



REGULAR CITY COUNCIL MEETING AGENDA

City Hall - Council Chambers
4381 Broadway St., Suite 201, American Canyon
March 19, 2024
6:30 PM

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

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.

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: 849 9699 3806 Passcode: 12345

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.

5:30 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 6:30 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.

CALL TO ORDER - CLOSED SESSION

ROLL CALL - CLOSED SESSION

PUBLIC COMMENTS - CLOSED SESSION ITEMS

This time is reserved for members of the public to address the City Council on Closed Session Items only. Comments must be made in person and are limited to 3 minutes. Comments for items on the Open Session agenda will be taken when the item is called in Open Session. Comments for Items not on the Closed Session or Open Session agenda will be heard during the Open Session Public Comment period.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

5:30 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 American Canyon v. Leon Dale Schmidt* (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).
 - c. *Center for Biological Diversity v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000511).
 - d. *Golden State Environmental Justice Alliance v. City of American Canyon et al.* (Napa Superior Court Case No. 23CV000510).
 - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000517).
 - f. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV001600).

2. **Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Three (3) Matters.**

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

PLEDGE OF ALLEGIANCE

ROLL CALL - OPEN SESSION

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

PROCLAMATIONS AND PRESENTATIONS

3. [Presentation - American Canyon High School Link Crew](#)
4. [Presentation - Napa Valley Transportation Authority](#)
5. [Proclamation - March 25, 2024, Holi in American Canyon](#)

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

6. [Minutes of March 5, 2024](#)

Recommendation: Approve the minutes of the Regular City Council meeting of March 5, 2024.

7. [Report Upon Return from Closed Session](#)

Recommendation: Approve the Report Upon Return from Closed Session for the meeting of March 5, 2024

8. [Electric Vehicle Charging Stations](#)

Recommendation: Take the following actions:

1. Adopt a resolution adding Capital Improvement Project Electric Vehicle Charging Stations (CF24-0100);
2. Authorize a project budget of \$230,526 for CF24-0100;
3. Authorize a purchase order with Beam Global for a not to exceed amount of \$190,000; and
4. Authorize the City Manager to execute the purchase order

9. [Green Island Road Project Amendments and CFD Financing](#)

Recommendation: Take the following actions related to Green Island Road:

1. Adopt a resolution authorizing the City Manager to execute Amendment #7 to Agreement 2016-15 with CONSOR North America, Inc., in the amount of \$383,500 for design services, for a total contract amount not to exceed \$1,414,030, in conjunction with the Green Island Road Reconstruction and Widening Project (TR16-0700);
2. Adopt a resolution authorizing the City Manager to execute Amendment #2 to Agreement 2022-A166 with CONSOR North America, Inc., in the amount of \$100,000 for construction management services, for a total contract amount not to exceed \$350,000, in conjunction with the Green Island Road Rule 20 A/B Utility

Undergrounding Project (TR16-0703); and

3. Adopt a resolution authorizing the City Manager to engage the financing team related to the second issuance of special tax bonds for and on behalf of the City of American Canyon Community Facilities District No. 2018-1, in conjunction with the Green Island Road Reconstruction and Widening Project (TR16-0700).

10. Increase Project Budget for the Adult Activity Center Flooring Replacement

Recommendation: Adopt a Resolution increasing the project budget for the Adult Activity Center Flooring Replacement (PR23-0900) from \$50,000 to \$80,000 and authorizing a budget transfer from Civic Facilities Renovation and Replacement Fund in the amount of \$30,000 to PR23-0900.

PUBLIC HEARINGS

11. General Plan and Housing Element Annual Reports and Housing Element Municipal Code Updates

Recommendation: Consider the following Council Actions:

1. Receive and File 2023 Calendar Year General Plan and Housing Element Progress Reports; and
2. Waive first reading, read by title only, and adopt an Ordinance by the City Council of the City of American Canyon amending American Canyon Municipal Code (ACMC) Chapter 19.39 Accessory Dwelling Units, and additional ACMC amendments consistent with current State Law and Housing Element Implementation Program C.

BUSINESS

12. Parks and Recreation Department User Fee Schedule

Recommendation: Adopt a Resolution of the City Council of the City of American Canyon to repeal and replace Resolution 2023-30 with the updated Parks and Recreation Department User Fee Schedule.

13. 2023 Annual Communications Report

Recommendation: Receive and file the Annual Communications Report for 2023.

14. American Canyon Police Department Annual Report

Recommendation: Receive and file the American Canyon Police Department's 2023 Annual Report.

MANAGEMENT AND STAFF ORAL REPORTS

15. Maintenance and Utilities Department, Environmental Services Quarterly Update

Recommendation: Receive a Presentation on Maintenance and Utilities Department, Environmental Services Division.

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.

FUTURE AGENDA ITEMS

16. Future Agenda Items of Note:

April 2, 2024; 6:30 p.m.

Proclamation National Fair Housing Month
Proclamation April Arts Month
Proclamation Sexual Assault Awareness
Utility Rate Protest Hearing
Traffic Calming Program Update
New Sustainability Goal, Strategies, and 2024 Key Initiatives

April 16, 2024; 6:30 p.m.

Proclamation - April Volunteer Week
Proclamation - Earth Day
Proclamation - National Building Safety Month
Presentation - Spirit Horse
Presentation - ACPD Cadets
Police Services Agreement
Proposed Staffing Plan - FY 24/25 and Beyond

May 7, 2024; 6:30 p.m.

Presentation - Municipal Clerk Week
Proclamation - Older Americans Month
Presentation - Historic Preservation Month
Presentation - CalGreen Building Code
2024 Water Supply Update

May 21, 2024; 6:30 p.m.

Proclamation - Memorial Day
Proclamation - Public Works Week
Proclamation - Bike Month
Presentation - Juneteenth 2023 Event
Proposed FY 24/25 Budget
Kids Commerce Fee Waiver

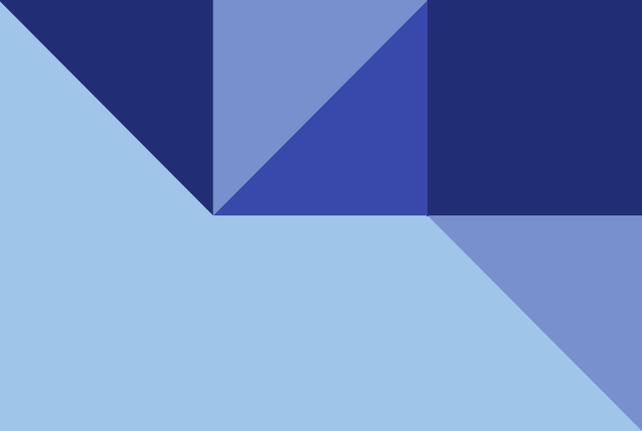
ADJOURNMENT

Tonight's meeting is adjourned in honor of Cecil Shaver, former American Canyon City Council Member (1998 to 2006).

CERTIFICATION

I, Taresa Geilfuss, 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



Betting On Our Future

Brought to you by: Link Crew

What is
Gambling?



Gambling Definition

Gambling is placing something of value (usually but not always money) at risk in the hopes of gaining something of greater value.



HAVE YOU OR HAVE YOU WITNESSED?

- Betting on sports/esports games
- Betting money on the outcome of a card game
- Playing casino/arcade type games
- Paying to enter a raffle
- Playing games of skill for money (pool, basketball, etc.)
- Online gambling
- Playing scratchers
- Playing the lottery



What is the legal age to gamble?

18!

- All the activities listed on the previous slide is off limits for underage students!
- In the survey conducted this year, over 60% high school students reported that they have never gambled, but then admitted to participating in gambling activities
- 84% of parents do not object to their children gambling.



Fun Facts

- We are not allowed to have raffles at school! They are called “opportunities to win.”
- Scratchers are a popular gift to give kids, but it is **illegal**.

CALIFORNIA

Man Wins \$5M on Lotto Scratcher, Can't Claim Prize Because Underage Son Bought It: Lawsuit

By City News Service • Published July 21, 2017 • Updated on July 24, 2017 at 8:42 am



WASHINGTON, DC – MAY 20: Newly redesigned \$100 notes lay in stacks at the Bureau of Engraving and Printing on...

Read more

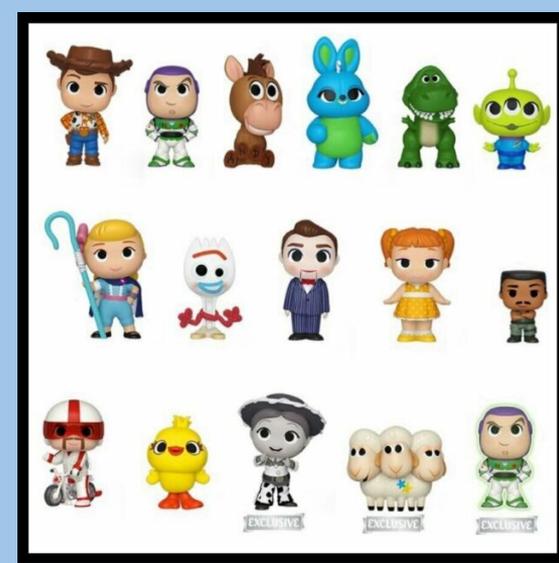
Trending Stories

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- VANESSA BRYANT**
Vanessa Bryant's Heartbreaking Speech at Memorial Brings Audience to...
- KOBE BRYANT**
Helicopter Charter Company to Be Sued for Crash That Killed Kobe Bryant, His...
- BOXING**
Wilder Says Pre-Fight Costume Wore Down Legs, Plans to Execute Rematch Clause With Fury

THINK YOU'RE SAFE FROM DEVELOPING ADDICTION?

- In game purchases - paying for extra lives
- Arcade games
- Mystery Toys
- Family Tradition
- Family functions - Loteria and betting on card games

THESE PROMOTE TEENS TO INDULGE IN RISKY BEHAVIOR



Why do People Gamble?

- Being exposed to gambling at a young age
- The Adrenaline Rush
- Social Influences
- The Escape Factor
- Alleviating feelings of depression, and loneliness.



Why Are Teens More at Risk?

- Teens years are characterized by:
 - high levels of risk-taking
 - Seek new experiences
 - Impulsiveness, peer pressure
 - Increased emotions from rewards

Why Should We Care?

- While the vast majority of players will gamble only on occasion and just for fun, others will gamble **excessively** and develop **serious problems**.
- **4-8%** of these students develop a gambling addiction and **10-14%** of adolescents are at risk for developing a serious gambling addiction.

Students who gamble are...

- More likely to gamble seriously as an adult if they gamble online
- More subject to being influenced by older people
- More than **three times** as likely to use marijuana
- **Three times** as likely to use illegal drugs
- Almost **three times** as likely to get in trouble with the police
- **Three times as likely** to be involved in a gang fight
- Almost **three times** as likely to steal or shoplift

How Can You Prevent Gambling?



Awareness!

Betting On Our Future is one program dedicated to **informing** minors about the **dangers** of gambling.

Link Crew Leaders have created a campaign for to help our community members be more aware of the dangers of gambling.



BOOF Posters and Videos

Print Ad



PSA

Betting on our Future 2024
ACHS

Thank you for listening!

Can we answer any questions?

From Measure T to Measure U



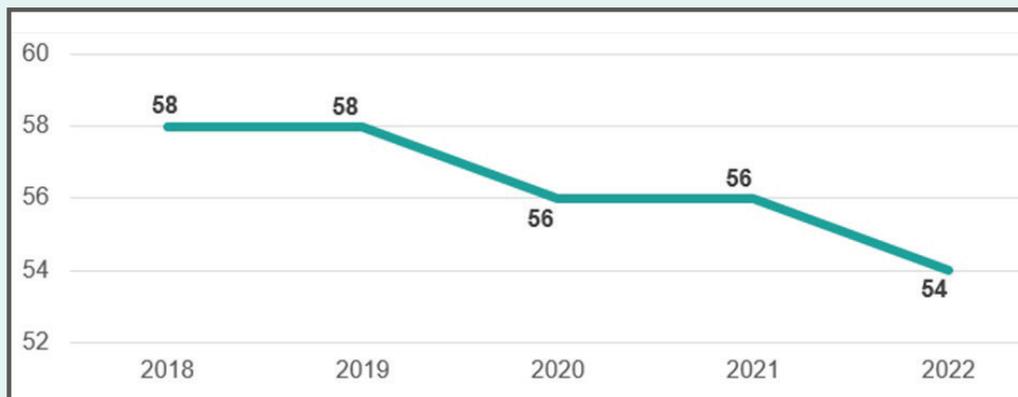
Measure U: At-A-Glance

- Measure U will replace Measure T, a ½ cent sales tax for local streets and roads
- Generational opportunity to break the last major bottlenecks on Highway 29
- Expands the bike and pedestrian provision to include Class IV bike lanes (current Measure only allows for funding of Class I projects)
- Provides flexibility to bond and bring funding forward to deliver more local streets and road improvements faster

See reverse side for more information and benefits regarding replacement measure

Persistent challenges with Measure T

- Pay-go funding is not enough to keep up with deferred maintenance that is causing pavement conditions to continue to decline
- Pay-go system does not provide the flexibility needed to build costlier projects faster
- Growth in sales tax revenue (4.6% annually) being outpaced by rising construction costs (up 10.7% annually). Over time, this will cut the purchasing power of Measure T
- Narrower focus of current measure does not provide jurisdictions with any flexibility to use local streets and roads money for other transportation priorities



Napa County Pavement Condition Index Scores - 2018 – 2022

Measure U: Details and Benefits



Bonding – Regional Capital Improvement Projects

Measure U will set aside up to \$56 million for regional capital improvement projects through the issuance of bonds for the opportunity to achieve long-held transportation priorities: breaking the last remaining bottlenecks on Highway 29 between Napa and American Canyon. This apportionment will position Napa County to be more competitive in securing state and federal grant funding opportunities to bring these projects to fruition.

Bonding for regional capital improvement projects can help fund:

Highway 29 Improvement Projects:

- 1. Airport — SR 29/SR 12 intersection** – Intersection Improvements at Highway 29 and Jameson Canyon/Airport Road and Highway 12/Kelly Road
- 2. Highway 29-American Canyon** – Operational and Multimodal Improvements on Highway 29 between Napa Junction and American Canyon Road
- 3. Carneros — SR 29/SR 12** – Intersection Improvements at Highway 29/Carneros Highway
- 4. Highway Operations and Emergency Evacuations** – To allow proactive management of highway facilities and emergency demands such as natural disasters. It includes adaptive messaging signs and battery storage for Vine Transit.

Regional projects provide benefit to the entire county because workers, residents, and visitors to and from all communities use them.

Bonding – Local Streets and Roads Funding

Currently, Measure T’s pay-go system provides annual allocations to jurisdictions for local streets and road improvement and rehabilitation projects.

Under Measure U, jurisdictions will receive more funding over the life of the measure and have the option to issue bonds to build costlier road rehabilitation and improvement projects faster. At right is a chart summarizing changes in this funding:

* The chart at right summarizes differences between Measure T and the proposed Measure U (figures in \$1,000s)

Jurisdiction	Measure T*	Measure U Pay-Go*
City of American Canyon	\$60,574	\$89,131
City of Calistoga	\$21,241	\$28,007
City of Napa	\$317,429	\$447,884
County of Napa	\$311,910	\$432,286
City of St. Helena	\$60,574	\$73,533
Town of Yountville	\$21,241	\$37,881

**Measure T amounts reflect what each jurisdiction is expected to receive between 2025 and 2043, when Measure T sunsets

Flexibility to Meet Current and Future Needs



Bonding – Funding Road Repair and Improvement Projects Faster

Measure U will create the flexibility jurisdictions need to get costlier road repair projects funded faster, instead of having to save pay-go allocations over the course of many years to fund priority projects.



Funding Transportation Projects Not Under LS&R Guidelines

In response to jurisdictional concerns, the replacement measure will provide flexibility to allocate up to 5% of local streets and roads allocations for projects outside the scope of maintenance and rehabilitation. For example, this could include the Newell Drive extension in American Canyon, Silverado five-way intersection in the City of Napa, or bridge replacement in St. Helena.



Funding to Support Class IV Bike Lanes

While NVTa supports the continued creation of Class I bike lanes like the Napa Valley Vine Trail, in response to jurisdictional input, the replacement measure will also provide funding to create Class IV buffered bike lanes in places where Class I bike lanes are not feasible.

CITY OF AMERICAN CANYON PROCLAMATION



Acknowledging Holi, March 25, 2024

WHEREAS, the City of American Canyon recognizes and celebrates the diversity of its residents and the richness of their cultural traditions; and

WHEREAS, Holi, the Festival of Colors, is an ancient Hindu festival celebrated annually to mark the arrival of spring and the triumph of good over evil; and

WHEREAS, Holi is a time of joy, merriment, and community, where people come together to celebrate with vibrant colors, music, dance, and delicious traditional foods; and

WHEREAS, the celebration of Holi promotes unity, inclusivity, and cultural exchange, fostering greater understanding and appreciation among individuals of different backgrounds; and

WHEREAS, it is important to honor and respect the cultural heritage of all residents of American Canyon, recognizing the significance of festivals such as Holi in our shared community life;

NOW, THEREFORE, I, Mayor Leon Garcia, on behalf of the City of American Canyon, do hereby acknowledge Monday, March 25, 2024, as Holi Day in the City of American Canyon, and encourage all residents to join in celebrating this joyous occasion at the Holi Festival Event at Shenandoah Park on Sunday, March 24, 2024 from 2:00pm-5:00pm where we will embrace the values of friendship, compassion, and renewal that Holi represents.

Dated: March 19, 2024

Leon Garcia, Mayor

**CITY OF AMERICAN CANYON
REGULAR CITY COUNCIL MEETING**

ACTION MINUTES

March 5, 2024

5:30 P.M. – CLOSED SESSION

CALL TO ORDER - CLOSED SESSION

The City Council meeting was called to order at 5:30 p.m.

ROLL CALL - CLOSED SESSION

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

Absent: None

Excused: None

PUBLIC COMMENTS - CLOSED SESSION ITEMS

Mayor Garcia called for public comments on Closed Session items. Written comments: none. Oral comments: none. The public comments period was closed.

MEETING RECESS - COUNCIL TO CONVENE IN CLOSED SESSION

5:30 P.M. CLOSED SESSION ITEMS

1. Conference with Legal Counsel - Existing Litigation. Authorized pursuant to Government Code Section 54956.9(d)(1):

- City of American Canyon v. City of Vallejo, et al. (Sacramento Superior Court Case No. 34-2022-00327471).
- City of American Canyon v. Leon Dale Schmidt (Napa County Superior Court Cases No. 22CV001041 and 23PR00161).
- Center for Biological Diversity v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV000511).
- Golden State Environmental Justice Alliance v. City of American Canyon et al. (Napa Superior Court Case No. 23CV000510).
- City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV000517).
- City of Vallejo v. City of American Canyon et al. (Napa County Superior Court Case No. 23CV001600).

2. Conference with Legal Counsel – Anticipated Litigation. Authorized pursuant to Government Code Section 54956.9 (d)(2). Three (3) Matters.

6:30 P.M. OPEN SESSION - REGULAR MEETING

CALL TO ORDER - COUNCIL TO RECONVENE IN OPEN SESSION

The City Council meeting was called to order at 6:31 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL - OPEN SESSION

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

Absent: None

Excused: None

REPORT ON CLOSED SESSION/CONFIRMATION OF REPORTABLE ACTION

A report on Closed Session and confirmation of reportable action was given by City Attorney William Ross.

PROCLAMATIONS AND PRESENTATIONS

3. Proclamation - American Red Cross Month

Mayor Garcia announced the proclamation. It was received by Pam Chapell, Napa County Volunteer Coordinator and Disaster Team member and Yesha Sacatani, Public Relations Officer of the American Red Cross Club at American Canyon High School.

4. Proclamation - International Women's Day and Women's History Month

Mayor Garcia announced the proclamation. It was received by Melissa Lamattina, Vice President of Soroptimist international of American Canyon. She was joined by Soroptimists and other women of the community for a photo.

5. Proclamation - Acknowledging the Muslim Holiday of Ramadan

Mayor Garcia announced the proclamation. It was received by Suleiman Jangikhan of the Islamic Center of Vallejo. He was joined by Muslim members of the community for a photo.

PUBLIC COMMENTS - ITEMS NOT ON CLOSED SESSION OR OPEN SESSION AGENDA

Mayor Garcia called for public comments. Written comments: none. Oral comments: Yvonne Baginski was called to speak; Jeanette Goyetche was called to speak; Beth Marcus was called to speak; Fran Lemos was called to speak; Hugh Marquez was called to speak; Ken Leary was called to speak. The public comments period was closed.

AGENDA CHANGES

Action: Motion to continue Item 11 and Item 12 to a future agenda made by Vice Mayor David Oro, seconded by Councilmember Pierre Washington, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Absent: None

Excused: None

CONSENT CALENDAR

6. Minutes of February 20, 2024

Action: Approved the minutes of the Regular City Council meeting of February 20, 2024.

7. Report Upon Return from Closed Session

Action: Approved the Report Upon Return from Closed Session for the meeting of February 20, 2024.

8. State and Federal Highway Grant Agreements

Action: Adopted Resolution 2024-17 authorizing the Public Works Director to sign all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto for State and Federal Highway Funded Transportation Projects with the California Department of Transportation.

9. Quarterly Investment Report for City and Fire District for Fiscal Year 2023-24 Quarter 2

Action: Received and filed the City and Fire District's Treasurer's Report for the quarter ended December 31, 2023.

Action: Motion to adopt the CONSENT CALENDAR made by Vice Mayor David Oro, seconded by Councilmember Mark Joseph, and CARRIED by roll call vote.

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

Nays: None

Abstain: None

Absent: None

Excused: None

PUBLIC HEARINGS

There were no Public Hearing Items.

BUSINESS

10. Elections Code Section 9212 Report Regarding Measure K

Council received a staff report and presentation from City Attorney William Ross. Mayor Garcia called for public comments. Written comments: Jeanette Goyetche, Geena Saavedra, William Baker, Frances Tinney. Oral comments: Yvonne Baginski was called to speak; Jeanette Goyetche was called to speak; Valerie Zizak-Morais was called to speak; Joe Leviatch was called to speak; Jim Moose was called to speak; Bill Campton was called to speak; Debbie Grunkie was called to speak; Fran Lemos was called to speak; Hallie Kutak was called to speak. The public comments period was closed. Councilmembers commented and disclosed ex-parte communications.

Action: Motion to adopt Resolution 2024-18 of the City Council of the City of American Canyon Adopting a City Initiative Ordinance (Measure K) Establishing a Ministerial Permitting Process for Development of Certain Warehouse Facilities by Amending the City of American Canyon Municipal Code made by Councilmember Pierre Washington, seconded by Vice Mayor David Oro, and CARRIED by roll call vote.

Ayes: Councilmember Mark Joseph, Councilmember Pierre Washington, Vice Mayor David Oro, Mayor Leon Garcia

Nays: Councilmember Mariam Aboudamous

Abstain: None

Absent: None

Excused: None

11. American Canyon Police Department Annual Report

This item was continued.

12. 2023 Annual Communications Report

This item was continued.

MANAGEMENT AND STAFF ORAL REPORTS

There were no management and staff oral reports.

MAYOR/COUNCIL COMMENTS AND COMMITTEE REPORTS

The mayor and councilmembers had no comments.

FUTURE AGENDA ITEMS

13. Future Agenda Items of Note:

March 19, 2024; 6:30 p.m.

Presentation - ACHS Link Crew

Proclamation - Acknowledging Holi on March 24, 2024

Presentation - Transportation Sales Tax to Replace Measure T (NVTA)

GIR Project (TR 16-0700): Consor Amendments, Financing Team/Schedule

National Community Survey

Housing Element: Annual Report and Zone Change

Parks and Recreation Department Fee Schedule

Environmental Compliance Presentation

April 2, 2024; 6:30 p.m.

Proclamation National Fair Housing Month

Proclamation April Arts Month

Proclamation Sexual Assault Awareness

Utility Rate Protest Hearing

Traffic Calming Program Update

New Sustainability Goal, Strategies, and 2024 Key Initiatives

April 16, 2024; 6:30 p.m.

Proclamation - April Volunteer Week

Proclamation - Earth Day Proclamation - National Building Safety Month

AB481 Military Equipment Use Policy Update

NSO Police Services Agreement Amendment 20

ADJOURNMENT

The meeting was adjourned at 8:30 p.m.

CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk



City Council Community Update

MARCH 5, 2024 CITY COUNCIL MEETING

Proclamations & Accolades

- **American Red Cross Month:** Proclamation received by Napa County Volunteer Coordinator and Disaster Team member Pam Chappell and ACHS American Red Cross Club Public Relations Officer Yesha Sacatani.
- **National Women's History Month and International Women's Day:** Proclamation received by Melissa Lamattina, Vice President of Soroptomist International of American Canyon, along with all women present at the Council meeting.
- **Ramadan:** Proclamation received by Suleiman Jangikhan of the Islamic Center of Vallejo, joined by Muslim members of the community.



Measure K
9212 Report

March 5, 2024

City Action

Adopted Measure K, a voter-led initiative measure establishing a new temporary ministerial permitting process for development of certain warehouse facilities within American Canyon.

Next time...

Join our **March 19** meeting to learn more about:

- Acknowledging Holi
- Receiving presentation from American Canyon High School's Link Crew
- Annual Police Department Report
- Community Survey Launch

View presentations, agenda packets and meeting details:



William D. Ross
David P. Schwarz
Kypros G. Hostetter
Christina M. Bellardo

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Palo Alto, California 94306
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www.lawross.com

Los Angeles Office:

11420 Santa Monica Blvd
#25532
Los Angeles, CA 90025

File No: 199/6

March 13, 2024

VIA E-MAIL

The Honorable Leon Garcia, Mayor
and Members of the City Council
City of American Canyon
4381 Broadway, Suite 201
American Canyon, CA 94503

Re: Report Upon Return from Closed Session; Regular City Council Closed Session Meeting of the American Canyon City Council of March 5, 2024

Dear Mayor Garcia and Members of the City Council:

This communication sets forth reportable action, if any, of the City Council (“Council”) of the City of American Canyon (“City”), consistent with provisions of the Ralph M. Brown Opening Meeting Act (Government Code Section 54950, *et seq.*) resulting from the Closed Session of the Regular City Council Closed Session Meeting of March 5, 2024, consistent with Government Code Section 54957.1.

Mayor Leon Garcia called the meeting to order in Open Session at 5:30 p.m. and after ascertaining that there were no public comments on Closed Session matters, the Council then adjourned to Closed Session at 5:32 p.m.

There were two matters agendized for City Closed Session consideration:

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 American Canyon v. Leon Dale Schmidt*, (Napa County Superior Court Case No. 22CV001041 and 23PR00161);
 - c. *Center for Biological Diversity v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000511);

- d. *Golden State Environmental Justice Alliance v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000510);
 - e. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV000517); and,
 - f. *City of Vallejo v. City of American Canyon et al.* (Napa County Superior Court Case No. 23CV001600).
2. Conference with Legal Counsel – Anticipated Litigation
Authorized Pursuant to Government Code Section No. 54956.9(d)(2)
Three Matters.

With respect to Closed Session Agenda Item No. 1.a., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.b., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.c. through 1.e, there was reportable action with respect to Agenda Item No. 1.d., indicating that Petitioner Golden State Environmental Justice Alliance, had dismissed its Petition effective February 16, 2024. Except as indicated, there was no other reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 1.f., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(1).

With respect to Closed Session Agenda Item No. 2., there was no reportable action under the common law attorney-client privilege and that provided by Government Code Section 54956.9(d)(2) with respect to each of the three matters considered.

Your Council concluded the Closed Session at 6:23 p.m.

In Open Session, it was indicated that a written report upon return from Closed Session consistent with Government Code Section 54957.1, would be prepared concerning the matters agendaized for Closed Session.

This communication should be reviewed under the Consent portion of the Agenda of your

The Honorable Leon Garcia, Mayor
and Members of the City Council
March 13, 2024
Page 3

next Regular or Special City Council Meeting.

Should you have questions concerning this Report, it may be taken off the Consent calendar when agendized in the future, or our office may be contacted in the interim.

Very truly yours,

A handwritten signature in black ink, appearing to read "William D. Ross". The signature is fluid and cursive, with a long horizontal stroke at the end.

William D. Ross
City Attorney

WDR:jf

cc: Jason B. Holley, City Manager
Maria Ojeda, Assistant City Manager
Taresa Geilfuss, City Clerk
Cherri Walton, Deputy City Clerk



TITLE

Electric Vehicle Charging Stations

RECOMMENDATION

Take the following actions:

1. Adopt a resolution adding Capital Improvement Project Electric Vehicle Charging Stations (CF24-0100);
2. Authorize a project budget of \$230,526 for CF24-0100;
3. Authorize a purchase order with Beam Global for a not to exceed amount of \$190,000; and
4. Authorize the City Manager to execute the purchase order

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

BACKGROUND & ANALYSIS

In March 2023, the Napa Valley Transportation Authority (NVTa) circulated a call for projects to all Napa County jurisdictions to apply for Transportation for Clean Air Funds (TFCA). TFCA funds are provided through the Bay Area Air Quality Management District. The City of American Canyon submitted an application for three level 2 dual port charging stations to be deployed at three City owned facility parking lot locations: City Hall, Napa Junction Community Center, and Philip West Aquatic Center. On June 21, 2023, the NVTa Board awarded to the City a grant request for an amount of \$230,526.

Following the award of the grant funding, City staff began developing a more detailed scope of work for the proposed project and researching available technology on the market so that the project could be added to the Fiscal Year 24/25 Capital Project Budget. During this course of research, staff discovered a solar charger option, [Beam EV ARC 2020](#) by Beam Global that meets the grant requirements, is a quick deploy of equipment (no construction necessary), and is a proven off grid approach to charging City and community vehicles. The solar solution will resolve the costs and delays due to site constraints that don't allow for direct access to a power source as well as delays with the PG&E application process for upgrading existing power sources to accommodate charging stations. The EV ARC 2020 also has an emergency preparedness power panel option that can be utilized as a power source during emergencies, disasters, power outages and scheduled events.

A request for a quote was made to Beam Global in February 2024 for two dual port solar EV ARC 2020's to be deployed at Napa Junction and the Philip West Aquatic Center. The quote includes the solar array, ChargePoint dual plug chargers on each unit, battery upgrade, emergency power panel, custom branding (City logo on each device), pre-paid remote monitoring and management system for 6 years, and a 12-month manufacturer warranty. The equipment is trailered to the site and will fit within an existing parking stall space. In addition, Beam Global is offering a first time incentive which is providing an additional 12-month manufacturer warranty on the system if purchases are made prior to June 30, 2024.

Beam Global was awarded a contract with the California State Department of General Services (DGS) that allows local government agencies to "piggyback" procurements when consistent with the applicable regulatory requirements. The City's 2023 Purchasing Policy allows for the City to utilize DGS's contract in lieu of following a separate competitive solicitation.

Staff is recommending approval of the resolution to create the capital project in advance of FY 24/25 and authorize the City Manager to execute a purchase order for two EV ARC 2020 dual port chargers. It is anticipated that the EV ARC chargers will be deployed in the next 60-90 days with the remaining charging system for City Hall to be traditionally designed and installed with grid power at a future date.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Not applicable.

FISCAL IMPACT

The City was awarded \$230,526 in Bay Area Air Quality Management District Transportation for Clean Air Funds (TFCA, Fund 262) from NVTA with the intent to reimburse eligible expenditures. A total capital project (CF24-0100) budget of \$230,526 is being requested.

The quote from Beam Global for two dual port EV ARC Charging stations is \$169,485.12 but does not include a cost for tax or shipping therefore staff is recommending a purchase order authorization for an amount not to exceed \$190,000. The remaining project funds in the amount of approximately \$40,000 will be used for the third charging station location at City Hall.

ENVIRONMENTAL REVIEW

15301 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 1 exemption of existing facilities of Section 15301 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

ATTACHMENTS:

[1. Resolution_EV_ARC](#)

2. City of American Canyon Public Charging Quote
3. DGS Contract UI_1-22-61-16
4. BEAM-EV-ARC-2020-Info-Sheet
5. BEAM-EVARC-Emergency-Preparedness

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON (1) ADDING CAPITAL IMPROVEMENT PROJECT ELECTRIC VEHICLE CHARGING STATIONS (CF24-0100); (2) AUTHORIZING A PROJECT BUDGET OF \$230,526 FOR CF24-0100; (3) AUTHORIZING A PURCHASE ORDER WITH BEAM GLOBAL FOR A NOT TO EXCEED AMOUNT OF \$190,000; AND (4) AUTHORIZING THE CITY MANAGER TO EXECUTE THE PURCHASE ORDER

WHEREAS, on March 2023, the Napa Valley Transportation Authority (NVTA) circulated a call for projects to all Napa County jurisdictions to apply for Transportation for Clean Air Funds (TFCA) which is funded through the Bay Area Air Quality Management District; and

WHEREAS, the City of American Canyon submitted a TFCA application and was awarded \$230,526 in grant funding for three level 2 dual port charging stations to be deployed at three City owned facility parking lot locations: City Hall, Napa Junction Community Center, and Philip West Aquatic Center; and

WHEREAS, staff is recommending Capital Improvement Project Electric Vehicle Charging Stations (CF24-0100) to be added to the current fiscal year with a project amount of \$230,526; and

WHEREAS, there is adequate funding in Fund 657, Civic Facilities Renovation and Replacement Fund to support Project CF24-0100 until eligible TFCA grant fund expenditures are invoiced and reimbursed by NVTA; and

WHEREAS, staff is recommending a purchase order with Beam Global for an amount not to exceed \$190,000 to purchase and deploy two dual port EV ARC 2020 solar charging stations including the solar array, ChargePoint dual plug chargers on each unit, battery upgrade, emergency power panel, custom branding, pre-paid remote monitoring and management system for 6 years, and a 12-month manufacturer warranty; and

WHEREAS, Beam Global was awarded a contract with the California State Department of General Services (DGS) that allows local government agencies to "piggyback" procurements when consistent with the applicable regulatory requirements; and

WHEREAS, the City's 2023 Purchasing Policy allows for the City to utilize DGS's contract in lieu of following a separate competitive solicitation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon resolves as follows:

1. Add Capital Improvement Project Electric Vehicle Charging Stations (CF24-0100); and
2. Authorize a project budget of \$230,526 for CF24-0100; and
3. Authorizing a purchase order with Beam Global for a not to exceed amount of \$190,000; and
4. Authorize the City Manager to execute the purchase order.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 19th day of March, 2024 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

Beam EV ARC™ Proposal via CA DGS Contract #1-22-61-16

Customer Details

Quote Number	00001280	Contact Name	Erica Smithies
Created Date	2/9/2024	Title	Public Works Director, Public Works Department
Customer Name	City of American Canyon	Email	esmithies@cityofamericancanyon.org
		Phone	(707) 647-4366

Billing and Shipping

Bill To Name	City of American Canyon	Ship To Name	City of American Canyon
Bill To	4381 Broadway American Canyon, CA 94503 United States	Ship To	100 Benton Way American Canyon, CA 94503 United States

Your Clean Mobility Expert

Prepared By	Ryan Ogan	Phone	(925) 383-0869
Email	ryan.ogan@beamforall.com		

EV ARC™ 2020 Product Description

The patented EV ARC™ 2020 is the world's first and only fully autonomous, transportable, solar-powered electric vehicle charging system. Designed, engineered and manufactured in the U.S., the EV ARC™ 2020 measures 7.5' X 18' at the base and fits inside a standard parking space without reducing available parking while being ADA compliant.

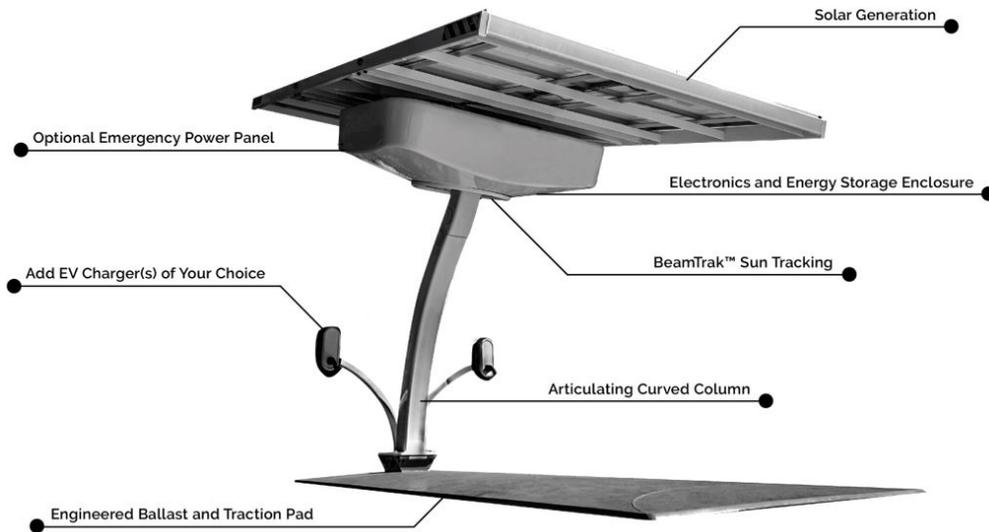
EV ARC™ 2020 systems are capable of generating and storing enough clean, solar electricity to charge up to 265 e-miles in a single day. Thanks to its battery storage, it can charge electric vehicles day or night, or even during periods of cloudiness, and is also an excellent source of emergency/alternative power. The electricity produced is clean and renewable, reducing 100% of greenhouse gas emissions from ICE vehicles and electric vehicles powered from the utility grid.

The EV ARC™ 2020 is deployed in minutes and has not required any kind of permitting in the over 100 jurisdictions which are currently benefitting from it. It is deployed without any construction or electrical work and does not require civil or electrical engineering, foundations, trenching, electrical connections or upgrades. It will produce energy reliably and consistently but will not generate a utility bill or fail to operate because of a black out or other utility grid failure. It's no wonder that Google, the City of New York, the State of California and many others across the U.S. and internationally trust the EV ARC™ product line to charge their electric vehicles.



Your EV ARC™ 2020 is an American-made product and will be fabricated in our San Diego, California facility.

EV ARC™ 2020 Diagram





EV ARC™ 2020 Pricing

Product	Product Code	Product Description	Quantity	List Price	Total Price
Beam EV ARC™ with ChargePoint™ dual plug charger	ARC2020-CP4023	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable storage, BeamTrak™, Chargepoint CT4023 dual-plug networked charger, dual J1772 connectors. 12 months ChargePoint Network Operating System (NOS) included. CLIN #1101, includes 2% CA DGS Contract discount.	2.00	\$70,300.30	\$140,600.60
Beam Boost battery upgrade	BOOST40	Beam Boost upgrade for EV ARC™ 2020 systems increases battery storage to 43 kWh. CLIN #1201, includes 2% CA DGS Contract discount.	2.00	\$9,821.56	\$19,643.12
Emergency Power Panel	EPP	Off-grid, 100% solar-powered Emergency Power Panel for energy resiliency and disaster preparedness. 6kW 120/240V solar generator with 2 x 120V NEMA 5-20 duplex outlets (GFCI protected), 2 x 120V NEMA L5-20 outlets (twist lock, GFCI protected), 1 x 240V NEMA L14-30 outlet (not GFCI protected), lockable polycarbonate cover plate. CLIN #1202, includes 2% CA DGS Contract discount.	2.00	\$1,925.70	\$3,851.40
Custom Branding - Base Package	BRAND-BASE	EV ARC™ 2020 Custom Branding Base Package provides visibility for your organization's logo or community message. Beam provides the dimensions, the customer provides final art, then Beam prints and professionally applies the decals at the Beam factory. CLIN #1206, includes 2% CA DGS Contract discount.	2.00	\$980.00	\$1,960.00
Remote Monitoring and Management System (RMMS)	RMMS-1	Annual plan for Remote Monitoring and Management System (RMMS) provides login access to view data and status of the EV ARC system. 4G LTE and WiFi connections enable remote monitoring of solar energy production, battery status, energy output, energy use session data. Remote performance assessment and troubleshooting can prevent service calls. Service is included for the 1st twelve (12) months with purchase of an EV ARC™ system; Annual renewal thereafter. CLIN #1300, includes 2% CA DGS Contract discount.	2.00	\$388.08	\$0.00
Remote Monitoring and Management System (RMMS) 5-Year Extension	RMMS-5	Five-year (5 year) prepaid plan for the Remote Monitoring and Management System (RMMS) provides login access to view data and status of the EV ARC system. 4G LTE and WiFi connections enable remote monitoring of solar energy production, battery status, energy output, energy use session data. Remote performance assessment and troubleshooting can prevent service calls. Service is included for the 1st twelve (12) months with purchase of an EV ARC™ system; 5-year prepaid plan discounts the annual cost. CLIN #1301, includes 2% CA DGS Contract discount.	2.00	\$1,715.00	\$3,430.00
Warranty (1 Year)		Manufacturer Warranty - First 12 months included	2.00	\$0.00	\$0.00

Totals

Shipping & Handling is FOB Destination and includes Beam Team performing un-load / un-stow of equipment. Customer may need a 12K capacity forklift onsite upon delivery; to be determined when

Total Price	\$169,485.12
Shipping and	\$0.00



delivery date is scheduled.

Handling	
Grand Total	\$169,485.12
Expiration Date	3/31/2024
Notes	6 -Years of RMMS (1st year included) 6kW total max output per unit

**Applicable sales tax will be billed upon invoicing
Payment Terms: Net 30 days**

California DGS Contract Link

https://caleprocure.ca.gov/PSRelay/ZZ_PO.ZZ_CTR_SUP_CMP.GBL?Page=ZZ_CTR_SUP_PG&Action=U&SETID=STATE&CNTRCT_ID=1-22-61-16



Department of General Services
 Procurement Division
 707 Third Street, 2nd Floor
 West Sacramento, CA 95605-2811

State of California
STATEWIDE CONTRACT
USER INSTRUCTIONS
 MANDATORY

Supplement 4
Incorporates Supplements 1 – 4

ISSUE AND EFFECTIVE DATE: *4/12/2023* CONTRACT NUMBER: 1-22-61-16 DESCRIPTION: Mobile Solar Electric Vehicle Supply Equipment (EVSE) CONTRACTOR: Beam Global CONTRACT TERM: 6/24/2022 through 6/23/2025 STATE CONTRACT ADMINISTRATOR: *Melissa Cisneros (279) 799-4293 <u>Melissa.Cisneros@dgs.ca.gov</u>
--

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

[Non-IT General Provisions \(rev 11/19/2021\)](https://www.dgs.ca.gov/-/media/199A6A32E4DE4BECAFF4EFA7194350CD.ashx) (<https://www.dgs.ca.gov/-/media/199A6A32E4DE4BECAFF4EFA7194350CD.ashx>)

Cal eProcure link: www.caleprocure.ca.gov

ORDER PLACEMENT INFORMATION		
Mailing Address: Beam Global 5660 Eastgate Drive San Diego, CA 92121	Fax/Email: Matt.miller@beamforall.com:	Contact Information: Beam Global Matt Miller Phone: 858-295-8038 Email: matt.miller@beamforall.com

Contract Mandatory 1-22-61-16
Contract User Instructions ****Supplement 4****

All changes to most recent Supplement are in ***bold red italic***. Additions are enclosed in asterisks; deletions are enclosed in brackets.

SUMMARY OF CHANGES

Supplement Number	Description/Articles	Supplement Date
<i>*4*</i>	<i>*Subject contract for Mobile Solar EVSE is hereby modified to reflect the following changes:</i> <ul style="list-style-type: none"> ➤ <i>Front Page and Article 25: Update State Contract Administrator information.*</i> 	<i>*4/12/2023*</i>
3	Subject contract for Mobile Solar EVSE is hereby modified to reflect the following changes: <ul style="list-style-type: none"> ➤ Table of Contents and User Instructions: Added Section 32 “Bidder Declaration/Commercially Useful Function (CUF)/Certifications”. 	3/02/2023
2	Subject contract for Mobile Solar EVSE is hereby modified to reflect the following changes: <ul style="list-style-type: none"> ➤ Front Page and Article 25: Update State Contract Administrator information. 	11/16/2022
1	Subject contract for Mobile Solar EVSE is hereby modified to reflect the following changes: <ul style="list-style-type: none"> ➤ Article 10: Added language to allow contractor to provide offer in a format acceptable to the requesting agency. 	7/28/2022
N/A	Original Contract Posted	6/24/2022

All other terms and conditions remain the same.

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

TABLE OF CONTENTS

1.	SCOPE	5
2.	CONTRACT USAGE/RULES	5
3.	DGS ADMINISTRATIVE FEES.....	6
4.	SB/DVBE OFF-RAMP PROVISION.....	6
5.	EXEMPT PURCHASES.....	6
6.	PROBLEM RESOLUTION/SUPPLIER PERFORMANCE	7
7.	CONTRACT ITEMS.....	7
8.	SPECIFICATIONS.....	9
9.	CUSTOMER SERVICE AND TECHNICAL SUPPORT	9
10.	OFFER FORMAT	9
11.	PRODUCT SUBSTITUTIONS	10
12.	PURCHASE EXECUTION.....	10
13.	MINIMUM ORDER.....	11
14.	ORDERING PROCEDURE	11
15.	ORDER ACCEPTANCE	12
16.	ORDER RECEIPT CONFIRMATION.....	12
17.	OUT OF STOCK REMEDY	12
18.	DISCONTINUED ITEM REMEDY.....	13
19.	DELIVERY SCHEDULES	13
20.	FREE ON BOARD (F.O.B.) DESTINATION	14
21.	SHIPPED ORDERS.....	14
22.	PACKING SLIP.....	14
23.	INSTALLATION	14
24.	INSPECTION AND ACCEPTANCE.....	15
25.	CONTRACT ADMINISTRATION	15
26.	INVOICING	15
27.	PAYMENT	16
28.	CALIFORNIA SELLER'S PERMIT.....	16
29.	WARRANTY	17
30.	RECYCLED CONTENT.....	17
31.	SB/DVBE PARTICIPATION.....	17

Contract Mandatory 1-22-61-16
Contract User Instructions ****Supplement 4****

32. BIDDER DECLARATION/COMMERCIALY USEFUL FUNCTION (CUF)/
CERTIFICATIONS..... 17

33. ATTACHMENTS..... 17

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

1. SCOPE

The State's contract with Beam Global (Beam) provides Mobile Solar Panel (MSP) Electric Vehicle Autonomous Renewal Charger (EV ARC) at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-22-61-16. The Contractor shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of EV ARC to the State.

The contract term is for three (3) years with an option to extend the contract for two (2) additional one (1) year periods or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the Contractor and the State. If a mutual agreement cannot be met the contract will expire at the end of the current contract term.

2. CONTRACT USAGE/RULES

A. State Departments

- The use of this contract is mandatory for all State of California departments.
- State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2, as applicable.
- Prior to placing orders against this contract, State departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- State departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined in Public Contract Code Chapter 2, Section 10298 (a) (b) and 10299 (b); this includes the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds for the acquisition of products. Local governmental agencies also include government entities from other states within the United States. Local governmental agencies shall have the same rights and privileges as the State under the terms of this contract. While the State makes this contract available to local governmental agencies, each local governmental agency

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

should determine whether this contract is consistent with its procurement policies and regulations.

- Local governmental agencies shall have the same rights and privileges as State departments under the terms of this contract. Any local governmental agencies desiring to participate shall be required to adhere to the same responsibilities as do State departments and have no authority to amend, modify or change any condition of the contract.
 - A DGS issued billing code is not required for local governmental agencies to place orders against this contract.
- C. Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each article.

3. DGS ADMINISTRATIVE FEES

A. State Departments

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](https://www.dgs.ca.gov/OFS/Price-Book) (<https://www.dgs.ca.gov/OFS/Price-Book>) (go to Price Book Download and click on Purchasing under Procurement Division).

B. Local Governmental Agencies

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25 percent of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the local governmental agency’s purchase price, nor invoiced or charged to the local governmental agency. All prices quoted to local governmental agencies shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

4. SB/DVBE OFF-RAMP PROVISION

There is no SB/DVBE off ramp associated with this contract.

5. EXEMPT PURCHASES

There are no exempt purchases associated with this contract.

Contract Mandatory 1-22-61-16
 Contract User Instructions ***Supplement 4***

6. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

7. CONTRACT ITEMS

Electric Vehicle Autonomous Renewal Charger (EV ARC)	Contract Discount
Core Items – EV ARC with Smart Chargers	2%
Accessories	2%
Network Services	2%
Operations & Maintenance, Repair Services, Relocation	10%
Non-Core Catalog	2%

Core Items:

Hardware

Contractor shall provide an EV ARC System, per EV Charger Specification 6150-5950 Attachment B. This includes delivery, setup, and all installation hardware. EV ARC shall come with a one (1) year manufacturer’s warranty on all system components after installation/upgrade, commencing on the date of acceptance.

Accessories

Additional items are available at the quoted discount to upgrade the EV ARC for deployment.

Network Services

Remote Monitoring and Management System (RMMS) is included at no additional cost for twelve (12) months from date of delivery. The Contractor-supplied smart chargers meet the following requirements:

- Network ready (wireless 4G LTE, Wi-Fi (CDMA/EVDO router equivalent or better))

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

- Track solar energy production, battery charge/status, energy output, use session data, software/firmware upgrade, etc.
- Charger specific network operating systems (charging session data, usage controls, set pricing, collect fees, reservations, data management, reporting, etc.)
- Utilizes open-source protocol communications (such as Open Charge Point Protocol (OCPP)) and/or provide open connectors to OCPP or similar

After the initial twelve (12) month period, ordering agencies may purchase additional subscription services at the price quoted on Attachment A – Contract Pricing.

Operations & Maintenance, Repair Services, Relocation

Includes photovoltaic (PV) panel cleaning, grease slew drives, check calibration of BeamTrak, check battery charging systems, check settings and performance of inverter. Check overall condition of structure and confirm operations of EV charger. This service is included for the first twelve (12) months after acceptance of unit.

Repair Services are included under warranty for the first twelve (12) months and shall commence on the system delivery and acceptance date. After warranty, repair services and field technicians are available at the discounted hourly rate on Attachment A – Contract Pricing. Replacements for damaged or broken items are available through the Non-Core Catalog, at the published discount rate.

Relocation services are available to move deployed units from one location to another, using a Beam deployment expert, at the discounted hourly rate on Attachment A – Contract Pricing.

Non-Core Catalog Items:

Non-core catalog items are all options available in the Contractor's commercially available catalog, including Integration Services. Non-core catalog items are limited to items within the scope of the EV ARC and are not included as part of the core line items identified in Attachment A – Contract Pricing.

- Integration

The following Integration Services are provided as part of the Non-Core Catalog:

- EVSE Integration

EVSE integration is installation of a customer identified and provided charger that is not available under this contract. The charger will be evaluated to confirm compatibility with the EV ARC system and will be fully integrated into the EV ARC and delivered to customer.

Contract Mandatory 1-22-61-16
 Contract User Instructions ***Supplement 4***

- EVSP Integration

Electric Vehicle Service Provider (EVSP) integration includes setup of dashboard and monitoring systems for chargers installed under EVSE Integration.

Non-core catalog items are available for purchase by ordering agencies at a single discount off catalog list price. The Contractor’s discount off list price (offered on Attachment 1 – Pricing Workbook, Non-Core Catalog) is applicable to all non-core catalog items purchased.

Non-core items may be offered at a greater discount than the contract discount off list.

8. SPECIFICATIONS

All products listed on Attachment A, Contract Pricing, conform to Attachment B, State of California EV ARC Specification Number 6150-5950 dated 2/1/2022.

9. CUSTOMER SERVICE AND TECHNICAL SUPPORT

The Contractor will have a customer service unit that is dedicated to this contract. The customer service unit provides office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 a.m. - 5:00 p.m., PT.

The customer service unit shall be staffed with individuals that:

- Are trained in the requirements of this contract
- Have the authority to take administrative action to correct problems that may occur

The Contractor’s customer service unit shall respond to all customer inquiries within eight (8) working hours after initial contact. The contact may be a documented phone call. When requested, on-site technical support shall be provided within three (3) business days.

Contact	Phone	Email
Customer Service Unit: Davis Nacamu	(858) 201-5477	davis.nacamu@beamforall.com

10. OFFER FORMAT

If requested, the Contractor shall provide an offer to ordering agencies in MS Excel spreadsheet format. Otherwise, Contractor can provide an offer using a format acceptable to the requesting agency. The quote must include the following data elements:

- Contractor letterhead
- Offer/Quote “prepared by” name and contact information
- Offer/Quote number
- Date of Offer/Quote

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

- Date of the OEM's publicly available price index (MSRP/MSIP)
- Ordering agency name
- Ordering agency contact person
- Contract number
- Contract expiration date
 - Table consisting of:
 - Contract Line Item Number
 - Quantity
 - Core/Non-Core (Y/N)
 - Description of Item
 - Manufacturer's Part Number/SKU
 - MSRP/Index Price
 - Contract Discount
 - Contract Unit Price
 - Extended Price (Quantity x Contract Price)
 - Subtotals of taxable and non-taxable items
 - Rate and calculated tax
 - Applicable fees
 - Grand total

11. PRODUCT SUBSTITUTIONS

The Contractor will maintain the contract discount as bid throughout the original term of the contract and any extensions, including upon approved substitution. If specified contract line items are no longer available, Contractor may propose substitute product that meets or exceeds the minimum requirements as identified on the State of California EV ARC Bid Specification Number 6150-5950 dated 2/1/2022.

Product substitution shall be in accordance with the General Provisions (rev 06/08/10), Article 16 entitled "Substitutions".

12. PURCHASE EXECUTION

A. State Departments

1) Std. 65 Purchase Documents

State departments not transacting in FI\$CAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the [Office of State Publishing web site](https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx) (<https://www.dgsapps.dgs.ca.gov/osp/StatewideFormsWeb/Forms.aspx>) (select STD Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price

2) FI\$CAL Purchase Documents

State departments transacting in FI\$CAL will follow the FI\$CAL procurement and contracting procedures.

3) Blanket Orders

The use of blanket purchase orders against this statewide contract is not allowed.

B. Local Governmental Agencies

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number and Billing Code which are used by State departments only).

13. MINIMUM ORDER

There is no minimum order for this contract.

14. ORDERING PROCEDURE

Ordering agencies are to submit appropriate purchase documents directly to the Contractor via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

The Contractor's Order Placement Information is as follows:

ORDER PLACEMENT INFORMATION		
Beam Global 5660 Eastgate Drive San Diego, CA 92121	Phone: (858) 295-8038	Email: matt.miller@beamforall.com

When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

15. ORDER ACCEPTANCE

The Contractor shall accept orders from any authorized ordering agency. The Contractor shall not accept purchase documents for this contract that:

- Are incomplete
- Contain non-contract items
- Contain non-contract terms and conditions

The Contractor must not refuse to accept orders from any ordering agency for any other reason without written authorization from the State Contract Administrator.

16. ORDER RECEIPT CONFIRMATION

The Contractor will provide ordering agencies with an order receipt acknowledgement within two (2) working days of receipt. The order receipt confirmation shall include the following information:

- Contractor's order number
- Ordering agency name
- Agency order number (purchase order number)
- Description of goods
- Purchase order total cost
- Anticipated delivery date
- Identification of any out of stock/discontinued items

17. OUT OF STOCK REMEDY

Upon receipt of an order acknowledgment identifying out of stock items, the ordering agencies shall have the following options:

- Request a back order
- Cancel the item from the order with no penalty

The Contractor will provide notification to the ordering agencies regarding out-of-stock items which have been back ordered.

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

Under no circumstance is the Contractor permitted to make substitutions with non-contract items or unauthorized products.

18. DISCONTINUED ITEM REMEDY

Upon receipt of an order acknowledgment identifying discontinued items, the ordering agencies shall have the following options:

- Amend purchase document to reflect State-approved substitute item (per Article 11, Product Substitutions)
- Cancel the item from the order

Under no circumstance is the Contractor permitted to make substitutions with non-contract items or unauthorized products without approval from the State Contract Administrator.

19. DELIVERY SCHEDULES

Delivery for orders placed against this contract shall be in accordance with the following:

A. Locations

Deliveries are to be made within the State of California to the location specified on the individual purchase order, which may include, but not limited to parking structures, roofless parking garages, parking lots and rural or commercial locations.

B. Schedule

Delivery of ordered product shall be completed in full within ninety (90) days after receipt of an order (ARO), unless otherwise agreed to by the ordering agency. Since receiving hours for each ordering agency will vary by facility, it will be the Contractor's responsibility to check with each ordering agency for their specific delivery hours before delivery occurs. The Contractor must notify the ordering agency within twenty-four (24) hours of scheduled delivery time, if delivery cannot be made within the time frame specified on the Order Receipt Confirmation.

The Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM PT.

C. Security Requirements

Deliveries may be made to locations inside secure grounds that require prior clearances or special entry procedures for delivery drivers.

Security procedures may vary from facility to facility. The Contractor will be responsible for contacting the secure location for security procedures, hours of operation for deliveries and service, dress code, and other rules of delivery.

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

Deliveries that are delayed due to drivers not being cleared to enter secure grounds may be cause for contract default.

20. FREE ON BOARD (F.O.B.) DESTINATION

All prices are F.O.B. destination; freight prepaid by the Contractor, to the ordering agency's receiving point. Responsibility and liability for loss or damage for all orders will remain with the Contractor until final inspection and acceptance, when all responsibility will pass to the ordering agency, except the responsibility for latent defects, fraud, and the warranty obligations.

Delivery for out of state orders will be negotiated with that ordering agency.

21. SHIPPED ORDERS

All shipments shall be in accordance with the General Provisions, Article 12 entitled "Packing and Shipment".

22. PACKING SLIP

Packing slip requirements shall be in accordance with the General Provisions, Article 12 entitled "Packing and Shipment".

23. INSTALLATION

Units will be delivered using either Beam Global company trucks and drivers, or by a third party delivery company, to the location identified by the purchasing agency. Once on site, a Beam technician will install the unit at the appropriate location as determined by the agency and technician. Unit will be installed and tested to ensure it is operating properly.

For California State owned buildings only, a permit must be submitted by the ordering agency for each EV ARC purchased.

Submit the permit application to the Office of the State Fire Marshall, under "Other" at:

<https://calfire.govmotus.org/>

The following documents must be uploaded as part of the application:

1. BEAM EV ARC 2020 information document, including battery technology type and battery capacities.
2. DGS EV ARC 2020 Program Guide.
3. A site plan showing the required clearances in 2019 CFC Section 1206 will be provided. The site plan does not require a design professional stamp/signature; the permit is for equipment placement, not construction.

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

Once documentation has been uploaded to Govmotus, the project can contact the local DSFM for that facility or the area Supervisor for an over-the-counter/field review and permitting; contact information is available on the OSFM website. Once the equipment has been delivered and placed on site, contact the local DSFM or area Supervisor to request a final inspection.

24.INSPECTION AND ACCEPTANCE

In accordance with the General Provisions, unless otherwise noted in the ordering agency’s SOW, rejection of deliverables must be processed within thirty (30) days of delivery or it shall be deemed as accepted by the State.

25.CONTRACT ADMINISTRATION

Both the State and the Contractor have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

Administrator Information	DGS-PD	Beam Global
Contact Name:	*Melissa Cisneros*	Matt Miller
Telephone:	*(279) 799-4293*	858-295-8038
Facsimile:	*N/A*	N/A
Email:	*Melissa.Cisneros@dgs.ca.gov*	Matt.Miller@beamforall.com
Address:	DGS/Procurement Division Attn: *Melissa Cisneros* 707 Third Street, 2 nd Floor, MS 201 West Sacramento, CA 95605	Beam Global Attn: Matt Miller 5660 Eastgate Drive San Diego, CA 92121

26.INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering agency. Invoices will contain the following information:

- Contractor’s name, address and telephone number
- Leveraged Procurement Agreement Number (Contract Number)
- Agency order number (purchase order number)
- Item and commodity code number
- Quantity purchased
- Contract price and extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

27. PAYMENT

A. Terms

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

B. CAL-Card Use

Use of the CAL-Card for payment of invoices is not allowed under this statewide contract.

C. State Financial Marketplace

State departments reserve the right to select the form of payment for all procurements, be it either an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS \$Mart and/or Lease \$Mart). If payment is via the financial marketplace, the Contractor will invoice the State department and the State department will approve the invoice and the selected Lender/Lessor for all product listed on the State's procurement document will pay the Contractor on behalf of the State.

D. Payee Data Record

Each State department's accounting office must have a copy of the Contractor's Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting offices. Without the Std. 204, payment may be unnecessarily delayed. State departments should contact the Contractor for copies of the Payee Data Record.

28. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the Contractor is listed below. Ordering Agencies can verify that permits are currently valid at the following website: www.cdtfa.ca.gov. State departments must adhere to the file documentation identified in the State Contracting Manual Volume 2.

Contractor Name	Seller Permit #
Beam Global	102-144216

Contract Mandatory 1-22-61-16
Contract User Instructions ***Supplement 4***

29.WARRANTY

Hardware is covered under a one (1) year manufacturer's warranty for all system components, commencing on the date of acceptance, and in accordance with General Provisions, Article 19 entitled "Warranty".

30.RECYCLED CONTENT

There is no recycled content associated with this contract.

31.SB/DVBE PARTICIPATION

There is no Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) participation for this contract.

**32.BIDDER DECLARATION/COMMERCIALLY USEFUL FUNCTION (CUF)/
CERTIFICATIONS**

The DGS-PD, as the awarding department, has assessed the Contractor certifications, (i.e. Darfur, Russian Sanctions, SB/DVBE, etc.), Bidder Declaration, and CUF during the solicitation evaluation process. Consequently, when executing purchase documents pursuant to this contract, it is not necessary for State departments operating under statewide contract purchasing authority to request the completion of State required certifications, a Bidder Declaration document, or perform additional CUF analysis. The State department should make a notation of this within their procurement file.

33.ATTACHMENTS

Attachment A – Contract Pricing

Attachment B – State of California Specification EV ARC, Specification Number 6150-5950
dated 2/1/2022

**Statewide Contract 1-22-61-16 Mobile Solar Panel Electric Vehicle Autonomous Renewal Charger (EV ARC)
Attachment A - Contract Pricing, 6/24/2022**

Contractor: Beam Global

CORE ITEMS - EV ARC									
Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price	
1100	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable storage, BeamTrak™, Chargepoint CT4013 single-plug networked charger, single J1772 connector. 12 months Chargepoint Network Operating System. (NOS) Cloud Plan is included.	ARC2020-CP4013	Beam Global	N/A	Beam EV ARC™ with ChargePoint™ single plug charger	Each	1	\$ 67,628.82	
1101	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable storage, BeamTrak™, Chargepoint CT4023 dual-plug networked charger, dual J1772 connectors. 12 months Chargepoint Network Operating System (NOS) included.	ARC2020-CP4023	Beam Global	N/A	Beam EV ARC™ with ChargePoint™ dual plug charger	Each	1	\$ 70,300.30	
1102	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable storage, BeamTrak™, 1 (one) Enel X JuiceBox® charger, one (1) standard J1772 connector. 12 months Enel X JuiceBox Network Operating System. (NOS) Cloud Plan is included.	ARC2020-EJ1	Beam Global	N/A	Beam EV ARC™ with one (1) Enel X JuiceBox® charger	Each	1	\$ 63,542.22	
1103	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable battery storage, BeamTrak™, two (2) Enel X JuiceBox® chargers, two (2) J1772 connectors. 12 months Enel X JuiceBox Network Operating System (NOS) Cloud Plan is included.	ARC2020-EJ2	Beam Global	N/A	Beam EV ARC™ with two (2) Enel X JuiceBox® chargers	Each	1	\$ 65,442.44	
1104	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable battery storage, BeamTrak™, three (3) Enel X JuiceBox® chargers, three (3) J1772 connectors. 12 months Enel X JuiceBox Network Operating System (NOS) Cloud Plan is included.	ARC2020-EJ3	Beam Global	N/A	Beam EV ARC™ with three (3) Enel X JuiceBox® chargers	Each	1	\$ 67,342.66	
1105	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable battery storage, BeamTrak™, four (4) Enel X JuiceBox® chargers, four (4) J1772 connectors. 12 months Enel X JuiceBox Network Operating System (NOS) Cloud Plan is included.	ARC2020-EJ4	Beam Global	N/A	Beam EV ARC™ with four (4) Enel X JuiceBox® chargers	Each	1	\$ 69,242.88	
1106	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable battery storage, BeamTrak™, five (5) Enel X JuiceBox® chargers, five (5) J1772 connectors. Not networked; network subscription available as an add-on.	ARC2020-EJ5	Beam Global	N/A	Beam EV ARC™ with five (5) Enel X JuiceBox® chargers	Each	1	\$ 71,143.10	
1107	EV ARC™ 2020, 4.3kW solar array, 22kWh expandable battery storage, BeamTrak™, six (6) Enel X JuiceBox® chargers, six (6) J1772 connectors. 12 months Enel X JuiceBox Network Operating System (NOS) Cloud Plan is included.	ARC2020-EJ6	Beam Global	N/A	Beam EV ARC™ with six (6) Enel X JuiceBox® chargers	Each	1	\$ 73,043.32	
1108	EV ARC™ NEV 2020, golf cart-style Neighborhood Electric Vehicles (NEVs). Two (2) standard 120 V outlets (NEMA 5-20R single) with 1.4 kW per outlet. Expandable to support up to 4 outlets. NOS not included.	ARC2020-NEV	Beam Global	N/A	Beam EV ARC™ NEV charging system	Each	1	\$ 62,298.60	
1109	EV ARC™ 2020 Base Model, 4.3kW solar array, 22kWh expandable battery storage, BeamTrak™. Not sold as a standalone item. Customer identified Level 2 EV charger, sold separately, to be qualified by, and integrated at the factory. Integration services sold separately. NOS not included.	ARC2020-BASE	Beam Global	N/A	Beam EV ARC™ Base Model	Each	1	\$ 61,642.00	
1110	EV ARC™ Fast50 system, 50kW EV charging, ChargePoint Networked 50kW Charging Station with CHAdeMO and CCS connectors. 17.2kW solar array and 246kWh of battery storage. 12 months Chargepoint Network Operating System (NOS) Cloud Plan is included.	ARC2020-FAST50	Beam Global	N/A	Beam EV ARC™ Fast50 with one (1) ChargePoint™ DC fast charger	Each	1	\$ 531,101.20	

Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price
1111	EV ARC™ Fast50 Base Model, 17.2kW solar array, 225kWh battery storage, BeamTrak™, supports 50kW DC fast charging. Not sold as a standalone item. Customer Identified DC fast 50kW charger, sold separately, to be qualified and integrated into the Fast50 system by Beam. Integration services sold separately. NOS not included	ARC2020-FAST50-BASE	Beam Global	N/A	Beam EV ARC™ Fast50 Base Model	Each	1	\$ 470,249.08
CORE ITEMS - ACCESSORIES								
Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price
1200	Beam Bump upgrade for EV ARC™ 2020 systems increases battery storage to 32 kWh.	BUMP30	Beam Global	N/A	Beam Bump battery upgrade	Each	1	\$ 4,998.00
1201	Beam Boost upgrade for EV ARC™ 2020 systems increases battery storage to 43 kWh.	BOOST40	Beam Global	N/A	Beam Boost battery upgrade	Each	1	\$ 9,821.56
1202	Off-grid, 100% solar-powered Emergency Power Panel for energy resiliency and disaster preparedness. 6kW 120V/240V solar generator with 2 x 120V NEMA 5-20 duplex outlets (GFCI protected), 2 x 120V NEMA L5-20 outlets (twist lock, GFCI protected), 1 x 240V NEMA L14-30 outlet (not GFCI protected), lockable polycarbonate cover plate.	EPP	Beam Global	N/A	Emergency Power Panel	Each	1	\$ 1,925.70
1203	The Beam ARC Mobility™ trailer, designed to relocate off-grid EV ARC™ 2020 sustainable EV charging systems. Remote controlled hydraulics enable one person to slow, transport, place and unstow EV ARC™ products. Gooseneck or pintle hitch options available.	AMT	Beam Global	N/A	Beam ARC™ Mobility trailer	Each	1	\$ 42,238.00
1204	The Beam Stow Kit for EV ARC™ 2020 is a standalone hydraulic stow/unstow system used to fold and unfold EV ARC™ systems for transport, relocation or deployment.	STOW-2020	Beam Global	N/A	Beam Stow Kit	Each	1	\$ 3,234.00
1205	Heavy-duty safety bollards mounted on the EV ARC™ base pad.	BOLLARDS	Beam Global	N/A	Safety Bollards	Each	1	\$ 357.70
1206	EV ARC™ 2020 Custom Branding Base Package provides visibility for your organization's logo or community message. Beam provides the dimensions, the customer provides final art, then Beam prints and professionally applies the decals at the Beam factory.	BRAND-BASE	Beam Global	N/A	Custom Branding - Base Package	Each	1	\$ 980.00
1207	One GFCI 120V outlet to accommodate two (2) standard plugs and one (1) outlet with four (4) USB ports for personal electronic device charging (laptops, cell phones, wheelchairs, etc.). Note: This option will not charge an electric vehicle.	AC-USB	Beam Global	N/A	Standard AC and USB Outlets	Each	1	\$ 631.12
1208	Charge golf cart-style Neighborhood Electric Vehicles (NEVs) with two (2) standard 120 V outlets (NEMA 5-20R single-receptacle) with 1.4 kW per outlet.	ARC2020-NEV	Beam Global	N/A	NEV 120V Outlets	Each	1	\$ 656.60
1209	Enel X RFID cards for commercial EV chargers enable and control access to JuiceBox® Pro EV charging stations. JuiceNet Enterprise network must be activated. Standard credit card size (CR-80), 10-Pack.	EJ-RFID-10	Beam Global	N/A	Enel X RFID Cards - 10 pack	Each	1	\$ 38.22
CORE ITEMS - NETWORK SERVICES								
Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price

Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price
1300	Annual plan for Remote Monitoring and Management System (RMMS) provides login access to view data and status of the EV ARC system. 4G LTE and WiFi connections enable remote monitoring of solar energy production, battery status, energy output, energy use session data. Remote performance assessment and troubleshooting can prevent service calls. Service is included for the 1st twelve (12) months with purchase of an EV ARC™ system; Annual renewal thereafter.	RMMS-1	Beam Global		Remote Monitoring and Management System (RMMS)	Each	1	\$ 388.08
1301	Five-year (5 year) prepaid plan for the Remote Monitoring and Management System (RMMS) provides login access to view data and status of the EV ARC system. 4G LTE and WiFi connections enable remote monitoring of solar energy production, battery status, energy output, energy use session data. Remote performance assessment and troubleshooting can prevent service calls. Service is included for the 1st twelve (12) months with purchase of an EV ARC™ system; 5-year prepaid plan discounts the annual cost.	RMMS-5	Beam Global		Remote Monitoring and Management System (RMMS) 5-Year Extension	Each	1	\$ 1,715.00
1302	The annual ChargePoint Network Operating System (NOS) Cloud Plan provides remote access to advanced usage controls, price controls, usage charts and reports, dashboard map view and login from desktop or mobile. Service is included for the 1st twelve (12) months with purchase of an EV ARC™ system with a ChargePoint charger; Annual renewal thereafter. Annual plan is per plug.	CP-NOS	Beam Global		ChargePoint Network Operating System (NOS) Plan	Each	1	\$ 342.02
1303	The annual Enel X JuiceNet Enterprise Cloud Plan provides remote access to charging session data, usage controls, data management and reporting. Service is included for the 1st twelve (12) months with purchase of an EV ARC™ system with a Enel X JuiceBox charger; Annual renewal thereafter. Annual plan is per plug.	EJ-CLOUD	Beam Global		Enel X JuiceNet Enterprise Cloud Plan	Each	1	\$ 147.00

Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price	
CORE ITEMS - OPERATIONS & MAINTENANCE, REPAIR SERVICES, RELOCATION									
Contract Line Item # (CLIN)	Commodity Description	Manufacturer Part Number (OEM #)	Manufacturer (OEM)	SKU # / Item #	Item Description	Unit of Measure	Quantity in Unit of Measure	Contract Price	
1400	Repair Services / Field Technician support during Regular Business Hours (M-F 8:00AM - 5:00PM) and After Regular Business Hours	Field Service	Beam Global		Beam Field Service	Hour	1	\$ 225.00	
1401	Repair Services / Field Technician support during Weekend, Holidays, and After Regular Business Hours	Field Service	Beam Global		Emergency Beam Field Service	Hour	1	\$ 247.50	
1402	Operations & Maintenance: Includes PV Panel Cleaning, Grease Slew drives, Check Calibration of BeamTrack, Check Battery Charging Systems, Settings, Performance of Inverter, Overall Condition of Structure and Inspect & Confirm Operation of EV Charger. Service is included for the 1st twelve months.	O&M-PLAN	Beam Global		Beam Annual Operation & Maintenance Plan	Each	1	\$ 582.75	
1403	The Beam Relocation Service includes relocating one or more EV ARC systems from their original destination to another pre-selected location. A Beam Deployment Expert provides the equipment and expertise to stow, load, transport, unload the EV ARC system into the new designated spot, unslow the system, calibrate BeamTrack™ sun tracking, perform a final inspection. NOTE: Billed hourly.	RELO	Beam Global		Beam Relocation Service	Hour	1	\$ 225.00	
NON-CORE ITEMS - CATALOG									
Contract Line Item # (CLIN)	Commodity Description								Contract Discount
A	Contractors commercial catalog								2%

End of Sheet

Document Summary

Detail Type	Detail
Event ID	1-22-61-16
Commodity	Electric Vehicle Autonomous Renewal Charger
Attachment	2
Addendum	N/A
Group-Class	N/A
Bid Specification	6150-5950 Rev N/A
Revision Level	N/A
Revision Date	2/1/2022
Agency Name	Department of General Services

Revision History

Bid Spec	Rev Level	Revision Date	Author	Summary of Changes
6150-5950	N/A	2/1/2022	William Minton	Initial Release

1 SCOPE

This product description is for a turn-key Electric Vehicle Autonomous Renewal Charger (EV ARC), a fully self-contained, transportable solar-powered (photovoltaic), EV charging station.

2 APPLICABLE LAWS and INDUSTRY STANDARDS

The following standards, law and regulations of the issue in effect on the date of the Invitation for Bid form a part of this specification to the extent specified herein. The units are required to meet all regulations, standards and laws including revisions, at time of unit acceptance and through the term of the contract:

2.1 Industry Standards:

- 2.1.1 SAE Electric Vehicle and Plug in Hybrid Electric Vehicle Conductive Charge Coupler J1772
- 2.1.2 SAE Combination Charging System (CCS)
- 2.1.3 CHAdeMo

3 DESCRIPTIONS

The EV ARC includes all hardware and software required for a fully functional, portable, solar-powered EV charging system.

3.2 Standard Features

- 3.2.1 Transportable self-contained solar carport
- 3.2.2 Ballasted Pad (no foundation or trenching)

- 3.2.3 Fits into a single parking space 9 feet x 18 feet in dimension (without impacting/removing existing parking spot)
- 3.2.4 Rated to survive 110 mph winds
- 3.2.5 7.5 feet standard minimum clearance
- 3.2.6 On board battery storage

3.3 Photovoltaic Array system

The photovoltaic (PV) array consists of:

- 3.3.1 Photovoltaic (solar) panels - to absorb and directly convert sunlight into electricity
- 3.3.2 Solar inverter - to change the electrical current from DC to AC
- 3.3.3 Solar tracking system - to improve the system's overall performance
- 3.3.4 Photovoltaic Array Module
- 3.3.5 Mounting, cabling, and other electrical accessories

3.4 Charging Stations

The charging stations:

- Include a cord management system (cord hanger, automatic retraction, etc.)
- Port Options:
 - L1/L2 - SAE J1772
 - DCFC – SAE CCS and/or CHAdeMo
 - Outlets - 5-20R
- Smart (networked/OCPP 1.5 or later) and/or Basic (not networked)
- ADA Compliant

4 Mandatory Services (Agency options at time of order)

4.5 Network Services

Configure and activate (minimum 12 months) the smart charger to connect to a network provider (i.e. Chargepoint, EV Connect, OP Connect, etc.).

4.6 Point of Sale (POS) and Payment Processing Services

Provision the smart charger to provide POS capability that accepts payment by credit card, debit card and/or smartphone.

Configure and activate (minimum 12 months) the smart charger payment processing.

4.7 Wireless Telemetry

Can configure and activate (minimum 12 months) the EV ARC wireless telemetry capability to allow the State to monitor, access and control the system remotely via the web. Capabilities can include:

- Monitoring of the battery charging system
- Monitoring/controlling the canopy system
- Standard reporting



EV ARC™ 2020

The EV ARC™ 2020 from Beam Global is the only rapidly deployed, 100% renewable, transportable but permanent EV charging solution. Grid independent, it deploys in minutes with no permitting, no construction, no electrical work and no utility bill. It will charge electric vehicles with the EV charger brand of your choice, even during grid outages.

Sustainable EV Charging

Each EV ARC™ system generates and stores its own electricity and tracks the sun to generate up to 25% more energy. Battery storage allows you to charge during the night, inclement weather and power outages. It fits inside a standard parking space and because vehicles easily park on the base pad you won't lose a single spot. Reaching as many as 12 vehicles, you can charge up to six EVs at the same time.

Join organizations like Google, New York City and Caltrans who are Driving on Sunshine.



EV Charging Deployed in Minutes Not Months



Rapidly Scalable



No Construction,
No Electrical Work



Any Brand Charger,
Pre-Mounted



Charge 24/7: Night,
Rain, Grid Failures

Get the Charger Brand You Want



Fastest Deployed



Most Scalable



Lowest TCO

Vital Energy When and Where You Need It

The EV ARC™ 2020 is off-grid so generates no utility bill and can charge EVs during power outages. It provides emergency power for first responders, is wind-rated to 160 mph, flood-proof to 9.5' and ADA compliant. Units are deployed in minutes by a Beam Deployment Expert and require zero contact.

EV ARC™ 2020 Specifications

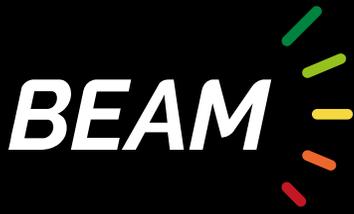
Performance	
Solar Array	4.4 kW
Range ¹	Up to 265 e-miles in a single day
Battery Storage Options	20, 30, 40 kWh
Total EV Charger Power ²	Up to 5.76 kW
EV Charger Type ^{3,4}	Any brand; 1-6 plugs; type J1772
Certified Wind Load	160 mph

Major Component Ratings	
EVSE: UL 2231, UL 2594	
Solar Panels: UL 1703	
Battery: Cells UL 1642 UL/ULC 2580, PCC Thermal Management Encapsulant UL 94 V0	
Inverter: UL 1741-2010/2018, IEEE1547a-2003/2014, FCC 15 class B, UL 1741SA, CA Rule 21, HECO Rule 14H	

Mechanical	
Array Dimensions	20.7 L x 10.7 W ft
Max Height	15.3 ft
Min Clearance	9 ft
Base-Pad Footprint	18 L x 7.5 W ft
Weight ⁵	<12,500 lbs
Surface Loading ⁶	8.14 psi
Standard Shipping Methods	ARC Mobility™ Trailer/ Truck & Trailer / Shipping Container
EV ARC™ Stowed Ship Size ⁷	18 L x 7.5 W x 7.6 H ft

1. Range will vary based on local conditions
2. Actual total output power depends on EV model and charger model
3. Supports a variety of quality EV chargers that come pre-mounted.
4. Power may be reduced based on number of circuits, EV model and charger model.
5. Exact weight varies based on EV ARC™ model and options
6. Pressure calculated by weight distributed over 8in x 24in anti-skid pads
7. Enables domestic and international shipping on a standard flatbed trailer or shipping container

Drive on Sunshine™



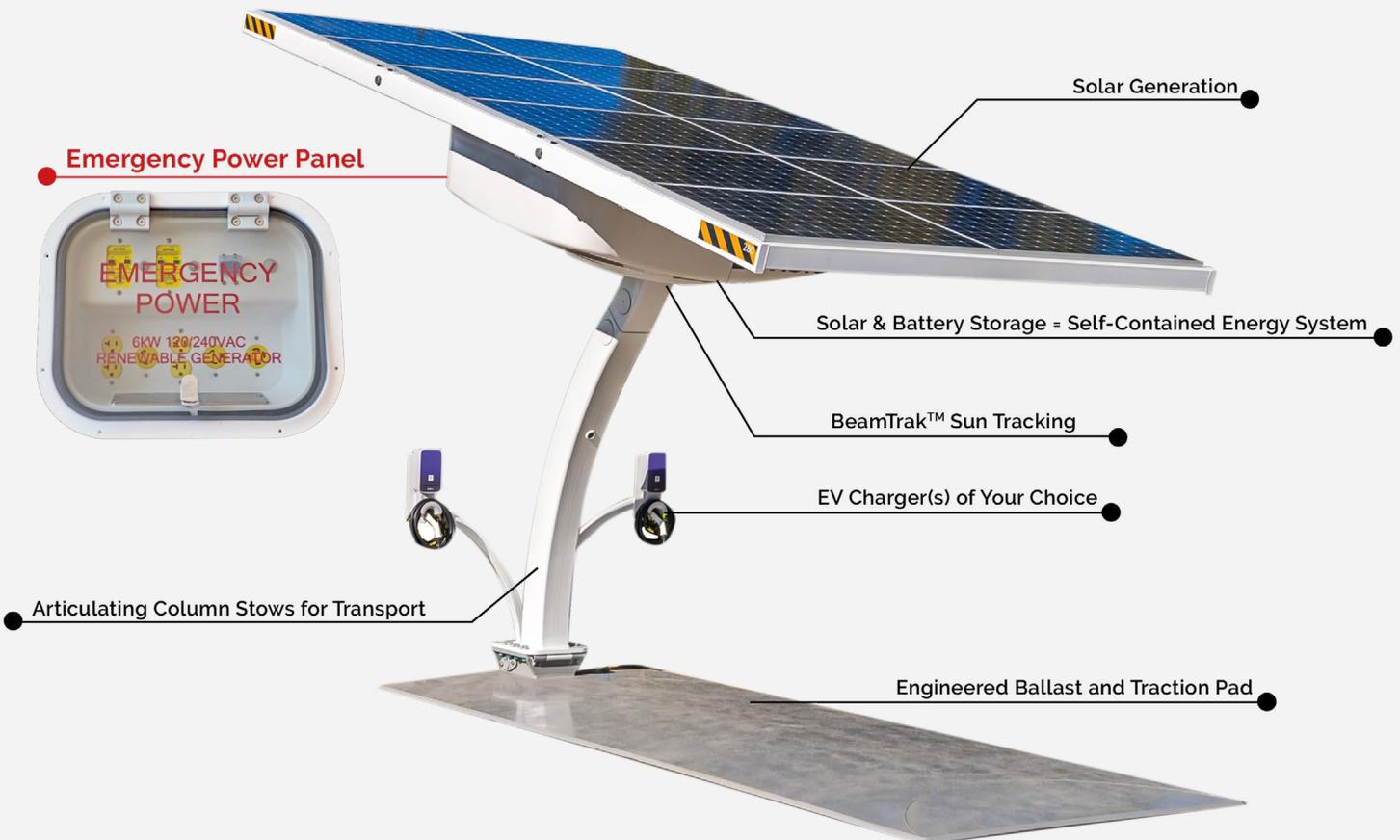
EV Charging | Emergency Preparedness | Energy Resiliency

EV ARC™ 2020

The EV ARC™ 2020 is a 100% off-grid solar-powered electric vehicle (EV) charging system that doubles as a mobile emergency preparedness and energy resiliency asset. During grid failure it continues to produce, store and deliver energy. The Transformer ARC™ design folds into a low-profile structure for ease of transport, providing vital energy where and when needed.

- Mobile Energy
- Off Grid
- Rapid Deployment
- Emergency Power
- Easily Moved
- 100% Renewable

EV ARC™ 2020
"Transforms" into a low profile for transport





EV Charging | Emergency Preparedness | Energy Resiliency

EV ARC™ 2020

The EV ARC™ 2020 is a versatile energy infrastructure product and is the only 100% renewable, movable, grid independent EV charging option that fits in a standard parking space. It is uniquely suited to serve emergency preparedness needs of local, state, federal and military agencies.

- Self contained EV/NEV charging station
- 4.3kW solar array with lithium ion battery storage
- Wind-rated up to 120 mph
- Flood-proof up to 9.5'
- BeamTrak™ sun tracking creates up to 25% more power
- Transportable for power where and when required
- Included in FEMA's Authorized Equipment List (AEL)*

Clean, Quiet, Safe Power

No fueling. No emissions. No noise. No on-site liquid fuel storage or handling.



* EV ARC™ solar powered charging stations are included in the FEMA Authorized Equipment List, under designation 10BC 00 SOLR Chargers.

EMERGENCY POWER PANEL SPECIFICATIONS

Provide vital electricity during emergencies, disasters, power outages or in locations without a utility grid connection. Deliver total continuous power of 25A at 240V max. Emergency Power Panel is securely located on the upper enclosure and is accessible via a ladder.

Breakers

- 1 x 30A main 240V breaker
- 2 x 20A push to reset 120V breakers
- 1 x 240V NEMA L14 30 outlet (not GFCI protected)
- 2 x 120V NEMA 5-20 duplex (GFCI protected)
- 2 x 120V NEMA L5-20 outlet (twist lock, GFCI protected)

Protection

- Lockable polycarbonate cover plate
- Cover plate serves as weather protection
- Padlock latch is universally compatible with standard locking mechanisms



EV ARC™ Solar Microgrid Powers 3-Day Anti-Terrorist Field Training Exercise

California Emergency Medical Services Authority (CAL EMSA) Runs Emergency Equipment Day and Night for 3-Day Training Operation



Held on Alameda Island in California, CAL EMSA, local police and urban search and rescue squads held a three day training for first responders focused on anti-terrorist readiness. Two EV ARC™ units were deployed to power field operations and a field hospital. Each EV ARC™ had an Emergency Power Panel (included in FEMA's Authorized Equipment List). Exercises included mock civilian rescues and medical triage in various situations.

The two EV ARC™ units were combined to create a 208V, three-phase, 12 kW microgrid for clean quiet energy day and night. Replacing diesel generators typically used eliminated the need to store, transport and handle fuel, and eliminated the noise, noxious fumes and fuel management.

Because EV ARC™ systems are portable and 100% off grid, cities can build EV charging infrastructure, energy resiliency and emergency preparedness with EV ARC™ systems.

Day Job: Faithful solar-powered electric vehicle charging system. 100% off-grid.

Weekend Warrior: Mission-critical hero providing electricity in emergencies, disasters, grid outages.

MISSION CRITICAL STATIONS POWERED:

Communications Hub

- ViaSat Satellite for Internet
- Monitoring camera
- Router, radio repeater
- Laptops, cell phones

Mobile Workstation

- 2 CB Radios
- Portable radio charger
- Lights
- ACU-M interoperability gateway
- Laptops, cell phones

Medical Tent and Ops Tent

- Medical tent with medical equipment, air conditioning, lights
- Operations tent with communications hub, air conditioning, lighting





TITLE

Green Island Road Project Amendments and CFD Financing

RECOMMENDATION

Take the following actions related to Green Island Road:

1. Adopt a resolution authorizing the City Manager to execute Amendment #7 to Agreement 2016-15 with CONSOR North America, Inc., in the amount of \$383,500 for design services, for a total contract amount not to exceed \$1,414,030, in conjunction with the Green Island Road Reconstruction and Widening Project (TR16-0700);
2. Adopt a resolution authorizing the City Manager to execute Amendment #2 to Agreement 2022-A166 with CONSOR North America, Inc., in the amount of \$100,000 for construction management services, for a total contract amount not to exceed \$350,000, in conjunction with the Green Island Road Rule 20 A/B Utility Undergrounding Project (TR16-0703); and
3. Adopt a resolution authorizing the City Manager to engage the financing team related to the second issuance of special tax bonds for and on behalf of the City of American Canyon Community Facilities District No. 2018-1, in conjunction with the Green Island Road Reconstruction and Widening Project (TR16-0700).

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director/City Engineer
Ron Ranada, P.E., Senior Civil Engineer

BACKGROUND & ANALYSIS

Green Island Road Reconstruction

The Green Island Road Reconstruction and Widening Project (TR16-0700) ("Project") consists of reconstructing 1.9 miles of existing roads, including Green Island Road (from Paoli Loop to Jim Oswalt Way), Jim Oswalt Way, Mezzetta Court, Commerce Boulevard (north of North Slough), and Hanna Drive. In 2016, the City entered into an agreement (2016-15) with CONSOR North America, Inc. ("Conсор"; previously Quincy Engineering) to, among other things, complete the design and prepare the bid package(s) necessary to deliver the Project. The road project plans were completed in February 2021 and essentially shelved.

As part of the road reconstruction, Green Island Road will be widened on its north side (from Paoli Loop to Commerce Boulevard) to accommodate one (1) travel lane in each direction and a two-way center turn-lane, as well as a Class I trail. Because of the widening component on Green Island Road, the Project requires the relocation of existing overhead utility lines and associated facilities. The utility work is being undertaken via the Green Island Road Rule 20A/B Utility Underground Project (TR16-0703). Having started in late 2022 and now nearing completion, the utility undergrounding project encountered several unforeseen issues which could only be addressed via field adjustments (i.e. deviations from the original design). The unforeseen conditions included multiple utility conflicts involving gas, water, recycled water, and storm drain facilities. The field adjustments that were affected to address the unforeseen issues carry the consequence of affecting the road design, which thus needs to be updated.

Additionally, the City's Devlin Road (Segment H) and Vine Trail Extension Project (TR14-0100) was completed in the Fall of 2022. The as-built condition of the new roadway's intersection with Green Island Road likewise requires modifications to the Green Island Road design. Similarly, updates to the road design are also necessary to accommodate the as-built conditions of the two improved railroad crossings on Green Island Road that were carried out by California Northern Railroad and Union Pacific Railroad. Lastly, the road design needs further updates to work around right-of-way acquisition hurdles, and also to bridge sidewalk gaps on Commerce Boulevard and Hanna Drive.

Given the combination of the above issues, staff has worked with Consor to develop additional design scope and fee to update the Project's Road reconstruction plans and specifications. Staff has received a proposal in the amount of \$383,500 for Consor to deliver a completed bid package ready for advertisement, which staff believes is reasonable.

Green Island Road Utility Undergrounding

Furthermore, with respect to the Green Island Road Rule 20A/B Utility Underground Project, the aforementioned unforeseen issues have required increased time and effort on the part of Consor, which is providing Construction Management services under a separate agreement (2022-A166). To account for the additional effort and extended construction timeline, staff has coordinated with Consor and has received a proposal in the amount of \$100,000 to manage the undergrounding project to completion.

Next Steps/Milestone Dates

- PG&E, AT&T and Comcast relocate wires into new joint trench and remove poles (Underway,

completed by August 2024)

- Consor completes 100% design (June 2024)
- Council approval of Offering Statement and Authorizing Bond Issuance (June 4, 2024)
- Bid advertisement (end of July 2024)
- Bond issuance (Late July/Early August 2024)
- City Council award bids (September 3, 2024)
- Roadway construction begins late fall 2024)
- Project complete (Summer 2026)

Note, the critical path of the above schedule is dependent upon CalTrans issuing an encroachment permit for utility work by the end of April 2024.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

Proposed Amendments

The FY 23-24 Capital Budget and Project Budget have sufficient allocation to cover the additional cost of both proposed amendments via the Project's Community Facilities District (CFD) funds (Fund 281). Furthermore, the proposed amendment for construction management services is still within the authorized overall construction budget (per 2022-R101) for the utility undergrounding work.

While the Project Budget also has federal funds from the Department of Commerce - Economic Development Administration, the use of such funds, as stipulated by the grant agreement, can only be used for expenses directly related to the road construction effort. Hence, engineering design service costs and construction management service costs do not qualify.

Road Construction - CFD Bonds

In light of the overall progress of the Project to date, it is anticipated that the road reconstruction project will be ready for advertisement this summer. Hence, the City needs to move forward with securing the remaining CFD Project funding.

Green Island Road Community Facilities District No. 2018-1 ("CFD 2018-1" or the "District") was

formed in 2019 to assist in the financing of the acquisition and construction of certain public facilities within the Green Island Road Project. Through various City Council actions, the City Council declared the necessity to incur bonded indebtedness in a maximum principal amount not to exceed \$14,000,000.

In December 2019, City Council adopted a Resolution authorizing the first issuance of Special Tax Bonds for and on behalf of the District. The Special Tax Bonds were issued in the amount of \$5,165,000 and closed in February 2020. The initial proceeds have been utilized to fund efforts and work including, but not limited to, right-of-way acquisition, project design, railroad reconstruction, utility undergrounding, and construction services. To date, anticipating the inclusion of the above amendments as expenditures, approximately \$77,000 remains from the initial proceeds.

Hence, as shown in the current FY23-24 CIP, the City desires to issue a second series of Special Tax Bonds for and on behalf of the District to complete the financing plan of the Project. The financing approval is expected to be on the City Council agenda sometime in June 2024.

The City requires the expertise and services of various consultants to assist with the second series of Special Tax Bonds and the City Manager intends to secure professional services proposals from (1) Jones Hall to perform Bond Counsel and Disclosure Counsel services in connection with the Financing; (2) NHA Advisors LLC, to perform Municipal Advisor services in connection with the Financing; (3) Piper Sandler, to serve as Underwriter or Placement Agent in connection with the Financing; and (4) NBS, to provide Bond Issuance and Disclosure Services.

Staff requests that the City Council adopt the resolution authorizing the City Manager to negotiate and execute such professional services agreements required for the timely completion of the second series of bonds for completion of the Project.

ENVIRONMENTAL REVIEW

The Recommended Actions (to approve contact amendments) is not a “Project” subject to environmental review under the California Environmental Quality Act (CEQA).

The Recommended Action to initiate contracts for planning studies is Statutorily Exempt from CEQA (§15262).

ATTACHMENTS:

1. Resolution Consor Amendment Design
2. Resolution Consor Amendment CM
3. Resolution CFD Team

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #7 TO AGREEMENT 2016-15 WITH CONSOR NORTH AMERICA, INC., IN THE AMOUNT OF \$383,500, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,414,030, IN CONJUNCTION WITH THE GREEN ISLAND ROAD RECONSTRUCTION AND WIDENING PROJECT (TR16-0700)

WHEREAS, on January 19, 2016, the City Council approved Agreement #2016-15 with CONSOR North America, Inc. (CONSOR) for design services in conjunction with the Green Island Road Reconstruction and Widening Project (Project) (TR16-0700); and

WHEREAS, greater effort than anticipated was expended under various tasks pertaining to the reconstruction of two railroad crossings, and utility undergrounding; and

WHEREAS, subsequent changed conditions since the completion of the road design plans have come about, which require updating of said road design plans; and

WHEREAS, CONSOR has submitted a proposal in the amount of \$383,500 for the cost to complete the road design, and to deliver a completed bid package for advertisement.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to execute Amendment #7 to Agreement 2016-15 with CONSOR North America, Inc., in the amount of \$383,500, for a total contract amount not to exceed \$1,414,030, in conjunction with the Green Island Road Reconstruction and Widening Project (TR16-0700).

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 19th day of March, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT #2 TO AGREEMENT NO. 2022-A166 WITH CONSOR NORTH AMERICA, INC., IN THE AMOUNT OF \$100,000, FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$350,000, IN CONJUNCTION WITH THE GREEN ISLAND ROAD RULE 20 A/B UTILITY UNDERGROUNDING PROJECT (TR16-0703)

WHEREAS, on November 15, 2022, the City Council approved Agreement No. 2022-A166 with CONSOR North America, Inc. (CONSOR) for construction management services in conjunction with the Green Island Road Rule 20A/B Utility Undergrounding Project (Project) (TR16-0703); and

WHEREAS, greater effort than anticipated was expended due to unforeseen conditions; and

WHEREAS, CONSOR has submitted a proposal in the amount of \$100,000 for the cost to manage the utility undergrounding construction project to completion.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to execute Amendment #2 to Agreement 2022-A166 with CONSOR North America, Inc., in the amount of \$100,000, for a total contract amount not to exceed \$350,000, in conjunction with the Green Island Road Rule 20 A/B Utility Undergrounding Project (TR16-0703).

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 19th day of March, 2024 by the following vote:

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

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AUTHORIZING THE CITY MANAGER TO ENGAGE THE FINANCING TEAM RELATED TO THE SECOND ISSUANCE OF SPECIAL TAX BONDS FOR AND ON BEHALF OF THE CITY OF AMERICAN CANYON COMMUNITY FACILITIES DISTRICT NO. 2018-1 (GREEN ISLAND ROAD PROJECT), IN CONJUNCTION WITH THE GREEN ISLAND ROAD RECONSTRUCTION AND WIDENING PROJECT (TR16-0700)

WHEREAS, the City of American Canyon, California (the “City”) is a general law city and municipal corporation duly organized and existing under and pursuant to the Constitution and laws of the State of California;

WHEREAS, on November 20, 2018, City Council adopted Resolution No. 2018- 121 to form Community Facilities District No. 2018- 1 (Green Island Road Project) to assist with the project needs of the Project; and

WHEREAS, on November 20, 2018, City Council and adopted Resolution No. 2018- 116 to incur bonded indebtedness in the amount not to exceed \$ 14.0 million on behalf of the CFD; and

WHEREAS, on February 19, 2019, City Council adopted Resolution No. 2019-14 declaring the results of a special election approving the formation of Community Facilities District No. 2018- 1 with the authority to levy special taxes, to incur the approved bonded indebtedness and to have the established appropriations limit; and

WHEREAS, on December 17, 2019, City Council adopted Resolution No. 2019-R100 authorizing the issuance of Special Tax Bonds for and on behalf of the City of American Canyon Community Facilities District No. 2018-1 (Green Island Road Project) and approving related financing documents; and

WHEREAS, the City desires to issue a second series of Special Tax Bonds for and on behalf of the City of American Canyon Community Facilities District No. 2018-1 (Green Island Road Project); and

WHEREAS, the City requires the expertise and services of various consultants to assist with a second series of Special Tax Bonds in order to complete the financing plan of the Project; and

WHEREAS, the City Manager intends to secure professional services proposals from (1) Jones Hall to perform Bond Counsel and Disclosure Counsel services in connection with the Financing; (2) NHA Advisors LLC, to perform Municipal Advisor services in connection with the Financing; and (3) Piper Sandler, to serve as Underwriter or Placement Agent in connection with the Financing.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby authorizes the City Manager to negotiate and execute such professional services agreements required for the timely completion of the second series of bonds for completion of the Project.

The above recitals are true and correct and are incorporated herein by reference.

Section 1. The City Clerk shall certify to the adoption of this Resolution and that the same shall be in full force and effect.

Section 2. This Resolution becomes effective immediately upon adoption.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 19th day of March, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

Increase Project Budget for the Adult Activity Center Flooring Replacement

RECOMMENDATION

Adopt a Resolution increasing the project budget for the Adult Activity Center Flooring Replacement (PR23-0900) from \$50,000 to \$80,000 and authorizing a budget transfer from Civic Facilities Renovation and Replacement Fund in the amount of \$30,000 to PR23-0900.

CONTACT

Erica Ahmann Smithies, P.E., Public Works Director

BACKGROUND & ANALYSIS

The City is in the process of replacing the flooring at the Adult Activity Center per City Capital Project, PR23-0900. The capital project includes new flooring throughout the building as well as new double closet doors in the assembly room.

During due diligence of the awarded flooring contractor, Cash Carpet Service, Inc., discovered that the base flooring is concrete and had never been treated with a waterproof membrane to protect the existing flooring and ensure the life cycle of the product.

Cash has provided an estimate to prepare the concrete for new carpet tile and linoleum flooring by applying an epoxy waterproof membrane and cementitious top coating. The additional work is more than the adopted project budget therefore City staff is recommending a budget increase so that a contract change order can be processed and the flooring work can be completed. The closet doors will be installed by a separate contractor.

FISCAL IMPACT

The adopted project budget is \$50,000 to complete the flooring replacement and build double closet doors at the Adult Activity Center. Cash Carpet Service, Inc.'s construction contract is \$39,900 with a proposed contract change order estimate of \$27,500 for a total of \$67,400. The total estimated cost by Cash Carpet will exceed the current project budget by \$17,400 with no funding available to complete the double closet doors. It is recommended that the project budget be increased by \$30,000 with an additional transfer from Fund 657, Civic Facilities Renovation and

Replacement Fund to PR23-0900 for a new total project budget of \$80,000.

ENVIRONMENTAL REVIEW

15301 - The Project is exempt from review under the California Environmental Quality Act ("CEQA") under the Class 1 exemption of existing facilities of Section 15301 of Title 14 of the California Code of Regulations and said exemption is not negated by any exception under Section 15300.2 of said Regulations.

ATTACHMENTS:

1. [Resolution - Adult Activity](#)

RESOLUTION NO. 2024-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON INCREASING THE CAPITAL IMPROVEMENT PROJECT BUDGET FOR THE ADULT ACTIVITY CENTER FLOORING REPLACEMENT (PR23-0900) FROM \$50,000 TO \$80,000 AND AUTHORIZING A BUDGET TRANSFER FROM CIVIC FACILITIES RENOVATION AND REPLACEMENT FUND IN THE AMOUNT OF \$30,000 TO PR23-0900

WHEREAS, the City is in the process of replacing the flooring and adding new double closet doors at the Adult Activity Center per the approved Capital Project, PR23-0900; and

WHEREAS, the awarded flooring contractor, Cash Carpet Service, Inc., discovered that the base flooring is concrete and had never been treated with a water proof membrane to protect the existing flooring and ensure the life cycle of the product; and

WHEREAS, the contractor's current construction contract of \$39,900 and the proposed contract change order of \$27,500 will total \$67,400; and

WHEREAS, the adopted project budget is \$50,000 therefore the flooring portion of the project will exceed the project budget by \$17,400; and

WHEREAS, City staff is recommending a project budget increase of \$30,000 for a total of \$80,000; and

WHEREAS, there are adequate funds in Fund 657, Civic Facilities Renovation and Replacement Fund for a budget transfer in the amount of \$30,000 to the project budget.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of American Canyon hereby approves an increase of the project budget for the Adult Activity Center Flooring Replacement (PR23-0900) from \$50,000 to \$80,000 and authorizes a budget transfer from Civic Facilities Renovation and Replacement Fund in the amount of \$30,000 to PR23-0900.

PASSED, APPROVED and ADOPTED at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 19th day of March, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leon Garcia, Mayor

ATTEST:

APPROVE AS TO FORM:

Taresa Geilfuss, CMC, City Clerk

William D. Ross, City Attorney



TITLE

General Plan and Housing Element Annual Reports and Housing Element Municipal Code Updates

RECOMMENDATION

Consider the following Council Actions:

1. Receive and File 2023 Calendar Year General Plan and Housing Element Progress Reports; and
2. Waive first reading, read by title only, and adopt an Ordinance by the City Council of the City of American Canyon amending American Canyon Municipal Code (ACMC) Chapter 19.39 Accessory Dwelling Units, and additional ACMC amendments consistent with current State Law and Housing Element Implementation Program C.

CONTACT

Brent Cooper, AICP, Community Development Director
William He, AICP, Senior Planner

BACKGROUND & ANALYSIS

General Plan Annual Progress Report

California law requires every city and county to adopt a long-term General Plan that expresses a long-term shared vision of a Healthy, Equitable, Resilient, and Economically Vibrant community. As the constitution of development, General Plan policies are fulfilled through City functions related to land use decisions, municipal service delivery, capital improvement projects, and funding priorities for a variety of municipal services.

Section 65400(b) of the State of California Government Code requires planning agencies to report every year to the legislative body (i.e.: City Council) and the Governor's Office of Planning and Research (OPR) on the status of the General Plan and implementation progress. The four basic purposes of the Annual Progress Report (APR) are as follows:

- Assess General Plan progress toward fulfilling goals, policies and implementation measures.
- Provide information to improve implementation or consider General Plan modifications.
- Correlate land use decisions made during the reporting period, and General Plan goals, policies and implementation measures.
- Inform local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to housing development.

A copy of the 2023 General Plan Annual Report is included as Attachment 2.

Listed below is a summary of major General Plan Implementation Actions in 2023:

General Plan Amendments

In 2023, the City amended the General Plan 4 times:

1. 6th Cycle Housing Element;
2. General Plan Amendment to delete Growth Control Policy 1b;
3. Watson Ranch Land Use Amendment; and
4. Paoli Watson Annexation Land Use Amendment.

Major Planning Activities that Support General Plan Goals

In 2023, there were many efforts that further the General Plan. These include policy development, public education, administrative decision making, and celebration of achievements. Listed below in order of calendar month are highlights:

Comprehensive General Plan Update The City prepared an Administrative Draft Program EIR for the Comprehensive General Plan. In September, the City Council conducted a workshop to discuss the proposed updated General Plan Land Use plan and adopted a Vehicle Miles Travelled (VMT) policy to implement General Plan policy.

6th Cycle Housing Element Update The City Council approved the Housing Element in January 2023 and the State Department of Housing and Community Development (HCD) certified the Housing Element in May 2023.

One Bay Area Grant Program (OBAG 3) Compliance Resolution The City Council adopted a Resolution to self-certify that the City will comply with state housing laws related to surplus lands, accessory dwelling units, density bonuses, and the Housing Accountability Act in February 2023.

Annual Housing Element and General Plan Report The Planning Commission and City Council each reviewed the General Plan and Housing Element Annual Reports.

Accessory Dwelling Unit and Emergency Shelter Ordinance The City Council updated the Accessory Dwelling Unit and Emergency Shelter Ordinance to current standards in April 2023.

National Fair Housing Month The City Council celebrated National Fair Housing Month by adopting a Proclamation to commemorate the event in April 2023.

Smoke Free Multiunit Ordinance The City Council adopted an ordinance to prohibit smoking in multifamily residential homes in May 2023.

SB1 Gas Tax Allocation Plan Project List The City Council reviewed a list of projects that will be funded by SB1 Gas Tax in May 2023.

Fair Housing Napa Valley In June 2023, the City Council received an Annual Report from Fair Housing Napa Valley on work accomplished in American Canyon during Calendar Year 2022.

Proposed FY 23/24 Budget The City Council adopted a balanced annual citywide budget in June 2023.

Parks, Building Maintenance, Fleet Presentation The City Council received a presentation on the status of parks and building maintenance and citywide vehicle fleet status in July 2023.

National Night Out The City Council and Department Management Team visited approximately 9 block parties throughout American Canyon during the annual National Night Out event in August 2023.

Napa Valley Vision Zero Plan Progress Update The City Council received a presentation from the Napa Valley Transportation Authority on progress toward developing a Vision Zero Plan for American Canyon and the rest of Napa County in August 2023.

Parks and Community Services Master Plan The Parks and Community Services Commission discussed updating the Citywide Parks and Community Services Master Plan scope of work in August 2023.

Public Notice Ordinance Update and Discretionary Project Site Posting Policy The City Council approved an expansion of public noticing from 300 feet to 500 feet and required site posting for discretionary projects.

The City Council was also informed that staff now delivers approximately 3,800 email notifications for project status, submittal, and hearing notices in September 2023.

National Community Planning Month The City Council celebrated National Community Planning Month by adopting a Proclamation to commemorate the event in September 2023.

Building and Safety Update The City Council received an update on building construction permit volume and construction valuation in September 2023.

National Code Enforcement Month The City Council celebrated National Code Enforcement Month by adopting a Proclamation to commemorate the event in October 2023.

Paoli/Watson Annexation The City Council conducted a hearing and certified an Environmental Impact Report, amended the General Plan and adopted first reading Rezoning for the 80-acre Paoli/Watson Annexation area in November 2023.

Impact Fee Inflation Adjustment To maintain the buying power of impact fees over time, the City Council approved an annual inflation adjustment to impact fees in November 2023.

Active Transportation Development Standards Workshop The Planning Commission and the Open Space, Active Transportation, and Sustainability Commission conducted a joint workshop to discuss the status of Federal, State, and Local Active Transportation Standards and the process to update and adopt new local standards in December 2023.

Major Development Applications

The City processed 14 major development applications during Calendar Year 2023. A current list of projects and status is available on the City's website at this link address: <https://www.cityofamericancanyon.org/government/community-development/development-projects>.

Hotel @ The Ruins - In January, the Planning Commission approved a Design Permit for a proposed 200-room hotel at the Watson Ranch Ruins & Gardens, conference facilities, event venues, and 30 attached condominium residences.

Giovannoni Logistics Center In March, the City Council approved a Program Environmental Impact Report (EIR), Design Permit, and Tentative Parcel map for a 2.4 million square foot logistics center.

Sun Square Mixed Use - In April, the Planning Commission approved a Design Permit application for a 3-story mixed-use building with 20 apt units over a 9,820 square foot office.

Watson Ranch Napa Valley Ruins & Gardens (NVR&G) Quarry Lake and Fig Tree Amphitheaters - In May, the Planning Commission approved a Conditional Use Permit (CUP) for two new outdoor amphitheaters proposed at the Watson Ranch Napa Valley Ruins & Gardens (NVR&G). The Quarry Lake amphitheater includes 3,300-seats and the Fig Tree amphitheater includes 800-seats.

Bell Products Corporation In May, the Planning Commission approved a Design Permit for a new two-story 30,597 square foot warehouse at 130 Dodd Court.

Chicken Guy Restaurant - In May, the Planning Commission approved a Conditional Use Permit for a 2,818 square foot quick serve drive-thru restaurant.

Promontory at Watson Ranch - In July, the City Council approved a tentative subdivision map and design permit for 216 single family homes, a 6+ acre open space/park, and approximately 1/2 mile of Napa Valley Vine Trail.

Napa Junction Solar Project In July, the Planning Commission approved a Design Permit for a 3 megawatt solar utility facility at a 6.6-acre site at 5381 Broadway St. The project includes a 1,000

square foot office and approximately 253 parking stalls for RV and boat storage.

Watson Ranch Specific Plan Amendment In September, the City Council approved an update to the Watson Ranch Specific Plan.

Napa River Ecology Center - In January 2024, the Planning Commission approved a Design Permit application submitted by the American Canyon Community & Parks Foundation to create an Ecology Center by repurposing the 5,000 square foot City Corporation Yard and 3-acre parcel located at 205 Wetlands Edge Road. The project will provide indoor and outdoor instructional uses and community activities that focus on conservation and environmental science, nature art, and wellness programs.

Staff is currently reviewing the following projects:

Crawford Way Multifamily Project A Design Permit application for 100 townhome-style apartments at a 4.27-acre site at the SW corner of the Crawford Way and Hwy 29 Intersection.

SDG 220 Distribution Center Conditional Use Permit - A Conditional Use Permit (CUP) application for a new 219,834 square foot single-story wine storage and distribution center on a 10.17-acre parcel 1055 Commerce Court.

Residences at Napa Junction A Design Permit for 453 multi-family rental dwellings with 15% affordable housing.

Watson Ranch Lot 8 Subdivision A Tentative Subdivision map for 25 single family homes.

Major Development Construction

During the Calendar Year 2023, construction was approved, initiated or completed for 8 projects within American Canyon:

Lemos Pointe Apartments - This project consists of 186 affordable apartments on a 6.77-acre site within the Watson Ranch Specific Plan (WRSP). The project received building permits in 2021 and is expected to be occupied during the first half of 2024.

Watson Ranch Artisan (Lot 14/15) This project consists of 98 single family homes on a 12-acre site. The project received site plan and subdivision approval in 2020 and construction permits in 2022.

Watson Ranch Harvest (Lot 10) This project consists of 216 single family homes on a 27-acre site. The project received site plan and subdivision approval in 2021 and construction permits in 2022.

Napa Cove Affordable Apartments This project consists of 66 affordable apartments on 3.5 acres. The 3-building project received site plan approval in 2021 and building permits in 2022.

Home2Suites Hotel This project consists of 102 hotel rooms on 2 acres. The building received site plan approval in 2020, construction permits in 2022, and is now under construction.

Pacific Gas and Electric Regional Center This project consists of a 100,000 square foot regional center for maintenance operations on 12 acres. The project received site plan approval in 2021 and construction permits in 2022.

Oat Hill Residential Project The Oat Hill Residential project, known as The Domaine includes 219 multifamily residential units on 20 acres is under hillside grading construction.

SDG Commerce 217 Distribution Center A Conditional Use Permit for a new 217,000 square foot distribution warehouse. Construction began April 2023.

Status of General Plan Implementation Actions

The General Plan Annual Report includes a table that analyzes selected General Plan policies and action items that made notable progress in 2023. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation and may not be listed here. The table begins on Page 8 of the Annual General Plan Report (Attachment 2).

Housing Element Annual Progress Report

To address housing needs in California, State law requires each jurisdiction to adopt a Housing Element as a chapter of the General Plan. The Housing Element includes the City's housing strategy to plan for existing and projected housing demand. Key to this strategy is the Housing Element identifies adequate sites to accommodate the City's share of regional housing needs. The Housing Element also includes an evaluation that helps remove local policies, regulations, and requirements that may constrain housing development for all income levels.

Housing Element law requires that cities provide an Annual Housing Element report on progress toward meeting the RHNA allocation and Housing Element policy implementation. After review by the Planning Commission and City Council, the attached report will be submitted to the California Housing and Community Development Department (HCD) and the Governor's Office of Planning and Research (OPR) as required by Title 25 of the California Code of Regulations. The Housing Element Annual Report is included as Attachment 3 (Appendix A to the General Plan Annual Report).

2023 Housing Approvals and Construction

In 2023, the City approved entitlements for 325 dwelling units, building permits for 84 dwelling units, and certificates of occupancy for 124 dwelling units.

Units Entitled: "Entitled" refers to a land use approval, such as a Design Permit or Planning review of a building permit. In 2023, the City entitled 325 dwelling units. These include:

- January - 30 townhomes and flats in the Watson Ranch Specific Plan (WRSP).
- April - the Sun Square Mixed-Use Project in the Broadway District Specific Plan (BDSP), consisting of 20 one-bedroom apartments in four mixed-use buildings.
- August - the Promontory Subdivision, consisting of 216 single-family dwellings and 54 junior ADUs.
- 5 ADUs throughout the City.

Units Permitted: The City issued building permits for 84 dwelling units in 2023. The Artisan Subdivision (WRSP) began construction on 52 single-family dwelling units, and the Harvest Subdivision (WRSP) began construction on 26 single-family dwelling units. The Building Division also issued 6 ADU permits.

Units Completed: The City issued Certificates of Use and Occupancy for 124 dwelling units in 2023. The Artisan Subdivision completed 71 single-family homes and the Harvest Subdivision completed 51 single-family homes. The City also finalized 2 ADUs.

Regional Housing Needs Allocation (RHNA)

The City’s Regional Housing Needs Allocation (RHNA) is assigned by the Association of Bay Area Governments (ABAG). This allocation is intended to accommodate American Canyon’s “fair share” of the regional housing demand in the Bay Area. Our RHNA allocation for the period between 2023 – 2031 is 622 dwelling units allocated among these income groups:

- 169 very low-income dwelling units; and
- 109 low-income dwelling units; and
- 95 moderate-income dwelling units; and
- 249 above-moderate dwelling units.

The income groups are defined by HCD.

- “Very Low” consists of 0 to 50% of the Napa County Area Median Income (AMI).
- “Low” consists of 51 to 80% AMI.
- “Moderate” consists of 81 to 120% AMI and “Above-Moderate” consists of over 120% AMI.

In April, HCD provides each county’s AMI information. For 2023 Napa County AMI information, see Attachment 4.

2023 RHNA Status

The HCD Annual Housing Element Progress Report forms must be used to report building permits issued. Progress toward target allocations is measured by the number of permits each jurisdiction has issued for housing units at each income level during the planning period. In 2023, the City issued building permits for 84 dwelling units. As shown on Table 1 below, the City achieved 28% (173 of 622) of the RHNA requirement in 2023 disaggregated into income category groups.

Table 1
2023-2031 RHNA Status for Permits Issued

Income Level	Napa County AMI	2023-2031 RHNA Dwelling Units	Project Period (06/30/22-01/30/2023)	2023 Dwelling Units Issued	Total Units to date for 6th Cycle	Total Remaining for RHNA	Percent Complete
Very Low Income	(0-50% of AMI)	169	1	4	5	164	3%
Low Income	(51-80% of AMI)	109	0	0	0	109	0
Moderate Income	(81-120% of AMI)	95	0	2	2	93	2%
Above Moderate Income	(over 120% of AMI)	249	88	78	166	83	67%
	Total	622	89	84	173	449	28%

Housing Element Policy Implementation

In addition to accommodating the RHNA allocation, the City is required to adopt policies that facilitate housing for all incomes and special needs groups. The Housing Element includes approximately 70 implementation measures.

Table D of the APR lists Housing Element policies and explains the status of City implementation of each policy during 2023. In the 6th Cycle Housing Element programs are designated A through NN. This year’s standouts include:

Program C: Municipal Code Updates

In April 2023, the City updated the Municipal Code for Emergency Shelter by deleting residential parking requirements, see Resolution 2023-03.

Program D: General Plan Update

In April 2023, the City removed Growth Limits to remove constraints to housing production through Resolution 2023-05.

Program F: Accessory Dwelling Units

In 2023, the City issued 6 ADU building permits and approved occupancy for 2 ADU permits. In July 2023, the Planning Commission approved the Promontory Subdivision, which includes 54 JADUs. Update to ADU ordinance and updates to ADU guides are scheduled for 2024.

Program J: Evaluate Parking Standards

In April 2023, the Planning Commission approved the Sun Square Mixed Use Project parking study that demonstrated that the shared nature of office and residential uses allow for a 34% decrease in required parking (reduced parking from 61 to 40).

Program P: Density Bonus Program

In December 2023, staff updated the Density Bonus Program brochure, link here: <https://bit.ly/3TFKaNH>.

Program CC: Facilitate Construction of Large Units

In December 2023, staff updated the Construction of Large Units brochure, link here: <https://bit.ly/3Rw4UEF>.

Program FF: Affirmatively Furthering Fair Housing

In 2023, the City completed 3,756 linear feet of Class 2 Bicycle facilities and 4,000 linear feet of Class 3 bicycle facilities. The expansion of the bicycle network improves biking and walkability for individuals who may not have access to or choose not to use a private automobile.

Housing Element Implementation Municipal Code Updates

On June 30, 2023, the State of California Department of Housing and Community Development (HCD) certified the Housing Element. American Canyon was the first jurisdiction in Napa County to obtain a Housing Element certification.

The Housing Element includes approximately 70 programs to Affirmatively Affirm Fair Housing in American Canyon and achieve the City's Regional Housing Needs Allocation (RHNA) for the next 8 years (2023-2031). Among the Housing Element programs, Implementation Program C requires several Municipal Code updates to reduce constraints to housing production. Programs required to be accomplished during the 6th Housing Element Cycle are included in Attachment 5. The Planning Commission reviewed the proposed Municipal Code updates on February 22, 2024 and recommend their approval.

Municipal Code updates include the following:

1. Allow low barrier navigation centers as a permitted use in the Community Commercial (CC) zoning district in compliance with Government Code Section 65660 and 65668.

A Low Barrier Navigation Center is a temporary living facility with case managers that help people experiencing homelessness connect with resources to move into permanent housing. The code amendment would permit this form of housing in the Community Commercial zoning district.

2. Allow small residential care facilities as a permitted use in the Rural Residential Estate Hillside (RRH) zoning district in compliance with Government Code Section 65583.

A Small Residential Care facility is a home for six or fewer persons in need of personal services, supervision, protection or assistance essential for sustaining the activities of daily living, or twenty-four-hour care for six or fewer foster children. Per State Law, this facility is already permitted in all single family zoning districts. The Rural Residential Estate Hillside zoning district (Canyon Estates)

was overlooked and will be corrected with this zoning code amendment.

3. Allow manufactured housing subject only to the restrictions of single-family uses .

Manufactured housing is pre-assembled in a factory and delivered to a property on a permanent foundation. This zoning code amendment would remove approval criteria and subjective design standards that does not exist for "stick-built" single family homes.

Examples of subjective approval criteria standards to remove from the zoning code include:

- “harmonious with context of surrounding neighborhood.”
- “compatibility in design and appearance with residences in the vicinity.”
- “protect neighborhood integrity.”
- “harmonious relationships between manufactured homes and surrounding uses, etc.”

Examples of design standards to remove from the zoning code include:

- “exterior siding material compatible with adjacent residential structures.”
- “shiny or metallic finishes are prohibited.”
- “a specific roof material.”
- “eaves or roof overhangs of not less than one foot.”
- “finished floor elevation no higher than twenty inches above the exterior finished grade.”
- “exterior materials and roofing proposed for any garage shall be the same as those materials used on the main structure.”

4. Update Floor Area Ratio (FAR) standards in the Neighborhood Commercial (CN) and Community Commercial (CC) zoning districts to allow a minimum Floor Area Ratio (FAR) of 1.0 for projects with three to seven units or 1.25 for projects with eight to 10 units.

This new standard is required by Government Code Sections 54237, 54237.7, and 54239.4.

5. Remove the conditional use permit requirement for large farm employee housing in the Community Commercial CC zoning district.

The Employee Housing Act (Division 13, Part 1 of the Health and Safety Code) requires employee (farmworker) housing consisting of 12 units, or 36 beds must be permitted by right. The City allows larger farmworker housing in the Community Commercial CC zoning district with a conditional use permit. The zoning code amendment would remove the conditional use permit requirement.

6. Update the Accessory Dwelling Unit Ordinance (American Canyon Municipal Code (ACMC) Chapter 19.39) consistent with an October 4, 2023 State of California Department of Housing and Community Development (HCD) letter.

The HCD letter identifies a variety of amendments needed to ensure the Accessory Dwelling Unit

Ordinance remains in compliance with State Law. A copy of the HCD is included as Attachment 6. A summary of changes identified in the HCD letter include the following:

- Technical language cleanups, such as:
 - Amend definitions to Specific “One” ADU instead of “additional” ADUs.
 - Add allowance of a multifamily ADU concurrent or after the multifamily is built.
- An ADU size is unlimited when an accessory structure is converted to an ADU.
- Allow 3 ADUs on a parcel: One attached, one detached, and one Junior ADU.
- No fire sprinkler is required if the primary residence does not have fire sprinklers regardless of how large the ADU addition is.
- ADUs cannot be denied if there are unrelated code violations on the property.
- Junior ADU standards are revised to become more lenient, such as:
 - No limits on electric service.
 - No prohibition of propane or natural gas appliances.
 - Subjective language removed “food preparation area and cabinets are reasonable size in relationship to the JADU”.
 - No limit on kitchen sink waste line.
- Parking Standards Reduced, such as:
 - No parking required when car share vehicle is located within one block.
 - No parking required when the ADU application is submitted at the same time for a SFD or MFD.
- Subjective Design Standards removed, such as:
 - “Compatibility of accessory dwelling units with the neighborhood.”
 - “Comply with any City adopted objective design standards applicable to ADUs.”
- Approval Standards:
 - City must approve or deny an ADU application within 60 days.
 - If the ADU is denied, we must identify reasons.

Attachment 1 includes proposed changes to the municipal code. Additions are shown with a double underline. Deletions are shown with strikethrough text. Reasons for proposed changes are explained with a justification paragraph that follows the amended text.

Staff received one comment on the proposed Housing Element Municipal Code Updates. A copy of the letter and staff response is included as Attachment 7.

The Housing Element includes approximately 70 implementation measures. As time permits, staff will bring forward additional municipal code amendments from the implementation measure list.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The City is required to complete the annual Housing Element Progress Report to comply with State Law. The completion of the annual report also enables the City to participate in many housing-related grant programs.

ENVIRONMENTAL REVIEW

The General Plan and Housing Element Annual Reports and Housing Element Municipal Code Updates are exempt from environmental review under CEQA because the amendments are consistent with State law that preempt any inconsistent local ordinance. Thus, the City's action is not creating a new land use regulation and it can be seen with certainty that no environmental impacts will result from the City's action. Consequently, and in accordance with CEQA Section 21084(a) and both Section 15002(i)(1) – lack of Local Jurisdictional Discretion – and Section 15061(b)(3) – General Rule of Exemption – of the CEQA Guidelines.

ATTACHMENTS:

1. [Ordinance Housing Element Implementation and ADU 2024](#)
2. [General-Plan-APR-2023](#)
3. [Housing-Element APR-2023](#)
4. [Napa County AMI Limits Chart_2023](#)
5. [Housing Element CERTIFIED Implementation Programs](#)
6. [HCD Letter Reviewing American Canyon ADU Ordinance](#)
7. [Housing Element Implementation Project Comments Dara Chevoen](#)

ORDINANCE NO. 2024-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AMENDING THE AMERICAN CANYON MUNICIPAL CODE TO UPDATE CHAPTER 19.39 “ACCESSORY DWELLING UNITS” AND ADDITIONAL AMENDMENTS CONSISTENT WITH CURRENT STATE LAW AND HOUSING ELEMENT IMPLEMENTATION PROGRAM C

WHEREAS, on January 31, 2023, the City Council approved the 6th Cycle Housing Element (Housing Element); and; and

WHEREAS, on June 30, 2023, the State of California Department of Housing and Community Development (HCD) certified the Housing Element; and

WHEREAS, the Housing Element includes certain programs to identify and reduce constraints to housing production; and

WHEREAS, Housing Element Implementation Program C requires certain Municipal Code updates to reduce constraints to housing production, including:

1. Allow low barrier navigation centers in compliance with Government Code Section 65660 and 65668;
2. Allow small residential care facilities as a permitted use in the (RRH) zoning district in compliance with Government Code Section 65583;
3. Allow manufactured housing subject only to the restrictions of single-family uses;
4. Update Floor Area Ratio (FAR) standards in the CN and CC zoning districts to allow a minimum of 1.0 for projects with three to seven units or 1.25 for projects with eight to 10 units;
5. Remove the conditional use permit requirement for large farm employee housing in the CC zoning district; and
6. An amendment to the Accessory Dwelling Unit Ordinance (ACMC Chapter 19.39) to comply with current State law consistent with an October 4, 2023, HCD letter identifying needed amendments; and

WHEREAS, on February 22, 2024, the City of American Canyon Planning Commission conducted a duly noticed public hearing on the Paoli/Watson Lane Annexation Pre-Zoning and Rezoning and recommends City Council approval; and

WHEREAS, on March 19, 2024, the City Council of the City of American Canyon conducted a duly-noticed public hearing on the subject application, at which time all those in attendance were given the opportunity to speak on this proposal and to submit comments.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of American Canyon, having considered all the evidence, including any submitted by member of the public, hereby adopts Municipal Code amendments as follows:

SECTION 1: Allow low barrier navigation centers in compliance with Government Code Section 65660 and 65668 as follows:

- a. Update American Canyon Municipal Code Section 19.05.040 Residential Classifications to add “Low Barrier Navigation Center” definition as follows:

19.05.040 Residential Classifications

Low Barrier Navigation Center: “a Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing (See Government Code § 65660).

JUSTIFICATION: the Low Barrier Navigation Center definition was sourced from Government Code § 65660.

- b. Amend American Canyon Municipal Code Section 19.11.040 to add Low Barrier Navigation Center as a permitted use in the CC zoning district as follows:

19.11.040 Permitted uses.

Table 1 of this section sets forth the permitted and conditionally permitted uses for each commercial district. A "P" designates a permitted use. A "C" indicates a conditionally permitted use subject to approval of a use permit by the planning commission. An "M" indicates a minor use permit is required pursuant to Chapter 19.42. If no letter is found opposite a particular use, it is not permitted in that district.

**Table 1
Permitted and Conditionally Permitted Uses ¹
Community Commercial and Neighborhood Commercial Districts**

Use Classification	Zoning District	Related Provision
	CC	
Residential		
<u>Low Barrier Navigation Center</u>	<u>P</u>	

- c. Amend the Broadway District Specific Plan Table 2-3 to add Low Barrier Navigation Center as a permitted use in the Business Park, Downtown Core, and Local Serving Mixed Use zoning districts as follows:

TABLE 2-3: BROADWAY ZONING DISTRICT PERMITTED USES

Use Classification (Per ACMC Chapter 19.05)	Broadway District Specific Plan Zoning				
	Broadway Residential	Business Park ¹	Downtown Core	Local Serving Mixed Use	Home Improvement
Residential					
<u>Low Barrier Navigation Center</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

JUSTIFICATION: Assembly Bill (AB) 101 requires cities to allow low barrier navigation centers as a permitted use in mixed use zones and other nonresidential zones that permit multi-family residential development.

SECTION 2: Allow small residential care homes as a permitted use in the (RRH) zoning district in compliance with Government Code Section 65583 as follows:

- a. Update American Canyon Municipal Code Section 19.05.040 Residential Classifications to add the word “Small” to the Residential Care Home definition as follows:

19.05.040 Residential Classifications

Residential Care Home, Small: provision of twenty-four-hour nonmedical care of six or fewer persons in need of personal services, supervision, protection or assistance licensed by the state essential for sustaining the activities of daily living, or twenty-four-hour care for six or fewer foster children. Furthermore, Small residential care homes without State license personal services shall also have the same standards and processing as residential care homes. For the purposes of any law or zoning ordinance that relates to the residential use of property pursuant to this chapter, the residents and operators of the facility shall be considered a family. (see Health and Safety Code § 1568.0831).

JUSTIFICATION: the Small residential care home definition was sourced from Health and Safety Code § 1568.0831. State law does not distinguish between care homes that offer State license services and those that do not.

- b. Amend American Canyon Municipal Code Section 19.10.040 to add small residential care homes as a permitted use in the RRH zoning district as follows:

19.10.040 Permitted uses.

**Table 19.10.040
Permitted and Conditionally Permitted Uses
Residential Districts ¹**

Use Classification	RRH	RE	RR	RS	RM	RH	Related Provision
Residential							
Residential Care Home, <u>Small</u>	<u>P</u>	P	P	P	P	P	

JUSTIFICATION: Government Code Section 65583 requires allowance of small residential care homes in any single-family residential zoning district. Currently, the Rural Residential Hillside (RRH) zoning district is the only single-family zoning district where a small residential care home is not permitted.

SECTION 3: Amend APMC Section 19.10.130 to allow manufactured housing subject only to the restrictions of single-family uses.

19.10.130 Manufactured homes.

(A) Intent. It is the intent of the city to provide opportunities for the placement of manufactured homes in single-family residential districts, consistent with state law ~~and to ensure that such manufactured homes are designed and located so as to be harmonious within the context of the surrounding houses and neighborhood.~~

(B) Approval. Approval by the community development director is required prior to the issuance of building permits for individual manufactured homes on a site in any residential district, subject to the provisions of this section. ~~The community development director shall review each proposed~~

~~manufactured home to determine compatibility in design and appearance with residential structures in the vicinity, based upon design and development criteria set forth in this section.~~

(C) Location. Manufactured homes may be located in any residential district where a single-family detached dwelling is permitted, subject to the same restrictions on density and to the same property development regulations.

~~(D) Design and Development. The design and development criteria set forth herein are intended to protect neighborhood integrity, provide for harmonious relationships between manufactured homes and surrounding uses, and minimize problems that could occur as a result of locating manufactured homes on building sites designated for single-family residential uses. Each manufactured home:~~

~~(1) Shall be at least eighteen feet wide, as measured at its narrowest width;~~

~~(2) Shall be built on a permanent foundation approved by the building official;~~

~~(3) Shall have been manufactured after June 15, 1976, and shall be certified under the National Manufactured Home Construction and Safety Act of 1974, and shall be installed in accordance with the provisions of the most recent edition of the Uniform California Building Code adopted by the city;~~

JUSTIFICATION: The manufactured home must meet current Manufactured Home standards and installed consistent with the California Building Code. A pre-1976 mobilehome would not meet current standards.

~~(4) Shall provide skirting of exterior finish materials extending to the finished grade;~~

~~(5) Shall provide exterior siding material compatible with adjacent residential structures; shiny or metallic finishes are prohibited;~~

~~(6) Shall have a roof with a pitch of not fewer than three inches vertical rise per twelve inches horizontal distance;~~

~~(7) Shall have roofing material of concrete or asphalt tile, shakes, or shingles complying with the most recent editions of the Uniform Building Code adopted by the city;~~

~~(8) Shall provide eaves or roof overhangs of not less than one foot as measured from the vertical side of the unit;~~

~~(9) Shall maintain a finished floor elevation no higher than twenty inches above the exterior finished grade; and~~

~~(10) Shall maintain required covered parking in accordance with the provisions of this chapter. The exterior materials and roofing proposed for any garage shall be the same as those materials used on the main structure.~~

(E) Cancellation of State Registration. Whenever a manufactured home is installed on a permanent foundation, any registration of the manufactured home with the state of California shall be canceled, pursuant to state laws and regulations. Before any occupancy certificate may be issued for use of such a manufactured home, the owner shall provide to the building official satisfactory evidence showing that the state registration of the manufactured home has been or will, with certainty, be canceled; if the

manufactured home is new and has never been registered with the state, the owner shall provide the building official with a statement to that effect from the dealer selling the home.

(Ord. 2001-02 § 1, 2001.)

JUSTIFICATION: All requirements that are not subject to “stick-built” single family homes have been deleted.

SECTION 4: Amend American Canyon Municipal Code Section 19.11.050 to allow a minimum of 1.0 Floor Area Ratio (FAR) standards in the Neighborhood Commercial (CN) and 1.25 FAR in the Community Commercial (CC) zoning districts for residential projects with three to seven dwelling units or for residential projects with eight or more dwelling units as follows:

19.11.050 Development standards.

Table 2 of this chapter sets forth the minimum lot area for each commercial district.

Table 2

Zoning District	CN	CC
Minimum area per lot	10,000 sq. ft.	1 acre**
Minimum width per lot	100 feet	200 feet
Minimum depth per lot	100 feet	100 feet
Minimum front yard	10 feet	20 feet
Minimum side yard	10 feet	10 feet
Street side of corner lot	10 feet	15 feet
Minimum rear yard	20 feet	10 feet
Minimum setback	40 feet	40 feet
from Hwy. 29	50 feet avg.	50 feet avg.
Density		
Nonresidential	0.35 FAR	0.50 FAR
Mixed-use structure	1.5	1.5
Residential portion	1.0	1.0
Commercial portion	0.50	0.50
<u>Residential (3-7 dwelling units)</u>	<u>1.0 FAR Minimum</u>	<u>1.0 FAR Minimum</u>
<u>Residential (8 or more dwelling units)</u>	<u>1.5 FAR Minimum</u>	<u>1.5 FAR Minimum</u>
Maximum number of stories:		
All buildings	2 stories	2 stories
Exceptions:		
Residential or mixed-use structures	3 stories	3 stories west of Broadway
Residential, overnight accommodations and lodging services, or mixed-use structures	N/A	4 stories east of Broadway
Maximum building height:	30 feet	35 feet
Exceptions:		
Residential or mixed-use structures	42 feet	42 feet west of Broadway

Zoning District	CN	CC
Residential, overnight accommodations and lodging services, or mixed-use structures	N/A	54 feet east of Broadway
Maximum building coverage for stand-alone residential uses	50 percent west of Broadway	50 percent west of Broadway
	60 percent east of Broadway	60 percent east of Broadway

JUSTIFICATION: Government Code Sections 54237, 54237.7, and 54239.4, local agencies may not impose an FAR standard less than 1.0 on a housing development project that consists of three to seven units, or less than 1.25 on a housing development project that consists of eight to 10 units.

SECTION 5: Amend American Canyon Municipal Code Section 19.11.040 to remove the conditional use permit requirement for large farm employee housing in the CC zoning district as follows:

19.11.040 Permitted uses.

Table 1 of this section sets forth the permitted and conditionally permitted uses for each commercial district. A "P" designates a permitted use. A "C" indicates a conditionally permitted use subject to approval of a use permit by the planning commission. An "M" indicates a minor use permit is required pursuant to Chapter 19.42. If no letter is found opposite a particular use, it is not permitted in that district.

**Table 1
Permitted and Conditionally Permitted Uses ¹**

Community Commercial and Neighborhood Commercial Districts

Use Classification	Zoning District		Related Provision
	CN	CC	
Residential			
Farm employees housing	-	C <u>P</u>	

JUSTIFICATION: The City must allow farmworker housing developments by right in agricultural zones. Because the City has no agricultural zones, farmworker housing must be conditionally permitted in the CC zoning district. The CC zone is not an agricultural district, so the conditional permit requirement in that zoning district is consistent with the Employee Housing Act (see Housing Element Chapter 5 Constraints).

SECTION 6: Adopt the updated American Canyon Municipal Code Chapter 19.39 “Accessory Dwelling Units” as follows:

Chapter 19.39 ACCESSORY DWELLING UNITS

19.39.010 Purpose of the chapter.

19.39.020 Applicability.

19.39.030 General plan consistency.

19.39.040 Definitions.

19.39.050 Development standards—Generally.

19.39.060 Junior accessory dwelling unit standards.

19.39.070 Parking standards.

19.39.080 Operational standards.

19.39.090 Design standards.

19.39.100 Review and approval process.

19.39.110 Code enforcement.

19.39.010 Purpose of the chapter.

The purpose of this chapter is to increase the supply of smaller units and rental housing units by allowing accessory dwelling units on lots containing a single-family dwelling in various residential districts as shown on Table 19.10.040, and to establish design and development standards for accessory dwelling units to ensure that they are compatible with existing neighborhoods and consistent with the general plan and its elements. Accessory dwelling units contribute needed housing to the community's housing stock. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.020 Applicability.

The provisions of this chapter apply to all lots that are occupied with a single-family dwelling unit and multifamily dwelling and zoned residential. Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located and are a residential use that is consistent with the existing general plan and zoning designation for the lot. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.030 General plan consistency.

An accessory dwelling unit that conforms to this chapter shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling units shall not be considered in the application of any local ordinance, policy, or program to limit residential growth in accordance with Government Code Section 65852.2(a)(8). (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.040 Definitions.

“Accessory dwelling unit” means any of the following:

~~1. One additional dwelling unit attached to, within, or detached from the proposed or existing primary dwelling unit one thousand two hundred square feet or less that is on the same parcel in areas zoned to allow single-family and/or multifamily dwelling residential use, and provides permanent and independent provisions for living, sleeping, eating, cooking, and sanitation for one or more persons. An accessory dwelling unit also includes the following:~~

1. ~~2.~~ An efficiency unit, as defined in Section 17958.1 of the Health and Safety Code.
2. ~~3.~~ A manufactured home, as defined in Section 18007 of the Health and Safety Code.

4. Multiple accessory dwelling units up to 25 percent of the existing multifamily dwelling units within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings, as defined in Government Code section 65852.2, subdivision (e)(1)(C).

JUSTIFICATION: See HCD Comment #1 that discusses ADU definitions.

“Junior accessory dwelling unit” means one accessory dwelling unit that is 500 square feet or less that is contained entirely in the primary residence or within an attached garage.

“Primary residence” means the residential dwelling that existed on the parcel before or constructed concurrent with the accessory dwelling unit. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.050 Development standards—Generally.

- A. Each accessory dwelling unit requires approval of a building permit.
- B. The applicant of each accessory dwelling unit building permit application shall identify the anticipated rent and household size of the new accessory dwelling unit.
- C. One detached accessory dwelling unit, one attached accessory dwelling unit, and one junior accessory dwelling unit are permitted per single-family parcel.

JUSTIFICATION: See HCD Comment #2 that interprets State Law to allow an attached ADU and an attached JADU within a single-family home.

- D. A multi-family or single-family primary residence dwelling must exist on the parcel before the accessory dwelling unit is built or it shall be built concurrently with the accessory dwelling unit.

JUSTIFICATION: See HCD Comment #3 that requires mention of multi-family structures existing on a site before or concurrent with an ADU.

- E. Accessory dwelling units shall comply with the lot area, yard setback, height, and building coverage standards of the applicable residential zoning district as described in Section 19.10.050 except for the following:

1. The accessory dwelling unit is built in the garage and the garage setback is closer than the setback for the primary residence.

2. If the accessory dwelling unit is built in a previously-permitted existing accessory structure, the ~~existing~~ accessory structure setbacks apply and not the setbacks for a single-family house.

~~3. Existing setbacks apply to existing structure conversions.~~

JUSTIFICATION: Section 3 and 4 address the same issue.

3. Development standards shall be waived to permit a detached accessory dwelling unit that is no greater than eight hundred square feet, and has four-foot setbacks.
4. The maximum ADU height depends on these conditions:
 - i. A height of 16 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit.
 - ii. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code.
 - iii. A local agency shall also allow an additional two feet in height to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit.
 - iv. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling.
 - v. A height of 25 feet or the height limitation in the local zoning ordinance that applies to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. This clause shall not require a local agency to allow an accessory dwelling unit to exceed two stories.
5. The applicant shall not be required to correct pre-existing nonconforming zoning conditions that are not related to the ADU as a condition of ADU approval.

JUSTIFICATION: The proposed change clarifies that this policy does not apply to ADUs with code deficiencies.

F. Accessory Dwelling Living Area Standard.

1. A Detached accessory dwelling unit shall not exceed one 1,200 square feet, unless:
 - i. On a single-family lot, the detached ADU converts a previously-permitted accessory structure which is greater than 1,200 square feet. In this circumstance, the ADU may equal the square footage of the existing accessory structure.
 - ii. On a lot with a multifamily primary dwelling, the detached ADU is not subject to a square foot limit (Gov. Code, § 65852.2, subs. (e)(1)(A), (C), and (D)).

JUSTIFICATION: See HCD Comment #1 that discusses exceptions to ADU size limits.

2. An Attached accessory dwelling unit may occupy up to fifty percent of the primary residence living area but shall not exceed 1,200 square feet.
3. A Junior accessory dwelling unit shall not exceed 500 square feet.

G. Fire Sprinkler Requirements.

1. Accessory dwelling units shall comply with all applicable fire safety provisions of state law as well as locally adopted building and fire codes under Title 16. Examples include, but are not limited to, standards such as water supply and fire department access.
2. ~~Under state law, in general, a~~ Accessory dwelling units shall not be required to be equipped with fire sprinklers unless fire sprinklers are required for the primary residence. For purposes of this requirement, the following standards shall apply:
 - i. When the primary residence has fire sprinklers, the accessory dwelling unit shall be constructed with fire sprinklers.
 - ii. When the primary residence does not have fire sprinklers, the junior accessory dwelling unit and attached accessory dwelling unit do not require fire sprinklers ~~unless the junior accessory dwelling unit or attached accessory dwelling unit increases the size of the house by at least fifty percent.~~

JUSTIFICATION: See HCD Comment #5 that interprets State Law to prohibit fire sprinklers when an attached ADU or JADU increases the size of the home by at least 50%.

- iii. Detached accessory dwelling units require fire sprinklers unless the primary residence does not have fire sprinklers.

H. Deed Restrictions. Prior to issuing a building permit for an accessory dwelling unit, the property owner shall file with the county recorder, in a format with language approved by the city, a declaration of restrictions containing a reference to the deed under which the property was acquired by the present owner and stating that:

1. The accessory dwelling unit shall not be sold separately.
2. The restrictions are binding upon any successor in ownership of the property.
3. The property owner must occupy as a primary residence one of the two dwelling units on the property, either the primary or accessory dwelling unit except accessory dwelling unit and junior accessory dwelling unit applications submitted between January 1, 2020 to January 1, 2025.
4. When the applicant is a qualified nonprofit housing organization, a deed restriction is not required.

I. Impact Fees.

1. Accessory dwelling units less than 750 square feet are exempt from all city impact fees.
2. Impact fees for accessory dwelling units equal or greater than 750 square feet are exempt from water and sewer capacity fees. All remaining impact fees shall be charged proportionately in relation to the square footage of the primary dwelling unit.

- J. Accessory Dwelling Units on Multifamily Dwellings. The building division shall review and approve ministerially accessory dwelling units under the following conditions.
1. Non-habitable area within an existing multifamily dwelling structure, including, but not limited to: storage rooms, boiler rooms, passageways, attics, basements or garages, may be converted to one or more accessory dwelling units if each accessory dwelling unit complies with state dwelling unit building standards.
 2. An existing multifamily dwelling shall be permitted to accommodate additional accessory dwelling units in an amount up to twenty-five percent of the existing multifamily dwelling units.
 3. An existing multifamily dwelling is permitted a minimum of one accessory dwelling unit up to two detached accessory dwelling units on the same lot. Each detached accessory dwelling unit shall subject to a height limit in accordance with Section 19.35.050(E)(4) and four-foot rear yard and side yard setbacks.

JUSTIFICATION: See HCD Comment #7 that points out that at least one ADU is permitted on a multifamily site.

- K. CC&Rs. As defined in California Civil Code Section 4751 or any successor statute, any covenant, condition, and restriction (CC&R) or contained in any deed, contract, security instrument, or other instrument affecting the transfer or sale of any interest in a planned development, and any provision of a governing document, that effectively prohibits or unreasonably restricts the construction or use of an accessory dwelling unit or junior accessory dwelling unit on a lot zoned for single-family residential use that meets the above-described minimum standards (subsections F and G) established for those units shall be void and unenforceable. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.060 Junior accessory dwelling unit standards.

- A. Each junior accessory dwelling unit shall comply with the following building standards.
- ~~1. Electric service may not exceed one hundred twenty volts.~~
 - ~~2. No appliances may be fueled with natural gas or propane.~~
 - ~~3.~~ 1. The dwelling must have its own exterior entrance.
 2. The kitchen must include a cooking facility with appliances and includes a food preparation counter and storage cabinets ~~that are of reasonable size in relation to the size of the junior accessory dwelling unit.~~
 - ~~3. The kitchen sink waste line may not exceed one and one-half inches.~~
 3. The bathroom may be included in the unit or shared with the primary residence.
 4. Junior accessory dwelling units are exempt from the building code wall separation

requirements with the primary residence. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

JUSTIFICATION: See HCD Comment #8 that reduces city-imposed limitations on Junior Accessory Dwelling Unit kitchen features.

19.39.070 Parking standards.

- A. When accessory dwelling unit parking is required by this chapter or provided at the discretion of the homeowner, parking spaces may be covered or uncovered, provided as tandem parking on an existing driveway or on a paved surface in a setback or yard area.
- B. Primary Residence. Parking for the primary residence must comply with Chapter 19.21 except when the garage is converted to a ADU.

JUSTIFICATION: CA Govt. Code Sections 658.2 and 65852.22 prohibit requirements to replace parking when the garage is converted into an ADU.

C. Detached Accessory Dwelling Unit.

- 1. A minimum of one on-site parking space is required.
- 2. Notwithstanding subsection (C)(1), on-site ADU parking is not required when:
 - i. The detached accessory dwelling unit is located within one-half mile walking distance of public transit or within one block of a car-sharing pickup/drop-off location; and/or
 - ii. The ADU is located within an architecturally and historically significant historic district; and/or
 - iii. The ADU is part of the proposed or existing primary residence or an accessory structure; and/or
 - iv. On-street parking permits are required but not offered to the occupant of the ADU; and/or
 - v. A car share vehicle is located within one block of the accessory dwelling unit; and/or
 - vi. An accessory dwelling unit building permit application is submitted in conjunction with a building permit application for a new single-family dwelling or a new multifamily dwelling on the same lot.

JUSTIFICATION: See HCD Comment #9 that points out there are additional exceptions to ADU parking requirements.

D. Attached Accessory Dwelling Unit. No on-site parking is required.

E. Junior Accessory Dwelling Unit. No on-site parking is required.

F. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the city shall not require replacement of the off-street parking spaces. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.080 Operational standards.

- A. The accessory dwelling unit may not be sold separately from the primary residence.
- B. Owner-Occupancy. The property owner shall reside in either the primary residence or the accessory dwelling unit except accessory dwelling unit and junior accessory dwelling unit applications submitted between January 1, 2020 to January 1, 2025.
- C. An accessory dwelling unit may not be rented for transient occupancy (less than thirty consecutive days). (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)

19.39.090 Design standards.

Accessory dwelling units shall comply with the following design standards that are intended to maximize the compatibility of accessory dwelling units with the neighborhoods in which they are located.

- ~~A. The accessory dwelling unit shall comply with any City adopted objective design standards applicable to ADUs.~~
- ~~B. A. An accessory dwelling unit connected to an onsite water treatment system requires a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last ten years. (Ord. 2020-04 § 1, 2020; Ord. 2017-05 § 2, 2017)~~

JUSTIFICATION: See HCD Comment #10 related to the lack of City-adopted Objective Design Standards and interpretation that ADU Design Standards are prohibited per Government Code 65852.2, subdivisions (a) through (d).

19.39.100 Review and approval process.

Permits for accessory dwelling units and junior accessory dwelling units shall be reviewed ministerially through the building division in accordance to Government Code Section 65852.2 (a) through (e).

- A. The building division shall “shall approve or deny” act on the application to create an accessory dwelling unit or junior accessory dwelling unit within sixty days from the date the building division receives a completed application if there is an existing single-family or multifamily dwelling on the lot.
- B. If the City denies an accessory dwelling unit building permit application, the applicant shall receive a list of application deficiencies that would remedy a subsequent building permit application.

JUSTIFICATION: See HCD Comment #11 related to the City’s obligation to approve or deny an ADU application within 60-days.

- A. If the permit application to create an accessory dwelling unit or junior accessory dwelling unit is submitted concurrently with a permit application to create a new single-family dwelling on the lot, the building division may delay acting on the accessory dwelling unit or junior accessory dwelling unit permit application until the building division acts on the new single-family dwelling permit application, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered ministerial without discretionary review or a hearing. If the applicant requests a delay, the sixty-day time period shall be tolled for the period of the delay.

(Ord. 2020-04 § 1, 2020)

19.39.110 Code enforcement.

For accessory dwelling units built before January 1, 2020, the property owner may request delayed enforcement of building standards for five years.

- A. There shall be no delays granted after January 1, 2030.
- B. There shall be no delays granted if the delay of the correction will cause a violation needed to protect health and safety. (Ord. 2020-04 § 1, 2020)

SECTION 7. CEQA FINDINGS. The City Council finds the municipal code amendments are exempt from environmental review under CEQA because the amendments are consistent with State law that preempt any inconsistent local ordinance. Thus, the City’s action is not creating a new land use regulation and it can be seen with certainty that no environmental impacts will result from the City’s action. Consequently, and in accordance with CEQA Section 21084(a) and both Section 15002(i)(1) – lack of Local Jurisdictional Discretion – and Section 15061(b)(3) – General Rule of Exemption – of the CEQA Guidelines, the ordinance adoption is exempt from CEQA review and a Notice of Exemption has been prepared for this proposed amendment.

SECTION 8. EFFECTIVE DATE. This ordinance shall become effective effect 30 days after its final passage pursuant to Government Code Section 36937.

SECTION 9. SEVERABILITY. If any section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and adopted this Ordinance and each section, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

SECTION 10. CUSTODIAN OF RECORDS. The documents and materials that constitute the record of proceedings on which this Ordinance is based are located at the City Clerk’s office located at 4831 Broadway, Suite 201, American Canyon, CA 94503. The custodian of these records is the City Clerk.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of American Canyon, State of California, held on the 19TH day of March, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing Ordinance was adopted at a regular meeting of the City Council of the City of American Canyon, State of California, held on the _____ day of _____, _____, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Taresa Geilfuss, CMC, City Clerk

Leon Garcia, Mayor

APPROVED AS TO FORM:

William D. Ross, City Attorney



City of American Canyon 2023 General Plan Annual Progress Report

March 19, 2024



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Purpose of this Document

California law requires every city and county adopt a long-term General Plan that expresses a long-term shared vision of a Healthy, Equitable, Resilient, and Economically Vibrant community. As the constitution of development, General Plan policies are fulfilled through City functions related to land use decisions, municipal service delivery, capital improvement projects, and consideration of funding priorities including potential service level changes.

Section 65400(b) of the State of California Government Code requires planning agencies to provide an annual report to their legislative body and the Governor's Office of Planning and Research (OPR) on the status of the General Plan and progress in its implementation. The four basic purposes of the annual report are as follows:

- Assess General Plan implementation progress consistent with the goals, policies and implementation measures.
- Provide information that may lead to needed General Plan modifications to improve implementation.
- Correlate land use decisions made during the reporting period, and General Plan goals, policies and implementation measures.
- Inform local agency progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to housing development.

This APR draws significantly on published annual reports, such as the State of the City, Community Development published monthly status reports, the American Canyon Police Annual Report, and the Fire District monthly newsletter. All these reports reflect priorities that fulfill General Plan policies. This year's General Plan Annual Report looks back at 2023 and the City's progress toward implementing the General Plan.

A copy of the Housing Element Annual Progress Report is included in this report as "Appendix A" to complete the General Plan review. The 2023 Calendar Year Housing Element and General Plan Annual Progress Report was presented to the Planning Commission on February 22, 2024 and the City Council.

General Plan Background/Element Status

Following incorporation in January 1992, the City adopted a General Plan in 1994. The General Plan includes the following elements: 1) Land Use, 2) Housing, 3) Economic Development, 4) Circulation, 5) Utilities, 6) Public Services-Facilities, 7) Parks- Recreation, 8) Natural – Historic – Cultural, 9) Geology, 10) Flood Hazards, and 11) Noise. The General Plan also includes a Bicycle Plan and Pedestrian Plan as Appendix 1 and 2 to the Circulation Element.

Since the original General Plan adoption, the City has incrementally amended the Land Use Element many times, the most recent was April 4, 2023. This most recent amendment deleted Goal 1B and associated policies related to Growth Control policies from the original General Plan because the outdated Goal is inconsistent with State Law.

The Circulation Element was comprehensively updated in 2013 with incremental amendments since that time, the most recent was June 4, 2019. The 2019 Circulation Element amendment reflected changes needed to the Circulation plan to accommodate the Watson Ranch Specific Plan.

The Housing Element has been comprehensively updated consistent with State mandates, the most recent was January 31, 2023 and certified by the State Department of Housing and Community Development (HCD) in May 2023.

Since 2020, the City has been preparing a comprehensive Technical update to the General Plan. At this time, an Administrative Draft Internal review of a Program Environmental Impact Report (PEIR) has been prepared. Following staff review of this document, the City will release the PEIR for a 45-day public review period and commence General Plan public hearings leading to its adoption by the end of 2024.

City's Responsibility

The effectiveness of the General Plan ultimately depends on how it is implemented and maintained over time. The General Plan is a fundamental document that provides local control over the physical development of our City. All Capital Improvement Projects, Land Use Ordinances, Development Approvals, Impact Fees, Infrastructure dedications and Conditions of Approvals must be consistent with the General Plan.

General Plan Amendments

State law allows the City to amend its General Plan no more than four times per year. Amendments may be proposed and acted upon at any time during the year and one action may include multiple amendments. Any changes to the General Plan require public hearing by the City Council and evaluation of the environmental impacts as required by the California Environmental Quality Act. In 2023, the City amended the General Plan four (4) times:

- 6th Cycle Housing Element;
- General Plan Amendment to delete Growth Control Policy 1b;
- Watson Ranch Land Use Amendment; and
- Paoli Watson Annexation Land Use Amendment.

Monitoring Long-Term Growth

The City monitors long-term growth through consistency among General Plan Elements working together to connect future growth with needed infrastructure. Implementing actions, such as traffic, water, parks, and other impact fees helps pay for the impacts of new development. Master Plans, such as the Urban Water Master Plan, the 5- Year Capital Improvement Plan (CIP), and other long-range infrastructure plans address impacts of land use growth.

Specific Plans, such as the Broadway District Specific Plan and Watson Ranch Specific Plan tie future growth to infrastructure needs. The California Environmental Quality Act (CEQA) also plays an important role in evaluating proposed development with infrastructure needs.

Major Development Applications

The City processed the following major development applications during Calendar Year 2023. A current list of projects and status is available on the City's website at this link address:

<https://www.cityofamericancanyon.org/government/community-development/development-projects>

Hotel @ The Ruins - A Design Permit for a proposed 200-room hotel at the Watson Ranch Ruins & Gardens, conference facilities, event venues, and 30 attached condominium residences. This application was approved by the Planning Commission in January 2023.

Sunsquare Mixed Use - A Design Permit application for a 3-story mixed-use building with 20 apt units over a 9,820 SF office. This application was approved by the Planning Commission in April 2023.

Watson Ranch Napa Valley Ruins & Gardens (NVR&G) Quarry Lake and Fig Tree Amphitheaters - A Conditional Use Permit (CUP) for two new outdoor amphitheaters proposed at the Watson Ranch Napa Valley Ruins & Gardens (NVR&G). The "Quarry Lake" includes 3,300-seats and the "Fig Tree" amphitheater includes 800-seats. This application was approved by the Planning Commission in May 2023.

Bell Products Warehouse – A Design Permit for a new two-story 30,597 square foot warehouse at 130 Dodd Court. This application was approved by the Planning Commission in May 2023.

Promontory at Watson Ranch - A tentative subdivision map and design permit for 216 single family homes, a 6+ acre open space/park, and approximately 1/2 mile of Napa Valley Vine Trail. This application was approved by the Planning Commission in July 2023.

Napa Junction Solar Project – A Design Permit for a 3 megawatt solar utility facility at a 6.6-acre site at 5381 Broadway St. The project includes a 1,000 SF office and approximately 253 parking stalls for RV and boat storage. This application was approved by the Planning Commission in July 2024.

Watson Ranch Specific Plan Amendment – An update to the Watson Ranch Specific Plan. This application was approved by the City Council in September 2023.

Napa River Ecology Center - A Design Permit application submitted by the American Canyon Community & Parks Foundation to create an Ecology Center by repurposing the 5,000 square foot City Corporation Yard and 3-acre parcel located at 205 Wetlands Edge Road. The project will provide indoor and outdoor instructional uses and community activities that focus on conservation and environmental science, nature art, and wellness programs. This application was approved by the Planning Commission in January 2024.

Crawford Way Multifamily Project – A Design Permit application for development of 100 townhome-style apartments at a 4.27-acre site at the SW corner of the Crawford Way and Hwy 29 Intersection. This application is under review.

SDG 220 Distribution Center Conditional Use Permit - A Conditional Use Permit (CUP) application for a new 219,834 square foot single-story wine storage and distribution center on a 10.17-acre parcel 1055 Commerce Court. This application is under review.

Residences at Napa Junction – A Design Permit for 453 multi-family rental dwellings with 15% affordable housing. This application is under review.

Watson Ranch Lot 8 Subdivision – A Tentative Subdivision map for 25 single family homes. This application is under review.

Giovannoni Logistics Center – A Design Permit and Tentative Parcel map for a 2.4 million sqft logistics center. This application was approved by the City Council in March 2023.

Chicken Guy Restaurant - A Conditional Use Permit for a 2,818 sqft quick serve drive-thru restaurant. The Planning Commission approved this application in May 2023.

Major Development Construction

Construction was approved, initiated or completed within American Canyon for the following major projects during the Calendar Year 2022:

Lemos Pointe Apartments - This project consists of 186 deeply affordable apartments on a 6.77-acre site within the Watson Ranch Specific Plan (WRSP). The project received building permits in 2021 and is expected to be occupied during the first half of 2024.

Watson Ranch Artisan (Lot 14/15) – This project consists of 98 single family homes on a 12-acre site. The project received site plan and subdivision approval in 2020 and construction permits in 2022.

Watson Ranch Harvest (Lot 10) – This project consists of 216 single family homes on a 27-acre site. The project received site plan and subdivision approval in 2021 and construction permits in 2022.

Napa Cove Affordable Apartments – This project consists of 66 deeply affordable apartments on 3.5 acres. The 3-building project received site plan approval in 2021 and building permits in 2022.

Home2Suites Hotel – This project consists of 102 hotel rooms on 2 acres. The building received site plan approval in 2020, construction permits in 2022, and is now under construction.

Pacific Gas and Electric Regional Center – This project consists of a 100,000 square foot regional center for maintenance operations on 12 acres. The project received site plan approval in 2021 and construction permits in 2022.

Oat Hill Residential Project – The Oat Hill Residential project includes 219 multifamily residential units on 20 acres.

SDG Commerce 217 Distribution Center – A Conditional Use Permit for a new 217,000 sqft distribution warehouse. Construction began April 2023.

Major 2023 Planning Activities that Support General Plan Goals

Comprehensive General Plan Update – The City issued a Notice of Preparation of a Program EIR for the Comprehensive General Plan update in 2022.

6th Cycle Housing Element Update – The City Council approved the Housing Element in January 2023 and the State Department of Housing and Community Development (HCD) certified the Housing Element in May 2023.

One Bay Area Grant Program (OBAG 3) Compliance Resolution - The City Council adopted a Resolution to self-certify that the City will comply with state housing laws related to surplus lands, accessory dwelling units, density bonuses, and the Housing Accountability Act in February 2023.

Annual Housing Element Report - The Planning Commission and City Council each conducted a public hearing to review the Housing Element Annual Report prior to the April 1 deadline in 2023.

Annual General Plan Report - The City Council reviewed the General Plan Element Annual Report prior to April 2023.

Accessory Dwelling Unit and Emergency Shelter Ordinance - The City Council updated the Accessory Dwelling Unit and Emergency Shelter Ordinance to current standards in April 2023.

National Fair Housing Month – the City Council celebrated National Fair Housing Month by adopting a Proclamation to commemorate the event in April 2023.

Smoke Free Multiunit Ordinance - The City Council adopted an ordinance to prohibit smoking in multifamily residential homes in May 2023.

SB1 Gas Tax Allocation Plan Project List – The City Council reviewed a list of projects that will be funded by SB1 Gas Tax in May 2023.

Fair Housing Napa Valley - In June 2023, the City Council received an Annual Report from Fair Housing Napa Valley on work accomplished in American Canyon during Calendar Year 2022.

Proposed FY 23/24 Budget – The City Council adopted a balanced annual citywide budget in June 2023.

Parks, Building Maintenance, Fleet Presentation – The City Council received a presentation on the status of parks and building maintenance and citywide vehicle fleet status in July 2023.

National Night Out - The City Council and Department Management Team visited approximately 9 block parties throughout American Canyon during the annual National Night Out event in August 2023.

Napa Valley Vision Zero Plan Progress Update - The City Council received a presentation from the Napa Valley Transportation Authority on progress toward developing a Vision Zero Plan for American Canyon and the rest of Napa County in August 2023.

Parks and Community Services Master Plan – The Parks and Community Services Commission discussed updating the Citywide Parks and Community Services Master Plan scope of work in August 2023.

Vehicle Miles Travelled Policy – The City Council adopted a Vehicle Miles Travelled (VMT) policy to implement General Plan policy in September 2023.

Public Notice Ordinance Update and Discretionary Project Site Posting Policy – The City Council approved an expansion of public noticing radius from 300 feet to 500 feet and required site posting for discretionary projects. The City Council was also informed that staff now delivers approximately 3,800 email notifications for project status, submittal, and hearing notices in September 2023.

National Community Planning Month – the City Council celebrated National Community Planning Month by adopting a Proclamation to commemorate the event in September 2023.

General Plan Land Use Workshop – the City Council conducted a workshop to discuss the proposed updated General Plan Land Use plan in September 2023.

Building and Safety Update – The City Council received an update on building construction permit volume and construction valuation in September 2023.

National Code Enforcement Month – the City Council celebrated National Code Enforcement Month by adopting a Proclamation to commemorate the event in October 2023.

Paoli/Watson Annexation – The City Council conducted a hearing and certified an Environmental Impact Report, amended the General Plan and adopted first reading Rezoning for the 80-acre Paoli/Watson Annexation area in November 2023.

Impact Fee Inflation Adjustment – To maintain the buying power of impact fees over time, the City Council approved an annual inflation adjustment to impact fees in November 2023.

Active Transportation Development Standards Workshop – The Planning Commission and the Open Space, Active Transportation, and Sustainability Commission conducted a joint workshop to discuss the status of Federal, State, and Local Active Transportation Standards and the process to update and adopt new local standards in December 2023.

Napa Valley Transportation Authority (NVTA) Project Initiation Document - In 2022, the City continued its support to NVTA’s efforts to complete a “Project Initiation Document” for Highway 29 beautification, functionality, and operational improvements. In 2022, the NVTA Board approved the plan and authorized environmental review.

Status of General Plan Implementation Actions

The table below analyzes selected General Plan policies and action items that made notable progress in 2022. The table is not a comprehensive list of all policies and action items in the General Plan; many policies/actions are under ongoing implementation and may not be listed here.

A majority of the General Plan policies and related action items have been implemented through the adoption of ordinances or resolutions, incorporated into the regular governmental activities, or considered during the review of development proposals. The policy implementations below provide a snapshot to highlight annual progress.

Land Use Element
<i>Goal 1E: Develop residential neighborhoods that provide a range of housing opportunities.</i>
In 2023, <ul style="list-style-type: none"> the City issued and inspected construction permits for a wide range of housing types: the Oat Hill multifamily project (291 units), the Lemos Pointe affordable apartments (186 units), the Napa Cove affordable apartments (66 units), the Watson Ranch Artisan single family homes (98 units), the Watson Ranch single family homes (216 units). The City processed an application for 100 townhomes at Crawford Way/SR-29 Processed an application for 453 apartments t the north terminus of Reliant Way.
<i>Goal 1F: Develop high quality commercial uses.</i>
In 2023, <ul style="list-style-type: none"> The city inspected the Home2Suites hotel which is under construction. The City approved two outdoor amphitheatres in Watson Ranch. The City approved the Chicken Guy Quick Serve restaurant. Conducted a plan check review to retrofit the Napa Valley Ruins and Gardens buildings.
<i>Goal 1I: and Economic Development Element Goal 3 Develop industrial uses that provide employment for residents and revenue for the City.</i>
In 2023, <ul style="list-style-type: none"> The City approved the Giovannoni Logistics Center which would provide 2.4 million square feet of industrial development in the Green Island Industrial Park Inspected construction permits for the Pacific Gas & Electric Regional Center. Issued and inspected a 217,000 square foot warehouse on Commerce Court. Processed an entitlement for a 220,000 square foot warehouse on Commerce Court. Approved the 30,597 square foot Bell Products Corporation at 130 Dodd Court.
<i>Goal 1L: Study potential development of lands between Newell Drive and the City Urban Limit Line.</i>
In 2023, the City continued to see progress in the construction of Canyon Estates – a custom home neighborhood in the former Special Study area. This project includes 35 acres of permanent open space and a contribution to improvements at the Newell Open Space reserve.
<i>Goal 1Q Expand American Canyon’s jurisdictional boundaries to establish a logical pattern of growth and services.</i>
This project would add approximately 80 acres into the City limits consistent with the General Plan Sphere of Influence and Urban Limit Line. In 2023, the City issued a Notice of Preparation of an Environmental Impact Report (EIR) for the Paoli/Watson Lane Annexation. The EIR was certified in November along with Council approval of a General Plan Amendment and First Reading for the Rezoning.

Economic Development Element
<i>Goal 3B Improve the appearance and functionality of the Highway 29 corridor and establish a Town Center to provide for economically sound local-serving commercial development.</i>
In 2023, the city continued to issue construction permits for new commercial and residential development in the Broadway District along Highway 29 and in Watson Ranch which will provide a new Town Center, known as the Napa Valley Ruins & Gardens. These include permit issuance and inspection for the Lemos Pointe apartments, Artisan and Harvest single family neighborhoods. The City approved a hotel, two amphitheatres, 30 condominiums, and 216 single family homes.

Circulation Element

Guiding Policy 1: Safe and convenient access to activities in the community.

- Highlights during 2023:
- City Council approved a Five-Year Road Maintenance Expenditure Plan for FY 2024/25 through FY 2028/29 using Measure T tax funds (Napa Countywide Road Maintenance Act.)
 - Replaced 237 street name signs between May 23, 2023, and August 4, 2023.
 - Installed two new Radar Speed Signs. The first sign was a replacement for the existing sign on west bound Benton Way. The second sign was installed in a new location on north bound Newell Dr. in front of the American Canyon High School.
 - Completed patch paving on Green Island Road.
 - Storm drain inlet inspections and cleaning started in August.
 - Rehabilitated the pavement on Donaldson Way from Eucalyptus to Rio Del Mar, Elke Drive, Gisela Drive, Rita Court, Jana Way, Rebecca Court, West Carolyn Drive from Spikerush to Donaldson, Donaldson Way from Elliott to Amarillo, Donaldson Way from Elliott to Carolyn Drive. Work will include ADA curb ramp upgrades, rubberized cape seal, new striping, bike facilities, and enhanced crosswalk striping.
 - Rehabilitated the pavement on Benton Way from Wetlands Edge to Elliot Drive. Work includes ADA curb ramp upgrades, pavement reconstruction, new striping, enhanced crosswalk striping, and crosswalk improvements at the intersection of Chaucer and Benton Way.
 - Completed design to close sidewalk gaps and provide for drainage improvements between Melvin from Cassayre to James Road as well as close a couple of short sidewalk gaps on James Road to Donaldson.

Guiding Policy 2: Implement Planned Roadway Improvements.

- Relocated approximately 4,500 feet of overhead utility lines and poles to a new underground system known as a “joint trench” on Green Island Road from Paoli Loop to Commerce Boulevard.
- Extended Wetlands Edge Court to improve storm drainage flow and provide a paved cul-de-sac north of Eucalyptus Drive.
- Continued work on reconstructing approximately 11,900 feet of existing roadways in the Green Island Industrial District to include widening and installing approximately 4,200 feet of Class I facilities, including a portion of the Napa Valley Vine Trail.
- Completed Watson Ranch backbone infrastructure that includes new public streets comprising of Rio Del Mar East, extension of Rolling Hills Drive, Mallen Way connecting to the northern terminus of Newell Drive, Marcus Road and installing public utilities to serve all the developments within Watson Ranch. Also include in this phase are offsite utilities.

Guiding Policy 3: Design circulation system to focus regional travel on SR 29.

In 2023, the City continued to support the Napa Valley Transportation Authority efforts to develop a “Project Initiation Document” for Highway 29 beautification, functionality, and operational improvements.

Natural Resources Element

Goal 8: Protect and preserve the significant habitats, plants and wildlife that exist in the City and its Planning Area.

- Highlights during 2023:
- Received a \$246,000 California State Parks Outdoor Environmental Education Facilities Grant to construct an outdoor education area (open-air seating for up to 40 people), install 20

interpretive signs and elements, and construct a gender-neutral restroom at Wetlands Edge Preserve. This project was identified and adopted as part of the Five-Year Capital Improvement Project Budget for FY 23/27.

- Began to develop a Wetlands Restoration Plan to guide restoration, protection, and improvement of the North Slough and Lower Napa River wetlands and uplands along the City's shoreline.

Park and Recreation Element

Objective 7.3: Ensure that American Canyon provides both active and passive recreational activities in a variety of park and trail settings

Highlights during 2023:

- Replaced playground equipment at Linwood Park, Via Bellagio Park, and Northampton Park. Northampton will include all- inclusive play equipment.
- Relocate the existing skatepark from Benton Way to Veterans Park.
- Began a project to provide ADA accessible improvements to the Newell Open Space parking lot and improved trail access up to the fenced woodland area. Project scope includes design, right of way acquisition and construction.

Goal 7D: Ensure that City parks are properly operated and maintained in the most effective and efficient manner possible.

- Received assistance from 137 volunteers, equating to 660 volunteer hours.
- Works with over 21 American Canyon community nonprofit organizations and partners that provide staff support, supplies, and facilities at no cost, that support the success of their programs, services, and events.
- Support several community sports organizations that provide an advanced competitive sports experience with over 3,771 rental hours at no cost to these organizations.

Public Services-Facilities Element

Goal 6A: Ensure a high level of fire protection and emergency services for the City's residents, businesses and visitors.

Highlights during 2023:

- Firefighter/paramedic Jack Billeci was sworn in.
- Conducted a Citizens Academy
- 26 Years' Service Award: Captain Dave Medina
- Received a \$32,816 grant for firefighting equipment from the Firehouse Subs Public Safety Foundation
- Participated in a Health Fair at the American Canyon fire District in April.
- September 11th Ceremony

Goal 6B: Ensure a high level of police protection for the City's residents, businesses and visitors.

Highlights during 2023:

- Facilitated a Safe Gun Storage Ordinance.
- Negotiated a law Enforcement Services Contract Amendment
- Featured Domestic Violence Awareness Month with a City Council Proclamation
- Added Officer Hartley to the American Canyon Police force.
- Organized the 39th American Canyon National Night Out held on the first Tuesday in August. This year, there were 12 neighborhood hosted parties.

Natural-Historic-Cultural Element

Goal 8F: Reduce consumption of nonrenewable energy sources.

- The City is participating with a Napa County effort to develop an all-electric “reach building code”. As of November, they were “90% complete” and undergoing legal review.
- The City continues to make progress with increasing permits for renewable energy. See table below:

Permit Type	# Permits
Solar photovoltaic (PV) systems	225
Battery Storage	6
HVAC Heat Pump	179
Water Heater Heat Pump	98
EV Charging Stations	66
Total	574

Utilities Element

Goal 5: Establish and maintain a secure water supply and treatment, distribution and storage system.

- Highlights during 2023:
- Continued working on installing approximately 9,162 LF total of new recycled water mains and convert existing services from domestic water to recycled water.
 - Began a project to replace the 8" water main on Knightsbridge between Danrose and Elliott including all the courts: Regent Court, Park Lane, Lansford Court, Arden Court, Linwood Lane. Work will include ADA ramp upgrades, pavement treatments on Knightsbridge and the courts, striping and crosswalk improvements.
 - Began a project to upgrade ADA curb ramp, various pavement treatments, sewer CIPP and water main upgrades, striping and pavement marking upgrades on Rio Del Mar from Highway 29 to Carolyn Drive, all of Los Altos Place east of Carolyn Drive, Cassayre Drive, Flamingo Court, Del Rey Court, Alta Loma Drive, Joan Drive from Carolyn Drive to Los Altos Place, and Carolyn Drive from Rio Del Mar to Los Altos Place.

Goal 5A: Provide a high-quality water supply to American Canyon water users.

- In 2023,
- Water Distribution Operations filled two Maintenance Worker positions.
 - Water Treatment Operations filled the Plant Mechanic position.
 - Year to date, data indicates water reduction is consistent with Year 2022.
 - The City of American Canyon has a reduced potable water demand roughly 11.8% January - July 2023, as compared to January - July 2022.
 - Conducted Potable Water Storage Tank Cleaning and Inspections
 - Automated every 15-minute individual filter monitoring to Drinking Water Resources,
 - Prepared Monthly Reports
 - Responded to 1,164 service calls
 - Identified and repaired 128 water meter leaks
 - Replaced 36 water meters
 - Replaced 33 service connections
 - Repaired 4 water mains

<ul style="list-style-type: none"> • Participated in the Low-Income Household Water Assistance Program (LIHWAP) that provides financial assistance to low-income Californians to help manage their residential water utility costs. The program began in the summer 2022, the City of American Canyon received a total of \$49,507.00 in the grant fund on behalf of residents in need of assistance. • The City continued to participate in development of the Sites Reservoir, which is an environmentally sensitive reservoir that stores excess winter runoff water for use when demands are high. This facility is anticipated to be completed in early 2030's.
Objective 5.10: Ensure that adequate storm drain and flood control facilities are provided and properly maintained to protect life and property from flood hazards.
In 2023, the City began a Stormwater Master Plan that will identify system deficiencies and potential solutions to address them.
Objective 5.14: Provide a system of wastewater collection and treatment facilities which will adequately convey and treat wastewater generated by existing and future development in the City's service area.
In 2023, the City began a project to upsize the existing sewer main on Broadway between Crawford and Donaldson through a trenchless method.

Housing Element Annual Progress Report Overview (Appendix A)

Preserving and enhancing the range and affordability of housing is an important goal of the General Plan. Attached to this report is the Annual Housing Element Progress Report. This report was presented to the Planning Commission on February 23, 2023 and the City Council on March 21, 2023 and delivered to OPR and the State Department of Housing and Community Development (HCD) on March 24, 2023.

Please Start Here

General Information	
Jurisdiction Name	American Canyon
Reporting Calendar Year	2023
Contact Information	
First Name	William
Last Name	He
Title	Senior Planner
Email	whe@cityofamericancanyon.org
Phone	7076474337
Mailing Address	
Street Address	4381 Broadway St - Suite 201
City	American Canyon
Zipcode	94503

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2022 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		78
Total Units		84

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	216	78	122
2 to 4 units per structure	30	0	0
5+ units per structure	20	0	0
Accessory Dwelling Unit	59	6	2
Mobile/Manufactured Home	0	0	0
Total	325	84	124

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	8	84
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	6
Number of Proposed Units in All Applications Received:	105
Total Housing Units Approved:	5
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	5	5
Discretionary	1	100

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	100
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	40
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**Table A
Housing Development Applications Submitted**

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes						Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes			
1				2	3	4	5						6	7	8	9	10		11	12	13		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below							5	2	5	0	5	3	85	105	5	0							
	058-302-001	TBD	Crawford Way Apts	PL23-0003	MH	R	1/27/2023	5		5		5		85	100			NONE	Yes	Yes	Pending	Discretionary	
	058-151-043	14 Rebecca	14 Rebecca ADU	BP23-0392	ADU	R	5/15/2023						1		1			NONE	No	No	Approved	Ministerial	
	059-171-051	31 Hillcrest	31 Hillcrest ADU	BP23-0444	ADU	R	6/2/2023			1					1			NONE	No	No	Approved	Ministerial	
	058-484-006	236 Newbury	236 Newbury ADU	BP23-0589	ADU	R	8/3/2023		1						1			NONE	No	No	Approved	Ministerial	
	058-571-002	427 Northrup	427 Northrup ADU	BP23-0688	ADU	R	9/19/2023						1		1			NONE	No	No	Approved	Ministerial	
	058-117-023	20 Del Rey	20 Del Rey ADU	BP23-0693	ADU	R	9/25/2023						1		1			NONE	No	No	Approved	Ministerial	
														0									

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																									
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								Affordability by Household Incomes - Building Permits										
1					2	3	4								5	6	7							8	9
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	
Summary Row: Start Data Entry Below							28	3	28	0	1	2	263		325	0	4	0	0	0	2	78		84	
	059-430-017	101 Frontier	WRSP Lot 14 and 15: Artisan	PL20-0032	SFD	O							98	12/15/2020	98								52	11/15/2023	52
	059-430-015	101 Goldback	WRSP Lot 10: Harvest	PL21-0014	SFD	O							219	9/21/2021	219								26	10/27/2023	26
	059-430-020	TBD	WRSP Lot 16 and 17: Hotel Residences	PL22-012	2 to 4	O							30	1/26/2023	30										0
	059-020-003	425 Napa Junction	Sun Square Mixed Use	PL21-0020	5+	R	1		1		1		17	4/27/2023	20										0
	059-030-007	TBD	WRSP: Promontory	PL22-0035	SFD	O							216	8/15/2023	216										0
	059-030-007	TBD	WRSP: Promontory ADUs	PL22-0035	ADU	R	27		27					8/15/2023	54										0
	058-496-001	25 Larkspur	25 Larkspur ADU	BP22-0533	ADU	R		1						9/19/2022	1		1						4/4/2023	1	
	058-563-001	457 Poppyfield	457 Poppyfield ADU	BP21-0553	ADU	R		1						11/23/2022	1		1						11/23/2022	1	
	059-171-051	31 Hillcrest	31 Hillcrest ADU	BP23-0444	ADU	R		1						6/2/2023	1		1						9/19/2023	1	
	058-544-010	209 Jana	209 Jana ADU	BP23-0732	ADU	R		1						12/14/2022	1		1						9/21/2023	1	
	058-141-043	14 Rebeca	14 Rebeca ADU	BP23-0392	ADU	R						1		5/15/2023	1							1	10/12/2023	1	
	058-117-023	20 Del Ray	20 Del Ray ADU	BP23-0693	ADU	R						1		9/25/2023	1							1	10/18/2023	1	
	058-484-006	236 Newbury	236 Newbury ADU	BP23-0589	ADU	R		1						8/3/2023	1		1						10/26/2023	1	
	058-571-002	427 Nothrup	427 Nothrup ADU	BP23-0688	ADU	R		1						9/19/2023	1									0	

Affordability by Household Incomes - Certificates of Occupancy								Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes				
10							11	12	13	14	15	16	17	18	19	20			21	22	23	24	25	
Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*	
0	2	0	0	0	0	122		124	0						0									
						71	12/28/2023	71	0	NONE	Y													
						51	12/28/2023	51	0	NONE	Y													
								0	0	NONE	Y													Part of Watson Ranch Specific Plan
								0	0	NONE	Y		INC		55									Part of Broadway District Specific Plan
								0	0	NONE	Y													Part of Watson Ranch Specific Plan
								0	0	NONE	Y		Other		55									Part of Watson Ranch Specific Plan
	1						9/1/2023	1	0	NONE	Y		Self-certified income survey											
	1						10/2/2023	1	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	169	-	-	-	-	-	-	-	-	-	-	5	164
	Non-Deed Restricted		1	4	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	109	-	-	-	-	-	-	-	-	-	-	-	109
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	2	93
	Non-Deed Restricted		-	2	-	-	-	-	-	-	-	-	-	-
Above Moderate		249	88	78	-	-	-	-	-	-	-	-	166	83
Total RHNA		622												
Total Units			89	84	-	-	-	-	-	-	-	-	173	449
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5											6	7
Extremely low-income Need			2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		85	-	-	-	-	-	-	-	-	-	-	85	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.
 Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).
 Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.
 Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		American Canyon	
Reporting Year		2023	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A. No-Net-Loss Evaluation Procedure	Maintain a supply of developable land adequate to accommodate the RHNA.	Annually	In 2023, there were no net reductions to the supply of developable land for residential units.
B. Available Sites Inventory	Identify housing sites suitable to accommodate 622 housing units: •Very low income: 169 units •Low-income: 109 units •Moderate-income: 95 units •Above moderate-income: 249 units Maintain a publicly available inventory of parcels on the City website that meet the requirements of Government Code Section 65583.2(c). Provide sites appropriate for affordable housing in low density and higher income areas to proactively work to overcome concentrations of lower- and moderate-income earning populations.	Publicly available inventory on City website: 2023 Update sites inventory: annual	Sites Inventory and map will be added on City website in 2024.
C. Municipal Code Updates	Provide zoning for a variety of housing types. Identify and remove constraints to housing production. Evaluate and update existing zoning to ensure compliance with State-mandated streamlining requirements (ADUs, area planning, and objective design standards) to address disproportionate housing needs and disparities in access to opportunity related to land use and zoning issues.	Update Municipal Code within three years of Housing Element adoption (by January 2026). Emergency Shelter resident parking requirements deleted on April 18, 2023 (Ordinance 2023-03)	Revisions to Residential Care Home in RRH Zone, update to Large Residential Care Home processes, Update Ch. 19.27 "Density Bonuses", Update to Manufactured Housing, and Revise Ch. 19.41 "Design Permits", scheduled for 2024. Update to FAR standards for CN/CC districts, and Farm Employee Housing in CC districts are scheduled for 2025. Updates to add low-barrier navigation center uses and updates to transitional and supportive housing scheduled for 2026.
D. General Plan Update	Compliance with State law. Identify and remove constraints to housing production.	Growth limits were removed on April 2023 (Resolution 2023-05).	Growth limits were removed on April 2023 (Resolution 2023-05).
E. Missing Middle/Workforce Housing	Revise zoning standards to encourage missing middle housing by 2026. Provide informational materials about missing middle housing development and related zoning code revisions in multiple languages on the City website. Enhance housing mobility and housing choice, encourage development of a variety of missing middle housing types in infill projects. Through revised zoning standards, support development of four missing middle housing developments between 3 and 20 units and 15 moderate-income units in moderate and high-resource areas.	Review and revise zoning ordinance and development standards, as necessary, by 2026. Support development of at least four missing middle-density housing developments by 2031. Support development of at least 15 moderate-income units in moderate and high resource areas by 2031.	Staff processed an application for 100 apartment units (Crawford Way Apts) that provides opportunities for Missing Middle housing in 2023. Informational materials about Missing Middle Housing and the application process is scheduled for 2024. Review of zoning ordinance and standards to make development of Missing Middle housing scheduled for 2025.
F. Accessory Dwelling Units	Update the Accessory Dwelling Unit Ordinance by 2025 Encourage development of 26 ADUs in the planning period across all income categories Encourage development of the following number of ADUs affordable to low-income households in low-density or high resource areas: •5 ADUs by 2025 •10 ADUs by 2028 •15 ADUs by 2031 Provide informational materials about ADUs and ADU development in multiple languages on the City website	ADU Ordinance was updated on April 18, 2023 (Ordinance 2023-03). Create informational guides and have available on the City's website by 2025. Support development of 26 ADUs in the city by 2031; including 3 ADUs affordable to low-income households.	In 2023, the City issued 6 ADU building permits and approved occupancy for 2 ADU permits. The Promontory Subdivision also includes 54 JADUs. In March of 2023, the City updated the ADU Zoning Ordinance to comply with State Law. Another update to ADU ordinance and guidelines are scheduled for 2024.
G. Neighborhood Preservation Program	Continue to maintain high-quality neighborhoods and minimize impacts to public health, safety, and welfare through active code enforcement.	Active program Ongoing	Code Enforcement Division received 112 neighborhood preservation cases in 2023. 101 of those cases (90%) were resolved and came into compliance.
H. Residential Rehabilitation Loan Program	Apply for additional funding annually and as notices of funding available are released. Support the City of Napa Housing Authority to provide funding to repair or replace deficiencies to residential structural, mechanical, plumbing, and electrical systems, roofing, water damage, energy conservation, correction of health and safety issues and accessibility/mobility modifications. Pursue rehabilitation financing assistance for at least 5 households annually during the 2023- 2031 planning period to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors. Provide informational materials in multiple languages on the City website. Concentrate program outreach in areas where rehabilitation needs are greatest (e.g., east of Highway 29, neighborhoods in the southern part of the city).	Annually apply for CDBG funding. Translated materials on City website: within six weeks of English-version release. Provide support to ensure that at least 40 households in the city participate in the Residential Rehabilitation Loan Program by 2031.	City and HACN will seek additional funding opportunities in 2024. NOFAs were delayed for 2023, we will seek the 2024 NOFA when they release.
I. Code Enforcement	Provide direct technical assistance on the Residential Rehabilitation Loan Program to at least 60 households with substandard housing issues that led to code compliance, including: •15 extremely low-income households •15 very low-income households, and •30 low-income households	Provide technical assistance on applying for the Residential Rehabilitation Loan Program to at least 60 households with substandard housing identified through code compliance program by 2031.	Guidelines for Residential Rehab Loan Program is scheduled for 2024.

J. Evaluate Parking Standards	In 2023, engage housing developers to discuss parking standards and any constraints posed by existing standards. Evaluate parking requirements by 2024, and revise, as necessary, by 2025. Removing unnecessary requirements and constraints posed by parking restrictions will incentivize development of 50 units in the planning period.	Evaluate parking requirements by 2024, and revise, as necessary, by 2025.	In 2023, the Planning Commission approved a 34% decrease in required parking for the Sun Square Project (reduced parking from 61 to 40). Meeting with housing developers to discuss parking standards is scheduled for 2024. Evaluation of parking requirements will also be conducted in 2024.
K. City-owned Land for Affordable Housing	Encourage development of affordable housing on City-owned land. Regularly maintain an inventory of publicly owned surplus or excess land on the City website. Annually release information regarding publicly owned sites that have been sold, leased, or disposed. Notify non-profit affordable housing developers via email as City-owned land becomes available for sale and as the public-facing inventory is revised. Reduce disproportionate housing needs and disparities by evaluating sources of additional public sites for affordable housing.	Annually identify and inventory sites owned by the City that are available for affordable housing development, and sites that have been sold, leased, or otherwise disposed of in the prior year.	There were no city-owned land available for affordable housing opportunities in 2023.
L. Affordable Housing Fund	Provide financial assistance for development of at least 65 moderate and lower-income housing units: •10 extremely low-income units •15 very low-income units •15 low-income units •25 moderate-income units Hold bi-annual coordination meetings with local affordable housing providers. Prioritize affordable projects in moderate- and high-resource areas with convenient access to transportation, services, and recreation opportunities. Identify additional sources of public funds for affordable housing.	Evaluate opportunities and meeting with developers: biannually. Provide financial assistance for development of at least 65 moderate and lower-income housing units by 2031.	City received \$129,736 in affordable housing nexus fees for 2023. Meeting with developers is scheduled for 2024.
M. Incentives for Affordable Housing	During the planning period, support development of at least 115 lower- and moderate-income units: •81 extremely low-income units •88 very low-income units •109 low-income units •95 moderate-income units Provide accessible information on incentives for affordable housing development on City website. Meet with at least one established and bona fide developer annually to provide information on density bonus programs and other available incentives.	Information on incentives in multiple languages: published on City website by 2024. Support development of at least 115 lower- and moderate-income units by 2031. Meet with developers annually. Monitor progress annually and implement changes as needed.	Information on incentives in multiple languages: published on City website by 2024.
N. Identification and Application for Funding	Partner with affordable housing developers or non-profit agencies in the pursuit of four project-based funding opportunities in the planning period. Create an inventory of funding opportunities available to the City and local developers within six month of the adoption deadline. Provide information regarding identified funding opportunities on the City website in 2023 with annual updates thereafter. Contact affordable housing developers and non-profit housing agencies to explore potential funding opportunities and public-private partnerships.	Funding applications: four in the planning period, including two by 2026 Inventory of funding opportunities: within six months of the housing element deadline Information to website: 2023 with annual updates Engage developers/non-profits: annually	Inventory of funding opportunities will be added to website in 2024. Meeting with developers and non-profit organizations is scheduled for 2024.
O. Funding to Address Nongovernmental Constraints	During the planning period, submit competitive CDBG grant applications funds to support development of: •10 very low-income units •10 low-income units •20 moderate-income units Improve public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Facilitate CDBG funds for improvements to support development of 40 lower- and moderate-income housing units by 2031	City is actively pursuing CDBG funding opportunities. The 2023 NOFA was delayed. We will pursue funding opportunities when available.
P. Density Bonus Program	Ensure density bonus information is easily available to the public and housing developers. During the planning period, implement density bonus regulations for development of: •15 extremely low-income units •45 very low-income units •65 low-income units Provide informational materials on the City website and at the planning counter Work to overcome lack of language access by providing informational materials in multiple languages on the City website.	Annually Translated materials: by 2024 Update Municipal Code within three years of Housing Element adoption (by January 2026)	Density Bonus Program brochure updated in 2023, link here: https://bit.ly/3TFKaNH
Q. Planned Development Process	Consistent with State Law, evaluate proposed alternative development standards to support development of: •6 very low-income units •10 low-income units •40 units accessible to seniors or persons with a disability Provide informational materials in on the City website by 2024	15 units by 2026. 30 units by 2028. 56 units within the planning period. Reporting: Annually. Information on the City website: by 2024.	Informational flyers are scheduled to be completed by 2024.
R. Assist in Accessing Grant Funding	Partner with, or provide technical assistance to, affordable housing developers in the pursuit of funding to assist in development of: •20 very-low income units •20 low-income units •60 units accessible to seniors or persons with a disability Address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Annually On-going	There were no affordable-housing projects that utilized local, State, or Federal funding in 2023.

S. Partner with the Housing Authority	Meet with the Housing Authority to explore potential partnership opportunities at least once a year. Obtain additional funding to address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Currently active program Meet with Housing Authority: annually	City corresponds with Housing Authority regularly. In 2023, staff worked with the Housing Authority to administer lotteries for 2 affordable housing apartment projects: the Lemos Pointe Apts and Napa Cove Apts.
T. Homebuyer Assistance Program	Identify and apply for two funding opportunities. Depending on funding availability, provide direct assistance to eight first-time homebuyers. Increase opportunities for housing mobility by providing direct assistance to first-time and lower-income homebuyers. Work to overcome lack of language access by providing informational materials in multiple languages on the City website.	Establish homebuyer assistance program by 2026. Identify and apply for potential funding at least twice by 2031. Depending on funding availability provide direct assistance to eight first-time homebuyers by 2031. Provide materials in multiple languages on City website within six weeks of program initiation.	Homebuyer Assistance Program is on track for 2026. We are hopeful a funding source will be available by 2026 for Homebuyer Assistance. No additional funding opportunities were available in 2023.
U. Incentives for Lot Consolidation	Through a lot consolidation program, incentivize development of: •10 units affordable to lower incomes •10 units accessible to seniors or persons with a disability Engage developers to identify and discuss potential sites annually and as new lots are identified.	Establish incentive policy/program: by 2025 Engage developers: annually and as new lots are identified.	Lot Consolidation Incentives program is on schedule for 2025. Meeting with developers is scheduled for 2024.
V. Inclusionary Housing Program	Encourage development of: •20 very low-income units •20 low-income units •20 moderate-income units •20 units accessible to seniors and persons with a disability At least once annually during the planning period, review and propose updates to the City's existing inclusionary zoning ordinance to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors. Engage with market-rate developers and organizations that represent low-income households to discuss constraints and potential revisions to the Inclusionary Housing Program annually.	Annually	In 2023, the City worked with the Promontory Subdivision, that brought in 54 JADU units to their 216 SFD's. The JADUs were all designed to be on the first floor, which helps with accessibility for seniors or persons with a disability. The first meeting with market-rate developers is scheduled for 2024.
W. Preserve At-Risk Housing	Preserve all affordable units during the planning period. Monitor at-risk status of assisted affordable housing units annually.	Monitor At-Risk Status: annually and with changes in ownership Engage property owners: two years from affordability expiration	City does not show any regulatory agreements at risk in the next two years.
X. Mobilehome Park Rent Stabilization Program	Enforce the Mobilehome Park Rent Stabilization Program. Retain all affordable mobilehome park units	Annual enforcement.	City continued to enforce the Mobilehome Park Rent Stabilization Program in 2023.
Y. Rental Assistance Programs	Address the high cost of rent for lower income households by partnering with the Housing Authority in the administration of at least 140 housing choice vouchers regionally, including 34 at the Valley View Senior Apartments in American Canyon. Engage with the Housing Authority annually to discuss opportunities to pursue additional funds for rental assistance programs. Provide informational materials detailing existing rental assistance programs and available resources on the City website by 2024.	Engage with the Housing Authority: Annually. Apply for funding: as available. Information on City website: by 2024.	Information on Rental Assistance Programs is scheduled for 2024. Rental Assistance Programs are all operating normally.
Z. Senior Homeowner Assistance	Inform seniors about City programs that assist with rehabilitation costs by providing information on the City website by 2024. Outreach directly with 100 senior homeowners during the planning period, including 50 in the first three years of the planning period. Provide technical assistance to assist 10 senior households with funding applications.	Release information: by 2024. Outreach to 50 homeowners by 2026 and 100 homeowners by 2031.	Brochure for Senior Homeowner Assistance can be scheduled for 2024. Meeting with Housing Authority and Senior Community also scheduled for 2024.
AA. Housing for Persons with Disabilities	Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028 Provide information on financial and regulatory incentives to prospective developers directly and on the City website.	Engage with developers: annually Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028.	Informational flyers are scheduled to be completed by 2024.
BB. Outreach to Developmentally Disabled	Provide direct outreach to 20 households with persons with a developmental disability. Provide information on available resources and the North Bay Regional Center on the City website.	Annually	North Bay Regional Center contact information is on the City's Housing Resources Website.
CC. Facilitate Construction of Large Units	Encourage development of 40 large housing units, including 20 available to lower income households Review and revise the informational materials provided on the City website and at the planning division counter by 2024.	Encourage development of 40 large housing units, including 20 available to lower income households, by 2031 Update materials: by 2024	Construction of Large Units brochure is updated in 2023, link here: https://bit.ly/3Rw4UEF
DD. Farmworker Housing	Provide incentives to encourage development of 25 units intended as farmworker housing. Meet bi-annually with regional partners and neighboring jurisdictions to coordinate regional efforts.	Regional coordination: biannually Encourage development of 25 units intended as farmworker housing by 2031	Update to farmworker housing in the CC zone is scheduled for 2025.
EE. Distribute Homeless Shelter Information	Provide information on resources to those in need of shelter, with a goal to directly connect with 50 households in the planning period, including 30 by 2028. Provide information and training, as necessary, to City staff in direct contact with residents experiencing homelessness.	Connect with 30 households by 2028; 50 households by 2031.	Homeless Shelter Information is scheduled for updates in 2024.

FF. Affirmatively Furthering Fair Housing	<p>a) Identify private programs for shared living that connect those with a home and are willing to share living accommodations with those that are seeking housing, particularly persons with disabilities, seniors, students, and single person households, and provide information and links to the programs on the City website by 2024.</p> <p>b) Invest and encourage outside investment in infrastructure improvements throughout the city, particularly to increase connectivity and fill gaps. Investigate investment opportunities annually and with each update to the Capital Improvement Program.</p> <p>c) Participate in Napa Valley Transportation Authority Transit Route Updates as they occur to encourage transit improvements to VineGo and American Canyon Transit in neighborhoods with below average walkability scores (Figure C21) and areas that are not within 0.5 miles of a transit stop.</p> <p>d) Expand the bicycle and pedestrian infrastructure network throughout the city to improve bikeability and walkability, especially in areas with below-average walkability scores, as shown on Figure C21.</p> <p>e) By 2026, update the City's accessibility</p>	<p>a: by 2024 b: annually and through the CIP process c: annually d: annually e: by 2026</p>	<p>a.) Private programs for shared living is scheduled for 2024, b./c.) CIP process updated annually, d.) City completed 3,756 linear feet of Class 2 bike facilities and 4,000 linear feet of Class 3 bike facilities in 2023, e.) City on schedule to update accessibility program by 2026.</p>
GG. Distribute Fair Housing Information	<p>Provide information to City staff immediately.</p> <p>Update informational materials and website content related to Housing Authority services by 2024 and annually thereafter. Provide these materials in multiple languages.</p> <p>Increase fair housing outreach through staff training, updated resource materials, and multi-language outreach (in particular, Spanish and Tagalog). Ensure materials are available at mobilehome parks.</p>	<p>Update materials and website: by 2024. Translated materials: by 2024.</p>	<p>Fair Housing informational materials and website content will be added in 2024.</p>
HH. Fair Housing Enforcement and Outreach	<ul style="list-style-type: none"> •Participate in FHNV meetings, at least once annually, to coordinate regional responses to housing discrimination issues. •At least once annually, work with FHNV to obtain feedback through a multimedia campaign, including public surveys, focused discussions, and in-person to obtain public input and feedback on fair housing issues. With FHNV, modify approach to outreach or provide information to the community as needed. •Work with the FHNV to conduct random testing at least once every five years. Specifically, with the release of the 2020 Census, determine the appropriate biases be tested in the city. •At least once a year during the 2023 – 2031 planning period, ensure the City's contract with FHNV continues to mutually resolve rent disputes and provide education to tenants and landlords on their rights. •Conduct at least one fair housing workshop annually with targeted populations, including residents of mobilehome parks, people who speak English as a second language, seniors, and people with disabilities. •Partner with neighborhood groups and other community organizations to conduct 	<p>Hold workshops at least annually Evaluate outreach methods annually Establish partnerships with community groups on an ongoing basis</p>	<p>On 6/20/2023, FHNV provided their annual report to the City Council. The staff report is available at this link: https://bit.ly/3MKF6Db.</p>
II. Maintain Adequate Staffing	<p>Maintain adequate staffing levels.</p> <p>Recruit a diverse and multilingual staff by considering diversity in hiring decisions and by promoting job postings in a variety of languages and on a variety of platforms.</p>	<p>Translated job postings: by 2024.</p>	<p>There were no job postings for the Community Development Department or housing-related positions in 2023.</p>
JJ. Encourage Sustainable Building	<p>Encourage sustainable building design in all residential development.</p> <p>Update the Building Code as necessary for compliance with periodic updates to State building code and CalGreen requirements.</p> <p>Provide information on resources and incentives on the City website.</p>	<p>Ongoing, with code updates, as necessary.</p>	<p>Information on Sustainable Building resources and incentives will be added to the City website by 2024.</p>
KK. Energy Conservation Fact Sheet	<p>Provide and update, as necessary, information fact sheets on energy conservation measures on the City website and at the planning counter.</p>	<p>2024 Updated: Annually</p>	<p>The Energy Conservation Fact Sheet is scheduled to be updated in 2024.</p>
LL. Adjust Utility Allowances for Green Affordable Housing Units	<p>Incentivize green affordable housing projects.</p> <p>Review and update utility allowances annually.</p>	<p>Annually</p>	<p>The Utility Allowances were updated in 2022, and scheduled to be updated in 2024.</p>
MM. Adopt Streamlined Application Approval Procedures	<p>Create a process to facilitate review of applications submitted pursuant to SB 35.</p>	<p>Within one year of Housing Element adoption</p>	<p>The City was determined as one of the cities exempt from SB 35 applications in 2022. City did not receive any SB-35 applications in 2023. City is scheduled to adopt written procedures for SB 35 applications in 2024.</p>
NN. Pipeline Projects	<p>Facilitate the development of all 1,539 units anticipated to be developed in the 12 pending and approved projects in sites inventory.</p>	<p>As needed</p>	<p>Pipeline Projects have been updated in 2023, and the total units anticipated has increased from 1,539 units to 1,964 units.</p>

Jurisdiction	American Canyon	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	American Canyon	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name⁺	Local Jurisdiction Tracking ID⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	American Canyon	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2023		

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

For Napa County jurisdictions, please format the APN's as follows:999-999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	American Canyon	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

**Table K
Tenent Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese).
Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.		
Notes		

Low	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		78
Total Units		84

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		122
Total Units		124

Please Start Here

General Information	
Jurisdiction Name	American Canyon
Reporting Calendar Year	2023
Contact Information	
First Name	William
Last Name	He
Title	Senior Planner
Email	whe@cityofamericancanyon.org
Phone	7076474337
Mailing Address	
Street Address	4381 Broadway St - Suite 201
City	American Canyon
Zipcode	94503

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2022 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	01/31/2023 - 01/31/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		78
Total Units		84

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	216	78	122
2 to 4 units per structure	30	0	0
5+ units per structure	20	0	0
Accessory Dwelling Unit	59	6	2
Mobile/Manufactured Home	0	0	0
Total	325	84	124

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	8	84
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	6
Number of Proposed Units in All Applications Received:	105
Total Housing Units Approved:	5
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions - Applications	
Number of SB 35 Streamlining Applications	0
Number of SB 35 Streamlining Applications Approved	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 35 (2017)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	5	5
Discretionary	1	100

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	100
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	40
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

**Table A
Housing Development Applications Submitted**

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes						Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes			
1				2	3	4	5						6	7	8	9	10		11	12	13		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted+ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below							5	2	5	0	5	3	85	105	5	0							
	058-302-001	TBD	Crawford Way Apts	PL23-0003	MH	R	1/27/2023	5		5		5		85	100			NONE	Yes	Yes	Pending	Discretionary	
	058-151-043	14 Rebecca	14 Rebecca ADU	BP23-0392	ADU	R	5/15/2023						1		1			NONE	No	No	Approved	Ministerial	
	059-171-051	31 Hillcrest	31 Hillcrest ADU	BP23-0444	ADU	R	6/2/2023			1					1			NONE	No	No	Approved	Ministerial	
	058-484-006	236 Newbury	236 Newbury ADU	BP23-0589	ADU	R	8/3/2023		1						1			NONE	No	No	Approved	Ministerial	
	058-571-002	427 Northrup	427 Northrup ADU	BP23-0688	ADU	R	9/19/2023						1		1			NONE	No	No	Approved	Ministerial	
	058-117-023	20 Del Rey	20 Del Rey ADU	BP23-0693	ADU	R	9/25/2023						1		1			NONE	No	No	Approved	Ministerial	
														0									

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																									
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								Affordability by Household Incomes - Building Permits										
1					2	3	4								5	6	7							8	9
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	
Summary Row: Start Data Entry Below							28	3	28	0	1	2	263		325	0	4	0	0	0	2	78		84	
	059-430-017	101 Frontier	WRSP Lot 14 and 15: Artisan	PL20-0032	SFD	O							98	12/15/2020	98								52	11/15/2023	52
	059-430-015	101 Goldback	WRSP Lot 10: Harvest	PL21-0014	SFD	O							219	9/21/2021	219								26	10/27/2023	26
	059-430-020	TBD	WRSP Lot 16 and 17: Hotel Residences	PL22-012	2 to 4	O							30	1/26/2023	30										0
	059-020-003	425 Napa Junction	Sun Square Mixed Use	PL21-0020	5+	R	1		1		1		17	4/27/2023	20										0
	059-030-007	TBD	WRSP: Promontory	PL22-0035	SFD	O							216	8/15/2023	216										0
	059-030-007	TBD	WRSP: Promontory ADUs	PL22-0035	ADU	R	27		27					8/15/2023	54										0
	058-496-001	25 Larkspur	25 Larkspur ADU	BP22-0533	ADU	R		1						9/19/2022	1		1						4/4/2023	1	
	058-563-001	457 Poppyfield	457 Poppyfield ADU	BP21-0553	ADU	R		1						11/23/2022	1		1						11/23/2022	1	
	059-171-051	31 Hillcrest	31 Hillcrest ADU	BP23-0444	ADU	R		1						6/2/2023	1		1						9/19/2023	1	
	058-544-010	209 Jana	209 Jana ADU	BP23-0732	ADU	R		1						12/14/2022	1		1						9/21/2023	1	
	058-141-043	14 Rebeca	14 Rebeca ADU	BP23-0392	ADU	R						1		5/15/2023	1							1	10/12/2023	1	
	058-117-023	20 Del Ray	20 Del Ray ADU	BP23-0693	ADU	R						1		9/25/2023	1							1	10/18/2023	1	
	058-484-006	236 Newbury	236 Newbury ADU	BP23-0589	ADU	R		1						8/3/2023	1		1						10/26/2023	1	
	058-571-002	427 Nothrup	427 Nothrup ADU	BP23-0688	ADU	R		1						9/19/2023	1									0	

Affordability by Household Incomes - Certificates of Occupancy								Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus				Notes				
10							11	12	13	14	15	16	17	18	19	20			21	22	23	24	25	
Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?	Please select the streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*	
0	2	0	0	0	0	122		124	0						0									
						71	12/28/2023	71	0	NONE	Y													
						51	12/28/2023	51	0	NONE	Y													
								0	0	NONE	Y													Part of Watson Ranch Specific Plan
								0	0	NONE	Y		INC	55										Part of Broadway District Specific Plan
								0	0	NONE	Y													Part of Watson Ranch Specific Plan
								0	0	NONE	Y		Other	55										Part of Watson Ranch Specific Plan
	1						9/1/2023	1	0	NONE	Y		Self-certified income survey											
	1						10/2/2023	1	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											
								0	0	NONE	Y		Self-certified income survey											

Jurisdiction	American Canyon	
Reporting Year	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	2										3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2022-01/30/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	169	-	-	-	-	-	-	-	-	-	-	5	164
	Non-Deed Restricted		1	4	-	-	-	-	-	-	-	-	-	-
Low	Deed Restricted	109	-	-	-	-	-	-	-	-	-	-	-	109
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	-
Moderate	Deed Restricted	95	-	-	-	-	-	-	-	-	-	-	2	93
	Non-Deed Restricted		-	2	-	-	-	-	-	-	-	-	-	-
Above Moderate		249	88	78	-	-	-	-	-	-	-	-	166	83
Total RHNA		622												
Total Units			89	84	-	-	-	-	-	-	-	-	173	449
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*		85		-	-	-	-	-	-	-	-	-	-	85

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.
 Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).
 Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.
 Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		American Canyon	
Reporting Year		2023	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
A. No-Net-Loss Evaluation Procedure	Maintain a supply of developable land adequate to accommodate the RHNA.	Annually	In 2023, there were no net reductions to the supply of developable land for residential units.
B. Available Sites Inventory	Identify housing sites suitable to accommodate 622 housing units: •Very low income: 169 units •Low-income: 109 units •Moderate-income: 95 units •Above moderate-income: 249 units Maintain a publicly available inventory of parcels on the City website that meet the requirements of Government Code Section 65583.2(c). Provide sites appropriate for affordable housing in low density and higher income areas to proactively work to overcome concentrations of lower- and moderate-income earning populations.	Publicly available inventory on City website: 2023 Update sites inventory: annual	Sites Inventory and map will be added on City website in 2024.
C. Municipal Code Updates	Provide zoning for a variety of housing types. Identify and remove constraints to housing production. Evaluate and update existing zoning to ensure compliance with State-mandated streamlining requirements (ADUs, area planning, and objective design standards) to address disproportionate housing needs and disparities in access to opportunity related to land use and zoning issues.	Update Municipal Code within three years of Housing Element adoption (by January 2026). Emergency Shelter resident parking requirements deleted on April 18, 2023 (Ordinance 2023-03)	Revisions to Residential Care Home in RRH Zone, update to Large Residential Care Home processes, Update Ch. 19.27 "Density Bonuses", Update to Manufactured Housing, and Revise Ch. 19.41 "Design Permits", scheduled for 2024. Update to FAR standards for CN/CC districts, and Farm Employee Housing in CC districts are scheduled for 2025. Updates to add low-barrier navigation center uses and updates to transitional and supportive housing scheduled for 2026.
D. General Plan Update	Compliance with State law. Identify and remove constraints to housing production.	Growth limits were removed on April 2023 (Resolution 2023-05).	Growth limits were removed on April 2023 (Resolution 2023-05).
E. Missing Middle/Workforce Housing	Revise zoning standards to encourage missing middle housing by 2026. Provide informational materials about missing middle housing development and related zoning code revisions in multiple languages on the City website. Enhance housing mobility and housing choice, encourage development of a variety of missing middle housing types in infill projects. Through revised zoning standards, support development of four missing middle housing developments between 3 and 20 units and 15 moderate-income units in moderate and high-resource areas.	Review and revise zoning ordinance and development standards, as necessary, by 2026. Support development of at least four missing middle-density housing developments by 2031. Support development of at least 15 moderate-income units in moderate and high resource areas by 2031.	Staff processed an application for 100 apartment units (Crawford Way Apts) that provides opportunities for Missing Middle housing in 2023. Informational materials about Missing Middle Housing and the application process is scheduled for 2024. Review of zoning ordinance and standards to make development of Missing Middle housing scheduled for 2025.
F. Accessory Dwelling Units	Update the Accessory Dwelling Unit Ordinance by 2025 Encourage development of 26 ADUs in the planning period across all income categories Encourage development of the following number of ADUs affordable to low-income households in low-density or high resource areas: •5 ADUs by 2025 •10 ADUs by 2028 •15 ADUs by 2031 Provide informational materials about ADUs and ADU development in multiple languages on the City website	ADU Ordinance was updated on April 18, 2023 (Ordinance 2023-03). Create informational guides and have available on the City's website by 2025. Support development of 26 ADUs in the city by 2031; including 3 ADUs affordable to low-income households.	In 2023, the City issued 6 ADU building permits and approved occupancy for 2 ADU permits. The Promontory Subdivision also includes 54 JADUs. In March of 2023, the City updated the ADU Zoning Ordinance to comply with State Law. Another update to ADU ordinance and guidelines are scheduled for 2024.
G. Neighborhood Preservation Program	Continue to maintain high-quality neighborhoods and minimize impacts to public health, safety, and welfare through active code enforcement.	Active program Ongoing	Code Enforcement Division received 112 neighborhood preservation cases in 2023. 101 of those cases (90%) were resolved and came into compliance.
H. Residential Rehabilitation Loan Program	Apply for additional funding annually and as notices of funding available are released. Support the City of Napa Housing Authority to provide funding to repair or replace deficiencies to residential structural, mechanical, plumbing, and electrical systems, roofing, water damage, energy conservation, correction of health and safety issues and accessibility/mobility modifications. Pursue rehabilitation financing assistance for at least 5 households annually during the 2023- 2031 planning period to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors. Provide informational materials in multiple languages on the City website. Concentrate program outreach in areas where rehabilitation needs are greatest (e.g., east of Highway 29, neighborhoods in the southern part of the city).	Annually apply for CDBG funding. Translated materials on City website: within six weeks of English-version release. Provide support to ensure that at least 40 households in the city participate in the Residential Rehabilitation Loan Program by 2031.	City and HACN will seek additional funding opportunities in 2024. NOFAs were delayed for 2023, we will seek the 2024 NOFA when they release.
I. Code Enforcement	Provide direct technical assistance on the Residential Rehabilitation Loan Program to at least 60 households with substandard housing issues that led to code compliance, including: •15 extremely low-income households •15 very low-income households, and •30 low-income households	Provide technical assistance on applying for the Residential Rehabilitation Loan Program to at least 60 households with substandard housing identified through code compliance program by 2031.	Guidelines for Residential Rehab Loan Program is scheduled for 2024.

J. Evaluate Parking Standards	In 2023, engage housing developers to discuss parking standards and any constraints posed by existing standards. Evaluate parking requirements by 2024, and revise, as necessary, by 2025. Removing unnecessary requirements and constraints posed by parking restrictions will incentivize development of 50 units in the planning period.	Evaluate parking requirements by 2024, and revise, as necessary, by 2025.	In 2023, the Planning Commission approved a 34% decrease in required parking for the Sun Square Project (reduced parking from 61 to 40). Meeting with housing developers to discuss parking standards is scheduled for 2024. Evaluation of parking requirements will also be conducted in 2024.
K. City-owned Land for Affordable Housing	Encourage development of affordable housing on City-owned land. Regularly maintain an inventory of publicly owned surplus or excess land on the City website. Annually release information regarding publicly owned sites that have been sold, leased, or disposed. Notify non-profit affordable housing developers via email as City-owned land becomes available for sale and as the public-facing inventory is revised. Reduce disproportionate housing needs and disparities by evaluating sources of additional public sites for affordable housing.	Annually identify and inventory sites owned by the City that are available for affordable housing development, and sites that have been sold, leased, or otherwise disposed of in the prior year.	There were no city-owned land available for affordable housing opportunities in 2023.
L. Affordable Housing Fund	Provide financial assistance for development of at least 65 moderate and lower-income housing units: •10 extremely low-income units •15 very low-income units •15 low-income units •25 moderate-income units Hold bi-annual coordination meetings with local affordable housing providers. Prioritize affordable projects in moderate- and high-resource areas with convenient access to transportation, services, and recreation opportunities. Identify additional sources of public funds for affordable housing.	Evaluate opportunities and meeting with developers: biannually. Provide financial assistance for development of at least 65 moderate and lower-income housing units by 2031.	City received \$129,736 in affordable housing nexus fees for 2023. Meeting with developers is scheduled for 2024.
M. Incentives for Affordable Housing	During the planning period, support development of at least 115 lower- and moderate-income units: •81 extremely low-income units •88 very low-income units •109 low-income units •95 moderate-income units Provide accessible information on incentives for affordable housing development on City website. Meet with at least one established and bona fide developer annually to provide information on density bonus programs and other available incentives.	Information on incentives in multiple languages: published on City website by 2024. Support development of at least 115 lower- and moderate-income units by 2031. Meet with developers annually. Monitor progress annually and implement changes as needed.	Information on incentives in multiple languages: published on City website by 2024.
N. Identification and Application for Funding	Partner with affordable housing developers or non-profit agencies in the pursuit of four project-based funding opportunities in the planning period. Create an inventory of funding opportunities available to the City and local developers within six month of the adoption deadline. Provide information regarding identified funding opportunities on the City website in 2023 with annual updates thereafter. Contact affordable housing developers and non-profit housing agencies to explore potential funding opportunities and public-private partnerships.	Funding applications: four in the planning period, including two by 2026 Inventory of funding opportunities: within six months of the housing element deadline Information to website: 2023 with annual updates Engage developers/non-profits: annually	Inventory of funding opportunities will be added to website in 2024. Meeting with developers and non-profit organizations is scheduled for 2024.
O. Funding to Address Nongovernmental Constraints	During the planning period, submit competitive CDBG grant applications funds to support development of: •10 very low-income units •10 low-income units •20 moderate-income units Improve public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Facilitate CDBG funds for improvements to support development of 40 lower- and moderate-income housing units by 2031	City is actively pursuing CDBG funding opportunities. The 2023 NOFA was delayed. We will pursue funding opportunities when available.
P. Density Bonus Program	Ensure density bonus information is easily available to the public and housing developers. During the planning period, implement density bonus regulations for development of: •15 extremely low-income units •45 very low-income units •65 low-income units Provide informational materials on the City website and at the planning counter Work to overcome lack of language access by providing informational materials in multiple languages on the City website.	Annually Translated materials: by 2024 Update Municipal Code within three years of Housing Element adoption (by January 2026)	Density Bonus Program brochure updated in 2023, link here: https://bit.ly/3TFKaNH
Q. Planned Development Process	Consistent with State Law, evaluate proposed alternative development standards to support development of: •6 very low-income units •10 low-income units •40 units accessible to seniors or persons with a disability Provide informational materials in on the City website by 2024	15 units by 2026. 30 units by 2028. 56 units within the planning period. Reporting: Annually. Information on the City website: by 2024.	Informational flyers are scheduled to be completed by 2024.
R. Assist in Accessing Grant Funding	Partner with, or provide technical assistance to, affordable housing developers in the pursuit of funding to assist in development of: •20 very-low income units •20 low-income units •60 units accessible to seniors or persons with a disability Address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Annually On-going	There were no affordable-housing projects that utilized local, State, or Federal funding in 2023.

S. Partner with the Housing Authority	Meet with the Housing Authority to explore potential partnership opportunities at least once a year. Obtain additional funding to address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity.	Currently active program Meet with Housing Authority: annually	City corresponds with Housing Authority regularly. In 2023, staff worked with the Housing Authority to administer lotteries for 2 affordable housing apartment projects: the Lemos Pointe Apts and Napa Cove Apts.
T. Homebuyer Assistance Program	Identify and apply for two funding opportunities. Depending on funding availability, provide direct assistance to eight first-time homebuyers. Increase opportunities for housing mobility by providing direct assistance to first-time and lower-income homebuyers. Work to overcome lack of language access by providing informational materials in multiple languages on the City website.	Establish homebuyer assistance program by 2026. Identify and apply for potential funding at least twice by 2031. Depending on funding availability provide direct assistance to eight first-time homebuyers by 2031. Provide materials in multiple languages on City website within six weeks of program initiation.	Homebuyer Assistance Program is on track for 2026. We are hopeful a funding source will be available by 2026 for Homebuyer Assistance. No additional funding opportunities were available in 2023.
U. Incentives for Lot Consolidation	Through a lot consolidation program, incentivize development of: •10 units affordable to lower incomes •10 units accessible to seniors or persons with a disability Engage developers to identify and discuss potential sites annually and as new lots are identified.	Establish incentive policy/program: by 2025 Engage developers: annually and as new lots are identified.	Lot Consolidation Incentives program is on schedule for 2025. Meeting with developers is scheduled for 2024.
V. Inclusionary Housing Program	Encourage development of: •20 very low-income units •20 low-income units •20 moderate-income units •20 units accessible to seniors and persons with a disability At least once annually during the planning period, review and propose updates to the City's existing inclusionary zoning ordinance to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors. Engage with market-rate developers and organizations that represent low-income households to discuss constraints and potential revisions to the Inclusionary Housing Program annually.	Annually	In 2023, the City worked with the Promontory Subdivision, that brought in 54 JADU units to their 216 SFD's. The JADUs were all designed to be on the first floor, which helps with accessibility for seniors or persons with a disability. The first meeting with market-rate developers is scheduled for 2024.
W. Preserve At-Risk Housing	Preserve all affordable units during the planning period. Monitor at-risk status of assisted affordable housing units annually.	Monitor At-Risk Status: annually and with changes in ownership Engage property owners: two years from affordability expiration	City does not show any regulatory agreements at risk in the next two years.
X. Mobilehome Park Rent Stabilization Program	Enforce the Mobilehome Park Rent Stabilization Program. Retain all affordable mobilehome park units	Annual enforcement.	City continued to enforce the Mobilehome Park Rent Stabilization Program in 2023.
Y. Rental Assistance Programs	Address the high cost of rent for lower income households by partnering with the Housing Authority in the administration of at least 140 housing choice vouchers regionally, including 34 at the Valley View Senior Apartments in American Canyon. Engage with the Housing Authority annually to discuss opportunities to pursue additional funds for rental assistance programs. Provide informational materials detailing existing rental assistance programs and available resources on the City website by 2024.	Engage with the Housing Authority: Annually. Apply for funding: as available. Information on City website: by 2024.	Information on Rental Assistance Programs is scheduled for 2024. Rental Assistance Programs are all operating normally.
Z. Senior Homeowner Assistance	Inform seniors about City programs that assist with rehabilitation costs by providing information on the City website by 2024. Outreach directly with 100 senior homeowners during the planning period, including 50 in the first three years of the planning period. Provide technical assistance to assist 10 senior households with funding applications.	Release information: by 2024. Outreach to 50 homeowners by 2026 and 100 homeowners by 2031.	Brochure for Senior Homeowner Assistance can be scheduled for 2024. Meeting with Housing Authority and Senior Community also scheduled for 2024.
AA. Housing for Persons with Disabilities	Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028 Provide information on financial and regulatory incentives to prospective developers directly and on the City website.	Engage with developers: annually Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028.	Informational flyers are scheduled to be completed by 2024.
BB. Outreach to Developmentally Disabled	Provide direct outreach to 20 households with persons with a developmental disability. Provide information on available resources and the North Bay Regional Center on the City website.	Annually	North Bay Regional Center contact information is on the City's Housing Resources Website.
CC. Facilitate Construction of Large Units	Encourage development of 40 large housing units, including 20 available to lower income households Review and revise the informational materials provided on the City website and at the planning division counter by 2024.	Encourage development of 40 large housing units, including 20 available to lower income households, by 2031 Update materials: by 2024	Construction of Large Units brochure is updated in 2023, link here: https://bit.ly/3Rw4UEF
DD. Farmworker Housing	Provide incentives to encourage development of 25 units intended as farmworker housing. Meet bi-annually with regional partners and neighboring jurisdictions to coordinate regional efforts.	Regional coordination: biannually Encourage development of 25 units intended as farmworker housing by 2031	Update to farmworker housing in the CC zone is scheduled for 2025.
EE. Distribute Homeless Shelter Information	Provide information on resources to those in need of shelter, with a goal to directly connect with 50 households in the planning period, including 30 by 2028. Provide information and training, as necessary, to City staff in direct contact with residents experiencing homelessness.	Connect with 30 households by 2028; 50 households by 2031.	Homeless Shelter Information is scheduled for updates in 2024.

FF. Affirmatively Furthering Fair Housing	<p>a) Identify private programs for shared living that connect those with a home and are willing to share living accommodations with those that are seeking housing, particularly persons with disabilities, seniors, students, and single person households, and provide information and links to the programs on the City website by 2024.</p> <p>b) Invest and encourage outside investment in infrastructure improvements throughout the city, particularly to increase connectivity and fill gaps. Investigate investment opportunities annually and with each update to the Capital Improvement Program.</p> <p>c) Participate in Napa Valley Transportation Authority Transit Route Updates as they occur to encourage transit improvements to VineGo and American Canyon Transit in neighborhoods with below average walkability scores (Figure C21) and areas that are not within 0.5 miles of a transit stop.</p> <p>d) Expand the bicycle and pedestrian infrastructure network throughout the city to improve bikeability and walkability, especially in areas with below-average walkability scores, as shown on Figure C21.</p> <p>e) By 2026, update the City's accessibility</p>	<p>a: by 2024 b: annually and through the CIP process c: annually d: annually e: by 2026</p>	<p>a.) Private programs for shared living is scheduled for 2024, b./c.) CIP process updated annually, d.) City completed 3,756 linear feet of Class 2 bike facilities and 4,000 linear feet of Class 3 bike facilities in 2023, e.) City on schedule to update accessibility program by 2026.</p>
GG. Distribute Fair Housing Information	<p>Provide information to City staff immediately.</p> <p>Update informational materials and website content related to Housing Authority services by 2024 and annually thereafter. Provide these materials in multiple languages.</p> <p>Increase fair housing outreach through staff training, updated resource materials, and multi-language outreach (in particular, Spanish and Tagalog). Ensure materials are available at mobilehome parks.</p>	<p>Update materials and website: by 2024. Translated materials: by 2024.</p>	<p>Fair Housing informational materials and website content will be added in 2024.</p>
HH. Fair Housing Enforcement and Outreach	<ul style="list-style-type: none"> •Participate in FHNV meetings, at least once annually, to coordinate regional responses to housing discrimination issues. •At least once annually, work with FHNV to obtain feedback through a multimedia campaign, including public surveys, focused discussions, and in-person to obtain public input and feedback on fair housing issues. With FHNV, modify approach to outreach or provide information to the community as needed. •Work with the FHNV to conduct random testing at least once every five years. Specifically, with the release of the 2020 Census, determine the appropriate biases be tested in the city. •At least once a year during the 2023 – 2031 planning period, ensure the City's contract with FHNV continues to mutually resolve rent disputes and provide education to tenants and landlords on their rights. •Conduct at least one fair housing workshop annually with targeted populations, including residents of mobilehome parks, people who speak English as a second language, seniors, and people with disabilities. •Partner with neighborhood groups and other community organizations to conduct 	<p>Hold workshops at least annually Evaluate outreach methods annually Establish partnerships with community groups on an ongoing basis</p>	<p>On 6/20/2023, FHNV provided their annual report to the City Council. The staff report is available at this link: https://bit.ly/3MKF6Db.</p>
II. Maintain Adequate Staffing	<p>Maintain adequate staffing levels.</p> <p>Recruit a diverse and multilingual staff by considering diversity in hiring decisions and by promoting job postings in a variety of languages and on a variety of platforms.</p>	<p>Translated job postings: by 2024.</p>	<p>There were no job postings for the Community Development Department or housing-related positions in 2023.</p>
JJ. Encourage Sustainable Building	<p>Encourage sustainable building design in all residential development.</p> <p>Update the Building Code as necessary for compliance with periodic updates to State building code and CalGreen requirements.</p> <p>Provide information on resources and incentives on the City website.</p>	<p>Ongoing, with code updates, as necessary.</p>	<p>Information on Sustainable Building resources and incentives will be added to the City website by 2024.</p>
KK. Energy Conservation Fact Sheet	<p>Provide and update, as necessary, information fact sheets on energy conservation measures on the City website and at the planning counter.</p>	<p>2024 Updated: Annually</p>	<p>The Energy Conservation Fact Sheet is scheduled to be updated in 2024.</p>
LL. Adjust Utility Allowances for Green Affordable Housing Units	<p>Incentivize green affordable housing projects.</p> <p>Review and update utility allowances annually.</p>	<p>Annually</p>	<p>The Utility Allowances were updated in 2022, and scheduled to be updated in 2024.</p>
MM. Adopt Streamlined Application Approval Procedures	<p>Create a process to facilitate review of applications submitted pursuant to SB 35.</p>	<p>Within one year of Housing Element adoption</p>	<p>The City was determined as one of the cities exempt from SB 35 applications in 2022. City did not receive any SB-35 applications in 2023. City is scheduled to adopt written procedures for SB 35 applications in 2024.</p>
NN. Pipeline Projects	<p>Facilitate the development of all 1,539 units anticipated to be developed in the 12 pending and approved projects in sites inventory.</p>	<p>As needed</p>	<p>Pipeline Projects have been updated in 2023, and the total units anticipated has increased from 1,539 units to 1,964 units.</p>

Jurisdiction	American Canyon	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1*. For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	American Canyon	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name⁺	Local Jurisdiction Tracking ID⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	American Canyon	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2023		

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

For Napa County jurisdictions, please format the APN's as follows:999-999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	American Canyon	
Reporting Period	2023	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	01/31/2023 - 01/31/2031

ANNUAL ELEMENT PROGRESS REPORT

**Table K
Tenent Preference Policy**

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese).
Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage on their internet website containing authorizing local ordinance and supporting materials.		
Notes		

Low	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		78
Total Units		84

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	2
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		122
Total Units		124

2023 NAPA COUNTY ANNUAL INCOME LIMITS AFFORDABLE RENTAL LIMITS

INCOME LIMITS ALL RENTAL UNITS

Persons Per Household	15% Median Income	30% Median Income	35% Median Income	50% Median Income	60% Median Income	70% Median Income	80% Median Income	90% Median Income	100% Median Income	120% Median Income
1	13,600	28,050	31,745	46,750	56,100	63,490	74,700	81,630	90,700	108,850
2	15,550	32,050	36,295	53,400	64,080	72,590	85,400	93,330	103,700	124,400
3	17,500	36,050	40,828	60,100	72,120	81,655	96,050	104,985	116,650	139,950
4	19,450	40,050	45,360	66,750	80,100	90,720	106,700	116,640	129,600	155,500
5	21,000	43,300	48,983	72,100	86,520	97,965	115,250	125,955	139,950	167,950
6	22,550	46,500	52,623	77,450	92,940	105,245	123,800	135,315	150,350	180,400
7	24,100	49,700	56,246	82,800	99,360	112,493	132,350	144,634	160,704	192,800
8	25,650	52,900	59,868	88,150	105,780	119,735	140,850	153,945	171,050	205,250

Source: U.S. Department of Housing and Urban Development and State Housing and Community Development

Effective: 5/15/2023

Effective: 6/15/2023

****DENSITY BONUS AND/OR CITY FINANCED RENTAL UNITS****

MONTHLY AFFORDABLE RENTS

Number Of Bedrooms**	50% Median Income	60-80% Median Income	100% Median Income	120% Median Income
Studio	1,169	1,403	2,268	2,721
1	1,335	1,602	2,593	3,110
2	1,503	1,803	2,916	3,499
3	1,669	2,003	3,240	3,888
4	1,803	2,163	3,499	4,199
5	1,936	2,324	3,759	4,510



****CITY INCLUSIONARY RENTAL UNITS****

MONTHLY AFFORDABLE RENTS

Number Of Bedrooms**	30% Median Income	35% Median Income	50% Median Income	60% Median Income	70% Median Income	80% Median Income	90% Median Income	100% Median Income	120% Median Income
Studio	701	794	1,169	1,403	1,587	1,868	2,041	2,268	2,721
1	801	907	1,335	1,602	1,815	2,135	2,333	2,593	3,110
2	901	1,021	1,503	1,803	2,041	2,401	2,625	2,916	3,499
3	1,001	1,134	1,669	2,003	2,268	2,668	2,916	3,240	3,888
4	1,083	1,225	1,803	2,163	2,449	2,881	3,149	3,499	4,199
5	1,163	1,316	1,936	2,324	2,631	3,095	3,383	3,759	4,510

Total housing cost includes rent and all utilities except for phone service, and cannot exceed 30% of tenant's monthly gross income.

If utilities are paid by tenant, the maximum monthly rent is reduced by the Utility Allowance. The current Utility Allowance Chart can be found on the Housing Authority's webpage

** Presumed Occupancy Levels:

Two Persons	1 Bedroom
Three Persons	2 Bedroom
Four Persons	3 Bedroom
Five Persons	4 Bedroom
Six Persons	5 Bedroom

Goal H-9: Energy Conservation and Sustainable Development

To encourage sustainable residential development and energy conservation in new and existing housing.

- H-9.1 Energy Conservation.** Promote the use of energy conservation features in existing homes and the design of new residential development.
- H-9.2 Sustainable Development.** Encourage sustainable development and ensure, at a minimum, that the design of development is 15% more efficient than State laws regarding energy conservation and seek amendments to the zoning code that further reductions in automobile use and associated decreases in Vehicle Miles Travelled (VMT).
- H-9.3 Tree Planting.** Promote tree planting in residential areas to provide cooling during the summer months.
- H-9.4 Energy Saving Innovations.** Encourage innovative site designs that incorporate passive and active solar designs and natural cooling techniques.
- H-9.5 Weatherization and Energy-Efficiency Retrofitting.** Support weatherization and retrofit projects for existing housing units that fall below current state performance standards for energy efficiency.

Implementation Programs

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
A	No-Net-Loss Evaluation Procedure Ensure sufficient residential capacity is maintained to accommodate the RHNA by continuing to implement an ongoing (project-by-project) evaluation procedure pursuant to Government Code Section 56863. The outcomes of monitoring shall be described in the City’s annual housing reports submitted to HCD as required pursuant to GC Section 65400.	Maintain a supply of developable land adequate to accommodate the RHNA.	H-1.1 H-1.2 H-1.3 H-8.7 H-8.10	Community Development Department	General Fund	Annually

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
B	<p>Available Sites Inventory</p> <p>The City will prepare and maintain publicly available sites inventory that allows developers to understand suitable sites by household income level. The City will monitor the status of current development projects listed as credits toward RHNA capacity and will remove and replace units assumed on sites if development within the planning period becomes infeasible.</p> <p>The City will consider the need to affirmatively further fair housing in the inventory sites by designating sites for lower- and moderate-income households in the western portion of the city.</p> <p>The City will monitor progress toward program objectives and implement additional measures as necessary if the metrics are not being met.</p>	<p>Identify housing sites suitable to accommodate 622 housing units:</p> <ul style="list-style-type: none"> • Very low income: 169 units • Low-income: 109 units • Moderate-income: 95 units • Above moderate-income: 249 units <p>Maintain a publicly available inventory of parcels on the City website that meet the requirements of Government Code Section 65583.2(c).</p> <p>Provide sites appropriate for affordable housing in low density and higher income areas to proactively work to overcome concentrations of lower- and moderate-income earning populations.</p>	<p>H-1.1</p> <p>H-1.3</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Publicly available inventory on City website: 2023</p> <p>Update sites inventory: annual</p>
C	<p>Municipal Code Updates</p> <p>The City will amend the Municipal Code to:</p> <ul style="list-style-type: none"> • Allow low barrier navigation centers for compliance with Government Code Sections 65660 and 65668 (AB 101). • Allow small residential care facilities in the RRH zone in compliance with California Government Code Section 65583. 	<p>Provide zoning for a variety of housing types.</p> <p>Identify and remove constraints to housing production.</p> <p>Evaluate and update existing zoning to ensure compliance with State-mandated streamlining requirements (ADUs, area planning, and objective design standards) to address disproportionate</p>	<p>H-1.6</p> <p>H-3.3</p> <p>H-7.5</p> <p>H-7.6</p> <p>H-7.8</p> <p>H-7.9</p> <p>H-7.10</p> <p>H-8.1</p> <p>H-8.2</p> <p>H-8.4</p> <p>H-8.7</p>	<p>Community Development Department</p>	<p>General Fund</p> <p>State and regional grant funding</p>	<p>Update Municipal Code within three years of Housing Element adoption (by January 2026).</p> <p>Emergency Shelter resident parking requirements deleted on April 18, 2023 (Ordinance 2023-03)</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	<ul style="list-style-type: none"> Define and create a process to permit large residential care facilities in all residential zones, subject to objective standards similar to other residential uses in the same district. Update Chapter 19.27 (Density Bonus) for compliance with California Government Code Sections 65915 through 65918. Define and allow manufactured housing subject only to the restrictions of single-family uses. Update FAR standards in the CN and CC zoning districts to allow a minimum of 1.0 for projects with three to seven units or 1.25 for projects with eight to 10 units. Update standards related to transitional and supportive housing for compliance with AB 2162. Remove the conditional use permit requirement for large farm employee housing in the CC district. Revise Chapter 19.41 (Design Permits) to limit subjectivity in review and approval of housing developments and provide objective design standards for developments protected by the Housing Accountability Act under Government Code Section 65589.5. 	housing needs and disparities in access to opportunity related to land use and zoning issues.	H-8.10			

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
	<ul style="list-style-type: none"> Modify emergency shelter standards to remove the requirement for occupant parking. 					
<p>D</p>	<p>General Plan Update</p> <p>The City will update the General Plan for consistency with the 2023-2031 Housing Element Update and for State law compliance. As part of this update, the City will remove growth limits established within the General Plan Land Use Element.</p>	<p>Compliance with State law.</p> <p>Identify and remove constraints to housing production.</p>	<p>H-1.5</p> <p>H-1.6</p> <p>H-2.3</p> <p>H-2.6</p> <p>H-2.7</p> <p>H-2.8</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p>	<p>General Fund</p> <p>State and regional grant funding</p>	<p>Growth limits were removed on April 2023 (Resolution 2023-05).</p>
<p>E</p>	<p>Missing Middle/Workforce Housing</p> <p>The City will review and amend the zoning ordinance and applicable development standards to encourage and promote missing middle-density housing types (e.g., triplexes, courtyard buildings, townhomes, live/work) to create a diversity of housing types and densities to reduce displacement pressures on residents overpaying for housing.</p> <p>Specifically, the City will evaluate and revise, as necessary, lot sizes, setbacks, height, and parking requirements to encourage development of missing middle housing, particularly in moderate and high resource areas and low-density residential zones.</p>	<p>Revise zoning standards to encourage missing middle housing by 2026.</p> <p>Provide informational materials about missing middle housing development and related zoning code revisions in multiple languages on the City website.</p> <p>Enhance housing mobility and housing choice, encourage development of a variety of missing middle housing types in infill projects.</p> <p>Through revised zoning standards, support development of four missing middle housing developments between 3 and 20 units and 15 moderate-income</p>	<p>H-2.1</p> <p>H-2.2</p> <p>H-2.9</p> <p>H-2.8</p> <p>H-2.9</p> <p>H-6.7</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p> <p>City Council</p>	<p>General Fund</p>	<p>Review and revise zoning ordinance and development standards, as necessary, by 2026.</p> <p>Support development of at least four missing middle-density housing developments by 2031.</p> <p>Support development of at least 15 moderate-income units in moderate and high resource areas by 2031.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
		units in moderate and high-resource areas.				
F	<p>Accessory Dwelling Units</p> <p>The City shall continue to incentivize development of accessory dwelling units (ADUs) and adopt, as appropriate, additional programs and incentives for encouraging ADUs, particularly in moderate and high resource, low density areas.</p> <p>For compliance with State law and HCD’s findings documented in its February 7, 2023, letter, the City shall update American Canyon Municipal Code (ACMC) Section 19.39.090 to remove subjective design criteria and Sections 19.11.040 and 19.42.020 to allow ADUs in the CN and CC zones by-right.</p> <p>The City shall create informational guides for ADU development, including information on incentives, and make them available on the City website in multiple languages.</p>	<p>Update the Accessory Dwelling Unit Ordinance by 2025</p> <p>Encourage development of 26 ADUs in the planning period across all income categories</p> <p>Encourage development of the following number of ADUs affordable to low-income households in low-density or high resource areas:</p> <ul style="list-style-type: none"> • 5 ADUs by 2025 • 10 ADUs by 2028 • 15 ADUs by 2031 <p>Provide informational materials about ADUs and ADU development in multiple languages on the City website.</p>	<p>H-2.7</p> <p>H-2.8</p> <p>H-4.6</p> <p>H-6.7</p> <p>H-8.7</p> <p>H-8.10</p>	Community Development Department	General Fund	<p>ADU Ordinance was updated on April 18, 2023 (Ordinance 2023-03).</p> <p>Create informational guides and have available on the City’s website by 2025.</p> <p>Support development of 26 ADUs in the city by 2031; including 3 ADUs affordable to low-income households.</p>
G	<p>Neighborhood Preservation Program</p> <p>The City shall continue to enforce Neighborhood Preservation (Chapter 9.04 of the Municipal Code), which is designed to ensure that individual properties within neighborhoods are maintained at levels that</p>	Continue to maintain high-quality neighborhoods and minimize impacts to public health, safety, and welfare through active code enforcement.	<p>H-4.1</p> <p>H-4.2</p> <p>H-4.3</p> <p>H-4.4</p> <p>H-4.5</p>	Community Development Department	General Fund	Active program Ongoing

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
	minimize potential nuisances and public health, safety, and welfare public impacts.					
H	<p>Residential Rehabilitation Loan Program</p> <p>Working in collaboration with the City of Napa Housing Authority, the City shall apply as feasible for CDBG funding to support the Residential Rehabilitation Loan Program, which provides no or low deferred interest loans to low-income homeowners to finance home repairs.</p> <p>The City shall publicize information about the program on the City website and shall make information available in multiple languages.</p>	<p>Apply for additional funding annually and as notices of funding available are released. Support the City of Napa Housing Authority to provide funding to repair or replace deficiencies to residential structural, mechanical, plumbing, and electrical systems, roofing, water damage, energy conservation, correction of health and safety issues and accessibility/mobility modifications.</p> <p>Pursue rehabilitation financing assistance for at least 5 households annually during the 2023- 2031 planning period to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors.</p> <p>Provide informational materials in multiple languages on the City website. Concentrate program outreach in areas where rehabilitation needs are greatest (e.g., east of Highway 29, neighborhoods in the southern part of the city).</p>	<p>H-4.1 H-4.2 H-4.3 H-6.7 H-7.9 H-8.6 H-8.7 H-8.10</p>	<p>City of Napa Housing Authority Community Development Department</p>	<p>General Fund CDBG Grant</p>	<p>Annually apply for CDBG funding.</p> <p>Translated materials on City website: within six weeks of English-version release.</p> <p>Provide support to ensure that at least 40 households in the city participate in the Residential Rehabilitation Loan Program by 2031.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
I	<p>Code Enforcement</p> <p>The City shall continue to use code enforcement efforts to improve the existing housing stock. The City shall inform owners of residential housing units that received code enforcement actions caused by substandard housing conditions with Residential Rehabilitation Loan Program information and shall provide direct technical assistance to lower-income households dealing with code compliance issues. Technical assistance may include, but is not limited to, one-on-one assistance from staff with technical expertise, assistance with the rehabilitation loan program application, or informational workshop events.</p>	<p>Provide direct technical assistance on the Residential Rehabilitation Loan Program to at least 60 households with substandard housing issues that led to code compliance, including:</p> <ul style="list-style-type: none"> • 15 extremely low-income households • 15 very low-income households, and • 30 low-income households 	<p>H-4.1 H-4.2 H-4.5 H-6.7 H-7.9 H-8.6 H-8.7 H-8.10</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Provide technical assistance on applying for the Residential Rehabilitation Loan Program to at least 60 households with substandard housing identified through code compliance program by 2031.</p>
J		<p>In 2023, engage housing developers to discuss parking standards and any constraints posed by existing standards.</p> <p>Evaluate parking requirements by 2024, and revise, as necessary, by 2025.</p> <p>Removing unnecessary requirements and constraints posed by parking restrictions will incentivize development of 50</p>	<p>H-1.6 H-5.8 H-6.7 H-7.9 H-8.7 H-8.10 H-9.2</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Evaluate parking requirements by 2024, and revise, as necessary, by 2025.</p>

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
		units in the planning period.				
<p>K</p>	<p>City-owned Land for Affordable Housing</p> <p>The City shall sell City-owned land, as available and feasible for residential development, at a reduced cost to developers to build affordable housing. The City shall notify non-profit affordable housing developers of opportunity sites as they become available and shall provide information on the sites and incentives for affordable housing development on the City website and in informational brochures available at City Hall. The City shall distribute Requests for Proposals for housing development as sites become available.</p> <p>The City shall, in accordance with AB 1486 (2019) and AB 1255 (2019), annually identify and inventory sites owned by the City that have been sold, leased, or otherwise disposed in the prior year. This inventory shall be publicly available and be included in the Housing Element annual report presented to the City Council and submitted to HCD.</p>	<p>Encourage development of affordable housing on City-owned land.</p> <p>Regularly maintain an inventory of publicly owned surplus or excess land on the City website. Annually release information regarding publicly owned sites that have been sold, leased, or disposed.</p> <p>Notify non-profit affordable housing developers via email as City-owned land becomes available for sale and as the public-facing inventory is revised.</p> <p>Reduce disproportionate housing needs and disparities by evaluating sources of additional public sites for affordable housing.</p>	<p>H-5.8</p> <p>H-5.16</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p>	<p>City Council</p> <p>Community Development Department</p>	<p>General Fund</p>	<p>Annually identify and inventory sites owned by the City that are available for affordable housing development, and sites that have been sold, leased, or otherwise disposed of in the prior year.</p>
<p>L</p>	<p>Affordable Housing Fund</p> <p>The City shall provide Affordable Housing Fund financial assistance, as available, to assist</p>	<p>Provide financial assistance for development of at least 65 moderate and</p>	<p>H-5.3</p> <p>H-5.10</p> <p>H-5.14</p>	<p>Community Development Department</p>	<p>Affordable Housing Fund</p>	<p>Evaluate opportunities and meeting with developers: biannually.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	<p>construction of affordable housing and/or subsidize affordable housing development impact fees. The City shall review and prioritize potential affordable housing projects based on the following criteria:</p> <ol style="list-style-type: none"> 1. Convenient access to transit (or provision of transit by the project to meet the needs of its prospective residents). 2. Convenient access to neighborhood services and facilities, as needed by the prospective residents. 3. Convenient access to neighborhood recreation facilities, or onsite provision of adequate facilities. 4. Minimal environmental constraints or cost-effective mitigation of constraints. 5. Cost-effective provision of services and utilities to the site and onsite. 6. Adequate site area to provide sufficient parking, open space, setbacks, and building separations. 7. Location within a moderate and high resource area of the city. <p>The City shall hold informational meetings bi-annually, based on funding availability, to inform affordable</p>	<p>lower-income housing units:</p> <ul style="list-style-type: none"> • 10 extremely low-income units • 15 very low-income units • 15 low-income units • 25 moderate-income units <p>Hold bi-annual coordination meetings with local affordable housing providers.</p> <p>Prioritize affordable projects in moderate- and high-resource areas with convenient access to transportation, services, and recreation opportunities.</p> <p>Identify additional sources of public funds for affordable housing.</p>	<p>H-6.7 H-7.9 H-8.5 H-8.7 H-8.10</p>	<p>Planning Commission City Council</p>		<p>Provide financial assistance for development of at least 65 moderate and lower-income housing units by 2031.</p>

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
	housing developers of available funding.					
M	<p>Incentives for Affordable Housing</p> <p>The City shall facilitate development of affordable housing through the following:</p> <ol style="list-style-type: none"> 1. Regulatory incentives, such as expediting permit processing, deferred, reduced, or waived fees, or reduced parking requirements; and 2. Providing a density bonus and concessions/incentives for developments that include affordable housing, consistent with State density bonus law. <p>The City shall publicize the above incentives to developers and/or other interested parties by providing informational fliers at the Community Development Department counter and on the City website. The City shall provide information in multiple languages on the City website.</p> <p>The City shall monitor progress toward program objectives annually in the Annual Progress Report and shall implement additional measures as necessary if the metrics are not being met.</p>	<p>During the planning period, support development of at least 115 lower- and moderate-income units:</p> <ul style="list-style-type: none"> • 81 extremely low-income units • 88 very low-income units • 109 low-income units • 95 moderate-income units <p>Provide accessible information on incentives for affordable housing development on City website.</p> <p>Meet with at least one established and bona fide developer annually to provide information on density bonus programs and other available incentives.</p>	<p>H-1.6 H-5.8 H-5.9 H-5.10 H-7.8 H-7.9 H-8.10</p>	<p>Community Development Department</p>	<p>Affordable Housing Fund General Fund CDBG Grant Federal Tax Credit Financing Section 8 Vouchers</p>	<p>Information on incentives in multiple languages: published on City website by 2024.</p> <p>Support development of at least 115 lower- and moderate-income units by 2031.</p> <p>Meet with developers annually.</p> <p>Monitor progress annually and implement changes as needed.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
N	<p>Identification and Application for Funding</p> <p>The City shall identify and apply for housing-related funding to assist in the development, rehabilitation, preservation, or acquisition of housing affordable to lower- and moderate-income households. In the pursuit of funding, the City shall create partnerships with affordable housing developers and non-profit organizations in the pursuit of competitive project-based grant opportunities.</p>	<p>Partner with affordable housing developers or non-profit agencies in the pursuit of four project-based funding opportunities in the planning period.</p> <p>Create an inventory of funding opportunities available to the City and local developers within six month of the adoption deadline.</p> <p>Provide information regarding identified funding opportunities on the City website in 2023 with annual updates thereafter.</p> <p>Contact affordable housing developers and non-profit housing agencies to explore potential funding opportunities and public-private partnerships.</p>	<p>H-1.6</p> <p>H-5.8</p> <p>H-5.10</p> <p>H-5.12</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.10</p>	<p>Community Development Department</p>	<p>CDBG grants</p> <p>Federal Tax Credit Financing</p> <p>HOME</p> <p>CalHOME</p> <p>HomeKey</p> <p>PLHA</p> <p>AHSC</p> <p>ERAP</p> <p>HHC</p>	<p>Funding applications: four in the planning period, including two by 2026</p> <p>Inventory of funding opportunities: within six months of the housing element deadline</p> <p>Information to website: 2023 with annual updates</p> <p>Engage developers/non-profits: annually</p>
O	<p>Funding to Address Nongovernmental Constraints</p> <p>The City may use CDBG funds to provide necessary on- and off-site improvements for affordable housing developments to reduce development costs. Further, as funding permits, the City may provide financial assistance to offset the cost of land acquisition for development of affordable housing.</p>	<p>During the planning period, submit competitive CDBG grant applications funds to support development of:</p> <ul style="list-style-type: none"> • 10 very low-income units • 10 low-income units • 20 moderate-income units <p>Improve public funds invested in development of affordable housing that contributes to disproportionate housing needs and</p>	<p>H-1.4</p> <p>H-1.5</p> <p>H-1.6</p> <p>H-2.3</p> <p>H-5.13</p> <p>H-5.14</p> <p>H-7.9</p> <p>H-8.10</p>	<p>Community Development Department</p> <p>City of Napa Housing Authority</p>	<p>Affordable Housing Fund</p> <p>General Fund</p>	<p>Facilitate CDBG funds for improvements to support development of 40 lower- and moderate-income housing units by 2031</p>

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
		disparities in access to opportunity.				
P	<p>Density Bonus Program</p> <p>The City shall continue to offer density bonuses consistent with State law for qualifying affordable housing and senior housing developments. The City shall continue to distribute and revise, as necessary, the City's informational brochure describing the density bonus provisions, and shall provide the information in multiple languages on the City website. As discussed in Program C, the City shall update Chapter 19.27 (Density Bonus) for compliance with California Government Code Sections 65915 through 65918.</p>	<p>Ensure density bonus information is easily available to the public and housing developers.</p> <p>During the planning period, implement density bonus regulations for development of:</p> <ul style="list-style-type: none"> • 15 extremely low-income units • 45 very low-income units • 65 low-income units <p>Provide informational materials on the City website and at the planning counter</p> <p>Work to overcome lack of language access by providing informational materials in multiple languages on the City website.</p>	<p>H-1.6</p> <p>H-2.2</p> <p>H-2.3</p> <p>H-2.5</p> <p>H-2.8</p> <p>H-5.8</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p>	Community Development Department	General Fund	<p>Annually</p> <p>Translated materials: by 2024</p> <p>Update Municipal Code within three years of Housing Element adoption (by January 2026)</p>
Q	<p>Planned Development Process</p> <p>To promote development of affordable housing units, the City shall comply with State Law that permits affordable housing applicants to propose alternative development standards, such as alternative parking standards, street improvement standards, maximum density, lot coverage, and height limits.</p>	<p>Consistent with State Law, evaluate proposed alternative development standards to support development of:</p> <ul style="list-style-type: none"> • 6 very low-income units • 10 low-income units • 40 units accessible to seniors or persons with a disability <p>Provide informational materials in on the City website by 2024.</p>	<p>H-1.6</p> <p>H-2.3</p> <p>H-3.1</p> <p>H-5.8</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p> <p>H-9.2</p>	Community Development Department	General Fund	<p>15 units by 2026.</p> <p>30 units by 2028.</p> <p>56 units within the planning period.</p> <p>Reporting: Annually.</p> <p>Information on the City website: by 2024.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	The City shall publicize State Law information on the City website.					
R	<p>Assist in Accessing Grant Funding</p> <p>The City shall offer assistance in accessing local, State, and Federal funding for affordable housing by applying for such funding, when feasible, in partnership with affordable-housing developer(s), or by providing technical assistance or documentation necessary to support an application for funding.</p>	<p>Partner with, or provide technical assistance to, affordable housing developers in the pursuit of funding to assist in development of:</p> <ul style="list-style-type: none"> • 20 very-low income units • 20 low-income units • 60 units accessible to seniors or persons with a disability <p>Address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and disparities in access to opportunity</p>	<p>H-5-8 H-5.10 H-5.11 H-7.9 H-6.7 H-7.9 H-8.5 H-8.7 H-8.10</p>	<p>Community Development Department</p> <p>City of Napa Housing Authority</p>	<p>Affordable Housing Fund</p> <p>General Fund</p> <p>Federal Tax Credit Financing</p>	<p>Annually</p> <p>On-going</p>
S	<p>Partner with the Housing Authority</p> <p>The City shall continue to partner with the City of Napa Housing Authority or similar entity to take advantage of administrative resources and receive a reasonable share of federal, State, and private funding for housing.</p>	<p>Meet with the Housing Authority to explore potential partnership opportunities at least once a year.</p> <p>Obtain additional funding to address the shortage of public funds invested in development of affordable housing that contributes to disproportionate housing needs and</p>	<p>H-5.10 H-7.9 H-6.7 H-7.9 H-8.5 H-8.7 H-8.10</p>	<p>Community Development Department</p> <p>City of Napa Housing Authority</p>	<p>General Fund</p>	<p>Currently active program</p> <p>Meet with Housing Authority: annually</p>

			Implements	Responsible Party	Potential Funding Source	Timeline
	Programs	Objectives	Which Policy(ies)	Supporting Department(s)		
		disparities in access to opportunity.				
T	<p>Homebuyer Assistance Program</p> <p>The City shall continue to seek grant funding to assist first time and low-income homebuyers in purchasing housing. Program actions include down-payment assistance or the establishment of a mortgage credit certificate program.</p> <p>The City shall provide information on incentives available to homeowners in multiple languages on the City website.</p>	<p>Identify and apply for two funding opportunities.</p> <p>Depending on funding availability, provide direct assistance to eight first-time homebuyers.</p> <p>Increase opportunities for housing mobility by providing direct assistance to first-time and lower-income homebuyers.</p> <p>Work to overcome lack of language access by providing informational materials in multiple languages on the City website.</p>	<p>H-5.3</p> <p>H-5.4</p> <p>H-5.5</p> <p>H-5.10</p> <p>H-5.8</p> <p>H-5.14</p> <p>H-5.11</p> <p>H-5.12</p> <p>H-5.13</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p> <p>City of Napa Housing Authority</p>	<p>CDBG, HOME, and other grant funding as available</p>	<p>Establish homebuyer assistance program by 2026. Identify and apply for potential funding at least twice by 2031.</p> <p>Depending on funding availability provide direct assistance to eight first-time homebuyers by 2031.</p> <p>Provide materials in multiple languages on City website within six weeks of program initiation.</p>
U	<p>Incentives for Lot Consolidation</p> <p>The City shall offer incentives, such as reduced or deferred fees, expedited processing, or modified development standards to owners of small and underutilized properties to consolidate and/or re-use small lots to create larger parcels with greater affordable housing development potential. The City will post information on its website about available incentives for lot consolidation.</p>	<p>Through a lot consolidation program, incentivize development of:</p> <ul style="list-style-type: none"> • 10 units affordable to lower incomes • 10 units accessible to seniors or persons with a disability <p>Engage developers to identify and discuss potential sites annually and as new lots are identified.</p>	<p>H-1.2</p> <p>H-1.6</p> <p>H-2.1</p> <p>H-2.3</p> <p>H-5.8</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.4</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Establish incentive policy/program: by 2025</p> <p>Engage developers: annually and as new lots are identified.</p>
V	<p>Inclusionary Housing Program</p> <p>The City shall continue to require all residential</p>	<p>Encourage development of:</p> <ul style="list-style-type: none"> • 20 very low-income units 	<p>H-1.6</p> <p>H-2.1</p> <p>H-2.3</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Annually</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	<p>projects of three or more above moderate-income units to include affordable units consistent with the Inclusionary Housing Requirements (Municipal Code Chapter 19.28). The City will encourage developers to consider providing inclusionary units that are accessible to seniors or persons with a disability.</p> <p>The City will evaluate the inclusionary housing program and identify changes or revisions necessary to increase lower-income housing supply and remove constraints to production. As part of this effort, the City will explore alternative options for developers other than in-lieu fees for meeting requirements for providing affordable units.</p>	<ul style="list-style-type: none"> • 20 low-income units • 20 moderate-income units • 20 units accessible to seniors and persons with a disability <p>At least once annually during the planning period, review and propose updates to the City’s existing inclusionary zoning ordinance to address disproportionate housing needs and disparities in access to opportunity related to housing cost factors.</p> <p>Engage with market-rate developers and organizations that represent low-income households to discuss constraints and potential revisions to the Inclusionary Housing Program annually.</p>	<p>H-5.1</p> <p>H-5.13</p> <p>H-6.7</p> <p>H-7.1</p> <p>H-7.5</p> <p>H-7.8</p> <p>H-7.9</p> <p>H-8.4</p> <p>H-8.7</p> <p>H-8.11</p>	City Council		
W	<p>Preserve At-Risk Housing</p> <p>Although no assisted affordable units are currently at-risk of conversion to market rate, the City shall monitor at-risk status of all assisted units. If units are identified as at-risk of conversion, the City shall:</p> <ul style="list-style-type: none"> • contact property owners two years from affordability expiration to discuss 	<p>Preserve all affordable units during the planning period.</p> <p>Monitor at-risk status of assisted affordable housing units annually.</p>	<p>H-6.1</p> <p>H-6.2</p> <p>H-6.4</p> <p>H-6.6</p> <p>H-6.7</p> <p>H-7.3</p> <p>H-7.9</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p> <p>City of Napa Housing Authority</p>	General Fund	<p>Monitor At-Risk Status: annually and with changes in ownership</p> <p>Engage property owners: two years from affordability expiration</p>

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
	<p>options to preserve the units as affordable housing.</p> <ul style="list-style-type: none"> • seek participation from agencies interested in purchasing and/or managing units at risk of conversion. • contact tenants and provide education regarding tenant rights and conversion procedures pursuant to California law. 					
X	<p>Mobilehome Park Rent Stabilization Program</p> <p>The City shall continue to protect the interests of residents living in existing mobile home parks by enforcing the Mobilehome Park Rent Stabilization Program (Chapter 15.04 of the Municipal Code, adopted 1995) which includes measures for rent stabilization, strict conversion standards, and relocation assistance and compensation to residents if parks are converted to another use.</p>	<p>Enforce the Mobilehome Park Rent Stabilization Program.</p> <p>Retain all affordable mobilehome park units</p>	<p>H-2.1</p> <p>H-6.1</p> <p>H-6.5</p> <p>H-7.9</p> <p>H-8.10</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Annual enforcement.</p>
Y	<p>Rental Assistance Programs</p> <p>The City shall continue to partner with the City of Napa Housing Authority in the administration of the Housing Choice Voucher program and other tenant based rental assistance programs regionally. The City shall partner with the Housing Authority to</p>	<p>Address the high cost of rent for lower income households by partnering with the Housing Authority in the administration of at least 140 housing choice vouchers regionally, including 34 at the Valley View Senior Apartments in American Canyon.</p>	<p>H-2.7</p> <p>H-2.8</p> <p>H-5.1</p> <p>H-5.2</p> <p>H-5.8</p> <p>H-5.9</p> <p>H-5.10</p> <p>H-5.11</p> <p>H-5.12</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Engage with the Housing Authority: Annually.</p> <p>Apply for funding: as available.</p> <p>Information on City website: by 2024.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	pursue additional rental assistance funding and publicize existing programs information on the City website.	Engage with the Housing Authority annually to discuss opportunities to pursue additional funds for rental assistance programs. Provide informational materials detailing existing rental assistance programs and available resources on the City website by 2024.	H-5.14 H-5.15 H-6.1 H-6.4 H-6.5 H-6.6 H-6.7 H-7.3 H-7.6 H-7.8 H-7.9 H-8.5 H-8.7 H-8.10			
Z	Senior Homeowner Assistance The City shall conduct targeted outreach to senior homeowners to inform them of the Residential Rehabilitation Loan Program, PACE Program, and other resources available to assist with home rehabilitation.	Inform seniors about City programs that assist with rehabilitation costs by providing information on the City website by 2024. Outreach directly with 100 senior homeowners during the planning period, including 50 in the first three years of the planning period. Provide technical assistance to assist 10 senior households with funding applications.	H-7.1 H-7.3 H-7.4 H-7.5 H-7.9 H-8.2 H-9.5	Community Development Department	General Fund	Release information: by 2024. Outreach to 50 homeowners by 2026 and 100 homeowners by 2031.
AA	Housing for Persons with Disabilities The City shall facilitate construction of subsidized rental housing affordable to extremely low-, very low- and low-income persons that	Encourage development of 40 affordable units accessible to persons with a disability, including 25 by 2028 Provide information on financial and	H-1.6 H-2.1 H-2.3 H-2.4 H-3.5	Community Development Department	Affordable Housing Fund General Fund	Engage with developers: annually Encourage development of 40 affordable units accessible to persons with a

3. HOUSING

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	meet the physical and supportive service needs of persons with disabilities, including developmental disabilities, such as: handicapped accessibility; on-site supportive services and/or daily living assistance; and transportation. The City shall continue to publicize financial and regulatory incentive opportunities to developers interested in the construction of subsidized rental housing that meets the needs of persons with disabilities by providing informational fliers at the Community Development Department and in all general development application packets.	regulatory incentives to prospective developers directly and on the City website.	H-4.4 H-4.5 H-4.6 H-5.1 H-5.2 H-5.9 H-5.11 H-7.1 H-7.3 H-7.4 H-7.5 H-7.7 H-7.8 H-7.9 H-8.4 H-8.11			disability, including 25 by 2028.
BB	Outreach to Developmentally Disabled The City shall continue to work with the North Bay Regional Center to implement an outreach program informing residents of the housing and services available for persons with developmental disabilities. The City shall continue to make information available on the City website.	Provide direct outreach to 20 households with persons with a developmental disability. Provide information on available resources and the North Bay Regional Center on the City website.	H-7.1 H-7.4 H-7.5 H-7.9 H-8.1 H-8.2 H-8.4 H-8.5 H-8.6 H-8.7 H-8/10 H-8.11	Community Development Department	General Fund	Annually
CC	Facilitate Construction of Large Units The City shall encourage construction of housing	Encourage development of 40 large housing units, including 20 available	H-1.6 H-2.1 H-2.3	Community Development Department	General Fund	Encourage development of 40 large housing units, including 20

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	that includes three- and four-bedroom units affordable to extremely low-, very low-, and low-income households. The City shall continue to publicize financial and regulatory incentive opportunities to developers interested in constructing housing that includes larger affordable units by providing informational fliers at the Community Development Department and in all general development application packets. The City shall update these materials as necessary throughout the planning period.	to lower income households Review and revise the informational materials provided on the City website and at the planning division counter by 2024.	H-4.6 H-7.2 H-7.9 H-8.4 H-8.6 H-8.7 H-8.10			available to lower income households, by 2031 Update materials: by 2024
DD	Farmworker Housing The City shall continue to support regional efforts to address farmworker housing issues. The City shall also offer incentives, such as fee waivers and reduced development standards, for farmworker housing.	Provide incentives to encourage development of 25 units intended as farmworker housing. Meet bi-annually with regional partners and neighboring jurisdictions to coordinate regional efforts.	H-1.6 H-2.1 H-2.3 H-4.6 H-5.15 H-7.1 H-7.6 H-7.8 H-7.9 H-8.4 H-8.6 H-8.7 H-8.10	Community Development Department	Affordable Housing Fund General Fund	Regional coordination: biannually Encourage development of 25 units intended as farmworker housing by 2031
EE	Distribute Homeless Shelter Information The City shall provide information regarding the Napa Valley Shelter	Provide information on resources to those in need of shelter, with a goal to directly connect with 50 households in the	H-1.6 H-2.1 H-2.3	Community Development Department	General Fund	Connect with 30 households by 2028; 50 households by 2031.

3. HOUSING

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
	System to City personnel and others (e.g., newspapers, churches) likely to be in contact with those needing shelter and shall direct personnel to refer such persons as appropriate.	<p>planning period, including 30 by 2028.</p> <p>Provide information and training, as necessary, to City staff in direct contact with residents experiencing homelessness.</p>	<p>H-2.4</p> <p>H-3.5</p> <p>H-4.4</p> <p>H-7.1</p> <p>H-7.8</p> <p>H-7.9</p> <p>H-8.4</p> <p>H-8.5</p> <p>H-8.6</p> <p>H-8.7</p> <p>H-8.10</p>			
FF	<p>Affirmatively Furthering Fair Housing</p> <p>The City shall address disparities in housing needs and access to opportunity for all persons regardless race, color, religion, sex, national origin, familial status, disability gender, gender identify, gender expression, sexual orientation, marital status, ancestry, veteran or military status, source of income, and genetic information as protected categories by the California Fair Employment and Housing Act (Part 2.8 [commencing with Section 12900] of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.</p> <p>The City identified barriers to fair housing through the Affirmatively Furthering Fair Housing Assessment and meaningful actions to begin to proactively address factors</p>	<p>a) Identify private programs for shared living that connect those with a home and are willing to share living accommodations with those that are seeking housing, particularly persons with disabilities, seniors, students, and single person households, and provide information and links to the programs on the City website by 2024.</p> <p>b) Invest and encourage outside investment in infrastructure improvements throughout the city, particularly to increase connectivity and fill gaps. Investigate investment opportunities annually and with each update to the Capital Improvement Program.</p> <p>c) Participate in Napa Valley Transportation</p>	<p>H-1.5</p> <p>H-1.6</p> <p>H-2.1</p> <p>H-2.3</p> <p>H-2.4</p> <p>H-3.5</p> <p>H-3.6</p> <p>H-4.4</p> <p>H-7.1</p> <p>H-7.8</p> <p>H-7.9</p> <p>H-7.10</p> <p>H-8.1</p> <p>H-8.6</p> <p>H-8.7</p> <p>H-8.8</p> <p>H-8.9</p> <p>H-8.10</p>	<p>Community Development Department</p> <p>Public Works Department</p> <p>City Manager Communications Staff</p>	<p>General Fund</p> <p>Affordable Housing Fund</p> <p>CDBG, HOME, and other Federal and State grant programs.</p>	<p>a: by 2024</p> <p>b: annually and though the CIP process</p> <p>d: annually</p> <p>e: by 2026</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	<p>contributing to fair housing barriers. Actions the City will take to address the identified barriers and foster an inclusive community include:</p> <p>Lack of language access: Programs F, H, M, P, T, and GG</p> <p>Lack of local fair housing outreach and enforcement: Programs GG and HH</p> <p>Disproportionate housing needs and disparities:</p> <p>Housing Cost: Programs H, V, FF (objective a)</p> <p>Funding: Programs K, L, M, O, R, S</p> <p>Land Use and Zoning: C, FF (objective b)</p> <p>Alternative Modes of Transportation: FF (objectives c-e)</p> <p>The City included additional AFFH objectives with this program. The City shall monitor progress toward these objectives annually in the Annual Progress Report and shall implement additional measures, as necessary.</p>	<p>Authority Transit Route Updates as they occur to encourage transit improvements to VineGo and American Canyon Transit in neighborhoods with below average walkability scores (Figure C21) and areas that are not within 0.5 miles of a transit stop.</p> <p>d) Expand the bicycle and pedestrian infrastructure network throughout the city to improve bikeability and walkability, especially in areas with below-average walkability scores, as shown on Figure C21.</p> <p>e) By 2026, update the City’s accessibility program with emphasis on improving access to public buildings, facilities and housing, and infrastructure improvements including sidewalks and pedestrian crossings to increase accessibility for all residents of the city, especially for persons with disabilities. Within this effort, engage with disability rights groups to conduct a neighborhood gap analysis.</p>				
GG	Distribute Fair Housing Information	Provide information to City staff immediately.	H-1.6 H-3.5	City of Napa Housing Authority	General Fund	Update materials and website: by 2024.

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
	<p>The City shall provide information about Housing Authority services to all City personnel and shall continue to distribute fair housing information to public agencies and establishments in American Canyon, in City buildings and other public locations (e.g., City hall, fire station, library, post office, community centers), in City mailings to residents, and on the City website. The City shall provide these materials in multiple languages.</p>	<p>Update informational materials and website content related to Housing Authority services by 2024 and annually thereafter. Provide these materials in multiple languages.</p> <p>Increase fair housing outreach through staff training, updated resource materials, and multi-language outreach (in particular, Spanish and Tagalog). Ensure materials are available at mobilehome parks.</p>	<p>H-4.4 H-7.1 H-7.8 H-7.9 H-8.1 H-8.3 H-8.7 H-8.8 H-8.9 H-8.10</p>	<p>Community Development Department Other city personnel</p>		<p>Translated materials: by 2024.</p>
<p>HH</p>	<p>Fair Housing Enforcement and Outreach</p> <p>The City shall collaborate with Fair Housing Napa Valley (FHNV), the Housing Authority, or similar entity to provide fair housing enforcement and outreach targeted residents who may experience housing discrimination, rental property owners, real estate industry representatives, and lenders.</p>	<ul style="list-style-type: none"> Participate in FHNV meetings, at least once annually, to coordinate regional responses to housing discrimination issues. At least once annually, work with FHNV to obtain feedback through a multimedia campaign, including public surveys, focused discussions, and in-person to obtain public input and feedback on fair housing issues. With FHNV, modify approach to outreach or provide information to the 	<p>H-3.5 H-4.4 H-7.1 H-7.8 H-7.9 H-8.1 H-8.7 H-8.8 H-8.9 H-8.10</p>	<p>Community Development Department Fair Housing Napa Valley</p>	<p>General Fund</p>	<p>Hold workshops at least annually</p> <p>Evaluate outreach methods annually</p> <p>Establish partnerships with community groups on an ongoing basis</p>

Programs	Objectives	Implements Which Policy(ies)	Responsible Party	Potential Funding Source	Timeline
			Supporting Department(s)		
	<p>community as needed.</p> <ul style="list-style-type: none"> • Work with the FHNV to conduct random testing at least once every five years. Specifically, with the release of the 2020 Census, determine the appropriate biases be tested in the city. • At least once a year during the 2023 – 2031 planning period, ensure the City’s contract with FHNV continues to mutually resolve rent disputes and provide education to tenants and landlords on their rights. • Conduct at least one fair housing workshop annually with targeted populations, including residents of mobilehome parks, people who speak English as a second language, seniors, and people with disabilities. • Partner with neighborhood groups and other community organizations to conduct outreach 				

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
		<p>and education activities.</p> <ul style="list-style-type: none"> Conduct an annual workshop and partner with local organizations including the Housing Authority and Fair Housing Napa Valley to present free homeownership education seminars in lower-income neighborhoods. 				
II	<p>Maintain Adequate Staffing</p> <p>The City shall maintain City staffing or contracted services at levels that are adequate to ensure continued prompt review of residential development applications. The City shall strive to affirmatively recruit a diverse and multilingual staff, as positions become available.</p>	<p>Maintain adequate staffing levels.</p> <p>Recruit a diverse and multilingual staff by considering diversity in hiring decisions and by promoting job postings in a variety of languages and on a variety of platforms.</p>	<p>H-1.6</p> <p>H-6.7</p> <p>H-7.9</p> <p>H-8.1</p> <p>H-8.5</p> <p>H-8.7</p> <p>H-8.10</p>	<p>Community Development Department</p> <p>Human Resources</p>	<p>General Fund</p>	<p>Translated job postings: by 2024.</p>
JJ	<p>Encourage Sustainable Building</p> <p>The City shall continue to encourage new residential development and rehabilitation projects incorporate sustainable building design and siting, construction, and operation. The City reduces energy consumption through the use of recycled water for new large residential, commercial, and industrial, projects; requires adherence to</p>	<p>Encourage sustainable building design in all residential development.</p> <p>Update the Building Code as necessary for compliance with periodic updates to State building code and CalGreen requirements.</p> <p>Provide information on resources and incentives on the City website.</p>	<p>H-1.6</p> <p>H-6.7</p> <p>H-8.7</p> <p>H-8.10</p> <p>H-9.1</p> <p>H-9.2</p> <p>H-9.4</p>	<p>Community Development Department</p>	<p>General Fund</p>	<p>Ongoing, with code updates, as necessary.</p>

	Programs	Objectives	Implements	Responsible Party	Potential Funding Source	Timeline
			Which Policy(ies)	Supporting Department(s)		
	the City's Zero Water Footprint Policy that requires new development to fund potable water conservation in the water distribution system to offset potable water demand from the project, or additional off-site water sources; and participates in the regional trash recycling programs. The City shall continue to enforce the Electric Vehicle Charging Ordinance to streamline permit processing.					
KK	<p>Energy Conservation Fact Sheet</p> <p>The City shall make an informational fact sheet available that will describe energy conservation measures that can be instituted in existing homes for little cost and will save energy and utility expenses.</p>	Provide and update, as necessary, information fact sheets on energy conservation measures on the City website and at the planning counter.	H-1.2 H-6.7 H-8.5 H-8.7 H-8.10 H-9.1 H-9.2 H-9.3 H-9.4 H-9.5	Community Development Department	General Fund	2024 Updated: Annually
LL	<p>Adjust Utility Allowances for Green Affordable Housing Units</p> <p>As an incentive for development of affordable housing projects, the City shall continue to work to reduce utility allowances for affordable green housing units.</p>	<p>Incentivize green affordable housing projects.</p> <p>Review and update utility allowances annually.</p>	H-1.2 H-6.7 H-8.7 H-8.10 H-9.1 H-9.2 H-9.3 H-9.4 H-9.5	<p>Community Development Department</p> <p>City of Napa Housing Authority</p>	<p>General Fund</p> <p>Affordable Housing Fund.</p>	Annually

	Programs	Objectives	Implements Which Policy(ies)	Responsible Party Supporting Department(s)	Potential Funding Source	Timeline
MM	<p>Adopt Streamlined Application Approval Procedures</p> <p>The City shall adopt written procedures for the SB 35 (Chapter 366, Statutes of 2017) Streamlined Ministerial Approval Process.</p>	<p>Create a process to facilitate review of applications submitted pursuant to SB 35.</p>	H-5.7	Community Development Department	General Fund	Within one year of Housing Element adoption
NN	<p>Pipeline Projects</p> <p>The City shall facilitate development and monitor approvals of the pending and approved projects in the 6th Cycle Sites Inventory. (See Chapter 6, Resources.) The City will coordinate with applicants to complete Planning Commission and/or City Council review for remaining entitlements, supporting funding applications, and expediting project review and issuance of construction permits. The City shall rezone or identify additional sites if pending or approved projects are not approved or do not develop at the densities anticipated in the inventory.</p>	<p>Facilitate the development of all 1,539 units anticipated to be developed in the 12 pending and approved projects in sites inventory.</p>	H-1.1 H-1.2 H-1.3 H-1.6	Community Development Department	General Fund	As needed

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



October 4, 2023

Brent Cooper, Community Development Director
Community Development Department
City of American Canyon
4381 Broadway St, Suite 201
American Canyon, CA 94503

Dear Brent Cooper:

RE: Review of American Canyon's Accessory Dwelling Unit (ADU) Ordinance under State ADU Law (Gov. Code, § 65852.2)

Thank you for submitting the City of American Canyon (City) accessory dwelling unit (ADU) Ordinance No. 2023-03 (Ordinance), adopted April 4, 2023, to the California Department of Housing and Community Development (HCD). HCD appreciates the speed with which the Ordinance was adopted following HCD's Letter of Technical Assistance dated February 7, 2023. HCD has reviewed the Ordinance and submits these written findings pursuant to Government Code section 65852.2, subdivision (h). HCD finds that the Ordinance does not comply with section 65852.2 in the manner noted below. Under that statute, the City has up to 30 days to respond to these findings. Accordingly, the City must provide a written response to these findings no later than November 3, 2023.

The Ordinance addresses many statutory requirements; however, HCD finds that the Ordinance does not comply with State ADU Law in the following respects:

- **19.39.040 – Definitions** – The Ordinance defines an “Accessory Dwelling Unit” as having “one thousand two hundred square feet or less....” However, Government Code section 65852.2, subdivision (j)(1), defines an “Accessory Dwelling Unit” as “an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence.” Although the City may impose maximum sizes for ADUs, some types of ADUs may not have size limitations. For example, ADUs created pursuant to Government Code section 65852.2, subdivision (e)(1)(A), (C), and (D) do not have size limitations. Therefore, the City must remove or amend the referenced Ordinance language.

- 19.39.050 (C) – *Unit Allowance* – The Ordinance states, “One detached accessory dwelling unit and one junior accessory dwelling unit are permitted per single-family parcel.” However, Government Code section 65852.2, subdivision (e)(1), states, “Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following: (A) One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling...(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single family dwelling or existing space of a single-family dwelling or accessory structure.” Subparagraph (B) permits “[o]ne detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks.” The use of the term “any” followed by an enumeration of by-right ADU types permitted indicate that any of these ADU types can be combined on a lot zoned for single-family dwellings.

This permits a homeowner, who meets specified requirements, to create one converted ADU; one detached, new construction ADU; and one junior accessory dwelling unit (JADU). Thus, if the local agency approves an ADU that is created from existing (or proposed) space, and the owner subsequently applies for a detached ADU (or vice versa) that meets the size and setbacks pursuant to the subdivision, the local agency cannot deny the application, nor deny a permit for a JADU under this section. HCD notes that the Legislature, in creating the list, did not use “or” or “one of” to indicate only one or another would be applicable to the exclusion of the other. This subdivision applies equally to ADUs created pursuant to Government Code section 65852.2, subdivisions (e)(1)(C) and (D), on lots with proposed or existing multifamily dwellings. Limiting single-family lots to one ADU would prevent property owners from creating ADUs by-right under subdivision (e)(1). The City must amend the Ordinance to comply with State ADU Law.

- 19.39.050 (D) – *Multifamily* – The Ordinance states, “A single-family primary residence dwelling must exist on the parcel before the accessory dwelling unit is built or it shall be built concurrently with the accessory dwelling unit.” The Ordinance refers only to single-family primary dwellings, although the City later addresses ADUs with multifamily dwellings. Government Code section 65852.2, subdivision (a)(1)(D)(ii), requires ADUs be permitted on a lot “zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.” Therefore, the City must amend the Ordinance to add “multifamily” to this sentence to comply with statute.
- 19.39.050 (F)(1) – *Size Maximums* – The Ordinance states, “Detached accessory dwelling units shall not exceed one thousand two hundred square feet....” However, state statute does not permit a maximum size to be applied to any converted unit or to a new construction detached unit on a lot with a

multifamily primary dwelling. (Gov. Code, § 65852.2, subs. (e)(1)(A), (C), and (D)). The City must allow these exceptions.

- 19.39.050 (G)(2)(ii) – *Fire Sprinklers* – The Ordinance states, “When the primary residence does not have fire sprinklers, the junior accessory dwelling unit and attached accessory dwelling unit do not require fire sprinklers unless the junior accessory dwelling unit or attached accessory dwelling unit increases the size of the house by at least fifty percent.” However, Government Code section 65852.2, subdivision (a)(1)(D)(xii), states, “Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.” Therefore, the City must remove “unless the junior accessory dwelling unit or attached accessory dwelling unit increases the size of the house by at least fifty percent” from the Ordinance.
- 19.39.050 (J) – *Multifamily Format Allowance* – The Ordinance states, “The building division shall review and approve ministerially accessory dwelling units under the following conditions...” before describing units subject to Government Code section 65852.2, subdivision (e)(1)(C) in (J)(1) and units subject to subdivision (e)(1)(D) in (J)(2). However, the Ordinance omits ADUs created with multifamily units pursuant to Government Code section 65852.2, subdivision (a)(1)(D)(ii), which allows for ADUs with both single-family and multifamily primary dwellings. The City must amend the Ordinance to comply with statute.
- 19.39.050 (J)(2) – *ADUs Within Existing Multi-Family Dwelling Units* – The Ordinance states, “An existing multifamily dwelling shall be permitted to accommodate additional accessory dwelling units in an amount up to twenty-five percent of the existing multifamily dwelling units.” However, Government Code section 65852.2, subdivision (e)(1)(C)(ii), clarifies that “[a] local agency shall allow at least one accessory dwelling within an existing multifamily dwelling...” Therefore, the City must amend the Ordinance to clarify that a minimum of one accessory dwelling unit is allowed.
- 19.39.060 (A)(1) and (2) – *JADU Kitchen* – The Ordinance states, “Electric service may not exceed one hundred and twenty volts,” “No appliance may be fueled with natural gas or propane,” and “The kitchen sink waste line may not exceed one and one-half inches.” However, Government Code section 65852.22, subdivision (a)(6)(A), requires only “[a] cooking facility with appliances” in JADUs. Language regarding gas lines, 220v connections, and kitchen sink waste line was specifically removed from the statute. Therefore, these requirements do not comply with State ADU Law, and the City must remove these sections.
- 19.39.070 (C)(2) – *Parking Standards* – The Ordinance states, “Notwithstanding subsection (C)(1), on-site parking is not required when...”

then lists a total of four exceptions. However, Government Code section 65852.2, subdivision (d)(1)(E) and (F), provide additional exceptions: “(E) When there is a car share vehicle located within one block of the accessory dwelling unit. (F) When a permit application for an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling or a new multifamily dwelling on the same lot, provided that the accessory dwelling unit or the parcel satisfies any other criteria listed in this paragraph.” Therefore, the Ordinance must be amended to include the additional exceptions.

- 19.39.090 (A) – *Design Standards* – The Ordinance states, “The accessory dwelling unit shall comply with any City adopted objective design standards applicable to ADUs.” The Ordinance does not mention or list any such standards. Any design standards promulgated by the City must meet the definition of objective standards pursuant to Government Code section 65852.2 (j)(7), which states, “Objective standards’ means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.” Also, local development standards provided by the Ordinance pursuant to Government Code section 65852.2, subdivisions (a) through (d), cannot preclude the approval of ADUs created under subdivision (e). The City must amend the Ordinance to allow for this exception and to list any objective criteria applicable to ADU development.
- 19.39.100 (A) – “*Shall Act*” – The Ordinance states that “the building division shall act on an application to create an accessory dwelling unit... within 60 days...” However, current Government Code section 65852.2, subdivision (a)(3), requires that any “permitting agency **shall either approve or deny** the application to create or serve an accessory dwelling unit or a junior accessory dwelling unit within 60 days...” (Emphasis added.) As “shall act” was specifically changed to “shall approve or deny” in recent updates to ADU Law, the City must amend the language to align with state statute. Additionally, Government Code section 65852.2, subdivision (a)(3)(B), adds that if the City denies a permit application for an ADU, it must provide the applicant with a list of items that are defective or deficient and a description of how the application can be remedied by the applicant. The City should add this provision to the Ordinance.

In response to the findings in this letter, and pursuant to Government Code section 65852.2, subdivision (h)(2)(B), the City must either amend the Ordinance to comply with State ADU Law or adopt the Ordinance without changes. Should the City choose to adopt the Ordinance without the changes specified by HCD, the City must include findings in its resolution that explain the reasons the City finds that the Ordinance complies with State ADU Law despite the findings made by HCD. Accordingly, the City’s response should provide a plan and timeline to bring the Ordinance into compliance.

Please note that, pursuant to Government Code section 65852.2, subdivision (h)(3)(A), if the City fails to take either course of action and bring the Ordinance into compliance with State ADU Law, HCD may notify the City and the California Office of the Attorney General that the City is in violation of State ADU Law.

HCD appreciates the City's efforts in the preparation and adoption of the Ordinance and welcomes the opportunity to assist the City in fully complying with State ADU Law. Please contact Mike Van Gorder, of our staff, at (916) 776-7541 or at mike.vangorder@hcd.ca.gov if you have any questions or would like HCD's technical assistance in these matters.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Zisser', with a long horizontal flourish extending to the right.

David Zisser
Assistant Deputy Director
Local Government Relations and Accountability



Housing Element Implementation Project Comments

Date* 03/08/2024

Name* Dara Chavoen

Company

Email* [REDACTED]

Phone Number* [REDACTED]

- Please check all that apply*
- I own a home in American Canyon
 - I rent a home in American Canyon
 - I own a business in American Canyon
 - I work in American Canyon
 - None of the above

Address* Street Address
[REDACTED]

Address Line 2

City

American Canyon

Postal / Zip Code

94503

State / Province / Region

CA

Country

United States

Comments*

If comments are being provided through the upload of a document, please indicate so.

Simply, I have lived in American Canyon for all but one year since 2001. As many did, we moved here looking for a family friendly town. Unfortunately, American Canyon has become more and more like Napa thinking more of money than its citizens. We need more family restaurants and entertainment like skating rink, bowling alley, or movie theater in order for families and youngsters to enjoy. Building more expensive residences and burying what open space we have left is wrong. Residences like apartments, houses whatever are apparently not thought out. Highway 29 should have been addressed years ago. The backup now is not properly controlled by the way lights are used. Please think of the regular people who have lived here who are not wealthy or visitors, but who keep this city going. Really ask citizens what they want and need and act on their answers. No one I know has been asked, and many think it would not matter anyway if they spoke up. No way to run a once nice family city.

File Upload

From: Brent Cooper

Sent: Tuesday, March 12, 2024 3:50 PM

To: Dara Chevoen [REDACTED]

Cc: Jason Holley <jholley@cityofamericancanyon.org>; William He <whe@cityofamericancanyon.org>;

Nicolle Hall <nhall@cityofamericancanyon.org>

Subject: Housing Element Implementation Program

Hello Dara Chevoen,

Thank you for your interest in the Housing Element Implementation Program. Your letter states: *“Please think of the regular people who have lived here who are not wealthy or visitors, but who keep this city going.”* (See attached comment form)

The Housing Element contains the City’s 8-year strategy to accommodate housing for residents of all incomes. During the last 8 years, American Canyon exceeded its overall “Fair Share Housing Allocation” by almost 90%. Very Low-Income resident housing was exceeded by 81% and Low-Income resident housing was exceeded by 174%. (See [March 21, 2023 Housing Element Annual Report](#)).

In May 2023, the American Canyon was the first jurisdiction in Napa County to receive Housing Element Certification from the California State Department of Housing and Community Development. You can review an [interactive map of California](#) that shows American Canyon has a Housing Element that is “In Compliance” with State Law.

The current 8-Year Housing Element Implementation Plan includes approximately 70 programs to improve housing opportunities – particularly for lower income and special needs residents.

On March 19, 2024, consistent with the Housing Element, the City Council will consider several programs to help facilitate housing for lower income and special needs residents:

1. Allowing Low Barrier Navigation Centers as a permitted use in the Community Commercial (CC) zoning district in compliance with Government Code Section 65660 and 65668.

A Low Barrier Navigation Center is a temporary living facility with case managers that help people experiencing homelessness connect with resources to move into permanent housing. The code amendment would permit this form of housing in the Community Commercial zoning district.

2. Allowing Small Residential Care Facilities as a permitted use in the Rural Residential Estate Hillside (RRH) zoning district in compliance with Government Code Section 65583.

A Small Residential Care facility is a home for six or fewer persons in need of personal services, supervision, protection or assistance essential for sustaining the activities of daily living, or twenty-four-hour care for six or fewer foster children. Per State Law, this facility is already permitted in all single family zoning districts. The Rural Residential Estate Hillside zoning district (Canyon Estates) was overlooked and will be corrected with this zoning code amendment.

3. Removing subjective criteria on manufactured housing.

Manufactured housing is pre-assembled in a factory and delivered to a property on a permanent foundation. This zoning code amendment would remove approval criteria and subjective design standards not required for "stick-built" single family homes.

Examples of subjective approval criteria standards to remove from the zoning code include:

- “harmonious with context of surrounding neighborhood”
- “compatibility in design and appearance with residences in the vicinity”
- “protect neighborhood integrity”
- “harmonious relationships between manufactured homes and surrounding uses, etc.”

Examples of design standards to remove from the zoning code include:

- “exterior siding material compatible with adjacent residential structures”
- “shiny or metallic finishes are prohibited”
- “a specific roof material”
- “eaves or roof overhangs of not less than one foot ”
- “finished floor elevation no higher than twenty inches above the exterior finished grade.”
- “exterior materials and roofing proposed for any garage shall be the same as those materials used on the main structure.

4. Updating Floor Area Ratio (FAR) standards in the Neighborhood Commercial (CN) and Community Commercial (CC) zoning districts to allow a minimum Floor Area Ratio (FAR) of 1.0 for projects with three to seven units or 1.25 for projects with eight to 10 units.

This new standard is required by Government Code Sections 54237, 54237.7, and 54239.4.

5. Removing the conditional use permit requirement for large farm employee housing in the CC zoning district.

The Employee Housing Act (Division 13, Part 1 of the Health and Safety Code) requires employee (farmworker) housing consisting of 12 units, or 36 beds must be permitted by right. The City allows larger farmworker housing in the Community Commercial CC zoning district with a conditional use permit. The zoning code amendment would remove the conditional use permit requirement.

6. Updating the Accessory Dwelling Unit Ordinance (American Canyon Municipal Code (ACMC) Chapter 19.39) consistent with State Law. A summary of changes include the following:

- Technical language cleanups, such as:
 - Amend definitions to Specific “One” ADU instead of “additional” ADUs.
 - Add allowance of a multifamily ADU concurrent or after the multifamily is built.

- Add ADU’s allowed for a specific circumstance, such as:
 - an unlimited ADU size when an accessory structure is converted to an ADU. ○ Allow 3 ADUs on a parcel: One attached, one detached, and one Junior ADU.
- No fire sprinkler requirement if the primary residence does not have fire sprinklers regardless of how large the ADU addition is.
- ADUs cannot be denied if there are unrelated code violations on the property.
- Junior ADU standards are revised to become more lenient, such as:
 - No limits on electric service.
 - No prohibition of propane or natural gas appliances.
 - Subjective language removed “food preparation area and cabinets are reasonable size in relationship to the JADU”.
 - No limit on kitchen sink waste line.
- Parking Standards Reduced, such as:
 - No parking is required when a car share vehicle is located within one block.
 - No parking is required when the ADU application is submitted at the same time for a SFD or MFD.
- Subjective Design Standards removed, such as:
 - “Compatibility of accessory dwelling units with the neighborhood.”
 - “Comply with any City adopted objective design standards applicable to ADUs.” • Approval Standards:
- City must approve or deny an ADU application within 60 days.
 - If the ADU is denied, we must identify reasons.

A comprehensive list of Housing Element programs will be included in the March 19 City Council staff report packet. Stay tuned for the Housing Element Annual Report (typically in March each year) and additional Housing Element Implementation measures that will be brought to the City Council over the 8-Year Housing Element planning period.

Sincerely,

Brent Cooper, AICP

Community Development Director

City of American Canyon | 4381 Broadway Street, Suite 201 | American Canyon, CA 94503

(707) 647-4335



TITLE

Parks and Recreation Department User Fee Schedule

RECOMMENDATION

Adopt a Resolution of the City Council of the City of American Canyon to repeal and replace Resolution 2023-30 with the updated Parks and Recreation Department User Fee Schedule.

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

The Parks and Recreation Department User Fee Schedule was approved and adopted through Resolution 2023-30 by the City Council on April 18, 2023 (Attachment 1).

On December 8, 2022, the Parks and Community Services (PCS) Commission reviewed and recommended 16 Service Categories (Attachment 2) and a Cost Recovery Pyramid Model (Attachment 3) that outlines and defines the cost recovery percentage rates for the services provided through the Parks and Recreation Department.

Each Service Category was strategically placed within the Cost Recovery Pyramid Model (Pyramid), defining the common language of terms and concepts related to pricing, and setting the cost recovery percentages associated with each level of service. Each "tier" of the Pyramid, one through five is the level of service from the Highest Community Benefit to Highly Individual Benefit - to ensure equitable pricing, maintain the quality of our services, and identify and recognize core services for the community. This year, we updated Tier 2 of the model to address the existing gap between Tier 1, which ranges from 0-10%, and Tier 2, which previously ranged from 25%-50%.

This foundation and upward progression are intended to represent the parks and recreation core mission, while also reflecting the growth and maturity of our organization as we enhance our programs and facility offerings. In addition, City staff surveyed similar parks and recreation programs and services from surrounding agencies, referred to as our Market Comparison (see Attachment 4). This comparison serves as a reality check for our fees against those surrounding programs, ensuring our changes are competitive and in line with the current market.

In 2023, the City aimed to gradually update our program and service fees, shifting to a more modern and realistic pricing structure. These adjustments involved raising fees beyond the current Consumer Price Index (CPI) and included increases based on the Service Categories and Cost Recovery Pyramid Model. Additionally, we compared our program and service fees within our Market Comparison. This process is referred to as a structural increase. Last year marked the first structural increase, and this year will be the second. From 2025 and thereafter, we anticipate implementing an annual fee increase based on the CPI adjustment as part of the budget process, which will occur in January of each year. Incremental fee increases are important to the City as they help offset the inflation and labor costs and prevent larger increases in the future within the Parks and Recreation Department. However, not all programs and services have the flexibility to withstand an increase. This is largely caused by the market and data collected from surrounding agencies that offer the same service.

Attachment 5 is the Parks and Recreation 2024 User Fee Worksheet, which details the fees for the services provided by the City to our residents and customers. The Worksheet includes: 1) Program Costs; 2) Cost Recovery Tier; 3) Cost Recovery Percentage based on the current fee vs. program costs; 4) Current Resident Rate; 5) Proposed 2024 Resident Rate; 6) Fee Increase Percentage; 7) New Cost Recovery Percentage based on the new proposed fee vs. program costs; 8) Nonresident Rate - set at 15% above the Resident Rate; 9) Nonprofit Rate - set at 25% below the Resident Rate (only applies to Facility Rental Hourly Rates); and 10) Nonresident Nonprofit Rate - set at the Resident Rate (only applies to Facility Rental Hourly Rates). The Worksheet proposes the following changes - based on color:

- *Red*: Structural Adjustments - Fee increase due to the cost of the program, the Cost Recovery Tier for the services, and the ability to increase due to the Market Comparison for the service.
- *Purple*: New programs added to the schedule.
- *Blue*: Nonresident Facility Rental fees set at 15% above the Resident Rate.
- *Highlighted Yellow*: Market Comparison - Lowered the service fee due to the data collected from surrounding agencies where program fees are significantly lower than what was approved for the 2023 Fee Schedule.

In addition, the Parks and Recreation Department User Fee Schedule will also include:

- All fees will be rounded up to the nearest dollar.
- Resident Rate: will only apply to American Canyon residents residing within the City of American Canyon city limits. Individuals claiming residency will be required to provide a valid identification at the time of registration. Residency may be claimed by the following: 1) A California Drivers License with an American Canyon residential address; or 2) A photo identification card with the individual's first and last name, and a utility bill or lease agreement matching the individual's identification and the American Canyon residential address.
- Nonresident Rate: will apply to anyone residing outside of the American Canyon city limits. Programs, classes, services, camps, and rentals will be 15% above the Resident Rate and Drop-

In programs will be one dollar (\$1.00) more than the Resident Rate.

- American Canyon Nonprofit Rate: will only apply to American Canyon nonprofit organizations that have a valid State of California 501(c)(3) Certificate. This benefit will only apply to facility rental fees and set at 25% less than the Resident Rate. All other facility rental rules and regulations, and requirements apply - including insurance, cleaning fees, and refundable deposits.
- *****NEW** Nonresident Nonprofit: will apply to nonprofit organizations that have a valid State of California 501(c)(3) Certificate. This benefit will only apply to facility rental fees and set at the Resident Rate. All other facility rental rules and regulations, and requirements apply - including insurance, cleaning fees, and refundable deposits.
- Nonprofit and Community Partnered Events: American Canyon nonprofit organizations and community partners are encouraged to host, coordinate, and manage community-based events for American Canyon residents at City parks and facilities. These community events provide a great community benefit (Tier 1 - within the Cost Recovery Pyramid Model) by enhancing our resident's quality of life, providing unique experiences that celebrate our community's cultural diversity, and showing our community's inclusivity. The City values these relationships and partnerships - in exchange, the City will provide a City park or facility at no cost to the nonprofit organization or community partner. All other community event rules and regulations, and requirements apply.

The PCS Commission reviewed the proposed 2024 Fee Schedule on December 14, 2023, and February 7, 2024. No modifications were made to the Fee Schedule. During the review process, the Commission sought clarification on the criteria for the residency qualifications. It was determined that no changes were necessary, as the Resident Rate qualifications are in line with industry standards and best practices, ensuring a flexible and welcoming approach for all.

Next Steps

The Resolution (Attachment 6) amends the Parks and Recreation Department User Fee Schedule by updating and establishing new user fees for the performance of various Parks and Recreation Department services. This schedule ensures transparency and consistency in the fees charged. City staff intends to review the department's service fees annually - making it a standard operating practice as part of the annual budget process which will occur in January of each year. This practice will help reduce the need to drastically increase fees - avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for multi-year periods. It is important to note that the Parks and Recreation Department saw a 70% increase in program registration and a 56% increase in facility rentals from 2022 to 2023.

Upon adoption of the Resolution, the Parks and Recreation Department User Fee Schedule will supersede the parks and recreation fees outlined within Resolution 2023-30, and all parks and recreation service fees shall be adjusted and amended.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Infrastructure: "Develop and maintain infrastructure resources to support sustainable growth."

FISCAL IMPACT

It is anticipated that the proposed fee adjustments will result in additional revenue to the General Fund of approximately \$33,000.00 annually. This revenue is intended to "offset" the costs of existing services provided by the City. Recovering these costs from service recipients will help free up critical General Fund resources.

ENVIRONMENTAL REVIEW

None.

ATTACHMENTS:

1. [Resolution No. 2023-30: Parks and Recreation User Fee Schedule](#)
2. [Service Categories](#)
3. [Cost Recovery Pyramid Model](#)
4. [Parks and Recreation Market Comparison](#)
5. [2024 User Fee Worksheet](#)
6. [2024 Parks and Recreation Department User Fee Schedule](#)

RESOLUTION NO. 2023-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON AMENDING THE PARKS AND RECREATION DEPARTMENT USER FEE SCHEDULE TO UPDATE AND ESTABLISH NEW USER FEES FOR THE PERFORMANCE OF VARIOUS PARKS AND RECREATION DEPARTMENT SERVICES

WHEREAS, the Parks and Recreation Department offers a wide variety of programs, services, and rentals to the residents of American Canyon and customers in neighboring cities; and

WHEREAS, the Fee Study project started in FY2019/20 with the combined efforts of City staff, the Parks and Community Services Commission (PCS), and 110% Inc. – a parks and recreation consultant group, and was put on hold in 2021 due to the COVID-19 Pandemic and was resumed in November 2022; and

WHEREAS, recovery of the costs of providing governmental services to the fullest extent possible is of vital concern to the economic health of the City budget, and hereby the health, safety and welfare of the residents of the City of American Canyon; and

WHEREAS, the City’s fiscal policy requires that the City match fees and charges with the costs of providing services, except in cases where the social benefit impact outweighs the objective of full cost recovery; and

WHEREAS, the Parks and Recreation Department service fees have not been updated since 2004 per Resolution 2004-11; and

NOW, THEREFORE, BE IT RESOLVED the City of American Canyon as follows:

SECTION 1: GENERAL INFORMATION AND SPECIAL CONDITIONS

1. Resident Rate will only apply to American Canyon residents residing within the American Canyon city limits. Individuals claiming residency will be required to provide valid identification at the time of registration. Residency may be claimed by the following: 1) A California Driver’s License with an American Canyon residential address; or 2) A photo identification card with the individual’s first and last name, and a utility bill matching the individual’s identification and American Canyon residential address.
2. Non Resident Rates will apply to anyone residing outside the American Canyon city limits. Programs, classes, services, camps, and rentals will be 15% more than the Resident Rate and Drop-In programs will be one dollar (\$1.00) more than the Resident Rate. All fees will be rounded up to the nearest dollar.
3. Nonprofit Rates will only apply to American Canyon nonprofit organizations that have a valid State of California 501(c)(3) certificate. This benefit will only apply to facility rental fees as indicated on the Parks and Recreation Department User Fee Schedule and set at 25% less than the Resident Rate. All other facility rental rules and regulations, and requirements apply – including insurance and refundable deposits. All fees will be rounded up to the nearest dollar.

4. Nonprofit and Community Partner Community Events – American Canyon nonprofit organizations and community partners are encouraged to host, coordinate, and manage community-based events for American Canyon residents at City parks and facilities. These community events provide great community benefit (Tier 1 – within the Cost Recovery Pyramid Model) by enhancing our resident’s quality of life, providing unique experiences that celebrate our community’s cultural diversity, and showcasing our community’s inclusivity. The City values these relationships and partnerships – in exchange, the City will provide a City park or facility at no charge to the nonprofit organization or community partner. All other community event rules and regulations, and requirements apply.

SECTION 2. USER FEE SCHEDULE

1. The Parks and Recreation Department User Fee Schedule is outlined within Exhibit A.
2. On April 18, 2023, and on the same date annually thereafter, the City shall increase the rates in the Parks and Recreation Department User Fee Schedule to automatically adjust to the annual percentage change of the Consumer Price Index (CPI) for all Urban Consumers for the San Francisco, Oakland and San Jose metropolitan area as published by the Bureau of Labor Statistics for the 12-month period ending nearest, but at least sixty (60) days prior to, the Adjustment Date.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon adopt the Parks and Recreation Department User Fee Schedule effective upon this Resolution’s adoption date.

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 April, 2023, by the following vote:

AYES: Councilmembers Aboudamous, Joseph, Oro, Vice Mayor Washington, and Mayor Garcia
NOES: None
ABSTAIN: None
ABSENT: None



Leon Garcia, Mayor

ATTEST:



Taresa Geilfuss, City Clerk



William D. Ross, City Attorney

EXHIBIT A

CITY OF AMERICAN CANYON PARKS AND RECREATION DEPARTMENT USER FEE SCHEDULE

AQUATICS FEES				
	Details	Resident	Non Resident	Nonprofit
Group Swim Lessons	Per Participant	\$70.00	\$81.00	
Semi-Private Swim Lesson	Per Participant	\$105.00	\$121.00	
Private Swim Lesson	Per Participant	\$150.00	\$173.00	
Lap Swim: Drop-In	Daily Drop-In	\$6.00	\$7.00	
Lap Swim: Monthly Light	8-Visits/Monthly	\$44.00	\$51.00	
Lap Swim: Monthly Unlimited	12-Visits/Monthly	\$63.00	\$73.00	
Water Exercise: Drop-In	Daily Drop-In	\$6.00	\$7.00	
Water Exercise: Monthly Class	Per Participant	\$66.00	\$76.00	
Recreation Swim: 2 yrs. & Under	Daily Drop-In	FREE	FREE	
Recreation Swim (M-F): Youth 3-12 yrs.	Daily Drop-In	\$4.00	\$5.00	
Recreation Swim (M-F): Adult	Daily Drop-In	\$5.00	\$6.00	
Recreation Swim (Sat): Youth 3-12 yrs.	Daily Drop-In	\$5.00	\$6.00	
Recreation Swim (Sat) Adult	Daily Drop-In	\$6.00	\$7.00	
Recreation Swim Pool Party	Flat Rate/Rec Swim	\$80.00	\$92.00	
Recreation Swim Pool Party – Extra Guests	Per Participant/Max 30	\$4.00	\$5.00	
Recreation Swim Pool Party: Refundable Deposit	Flat Rate/Refundable	\$100.00	\$100.00	
Private Pool Party Rental (1-50 People)	Hrly Rate/3 HR. Min.	\$102.00	\$118.00	
Private Pool Party Rental (51-100 People)	Hrly Rate/3 HR. Min.	\$125.00	\$144.00	
Private Pool Party Rental (101-150 People)	Hrly Rate/3 HR. Min.	\$148.00	\$171.00	
Aquatics Pool Rental – Lane Rental for Programming	Hrly. Rate/3 Hrs + 3 Lanes	\$12.00	\$14.00	\$9.00
Private Pool Rental – Refundable Deposit	Flat Rate/Refundable	\$200.00	\$200.00	
RECREATION/SPORTS/FITNESS CLASS				
Canyon Kids Summer Camp	Per Participant/Per Wk.	\$160.00	\$184.00	
Camp Connection	Per Participant/Per Wk.	\$70.00	\$81.00	
Community Garden	Annual Fee	\$40.00	46.00	
Adult Softball League	Per Participant	\$95.00	\$110.00	
Adult Basketball/Volleyball League	Per Participant	\$120.00	\$138.00	
Adult Soccer/Flag Football League	Per Participant	\$105.00	\$121.00	
In-House Youth League(8 classes)	Per Participant	\$140.00	\$151.00	
In-House Youth League(4 classes)	Per Participant	\$80.00	\$92.00	
Recreation Classes – Staff Lead (8 classes)	Per Participant	\$64.00-\$127.00	\$74.00-\$147.00	
Independent Contracted Instructor Class	Per Participant	\$50.00-\$350.00	\$58.00-\$403.00	
Open Gym Drop-In	Daily Drop-In Per Visit	\$8.00	\$9.00	
SENIOR SERVICES (50+ YRS)				
Senior Day Trips	Per Participant	\$49.00	\$57.00	
Senior Programs: Drop-In	Daily Visit Per Program	\$1.00	\$2.00	
Senior Programs: Monthly Light Pass	8 Visits/Monthly	\$8.00	\$10.00	
Senior Programs: Monthly Unlimited Pass	15 Visits/Monthly	\$15.00	\$18.00	
FACILITY RENTALS				
Runs & Races	Per Participant	\$2.00	\$3.00	\$1.00

Parking Lot Rental	Hrly. Rate/2 HR. Min.	\$32.00	\$37.00	\$24.00
Baseball/Softball Field Rental	Hrly. Rate/2 HR. Min.	\$15.00	\$18.00	\$12.00
Baseball/Softball Field Prep	Daily Flat Rate	\$37.00	\$43.00	
Turf Field Rental: Youth Programs	Hrly. Rate/2 HR. Min.	\$15.00	\$18.00	\$12.00
Turf Field Rental: Tournaments/Adult Programs	Hrly. Rate/2 HR. Min.	\$20.00	\$23.00	\$15.00
Park Rental: For Profit/Festival/Event	Hrly. Rate/2 HR. Min.	\$75.00	\$87.00	
Court Rental: Tennis/Pickleball/Basketball/Bocce	Hrly. Rate/2 HR. Min.	\$10.00	\$12.00	\$8.00
Group Picnic Rental	Daily Flat Rate	\$120.00	\$138.00	\$90.00
Recreation Building Rental	Hrly. Rate/3 HR. Min.	\$40.00	\$46.00	\$30.00
Adult Activity Center Rental: Assembly Room	Hrly. Rate/3 HR. Min.	\$65.00	\$75.00	\$48.00
Adult Activity Center Rental: Meeting Room	Hrly. Rate/2 HR. Min.	\$32.00	\$37.00	\$24.00
Adult Activity Center Rental: Commercial Kitchen	Hrly. Rate/2 HR. Min.	\$72.00	\$83.00	\$54.00
Napa Junction Community Center: Assembly Room	Hrly. Rate/3 HR. Min.	\$90.00	\$104.00	\$68.00
Napa Junction Community Center: Classroom	Hrly. Rate/2 HR. Min.	\$32.00	\$37.00	\$24.00
Projector Rental	Daily Flat Rat	\$50.00	\$58.00	
Audio Rental	Daily Flat Rat	\$50.00	\$58.00	
Park Bounce House Permit – Authorized Vendor	Daily Flat Rat	\$50.00	\$58.00	
Portable Restroom Rental – Single Stall Restroom	Flat Rate	\$187.00	\$187.00	
Portable Restroom Rental – ADA Restroom	Flat Rate	\$252.00	\$252.00	
General Liability Insurance: Rentals	Flat Rate	\$112.00	\$112.00	
General Liability + Liquor Liability Insurance: Rental	Flat Rate	\$175.00	\$175.00	
Facility Rental Cleaning Fee (35 people or less)	Flat Rate	\$100.00	\$100.00	
Facility Rental Cleaning Fee (36+ people)	Flat Rate	\$200.00	\$200.00	
Refundable Deposit: Facility Rentals	Flat Rate/Refundable	\$100.00	\$100.00	
Refundable Deposit: Group Picnic Rentals	Flat Rate/Refundable	\$200.00	\$200.00	



Park and Recreation Service Categories

TIER 1: HIGH COMMUNITY BENEFIT (0%-10%)

Volunteer/Internship/Community Service Programs: Managing individuals or groups to donate their time and effort to a structured or scheduled experience, support educational or service requirements, provide facility improvements, or provide essential services to the community. Examples include: Volunteer projects throughout the city, internships, food distributions and deliveries, disaster aid and referrals, emergency shelter, trail maintenance, naturalists, and adopting a park or field.

Non-Monitored Park/Facility Use: Drop-in use of a park/facility/activity that is non-registered and non-instructed and is NOT monitored by City staff or volunteers. Examples include: Open spaces, trails, parks, skateparks, dog parks, playgrounds, passive and active park areas, etc.

Community Events – Nonprofits & Community Partners: Community-wide events provided by a city-recognized nonprofit and community partner that benefits and serves the entire community as a whole; typically, these events would not require a fee to attend, but they need some support from the City (i.e. a facility, staff, or minimal resources) to help make the event successful for the entire community. Examples include: Juneteenth, Pride, and Pumpkin Walk at the Wetlands.

Community Events – Produced by the City: Community-wide events typically produced by the Department and offered on an annual basis for the entire community. Examples include: The Fourth of July, Magic of the Season, etc.

TIER 2: CONSIDERABLE COMMUNITY BENEFIT (25%-50%)

Facility Passes and Drop-in Monitored Access: The use of recreation facilities for organized city programming that required staff monitoring or specialized equipment to conduct the program. Examples include: Public swim, lap swimming, unstructured activities and social time, and open gym.

TIER 3: BALANCED COMMUNITY/INDIVIDUAL BENEFIT (25%-75%)

Rentals/Exclusive Use – Affiliates/Partners/Community Service: Temporary and exclusive use of City space and facilities on a one-time or one-season basis through a formal agreement to groups identified as having allied interests with the City, fulfills a core service in lieu of the City and serves the community at large. Examples include: Reindeer Run, crab feed fundraisers, etc.

Tournaments/Leagues: Schedule one-time sporting and/or multi-game events for various age groups that are organized and/or managed by staff. Examples include: Softball league, basketball league, swim meets, volleyball league, etc.

TIER 4: MOSTLY INDIVIDUAL BENEFIT (50%-100%)

Classes, Programs, Workshops, and Camps – Beginner / Multi-Level: Entry or multi-level group recreational and/or instructional programs and activities for children, youth, and adults who have no prior experience. Examples include: Learn to swim group lessons, basketball and fitness classes, enrichment, educational programs, etc.

Trips: Day, overnight, and extended trips that provide opportunities for participants to visit selected destinations. Examples include: Tours, dinners, theater, day trips, boat tours, etc.

Classes, Programs, Workshops, Camps, and Clinics – Advanced/Competitive/Certifications: Focus on advanced activities/instruction, certification, or competitive activities for children, youth, and adults with prior experience. Examples include: Lifeguard Training, competitive swim clinics, and travel/competitive sports.

TIER 5: HIGHLY INDIVIDUAL BENEFIT (75%-150%)

Merchandise/Concessions/Vending: Include consumable and non-consumable goods for purchase at various facilities. Examples include: Swim diapers, food, and beverages, city apparel, etc.

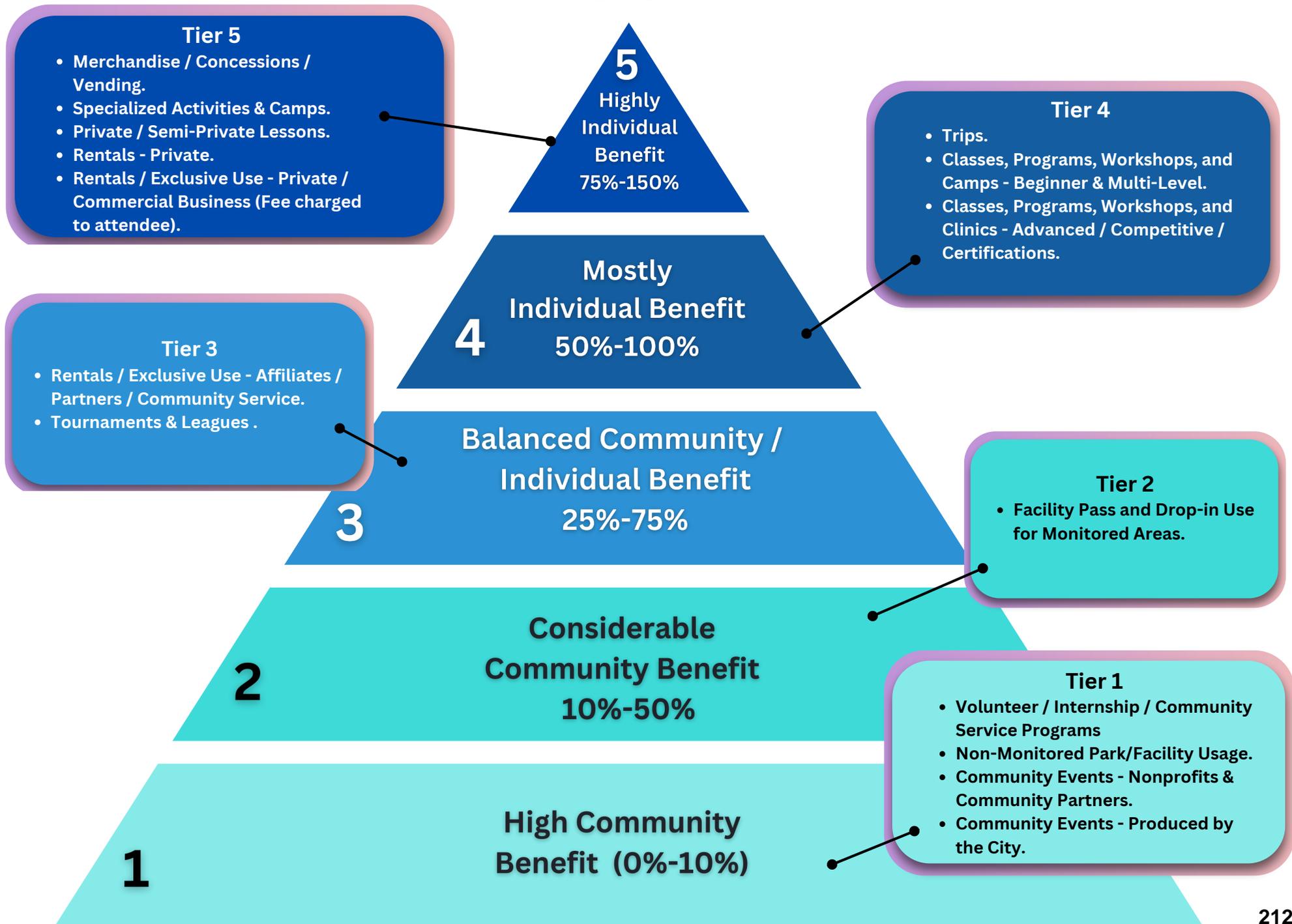
Private/Semi-Private Lessons: Lessons arranged for one to three students with a specific instructor and/or time. Examples include: Private tennis lessons, private swim lessons, personal training, etc.

Rentals – Private: Temporary and exclusive use of city facilities including centers, fields, pools, picnic areas, and parks, on a one-time or one-season basis by a private individual, group, organization, or business, etc. Examples include: Rentals for birthdays, weddings, corporate events/picnics, individual/private – not open to the public, etc.

Rentals/Exclusive Use – Private / Commercial Business: Any rental that is intended to charge a fee to attendees falls into this category. Examples include: Private/for-profit businesses of use of any city facility, ticketed event, i.e. mini-Bottle Rock, etc.

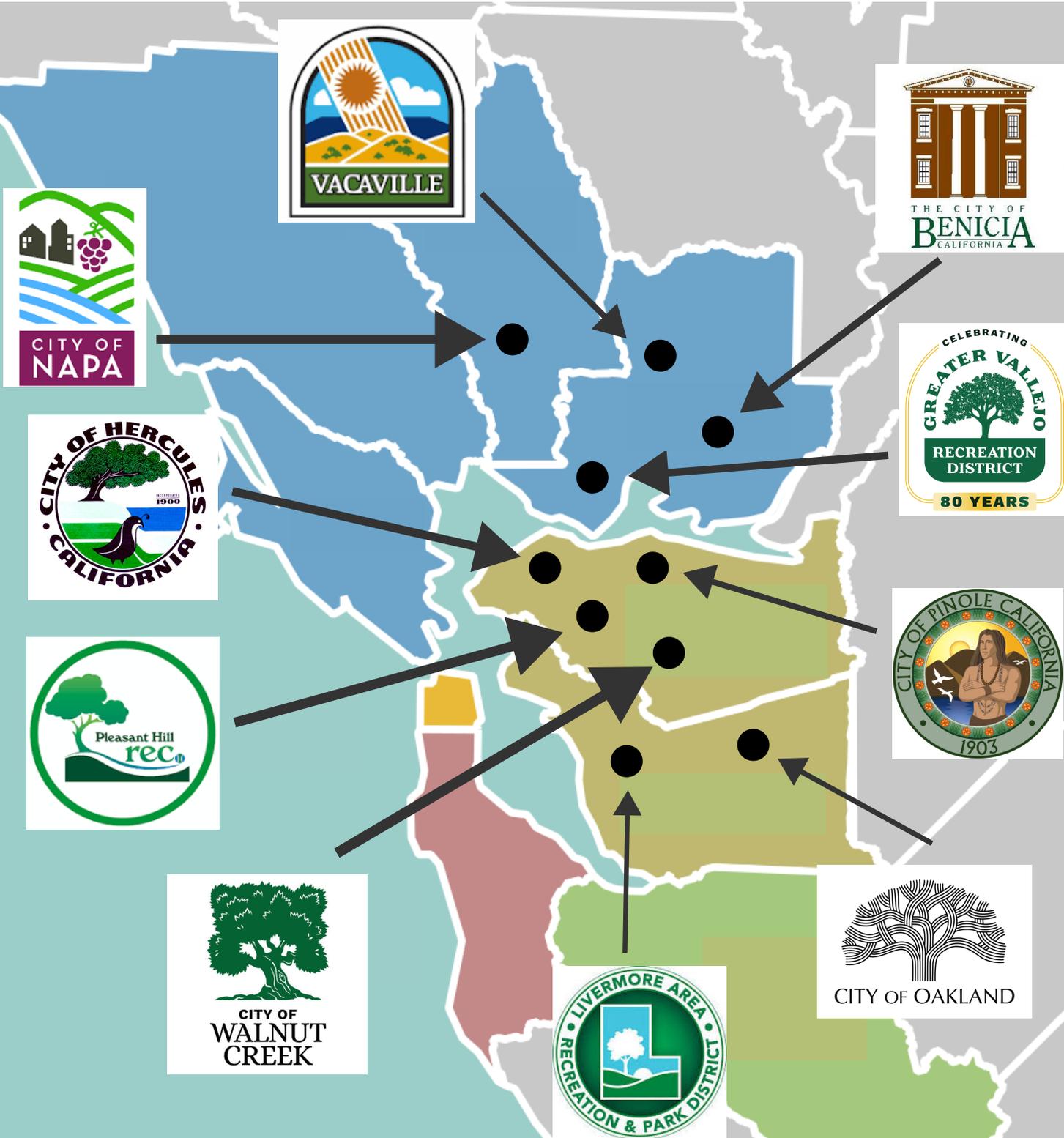
Specialized Activities/Camps: Targeted annual, individualized activities, events, and non-traditional camps requiring registration that are typically offered on a one-time or limited basis. Examples include: Nature camps, sports and summer camps, technology and STEAM camps and programs, etc.

American Canyon Parks and Recreation Cost Recovery Pyramid Model





Parks & Recreation Market Comparison



Parks & Recreation Department User Fee Worksheet

		#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
	Details	Program Costs	Cost Recovery Tier	Cost Recovery %	Current Fees	NEW Res Fees	Program Fee Increase %	New Cost Recovery %	Non Resident Rate	AC Nonprofit	NR Nonprofit
Aquatics											
Group Swim Lessons	per participant	\$85.40	4	83%	\$70.00	\$76.00	7%	88%	\$88.00		
Semi-Private Swim Lessons	per participant	\$107.45	5	99%	\$105.00	\$112.00	7%	105%	\$129.00		
Private Swim Lessons	per participant	\$180.95	5	84%	\$150.00	\$160.00	7%	89%	\$184.00		
Lifeguard Training	per participant	\$385.75	4	65%		\$250.00			\$288.00		
Jr. Guard Program	per participant	\$377.00	4	86%		\$325.00			\$374.00		
Lifeguard Recertification Class	per participant	\$162.00	4	81%		\$130.00			\$150.00		
Lap Swim: Drop-in	Daily Drop-in / per visit	\$20.04	3	30%	\$6.00	\$6.00			\$7.00		
Lap Swim Monthly Light	8 visits - monthly	\$160.28	3	27%	\$44.00	\$44.00			\$51.00		
Lap Swim Monthly Unlimited	12 visits - monthly	\$240.41	3	27%	\$63.00	\$63.00			\$73.00		
Water Exercise: Drop-in	Daily Drop-in	\$13.03	4	47%	\$6.00	\$6.00			\$7.00		
Water Exercise: Monthly Class	per participant	\$156.37	4	43%	\$66.00	\$66.00			\$76.00		
Recreation Swim: 2 & Under	Daily Drop-in	\$33.11	2	0%	FREE	Free			Free		
Recreation Swim (M-F): Youth 3-12 years	Daily Drop-in	\$33.11	2	12%	\$4.00	\$4.00			\$5.00		
Recreation Swim (M-F): Adult 13+ years	Daily Drop-in	\$33.11	2	15%	\$5.00	\$5.00			\$6.00		
Recreation Swim (Saturdays): Youth 3-12 years	Daily Drop-in	\$42.64	2	12%	\$5.00	\$5.00			\$6.00		
Recreation Swim (Saturdays): Adult 13+ years	Daily Drop-in	\$42.64	2	14%	\$6.00	\$6.00			\$7.00		
Recreation Swim Pool Party (16 people Included)	Flat Rate / During Recreation Swim	\$529.71	2	15%	\$80.00	\$80.00			\$92.00		
Recreation Swim Pool Party (Extra participants - Max 30)	Additional Rate per person - Max 30	\$33.11	2	12%	\$4.00	\$4.00			\$5.00		
Recreation Swim Pool Party: Refundable Deposit	Flat Rate / Refundable				\$100.00	\$100.00			\$100.00		
Private Pool Party Rental (1-50 people)	Hrly Rate / Min. 3 hour rental	\$95.90	5	107%	\$102.00	\$102.00			\$118.00	\$77.00	\$102.00
Private Pool Party Rental (51-100 people)	Hrly Rate / Min. 3 hour rental	\$116.90	5	107%	\$125.00	\$125.00			\$144.00	\$94.00	\$125.00
Private Pool Party Rental (101-150)	Hrly Rate / Min. 3 hour rental	\$137.90	5	108%	\$148.00	\$148.00			\$171.00	\$111.00	\$148.00
Aquatics Pool Rental - Lane Rental for Programming	Hrly Rate/min. 3 hrs + 3 lanes	\$23.57	5	50%	\$12.00	\$12.00			\$14.00	\$9.00	\$12.00
Private Pool Party Refundable Deposit	Flat Rate / Refundable Deposit				\$200.00	\$300.00			\$300.00		
Recreation/Sports/Fitness Classes											
Canyon Kids Summer Camp - 5 days	Weekly Fee	\$131.79	5	122%	\$160.00	\$160.00			\$184.00		
Camp Connect	Weekly Fee	\$72.36	5	96%	\$70.00	\$70.00			\$81.00		
Outdoor Camp - 5 days	Weekly Fee	\$125.00	5	96%		\$120.00			\$138.00		
Outdoor Camp - 2 days	Weekly Fee	\$71.97	5	91%		\$65.00			\$75.00		
Seasonal Camp - 5 days	Weekly Fee	\$131.79	5	112%		\$160.00			\$184.00		
Season Camp - 4 days	Weekly Fee	\$145.08	5	88%		\$128.00			\$148.00		
Community Garden	Annual Fee	\$95.55	4	42%	\$40.00	\$56.00	40%	59%	\$65.00		
Adult Softball League	Per Participant (6 teams/12 player per team)	\$83.95	5	113%	\$95.00	\$50.00	-53%	60%	\$58.00		
Adult Basketball/Volleyball League	Per Participant (6 Teams/8 players per team)	\$160.87	5	75%	\$120.00	\$50.00	-42%	31%	\$58.00		
Adult Soccer/Flag Football League	Per Participant (6 Teams/11 players per team)	\$90.98	5	116%	\$105.00	\$50.00	-48%	55%	\$58.00		
In-House Youth League (8 classes)	Per Participant (8 Teams/8 players per team)	\$298.25	3	47%	\$140.00	\$140.00			\$161.00		
In-House Youth League (4 classes)	4 Week Program/1 day per week	\$149.10	3	54%	\$80.00	\$80.00			\$92.00		
Recreation Classes - Staff Lead Classes (8 Class Meetings)	Per participant	\$133.35	4	50-100%	\$64-\$127	\$64-\$127			\$74-\$147		
Independent Contracted Instructor Classes	per participant	\$15.24	3	30-40%	\$0-\$350	\$50-\$350			\$58-\$403		
Open Gym: Drop-in	Daily Drop-in	\$24.72	2	32%	\$8.00	\$8.00			\$9.00		
Senior Services (50+ years)											
Senior Trips	Per participant	\$101.85	4	48%	\$49.00	\$49.00			\$57.00		
Senior Programs: Drop-in	Daily Visit Per Program	\$15.54	2	7%	\$1.00	\$1.00			\$2.00		
Senior Programs: Monthly Light Pass	8 Visits - Monthly	\$124.32	2	7%	\$8.00	\$8.00			\$10.00		
Senior Programs: Monthly Unlimited Pass	15 Visits - Monthly	\$233.10	2	7%	\$15.00	\$15.00			\$18.00		
Facility Rentals											
Runs & Races	per participants	\$4.78	5	40%	\$2.00	\$3.00	50%	60%	\$4.00	\$1.00	\$3.00
Parking Lot Rental	Hrly Rate/Min. 2 hours	\$33.11	5	95%	\$32.00	\$34.00	5%	100%	\$40.00	\$26.00	\$34.00
Baseball Field Rental	Hrly Rate/Min. 2 hours	\$38.11	5	39%	\$15.00	\$15.00			\$18.00	\$12.00	\$15.00
Field Prep	Flat Rate	\$25.74	5	143%	\$37.00	\$39.00	5%	150%	\$45.00		
Turf Field Rental: Youth Programs	Hrly Rate/Min. 2 hours - per field	\$50.97	5	30%	\$15.00	\$16.00	5%	32%	\$19.00	\$12.00	\$16.00
Turf Field Rental: Tournaments/Adult Programs	Hrly Rate/Min. 2 hours - per field	\$50.97	5	40%	\$20.00	\$23.00	15%	45%	\$27.00	\$18.00	\$23.00
Park Rental: For Profit/Festival/Event	Hrly Rate/Min. 2 hours - per field	\$50.97	5	147%	\$75.00	\$75.00			\$87.00		
Court Rental: Tennis/Pickle/Basketball/Bocce	Hrly Rate/Min. 2 hours - per court	\$33.65	5	30%	\$10.00	\$12.00	20%	36%	\$14.00	\$9.00	\$12.00
Group Picnic Rental	Flat Rate - Daily (\$81.89 Hourly Rate / 6 hours)	\$491.00	5	25%	\$120.00	\$150.00	25%	31%	\$173.00	\$113.00	\$150.00
Recreation Building Rental	Hrly Rate/Min. 3 hours	\$66.36	5	60%	\$40.00	\$50.00	25%	75%	\$58.00	\$38.00	\$50.00
Adult Activity Center Rental: Assembly Room	Hrly Rate/Min. 3 hours	\$66.36	5	97%	\$65.00	\$69.00	5%	103%	\$80.00	\$52.00	\$69.00
Adult Activity Center Rental: Meeting Room	Hrly Rate/Min. 2 hours	\$60.42	5	54%	\$32.00	\$35.00	9%	58%	\$41.00	\$27.00	\$35.00
Adult Activity Center Commercial Kitchen Rental	Hrly Rate/Min. 2 hours	\$60.42	5	118%	\$72.00	\$79.00	10%	130%	\$91.00	\$60.00	\$79.00
Napa Junction Community Center: Assembly Room	Hrly Rate/Min. 3 hours	\$66.36	5	135%	\$90.00	\$90.00			\$104.00	\$68.00	\$90.00
Napa Junction Community Center: Classroom	Hrly Rate/Min. 2 hours	\$60.42	5	53%	\$32.00	\$40.00	25%	66%	\$46.00	\$30.00	\$40.00
Projector Rental	Daily Flat Rate				\$50.00	\$50.00			\$58.00		
Audio Rental	Daily Flat Rate				\$50.00	\$50.00			\$58.00		
Bounce House Permits - Authorized City Vendor	Flat Rate				\$50.00	\$50.00			\$58.00		
Portable Restrooms - Single Stall Restroom	Flat Rate	\$196.35	5	95%	\$187.00	\$197.00	5%	100%	\$227.00		
Portable Restroom - Single Staff w/ Hand Wash Station	Flat Rate	\$279.00	5			\$279.00		100%	\$321.00		
Portable Restrooms - ADA Restroom	Flat Rate	\$264.60	5	95%	\$252.00	\$265.00	5%	100%	\$305.00		
General Liability Insurance: Rentals	Flat Rate	\$117.60	5	95%	\$112.00	\$118.00	5%	100%	\$136.00		
General Liability + Liquor Liability Insurance: Rentals	Flat Rate	\$183.75	5	96%	\$175.00	\$184.00	5%	100%	\$212.00		
Facility Rental Cleaning Fee (35 or less people)	Flat Rate	\$149.67	5	67%	\$100.00	\$150.00	33%	100%	\$173.00		
Facility Rental Cleaning Fee (36+ people)	Flat Rate	\$149.67	5	134%	\$200.00	\$200.00			\$230.00		
Refundable Deposit: Group Picnic Rental	Flat Rate / Refundable				\$200.00	\$200.00			\$200.00		
Refundable Deposit: Classroom/Meeting Room Rentals	Flat Rate / Refundable				\$100.00	\$100.00			\$100.00		
Refundable Deposit: Recreation Building	Flat Rate / Refundable				\$200.00	\$200.00			\$200.00		
Refundable Deposit: Adult Activity Center Kitchen	Flat Rate / Refundable				\$200.00	\$200.00			\$200.00		
Refundable Deposit: Adult Activity Center	Flat Rate / Refundable				\$300.00	\$300.00			\$300.00		
Refundable Deposit: Napa Junction Assembly Room	Flat Rate / Refundable				\$400.00	\$400.00			\$400.00		

RESOLUTION NO. _____ - 2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON TO REPEAL AND REPLACE RESOLUTION 2023-30 WITH THE UPDATED PARKS AND RECREATION DEPARTMENT USER FEE SCHEDULE.

WHEREAS, the Parks and Recreation Department offers a wide variety of programs, services, and rentals to the residents of American Canyon and customers in neighboring cities; and

WHEREAS, the City Council approved and adopted Resolution 2023-30 on April 18, 2023, amending and updating the Parks and Recreation Department User Fee Schedule from 2004, and established the department's 16 Service Categories and Cost Recovery Pyramid Model; and

WHEREAS, recovery of the costs of providing governmental services to the fullest extent possible is of vital concern to the economic health of the City budget, and hereby the health, safety and welfare of the residents of the City of American Canyon; and

WHEREAS, the City's fiscal policy requires that the City match fees and charges with the costs of providing services, except in cases where the social benefit impact outweighs the objective of full cost recovery; and

NOW, THEREFORE, BE IT RESOLVED the City of American Canyon as follows:

SECTION 1: GENERAL INFORMATION AND SPECIAL CONDITIONS

1. All fees will be rounded to the nearest dollar.
2. The Resident Rate will only apply to American Canyon residents residing within the American Canyon city limits. Individuals claiming residency will be required to provide valid identification at the time of registration. Residency may be claimed by the following: 1) A California Driver's License with an American Canyon residential address; or 2) A photo identification card with the individual's first and last name, and a utility bill or lease agreement matching the individual's identification and American Canyon residential address.
3. The Nonresident Rates will apply to anyone residing outside the American Canyon city limits. Programs, classes, services, camps, and rentals will be 15% more than the Resident Rate and Drop-In programs will be one dollar (\$1.00) more than the Resident Rate.
4. The American Canyon Nonprofit Rates will only apply to American Canyon nonprofit organizations that have a valid State of California 501(c)(3) certificate. This benefit will only apply to facility rental fees as indicated on the Parks and Recreation Department User Fee Schedule and set at 25% less than the Resident Rate. All other facility rental rules and regulations, and requirements will apply – including insurance and refundable deposits.
5. The Nonresident Nonprofit Rates will apply to nonresident nonprofit organizations that have a valid State of California 501(c)(3) Certificate. This benefit will only apply to facility rental fees as

indicated on the Parks and Recreation Department User Fee Schedule and set at the Resident Rate. All other facility rental rules and regulations, and requirements will apply – including insurance and refundable deposits.

6. Nonprofit and Community Partner Community Events – American Canyon nonprofit organizations and community partners are encouraged to host, coordinate, and manage community-based events for American Canyon residents at City parks and facilities. These community events provide great community benefit (Tier 1 – within the Cost Recovery Pyramid Model) by enhancing our resident’s quality of life, providing unique experiences that celebrate our community’s cultural diversity, and showcasing our community’s inclusivity. The City values these relationships and partnerships – in exchange, the City will provide a City park or facility at no charge to the nonprofit organization or community partner. All other community event rules and regulations, and requirements apply.

SECTION 2. USER FEE SCHEDULE

1. The Parks and Recreation Department User Fee Schedule is outlined within Exhibit A.
2. By January 31, 2025, and thereafter, the City shall increase the service fees in the Parks and Recreation Department User Fee Schedule to automatically adjust to the annual percentage change of the Consumer Price Index (CPI) for all Urban Consumers for the San Francisco, Oakland and San Jose metropolitan area as published by the Bureau of Labor Statistics for the 12-month period ending nearest, but at least sixty (60) days prior to, the Adjustment Date.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of American Canyon adopt the Parks and Recreation Department User Fee Schedule effective upon the date of adoption of this Resolution.

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

AYES:
NOES:
ABSTAIN:
ABSENT:

Leon Garcia, Mayor

ATTEST:

Taresa Geilfuss, City Clerk

William D. Ross, City Attorney

EXHIBIT A

CITY OF AMERICAN CANYON PARKS AND RECREATION DEPARTMENT USER FEE SCHEDULE

AQUATICS FEES					
	Details	Resident	Nonresident	Nonprofit	NR Nonprofit
Group Swim Lessons	Per Participant	\$76.00	\$88.00		
Semi-Private Swim Lesson	Per Participant	\$112.00	\$129.00		
Private Swim Lesson	Per Participant	\$160.00	\$184.00		
Lifeguard Training	Per Participant	\$250.00	\$288.00		
Jr. Lifeguard Program	Per Participant	\$325.00	\$374.00		
Lifeguard Recertification Class	Per Participant	\$130.00	\$150.00		
Lap Swim: Drop-In	Daily Drop-In	\$6.00	\$7.00		
Lap Swim: Monthly Light	8-Visits/Monthly	\$44.00	\$51.00		
Lap Swim: Monthly Unlimited	12-Visits/Monthly	\$63.00	\$73.00		
Water Exercise: Drop-In	Daily Drop-In	\$6.00	\$7.00		
Water Exercise: Monthly Class	Per Participant	\$66.00	\$76.00		
Recreation Swim: 2 yrs. & Under	Daily Drop-In	FREE	FREE		
Recreation Swim (M-F): Youth 3-12 yrs.	Daily Drop-In	\$4.00	\$5.00		
Recreation Swim (M-F): Adult	Daily Drop-In	\$5.00	\$6.00		
Recreation Swim (Sat): Youth 3-12 yrs.	Daily Drop-In	\$5.00	\$6.00		
Recreation Swim (Sat) Adult	Daily Drop-In	\$6.00	\$7.00		
Recreation Swim Pool Party	Flat Rate/Rec Swim	\$80.00	\$92.00		
Recreation Swim Pool Party – Extra Guests	Per Participant/Max 30	\$4.00	\$5.00		
Recreation Swim Pool Party: Refundable Deposit	Flat Rate/Refundable	\$100.00	\$100.00		
Private Pool Party Rental (1-50 People)	Hrly Rate/3 HR. Min.	\$102.00	\$118.00	\$77.00	\$102.00
Private Pool Party Rental (51-100 People)	Hrly Rate/3 HR. Min.	\$125.00	\$144.00	\$94.00	\$125.00
Private Pool Party Rental (101-150 People)	Hrly Rate/3 HR. Min.	\$148.00	\$171.00	\$111.00	\$148.00
Aquatics Pool Rental – Lane Rental for Programming	Hrly. Rate/3 Hrs + 3 Lanes	\$12.00	\$14.00	\$9.00	\$12.00
Private Pool Rental – Refundable Deposit	Flat Rate/Refundable	\$300.00	\$300.00	\$300.00	\$300.00
RECREATION/SPORTS/FITNESS CLASS					
Canyon Kids Summer Camp	Per Participant/Per Wk.	\$160.00	\$184.00		
Camp Connection	Per Participant/Per Wk.	\$70.00	\$81.00		
Outdoor Camp – 5 days	Per Participant/Per Wk.	\$120.00	\$138.00		
Outdoor Camp – 2 days	Per Participants/Per Wk.	\$65.00	\$75.00		
Seasonal Camp – days	Per Participant/Per Wk.	\$160.00	\$184.00		
Seasonal Camp – 4 days	Per Participant/Per Wk.	\$128.00	\$148.00		
Community Garden	Annual Fee	\$56.00	\$65.00		
Adult Softball League	Per Participant	\$50.00	\$58.00		
Adult Basketball/Volleyball League	Per Participant	\$50.00	\$58.00		

Adult Soccer/Flag Football League	Per Participant	\$50.00	\$58.00		
In-House Youth League(8 classes)	Per Participant	\$140.00	\$151.00		
In-House Youth League(4 classes)	Per Participant	\$80.00	\$92.00		
Recreation Classes – Staff Lead (8 classes)	Per Participant	\$64.00- \$127.00	\$74.00- \$147.00		
Independent Contracted Instructor Class	Per Participant	\$50.00- \$350.00	\$58.00- \$403.00		
Open Gym Drop-In	Daily Drop-In Per Visit	\$8.00	\$9.00		
SENIOR SERVICES (50+ YRS)					
Senior Day Trips	Per Participant	\$49.00	\$57.00		
Senior Programs: Drop-In	Daily Visit Per Program	\$1.00	\$2.00		
Senior Programs: Monthly Light Pass	8 Visits/Monthly	\$8.00	\$10.00		
Senior Programs: Monthly Unlimited Pass	15 Visits/Monthly	\$15.00	\$18.00		
FACILITY RENTALS					
Runs & Races	Per Participant	\$3.00	\$4.00	\$1.00	\$3.00
Parking Lot Rental	Hrly. Rate/2 HR. Min.	\$34.00	\$40.00	\$26.00	\$34.00
Baseball/Softball Field Rental	Hrly. Rate/2 HR. Min.	\$15.00	\$18.00	\$12.00	\$15.00
Baseball/Softball Field Prep	Daily Flat Rate	\$39.00	\$45.00		
Turf Field Rental: Youth Programs	Hrly. Rate/2 HR. Min.	\$16.00	\$19.00	\$12.00	\$16.00
Turf Field Rental: Tournaments/Adult Programs	Hrly. Rate/2 HR. Min.	\$23.00	\$27.00	\$18.00	\$23.00
Park Rental: For Profit/Festival/Event	Hrly. Rate/2 HR. Min.	\$75.00	\$87.00		
Court Rental: Tennis/Pickleball/Basketball/Bocce	Hrly. Rate/2 HR. Min.	\$12.00	\$14.00	\$9.00	\$12.00
Group Picnic Rental	Daily Flat Rate	\$150.00	\$173.00	\$113.00	\$150.00
Recreation Building Rental	Hrly. Rate/3 HR. Min.	\$50.00	\$58.00	\$38.00	\$50.00
Adult Activity Center Rental: Assembly Room	Hrly. Rate/3 HR. Min.	\$69.00	\$80.00	\$52.00	\$69.00
Adult Activity Center Rental: Meeting Room	Hrly. Rate/2 HR. Min.	\$35.00	\$41.00	\$27.00	\$35.00
Adult Activity Center Rental: Commercial Kitchen	Hrly. Rate/2 HR. Min.	\$79.00	\$91.00	\$60.00	\$79.00
Napa Junction Community Center: Assembly Room	Hrly. Rate/3 HR. Min.	\$90.00	\$104.00	\$68.00	\$90.00
Napa Junction Community Center: Classroom	Hrly. Rate/2 HR. Min.	\$40.00	\$46.00	\$30.00	\$40.00
Projector Rental	Daily Flat Rat	\$50.00	\$58.00		
Audio Rental	Daily Flat Rat	\$50.00	\$58.00		
Park Bounce House Permit – Authorized Vendor	Daily Flat Rat	\$50.00	\$58.00		
*Portable Restroom Rental – Single Stall Restroom	Flat Rate	\$197.00	\$227.00		
*Portable Restroom Rental – Single Stall + Handwashing Station	Flat Rate	\$279.00	\$321.00		
*Portable Restroom Rental – ADA Restroom	Flat Rate	\$265.00	\$305.00		
*General Liability Insurance: Rentals	Flat Rate	\$118.00	\$136.00		
*General Liability + Liquor Liability Insurance: Rental	Flat Rate	\$184.00	\$212.00		
*Sports Event Insurance (1-100 people)	Flat Rate	\$229.00	\$264.00		
Facility Rental Cleaning Fee (35 people or less)	Flat Rate	\$150.00	\$173.00		
Facility Rental Cleaning Fee (36+ people)	Flat Rate	\$200.00	\$230.00		
*Fees are set at Market Rate and are subject to change.					



TITLE

2023 Annual Communications Report

RECOMMENDATION

Receive and file the Annual Communications Report for 2023.

CONTACT

Jen Kansanback, Communications Manager

BACKGROUND & ANALYSIS

Effective communication and public engagement are essential to the successful delivery of City of American Canyon services and programs. Through our communication and engagement efforts, we aim to increase the community's sense of connection with city services and one another. American Canyon ensures our communications efforts are streamlined to increase the level of engagement in our messaging through collaboration across our departments and our community partners.

The 2023 Annual Communications Report (Attachment 1) presents key data and analytics from the year, along with insights into Communications Toolset and Use Cases. It also provides a summary of major projects and initiatives completed. Embedded within the Report is the 2023 Communications Dashboard, featuring analytics on email delivery, city website usage and accessibility, and social media platforms such as Facebook, Nextdoor, Instagram, and YouTube.

Our communication efforts are guided by several themes, examples of which are detailed in the Annual Communication Report:

- **Help Us Help You**

Objective: Increase resident engagement through digital communication channels. Aligned with the City's core value of "Transparency and Accountability," this theme encourages residents to connect with the City through its primary digital communication channels. By actively participating on platforms such as GovDelivery, Alert Napa County and social media, residents can directly receive crucial information and updates straight from the source.

- **Live, Work, and Play**

Objective: Promote the city's vibrant lifestyle and offerings for residents, businesses and

visitors. Aligned with the City Council's objective to showcase American Canyon's holistic offerings, this theme focuses on highlighting ongoing efforts and projects that make American Canyon an exceptional place to live, work and recreate. American Canyon takes pride in its residents, businesses, and staff, recognizing them as the heart and soul of the community. Through engaging narratives and profiles, the City celebrates the rich tapestry of experiences and contributions that define its identity. By amplifying the voices of local stakeholders, these stories not only foster a sense of belonging but also inspire civic pride and solidarity, reinforcing the bonds that unite the community.

- **Strategic Plan**

Objective: Unify American Canyon residents around the City Council's key themes, fostering a shared vision for a vibrant and sustainable future. Focus on the key message of embracing the symphony of American Canyon's growth, harmony and sustainability. The City Council has identified the following themes:

- Jobs and Housing Balance
- Community Growth and Development
- World-Class Civic Facilities
- Environmental Sustainability

In 2023, notable accomplishments and projects included the rebranding and relaunch of the Recreation Summer Guide, a stock photoshoot, several annual reports, City Council Community Updates, quarterly communications strategy meetings and advanced media monitoring.

In 2024, we have several initiatives planned, including:

1. Improving the Annual Water Quality Report to enhance the clarity and accessibility of our water quality information.
2. Releasing Recreation Summer and Fall Activity Guides to provide comprehensive guides of upcoming recreational activities for our community members.
3. Launching a new website with Open Cities content management system and the (new) **www.americiancanyon.gov** domain.
4. Finalizing the Strategic Communication Plan to ensure our communication strategies align with long-term goals and objectives.
5. Updating our "Style Guide" to maintain consistency and professionalism in our communications.
6. Launching The National Community Survey™ (Attachment 2)

The National Community Survey™

The National Community Survey (The NCS™), in partnership with the International City/County Management Association (ICMA), is the gold standard in community assessments today. This benchmarking survey provides a comprehensive and accurate picture of livability and resident perspectives about local government services, policies and management. Hundreds of U.S. communities, including American Canyon, use The NCS™. Researchers use scientific survey methods and best practices of the modern day to guarantee valid findings and put results into meaningful

context. Results draw from the largest resident opinion database of its kind, representing well over 30 million Americans. The NCS™ compares local results with benchmarks compiled from surveys conducted across the U.S. American Canyon last conducted The NCS™ in 2022 and will do so again beginning in April 2024. Customized questions relating to the recreational offerings will be included in The NCS™. These results will be used by the Parks and Recreation Department to guide future programming options based on the community's interests.

The NCS™ Process

All American Canyon households can participate in the survey. Randomly selected households will receive mailings in late April. The survey, available in English, Spanish, and Tagalog, stays open for seven weeks. For a portion of the randomly selected households, the first mailing will consist of a postcard inviting the household to participate in the survey. The next mailing will contain a cover letter with instructions, the survey questionnaire, and a postage-paid return envelope. The final mailing will contain a reminder letter, another survey, and a postage-paid return envelope. For the remaining households, the first mailing will consist of a postcard inviting the household to participate, followed one week later by a reminder postcard. All mailings will include a web link to give residents the opportunity to respond to the survey online.

In addition to the randomly selected “probability sample” of households, a link to an online open participation survey will be available. The open participation survey will be identical to the probability sample survey with one small update; it will include a question about where the participant heard about the survey. The open participation survey will be open to all city residents and will become available in June 2024 and remain open for three weeks. The NCS™ Report, with the results, will be available in August 2024.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

FISCAL IMPACT

The Fiscal Year 23/24 Budget for the Communications Division is \$432,000, with one and a half (1.5) full-time equivalent employees and a variety of support services. The City expends about \$20 per year (or 5 cents per day) per resident on communications.

The NCS™ is funded in the approved FY 23/24 Budget.

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

[2023 American Canyon Annual Communications Report](#)
[Draft 2024 American Canyon National Community Survey](#)
[Annual Communications Report Presentation](#)



CITY OF AMERICAN CANYON

Annual Communications Report



TABLE OF CONTENTS

TEAM OVERVIEW.....	3
COMMUNICATION THEMES.....	4
AUDIENCE.....	6
TOOLSET & USE CASES.....	8
MEASURING RESULTS / METRICS.....	13
KEY ACCOMPLISHMENTS/PROJECTS.....	15
LOOKING AHEAD: UPCOMING PRIORITIES/INITIATIVES.....	23
DASHBOARD REPORTS.....	26

TEAM OVERVIEW

Staff Resources

Communications Manager (Full-Time)

The Communications Manager develops and manages American Canyon's external communications. This role is responsible for the development of communications collateral and distribution through the City's communications channels, including website, social media and email. The manager is the primary contact for all communications-related work for the City.

Communications Coordinator (Part-Time)

The Communications Coordinator assists the Communications Manager in execution of the City's external outreach. The coordinator reports directly to the Communications Manager and may be responsible for development and distribution of communications collateral with oversight from the Communications Manager. This role may be intermittently staffed based on the needs of the City.

Department Heads

Department heads and other key staff serve as content drivers, working with the communications team to identify community outreach needs.

Tripepi Smith (External Partner)

The City partners with [Tripepi Smith](#), a marketing and communications consulting firm, to provide a wide range of regular communications support including graphic design, written content, website support, social media and more. Principals at the firm are available to provide after-hours crisis communications support as necessary.

Operational Tactics

- ◆ Utilize the website as a central information source.
- ◆ Empower departments to participate in the communications process through regular content planning sessions, structured processes and training/integration into tech tools.
- ◆ Utilize tools like Sprout Social and Canva to increase efficiency and elevate the quality of work product.
- ◆ Establish a content calendar to organize communications efforts and encourage cross-departmental feedback.
- ◆ Manage content calendar through quarterly communications strategy meetings with department heads.
- ◆ Provide guidelines and tools to create consistent communication.
- ◆ Solicit Council and community feedback.

- ◆ Monitor and respond (if appropriate) to community sentiments.
- ◆ Develop proactive content for storytelling.

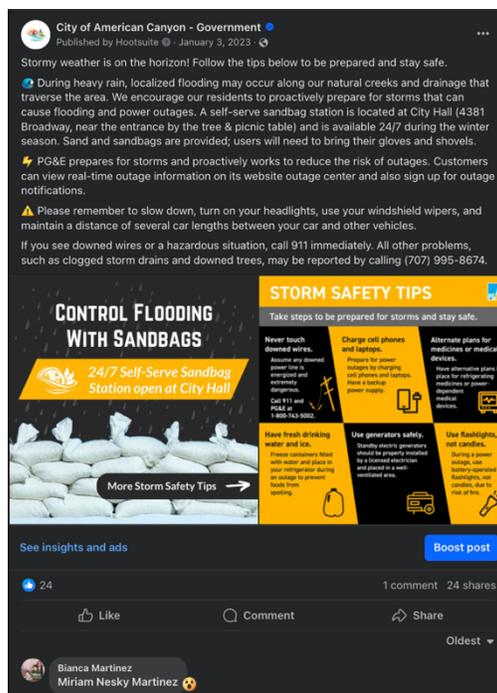
COMMUNICATION THEMES

The following themes guide and influence the City’s communications:

Help Us Help You

Objective: Increase resident engagement through digital communication channels.

Aligned with the City's core value of “Transparency and Accountability,” this theme encourages residents to connect with the City through its primary digital communication channels. By actively participating on platforms such as GovDelivery, Alert Napa County and social media, residents can directly receive crucial information and updates straight from the source.



Live, Work, Play

Objective: Promote the city's vibrant lifestyle and offerings—including its beautiful open spaces and outdoor areas—for residents, businesses and visitors.

Aligned with the City Council's objective to showcase American Canyon's holistic offerings, this theme focuses on highlighting ongoing efforts and projects that make American Canyon an exceptional place to live, work and recreate. American Canyon takes pride in its residents, businesses, and staff, recognizing them as the heart and soul of the community. Through engaging narratives and profiles, the City celebrates the rich tapestry of experiences and contributions that define its identity. By amplifying the voices of local stakeholders, these stories not only foster a sense of belonging but also inspire civic pride and solidarity, reinforcing the bonds that unite the community.

Semi-Private lessons

Shrimps (5-7 years)

This class is designed for swim participants five (5) to seven (7) years of age with a max enrollment of two (2) students to one (1) instructor. Class is designed around age, rather than swimming ability; swim lesson plans are custom made specifically designed around each participant's swimming ability, allowing more one-on-one instruction.

Lobsters (8-12 years)

This class is designed for swim participants eight (8) to twelve (12) years of age with a max enrollment of two (2) students to one (1) instructor. Class is designed around age, rather than swimming ability; swim lesson plans are custom made specifically designed around each participant's swimming ability, allowing more one-on-one instruction.

Session 1: 6/20-6/29 (No class meeting on: 6/19)

	8:30am	10:00am	5:30pm	7:00pm
Shrimps (5-7 yrs.)	71106.401	71106.402	71106.403	71106.404
Lobsters (8-12 yrs.)	71107.301	71107.302	71107.303	71107.304

Session 2: 7/05-7/13 (No class meeting on: 7/03 & 7/04)

	8:30am	10:00am	5:30pm	7:00pm
Shrimps (5-7 yrs.)	71106.405	71106.406	71106.407	71106.408
Lobsters (8-12 yrs.)	71107.305	71107.306	71107.307	71107.308

Session 3: 7/17-7/27

	8:30am	10:00am	5:30pm	7:00pm
Shrimps (5-7 yrs.)	71106.409	71106.410	71106.411	71106.412
Lobsters (8-12 yrs.)	71107.309	71107.310	71107.311	71107.312

Session 4: 7/31-8/10

	8:30am	10:00am	5:30pm	7:00pm
Shrimps (5-7 yrs.)	71106.413	71106.414	71106.415	71106.416
Lobsters (8-12 yrs.)	71107.313	71107.314	71107.315	71107.316

Session 5: 8/14-8/24

	8:30am	7:00pm
Shrimps (5-7 yrs.)	71106.417	71106.418
Lobsters (8-12 yrs.)	71107.317	71107.318

Semi-Private Fees

	Residents	Nonresidents
Private Fee (Session 1)	\$92	\$107
Private Fee (Session 2)	\$76	\$94
Fee:	\$105	\$121

REGISTER AT
CityOfAmericanCanyon.org

Private lessons

Private (3+ years)

Our private swim lessons are one (1) to one (1) student to instructor ratio. Each class is developed and designed to be structured around the participant's swimming ability. Our instructors create individualized and custom swim lesson plans that are specific to the participant and their swimming ability. This class is perfect for participants as young as 3 years old to adults due to its one-on-one instruction and custom swim lesson plans.

Private Swim Lesson Fees

	Residents	Nonresidents
Private Fee (Session 1)	\$132	\$152
Private Fee (Session 2)	\$113	\$130
Fee:	\$150	\$172

Session 1: 6/20-6/29 (No class meeting on: 6/19)

	8:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	4:30pm	5:30pm	6:00pm	6:30pm	7:30pm
Spaces (15 Spaces)	(1 Space)	(5 Spaces)	(5 Spaces)	(5 Spaces)	(2 Spaces)	(2 Spaces)	(7 Spaces)	(1 Space)	(3 Spaces)	(3 Spaces)	(5 Spaces)
Code	71108.801	71108.802	71108.803	71108.804	71108.805	71108.806	71108.807	71108.808	71108.809	71108.810	71108.811

Session 2: 7/05-7/13 (No class meeting on: 7/03 & 7/04)

	8:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	4:30pm	5:30pm	6:00pm	6:30pm	7:30pm
Spaces (15 Spaces)	(1 Space)	(5 Spaces)	(5 Spaces)	(5 Spaces)	(2 Spaces)	(2 Spaces)	(7 Spaces)	(1 Space)	(3 Spaces)	(3 Spaces)	(5 Spaces)
Code	71108.812	71108.813	71108.814	71108.815	71108.816	71108.817	71108.818	71108.819	71108.820	71108.821	71108.822

Session 3: 7/17-7/27

	8:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	4:30pm	5:30pm	6:00pm	6:30pm	7:30pm
Spaces (15 Spaces)	(1 Space)	(5 Spaces)	(5 Spaces)	(5 Spaces)	(2 Spaces)	(2 Spaces)	(7 Spaces)	(1 Space)	(3 Spaces)	(3 Spaces)	(5 Spaces)
Code	71108.823	71108.824	71108.825	71108.826	71108.827	71108.828	71108.829	71108.830	71108.831	71108.832	71108.833

Session 4: 7/31-8/10

	8:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	4:30pm	5:30pm	6:00pm	6:30pm	7:30pm
Spaces (15 Spaces)	(1 Space)	(5 Spaces)	(5 Spaces)	(5 Spaces)	(2 Spaces)	(2 Spaces)	(7 Spaces)	(1 Space)	(3 Spaces)	(3 Spaces)	(5 Spaces)
Code	71108.834	71108.835	71108.836	71108.837	71108.838	71108.839	71108.840	71108.841	71108.842	71108.843	71108.844

Session 5: 8/14-8/24

	5:30pm	6:00pm	6:30pm	7:30pm
Spaces (15 Spaces)	(3 Spaces)	(3 Spaces)	(3 Spaces)	(3 Spaces)
Code	71108.846	71108.847	71108.848	71108.849

Council Themes

Objective: Unify American Canyon residents around the City Council's key themes, fostering a shared vision for a vibrant and sustainable future. Focus on the key message of embracing the symphony of American Canyon's growth, harmony and sustainability.

The City Council identified four themes during its April 2023 retreat:

1. Jobs and Housing Balance
2. Growth and Pro-Development Mindset
3. World-Class Civic Facilities
4. Environmental Sustainability

Campaign Examples:

- ◆ Distributed GovDelivery email blasts for new job postings. Developed social media campaigns encouraging users to subscribe to Government Jobs to stay up-to-date of job openings. Include upcoming and current listings on monthly bill inserts.
- ◆ Launched social media campaign that highlights projects that are under review with the Community Development Team. Called attention to Community Development team and projects by crafting social media campaign during Community Development Month. List all projects — in review, approved and active — on the City's Development Project webpage.
- ◆ Featured new developments and enhancements to City facilities (playgrounds, trails, etc.) via GovDelivery email blasts and social media posts. The content within email blasts and social media included mockups, videos and images.
- ◆ Published press releases, email blasts and social media posts that promote sustainability in the City. Campaigns highlighted topics such as Clean Sweep Month (which was also featured August bill insert), Napa Valley Transportation Authority's V-Commute Program and the Napa County Climate Challenge.

AUDIENCE

Target Audiences

While American Canyon is primarily interested in communicating with its residents, there are additional audiences that should also be considered in the City's

communications efforts. The following is a list of the various target audiences that staff has identified that make up our community:

Residents

The majority of American Canyon's communication efforts focus on residents. The median age in American Canyon is 37.3, with ages spread over the following categories:

- ◆ 12.7%: Seniors (65+)
- ◆ 61.8%: Adults (18-64)
- ◆ 25.5%: Children (Under 18)

Within this group, however, there are a few key populations to consider:

- ◆ Registered Voters (13,382)¹
- ◆ Non-English Speakers

The City tailors communications to specific resident populations as appropriate to ensure effective outreach.

Local Business Owners and Employees

Local business owners and employees form another key audience for American Canyon. While these individuals may not be residents, certain actions — particularly those related to economic or community development — have a direct impact on them and necessitate active communication.

Napa Valley Unified School District (NVUSD)

Students and parents within NVUSD are also the focus of strategic outreach.

American Canyon offers a variety of programs to local students and leverage tools like Peachjar to reach this population with targeted information.

Tourists

As American Canyon continues to grow its reputation as a wonderful place to Live, Work and Play, tourists are a growing audience for the City.

Potential New Residents

People who are considering and evaluating American Canyon as a home.

Demographics

American Canyon has a population of approximately 21,432 people with 5,725 total households and an average household size of 3.77 people². The City's population is composed of:

¹ As of October 2023. Provided by Napa County Registrar of Voters.

² Demographic information obtained from [Census.gov](https://www.census.gov).

- ◆ 7,222 Asian residents (33.7%)
- ◆ 6,558 Hispanic residents (30.6%)
- ◆ 6,751 Caucasian residents (31.5%)
- ◆ 1,628 residents of another ethnicity (7.6%)³

Approximately 43.2% of the population speaks a language other than English at home. The most common non-English languages spoken at home in American Canyon are Spanish and Tagalog.

The median property value in American Canyon is \$638,800 and the owner-occupied housing rate is 79.0%. The median household income is \$122,694 and the poverty rate is 7.4%, which is lower than the County’s rate of 8.6%. The average commute time for residents is 34.9 minutes and the average car ownership is 3 cars per household.

TOOLSET & USE CASES

Social Media

Social media is a powerful, flexible and cost-effective tool that can target specific segments of the community. Unlike traditional media, social media has the potential for enhanced connectivity and ongoing direct engagement through two-way communication. The City has established Facebook pages, Instagram profiles, a Nextdoor Agency Page and a YouTube channel.



Facebook Pages

Nearly everyone who uses other social networks can also be reached on Facebook. There are over 240 million Facebook users in the U.S. and, as of 2023, the average user spends 30 minutes per day on the Facebook app and/or Facebook.com.⁴

According to Pew Research data from 2021, nearly 70% of U.S. adults use Facebook — close to or more than double the share that uses Instagram (40%), LinkedIn (28%) or Twitter (23%).⁵ Facebook, then, becomes a prime social media tool for adults 18-64. Its strong tie to Instagram (especially for advertising purposes) is a bonus when trying to reach adults 18-49.

³ [Data USA.](#)

⁴ [U.S.: Facebook users 2018-2027 | Statista](#) & [42 Facebook Statistics Marketers Need to Know in 2023.](#)

⁵ [10 facts about Americans and Facebook | Pew Research Center.](#)

The City's main Facebook page is leveraged to post a wide array of content, spanning educational messages, City highlights and accomplishments, staff spotlights, events and more. The City also has a Parks & Recreation page, a Police Department page and a City Manager Jason Holley page, along with access to public safety partner pages.

The City Manager page is designed to amplify the City's communication efforts by resharing posts regarding public meeting notifications, newsletters, media releases, job announcements, major construction updates and employee recognitions. The page also collaborates with external partners to reshare their social content regarding news or recognition about the city and/or its employees. Original content, curated at the City Manager's discretion, features highlights such as the City Manager's significant speaking engagements and contributions to industry thought leadership.



Instagram Profiles

The City began using Instagram in July 2018 and has devoted one profile to Parks & Recreation content and one profile to Police Department content. Parks & Recreation content creation and distribution is a collaborative effort within the department, led by the Parks & Recreation Director. Police Department content creation and distribution is also a collaborative effort within the department, with additional support from the Communications Department and Fire District partners.



Nextdoor Agency Page

Led by the Communications Manager, the City's Nextdoor Agency Page posts focused on pressing notifications rather than the lighter, "feel good" posts featured on its Facebook and Instagram profiles. Whenever the Agency Page publishes a post, the City's 8,300+ Nextdoor members are notified. Depending on individual user settings, this means either an instantaneous email or a "digest" email at a later time. It is this exact feature that makes Nextdoor such a valuable communication tool for the City. Unlike other social networks, it does not implement an algorithm to stifle what content users see from the Agency Page.

Email (GovDelivery)

The City uses Granicus' GovDelivery platform to send email messages to subscribers who self-select which topics they are interested in. The City collects email addresses primarily through a sign-up form on the City website, which is

regularly promoted via social media, email blasts and flyers. Occasionally, staff will manually upload email address lists they've collected outside of GovDelivery from other City platforms.

As of December 2023, the City has collected 21,416 unique email addresses in its GovDelivery database. There are a total of 68,874 subscriptions across 29 Topic Lists, meaning the average Subscriber has subscribed to 3.2 Topic Lists. The City Manager's Updates List is by far the most popular with 13,893 subscriptions.

There are a number of recurring email newsletters:

1. **Around Town Newsletter - Community Development (Monthly):** 3,598 subscribers
2. **City Manager's Updates (Bi-weekly):** 13,893 subscribers
3. **Parks & Recreation Newsletter (Monthly):** 10,076 subscribers
4. **Rebates & Resources Newsletter (Monthly, only to new water customers):** subscriber count varies
5. **American Canyon Neighborhood Watch Newsletter (Monthly):** 4,112 subscribers

In addition, emails are used to share agendas for Council and Commission meetings, distribute public notices and more. The City has the ability to design its own GovDelivery email templates with City-specific branding, which makes it easier for staff to generate individual email messages. By leveraging GovDelivery's analytics on subscribers and open rates, the City can use messages to strategically drive desired user behaviors. Examples: "welcoming" new subscribers on a monthly basis or encouraging users to self-select other Topic Lists that might be interesting to them.

[Website – CityOfAmericanCanyon.org](https://www.cityofamericancanyon.org)

A public agency's website is one of its most powerful tools for delivering messages to its community, providing transparent information and helping residents connect with staff. It serves as a platform for the latest news and developments in the City, a showcase for City services/programs and a place to conduct City business.

The City's website at [CityOfAmericanCanyon.org](https://www.cityofamericancanyon.org) currently uses the Granicus govAccess content management system (CMS). A website redesign is underway through OpenCities and will offer a streamlined approach for users to engage with the City. Content will be organized under three sections: Live, Work and Play. The new website will be launched by July 2024.

After launch, the communications team will use the News section of the website for all announcements, notifications and updates. Social media and newsletter updates will flow from this, as appropriate. The News feature will serve as the main source of timely communication for residents, offering a one-stop shop for key city information and new developments.

Media Pitches and Media Releases

The City increases media coverage through a mix of media pitches and press releases. Some media outlets, such as the Napa Valley Register, have noted they prefer the City submit press releases instead of pitching story ideas. As the City builds deeper relationships with reporters, it will continue to customize its approach to ensure a customized and effective approach with each outlet.

The City's Communications team generates story ideas by staying up to date with each department's new projects and programs. The Communications Manager has set up regular check-in calls with community development staff to ensure the department's projects and programs are shared in a timely manner and may set up additional check-ins with other departments as opportunities arise.

City staff should forward any story ideas to the Communications Manager.

Media Relations

By implementing a media relations strategy, the City of American Canyon helps ensure regular coverage of City news. The City's Communications Manager is responsible for executing the strategy and is the main point of contact for media outlets.

Local and Regional Media Outlets

The Press Democrat, Napa Valley Register, Highway 29 Media and Vallejo Times-Herald are the primary media outlets covering news related to American Canyon. The City has contacts at these outlets and proactively works on building stronger relationships with reporters assigned to cover American Canyon. As part of ongoing efforts, the City should plan to schedule regular check-in calls and/or emails with reporters to keep American Canyon news top of mind.

Occasionally, the City may also reach out to niche magazines — such as the National Recreation and Park Association's Parks & Recreation magazine, Western City magazine or Municipal Magazine — to pitch relevant story ideas.

Print Collateral

The City also leverages print collateral as a communications tool, ensuring that residents are engaged through both digital and traditional means. Print pieces include, but are not limited to, the following:

- ◆ Annual Reports
- ◆ Door Hangers
- ◆ Bill Inserts
- ◆ Construction Signs
- ◆ Flyers
- ◆ Postcards

Alert Napa County

As part of the Napa County Operational Area, emergency incident response in American Canyon is a collaboration between the City of American Canyon, American Canyon Fire Protection District, American Canyon Police Department (ACPD), Napa County Sheriff's Office (NCSO), and the Napa County Office of Emergency Services (OES). Personnel within these teams foster relationships year-round with the goal of keeping all residents informed during any situation that poses risk to the community.

Alert Napa County is an incredibly important tool for emergency notifications; in times of crisis, quickly distributing urgent messages can literally save resident lives and property. Through Alert Napa County, messages are sent by NCSO on behalf of ACPD for emergent or time-sensitive important information.

Alert Napa County recipients must opt-in to receive alerts via email, robocall voice messages or SMS (text message).

Public Access Television: Napa Valley Media Audiovisual Productions

Local cable access television is a more traditional city communication platform, with anecdotal evidence suggesting the senior community values it as a medium from which to receive news and information. The City works with Napa Valley Media (NVM) to stream public meetings, feature slides/graphics on Channel 28 and broadcast special events — including State of the City and Veterans Day.

NVM receives a portion of the City's fees for cable TV, which covers public meetings. For special event broadcasts, the City has access to a reduced rate. There is no charge to showcase slides/graphics.

MEASURING RESULTS / METRICS

A Look at the Numbers

178

Posts/month
(across all FB & IG pages)



29

Newsletters/month



19,781

Webpage visits/month



21,416

GovDelivery Subscribers



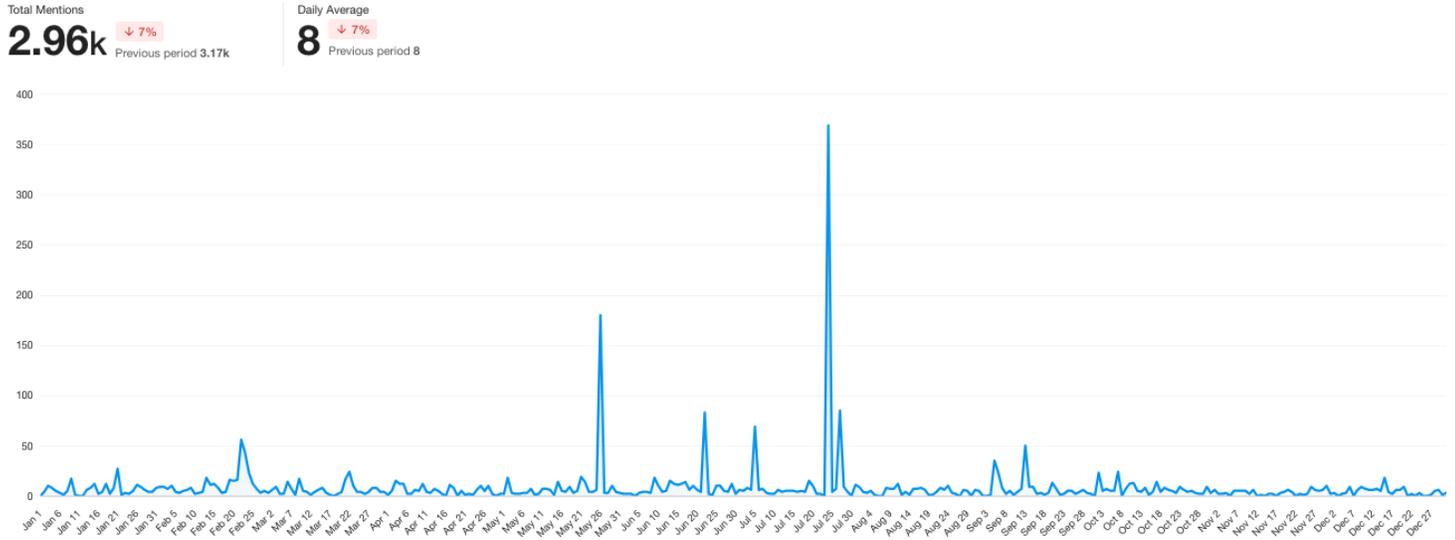
68%

GovDelivery Engagement Rate



Media Mentions – Trending Themes: 2023 Media Mentions Word Cloud

Mentions Trend



January 1, 2023 - December 31, 2023

The aggregate trend of mention activity across sources. The total and average volume of mentions per day and the percentage change compared to the previous period.

AI spike insights appear when there is a statistically significant shift in news and social media conversations. Spikes must have at least 25 mentions and the trend must have at least 7 data points. [Learn more](#)

YouTube data is excluded from this visualization per their policies.

The highest peak (in July) is from Yahoo Finance article "[Trinchero Family Estates Fosters Industry-Leading Environmental Stewardship in Partnership with Duke Energy Sustainable Solutions](#)," which mentioned the Green Island Road winery. The second highest peak (in May) is from Yahoo Finance article "[Bay Area Bike to Work Day embraces the new hybrid work model](#)," which mentioned Mayor Leon Garcia and Vice Mayor David Oro.

Top Keywords

lower emissions nonregulated renewable energy solar panels
energy consumption and carbon emissions future-minded systems
TFE properties traditional energy sources ambitious sustainability goals
annual solar production emissions fuel cell systems Main Street winery
system size winery wine industry partnership
solar rooftops solar arrays clean energy second-largest family
series of sustainability projects solar installations energy services
largest energy Green Island Road winery energy storage flexibility
REC Solar/Duke Energy Sustainable Solutions aligns young family Trinchero Central Coast winery
energy efficiency and generation

KEY ACCOMPLISHMENTS/PROJECTS

External Initiatives

Annual Reports

State of the City



2022 was an incredible year for the City of American Canyon, as we celebrated the City's 30th anniversary and reflected on its history, accomplishments, and values. Over the past three decades, the City has grown to a population of nearly 22,000 residents and witnessed a number of key milestones—and we are just getting started.

We are proud to have rolled out new initiatives and further developed existing projects and programs in 2022. From introducing new technological improvements to upgrading key infrastructure, we experienced tremendous growth in numerous areas. These developments bolster the City's reputation as an engaged, innovative community.

Providing our residents with relevant, easy-to-use resources remains top of mind for the City. In 2022, we introduced CivicRec—the Parks and Recreation Department's registration platform—which allows residents to manage activity classes for the entire family all on one account. In partnership with AquaTrax, we also introduced an enhanced version of "My Water Portal" to improve the customer experience and simplify the process of tracking water consumption. Implementation of these new tools helps American Canyon remain forward-thinking, all while protecting the environment and improving overall quality of life.

Our efforts over the past decade in conserving water are paying off. Compared to 2013, American Canyon has grown by approximately 3,000 residents and hundreds of thousands of industrial square footage. Yet the amount of water we obtain from the State Water Project has been reduced by 32.5% (from 3,672 acre-feet to 2,477 acre-feet—equivalent to 389,391,945 gallons of water). This success is a combination of our community's response to the call to conserve water, the Residential Recycled Water Program, conversions of the majority of city landscapes to recycled water, consistent monitoring and efficient repairs of leaks, and the improvements in our technology to provide for real-time tracking for our consumers and our staff.

As a City, we want to ensure we are doing everything we can to meet current and future needs. In early 2022, we invited all residents to take part in a National Community Survey™—a comprehensive quality of life survey. Nearly 70 percent of respondents gave positive evaluations of the overall quality of services provided by the City, and 83 percent indicated that they view American Canyon as a good or excellent place to live. In addition, we kicked off our update to our General Plan's Housing Element so we can continue to prioritize housing for all residents, tailored to the City's unique demographics. We believe community feedback is at the heart of City improvements, so we are thankful for all who participated in these initiatives.

2022 also brought many enhancements for City parks, roads, and trails. We commemorated the completion of Devlin Road and Vine Trail Extension, which now connects the Green Island Road Industrial Area to the Napa County Airport Industrial Area and helps improve traffic circulation. To advance traffic calming efforts and promote public safety, the City developed a Local Roadway Safety Plan (LRSP), which coincides with the City's We ♥ Safe Streets Traffic Calming Program.

It's clear that our City exudes resilience, strength, and an outstanding appreciation for one another. During the holiday season, I was heartened to see the community's holiday spirit shining through the wind and rain at the Magic of the Season event. While other communities canceled their festivities due to inclement weather, our residents persevered with glee. We are grateful for the City staff, volunteers, and sponsors who continue to offer these special opportunities for residents.

As we turn the page on our 30th anniversary, American Canyon's future remains brighter than ever, and I feel a deep sense of gratitude. While the City organization itself plays a central role, it is not the only source of hard work or good ideas. Our American Canyon community—embodied through a broad network of groups and volunteers—is the fabric of it all. I am grateful for everyone's contributions and excited to see what the future holds.

A new year means more opportunities to engage as a community, and we look forward to spending time with you at the events that make American Canyon so special. With much progress made these past three decades, I am confident that the next 30 years will be just as memorable and fruitful as the last. We thank you, our community, for partnering with us to ensure our City remains the best place to live, work, and play.

— Jason B. Holley, City Manager



Mayer
Leon Garcia



Vice Mayor
Pierre Washington



Councilmember
Mark Joseph



Councilmember
David Oro



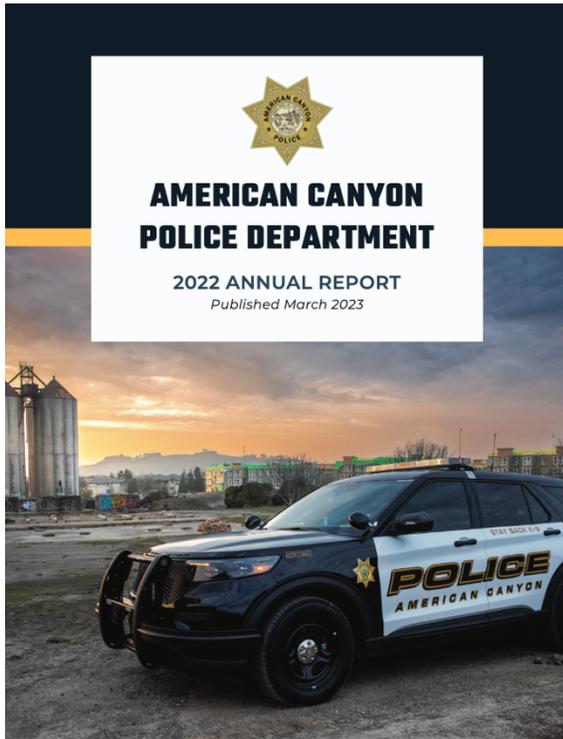
Councilmember
Mariam Aboudamous



City Manager
Jason B. Holley



American Canyon Police Department



MESSAGE FROM THE CHIEF

I am honored to present the 2022 American Canyon Police Department (ACPD) Year-End Report. 2022 was my first full year serving as your Police Chief, and it has been a great year. 2022 has been a year of rebuilding in-person relationships with the community as we finally get out of the COVID-19 pandemic. It has been great to meet a lot of the community in person finally.

As you will see in this report, we did have a slight increase in vehicle theft, but had a decrease in burglaries. I am pleased to announce we did not have any homicides or any fatal traffic accidents in 2022. Some of the crimes ACPD responded to and solved in 2022 were a result of our motto "See something Say something." This has been proven time and time again, resulting in recovery of stolen property, arrests of suspects, and preventing violence in the community. This past year, I had our traffic enforcement officers focus on more local roadway patrols, and we had a significant increase in citations issued on local roadways. In 2022, the city launched our "We ♥ Safe Streets" campaign. Please do your part in the community and sign up; you can take the pledge with the QR code on page 10.

Another big part of why ACPD is so successful in solving crime is the continued support from the community,



city staff, and business community. Your ACPD officers appreciate the support as they continue to serve and protect the City of American Canyon.

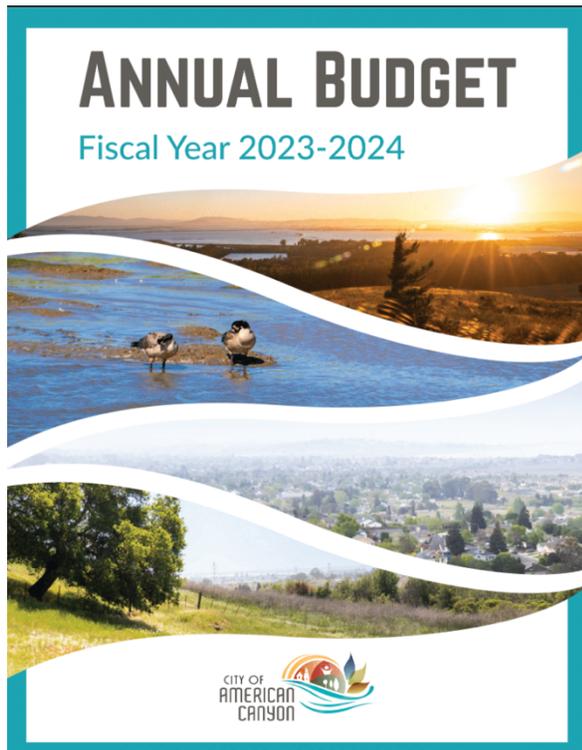
If you have not had a chance to meet and greet ACPD officers or myself, an excellent way to do this is at National Night Out. This is where neighborhoods host block parties, which ACPD officers attend. Please look for this great event which will be held in August 2023. I am proud to continue to serve as your Chief of Police and look forward to leading our ACPD crime fighters in 2023.

- Chief Rick Greenberg

COMMUNITY SNAPS



Budget Book



How the Process Works

The City's budget process began in February. Finance Staff runs line item budget reports, instructions, and a budget cycle calendar for presentation to Department Directors and other key staff involved in the budget process. During the annual budget kickoff meeting, the City Manager provides direction regarding City goals, department goals, and expectations for the coming year and beyond.

Department Directors project their revenue and expenditure line item balances through the end of the current fiscal year by entering their projections on the City's budgeting solution, OpenGov. This serves as the basis for determining the resources available at the beginning of the next fiscal year in each fund. Directors also enter their new fiscal year budget requests into OpenGov.

While Directors are completing their department's budget requests, Finance staff is calculating the salary and benefits for regular full-time staff for each department. Human Resources staff assists in the salary and benefit computations by estimating increases in benefit rates and any estimated cost of living increases. These amounts are then entered in the OpenGov budgeting module for each department after staff allocation percentages are determined and verified. Directors are responsible for entering their overtime and part-time or seasonal staff budgets as well.

Parks & Recreation Activity Guide



Stock Photoshoot



Social Media



Newsletters

City Manager's Update



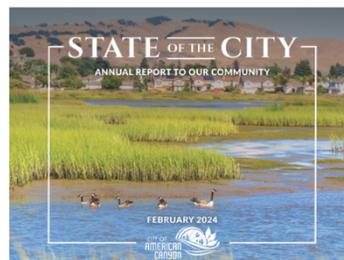
February 2, 2024

Hello,

If you're looking for activities, the [community calendar](#) is full of great opportunities to explore in the next few weeks. There are volunteer and educational opportunities and even a [Family Sock Hop](#) event! The American Canyon Community Cats, a newly-established nonprofit in town, will host a ["Feline the Love" event on February 10th](#). You can learn about their mission, support the cause, and even adopt a furry new family member.

If you haven't already, please plan to join us for the [State of the City](#), where you'll gain valuable insights into our community's future plans.

- Virtual Presentation: Wednesday, February 21, 2024, 6:30 PM, via the [City's YouTube Channel](#).
- In-Person Presentation: Thursday, February 22, 2024, 11 AM, at the Adult Activity Center (2185 Elliott Drive).
- Chamber of Commerce Business Luncheon: Tuesday, March 12, 2024, 11:30 AM, at the Doubletree American Canyon. [Tickets are available here](#).



Rebates & Resources



January 29, 2024

Hello,

Thank you for starting your water/wastewater service through the City of American Canyon; we're thrilled to have you as a new water customer! It's an honor to provide you with this essential service. Our team works around the clock to make sure you have 24/7 access to safe, clean water.

In addition, there are a variety of resources we provide to our water customers:



Rebate Programs - American Canyon offers several rebate programs to help you save water and money, including our [Cash for Grass](#) and [Toilet Rebate](#) programs. Visit www.cityofamericancanyon.org/water to learn more.



My WaterPortal - With My Water Portal, you can track your water use with ease! You can even set up customized alerts, which can help you find leaks and identify times of over consumption. [Click here to register](#). As a bonus, all users are periodically entered into a raffle for a **\$50 water bill credit**.



Financial Assistance - We offer a variety of financial assistance programs to ensure that all residents have access to high-quality drinking water. [Click here to learn more](#).

If you're new to the city or looking for ways to make the most of your experience here, we've got you covered. You can [subscribe to our City Manager's Update](#) to stay informed on current events, job opportunities, and more. You can also check out American Canyon's [Community Calendar](#) for a list of fun community events.

Once again, welcome; we're glad you're here!

"Welcome" email



Hello,

Welcome and thank you for signing up to receive emails from the City of American Canyon! You will now be among the first to be informed about the latest City news, events and updates.

You can update your email subscriptions at any time on [our Email Updates page](#). There, you can also sign up for Text/SMS updates and set your Preferences to choose whether you receive emails immediately or in a daily/weekly "digest" format.

If you have any questions about the information in this email, please don't hesitate to call us at 707-647-4360.

Sincerely,

Jason Holley
City Manager

Stay Connected with the City

Call us, email us or find us on social media:

- Call (707) 647-4360
- [Contact Us](#)
- [Like us on Facebook](#)
- [Follow us on Instagram](#)
- [Subscribe to our YouTube channel](#)
- [Join Nextdoor](#)



Sign up for Classes, Programs and Activities



Create an account on the City's new recreation registration platform, CivicRec!

- CityOfAmericanCanyon.org/Recreation

Are You Prepared for an Emergency?

Plan now so that you can safely and swiftly respond to an emergency.

- [Ready AC](#)
- [Ready Napa County](#)
- Sign up for Nixie, the City's local alert system. Text 94503 to 888-777 or visit cityofamericancanyon.org/alerts.



Sign Up and/or Manage Your Subscriptions

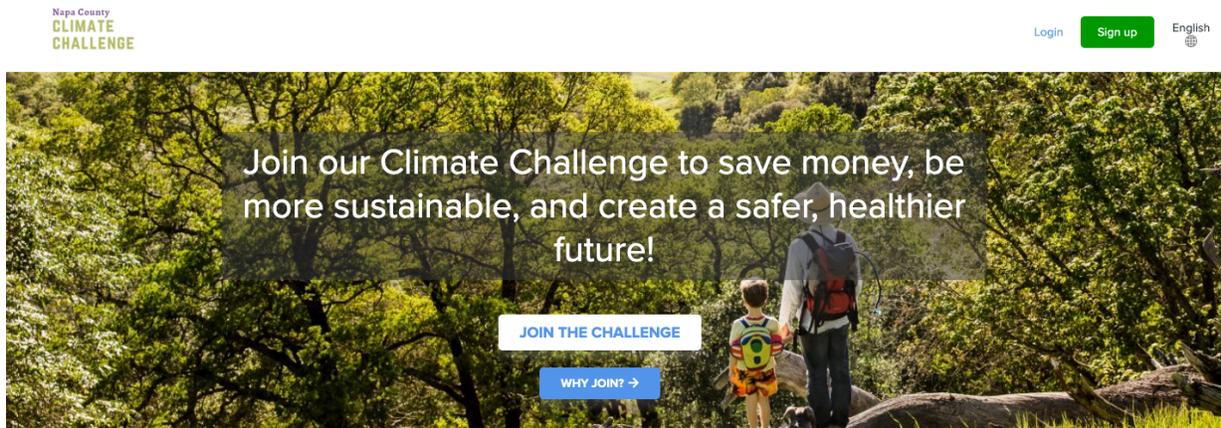


- [Sign up to receive updates on a number of different City topics or interests right to your inbox or to your phone.](#)
- If you know others who should get [emails from the City](#), tell them to sign up at cityofamericancanyon.org/email.

Climate Action Website

The City proactively participates in climate action outreach via GovDelivery and social media. Throughout 2023, the City encouraged users to participate in the Napa County Climate Challenge, which prompted Napa County residents to exercise practices that help the fight against climate change.

The City also publishes regular social media and GovDelivery content that invite community members to attend Open Space, Active Transportation and Sustainability (OSATS) Commission meetings.



Council Action Summaries

After each council meeting, the City provides concise yet comprehensive summaries highlighting key decisions and discussions. These post-meeting summaries serve as accessible resources for residents, offering insight into the city's legislative process and ensuring transparency in governance. By distilling complex proceedings into easily digestible updates, the City fosters informed citizenship and encourages active participation in local affairs.



Citizens Academy and Government Education

Empowering residents with knowledge and understanding, the Citizens Academy and government education courses at American Canyon High School provide valuable opportunities for civic engagement and learning. By offering insights into the inner workings of local governance, these programs demystify the policymaking process and cultivate informed and engaged citizens. Through interactive sessions and immersive experiences, participants gain a deeper appreciation for the complexities of municipal

administration, fostering a sense of ownership and responsibility towards the community's well-being.



Internal Initiatives

Social Media Policy

The City developed a social media policy to serve as a guide for City employees who use social media on behalf of the City. The policy will outline the responsible and ethical use of social media for internal and external users.

Initiated Process for Strategic Communications Plan

The City is dedicated to improving communication processes, toolsets and tactics so that it is communicating early and often in order to build trust, dialogue, engagement, understanding, relationships and support within the community. The City's Strategic Communications Plan — which is in its final stages of review — outlines the objectives, tools and tactics to achieve those outcomes.

Launch of Quarterly Communications Strategy Meetings

These meetings provide an opportunity for the communications team to discuss the high-level approach to communications with each department and the City Manager, which ensures that departmental initiatives are weaved into the broader communications strategy.

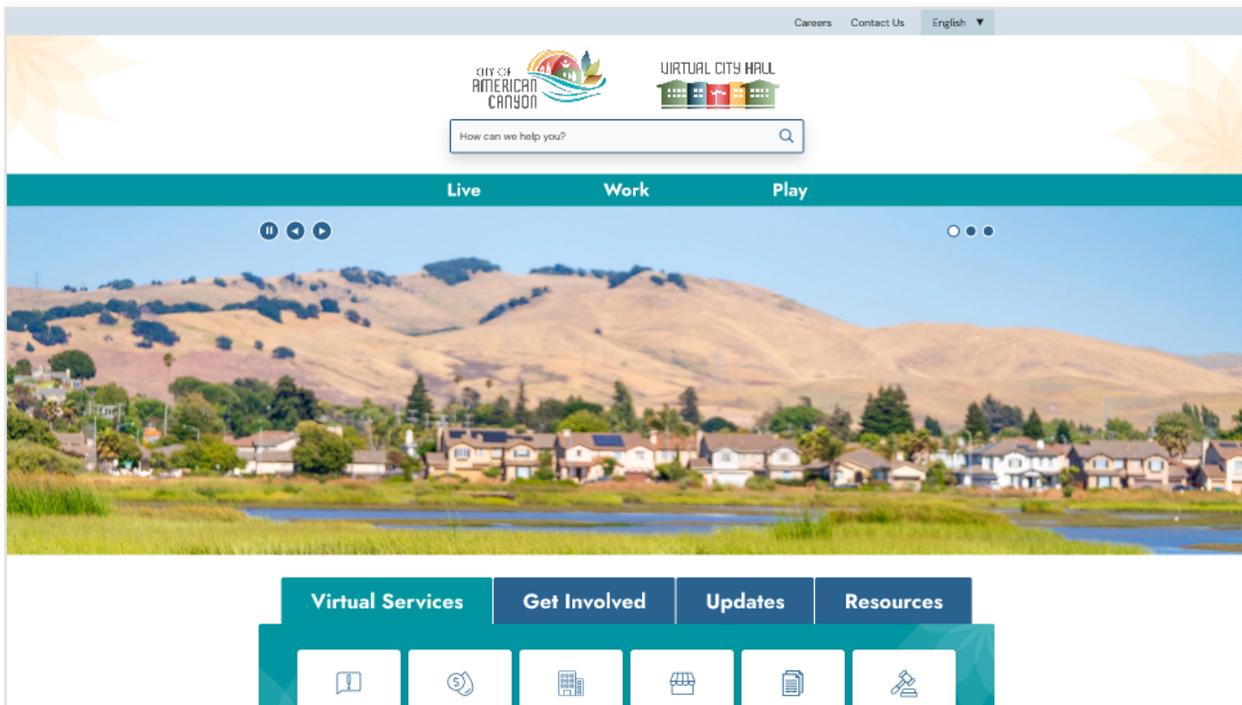
Advanced Media Monitoring

The City monitors media coverage through Meltwater, an AI-powered media monitoring tool. A daily dashboard is provided to the City with advanced analytics and results matching key terms including "American Canyon," the City Manager's name and the names of the City's council members. Staying up to date on media coverage enables the City to correct any misinformation, monitor sentiment and strategically shape future communications. The Communications team also adds relevant media coverage to a page on the City's website and may share media coverage on its social media platforms as appropriate.

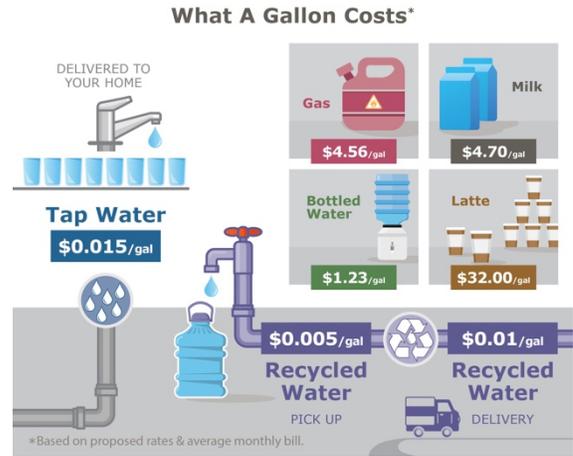
The City also monitors community-managed social media groups and pages, primarily to check for misinformation or future education needed. If staff sees posts with clear misinformation, the Communications Manager may choose to address it indirectly through a post on the City’s social media platforms. The City does not directly respond to posts or comments on community-managed pages.

Transition to OpenCities for Website Content Management System (CMS)

The City is in the process of transitioning to OpenCities for its website content management system (CMS) to allow for a more modernized, simplified website and a streamlined internal organization process. This process also included the development of an official “Virtual City Hall” logo that symbolizes the American Canyon website as the City’s virtual version of City Hall.



- Informational graphics



- Posters and Mailed Flyers

City of American Canyon, 4321 Broadway Street, Suite 203, American Canyon, CA 94953

PROPOSED UTILITY RATE UPDATE

Ensuring Reliable Services for Our Community
 American Canyon is dedicated to providing essential services to our community, including drinking water treatment, sewer collection and treatment and recycled water provision. Regular evaluations of utility rates are crucial to maintaining reliable services.

WATER
Your Rate Dollar at Work*

Administration	1¢
Customer Service	3¢
Service Delivery	18¢
Infrastructure	78¢
Total	\$1

WASTEWATER
Your Rate Dollar at Work*

Administration	1¢
Customer Service	3¢
Service Delivery	12¢
Infrastructure	84¢
Total	\$1

RECYCLED WATER
Your Rate Dollar at Work*

Administration	1¢
Customer Service	3¢
Service Delivery	14¢
Infrastructure	78¢
Total	\$1

The American Canyon City Council will hold a public hearing at the City Council Chambers on **Tuesday, April 2, 2024, at 6:30 PM** to discuss the proposed rate increase. Written protests must be received prior to the conclusion of the public comment portion of the public hearing.

Información en español en línea. Tagalog na impormasyon online. [Information in Spanish and Tagalog available online.]
 Full notice, online bill calculator, FAQs and more information at: WWW.CITYOFAMERICANCANYON.ORG/RATES
 FOR ASSISTANCE, CALL (707) 647-4364

The City anticipates the roll-out of the updated website user interface in Spring/Summer 2024, which will be accompanied by a comprehensive campaign to educate users on the interface and highlight the accomplishment.

The communications team continues to explore avenues and themes to best tell the City's story. Additional themes the team looks to incorporate in future communications includes:

Building Our Future, Together

Alternative theme titles: "Progress That Pays Off" / "Your Investments at Work" / Stewarding Your Resources / "Benefit of the Bargain"

Objective: Enhance public understanding of the city's development plans and their positive impact.

This theme is driven by the Council's goal to illuminate the trade-offs inherent in city operations and growth. By communicating about the benefits that local development brings, the City can proactively address some of the temporary inconveniences or adjustments residents may experience and increase overall satisfaction. Outreach surrounding this theme should establish ties between rates/community investments and the key projects they support — building the future of American Canyon.

Campaign Ideas: Develop a narrative showcasing the city's vision for development and incorporate personal stories from residents, businesses and city officials. Create engaging videos, infographics and social media posts that highlight the benefits of development for all residents. Potentially include information about what alternate options to development look like (tax increases, etc.). Collaborate with local media outlets to feature positive stories about city development. Consider creating a circular graphic to illustrate this concept. Create a “then vs. now” campaign to highlight where the City started and where it is now, thanks to strategic investments and development.

DASHBOARD REPORTS

The City regularly monitors the effectiveness of its social media outreach through dashboard reports, which feature in-depth metrics and identify key successes. The following reports display the 2023 metrics for the City, Parks & Recreation and Police Department social media accounts.



2023 AmCan CITY Dashboard
City of American Canyon - Government

January 1, 2023 - December 31, 2023

GovDelivery (Email)

Total Email Subscribers: 21,416

The City of American Canyon gained 2,793 new email subscribers across all publications by the end of 2023, with a year-over-year growth of 15%.

Total Posts: 349

Total Delivered: 1,123,173

Engagement Rate: 61%

Each measurement considers bulletins sent over a 90-day time period. If a recipient opened the bulletin or clicked on a link, that recipient is considered Engaged. The Engagement Rate is the percentage of message recipients who are Engaged.

Subscribers to Email Publications:

- Around the Town Newsletter: 3,598 (+14.59% from previous year)
- City Manager's Updates: 13,893 (+.75% from previous year)
- General Plan Updates: 2,639 (+12.35% from previous year)
- Neighborhood Watch Updates: 4,112 (+11.89% from previous year)
- Parks & Rec Newsletter: 10,076 (+31.27% from previous year)

SiteImprove (Website)

Accessibility Score: 88.8

The accessibility score fluctuates depending on new issues on the site and if old issues are resolved. The main issues pushing down the score are related to line height and text clip settings, which appear to be affecting nearly all the pages on the site. These issues are scheduled to be addressed with the rollout of a new website platform in July 2024.

Total Page Views: 456,582

Total Page Visits: 236,772

Top 3 Pages:

1. Virtual City Hall (41,325 page views / 34,083 page visits)
2. Utility Billing (26,944 page views / 21,277 page visits)
3. Recreation (21,589 page views / 17,762 page visits)

There are additional page views and visits coming through to these pages that are not included in the total above, because the navigation URL may have various differences. For example, Virtual City Hall can be accessed by visiting www.CityofAmericanCanyon.org or www.CityofAmericanCanyon.org/home, among other short links to get to various pages throughout the site.

Facebook

Total Facebook Followers: 5,496

This is an increase by 151 followers from January, with an annual growth of 2.83%.

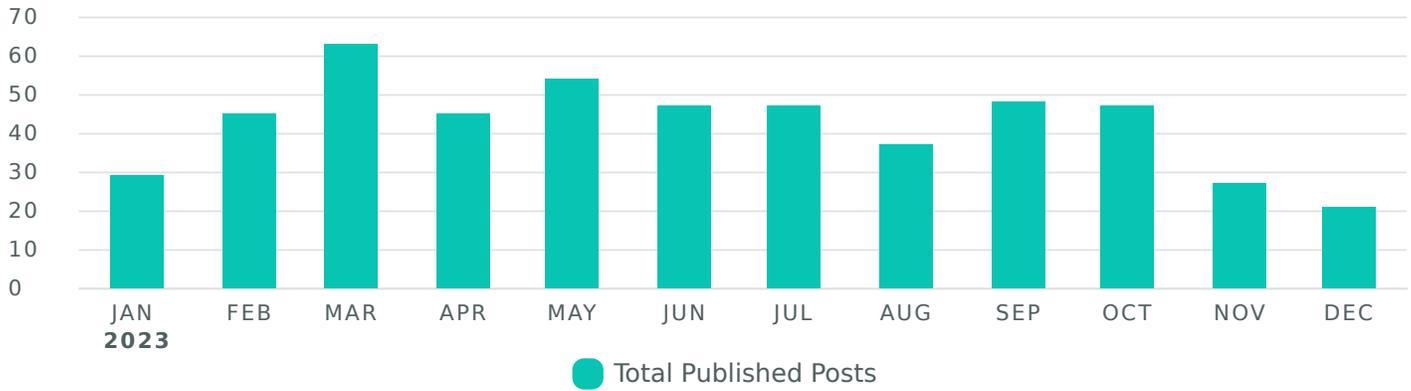
Tripepi Smith is pulling the follower count natively from Facebook until Facebook releases the new pages experience API updates to Sprout Social. You may witness some discrepancy in the FB audience metrics reported by Sprout Social until this change occurs.

Facebook Publishing Behavior

View the different types of posts you published during the selected time period.

Profile
Reporting Period
City of American Canyon - Government

Published Posts, by Month



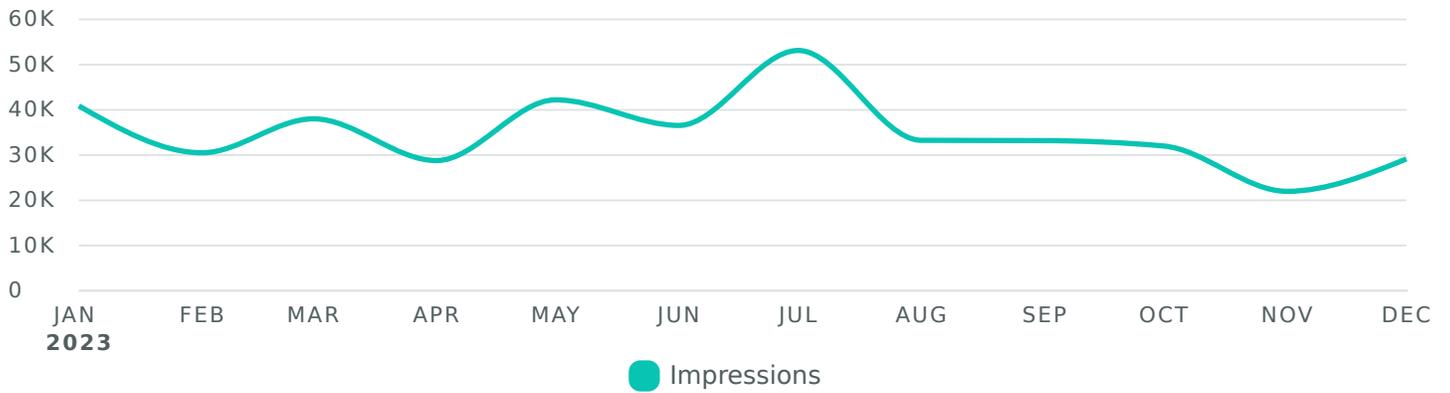
Publishing Behavior by Content Type	Totals	% Change
Total Published Posts	510	↘ 37.2%
Published Videos	60	↗ 27.7%
Published Photos	387	↘ 40%
Published Links	54	↘ 50%
Published Text	9	↘ 25%

Facebook Impressions

Review how your content was seen by the Facebook community during the reporting period.

Profile
Reporting Period
City of American Canyon - Government

Organic and Paid Impressions, by Month



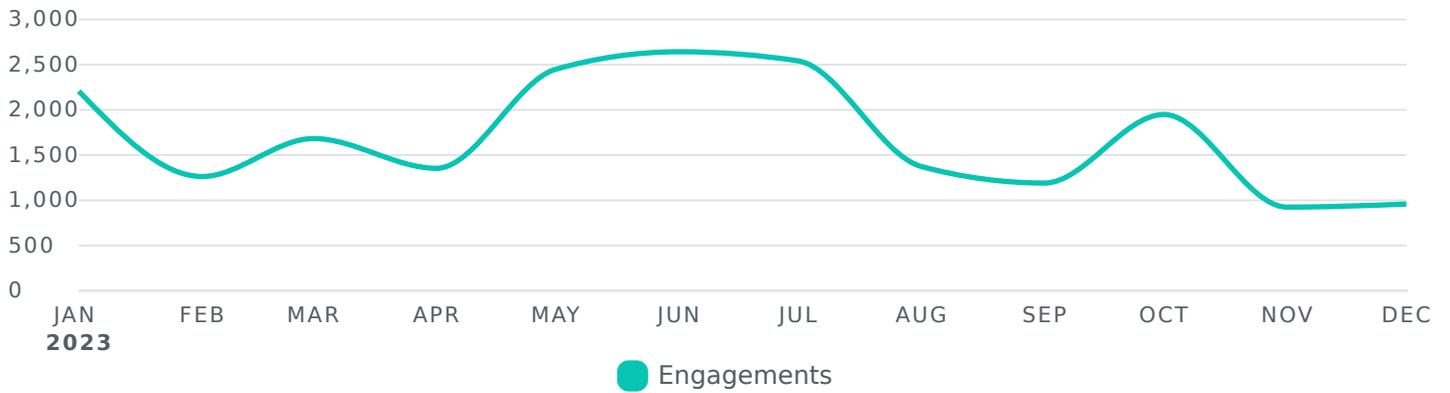
Impression Metrics	Organic	Paid	Totals	% Change
Impressions	410,701 ↘ 47%	0 → 0%	417,378	↘ 46.6%

Facebook Engagement

See how people are engaging with your posts during the reporting period.

Profile
Reporting Period
City of American Canyon - Government

Organic and Paid Engagements, by Month



Engagement Metrics	Totals	% Change
Total Engagements	20,419	↘ 56.3%
Reactions	3,959	↘ 44.6%
Comments	485	↘ 61%
Shares	566	↘ 43.3%
Post Link Clicks	2,184	↘ 58.6%
Other Post Clicks	13,225	↘ 58.8%
Page Actions	0	↘ 100%

Facebook Top Posts

Review your top posts published during the selected time period, based on the post’s lifetime performance.

🚩 Post
🚩 Lifetime
🇺🇸 City of American Canyon - Government

Descending by Lifetime Engagements

City of Americ...
Tue 1/3/2023 7:44 pm PST

Stormy weather is on the horizon! Follow the tips below to be prepared and stay saf...



Total Engagements	459
Reactions	99
Comments	16
Shares	26
Post Link Clicks	—
Other Post Clicks	318

City of Americ...
Wed 6/21/2023 4:45 pm...

At yesterday’s City Council me Technician Sherri Cassidy for ho served four different departme



Total Engagements	405
Reactions	95
Comments	82
Shares	3
Post Link Clicks	7
Other Post Clicks	218

City of Americ...
Sun 1/8/2023 10:50 am...

See important ROAD CLOSURE from AmCan Fire!



Total Engagements	384
Reactions	40
Comments	10
Shares	10
Post Link Clicks	66
Other Post Clicks	258

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

🚩 Post
🚩 Lifetime
🇺🇸 City of American Canyon - Government

Descending by Lifetime Engagements


City of Americ...
Tue 7/4/2023 7:04 am PDT

The City's most anticipated event of the year is HERE! Join us to celebrate the Fourth of...



Total Engagements	377
Reactions	62
Comments	4
Shares	14
Post Link Clicks	—
Other Post Clicks	297


City of Americ...
Tue 5/2/2023 8:26 am PDT

American Canyon hosted a Voli show its appreciation for the n whose hard work, dedication, a



Total Engagements	351
Reactions	89
Comments	32
Shares	2
Post Link Clicks	16
Other Post Clicks	212


City of Americ...
Fri 7/21/2023 1:48 pm PDT

We are thrilled to bring the first all-inclusive park to American Canyon, and we...



Total Engagements	329
Reactions	57
Comments	5
Shares	4
Post Link Clicks	—
Other Post Clicks	263

Facebook Top Posts

Review your top posts published during the selected time period, based on the post’s lifetime performance.

- Post
- Lifetime
- City of American Canyon - Government**

Descending by Lifetime Engagements



City of Americ...
Fri 6/30/2023 11:19 am...

Exciting news: the Northampton Park playground replacement project has...



Total Engagements	295
Reactions	77
Comments	8
Shares	4
Post Link Clicks	—
Other Post Clicks	206



City of Americ...
Fri 10/6/2023 10:00 am...

At Tuesday’s City Council meeting, American Canyon recognized October as...



Total Engagements	293
Reactions	86
Comments	2
Shares	8
Post Link Clicks	1
Other Post Clicks	196



City of Americ...
Wed 9/6/2023 11:00 am...

September is #CleanSweepMonth—get organized and rid your...



Total Engagements	253
Reactions	35
Comments	1
Shares	28
Post Link Clicks	31
Other Post Clicks	158

Facebook Top Posts

Review your top posts published during the selected time period, based on the post’s lifetime performance.

🚩 Post
🚩 Lifetime
🇺🇸 City of American Canyon - Government

Descending by Lifetime Engagements

City of Americ...

Sat 6/3/2023 10:12 am...

Happening Now! 🗣️ Don't miss biggest yard sale event of the year in American Canyon! 🎉 There

Total Engagements	246
Reactions	17
Comments	6
Shares	2
Post Link Clicks	56
Other Post Clicks	165

City of Americ...

Wed 12/20/2023 3:06 p...

At last night’s City Council meeting, the American Canyon Junior Wolves...

Total Engagements	240
Reactions	89
Comments	4
Shares	6
Post Link Clicks	—
Other Post Clicks	141

City of Americ...

Fri 8/25/2023 4:30 pm PDT

September is #CleanSweepMonth—get organized and rid your...

Total Engagements	229
Reactions	22
Comments	5
Shares	10
Post Link Clicks	29
Other Post Clicks	163

Notes on Facebook Performance

Impressions and Engagement

Impressions and engagement decreased in 2023 compared to 2022, most likely due to the decrease in total published posts. 2023 had a total of 510 published posts, while 2022 had 812 published posts. However, the City still saw spikes of impressions and engagements throughout the year.

The year's highest spike (in both impressions and engagement) occurred in July, tracing back to the following three posts: [Fourth of July event promotional post](#), [Northampton Park ribbon cutting announcement post](#) and the [post highlighting American Canyon Eagle's interview with American Canyon Chamber of Commerce President Valerie Zizak-Morais](#).

The year's second highest spike (in both impressions and engagement) occurred in May is attributed to the [Volunteer Appreciation Event recap post](#) and the [post announcing Northampton Park's new accessible play structure](#).

Top Posts*

1. January 3 post sharing storm/flooding tips. The post included a photo outlining storm safety tips and received 24 reactions, 1 comment and 24 shares.
2. June 21 post honoring Administrative Technician Sherri Cassidy for 20 years of service to the community. The post included a photo from Sherri receiving the proclamation at that week's City Council meeting and received 34 reactions, 3 shares and 19 comments—all of which congratulated Sherri for her accomplishment.
3. January 8 post sharing American Canyon Fire Protection District's original post announcing a road closure. The post received 40 reactions, 8 comments and 10 shares.

*Facebook's top posts displayed on Sprout Social have higher numbers compared to the numbers seen natively. Sprout's Facebook Insights tracks statistics not only on the original post but also across all shares of the post. If a shared post receives likes/comments, these engagements will also count toward the original post metrics.

The American Canyon community responds well to posts that display community appreciation and share important urgent information. Users love seeing the faces of American Canyon, but they also appreciate updates that affect day-to-day life.

Content themes

Community appreciation, American Canyon Fire Protection District,, flooding, road closure

YouTube

Number of Subscribers: 479

This is an increase by 66 followers from January 2022 (+12.44%).

Number of Posts: 66

A bulk of the City's posts were livestreams of public meetings.

Total Views: 14,813

The videos that gained the most traction this year were the Barn Owl Couple #1 video from 2020 (5,657 views), the Barn Owl Couple #2 video from 2020 (2,031 views) and the City of American Canyon Recruitment video (384 views).

Watch Time: 1,244.4 hrs



2023 AmCan PARKS & REC Dashboard

January 1, 2023 - December 31, 2023

Included in this Report

 City of American Canyon Parks and Recreat  americancanyonparksandrec

Analytics Overview

Cross-Network Profiles

Review your aggregate profile and page metrics from the reporting period.

Profile
Reporting Period
Facebook 1 Instagram 1
All Twitter Post Types

Profile ^	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period Jan 1, 2023 - Dec 31, 2023	2,227 ↗ 17%	323 ↘ 18%	1,151 ↗ 58.1%	242,022 ↗ 24.3%	9,928 ↗ 4.2%	4.1% ↘ 16.1%	9,235 ↗ 275.7%
Compare to Jan 1, 2022 - Dec 31, 2022	1,903	394	728	194,708	9,525	4.9%	2,458
  americancanyonpar ksandrec	1,439	126	518	99,787	2,708	2.7%	4,890
  City of American Canyon Parks and Recreation	788	197	633	142,235	7,220	5.1%	4,345

Analytics by Platform

Facebook

Total Facebook Followers: 781

This is an increase by 185 followers from January, with an annual growth of 31.04%

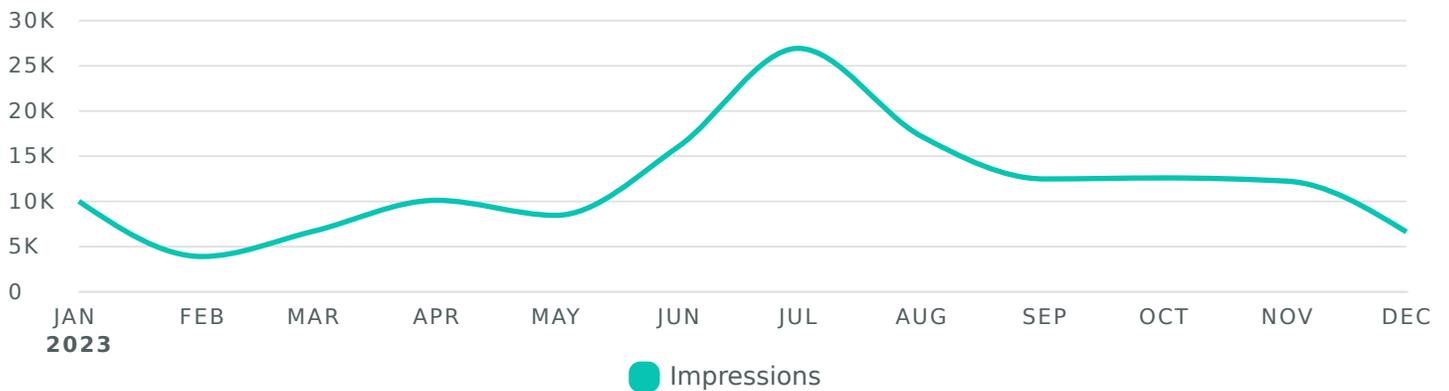
Tripepi Smith is pulling the follower count natively from Facebook until Facebook releases the new pages experience API updates to Sprout Social. You may witness some discrepancy in the FB audience metrics reported by Sprout Social until this change occurs.

Facebook Impressions

Review how your content was seen by the Facebook community during the reporting period.

Profile
Reporting Period
City of American Canyon Parks and Recreation

Organic and Paid Impressions, by Month



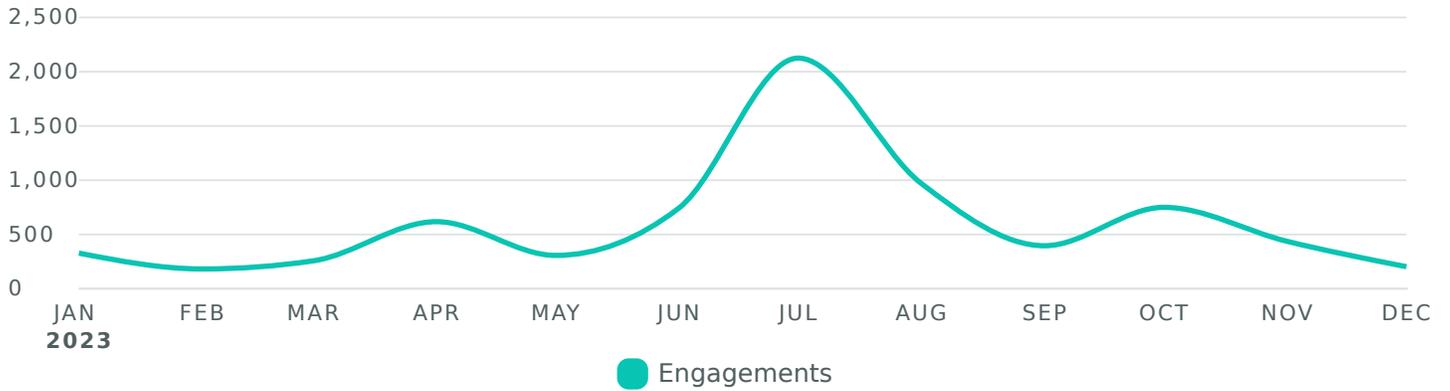
Impression Metrics	Organic	Paid	Totals	% Change
Impressions	140,210 ↗ 11.7%	0 → 0%	142,235	↗ 11.3%

Facebook Engagement

See how people are engaging with your posts during the reporting period.

Profile
Reporting Period
City of American Canyon Parks and Recreation

Organic and Paid Reactions, Comments, Shares, Post Link Clicks, Other Post Clicks, by Month



Engagement Metrics	Totals	% Change
Total Engagements	7,220	↘ 3.7%
Reactions	1,491	↘ 17.7%
Comments	207	↘ 25.5%
Shares	273	↘ 41.5%
Post Link Clicks	1,126	↗ 24.1%
Other Post Clicks	4,123	↗ 2.3%

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
City of American Canyon Parks and Recreation

Descending by Lifetime Engagements



City of Americ...

Wed 7/26/2023 1:47 pm...

On behalf of the City of American Canyon - Government, American...



Total Engagements	730
Reactions	153
Comments	17
Shares	14
Post Link Clicks	—
Other Post Clicks	546



City of Americ...

Thu 8/24/2023 6:00 pm...

UPDATED PRICING! 🤔 Get ready to hit it out of the park this Fall! 🍂 Join our Adult Co-



Total Engagements	418
Reactions	19
Comments	33
Shares	6
Post Link Clicks	54
Other Post Clicks	306



City of Americ...

Tue 7/4/2023 5:59 pm PDT

Parks & Recreation Director Ikeda had fun dunking the American Canyon Police...



Total Engagements	313
Reactions	57
Comments	4
Shares	3
Post Link Clicks	—
Other Post Clicks	249

Facebook Top Posts

Review your top posts published during the selected time period, based on the post’s lifetime performance.

Post
Lifetime
City of American Canyon Parks and Recreation

Descending by Lifetime Engagements

City of Americ...

Tue 10/24/2023 11:00 a...

Let’s get active and make friendships, all while playing volleyball! Sign up for the...

Total Engagements	188
Reactions	15
Comments	14
Shares	4
Post Link Clicks	11
Other Post Clicks	144

City of Americ...

Sat 10/14/2023 9:00 am...

Let’s get active and make friendships, all while playing volleyball! Sign up for the...

Total Engagements	188
Reactions	11
Comments	23
Shares	1
Post Link Clicks	8
Other Post Clicks	145

City of Americ...

Wed 7/5/2023 11:00 am...

Join us on Saturday, August ! from 1 PM - 5 PM for our Water Carnival at the Phillip West Aqu

Total Engagements	187
Reactions	47
Comments	1
Shares	12
Post Link Clicks	24
Other Post Clicks	103

Facebook Top Posts

Review your top posts published during the selected time period, based on the post’s lifetime performance.

Post
Lifetime
City of American Canyon Parks and Recreation

Descending by Lifetime Engagements

City of Americ...

Tue 4/4/2023 4:39 pm PDT

We have an exciting announce
 As promised, our NEV
of American Canyon - Governr

Total Engagements	156
Reactions	27
Comments	1
Shares	6
Post Link Clicks	57
Other Post Clicks	65

City of Americ...

Thu 9/21/2023 12:00 p...

Celebrate Halloween like
never before! We’ve got
some spooky season fun...

HALLOWEEN NERF BATTLE
SATURDAY, OCTOBER 21, 2023
6-7 PM: Grades K-5
7-8 PM: Grades 6 +
Register at
CityOfAmCan.org/Recreation
or scan QR Code

Total Engagements	126
Reactions	25
Comments	8
Shares	10
Post Link Clicks	14
Other Post Clicks	69

City of Americ...

Wed 6/14/2023 1:00 pm...

We’re thrilled to share with
you our NEW Kids Paint Night
event that will enhance your...

KIDS PAINT NIGHT
Wednesday, June 28, 2023
4 PM -6 PM
Find details and register at
CityofAmCan.org/Recreation

Total Engagements	113
Reactions	13
Comments	3
Shares	5
Post Link Clicks	34
Other Post Clicks	58

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
City of American Canyon Parks and Recreation

Descending by Lifetime Engagements



City of Americ...

Wed 8/30/2023 5:09 pm...

The new playground at Via Bellagio Park is open for play!


Via Bellagio Park Play...



Total Engagements	111
Reactions	37
Comments	5
Shares	2
Post Link Clicks	38
Other Post Clicks	29



City of Americ...

Tue 6/6/2023 7:01 am PDT

If you haven't had a chance to check out the expansive selection of summer camps...



Total Engagements	110
Reactions	6
Comments	4
Shares	3
Post Link Clicks	24
Other Post Clicks	73



City of Americ...

Wed 4/19/2023 7:02 am...

The City of American Canyon - Government's Citywide Yard Sa scheduled for June 2-4, 2023! I



Total Engagements	98
Reactions	43
Comments	5
Shares	12
Post Link Clicks	13
Other Post Clicks	25

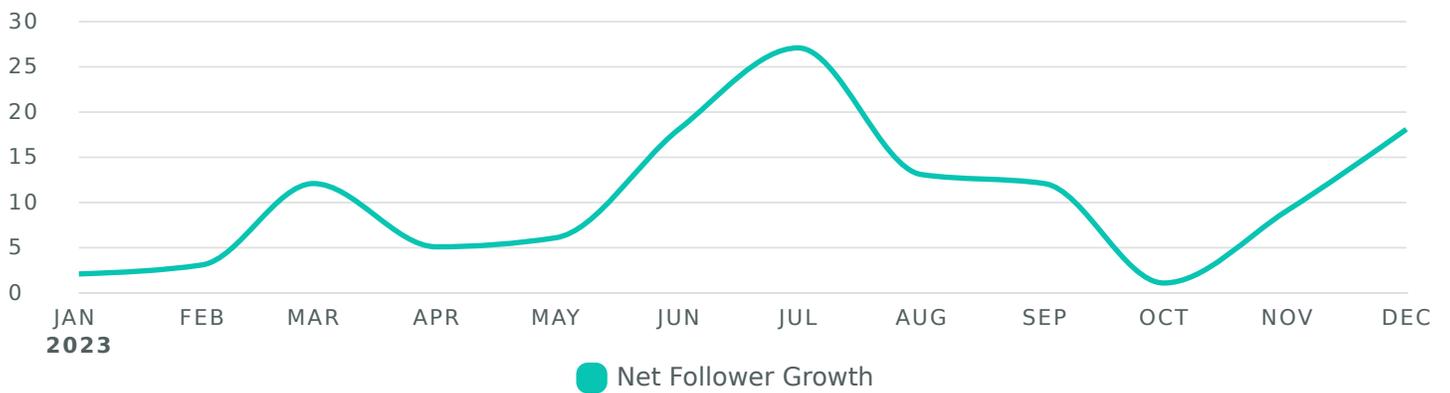
Instagram

Instagram Audience Growth

See how your audience grew during the reporting period.

Profile
Reporting Period
americancanyonparksandrec

Net Follower Growth, by Month



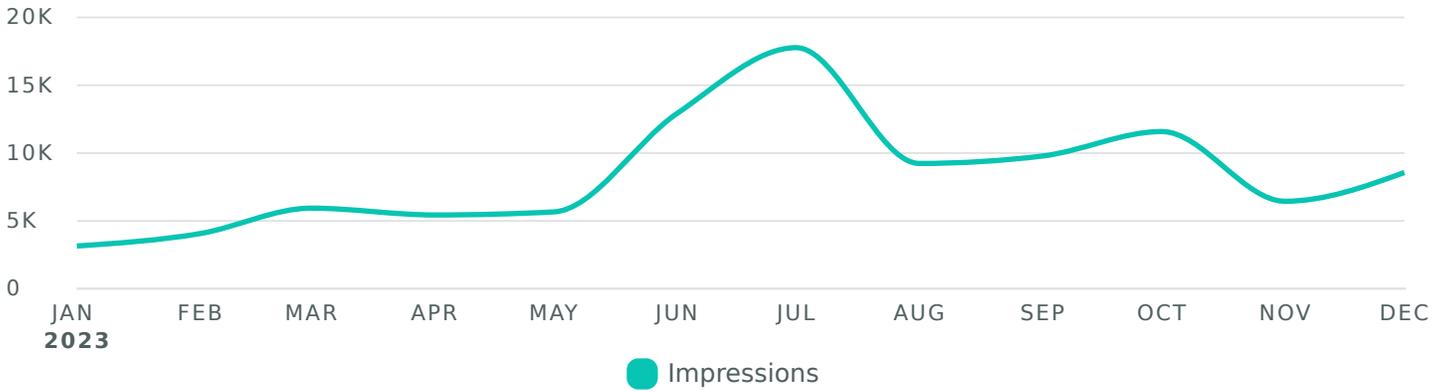
Audience Metrics	Totals	% Change
Net Follower Growth	126	↗ 32.6%

Instagram Impressions

Review how your content was seen by the Instagram community during the reporting period.

Profile
Reporting Period
americancanyonparksandrec

Organic and Paid Impressions, by Month



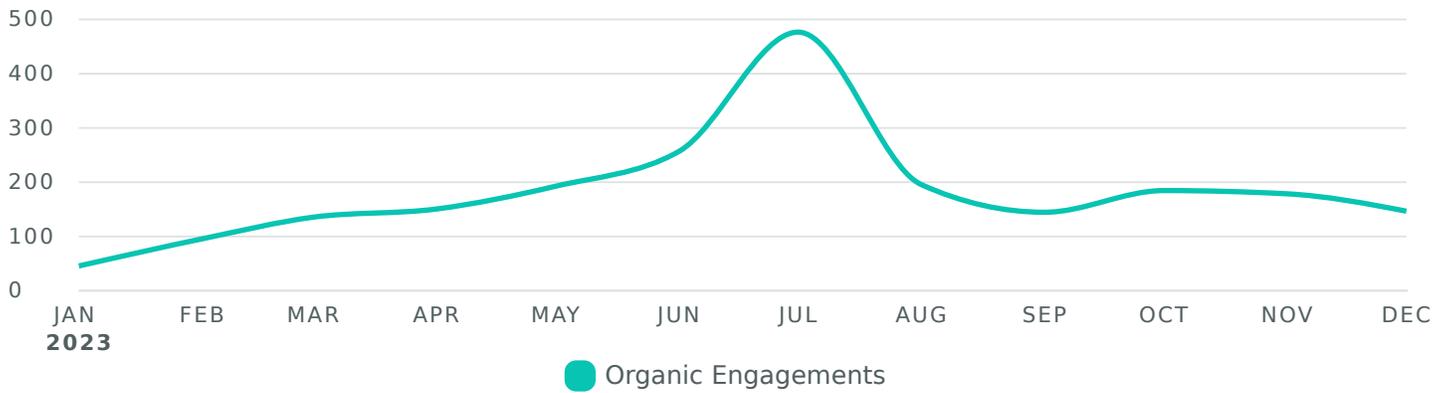
Impression Metrics	Totals	% Change
Impressions	99,787	↗ 49.2%

Instagram Engagement

See how people are engaging with your posts, stories, and reels during the reporting period.

Profile
Reporting Period
americancanyonparksandrec

Organic Likes, Comments, Saves, Story Replies, by Month



Impression Metrics	Totals	% Change
Organic Engagements	2,184	↗ 11.7%
Organic Likes	2,016	↗ 11%
Organic Comments	33	↘ 2.9%
Organic Saves	135	↗ 27.4%
Story Replies	0	→ 0%

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel's lifetime performance.

Post
Lifetime
americancanyonparksandrec

Descending by Lifetime Engagements

A

americancanyo...
Fri 6/30/2023 12:02 pm ...

Exciting news: the Northampton Park playground replacement project has...



Total Engagements	98
Likes	82
Comments	3
Shares	8
Saves	5

A

americancanyo...
Sun 11/26/2023 1:00 p...

Embrace the Magic of the Seas us on Friday, December 1, 202 to 8 PM at Shenandoah Park fo



Total Engagements	57
Likes	26
Comments	1
Shares	27
Saves	3

A

americancanyo...
Tue 11/21/2023 3:00 pm...

Embrace the Magic of the Seas us on Friday, December 1, 202 to 8 PM at Shenandoah Park fo



Total Engagements	57
Likes	25
Comments	0
Shares	29
Saves	3

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel’s lifetime performance.

Post
Lifetime
americancanyonparksandrec

Descending by Lifetime Engagements

A

americancanyo...
Wed 6/21/2023 11:41 a...

First day of summer means Soro is bringing the fun! Interested in joining the...

Total Engagements	52
Likes	38
Comments	0
Shares	12
Saves	2

A

americancanyo...
Mon 8/7/2023 1:21 pm P...

Sweet as honey and buzzing with fun! Our campers here at Canyon Kids Adventure Day...

Total Engagements	47
Likes	42
Comments	0
Shares	4
Saves	1

A

americancanyo...
Mon 11/13/2023 5:00 p...

Congratulations to the Bay Area Ballerz for winning the Coed Softball Championship...

Total Engagements	46
Likes	30
Comments	3
Shares	13
Saves	0

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel’s lifetime performance.

Post
Lifetime
americancanyonparksandrec

Descending by Lifetime Engagements

Post	Total Engagements	Likes	Comments	Shares	Saves
<p>Post 1: Wrap up your Summer at the Wetlands for a fun experience filled with s'mor...</p> <p>Post 1 Image: AUGUST 12, 2023 8:30 PM TO 11:30 PM WETLANDS EDGE PARK, 2 EUCALYPTUS DRIVE ACTIVITIES INCLUDE: ASTRONOMY LOOKING & LEARNING, SILENT DISCO & S'MORES! REGISTRATION REQUIRED. SIGN UP TODAY! \$6 RESIDENT \$7 NON-RESIDENT</p>	43	16	2	21	4
<p>Post 2: The City’s most anticipated event of the year is HERE! Join us to celebrate the Fourth of...</p> <p>Post 2 Image: JULY Celebration CITY OF AMERICAN CANYON Parade Festival • Fireworks 3 PM Parade on Elliott Drive from American Canyon Road to Amarillo Drive 4 PM Festival at Community Park II Music, Free Activities & Food Vendors Fireworks at Community Park II at Dusk</p>	43	28	1	13	1
<p>Post 3: The Citywide Yard Sale is sched for June 2-4, 2023! If you’re interested in hosting a sale, vis</p> <p>Post 3 Image: ANNUAL COMMUNITY-WIDE YARD SALE JUNE 2-4, 2023 LIST YOUR SALE FOR FREE! AD PLACEMENT OPENS ON APRIL 21, 2023</p>	42	21	0	15	6

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel’s lifetime performance.

Post
Lifetime
americancanyonparksandrec

Descending by Lifetime Engagements



A



americancanyo...

Fri 7/21/2023 1:48 pm PDT

We are thrilled to bring the first all-inclusive park to American Canyon, and we...

RIBBON CUTTING

5 PM

WEDNESDAY, AUGUST 9, 2023

242 NORTHAMPTON DRIVE



Please join us as we kick off the final 2023 Meet Me In The Event in celebration of the opening of American Canyon's first all-inclusive playground at Northampton Park.

Total Engagements	33
Likes	26
Comments	0
Shares	5
Saves	2



A



americancanyo...

Mon 7/17/2023 4:00 pm...

Who says sharks and mermaid can't be BFFs? Our campers had an absolute blast paintin...



Total Engagements	33
Likes	30
Comments	1
Shares	1
Saves	1



Parks Make Life Better!



americancanyo...

Thu 11/30/2023 11:00 a...

Embrace the Magic of the Seas us on Friday, December 1, 202 to 8 PM at Shenandoah Park fo



Total Engagements	31
Likes	15
Comments	0
Shares	15
Saves	1



2023 American Canyon PD Dashboard

January 1, 2023 - December 31, 2023

Included in this Report

 American Canyon Police Department

 amcanpd

Analytics Overview

Cross-Network Profiles

Review your aggregate profile and page metrics from the reporting period.

Profile
Reporting Period
Facebook 1 Instagram 1
All Twitter Post Types

Profile ^	Audience	Net Audience Growth	Published Posts	Impressions	Engagements	Engagement Rate (per Impression)	Video Views
Reporting Period Jan 1, 2023 - Dec 31, 2023	11,901 ↗ 12.1%	1,280 ↗ 14.9%	351 ↗ 8.3%	1,769,387 ↗ 21.4%	212,930 ↗ 7.7%	12% ↘ 11.3%	38,816 ↘ 32.5%
Compare to Jan 1, 2022 - Dec 31, 2022	10,613	1,114	324	1,457,226	197,704	13.6%	57,468
amcanpd	1,263	221	132	133,938	8,763	6.5%	8,204
American Canyon Police Department	10,638	1,059	219	1,635,449	204,167	12.5%	30,612

Analytics by Platform

Facebook

Total Facebook Followers: 10,462

This is an increase by 861 followers from January, with an annual growth of 8.97%.

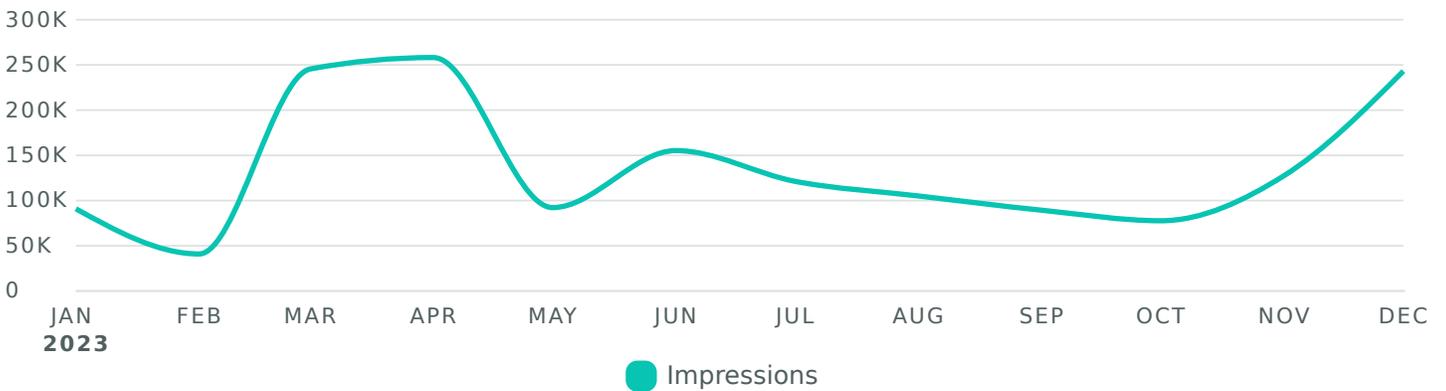
Tripepi Smith is pulling the follower count natively from Facebook until Facebook releases the new pages experience API updates to Sprout Social. You may witness some discrepancy in the FB audience metrics reported by Sprout Social until this change occurs.

Facebook Impressions

Review how your content was seen by the Facebook community during the reporting period.

Profile
Reporting Period
American Canyon Police Department

Organic and Paid Impressions, by Month



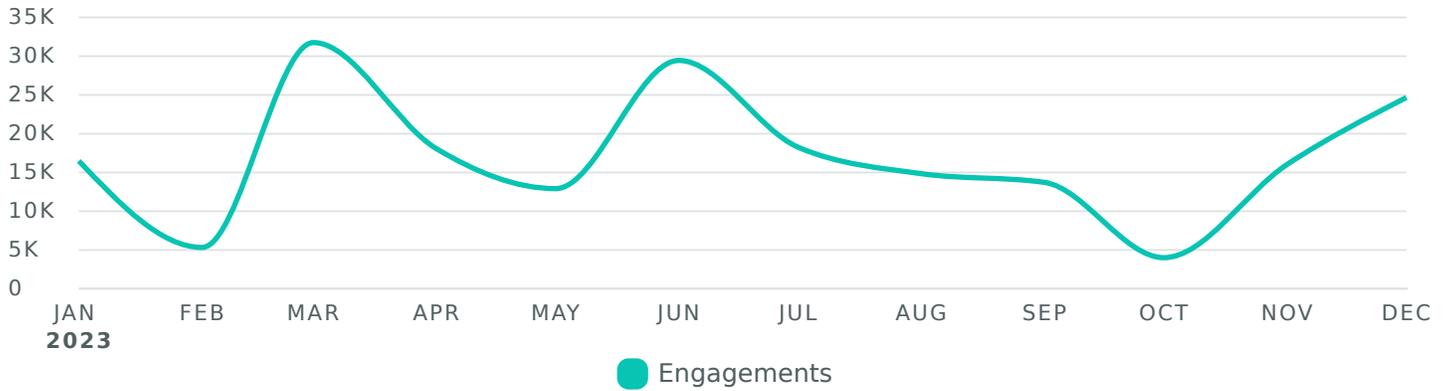
Impression Metrics	Organic	Paid	Totals	% Change
Impressions	1,609,043 ↗ 20.7%	0 → 0%	1,635,449	↗ 20.7%

Facebook Engagement

See how people are engaging with your posts during the reporting period.

Profile
Reporting Period
American Canyon Police Department

Organic and Paid Reactions, Comments, Shares, Post Link Clicks, Other Post Clicks, by Month



Engagement Metrics	Totals	% Change
Total Engagements	204,167	↗ 6.2%
Reactions	34,025	↗ 29.2%
Comments	6,456	↗ 15.9%
Shares	1,415	↘ 31.7%
Post Link Clicks	1,754	↘ 85.8%
Other Post Clicks	160,517	↗ 10%

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
American Canyon Police Department

Descending by Lifetime Engagements



American Cany...

Sun 5/21/2023 6:06 pm...

On Sunday morning May 21, 2023 just before 1:30 AM, ACPD received a report of shots fired from within a residential area.



Total Engagements	20,822
Reactions	489
Comments	130
Shares	29
Post Link Clicks	3
Other Post Clicks	20,171



American Cany...

Sun 5/21/2023 6:06 pm...



Total Engagements	20,614
Reactions	489
Comments	124
Shares	29
Post Link Clicks	2
Other Post Clicks	19,970



American Cany...

Sun 5/21/2023 6:06 pm...



Total Engagements	20,614
Reactions	489
Comments	124
Shares	29
Post Link Clicks	2
Other Post Clicks	19,970

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
American Canyon Police Department

Descending by Lifetime Engagements



American Cany...

Thu 6/15/2023 2:38 pm...

🚨 ACPD NEWS ALERT 🚨 🚓 This morning just before 1:00 A.M. our officers were asked to b...



Total Engagements	10,209
Reactions	1,779
Comments	548
Shares	109
Post Link Clicks	4
Other Post Clicks	7,769



American Cany...

Wed 3/29/2023 6:15 pm...

Early in the morning on Wedne March 29, 2023, American Can Police, with the assistance of N



Total Engagements	9,052
Reactions	618
Comments	114
Shares	21
Post Link Clicks	2
Other Post Clicks	8,297



American Cany...

Wed 12/20/2023 6:09 p...

☁️ + 🚗 = 🚨 As we come into more rain in the next few week we'd like to remind you that wi



Total Engagements	9,017
Reactions	370
Comments	61
Shares	19
Post Link Clicks	—
Other Post Clicks	8,567

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
American Canyon Police Department

Descending by Lifetime Engagements



American Cany...

Wed 3/29/2023 6:15 pm...

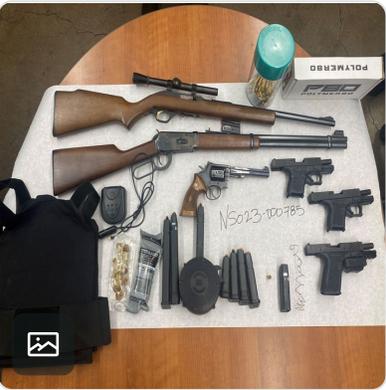


Total Engagements	8,782
Reactions	609
Comments	106
Shares	21
Post Link Clicks	2
Other Post Clicks	8,044



American Cany...

Wed 3/29/2023 6:15 pm...



Total Engagements	8,782
Reactions	609
Comments	106
Shares	21
Post Link Clicks	2
Other Post Clicks	8,044



American Cany...

Mon 7/31/2023 7:03 pm...

Traffic Alert There is a 6 car traffic collision on Highway 29 just south of American...



Total Engagements	7,247
Reactions	351
Comments	131
Shares	29
Post Link Clicks	—
Other Post Clicks	6,736

Facebook Top Posts

Review your top posts published during the selected time period, based on the post's lifetime performance.

Post
Lifetime
American Canyon Police Department

Descending by Lifetime Engagements



American Cany...

Wed 3/22/2023 5:26 pm...

On Tuesday 03/21/23 shortly at 1:00 P.M., a female, later identi as 21-year-old Melia Hughes fr



Total Engagements	6,912
Reactions	1,072
Comments	277
Shares	29
Post Link Clicks	1
Other Post Clicks	5,533



American Cany...

Sat 1/14/2023 9:45 am...

!! ROADWAY IS NOW OPEN !!
NB HWY 29 at Napa Junction is closed due to flooding Use...



Total Engagements	6,524
Reactions	486
Comments	106
Shares	100
Post Link Clicks	—
Other Post Clicks	5,832



American Cany...

Tue 4/4/2023 6:46 pm PDT

Today on 4/4/23, at approximat 8:37 a.m., a Walmart Loss Prevention Officer called Ameri



Total Engagements	6,388
Reactions	842
Comments	175
Shares	49
Post Link Clicks	5
Other Post Clicks	5,317

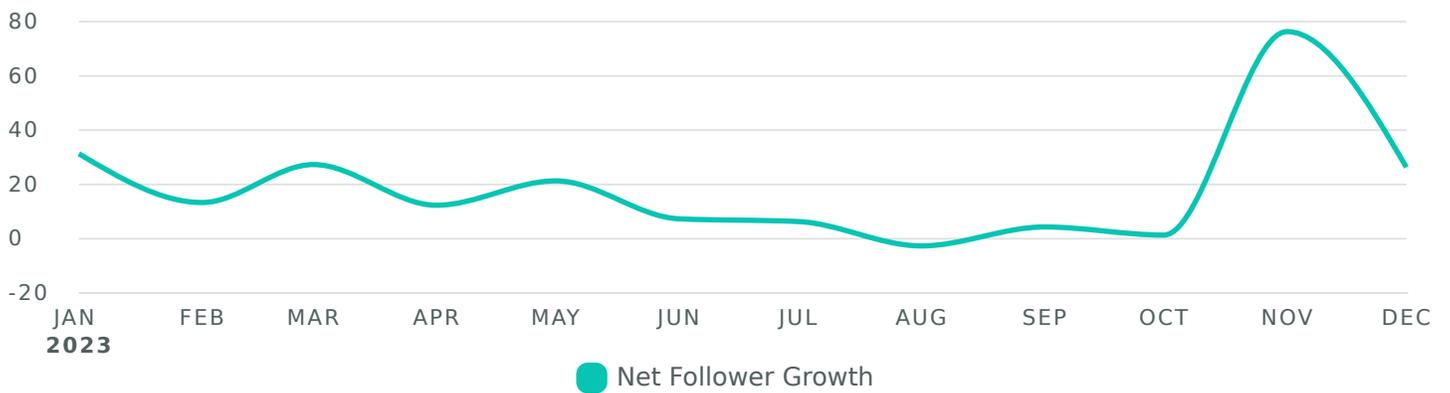
Instagram

Instagram Audience Growth

See how your audience grew during the reporting period.

Profile Reporting Period amcanpd

Net Follower Growth, by Month



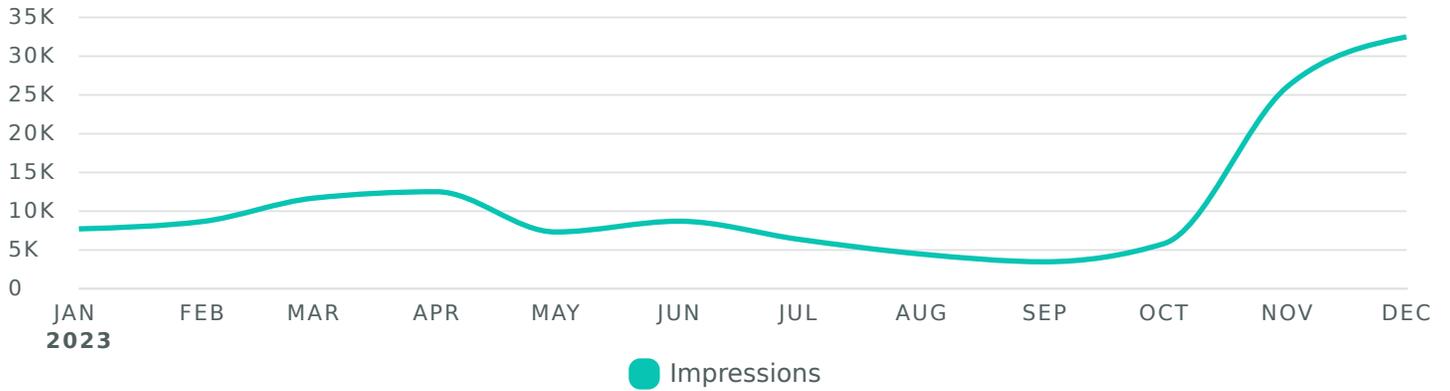
Audience Metrics	Totals	% Change
Net Follower Growth	221	↘ 18.1%

Instagram Impressions

Review how your content was seen by the Instagram community during the reporting period.

Profile
Reporting Period
amcanpd

Organic and Paid Impressions, by Month



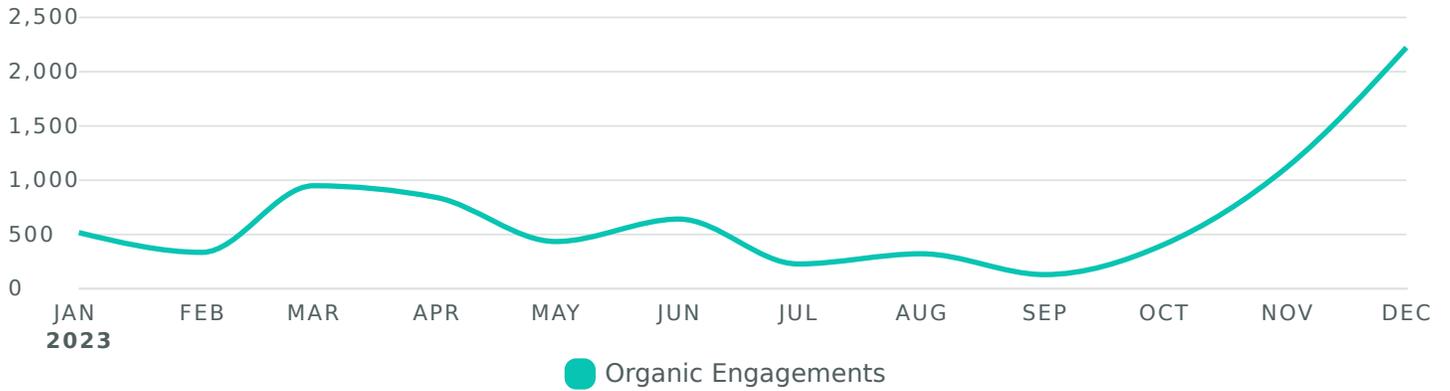
Impression Metrics	Totals	% Change
Impressions	133,938	↗ 30.6%

Instagram Engagement

See how people are engaging with your posts, stories, and reels during the reporting period.

Profile
Reporting Period
amcanpd

Organic Likes, Comments, Saves, Story Replies, by Month



Impression Metrics	Totals	% Change
Organic Engagements	8,053	↗ 51.5%
Organic Likes	7,614	↗ 55.9%
Organic Comments	192	↘ 3.5%
Organic Saves	220	↗ 27.2%
Story Replies	27	↘ 52.6%

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel’s lifetime performance.

Post
Lifetime
amcanpd

Descending by Lifetime Engagements




amcanpd
Mon 2/13/2023 1:02 pm...

On Sunday morning 02/12/23, American Canyon Police Officer made a traffic enforcement sto



Total Engagements	212
Likes	112
Comments	2
Shares	86
Saves	12




amcanpd
Sat 1/21/2023 10:00 am...

Remember Tazz?! The 1.5 year Shepherd mix from the Napa County Animal Shelter and Adc



Total Engagements	196
Likes	191
Comments	4
Shares	—
Saves	1




amcanpd
Sun 5/21/2023 6:06 pm...

On Sunday morning May 21, 20 just before 1:30 AM, ACPD rece a report of shots fired from with



Total Engagements	186
Likes	166
Comments	8
Shares	—
Saves	12

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel's lifetime performance.

- Post
- Lifetime
- amcanpd

Descending by Lifetime Engagements

Post ID	Date	Total Engagements	Likes	Comments	Shares	Saves
amcanpd	Thu 6/8/2023 3:06 pm PDT	183	166	9	—	8
amcanpd	Thu 7/13/2023 12:13 p...	177	127	2	42	6
amcanpd	Mon 3/27/2023 6:11 pm...	177	138	6	29	4

🚨 ACPD Stops Retail Theft Suspects Driving Into American Canyon 🚗🚓🚨 On...



Total Engagements	183
Likes	166
Comments	9
Shares	—
Saves	8

🚨 ACPD News Alert 🚨🚓 This morning, just before 9:30 A.M. our officers spotted a stolen...



Total Engagements	177
Likes	127
Comments	2
Shares	42
Saves	6

On Sunday March 26th, near 4: P.M. American Canyon Police Officers made a traffic stop on.



Total Engagements	177
Likes	138
Comments	6
Shares	29
Saves	4

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel’s lifetime performance.

Post
Lifetime
amcanpd

Descending by Lifetime Engagements

A

amcanpd
Sat 1/14/2023 9:43 am...

NB HWY 29 at Napa Junction is closed due to flooding Use alternate routes....



Total Engagements	175
Likes	163
Comments	3
Shares	—
Saves	9

A

amcanpd
Mon 11/13/2023 10:10 a...

If you see our officers around and notice they are looking a little fuzzy it’s because they...



Total Engagements	170
Likes	163
Comments	4
Shares	—
Saves	3

A

amcanpd
Sat 11/11/2023 9:25 am...

From all of us at ACPD, we’d like to wish past and present service men and women a...



Total Engagements	166
Likes	161
Comments	4
Shares	—
Saves	1

Instagram Top Posts

Review your top posts, stories, and reels published during the selected time period, based on the post, story, or reel’s lifetime performance.

Post
Lifetime
amcanpd

Descending by Lifetime Engagements

A

amcanpd
Tue 10/31/2023 11:09 p...

🎃 👻 Happy Halloween from AC
 🎃 Thank you to everyone who stopped by to get some tricks :

Total Engagements	158
Likes	154
Comments	1
Shares	—
Saves	3

A

amcanpd
Wed 3/29/2023 6:15 pm...

Early in the morning on Wedne March 29, 2023, American Can Police, with the assistance of N

Total Engagements	157
Likes	146
Comments	5
Shares	—
Saves	6

A

amcanpd
Thu 10/5/2023 5:57 pm...

🚓 🚲 🚗 This week our American Canyon Police Officers had the privilege to...

Total Engagements	152
Likes	143
Comments	0
Shares	5
Saves	4

The City of American Canyon 2024 Community Survey

Please complete this survey if you are the adult (age 18 or older) in the household who most recently had a birthday (the year of birth does not matter). Your responses are confidential and no identifying information will be shared.

1. Please rate each of the following aspects of quality of life in American Canyon.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
American Canyon as a place to live.....	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
American Canyon as a place to raise children.....	1	2	3	4	5
American Canyon as a place to work.....	1	2	3	4	5
American Canyon as a place to visit.....	1	2	3	4	5
American Canyon as a place to retire.....	1	2	3	4	5
The overall quality of life in American Canyon.....	1	2	3	4	5
Sense of community.....	1	2	3	4	5

2. Please rate each of the following characteristics as they relate to American Canyon as a whole.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Overall economic health of American Canyon.....	1	2	3	4	5
Overall quality of the transportation system (auto, bicycle, foot, bus) in American Canyon.....	1	2	3	4	5
Overall design or layout of American Canyon's residential and commercial areas (e.g., homes, buildings, streets, parks, etc.).....	1	2	3	4	5
Overall quality of the utility infrastructure in American Canyon (water, sewer, storm water, electric/gas, broadband).....	1	2	3	4	5
Overall feeling of safety in American Canyon.....	1	2	3	4	5
Overall quality of natural environment in American Canyon.....	1	2	3	4	5
Overall quality of parks and recreation opportunities.....	1	2	3	4	5
Overall health and wellness opportunities in American Canyon.....	1	2	3	4	5
Overall opportunities for education, culture, and the arts.....	1	2	3	4	5
Residents' connection and engagement with their community.....	1	2	3	4	5

3. Please indicate how likely or unlikely you are to do each of the following.

	<u>Very likely</u>	<u>Somewhat likely</u>	<u>Somewhat unlikely</u>	<u>Very unlikely</u>	<u>Don't know</u>
Recommend living in American Canyon to someone who asks.....	1	2	3	4	5
Remain in American Canyon for the next five years.....	1	2	3	4	5

4. Please rate how safe or unsafe you feel:

	<u>Very safe</u>	<u>Somewhat safe</u>	<u>Neither safe nor unsafe</u>	<u>Somewhat unsafe</u>	<u>Very unsafe</u>	<u>Don't know</u>
In your neighborhood during the day.....	1	2	3	4	5	6
In American Canyon's downtown/commercial area during the day.....	1	2	3	4	5	6
From property crime.....	1	2	3	4	5	6
From violent crime.....	1	2	3	4	5	6
From fire, flood, or other natural disaster.....	1	2	3	4	5	6

5. Please rate the job you feel the American Canyon community does at each of the following.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Making all residents feel welcome.....	1	2	3	4	5
Attracting people from diverse backgrounds.....	1	2	3	4	5
Valuing/respecting residents from diverse backgrounds.....	1	2	3	4	5
Taking care of vulnerable residents (elderly, disabled, homeless, etc.).....	1	2	3	4	5

6. Please rate each of the following in the American Canyon community.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Overall quality of business and service establishments in American Canyon.....	1	2	3	4	5
Variety of business and service establishments in American Canyon.....	1	2	3	4	5
Vibrancy of downtown/commercial area.....	1	2	3	4	5
Employment opportunities.....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Cost of living in American Canyon.....	1	2	3	4	5
Overall image or reputation of American Canyon.....	1	2	3	4	5

7. Please also rate each of the following in the American Canyon community.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Traffic flow on major streets.....	1	2	3	4	5
Ease of public parking.....	1	2	3	4	5
Ease of travel by car in American Canyon.....	1	2	3	4	5
Ease of travel by public transportation in American Canyon.....	1	2	3	4	5
Ease of travel by bicycle in American Canyon.....	1	2	3	4	5
Ease of walking in American Canyon.....	1	2	3	4	5
Well-planned residential growth.....	1	2	3	4	5
Well-planned commercial growth.....	1	2	3	4	5
Well-designed neighborhoods.....	1	2	3	4	5
Preservation of the historical or cultural character of the community.....	1	2	3	4	5
Public places where people want to spend time.....	1	2	3	4	5
Variety of housing options.....	1	2	3	4	5
Availability of affordable quality housing.....	1	2	3	4	5
Overall quality of new development in American Canyon.....	1	2	3	4	5
Overall appearance of American Canyon.....	1	2	3	4	5
Cleanliness of American Canyon.....	1	2	3	4	5
Water resources (beaches, lakes, ponds, riverways, etc.).....	1	2	3	4	5
Air quality.....	1	2	3	4	5
Availability of paths and walking trails.....	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.)... ..	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Availability of affordable quality health care.....	1	2	3	4	5
Availability of preventive health services.....	1	2	3	4	5
Availability of affordable quality mental health care.....	1	2	3	4	5
Opportunities to attend cultural/arts/music activities.....	1	2	3	4	5
Community support for the arts.....	1	2	3	4	5
Availability of affordable quality childcare/preschool.....	1	2	3	4	5
K-12 education.....	1	2	3	4	5
Adult educational opportunities.....	1	2	3	4	5
Sense of civic/community pride.....	1	2	3	4	5
Neighborliness of residents in American Canyon.....	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to attend special events and festivals.....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5

8. Please indicate whether or not you have done each of the following in the last 12 months.

	<u>No</u>	<u>Yes</u>
Contacted the City of American Canyon (in-person, phone, email, or web) for help or information.....	1	2
Contacted American Canyon elected officials (in-person, phone, email, or web) to express your opinion.....	1	2
Attended a local public meeting (of local elected officials like City Council or County Supervisors, advisory boards, town halls, etc.).....	1	2
Watched (online or on television) a local public meeting.....	1	2
Volunteered your time to some group/activity in American Canyon.....	1	2
Campaigned or advocated for a local issue, cause, or candidate.....	1	2
Voted in your most recent local election.....	1	2
Used public transportation instead of driving.....	1	2
Carpooled with other adults or children instead of driving alone.....	1	2
Walked or biked instead of driving.....	1	2

The City of American Canyon 2024 Community Survey

9. Please rate the quality of each of the following services in American Canyon.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Public information services.....	1	2	3	4	5
Economic development.....	1	2	3	4	5
Traffic enforcement.....	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Street repair.....	1	2	3	4	5
Street cleaning.....	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Sidewalk maintenance.....	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Land use, planning, and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.).....	1	2	3	4	5
Affordable high-speed internet access.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services.....	1	2	3	4	5
Storm water management (storm drainage, dams, levees, etc.).....	1	2	3	4	5
Power (electric and/or gas) utility.....	1	2	3	4	5
Utility billing.....	1	2	3	4	5
Police services.....	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Animal control.....	1	2	3	4	5
Ambulance or emergency medical services.....	1	2	3	4	5
Fire services.....	1	2	3	4	5
Fire prevention and education.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations).....	1	2	3	4	5
Preservation of natural areas (open space, farmlands, and greenbelts).....	1	2	3	4	5
American Canyon open space.....	1	2	3	4	5
Recycling.....	1	2	3	4	5
Yard waste pick-up.....	1	2	3	4	5
City parks.....	1	2	3	4	5
Recreation programs or classes.....	1	2	3	4	5
Recreation centers or facilities.....	1	2	3	4	5
Health services.....	1	2	3	4	5
Public library services.....	1	2	3	4	5
Overall customer service by American Canyon employees (police, receptionists, planners, etc.).....	1	2	3	4	5

10. Please rate the following categories of American Canyon government performance.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
The value of services for the taxes paid to American Canyon.....	1	2	3	4	5
The overall direction that American Canyon is taking.....	1	2	3	4	5
The job American Canyon government does at welcoming resident involvement.....	1	2	3	3	4 5
Overall confidence in American Canyon government.....	1	2	3	4	5
Generally acting in the best interest of the community.....	1	2	3	4	5
Being honest.....	1	2	3	4	5
Being open and transparent to the public.....	1	2	3	4	5
Informing residents about issues facing the community.....	1	2	3	4	5
Treating all residents fairly.....	1	2	3	4	5
Treating residents with respect.....	1	2	3	4	5

11. Overall, how would you rate the quality of the services provided by each of the following?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
The City of American Canyon.....	1	2	3	4	5
The Federal Government.....	1	2	3	4	5

12. Please rate how important, if at all, you think it is for the American Canyon community to focus on each of the following in the coming two years.

	<u>Essential</u>	<u>Very important</u>	<u>Somewhat important</u>	<u>Not at all important</u>
Overall economic health of American Canyon.....	1	2	3	4
Overall quality of the transportation system (auto, bicycle, foot, bus) in American Canyon	1	2	3	4
Overall design or layout of American Canyon’s residential and commercial areas (e.g., homes, buildings, streets, parks, etc.).....	1	2	3	4
Overall quality of the utility infrastructure in American Canyon (water, sewer, storm water, electric/gas, broadband)	1	2	3	4
Overall feeling of safety in American Canyon.....	1	2	3	4
Overall quality of natural environment in American Canyon.....	1	2	3	4
Overall quality of parks and recreation opportunities.....	1	2	3	4
Overall health and wellness opportunities in American Canyon.....	1	2	3	4
Overall opportunities for education, culture, and the arts.....	1	2	3	4
Residents’ connection and engagement with their community	1	2	3	4

13. How frequent do you visit the following parks in American Canyon?

	<u>Once a week or more</u>	<u>1-2 times a month</u>	<u>Less than 5 times a year</u>	<u>Never</u>
Sports field.....	1	2	3	4
Neighborhood parks.....	1	2	3	4
Open spaces.....	1	2	3	4
Trails.....	1	2	3	4
Dog park.....	1	2	3	4
Skate park	1	2	3	4
Outdoor covered exercise equipment.....	1	2	3	4
Sand volleyball courts.....	1	2	3	4
Tennis courts	1	2	3	4
Basketball courts.....	1	2	3	4
Bocceball courts	1	2	3	4
Pickleball courts	1	2	3	4

14. What are the primary reasons that you use parks in American Canyon (click all that apply)

- Enjoy the outdoors and nature
- Walk, run, or bike for exercise
- Walk your dog
- Nature walks
- Play sports
- Participate in family activities
- Picnic and general leisure activities
- Meet friends
- Attend community events
- Don’t use parks

15. What type of recreational activities do you or your family like to participate in American Canyon or elsewhere? (Select all that apply)

- Recreational swim (pool)
- Lap swim (pool)
- Water exercise (pool)
- Swim lessons
- Basketball
- Softball/Baseball
- Soccer
- Flag football
- Arts and crafts
- Summer camp
- Outdoor nature programs
- Running, walking, biking on trails
- Community events
- Photography
- Playgrounds (visit/play)
- Picnicking
- Exercise and fitness classes
- Enrichment-based classes (STEAM)
- Seasonal and summer camps
- Adult sports leagues
- Open gym: basketball and volleyball
- Badminton
- Dance
- Tennis
- Pickleball
- Bocceball
- Skateboard/rollerskating

16. What is the most convenient program times for you and others in your household?

- Weekday mornings 9am-12pm
- Weekday afternoons 12pm-4pm
- Weekday evenings after 4pm
- Weekend mornings 9am-12pm
- Weekend afternoons 12pm-4pm
- Weekend evenings after 4pm
- Drop-in format, rather than on-going activities

The City of American Canyon 2024 Community Survey

Our last questions are about you and your household.
Again, all of your responses to this survey are confidential and no identifying information will be shared.

D1. In general, how many times do you:	Several <u>times a day</u>	Once <u>a day</u>	A few times <u>a week</u>	Every <u>few weeks</u>	Less often <u>or never</u>	Don't <u>know</u>
Access the internet from your home using a computer, laptop, or tablet computer.....	1	2	3	4	5	6
Access the internet from your cell phone.....	1	2	3	4	5	6
Visit social media sites such as Facebook, Twitter, Nextdoor, etc.	1	2	3	4	5	6
Use or check email.....	1	2	3	4	5	6
Share your opinions online.....	1	2	3	4	5	6
Shop online.....	1	2	3	4	5	6

D2. Please rate your overall health.

- Excellent Very good Good Fair Poor

D3. What impact, if any, do you think the economy will have on your family income in the next 6 months?

Do you think the impact will be:

- Very positive Somewhat positive Neutral Somewhat negative Very negative

D4. How many years have you lived in American Canyon?

- Less than 2 years
 2-5 years
 6-10 years
 11-20 years
 More than 20 years

D5. Which best describes the building you live in?

- Single-family detached home
 Townhouse or duplex (may share walls but no units above or below you)
 Condominium or apartment (have units above or below you)
 Mobile home
 Other

D6. Do you rent or own your home?

- Rent
 Own

D7. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance, and homeowners' association (HOA) fees)?

- Less than \$300 \$2,500 to \$3,999
 \$300 to \$599 \$4,000 to \$6,999
 \$600 to \$999 \$7,000 to \$9,999
 \$1,000 to \$1,499 \$10,000 or more
 \$1,500 to \$2,499

D8. Do any children 17 or under live in your household?

- No Yes

D9. Are you or any other members of your household aged 65 or older?

- No Yes

D10. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)

- Less than \$25,000 \$100,000 to \$149,999
 \$25,000 to \$49,999 \$150,000 to \$199,999
 \$50,000 to \$74,999 \$200,000 to \$299,999
 \$75,000 to \$99,999 \$300,000 or more

D11. Are you of Hispanic, Latino/a/x, or Spanish origin?

- No Yes

D12. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 A race not listed

D13. In which category is your age?

- 18-24 years 55-64 years
 25-34 years 65-74 years
 35-44 years 75 years or older
 45-54 years

D14. What is your gender?

- Woman
 Man
 Identify in another way → go to D14a

D14a. If you identify in another way, how would you describe your gender?

- Agender/I don't identify with any gender
 Genderqueer/gender fluid
 Non-binary
 Transgender man
 Transgender woman
 Two-spirit
 Identify in another way

Thank you!

Please return the completed survey in the postage-paid envelope to:
National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

CITY OF
AMERICAN
CANYON



Annual Communications Report

March 19, 2024

Communications Team

We strive to:

- Create greater awareness of American Canyon's initiatives and services.
- Increase the community's participation in local government.

1 Full-time
Communications
Manager

1 Part-time
Communications
Coordinator

Consultant
Support
(Tripepi Smith)

City Council,
Staff &
Community
Partners

A Look at the Numbers

19,781

Webpage visits/month



21,416

GovDelivery Subscribers



178

Posts/month
(across all FB & IG pages)



68%

GovDelivery Engagement Rate



Total Followers



16,915



479



2,702



8,390

(As of December 2023)³⁰¹

Key Themes in 2023

- Help Us Help You
- Live, Work & Play
- City Council Themes



Help Us Help You



Stay up-to-date with construction around town!
www.cityofamcan.org/construction

ATTENTION ALL CUSTOMERS!

UTILITY BILLING ONLINE PAYMENT NEW PLATFORM

RE-ENROLLMENT REQUIRED!

WE HAVE A NEW AND IMPROVED ONLINE BILLING SYSTEM!

NEW! InvoiceCloud

All customers who utilize the online system to view or pay their bill will have to enroll on the new platform.

Enrolled in our AutoPay? You will need to re-enroll or make other arrangements to pay your bill since the current system will no longer exist. Visit www.cityofamcan.org/autopay for the details and to get started.

www.cityofamcan.org/autopay | (707) 647-4364

City Council Community Update

FEBRUARY 6, 2024 CITY COUNCIL MEETING

Proclamations & Accolades

- **Black History Month** proclamation received by Brenda Knight, longtime community member and Junebeenth organizer
- **Honoring Gretchen Mayer for 23 years of public service** proclamation received by retired Human Resources Assistant Gretchen Mayer



Staff Updates

Received an update from the **Public Works Department**

City Action

- Adopted an Ordinance to Implement Industrial Use Greenhouse Gas Standards
- Adopted an Ordinance to Implement Industrial Commerce Centers Sustainability Standards
- Adopt a Resolution to prepare a report pursuant to Elections Code section 9212

Next time...

Join our **February 20** meeting to learn more about:

- Recology Franchise Agreement
- Mid-Year Budget Update
- Eco-Center Long-Term Lease

View presentations, agenda packets and meeting details



CityofAmericanCanyon.org/Meetings



CONTROL FLOODING WITH SANDBAGS

24/7 Self-Serve Sandbag Station open at City Hall



More Storm Safety Tips →

CITY COUNCIL MEETING

March 21, 2023 at 6:30pm

The meeting agenda, eComment, and methods to participate in the meeting are located at cityofamcan.org/meetings




STAY IN TOUCH WITH THE CITY OF AMERICAN CANYON!

For updates on everything happening in American Canyon, visit the City's website, subscribe to American Canyon newsletters, and follow us on Facebook and YouTube!

- CityOfAmCan.org
- CityOfAmCan.org/StayInformed
- Facebook.com/CityOfAmericanCanyon
- YouTube.com/CityOfAmericanCanyon

GET INVOLVED AS A YOUTH COMMISSIONER

As a Youth Commissioner, you'll have the unique chance to work alongside community leaders to address key issues and help shape American Canyon!

OPENINGS ARE AVAILABLE ON THE FOLLOWING COMMISSIONS:

- PARKS & COMMUNITY SERVICES**
The Parks & Community Services Commission advises the City Council about matters pertaining to park development, park and recreation facility use issues, recreation programming and related issues.
Meet: Second Thursday of each month at 6:30 PM.
- PLANNING**
The Planning Commission advises the City Council on proposed new development, use permits, subdivision maps and other land use matters.
Meet: Fourth Thursday of each month at 6:30 PM.
- OPEN SPACE, ACTIVE TRANSPORTATION & SUSTAINABILITY**
The Open Space, Active Transportation & Sustainability (OSATS) Commission advises the City Council about matters pertaining to open space, active transportation, and sustainability issues.
Meet: First Wednesday of each month at 6:30 PM.

City Council Themes

ORGANICS WASTE RECYCLING
"Flip the Lid" audits

LEARN MORE:
CITYOFAMCAN.ORG/ORGANICS

ORGANICS KITCHEN PAIL PICK UP

Pick up your **FREE** kitchen pail to collect food-soiled paper & food scraps for convenient transfer to your green composting bin.

PAIL PICK-UP LOCATIONS:
CITY HALL
4831 BROADWAY
ADULT ACTIVITY CENTER
2185 ELLIOTT DRIVE
LIBRARY
300 CRAWFORD WAY

Learn More about Organics Recycling at Recology.com/SB1383

Have Questions? (707) 647-4529

Returning next Spring!

FREE RESIDENTIAL COMPOST PILE
at American Canyon Community Garden

UPDATE!



Opening Soon: Skatepark at Veterans Park

THE MONTH OF SEPTEMBER IS

CLEAN SWEEP MONTH

BULKY CURBSIDE PICKUP AVAILABLE!

- Offer valid from **September 1 through 30, 2023**
- Call (707) 552-3110 to schedule pickup
- No coupon necessary

V-COMMUTE PROGRAM

IMPROVE YOUR COMMUTE BY:

- Carpooling
- Taking public transit
- Vanpooling
- Bicycling or walking

Learn more: www.vcommute.org

REGISTER NOW

ELECTRIC MOBILITY EVENT
WALMART SUPERCENTER SEPT. 25 FROM 1-4PM

JOIN OUR TEAM!

CITY OF AMERICAN CANYON

CityOfAmericanCanyon.org/Jobs



Login [Sign up](#) English

The climate is changing, and so should we!

[JOIN THE CHALLENGE](#)

[WHY JOIN](#)

JOIN OUR TEAM!

The following job opportunities will open soon:

- Plant Operator I/II/III - \$33.65/hr - \$49.51/hr
- Plant Operator Apprentice - \$30.59/hour
- Administrative Clerk I/II - \$21.10/hr - \$28.20/hr
- Parks Maintenance Supervisor - \$80,184/yr - \$97,469/yr
- Accounting Manager - \$99,029/yr - \$120,370/yr

Find more details and subscribe to be notified of future employment opportunities at <https://www.cityofamericancanyon.org/jobs>.



We encourage people of diverse backgrounds to apply!

Looking Ahead

- **Additional Theme:** Building Our Future, Together
- New & Improved Virtual City Hall
- Proactive placements to “Sell American Canyon”
- Annual Water Quality Report
- Summer, Fall & Spring Recreation Guides
- Finalizing Strategic Communications Plan

National Community Survey Launch





How can we help you?

Live ▼

Work ▼

Play ▼

Virtual Services

Get Involved

Updates

Resources



Report an Issue



Utility Services & Payments



Building & Construction



Business Services



Public Records



Municipal Code

Events

Meetings

News

Launching July 1, 2024

CITY OF
AMERICAN
CANYON



Questions?



TITLE

American Canyon Police Department Annual Report

RECOMMENDATION

Receive and file the American Canyon Police Department's 2023 Annual Report.

CONTACT

Rick Greenberg, Police Chief

BACKGROUND & ANALYSIS

The American Canyon Police Department - a division of the Napa Sheriff's Office - provides high-quality law enforcement services in response to community needs.

In January, a Lieutenant was added and in October, a traffic enforcement Sergeant was added in furtherance of these services.

As American Canyon grows, additional resources are contemplated.

Statistics

The Annual Report (Attachment A) showcases all of the services provided. A summary of 2023 is below:

- Over 4,100 Neighborhood Watch Sign Ups (up from >3,600 in 2022).
- A slight decrease in vehicle theft (65) and in burglaries (24) (from 70 and 29 in 2022 respectively)
- Zero (0) homicides
- One (1) fatal traffic accident
- Total collisions on local roads (67) were down significantly in 2023 (from 107 in 2022).
- Responded to 15,294 calls for service, booked 607 people into jail and booked 60 firearms into property.

The California Department of Justice's 2022 "clearance rate" statewide was 41% for violent crime and 7.2% for property crime.

In contrast, ACPD's clearance rate for violent crimes was 76% and property crimes was 43%.

(Note: 2023 DOJ statistics are not available at the time of this report)

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Public Safety: "Ensure American Canyon remains a safe community."

FISCAL IMPACT

In 2019, the City and County entered into an updated agreement for the continuation of police services. The fixed-fee amount of the contract for FY 2023/24 is \$8,473,148. Sufficient funds exist in the FY 23/24 Budget to cover this expense.

The agreement expires on June 30, 2024. City staff are currently reviewing a proposal from the Napa Sheriff's Office for the next agreement - the costs of which will be incorporated into the FY 24/25 Budget.

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:

[2023 American Canyon Police Department Report](#)



AMERICAN CANYON POLICE DEPARTMENT

2023 ANNUAL REPORT

Published March 2024



TABLE OF CONTENTS

- 2 Message from the Chief
- 3 Department Overview
- 3 Communications
- 4 Department Directory
- 5 Community Resource Officer
- 7 Community Engagement
- 9 K-9 Unit
- 11 School Resource Officers
- 12 Police Records and Technicians
- 13 Traffic Data
- 15 Crime Statistics
- 17 Additional Resources
- 22 Animal Services



MESSAGE FROM THE CHIEF

As we reflect on the past year, I am pleased to present the 2023 American Canyon Police Department Annual Report. It is with great pride that I share the accomplishments and initiatives undertaken by our dedicated officers and staff to ensure the safety and well-being of our community.

One of our primary focuses in 2023 was strengthening our bond with the community through robust community policing efforts. We believe that fostering positive relationships and open lines of communication between law enforcement and the public is essential for creating a safer and more secure environment for all.

We actively participated in various local events throughout the year, reinforcing our presence and accessibility. Through consistent involvement in community activities, we aim to break down barriers and create an environment where everyone feels comfortable approaching us. We believe that a collaborative approach is key to addressing the challenges and opportunities our community faces. Your input and perspectives play a crucial role in shaping our policing strategies to better serve our community's unique needs.

National Night Out, an annual community building initiative that promotes police-community partnerships and neighborhood camaraderie, was a resounding success. We also continued our "Coffee with the Cops" program, which provides an opportunity for informal conversations with our officers over a cup of coffee.



We recognize that effective policing goes hand in hand with strong community relationships and these gatherings allow us to engage with you on a personal level — addressing concerns, answering questions and building trust.

I extend my deepest gratitude to each member of our community for your support, enthusiasm and commitment to making American Canyon a wonderful place to live, work and play! We look forward to the journey ahead, standing side by side as partners in the shared responsibility of community safety.

Thank you for entrusting ACPD with the privilege of serving you.

– Chief Rick Greenberg

COMMUNITY SNAPS



DEPARTMENT OVERVIEW

The City of American Canyon was incorporated in 1992. Prior to that, as an unincorporated area of Napa County, the area was policed by Napa County Sheriff’s deputies and California Highway Patrol (for traffic enforcement). In 1992, when the area became an incorporated city, the new City elected to contract with the Napa County Sheriff’s Office for all municipal police services.

In 2019, the City and County entered into a new three-year agreement to continue this service. The 2023/24 contract with Napa County is \$8,473,148. The current 3-year agreement expired on June 30, 2022, with two additional option years for an eventual agreement expiration of June 30, 2024. When drafting these agreements, the City of American Canyon and the Napa County Sheriff’s Office plan for cost projections and anticipated future expenses.

COMMUNICATIONS

AMERICAN CANYON POLICE DEPARTMENT

911 Donaldson Way East
American Canyon, CA 94503

Our lobby is open Monday – Friday, from 8:30am – 5pm

In Case of an Emergency: Dial 911
Business Office: (707) 551-0600
Report Suspicious Activity: (707) 253-4451
CityofAmericanCanyon.org/Police

Subscribe to receive our monthly Neighborhood Watch newsletters at CityofAmericanCanyon.org/Email

FOLLOW US ON SOCIAL MEDIA



[@American.Canyon.Police.Department](https://www.facebook.com/American.Canyon.Police.Department)



[@amcanpd](https://www.instagram.com/amcanpd)

SOCIAL MEDIA

	2023	2022
Facebook # of Followers	10,462	9,533
Instagram # of Followers	1,263	-

DURING EMERGENCIES

In a continuing effort to keep Napa County residents safe and informed, the Napa County Office of Emergency Services transitioned in 2023 to a new, more robust countywide notification system called Alert Napa County. Alert Napa County is the enhanced platform from the Nixle system. Anyone who had opted-in to receive messages by Nixle was automatically enrolled into Alert Napa County (without customization features) and will continue to receive emergency notifications as they always have. ACPD primarily uses the Napa County Sheriff’s Office notification account. Visit <https://ReadyNapaCounty.org/> to sign up and find all the details about Alert Napa County.

Sirens are an additional part of our emergency alert system. In times of an emergency, our officers will drive through neighborhoods, activating their sirens to provide the emergency alert. If you hear a siren, please do not call 911. Check our website, Alert Napa County notification, on your mobile device or listen to local radio stations (KVYN and KVON). Any of these sources should be able to give you additional details regarding the purpose of the alert. A siren alert could indicate a number of situations, such as the need to evacuate or shelter in place.

A NOTE ABOUT REACHING US

Nextdoor is a popular site for local residents, but the Police Department is not able to monitor it. We cannot see the messages you post. If you are reporting a crime or want to get a message to us, Nextdoor is not the way to do that! The phone is still the best way to contact the police department. If you would like to sign up to connect with your neighbors, visit www.Nextdoor.com.



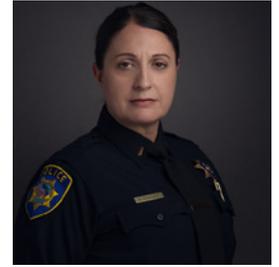
AMERICAN CANYON POLICE DEPARTMENT



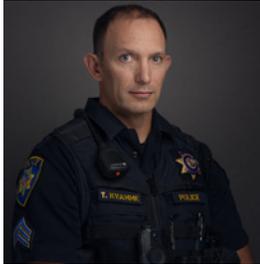
911 Donaldson Way East
American Canyon, CA 94503
CityofAmericanCanyon.org/Police



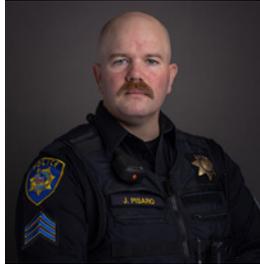
Chief R. Greenberg



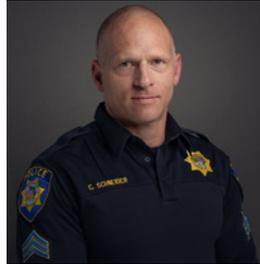
Lt. N. Dudley



Sgt. T. Kvamme



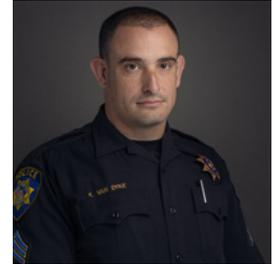
Sgt. J. Pisaro



Sgt. C. Schneider



Sgt. J. Scott



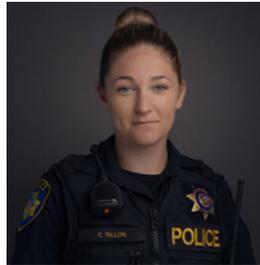
Sgt. K. Van Dyke



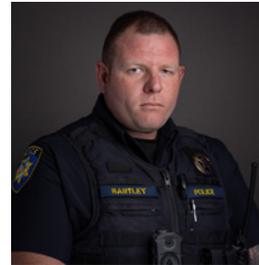
T. Braudrick



J. Coleman



C. Fallon



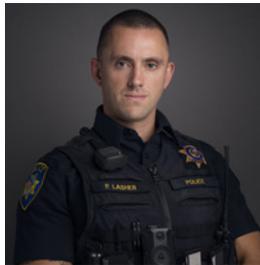
J. Hartley



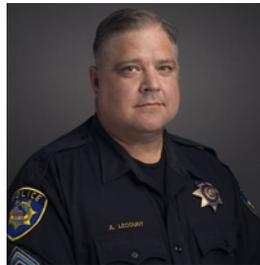
T. Heuschel



M. Hudson



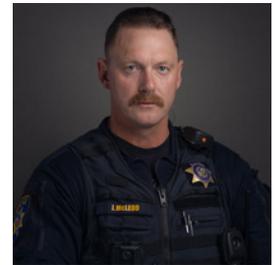
P. Lasher



A. Lecount



A. Maldonado



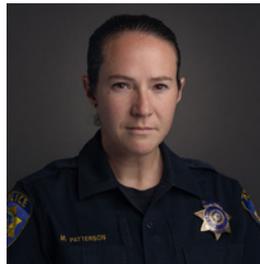
J. McLeod



E. Mijares



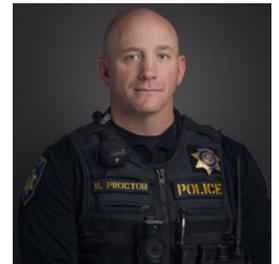
M. Morgan



M. Patterson



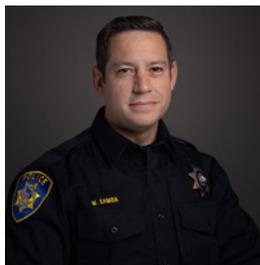
K. Piceno



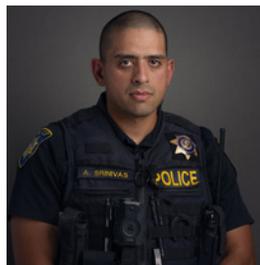
R. Proctor



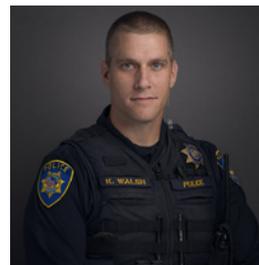
C. Roberts



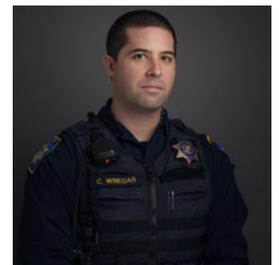
M. Samida



A. Srinivas



K. Walsh



C. Winegar

COMMUNITY RESOURCE OFFICER

ACPD features a dedicated Community Resource Officer (CRO), Maureen Patterson, whose efforts significantly contribute to fostering community connections, proactively preventing crime and providing numerous other benefits to the community.

In addition to supporting her partner, Lobo, in various engagements and fanfare, the CRO oversees the following responsibilities:

Over 4,100 Neighborhood Watch Sign Ups (up from >3,600 in 2022)



- Coordinating American Canyon's Neighborhood Watch (NW) Program
 - ACPD introduced the ACPD-specific NW Mascot, "Lobo: Weapon of Crime Destruction," in May 2018. In Lobo's inaugural year, NW enrollment surged from 150 to over 500 residents. By the end of 2020, enrollment had surpassed 1,600; currently, it stands at over 4,100.
 - Join the Neighborhood Watch Program today at www.cityofamericancanyon.org/lobospack
- Coordinating the Home Surveillance Camera Registry Program: Residents can register their home video surveillance through the city website, enabling the police department to be aware of addresses with cameras. This database facilitates officers in contacting homeowners to see if their footage could aid in solving crimes. Currently, 153 residents are part of the NW Camera Registry, up from 127 last year.
- Reviewing new housing and commercial development plans with a Crime Prevention through Environmental Design lens.
- Educating the public about crime trends, offering tips on securing homes or businesses and assisting neighborhoods in setting up their NW groups.
- Conducting monthly meetings with managers of multifamily housing complexes to share information on property-related crime and suggest improvements.
- Facilitating the Crime-Free Multi-Housing Program, allowing property managers to add a crime-free addendum to leases, simplifying the eviction process for tenants engaged in criminal activities.
- Collaborating with local businesses to access and utilize their security surveillance cameras for crime resolution and business protection. Providing crime prevention strategies and tips to discourage criminal activities at their establishments.
- Working with probation to identify gang members, conducting probation searches to reduce gang activity and collaborating with the Public Works Department and property owners to swiftly remove gang-related graffiti.
- Identifying homeless individuals and connecting them to available services.
- Participating in local events, parades and festivals.
- Presenting to community and school groups.
- Maintaining ongoing communication through social media and monthly NW newsletters.



COMMUNITY ENGAGEMENT

The American Canyon Police Department is committed to community-centric policing, cultivating strong connections with residents through a diverse range of community engagement initiatives.

From our annual participation in the National Night Out campaign, celebrating its 40th year by fostering police community partnerships at neighborhood block parties every first Tuesday evening in August, to collaborating with Special Olympics athletes in the annual Law Enforcement Torch Run, ACPD takes pride in actively engaging in local events. In informal yet pivotal settings, ACPD hosts "Coffee with the Cops" at local coffee shops, creating a relaxed environment for residents to connect with officers, discuss concerns and fortify community bonds. This commitment expands as ACPD opens its doors to the community through the Citizens Academy program, providing insights into law enforcement operations

These initiatives form part of a broader effort to connect with residents throughout the city, including at events like Meet Me in the Street and 4th of July, highlighting ACPD's comprehensive approach to community involvement and its steadfast dedication to creating a safer and more united American Canyon.

NATIONAL NIGHT OUT



**SAVE THE DATE FOR NATIONAL NIGHT OUT 2024
TUESDAY, AUGUST 6, 2024**



COMMUNITY ENGAGEMENT

4TH OF JULY



COFFEE WITH THE COPS



CITIZENS ACADEMY

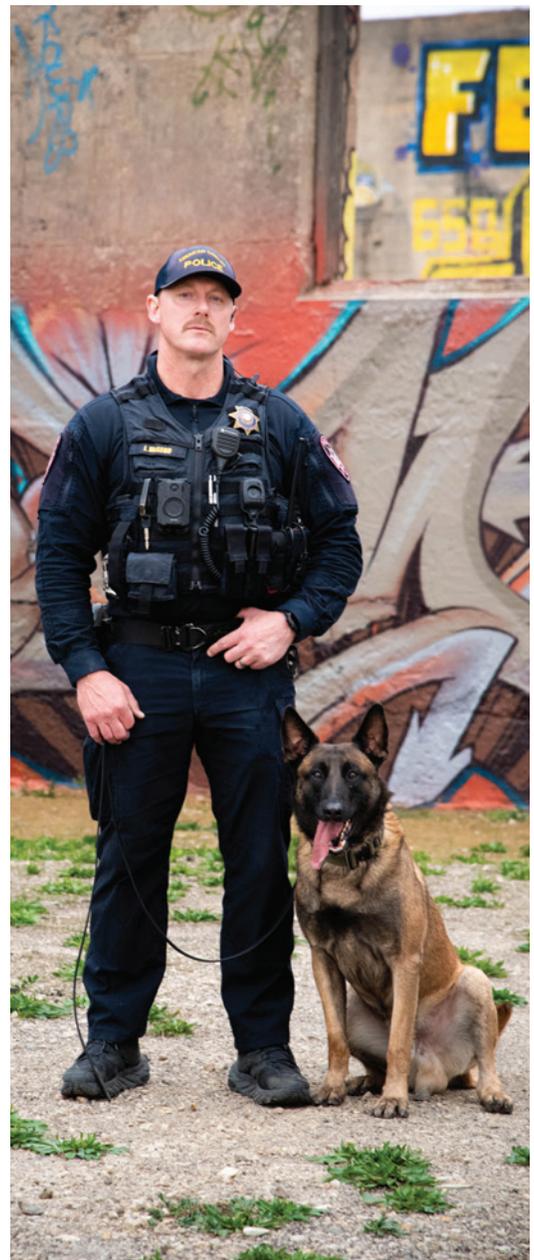


K-9 UNIT: OFFICER MCLEOD & BRODY

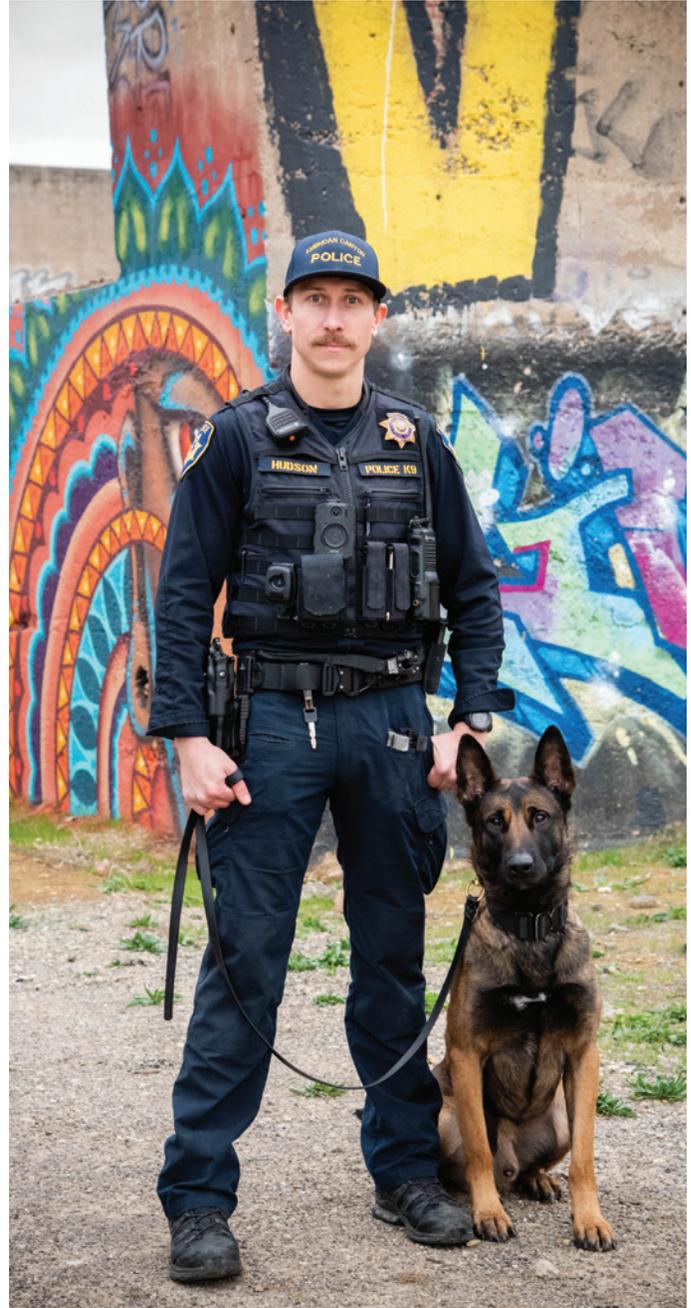
Officer Jade McLeod has worked for the Napa Sheriff's Office since January 2019, and before that, he worked with the Vallejo police department for five years. In June 2021, Officer McLeod was paired with his K9 Partner "Brody." Brody is a Belgian Malinois who turned 5 in October of 2023.

Brody weighs 84 pounds and has served the citizens of American Canyon since June 2021. When Brody is not patrolling the streets of American Canyon with Officer McLeod, he enjoys his free time at home with the McLeod family, relaxing and playing in the yard.

Brody is trained in handler protection, suspect apprehension, explosives and human detection. In 2023, Brody participated in four K-9 demonstrations, 10 bomb sweeps and 13 patrol deployments while assisting with multiple felony arrests.



K-9 UNIT: OFFICER HUDSON & BRICK



Officer Mike Hudson has worked with the Napa County Sheriff's Office since January 2017. In June 2021, Officer Hudson was paired with his K-9 partner "Brick." Brick is a 4-year-old Belgian Malinois that weighs 90 lbs. He has served the citizens of American Canyon for the past two and a half years. Brick is part of Officer Hudson's family when not at work and goes home with Officer Hudson at the end of every shift. Brick is trained in handler protection, suspect apprehension, narcotics detection and human detection. In 2023, Brick participated in four K-9 demonstrations, 16 narcotic-related deployments, 21 patrol deployments and assisted in over 30 felony arrests.

SCHOOL RESOURCE OFFICERS

School Resource Officers (SROs) are on both the American Canyon High (ACHS) and Middle School (ACMS) campuses to provide a safe school community and help youth through some difficult challenges. They work with the schools to help provide kids with the tools and understanding they need to grow into successful adults. With young residents of our city, ACPD SROs truly become the “friendly neighborhood cop.”

In 2015, we added an SRO to ACMS through a three-year contract between the Napa Valley Unified School District (NVUSD) and the City, with the increased cost covered by NVUSD. In 2021, the City and NVUSD agreed on a new contract in which the City and NVUSD share the cost, 50/50, for the SRO at both schools.

- Fiscal Year 2020/2021: NVUSD \$ 118,498 City \$ 118,498
- Fiscal Year 2021/2022: NVUSD \$ 153,754 City \$ 153,754
- Fiscal Year 2023/2024: NVUSD \$ 162,826 City \$ 162,826

The SRO program is a great example of a Community Policing strategy at work. The City and NVUSD will work towards a new agreement so that the program can continue in the upcoming school years.



OFFICER JOSH COLEMAN
ACHS RESOURCE OFFICER

Total Calls for Service at ACHS: 84
Total Police Reports Taken at ACHS: 33



OFFICER TONY HEUSCHEL
ACMS RESOURCE OFFICER

Total Calls for Service at ACMS: 38
Total Police Reports Taken at ACMS: 7



POLICE & RECORD TECHNICIANS

In addition to the sworn officers in American Canyon, ACPD also has one other Napa County employee, a Records Technician, who supports front office tasks, including phone and lobby reception, the release of police reports, processing of accounts payable, etc.

ACPD also has two civilian staff positions: City of American Canyon employees, Police Technicians.

ACPD Police Technicians provide parking enforcement, abandoned vehicle towing, property and evidence processing, assistance with traffic at schools, traffic controls during large incidents, community outreach and other special projects that may come up.

They are also specially trained to be Child Safety Seat Technicians and assist residents with properly fitting and installing their child seats.



TRAFFIC DATA

Safety for pedestrians, bicyclists and drivers on our neighborhood streets, especially in school zones, is a top priority for ACPD. Our officers and Police Technicians tend to focus on school traffic during morning drop-off and afternoon pick-up times. The remaining hours of their day are focused on community safety needs as identified either by their own observations or through complaints and accident history.

Through the City of American Canyon Traffic Calming Program, we aim to take a data-driven approach to focus infrastructure design, public education and enforcement efforts around the goal of zero traffic fatalities or severe injuries. As a community, each of us contributes to the success of ensuring American Canyon remains the best place to live, work and play safely. We encourage everyone to do their part in creating a culture of safety in our community.



Report Traffic Safety Concerns, learn more and take the We ♥ Safe Streets pledge at CityofAmericanCanyon.org/SafeStreets or scan the QR Code.

TRAFFIC	2023	2022	2021
Traffic Citations			
Traffic Citations - Local Roads	493	806	344
Traffic Citations - SR29	205	360	184
Stop Sign Violations	140	258	109
Speeding	146	352	75
School Bus Stop	95	167	86
Driving with Cell Phone	41	136	60
DUI Arrests (All)	50	63	74
DUI Cases Involving Drugs	10	11	14
Total Collisions	127	170	159
Collisions - Local Roads	67	107	89
Collisions - SR29	60	63	70
Fatal	1	0	1
Injury	32	37	44
Non-Injury	10	133	137



MEET THE NEWEST ADDITION TO OUR TRAFFIC UNIT — SERGEANT SCHNEIDER!



MASTERS OF THE ROAD: AMERICAN CANYON PD'S ADVANCED MOTOR OFFICER TRAINING



CRIME STATISTICS

- The California Department of Justice lists the 2022 clearance rate for violent crime at 41% and property crime at 7.2%. In 2022 ACPD's clearance rate for violent crimes 76% and property crimes is 43%.
- 22 incidents required the use of force.
- 8 individuals were taken into temporary custody for mental health evaluations.
- 60 illegally possessed firearms were seized by ACPD.

STATISTICS	2023	2022	2021
Crimes			
Homicide	0	0	0
Rape	13	7	3
Robbery	11	16	10
Assault	98	147	136
Burglary	24	29	37
Larceny	256	290	280
Auto Theft	65	70	57
Recovered Stolen Vehicles	25	24	-
Other Data			
Calls for Service	15,294	16,702	15,903
Reports	1,173	1,814	1,671
Arrests	607	517	482
Misdemeanor Citations	172	344	242
Pursuits	42	67	42
Terminated Pursuits	14	15	-

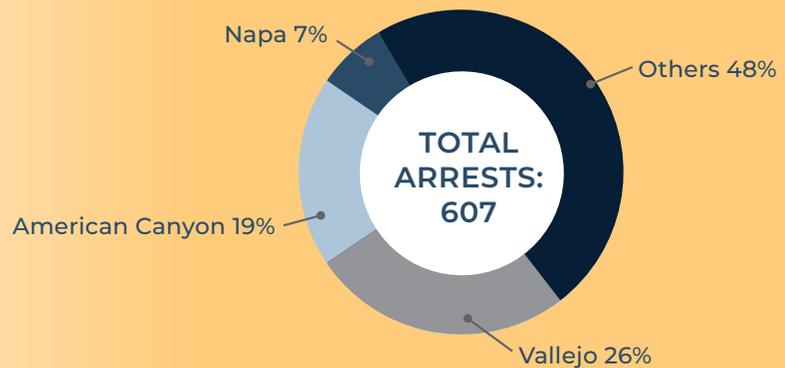
CALLS FOR SERVICE

NSO - 25,056

ACPD - 15,294

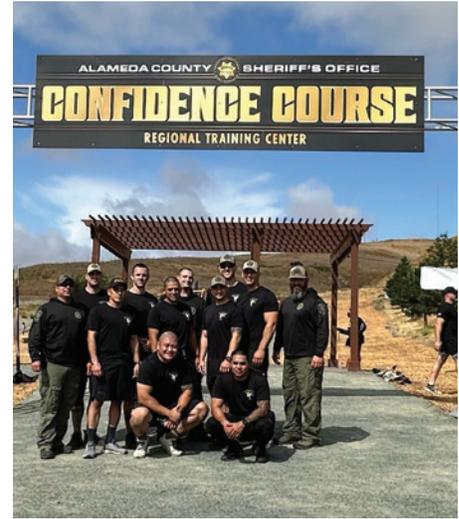
ARRESTS BY HOME CITY

TOTAL: 607





ADDITIONAL RESOURCES



In addition to the services the American Canyon community receives from the 26 personnel working in American Canyon, there are many services that the Sheriff's Office provides. Additional services include hiring, training, worker's compensation, Honor Guard, SWAT, crisis negotiation, civil process, Coroner's Office, investigations, records, NSIB, sUAS ("drone") Team, Mobile Field Force and problem-oriented policing. A few of these services are described in more detail below.

SPECIAL WEAPONS AND TACTICS

The SWAT (Special Weapons and Tactics) team is utilized to minimize dangers to the public, employees and suspects in critical incidents. A critical incident refers to hostage situations, armed barricaded subjects, sniper situations, other incidents that present a high degree of danger to life or property, search and rescues, crowd control events and any event requiring the response of specially trained personnel to resolve the situation.

The SWAT Team comprises 12 deputies trained in the use of special weapons, anti-sniper tactics, methods of capturing armed barricaded suspects, rescuing hostages, search and rescue, crowd control, disaster assistance and other tactics and skills necessary for the resolution of critical incidents.

The Sheriff's SWAT team comprises deputies with patrol experience, who must pass an interview process, a rigorous physical test and a Basic SWAT Academy. Each SWAT member participates in approximately 144 hours of additional tactical training per year. The Sheriff's SWAT team frequently trains with the Napa Police Department. Both SWAT teams respond together to most critical incidents. Both teams utilize Crisis Negotiators (eight trained members) to bring peaceful resolution to hazardous situations.

NAPA SPECIAL INVESTIGATIONS BUREAU (NSIB)

The Napa Special Investigations Bureau is a county-wide drug task force comprised of Napa County Sheriff's Office, Napa Police Department, California Highway Patrol, Napa County District Attorney's Office and Napa County Probation Department employees. They also specialize in the investigation of human sex trafficking cases.



ADDITIONAL RESOURCES

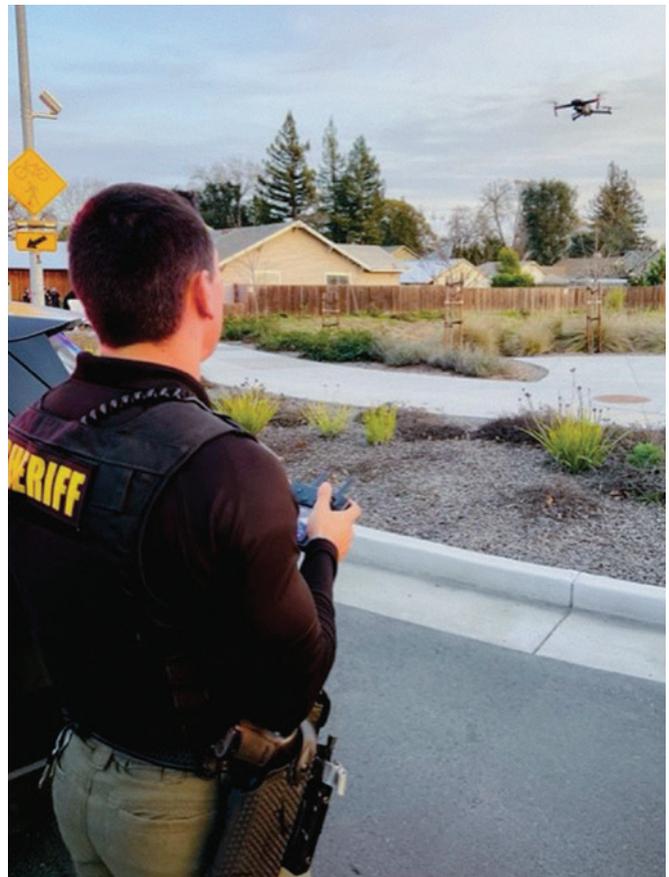
sUAS TEAM

The Napa Sheriff's Small Unmanned Aircraft System Team (sUAS) or Drone Team is an integral part of law enforcement operations and is a valuable resource that helps protect the safety of the community and our Deputies. The team comprises seven pilots who have undergone strict training and licensing certified by the Federal Aviation Administration (FAA). The team also attends monthly departmental training focusing on flight proficiency, legal and policy compliance and scenario-based exercises.

When available and used, drones allow law enforcement officers to approach and evaluate situations at a distance. In turn, this can provide for safer outcomes for potentially violent events. Drones also have the ability to search terrain that is not easily or quickly accessible by car or foot and can provide aerial support for search and rescue missions. This occurred several times in 2023 when our team assisted in looking for missing persons in rural areas.

The team was deployed 70 times in 2023 to assist with law enforcement-related calls. Many of these calls involved armed barricaded suspects or suspects who had fled on foot from crimes and were hiding in or around community members' properties. Throughout the year, the team also flew to take evidentiary crime scene photos for community outreach demonstrations and to evaluate flood damage during Napa County's major winter storms. The team assisted neighboring law enforcement agencies 30 times throughout the year.

The Sheriff's Office has always adhered to strict FAA regulations for its drone team. In 2023, the team underwent a stringent renewal process for its waivers from the FAA, granting specific permissions to operate and fly our drones for the community. Team goals for 2024 are to begin regional law enforcement drone training and team expansion by adding additional pilots and drone equipment.



ADDITIONAL RESOURCES

HAZARDOUS DEVICES TEAM (BOMB SQUAD)

The Napa County Sheriff's Office Explosives Ordinance Disposal Team (EOD), commonly referred to as the Bomb Squad, responds to calls for service related to suspicious packages, unexploded ordinance, improvised explosive devices, homemade devices and labs within all areas of the county of Napa. Additionally, they provide the same services for the counties of Solano and Lake. EOD K-9s assist them from Napa and Solano Counties with explosives sweeps for large public events and dignitaries visiting the Napa Valley. Additionally, they provide demonstrations and education to patrol deputies at the agency and academy levels. Team members are responsible for the inspection and compliance overview of blasting permits in Napa County.

Team members attend an intensive 6-week training course and are governed by FBI guidelines for training and readiness. Members are required to maintain a minimum of 24 hours or related training per month and a 40-hour course per year.

HIGHLIGHTS

- 7 call-outs for suspicious packages, military ordinance, hoax devices, explosives recovery and disposals, including calls in Napa, Solano and Lake Counties.
- 6 explosives and suspicious package sweeps at public events. EOD K-9s were utilized on all of the sweeps.
- 2 public demonstrations and law enforcement education and training classes.



ADDITIONAL RESOURCES



HONOR GUARD

The Napa Sheriff's Office Honor Guard was formed to perform official remembrance ceremonies and funeral details for law enforcement professionals who have passed away in the line of duty. The Honor Guard also conducts flag raising duties at various civic events that require a dignified display and presentation of our nation's flag. The Honor Guard is trained in the aspects of drill and ceremony, flag presentations, and funeral details.

The Honor Guard provides a symbolic and professional display of respect and gratitude for officers who have died either in the line of duty, while an active member of the department or after they retire from the department. The Honor Guard provides a positive image as ambassadors of the Napa Sheriff's Office, the County of Napa and the community by participating in memorials, parades and other special events.

MOBILE FIELD FORCE

The Napa Sheriff's Office trains and equips a Mobile Field Force (MFF) team. The team comprises 25 Deputies and three Sergeants (many of whom are assigned to ACPD). All of the MFF team members attend a 40-hour training course through the Federal Emergency Management Agency (FEMA), along with refresher training throughout the year. The Lieutenant who oversees the team can also call upon the MFF to fill mutual aid requests for areas impacted by earthquakes, floods or fires.



ADDITIONAL RESOURCES

INVESTIGATIONS BUREAU (DETECTIVES)

The Investigations Bureau is responsible for all criminal investigations and works closely with the crime lab. The Bureau has a Lieutenant, a Detective Sergeant, seven Investigators and a Secretary. There are two Evidence Specialists and an Evidence Technician in the Evidence Bureau.

Investigators perform follow-up on crimes against persons, such as sexual assaults, child abuse and neglect, elder and dependent adult abuse, domestic violence, murder, manslaughter, questionable deaths, mayhem, kidnapping, as well as all criminal offenses committed within county correctional facilities. They also investigate major property crimes, including frauds, embezzlements, forgeries, computer crimes and runaway juveniles/missing persons. All investigators are part of the Napa County Major Crimes Task Force.

HIRING

Applicants face a rigorous hiring process. They file an application, go through an oral interview, complete a pre-background packet, complete waivers and a 25-page background packet and go through another interview about the information contained in the packets. A thorough background investigation is then conducted (friends, family, co-workers and neighbors are contacted, credit and criminal history checks are completed). Applicants must pass a physical agility test and complete a polygraph packet and exam. If the applicant has not been disqualified, they may receive a conditional job offer. The conditional part means that they have a job if they successfully pass a physical exam, psychological exam and Sheriff's Interview. In addition, the new hire must successfully complete a 16-week field training program with experienced deputies. The Sheriff's Office Administrative Lieutenant oversees recruitment, testing and background investigations.

TRAINING

The Administrative Lieutenant is responsible for ensuring department-wide compliance with Peace Officer Standard Training (POST) requirements. POST has established training and hiring standards for law enforcement in California. Deputies must attend a 664 (minimum) hour basic academy and then successfully complete a field training program after being hired.

After completing their probationary period, Deputies must attend regular training that includes a minimum of 24 hours of perishable skills training every two years and 24 additional hours of continuing professional training every two years. The perishable skills training includes driving, firearms, defensive tactics, First Aid/CPR and Tactical Communication.

The Sheriff's Office Administrative Lieutenant ensures officers assigned to ACPD meet their POST training requirements. In addition to minimum requirements, the Lieutenant works with the Chief of Police to ensure officers attend training that aligns with the officer's assignment at ACPD.



ANIMAL SERVICES

American Canyon has a separate contract (\$62,970 for FY 23/24) with Napa County Sheriff's Office for Animal Services. Animal Services Officers work out of the main Sheriff's Office on Airport Blvd. The officers are supervised by a Napa Sheriff's Sergeant. There is one Senior Animal Services Officer and five Animal Services Officers. There is at least one Animal Services Officer working 7 days a week, between 6 AM and 11 PM. After 11 PM, an officer is assigned to be on call for emergencies only; emergencies primarily consist of vicious or injured animals.

Animal Services (officers) is separate from the Animal Shelter, which is run by Napa County Environmental Management. Animal Services Officers do not investigate noise complaints (usually barking dogs); those complaints are handled by the American Canyon Police Department. Generally, Animal Services Officers deal with domestic animals; California Fish and Wildlife handles wild animals.

The Animal Services Officer's primary mission is to prevent the spread of rabies. They investigate dog bites and dangerous animals, capture stray or injured animals and investigate the abuse or neglect of animals in unincorporated Napa County, and the cities of Napa, American Canyon and Yountville.

Officers deal with a variety of types and sizes of (mostly) domestic animals. In addition to dogs and cats, they have handled cows, horses, roosters, llamas, emus, goats, rabbits, skunks, snakes and bats.

**IN 2023, ANIMAL SERVICE OFFICERS
HANDLED 3,989 INCIDENTS, 612 IN AMERICAN CANYON.**





AMERICAN CANYON POLICE DEPARTMENT

2023 ANNUAL REPORT

CONTACT US

Public Safety Building
911 Donaldson Way East
American Canyon, CA 94503
Emergency — 911
Non-Emergency — (707) 551-0600
Dispatch — (707) 253-4451
[CityofAmericanCanyon.org/Police](https://www.cityofamericancanyon.org/police)

FOLLOW US

Facebook @American.Canyon.Police.Department
Instagram @amcanpd

YEAR-ROUND PRESCRIPTION DRUG DISPOSAL BIN

Our lobby houses a prescription drug disposal bin where you can safely and responsibly dispose of your expired or unused medications — it's entirely FREE. Simply secure your medications in a plastic bag before dropping them off. Remember to recycle your empty plastic bottles at home. Please note: NO NEEDLES and NO LIQUIDS are accepted.



Maintenance and Utilities Department

City Council Update

March 19, 2024

Environmental Services Division Update



Environmental Service Division Programs

Water Reclamation Facility (WRF) Water Quality Compliance/Reporting

Pretreatment Inspections/Permits

Pollution Prevention/Outreach

Recycled Water Permits/Programs/Spill Reporting

Water Conservation Public Programs

Solid Waste Franchise/SB 1383 Regulations/Hazardous Waste

Bay Area Air Quality Management District Permits

Hazardous Materials Business Plan (HMBP) Unified Program

Support Stormwater Illicit Discharges/Reporting

Sustainability/EV Charging System/Solar

2023 Annual Compliance Reports to RWQCB

1. Self Monitoring Report

- 1826 Compliance samples evaluated
- WRF did not violate NPDES effluent limits
- Constructed Wetlands Management Plan was updated and submitted
- Treated 680.5 million gallons of wastewater

2. Biosolids

- 5.531 dry metric tons were off-hauled to landfill

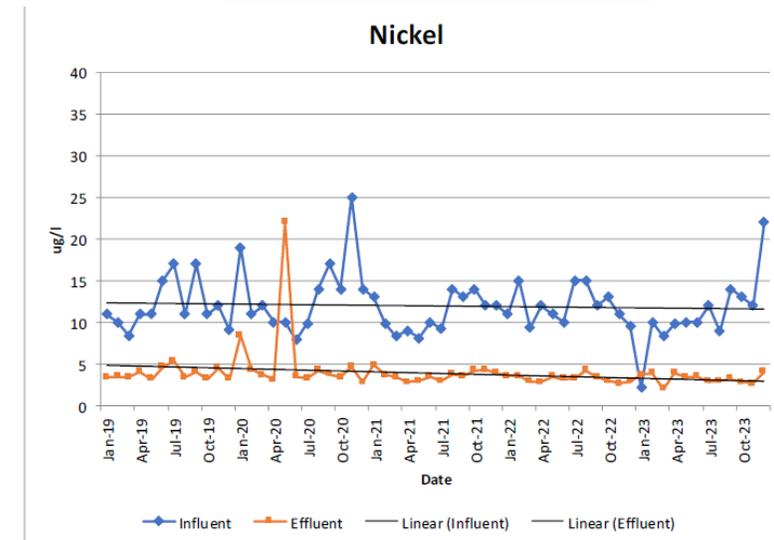
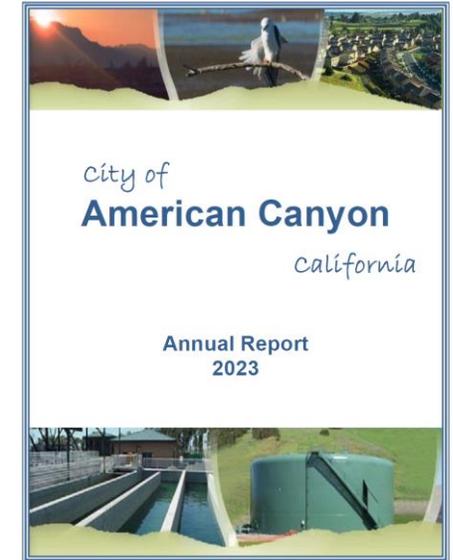
3. Pretreatment Annual Report

- No exceedances in metal permit limits in 2023
- SIU (significant industrial user)
 - Inspected and sampled once
 - Submitted monthly reports
 - Submitted approximately 3196 regulatory data points to us
 - Received 3 NOVs (Notice of Violation) and 1 Warning Letter from us

4. Pollution Prevention Annual Report

- Analyze our pollutants of concern, their sources, and how we plan to control them
- Report out on all outreach

5. Recycled Water Annual Report – Due April 30



Water Reclamation Facility (WRF) Water Quality Compliance/Reporting

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/CalSuWers-Dashboard.aspx>

California Wastewater Surveillance Network Dashboard

Filters

1. Select Sewershed:

- Alameda (East Bay)
- Alameda (San Leandro)
- Alameda (Union City - Fremont Basin)
- Alameda (Union City - Newark Basin)
- Alameda (Union City - Union Basin)
- Butte (Chico)

2. Select Data Source:

3. Select Sample Date:

1/1/2023 to 12/31/2023
and Null values

Sewershed: Napa (American Canyon)



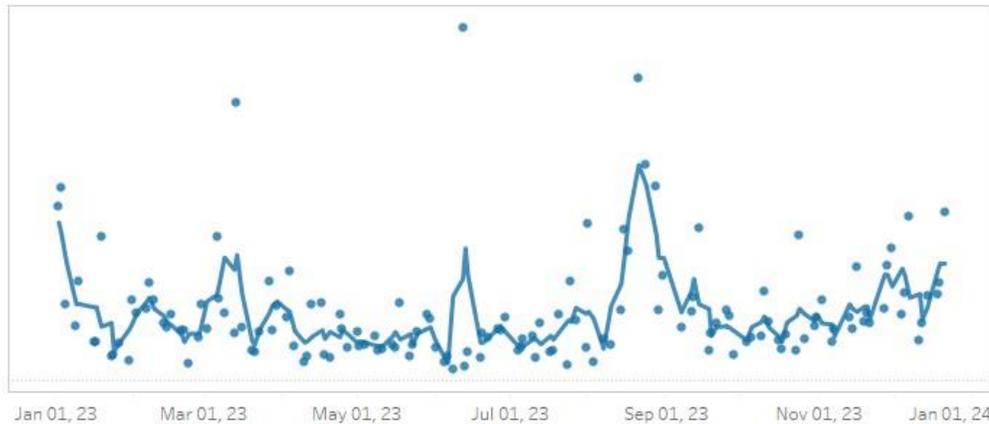
Overall Sewershed Site Locations



SARS-CoV-2 Concentrations: Napa (American Canyon)

Concentration Unit: SARS-CoV-2/PMMoV

Data Source: CDPH Drinking Water and Radiation Lab



OUTREACH

- Donaldson Way Career Fair
- Citizens Academy
- ACHS Citizens Academy
- Watershed Explorers Field Day – Canyon Oaks



+



Solid Waste

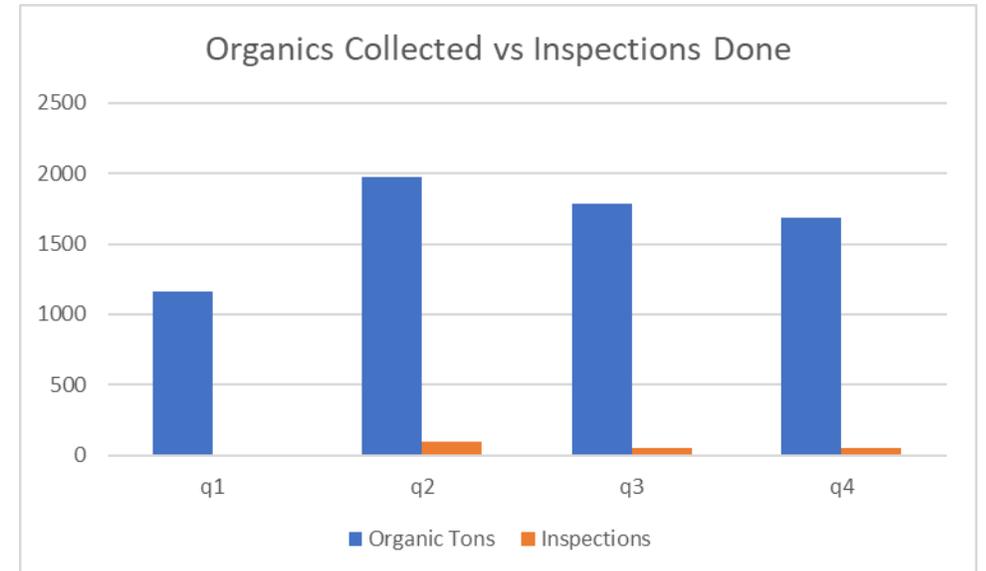
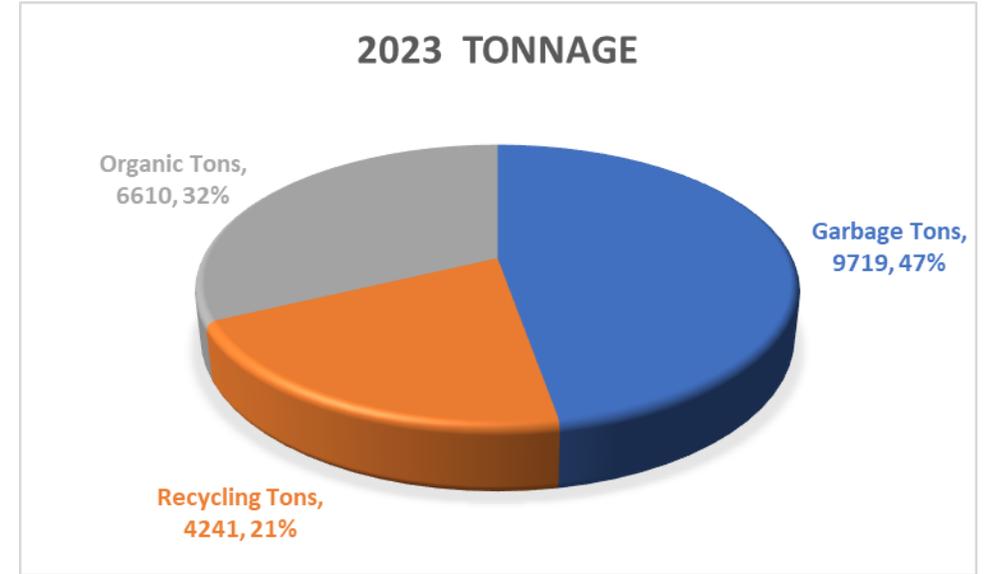
- Awarded 2 Grants in 2023 (CalRecycle)
 - County Payment Program \$5,744
 - Purchase indoor recycling containers for all city facilities
 - Purchase educational material
 - Beverage Container Recycling Grant Program \$275,000
 - Install 15 Outdoor recycling bins
 - Install 15 Water Refill Stations
- Awarded SB 1383 Local Assistance Grant (CalRecycle)
 - \$75,000
 - Residential Compost Hub to include burlap bags for transport
 - Compost Class
 - Organics Kitchen Pails
 - Program to help with Route Reviews



Solid Waste

Recology 2023 Annual Report

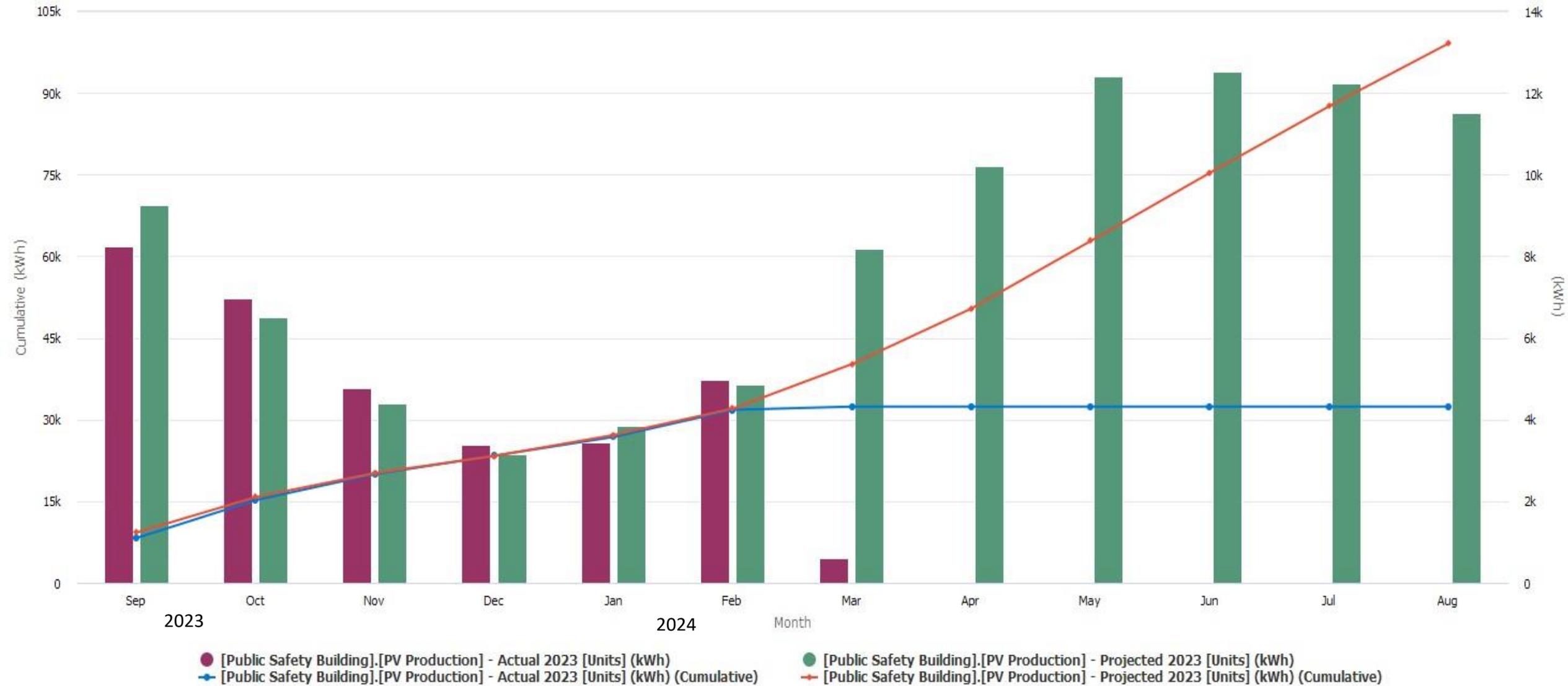
- 596 Bulky Item Pickups (596 tons)
- 311 gallons Used Oil Collected
- Donated Services
 - Kiwanis crab feed
 - ACHS Crab Feed
 - AMC Wetland weeds pull
 - Meet me in the streets
 - Juneteenth
 - 4th of July
 - Evening at the Ruins
 - Pumpkin Patch Arts
 - Magic of the Season
 - Reindeer Run
 - Compost Bin for ACLL Fields



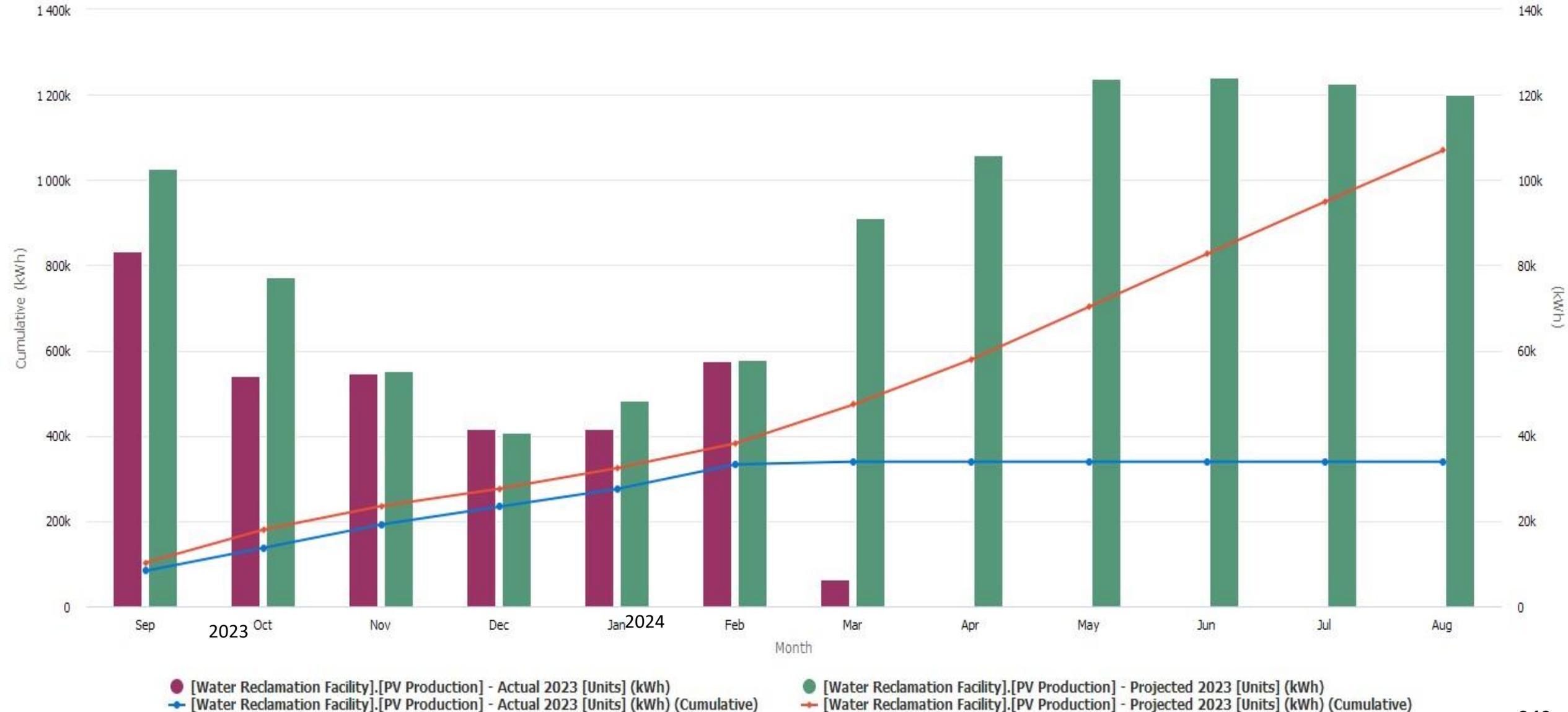
Sustainability/EV Charging System/Solar



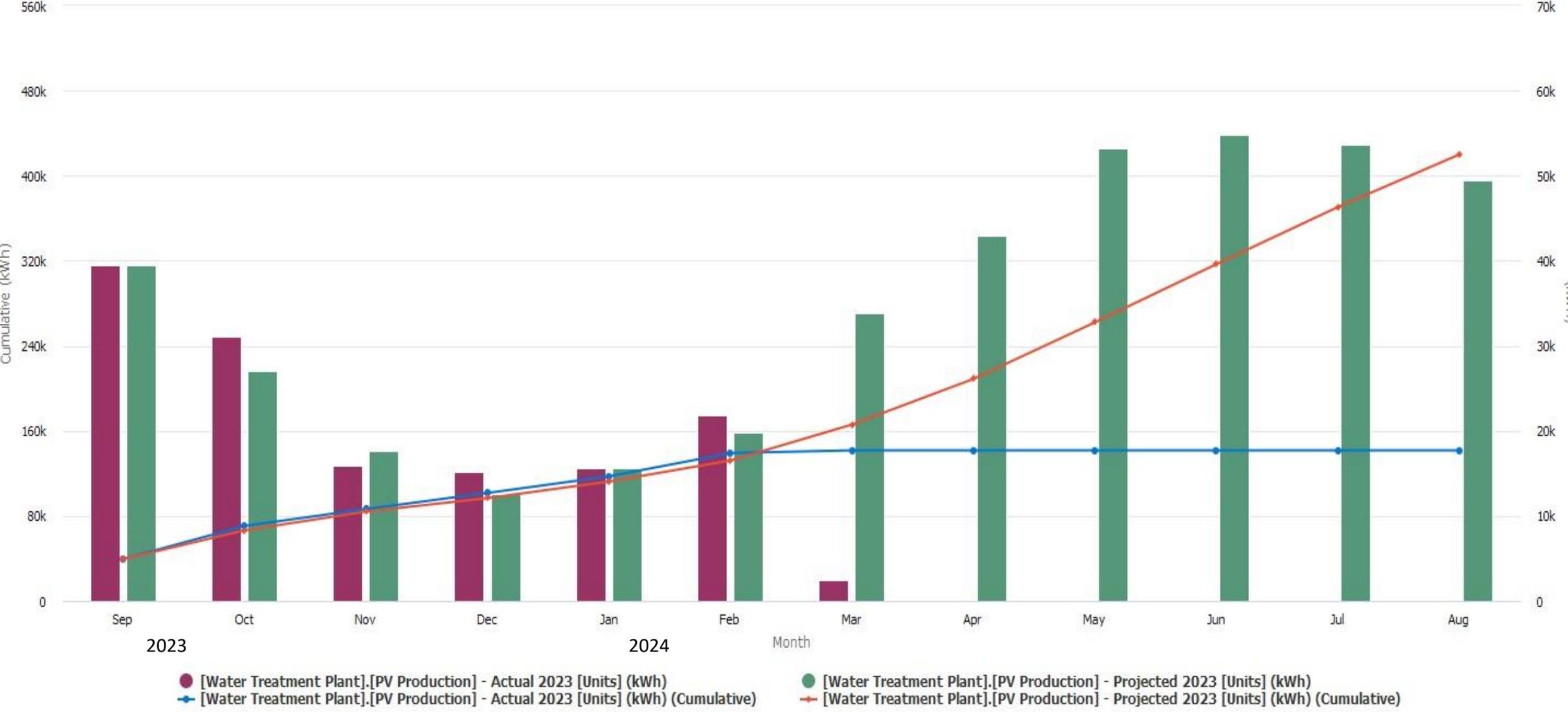
Public Safety Building Solar Production

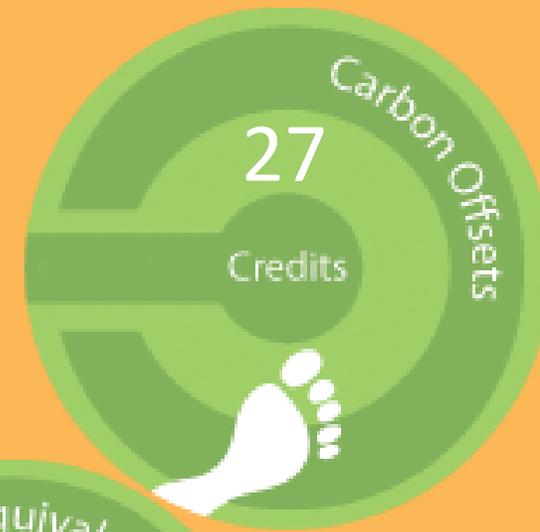
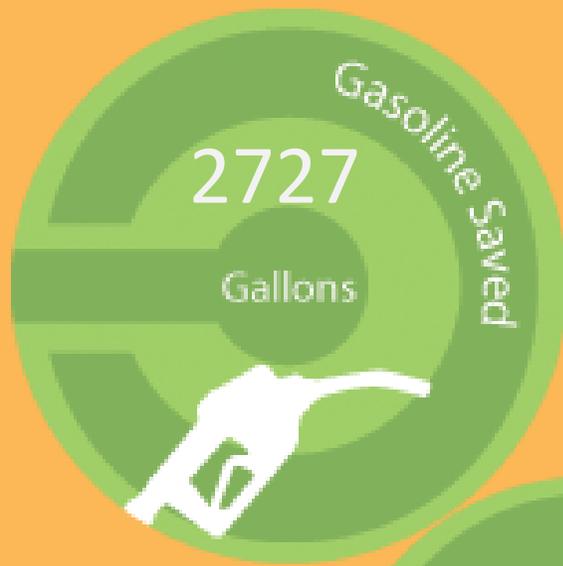


Water Reclamation Solar Production



Water Treatment Plant Solar Production





City Hall EV Charging Station

January – December 2023

1,876 Total Charge Sessions

437,466 Total Charge Minutes



CITY OF
AMERICAN
CANYON

Questions?