity, gender, age, tenure and location of residence. Staff began collecting and analyzing City workforce demographic data in 2021. Since then, the full-time workforce has become more diverse and is consistently locally oriented.

#### **Gender**

Since 2021, the workforce is 4% more female (See Figure 6 in Attachment 1). This has been a consistent trend that is borne out in the numbers of women applying for jobs in traditionally male-dominated positions, such as Plant Operators and Maintenance Workers. In the overall American Canyon community, the binary gender split is 50% male and 50% female, according to U.S. Census data.

NEOGOV provided the City with the opportunity to collect non-binary gender identity information, which is beginning to appear in our applicant pool particularly among younger applicants.

### Age

The average age of the full-time City workforce is 45.52 years, a decrease from the 45.92 years reported in FY 2022-23 (see Figure 7 in the Attachment 1). The majority of the workforce (57%) is between 40 and 59 years of age, an 11% decrease from 68% in FY 2022-23. This is consistent among men and women. Overall, men in our workforce tend to be slightly older than women.

CalPERS retirement age is 55 for employees covered by the Classic plan and 62 for employees covered by the PEPRA plan. Currently, 63% of the City's workforce is covered by the PEPRA plan.

### Tenure

Given the age of the City workforce, it is worthwhile to examine the tenure, or length of service, of our employees (see Figure 8 of Attachment 1).

About half of the City workforce has been employed by the City for less than 5 years. The other groups breakdown as

- 19% between 5-10 years
- 8% 10-15 years
- 16% 15-20 years
- 8% more than 20 years

Since 2021, we've continued to experience good retention rates for the first 10 years of employment, and for those who remain past 15 years. We see a number of employees in the 10-15 year range depart due to retirement or other career opportunities.

Even as the City sees turnover in the workforce, newer employees are hired in a variety of age ranges, indicating that the City remains attractive to mid-career workers, which tend to have a higher level of experience and professional proficiency.

### Place of Residence

A consideration when evaluating how well the full-time City workforce reflects the overall American

Canyon community is the location where City employees choose to live. It is reasonable that one method of helping to ensure the workforce better reflects the community is to hire more employees who live in the community.

According to City payroll data, 89% of full-time employees live in Napa and Solano counties. Overall, 55% of full-time employees live in Napa County, and 42% live in American Canyon (see Figure 9 in Attachment 1).

Race/Ethnicity

Staff asks all newly hired employees to provide this information about how their ethnic identification, which the City is required to maintain by the federal Equal Employment Opportunity Commission

Below are the year-to-year results for the past four years:

**Racial/Ethnic Identity of City of American Canyon Employees**

<b>Group</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>4-Year Change</b>
Asian	4%	4%	4%	5%	+1%
Black	1%	6%	8%	11%	+10%
Hispanic	15%	18%	24%	25%	+10%
Native Hawaiian/Other Pacific Islanders	9%	7%	5%	5%	-4%
Two or more	18%	13%	9%	9%	-9%
White	53%	51%	49%	45%	-8%

While most (45%) of the City’s full-time workforce identifies as White, 55% identifies as another ethnic group. This trend also is present in the diversity of the applicants seeking to work for the City.

The table below presents the racial/ethnic identities of American Canyon residents as captured in the annual American Community Survey Data collected by the US Census Bureau.

**Racial/Ethnic Identity of American Canyon Residents**

<b>Group</b>	<b>Percent of Total</b>
Asian	33%

Native American/Alaskan	1%
Black	7%
Hispanic	31%
Native Hawaiian/Other Pacific Islanders	1%
Two or more	7%
White	20%

This data indicates that 20% of City residents identify as White while 80% identify as another ethnic group. These broad snapshot measures indicate that the City's full-time workforce is racially diverse, but not as diverse as the overall community. The City has recruited a diverse group of local residents representing every major ethnic/racial grouping (See Figure 10 in Attachment 1). Staff will continue to monitor recruitment trends to identify any systemic barriers preventing certain ethnic groups from progressing to hire.

**Retirement**

When reviewing a workforce, it can be helpful to consider future retirement.

In the next six years, it is likely that the workforce will continue to lose senior members as employees age and become eligible for retirement. Currently, 18% of the workforce is eligible for full CalPERS retirement having reached age 55 for Classic employees or 62 for PEPRA employees. By 2030, that number is expected to increase to 30%. (See Figure 11 in the attachments).

While many of these employees will work well past their minimum retirement age, there will need to be an increased focus on succession planning and leadership development with each passing year. Key staff departures have highlighted the importance of continual review of our overall staffing needs, as well as cross-training and succession planning to improve organizational resilience.

In light of this, the City has instituted enhanced quarterly training for mid-management and executive teams, and is participating in the Napa Valley Regional Training Consortium with the Centre for Organizational Effectiveness by enrolling 34 employees in the program's first year.

**Next Steps**

Tracking the City's progress in diversity, equity and inclusion practices is an ongoing annual statistical measure. Human Resources will continue to focus on its effectiveness and efficiency in providing services to all its internal and external customers.

Some of the items the division is planning to incorporate during 2025 include:

- Enhance and expand staff training opportunities
- Fully implement use of the NEOGOV Learning and Performance tools across the organization
- Assist departments with staffing assessments and implementations

- Increased focus on safety and preventative Risk Management measures
- Evaluate City policies for potential updating

Staff recognizes that American Canyon is a diverse and welcoming community, and City employees work everyday to provide high-quality services for local residents.

### **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

### **FISCAL IMPACT**

None.

### **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. Demographic Data](#)

## Exhibits for Annual Human Resources Presentation

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Figure 1 – Employee Separations

Calendar Year	Total Separations	REASONS FOR SEPARATION						Ave. Age at Separation	Ave. Tenure at Separation
		Retired	Career Opportunity - General	Moved	Probation Release	Resigned	Unknown		
2017	8	5	1	1	0	0	1	51.90	12.13
2018	11	4	5	0	2	0	0	47.85	9.88
2019	8	2	5	0	0	1	0	43.94	7.59
2020	14	8	3	1	1	1	0	53.51	11.63
2021	8	5	2	0	0	1	0	53.56	11.35
2022	10	1	6	1	1	1	0	65.92	12.32
2023	15	1	9	1	1	3	0	38.84	5.04
2024	7	2	4	1	0	0	0	43.29	5.34
<b>Totals</b>	<b>81</b>	<b>28</b>	<b>35</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>49.85</b>	<b>9.41</b>

Figure 2 – Number of Recruitments

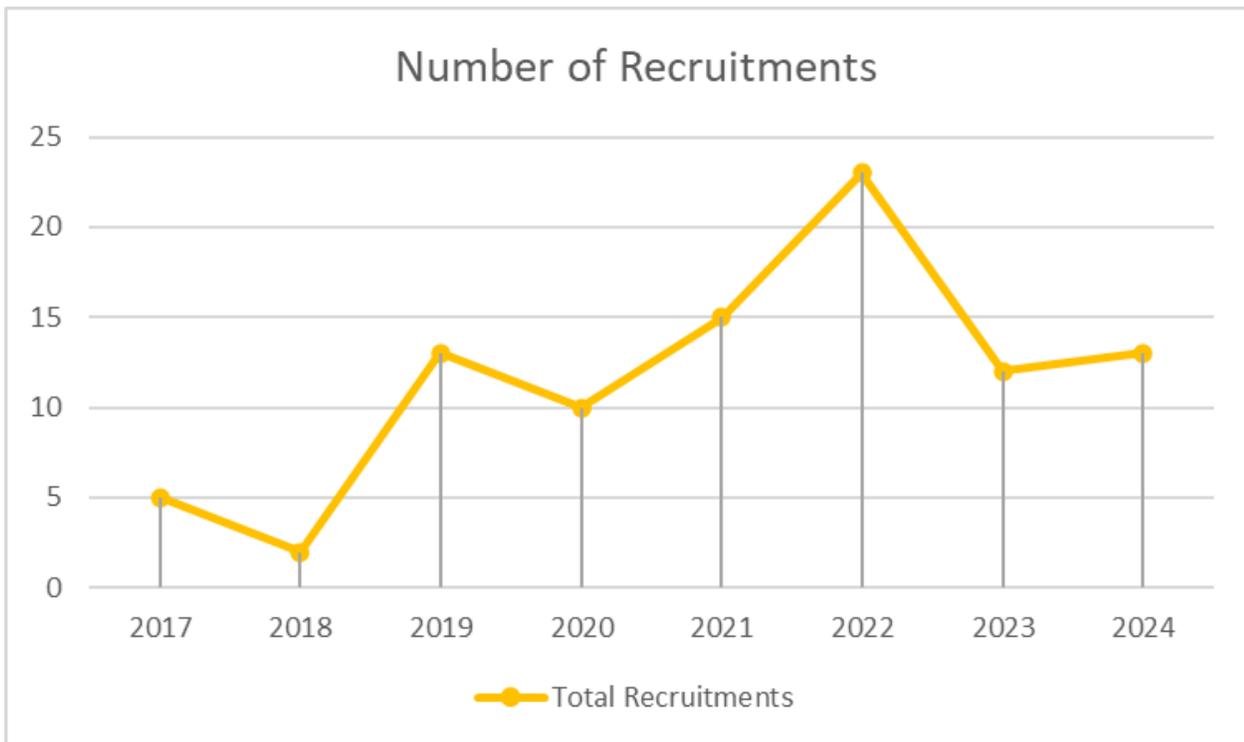


Figure 3 – Number of Applicants

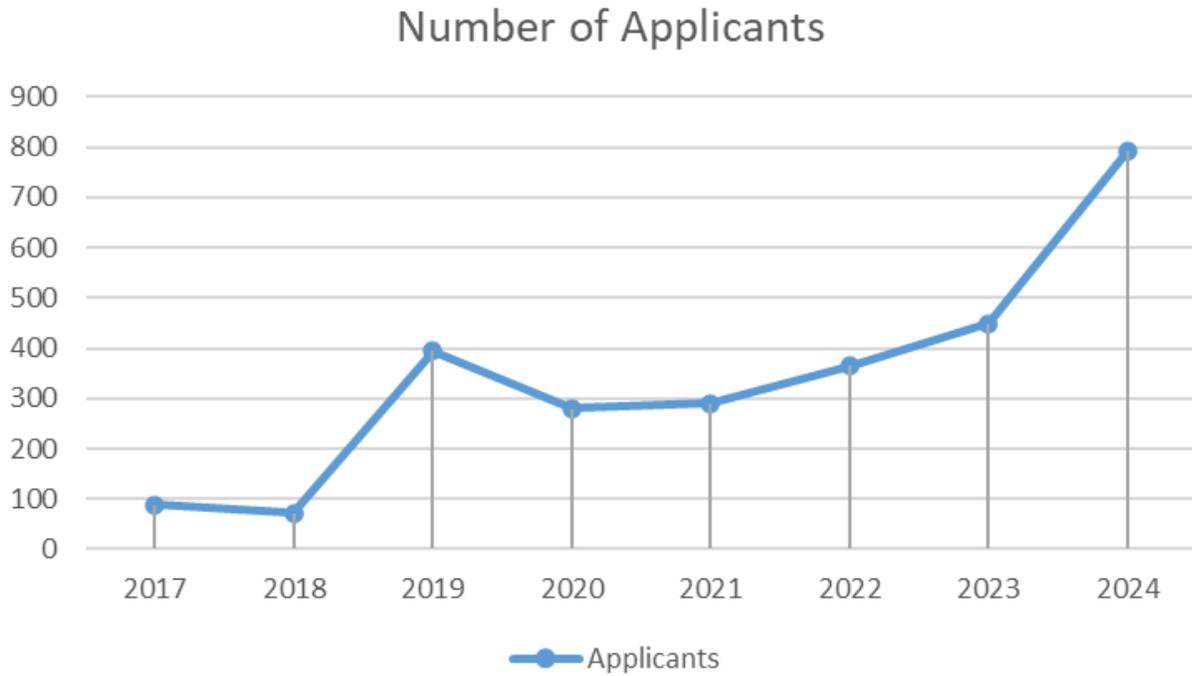


Figure 4 – Recruitments by Type

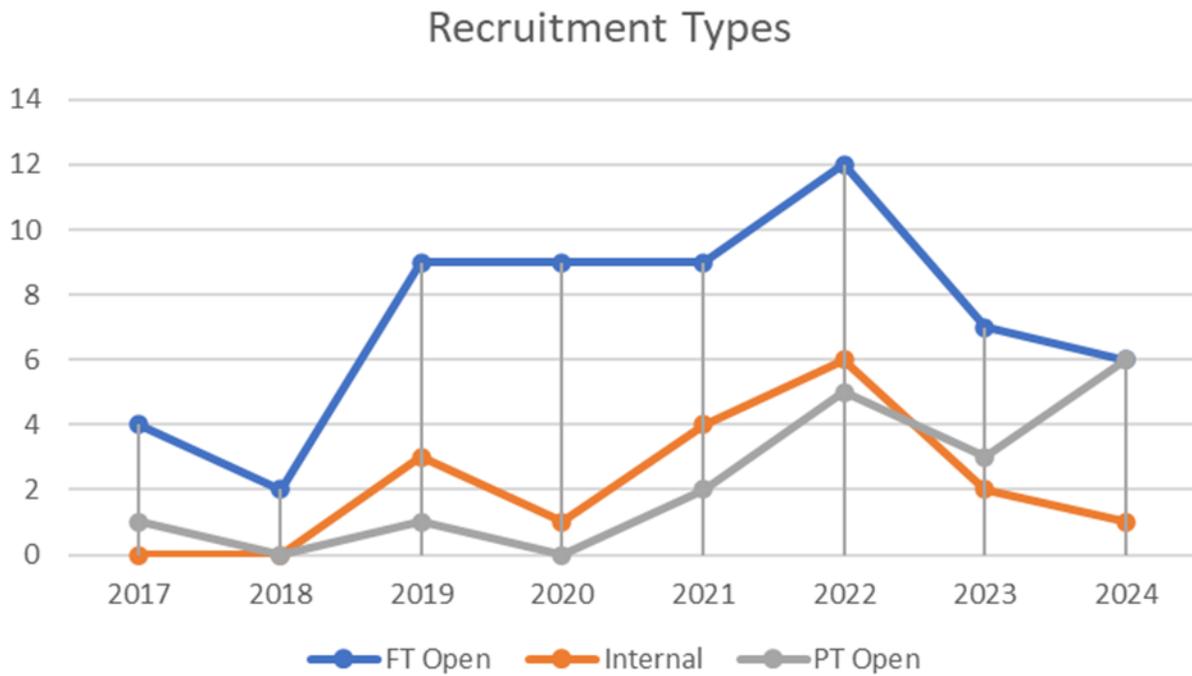


Figure 5 – Applicant Diversity (All Applicants)

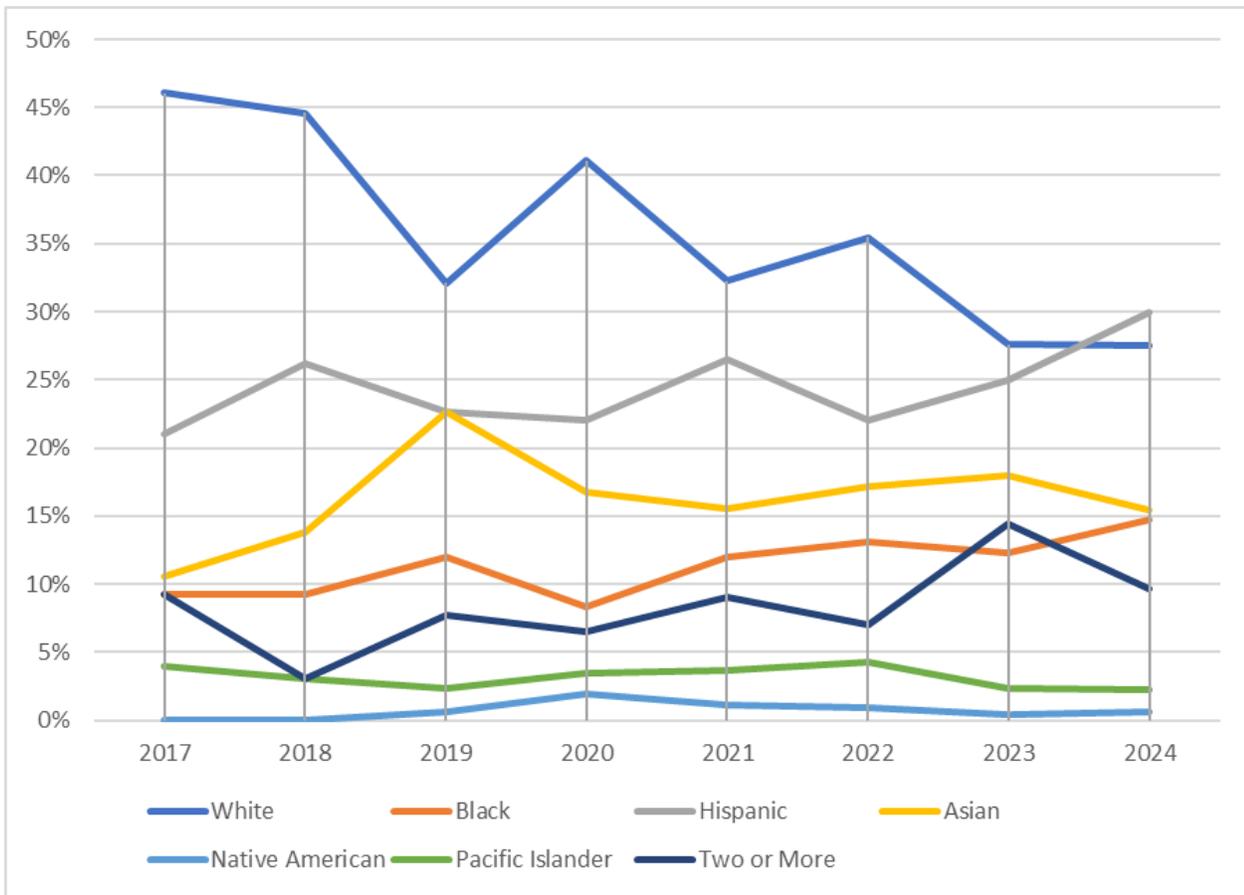


Figure 6 – Workforce Gender Identity

Gender	2021	2022	2023	2024	4-Year Delta
Male	61%	56%	59%	57%	-4%
Female	39%	44%	41%	43%	4%

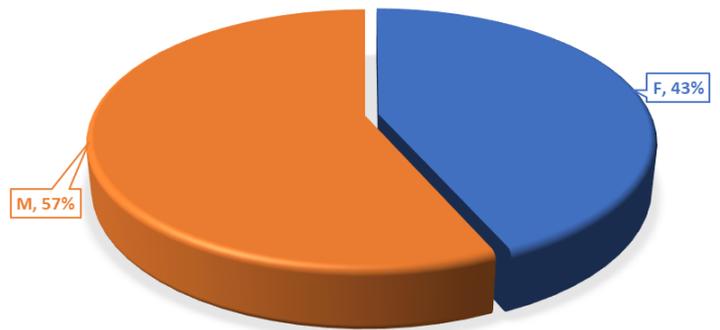


Figure 7 – Workforce Age

FULL-TIME EMPLOYEES BY AGE			
Age	All	Men	Women
20s	9	4	5
30s	14	8	6
40s	21	15	6
50s	21	10	11
60s	7	5	2
Average Age	45.52	46.39	44.31

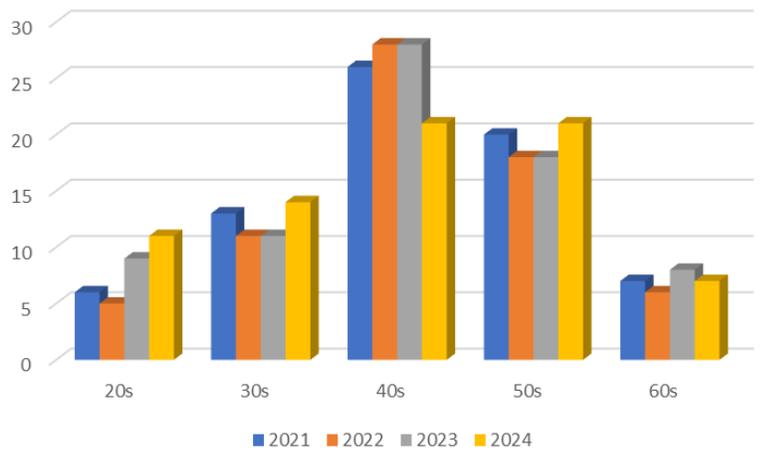


Figure 8 – Employee Tenure

FULL-TIME EMPLOYEES BY TENURE			
Tenure	All	Men	Women
0-4.9	35	21	14
5-9.9	14	6	8
10-14.9	6	5	1
15-19.9	12	7	5
20+	6	3	3
Average Tenure	8.27	8.11	8.42



Figure 9 – Workforce by County of Residence

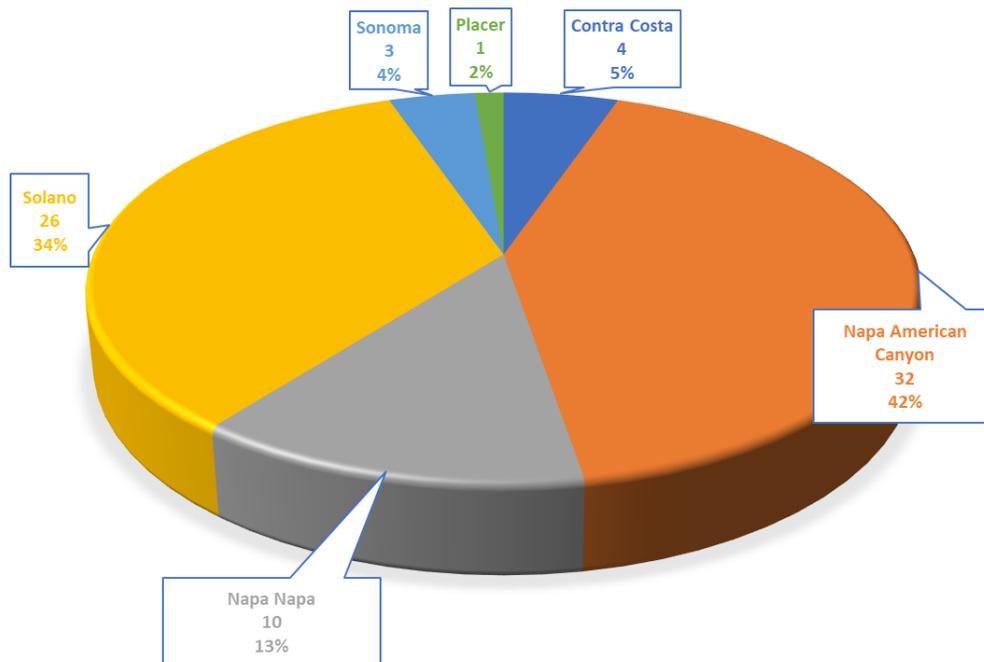


Figure 10 – Workforce Ethnicity and Residency

Residence	Asian	Black	Hispanic	NHOPI	Two or More	White	Total
Contra Costa		1	1	1		1	4
Napa - American Canyon	4	1	7	3	4	13	32
Napa - Napa			3			7	10
Placer		1					1
Solano		5	8		2	11	26
Sonoma					1	2	3
Grand Total	4	8	19	4	7	34	76

Figure 11 – Workforce Eligibility to Retire

	2025	2026	2027	2028	2029	2030
Eligible to Retire by Age	14	14	15	16	20	23
Year Over Year Increase		0	1	1	4	3
% of Full-Time Staff	18%	18%	20%	21%	26%	30%



## City Council Committee Report

Submitted by: \* Mayor Pierre Washington

Council Meeting Date: 02/18/2025

Event Date: 2025-02-07

Event Type: Committee Report

Event Title: \* North Bay Watershed Association (nbwa)

Event Report: Regular Monthly Board meeting with Guest speakers:

**Advanced Clean Fleets Regulation - State & Local Government Agency Fleet Requirements.** Presentation by Andrew Reyes, Air Resource Engineer, he discussed key components within the Advance Clean Fleets (ACF) regulations requirements such as deadlines, flexible options, extensions and exemptions for public agencies.

**ZEV Fleet Considerations for Public Agencies.** Presentation by Brent Johnson, PE, Vice President, Clean Transportation NV5, he discussed key elements for public agencies to consider for compliance with California's ZEV regulations, including transition planning, charging infrastructure, utility coordination, funding and procurement.

**PG&E EV Fleet Resources:** Presentation by Dean Kunesch, EV Fleet Advisor, Clean Energy, Transportation, He provided an overview of PG&E resources for electrifying a MD?HD fleet, EV Fleet Advisory Service, EV Fleet program, BEV Rate and a savings calculator.

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Event Date: 2025-02-03

Event Type: Committee Report

Event Title: \* New Napa Valley Non-Profit Coalition

Event Report: **Quarterly meeting with Various Napa County Leaders**

- Dean Torrance Powell napa Valley College Facilitator
- Family Resource Director Dr. Sherry Tennyson Co-Facilitator

Topics of discussion:

- Needs of the community
- Low-income parents
- Food insecurity/Food pantries
- Affordable Housing
- Childcare needs
- Economic development
- NVC Advisory committee

**Next meeting:** Friday, March 14, 2025, 9:00am - 10:30am @ Redwood Credit Union Devlin Campus 480 Devlin Road, Napa (See flyer attached.)

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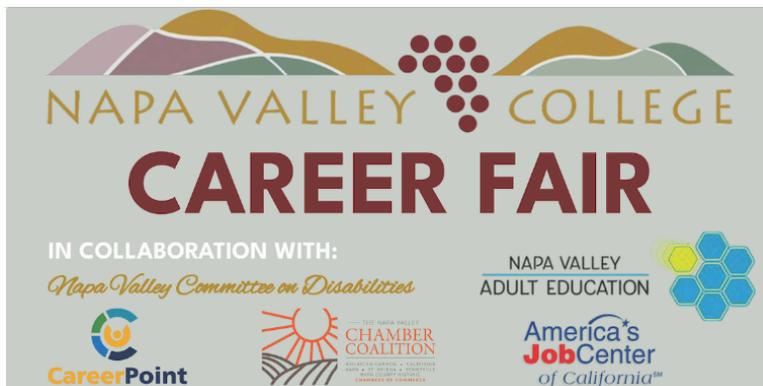
**Event Date:** 2025-04-30

**Event Type:** Community Event

**Event Title:** \* Career Day @ Napa Valley College

**Event Report:** Napa Valley College is hosting a Career Day on APRIL 30, 2025, from 10am to 1pm at the Napa College Library Plaza. Some of the industries that will be in attendance are:

- Management, Finance and Accounting
- Marketing
- Sales
- Engineering, Computer Science
- Data Science and IT
- Mechanical Engineering
- Chemical Engineering
- Healthcare, biotech and Physical sciences
- Law & Government
- Public Safety
- Communications & Art



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## City Council Committee Report

Submitted \* by: Mayor Pierre Washington

Council Meeting Date: 02/18/2025

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Event Date: 2025-02-11

Event Type: Committee Report

**Event Title: \*** Flood Control & Water Conservation District

**Event Report:** The Napa Flood Control & Water Conservation District is responsible for conserving and managing flood and storm waters to protect life and property, maintaining the County watershed using environmentally sound practices, and providing coordinated planning for water supply needs in the community.

Napa County and the Cities of American Canyon, Napa, St. Helena, Calistoga and the Town of Yountville collectively administer the Napa County Stormwater Pollution Prevention Program.

<https://www.countyofnapa.org/1365/Residents>

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Event Date: 2025-02-13

Event Type: Committee Report

**Event Title: \*** Napa-Vallejo Waste Management Authority

**Event Report:** The **Napa-Vallejo Waste Management Authority** is a joint powers agency formed for the safe and economical management of solid waste. Its purpose is to provide cost-effective coordination of solid waste processing, transfer, and disposal services within the service area<sup>1</sup>.

The authority aims to protect the environment from past solid waste management practices.

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We Are Back!  
Napa Valley Non-  
Profit Coalition

Meet & Greet!

The non-profits of Napa, supportive agencies and especially new executive directors are invited to attend the new revised Napa Valley Non-Profit Coalition.

Come and hear current information on network building, what other non-profits are doing, meet new executive directors and learn the newest Government updates.

Friday, March 14<sup>th</sup>, 9:00am-10:30am  
Redwood Credit Union Devlin Campus  
480 Devlin Rd, Napa

Coffee & pastries provided by Redwood Credit Union

RSVP: Drene Johnson, [djohnson@can-v.org](mailto:djohnson@can-v.org) by March 4, 2025

## Future Agenda Items

### **February 27, 2025 - Planning Commission Meeting. 6:30 p.m.**

General Plan and Housing Element General Report  
258 Napa Junction Appeal  
Crawford Way Apartment Townhome Design Permit

### **February 28, 2025 - Council Strategic Planning Session**

Communication Styles, Group Development, Roles & Responsibilities and Strategic Planning Intro

### **March 4, 2025 - Regular City Council Meeting. 6:30 p.m.**

Proclamation – Acknowledging Ramadan  
Proclamation – American Red Cross Month  
Proclamation – American Women’s History Month  
Skatepark Municipal Code Update  
Giovannoni Tentative Parcel Map Extension  
Parks and Recreation Refund Policy  
Wetlands Edge Environmental Ed. Enhancement (PR19-0100): Award Construction Contract  
Community Recognition Policy  
Parks and Recreation Refund Policy

### **March 5, 2025 – OSATS Commission Meeting. 6:30 p.m.**

Introduce New Commissioners  
Marin Clean Energy (MCE) Presentation  
Newell Management Plan  
Newell Open Space Preserve Biological Survey Scope of Work

### **March 13, 2025 – Parks and Community Services Meeting. 6:30 p.m.**

Introduce New Commissioners  
Recap of 24/25 Work Plan  
Facility Naming  
FY25/26 CIP

### **March 18, 2025 – Regular City Council Meeting. 6:30 p.m.**

Proclamation – Acknowledging Holi  
Sites Reservoir Update  
General Plan and Housing Element Annual Report  
Crawford Way Apartment Townhome Design Permit  
Annual Police Report  
Annual Communications Report

### **March 21, 2025 – Council Strategic Planning Session**

Strategic Plan: 2025-2026 Work Plan